



Our reference
F19/13/03-D21/26182

19 May 2022

Policy & Services Committee – Hearing (Rates Remission Policy) and Meeting

Notice is hereby given that a meeting of the **Policy and Services Committee** will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 24 May 2022** beginning at **2pm** to hear and consider submissions to the *Rates Remission Policy*.

At this stage the meetings will be held in the Council Chambers, however should it be required due to the Covid Protection Framework, the meeting may be moved to an alternative venue or held virtually.

Timetable for 24 May 2022 as follows:

1.00pm	Workshop for Councillors - Cemetery maintenance - Waste
2.00pm	Policy and Services Committee – Rates Remission Policy - Speakers (1) - Deliberations
3.00pm	Policy and Services Committee

Yours faithfully

Sven Hanne
Chief Executive

2022 - Policy & Services - May

24 May 2022 03:00 PM - 05:00 PM



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AGENDA

Policy and Services Committee



F19/13/05 – D22/16794

Date: Tuesday 24 May 2022 at 3.00 PM

Venue: Council Chambers, 63 Miranda Street, Stratford

The meeting location may change, or will be held via Audio Visual Link, if required due to current COVID-19 Alert Levels or Government Guidelines.

1. Welcome

1.1 Opening Karakia
D21/40748 Page 7

1.2 Health and Safety Message
D21/26210 Page 8

2. Apologies

3. Announcements

4. Declarations of members interest

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

5. Attendance Schedule

Page 9

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

6. Confirmation of Minutes

6.1 Policy & Services Committee – 26 April 2022
D22/11489 Page 10

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 April 2022 be confirmed as a true and accurate record.

/
Moved/Seconded

7. Matters Outstanding

D16/47 Page 20

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. [Decision Report – Review of Windsor Park and Thomson Arboretum Reserve Management Plan](#)
D22/16819 Page 21

Recommendations

1. THAT the report be received.
2. THAT, as no further submissions have been received following the second round of public advertising, the draft reviewed reserve management plan for Windsor Park and the Thomson Arboretum as presented with this report be approved and formally adopted in terms of Section 41 of the Reserves Act 1977.

Recommended Reason

The draft reviewed management plan for Windsor Park and the Thomson Arboretum has been through two rounds of public consultation as required by the Reserves Act 1977, submissions have been workshopped with Council and agreed amendments incorporated into this final draft presented for approval.

/
Moved/Seconded

9. [Information Report – Ordering of Candidate Names for Local Elections 2022](#)
D22/16835 Page 60

Recommendations

1. THAT the report be received.
2. THAT Council resolves to adopt either:
 - (i) The alphabetical order of candidate names; or
 - (ii) The pseudo-random order of candidate names; or
 - (iii) The random order of candidate names,

to be displayed on the voting documents for the 2022 triennial election, as permitted under regulation 31 of the Local Electoral Regulations 2001.

/
Moved/Seconded

10. [Monthly Reports](#)

- 11.1 Assets Report**
D22/15400 Page 137

Recommendation

THAT the report be received.

/
Moved/Seconded

11.2 Community Services Report
D22/14439 Page 175

Recommendation

THAT the report be received.

/
Moved/Seconded

11.3 Environmental Services Report
D22/14832 Page 186

Recommendation

THAT the report be received.

/
Moved/Seconded

11.4 Corporate Services Report
D22/16811 Page 193

Recommendations

1. THAT the report be received.
2. THAT the Committee acknowledges that the Investment with Counterparty limit breach has been authorised by the Chair of the Audit and Risk Committee, and the Chief Executive or Mayor, in accordance with the Treasury Management Policy.

/
Moved/Seconded

11. Questions

12. Closing Karakia
D21/40748 Page 212



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Our reference
F19/13/03-D21/40748

Karakia

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

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



Our reference
F19/13/03-D22/17082

Health and Safety Message

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

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

Under the current Pandemic setting visitor access beyond the customer service centre is restricted. Mask wearing is mandatory in all public areas as well as any areas where social distancing cannot be consistently achieved, such as corridors, staff rooms and bathrooms.

We recommend mask wearing for the duration of meetings unless social distancing of a minimum of 1 metre can be consistently achieved.

5. Attendance schedule for 2022 Policy & Services Committee meetings (including Hearings).

Date	25/01/22	22/02/22	22/03/22	26/04/22	17/05/22	24/05/22	28/06/22	26/07/22	23/08/22	27/09/22
Meeting	PS	PS	PS	PS	H	PS	PS	PS	PS	PS
Neil Volzke	✓	✓	✓	✓	✓					
Grant Boyde	✓	AV	✓	✓	✓					
Rick Coplestone	✓	✓	AV	✓	✓					
Peter Dalziel	✓	AV	AV	✓	A					
Jono Erwood	✓	A	AV	✓	✓					
Amanda Harris	✓	✓	AV	✓	✓					
Alan Jamieson	✓	✓	✓	✓	✓					
Vaughan Jones	✓	✓	AV	✓	✓					
Min McKay	A	A	AV	✓	✓					
John Sandford	✓	✓	✓	✓	✓					
Gloria Webby	✓	✓	AV	✓	✓					

Key	
PS	Policy & Services Committee Meeting
H	Hearing (heard by Policy & Services Committee)
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick
AV	Meeting held, or attended by, by Audio Visual Link

MINUTES

Policy and Services Committee



F19/03/05 – D22/11489

Date: Tuesday 26 April 2022 at 3.00pm
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

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

In attendance

The Chief Executive – Mr S Hanne, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson (*part meeting*), the Roding Asset Manager – Mr S Bowden, the Property Officer – Mrs S Flight (*part meeting*), Dr A Probert and Mrs J Moffitt (Venture Taranaki (*part meeting*)), and one member of the media (Stratford Press (*part meeting*)).

Via audio visual link: the Director – Community Services – Ms K Whareaitu, the Director – Assets – Mrs V Araba, the Director – Corporate Services – Mrs T Radich, the Services Asset Manager – Mr J Cooper (*part meeting*), the Asset Management Coordinator/Waste Minimisation Officer – Mrs L Campbell, the Parks and Reserves Officer – Mrs M McBain (*part meeting*), and the Projects Manager/Engineer – Mr S Taylor.

1. Welcome

The meeting was opened with a karakia.

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

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

2. Apologies

Apologies were noted from the Director – Environmental Services – Mr B Sutherland and the Environmental Health Manager – Ms R Otter.

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 conflicts of interest.

5. Attendance Schedule

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

6. Confirmation of minutes

6.1 Policy & Services Committee – 22 March 2022
D22/10214 (PE) D22/11489 (Open) Page 11

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 22 March 2022 be confirmed as a true and accurate record.

WEBBY/BOYDE
Carried
P&S/22/50

7. Matters Outstanding

D16/47 Page 21

Recommendation

THAT the Matters Outstanding be received.

ERWOOD/DALZIEL
Carried
P&S/22/51

8. Information Report – Economic Development Quarterly Report – Quarter Three

D22/10605 Page 22

Recommendation

THAT the report be received.

SANDFORD/HARRIS
Carried
P&S/22/52

The Director – Community Services noted that the first drafts for the Strategies and Town Centre Plans had been received. Staff were currently reviewing and collating their feedback for BERL. It was hoped that these would be presented to elected members in the next month.

It was clarified there was no formal opening date for the Whangamomona Walkways as yet.

Dr Probert and Mrs Moffitt presented the Venture Taranaki quarterly report. Points noted in discussion:

- Justine Gilliland has now finished as Chief Executive with Kelvin Wright beginning in the position next week.
- It was noted there were also four new board members who will be commencing and these will be announced tomorrow.
- Some events have been impacted by Covid-19.
- The Taste and Tales event includes two Stratford Businesses – Forgotten 43 brewery and Fenton Street Gallery.
- The highlight for the Tech Week will be the Agritech event which is being held in Stratford and is a half day expo and includes speakers.
- There is still demand from enterprises requiring support from a wide variety including retail, trades, agriculture and hospitality. A lot of businesses are looking for financial planning support to plan

forward, advice to focus on mental health and well-being and also dealing with the barriers around increasing prices for materials and other expenses.

- It was noted Venture Taranaki was happy to assist officers at Stratford District Council with economic development activities.

Questions/Points of Clarification:

- It was clarified that the power up podcasts would likely return next year and the team would be grateful for suggestions of businesses to be part of this.
- It was requested for clarification on the use of the Taranaki Pioneer Village photo on page 49. Whilst it may not be specifically relevant to the context of the article, it was considered appropriate given that there was quite a bit happening in the visitors' area.

Dr Probert and Mrs Moffitt left the meeting at 3.11pm.

9. Decision Report – Proposed Change to the Speed Limit for Opunake Road
D22/12876 Page 57

Recommendations

1. THAT the report be received.

McKAY/BOYDE
Carried
P&S/22/53
2. THAT in accordance the Stratford District Council Speed Limits Bylaw 2020, clause 8, the committee approves the recommendation to change the speed limit along Opunake Road from 100km/h to 80km/h.
3. THAT the extent of the speed limit from RP0.0 (Elizabeth Grove) to RP16.75 (District Boundary).
4. THAT the 80km/h speed limit will take effect from 1 June 2022.

ERWOOD/BOYDE
1 against
1 abstained
Carried
P&S/22/54

Recommended Reason

The Government Policy Statement for Land Transport 2021/22-2030/31 has a strategic priority relating to road safety including a desire to reduce the death and serious injury crashes by 40 percent by the year 2030. This "Road to Zero" vision is one of the primary focuses of the current Government and thus encouraging all local authorities and agencies to play their part in achieving this goal. Opunake Road has been identified as one of our highest risk roads within the Stratford District.

The Roading Asset Manager noted the following points:

- This report is seeking council's endorsement to change the speed limit along Opunake Road which has been discussed with councillors at previous meetings and has subsequently been consulted on with the public and residents.
- The report highlights that there were over 50 crashes along this road since January 2016 with the number of crashes dropping off significantly on the South Taranaki end of this road.
- The suggestion to lower to speed limit is in line with the government's national strategic direction to reduce the road toll by 40% by 2030.

The Communications Manager joined the meeting at 3.16pm.

Questions/Points of Clarification:

- Councillor Coplestone noted that most of the negative comments were from submitters from outside of the district.
- It was clarified that South Taranaki would be reviewing the speed limit once the legislation for Setting of Speed Limits 2021 is passed. Stratford was currently reviewing this under the jurisdiction of its bylaws.
- Councillor Erwood noted his support for the reduction of the speed limit due to the fact the road was not geographically suitable for being 100kms in some areas, the time impact for travel should not be considered when we may be able to save lives and the number of crashes that are not reported to police all have the potential to have been fatal or cause serious injury. This is a step in the right direction towards the Road to Zero.
- Councillor Boyde noted there was quite a bit of housing development on Opunake Road and felt it would be irresponsible if Council did not change the speed limit.
- It was clarified that following the legislation being passed, Council could either look at clusters or at its district as a whole. If a cluster is chosen to begin with then the obvious next step would be the roads surrounding Opunake Road, a lot of these side roads will then include conversations with South Taranaki District Council as consistency across boundaries is required.
- Councillor McKay noted the importance of communicating the costs of some of the suggested changes to the submitters so the full extent of these costs could be understood. It was noted that Waka Kotahi had committed to subsidies as detailed in the report to proceed with safety improvements over this Long Term Plan period and the next. Comments from the submissions will be taken into account when planning the improvements.
- Councillor Dalziel noted it was vital the community be aware that safety improvements would be done as well as the reduction in speed.
- The Deputy Mayor noted his opposition to reducing the speed limit. He noted that some of the improvements would go a significant way towards improving the safety of the stretch of road. He noted cars could not travel at 100kms per hour on all of the main roads, and a rural road was no different. He noted the areas that speed was exceeded excessively was on the straightest parts of this road. He felt reducing the speed was a cop out.
- It was clarified that Waka Kotahi had conceded that 80kms per hour for Opunake Road was more realistic than 60kms.
- The District Mayor noted his support for lowering the speed limit due to the crashes that had occurred there over the past five years as these numbers were appalling. He noted that even those submitters opposing the reduction in speed had acknowledged speed was a common issue on this road. He acknowledged sunstrike, black ice, fog, heavy rain, slippery roads, topography and embankments were all factors that contributed to accidents but he noted the slower a vehicle was travelling the lower the level of injury which meant if accidents did occur there was a better chance of surviving. He noted the importance of acknowledging the gradual changes to the submitters.
- The Deputy Mayor voted against the motion. Councillor Jones abstained.

10. Decision Report –Regional Waste Disposal – Review of Central Landfill Feasibility
D22/12374 Page 171

Recommendations

1. THAT the report be received.

HARRIS/McKAY
Carried
P&S/22/55

2. THAT Council note the results of the preliminary feasibility review and updated sensitivity analysis, which indicates Bonny Glen Landfill as the most cost-effective option.

3. THAT Council note the endorsement of the recommendation by the Central Landfill Joint Committee.

4. THAT Council approve the continued disposal of waste to Bonny Glen Landfill under the existing 35-year contract with Midwest Disposal Ltd, noting that there will be 5 yearly rights of renewals throughout the contract term.

5. THAT Council authorise the Administering Authority to review the Central Landfill Joint Agreement and update the Regional Waste Management Agreement to reflect decisions by the three Councils on this matter, and outline the process that will be followed should the decision on regional waste disposal options change during the contract term.

6. THAT Council note that should the Central Landfill Joint Agreement need to be terminated; this requires further approval by all three Councils.

JAMIESON/VOLZKE
1 against
Carried
P&S/22/56

Recommended Reason

The preliminary review of the central landfill feasibility report indicates the continued disposal to Bonny Glen as the most effective option for all 3 Councils. This decision has been endorsed in August 2021 by the Central Landfill Joint Committee. Other recommendations sought are supplementary and worth noting for future decision-making purposes.

The Projects Manager/Engineer noted the following points:

- The Central Landfill Committee has received a draft feasibility report and the recommendations from that are reflected in this decision report.
- Similar reports will be received by South Taranaki District Council tomorrow and New Plymouth District Council on Tuesday.
- The report recommends to continue transporting refuse to Bonny Glen under the current contract with Midwest Disposal.

Questions/Points of Clarification:

- Councillor Dalziel noted his frustration with the overall report and supporting appendices and felt they were surplus for a decision to be made at the governance level.
- It was clarified that the price per tonne was a fixed rate but there and that there was no penalty if the tonnage was reduced.
- It was clarified that the increased tonnage taken to landfill was largely due to the inclusion of recyclables during Covid-19. Stratford was still working towards reducing waste and New Plymouth District Council had done a lot in their goal towards zero waste. This trend can be seen in the assets monthly reports.
- Councillor Boyde noted that it would have been helpful to have seen the tonnage per year from 2018, 2019, 2020, 2021 to compare.
- The Director – Assets noted that the supporting information had been included to ensure Council had the best information available to it to make a decision, including all background information.
- Councillor Coplestone noted that with transport costs and labour costs increasing there will be an impact on this agreement, he felt our own landfill would be more logical in terms of transport. The Chief Executive noted that the 35-year agreement was fixed with the exception of industry indicators and inflation, the 5-yearly option to break the contract was only available to the councils, not the landfill operator.
- The District Mayor noted that the amount of rubbish and waste going to the landfill was projected at about 65,000 tonnes for the region, and this was the bare minimum to ensure the viability of the Central Landfill. Numbers will continue to decrease, making the Central Landfill less and less economical.
- Councillor Coplestone voted against the motion.

11. Monthly Reports

11.1 Assets Report D22/11370 Page 333

Recommendation

THAT the report be received.

ERWOOD/BOYDE
Carried
P&S/22/57

The Roding Asset Manager noted the following points:

- Monmouth Road was resealed on 4 April and is now open. An update on this will be included in the April monthly report.
- Will be going back to discuss the Stratford Primary School safety project with the School Principal, if there are savings able to be made out of the Long Term Plan budget then these will go towards the safety project.
- The Projects Manager is currently consulting with schools for reduced speed limits.
- The Surrey Street footpath replacement has been delayed to wait for a water main replacement to be completed.
- Harvesting is about to begin on a 1000ha block on Puniwhakau Road. This will be about 4-5 years of work.

Questions/Points of Clarification:

- It was clarified that the damage to the bridge on Puniwhakau Road would cost approximately \$100,000 to repair, and confirmed that this was the same amount that Council was considering to collect for the forestry roading differential. Mr Bowden had been in contact with management, logging and trucking companies and no one had admitted to causing the damage. Will be installing temporary scaffolding as side rails as there is still nine months of forestry work ahead for this area. Councillor Boyde reiterated that rate payers should not be having to pay for damage caused by forestry activity.
- It was clarified that Council had no jurisdiction over speed limits outside schools where the school frontage is on the main road (state highway).
- It was noted that production on the council farm is up by 2% for the year to date which is outstanding compared to the national average being 6-7% behind.
- It was clarified that the remaining procurement for the second trunk main was regarding the contractor.
- It was clarified that the landscaping at the pump track will largely be grassed area, it may contain some shrubs and safety assessments were being undertaken for the addition of furniture. It was noted that the plants at the bike park had largely remained unscathed during recent vandalism.
- It was noted that the electronic screen was waiting on a part to arrive and the electrician and IT to complete.
- It was clarified that the inside of the new pool complex would be largely neutral and in blue and white and the exterior would be how it looks now but with artwork on the windows and in the forecourt area. The Director – Community Services noted she was working with Iwi on the plans for the windows and outside concrete and hoped to have something to show council in the next month or so. It was confirmed that the Stratford Shakespeare Society and Stratford Early Settlers had not been involved in discussions on design or art work.
- It was clarified that the full claim for the Monmouth Road project had not been completed yet but if all variations were to be approved it would be slightly above budget. Contract variations had arisen primarily due to fish passage design and the extension of work due to wet weather.
- It was confirmed that bird scaring would cease at the oxidation pond during duck shooting season as requested by Fish and Game.

The Property Officer left the meeting at 4.17pm.

11.2 Community Services Report
D22/10480 Page 370

Recommendation

THAT the report be received.

SANDFORD/HARRIS
Carried
P&S/22/58

The Director – Community Services noted the following points:

- ANZAC Day service was held yesterday. This was the first year the parade was held at 6.00am prior to the service. It went well.
- Prospero Markets are happening this Saturday.
- Youth Week is in May.
- The Youth Council is doing its first event for the year being an On The Bus trip. Tickets are available through Eventbrite.
- Working through the operationalising of the new pool.

Questions/Points of Clarification:

- It was clarified that the location of the bells from the bell tower would be considered during the town centre and Prospero Place discussions. Council had been approached by an organisation interested in displaying them and also Taranaki Pioneer Village may be another option – but the primary consideration for now would be Broadway/Prospero Place.

The Services Asset Manager and the Parks and Reserves Officer left the meeting at 4.19pm.

11.3 Environmental Services Report
D22/10689 Page 379

Recommendation

THAT the report be received.

BOYDE/WEBBY
Carried
P&S/22/59

The Chief Executive noted the following points:

- Building activity was still on-going with high numbers.
- Stratford District Council currently has zero remaining general non-compliances (GNCs) issued by IANZ as part of the audit process. This is the first time in the past two to three years this has been achieved. As a result, resources are now being freed up to spend time on the earthquake prone buildings and swimming pool inspections.

Questions/Points of Clarification:

- Councillor Boyde congratulated the Environmental Services team on achieving zero GNCs. This is an incredible result especially with the high numbers of consents and limited resource.
- It was clarified that the desktop exercise for the earthquake prone buildings was almost complete and a report would come to Council in due course.
- It was noted that the Pembroke Road re-numbering had been postponed due to resource availability.

11.4 Corporate Services Report
D22/12874 Page 386

Recommendations

1. THAT the report be received.

COPLESTONE/ERWOOD
Carried
P&S/22/60

2. THAT the Committee acknowledges that the Investment with Counterparty limit breach has been authorised by the Chair of the Audit and Risk Committee, and the Chief Executive or Mayor, in accordance with the Treasury Management Policy.

COPLESTONE/McKAY
Carried
P&S/22/61

The Director – Corporate Services noted the following points:

- Operating Revenue is up on previous years except for the roading subsidy which is a result of the approved subsidies being less than set in the Long Term Plan.
- There are quite a few Expenditure areas that are higher than budget and this is explained further in the report. There has been an increase in costs particularly in infrastructure requirements, staffing costs, higher demands for services, contract response works and the parks and reserves area. It is expected that this will continue.
- Capital Projects – a new graph has been included in the report.
- The Treasury Section highlights the significant borrowing programme that has been undertaken in April showing the additional \$10 million that was borrowed to lock in interest rates over longer timeframes.
- The Investment with Counterparty limit breach was clarified as being due to all the investments being with one bank – Westpac, due to the higher interest rates offered.
- Officers are starting to notice a reduction from previous years for rates collection. Late payment penalties are being applied and reminder notices issued.

Questions/Points of Clarification:

- Councillor Dalziel questioned the increase in depreciation. Mrs Radich clarified that this had been brought to a workshop and that there had been no submissions received regarding the reduction in funding for depreciation. Councillor Dalziel noted he had not been aware at the time that this had been due to the asset revaluations and noted his concern that Council was over-valuing its assets. The Chief Executive noted that the asset revaluations followed a process prescribed by Audit NZ with renewal values being reviewed independently.
- Councillor Dalziel congratulated Mrs Radich on the detailed cashflow report separating the borrowing and investments in a very clear way.
- It was clarified that the fibre connection for the new pool complex and the War Memorial Centre was to ensure the pool could operate with the technology used at the administration building and to retain security. There is no wireless option that would offer the capacity required. It was noted that residents could pay urgently required fees (such as dog impounding fees) at any facility that is open including the pool.

12. Questions

- It was noted that the cones outside the TET Kings Theatre were placed by Council as a result of a leak. This required an overnight shut down to complete repairs and Broadway would subsequently loose water for the night. Planning was underway to complete this.
- Councillor Sandford reiterated the request for a Council led trip to the Chicken Farm.

13. Closing Karakia

D21/40748 Page 405

The meeting was closed with a karakia.

The meeting closed at 4.50pm

A L Jamieson
Chairman

Confirmed this 24th day of May 2022.

N C Volzke
District Mayor

Policy and Services Committee Matters Outstanding Index

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Street Numbering - Pembroke Road - Ariel Street (raised 26 May 2020)		Blair Sutherland	Ongoing	Update in Monthly Report item 11.3
Rates Remission Policy – rural UAGC application (SUIPs)	Policy and Services – 18 May 2021	Tiffany Radich	Ongoing	Report – Item 9 – Amendments to Rate Remission Policy
Parking – Brecon Road to King Ward Park (Stratford Primary School)	Policy and Services – 25 May 2021	Steve Bowden	Ongoing	Workshop held 8 March. Update in Monthly Report item 11.1
Future of Page Street Swimming Pool Complex		Sven Hanne		
Surplus Assets List	Ordinary - 12 April 2022	Victoria Araba	Workshop 28 June	A report will be brought to Council
SDC membership of the coalition C4LD		Sven Hanne		Workshop to be arranged

DECISION REPORT



F19/13/04 – D22/16819

To: Policy & Services Committee
From: Special Projects Manager
Date: 24 May 2022
Subject: Review of Windsor Park and Thomson Arboretum Reserve Management Plan

Recommendations

1. THAT the report be received.
2. THAT, as no further submissions have been received following the second round of Public advertising, the draft reviewed reserve management plan for Windsor Park and the Thomson Arboretum as presented with this report be approved and formally adopted in terms of Section 41 of the Reserves Act 1977.

Recommended Reason

The draft reviewed management plan for Windsor Park and the Thomson Arboretum has been through two rounds of public consultation as required by the Reserves Act 1977, submissions have been workshopped with Council and agreed amendments incorporated into this final draft presented for approval.

/
Moved/Seconded

1. Purpose of Report

The purpose of this report is to seek Council's approval to the final draft reviewed management plan for Windsor Park and the Thomson Arboretum and its formal adoption in terms of Section 41 of the Reserves Act 1977.

2. Executive Summary

The Reserves Act 1977 requires administering bodies to keep their Reserve Management Plans under continuous review and this proposal is a part of meeting that requirement.

Starting in 2016, Council commenced a review of the then, current Reserve Management Plan that covered all reserves in the district and in 2017 and 2018 adopted new Reserve Management Plans for King Edward Park and Victoria Park respectively. Continuing this review and after calling for initial public submissions a draft plan was prepared for Windsor Park and the Thomson Arboretum embodying reviewed current policies relative to the reserves and aspects of the public submissions.

In November 2021 Council approved the draft management plan being submitted for further public comment and submission as required by the Reserves Act 1977. This resulted in the receipt of no further submissions.

3. Local Government Act 2002 – Section 10

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

Reserves play an important role in the social, environmental and cultural well-being of any community and it is important to keep the management and development of them current and appropriate to the needs of the community through regular review. The only democratic way to do this is through community consultation as prescribed by the Reserves Act 1977.

4. Background

- 4.1 Section 41 of the Reserves Act 1977 requires a reserve administering body to prepare, adopt and continuously review a management plan for all reserves under its control. The management plan must “*provide for and ensure the use, enjoyment, maintenance, protection and preservationand the development, as appropriate, of the reserve for the purpose for which it is classified.*”
- 4.2 In 2011 Council adopted its current Reserve Management Plan which is an overarching plan covering every reserve in the district. It is rather generic in nature and in 2016 a review of this plan was commenced with a view to breaking it down and preparing more detailed plans for individual or common groups of reserves. Accordingly, separate plans have been prepared and adopted for the most significant reserves in the district, King Edward Park (2017) and Victoria Park (2018), identifying and highlighting the importance of the reserves to the district and providing a guiding document for their future use and development.
- 4.3 On 9 June 2020 Council resolved to carry out a further review of the 2011 Reserve Management Plan as it affects the Stratford urban neighbourhood reserves with a view to developing an individual plan for those reserves. The proposed review was duly advertised as required by the Reserves Act 1977 inviting public submissions to the review and current user groups and others known to have an interest in the park were contacted directly in writing.
- 4.5 The original intent was to develop a management plan for all the Stratford urban neighbourhood reserves. However, while Council is the administering body for Windsor Park, the adjoining Thomson Arboretum is vested in the Percy Thomson Trust, which is responsible for preparing and reviewing the management plan for that reserve. The Percy Thomson Trust Deed provides that the trust “*will prepare in conjunction with the Stratford District, a joint Management Plan in accord with Section 41 of the Act to cover the vested reserve along with the balance of adjoining Windsor Park Recreation reserve, such plan to be approved by Council.*” Accordingly, an individual plan for Windsor Park and the Thomson Arboretum was prepared and in November 2020 Council resolved to publicly advertise the draft plan calling for further public submissions in terms of Section 41(6) of the Reserves Act 1977.
- 4.6 This duly took place on 22 December 2020 and 13 January 2022 with a closing date for submissions of 25 February 2022. No further submissions have been received.

5. Consultative Process

5.1 Public Consultation - Section 82

Section 41(8) of the Reserves Act 1977 requires Council, in carrying out a comprehensive review of the management plan, to give public notice of the intention to conduct the review and invite interested parties to make written submissions to the plan. Council is then required to prepare a draft plan for further community consultation and submission prior to adoption.

Council has met all its obligations in respect of public consultation in this regard.

5.2 Māori Consultation - Section 81

All relevant Iwi authorities have been provided with a copy of the draft management plan and were specifically invited to make submissions.

6. Risk Analysis

<p>Refer to the Council Risk Register - available on the Council website.</p> <ul style="list-style-type: none"> • Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating? • Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks. • Is there a legal opinion needed?
--

This report relates to the subjects of Statutory Reporting Commitment and Bylaws and Policies in Council's Risk Register.

No new risks are identified and no legal opinion is required.

7. Decision Making Process – Section 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	The proposals herein link appropriately to Council's activities and community outcomes in relation to parks, reserves and cemeteries as outlined in the Long Term Plan 2021 – 2031.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This proposal is integral to the process of determining current and future needs relative to the reserves.

7.2 Data

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

The proposal herein is a legal requirement based on reliable data and no assumptions have had to be built in.

7.3 **Significance**

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

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

7.4 **Options**

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

As mentioned above, reserve management plans are legally required to be kept under continuous review.

Having carried out this review to this stage Council now has the options of either approving and adopting the management plan or not. It can approve and adopt the plan subject to further minor specified amendments but if it chooses to not approve and adopt it the current reserve management plan will prevail.

7.5 **Financial**

<ul style="list-style-type: none"> • Is there an impact on funding and debt levels? • Will work be undertaken within the current budget? • What budget has expenditure come from? • How will the proposal be funded? eg. rates, reserves, grants etc.

The draft plan has been conducted with “in house” resources within current budgets. The proposed future development outlined in Part 4 of the plan will be fully scoped and funded by the Percy Thomson Trust. It does not commit the Trust in any way but simply “flags” it as a development approved in terms of the Reserves Act 1977 enabling public input and discussion through this planning process.

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 issue relative to Council's capacity to complete this review.

7.7 **Legal Issues**

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

A legal opinion is not considered necessary in this instance and there are no legal issues.

7.8 **Policy Issues - Section 80**

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

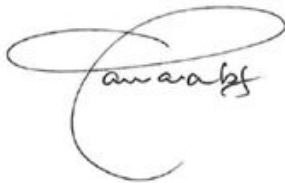
There are no policy issues inherent herein.

Attachment:

Appendix 1 – Draft Reserve Management Plan – Windsor Park and Thomson Arboretum



Neil Cooper
Special Projects Manager



[Endorsed by]
V Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date: 16 May 2022

APPENDIX 1



**Windsor Park and
Thomson Arboretum
Reserve Management Plan 2022**



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

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Introduction to The Plan

Part 1. INTRODUCTION TO THE PLAN

1.1 LEGISLATIVE REQUIREMENT

In 2011, in accordance with Section 41 of the Reserves Act 1977 (“the Act”) Stratford District Council prepared and adopted a District-wide Reserve Management Plan for all reserves owned and/or administered by Council. That plan outlined Council’s general intentions in respect of the use, development, maintenance, protection and preservation of reserves. It also established policies in this regard and referred to the Parks Activity Management Plan 2006 for details of planned developments.

Section 41(4) of the Act requires Council to “*keep its management plan under continuous review so thatthe plan is adapted to changing circumstances or in accordance with increased knowledge*”.

The Plan was reviewed in respect of King Edward Park and Victoria Park and individual plans adopted for those reserves in 2017 and 2018 respectively. It is now considered appropriate to carry out a further review as it affects the remainder of the urban reserves in the District and adopt individual or collective management plan(s) for those.

The current management plan includes the Thomson Arboretum as part of Windsor Park. This is nominally correct, however the arboretum is a separate legal entity and the reserve is actually vested in the Percy Thomson Trust whereas the remainder of Windsor Park proper is vested in Stratford District Council. However, the trust deed for the Percy Thomson Trust provides that one of the objects of the trust is:

“to manage the arboretum in accordance with the terms of the vesting, the “Guide of Reserve Administering Bodies (other than local authorities)” the provisions of the Reserves Act 1977, more particularly Section 17, 27(2) and Section 40 of the Act and will prepare in conjunction with the Stratford District, a joint Management Plan in accord with Section 41 of the Act to cover the vested reserve along with the balance of adjoining Windsor Park Recreation Reserve, such plan to be approved by Council.”

On this basis and notwithstanding the Trust is a Council-controlled organisation, it is considered appropriate that Council and the Trust jointly carry out a review of the current plan as it affects Windsor Park and the arboretum and adopt an individual management plan covering these two reserves.

This document is the result of that review and supersedes the Stratford District Council district-wide Reserves Management Plan 2011 and the Parks Activity Management Plan 2006 in respect of the Windsor Park and the Thomson Arboretum

1.2 PURPOSE OF THE PLAN

Reserve Management Plans are not simply created for reserve design purposes. Essentially the function of a reserve management plan is to create a set of objectives and policies through which design proposals can be critically and effectively assessed.

Within regions and communities there exist different needs and social demands in terms of resource availability. One of the primary goals of a reserve management plan is to manage available resources in a way that will meet the District’s current and future needs.

To achieve this, management plans must be objective and critical in their analysis. Opportunities for outdoor recreation experiences must be identified and classified. Present and future uses of reserve land must be critically examined and analysed and the public must be given the opportunity to participate in the planning process through consultation and the public submission process.

Stratford District Council and the Percy Thomson Trust have jointly prepared this Management Plan to:

- Satisfy the statutory provisions of the Reserves Act 1977;
- Provide a comprehensive planning document with clear policies and objectives to enable it to manage the reserve for the purpose it is set aside for;
- Provide the community with an opportunity to have quality input into the future of the reserve.

Introduction to The Plan

1.3 FORMAT OF THE PLAN

Part 1 of the Plan outlines the philosophy and methodology behind the development of the document and its objective.

Part 2 of the Plan provides an introduction to reserves covered by this plan, their history and development through the ages, a physical description, and analysis of current usage.

Part 3 sets out the objectives and policies under five principle sections:

- Recreation and use
- Natural values
- Social and cultural values
- Furniture and facilities
- Administration and management

Part 4 comprises a schedule of proposed future actions and by whom it is anticipated these will be carried out.

Part 5 contains concept development plans and perspective drawings relative to significant proposed future developments within the reserves.

1.4 LEGISLATIVE FRAMEWORK

The development of this Plan is guided by legislation that has relevance to the management and use of reserves and other public open spaces within the District. These include:

- Reserves Act 1977
- Conservation Act 1987
- Resource Management Act 1991
- Heritage New Zealand Pouhere Taonga Act 2014
- Local Government Act 2002

Reserves Act 1977

The Thomson Arboretum and the majority of Windsor Park are classified as recreation reserves subject to the Reserves Act 1977. The purpose of the Act in regard to such reserves, as set out in Section 17(1) thereof is, *“for providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with the emphasis on retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.”*

More specifically Section 17(2) of the Act requires that:

- The public shall have freedom of entry and access to the reserve, subject to the specific powers conferred on the administering body by sections 53 and 54, to any bylaws under this Act applying to the reserve, and to such conditions and restrictions as the administering body considers to be necessary for the protection and general well-being of the reserve and for the protection and control of the public using it:*
- Where scenic, historic, archaeological, biological, geological, or other scientific features or indigenous flora or fauna or wildlife are present on the reserve, those features or that flora or fauna or wildlife shall be managed and protected to the extent compatible with the principal or primary purpose of the reserve provided that nothing in this subsection shall authorise the doing of anything with respect to fauna that would contravene any provision of the Wildlife Act 1953 or any regulations or Proclamation or notification under that Act, or the doing of anything with respect to archaeological features in any reserve that would contravene any provision of the Heritage New Zealand Pouhere Taonga Act 2014:*
- Those qualities of the reserve which contribute to the pleasantness, harmony, and cohesion of the natural environment and to the better use and enjoyment of the reserve shall be conserved:*
- To the extent compatible with the principal or primary purpose of the reserve, its value as a soil, water, and forest conservation area shall be maintained.*

Introduction to The Plan

One small area of Windsor Park is classified as Local Purpose (Esplanade) Reserve subject to the Reserves Act 1977. The purpose of the Act in regard to these reserves, as set out in Section 23(1) is *“for the purpose of providing and retaining areas for such local purpose or purposes as are specified in any classification of the reserve.”*

Section 23(2) further provides that:

It is hereby further declared that, having regard to the specific local purpose for which the reserve has been classified, every local purpose reserve shall be so administered and maintained under the appropriate provisions of this Act that:

- (a) *Where scenic, historic, archaeological, biological, or natural features are present on the reserve, those features shall be managed and protected to the extent compatible with the principal or primary purpose of the reserve:*

provided that nothing in this paragraph shall authorise the doing of anything with respect to fauna that would contravene any provision of the Wildlife Act 1953 or any regulations or Proclamation or notification under that Act, or the doing of anything with respect to archaeological features in any reserve that would contravene any provision of the Heritage New Zealand Pouhere Taonga Act 2014:

provided also that nothing in this paragraph shall authorise the doing of anything with respect to any esplanade reserve created under section 167 of the Land Act 1948, or section 190(3) or Part 25 of the Municipal Corporations Act 1954 or Part 2 of the Counties Amendment Act 1961 and existing at the commencement of this Act, or any local purpose reserve for esplanade purposes created under the said Part 25 or Part 2 or under Part 20 of the Local Government Act 1978 or under Part 10 of the Resource Management Act 1991 after the commencement of this Act, that would impede the right of the public freely to pass and repass over the reserve on foot, unless the administering body determines that access should be prohibited or restricted to preserve the stability of the land or the biological values of the reserve:

- (b) *to the extent compatible with the principal or primary purpose of the reserve, its value as a soil, water, and forest conservation area shall be maintained.*

Conservation Act 1987

The Act established the Department of Conservation, the role of which as set out in Section 6 is to, inter alia:

“... preserve so far as is practicable all indigenous freshwater fisheries, and protect recreational freshwater fisheries and freshwater fish habitats” and “to advocate the conservation of natural and historic resources generally”.

Accordingly, while not having direct involvement in the management of reserves, the control and management of which are vested in local authorities, the department has a generic interest through its advocacy role.

Resource Management Act 1991

The Resource Management Act regulates the management and use of land and other natural resources and empowers local authorities to make rules, standards, policy statements and plans in this regard. It therefore has implications for the development of this plan and its implementation. These implications include the need to comply with the provisions of the Stratford District Plan.

Heritage New Zealand Pouhere Taonga Act 2014

The Act provides protection for places of historical and cultural value and, inter alia, prevents without authority any modification or destruction of archaeological sites.

Accordingly, it is appropriate that Heritage New Zealand be consulted in regard to this plan and recognition be given to the Act’s provisions in carrying out any physical development of the reserve.

Local Government Act 2002

Under the Act, Council’s role as local government is *“to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.”* (Section 10) “Good quality” is defined as being efficient, effective and appropriate to present and anticipated future circumstances.

Introduction to The Plan

1.5 PLANNING FRAMEWORK

1.5.1 REGIONAL LEVEL

At a regional level the development of this plan is influenced to a degree by a number of plans and strategies developed by Taranaki Regional Council (“TRC”). These include:

- TRC Regional Pest Management Plan for Taranaki 2018
- TRC Regional Biosecurity Strategy 2018 - 2038
- TRC Regional Fresh Water Plan for Taranaki 2001

TRC Regional Pest Management Plan

This document sets out management or eradication programs relative to pest animals and plant organisms warranting TRC intervention within the Taranaki region. It contains rules imposing obligations on land owners to control or destroy identified pest animals and plants.

TRC Regional Biosecurity Strategy

This document sets out the TRC’s strategic direction relative to its biosecurity responsibilities in the region and how it will deal with the risks to the environment posed by pest animals and plants.

TRC Regional Fresh Water Plan

The Patea River either abuts or flows through parts of Windsor Park. The Regional Fresh Water Plan (currently under review) prepared by TRC identifies important issues derived from environmental monitoring of Taranaki’s fresh water resources and contains regional rules putting activities that impact on these resources into permitted, controlled, discretionary and prohibited categories.

1.5.2 DISTRICT LEVEL

At a district level the development of this plan is guided by a variety of policies, bylaws, and strategies developed by Stratford District Council (“SDC”) which are relevant to the development and management of reserves and other public open spaces. These include:

- SDC District Plan 2014
- SDC Long Term Plan 2018-2028
- SDC Community Development Strategy
- SDC Parks, Reserves, and Cemeteries Asset Management Plan 2018-2028
- SDC Control of Dogs bylaw 2020 and Dog Control policy
- SDC Control of Advertising Signs bylaw
- SDC Parks and Reserves bylaw 2020
- SDC Public Places bylaw

The plan is also guided by the Percy Thomson Trust deed.

SDC District Plan

The District Plan 2014 prepared under authority of the Resource Management Act 1991 provides objectives, policies and rules that guide land development within the Stratford District. Under the District Plan, the subject reserves are accorded the status of Protected Area Zone and it acknowledges that the Reserves Act 1977 “provides the most appropriate management regime for protected areas or reserves owned by the District Council.”

As such, in determining rules for the Protected Area Zone, the District Plan defers to the Act and, perforce, this Management Plan with the exception of some building and land development controls.

SDC Long Term Plan 2018-2028

The Long Term Plan (“LTP”) is prepared under authority of the Local Government Act 2002. In accordance with the Act:

The purpose of a long-term plan is to:

- (a) describe the activities of the local authority; and
- (b) describe the community outcomes of the local authority’s district or region; and
- (c) provide integrated decision-making and co-ordination of the resources of the local authority; and

Introduction to The Plan

- (d). *provide a long-term focus for the decisions and activities of the local authority; and*
- (e). *provide a basis for accountability of the local authority to the community.*

In terms of Council's current LTP, determined levels of service relative to parks and reserves require Council to provide parks, sportsfields and other open spaces that meet community demand and playgrounds that meet New Zealand safety standards.

The LTP also identifies any future capital projects and this management plan is an integral part of this identification and budgeting process.

SDC Community Development Strategy

Developed in 2013, the Community Development Strategy outlines Council's role in supporting Stratford's community organisations and promoting activities that contribute to the "wellbeing" of the community. This includes community events and activities held periodically in various parks and reserves.

SDC Parks, Reserves and Cemeteries Asset Management Plan 2018 – 2028

The purpose of this plan is to detail "*how the Council will manage the parks, reserves and cemeteries activities, assets and services in an efficient, safe, reliable and sustainable manner to provide value for money for our customers and investors*" in regard to parks reserves and cemeteries. It is a document constantly under review and in this role sits alongside and must mirror this management plan and the objectives and policies that evolve from it.

SDC Control of Dogs, Control of Advertising Signs, Parks and Reserves and Public Places bylaws

Bylaws are rules and regulations developed under authority of the Local Government Act to, inter alia, protect the public from nuisance, promote and maintain public health and safety, minimise negative affects on the environment and protect community assets. These bylaws are acknowledged and guide specific and related objectives and policies within this management plan.

Percy Thomson Trust deed

This document governs the activities of the Percy Thomson Trust, setting out its objects and powers. It empowers the Trust to receive and be responsible for the "*ongoing establishment of an arboretum, herbarium and art gallery in Stratford*".

1.6 PLANNING CONTEXT

The Reserve Management Plan provides a strategic link **between** the Long Term Plan and The District Plan by feeding into them identified issues and determining what resources are required for proposed solutions into the Parks, Reserves, and Cemeteries Asset Management Plan as illustrated below.

Introduction to The Plan

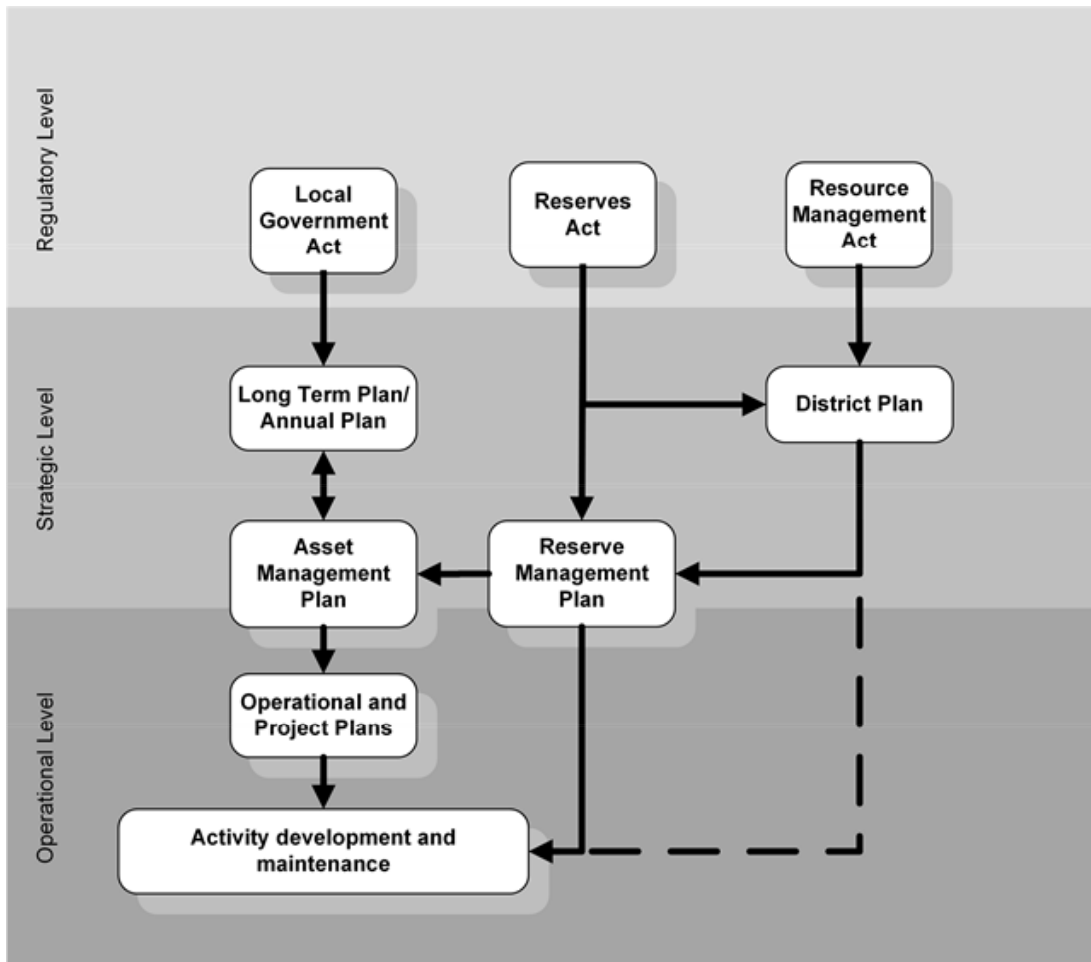


Figure 1 - Reserve Management Plan Document Position

Introduction to The Reserves

Part 2. INTRODUCTION TO WINDSOR PARK AND THOMSON ARBORETUM



Figure 2 – Location Plan.

2.1 LOCATION AND ACCESS

Windsor Park is located to the east of Broadway, on the corner of Juliet Street and Cloten Road and adjacent the Patea River. It comprises a total of 1.1461 hectares in five individual parcels, which area includes part of the bed of the Patea River that flows through it.

The park is unfenced apart from on its southern boundary with residential neighbours and thus accessible from many points along Juliet Street and Cloten Road. Formal pedestrian access through the reserve is provided by a walking track that starts at the intersection of Juliet Street and Cloten Road, runs down to the river, winds back up to Cloten Road then follows the river bank eastwards. This track forms part of the Carrington Walkway that continues through the adjacent Thomson Arboretum.

Comprising 3215 square metres in area, the Thomson Arboretum is located adjacent Windsor Park, between Cloten Road and the Patea River.

It is fenced along its eastern boundary with private land but, other than that, is unfenced. Access is off Cloten Road or via the Carrington Walkway that runs through Windsor Park and the arboretum.

Introduction to The Reserves

2.2 LAND STATUS AND LEGAL DESCRIPTION

Windsor Park occupies land that is contained within five records of title as detailed in the table below. Four of the areas are recreation reserve and one in local purpose (esplanade) reserve, all subject to the provisions of the Reserves Act 1977.

Table 1 – Land Status and Legal Description – Windsor Park

Legal Description	Sections 1 and 2 SO 13586, Sections 1034 and 1070 Town of Stratford, Lot 2 DP 17730
Area	1.1461 hectares
Record of Title	640608, 640609, 209042, TN243/2, TNJ3/1062
Status	Recreation Reserve – NZ Gazette 1998 page 1429 (Sections 1 and 2 SO 13586 and Section 1034 Town of Stratford) Recreation Reserve – NZ Gazette 1998 page 1430 (Section 1070 Town of Stratford) Local Purpose (Esplanade) Reserve – vested on deposit of plan (Lot 2 DP 17730)
Vesting	Stratford District Council
Zone	Protected Area (Sections 1 and 2 SO 13586 and Section 1070 Town of Stratford) and Residential (Section 1034 Town of Stratford and Lot 2 DP 17730)
Primary Use	Informal recreation and riverbank protection

The Thomson Arboretum is a recreation reserve subject to the provisions of the Reserves Act 1977 and vested in the Percy Thomson Trust, a Stratford District Council-controlled organisation.

Table 2 - Land Status and Legal Description - Thomson Arboretum

Legal Description	Section 1069 Town of Stratford
Area	3215 square metres
Record of Title	237846
Status	Recreation Reserve – NZ Gazette 1998 page 1430
Vesting	Percy Thomson Trust – NZ Gazette 2005 page 2837
Zone	Protected Area
Primary Use	Informal recreation

Introduction to The Reserves

2.3 HISTORY

The land on which Windsor Park and the Thomson Arboretum were subsequently developed was originally granted by the Crown to the, then, Stratford Town Board in 1886 as an “endowment in aid of town board funds”. This included all the land on both sides of the Patea River bounded by Cloten Road and Juliet, Lear and Ariel Streets.

Prior to the establishment of Windsor Park, land on the corner of Cloten Road and Juliet Street had been leased to a number of parties that saw the construction of a couple of factories for timber joinery and aerated cordial production. Following the expiry or termination of these leases in the early 1930’s part of the land (where the adjoining Powerco sub-station now stands) was leased in 1934 to the Associated Motorists Petrol Company and saw a storage depot constructed on the site while the balance was leased that same year to the Windsor Park Society Incorporated for a term of 21 years.

This society had been established by community-minded citizens for the purpose of transforming what had apparently become a wilderness of blackberry and weeds by laying out lawns and gardens and planting trees and shrubs. Some years later when voluntary enthusiasm eventually waned, the Stratford Borough Council terminated the lease and took over management of the by then landscaped area.

Meanwhile, in 1903, the land on which the Thomson Arboretum was developed had been sold by the Town Board to the Education Board for an addition to the Stratford District High School on nearby Fenton Street after the Board decreed that the High School’s curriculum be widened to include technical subjects such as “artwork, woodwork and dairywork”. In 1922 a new Stratford Technical High School was built on Swansea Road but the Cloten Road site continued to be utilised by the Board until 1949. The buildings were removed sometime thereafter and in 1966 the vacant land was transferred back to the Stratford Borough Council for addition to Windsor Park.

In 1950, an unformed portion of Orlando Street between Cloten Road and Lear Street was stopped and part of it added to Windsor Park (Section 2 SO 13586). Similarly, in 1958, a thin strip of Juliet Street was stopped and added to the park (Section 1034 Town of Stratford) and in 1993 Council subdivided and sold land on Lear Street but retained a small area adjoining the Patea River as esplanade reserve (Lot 2 DP 17730).

Up to this point, none of the areas comprising Windsor Park (apart from Lot 2 DP 17730) had been formally constituted as reserve and thus subject to the Reserves Act 1977. However, in 1998, this was rectified with the gazettal of the remaining lands declaring them recreation reserves subject to the Act.

Development of the Thomson Arboretum commenced in 2001 with initial plantings and lawn, paths and fence construction, while plant losses over the next 5 years saw a further extensive planting in 2006. The arboretum was established courtesy of and in accordance with a bequest by Percy Thomson who had passed away in 1962.

Percy’s will required that the funds be “held in trust to be used and applied in and towards the establishment and maintenance in Stratford of an arboretum to be vested in a Board of Trustees or Managers”. In order to comply with the terms of this bequest, the Percy Thomson Trust was established in 2002 and in 2005 the vesting of this portion of Windsor Park (Section 1069 Town of Stratford) in the Stratford District Council as administering authority was cancelled and the Trust appointed to that role.

Table 3 - Chronological History – Windsor Park and Thomson Arboretum

Date	Action
1886	Land bounded by Cloten Road and Juliet, Lear and Ariel Streets granted by the Crown to the Stratford Town Board.
1890 - 1934	Land on the corner of Juliet Street and Cloten Road leased to various commercial entities and industrial premises established.

Introduction to The Reserves

Date	Action
1903	Land on the corner of Cloten Road and Ariel Street sold to the Education Board for Stratford Technical High School site.
1934	Leases of land on the corner of Juliet Street and Cloten Road terminated and land leased to Windsor Park Society for landscaping purposes.
1950	Part of Orlando Street (unformed legal road, now Section 2 SO 13586) bisecting Windsor Park and the, now, Thomson Arboretum stopped and added to Windsor Park.
1958	Part of Juliet Street (Now Section 1034 Town of Stratford) stopped and added to Windsor Park.
1966	Land previously sold to Education Board for Technical High School transferred back to Council for addition to Windsor Park.
1993	Area of land on south side of Patea River vested in Council as esplanade reserve (Lot 2 DP 17730).
1998	Windsor Park formally gazetted as recreation reserve subject to Reserves Act 1977.
2001	Planting and other landscaping of arboretum commenced.
2005	Vesting of arboretum site in Council cancelled and land vested in Percy Thomson Trust as recreation reserve subject to Reserves Act 1977.
2006	Further planting of arboretum to replace plants deceased or stolen.
2012	Further major plantings within the arboretum, including 10 different native species.
2015	Further planting within the arboretum of 389 individual plants incorporating 21 different native species.
2020	Further planting within the arboretum of 50 individual plants incorporating 13 different native species following construction of a new fence on the north-eastern boundary.
2020 - 2021	Plant identification signs installed within the arboretum as a trial initiative and plans formulated for further development of the arboretum.

Introduction to The Reserves



Figure 3 - Thomson Arboretum 2007

2.4 PHYSICAL DESCRIPTION AND USE

Windsor Park and the Thomson Arboretum are passive recreation reserves containing no sporting or other active recreation facilities apart from the Carrington Walkway that runs through the park and provides an easy to moderate walking experience for users.

On the northern side of the Patea River, Windsor Park slopes gently from Cloten Road before dropping quite steeply to the river. It is divided by trees into two distinct grassed areas, one of which currently contains the only item of park furniture, a picnic table. On the south side of the river is a third, small grassed area that slopes gently from Juliet Street before similarly dropping steeply to the river. Both banks of the river are bush-clad.

The Thomson Arboretum is level in contour, sitting high above the river. It is extensively planted in primarily native species but also includes examples of plants linked to the Gondwana land mass. The planting surrounds a central lawn and concrete path leading from Cloten Road. It currently contains no park furniture other than a park bench and a sign at the entrance proclaiming its identity.

Objectives and Policies

Part 3. OBJECTIVES AND POLICIES

3.1 RECREATION AND USE

The Thomson Arboretum and the bulk of Windsor Park are classified as recreation reserves under the Reserves Act 1977. This means their purpose is to:

Provide areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.

There are no formal sporting facilities within either the arboretum or the park and the topography does not lend itself to the establishment of such. Accordingly, they currently only provide for informal recreational activities that benefit the physical welfare and enjoyment of the community.

A small area of Windsor Park on the south side of the Patea River is classified local purpose (esplanade) reserve, the purpose of which in terms of the Reserves Act 1977 is to:

Provide and retain areas for such local purpose or purposes as are specified in any classification of the reserve.

In accordance with the Resource Management Act 1991, reserves for esplanade purpose are essentially to:

- *Contribute to the protection of conservation values*
- *Enable public access to or along any sea, river or lake*
- *Enable public recreational use where the use is compatible with conservation values*

In regard to this small area of land, its topography is such that it is inaccessible and thus of no recreational value, its sole purpose in effect a contribution to the protection of conservation values relative to the Patea River.

3.1.1 RESTRICTED ACTIVITIES

The Reserves Act 1977 imposes restrictions on various activities within any reserve without consent of either the Minister of Conservation or the reserve administering body and empowers administering bodies to develop bylaws imposing further restrictions or prohibition on those or any other activities. These include, but are not limited to camping or otherwise staying overnight on a reserve, taking animals of any kind onto a reserve, taking, destroying or injuring any animal, bird or other fauna, planting or removing any trees or plants, carrying out any commercial activity without a permit or licence, lighting any fires other than in an area designated for that purpose.

As listed in Section 1.5.2 above, Stratford District Council has developed three specific bylaws that impose certain further restrictions on activities or authorises certain conditional activities within reserves or other public places vested in Council, namely the Control of Dogs bylaw 2020, the Parks and Reserves bylaw 2020 and the Public Places bylaw.

The Percy Thomson Trust deed does not impose any specific restrictions on activities within the Thomson Arboretum, relying on the Reserves Act 1977 for this purpose although, by the definition of a “public place” in this bylaw, the Control of Dogs bylaw also applies to the Thomson Arboretum.

Control of Dogs bylaw 2020 and Dog Control Policy

The Control of Dogs bylaw prohibits dogs in designated public places and requires dogs to be constrained by leash in a “leash controlled public place”. Neither Windsor Park nor the Thomson Arboretum are designated Prohibited Public Places or Leash Controlled Public Places.

Under Council’s Dog Control Policy, provides for dogs to be exercised unleashed but under “continuous control” in all areas of the District except designated areas where dogs are prohibited and leash controlled areas in accordance with the bylaw.

Objectives and Policies

Accordingly, dogs are permitted to be exercised off-leash but under continuous control within both Windsor Park and the Thomson Arboretum. Continuous control is defined as meaning “the owner has sufficient control over the dog to prevent it causing a nuisance to other animals or members of the public or damage to property”.

Parks and Reserves bylaw 2020

The Parks and Reserves bylaw only applies to reserves vested in Stratford District Council therefore does not apply to the Thomson Arboretum. It prohibits a range of dangerous and/or anti-social activities, all of which are endorsed by this management plan. Cycling is a conditional activity and is dealt with in 3.1.2 below.

Similarly, the bylaw prohibits the parking, riding or driving of any motorised vehicle within the park except in designated areas and where special approval is granted. It is considered that motorised vehicles have no place in the park other than:

- Mobility scooters
- Emergency vehicles
- Maintenance vehicles and event support vehicles provided specific approval is obtained from an authorised officer of Council

Public Places bylaw

Like the Parks and Reserves bylaw, the Public Places bylaw puts restrictions on a number of activities within public places (which include reserves) and helps reinforce the provisions of the Reserves Act 1977. In term of the definition of “Public Place” in this bylaw, it does not apply to the Thomson Arboretum.

OBJECTIVE

- To prevent activities occurring that have an adverse impact on the natural environment and amenity values of Windsor Park and the Thomson Arboretum or detract from the enjoyment of other park users.

POLICIES

- In addition to those activities that are prohibited or restricted in terms of the Reserves Act 1977 and/or Council bylaws, the following controls shall apply:
 - a) Dogs are permitted within both Windsor Park and the Thomson Arboretum provided they are under the continuous control of a responsible handler.
 - b) Motorised vehicles will not be permitted within either Windsor Park or the Thomson Arboretum other than mobility scooters, emergency vehicles, maintenance vehicles and event support vehicles (provided prior approval is obtained from an authorised Council officer).

3.1.2 INFORMAL USE OF THE RESERVE

Informal use of Windsor Park and the Thomson Arboretum could include such activities as family and friends picnicking, enjoying the tranquillity of strolling through the park and/or the arboretum or beside the river.

In terms of Council’s Parks and Reserves bylaw, cycling is permitted within any of Council’s parks and reserves subject to certain conditions around respect for other users and potential damage to any part of the park or reserve. As mentioned in 3.1.1 above, this bylaw does not apply to the Thomson Arboretum therefore there is no guidance in regard to cycling within this reserve.

Walking through Windsor Park and the Thomson Arboretum could range from simply strolling through the reserves admiring the gardens, exercising a dog, walking or jogging the Carrington Walkway that runs through both reserves for exercise.

Fishing the Patea River is a relatively popular pastime, particularly for trout during the open season including the traditional annual release of trout into the Patea River in order to give children a fishing experience. This is covered in more detail in 3.2.2 below.

Objectives and Policies



Figure 4 - Carrington Walkway within Windsor Park

OBJECTIVES

- To encourage and maximise the public use of Windsor Park and the Thomson Arboretum in accordance with their reserve classifications.
- To maintain the existing network of paths in a safe, clean and readily accessible state.
- To provide further paths or upgrade the existing where Council is satisfied there is a demand for more or better facilities.

POLICIES

- Cycling within the Thomson Arboretum will be permitted subject to the same provisions of the Stratford District Council Parks and Reserves bylaw that apply to Council's reserves.
- When and where a need is identified, facilities such as barbeques, tables and lighting will be provided and maintained in appropriate locations within both reserves in order to enhance casual public use and enjoyment of the reserves.

Objectives and Policies

3.2 NATURAL VALUES

Natural values rate highly in any consideration of Windsor Park, containing as it does approximately 1 hectare of mainly native forest remnant and one of Taranaki's major waterways, the Patea River. Collectively, these represent approximately 80% of the park's land area.

In regard to the Thomson Arboretum, the Encyclopaedia Britannica describes an arboretum as “a place where trees, shrubs and sometimes herbaceous plants are cultivated for scientific and educational purposes” and, in terms of the Percy Thomson Trust's objectives relative to the arboretum, the role of the Thomson Arboretum is to:

- Represent the native flora of New Zealand as outlined in the will of Percy Thomson
- Inform the visitors to the arboretum about the specimen trees and plants
- Attract people to visit and encourage them to stay

Accordingly, while both the park and the arboretum are classified as either recreation or local purpose (esplanade) reserve, their natural, scenic and scientific values cannot be overstressed and are as equally important as their recreational values. Protection of these values is therefore important.

3.2.1 FLORA, FAUNA AND BIODIVERSITY

The areas of native forest bordering the Carrington Walkway and the Patea River have been included in the Taranaki Regional Council's Key Native Ecosystem Inventory. The inventory records that:

“The forest remnant is generally in good condition although weed threats are present. The main forest understorey is intact and contains dense areas of native saplings, seedlings and ferns. Planted exotic and non-resident native vegetation also occur throughout the area. Forest remnants such as these contribute to forest connectivity in an agricultural landscape such as the Egmont ring plain.”

The main forest canopy comprises tawa, totara, miro, kamahi, kahikatea and rimu with an understorey comprising of mainly lacebark, pate, mahoe, climbing rata, kiekie and a variety of ferns. This provides a habitat for resident native forest birds such as the grey warbler and fantail and a foraging area for the likes of native pigeon, tui, bellbird and silvereye. Other birds that have been witnessed in the area include the bush falcon, North Island rifleman and black shag.

In terms of ecological values the Key Native Ecosystem Inventory ranks the area's, flora and fauna “medium” in terms of rarity and distinctiveness and “high” in terms of representativeness, noting that it contains indigenous vegetation classified as “acutely threatened”. The native species within the park could provide an important nucleus for restoring a riparian ecological corridor along the Patea River to reconnect Egmont National Park with eastern Taranaki reserves.

In regard to ecological threats within both Windsor Park and the Thomson Arboretum, pest animals such as possums, cats, hedgehogs and rodents are ranked “medium” while weeds such as old man's beard, cherry, ivy, honeysuckle, wandering jew, convolvulus and sycamore are ranked “high” due to the degree of their current presence along the Carrington Walkway. In terms of the rules contained in TRC's Pest Animal and Pest Plant Strategies, Council is obliged to take all reasonable steps to control the spread and impact of pest animals and plants within the reserve.

In regard to pest animals, Council acknowledges the advocacy and commitment of the Predator Free NZ Trust towards “dramatically reducing New Zealand's predator populations including rats, stoats, possums, weasels and ferrets” and supports the Department of Conservation's ambitious “Predator Free 2050” goal to rid the country of rats, stoats and possums, the major threats to native wildlife.

The preservation of trees and bush within the park and the arboretum is further aided by the provisions of Section 42 of the Reserves Act 1977 which provides that “The trees or bush on any recreation reserve shall not be cut or destroyed, except in accordance with a permit granted under Section 48A or unless the administering body of the reserve is satisfied that the cutting or destruction is necessary for the proper management or maintenance of the reserve or for the management or preservation of other trees or bush or in the interests of the safety of persons on or near the reserve....”. It also provides that “Where in the case of any recreation reserve the administering body is satisfied that the cutting or destruction of trees is necessary for any of the reasons mentioned in subsection (2) the administering body shall not proceed with the cutting or

Objectives and Policies

destruction except in a manner which will have minimal impact on the reserve and until, as circumstances warrant, provision is made for replacement planting or restoration “. Accordingly, the aim of this legislation is to preserve as much as practicable areas of bush and there has to be good reason to remove same.

In 2016 The Taranaki Regional Council developed and adopted a Biodiversity Plan for King Edward Park and the Carrington Walkway that runs through Windsor Park and the Thomson Arboretum. The objective of that plan is to *“protect, enhance and restore indigenous biodiversity values of the forest remnants and river margins of King Edward Park and Carrington Walkway”* and sets out a number of responsibilities for both Councils in the implementation of the plan.

OBJECTIVES

- To protect, preserve and restore where necessary the indigenous flora and fauna within both Windsor Park and the Thomson Arboretum.
- To remove, as far as practicable, the immature exotic species of tree that have established themselves naturally within the indigenous forest areas of Windsor Park and the Thomson Arboretum and discourage the growth of further exotic seedlings and saplings.
- To take all practicable steps to eradicate all pest plants and animals that threaten the ecological values of both reserves.
- To ensure the objectives of the Thomson Arboretum as incorporated in the Percy Thomson trust deed are adhered to in respect of the ongoing maintenance and development of the Arboretum.

POLICIES

- Council and the Trust will work with the Taranaki Regional Council to implement the provisions of the King Edward Park and Carrington Walkway Biodiversity Plan as it affects Windsor Park and the Thomson Arboretum for the preservation of this key native ecosystem.
- Any replacement or new plantings within the remnant forest area of Windsor Park will be of indigenous species only, sourced and planted where possible in accordance with the Taranaki Regional Council publication *“Restoration Planting in Taranaki : A Guide to the Egmont Ecological District”*.
- Any replacement or new plantings within the Thomson Arboretum will be of indigenous species only.

3.2.2 WATERWAYS

Both Windsor Park and the Thomson Arboretum sit on the northern bank of the Patea River with a small area of the former on the southern bank. The river provides good habitat for the longfin eel and other native fish species including galaxiids and bullies.

As well as its ecological value, the Patea River provides scenic and recreational value containing a number of swimming holes and fishing opportunities. The Taranaki Regional Council’s Regional Fresh Water Plan contains a number of rules designed to afford appropriate protection of waterways while allowing for recreational use that does not impact adversely on the natural values.

Fish and Game NZ advise that the Patea River through Stratford supports a self-sustaining wild population of brown trout that was established following releases by the former Stratford Acclimatisation Society from 1875 and a wild population of rainbow trout is also becoming established as a result of nearly 20 years of releases of hatchery reared fish upstream of Windsor Park.

The section of the Patea River adjacent the park and the arboretum is highly valued and well used by trout anglers and Fish and Game NZ is keen to preserve this recreational opportunity during trout fishing seasons of 1 October to 30 April in accordance with the Freshwater Fisheries Regulations 1983 and Angler’s Notices promulgated annually under that legislation.

As mentioned in 3.1.3 above, the taking of fish from the Patea River is a prohibited activity in terms of the Reserves Act 1977 although Council, as the administering body of the reserve, can authorise such activity provided the fish are not a protected species in terms of the Wildlife Act 1953. On this basis fishing for brown and rainbow trout which are not protected species in terms of the Wildlife Act 1953 is an approved recreational activity, however the taking of any native fish species such as the threatened long fin eel is prohibited.

Objectives and Policies

OBJECTIVES

- To protect and preserve, as much as possible, the native fish species within the waterways.
- To preserve the recreational value of the Patea River while minimising the impact on the ecological values of the waterway.

POLICIES

- Trout fishing in the Patea River is an approved activity, however the taking of any native fish species will remain a prohibited activity.
- No activity on the reserve will be approved if there is any possibility of any measurable adverse affect on water quality and/or aquatic ecosystems.



Figure 5 - Patea River within Windsor Park

3.2.3 LANDSCAPES

Visual landscape qualities are an important aspect of the public's enjoyment of a reserve. The landscape features of Windsor Park consist primarily of grassed entrance and picnic area and the Patea River that provides spectacular vistas in a number of places. These river views, however, could be further enhanced through the selective removal of immature exotic trees and pest plant species.

The landscape feature of the Thomson Arboretum is primarily the central "circle" that provides a contemplative space for the public to enjoy the surrounding native flora.

OBJECTIVES

- To enhance the scenic value of the Patea River by creating view shafts in appropriate locations through the removal of exotic tree and pest plant species.

Objectives and Policies

- To ensure any future building development, earthworks or future plantings do not visually compromise any of the natural landscapes and are appropriate to the setting.
- To maintain and, where practical, further develop formal cultivated areas in keeping with established or carefully considered new landscape themes.

POLICIES

- No further development of Windsor Park will be approved that impacts negatively on the view of the Patea River from within the reserve.



Figure 6 - Thomson Arboretum Centre "Circle"

3.3 SOCIAL AND CULTURAL VALUES

The social and cultural values of both Windsor Park and the Thomson Arboretum are primarily relative to their use for passive recreation. The Thomson Arboretum provides further value in terms of education, one of the objectives of the Percy Thomson Trust being to *"inform the visitors to the arboretum about the specimen trees and plants, particularly those that grow well in our local environment."*

3.3.1 HISTORIC AND COMMEMORATIVE FEATURES

There are currently no historic or commemorative features within either Windsor Park or the Thomson Arboretum, although the arboretum in itself is a commemoration of the community services of Percy Thomson.

However, proposals may be put forward in the future for commemorative features and, while these can assist in developing community values and/or mark important historic events, they need to be properly managed. They also add to the ongoing maintenance costs associated with the reserves and Council or the Trust as the case may be need to be in a position to control the nature, number and location of such features.

Objectives and Policies

OBJECTIVES

- To consider any future request for commemorative features within Windsor Park and the Thomson Arboretum to ensure they are of substantial benefit to the reserve and the community and do not detract in any way from the natural values or inhibit any potential future development of the reserves or the objectives of this Management Plan.

POLICIES

- Any request for future commemorative features will take into consideration the appropriateness of the proposed feature and its compatibility with the character and use of the reserve, whether there is any benefit to the community in the use of the reserve and the ease and cost of ongoing maintenance.

3.3.2 SOCIAL EVENTS

With only small areas of open space within either reserve, they do not lend themselves to major public social events such as staged within King Edward Park or Victoria Park, being more suitable for small family-oriented social activities.

OBJECTIVE

- To permit the use of the open space areas within the park for small social or cultural events provided there is no adverse affect on the environment and subject to any policy or bylaw relative to the use of public places current at the time and to conditions of use contained in the Reserves Act 1977.

POLICY

- Social or cultural events in the park or the Thomson Arboretum will be subject to Council's or the Trust's approval as relevant at all times and conditions of use will be imposed on private events so as to minimise disruption to the general public's use of the reserve.

3.3.3 TANGATA WHENUA

Sites of significance to an iwi or hapu, such as waahi tapu and other taonga, are protected under the Stratford District Plan and legislatively through the Heritage New Zealand Pouhere Taonga Act 2014. To date, no sites of cultural, historic or spiritual significance to an iwi or hapu have been identified within either Windsor Park or the Thomson Arboretum. If any are identified in future the requirements of the above-mentioned Act will prevail and all local iwi (Ngati Ruanui, Ngati Maru and/or Nga Ruahine) will be engaged with and invited to be involved in the preservation and ongoing management of the site as appropriate.

OBJECTIVES

- To consult with relevant iwi and/or hapu in a mutually appropriate way with respect to any future development of Windsor Park and/or the Thomson Arboretum not envisaged by this plan.
- To ensure any sites discovered within Windsor Park or the Thomson Arboretum that potentially could be of cultural, historic or spiritual significance to an iwi or hapu are fully investigated to determine such significance and afforded appropriate protection as required by the Heritage New Zealand Pouhere Taonga Act 2014.

POLICY

- Relevant iwi participation in the preparation and review of this and any future management plan will be sought and advice taken into account in regard to all matters of significance to tangata whenua.

Objectives and Policies

3.4 FURNITURE AND FACILITIES

An integral part of any reserve development is the extent to which Council provides park furniture and other facilities. This is determined both by recreational uses of the reserve that create the need for various items of furniture and facilities and also Council's aspirations in regard to its optimum use.

Currently Windsor Park contains very little in the way of park furniture with only a picnic table in the entrance at the intersection of Juliet Street and Cloten Road. Similarly, the Thomson Arboretum only provides a bench seat at the entrance off Cloten Road, however there is scope for further development in both reserves as outlined below.

3.4.1 DEVELOPMENT

Any further development within either Windsor Park or the Thomson Arboretum in order to provide enhanced recreational facilities and increase the enjoyment of reserve users needs to be in keeping with the purpose of the reserves and carried out in a coordinated fashion while ensuring it is safe, sustainable and fit for purpose.

It is also appropriate, in taking any further developments to design stage, to give consideration to CPTED (Crime Prevention Through Environmental Design) principles advocated in the National Guidelines for Crime Prevention through Environmental Design in New Zealand in order to minimise opportunities for crime and the fear of crime potentially experienced by users of the reserve.

In regard to Windsor Park, no further development is proposed at this stage.

In regard to the Thomson Arboretum, the Percy Thomson Trust proposes to further landscape the Arboretum with some feature planting, signage, seating and a sculpture within the "centre circle". This proposed development is outlined in more detail under Parts 4 and 5 of this plan.

OBJECTIVES

- To ensure that any further development of Windsor Park or the Thomson Arboretum does not impact adversely on any landscape features, natural values or built heritage, meets the needs of reserve users while having no adverse effects on neighbouring properties and is environmentally sustainable in terms of its design, construction, long term maintenance and intended function.
- To provide additional facilities where Council or the Percy Thomson Trust is satisfied there is sufficient demand and it is clear they will be of benefit to the public.

POLICIES

- Any other future development not covered by this management plan, apart from the installation of minor items of park furniture, track development that does not require any significant indigenous tree removal or the replacement of existing facilities, will be subject to prior public consultation and Council approval by way of formal resolution.
- In approving any future developments within the reserves, due consideration will be given to the principles outlined in the National Guidelines for Crime Prevention through Environmental Design in New Zealand.

3.4.2 BUILDINGS AND STRUCTURES

There are currently no buildings or substantial structures within either Windsor Park or the Thomson Arboretum, nor are any proposed.

OBJECTIVES

- To ensure that any new buildings or other substantial structures are justified in terms of demand for them, the design and scale is suited to the environment and appropriate to facilitate public recreational use of the reserves and their location and construction is such that they do not impact adversely on any landscape features and natural, social or cultural values.

Objectives and Policies

POLICIES

- New buildings and substantial structures not envisaged by this management plan will be subject to prior public consultation and Council approval by way of formal resolution as to all aspects of location, design and construction.

3.4.3 LIGHTING

Lighting is often required or desirable in reserves to facilitate evening sports, improve security, deter vandalism or enhance the visual appeal at night of physical features such as trees or monuments. Currently there is no lighting within either reserve and none is considered necessary or is planned at this stage.

OBJECTIVES

- To provide or approve lighting within Windsor Park or the Thomson Arboretum only to improve safety and security and/or deter repeated vandalism where deemed necessary or to highlight important features.

POLICIES

- Lighting within Windsor Park or the Thomson Arboretum will only be provided or approved where there is a clear public benefit and no adverse impact on any particular reserve user or neighbouring property.
- All lighting designs shall be in accordance with Standards AS/NZS1158, AS/NZS4676, AS2560 or AS4282 as appropriate and approved by Council or the Trust (as relevant) prior to installation.

3.4.4 SIGNAGE

Section 94(1) of the Reserves Act 1977 constitutes it an offence to erect any sign on a reserve without the consent of the administering body. Similarly, Council's Control of Advertising Signs Bylaw provides that no person may erect any advertising signage within a public place without the prior consent of Council in writing.

The only signs currently on either reserve are park or arboretum name signs and it is not considered appropriate to allow commercial advertising signage. Further signage to identify trees and plants within the Thomson Arboretum is planned by the Percy Thomson Trust, along with other signs designed to enhance the educational aspects of that reserve. Refer to Parts 4 and 5 of this plan for further details.

OBJECTIVES

- To limit the proliferation of signs within Windsor Park and the Thomson Arboretum to protect the amenity values of the reserves.
- To develop and implement standardised styles and types for public information signage so as to improve the aesthetic qualities of such features and the information provided.
- To maintain all signage within the reserves to ensure it is structurally sound and remains legible at all times.

POLICIES

- Permanent signs depicting purely commercial advertising will not be permitted within either Windsor Park or the Thomson Arboretum.
- All signage shall be maintained in a safe, clean and presentable condition at all times.
- All new or replacement public information signage will be in accordance with a sign template approved by Council or the Percy Thomson Trust as relevant.

Objectives and Policies



Figure 7 - Windsor Park Entrance

3.4.5 RESERVE FURNITURE

Reserve furniture such as seating, barbeques and barbeque tables, rubbish bins and drinking fountains enhance the experience of reserve users by providing facilities for rest, picnicking and services. As with signage, it is appropriate that such facilities should be consistent in design so as to improve amenity.

Reserve furniture within Windsor Park is currently limited to one picnic table and strategically placed litter bins. The Thomson Arboretum currently has just the one bench seat at the Cloten Road entrance, however further seating within the central “circle” as outlined in Part 4 is planned along with further landscaping to enhance the public’s enjoyment of the reserve.

Other than that, additional furniture will be considered as demand determines.

OBJECTIVES

- To provide new and replacement reserve furniture when and where a need is identified and to improve public use and enjoyment of the reserves.
- To ensure all new and replacement furniture within Windsor Park is of an approved standard design.

POLICIES

- Reserve furniture to an approved standard design will be provided within Windsor Park and the Thomson Arboretum when and where a need is identified.

3.4.6 VEHICLE PARKING

Adequate car parking on or in close proximity to a reserve makes it more accessible for those having to travel some distance, however car parks within a reserve can reduce the amenity value.

Objectives and Policies

It is considered that the on-street parking along Cloten Road adjacent both reserves provides sufficient parking for users of the reserves.

OBJECTIVES

- To prohibit onsite vehicle parking so as to not to diminish the amount of reserve land available for recreation purposes.

POLICIES

- No onsite car parking within either Windsor Park or the Thomson Arboretum will be allowed.

3.5 ADMINISTRATION AND MANAGEMENT

Stratford District Council and the Percy Thomson Trust have been appointed by the Crown to control and administer Windsor Park and the Thomson Arboretum respectively pursuant to the Reserves Act 1977. The Act empowers both bodies to carry out certain actions, impose rules relative to the use of the reserve and develop objectives and policies in regard to its future development.

This management plan is the principal document that governs the management of both reserves while its provisions in regard to maintenance and future developments will be implemented through Council's Parks, Reserves and Cemeteries Asset Management Plan and the Long Term Plan. The Reserves Act also empowers administrative bodies to grant leases, licenses and permits to other organisations, subject to certain conditions, in order to complement its management of the reserve.

3.5.1 MAINTENANCE

Neither Council nor the Percy Thomson Trust employ any parks and reserve maintenance staff. Routine maintenance of both Windsor Park and the Thomson Arboretum, be it grass mowing, gardening, path or structure maintenance, is carried out by an external contractor under an Open Space Maintenance contract.

This contract requires the contractor to carry out regular inspections of the reserves to ensure they meet acceptable and defined standards and provides safe recreational environments. These inspections are carried weekly in regard to these passive recreation areas. Inspections must also be carried out within 24 hours of any particularly severe weather incident.

OBJECTIVES

- To maintain Windsor Park and the Thomson Arboretum to a standard that meets the recreational needs and aspirations of the community.
- To implement the policies of this Reserve Management Plan in a structured and integrated manner through the Parks Reserves and Cemeteries Asset Management Plan and the Long Term Plan.

POLICIES

- Windsor Park and the Thomson Arboretum will be maintained to the levels of service demanded by the community and embodied in the Open Space Maintenance contract.

3.5.2 LEASES, LICENCES, AND PERMITS

Section 54 of the Reserves Act 1977 empowers administrative bodies to grant leases or licences for uses of or activities on recreation reserves, provided such uses or activities are associated with recreation, the purpose of the reserve. Permits are granted for specific one-off or seasonal uses of the reserve or sportsfields within the reserve.

Currently there are no extant leases or licences relative to either reserve, nor are any envisaged.

Objectives and Policies

OBJECTIVES

- To allow the occupation of areas within Windsor Park and the Thomson Arboretum for approved uses, buildings and other structures that are compatible with the reserve's primary purpose through the granting of leases, licences or permits as appropriate.
- To control the use through such leases, licences or permits by way of conditions that ensure the most effective use of Windsor Park and/or the Thomson Arboretum for the enjoyment of the whole community.

POLICIES

- A lease, licence or permit will only be granted for a use and term that is compatible with the Reserves Act 1977, the District Plan and Council bylaws and policies.
- The grantee of any lease, licence or permit will be required to pay a rental, charge or fee as prescribed in Council's Fees and Charges or as otherwise approved by Council or the Percy Thomson Trust as applicable.
- Licences will not be granted for stock grazing purposes.

3.5.3 RESERVE BOUNDARIES, ENCROACHMENTS AND EASEMENTS

On occasions, unauthorised encroachments into reserves by adjoining private owners can occur that, in relation to such things as fencing, gardens and landscaping, retaining walls and other minor structures, and driveways, give the impression of private ownership. If this is not prevented or formalised by way of a licence to occupy it can lead to disputes that can be exacerbated when properties are sold without the purchaser realising part of the land they perceive to be buying is public reserve.

There are no known encroachments of this nature on either reserve, however there are some encroachments by the reserve into the legal road (Juliet Street), although these are not considered significant given that both are vested in Council.

In regard to easements, there are currently two electricity supply easements over Windsor Park in favour of Powerco Limited adjacent to the power substation on Cloten Road. These are shown respectively on plans DP 14216 and DP 19036. Neither of these impact adversely on the reserve amenity or utilisation.

OBJECTIVES

- To preserve the amenity value of Windsor Park and the Thomson Arboretum by preventing unnecessary and/or inappropriate encroachments beyond the legal boundaries.

POLICIES

- No future encroachments into either Windsor Park or the Thomson Arboretum beyond the legal title boundaries will be permitted.

Objectives and Policies



Figure 8 - Thomson Arboretum 2021

3.5.4 REVIEW AND MONITORING

Section 41 of the Reserves Act 1977 requires all reserve management plans to be kept under continuous review in order to be able to adapt to changing circumstances or in accordance with increased knowledge. While some particular aspects of this plan may be reviewed individually from time to time as the need arises, it is proposed to carry out a further full and definitive review within 10 years of its approval by Council.

OBJECTIVES

- To keep this plan under continuous review in accordance with the Reserves Act 1977 in order to conserve and enhance the recreational values of Windsor Park and the Thomson Arboretum.

POLICIES

- This plan will be reviewed in its entirety within 10 years of its approval by Council and the Percy Thomson Trust
- Individual parts of the plan may be reviewed in response to the identification of management issues for which there is no current policy herein or elsewhere or as a result of national changes through amended legislation.
- All reviews of this management plan will be publically notified as required by the Reserves Act 1977.

Actions and Responsibilities

Part 4. ACTIONS AND RESPONSIBILITIES

The following table records those actions that have been identified in this Reserve Management Plan relative to the future management and development of Windsor Park and the Thomson Arboretum. It records the proposed action, the policy it relates to, the organisation responsible for carrying out the action and the priority/anticipated timeframe.

It should be noted that these proposed actions are concepts only at this stage. They do not commit either Council, the Trust or any other organisation in any way but simply “flag” them as developments approved in principle in terms of the Reserves Act 1977, enabling public input and discussion through both this planning process and subsequent Council Annual and Long Term Plan processes.

Table 4 - Proposed Actions and Responsibilities

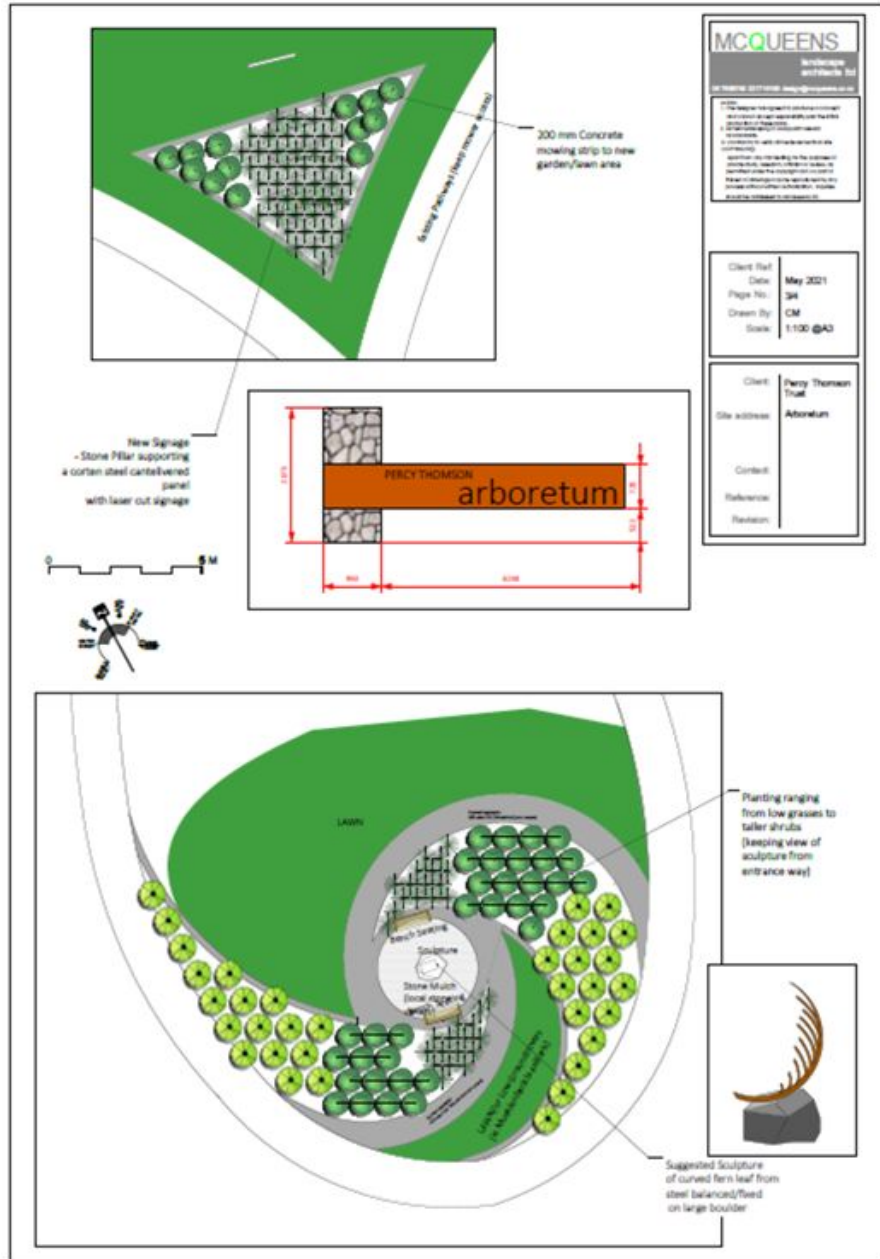
No.	Proposed Action	Policy No.	Who	Priority
1	Landscaping of Thomson Arboretum “centre circle”	3.4.1	PTT	1

Priorities: 1 = 1 – 3 years
 2 = 4 – 6 years
 3 = 7 – 10 years


Who abbreviations: SDC = Stratford District Council
 PTT = Percy Thomson Trust

Concept Development Plans and Perspective Drawings


Part 5. CONCEPT DEVELOPMENT PLANS AND PERSPECTIVE DRAWINGS




Concept Development Plans and Perspective Drawings



Concept of New Signage



Plan View - Scale 1:500



Concept View From Entrance to New Feature area - Not To Scale

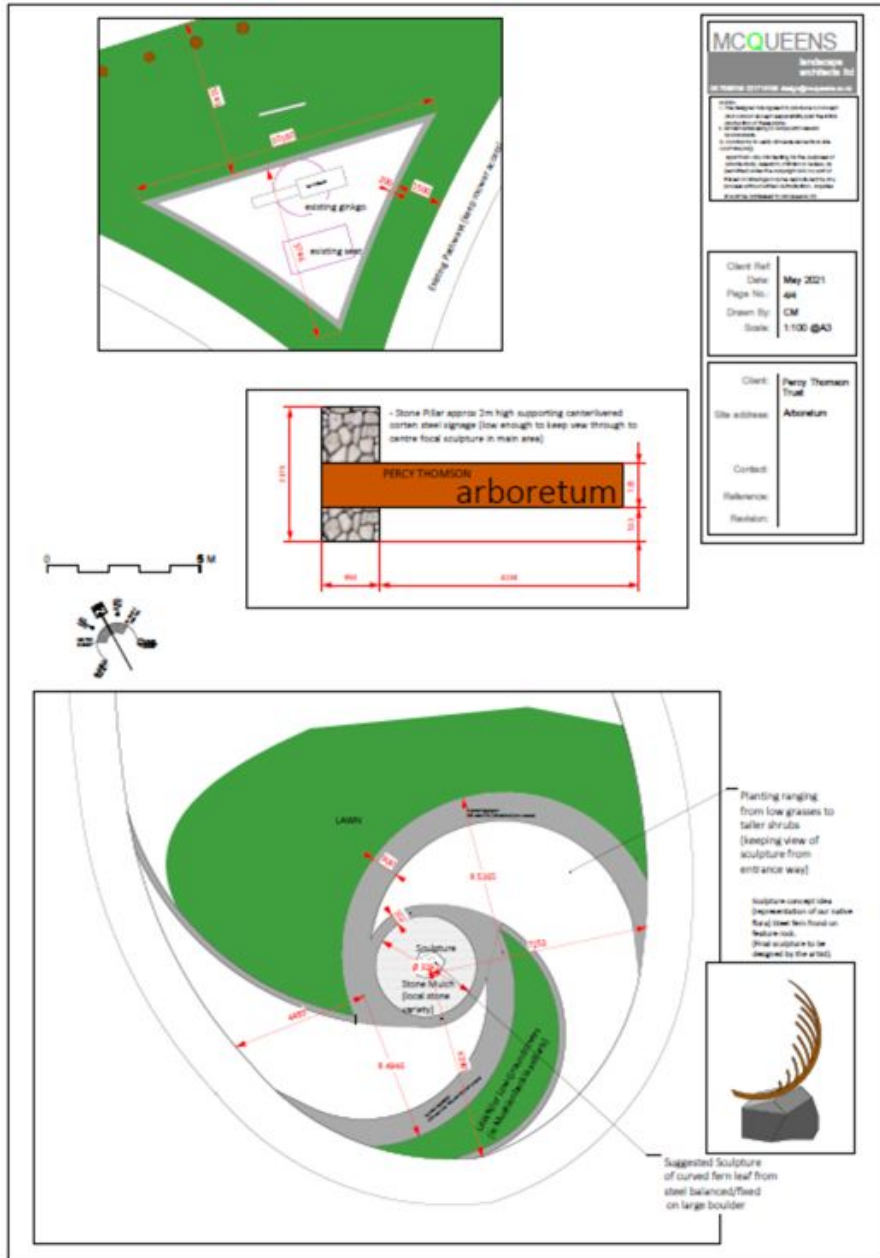
MCQUEENS
Landscape Architecture & Design Ltd
100 HURON ST. TORONTO, ONT. M5H 1A8
Tel: (416) 593-7222 Fax: (416) 593-7223
www.mcqueens.ca

1. This drawing is a conceptual design and is not intended to be used for construction. It is subject to change without notice. The client is responsible for obtaining all necessary permits and approvals. The designer is not responsible for any errors or omissions.

Client Ref:	May 2021
Date:	2/4
Page No.:	CM
Drawn By:	Not To Scale
Scale:	

Client:	Ferry Thomson Trust
Site address:	Arboretum
Contact:	
Reference:	
Revision:	

Concept Development Plans and Perspective Drawings



APPENDIX 1



63 Miranda Street, Stratford 4332
06 765 6099

stratford.govt.nz



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

DECISION REPORT



F19/13/04 – D22/16835

To: Policy & Services Committee
From: Director – Corporate Services
Date: 24 May 2022
Subject: 2022 Local Authority Triennial Elections

Recommendations

1. THAT the report be received.
2. THAT Council resolves to adopt either:
 - (i) The alphabetical order of candidate names; or
 - (ii) The pseudo-random order of candidate names; or
 - (iii) The random order of candidate names,to be displayed on the voting documents for the 2022 triennial election, as permitted under regulation 31 of the Local Electoral Regulations 2001.

/
Moved/Seconded

1. Purpose of Report

- 1.1 The purpose of this report is to give an update on preliminary matters relating to the 2022 Local Authority Triennial elections for Stratford District Council, being held on Saturday 8 October 2022.
- 1.2 Elected members are also being asked to make a decision on the ordering of candidate names to appear on the voting documents.

2. Executive Summary

- 2.1 Pursuant to the Local Electoral Act 2001 (“the Act”), Council is required to confirm a number of administrative requirements for the conduct of the 2022 Local Authority Triennial elections. Council has already considered a number of matters that directly relate to the forthcoming elections as part of the Representation Review completed in 2022, which included an addition of a Māori ward member, and minor boundary changes to the Rural and Urban wards.
- 2.2 Council is not required to adopt a decision on the ordering of candidate names, and the default position is alphabetical ordering. However, this decision is being brought to Council to ensure a tidy process and give elected members an opportunity to change to random ordering if that is desired.
- 2.3 The Candidate Handbook, Elected Member Protocols, and Māori Wards Guide are attached to this report as appendices to provide useful guidance for the upcoming election.

3. Local Government Act 2002 – Section 10

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

4. Background

- 4.1 The 2022 Local Authority Triennial elections will be conducted under the Local Electoral Act 2001, by postal vote, on Saturday 8 October 2022.
- 4.2 The three Taranaki local authorities and the Taranaki Regional Council (TRC) conduct the triennial local government as a shared service. A regional Request for Proposal (RFP) process was undertaken by Council officers in 2015 for the position of Electoral Officer and all associated duties with regards to elections. The successful bidder was Independent Election Services Ltd (IESL) of Auckland. Consequently, the councils formally appointed Mr Dale Ofsoske (Managing Director of IESL) as their Electoral Officer.

Section 12 of the Local Electoral Act 2001 states that:

- (1) For every local authority there must at all times be an electoral officer appointed by the local authority to exercise the powers and carry out the duties conferred on the electoral officer by this Act and any other enactment, in relation to that local authority.*
- (2) The electoral officer may—*
 - (a) delegate to any person or class of persons any power or duty under this Act or regulations made under this Act (except this power of delegation):*
 - (b) appoint or engage any person or class of persons for the purposes of carrying out any of those powers or duties.*
- (3) An electoral officer, unless he or she dies, resigns, is dismissed from office, or becomes incapable of acting, remains in office until his or her successor comes into office.*

- 4.3 As part of the Electoral Officer's duties in relation to the upcoming election, a summary election report was prepared, and presented to the Audit and Risk Committee in March 2022. The information report to the Committee also included an election readiness checklist, election timetable and protocols for elected members as a guide, particularly during the campaign period. At that meeting it was recommended that a formal decision was not required for the ordering of candidate names, and although that is still the case, to tidy up and formalise the process it is suggested that a decision be made on this issue.

5. Consultative Process

5.1 Public Consultation - Section 82

No public consultation is required as the decision on the ordering of candidate names is not significant enough to warrant engaging with the community.

5.2 **Māori Consultation - Section 81**

No Māori consultation has been undertaken as per the reasoning above.

6. **Risk Analysis**

6.1 The decision being made in this report relates to the ordering of candidate names. The potential risks to using either the Pseudo-Random Order or the Random Order methods relate to voter confusion and potential criticism. There is no risk on Council's risk register in relation to elections.

7. **Decision Making Process – Section 79**

7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	No direct link
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The local elections confirm the governance structure that make decisions that affect these functions and services.

7.2 **Data**

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

Candidate Order

Clause 31 of the Local Electoral Regulations 2001 allows Council to determine that candidates' names may be arranged on the voting documents in alphabetical order of surname, pseudo-random order or random order. If there is no resolution, then candidate's name must be arranged in alphabetical order, being the default option.

A study conducted by Auckland Council, based on three Auckland Council elections (2010, 2013 and 2016), in October 2018 revealed that there was no compelling evidence that candidates being listed first were more likely to be elected.

Other Electoral Matters

The Council website has an election 2022 webpage with all relevant information.

The Candidate Handbook (Appendix 1) attached to this report provides all relevant information for potential candidates looking to stand for Council this year. It is expected that this will be available on the Council website, and hard copies will be able to be obtained from Council facilities.

A new Māori Wards Guide (Appendix 2) has been prepared by Election Services Ltd to help electors on the Māori roll and potential Māori ward candidates have a clear understanding of the processes around the new Māori ward for the Stratford District Council.

Council staff have established an election project team, and established five goals that the team is aiming to achieve:

1. High numbers of candidates for each of Urban (2019 election: 13), Rural (2019 election: 7), and Māori (new ward) wards.

2. Increased overall voter participation (2019 election: 51.75%).
3. Council staff have a clear understanding of their roles and responsibilities during the election period and are professional representatives for Council.
4. Elected members are aware of their responsibilities pre-election, and new elected members, post-election.
5. All risks are actively managed to avoid any issues.

An action plan will be developed, and a draft elections communications plan is being worked on.

7.3 Significance

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

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

7.4 Options

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

The options available to the Council for the ordering of candidate names on the 2022 Triennial Local Government Election voting papers are:

- (i) the alphabetical order of candidate names; or
- (ii) the pseudo-random order of candidate names; or
- (iii) the random order of candidate names

If no option is decided on by elected members, the default method will be alphabetical order.

7.5 **Financial**

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

There is no price difference in any of the options above. Previously, option (iii) was a lot more expensive, but the new ink jet printing capability means that the cost of printing remains the same regardless of whether all voting papers are the same or all different.

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?

Not applicable.

7.7 **Legal Issues**

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

All legal issues have been considered by the independent Electoral Officer. There is no risk of non-compliance with legislation by making a decision based on the information in this report. There may be legal implications if Council does not follow proper processes. To avoid this, Council has appointed a highly experienced Electoral Officer from Election Services Ltd to guide Council in the Local Election 2022.

7.8 **Policy Issues - Section 80**

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

Not applicable.

Attachments

Appendix 1 – Candidate Handbook 2022

Appendix 2 – Māori Wards Guide 2022

Appendix 3 – Elected Member Protocols



Tiffany Radich
Director – Corporate Services



[Approved by]
Sven Hanne
Chief Executive

Date: 16 May 2022



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

2022 CANDIDATE INFORMATION HANDBOOK

He pārongo mā te kaitono te puka aratohu

STRATFORD DISTRICT COUNCIL
LOCAL ELECTIONS



VOTE
2022

LOCAL ELECTIONS

PŌTI
2022

NGA PŌTITANGA Ā-ROHE

APPENDIX 1

COVID-19

Council facilities/locations mentioned in this handbook are subject to any COVID-19 restrictions in place at the time.

Should any COVID-19 restrictions be in place, refer to the council's website - www.stratford.govt.nz.

Definitions

Candidate	a person who has been nominated as a candidate in any election.
Constituency	a division of a regional council, for electoral purposes.
Elector	any person entitled to vote in an election or poll, including residential electors and ratepayer electors
Residential Elector	any person enrolled on the Parliamentary Roll (including the General Electoral Roll and the Māori Electoral Roll) at the address where they live.
Ratepayer Elector	any person who is enrolled on the Parliamentary Roll in one area and who pays rates on a property in another area, and who has enrolled on the Non-Resident Ratepayer Roll. A ratepayer elector is eligible for a vote on behalf of their non-resident property, in addition to their vote as a residential elector.
Electoral Roll	a list containing the names of persons entitled to vote in an election or poll.
Scrutineer	a person appointed by a candidate to attend and observe various functions of the election after the close of voting, including scrutiny of the roll and the vote count.
Ward	a division of a district or territorial authority, for electoral purposes.

Disclaimer: Every effort has been made to ensure that the information contained in this handbook is accurate and consistent with the Local Electoral Act 2001. Stratford District Council takes no responsibility for any errors or omissions. It is recommended that candidates obtain a full copy of the Act, which is available online at www.legislation.govt.nz

April 2022

APPENDIX 1

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APPENDIX 1

Overview - Tiro whānui

This handbook provides information which may be of interest to you as a candidate in the 2022 local government elections.

More information specific to Stratford District Council's current work programme and financial position is included in the council's pre-election report, available at www.stratford.govt.nz in July 2022.

The triennial elections of elected members to Stratford District Council are being conducted by postal vote concluding on Saturday 8 October 2022.

The elections will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001. Other legislative references are found on page 8 of this handbook.

Key dates for a candidate

Nominations open	Friday 15 July 2022
Candidate information briefing	12 noon, Saturday 16 July 2022
Nominations close	Noon, Friday 12 August 2022
Candidate names announced	As soon as practicable after close of nominations, Friday 12 August 2022
Delivery of voting documents	From Friday 16 September 2022
Appointment of scrutineers	By noon, Friday 7 October 2022
Close of voting	Noon, Saturday 8 October 2022
Progress results available	As soon as practicable after close of voting, Saturday 8 October 2022
Preliminary results available	By noon, Sunday 9 October 2022
Official declaration of results	Thursday 13 October 2022

Contact us

Electoral officer:

Dale Ofsoske, Independent Election Services Ltd
Level 2, 198 Federal Street, Auckland 1010
PO Box 5135, Victoria Street West, Auckland 1142
Phone - 0800 922 822
Email - dale.ofsoske@electionservices.co.nz
Website - www.electionservices.co.nz

Deputy electoral officer:

Tiffany Radich, Director Corporate Services
Stratford District Council
63 Miranda Street, Stratford
Phone - 06 765 6099
Email - tradich@stratford.govt.nz
Website - www.stratford.govt.nz

APPENDIX 1

Elections - Kōwhiringa

Elections required

Following the decision to establish a Māori ward in 2021, Stratford District Council undertook a representation arrangements review (review of wards, boundaries, numbers of elected members etc).

As a result of this there will be 11 councillors being elected from the following three wards:

Ward	Councillors	Resident electors
Rural General	4	2,606
Urban General	6	3,985
Stratford Māori	1	335
	11	6,926

Number of electors as at 2 May 2022

Following the decision to establish Māori constituencies in 2021, Taranaki Regional Council undertook a representation arrangements review (review of constituencies, boundaries, number of elected members etc).

As a result of this, and subject to determination by the Local Government Commission, expected by 10 April 2022, there will be 11 councillors being elected from the following 5 constituencies:

Constituency	Members	Resident electors
New Plymouth General	5	41,648
North Taranaki General	2	15,793
South Taranaki General	2	16,722
Stratford General	1	6,500
Taranaki Māori	1	7,232
	11	87,895

Number of electors as at 28 February 2022

In addition, there are 98 electors within the Horizons Regional Council area.



APPENDIX 1

Fact Sheet - Whārangī meka

Triennial Election

Stratford District Council

8 October 2022



What does Council do?

The District Council meets regularly to make many decisions that impact the day-to-day lives of people in the Stratford District. The Council governs a wide range of local services including roads, water systems, rubbish collection, libraries, parks, community centres, dog registration, community and economic development and district planning.

Background

Local government triennial elections are being held by postal vote on Saturday 8 October 2022 and will be undertaken by Election Services, under contract to Stratford District Council.

The first past the post (FPP) electoral system will be used for the Stratford District Council, the Taranaki Regional Council and the Horizons Regional Council elections.

2022 Key Dates

Nominations open	Friday 15 July
Nominations close	Noon, Friday 12 August
Delivery of voting packs	from Friday 16 September
Close of voting	Noon, Saturday 8 October
Official results announced	Thursday 13 October

Who is being elected?

Following the decision to establish a Māori ward in 2021, Stratford District Council undertook a representation arrangements review (review of wards, boundaries, numbers of elected members etc).

As a result of this, elections will be required for the following positions:

- Mayor (elected 'at large')
- Councillors (11)

- Stratford Rural General Ward (4)
- Stratford Urban General Ward (6)
- Stratford Māori Ward (1)

- Taranaki Regional Council member, subject to determination by the Local Government Commission [expected by 10 April 2022] (1 member elected from the Stratford General Constituency or Taranaki Māori Constituency) or
- Horizons Regional Council member (1 member elected from the Ruapehu General Constituency or Raki Māori Constituency)

There will be no district health board elections in 2022.

How can I be nominated?

Nominations for these positions will open on **Friday 15 July 2022** and close at **noon on Friday 12 August 2022**.

Nomination papers will be available during this period:

- from Stratford District Council, 63 Miranda Street, Stratford;
- by accessing www.stratford.govt.nz
- by telephoning the electoral office on 0800 922 822.

To be eligible to stand for election, a candidate **must** be:

- a New Zealand citizen (by birth or citizenship ceremony); **and**
- enrolled as a Parliamentary elector (anywhere in New Zealand); **and**
- nominated by two electors whose names appear on the electoral roll within the respective area that a candidate is standing for.

APPENDIX 1

Who can vote?

Those eligible to vote in the election are all resident electors and non-resident ratepayer electors whose names appear on the electoral roll when it closes on Friday 12 August 2022. The preliminary electoral roll will be available for public inspection at council's Administration Building and libraries from **Friday 15 July 2022 to Friday 12 August 2022**.

Resident Roll: All parliamentary electors, including those on the Māori Electoral Roll, are automatically enrolled on the Resident Roll, at the address where they live.

Any alterations to the Resident Roll (e.g. change of address details, including new postal addresses) should be made by:

- completing the appropriate form at any NZ Post agency;
- phoning 0800 ENROLNOW (0800 367 656);
- accessing the Electoral Commission website on www.vote.nz

Ratepayer Roll: If a person is on the parliamentary roll in one area and pays rates on a property in another area, this person may be eligible to be enrolled on the non-resident ratepayer roll. A firm, company, corporation or society paying rates on a property may nominate one of its members or officers as a ratepayer elector (provided the nominated person resides outside the area). Ratepayer Roll enrolment forms are available:

- at Stratford District Council, 63 Miranda Street, Stratford;
- by phoning the electoral office on 0800 922 822;
- on council's website: www.stratford.govt.nz

All electors will be able to vote for the Mayor. Those electors on the general electoral roll will be able to vote for the respective general ward councillors and those on the Māori electoral roll will be able to vote for the Māori ward councillor.

How to vote?

Voting packs will be sent to all eligible electors, by post, from **Friday 16 September 2022**.

The voting period is three weeks (**Friday 16 September 2022 to noon Saturday 8 October 2022**). Electors may post their completed voting documents back to the electoral officer using the orange pre-paid envelope sent with their voting document.

A polling place for the issuing of special voting documents and for the receiving of completed voting documents will be available from Friday 16 September 2022 to noon Saturday 8 October 2022 at Stratford District Council, 63 Miranda Street, Stratford.

To be counted, all completed voting documents must be in the hands of the electoral officer or an electoral official by **noon Saturday 8 October 2022**.

Progress results will be known early afternoon on election day. Preliminary results will be announced early on Sunday morning, 9 October 2022 and final results will be known on Thursday 13 October 2022. All results will be accessible on council's website: www.stratford.govt.nz

Contact us

For further information regarding this election, please contact the electoral office:



Dale Ofoske, Electoral Officer
Stratford District Council
C/o PO Box 5135, Victoria Street West,
Auckland 1142
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Stratford District Council
63 Miranda Street, Stratford
PO Box 320, Stratford 4352
Email: tradich@stratford.govt.nz
Phone: **(06) 765 6099**

APPENDIX 1

Timetable - Wātaka

Triennial Election
Stratford District Council
8 October 2022

Saturday 8 October 2022

Wednesday 2 March - Saturday 30 April 2022	Ratepayer roll enrolment confirmation forms sent [Reg 16, LER]
Wednesday 2 March - Wednesday 6 July 2022	Preparation of ratepayer roll [Reg 10, LER]
May 2022	National ratepayer roll qualifications and procedures campaign [Sec 39, LEA]
Monday 1 July 2022	Electoral Commission enrolment update campaign commences
Wednesday 13 July 2022	Public notice of election, calling for nominations, rolls open for inspection [Sec 42, 52, 53, LEA]
Friday 15 July 2022	Nominations open / roll open for inspection [Sec 42, LEA]
Friday 12 August 2022	Nominations close (12 noon) / roll closes [Sec 5, 42, 55 LEA, Reg 21, LER]
Wednesday 17 August 2022	Public notice of day of election, candidates' names [Sec 65, LEA]
by Monday 12 September 2022	Electoral officer certifies final electoral roll [Sec 51, LEA, Reg 22, LER]
Friday 16 September - Wednesday 21 September 2022	Delivery of voting documents [Reg 51, LER]
Friday 16 September - Saturday 8 October 2022	Progressive roll scrutiny [Sec 83, LEA] Special voting period [Sec 5 LEA, Reg 35, LER] Early processing period [Sec 80, LEA]
by Friday 7 October 2022	Appointment of scrutineers (12 noon) [Sec 68, LEA]
Saturday 8 October 2022	Election day [Sec 10, LEA] Close of voting (12 noon) [Sec 84, LEA] Progress and preliminary results available as soon as practicable after close of voting [Sec 85, LEA]
Saturday 8 October (pm) - Thursday 13 October 2022	Official count [Sec 84, LEA]
Thursday 13 October - Wednesday 19 October 2022	Declaration of result/public notice of declaration [Sec 86, LEA]
by Friday 9 December 2022	Return of electoral donations & expenses form [Sec 112A, LEA]

LEA = Local Electoral Act 2001
LER = Local Electoral Regulations 2001

Electoral principles - Mātāpono pōti



Key message

The electoral principles contained in section 4 of the Local Electoral Act 2001 are outlined below for candidate information. These principles must be taken into account in the conduct of any election or poll.

Principles

- (1) The principles that this Act is designed to implement are the following:
 - a. fair and effective representation for individuals and communities
 - aa. representative and substantial electoral participation in local elections and polls.
 - b. all qualified persons have a reasonable and equal opportunity to:
 - i. cast an informed vote;
 - ii. nominate 1 or more candidates;
 - iii. accept nomination as a candidate.
- c. public confidence in, and public understanding of, local electoral processes through:
 - i. the provision of a regular election cycle;
 - ii. the provision of elections that are managed independently from the elected body;
 - iii. protection of the freedom of choice of voters and the secrecy of the vote;
 - iv. the provision of transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes;
 - v. the provision of impartial mechanisms for resolving disputed elections and polls.
- (2) Local authorities, electoral officers, and other electoral officials must, in making decisions under this Act or any other enactment, take into account those principles specified in subsection (1) that are applicable (if any), so far as is practicable in the circumstances.
- (3) This section does not override any other provision in this Act or any other enactment.

APPENDIX 1

Electoral legislation - Whakatureture pōti

Key message

All local government elections are required to be conducted strictly following legislation.

Legislation to be followed

- Local Electoral Act 2001;
- Local Electoral Regulations 2001;
- Local Government Act 2002;
- Local Authorities (Members' Interests) Act 1968.

Full copies of the above legislation are available online at www.legislation.govt.nz

Recent changes to legislation

The **Local Government (Pecuniary Interests Register) Amendment Bill** has recently passed its second reading in the House and it is likely that the Bill will be enacted prior to the 2022 triennial elections, with new requirements in force for incoming elected members.

Assuming it is enacted, every council will be required to keep and maintain a register of its elected members' pecuniary (financial) interests.

The purpose of the register is to record members' interests so as to provide transparency and to

strengthen public trust and confidence in local government processes and decision-making. Pecuniary interests that will need to be registered include:

- being a company director or owning more than 10% of shares in a company;
- financial interests in other companies or businesses other than a managed investment scheme) or a beneficial interest in a trust;
- employment;
- membership of any organisation that receives or applies for funding from the council;
- the location of any real property owned by a member;
- any gifts received from a person who is not a family member that have a value (separately or combined) of more than \$500;
- any overseas travel funded by someone other than the member of their family; and
- payments received for any other activities in which the member is involved.

To ensure ongoing compliance and accuracy, elected members will need to provide returns to the council annually.

For more information regarding this Bill is available at: www.legislation.govt.nz

Electoral systems - Pūnaha pōti

Key message

The electoral system to be used for the 2022 elections is First Past the Post (FPP).

Those local government organisations holding elections within the Stratford District Council area using the FPP electoral system are:

- Stratford District Council
- Taranaki Regional Council
- Horizons Regional Council

Understanding FPP

When you vote in an FPP election, you tick the name of the candidate(s) you most prefer, up to the number of vacancies. When the votes are counted, the candidate(s) with the most votes is/are elected.

- If there is one vacancy, you can vote for one candidate — i.e. Mayor, Stratford Māori Ward.
- If you are in the Rural General Ward you can vote for up to four candidates.
- If you are in the Urban General Ward you can vote for up to six candidates.

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Candidate eligibility - Māraurau mō te kaitono pōti



Key message

A candidate for the Stratford District Council must be:

- a New Zealand citizen; and
- a parliamentary elector (anywhere in New Zealand); [Section 25, Local Electoral Act 2001]
- nominated by two electors whose names appear on the electoral roll for the district or subdivision of the district.

Candidate restrictions

Restrictions on a candidate for the Stratford District Council are:

- a candidate may seek nomination for mayor and council but if elected mayor and councillor, the mayoral position is filled and the councillor position is vacated (with the next highest polling candidate elected).
- a candidate may seek nomination for one ward only (not multiple wards).
- a candidate may seek nomination for mayor, and council but cannot also seek nomination for the Taranaki Regional Council i.e. a candidate may stand for the Stratford District Council or the Taranaki Regional Council, but not both. [Section 58 Local Electoral Act 2001].
- a candidate for mayor or council (or candidate's spouse) cannot be a person concerned or interested in contracts over \$25,000 with the Stratford District Council [Section 3(1) Local Authorities (Members' Interests) Act 1968]. This restriction may be waived, and it is recommended that advice from Audit New Zealand is sought.
- an employee of the Stratford District Council who is elected as mayor or councillor must resign from their position as an employee of Stratford District Council before taking up their position. An employee will need to alert their manager of the intention to stand for office prior to any nomination being lodged. [Section 41(5) Local Government Act 2002].
- a person cannot be an elected member if that person has a permanent court order, or that person will be suspended if that person has a temporary order.

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Nominations - Whakaaringa

Key message

Nominations open on Friday 15 July 2022 and close at 12 noon, Friday 12 August 2022.

Availability of nomination papers

A public notice calling for nominations will appear in the Taranaki Daily News and the Stratford Press on Wednesday 13 July 2022.

Each nomination must be made on the appropriate official nomination paper. A separate nomination paper is required for each position and these are available from 15 July 2022 from:

- Stratford District Council, 63 Miranda Street, Stratford;
- by telephoning 0800 922 822;
- by accessing www.stratford.govt.nz

Nomination papers for the Taranaki Regional Council are also available from 15 July 2022 from:

- Stratford District Council, 63 Miranda Street, Stratford;
- New Plymouth District Council's Civic Centre, 84 Liardet Street, New Plymouth;
- South Taranaki District Council's Administration Building, 105-111 Albion Street, Hawera;
- by telephoning 0800 922 822;
- by accessing www.trc.govt.nz

Candidate profile statement

Every candidate may provide the electoral officer with a candidate profile statement with their nomination. This statement must not exceed 150 words and can contain information about the candidate, their qualifications and skills applicable to the position for which they are standing and their policies/intentions if elected to office.

The candidate profile statement must be true and accurate and the electoral officer is not required to verify or investigate any information included in this statement.

The profile may include a recent passport-sized colour photograph.

The candidate profile statement and colour photo are required to be submitted in hardcopy, not electronically (except where information in another language is provided).

Candidate profile statements will be printed in plain text, without formatting ie:

- no bullet points;
- no bold or underlining;
- no italics;
- no quote marks.

These will be included with the voting document sent to each elector by the electoral officer, as well as being placed on the council's website.

Note that any spelling or grammatical errors will not be corrected, and candidates are therefore reminded to check their candidate profile statement prior to submitting their nomination.

The candidate profile statement may be submitted in both English and Māori (maximum 150 words in either language) but the information contained in each language must be substantially consistent with the information contained in the other.

Should all or part of a candidate profile statement be provided in a language other than English or Māori, it must not exceed 150 words in total. Any language

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other than English or Māori is required to be provided in an electronic graphic file. As an example, a candidate could submit a candidate profile statement consisting of say 50 words in English, 50 words in Samoan and 50 words in Tongan. The total number of words cannot exceed 150.

If submitting an electronic graphic file containing other languages, all languages must be supplied as a single image. If there is more than one language translated, then these are to be all supplied together in a single image.

The image file to be supplied must meet the following criteria:

- PNG format;
- black and white;
- 600 dpi;
- maximum file size 400kB;
- the image being 1300 pixels high and 2000 pixels wide.

Candidates are also required to submit with their candidate profile statement the following information:

- i. whether or not the candidate's principal place of residence (where the candidate is registered as a parliamentary elector) is/is not in the area (e.g. ward) the candidate is seeking election for [Section 61(2)(ca) Local Electoral Act 2001]; and
- ii. each position the candidate is seeking election for (e.g. Mayor and council) [Section 61(2)(cb) Local Electoral Act 2001].

Section 61 of the Local Electoral Act 2001 states the following:

- (1) Every candidate may, provide to the electoral officer a candidate profile statement that complies with subsection (2) and, if applicable, subsection (3).
- (2) A candidate profile statement -
 - a. if -
 - i. in English or Māori or both, must not exceed 150 words in each of the languages used in the statement;
 - ii. in a language other than English or Māori, must not exceed 150 words, or the equivalent, if the language uses symbols rather than words (including any translation of those words into another language provided by the candidate); and
 - b. must be provided to the electoral officer together with the nomination paper and other things referred to in section 55(2)(f); and
 - c. must be confined to information concerning the candidate (including any group or organisation with which the candidate claims under section 55(4) to be affiliated, or their status as an independent candidate, and the candidate's contact details), and the candidate's policies and intentions if elected to office; and
 - ca. must state whether or not the candidate's principal place of residence, being the address in respect of which the candidate is registered as a parliamentary elector, is in the local government area for which the candidate seeks election (for example, either "My principal place of residence is in the Lambton Ward" or "My principal place of residence is not in the Lambton Ward"); and
 - cb. if the candidate is seeking election to any other positions in elections to which this Act applies (under section 7), must specify each position and state that the candidate is seeking to be elected to the positions; and
 - d. must comply with any prescribed requirements; and
 - e. may include a recent photograph of the candidate alone.
- (2A) The information required by subsection (2)(ca) and (cb) does not count for the purposes of the word limit under subsection (2)(a).
- (3) If a candidate profile statement is submitted in Māori and English, the information contained in each language must be substantially consistent with the information contained in the other language.
- (4) If the electoral officer is not satisfied that a candidate profile statement complies with subsection (2) or, if applicable, subsection (3), the electoral officer must, as soon as practicable, return the statement to the candidate and must—

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- a. specify the concerns of the electoral officer and the reasons for those concerns; and
 - b. unless the candidate profile statement does not comply with subsection (2)(b), specify a period, which must not be less than 3 days from the date of return of the statement, during which the candidate may submit an amended candidate profile statement to the electoral officer.
- (5) A candidate is to be treated as having failed to provide a candidate profile statement, if subsection (4)(b) applies to the candidate and the candidate—
- a. fails to submit an amended candidate profile statement within the period specified in subsection (4)(b); or
 - b. submits an amended candidate profile statement that, in the opinion of the electoral officer, does not comply with subsection (2) or, if applicable, subsection (3).
- (6) An electoral officer -
- a. is not required to verify or investigate any information included in a candidate profile statement;
 - b. may include, in or with any candidate profile statement that is published, displayed, or distributed, any disclaimer concerning the accuracy of the information contained in the statement that the electoral officer considers appropriate;
 - c. is not liable in respect of -
 - i. any statement contained in or omitted from the candidate profile statement or the work of a translator prudently selected by the electoral officer; or
 - ii. the exercise of the powers and functions conferred on the electoral officer by this section.

Completion of nomination paper

Each nomination paper must have the consent of the candidate and be nominated by two electors whose names appear on the electoral roll for the district or subdivision of the district (e.g. if a person wishes to stand for election to a specific ward, then that person must be nominated by two electors from the specific ward).

If a candidate is unable to sign the nomination paper (e.g. absent overseas), a letter of consent signed by the candidate is acceptable to attach to the nomination paper.

If a candidate is commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the electoral officer), the commonly known name may appear on the voting document.

Once lodged, a nomination paper is available for public inspection at the electoral office. Candidate details not identified as confidential (e.g. mobile phone number) are made available to the media, placed on websites etc.

Affiliation

The nomination paper provides for a candidate to have an affiliation. An affiliation is described in section 57(3) of the Local Electoral Act 2001 as 'an endorsement by any organisation or group (whether incorporated or unincorporated).'

Individual candidates, not part of an organisation or group, may wish to nominate their affiliation as 'Independent' or leave as blank (if left blank, nothing will show alongside the name on the voting document).

A candidate claiming a specific affiliation must supply with their nomination paper an authority to adopt the affiliation for the organisation or group concerned (i.e. letter of consent to use the affiliation from the organisation or group). This is a safety measure to avoid any illegal adoption of affiliations.

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Affiliations that will not be accepted are ones:

- that might cause offence or;
- that are likely to confuse or mislead electors or;
- that are elections slogans rather than the name of an organisation or group.

Should an affiliation be rejected for any of the above reasons, section 57(3) of the Local Electoral Act 2001 sets out a process for the electoral officer and candidate to follow. Should agreement not be reached, no affiliation will appear on voting documents.

Affiliations are not able to be 'pre-registered' with the electoral officer, before a nomination is lodged.

Return of nomination paper

Completed nomination papers can be lodged at the:

Stratford District Council,
63 Miranda Street, Stratford;

or posted to:

The Electoral Officer
Stratford District Council
C/- Independent Election Services Ltd
PO Box 5135
Victoria Street West
Auckland 1142

**in time to be received no later than noon, Friday
12 August 2022.**

All nomination material:

- nomination paper;
- candidate profile statement [if provided];
- passport-size colour photo [if provided]
- nomination deposit;
- evidence of NZ citizenship;
- letter endorsing affiliation [if applicable];

is required to be lodged together.

[Section 55(2)(f) Local Electoral Act 2001].

A receipt will be issued to acknowledge that a nomination has been received. This receipt does not constitute an acknowledgment that the nomination paper is in order.

Once lodged, nomination papers are checked to ensure the candidate's name appears on the Parliamentary Roll and the nominators are two electors whose names appear on the electoral roll for the district or subdivision of the district (e.g. ward).

Each nomination paper lodged requires a deposit of \$200 (inclusive of GST). This is refunded if the candidate polls greater than 25% of the lowest successful candidate (for FPP elections).

Payment of the nomination deposit can be made by electronic bank transfer, eftpos or cash. Evidence of an electronic bank transfer will be required to accompany the nomination.

Electronic bank payment details are:

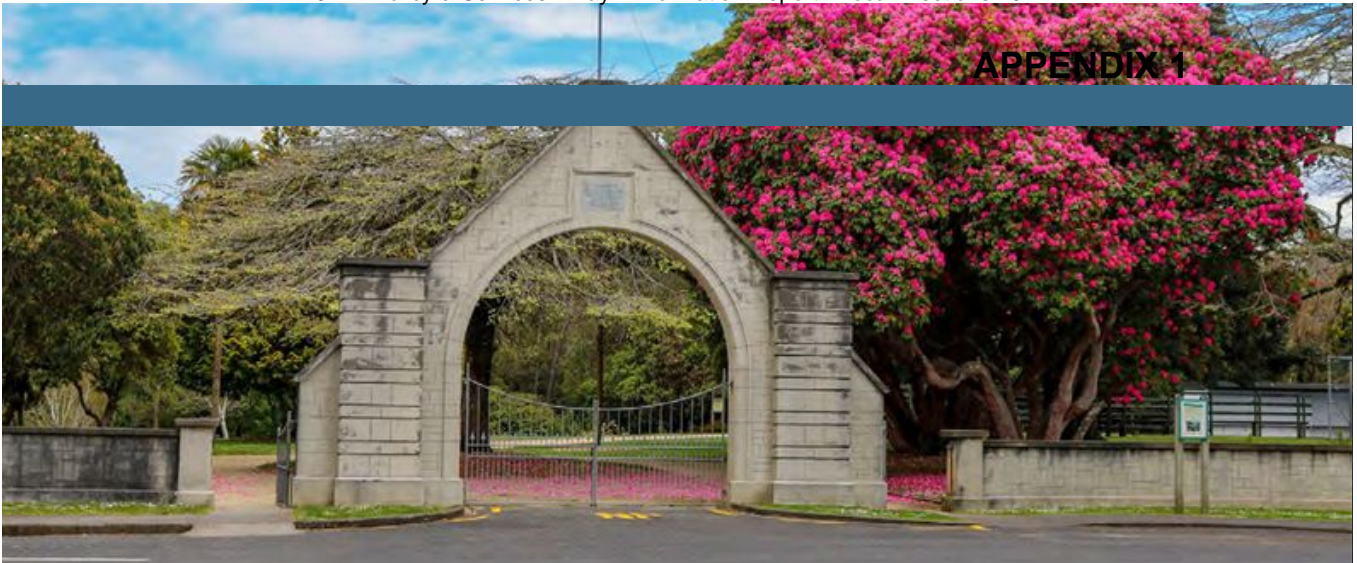
Account name: Independent Election Services Ltd
Bank: ANZ
Account number: 01 0102 0437238 00
Particulars: your initials and surname
Code: SFDC
Reference: Nomination

Cheques are no longer accepted.

The lodgement of nomination papers should not be left to the last minute. Should a nomination paper be lodged late on the morning nominations close, and be incorrectly completed or ineligible nominators are provided, there may be insufficient time to correct the situation and the nomination paper could be invalidated.

Please do not leave lodging your nomination to the last minute.

Nominations can be returned by mail, but should these be received by the electoral officer or electoral official after the close of nominations, the nomination is invalid.



Cancellation of nomination

A candidate is able to withdraw their nomination up until the close of nominations (noon, Friday 12 August 2022). After the close of nominations, a candidate is not able to withdraw their nomination.

[Section 69, Local Electoral Act 2001].

However, should a candidate become incapacitated after the close of nominations but before the close of voting, application may be made for the cancellation of the nomination of a candidate.

'Incapacitated' means that a candidate, because they are suffering from a serious illness or has sustained a serious injury, would be unlikely to be capable of performing the functions and duties of office if elected to office. [Section 69(7) Local Electoral Act 2001].

An application for the cancellation of the nomination of a candidate must be made to the electoral officer by submitting a prescribed form (available from the electoral office) together with a medical certificate.

A candidate's nomination deposit will be refunded if they withdraw their nomination prior to the close of nominations (noon, Friday 12 August 2022) or if they become incapacitated after the close of nominations and their nomination is cancelled.

Candidate information briefing - Ngā kōrero whakatau mō te kaiwhakauru



Key message

People interested in standing for election are invited to attend a candidate information briefing to hear about the electoral process (the do's and don'ts), responsibilities and expectations if elected etc.

Briefing date

People interested in standing for election are invited to attend a candidate information meeting as follows:

**Saturday 16 July 2022, 12 noon,
Council Chambers, Stratford District Council,
63 Miranda Street, Stratford.**

Light refreshments will be provided.

You will not be asked to speak or participate in any way, just listen and learn. You will be given the opportunity to ask questions.

The candidate information briefing is held in conjunction with the Taranaki Regional Council to provide an opportunity for those members of the public who are considering standing for office to find out:

- how the organisations are structured
- the skills required, the role and responsibilities of elected representatives
- matters pertaining to the elections (eligibility, nominations, timetable, induction process and remuneration).

Registration to attend is not required.

For further information, contact Tiffany Radich, Director Corporate Services on (06) 765 6099.

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Campaigning - Pakanga tōrangapū

Key message

Election campaigning can commence anytime and may continue up to and including election day. However there are certain constraints candidates need to be aware of.

Election signs are treated as temporary signs and permitted on private property, provided landowner permission is given.

Election signs are permitted on road reserves, but with some restrictions.

All election signs can only be displayed three months before election day (from 8 July 2022) but must be removed by midnight 7 October 2022.

All signs must be erected in a stable fashion, not being a hazard to public or traffic safety. Council policy on election signs is detailed on page 27 of this handbook.

Campaigning

Election material cannot contain:

- any untrue statement defamatory of any candidate (e.g. under the Defamation Act 1992);
- an imitation voting document which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contains such direction or indication likely to influence the voter.

Voting documents should not be collected from electors by candidates or their assistants. Each elector should post or deliver their own voting document to the electoral officer. This also applies to rest homes and hospitals - voting documents should not be collected from elderly or infirm electors by candidates or their assistants.

Use of council resources

Candidates are not permitted to use council resources for campaigning purposes. Council resources include, but are not limited to, the council's logo, crest or branding, website, Facebook page, Twitter account, any other forms of social media, tablets, computers, ipads, email, mobile phones, faxes, stationery, photocopiers, printers, stamps, cars, meeting rooms and venues (except those available for public hire). This applies to either sitting members, council staff or other candidates in any context that could reasonably be construed as campaigning for elections.

Social media

Social media can be a useful tool for candidates for campaigning purposes and electioneering. Candidates should however be aware of any council social media guidelines for candidates and should comply with these at all times.

Council's social media channels are council resources and must remain politically neutral at all times. Council will promote elections and the importance of voting but will not associate these posts with any candidates.

Council social media accounts will not follow any candidates. This may result in your account being unfollowed.

Council's social media accounts are not permitted to be used as a communications channel by anyone (candidates or members of the public) for promotion, electioneering or campaigning. This also applies to all social media accounts owned by council-controlled organisations.

Candidates should not post on council's social media channels, nor should they comment on, share or otherwise use council social media channels for electioneering. You may not rate, review, check-in or tag the council's social media channels in your own posts or comments.

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Council's social media accounts are constantly monitored, and any campaign related or electioneering content, (including posts related to nominations and candidacy), will be removed immediately.

Candidates should be aware that election advertising, using any media, including on social media, must identify the true name of the person under whose authority they have been produced and the physical address (not a PO Box) of the person under whose authority they have been produced [Section 113, Local Electoral Act 2001]. This may be details of the candidate or their agent, and may be included on a profile picture, or within the bio section of a page.

For example: 'All content/images contained on this social media page/advertisement are authorised by [name], [physical address]'.

Offences

Candidates should be aware that it is an offence (carrying a fine of up to \$5,000, if convicted) to interfere in any way with an elector with the intention of influencing or advising that elector as to how they should vote. Candidates and their assistants should be mindful of this particularly if campaigning occurs in rest homes or hospitals.

Election offences are detailed for your information on page 35 of this handbook. Please refer to them for your own protection.

Election advertising

Election advertising, using any media, must show an authorisation statement. This statement must include:

- the true name of the person under whose authority they have been produced; and
- the physical address (not a PO Box) of the person whose authority they have been produced. [Section 113, Local Electoral Act].

This includes election advertising on signs, in newspapers, on flyers and posters, on a vehicle and on election websites.

Relevant criteria as contained in the Local Electoral Act 2001 are:

113 Advertisements for candidates

- (1) No person may publish or cause to be published in any newspaper, periodical, notice, poster, pamphlet, handbill, billboard, or card, or broadcast or permit to be broadcast over any radio or television station, any advertisement that is used or appears to be used to promote or procure the election of a candidate at an election, unless subsection (2) or subsection (4) applies.
- (2) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if -
 - a. the publication of that advertisement is authorised in writing by the candidate or the candidate's agent or, in the case of an advertisement relating to more than 1 candidate, the candidates or an agent acting for all of those candidates; and
 - b. the advertisement contains a statement setting out the true name of the person or persons for whom or at whose direction it is published and the address of their place of residence or business.
- (3) A candidate is not responsible for an act committed by an agent without the consent or connivance of the candidate.
- (4) A person may publish or cause to be published an advertisement of the kind described in subsection (1) if -
 - a. the publication of the advertisement is endorsed by an organisation or body representing residents or ratepayers in the community or district in which the advertisement is published; and
 - b. the advertisement contains a statement setting out -
 - i. the true name of the person or persons for whom or at whose direction it is published and the address of their residence or place of business; and
 - ii. the true name of the organisation or body that has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.
- (5) This section does not restrict the publication of any news or comments relating to an election in a newspaper or other periodical, or on the Internet, or in any other medium of electronic communication accessible by the public, or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989.
- (6) A person who willfully contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$1,000.

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Electoral donations and expenses - Tāpaetanga pōti me ngā utu whakahaere

Key message

Candidates need to be aware to keep a record of all donations received and expenses incurred in their election campaign. Election expenditure limits will apply, these depending on the population size of the area of the election the candidate is standing for.

Every candidate must, by law, complete an Electoral Donations and Expenses Return declaring all donations and expenses and forwarded to the electoral office by Friday 9 December 2022.

Electoral expenses

Candidates should be aware that candidate campaign expenditure limits are applicable. This means a limit has been placed on how much a candidate may spend on their campaign, and this includes donations and joint campaigning. The maximum amount spent must not exceed the limits set out below where the election covers a population range as detailed:

Local government area population	Expenditure limit
up to 4,999	\$3,500
5,000-9,999	\$7,000
10,000-19,999	\$14,000
20,000-39,999	\$20,000
40,000-59,999	\$30,000
60,000-79,999	\$40,000
80,000-99,999	\$50,000
100,000-149,999	\$55,000
150,000-249,999	\$60,000
250,000 -1,000,000	\$70,000
1,000,000 or more	\$100,000*

* Plus 50 cents for each elector

[NOTE: Expenditure limits are inclusive of GST].

Electoral expenses are defined as relating to electoral activity which can comprise advertising, broadcasting or communicating material to the public (electronically or otherwise). These electoral expenses are generally funded by the candidate and are not reimbursable from the organisation the candidate is standing for.

If a candidate is standing for more than one position (e.g. mayor and council) then the higher limit applies (not both combined).

The population distribution for Stratford District Council (population estimates as at 30 June 2020) is:

Ward	Population	Limit
Stratford Rural General	3,530	\$3,500
Stratford Urban General	5,570	\$7,000
Stratford Māori	780	\$3,500
TOTAL	9,880	

source: Statistics New Zealand as at 30 June 2020

For example, the estimated expenditure limit for the mayor is \$7,000 (including GST), based on 9,880 population (as at 30 June 2020).

The period for which campaign expenditure limits apply is three months before election day (i.e. 8 July 2022 to 8 October 2022). However legislation further specifies that all expenses incurred before the three month period for campaign expenditure and used during the three month period, must be fairly apportioned and included in the Return of Electoral Donations and Expenses.

Where an electoral expense relates to more than one candidate, an equitable apportionment between candidates is required.

Nomination deposits, voluntary labour and election sign framework are not electoral expenses and therefore should not be included in the Return of Electoral Donations and Expenses.

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Electoral donations

a. Candidate donations

A candidate donation is a donation of money, goods or services that is made for use in the candidate's campaign.

Candidate donations, and contributions to donations, of more than \$1,500 (inc GST) are required to be declared in the candidate return of donations and expenses. A series of donations made by one person that adds up to more than \$1,500 must also be declared.

A candidate donation includes:

- where a candidate is provided with goods or services free of charge that have a reasonable market value greater than \$300;
- where a candidate is provided with discounted goods or services and the reasonable market value of the goods or services is greater than \$300, the difference between the contract or agreed price and the reasonable market value of those goods and services is a donation;
- where a candidate sells over-valued goods or services the difference between the price paid and the reasonable market value is a donation, for example a fundraising auction or dinner.

The following are not deemed a donation:

- volunteer labour;
- goods or services provided free of charge to a candidate, or to any person on the candidate's behalf that have a reasonable market value of \$300 or less; or
- money provided by the candidate for their own campaign.

If a person or organisation gives or pays for goods or services that would otherwise be candidate election expenses, the reasonable market value of those items, whatever their value, should be recorded as an election expense. If the reasonable market value of the items exceeds \$300 it should also be recorded as a donation.

b. Donations made up of contributions

Donations to candidates can be made up of pooled funds contributed by more than one person (referred to as donations funded from contributions). These types of donations include, for example, campaign donations made through a trust, or where there is a fundraising collection for a candidate's campaign.

The total proceeds of a collection are treated as a donation. The person who collects the money will normally be the donor. The individuals who contribute to the collection are contributors.

If a candidate donation, other than an anonymous donation, is made up of contributions, the transmitter or donor must tell the candidate:

- the name and address of the donor;
- whether the donation is made up of contributions;
- the total amount of individual contributions of \$1,500 or less; and
- in the case of individual contributions greater than \$1,500, the name, address, and contribution of each contributor.

If the candidate knows, or has reasonable grounds to believe, that the donor has failed to supply information about contributions, the whole donation must be returned to the donor.

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c. Transmitted donations

A donation can be made either directly by the donor to the candidate or indirectly by a transmitter who transmits a donation to the candidate on someone else's behalf, for example via a lawyer's trust fund. Any person who receives a candidate donation on the candidate's behalf must transmit it to the candidate within 10 working days.

When transmitting a donation, the transmitter must tell the candidate:

- that the donation is being transmitted on behalf of a donor;
- the name and address of the donor;
- whether the donation is made up of contributions;
- the total amount of contributions of \$1,500 or less; and
- in the case of contributions greater than \$1,500, the name, address, and contribution of each contributor.

Where a transmitter does not disclose the name and address of the donor, the donation must be treated as an anonymous donation.

d. Anonymous donations

Candidates are not permitted to retain anonymous donations exceeding \$1,500. An anonymous donation is a donation made in such a way that the candidate who receives the donation does not know the identity of the donor and could not, in the circumstances, reasonably be expected to know the identity of the donor.

If a candidate receives an anonymous donation greater than \$1,500, they may retain \$1,500 of that donation. The balance of the donation must, within 20 working days of receipt, be paid to the electoral officer for payment into the general fund of the local authority.

Return of Electoral Donations and Expenses

A Return of Electoral Donations and Expenses form (a copy of this is located at the rear of this handbook) is required to be supplied to the electoral officer within 55 days after the official declaration (by 9 December 2022). This can be supplied to the electoral officer within 76 days after the official declaration if a candidate is overseas when successful candidates are declared elected.

The Return of Electoral Donations and Expenses must set out —

- the details of every electoral donation received by the candidate that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value; and
- the details in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500; and
- details of the candidate's electoral expenses.

The details of every electoral donation are -

- the name of the donor; and
- the address of the donor; and
- the amount of the donation or in the case of aggregated donations, the total amount of the donations; and
- the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

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The details of every anonymous donation exceeding \$1,500 are —

- the date the donation was received; and
- the amount of the donation; and
- the amount paid to the electoral officer and the date the payment was made.

With respect to electoral expenses, the return must set out separately the name and description of every person or body of persons to whom or which any sum was paid, and the reason for which it was paid. Sums paid in excess of \$200 (GST inclusive) must be vouched by an invoice or a bill and a receipt.

Candidates are advised to retain all invoices and receipts relating to electoral expenses should these be required in the event of a challenge. They should not be submitted with the return.

Once the Return of Electoral Donations and Expenses forms have been received by the electoral officer they become public documents and are to be kept for a public inspection period of seven years. During this period, the returns:

- are placed on council's website;
- can be inspected by any person;
- copies can be made available if requested.

This is a requirement under section 112F of the Local Electoral Act 2001.

Relevant legislation

Relevant definitions as contained in the Local Electoral Act 2001 are:

Subpart 1—Electoral donations

103A Interpretation:

In this subpart and subpart 3, unless the context otherwise requires,—

anonymous, in relation to an electoral donation, means a donation that is made in such a way that the candidate who receives the donation—

- does not know the identity of the donor; and
- could not, in the circumstances, reasonably be expected to know the identity of the donor

contribution means any thing (being money or the equivalent of money or goods or services or a combination of those things) that makes up a donation or is included in a donation or has been used to wholly or partly fund a donation, and that—

- was given-
 - to the donor; or
 - to a person who was required or expected to pass on all or any of its amount or value to the donor, whether directly or indirectly (for example, through one or more intermediaries, trustees, or nominees); and
- would have been a donation if it had been given directly to the candidate; and
- was given in the knowledge or expectation (whether by reference to a trust, an agreement, or an understanding) that it would be wholly or partly applied to make up, or to be included in, or to fund, a donation

contributor means a person who makes a contribution and who immediately before making the contribution—

- beneficially holds any money, or the equivalent of money, or any goods that make up the contribution or are included in the contribution; or
- provides any services that make up the contribution or are included in the contribution or pays for those services out of money that the person beneficially holds

donation funded from contributions means a donation that is made up of, includes, or is wholly or partly funded from one or more contributions

donor means a person who makes an electoral donation

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electoral donation or donation means a donation (whether of money or of the equivalent of money or of goods or services or of a combination of those things) that is made to a candidate, or to any person on the candidate's behalf, for use in the candidate's campaign for election and—

- a. includes,—
 - i. where goods or services are provided to a candidate, or to any person on the candidate's behalf, under a contract or an arrangement at a value that is less than their reasonable market value, the latter being a value that exceeds \$300, the amount of the difference between the former value and the reasonable market value of those goods or services; and
 - ii. where goods or services are provided by a candidate under a contract or an arrangement at a value that is more than their reasonable market value, the amount of the difference between that value and the reasonable market value of those goods or services; and
- b. excludes—
 - i. the labour of any person that is provided to a candidate free of charge by that person; and
 - ii. goods or services provided free of charge to a candidate, or to any person on the candidate's behalf, that have a reasonable market value of \$300 or less

receive, in relation to a donation, means to get a donation that has been given or sent by—

- c. the donor directly; or
- d. the donor indirectly, via a transmitter

transmitter means a person to whom a donor gives or sends a donation for transmittal to a candidate.

103B Donations and contributions include GST

All references to the amount or value of a donation or contribution are inclusive of any goods and services tax incurred by the donor or contributor in respect of the goods or services donated or contributed.

103C Donations to be transmitted to candidate

Every person, other than a candidate, to whom an electoral donation is given or sent must, within 10 working days after receiving the donation, transmit the donation to the candidate.

103D Contributors to be identified

- (1) This section applies to a donation (other than an anonymous donation) that is made up of, includes, or is wholly or partly funded from one or more contributions.
- (2) If this section applies to a donation, the donor must, at the time of making the donation, disclose—

- a. the fact that the donation is funded from contributions; and
- b. the following information about any contribution that, either on its own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:
 - i. the name of the contributor; and
 - ii. the address of the contributor; and
 - iii. the amount of the contribution or, in the case of aggregated contributions, the total amount of the aggregated contributions; and
- c. the total of all of the amounts disclosed under paragraph (b)(iii) in relation to the donation; and
- d. the total of all of the other contributions made in relation to the donation.

(3) A candidate must give back to the donor the entire amount of the donation, or its entire value, if the candidate knows, or has reasonable grounds to believe, that the donor has failed to comply with subsection (2) in any respect.

(4) For the purpose of section 112A, any amount given back by a candidate under subsection (3) is taken not to have been received by the candidate.

103E Offence relating to contravention of section 103D

A donor who fails to comply with section 103D with the intention of concealing the identity of any or all of the contributors commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103F Identity of donor to be disclosed by transmitter, if known

- (1) When a transmitter transmits a donation to a candidate on behalf of the donor, the transmitter must disclose to the candidate—
 - a. the fact that the donation is transmitted on behalf of the donor; and
 - b. the name and address of the donor; and
 - c. whether section 103D applies to the donation and, if so, all information disclosed by the donor under subsection (2) of that section.
- (2) Where a transmitter does not disclose, or is unable to disclose, the information required by subsection (1), then the donation must be treated as an anonymous donation.

If any person involved in the administration of the affairs of a candidate in relation to their election campaign knows the identity of the donor of an anonymous donation exceeding \$1,500, the person must disclose the identity of the donor to the candidate.

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103G Offence relating to contravention of section 103F

A transmitter who fails to comply with section 103F(1) with the intention of concealing the identity of the donor or any or all of the contributors commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103H Disclosure of identity of donor

If any person involved in the administration of the affairs of a candidate in relation to their election campaign knows the identity of the donor of an anonymous donation exceeding \$1,500, the person must disclose the identity of the donor to the candidate.

103I Offence relating to contravention of section 103H

A person who fails to comply with section 103H with the intention of concealing the identity of the donor commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103J Anonymous donation

- (1) If an anonymous donation exceeding \$1,500 is received by a candidate in relation to an election campaign, the candidate must, within 20 working days of receiving the donation, pay to the electoral officer responsible for the conduct of the election to which that campaign relates the amount of the donation, or its value, less \$1,500.
- (2) If an anonymous donation exceeding \$1,500 is received by a candidate who is seeking election to more than one office, the candidate must—
 - a. designate one election campaign for election to one office for which the donation will be used; and
 - b. within 20 working days of receiving the donation, pay to the electoral officer responsible for the conduct of the election to which that campaign relates the amount of the donation, or its value, less \$1,500.
- (3) An electoral officer who receives an amount under subsection (1) or (2) must, within 20 working days of receiving that amount,—
 - a. issue a receipt to the candidate; and
 - b. pay the amount into the general fund of the local authority that appointed the electoral officer.

103K Offence relating to contravention of section 103J

- (1) A person who enters into an agreement, arrangement, or understanding with any other person that has the effect of circumventing section 103J(1) or (2) commits an offence and is liable on conviction to a fine not exceeding \$5,000.
- (2) A candidate who contravenes section 103J(1) or (2) commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103L Records of electoral donations

- (1) A candidate must keep proper records of all donations

received by him or her.

- (2) A candidate who fails, without reasonable excuse, to comply with subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$5,000.

Subpart 2—Electoral expenses**104 Interpretation:**

In this subpart and subpart 3,—

applicable period before the close of polling day, means the period beginning three months before the close of polling day and ending with the close of polling day

electoral activity, in relation to a candidate at an election, means an activity—

- a. that is carried out by the candidate or with the candidate's authority; and
- b. that relates to the candidate solely in the candidate's capacity as a candidate and not to the candidate—
 - i. in their capacity as a member of the local authority or local board or community board, or as the holder of any other office; or
 - ii. in any other capacity; and
- c. that comprises –
 - i. advertising of any kind; or
 - ii. radio or television broadcasting; or
 - iii. publishing, issuing, distributing, or displaying addresses, notices, posters, pamphlets, handbills, billboards, and cards; or
 - iv. any electronic communication to the public, including (without limitation) the establishment or operation of a website or other method of communication to the public using the Internet; and
- d. that relates exclusively to the campaign for the election of the candidate; and
- e. that takes place within the applicable period before the close of polling day.

electoral expenses, in relation to a candidate at an election—

- a. means expenses that are incurred by or on behalf of the candidate in respect of any electoral activity; and
- b. includes expenses that are incurred by or on behalf of the candidate, before or after the applicable period before the close of polling day, in respect of any electoral activity; and
- c. includes the reasonable market value of any materials

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applied in respect of any electoral activity that are given to the candidate or that are provided to the candidate free of charge or below reasonable market value; and

- d. includes the cost of any printing or postage in respect of any electoral activity, whether or not the expenses in respect of the printing or postage are incurred by or on behalf of the candidate; but
- e. does not include the expenses of operating a vehicle on which election advertising appears if that vehicle is used in good faith by the candidate as the candidate's personal means of transport; and
- f. does not include expenses incurred by the candidate in preparing a candidate profile statement; and
- g. does not include the labour of any person that is provided to the candidate free of charge by that person; and
- h. does not include the cost of any framework (other than a commercial framework) that supports a hoarding on which an advertisement is displayed.

population means the population, as at the day that is three months before the close of polling day, of a local government area as specified in a certificate issued in respect of that area by the Government Statistician.

105 Periods for claiming and paying expenses

- (1) No claim against a candidate, or against any agent of a candidate, in respect of any electoral expenses is recoverable unless it is sent to the candidate within 30 days after the day on which the successful candidates are declared to be elected.
- (2) All electoral expenses incurred by or on behalf of a candidate must be paid within 60 days after the day on which the successful candidates are declared to be elected.
- (3) A person who makes a payment in breach of this section commits an offence and is liable on conviction to a fine not exceeding \$5,000.

106 Procedure if claim disputed

- (1) If a candidate, in the case of a claim for electoral expenses sent in to him or her within the time allowed by this Act, disputes it, or fails to pay it within 60 days,—
 - a. the claim is a disputed claim; and
 - b. the claimant may, if they thinks fit, within a further 30 days, bring an action for the disputed claim in any court of competent jurisdiction.
- (2) Any sum paid by the candidate to satisfy the judgment or order of the court in any action referred to in subsection (1) is to be treated as paid within the time allowed by this Act.

107 Leave to pay claim after time limited

- (1) A District Court may, on the application of the claimant or the candidate, grant leave to the candidate to pay a disputed claim, or to pay a claim for any electoral expenses, even though it is sent in after the time allowed by this Act, if the court considers it in the interests of justice to grant that leave.
- (2) Any sum specified in the order granting that leave may be paid by the candidate and, when paid, is to be treated as paid within the time allowed by this Act.

108 Payments to be vouched by bill

Every payment made in respect of any electoral expenses must, except when it is less than \$200 (inclusive of goods and services tax), be vouched by—

- a. a bill stating the particulars; and
- b. a receipt.

111 Maximum amount of electoral expenses (refer to page 18 in this handbook)

112 Apportionment of electoral expenses

- (1) If any activity of the kind described in paragraphs (a) to (d) of the definition of the term electoral activity (as set out in section 104) is, in relation to a candidate at an election, carried on both before and within the applicable period before the close of polling day,—
 - a. the expenses incurred in respect of the activity (being expenses incurred by or on behalf of the candidate) must be properly apportioned so that a fair proportion of those expenses is attributed to the carrying on of the activity in the applicable period before the close of polling day; and
 - b. the fair proportion of those expenses are electoral expenses.
- (2) If any election activity relates exclusively to campaigns for the election of two or more candidates, any electoral expenses in respect of that electoral activity must be apportioned equitably in relation to each of those candidates.

112AA Offence to pay electoral expenses in excess of relevant prescribed maximum

- (1) This section applies to any candidate or other person who directly or indirectly pays or knowingly aids or abets any person in paying for or on account of any electoral expenses any sum in excess of the relevant maximum amount prescribed by section 111.
- (2) The candidate or person commits an offence and is liable on conviction—
 - a. to a term of imprisonment not exceeding two years, or a fine not exceeding \$10,000, if they knew the payment

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was in excess of the relevant prescribed maximum amount; or

- b. to a fine not exceeding \$5,000 in any other case, unless they proves that they took all reasonable steps to ensure that the electoral expenses did not exceed the relevant prescribed maximum amount.

Subpart 3—Return of electoral donations and expenses

112A Return of electoral donations and expenses

- (1) Within 55 days after the day on which the successful candidates at any election are declared to be elected, every candidate at the election must file a return of electoral donations and expenses.
- (2) However, in any case where a candidate is outside New Zealand on the day on which the successful candidates are declared to be elected (election result day), the return must be filed within 76 days after election result day.
- (3) The return of electoral donations and expenses must set out—
 - a. the details specified in subsection (4) in respect of every electoral donation (other than a donation of the kind referred to in paragraph (c)) received by the candidate that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value; and
 - b. whether any donation is funded from contributions, and if so, and to the extent known or ascertainable from the information supplied under section 103D, the details specified in subsection (5) in respect of every contribution that, either on its own or when aggregated with other contributions by the same contributor to the donation, exceeds \$1,500 in sum or value; and
 - c. the details specified in subsection (6) in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500; and
 - d. details of the candidate's electoral expenses.
- (4) The details referred to in subsection (3)(a) are—
 - a. the name of the donor; and
 - b. the address of the donor; and
 - c. the amount of the donation or, in the case of aggregated donations, the total amount of the donations; and
 - d. the date the donation was received or, in the case of aggregated donations, the date that each donation was received.
- (5) The details referred to in subsection (3)(b) are—
 - a. the name of the contributor; and

- b. the address of the contributor; and

- c. the amount of the contribution or, in the case of aggregated contributions, the total amount of the aggregated contributions.

- (6) The details referred to in subsection (3)(c) are—

- a. the date the donation was received; and
- b. the amount of the donation; and
- c. the amount paid to the electoral officer under section 103J(1) or (2) and the date that payment was made.

- (7) Every return filed under this section must be in the form prescribed in Schedule 2.

- (8) It is the duty of every electoral officer to ensure that this section is complied with.

- (9) In this section, file in relation to a return, means to send the return to the electoral officer responsible for the conduct of the election.

112B Nil return

If a candidate considers that there is no relevant information to disclose under section 112A, the candidate must file a nil return under that section.

112C Failure to file return of electoral donations and expenses

A candidate who fails, without reasonable excuse, to comply with section 112A commits an offence and is liable on conviction to—

- a. a fine not exceeding \$1,000; and
- b. if they has been elected to office, a further fine not exceeding \$400 for every day that they continues to hold office until the return is filed.

112D Filing a false return of electoral donations and expenses

A candidate who files a return under section 112A that is false in any material particular commits an offence and is liable on conviction—

- a. to a term of imprisonment not exceeding two years, or a fine not exceeding \$10,000, if they filed the return knowing it to be false in any material particular; or
- b. to a fine not exceeding \$5,000 in any other case, unless the candidate proves that—
 - i. they had no intention to misstate or conceal the facts; and
 - ii. they took all reasonable steps in the circumstances to ensure the information in the return was accurate.

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112E Obligation to retain records necessary to verify return

- (1) A candidate must take all reasonable steps to retain all records, documents, and accounts that are necessary to enable a return under section 112A to be verified.
- (2) The records, documents, and accounts must be retained until the expiry of the period within which a prosecution may be commenced under this Act in relation to the return or to any matter to which the return relates.
- (3) A candidate who fails, without reasonable excuse, to comply with subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$5,000.

112F Return of electoral donations and expenses to be open for public inspection

- (1) The electoral officer must keep every return filed under section 112A in the electoral officer's office, or at some other convenient place to be appointed by the chief executive of the local authority, for a period of seven years after the date of the election to which it relates (the public inspection period).
- (2) During the public inspection period the electoral officer must—
 - a. publish, electronically or in any other manner the electoral officer considers appropriate, every return filed under section 112A; and
 - b. make available for public inspection a copy of every return filed under section 112A; and
 - c. provide to any person upon request a copy of one or more returns filed under section 112A, subject to the payment of any charges that may be made under the Local Government Official Information and Meetings Act 1987.

Part 5A—Electoral advertising

113 Advertisements for candidates

- (1) No person may publish or cause to be published in any newspaper, periodical, notice, poster, pamphlet, handbill, billboard, or card, or broadcast or permit to be broadcast over any radio or television station, any advertisement that is used or appears to be used to promote or procure the election of a candidate at an election, unless subsection (2) or subsection (4) applies.
- (2) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if—
 - a. the publication of that advertisement is authorised in writing by the candidate or the candidate's agent or, in the case of an advertisement relating to more than one candidate, the candidates or an agent acting for all of those candidates; and
 - b. the advertisement contains a statement setting out

the true name of the person or persons for whom or at whose direction it is published and the address of their place of residence or business.

- (3) A candidate is not responsible for an act committed by an agent without the consent or connivance of the candidate.
- (4) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if—
 - a. the publication of the advertisement is endorsed by an organisation or body representing residents or ratepayers in the community or district in which the advertisement is published; and
 - b. the advertisement contains a statement setting out—
 - i. the true name of the person or persons for whom or at whose direction it is published and the address of their residence or place of business; and
 - ii. the true name of the organisation or body who has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.
- (5) This section does not restrict the publication of any news or comments relating to an election in a newspaper or other periodical, or on the Internet, or in any other medium of electronic communication accessible by the public, or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989.
- (6) A person who willfully contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$1,000.

114 Use of public money

Sections 111 and 112 do not validate any use of public money that would otherwise be unlawful.

APPENDIX 1

Council policy on election signs - Kaupapa here o te kaunihera mō ngā haina pōti

Key message

Council has a policy around election signs and candidates should familiarise themselves with this. Election signs are permitted three months before election day (from 8 July 2022) but must be removed by midnight 7 October 2022.

Please note: All signs etc are to display the true name and physical address (place of residence or business) of the person authorising them.

[Section 113(2)(b) Local Electoral Act 2001]

Election signs

Control of Advertising Signs Bylaw 2020:

Size: The maximum permitted size of an election sign on private property is:

- residential zone, 1m² per site
- rural/residential zone, 2m² per site
- rural zone, 3m² per site
- business zone, 4m² per site
- protected area zone (Stratford Urban area only), 4m² per site
- commercial zone, 4m² per site

Placement:

1. Signs advertising a candidate standing for election are treated as temporary signs and cannot be a danger to the public or obstructing traffic, driver view etc.
2. Signs must only be located on private property with landowner permission.
3. Signs are not permitted on council roads, state highways, heritage sites, council reserves or any other council property.
4. Signs must not obstruct driver visibility along the road, at intersections or driveways, or at a railway crossing.
5. Signs must not be placed within 15 metres of a traffic safety or directional sign.
6. Signs located next to a state highway must have a minimum lettering height 120mm where the speed limit is less than 70km/h, and 160mm where the speed limit is 70km/h or greater.
7. Signs must not be rotating, flashing, reflective, illuminated or poorly maintained.

For further information relating to council's Control of Advertising Signs Bylaw 2020 refer to <https://www.stratford.govt.nz>



APPENDIX 1

Electoral rolls - Rārangī pōti

Key message

The preliminary electoral roll, containing both resident and non-resident ratepayer electors, will be available for public inspection from 15 July 2022 to 12 August 2022. All registered electors (as at 12 August 2022) whose name is on the final electoral roll will be issued voting packs.

Resident electors

Persons are qualified to be enrolled on the Parliamentary electoral roll if they:

- are a New Zealand citizen or a permanent resident of New Zealand; and
- are 18 years of age or over; and
- have at some time resided continuously in New Zealand for one year or longer; and
- are not disqualified under the Electoral Act 1993.

Residents of Stratford District Council area are enrolled automatically on the residential electoral roll if they are registered as Parliamentary electors. Therefore, there is no need to enrol separately for these elections.

Non-resident ratepayer electors

Residents who pay rates on a property in another local authority area may be entitled to enrol on the ratepayer electoral roll for that local authority area.

Companies, businesses, trusts, corporations or societies which are ratepayers of a property in a local authority district may also nominate an elector to vote on their behalf, provided any such elector resides outside the district where the property is situated.

Partners, joint tenants and tenants in common who collectively pay rates on a property in a local authority district may also nominate one of the group who is an elector to vote on their behalf, provided

any such elector resides outside the area where the property is situated.

Preliminary electoral roll

A copy of the preliminary electoral roll for Stratford District Council will be available for public inspection from Friday 15 July 2022 to Friday 12 August 2022 at:

- Stratford District Council, 63 Miranda Street, Stratford;
- Stratford District and Centennial Library, 78 Miranda Street, Stratford.

Those eligible to vote are:

- all residents enrolled on the Parliamentary electoral roll (Māori or general) within Stratford District Council area; and
- all non-resident ratepayers enrolled on the ratepayer electoral roll.

The preliminary electoral roll will be contained in one book, with the residential roll located in the front of and the ratepayer roll located at the rear.

Details appearing on the preliminary electoral roll are electors names (surname, then first names) listed alphabetically. The qualifying address of the elector is shown alongside. No postal addresses or occupations are shown.

Any alterations to the residential electoral roll should be made:

- by completing the appropriate form at any NZ Post agency; or
- by telephoning 0800 ENROLNOW (0800 36 76 56); or
- by accessing the Electoral Commission website - www.vote.nz

Any alterations to the non-resident ratepayer electoral roll should be made through the electoral office (telephone 0800 922 822).

Copies of the hardcopy preliminary electoral roll may be purchased from the electoral office for \$35.00 (inc GST).

Final electoral roll

The final electoral roll is produced once the preliminary electoral roll closes on 12 August 2022. The final electoral roll contains the details used for issuing voting documents. Copies of this roll will also be available for purchase.

Roll data requests

Information contained on the electoral roll is not available from the electoral office in an electronic form, but candidates or political parties may request an electronic listing of resident electors from the Electoral Commission (provided the criteria of section 114 of the Electoral Act 1993 are met). An application form is required to be completed, and these are available upon request from the Electoral Commission.

Note however that elector details for the area a candidate is standing for only will be provided, and this data is unable to be passed on to any third-party and must be used for election purposes.

With regard to a listing of non-resident ratepayer electors, a candidate may purchase mailing labels and/or postal address lists from the electoral office.

Candidates or candidate scrutineers may request, before the close of voting, a listing of names of persons from whom voting documents have been returned. Such a request can be supplied in either hardcopy or electronic copy, and a reasonable charge will be made for this. [Section 68 (6) Local Electoral Act 2001].



APPENDIX 1

Voting and special voting - Pōti me te pōti motuhake

Key message

The three-week voting period is Friday 16 September to noon Saturday 8 October 2022. Voting packs are posted to electors from Friday 16 September 2022. Special votes are available to those who have not received an ordinary vote during the voting period.

Postal voting

The election is being conducted by postal vote. Voting documents are posted to all electors whose names appear on the final electoral roll with delivery commencing Friday 16 September 2022. All electors should have received their voting documents by Wednesday 21 September 2022.

Each elector, after receiving their voting document, should complete it, seal it in the return, postage paid envelope, and post or deliver it to the electoral officer.

If hand delivered, completed voting documents can be lodged at:

Stratford District Council,
63 Miranda Street, Stratford.

When posting voting documents back, it is recommended these be posted by 5pm, Tuesday 4 October 2022 to guarantee delivery before the close of voting (noon, Saturday 8 October 2022).

There is currently no online voting option for these elections.

Special votes

Special votes are available to electors:

- whose names do not appear on the final electoral roll, but who qualify as electors;
- who do not receive a voting document previously posted to them;
- who spoil or damage a voting document previously posted to them.

Special votes are available from Friday 16 September 2022 to noon, Saturday 8 October 2022 from:

- Stratford District Council,
63 Miranda Street, Stratford;
- by telephoning the electoral office on
0800 922 822.

Special votes can be posted directly to electors. The completed voting document however, must be returned to the electoral officer by noon on election day.

Special votes require the completion of a statutory declaration. This is a legal requirement and a protection for electors against possible duplicate voting.

If an elector requests a special vote and is not on the Parliamentary electoral roll (e.g. just turned 18 years of age), the person must enrol by Friday 7 October 2022 (the day before the close of voting). An application for registration as a Parliamentary elector may be obtained:

- from any NZ Post agency; or
- telephoning 0800 ENROLNOW
(0800 36 76 56); or
- by accessing the Electoral Commission website - www.vote.nz

After voting closes, special vote declarations are forwarded to the Electoral Commission for verification that the elector is eligible and has enrolled as a Parliamentary elector.

Special votes cannot be collected by candidates or their assistants for distribution to electors.

Election day

On election day, ordinary votes can be returned, and special votes issued and returned, from 9 am to noon at, Stratford District Council, 63 Miranda Street, Stratford.

APPENDIX 1**Early processing of returned voting documents - Te hātepe moata mō te nga tūhinga pōti****Key message**

During the voting period, returned voting documents are able to be opened and processed, but not counted.

Processing of votes

Returned voting documents are able to be opened and processed during all or part of the voting period prior to the close of voting.

The early processing of voting documents involves the following functions:

- roll scrutiny (marking people off the roll);
- opening of envelopes;
- extracting of voting documents;
- checking for informal or duplicate votes;
- electronic capture of all valid votes (twice).

No tallying of votes is undertaken until after the close of voting (noon, Saturday 8 October 2022).

The early processing functions are undertaken with strict security measures. One or more Justices of the Peace observe all early processing functions, and sign a statement at the end of the processing that all functions were undertaken correctly and conformed with the strict legal requirements.

Candidate scrutineers are not permitted to observe the early processing functions.

APPENDIX 1

Scrutineers - Kaititiro

Key message

Candidates are able to appoint scrutineers to observe certain functions. Appointment of scrutineers must be made by noon, Friday 7 October 2022.

Appointment of scrutineers

Candidates may appoint scrutineers to oversee various functions of the election.

These functions are:

- the scrutiny of the roll;
- the preliminary count (after the close of voting);
- the official count.

Each candidate may appoint one or more scrutineers for each of the above functions, but only one scrutineer for each candidate may be present at any one time.

A scrutineer cannot be:

- a candidate;
- a member or employee of any local authority or for which an election is being conducted;
- under 18 years old.

Each scrutineer must be appointed by a candidate, such appointment to be in writing to the electoral officer. For a person to be appointed as a scrutineer, the letter of appointment must be received by the electoral officer no later than noon Friday 7 October 2022 [Section 68, Local Electoral Act 2001].

A standard letter for the appointment of a scrutineer is located at the end of this handbook.

Each appointed scrutineer must report initially to the electoral officer or deputy electoral officer, where a declaration pledging not to disclose any information coming to their knowledge, will need to be signed and a name tag issued. When departing the premises, scrutineers are to return their name tag to the electoral officer or deputy electoral officer.

Any scrutineer may leave or re-enter the place where election functions are being conducted, but it is an offence (and liable for a fine) to:

- make known for what candidate any voter has voted;
- make known the state of the election, or give or pretend to give any information by which the state of the election may be known, before the close of voting.

The scrutiny of the roll will be undertaken at the electoral office (Level 2, 198 Federal Street, Auckland), during normal office hours between Monday 19 September 2022 and to noon, Saturday 8 October 2022.

The preliminary count of votes will commence once voting closes at noon on Saturday 8 October 2022 at the electoral office.

The official count of votes will be undertaken once the preliminary count is concluded and the final result will be known on Thursday 13 October 2022. The official count will also occur at the electoral office.

The role of scrutineers is to ensure that election procedures are undertaken correctly and that the count of votes is done fairly and reasonably.

Mobile phones are prohibited within the secure area where the count will take place.

Results - Otinga



Key message

Election results will be released on three occasions:

Progress results around 2pm on election day, Saturday 8 October 2022.

Preliminary results on Sunday morning, 9 October 2022.

Final results on Thursday afternoon, 13 October 2022.

Progress results

The counting of votes will commence from noon Saturday, 8 October 2022 at the offices of Independent Election Services Ltd, Level 2, 198 Federal Street, Auckland.

As soon as practicable following the close of voting, progress results will be made available, these likely to reflect approximately 92% of the votes cast.

Progress results will be available at approximately 2pm on election day.

Preliminary results

Preliminary results will be available once all votes that are hand-delivered on election morning have been received and processed. This is expected to be on Sunday morning 9 October 2022.

Final results

Once all special votes have been validated by the Electoral Commission, a final result is able to be announced. This is expected late afternoon on Thursday 13 October 2022.

Release of results

Where email addresses have been provided, candidates will be emailed both the progress and preliminary results, once available.

Both progress and preliminary results will be available:

- by accessing council's website www.stratford.govt.nz
- by telephoning the electoral office on 0800 922 822.

All results will also be placed on council's website: www.stratford.govt.nz

APPENDIX 1

Term of membership - Wā memetanga

Key message

All members leave office and come into office on the day after the declaration of results is publicly notified.

Term of membership

All members come into office for Stratford District Council on the day after the day the candidate is declared to be elected (i.e. the day after the first public notice declaring the result is made).

[Section 115, Local Electoral Act 2001]

All members leave office for Stratford District Council when the members elected at the next election come into office.

[Section 116, Local Electoral Act 2001]

If at the close of nominations, the number of candidates is less than the number of vacancies, the unfilled vacancies become extraordinary vacancies and are treated as occurring on polling day (8 October 2022). [Section 64, Local Electoral Act 2001]

Any such extraordinary vacancy is required to be filled by an election, which cannot occur any earlier than 17 February 2023. [Section 138, Local Electoral Act 2001]

A member is disqualified from holding office in a local authority under the following provisions:

"Disqualification of members

- (1) A person's office as a member of a local authority is vacated if the person, while holding office as a member of the local authority, -
 - a. ceases to be an elector or becomes disqualified for registration as an elector under the Electoral Act 1993; or
 - b. is convicted of an offence punishable by a term of imprisonment of 2 years or more.
- (2) If subclause (1)(b) applies: -
 - a. the disqualification does not take effect -
 - i. until the expiration of the time for appealing against the conviction or decision; or
 - ii. if there is an appeal against the conviction or decision, until the appeal is determined; and
 - b. the person is deemed to have been granted leave of absence until the expiration of that time, and is not capable of acting as a member during that time.
- (3) person may not do an act as a member while disqualified under subclause (1) or while on leave of absence under subclause (2)"

[Clause 1, Schedule 7, Local Government Act 2002]



Election offences - Kinonga pōti

Local Electoral Act 2001

121 Illegal nomination, etc

Every person commits an offence, and is liable on conviction to a fine not exceeding \$2,000, who-

- a. consents to being nominated as a candidate for an elective office, knowing that they is incapable under any Act of holding that office; or
- b. signs a nomination paper purporting, to nominate as a candidate a person who is, to the knowledge of the person signing, incapable under any Act of holding that office; or
- c. signs a nomination paper purporting to nominate another person as a candidate knowing that they is not qualified to vote at the election of the person named in the nomination paper as the candidate.

122 Interfering with or influencing voters

- (1) Every person commits an offence, and is liable on conviction to a fine not exceeding \$5,000, who-
 - a. interferes in any way with any person who is about to vote with the intention of influencing or advising that person as to how they should vote;
 - b. prints, publishes, distributes, or delivers to any person (using any medium or means of communication) a document, paper, notice, or message, being or purporting to be an imitation of any voting document to be used at the election or poll that-
 - i. in the case of an election, includes the name of a candidate or candidates, together with any direction or indication as to the candidate or candidates for whom any person should vote;
 - ii. in the case of a poll, includes a statement or indication as to how any person should vote;
 - iii. in any way contains or suggests any such direction or indication or other matter likely to influence how any person votes.
 - c. prints, publishes, or distributes any instruction on the method of marking the voting document that differs in any material way from the instructions required by this Act or any regulations made under this Act to accompany the voting document.
- (2) Despite subsection (1)(b), it is not an offence under that subsection to print, publish, distribute, or deliver a card or leaflet (not being an imitation voting document) on which is printed-

- a. the names of all or any of the candidates and the elective offices for which they are candidates (with or without the name of the organisations or groups to which those candidates are affiliated, and including those who are independent); and
- b. nothing else.

(3) Nothing in this section applies to-

- a. any official statement or announcement made or exhibited under the authority of this Act or regulations made under this Act; or
- b. any candidate profile statement, published, displayed or distributed under the authority of this Act or regulations made under this Act.

123 Offences in respect of official documents

(1) Every person commits an offence who-

- a. intentionally removes, obliterates, or alters any official mark or official writing on any voting document, or other official document used at an election or poll;
- b. intentionally places any mark or writing that might be mistaken for an official mark or official writing on any voting document, or other official document used at an election or poll;
- c. forges, counterfeits, fraudulently marks, defaces, or fraudulently destroys any voting document, or other official document used at an election or poll, or the official mark on that document;
- d. supplies, without authority, a voting document to any person;
- e. obtains or has possession of any voting document, other than one issued to that person under this Act or any regulations made under this Act for the purpose of recording their vote, without authority;
- f. intentionally destroys, opens, or otherwise interferes with any ballot box or box or parcel of voting documents without authority.

(2) Every person who commits an offence against subsection (1) is liable on conviction -

- a. in the case of an electoral officer or other electoral official, to imprisonment for a term not exceeding 2 years;
- b. in the case of any other person, to imprisonment for a term not exceeding six months.

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124 Voting offences

Every person commits an offence, and is liable on conviction to imprisonment for a term not exceeding 2 years, who-

- a. votes or applies to vote more than once at the same election or poll; or
- b. without authority removes, deletes, or otherwise interferes with any voting document, or other record of a vote that has been cast.

125 Bribery

- (1) Every person commits the offence of bribery who, directly or indirectly, on that person's own or by another person,-
 - a. gives, lends, agrees to give or lend, offers, promises, or promises to obtain any money or valuable consideration to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce any elector to vote or refrain from voting; or
 - b. gives or obtains, agrees to give or obtain, offers, promises, or promises to obtain or to try to obtain any office or place of employment to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce the elector to vote or refrain from voting; or
 - c. corruptly does any act referred to in paragraph (a) or paragraph (b) on account of an elector having voted or refrained from voting; or
 - d. makes any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b) for, or with, any person in order to induce that person to obtain or try to obtain the election of any person or the vote of any elector; or
 - e. upon or as a consequence of any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b) obtains, or tries to obtain, the election of any person or the vote of any elector; or
 - f. advances or pays, or causes to be paid, any money to or for the use of any other person, intending that money or any part of it will be used for bribery at any election or poll; or
 - g. knowingly pays or causes to be paid any money to any person in discharge or repayment of any money wholly or partly used for bribery at any election or poll.
- (2) An elector commits the offence of bribery if,-
 - a. before or during the voting period at the election or poll, they, directly or indirectly, on their own or by another person, receives, or agrees or contracts for, any money, gift, loan, or valuable consideration, office, place, or employment for himself or herself or for any other person for voting or agreeing, to refrain from voting;

- b. after the voting period at the election or poll, they directly or indirectly, on their own or by another person, receives any money or valuable consideration on account of any person having voted or refrained from voting or having induced any other person to vote or refrain from voting.
- (3) Every person who commits bribery is liable on conviction to imprisonment for a term not exceeding 2 years.

126 Treating

- (1) Every person commits the offence of treating who corruptly before, during, or after an election or poll, and directly or indirectly, on that person's own or by another person, gives or provides, or pays wholly or in part the expense of giving or providing, any food, drink, entertainment, or provision to or for any person
 - a. for the purpose of influencing, that person or any other person to vote or refrain from voting; or
 - b. for the purpose of obtaining their election; or
 - c. on account of that person or any other person having voted or refrained from voting, or being about to vote or refrain from voting.
- (2) Every holder of a license under the Sale and Supply of Alcohol Act 2012 commits the offence of treating who knowingly supplies any food, drink, entertainment, or provision-
 - a. to any person, if the supply is demanded for one or more of the purposes specified in subsection (1); or
 - b. to any person, whether an elector or not, for the purpose of obtaining the election of a candidate or affecting the result of a poll, and without receiving payment for it at the time when it is supplied.
- (3) Every elector who corruptly accepts or takes any such food, drink, entertainment, or provision also commits the offence of treating.
- (4) Despite subsections (1) to (3), the provision of light refreshments after any meeting relating to an election or poll does not constitute the offence of treating.
- (5) Every person who commits the offence of treating is liable on conviction to imprisonment for a term not exceeding 2 years.

127 Undue influence

- (1) Every person commits the offence of undue influence-
 - a. who, directly or indirectly, on that person's own or by another person, makes use of or threatens to make use of any force, violence, or restraint against any person-
 - i. in order to induce or compel that person to vote or refrain from voting;

APPENDIX 1

- ii. on account of that person having voted or refrained from voting;
 - b. who, by abduction, duress, or any fraudulent device or means,-
 - i. impedes or prevents the free exercise of the vote of any elector;
 - ii. compels, induces, or prevails upon any elector either to vote or to refrain from voting.
- (2) Every person who commits the offence of undue influence is liable on conviction to imprisonment for a term not exceeding 2 years.

128 Personation

- (1) Every person commits the offence of personation who, at any election or poll,-
- a. votes in the name of some other person (whether living or dead), or of a fictitious person;
 - b. having voted, votes again at the same election or poll;
 - c. having returned a voting document, applies for or returns another voting document with the intention of returning an additional valid voting document or invalidating a vote already cast at the same election or poll (whether or not any voting document they returns is valid).
- (2) Every person who commits the offence of personation is liable on conviction to imprisonment for a term not exceeding 2 years.

129 Infringement of secrecy

- (1) Every electoral officer, deputy electoral officer, and other electoral official-
- a. must maintain and assist in maintaining the secrecy of the voting; and
 - b. must not communicate to any person, except for a purpose authorised by law, any information likely to compromise the secrecy of the voting.
- (2) No person, except as provided by this Act or regulations made under this Act, may-
- a. interfere with or attempt to interfere with a voter when marking, or recording their vote; or
 - b. attempt to obtain, in the building, or other place where the voter has marked or recorded their vote and immediately before or after that vote has been marked or recorded, any information as to any candidate for whom or the proposal for or against which the voter is about to vote or has voted; or

- c. communicate at any time to any person any information obtained in the building or other place where the voter has marked or recorded their vote and immediately before or after that vote has been marked or recorded, as to-

- i. any candidate for whom, or the proposal for or against which the voter is about to vote or has voted; or
- ii. any number on a voting document marked or transmitted by the voter.

- (3) Every person present at the counting of votes must-

- a. maintain and assist in maintaining the secrecy of the voting; and
- b. must not, except as is provided by this Act or regulations made under this Act, communicate any information obtained at that counting as to any candidate for whom or proposal for or against which any vote is cast by a particular voter.

- (4) No person may, directly or indirectly, induce any voter to display or provide access to their voting document or any copy of that document after it has been marked or transmitted, so as to make known to any person the name of any candidate for or against whom, or proposal for or against which, the voter has voted.

- (5) Every person commits an offence who contravenes or fails to comply with this section.

- (6) Every person who commits an offence against subsection (5) is liable on conviction to imprisonment for a term not exceeding six months.

130 Disclosing voting or state of election or poll

- (1) Every electoral officer, deputy electoral officer, other electoral official, Justice of the Peace, or scrutineer commits an offence who-
- a. makes known for what candidate or candidates or for which proposal any particular voter has voted for or against, except as provided by this Act or regulations made under this Act; or
 - b. before the close of voting, makes known the state of the election or poll or gives or pretends to give any information by which the state of the election or poll may be known.
- (2) Subsection (1)(b) does not prevent an electoral officer from disclosing the total number of voting documents so far returned at an election or poll at any time during the voting period.
- (3) A person who commits an offence against subsection (1) is liable on conviction to a fine-

APPENDIX 1

- a. not exceeding \$5,000 for an electoral officer or deputy electoral officer:
- b. not exceeding \$2,000 for any other person.

131 Penalty for electoral officer, deputy electoral officer, and other electoral officials

Every electoral officer, deputy electoral officer, or other electoral official commits an offence, and is liable on conviction to a fine not exceeding \$2,000, who is guilty of any intentional or reckless act of commission or omission contrary to the provisions of this Act or regulations made under this Act in respect of any election or poll, and for which no other penalty is imposed by this Act or regulations made under this Act.

General provisions

137 Property may be stated as being in electoral officer

In any proceedings for an offence in relation to any voting documents or other official documents, files, records, instruments, or devices used officially for an election or poll, the property in those documents, files, records, appliances, and instruments is to be treated as that of the electoral officer at that election or poll.

138 Duty to take action in respect of offences

- (1) Subsection (2) applies if an electoral officer—
 - a. receives a written complaint that an offence has been committed under—
 - i. Part 5; or
 - ii. this Part; or

- c. believes for any other reason that an offence has been committed under either of the Parts specified in paragraph (a).

(2) If this subsection applies, the electoral officer must—

- a. report the complaint or belief to the Police; and
- b. provide the Police with the details of any inquiries that they considers may be relevant.

(3) Subsection (2) does not prevent any person from reporting an alleged offence to the Police.

(4) Despite subsection (2), an electoral officer is not required to report the failure by a candidate to file a return under section 112A if the candidate files the return promptly after being required to do so by the electoral officer.

138AA Time limit for prosecutions

- (1) A prosecution under section 112C must be commenced within six months of the date on which the return was required to be filed.
- (2) A prosecution under section 103K or 112D must be commenced—
 - a. within six months of the date on which the prosecutor is satisfied that there is sufficient evidence to warrant the commencement of the proceedings; but
 - b. not later than 3 years after the offence was committed.



APPENDIX 1

Remuneration - Taiutu

Key message

Elected members are entitled to be paid for the work undertaken. This remuneration is generally by way of a base salary and allowances for such things as mileage etc.

Member remuneration

A remuneration pool is set by the Remuneration Authority. The newly elected council will decide how to apply the pool of funding. Some expenses are also reimbursed.

As an indication, the current remuneration for 2021/22 is:

Position	\$PA
Mayor	\$90,500
Deputy mayor	\$35,477
Chairperson Stratford Sport NZ Rural Travel Fund	\$26,354
Chairperson Farm & Aerodrome Committee	\$29,143
Councillor (no additional responsibility) (7)	\$25,342
Councillor (Minimum Allowable Remuneration)	\$18,905

As an indication, the current remuneration for Taranaki Regional Council for 2021/22 is:

Position	\$PA
Chairperson	\$102,550
Deputy Chairperson	\$56,042
Chairperson Executive, Audit & Risk Committee, Consents & Regulatory Committee, Policy & Planning Committee	\$56,042
Chairperson Regional Transport Committee, Civil Defence Group Committee	\$45,781
Councillor (no additional responsibility) (4)	\$39,466
Councillor (Minimum Allowable Remuneration)	\$37,493



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Health and safety responsibilities - Ngā kawenga hauora me te haumarū

Key message

All elected members of Stratford District Council are required to comply with the duties and obligations of the Health and Safety at Work Act 2015.

Health and Safety at Work Act 2015

Under the legislation an officer is someone who holds a position which allows them to exercise significant influence over the whole of council. At Stratford District Council, elected members and the chief executive (and possibly others) are 'Officers'. The boards of council-controlled organisations and their chief executives are also officers.

As a PCBU (persons conducting a business or undertaking), council holds the primary duty to ensure people's safety. An officer's responsibility is to exercise due diligence to ensure that council complies with its duties and obligations under the Health and Safety at Work Act – similar to the responsibility councillors and local boards have to exercise due diligence over council's financial matters.

An officer's duty is important because leadership contributes to council's safety culture, and elected members need to have an understanding of what is required to manage council's risks.

Officers can rely on information provided to them by staff and experts so long as that reliance is reasonable. However, elected members and the chief executive must test and assess the advice provided to them to ensure they are confident their decisions have sufficiently considered health and safety factors. Officers must demonstrate that they have carefully considered health and safety.

There are six key aspects of officer due diligence. The legislation requires officers take reasonable steps to:

- (1) Acquire and keep up to date with health and safety knowledge and health and safety matters for council.
- (2) Understand council's operations and the associated hazards and risks.
- (3) Ensure council has appropriate resourcing and processes to eliminate or minimise risks to health and safety.
- (4) Ensure council has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information.
- (5) Ensure council has, and implements, processes for complying with any duty or obligation.
- (6) Verify the provision and use of resources and processes through reviews and audits.

Liability

Whilst officers do not have the same primary duty as the PCBU to directly ensure health and safety they must exercise due diligence to ensure that the PCBU is meeting its duties.

Elected members acting in their capacity as elected members (as distinguished from elected members acting in a governance role for another entity) are excluded from liability for the most serious offences under the new Act. However they may still be liable under some of the other requirements in the legislation – for example in some circumstances WorkSafe NZ could still serve an improvement notice on them.

Further information can be found at:
<https://worksafe.govt.nz/managing-health-and-safety/businesses/guidance-for-business-leaders/>

APPENDIX 1

2019 voting document returns - Ko ngā tuhinga pōti i hoki mai 2019

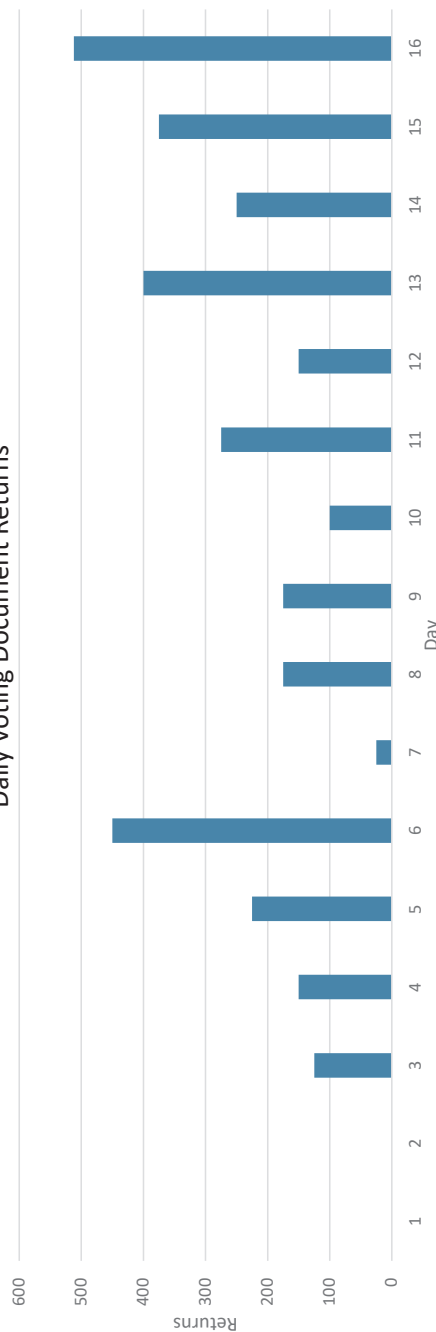
VOTING DOCUMENT RETURNS - 2019 ELECTIONS



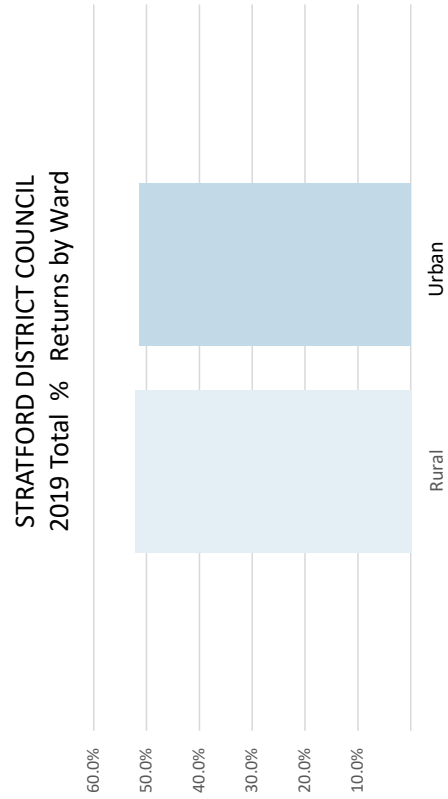
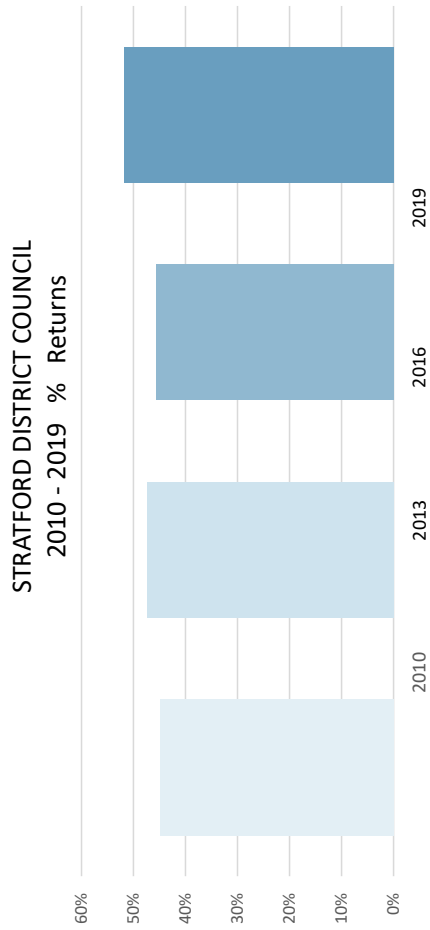
WARD/ELECTORS	ELECTION DAY															
	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	30-Sep	01-Oct	02-Oct	03-Oct	04-Oct	07-Oct	08-Oct	09-Oct	10-Oct	11-Oct	12-Oct
RURAL	0	0	0	100	50	150	0	75	75	25	100	75	125	125	150	245
2482	0	0	0	4.0%	6.0%	300	12.1%	15.4%	18.1%	19.1%	23.2%	26.2%	31.2%	36.3%	42.3%	52.2%
URBAN	0	0	125	50	175	300	25	100	100	75	175	75	275	125	225	267
4063	0	0	3.1%	4.3%	8.6%	650	16.6%	19.1%	21.5%	23.4%	27.7%	29.5%	36.3%	39.4%	44.9%	51.5%
TOTAL	0	0	125	150	225	450	25	175	175	100	275	150	400	250	375	512
6545	0	0	1.91%	2.29%	3.44%	950	14.51%	17.57%	20.24%	21.77%	25.97%	28.27%	34.38%	38.20%	43.93%	51.75%
DAILY %	0.0%	0.0%	1.91%	2.29%	3.44%	6.88%	0.38%	2.67%	2.67%	1.53%	4.20%	2.29%	6.11%	3.82%	5.73%	7.82%
2016 Returns	0.0%	0.0%	4.0%	9.1%	12.3%	16.2%	17.8%	21.4%	23.7%	26.1%	27.3%	29.3%	32.0%	38.0%	39.9%	45.6%

*Final - Incl. Specials

STRATFORD DISTRICT COUNCIL 2019 ELECTION
Daily Voting Document Returns



APPENDIX 1



2019 election results - Otinga pōti 2019

DECLARATION OF RESULTS OF ELECTION for the Stratford District Council 2019 elections



I hereby declare the results of the elections held on 12 October 2019 for the following offices:

Mayor (<i>one vacancy</i>)	Votes Received	Urban Ward (<i>six vacancies</i>)	Votes Received
HENDERSON, Rawinia (Independent)	332	DALZIEL, Peter	1088
KELLY, Graham William	737	ERWOOD, Jono	1490
VOLZKE, Neil	2271	GOOCH, Laurie	356
Informal votes received: 4		GRAY, John	305
Blank votes received: 43		HENDERSON, Rawinia (Independent)	682
I therefore declare Neil VOLZKE to be elected.		JAMES, Christopher	404
		JAMIESON, Alan	1300
Council		MCKAY, Min	879
Rural Ward (<i>four vacancies</i>)	Votes Received	MILHAM, Tony	331
BOYDE, Grant	894	SANDFORD, John (Independent)	1164
COPLESTONE, Rick	791	TOOPI, Ivan	242
DRAVITZKI, Stephen	295	WATT, Mathew	566
HARRIS, Amanda	892	WEBBY, Gloria	1353
JONES, Vaughan	499		
KELLY, Graham William	399	Informal votes received: 17	
MCDONALD, Nicole Sonya	475	Blank votes received: 19	
Informal votes received: 1		I therefore declare Peter DALZIEL, Jono ERWOOD,	
Blank votes received: 15		Alan JAMIESON, Min MCKAY, John SANDFORD and	
I therefore declare Grant BOYDE, Rick COPLESTONE,		Gloria WEBBY to be elected.	
Amanda HARRIS and Vaughan JONES to be elected.			



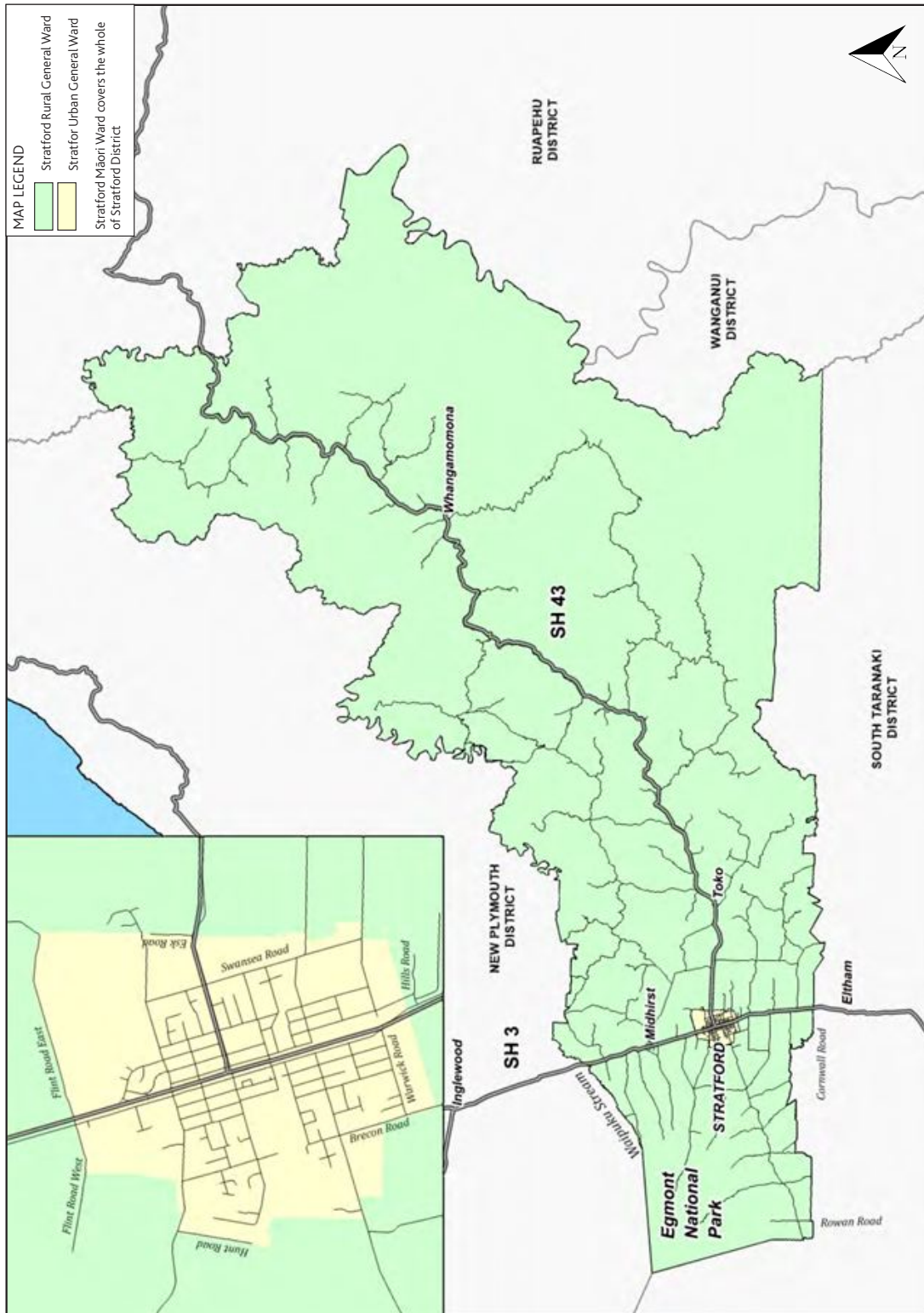
Dated at Stratford, 17 October 2019
Dale Ofoske, Electoral Officer
Stratford District Council
61-63 Miranda Street, Stratford

Phone 0800 922 822

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Map - Mahere

Stratford District Council Wards 2022



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Council structure - Hanganga o te Kaunihera

Elected members

Council consists of a district mayor and 11 councillors – six councillors are elected for the Urban Ward, four councillors are elected for the Rural Ward and one is to be elected from the Stratford Māori Ward.

Role of elected members

Elected members, acting as the council, are responsible for governance, including:

- the development and adoption of council policy and annual budgets;
- monitoring the performance of the council against its stated objectives and policies;
- prudent stewardship of council resources;
- employment of the chief executive.

Elected members are also responsible for representing the interests of the residents and ratepayers of the district.

Unless otherwise provided in the Local Government Act 2002 or in the council's standing orders, the council can only act by majority decisions at meetings. Any individual member (including the mayor) has no authority to act on behalf of the council unless legislation or council have expressly delegated such authority.

Elected members are expected to attend the meetings of the council, as well as the committees and sub-committees, working parties, and external organisations to which they are appointed. An elected member, unable to attend a meeting, should advise the chair or chief executive as soon as possible.

The council must adopt a code of conduct for its members. Each elected member must comply with the code of conduct.

The mayor

The mayor is elected by the district as a whole and, as one of the elected members, shares the same responsibilities as other members of the council.

The mayor also has the following additional responsibilities:

- Presiding at council meetings including ensuring the orderly conduct of business during meetings (as determined by standing orders);
- Advocating on behalf of the community involving the promotion of the community and representation of its interests, including appointments of elected members to groups where requested. Such advocacy will be most effective where it is carried out with the knowledge and support of the council;
- Spokesperson for the council;
- Ceremonial head of the council;
- Providing leadership and feedback to other elected members on teamwork and chairing of committees;
- Fulfilling the responsibilities of a Justice of the Peace (while the mayor holds office).

The deputy mayor

The deputy mayor must be elected by the members of the council at the first meeting of the council.

The deputy mayor exercises the same roles as other elected members, and if the mayor is absent or incapacitated, the deputy mayor must perform all the responsibilities and duties, and may exercise the powers, of the mayor (as summarised above).

The deputy mayor may be removed from office by resolution of the council.

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Committee chairpersons

The mayor may create one or more committees (this includes sub-committees) of the council. A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by council.

Committee chairpersons may be called on to act as official spokespersons on issues within the terms of reference for their committees.

Chairpersons may be removed from office by resolution of council. Council may also appoint deputy chairpersons of committees, who shall fulfil the functions of the chair when the chairperson is absent.

Council committee structure

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

The standing committees are:

- Policy and Services Committee;
- Audit and Risk Committee;
- Executive Committee;
- Farm and Aerodrome Committee.

The special purpose committees are:

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

In addition there are four joint committees which have been set up on a regional basis outside of council:

- Taranaki Solid Waste Management Committee;
- Taranaki Civil Defence Emergency Management Group;
- Taranaki Policy and Planning Committee;
- Regional Land Transport Committee.

Policy and services committee

Purpose

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

Membership

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

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Audit and risk committee

Purpose

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

Membership

- Independent member (chairperson);
- Mayor (ex-officio);
- Three councillors.

Executive committee

Purpose

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

Membership

- Comprises five members of council including the mayor.
- The chairperson shall be the mayor.

Farm and aerodrome committee

Purpose

- To provide oversight of the combined activities of the Farm and Aerodrome.

Membership

- Three elected members (one chairperson);
- Two council officers (no voting rights).

Workloads of an elected member

The present mayor finds it a full-time commitment.

Councillors' time per week will depend on the number of responsibilities they have in their role. For example, the present council meets on a monthly cycle – attending one ordinary council meeting and one policy and services committee meeting each month. The audit and risk committee meets five times a year, the executive committee meets when required, and the farm and aerodrome committee meet quarterly. Councillors may also attend meetings of other committees.

Currently, ordinary council meetings are held on the second Tuesday of every month at 4:00pm and policy and services committee meetings are held on the fourth Tuesday of every month at 3.00pm. Audit and risk committee meetings are held on the third Tuesday of March, May, July, September and November. Farm and aerodrome committee meetings are held at 12 noon on the third Tuesday of March, June, September and December.

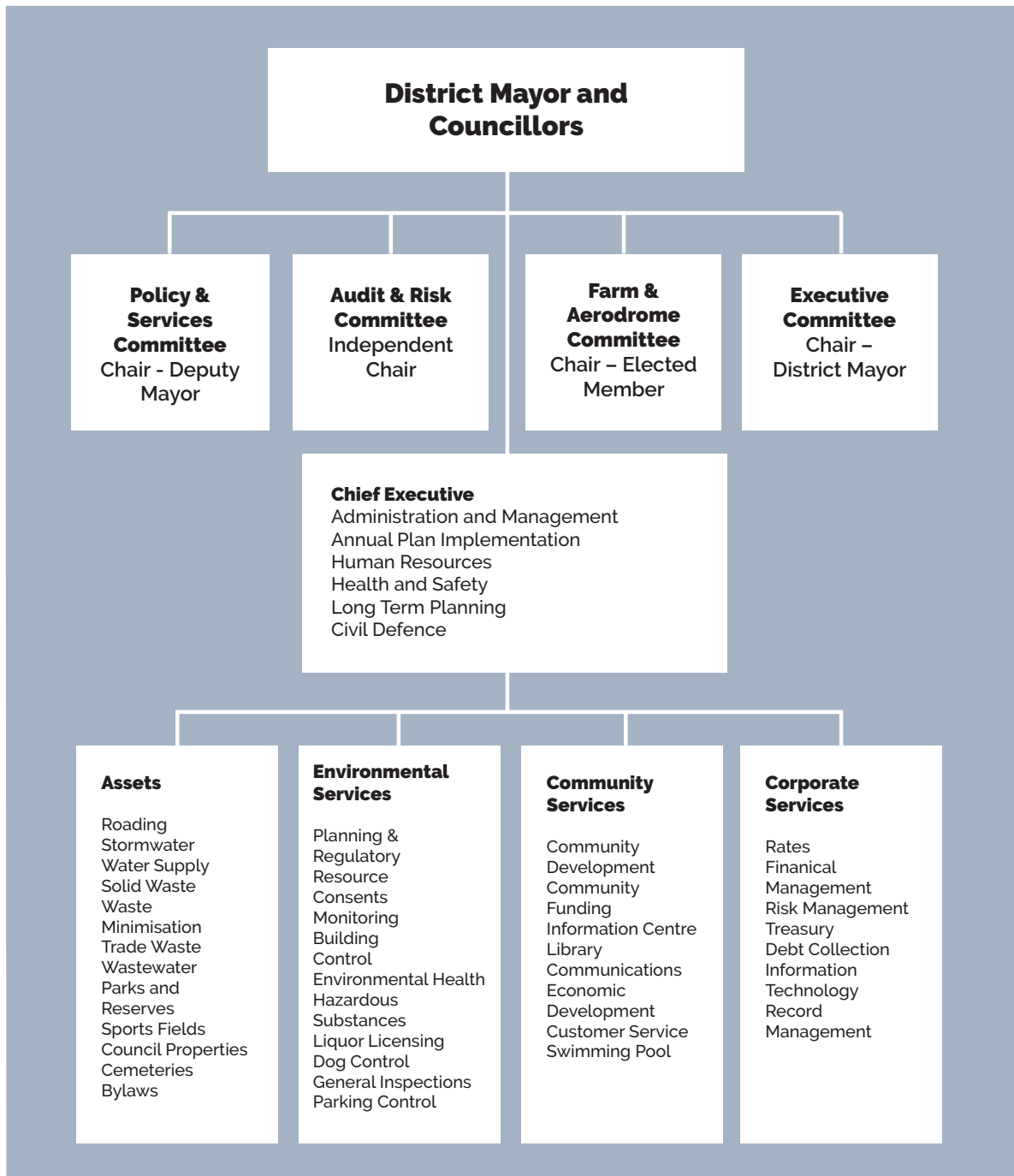
Workshops for councillors are scheduled prior to each meeting and should be attended. These can range from half day to one hour sessions.

Agendas will be provided to elected members no less than two working days prior to the meeting. There can be significant reading required dependent on the size of the agenda and the current work load.

In addition to the meeting cycle, there is an extensive induction programme run following the election. This programme introduces new councillors to the role of elected members and is a refresher for incumbent elected members. The induction programmes will involve daytime commitments.

APPENDIX 1

Council governance - Te mana whakahaere o te Kaunihera





APPENDIX 1

TRIENNIAL ELECTION

8 October 2022

APPOINTMENT OF SCRUTINEER

The Electoral Officer
Stratford District Council
C/- Independent Election Services Ltd
PO Box 5135
Victoria Street West
Auckland 1142

Email: info@electionservices.co.nz

I _____, a candidate for the office of _____, for the election being on Saturday 8 October 2022, hereby appoint _____ as my scrutineer.

Signature of candidate

Date

NOTE: This letter must be returned to the electoral officer or deputy electoral officer no later than 24 hours before the close of voting (i.e. by noon Friday 7 October 2022).



APPENDIX 1



RETURN OF ELECTORAL DONATIONS APPENDIX 1 EXPENSES

(Under section 112A of the Local Electoral Act 2001)

I, a candidate for

at the election held on 8 October 2022, make the following declaration:

PART A: RETURN OF ELECTORAL DONATIONS (inclusive of GST)

I, make the following return of all electoral donations received by me that exceed \$1,500:

Set out the following details in respect of every **electoral donation** received (other than an anonymous electoral donation) that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value:

- the name of the donor;
- the address of the donor;
- the amount of the donation or, in the case of aggregated donations, the total amount of the donations;
- the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

NB: Section 103A Local Electoral Act 2001 defines "donation" as money or the equivalent of money or of goods or services or of a combination of those things used in the candidate's election campaign over \$300 in value. It excludes labour and goods and services that are provided free of charge reasonably valued at \$300 or less.

NAME and ADDRESS of DONOR	DESCRIPTION (include goods or services)*	DONATION	
		<i>Date received</i>	<i>Amount</i>
* set out here if the donation is funded from contributions			Total

Set out the following details in respect of every **anonymous electoral donation** received that exceeds \$1,500:

- the date the donation was received;
- the amount of the donation;
- the specific election campaign to which the donation was designated (see top of page);
- the amount paid to the electoral officer and the date the payment was made.

NB: Section 103A Local Electoral Act 2001 defines "anonymous" as a donation made in such a way that the candidate who receives the donation does not know the identity of the donor, and could not, in the circumstances, reasonably be expected to know the identity of the donor.

ANONYMOUS DONATION		DESCRIPTION (include goods or services)	PAID TO ELECTORAL OFFICER	
<i>Date received</i>	<i>Amount</i>		<i>Date paid</i>	<i>Amount</i>
<i>Please turn page for more Electoral donations, Electoral Expenses and Declaration</i>				Total

APPENDIX 1

In the case of any **electoral donation funded from contributions**, set out the following details in respect of each contribution that, either on its own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:

- the name of the contributor;
- the address of the contributor;
- the total amount of the contributor's contributions made in relation to the donation.

NB: Section 103A Local Electoral Act 2001 defines "contributions" as money or goods or services that have been given to a donor to fund, be applied to, or included in an electoral donation (for example, contributions to trust funds or a fundraising collection).

NAME and ADDRESS of CONTRIBUTOR	DESCRIPTION (include goods or services)*	DONATION <i>Date received</i>	CONTRIBUTION <i>Amount</i>
* set out here the electoral donation this contribution applies to.		Total	

PART B: RETURN OF ELECTORAL EXPENSES (inclusive of GST)

I make the following return of all electoral expenses incurred by me:

Set out the following details in respect of every electoral expense incurred by or on behalf of the candidate at the election in respect of any electoral activity:

- the name and description of every person or body of persons to whom any sum was paid;
- the reason that sum was paid.

Sums paid for radio broadcasting, television broadcasting, newspaper advertising, posters, pamphlets etc must be set out separately and under separate headings.

NAME and DESCRIPTION	REASON for EXPENSES	EXPENSES PAID
Total		

Dated at this day of 2022.

Signature

THIS FORM IS REQUIRED TO BE COMPLETED (EVEN IF IT IS A NIL RETURN) AND PROVIDED TO THE ELECTORAL OFFICE,
PO BOX 5135, VICTORIA STREET WEST, AUCKLAND 1142 (or info@electionservices.co.nz) **BY 9 DECEMBER 2022.**

NOTE: RECEIPTS ARE **NOT** REQUIRED TO BE RETURNED WITH THIS FORM. PLEASE RETAIN THESE FOR YOUR RECORDS.

Notes

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APPENDIX 1



APPENDIX 1



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

APPENDIX 2



Stratford District Council Guidance on Māori Wards

Information for candidates and voters in the 2022 local elections

April 2022



APPENDIX 2

Stratford District Council's Māori ward

What is a Māori ward, how to stand, and about the Māori electoral roll

What is a Māori ward?

Māori wards provide a way for Māori to contribute to decision-making and have representation at council. Stratford District Council's Māori ward will represent Māori in our community so that our decision-making is fairer and more inclusive.

Electors (voters in the District) enrolled on the Māori electoral roll will vote for candidates standing for Māori wards. Similarly, electors enrolled on the general electoral roll will vote for candidates standing for general wards.

The successful Māori ward candidate will become a councillor at council. Councillors have a responsibility to represent their communities. The Māori ward councillor will have a particular responsibility to represent people of Māori descent and bring forward Māori views and aspirations. However, they also represent the entire community in our District.

"Wards" are the parts of a council area that have been determined by population and communities of interest. These can be either general wards or Māori wards.

Council resolution to establish one or more Māori wards

Councils are required to provide opportunities for Māori to contribute to the decision-making processes under the Local Government Act 2002. Establishing Māori wards is one way for our Council to achieve this.

The establishment of Stratford District Council's Māori ward was initiated by a resolution Council passed in May 2021 (Local Electoral Act 2001 section 19Z). All 11 elected members voted in favour of this decision.

Representation review

Following our Council resolution to establish a Māori ward, we consulted with our community to help decide on what was fair and effective number of elected members to have, how they were elected, and whether they were elected from wards or "at large" across the whole district, or by a mix of both. We also looked at the boundaries, names of wards and communities of interest.

Following the feedback, we looked at the options against the requirements of the Local Electoral Act 2001, the general electoral population; the Māori electoral population; the total number of elected members allowed under legislation; and the proportion to be elected from Māori wards.

We considered:

- The number of councillors we should have
- How councillors are elected – by ward or "at large" or a mix
- How many people are represented by each councillor

APPENDIX 2

- Whether our communities would be fairly and effectively represented
- How many wards we should have and the names of those wards
- How Māori wards will be established and structured
- Whether any changes to wards or ward boundaries were needed

Representation Arrangements for Stratford District Council

After considering all the different options, Stratford District Council resolved to have the following representation arrangements.

1 mayor

11 councillors in total, being:

- 10 general ward councillors elected by ward
 - 6 for the Stratford Urban General Ward
 - 4 for the Stratford Rural General Ward

1 Māori ward councillor elected district-wide (Stratford Māori Ward)

The new arrangements mean that electors on the Māori electoral roll will have two votes at the next election:

- 1 for the mayor
- 1 for the Māori ward councillor

About standing for a Māori ward

Eligibility criteria and nominees

To be eligible to stand for a Māori ward, a candidate must be a New Zealand citizen and their name must be on the Parliamentary Electoral Roll anywhere in New Zealand. They do not need to reside in the area (ward) that they are standing for, and they do not need to be of Māori descent.

They will need to be nominated by two electors whose names appear on the Māori electoral roll within the area of election for which the candidate is standing.

Equally if a candidate is on the Māori electoral roll they can stand in a general ward, and will need to be nominated by two electors whose names appear on the general electoral roll within the area of election for which they are standing.

Other requirements are that:

- The candidate or their spouse/partner must not have concerns or interests in contracts over \$25,000 with the council.
- If the candidate is subject to a Court Order under section 31 of the Protection of Personal and Property Rights Act 1988, they should take legal advice.

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- If the candidate is an employee of the council, they must resign before taking up their position as an elected member. The rules of some councils may require them to take leave for campaigning prior to the election.

There are not any formal qualifications required to become a candidate in the local elections. Elected members come from all walks of life and generally have a desire to serve their community.

Some skills that will help candidates run for election and be a successful councillor

Two skills that will assist candidates with their campaign are being able to publicly present their own opinions confidently, and being able to listen to the views of the people that they will be representing.

The following capabilities are useful in the elected member role, either some or all of them:

- knowledge of the Stratford District community
- quality decision-making
- political acumen
- leadership
- cultural awareness
- strategic thinking
- knowledge and understanding of Stratford District Council and local government
- communication and engagement
- relationship building and collaboration

Affiliations

The nomination paper provides a space for a candidate to put an affiliation. An affiliation is described in section 57(3) Local Electoral Act 2001 as “an endorsement by any organisation or group (whether incorporated or unincorporated)”.

Candidates who are not part of a political party or group sometimes identify their affiliation as “Independent” or leave as blank (if left blank, nothing will show alongside the name of the candidate on the voting document).

A candidate requiring a specific party affiliation should have authority to adopt the affiliation from the party, organisation or group concerned (i.e. the electoral officer may require a letter of consent from the party, organisation or group giving its consent for the candidate to use the affiliation). This is a safety measure to avoid any illegal adoption of party, group or organisation affiliations.

If candidates wish to list whānau, hapū or iwi details as an affiliation, an endorsement or confirmation letter from a Marae, Whānau Trust, Iwi Authority, or other Māori organisation would be required. It is acknowledged whakapapa is a birth right and situations may occur where candidates may not feel they need to provide proof, in which case whakapapa can be highlighted in the context of the candidate profile statement and other forums and activities.

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Situations may arise where the same affiliation is given by two or more candidates, or a candidate provides multiple affiliations. If a candidate provides multiple affiliations, an electoral officer may require multiple endorsement or confirmation letters.

Note that there are length limits to a candidate's affiliation. The voting document and candidate booklet allow 38 characters before the affiliation truncates.

No affiliation that might cause offence to a reasonable person, or is likely to confuse or mislead electors, will be accepted by the electoral officer.

Candidate profile statement

Candidates may provide the electoral officer with a candidate profile statement with their nomination. This is a statement of up to 150 words containing information about themselves and their policies and intentions if elected to office. The profile may include a recent passport size photograph. The candidate profile statement must be true and accurate. The electoral officer is not required to verify or investigate any information included in this statement and it will be included with the voting document sent to each elector.

If candidates choose not to supply a profile statement or photograph, then a message will appear in the profile booklet that a statement/photograph was not supplied by the candidate.

If a candidate profile statement is submitted in Māori and English, the information contained in each language must be substantially consistent with the information contained in the other language. Therefore, in the case where a candidate includes a mihi or greeting as part of a candidate profile statement provided in Māori, the mihi or greeting should be explained in the English version in a manner substantially consistent with the Māori version - still within the 150-word limit.

If a candidate is standing for more than one position, they are allowed a candidate profile statement for each position.

In addition, the candidate profile statement –

- must state whether or not the candidate's principal place of residence, being the address in respect of which the candidate is registered as a parliamentary elector, is in the local government area for which the candidate seeks election (for example, either "My principal place of residence is in the Stratford Māori Ward" or "My principal place of residence is not in the Stratford Māori Ward"); and
- if the candidate is seeking election to any other positions in elections to which the Local Electoral Act 2001 applies, must specify each position and state that the candidate is seeking to be elected to the positions.

These statements are not counted as part of the 150-word limit.

How much does it cost to lodge a nomination?

It costs \$200 incl. GST to lodge a nomination for each position standing. The funds must be deposited to the electoral officer by close of nominations (midday 12 August 2022).

APPENDIX 2

When are nominations open?

Nominations open on Friday 15 July and close on Friday 12 August 2022 at midday. Nominations must be lodged with the electoral officer at the council you are standing for.

Do not leave lodgement until the last day because if there are any problems with the details provided there might be insufficient time to resolve them and you could miss out.

About voting in a Māori ward

An elector must be on the Māori electoral roll to vote for a candidate standing in a Māori ward.

Voting documents will look different

Voting documents will be different than previous local elections for those on the Māori electoral roll. They will be able to vote for the mayor and for the candidates standing in the Māori ward. They will not be able to vote for candidates standing in the general wards.

Who can be on the Māori electoral roll?

Only New Zealand Māori and the descendants of New Zealand Māori can choose to be on the Māori electoral roll. For those who are enrolling for the first time, they can choose if they want to be on the Māori electoral roll or the general electoral roll.

How to enrol for the first time

An application for registration as a parliamentary elector can be made online www.vote.nz.

The identity verification needed is a New Zealand driver licence, New Zealand passport or RealMe verified identity.

If people are not able to enrol online, they can enrol or update their details in other ways, more information can be found here <https://vote.nz/enrolling/enrol-or-update/other-ways-to-enrol/> on the Electoral Commission website or they can call 0800 36 76 56 to arrange for forms to be sent to them directly.

How to change rolls

Those who are already enrolled, either on the Māori electoral roll or the general electoral roll, may want to change electoral rolls before the local elections in October 2022. Unfortunately, they will not be able to change electoral rolls this year. The Māori Electoral Option governs the process for changing electoral rolls and this can only be done every five years after each 5-yearly population census. The next Māori Electoral Option planned for 2024.

However, the Government has recently consulted with the public about changing the timing and frequency of Māori Electoral Option and may make legislative changes in 2023. Regardless, any changes will be too late to affect the process before October 2022.

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Voting by mail

Electors who are enrolled on the Māori electoral roll or the general electoral roll by Friday 12 August 2022 will receive their voting document in the mail. People can still enrol after this date but they will need to cast a special vote.

The local authority elections are postal elections. Voting documents will be delivered between Friday 16 to Wednesday 21 September 2022 and include a free return envelope. It is recommended votes be posted back to a NZ Post post box by Tuesday 4 October 2022 to ensure we get them before the close of voting. After 4 October 2022, votes are able to be returned to Council's Administration Building, 63 Miranda Street, Stratford. More information about this will be on our website closer to the election. The close of voting is Saturday midday 8 October 2022.

More Information

If you have more questions, there is more information on our website <http://taituara.org.nz>, or contact our Electoral Officer or Deputy Electoral Officer:

Electoral Officer

Dale Ofsoske, Independent Election Services Ltd
Electoral Office: Level 2, 198 Federal Street, Auckland
Phone: 0800 922 822
Email: dale.ofsoske@electionservices.co.nz

Deputy Electoral Officer

Tiffany Radich, Director Corporate Services
Stratford District Council
63 Miranda Street, Stratford
Phone: 06 765 6099
Email: tradich@stratford.govt.nz

APPENDIX 2



Professional excellence in local government

Taituarā — Local Government Professionals Aotearoa

Level 9, 85 The Terrace, Wellington
PO Box 10373, Wellington 6143

T 04 978 1280
E info@taituara.org.nz
W taituara.org.nz

APPENDIX 3

ELECTION PROTOCOLS FOR ELECTED MEMBERS

Updated for the 2022 Local Election

Context

Local government elections are held every three years. In 2022, the elections will be held on Saturday 8 October. The period leading up to an election is a time of high interest from parties including the media, members of the public, and electoral candidates.

As an incumbent elected member seeking re-election, you have two roles. You will continue to make the decisions as elected members of the Stratford District Council, while at the same time campaigning for re-election as a candidate.

These protocols provide guidance for you to balance your dual role as elected members and candidates seeking re-election. For further guidance or for clarification, please contact the Director – Corporate Services in the first instance.

Summary

1. If you are standing for re-election, you must clearly and transparently differentiate between activities conducted as an incumbent elected member (e.g., business-as-usual activities) and activities conducted while campaigning for re-election.
2. Resources owned by the Council and made available to you should only be used for Council purposes. The use of Council resources for election purposes is unfair to other candidates who do not have the same access to Council resources. This includes Council-owned computers, mobile phones, social media channels, email addresses and other Council publications.
3. Council-run social media accounts are considered Council resources and must remain politically neutral during the election. You must comply with any social media guidelines for candidates at all times.
4. You will continue to have access to the information you need to do your job as an incumbent. Council officers will not provide assistance with electioneering activities.
5. These protocols have general application at all times, but are especially relevant in the three months before the local election (Friday 8 July – Saturday 8 October). It is your responsibility to ensure your behaviour falls within these guidelines.

PROTOCOL 1: CONTINUATION OF COUNCIL BUSINESS

The normal business of Council continues during the pre-election period. Incumbents seeking re-election must balance and differentiate between these two roles.

Leading up to the election, elected members continue to have the right and responsibility to govern and to make decisions.

However, you should be mindful of an increased level of media and public scrutiny during this period and make a clear and transparent distinction between your activities as an **elected member** and your activities as a **candidate**.

PROTOCOL 2: USE OF COUNCIL RESOURCES

A local authority must not promote, nor be perceived to promote, the re-election prospects of a sitting member. The use of Council resources for re-election purposes is unacceptable.

Council would be directly promoting a member's re-election prospects if it allows incumbent elected members to use Council resources explicitly for campaign purposes. Council resources include, but are not limited to, Council-owned or controlled property and other resources including the Council logo and branding, all Council marketing and communication channels (including social media), Council-supplied business cards, stationery, computers, email, mobile phones, photocopiers, cars, Council

APPENDIX 3

venues (other than those available for hire to the general public), Council funds, and Council's human resources.

Council communications will be restricted during the pre-election period, to remove any perception that the Council is helping incumbents to promote their re-election prospects over other candidates. Therefore, during the pre-election period:

- Council resources must not be used for campaigning purposes (including for positions not at your Council). This includes Council-supplied computers, social media channels, email addresses, mobile phones and telephone numbers.
- Elected members' columns in Council publications will be suspended.
- Elected members' radio slots will be suspended.
- Elected members will be required to comply with any Council social media guidelines for candidates in all aspects of their role.
- Access to Council resources for members to issue media releases will be limited to what is strictly necessary to communicate current Council business. Comments or quotations from the Mayor, chairpersons, and portfolio leaders will continue to be used in media releases setting out the Council's position on an issue (for example, where a decision has been made at a committee meeting). Officers will comment on or issue media releases as required. Journalistic use of information that may raise the profile of a member will be discontinued.

Your Council contact information will still be available (for example, on the Council website or in the Annual Report) so your constituents can contact you about Council business. However, you should not be using your Council-supplied email address or mobile phone for electioneering purposes. If someone contacts you regarding the election on either of these channels, **you should reply from your personal email address or mobile phone.**

PROTOCOL 3: SOCIAL MEDIA

Council's social media channels are Council resources and must remain politically neutral during the election. Elected members seeking re-election must follow any Council social media guidelines for candidates at all times, and not comment on, share, or otherwise use Council social media channels for electioneering.

Council's Social Media policy includes guidelines for elected members. Advice on how to effectively and safely use social media during the election period is in the example attached as Appendix 1 to this protocol. You should comply with these guidelines at all times.

Council's social media channels must remain politically neutral at all times. Council will promote elections and the importance of voting as part of its obligations under the Local Government Act 2002, but will not associate these posts with any candidates.

Please note that for the period of the election:

- Council's social media channels must not be used by anyone for campaigning purposes. Any campaign-related material (including posts related to nominations and candidacy) will be removed.
- Council social media accounts will not follow any candidates. This may result in your account being unfollowed.
- You may not reply to comments or posts on Council's social media channels encouraging people to like or follow your social media accounts.
- You may not rate, review, check-in or tag the Council's social media channels in your own posts or comments.

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PROTOCOL 4: AVAILABILITY OF INFORMATION

Elected members will have access to the information they need to discharge their roles as incumbents and their Council contact information will still be publicly available. However, Council officers will not provide assistance with electioneering activities.

You will continue to be supported in your role as an incumbent elected member. However, information requests should be clearly related to Council business and not for re-election purposes.

Information requests for election purposes are welcome. These should be made to the Communications Manager in the first instance, and will be carried out in accordance with the Local Government Official Information and Meetings Act 1987.

Where the Council supplies information that is not already in the public domain to a candidate, the Council may consider any broader interest in this information alongside the requirement that Council resources are not used to give an electoral advantage to any candidate, and at its discretion make this information available to all other candidates.

PROTOCOL 5: USE OF MAYORAL RESOURCES

Council resources provided for mayoral use should not be used for any electioneering activities associated with any candidate.

If an incumbent mayor is seeking re-election, a clear and transparent distinction will be made between that mayor's business-as-usual activities and the mayor's campaigning activities. An incumbent mayor seeking re-election will establish a separate office, with separate staff, for any campaigning activities at their own expense.

The incumbent mayor's office will establish systems and protocols to ensure that any information or other requests from the public, media, other elected members or council employees during the pre-election period are identified as either business as usual or campaign related and to ensure that these are kept separate and responded to appropriately.

Application of protocols

As an elected member seeking re-election, it is ultimately your responsibility to ensure that your behaviour falls within these guidelines.

If you are unsure as to whether a particular action or request is in breach of these protocols, you should seek advice from your Electoral Officer (Dale Ofoske – (09) 973 5212 – dale@electionservices.co.nz) or your Deputy Electoral Officer (Tiffany Radich – (06) 765 0651 – tradich@stratford.govt.nz) as soon as possible.

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APPENDIX 1

Social Media Guidelines for Candidates

Candidates must comply with the following guidelines for social media use and presence related to campaigning.

Things to be aware of:

- Election advertising, using any media, including social media, must identify the person under whose authority they have been produced, as per sections 113-115 of the Local Electoral Act 2001. This means in your profile photo/bio, you must have a statement saying that all content/images on your social media channel are authorised by you or your agent. You must include a physical address in the authorisation statement.
- The Council's social media accounts (listed in *Appendix 2*), including but not limited to Facebook, Twitter, Instagram, LinkedIn and Neighbourly, are not permitted to be used as a communications channel by anyone (candidates or members of the public) for promotion, electioneering or campaigning. This also applies to all social media accounts owned by Council-controlled organisations.
- The Council's social media accounts are constantly monitored and any campaign related or electioneering content will be removed immediately.
- If Council already follows your public social media accounts, please note you will be unfollowed 3 months prior to the election date. This protocol is in line with the Local Electoral Act 2001.
- Any social media post – positive or negative – made by any individual specifically relating to their own – or someone else's – nomination, intention to run for Council, or election campaign, will be removed immediately.
- Candidates cannot reply to the Council's social media posts or share with a comment encouraging people to like or follow their own social media accounts or any other electioneering tool. Any posts that do this will be removed immediately.
- Candidates must not link their own social media accounts (if they are used for campaigning purposes) to the Council's social media accounts.
- Candidates cannot rate, review, check-in or tag the Council's social media channels.
- The Council's social media accounts will remain neutral. Council will promote elections and the importance of voting but will not associate these posts with any candidates.

Council's social media accounts are listed in *Appendix 2*.

Some things you can do:

It's a good idea to encourage people to follow your social media accounts while campaigning - include it in any promotional material. It's a great way to engage with the public – you can ask questions, run polls, encourage people to register to vote and then actually vote! Remind them of important dates, etc.

Great images are important on social media – post pics from your campaign trail, or post videos of yourself explaining who you are and what you stand for. You may have people who are happy to be filmed sharing why they will be voting for you – seeing other members of their community may encourage people to vote.

Facebook

- It's a good idea to have a public figure Facebook Page with a clear profile picture to help your election campaign. It's best to have a new photo.
- Set-aside budget for Facebook advertising to reach voters. You need to become authorised to run ads with political content. Facebook has helpful info on this.
- Facebook has a helpful guide about using Facebook to engage with voters and build your online community.

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Twitter

- Create a Twitter account. New Zealander's can be very active on Twitter especially when it comes to political discussions. See what hashtags are trending for the election. Follow prominent locals, and if people follow you, follow them back.
- Think of Twitter more like a newsfeed or forum to release information about everything you are doing.
- Twitter is a great platform to get involved in conversation and engage the public in the issues you are passionate about. Let people know what you stand for/what you want to change, give people the chance to share their views and explain the reasons for the changes you want to make.

Neighbourly

- Set up a personal profile on Neighbourly if you don't have one already and then you can add a special candidate pin to your profile picture so the community knows you are a candidate. On this platform you can speak directly to your ward and let the community get to know you and see what upsets them/what they care about. Neighbourly often runs special groups for local elections that you can be part of. Visit neighbourly.co.nz/help for more info.

Instagram

- Instagram is all about photos. You can feature a single photo or a collage of photos that will show up on your follower's feeds. You want to drive engagement, not just reach. So remember to focus on quality rather than quantity. Instagram is most successful when you tell personal stories and pictures that give the public greater insight into your campaign, rather than promotional images.
- Stories are a great way to group photos into albums. You might use them to share behind the scenes, promote an event, or focus on a specific issue you care about. You can also customise your Stories by adding music, text, emoji or even polls so you can make them more interactive and add a bit of your own personality.

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APPENDIX 2

Stratford District Council's Social Media Channel List

Facebook

- Stratford District Council
- Stratford District Council Animal Control
- TSB Pool Complex
- Stratford Library

Instagram

- Stratford District Youth Council
- TSB Pool Complex
- Stratford_NZ

LinkedIn

- Stratford District Council LinkedIn

MONTHLY REPORT

Assets Department



F19/13/04 – D22/15400

To: Policy and Services Committee
From: Director – Assets
Date: 26 May 2022
Subject: Assets Monthly Report for April 2022

Recommendation

THAT the report be received.

/_____
 Moved/Seconded

1. Highlights

Roading

- The replacement of the culvert under Monmouth Road was completed in April, with the road being resealed on Monday 4 April.
- Work to repair the July 2021 storm damage on Palmer Rd near the boundary with South Taranaki commenced in April. The road will be closed for the duration of the works.
- The replacement of the footpath, kerb and channel in Essex Street commenced in April.
- The safety improvements to the intersection of Palmer Road and Opunake Road commenced in April. The contract period is 10 weeks.

Water Supply

- Second Trunk Main Project: Stage 1 – 90% complete; Stage 3 - Construction underway and programmed for completion by the end of June 2022. Stage 2 – Fulton Hogan is the contractor for all three stages now and is ordering materials.
- Maintenance activities ongoing at the 3 Water Treatment Plants.
- PRV stations have been commissioned. Commissioning has been completed; awaiting completion of the component tags from consultant. SCADA data incorporation also to occur.

Wastewater

- Covid-19 24-hour composite sampling is ongoing.
- Wastewater oxidation pond monitoring and sampling are ongoing. Influent and effluent sampling are ongoing and remains compliant with resource consent conditions.
- Dissolved oxygen probes have been maintained and have shown compliance is being maintained.
- Diatomix programme sampling regime has begun.

Trade Waste

- Trade Waste Consents – Nil new consents to report. One enquiry from a potential new septage truck operator responded to.
- Diatomix project update – Another round of wastewater pond sampling occurred during April and results were received which give an indication of current algae content and distribution, as well as nutrient levels, at four sampling sites. Updated result provided to consultant for review and planning of next steps in the project.

Stormwater

- There were no stormwater reticulation issues during this reporting period.
- There were no health and safety incidents during this reporting period.

Solid Waste

- Recycling Bin Audit results for the end of April shows 95% green tags, 4% amber and 1% red tags.

- The SWAP Survey is underway with 182 out of the 273 bins audited so far and a total of 1,626 kg of waste categorised.

Special Projects

- Aquatic Centre – construction is 79% complete and work onsite continuing to progress well. Externally, the building envelope is completely enclosed. Internally, backfilling of the concourse around the main pools is underway along with the foundations for the toddlers’ pool and the splash pad. Dryside, the plastering is near completed with painters hot on their heels. Mechanical services and pool water trades are well into their respective first fixes in the plantroom spaces. Contractor remains confident of meeting completion ahead of the scheduled date notwithstanding some material supply issues being encountered and is aiming for the first pool water fill and test in July.

Resource Consents

- There are several resource consent applications currently under preparation for submission, or being processed by the Taranaki Regional Council (TRC).
- Stakeholder engagement ongoing.

2. Roding

2.1 Level of Service and Performance Measures

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

2.2 Customer Requests

There are no outstanding CRMs for the month of April.

2.3 Routine Maintenance

Day-to-day maintenance activities continued throughout April typically comprising:

- Grading in Area 5 – Whangamomona;
- CBD cleaning;
- Bridge cleaning;
- Painting site rails;
- Re-marking of white and yellow lines;
- Pothole filling and fixing edge breaks;
- Mowing of high banks on rural roads;
- Sweeping up leaves in the urban area;
- Water table cleaning on Skinner Road.

Roding Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD
Safe Roding 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. (2020/2021 DSI was 1, new target is 0)	-1	Not Achieved. DSI to date = 3. There were no DSI crashes in April.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved - 63%
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved - 94%
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Achieved – 6.1% ¹

¹ A further 2 sites sealed this month totalling 2.6Km. This brings the overall total length of reseals to date to 24.4km, being 6.1% of the sealed network

	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Not yet achieved ²
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>72%	Achieved - 89% As per the 2021 Condition Survey by Roding Logistics, see note below ³ .
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long-term plan.	>88%	Achieved to date - 100%.
Customer Satisfaction	• Roding Network	>80%	Not yet measured ⁴
	• Footpaths	>80%	Not yet measured ⁵

2.4 Ready Response Works

There were no call outs during April.

2.5 Capital Works

The replacement of the culvert on Monmouth Road was completed in April, with the road being resealed on 4 April. There are some minor works to be undertaken such as reinstating the farmers fence and topsoiling the paddock that was used as a site compound.



Figure 1: Monmouth Road open to traffic. A sight rail is to be installed where the cones are located.

Essex Street Footpath Replacement

² Our target is to use 10,000m³ of metal or the equivalent of 25km (12%) of unsealed roads, assuming a 100mm overlay on a 4m wide road. Another 1.7km of unsealed roads were re-metalled in April, bringing the total to 12.20km. We have 5400m³ programmed for May and June or the equivalent of 16km of roads re-surfaced with metal.

³ There were 85 sections of footpath that did not meet the required target of 1 defect per 10m length of footpath. Further analysis of the survey results will be carried out to identify where these footpaths are located and the nature of the defect. These sites could potentially form the basis of a forward work programme.

⁴ The 2021 customer satisfaction survey, with a total of 125 responses, showed 65.3% of responses rated at Good, Very Good and Excellent, 24.4% rated at Fair, and 10.3% rated Poor.

⁵ The 2021 customer satisfaction survey, with a total of 132 responses, showed 70.1% of responses rated at Good, Very Good and Excellent, 21.8% rated at Fair and 8.1% rated at Poor.

After a slight delay due to the concreting contractor having Covid-19, the replacement of the footpaths, kerb and channel on Essex Street commenced in April. We expect these works will continue until the end of June. This will complete the footpath replacement programme for the current financial year.

Palmer Road Storm Damage Repairs

Work began in April to re-build Palmer Road near the boundary with South Taranaki as the result of storm damage that occurred in July 2021. The work includes:

- cutting back a bank on the eastern side of the road to improve visibility and provide additional width to re-cut a roadside drain;
- installing two catch-pits in the roadside drains to capture the water in the drains before it descends down a steep gradient to the bridge at the bottom of the dip;
- installing a culvert under the road to connect the two catchpits and to take the
- water out across the landowners paddock to discharge into an area of scrub and the river
- lining the new water tables with a chipseal to prevent further erosion and scouring, including an outfall either side of the bridge at the bottom of the hill;
- re-building the road, as the water lifted the existing seal during the storm event.

The works are being undertaken with a road closure in place, with local diversions via Hastings Road and Manaia Road. Work is expected to be completed at the end of April, with the road being re-opened over the Easter holiday period.



Figure 2: Drainage catchpit and bank trim on the eastern side of Palmer Road.



Figure 3: Palmer Road being prepared for sealing. Note the shape of the water table as this is to be sealed also to prevent further scouring.



Figure 4: Sealing of Palmer Road including the roadside drain.

Palmer Road/Opunake Road Intersection Upgrade

A contract has been let to Downer for the widening and resurfacing of this intersection as part of our Road to Zero programme associated with Opunake Road. The contract value is \$407,000, with an expected duration of 10 weeks.

The project involves the following:

- reconstruction of the existing intersection to cater for the High Productivity Motor Vehicles (HPMV) that use these roads on a daily basis. Typically, these trucks are over 50 tonne gross, many of them are in the order of 58 tonnes or 59 tonnes;
- improvements to roadside drainage including the replacement of culverts;
- creation of a left turning lane from Opunake Road into Palmer Road;
- widening Palmer Road for approximately 80 metres from the Opunake Road intersection;
- widening Opunake Road over a distance of 240 metres through the intersection;
- resurfacing the intersection with a polymer modified bitumen hot mix asphalt.

2.6 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- 13 building consent applications;
- 6 resource consent applications; and
- 4 LIM reports.

2.7 Matters Outstanding

Speed Management Plan – Schools

As you are aware all local authorities will be required under the new Setting of Speed Limits 2021, to change the speed limits outside all schools. The initial requirement is for 40% of all schools by 31 December 2024 and the remaining 60% of schools by 30 June 2029. Seeing that Council has given officers approval to implement these changes using our current Speed Limits Bylaw 2020 (rather than waiting for legislation), a question is, should we make the 30km/h speed limit outside urban schools 30km/h permanent or variable? Does Council require a separate decision report on this subject?

Considerations for a permanent or variable speed limit of 30km/h outside urban schools:

- Electronic variable speed limit signs cost in the order of \$7,500 - \$10,000 for two signs.
- There are additional “school speed zone signs” required on any side roads that enter into the variable speed limit zone.
- The electronic signs can be problematic – Stratford Primary School is an example.
- Maintenance costs are relatively high for the electronic signs – battery packs are \$400 each (1 per sign).
- The electronic variable signs are programmed and monitored by the school, so daylight saving, school term times and so forth have to be programmed in.
- Permanent 30km/h signs are relatively low in cost, say \$200-\$300 per sign, including the pole.
- Relatively low maintenance costs when compared to the electronic variable signs.

Please note the new Rule has now been approved by the Minister and will take effect from 19 May 2022.

2.8 Roothing Activities

A snapshot of the programmed and reactive works completed in April, see *Figure 6*. A summary of key capital projects is provided in the table below.

Summary of Roading Projects – April 2022				
	Project Description	Commencement Date	Status	Expected Completion Date
1	Monmouth Road Culvert Replacement	January 2022	Completed	April 2022
2	Mangaotuku Road Realignment - <i>Baldocks Corner</i>	May 2022	Final design completed. Land compensation agreed.	June 2022
3	Swansea Road School Safety Project	TBC	Contract documents have been uploaded onto Tenderlink. We have specified a completion date rather than a start date.	December 2022
4	Stratford Primary School Safety Improvements	Subject to funds availability	Detailed design can be undertaken if funding becomes available.	TBC
5	Avon School Safety Project	2023	Design in progress	TBC
6	Mangaehu Road Bridge Replacement	2023	Design from July 2022	TBC
7	Kirai Road and Mangaoapa Road Emergency Works	November 2022	Design in progress. Contract documents by the end of May 2022	January 2023
8	Junction Road and Douglas North Road Emergency Works	July 2022	Site investigation being undertaken in May. Design to follow based on findings from soil tests.	End of March 2023
9	Essex St Footpath Replacement	April 2022	In progress.	June 2022
10	Surrey St Footpath Replacement	Deferred to 2023	To follow on from watermain replacement	TBC
11	Palmer Rd/Opunake Road Intersection Upgrade	April 2022	Commenced on site on 19 April.	June 2022
12	Dunns Bridge repairs and geometric improvements to Opunake Road.	July – August 2022	Design and contract documents to be and tendered through winter.	January 2023
13	Opunake Road - Armco Barrier Installation	TBC	Being designed. Tender documents being prepared.	June 2022
14	Connecting Our Communities 2021-2051 Strategy	October 2021	In draft - has been to Council Workshop	TBC
15	Footpaths Strategy	October 2020	In draft	TBC
16	Structural Assets Replacement Strategy	November 2020	In draft	TBC

Summary of Roading Projects – April 2022				
	Project Description	Commencement Date	Status	Expected Completion Date
	(including Bridge and Retaining Walls);			
17	Unsealed Roads Strategy	November 2020	In draft	TBC
18	Roading Procurement Strategy	November 2019	In draft	TBC
19	District Road Hierarchy (ONF and associated level of service)	October 2020	In draft	TBC
20	Traffic Count Policy	January 2022	To be started	TBC
21	Asset Data Reliability Improvements Policy	2021	In draft	TBC
22	Licence to Occupy/Occupation of Unused Road Reserve/Fences on Road Reserve/Stock Underpasses/Stock Crossing and Races Policies	October 2021	In draft	TBC
23	Road Maintenance Intervention Plan	January 2021	In draft	TBC
24	Asset Management Plan 2024-2027	May 2022	In draft	TBC
25	Restricted Access of Roads Bylaw	March 2022	In draft	TBC
26	Restriction on Use of Road Bylaw	March 2022	In draft	TBC

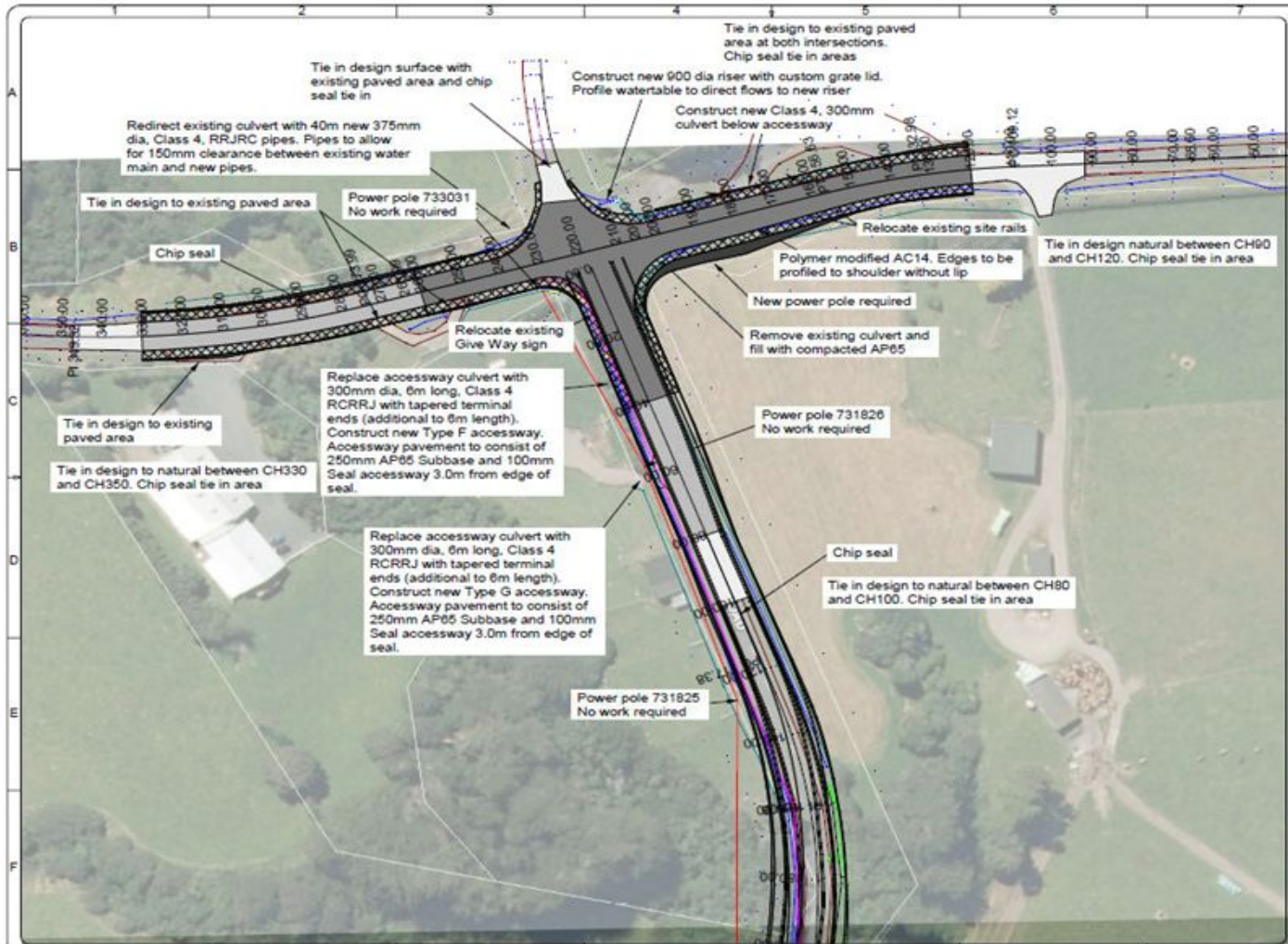


Figure 5: Scheme plan of the Opunake Road-Palmer Road Intersection Upgrade

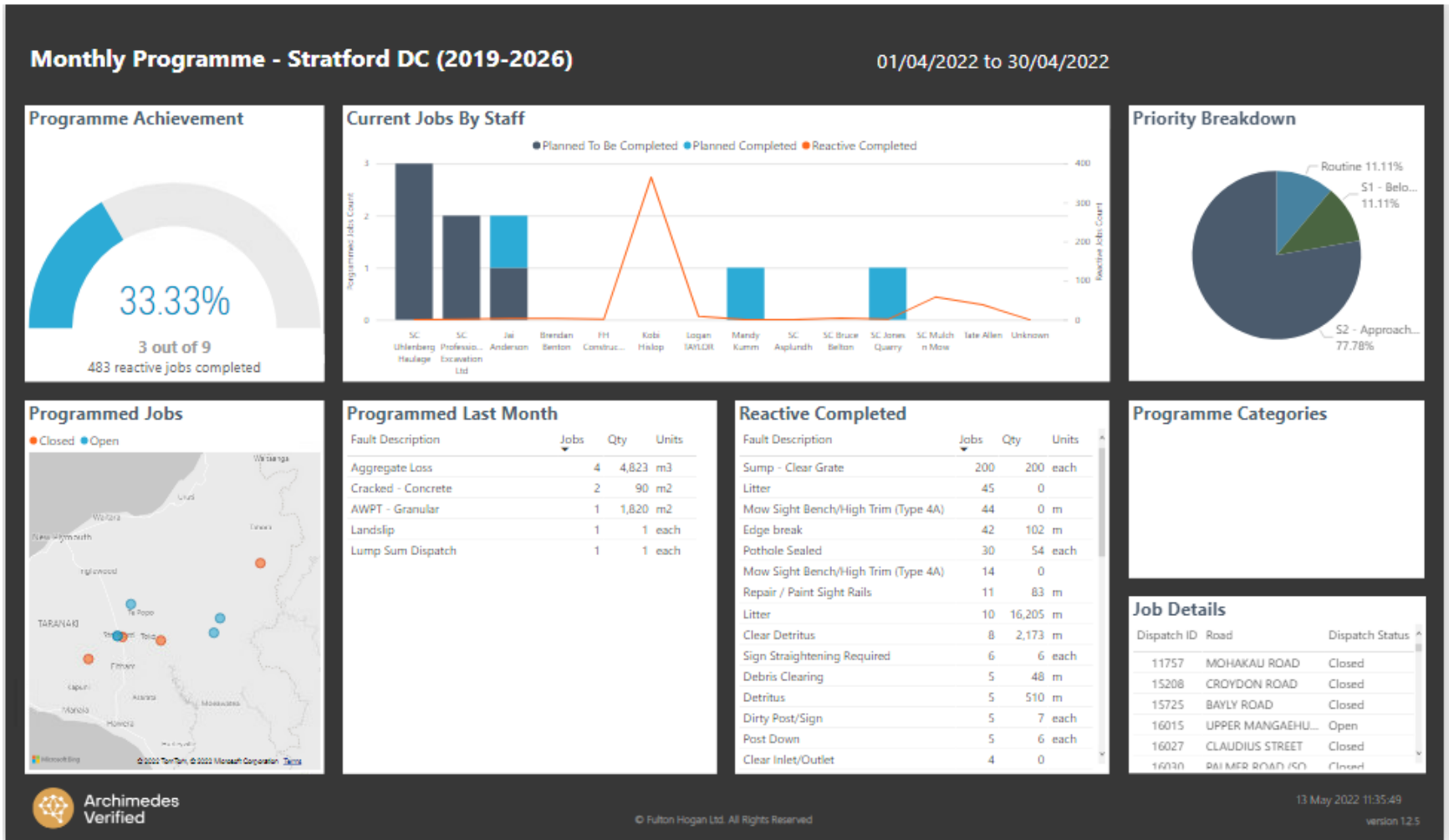


Figure 6: Monthly Programme Achievement Chart – April 2022

3. Services

3.1 Water Supply

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

Water Supply Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD
Safe Drinking Water: <ul style="list-style-type: none"> • Drinking Water Standards; • Maintenance of Reticulation 	DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Expected to Achieve
	DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Expected to Achieve
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Expected to Achieve
A Reliable Water Supply: <ul style="list-style-type: none"> • Response Time; • Unplanned Disruptions 	Urgent Response Times – The performance measure targets for the median response time for urgent attendance and resolution <ul style="list-style-type: none"> • Attendance for urgent call-out 	1 hr	Not Achieved 1 hr 10 mins
	<ul style="list-style-type: none"> • Resolution for urgent call-out 	8 hrs	Achieved 3 hr 27 mins
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution <ul style="list-style-type: none"> • Attendance non urgent call-out 	2 working days	Achieved 24 hrs 55 mins
	<ul style="list-style-type: none"> • Resolution non urgent call-out 	5 working days	Achieved 44 hrs 34 mins
	Unplanned Disruptions - The performance measure target for disruptions. <ul style="list-style-type: none"> • Minor disruptions (between 5 and 50 connections affected) 	< 5	Achieved 1
	<ul style="list-style-type: none"> • Major disruptions (more than 50 connections affected) 	<2	Achieved 0
	Demand Management Water Consumption – The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured.
	Customer Satisfaction Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for: <ul style="list-style-type: none"> • Drinking Water Clarity; • Drinking Water Taste; • Drinking Water Odour; • Drinking Water Pressure or Flow; • Continuity of Supply 	<32	Achieved to Date
		0.67	
		0	
		0	
		5.3	
		0	

Level of Service	Performance Measure	Target	2021/2022 YTD
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa)	100%	Achieved to Date
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

3.1.1 Operations

Water Treatment

No water treatment plant issues occurred during this reporting period at Council operated water treatment facilities.

Water Reticulation

Minor leaks were experienced around toby's in the Stratford reticulation network; traffic management plan provision delayed one toby repair on Broadway. No major issues were experienced with the reticulation network during this reporting period.

3.1.2 Capital Works

Planning, programming, and commissioning of capital projects for the 2021/22 financial year is proceeding. Capital projects include:

PRV Stations

Awaiting completion of component tags from consultant. SCADA data incorporation also to occur.

New Water Trunk Main

All stages are underway with Fulton Hogan as the lead contractor:

- Stage 1 – 90% complete.
- Stage 3 – construction is underway with completion for end of June 2022.
- Stage 2 – Fulton Hogan has been awarded the contract and is sourcing materials, completion date July 2022, tree removal around the pipe bridges is planned to commence on 1 June 2022.

Water Treatment Plant Upgrade

Final design for the replacement of the Pātea raw water delivery line and the associated grit removal tank are to be independently reviewed before proceeding any further, the preferred consultant is currently engaged with the trunkmain project so it is expected the review will occur in the next financial year.

3.1.3 Building Consents, Resource Consents and LIMs

Assessments were made for a total of:

- 9 Building Consent applications;
- 3 Resource Consent applications; and
- 2 LIM reports.

3.2 Wastewater

The Levels of Service (LoS) for Wastewater Activity are measured using several performance indicators as shown in the table below. The overarching LoS is the management of wastewater without risk to public health.

Wastewater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD
System Adequacy	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved 0.37
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0
	• Convictions.		0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hour	Not Achieved to date 2 hrs 30 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 hours	Achieved 15 hrs 31 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Not Achieved to date
	• Sewage odour		0.3
	• Sewerage system faults		1.4
	• Sewerage system blockages		7
Trade Waste Complaints Response times	• Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.	2 working days	Achieved to date
Trade Waste Consent Processing	• Percentage of trade waste consent applications processed within 15 working days.	50%	Not Achieved

3.2.1 Operations

Wastewater Treatment

There were no major issues relating to wastewater treatment operations during this reporting period. Bird scaring operations have continued throughout April and have been found to be effective. TRC have noted the decreased bird population.

Parts are yet to arrive for the electronic components of the mag-flow meter on the pond outflow which had suffered water ingress.

Wastewater Reticulation

There were no major issues relating to wastewater reticulation during this reporting period, a blockage at one property on Regan Street was found to be caused by a dip in a sewer line where a house has previously been built over it on a section off Swansea Road. Council staff are working with contractors to find a cost-effective solution.

Health and Safety

There were no health and safety incidents during this reporting period.

Oxidation Pond Influent and Effluent Sampling

Monthly influent and effluent sampling of the wastewater treatment ponds is ongoing in accordance with resource consent conditions. Compliance was maintained during this reporting period. The April wastewater inflow results again returned high phosphate; catchment sampling is programmed to occur during May to try to ascertain where in the system the phosphate is coming from.

Oxidation Pond Oxygen Probes

Dissolved oxygen probes have been maintained during this reporting period and have shown compliance is being maintained.

3.2.2 Capital Works

Wastewater Treatment Upgrade

Algal sampling of the wastewater is ongoing for the Diatomix project, the consultants in Australia are soon to air freight the necessary dosing equipment.

3.2.3 Matters Outstanding

There are no matters outstanding for this reporting period.

3.3 Trade Waste

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

Trade Waste Consents - No new consents were received or issued. One enquiry from a potential new septage truck operator responded to.

Trade Waste Consent Holders

- Ongoing issue with a particular operator for providing waste tracking records as required by their consent conditions. No records received going back as far as September 2021. Formal correspondence sent which has given the operator until close of business on 11 May to provide the required information or their consent will be revoked and the operator trespassed from our disposal site.
- An audit of wastetrack declarations was undertaken by randomly selecting waste source contacts and phoning them to confirm the source was as declared to Council. Outcome was that we are receiving waste as per the declarations. This audit will be repeated again in a couple of months.

Permitted Activities

- Nil issues to report. Two businesses have provided grease trap emptying evidence and this update will be added to the permitted activities register.

General

- Diatomix project update – Another round of wastewater pond sampling occurred during April and results were received which gave an indication of current algae content and distribution, as well as nutrient levels, at the four sampling sites. Next steps planning underway with the consultant, Tara Okan, and still on track to meet the requirements of the discharge consent with TRC.
- Regular monthly sampling for monitoring of the Councils consent to discharge treated waste completed. High levels of Phosphorus in the influent were noted for the third consecutive month. Investigations into the cause are ongoing. In consultation with TRC extra sampling will be undertaken to determine the true extent of the issue.
- Consent renewal invoices planning underway.

3.4 **Stormwater**

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

Stormwater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.) For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	<ul style="list-style-type: none"> Abatement notices; 		
	<ul style="list-style-type: none"> Infringement notices; 		
	<ul style="list-style-type: none"> Enforcement orders; and Convictions. 		
Response and Resolution Times	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.	1hr	0hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system.	< 8	0

3.4.1 **Operations**

- There were no major issues relating to storm water infrastructure during this reporting period.
- There were no health and safety incidents during this reporting period.

3.4.2 **Matters Outstanding**

- There are no matters outstanding for this reporting period.
- The table below provides a summary of some of the 3-waters ongoing project and activities.

Summary of key 3-Waters Projects and Activities – May 2022				
	Project Description	Commencement Date	Status	Expected Completion Date
1	Automated Meter Project	20/01/2022	Stage one Supply of Goods contract agreed with Deeco which includes software and hardware purchase and training. Software and hardware has arrived and will be trailed soon. 200 meters to be installed to replace existing meters.	TBA
2	Diatomix - WWTP	25/11/2021	Monthly algal and chemical sampling has commenced, Diatomix dosing equipment to be installed by 1 June 2022.	Ongoing
3	Surrey Street and Broadway drinking water pipe renewals	1/02/2022	Contract has been awarded, works programmed to commence July 2022	21/12/2022
4	Stratford Trunk Main	10/01/2022	Stage 1 and 3 have commenced. The final design for stage 2 has been completed and negotiations are occurring with the preferred contractor.	31/07/2022
5	Patea delivery line/grit tanks	TBC	Final design to be independently reviewed prior to proceeding with procurement strategy, the review will unlikely occur before completion of the trunk-main project.	TBC
6	Water supply Zoning	1/06/2022	PRV stations commissioned - Tags are being created and installed, SCADA data provision being finalised by consultants.	1/06/2022
7	Reticulation Capacity Increase	1/12/2022	Achilles and Miranda Street stormwater upgrades in design stage, flow modelling of the runoff from the Brecon Road subdivision is being undertaken by an independent consultant prior to completing final design and procurement.	1/08/2022
8	Inflow and Infiltration (I&I) Network Identification Project	April 2022	Scoping of project and procurement underway	Ongoing
9	Water Supply Management Strategy	Not started yet		
10	Water Safety Plan	2020	Waiting for change in legislation	TBC
11	Water Supply Asset Management Plan 2024-2027	May 2022	In draft	TBC
13	Backflow Prevention Programme	??		
14	Water and Sanitary Services Assessment	Jan 2021	In draft	TBC

3.5 **Geographical Information System (GIS)**

A summary of key GIS ongoing projects are provided in the table below.

Summary of key GIS Projects – May 2022				
	Project Description	Commencement Date	Status	Expected Completion Date
1	Automated Meter Project - also in 3 Waters Trade Waste Tab	January 2022	Deeco (automated meter reading project) – they have supplied us with all the software and set us up on their end. The hardware should be arriving soon, so I am hoping to get this up and running before leaving.	TBA
2	Addresses		Finalised letter to send out informing people of their new address number.	TBA
3	AssetFinda	November 2021	Some work request emails are not reaching their destination. IT is looking to help fix this.	TBA
4	Representation Review	May 2021	The representation review has been used as an opportunity to fix inconsistencies in their dataset, and they are being incredibly thorough in their scrutiny on the data. Ongoing	TBA
5	GPS	Ongoing	GPS points of new assets and uploading the data.	ongoing
6	Property Match	Ongoing	Every Wednesday - uploads are done Tuesday night.	ongoing
7	TRAPP	December 2022	Rural: To date 3199 frames captured from a total of 3117 frames. This covers a total area of 8251 km2 being 100% captured, subject to final image QA checks. Stratford urban areas are yet to be captured.	TBA

3.6 **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	2021/2022 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (phh) (municipal kerbside collection only) (kgs per annum)	<600kg	Achieved to date – 507kgs (April - 452kgs phh)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved to date - 21% (April - 22%)
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Achieved as per the 2020/21 Survey 86.4%

3.6.1 **Planning – Strategies, Policies, Plans and Bylaws**

- A review of the Kerbside Collection Policy is underway.
- The regional waste services contract (15/SW01), which includes the kerbside collection service and transfer station operations, expires on 30 September 2024. Given the complexity and large scope of the contract, the three Councils are seeking the services of a consultant with waste services expertise for this project. The project will be a regional collaboration with each individual Council responsible for the technical specifications relating to their service. A project team has been created to oversee this project and the Council's Asset Management Coordinator is part of this team.

- The Waste and Water Educator has created a draft Education Strategy, which is currently with management for review. This strategy will provide action plans for the identified education actions in the Waste Management and Minimisation Plan.

3.6.2 Contamination Levels at the MRF

Figure 7 provides the contamination levels at the MRF for the previous 12 months, which is reported at 22.2% for March 2022, no update received yet.

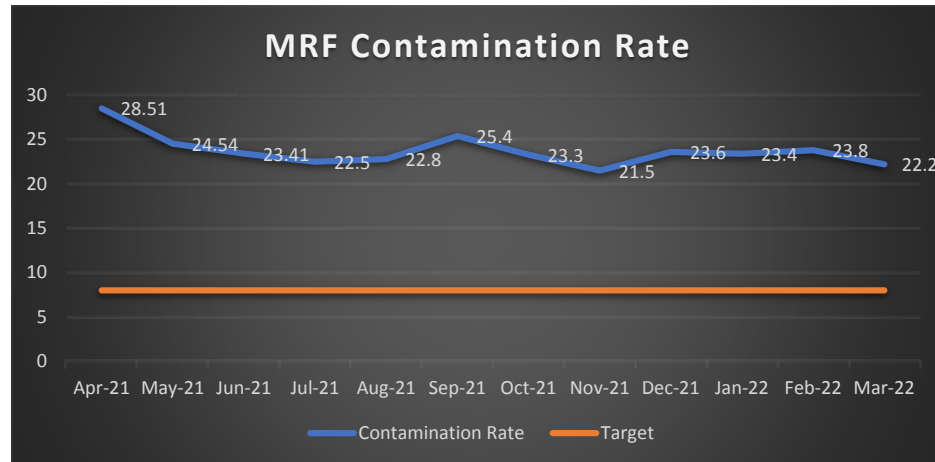


Figure 7: Regional Contamination at the MRF

3.6.3 Waste Minimisation Initiatives completed in April

- The focus for April was to develop an engagement strategy and a number of proposals have been put forward awaiting approval. These include competitions and continuation of the “Did you know” facts in Central Link and on Facebook - these are now targeting behaviour change engagers with each month having a different focus. May is composting month (Figure 8). The them in June will be identifying and reducing the contamination of recycling.

Did you know?

Hot compost (fresh from the bin) can be used to grow heat loving plants in cold climates.

Adding a layer of compost over your veges in colder autumn/winter months keeps them growing longer by removing the risks of frosts and cold soil temperatures.

This works on flowers, trees and shrubs and indoor plants as well.

More composting information can be found on our website stratford.govt.nz

Keep an eye out for more 'Did you know?' features in our Central Link and on our Facebook page.

Figure 8: A 'Did You Know' feature.

3.6.4 Upcoming Waste Minimisation Initiatives from the Waste and Water Educator

- Currently there are four feasibility studies being carried out for possible implementation within the Stratford district. These are:
 1. Composting Workshop with local share waste host.
 2. Composting and/or worm farming for residential premises.
 3. The re-introduction of a community garden (may accept some household waste).
 4. Creation of a Whakaahurangi Eco warriors' team which would respond to small events to remedy and also host recycling events.
- A targeted water-waste strategy is planned for June/July.
- A film screening of the documentary *Together We Grow* was screened at the TET Kings Theatre on 13 April in conjunction with Sustainable Taranaki with approximately 50 attendees. Feedback was positive with a number of residents indicating they would like to be involved in sustainable community-based gardens.
- The draft waste minimisation education strategy has been written and is under review before sending to elected members for approval.
- An implementation plan for waste minimisation education strategies has been drafted including timeframes and targets.
- A resident and business waste survey is being pushed out through Council and Stratford Business Association channels in May. This will capture feedback on the Waste Management and Minimisation Review which is underway now.

3.6.5 Organic Waste Facility Feasibility Study

- The AATEA draft report from iwi and hapū meetings has been received, along with the draft report from Tonkin + Taylor. The draft Tonkin + Taylor report is being revised, a report which contains the identified options for managing organic material in the region. A workshop with elected members is planned for 14 June.

3.6.6 SWAP Survey

- Council staff have been completing the SWAP survey which will underpin Council's Waste Assessment (WA) and the Waste Management and Minimisation Plan (WMMP), which is due for renewal in 2023.
- By completing this survey in-house, Council is not only saving on costs, it is also acquiring and retaining very important knowledge on the waste activity and behavioural patterns of customers in the district. The SWAP project team comprises the 3-Waters Manager, the Asset Management Coordinator, the Education Officer – Water and Waste and the Projects Manager.
- Surveys are completed every Monday and so far, 7 weeks of categorising general household kerbside waste and gathering data has been completed.
- A total of 182 bins and 1,626 kg of waste has been surveyed, with the biggest component of the waste being organic.
- A current performance of the SWAP survey is shown in *Figure 9* below.

3.6.7 Weekly Recycling Bin Audits

The weekly recycling audit summary from 1 November 2021 to 30 April 2022 is provided in *Figure 10*. At the end of April, the amber and red tags were at 4% and 1% respectively and Green was at 95%. The Education Officer and Waste Minimisation Officer are working on local campaigns to educate the community more regularly on correct recycling.

3.6.8 Recycling Bin Service Suspensions

Currently no properties have had their recycling service suspended for three months due to three strikes of contamination in accordance with Section 12.6 of the Solid Waste Management and Minimisation Bylaw. Bin services are restored at the expiry of the 3-month suspension period.

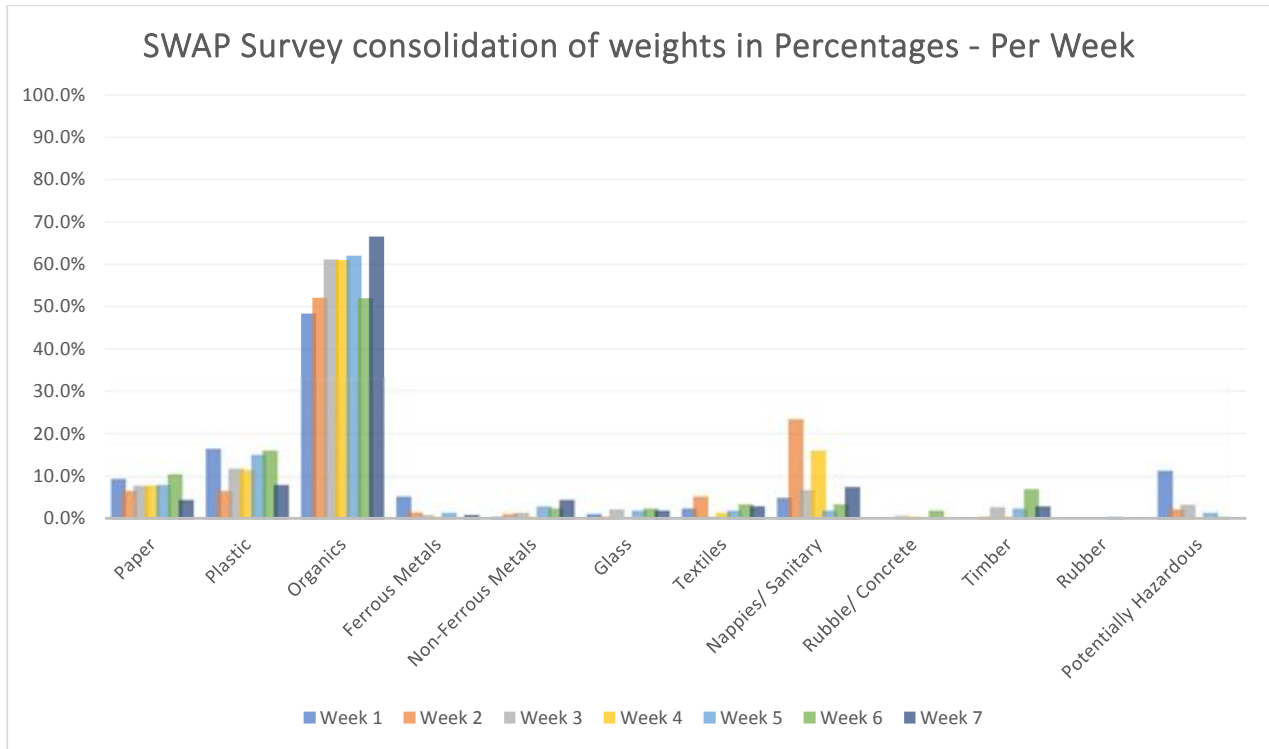


Figure 9: SWAP Survey Summary - Consolidation of Weights in Percentages.

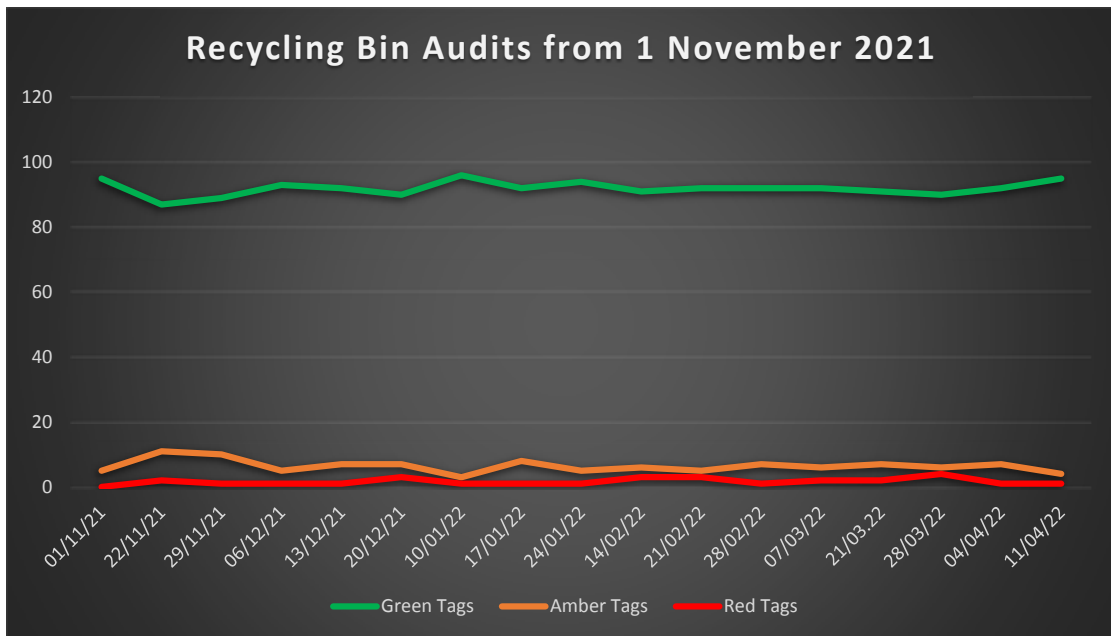


Figure 10: Recycle Bin Audits from 1 November 2021 to date.

3.6.9 The table below provides a summary of the Solid Waste Assessments and documents underway.

Table 1 - Summary of key Solid Waste Documents underway

Summary of key Solid Waste Activities underway - April 2022				
	Project Description	Commencement Date	Status	Expected Completion Date
1	Water and Sanitary Services Assessment	January 2021	In draft	TBC
2	Waste Management and Minimisation Plan Review	March 2022	Regional collaboration with the other 2 District Councils underway SWAP Survey being completed	Feb 2023
3	Waste Levy Contestable Fund Policy	November 2021	In draft	TBC

3.6.10 Waste Minimisation Activities Completed, Underway or Planned

Table 1 provides a summary of some of the waste minimisation initiatives planned for this financial year.

Table 2 - Waste Minimisation Activities for 2021/2022

Waste Minimisation Activities Completed, Underway or Planned				
Month 2022	Activity	Description	WMMP Reference	Status
FEB/MAR	Iwi hui for the proposed Organics Facility	Hui for exploring how Taranaki can manage its organic waste	AS9	Completed
	SWAP Survey	Survey started 28 February and to run until the end of May 2022 to collect data on the different types of waste being disposed of to landfill	L15	Underway
	“Did you know” tips in CentralLink	These are now targeted theme to encourage behaviour change	BC5 & 6	Ongoing
APR	Feasibility studies underway targeting reducing organic waste to landfill	Working with both local respondents , residents, sustainable Taranaki, RWMO and Zerowaste Taranaki	CP3, L3	Underway
	AgRecovery Research	Regional approach with looking into support from Federated farmers	BC4	Underway
	Together We Grow Movie	Held with positive feedback from approx. 50 residents and looking to host again in 2 nd quarter 2022/23	BC1	Underway
	Walk in Wardrobe	Event to be held in Stratford to support buying pre-loved clothing and reducing waste	CP3	Planned
May	Waste Levy Contestable Fund	Waste Levy Contestable Fund Policy presented to Elected Members for consideration.	CP1	Underway
	Draft revision of Regional education Strategy	Working with STDC and NPDC to draft 2022/23 Regional Education strategy	CP3	Completed
	Draft revision of Regional behaviour change strategy and implementation of stage 1	Stage 1 behaviour change survey live early May	CP 1-2	Underway

4. Property

The Council manages a number of community facilities including:

- The Aerodrome;
- Civic Amenities; and
- Rental and Investment properties.

The Customer service request history for the property activity is shown below (*Figure 11*).

4.1 Capital Works Programme

Some of the current Capital Projects include:

- The Bell Tower was successfully removed in April. The bells are currently in storage until their new location has been decided.

[Click here to see the Video of the Bell Tower being lowered to the ground](#)

- Replacement of septic tank at the Whangamomona Camping Ground. Consultants proposal is due early May, which will include alternative options for treatment.
- Replacement of the Council storage shed. Demolition is programmed for early May, due to contractors contracting covid. Materials have arrived and will be delivered on site early May.

A summary of other ongoing projects is provided later in the report.

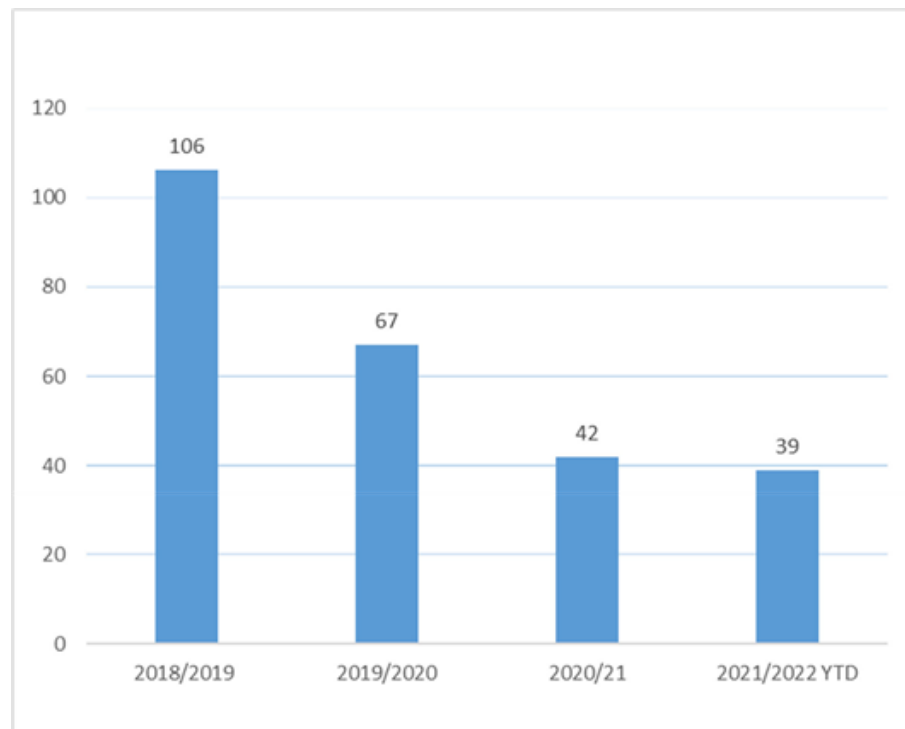


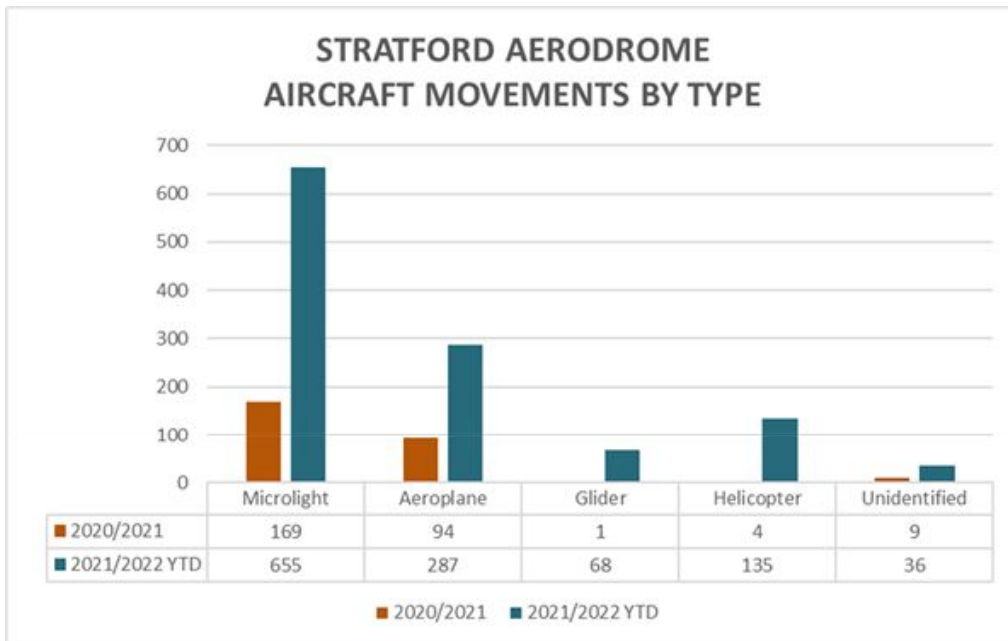
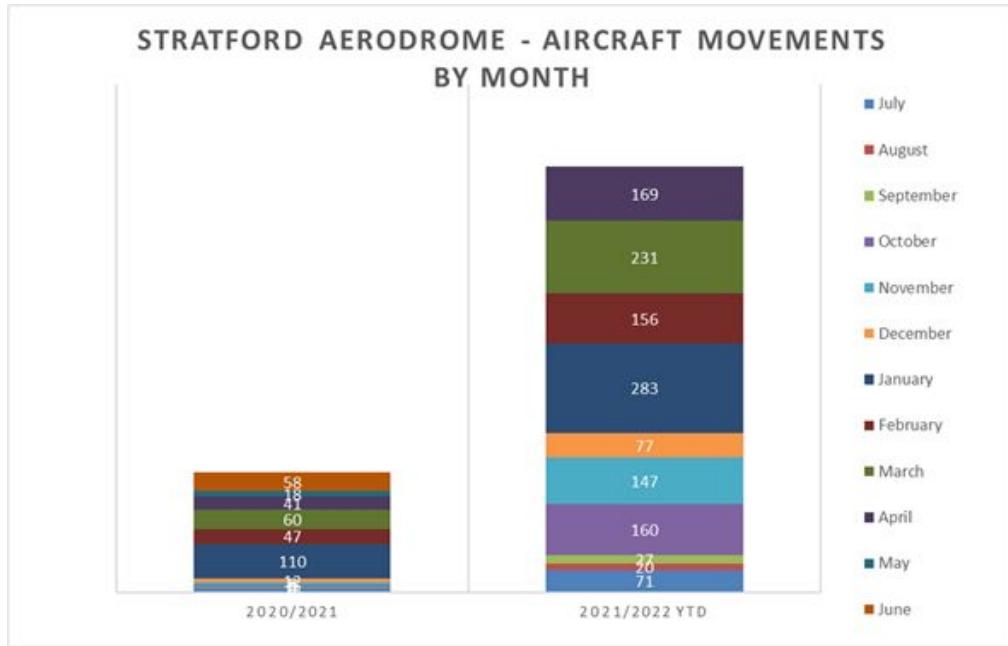
Figure 11: Customer service request history – Property - April 2022



Figure 12: Bell Tower demolition photos.

4.2 Aerodrome

The location for the Stratford Aero Club's new hangar was approved in December 2021 by the Farm and Aerodrome Committee. A report is due to go to the Ordinary meeting of Council in May to seek approval on the term of lease, which is aligned with the aero clubs current leases. 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.



4.3 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 is annually measured and are reported on at the end of the financial year.

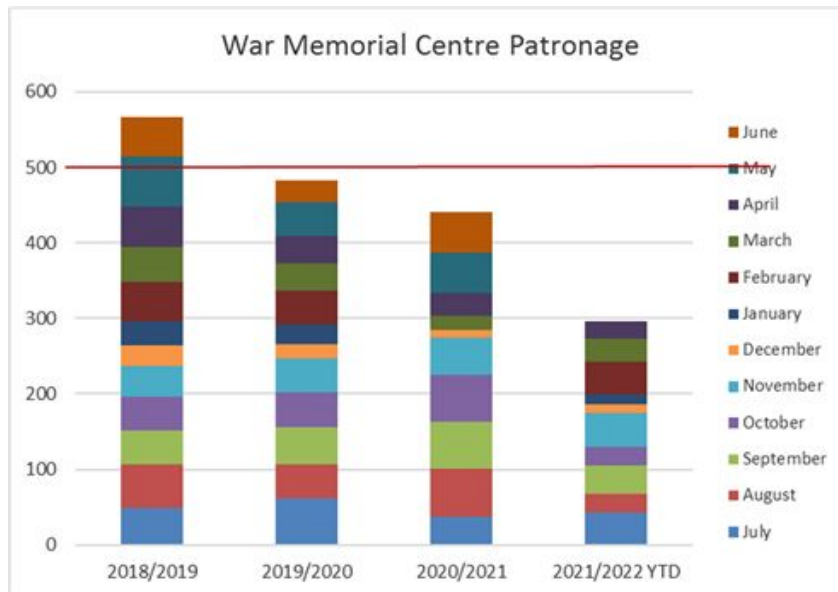
Level of Service	Performance Measure	Target	2021/2022 YTD
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	100%
	Annual booking of War Memorial Centre.	>500	296
	Annual booking of Centennial Restrooms.	>200	190
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	93%
	Annual Occupancy rate.	>95%	100%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>80%	89%

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

4.3.1 Housing for the Elderly

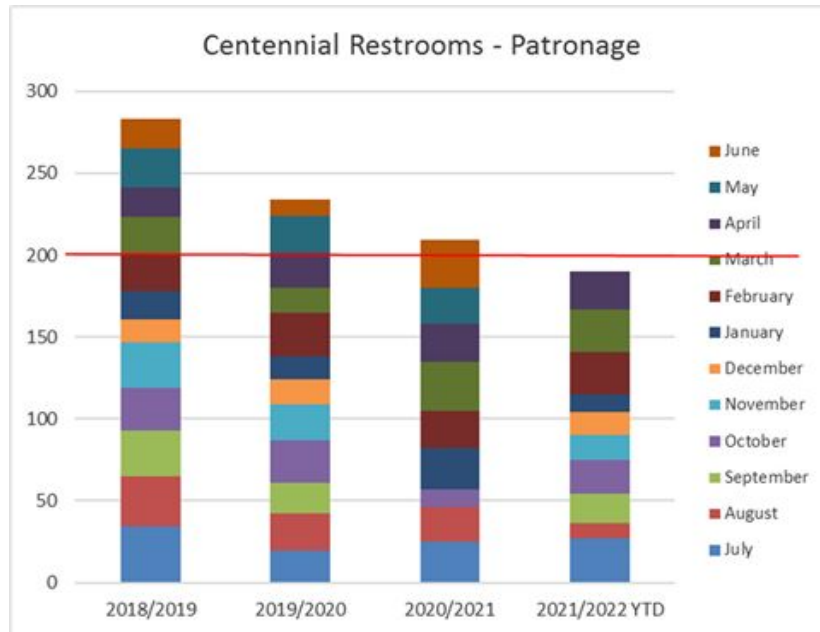
The current occupancy rate for the month April is 100% and therefore achieves the performance measure of >95 %.

4.3.2 War Memorial Centre



Due to Covid-19 lockdown, 27 bookings were cancelled during April and no additional bookings were taken.

4.3.3 Centennial Restrooms



Due to Covid-19 lockdown, 2 bookings were cancelled during April and no additional bookings were taken.

4.4 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).

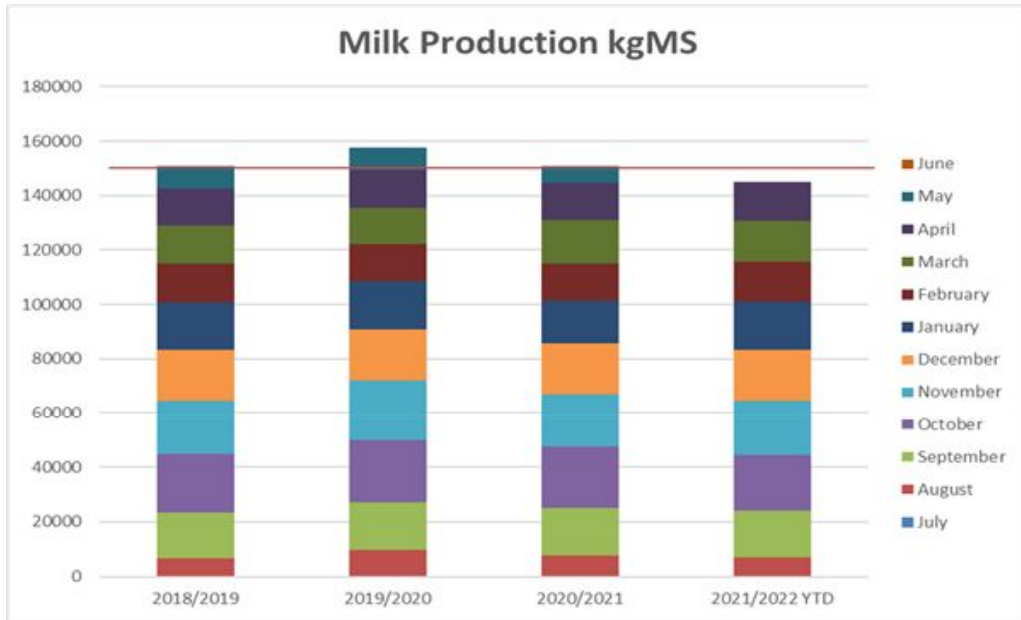
The Levels of Service are measured using the performance indicators shown in the table below. These are measured and reported at the end of the financial year - in the July 2022 report.

Level of Service	Performance Measure	Target	2021/2022 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	144,864.6g
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Compliance	Expected to achieve
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5	0

The history of the Farm milk production is shown in the two charts below.

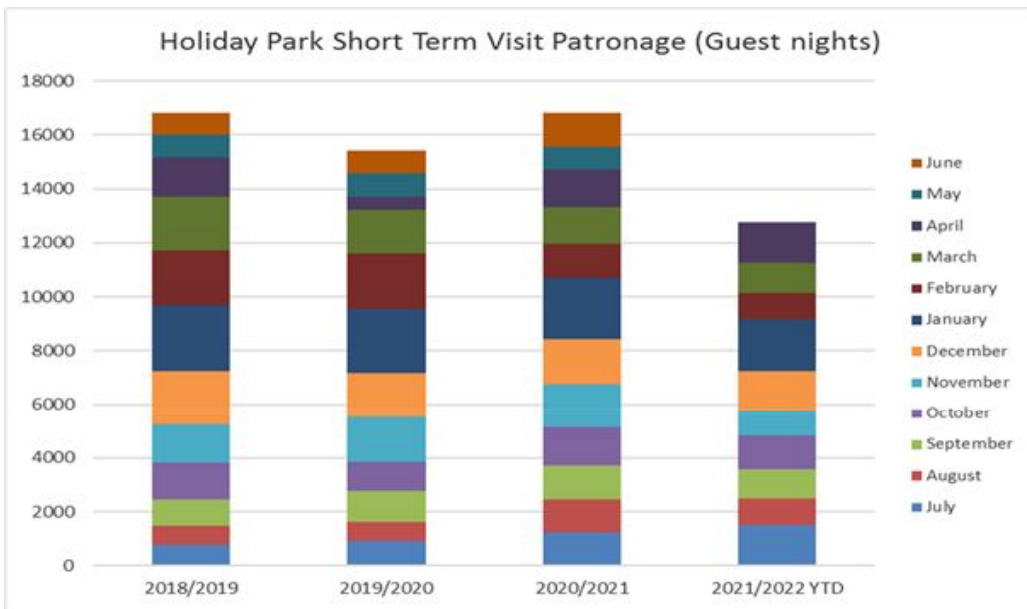
4.4.1 The Farm

The sharemilkers have agreed to the Federated Farmers 50/50 Sharemilking contract with a five-year term. This is due to be signed in April.



Milk productions as at end of April is up 0.2% on last season.

The Holiday Park



A summary of capital projects and expected completion dates is provided in the table below.

Summary of Property Capital and Improvement Projects – April 2022				
	Project Description	Commencement Date	Status	Expected Completion Date
1	Storage Shed	December 2021	Materials have arrived and will be delivered on site early May. Demolition of existing shed is programmed to start 10 May 2022	30/06/2022
2	Demolition of the Bell Tower	December 2021	Completed, the Bell Tower was successfully removed with the Bells currently in storage until their new location has been decided.	30/04/2022
4	Stratford South Digital Sign	Not yet determined	NZTA have declined proposed location, further investigation on other locations underway.	30/06/2022
6	WMC - kitchen and cabinetry upgrade	January 2022	Contract awarded, Stage 1 renewal of bench tops due to start in June Stage 2 – Installation of cabinetry will be undertaken in July due to delays in materials.	30/07/2022
7	Whangamomona Motor Camp - Septic Tank Replacement	May 2022	Consultants' proposal is due early May, which will include alternative options for treatment.	30/06/2022
8	TET Stadium – Replacement Heaters	January 2021	Completed. Heaters have been installed just in time for the cold season	30/04/2022
9	TET Gap Analysis – 112 & 118	April 2022	Contract was awarded in late April, Pre-Start Meeting to be held early May	30/06/2022
10	TET Gap Analysis – G - Hygiene	May 2022	This project has been delayed due to the shortage of suppliers whom can undertake this work. Quote is due early May	30/07/2022
11	Building WOF Maintenance Contract	March 2022	Pre-Start Meeting held, Contract to commence in May	March 2025
12	TET DSA Peer Review	March 2022	Consultants have commenced work; site visit will take place in May	August 2022
13	Bell Tower CCTV Camera Reinstatement	May 2022	Camera Contractor and Electrician programmed in to commence work 16 May, drilling work will commence 23 May. With the completion of work 25 th May.	May 2022

5. Parks and Reserves

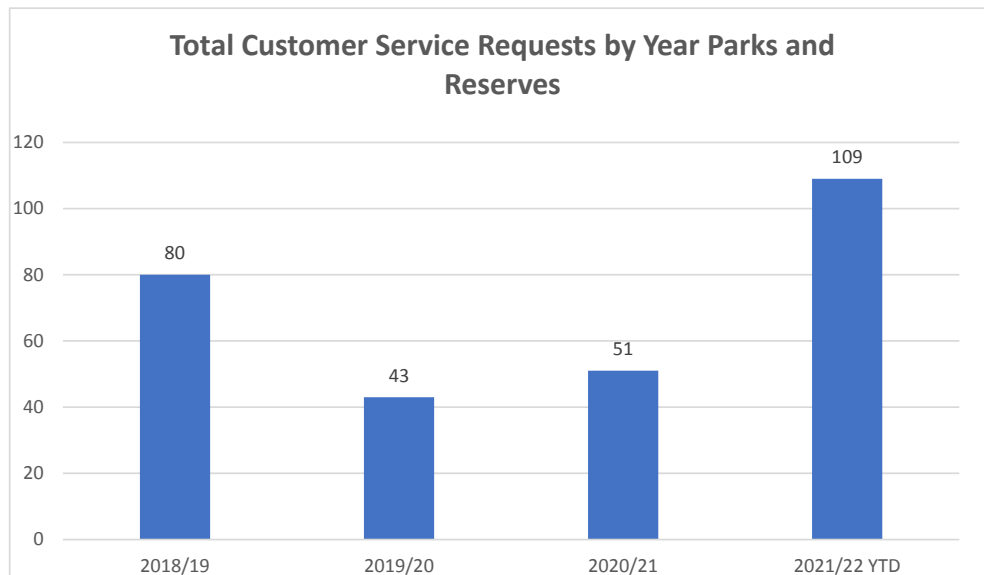
The performance of Council's parks and reserves activities are measured using the targets shown in the table below. These are measured annually and will be reported on in July 2022, at the end of the financial year. Council will continue to meet the New Zealand Safety Standards for playgrounds and footbridges.

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

- Arboretum project (in conjunction with the Percy Thomson Trust) is programmed in this financial year to align with the Windsor Park Reserve Management Plan.

Level of Service	Performance Measure	Target	2020/2021	2021/2022 YTD
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	51	98
	Percentage of Stratford residents satisfied with:			
	Parks;	>80%	95.15%	Not yet measured
	Sports fields;	>80%	93.66%	Not yet measured
	Cemeteries.	>80%	90.38%	
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	Not yet measured - Biennial Review	Not yet measured
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	Not yet measured - Biennial Review	Not yet measured

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



Matters Outstanding

The Victoria Park Drainage

Council officers have had further discussions with a sports turf specialist regarding a new scope of works to fix the drainage issues identified. A report is expected by the end of May.

	2018/2019	2019/2020	2020/2021	2021/2022 YTD
Parks	7	3	10	15
Structures	8	9	2	26
Sports grounds	0	3	5	4
Playgrounds	4	1	1	12
Cemeteries	5	5	5	8
Street Trees	41	11	15	19
Walkways	15	11	13	25
Total	80	43	51	109

A summary of capital projects and expected completion dates is provided in the table below.

Summary of Parks Capital and Improvement Projects – April 2022				
	Project Description	Commencement Date	Status	Expected Completion Date
1	Concrete plinth & sign	12/01/2022	Complete New plinth installed and sign re-attached	14/04/2022
2	Broadway Roundabout / Garden upgrade		On hold as liaising with Community Services regarding the town centre plan	TBA
3	Trees of Significance - Walkway		Currently liaising with stakeholders, including Iwi to discuss signage Clearance to trees and new pathways has started	TBA
4	Adrian Street Fort demolition	11/12/2021	Complete This has been done but as it was less than the capital expenditure minimum of \$2,000, and is being treated as operating expenditure	31/01/2022
5	Parks signage	1/11/2021	Complete	28/02/2022
6	Eastern Loop staircase	01/2022	Complete After severe weather, the staircase suffered damage. Upon further inspection the staircase needed a full replacement, otherwise the walkway would have needed to close until the new financial year	01/2022

6. Special Projects

Below is an update on the progress of the key projects that the Council is currently undertaking as at **30 April 2022**:

6.1 The Replacement Aquatic Facility

This project continues to progress well aided by some continuing favourable weather conditions. The contractor remains confident of meeting or beating the anticipated completion date of 25 September 2022 (*Figure 13*).

Four contract variations have been approved including three minor design changes relating to joinery items, flooring and additional pool toys, bringing the building construction cost to \$20,078,852.18. Additional items including fibre connection from the Council office building, IT equipment, furniture, a security fence at the western end of the building, engineering consultancy, relocating the cricket wicket and water and stormwater connections from Miranda Street bring the total anticipated project cost to approximately \$20,483,500.

The following is the progress to date:

- Building envelope complete.
- Backfilling of concourse around main pools well underway.
- HVAC plant, heat exchangers and heat pumps installed and internal ducting installed.
- Learn to swim and programmes pools bases poured.
- Services to dryside areas complete and plastering and painting well underway.
- Landscaping and iwi manifestation design work underway.

This brings the certified amount claimed by the principal contractor to \$15,100,335.27 out of \$20,078,852.18. Total project expenditure to date amounts to \$15,308,091.92.

Appendix 1 provides the latest Project Control Group Report.



Figure 13: Aquatic Centre internal showing learn to swim and programmes pools in centre and toddler pool and splash pad foundation work in foreground.

6.3 Second Water Trunk Main

This is the 3-Waters Stimulus funding project currently partly funded by central government. The project is being implemented in 3 stages:

Stage One – This is the pipe network alignment on Hunt Road and Pembroke Road between the Patea River and Brecon Road. Stage one is 90% complete.

Stage Three – Construction is underway for the installation of the trunkmain from the Water Treatment Plant to the first bridge crossing. All landowners' agreements have been secured, subject to agreed terms and conditions.

Stage Two – Contractor has been appointed (Fulton Hogan) and is currently sourcing materials.

6.4 The Whangamomona walkways

Easements have now been registered against the relevant titles and the Walking Access Commission has formally appointed Council as controlling authority. Signage has been erected and some track tidy up work is to be completed ahead of a formal opening.

A summary of key ongoing special projects is provided in the table below.

Summary of key ongoing projects – April 2022				
	Project Description	Commencement Date	Status	Expected Completion Date
1	School speed zones	1/08/2021	Contacted four schools - school zones for four schools identified with discussion with Makahu School, Midhirst School, Avon School, and Pembroke School. School zone will be incorporated with Stratford High School Safety Project. Communication plan underway.	30/06/2022
2	Connecting Our Communities Strategy	1/07/2021	Communication Plan approved by Comms. Out for consultation May 2022.	30/06/2022
3	Stratford 2035	1/12/2021	Proposal with BERL for upgrades to Stratford CBD. Expecting feedback from interviews with staff in May.	30/06/2022
4	Surrey Street and Broadway drinking water pipe renewals	1/02/2022	Project on hold until 1 July. LTP budget has been requested to bring forward 2023/24 funding to complete project in 2022/23 financial year	1/10/2022
5	Stratford Trunk Main	10/01/2022	Stages 1 and 3 have commenced with Fulton Hogan as main contractor. Negotiations for stage 2 procurement underway.	1/09/2022
6	Achilles Street / Brecon Road stormwater pipe replacement	1/02/2022	Waiting for Beca report as to final requirements for replacement of pipe.	30/06/2022
7	Miranda Street Stormwater	1/01/2022	Design 95 % completed, finishing drawings and preparation of contract documentation.	
8	Rollover of Facilities	1/01/2022	Discussions underway including the review of the terms of the maintenance contract to reflect actual practice.	30/06/2022

Summary of key ongoing projects – April 2022				
	Project Description	Commencement Date	Status	Expected Completion Date
	Maintenance Contract			
9	Renewal of Open Spaces Contract	1/01/2022	Schedule updated. Waiting for new cost fluctuation to be released. If this is not available by end April, will send updated schedule out to Downer.	30/06/2022
10	Stormwater / Wastewater Modelling	1/02/2022	Initial discussions with DHL, Watershed, Beca, and BTW to determine capability and scope of project. Approached Mike Matangi to provide advice for project going forward. Writing of scope underway to formally approach selected suppliers.	30/06/2022
11	IAF Hospital subdivision	1/11/2021	With Kainga Ora for process of application.	Ongoing.
12	Whangamomona Septic Tank	1/03/2021	Discussions with Horizons Regional Council has determined a Resource Consent is likely. WSP will design treatment System. Beca and CIC were approached to provide quote but declined due to workload.	Ongoing
13	Procurement Process	1/07/2021	Updating Procurement process. Template for NZS3910 contracts has been created and approved by Comms for corporate formatting. Using School Safety Projects as first checking for suitability. Investigating software system where all forms can be produced automatically instead of manually at this stage.	Ongoing.

7. Resource Consents

There are several resource consent applications that are currently under preparation for submission, or being processed by Regional Council. Stakeholder engagement is underway; a summary is provided below:

RC Number	Location	Description	Stakeholders	Update
1276-3	Midhirst Te Popo Water Take	To take water from the Te Popo Stream, a tributary of the Manganui River for community public water supply purposes	Fish and Game NZ, Te Atiawa, Ngāti Ruanui, Ngāruahine, Ngāti Maru, Okahu Inuawai Manataiao Hapū, Pukerangioraha Hapū	Application with TRC, awaiting Cultural Impact Assessment to be commissioned by Iwi

RC Number	Location	Description	Stakeholders	Update
0409-3	Stratford Public Swimming Pool, Page St, Stratford	To discharge from the Stratford Public Swimming Pool into the Patea River on one occasion per year up to a total of 550 cubic metres of swimming pool water to empty the pool for maintenance	Fish and Game NZ, Ngāti Ruanui, Ngāruahine	Iwi feedback received – no issues. Application submitted to TRC.
1337-3	East Road, Toko	To take and use groundwater from a bore in the vicinity of the Toko Stream in the Patea catchment for Toko rural water supply purposes	Ngāti Ruanui, Ngāruahine, Ngāti Maru	Iwi feedback received – no issues. Application submitted to TRC.
6605-1	East Road, Toko	To discharge treated filter backwash water from the Toko Water Treatment Plant into a soak hole adjacent to the Manawawiri Stream	Ngāti Ruanui, Ngāruahine, Ngāti Maru	Iwi feedback received – no issues. Application submitted to TRC.
6468-1	Cordelia Street, Stratford	To erect, place and maintain a culvert in an unnamed tributary of the Kahouri Stream in the Patea catchment for flood control purposes	Ngāti Ruanui, Ngāruahine	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.

Attachment:

Appendix 1 – Latest Update Report on the Replacement Aquatic Facility project



Victoria Araba
Director Assets



[Approved]
Sven Hanne
Chief Executive

Date: 16 May 2022



Stratford District Council

Stratford Aquatic Centre

Friday, 29 April 2022

Weekly Update 54

Weekly Project Update

Weekly site update information

Site Overview

Progress this week

A short week for the team sees the last of the scaffold removed from the pool hall which enables the final phase of pool water install to commence. Backfilling for the concourse is nearing the halfway point with the concrete team today placing foundations for the splash pad and toddler pool assemblies.

Dryside the plastering is near complete with painters hot on their heels. Suspended ceilings are installed to the swim clubroom and are well underway through the admin areas.

Mechanical services and pool water trades are well into their respective first fixes in the plantroom spaces.

Next week

- › Spouting and downpipes installation to south and north.
- › Finishes sanding pre paint.
- › Painters' admin areas
- › Scaffold edge protection to concourse.
- › Splash pad & LTS gutter installation.
- › First fix pool water & mechanical services ongoing.
- › Civils backfill of line 7 completion & line A top up to underslab.
- › Suspended ceiling grid to admin completion & commence high level reception.
- › Flooring prep to IT-Cleaners and staff WC.
- › Continuation of portal column encasements.
- › Excavation of bleacher seating foundations.
- › Mechanical services Service yard external ducting HVAC

Programme-Construction 79%

- › Pool water installation On Track-watching
- › Pool installation On Track
- › Civil- On Track
- › Concrete trade- On Track
- › Carpentry- +/- 2d-watching
- › Scaffold On Track
- › Electrical/Data/Security On track-watching
- › Hydraulic-On track-watching
- › Painting-On Track
- › Mechanical-On track-watching
- › Claddings- +/--watching

Health & Safety

Indicators	Meetings		Inductions	Audits		
	Daily Co-ordination	Health & Safety		Total	Contractor	Apollo
This Week	4	1	6	12	1	0
Project Total	207	82	185	220	45	2

Weekly Project Update

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Indicators	Incident Data					
	Contractor Hours	WorkSafe Visits	Near Miss	FAI	MTI	LTI
This Week	986	0	0	0	0	0
Project Total	31,701	0	14	0	0	0

Incidents this week

Housekeeping- trade cleanups TBT/Weekly prog meeting

Redundant materials removal TBT/weekly prog meeting

Sub-Contractors on Site

Subcontractor	Mon	Tue	Wed	Thur	Fri	Sat
Graham Harris Civil		4	4	5	4	
Brent Stewart Construction		7	9	7	7	
Natare						
Wavelength		3	3	4	2	
Active Refrigeration		4	7	7	5	
Wight Aluminum						
F&R Insulation			2	2		
DR Gray			2		1	
Russell Masonry						
Central Roofing						
Laser Plumbing			2	3	2	
HELRimu		7	4	5	5	
Cameron Scaffold						
PS Interiors			2	2	2	
Fire Security Services						
Total Persons Onsite Per Day		25	32	35	28	

Weather

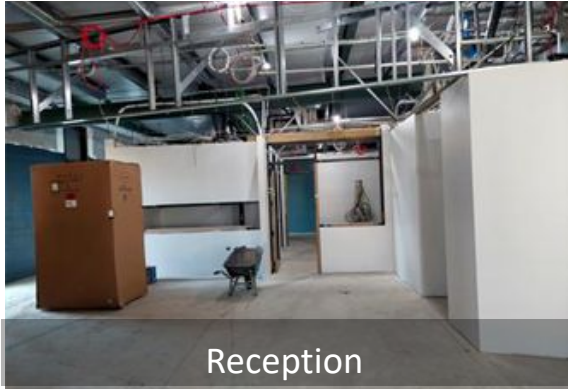


Actions

Nil

Weekly Project Update

Photos



MONTHLY REPORT

Community Services Department



F19/13/04 – D22/10480

To: Policy and Services Committee
From: Director – Community Services
Date: 24 May 2022
Subject: Community Services Monthly Report – April 2022

Recommendation

THAT the report be received.

/
 Moved/Seconded

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e., Community and Economic Development, Communications, Library and Visitor Information Centre, Pool and Service Centre. The Long-Term Plan 2021 - 2031 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

- SDYC AGM: 5 April
- Easter Hunt: 11-23 April
- School Holiday Programme: 11-30 April
- Anzac Day workshops, parade and service
- The Stratford Shakespeare Festival: reduced activity (April)

2. Community and Economic Development

Performance Measures (*Performance Measures in bold*)

	Target	2021/22 YTD
Deliver or facilitate community events	2	Achieved
Percentage of residents feeling a sense of community	80%	
Number of client interactions with Venture Taranaki's Business Advisory Services	100%	
Mentor matches made as requested	100%	
Review the Economic Development Strategy	Achieved	In Progress

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

2.2 Youth Council

The Stratford District Youth Council held their AGM on 5 April 2022. The roles for 2022/23 are:

Co-Chairpersons – Keisya Gunawan & Achim Hanne
 Secretary – Victoria Payne
 Media Rep – Zoe Pitcher
 School liaisons – Ciara Staines-Hurley (Stratford High School) & Emma Steele (Taranaki Diocesan School for Girls)
 Games Coordinators – Aidan Campbell & Lara Abraham

Youth Council's workshop on 29 April included an introductory governance course run by The Wheelhouse, strategic planning and a team building exercise.

Youth Council project meetings will go back to being held at Tūtaki Youth from 17 May following a location change due to covid.

Upcoming meetings and events:

- Youth Council Ordinary meeting: 3 May
- Youth Council Projects meeting: 17 May
- Youth Week: 7-15 May 2022
- On the Bus – Mini Golf, Laser Tag & Pizza (during Youth Week).

2.3 Civic and Community Events

While there have been a number of postponements or cancellations, where events are able to be delivered, they are, either as per normal or through alternative solutions.

Completed:

- SDYC AGM: 5 April
- Easter Hunt: 11-23 April
- School Holiday Programme: 11-30 April
- Anzac Day Wreath Making and Lantern workshop: 22 April
- Anzac Dawn Parade and Service: 25 April
- The Stratford Shakespeare Festival: reduced activity (April)
- SDYC Workshop: 29 April
- Prospero Market: 30 April

Coming Up:

- The Wheelhouse - Intro to Governance Workshop: 5 May
- SDYC On the Bus: 6 May
- The Wheelhouse - Chairperson Training: 7 May
- SDYC Youth Week: 'Sonic the Hedgehog' movie screening - 8 May
- SDYC Youth Week: Free pool session & BBQ - 14 May
- SDYC Youth Week: 'Fantastic Beasts' movie screening - 15 May
- Prospero Market: 28 May
- Puanga celebrations: 21–29 June

2.4 Community Projects and Activity

2.4.1 Mayors' Taskforce for Jobs (MTFJ)

Registrations

	April	YTD
Young People Registered	9	40
Businesses Registered	1	9

Employment

	April	YTD
Young people placed into employment	5	13
Young people who are employed but require assistance with upskilling	1	1
Young people registered onto programme and straight in study		
Young people received support and found work themselves		1
Total		31

A MTFJ Workforce Coordinator has been employed to work alongside the Community Development Manager on the programme until the end of July 2022. Funding to support the Stratford programme in the new financial year has yet to be confirmed.

2.4.2 Community Relationships Framework

In partnership with The Wheelhouse, a new series of workshops will be delivered to support our groups and the wider community.

Coming up:

- Intro to Governance: 5 May
- Chairperson Training: 7 May

Stratford Business Association

A new workshop date has been set for Tuesday 10 May where the Stratford Business Association will have an opportunity to share their workplan and strategic direction with elected members.

Taranaki Pioneer Village

A follow up meeting was scheduled for 24 February but had to be postponed due to new board members needing to isolate and being unavailable. A new meeting has yet to be rescheduled as there have been ongoing challenges with covid.

2.4.3 Stratford Strategies and Town Centre Plans

The first draft reports have been received and are currently being reviewed.

2.5 Funding

2.5.1 Creative Communities Scheme

The Creative Communities Assessment Committee met on 27 April and considered 8 applications totalling \$14,391.00. The total available funds for distribution in this round was \$16,232.00. Funds were allocated to the following applicants:

Applicant	Project	Request (\$)	Allocation (\$)
Daphne Bland	Art for Seniors (three workshops)	1,952.00	1,952.00
Music Innovation Trust, Taranaki	'Around the Mountain' series expansion in Stratford	3,000.00	3,000.00
Stratford Floral Art Group	Hall hire (to run classes for the year)	350.00	350.00
Stratford Art Society	Exhibitions (2) of member works at the Percy Thomson Gallery	3,368.00	3,368.00
Stratford Camera Club	Member development opportunity - wildlife photography	265.00	265.00
Fibreworks 2022 Exhibition Committee	Exhibition of works at the Percy Thomson Gallery	1,000.00	1,000.00
Rohan Wealleans	Exhibition of contemporary Taranaki artists at the Percy Thomson Gallery	2,000.00	2,000.00
Pembroke School	School production 'Shakespeare Rocks'	2,456.00	2,456.00

2.5.2 Sport New Zealand Rural Travel Fund

The Sport New Zealand Rural Travel Fund Assessment Committee met on 5 April allocating \$7,400.00 to 8 applicants. Funds were allocated to the following applicants:

Applicant	Code	Request (\$)	Allocation (\$)
Eastern Districts Netball	Netball	\$1,250	\$850

Taranaki Diocesan School for Girls	Football	\$1,560	\$850
Taranaki Diocesan School for Girls	Hockey	\$1,560	\$500
Stratford Eitham Junior Rugby	Rugby	\$3,500	\$1,500
Toko School	Basketball	\$400	\$400
Central Rugby	Rugby	\$1,200	\$800
Stratford High School	Basketball, football and hockey	\$2,000	\$800
Toko Junior Rugby	Rugby	\$2,000	\$1200
Eastern Districts Junior Hockey	Hockey	\$1000	\$850

2.6 Positive Ageing

Planning is underway for the next quarterly Positive Ageing Forum to be held on the 14 July. The forum theme is 'Re-engaging our elderly with the Community'. GMC Chiropractors and Mary Robertson (TDHB – Advance Care Planning) are confirmed as the guest speakers. Entertainment will be provided by the Taranaki Swiss Club.

Upcoming meetings and events:

- Positive Aging Committee Ordinary meeting: 8 June
- Positive Ageing Forum: 14 July 2022
- Art for Seniors (three workshops) from Daphne Bland, a successful applicant of the Creative Communities Scheme - TBC.

2.7 Stratford Business Association

Memberships	
March total	140
New	0
April total	140

Completed events:

Business After Five: Te Popo Gardens, Wed 20 April

Upcoming events/workshops:

Stratford District Council workshop: Tue 10 May

Business After Five: Abstract Signs, Thu 19 May

Women in Business networking event: Wed 25 May

3. Communications

3.1 Communication and Engagement Strategy updates

Antenno App

Work is underway to launch the Antenno App for early May. Antenno is a mobile app that sends you notifications for places and topics you care about in our community. It is free to use and will notify people of council events, road closures, rubbish and recycling alerts, water shut downs and much more. You can also use the app to report issues to Council directly - whether it's a pot hole you've spotted, vandalism that needs cleaning up or a wandering dog - letting Council staff know through the app is super simple.

We'll start using Antenno to communicate updates to app users and receive reports in May.

Customer Satisfaction Survey

This year our annual residents survey is being conducted by Key Research, an independent research company, on our behalf.

People will be randomly selected from the electoral roll to take part in this survey. The survey is completely anonymous. Those who are selected to participate will receive a letter from us sharing the link to the online survey or if they are over 65 in age they will also receive a print version of the survey to complete. The analytical sample for

this survey is n=400. Post collection the sample will be weighted so that it is representative of the known population distribution based on the 2018 census data. Letters are landing in letterboxes at the end of April and the survey is open until 31 May 2022. Key Research will present survey findings to us at the end of June 2022.

3.2 News Media

Four Central Link updates were produced in April. These are printed in the Stratford Press and shared online at stratford.govt.nz and on Council's Facebook page weekly.

Central Link focus for April:







- Spotlight on Shakespeare
- Creative Communities extended
- Easter weekend hours
- Draft Annual Plan 2022/23
- Covid waste in the landfill bin
- Anzac Day commemorations in Stratford
- Bells stored safely
- Easter hunt
- Experience the Bard exhibition at Percy Thomson Gallery
- Prospero Market
- Did you know? Education Officer series on waste minimisation.
- Are you ready to vote?
- Public notices (Meeting schedule - April 2022, Proposed Temp Road Closure Anzac Day, Dog Reg - Select Owner Status for 2022/23, Rates Remission Policy Review)

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

- Stratford Anzac Day Commemorations
- Customer Satisfaction Survey
- Easter Weekend operating hours

3.3 Digital channels

April snapshot:

Website	Social Media
 5,889 ↑263 Users	 40 New Facebook followers /stratforddistrictcouncil 3,644 people follow our page.
 19,086 ↑557 Page views	 8,153 ↓35% People reached The number of people who saw any of our posts at least once this month.
 7,997 ↑35 Total sessions (visits) A session is the period of time a user is actively engaged with our website.	 43 New Instagram followers /stratford_nz 938 people follow our account.

Top 10 Council pages visited in April

1. /home
2. /our-district/stratford-district-library-and-visitor-information-centre
3. /our-district/cemeteries/cemetery-records-search
4. /our-district/tsb-pool-complex
5. /our-council/news/Stratford Anzac Day Commemorations
6. /our-services/rubbish-and-recycling/transfer-station
7. /our-council/council-documents/district-plan
8. /our-council/fees-and-charges

- 9. /our-services/rubbish-and-recycling
- 10. /our-council/contact-us

3.4 **Official Information Requests**

For the 2022 calendar year, Council has received 18 Local Government Official Information and Meetings Act (LGOIMA) requests.

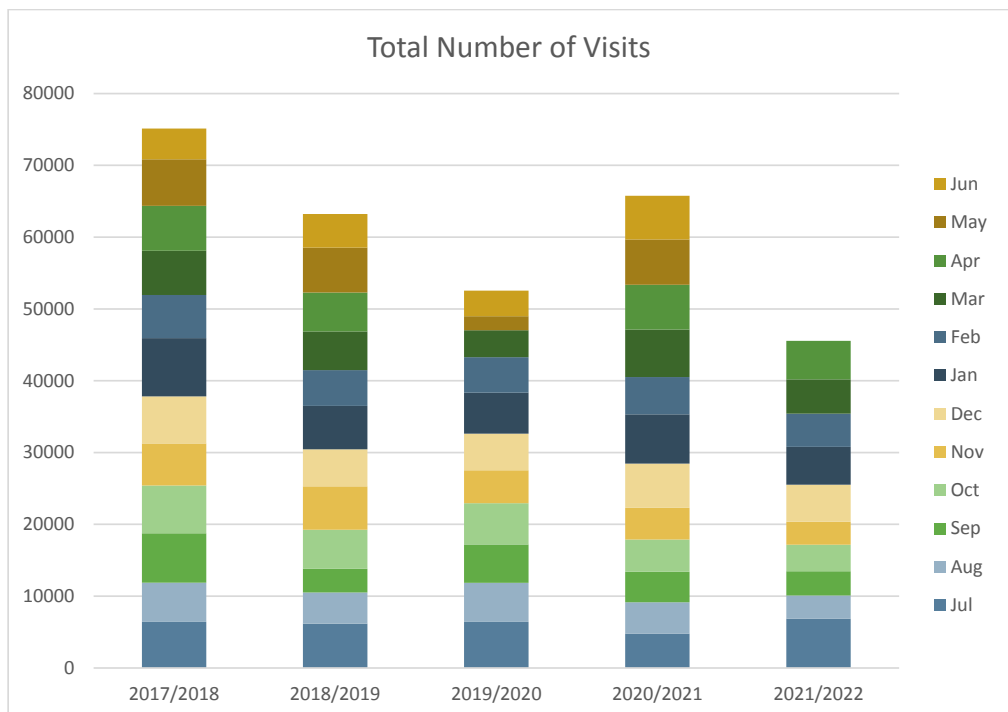
The below table includes the LGOIMA's received for the month of April 2022.

Date Received	Query	Due Date	Date Responded	Days to Respond
11/04/2022	Easter parking control on Manaia Road and Plateau Car Park	12/05/2022	17/05/2022	23
19/04/2022	Biodiversity loss and climate change	18/05/2022	11/05/2022	15
20/04/2022	Building consents	19/05/2022	3/05/2022	8




4. **Visitor Information and Library Services**

Performance Measures (*Performance Measures in bold*)



	Target	2021/22 YTD
Number of users of AA Agency Service is measured	>10,000	6,522
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	49,002
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	1,854



Visitors/Users per service

Service	April	Year to date (2021/22)
 Information Services (brochures/maps/ event tickets etc)	191 ↑73	1,586
 Vehicle/Driver licensing	668 ↓82	6,522
 Programme and Events	657 ↑564	1,854

Library services - Items Issued

Service	April	Year to date (2021/22)
 In person	4,384 ↓395	43,359
 Online	558 ↓33	5,643

Programme/Event Users

Age group	April	Year to date (2021/22)
65+ Seniors	36 ↓4	231
18+ Adults	114 ↑95	319

13-17	Secondary School	70	72
5-12	Primary School	417 ↑370	1,049
<5	Pre-School	20 ↑13	115

- Community engagement activity in April included a visit to Whangamomona as well as Stepping Up and Better Digital Futures classes. A craft pack for children was provided to celebrate Easter. Four Stratford families were provided with Skinny Jump modems for low-cost broadband.
- Library and Information Centre staff continue to work in bubbles to provide continuity of service.
- The April school holiday programme was delivered via take and make craft packs. Activities were themed around Shakespeare.
- Staff were delighted with the community response to the “Wall of Poppies” community art project with poppies coming from Gr8Kidz, Wonder Kids, Kidszone, and Little Steps early childhood centres, Avon Kindergarten and Central Kindergarten, as well as classes from St Joseph’s School Stratford, Stratford Primary School, Toko School, Taranaki Diocesan, Marco School, Makahu School, Huiakama School and the Elizabeth R Lifecare and Village. There were also a number of poppies made by individuals from within and outside the Stratford district.
- There was an increased number of visitors to the area during April, particularly around the Easter and ANZAC long weekends. With the borders opening, we are beginning to see a number of people from overseas, particularly New Zealanders who have been living in Australia.

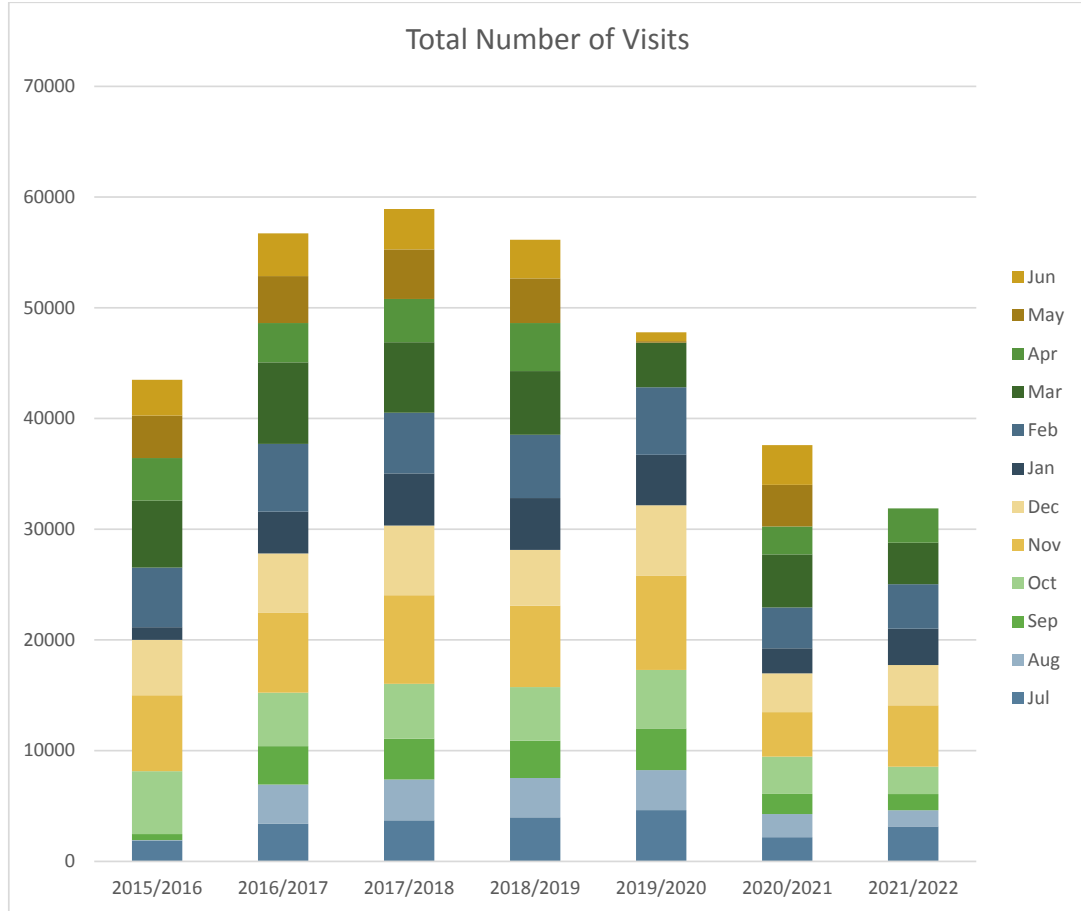


5. Pool Complex

Level of Service Category	Performance Measure	Target	2020/21 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	19
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	PoolSafe accreditation is met	100%	100%
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	31,881

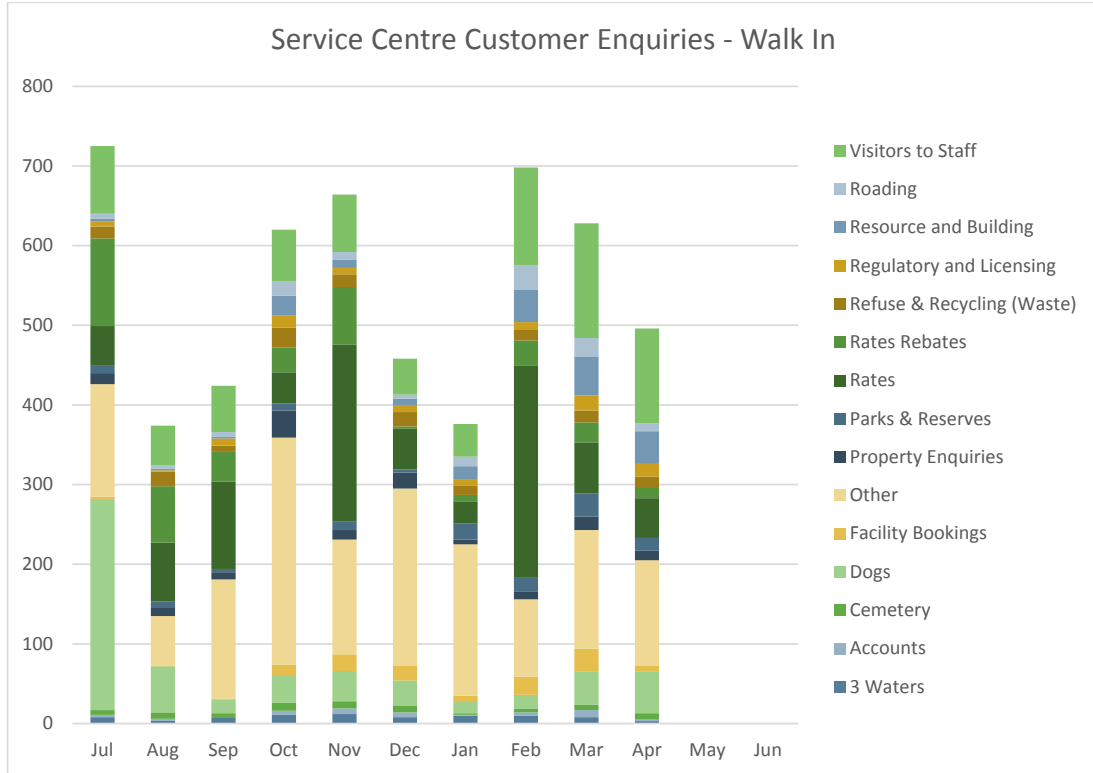
5.1 Highlights for April

- 3,102 patrons came through the facility during April 2022.
- We have been hosting Austswim courses to train a new generation of swim instructors in the community.
- The month of April saw the pools host Taranaki champs - a 3-day event, Turnbull Cup for schools and Stratford champs. The event brought around 320 patrons through the door.
- We ran a lifeguarding course over the school holidays which saw 5 trainees successfully pass their swim components. Training while shadowing senior lifeguards is currently in progress and will result in 5 new and enthusiastic lifeguards trained.
- The hours of operation over the weekends have been reduced due to staffing levels. The 5 new lifeguards we have been training will see more resilience in staffing levels and normal operating hours next month.



6. Service Centre

Call data is unavailable this month as a new phone system has been implemented to allow Service Centre staff to answer calls while working remotely. It is anticipated that the reporting function will be available next month.



Kate Whareaitu
Director - Community Services

Sven Hanne
Chief Executive

Date: 16 May 2022

MONTHLY REPORT

Environmental Services Department



F19/13/04 – D22/14832

To: Policy and Services Committee
From: Director – Environmental Services
Date: 24 May 2022
Subject: Environmental Services Monthly Report – May 2022

Recommendation

THAT the report be received.

Moved/Seconded

This report presents a summary of the monthly progress and highlights for the main areas of activity within the Environmental Services department. The Long-Term Plan 2021-2031 sets the performance measures and this report presents progress to date against the target for each performance measure.

1. Overview

Thirty applications for building consent were received in April 2022. These included:

- Ten new dwellings, thirteen log fires, one pole shed, three accessory buildings, one relocation, one alteration and one commercial building alteration.
- Not included in the monthly figure are a further seven amendments, two extensions of the application, one exemption from requiring a building consent, and one application for a Certificate of Acceptance and three Certificates of Public Use.

Cooler autumn nights often result in an increase in applications for consent for log fires. This month almost half of the applications for building consent are for log fires which is consistent with trends in other years. Outside of log fires the number of applications for new dwellings remains strong. The increase in applications for Land Information Memoranda that was reported last month is continuing as the property market shows some early signs of stabilising. We are also still receiving inquiries and applications for subdivision consent.

2. Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy started late last year and is still in an information gathering phase. Work on the formal part of the process will start later this year.

The last remaining road naming and numbering project relates to Pembroke Road which will be addressed following the completion of the Gambling Venues and TAB Venue Policies. Work on the policies has been delayed by some applications for gaming machines which will affect the options that are available for the policies. This means the applications will need to be determined before work on the policies can resume.

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 Apr
Building Consent Authority	
Building Consent Applications	30
Building Consents Issued	49
Inspections completed	112
Code Compliance Certificate Applications	15
Code Compliance Certificates Issued	16
Code Compliance Certificates Refused	0
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	30
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	2
Land Use Consents Granted	0
Subdivision Consents Received	10
Subdivision Consents Granted	3
223/224 Applications Received	1
223/224 Applications Granted	4
Resource Consent Applications Received in Hard Copy	2
Resource Consent Applications Received in Digital Form	10
Resource Consent Applications Placed on Hold or Returned	8
LIM's Received	4
LIM's Granted	5
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	0
Health or Food Act Complaints Received and responded to	0
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	9
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	5
Bylaw Complaints Received and responded to	23
Dog Complaints Received and responded to	13

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% The average processing time for April 2022 was 7.7 days.
	Percentage of inspection requests completed within 24 hours of request.	100%	99% All of the 112 inspections were undertaken within 24 hours of request.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	100% 16 of 16 CCC's issued were issued within 20 working days.
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	Achieved.
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided.	>80%	The customer service survey will be undertaken later in the year.

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 within statutory timeframes.	N/A in Year 1	Not required at this time.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	100% review within timeframes	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%	The customer service survey will be undertaken later in the year.

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	95%	97.5%
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	98.77%

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 by the BCA in April.
- 5.1.2 Lapsed Consents
Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 10 months previously, against which no inspections have been recorded. The check has been undertaken and no building consents have lapsed and no warning letters were issued in April 2022
- 5.1.3 Regulation 6A Compliance Dashboard
Clause 6A of the Accreditation Regulation requires BCAs to notify the Ministry of Business Innovation and Enterprise (“MBIE”) if any of the following incidents occur:

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

5.1.4 Training needs analysis
Training plans were updated in April identifying areas of training required as ongoing development. No formal dates for required training have been set in place, because we are still operating under a split shift system.

5.1.5 Internal audit/external audit timetable
All matters relating to the last IANZ audit have been resolved. The next audit is scheduled for November 2023. We are undertaking internal audits of compliance with operating policies and procedures in accordance with the timetable that IANZ approved at the last audit.

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness
Two existing Compliance Schedules were amended and issued in April 2022. No notifications were issued for Warrant of Fitness renewal.

5.2.2 Earthquake Prone Buildings
Officers have almost completed the desktop study into identifying earthquake prone buildings in the Stratford district, including priority buildings, which are required to be identified by 1 July 2022. A review of Civil Defence buildings is underway. The next stage is to map the findings in our GIS system as this will help identify any areas that have been missed from the desktop study.

5.2.3 Swimming Pools
Officers have recommenced undertaking residential swimming pool inspection as required once every three years by legislation. 6 inspections were completed in April 2022.

5.2.4 Non-Standard Site Register Maintenance
No new sites were added to the non-standard site register in April 2022.

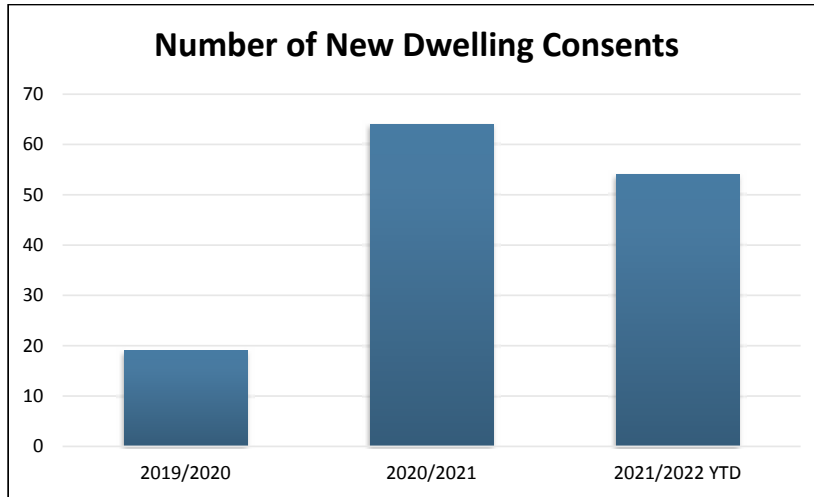
5.2.5 Notices to Fix/Other Compliance as a Territorial Authority
No Notices to Fix were issued by the Territorial Authority in April 2022.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

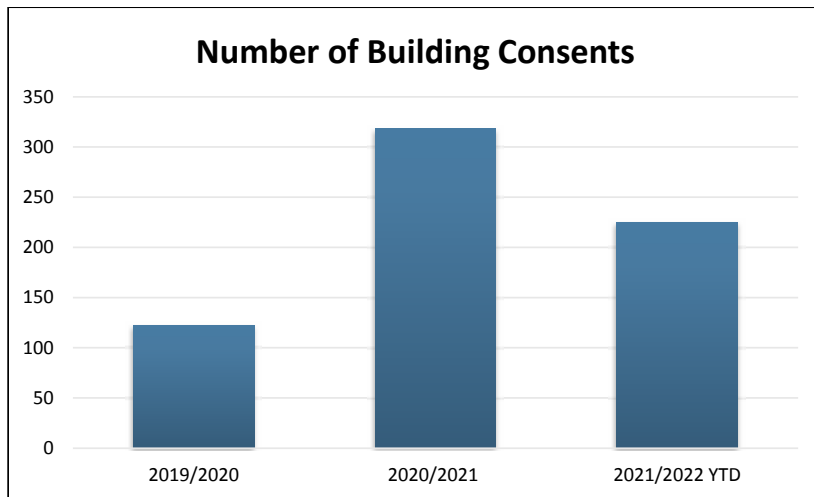
Type	Apr 2022	Apr 2021	2021/2022 Year to Date	2020/2021 Whole Year
New Dwellings	10	11	54	64
Relocated dwellings	1	2	6	19
Relocated buildings other than dwellings	0		0	1
Fires	13	9	71	86
Pole sheds/accessory buildings	4	4	38	38
Additions/alterations – residential	1	1	21	40
New Commercial buildings		1	9	7
Additions/alterations – commercial	1	1	14	19
Other/miscellaneous		2	12	29
Certificate of Acceptance (not in total)	1		7	5
Total/s	30	31	225	318

New House indicator by year



Year	New Dwellings
2019/2020	19
2020/2021	64
2021/2022 YTD	54

Consent numbers by year



Year	Building Consents
2019/2020	122
2020/2021	318
2021/2022 YTD	225



Blair Sutherland
Director, Environmental Services



[Approved]
Sven Hanne
Chief Executive

Date: 16 May 2022

MONTHLY REPORT

Corporate Services Department



F19/13 – D22/16811

To: Policy and Services Committee
 From: Director – Corporate Services
 Date: 24 May 2022
 Subject: Corporate Services Monthly Report – April 2022

Recommendations

1. THAT the report be received.
2. THAT the Committee acknowledges that the Investment with Counterparty limit breach has been authorised by the Chair of the Audit and Risk Committee, and the Chief Executive or Mayor, in accordance with the Treasury Management Policy.

 Moved/Seconded

1. Financial Management

Reports attached, as at 30 April 2022, are:

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

1.1 Summary of Financial Results and Progress

Operational Results – April 2022 YTD

Revenue

Total Operating Revenue for the year to date is over budget by \$304,615, at \$17,688,965. This is despite the roading subsidy being under budget by \$296,926 – budgeted revenue was not adjusted for the reduction in Waka Kotahi subsidy. User charges revenue is \$238,038 over budget, and farm milk revenue is over budget by \$189,519 due to the high milk payout.

Library revenue is \$63,617 over budget due to community engagement funding received. Building Control revenue is \$133,717 over budget due to higher than anticipated consent applications. The Solid Waste revenue is \$49,178 over budget due to an increase in the transfer station fees and demand for service.

Extraordinary Revenue is \$326,180 higher than year to date budget, at \$6,328,480. Financial contributions received to date total \$229,428 – these are not budgeted for as the revenue transfers directly to the Financial Contributions reserve and does not affect rates.

Expenditure

Direct Activity Expenditure is over budget by \$479,853, at \$12,884,145. Despite personnel costs being under budget, other direct operating costs are \$554,239 over budget due to the following:

- Roading expenditure is \$276,334 over budget, this includes unsubsidised expenditure.

- Building control expenditure is \$179,653 over budget for the year to date (revenue over by \$133,717), due to increased demand for services and resourcing requirements, and also costs associated with the IANZ audit.
- Solid waste (rubbish and recycling) is over budget by \$73,834 as a result of increased disposal costs for rubbish and recycling.
- Parks and Reserves is over budget by \$37,187 due to unplanned response work.
- TSB Pool is over budget by \$59,158, largely due to the staffing requirements and personnel costs being higher than anticipated, and additional security costs during the period where additional covid measures were implemented.
- Community Services is over budget by \$61,684, and includes Mayors Taskforce for Jobs related costs.
- Note – Wastewater expenditure is under budget by \$104,438 due to savings achieved in various areas, particularly the repairs and maintenance budget.

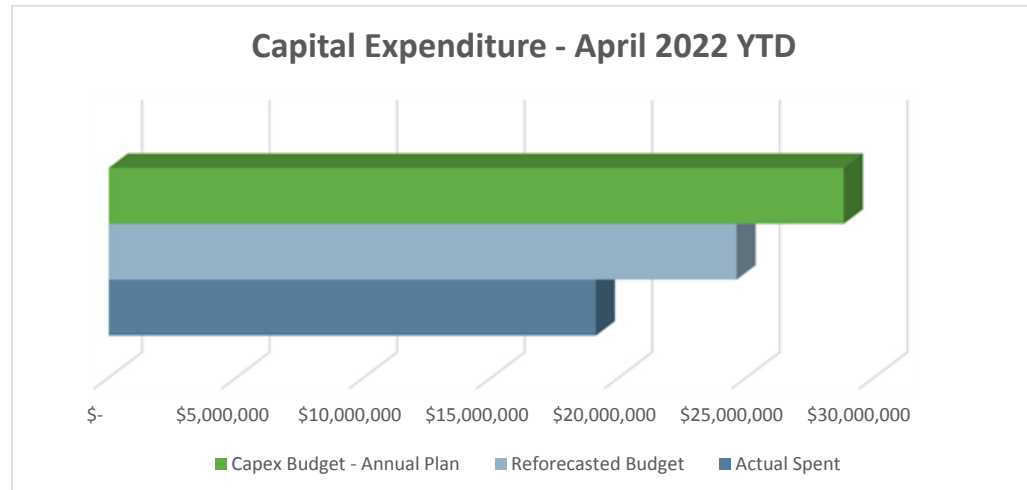
Other Operating Expenditure is over budget by \$414,231. This is largely due to a permanent increase in depreciation due to the revaluation of infrastructure assets at the start of this financial year – the significant increase in asset values was unanticipated. Depreciation is \$500,065 higher than the previous year to date depreciation expense.

1.2 Capital Expenditure Report

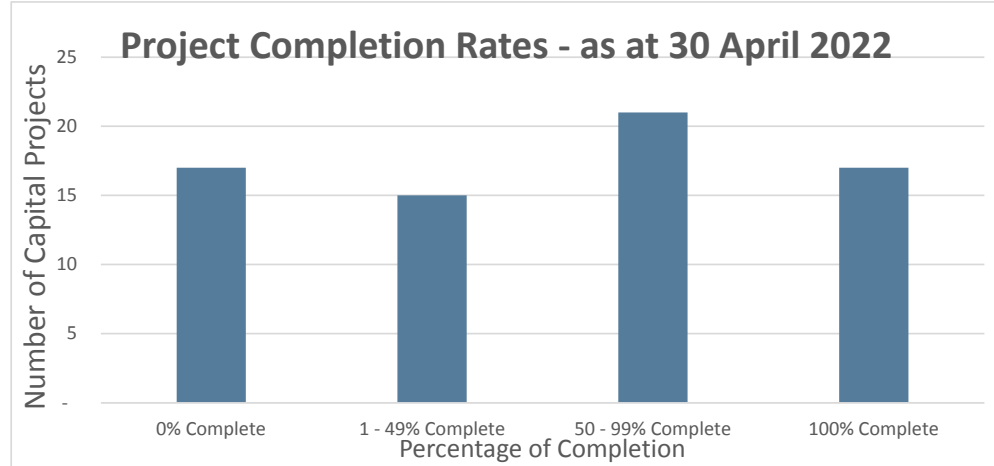
Total capital expenditure funds available for the year is **\$28,815,946**, after adjusting for changes to approved roading expenditure. Of this, \$5,826,408 is for replacing existing assets, \$21,789,538 is for new assets or improving existing assets, and \$1,200,000 is to cater for district growth.

Total actual capital expenditure for the year to date, is \$19,098,634.

At this stage, it is expected that a total of \$24,614,682 will be spent in this financial year, being a projected underspend for the year of \$4,201,264.



The project completion percentages in the graph below relate to where capital projects are at in terms of delivering on the scope of the project budgeted for. Project completion rate estimates have been graphed below (note Council has 70 projects in its capital work programme for 2022/23). The graph shows that 17 projects have not yet started, and 17 projects are now fully complete, with 21 projects, over 50% complete, and 15 projects in the early phases.



Refer to the capital expenditure report for a status update on each individual capital project.

1.3 Treasury Management

Gross Council debt as at 30 April 2022 increased to \$32,200,000. Net debt is \$15,020,000 after taking into account \$10,000,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association. Of the gross debt, over \$10,000,000 relates to the Three Waters Activities, and \$7,180,000 relates to the A&P Association loan.

The net debt to revenue ratio is currently at 56% (against Council's limit of 130%). Based on estimated annual revenue for 2022/23 of \$25,000,000, net debt could increase to \$32,500,000 before breaching Council's limit as per the Treasury Management Policy.

All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed. The next fixed rate maturing is in April 2023, for a \$1,000,000 loan fixed at 1.55%.

In April, \$12,000,000 was borrowed through the LGFA as follows:

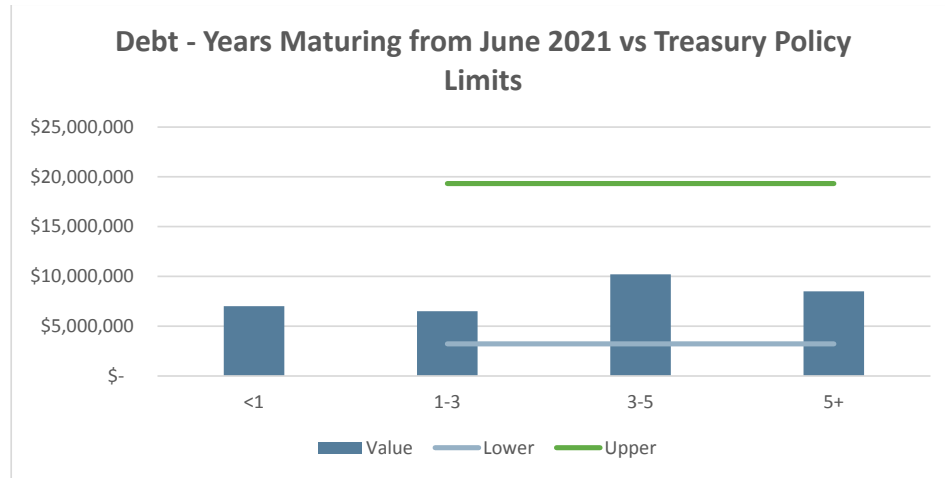
- \$2,000,000 for 9 years at 4.30%
- \$2,000,000 for 6 years at 4.26%
- \$2,000,000 for 5 years at 4.17%
- \$6,000,000 for 120 days at 2.08%

The new weighted average interest rate after the April borrowings is now 2.51%, with the average loan term being 5.9 years.

Of the funds borrowed in April, \$2,000,000 was used to repay a maturing loan, and \$5,000,000 was reinvested with NZ registered bank/s as follows:

- \$3,000,000 for 120 days at 2.25%
- \$2,000,000 for 150 days at 2.45%

A term deposit of \$1,000,000 that matured in April was not reinvested.



It is expected that Council will carry a minimum of \$6,000,000 of term deposits to cover reserves¹, additionally surplus cash on hand will be invested for an appropriate term if it does not put Council in short term liquidity risk.

All internal, and Local Government Funding Agency (“LGFA”), covenants were met as at 30 April 2022, 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. The Chair of the Audit and Risk Committee and the District Mayor or Chief Executive approves any breach on the day of the investment being made, in line with Council’s Treasury Management Policy.

	Actual	Policy
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	23%	10-60%
Fixed 3-5 years	32%	10-60%
Fixed >5 years	26%	5-60%
Debt Matures 1-3 years	23%	10-60%
Debt Matures 3-5 years	32%	10-60%
Debt Matures > 5 years	26%	10-60%
Debt Servicing to Revenue Ratio	2%	<10%
Net Debt to Revenue Ratio	56%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 1,520	<\$3,000
Net Debt per Ratepayer	\$ 3,171	N/A
Maximum Investment with Counterparty	\$ 10,000,000	\$ 4,000,000

Cashflow Forecast

Due to the significant cash injection in April from borrowing an additional \$10,000,000 of gross debt through the LGFA, Council expects to have sufficient cash on hand over the next 12 months for short term cashflow needs, and to fund the expected capital program.

¹ As at 1 July 2021, reserves balances totalled \$8,010,641 including General Asset Renewals Reserve \$5,196,401, Contingency Reserve \$504,500, Council Created Reserves \$1,440,343, Targeted Rate Reserves \$94,906, and Financial Contributions Reserve \$722,624.

2.0 Revenue Collection

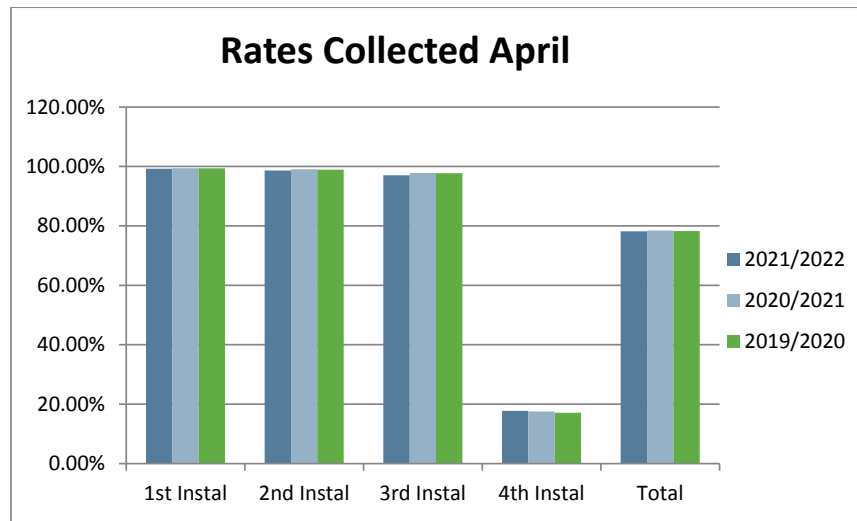
2.1 Rates

Rates Arrears (owing from 2020/21 year and earlier) \$23,327

As at 30 April 2022, 89% of rates in arrears have been collected since 1 July 2021 (2020: 93%). All properties with registered mortgages have had letters sent to their bank, some are using finance companies which are harder to get timely compliance with for payment of overdue rates. Also, more ratepayers are choosing to enter into payment arrangements, eg direct debits, for rates arrears rather than Council requesting payment from the mortgagor. There are three properties in arrears that are currently up for sale, and Council will receive the outstanding arrears upon property transfer.

Current Year Rates

As at 30 April 2022, 78% of rates had been collected (2020:78%).



2.2 Outstanding Debtors

Of the total debtors outstanding as at 30 April 2022 of \$1,317,288, 10%, or \$125,995 was overdue. Total infringements is all overdue at \$55,414, and overdue rates of \$23,327 make up the majority of the remaining overdue debtors.

The water billing outstanding amount totals \$121,193, of which \$15,675 relates to overdue accounts. There are two properties: one commercial (\$2,922 outstanding) and one rural (\$6,846 outstanding), that have overdue water rates and are consistently non-compliant with making any payments towards these overdue accounts. A separate report is expected to be brought to Council in coming months on whether or not to proceed with legal action.

3.0 Information Technology and Records

IT Update

- GoGet upgrade to version 5.17 for Building Consents went live in late April with no known issues. This version provides several enhancements and fixes to the system and ensures we are on a supported version. Credit goes to the building team, who did a lot of the heavy lifting and tested thoroughly, ensuring a smooth transition.
- Antenno was officially launched this week, and IT has supported the Communications Manager during this project. Antenno allows the user to receive up-to-date, relevant notifications from Council. It also allows the public to log a customer request via the app quickly and easily. This is an extension of our new website in terms of online

services. We encourage all Council staff and elected members to actively promote the app.

- iCallSuite analytics and reporting have been set up for the call centre. In addition, scheduled reporting has been set up to email, and a live wallboard view of call statistics is available to assist with the service delivery of the call centre.

Information Management Update

- Commercial property file digitization is now 85%+ complete. Expect to complete digitizing these files by the end of the financial year.
- Secured signing training rolled out to first staff and use is underway. Ongoing staff training continues, however the organisation is already receiving cost and time saving benefits from the use of this software.
- A new staff member has been employed as part of the Mayors Taskforce for Jobs employment scheme. They have been given the task of sorting, cataloguing, digitizing and preserving the loose building plans. She will be working on the project for the next 6 weeks. The ultimate goal of the project is to ensure that all Content Manager property files contain all the relevant plans and also preserve the older building plans for long-term archiving (many of the plans to be processed are 90-100 years old). Note – the employee is a local high school graduate and has made an excellent start to the role.



Tiffany Radich
Director, Corporate Services



Approved By:
Sven Hanne
Chief Executive

Date: 16 May 2022

Statement of Comprehensive Revenue and Expense

For the Year to Date - April 2022

	April '22 Actual YTD	April '22 Budget YTD	Variance YTD	Total Budget 2021/22	April 21 Actual YTD
Operating Revenue					
Finance Revenue	\$164,902	\$171,667	(\$6,765)	\$206,000	\$136,880
Waka Kotahi NZTA Rooding Subsidy	\$4,241,407	\$4,538,333	(\$296,926)	\$5,446,000	\$3,485,817
Rates Revenue - excl water consumption rate	\$10,319,302	\$10,180,500	\$138,802	\$13,574,000	\$9,741,817
Water Supply - Consumption Charge	\$318,522	\$282,000	\$36,522	\$376,000	\$349,741
Sundry Revenue	\$45,191	\$39,767	\$5,424	\$46,000	\$43,789
Farm Milk Proceeds	\$580,436	\$390,917	\$189,519	\$469,100	\$481,292
User Charges for Services	\$2,019,205	\$1,781,167	\$238,038	\$2,074,100	\$1,851,419
Total Operating Revenue	\$17,688,965	\$17,384,350	\$304,615	\$22,191,200	\$16,090,755
Extraordinary Revenue					
Grant Funding	\$6,021,814	\$5,982,500	\$39,314	\$7,179,000	\$4,952,627
Financial Contributions	\$229,428	\$0	\$229,428	\$0	\$40,761
Sale of land	\$0	\$0	\$0	\$0	\$2,588,528
Other Revenue	\$56,814	\$0	\$56,814	\$0	\$0
Dividends	\$20,424	\$19,800	\$624	\$19,800	\$4,081
Total Extraordinary Revenue	\$6,328,480	\$6,002,300	\$326,180	\$7,198,800	\$7,585,997
Total Revenue	\$24,017,445	\$23,386,650	\$630,795	\$29,390,000	\$23,676,752
Operating Expenditure					
Personnel Costs	\$3,910,556	\$3,984,942	\$74,386	\$4,819,000	\$3,555,272
Other Direct Operating Costs	\$8,973,589	\$8,419,350	(\$554,239)	\$10,029,200	\$8,485,393
Total Operating Expenditure	\$12,884,145	\$12,404,293	(\$479,853)	\$14,848,200	\$12,040,665
Other Operating Expenditure					
Loss (gain) on disposal of assets	\$699	\$0	(\$699)	\$0	\$6,295
Depreciation	\$4,285,661	\$3,883,333	(\$402,328)	\$4,660,000	\$3,758,596
Finance Costs	\$416,269	\$425,627	\$9,358	\$477,000	\$364,318
Cost of sales - residential subdivision	\$0	\$0	\$0	\$0	\$703,356
Sundry Expenditure	\$20,562	\$0	(\$20,562)	\$0	\$4,153
Total Other Expenditure	\$4,723,191	\$4,308,960	(\$414,231)	\$5,137,000	\$4,836,718
Total Expenditure	\$17,607,336	\$16,713,253	(\$894,083)	\$19,985,200	\$16,877,383
Net Surplus (Deficit)	\$6,410,109	\$6,673,397	(\$263,288)	\$9,404,800	\$6,799,369
Other Comprehensive Revenue and Expense					
Gain/(Loss) on Infrastructure Revaluation	\$27,958,982	\$0	\$27,958,982	\$7,708,000	\$0
Total Other Comprehensive Revenue and Expense	\$27,958,982	\$0	\$27,958,982	\$7,708,000	\$0
TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR	\$34,369,091	\$6,673,397	\$27,695,694	\$17,112,800	\$6,799,369
<i>Capital Revenue/Expenditure is made up of:</i>					
NZTA Funding for Rooding capital projects	\$2,233,801	\$2,950,775			
Provincial Growth Funding	\$6,021,814	\$5,982,500			
Community Grants and Donations	\$0	\$0			
	<u>\$8,255,615</u>	<u>\$8,933,275</u>			
Adjusted Net Surplus/(Deficit)*	(\$1,845,506)	(\$2,259,878)	\$414,372		

*The budgeted YTD net deficit includes un-funded depreciation - mainly rooding as 61% of capital projects are subsidised, and some Council buildings.

Statement of Financial Position

As at 30 April 2022

	April '22 Actual YTD	April 21 Actual YTD
Assets		
Current Assets		
Cash and Cash Equivalents	\$2,161,973	\$2,327,630
Short Term Deposits	\$10,000,000	\$7,000,000
Receivables	\$1,317,288	\$3,767,319
Prepayments	\$9,661	\$6,358
LGFA Borrower Notes	\$40,000	\$0
Current Assets Total	\$13,528,922	\$13,101,307
Non-Current Assets		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$525,000	\$471,000
Shares	\$681,575	\$672,534
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$26,279,464	\$8,536,195
Property, Plant & Equipment / Intangibles	\$391,704,281	\$325,499,306
Non-Current Assets Total	\$426,370,430	\$342,359,145
Assets Total	\$439,899,352	\$355,460,452
Liabilities & Equity		
Equity		
Renewal Reserves	\$4,509,727	\$3,610,371
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,458,243	\$1,219,268
Restricted Reserves	\$1,015,566	\$692,020
Targeted Rate Reserves	\$854,562	\$542,723
Asset Revaluation Reserves	\$199,752,785	\$133,904,734
Retained Earnings	\$196,314,623	\$188,284,238
Equity Total	\$404,410,006	\$328,757,854
Liabilities		
Current Liabilities		
Borrowings (maturing less than one year)	\$6,000,000	\$1,500,000
Provision for Landfill Aftercare	\$6,766	\$10,858
Employee Entitlements	\$243,298	\$182,888
Payables and Deferred Revenue	\$3,020,847	\$2,714,353
Non-Current Liabilities		
Borrowings	\$26,200,000	\$22,200,000
Employee Entitlements	\$0	\$49,359
Provision for Landfill Aftercare	\$18,435	\$45,140
Liabilities Total	\$35,489,346	\$26,702,598
Liabilities & Equity Total	\$439,899,352	\$355,460,452

Expenditure and Revenue by Activity

For the Year to Date - April 2022

Note: Expenditure excludes interest and depreciation allocated to each activity.Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report*

	April '22 Actual YTD	April '22 Budget YTD	Variance YTD	Total Budget 2021/22	April 21 Actual YTD
<u>Recreation and Facilities</u>					
Aerodrome					
Expenditure	\$82,757	\$77,380	(\$5,377)	\$92,669	\$83,472
Revenue	\$24,859	\$22,500	\$2,359	\$27,000	\$20,081
Net cost of activity	\$57,898	\$54,880	(\$3,018)	\$65,669	\$63,391
Civic Amenities					
Expenditure	\$362,133	\$369,867	\$7,734	\$435,805	\$132,226
Revenue	\$24,745	\$42,500	(\$17,755)	\$51,000	\$49,484
Net cost of activity	\$337,388	\$327,367	(\$10,021)	\$384,805	\$82,742
Pensioner Housing					
Expenditure	\$67,699	\$68,703	\$1,004	\$80,684	\$58,171
Revenue	\$60,040	\$60,000	\$40	\$72,000	\$56,766
Net cost of activity	\$7,659	\$8,703	\$1,044	\$8,684	\$1,405
Library					
Expenditure	\$515,327	\$533,538	\$18,211	\$638,502	\$453,314
Revenue	\$75,284	\$11,667	\$63,617	\$14,000	\$36,117
Net cost of activity	\$440,043	\$521,872	\$81,829	\$624,502	\$417,197
Parks and Reserves					
Expenditure	\$538,121	\$500,934	(\$37,187)	\$599,545	\$492,057
Revenue	\$17,278	\$7,500	\$9,778	\$9,000	\$6,741
Net cost of activity	\$520,843	\$493,434	(\$27,409)	\$590,545	\$485,316
Cemeteries					
Expenditure	\$141,273	\$146,680	\$5,407	\$175,964	\$147,142
Revenue	\$109,505	\$76,750	\$32,755	\$92,100	\$92,556
Net cost of activity	\$31,768	\$69,930	\$38,162	\$83,864	\$54,586
TSB Pool Complex					
Expenditure	\$867,103	\$807,945	(\$59,158)	\$964,453	\$73,557
Revenue	\$139,693	\$192,500	(\$52,807)	\$231,000	\$167,799
Net cost of activity	\$727,410	\$615,445	(\$111,965)	\$733,453	-\$94,242
<u>Democracy and Corporate Support</u>					
Expenditure	\$951,767	\$982,856	\$31,089	\$1,178,479	\$928,663
Revenue	\$126,023	\$98,100	\$27,923	\$116,000	\$80,187
Net cost of activity	\$825,744	\$884,756	\$59,012	\$1,062,479	\$848,476
<u>Community Development</u>					
Community Services					
Expenditure	\$444,726	\$383,042	(\$61,684)	\$471,650	\$542,466
Revenue	\$57,647	\$28,333	\$29,314	\$34,000	\$55,631
Net cost of activity	\$387,079	\$354,708	(\$32,371)	\$437,650	\$486,835
Economic Development					
Expenditure	\$490,987	\$514,897	\$23,910	\$617,717	\$370,119
Revenue	\$0	\$0	\$0	\$0	\$42,760
Net cost of activity	\$490,987	\$514,897	\$23,910	\$617,717	\$327,359
Information Centre					
Expenditure	\$174,204	\$218,489	\$44,285	\$261,630	\$238,260
Revenue	\$38,957	\$51,417	(\$12,460)	\$61,700	\$57,336

2022 - Policy & Services - May - Monthly Reports

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

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

	April '22 Actual YTD	April '22 Budget YTD	Variance YTD	Total Budget 2021/22	April 21 Actual YTD
Net cost of activity	\$135,247	\$167,072	\$31,825	\$199,930	\$180,924
Rental Properties					
Expenditure	\$39,029	\$40,996	\$1,967	\$48,492	\$40,211
Revenue	\$24,544	\$29,167	(\$4,623)	\$35,000	\$25,219
Net cost of activity	\$14,485	\$11,829	(\$2,656)	\$13,492	\$14,992
Farm					
Expenditure	\$287,608	\$250,452	(\$37,156)	\$299,257	\$221,758
Revenue	\$580,436	\$390,917	\$189,519	\$469,100	\$481,292
Net cost of activity	-\$292,828	-\$140,464	\$152,364	-\$169,843	-\$259,534
Holiday Park					
Expenditure	\$1,430	\$1,533	\$103	\$1,840	\$1,396
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$1,430	\$1,533	\$103	-\$1,160	\$1,396
Environmental Services					
Building Control					
Expenditure	\$813,763	\$634,110	(\$179,653)	\$760,594	\$640,604
Revenue	\$366,800	\$233,083	\$133,717	\$279,700	\$255,083
Net cost of activity	\$446,963	\$401,027	(\$45,936)	\$480,894	\$385,521
District Plan					
Expenditure	\$122,516	\$156,138	\$33,622	\$187,366	\$115,843
Net cost of activity	\$122,516	\$156,138	\$33,622	\$187,366	\$115,843
Resource Consents					
Expenditure	\$182,745	\$168,037	(\$14,708)	\$201,564	\$181,971
Revenue	\$84,097	\$63,333	\$20,764	\$76,000	\$78,961
Net cost of activity	\$98,648	\$104,703	\$6,055	\$125,564	\$103,010
Food and Health					
Expenditure	\$134,640	\$138,116	\$3,476	\$165,699	\$130,047
Revenue	\$29,689	\$15,000	\$14,689	\$30,000	\$27,025
Net cost of activity	\$104,951	\$123,116	\$18,165	\$135,699	\$103,022
Alcohol Licensing					
Expenditure	\$87,574	\$91,106	\$3,532	\$109,287	\$87,191
Revenue	\$29,238	\$27,250	\$1,988	\$32,700	\$29,733
Net cost of activity	\$58,336	\$63,856	\$5,520	\$76,587	\$57,458
Parking and Other Bylaws					
Expenditure	\$118,477	\$106,759	(\$11,718)	\$128,111	\$107,114
Revenue	\$667	\$833	(\$166)	\$1,000	-\$792
Net cost of activity	\$117,810	\$105,926	(\$11,884)	\$127,111	\$107,906
Animal Control					
Expenditure	\$160,560	\$178,959	\$18,399	\$214,751	\$160,287
Revenue	\$141,281	\$141,500	(\$219)	\$141,500	\$136,353
Net cost of activity	\$19,279	\$37,459	\$18,180	\$73,251	\$23,934
Civil Defence					
Expenditure	\$323,913	\$304,271	(\$19,642)	\$332,741	\$221,109
Net cost of activity	\$323,913	\$304,271	(\$19,642)	\$332,741	\$221,109
Assets					
Roading					
Expenditure	\$3,535,266	\$3,258,933	(\$276,334)	\$3,904,319	\$3,309,860
Revenue	\$4,767,841	\$5,130,833	(\$362,992)	\$6,079,000	\$3,965,650

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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

	April '22 Actual YTD	April '22 Budget YTD	Variance YTD	Total Budget 2021/22	April 21 Actual YTD
Net cost of activity	-\$1,232,575	-\$1,871,901	(\$639,326)	-\$2,174,681	-\$655,790
Stormwater					
Expenditure	\$168,088	\$162,130	(\$5,958)	\$194,556	\$140,819
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$168,088	\$162,130	(\$5,958)	\$194,556	\$140,819
Wastewater (Sewerage)					
Expenditure	\$469,535	\$573,973	\$104,438	\$705,535	\$529,098
Revenue	\$48,854	\$60,750	(\$11,896)	\$72,900	\$41,400
Net cost of activity	\$420,681	\$513,223	\$92,542	\$632,635	\$487,698
Solid Waste					
Expenditure	\$774,718	\$700,885	(\$73,834)	\$840,418	\$741,595
Revenue	\$138,761	\$89,583	\$49,178	\$107,500	\$113,146
Net cost of activity	\$635,957	\$611,301	(\$24,656)	\$732,918	\$628,449
Water Supply					
Expenditure	\$1,028,186	\$1,033,563	\$5,377	\$1,236,572	\$887,917
Revenue	\$318,522	\$282,000	\$36,522	\$376,000	\$349,741
Net cost of activity	\$709,664	\$751,563	\$41,899	\$860,572	\$538,176
Total Activity Expenditure	\$12,884,145	\$12,404,293	(\$479,853)	\$14,848,200	\$11,036,267
Total Activity Revenue	\$7,204,761	\$7,055,517	\$149,244	\$8,411,200	\$6,168,269
Net Cost of Activities	\$5,679,384	\$5,348,776	(\$330,608)	\$6,437,000	\$4,867,998

2022 - Policy & Services - May - Monthly Reports

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 30 APRIL 2022

Grant funded

Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
GROWTH - to meet additional demand										
Economy	Proposed Council subdivision	1,200,000	0	1,200,000	6,025	1,200,000	0	0%	By 30 June 2022	Currently considering viability of a residential subdivision and scoping two possible location options. At this stage, Council intends to go ahead with the subdivision as per original elected members decision.
Total Growth Expenditure		1,200,000	0	1,200,000	6,025	1,200,000	0			
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level										
Roading	Road to zero	0	905,000	905,000	68,385	905,000	0	10%	By 30 June 2022	Opunake Rd/Palmer Rd contract works commence 19 April. Roadside barrier contract in draft. Active warning signs ordered awaiting delivery from China. Swansea Rd safety project went out to tender in April.
Roading	Walking and Cycling Strategy - footpath improvements	350,000	-213,500	136,500	0	0	136,500	0%	Proposed Carry-Forward	Funding request declined by Waka Kotahi (NZTA), so Council will spend it's share of the cost on the Fenton Street Shared Use Footpath / Cycleway. Unfortunately due the weather and workload, contractors are unable to start the project until September/ October 2022.
Stormwater	Reticulation Capacity Increase	135,000	0	135,000	62,828	80,000	55,000	50%	Proposed Carry-Forward	Achilles Street upgrade design essentially completed, easement to be obtained prior to works commencing, tender documentation yet to be drafted. Miranda Street upgrade design finalised, tender documentation yet to be drafted.
Stormwater	Safety improvements	117,370	0	117,370	0	10,000	107,370	10%	Proposed Carry-Forward	Work required for rock armouring of a storm water culvert off Pembroke Road, quotes being sought, resource consent requirements have increased the scope of works and therefore cost.
Wastewater	Reticulation capacity increase	150,000	0	150,000	82,619	80,000	70,000	50%	Proposed Carry-Forward	The re-lining of Broadway is complete, and the balance of funds is currently being programmed
Wastewater	Inflow and infiltration programme	150,000	0	150,000	0	40,000	110,000	10%	Proposed Carry-Forward	The three year network investigation and pipelining contract is near completion and is to be tendered prior to end of June. Consultants were engaged to design a flow monitoring programme, but the proposed cost outweighed the benefit.
Wastewater	Treatment plant upgrade	500,000	0	500,000	34,286	75,000	425,000	50%	Proposed Carry-Forward	Sample programme has commenced. Diatomix seeding infrastructure is being procured from Australia, and is to be installed before 1 July 2022 to ensure consent compliance.
Water Supply	Water meter upgrade - change existing to electronic meters	258,000	0	258,000	22,570	75,000	183,000	20%	Proposed Carry-Forward	200 meters have been procured this year and are to be installed to replace existing meters.
Water Supply	Electronic water reading software	91,500	0	91,500	34,249	40,000	51,500	90%	By 30 June 2022	Software and associated hardware has been delivered. Replacement GIS Officer to initiate the use of the technology. Budget was significantly overestimated.
Water Supply	Zoning	30,000	0	30,000	129,206	140,000	(110,000)	98%	By 30 June 2022	Pressure reducing valves have been commissioned; alterations to one cabinet was required; and asset tags are being installed. Provision of SCADA data to Council systems being finalised.

2022 - Policy & Services - May - Monthly Reports

Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Water Supply	Second trunkmain	1,400,000	0	1,400,000	1,739,017	2,040,000	(640,000)	75%	By 30 June 2022	Stage 1 (construction of pipework from Brecon Road to Hunt Road Extension) is nearing completion. Stage 3 has commenced and is making good progress, and Stage 2 has been awarded and works will commence shortly. To meet central government timeframes, and in accordance with the Council resolution to suspend elements of the procurement policy to facilitate certain central government funded projects, the contractor selection for Stages 2 & 3 was done by direct appointment. Council, by resolution in March 2022, approved additional funding of \$640,000 for the completion of this project.
Parks and Reserves	Broadway Roundabout Gardens upgrade	60,000	0	60,000	0	60,000	0	0%	By 30 June 2022	On hold as liaising with Community Services regarding the town centre plan.
Parks and Reserves	Adrian Street Fort demolition	2,000	0	2,000	0	0	2,000	0%	Not required	This has been done but as it was less than the capital expenditure minimum of \$2,000 it is being treated as operating expenditure.
Parks and Reserves	Park signage	0	0	0	5,347	5,347	(5,347)	100%	Completed	This was outstanding expenditure incurred in the previous financial year.
Parks and Reserves	Trees of Significance - Walkway	35,000	0	35,000	0	35,000	0	85%	By 31 May 2022	Currently liaising with stakeholders, including Iwi, DOC and the Youth Council. Work has commenced on clearing the shrubs and pathways.
Parks and Reserves - Cemetery	Public Toilets Water tank	0	0	0	2,934	3,500	(3,500)	70%	By 30 June 2022	Tank has been received but not installed as awaiting quote. This is a larger tank than the previous one, to ensure there is sufficient water storage for the summer months.
Parks and Reserves	Victoria Park improvements (including bike park and half basketball court)	0	484,168	484,168	441,882	441,882	42,286	100%	Completed	Funding of \$1,870,000 from Provincial Growth Fund approved, of which \$484,168 is available for this year. The bike park and half basketball court, the pump track, and the public toilets are all complete. Total project expenditure is \$1,827,715, which includes \$13,302 of council funds spent prior to the approval of the PGF funding. This also includes the purchase of CCTV cameras for the park, to reduce the level of vandalism.
Swimming Pool	Pool development	16,700,000	0	16,700,000	11,733,497	13,530,860	3,169,140	79%	By 30 September 2022	Funding of \$1.74m from Provincial Growth Fund received so far this year, along with \$1.88m from grants. A further \$1.4m is to be received from PGF on completion of the project, which will be in the 2022/23 year. Total project expenditure to date is \$16,606,017.
Civic Amenities	Stratford 2035	482,500	0	482,500	3,124	50,000	432,500	1%	Proposed Carry-Forward	This budget consists of a number of smaller projects, which are currently being delivered. The balance will be carried over to next year.
Civic Amenities	WMC - kitchen and cabinetry upgrade	20,000	0	20,000	7,519	10,300	9,700	0%	Proposed Carry-Forward	Contract has been awarded, and a deposit paid, however due to delays of materials, and labour shortages, the full project will not be complete by 30 June 2022
Civic Amenities	WMC - appliance upgrade	9,500	0	9,500	0	6,000	3,500	0%	By 31 May 2022	The oven has been ordered and will be delivered and installed in May 2022.
Civic Amenities	TET Stadium improvements	50,000	0	50,000	49,430	50,000	0	85%	By 31 May 2022	Heating has been upgraded, and the oven has been ordered and will be delivered and installed in May 2022.

2022 - Policy & Services - May - Monthly Reports

Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Farm	New storage facility	8,000	0	8,000	0	8,000	0	0%	By 30 June 2022	Currently obtaining quotes for the concrete pad for the storage container. Once the new storage shed has been constructed at the pound, that storage container will be moved to the farm and utilised as a chemical storage facility. Budget includes transport, fit-out and concrete pad.
Farm	Install new freestanding fireplace	8,500	0	8,500	0	0	8,500	0%	Not required	This work was brought forward and completed in 2020/21.
Farm	New yard and entrance way	0	0	0	127,048	127,048	(127,048)	100%	Completed	This expenditure was approved by Council in the previous year but was completed in November 2021. This also provided for a roof on the area where the AI takes place, which has been completed.
Farm	Install in-shed feed system	53,000	0	53,000	54,192	54,192	(1,192)	100%	Completed	
Farm	Landscaping / riparian planting	3,500	0	3,500	0	3,500	0	0%	By 31 May 2022	Following a site visit by TRC in December, a list of the required number of trees will be provided, then ordered ready for planting in May 2022.
Total Level of Service Expenditure		20,613,870	1,175,668	21,789,538	14,598,133	17,870,629	3,918,909			

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

Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	840,000	0	840,000	494,356	680,000	160,000	73%	By 30 June 2022	Reallocation of funds for Monmouth Road culvert replacement
Roading - Financially assisted NZTA	Sealed Road resurfacing	1,100,000	(206,966)	893,034	1,058,048	1,058,048	(165,014)	100%	Completed	Slight overspend to meet target length for reseals of 26km.
Roading - Financially assisted NZTA	Drainage Renewals	700,000	0	700,000	694,535	694,535	5,465	100%	Completed	Monmouth Road and Mangaotuku Road rehabilitation
Roading - Financially assisted NZTA	Pavement Rehabilitation	750,000	0	750,000	377,747	600,000	150,000	62%	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Structure Components Replacement	835,000	0	835,000	1,077,039	1,077,039	(242,039)	100%	Completed	Re-prioritised programme to include Monmouth Road culvert replacement
Roading - Financially assisted NZTA	Traffic Servcies Renewals	113,000	(37,726)	75,274	33,441	75,274	0	45%	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Footpath renewals	170,000	0	170,000	46,008	170,000	0	27%	By 30 June 2022	Essex Street footpath replacement commenced in April 2022.
Roading - Financially assisted NZTA	Low cost low risk safety	830,000	(680,000)	150,000	78,859	78,859	71,141	100%	Completed	Funds carried forward will be spent on Beaconsfield Road safety works (Hick's Corner).
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	60,000	0	60,000	5,620	5,620	54,380	100%	Completed	Reseals deferred to 2022/23 year
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	10,000	0	0%	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Traffic Services Renewals-Special purpose	0	5,000	5,000	1,272	5,000	0	20%	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Drainage Renewals-Special purpose	0	10,000	10,000	12,327	12,317	(2,317)	100%	Completed	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Low cost low risk safety - Special purpose roads	15,000	5,000	20,000	0	20,000	0	0%	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)

2022 - Policy & Services - May - Monthly Reports

Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Stormwater	Reticulation Renewals	53,000	0	53,000	6,017	10,000	43,000	50%	Proposed Carry-Forward	Achilles Street upgrade design essentially completed, easement to be obtained prior to works commencing, tender documentation yet to be drafted. Miranda Street upgrade design finalised, tender documentation yet to be drafted.
Wastewater	Step / aerate treatment renewals	30,000	0	30,000	10,185	10,185	19,815	100%	Completed	One aerator component has been replaced
Wastewater	Infiltration renewals	183,000	0	183,000	24,571	24,571	158,429	25%	Proposed Carry-Forward	The three year network investigation and pipelining contract is near completion and is to be tendered prior to end of June. Consultants were engaged to design a flow monitoring programme, but the proposed cost outweighed the benefit.
Water Supply	Laterals	30,600	0	30,600	0	30,600	0	0%	By 30 June 2022	Ongoing
Water Supply	Stratford street work rider mains	255,000	0	255,000	139,624	139,624	115,376	55%	Proposed Carry-Forward	Expenditure to date is for Claudius Street works, and the balance is for Surrey Street and part of Broadway. The contract is due to commence in July 2022.
Water Supply	Toko street work rider mains	15,000	0	15,000	3,190	15,000	0	20%	By 30 June 2022	Ongoing, as required
Water Supply	Infrastructural general - Stratford	25,000	0	25,000	18,922	25,000	0	75%	By 30 June 2022	Ongoing, as required
Water Supply	Infrastructural general - Midhirst	3,000	0	3,000	0	3,000	0	0%	By 30 June 2022	Ongoing, as required
Water Supply	Pipe bridge renewal	0	0	0	29,221	50,000	(50,000)	60%	By 30 June 2022	This was for an unplanned failure of the pipe bridge suspension system on Brecon Road, and the balance of funds will be prioritised amongst other pipe bridges.
Water Supply	Patea delivery line	0	0	0	25,930	50,000	(50,000)	50%	By 30 June 2022	This expenditure is for finalising the design of the raw water delivery line and the grit tank. The final design will then be independently reviewed before proceeding with procurement.
Water Supply	Infrastructural general - Toko	1,500	0	1,500	0	1,500	0	0%	By 30 June 2022	Ongoing
Water Supply	Stratford reservoir	30,000	0	30,000	14,464	30,000	0	50%	By 30 June 2022	Reservoir roof seal was replaced and ladders installed; the cleaning requirement and methodology evaluation is currently occurring.
Water Supply	Midhirst reservoir	15,000	0	15,000	0	15,000	0	5%	By 30 June 2022	The cleaning requirement and methodology evaluation is currently occurring.
Water Supply	Toko reservoir	5,000	0	5,000	272	5,000	0	5%	By 30 June 2022	The cleaning requirement and methodology evaluation is currently occurring.
Water Supply	Membranes	150,000	0	150,000	80,003	85,000	65,000	55%	Proposed Carry-Forward	Membranes have arrived and more have been ordered from overseas. Depending on delivery timeframes the balance of work will be completed next year.
Water Supply	Meter replacements	50,000	0	50,000	43,950	50,000	0	85%	By 30 June 2022	Ongoing
Water Supply	Midhirst resource consent	100,000	0	100,000	6,460	30,000	70,000	6%	Proposed Carry-Forward	Iwi are reviewing the assessment reports to determine the need for a cultural impact assessment.
Water Supply	Hydrants	14,800	0	14,800	0	0	14,800	0%	Not required	No hydrants have needed replacing thus far this year.
Parks and Reserves	Replace septic tank - Whangamomona Camp Ground	47,000	0	47,000	0	47,000	0	10%	By 31 May 2022	The concept design is completed, then the old tank will be removed and the new one installed in autumn, when camping ground occupancy rates are lower.

2022 - Policy & Services - May - Monthly Reports

Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project	
Parks and Reserves	Eastern Loop staircase and Carrington walkway renewals	0	0	0	11,073	11,073	(11,073)	100%	Completed	Downer were to replace a few steps on the Eastern Loop walkway under their R&M contract. When the repairs were about to take place, it was decided that due to health and safety risks the whole staircase would need to be replaced immediately. If the stairs were not fully replaced, the walkway would have been closed until further notice. A section of retaining wall on the walkway also required urgent replacement.	
Civic Amenities	WMC - replace furniture	3,100	0	3,100	5,293	5,293	(2,193)	100%	Completed		
Civic Amenities	CRR - various replacements	8,000	0	8,000	0	8,000	0	0%	By 30 June 2022	Ongoing	
Civic Amenities	Storage shed	70,000	0	70,000	2,985	70,000	0	5%	By 31 May 2022	The building consent has been approved, and demolition of the old shed will commence in May, followed by the construction of the new shed.	
Civic Amenities	Demolish Bell Tower	30,000	0	30,000	15,585	60,000	(30,000)	100%	Completed	It was necessary that the budget for the project increased to \$60,000 to ensure the work is completed safely. Demolition of the tower took place in April, and the bells were removed, and will be stored in a secure facility until a decision is made on their permanent resting place.	
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,126	3,126	(26)	100%	Completed		
Miranda Street Office	Office renovations	0	0	0	56,784	56,784	(56,784)	100%	Completed	This is for the safe conversion into office space.	
Corporate	Computers/Peripherals/ Software	128,000	0	128,000	69,964	154,000	(26,000)	60%	By 30 June 2022	The over spend is due to extra equipment and software related to the Covid situation. The balance of the planned projects will be re-prioritised.	
Corporate	Vehicle Replacement (after trade in)	38,000	0	38,000	47,605	47,605	(9,605)	100%	Completed	One vehicle arrived in December, and a second vehicle was purchased in April 2022, which replaced an existing vehicle, as per council's vehicle renewal programme. Due to covid, vehicles have been hard to secure, so council was reliant on supply, as they arrive in NZ.	
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	0%	By 30 June 2022	Ongoing, as required.	
Total Replacement Expenditure		6,721,100	-894,692	5,826,408	4,494,476	5,544,053	282,355				
TOTAL EXPENDITURE		\$28,534,970	\$280,976	\$28,815,946	\$19,098,634	\$24,614,682	\$4,201,264				
							\$4,201,264				

LIABILITIES AND INVESTMENTS STATEMENT AS AT 30 APRIL 2022					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 6,000,000	2.08%	< 1	April 2022	August 2022
LGFA	\$ 1,000,000	1.55%	3	April 2020	April 2023
LGFA	\$ 1,500,000	3.47%	5	May 2018	May 2023
LGFA	\$ 1,000,000	1.14%	3	April 2021	April 2024
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	1.67%	5	April 2021	April 2026
LGFA	\$ 1,000,000	2.02%	6	April 2020	April 2026
LGFA	\$ 1,000,000	1.38%	7	May 2020	April 2027
LGFA	\$ 2,000,000	4.17%	5	April 2022	April 2027
LGFA	\$ 1,500,000	3.65%	9	August 2018	April 2027
LGFA	\$ 1,000,000	2.12%	7	April 2021	May 2028
LGFA	\$ 2,000,000	4.26%	6	April 2022	May 2028
LGFA	\$ 2,000,000	4.30%	9	April 2022	May 2031
LGFA - A&P	\$ 3,500,000	1.87%	12	December 2020	December 2032
	\$ 32,200,000	2.51%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,350,795	2013	N/a	2.51%	Water treatment plant
Farm	\$ 1,968,533	2016	N/a	2.51%	As at 1 July 2021
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	1.35%	120	17/01/2022	17/05/2022
Westpac	\$ 1,000,000	1.48%	105	24/02/2022	9/06/2022
Westpac	\$ 2,000,000	1.94%	120	24/02/2022	24/06/2022
Westpac	\$ 1,000,000	1.90%	90	14/04/2022	13/07/2022
Westpac	\$ 1,000,000	2.25%	120	14/04/2022	12/08/2022
Westpac	\$ 2,000,000	2.25%	120	14/04/2022	12/08/2022
Westpac	\$ 2,000,000	2.45%	148	14/04/2022	9/09/2022
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	\$ 17,180,000	1.89%			
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 16,000	1.15%	1103	7/04/2020	15/04/2023
LGFA	\$ 24,000	3.06%	1826	24/05/2018	24/05/2023
LGFA	\$ 25,000	0.74%	1092	19/04/2021	15/04/2024
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 92,500	0.64%	1826	21/12/2020	21/12/2025
LGFA	\$ 25,000	1.27%	1822	19/04/2021	15/04/2026
LGFA	\$ 16,000	1.62%	2199	7/04/2020	15/04/2026
LGFA	\$ 16,000	0.98%	2530	11/05/2020	15/04/2027
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
LGFA	\$ 50,000	3.82%	1827	14/04/2022	15/04/2027
LGFA	\$ 50,000	3.91%	2193	14/04/2022	15/04/2028
LGFA	\$ 25,000	1.72%	2583	19/04/2021	15/05/2028
LGFA	\$ 50,000	3.95%	3318	14/04/2022	15/05/2031
LGFA	\$ 87,500	1.47%	4383	21/12/2020	21/12/2032
	\$ 565,000	2.19%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 2.70	\$ 428,533		
Ravensdown	21,820	\$ 1.00	\$ 21,820		
Civic Financial Services Ltd	65,608	\$ 0.96	\$ 62,984		
			\$ 513,337		
Other Investments					
	Date Drawn	Amount	Interest Rate	Details	
Vendor loan to EBS Trust	2020	\$ 190,000	Nil	Repayable on maturity July 2023	

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

CASHFLOW FORECAST FOR THE YEAR ENDED APRIL 2023

	Apr-22	Apr 22 Actuals	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	12 Month
OPENING BALANCE	416,830	416,830	2,148,023	1,799,017	736,588	700,788	1,172,788	552,788	641,988	474,863	277,898	364,678	2,478,878	1,643,878	12,992,170
Rates	440,000	406,492	3,500,000	450,000	450,000	3,500,000	640,000	450,000	3,500,000	540,000	380,000	3,150,000	500,000	500,000	17,560,000
NZTA Refunds	746,728	746,729	345,355	200,000	200,000	300,000	500,000	600,000	380,000	600,000	215,000	490,000	840,000	800,000	5,470,355
Fees and Charges	320,000	243,880	320,000	400,000	400,000	300,000	400,000	350,000	320,000	400,000	300,000	350,000	415,000	250,000	4,205,000
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Revenue	1 4,200	6,978	4,200	35,000	4,200	2,000	35,000	4,200	4,200	35,000	4,200	4,200	35,000	4,200	171,400
PGF Funding - pool and bike park	2 -	-	-	1,374,250	-	-	-	-	1,610,000	-	-	-	-	-	2,984,250
Total Cash In	1,510,928	1,404,078	4,169,555	2,459,250	1,054,200	4,102,000	1,575,000	1,404,200	5,814,200	1,575,000	899,200	3,994,200	1,790,000	1,554,200	30,391,005
Salaries and Wages / Elected Members	420,000	404,879	480,000	420,000	420,000	480,000	420,000	420,000	480,000	420,000	430,000	480,000	550,000	550,000	5,550,000
Payments to Suppliers - Operating	500,000	880,506	550,000	550,000	570,000	650,000	650,000	670,000	600,000	500,000	500,000	600,000	700,000	700,000	7,240,000
Major contract payments	3,400,000	3,259,421	3,100,000	3,500,000	3,100,000	3,500,000	2,000,000	1,100,000	1,200,000	800,000	1,000,000	800,000	1,500,000	1,500,000	23,100,000
Interest Expense	128,080	128,080	61,925	51,679	-	-	-	125,000	51,325	51,965	-	-	-	-	341,894
GST Paid	-	-	(673,364)	-	-	-	125,000	-	(350,000)	-	(117,580)	-	(125,000)	(673,364)	1,814,309
Total Cash Out	4,448,080	4,672,885	3,518,561	4,521,679	4,090,000	4,630,000	3,195,000	2,315,000	1,981,325	1,771,965	1,812,420	1,880,000	2,625,000	2,076,636	34,417,585
(Increase)/Reduce Financial Investments	3 - 6,000,000	- 5,000,000	- 1,000,000	1,000,000	3,000,000	1,000,000	1,000,000	1,000,000	(4,000,000)	-	1,000,000	-	-	-	3,000,000
Borrowing /(Repaying) Loans	4 10,000,000	10,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-
CLOSING BALANCE	1,479,678	2,148,023	1,799,017	736,588	700,788	1,172,788	552,788	641,988	474,863	277,898	364,678	2,478,878	1,643,878	1,121,442	11,965,589
Net Debt	14,020,000	15,020,000	14,020,000	15,020,000	18,020,000	19,020,000	20,020,000	21,020,000	17,020,000	17,020,000	18,020,000	18,020,000	18,020,000	18,020,000	18,020,000
Gross Debt	22,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000
Investments - Term Deposits	- 5,000,000	- 10,000,000	- 11,000,000	- 10,000,000	- 7,000,000	- 6,000,000	- 5,000,000	- 4,000,000	- 8,000,000	- 8,000,000	- 7,000,000	- 7,000,000	- 7,000,000	- 7,000,000	- 7,000,000
Investments - A & P Loan	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000	- 7,180,000

Notes re Cashflow Forecast:

1. A&P Interest on Loan due every quarter
2. MBIE funding for the pool due in November 2022. MBIE funding for second half of trunk main due in June 2022
3. Council invested \$5m of the LGFA Funding bringing the total amount council has on term deposit to \$10m.
4. Council borrowed \$12m in April (and repaid \$2m maturing), borrowing for the coming months is earlier than anticipated, to reduce interest rate risk, and administration costs. Further short term LGFA funding may occur in September 2022.

Outstanding Debtors as at 30 April 2022

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$237,872	\$23,327	
Transfer Station	\$468	\$20	Contact is being made.
Cemeteries	\$39,690	\$13,860	Overdues relate to 9 debtors, of which all have payment arrangements with council and are compliant.
Rental Properties	\$8,310	\$2,415	
Pensioner Housing	-\$406	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$9,721	\$8,446	This relates to 7 debtors, that are all actively being pursued by debt collectors.
Facility Hire	\$1,594	\$0	
Sundry Debtors	\$290,140	\$3,650	Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement.
Legal Fees	\$6,220	\$2,423	Charged for services in connection with outstanding rates. These fees are expected to be recovered via legal proceedings eg. Rating sale. The fees date back to November 2019.
Targeted Rates after Strike	\$4,012	\$0	Services added after 1 July 2021 via debtor invoice. Due 30 June 2022. Ratepayers sent reminder letters.
Debtors Accruals	\$144,554	\$0	
NZTA	\$345,355	\$0	
Swimming Pool	\$1,129	\$0	
Resource Consents	\$27,305	\$0	
Building Consent Applications	\$12,353	\$0	
Aerodrome	\$765	\$765	A request will be made in June 2022 to the CEO to write-off debt associated with landing fees, due to Annual Plan proposal to remove aerodrome landing fees for 2022/23.
Infringements	\$55,414	\$55,414	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$6,600	\$0	
Water Billing	\$126,193	\$15,675	An overdue debtor is on a payment arrangement. A number of properties are being investigated for leaks. One property is investigating where payments have gone to. Two properties will have action taken as per rating act July 2022.
TOTAL	\$1,317,288	\$125,995	



Our reference
F19/13/03-D21/40748

Karakia

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

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