



Our reference
F19/13/03-D21/26182

17 April 2024

Policy and Services Committee Meetings

Notice is hereby given that a Policy and Services Committee Meeting will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 23 April 2024** beginning at **3.00pm**.

Timetable for 23 April 2024 as follows:

1.00pm	Workshop <ul style="list-style-type: none">- Sustainability Policy/Climate Change- Aerodrome Strategic Plan
2.45pm	Afternoon Tea for Councillors
3.00pm	Policy and Services Committee

Yours faithfully

Sven Hanne
Chief Executive

2024 - Agenda - Policy and Services - April - Open

23 April 2024 03:00 PM



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12. Questions

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15. [Closing Karakia](#)

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AGENDA

Policy and Services Committee



F22/55/05-D24/10453

Date: Tuesday 23 April 2024 at 3.00 PM
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

- 1.1 **Opening Karakia**
D21/40748 Page 9
- 1.2 **Health and Safety Message**
D21/26210 Page 10

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 11

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

6. Confirmation of Minutes

- 6.1 **Policy and Services Committee –26 March (Hearing)**
D24/15333 Page 12

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, to hear and consider submissions to the Draft King Edward Park Reserve Management Plan, held on Tuesday 26 March 2024 be confirmed as a true and accurate record.

/
Moved/Seconded

- 6.2 **Policy and Services Committee –26 March 2024**
D24/15493 Page 20

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 March 2024 be confirmed as a true and accurate record.

/
Moved/Seconded

7. Matters Outstanding

D16/47 Page 31

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. Information Report – Fenton Street Parking

D2417469 Page 32

Recommendation

THAT the report be received.

Recommended Reason

This report provides information about how parking in Fenton Street is currently managed and how it could be managed in the future to minimise conflict with Scout Hall users.

/
Moved/Seconded

9. Decision Report – Stratford District Licensing Committee – Position of Deputy Chairperson

D23/37928 Page 35

Recommendations

1. THAT the report be received.
2. THAT the committee approve the appointment of Min McKay as the Deputy Chairperson of the Stratford District Licensing Committee (DLC).
3. THAT the appointment of the Deputy Chairperson commence on 15 May 2024.

Recommended Reason

The Policy and Services Committee agreed to appoint a Deputy Chairperson to the Stratford District Licensing Committee on 22 September 2020 to complete the composition of the committee.

/
Moved/Seconded

10. Decision Report – Communications and Engagement Strategy Adoption 2024
D24/11385 Page 40

Recommendations

1. THAT the report be received.
2. THAT feedback on the draft Communication and Engagement Strategy 2024 is acknowledged and considered, and any amendments agreed to by elected members, are incorporated into the final Communication and Engagement Strategy 2024.
3. THAT the Communication and Engagement Strategy 2024 (attached) be approved, and recommended for adoption by Council at the May 2024 Ordinary Council meeting.

Recommended Reason

The recommendation from the Committee will enable Council officers' to formally use the strategy as a framework for communications and engagement activity.

/
Moved/Seconded

11. Monthly Reports

11.1 Assets Report
D24/14553 Page 64

Recommendation

THAT the report be received.

/
Moved/Seconded

11.2 Community Services Report
D24/15391 Page 87

Recommendation

THAT the report be received.

/
Moved/Seconded

11.3 Environmental Services Report
D24/11879 Page 94

Recommendation

THAT the report be received.

/
Moved/Seconded

11.4 Corporate Services Report
D24/17581 Page 101

Recommendation

THAT the report be received.

/
 Moved/Seconded

12. Questions

13. Resolution to Exclude the Public

RECOMMENDATION

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

Agenda Item No: 14

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

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

/
 Moved/Seconded

14. Public Excluded Item

Recommendation

THAT the open meeting resume.

/
Moved/Seconded

15. Closing Karakia

D21/40748

Page 120



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.

5. Attendance schedule for 2024 Policy & Services Committee meetings (including Hearings).

Date	23/1/24	30/1/24 **	27/2/24	27/2/24	26/3/24	26/3/24	23/4/24	28/5/24	4/6/24	25/6/24	23/7/24	27/8/24	24/9/24	22/10/24	26/11/24
Meeting	PS	PS	H	PS	H	PS	PS	PS	H	PS	PS	PS	PS	PS	PS
Neil Volzke	✓	✓	✓	✓	✓	✓									
Steve Beck	✓	✓	✓	✓	✓	✓									
Grant Boyde	✓	✓	A	A	✓	✓									
Annette Dudley	✓	✓	✓	✓	✓	✓									
Jono Erwood	✓	✓	✓	✓	✓	✓									
Ellen Hall	✓	✓	✓	✓	✓	✓									
Amanda Harris	✓	✓	✓	✓	✓	✓									
Vaughan Jones	✓	✓	✓	✓	✓	✓									
Min McKay	✓	✓	✓	✓	✓	✓									
John Sandford	✓	✓	✓	✓	✓	✓									
Clive Tongaawhikau	A	A	✓	✓	A	A									
Mathew Watt	✓	✓	✓	✓	✓	✓									

** The Policy and Services Committee meeting held on 30 January 2024 was a continuation of the January meeting.

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



F22/55/05 – D24/15333

Date: Tuesday 26 March 2024 at 2.00pm
Venue: Council Chambers, 63 Miranda Street, Stratford

To hear and consider submissions to the Draft King Edward Park Reserve Management Plan

Present

The District Mayor N C Volzke (the Chairman), the Deputy Mayor – M McKay, Councillors: S J Beck, G W Boyde, A M C Dudley, J M S Erwood, A K Harris, E E Hall, V R Jones, W J Sandford and M J Watt.

In attendance

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba, the Director – Corporate Services – Mrs T Radich, the Director – Environmental Services – Mr B Sutherland, the Director – Community Services – Ms K Whareaitu, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Parks and Reserve Officer – Mrs M McBain, the Property Officer – Mrs S Flight, the Projects Manager – Mr S Taylor, the Graduate Assets Engineer – Ms K van Hout and one member of the media (Stratford Press).

1. Welcome

The opening karakia was read.

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

An apology was received from Councillor C M Tongaawhikau and noted from the Director – Community Services – Ms K Whareaitu.

Recommendation

THAT the apologies be received.

BOYDE/DUDLEY
Carried
P&S/24/86

3. Announcements

The Chairman welcomed everyone to the Policy & Services Committee meeting. It was reinforced to Councillors that the purpose of this meeting is to hear submissions on the Draft King Edward Park Reserve Management Plan. Councillors were asked to hear all submissions with an open mind, to restrict their question time to the submitters to points of clarification or issues pertaining to subject matter. Councillors were requested not to get into direct dialogue with submitters.

4. Declarations of members interest

Elected members were asked to declare any real or perceived conflicts of interest relating to items on this agenda. There were no conflicts of interest declared.

5. Attendance Schedule

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

6. Acknowledgement of Submissions

Submissions – Pages 17-44

Attached are the 11 submissions received.

Recommendations

1. THAT the submissions to the draft King Edward Park Reserve Management Plan be received.
2. THAT the submitters be advised of the outcome of their submission and notified that the minutes of the Policy and Services Committee Meeting, and subsequent meetings, will be available on Council's website.

HARRIS/BECK
Carried
P&S/24/87

Recommended Reason

So that each submission is formally received and the submitter provided with information on decisions made.

7. Submitters To Be Heard

There were four submitters wishing to speak.

Each submitter was allocated five (5) minutes to present their submission and allowed five (5) minutes for questions.

Submission #	Name	Organisation	Page Number
10	Eileen Judd and Sheila Masters	Stratford Croquet Club	36
<p>Points noted in presentation:</p> <ul style="list-style-type: none"> • The Stratford Croquet club has outgrown the current two court site. It needs four courts and a new club house. • It is felt that the empty space adjacent to the new pool complex provides the perfect place as it will enhance and compliment the Portia Street area. • This would enable the club to hold national competitions. • Croquet has been on a growth trajectory since the introduction of croquet golf for which a game takes between 45-60 minutes. This fits in well with modern day lifestyles and is played by young and old and future growth is anticipated to continue. • The club has investigated joining with other sports clubs but, as noted in the submission in 2022, there have been no viable options found. • The club will be relying on the TOI Foundation, Taranaki Electricity Trust, Lotteries, NZCT and club fundraising activities for funding and they do not anticipate any capital costs to be on council. • The club is asking for council to favourably consider this third request for the move by amending the future projects to include: Stratford Croquet Club to relocate to the empty green space adjacent to Wai o Rua. • It was noted that South Taranaki have secondary school 'have a go' days with any interested students joining the club. One of these students attending a 'have a go' day went onto being a world champion. • Young people are now starting to play non-contact sports and they learn and develop the skills quickly. There is now a liaison officer within the club to help those willing to learn. • If there were four courts the club could host events that will benefit the whole town such as the under 21 tournaments. Croquet NZ and the other clubs in the area are supporting this request. 			

<p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • The District Mayor commended the really detailed submission. He noted that the costs to establish the courts would fall on the club and not council but asked about the increase in maintenance costs once they are built and if the club would take on the mowing and weeding? It was clarified that the club hoped to have some support from council as it already maintains the two courts now. The District Mayor noted this was a substantial cost now which will double with four courts and needs to be discussed. • It was noted that one croquet court fits two field tennis courts if the courts were surplus to requirements and looking for another use. • It was clarified that the TOI Foundation, TET and Sport Taranaki have been approached by the club, but they were advised to return after a decision had been made by council. • The Deputy Mayor asked if there could be expansion in the times the courts were used to meet the increased usage requirements? It was clarified that the courts are used three mornings a week but outside of these days they were used for competition days and practice. It was also noted that golf croquet and association croquet cannot be played at the same time on the current courts but would be able to be run alongside each other on four courts. 			
3	Bruce Jamieson	Stratford Scouts	21
<p>Points noted in presentation:</p> <ul style="list-style-type: none"> • The speaker noted the first issue was the “dog shit” at the scout den which was getting worse and worse. There is a bin in front of the gate which encourages people to bring dogs and contradictory signs with one saying dogs on a leash and the other being a free for all. • It was not an issue that dogs were using the park but it needed to be curbed a bit. Currently people pull into the parking area and their dog goes straight onto the grass and marks its territory. • He noted he had been part of the scouts for 35 years and remembers playing outside 60 years ago which the kids still do but are having to content with the “dog shit” which then gets traipsed all through the scout den. The area also includes the netball courts so it is a high volume youth area. • There were other areas that could be used such as Windsor Park which is an area without kids. • The second issue was freedom camping. Google currently tells visitors to park at 78 Portia Street where the scout den is. This creates issues with unloading kids and gear, especially on wet nights, when the parks are used by caravans and cars. The other night there was also two truck and trailers parked there. He asked if there was a way to fix people being directed to this address. • Mr Jamieson provided photos of both issues to pass around the councillors. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • It was clarified council did not have a freedom camping bylaw or policy so there were no set rules for freedom camping. • It was noted that google, NZMCA and the camper mate app all pointed campers to the address noted so all three needed to be corrected. • Councillor Boyde noted that the trucks take up about 10 parks outside the netball courts when they park there. • Councillor Beck noted that dogs were not permitted within 20 meters of children’s play equipment so suggested something like that could work around the scout den. Mr Jamieson said that could be a big help. 			
11	Nathan McDonald	Stratford Eltham Rugby and Sports Club	43
<p>Points noted in presentation:</p> <ul style="list-style-type: none"> • The submission was to suggest the green space next to Wai o Rua – Stratford Aquatic Centre be used for a sports training facility, but he noted he was open to the croquet club suggestion as it was about seeing the grassed area used for sports and activities. • As rugby is a winter sport the weather can mean limited areas available for training. • He also noted that the fees for using the Page Street fields were \$400 for a season but \$160 for a one-off/day event and thought this should be looked into. • He noted the aim was to provide a high quality sports field for both senior and junior sports, but that his perception of high quality will be different to someone else’s perception. This wording creates a grey area and he asked what a high quality sports field actually looks like and what does that entail around maintenance. • He felt that some of the maintenance needed to increase to get the fields back up to standard, such as regularly aerating and fertilising Page Street to help it get back to a high quality field. 			

<p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • Councillor Boyde asked what Mr McDonald’s view of a high quality facility was, acknowledging that Yarrows Stadium was at one end of the spectrum or was it similar to other parks around the province. He noted that an increase in a level of service will increase costs. Mr McDonald understood that a field serviced more regularly would impact fees, but that Stratford has been the poor cousin compared to other clubs with the field being damp and wet. Other clubs have longer, greener grass due to fertilising and aerating. He noted Tukapa (Saunders Park) and the field at The Hub in Hawera have improved their fields over time. He saw high quality as being on par with the other club facilities in Taranaki. • When asked if he felt the maintenance schedule was not quite up there, Mr McDonald felt that he was not sure it was being maintained as it should be. • It was noted that Tukapa and the Hub were council owned fields. • Councillor Beck asked if the use of the area beside the pool would need lights? Mr McDonald noted it would but that fundraising would be undertaken like it was for Page Street. He noted soccer have the same issues around field space when it gets damp and cold so it could be used by them for winter training as well. • The District Mayor asked if consideration had been given to using the synthetic turf for fitness training? Mr McDonald noted that the tennis courts had been used for training and fitness on nights where the fields have been too wet but that they had not used the hockey turf. It was noted the surface would be suitable for this. • It was clarified there are about 120 senior guys doing training two nights a week and every second weekend there are games with about 30 guys and around 100 spectators. The junior boys and girls do training at Page Street as well but also have to play some of their games at the Stratford Primary School as they cannot sustain that amount of activity at Page Street. There are about 200 juniors with about 600-800 parents/grandparents spectating. He noted this was also 600-800 people coming to town and stopping at the dairies or supermarkets to get supplies as well. • It was noted that the space beside the pool could host two junior rugby games at a time. • It was noted that the green space beside the bike park was just used for warming up on Saturdays. There is a light pole there and this could be used for training if the power to the light was reconnected. This would only fit one team though. 			
7	Marina Healey and Michael Carr	Sport Taranaki	27
<p>Points noted in presentation:</p> <ul style="list-style-type: none"> • Sport Taranaki acknowledged the work that has gone into putting this plan together. • They thanked officers for considering and including the original feedback provided on collaborating for the active spaces strategy, using data from the strategy to justify decisions, walkway signage to provide information before entering the park, dedicated cycleways and additions to the amenities that will support accessibility. It was noted the language in the plan encouraged active and optimum use of the facilities and was open with the definition of play and what can be used to incorporate other types of play such as water play and sensory play. • The plan talks on the ability for users to develop facilities, particularly at the page street sports ground, and noted that these should be approached more collaboratively so the park doesn’t become cluttered with facilities – these could be a joint changing and storage facility to enhance use. • There is minimal mention in the plan of climate change and given the problems we are facing it would pertinent to consider how this can be acknowledged through the park such as water capturing, resilience planting or LED lighting. It is recommended to see a sustainable and future proof plan encouraging collaboration from within the community and promoting sustainability. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • The District Mayor noted that part of looking at recreation in parks across the region includes looking at the user experience. He noted other submissions received raised issues about dogs being able to run off the leash in the park and asked if this was consistent with assessing user experience? Ms Healey noted that part of advocating for a number of uses within a park is educating the community how all users are able to use the park in a successful way that meets all needs. Education is needed to co-use the space together. Mr Carr noted that there are individual situations where there are appropriate times to have a dog off the leash and times when it is not appropriate. The more spaces are cohabitated then the more explanation of the expectations is required. 			

8. Decision Report – King Edward Park Reserve Management Plan – Hearing and Deliberation

D24/7187

Page 8

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

Recommendations

1. THAT the report be received
2. THAT the committee considers submissions received on the *draft* King Edward Park Reserve Management Plan.
3. THAT the committee adopt the King Edward Park Reserve Management Plan with recommended changes.
4. THAT the commencement date of the King Edward Park Reserve Management Plan be 1 July 2024.

BOYDE/DUDLEY
Carried
P&S/24/88

HARRIS/BECK
Carried
P&S/24/89

Recommended Reasons

The *draft* King Edward Park Reserve Management Plan has gone through the public consultation process, required by Sections 82 and 83 of the Local Government Act 2002. Eleven submissions were received. The committee is now required to hear and consider these submissions to inform their decision to adopt (or not) the King Edward Park Reserve Management Plan.

Questions/Points of Clarification:

- The Parks and Reserves Officer confirmed there is a sign that encompasses the front of King Edward Park stating dogs need to be on a leash. Dogs within the park are governed by the bylaw and not this management plan.

Points noted in discussion:

Submission 2

- The District Mayor noted this submission raised the issue of dogs in the park and the fact that dogs can be unleashed in some areas but leashed in other areas. It moves into suggesting another area for an allocated dog park but also triggering the conversation if there should be unleashed dogs in the park at all which would be a bylaw discussion. If the view was to not allow unleashed dogs in the park then that would create an argument to have an unleashed area, such as a dog park. He suggested that a review of the bylaw be held.

Submission 3

- Councillor Boyde asked if it was time to look at a freedom camping bylaw if it is going to become an issue? The Chief Executive noted this would incur operational overheads such as an after hours patrol. It was clarified that the trucks parking there is a direct parking violation and could be dealt with under the existing parking bylaw, however this is currently not being patrolled out of hours.
- Councillor Sandford noted that trucks were becoming an issue in town and it was timely to look at the bylaw.

The Revenue Manager joined the meeting at 2.58pm

- The District Mayor noted Mr Jamieson had made these comments time and time again, and that everyone has seen the campers pulling up there and letting their dogs out who straight away do their business. He thought a freedom camping policy would be too heavy handed and the best way to approach this was to contact google, camper mate and NZMCA to ensure this address was not

listed as a preferred spot. If the War Memorial Carpark was the preferred location then this should be listed. He noted council needed to make an earnest attempt to educate these external online agencies.

- It was noted that a sign for 'no freedom camping' could be erected but it couldn't be enforced without a bylaw. It would be practical to direct them to the war memorial carpark though.
- Councillor Hall noted this was frustrating as it was a personal responsibility when taking a dog for a walk and to try and find a solution to deter people from doing a wrong thing.
- Councillor Watt noted a recent issue with a person parking outside a personal property for six months and felt a bylaw would provide a way to combat problems. Mr Sutherland noted this particular example would be controlled under permanent occupation of a recreational vehicle.

The Services Asset Manager joined the meeting at 3.04pm.

- The District Mayor noted that camping bylaws around the country tend to say where they cannot go and by directing people to certain spots the need for ablution blocks arose.
- Councillor Sandford noted his sympathy for the issues and felt that a sign would be a way to help and genuinely show council has listened. Councillor Beck supported this and noted he would be prepared to pay for a sign himself.

Submission 4

- Councillor Hall noted it was nice to see the feedback where the submitter is happy with what council has come up with and given good positive feedback.

Submission 6

- It was noted that the lighting project had been removed from the budgets.
- There is allocated funds to go towards seating.

Submission 7

- Councillor Boyde noted it was great to see Sport Taranaki taking a big stake in this plan and that officers had adopted some of their recommendations already.

Submission 8

- It was good to note that council is working collaboratively with the Taranaki Regional Council, particularly on the predator free project.

Submission 10

- The Deputy Mayor noted this had been an ongoing request. She noted her concerns that they have outgrown their facility but are still not accessing the facility as much as they could be and felt with better efficiencies they could get better use of the current courts. She also noted her concern on the cost for maintaining the greens and how they would be able to contribute towards that service as she wouldn't be comfortable leaving it with the club to maintain. She noted there was no other green spaces around Stratford of the requested size that would be for exclusive use.
- Councillor Dudley noted they are a small club but acknowledged they are growing, however she felt it was a huge amount of money for such a small club and for only one use. She was worried that it would be sitting there unused and was not supportive of this going through.
- Councillor Beck noted the objectives were to provide additional facilities where council is satisfied there is a demand and will be of benefit to the community. He acknowledged while they are a community club, it would only be a specific group of people using it with the space currently lending it self to a large part of the community. He wondered if there were other areas that could be used.
- Councillor Boyde supported this request but asked for the cost to fund the maintenance of four courts and two courts. He noted about \$200,000 a year was spent on maintaining the cricket and rugby fields. He noted that shifting the courts would provide the opportunity to develop the youth space at Victoria Park. He did not think it would be a closed area as they had talked about adding petanque and noted they had not asked for anything additional such as lights. He felt more work was required to see the ongoing operational costs. He acknowledged the funding for the whole project was high but also that council had lent \$7.8 million to the Stratford Park. This issue has been pushed for a while and he would like to see the numbers grow, particularly with youth numbers.
- Councillor Hall noted she was conflicted in this decision particularly regarding the space they currently resided and the opportunities that could present for that space in the future. There are better opportunities where the croquet courts are to grow that space. She commended the submission which shows they have taken on the initial feedback. She was hesitant about the maintenance costs and the lost opportunities for the space next to the pool.
- Mr Hanne clarified that if this is included in the Reserve Management Plan now it would not require further consultation, however if it was not included and it is decided to permit the move then it would

require additional consultation. Or the plan does not need to be adopted and could be held waiting for the additional costs requested.

- Councillor Watt noted there was nothing in the submission about who would demolish the old building or re-purpose the old site. Mr Hanne noted this could be made a requirement that they need to remove their asset.
- Councillor Sandford did not support the move. He noted council has been advised of the growth several times but the memberships was still 34. The main reason for more space is to hold competition but he did not see how this could be justified. They have been offered other sites which have been refused. He supported leaving this area as a green space which could perhaps become a dog area.
- Councillor Jones noted the plan says there are no future plans for this area and that there could be other options. He felt council look at the other options and was happy to leave it as is or amend to further investigations being undertaken.
- Mr Hanne noted that consultation with the Stratford Primary School would be required as they use the area for events during the year.

The Property Officer re-joined the meeting at 3.24pm.

- It was clarified that the four courts would fit within the area but there would be no way for future development of the pool, such as hydrosides.
- Councillor Hall noted she would like to see what their plan b would be as she knew other options have been declined.
- Councillor Jones noted it was also important to consider what other sporting codes could see that space being used for.
- Mr Hanne noted that the demolition of the TSB Pool Complex would provide the perfect location for croquet.
- It was clarified that they would be installing fencing along the Wai o Rua side of the courts if they were in this requested space.
- Agreed to not include in the reserve management plan and to hold a workshop on the totality of the information that is required.

Submission 11

- Councillor Boyde felt this sat in the same category and shouldn't be in the management plan specifically. He felt that the opportunity is there for further investigation for the area.
- Councillor Jones noted the submitter had made a valid point about defining the quality of what council wants its fields to be. He requested further information on what was needed to get to those levels and define the base level so the clubs know what they are going to be getting. The Deputy Mayor asked for some options and pricing.
- Councillor Harris noted that the performance measures don't say high quality sports fields. She also noted that Tukapa pays \$6,000 a year and Southern pays \$8,884 a year. The Stratford Eltham Rugby and Sports Club pays \$1,386 a year.
- The District Mayor noted that 'fit for purpose' could just as easily be written. They want a surface that is playable and flat and it is not unreasonable to ask that, however fit for purpose will capture that level. Fixing the lights at Victoria Park could mean that area could also be used for training. To bring the fields up to a higher standard would mean increased costs for the club which they will want to ensure is being spent on the fields. Mr Hanne clarified that only a portion of the costs for these facilities are recouped through fees and charges.
- The Director – Asserts noted that the new performance measures had been approved by elected members and the words 'high quality' had been removed to just maintaining parks, however the document will be adopted as it is now unless the words are changed.
- Councillor Sandford noted that the winter sport codes were experiencing unparalleled levels of growth. Hockey now has a third women's team and the rugby club was growing at a fast rate. He would let them use the area next to the pool to practice on as it would mean the land would still be there to do whatever council wanted with it. This could mean staying off the number 1 field for practice as well.
- It was noted the points regarding the full season fee and the one day fee should be submitted on as part of the Long Term Plan discussion.
- It was agreed to leave the area beside the pool with no specific use for the plan.
- It was requested to update the club name throughout the document to Stratford Eltham Rugby and Sports Club (Specifically 4.5).
- It was noted that the club have asked to extend the current amenities at Page Street for new changing rooms for the women, but that they are still in the process of creating a plan so nothing has progressed from this. Including this in the plan allows us to make the changes to this facility when required.

General Discussion

- Councillor Hall noted that comments made regarding Climate Change by Sport Taranaki. She asked to clarify council's consideration of climate change when looking at future amenities and facilities. Mr Hanne noted that council can start to recognise climate change at any point, there is no current policy or strategy but once they are completed it will be a whole lot harder to not include it in the decision making process.
- It was noted that the document had been created prior to the changes to projects and budget, therefore there were projects included that needed to be removed. This will be updated.

9. Closing Karakia

D21/40748 Page 20

The closing karakia was read.

The meeting closed at 3.51pm

M McKay
Chairman

Confirmed this 23rd day of April 2024.

N C Volzke
District Mayor

MINUTES

Policy and Services Committee



F22/55/05 – D24/15493

Date: Tuesday 26 March 2024 at 3.00pm
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

The District Mayor N C Volzke (the Chairman), the Deputy Mayor – M McKay, Councillors: S J Beck, G W Boyle, A M C Dudley, J M S Erwood, A K Harris, E E Hall, V R Jones, W J Sandford and M J Watt.

In attendance

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba, the Director – Corporate Services – Mrs T Radich, the Director – Environmental Services – Mr B Sutherland, the Communications Manager – Ms G Gibson, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Parks and Reserve Officer – Mrs M McBain (*part meeting*), the Communications Advisor – Mrs S Clarkson (*part meeting*), the Workforce Coordinator – Ms S Vega (*part meeting*), the Revenue Manager – Ms K Lawrence (*part meeting*), the Projects Manager – Mr S Taylor (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), the Graduate Asset Engineer – Ms K van Hout (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*), and one member of the media (Stratford Press).

1. Welcome

The opening karakia was read.

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

An apology was received from Councillor C M Tongaawhikau and noted from the Director – Community Services – Ms K Whareaitu.

Recommendation

THAT the apologies be received.

DUDLEY/BOYDE
Carried
P&S/24/90

3. Announcements

There were no announcements.

4. Declarations of members interest

Elected members were asked to declare any real or perceived conflicts of interest relating to items on this agenda. There were no declarations of interest declared.

5. Attendance Schedule

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

6. Confirmation of Minutes

6.1 Policy and Services Committee –27 February 2024 (Hearing) D24/7502 Page 10

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, to hear and consider submissions to the Draft Easter Sunday Shop Trading Policy, held on Tuesday 27 February 2024 be confirmed as a true and accurate record.

HALL/WATT
Carried
P&S/24/91

The Committee Advisor and Executive Assistant undertook to make the following amendment:

- Page 12, third bullet point, last sentence amend *true* to *untrue*.

6.2 Policy and Services Committee –27 February 2024 D24/7501 Page 14

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 27 February 2024 be confirmed as a true and accurate record.

HARRIS/JONES
Carried
P&S/24/92

7. Matters Outstanding

D16/47 Page 30

Recommendation

THAT the Matters Outstanding be received.

SANDFORD/McKAY
Carried
P&S/24/93

8. Decision Report – Rates Policy reviews – Release for Public Consultation

D24/9755 Page 31

Recommendations

1. THAT the report be received.

HARRIS/ERWOOD

Carried

P&S/24/94

- ~~2. THAT the following updated policies, being the:~~

~~1. Rates Remission Policy~~

~~2. Rates Postponement Policy~~

~~be approved to be released for public consultation as required under Section 102(4) of the Local Government Act 2002, giving effect to Section 82 of the Local Government Act 2002.~~

Recommended Reason

Policies require review from time to time to ensure they still reflect current legislation and best practice, as well as elected members' views and meet the business needs of the organisation. These policies must go out for public consultation before any amendments can be adopted, as required by legislation.

The Revenue Manager noted the following points:

- The Rating Act requires council to adopt a rates remission or a rates postponement policy, or both.
- The Rates Remission Policy covers all four well-beings with the Rates Postponement Policy falling in the social well-being.
- These policies have been built after receiving feedback from a number of sources, including properties affected by the forestry differential rate.
- The remaining changes are mainly administrative.

The Services Asset Manager joined the meeting at 4.04pm.

Rates Remission

Questions/Points of Clarification:

- Councillor Beck noted the 100% rates remission for forestry situated on the state highway. He requested this be removed as these properties will still be accessing local roads such as Skinner Road or Beaconsfield Road, to transport the logs.
- Mrs Radich clarified that the councils she is aware of that have this kind of differential or targeted rate for forestry do not have a remission for them. She noted these suggestions had come through from feedback received from forestry owners.
- The Deputy Mayor questioned if council investigates leaks prior to approving the remission for excess water consumption and if there had been circumstances where these have been declined? Mr Hanne noted that a statement from a plumber is required and it usually is a broken pipe, he noted that requests have been refused especially if it is a reoccurring event and the issues with the infrastructure have not been comprehensively addressed.
- It was clarified that properties need to apply for the remission, such as due to fire, and that the rate charges would be reinstated after two years.

Points noted in discussion:

- Councillor Boyde noted that Beaconsfield Road is used by logging trucks all the time and therefore if a property is on state highway it is still having an impact and creating issues on local country roads. He agreed that he had an issue with this condition and the criteria and would like to see it removed. Councillor Hall supported removing this.
- Councillor Erwood suggested all three conditions and criteria be removed. He noted other councils did not have anything relating to this in their policies and did not feel like Stratford should be an exception to this. Councillor Harris and Councillor Boyde supported removing all three.

- It was acknowledged that some properties were planted in forestry for carbon credits. Mr Hanne noted the property owner could change their mind and there would be no mechanism to get the missed rates differential back, however removing this condition could unfairly affect those who have no intention to harvest.
- The District Mayor agreed that the first and second bullets should be removed. The logging trucks do use our local roads but he noted sympathy for those affected by removing the third bullet. The original purpose of this rate was to recover costs caused by damage from the logging trucks. Most exotic forestry is on a 25 year rotation, however the person who has a 50 year rotation will be paying the same maintenance fee but for 50 years so will be paying twice the amount of the 25 year rotation.

Recommendation

THAT the Rates Remission Policy be approved to be released for public consultation as required under Section 102(4) of the Local Government Act 2002, giving effect to Section 82 of the Local Government Act 2002, *with the removal of the first two bullets under Conditions and Criteria of section 16 – Rate Remission Policy for Roading Targeted Rate – Forestry.*

HALL/BECK
Withdrawn

- The District Mayor suggested the remission for business development (section 6 – Remission for Promoting Business Development) should be increased to \$1,000,000.

Recommendations

- a) THAT cost of development be increased to \$1,000,000 in section 6 – Remission for Promoting Business Development
VOLZKE/BOYDE
Carried
P&S/24/95
- b) THAT the first bullet point under conditions and criteria (section 16 – Rates Remission Policy for Roading Targeted Rate – Forestry) be removed.
BECK/BOYDE
Carried
P&S/24/96
- c) THAT the second bullet point under conditions and criteria (section 16 – Rates Remission Policy for Roading Targeted Rate – Forestry) be removed.
HARRIS/BECK
Carried
P&S/24/97
- d) THAT the third bullet point under conditions and criteria (section 16 – Rates Remission Policy for Roading Targeted Rate – Forestry) be removed.
BECK/BOYDE
2 against
Carried
P&S/24/98

- Councillor Harris noted that councillors did not know if the tonnage grown on a 50 year harvest rotation was the same, or if it could grow double the tonnage. She was not supportive of it remaining unless further information was provided. Mrs Radich noted this information would be hard to compile and that these property owners could also choose to harvest within the 50 year rotation as well.
- Councillor Jones noted that council had been waiting years to bring in the targeted rate and now this was providing ways to get out of paying it. Councillor Sandford agreed noting that this had taken a long time to get this.

Recommendations

2. THAT the Rates Remission Policy be approved to be released for public consultation as required under Section 102(4) of the Local Government Act 2002, giving effect to Section 82 of the Local Government Act 2002, *with the removal of section 16 – Rate Remission Policy for Rooding Targeted Rate – Forestry and an increase to the business development costs (section 6 – remission to for promoting business development) to \$1,000,000*

BOYDE/DUDLEY
Carried
P&S/24/99

The Director – Corporate Services and the Revenue Manager left the meeting at 4.27pm.

Rates Postponement

Points noted in discussion:

- The District Mayor felt that the conditions noting aged 65 and over, or aged 65 and under were contradictory as this covered everyone. He felt the policy shouldn't be based on age as it should be based on need. He also noted that under conditions it referenced age, disability, injury, illness or family circumstances. He noted that the onus was on the person applying to demonstrate extreme financial hardship, and not for the policy to require judgement on their age or physical/mental situation and rejected the references to these throughout the policy. Councillor Hall agreed noting that the definition of extreme hardship should be all that is to be proven.

The Parks and Reserves Officer left the meeting at 4.33pm.

- The Deputy Mayor noted that having recently gone through this process the word extreme needed to be emphasised throughout the policy. It can't be defined as it will be different for every person but it does need to be clearer in the policy that it is for extreme hardship. She did not think council should be getting a third party assessment (clause 3 – conditions) as the application should be the end product for the situation and this should be removed. She also noted there was no reference in the policy that this was a temporary solution as rates could not be postponed forever. She requested applicants be required to specify a timeframe to show there is a plan in place, but that council could choose to accept that timeframe or suggest a change. She also felt that confirmation should be provided by the applicant to show they have accessed all possible means in their situation such as mortgage holidays, hardship with the bank, accessing kiwisaver or WINZ etc. She also noted that not being able to work is significantly different to someone who currently not work and therefore the earning capacity is very different.
- The District Mayor felt the formal application requiring a budget advisor was too high of an expectation. He stated that it was rare for people to apply to this policy and it should be used sparingly.
- Councillor Hall felt a checklist needed to be included to know they have done everything to be considered. She noted it was very vulnerable to ask for support so it was important to make this as easy as possible for the appropriate people to access it, save time for staff and help keep the applicants integrity as well.

The Parks and Reserves Officer re-joined the meeting at 4.41pm.

- Councillor Beck noted this was not a remission policy, purely a postponement policy, and therefore it didn't need to be long winded as it would only be for that little period of time with the rates picked up at the end.

Proposed Changes:

- Expectation to provide a business plan for the recovery of the farm.
- Applicant to specify the timeframe for the postponement up front requiring demonstration of what the next plan is.
- Remove the ability for council to question through a third party with the expectation the applicant will provide that information up front.
- Demonstration that all other means available have been exhausted (bank, kiwisaver WINZ etc).
- Demonstrate they are physically not able to work.

Points noted in discussion:

- Councillor Hall noted her concern that this policy was setting people up to fail later by only being a postponement. The Deputy Mayor noted this was the reason she was requested further criteria. Mr Hanne clarified this did mean the property owner was not being struck with penalties or the beginning of legal proceedings. It was the expectation that this would be cleared in the year after the postponement date – this is to be added to the policy.

The Services Asset manager left the meeting at 4.48pm.

- The District Mayor asked if council should have this policy at all. It was only put there for extreme financial hardship and a property owner in hardship could not pay their rates and faced losing their property.
- Councillor Hall noted when coming out of the extreme financial hardship she was not sure people would be in the situation to pay the rates. The Deputy Mayor clarified this was to allow a bit of space and time during a hard time, she noted her expectation was that the property owner needed to have something in place by the end of this period or they needed to make a decision around the ownership of the property.

The Communications Advisor left the meeting at 4.50pm.

- Councillor Harris questioned what triggers this policy. Mr Hanne noted that it does arise as an option for the rates officers when they see people struggling with their bills. The District Mayor noted this is the last resort before they start incurring penalties. Councillor Erwood felt that not receiving penalties would put people at ease.
- Mr Hanne noted this policy had only been used once since he became Chief Executive and that application was declined.
- Councillor Beck noted the ability to work could exclude farmers as they may have the ability to work but there is no money coming in.

Recommendation

THAT the Rates Postponement Policy be withdrawn.

SANDFORD/WATT
Withdrawn

- The District Mayor asked councillors if they would make provision for hardship based on natural disaster because of their financial position? Or wanted to withdraw the whole policy. He noted that there had been no applications after the 2015 floods.
- Councillor Boyde noted by withdrawing the full policy there will be no option. Mr Hanne confirmed most councils do have a postponement policy but what is contained in them varies. Councillor Boyde did not support the motion.
- Councillor Hall agreed that this would be the mechanism to help ratepayers in a natural disaster.
- Councillor Sandford noted there were a lot of farmers in strife after the 2015 floods, however they didn't want this policy as there were no applications. The only application that has been received was declined. He did not think council should be a social organisation when there are so many agencies out there to help people. He noted he would support the policy if there had been a demand for it. He withdrew his motion for the withdrawal of the policy.
- The District Mayor suggested the policy be amended to only be a postponement for areas affected by natural disasters and available for anyone affected by natural disaster. Councillor Boyde supported this.

Recommendation

THAT the Rates Postponement Policy be

- Amended to be titled the Rates Postponement due to Natural Disasters.
- Remove all except for section 4 (Postponement for Farmland Affected by Natural Disasters)
- Amend all farming references to include all ratepayers.

and approved to be released for public consultation as required under Section 102(4) of the Local Government Act 2002, giving effect to Section 82 of the Local Government Act 2002.

SANDFORD/WATT
Carried
P&S/24/99

9. **Decision Report – Policy Review – Housing for Older Persons**

D24/12243 Page 52

Recommendations

1. THAT the report be received.

ERWOOD/BOYDE
Carried
P&S/24/100

Recommended Reason

This policy is being reviewed as part of council's rolling review of policies. Policies require review from time to time to ensure they still reflect current legislation and best practice, as well as elected members' views and meet the business needs of the organisation.

The Chief Executive noted that this policy had been presented to the last Policy and Services Committee meeting. The committee had requested further information which was provided at a workshop and the feedback then incorporated into the policy presented today.

Questions/Points of Clarification:

- Councillor Boyde supported the policy but questioned the duration of the transition period to the target rent. He noted that discussions had supported a five year transition period. Mr Hanne clarified the resolution asked councillors to set the three items specified.

Recommendations

- 2a. THAT the Housing for Older Persons Policy Target Rent to be set as 75% of market rental rate

JONES/BECK
3 against
Carried
P&S/24/101

Points noted in discussion:

- Councillor Jones supported changing the targeted rent to be 75% of the market rental rate as it had been confirmed that this would meet the required revenue.
- The Deputy Mayor spoke against the resolution as this exercise had been undertaken for cost recovery to a certain level while maintaining the social element. She felt with rising costs it was a

good idea to meet the current costs which will continue to change. Councillor Jones noted that as a percentage of the market rental rate the rent will increase as the market rate rises to meet costs.

Recommendations

- 2b. THAT the Housing for Older Persons Policy duration of transition period for existing tenants from current rent to target rent to be set at 5 years;

BECK/BOYDE
Carried
P&S/24/102

Points noted in discussion:

- Councillor Dudley supported amending the transition period to five years.

Recommendations

- 2c. THAT the Housing for Older Persons Policy Rental charge applicable to new tenants to be full Target Rent

BOYDE/BECK
Carried
P&S/24/103

Points noted in discussion:

- The District Mayor supported the motion as it will be a useful gauge when a vacancy occurs if there is consumer demand at the new rates.
- Councillor Hall requested if the information could be presented on how many declines are received when there is a vacancy as this is quite a different policy. Mr Hanne noted this would be indicated in the monthly report through vacancies. If officers are struggling to fill a vacancy this would be the trigger to raise the issue with councillors.
- Mr Hanne noted this policy had a short review time as it was a new policy but suggested a five year review period after the first review. The recovery element for the reserve will slowly come back up. Councillor Harris noted her awareness on the impact of these units on the wider rate payer base.

Recommendations

2. THAT the Housing for Older Persons Policy (replacing the Housing for the Elderly Policy) be adopted

HALL/VOLZKE
Carried
P&S/24/104

Points noted in discussion:

- Clause 2.2 to be amended to: *Be able to live independently. This implies an active and independent lifestyle.*

10. Monthly Reports

10.1 Assets Report D24/7676 Page 82

Recommendation

THAT the report be received.

BOYDE/HARRIS
Carried
P&S/24/105

Questions/Points of Clarification:

- It was questioned if the bridges cleared (page 84) were inspections or what was cleared?
- It was clarified that councillors had requested information on any potential overspends to the end of the financial year. The information provided on page 86 indicates that this activity will overspend by \$600,000, or savings could be made by cutting down on maintenance.
- Councillor Boyde noted it had taken 15 days to receive the traffic management plan to repair a water leak on Broadway and asked if this is standard practice with NZTA and state highways? Mr Hanne noted that they will differentiate if it is an emergency or not, however a slow leak is not treated as an emergency. The District Mayor noted he would raise this issue with the Regional Transport Committee as 15 days was too long to wait for a traffic management plan.
- It was clarified that the change in stocking numbers on the farm will be from October when mating is finished. This is as advised by the farm consultant.
- It was clarified that the hydrology report at Victoria Park will look at why the drainage work for field 1 had not performed to the expected level and help understand the issues that have now arisen on field 2. It is not normal practice to undertake these surveys but the need has now arisen for this area.
- It was clarified that the replacement of showerheads at the pool were due to damage and vandalism.
- Councillor Dudley questioned whether the contractors had been refusing to pick up the recycling bins with the replaced yellow lids. Mrs Araba clarified that the change of bin lids was part of the new contract but that they should still be collected. Councillor Dudley noted the kerbside collection contamination report was really good.
- The District Mayor noted the serious implications with the waste water ponds being considered a dam. He asked if this would lead to requirements to strengthen and replace the walls? Mrs Araba noted that council has a duty to maintain its infrastructure but it won't require a whole wall being replaced. Officers will be looking to see what is required to be done.
- Councillor Erwood suggested an audible alarm be used in the public toilets to deter vandalism.

The Parks and Reserves Officer, Property Officer and Projects Manager left the meeting at 5.33pm.

10.2 Community Services Report D24/7529 Page 109

Recommendation

THAT the report be received.

DUDLEY/HARRIS
Carried
P&S/24/106

Points noted in discussion:

- It was clarified that the numbers attending the programme and events in the Visitor Information and Library table had not changed from the previous month.
- Councillor Sandford congratulated the Community Development Officer for the recent Positive Ageing Forum which had a marvellous turn out. He thanked council for ensuring those forums continue.

- The District Mayor noted that there had been some questions raised about the MTFJ programme where the key performance indicators were not telling the full story of the achievements. The Workforce Coordinator gave an update on the clarifications of these KPIs and noted that part time or casual employment opportunities did not meet the criteria. She noted there had been 11 placements that had not met the specified criteria. She noted there had been 122 job seekers registered with council since 1 July 2023 and 12 businesses. It was clarified that these are so prescriptive as the funding is from the Ministry of Social Development. It is likely that there will be less funding received due to not meeting the targets.

The Workforce Coordinator left the meeting at 5.41pm.

10.3 Environmental Services Report
D24/5324 Page 117

Recommendation

THAT the report be received.

DUDLEY/McKAY
Carried
P&S/24/107

The Director – Environmental Services noted that officers have been gathering information for the general non compliances identified during the BCA audit last year. All these have now been submitted and two of the four GNCs cleared.

Questions/Points of Clarification:

- It was noted there has been no recent feedback received from the earthquake prone building owners. The reports are coming in slowly.

10.4 Corporate Services Report
D24/10165 Page 124

Recommendation

THAT the report be received.

BECK/JONES
Carried
P&S/24/108

The Chief Executive noted that as requested by elected members, this report contains a stocktake of all activities that were going over budget and why that is and whether it is temporary or seasonal over budget.

Questions/Points of Clarification:

- Councillor Harris noted that revenue was down for resource consents and asked if that meant expenditure that is incurred would be down or is stranded? Mr Sutherland noted it was a bit of both but that a lot of the costs is staffing.
- It was clarified that the water supply consumption charge was \$90,000 less than budgeted, this is a user driven charge which means there is less going through those properties that are metered than anticipated. The District Mayor noted that the consumption charges tend to be weighted towards the end of the financial year as the properties are still working within the allocated base amount.
- It was clarified that the healthy homes upgrade in solid waste was related to the dwelling at the transfer station.

11. Questions

There were no questions.

12. Closing Karakia

D21/40748 Page 142

The closing karakia was read.

The meeting closed at 5.48pm

M McKay
Chairman

Confirmed this 23rd day of April 2024.

N C Volzke
District Mayor

**Policy and Services Committee
Matters Outstanding Index**

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Parking Bylaw	Ordinary 12 March	Steve Bowden	Under Review	
Freedom camping – Portia Street – logical steps that could be taken	Hearing – 26 March	Blair Sutherland	Complete	Item 8 – Information Report – Fenton Street Parking

INFORMATION REPORT



F22/55/04 – D24/17469

To: Policy and Services Committee
From: Director – Environmental Services
Date: 23 April 2024
Subject: Fenton Street Parking

Recommendation

THAT the report be received.

Recommended Reason

This report provides information about how parking in Fenton Street is currently managed and how it could be managed in the future to minimise conflict with Scout Hall users.

Moved/Seconded

1. Purpose of Report

1.1 This report provides information about options for managing parking outside the Scout Hall on Fenton Street that was requested at the Policy and Services Committee meeting held on 26 March 2024.

2. Executive Summary

2.1 This report confirms some actions already taken or already underway to address the frequency of overnight parking outside the Scout Hall. It also suggests a possible future course of action if the actions already underway are not effective.

3. Local Government Act 2002

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:			
Social	Economic	Environmental	Cultural
✓		✓	

1.1 The content of this report relates to the social well-being of the community because it affects the use of a community facility by a local group.

1.2 Parking can also affect the environmental wellbeing of the community if it is not well managed.

2. Background

- 2.1 On 26 March 2024 Councillors heard submissions on the draft King Edward Park Reserve Management Plan. One of the submitters presented information about overnight parking taking place in a block of parks near the intersection of Fenton Street and Portia Street outside the Scout Hall.
- 2.2 The Scout Hall is within King Edward Park and its use is formalised through a property lease. The Scout Hall does not have any onsite car parking and uses parking within the Fenton Street Road reserve. Immediately outside the Scout Hall is a block of eight marked angle parks which are not subject to a time restriction.
- 2.3 Vehicles using those parks are restricting their use by the Scouts which is causing some difficulties moving people and equipment from the Scout Hall to vehicles for various activities, particularly in times of wet weather.
- 2.4 Freedom campers often use these parks, and they are also sometimes used by people living in their cars. Freedom campers are directed there by two known websites and the site is also close to recreation and ablution facilities which would make it attractive to both freedom campers and people living in cars.

5. Information Summary

- 5.1 Information presented at the hearing indicated that freedom campers were being directed to the site in front of the Scout Hall by two websites that freedom campers use to identify suitable locations for freedom camping. While the websites weren't established for that purpose it is possible that people living in cars were also using them as a source of locations that might be suitable.
- 5.2 Since the meeting council officers have contacted the operators of the two websites and asked them to direct freedom campers to the War Memorial Centre Car Park instead. At the time of writing this report one website has been changed and the other is expected to be changed.
- 5.3 Directing freedom campers to other locations would likely reduce the number using the parks outside the Scout Hall but will not necessarily prevent them altogether. There is currently no reason why the parks couldn't be used for longer term occupation.
- 5.4 At the hearing, the possibility of a bylaw for freedom camping was discussed. Investigation has revealed that the definition of freedom camping is quite narrow and specifically excludes people living in cars.
- 5.5 People living in cars can be difficult to distinguish from freedom campers but give rise to the same conflict for the use of the parking spaces. The site has also been used by people living in cars previously and for this reason a bylaw addressing freedom camping is unlikely to be completely effective. Stratford does not have a known history of freedom campers causing difficulties.
- 5.6 Another mechanism for controlling parking is the Council's Parking Bylaw which is currently under review and will come to elected members in a subsequent meeting for discussion and adoption for consultation.
- 5.7 The Parking Bylaw provides an opportunity to place time restrictions on the parks outside the Scout Hall to discourage long-duration parking whatever the purpose. The time restriction could be long enough to cater for the needs of Scouts but not long enough to provide for overnight camping. It could also possibly restrict parking at times when the Scout Hall is known to be used and allowing overnight parking at other times.
- 5.8 A further matter that might address the difficulties experienced by the Scouts is that the Scout Hall is set back from the Fenton Street road frontage and the rear of the building has a storage area for equipment. Providing the Scouts with a key to the Malone Gates would enable vehicles to park nearer to the Scout Hall for loading and unloading purposes which would further lessen the potential for conflict. The Council's Parks and Reserves Officer has confirmed that a key could be provided to the Scouts for this purpose.

- 5.9 Additional signage encouraging the use of alternative areas in preference to the parks outside the Scout Hall has also been considered. Because of the review of the Parking Bylaw additional signage is not considered necessary at this time, but it may be worth reconsidering depending on the outcome of the Parking Bylaw review.

6. Strategic Alignment

- 6.1 **Direction**
This matter relates to the control of parking which is a regulatory function.
- 6.2 **Annual Plan and Long-Term Plan**
This matter does not directly relate to either the Long-Term Plan or Annual Plan.
- 6.3 **District Plan**
This matter does not directly relate to the District Plan.
- 6.4 **Legal Implications**
This matter does not require specific legal advice, but any actions must be lawful to ensure any regulatory actions are not vulnerable to legal challenge.
- 6.5 **Policy Implications**
This matter is related to the Parking Bylaw, which is currently under review. The review will provide an opportunity to assist with addressing this matter.



Blair Sutherland
Director – Environmental Services



[Approved by]
Sven Hanne
Chief Executive

Date: 16 April 2024

DECISION REPORT



F22/55/04 – D23/37928

To: Policy and Services
From: Environmental Health Manager
Date: 23 April 2024
Subject: Stratford District Licensing Committee – Position of Deputy Chairperson

Recommendations

1. THAT the report be received.
2. THAT the committee approve the appointment of Min McKay as the Deputy Chairperson of the Stratford District Licensing Committee (DLC).
3. THAT the appointment of the Deputy Chairperson commence on 15 May 2024.

Recommended Reason

The Policy and Services Committee agreed to appoint a Deputy Chairperson to the Stratford District Licensing Committee on 22 September 2020 to complete the composition of the committee.

/
Moved/Seconded

1. Purpose of Report

The purpose of this report is to seek the approval of the appointment of Min McKay as the Deputy Chairperson of the DLC.

2. Executive Summary

2.1 The Council is required to have an Elected Member appointed as Deputy Chairperson to its DLC. Elected members were asked in a decision report to council, dated 28 September 2021, to register interest in the position of Deputy Chairperson. Deputy Mayor Min McKay has recently expressed interest in this position. No other expressions of interest were received. The Council is now required to approve the appointment.

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
✓		✓	✓

The DLC is a regulatory function required by the Sale and Supply of Alcohol Act 2012, that allows territorial authorities to make local decisions on alcohol licensing applications. For this decision report, only the approval of the Deputy Chairperson is required by the Policy and Services committee, which will be adopted by full council.

Alcohol licensing decision making touches on the social, environmental, and cultural well-beings. The establishment of licensed premises can have an impact on the culture and surrounding environment of a community. The Sale and Supply of Alcohol Act allows for consideration of good order and amenity in deciding where licensed premises will be located and how a premises will operate to minimise alcohol related harm to the community, supporting the maintenance of social well-being.

Establishing licensed premises can have an impact on economic growth in a community. The economic viability of licensed premises in terms of economic growth cannot be considered under the Sale and Supply of Alcohol Act. However, properly functioning and well managed licensed premises supports economic wellbeing.

4. Background

- 4.1 The composition of the DLC was agreed by the Council in September 2020. The composition consists of a Commissioner and a Deputy Chairperson chosen from elected members and a shared list of community members with the New Plymouth District Council. The appointment of a Deputy Chairperson to the DLC remains outstanding.
- 4.2 As the Deputy Chairperson position must be held by an elected member of the council in accordance with the Sale and Supply of Alcohol Act 2012, the council was asked for expressions of interest from elected members in a decision report presented in September 2021. Expressions of interest were to be provided to the Chief Executive by the end of 2021. No expressions of interest were received from elected members at this time but recently, Deputy Mayor Min McKay has expressed interest in position.
- 4.3 The Council is now required to formally approve the appointment of Deputy Mayor Min McKay as Deputy Chairperson. The position of Deputy Chairperson would stay with the elected member for the duration of their service to the council unless the elected member resigns from the position.

5. Consultative Process

5.1 Public Consultation - Section 82

The appointment of a Deputy Chairperson does not require public consultation.

5.2 Māori Consultation - Section 81

This is an administration decision that does not require specific Māori consultation.

6. Risk Analysis

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

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

- 6.1 This matter relates to risk number 5 – If the Council issues a licence or decision that is not consistent with legislation, policy or bylaws then the Council may be subject to a judicial review or other form of dispute process. By having a Deputy Chair of the District Licensing Committee, we will be able to make legally robust decisions on applications for alcohol licences in the absence of the Chair. This would minimise the likelihood of any decisions being vulnerable to legal challenge.

No legal opinion is required as apart of this process, as the process is prescribed by the Sale and Supply of Alcohol Act 2012.

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, the DLC considers alcohol licensing matters with the intent to reduce alcohol related harm in the community.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The appointment of the DLC is required by statute and is a regulatory function of the Council.

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? |
|--|

There is no data required to support the options in this report.

7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	The council is required by statute to have a DLC.
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	There is no significant financial implication.
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	The appointment of the Deputy Chairperson would allow for local decision making on alcohol licensing applications in the absence of the Commissioner. There is no change to the level of service. Since the DLC was first established, it has operated with this composition.
• creating a high level of controversy; or	No	This is an operational matter that is a legislative requirement.
• possible that it could have a high impact on the community?	No	There has been no public interest in the composition of the DLC since its establishment in 2013. The DLC consists of list members who are part of the community.

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

7.4 Options

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

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

Option 1: The Council approves the appointment of Deputy Mayor Min McKay as the Deputy Chairperson.

Re-appointing a Deputy Chairperson will have no significant financial implications. The Deputy Chairperson would be required in the absence of the Commissioner to determine licensing applications, or if a hearing is required and if the Commissioner declares a conflict of interest.

Approving this position allows the council to fulfil its regulatory functions under the Sale and Supply of Alcohol Act and allows local decision making on licensing applications. The appointment of this position would remain with the Elected Member for the duration of their appointment, or the member resigns from the position.

The position of Deputy Chairperson is required to have the appropriate skills relevant to alcohol licensing matters. Deputy Mayor Min McKay has experience in chairing meetings and has been part of the legal decision-making process under Dog Control Act 1996. Specific Training would be provided, and support staff will be appointed to the Deputy Chairperson for assistance.

Council Officers support option 1. This option will allow council officers to complete required regulatory functions in the required timeframes. Option 1 allows alcohol licensing decisions to be made locally with local knowledge and has no significant financial impact on the Council to perform this duty.

Option 2: The council does not approve the appointment of a Deputy Chairperson.

There are no significant financial implications by choosing option 2. However, in the absence of the Chairperson, licence applications would need to be sent to the Alcohol Regulatory and Licensing (ARLA) for consideration and reduces the level of service we provide to the community. This would include Special Licence applications where there is often limited time to process an application prior to an event. Option 2 may also prevent a potentially good operator from the opportunity to operate in the Stratford community.

Along with the risk of not being able to meet regulatory functions, there is also a high risk of the Council not meeting its Key Performance Indicator timeframes. Sending applications to ARLA is considered a temporary measure used in extreme circumstances and is not favoured by ARLA as a permanent option.

7.5 **Financial**

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

The remuneration for the Deputy Chairperson is determined by the Minister of Justice in accordance with the Cabinet fees framework. Members are also reimbursed for reasonable fees associated with considering an application. The Deputy Chairperson would likely consider a small number of licensing applications annually that would otherwise be considered by the Commissioner.

7.6 **Prioritisation & Trade-off**

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

The Council's capacity to deliver its statutory functions has been considered in developing the options and identifying a preferred option. Option 1 would introduce greater resilience to the council's ability to deliver these functions.

7.7 **Legal Issues**

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

No legal opinion is required. A territorial authority must appoint a DLC in accordance with the Sale and Supply of Alcohol Act 2012. The appointment of the Deputy Chairperson completes the agreed composition of the DLC. The Deputy Chairperson must be an elected member in accordance with the Act and approved by the Council.

7.8 **Policy Issues - Section 80**

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

There are no policy issues.



Rachael Otter
Environmental Health Manager



[Endorsed by]
Blair Sutherland
Director – Environmental Services



[Approved by]
Sven Hanne
Chief Executive

Date 16 April 2024

DECISION REPORT



F22/55/04 – D24/11385

To: Policy and Services Committee
From: Communications Manager
Date: 23 April 2024
Subject: Communications and Engagement Strategy Adoption 2024

Recommendations

1. THAT the report be received.
2. THAT feedback on the draft Communication and Engagement Strategy 2024 is acknowledged and considered, and any amendments agreed to by elected members, are incorporated into the final Communication and Engagement Strategy 2024.
3. THAT the Communication and Engagement Strategy 2024 (attached) be approved, and recommended for adoption by Council at the May 2024 Ordinary Council meeting.

Recommended Reason

The recommendation from the Committee will enable Council officers' to formally use the strategy as a framework for communications and engagement activity.

/
Moved/Seconded

1. Purpose of Report

The purpose of this report is to obtain the Committee's consideration of any public feedback and amendments to the draft Communication and Engagement Strategy (Appendix B) and subsequent adoption.

2. Executive Summary

- 2.1 The purpose of the Communication and Engagement Strategy is to:
 - set clear goals and effective methods for how Council communicates with our community and how our community can engage with Council
 - engage consistently and at the right level
 - provide a framework that will support Council's commitment to communicate and engage in a way that encourages an open, transparent relationship between the community and Council
- 2.2 Council approved the release of the draft Communications Engagement Strategy for public feedback on 13 February 2024. This was made available for feedback between 14 February and 15 March 2024.
- 2.3 Council received 4 responses to the invitation for feedback which have been summarised with comments attached in Appendix A.
- 2.4 The following amendments have been made to the draft Strategy in line with some of the feedback received from public and Council staff.
 - a) Small amendment to the Level of Engagement framework on page 8 to identify co-design workshops as a tool for collaboration and highlighting who would be involved in this level of engagement.
 - b) Minor wording amendments to Section 8.
 - c) An additional strategic goal added to section 13, outlining our vision for future focused communication and engagement through regular evaluation.

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 Local Government Act 2002 (the Act) is the primary Act that drives engagement and communications between Council and its community. The Act includes a series of principles which are intended to govern the overall actions of local authorities, and includes principles relating to the conduct of business in an open and transparent manner; making itself aware of community views; providing opportunities for Māori to participate in decision-making processes; collaborating and cooperating with other local authorities as appropriate; ensuring prudent stewardship of resources; and taking a sustainable development approach.
- 4.2 The Communication and Engagement Strategy provides a consistent approach for Council to give effect to the principles in the Local Government Act 2002.
- 4.3 The strategy’s vision is to have an engaged community, where everyone feels connected and able to participate in decision making opportunities.
- 4.4 The principles outlined in the strategy are:
 - a) **Inclusive:** Council gives all community members a reasonable opportunity to contribute.
 - b) **Proactive:** Council prioritises sharing information as soon as it’s available and involving community members in the decision-making process as early as possible, so they have the necessary time to learn about the issue and actively participate.
 - c) **Coordinated:** Council’s approach to communication and engagement uses community and council resources (ie, staff time and budget) effectively
 - d) **Accessible:** Council designs communication and engagement processes that make it easier for community members to influence decisions
 - e) **Effective:** Council’s communication and engagement processes are transparent, timely, easy to understand and regularly evaluated to identify continuous improvement opportunities.
- 4.5 The International Association for Public Participation (IAP2) Spectrum framework and core values is used to support the delivery of the strategy. The spectrum gives a guide on the level of engagement, and the methods of engagement for each of the levels.
- 4.6 The strategy details guiding principles for engagement with Māori and specifically references the framework produced by Te Arawhiti which includes three key principles of: Engage early, Be inclusive, Think broadly.

5. Consultative Process

5.1 Public Consultation - Section 82

There was no requirement to carry out public consultation on this strategy as per Section 82 of the Act. However, officers recommended this goes out for public feedback to ensure the information and goals included within the strategy meet the needs of our community before being adopted.

Feedback was open for 4 weeks. Information was made available via Council's channels such as the website, Antenna, Central Link and Facebook. Emails were also sent to organisations on the Community Directory.

5.2 Māori Consultation - Section 81

Council staff sought feedback from representatives of Ngāti Maru, Ngāruahine and Ngāti Ruanui on part of the strategy that referenced engagement guidelines for Māori in July 2023. No responses were received at that stage.

Iwi organisations within the Stratford district including Ngāti Māru, Ngāruahine, Ngāti Ruanui, Te Atiawa, Ngāti Mutunga and Ngāti Tama were emailed inviting them for feedback at the beginning of the public feedback period in February and again in March. No responses were received.

Whakaahurangi Marae was emailed for feedback at the beginning of the public feedback period and again in March. No response was received via the email invite.

6. Risk Analysis

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

7. Decision Making Process – Section 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes. The Communications and Engagement Strategy supports all future engagement on Council planning documents.

7.2 Data

In preparing the final strategy Council officers considered feedback received from the public as noted in **Appendix A**.

7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance and Engagement 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 and Engagement Policy, is this proposal of high, medium, or low significance?		
High	Medium	Low
		✓

7.4 Options

Option 1 The committee recommends to adopt the reviewed Communications and Engagement Strategy **as presented**.

Council officers support **option 1**.

Option 2 The committee recommends to adopt the reviewed Communications and Engagement Strategy with **any changes**.

Option 3 The committee recommends not to adopt the reviewed Communications and Engagement Strategy and to retain the existing strategy as current.

7.5 Financial

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

7.6 Prioritisation & Trade-off

No trade-off is being undertaken.

7.7 Legal Issues

No legal opinion is required.

7.8 Policy Issues - Section 80

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

Attachments:

Appendix A – Feedback received

Appendix B – Final Communications and Engagement Strategy 2024



Gemma Gibson
Communications Manager



Kate Whareaitu
Director Community Services



Approved by
Sven Hanne
Chief Executive

Date 16 April 2024

Appendix A

Item	Name	Feedback received	Officer Comments
1	No name given	<p>I am not worried by things like having the same style or look for all council communication, I am more interested in the communications being clear and readable, not full of bureaucratic nonsense hiding the actual message.</p> <p>I like the weekly information page in the Stratford News, as that is easy to find -it's always on the same page, is clear, easy to read and I can quickly work out what I need to know.</p> <p>My neighbours are the same, as if we ever don't get the paper delivered (which isn't often since the new little kid delivering it started, only rarely it may be a day late because of rain and they've told me they wait then so it doesn't get too wet in mailboxes) then one person on our street goes to the library to get a few copies for us all as we know the council stuff is in there and other news we need.</p> <p>I have tried using the app, but think it still needs more time before it is really usable, but don't really want money spent on improving it, I would prefer the money was spent on keeping the communication clear and easily accessible.</p> <p>If money needs saving to reduce rates I would like to see cuts to some of the banners in town for events like Americarna as they don't really do anything, and if the app costs too much then maybe stop that, but keep the council page in the paper and maybe also have it in the library and at schools on a poster each week?</p> <p>Don't pay consultants and use staff to do the things. With the maori words being used that is good, but only change signs and things when they are ready to be replaced not just because you want new words.</p>	<p>Thank you for your feedback and for engaging in and valuing the content provided in our weekly Central Link. We'll take on board your suggestions to continue delivering this as a page in the Stratford Press and to make it available in alternative locations.</p> <p>Thank you for giving the Antenno App a go! We'll continue to work on how we can improve the way this App is used for community news and reporting issues. We pay a fixed amount to have this App (approximately \$400 a month), and any developer improvements rolled out are included in this cost, so we can assure you that we won't be spending unnecessary money on making changes to it. A number of councils use the App across New Zealand (South Taranaki District Council included), so we all benefit from any development changes the provider makes. We see this as a cost-effective solution to ensuring our community can have information delivered direct to their mobile and be able to engage easily with us while out and about in the district.</p> <p>Advertising for Americarna is delivered and paid for by the Stratford Business Association.</p> <p>We only update Council branded signage when it is due for replacement as suggested.</p>

Item	Name	Feedback received	Officer Comments
2	Ratepayer from Toko (no name given)	<p>Please don't take away non electronic ways of putting information to us. Living rurally with spotty internet we don't use the anteno app or facebook but rely on the newspaper and radio for information. Radio is good for knowing if an event is coming but the newspapers are better as I can keep them to refer to. Facebook is also always getting hacked and its harder to trust information there because of the Ay Eye.</p> <p>Newspapers are more easy to get hold of and we can trust them. Why don't the daily paper cover any councillor meetings, I know everything costs but a lot of us who prefer to read than look at facebook want to see it in the papers, so maybe spend rural rates on paying the daily paper to cover the meetings as well as the free one rather than paying for the app and facebook for those of us who can't access it online. When you go into the council building it is really friendly the people at the reception are so nice and helpful so they are really important. In rural areas we don't see the big board you have near countdown so its better to have big adverts in the paper which we all get free once a week. The council in Hawera does a big two page one sometimes and its helpful as you can keep it to refer to. I also like the bits Neil writes in the paper from the mayors desk as that gives an idea of how he is thinking but would like more of those too if they don't cost too much. Would also like clearer things when you are asking people to give their ideas as its normally hard to understand the people writing it aren't good at communicating with people outside of council i think also the library should be open on sundays as well or a full day on saturday so people can get there information there when they need as farmers can't come during the week always. Also the pool shouldn't give schools even lower prices it is cheap and the schools need to understand a pool costs money and they need to make kids learn to swim not moan about the cost when they charge parents for big expensive field trips to rainbows end. I like the forestry extra charges as our roads are shit thanks to those trucks but think budget cuts could be made by cutting things councillors get like cars and food at meetings no one else gets fed at their job they take their own food or go to a local cafe which is good for the town so why should they get paid to work and then to eat too. I think every councillor should have</p>	<p>Thank you for your feedback and your acknowledgment of the importance of print and radio communication from a rural perspective. We know many in our community are unable to access digital content and so we'll continue to work with traditional media channels as well. We want to ensure everyone in our community has an opportunity to access Council information and engage with Council business, so a multi-channel approach to how we communicate is important. The Strategy aim under our external communications goal is to use multiple digital and print mediums that are cost effective, innovative and specific to our community.</p> <p>While it is out of our control as to what media decide to cover in their papers, we've noted this feedback on the lack of Council meeting coverage in the daily newspaper and will review our approach to media engagement going forward. Media relations is one of our strategic goals as part of the Strategy and our aim is to deliver clear, consistent and factual information to the media to ensure comprehensive and accurate coverage of Council decisions and activities.</p> <p>Feedback provided on other cost saving initiatives and comments on specific services are more appropriate for Elected Members to consider as part of their Long Term Plan (LTP) deliberations, but we encourage everyone to submit on the draft LTP as well.</p>

Item	Name	Feedback received	Officer Comments
		<p>to have a public budget showing what they get paid and all their phone call costs and petrol and everything and also how many times they come to meetings and then we can make cuts because i don't see all of them doing things but they all take the money that would make a good saving on rates better than closing the library and the aa centre and the pool. also stop paying for the businesses to have a secretary or what ever and that saves 40 thousand and so does cutting the pioneer village which isn't something that helps everyone and the gallery and things like that. Sports fields should be user pays like the hockey place and the rugby fields and the bowls that would all save money too.</p>	
3	Sharon Mackie-Langton	<p>I like getting info sent by the Antenno app. The Stratford Press has not been delivered in town since Covid lock down, so now I forget about getting 1 when I'm up town, so the Antenno app is the way I get your info now.</p>	<p>Thank you for your positive feedback on the Antenno App. While we have no control over the delivery of the Stratford Press, our understanding is that this does get delivered to households in the district and is available on stands throughout the CBD including at the Stratford Library and Visitor Information Centre. We'll continue to advocate for improved delivery coverage in our district.</p>

Item	Name	Feedback received	Officer Comments
4	Alex Corlett	<p>Cost Cutting. All mail communications should be in black in white and not in color. This would assist in longer term cost reductions.</p> <p>More open and transparent communication channels are required - Council staff have refused to accept deferred payment requests.</p> <p>This has resulted in incorrect penalties charged to my rates bills charged to my account and threats and intimidation used by staff. This includes Sven Hanne and Tiffany Radich.</p> <p>Neil Volzke was advised of this matter no action to resolve the matter or to discipline to staff involved in these communications.</p> <p>Conflicts of interest with the media - Stratford District Council currently has Senior staff Members involved in domestic relationships with the polical press. Stratford Press editor Ilona Hanne is married to Stratford District Council CEO Sven Hanne. This matter should be reviewed and corrective action should be taken to ensure integrity of local democracy is protected. Mayor Neil Volzke has also been advised of matter but to date no action has been taken.</p>	<p>Thank you for your feedback.</p> <p>We understand the issues raised regarding deferred payment requests have been acknowledged.</p> <p>The relationship between Council's Chief Executive and the Stratford Press Editor is openly acknowledged in all articles written by the Editor.</p> <p>Council staff will continue to consider cost-effective channels for communication delivery.</p>
5	<p>Dr Neil de Wet Medical Officer of Health, Taranaki</p> <p>Health NZ National Public Health Service Te Manawa Taki</p>	<p>Below is the feedback included in the full letter attached to the end of this appendix.</p> <p>The overall intent and objectives of the Draft Communications and Engagement Strategy are supported by the Health NZ National Public Health Service Te Manawa Taki. The following are specifically noted as being supportive of public health gain:</p> <ul style="list-style-type: none"> • The updated Principles of Communication and Engagement that provide detail and clarity regarding the communication and engagement approach of the Council. • The inclusion of guiding principles for engagement with Māori. • Engagement with local communities through workshops as well as other opportunities for communities to engage. <p>To further strengthen the public health value and contribute to public health outcomes, the Health NZ National Public Health Service Te Manawa Taki:</p> <ul style="list-style-type: none"> • Recommends that Section 8 – Guiding principles for engagement 	<p>Thank you for providing feedback on our draft Strategy. We've taken on board all your comments to strengthen the Strategy from a public health perspective.</p> <p>We've made some minor amendments to the document in light of this feedback for Elected Members to consider. However much of the advice provided will be reflected in the operational documentation associated with the Strategy.</p> <p>The list of iwi in Section 8 reflects the Stratford district and not the whole of Taranaki, this is why there is 7 listed instead of 8.</p>

Item	Name	Feedback received	Officer Comments
		<p>with Māori, strongly reflects that the relationship between Council and iwi/hapū is one of partnership. The longstanding inequities experienced by Māori through historical engagement approaches should be acknowledged in this section.</p> <ul style="list-style-type: none"> • Encourages Council to continue to engage with Māori in a way that upholds the needs and aspirations of hapū, iwi and whānau under Te Tiriti. • Encourages communication and engagement outcomes that encourage in co-designed plans with communities and includes voices of specific communities including Māori, those living in high deprived areas, rural communities, Pacific peoples, young people and women. • Encourages communication and engagement with cross-sector partners. • Recommends active engagement with and co-design of strategy with different population groups so that they best meet their needs. • Encourages the use of a broad range of communication and engagement methods, languages and platforms that are easily accessible to all audiences. • Encourages alignment to principles of communication with Māori: <ul style="list-style-type: none"> ○ Manaakitanga - ensure Māori interests and knowledge are protected including collection and use of information gathered at hui. ○ Mana enhancing - build trust and mutual respect, co-designed from the start ○ He ngākau Māori - recognise and provide for Māori perspectives, tīkanga (customs), Te Reo Māori and kawa (protocols) in the work that is done. ○ Kanohi ki te kanohi (face to face). ○ He kanohi kitea - support two-way dialogue and demonstrate how all parties can mutually achieve their own aspirations and mutually benefit from working together. • Offer alternative ways to give feedback and meet the needs of a variety of audiences, for example allowing video, audio, or pictorial 	

Item	Name	Feedback received	Officer Comments
		<p>submissions.</p> <ul style="list-style-type: none"> • Recommends in addition to the IAP2 core values that the core values for engagement with Māori from Te Arawhiti are considered. • Recommends that methods for evaluation of any communications/engagement are also included in the strategy. • Recommends review of Section 8 to ensure that the listed iwi is correct for Taranaki. 	

Appendix B



Communications and Engagement Strategy 2024



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Communications and Engagement Strategy

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DRAFT

1 Purpose

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

We have developed the strategy to:

- set clear goals and effective methods for how Council communicates with our community and how our community can engage with Council, particularly in relation to decision-making
- engage consistently and at the right level
- provide a framework that will support Council's commitment to communicate and engage in a way that encourages an open, transparent relationship between the community and Council

2 Introduction

What is Communication and Engagement?

By 'communication', we mean:

- a) All our published documents, including newsletters, newspaper publications, website and social media content, council documents, presentations and advertisements used to deliver information to different audiences, including our residents, wider community, staff and external stakeholder groups
- b) All statements and comments issued to the media
- c) All face-to-face meetings, events, and telephone conversations where we are hosting or organising the activities
- d) Materials that are produced to help 'inform' residents and the community, which may be 'one-way' communication at times

By 'engagement', we mean:

- a) Activities that are specifically designed to find out the experiences and views of the community
- b) Using a variety of methods, tailored specifically to our target audience, and what is required and most appropriate for them. This will not be a one size fits all approach, and may include the use of engagement and consultation events, structured discussions (e.g. focus groups, interviews), surveys or advisory groups
- c) Relationships with statutory partners and local partnerships including the voluntary and community sector, elected members and opinion leaders
- d) The ways in which we feed back the results of engagement activities and make clear how these have been taken into account when making decisions
- e) formal engagement processes required by legislation, such as consultation on long term plans and other statutory documents.

3 Strategic context

Communication and engagement is required as part of a range of Council processes. The overarching strategic document for Council is our **Long Term Plan (LTP)** and subsequent annual plans. Our **Significance and Engagement Policy** is reviewed every LTP cycle and plays a key role in how we engage as part of the decision-making process. The Communications and Engagement Strategy is designed to provide the framework for the application of our Significance and Engagement Policy.

4 Legislation

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

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

This Strategy acknowledges that some processes are subject to legal regulations that dictate a minimum level of consultation. In these circumstances Council must full comply with the relevant areas of legislation.

Part 6 of the Act specifically relates to planning, decision-making and accountability:

Section 76AA Significance and Engagement Policy

Section 78 Community Views in Relation to Decisions

Section 81 Contributions to decision making processes by Māori

Section 82 Principles of Consultation

Section 83 Special Consultative Procedure

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

Public consultation is required in a number of other Acts, for example Land Transport Act 1993, Resource Management Act 1991, and New Zealand Public Health and Disabilities Act 2000. It also stems from other obligations such as those set out in Te Tiriti of Waitangi/the Treaty of Waitangi.

The management and release of information gathered during consultation is subject to the Privacy Act 2020 and the Local Government Official Information and Meetings Act 1987.

5 District profile

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

Our district is one of New Zealand's smallest local authority areas. We encompass just 2,170 square kilometres and within this have four distinct landscape regions:

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

Our district borders two national parks, Te Papakura o Taranaki and Whanganui National Park. We are a main gateway to Taranaki Mounga including popular tourist sites Te Rere o Kapuni (Dawson Falls), Stratford Mountain House and Manganui Ski Field. We are intersected by State Highway 3 and State Highway 43 (Forgotten World Highway) which connect Stratford township to our smaller towns including Midhirst, Toko and Whangamomona.

Within our district we have 10 primary schools and 2 secondary schools.

5.1 Our community

We have a population of 9,880 (2020 StatsNZ) who live in the heart of Taranaki and call the Stratford district their home, and this figure is predicted to grow. The majority of our population lives in the Stratford township. We have a number of smaller satellite towns including Midhirst, Toko and Whangamomona with some of our rural community members living in very remote parts of the district.

Median Age – 39.6 years

Gender

- Male – 4,722
- Female – 4,752

Birthplace

- NZ born – 90.7%
- Overseas born – 9.3%

Ethnicity

- European – 91.4%
- Maori – 14.2%
- Pacific peoples – 1.4%
- Asian – 2.5%
- Middle Eastern / Latin American / African – 0.2%
- Other ethnicity – 1.3%

(Note that this is over 100%, as some people reported more than one ethnic group, and so were counted in more than one group)

1,350 identify as Māori – The median age for Māori population is 21.9 years

Unemployment: 3.6%

Full suite of statistics available online at: <https://www.stats.govt.nz/tools/2018-census-place-summaries/stratford-district>

6 Our vision

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

7 Our principles

1. **Inclusive:** Council gives all community members a reasonable opportunity to contribute.
2. **Proactive:** Council prioritises sharing information as soon as it's available and involving community members in the decision-making process as early as possible, so they have the necessary time to learn about the issue and actively participate.
3. **Coordinated:** Council's approach to communication and engagement uses community and council resources (ie, staff time and budget) effectively
4. **Accessible:** Council designs communication and engagement processes that make it easier for community members to influence decisions
5. **Effective:** Council's communication and engagement processes are transparent, timely, easy to understand and regularly evaluated to identify continuous improvement opportunities.

8 Guiding principles for engagement with Māori

Te Tiriti o Waitangi is the basis that forms the overall strategic relationship between Māori^[1] and the Crown. Te Tiriti o Waitangi, and in particular, its principles, play a central role in shaping the engagement between Māori and Council. For example, it's the principles of Te Tiriti that form the basis for Māori involvement with local government. To give effect to Te Tiriti, the courts, government, the Waitangi Tribunal, and many organisations have all developed principles or implicit requirements for both parties.

- For Māori, the process of genuine engagement is:
- an acknowledgement of their rangatiratanga and status as Treaty partners
- an acknowledgement that mātauranga Māori makes an important contribution to solving policy and practical problems
- an acknowledgement that Māori have the resources and capability to contribute; and
- an acknowledgement that some issues affect Māori disproportionately who are therefore better placed to develop the solutions.

Councils operate under a number of statutory rules that require them to either consult or engage with Māori or tangata whenua, and/or to provide opportunities for participation in some capacity. Underpinning all terms is the assumption that conversations should be occurring to understand and include the values, aspirations, and interests of Māori. Several pieces of legislation direct central and local government agencies to "take into account" or "have regard to" the principles of Te Tiriti.

^[1] The term Māori is used here and refers to tangata whenua and or mana whenua that within the context of Stratford district means those hapū who whakapapa to the land. In terms of mana whenua, there are also a number of groups and entities that include: iwi, hapū, marae, and post-settlement governance entities.

Not all Māori engagement is driven by law. Māori have a wealth of knowledge about the cultural, natural, physical, and social environment and are key players in regional economic development.

There will be many occasions where input from Māori will inform and enrich the work of Council. Aside from Te Tiriti and a legislative context, there are compelling reasons for local government and Māori to work together.

While Council aims to develop an internal Māori engagement framework for staff with iwi partners as part of this strategy, Te Arawhiti has already created a framework and guidance for public sector engagement with Māori that we can seek guidance from.

It identifies three key principles that should guide the development of an engagement process with Māori: **Engage early, Be inclusive, Think broadly.**

Te Arawhiti says engagement that is early, inclusive and broad will lead to the following:

- A greater understanding of one another's expectations and aspirations
- Increased opportunities to co-design processes and systems
- Increased opportunities to establish shared projects and programmes
- Improved process based on understanding of one another's priorities, expectations and available resources
- More efficient use of government and Māori resources
- Supporting Māori expectations and aspirations

If engagement with Māori isn't early, inclusive or broad, there may be reduced opportunities to develop meaningful partnerships and the development and implementation of effective policy options may be compromised.

Stratford District Council is on a journey to grow its relationships with Māori. **Partnerships between local government and Māori across Aotearoa New Zealand is continually evolving, and SDC acknowledges the inequities experienced by Māori through historical engagement approaches by locally and across Aotearoa.** It remains vital to maintain and foster both new and established relationships with Māori across the Stratford district – to ensure inclusiveness is embedded in all of Council's communication and engagement activity.

We acknowledge the following seven iwi, **and their hapu** as mana whenua within the Stratford District:

- Ngāti Ruanui
- Ngāruahine
- Ngāti Maru
- Ngāti Mutunga
- Ngāti Tama
- Ngā Rauru
- Te Atiawa.

Council also recognises the role of Whakaahurangi Marae within the district.

9 Core values for community engagement

Council believes that by encouraging open conversations on community challenges and opportunities we can improve our delivery of services and empower our community to participate in democracy.

Council acknowledges the International Association for Public Participation (IAP2) Core Values as the underlying principles for engaging with communities.

Public participation/community engagement:

- is based on the belief that those who are affected by a decision have a right to be involved in the
- decision-making process;
- includes the promise that the public's contribution will influence the decision;
- promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers;
- seeks out and facilitates the involvement of those potentially affected by or interested in a decision;
- seeks input from participants in designing how they participate;
- provides participants with the information they need to participate in a meaningful way;
- communicates to participants how their input affected the decision.

10 Levels of engagement

The IAP2 developed a framework for engagement which is considered a best practice benchmark worldwide.

The IAP2 Public Participation Spectrum gives a guide on the five levels of public participation, from informing to empowering, and the types of communication suitable for each. The purpose of the spectrum is to improve the practice of public participation or community engagement, incorporating key stakeholders that affect the public interest. In simply 'informing' stakeholders, there is no expectation of receiving feedback and consequently there is a low level of public interest or impact. At the other end of the spectrum, 'empowering' stakeholders to make decisions implies an increase in expectations and therefore an increased level of public impact.

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

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

11 Channels of communication

Communicating with our diverse community is important to ensure we have a well-informed district that has been provided the opportunity to engage with Council and have a say in the matters that affect them. Council recognises that different people have different needs when it comes to communication and engagement. In any one community there are two ends of the spectrum: those who don't want to be bothered by Council at all, and those who want more ongoing involvement in initiatives to improve the area. Through our existing relationships with stakeholders, learnings from previous consultation and engagement work and community feedback, we determine the best channel(s) to meet the needs and wants of the full spectrum of stakeholders. The following Stakeholders Matrix displays the communication and engagement channels Council has available to meet these needs.

Stakeholders matrix

• = CURRENTLY AVAILABLE
 Δ = AIM TO PROVIDE

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

12 Roles and responsibilities for communications and engagement processes

For effective conversations and decision-making that best meets the needs of the whole community, we all need to work together. This means Council staff, elected members and community members all have a role to play in these processes.

Council staff

Staff are responsible for the design and implementation of communication and engagement processes. They will take the appropriate steps to ensure the process is consistent and transparent for everyone involved. These steps include:

- Define the project/context
- Define the purpose and identify negotiables (what elements of the project can be influenced) and non-negotiables (what cannot be influenced by the public)
- Identify the level of engagement required, guided by the Significance and Engagement Policy
- Identify who needs to be involved, and develop relationships
- Develop communication and engagement plan for approval
- Roll out the plan
- Give feedback to the community
- Evaluate and review the process
- Ensure ongoing monitoring
- Document evidence (record-keeping for requests under the Local Government Official Information and Meetings Act 1987)

Elected Members

As community leaders, the support of councillors is important for successful community engagement. Councillors will:

- support community engagement processes as appropriate (ie, community meetings and events)
- review information gathered through community engagement processes, existing research and information already known to Council, and seek clarification where necessary to inform Council decisions
- approach decision-making processes with an open mind and in the public's best interest
- act as a channel between the community and Council (using the appropriate information request tools ie, StratfordDC@stratford.govt.nz, online request form and phone 06 765 6099 to direct feedback or questions from the community to Council officers)

From the Council's Code of Conduct:

- treat all people fairly,
- treat all other members, staff, and members of the public, with respect,
- share with Council any information received that is pertinent to the ability of the local authority to properly perform its statutory duties,
- operate in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi,

Community members

As part of engagement opportunities, community members are asked to:

- focus on the decision to be made/question to be answered
- recognise that Council must consider the needs of the whole community

- request alternative ways of participating as required
- listen, to best understand the views of others in the community
- provide input and feedback within timeframes
- encourage others to offer feedback, participate in engagement opportunities.

13 Our strategic goals

13.1 Internal Communications

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

Outcomes
Planned and effective communication and engagement processes for our community, resulting from a collaborative approach internally
Improved understanding of Council communications through plain language
Consistent culture of community engagement where staff are aware of and actively follow Council's policies and procedures in considering engagement as early as possible in the process.
Better informed and engaged community through consistent processes
Communications and engagement activity that meets legislative requirements.

13.2 External Communications

Aim: Deliver planned, transparent, and effective communications by using multiple digital and print mediums that are cost effective, innovative and specific to our community.

Outcomes
Targeted communications based on community interest and needs
New and creative mediums for increased exposure to Council services, events, initiatives and projects through cost-effective options
Reach more people with information on Council services, events, initiatives and projects

13.3 Community engagement

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

Outcomes
Council has a robust and up to date Community Directory through regular engagement
Provide the community with more open and informal opportunities to discuss issues and ideas with Council
Increased understanding of the decision making processes leading to engaged discussions where our community are influential in the process
All members of our community feel informed and engage with Council on services, event, initiatives and projects
Engagement processes are established between council, iwi and hapū

13.4 Media relations

Aim: Deliver clear, consistent and factual information to the media to ensure comprehensive and accurate coverage of Council decisions and activities.

Outcomes
Reach more people with information on Council services, events, initiatives and projects
Better informed community through accessible information
Better informed community through consistent and accurate information sharing
Increased awareness of Council services, events, initiatives and projects

13.5 Digital communications

Aim: Connect with and build relationships online with our community by developing engaging and valuable two-way conversations. Be the central point of contact online, enabling 24/7 access to information and services to our customers.

Outcomes
Provide a modern, user-friendly website that is engaging and meets web accessibility standards
Increased community awareness and participation in Council owned digital platforms (ie, social media, Antenna)
Increased opportunities for community members to provide feedback and engage on issues via online platforms
Access to relevant information at the customers time-of-need

13.6 Visual communications

Aim: Ensure Council's online presence and printed publications strengthen our brand via creative, informative and engaging communications.

Outcome
Consistent approach to Council produced publications
Consistent approach to signage throughout the district
Consistent, recognised and strengthened brand that promotes our unique identity
Consistent, recognised and strengthened brand that promotes our district and the people who live here

13.7 Future focused

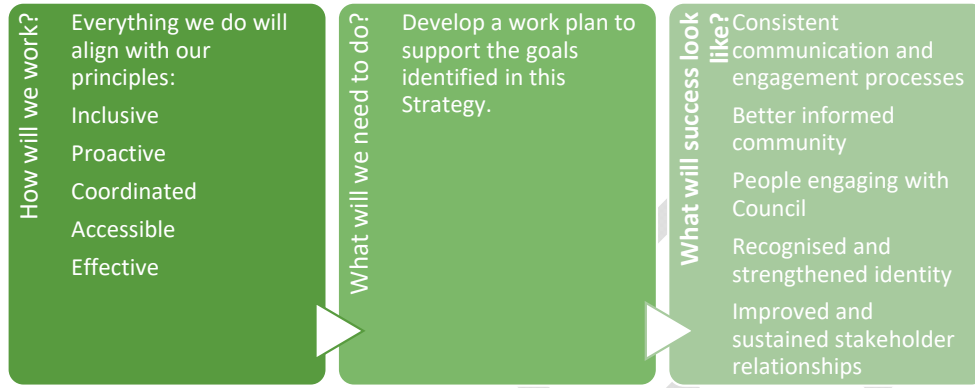
Aim: Ensure Council's communication and engagement practices are regularly evaluated to identify continuous improvement opportunities.

Outcome
Communications and engagement is fit for purpose - works for the audience.
People always have the opportunity to provide feedback on the communication and engagement processes they're involved in.
Evaluation methods are tailored to suit the level of engagement and process undertaken.
Trusted partnerships are built between Council and the communities they communicate and engage with.

14 Where to from here

Council officers will develop a work plan that supports this strategy. Progress on the work plan will be reported to elected members on a regular basis.

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



15 Related documents

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

MONTHLY REPORT

Assets Department



F22/55/04 – D24/14553

To: Policy and Services Committee
From: Director – Assets
Date: 23 April 2024
Subject: Assets Monthly Report for March 2024

Recommendation

THAT the report be received.

/
Moved/Seconded

1. Highlights

Roading

- The widening of the existing footpath on Regan Street between Brecon Road and the Caretakers entrance to the Stratford Primary School has been completed.
- Repairs to two retaining walls located on Mangaotuku Road continued in March.
- A contract to replace two retaining walls on Croydon and Mangaotuku Roads has been awarded.
- Work began on Cardiff Road to undertake a geometric alignment of the road as it approaches the bridge over the Patea River. This has been the location of several crashes, one involving a truck carrying chicken manure. Any crash in this area has the potential to severely impact the Stratford Water Treatment Plant. The intake is only a few meters downstream.

Water Supply

- No water treatment issues were experienced during this reporting period.

Wastewater

- Wastewater oxidation pond monitoring and sampling are ongoing. Influent and effluent sampling are ongoing and remains compliant with resource consent conditions.
- Algal sampling of the wastewater is ongoing for the Diatomix project.
- A meeting was held with Council's consultant assessing the effectiveness of the Diatomix project, a report is to be prepared for consideration as to whether to continue with the dosing.

Trade Waste

- Trade Waste Consents – nil new consents issued.

Stormwater

- There were no stormwater reticulation issues during this reporting period.
- Draining of Victoria Park pond has occurred. Blockages were experienced due to litter and silt blocking the outlet after rainfall and a bypass pump had to be used to lower the Pond to clear the outlet.
- Resource consent was received from TRC and the excavation works are planned for April, weather permitting.

Solid Waste

- Collaboration between the council and the Stratford Repair Café group continues.

Parks and Reserves

- The Stratford Eltham Rugby Club are starting their season this month. Maintenance on the grounds at Victoria Park and Page Street are occurring in preparation for this season.
- Tree maintenance continues to negatively impact the operational budget with two notable trees identified for removal due to health and safety concerns.

Special Projects

- A Hydrology Review of Victoria Park has been commissioned.
- A Request for Proposal (RfP) for wetlands investigation at the Flint Road Subdivision has been advertised.

2. Rooding

2.1 Level of Service and Performance Measures

The Levels of Service for the Rooding Activity are measured using several performance indicators as shown in the table below.

Rooding Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2023/2024 YTD
Safe Rooding 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. The number of DSI's for 2021/2022 was 6. Our target is 5 a reduction of 1.	-1	Achieved to date = 1 There were no serious injury crashes in March.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved - 54% (as at 2022/23). NZTA is undertaking nationwide data collection surveys as a part of their Consistent Condition Data Collection. Tenders are being assessed by NZTA for the providers of this data collection contract. This KPI should be reviewed as clearly the funding available cannot deliver this level of service for the urban road network.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved - 92% (as at 2022/23). As above, the KPI should be reviewed given the extensive damage caused to some rural sealed roads by logging activity and the funds available to undertake repairs.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not Achieved ¹ The reseal programme for the year has commenced. No reseals were undertaken in March. Fulton Hogan expect to complete the programme in April.
	Unsealed Road maintenance ¹ - The percentage of the unsealed road network that has been metal dressed.	≥7%	0.6% Achieved to date. No maintenance metalling was undertaken in March.
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 at 89%. A footpath condition survey was completed in January and we are reviewing the results of the survey.
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
Customer Satisfaction	• Rooding Network	>80%	Not Achieved – The results for the first quarter are 19% satisfied and 50% dissatisfied. The second quarter results are: 36% satisfied, 32% dissatisfied.
	• Footpaths	>80%	Not Achieved - The results of the first quarter are 50% satisfied and 19% dissatisfied. The second quarter results are: 57% satisfied, 17% dissatisfied.

¹We continue with the reseal programme, sealing a further 1.0km of Monmouth Rd and Opunake Road. This brings the total to 3.5km.

²Our target is to use 10,000m³ of metal or the equivalent of 25km (12%) on unsealed roads, assuming a 100mm overlay on a 4m wide road. To date we have re-metalled 1.3km of the unsealed network.

2.2 Customer Requests

There are no outstanding CRMs for the month of March.

2.3 Routine Maintenance

This month's completed works consisted of:

Item	Activity Class	Completed Works
1	Sealed Roads	<ul style="list-style-type: none"> Potholes/ Edge breaks – Various locations on the network Levelled Uneven surface Flint Rd Tomo on Ronald Rd Cardiff Road Rehab underway and 50% Completed.
2	Unsealed Roads	<ul style="list-style-type: none"> Potholes filled – Arnold Rd, Denbigh Rd, Junction Rd, Kohuratahi Rd, Lower Kohuratahi Rd, Mangaehu Rd, Prospect Rd, Rimuputa Rd, Tauwharenikau Rd, Tawhiwhi Rd, Upper Mangaehu Rd, Whitianga Rd Minor unsealed digouts – Puniwhakau Rd
3	Drainage Repairs	<ul style="list-style-type: none"> Culvert Inlet/Outlet cleaning – Brewer Rd, Moki Rd, Perry Rd, Prospect Rd, Upper Mangaehu Rd Sump clearing on Essex Street Clearing of Water tables on Moki Rd & Rimuputa Rd Sump inspected fault found – Metal falling into inlet area Soldiers Rd
4	Signs/Furniture & Structures	<ul style="list-style-type: none"> Cleaned Signs on Finnerty Rd, Skinner Rd, Bird Rd, Wingrove Rd, Cornwall Rd, Caesar St, Opunake Rd, Seyton St, Adrian St, Tybalt St, Mercade Close, Celia St East, Skinner Rd & Denmark Tce Installed Signs on Douglas Rd, Regan St West, Brecon Rd South Reinstated posts down – Cordelia St North, Hastings Rd South Reinstated twisted and leaning signs on Cordelia St North, Monmouth Rd West, Ronald Rd, Denbigh Rd, Beaconsfield Rd, Swansea Rd, Monmouth Rd West & Opunake Rd Edge Marker Posts – placed on Junction Rd Cleared Graffiti off sign on Opunake Rd Replaced missing signs on Brecon Rd South, Monmouth Rd west, Cordelia St South, Mangaotuku Rd & Arnold Rd
5	Environment	<ul style="list-style-type: none"> Collected dumped rubbish on SH3 (2 Broadway), Ronald Rd, Portia St Central, Miranda St North Swept Loose metal and Chip on Poto Rd, Flint Rd & Finnerty Rd Removed dead Animals on Fenton St & Pembroke Rd West
6	Bridges	<ul style="list-style-type: none"> Bridges cleared – Beaconsfield Rd, Bird Rd, Brewer Rd, Cheal Rd, Gordon Rd, Jury Rd, Mangaehu Rd, Mangaotuku Rd, Perry Rd, Puniwhakau Rd, Skinner Rd, Sole Rd, Tututawa Rd, Upper Mangaehu Rd, Waihapa Rd & Wingrove Rd Routine repair on Arnold Rd Bridge Abutment filled with shell rock
7	Footpaths	<ul style="list-style-type: none"> Potholes on Fenton St filled with QPR and Emulsion
8	Shoulders	<ul style="list-style-type: none"> Edge breaks filled with QPR & Emulsion Salisbury Rd, Kaiapoi Rd, Whitcombe Tce, Mangaotuku Rd, Beaconsfield Rd, Opunake Rd, Moki Rd, Mangapapa Rd, Hastie Rd, Finnerty Rd, Swansea Rd, Hunt Rd, Brewer Rd, Palmer Rd, Soldiers Rd, Manaia Rd Special, Opunake Rd
9	Vegetation	<ul style="list-style-type: none"> Topsoil and reseed behind kerb on Cordelia St North Hazardous tree/Limb removed Mangaehu Rd, Junction Rd & Matau Rd Urban Area kerb and channel spraying Cleared silt and leaves from gutters on SH3 (Broadway)
10	Railings	<ul style="list-style-type: none"> Sight Rails Repaired/painted Opunake Rd, Palmer Rd North, Beaconsfield Rd
11	Emergency Works	<ul style="list-style-type: none"> Flood on Carrington Walkway East, Hamlet Street North, SH3 (2 Broadway) Romeo Street West Fallen trees on Manaia Rd Special Purpose 26372/2024 Landslip Junction Rd Road Drop out Croydon Rd
12	Inspections	<ul style="list-style-type: none"> Bridge, culvert, and network inspections continue
13	Complaints/ Compliment	<ul style="list-style-type: none">

2.4 Budgets

At the end of March, Council has spent \$2,319,368 on maintenance activities. With NZTA's approved allocation being \$2,107,200, an overspend of \$212,168 has occurred to date. The anticipated total overspend for maintenance by June 2024 is \$582,168.

Regarding expenditure to date is \$1,799,407 out of an approved allocation of \$3,375,001. The remaining \$1,575,594 is allocated to reseals, pavement strengthening on Beaconsfield Road, drainage renewals and the replacement of the retaining walls. Works anticipated for completion in April, weather dependent, include:

- Beaconsfield Road (Hick's Corner) – pavement rehabilitation and safety improvements.
- Mangaotuku Road – seal widening.
- Beaconsfield Road – pavement repairs.
- Monmouth Road – second coat seal on last year's rehab site.
- Opunake Road – second coat seal at Dunn's Bridge.
- General routine maintenance activities like those mentioned in the table above.

2.5 Ready Response Works

There was one call-out to a fallen tree on Manaia Road during March.

2.6 Capital Works

- Footpath widening on Regan Street between Brecon Road and the Caretaker's entrance to Stratford Primary School was completed during March.
- Replacement and repair of two retaining walls continued during the month on Mangaotuku Road. The two walls are located at RP0.8 and RP2.97 from SH43.
- A contract to replace retaining walls on Croydon and Mangaotuku Roads was awarded to Superior Civil Construction during the month.
- Work began on the widening and realignment of Cardiff as the road approaches the bridge over the Patea River.



Figure 1: Grading and rolling the AP65 structural metal on Cardiff Road



Figure 2: Cardiff Road approaching the Patea River bridge



Figure 3: Mangaotuku Rd Retaining Wall RP5.0 - Holes drilled for the steel columns.

2.7 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- Four (4) building consent applications;
- Two (2) resource consent applications; and
- Eight (8) LIM reports.

2.8 Roading Activities

A snapshot of the programmed and reactive works completed in March is shown in **Figure 4**

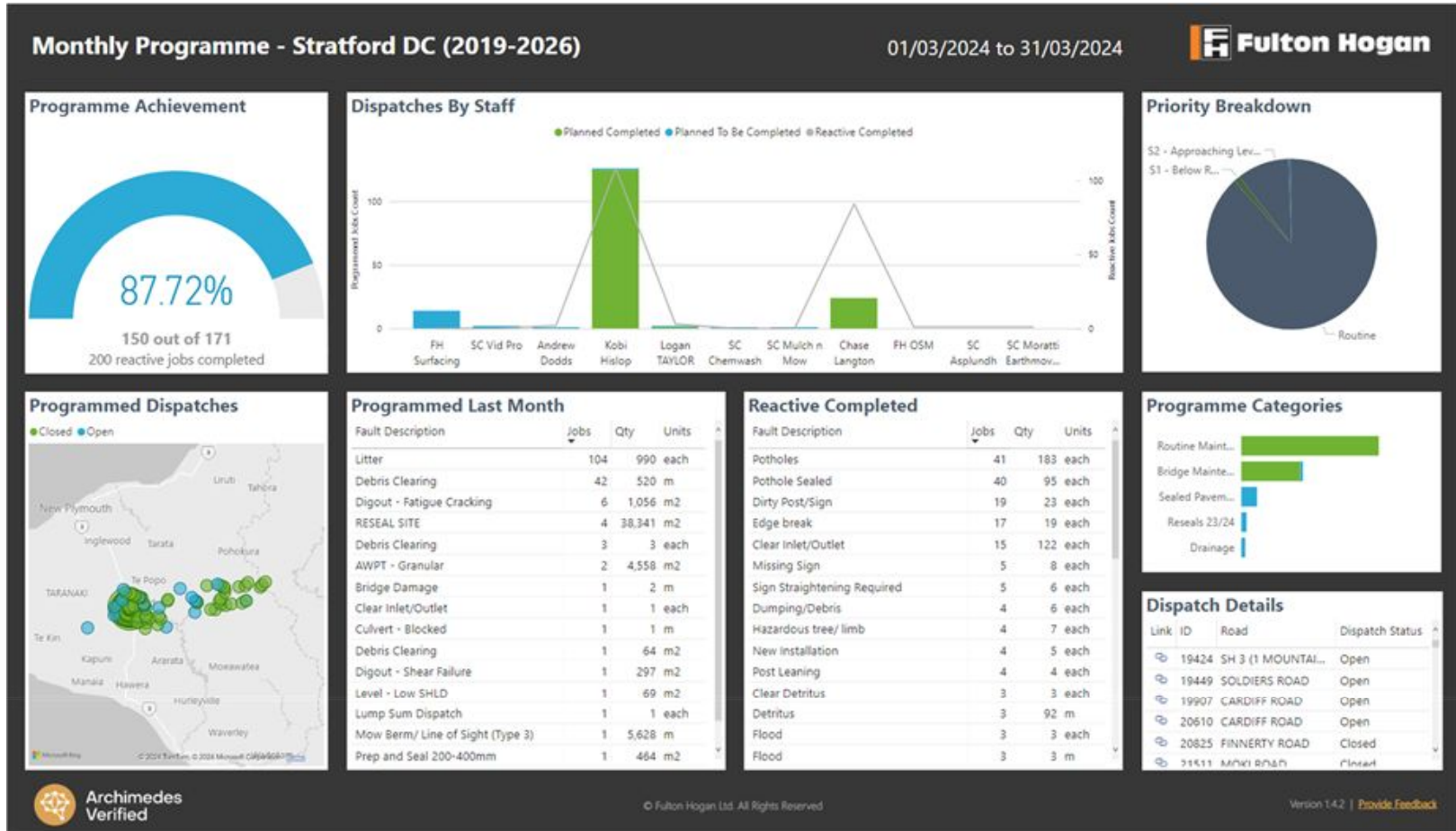


Figure 3: March 2024 Monthly Programme Achievement Chart

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	2023/2024 YTD
Safe Drinking Water: • Drinking Water Standards • Maintenance of Reticulation	DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Achieved
	DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Achieved
	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%	Achieved – 13.5% Stratford – 15.3 Midhurst – 17 Toko – 8.2
A Reliable Water Supply: • Response Time • Unplanned Disruptions	Urgent Response Times – The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Achieved 0 hr 10 mins
	• Resolution for urgent call-out	8 hrs	Achieved 4 hr 08 mins*
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	Achieved 1 days 11 hrs 4 mins
	• Resolution non urgent call-out	5 working days	Achieved 3 days 18 hrs 13 mins
	Unplanned Disruptions - The performance measure target for disruptions.		
	• Minor disruptions (between 5 and 50 connections affected)	< 5	Achieved 0.33
• Major disruptions (more than 50 connections affected)	<2	Achieved 0.33	
Demand Management	Water Consumption – The average consumption of drinking water per day per resident within the district	<275L / resident / day	Achieved 159 average Stratford – 187 Midhurst – 143 Toko - 147
Customer Satisfaction	Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:		Achieved
	• Drinking Water Clarity;		0
	• Drinking Water Taste;	<32	0
	• Drinking Water Odour;		0
	• Drinking Water Pressure or Flow;		0.66
• Continuity of Supply		0.99	

Level of Service	Performance Measure	Target	2023/2024 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
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Achieved

3.1.1 Water Treatment

- No water treatment issues were experienced during this reporting period.
- The required ventilation for the Water Treatment Plant (WTP) generator was installed and further works occurred to wire in the generator.



Figure 4: Exterior and interior ventilation installed at the WTP.

3.1.2 Water Reticulation

- No major water reticulation issues were experienced during this reporting period.
- Minor leaks were experienced around several tobies.
- One property on Orlando Street complained of low water pressure; the service line from the main was found to be faulty which was restricting flow. This has now been fixed.

3.1.3 Capital Works

- The design of the raw water delivery line and grit tank project is ongoing. The detail design was put out to tender and several companies have shown interest in completing the work.
- Installation of manifolds for water metering will begin in April 2024.
- The installation of a Generator and associated work at the WTP is nearing completion.
- The reservoir inspection report was provided, and assessments have found that cleaning of any reservoir is not required at this stage. It is envisaged that regular assessments will occur on a 2-yearly basis until cleaning occurs.

3.1.4 Building Consents, Resource Consents and LIMs

- Assessments were made for a total of:
 - Eight (8) Building Consent applications;
 - Two (2) Resource Consent application; and
 - Nine (9) 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	2023/2024 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
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	Achieved 0 hrs 12 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 1 hrs 12 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Not Achieved
	• Sewage odour		0.33
	• Sewerage system faults		0.66
	• Sewerage system blockages		5.1
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 1 YTD (March – 0)
Trade Waste Consent Processing	• Percentage of trade waste consent applications processed within 15 working days.	100%	Achieved

3.2.1 Operations

Wastewater Treatment

- No major issues were experienced at the wastewater treatment plant.

Wastewater Reticulation

- There were no major issues relating to wastewater reticulation during this reporting period.

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.
- 24-hour influent composite sampling was undertaken to get a clear picture of the daily inflow average rather than grab sampling. Council is awaiting the results of the composite sample.

3.2.2 Capital Works

- Bird scaring operations are ongoing at the WWTP.
- A model has been developed for the existing wastewater network in Stratford. The company who created the model have begun to assess the impact of the Stratford Park development project on the wastewater network.
- To connect the development, the option to install a new wastewater line through Hotspur Street is being considered if the closest wastewater line on Broadway is found to have insufficient capacity for the connection.
- The new pipeline will be approximately 450 metres and two streams/drains will need to be crossed, which will require resource consent.

3.2.3 Matters Outstanding

- There are no matters outstanding for this reporting period.

3.1.5 Trade Waste

- The following provides a summary of Trade Waste Activities for the month of March:

3.3.1 Trade Waste Consents

- No new consents issued.

3.3.2 Trade Waste Consent Holders

- Programme to inspect and sample operators continues. Since several operators rarely use (or have never used) the Esk Road facility, some sampling has not always been able to be completed within timeframes specified in their consents. Ongoing attempts are being made to sample.

3.3.3 Permitted Activities

- Ongoing non-compliant food business has been inspected and was compliant at the time of visiting. This business continues to be monitored closely until confidence is regained in their management of trade waste.

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	2023/2024
Stormwater system protects property from impacts of flooding.	System adequacy		
	• The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor	0	0
	• For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.)	0	0
Discharge Compliance	• For each flooding event, the number of buildings in the central business zone affected by flooding.	0	0
	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	• Abatement notices;		
	• Infringement notices;		
• 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 stormwater operations during this reporting period.
- Resource consent to remove the silt/sediment from the pond was granted and the works are planned for April.
- Further sampling of the silt occurred at the direction of TRC; the silt is no longer allowed to be spread onto pasture at Victoria Road historic landfill as a permitted activity and would therefore require resource consent, but it has been allowed to be disposed of in the clean-fill site on Victoria Road without resource consent, after it has been screened.
- Due to rubbish and silt mobilisation during rain events, the outlet pipe blocked several times and the pond had to be drained using a large pump in order to unblock the outlet pipe.



Figure 5: Re-filled and Re-drained Victoria Park Pond

3.4.2 Matters Outstanding

- There are no matters outstanding for this reporting period.

3.4.3 Capital Works

- Other than the Victoria Park Pond no capital works occurred during this reporting period.

3.5 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	2023/2024
The levels of waste generated are reducing	Quantity of Waste to landfill per household (kg/hh/annum) (municipal kerbside collection only)	<600kg kg/hh/annum	Achieved to date: March results show an estimated 455 kg/hh average with an expected result of 480kg per household per annum (Figure 8)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved March result of 21%
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Achieved to date 82%

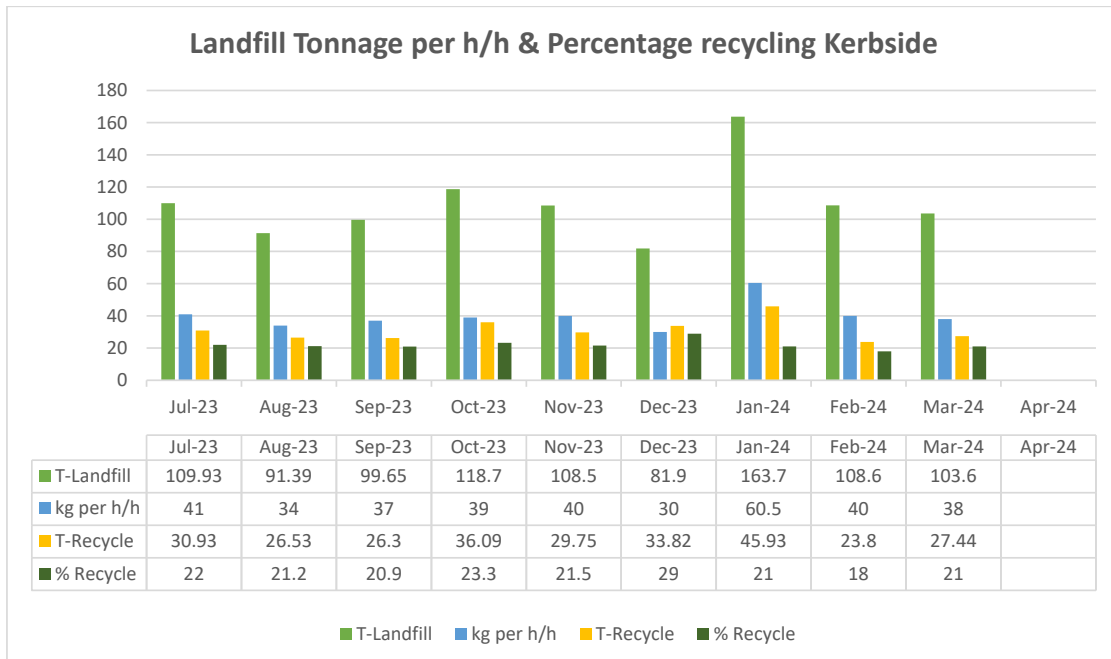


Figure 6: Total Tonnage of Kerbside Collection

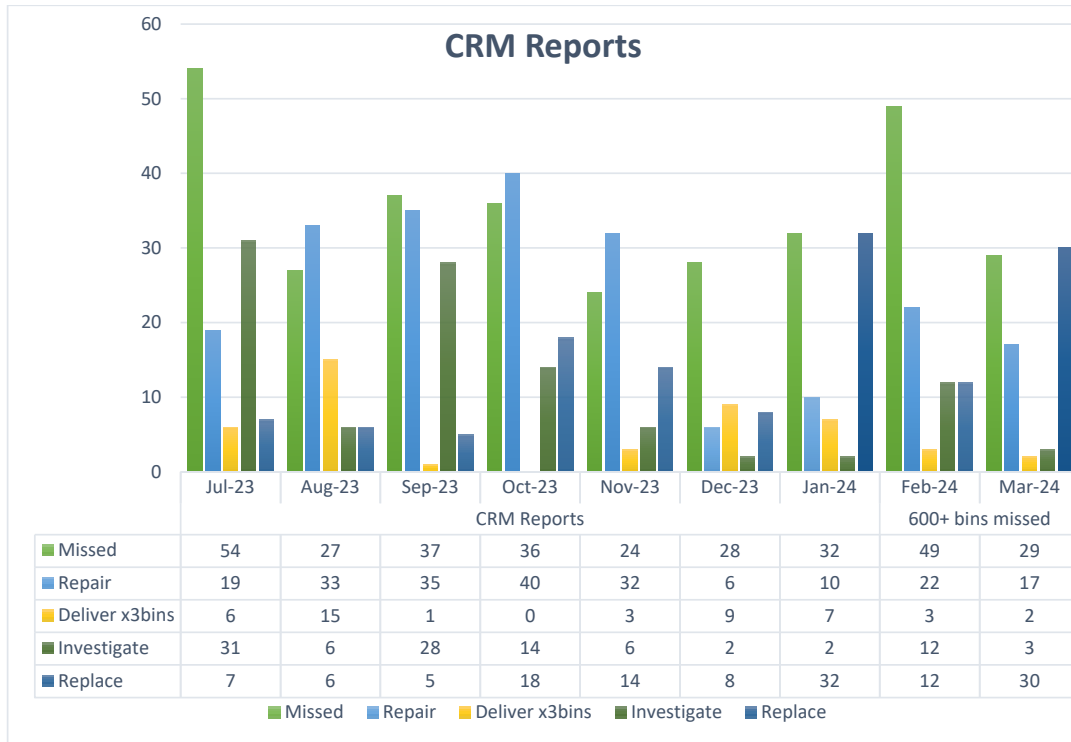


Figure 7: Customer Requests trends

Customer requests in the first three months of 2024 show a trending increase in the number of bins missed by contractors and in the number of bins needing repair. This issue has been taken up with our contractors.

3.5.1 Planning – Strategies, Policies, Plans and Bylaws

- The Kerbside Collection Policy has been reviewed; the draft will be presented to Council for approval.
- The Waste Management and Minimisation Bylaw is being reviewed to align with legislative requirements, including the new national requirements for better data collection and the new regional kerbside contract. This is to ensure it is fit for purpose and that solid waste collectors, transporters and disposal operators are licenced, being monitored and providing accurate solid waste district data when as required.

3.5.2 Sustainability

Face to face surveys have been conducted with Elected Members in preparation for a Sustainability workshop. The anticipated outcome of the workshop will provide better understanding of Sustainability in a Local Government context good input into Council’s first Sustainability Policy.

3.5.3 Contamination Levels of Kerbside Recycling – Figure 8

A total of 36 education packs were issued with 2 out of 4 audits completed by contractor. Four audits were completed by council officers.

- 26 Education letters for minor contaminations;
- 6 First notifications for major contamination;
- 4 second notifications for major contamination;
- 2 properties still have their collection service for recyclables suspended;
- These results show a gradual trend indicating that a positive behaviour change is occurring – however there are still a few recidivist residents that do not fully engage in the need for un-contaminated recycling.

3.5.4 Waste and Water Minimisation Education

- **Worm Farms** - Collaboration between Council and the Stratford Repair Café group continues. The old municipal building is the new location for the Repair Café. The group is hosting workshops on composting/waste free parenting/worm farming and upcycling and/or repair of resources. The first event on 24 February was successful and the repair café is working with four business owners to develop an organic waste collection and disposal system. This process is being duplicated at Avon Primary School to capture food scraps from school families.
- Concerns were raised from external parties that Stratford kerbside contamination rate was misrepresented in the Stratford District Council central link report. Consequently, another truck audit was carried out with the results confirming the first reported results. Both reports confirm that Stratford is doing their part in reducing contamination and positive community behaviour changes are occurring.

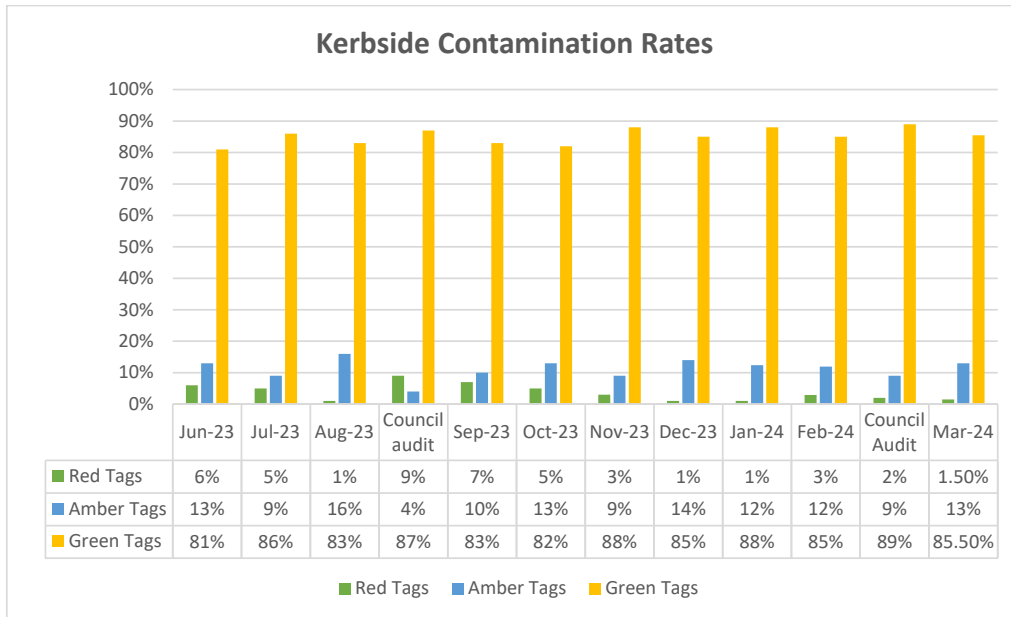


Figure 8: Monthly Waste, Percentage Contamination and Proportion of Recycling Bins

Truck Audit		
Non Recoverable Material	KG	Percentage
General Waste	0.3	1.79%
Gross Contamination food bin	0	0.00%
Contaminated Recycle	0.2	1.19%
Non Recycled Material	0.1	0.60%
Glass	0.1	0.60%
Other	0	0.00%
Total Non-Recoverable Products Weight	0.7 KG	4.17%

Figure 9: Materials Recovery Facility Truck Audit

3.5.5 Kerbside Collection Contamination Report

- The unscheduled truck audit at the Materials Recovery Facility (MRF) undertaken shows that the contamination was at 4%.
- The latest independent truck audit at the MRF showed a result of **2.45%** contamination. This is a 'by weight' audit but corresponds well with the weekly bin count audits being around 3% for December, January, and February. The Council-led audit of over 850 bins in February indicated a 2% contamination rate.
- The target set in the WMMP is **<12%**.

3.5.6 Kerbside Collection Pre-Contract Bin Audit

- This is a necessary exercise to understand the condition of the bins prior to the commencement of the new contract later in the year.
- The Education Officer has been undertaking a bin condition audit combined with contamination audits and educating the public over the last five weeks. To date over 1650 kerbside recipients have been audited.
- Audit results so far shows that:
 - Over 40 properties (only around half of urban residences checked so far) have multiple bins being collected.
 - 920 out of 1638 recycling bins need their lids changed to yellow (total bin number 2710*)
 - Some properties not being charged solid waste rates have been rectified.
 - A number of multiple dwellings with multiple receptacles are currently charged on a single targeted rate – this is currently under investigation.
 - Approximately 10% of bins are in poor condition and need repairs or replacement.
- This audit is expected to be completed by end of May but may need to be extended to accommodate tasks such as replacing all the green lids from 240L recycling bins to yellow ones to avoid confusion with collectors picking up wrong bins.

3.5.7 Water Conservation Messaging

- Development of CentralLink messaging around water conservation has continued throughout March as water restrictions have been applied.

3.5.8 Waste Levy Contestable Fund

- Fund applications opened on 1 November 2023 and closed 31 January 2024. The Waste Levy Fund decision makers (2x Elected Members and 1x Council Officer) have met and decisions made. <https://www.stratford.govt.nz/our-district/funding-and-grants/waste-levy-fund>
- A total of \$16,814.90 was awarded to 5 applicants with four applications being unsuccessful.
- Officers, not involved in the decision-making process, met and wrote a recommendation report, and worked with the applicants to ensure all the information required was submitted to the decision-making committee for their assessment.
- Officers identified a need to draw a Waste Levy Contestable fund process map so that there is a clear process for the awarding of this fund to recipients. This could also be included in the information provided on the council website, to potential applicants to the fund, alongside the Policy and report templates.

3.5.9 Regional Waste Services Contract

- The current Regional Waste Services Contract ends on 30 September 2024. The new Regional Waste Services Contract will be operative for 10 years. The start date for the new service is 1 October 2024. Council Services Asset Manager is working with the regional group to ensure smooth transition.

4 Property

Council officers have successfully completed the draft Property Asset Management Plan, which is under review as part of the LTP consultation documents. Consultation period closes on the 1 May 2024.

The Property Officer manages several community facilities including the Aerodrome; Civic Amenities; Rental and Investment properties and land. The Customer service request history for the property activity is shown in **Figure 10** below.

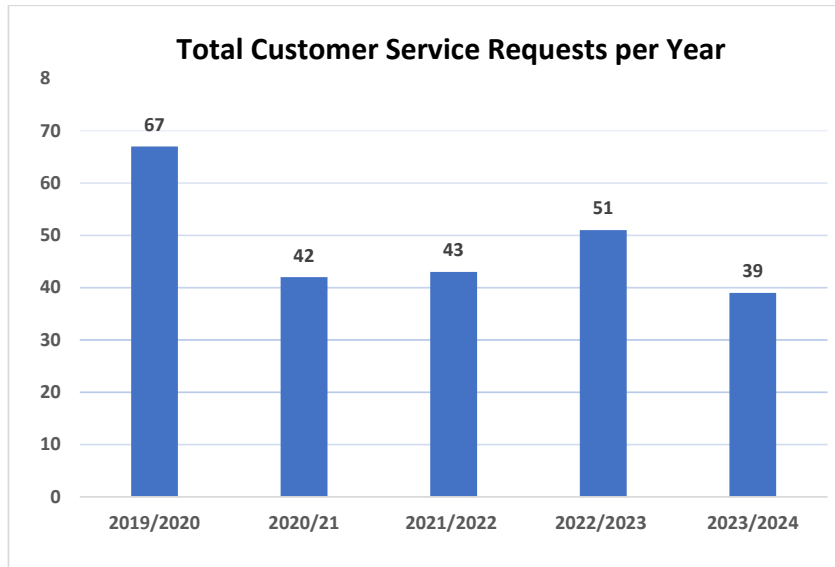


Figure 10: Customer service request history – March 2024

Note: Complaints, concerns, observations and suggestions from the public are categorised as Customer requests. The figures above do not relate only to complaints received.

4.1 Aerodrome

Council officers have completed a review on the draft Strategic Development Plan for the Aerodrome. The report has identified an issue regarding the purpose of the land. Is it a Farm with an Aerodrome, or an Aerodrome with a Farm. A workshop in April is proposed to discuss the land usage

The Levels of Service provision, including the Performance Measures is based on the condition and maintenance and associated customer satisfaction of the Aerodrome. This is measured annually and reported at the end of each financial year.

Level of Service	Performance Measure	Target	2023/2024 YTD
The aerodrome meets the needs of users.	A high level of satisfaction amongst the users with the condition and maintenance of the aerodrome	>70%	Expected to achieve
The aerodrome is used by the Stratford community and visitors.	Number of aircraft movements during the year	>3,500	1224

Below is a summary of March activities at the Aerodrome (**Figures 11 & 12**). The next Aerodrome User group and Safety Committee meeting is on 22 May 2024.

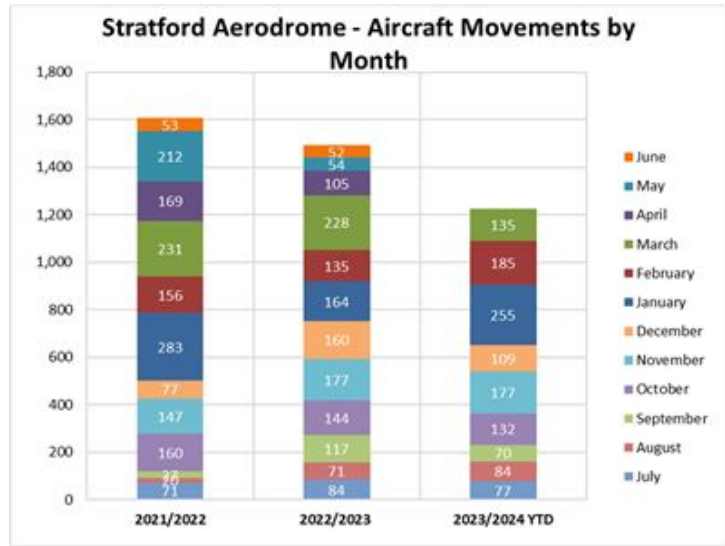


Figure 11: Stratford Aerodrome Aircraft Movements – March 2024

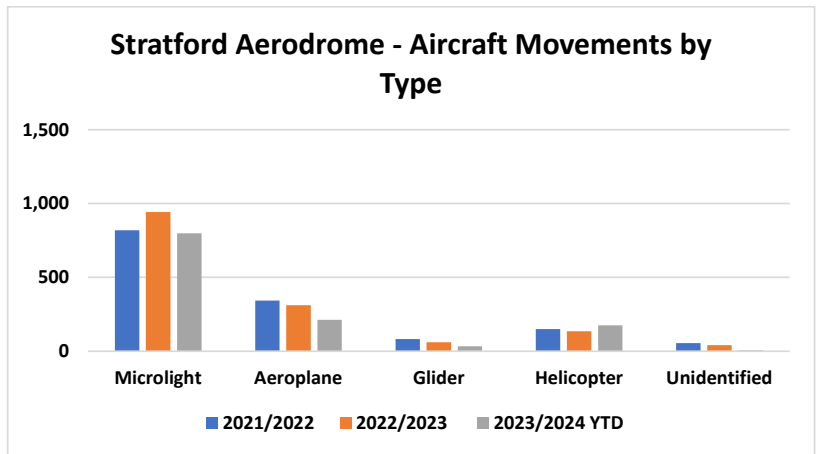


Figure 12: Stratford Aerodrome Aircraft Movements by Type – March 2024

4.2 Civic Amenities

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

- Housing for Older Person;
- TET Stadium
- War Memorial Centre;
- Centennial Restrooms
- Wai o Rua – Stratford Aquatic Centre; and
- Public toilets.

The Levels of Service provision, including the Performance Measures is based on the condition of the assets and associated customer satisfaction. The performance of these services is annually measured and reported at the end of the financial year.

Level of Service	Performance Measure	Target	2023/2024 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	237
	Annual booking of Centennial Restrooms.	>200	152
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	Expected to achieve
	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%	Expected to achieve

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

4.2.1 Housing for Older Persons

The Housing for Older Persons Policy was presented to the Policy and Service Committee in February, further information was requested and a workshop was held in March. Amendments to the Policy included:

- The inclusion of rental review
- Changes to the eligibility criteria
- Removal of the secondary waiting list.

4.2.2 War Memorial Centre

Eight (8x) bookings were cancelled during the month of March 2024.

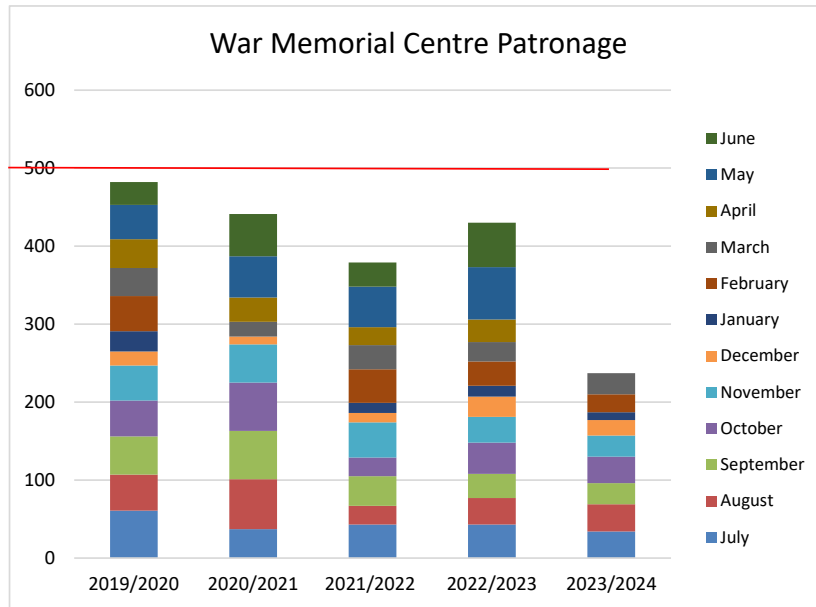


Figure 13: War Memorial Centre Patronage – March 2024

4.2.3 Centennial Restrooms

Three (3x) bookings were cancelled during the month of March 2024

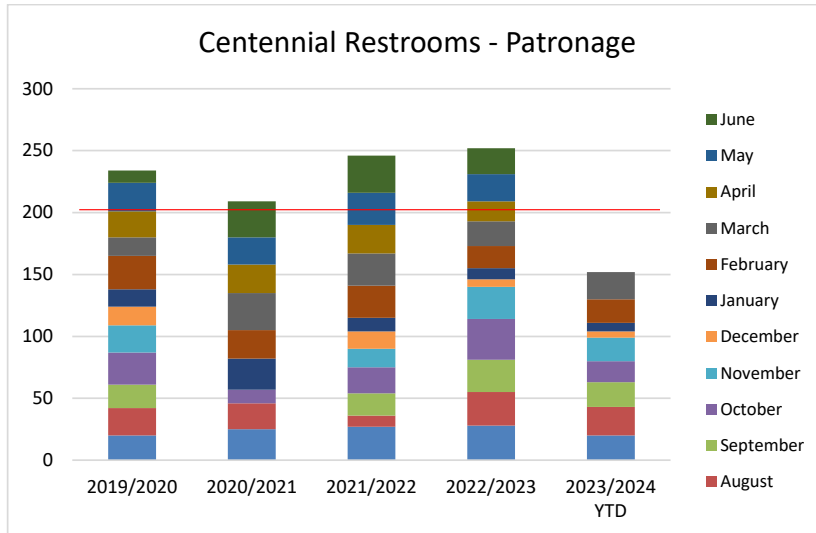


Figure 14: Centennial Restrooms Patronage – March 2024

4.3 Rental and Investment Properties

The Council's Rental and Investment Properties are:

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

The Levels of Service are measured annually and reported at the end of the financial year, using the performance indicators shown in the table below.

Level of Service	Performance Measure	Target	2023/2024 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	128,395 KgMS
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Compliance	Achieved
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5	Expected to achieve

4.3.1 The Farm

4.3.1.1 March milk production increased by 12.4% compared to February last year. This season's milk production total is 128,395 KgMS which is an increase of 3.9% compared to last season.

The history of the Farm milk production is shown in **Figure 15** below.

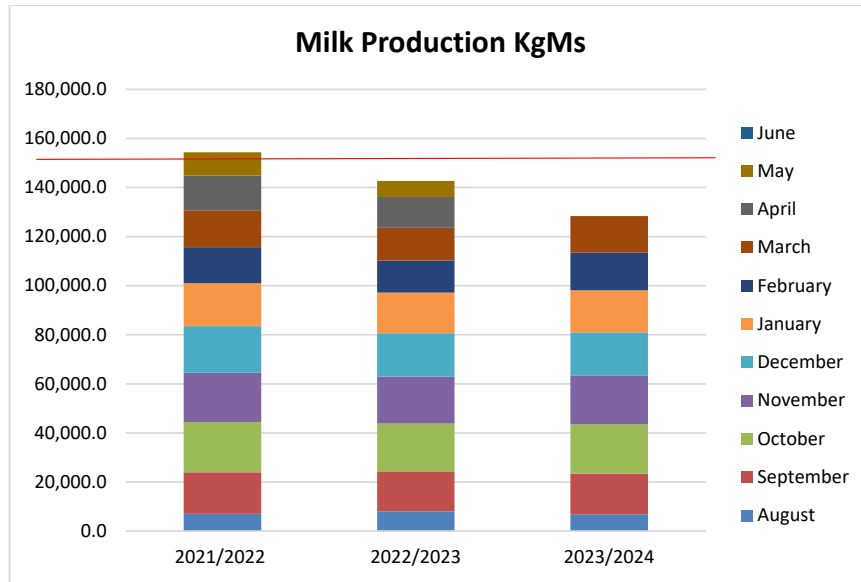


Figure 15: Milk Production KgMs

4.4 Key Property Projects

These projects relate to the seismic assessment on four of Council's facilities:

- **The TET Multisport Stadium - Seismic Retrofitting** has been included in the Draft 2024/34 LTP in Years 2 & 3
- **The War Memorial Centre - Seismic Retrofitting** has been included in the Draft 2024/34 LTP in Years 4 & 5
- **The Glockenspiel – Clock Tower - Seismic Retrofitting** has been included in the Draft 2024/34 LTP in Years 9 & 10
- **TSB Pool Complex – Old Pool – Demolition** has been included in the Draft 2024/34 LTP in Year 1.

5. Parks and Reserves

The performance of Council's parks and reserves activities are measured using the targets shown in the table below. Measurement is done annually and reporting at the end of the financial year.

Level of Service	Performance Measure	Target	2023/2024 YTD
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	89
	Percentage of Stratford residents satisfied with:		
	Parks;	>80%	Achieved - 90%
	Sports fields;	>80%	Not achieved – 74%
	Cemeteries.	>80%	Not Achieved – 72%
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	Achieved - Full compliance
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	Achieved - Full compliance

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

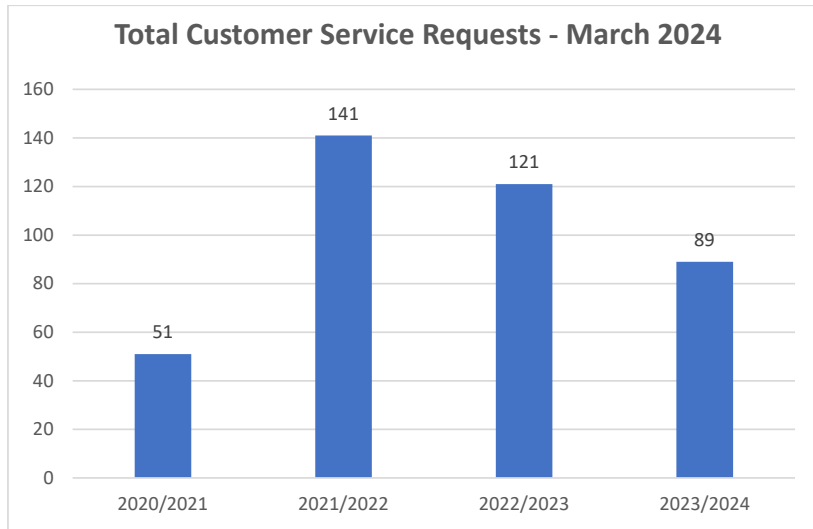


Figure 16: Total Customer Service Requests – March 2024

	2020/2021	2021/2022	2022/2023	2023/2024 (YTD)
Parks	10	24	31	19
Structures	2	32	17	14
Sports grounds	5	5	7	7
Playgrounds	1	14	7	6
Cemeteries	5	11	12	4
Street Trees	15	24	28	30
Walkways	13	31	19	9
Total	51	141	121	89

Note: Complaints, concerns, observations, and suggestions from the public are categorised as Customer Requests. The figures above do not only relate to complaints received.

5.1 Capital Projects Summary

- **Victoria Park Drainage Project** - A Proposal for a review of the hydrological effects on the sports fields at Victoria Park has been accepted, with the field investigations occurring on 2 and 3 April 2024. The draft hydrology report is due 3 May 2024.

5.2 Operational Budget Report

- The operational budget report as of the end of March 2024 year-to-date YTD has been overspent. There is expected to be an overspend of approximately \$34,000 by June ending. This is primarily due to the CPI Key Task increase being 9.32% and the Ready Response budget being overspent on tree maintenance as it was inadequately funded in the first place.

6. Capital Projects

Progress updates on some of Council's key projects, as of **31 March 2024**.

6.1 Wai O Rua - Stratford Aquatic Centre

Officers are continuing to work with the Engineer to the Contractor to close off this project.

6.2 Better off Funding Projects

The Council received an allocation of \$2.57M of the \$2.5b support package, as part of the *Three Water Reforms*. Some projects have been completed while others are yet to start. Prospective projects include:

- **The Brecon Road Extension** - A consultant has been commissioned to produce a **Point of Entry** report, from which a Business Case would be developed to support project delivery.
- **Town Centre Development including the Prospero Place and Broadway Beautification**. This project is included under the **Stratford 2035** banner. A concept scheme for the design of Prospero Place has been accepted by Council in December as a starting point for design options. A Request for Proposal will be advertised in April 2024 to procure a Landscape Designer to develop design drawings for Council review and adoption. Negotiations with the landowner for the purchase of green space (Prospero Place) is ongoing.
- **Enabling Wastewater Infrastructure for the Stratford Park** – Modelling of existing capacity in Stratford's wastewater network is underway, to allow an impact assessment on the existing network. This is an on-going contract due for completion in 2026.

6.3 Whangamomona Camping Ground Septic Tank Replacement

Costing for the installation of a Septic Tank system is ongoing. A review of the initial concept design has highlighted a difference in opinion on the maximum numbers that will be at the Campground at one time, but this has not affected the costing of the project. It is anticipated that this project will overspend by approximately 50%.

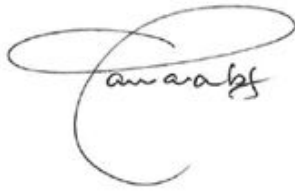
6.4 Proposed Subdivision

Two areas of the proposed subdivision land have been identified as 'wetlands'. A Request for Proposal (RFP) to delineate the areas of concern (amongst others) was advertised on the Government Electronic Tending System (GETS) and closes in April 2024.

8. Resource Consents

Several resource consent applications have been lodged with the Taranaki Regional Council (TRC) as shown 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	Iwi have provided a Cultural Impact Assessment. TRC processing to commence shortly.
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	Consent granted.
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	Consent granted.
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. Draft consent conditions provided, awaiting TRC to agree our comments.

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

Victoria Araba
Director – Assets

A handwritten signature in blue ink, appearing to read 'S Hanne', with a long horizontal stroke at the end.

[Approved by]
Sven Hanne
Chief Executive

Date 16 April 2024

MONTHLY REPORT

Community Services Department



F22/55/04-D24/15391

To: Policy and Services Committee
 From: Director – Community Services
 Date: 23 April 2024
 Subject: Community Services Monthly Report – March 2024

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

- Upcoming community events and programmes

2. Community and Economic Development

Performance Measures (*Performance Measures in bold*)

	Target	2023/24 YTD
Deliver or facilitate community events	>5	12
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%	

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 (SDYC)**
 The Youth Council AGM was completed.

SDYC are currently planning Youth Week Events in collaboration with the Pool and Library as well as an On the Bus event.

SDYC will be completing three training sessions; strength training (understanding their personal strengths as well as each other's) in April, and governance and planning in May. These workshops will be facilitated by The Wheelhouse.

Upcoming meetings and events:

- SDYC Projects meeting - 9 April
- Ordinary meeting – 7 May

2.3 Civic and Community Events

Complete:

- Children's Day - 3 March
- Positive Ageing Forum – 21 March
- Easter Hunt
- Prospero Market – 30 March

Coming up:

- Wreath Making - 23rd April
- ANZAC Parade - 25th April
- Prospero Market - 27th April

2.4 Community Projects and Activity

2.4.1 Mayors' Taskforce for Jobs (MTFJ)

Target

	YTD	By 30 June 2024
Sustainable Outcomes (A person in who has been in employment for more than 91 days for a minimum of 30 hours per week *)	12	38

Registrations

	March	YTD
Young People Registered	18	124
Businesses Registered	0	11

Employment

	March	YTD
People placed into employment	5	37
Young people who are employed but require assistance with upskilling	4	25
People who registered with MTFJ who are in school or training *	14	25
People who received support and found work themselves	0	16

*edited from "Young people registered onto programme and straight in study" to "People who registered with MTFJ who are in school or training".

*edited to include "...for a minimum of 30 hours per week".

Highlights March

- 5 people placed into employment in March. Only one of those placements is a job that fits the 30-hour a week job placement criteria.
- 9 MTFJ job seekers helped with support through MTFJ SDC driver training programme this month.
- Promotion of MTFJ in March through: Women in Trades at TET Stadium Inglewood, YMCA Spotswood hui and BA5 at Pioneer Village.

2.5 Funding

2.5.1 Creative Communities Scheme

The current funding round opened March and closes 5 April 2024.

2.5.2 Sport New Zealand Rural Travel Fund

The last funding round opened on 12 February and closed on 15 March. The committee met to determine funding allocations on 2 April 2024.

2.6 **Positive Ageing**

Positive feedback has been received for the first forum of the calendar year which was completed on 21 March. This included the District Mayor presenting on the LTP, an update on Avon Medical Centre and Taranaki Retreat. Donations were collected on the day for the Taranaki Retreat (\$130 in total). The next forum is planned for 11 June, at present officers are considering the theme of personal safety and fire safety.

2.7 **Stratford Business Association**

Memberships	
New	4
Current total	145

Upcoming Activity:

Ba5 events

Wednesday 17 April - Te Popo Gardens and Accommodation
 Wednesday 15 May - Taranaki Diocesan School for Girls
 Wednesday 5 June – Percy Thomson Gallery

Lunch + Learn

Tuesday 16 April - Managing time and meeting deadlines – Implement
 Tuesday 7 May - Cyber Security for business - Proformac Technologies
 Tuesday 11 Jun – Employment Law - GQ
 Tuesday 16 July – Financial Goal Setting – CMK
 Tuesday 13 August – HR 101 – Trace Consulting

3. Communications

3.1 **External communications**








Four Central Link updates were produced in March. These are printed in the Stratford Press and shared online at stratford.govt.nz and on Council’s Facebook page weekly. Much of the content within the weekly Central Link is also shared with local media (print and radio), published as news articles on council’s website and social media sites, and sent as an Antenno update.

Focus for March:

- The Creative Communities fund is open
- 65+? Come to our FREE Positive Ageing March forum
- Explore Te Ara o Maru this long weekend
- Taranaki Anniversary Day hours for facilities
- Mayors Taskforce for Jobs Workforce Programme
- Congrats to our Youth Council 2024!
- How will we engage and communicate? Have your say!
- Event - Easter crafts for grown-ups
- Get your rates invoice by email
- Stratford ‘winning at’ recycling
- The Easter Hunt is on!
- ‘Odds and evens’ water restrictions still on
- The Bard is back!
- Meeting schedule – March & April
- Easter Sunday Trading Policy adopted
- Road closure on Cardiff Road
- Taranaki Masters Games making a splash in Stratford
- Easter holiday hours
- Temporary Road Closure - Toko Road
- Temporary Road Closure - Anzac Day
- Antenno App

3.2 Digital channels

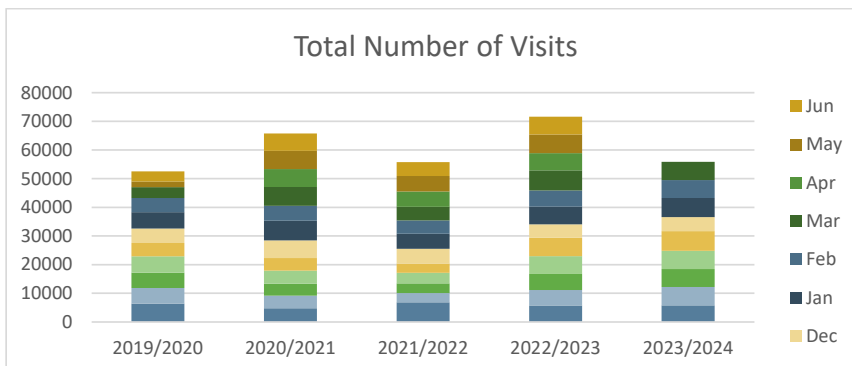
March snapshot:

Website		Social Media	
	6000 ↓ 700 Users		8 New Facebook followers /stratforddistrictcouncil 4,414 people follow Council's page.
	19,707 ↓ 3,930 Page views		6,100 ↓ 72% People reached The number of people who saw any of Council's posts at least once this month.
	10,650 9,374 ↓ 1,276 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.		-3 New Instagram followers /stratford_nz 1,133 people follow Council's account.
Antenno			
	19 installs 6 uninstalls Devices using Antenno. 1,199 devices are currently using Antenno in the Stratford District	26 posts sent out 18 reports received	




4. Visitor Information and Library Services

Performance Measures (*Performance Measures in bold*)



	Target	2023/24 YTD
Number of users of AA Agency Service is measured	>10,000	6,074
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	48,495
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	3,143



Visitors/Users per service

Service	March	Year to date (2023/24)
 Information Services (brochures/maps/event tickets etc)	535 ↓402	3,972
 Vehicle/Driver licensing	666 ↓72	6,074
 Programme and Events	502 ↑243	3,378

Library services - Items Issued

Service	March	Year to date (2023/24)
 In person	4687 ↑285	42,141
 Online	841 ↑31	6,354

Programme/Event Users

Age group	March	Year to date (2023/24)
65+ Seniors	25 ↓6	318
18+ Adults	65 ↑9	483
13-17 Secondary School	0 ↓↑	18
5-12 Primary School	325 ↑259	1,814
<5 Pre-School	87 ↑20	510

4.1 Highlights for March

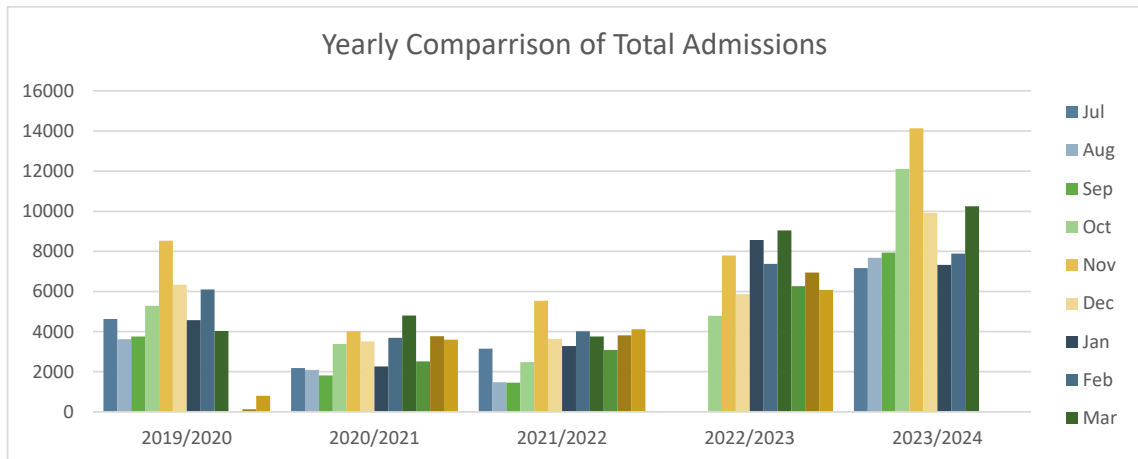
- 242 tamariki from St Joseph’s Stratford, Toko, Makahu and Stratford Primary schools participated in an Anzac education and craft session.
- 3:30 Club continues to be popular with 82 tamariki attending over the month.
- A project to upgrade cataloging of the Milne Collection was completed in conjunction with South Taranaki LibraryPlus staff. This improves the discoverability of these special and rare titles for local and national researchers.
- Groups using the library as a gathering space over March included Hawera Budget Advisory Service, Justice of the Peace service desk, Jowett Car Club of New Zealand (Inc), Deaf Aotearoa, and the Northern Health School.

5. Pool Complex

Level of Service Category	Performance Measure	Target	2023/24 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	81
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	Pool Safe accreditation is met	100%	100%
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	84%
	Number of pool admissions per annum	>55,000	84413

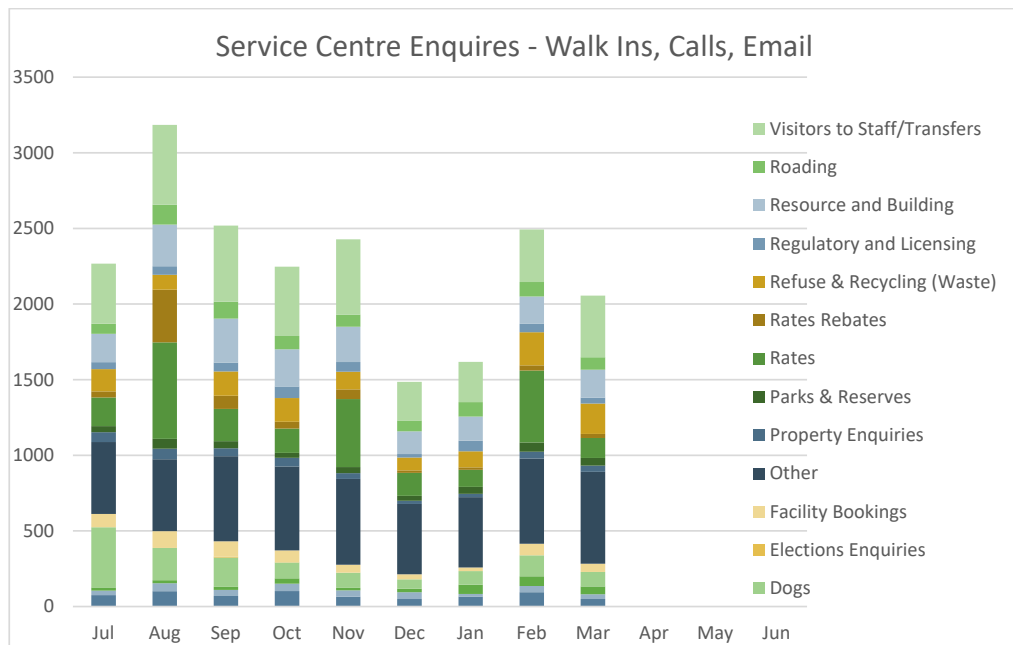
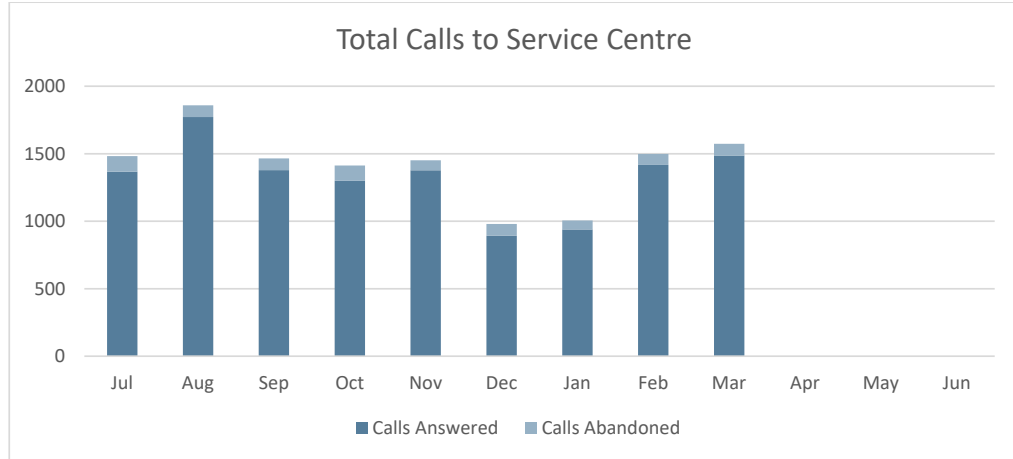
5.1 Highlights for March

- March 2024 saw 10250 patrons through the facility.
- The centre welcomed the following organization and schools in the month of March
- Stratford School Triathlon
- Taranaki Swimming Carnival over 3 days,
- Taranaki Secondary Swimming Sports kids with special needs
- Halberg Foundation kids with special needs
- Midhirst School Sports
- Pembroke/Eltham/Avon School Sports



6. Service Centre

Over March there was a steady flow of customers and enquiries through Service Centre. There were 2,055 customer interactions recorded through phone calls, emails and counter enquiries. March 2023 was 2,207.



Kate Whareaitu
Director - Community Services

[Approved by]
 Sven Hanne
Chief Executive

Date: 16 April 2024

MONTHLY REPORT

Environmental Services Department



F22/55/04– D24/11879

To: Policy and Services Committee
From: Director – Environmental Services
Date: 23 April 2024
Subject: Environmental Services Monthly Report – March 2024

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

Sixteen applications for building consent were received in March 2024. These included eight log fires, two new residential dwellings, one accessory building, one relocated building, three alteration/extensions to existing buildings and one commercial alteration/extension to an existing building. There were also a further six amendments to existing building consents and four Certificates for Public Use. We also received five applications for resource consent.

The level of development taking place in the community is remaining at a relatively low level. Other Councils and private companies involved in development are reporting similar results. It is unlikely that this will improve until financial conditions become more favourable.

2. Strategic/Long Term Plan Projects

Work has recently recommenced on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy after being paused while some matters related to the New Plymouth District Plan were resolved.

3. Dashboard – All Business Units

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

Activity	Result Mar
Building Consent Authority	
Building Consent Applications	16
Building Consent Amendment Applications	5
Building Consents Issued	15
Building Consent Amendments Issued	3
Inspections completed	77
Code Compliance Certificate Applications	12
Code Compliance Certificates Issued	12
Code Compliance Certificates Refused	3
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	21
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	3
Land Use Consents Granted	2
Subdivision Consents Received	2
Subdivision Consents Granted	4
223/224 Applications Received	2
223/224 Applications Granted	2
Resource Consent Applications Received in Hard Copy	1
Resource Consent Applications Received in Digital Form	4
Resource Consent Applications Placed on Hold or Returned	3
LIM's Received	9
LIM's Granted	8
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	4
Health or Food Act Complaints Received and responded to	2
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	4
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	8
Bylaw Complaints Received and responded to	21
Dog Complaints Received and responded to	33

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%	17 of the 17 (100%) applications in January were processed within 20 working days.
	Percentage of inspection requests completed within 24 hours of request.	100%	74 of the 77 (96%) inspections in January were completed within 24 hours of the request. The one that that wasn't, was due to being booked more than 24 hours in advance.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	12 of the 12 (100%) CCCs issued in January were issued within 20 working days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	Eight of the eight (100%) LIMs were processed within 10 working days.
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%	Achieved. The result of the third wave of the customer satisfaction survey is 86%. This result is affected by a small number of survey respondents (6).

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.	Notification of a proposed District Plan.	Work on this project was delayed due to new legislation. The legislation has been repealed and clarification of current requirements will be sought in the New Year.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	100% review within timeframes	There are no bylaws or policies currently outside their statutory review periods.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	Six of the six (100%) applications in March were processed within 20 working days.
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	N/A
	% of S223 and S224 applications processed within 10 working days.	100%	Two of the two applications (100%) processed in March were processed within 10 working days.
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	Achieved. The result of the third wave of the customer satisfaction survey is 100%. This result is affected by a small number of survey respondents (2).

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%	98%
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	100%

4.3.1 The Environmental Health Manager and Information Technology Manager are currently investigating the Council’s ability to send dog registration notices to dog owners where they wish to receive their notice via email. This currently involves discussions with external service providers about options for providing this service and the cost of it.

5. Detailed Reporting Building Services

5.1 Building Consent Authority (“BCA”)

5.1.1 Compliance/Notices to Fix issued as a BCA.

No Notices to Fix were issued by the BCA in March 2024.

5.1.2 Lapsed Consents

Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 11 months previously, against which no inspections have been recorded. The check has been undertaken and no consents were lapsed in March 2024.

5.1.3 Regulation 6A Compliance Dashboard

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

Incident	Occurrence this month
A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:	Nil
The departure of the building consent authority’s authorised representative or responsible manager:	Nil
In any one quarter of a calendar year, a reduction of 25% or more of employees doing technical jobs who are not replaced with employees who have equivalent qualifications and competence:	Nil
A transfer under section 233 or 244 of the Act of (i) 1 or more functions of the building consent authority to another building consent authority: (ii) 1 or more functions of another building consent authority to the building consent authority:	Nil

Incident	Occurrence this month
An arrangement being made under section 213 of the Act for—(i) another building consent authority to perform a significant amount of the functions of the building consent authority; (ii) the building consent authority to perform a significant amount of the functions of another building consent authority:	Nil
A material amendment to the building consent authority's policies, procedures, or systems required by these regulations.	Nil

5.1.4 Training needs analysis

Building Control Officers attended a training day in Palmerston North for the below two areas:

- H1 Building Code changes and how they are being dealt with; and
- Technical Product information and installation methodology and how to verify an installation identified on site (inspected) as being compliant for Passive Fire design and installation.

Officers are currently organising a presentation and training afternoon with Engineering NZ in relation to what good engineering documentation and best practice looks like under the Engineering Act 2002. This is scheduled for early July.

5.1.5 Internal audit/external audit timetable

During March the BCA cleared the last GNC's from our IANZ audit. The BCA has been classified as Low Risk and our next scheduled audit is November 2025.

5.2 Territorial Authority

5.2.1 Audits

During January officers were notified by MBIE of its next round of performance monitoring assessments. These assessments are in relation to two functions:

- Certificates for Public Use
- Dangerous, Affected, or Insanitary Buildings.

These assessments were completed and are awaiting MBIE's findings report. During March MBIE responded requesting some further information which has since been provided. Officers are currently awaiting MBIE's findings report.

5.2.2 Compliance Schedules/Building Warrants of Fitness

One onsite BWoF audit was undertaken during March 2024. One existing Compliance Schedule was amended to comply with section 103 of the Building Act.

5.2.3 Swimming Pools

There are 86 swimming pools on the Council's swimming pool register. There is one that requires remediation work to achieve compliance, and a re-inspection will be scheduled for the end of April 2024.

5.2.4 Earthquake-Prone Buildings

During March no reports were received from the owners of buildings that have been identified as potentially being earthquake prone. To date fifteen reports have been received which have confirmed ten buildings as earthquake prone and five buildings as not being earthquake prone. A total of 89 buildings were identified as being potentially earthquake prone.

5.2.5 Non-Standard Site Register Maintenance

No new sites were added to the non-standard site register in March 2024.

5.2.6 Notices to Fix/Other Compliance as a Territorial Authority

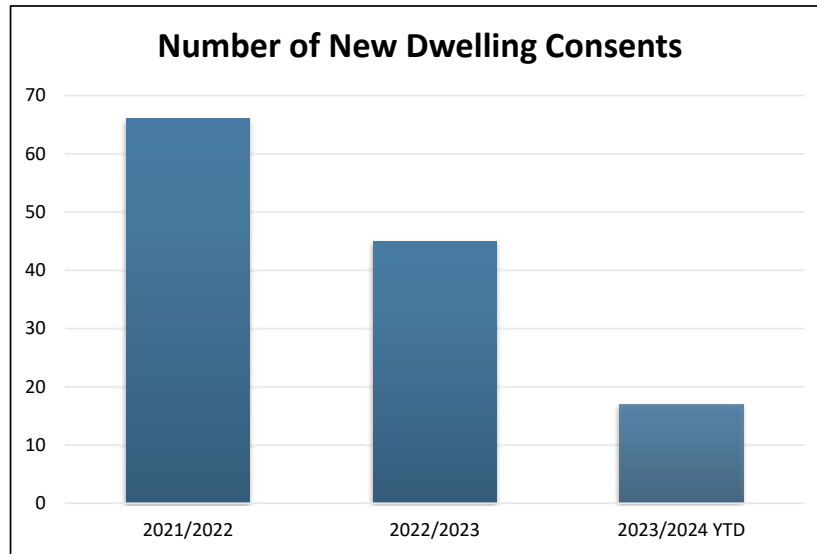
No Notice to Fix for was issued by the Territorial Authority during March 2024.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

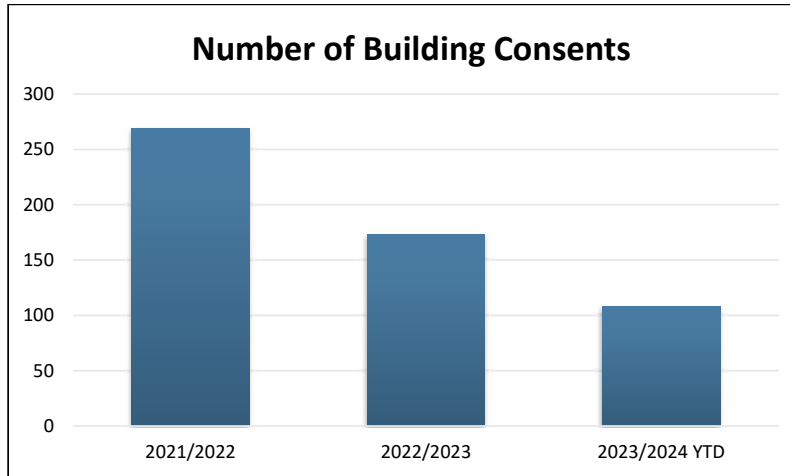
Type	Mar 2024	Mar 2023	2023/2024	2022/2023 Whole Year
New residential dwellings	2	2	15	44
New duplex dwellings	0	0	2	0
Relocated dwellings	1	2	7	15
Relocated buildings other than dwellings	0	0	0	0
Fires	8	7	39	55
Pole sheds/accessory buildings	1	5	21	26
Additions/alterations – residential	3	2	12	13
New Commercial buildings	0	0	2	5
Additions/alterations – commercial	1	0	5	10
Other/miscellaneous	0	0	5	5
Total/s	16	18	108	173

New House indicator by year



Year	New Dwellings
2021/2022	66
2022/2023	45
2023/2024 YTD	17

Consent numbers by year



Year	Building Consents
2021/2022	269
2022/2023	173
2023/2024 YTD	108

Blair Sutherland
Director - Environmental Services

[Approved]
Sven Hanne
Chief Executive

Date: 16 April 2024

MONTHLY REPORT

Corporate Services Department



F22/55/04 – D24/17581

To: Policy and Services Committee
From: Director – Corporate Services
Date: 23 April 2024
Subject: Corporate Services Monthly Report – March 2024

Recommendation

THAT the report be received.

_____/_____
 Moved/Seconded

1. Financial Management

Reports attached, as at 31 March 2024, 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

1.1 Financial Results for March Year to Date (YTD)

Revenue

Total Revenue for the YTD is \$1,118,118 over budget, at **\$19,650,801**. Operating Revenue (excluding extraordinary revenue) is on par with the budget, at **\$18,366,706**. The variance for total revenue largely relates to unbudgeted grant funding revenue which is allocated to both operating and capital expenditure.

Grant funding received that was unbudgeted for is at \$1,089,978 for the YTD. This includes a Toi Foundation grant, Mayors Taskforce for Jobs funding, DIA Three Waters funding, and TET grants. Note – the budgeted grant funding of \$6,611,000 relates to Transport Choices solely, which has now been withdrawn by central government. The \$7,700,000 of related capital expenditure will no longer be spent.

Expenditure

Total Expenditure for the YTD is \$707,431 over budget, at **\$19,349,203**. Direct Operating Expenditure is over budget for the YTD by \$1,104,448, at \$13,978,720.

Detailed explanations for activities with significant budget variances are provided below.

Roading

The annual roading budget for 2023/24 is highly unlikely to be sufficient with regards to ongoing contract maintenance costs, plus any necessary reactive maintenance for the full year. It is forecast that roading expenditure will exceed the budget by at least \$600,000 by year end. This will result in unsubsidised expenditure and further deficit allocated to the Roothing reserve opening balance for year 1 of the Long Term Plan. Further explanation on this can be found in the Assets Monthly Report.

Wai o Rua - Stratford Aquatic Centre

Expenditure for the YTD is over budget by \$340,545, and over the previous YTD by \$631,945. Expenditure is over budget in all key areas including staff (over by \$146,639), building maintenance (over by \$50,288), insurance, stock purchases, chemicals, and staff training. Revenue is over budget for the YTD by \$242,428 and includes a Toi Foundation grant of \$154,235 and swim school revenue unbudgeted for.

Due to the close-out of long-standing items that arose from the original construction of the pool, \$143,724 of capital became due for payment. This was part of the original build but no budget had been allocated for close-out in the current year. This is a delayed payment rather than additional cost. Refer to capital expenditure report for details.

Water Supply

Expenditure is over budget by \$142,609 for the YTD. Chemicals is over budget by \$35,648 – and is more the result of increased prices, rather than an increase in the quantity of chemicals being used. Additionally, all costs in relation to repairs and maintenance, contract services, and the maintenance contract are over budget – due to a combination of price increases and more water leaks and necessary repairs than was anticipated.

Solid Waste (Rubbish and Recycling)

Expenditure is over budget for the YTD by \$108,931 due to the following:

- Significant number of bin replacements due to the age of the current bin stock and treatment. Replacement includes cost of the bin plus cost for assembly and delivery, and collection and disposal of the old bin.
- Contract price increases due to inflation.
- Recycling income streams, which are netted off expenditure are minimal due to low prices, if any – recycled paper is \$0, and recycled plastics price has dropped significantly.

Wastewater

Expenditure is over budget by \$103,136 for the YTD. There have been a number of unplanned sewage blockages which have resulted in increased ready response and contractor works, some of which have required the use of a sucker truck to be brought in from New Plymouth, and traffic management services. Additionally, expenditure includes significant cost for compliance monitoring of sewerage discharge and treatment from Taranaki Regional Council.

Civic Amenities

The net cost of this Activity is over budget by \$64,232. Expenditure is \$55,043 over budget, largely due to the seismic assessment consultancy work undertaken that was not budgeted for. Additionally, the key tasks monthly contract payment has increased with inflation.

Parks and Reserves

Expenditure is over budget for the YTD by \$33,611, and by \$49,725 on the previous year. Contract services is over budget due to repairs on the tracks to the Rhododendron Dell and as a result of the upkeep of trees. The key tasks contract is over budget as the CPI increase was not expected to be 9.32% - affecting fixed monthly price for the full year. The ready response budget for reactive maintenance was reduced for 2023/24 in line with previous years actuals, however work in this area has picked up again this year.

Library

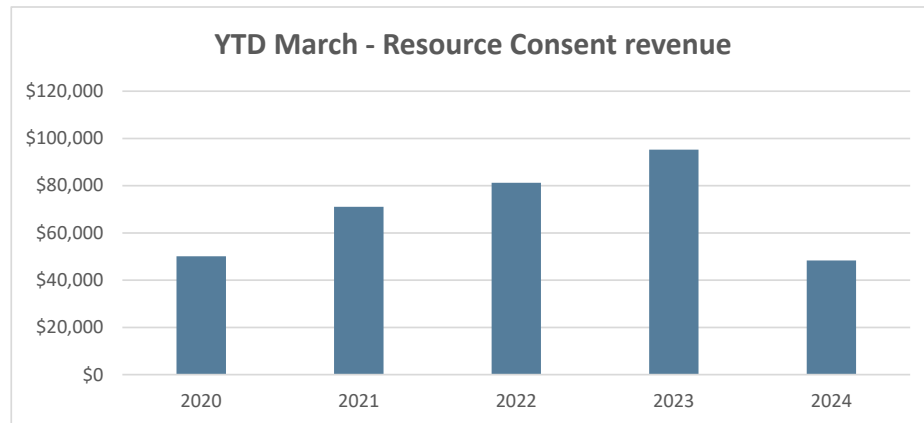
The net Library cost is over budget by \$58,853, a portion of this can be offset by the net Information Centre cost being under budget by \$26,498. Part of the salary overrun can be attributed to training a new AA staff member (approximately 6 months), the Recollect software

licensing which was previously grant funded, and is now fully rates funded, energy costs and building maintenance work.

Resource Consents

Revenue from resource consents is currently below budget by \$46,129 for the year to date, and is significantly less than the previous YTD revenue of \$95,283. This is because fewer applications for resource consents are being received, due to current economic conditions, where developers are facing significant difficulty in raising finance to proceed with developments.

This is the lowest level of YTD resource consent revenue in the past five years.



Civil Defence

Civil Defence budget is over by \$25,271 for the YTD, but this is just a timing issue and will balance out by year end.

1.2 Capital Expenditure Report

The capital expenditure budget for the 2023/24 financial year was originally \$16,457,145.

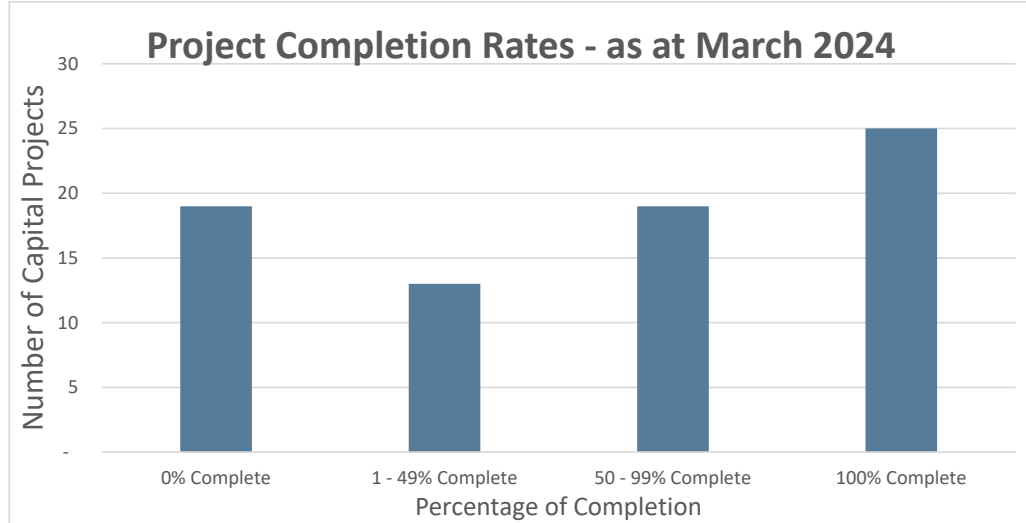
However, after adjusting for carry-forwards and budget adjustments – the total capital budget available for the year is **\$14,598,197** (adjusted capital budget). Of the total budget available:

- \$6,146,700 is for replacing existing assets,
- \$7,325,166 is for new assets or improving existing assets, and
- \$1,126,331 is to cater for district growth.

Actual capital expenditure for the year to date is **\$4,912,416** or **34%** of the adjusted budget.

The capital budget is further refined on a monthly basis, and the updated estimated capital expenditure for 2023/24 is now expected to be **\$9,524,718**, or **65%** of the adjusted capital budget.

The below graph shows that 58% of capital projects have been completed or are close to completion, and out of the 76 capital projects expected to be completed this financial year, 19 have not yet started or have been cancelled or postponed.



1.3 Treasury Management

Summary

Borrowings (LGFA)	\$	36,700,000
Term Deposits	\$	4,500,000
A&P Association Loan	\$	7,180,000
Net Debt	\$	25,020,000

Net debt is \$25,020,000 after deducting financial investments comprising of \$4,500,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

All debt covenants were met as at 31 March 2024.

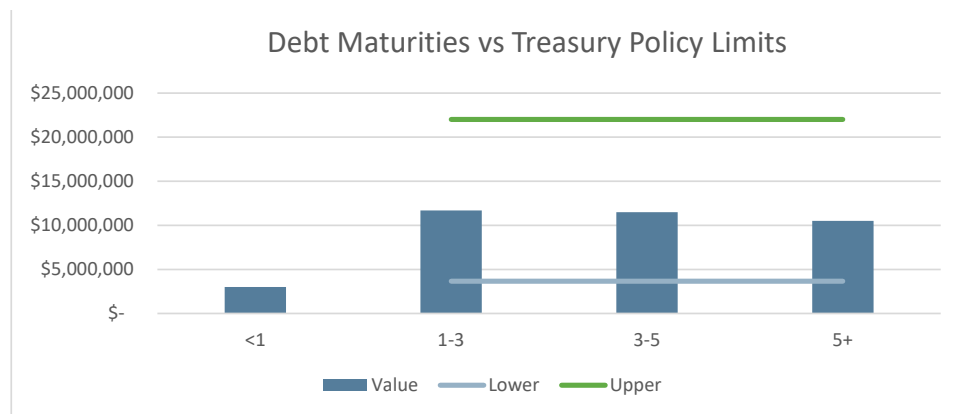
	Actual	Policy
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	32%	10-60%
Fixed 3-5 years	31%	10-60%
Fixed >5 years	29%	5-60%
Debt Matures 1-3 years	32%	10-60%
Debt Matures 3-5 years	31%	10-60%
Debt Matures > 5 years	29%	10-60%
Borrowing Costs to Revenue Ratio	4.5%	<10%
Borrowing Costs to Rates Revenue Ratio	5.5%	<15%
Net Debt to Revenue Ratio	102%	<115%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 2,463	<\$3,000
Net Debt per Ratepayer	\$ 4,938	N/A

Borrowings

All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed and within Treasury Policy limits. The Net Debt to Revenue ratio is approaching council's limit of 115%, at 102%. Net Debt could increase by a further \$3,000,000 based on current annual forecast revenue (however, cash on hand is currently >\$3m).

In April, Council will refinance \$1,000,000 of debt, currently at 1.14%, and we will be refinancing at 5.41% for a 4 year term. Council also has a \$2,000,000 loan maturing on 10 May 2024, currently at 2.53%.

The weighted average interest rate across all Council debt was at **3.46%** at 31 March, however this is likely to increase to >4% by 31 May 2024. The interest rate used for budgeting purposes for the Annual Plan 2023/24 is 3.45% for the full year. For the Long Term Plan 2024-34, the forecast interest rate for 2024/25 is 4.09%.



Investments

The weighted average interest rate of all term deposits is **5.88%** (February 2024: 5.97%). We are currently recalibrating our term deposit programme to have four sets of \$1,500,000, at 12 month terms. By the end of April the investment programme will be back up to at least \$6,000,000.

Of the current \$4,500,000 invested, \$3,000,000 is invested with ASB Bank due to the favourable interest rates offered. The investment programme has recently been updated to allow for long term investments (maximum 12 months) to take advantage of higher interest rates. For example, in February 2024, \$1,500,000 was invested for 325 days, obtaining 6.30%.

Cashflow Forecast

As at 31 March 2024, Council had \$3,327,661 (February 2024: \$3,177,718) of cash on hand. This is expected to drop to \$507,617 by the end of April 2024.

Council is expecting to borrow an additional \$1,000,000 in the next 12 months – around October 2024.

2.0 Revenue Management

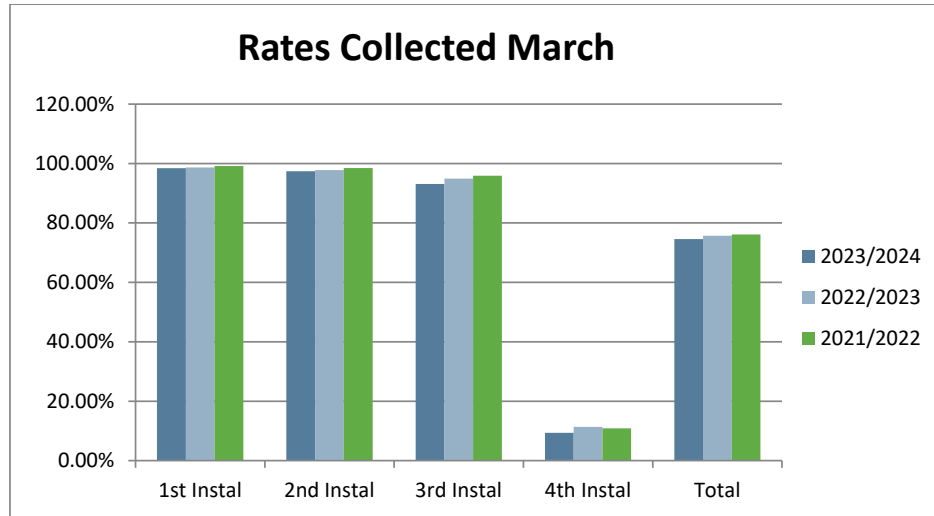
2.1 Rates

Rates Arrears (owing from 2022/23 year and earlier) \$54,592

As at 31 March 2024, 86% of rates in arrears has been collected since 1 July 2023 (2023: 87%). The property rating sale at Swansea Road is still awaiting to go out to the market and is with the courts for approval of the marketing information. A separate application to the high court for property rating sale will soon be submitted for a property at Portia St, currently owing \$14,236.

Current Year Rates

As at 31 March 2024, 75% of rates has been collected (2023: 76%).



2.2 Outstanding Debtors

The Outstanding Debtors report as at 31 March is attached to this report, showing total debtors of \$164,316 (9% of total debtors) are overdue for payment. Overdue debtors largely relate to rates, water charges, infringements, and cemeteries.

Sundry debtors is made up of a vendor loan which was due in September 2023, on a property sale (where council was the vendor), that remains unpaid. A repayment date has now been negotiated for June 2024. Interest has been charged since October 2023, at the applicable LGFA rate, however the interest also remains unpaid. Council's interest is registered on the property title and council has the ability to exercise its rights to recover the debt if necessary.

3.0 Information Technology

3.1 Information Technology Update

- The ERP system upgrade project is on target, with Go Live still expected in early June 2024. We are scheduled to move into User Acceptance Testing in May. Staff are undergoing training this month for Revenue and Name & Address modules within the new Authority 7.1 environment. This piece of work requires a full data cleansing of all customer and supplier contact information in Authority.
- The upgrade of AssetFinda mobile to Univerus Field is underway and expected to be completed by Friday, April 12. Council staff and CityCare contractors will be training on the new system this week. AssetFinda is being retired and no longer supported by the provider and Univerus Field is the new version for the mobile solution for field staff in the three waters areas.
- Civica will increase Managed Services charges by 4.7% in May as per the Managed Services agreement. Total Annual Net Charge for 2024 – 2025 will be \$286,725. This cost is mainly for Council's ERP system including Authority, document management, and email.

3.2 Information / Archives Management

- **Archives** – Some requests have recently been received from the public to access and remove items from the Community Archives for permanent and display and/or use. The current Community Archives policy does not allow

items from the archives to be removed from council care. While this does ensure that the materials are preserved, it is limiting in terms of celebrating the heritage of the community.

The policy is due for review, and was previously under Community Services, but will be reviewed by Corporate Services and brought to council for consideration within the next few months. Improved access pathways to Community Archives, which do not compromise the integrity of the materials, will be considered in the new policy.

3.3 Business Efficiency

- **Property File Request CRM** - An additional step will be created for the Finance team so that payment status can be confirmed directly in the electronic customer request form (CRM). Payment status is a critical trigger in the workflow which is currently an undefined process. An additional function is in progress which will allow property information to be emailed directly from the CRM, this will store the response to the request directly in the CRM and eliminate duplication of a sub-process. This is in test phase, waiting on feedback from Civica.

3.4 Official Information Requests

For the 2024 calendar year, Council has received 25 Local Government Official Information and Meetings Act (LGOIMA) requests. The below table includes the LGOIMA's received for March 2024.

Received date	From	Query	Date responded
4/03/2024	Gloria Wharekawa	Preservation of indigenous biodiversity	13/03/2024
11/03/2024	Mario Puente Sierra - University of Canterbury	Assets - Water supplies reticulation	12/03/2024
12/03/2024	Andrew Hollis - Smartrak	Reducing council fleet emissions	13/03/2024
13/03/2024	Meg Stewart - Labour Leader's Office	Rates and water infrastructure	14/03/2024
19/03/2024	Antony DeGreat	Dates and functions hosted by the local Council Owned Buildings (Including Libraries) to Rainbow Storytime	5/04/2024
28/03/2024	Emily Hughes - The Campaign Company	Payments details to SOLGM/Taituara	5/04/2024

4.0 Health and Safety / Civil – Defence Update

4.1 EOC Practice Activation

- A successful practice activation of the Emergency Operations Centre was undertaken on Friday 22 March. This was combined with a training session for function leads in the D4H Operations incident response software followed by the opportunity to use it in a practice scenario, supported by staff from TEMO.

This was the first time that the software had been tested on this scale in an EOC in the region and the exercise provided good feedback to the developer team for next stages in improvement of the product. It also identified local plans and resources that need to be created to support a response. Staff afterwards

reported feeling confident in using the new system and further training for other staff likely to be involved in an emergency response is planned over the next few months.

- Emergency contact information for all staff has been refreshed and collected in a secure database.



Tiffany Radich
Director - Corporate Services



Approved By:
Sven Hanne
Chief Executive

Date: 16 April 2024

Statement of Comprehensive Revenue and Expense

For the Year to Date - March 2024

	March '24 Actual YTD	March '24 Budget YTD	Variance YTD	Total Budget 2023/24	March 23 Actual YTD
Operating Revenue					
Finance Revenue	\$378,025	\$243,000	\$135,025	\$324,000	\$303,060
Waka Kotahi NZTA Roothing Subsidy	\$3,019,550	\$3,427,500	(\$407,950)	\$4,570,000	\$4,663,432
Rates Revenue - excl water consumption rate	\$11,792,679	\$11,769,750	\$22,929	\$15,693,000	\$10,880,419
Water Supply - Consumption Charge	\$277,922	\$368,250	(\$90,328)	\$491,000	\$233,707
Sundry Revenue	\$48,973	\$37,850	\$11,123	\$55,000	\$44,639
Farm Milk Proceeds	\$504,723	\$462,000	\$42,723	\$616,000	\$459,180
User Charges for Services	\$2,344,834	\$2,121,333	\$223,501	\$2,638,000	\$2,640,473
Total Operating Revenue	\$18,366,706	\$18,429,683	(\$62,977)	\$24,387,000	\$19,224,910
Extraordinary Revenue					
Grant Funding	\$1,089,978	\$0	\$1,089,978	\$6,611,000	\$2,121,406
Financial Contributions	\$61,304	\$0	\$61,304	\$0	\$83,804
Other Revenue	\$18,500	\$0	\$18,500	\$0	\$22,436
Dividends	\$114,313	\$103,000	\$11,313	\$103,000	\$12,228
Total Extraordinary Revenue	\$1,284,095	\$103,000	\$1,181,095	\$6,714,000	\$2,239,874
Total Revenue	\$19,650,801	\$18,532,683	\$1,118,118	\$31,101,000	\$21,464,784
Operating Expenditure					
Personnel Costs	\$4,642,607	\$4,341,750	(\$300,857)	\$5,789,000	\$3,957,862
Other Direct Operating Costs	\$9,336,113	\$8,532,522	(\$803,591)	\$11,687,000	\$8,752,954
Total Operating Expenditure	\$13,978,720	\$12,874,272	(\$1,104,448)	\$17,476,000	\$12,710,816
Other Operating Expenditure					
Depreciation	\$4,423,382	\$4,836,750	\$413,368	\$6,449,000	\$4,136,494
Finance Costs	\$889,660	\$930,750	\$41,090	\$1,241,000	\$686,191
Sundry Expenditure	\$57,441	\$0	(\$57,441)	\$0	\$14,240
Total Other Expenditure	\$5,370,483	\$5,767,500	\$397,017	\$7,690,000	\$4,836,925
Total Expenditure	\$19,349,203	\$18,641,772	(\$707,431)	\$25,166,000	\$17,547,741
Net Surplus (Deficit)	\$301,598	(\$109,088)	\$410,687	\$5,935,000	\$3,917,043
<i>Capital Revenue/Expenditure is made up of:</i>					
NZTA Funding for Roothing capital projects	\$1,529,164	\$2,429,012			
Community Grants and Donations	\$0	\$0			
	\$1,529,164	\$2,429,012			
Adjusted Net Surplus/(Deficit)*	(\$1,227,566)	(\$2,538,101)	\$1,310,535		

*The budgeted YTD net deficit includes un-funded depreciation - mainly roading as 61% of capital projects are subsidised, and the Wai o Rua Pool, and part of three waters activities, and some buildings.

Statement of Financial Position

As at 31 March 2024

	March '24 Actual YTD	March 23 Actual YTD
Assets		
<u>Current Assets</u>		
Cash and Cash Equivalents	\$3,327,661	\$1,387,220
Short Term Deposits	\$4,500,000	\$6,000,000
Receivables	\$1,760,918	\$1,537,744
Prepayments	\$0	\$18,729
LGFA Borrower Notes	\$57,000	\$40,000
Current Assets Total	\$9,645,579	\$8,983,693
<u>Non-Current Assets</u>		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$793,000	\$675,000
Shares	\$599,868	\$547,048
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$7,959,751	\$15,838,641
Property, Plant & Equipment / Intangibles	\$455,538,860	\$439,231,410
Non-Current Assets Total	\$472,071,589	\$463,472,209
Assets Total	\$481,717,168	\$472,455,902
Liabilities & Equity		
<u>Equity</u>		
Renewal Reserves	\$6,170,665	\$5,113,126
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$998,841	\$1,472,869
Restricted Reserves	\$1,323,484	\$1,235,678
Targeted Rate Reserves	\$904,571	\$367,042
Asset Revaluation Reserves	\$233,607,627	\$226,366,136
Retained Earnings	\$200,974,861	\$200,525,439
Equity Total	\$442,675,407	\$435,584,790
<u>Liabilities</u>		
Current Liabilities		
Borrowings (maturing less than one year)	\$3,000,000	\$16,506,902
Provision for Landfill Aftercare	\$7,028	\$6,902
Employee Entitlements	\$322,736	\$281,909
Payables and Deferred Revenue	\$2,005,284	\$2,362,541
Non-Current Liabilities		
Borrowings	\$33,700,000	\$17,700,000
Provision for Landfill Aftercare	\$6,713	\$12,858
Liabilities Total	\$39,041,761	\$36,871,112
Liabilities & Equity Total	\$481,717,168	\$472,455,902

Expenditure and Revenue by Activity

For the Year to Date - March 2024

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

Revenue includes user charges, sales revenue, water revenue by meter, grants and subsidies, and sundry revenue

	March '24 Actual YTD	March '24 Budget YTD	Variance YTD	Total Budget 2023/24	March 23 Actual YTD
<u>Recreation and Facilities</u>					
Aerodrome					
Expenditure	\$115,349	\$128,276	\$12,927	\$135,000	\$78,566
Revenue	\$19,033	\$20,250	(\$1,217)	\$27,000	\$19,283
Net cost of activity	\$96,316	\$108,026	\$11,710	\$108,000	\$59,283
Civic Amenities					
Expenditure	\$464,830	\$409,787	(\$55,043)	\$529,000	\$398,824
Revenue	\$31,311	\$40,500	(\$9,189)	\$54,000	\$44,186
Net cost of activity	\$433,519	\$369,287	(\$64,232)	\$475,000	\$354,638
Pensioner Housing					
Expenditure	\$83,535	\$93,493	\$9,958	\$121,000	\$98,418
Revenue	\$54,334	\$57,750	(\$3,416)	\$77,000	\$48,905
Net cost of activity	\$29,201	\$35,743	\$6,542	\$44,000	\$49,513
Library					
Expenditure	\$439,511	\$373,524	(\$65,988)	\$495,000	\$485,439
Revenue	\$18,385	\$11,250	\$7,135	\$15,000	\$23,480
Net cost of activity	\$421,126	\$362,274	(\$58,853)	\$480,000	\$461,959
Parks and Reserves					
Expenditure	\$582,287	\$548,676	(\$33,611)	\$724,000	\$532,562
Revenue	\$5,505	\$6,750	(\$1,245)	\$9,000	\$5,557
Net cost of activity	\$576,782	\$541,926	(\$34,856)	\$715,000	\$527,005
Cemeteries					
Expenditure	\$167,231	\$156,932	(\$10,299)	\$209,000	\$150,105
Revenue	\$118,682	\$108,750	\$9,932	\$145,000	\$98,009
Net cost of activity	\$48,549	\$48,182	(\$367)	\$64,000	\$52,096
Wai O Rua Aquatic Centre					
Expenditure	\$1,838,853	\$1,498,308	(\$340,545)	\$1,976,000	\$1,206,908
Revenue	\$536,428	\$294,000	\$242,428	\$392,000	\$275,698
Net cost of activity	\$1,302,425	\$1,204,308	(\$98,117)	\$1,584,000	\$931,210
<u>Democracy and Corporate Support</u>					
Expenditure	\$992,137	\$960,981	(\$31,156)	\$1,279,000	\$934,499
Revenue	\$202,748	\$96,183	\$106,565	\$140,000	\$156,457
Net cost of activity	\$789,389	\$864,798	\$75,409	\$1,139,000	\$778,042
<u>Community Development</u>					
Community Services					
Expenditure	\$495,556	\$385,000	(\$110,556)	\$496,000	\$491,796
Revenue	\$575,747	\$0	\$575,747	\$0	\$502,108
Net cost of activity	-\$80,191	\$385,000	\$465,191	\$496,000	-\$10,312
Economic Development					
Expenditure	\$433,318	\$470,059	\$36,741	\$626,000	\$401,298
Revenue	\$121,187	\$0	\$121,187	\$0	\$88,404
Net cost of activity	\$312,131	\$470,059	\$157,928	\$626,000	\$312,894
Information Centre					
Expenditure	\$167,508	\$188,809	\$21,301	\$251,000	\$155,792
Revenue	\$53,947	\$48,750	\$5,197	\$65,000	\$50,697

2024 - Agenda - Policy and Services - April - Open - Monthly Reports

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

Revenue includes user charges, sales revenue, water revenue by meter, grants and subsidies, and sundry revenue

	March '24 Actual YTD	March '24 Budget YTD	Variance YTD	Total Budget 2023/24	March 23 Actual YTD
Net cost of activity	\$113,561	\$140,059	\$26,498	\$186,000	\$105,095
Rental Properties					
Expenditure	\$35,076	\$33,841	(\$1,235)	\$44,000	\$35,126
Revenue	\$28,559	\$27,750	\$809	\$37,000	\$24,289
Net cost of activity	\$6,517	\$6,091	(\$426)	\$7,000	\$10,837
Farm					
Expenditure	\$250,406	\$261,518	\$11,112	\$345,000	\$286,491
Revenue	\$619,036	\$565,000	\$42,723	\$616,000	\$459,180
Net cost of activity	-\$368,630	-\$303,482	\$53,835	-\$271,000	-\$172,689
Holiday Park					
Expenditure	\$1,847	\$1,500	(\$347)	\$2,000	\$1,746
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$1,847	\$1,500	(\$347)	-\$1,000	\$1,746
Environmental Services					
Building Control					
Expenditure	\$794,112	\$756,771	(\$37,341)	\$1,008,000	\$667,498
Revenue	\$424,670	\$392,250	\$32,420	\$523,000	\$349,086
Net cost of activity	\$369,442	\$364,521	(\$4,921)	\$485,000	\$318,412
District Plan					
Expenditure	\$167,149	\$184,500	\$17,351	\$746,000	\$149,878
Net cost of activity	\$167,149	\$184,500	\$17,351	\$746,000	\$149,878
Resource Consents					
Expenditure	\$253,173	\$265,123	\$11,950	\$353,000	\$239,929
Revenue	\$48,371	\$94,500	(\$46,129)	\$126,000	\$95,283
Net cost of activity	\$204,802	\$170,623	(\$34,179)	\$227,000	\$144,646
Food and Health					
Expenditure	\$157,221	\$141,900	(\$15,321)	\$189,000	\$143,856
Revenue	\$26,595	\$17,500	\$9,095	\$35,000	\$27,178
Net cost of activity	\$130,626	\$124,400	(\$6,226)	\$154,000	\$116,678
Alcohol Licensing					
Expenditure	\$96,629	\$93,000	(\$3,629)	\$124,000	\$99,691
Revenue	\$20,474	\$25,500	(\$5,026)	\$34,000	\$21,843
Net cost of activity	\$76,155	\$67,500	(\$8,655)	\$90,000	\$77,848
Parking and Other Bylaws					
Expenditure	\$115,569	\$115,500	(\$69)	\$154,000	\$98,794
Revenue	\$1,108	\$750	\$358	\$1,000	-\$3,629
Net cost of activity	\$114,461	\$114,750	\$289	\$153,000	\$102,423
Animal Control					
Expenditure	\$181,544	\$176,604	(\$4,940)	\$235,000	\$150,837
Revenue	\$170,018	\$167,000	\$3,018	\$167,000	\$132,256
Net cost of activity	\$11,526	\$9,604	(\$1,922)	\$68,000	\$18,581
Civil Defence					
Expenditure	\$380,450	\$355,180	(\$25,271)	\$431,000	\$220,694
Net cost of activity	\$380,450	\$355,180	(\$25,271)	\$431,000	\$220,694
Assets					
Roading					
Expenditure	\$3,158,302	\$3,052,175	(\$106,127)	\$4,021,000	\$3,513,106
Revenue	\$3,583,995	\$4,023,500	(\$439,505)	\$5,208,000	\$5,166,079

2024 - Agenda - Policy and Services - April - Open - Monthly Reports

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

Revenue includes user charges, sales revenue, water revenue by meter, grants and subsidies, and sundry revenue

	March '24 Actual YTD	March '24 Budget YTD	Variance YTD	Total Budget 2023/24	March 23 Actual YTD
Net cost of activity	-\$425,693	-\$971,325	(\$545,632)	-\$1,187,000	-\$1,652,973
Stormwater					
Expenditure	\$179,156	\$149,521	(\$29,635)	\$198,000	\$151,406
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$179,156	\$149,521	(\$29,635)	\$198,000	\$151,406
Wastewater (Sewerage)					
Expenditure	\$535,492	\$432,356	(\$103,136)	\$572,000	\$454,799
Revenue	\$29,247	\$26,250	\$2,997	\$35,000	\$24,680
Net cost of activity	\$506,245	\$406,106	(\$100,139)	\$537,000	\$430,119
Solid Waste					
Expenditure	\$855,095	\$746,165	(\$108,931)	\$1,001,000	\$693,290
Revenue	\$197,362	\$127,500	\$69,862	\$170,000	\$154,056
Net cost of activity	\$657,733	\$618,665	(\$39,069)	\$831,000	\$539,234
Water Supply					
Expenditure	\$1,037,384	\$894,775	(\$142,609)	\$1,178,000	\$869,468
Revenue	\$365,422	\$368,250	(\$2,828)	\$491,000	\$233,707
Net cost of activity	\$671,962	\$526,525	(\$145,437)	\$687,000	\$635,761
Total Activity Expenditure	\$13,978,720	\$12,874,272	(\$1,104,448)	\$17,442,000	\$12,710,816
Total Activity Revenue	\$7,252,164	\$6,519,933	\$720,918	\$8,370,000	\$7,996,792
Net Cost of Activities	\$6,726,556	\$6,354,338	(\$383,531)	\$9,072,000	\$4,714,024

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 MARCH 2024

Grant funded

Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
GROWTH - to meet additional demand										
Economy	Proposed Council subdivision	1,049,000	77,331	1,126,331	3,871	100,000	1,026,331	5%	By 30 June 2024.	Request for quote advertised on GETS. Closes mid April.
Total Growth Expenditure		1,049,000	77,331	1,126,331	3,871	100,000	1,026,331			
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level										
Roading	Transport Choices Projects	7,700,000	-7,700,000	0	0	0	0	0%	Cancelled	Government funding withdrawn, budget adjusted.
Roading	Road to Zero	0	588,366	588,366	132,753	588,366	0	30%	By 30 June 2024	Speed management programme in front of schools (tied with Transport Choices) endorsed by the Director for Land Transport. Updating of National Speed Limit Register before end May 2024. Cardiff Road project underway. Works to be programmed on Beaconsfield Road once funding is determined (leftover budget)
Roading	Walking and Cycling Strategy - footpath improvements	156,000	0	156,000	170,804	170,804	(14,804)	100%	Complete	
Solid Waste	Healthy homes upgrade	7,000	0	7,000	1,833	7,000	0	100%	Complete	Waiting for final invoice.
Stormwater	Reticulation Capacity Increase	143,300	177,322	320,622	68,659	80,000	240,622	85%	By 30 June 2024	Results from Stormwater modelling have been received. Analysis underway
Stormwater	Silt retention lake bypass	265,400	0	265,400	2,185	300,000	(34,600)	20%	By 30 June 2024	Works underway. Programmed to finish May 2024.
Stormwater	Modelling	0	6,363	6,363	0	20,000	(13,637)	100%	Complete	Completed, waiting for report to be provided.
Stormwater	Safety improvements	124,600	224,877	349,477	147,152	200,000	149,477	75%	By 30 June 2024	Ongoing as required.
Wastewater	Reticulation capacity increase	159,300	200,223	359,523	17,798	200,000	100,000	10%	By 30 June 2024	Stage 1 of the wastewater model complete. Evaluation underway.
Wastewater	Camper van drainage facility	7,900	0	7,900	0	0	7,900	0%	Will not proceed	Not required anymore.
Wastewater	Stage 2 treatment upgrade	5,300	0	5,300	0	0	5,300	0%	Not required.	Transferred to Treatment Plant Upgrade.
Wastewater	Modelling	0	0	0	25,074	37,000	(37,000)	95%	By 30 June 2024	Existing model built. Training scheduled March 24. Partly (\$100k) grant funded from better off funding.
Wastewater	Oxidation pond fencing	0	154,388	154,388	154,388	154,388	0	100%	Complete	
Wastewater	Inflow and infiltration programme	159,300	122,152	281,452	455,966	455,966	(174,514)	100%	Complete	Complete for this financial year. Budget used in conjunction with Infiltration Renewals.
Wastewater	Treatment plant upgrade	0	171,105	171,105	104,383	135,000	36,105	80%	By 30 June 2024	Diatomix has not achieved the expected results. Officers are investigating further options
Water Supply	Water meter upgrade	337,100	509,751	846,851	163,196	846,851	0	20%	By 30 June 2024	Contract awarded for the installation of Manifolds. Installation to commence in April 2024.
Water Supply	Steetwork ridermains	31,800	0	31,800	14,753	14,753	17,047	100%	Complete	
Water Supply	Raw water delivery line	0	1,968,698	1,968,698	138,292	250,000	1,718,698	55%	By 30 June 2024	Concept design is complete, with detailed design to be completed by June 2024. The construction budget is allocated to years 1 and 2 of the LTP.
Water Supply	Raw water analyser	0	28,230	28,230	47,961	47,961	(19,731)	100%	Complete	
Water Supply	Generator for treatment plant	0	9,819	9,819	12,006	25,000	(15,181)	95%	By 30 June 2024	Final works to be completed in March/April - exhaust venting.
Parks and Reserves	Broadway Roundabout Gardens upgrade	0	60,000	60,000	0	0	60,000	0%	Will not proceed	As it is tied in with the beautification of CBD and Prospero Place - all work is on hold.
Parks and Reserves	Walkway development	20,000	0	20,000	17,969	20,000	0	90%	By 30 June 2024	Work as required - remedial works
Parks and Reserves	Skate Park upgrade - Victoria Park	0	0	0	174,487	174,487	(174,487)	100%	Complete	Fully grant funded - Better off Funding (\$95,912) and Toi Foundation (\$75,575).
Parks and Reserves	Drainage upgrade - Victoria Park	0	0	0	30,673	30,673	(30,673)	100%	Complete	Fully grant funded - Better off Funding.
Parks and Reserves	Park development	13,600	0	13,600	0	13,600	0	0%	By 30 June 2024	Hydrology Review for Victoria Park sportsfield. Site Investigation complete, waiting on report.
Parks and Reserves - Cemetery	Midhirst cemetery pathway upgrade	31,400	0	31,400	35,052	35,052	(3,652)	100%	Complete	

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Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Swimming Pool	Remaining Pool project completion costs	0	0	0	143,724	143,724	(143,724)	100%	Complete	This relates to outdoor artwork, signage, furniture, pool equipment, and additional contracting work.
Swimming Pool	Play equipment	0	0	0	8,860	8,860	(8,860)	100%	Complete	External funding received
Civic Amenities	Stratford 2035	482,345	979,056	1,461,401	0	45,000	1,416,401	0%	In progress / May not proceed	Council purchase of land causing delays to project. Request for Proposal for Detailed design to be advertised in April. Physical works are to be funded from Better Off Funding in 2024/25, however this is likely to be withdrawn by the new government if not started.
Civic Amenities	WMC - carpark lighting upgrade	57,600	0	57,600	0	42,000	15,600	100%	Complete	Waiting for final invoice.
Civic Amenities	TET Stadium improvements	52,400	24,671	77,071	33,239	100,000	(22,929)	50%	By 30 June 2024	A builder on Pre-Approved List has been approached to quote for the installation of the doors. Upgrade of Fire System nearly complete - restaurant to do.
Pensioner Housing	Healthy homes upgrade	29,500	0	29,500	26,214	28,214	1,286	100%	Complete	Waiting for final invoice.
Farm	Water lines and trough upgrade	12,600	0	12,600	1,825	8,000	4,600	20%	By 30 June 2024	Sharemilker carries out works as and when required.
Farm	Landscaping / riparian planting	3,700	0	3,700	0	3,700	0	0%	By 30 June 2024	TRC have reviewed planting in October 2023 and has identified that only fencing is required. Programmed for May/June 2024.
Total Level of Service Expenditure		9,800,145	-2,474,979	7,325,166	2,129,245	4,186,398	3,079,245			

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

Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	750,000	(100,000)	539,226	732,772	732,772	(193,546)	100%	Complete	
Roading - Financially assisted NZTA	Sealed Road resurfacing	880,000	(461,476)	418,524	197,603	800,000	(381,476)	50%	By 30 June 2024	Monmouth Road, Cardiff Road and Brewer Road to be sealed.
Roading - Financially assisted NZTA	Drainage Renewals	680,000	(80,000)	600,000	364,778	600,000	0	60%	By 30 June 2024	Ongoing. Focusing on culverts and water tables rather than kerb and channel replacement.
Roading - Financially assisted NZTA	Pavement Rehabilitation	700,000	(50,000)	650,000	41,999	100,000	550,000	100%	Complete	Budget transferred to Unsealed Road Metalling and Sealed Road resurfacing
Roading - Financially assisted NZTA	Structure Components Replacement	530,000	376,477	906,477	362,402	700,000	206,477	50%	By 30 June 2024	Replacing retaining walls on Croyden Road and 3 on Mangaotuku Road.
Roading - Financially assisted NZTA	Traffic Services Renewals	130,000	(20,000)	110,000	38,188	70,000	40,000	50%	By 30 June 2024	Ongoing. Replacement of armco barrier on Patea River bridge
Roading - Financially assisted NZTA	Footpath renewals	150,000	(110,000)	40,000	61,964	61,964	(21,964)	100%	Complete	Complete
Roading - Financially assisted NZTA	Low cost low risk safety	575,000	46,614	621,614	304,681	800,000	(178,386)	50%	By 30 June 2024	Cardiff Road re-alignment Beaconsfield Road curve re-alignment
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	0	60,000	60,000	0	60,000	0	0%	By 30 June 2024	Pembroke Rd to be sealed to address a flushing issue.
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	5,000	5,000	0%	By 30 June 2024	Programmed for late Summer/early Autumn.
Roading - Financially assisted NZTA	Drainage Renewals-Special purpose	0	10,000	10,000	29,830	29,830	(19,830)	100%	Complete	
Roading - Financially assisted NZTA	Traffic services renewals-Special purpose	60,000	(55,000)	5,000	0	5,000	0	0%	By 30 June 2024	Ongoing - replacement of signs etc.
Stormwater	Reticulation Renewals	56,000	101,983	157,983	1,162	50,000	107,983	5%	By 30 June 2024	Ongoing as required.
Wastewater	Step / aerate treatment renewals	31,800	0	31,800	0	31,800	0	0%	By 30 June 2024	Ongoing as required.
Wastewater	Pumps and electrics	31,800	0	31,800	0	31,800	0	0%	By 30 June 2024	Ongoing as required.
Wastewater	Bulk discharge	0	18,262	18,262	0	18,262	0	0%	By 30 June 2024	Ongoing as required.
Wastewater	Infiltration renewals	194,300	157,495	351,795	186,395	186,395	165,400	100%	Complete	Complete for this financial year. Budget used in conjunction with Inflow and Infiltration programme.
Water Supply	Laterals	32,500	0	32,500	0	32,500	0	0%	By 30 June 2024	Ongoing as required.
Water Supply	Stratford street work rider mains	270,700	0	270,700	214,068	214,068	56,632	100%	Complete	
Water Supply	Infrastructural general - Stratford	26,100	0	26,100	4,927	26,100	0	20%	By 30 June 2024	Ongoing as required.
Water Supply	Infrastructural general - Midhirst	3,400	0	3,400	0	3,400	0	0%	By 30 June 2024	Ongoing as required.

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Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Water Supply	Toko bore	0	134,500	134,500	0	0	134,500	0%	Will not proceed	Not required anymore.
Water Supply	Reservoir overflow to pond	0	74,042	74,042	4,488	15,000	59,042	20%	By 30 June 2024	Tender prices exceeded budget. Project scope being re-visited.
Water Supply	Infrastructural general - Toko	1,800	0	1,800	0	1,800	0	0%	By 30 June 2024	Ongoing as required.
Water Supply	Stratford reservoir	0	38,669	38,669	0	5,800	32,869	50%	By 30 June 2024	Video footage under review to determine if cleaning is required.
Water Supply	Midhirst reservoir	0	26,838	26,838	0	4,050	22,788	50%	By 30 June 2024	Video footage under review to determine if cleaning is required.
Water Supply	Membranes	0	146,044	146,044	0	150,000	(3,956)	5%	By 30 June 2024	Ordered new membranes.
Water Supply	Meter replacements	53,100	57,750	110,850	547	10,000	100,850	5%	By 30 June 2024	Ongoing as required.
Water Supply	Midhirst resource consent	106,200	197,040	303,240	12,125	15,000	288,240	80%	By 30 June 2024	With TRC for resource consent application
Water Supply	Hydrants	15,700	0	15,700	4,684	15,700	0	30%	By 30 June 2024	Ongoing as required.
Parks and Reserves	Replace septic tank - Whangamomona Camp Ground	121,000	15,778	136,778	9,410	136,778	0	40%	By 30 June 2024	Waiting for another quote. Expected to over spend if project proceeds.
Parks and Reserves	Cemetery - replace water tank	0	0	0	4,228	4,228	(4,228)	100%	Complete	
Civic Amenities	WMC - replace furniture	3,100	0	3,100	0	3,100	0	0%	By 30 June 2024	Replacement as required
Civic Amenities	Broadway LED sign replacement	0	0	0	24,132	24,132	(24,132)	100%	Complete	Fully grant funded.
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,893	3,500	(400)	80%	By 30 June 2024	Replacement as required
Miranda Street Office	Airconditioning Unit	0	0	0	2,704	2,704	(2,704)	100%	Complete	
Miranda Street Office	Partial roof replacement	31,400	0	31,400	0	31,400	0	15%	By 30 June 2024	Request for Quote to be advertised in April
Corporate	Computers/Peripherals/ Software	131,000	0	131,000	121,541	131,000	0	85%	By 30 June 2024	Replacement as required / programmed
Corporate	Pool building software	0	0	0	8,710	8,710	(8,710)	100%	Complete	
Corporate	Vehicle Replacement (after trade in)	20,000	0	20,000	42,068	42,068	(22,068)	100%	Complete	This is the full cost of one vehicle purchase for the Rav4 hybrid pool vehicle. The trade in value to net off the cost was \$6,826. So a net cost of \$35,242 for the vehicle replacement.
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	0%	By 30 June 2024	Ongoing as required.
Total Replacement Expenditure		5,608,000	649,474	6,146,700	2,779,300	5,238,320	908,380			
TOTAL EXPENDITURE		\$16,457,145	-\$1,748,174	\$14,598,197	\$4,912,416	\$9,524,718	\$5,013,956			

CASHFLOW FORECAST FOR THE YEAR ENDED MARCH 2025

	Mar-24	Actual Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	12 Month
OPENING BALANCE	3,177,718	3,177,718	3,327,661	507,617	2,338,436	1,464,490	534,490	2,694,490	1,347,509	823,206	2,415,637	1,690,691	344,691	2,219,691	3,327,661
Rates	620,000	564,949	620,000	3,500,000	655,000	620,000	4,000,000	710,000	710,000	3,500,000	710,000	500,000	3,500,000	570,000	19,595,000
NZTA Refunds	355,151	355,151	261,709	300,000	300,000	500,000	500,000	450,000	450,000	450,000	450,000	160,000	160,000	160,000	4,141,709
Fees and Charges	415,000	173,518	380,000	450,000	430,000	400,000	500,000	500,000	500,000	500,000	500,000	500,000	550,000	200,000	5,410,000
Grants	1	40,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Revenue	53,019	80,840	30,000	3,500	53,019	36,000	20,000	53,019	20,000	20,000	53,019	20,000	25,000	81,000	414,557
Total Cash In	1,443,170	1,214,458	1,291,709	4,253,500	1,438,019	1,556,000	5,020,000	1,713,019	1,680,000	4,470,000	1,713,019	1,180,000	4,235,000	1,011,000	29,561,266
Salaries and Wages / Elected Members	540,000	513,741	666,000	540,000	560,000	666,000	540,000	540,000	666,000	560,000	666,000	666,000	560,000	560,000	7,190,000
Payments to Suppliers - Operating	1,000,000	849,350	900,000	700,000	900,000	800,000	820,000	820,000	820,000	820,000	820,000	700,000	600,000	850,000	9,550,000
Major contract payments	1,000,000	1,373,334	800,000	1,100,000	800,000	900,000	1,500,000	1,500,000	1,500,000	1,500,000	900,000	900,000	1,200,000	1,200,000	13,800,000
Interest Expense	-	-	245,753	282,681	51,965	-	-	-	218,303	197,569	51,965	-	-	-	1,048,236
GST Paid / (Received)	328,090	328,090	-	200,000	-	120,000	-	200,000	-	200,000	-	260,000	-	335,000	515,000
Total Cash Out	2,868,090	3,064,515	2,611,753	2,422,681	2,311,965	2,486,000	2,860,000	3,060,000	3,204,303	2,877,569	2,437,965	2,526,000	2,360,000	2,945,000	32,103,236
(Increase)/Reduce Financial Investments	500,000	2,000,000	- 1,500,000	-	-	-	-	-	-	-	-	-	-	-	1,500,000
Borrowing /(Repaying) Loans	-	-	-	-	-	-	-	-	1,000,000	-	-	-	-	-	1,000,000
CLOSING BALANCE	2,252,798	3,327,661	507,617	2,338,436	1,464,490	534,490	2,694,490	1,347,509	823,206	2,415,637	1,690,691	344,691	2,219,691	285,691	285,691
Net Debt	23,520,000	25,020,000	23,520,000	23,520,000	23,520,000	23,520,000	23,520,000	23,520,000	24,520,000	24,520,000	24,520,000	24,520,000	24,520,000	24,520,000	
Gross Debt	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	37,700,000	37,700,000	37,700,000	37,700,000	37,700,000	37,700,000	
Investments - Term Deposits	6,000,000	4,500,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	
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	

Notes re Cashflow Forecast:

1. TET Grant for 2024/25 capital projects

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 MARCH 2024**Public Debt Statement**

Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 1,000,000	1.14%	3	19/04/2021	15/04/2024
LGFA	\$ 2,000,000	2.53%	5	10/05/2019	10/05/2024
LGFA	\$ 2,000,000	3.38%	7	27/08/2018	15/04/2025
LGFA	\$ 4,000,000	4.22%	3	12/08/2022	15/04/2025
LGFA - A&P	\$ 3,700,000	1.04%	5	21/12/2020	21/12/2025
LGFA	\$ 1,000,000	1.67%	5	19/04/2021	15/04/2026
LGFA	\$ 1,000,000	2.02%	6	7/04/2020	15/04/2026
LGFA	\$ 1,000,000	1.38%	7	11/05/2020	15/04/2027
LGFA	\$ 2,000,000	4.17%	5	14/04/2022	15/04/2027
LGFA	\$ 1,500,000	3.65%	9	27/08/2018	15/04/2027
LGFA	\$ 2,000,000	5.32%	3	30/01/2024	15/05/2028
LGFA	\$ 1,000,000	2.12%	7	19/04/2021	15/05/2028
LGFA	\$ 1,000,000	4.23%	6	12/08/2022	15/05/2028
LGFA	\$ 2,000,000	4.26%	6	14/04/2022	15/05/2028
LGFA	\$ 1,000,000	5.50%	5	24/05/2023	15/05/2028
LGFA	\$ 1,000,000	5.49%	6	24/05/2023	20/04/2029
LGFA	\$ 1,000,000	5.66%	6	10/07/2023	20/04/2029
LGFA	\$ 3,000,000	5.67%	7	10/07/2023	15/05/2030
LGFA	\$ 2,000,000	4.30%	9	14/04/2022	15/05/2031
LGFA - A&P	\$ 3,500,000	1.87%	12	21/12/2020	21/12/2032
	\$ 36,700,000	3.46%			

Internal Debt Register

Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,190,795	2013	N/a	3.46%	Water treatment plant
Farm	\$ 1,909,228	2016	N/a	3.46%	As at 1 July 2023

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
ASB	\$ 1,000,000	5.93%	120	15/12/2023	13/04/2024
ASB	\$ 1,000,000	5.93%	120	15/12/2023	13/04/2024
ASB	\$ 1,000,000	5.77%	100	31/01/2024	10/05/2024
Westpac	\$ 1,500,000	6.30%	325	26/02/2024	16/01/2025
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
	\$ 11,680,000	3.36%			

Shareholdings Statement

	No. of Shares	Share Price	Value of Shares
Fonterra	158,716	\$ 2.34	\$ 371,395
Ravensdown	21,820	\$ 1.00	\$ 21,820
Civic Financial	65,608	\$ 0.99	\$ 64,952
			\$ 458,167

Other Investments

	Date Drawn	Amount	Interest Rate	Details
Vendor loan to EBS Trust	2020	\$ 190,000	LGFA rate plus 0.25%, currently 6.125%	Repayable - June 2024

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

Outstanding Debtors as at 31 March 2024

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$446,405	\$58,401	The overdue balance for rates debtors is what is owed for previous financial years. All outstanding rates are charged a 10% penalty on what is outstanding at the end of each quarter. Demand has been sent to bank for collection of some overdue accounts. Two are with the solicitors. One will be up for rating sale in April, the other has been given a court judgement which may result in a rating sale by the end of 2024 if not settled.
Transfer Station	-\$78	\$0	
Cemeteries	\$41,730	\$22,860	Overdues relate to 15 debtors, 14 of which have payment arrangements with council. 1 debtor still waiting on probate to be granted.
Rental Properties	\$11,649	\$1,811	Overdue relates to 1 debtor which has a payment arrangement in place.
Pensioner Housing	-\$3,854	\$0	Rent and bond in advance.
Planning and Regulatory	\$772	\$697	Overdues relates to three debtors, two have been sent to the debt collector.
Facility Hire	\$3,736	\$0	
Sundry Debtors	\$502,718	\$11,247	Overdues is mostly made up of smaller debtors who are with debt collectors.
Legal Fees	\$9,977	\$6,220	Relating to property rating sale, expect to recover through sale process.
Targeted Rates after Strike	\$2,254	\$1,251	Overdues relate to 2 debtors for services added after rates strike, which they have until the end of the financial year to pay.
Debtors Accruals	\$364,318	\$0	Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.
NZTA	\$261,709	\$0	
Swimming Pool	\$3,959	\$0	
Resource Consents	\$10,473	\$2,643	Overdue made up of 2 debtors, all relating to subdivision fees. Currently liasing with debtors in regards to payment.
Building Consent Revenue	\$26,229	\$1,375	The overdue balance relates to two debtors. One debtor is in the process of being sent to the debt collector, while the other debtor (\$975) will be written off as the liquidator has advised that there are no funds left to pay creditors.
Infringements	\$38,029	\$31,999	All debtors are < 3 years overdue and with the Ministry of Justice for collection. Dog registration infringements are largely outstanding.
Wastewater Discharge	\$5,239	\$1,100	Overdues relate to 2 debtors for septic tank discharge. One debtor has been sent to the debt collector.
Water Billing	\$35,653	\$24,711	All overdue debt relates to previous financial years. A number of properties are being investigated for leaks.
TOTAL	\$1,760,918	\$164,316	



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.