



17 June 2020

POLICY & SERVICES COMMITTEE MEETING

Notice is hereby given that the **Policy & Services Committee Meeting of Council** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 23 June 2020** at **3.00pm**.

Timetable for 23 June 2020 as follows:

12 noon	Lunch for Councillors
12.30pm	Workshop for Councillors Civil Defence Recovery
1pm	Tikanga Training
2.30pm	Subdivision steering group committee meeting
2.45pm	Afternoon tea for Councillors
3.00pm	Policy & Services Committee
4.30pm (approx.)	Workshop for Councillors - Taranaki Regional Council Rates Collection

Yours faithfully



Sven Hanne
CHIEF EXECUTIVE

2020 - Policy & Services - June (23/06/2020)

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POLICY AND SERVICES COMMITTEE MEETING
TUESDAY 23 JUNE 2020 AT 3.00PM

F19/13/05-D20/11183

A G E N D A

1. **WELCOME**

2. **APOLOGIES**

3. **ANNOUNCEMENTS**

4. **DECLARATIONS OF INTEREST**

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

5. **ATTENDANCE SCHEDULE**

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

6. **CONFIRMATION OF MINUTES**

- 6.1 **Policy and Services Committee Meeting (Hearing – Trade Waste Bylaw) – 26 May 2020**
D20/10177 Pages 7-9

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting, to hear and consider submissions to the Trade Waste Bylaw, held on Tuesday 26 May 2020, be confirmed as a true and accurate record.

Moved/Seconded

- 6.2 **Policy and Services Committee Meeting – 26 May 2020**
D20/10215 Pages 10-21

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 May 2020, be confirmed as a true and accurate record.

Moved/Seconded

7. **MATTERS OUTSTANDING**
D16/47 Page 22

RECOMMENDATION

THAT the matters outstanding be received.

Moved/Seconded

8. **DECISION REPORT – APPROVE CAPITAL PROJECT CARRY-FORWARDS**

D20/11461

Pages 23-32

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the capital projects and dollar amounts as per **Appendix 1** to this report, be approved to carry forward to be completed in the 2020/21 financial year.

Recommended Reason

There are legitimate reasons why the projects have not been completed, the projects and associated expenditure have already been approved by Council, and these projects deliver necessary infrastructure to the Stratford District.

Moved/Seconded

9. **DECISION REPORT – ROAD CLOSURES FOR A CAR CLUB EVENT**

D20/10974

Pages 33-42

RECOMMENDATIONS

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close the following roads on Sunday 09 August 2020 between the hours of 7.30am and 5.30pm for the purpose of the Stratford Street Sprint 2020
 - Orlando Street from Warwick Road to Celia Street
 - Romeo Street from Orlando Street to Cordelia Street
 - Cordelia Street from Romeo Street to Warwick Road
 - Warwick Road from Cordelia Street to Orlando Street

Recommended Reason

The South Taranaki Car Club have approached the Stratford District Council with the view of holding their annual Stratford Street Sprint Event on Sunday 09 August. This is their 30th year of running the event. The proposed road closure requires formal endorsement by a Council resolution.

Moved/Seconded

10. **MONTHLY REPORTS**

10.1 **ASSETS REPORT**
D20/10639 Pages 43-65

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

10.2 **COMMUNITY SERVICES REPORT**
D20/10511 Pages 66-74

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

10.3 **ENVIRONMENTAL SERVICES REPORT**
D20/10408 Pages 75-81

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

10.4 **CORPORATE SERVICES REPORT**
D20/11158 Pages 82-99

RECOMMENDATION

THAT the reports be received.

Moved/Seconded

11. **QUESTIONS**



Health and Safety Message

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

Please exit through main entrance.

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

Staff will guide you to an alternative route if necessary.

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

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

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

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

MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE FUNCTION FACILITY, WAR MEMORIAL CENTRE, MIRANDA STREET, STRATFORD ON TUESDAY 26 MAY 2020 AT 1.00PM TO HEAR AND CONSIDER SUBMISSIONS TO THE TRADE WASTE BYLAW

6.1

PRESENT

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

IN ATTENDANCE

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Corporate Services – Mrs T Radich, the Director Assets – Mrs V Araba, the Director Environmental Services – Mr B Sutherland, the Executive Administration Officer – Mrs E Bishop, the Service Asset Manager – Mr M Oien, the Engineering Officer – Mr P Jacobs, the Asset Management Coordinator – Mrs L Campbell and one member of the media (Stratford Press)

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, the Chief Executive, Councillors and staff. He noted the health and safety message was the same, except exits were different and were clearly labelled above the doors.

2. **APOLOGIES**

There were no apologies.

3. **ANNOUNCEMENTS**

The Chief Executive reminded attendees to ensure they maintain physical distancing and that they had signed in on entry for contact tracing.

The Chairman noted that this meeting of the Policy & Services Committee had originally been scheduled to hear and consider submissions to the Dog Control Bylaw and Policy as well as the Trade Waste Bylaw. Due to an extension being given for submissions to the Dog Control Bylaw and Policy this has now been postponed to a later date. In accordance with Standing Order 8.1 sufficient notice will be given to Councillors, the public and those who have submitted when a new hearing date is set.

4. **DECLARATIONS OF MEMBERS INTEREST**

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

Councillor Coplestone declared an interest in the Trade Waste Bylaw.

1. ACKNOWLEDGEMENT OF SUBMISSIONS

Submissions pages 5-13

Attached were the four (4) submissions received.

RECOMMENDATIONS

1. THAT each of the four (4) submissions to the Trade Waste Bylaw be received.

BOYDE/WEBBY
Carried
P&S/20/56

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

ERWOOD/HARRIS
Carried
P&S/20/57

Recommended Reason

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

6.1

6. TRADE WASTE BYLAW– DELIBERATION AND ADOPTION

D20/2087 (Pages 14-124)

Councillor Coplestone removed himself from the table at 1.04pm.

Discussion

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

RECOMMENDATIONS

1. THAT the report be received.

BOYDE/WEBBY
Carried
1 abstained
P&S/20/58

2. THAT subject to any new information from submissions highlighted at the Hearing, the Trade Waste Bylaw 2020 be adopted.

3. THAT the commencement date of the Trade Waste Bylaw be 1 July 2020.

HARRIS/WEBBY
Carried
1 abstained
P&S/20/59

Recommended Reason

Section 146 (b)(ii) of the Local Government Act (LGA) 2002 allows the Stratford District Council ('Council') to make and revise its Trade Waste Bylaw for the purposes of managing, regulating and protecting the Trade Waste activities, assets and services in an efficient, safe, reliable and sustainable manner in the Stratford District. The adoption of this Bylaw will allow the fulfilment of these purposes.

The Director – Assets noted the following points:

- Amendments:
 - The commencement date has been written as 1 June 2020 in the report and bylaw. This is to be amended to 1 July 2020 and includes the resolution for adoption.
 - The review date for the bylaw has been amended to 1 July 2030.
 - Change Purpose from “to regulate trade waste in the Stratford District by”, to “regulate trade waste in the Stratford District to” and amend the starting words of the bullet points accordingly.
 - Page 124 – remove last cell of table.
- This is the deliberation of the Trade Waste Bylaw that was notified to Council in December 2019. Consultation closed in February. Three submissions were received.
- Although Council has had a Trade Waste Bylaw in the past it has not been implemented. Implementation is now important due to Council’s resource consent requiring it. It will help Officers capture the big waste discharges and charge accordingly as well as helping identify what waste is going into the waste water system.
- A few changes were made in response to the submissions received and these were highlighted in the report.

Questions/Points of Clarification:

- It was clarified that the 6m³ for Z Service Station’s carwash was increased to 10m³ as per their submission request. The contaminants are very small as the discharge is made up more of water. The service station does have a metered connection but it was noted that the carwash has its own recycling system so does not use much water – it is not a significant amount that is delivered to the site.
- It was noted that the Pharmacy Guild, and possibly the Ministry of Health, are responsible for regulating pharmacies.
- It was clarified that drug testing in the waste water system is used to find the location it came from. Stratford District Council has not been asked in the past by the Police to complete this.
- It was noted that the new bylaw included scope to install a meter at point of discharge if Officers used to measure the volume that is being discharged.

Submission Response:

Ngāti Ruanui Trust	Management Response
Te Korowai O Ngāruahine Trust (TKONT)	Management response
Z Energy	Management Response
Ministry of Health	Management Response

It was noted that Council’s Resource Consent requires consultation to occur with Iwi for any new Trade Waste discharge.

The meeting closed at 1.19pm.

A L Jamieson
CHAIRMAN

Confirmed this 23th day of June 2020.

N C Volzke
DISTRICT MAYOR

MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE FUNCTION FACILITY, WAR MEMORIAL CENTRE, MIRANDA STREET, STRATFORD ON TUESDAY 26 MAY 2020 AT 3:03PM

PRESENT

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

IN ATTENDANCE

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Corporate Services – Mrs T Radich, the Director Assets – Mrs V Araba, the Director Environmental Services – Mr B Sutherland, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Revenue Manager – Mrs J Erwood (*part meeting*), the Corporate Accountant – Mrs C Craig (*part meeting*), the Roding Asset Manager – Mr S Bowden (*part meeting*), the Special Projects Manager – Mr N Cooper (*part meeting*), Ms J Gilliland and Mrs J Patterson (Venture Taranaki) (*part meeting*) and one member of the media (Stratford Press).

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, the Chief Executive, Councillors, staff, the media and Venture Taranaki staff. He reiterated the health and safety message in the agenda and reminded members that the meeting place was still at the bell tower and that exits were clearly labelled in the War Memorial Centre.

2. **APOLOGIES**

There were no apologies.

3. **ANNOUNCEMENTS**

RECOMMENDATION

THAT the public feedback received on the Annual Plan be tabled as information supporting the report - Item 9 – Adoption of Annual Plan 2020/21.

JAMIESON/VOLZKE
Carried
P&S/20/60

The three responses from the public to the Draft Annual Plan were circulated to be included for discussion with Item 9 – Adoption of Annual Plan 2020/21.

4. **DECLARATIONS OF MEMBERS INTEREST**

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

The District Mayor, the Deputy Mayor, Councillor Sandford and Councillor Boyde declared an interest in item 9 – the public feedback received from the Stratford JP Association.

All four would leave the table when this feedback was discussed and considered.

RECOMMENDATION

THAT during the discussion on the Public Feedback received from the Stratford JP Association, Councillor Erwood would chair the meeting.

JAMIESON/VOLZKE
Carried
P&S/20/61

5. **ATTENDANCE SCHEDULE**

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

6. **CONFIRMATION OF MINUTES**

6.1 **Policy and Services Committee Meeting (Hearing - Rates Remission Policy) – 28 April 2020**

D20/7484 Pages 8-11

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting to hear and consider submissions to the Rates Remission Policy held on Tuesday 28 April 2020, be confirmed as a true and accurate record.

ERWOOD/BOYDE
Carried
P&S/20/62

The Executive Administration Officer undertook to make the following amendments:

- Page 10, last bullet point amend to read “*removal of the rates remission on covenanted land could see the rateability of the land be subject to Council’s interpretation*”

It was requested that other options of support for land with heritage structures on it, as raised on page 11, last bullet, be added to matters outstanding for Officers to bring to Council at a later date.

6.2 **Policy and Services Committee Meeting – 28 April 2020**

D20/7485 Pages 12-20

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 April 2020, be confirmed as a true and accurate record.

WEBBY/SANDFORD
Carried
P&S/20/63

7. **MATTERS OUTSTANDING**

D16/47

Page 21

RECOMMENDATION

THAT the matters outstanding be received.

HARRIS/ERWOOD
Carried
P&S/20/64

6.2

The Chief Executive noted he was still to meet with Officers to discuss the Children’s Bike Park project.

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

D20/8032

Pages 22-49

RECOMMENDATION

THAT the report be received.

BOYDE/COPESTONE
Carried
P&S/20/65

The Chairman invited Ms Gilliland and Mrs Patterson to present the Venture Taranaki quarterly report.

Points noted:

- The launch of the Branching Out project was in quarter 3, this is now well underway.
- There has been quite a bit of interest, including from investors, in the offshore wind discussion paper.
- The National New Energy Development Centre is progressing well in terms of establishment. Viewing of potential locations has not been able to happen due to Covid-19. The launch is still on track for July.
- The team has been categorised into two categories for Covid – 19. Response and the Recovery (return to better). It has been very busy and some people have been redeployed from their usual roles.
 - Response was extremely critical to provide support to enterprises (mainly small and medium). With support from Councils, Venture Taranaki was able to provide two forms of grant support. The local fund was partnered with 60 professional advisory firms who matched the funding from Councils with their own free time. With this enterprises are able to access up to \$800 of professional advisory support for those with less complex issues such as core cash, forecasting, bank discussions, lease agreements and employee relationships. The Regional Business Partnership with government funding provided grants up to \$2,000 for more complex issues. As of Friday 22 May \$521,000 grants have been issued (\$15,000 to Stratford enterprises) to nearly 600 enterprises (21 in Stratford).
 - Recovery – Return to Better, has had a main focus on a tactical plan for all the actions from the various documents to integrate and map together and look at through a Covid-19 lens. New actions have been added and all actions were then put through an impact framework to get a draft tactical plan which focusses on key pillars – Smart connected

communities, skills and digital connectivity, food, the energy sector and a vibrant tourist and hospitality sector.

- A critical part of this was the Go Local campaign that has included Councils, business associations, the Chamber of Commerce and has seen fantastic support from local enterprises. It was launched 2 weeks ago and is being scaled up again this week. There has been a good response from social media and from retail statistics. Taranaki was up 2% from retail spend the same time in 2019 while nationally there has been an 11% decrease.
- Working on the domestic tourism campaign but there has been concern as a lot of the regions will be competing against one another for a relatively small market. The aim is to encourage those who usually visit Taranaki to continue to do so and then be very targeted about attracting new visitors to the region.
- The tactical plan “Return to Better” will become part of the economic pillar of the region’s overall recovery plan.

The Corporate Accountant joined the meeting at 3.21pm.

Questions/Points of Clarification:

- It was noted that the H2 Taranaki Roadmap was still a live document. There have been positive benefits to this as it has alerted the Government’s attention to hydrogen. The Balance Kapuni Hydrogen project is still progressing.
- It was noted that the increase in spend couldn’t be broken down to a district level on a weekly basis. These figures were provided as part of a special Covid-19 response request. It is hoped that the positive figures are a result of the Go Local campaign.
- It was noted the Enterprise Advisors worked individually with enterprises to help facilitate grants, to get investment ready and help with entrepreneurship. They will support these enterprises from start up to maturity. Shaan Davis is the new Stratford Enterprise advisor. The destination team looks at attraction of investment, people and talent and visitors. A key focus area is looking at creating a list of projects and tracking those projects while matching enterprises with investors. The best support from Council would be a ‘hub’ to provide a space for these enterprises.
- It was noted there is now the opportunity to consider what projects and investments are a priority for the Stratford District to be included as the team works through the tactical recovery plan.
- It was clarified that the 25 job vacancies in Stratford are collected by what Venture Taranaki is aware of. It would be possible to work out the percentage of the Stratford workforce by collating census data. The District Mayor noted that over 50% of Stratford residents who describe themselves as ‘employed’ travel out of the District to work. It was important to remember that Eltham was out of the District as well.
- It was clarified that the response funding for business continuity was looking at the individual client needs and was for both planning for the future and responding to Covid-19. Some businesses may not be eligible for one of the grants but it was noted many enterprises were now turning their minds to business strategy and planning.
- It was clarified that the National Energy Building was funded by core government funding but that the intention was to attract private and international funding and for it to become its own entity. There will not be any formal association with Venture Taranaki when it becomes its own entity.
- It was noted job advertisements can be a flawed way to compile data in a small town like Stratford as a lot of positions are filled with waiting lists, word of mouth and other methods.

Ms Gilliland and Mrs Patterson departed the meeting at 3.36pm.

The Director – Community Services noted the following points:

- Quarter 3 was primarily about delivering on Community Events.
- The area where the ANZ building once stood is now grassed and the fences have been removed today.
- A Broadway discussion paper will be brought to a Council workshop very soon.
- It was clarified that the floor plans for the i-SITE had not changed much since last brought to council. Any changes from now would be purely operational and would not be brought back for Council approval.

6.2

9. **DECISION REPORT – ADOPTION OF ANNUAL PLAN 2020/21**

D20/9174

Pages 50-180

RECOMMENDATIONS

1. THAT the report be received.

ERWOOD/WEBBY
Carried
P&S/20/66
2. THAT feedback on the Annual Plan 2020/21 is acknowledged and any amendments, agreed to by elected members, are incorporated into the Annual Plan 2020/21.
3. THAT the Annual Plan 2020/21 (attached) be approved, and recommended for adoption by Council at the June 2020 Ordinary Council meeting. The adoption of the Annual Plan 2020/21 includes the:
 - Funding Impact Statement (Clause 20 of Schedule 10 of the Local Government Act 2002), and the
 - Fees and Charges Schedule for 2020/21.
4. THAT Council delegate authority to the Chief Executive to approve any final edits and design changes required to the Annual Plan to finalise the document for distribution.

COPELSTONE/McKAY
Carried
P&S/20/68

RECOMMENDED REASON

Council is required to adopt an Annual Plan, pursuant to Section 95 of the Local Government Act 2002 (“the Act”), before the commencement of the year to which it relates, by 30 June 2020, and prior to setting the rates for the financial year.

The Director – Corporate Services noted the following points:

- The draft Annual Plan was released for public feedback.
- Initially a 5.27% rates increase was proposed, however this was amended to 4.3% by removing some expenditure.
- There were three organisations who submitted feedback and no individual comments.
- With the increase of 4.3%, Council now meets all the benchmarks in the financial strategy.

Public Feedback

Federated Farmers of New Zealand

- Councillor Harris acknowledged the email from Federated Farmers regarding the charging of the UAGC per SUIP. She noted that this is based on the assumption that any dwelling has the potential to exhaust council services and in the most cases, for rural land owners, this is not the case. She requested that this be discussed further. Councillor Boyde and Councillor Dalziel supported this.
- The Chief Executive noted that as this is a part of the rating model it was not able to be changed at this time but was a natural component of the Long Term Plan process. It would be good practice to review the introduction of SUIPS and see if the intent has been achieved.
- The District Mayor noted that this would be discussed as part of the Long Term Plan process and would like to particularly look at the intent, the components and if any anomalies had arisen. He noted that the notion that Council treats farmers differently to other groups is incorrect and that the rates increase is reflective of the value of your property. He queried if the documents released to the public, especially the sample rates, contributed to this miscommunication. He noted the UAGC charge per SUIP also affected other rate payers such as rest homes and property owners of blocks of flats.
- Councillor Coplestone noted that the examples given by the District Mayor were tenanted properties and noted the affected dwellings that needed to be reviewed were dwellings such as shearers quarters. He requested that the response to Federated Farmers to note that Councillors have noted their concerns and will review the rating models during the Long Term Plan process.

Social Credit Western Region

- Thank for feedback.

The District Mayor, the Deputy Mayor, Councillor Sandford and Councillor Boyde left the table at 3.53pm. Councillor Erwood became the Chair.

Stratford JP Association

- The Chief Executive noted that it was not unusual for a specific group to ask for preferential treatment during an Annual Plan or Long Term Plan process. The Community Framework was put together to put a ruler across a lot of these requests. Council needs to decide if they wish to support this group, have separate fees and charges or name groups – which would become unfair and unmanageable.
- Councillor Dalziel noted the Chief Executive’s concern for consistency. He noted the JPs were currently not charged for the room and given that they did not fundraise or charge for their services - their benefits for the community outweighed any management time or cost on our part. There were already inconsistencies with who does and does not pay.

RECOMMENDATION

THAT the Kowhai Room at the library be amended in the Fees and Charges to be free for non-profit community groups.

DALZIEL/WEBBY
Carried
6 for
4 abstained
P&S/20/67

- It was noted the charge for the room was \$5 per hour. There was a very small number of groups that used the room at the moment but this could increase with the removal of the fee.
- Councillor Coplestone noted it should be determined on a case by case basis.

6.2

- Councillor McKay supported the motion in principle as she acknowledged the value for the community. She noted there would be groups who did not ask and would be disadvantaged by not knowing to ask or be scared to ask. The Director – Community Services clarified that the fee for the JP Association would be \$480 per year should they be charged.

The District Mayor, the Deputy Mayor, Councillor Sandford and Councillor Boyde returned to the table at 4.04pm. The Deputy Mayor returned as the Chair.

Points noted in discussion:

- Councillor Dalziel noted that page 127 stated there would be a surplus of \$7.8 million and questioned what is done with that surplus. The Director – Corporate Services and Corporate Accountant noted that this was not a cash surplus but made up of all funding, grant and donations, the swimming pool complex funding and NZTA subsidies and it is reported on in the way that is required for accounting standards for a local authority. Councillor Dalziel requested that footnotes or better explanations be included in the future to ensure ratepayers are able to understand the surplus as it is misleading and can make the rate increase questionable.

The Corporate Accountant and the Revenue Manager departed the meeting at 4.17pm.

10. DECISION REPORT – FURTHER REVIEW OF RESERVE MANAGEMENT PLAN 2011

D20/9325

Pages 181-189

RECOMMENDATIONS

1. THAT the report be received.

BOYDE/HARRIS
Carried
P&S/20/69

2. THAT, in terms of Section 41(4) of the Reserves Act 1977, as administering body of the reserves Council carry out a comprehensive review of the Reserve Management Plan 2011 as it affects the neighbourhood (urban) reserves of Windsor Park, Thomson Arboretum, Cassandra Reserve, Pembroke Reserve, Adrian Street Reserve, Swansea Road Sportsground, Pioneer Memorial Cemetery Reserve, Celia Street Reserve, Colonel Malone Statue Reserve, the Midhirst and Broadway Railway Beautification Reserves and nine unnamed urban esplanade reserves.

3. THAT following the review of the Reserve Management Plan 2011 as it affects the neighbourhood (urban) reserves, a similar comprehensive review be carried out in respect of the remaining reserves covered by the plan, namely the 11 rural domains and 18 other miscellaneous rural local purpose reserves in the district.

BOYDE/VOLZKE
Carried
P&S/20/70

Recommended Reasons

The Reserves Act 1977 requires Council to “keep its management plan under continuous review” and it is now nine years since the current plan has had a formal review to guide their present and future use, maintenance and development, other than in regard to King Edward and Victoria Parks.

The Special Projects Manager noted the following points:

- The Reserves Act requires that all administering bodies have to have in place, and under continual review, a management plan for all its reserves.
- In 2011 an overarching plan was adopted for all reserves. A review in 2016 resolved to create an individual plan for King Edward Park and Victoria Park.
- This report is a proposal to continue the review and encompass all the reserves. King Edward Park and Victoria Park will remain separate due to the size and complexity of use at these two reserves.
- It is proposed to do a management plan for urban and one for rural reserves to differentiate between the two.
- The process involves public notification, workshopping feedback from that notification, a draft plan to be released for consultation, a further workshop and a final plan to be drawn up and adopted by Council.
- This report seeks formal approval to begin the process.

Questions/Points of Clarification:

- It was clarified that these plans would bring together a lot of policies already in place to incorporate into a management plan.
- It was noted there was no significance in the numbering of the rural reserves on the map.
- It was noted that the review could give the opportunity to consider the reserves with bare land and whether they continue to be a reserve or be on-sold. It would also give the opportunity to review the halls given that some are unused and run down.
- All the reserves will be within one management plan but all the domain boards will be consulted with individually as part of this process.
- The targeted rate on some reserves would need to be looked at during a rating process and not during the management plan discussion.
- The timeframe would be 18 months to 2 years to complete.

The Special Projects Manager departed the meeting at 4.28pm.

11. DECISION REPORT – ADOPTION OF COMMUNICATIONS AND ENGAGEMENT STRATEGY

D20/9273

Pages 190-208

RECOMMENDATIONS

1. THAT the report be received.

ERWOOD/HARRIS
Carried
P&S/20/71

2. THAT feedback on the draft Communication and Engagement Strategy is acknowledged and any amendments, agreed to by elected members, are incorporated into the Communication and Engagement Strategy.

3. THAT the Communication and Engagement Strategy (attached) be approved, and recommended for adoption by Council at the June 2020 Ordinary Council meeting.

HARRIS/McKAY
Carried
P&S/20/72

Recommended Reason

Adopting the strategy as a framework is recommended to support communication and engagement between Council and the community.

The Communications Manager noted the following points:

- The draft strategy was brought to the Policy & Services Committee in April and has since gone out for community feedback.
- It is now proposed that Council adopt the final strategy.
- Only one piece of feedback was received from Te Korowai O Ngāruahine Trust.
- The changes made in the document are highlighted.
- The total budget for council promotional materials/activities (which includes brand related expenditure) is roughly \$35,000 annually, and there is already allocated budget of \$60,000 for the website project. The intention is to complete the projects in the strategy within this budget.

Questions/Points of Clarification:

- Councillor Dalziel complimented the document and noted there had only been one response. Ms Gibson agreed this was disappointing and hoped to have gotten younger members of the public engaged, however a lot of the objectives in the document will hopefully see an increase in engagement moving forward.
- The District Mayor noted his concern that the feedback received from Te Korowai O Ngāruahine Trust had noted they had only received the document for consideration on the 11 May with consultation closing a few days later. They have made references to our responsibilities under the Act. Ms Gibson noted that this had been captured and there is a plan to properly develop engagement processes. It will be developed alongside Iwi and we will talk with them how they would like it to move forward. The Chief Executive noted there is every intent and desire to engage with Iwi and that he was looking forward to developing stronger ties. He and the District Mayor had met with Iwi leaders and had very positive conversations. He accepted the feedback as it is and promised to do better with engagement in the future.

12. MONTHLY REPORTS**12.1 ASSETS REPORTS**

D20/8086

Pages 209-218

RECOMMENDATIONTHAT the reports be received.BOYDE/COPELSTONECarried
P&S/20/73**6.2**

The Director – Assets noted the following points:

- There were no issues at the Water Treatment Plant, Waste Water system or Storm Water systems.
- Normal business was scaled down during the Covid-19 Level 3 and 4. It was down to a two man crew doing essential maintenance.
- Solid Waste also saw a scaled down collection with waste and recycling disposed to landfill.
- Water engineers worked through both levels 3 and 4.

12.2 COMMUNITY SERVICES REPORTS

D20/7958

Pages 231-237

RECOMMENDATIONTHAT the reports be received.ERWOOD/HARRISCarried
P&S/20/74

The Director – Community Services noted the following points:

- April was focused on responding to Covid-19.
- The team is now starting to get back to the new normal.
- All facilities are back open with sanitising, contact tracing and promoting cashless payments.
- The Swimming Pool is open but only for structured swimming and squad swimming – there is no leisure or recreation swimming yet. As the restrictions loosen it will slowly add more recreational swimming back in.

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.

- Councillor Webby noted that the Percy Thomson Gallery had been closed during the lockdown but staff had created a virtual art exhibitions with Taranaki artists being invited to contribute work. The response was excellent. The Gallery Assistant also compiled a slideshow of photographs taken around Stratford during the lockdown which was excellent. Percy's Place opened last week and after a slow beginning sales picked up and reached over \$1,000. Gallery staff are busy preparing for the Taranaki Arts Trial opening this Thursday with over 80 exhibits and includes the Rodin's Eve – the sculpture that Te Papa has left with the gallery that remained following the finish of the previous exhibition and lockdown

occurring. 'Eve' will be at the gallery for 3 more weeks. Every care is being taken to conform with Covid-19 requirements.

- Councillor Erwood acknowledged the work of Di and Georgia from the Central Taranaki Community Safe Trust during the Levels 3 and 4 with daily emails to their community providing communication, safety tips and humour. This was reinforced by the Deputy Mayor.
- Councillor McKay noted there had been quite a bit of social media activity from the Stratford Business Association promoting the channels offered by Venture Taranaki and the Go Local campaign. There are some cool competitions coming up around showcasing what Stratford has to offer. It has also been a focus to promote to buy local and not online.
- Councillor Boyde noted that novaflow had been put down on the hockey turf to ensure correct spacing between the players. Competition starts 13/14 June and will move quickly from there. A lot of regional tournaments have been put off but there is still the likelihood there will be some secured by the end of the season. The gates have now been locked so no one can walk across the turf.
- It was noted that the Sport NZ Rural Travel Fund meeting will go ahead when able. This will be communicated to the committee members

The Roading Asset Manager departed the meeting at 4.48pm.

12.3 **ENVIRONMENTAL SERVICES REPORTS**

D20/7465

Pages 238-244

RECOMMENDATION

THAT the reports be received.

BOYDE/COPLESTONE
Carried
P&S/20/75

The Director – Environmental Services noted the following points:

- The team was able to continue processing applications throughout the lockdown.
- There is contact tracing in place and social distancing for building inspections and health inspections are being undertaken via zoom.
- The building accreditation will begin in July but may be undertaken via zoom.

Questions/Points of Clarification:

- It was clarified that the impact of the changes to building consent requirements will not be known until details have been released to Council. These may still be in the developmental phase.

12.4 **CORPORATE SERVICES REPORTS**

D20/9048

Pages 245-261

RECOMMENDATION

THAT the reports be received.

DALZIEL/McKAY
Carried
P&S/20/76

6.2

The Director – Corporate Services noted the following points:

- This report covers a period of ten months.
- Auditors are doing the interim audit remotely. The final audit will be undertaken the week of 27 August.
- The team is starting to get prepared for the year end and getting on top of cashflow.
- It is positive to see the debtors and rate payments haven't been as affected by Covid-19 as initially thought. Rates are due at the end of this week.

Questions/Points of Clarification:

- It was noted that the Project Phoenix – digitalisation of the property files was 78% complete. It had originally been scoped as a 2 year project but at the end of the last financial year it was identified that it would take a further 12 months to complete the project. Therefore it has now been brought in-house and the Information Management Specialist is continuing the project. All residential files have been scanned and any rural and commercial that are not are being scanned if there is a request to view them. There is no funding going towards the project now.
- Councillor Boyde noted that the farm net revenue isn't shown in the revenue section of the report but separately on page 253 within user charges. Councillor Dalziel agreed that it should be separate to display the revenue and costs. The Chief Executive clarified it was a Council business item and therefore should be recorded as that. The District Mayor noted that in the report by activity the farm was separated out, as were the other activities/council business items.

13. **QUESTIONS**

- The District Mayor requested that the street numbering on Ariel Street be added to the matters outstanding to be investigated for consistency and clarity.

The meeting closed at 5.04pm.

A L Jamieson
CHAIRMAN

Confirmed this 23th day of June 2020.

N C Volzke
DISTRICT MAYOR

POLICY & SERVICES COMMITTEE MATTERS OUTSTANDING INDEX

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Street Numbering - Pembroke Road - Ariel Street (raised 26 May 2020)		Blair Sutherland	Workshop 11/02/20	P&S August 2020
Temporary fences on road reserve – clarification which policy this sits within.	Policy & Services – 28 May 2019	Victoria Araba	Will undergo a full review along with relevant bylaws and policies.	Within Monthly Report – Item 10.1
Percy Thomson Trust investments – position statement	Policy & Services – 24 April 2020	Tiffany Radich	Chair to update in meeting at Annual Report.	P&S September 2020
An update on the Bike Park project	Policy & Services – 24 April 2020	Sven Hanne		
Other options of support be investigated by Council Officers for heritage structures.	Rates Remission Policy Hearing – 28 April 2020	Kate Whareaitu		

DECISION REPORT



F19/13-04 – D20/11461

TO: Policy and Services Committee
FROM: Chief Executive
DATE: 23 June 2020
SUBJECT: CAPITAL PROJECT CARRY-FORWARDS

8

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the capital projects and dollar amounts as per **Appendix 1** to this report, be approved to carry forward to be completed in the 2020/21 financial year.

Recommended Reason

There are legitimate reasons why the projects have not been completed, the projects and associated expenditure have already been approved by Council, and these projects deliver necessary infrastructure to the Stratford District.

Moved/Seconded

1. PURPOSE OF REPORT

The purpose of this report is to seek approval from elected members for the carry-over of specified capital expenditure that has been approved previously in Council's Long Term Plan (or Annual Plan), but is likely to remain unspent as at 30 June 2020.

2. EXECUTIVE SUMMARY

- 2.1 As at 31 May 2020, actual capital expenditure was \$4,544,032, compared to the budget, set in the Annual Plan 2019/20, of \$7,467,000.
- 2.2 Of the amount that is estimated to remain unspent as at 30 June 2020, Council officers are proposing to carry forward \$2,308,656 of capital expenditure projects.

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

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
- Is it for the performance of a good quality regulatory function? If so, why?; **OR**
- Is it for the performance of a good quality local public service?

AND

- Is it in a way that is most cost-effective to businesses and households? If so, why?

Good quality means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

Local public service means, a service provided for the community which is for the benefit of the District.

This report has a direct connection with providing for good quality infrastructure.

4. **BACKGROUND**

- 4.1 The capital expenditure budget is approved by elected members via the Long Term Plan every three years. Every other year the capital budget is again reviewed and further refined through the Annual Plan.
- 4.2 Often, capital projects do not get completed for various reasons – some within Council control e.g. inaccurate pricing estimates, insufficient resources in-house, reduced need or requirement for the expenditure, and some are outside of Council control, e.g. weather, lack of suitable quotes enabling a value for money procurement process, delays in other projects outside of Council control, and more recently Covid-19.
- 4.3 Historical data from the past three years shows that on average, 96% of the capital budget for the year is spent. Some of the 4% may be attributed to procurement contract savings, and/or projects not going ahead based on a considered cost/benefit/value for money analysis.
- 4.4 For the 2019/20 financial year, in particular, there is likely to be a significant variance in actual capital expenditure to what was budgeted (61% of budget spent as at 31 May). Largely caused by the reasons outlined in 4.2 above, particularly the Level 4 and Level 3 lockdown as a result of the Covid-19 pandemic. Final actual expenditure results for the year will be available by mid-July.
- 4.4 The Senior Leadership Team (SLT) have undertaken an exercise to review all budget managers' proposals to carry forward capital expenditure. The schedule provided as per Appendix 1 details the carry-forwards approved by SLT to be brought to elected members for final approval, so that the projects can continue into the 2020/21 financial year.
- 4.5 All capital expenditure will be reset for the Long Term Plan 2021-31, therefore there will be no carry-forwards proposed for the 2021/22 financial year.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

Consultation is not required.

5.2 **Maori Consultation - Section 81**

Consultation with Maori is not required.

6. **RISK ANALYSIS**

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

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

Many of the projects officers are requesting be carried forward to 2020/21 provide for essential services to the community and may present risks to Council and the community if they were not to go ahead.

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?	Each of the projects on Appendix 1 have been approved in the Long Term Plan or Annual Plan.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Direct supporting relationship to the district's infrastructure and delivery of public services.

7.2 **Data**

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

Refer to **Appendix 1** for the list of proposed carry forwards.

Appendix 2 also shows the comparison of actual to budgeted capital expenditure from 2016 to 2019.

7.3 **Significance**

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

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

7.4 Options

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

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

Option One Approve the proposed carry forwards as listed in **Appendix 1** to this report (recommended option).

Option Two Approve the proposed carry forwards, with amendments.

Option Three Decide that no projects be carried forward to 2020/21.

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.

All capital projects are funded by three main sources: Debt (for new improvements), Depreciation Reserves (for replacing existing assets), or Grants (usually projects only go ahead if grant funding received).

If Grants are funding particular projects and the grant funding has already been received, then it is highly recommended that the project be carried forward, otherwise Council will likely have to repay the funds.

All of the capital projects proposed to be carried forward have already been rated for in the 2019/20 financial year, or earlier (if already carried forward from previous years). In the initial year budgeted, the value of the project expenditure affects rates through a half-year depreciation charge (cost spread over the life of the asset, so for long-life assets could be minimal and vice-versa for short life assets e.g. IT), interest for half of year (only if project is debt-funded).

Loan repayments are funded from reserves so do not directly affect rates. Also, if the project does not go ahead or results in a lower cost than budgeted, depreciation and interest are reset for future Annual Plans/ Long Term Plans and therefore rates are not affected after the initial year budgeted.

There may be impacts on operational expenditure and revenue on going ahead, not going ahead, or delaying projects which can also affect rates in the initial year – the merger of I-site into the library is an example of a project delay resulting in an under budgeted rates requirement.

7.6 **Prioritisation & Trade-off**

Have you taken into consideration the:

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

There may be inter-dependencies between projects proposed for carry-over and projects in upcoming budgets. Any capacity issues will be managed operationally.

7.7 **Legal Issues**

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

There are no legal issues to consider.

7.8 **Policy Issues - Section 80**

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

There are no policy issues to consider.

Attachments:

Appendix 1 List of proposed carry forwards

Appendix 2 Comparison of actual to budgeted capital expenditure from 2016 – 2019



Sven Hanne
CHIEF EXECUTIVE

DATE 16 June 2020

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 MAY 2020

Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
GROWTH - to meet additional demand									
Economy	Proposed Council subdivision	793,700	267,139	1,060,839	438,671	718,671	342,168	CARRY FORWARD PROPOSED	Total cost to date for the entire project is \$3,586,000. It is anticipated that the final cost will be approximately \$4.2m. Projected completion date is 30 September 2020.
Total Growth Expenditure		793,700	267,139	1,060,839	438,671	718,671	342,168		
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level									
Roading - Financially assisted NZTA	LED Lighting Upgrade	0	16,112	16,112	10,076	43,000	(26,888)	By 30 June 2020	The overspend will come from the roading reserve, with the savings from power charges, and the under verandah lighting budget not being required this year.
Roading - ProvincialGrowth Fund shovel ready projects	Various safety improvements	0	0	0	6,441	120,000	(120,000)	By 30 June 2020	This is for consultants fees and concrete pipes.
Roading non-subsidised	Kerb & Channel Improvements	0	68,313	68,313	0	20,000	48,313	By 30 June 2020	This will be used for Mangaotuku Road improvements, and Ferdinand, Montjoy and Margaret Streets kerb and channel.
Stormwater	Reticulation Capacity Increase	108,150	91,945	200,095	348,640	348,640	(148,545)	COMPLETED	This over spend was from the manhole lid safety screen budget in the line below. All lids on private property have been completed, and are now part of this the reticulation capacity increase programme of works, for the inlets and outlets in the pipe systems.
Stormwater	Manhole Lid Safety Screens	120,320	184,192	304,512	0	0	304,512	COMPLETED	See above
Wastewater	Camper van drainage facility	0	5,000	5,000	0	5,000	0	By 30 June 2020	
Wastewater	Reticulation capacity increase	102,520	75,980	178,500	12,151	12,151	166,349	CARRY FORWARD PROPOSED	This budget will be used at the time of the Broadway upgrade (NZTA led project) which has been deferred to 2020/21.
Wastewater	Safety screens	33,160	32,300	65,460	0	0	65,460	NOT REQUIRED	There are no longer any manholes on private property with no screens
Wastewater	Pump station telemetry	82,000	0	82,000	0	0	82,000	CARRY FORWARD PROPOSED	A carry forward is proposed to 2020/21 as other options of communication are being investigated
Wastewater	Bulk discharge	51,300	0	51,300	0	10,000	41,300	CARRY FORWARD PROPOSED	This is part of the project on the line above regarding communication options
Wastewater	Stage 2 treatment - Oxidation Pond	768,920	8,200	777,120	31,451	31,451	745,669	NOT REQUIRED	Council have now received a consent for a trial period of 3 years. The scope of the project will then be determined after this trial period ends.
Water Supply	Water Meter Installation	30,750	1,677	32,427	28,723	32,427	0	By 30 June 2020	
Water Supply	Zoning	307,500	184,166	491,666	16,009	40,000	451,666	CARRY FORWARD PROPOSED	This was carried forward from the previous year, as the tender received was unacceptable. The project has now been reviewed, as a bigger contract with 4 different job sites. Each site is to be done separately, in order to obtain a more favourable price, so will take longer to complete. The project went out for tender in January 2020, has been awarded, and will commence in the next financial year.
Water Supply	Toko reservoir	51,250	0	51,250	3,000	51,250	0	By 30 June 2020	
Water Supply	Stratford street work rider mains	30,750	0	30,750	0	0	30,750	CARRY FORWARD PROPOSED	This budget will be used at the time of the Broadway upgrade (NZTA led project) which has been deferred to 2020/21.
Parks and Reserves	Park Development	15,300	0	15,300	15,299	15,299	1	COMPLETED	
Parks and Reserves	Walkway development	15,300	0	15,300	15,454	15,454	(154)	COMPLETED	King Edward Park and Cardiff Walkway
Parks and Reserves	Walkway signs	10,200	10,000	20,200	3,182	3,182	17,018	CARRY FORWARD PROPOSED	Waiting on template design and branding refresh.
Parks and Reserves	King Edward Park accessible path	46,000	0	46,000	45,640	45,640	360	COMPLETED	

2020 - Policy & Services - June - Decision Report - Approve Capital Project Carry-Forwards

Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Parks and Reserves	Plantings and signs	12,250	10,212	22,462	0	0	22,462	CARRY FORWARD PROPOSED	This is on hold until a template has been designed, as per the Walkway Signs above.
Parks and Reserves	Victoria Park bike park	0	25,000	25,000	13,302	13,302	11,698	CARRY FORWARD PROPOSED	Project detail design is complete, and tender documentation being prepared but delayed, pending a reassessment of the project scope.
Parks and Reserves	Discovery Trail	102,100	49,475	151,575	3,320	13,320	138,255	CARRY FORWARD PROPOSED	100% grant funded - waiting on design confirmation.
Swimming Pool	Various Pool improvements	43,900	0	43,900	14,848	14,848	29,052	COMPLETED	50% grant funding
Swimming Pool	Pool development	0	0	0	16,409	16,409	(16,409)	COMPLETED	
Aerodrome	Level operational area	0	3,021	3,021	3,020	3,020	1	COMPLETED	
Civic Amenities	Demolish ANZ building	76,600	0	76,600	61,185	61,185	15,415	COMPLETED	
Civic Amenities	Broadway / Prospero Place upgrade	112,300	0	112,300	3,899	91,424	20,876	CARRY FORWARD PROPOSED	Initial designs have been procured, carry forward remaining budget to complete project.
Civic Amenities	LED Entrance way sign	0	0	0	35,902	35,902	(35,902)	COMPLETED	The total cost for this project (over two years) was \$90,876, of which \$70,000 was grant funded, and the overspend of \$20,000 is to be funded from the Broadway / Prospero Place upgrade project above.
Farm	Emergency generator	30,000	0	30,000	0	0	30,000	NOT REQUIRED	A generator will not be purchased and will be hired as required
Farm	Landscaping / riparian planting	15,310	6,059	21,369	6,408	8,408	12,961	By 30 June 2020	The riparian planting project is coming to an end so not all of the budget is required.
Animal Control	New dog pound	61,300	0	61,300	40,162	56,000	5,300	By 30 June 2020	This will be complete by 30 June, there are just a few things still to be finished off.
Library	Information centre relocation	0	0	0	1,230	10,000	(10,000)	By 30 June 2020	Currently finalising cost of fit-out and final designs.
Miranda Street Office	Heating in archive room	0	0	0	5,200	5,200	(5,200)	COMPLETED	Required to meet record storage requirements
Pensioner Housing	Conservatories	12,250	0	12,250	0	7,500	4,750	By 30 June 2020	Tender process has commenced. The budget was for 2 conservatories but now only doing 1 as the remaining unit already has a back porch.
Total Level of Service Expenditure		2,239,430	771,652	3,011,082	740,951	1,130,012	1,881,070		

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

Roading - Financially assisted NZTA	Unsealed Road metalling	844,600	(44,600)	800,000	422,732	450,000	350,000	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19
Roading - Financially assisted NZTA	Sealed Road resurfacing	800,000	(50,000)	750,000	773,858	775,000	(25,000)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Reseals commenced at the end of January 2020.
Roading - Financially assisted NZTA	Drainage Renewals	568,300	(43,300)	525,000	429,640	440,000	85,000	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Reseals commenced at the end of January 2020.
Roading - Financially assisted NZTA	Pavement Rehabilitation	762,100	(19,320)	742,780	867,906	870,000	(127,220)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Monmouth Road rehabilitation has been completed.
Roading - Financially assisted NZTA	Structure Components Replacement	96,100	(16,100)	80,000	181,315	185,000	(105,000)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Lower Kohurutahi Road bridge repairs commenced in January 2020.
Roading - Financially assisted NZTA	Traffic Services Renewals	63,100	(13,100)	50,000	99,094	99,094	(49,094)	COMPLETED	Revised NZTA approved budget due to overspend in 2018/21
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	52,000	49,800	101,800	8,076	8,076	93,724	CARRY FORWARD PROPOSED	It is proposed to carry forward this years budget to be done as one bigger project in 2020/21.
Roading - Financially assisted NZTA	Footpath Improvements	0	0	0	0	0	0	By 30 June 2020	
Roading non-subsidised	Underverandah lighting	12,300	0	12,300	161	500	11,800	By 30 June 2020	The savings will go toward the LED lights.
Roading	Traffic counters	0	0	0	26,459	26,459	(26,459)	COMPLETED	Current traffic counters are no longer compatible with software so replacements are required, to accurately count traffic volumes.
Solid Waste	Building renewals	40,800	0	40,800	0	10,000	30,800	CARRY FORWARD PROPOSED	The building maintenance report has been received, however due to COVID-19, no physical work has been undertaken.

2020 - Policy & Services - June - Decision Report - Approve Capital Project Carry-Forwards

Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Stormwater	Weather events emergency fund	2,560	0	2,560	0	2,560	0	By 30 June 2020	This will be transferred to the reserve for an emergency fund.
Stormwater	Reticulation Renewals	54,330	220,565	274,895	138,145	138,145	136,750	COMPLETED	
Wastewater	Step / aerate treatment renewals	30,700	18,978	49,678	10,302	10,302	39,376	NOT REQUIRED	This was for part of the stage 2 treatment project for the oxidation ponds, however the design has changed and is no longer needed.
Wastewater	Treatment pond renewals	51,300	0	51,300	0	0	51,300	NOT REQUIRED	This was for part of the stage 2 treatment project for the oxidation ponds, however the design has changed and is no longer needed.
Wastewater	Reticulation renewals	410,000	0	410,000	141,111	141,111	268,889	CARRY FORWARD PROPOSED	This budget will be used at the time of the Broadway upgrade (NZTA led project) which has been deferred to 2020/21.
Water Supply	Laterals	31,370	0	31,370	3,388	3,388	27,982	COMPLETED	
Water Supply	Stratford street work rider mains	210,000	0	210,000	7,913	7,913	202,087	CARRY FORWARD PROPOSED	This budget will be used at the time of the Broadway upgrade (NZTA led project) which has been deferred to 2020/21.
Water Supply	Reticulation renewals	0	0	0	0	0	0	By 30 June 2020	
Water Supply	Infrastructure general Stratford	25,620	25,000	50,620	0	50,620	0	By 30 June 2020	
Water Supply	Infrastructure general Midhirst	3,070	639	3,709	0	3,709	0	By 30 June 2020	
Water Supply	Infrastructure general Toko	1,600	0	1,600	0	1,600	0	By 30 June 2020	
Water Supply	Treatment plant replacements	0	37,023	37,023	30,127	30,127	6,896	COMPLETED	
Water Supply	Grit tank replacement	0	250,000	250,000	1,505	15,000	235,000	CARRY FORWARD PROPOSED	The project did not commence in 2018/19 and has been carried forward to this year. The tender will now be awarded before 30 June 2020 and the physical works will be carried out in 2020/21 year. As this is specialist work, there are limited contractors that are able to do the work.
Water Supply	Meter replacements	51,260	50,000	101,260	7,646	7,646	93,614	CARRY FORWARD PROPOSED	The balance of this project will be done in 2020/21 due to the unavailability of the contractor's resources, as it is a specialised task.
Water Supply	Patea delivery line	0	259,400	259,400	0	15,000	244,400	CARRY FORWARD PROPOSED	See above comments for the grit tank replacement. These two projects have been combined as the Patea delivery line feeds in to the grit tank.
Water Supply	Hydrants	15,170	9,865	25,035	19,766	19,766	5,269	COMPLETED	
Civic Amenities	WMC - replace furniture	2,530	0	2,530	2,227	2,227	303	COMPLETED	
Pensioner Housing	Appliance replacements	22,460	0	22,460	21,732	21,732	728	COMPLETED	
Farm	Heat pump replacement	0	0	0	3,683	3,683	(3,683)	COMPLETED	
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,813	3,813	(713)	COMPLETED	
Communications	Website redevelopment	0	75,065	75,065	450	75,065	0	By 30 June 2020	This project was carried forward due to internal resourcing and re-prioritisation.
Corporate	Computers/Peripherals/ Software	140,000	65,915	205,915	100,947	150,000	55,915	CARRY FORWARD PROPOSED	Replace PC's with Laptops, carry forward \$20k of unspent money - only replace upon end of life of PC's.
Corporate	AssetFinda and GIS software replacement	15,000	0	15,000	0	0	15,000	CARRY FORWARD PROPOSED	The project was delayed due to COVID-19, currently in the process of confirming completion timeframes.
Corporate	Telephone System	50,000	50,000	100,000	0	0	100,000	CARRY FORWARD PROPOSED	A decision has been made to upgrade the existing phone version rather than a whole new system being purchased and installed. To carry forward \$25k only.
Corporate	Vehicle Replacement	54,500	0	54,500	55,125	55,125	(625)	COMPLETED	
Corporate	Miscellaneous	20,000	0	20,000	7,289	20,000	0	By 30 June 2020	This includes civil defence equipment for the local ECC.
Total Replacement Expenditure		4,433,870	925,830	5,359,700	3,364,410	3,642,661	1,717,039		
TOTAL EXPENDITURE		\$7,467,000	\$1,964,621	\$9,431,621	\$4,544,032	\$5,491,344	\$3,940,277		

APPENDIX 2

2018/19	Budget (\$000)	Actual (\$000)	
Council	8,005	7,197	90%
Community Services	438	119	27%
Roading	3,348	3,645	109%
Water Supply	1,219	834	68%
Waste Water	570	499	88%
Storm Water	279	24	9%
Solid Waste	12	-	0%
Democracy	271	158	58%
Economy	1,881	1,821	97%

2017/18	Budget (\$000)	Actual (\$000)	
Council	7,301	7,700	105%
Community Services	1,865	253	14%
Roading	3,127	4,108	131%
Water Supply	769	466	61%
Waste Water	451	313	69%
Storm Water	230	121	53%
Solid Waste	463	477	103%
Democracy	198	255	129%
Economy	110	1,655	1505%

2016/17	Budget (\$000)	Actual (\$000)	
Council	6,505	6,094	94%
Community Services	698	1,171	168%
Roading	3,120	2,751	88%
Water Supply	1,077	1,346	125%
Waste Water	792	281	35%
Storm Water	197	47	24%
Solid Waste	44	13	30%
Democracy	413	302	73%
Economy	179	182	102%

DECISION REPORT



TO: Policy & Services Committee

FROM: Graduate Roading Engineer

DATE: 23 June 2020

SUBJECT: ROAD CLOSURES FOR A CAR CLUB EVENT

F16/1280/03 – D20/10974

9

RECOMMENDATIONS

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close the following roads on Sunday 09 August 2020 between the hours of 7.30am and 5.30pm for the purpose of the Stratford Street Sprint 2020
 - Orlando Street from Warwick Road to Celia Street
 - Romeo Street from Orlando Street to Cordelia Street
 - Cordelia Street from Romeo Street to Warwick Road
 - Warwick Road from Cordelia Street to Orlando Street

Recommended Reason

The South Taranaki Car Club have approached the Stratford District Council with the view of holding their annual Stratford Street Sprint Event on Sunday 09 August. This is their 30th year of running the event. The proposed road closure requires formal endorsement by a Council resolution.

Moved/Seconded

1. **PURPOSE OF REPORT**

For any street event that requires a road closure, Schedule 10 clause 11(e) of the Local Government Act 1974 requires a Council resolution to endorse the proposed road closure. This report seeks this endorsement for the purposes of allowing the Stratford District Council to close:

- Orlando Street from Warwick Road to Celia Street
- Romeo Street from Orlando Street to Cordelia Street
- Cordelia Street from Romeo Street to Warwick Road
- Warwick Road from Cordelia Street to Orlando Street

between the hours of 7.30am and 5.30pm.

2. **EXECUTIVE SUMMARY**

2.1 In order for the event to be safely undertaken, it is proposed to close:

- Orlando Street from Warwick Road to Celia Street
- Romeo Street from Orlando Street to Cordelia Street
- Cordelia Street from Romeo Street to Warwick Road
- Warwick Road from Cordelia Street to Orlando Street

between the hours of 7.30am and 5.30pm on Sunday 09 August.

2.2 The alternative route for traffic will be Celia Street, Swansea Road and Warwick Road.

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

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
- Is it for the performance of a good quality regulatory function? If so, why?; **OR**
- Is it for the performance of a good quality local public service?

AND

- Is it in a way that is most cost-effective to businesses and households? If so, why?

Good quality means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

Local public service means, a service provided for the community which is for the benefit of the District.

The report is for the purposes of providing good regulatory function, as events such as this which require a road to be closed. A Council resolution is necessary to endorse the proposed road closure.

4. **BACKGROUND**

The South Taranaki Car Club have approached the Stratford District Council with the view of holding their annual Stratford Street Sprint Event on Sunday 09 August. This is their 30th year of running the event. The event attracts up to 40 cars to participate as well as 10 classic motorcycles from Club X which are invited as a demonstration.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

An advertisement was placed in Central Link in the Stratford Press on 17 June 2020, and was loaded to Council's website and Social Media pages on 17 June 2020. Notice for objections closes on Friday 26 June 2020. At the time of writing this report, no objections were received by the Stratford District Council.

Stratford District Council has contacted the Police, Fire Service, St John's Ambulance seeking their approval for the proposed road closure. At the time of writing this report, no objections had been received

5.2 **Maori Consultation - Section 81**

There are no known effects that this event is likely to have on local iwi issues, therefore no separate consultation is required.

6. **RISK ANALYSIS**

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

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

6.1 A full Health and Safety Management Plan and Traffic Management Plan have been prepared for this event. Further, Stratford District Council have been indemnified against any claims whatsoever arising from the event.

6.2 A Street Event Refundable Bond for damages will be applied to this event, ensuring any accidental street damage is rectified by the event holder.

To date there have been no known instances of Health and Safety incidents or street damage resulting from the Stratford Street Sprint.

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. This event brings visitors to Stratford for an event for the community to enjoy as spectators.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This report supports the performance of Council by providing a regulatory function in accordance with the Local Government Act 2002.

7.2 Data

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

The times of the proposed road closure is outlined in the recommendation above. The South Taranaki Car Club have indicated to the Stratford District Council that they expect up to 40 cars to participate in the event as well as 10 classic motorcycles from Club X as a demonstration.

7.3 Significance

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

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

7.4 **Options**

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

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

The options to be considered for this report are:

- Option 1.** Do not approve the closing of the aforementioned roads. If this is the option chosen, then the South Taranaki Car Club will not be able to host the Stratford Street Sprint.
- Option 2.** Endorse the proposed road closure as outlined in recommendation two above, to indicate our support for this event.

7.5 **Financial**

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

There are no financial contributions required by Stratford District Council. Stratford District Council's officer time for approving the traffic management plan is met from current Roading budgets.

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 Stratford District Council is confident that Downer who have been engaged to provide the Traffic Management Plan are competent to monitor this event.

Due to the timing and location of the event, the Stratford District Transfer Station will be closed for the day, being Sunday 11 August.

7.7 **Legal Issues**

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

Pursuant to Section 342(1) (b) Schedule 10 clause 11(e) of the Local Government Act 1974, provides powers to Council to formally endorse a recommendation to close a road for the purposes of a street event.

7.8 **Policy Issues - Section 80**

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

There are no policy issues that arise due to the approval of the road closure for the Stratford Street Sprint.

Attachments:

- Appendix 1** Map of Road Closure
Appendix 2 Street Map of Sprint Plan
Appendix 3 Certificate of Insurance



Vivek Regmi
GRAD. ROADING ENGINEER



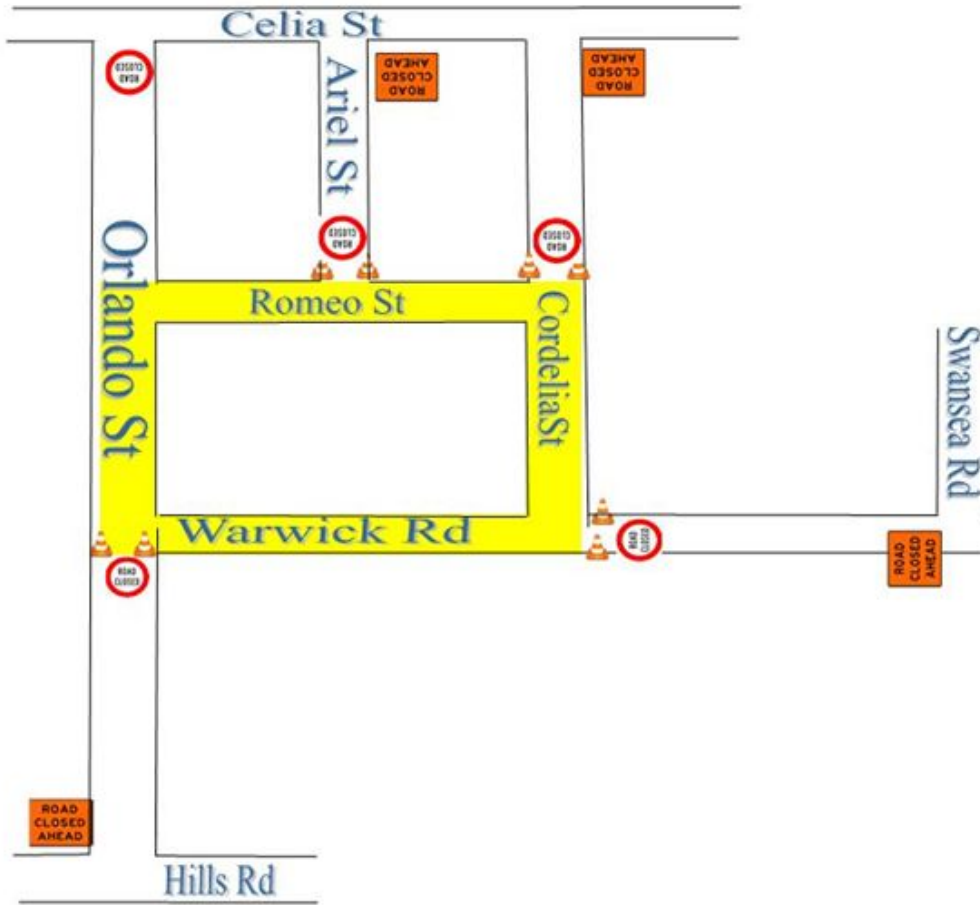
[Endorsed by]
Steve Bowden
ROADING ASSET MANAGER



[Approved by]
S Hanne
CHIEF EXECUTIVE

DATE 16 June 2019

APPENDIX 1



APPENDIX 2

Stratford Street Sprint Site Plan



APPENDIX 3



Level 32, ANZ Centre
 29-29 Albert Street
 Private Bag 92055
 Auckland 1142, New Zealand
 Telephone +64 9 306 0350
 www.veroliability.co.nz

Insurance Certificate		
	Client ID	Agent No
Public & Products Liability	43826	8005661

We, the Insurers, Vero Liability Insurance Limited confirm that Public & Products Liability insurance has been effected on the following basis:

POLICY NUMBER	HO-LPL-6162110	
THE INSURED	Motorsport New Zealand Inc and Member Clubs in respect of Permitted Events Only	
BUSINESS DESCRIPTION	Administration, Governance and Regulation of Motor Sport in New Zealand	
POLICY PERIOD	From 4.00pm	31 December 2019
	To 4.00pm	31 December 2020
LIMIT OF INDEMNITY	\$ 10,000,000	any one Occurrence and for any one Period of Insurance in respect of Products Hazard
EXCESS	\$ 3,500	per Occurrence
POLICY WORDING	VL POL PL-082017	

Signed for and on behalf of Vero Liability Insurance Limited

Authorised Officer
 JCS



20 December 2019

MONTHLY REPORT



F19/13/04-D20/10639

TO: Policy and Services Committee
FROM: Director - Assets
DATE: 26 June 2020
SUBJECT: REPORT FOR THE MONTH OF MAY 2020

RECOMMENDATION

THAT the report be received.

Moved/Seconded

10.1

HIGHLIGHTS:

A. Roading

- Shovel-Ready funding received for 4 *Road Safety* and 1 *Culvert Replacement* projects.
- With a reduction in the alert level, Fulton Hogan staff are operating under their own protocols that observe the social distancing requirements.
- The replacement of the kerb, channel and footpath programme re-commenced in May.

B. Water Supply

- No issues at the 3 water treatment plants.

C. Wastewater

- No disruptions to operations.
- The Wastewater and Trade Waste Bylaws come into effect from 1 July 2020.

D. Stormwater

- No Health and Safety incidents.

E. Solid Waste

- Full recycling service resumed 18 May 2020; Bin audits will restart from 8 June 2020.
- New Solid Waste Bylaw comes into effect from 1 July 2020.

F. Property

- All performance measures on target.

G. Parks and Reserves

- Playgrounds reopened under Alert Level 2, with appropriate signage in place.

G. Special Projects

- To date 12 sale and purchase agreements of the Pembroke Road land development have been completed.

- The location of the new aquatic facility adjacent the TET Multi Sports Centre has been approved by Council and work is now underway on detailed design and procurement.
- Settlement of all but 3 of the 45 Midhurst abandoned land sites has been completed.

1. **ROADING**

1.1 **Level of Service and Performance Measures**

The Levels of Service for the Roading Activity are measured using a number of performance indicators as shown in the table below.

Roading Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2019/2020 YTD
Safe Roading Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. (2018/2019 DSI was 7, new target is 6)	1	Achieved to date - DSI = 5 There were no DSI crashes in May. There was a fatal Crash on SH3 just north of Stratford, which claimed the life of a 19 year old local lad.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Achieved to date - 88%. This is a 1% decrease from 2018/19 year's survey.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Not Achieved to date - 78%. This is a marked decrease from 2018/19 year's results of 96%.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Achieved 5.4% (21.6km) This has complete the programme for the year.
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Achieved to date 14.4% (29.5km). This completes the programme for the year.
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>82%	In progress. This year's footpath condition survey has been now been completed. The results of the survey will be analysed and the results reported in the June report.
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.	>86%	Achieved to date - 100%.
Customer Satisfaction	<ul style="list-style-type: none"> • Roading Network 	>76%	Not yet measured The 2019/20 customer satisfaction survey will provide the results at the end of the financial year.
	<ul style="list-style-type: none"> • Footpaths 	>77%	Not yet measured The 2019/20 customer satisfaction survey will provide the results at the end of the financial year.

1.2 **Outstanding Customer Requests (CRMs)**

- There were no outstanding CRM's for the month of May.

1.3 **Routine Maintenance**

- Day-to-day maintenance activities have re-commenced following the reduction in the alert level for Covid-19. Generally the tasks undertaken are primarily around the clearing of leaf fall, sweeping roadside drains and unblocking sump tops.
- Grading of the unsealed roads around the Toko area of the district was undertaken in May.
- Weed control was also carried out in May along with the re-commencement of berm mowing.
- Clearing of the watertables on Pembroke Road (SPR) began in May. With access to the Mountain restricted by Civil Defence, we took the opportunity to clear these roadside drains.

1.4 **Ready Response Works**

- Minimal calls were received during May, and these primarily related to leaf fall and blocked drains, litter and clearing slips on junction and Mangaoapa Roads.

1.5 **Capital Works**

- The only capital works that were undertaken is the replacement of the kerb, channel and footpaths on Ferdinand St, Montjoy St and Margaret St.
 - The safety improvements to Mangaotuku Rd have been postponed until the spring due to the weather conditions.

1.6 **Health and Safety**

- No health and safety incidents occurred during May.

1.7 **Long Term Projects**

- We have presented three 2021-31 LTP Early Conversation papers to Councillors, covering; Walking and Cycling Strategy 2020, Brecon Road Extension; Seismic Assessment of key bridges. Further workshops will follow in June

1.8 **Roading Activities**

- The Roothing Activities completed Reactive and Programmed Works, as shown in *Figure 1* below.

1.9 **Shovel Ready Infrastructure Projects**

- Council made 5 applications to central government in response to their call for shovel ready infrastructure projects impacted by COVID-19 for the following projects:
 - Brecon Road Extension;
 - Monmouth Road Pavement Strengthening Stage;
 - Beaconsfield Road Pavement Strengthening and Safety Improvements;
 - Palmer, Manaia and Opunake Roads Safety Improvements; and
 - Retaining Wall Replacement.

Out of the list above, Council was successful in receiving funding from the Provincial Growth Fund for:

- Monmouth Road culvert replacement;
- Manaia Road safety improvements;
- Opunake Road safety improvements;
- Palmer Road safety improvements;
- Beaconsfield Road safety improvements.

The total amount received is \$770,000. There is potentially a shortfall of \$100,000 for the physical works component and a further \$60,000-\$80,000 for professional fees. This equates to 80% funding subsidy from Government. Normally, these projects would attract 57% funding from NZTA.

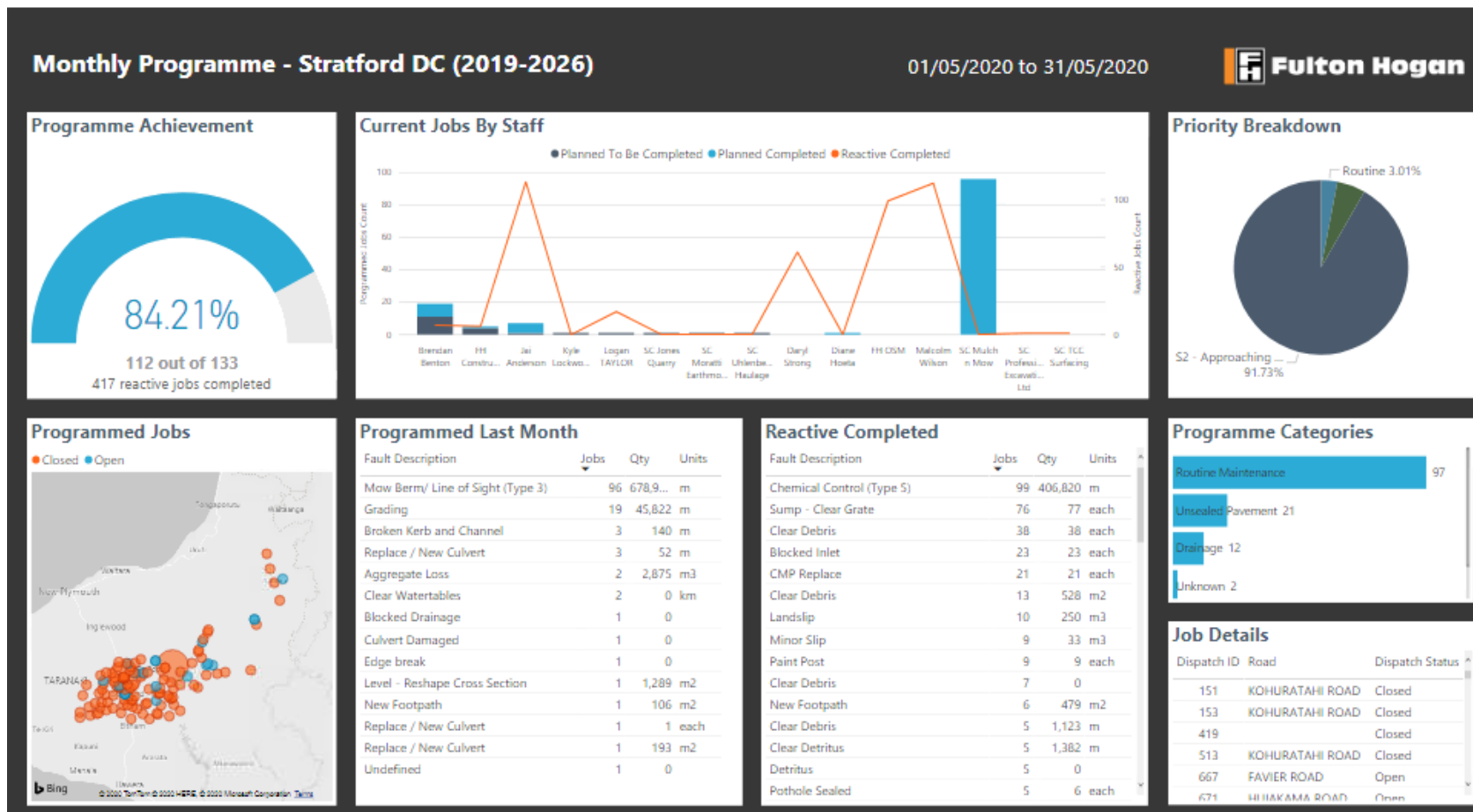
The Brecon Road Extension project has been referred to the Provincial Development Unit for further consideration. At this time, it is not known when a decision will be made by the Government to fund the project and the level of funding Council could receive.

1.10

Matters Outstanding

- Temporary fences on Road Reserve: Clarification was sought on some items in this policy by Elected Members at the 28 May 2019 Policy & Services meeting. This Policy will now undergo a full review along with other related policies on Road Reserve fencing later in the year.

Figure 1: Monthly Programme Achievement Chart – May 2020



The above programme percentage is a reasonable reflection of the contractors' performance whilst operating under the Covid-19 restrictions.

2. SERVICES

2.1 Water Supply

The Levels of Service for the Water Supply Activity are measured using a number of performance indicators as shown in the table below.

Water Supply Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2019/2020 YTD
Safe Drinking Water –	DWSNZ Bacterial compliance - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	On Target
	DWSNZ Protozoal compliance - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	On Target
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured
A Reliable Water Supply –	Urgent Response Times - The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Achieved to date - 0.58 hrs
	• Resolution for urgent call-out	8 hrs	Achieved to date – 2.59 hrs
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	Achieved to date – 8.02 hrs
	• Resolution non urgent call-out	5 working days	Achieved to date - 11.68 hrs
	Unplanned Disruptions - The performance measure target for disruptions.		
	• Minor disruptions (between 5 and 50 connections affected)	< 5	Not Achieved - 6
	• Major disruptions (more than 50 connections affected)	< 2	Achieved to date - 0
Demand Management	Water Consumption - The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured
Customer Satisfaction	Number of complaints - The performance measure target for customer satisfaction is <32 per 1,000 complaints received for:	<32 / 1000 complaint s received	Achieved to date 0
	• Drinking Water Clarity;		2

Level of Service	Performance Measure	Target	2019/2020 YTD
	• Drinking Water Taste;		0
	• Drinking Water Odour;		0
	• Drinking Water Pressure or Flow;		4
	• Continuity of Supply		0
	• Council's response to any of these issues.		0
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets council specifications (flow>10l/min & pressure>350kpa)	100%	Not yet measured
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

2.1.1 Operations

Water Treatment

- There were no major issues relating to the operations at the 3 water treatment plants in May.
- As part of normal operations the Konini Intake has been closed down for the winter period

Water Reticulation

- There were no major reticulation disruptions during May.
- There was another minor unplanned shutdown on Pembroke Road when a tapping band failed on a 100mm AC main affecting 15 properties.
- There were two callouts to attend burst water-pipes that had split due to the recent frost. In both cases the issue occurred on private property. The water was turned off and the owners advised to get a plumber.

Water Supply Health and Safety

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

2.1.2 Long Term Projects

- Early Conversation papers for the 2021-31 Long Term Plan projects will be presented to Elected Members at a Workshop in July 2020.

2.2 Wastewater

The Levels of Service (LoS) for Wastewater Activity are measured using a number of performance indicators as shown in the table below. The overarching LoS is the management of wastewater without risk to public health.

Wastewater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2019/2020 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 to date - 0 per 1,000
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:		Achieved to date
	• Abatement notices;	0	0
	• Infringement notices;	0	0
	• Enforcement orders; and • Convictions.	0 0	0 0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Achieved to date – 0.70 hrs
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hr	Achieved to date – 4.07 hrs
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:		Achieved to date -
	• Sewage odour	6	0
	• Sewerage system faults	6	0
	• Sewerage system blockages, and • The territorial authority's response to issues with its sewerage system	6 6	0 0

2.2.1 **Operations:**

Wastewater Treatment

- There were no disruptions to the operation of the oxidation ponds in May and normal operations continued.

Wastewater Reticulation

- There were zero sewer network disruptions effecting more than 4 properties in May
- Normal operations included manhole inspection.

Wastewater Health and Safety

- There were no health and safety incidents for the month of May.

2.2.2 **Long Term Projects**

- Early Conversation papers for the 2021-31 Long Term Plan projects will be presented to Elected Members at a Workshop in July 2020.

2.2.3 **Bylaws**

- The Wastewater Bylaw comes into effect from 1 July 2020.
- The Trade Waste Bylaw comes into effect from 1 July 2020.

2.3 **Stormwater**

The Levels of Service for the Stormwater Activity are measured using a number of performance indicators as shown in the table below.

Stormwater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2019/2020 YTD
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> • The number of flooding events that occur in a territorial authority district. "Flooding" in this context means stormwater entering a habitable floor 	0	Achieved to date - 0
	<ul style="list-style-type: none"> • For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system.) 	0	Achieved to date - 0
Discharge Compliance	<ul style="list-style-type: none"> • For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	Achieved to date - 0
	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its stormwater system measured by the number of:		Achieved to date -
	<ul style="list-style-type: none"> • Abatement notices; 	0	0
	<ul style="list-style-type: none"> • Infringement notices; 	0	0
	<ul style="list-style-type: none"> • Enforcement orders; and 	0	0
	<ul style="list-style-type: none"> • Convictions. 	0	0

Level of Service	Performance Measure	Target	2019/2020 YTD
Response Time	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Achieved to date - 0 hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system.	< 8	Achieved to date - 0

2.3.1 Operations

Stormwater Reticulation

- There were no rainfall events that were of sufficient intensity to affect the stormwater network during the month.

Stormwater Health and Safety

- There were no Health and Safety incidents in the month of May.

2.2.2 Long Term Projects

- Early Conversation papers for the 2021-31 Long Term Plan projects will be presented to Elected Members at a Workshop in July 2020.

2.4 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	2019/2020 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (municipal kerbside collection only)	<700kg	Achieved – 478*
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Achieved -20%*
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>90%	Survey yet to be collated.

**Claim info yet to be received from EnviroWaste*

2.4.1 **COVID-19**

- The MRF reopened at level 2 on 14 May 2020 and the kerbside collection services were increased back to full recycling and glass collections.
- The Stratford Transfer Station is still operating with traffic management in place at the gate.
- The Contractor, EnviroWaste, has completed visual recycling truck audits since the MRF opened to obtain an approximate level of contamination coming in with the recycling. The regional figures provided have highlighted a large rise in contamination with some areas of New Plymouth as high as 80% contamination. This is due to people using their recycling bins as rubbish bins during COVID-19 restrictions. This is being closely monitored and a regional campaign to try and bring this level down is being considered.

2.4.2 **Planning – Bylaws, Policies and Meetings**

- *Regional Waste Management and Minimisation Officers* meetings continued to be held weekly via Zoom.
- The *Solid Waste Management and Minimisation Bylaw*, passed by Council, comes into effect from 1 July 2020.
- *Regional Behaviour Change Strategy* is under development to assist in better recycling habits and reducing waste to landfill. This strategy is expected to be brought to the Elected Members in July 2020.
- *Solid Waste Activity Management Plan* is currently being reviewed.

2.4.3 **Long Term Projects**

- Early Conversation papers for the 2021-31 Long Term Plan projects will be presented to Elected Members at a Workshop in July 2020.

2.4.3 **Weekly Recycling Bin Audits**

- The audits have not been completed during Levels 3 and 2. These restart on Monday 8th June 2020.
- The weekly recycling audit summary up to 16 March 2020 is provided in the chart below. The amber tags are at 12 per cent and the red tags are at 1 per cent.
- While the “no contamination” percentage sits at 87 per cent, the goal is to have the green line consistently at 100 per cent.

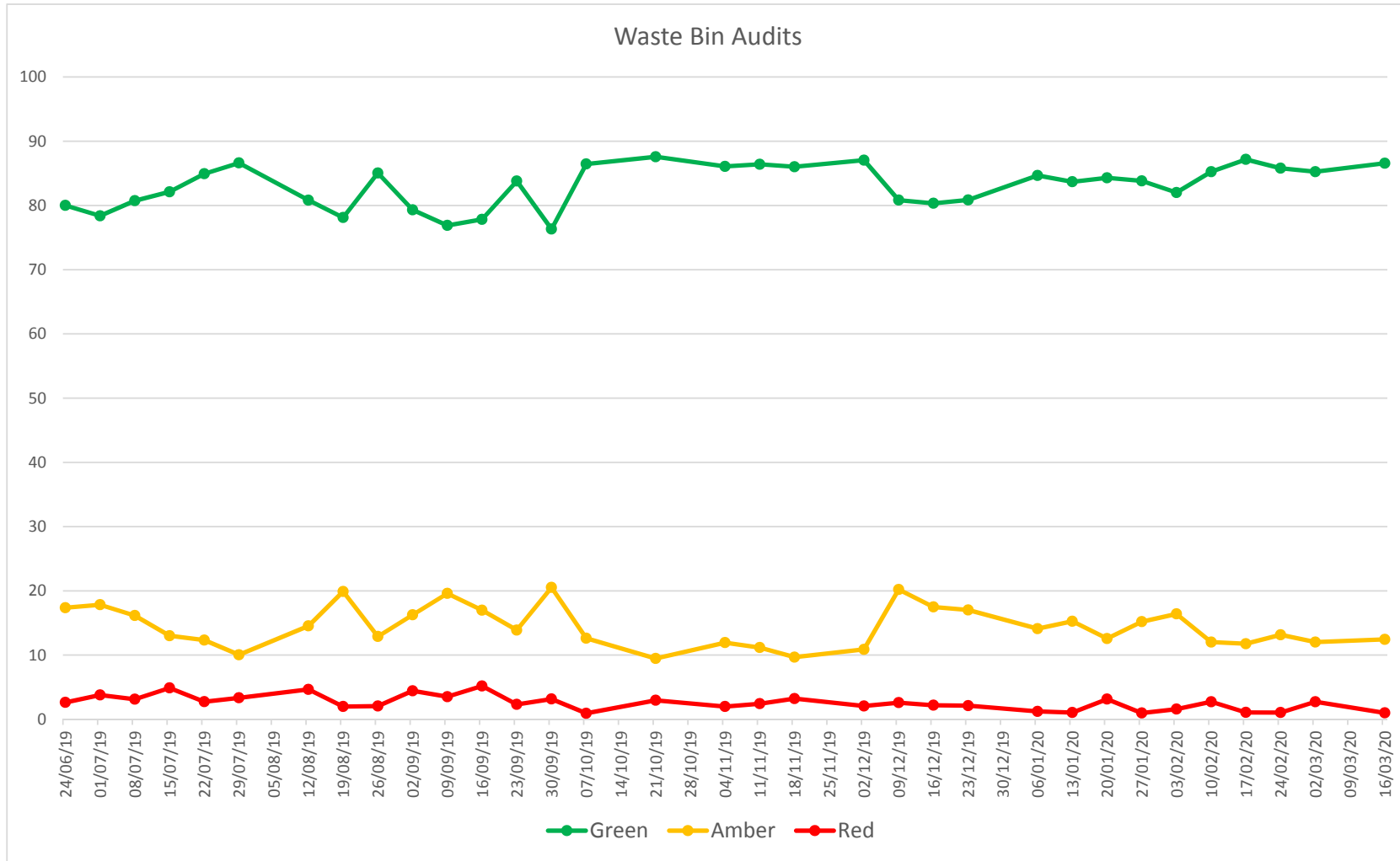


Figure 2: Weekly Recycling Audit Summary up to 16 March 2020

10.1

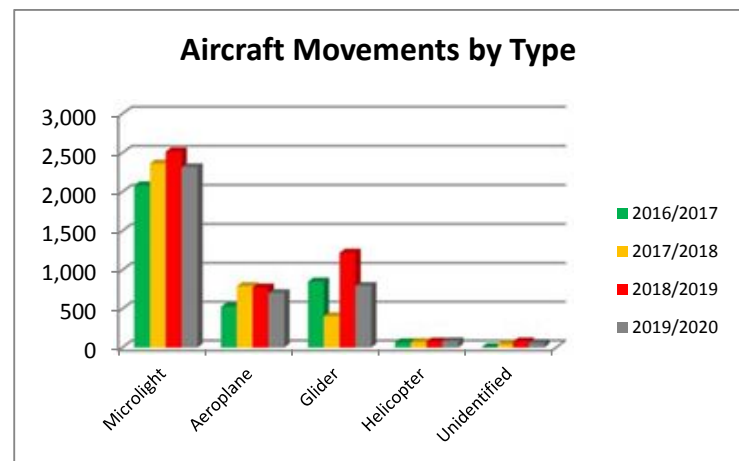
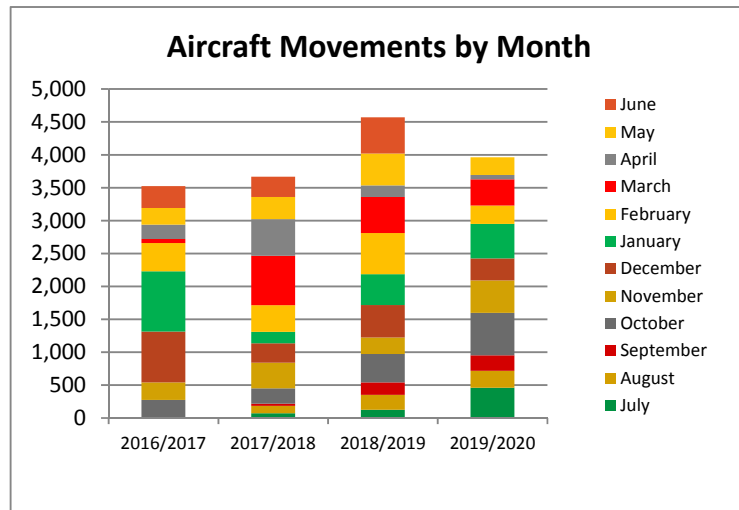
2.4.4 Waste Minimisation activities Completed, Planned and Under consideration

DATE	ACTIVITY	DESCRIPTION	WMMP Reference	Status
Jan	Summer Nights	Bin station provided and waste audit completed on waste produced.	CP2	Completed
Feb	Again Again coffee cup fleet rentals for cafes	The initiative has been created out of the desire to reduce the number of disposable coffee cups that go to landfill. Again Again have created a service for cafes to rent a fleet of reusable cups. The cups are made of stainless steel and the lids are silicone and can be used up to 50 times before being disposed of. The customer pays an initial \$5 for the cup rental and returns the cup dirty and gets another one at no charge. If the cup is returned with no swap, the customer gets their \$5 back. NPDC would like this pushed out through the whole region. Awaiting further information.	CP3/L3	On hold due to COVID-19. It is expected small businesses will not have the resources to engage in initiatives for some time.
March	Pembroke School support	Pembroke School has created a group of children (Kaitiaki Group) that are learning to be leaders in reusing, recycling and reducing waste for the school. A waste audit was completed at school with Kaitiaki Group with oversight from Council WMO, then to follow up on the results and for the children to see where the waste goes, we visited the Stratford transfer station and the MRF on 13 March 20.	CP3	Completed
March	In-house waste strategy	Draft completed, being reviewed again by WMO, to be completed by August 2020	L6	Underway
March	Zero Waste Lunchbox Challenge	This was targeted at children to send in photos of their sustainable lunchboxes. We have 3 winners and these will be presented with their prizes (a cool Zero Waste Taranaki aluminium drink bottle and sandwich saver each) after the lockdown is over.	CP3	Completed
March	Solid Waste Bylaw	Adopted on 14/4/2020. Enforceable from 1/7/2020. Implications on creating a process for event holders needing to complete a waste minimisation plan.	CP4	Completed
Mar/ Apr	Advertising for Keeping it Clean	Zero Waste Taranaki advertising in apps and websites for 3 months – Newshub, The Breeze, The Edge, More FM and Three Now for keeping recycling clean.	BC1	Completed
Apr/ May	Events and waste minimisation plans.	Process, application forms and website information being developed for event organisers to create a waste minimisation plan. This will be done in conjunction with the Community Development Manager.	CP6	Underway
April/ May	Regional Zero Waste Taranaki Behaviour Change Strategy - Education Plan review	A new regional strategy is being developed to outline how the 3 district councils will approach behaviour change to work towards Zero Waste in Taranaki. This fits in well with our Waste Management and Minimisation Plan and the behaviour change actions. This will be ready for consideration by Council Members by July 2020. The Education Plan will be included in the strategy as an action.	BC1-BC6	Underway
July	Plastic Free July	“Simple Swaps” Push this out within our district through Facebook, Central Link and have a stall at the Prospero Markets focussed on being plastic free.	BC1	Planned
July	Supermarket Campaign	Approach Countdown and install a display for options other than non-recyclable plastic packaging	BC1	Planned
Oct	AgRecovery Event	Support for an AgRecovery event for Farmers to bring their old farm chemicals and plastics for recycling and safe disposal. Provide venue and promotion.	L3	Planned
Sept	Waste-Free Period Sessions in schools	Dates to be confirmed for sessions in our district’s 3 High Schools.	CP3	Planned
Sept	Keep NZ Beautiful Clean Up Week	SDC will register a volunteer team to take part in the clean-up week, provide free access to the transfer station for marked rubbish bags and run a free BBQ lunch for all the community volunteers to celebrate the end of the week.	L9	Planned
Nov	A&P Show	Discussion with the A&P Association on Rubbish and Recycling for the A&P show, providing a waste station to enable waste diversion from the landfill. Working with NPDC and STDC.	L3	Planned

3. **PROPERTY**

3.1 **Aerodrome**

The performance measure for the aerodrome is based on >70 per cent customer satisfaction with the condition and maintenance of the facility. This is measured annually and reported on in July 2020 – at the end of the financial year. Aircraft movements at the Aerodrome by *Month* and *Type* are provided below.



3.1.1 **Farm and Aerodrome Committee Meeting**

- The Inaugural committee of the Farm and Aerodrome Committee is scheduled for the 16 June 2020. This will be a quarterly meeting specially set up to provide oversight of the combined activities of the Council’s dairy farm and Aerodrome. Specifically, this committee is charged with ensuring Aerodrome Activity is contributing the Council’s Community Outcomes in a cost-effective manner. It will also monitor the implementation of the farm business strategy at a governance level.

3.1.2 **Re-metalling and path levelling at Aerodrome** is complete;

3.2 **Civic Amenities**

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

- Housing for the elderly;
- War Memorial Centre;
- Centennial Restrooms; and
- Public toilets.

The Levels of Service Provision including their Performance Measures are based on the condition of the assets and associated customer satisfaction. The performance of these services are annually measured and are reported on in July 2020 – at the end of the financial year.

Level of Service	Performance Measure	Target
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%
	Annual booking of War Memorial Centre.	>500
	Annual booking of Centennial Restrooms.	>200
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%
	Annual Occupancy rate.	>95%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>75%

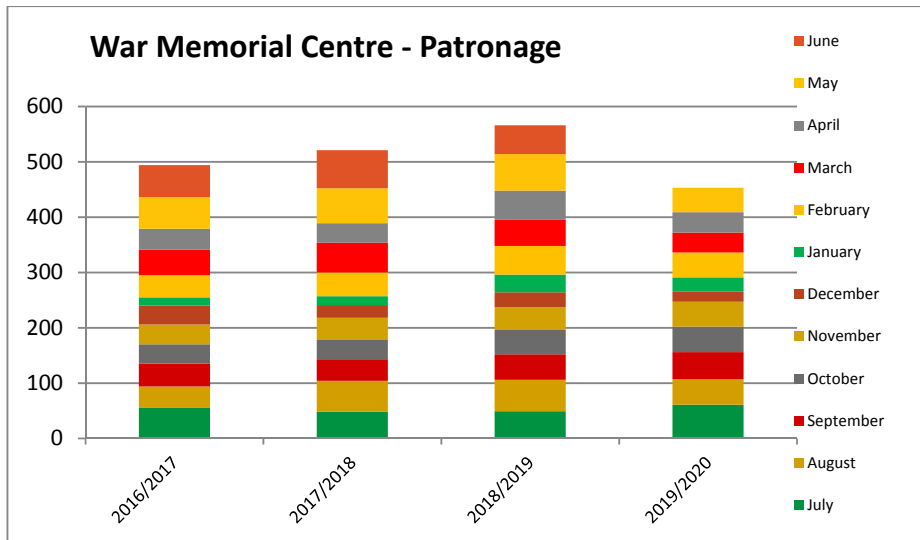
The Civic amenities occupancy rates / patronage are shown in the table and charts below.

3.2.1 **Housing for the Elderly Occupancy Rates**

OCCUPANCY RATES						
Unit	2014/15	2015/16	2016/17	2017/2018	2018/2019	2019/2020 YTD
1	100%	100%	100%	97%	100%	100%
2	87%	100%	100%	100%	100%	100%
3	100%	100%	100%	100%	100%	100%
4	88%	100%	100%	100%	100%	100%
5	99%	100%	100%	100%	100%	100%
6	100%	100%	100%	100%	100%	100%
7	100%	96%	100%	100%	100%	100%
8	99%	100%	100%	100%	100%	100%
9	98%	95%	100%	100%	100%	100%
10	100%	92%	95%	100%	100%	100%
Total	97%	98%	99%	100%	100%	100%

3.2.2 War Memorial Centre

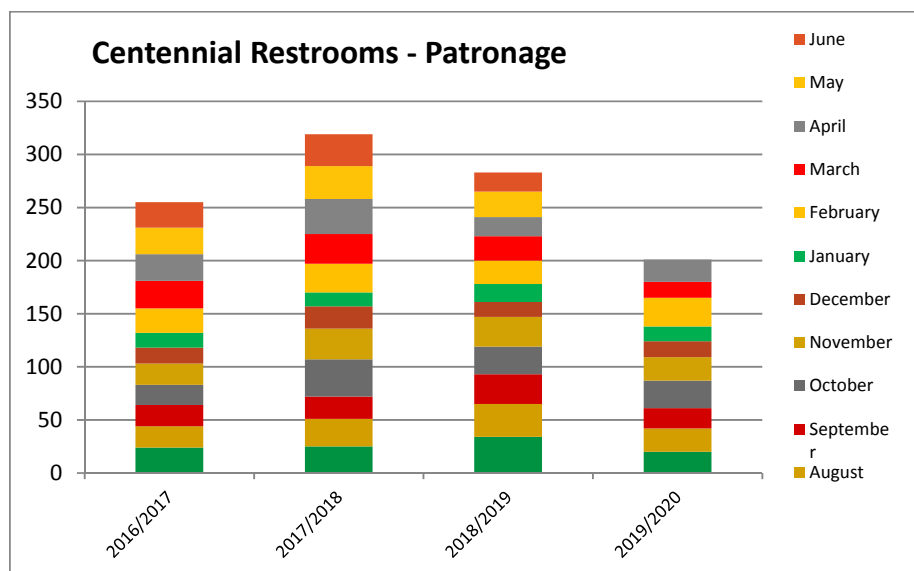
A total of 44 bookings for the month of May had been cancelled due to COVID-19 Cancelled bookings are also included in the graph below. The Complex was not used during this time.



10.1

3.2.3 Centennial Restrooms

A total of 23 bookings for the month of May had been cancelled due to COVID-19 Cancelled bookings are also included in the graph below. The Complex was not used during this time.



3.3 Rental and Investment Properties

The Council’s Rental and Investment Properties are:

- The farm;
- Holiday Park (operated by a formal lease for the land); and
- Rental properties (urban and rural land and commercial properties).

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

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

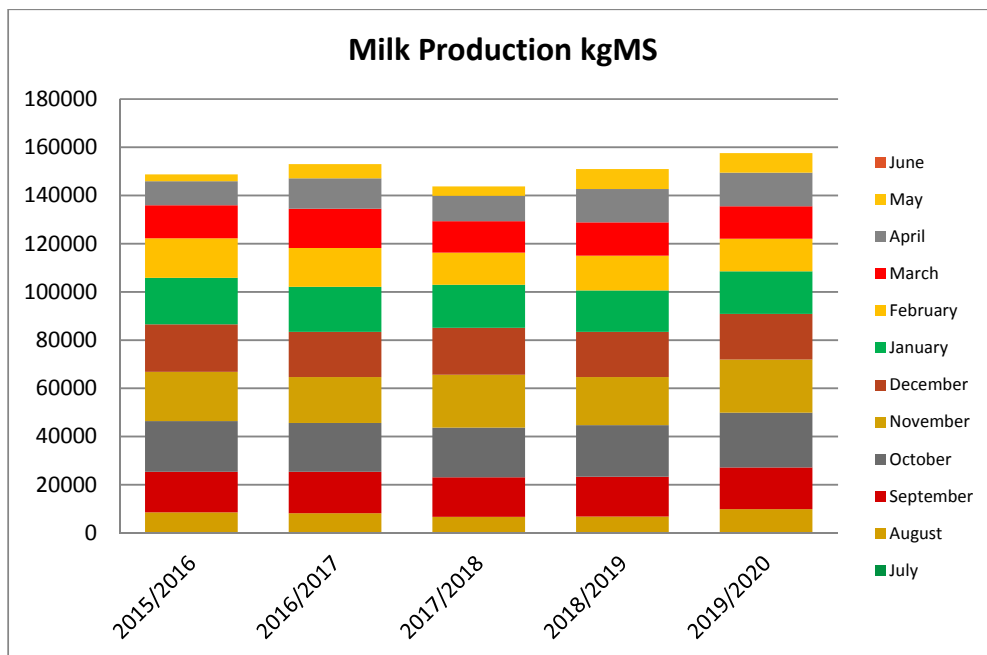
10.1

The history of the Farm milk production and the Holiday Park patronage and occupancy rates is shown in the 2 charts below.

3.3.1 The Farm

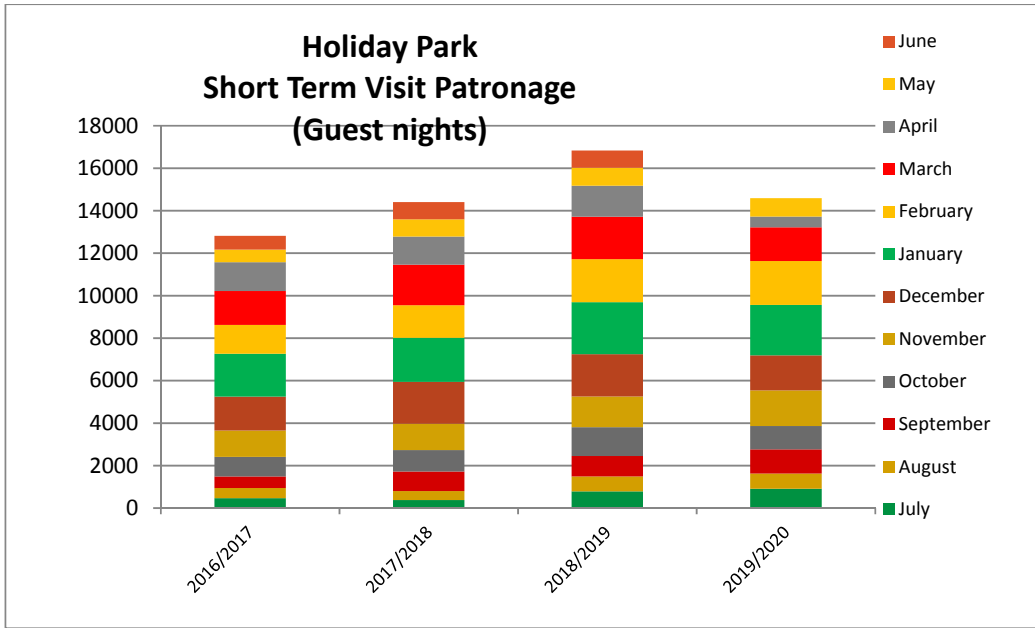
- The farm has now dried all cows off.
- This downtime before calving will present an opportunity for general maintenance around the farm.
- The milk production history at the farm is provided below.

Milk Production History



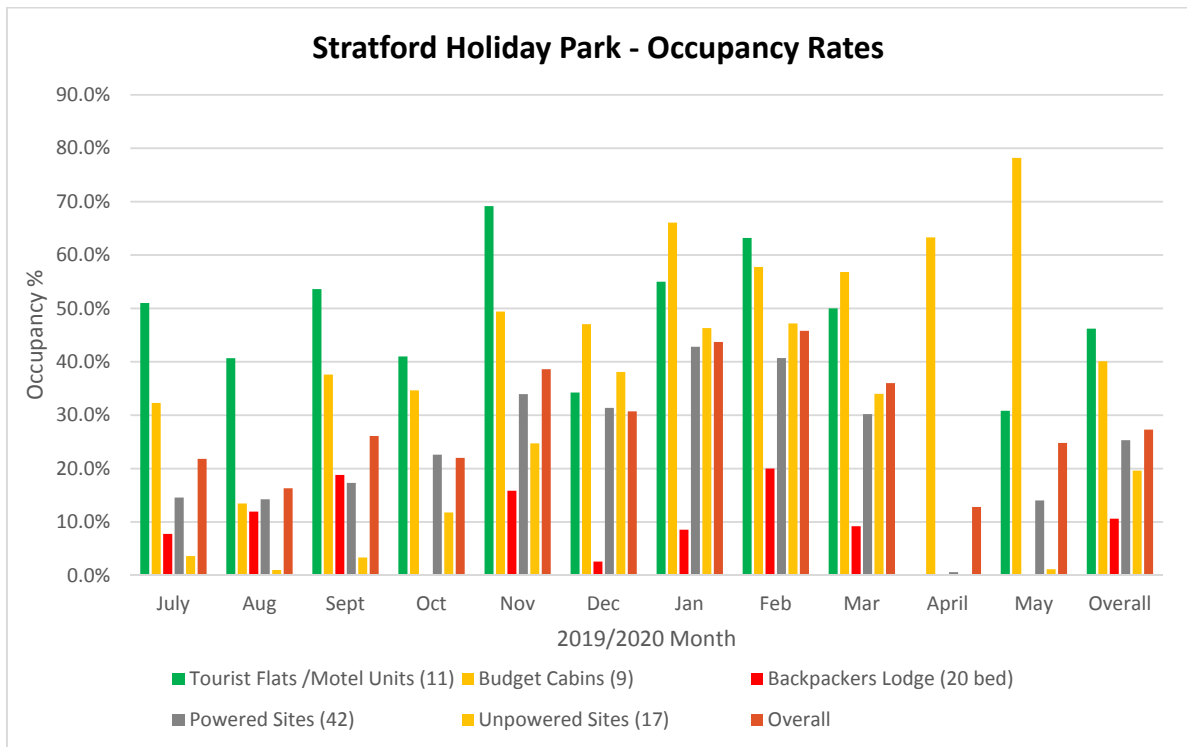
3.3.2 **The Holiday Park**

- Numbers are picking up again following the relaxing of the Covid19 restrictions.
- The Patronage and Occupancy rates are shown below.



10.1

The Holiday Park Occupancy Rates



4. **PARKS AND RESERVES**

The performance of Council's parks and reserves activities are measured using the targets shown in the table below. These are measured annually and will be reported on in July 2020, at the end of the financial year.

Council will continue to meet the New Zealand Safety Standards for playgrounds and footbridges.

Key activities include:

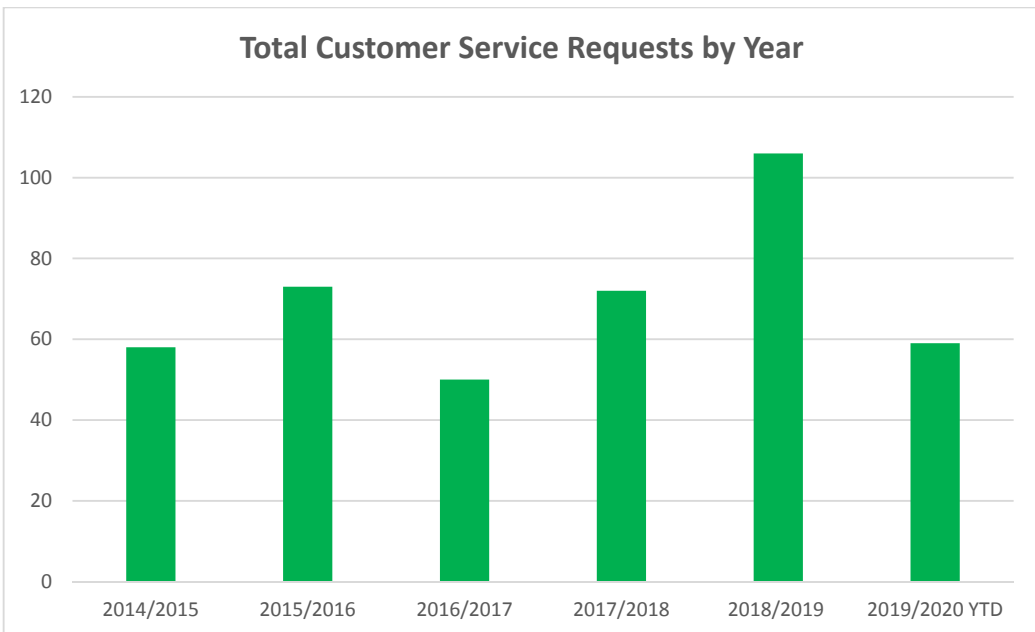
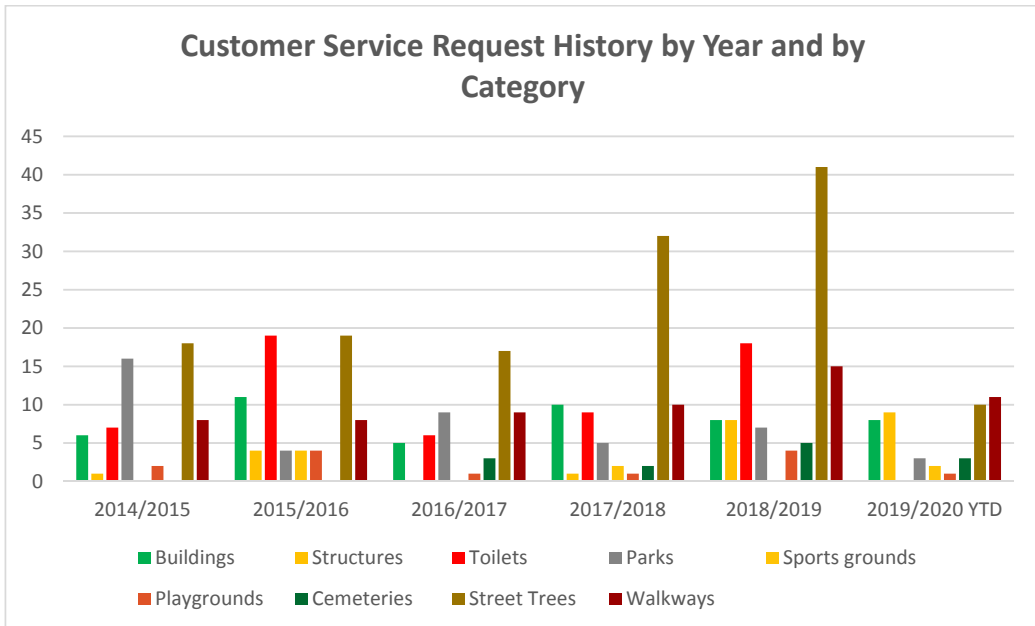
- Extension of accessible path (lime chip path) – from Page Street entrance to the Page Street Sportsground;
- Installation of bollards at Windsor Park; and
- Walkway upgrade on Eastern Loop.

Level of Service	Performance Measure	Target
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40
	Percentage of Stratford residents satisfied with:	
	• Parks;	>80%
	• Sports fields;	>80%
	• Cemeteries.	>80%
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	100%
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	100%

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

Customer Service Request History

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020 YTD
Buildings	6	11	5	10	8	8
Structures	1	4	0	1	8	9
Toilets	7	19	6	9	18	14*
Parks	16	4	9	5	7	3
Sports grounds	0	4	0	2	0	2
Playgrounds	2	4	1	1	4	1
Cemeteries	0	0	3	2	5	3
Street Trees	18	19	17	32	41	10
Walkways	8	8	9	10	15	9
Total	58	73	50	72	106	59
*Blocked (2); Cleaning (0); Replace Parts (0); Vandalism (0); Graffiti (0); Accidental Damage (0) Parks (0) Walkways (2)						



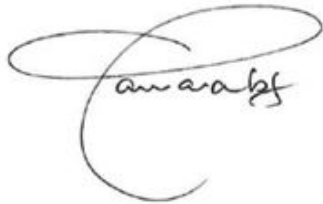
5. **SPECIAL PROJECTS**

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

- **Pembroke Road land development**
To date 12 sale and purchase agreements have been completed, 11 of which have settled. The one remaining is sold on builder's terms and will settle in May next year or earlier depending on the sale of the intended spec home. Agents advise enquiry has stalled due to the virus crisis but negotiations are still ongoing with two spec builders who are keen to be involved subject to assessment of the impact of COVID-19. Completion of Stage 2 has recommenced with the major earthworks completed and only some concrete work, road sealing and the finishing touches to finish the project.
- **Midhirst abandoned land**
Settlement of all but three of the 45 areas of land has been completed. Negotiations have been initiated with the remaining adjoining occupying owners and a further report will be brought before Council once negotiations have been concluded.
- **ANZ Bank demolition**
Completed
- **Children's Bike Park**
Detailed design has been completed for the combined bike park/pump track/half basketball court/BBQ area development and the half basketball court component was put out for tender just prior to lockdown. This resulted in tender prices substantially in excess of the current grant funding, resulting in a review of the project timelines and funding strategy.
- **Whangamomona walkways**
These walkways (Te Awa o Maru) have been constructed through the Kingheim forestry block at Whangamomona. We continue to be waiting on the Walking Access Commission to formalise the easements and appoint Council as the controlling authority but in the meantime, signage is ready for erection with a view to officially opening the first track as soon as the above formalities have been enacted.
- **iSITE relocation**
A floorplan has been adopted for the accommodation of the iSITE within the library and detailed design work is underway. The intent was to endeavour to complete the relocation by 1 July but this is likely to be delayed due to the COVID-19 lockdown and September is now a more likely date.
- **Replacement Aquatic Facility**
The location of this new facility adjacent the TET Multi Sports Centre has been approved by Council and work is now underway on detailed design contemporaneous with consultation in regard to replacement netball and cricket facilities.
- **Shovel Ready Infrastructure Projects**
Council made two applications to central government in response to their call for shovel ready infrastructure projects from the public sector, impacted by COVID-19. The applications were submitted on 14 April 2020 for the *Replacement Aquatic Indoor Facility* and the *Children's Cycling Education Park and Basketball Court*.

Attachment:

Appendix A – CAS (Crash Analysis System) Report

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

Victoria Araba
DIRECTOR – ASSETS

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

[Approved]
S Hanne
CHIEF EXECUTIVE

DATE: 16 June 2020

Appendix A

11/13/2019

Crash Analysis System (CAS) | NZTA



Untitled query

TLA (Territorial local authority)

Stratford District

Crash severity

Fatal Crash, Serious Crash

Financial year

Intersection

Crash year

Crash date

01/07/2019 – 31/10/2019

Plain English report

3 results from your query.

1-3 of 3

Crash road	Distance	Direction	Side road	ID	Date	Day of week	Time	Description of events	Crash factors	Surface condition	Natural light	Weather	Junction	Control	Crash count fatal	Crash count serious	Crash count minor
003-0279		I	REGAN ST	201971951	08/10/2019	Tue	12:00	Motorcycle1 SDB on Broadway lost control; went off road to left, Motorcycle1 hit shop, other	MOTORCYCLE1, lost control when turning, speed on straight	Dry	Bright sun	Fine	Roundabout	Give way	0	1	0
CARDIFF ROAD	640m	N	OPUNAKE ROAD	201955314	02/09/2019	Mon	00:30	Ute1 SDB on CARDIFF ROAD, CARDIFF, STRATFORD missed inters or end of road, Ute1 hit embankment (driven over)	UTE1, alcohol suspected, too far right	Dry	Dark	Fine	Nil (Default)	Unknown	0	1	0
OFF ROAD DRIVEWAY				201960013	26/07/2019	Fri	17:30	Motorcycle1 DRN on OFF ROAD DRIVEWAY lost control; went off road to left, Motorcycle1 hit fence	MOTORCYCLE1, accelerator or throttle jammed, speed on straight	Dry	Overcast	Fine	Nil (Default)	Unknown	0	1	0

1-3 of 3

MONTHLY REPORT



F17/11 – D20/10511

TO: Policy and Services Committee
FROM: Director – Community Services
DATE: 23 June 2020
SUBJECT: REPORT FOR THE MONTH OF MAY 2020

10.2

RECOMMENDATION

THAT the report be received.

Moved/Seconded

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e. Community Development, Promotions, Information Centre, Pool and Library. The Long Term Plan 2018 - 2028 sets the performance measures for these activities and this report presents, in tabular form, the progress measured to date against the target for each performance measure.

1. HIGHLIGHTS

The main point to note for May was the return to Alert Level 2 and the reopening of our facilities to the community.

2. COMMUNITY AND ECONOMIC DEVELOPMENT

2.1 Council Organisations and Council Representatives on Other Organisations

Councillors may take the opportunity to report back from Strategic and Community organisations on which they are a representative for Council.

2.2 **Performance Measures** (*LTP Performance Measures in bold*)

	Target	2019/20 YTD
Number of community events organised	Minimum 2	<ul style="list-style-type: none"> • Chunuk Bair Commemorations • Trade Graduation Celebration • Scarecrow Trail • Mayoral Gifts • Summer Nights Concert • Summer Nights Movies • Children's Day
Percentage of residents feeling a sense of community	>72%	
Number of projects successfully developed and implemented by youth with support from community development	4	<ul style="list-style-type: none"> • On the Bus – Ice Skating and Curling • A Scary Night: Carnival • On the Bus – Bowlarama • Colour in the Park
Events Council has provided or supported are measured	2	<ul style="list-style-type: none"> • International Day of the Older Person • Nigel Latta • NZ Hockey – Japan and Korea Series • Targa Rally • Dirty Detours • Stratford A&P Show • Stratford Christmas Parade & Carols • Take a Kid Fishing • School Holiday Programmes – July, Dec
Business mentoring and economic development support is available	Venture Taranaki Quarterly Report received	Quarter Three 2019/20
Provide administration support to the Stratford Business Association meetings	11	9

2.3 **Youth Council**

A Zoom meeting was held to update Youth Councillors as to what projects may be a focus as normal business begin to resume.

Youth Councillors discussed and were set the challenge of bringing their Top 50 Things brochure to life with video and photo content. Parts of this will be worked on over the coming month with a focus on winter activities.

Applications for new Youth Councillors were due to open in early May and were postponed due to COVID-19. Youth Councillors expressed that the mid-year change of Youth Council appointments made it difficult to plan and commit with yearly changes to study and work. The process of appointments will be explored to find a better alignment with youth commitments based on calendar year.

The Youth Council supported national Pink Shirt Day campaign scheduled for 22 May was postponed due to COVID-19. The Stratford High School Community Careers Expo also scheduled for 22 May was cancelled for the same reason.

Ordinary meetings of Youth Council will resume 7 July.

2.4 **Civic and Community Events**

Due to COVID-19 no civic or community events were held.

Coming Up

- Go Local Campaign – ongoing
- Puanga Celebrations: 13 – 20 July 2020.

2.5 **Community Projects**

COVID-19 Recovery

As the country transitions towards Alert Level 2, discussions with key organisations and groups will be had to start planning for community recovery. A regional recovery structure and operating model has been developed. A national plan has yet to be developed and received. Chade Julie, Community Development Manager will act as the Local Recovery Manager for Stratford.

Four key areas will be the focus of recovery and will be led by various organisations across the region.

- Social - lead by the Group Recovery Manager and Local Recovery Managers at New Plymouth, South Taranaki and Stratford district councils
- Iwi – lead by the Taranaki iwi governance group
- Economic – lead by Venture Taranaki
- Rural – to be confirmed.

A community impact survey is currently being developed that will be sent out to groups in June. Responses from the survey will assist in the development of a Regional Recovery Plan and be used to inform recovery initiatives across Taranaki.

Further information and regular updates will be provided to elected members as we transition through this period.

Go Local

A shop local campaign has been developed alongside Venture Taranaki and other regional partners to encourage local spend and visitation. Collateral includes; digital tiles that will be utilised on the website and promoted through social media, street flags, shop window decals, footpath stencils, corflute signs in Prospero Place and along the Broadway Hoarding once it has been repainted. Alongside this, the Stratford Business Association will be running weekly promotions and competitions further encouraging local spend.

Community Relationships

No conversations with external community groups have been had as yet due to the impact of COVID-19. Instead, feedback received through the COVID-19 community impact survey will be utilised to form the basis of support

provided by the Community Development Team over the coming months and financial year.

2.6 **Funding**

2.6.1 Creative Communities

The Creative Communities committee is due to meet on 11 June to consider applications for round two.

2.6.2 Sport New Zealand Rural Travel Fund

The Sport New Zealand Rural Travel Fund committee is due to meet on 16 June to consider applications for round two.

2.7 **Positive Ageing**

Positive Ageing Group ordinary meetings resume 10 June with the next forum scheduled for the 16 July.

2.8 **Stratford Business Association**

Social Media

Social media has continued to increase with followers currently sitting at 5,775, with a total of 1,396 engagements across the last 28 days (like, click, comment or share). The most popular posts being the Cottage Lane member showcase, and the Friday voucher give away on 29 May both with 1.7k organic reach.

Go Local Campaign

The social media campaign has commenced which has had great organic reach. Working in partnership with Council, the committee approved the painting of the Broadway hoarding and the printing of the signage to be erected on the hoarding. This is now complete.

Newsletter

This month's newsletter had a focus on Go Local, including registrations for the window competition. It was nice adding things like the BA5's and Prospero markets to look forward to soon.

Prospero Markets

Moana Hancock has stood down from coordinating the Prospero Farmers Market. The markets are seen as an important part of community and providing vibrancy in Prospero Place. The Community Development Team will pick this up within its work programme and work alongside SBA to further grow and develop the market.

General Business

- Friday December 4 has been confirmed for this year's Christmas Parade and carols.
- The committee has a special meeting on 22 June to discuss a plan for the next 6 – 12 months for the Stratford Business Association. Pre thought out ideas will be brought to the table for discussion including workshop/training ideas for members.

3. **COMMUNICATIONS**

Performance Measures (*Performance Measures in bold*)

	Target	2019/20 YTD
The number of visitors accessing Council information and services via the internet is measured	Not less than previous year 2018/19 – 40,978	47,134
The community is satisfied with how Council keeps them informed	>85%	

3.1 **Highlights**

Four Central Link updates were produced in May. These are printed in the Stratford Press and shared online at www.stratford.govt.nz and on Council's Facebook Page weekly.

Central Link focus for May:

- COVID-19 updates and support
- Council services during alert levels
- Go Local Go Taranaki campaign
- Rubbish and Recycling update
- Rates notices, advice for financial hardship
- Rates remission for economic development
- Citizen Award conversations on COVID-19 – Mayoral Column
- Puanga flag competition
- Sport New Zealand Community Resilience Fund
- Council documents out for feedback (Dog Control bylaw and policy, Draft Annual Plan, Draft Communication and Engagement Strategy).

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

- Feedback on Draft Communications and Engagement Strategy
- Think Local, Go Local, Go Stratford
- Council services at Alert Level 2
- TSB Pool Complex to reopen
- Puanga Flag Competition
- Mayoral Columns – COVID-19 conversations with Citizen Award recipients.

3.2 Website Page Views for month 1 – 31 May 2020

Total number of users for the month	4,236 ↑
Total number of page views for the month	15,691 ↑
Top 10 pages visited for month	Page views
Home Page	2,363
Rubbish and recycling	952
Cemetery Search	855
Library	452
Contact Us	279
A – Z of services	267
Rates and Property Information	264
Fees and Charges	234
Search function	222
Taranaki Regional Xplorer	198

3.3 Official Information Requests

For the 2019/20 calendar year, so far we have received 72 Local Government Official Information and Meetings Act (LGOIMA) requests.

The below table includes the LGOIMA's received for the month of May 2020.

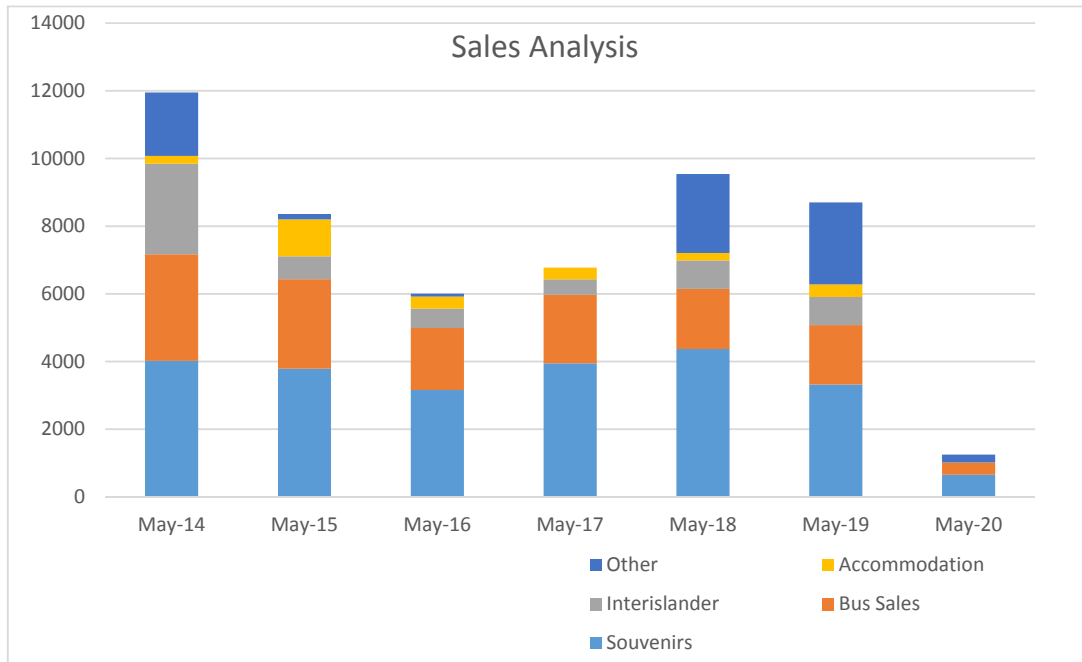
Date Received	Query	Due Date	Date Responded	Days to Respond
5/05/2020	Non-consented dwellings and buildings	2/06/2020	28/05/2020	17
11/05/2020	Inaugural Council minutes	8/06/2020	20/05/2020	7
24/05/2020	Dog welfare	22/06/2020	28/05/2020	4

4. INFORMATION CENTRE

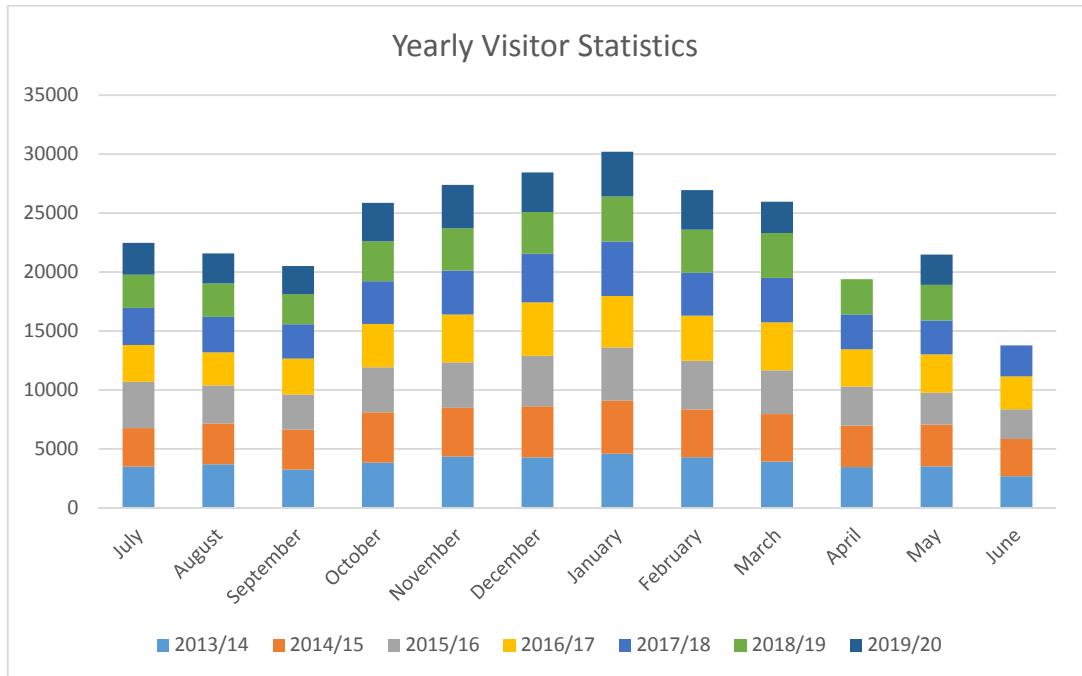
Performance Measures (*Performance Measures in bold*)

	Target	2019/20 YTD
Number of people into the Information Centre is measured	>40,000	30,325
Number of users of AA Agency Services is measured	>10,000	7,946
Percentage customers are satisfied	>75%	

The i-SITE was closed for the month of April due to COVID-19 and reopened on 14 May 2020. The AA has been very busy once we reopened and has continues to be so, we are seeing a handful of visitors daily.



10.2



5. **LIBRARY****Performance Measures** (*Performance Measures in bold*)

	Target	2019/20
Number of people visiting the library is measured	>90,000	48,981
Users satisfied with library services	>80%	
Number of people accessing the Wi-Fi service is measured	>15,000	20,892
Number of people accessing the People's Network is measured.	>10,000	6,054

- The library reopened to the public on 14 May with a number of public health measures including a hand sanitising station, contact tracing, rearrangement of furniture to allow for social distancing and screens for staff.
- The contactless click and collect service started on 28 April continued to supply books to 50 borrowers per week during Alert Level 3. We continue to offer this service to borrowers who wish to limit visits to the library.
- Wi-Fi access and public computers have resumed.
- Justice of the Peace service desk has resumed.

6. **POOL COMPLEX**

Level of Service Category	Performance Measure	Target	2019/20 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	Zero accidents for May.
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	46,983

6.1 **Highlights for May**

- The Pool reopened to the public on Tuesday 19 May with a number of public health measures including a hand sanitising station, contact tracing, physical distancing markers, reduction of pool activities, closure of amenities, screens for staff, and new procedures for first aid/equipment/rescues/cleaning/customer service.
- Unfortunately the membership software required external assistance which resulted in our monthly figures being less informative than usual. From 19 May to 31 May there was 132 visits, which was a mix of both Flyers, group fitness and lane swimmers.
- Prior to opening the TSB Pool Staff cleaned the facility, filled the pool, and trained. During this time staff prepared the facility to meet the Ministry of Health and NZ Recreation Aotearoa COVID-19 requirements for reopening at Alert Level 2. This time was also used to continue working on current projects such as updating the paper-based systems to digital systems and also continuing to work on the Contractor Pre-Qualification/Licence to Operate.

- Once the pool had opened to the public the facility was restricted to certain user groups, such as Structured Swimming (Lane Swimming), Group Fitness and Squad. Leisure swimming was not permitted, nor was the use of changing rooms and showers. This had a large impact on the overall visits.
- Following the COVID-19 lockdown period there were a few maintenance issues that arose in restarting the facility including blown lightbulbs, and a failed boiler and thermostat. The maintenance issues were rectified in a timely manner, however our small pool thermostat is awaiting additional work and in the meantime this pool is warmer than usual (normally 32 degrees, currently reading 34 degrees) which the families with young children are enjoying.



Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES



Sven Hanne
CHIEF EXECUTIVE

DATE: 16 June 2020



F19/13/04 – D20/10408

MONTHLY REPORT

TO: Policy and Services Committee
FROM: Director – Environmental Services
DATE: 23 June 2020
SUBJECT: REPORT FOR THE MONTH OF MAY 2020

RECOMMENDATION

THAT the report be received.

Moved/Seconded

10.3

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

1. OVERVIEW

Thirty eight building consents were received in May:

- Thirty two of those received were for residential activity – with seven new dwellings, 1 relocated dwelling, seven alterations/additions, 1 new garage, and sixteen fire installations.
- Six commercial applications were received – with two pole sheds, one new building and three alterations/additions.

Staff are now working through a series of applications that were likely to have been in the early stages of planning before the Level 4 lockdown. It appears from the number of applications we have received since the end of the lockdown that projects that had been started before entering Level 4 are mostly being continued with rather than being cancelled. At this stage it is too soon to tell whether new projects are still commencing or if the applications we are receiving represent a draining of projects already underway.

2. STRATEGIC/LONG TERM PLAN PROJECTS

Boffa Miskell consultants have drafted a framework for a new District Plan following the workshops that were held last year. Further discussions with councillors will be required to confirm the direction and scope for the remainder of this project.

Work is continuing on reviewing bylaws with the Dog Control Bylaw proceeding to a hearing in July. The Signs, Keeping of Animals and Public Places Bylaws are currently being finalised and will be brought to the Council for approval to release for consultation as work on the Dog Control Bylaw and Policy comes to an end.

3. **DASHBOARD- ALL BUSINESS UNITS**

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

ACTIVITY	RESULT
Building Control Authority	
Building Consent Applications	38
Building Consents Issued	7
Building Consents Placed on Hold	0
Inspections completed	76
Code Compliance Certificate Application	28
Code Compliance Certificate Issued	28
Code Compliance Certificate Refused	0
Number of Building Consents Received in Hard Copy	7
Number of Buildings Consents Received Digitally	31
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	2
Land Use Consents Granted	1
Subdivision Consents Received	4
Subdivision Consents Granted	0
223/224 Applications Received	3
223/224 Applications Granted	2
Resource Consent Applications Received in Hard Copy	6
Resource Consent Applications Received in Digital Form	0
Resource Consent Placed on Hold or Returned	3
LIM's Received	4
LIM's Granted	4
Health and Liquor Licences and Bylaws	
Registered Premises Inspected for Compliance under the Food or Health Act	6
Health or Food Act Complaints Received and responded to	2
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	8
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	5
Bylaw Complaints Received and responded to ¹	34
Dog Complaints Received and responded to ²	21

¹ A breakdown of the complaint types will be provided at the meeting.

² A breakdown of the complaint types will be provided at the meeting.

4. **KEY PERFORMANCE INDICATORS – ALL BUSINESS UNITS**

4.1 **Building Services**

Level of Service	Performance Measures	Targets	Status
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	100%
	Percentage of inspection requests completed within 1 working day of request.	100%	100%
	Percentage of code compliance certificate applications determined within 20 working days	100%	100%
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes	100%	100%
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Current
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided	>80%	78%

4.2 **Planning and Bylaws**

Level of Service	Performance Measure	Target	Status
To promote the sustainable management and use of land and public spaces.	To undertake a comprehensive review of the district plan, with notification no later than 2018/19.	Feedback on draft	Work on the review of the District Plan has begun and a draft framework for a proposed District Plan has been prepared.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	Drafting, notification / hearings	Polices and bylaws for review have been identified and are currently in progress, beginning with bylaws.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	100%
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	100%
	% of S223 and S224 applications processed within 10 working days.	100%	100%
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	80%

4.3 Community Health and Safety

Level of Service	Performance Measure	Target	Status
To fulfil obligations to improve, promote and protect public health	Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	100%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	100%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	100%
To ensure dogs are controlled	Percentage of known dogs registered	97%	96%
	Percentage of dog attack/wandering dog complaints responded to within an hour	97%	100%

10.3

5. DETAILED REPORTING BUILDING SERVICES

5.1 Building Control Authority (“BCA”)

5.1.1 Compliance/Notices to Fix issued as a BCA

No Notices to Fix were issued in May. Two Notices to Fix that were issued in March were unable to be complied with within the timeframe specified because of the lockdown. Staff are working with the owners of these properties to determine an appropriate timeframe for them to achieve compliance.

5.1.2 Lapsed Consents

Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 10 months previously, against which no inspections have been recorded.

No building consents have lapsed, following warning letters sent over the last reporting period. No warning letters have been issued for May, as no review of consents reaching their 10 month anniversary was completed.

5.1.3 Regulation 6A Compliance Dashboard

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

Incident	Occurrence this month
A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:	Nil
The departure of the building consent authority’s authorised representative or responsible manager:	Nil
In any one quarter of a calendar year, a reduction of 25% or more of employees doing technical jobs who are not replaced with employees who have equivalent qualifications and competence:	Nil
A transfer under section 233 or 244 of the Act of (i) 1 or more functions of the building consent authority to another building consent authority: (ii) 1 or more functions of another building consent authority to the building consent authority:	Nil
An arrangement being made under section 213 of the Act for—(i) another building consent authority to perform a significant amount of the functions of the building consent authority: (ii) the building consent authority to perform a significant amount of the functions of another building consent authority:	Nil
A material amendment to the building consent authority’s policies, procedures, or systems required by these regulations.	With GoLive complete for Simpli and GoGet the focus will now be on switching to the IANZ approved Simpli online QMS. This will be an action for the new Quality Assurance Manager. Once implemented this will be notified to the required entities.

5.1.4 Training needs analysis

No training was attended during May 2020.

5.1.5 Internal audit/external audit timetable

No internal or external audits took place during May. The next external audit is scheduled for July 2020. Notification has been received for the audit from International Accreditation New Zealand, along with a request to provide some documentation prior to the audit. Staff are currently working on gathering that documentation which is due to be supplied by 29 May 2020.

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness

One Compliance Schedule was issued for May 2020. No notifications were issued for Warrant of Fitness renewal.

5.2.2 Earthquake Prone Buildings

Currently Council officers are in the stock-take phase of identifying buildings. The report to the MBIE on our progress has been completed.

5.2.3 Swimming Pools

No inspections were completed in May due to COVID-19 related restrictions. Inspections are scheduled to continue from next month.

5.2.4 Non Standard Site Register Maintenance

No new sites were added to the non-standard site register this month.

5.2.5 Notices to Fix/Other Compliance as a Territorial Authority

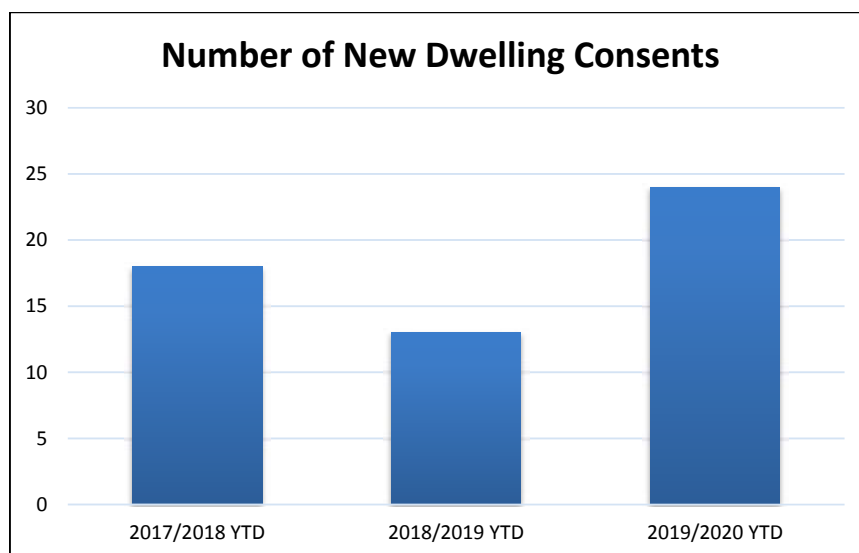
No NTF actions remain in progress.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

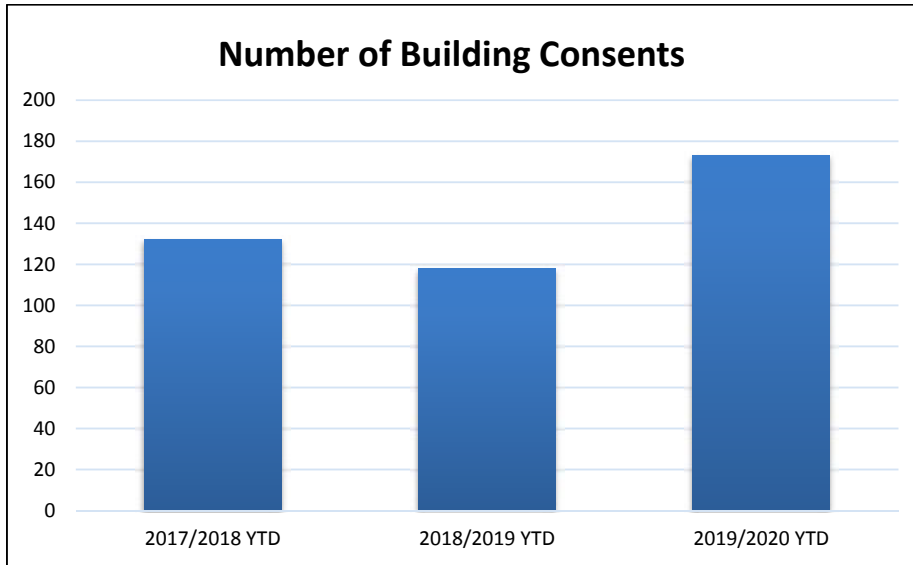
Type	This month	Last year (corresponding month)	This Year (YTD) 2019/20	Last Year (Total) 2018/19
New Dwellings	7	3	24	14
Relocated dwellings	1		8	6
Relocated buildings other than dwellings			0	0
Fires	16	13	36	54
Pole sheds/accessory buildings	3	6	37	40
Additions and alterations – residential	6	4	42	29
New Commercial buildings	1	1	2	8
Additions and alterations – commercial	3	1	13	7
Other/miscellaneous	1	2	11	12
Total/s	38	30	173	170

New House indicator by year



Year to date	New Dwellings
2017/2018 Same period	18
2018/2019 Same period	13
2019/2020 YTD	24

Consent numbers by year



10.3

Year to date	Building Consents
2017/2018 Same period	132
2018/2019 Same period	118
2019/2020 YTD	173

B Sutherland
DIRECTOR - ENVIRONMENTAL SERVICES

[Approved]
 S Hanne
CHIEF EXECUTIVE

DATE: 16 June 2020

MONTHLY REPORT



TO: Policy & Services Committee
FROM: Director – Corporate Services
DATE: 23 June 2020
SUBJECT: CORPORATE SERVICES REPORT

F19/13 – D20/11158

10.4

RECOMMENDATION

THAT the report be received.

Moved/Seconded

1. FINANCIAL MANAGEMENT

Reports attached as at 31 May 2020 are:

- 1) Statement of Comprehensive Revenue and Expenses
- 2) Balance Sheet
- 3) Expenditure and Revenue by Activity
- 4) Capital Expenditure Report
- 5) Treasury Report
- 6) Cashflow Forecast
- 7) Debtors Report

1.1 SUMMARY OF FINANCIAL RESULTS AND PROGRESS

Operational Results – Year to Date

The Net Surplus for the year to date is \$2,927,744. After removing capital revenue/expenditure items totalling \$2,852,523, the Net Operating Surplus is \$75,221. This is in comparison to a budgeted Net Operating Deficit for the year to date of \$592,472 (after removing capital revenue/expenditure).

Overall, user charges does not seem to have been significantly affected by Covid-19.

Capital Expenditure Report

Total capital expenditure budgeted in the Annual Plan 2019/20 is **\$7,467,000**. In addition, **\$1,964,621** was carried forward from work not completed in previous years.

This gives a combined total capital expenditure budget for 2019/20 of **\$9,431,621**. Total estimated capital expenditure for the year has been re-forecasted down to **\$5,491,344**.

The attached Capital Expenditure Report details actual expenditure to date, of **\$4,544,032**. Minimal capital works was carried out during the Level 4 and Level 3 lockdown period (Covid-19 pandemic).

Significant project expenditure for the 2019/20 year includes the following:

- Council Subdivision \$1,060,839 (self-funded)
- Stormwater – Reticulation capacity increase \$348,640 (loan-funded)
- Broadway / Prospero Place Upgrade \$91,424 (loan-funded)
- Demolition of ANZ building \$61,185 (loan-funded)
- Animal Control – New Dog Pound \$56,000 (loan-funded)
- King Edward Park – accessible path \$45,640 (loan-funded)

In addition, capital expenditure includes \$3,642,661 (re-forecasted figure) of asset replacements, funded by depreciation reserves and NZTA funding.

1.2 TREASURY MANAGEMENT

Gross Council debt remained at \$15,500,000 and this is not expected to change by 30 June 2020.

In May, the Council refinanced a maturing LGFA loan with a seven year term loan of \$1,000,000 at 1.38%.

As at 31 May 2020, term deposits had increased to \$4,000,000. A further \$1,000,000 was invested in May to ensure the \$4,000,000 120 day investment programme is maintained, with sufficient cash on hand for short term needs.

All internal, and Local Government Funding Agency (“LGFA”), covenants were met as at 31 May 2020.

	Actual	Policy
Actual Fixed Debt	87%	>60%
Actual Floating Debt	13%	<60%
Fixed 1-3 years	19%	10-60%
Fixed 3-5 years	35%	10-60%
Fixed >5 years	23%	5-60%
Debt Matures 1-2 years	19%	10-60%
Debt Matures 2-4 years	35%	10-60%
Debt Matures > 4 years	23%	10-60%
Debt Servicing to Revenue Ratio	2%	<10%
Debt to Revenue Ratio	48%	<130%
Liquidity Ratio	134%	>110%
Net Debt per Capita	\$ 1,187	<\$3,000
Net Debt per Ratepayer	\$ 2,375	No specified limit

Cashflow Forecast

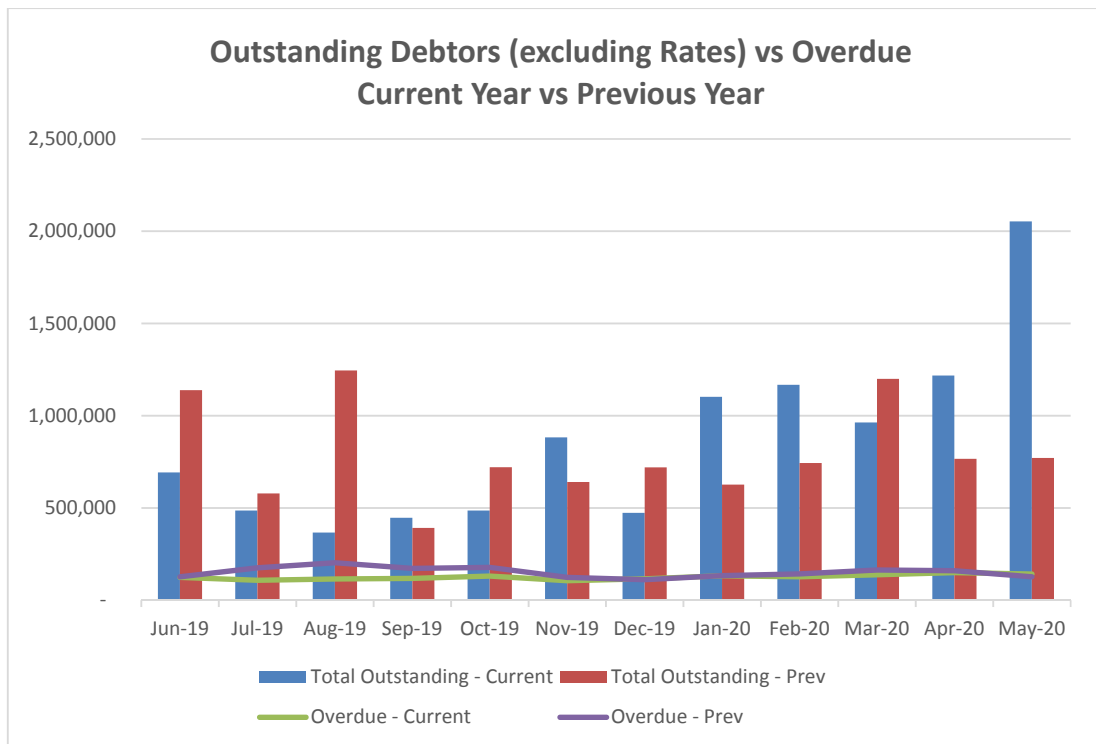
Forecast revenue depends on the ability to settle on property sales in the months specified. There is some uncertainty around whether deposits and settlements on the subdivision sections will be regularly sold from now on, however titles have been issued for all sections, and as at 31 May, 12 sections have settled, or are about to settle.

Cashflow Assumptions:

- A decline in rates and user charges revenue receipts (from previous expectations) in May and June 2020 of approximately 20%.
- New Swimming Pool construction work will commence from January 2021.
- The weighted average interest rate on debt will remain around 2.6%.
- Interest rates on investments will be 2.3%.

1.3 DEBTORS COLLECTION

Overdue debtor balances remain consistent. Council officers will keep a close eye on outstanding Water Billing and Rates debtors, particularly over the next couple of months. The priority will be to get those debtors that may be experiencing financial hardship onto a payment arrangement as soon as possible.



2.0 RATES

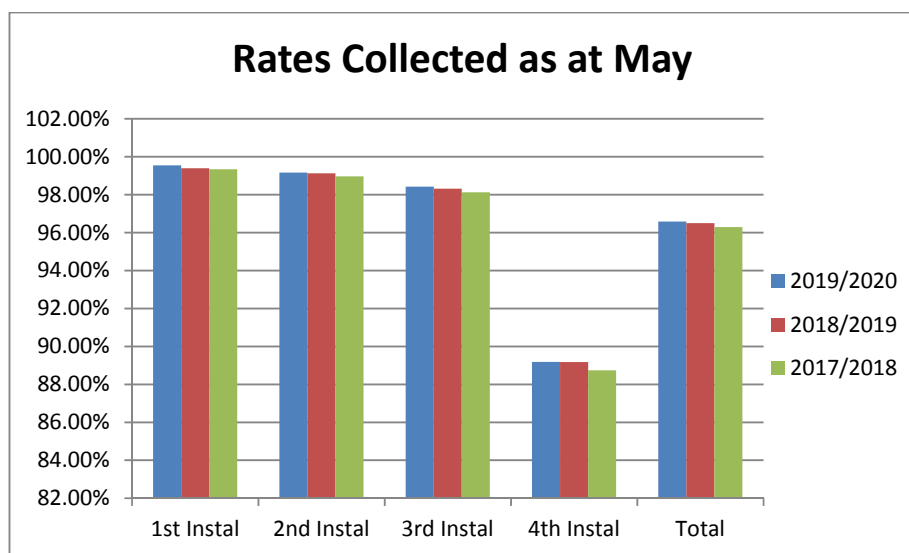
The Stratford District rating valuation will be carried out by Quotable Value in September, effective as at 1 July 2020, and will take effect on rates from 1 July 2021. March 2020 QV figures show that the average residential sales price in the Stratford

District is currently \$318,334, which is \$83,962 (36%) up on the last revaluation as at 1 September 2017.

Rates Arrears (owing from 2018/19 year and earlier) \$10,049 – As at 31 May 2020, 96% of rates in arrears have been collected since 1 July 2019 (2019: 94%).

- There were two properties with overdue rates that went for mortgagee sale in March and were due to settle in April. The arrears have now been cleared in May.
- An overdue ratepayer that was with the courts for rates recovery by way of property rating sale, has started making payments and so the legal process is on hold for now.
- One property is with the debt collector as the property market value is too low to justify incurring expenditure through the legal process.
- The remaining ratepayers with arrears have entered into payment arrangements with the Council.

Current Year Rates – As at 31 May 2020, 97% of rates had been collected (2019, 97%). The due date for the final rates instalment was 27 May 2020. A drop in collection was anticipated but did not seem to eventuate.



3.0 INFORMATION TECHNOLOGY AND RECORDS

- RFP selection process for phone systems complete. The decision has been made to retain an in-house NEC solution and upgrade some of the key hardware / software components to ensure system is supported. Other options were deemed too costly with significant increases in ongoing operational expenditure required.
- Civil Defence Emergency Operations Centre established at the War Memorial Hall.
- All other projects in Progress include AssetFinda / GIS upgrade, New Website, Building Consent Processing System Improvements including Online App, Firewall Upgrade, Project Phoenix.



Tiffany Radich
DIRECTOR – CORPORATE SERVICES

10.4



Approved By:
Sven Hanne
CHIEF EXECUTIVE

DATE: 16 June 2020

Statement of Comprehensive Revenue and Expense

For the Period Ended 31 May 2020

	May '20 Actual YTD	May '20 Budget YTD	Variance YTD	Total Budget 2019/20	May '19 Actual YTD
Revenue					
Finance Revenue	\$86,999	\$115,500	(\$28,501)	\$126,000	\$98,263
NZTA Financial Assistance	\$3,238,536	\$3,429,250	(\$190,714)	\$3,741,000	\$4,767,204
Community Grants and Donations	\$175,021	\$113,667	\$61,354	\$124,000	\$97,670
Provincial Growth Funding	\$120,000	\$0	\$120,000	\$0	\$0
Rates Revenue other than Water Supply Rate	\$12,375,515	\$12,345,000	\$30,515	\$12,345,000	\$11,838,929
Water Supply Targeted Rate	\$276,052	\$346,500	(\$70,448)	\$462,000	\$259,458
Sundry Revenue	\$42,214	\$39,300	\$2,914	\$41,000	\$38,520
Dividends (Civic Financial Services)	\$54,930	\$0	\$54,930	\$0	\$0
Financial Contributions	\$47,147	\$0	\$47,147	\$0	\$56,673
Sale of land	\$1,415,259	\$2,906,667	(\$1,491,408)	\$4,360,000	\$0
User Charges for Services	\$2,187,304	\$2,084,974	\$102,331	\$2,249,000	\$2,081,054
Total Revenue	\$20,018,977	\$21,380,857	(\$1,361,880)	\$23,449,000	\$19,237,771
Operating Expenditure					
Personnel Costs	\$3,699,002	\$3,298,154	(\$400,848)	\$3,573,000	\$3,187,712
Other Direct Operating Costs	\$8,712,898	\$9,295,755	\$582,857	\$10,104,000	\$9,646,232
Total Operating Expenditure	\$12,411,900	\$12,593,909	\$182,009	\$13,677,000	\$12,833,944
(See attached Breakdown to Activity Cost)					
Other Operating Expenditure					
Loss on disposal of assets	\$319,229	\$0	(\$319,229)	\$0	\$195
Depreciation	\$3,971,001	\$3,949,275	(\$21,726)	\$4,308,300	\$4,056,286
Finance Costs	\$364,467	\$586,667	\$222,200	\$640,000	\$423,878
Impairment landfill costs	\$23,346	\$0	(\$23,346)	\$0	\$476,847
Sundry Expenditure	\$1,290	\$0	(\$1,290)	\$0	\$9,856
Total Other Expenditure	\$4,679,333	\$4,535,942	(\$143,391)	\$4,948,300	\$4,967,062
Total Expenditure	\$17,091,233	\$17,129,851	\$38,618	\$18,625,300	\$17,801,006
Net Surplus (Deficit)	\$2,927,744	\$4,251,006	(\$1,323,262)	\$4,822,700	\$1,436,765
Other Comprehensive Revenue and Expense					
Gain/(Loss) on Property Revaluation	\$1,251,143	\$2,360,000	\$1,108,857	\$19,588,000	\$0
Total Other Comprehensive Revenue and Expense	\$1,251,143	\$2,360,000	\$1,108,857	\$19,588,000	\$0
TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR	\$4,178,887	\$6,611,006	(\$214,405)	\$24,410,700	\$1,436,765
Capital Revenue/Expenditure is made up of:					
NZTA Funding for Roading capital projects	\$1,585,775	\$1,823,145			
Provincial Growth Funding	\$120,000	\$0			
Community Grants and Donations	\$50,718	\$113,667			
Sale of Land	\$1,415,259	\$2,906,667			
Loss on disposal of assets	(\$319,229)	\$0			
	<u>\$2,852,523</u>	<u>\$4,843,478</u>			
Net Surplus/(Deficit) after removing capital Revenue/Expenditure	\$75,221	(\$592,472)	\$667,693		

Statement of Financial Position

As at 31 May 2020

	May '20 Actual YTD
Assets	
<u>Current Assets</u>	
Cash and Cash Equivalents	\$3,941,034
Short Term Deposits	\$4,000,000
Receivables	\$2,053,081
Inventory - assets held for sale	\$1,313,694
Prepayments	\$10,511
Other Financial Assets	\$18,670
Current Assets Total	\$11,336,990
<u>Non-Current Assets</u>	
Investment in Other Financial Assets	
LGFA Borrower Notes	\$248,000
Other Loans	\$19,323
Shares	\$733,293
Trust Settlements	\$110
Work in Progress	\$6,755,149
Property, Plant & Equipment / Intangibles	\$315,755,166
Non-Current Assets Total	\$323,511,041
Assets Total	\$334,848,031
Liabilities & Equity	
<u>Equity</u>	
Renewal Reserves	\$3,613,761
Contingency Reserve	\$504,500
Other Council Created Reserves	\$1,053,912
Restricted Reserves	\$654,245
Targeted Rate Reserves	-\$664,498
Asset Revaluation Reserves	\$133,991,956
Retained Earnings	\$177,712,804
Equity Total	\$316,866,680
<u>Liabilities</u>	
Current Liabilities	
Borrowings (maturing less than one year)	\$3,500,000
Provision for Landfill Aftercare	\$10,858
Employee Entitlements	\$117,006
Payables and Deferred Revenue	\$2,262,264
Non-Current Liabilities	
Borrowings	\$12,000,000
Employee Entitlements	\$47,264
Provision for Landfill Aftercare	\$43,959
Liabilities Total	\$17,981,351
Liabilities & Equity Total	\$334,848,031

Expenditure and Revenue by Activity

For the Period Ended 31 May 2020

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	May '20 Actual YTD	May '20 Budget YTD	Variance YTD	Total Budget 2019/20	May '19 Actual YTD
<u>Community Services</u>					
Aerodrome					
Expenditure	\$87,279	\$81,271	(\$6,008)	\$88,600	\$69,474
Revenue	\$22,332	\$19,708	\$2,624	\$21,500	\$21,556
Net cost of activity	\$64,947	\$61,563	(\$3,384)	\$67,100	\$47,918
Civic Amenities					
Expenditure	\$443,541	\$510,033	\$66,492	\$545,600	\$419,769
Revenue	\$41,607	\$63,174	(\$21,567)	\$67,600	\$57,576
Net cost of activity	\$401,934	\$446,859	\$44,925	\$478,000	\$362,193
Pensioner Housing					
Expenditure	\$66,777	\$75,866	\$9,089	\$82,000	\$64,819
Revenue	\$61,328	\$58,300	\$3,028	\$63,600	\$60,298
Net cost of activity	\$5,449	\$17,566	\$12,117	\$18,400	\$4,521
Community Development					
Expenditure	\$422,517	\$352,892	(\$69,625)	\$378,500	\$323,942
Revenue	\$204,139	\$134,167	\$69,972	\$20,500	\$22,706
Net cost of activity	\$218,378	\$218,725	\$347	\$358,000	\$301,236
Library					
Expenditure	\$500,984	\$511,113	\$10,129	\$557,000	\$478,207
Revenue	\$13,803	\$16,867	(\$3,064)	\$18,400	\$17,974
Net cost of activity	\$487,181	\$494,247	\$7,066	\$538,600	\$460,233
Parks and Reserves					
Expenditure	\$526,930	\$511,852	(\$15,078)	\$557,800	\$489,698
Revenue	\$6,171	\$8,067	(\$1,896)	\$8,800	\$6,772
Net cost of activity	\$520,759	\$503,785	(\$16,974)	\$549,000	\$482,926
Cemeteries					
Expenditure	\$178,585	\$204,008	\$25,423	\$222,500	\$167,226
Revenue	\$73,652	\$111,925	(\$38,273)	\$122,100	\$103,140
Net cost of activity	\$104,933	\$92,083	(\$12,850)	\$100,400	\$64,086
TSB Pool Complex					
Expenditure	\$759,816	\$728,530	(\$31,286)	\$793,900	\$700,322
Revenue	\$180,904	\$213,583	(\$32,679)	\$233,000	\$212,558
Net cost of activity	\$578,912	\$514,947	(\$63,965)	\$560,900	\$487,764
<u>Democracy and Corporate Support</u>					
Expenditure	\$1,034,214	\$1,039,817	\$5,603	\$1,134,000	\$929,757
Revenue	\$132,278	\$89,300	\$42,978	\$101,000	\$89,373
Net cost of activity	\$901,936	\$950,517	\$48,581	\$1,033,000	\$840,384
<u>Economy</u>					
Economic Development					
Expenditure	\$335,627	\$368,563	\$32,936	\$402,000	\$365,211
Net cost of activity	\$335,627	\$368,563	\$32,936	\$402,000	\$365,211
Information Centre					
Expenditure	\$301,604	\$267,763	(\$33,842)	\$292,000	\$317,851
Revenue	\$66,971	\$102,575	(\$35,604)	\$111,900	\$96,797
Net cost of activity	\$234,633	\$165,188	(\$69,446)	\$180,100	\$221,054

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	May '20 Actual YTD	May '20 Budget YTD	Variance YTD	Total Budget 2019/20	May '19 Actual YTD
Rental Properties					
Expenditure	\$44,632	\$48,053	\$3,421	\$52,000	\$45,417
Revenue	\$28,185	\$31,442	(\$3,257)	\$34,300	\$48,527
Net cost of activity	\$16,447	\$16,611	\$164	\$17,700	-\$3,110
Farm					
Expenditure	\$202,331	\$202,067	(\$264)	\$220,000	\$221,347
Revenue	\$504,077	\$462,458	\$41,619	\$504,500	\$452,219
Net cost of activity	-\$301,746	-\$260,392	\$41,354	-\$284,500	-\$230,872
Holiday Park					
Expenditure	\$14,742	\$14,667	(\$75)	\$16,000	\$16,349
Revenue	\$0	\$0	\$0	\$3,000	\$3,000
Net cost of activity	\$14,742	\$14,667	(\$75)	\$13,000	\$13,349
Environmental Services					
Building Control					
Expenditure	\$424,937	\$381,650	(\$43,287)	\$416,200	\$406,478
Revenue	\$250,692	\$239,892	\$10,800	\$261,700	\$197,471
Net cost of activity	\$174,245	\$141,758	(\$32,487)	\$154,500	\$209,007
District Plan					
Expenditure	\$108,305	\$134,383	\$26,078	\$146,600	\$83,794
Net cost of activity	\$108,305	\$134,383	\$26,078	\$146,600	\$83,794
Resource Consents					
Expenditure	\$171,080	\$151,558	(\$19,522)	\$165,300	\$137,953
Revenue	\$56,993	\$29,058	\$27,935	\$31,700	\$54,788
Net cost of activity	\$114,087	\$122,500	\$8,413	\$133,600	\$83,165
Food and Health					
Expenditure	\$111,711	\$80,133	(\$31,578)	\$87,400	\$79,908
Revenue	\$28,826	\$14,500	\$14,326	\$14,500	\$29,173
Net cost of activity	\$82,885	\$65,633	(\$17,252)	\$72,900	\$50,735
Alcohol Licensing					
Expenditure	\$135,294	\$143,750	\$8,456	\$156,800	\$123,554
Revenue	\$30,995	\$31,717	(\$722)	\$34,600	\$30,945
Net cost of activity	\$104,299	\$112,033	\$7,734	\$122,200	\$92,609
Parking and Other Bylaws					
Expenditure	\$151,309	\$171,250	\$19,941	\$186,800	\$150,619
Revenue	\$280	\$24,292	(\$24,012)	\$26,500	-\$4,469
Net cost of activity	\$151,029	\$146,958	(\$4,071)	\$160,300	\$155,088
Animal Control					
Expenditure	\$168,957	\$165,867	(\$3,090)	\$180,900	\$178,491
Revenue	\$141,021	\$128,200	\$12,821	\$128,200	\$145,900
Net cost of activity	\$27,936	\$37,667	\$9,731	\$52,700	\$32,591
Civil Defence					
Expenditure	\$110,744	\$124,667	\$13,923	\$136,000	\$123,631
Net cost of activity	\$110,744	\$124,667	\$13,923	\$136,000	\$123,631
Assets					
Roading					
Expenditure	\$3,732,733	\$3,625,513	(\$107,220)	\$3,955,105	\$4,437,526
Revenue	\$3,608,221	\$3,747,900	(\$139,679)	\$4,070,800	\$5,080,487
Net cost of activity	\$124,512	-\$122,387	(\$246,899)	-\$115,695	-\$642,961

10.4

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	May '20 Actual YTD	May '20 Budget YTD	Variance YTD	Total Budget 2019/20	May '19 Actual YTD
Stormwater					
Expenditure	\$167,028	\$195,208	\$28,180	\$212,631	\$195,444
Revenue	\$178	\$0	\$178	\$0	\$0
Net cost of activity	\$166,850	\$195,208	\$28,358	\$212,631	\$195,444
Wastewater (Sewerage)					
Expenditure	\$551,425	\$569,042	\$17,617	\$620,364	\$450,929
Revenue	\$77,244	\$65,542	\$11,702	\$71,500	\$49,948
Net cost of activity	\$474,181	\$503,500	\$29,319	\$548,864	\$400,981
Solid Waste					
Expenditure	\$738,898	\$746,446	\$7,548	\$814,000	\$732,207
Revenue	\$113,178	\$74,525	\$38,653	\$81,300	\$110,039
Net cost of activity	\$625,720	\$671,921	\$46,201	\$732,700	\$622,168
Water Supply					
Expenditure	\$919,900	\$1,187,950	\$268,050	\$1,257,000	\$1,124,021
Revenue	\$276,052	\$346,500	(\$70,448)	\$462,000	\$259,458
Net cost of activity	\$643,848	\$841,450	\$197,602	\$795,000	\$864,563
Total Activity Expenditure	\$12,411,900	\$12,593,909	\$182,009	\$13,677,000	\$12,833,944
Total Activity Revenue	\$5,919,127	\$6,013,690	-\$94,563	\$6,493,000	\$7,146,236
Net Cost of Activities	\$6,492,773	\$6,580,219	\$87,446	\$7,184,000	\$5,687,708

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 MAY 2020

Project	Total Available	Actual YTD Expenditure 2019/20	Projected year end expenditure	Projected under/(over) spend 2019/20	
Roading	<i>Level of service</i>	84,425	16,517	183,000	-98,575
	<i>Replacements</i>	3,061,880	2,809,241	2,854,129	207,751
Stormwater	<i>Level of service</i>	504,607	348,640	348,640	155,967
	<i>Replacements</i>	277,455	138,145	140,705	136,750
Wastewater	<i>Level of service</i>	1,159,380	43,602	58,602	1,100,778
	<i>Replacements</i>	510,978	151,413	151,413	359,565
Water Supply	<i>Level of service</i>	606,093	47,732	123,677	482,416
	<i>Replacements</i>	970,017	70,345	154,769	815,248
Parks and Reserves	<i>Level of service</i>	295,837	96,197	106,197	189,640
	<i>Replacements</i>	0	0	0	0
Solid Waste	<i>Replacements</i>	40,800	0	10,000	30,800
Animal Control	<i>Level of service</i>	61,300	40,162	56,000	5,300
Swimming Pool	<i>Level of service</i>	43,900	31,257	31,257	12,643
Aerodrome	<i>Level of service</i>	3,021	3,020	3,020	1
Civic Amenities	<i>Level of service</i>	188,900	100,986	188,511	389
	<i>Replacements</i>	2,530	2,227	2,227	303
Library	<i>Replacements</i>	0	1,230	10,000	-10,000
Miranda Street Office	<i>Level of service</i>	0	5,200	5,200	-5,200
	<i>Replacements</i>	3,100	3,813	3,813	-713
Farm	<i>Level of service</i>	51,369	6,408	8,408	42,961
	<i>Replacements</i>	0	3,683	3,683	-3,683
Economy	<i>Growth</i>	1,060,839	438,671	718,671	342,168
Pensioner Housing	<i>Level of service</i>	12,250	0	7,500	4,750
	<i>Replacements</i>	22,460	21,732	21,732	728
Communications	<i>Replacements</i>	75,065	450	75,065	0
Corporate	<i>Replacements</i>	395,415	163,361	225,125	170,290
TOTAL		\$ 9,431,621	\$ 4,544,032	\$ 5,491,344	\$ 3,940,277

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CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 MAY 2020

Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
GROWTH - to meet additional demand									
Economy	Proposed Council subdivision	793,700	267,139	1,060,839	438,671	718,671	342,168	CARRY FORWARD PROPOSED	Total cost to date for the entire project is \$3,586,000. It is anticipated that the final cost will be approximately \$4.2m. Projected completion date is 30 September 2020.
Total Growth Expenditure		793,700	267,139	1,060,839	438,671	718,671	342,168		
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level									
Roading - Financially assisted NZTA	LED Lighting Upgrade	0	16,112	16,112	10,076	43,000	(26,888)	By 30 June 2020	The overspend will come from the roading reserve, with the savings from power charges, and the under verandah lighting budget not being required this year.
Roading - Provincial Growth Fund shovel ready projects	Various safety improvements	0	0	0	6,441	120,000	(120,000)	By 30 June 2020	This is for consultants fees and concrete pipes.
Roading non-subsidised	Kerb & Channel Improvements	0	68,313	68,313	0	20,000	48,313	By 30 June 2020	This will be used for Mangaotuku Road improvements, and Ferdinand, Montjoy and Margaret Streets kerb and channel.
Stormwater	Reticulation Capacity Increase	108,150	91,945	200,095	348,640	348,640	(148,545)	COMPLETED	This over spend was from the manhole lid safety screen budget in the line below. All lids on private property have been completed, and are now part of this the reticulation capacity increase programme of works, for the inlets and outlets in the pipe systems.
Stormwater	Manhole Lid Safety Screens	120,320	184,192	304,512	0	0	304,512	COMPLETED	See above
Wastewater	Camper van drainage facility	0	5,000	5,000	0	5,000	0	By 30 June 2020	
Wastewater	Reticulation capacity increase	102,520	75,980	178,500	12,151	12,151	166,349	CARRY FORWARD PROPOSED	This budget will be used at the time of the Broadway upgrade (NZTA led project) which has been deferred to 2020/21.
Wastewater	Safety screens	33,160	32,300	65,460	0	0	65,460	NOT REQUIRED	There are no longer any manholes on private property with no screens
Wastewater	Pump station telemetry	82,000	0	82,000	0	0	82,000	CARRY FORWARD PROPOSED	A carry forward is proposed to 2020/21 as other options of communication are being investigated
Wastewater	Bulk discharge	51,300	0	51,300	0	10,000	41,300	CARRY FORWARD PROPOSED	This is part of the project on the line above regarding communication options
Wastewater	Stage 2 treatment - Oxidation Pond	768,920	8,200	777,120	31,451	31,451	745,669	NOT REQUIRED	Council have now received a consent for a trial period of 3 years. The scope of the project will then be determined after this trial period ends.
Water Supply	Water Meter Installation	30,750	1,677	32,427	28,723	32,427	0	By 30 June 2020	

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Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Water Supply	Zoning	307,500	184,166	491,666	16,009	40,000	451,666	CARRY FORWARD PROPOSED	This was carried forward from the previous year, as the tender received was unacceptable. The project has now been reviewed, as a bigger contract with 4 different job sites. Each site is to be done separately, in order to obtain a more favourable price, so will take longer to complete. The project went out for tender in January 2020, has been awarded, and will commence in the next financial year.
Water Supply	Toko reservoir	51,250	0	51,250	3,000	51,250	0	By 30 June 2020	
Water Supply	Stratford street work rider mains	30,750	0	30,750	0	0	30,750	CARRY FORWARD PROPOSED	This budget will be used at the time of the Broadway upgrade (NZTA led project) which has been deferred to 2020/21.
Parks and Reserves	Park Development	15,300	0	15,300	15,299	15,299	1	COMPLETED	
Parks and Reserves	Walkway development	15,300	0	15,300	15,454	15,454	(154)	COMPLETED	King Edward Park amd Cardiff Walkway
Parks and Reserves	Walkway signs	10,200	10,000	20,200	3,182	3,182	17,018	CARRY FORWARD PROPOSED	Waiting on template design and branding refresh.
Parks and Reserves	King Edward Park accessible path	46,000	0	46,000	45,640	45,640	360	COMPLETED	
Parks and Reserves	Plantings and signs	12,250	10,212	22,462	0	0	22,462	CARRY FORWARD PROPOSED	This is on hold until a template has been designed, as per the Walkway Signs above.
Parks and Reserves	Victoria Park bike park	0	25,000	25,000	13,302	13,302	11,698	CARRY FORWARD PROPOSED	Project detail design is complete, and tender documentation being prepared but delayed, pending a reassessment of the project scope.
Parks and Reserves	Discovery Trail	102,100	49,475	151,575	3,320	13,320	138,255	CARRY FORWARD PROPOSED	100% grant funded - waiting on design confirmation.
Swimming Pool	Various Pool improvements	43,900	0	43,900	14,848	14,848	29,052	COMPLETED	50% grant funding
Swimming Pool	Pool development	0	0	0	16,409	16,409	(16,409)	COMPLETED	
Aerodrome	Level operational area	0	3,021	3,021	3,020	3,020	1	COMPLETED	
Civic Amenities	Demolish ANZ building	76,600	0	76,600	61,185	61,185	15,415	COMPLETED	
Civic Amenities	Broadway / Prospero Place upgrade	112,300	0	112,300	3,899	91,424	20,876	CARRY FORWARD PROPOSED	Initial designs have been procured, carry forward remaining budget to complete project.
Civic Amenities	LED Entrance way sign	0	0	0	35,902	35,902	(35,902)	COMPLETED	The total cost for this project (over two years) was \$90,876, of which \$70,000 was grant funded, and the overspend of \$20,000 is to be funded from the Broadway / Prospero Place upgrade project above.
Farm	Emergency generator	30,000	0	30,000	0	0	30,000	NOT REQUIRED	A generator will not be purchased and will be hired as required
Farm	Landscaping / riparian planting	15,310	6,059	21,369	6,408	8,408	12,961	By 30 June 2020	The riparian planting project is coming to an end so not all of the budget is required.
Animal Control	New dog pound	61,300	0	61,300	40,162	56,000	5,300	By 30 June 2020	This will be complete by 30 June, there are just a few things still to be finished off.
Library	Information centre relocation	0	0	0	1,230	10,000	(10,000)	By 30 June 2020	Currently finalising cost of fit-out and final designs.
Miranda Street Office	Heating in archive room	0	0	0	5,200	5,200	(5,200)	COMPLETED	Required to meet record storage requirements

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Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Pensioner Housing	Conservatories	12,250	0	12,250	0	7,500	4,750	By 30 June 2020	Tender process has commenced. The budget was for 2 conservatories but now only doing 1 as the remaining unit already has a back porch.
Total Level of Service Expenditure		2,239,430	771,652	3,011,082	740,951	1,130,012	1,881,070		

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

Roading - Financially assisted NZTA	Unsealed Road metalling	844,600	(44,600)	800,000	422,732	450,000	350,000	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19
Roading - Financially assisted NZTA	Sealed Road resurfacing	800,000	(50,000)	750,000	773,858	775,000	(25,000)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Reseals commenced at the end of January 2020.
Roading - Financially assisted NZTA	Drainage Renewals	568,300	(43,300)	525,000	429,640	440,000	85,000	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Reseals commenced at the end of January 2020.
Roading - Financially assisted NZTA	Pavement Rehabilitation	762,100	(19,320)	742,780	867,906	870,000	(127,220)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Monmouth Road rehabilitation has been completed.
Roading - Financially assisted NZTA	Structure Components Replacement	96,100	(16,100)	80,000	181,315	185,000	(105,000)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Lower Kohurahi Road bridge repairs commenced in January 2020.
Roading - Financially assisted NZTA	Traffic Servcies Renewals	63,100	(13,100)	50,000	99,094	99,094	(49,094)	COMPLETED	Revised NZTA approved budget due to overspend in 2018/21
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	52,000	49,800	101,800	8,076	8,076	93,724	CARRY FORWARD PROPOSED	It is proposed to carry forward this years budget to be done as one bigger project in 2020/21.
Roading - Financially assisted NZTA	Footpath Improvements	0	0	0	0	0	0	By 30 June 2020	
Roading non-subsidised	Underverandah lighting	12,300	0	12,300	161	500	11,800	By 30 June 2020	The savings will go toward the LED lights.
Roading	Traffic counters	0	0	0	26,459	26,459	(26,459)	COMPLETED	Current traffic counters are no longer compatible with software so replacements are required, to accurately count traffic volumes.
Solid Waste	Building renewals	40,800	0	40,800	0	10,000	30,800	CARRY FORWARD PROPOSED	The building maintenance report has been received, however due to COVID-19, no physical work has been undertaken.
Stormwater	Weather events emergency fund	2,560	0	2,560	0	2,560	0	By 30 June 2020	This will be transferred to the reserve for an emergency fund.
Stormwater	Reticulation Renewals	54,330	220,565	274,895	138,145	138,145	136,750	COMPLETED	
Wastewater	Step / aerate treatment renewals	30,700	18,978	49,678	10,302	10,302	39,376	NOT REQUIRED	This was for part of the stage 2 treatment project for the oxidation ponds, however the design has changed and is no longer needed.
Wastewater	Treatment pond renewals	51,300	0	51,300	0	0	51,300	NOT REQUIRED	This was for part of the stage 2 treatment project for the oxidation ponds, however the design has changed and is no longer needed.
Wastewater	Reticulation renewals	410,000	0	410,000	141,111	141,111	268,889	CARRY FORWARD PROPOSED	This budget will be used at the time of the Broadway upgrade (NZTA led project) which has been deferred to 2020/21.

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Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Water Supply	Laterals	31,370	0	31,370	3,388	3,388	27,982	COMPLETED	
Water Supply	Stratford street work rider mains	210,000	0	210,000	7,913	7,913	202,087	CARRY FORWARD PROPOSED	This budget will be used at the time of the Broadway upgrade (NZTA led project) which has been deferred to 2020/21.
Water Supply	Reticulation renewals	0	0	0	0	0	0	By 30 June 2020	
Water Supply	Infrastructure general Stratford	25,620	25,000	50,620	0	50,620	0	By 30 June 2020	
Water Supply	Infrastructure general Midhurst	3,070	639	3,709	0	3,709	0	By 30 June 2020	
Water Supply	Infrastructure general Toko	1,600	0	1,600	0	1,600	0	By 30 June 2020	
Water Supply	Treatment plant replacements	0	37,023	37,023	30,127	30,127	6,896	COMPLETED	
Water Supply	Grit tank replacement	0	250,000	250,000	1,505	15,000	235,000	CARRY FORWARD PROPOSED	The project did not commence in 2018/19 and has been carried forward to this year. The tender will now be awarded before 30 June 2020 and the physical works will be carried out in 2020/21 year. As this is specialist work, there are limited contractors that are able to do the work.
Water Supply	Meter replacements	51,260	50,000	101,260	7,646	7,646	93,614	CARRY FORWARD PROPOSED	The balance of this project will be done in 2020/21 due to the unavailability of the contractor's resources, as it is a specialised task.
Water Supply	Patea delivery line	0	259,400	259,400	0	15,000	244,400	CARRY FORWARD PROPOSED	See above comments for the grit tank replacement. These two projects have been combined as the Patea delivery line feeds in to the grit tank.
Water Supply	Hydrants	15,170	9,865	25,035	19,766	19,766	5,269	COMPLETED	
Civic Amenities	WMC - replace furniture	2,530	0	2,530	2,227	2,227	303	COMPLETED	
Pensioner Housing	Appliance replacements	22,460	0	22,460	21,732	21,732	728	COMPLETED	
Farm	Heat pump replacement	0	0	0	3,683	3,683	(3,683)	COMPLETED	
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,813	3,813	(713)	COMPLETED	
Communications	Website redevelopment	0	75,065	75,065	450	75,065	0	By 30 June 2020	This project was carried forward due to internal resourcing and re-prioritisation.
Corporate	Computers/Peripherals/ Software	140,000	65,915	205,915	100,947	150,000	55,915	CARRY FORWARD PROPOSED	Replace PC's with Laptops, carry forward \$20k of unspent money - only replace upon end of life of PC's.
Corporate	AssetFinda and GIS software replacement	15,000	0	15,000	0	0	15,000	CARRY FORWARD PROPOSED	The project was delayed due to COVID-19, currently in the process of confirming completion timeframes.
Corporate	Telephone System	50,000	50,000	100,000	0	0	100,000	CARRY FORWARD PROPOSED	A decision has been made to upgrade the existing phone version rather than a whole new system being purchased and installed. To carry forward \$25k only.
Corporate	Vehicle Replacement	54,500	0	54,500	55,125	55,125	(625)	COMPLETED	
Corporate	Miscellaneous	20,000	0	20,000	7,289	20,000	0	By 30 June 2020	This includes civil defence equipment for the local ECC.
Total Replacement Expenditure		4,433,870	925,830	5,359,700	3,364,410	3,642,661	1,717,039		
TOTAL EXPENDITURE		\$7,467,000	\$1,964,621	\$9,431,621	\$4,544,032	\$5,491,344	\$3,940,277		

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 MAY 2020					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA (floating)	\$ 2,000,000	1.31%	1	April 2020	April 2021
LGFA	\$ 1,500,000	2.62%	3	August 2018	May 2021
LGFA	\$ 2,000,000	2.81%	4	August 2018	April 2022
LGFA	\$ 1,000,000	1.55%	3	April 2020	April 2023
LGFA	\$ 1,500,000	3.47%	5	May 2018	May 2023
LGFA	\$ 2,000,000	2.53%	5	May 2019	May 2024
LGFA	\$ 2,000,000	3.38%	7	August 2018	April 2025
LGFA	\$ 1,000,000	2.02%	6	April 2020	April 2026
LGFA	\$ 1,000,000	1.38%	7	May 2020	April 2027
LGFA	\$ 1,500,000	3.65%	9	August 2018	April 2027
	\$ 15,500,000	2.56%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water	\$ 1,510,000	2013	N/a	2.56%	Water treatment plant
	\$ 1,510,000				
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Bank / LGFA	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	2.68%	120	13/02/2020	12/06/2020
Westpac	\$ 1,000,000	1.52%	66	4/05/2020	9/07/2020
TSB	\$ 1,000,000	2.15%	124	8/04/2020	10/08/2020
Westpac	\$ 1,000,000	1.51%	105	28/05/2020	10/09/2020
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 32,000	0.91%	378	7/04/2020	20/04/2021
LGFA	\$ 24,000	2.22%	992	27/08/2018	15/05/2021
LGFA	\$ 32,000	2.41%	1326	27/08/2018	14/04/2022
LGFA	\$ 16,000	1.15%	1103	7/04/2020	15/04/2023
LGFA	\$ 24,000	3.06%	1826	24/05/2018	24/05/2023
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 16,000	1.62%	2199	7/04/2020	15/04/2026
LGFA	\$ 16,000	0.98%	2530	11/05/2020	15/04/2027
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
	\$ 4,248,000	1.98%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 3.64	\$ 577,726		
Ravensdown	17,920	\$ 1.00	\$ 17,920		
Civic Assurance	65,608	\$ 1.59	\$ 104,317		
			\$ 699,963		
Other Investments					
	Date Drawn	Amount	Interest Rate	Details	
Loan to Stratford Health Trust	2010	\$ 40,000	Nil	To be fully repaid in June 2020	

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

CASHFLOW FORECAST FOR THE YEAR ENDED MAY 2021

		May-20	May-20 ACTUAL	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
OPENING BALANCE		2,157,169	2,157,169	3,970,426	2,951,377	2,118,493	4,390,159	3,329,825	2,274,822	3,757,513	2,691,179	188,295	611,961	295,627	15,624
Rates	1	1,500,000	2,911,021	200,000	400,000	3,280,000	540,000	350,000	2,800,000	400,000	370,000	2,900,000	400,000	400,000	2,900,000
NZTA Refunds		118,792	118,793	192,055	400,000	209,000	126,000	265,000	250,000	650,000	250,000	450,000	750,000	750,000	420,000
Fees and Charges	1	200,000	274,645	250,000	350,000	319,000	300,000	200,000	250,000	350,000	240,000	350,000	350,000	350,000	320,000
Sale of Assets	2	528,000	743,000	140,230	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Interest Revenue		8,666	5,671	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666
Other Income	3	-	-	-	-	-	-	-	-	-	1,000,000	1,000,000	1,000,000	-	-
Total Cash In		2,355,458	4,053,130	790,951	1,283,666	3,941,666	1,099,666	948,666	3,433,666	1,533,666	1,993,666	4,833,666	2,633,666	1,633,666	3,773,666
Salaries and Wages / Elected Members		390,000	372,336	410,000	410,000	240,000	350,000	440,000	400,000	400,000	300,000	340,000	400,000	400,000	400,000
Payments to Suppliers - Operating		600,000	452,419	500,000	800,000	730,000	790,000	550,000	700,000	800,000	400,000	370,000	900,000	400,000	500,000
Major contract payments		1,100,000	351,445	900,000	800,000	700,000	600,000	900,000	950,000	1,400,000	3,600,000	3,700,000	1,400,000	1,000,000	1,000,000
Interest Expense		90,875	106,929	-	6,550	-	-	113,669	70,975	-	6,550	-	-	113,669	106,929
GST Paid		(300,000)	(43,255)	-	100,000	-	420,000	-	170,000	-	190,000	-	250,000	-	-
Total Cash Out		1,880,875	1,239,873	1,810,000	2,116,550	1,670,000	2,160,000	2,003,669	1,950,975	2,600,000	4,496,550	4,410,000	2,950,000	1,913,669	2,006,929
(Increase)/Reduce Term Deposits	4	- 1,000,000	- 1,000,000	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans		-	-	-	-	-	-	-	-	-	-	-	-	-	-
CLOSING BALANCE		1,631,752	3,970,426	2,951,377	2,118,493	4,390,159	3,329,825	2,274,822	3,757,513	2,691,179	188,295	611,961	295,627	15,624	1,782,361
Net Debt		11,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000

Notes re Cashflow Forecast:

1. Due to the Covid-19 lockdown, an assumption has been made that Rates, and Fees and Charges Revenue will decrease by 20% until 01 June 2020 where it is expected to pick back up again.
2. 4 Sections in the subdivision Settled in May and 1 section is settling on 11 June. After that, there are currently no other sections under contract.
2. Remainder of Victoria Road sale \$81K was received May 2020
3. Other income relates to grant income expected to fund \$3m of the cost of the pool (total budgeted cost \$15m).
4. The decision was made in May to maintain \$4m invested in Term deposits as a cash buffer, supporting reserve balances.

Outstanding Debtors as at 31 May 2020

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$535,363	\$10,049	The overdue balance for rates debtors is what is owed for previous financial years i.e. up to 30 June 2019 (15 debtors as at 31 May). The amount includes some rates where legal proceedings have commenced. All outstanding rates are charged a 10% penalty on what is outstanding at the end of each quarter.
Transfer Station	-\$72	\$0	
Cemeteries	\$23,578	\$11,548	Overdues relate to 8 debtors, of which 7 have payment arrangements with council or are with a debt collector for recovery. Have written to the other asking for an arrangement to be made, or the plot will be put back out for public availability.
Rental Properties	\$8,561	\$3,129	Overdue amount is an annual charge paid off in monthly instalments.
Pensioner Housing	-\$3,640	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$6,136	\$6,106	Overdue debtors are actively being pursued by debt collectors DMC.
Facility Hire	\$865	\$0	
Sundry Debtors	\$1,056,082	\$9,677	Overdue debtors are actively being pursued by debt collectors. One account has payment arrangement. Targeted Rates due 30/06/20. Sundry debtors includes income accrued, ie Fonterra milk cheque, and section sales that have gone unconditional in April and funds will be received in May. It also includes an invoice to MBIE for approved PGF funding.
NZTA	\$192,055	\$0	
Swimming Pool	\$294	\$0	These are March invoices due - due to the Covid-19 lockdown all schools were closed in April and unable to make payment.
Resource Consents	\$12,340	\$0	
Infringements	\$62,206	\$62,206	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$46,034	\$19,234	The majority of this amount relates to one debtor who uses the Esk Rd discharge facility. The existing payment arrangement has not been adhered to, but alternative collection action has resulted in a large payment in June.
Water Billing	\$113,280	\$19,545	Three debtors are overdue, two debtors had entered into approved Council payment arrangements, and Council officers were chasing up the other one. One of those with an arrangement has defaulted. They have no mortgage on property so will be sent to DMC. A 10% penalty is applied each quarter on all amounts overdue.
TOTAL	\$2,053,081	\$141,495	