



17 September 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 22 September 2020** at **3.00pm**

Timetable for 22 September 2020 as follows:

11.00am	Workshop for Councillors - District Plan
12noon	Lunch for Councillors
12.30pm	Workshop for Councillors - Community Development - Economic Development - Prospero Place/Broadway
2.30pm	Afternoon tea for Councillors
3.00pm	Policy and Services Committee Meeting

Yours faithfully

Sven Hanne
CHIEF EXECUTIVE

2020 - Agenda - Policy & Services - September (22/09/2020)

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POLICY AND SERVICES COMMITTEE MEETING
TUESDAY 22 SEPTEMBER 2020 AT 3.00PM

F19/13/05-D20/24902

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 – 25 August 2020**

D20/22870

Pages 9-20

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 August 2020, including those in the public excluded section, be confirmed as a true and accurate record.

Moved/Seconded

7. **MATTERS OUTSTANDING**

D16/47

Page 21

RECOMMENDATION

THAT the matters outstanding be received.

Moved/Seconded

8. **INFORMATION REPORT – STRATFORD DISTRICT LICENSING COMMITTEE 2019/2020 ANNUAL REPORT**

D20/24871

Pages 23-28

RECOMMENDATIONS

1. THAT the Annual Report for Stratford District Licensing Committee for 2019/2020 be received and contents noted.
2. THAT subject to any amendments the Annual Report will be forwarded to the Alcohol Regulatory and Licensing Authority.

Recommended Reason

The report is required to be prepared by the Stratford District Licensing Committee as part of its duties under the Sale and Supply of Alcohol Act 2012.

_____/_____
Moved/Seconded

9. **DECISION REPORT – STRATFORD DISTRICT LICENSING COMMITTEE (DLC)**

D20/24888

Pages 29-36

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the Council consider the future composition of the Stratford District Licensing Committee.
3. THAT the Council recruit its own Commissioner and a Deputy Chairperson be chosen from elected members and the Stratford District Council share a list of members with New Plymouth District Council as outlined in option 2 of this report.

_____/_____
Moved/Seconded

Recommended Reason

The initiation of this process is due to the current Stratford District Licensing Committee Commissioner (Mr Alex Matheson) signalling his intention to resign from this position.

The Council has the opportunity to review the current structure of Stratford's District Licensing Committee.

10. **DECISION REPORT – DRAFT KEEPING OF ANIMALS POULTRY AND BEES BYLAW**

D20/24877

Pages 37-54

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the *draft* Keeping of Animals Poultry and Bees Bylaw 2020 be adopted and released for public consultation.

Recommended Reason

The recommendation of the Council is required to initiate the public consultation process required by Sections 82 and 83 of the Local Government Act 2002, to seek comments from the public on the amendments to the *draft* Keeping of Animals Poultry and Bees Bylaw 2020.

/_____
Moved/Seconded

11. **DECISION REPORT – BRAND REFRESH – COUNCIL LOGO**

D20/24092

Pages 55-65

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council adopt one of the options provided in Appendix B of a refreshed logo for the Stratford District Council.

Recommended Reason

As a key initiative within the Communications and Engagement Strategy adopted by Council in May 2020, Council’s endorsement is sought to agree to the direction of the recommended logo refresh so that the wider brand improvement project can commence.

/_____
Moved/Seconded

12. **MONTHLY REPORTS**

12.1 **ASSETS REPORT**

D20/23226

Pages 66-89

RECOMMENDATION

THAT the reports be received.

/_____
Moved/Seconded

14. **RECOMMENDATION TO EXCLUDE THE PUBLIC**

RECOMMENDATION

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

Agenda Items No: 15

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

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

_____/_____
Moved/Seconded

15. **PUBLIC EXCLUDED ITEM – LEASE OF LAND**

RECOMMENDATION

THAT the open meeting resumes

_____/_____
Moved/Seconded



Health and Safety Message

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

Please exit through main entrance.

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

Staff will guide you to an alternative route if necessary.

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

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

<u>Date</u>	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	14/07/20	28/07/20	25/08/20	22/09/20	27/10/20	24/11/20
<u>Meeting</u>	H	P&S	P&S	P&S	H / P&S	H (AV)	H (AV)	P&S (AV)	H	P&S	P&S	H	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	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓			

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

MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL, MIRANDA STREET, STRATFORD ON TUESDAY 25 AUGUST 2020 AT 3:37PM

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 – Assets – Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Director Corporate Services – Mrs T Radich, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Community Development Manager – Mr C Julie (*part meeting*), the Environmental Compliance Officer – Mr K Best (*part meeting*), the Special Projects Manager – Mr N Cooper (*part meeting*), the Roading Assets Manager – Mr S Bowden, V Fairly, M Jordan, J Conner-Patterson and L Grayling (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, and the media. He reminded Councillors to ensure they are familiar with the health and safety message including evacuation procedures. He reiterated the main points for those members in attendance.

2. **APOLOGIES**

There were no apologies

3. **ANNOUNCEMENTS**

The Chief Executive noted that the financial assistance rate (FAR) had been reviewed and Council was notified today that this had increased from 57% to 61% which means Council's investment will go down to 39 cents per dollar which will result in almost \$250,000 more to invest in the District's roads or to come off rates.

4. **DECLARATIONS OF MEMBERS INTEREST**

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

There were no declarations of interest relating to items on this agenda.

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 – 28 July 2020**
D20/20513 Pages 10-21

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 July 2020, including the public excluded section, be confirmed as a true and accurate record.

WEBBY/SANDFORD
Carried
P&S/20/115

6.1

7. **MATTERS OUTSTANDING**

D16/47 Page 22

RECOMMENDATION

THAT the matters outstanding be received.

ERWOOD/HARRIS
Carried
P&S/20/116

The Chief Executive noted the following points:

- An update has been provided in the Environmental Services monthly report (Item 14.3) on the street numbering matter.
- The Percy Thomson Investment matter will be brought to Council next month.
- The details of the reserve balances will be completed when the Annual Report has been audited. Audit NZ were currently onsite completing this task.
- The support for heritage structures would be moved from this list to a dedicated Long Term Plan projects list to ensure it is addressed as part of that discussion.

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

D20/19961 Pages 23-57

RECOMMENDATION

THAT the report be received.

BOYDE/VOLZKE
Carried
P&S/20/117

The Community Development Manager noted the following points:

- This report covers the previous quarter and closes off the last financial year.
- Updated project statuses are as follows:
 - Subdivision – 11 parcels of land have settled, two more are unconditional with a further 10 conditional.
 - Funding had been granted for the Children’s Bike Park. A design has been circulated to Councillors.
 - A number of quotes have been received for the iSITE relocation for the layout and desk design with a final one due in on Friday.

Questions/Points of Clarification:

- It was clarified that the current DOC display, brochures and promotional material would be transferred to the library space, however there were no plans at this stage for an additional DOC display or Stratford themed story boards. It is planned to develop the Stratford Story/History online and with brochures.

Ms Fairly and Ms Jordan presented the Quarter 3 Venture Taranaki Report to Council. Points noted in discussion:

- An apology from Chief Executive Justine Gilliland was noted.
- It was clarified that unemployment data was received retrospectively. Job seeker numbers are escalating and this data will be shared with Council when received by Venture Taranaki.
- There has been a noticeable shift with businesses and their way of working with an increased focus on digitisation and a necessity to look at things differently and implement improvements. Some organisations are becoming more comfortable with the prospect of remote working or flexi work as evidence proves it productive.
- The regional skills leadership group meets next week for the first time and one its first tasks will be determining what skills are going to be needed short and long term and what skills are transferrable to be redeployed into other forms of employment. There is a mix of businesses that have been taking on staff and having to let staff go.
- Biodiversity and capitalising on this is being targeted by highlighting a number of initiatives that are available in Taranaki such as the trapping programme on the mouna and other experiences such as Purangi. Taranaki's goal to be the first predator free region creates opportunities that have been realised and could be capitalised on. Venture Taranaki has received funding for tourism transition programme and it will be looking at product development and what can be grouped or brought together and one of these areas will be biodiversity.
- It was clarified that with the journey to lower emissions and the Ara Ake centre that it will be looking at the eco system and making decisions or forward planning for various structures in the region and how they can be utilised.
- The Enterprise team is working full force with the COVID-19 response. As at the end of last week there has been a demand in support requests around impacts due to COVID-19. During lockdown and the month following there was around three times the normal level of advisory support from the same time the previous year, this is still at around double the usual amount. Businesses are thinking about forward movement, digitisation and how to transition from manual approach. There has been up to \$1 million of additional funding going to support in negotiating the impacts and this has largely been allocated to professional services advice – with over half into financial management advice. The remainder of the support has been towards digital strategies, marketing and building awareness in changing markets. This funding is available for any business up to 100 full time employees which is the vast majority of businesses within Taranaki. There is also additional support around loan schemes that staff are working through the processes with businesses and banks.
- The Taranaki Business Community is made up of amazing resilient individuals and entities and have come out fighting and will continue to do so. There has been a limited number of closures and some redundancies but there have also been some real positives coming out.
- The Central Government funding support has been replenished and we are encouraging businesses to take advantage of this. The wage subsidies are coming to an end and the heightened alert levels will mean businesses will continue to require support. Infometrics have forecast job losses to spread until March 2021.
- Stratford businesses have accessed just over \$32,000 of the funding support – it is unsure if this because those businesses are navigating through ok or if the business community has not had overall impact or are just not taking up the support. More awareness of this fund needs to be pushed out in the community.
- Ahead of the Curve webinars have been extremely popular and have dealt with a range of topics. The next one is a live event and will be focused on wellbeing and will give people the

opportunity to share stories on how they are navigating through this time and provide practical tips and advice.

- The Go Local was brilliantly taken up around the region, Stratford was fantastic and very successful. There is a domestic campaign that will be launched later this month as there is a large ‘visiting friends and family’ market. A competition has been launched to make sure residents share hidden gems or activities and encourage visitors to come over the next few months.
- Ara Ake was launched and a Chief Executive appointed. This will be housed with Venture Taranaki until a venue is found.
- It was proposed that Venture Taranaki host a workshop with Councillors to introduce them to staff and the various roles undertaken by Venture Taranaki.

Venture Taranaki staff departed the meeting at 4.07pm.

9. **INFORMATION REPORT – DOG CONTROL POLICY & PRACTICES REPORT – YEAR ENDED 30 JUNE 2020**

D20/19677 Pages 58-62

RECOMMENDATION

THAT the Annual Report on Dog Control Policy and Practices for the year ending 30 June 2020 be received and contents noted.

BOYDE/McKAY
Carried
P&S/20/118

Recommended Reason

The report is required under section 10A of the Dog Control Act 1996.

The Director – Environmental Services noted the following points:

- This annual report is required to be produced every year.
- Page 62 – Numbers of Dogs Destroyed 2018/19 should be 16 not 61.
- Page 62 – number of infringement notices issued – 220 in 2018/19 and 128 in 2019/20 – the previous year was largely registration based infringements the total number of infringements is largely driven out of registration issues rather than behavioural matters but there is no clear reason why there is such a difference in the two years. There has been a better run of dog registrations this year compared to the previous year.

Questions/Points of Clarification:

- The number of menacing dogs was down by four from the previous year. It was noted that this classification is either by breed or by deed. This number may have been affected by registrations not disclosing the breed entirely (E.g. a Labrador cross with a pit bull registered as a Labrador cross). Dogs are not sighted when registering.
- The number of total registered dogs is trending down, it was noted that the key performance indicator was to have 98% of all known dogs registered and that there would always be dogs that were not known about.
- It was noted that there was one dangerous dog. This is classified by deed. There have been prosecutions over the past year and some have resulted in the dog being euthanized which would have been classed as a dangerous dog otherwise. Dog attacks on people were not graded.

The Environmental Compliance Officer departed the meeting at 4.13pm.

10. **INFORMATION REPORT – SUMMARY OF THE 2020 CUSTOMER SATISFACTION SURVEY RESULTS**

D20/21027

Pages 63-77

RECOMMENDATION

THAT the report be received.

McKAY/HARRIS
Carried
P&S/20/119

Recommended Reason

This is an information report only. It gives a summary of the results of the 2019/20 Customer Satisfaction Survey.

6.1

The Communications Manager noted the survey had been conducted later than usual due to COVID-19 but this did not affect the response rate compared to previous years. Online completions have tripled from last year.

Questions/Points of Clarification:

- It was clarified that every hard copy survey that was received was entered into survey monkey to be collated and reviewed as one summary. Answers were entered exactly as they were received.
- It was noted there was a common theme with the round-a-bouts and the comments regarding these.
- It was noted there was some really good feedback regarding the parks and walkways and queried if this had been as a result of higher usage.
- Overhanging growth from properties and overgrown grass on verges were raised as concerns. There are provisions to control this and noted that public notification is done throughout the year on how to pass this information onto Council. It is important to note the surveys cannot be responded to and residents are encouraged to put complaints through the proper channels for it to be recorded and actioned quickly. The surveys are also often not specific about areas that were of concern.
- It was noted the District Mayor thought the rating of 6.19 for Midhirst Cemetery was high and encouraged Councillors to go and have a look at it.
- It was noted that 96% stated that they did know how to get council information. This is especially pleasing due to comments regarding transparency made at the last election.

The Special Projects Manager joined the meeting at 4.19pm.

- It was also pleasing to note the high results for community ranking of Stratford.
- The Deputy Mayor noted that 69% of respondents got their information through the newspaper and that 64% of respondents were over 65 so it was important to keep the newspaper and not go just online.
- It was noted that if the public toilets were not broken down to the individual blocks then it would not be possible to identify a problem.
- Elected Members were currently participating in activity workshops for the planning of the Long Term Plan. This survey would help them identify areas to focus on or to review levels of service.
- It was noted that a minor change within the document could jeopardize the statistical integrity hence where possible questions were kept as-is long term. .
- Councillor Harris noted Customer Service had ranged overall as 99% helpful and friendly and that this was incredible and important to note.

- The District Mayor noted the comments regarding the cemetery were reflective of complaints he received and needed to be considered when discussing levels of service. This included the frequency of mowing and mowing without a catcher creating a mess.

11. **INFORMATION REPORT – LONG TERM PLAN UPDATE**

D20/21698

Pages 78-82

6.1

RECOMMENDATION

THAT the report be received.

ERWOOD/SANDFORD
Carried
P&S/20/120

Recommended Reason

Elected Members are updated on the status of the Long Term Plan (LTP) 2021 – 2031.

The Chief Executive noted the following points:

- This report was to reassure Council that the Long Term Plan was on track despite the COVID-19 disruptions.
- There is a push from Councils to delay the Long Term Plan by one year due to uncertainties and the 3 Waters Reform. He did not think that the positions would be any clearer in 12 months time.
- Officers have used the SOLGM document to produce a project plan that is in four stages – Planning, Assumptions and Stocktake, Information and Direction and Finalise.
- Council has completed state 1 and 2 and are currently working through the third stage with workshops on the different activities to present preliminary options for projects to go into the Long Term Plan.
- This process is currently on target but will require some half or full day workshops to keep on track.

12. **DECISION REPORT – AMENDMENTS TO ON-STREET PARKING
BAYS OUTSIDE 402 BROADWAY**

D20/21790

Pages 83-92

RECOMMENDATIONS

1. THAT the report be received.

BOYDE/McKAY
Carried
P&S/20/121

2. THAT the committee endorse the recommendation to revoke four on-street parking spaces (BR041) in front of 402 Broadway.

3. THAT the committee endorse the creation of two on-street parking spaces in front of 402 Broadway to be added to BR040.

4. THAT the amendments to the Parking Bylaw schedule be endorsed.

BOYDE/COPESTONE
Carried
P&S/20/122

Recommended Reason

The reason for the alterations to the on-street parking along the frontage of 402 Broadway is due to the change in use of the site. Currently this is the location of Taranaki Field Torque, an agricultural machinery supplier. The property has been purchased by Mobil to develop the site to a self-service fuel station. This will require the construction of an entry and exit to the fuel station, which will necessitate the alterations to the current on-street parking provisions.

/_____
Moved/Seconded

The Roding Asset Manager noted that this report was to endorse the removal of four on street car parks and create two new ones for the redevelopment of the Taranaki Fieldtorque Site which has been purchased by Mobil to construct a self-service fuel station. The removal of parks will be to facilitate the entry exit point from the service station.

Questions/Points of Clarification:

- It was noted the owner of fieldtorque had retained the ownership of the block next door which was why he has given his consent as the neighbour.

13. **DECISION REPORT – ELECTORAL SYSTEM REVIEW**

D20/21027 Pages 93-108

RECOMMENDATIONS

1. THAT the report and the attached report titled “Electoral Decisions” be received.

COPLESTONE/DALZIEL
Carried
P&S/20/123

2. THAT pursuant to section 27 of the Local Electoral Act 2001 Council resolves for the 2022 Stratford District Council triennial elections to *Retain the First Past the Post electoral system.*

And that public notice be given by 19 September 2020 of the decision and of the right of electors to demand a poll on the electoral system to be used.

VOLZKE/SANDFORD
Carried
P&S/20/124

3. THAT pursuant to section 19ZA of the Local Electoral Act 2001 Council considers whether or not to introduce Maori representation for the Stratford District Council for the 2025 elections; and

4. THAT Council not undertake a representation arrangements review, as such a review is not legally required.

DALZIEL/McKAY
Carried
P&S/20/125

Recommended Reason

Consideration of the electoral system is required by 12 September 2020 under the Local Electoral Act 2001.

The Director – Corporate Services noted that there are three decisions to be made with the key one being the electoral system. As the decision is up to Councillors to decide only options were inserted as the resolutions. There is a lot of information on each of the options within the report.

Questions/Points of Clarification:

- It was noted the Representation Review was done every 6 years and would be required before 2024.
- The District Mayor noted his support to retain the First Past the Post system as this is the most commonly used and most easily understood method. He had not had anyone request a change and noted that this serves the need.
- Councillor Sandford did not support the establishment of a māori ward as it is local government not central, and he felt that Stratford residents had the right to say who they want around the table.
- Councillor Dalziel felt a lot of local bodies had failed to get māori onto Council and was of the view that the establishment of a māori ward was a good thing so that the candidate would represent māori specifically and not urban or rural. This would be of benefit to the māori in the District and would provide a deeper understanding and a good move for the future.
- Councillor McKay clarified that the decision today was whether or not the māori ward would be considered. This was confirmed and noted that a decision would need to be made by November which is very short timeframe.
- It was noted that every six years a decision must be made but a decision could also be made in the three years in-between.

- It was agreed to remove the '2022' election from the resolution and work with Iwi to get their input into representation and participation and then aim to have a decision for māori representation for the 2025 election.

The Special Projects Manager departed the meeting at 4.37pm.

14. MONTHLY REPORTS

14.1 ASSETS REPORT

D20/20696

Pages 109-131

RECOMMENDATION

THAT the reports be received.

McKAY/HARRIS
Carried
P&S/20/126

The Director – Assets noted the following points:

- Changes to the report to be noted:
 - Page 118 the 2020/21 to date value for quality of waste should be 44kgs and not 634. The percentage of recycling is achieved and should read 28.7%.
 - Page 123, section 3.2.3 – the performance measure of >200 was achieved.
 - Page 126, Whangamomona Camping ground ha 8 powered sites and not 6 as reported.
- There have been no disruptions to operations this month.

Questions/Points of Clarification:

- Councillor Boyde noted the Council farm had 250 cows that had calved with 125 to go.

14.2 COMMUNITY SERVICES REPORT

D20/20343

Pages 132-140

RECOMMENDATION

THAT the reports be received.

ERWOOD/JONES
Carried
P&S/20/127

The Director – Community Services noted the following points:

- There were not many changes to the iSITE and Library with the return to Level 2 but the pool has returned to reduced hours and is closed on Sunday.
- The first quarterly update was included with the rates notices. This was one of the identified actions in the communications strategy and she acknowledged the work of the Communications Manager in getting this actioned.
- Council was successful in an application for funding of \$500,000 to help young people get into jobs. This is a partnership with Mayors' Taskforce for Jobs and MSD to get 50 young people into employment. There are incentives for businesses to take them on and it includes budget to employ a coordinator to run the programme. The District Mayor noted this was an extremely positive result for the community and the funds will be able to be spent in a number of ways as well as highlighting the opportunity for partnerships. He noted he had met with representatives from Ngāti Maru and discussed the training schemes run via Feats and that they were discussing training opportunities with the Department of Conservation. To qualify

for this scheme it was required to be a new and sustainable position with a minimum of 30 hours per week.

Council Organisations and Council Representation on other Organisations

- Councillor McKay updated Council that the Farmers Market had been cancelled due to Level 2 restrictions. She said there was a need for produce sellers when the markets return. The next shop local campaign will launch in early September and there will be no cost for members to get involved. Committee members will 'catch' shoppers and give a voucher. There will be no BA5 this morning with no host coming forward, a coffee catch up on Friday will be held instead at Azure. There is a ladies lunch being planned for September to provide a platform for women in business in the Stratford District.
- The Deputy Mayor noted the Waste Minimisation Committee had recently met. \$124 million has been allocated by the government for community recovery but it is unsure how much of that will come to the region. The cost of rubbish collection will be increasing with an increase to waste levies being introduced. Reminded Councillors that the new plastic recycling will be items that are 1, 2 or 5.

6.1

14.4 **CORPORATE SERVICES REPORT**

D20/21693 Pages 148-159

RECOMMENDATION

THAT the reports be received.

McKAY/DALIZEL
Carried
P&S/20/128

The sequence of items was amended with the Corporate Services report being received before the Environmental Services Report.

The Director – Corporate Services noted the following points:

- This is the first month of the financial year so information on the attached statements is a bit light. There will be more detail from next month onwards.
- The draft Annual Report is now with Auditors. She noted this was the earliest the document had been completed for audit and acknowledged the work put into this by the Finance team, the Corporate Accountant and the Executive Administration Officer.

14.3 **ENVIRONMENTAL SERVICES REPORT**

D20/20502 Pages 141-147

RECOMMENDATION

THAT the reports be received.

HARRIS/WEBBY
Carried
P&S/20/129

The Director – Environmental Services noted the following points:

- July was another month of strong activity for the Environmental Services team being the third consecutive month of high application numbers post lockdown.
- There are good enquiries coming in for things such as subdivisions and there is still a reasonable number of LIMs being requested.

- The IANZ Audit is now complete and Council has retained its building control accreditation. There is a list of non-compliance items to work through and an action plan has to be completed by 12 September and the actions completed by mid November.

Questions/Points of Clarification:

- Councillor McKay noted she had received feedback that the LIM process was very easy and affordable through Stratford District Council.
- The District Mayor noted there had been an increase in new dwellings of 10 for this year. This is a positive sign. Prices in Stratford are around 50% less than the median house price in New Plymouth which means Stratford is a very affordable place to purchase. He was also pleased to see others looking into private subdivisions. Good growth is occurring at increased levels.
- It was noted that the District Plan was a very long process and could be expected to take between six and seven years. The next part will be a discussion as part of the Long Term Plan process. Meanwhile the one in place will remain in force until the new one is notified and then there will be a gradual switch of emphasis from the current plan to the new one.

15. **QUESTIONS**

- Councillor Webby questioned when the learnings from Tikanga Training could be introduced to Council meetings. The Chief Executive noted that as part of the Tikanga training discussions were noted on the best way to introduce this into our processes and to continue using Te Reo. Will discuss during a workshop how this can be incorporated.

The Director – Corporate Services departed the meeting at 5.11pm.

16. **RECOMMENDATION TO EXCLUDE THE PUBLIC**

RECOMMENDATION

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

Agenda Items No: 17

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

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

BOYDE/McKAY
Carried
P&S/20/130

The media departed the meeting at: 5.13pm

17. **PUBLIC EXCLUDED ITEM**

RECOMMENDATION

THAT the open meeting resumes

DALZIEL/COPLESTONE
Carried
P&S/20/133

6.1

The meeting closed at 5.19pm.

A L Jamieson
CHAIRMAN

Confirmed this 25th day of August 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	Update in Environmental Services Monthly Report item 13.3
Percy Thomson Trust investments – position statement	Policy & Services – 24 April 2020	Tiffany Radich	Chair to update in meeting at Annual Report.	To be brought to Council at the Ordinary Meeting – October
Detail of Reserve Balance	Policy & Services – 23 June 2020	Tiffany Radich		To be brought to Council when annual report audit is complete

INFORMATION REPORT



F19/13/04- D20/24871

TO: Policy & Services Committee
FROM: Stratford District Licensing Committee Secretary
DATE: 22 September 2020
SUBJECT: **STRATFORD DISTRICT LICENSING COMMITTEE – 2019/2020 ANNUAL REPORT**

8

RECOMMENDATIONS

1. THAT the Annual Report for Stratford District Licensing Committee for 2019/2020 be received and contents noted.
2. THAT subject to any amendments the Annual Report will be forwarded to the Alcohol Regulatory and Licensing Authority.

Recommended Reason

The report is required to be prepared by the Stratford District Licensing Committee as part of its duties under the Sale and Supply of Alcohol Act 2012.

_____/_____
Moved/Seconded

1. **PURPOSE OF REPORT**

The report is prepared for the Alcohol and Regulatory Licensing Authority (ARLA). The report gives ARLA an overview of the District Licensing Committee workload and activities for the past financial year.

2. **EXECUTIVE SUMMARY**

The report covers statistical information, staff training, agency initiatives, the Local Alcohol Policy, enforcement and liaison with other agencies for the 2019/2020 year.

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

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

8

3.1 The details in the report relate to one of the key regulatory functions that Council performs in accordance with the purpose of the Local Government Act.

4. **BACKGROUND**

The Stratford District Licensing Committee is required by statute to prepare an Annual Report for ARLA. This report covers all of the activities that the District Licensing Agency was involved with during the financial year. It is required by s.199 of the Act, and is required to include:

- An overview of the District Licensing Committee workload
- Training undertaken
- District Licensing Committee initiatives provided
- Local Alcohol Policy (if applicable)
- Legislation trends
- Licence statistics

5. **INFORMATION SUMMARY**

The report notes no significant change to the overall number of licensed premises which continue to show a slight increase over the last few years. Statistical data notes a decline in applications for special licenced events over the 2019/2020 period. It is considered a number of licensed events would have been cancelled as a result of COVID-19.

6. **STRATEGIC ALIGNMENT**

6.1 **Direction**

The Stratford Community Outcome of having “*a built environment that is attractive, safe and healthy*” is addressed by the collective information in this report.

6.2 **Annual Plan and Long Term Plan**

The recommendation does not have any implications for the Long Term Plan 2018-2028 or for the current Annual Plan 2020/2021.

6.3 **District Plan**

The recommendation does not have any implications for the Stratford District Plan.

6.4 **Legal Implications**

This content of this report is provided annually to Alcohol Regulatory and Licensing Authority in a survey format. Failure to produce this report would see the District Licensing Committee not fulfilling its duties as required by the Sale and Supply of Alcohol Act 2012.

6.5 **Policy Implications**

There are no policy implications concerning the recommendation.

Attachments:

Appendix 1 Annual Report – Stratford District Licensing Committee 2019/2020 period.



Rachael Otter
ENVIRONMENTAL HEALTH MANAGER



[Endorsed by]
Blair Sutherland
DIRECTOR – ENVIRONMENTAL SERVICES



Approved by
S Hanne
CHIEF EXECUTIVE

DATE: 15 September 2020

Appendix 1

ANNUAL REPORT

**STRATFORD DISTRICT
LICENSING COMMITTEE**

1 JULY 2019 - 30 JUNE 2020

ANNUAL REPORT FOR
STRATFORD DISTRICT LICENSING COMMITTEE

1 JULY 2019 - 30 JUNE 2020

INTRODUCTION

This Annual Report has been prepared pursuant to s.199 of the Sale and Supply of Alcohol Act 2012.

The report covers a 12 month period from 1 July 2019 to 30 June 2020.

OVERVIEW OF THE DISTRICT LICENSING COMMITTEE WORKLOAD

Stratford District Council's Chief Executive Sven Hanne has delegated the position of the Stratford District Licensing Committee Secretary to the Environmental Services Director Blair Sutherland, who has delegated powers of authority, duties and discretion under the Act.

The Stratford District Licensing Committee Commissioner is Alex Matheson; the Mayor Neil Volzke is the Chairman in the absence of the Commissioner. The remaining committee members are selected from a list shared between the New Plymouth District Council and the Stratford District Council. Rachael Otter and Sian Horton are the Licensing Inspectors.

A total of 81 licence applications were received and granted by the Stratford District Licensing Committee. Three of these applications were for Temporary Authorities and required a hearing of the committee. Licence applications decreased slightly over the 2019/2020 period and in particular Special Licence applications. This is seen as a result of Covid 19, where previous annual events that would of taken place during the alert levels and lockdown period of Covid 19.

TRAINING

Sian Horton, the Licensing Inspector gained the Licensing Controller Qualification during the 2019/2020 period. This qualification relates to the management of licensed premises and is a qualification that is required by the Sale and Supply of Alcohol Act 2012, for Manager's Certificate applications.

DISTRICT LICENSING COMMITTEE INITIATIVES PROVIDED

The Taranaki region's three Territorial Authorities, along with NZ Police, Taranaki District Health Board and NZ Fire Service have a Combined Agency Agreement. This combined approach confirms relationships between parties and provides a clear understanding of the collaboration between parties. It will ensure the delivery of appropriate responses, minimise duplication, streamline practices and provide for effective and efficient use of resources.

LOCAL ALCOHOL POLICY (LAP)

The combined New Plymouth District Council and Stratford District Council Local Alcohol Policy is now operative. The majority of the policy came into effect on 28 February 2017, the Policy is due for review.

The purpose of the LAP is to provide local direction on alcohol licensing matters and gives clear guidance to applicants and the community so they are certain about the provisions for alcohol licensing in the Stratford District.

CURRENT LEGISLATION AND TRENDS

91 percent of premises were inspected for compliance during the 2019/2020 period. As a result of the Covid19 and the imposed lockdown, not all premises could be inspected. The premises that could not be inspected related to club licences where a seasonal licence has been granted and the facilities are not currently trading. These inspections will be completed once trading resumes.

No Enforcement action was taken during the 2019/2020 period. General compliance with legislation by licensees and managers operating in the Stratford District has been good.

No new trends have been noted over the 2019/2020 period.

LICENCE STATISTICS

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
On Licence	13	11	12	13	14
Off Licence	9	9	9	9	10
Club Licence	7	7	7	8	9
Total Licences	29	27	28	31	33
Applications					
New On/Off/Club/BYO Licence	6	5	3	4	2
Renewal/Variation of Licences	7	9	10	9	12
Temporary Authorities	3	4	2	0	3
Manager's Certificates	16	4	20	15	15
Renewal of Manager's Certificates	33	33	29	32	33
Specials	29	19	34	29	16
Certificates of Compliance	0	0	0	0	0
Extract from records	0	0	0	0	0
Total issued	94	74	98	89	81

Rachael Otter
LICENSING INSPECTOR

DECISION REPORT



TO: Policy and Services Committee

F19/13/04-D20/24888

FROM: Environmental Health Manager

DATE: 22 September 2020

SUBJECT: STRATFORD DISTRICT LICENSING COMMITTEE (DLC)

9

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the Council consider the future composition of the Stratford District Licensing Committee.
3. THAT the Council recruit its own Commissioner and a Deputy Chairperson be chosen from elected members and the Stratford District Council share a list of members with New Plymouth District Council as outlined in option 2 of this report.

Recommended Reason

The initiation of this process is due to the current Stratford District Licensing Committee Commissioner (Mr Alex Matheson) signalling his intention to resign from this position.

The Council has the opportunity to review the current structure of Stratford's District Licensing Committee.

Moved/Seconded

1. PURPOSE OF REPORT

In a collective approach in 2012, Stratford District Council and New Plymouth District Council decided to adopt a common District Licensing Committee and agreed to share a Commissioner and list of members to consider and determine licence applications for both Districts.

The Commissioner has recently confirmed his intention to resign from his position. There is now the opportunity to consider options for the future structure of the Stratford District Licensing Committee. This report presents options for the composition of the committee for consideration by Council.

2. EXECUTIVE SUMMARY

2.1 Under the Sale and Supply of Alcohol Act 2012, local authorities must appoint a District Licensing Committee.

2.2 The functions of the Committee, as set out in Section 187 of the Act, are as follows:

- To consider and determine applications and renewal of licences and manager's certificates;
- To consider and determine applications for temporary authority to carry on the sale and supply of alcohol;
- To consider and determine applications for the variation, suspension, or cancellation of special licences;
- To consider and determine applications for the variation of licences (other than special licences).
- With the leave of the chairperson for the licensing authority, to refer applications to the licensing authority;
- To conduct inquiries and to make reports as may be required of it by the licensing authority under Section 175; and
- Any other functions conferred on licensing committees by or under this Act or any other enactment.

2.3 The Sale and Supply of Alcohol Act allows the composition of a District Licensing Committee to be appointed as follows:

- Each licensing committee must consist of 3 members.
- One member must be appointed as chairperson and that person must be a member of the territorial authority.
- A territorial authority may also appoint 1 member of the territorial authority as a deputy chairperson who will have the same powers and duties in the absence of the chairperson.
- The other two members of the committee must be appointed from a list of members that have experience relevant to alcohol matters and cannot be a Constable, Medical Officer of Health, an Inspector, or an employee of the territorial authority.
- Or if the territorial authority chooses not to appoint a chairperson from elected members, it can appoint a Commissioner who has experience relevant to alcohol matters and cannot be a Constable, Medical Officer of Health, an Inspector, or an employee of the Territorial Authority.

2.4 The current composition of the committee is:

- A shared Commissioner.
- A shared list of 6 members, two of which are from the Stratford community.
- The Deputy Chairperson is the Stratford District Mayor.
- The Secretary is the Director of Environmental Services, Blair Sutherland.

Commissioners and list members are appointed for a maximum five year term.

2.5 In the process of preparing this report, the New Plymouth District Council has recently approved the following composition of their DLC:

- Two commissioners, a deputy Chairperson that is an elected member of the New Plymouth District Council and the current list of community members.

New Plymouth District Council Officers noted in their report to Council, the appointment of two Commissioners would minimise the risk of the DLC being unable to convene due to an individual’s unavailability and that duties under the Act would be rotated amongst these individuals.

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

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

The District Licensing Committee is a regulatory function required by the Sale and Supply of Alcohol Act 2012, to make decisions on alcohol licensing applications.

4. **BACKGROUND**

4.1 Stratford District Council and New Plymouth District Council adopted the composition of their DLC’s in 2012 and agreed to share a Commissioner and list of members to consider and determine licence applications for both districts.

4.2 There are currently six list members appointed to the committee. Two list members reside in the Stratford district. The current list members are:

- Mr Glen West
- Mr Peter Coles
- Mr Paul Walden
- Mr John Rowe – Stratford resident
- Mr Barrie Smith – Stratford resident
- Mr Lynn Bublitz

4.3 The contracts for the list members noted above will expire on 2 October 2023. Current members can re-apply at this time. If Stratford District Council continues to share a list of community members with New Plymouth District Council, consideration will be taken regarding the recruitment of Stratford membership to retain local knowledge. However, if a quorum is required any members can be selected from the list.

4.4 There is a need to ensure that membership of the committee have the required competencies. Local Government New Zealand (LGNZ) has prepared competency guidance for members and provides a list of competencies. At a high level, these are:

- Experience relevant to alcohol licensing matters
- Understanding of harm caused by the consumption of alcohol
- Community knowledge
- Quality decision making
- Hearing experience
- Strong communication
- Professional integrity

4.5 Stratford District Council and New Plymouth District Council share a Local Alcohol Policy to assist members in making decisions on licence applications. This policy also gives discretion to the committee for compliance with the policy and local solutions.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

The composition of the District Licensing Committee does not require public consultation.

5.2 **Maori Consultation - Section 81**

This is an administration matter that does not require any specific Maori consultation.

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?

If no consideration is taken to the future composition of the committee, there is a risk a risk that local knowledge and expertise will be lost.

7. **DECISION MAKING PROCESS - SECTION 79**7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	The licensing committee considers alcohol licensing matters with the intent to reduce alcohol related harm in the community.
What relationship does it have to the communities' current and future needs for infrastructure, regulatory functions, or local public services?	The committee is required by statute and is a regulatory function of council.

7.2 **Data**

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

Workload data

There has been no significant change to the workload of the District Licensing Committee over the last five years with the majority of applications being considered on the papers by the Commissioner. Application statistics over the last five years are as follows:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
On Licence	13	11	12	13	14
Off Licence	9	9	9	9	10
Club Licence	7	7	7	8	9
Total Licences	29	27	28	31	33
Applications					
New On/Off/Club/BYO Licence	6	5	3	4	2
Renewal/Variation of Licences	7	9	10	9	12
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Manager's Certificates	16	4	20	15	15
Renewal of Manager's Certificates	33	33	29	32	33
Specials	29	19	34	29	16
Certificates of Compliance	0	0	0	0	0
Extract from records	0	0	0	0	0
Total issued	94	74	98	89	81

The Local Alcohol Policy is entering a review cycle, but this should have no impact on the workload of the committee.

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	Council is required by statute to have a District Licensing Committee.
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	There is no significant financial implication
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	There is no impact to the level of service
• creating a high level of controversy; or	No	This is an operational matter the Act provides for.
• possible that it could have a high impact on the community?	No	There has been no public interest in the composition of the committee since its establishment in 2013.

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

7.4 **Options**

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

Options for consideration

Option one:

Stratford District Council assists the New Plymouth District Council in the recruitment process of appointing two Commissioners and appointing a Deputy Chair from elected members and continues to share a list of members with New Plymouth District Council. If licensing applications are unopposed, the Commissioner would consider matters on the papers, without the need for a hearing. The majority of licensing applications for an alcohol licence have been unopposed over the last five years. Consideration needs to be taken on whether local knowledge and expertise will be retained in future.

Option two:

Stratford District Council undertake the recruitment of its own Commissioner with local knowledge and experience, a Deputy Chairperson chosen from elected members and shares a list members with New Plymouth District Council. This option will provide representation from Council and ensure local knowledge and expertise is retained. Appointing our own Commissioner and continuing to share a list with New Plymouth District Council, would ensure Stratford has a selection of members to choose from in the event of absences, expertise or conflict of interest.

Option Three:

Stratford District Council appoints both a Chairperson and Deputy Chairperson chosen from elected members and shares a list with New Plymouth District Council. This option would also provide representation from Council and ensure local knowledge is retained. Sharing a list with New Plymouth, will ensure Stratford has a selection of members to choose from in the event of absences, expertise or conflict of interest. This option restricts choice and creates difficulties in appointing positions with appropriately skilled people.

Staff support the composition of the committee as outlined in option 2 of this report.

The Council can adopt directly, by resolution, the appointment of a Chairperson, Deputy Chairperson and list members. LGNZ training and support would be provided to members where required. Council officers recommend the appointment of Commissioners to the Chief Executive who has the authority to make the final appointments.

7.5 **Financial**

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

There is no significant financial impact to the current expenditure.

7.6 **Prioritisation & Trade-off**

Have you taken into consideration the:

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

The Council's capacity and risk profile has been considered in developing the options and identifying a preferred option.

7.7 **Legal Issues**

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

No legal opinion is required. A territorial must appoint a District Licensing Committee and its composition in accordance with the Sale and Supply of Alcohol Act 2012. The options provided for the Council's consideration in paragraph 7.4 of this report are consistent with this requirement.

7.8 **Policy Issues - Section 80**

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

This is an administration process, there are no policy issues. A change in the structure of the committee would not require any changes to be made to the joint Local Alcohol Policy.



Prepared by
R Otter
ENVIRONMENTAL HEALTH OFFICER



Endorsed by
B Sutherland
DIRECTOR – ENVIRONMENTAL SERVICES



Approved by
S Hanne
CHIEF EXECUTIVE

DATE 15 September 2020

DECISION REPORT



F19/13/04-D20/24877

TO: Policy and Services Committee

FROM: Environmental Health Manager

DATE: 22 September 2020

SUBJECT: DRAFT KEEPING OF ANIMALS, POULTRY AND BEES BYLAW 2020

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the *draft* Keeping of Animals, Poultry and Bees Bylaw 2020 be adopted and released for public consultation.

Recommended Reason

The recommendation of the Council is required to initiate the public consultation process required by Sections 82 and 83 of the Local Government Act 2002, to seek comments from the public on the amendments to the *draft* Keeping of Animals Poultry and Bees Bylaw 2020.

Moved/Seconded

1. **PURPOSE OF REPORT**

The purpose of the report is to obtain the Council's approval for the adoption and release for public consultation of the *draft* Keeping of Animals, Poultry and Bees Bylaw 2020, which is developed to regulate and control the keeping of animals, poultry and bees in the Stratford district.

2. **EXECUTIVE SUMMARY**

- 2.1 The recommendation is to adopt and release for public consultation, the *draft* Keeping of Animals, Poultry and Bees Bylaw 2020.
- 2.2 We recognise that pets and animals are an important contribution to community wellbeing. The keeping of animals and poultry can also have a direct negative affect on neighbouring properties and in particular the urban area. This bylaw regulates the keeping of animals (including pigs, poultry, bees, livestock and cats) within the district to ensure they do not create a nuisance or endanger health and manages and protects from damage or misuse of land, structures, property and assets owned, managed or under the control of the Council.

- 2.3 Section 64 of the Health Act allows the Council to make bylaws to abate the adverse effects of the keeping of animals. The majority of Councils across the country have a specific bylaw for addressing the keeping of animals.
- 2.4 In the review of the Bylaw, minor amendments to the wording of clauses has been made for clarity, and some clauses that are considered no longer necessary have been deleted amongst other proposed measures listed below:

Keeping of Cats and Kittens

The draft Bylaw proposes the addition of the keeping of cats and kittens. There is no current data on the number of cats per household in the Stratford District and while the Council does receive a small number of complaints, they are currently not recorded.

The proposal to include the keeping of cats in the Bylaw allows officers the tool to abate a nuisance or health risk and addresses matters outside of the scope of the Animal Welfare Act. The draft bylaw does not propose a cap on the number of cats an owner can have but does provide the ability to restrict the number if there is evidence the number of cats is causing a health nuisance.

A number of Councils across the country have addressed the keeping of cats in the review of their bylaws, and these bylaws either have a cap or allow the ability to reduce the number of cats if required.

Keeping of Bees

The bylaw proposes provisions for regulating the keeping of bees. There is a growing number of urban residents who keep bees as a recreational activity. There is also considerable growth in the commercial activity of bee keeping. The inclusion of the clause for keeping of bees, allows the Council the ability to address nuisances, regulates where hives can be placed and ensures they are registered with the NZ Management Agency.

Rooster and Cockerels

The bylaw is now clear on the keeping of roosters and cockerels within the urban area.

Urban Boundary Map

The addition of a map provides clarity on the urban boundary of the Stratford District. The Bylaw also notes that the urban area may be amended by way of Council resolution.

Keeping of Pigs

The draft bylaw was presented to Councillors at a recent workshop. Clarification was required on the keeping of Pigs 50 metres from a dwelling or boundary.

Having researched this rule, I could not locate any New Zealand legislation on the distance pigs must be kept from a dwelling or boundary. The Health Act

provides the ability to regulate the situation of stables, cowsheds and piggeries. Schedule 2 of the Australian Local Government Act Regulations 2005, notes swine must not be kept within 60 metres (or a distance the Council may determine) of a dwelling.

A number Council bylaws across the country consist of a 50 metre rule as a recommended distance, therefore, I have included the rule but revised the wording to allow Council officers the ability to determine a shorter distance if the keeping of pigs will meet health related requirements.

Slaughter of Animals

This clause has been moved from the Public Places Bylaw 2008 for consistency.

Leaving of Dead Animals

This clause has been moved from the Public Places Bylaw 2008 for consistency.

2.5 The draft Bylaw, is provided in **Appendix A**.

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

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

4. **BACKGROUND**

- 4.1 The Stratford District Council’s The Keeping of Animals, Poultry and Bees 2008 (“the current Bylaw”) lapsed in July 2018. Section 159 of the Local Government Act requires the Council review its bylaw no later than 10 years after it was last reviewed.
- 4.2 Section 160A allows a Bylaw to continue in its effect, no more than 2 years after the date on which the bylaw should have been reviewed. A further time extension has been granted by the Government as a result of COVID-19 and this expires in June 2021.
- 4.3 The current bylaw has been operative since 2008. No significant amendments have been made during previous reviews of the bylaw.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

The *draft* The Keeping of Animals, Poultry and Bees Bylaw requires the special consultation process pursuant to the Local Government Act. Special consultation cannot commence until the Committee recommendation is adopted by Council. This report seeks the approval from Council to undertake consultation with the community.

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

5.2 **Māori Consultation - Section 81**

No pre-consultation with Māori is required as part of this process.

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 The repeal of the Keeping of Animals and Poultry Bylaw 2008, would place reliance on the nuisance provisions of the Health Act 1956 and the District Plan.

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

7.1 **Direction**

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	The Long Term Plan includes a commitment to performing regulatory services cost effectively. This bylaw would support that commitment and the affordable, quality services and infrastructure outcome.
What relationship does it have to the communities’ current and future needs for infrastructure, regulatory functions, or local public services?	The bylaw would support the community’s need for a well resourced regulatory function relating to the Keeping of Animals Poultry and Bees.

7.2 **Data**

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

Data on the application of the current Bylaw is based on officer’s experience applying the Bylaw. Bylaws from other Councils are readily available and have informed recommendations about proposed amendments to their Bylaws.

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.

Option 1:

The Council adopts and releases the *draft* The Keeping of Animals, Poultry and Bees Bylaw 2020 with recommended changes and Statement of Proposal for consultation.

Option 2:

The Council adopts the release of the current Keeping of Animals, and Poultry Bylaw 2008 with no changes.

Council officer's preferred option is Option 1.

7.5 **Financial**

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

The adoption for release of the Keeping of Animals Poultry and Bees Bylaw 2020 has no impact on funding and debt levels.

7.6 **Prioritisation & Trade-off**

- | |
|--|
| Have you taken into consideration the: <ul style="list-style-type: none">• Council's capacity to deliver;• contractor's capacity to deliver; and• consequence of deferral? |
|--|

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

The Bylaw must be adopted before July 2021 pursuant to time extension provided by the New Zealand Government.

There is no value in deferring the adoption and release for consultation of this draft Bylaw.

7.7 **Legal Issues**

- | |
|--|
| <ul style="list-style-type: none">• Is there a legal opinion needed?• Are there legal issues? |
|--|

No legal opinion was obtained in the preparation of the Bylaw.

7.8 **Policy Issues - Section 80**

- | |
|---|
| <ul style="list-style-type: none">• Are there any policy issues?• Does your recommendation conflict with Council Policies? |
|---|

There are no policy issues.

Attachments:

- Appendix A** – The *Draft* Keeping of Animals, Poultry and Bees Bylaw 2020
- Appendix B** – The current Keeping of Animals and Poultry Bylaw 2008
- Appendix C** – Statement of Proposal - *Draft* Keeping of Animals Poultry and Bees Bylaw 2020



Rachael Otter
ENVIRONMENTAL HEALTH MANAGER



[Endorsed by]
Blair Sutherland
DIRECTOR ENVIRONMENTAL SERVICES



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

DATE 15 September 2020

APPENDIX A



10

DRAFT KEEPING OF ANIMALS, POULTRY AND BEES BYLAW 2020

Date in force:

Purpose: The Stratford District Council acknowledges that the keeping of animals, poultry or bees has benefits for the wellbeing of the owner and members of the household. This bylaw regulates the keeping of animals (including pigs, poultry, bees, livestock and cats) within the district to ensure they do not create a nuisance or endanger health.

Review date:

1 **Title**

1.1 This bylaw is made pursuant to section 145 of the Local Government Act and shall be known as the Stratford District Council, the Keeping of Animals, Poultry and Bees Bylaw 2020.

2 **Commencement**

2.1 This Bylaw shall come into force on

3 **Repeal**

3.1 As from the day this Bylaw comes into force, the previous Keeping of Animals and Poultry Bylaw 2008 shall be repealed.

4 **Application of Bylaw**

4.1 This Bylaw shall apply to the Stratford District.

5 **Scope**

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

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

And any other authority enabling the Council to make bylaws and regulate the keeping of animals, bees and poultry makes this Bylaw.

6 **Exclusions**

6.1 This Bylaw does not apply to dogs. This Bylaw does not address Animal Welfare matters. Animal welfare is dealt with by the Ministry of Primary Industries and the SPCA.

7 **Interpretation:**

7.1 In this Bylaw, unless the context otherwise requires:

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

“Animal” means any live member of the animal kingdom (excluding dogs) that is a mammal, a bird or any other member of the animal kingdom which is declared from time to time by the Governor-General, by Order of Council, to be an animal for the purposes of the Animal Welfare Act 1999.

“Hive” means a box or container for the keeping or housing of bees.

“Keep or Keeping” means:

- (a) in respect of all animals, the owning, looking after, caring for, being in charge of, a custodian or in possession of any Animal and includes their young; and
- (b) in respect of bees, the keeping of one or more occupied hives.

“Kitten” means any cat less than six months of age.

“Livestock” means farm and herd animals, including but not limited to, cattle, horses, goats, and sheep.

“Nuisance” shall have the meaning assigned to it by the Health Act 1956 and any amendments to it and includes a person, animal, thing or circumstance causing unreasonable interference with the peace, comfort or convenience of another person, whether or not that person is in a public place.

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

“Pigsty” means a pen or enclosure for a pig or pigs.

“Public Place” means a place that is:

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

“Noise” means any noise of such a nature as to unreasonably interfere with the peace, comfort, and convenience of any person (other than a person in or at the place from which the noise is being emitted).

“Tethering” means the action of tying an animal with a rope, or chain or similar object, so as to restrict its movement.

“Urban area” means an area used mainly for residential or commercial purposes. The current Stratford District Urban area map is attached. Boundaries within the Stratford District are subject to change by resolution of the Council.

8 **General Provisions**

- 8.1 No person shall keep any animal, poultry, birds or bees, which causes, a nuisance or threat to public health by, but not limited to, noise, odour, and dust or through the attraction of flies or vermin.

9 **Pig Keeping**

- 9.1 Pigs shall be permitted in areas zoned Rural where they can be kept in accordance with all other applicable clauses in this bylaw. The Council may permit the keeping of pigs in areas zoned Rural/Residential. This will be determined on a case by case basis upon the receipt of a written application.
- 9.2 No person shall keep any pigs or offensive matter from pigsties in such a manner, where it is likely to create a nuisance, or be injurious to health.
- 9.3 Except with the approval of the Council, no person shall keep a pig in such a manner that at any time the pig can come:
- (a) Within 50 metres of an occupied dwelling; or
 - (b) Within 50 metres of a Public Place or any place used for the preparation, storage or sale of food for human consumption; or
 - (c) Within 50 metres of an adjoining premises boundary; and
 - (d) No person shall place a pigsty, pig swill or manure within 50 metres of an adjoining premises boundary.
- 9.4 All pigs must be controlled by way of fencing so as to contain the pigs from any roadway or other property. The fencing of pigs must be adequate to prevent any pigs from wandering.
- 9.5 An Authorised Officer may order the relocation or removal of pigs or a pigsty, where:
- (a) The Council has received a complaint about the location of the pigs or pigsty; and:
 - (b) The Authorised Officer is satisfied that the location or number of the pigs or location of the pigsty has resulted in a nuisance being caused on any neighbouring property.

10 **Poultry Keeping**

- 10.1 No person shall keep any poultry on any private land in an urban area except in a properly constructed poultry house or secure enclosure. Further, no person shall keep any poultry on any land unless they have the means to contain them within that property.
- 10.2 No person shall construct or maintain any poultry house, poultry run, aviary or pigeon coop within two metres of any adjoining property boundary or within 10m of any dwelling on any adjoining property.
- 10.3 No person shall keep more than 12 head of poultry in any poultry house or poultry run without the prior consent of an Authorised Officer, except in a Rural Zone.
- 10.4 No person may keep a rooster or cockerel in an urban area.

10.5 An Authorised Officer may order the relocation or removal of poultry or a poultry house, where:

- (a) The Council has received a complaint about the location of the poultry or poultry house and;
- (b) The Authorised Officer is satisfied that the location or number of the poultry or location of the poultry house has resulted in a nuisance being caused on any neighbouring property or;
- (c) The Council has received a complaint regarding the number of poultry creating a nuisance and
- (d) The person keeping the poultry fails to comply with any reasonable request of an Authorised Officer to abate or prevent the nuisance.

11 **Keeping of Cats and Kittens**

11.1 There is no limit to the number of cats permitted to be kept on any Premises provided the cats are sufficiently cared for and the keeping of such cats does not cause, or is likely to cause a health nuisance.

11.2 An Authorised Officer may impose a limit on the number of cats and kittens which may be kept on private land, where:

- (a) The Council has received a complaint about the number of cats kept on the private land; and
- (b) The Authorised Officer considers the number of cats is creating a nuisance or is likely to create a public health nuisance; and
- (b) The person keeping those cats fails to comply with any reasonable request of an Authorised Officer to abate or prevent the nuisance.

12 **Beekeeping**

12.1 The Council recognises the benefit of bees to the community as a whole.

12.2 No person shall continue to keep bees in an urban area, if the keeping of such bees is, or is likely to become dangerous, injurious to health or a nuisance to any person.

12.3 An Authorised Officer may prescribe conditions limiting the number of hives kept and prescribe the location of such hives on private land.

12.4 An Authorised Officer may order the relocation or removal of a hive or hives, where:

- (a) The Council has received a complaint about the location of a hive or hives and;
- (b) An Authorised Officer is satisfied that the location of the hive or hives has resulted in bees causing a nuisance on any property in the vicinity of the hives.

- 12.5 No person shall keep any bees on any road or road reserve that is under the control of the Stratford District Council without written approval from an Authorised Officer.
- 12.6 No person shall keep any bees, on, adjacent to, or in close proximity to any parks or reserves that is under the control of Stratford District Council without written approval from an Authorised Officer.

Please note – If you keep bees in New Zealand it is a legal requirement that you register your hive(s).

13 **Keeping of Livestock**

- 13.1 An Authorised Officer may impose a limit on the number of livestock which may be kept on private land, where:
- (a) The Council has received a complaint about the livestock being kept on the private land and;
 - (b) The keeping of livestock is creating a nuisance or is likely to create a nuisance; and
 - (c) The person keeping the livestock fails to comply with any reasonable request of an Authorised Officer to abate or prevent the nuisance.
- 13.2 The fencing or tethering of animals along any road reserve or on private land must be adequate to prevent all livestock from wandering into a public place, carriageway or neighbouring property.
- 13.3 All road gates to paddocks must be able to be securely closed to prevent all livestock from wandering.

14 **Slaughter of Animals**

- 14.1 No person shall slaughter an Animal or dismember, handle, process or dispose of the carcass or remains of an Animal, on any premises so as to cause or be likely to cause:
- (a) A Nuisance;
 - (b) Be a threat to public health and safety; or
 - (c) Be offensive.

15 **Leaving Dead Animals or Depositing Offensive Matter**

- 15.1 No person shall fail to dispose of in a proper manner or leave any dead animal, or animal remains, or offensive matter of any kind, in any public place.

APPENDIX B

CHAPTER 11

THE KEEPING OF ANIMALS AND POULTRY

1101 PIG KEEPING

- 1101.1 No person shall keep or allow to be kept any pigs in areas other than those zoned Rural and in accordance with the provisions of the operative Stratford District Plan under the Resource Management Act 1991.
- 1101.2 No person shall keep any pigs so as to be or be likely to become or create a nuisance or any conditions injurious to health, or offensive or in such a manner as to pollute or be likely to pollute any water as defined in the Resource Management Act 1991.
- 1101.3 No person shall allow any pigs to be at large or to range at a less distance than 50m from any dwelling, dairy, or any wholly or partly occupied building, or any place used for the preparation, storage, or sale of food for human consumption or, except with the permission of the Council, such distance as may be prescribed in the Operative Stratford District Plan under the Resource Management Act 1991
- 1101.4 Notwithstanding anything herein before contained, no person shall keep any pigs on any holding so as to cause or be likely to cause a nuisance or any condition injurious to health, or offensive, by reason of the overcrowding of the premises with such pigs.

1102 PIGSTIES

- 1102.1 No person shall erect or provide or cause to be erected or provided any pigsty unless the same is in compliance with the following requirements:
- (a) The roof of the sleeping-pen shall be watertight.
 - (b) The walls of the sleeping-pen shall be so constructed as to prevent the accumulation of filth thereon and to afford a surface easily cleaned, and shall for 0.6m from the floor be constructed of concrete or other approved impervious material finished to a smooth even surface with all internal angles rounded.
 - (c) The floor of the sleeping-pen shall be of concrete or other approved impervious material finished to a smooth even surface, and shall be graded to a fall of 1 in 25 to an approved outfall.
 - (d) The floor of the feeding-pen shall be constructed of concrete graded to fall 1 in 25 to a channel drain.
 - (e) The effluent from such channel drain shall be discharged into an approved catchpit or settling tank and shall be disposed of by some approved means in such a manner as to cause no nuisance.

1103 CLEANLINESS OF PIGSTIES

- 1103.1 The occupier of any premises whereon a pigsty is situated shall keep the same, and all runs, drains, and catchpits or settling tanks used in connection therewith in a state of cleanliness, and shall remove or cause to be removed and disposed of all accumulated manure and offensive matter therefrom in an approved manner.

1103.2 All troughs from which pigs are fed shall be properly constructed of concrete, sheet iron, hardwood, or other approved material so as to be watertight. All troughs, of whatever material constructed, shall be kept thoroughly cleaned.

1103.3 All troughs if not fixed or permanent shall be placed on proper feeding places constructed as a smooth concrete slab with a raised nibwall all round, and of sufficient size to prevent pollution of the ground surrounding.

1104 **STORAGE OF MANURE AND PIGSWILL**

1104.1 No person shall stack or cause or suffer and manure or offensive matter from pigsties, or any swill or feed to be stacked, accumulated or stored in any place within 50m from any dwelling or dairy, or wholly or partly occupied building, or street or public place, or the boundary of any occupied adjoining property or in such a way whatsoever as to give rise or be likely to give rise to a nuisance, or be likely to be dangerous to health, or offensive.

1105 **CONVEYANCE AND STORAGE OF PIGSWILL**

1105.1 No person shall convey pigswill, or any food intended for pigs and emitting an offensive smell, along any street or public place, or store pigswill or food intended for pigs on any premises or land unless in either case the same is contained in impervious receptacles provided with approved close-fitting covers sufficient to prevent the escape of effluvia therefrom or of access of flies thereto.

1106 **CLEANING OF PIGSWILL CONTAINERS**

1106.1 Every person engaged in the conveyance and use of pigswill or pigfeed of a perishable nature shall thoroughly cleanse every day every vehicle, receptacle, cover, or utensil used in the collection, conveyance, or use of such pigswill and pigfeed.

1107 **HOSPITALS ETC. FOR DOGS AND CATS TO BE ON APPROVED SITE**

1107.1 No person shall establish or maintain any veterinary clinic, hospital, boarding, or breeding kennel for dogs or cats, except on a site approved by the Council by resolution in that behalf and subject to such conditions as may be prescribed in the Operative Stratford District Plan under the Resource Management Act 1991.

1108 **ANIMALS KEPT IN STABLES**

1108.1 No stock shall be kept or permitted to remain on any premises except in accordance with the Operative Stratford District Plan under the Resource Management Act 1991 without the prior consent of the Council and subject to such conditions as the Council may impose.

1108.2 Where any such stock are kept in a stable, the stable shall be constructed or made to comply with all relevant provisions of the bylaws of the Council.

1109 **NO HABITATION IN STABLE OR SHED**

1109.1 No person shall occupy or suffer to be used for human habitation any portion of any building which is also used as a stable or stock shed.

1110 **POULTRY KEEPING**

1110.1 In areas other than those zoned rural, no poultry caged or otherwise (which shall include geese, ducks, pigeons, turkeys, and domestic fowls of all descriptions) shall be kept in any part of the Council district except in a properly constructed poultry house covered in with a rainproof roof and provided with a floor of concrete or other approved material with a surrounding nibwall, to which may be attached a poultry run.

- 1110.2 Every poultry house shall be constructed in the manner required by this Part of this bylaw and as required by the provisions of the Building Act 2004.
- 1110.3 No poultry house or poultry run shall be erected or maintained any part of which is within the following distances from any house, factory or other building whether wholly or partially occupied, designated as such in 1110.4 of this bylaw.
- 1110.4 No person shall construct or maintain any poultry house, poultry run, aviary or pigeon coop within two metres of any adjoining property boundary or within 10m of any dwelling on any adjoining property.
- 1110.5 Except with the written consent of the Council not more than 12 head of poultry shall hereafter be kept in any poultry house or poultry run on any holding in areas other than those zoned rural. The Council may refuse such consent or revoke and cancel any consent if it should decide that the poultry house or poultry run in question is likely to be offensive or dangerous to health.
- 1110.6 Every poultry run of whatever size shall be so enclosed as to confine the poultry within such poultry run.
- 1110.6.1 Should any poultry house or poultry run be in such a state as to cause a nuisance, the authorised officer shall serve a notice on the owner of the poultry house or poultry run to undertake such work within a stated period of time as is required to abate the nuisance.
- Any failure to comply with such a notice shall be an offence against this part of the bylaw.

1111 NOISE FROM ANIMAL, BIRD, OR FOWL

- 1111.1 No person shall keep within any premises any noisy animal, bird or poultry which shall be or cause a nuisance to residents in the neighbourhood:

Provided that no proceedings shall be taken against any person for an offence under this clause of this Part of this bylaw until after the expiration of 14 days from the date of the service on such person of a notice alleging a nuisance given by the Council after receipt by it of a complaint, signed by not less than three householders residing within hearing of the animal, bird or poultry causing the alleged nuisance.

APPENDIX C



STRATFORD DISTRICT COUNCIL
Statement of Proposal
Draft Keeping of Animals Poultry and Bees Bylaw 2020

10

INTRODUCTION

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

Pursuant To Section 145, the Stratford District Council ('Council') has reviewed the *draft* Keeping of Animals Poultry and Bees Bylaw which regulates the keeping of animals, poultry and bees in the Stratford District.

WHY DOES THE COUNCIL NEED A THE KEEPING OF ANIMALS POULTRY AND BEES BYLAW?

The Stratford District Council acknowledges that the keeping of animals, poultry and bees has benefits for the wellbeing of the owner and members of the household. This bylaw regulates the keeping of animals (including pigs, poultry, bees, livestock and cats) within the district to ensure they do not create a nuisance or endanger health and manages and protects from damage or misuse of land, structures, property and assets owned, managed or under the control of the Council.

WHY IS THE COUNCIL REVIEWING THE KEEPING OF ANIMALS POULTRY AND BEES BYLAW 2008?

The Stratford District Council's Keeping of Animals Poultry and Bees Bylaw 2008 ("the current Bylaw") is required to be reviewed by July 2021 or is automatically revoked.

This Statement of Proposal includes a copy of the proposed *draft* Keeping of Animals Poultry and Bees Bylaw 2020.

WHAT IS THE COUNCIL PROPOSING IN THE KEEPING OF ANIMALS POULTRY AND BEES BYLAW 2020?

- Minor amendments to wording of clauses for clarity.
- Deletion of clauses considered no longer necessary.
- The draft Bylaw proposes the addition of the keeping of cats and kittens that provides a tool to abate a nuisance or health risk.
- The bylaw proposes additional provisions for the keeping of bees.
- The bylaw is now clear on the keeping of roosters within the urban area.
- The addition of a Stratford District map.

WHAT MUST COUNCIL CONSIDER WHEN MAKING THIS BYLAW?

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

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

The requirements of Section 155 have been considered. This *draft* Keeping of Animals, Poultry and Bees Bylaw is:

- The most appropriate way of dealing with the keeping of animals, poultry and bees within the Stratford District.
- in the most appropriate form of bylaw; and
- Consistent and does not raise any implications with the New Zealand Bill of Rights Act 1990.

HOW WILL THE COUNCIL IMPLEMENT AND FUND THE BYLAW?

The majority of provisions in the *draft* Keeping of Animals Poultry and Bees Bylaw 2020 are either already budgeted for in Council's Long Term Plan (LTP) 2018-2028 or are subject to Council's *Fees and Charges*. Any new cost recovery provisions will be included in the Council's *Fees and Charges* and consulted on as part of the 2021/2022 Annual Plan.

WHERE DO I GET COPIES OF THE *Draft* KEEPING ANIMALS POULTRY AND BEES BYLAW 2020?

This *Draft* Keeping of Animals Poultry and Bees Bylaw 2020 and Statement of Proposal are available upon request at the following locations:

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

RIGHT TO MAKE SUBMISSIONS AND BE HEARD

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

Submissions should be addressed to:

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

No later than Friday 30 October at 4.30pm. The Council will then convene a hearing, which it intends to hold on 24 November 2020, at which time any party who wishes to do so can present their submission in person. Equal weight will be given to written and oral submissions.

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

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

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

DECISION REPORT



F19/13/04 – D20/24092

TO: Policy and Services Committee
FROM: Communications Manager
DATE: 22 September 2020
SUBJECT: BRAND REFRESH – COUNCIL LOGO

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council adopt one of the options provided in Appendix B of a refreshed logo for the Stratford District Council.

Recommended Reason

As a key initiative within the Communications and Engagement Strategy adopted by Council in May 2020, Council's endorsement is sought to agree to the direction of the recommended logo refresh so that the wider brand improvement project can commence.

Moved/Seconded

1. PURPOSE OF REPORT

This report seeks elected members' approval of a refreshed Stratford District Council logo.

2. EXECUTIVE SUMMARY

- 2.1 One of the key initiatives in Council's Communications and Engagement Strategy was a brand audit. The aim of this audit was to review Council's existing external communications and ensure a consistent, recognised and strengthened brand is applied. The audit identified a need to refresh Council's corporate brand, which includes Council's logo.
- 2.2 In order to reach a recommended refreshed logo, Council staff were given the opportunity to provide feedback on brand preferences and to review design concepts.
- 2.3 The recommendation in this report takes into consideration the views of staff members and advice from designers.

- 2.4 Council endorsement is sought to agree to the direction of the recommended logo refresh so that the wider brand improvement project can commence.

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

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

The corporate brand and logo supports the delivery of all Council business.

4. **BACKGROUND**

- 4.1 Following the adoption of the Communications and Engagement Strategy Officers completed one of the key projects, a brand audit. This was completed by reviewing external communications collateral for the Stratford District Council. From this process, the need to work on Council’s brands was identified. The issues were the:

- Inconsistent use of the brands including multiple fonts, colours, and templates
- Lack of adaptability to use on digital platforms
- Colour issues including the gradient effect on Council’s corporate logo

A strong brand can deliver:

- Unity
- Visibility of activity
- Credibility and trust
- Transparency

- 4.2 There are two distinct brands. The Stratford District Council corporate brand and the Stratford District promotional brand. These are shown in **Appendix A**.

The Stratford District Council corporate logo was designed by local Grant Bunyan and was adopted in 1989. The corporate brand reflects the way customers see, hear, and feel about the organisation.

The Stratford District promotional brand, “Stratford District - in the heart of Taranaki” was adopted as part of the wider regional brand “Taranaki Like No Other” in 2006. The district brand is about how the community views and connects with the district, and how visitors connect with the district as a destination.

- 4.3 In 2013 there was an unsuccessful attempt to update both the corporate and district brands.

Currently there are no style guides for either brand.

- 4.4 To address the issues from the brand audit, two approaches were considered. These were a “refresh” or a “rebrand”. Following discussions with elected members the “refresh” approach was chosen. The benefits of a refresh were:

- Cost effective
- Timely
- Retains familiarity for those who engage with Council currently on a regular basis
- Enables a more consistent brand across the organisation and district brands

- 4.5 The goal in refreshing the brands was to have modernised, refreshed brands to bring cohesion to the marketing of Council delivered community activities, facilities and services.

Officers have taken a staged approach to refreshing the brands and have started with Council’s corporate logo.

- 4.6 To reach a recommended logo concept, Council staff were surveyed. This included four key questions on the need of a refresh, design elements (imagery), the values, and the colour palette. A summary of staff survey results were:

- Need: Agreed a brand refresh is needed.
- Design elements (imagery): The mountain was the most popular choice, followed by the farming community, Forgotten World Highway and the Patea River.
- Values: Staff described the organisation as: Community focused, Friendly, Committed, Professional and Proud.
- Colour palette: Natural environment shades (blues, greens) were most popular, followed by red, black and white (traditional Stratford colours in terms of sporting teams and schools).

- 4.7 Staff feedback was used to create a design brief and three Taranaki designers were engaged with to draw up a minimum of three logo concepts each. These design concepts were narrowed down to those that best represented a refresh. A final selection of designs were then refined using feedback provided by staff.

- 4.8 The final design concepts reflect a brand refresh and also incorporate feedback obtained from across the organisation. These are attached as **Appendix B**.

- 4.9 All logo options shown reflect a brand refresh. Key elements from the current logo as well as those elements that were important to staff are represented in the new logos. These include, and are represented by:

Key Element	Represented by
Mountain	Mountain image
Farming community	Green segment
Forgotten World Highway	White lines. There are two white lines which represent both State Highway 3 and 43.
Patea River	Blue segment

There are however two key elements that have been directly transferred. These are the circle shape (in all logo options), and the mountain outline as shown in logo options 1, 2, and 3.

There has been mixed feedback on the use of a realistic outline of the mountain as shown in logo options 4, 5, and 6, when compared to the current mountain outline. An additional logo option has been included as number 7 which shows a slight variation of a realistic shaped mountain for consideration.

While the realistic outline depicts how people see the mountain each day, it could be beneficial to retain the existing mountain outline to ensure consistency in recognition and familiarity with Council's logo, and to clearly stay within the limits of a brand refresh.

There has also been some feedback about the use of the colour red. The pink/salmon colour and the gradient effect in the current logo extremely limits the use. While red was noted as a colour that represents Stratford it was secondary to the natural colour palette used in the new logo options. There may be other options for red to be used such as a secondary colour palette in the corporate brand or within the district brand refresh.

- 4.10 Officers have had a discussion with Whakaahurangi Marae to seek guidance on a te reo Māori name for the organisation. The name discussed was "Te Kaunihera ā rohe o Whakaahurangi". The layout of how this could look as part of the corporate logo is shown in **Appendix C**.
- 4.11 Following the adoption of the Stratford District Council corporate logo officers will then complete a refresh of the Stratford District promotional brand, develop brand guidelines for both brands, and start the roll out of the brand.

5. CONSULTATIVE PROCESS

5.1 Public Consultation - Section 82

No Public Consultation is required for this piece of work.

5.2 Maori Consultation - Section 81

While it's not a requirement to consult with Māori on changes to Council's brand, Council officers have had a discussion with Whakaahurangi Marae on naming preferences when considering the inclusion of Council's te reo Māori name as part of the brand refresh.

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?

There is a risk that if Council does not adopt a refreshed corporate brand that this could be detrimental to projects within the Communications and Engagement Strategy adopted by Council in May 2020.

11

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

7.1 **Direction**

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	The project will deliver on objectives from the Communications and Engagement Strategy.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The project will ensure consistent visual communications across Council’s infrastructure, regulatory functions and public services.

7.2 **Data**

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

As outlined in the background information above.

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.

Option 1: Adopt one of the options provided in **Appendix B**.

Option 2: Adopt a variation of one of the options provided in **Appendix B**.

Option 3: Do not adopt one of the options provided in **Appendix B**.

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 minimal financial implications.

The investment to refresh the Council brand is being undertaken within existing communication budgets, and any changes to collateral will be undertaken as they are due to be replaced.

Should Council not choose to adopt one of the options, the amount spent to date on the brand refresh will have been lost.

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?

Council has the capacity to deliver a brand refresh. To defer it would be contrary to the objectives and projects within the Communications and Engagement Strategy adopted by Council in May 2020.

7.7 **Legal Issues**

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

There are no legal issues.

7.8 **Policy Issues - Section 80**

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

There are no policy issues.

Attachments:

Appendix A Stratford District Council Corporate Brand and Stratford District Promotional Brand

Appendix B Options 1-7 for refreshed logo

Appendix C Name options with refreshed logo



Gemma Gibson
COMMUNICATIONS MANAGER



[Endorsed by]
Kate Whareaitu
DIRECTOR COMMUNITY SERVICES



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

16 September 2020
DATE

APPENDIX A

Stratford District Council Corporate Brand



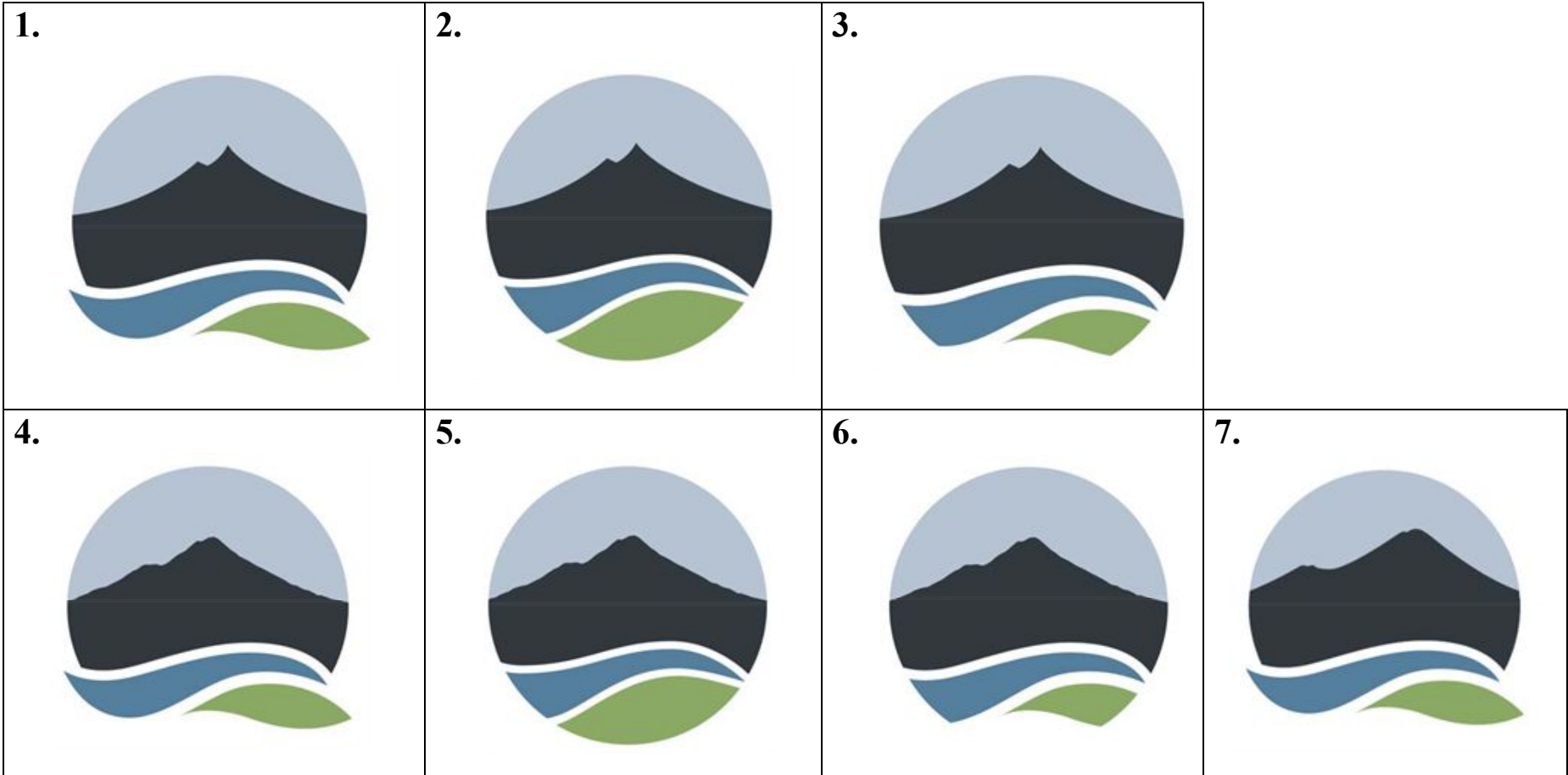
STRATFORD
DISTRICT COUNCIL

Stratford District Promotional Brand



Stratford District
In the heart of Taranaki

APPENDIX B



APPENDIX C



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

MONTHLY REPORT



F19/13/04-D20/23226

TO: Policy and Services Committee
FROM: Director - Assets
DATE: 22 September 2020
SUBJECT: REPORT FOR THE MONTH OF AUGUST 2020

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.1

HIGHLIGHTS:

A. Roothing

- The logging activity continues in earnest at the end of Puniwhakau Road. This forestry work is anticipated to continue for two years. Within the last four weeks the road has deteriorated significantly, as can be seen in the photographs shown in **Appendix 1**. The timber is being carted to SH43 via Mangaehu and Mangoatuku Roads.

B. Trade Waste

- Council's Trade Waste Officers have settled nicely into their new roles;
- Trade Waste Bylaw review has highlighted the need for some minor amendments – a report will be brought to the September Policy and Services Committee;
- Officers are investigating an illegal discharge of wastewater into Councils system.

C. Parks and Reserves

- Pest Control is underway at Kopuatama Cemetery for the month of September
- Planning will begin for the entrance upgrade at the Eastern Loop Walkway
- Painting of the entrance to Kopuatama Cemetery is complete

D. Property

- Renovation works are programmed to commence on the War Memorial Hall, Centennial Restrooms and the Hall of Remembrance:
 - Centennial Rest Rooms works - between September and Mid-December;
 - Hall of Remembrance – from September through to October ; and
 - War Memorial hall to commence in December and completed in January.

E. Special Projects

- To date 12 sale and purchase agreements of the Pembroke Road land development have settled, five (5) more have unconditional contracts in place while another eight (8) are subject to contracts conditional on a mixture of due diligence and finance.
- With the location of the new aquatic facility finally determined, work on the best procurement strategy is now underway.

- Settlement of all but three (3) of the 45 Midhirst abandoned land sites has been completed. Agreement has been reached in respect of one of these (awaiting title only) and settlement of the remaining two is still under negotiation.
- With the confirmation of funding, the children's bike park project is underway with the preparation of specifications and tender documentation.

1. ROADING

1.1 Level of Service and Performance Measures

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

Roading Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2020/2021 YTD
Safe Roading Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. (2018/2019 DSI was 7, new target is 6)	-1	Achieved to date - DSI = 0 There were no DSI crashes in August.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Achieved (as at March 2020) - 88%. Another condition survey will be undertaken in March 2022.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Not Achieved to date - 78%. Another condition survey will be undertaken in March 2022.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not yet Achieved - 0% The resealing programme is programmed for October/November 2020.
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Not yet Achieved - 0%. The re-metalling of unsealed roads will not re-commence until we have moved out of the winter period.
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>82%	Not Achieved = 62% This year's footpath condition survey has been completed and the results are indicated above.
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.	>86%	Achieved to date - 100%.
Customer Satisfaction	<ul style="list-style-type: none"> • Roading Network 	>76%	The 2020 customer satisfaction survey, with a total of 488 responses, showed Good, Very Good and Excellent having a total of 75.4% , Fair having 18.24% and Poor having 6.35% .
	<ul style="list-style-type: none"> • Footpaths 	>77%	The 2020 customer satisfaction survey, with a total of 492 responses, showed Good, Very Good and Excellent having a total of 73.58% , Fair having 21.75% and Poor having 4.67% .

1.2 **Outstanding Customer Requests (CRMs)**

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

1.3 **Routine Maintenance**

- Day-to-day maintenance activities continued throughout August, typically comprising:
 - Grading;
 - Repairs and painting sights rails;
 - Clearing the water table along Douglas North Rd and Arnold Road;
 - Cleaning and repairing road signs;
 - Installing bridge number signs;
 - Upgrading Give Way and Stop signs to comply with the MOTSAM (Manual of Traffic Signs and Road Markings) regulations.

1.4 **Ready Response Works**

- Minimal calls were received during August. These were mainly associated with fallen trees.

1.5 **Capital Works**

- No capital works have been undertaken in August.
- All concrete work has been deferred until October. A full programme has been given to Fulton Hogan along with a requested finish date of mid- May.

1.6 **Health and Safety**

- No health and safety incidents occurred during August.

1.7 **Roading Activities**

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

1.8 **Shovel Ready Infrastructure Projects**

Inframax Construction Limited have completed the safety improvements on Palmer Road and have moved to the next site which is Manaia Road – Photos in **Appendix 2**.

1.9 **Building, Resource Consents, PIMS and LIMS**

For the month of August, Roothing Assessments were made for a total of eight (8) Building Consent applications and two LIMS.

Also, Roothing assessments for were made on seven (7) Resource Consent applications.

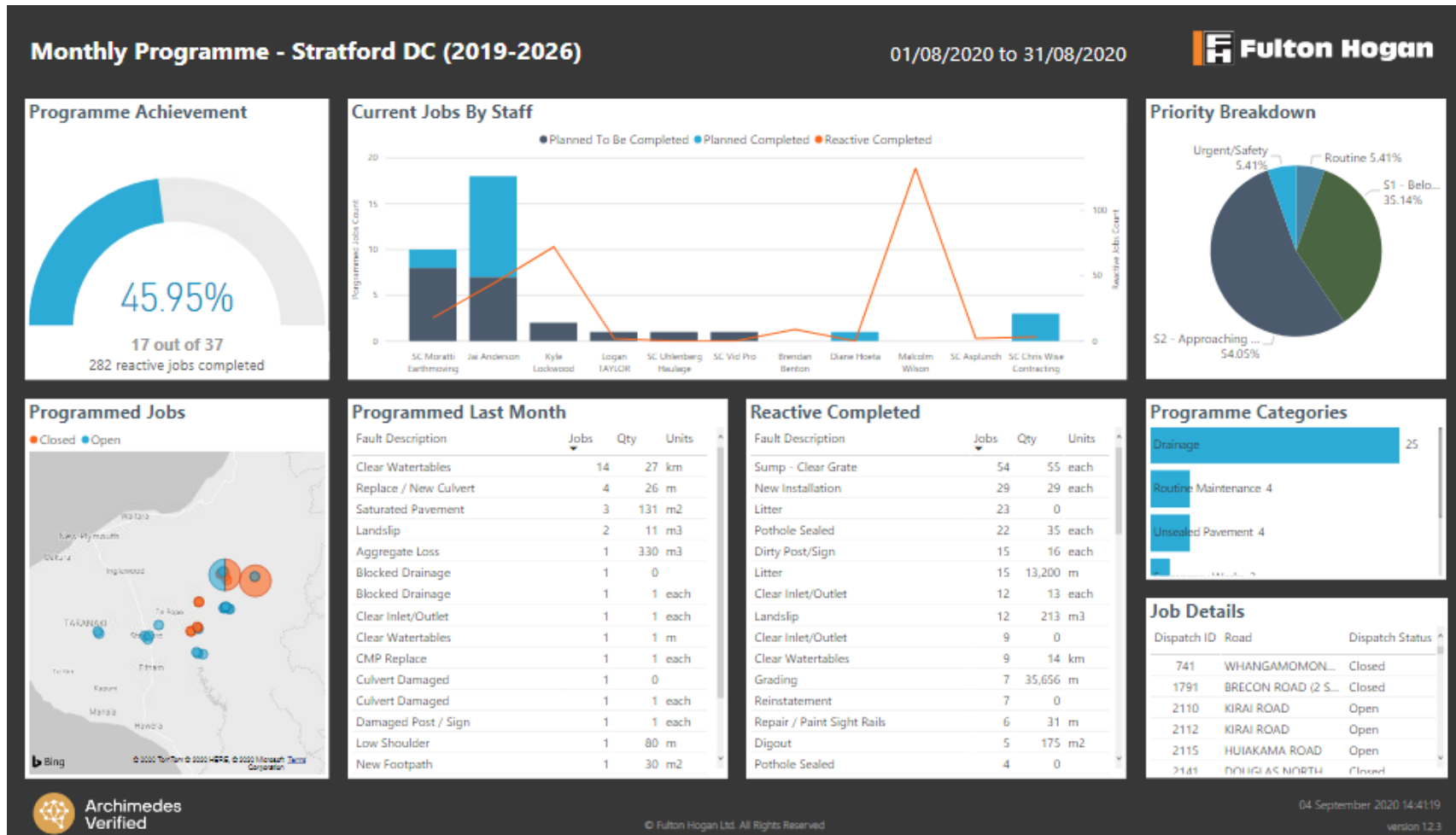


Figure 1: Monthly Programme Achievement Chart – August 2020

2. SERVICES

2.1 Water Supply

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

Water Supply Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2020/2021 YTD
Safe Drinking Water – • Drinking Water Standards; • Maintenance of Reticulation	DWSNZ Bacterial compliance - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	On Target
	DWSNZ Protozoal compliance - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	On Target
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured
A Reliable Water Supply – • Response Time; • Unplanned Disruptions	Urgent Response Times - The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Achieved to date - 0:24 hrs
	• Resolution for urgent call-out	8 hrs	Achieved to date – 1:39 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 – 9:09 hrs
	• Resolution non urgent call-out	5 working days	Achieved to date - 11:27 hrs
	Unplanned Disruptions - The performance measure target for disruptions.		
• Minor disruptions (between 5 and 50 connections affected)	< 5	Achieved to date - 0	
• 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 complaints received	Achieved to date 0.87<1000

12.1

Level of Service	Performance Measure	Target	2020/2021 YTD
	• Drinking Water Clarity;		0
	• Drinking Water Taste;		1
	• Drinking Water Odour;		1
	• Drinking Water Pressure or Flow;		0
	• 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

12.1

2.1.1 Operations

Water Treatment

- At all Water Treatment Plants, chlorine instruments were serviced and recalibrated as part the annual maintenance.
- There were no other issues relating to the operations at the 3 water treatment plants in August.

Water Reticulation

- There were no minor/major reticulation disruptions during August.
- Routine maintenance included flushing of dead end mains to remove any impurities.
- Both of the complaints reported in the performance measures above were identified as being an issue within private property and not caused by the Council supply.

Water Supply Health and Safety

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

2.1.2 Planning - Long Term Projects

Early Conversations with Elected Members on proposed Long Term Plan (LTP) projects are due to occur in September 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	2020/2021 YTD
System Adequacy	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved 0.43
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
	• Abatement notices;	0	0
	• Infringement notices;	0	0
	• Enforcement orders; and	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 – 0:38 hrs
Customer satisfaction	• 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 – 1:31 hrs
	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	6	1
	• The territorial authority's response to issues with its sewerage system	6	0

2.2.1 **Operations:**

Wastewater Treatment

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

Wastewater Reticulation

- There were no sewer network disruptions effecting more than four (4) properties in August.
- The roots from a street-tree caused sewer to overflow within a private property. Work to reinstate the service and ground have been completed in accordance with the required standards.

Wastewater Health and Safety

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

2.2.2 **Planning - Long Term Projects**

Early Conversations with Elected Members on proposed Long Term Plan (LTP) projects are due to occur in September 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	2020/2021 YTD
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> • The number of flooding events that occur in a territorial authority district. "Flooding" in this context means stormwater entering a habitable floor 	0	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
Response Time	<ul style="list-style-type: none"> • Enforcement orders; and 	0	0
	<ul style="list-style-type: none"> • Convictions. 	0	0
	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

Level of Service	Performance Measure	Target	2020/2021 YTD
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**

There were no rainfall events that were of sufficient intensity to affect the stormwater network during the month. Routine maintenance included the inspection of open waterway in the urban areas.

2.3.2 **Planning - Long Term Projects**

Early Conversations with Elected Members on proposed Long Term Plan (LTP) projects are due to occur in September 2020.

2.4 **Trade Waste**

The following provides a report on the activities undertaken in accordance with the implementation of the Council's Trade Waste Bylaw 2020.

- **Training** – Council's Trade Waste Officers have met with both the South Taranaki District Council and the New Plymouth District Council Trade Waste Officers; the purpose of the meetings was to ascertain and evaluate what systems and processes are used to administer and enforce the provisions of their Trade Waste bylaws. Copies of consents, applications and other supporting documentation were provided.
- **Trade Waste Bylaw 2020 Amendments** - The Trade Waste Bylaw 2020 has been reviewed and a few minor amendments proposed. The proposed amendments, under Section 156 (2)(a) of the Local Government Act 2002 (LGA), will be reported to the Policy and Services Committee in September 2020.
- **Bylaw Consenting** - A Conditional Consent template has been created and incorporated into SDC's 'Authority' program which allows SDC to begin accepting applications and processing conditional consents. A Certificate of Permitted Activity template is in the process of being created. One application for a Trade Waste Conditional Consent has been lodged and the site is to be inspected in due course.
- **Bylaw Enforcement** - Currently SDC has no provision to issue infringement notices for breaches of the Trade Waste Bylaw 2020. Research has found that in accordance with Section 259 of the LGA, a process has to be completed with the Ministry of Justice (MoJ) before any infringement notices can be issued; the requirements of the process are currently being investigated. As infringement notices are considered an effective enforcement tool for addressing minor breaches of the Trade Waste Bylaw 2020, the completion of the MoJ process is given a high priority - from September.

- **Incident Investigations** - One complaint of a company illegally accessing the wastewater system to discharge wastes has been received. Council's Trade Waste Officers are currently investigating the complaint; further reporting on the outcomes of the investigation and any enforcement action taken is to occur.
- **Health and Safety** - Fleet vehicle requirements and driver assessments have occurred. Appropriate PPE and other tools for the job have been sourced/provided. Discussions continuing about the cost/benefits of some field monitoring equipment.

2.5 Solid Waste

The Levels of Service for the Solid Waste Collection Activity are measured using the performance indicators shown in the table below.

Solid Waste Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2020/2021 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (municipal kerbside collection only)	<700kg	Achieved to date - 254.21 kg (August 55kgs per household)
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Achieved to date - 26%
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>90%	Survey yet to be collated.

12.1

2.4.1 Planning – Bylaws, Policies and Meetings

- *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 September 2020.
- *Solid Waste Activity Management Plan 2021/2031* is currently being reviewed.
- *Taranaki Solid Waste Committee Meeting* held 20 August 2020.
- *Regional Waste Officers Meeting* held 27 August 2020.

2.4.2 Change in Plastics from September 2020

A lot of work has gone into the upcoming change in plastics that can go to recycling from September 2020. A regional information pack has been created and sent to residents at the end of August 2020. A communications plan has also been prepared and radio, online and newspaper advertisements will be running from the beginning September, along with Facebook, recycling app and website updates.

2.4.3 Planning - Long Term Projects

The Early Conversation Report on Solid Waste initiatives was presented to Council on 18 August 2020. As a result a quote has been requested from EnviroWaste for a combined green and food waste collection for the Stratford District. This quote is expected by 11 September 2020 and once received a further report will be provided to Council on prices to provide this new kerbside service.

2.4.4 Weekly Recycling Bin Audits

- The weekly recycling audit summary from 1 July 2020 to 31 August 2020 is provided in the chart below.
- The amber tags are currently at 32% and the red tags are at 4%.
- While the “no contamination” percentage sits at 64%, the goal is to have the green line consistently at 100 per cent.
- It is acknowledged that the amber tags percentage is currently very high. Since 1/7/2020 the average percentage of amber tags is 19.5%. With the change of recyclable plastics from September and the communications that have been sent out via radio, mail outs and newspaper articles, it is hoped the contamination rate in our recycling bins will reduce.

12.1

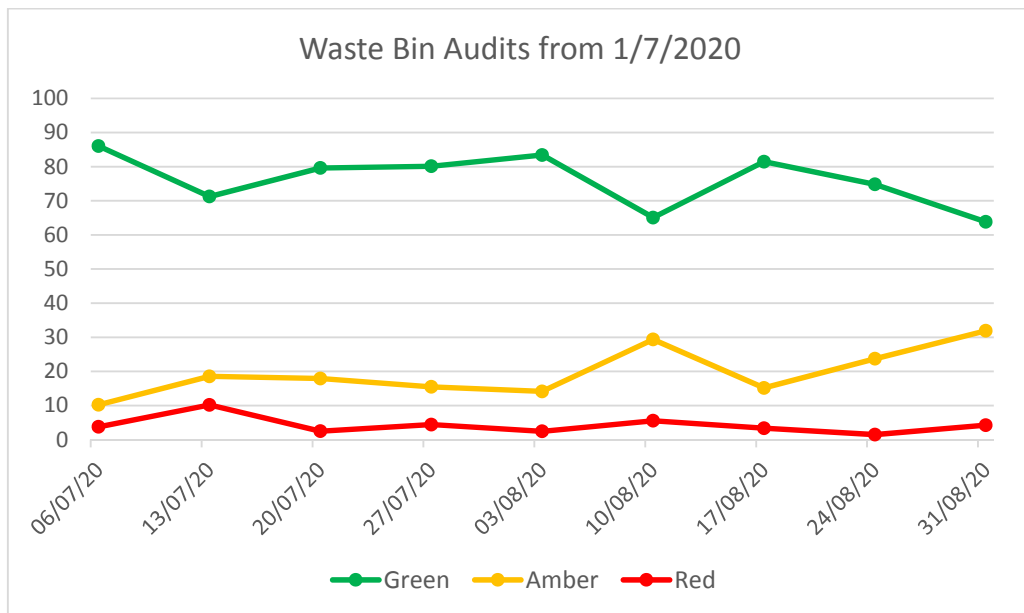


Figure 2: Weekly Recycling Audit Summary up to 31 August 2020

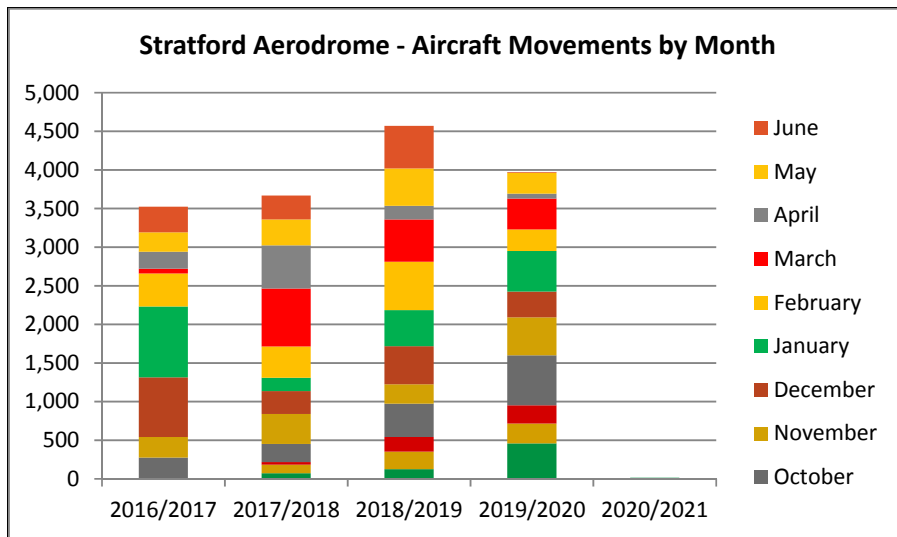
Waste Minimisation activities Completed, Planned and Under Consideration				
Month	Activity	Description	WMMP Reference	Status
JUL	Plastic Free July	“Simple Swaps” Push this out within our district through Facebook, Central Link and have a stall at the Prospero Markets focussed on being plastic free.	BC1	Completed
	Supermarket Campaign	Pull up banners have been put up in New World educating the community on cleaning recycling – 3 weeks display	BC1	Completed
	Solid Waste Bylaw	Adopted and in force from 1/7/20	CP4	Completed
AUG	Plastics Change Communications	Regular regional meetings being held to organise the regional and district communication plans and resources to advise the community of the change in plastics that can be recycled at the New Plymouth MRF	CP4	Underway
SEPT	Plastics - Change takes effect	The beginning of September is the date the public will be asked to change the way they recycle. Radio, online and newspaper ads will be running. Facebook, recycling app and website pages will be amended.	BC1	Underway
	Waste-Free - Period Sessions in schools	Stratford High School will have their session in September 2020. Sample packs will be provided to each girl.	CP3	Planned
	Keep NZ Beautiful Clean Up Week	SDC has registered 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. Stratford Lions and 2 members of the public have registered to join us in the event on Saturday 12/9/20.	L9	Underway
	Regional Zero Waste Taranaki Behaviour Change Strategy - Education Plan review	A new regional strategy is being developed to outline how the 3 district councils will approach behaviour change to work towards Zero Waste in Taranaki. This fits in well with our Waste Management and Minimisation Plan and the behaviour change actions. This will be ready for consideration by Council Members by September 2020. The Education Plan will be included in the strategy as an action.	BC1-BC6	Underway
	Stall at Prospero Market	To educate the community on change in plastics to be recycled.	BC1	Underway
OCT	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
NOV	A&P Show	2 waste stations will be provided for the A&P Show. They will be manned by volunteers from a local community group with SDC donation to that organisation.	CP3 and L3	Underway
JAN	Whangamomona Republic Day	Support the committee with manned waste stations and provision of taking away the recycling on the day.	CP3 and L3	Planned
MAY	AgRecovery Event	Support for an AgRecovery event for Farmers to bring their old farm chemicals and plastics for recycling and safe disposal. Provide venue and promotion.	L3	Planned

3. **PROPERTY**

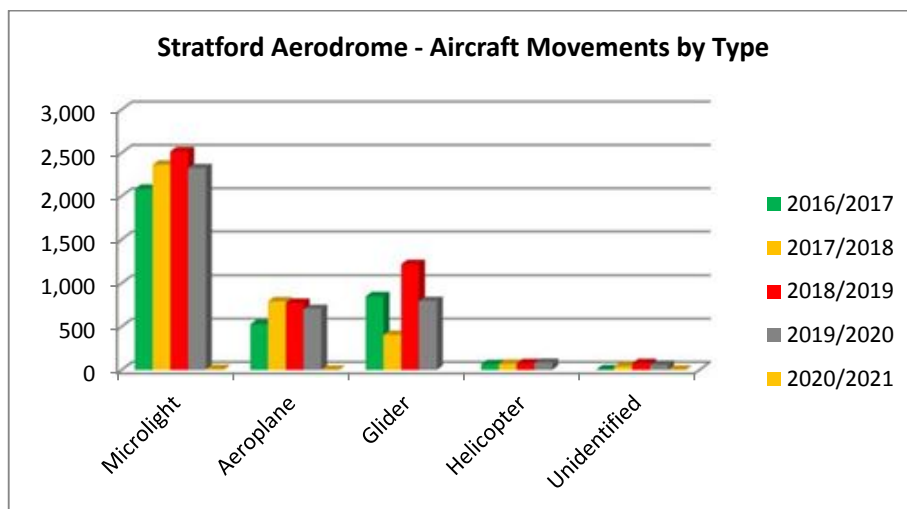
3.1 **Aerodrome**

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

Please Note: Unfortunately for the month of August there was not enough volume for statistical analysis for the AIMM reports to provide an activity on this month, so there are no numbers to report. The local airspace, **not** necessarily landing for August was 237 Radio calls for the month, averaging seven daily for August. There was also during August 2020 a 90% drop in airspace activity compared to August 2019. This is ultimately due to the COVID-19 effect.



12.1



3.2 Civic Amenities

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

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

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

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

12.1

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

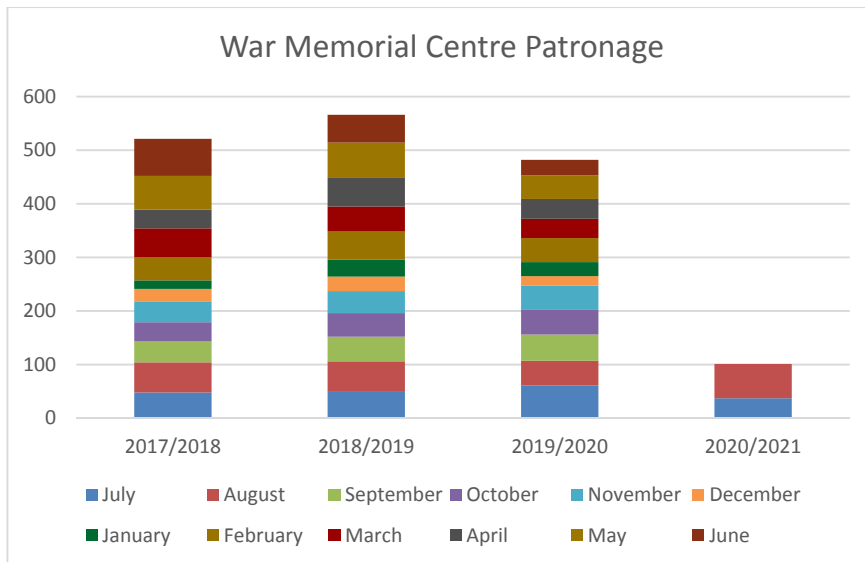
3.2.1 Housing for the Elderly Occupancy Rates

OCCUPANCY RATES							
Unit	2014/15	2015/16	2016/17	2017/2018	2018/2019	2020/2021	2021/2022
1	100%	100%	100%	97%	100%	100%	100%
2	87%	100%	100%	100%	100%	100%	100%
3	100%	100%	100%	100%	100%	100%	100%
4	88%	100%	100%	100%	100%	100%	100%
5	99%	100%	100%	100%	100%	100%	100%
6	100%	100%	100%	100%	100%	100%	100%
7	100%	96%	100%	100%	100%	100%	100%
8	99%	100%	100%	100%	100%	100%	100%
9	98%	95%	100%	100%	100%	100%	100%
10	100%	92%	95%	100%	100%	100%	100%
Total	97%	98%	99%	100%	100%	100%	100%

The performance measure of >95 % was achieved for the 2019/2020 financial year.

3.2.2 War Memorial Centre

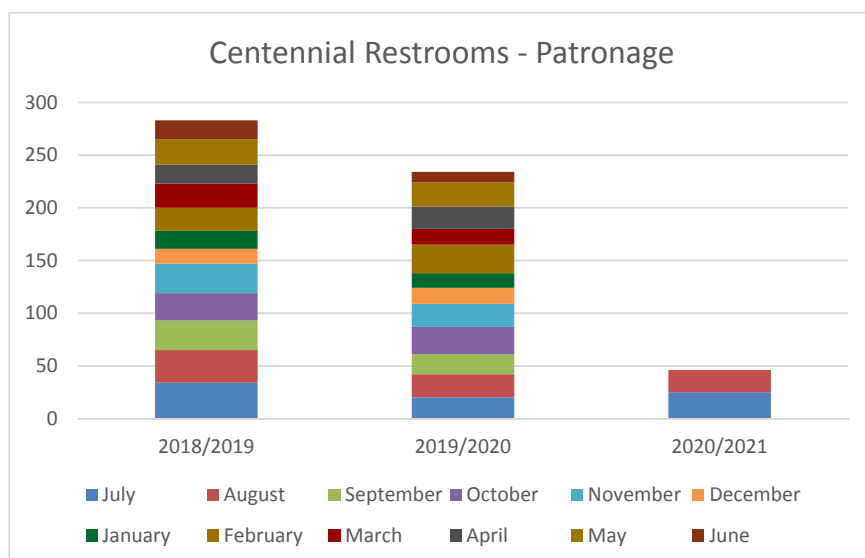
- There was a total of 64 bookings in the WMC over the month of August.
- There are still bookings that have remained cancelled due to COVID-19
- Basketball training is in full swing for the local schools as well as Taranaki Basketball, and it is a pleasure to see the stadium being used in such large numbers.



12.1

3.2.3 Centennial Restrooms

- A total of 21 bookings for the month of August, with bookings again gradually picking up. There are regulars that are booking in which is great to see, However, there have still been some groups that have not rebooked because of COVID-19 Level 2 restrictions.



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

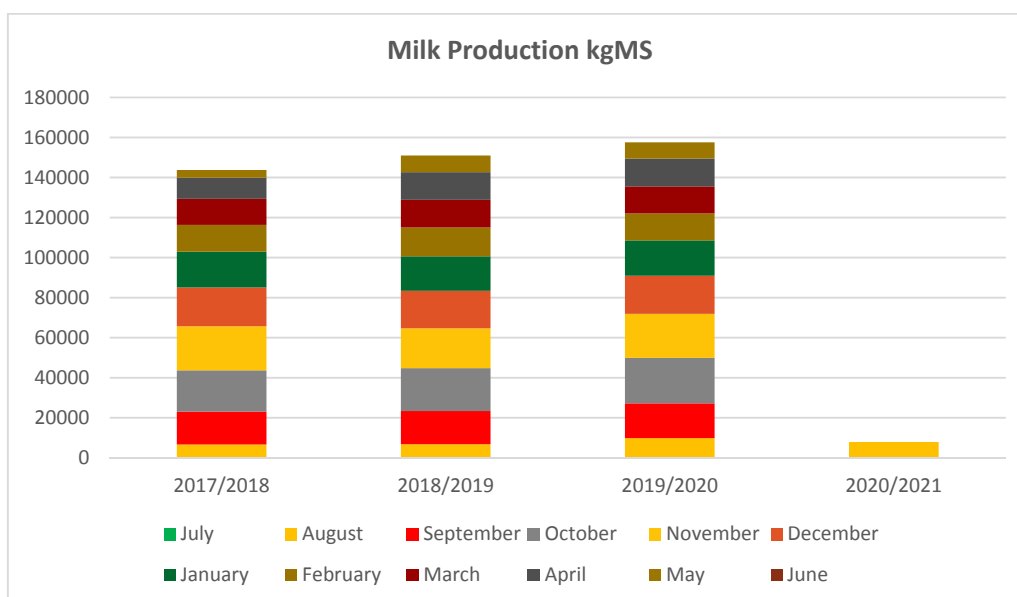
The history of the Farm milk production and the Holiday Park patronage and occupancy rates is shown in the two charts below.

12.1

3.3.1 The Farm

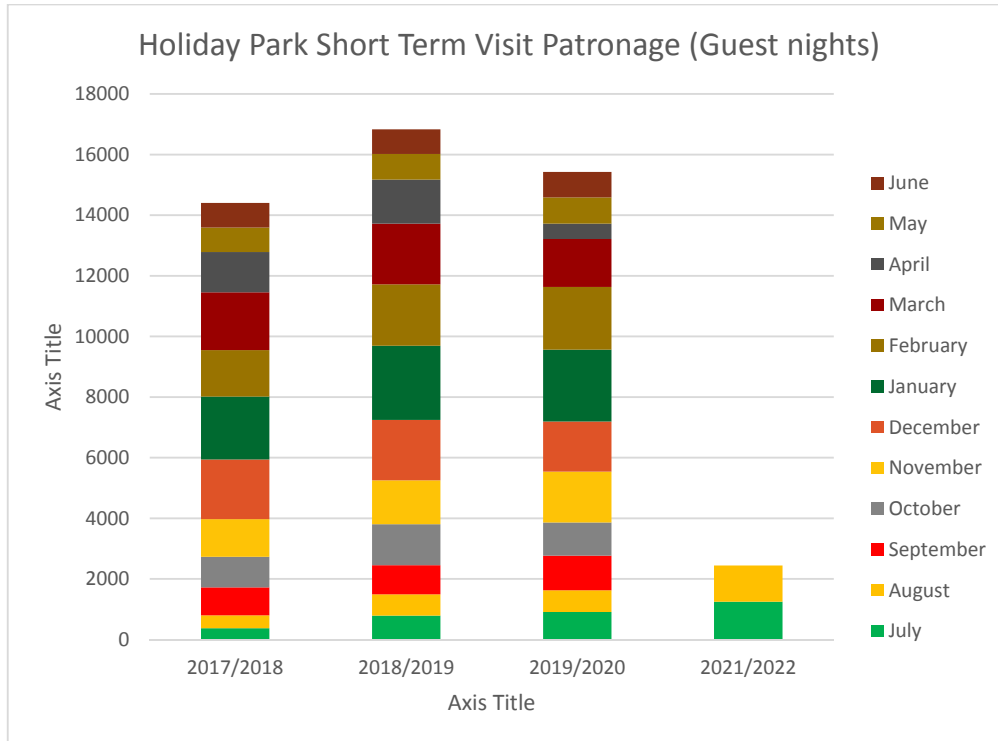
- The farm, as at end of August, had a 60 day round feed rotation dropping down to 45 days by September 1st.
- 250 Cows have calved with 125 to go.
- The production at the end of August is 7,833 kg up from 6,464 kg from last season.

Milk Production History



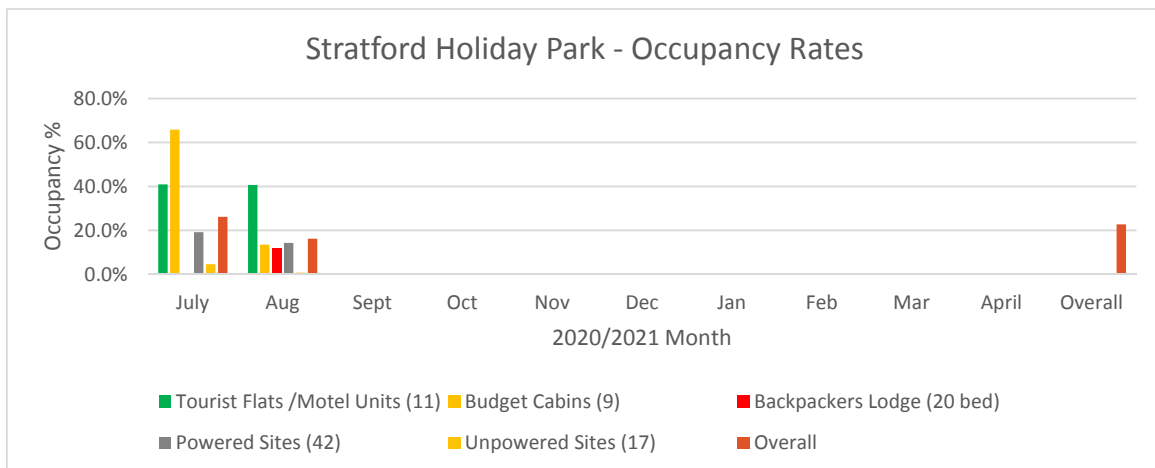
3.3.2 The Holiday Park

- The bookings have been hit again due to COVID-19 restrictions.
- The Lessee has noted August has been a very slow month but it is hoped bookings will pick up again soon.
- The numbers to drop for occupancy rates were the Budget Cabins sitting last month at 65.8% dropping to just 13.5% in August. Unpowered sites dropping from 4.6% in July to just 0.8% for August. COVID-19 is still having quite an effect.



12.1

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:

- Pest Control is underway at Kopuatama Cemetery throughout the month of September;
- Planning will begin for the entrance upgrade at the Eastern Loop Walkway;
- Painting of the entrance to Kopuatama Cemetery is complete;
- Maintenance on footbridges and playgrounds is complete;
- Cleaning of RSA plaques at Kopuatama Cemetery and Pioneer Cemetery commencing shortly; and
- Maintenance on sportsfields finishing in September.

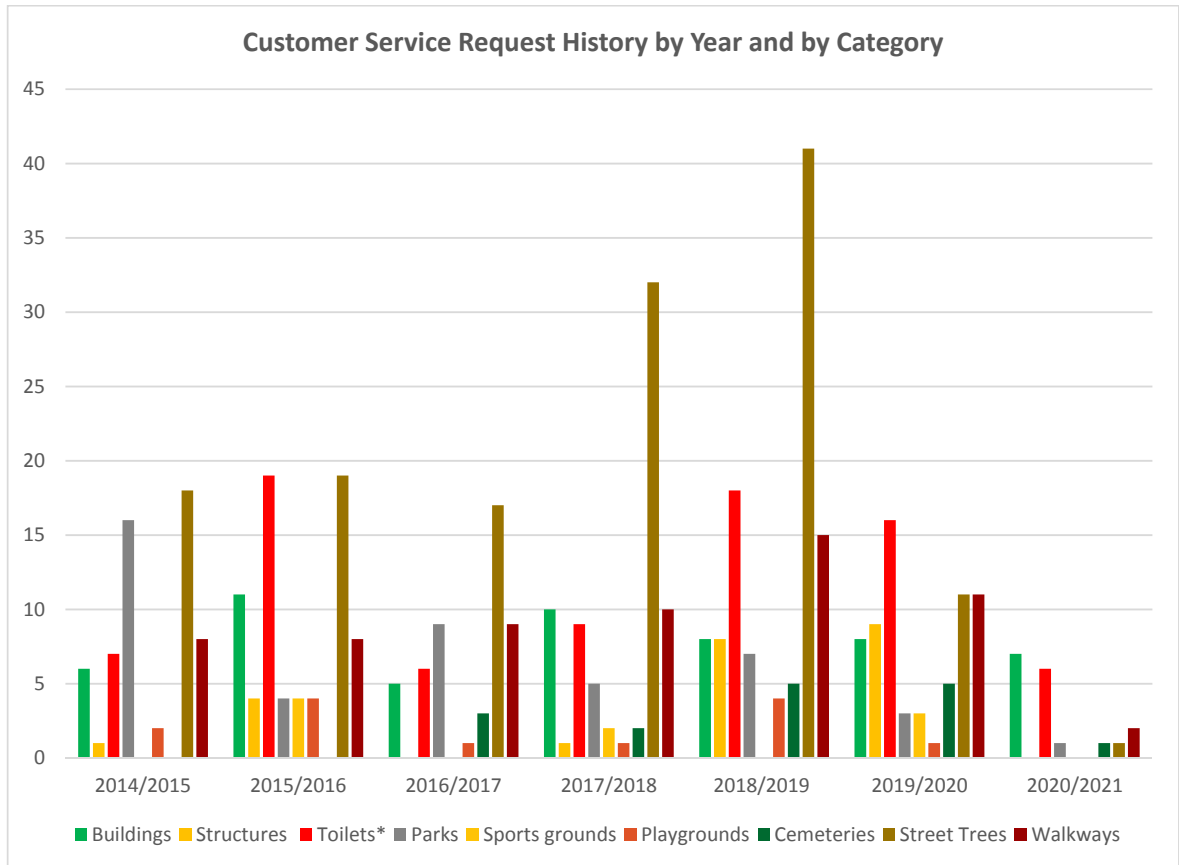
Level of Service	Performance Measure	Target
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40
	Percentage of Stratford residents satisfied with:	
	• Parks;	>80%
	• Sports fields;	>80%
Safe playgrounds are provided	All playgrounds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

12.1

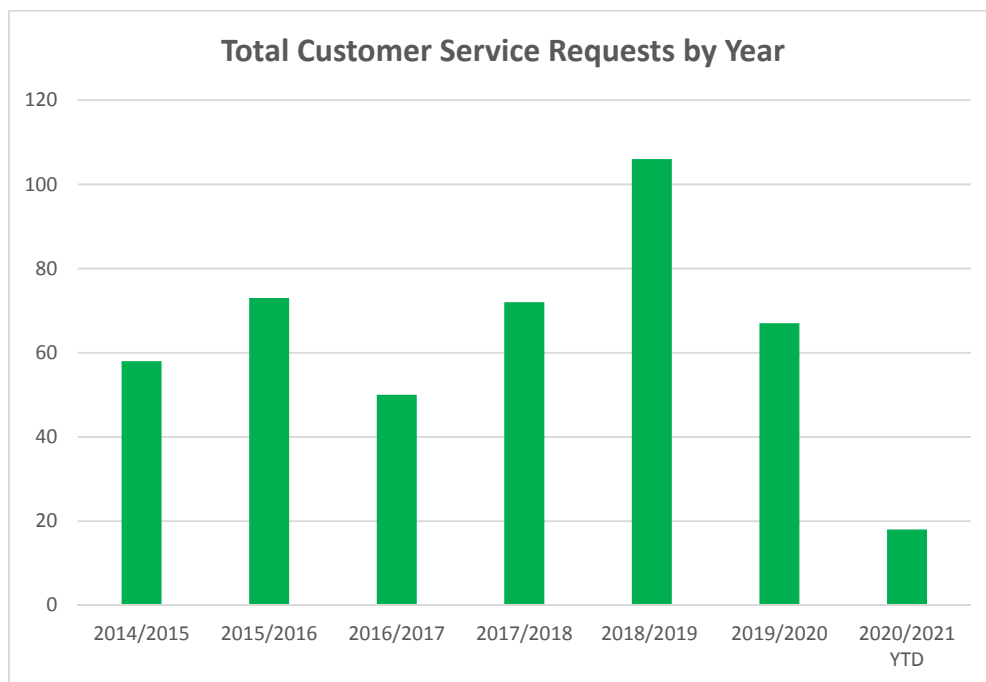
The customer service request history for the Property, Parks and Reserves Activity is shown below.

Customer Service Request History

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Buildings	6	11	5	10	8	8	7
Structures	1	4	0	1	8	9	
Toilets*	7	19	6	9	18	16	6
Parks	16	4	9	5	7	3	1
Sports grounds	0	4	0	2	0	3	
Playgrounds	2	4	1	1	4	1	
Cemeteries	0	0	3	2	5	5	1
Street Trees	18	19	17	32	41	11	1
Walkways	8	8	9	10	15	11	2
Total	58	73	50	72	106	67	18



12.1



5. **SPECIAL PROJECTS**

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

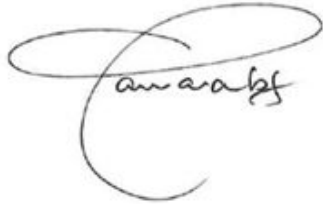
- **Pembroke Road land development**
To date 17 sale and purchase agreements have been completed, 12 of which have settled and five further unconditional. 8 more are under conditional contracts. All ground works on the subdivision has been completed.
- **Midhirst abandoned land**
Settlement of all but 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.
- **Children's Bike Park**
Detailed design has been completed for the combined bike park/pump track/half basketball court/BBQ area development and work on work specifications and tender documentation is underway.
- **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. A Memorandum of Understanding relative to their maintenance obligations has recently been concluded with the land owner to supplement the easement agreement with the Walking Access Commission.
- **i-SITE relocation**
The furniture quotes have been received and negotiations are currently underway with the preferred supplier to modify some of the design/materials to obtain better pricing. It is hoped to conclude that and commence manufacture this month with installation in October.
- **Replacement Aquatic Facility**
The location of this new facility has been determined and work on determining the best procurement strategy is underway.
- **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*. These 2 projects have attracted a total funding of \$10 million; with \$8 million for the *Aquatic Indoor Facility* and the \$2 million for the Bike Park.

Attachment:

Appendix 1 – Photos – Puniwhakau Road

Appendix 2 – Photos – Palmer and Manaia Road

Appendix 3 – CAS (Crash Analysis System) Report

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

Victoria Araba
DIRECTOR – ASSETS

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

[Approved]
S Hanne
CHIEF EXECUTIVE

DATE: 15 September 2020

APPENDIX 1



12.1




APPENDIX 2



12.1

Appendix 3

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	201971967	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	201965334	02/09/2019	Mon	00:30	Use1 SDB on CARDIFF ROAD, CARDIFF, STRATFORD missed inters or end of road, Use1 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 DRIN 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

<https://cas.nzta.govt.nz/query-builder> 1/1

12.1

MONTHLY REPORT



TO: Policy and Services Committee
FROM: Director – Community Services
DATE: 22 September 2020
SUBJECT: REPORT FOR THE MONTH OF AUGUST 2020

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.2

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**

- Chunuk Bair Commemorations
- Mayors' Taskforce for Jobs Workforce initiative funding confirmed
- Impact of Covid-19 Alert Level 2 on facilities

2. **COMMUNITY AND ECONOMIC DEVELOPMENT**

2.1 **Council Organisations and Council Representatives on Other Organisations**

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

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

	Target	2020/21 YTD
Number of community events organised	Minimum 2	<ul style="list-style-type: none"> • Puanga • Chunuk Bair Commemoration
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"> •
Events Council has provided or supported are measured	2	<ul style="list-style-type: none"> • Farmers Market
Business mentoring and economic development support is available	Venture Taranaki Quarterly Report received	
Provide administration support to the Stratford Business Association meetings	11	2

2.3 **Youth Council**

Youth Councillors held an ordinary meeting on 4 August. No projects meeting was held due to clashes with other Youth Councillor commitments.

Youth Council are hosting a Get OFF The Bus event on 13 September. The more local twist on these popular events will see youth participating in building remote controlled robots to carry out tasks before watching the Disney film 'Big Hero 6' at TET Kings Theatre.

With the change of date for the General Election, the meet the candidates evening in collaboration with Positive Ageing Group will be held on 30 September.

Youth Council are also supporting planning towards job searching workshops to be held early term four.

2.4 **Civic and Community Events**

Completed:

- Go Local Campaign – ongoing
- Chunuk Bair Commemorations: 8 August

Coming Up:

- Mayors' Taskforce For Jobs launch – Thursday 10 September at 5.30pm
- Keep New Zealand Beautiful Clean Up Week - 7 to 13 September
- Volunteer 'Thank You' BBQ – 12 September
- Stratford District Youth Council – 'Get OFF The Bus' Big Hero 6 screening and Robot Workshop – 13 September

- Stratford Business Association (SBA) workshop: CMK Chartered Accountants – Friday 17 September
- Te Wiki o te Reo Māori Language Week – 14 to 20 September
- School Holiday Programme – 28 September to 9 October.

2.5 **Community Projects and Activity**

Mayors' Taskforce for Jobs (MTFJ)

Stratford District Council has been successful in receiving funding to deliver a programme aimed at connecting young people with employment opportunities.

In collaboration with the MTFJ and the Ministry of Social Development (MSD), Council's goal is to help 50 young people into meaningful work by June 2021.

The programme allows Council to assist local businesses with recruitment, training, guidance and in some cases subsidies, to help small to medium sized businesses (SMEs) take on young workers. It has a specific focus on getting young people who are not in employment, education or training into sustainable employment.

To launch the new programme Council is hosting an evening for local small to medium sized enterprises to learn more about the opportunities available on Thursday 10 September at 5.30pm.

Economic Development

Officers met with Venture Taranaki this month. There was a key focus on the COVID-19 support currently available through Venture Taranaki. This includes services such as mentoring, marketing advice, financial advice, and legal/HR advice. Officers continue to work with Venture Taranaki to push this out through our channels to the local business community.

Discovery Trail

Officers continue to plan for the roll out of the initial projects. Surface preparation work has been completed for the first mural and dates for workshops with children have been pencilled in for the school holidays. Refinements and securing of quotes for other initiatives are in progress.

Whangamomona Republic Day

Community Development are working alongside the Whangamomona Committee to provide support for next year's event. This includes:

- Promotion and Marketing
- Waste Minimisation – education and resource
- Traffic Management Plan
- Volunteers/Personal to assist on the day
- Vendor coordination and support
- Transportation from Stratford

Stratford Speedway

Conversations have been had with the Club Captain to maximise visitation and promotion for the district and the club. Alongside Speedway, Community Development will be supporting two of the annual calendar events by developing local promotional campaigns, providing cross-promotion of events over summer and potentially partnering with the Youth Council to run an Open Day in January 2021.

2.6 **Funding**

2.6.1 Creative Communities

The first funding round for the 2020/21 year closed on 4 September. The assessment committee meets on 23 September to consider 17 applications.

2.6.2 Sport New Zealand Rural Travel Fund

Round one of the Sport New Zealand Rural Travel Fund will open on 5 October.

2.7 **Positive Ageing**

The Positive Ageing Group held an ordinary meeting on 12 August. A workshop will be held on 9 September to on-board the group with Council’s Community Relationships framework.

Positive Ageing are jointly hosting a Meet the Candidates evening with Youth Council on 30 September.

Planning is underway for International Day of the Older Persons on Thursday 1 October with a number of local artists booked to entertain attendees.

2.8 **Stratford Business Association**

Memberships

Existing	150
New	2
TOTAL End of July	152

Business After Five events

In August, SBA held a “morning coffee catch up” before work on Friday 28 August at Azure café. This had a great turnout (25), and offered an alternative networking opportunity, capturing a different audience to the events held in the evening.

Daffodil Day window competition

SBA held its annual Daffodil Day window competition. There were nine entries. The three winners were: 1st – CMK, 2nd – Central Taranaki Automotive, and 3rd – Stratford i-SITE. Each winner enjoyed a morning tea shout the following week.

Coming Up

Financial Workshop – **17 September** – presented by CMK Chartered Accountants

Ladies lunch – **23 September** – Stratford Mountain House.

3. **COMMUNICATIONS****Performance Measures** (*Performance Measures in bold*)

	Target	2020/21 YTD
The number of visitors accessing Council information and services via the internet is measured	Not less than previous year 2019/20 – 50,411	5,118
The community is satisfied with how Council keeps them informed	>85% 2019/20 – 79%	

3.1 **Highlights**

Four Central Link updates were produced in August. 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 August:

- Chunuk Bair Commemorations
- General election meet the candidates evening
- Better Digital Futures for Seniors
- Chorus Cabinet Art Programme
- TSB Pool Complex Best of Both Worlds event
- Prospero Farmers Market
- Register for Clean Up Week 2020
- Creative Communities Scheme
- New dog control maps
- Recycling changes coming
- Upcoming community events
- Public notices including Creative Communities Funding, Road Closures, Meeting Schedule, Kopuatama Cemetery Pest Control, and Elizabeth Watson Fund.

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

- Give your next creative project a funding boost
- Chunuk Bair Commemorations in Stratford
- Covid-19 Alert Level 2 – August 2020
- Pool location considered by Council
- New dog control maps
- Pool development location decided
- The plastics we can recycle is changing from September.

3.2 **Website Page Views for month 1 – 31 August 2020**

Total number of users for the month	5,997 ↑
Total number of page views for the month	15,207 ↓
Top 10 pages visited for month	Page views
Home Page	2,122
Cemetery Search	632
Library	607
News page: pool development location decided	576
Rubbish and Recycling	419
Public notice: Notice of temporary road closure Manaia Road	371
Public notice: Notice of temporary road closure Stratford Street Sprint	317
Contact Us	293
Rates and Property Information	258
Fees and Charges	237

3.3 **Official Information Requests**

For the 2020 calendar year, Council has received 25 Local Government Official Information and Meetings Act (LGOIMA) requests.

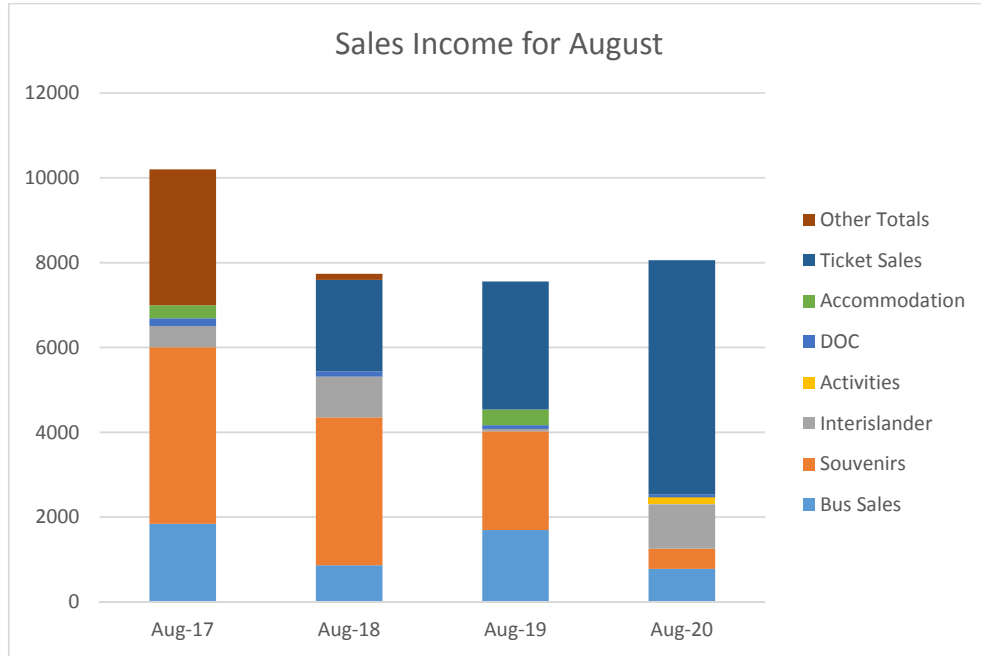
The below table includes the LGOIMA's received for the month of August 2020.

Date Received	Query	Due Date	Date Responded	Days to Respond
14/08/2020	Taxpayers Union	11/09/2020	19/08/2020	3
17/08/2020	180 degrees consulting	14/09/2020	18/08/2020	1
21/08/2020	HBE engineering	18/09/2020	31/08/2020	6
28/08/2020	BCI New Zealand Ltd	25/09/2020	2/09/2020	3
28/08/2020	Taxpayers Union	25/09/2020	TBC	

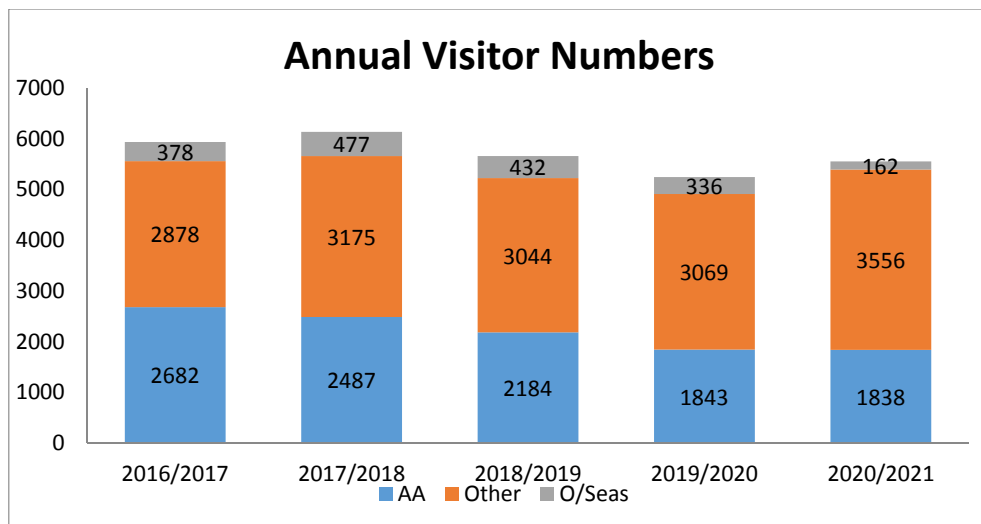
4. **INFORMATION CENTRE****Performance Measures** (*Performance Measures in bold*)

	Target	2020/21 YTD
Number of people into the Information Centre is measured	>40,000	5,556
Number of users of AA Agency Services is measured	>10,000	1,838
Percentage customers are satisfied	>75%	

The i-SITE has seen a sharp decline in overseas visitors, this is expected to continue as their visa's expire.



12.2



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

	Target	2020/2021
Number of people visiting the library is measured	>90,000	9,132
Users satisfied with library services	>80%	
Number of people accessing the Wi-Fi service is measured	>15,000	2332 August figure available 10/09
Number of people accessing the People's Network is measured.	>10,000	961

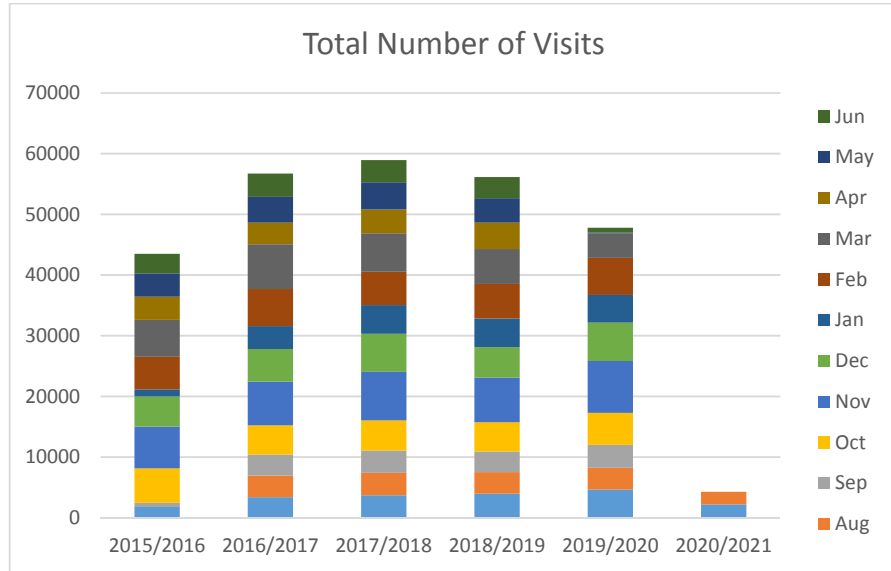
- The Better Digital Futures for Seniors programme has begun at the library. There are 10 participants aged between 70 and 90 years and a waiting list for next term.
- Our winter reading programme Read Around The Mountain finished on 31 August. Local schools participation increased this year.
- The library had maintained a level of readiness for changes in COVID-19 alert level 2 so staff were able to transition quickly and with minimal disruption to programmes and services. Staff have been helping users download the NZ COVID Tracer App and generating QR codes.

6. **POOL COMPLEX**

Level of Service Category	Performance Measure	Target	2020/21 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	11
	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	4,274

6.1 **Highlights for August**

- The second wave of COVID-19 level 2 restrictions has significantly affected the facility again, reducing programmes and operating hours to “structured swimming” (lane swimming or lessons, no recreational swimming) and closing the facility on Sundays.
- These changes had implications for lane swimmers, as set times for lane swimming was introduced. The closure of showers has also resulted in some regular patrons not frequenting the facility.
- The level 2 restrictions resulted in cancellations in bookings such as school groups, parties, club nights and carnivals.
- In-Water staff training was conducted over the third week in August.



Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES

Sven Hanne
CHIEF EXECUTIVE

DATE: 15 September 2020

MONTHLY REPORT



F19/13/04 – D20/23136

TO: Policy and Services Committee
FROM: Director – Environmental Services
DATE: 22 September 2020
SUBJECT: REPORT FOR THE MONTH OF AUGUST 2020

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.3

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

Twenty one building consents were received in August:

- Seventeen of those received were for residential activity – with four new dwellings, one relocated dwellings, four alterations/additions, two garages/carports, five fire installations and one exterior insulation.
- Three commercial applications were received – one new service station, and two alterations/additions.

The number of applications for consent that we are receiving has stabilised a little bit. This is likely to be partly because of the expanded list of work that is now able to be exempt from requiring a building consent. These new provisions came into effect on 31 August which is outside the reporting period for this report, but we have seen the number of applications lodged by some applicants reduce in anticipation of the new requirements. Anecdotally, the level of customer inquiry is remaining quite high.

2. STRATEGIC/LONG TERM PLAN PROJECTS

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

Work is continuing on reviewing the Council's bylaws. The Control of Dogs Bylaw and Dog Control Policy became operative on Monday 17 August. The Keeping of Animals Bylaw has been finalised and appears separately on this agenda. The Control of Advertising Signs and Public Places and Nuisances bylaws are being finalised and it is likely that the next one to be ready for public consultation will be the Control of Advertising Signs Bylaw. Drafting work is underway on the Scaffolding and Deposit of Building Materials Bylaw.

Works is continuing on the various street numbering and naming projects that were discussed with Councillors late in 2019. We have recently received feedback on the proposed changes from Land Information New Zealand who suggested some minor amendments in a couple of areas. We have issued new numbers for some properties on Seyton Street that were identified shortly after the Council workshop and we have been in contact with the affected property owners on Brecon Road which will be the next area to see changes. Proposals for renaming roads or part of roads will be brought to the Council for formal decision making once the renumbering has been completed.

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	20
Building Consents Issued	20
Building Consents Placed on Hold	0
Inspections completed	75
Code Compliance Certificate Application	20
Code Compliance Certificate Issued	20
Code Compliance Certificate Refused	0
Number of Building Consents Received in Hard Copy	1
Number of Buildings Consents Received Digitally	20
Building Act Complaints received and responded to	1
Planning	
Land Use Consents Received	4
Land Use Consents Granted	3
Subdivision Consents Received	4
Subdivision Consents Granted	7
223/224 Applications Received	5
223/224 Applications Granted	6
Resource Consent Applications Received in Hard Copy	8
Resource Consent Applications Received in Digital Form	0
Resource Consent Placed on Hold or Returned	4
LIM's Received	11
LIM's Granted	11
Registered Premises Inspected for Compliance under the Food or Health Act	2
Health or Food Act Complaints Received and responded to	3
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	1
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	9
Bylaw Complaints Received and responded to ¹	20
Dog Complaints Received and responded to ²	15

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%

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 August.

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 August, 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.	Several amendments to the building consent authority’s policies are required as a result of the recent audit. These changes have been summarised in an Action Plan which is currently awaiting approval by International Accreditation New Zealand.

5.1.4 Training needs analysis

No training was attended during August 2020.

5.1.5 Internal audit/external audit timetable

International Accreditation New Zealand (IANZ) were on site conducting an audit of the Council’s Building Consent Authority between 27 and 30 July.

The audit has identified a number of general non-compliances that need to be addressed, but no serious non-compliances. In response to the outcome of the audit we have prepared an Action Plan for addressing the non-compliances identified during the audit. The Action Plan is currently with IANZ for approval and work has started on addressing the matters that were raised. One of the changes that will be made is a new format and timetable for internal audits. Training has also been arranged for staff and officers are working on improving integration between computer systems to deal with some of the others.

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness

No Compliance Schedules were issued in August 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 August. 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

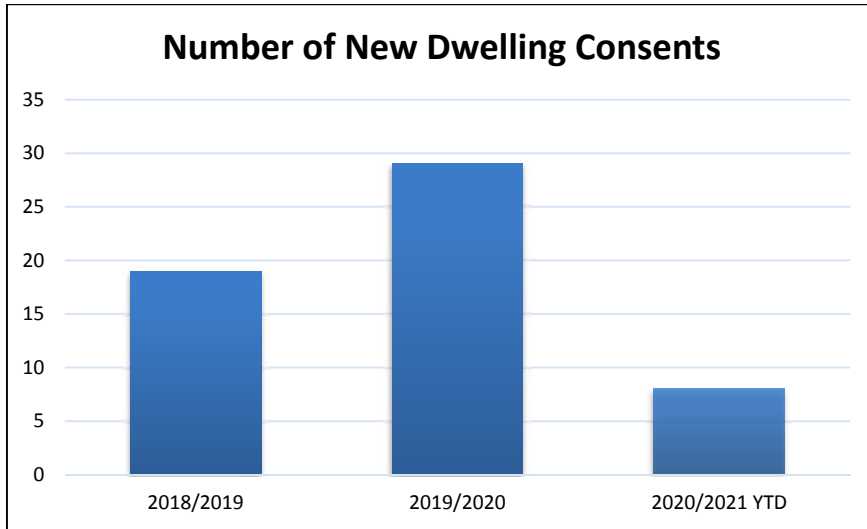
One Notice to Fix action remains in place.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

Type	This month	Last year (corresponding month)	This Year (YTD) 2020/2021	Last Year (Total) 2019/20
New Dwellings	4	3	8	29
Relocated dwellings	1		4	9
Relocated buildings other than dwellings			0	0
Fires	5	3	13	49
Pole sheds/accessory buildings	2	8	6	39
Additions and alterations – residential	4	9	7	45
New Commercial buildings	1		2	2
Additions and alterations – commercial	2		3	14
Other/miscellaneous	1	2	6	17
Total/s	20	25	49	204

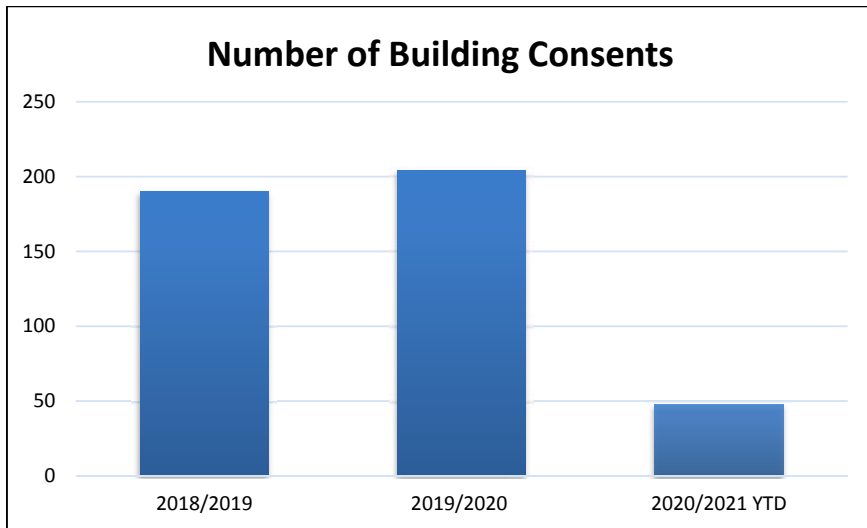
New House indicator by year



Year to date	New Dwellings
2018/2019	19
2019/2020	29
2020/2021 YTD	8

12.3

Consent numbers by year



Year to date	Building Consents
2018/2019	190
2019/2020	204
2020/2021 YTD	48



B Sutherland
DIRECTOR - ENVIRONMENTAL SERVICES



[Approved]
S Hanne
CHIEF EXECUTIVE

DATE: 15 September 2020

MONTHLY REPORT



TO: Policy & Services Committee
FROM: Director – Corporate Services
DATE: 22 September 2020
SUBJECT: CORPORATE SERVICES REPORT

F19/13 – D20/24685

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.4

1. FINANCIAL MANAGEMENT

Reports attached as at 31 August 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 – August YTD

Overall YTD results are showing that revenue is down on budget by \$995,443, expenditure is under budget by \$15,492, with a YTD net deficit of \$979,951.

Revenue

Most Council sections are now under contract or sold, with many of these delayed settlements (revenue will be accrued once contracts become unconditional). Five of the sections will be settling in 2021.

The original subdivision revenue budgeted was \$4,360,000. The Annual Plan 2020/21 budgeted revenue of \$3,816,000 was set early 2020, and assumed that only 4 sections

would be sold in 2019/20 with 29 sections to be sold in 2020/21. In 2019/20, 11 sections sold for an average sale price of \$117,489, total revenue was \$1,292,000.

The adjusted budget for 2020/21 is \$2,481,480 (total budget \$4,360,000 less actual revenue in previous years). For Council monthly financial reports, this adjusted budget figure has been spread over the first six months of the financial year as it is expected that all sections will be sold by the end of December 2020.

At an average sales price of \$117,646 (based on average sales price for 29 sections) – it is expected that revenue from the section sales will be \$3,882,318.

However, additional revenue includes the sale of Cressida Ave property for a net price of \$623,000, and the sale of a Pembroke Rd property (internally to farm) of \$35,000. In addition, a contract has been entered into with a third party to sell a spite strip for \$200,000 to be settled over the next three years.

Therefore, total revenue for the subdivision is expected to exceed the initial budget:

Anticipated actual revenue	\$4,740,318
Original budgeted revenue	\$4,360,000

The total subdivision project is on track to generate a small benefit to Council, with final total expenditure anticipated to be approximately \$4,610,000 (excluding cost of borrowing, and staff time).

In other revenue categories, finance revenue is likely to be lower than budget with interest rates continuing to drop, and user charges is lower than budget by \$34k but up on the previous year by 19%.

Expenditure

Expenditure is on track with budget, with personnel costs being slightly under budget by \$46,000 with some vacant positions to be filled, and finance costs (interest) under budget by \$42,000 due to lower than assumed interest rates.

Capital Expenditure Report

This financial year 2020/21, marks a significant year for capital expenditure projects, with a total approved available budget of \$24,856,925. The focus will be on ensuring these are delivered for the community, and in a timely, sustainable, and cost-effective way.

As at 31 August, \$707,925 (or 3%) of the capital budget has been spent. The capital expenditure report outlines what stage each project is at.

Swimming Pool

The project manager has indicated there is likely to be a significant budget overspend of around \$4.36 million on the swimming pool. However, total grant funding budgeted of \$3m has increased to \$8 million.

Provincial Growth Fund funded projects

These have been highlighted on the capital expenditure report and include Provincial Growth Funded projects such as Roading safety improvements, Victoria Park bike-park, basketball court, and adult outdoor exercise gym, the new Swimming Pool and Community Hall renovations.

1.2 TREASURY MANAGEMENT

Gross Council debt remains at \$15,500,000 and this is not expected to change over the next 12 months.

The weighted average interest rate for debt is 2.55% (average 5 year term), and the weighted average interest rate for term deposits is 1.70% (average 117 day term).

All internal, and Local Government Funding Agency (“LGFA”), covenants were met as at 31 August 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	1%	<10%
Debt to Revenue Ratio	43%	<130%
Liquidity Ratio	134%	>110%
Net Debt per Capita	\$ 1,213	<\$3,000
Net Debt per Ratepayer	\$ 2,428	No specified limit

Cashflow Forecast

Forecast revenue depends on the ability to settle on property sales in the months specified. As at 13 August there were 11 sections sold, and 10 sections in negotiation or under contract (out of a total of 33 sections).

There is potential to invest a further \$3,000,000 at 1.5%. However, this rate is from Westpac (highest rate offered, next highest is 0.9%), and Council already has all four \$1,000,000 term deposits with Westpac, and to minimise investment risk the Treasury Management Policy states “*The maximum investment with any one counterparty will be \$3,000,000.*” The Treasury Policy also states that “*A maturity profile that is outside the limits in this policy, but self corrects within 90-days is not in breach of this Policy.*” However, the term deposits are for 120 days and an additional \$3,000,000 investment would be in breach of the policy. Therefore, unless there is appetite from Council to

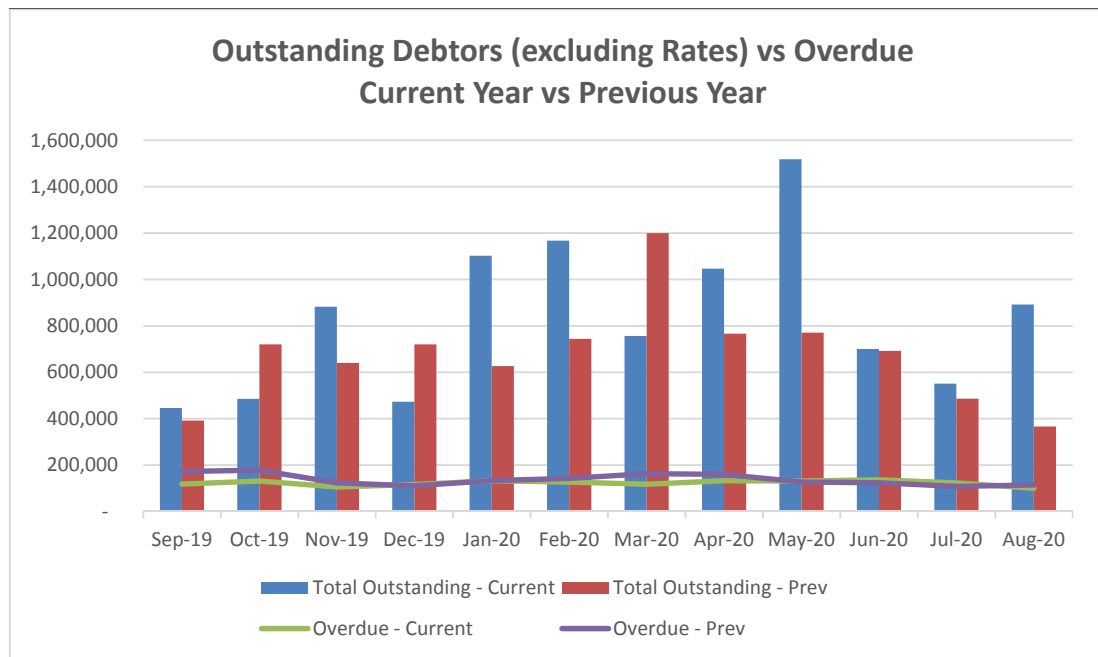
have \$7,000,000 invested with Westpac, the surplus cash will remain in the Council call account (earning 0.2% interest).

Cashflow Assumptions:

- No decline in future revenue as a result of Covid-19.
- New Swimming Pool construction work will commence from January 2021.
- The weighted average interest rate on debt and investments will remain.

1.3 DEBTORS COLLECTION

Overdue debtor balances are slightly down on the previous year. Refer to monthly debtors for a breakdown of the balance categories. Two debt write-offs are anticipated totalling \$2.9k – awaiting amendment to Council Delegations Policy (rather than doing specific decision report on these).



12.4

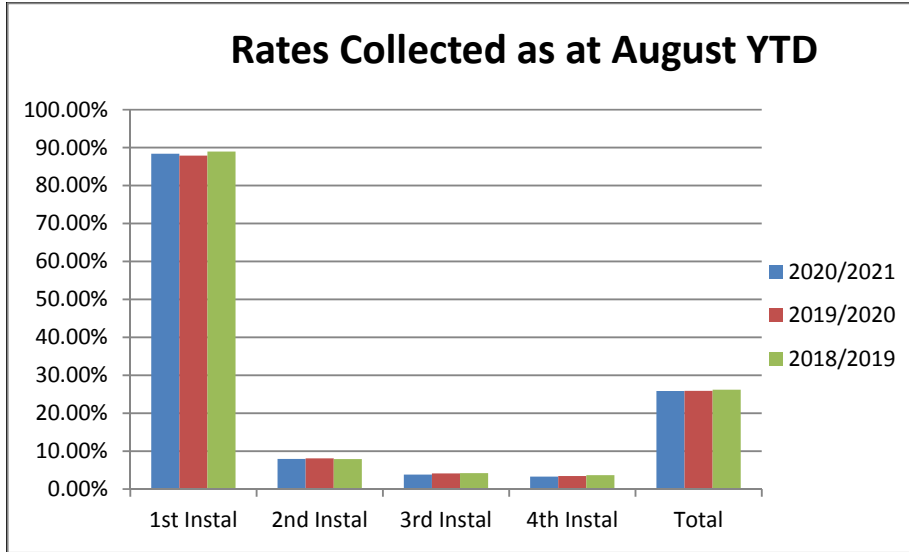
2.0 RATES

The Stratford District rating valuation will be carried out by Quotable Value in September, effective as at 15 August 2020, and will take effect on rates from 1 July 2021. Public notice of updated values are expected to occur by 7 October 2020, and owners notices posted by mid-October. Objections are due to close for the public on 20 November 2020.

Rates Arrears (owing from 2019/20 year and earlier) \$112,407 – As at 31 August 2020, 52% of rates in arrears have been collected since 1 July 2020 (2019: 55%).

Current Year Rates – As at 31 August 2020, 26% of rates had been collected (2019, 26%). A third of all district ratepayers are now paying their rates by direct debit.

There are no general concerns about the collection of rates as a result of Covid-19.



12.4

3.0 INFORMATION TECHNOLOGY AND RECORDS

- The secure extension of Councils network to the Water Treatment Plant is complete. This will allow Water Treatment Operators more access to systems they require while outside the admin building.
- The new Trade Waste System Register has been set-up in Authority and is now currently going through User Acceptance Testing with the Trade Waste Officer.
- Intramaps GIS System new version is being implemented. Both Assets and IT are involved and it is hoped it will be ready for user acceptance testing by the end of the month.
- Scanning and Processing of Rural Residential property files to digital format are now 100% complete (Commercial and Rural property files remaining, although partly done).

Tiffany Radich
DIRECTOR – CORPORATE SERVICES

Approved By:
 Sven Hanne
CHIEF EXECUTIVE

DATE: 15 September 2020

Statement of Comprehensive Revenue and Expense

For the Year to Date - August 2020

	August '20 Actual YTD	August '20 Budget YTD	Variance YTD	Total Budget 2020/21	August '19 Actual
<u>Revenue</u>					
Finance Revenue	\$12,742	\$23,117	(\$10,375)	\$138,700	\$9,877
NZTA Rooding Subsidy	\$370,543	\$610,967	(\$240,424)	\$3,665,800	\$292,327
Grants and Donations	\$270,435	\$112,583	\$157,852	\$3,675,500	\$0
Provincial Growth Funding	\$0	\$0	\$0	\$0	\$0
Rates Revenue other than Water Supply Rate	\$3,247,580	\$3,219,000	\$28,580	\$12,876,000	\$3,093,696
Water Supply Targeted Rate	\$0	\$0	\$0	\$444,600	\$305
Sundry Revenue	\$890	\$3,400	(\$2,510)	\$43,600	\$768
Financial Contributions	\$0	\$0	\$0	\$0	\$0
Dividends	\$0	\$0	\$0	\$0	\$54,930
Sale of land	\$128,352	\$1,022,667	(\$894,315)	\$3,816,000	\$0
User Charges for Services	\$758,401	\$792,653	(\$34,252)	\$2,345,000	\$639,450
Total Revenue	\$4,788,943	\$5,784,386	(\$995,443)	\$27,005,200	\$4,091,353
<u>Operating Expenditure</u>					
Personnel Costs	\$673,196	\$719,481	\$46,285	\$4,157,000	\$610,494
Other Direct Operating Costs	\$1,863,000	\$1,791,480	(\$71,520)	\$9,478,000	\$1,537,488
Total Operating Expenditure	\$2,536,196	\$2,510,961	(\$25,235)	\$13,635,000	\$2,147,982
(See attached Breakdown to Activity Cost)					
<u>Other Operating Expenditure</u>					
Depreciation	\$0	\$0	\$0	\$4,810,000	\$0
Finance Costs	\$68,104	\$110,833	\$42,729	\$665,000	\$69,573
Sundry Expenditure	\$2,002	\$0	(\$2,002)	\$0	\$0
Total Other Expenditure	\$70,106	\$110,833	\$40,727	\$5,475,000	\$69,573
Total Expenditure	\$2,606,302	\$2,621,794	\$15,492	\$19,110,000	\$2,217,555
Net Surplus (Deficit)	\$2,182,641	\$3,162,592	(\$979,951)	\$7,894,200	\$1,873,798
TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR	\$2,182,641	\$3,162,592	(\$979,951)	\$7,894,200	\$1,873,798

12.4

Statement of Financial Position

As at 31 August 2020

	August '20 Actual YTD
Assets	
<u>Current Assets</u>	
Cash and Cash Equivalents	\$5,844,600
Short Term Deposits	\$4,000,000
Receivables	\$1,472,146
Inventory - assets held for sale	\$939,000
Prepayments	\$10,511
Other Financial Assets	\$56,000
Current Assets Total	\$12,322,257
<u>Non-Current Assets</u>	
Investment in Other Financial Assets	
LGFA Borrower Notes	\$248,000
Shares	\$617,000
Trust Settlements	\$110
Work in Progress	\$953,555
Property, Plant & Equipment / Intangibles	\$328,991,000
Non-Current Assets Total	\$330,809,665
Assets Total	\$343,131,922
Liabilities & Equity	
<u>Equity</u>	
Renewal Reserves	\$4,256,500
Contingency Reserve	\$504,500
Other Council Created Reserves	\$1,193,236
Restricted Reserves	\$649,500
Targeted Rate Reserves	-\$223,200
Asset Revaluation Reserves	\$133,904,000
Retained Earnings	\$183,691,787
Equity Total	\$323,976,323
<u>Liabilities</u>	
Current Liabilities	
Borrowings (maturing less than one year)	\$3,500,000
Provision for Landfill Aftercare	\$11,000
Employee Entitlements	\$183,000
Payables and Deferred Revenue	\$3,367,599
Non-Current Liabilities	
Borrowings	\$12,000,000
Employee Entitlements	\$49,000
Provision for Landfill Aftercare	\$45,000
Liabilities Total	\$19,155,599
Liabilities & Equity Total	\$343,131,922

Expenditure and Revenue by Activity

For the Year to Date - August 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

	August '20 Actual YTD	August '20 Budget YTD	Variance YTD	Total Budget 2020/21	August '19 Actual
<u>Community Services</u>					
Aerodrome					
Expenditure	\$14,874	\$17,147	\$2,273	\$99,400	\$13,528
Revenue	\$5,577	\$3,583	\$1,994	\$21,500	\$6,331
Net cost of activity	\$9,297	\$13,563	\$4,266	\$77,900	\$7,197
Civic Amenities					
Expenditure	\$194,794	\$145,872	(\$48,922)	\$465,400	\$173,807
Revenue	\$7,891	\$8,503	(\$612)	\$65,500	\$7,930
Net cost of activity	\$186,903	\$137,369	(\$49,534)	\$399,900	\$165,877
Pensioner Housing					
Expenditure	\$21,135	\$20,358	(\$777)	\$77,500	\$16,905
Revenue	\$11,353	\$10,817	\$536	\$64,900	\$11,352
Net cost of activity	\$9,782	\$9,542	(\$240)	\$12,600	\$5,553
Community Development					
Expenditure	\$57,167	\$65,483	\$8,316	\$428,900	\$59,231
Revenue	\$280,994	\$123,283	\$157,711	\$20,500	\$19,853
Net cost of activity	-\$223,827	-\$57,800	\$166,027	\$408,400	\$39,378
Library					
Expenditure	\$97,105	\$96,615	(\$490)	\$545,500	\$105,926
Revenue	\$2,713	\$2,833	(\$120)	\$17,000	\$3,499
Net cost of activity	\$94,392	\$93,782	(\$610)	\$528,500	\$102,427
Parks and Reserves					
Expenditure	\$110,855	\$110,043	(\$813)	\$628,300	\$87,067
Revenue	\$2,702	\$1,483	\$1,219	\$8,900	\$2,934
Net cost of activity	\$108,153	\$108,559	\$406	\$619,400	\$84,133
Cemeteries					
Expenditure	\$27,400	\$28,948	\$1,548	\$170,700	\$30,342
Revenue	\$14,069	\$14,167	(\$98)	\$85,000	\$13,217
Net cost of activity	\$13,331	\$14,782	\$1,451	\$85,700	\$17,125
TSB Pool Complex					
Expenditure	\$168,223	\$163,788	(\$4,435)	\$896,200	\$146,664
Revenue	\$25,913	\$37,133	(\$11,220)	\$222,800	\$35,888
Net cost of activity	\$142,310	\$126,655	(\$15,655)	\$673,400	\$110,776
<u>Democracy and Corporate Support</u>					
Expenditure	\$176,009	\$185,943	\$9,934	\$1,095,400	\$190,129
Revenue	\$42,666	\$23,400	\$19,266	\$113,600	\$38,977
Net cost of activity	\$133,343	\$162,543	\$29,200	\$981,800	\$151,152
<u>Economy</u>					
Economic Development					
Expenditure	\$71,686	\$73,966	\$2,280	\$439,800	\$59,609
Net cost of activity	\$71,686	\$73,966	\$2,280	\$439,800	\$59,609
Information Centre					
Expenditure	\$50,283	\$52,816	\$2,533	\$310,900	\$55,156
Revenue	\$17,800	\$15,383	\$2,417	\$92,300	\$13,398
Net cost of activity	\$32,483	\$37,433	\$4,950	\$218,600	\$41,758

*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

	August '20 Actual YTD	August '20 Budget YTD	Variance YTD	Total Budget 2020/21	August '19 Actual
Rental Properties					
Expenditure	\$10,436	\$10,697	\$261	\$46,600	\$9,162
Revenue	\$4,383	\$5,333	(\$950)	\$32,000	\$7,965
Net cost of activity	\$6,053	\$5,363	(\$690)	\$14,600	\$1,197
Farm					
Expenditure	\$27,798	\$50,264	\$22,466	\$268,900	\$29,862
Revenue	\$50,348	\$84,550	(\$34,202)	\$507,300	\$45,787
Net cost of activity	-\$22,550	-\$34,286	(\$11,736)	-\$238,400	-\$15,925
Holiday Park					
Expenditure	\$283	\$533	\$250	\$3,200	\$2,402
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$283	\$533	\$250	\$200	\$2,402
Environmental Services					
Building Control					
Expenditure	\$108,364	\$94,742	(\$13,622)	\$560,000	\$69,370
Revenue	\$60,029	\$42,667	\$17,362	\$256,000	\$62,385
Net cost of activity	\$48,335	\$52,075	\$3,740	\$304,000	\$6,985
District Plan					
Expenditure	\$20,417	\$28,150	\$7,733	\$168,900	\$29,159
Net cost of activity	\$20,417	\$28,150	\$7,733	\$168,900	\$29,159
Resource Consents					
Expenditure	\$38,843	\$30,233	(\$8,610)	\$179,400	\$19,185
Revenue	\$1,843	\$5,833	(\$3,990)	\$35,000	\$12,552
Net cost of activity	\$37,000	\$24,400	(\$12,600)	\$144,400	\$6,633
Food and Health					
Expenditure	\$26,122	\$25,917	(\$205)	\$154,500	\$18,958
Revenue	\$9,963	\$14,500	(\$4,537)	\$15,000	\$11,021
Net cost of activity	\$16,159	\$11,417	(\$4,742)	\$139,500	\$7,937
Alcohol Licensing					
Expenditure	\$17,019	\$19,350	\$2,331	\$115,100	\$22,572
Revenue	\$6,270	\$5,883	\$387	\$35,300	\$3,755
Net cost of activity	\$10,749	\$13,467	\$2,718	\$79,800	\$18,817
Parking and Other Bylaws					
Expenditure	\$23,953	\$23,467	(\$486)	\$140,800	\$25,913
Revenue	-\$36	\$167	(\$203)	\$1,000	\$1,133
Net cost of activity	\$23,989	\$23,300	(\$689)	\$139,800	\$24,780
Animal Control					
Expenditure	\$34,459	\$32,117	(\$2,342)	\$192,700	\$29,651
Revenue	\$94,670	\$128,200	(\$33,530)	\$141,500	\$103,712
Net cost of activity	-\$60,211	-\$96,083	(\$35,872)	\$51,200	-\$74,061
Civil Defence					
Expenditure	\$22,549	\$38,267	\$15,718	\$229,600	\$27,726
Net cost of activity	\$22,549	\$38,267	\$15,718	\$229,600	\$27,726
Assets					
Roading					
Expenditure	\$801,689	\$663,317	(\$138,372)	\$3,819,900	\$548,277
Revenue	\$729,388	\$965,967	(\$236,579)	\$4,160,800	\$508,882
Net cost of activity	\$72,301	-\$302,650	(\$374,951)	-\$340,900	\$39,395

12.4

*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

	August '20 Actual YTD	August '20 Budget YTD	Variance YTD	Total Budget 2020/21	August '19 Actual
Stormwater					
Expenditure	\$26,241	\$34,618	\$8,377	\$168,800	\$24,780
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$26,241	\$34,618	\$8,377	\$168,800	\$24,780
Wastewater (Sewerage)					
Expenditure	\$81,495	\$115,923	\$34,428	\$634,000	\$73,875
Revenue	\$11,282	\$12,167	(\$885)	\$73,000	\$500
Net cost of activity	\$70,213	\$103,757	\$33,544	\$561,000	\$73,375
Solid Waste					
Expenditure	\$128,544	\$138,750	\$10,206	\$814,400	\$97,086
Revenue	\$20,451	\$13,750	\$6,701	\$82,500	\$21,474
Net cost of activity	\$108,093	\$125,000	\$16,907	\$731,900	\$75,612
Water Supply					
Expenditure	\$178,453	\$243,638	\$65,185	\$1,283,200	\$181,640
Revenue	\$0	\$0	\$0	\$444,600	\$305
Net cost of activity	\$178,453	\$243,638	\$65,185	\$838,600	\$181,335
Total Activity Expenditure	\$2,536,196	\$2,510,961	(\$25,235)	\$13,635,000	\$2,147,982
Total Activity Revenue	\$1,400,269	\$1,519,603	(\$119,334)	\$6,499,000	\$932,850
Net Cost of Activities	\$1,135,927	\$991,358	(\$144,569)	\$7,136,000	\$1,215,132

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 AUGUST 2020

Project	Total Available	Actual YTD Expenditure 2020/21	Projected year end expenditure	Projected under/(over) spend 2020/21	
Roading	<i>Level of service</i>	751,934	234,991	751,934	0
	<i>Replacements</i>	2,933,450	227,803	2,933,450	0
Stormwater	<i>Level of service</i>	233,800	0	233,800	0
	<i>Replacements</i>	58,200	0	58,200	0
Wastewater	<i>Level of service</i>	764,011	1,161	764,011	0
	<i>Replacements</i>	469,320	26,133	469,320	0
Water Supply	<i>Level of service</i>	1,093,607	9,848	1,093,607	0
	<i>Replacements</i>	1,217,696	18,576	1,217,696	0
Parks and Reserves	<i>Level of service</i>	730,878	0	2,197,880	0
	<i>Replacements</i>	0	0	0	0
Solid Waste	<i>Replacements</i>	61,600	0	61,600	0
Animal Control	<i>Level of service</i>	0	0	0	0
Swimming Pool	<i>Level of service</i>	15,673,700	0	20,037,200	-4,363,500
Aerodrome	<i>Level of service</i>	0	0	0	0
Civic Amenities	<i>Level of service</i>	230,629	0	230,629	0
	<i>Replacements</i>	11,800	0	293,790	0
Library	<i>Replacements</i>	0	0	0	0
Miranda Street Office	<i>Level of service</i>	0	0	0	0
	<i>Replacements</i>	47,900	648	45,800	2,100
Farm	<i>Level of service</i>	55,400	6,158	55,400	0
	<i>Replacements</i>	42,000	6,546	42,000	0
Economy	<i>Growth</i>	300,000	132,930	300,000	0
Pensioner Housing	<i>Level of service</i>	0	0	0	0
	<i>Replacements</i>	0	0	0	0
Communications	<i>Replacements</i>	0	0	0	0
Corporate	<i>Replacements</i>	181,000	43,131	176,207	4,793
TOTAL		\$ 24,856,925	\$ 707,925	\$ 30,962,524	-\$ 4,356,607

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CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 AUGUST 2020

Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
GROWTH - to meet additional demand									
Economy	Proposed Council subdivision	0	300,000	300,000	132,930	300,000	0	By 30 September 2020	Practical Completion will be issued in September. A total of \$4.4m has been spent to date.
Total Growth Expenditure		0	300,000	300,000	132,930	300,000	0		
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level									
Roading - Provincial Growth Fund shovel ready projects	Various safety improvements	0	0	751,934	234,991	751,934	0	By 30 November 2020	100% funded from the Provincial Growth Fund. Two projects have had physical works commence, the other two projects are with consultants and at the initial stages.
Stormwater	Reticulation Capacity Increase	110,700	0	110,700	0	110,700	0	By 30 June 2021	Preparing contract documentation
Stormwater	Manhole Lid Safety Screens	123,100	0	123,100	0	123,100	0	By 30 June 2021	Preparing contract documentation
Wastewater	Reticulation capacity increase	104,900	145,911	250,811	993	250,811	0	By 30 June 2021	Programmed by December 2020
Wastewater	Safety screens	33,900	0	33,900	0	33,900	0	By 30 June 2021	Road reserves safety screens will be installed by the end of the year.
Wastewater	Pump station telemetry	83,900	82,000	165,900	0	165,900	0	By 30 June 2021	Currently scoping the design and costs for the telemetry at the three remaining pump stations. Once this stage is completed, then sourcing the equipment from overseas will commence.
Wastewater	Bulk discharge	0	51,300	51,300	0	51,300	0	By 31 December 2020	Replacement pump has been selected, job scheduled to be completed by December 2020
Wastewater	Stage 2 treatment - Oxidation Pond	262,100	0	262,100	168	262,100	0	By 30 June 2021	Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly. Depending on the outcome of the trial, the funds may or may not be required.
Water Supply	Water Meter Installation	346,000	0	346,000	8,968	346,000	0	By 31 December 2020	Physical works scheduled to be completed by December 2020 (part of the Zoning contract)
Water Supply	Zoning	209,800	475,657	685,457	880	685,457	0	By 31 December 2020	Physical works scheduled to be completed by December 2020
Water Supply	Stratford street work rider mains	31,400	30,750	62,150	0	62,150	0	By 30 June 2021	Contract documentation is being prepared
Parks and Reserves	Park Development	15,600	0	15,600	0	15,600	0	By 30 June 2021	On-going expenditure
Parks and Reserves	Walkway development	15,600	0	15,600	0	15,600	0	By 30 June 2021	Currently obtaining quotes for two projects
Parks and Reserves	Walkway signs	10,500	17,018	27,518	0	27,518	0	By 30 June 2021	Design phase awaiting completion of Council logo template to be completed
Parks and Reserves	Plantings and signs	12,500	22,462	34,962	0	34,962	0	By 30 June 2021	Design phase awaiting completion of Council logo template to be completed
Parks and Reserves	Victoria Park improvements (including bike park and half basketball court)	521,300	11,698	532,998	0	2,000,000	0	By 30 June 2021	Funding of \$2,000,000 from Provincial Growth Fund approved. Contract documentation is being prepared.
Parks and Reserves	Discovery Trail	104,200	0	104,200	0	104,200	0	By 30 June 2021	Dependent on external funding - nothing yet.
Swimming Pool	Various Pool improvements	37,200	0	37,200	0	37,200	0	By 30 June 2021	On-going expenditure

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Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Swimming Pool	Pool development	15,636,500	0	15,636,500	0	20,000,000	(4,363,500)	By 30 June 2021	Funding of \$8m from Provincial Growth Fund approved, with \$12m from loans. Design phase.
Civic Amenities	Stratford 2035	100,000	0	100,000	0	100,000		By 30 June 2021	\$50,000 grant funded
Civic Amenities	Broadway / Prospero Place upgrade	0	80,629	80,629	0	80,629	0	By 30 June 2021	Various projects are being considered, but have not yet been initiated.
Civic Amenities	WMC - civil defence upgrade	50,000	0	50,000	0	50,000		By 30 June 2021	Concept and design to be finalised.
Farm	Calf bay	15,000	0	15,000	6,158	15,000		By 30 June 2021	Calf bay completed. Refurbishment to other calf bays will also be required.
Farm	Yard upgrade	30,000	0	30,000	0	30,000		By 30 June 2021	Obtaining quotes for physical works in May 2021, once the dairy season is over.
Farm	Landscaping / riparian planting	10,400	0	10,400	0	10,400	0	By 30 June 2021	Some remaining fencing work will be completed throughout the year.
Total Level of Service Expenditure		17,864,600	917,425	19,533,959	252,158	25,364,461	-4,363,500		

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

Roading - Financially assisted NZTA	Unsealed Road metalling	795,000	(45,000)	750,000	36,448	750,000	0	By 31 May 2021	Revised NZTA approved budget due to overspend in 2019/20
Roading - Financially assisted NZTA	Sealed Road resurfacing	750,000	(30,000)	720,000	95,317	720,000	0	By 31 December 2020	Revised NZTA approved budget due to overspend in 2019/20
Roading - Financially assisted NZTA	Drainage Renewals	525,415	(75,415)	450,000	38,967	450,000	0	By 30 June 2021	Revised NZTA approved budget due to overspend in 2019/20
Roading - Financially assisted NZTA	Pavement Rehabilitation	742,800	(22,800)	720,000	32,843	720,000	0	By 31 December 2020	Revised NZTA approved budget due to overspend in 2019/20. Work will commence in September 2020.
Roading - Financially assisted NZTA	Structure Components Replacement	80,000	0	80,000	6,377	80,000	0	By 30 June 2021	Revised NZTA approved budget due to overspend in 2019/20
Roading - Financially assisted NZTA	Traffic Servcies Renewals	50,000	0	50,000	13,175	50,000	0	By 30 June 2021	Revised NZTA approved budget due to overspend in 2019/20
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	151,000	-50	150,950	4,676	150,950	0	By 31 December 2020	
Roading non-subsidised	Underverandah lighting	12,500	0	12,500	0	12,500	0	By 30 June 2021	Upgrades still to be identified
Solid Waste	Transfer Station - Building renewals	20,800	40,800	61,600	0	61,600	0	By 30 June 2021	Asbestos has been partly removed from transfer station
Stormwater	Weather events emergency fund	2,600	0	2,600	0	2,600	0	By 30 June 2021	Ongoing
Stormwater	Reticulation Renewals	55,600	0	55,600	0	55,600	0	By 30 June 2021	Physical works ongoing
Wastewater	Step / aerate treatment renewals	31,500	0	31,500	0	31,500	0	By 30 June 2021	Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly, to ensure the bacteria survives.
Wastewater	Treatment pond renewals	160,400	0	160,400	0	160,400	0	By 30 June 2021	Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly, to ensure the bacteria survives.
Wastewater	Bulk discharge	10,500	0	10,500	0	10,500	0	By 31 December 2020	Replacement pump has been selected, job scheduled to be completed by December 2020
Wastewater	Reticulation renewals	0	266,920	266,920	26,133	266,920	0	By 31 December 2020	Physical works being undertaken via maintenance contracts. Works scheduled to be completed by December 2020

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Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Water Supply	Laterals	32,100	0	32,100	0	32,100	0	By 30 June 2021	Ongoing
Water Supply	Stratford street work rider mains	267,400	202,087	469,487	0	469,487	0	By 31 December 2020	Physical works being undertaken via maintenance contracts. Works scheduled to be completed by December 2020
Water Supply	Midhirst street work rider mains	15,700	0	15,700	391	15,700	0	By 30 June 2021	Works to be confirmed
Water Supply	Infrastructure general Stratford	26,200	0	26,200	11,210	26,200	0	By 30 June 2021	Ongoing
Water Supply	Infrastructure general Midhirst	3,200	0	3,200	0	3,200	0	By 30 June 2021	Ongoing
Water Supply	Infrastructure general Toko	1,600	0	1,600	0	1,600	0	By 30 June 2021	Ongoing
Water Supply	Grit tank replacement	0	248,495	248,495	6,975	248,495	0	By 30 June 2021	Design is completed. Physical Works contract being prepared.
Water Supply	Meter replacements	52,400	93,614	146,014	0	146,014	0	By 30 June 2021	Physical works being undertaken via maintenance contractors. Works scheduled to be completed by June 2021
Water Supply	Patea delivery line	0	259,400	259,400	0	259,400	0	By 30 June 2021	Design is completed. Physical Works contract being prepared.
Water Supply	Hydrants	15,500	0	15,500	0	15,500	0	By 30 June 2021	On-going
Civic Amenities	WMC - replace furniture	3,100	0	3,100	0	3,100	0	By 30 June 2021	On-going
Civic Amenities	Community hall renewals	0	0	0	0	281,990	0	By 28 February 2021	Funding of \$281,990 from Provincial Growth Fund approved. Planning is in progress.
Civic Amenities	CRR - appliance replacements	8,700	0	8,700	0	8,700	0	By 30 June 2021	Obtaining quotes for appliances
Farm	Yard repairs	30,000	0	30,000	0	30,000	0	By 30 June 2021	Obtaining quotes for physical works in May 2021, once the dairy season is over.
Farm	House - fireplace and floor coverings	12,000	0	12,000	6,546	12,000	0	By 30 June 2021	Fireplace has been installed. Floor covering is scheduled to be completed before the end of the year
Miranda Street Office	Furniture Replacement	3,100	0	3,100	648	3,100	0	By 30 June 2021	On-going
Miranda Street Office	Floor coverings	42,700	0	42,700	0	42,700	0	By 30 June 2021	Obtaining quote in the new year
Miranda Street Office	Dishwasher	2,100	0	2,100	0	0	2,100	Not required	This has been purchased at a much lower cost so the renewal budget is not required.
Corporate	Computers/Peripherals/ Software	80,000	0	80,000	15,334	80,000	0	By 30 June 2021	On-going
Corporate	AssetFinda and GIS software replacement	0	15,000	15,000	7,590	15,000	0	By 28 February 2021	In progress schedule to be completed by February 2021
Corporate	Civil defence equipment	10,000	0	10,000	0	10,000	0	By 30 June 2021	On-going
Corporate	Telephone System	0	25,000	25,000	20,207	20,207	4,793	Completed	Completed
Corporate	Vehicle Replacement (after trade in)	31,000	0	31,000	0	31,000	0	By 31 December 2020	Replacement of 1 vehicle is required now, will be completed before December 2020
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	By 30 June 2021	
Total Replacement Expenditure		4,044,915	978,051	5,022,966	322,837	5,298,063	6,893		
TOTAL EXPENDITURE		\$21,909,515	\$2,195,476	\$24,856,925	\$707,925	\$30,962,524	-\$4,356,607		

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 AUGUST 2020					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA (floating)	\$ 2,000,000	1.30%	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	2.55%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water	\$ 1,430,000	2013	N/a	2.55%	Water treatment plant
	\$ 1,430,000				
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	1.51%	105	28/05/2020	10/09/2020
Westpac	\$ 1,000,000	1.76%	119	12/06/2020	9/10/2020
Westpac	\$ 1,000,000	1.76%	120	9/07/2020	6/11/2020
Westpac	\$ 1,000,000	1.75%	122	10/08/2020	10/12/2020
	\$ 4,000,000	1.70%			
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
	\$ 248,000	2.16%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 4.00	\$ 634,864		
Ravensdown	17,920	\$ 1.00	\$ 17,920		
Civic Financial Services Ltd	65,608	\$ 0.93	\$ 61,015		
			\$ 713,799		

*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 AUGUST 2021

	Aug-20	Aug 20 Actual	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
OPENING BALANCE	3,247,695	3,247,695	5,890,996	2,118,986	552,617	2,083,942	381,242	1,616,992	2,029,292	426,592	195,223	1,680,594	507,894
Rates	3,280,000	3,464,901	540,000	350,000	2,800,000	400,000	370,000	2,900,000	400,000	400,000	2,900,000	430,000	400,000
NZTA Refunds	180,435	180,435	245,690	265,000	250,000	650,000	250,000	450,000	750,000	750,000	420,000	180,000	300,000
Fees and Charges	319,000	236,081	300,000	200,000	250,000	350,000	240,000	350,000	350,000	350,000	320,000	320,000	350,000
Sale of Assets	1	10,000	128,352	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Interest Revenue	5,783	7,304	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300
Other Income	2	-	370,000	-	-	-	2,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Total Cash In	3,795,218	4,017,074	1,587,990	947,300	3,432,300	1,532,300	2,992,300	4,832,300	2,632,300	2,632,300	4,772,300	2,062,300	2,182,300
Salaries and Wages / Elected Members	400,000	348,495	435,000	350,000	350,000	435,000	350,000	350,000	435,000	350,000	350,000	435,000	350,000
Payments to Suppliers - Operating	730,000	521,284	790,000	550,000	700,000	800,000	400,000	370,000	900,000	400,000	500,000	800,000	550,000
Major contract payments	700,000	503,994	600,000	1,500,000	950,000	2,000,000	3,600,000	3,700,000	2,500,000	2,000,000	2,500,000	2,000,000	950,000
Interest Expense	-	-	-	113,669	70,975	-	6,550	-	-	113,669	106,929	-	7,383
GST Paid	-	-	535,000	-	170,000	-	400,000	-	400,000	-	170,000	-	400,000
Total Cash Out	1,830,000	1,373,773	2,360,000	2,513,669	1,900,975	3,235,000	4,756,550	4,420,000	4,235,000	2,863,669	3,286,929	3,235,000	2,257,383
(Increase)/Reduce Term Deposits	-	-	3,000,000	-	-	-	3,000,000	-	-	-	-	-	-
Borrowing /(Repaying) Loans	-	-	-	-	-	-	-	-	-	-	-	-	-
CLOSING BALANCE	5,212,913	5,890,996	2,118,986	552,617	2,083,942	381,242	1,616,992	2,029,292	426,592	195,223	1,680,594	507,894	432,811
Net Debt	10,284,000	10,284,000	7,284,000	7,284,000	7,284,000	7,284,000	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. There are currently 7 sections under contract but none of these are expected to settle in the next six months.
2. Includes anticipated Government Grants for Community Halls and the new Swimming Pool.

Outstanding Debtors as at 31 August 2020

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$580,652	\$112,407	The overdue balance for rates debtors is what is owed for previous financial years. The amount includes some rates where legal proceedings have commenced. All outstanding rates are charged a 10% penalty on what is outstanding at the end of each quarter. Advice has been sent to bank for collection of some overdue accounts.
Transfer Station	\$463	-\$112	
Cemeteries	\$20,438	\$11,218	Overdues relate to 8 debtors, of which 5 have payment arrangements with council or are with a debt collector for recovery. Have written to the others asking for an arrangement to be made, or the ("pre-purchased") plot will be put back out for public availability. One debtor is now outside the timeline for collection (6 years) and will need to be written off.
Rental Properties	\$13,740	\$0	
Pensioner Housing	-\$4,180	-\$467	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$8,446	\$5,839	Overdue debtors are actively being pursued by debt collectors DMC, or the Regulatory team are making contact (initial phase).
Facility Hire	\$3,260	\$0	Letter sent to overdue debtor.
Sundry Debtors	\$447,904	\$8,416	Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement. Sundry debtors includes income accrued, ie Fonterra milk cheque.
NZTA	\$245,690	\$0	
Swimming Pool	\$585	\$0	
Resource Consents	\$12,605	\$1,200	One debtor overdue - reminders sent, Regulatory debt looking into.
Infringements	\$55,935	\$55,935	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$31,867	\$4,567	The overdue amount relates to two debtors who use the Esk Rd discharge facility. One is under arrangement, the other has been sent to DMC.
Water Billing	\$54,741	\$13,750	Three debtors are overdue, one debtor has entered into an approved Council payment arrangements. A 10% penalty is applied each quarter on all amounts overdue. One owner has just taken over property, via purchase of company shares, and inherited debt. Trying to resolve. Enquiries into a leak for the other.
TOTAL	\$1,472,146	\$212,753	