



Our reference
F19/13/03-D21/26182

13 April 2023

Policy and Services Committee

Notice is hereby given that the Policy and Services Committee meeting will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 18 April 2023** beginning at 3.00pm.

Timetable for 18 April 2023 as follows:

1.00pm	Presentation for Councillors
1.45pm	Afternoon tea for Councillors
2.00pm	Workshop <ul style="list-style-type: none">- Annual Plan- Transport Choices Package
3.00pm	Policy and Services Committee Meeting

Yours faithfully

Tiffany Radich
Acting Chief Executive

2023 - Agenda - Policy & Services - April

18 April 2023 03:00 PM



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AGENDA

Policy and Services Committee



F22/55/05-D23/13095

Date: Tuesday 18 April 2023 at 3.00 PM
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

1.1 Opening Karakia
D21/40748 Page 6

1.2 Health and Safety Message
D21/26210 Page 7

2. Apologies

3. Announcements

4. Declarations of members interest

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

5. Attendance Schedule

Page 8

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

6. Confirmation of Minutes

6.1 Policy & Services Committee – 28 March 2023
D23/12257 Page 9

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 March 2023 be confirmed as a true and accurate record.

/
Moved/Seconded

7. Matters Outstanding

D16/47 Page 22

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. [Decision Report – Draft Class 4 Gambling Venues Policy and Draft TAB Venue Policy](#)
D23/10396 Page 23

Recommendations

1. THAT the report be received.
2. THAT the committee review and approve the amendments to the *draft* Class 4 Gambling Venues Policy as recommended at the Policy and Services meeting held on the 28 June 2022.
3. THAT the committee release the *draft* Class 4 Gambling Venue Policy and Statement of Proposal for public consultation.
4. THAT the committee release the *draft* TAB Venue Policy and Statement of Proposal for public consultation.

Recommended Reason

On 28 June 2022, the Policy and Services committee reviewed the *draft* Class 4 Gambling Venues Policy and the *draft* TAB Venue Policy. As a result of the review, the committee recommended amendments to the *draft* Class 4 Gambling Venue Policy prior to the public release of the policy, and approved the TAB Venue Policy with no changes.

The recommended amendments have been made to the *draft* Class 4 Gambling Policy and the committee is now required to review the changes and release both policies and their statement of proposals for public consultation.

/
Moved/Seconded

9. [Monthly Reports](#)

9.1 **Assets Report**
D23/11876 Page 46

Recommendation

THAT the report be received.

/
Moved/Seconded

9.2 **Community Services Report**
D23/12589 Page 66

Recommendation

THAT the report be received.

/
Moved/Seconded

9.3 Environmental Services Report
D23/11467 Page 75

Recommendation

THAT the report be received.

/
Moved/Seconded

9.4 Corporate Services Report
D23/13090 Page 82

Recommendation

THAT the report be received.

/
Moved/Seconded

10. Questions

11. Closing Karakia
D21/40748 Page 99



Our reference
F19/13/03-D21/40748

Karakia

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

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



Our reference
F19/13/03-D22/17082

Health and Safety Message

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

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

5. Attendance schedule for 2023 Policy & Services Committee meetings (including Hearings).

Date	24/1/23	28/2/23	28/3/23	18/4/23	16/5/23	23/5/23	27/6/23	25/7/23	25/7/23	22/8/23	26/9/22	26/9/23	24/10/23	28/11/23
Meeting	PS	PS	PS	PS	H	PS	PS	H	PS	PS	H	PS	PS	PS
Neil Volzke	✓	✓	✓											
Steve Beck	✓	✓	✓											
Grant Boyde	A	AV	✓											
Annette Dudley	✓	✓	✓											
Jono Erwood	✓	✓	✓											
Ellen Hall	✓	✓	✓											
Amanda Harris	✓	✓	✓											
Vaughan Jones	✓	✓	✓											
Min McKay	✓	✓	✓											
John Sandford	✓	S	S											
Clive Tongaawhikau	✓	✓	✓											
Mathew Watt	✓	✓	✓											

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

MINUTES

Policy and Services Committee



F22/55/05 – D23/12257

Date: Tuesday 28 March 2023 at 3.00PM
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

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

In attendance

The Chief Executive – Mr S Hanne, the Director – Corporate Services – Mrs T Radich, the Director – Assets – Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Acting Director – Community Services – Mr C Julie, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Sustainability Advisor – Mrs V Dombroski (*part meeting*), the Community Development Officer – Mrs A Kingston (*part meeting*), the Customer and Leisure Services Manager – Mrs A Mathews (*part meeting*), the Aquatic Services Team Leader – Mr R Naicker (*part meeting*), the HR & Governance Advisor – Mrs C Reynolds (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*), the Roading Engineer – Mrs D Taplin, the Projects Manager/Engineer – Mr S Taylor (*part meeting*), the Parks and Reserves Officer – Mrs M McBain (*part meeting*), the Property Officer – Mrs S Flight, Mrs A Woodhead (Stratford Flyers Swim School, *part meeting*), Mr D Hancock (Stratford Flyers Swimming Club, *part meeting*) and one member of the media (Stratford Press).

Via audio visual link: Mr Kelvin Wright (Venture Taranaki, part meeting)

1. Welcome

The opening karakia was read.

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

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

2. Apologies

An apology was received from Councillor W J Sandford

Recommendation

THAT the apologies be received.

ERWOOD/HALL
Carried
P&S/23/35

3. Announcements

The Chief Executive noted a re-print of the Swimming Pool Fees and Charges had been tabled. The notable change is the swim school lane hire and entry fees being separated to ensure the charges are clearer. The amended tabled will be considered with Item 10.

4. Declarations of members interest

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

5. Attendance Schedule

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

6. Confirmation of Minutes

6.1 Policy & Services Committee – 28 February 2023 D23/7711 (PE) D23/8213 (Open) Page 11

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 February 2023, including the public excluded section, be confirmed as a true and accurate record.

VOLZKE/BOYDE
Carried
P&S/23/36

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

- Page 14, item 11. Councillor Hall noted she had asked if it was possible to have an enforcement policy without the resources to enforce it, which the Chief Executive had confirmed it would be. Add to minutes.

The Property Officer, Parks and Reserve Officer and Project Engineer/Manager joined the meeting at 3.03pm.

7. Matters Outstanding D16/47 Page 22

Recommendation

THAT the Matters Outstanding be received.

BECK/HARRIS
Carried
P&S/23/37

The Chief Executive noted the following points:

- The Street Numbering project is yet to be brought back to elected members.
- The Future of the Page Street swimming pool complex conversation will be held once the Annual Plan discussions have concluded.
- The request for the LGOIMA requestor details to be shared have resulted in a change in process where the requestor will be informed their details will be published, however there will be the option for them to keep their details private. This has been implemented this month.
- Officers have added the croquet club request to their work programmes.
- A report on the Kingheim Mountain Bike tracks will be brought to elected members at a later date.

Questions/Points of Clarification

- The District Mayor noted he had written to the Stratford Croquet Club as requested by Council noting that officers would further investigate council owned sites and encouraging the club to explore non-council owned sites further. The club had replied stating there were no suitable sites and the Mayor had reiterated that council had requested they show they have explored other options and discussed this with other sporting codes.

8. Information Report – Economic Development Quarterly Report – Quarter Two
D23/9640 Page 23

Recommendation

THAT the report be received.

DUDLEY/HARRIS
Carried
P&S/23/38

Mr Wright, Venture Taranaki, noted the question regarding the value added from investment to Venture Taranaki had been detailed in the report and showed over the last five years there had been a 208% return on the investment into the region.

Questions/Points of Clarification:

- It was clarified that Brook Sabin, Stuff, was taken on a full trip around the maunga and included a stop in Stratford.
- Mr Wright noted he was unsure if a Stratford business would be showcased in the third season of power up. He noted the final presentation in terms of what will be involved in this is currently being put together.
- Mr Wright noted the entire leadership team would be presenting to council on Venture Taranaki's focus for the upcoming year and the team would provide a more comprehensive overview for all council's questions.
- Mr Wright clarified that the branching out programme helped connect land owners with the intelligence and support they require to grow the new crops. This includes scientific data and environmental knowledge, the normal functions of the enterprise team and planning for post production including support in looking into creations of unique products. Venture Taranaki also looks at funding or vouchers for professional advice to help take the venture to the next level.

The Services Asset Manager and Roading Engineer joined the meeting at 3.11pm.

9. Information Report – Reserve Balances and Movements – 2021/22
D23/10029 Page 51

Recommendation

THAT the report be received.

TONGAAWHIKAU/BOYDE
Carried
P&S/23/39

Recommended Reason

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

The Director – Corporate Services noted the following points:

- This report is brought to council every year after the annual report has been finalised and highlights movements in reserves for the previous financial year.
- There are a variety of reserves that are on council's balance sheets and these all have different purposes.

The Community Development Officer left the meeting at 3.13pm.

Questions/Points of Clarification:

- It was clarified that the three water reserves will be netted off against council's debt relating to three waters on takeover date which will leave these at a zero balance.
- The District Mayor noted that the cash balance was approximately \$8 million but the strategy was to have at least \$6 million in term deposits at all times, and questioned if the surplus should be used to reduce debt? Mrs Radich noted that at this particular date there was surplus cash, however this varies every month in terms of revenue received and expenditure going out and is also impacted on the quarterly rates payment. It requested that this limit be referred to the Audit and Risk committee for review.

10. Decision Report – Fees and Charges Schedule 2023/24

D23/10539

Page 57

Deputations were approved for Aimee Woodhead and Daniel Hancock to speak to council regarding this item.

Aimee Woodhead – Flyers Swim School

Points noted in presentation:

- This presentation is due to the recent discussions about the pool budget leading to the learn to swim school and club being discussed.
- She noted the options at the pool are to make positive choices and to make it a place that is engaging with interesting programmes that people can access at a reasonable price. It needs to get people through the door!
- She noted an increase to driving up lane hire fees will mean people cannot afford to attend the local swim school.
- Hawera learn to swim is \$95 a term for ten lessons and New Plymouth Aquatic Centre is \$110. Stratford Flyers charge \$132 which includes pool entry. She noted other private swim schools charged \$180 - \$230 a term. It was noted there are 600 learn to swim students in the New Plymouth Aquatic Centre and 300 in Hawera. There are approximately 600 learn to swim students with the Stratford Flyers at the moment with 175 squad swimmers who swim multiple times a week.
- Council run swim schools have a reputation for their level of service and provide no pathway to competitive squads.
- She noted she worked hard to ensure tamariki were in groups that suit them, the instructors are paid well and have a good work environment and she worked hard to be a good employer.
- It was noted there had been issues with the envibe system and the payment monthly as the invoicing has been far less than what should have been. She had been advised the contract was not a governance matter but noted she could not continue with the money not being collected correctly.
- She felt that if the swim school was lost due to price increases then the instructors will be lost who are the backbone of the community and are loyal to the flyers. A council run swim school will be nowhere near what is currently offered and the reputation and numbers will drop.
- An economical management system needs to be put in place to add value and would be a positive way forward. The pool needs to be marketed as a beautiful pool!
- There are 27 instructors involved with the Flyers Swim School and succession planning in place. This has grown from 60 students to 600 and continues to grow 10% a year. It is also established in Inglewood at the primary school there.
- It was noted that the Ako Wai Charitable Organisation had also been established for the wider community to get funding for lessons and then finds the students requiring this.
- There are more than 40 competitive swimmers in the squads at the moment, and other clubs are declining. Within this club there are multiple national title holders.
- Holiday programmes are currently being organised for the squads.
- She urged councillors to hear the plea to keep this affordable and hold onto awesome staff.

Questions/Points of Clarification:

- It was clarified that both Hawera and New Plymouth are council run services.
- It was noted that issue regarding the payment system was not able to be discussed as part of this deputation.
- The District Mayor questioned how the Flyers intended to deal with the \$20 per hour lane hire fee, if it was to be absorbed or passed onto the swimmer? It was clarified that this fee was to be applied to the swim school only and not the swimming club and would be on top of pool entry. Mrs Woodhead

questioned how this was fair as it was double dipping? She noted one of her values is providing affordable lessons and felt it would be letting the community down if she thought it was ok to pass that charge on as she was already charging higher fees than elsewhere. She noted that it could mean that running at a council facility is no longer appropriate.

- It was clarified that the current fee for learn to swim was \$132 and included entry fee. This is collected all together and split out.
- The Deputy Mayor asked if Mrs Woodhead disagreed with the fee or could propose another level of fee? Mrs Woodhead noted the fee didn't need to be increased but what was needed was to look at what could be approved and how people could be brought in. Stratford is growing and to make it more desirable they shouldn't be adding a lane fee. This sort of fee had been proposed in the past and what will result is annoyed people who can't access a service they have accessed in the past.
- The Deputy Mayor questioned if the facility should be offered at no charge and Mrs Woodhead noted she worked really hard to get numbers for the entry fee and felt it was sufficient charge. She noted the Flyers was a small business and it had been hard after two years of Covid-19.

Daniel Hancock – Stratford Flyers Swimming Club

Points noted in presentation:

- This presentation was to reinforce the points made previously but to offer a different perspective from the Stratford Flyers Swimming Club.
- He noted the newspaper article mentioned the swimming club being subsidised and proposed the swim school could be taken in-house.
- He noted that the price increase won't affect the club financially but would indirectly impact it.
- The swim school runs from aquatots right through to competitive swimming. Swimmers can see the progression, how it works and how they get to the next level and the end goal of competitive swimming.
- Instructors at the school work under the guidance of Aimee and they all have the same skill set to get those kids to where they need to be as a competitive swimmer.
- At present there are 730 kids going through the swim schools and swim squads. Of those, 50-60 are part of the swimming club with most of them doing two to six sessions a week depending on their level. There are also about 100 kids in the development and fitness section who do sessions twice a week. There are 580 kids accessing the pool about once a week. This equates to around 1,000 pool entries a week for about 48 weeks of the year.
- With about 1,300 kids in the district the swim school and club have got around 730 of those for learn to swim. It is great for them to learn to swim and to have them coming through having had proper instruction.
- About 10% of the swim school are coming through for competitive swimming which is really good compared to surrounding districts. Hawera who has a council run learn to swim set up have about 15 competitive swimming, New Plymouth has a lot of private learn to swim groups as well as the council run one and has an estimated 2,000 kids in learn to swim programmes but their competitive swimming club only has about 50-70 kids which is a very poor conversion rate compared to Stratford.
- The Flyers Swim School provides a pathway and he noted his concern that without this the swimming club will disappear.
- A charge such as the lane hire will need to be passed on and will limit the amount of people who can do the courses, lower numbers will result in a need for higher entry fee and less people mean revenue will go down.
- If council takes over the learn to swim school then a swim coach will need to be hired and that will cost swimmers which means competitive swimmers will probably go elsewhere.
- He noted Aimee was all about getting as many people swimming as possible hence keeping the fees as low as possible and that is what the club tries to achieve as well.
- He noted the previous pool manager had restricted swimmers from doing learn to swim and our swimmers had to go to a small school pool. As a result learn to swim died in Stratford which also crushed the numbers in competitive swimming.
- He understood the pressures and the need to keep rates down but noted an increase in fees is unwanted and to put the blame on the increases at the swimming pool on the club is incorrect as they do pay entry fees and without them the deficit will be a lot more.

Questions/Points of Clarification:

- Councillor Boyde noted that the swimming club had not been mentioned in the Stratford Press and questioned if it had been interpreted that way? Mr Hancock noted that there is huge confusion that the swim school and the swimming club is the same organisation, however he noted you need to be a member of a club to be a competitive swimmer and that swimmers transitioned from the swim school. The Stratford Swimming Club had combined with the Flyers Swimming Club and since then they get put in the same basket. He had answered comments regarding no sport getting looked after like swimming in Stratford that they do pay entry fees.
- The District Mayor requested clarification of the relationship between the swimming squad and who operates the advanced training and if the coaching role was a paid position? Mr Hancock noted that the coaching role was part of where the school and club run together. The coach is paid by the swimmers involved. He noted the Flyers had been set up when the Stratford pool had been first covered in an attempt to allow swimmers to go back to their respective clubs for their competitive swimming to ensure clubs in Taranaki survived. He noted if the coach was funded solely out of competitive swimming this would be a colossal amount to fund. Mrs Woodhead clarified as a coach to the swimming club she is an independent contractor and without this the club would be looking to bring in a coach at a cost of between \$50,000 to \$60,000. The swim school is a completely separate standalone business.
- It was reiterated that the swimmers pay for the coach. The swimming club is about having a club so that the swimmers can compete nationally and does not hire staff. He also reiterated that while the club was not directly impacted by the increases it would indirectly impact the club if costs were passed on.

Aimee Woodhead and Daniel Hancock left the meeting at 3.45pm.

<p>Recommendations</p> <p>1. <u>THAT</u> the report be received.</p> <p>2. THAT the fees and charges schedule 2023/24 be approved.</p> <p>Recommended Reason The Fees and Charges impact the Annual Plan 2023/24 financial budgets, which is currently being prepared.</p>	<p>HALL/BODYE <u>Carried</u> <u>P&S/23/40</u></p>
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The Director – Corporate Services noted the following points:

- The fees and charges will lead directly into the development of the revenue for the Annual Plan budget for 2023/24. It is anticipated that a draft Annual Plan will be brought to the Policy and Services Committee in April or May.
- Some of the more significant changes are the updates to building control to ensure there is a more accurate representation of costs incurred and a universal increase of \$10 on dog registration and license fees due to ongoing increases to the costs of delivery of animal control.
- An updated table of the swimming pool fees and charges was tabled as there were additional changes made following the agenda being produced.

Questions/Points of Clarification:

- It was clarified that the entry fee was a separate fee to the external swim school lane hire charge. This would be charged in addition. Councillor Boyde noted it was strange to set a lane hire fee and then charge entry on top of that.
- It was clarified that the private lane hire fee of \$25 included entry fee.
- It was clarified that the lane fee (including entry) for a private lane hire had no maximum for people to use that lane but that the hire was dependent on the availability at the time.
- It was clarified the external swim school fee of \$4 per entry was the same as the standard casual entry fee. The Chief Executive noted that historically swim school discounts for concession cards had not been available as no lane fees had been set. However if the set up went back to the scenario where council charges the entry fee separate to the operator then he would encourage not

setting the fees different for swim school or casual entry as there would be no visibility of who was entering for lessons or a casual swim.

- The District Mayor noted that a concession card would bring the entry fee for a child to \$3.50 an entry so at \$4 it would be dearer to go to swimming lessons.

Points noted in discussion:

Swimming Pool

- Councillor Boyde noted he did not support the spectator fee of \$2 per person. He felt spectators added another set of eyes to the pool and felt the facility would become another babysitting service if this fee was introduced.
- Councillor Dudley supported those concerns and noted she was a spectator who attended swimming lessons and felt the excuse that spectators may use the public toilets was unfair as there is no charge to use the toilet facilities at netball or rugby. She felt there should not be a charge if you are attending lessons to sit and watch but felt if the caregiver was to be there for over an hour with recreational swimming then it was ok.

The Property Officer left the meeting at 3.54pm.

- The Customer and Service Manager noted that a rough calculation had been done for the spectator fee revenue based on the number of children who have accessed the facility. Based on one spectator per every two kids it would be 1,500 bringing in \$3000 of revenue. This was calculated on the period the facility has been opened (since October), however the numbers were the same for the full year at the old facility. It was difficult to calculate as how the total numbers for the year would look was still unknown.
- Councillor Beck questioned whether without parents it would cost more for council staffing? It was noted there was the potential to have more first aid incidents if parents are not in the pool with the children but that most spectators are passively watching from the bench or are on their phones.

The Parks and Reserves Officer and Services Asset Manager left the meeting at 3.58pm.

- Councillor Harris supported no spectator fee full stop. She noted people needed to be encouraged to watch swimming as an extra pair of eyes. She felt a spectator fee would complicate matters and require increased staffing levels.
- It was clarified the 3,000 children who had accessed the pool since October were casual users and did not include the children with the swim school.
- The numbers of caregivers was recorded as they are recorded as a zero dollar mark upon entry was just over 3,500.
- Councillor Hall supported removing the spectator charge.
- Councillor Watt supported removing the spectator charge but also supported increasing the caregivers charge to the full adult entry fee.
- **It was agreed to remove the spectator fee.**
- Councillor Boyde noted his support for the caregiver charge as they were getting into the pool and using the facility. He felt \$2 was fair.
- Councillor Hall noted that a caregiver fee was required. She noted the premise of not having a fee encouraged parents to get in to the pool as it was less desirable to get wet and into togs at an older age but this was countered with the enjoyment of swimming with your children. She supported the fee but suggested an increase from \$2 to closer to the current \$5 adult entry fee.
- Councillor Jones agreed that the caregiver is using the pool, and acknowledged the comments regarding the adult charge but as the caregiver is looking after a child and not swimming on their own he did not support a full adult charge.
- Councillor Erwood supported the comments relating to the caregiver fee and noted his support at keeping this at \$2.
- Councillor Beck supported increasing the caregivers fee as he expected a person supervising the child to pay the same fee as if they were swimming.
- It was clarified that swim school instructors were not classified as caregivers.
- It was suggested that a change could be made to *50% of adult entry fee* which would be \$2.50.
- It was clarified that a caregiver was defined as supervising a child under 8 years old. If they are going in with a child older than that then they would be paying full price. No caregiver for a child under 8 means that child cannot swim.

- The Deputy Mayor agreed with Councillor Watt as the caregiver still had access to the full facility but noted they were not able to swim with their own freedom and therefore supported an increase to \$2.50.
- **The Caregiver entry fee will be amended to 50% of adult entry.**
- Lane Hire for External Swim School
 - Councillor Boyde recognised that the two speakers had highlighted a lot of stuff around costs and participation. He noted all sports had had massive increases over everything and a price increase was not just for the pool. He supported the introduction of the lane hire fee. He noted that he had heard today that the pool required \$500 per hour of operating costs which includes staff, power, heating and chemicals so supported the introduction of this fee as it was only \$2 per swimmer per lane for a lane of 10 swimmers over the hour. As the governance team it was important to make sure they do what is right for the pool and council needs to work hard to make some serious savings at the pool.
 - Councillor Jones noted that Mr Hancock had made the point that the Flyers Swim School was potentially undercharging as the cheapest privately run school in the district so there was the potential to increase the fee. The lane hire fee will be passed onto the users and he was unsure at what point would they stop coming.
 - Councillor Dudley noted her opposition to the lane hire fee. This is a small low socio economic town and it is important to teach kids to swim as national drowning rates are so high. The fee will go to the kids and they will miss out.
 - Councillor Erwood supported the fee. He noted that sadly there are increases everywhere, everyone has rates, insurance and costs increasing. It is a right that everyone has the right to learn to swim but the Flyers were taking it to the next step where they are an elite sport. Kids have the option to carry on with it and so do their parents.
 - Councillor Hall supported the lane hire fee. She acknowledged the ownership of the asset but also the passion and skill set base in the learn to swim for our district which was clear from the speakers today. She acknowledged that as a parent things do cost money, prices are increasing across the board with everything and there is a facility here that council needs to pay for. She noted this will still only be a contribution towards the costs to deliver and felt there would likely be a price increase for users as they are likely undercharging for the service.
 - Councillor Beck supported the lane hire fee and noted that Mrs Woodhead had said Stratford has one of the best facilities around and that isn't possible without a price attached to it.
 - Councillor Tongaawhikau supported the fee. He noted that councillors responsibility comes back to the community and if council cannot justify its worth then it will loose at the end of the day. He noted he sees an asset that we have and the amount that has cost to get to this point and how much it will cost to continue to stay the course. He acknowledged the passion and love from the two speakers and agreed with a lot of things they said, however for our tamariki and mokopuna in the community it is important that council has their best interests at heart and don't leave them with a debt. He noted each time the kids are taken to McDonalds it was a cost to use an external facility to cook and provide food.
 - The District Mayor noted that there was a small percentage of the population who use the pool with about 90% of the population not using it, however he acknowledged the group who do use it do use it a lot. Those users have a perception that it is expensive for them to use, however the other 90% who still pay for it don't use it at all! He did not begrudge that as his children and grandchildren use it but he felt that should be taken into account when considering who pays for the cost of this asset. There are pensioners and beneficiaries who pay rates and are really feeling financial strain at the moment. The flyers have a small group of advanced swimmers who can't afford to have a full coach of their own so they use the swim school to provide the same service. He felt there should be a lane fee but was unsure if \$20 per hour was the correct amount. He acknowledged the point that there was a potential detrimental effect and that people may not use the service and that is a risk factor that needs to be evaluated. He noted other private swim schools ranged in price from \$155 - \$230 and in comparison to those the flyers were not necessarily so expensive the the fees could not be increased. He noted that whatever was not received in way of revenue would impact the ratepayers.
- **Approved \$20 per hour Swim School Lane Hire Fee**
- **Approved Spousal Entry be amended to Partner**

The Customer and Leisure Service Manager and Aquatic Services Team Leader left the meeting at 4.22pm.

Animal Control

- Councillor Harris noted her opposition to a universal fee increase of \$10 across all dog registration fees. She noted that Good and Select Dog owners equate to about 17% increase but that the rural dogs were having a 28% increase. Around 58% of registered dogs were rural dogs and over the last three years only 21% of dogs impounded were from a rural area. She noted she would support an increase that was more in-alignment with the percentages.
- It was noted a \$10 universal increase was the result of a recommendation from the Section 17a reviews.
- The District Mayor noted his agreement that the increase should be apportioned across the different categories and felt it was the ones who don't meet the good owner categories who should bare the brunt of the increase.
- Councillor Harris clarified that with the percentages applied the select dog owners would be looking at a 17% increase and two or more rural dogs would look at about 5-7% increase.
- It was requested that the total amount proposed to be collected with the proposed universal \$10 increased be allocated out across the fees in proportion. This will not change the total amount collected but will be more accurately applied.
- It was noted that the 2022/23 Annual Report showed revenue was \$145,000 for Animal Control and the total cost was \$227,000. This amendment would bring in approximately \$20,000 additional revenue.
- It was noted that it was important to note that there is a public good component to this activity as it keeps non-dog owners safe from the dogs, including dogs that may not be registered in this area.

Cemetery

- Councillor Boyde noted he would like to see work done around the cemetery and charges as there seems to be a bit of difference between Stratford neighbouring areas and he wanted to ensure Stratford was in line with the neighbouring districts. Mrs Radich noted the South Taranaki District Council have not yet adopted their fees and charges but have indicated all fees and charges will be increased.
- The Deputy Mayor supported an increase in cemetery fees. Costs are going up and the cemetery is extending and this would provide an opportunity to recover costs. She suggested an increase for a plot to \$2,500 (compared to New Plymouth at \$2,649) and internment to \$2,000.

The Sustainability Advisor left the meeting at 4.33pm.

- Councillor Erwood supported an increase.
- Councillor Hall acknowledged that the times these fees are accessed is a hard time for anyone and any increase would be a challenge. However an increase is necessary.
- **It was approved to do a 10% increase on all cemetery fees excluding the infant and stillborn charges.**

Miscellaneous

- It was clarified that Victoria Park Sports Ground hire is more expensive as it is a premier field. All codes pay the same for the other fields.
- Councillor Dudley requested a 24 hour rate for the War Memorial Centre and Centennial Rest Rooms be included and suggested a discounted 24 hour rate.

Recommendations

2. THAT the fees and charges schedule 2023/24 be approved, including tabled amendments for the swimming pool, and with the following amendments:
 - Lane hire external swim school provider to be displayed under separate heading
 - Proposed spectator fee be deleted
 - Caregiver /supervisor for under 8 be set and displayed at 50% of adult entry fee
 - Decision for dog fees be suspended until adoption of Annual Plan
 - Cemetery fees be increased by 10% across board, except where they apply to infant and stillborn burials.

BOYDE/HALL
Carried
1 against
P&S/23/41

11. Decision Report – New fencing around the Wastewater Treatment Ponds
 D23/5088 Page 78

Note this item was left to lie on the table at the Policy and Services Committee Meeting on 28 February 2023.

Recommendations	
<p>1. <u>THAT</u> the report be received.</p>	<p>HARRIS/DUDLEY <u>Carried</u> <u>P&S/23/42</u></p>
<p>2. <u>THAT</u> the Committee approves the erection of fencing around the wastewater pond</p>	
<p>3. <u>THAT</u> the committee approve the allocation of funding to erect the fencing in this financial year but with an expressed maximum of \$175,000 and a requirement for this matter to be re-presented to council with an updated quote if tenders exceeded this budget.</p>	<p>BOYDE/HALL <u>Division</u> <u>For 10</u> <u>Against 1</u> <u>P&S/23/43</u></p>
Recommended Reason	
<p>To minimise the Council's exposure to risk of injury or death as a result of falling or drowning in the wastewater treatment ponds.</p>	

Points noted in discussion:

- Councillor Boyde noted that he had been struggling with this decision purely because he felt the biggest need was around the lake at Victoria Park. But he noted he understood this was proposed to make all practical steps to make the wastewater ponds safe. The current fence is not fit for purpose. He noted that if council is going to do this then it needs to be done at minimal cost while taking all steps to ensure it complies. His biggest concern was the huge amount of money required to do this after no issues in the past 80 years. He questioned if council was still liable if something was to go wrong? The Chief Executive noted that potentially there would still be liability for council but this makes sure an effort has been made and the mitigating circumstances were taken into account for this situation.
- The District Mayor noted that health and safety legislation meant liability would never be removed; however, council can mitigate the circumstances to reduce or eliminate the risk. There is always an element of liability. He noted he had initially been opposed to this proposal as it is not the highest risk with council assets, however as an owner of a public facility council needs to be responsible for that and ask is it safe for people for whatever reason they are there for. He noted he now supported construction of a fence around the wastewater ponds and that due to the funding being sourced from underspent project funds there was no immediate impact on ratepayers. He requested officers take a minimalistic approach with basic construction as appearance is inconsequential. The fence needs to be function and a reasonable attempt to keep children and intruders out.
- Councillor Hall supported the building of the fence. She noted council had tragically been given an example of what could happen without a fence. Being a council owned asset it was important to ensure it is safe and secure from the public. She noted there were two factors to think about – the risk to the community and council liability. Where the lake is placed is quite a fair way away but little people can walk great distances when motivated to do so and these are a risk for our children. She felt council would be remiss if it didn't build a fence. She requested clarification on best practice for the components of the fence and requested that it be done properly but as cheaply as possible.
- Councillor Erwood noted he was sitting on the fence for this decision as it was a lot of money. He had researched the Gore incident and noted that while council can be mindful of parental responsibility kids can wander off. He supported the building of the fence but suggested fixing what is currently there and adding to the top of the existing fence which could reduce costs.

- Councillor Watt noted his opposing view. He felt this argument to build a fence could be used in other areas such as the Victoria Park lake. He felt this did not rank highly for the risk of liability or the risk of people drowning. All incidents are different and while council cannot predict what a court would decide he noted council could be spending \$175,000 to mitigate the risk of a \$100,000 penalty if a similar case occurred. He noted the same risk could apply for other areas including those council does not have responsibility for.
- Councillor Beck supported a 1.8-meter high fence, but not a security fence as the cost for that would be colossal. He thought deer fencing for that height could be completed for half the quoted price or that the work could be done in stages such as beginning at the walkway side. The Deputy Mayor noted that completing the work in stages would lose efficiencies.
- Councillor Harris supported the erection of a fence but with a minimalistic approach.
- It was clarified that this job would go out for tender as per the procurement policy. The quoted price was to get an idea of the cost for the decision to be brought to council. Councillor Harris requested that if the tenders exceed the quoted price of \$175,000 then this be brought back for further discussion.
- Councillor Jones noted that Health and Safety is about what is practical and what is reasonable. Anything is practical at a price but is it reasonable to ask ratepayers for the funding to build a fence above the maximum fine that may come out, he questioned if council was willing to foot that cost if it comes out. He noted practically council can do this, however he noted he was struggling with if he found it reasonable.
- Councillor Erwood questioned if there was an appetite for add to the existing fence, the Chief Executive noted that this was an operational decision and the tenderer may not agree this was the best option which would require the decision to be brought back to the Policy and Services Committee.
- Councillor Boyde noted the views of council had been expressed and he would leave the operational side up to management, however he noted council would not be happy if it was wrong.

A division was called.

Those voting for the resolution: the District Mayor, the Deputy Mayor, Councillors; Beck, Boyde, Dudley, Erwood, Hall, Harris, Jones and Tongaawhikau

Those voting against the resolution: Councillor Watt

12. Monthly Reports

12.1 Assets Report D23/9538 Page 87

Recommendation

THAT the report be received.

ERWOOD/DUDLEY
Carried
P&S/23/44

Questions/Points of Clarification:

- It was clarified that a lot of the performance measures that have not been achieved are due to timing such as surveys and road maintenance that has not yet been completed. However the Director – Assets noted that the waste water recommended target time had not been achieved due to contractor resourcing.
- It was clarified there had been no update from the MRF centre regarding the contamination rates due to their resourcing issues.
- It was noted that 2.3, *Mangaehu and Brewer Roads* should have read \$500 per km for the maintenance grading.
- It was clarified the new pool facility discharges into the wastewater system so a resource consent was not required.
- The District Mayor noted the photos of Mangaehu and Brewer Road give weight and credibility to the review of the forestry rate when it comes to setting the rates for the upcoming year.

- The District Mayor noted he had attended a workshop with Waka Kotahi last week where an update on the Speed Management Plan was discussed. He noted it was likely that the changes around schools and marae were to go ahead but the 80km speed limit for the open roads was unlikely to proceed with the exception of 1% of the highest risk areas.

12.2 Community Services Report
D23/9563 Page 108

Recommendation

THAT the report be received.

ERWOOD/BOYDE
Carried
P&S/23/45

Questions/Points of Clarification:

- Councillor Hall noted it was great to see a full muster of Youth Councillors. She asked if there had been any resistance or concern from requestors about publishing their details and LGOIMA request? The Communications Manager noted it had only begun this month with only a few requests having been received, one had requested their name not be published.

12.3 Environmental Services Report
D23/5923 Page 117

Recommendation

THAT the report be received.

HARRIS/TONGAAWHIKAU
Carried
P&S/23/46

The Director – Environmental Services noted he hoped the re-numbering and re-naming project would be brought to council soon as this project needed tidying up before the general election this year.

12.4 Corporate Services Report
D23/10346 Page 124

Recommendation

THAT the report be received.

ERWOOD/DUDLEY
Carried
P&S/23/47

Questions/Points of Clarification:

- It was clarified that the correct figure for liabilities maturing was \$3.5 million.
- It was clarified the interest rates for borrowing are 2.98% and around 4.9% for investments.
- It was noted that cash reserves have gone down in recent months but have now gone back up to \$6 million.
- It was clarified that the Waka Kotahi subsidy is done on a three year plan, therefore some of this can be spent earlier within the three year period.

- It was clarified the unspent funds for the Road to Zero funding was partly due to outstanding payments but also outstanding projects as this funding was for the entire road to zero plan not just the Swansea Road/Stratford High School work.

13. Questions

- Councillor Boyde questioned the impact on ratepayers with the work required to clean up vandalism. He noted the vandals did not realise they were costing every single ratepayer each time this needed to be rectified. The Director – Assets noted it cost council approximately \$5,000 a year for vandalism, although she noted some vandalism was absorbed into other budgets such as replacement of road signs.
- Councillor Jones questioned the design of the road islands on Swansea Road due to it appearing to be narrower on one side restricting accessibility for trucks. It was noted that this was intentionally narrow to reduce speed, however the centre the island would be clearer once the painting of the road was completed and then it would not appear to be narrower on just one side. It was also noted that the wider berth on the opposite side of the road was to allow for buses to turn. The full plan and design had been audited by Waka Kotahi for safety.

14. Closing Karakia

D21/40748

Page 142

The meeting closed at 5.29pm.

M McKay
Chairperson

Confirmed this 18th day of April 2023.

N C Volzke
District Mayor

Policy and Services Committee Matters Outstanding Index

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Street Numbering - Pembroke Road - Ariel Street (raised 26 May 2020)		Blair Sutherland	Ongoing	Update in Monthly Report item 9.3
Future of Page Street Swimming Pool Complex		Sven Hanne		Annual Plan/Long Term Plan
Stratford Croquet Club – investigation of potential sites	Ordinary 14 March	Victoria Araba		Update in monthly report item 9.1 (section 6.1)
Kingheim Mountain Bike – Controlling Authority	Ordinary 14 March	Victoria Araba		
Whitianga Road - Update on work planning due to serious safety concerns - Timeframe for urgent repairs	Ordinary 11 April	Victoria Araba		

DECISION REPORT



F19/13/04 – D23/10396

To: Policy and Services
From: Environmental Health Manager
Date: 18 April 2023
Subject: *Draft Class 4 Gambling Venues Policy and draft TAB Venue Policy*

Recommendations

1. THAT the report be received.
2. THAT the committee review and approve the amendments to the *draft* Class 4 Gambling Venues Policy as recommended at the Policy and Services meeting held on the 28 June 2022.
3. THAT the committee release the *draft* Class 4 Gambling Venue Policy and Statement of Proposal for public consultation.
4. THAT the committee release the *draft* TAB Venue Policy and Statement of Proposal for public consultation.

Recommended Reason

On 28 June 2022, the Policy and Services committee reviewed the *draft* Class 4 Gambling Venues Policy and the *draft* TAB Venue Policy. As a result of the review, the committee recommended amendments to the *draft* Class 4 Gambling Venue Policy prior to the public release of the policy, and approved the TAB Venue Policy with no changes.

The recommended amendments have been made to the *draft* Class 4 Gambling Policy and the committee is now required to review the changes and release both policies and their statement of proposals for public consultation.

/
Moved/Seconded

1. Purpose of Report

- 1.1 The committee reviewed the Class 4 Gambling Venues Policy and the TAB Venue Policy at the Policy and Services meeting held on 28 June 2022. Prior to this meeting, a Memorandum was sent to the committee recommending a significant amendment to the Class 4 Gambling Venues Policy.
- 1.2 The Class 4 Gambling Policy report was first submitted to the committee recommending a further reduction to the current cap of 36 gaming machines to 27. Due to an unforeseen increase in the number of gaming machines operating in the Stratford District, which took the total number operating in the district to 36. A Memorandum was submitted to the committee recommending a change from a capped policy to a sinking lid policy.
- 1.3 The committee considered and approved the recommendation of the Memorandum and requested the *draft* Class 4 Gambling Venues Policy be amended accordingly. The committee recommended the policy changes be reviewed again prior to the policy being released for public consultation.
- 1.4 The committee is now required to review the changes to the *draft* Class 4 Gambling Venues Policy and release this policy along with the TAB Venue Policy for public consultation.

2. Executive Summary

- 2.1 It was agreed at the Policy and Services meeting held on 28 June 2022, that the move to a sinking lid policy would require amendments to the wording of clause 5 of the Class 4 Gambling Venues policy which currently states:

Current Class 4 Gambling Venues policy

5. NUMBERS OF GAMING MACHINES

- 5.1 *The total number of gaming machines in the District shall not exceed 36.*
- 5.2 *The maximum number of gaming machines that shall be permitted at new venues is nine, provided that the maximum number permitted in the Stratford District is not exceeded.*
- 5.3 *The maximum number of gaming machines that shall be permitted at existing venues are as follows:*
- 5.3.1 *For venues that held a gaming machine licence on 17 October 2001, which have not been without a licence for six months or more since that date: 18 gaming machines or the number of gaming machines lawfully operated on that date, whichever is the lesser.*
- 5.3.2 *For all other existing venues: nine gaming machines or the number of gaming machines approved previously by the Minister of the Crown under section 96 of the Act, may be operated.*
- 5.4 *Where two or more existing corporate societies (that are clubs) legally and physically combine their premises, the number of gaming machines they may operate must not in any case exceed nine gaming machines.*
- 5.5 *For the avoidance of doubt the cap referred to in Clause 5.1 is calculated by considering both operative and sleeping machine numbers.*

- 2.2 The amended policy with the changes requested reads as follows:

Amended wording to clause 5 of the Class 4 Gambling Venues policy

5. NUMBERS OF GAMING MACHINES

- 5.1 *No additional Class 4 gaming machine venues are to be established in the Stratford District from the date of adoption of this policy except where the new venue is permitted by clause 6 of the Relocation Policy.*
- 5.2 *All gaming machines as at the date of adoption of this policy may continue until such time as the venue does not hold a licence for gaming machines;*
- 5.3 *Existing Class 4 venues may not increase the number of gaming machines that exist at the date of this policy. The Council will not grant consent for any venue to operate additional gaming machines.*

- 2.3 The Policy and Services committee also resolved to keep the relocation policy. However, it was recommended that the relocation policy be amended to only allow for instances where a venue operator is forced to vacate the venue as a result of unforeseen circumstances. Clause 6 of the relocation policy, currently states:

Current relocation policy

6. RELOCATION POLICY

The Council may grant territorial consent to allow a new Class 4 Gambling Venue (the replacement venue) to replace an existing venue (within the District) to which a Class 4 Venue Licence applies where:

- (a) *The existing venue has ceased to operate as a Class 4 Gambling Venue and the Class 4 Gambling Licence held for the existing venue has been / will be surrendered;*
- (b) *The replacement venue will be operated by the same corporate society which operated the existing venue;*
- (c) *The replacement venue holds a current Class 4 Gambling venue licence and will operate the same number of machines (or less) as the existing venue, subject to any restrictions applicable under the Act; and*
- (d) *The replacement venue meets the other relevant requirements of this policy and the Act.*

2.4 The relocation policy with the requested changes could read as follows:

Amended relocation policy

6. RELOCATION POLICY

6.1 *The Council will only consider granting consent for the relocation of a class 4 gambling venue, if the premises cannot continue to operate at the existing venue, and it is considered the operator is forced to vacate the existing venue through no fault of its own, if:*

- (a) *The existing venue is unfit to continue operation due to a natural disaster or fire;*
- (b) *The existing venue is required to move due to public works acquisition under the Public Works Act 1981; or*
- (d) *The existing venue is an earthquake prone building or a venue with <34% NBS and the premises is relocating into a venue of more than 34% NBS.*

6.2 *A Class 4 venue that is forced to vacate its existing venue through no fault of its own as defined by clause 6.1 of this policy, may be granted a consent to continue its gaming activity in another venue or rebuilt premises for the same number of machines that they were licensed to operate subject to –*

- 1. *The current Class 4 venue operator is intending to and will be conducting Class 4 gambling at the new location,*
- 2. *The vacated site will not be able to be used by any other Class 4 operator to operate Class 4 Gambling,*
- 3. *The Class 4 operator and venue operator are the same as those cited in the venue agreement for the existing venue and the proposed new venue,*
- 4. *The new venue must also be in a lower deprivation area than the existing venue.*
- 5. *The replacement venue meets the other relevant requirements of this policy and the Act.*

2.3 Minor changes have also been made to the interpretation section of the Class 4 Gambling Venues Policy Venue, to align with the changes.

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
✓	✓	✓	✓

Gambling is an emotive issue that most, if not all, members of the community have an opinion on, and/or exposure to in some form. Both the Class 4 Gambling Venues Policy and the TAB Venue Policy touch on all 4 well-beings:

- Gambling is an entertainment option and is enjoyed by a variety of people.
- A portion of the profits from gambling are returned to communities in the form of grants.
- People residing in high deprivation areas are more vulnerable to environmental risks such as the location of gambling venues.
- Gambling is thought to have a negative effect on some ethnic groups.

4. Background

4.3 This is the fifth review of the Class 4 Gambling Venues Policy and the TAB Venue Policy which were first adopted on 23 March 2004. The policies are required to be reviewed every three years in accordance with legislation.

5. Consultative Process

5.1 Public Consultation - Section 82

In accordance with legislation, special interest groups were invited to provide feedback on the policies prior to public consultation. The committee reviewed feedback from special interest groups at the Policy and Services Committee meeting held on 28 June 2022. Both policies are now required to be approved for the public consultation process.

5.2 Māori Consultation - Section 81

Iwi groups representing the Stratford District were also invited to submit feedback on the Class 4 Gambling Venues policy and the TAB Venue Policy. This feedback was reviewed by the Policy and Services Committee on 28 June 2022. Iwi groups will also be invited to submit on the *draft* policies as part of the public consultation process.

6. Risk Analysis

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

6.1 The TAB Venue Policy and the Class 4 Gambling Venues Policy are required to be reviewed every three years in accordance with legislation. The Policy and Services Committee reviewed both policies at a meeting held on 28 June 2022.

The review of policies is noted on the Council's Risk Register (*Risk 4 – Compliance and Legislation (Bylaws and Policies)*) to ensure they are reviewed in the appropriate timeframe and are enforceable.

7. Decision Making Process – Section 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	No
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The policy allows for gambling venues to be located on licensed premises where compliance across various legislation is required to be met by the operator. Enforcement of the Gambling Act is done by the Department of Internal Affairs.

7.2 **Data**

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

Gambling statistics were presented to the Policy and Services Committee meeting held on 28 June 2022. A link to the Decision Report detailing gambling data is available at:

<https://www.stratford.govt.nz/our-council/meetings-and-committees/agendas-and-minutes/policy-and-services-committee>

Agenda – Policy and Services – June 2022

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	Yes	Gambling is an emotive issue that most, if not all, members of the community have an opinion on, and/or exposure to in some form.
• possible that it could have a high impact on the community?	No	Current statistics continue to indicate Stratford has low levels of harm caused by gambling.

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. |
|---|

Option 1:

Release the amended *draft* Class 4 Gambling Venues Policy and the *draft* TAB Venue Policy for public consultation.

The Policy and Services Committee approved the recommendation by council officers to adopt a sinking lid policy for the Class 4 Gambling Venues Policy on 28 June 2022. At the meeting it was agreed the amendments to the gambling policy would be reviewed by the Committee prior to the release of this policy for public consultation.

The amendments that were required as a result of the Policy and Services meeting are out-lined in paragraph 2.1 to 2.2 of this report. The changes made to the gambling policy are in accordance with the recommendations of the Policy and Services Committee held on 28 June 2022. If the committee approves the changes to the *draft* gambling policy, both the *draft* District Agency (TAB) Venue Policy and Class 4 Gambling Venues Policy can be released for public consultation. Public submissions will be considered by the committee after the public consultation process.

Council officers support option 1.

Option 2:

The committee does not release the policies for public consultation and considers a further review of the policies.

The review period for these policies started in 2021. The council is required to have policies in relation to gambling and TAB venues. Both policies were adopted in 2004 and are required to be reviewed every 3 years in accordance with legislation. At this time, statistics will be analysed for any recommended changes to both or individual policies.

The policies will be reviewed again once the public consultation process is complete. There is no benefit in deferring the release of these policies for public consultation.

7.5 Financial

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

There is no significant financial impact to the Council as a result of this review. Fees relating to gambling venue applications are established in the Council's Fees and Charges document.

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 policy considers licensing consent administration only, as the enforcement of gambling and racing industry Act legislation is governed and enforced by the Department of Internal Affairs. There is no change to the council's current capacity to deliver the consenting process.

7.7 Legal Issues

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

The Council must have a policy for gambling if it allows venues to operate within its district. A legal opinion is not required as part of this review process. Evidence was provided to the committee to assist with the review of both policies at the Policy and Services Committee meeting on 28 June 2022.

7.8 **Policy Issues - Section 80**

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

The Council is required to have a Class 4 Gambling Policy and TAB Venue Policy if it allows gambling venues within its district. There is no conflict with other council policies.

Attachments

- Appendix 1** *Draft Class 4 Gambling Venues Policy*
- Appendix 2** *Statement of Proposal and submission form*
- Appendix 3** *Draft TAB Venue Policy*
- Appendix 4** *Statement of Proposal and submission form*
- Appendix 5** *Current policies*



Rachael Otter
Environmental Health Manager



[Endorsed by]
Blair Sutherland
Director – Environmental Services



[Approved by]
Tiffany Radich
Acting Chief Executive

Date 13 April 2023

APPENDIX 1

POLICY



Policy:	<i>Draft Class 4 Gambling Venues Policy</i>
Department:	Environmental Services
Approved by:	TBC
Effective date:	TBC
Next review date:	TBC
Document Number:	D23/10397

1. Objectives

- 1.1 To control the growth of Class 4 Gambling venues in the Stratford District.
- 1.2 To contribute to the reduction of harm from gambling, including problem gambling in the Stratford District.

2. Purpose and Scope

- 2.1 The purpose of this policy is to meet the requirements of the Gambling Act 2003, which states that every Council must adopt a policy on Class 4 gambling venues.
- 2.2 The policy must specify whether or not class 4 venues may be established in the district and, if so, where they may be located; and may specify any restrictions on the maximum number of gaming machines that may be operated at a class 4 venue.
- 2.3 This policy covers the Stratford District and applies to:
All venues with an existing Class 4 Gambling Venue licence.

3. Interpretation

Act means the Gambling Act 2003.

Class 4 Gambling has the same meaning as given in section 30 of the Act, and is commonly known as 'gaming machine gambling'.

Class 4 Gambling Venue means a place used to operate Class 4 Gambling.

Council means the Stratford District Council.

District means the Stratford District.

Gaming Machine has the same meaning as defined in section 4 of the Act and is also commonly known as a 'pokie machine'.

Sleeping Machine is a gaming machine that is consented or licenced for, but not currently in operation.

4. Primary Activity and Location of Class 4 Gambling Venues

- 4.1 Class 4 Gambling Venues may be established in the Stratford District provided that:

The primary activity of any Class 4 Gambling Venue is either for:

- (i) The sale of alcohol or, the sale of alcohol and food, where the venue is subject to an on-licence; and

- (ii) The venue is a permitted activity under the Stratford District Plan and/or holds all necessary resource consents and/or is otherwise lawfully established.

4.2 For the avoidance or doubt, a Class 4 Gambling Venue is not permitted in the Stratford District if gambling is the primary activity carried out at the venue.

5. Numbers of Gaming Machines

- 5.1 *No additional Class 4 gaming machine venues are to be established in the Stratford District from the date of adoption of this policy, except where the new venue is permitted by clause 6 of the Relocation Policy.*
- 5.2 *All gaming machines as at the date of adoption of this policy may continue until such time as the venue does not hold a licence for gaming machines;*
- 5.3 *Existing Class 4 venues may not increase the number of gaming machines that exist at the date of this policy. The Council will not grant consent for any venue or club to operate additional gaming machines.*

6. Relocation Policy

- 6.1 *The Council will only consider granting consent for the relocation of a class 4 gambling venue if the premises cannot continue to operate at the existing venue, and is considered to be forced to vacate its existing venue through no fault of its own if:*
 - (a) *The existing venue is unfit to continue operation due to a natural disaster or fire;*
 - (b) *The existing venue is required to move due to public works acquisition under the Public Works Act 1981; or*
 - (d) *The existing venue is an earthquake prone building or a venue with <34% NBS and the premises is relocating into a venue of more than 34% NBS*
- 6.2 *A Class 4 venue that is forced to vacate its existing venue through no fault of its own as defined by clause 6.1 of this policy, may be granted a consent to continue its gaming activity in another venue or rebuilt premises for the same number of machines that they were licensed to operate subject to –*
 - 1. *The current Class 4 venue operator is intending to and will be conducting Class 4 gambling at the new location,*
 - 2. *The vacated site will not be able to be used by any other Class 4 operator to operate Class 4 Gambling,*
 - 3. *The Class 4 operator and venue operator are the same as those cited in the venue agreement for the existing venue and the proposed new venue,*
 - 4. *The new venue must also be in a lower deprivation area than the existing venue.*
 - 5. *The replacement venue meets the other relevant requirements of this policy and the Act.*

7. Application for Territorial Consent

- 7.1 An application for territorial consent shall be made for the circumstances stated in section 98 of the Gambling Act.
- 7.2 An application for territorial consent must be made on the prescribed form and will be assessed against the criteria outlined in this policy and the requirements of the Act. Applications must provide:
 - Name and contact details of the applicant;
 - Street address of proposed premises;
 - Proposed number of gaming machines;
 - Details of current alcohol licence; and
 - Certificate of Compliance with the Stratford District Plan.
- 7.3 The Council shall set a non-refundable application fee for the cost of processing any applications for territorial consent, in accordance with section 150 of the Local Government Act 2002.

8. Commencement

8.1 This policy shall take effect from ~~??~~

9. Review

9.1 This policy shall be reviewed every three years, as required by section 102(5) of the Act.

APPENDIX 2



Statement of Proposal *draft Class 4 Gambling Venues Policy*

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.

The Stratford District Class 4 Gambling Venues Policy has been reviewed and the Council now invites community feedback on the draft Policy.

The objective of the Policy is to control the growth of gambling and minimise the harm caused by gambling.

The current policy includes the following criteria for class 4 gambling venue consent:

- Gaming venues are subject to premises being licensed under the Sale and Supply of Alcohol Act 2012, where the Licensee has been granted an On Licence or Club licence with a restricted designation.
- The venue must meet the requirement of the Stratford District Plan and/or hold the necessary resource consents and/or is otherwise lawfully established.
- The total number of gaming machines shall not exceed 36 (the "District Cap").
- The maximum number of machines at any new venue is nine.
- Prior to 17 October 2001, existing premises can operate 18 gaming machines or the number of gaming machines lawfully operated on that date.
- This policy includes a relocation policy.

Why does the Council have a Gambling Venue Policy?

The Gambling Act 2003 requires all territorial authorities to have a policy on class 4 gambling. The Stratford District Council Class 4 Gambling Venues Policy was first adopted by the Council in 2004. This is the 5th review of the policy.

Why is the Council reviewing the Gambling Venue Policy?

The council is required to review the policy in accordance with the Gambling Act 2003 every 3 years.

What is the Council proposing in the Gambling Venue Policy?

The council has reviewed the Class 4 Gambling Venues Policy in consideration of matters presented by pre-consultation groups and statistical data. As a result, the Council proposes to introduce a sinking lid policy which means that the number of gaming machines in the Stratford district will reduce over time.

What must the Council consider when reviewing this policy?

The Gambling Act specifies what matters the Council may consider when reviewing the Class 4 Gambling Venues Policy, including:

- (a) *the characteristics of the district and parts of the district:*
- (b) *the location of kindergartens, early childhood centres, schools, places of worship, and other community facilities:*
- (c) *the number of gaming machines that should be permitted to operate at any venue or class of venue:*
- (d) *the cumulative effects of additional opportunities for gambling in the district:*
- (e) *how close any venue should be permitted to be to any other venue:*
- (f) *what the primary activity at any venue should be.*

How will the Council implement and fund the policy?

A fee associated with this activity is noted in the Stratford District Council Fees and Charges document and the fee is reviewed annually.

Where do I get copies of the *draft* Class 4 Gambling Venues Policy?

This *draft* Class 4 Gambling Venues Policy and Statement of Proposal are available upon request at the following locations:

- The Council Offices 63 Miranda Street, P O Box 320, Stratford;
- The Stratford Library Prospero Place, Stratford; and
- The Council's website @ 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 can be completed by:

- Via the Council's website @ stratford.govt.nz.
- By mail to the Stratford District Council, P O Box 320, Stratford 4352;
- Or by email to submissions@stratford.govt.nz

Submissions should be addressed to:

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

Submissions should be received by Council no later than **Monday 12 June 2023 at 4.00pm**. The Council will then convene a hearing, which it intends to hold on Tuesday 25 July 2023, 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.



SUBMISSION FORM
DRAFT CLASS 4 GAMBLING VENUES POLICY

The Statement of Proposal for the *draft* Class 4 Gambling Venues Policy is open to feedback from the community. We hope you will take advantage of this opportunity to comment.

Please forward your submission addressed to:

Director – Environmental Services
Stratford District Council
P O Box 320
STRATFORD

Submissions are to be received no later than Monday 12 June 2023 at 4.00pm. You also have the opportunity to speak to your submission. The hearing will be held on Tuesday 25 July 2023.

Your name:	_____
Contact address:	_____

Contact telephone:	_____
Contact email:	_____

- I do not wish to speak to my submission at the hearing and ask that this written submission be considered.
- or
- I wish to speak to my submission at a hearing.

**** Your submission may be written on this form and additional white A4 paper. ****

POLICY

APPENDIX 3



Policy:	<i>Draft (TAB) Venue Policy</i>
Department:	Environmental Services
Approved by:	TBC
Effective date:	TBC
Next review date:	TBC
Document Number:	D22/10078

1. Objectives

- 1.1 To control the growth of gambling in the Stratford District.
- 1.2 To contribute to the minimisation of harm to the community caused by gambling in the Stratford District.

2. Interpretation

Act means the Racing Industry Act 2022

Governing body in relation to TAB NZ, means the governing body appointed under section 55 of Racing Industry Act 2022.

TAB Venue means premises owned or leased by TAB NZ and where the main business carried on at the premises is providing racing betting, sports betting, or other racing or sports betting services under this Racing Industry Act.

Council means the Stratford District Council.

District means the Stratford District.

3. Location Requirements

- 3.1 No TAB venues may be established and/or consented within the Stratford District.

4. Commencement

- 4.1 This policy shall take effect from

5. Review

- 5.1 This policy shall be reviewed every three years, as required by section 97 of the Racing Industry Act 2022.



Statement of Proposal draft TAB Venue Policy

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.

The Stratford District TAB Venue Policy has been reviewed and the Council now invites community feedback on the *draft* Policy.

The objective of the Policy is to control the growth of gambling and minimise the harm caused by gambling.

The current policy states that no board venues may be established and/or consented within the Stratford District.

Why does the Council have a TAB Venue policy?

The Racing Industry Act 2020 requires all territorial authorities to have a policy on TAB Venues. The Stratford District Council TAB Venue Policy was first adopted by the Council in 2004. This is the 5th review of the policy.

Why is the Council reviewing the TAB Venue Policy?

The council is required to review the policy in accordance with the Racing Industry Act 2020 every 3 years.

What is the Council proposing in the TAB Venue Policy?

There is no change to the Council's position on TAB venues. Some changes have been made to the working and terminology of the *draft* policy to reflect the new legislation of the Racing Industry Act 2020.

What must the Council consider when reviewing this policy?

The Racing Industry Act 2020 specifies what matters the Council may consider when reviewing the TAB Venue Policy, including:

- (1) *A territorial authority must adopt a policy on TAB venues.*
- (2) *In adopting a policy, the territorial authority must have regard to the social impact of gambling within the territorial authority district.*
- (3) *The policy must specify whether or not new TAB venues may be established in the territorial authority district and, if so, where they may be located.*
- (4) *In determining its policy on whether TAB venues may be established in the territorial district and where any TAB venues may be located, the territorial authority may have regard to any relevant matters, including—*

- (a) *the characteristics of the district and parts of the district:*
- (b) *the location of kindergartens, early childhood centres, schools, places of worship, and other community facilities:*
- (c) *the cumulative effects of additional opportunities for gambling in the district.*

How will the Council implement and fund the policy?

There is no cost associated with the policy other than administration fees to maintain the review of the policy.

Where do I get copies of the TAB Venue Policy?

This *draft* TAB Venue Policy and Statement of Proposal are available upon request at the following locations:

- The Council Offices 63 Miranda Street, P O Box 320, Stratford;
- The Stratford Library Prospero Place, Stratford; and
- The Council's website @ 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.

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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.



**SUBMISSION FORM
DRAFT TAB VENUE POLICY**

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Please forward your submission addressed to:

Director – Environmental Services
Stratford District Council
P O Box 320
STRATFORD

Submissions are to be received no later than Monday 12 June 2023 at 4.00pm. You also have the opportunity to speak to your submission. The hearing will be held on Tuesday 25 July 2023.

Your name:	_____
Contact address:	_____ _____
Contact telephone:	_____
Contact email:	_____

- I do not wish to speak to my submission at the hearing and ask that this written submission be considered.
- or
- I wish to speak to my submission at a hearing.

**** Your submission may be written on this form and additional white A4 paper. ****

APPENDIX 5

STRATFORD DISTRICT COUNCIL

<u>POLICY: DISTRICT AGENCY BOARD (TAB) VENUE POLICY</u>	
DEPARTMENT: Environmental Services	RESPONSIBILITY:
FILE NO. : D16/13037	• Director Environmental Services
REVIEW DATE: 2016/2017	NEXT REVIEW: 2021
VERSION: 4	FIRST APPROVAL DATE: 2004

1. OBJECTIVES

- 1.1 To control the growth of gambling in the Stratford District.
- 1.2 To contribute to the minimisation of harm to the community caused by gambling in the Stratford District.

2. INTERPRETATION

Act means the Racing Act 2003.

Board means the New Zealand Racing Board established under section 7 of the Act.

Board Venue means premises that are owned or leased by the Board and where the main business carried on at the premises is providing racing betting or sports betting services under the Act.

Council means the Stratford District Council.

District means the Stratford District.

3. LOCATION REQUIREMENTS

- 3.1 No board venues may be established and/or consented with Stratford District.

4. COMMENCEMENT

- 4.1 This policy shall take effect from 1 July 2018.

5. REVIEW

- 5.1 This policy shall be reviewed every three years, as required by section 65E(5) of the Act.

STRATFORD DISTRICT COUNCIL

POLICY: <u>CLASS 4 GAMBLING VENUES POLICY</u>	
DEPARTMENT: Environmental Services	RESPONSIBILITY: • Director Environmental Services
D18/17080	
REVIEW DATE: 2016/17	NEXT REVIEW: 2021
VERSION: 5	FIRST APPROVAL DATE: March 2004

1. OBJECTIVES

- 1.1 To control the growth of Class 4 Gambling venues in the Stratford District.
- 1.2 To contribute to the reduction of harm from gambling, including problem gambling in the Stratford District.

2. PURPOSE AND SCOPE

- 2.1 The purpose of this policy is to meet the requirements of the Gambling Act 2003, which states that every Council must adopt a policy on Class 4 gambling venues.
- 2.2 The policy must specify whether or not class 4 venues may be established in the district and, if so, where they may be located; and may specify any restrictions on the maximum number of gaming machines that may be operated at a class 4 venue.
- 2.3 This policy covers the Stratford District and applies to:
 - All venues for which no Class 4 Gambling Venue licence has been held within the last six months; and
 - All venues with an existing Class 4 Gambling Venue licence.
- 2.4 The policy intent is not to eliminate Class 4 gambling venues from the district, but to not impede the downward trend of gaming machine numbers in the district.

3. INTERPRETATION

Act means the Gambling Act 2003.

Class 4 Gambling has the same meaning as given in section 30 of the Act, and is commonly known as 'gaming machine gambling'.

Class 4 Gambling Venue means a place used to operate Class 4 Gambling.

Club means a voluntary association of persons combined for a purpose other than personal gain.

- 5.3.1 For venues that held a gaming machine licence on 17 October 2001, which have not been without a licence for six months or more since that date: 18 gaming machines or the number of gaming machines lawfully operated on that date, whichever is the lesser.
- 5.3.2 For all other existing venues: nine gaming machines or the number of gaming machines approved previously by the Minister of the Crown under section 96 of the Act, may be operated.
- 5.4 Where two or more existing corporate societies (that are clubs) legally and physically combine their premises, the number of gaming machines they may operate must not in any case exceed: 18 gaming machines or the sum of the number of gaming machines specified in all of the corporate societies' class 4 venue licences at the time of the application, whichever is the lesser.

6. RELOCATION POLICY

- 6.1 The Council may grant territorial consent to allow a new Class 4 Gambling Venue (the replacement venue) to replace an existing venue (within the District) to which a Class 4 Venue Licence applies where:
- (a) The existing venue has ceased to operate as a Class 4 Gambling Venue and the Class 4 Gambling Licence held for the existing venue has been / will be surrendered;
 - (b) The replacement venue will be operated by the same corporate society which operated the existing venue;
 - (c) The replacement venue holds a current Class 4 Gambling venue licence and will operate the same number of machines (or less) as the existing venue, subject to any restrictions applicable under the Act; and
 - (d) The replacement venue meets the other relevant requirements of this policy and the Act.

7. APPLICATION FOR TERRITORIAL CONSENT

- 7.1 An application for territorial consent shall be made for the circumstances stated in section 98 of the Act.
- 7.2 An application for territorial consent must be made on the prescribed form and will be assessed against the criteria outlined in this policy and the requirements of the Act. Applications must provide:
- Name and contact details of the applicant;
 - Street address of proposed premises;
 - Proposed number of gaming machines;
 - Details of current alcohol licence; and
 - Certificate of Compliance with the Stratford District Plan.
- 7.3 The Council shall set a non-refundable application fee for the cost of processing any applications for territorial consent, in accordance with section 150 of the Local Government Act 2002.

8. COMMENCEMENT

- 8.1 This policy shall take effect from 1 July 2018.

9. **REVIEW**

9.1 This policy shall be reviewed every three years, as required by section 102(5) of the Act.

MONTHLY REPORT

Assets Department



F22/55/04 – D23/11876

To: Policy and Services Committee
From: Director – Assets
Date: 18 April 2023
Subject: Assets Monthly Report for March 2023

Recommendation

THAT the report be received.

/
Moved/Seconded

1. Highlights

Roading

- Pavement repairs are continuing on Brewer Road.
- Swansea Road footpath and traffic calming works outside the High School is now completed.
- Road 2 Zero improvement works are taking place outside Avon School
- Repair works to Dunn's Bridge on Opunake Road are underway, the diversion is expected to last for approximately 8 weeks.

Water Supply

- Maintenance activities ongoing at the 3 Water Treatment Plants.
- Water Treatment Plant Upgrade works - procurement in progress

Wastewater

- Wastewater oxidation pond monitoring and sampling are ongoing. Influent and effluent sampling are ongoing and remains compliant with resource consent conditions.
- Dissolved oxygen probes have been maintained and have shown compliance is being maintained.
- Algal sampling of the wastewater is ongoing for the Diatomix project.

Trade Waste

- Trade Waste Consents – no new consents were issued.
- Esk Road disposal site continues to show a low use by operators.
- Trade Waste complaints and enquiries – nil

Stormwater

- There were no stormwater reticulation issues during this reporting period.

Solid Waste

- Officers are developing proposed targets and actions to implement the proposed revised Waste Management and Minimisation Plan.
- Waste audits undertaken in March revealed 19.8% (31no) red tags were issued.

Parks and Reserves

- Victoria Park Drainage works has commenced.
- Skate Park upgrade project works have commenced.
- Whangamomona Septic Tank – Concept design report has been completed.
- Kopuatama Cemetery – Entrance Upgrade – Request for Quote documents is underway.

Special Projects

- Better off Funding and Transport Choices projects are underway.

2. Roding

2.1 Level of Service and Performance Measures

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

Roding Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
Safe Roding Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. The number of DSI's for 2021/2022 was 6. Our target is 5 a reduction of 1.	-1	To date there has been no DSI in the district during February.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved - 63% (as at 2021/22). A new survey is due in 2023/24.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved - 94% (as at 2021/22). A new survey is due in 2023/24.
Road Maintenance	Sealed Road maintenance ¹ – The percentage of the sealed road network that is resurfaced:	≥5%	Not Achieved The reseal programme for the year has been completed. A total length of 16km has been sealed.
	Unsealed Road maintenance ² - The percentage of the unsealed road network that has been metal dressed.	≥7%	Achieved – 8%
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>72%	Not yet Achieved Another condition survey of the footpaths has been recently completed. Further analysis of the results will be carried out in the forthcoming months.
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long-term plan.	>88%	Not yet Achieved
Customer Satisfaction	• Roding Network	>80%	Not Achieved – 39% (as at 2021/22). A new survey is due in 2022/23.
	• Footpaths	>80%	Not Achieved - 61% ³ (as at 2021/22). A new survey is due in 2022/23.

¹ Our target length for resealing is 20km per year. We have sealed 16km of the sealed road network this year. Two sites have been deferred to the 2023/24 programme due to pavement failures requiring attention. A 500m section Swansea Road outside the High School is due to be sealed once the road works have been completed.

²Our target is to use 10,000m² of metal or the equivalent of 25km (12%) of unsealed roads, assuming a 100mm overlay on a 4m wide road. Maintenance metalling continued in March.

³ The 2022 customer satisfaction survey, indicated that 61% of those surveyed were satisfied with the condition of the footpaths.

2.2 Customer Requests

There are 39 late CRMs which have not been closed out in authority. Many of the CRMs have been actioned, but the update in authority has not been undertaken. The Roading Manager will endeavour to reduce this number over the coming month.

2.3 Routine Maintenance

Day-to-day maintenance activities continued throughout September and October typically comprising:

- CBD cleaning;
- Bridge cleaning;
- Pothole filling and fixing edge breaks;
- Sweeping up leaves in the urban area;
- Clearing sump tops;
- Litter collection;
- Repairing rubbish tins;
- Grading;
- Clearing water tables;
- Clearing slips;
- Inspecting and clearing culverts; and
- Removing fallen trees following Cyclone Gabrielle.

Mangaehu and Brewer Roads.

Work continues on these roads, expected to be completed by the end of April.

2.4 Ready Response Works

- Some fallen trees blocking the roads which were cleared.
- A slip was cleared on Whangamomona Road.

2.5 Capital Works

- **Fenton Street** – All works done except area of reseal. Awaiting the right conditions, expected to be completed by the end of April.
- **Swansea Road** – footpath and traffic calming works outside the High School is now completed.
- **Opunake Road** - Repair works to Dunn's Bridge are underway, the diversion is expected to last for approximately 8 weeks.
- **Avon School** - Road 2 Zero improvement works are taking place outside Avon School

2.6 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- 10 building consent applications;
- 3 resource consent applications; and
- 10 LIM reports.

2.7 Roading Activities

A snapshot of the programmed and reactive works completed in February is shown in Figure 1.



Figure 1: March 2023 Monthly Programme Achievement Chart

3. Services

3.1 Water Supply

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

Water Supply Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
Safe Drinking Water: <ul style="list-style-type: none"> • Drinking Water Standards; • Maintenance of Reticulation 	DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Achieved to date
	DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Achieved to date
	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 2021/2022 Achieved - 17.3%*
A Reliable Water Supply: <ul style="list-style-type: none"> • Response Time; • Unplanned Disruptions 	Urgent Response Times – The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Not Achieved 2 hr 34 mins
	• Resolution for urgent call-out	8 hrs	Not Achieved 14 hr 28 mins
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	Not Achieved 2 days 1 hrs 16 mins
	• Resolution non urgent call-out	5 working days	Achieved 3 days 3 hrs 19 mins
	Unplanned Disruptions - The performance measure target for disruptions.		
	<ul style="list-style-type: none"> • Minor disruptions (between 5 and 50 connections affected) • Major disruptions (more than 50 connections affected) 	< 5 <2	Not Achieved 7 Achieved 0
Demand Management	Water Consumption – The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured*
Customer Satisfaction	Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:	<32	Achieved
	• Drinking Water Clarity;		1
	• Drinking Water Taste;		0
	• Drinking Water Odour;		0
	• Drinking Water Pressure or Flow;		0.6
	• Continuity of Supply		0.6

Level of Service	Performance Measure	Target	2022/2023 YTD
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa)	100%	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

3.1.1 **Operations**

Water Treatment

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

Water Reticulation

- Minor leaks were experienced around tobies within Stratford.

3.1.2 **Capital Works**

22/23 Watermain Renewals

Broadway (between Romeo St and Celia St) is programmed for May 2023.

Water Treatment Plant Upgrade

- The replacement of the Pātea raw water delivery line and the associated grit removal tank is progressing.
- Generator – Procurement of required infrastructure is ongoing. Expected installation is June 2023, depending on supply of Generator.

3.1.3 **Building Consents, Resource Consents and LIMs**

Assessments were made for a total of:

- 10 Building Consent applications;
- 1 Resource Consent application; and
- 9 LIM reports

3.2 **Wastewater**

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

Wastewater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 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 1.11
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0

Level of Service	Performance Measure	Target	2022/2023 YTD
	<ul style="list-style-type: none"> Enforcement orders; and 		0
	<ul style="list-style-type: none"> Convictions. 		0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	<ul style="list-style-type: none"> Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site. 	1 hour	Not Achieved 7 hrs 23 mins
	<ul style="list-style-type: none"> Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault. 	8 hours	Not Achieved 16 hrs 28 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Not Achieved
	<ul style="list-style-type: none"> Sewage odour 		0.38
	<ul style="list-style-type: none"> Sewerage system faults 		11.8
	<ul style="list-style-type: none"> Sewerage system blockages 		1.48
Trade Waste Complaints Response times	<ul style="list-style-type: none"> Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site. 	2 working days	Achieved
Trade Waste Consent Processing	<ul style="list-style-type: none"> Percentage of trade waste consent applications processed within 15 working days. 	100%	Achieved

3.2.1 Operations

Wastewater Treatment

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

Wastewater Reticulation

- There were no major issues relating to wastewater reticulation during this reporting period. A blockage occurred on Page Street which was cleared; as this section of sewer is no longer receiving regular flushing from the old swimming pool it has been programmed for increased flushing maintenance.

Health and Safety

There were no health and safety incidents during this reporting period.

Oxidation Pond Influent and Effluent Sampling

- Monthly influent and effluent sampling of the wastewater treatment ponds is ongoing in accordance with resource consent conditions.
- Compliance was maintained during this reporting period.

3.2.2 Capital Works - Wastewater Treatment Upgrade

- Algal sampling of the wastewater is ongoing for the Diatomix project.
- Bird scaring operations are ongoing.

- Approval has been granted for improved security fencing around the wastewater treatment ponds. Requests for proposals are being sought from local suppliers, depending on the proposals the invitation may be extended to companies outside of the district.

3.2.3 Matters Outstanding

- There are no matters outstanding for this reporting period.

3.3 Trade Waste

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

3.3.1 Trade Waste Consents

- No new consents were issued.

3.3.2 Trade Waste Consent Holders

- Programme to inspect and sample operators continues. Due to the fact that a number of operators rarely use (or have never used) the Esk Road facility, some sampling has not always been able to be completed within timeframes specified in their consents.
- Esk Road disposal site shows a continuing low use over the March reporting period
- Stratford Saleyards have provided plans for undertaking works required by their Trade Waste Consent from the site at 11 Esk Road. Adequate measures have been proposed and once completed, are expected to meet condition requirements.

3.3.3 Permitted Activities

- Planning for audit of grease management systems in high-risk food premises is underway. This will be to confirm compliance with the permitted activities within the district.

3.3.4 General

- Diatomix project update – ongoing monitoring continues with no exceptions to report.
- Further Water New Zealand (WNZ) online training for the Trade Waste Officers was completed. Wastewater and Stormwater training has now been completed.
- Hazardous Substances Enforcement Training has been completed. This was to facilitate Council meeting their obligations under the relevant legislation. Three Officers have been provided with evidence of the required training so that warrants can be issued in due course.
- Trade Waste Officers Taranaki meeting held in Stratford to discuss shared concerns regarding trade waste in general and three waters reforms impacts on the industry.

3.4 Stormwater

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

Stormwater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> • The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor 	0	0
	<ul style="list-style-type: none"> • For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.) 	0	0

Level of Service	Performance Measure	Target	2022/2023 YTD
	<ul style="list-style-type: none"> For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority’s resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	<ul style="list-style-type: none"> Abatement notices; 		
	<ul style="list-style-type: none"> Infringement notices; 		
	<ul style="list-style-type: none"> Enforcement orders; and 		
<ul style="list-style-type: none"> Convictions. 			
Response and Resolution Times	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1hr	0hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority’s Stormwater system.	< 8	0

3.4.1 **Operations**

- There were no major issues relating to storm water infrastructure during this reporting period.
- There were no health and safety incidents during this reporting period.

3.4.2 **Matters Outstanding**

There are no matters outstanding for this reporting period.

3.5 **Solid Waste**

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

Solid Waste Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (p/h) (municipal kerbside collection only) (kgs per annum)	<600kg	Achieved to date – average monthly total 508kgs (Jan/Feb - 475kg)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved to date - average monthly result YTD 24.2% Jan achieved 25.5% Feb achieved 25.4%

Level of Service	Performance Measure	Target	2022/2023 YTD
			March – expected to achieve
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Achieved as per the 2022 Survey 90+%

3.5.1 **Planning – Strategies, Policies, Plans and Bylaws**

- **Sustainability Officer** – This role has been filled and commenced on 28 March 2023. The purpose of this position is to develop and deliver an Environment and Sustainability strategy, plans and projects, including those relating to land and water conservation; Councils’ energy use, renewable energy and the mitigation of climate change. The position will also manage and provide strategic guidance and support on waste minimisation activities, ensuring Council’s WMMP is successfully implemented and the outcomes are achieved.
- **Waste Management and Minimisation Plan (WMMP):** The Council has approved the new *Vision, Goals and Objectives* for inclusion in the proposed Waste Management and Minimisation Plan (WMMP), to guide the articulation of targets and actions for implementation planning. A workshop is tentatively set for the 24th of May to discuss identified proposed targets and possible actions for inclusion in the WMMP 2023-2029.
- **WMMP Consultation** - The last round of consultations with *Kahui Ako*⁴ and with the *Principals’ Group* was completed in March. The regional hui was cancelled due to only 3 respondents accepting invitations. The Education officer met with a representative from the Department of Conservation (DOC) with their input being the need for ensuring that any changes include how we can manage, educate and enforce around issues of fly tipping and how we can better manage waste entering our waterways. Consultation with Iwi and Hapu groups is still in the planning stage with a date not yet being set.
- **Waste Levy Contestable Fund** - Applications for the \$25,000 *Waste Levy Contestable Fund* closed 10 March 2023. The *Waste Levy Advisory Group* has been formed with eight proposals put forward. A total of just over \$30,000.00 was applied for. The recommendations are being considered with a decision expected by mid-April.
- **Regional Waste Contract** - The Regional Waste Services Contract (15/SW01), which includes the kerbside collection service and transfer station operations, expires on 30 September 2024. A *Procurement Plan* has been completed and the *Request for Tender* (RFT) will be developed in due course.

3.5.2 **Contamination Levels Kerbside**

- The *Bin Auditor* completed three audits in March (Figure 2).
- The Waste Officers regionally agreed to a more targeted method of trying to reduce contamination levels by the auditor being more thorough when checking bins and ensuring that ALL contamination is recorded. This has seen a small reduction in the total bins audited, however as expected, a significantly larger number of bins being tagged either Red - for a contamination notification - or Amber which generates an education letter.
- A total of one hundred and fifty-six (156) bins were audited in March with thirty-one (31) red tags and thirty (30) amber tags issued. The issued red tags correspond to 19.8%, which aligns well with the indicated contamination rate at the materials recovery facility (MRF). A request to the MRF has been made to gain any new results on contamination rates.

⁴ Kahui Ako is a ‘Cluster of Learning’ where SDC Schools and ECE Principals converge to discuss new localised learning opportunities, like the SDC Waste Education Programmes.

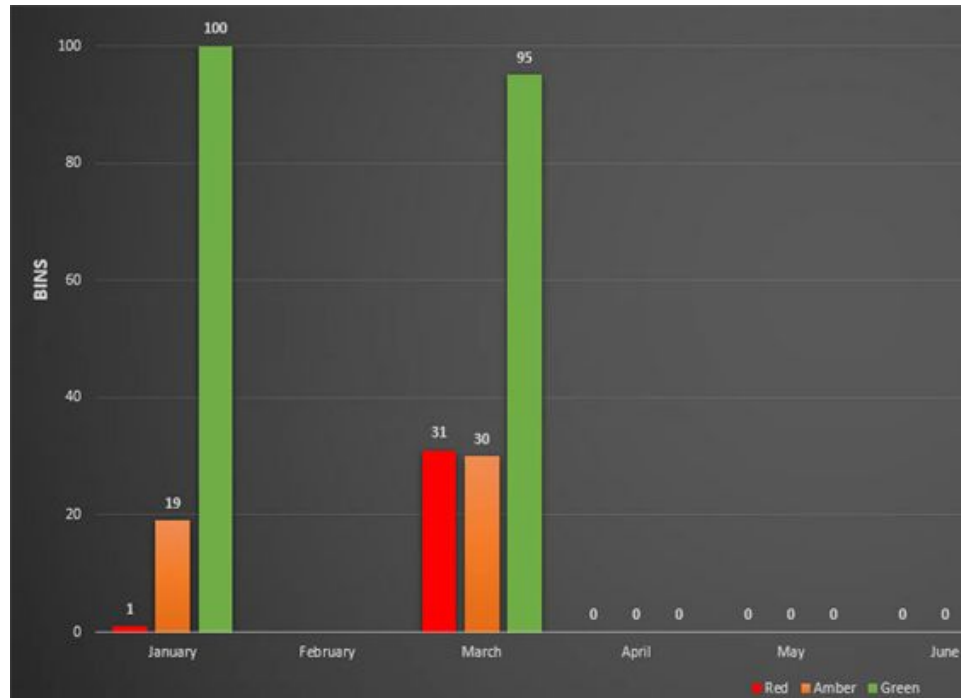


Figure 2: Contamination rate of recycling bins. Due to lack of EnviroWaste bin auditing staff, Jan and Feb rates lower than reality. March rates more realistic.

3.5.3 Waste Minimisation - Current Initiatives

- The Education Officer is developing resources for schools to incorporate into their *STREAM*⁵ curriculum. The resources will focus on identifying waste streams and how to avoid generating these. The key focus is on organics diversion and soft plastics, and some of which have already been implemented at some of the schools.
- Two waste minimisation events are planned for this quarter:
 - A 2nd *Repair Café* event run with the support of council - this is envisioned to run every two months on the last Saturday of the month tying in with the Prospero Market Day and, to promote consistency in messaging; and
 - The 1st *My Walk-in Wardrobe* event will be held in Stratford in on 16th April. Stall holder numbers are still low so the degree of success for this event is unclear. The Comms Team and the Education Officer have been pushing messages for stall holder applications through central link, on social media sites and asking schools to include in their respective newsletters and social media channels. This event supports the recycling and repurposing of textiles, shoes and fashion items.
- **Bintainers** – Officers are considering the use of ‘*bintainers*’⁶ to replace the recycling station used at events. The proposal is for the Education Officer to take the station to all school pet/gala days and community events, to increase the messaging and awareness of the need to minimise or eliminate contamination in the recyclable product streams.
- **Online Wananga** - The Education Officer has been utilising online wananga⁷ offered through WasteMinz on strategies that support and encourage behaviour change.
- The Education Officer is also working with Stratford Primary School around the opportunities for having a recycling station at the primary school and with Avon Primary to create a community garden diverting organic waste and generating their own compost starting in April for use in the Maara Kai⁸ project starting in Term 2.

⁵ Science, Technology, Robotics, Engineering, Art and Mathematics

⁶ *Bintainers* are easily identifiable and branded bin covers

⁷ Wananga – Traditional place of higher learning

⁸ Maara Kai - Gardening for Food

3.5.4 **Education Strategy** – The Education Strategy has been drafted and is ready to be workshopped and adopted in mid-2023.

3.5.5 **Kerbside Collection**

Data collection from EnviroWaste reports YTD figures as being from Jan to December and Officers are looking into how these data can match the July/June financial year.

- Currently YTD figures show 251.67T were taken to landfill.
- This is a monthly average of 47.6kg per household.
- March figures have not been received at this point but little change is expected.
- This trend shows a yearly result of over 570kg per household well above the 460kg targeted for 2023.

3.5.6 **Organic Waste Facility Feasibility Study**

Elected Members at the 26 July 2022 P&S Meeting, approved the progression of Option 5 - *Commercial and Community network of multiple facilities* of the Feasibility report. Further work is underway to progress this option.

3.5.7 **Contamination Report from the MRF** – not yet received

3.5.8 **Recycling Bin Service Suspensions**

- Currently one property has a bin suspension notice in accordance with Section 12.6 of the Solid Waste Management and Minimisation Bylaw. Bin services are restored at the expiry of the 3-month suspension period however this property is on their third suspension and the bin will be retained until Council is confident that it will be used correctly (clause 12.7 Solid waste management bylaw service reinstatement).
- In March seven properties received second notifications about contaminated recycling with the main contaminants being soft plastic, lids left on bottles and food scraps. These contaminants were a focus in 2021/2022 and the message seems to have slipped.
- The Education Officer will implement an education plan through April/May to reinforce the need for removing these forms of contamination.



Figure 3: Monthly results for recycling bin audits by EnviroWaste for 2022 prior to new bin auditing strategy being implemented

4 Property

The Council manages a number of community facilities including the Aerodrome; Civic Amenities; and Rental and Investment properties. The Customer service request history for the property activity is shown in Figure 4 below.

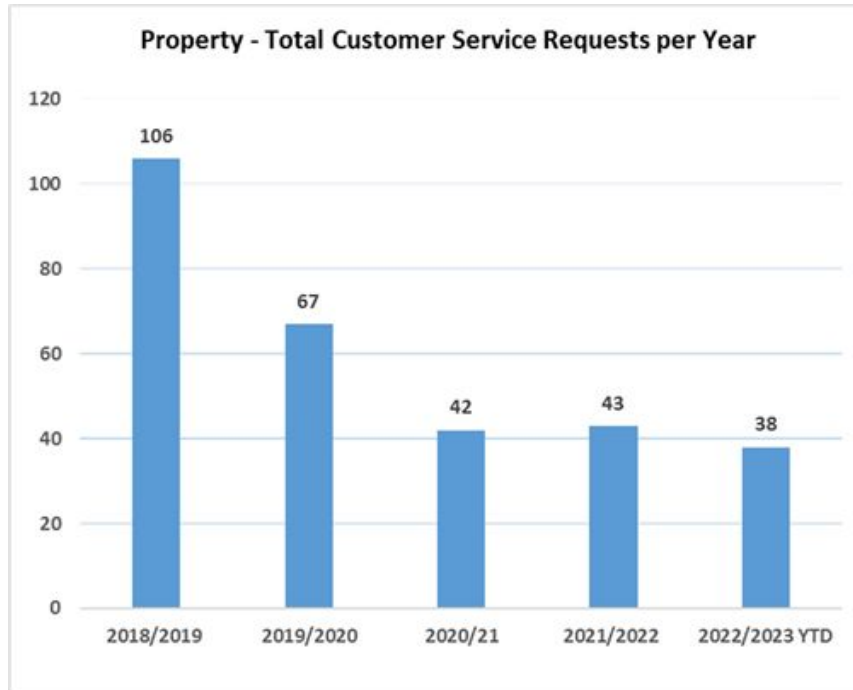


Figure 4: Customer service request history – Property – March 2023

Capital Works Programme

Below is a summary of capital projects update.

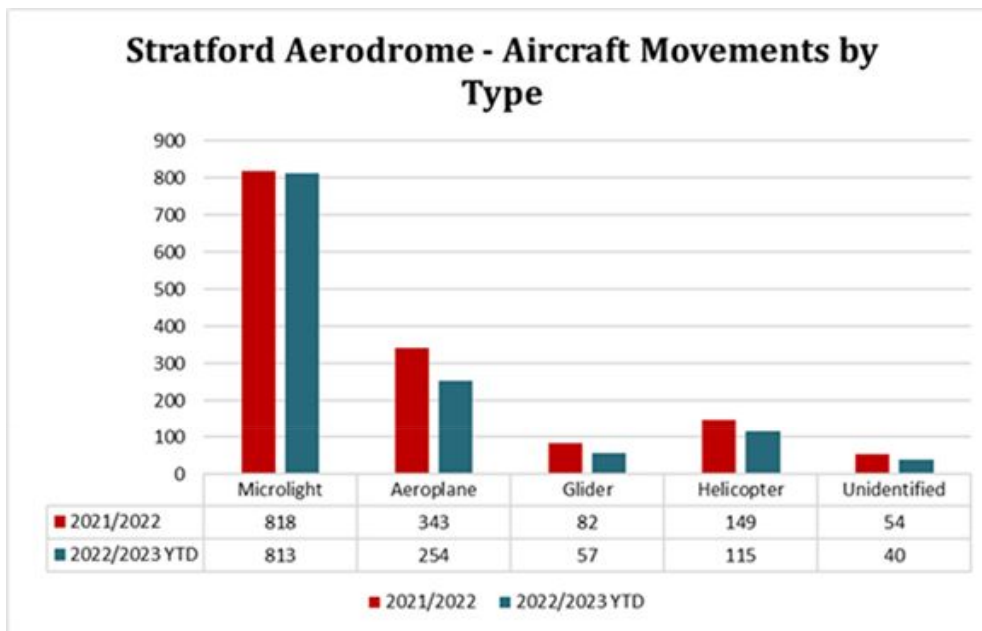
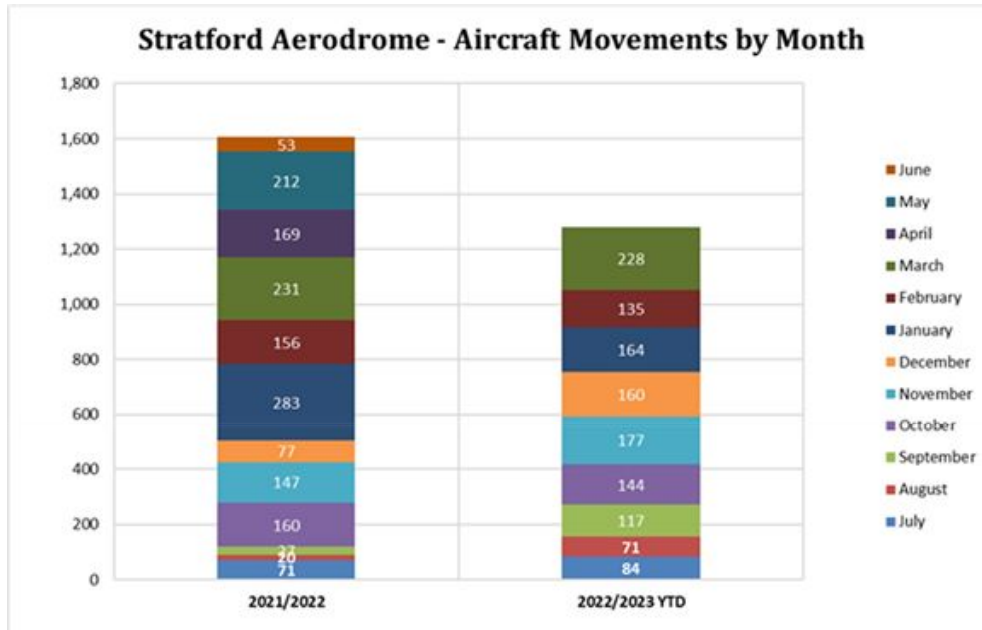
- Bell Tower car park reinstatement –Parking lines to be installed in conjunction with other road marking in the town.
- TET Multi Sports Stadium Emergency Lighting and Doors Design –A *Request for Quote* has been advertised and due to close on the 4th May
- Percy Thomson Building Roof replacement – Tender closed with only one Tender received.
- Seismic Reports due in March include:
 - TET Detailed Seismic Assessment (DSA);
 - War Memorial Centre Strengthening Options; and
 - TSB Pools Initial Seismic Assessment (ISA)

4.1 Aerodrome

A summary of Aerodrome activities in March include:

- The Aerodrome User Group (AUG) meeting was held on the 9 March 2023.
- In March Airport Management held a workshop with Elected members and Council staff to discuss Council’s responsibilities of owning an uncertified aerodrome. All new
- An Aerodrome Safety Committee is to be established at the next user group meeting.

Customer satisfaction of the condition and maintenance of the Aerodrome facility is greater than 70%. This is measured annually and reported at the end of the financial year.



4.2 Civic Amenities

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

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

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

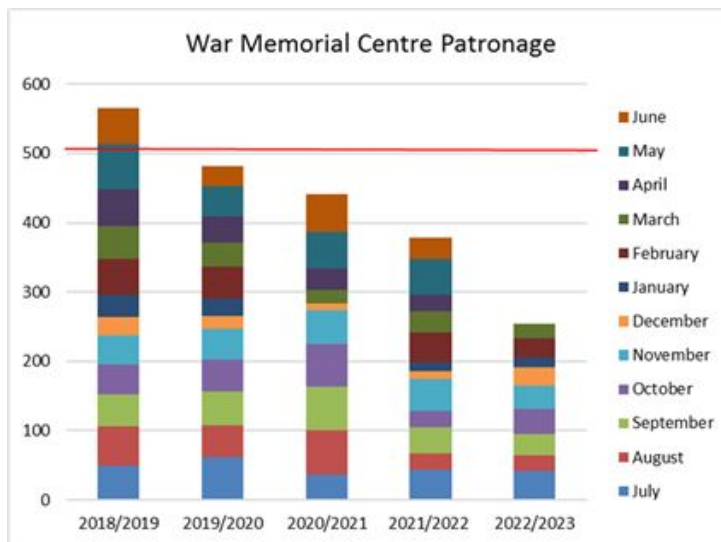
Level of Service	Performance Measure	Target	2022/2023 YTD
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	100%
	Annual booking of War Memorial Centre.	>500	254
	Annual booking of Centennial Restrooms.	>200	193
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	93%
	Annual Occupancy rate.	>95%	100%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>80%	89%

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

4.2.1 Housing for the Elderly

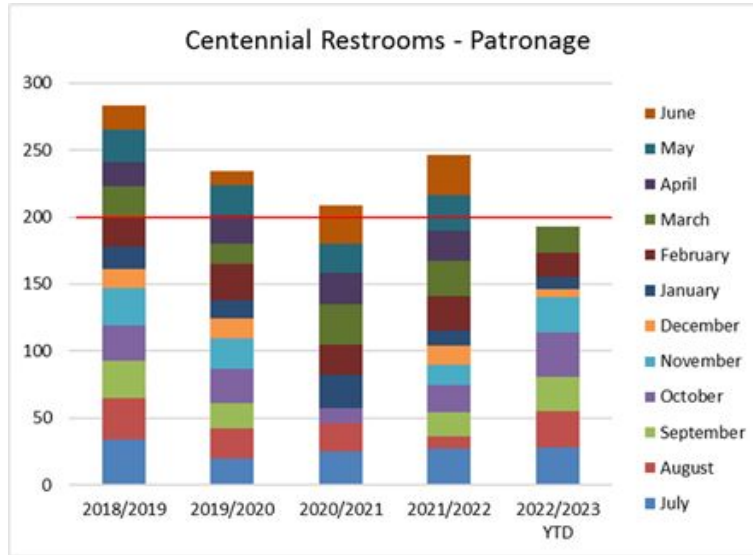
The current occupancy rate for the month of February is 100% and therefore achieves the performance measure of >95 %.

4.2.2 War Memorial Centre



3 bookings were cancelled during the month of March.

4.2.3 Centennial Restrooms



3 bookings were cancelled during the month of March.

4.3 Rental and Investment Properties

The Council's Rental and Investment Properties are:

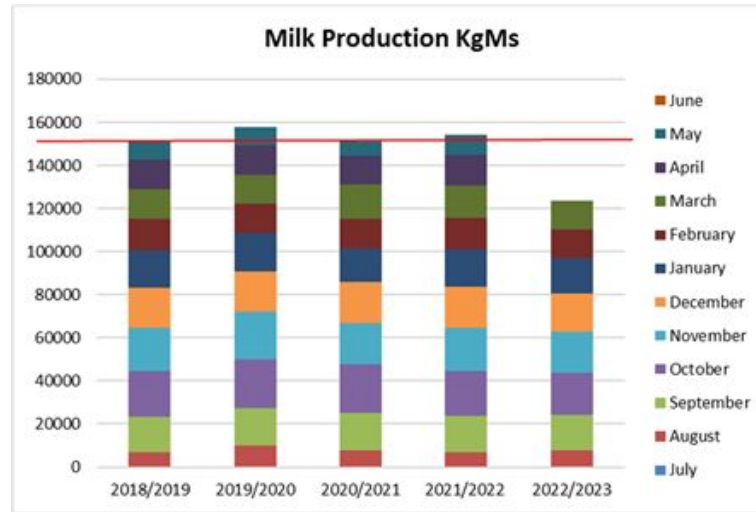
- the Farm;
- the Holiday Park (operated by a third party, with a formal lease on the land); and
- Rental properties (urban and rural land, and commercial properties).

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

Level of Service	Performance Measure	Target	2022/2023 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	123,587.60Kg
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Compliance	Expected to achieve
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5	0

4.3.1 The Farm

- Riparian plants for this season have been ordered and will be available for planting in May 2023;
- During the month of March, a total of 13,284.80 KgMS were produced, which brings the overall total production to 123,587.60 KgMS. This is a 5.4% decrease from last season.
- The history of the Farm milk production is shown in the chart below.



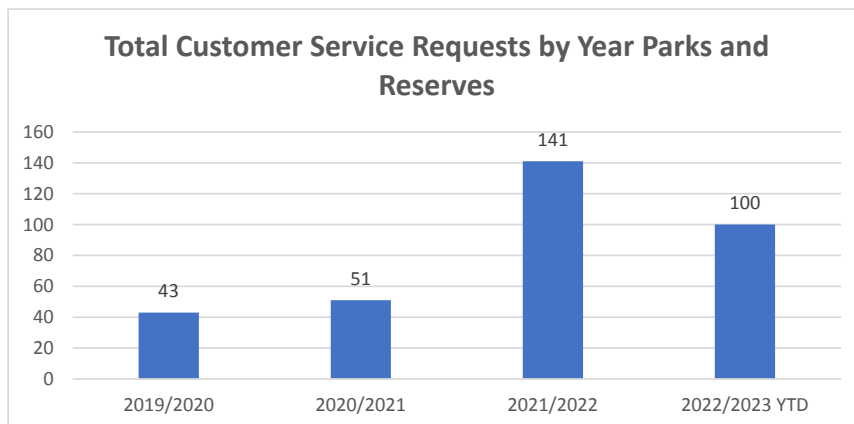
5. Parks and Reserves

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

The Arboretum project, in conjunction with the Percy Thomson Trust, is underway. This will align with the proposed management planning of the Windsor Park.

Level of Service	Performance Measure	Target	2022/2023
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	100
	Percentage of Stratford residents satisfied with:		
	Parks;	>80%	
	Sports fields;	>80%	
	Cemeteries.	>80%	
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	

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



	2019/2020	2020/2021	2021/2022	2022/2023 YTD
Parks	3	10	24	30
Structures	9	2	32	13
Sports grounds	3	5	5	5
Playgrounds	1	1	14	6
Cemeteries	5	5	11	9
Street Trees	11	15	24	21
Walkways	11	13	31	16
Total	43	51	141	100

6. Capital Projects

Progress updates on some of Council's key projects, as at **31 March 2023**.

6.1 Wai O Rua Stratford Aquatic Centre

Construction is complete and facility has officially been opened. Minor remedial works are progressing. A Landscape Architect is exploring options to produce a simple concept design of an outdoor facility at the site (area between the Aquatic Centre and Regan Street). This concept design will include the possibility of relocating the Croquet Club with 3 or 4 courts.

6.2 The Whangamomona walkways

Signage is the last item outstanding for the walkway on the left of Mangare Road, which is expected to be installed in April. Officers are looking into the Trail on the right-hand side of the road, to Whangamomona.

6.3 Better off Funding

The Council has been allocated \$10.27 million of the \$2.5b support package, as part of the Water Reforms – a package intended to support councils to ensure they are no are worse off due to the reforms process.

- \$2.57 million available for Tranche 1
- \$7.70 million available for Tranche 2 (available from July 2024)

The Tranche 1 projects are underway and include:

- The Brecon Road Extension – discussions with a consultant to produce a Business Case to submit to Waka Kotahi is progressing.
- Town Centre Development including the Prospero Place and Broadway Beautification – Project team has been established to oversee concept designs. Smaller Project teams will be determined once projects are finalised.
- Skate Park development – Construction of a Skate Bowl is underway. An overall concept plan is under development to create opportunity for external funding.
- Victoria Park Drainage Project – Contract is underway with works expected to be finished before the rugby season begins in April.
- Enabling Wastewater Infrastructure for the Stratford Park – Modelling of existing capacity in Stratford's wastewater network is underway, to allow an impact assessment on the existing network. This an on-going contract, with completion due in 2026.

6.4 Connecting our Communities Strategy

Consultation on the Connecting our Communities Strategy closed on 19 August and feedback from the public and identified stakeholders received. Evaluation of Feedback from the consultation is underway, including discussions with Waka Kotahi for the Interim Speed Management Plan. This strategy will also incorporate Waka Kotahi's direction for encouraging alternative modes of transport, and projects approved for the Transport Choices Package fund (final EOI).

A revised strategy is expected to be finalised in June 2023.

6.5 Transport Choices Package

The Minister of Transport announced a \$350 million package for Road Controlling Authorities to fast-track projects that will help reduce Vehicle Kilometres Travelled (VKT). Stratford District Council successfully applied for \$7.8 m for schools' safety improvement works and \$180k for **Bikes in Schools** Project for the three urban schools.

The Council's project has been nominated as a '**Flagship**' School project featuring the school safety improvements and the reallocation of road space to connect the three Primary Schools. This is to be supported by the introduction of **Bikes in Schools** installations. The project is to be delivered in phases and stages, commencing with Stage 1 of Phases 1 & 2 - the other stages will be included in our Walking and Cycling Strategy Implementation Plan and implemented as funds are available.

Specialist consultants have been procured and an overall network plan was independently reviewed to determine the best routes and priorities.

Regular meetings with Waka Kotahi are being held to better understand the projects to align with Central Government's objectives and targets. Scoping, facilitated by Waka Kotahi, is underway for many of the projects. Concept designs are being finalised for some projects.

Communication Strategy is being developed to guide stakeholder engagement.

Consultation has concluded for traffic calming treatment outside Stratford Primary School - 2 responses were received and feedback from Waka Kotahi will be incorporated in the final design. Regular meetings with Waka Kotahi are being held to better understand the projects to align with Central Government's objectives and targets. Scoping, facilitated by Waka Kotahi, is underway for many of the projects. Concept designs are being finalised for some projects.

Meetings were undertaken in March with the three primary schools to help determine needs and barriers to walking and cycling in Stratford. A questionnaire will be developed in April to determine how students travel to school and why.

All projects are expected to be completed by June 2024.

7. Resource Consents

Several resource consent applications have been lodged with the Taranaki Regional Council (TRC) as shown below.

RC Number	Location	Description	Stakeholders	Update
1276-3	Midhirst Te Popo Water Take	To take water from the Te Popo Stream, a tributary of the Manganui River for community public water supply purposes	Fish and Game NZ, Te Atiawa, Ngāti Ruanui, Ngāruahine, Ngāti Maru, Okahu Inuawai Manataiao Hapū, Pukerangioraha Hapū	Application with TRC, awaiting Cultural Impact Assessment to be commissioned by Iwi
1337-3	East Road, Toko	To take and use groundwater from a bore in the vicinity of the Toko Stream in the Patea catchment for Toko rural water supply purposes	Ngāti Ruanui, Ngāruahine, Ngāti Maru	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.

RC Number	Location	Description	Stakeholders	Update
6605-1	East Road, Toko	To discharge treated filter backwash water from the Toko Water Treatment Plant into a soak hole adjacent to the Manawawiri Stream	Ngāti Ruanui, Ngāruahine, Ngāti Maru	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.
6468-1	Cordelia Street, Stratford	To erect, place and maintain a culvert in an unnamed tributary of the Kahouri Stream in the Patea catchment for flood control purposes	Ngāti Ruanui, Ngāruahine	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.



Victoria Araba
Director - Assets



[Approved by]
 Tiffany Radich
Acting Chief Executive

Date 11 April 2023

MONTHLY REPORT

Community Services Department



F22/55/04-D23/12589

To: Policy and Services Committee
 From: Director – Community Services
 Date: 18 April 2023
 Subject: Community Services Monthly Report – March 2023

Recommendation

THAT the report be received.

/
 Moved/Seconded

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e., Community and Economic Development, Communications, Library and Visitor Information Centre, Pool and Service Centre. The Long-Term Plan 2021 - 2031 sets the performance measures for these activities and this report presents, in tabular form, the progress measured to date against the target for each performance measure.

1. Highlights

- Scooter Competition (ZEAL and SDYC partnership) – 18 March
- Positive Ageing Forum – 30 March
- Mayors Taskforce for Jobs – placements made
- Wai o Rua and Stratford Library and Visitor Information Centre - patronage

2. Community and Economic Development

Performance Measures (*Performance Measures in bold*)

	Target	2022/23 YTD
Deliver or facilitate community events	>5	Achieved - 18
Percentage of residents feeling a sense of community	80%	
Number of client interactions with Venture Taranaki's Business Advisory Services	100%	
Mentor matches made as requested	100%	

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

2.2 **Stratford District Youth Council (SDYC)**
 This month the SDYC hosted their Bi-annual Colour in the Park event at King Edward Park. This was hugely successful with over 150 people participating.

Planning is finalised for the SDYC Team Building and Training camp out at Te Wera. Some of the activity planned is team building exercises, learning about Stratford District Council from District Mayor Neil Volzke and reviewing the terms of reference and making amendments if needed.

The SDYC also supported Zeal in their Great Skate and Scooter competition on 18 March at the Bike Park and Skate Park. This was a fun event attended by approximately 200 people throughout the day. Free activities included a BBQ and face painting.

Upcoming meetings and events:

- SDYC Training and Team Building Camp – 1 April
- SDYC AGM and Ordinary Meeting – 4 April, 4.30pm
- SDYC Project Meeting: Tuesday 18 April, 4.30pm
- Free School Holiday Movie at TET Kings Theatre: Super Mario Brothers - Sunday 16 April, 3pm
- SDYC On the Bus: 19 April (ZEAL - Choose from either an Art Workshop or Hip-Hop dance workshop)

2.3 Civic and Community Events

Completed:

- Taranaki Funders Forum – 16 March
- Scooter Competition (ZEAL and SDYC partnership) – 18 March
- Positive Ageing Forum – 30 March

Coming Up:

- Shakespeare Festival (Council supported) 1 – 15 April
- School Holiday Programme 10 – 21 April
- Anzac Day Commemoration Dawn Service – 25 April
- Youth Week 15-21 May

2.4 Community Projects and Activity

2.4.1 Mayors' Taskforce for Jobs (MTFJ)

Registrations

	March	YTD
Young People Registered	6	92
Businesses Registered	2	28

Employment

	March	YTD
People placed into employment	8	43
Young people who are employed but require assistance with upskilling		
Young people registered onto programme and straight in study		15
Young people received support and found work themselves	3	7
Total	11	65

Highlights

The Workforce Coordinator recently attended a MTFJ hui in Wellington that provided new insights on how to better collaborate with MSD and utilize existing funding. New skills obtained around communicating with rangatahi, employers and providing pastoral care support. It also provided a taste of a new partnership in the skills and training space that will be rolled out to the programme soon.

- Eight people at MTFJ library sessions
- Six MTFJ registered people helped with driver's licencing
- A number of new job postings require a minimum restricted licence now which is proving a barrier for a number of youth. MTFJ Stratford has been working to provide support in the area through information, driver's test fee payment, study help, driver's lessons with certified instructor.

2.4.2 Community Relationships Framework

Stratford Business Association

Placed on hold until after the section 17a reviews are completed.

Taranaki Pioneer Village

No change from previous month update.

2.4.3 Stratford Strategies and Town Centre Plans

Stratford 2035 project teams have been established with meetings underway.

No change from previous month update.

2.5 **Funding**

2.5.1 Creative Communities Scheme

The second Creative Communities Scheme funding round opened on 6 March and closes on 7 April 2023.

2.5.2 Sport New Zealand Rural Travel Fund

The Sport New Zealand Rural Travel funding round opened on 20 February and closed on 17 March 2023. There were eight applicants requesting a total of \$16,310. The committee will meet on 4 April 2023 to determine funding allocation.

2.5.3 Toi Foundation

An application requesting funding support for the delivery of Summer Nights, Puanga and Swimming Lessons has been submitted.

2.6 **Positive Ageing**

Instead of the usual forum with guest speakers, the Positive Ageing Group hosted three free classes at Wai O Rua. The idea was to showcase what fitness classes the facility has to offer and to further promote those to the Senior Citizens of the Stratford District. Each class had a maximum of 20 people.

- **Strength & Balance** – Line dancing session held in the activity room. Hosted by Colleen.
- **Deep Water Aqua class** – Get a full-body workout in the Main Pool using aqua aerobic floatation belts. Hosted by Cynthia.
- **Balance & Boogie** – Essentially a dance class in the pool hosted by Federico.

The classes were a great success with a handful of people signing up to group fitness memberships or bookings after the forum. Feedback from participants mostly centred around not being aware of what the facility offered due to not being connected online or through social media. As a result the full list of programmes once confirmed will now be promoted in the Stratford Press on a monthly basis.

Upcoming meetings and events:

- Positive Ageing Ordinary Meeting: Wednesday 12 April, 10.30am

2.7 **Stratford Business Association**

Memberships	
New	1
Current total	146

Coming up:

- Thursday 13 April – Video marketing workshop
- Tuesday 18 April – Stratford Catering Company – BA5
- Wednesday 17 May – Stratford Park – BA5

3. **Communications**

3.1 **News Media**

Five Central Link updates were produced in March. These are printed in the Stratford Press and shared online at stratford.govt.nz and on Council’s Facebook page weekly.

Central Link focus for March:







- Arboretum growing its appeal
- Got a green idea? Waste Levy Fund applications open
- Youth Council Colour in the Park
- Taranaki Anniversary hours
- Sport NZ Rural Travel funding
- Creative Communities funding
- Positive Ageing free pool sessions
- Waste Management and Minimisation Plan input wanted
- What should travel look like in Taranaki (TRC led engagement campaign)
- Anzac Day wall of remembrance at Library
- Meet you new youth councillors
- April school holiday programme
- Activities at the Library
- Road works on Opunake Road
- Shakespeare Festival this April
- Sustainable Fashion Market – My Walk in Wardrobe
- Public notices (Meeting schedule –March, Temporary Road closures for work on Hamlet Street, Opunake Road, Mangaopapa Road and Proposed closure for Anzac Day, Urban weed spraying, Victoria Park sportsground closure – Ground 1)

News/Media Releases posted to stratford.govt.nz for the month of March:

- Arboretum growing its appeal with new gardens and community hub
- Taranaki Anniversary Day Facility opening hours
- Creative Communities fund open to local arts projects
- Positive Ageing Group offers free sessions at pool for over 65s
- Meet your 2023 Stratford District Youth Council
- Craft a poppy to add to our Anzac Day wall of remembrance
- Sell, buy or both? Sustainable fashion market is coming to Stratford
- Proposed increases to feed and charges as Council plans for 2023/24

3.2 Digital channels

March snapshot:

Website	Social Media
 <p>5,700 ↑100 Users</p>	 <p>14 New Facebook followers /stratforddistrictcouncil 4,079 people follow Council's page.</p>
 <p>20,756 ↑176 Page views</p>	 <p>8,103 ↓43.3 People reached The number of people who saw any of Council's posts at least once this month.</p>
 <p>9,158 ↑145 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.</p>	 <p>5 New Instagram followers /stratford_nz 1,090 people follow Council's account.</p>

3.3 **Official Information Requests**

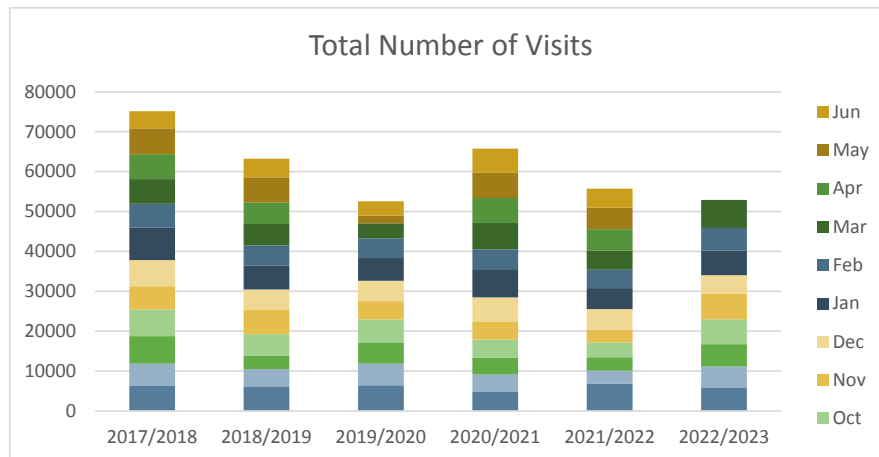
For the 2023 calendar year, Council has received 14 Local Government Official Information and Meetings Act (LGOIMA) requests.
The below table includes the LGOIMA's received for the month of March 2023

Date Received	Query	Requested by	Due Date	Date Responded	Days to Respond
10/03/2023	Expenditure on mayoral/council cars	Dan Merry - Taxpayers Union	7/04/2023	16/03/2023	4
27/03/2023	Register of noise complaints	Name withheld	27/04/2023	29/03/2023	2
30/03/2023	Sovereign Citizens	Amy Ridout - Stuff	2/05/2023	TBC	
31/03/2023	Security Related Services	Fabio Scarpello - University of Auckland	3/05/2023	TBC	




4. **Visitor Information and Library Services**

Performance Measures (*Performance Measures in bold*)



	Target	2022/23 YTD
Number of users of AA Agency Service is measured	>10,000	6,407
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	46,864
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	2,322



Visitors/Users per service

Service	March	Year to date (2022/23)
 Information Services (brochures/maps/ event tickets etc)	617 ↑66	2,858
 Vehicle/Driver licensing	794 ↑91	6,407
 Programme and Events	420 ↑242	2,322

Library services - Items Issued

Service	March	Year to date (2022/23)
 In person	4,905 ↑556	41,729
 Online	621 ↑21	5,135

Programme/Event Users

Age group	March	Year to date (2022/23)
65+ Seniors	59 ↑13	240
18+ Adults	53 ↓12	406
13-17 Secondary School	0	0
5-12 Primary School	259 ↑259	994
<5 Pre-School	49 ↓21	499

4.1 **Highlights for March**

- March has been an extremely busy month across all services offered in the library and visitor information space. Foot counter records indicate a 30% increase in visitors with three months still remaining in the year. We have had a 7% increase in physical book issues compared to this time last year.
- Work is underway building on last year’s successful Wall of Poppies community art installation for Anzac Day. All local schools were invited to the library to participate in a story and craft session. 259 children attended.
- Travel disruptions caused by Cyclone Gabrielle and issues with the Interislander have taken a lot of staff time to manage re-bookings.
- Ngāruahine Iwi Health Services are now having weekly drop in “Community Connector” sessions once a week in the library.
- There are many opportunities through the week for people to engage in free learning, activity and social groups in the library. These provide a great opportunity for people to socialise in a comfortable, safe space outside their home and to meet other like-minded people in the community and make the most of resources offered.
- The facility continues to experience strong demand for help with digital engagement. 11 people were registered with the Skinny Jump programme in March, as well as three sessions delivered each week covering a range of topics such as staying safe online, digital apps and computer basics. 298 people used a library device to access the internet in March and there were 545 print jobs sent to the printer by members of the public.
- The Library and Visitor Information Centre was an Assisted Completion Location for Census 2023. Staff helped 14 individuals with their Census over March.

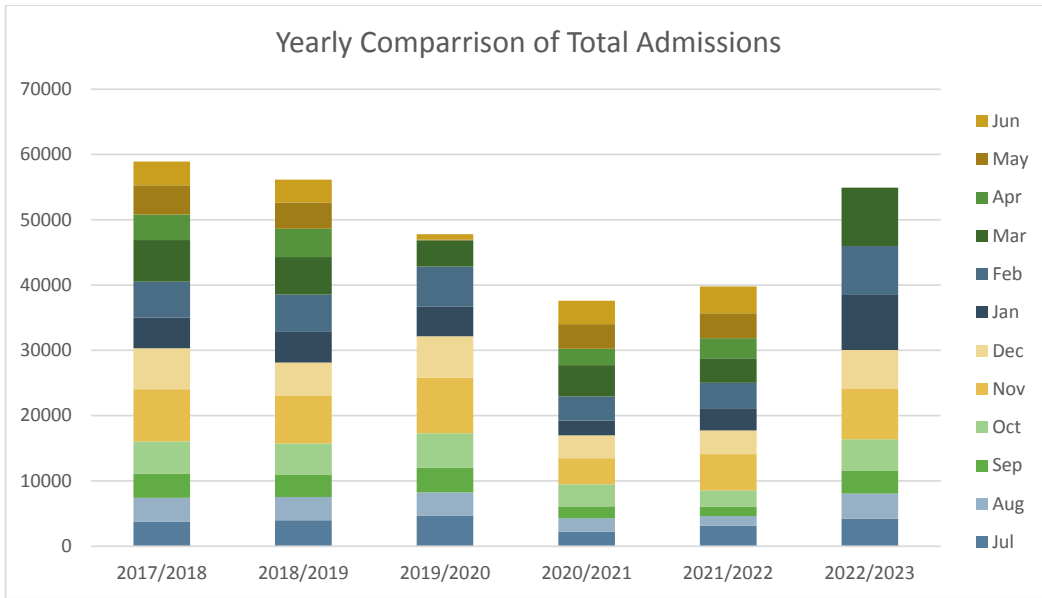
5. **Pool Complex**

Level of Service Category	Performance Measure	Target	2022/23 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	63
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	PoolSafe accreditation is met	100%	
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	45,975

5.1 **Highlights for March**

- March saw 8,949 patrons through the facility.
- The facility hosted the Taranaki Swimming Champs, Positive Ageing Forum and a range of school groups

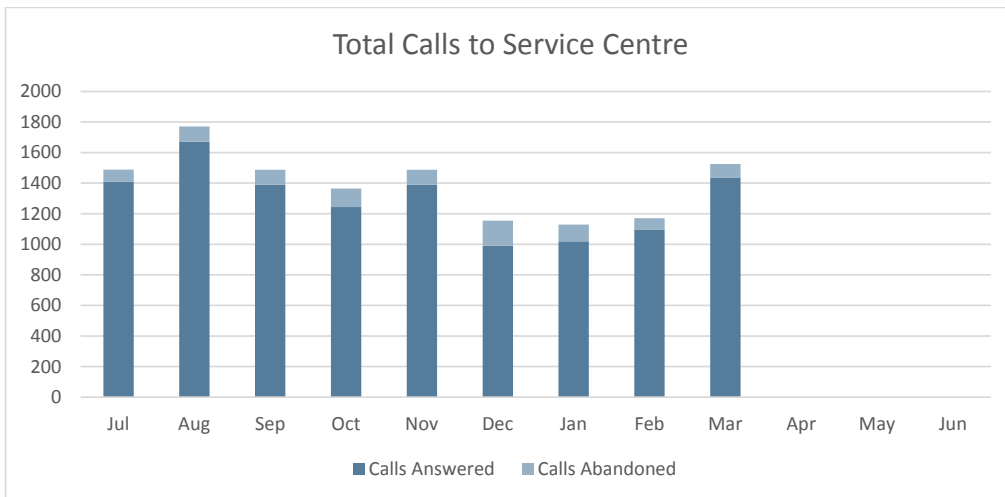


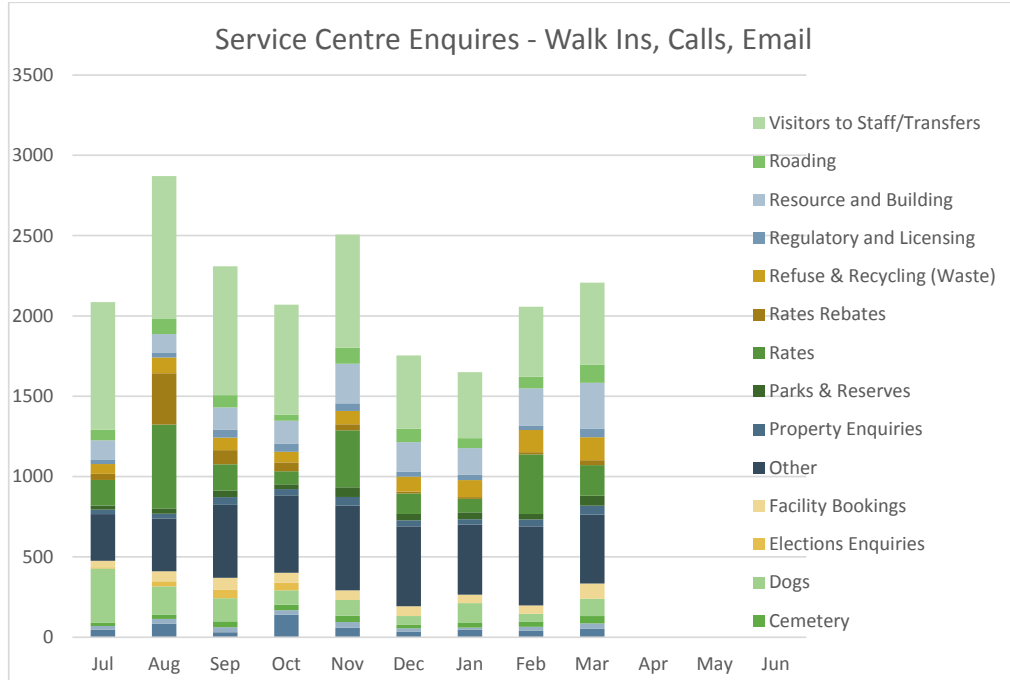


6. Service Centre

Calls coming in to the Service Centre have increased considerably this month to 1,437. This is the biggest amount since August 2022.

Enquiries about; rates, dogs, resource and building consents make up the majority of these when combining numbers of emails, phone calls and face to face visits.





Chade Julie
Acting Director - Community Services

[Approved by]
 Tiffany Radich
Acting Chief Executive

Date: 11 April 2023

MONTHLY REPORT

Environmental Services Department



F22/55/04– D23/11467

To: Policy and Services Committee
From: Director – Environmental Services
Date: 18 April 2023
Subject: Environmental Services Monthly Report – March 2023

Recommendation

THAT the report be received.

/
Moved/Seconded

This report presents a summary of the monthly progress and highlights for the main areas of activity within the Environmental Services department. The Long-Term Plan 2021-2031 sets the performance measures and this report presents progress to date against the target for each performance measure.

1. Overview

Eighteen applications for building consent were received in March 2023. These included seven log fires, two relocated dwellings, five pole sheds, two alterations to a residential dwelling, and two new residential buildings. There were also a further three amendments to existing building consents, one Project Information Management (PIM), two Certificates of Public Use (CPU), three Certificates of Acceptance (COA) and one exemption from requiring a building consent.

It is now clear that officers are seeing a sustained reduction in consenting activity compared with 2022. This is consistent with industry trends with many other Councils throughout New Zealand experiencing similar changes. At this stage officers are still undertaking building inspections at similar levels to 2022 as the building work that has already been consented is completed. Over coming months, it is expected the number of building inspections to reduce as this work is completed to align with the lower number of consents being issued. Resource consents are showing a similar pattern. The quieter times will provide an opportunity to catch up on training and work on streamlining our operating systems.

2. Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy started late last year with some information gathering. Work on the formal part of the process will start once New Plymouth District Council are ready for it to commence.

The last remaining road naming and numbering project relates to Pembroke Road which was delayed to allow completion of the Gambling Venues and TAB Venue Policies and during a period of staff absence. The team is now at full strength again and have recommenced work on the road naming project, which will come back to the Committee following the completion of the policies.

3. Dashboard – All Business Units

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

Activity	Result Mar
Building Consent Authority	
Building Consent Applications	18
Building Consent Amendment Applications	3
Building Consents Issued	17
Building Consent Amendments Issued	1
Inspections completed	126
Code Compliance Certificate Applications	20
Code Compliance Certificates Issued	20
Code Compliance Certificates Refused	4
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	18
Building Act Complaints received and responded to	1
Planning	
Land Use Consents Received	2
Land Use Consents Granted	3
Subdivision Consents Received	3
Subdivision Consents Granted	6
223/224 Applications Received	6
223/224 Applications Granted	2
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	5
Resource Consent Applications Placed on Hold or Returned	3
LIM's Received	10
LIM's Granted	10
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	6
Health or Food Act Complaints Received and responded to	0
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	8
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	11
Bylaw Complaints Received and responded to	20
Dog Complaints Received and responded to	29

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%	February 16 of the 16 (100%), applications granted were granted within 20 working days. 3.9 average processing days.
	Percentage of inspection requests completed within 24 hours of request.	100%	February 122 of the 126 (97%) inspections were within 24 hours of the request. The three that weren't, were due to being booked more than 24 hours in advance.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	February 20 of the 20 (100%) CCC's issued were issued within 20 working days. 9.0 average processing days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	100%
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Achieved.
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided.	>80%	The customer service survey will be undertaken later in the year.

4.2 Planning and Bylaws

Level of Service	Performance Measure	Target	Status
To promote the sustainable management and use of land and public spaces.	To undertake a comprehensive review of the district plan, with notification within statutory timeframes.	N/A in Year 2	Not required at this time.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	100% review within timeframes	Polices and bylaws for review have been identified and are currently in progress, beginning with bylaws.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	100%
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	100%
	% of S223 and S224 applications processed within 10 working days.	100%	100%
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	The customer service survey will be undertaken later in the year.

4.3 **Community Health and Safety**

Level of Service	Performance Measure	Target	Status
To fulfil obligations to improve, promote and protect public health	Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	100%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	94.2%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	100%
To ensure dogs are controlled	Percentage of known dogs registered	95%	97.5%
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	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 by the BCA in March 2023.

5.1.2 Lapsed Consents
Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 11 months previously, against which no inspections have been recorded. The check has been undertaken and no consents were lapsed in March 2023.

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

Incident	Occurrence this month
A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:	Nil
The departure of the building consent authority’s authorised representative or responsible manager:	Nil
In any one quarter of a calendar year, a reduction of 25% or more of employees doing technical jobs who are not replaced with employees who have equivalent qualifications and competence:	Nil
A transfer under section 233 or 244 of the Act of (i) 1 or more functions of the building consent authority to another building consent authority: (ii) 1 or more functions of another building consent authority to the building consent authority:	Nil
An arrangement being made under section 213 of the Act for— (i) another building consent authority to perform a significant amount of the functions of the building consent authority: (ii) the building consent authority to perform a significant amount of the functions of another building consent authority:	Nil
A material amendment to the building consent authority’s policies, procedures, or systems required by these regulations.	Nil

5.1.4 Training needs analysis

One Building Control Officer completed the second block course for his NZ Diploma Surveying (Lev 6) in March in relation to Building Act Statutory Requirements.

On-going refresher training is currently being undertaken by Building Control Officers in relation to changes to the Building Act and Building Code that is being updated by MBIE.

With recent decline in building consent applications, we are anticipating this to flow onto fewer inspections. This will provide time for providing training team members to broaden their existing competencies.

5.1.5 Internal audit/external audit timetable

During March the internal process audits listed below were scheduled and undertaken by the Council's Quality Manager. Recommendations identified from these audits have been added to the BCA continuous improvement register.

Reg 7(2)(g) managing inquiries

Reg 7(2)(h) managing complaints

Reg 11(2)(e) supervision (follow-up)

Reg 16 filing of consent documents

Reg 17(1) quality assurance system

Reg 17(2)(b) quality policy

Also during March the technical audits have been undertaken for Processing, Inspections and Certification by the Council's Technical Leader. Recommendations and improvements identified from these audits have also been added to the BCA continuous improvement register.

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness

One existing Compliance Schedule was amended in March 2023.

Three notifications were issued for Warrant of Fitness renewal.

5.2.2 Swimming Pools

Inspections and re-inspections have been continued to be undertaken during March. Of the 118 pools on our register, 95 have been inspected to date. Officers are currently undertaking around 20 pool inspections (including reinspection's) each month and are hoping to have inspected all known pools by the end of the current financial year.

5.2.3 Non-Standard Site Register Maintenance

No new sites were added to the non-standard site register in March 2023.

5.2.4 Notices to Fix/Other Compliance as a Territorial Authority

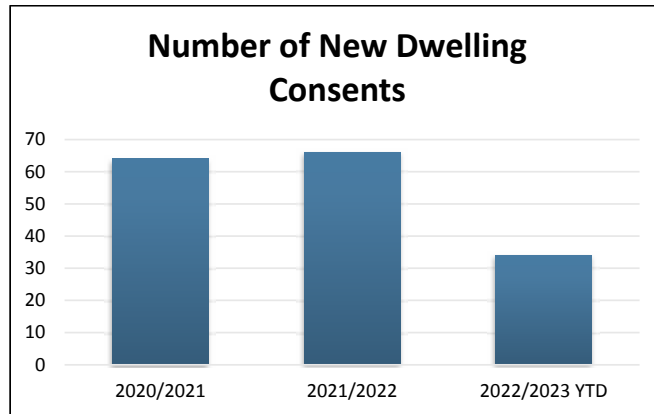
No Notices to Fix for unauthorised building works were issued by the Territorial Authority in March 2023.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

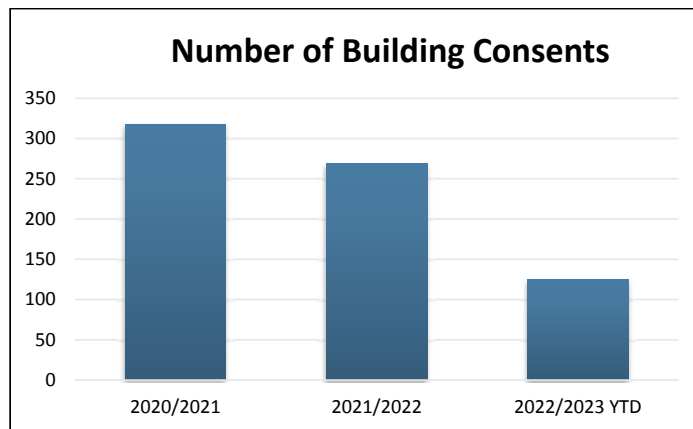
Type	Mar 2023	Mar 2022	2022/2023 Year to Date	2021/2022 Whole Year
New Dwellings	2	13	34	66
Relocated dwellings	2	1	11	9
Relocated buildings other than dwellings	0	0	0	0
Fires	7	16	34	83
Pole sheds/accessory buildings	5	2	19	50
Additions/alterations – residential	2	2	10	22
New Commercial buildings	0	1	4	10
Additions/alterations – commercial	0	2	8	14
Other/miscellaneous	0	1	5	15
Total/s	18	38	125	269

New House indicator by year



Year	New Dwellings
2020/2021	64
2021/2022	66
2022/2023 YTD	34

Consent numbers by year



Year	Building Consents
2020/2021	318
2021/2022	281
2022/2023 YTD	125



Blair Sutherland
Director - Environmental Services



[Approved]
Tiffany Radich
Acting Chief Executive

Date: 11 April 2023

MONTHLY REPORT

Corporate Services Department



F22/55 – D23/13090

To: Policy and Services Committee
From: Director – Corporate Services
Date: 18 April 2023
Subject: Corporate Services Monthly Report – March 2023

Recommendation

THAT the report be received.

Moved/Seconded

1. Financial Management

Reports attached, as at 31 March 2023, 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 for March 2023 YTD

Revenue

Total Revenue is \$4,209,976 over budget, at **\$21,464,784** for the year to date. Total Operating Revenue (excluding extraordinary revenue) is over budget by \$1,970,102, at **\$19,224,910**.

- The Waka Kotahi subsidy (Roading) is over by \$860,182 due to additional funding being approved for roading projects, in addition to expenditure being brought forward.
- Other Direct Activity revenue is over budget by \$765,015, largely due to operational grant funding towards community and economic development initiatives. Revenue from the Pool is up by \$94,948, Farm milk proceeds revenue is up by \$107,430, and Rubbish and Recycling revenue is up on budget by \$65,556.

Expenditure

Total Expenditure is \$1,371,629 over budget, at **\$17,547,741** for the year to date. Direct Operating Expenditure is over budget by \$1,102,204.

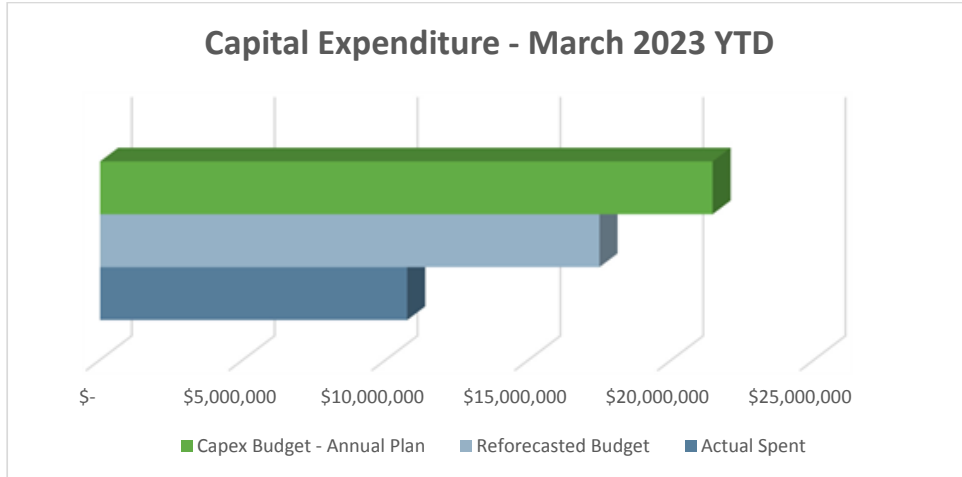
- The Swimming Pool is over budget by \$458,412 (excluding depreciation and interest), due to increased operational costs associated with the new swimming pool. Work is being done to minimise the budget variance from increasing further by reviewing staffing and electricity costs.
- As mentioned previously, expenditure on emergency reinstatement works for Roading is over budget, resulting in Roading expenditure being over budget by \$547,606. Of this, 61% is subsidised by Waka Kotahi, who have approved an additional \$285,000 of subsidised expenditure for weather damage expenditure from 1 July 2022, minimising the impact from reallocating expenditure from other roading maintenance projects.
- Resource Consents expenditure is \$59,629 over budget due to consultants and legal costs.

1.2 Capital Expenditure Report

Total capital expenditure funds available for the 2022/23 financial year is **\$21,433,087**. Of this:

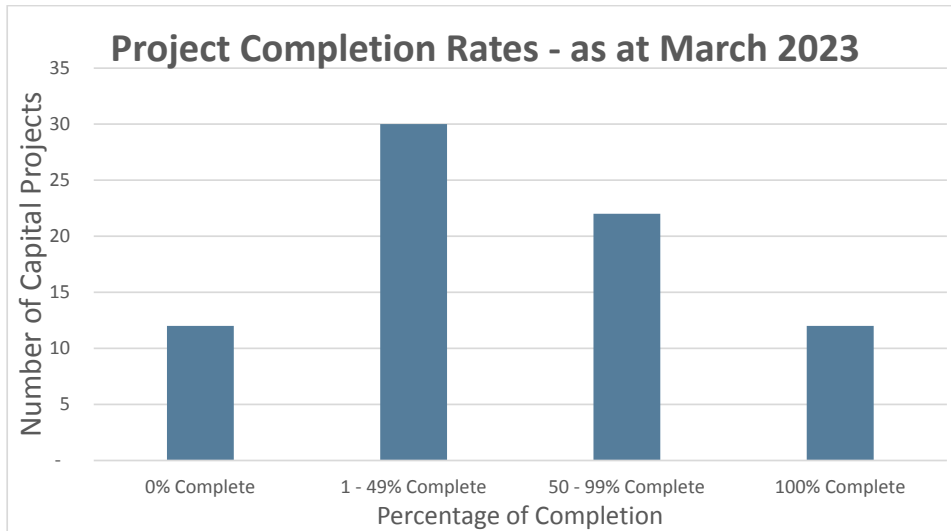
- \$7,000,239 is for replacing existing assets,
- \$12,213,873 is for new assets or improving existing assets, and
- \$2,218,975 is to cater for district growth.

Total actual capital expenditure for the year to date, is \$10,746,979, or 61% of the total budget.



Reforecasted annual capital expenditure is now \$17,477,169, with some projects likely to need to be carried forward as they will not be able to be completed in the remaining quarter of the financial year.

The project completion percentages in the graph below relate to where capital projects are at in terms of delivery of the scope of the project (note Council has 77 projects in its capital work programme for 2022/23, including projects started in the previous year, and new projects). Refer to the capital expenditure report for a status update on each individual capital project.

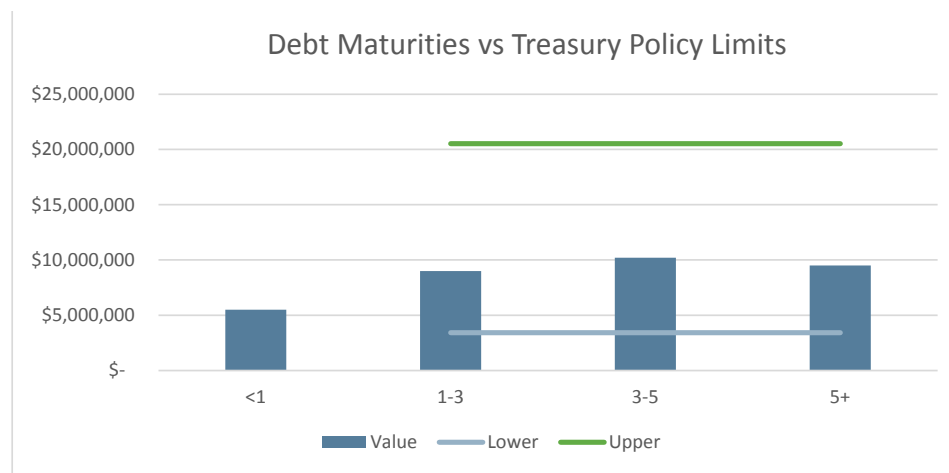


1.3 Treasury Management

Gross Council debt as at 31 March 2023 was \$34,200,000, up from \$32,200,000 from the previous month. Net debt is \$21,020,000 after netting off financial investments comprising of \$6,000,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

In March, Council borrowed an additional \$2,000,000 short-term (120 days) at 5.40%. Further funds, totalling \$4,500,000, will need to be refinanced in April, May and July of this year, and it is expected that an additional \$3,000,000 will be required in the next 12 months. It is planned to borrow these funds at a term that will have them mature prior to the three waters transition, so that all three waters debt can be settled by Council with the LGFA and passed on to Entity B as agreed at 1 July 2024.

The Net Debt to Revenue ratio is currently at 76% (Council's limit is 130%). Based on estimated annual revenue for 2022/23 of \$26,470,000, **Net Debt** could increase to \$34,411,000 before breaching Council's limit as per the Treasury Management Policy.



All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed and within Treasury Policy limits.

It is expected that Council will carry a minimum of \$6,000,000 of term deposits to cover reserves¹, additionally surplus cash on hand will be invested for an appropriate term if it does not put Council in short term liquidity risk.

The latest LGFA borrowing rates as at 5th April 2023 are:

- 1 year 5.81%
- 5 years 5.18%
- 10 years 5.33%

An investigation into the cost vs benefit of obtaining a credit rating with Standard and Poors is currently being undertaken. A quote has been requested from Standard and Poors, and will be compared with the benefits of being rated. A quote will also be obtained from Fitch, if Council wishes to proceed with obtaining a credit rating. Currently, 33 of the 66 councils obtain credit ratings and pay an annual fee for this service. Of these, South Taranaki District Council is the smallest council that is currently credit rated. Councils rated A+ currently receive a discount of 0.10% of the interest rate, Councils rated AA- receive a discount of 0.15% on the interest rate, and Councils rate AA+ receive a discount of 0.20% on the interest rate. With debt of \$34,200,000, an A+ rating would equate to an interest saving of \$34,200.

¹ As at 1 July 2022, reserves balances totalled \$8,691,661 including Asset Renewals Reserves \$5,196,401, Contingency Reserve \$504,500, Asset Sale Proceeds Reserves \$1,164,000, Targeted Rate Reserves \$94,906, and Financial Contributions Reserve \$1,034,000.

The current weighted average interest rate across all Council debt is currently 3.05%. The weighted average interest rate of all term deposits is 5.11%.

	Actual	Policy
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	22%	10-60%
Fixed 3-5 years	30%	10-60%
Fixed >5 years	25%	5-60%
Debt Matures 1-3 years	22%	10-60%
Debt Matures 3-5 years	30%	10-60%
Debt Matures > 5 years	25%	10-60%
Debt Servicing to Revenue Ratio	3%	<10%
Net Debt to Revenue Ratio	79%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 2,128	<\$3,000
Net Debt per Ratepayer	\$ 4,265	N/A
Maximum Investment with Counterparty	\$ 5,000,000	N/A

2.0 Revenue Collection

2.1 Rates

Rates Arrears (owing from 2021/22 year and earlier) \$28,416

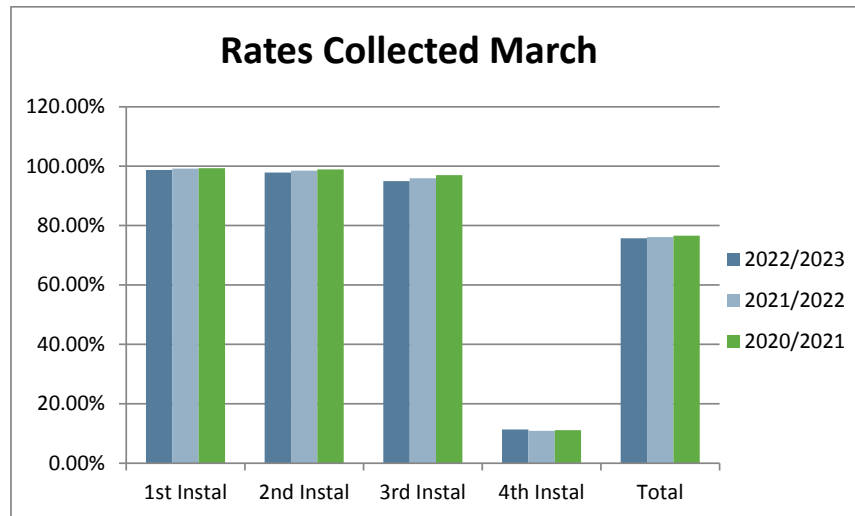
As at 31 March 2023, 87% of rates in arrears have been collected since 1 July 2022 (2022: 86%).

Current Year Rates

As at 31 March 2023, 76% of rates had been collected (2022: 76%).

Rates Remissions

Rates Remissions for Agecare Central Ltd and Central Tyre and Automotive Ltd have recently been approved and two other remissions are pending, for the remission for *Promoting Business Development*, as per Council's *Rates Remissions Policy*.



2.2 Outstanding Debtors

Of the total debtors outstanding as at 31 March 2023 of \$1,537,744, 11%, or \$163,130, was overdue.

3.0 Information Technology and Records

Information Technology Update

- User Acceptance Testing of the new Azure environment (fully cloud platform) continues, with 79 issues reported (many duplicate problems) and 63 resolved. Many issues still concern Microsoft Office, Adobe Acrobat, and Content Manager. Go Live date scheduled for March was postponed due to resourcing availability, both internal and external. A new Go Live date is yet to be agreed upon with the vendors, but we are hopeful of switching over to the cloud platform within the next 4-6 weeks, depending on external vendor availability for that period.
- Council will be looking to upgrade the Enterprise Resource Planning software, Authority, in the new financial year, as the current version will be retired from development within 12 months. Upgrade to either 7.1 or the new Altitude (cloud) version is being looked into. Staff went through a presentation with Civica last week which was well received by all involved.
- The recent tender of 16 x Desktop Computers and 2 x Portable Projectors resulted in \$3,461 sales revenue.

Records Management Update

- An additional 29 property files have been digitized in the last month, including large files for Power Station and a large subdivision. There are approximately 270 files remaining (mostly rural).
- User Acceptance Testing has been carried out for Content Manager in preparation for upgrade to Content Manager 10.0 when the Azure environment goes live.



Tiffany Radich
Director Corporate Services/Acting Chief Executive

Date: 11 April 2023

Statement of Comprehensive Revenue and Expense

For the Year to Date - March 2023

	March '23 Actual YTD	March '23 Budget YTD	Variance YTD	Total Budget 2022/23	March '22 Actual YTD
Operating Revenue					
Finance Revenue	\$303,060	\$174,000	\$129,060	\$232,000	\$171,196
Waka Kotahi NZTA Rooding Subsidy	\$4,663,432	\$3,803,250	\$860,182	\$5,071,000	\$3,941,099
Rates Revenue - excl water consumption rate	\$10,880,419	\$10,770,000	\$110,419	\$14,360,000	\$10,319,302
Water Supply - Consumption Charge	\$233,707	\$242,500	(\$8,793)	\$485,000	\$315,699
Sundry Revenue	\$44,639	\$37,850	\$6,789	\$53,000	\$44,747
Farm Milk Proceeds	\$459,180	\$351,750	\$107,430	\$469,000	\$509,747
Other Direct Activity Operating Revenue	\$2,640,473	\$1,875,458	\$765,015	\$2,332,000	\$1,852,921
Total Operating Revenue	\$19,224,910	\$17,254,808	\$1,970,102	\$23,002,000	\$17,154,711
Extraordinary Revenue					
Grant Funding - Capital Other	\$2,121,406	\$0	\$2,121,406	\$3,450,000	\$5,984,076
Financial Contributions	\$83,804	\$0	\$83,804	\$0	\$229,428
Other Revenue	\$22,436	\$0	\$22,436	\$0	\$51,055
Dividends	\$12,228	\$0	\$12,228	\$19,840	\$12,488
Total Extraordinary Revenue	\$2,239,874	\$0	\$2,239,874	\$3,469,840	\$6,277,047
Total Revenue	\$21,464,784	\$17,254,808	\$4,209,976	\$26,471,840	\$23,431,758
Operating Expenditure					
Personnel Costs	\$3,957,862	\$3,585,000	(\$372,862)	\$4,780,000	\$3,534,667
Other Direct Operating Costs	\$8,752,954	\$8,023,613	(\$729,342)	\$10,562,400	\$8,215,325
Total Operating Expenditure	\$12,710,816	\$11,608,613	(\$1,102,204)	\$15,342,400	\$11,749,992
Other Operating Expenditure					
Loss (gain) on disposal of assets	\$0	\$0	\$0	\$0	\$699
Depreciation	\$4,136,494	\$4,016,250	(\$120,244)	\$5,355,000	\$3,883,633
Finance Costs	\$686,191	\$551,250	(\$134,941)	\$735,000	\$361,977
Sundry Expenditure	\$14,240	\$0	(\$14,240)	\$0	\$18,556
Total Other Expenditure	\$4,836,925	\$4,567,500	(\$269,425)	\$6,090,000	\$4,264,865
Total Expenditure	\$17,547,741	\$16,176,113	(\$1,371,629)	\$21,432,400	\$16,014,857
Net Surplus (Deficit)	\$3,917,043	\$1,078,696	\$2,838,347	\$5,039,440	\$7,416,901
Other Comprehensive Revenue and Expense					
Gain/(Loss) on Infrastructure Revaluation	\$0	\$0	\$0	\$1,341,000	\$0
Total Other Comprehensive Revenue and Expense	\$0	\$0	\$0	\$1,341,000	\$0
TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR	\$3,917,043	\$1,078,696	\$2,838,347	\$6,380,440	\$7,416,901
Capital Revenue/Expenditure is made up of:					
NZTA Funding for Rooding capital projects	\$2,790,135	\$2,429,012			
Community Grants and Donations	\$2,121,406	\$0			
	\$4,911,541	\$2,429,012			
Adjusted Net Surplus/(Deficit)*	(\$994,498)	(\$1,350,316)	\$355,818		

*The budgeted YTD net deficit includes un-funded depreciation - mainly rooding as 61% of capital projects are subsidised, and some Council buildings.

Statement of Financial Position

As at 31 March 2023

	March '23 Actual YTD	March '22 Actual YTD
Assets		
<u>Current Assets</u>		
Cash and Cash Equivalents	\$1,387,220	\$432,585
Short Term Deposits	\$6,000,000	\$5,000,000
Receivables	\$1,537,744	\$1,765,101
Prepayments	\$18,729	\$9,661
LGFA Borrower Notes	\$40,000	\$32,000
Current Assets Total	\$8,983,693	\$7,239,347
<u>Non-Current Assets</u>		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$675,000	\$415,000
Shares	\$547,048	\$681,575
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$15,838,641	\$24,264,308
Property, Plant & Equipment / Intangibles	\$439,231,410	\$391,872,874
Non-Current Assets Total	\$463,472,209	\$424,413,867
Assets Total	\$472,455,902	\$431,653,214
Liabilities & Equity		
<u>Equity</u>		
Renewal Reserves	\$5,113,126	\$4,509,727
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,472,869	\$1,458,243
Restricted Reserves	\$1,235,678	\$1,015,566
Targeted Rate Reserves	\$367,042	\$854,562
Asset Revaluation Reserves	\$226,366,136	\$199,752,785
Retained Earnings	\$200,525,439	\$197,006,578
Equity Total	\$435,584,790	\$405,101,961
<u>Liabilities</u>		
Current Liabilities		
Borrowings (maturing less than one year)	\$16,506,902	\$2,000,000
Provision for Landfill Aftercare	\$6,902	\$6,766
Employee Entitlements	\$281,909	\$243,298
Payables and Deferred Revenue	\$2,362,541	\$4,082,754
Non-Current Liabilities		
Borrowings	\$17,700,000	\$20,200,000
Provision for Landfill Aftercare	\$12,858	\$18,435
Liabilities Total	\$36,871,112	\$26,551,253
Liabilities & Equity Total	\$472,455,902	\$431,653,214

Expenditure and Revenue by Activity

For the Year to Date - March 2023

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

Revenue excludes Rates, Interest, and Extraordinary Revenue as per Comprehensive report

	March '23 Actual YTD	March '23 Budget YTD	Variance YTD	Total Budget 2022/23	March '22 Actual YTD
<u>Recreation and Facilities</u>					
Aerodrome					
Expenditure	\$78,566	\$72,342	(\$6,224)	\$96,000	\$74,585
Revenue	\$19,283	\$20,250	(\$967)	\$27,000	\$20,291
Net cost of activity	\$59,283	\$52,092	(\$7,191)	\$69,000	\$54,294
Civic Amenities					
Expenditure	\$398,824	\$400,190	\$1,366	\$518,000	\$255,810
Revenue	\$44,186	\$39,000	\$5,186	\$52,000	\$22,484
Net cost of activity	\$354,638	\$361,190	\$6,552	\$466,000	\$233,326
Pensioner Housing					
Expenditure	\$98,418	\$85,049	(\$13,369)	\$110,000	\$63,049
Revenue	\$48,905	\$59,250	(\$10,345)	\$79,000	\$53,844
Net cost of activity	\$49,513	\$25,799	(\$23,714)	\$31,000	\$9,205
Library					
Expenditure	\$485,439	\$443,525	(\$41,915)	\$589,000	\$473,859
Revenue	\$23,480	\$10,500	\$12,980	\$14,000	\$67,016
Net cost of activity	\$461,959	\$433,025	(\$28,935)	\$575,000	\$406,843
Parks and Reserves					
Expenditure	\$532,562	\$494,644	(\$37,919)	\$655,000	\$492,182
Revenue	\$5,557	\$6,750	(\$1,193)	\$9,000	\$5,152
Net cost of activity	\$527,005	\$487,894	(\$39,112)	\$646,000	\$487,030
Cemeteries					
Expenditure	\$150,105	\$135,157	(\$14,948)	\$180,000	\$127,829
Revenue	\$98,009	\$78,000	\$20,009	\$104,000	\$101,114
Net cost of activity	\$52,096	\$57,157	\$5,061	\$76,000	\$26,715
Swimming Pool					
Expenditure	\$1,206,908	\$748,497	(\$458,412)	\$989,000	\$776,167
Revenue	\$275,698	\$180,750	\$94,948	\$241,000	\$126,914
Net cost of activity	\$931,210	\$567,747	(\$363,464)	\$748,000	\$649,253
<u>Democracy and Corporate Support</u>					
Expenditure	\$934,499	\$933,649	(\$850)	\$1,243,000	\$855,189
Revenue	\$201,096	\$108,683	\$92,413	\$138,000	\$125,926
Net cost of activity	\$733,403	\$824,965	\$91,562	\$1,105,000	\$729,263
<u>Community Services</u>					
Community Development					
Expenditure	\$491,796	\$295,250	(\$196,546)	\$437,000	\$381,107

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

Revenue excludes Rates, Interest, and Extraordinary Revenue as per Comprehensive report

	March '23 Actual YTD	March '23 Budget YTD	Variance YTD	Total Budget 2022/23	March '22 Actual YTD
Revenue	\$502,108	\$25,500	\$476,608	\$34,000	\$57,433
Net cost of activity	-\$10,312	\$269,750	\$280,062	\$403,000	\$323,674
Economic Development					
Expenditure	\$401,298	\$448,950	\$47,652	\$598,000	\$426,533
Revenue	\$88,404	\$0	\$88,404	\$0	\$0
Net cost of activity	\$312,894	\$448,950	\$136,056	\$598,000	\$426,533
Information Centre					
Expenditure	\$155,792	\$212,850	\$57,058	\$283,000	\$160,341
Revenue	\$50,697	\$29,250	\$21,447	\$39,000	\$35,434
Net cost of activity	\$105,095	\$183,600	\$78,505	\$244,000	\$124,907
Rental Properties					
Expenditure	\$35,126	\$40,282	\$5,156	\$52,000	\$36,464
Revenue	\$24,289	\$27,000	(\$2,711)	\$36,000	\$21,901
Net cost of activity	\$10,837	\$13,282	\$2,445	\$16,000	\$14,563
Farm					
Expenditure	\$286,491	\$223,682	(\$62,809)	\$295,000	\$249,069
Revenue	\$459,180	\$351,750	\$107,430	\$469,000	\$509,747
Net cost of activity	-\$172,689	-\$128,068	\$44,621	-\$174,000	-\$260,678
Holiday Park					
Expenditure	\$1,746	\$1,500	(\$246)	\$2,000	\$1,308
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$1,746	\$1,500	(\$246)	-\$1,000	\$1,308
Environmental Services					
Building Control					
Expenditure	\$667,498	\$746,422	\$78,924	\$994,000	\$724,393
Revenue	\$349,086	\$324,750	\$24,336	\$433,000	\$308,707
Net cost of activity	\$318,412	\$421,672	\$103,260	\$561,000	\$415,686
District Plan					
Expenditure	\$149,878	\$156,000	\$6,122	\$208,000	\$109,061
Net cost of activity	\$149,878	\$156,000	\$6,122	\$208,000	\$109,061
Resource Consents					
Expenditure	\$239,929	\$180,300	(\$59,629)	\$240,000	\$165,268
Revenue	\$95,283	\$90,750	\$4,533	\$121,000	\$81,176
Net cost of activity	\$144,646	\$89,550	(\$55,096)	\$119,000	\$84,092
Food and Health					
Expenditure	\$143,856	\$124,650	(\$19,206)	\$166,000	\$123,208
Revenue	\$27,178	\$15,500	\$11,678	\$31,000	\$27,086
Net cost of activity	\$116,678	\$109,150	(\$7,528)	\$135,000	\$96,122
Alcohol Licensing					
Expenditure	\$99,691	\$81,900	(\$17,791)	\$109,000	\$80,051

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

Revenue excludes Rates, Interest, and Extraordinary Revenue as per Comprehensive report

	March '23 Actual YTD	March '23 Budget YTD	Variance YTD	Total Budget 2022/23	March '22 Actual YTD
Revenue	\$21,843	\$25,500	(\$3,657)	\$34,000	\$26,955
Net cost of activity	\$77,848	\$56,400	(\$21,448)	\$75,000	\$53,096
Parking and Other Bylaws					
Expenditure	\$98,794	\$106,500	\$7,706	\$142,000	\$111,117
Revenue	-\$3,629	\$750	(\$4,379)	\$1,000	\$652
Net cost of activity	\$102,423	\$105,750	\$3,327	\$141,000	\$110,465
Animal Control					
Expenditure	\$150,837	\$153,750	\$2,913	\$205,000	\$149,804
Revenue	\$132,256	\$138,125	(\$5,869)	\$145,000	\$141,281
Net cost of activity	\$18,581	\$15,625	(\$2,956)	\$60,000	\$8,523
Civil Defence					
Expenditure	\$220,694	\$256,500	\$35,806	\$342,000	\$282,207
Net cost of activity	\$220,694	\$256,500	\$35,806	\$342,000	\$282,207
Assets					
Roading					
Expenditure	\$3,513,106	\$2,965,500	(\$547,606)	\$3,824,000	\$3,289,839
Revenue	\$5,166,079	\$4,391,500	\$774,579	\$5,722,000	\$4,461,241
Net cost of activity	-\$1,652,973	-\$1,426,000	\$226,973	-\$1,898,000	-\$1,171,402
Stormwater					
Expenditure	\$151,406	\$136,500	(\$14,906)	\$182,000	\$156,459
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$151,406	\$136,500	(\$14,906)	\$182,000	\$156,459
Wastewater (Sewerage)					
Expenditure	\$454,799	\$495,000	\$40,201	\$660,000	\$436,474
Revenue	\$24,680	\$56,250	(\$31,570)	\$75,000	\$43,087
Net cost of activity	\$430,119	\$438,750	\$8,631	\$585,000	\$393,387
Solid Waste					
Expenditure	\$693,290	\$746,022	\$52,732	\$1,000,000	\$709,668
Revenue	\$154,056	\$88,500	\$65,556	\$118,000	\$111,073
Net cost of activity	\$539,234	\$657,522	\$118,288	\$882,000	\$598,595
Water Supply					
Expenditure	\$869,468	\$924,005	\$54,537	\$1,224,000	\$957,813
Revenue	\$233,707	\$242,500	(\$8,793)	\$485,000	\$315,699
Net cost of activity	\$635,761	\$681,505	\$45,744	\$739,000	\$642,114
Total Activity Expenditure	\$12,710,816	\$11,608,613	(\$1,102,204)	\$15,343,000	\$11,668,854
Total Activity Revenue	\$8,041,431	\$6,310,808	\$1,730,623	\$8,410,000	\$6,664,213
Net Cost of Activities	\$4,669,385	\$5,297,804	\$628,419	\$6,933,000	\$5,004,641

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CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 MARCH 2023

Grant funded

Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
GROWTH - to meet additional demand										
Economy	Proposed Council subdivision	1,025,000	1,193,975	2,218,975	2,141,415	2,218,975	0	20%	By 30 June 2023	Settlement of the purchase of land is complete, however the title is yet to be issued to Council. Once that is done, work will commence in preparing the land purchased for subdivision. There is currently no services e.g. water, wastewater, available in the area purchased. The total budget for the project is \$3,270,000, with \$2,141,415 already spent with the land purchase.
Parks and Reserves - Cemetery	Additional land purchase	0	0	0	510,119	510,119	(510,119)	100%	Complete	The cemetery land purchase has been funded from the asset sales proceeds reserve.
Total Growth Expenditure		1,025,000	1,193,975	2,218,975	2,651,534	2,729,094	(510,119)			
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level										
Roading	Brecon Road Extension	257,700	0	257,700	0	100,000	157,700	0%	By 30 June 2023	Funding approved by Better Off Funding package. Council will develop an Expression of Interest for the development on a business case for NZTA Waka Kotahi.
Roading	Road to Zero	0	917,381	917,381	648,611	917,381	0	70%	By 30 June 2023	Swansea Rd, by Stratford High School is 95% complete, only road marking remains.
Roading	Transport Choices	0	0	0	33,819	1,000,000	(1,000,000)	3%	By 30 June 2023	This is Council funded until the funding agreement is signed with Waka Kotahi then an 80% FAR will apply. Concept Design and Project Plan completed. Designs for each component underway.
Roading	Walking and Cycling Strategy - footpath improvements	140,400	136,500	276,900	267,700	276,900	0	80%	By 30 June 2023	Footpath replaced on the south side of Fenton Street, and work has commenced on the north side.
Stormwater	Reticulation Capacity Increase	139,700	70,672	210,372	0	110,000	100,372	10%	Carry Forward Proposed	Achilles Street contract has been tendered, easement to be obtained after the work is completed; the Miranda Street Contract is being written and the work is to commence next financial year.
Stormwater	Modelling	31,000	0	31,000	0	31,000	0	10%	By 30 June 2023	Consultant engaged and modelling work has commenced. GIS data provided to build base data.
Stormwater	Safety improvements	121,400	117,370	238,770	903	238,770	0	20%	By 30 June 2023	Work required for rock armouring of a storm water culvert off Pembroke Road. Contractor engaged to undertake works on the outlet of a storm water detention pond in King Edward Park. Assessments of access to storm water infrastructure is occurring.
Wastewater	Reticulation capacity increase	155,200	67,381	222,581	9,804	50,000	172,581	30%	Carry Forward Proposed	Wastewater network modelling has commenced, network level monitoring programmed for the April to June Period, the results of the modelling will assist in identifying which pipes need increased capacity.
Wastewater	Modelling	51,700	0	51,700	0	51,700	0	10%	By 30 June 2023	Wastewater network modelling has commenced, network level monitoring programmed for the April to June Period
Wastewater	Inflow and infiltration programme	155,200	142,719	297,919	73,615	297,919	0	50%	By 30 June 2023	Pipelining and network camera work has commenced, the contract has been awarded for a three year period.
Wastewater	Treatment plant upgrade	0	394,979	394,979	68,885	394,979	0	80%	By 30 June 2023	Diatomix dosing and agal sampling is ongoing as per resource consent requirements.
Water Supply	Water meter upgrade - change existing to electronic meters	361,400	196,870	558,270	50,846	558,270	0	60%	Carry Forward Proposed	Procured water meters have been installed in Midhirst and Toko, meter reading routes are being established and the technology is to be trialled this financial quarter.
Water Supply	Electronic water reading software	0	51,500	51,500	9,591	51,500	0	75%	Carry Forward Proposed	Software and data incorporation is due to be trialled when meter installation is complete.
Water Supply	Raw water delivery line	2,000,000	0	2,000,000	13,222	120,000	1,880,000	20%	Carry Forward Proposed	Final design is being independently reviewed prior to contract writing and initiating the tender process.

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Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Water Supply	Raw water analyser	95,000	0	95,000	4,007	95,000	0	30%	Carry Forward Proposed	Procurement of the associated equipment is progressing.
Water Supply	Generator for treatment plant	105,000	0	105,000	0	105,000	0	35%	By 30 June 2023	Currently working on design for the concrete foundation pad and shed to house the generator.
Water Supply	Street work rider mains	301,700	0	301,700	0	301,700	0	50%	By 30 June 2023	Broadway renewal programmed has been extended due to contractor availability, works to occur during May. A water line renewal at Mercade Close was prioritised and installed during February, as a result the Craig Street renewal programmed has been postponed until next financial year.
Water Supply	Second trunkmain (Council funded)	486,450	0	486,450	0	0	486,450	0%	Completed	See below.
Water Supply	Second trunkmain	1,024,650	0	1,024,650	663,874	663,874	360,776	100%	Completed	The project has been completed, and is now under the defects liability period. The total cost of the project was \$4,320,000, of which \$2,390,000 (55% of the cost) was funded from the Three Waters Service Reforms funding, through the Department of Internal Affairs.
Parks and Reserves	Broadway Roundabout Gardens upgrade	0	60,000	60,000	0	60,000	0	0%	By 30 June 2023	Awaiting completion of Broadway Town Centre Plans. Discussions have started around the CBD Beautification and a project team has been established to coordinate the different funding opportunities for this project (Transport Choices, Better off Funding etc.)
Parks and Reserves	Walkway development	10,000	0	10,000	10,562	10,562	(562)	100%	Completed	This budget was to install a 50 metre concrete path behind the TET stadium towards the Dell.
Parks and Reserves	Skate Park upgrade - Victoria Park	0	0	0	14,088	150,000	(150,000)	20%	By 30 June 2023	The designer/contractor has been appointed and has commenced the concept plan for an overall design and construction of a new skate bowl which will be placed at the south end of the skate park.
Parks and Reserves	Victoria Park drainage	60,000	0	60,000	0	140,000	(80,000)	10%	By 30 April 2023	A supplier has been appointed, and work is programmed for March / April 2023. The extra costs will be funded through the Better Off Funding package.
Parks and Reserves	Park development	6,400	0	6,400	7,146	6,400	0	30%	By 30 April 2023	The lime chip path at the pump track has been installed, planting is complete, and the pump track extension is underway.
Parks and Reserves	Trees of Significance - Walkway	0	5,000	5,000	0	5,000	0	0%	Not Required	Project on hold until LTP 2024.
Parks and Reserves - Cemetery	Kopuatama cemetery entrance upgrade	76,800	0	76,800	0	76,800	0	10%	By 30 June 2023	A request for proposal has been completed, once approved, will go out for tender.
Swimming Pool	Pool development	3,410,000	0	3,410,000	1,560,593	1,700,000	1,710,000	99%	By 30 June 2023	The pool is now operational, and was officially opened in October 2022. The total cost of the project to date is \$20.7m, there is still some remaining work to be completed e.g. outdoor furniture for the outdoor area next to the pool. Discussions with a landscape architect is arranged for March to explore concept designs for this area, however this may be deferred to the Long Term Plan.
Civic Amenities	Stratford 2035	520,000	459,056	979,056	0	0	979,056	5%	Carry Forward Proposed	Unlikely to spend any of the budget this financial year. Discussions have started around the CBD Beautification and a project team has been established to coordinate the different funding opportunities for this project (Transport Choices, Better off Funding etc.) First priority is to action and complete the sale and purchase of the privately owned land in Prospero Place to enable development.
Civic Amenities	WMC - kitchen and cabinetry upgrade	0	12,481	12,481	8,659	8,659	3,822	100%	Completed	
Civic Amenities	WMC - appliance upgrade	0	5,164	5,164	4,389	4,389	775	100%	Completed	

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Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Civic Amenities	TET Stadium improvements	51,300	0	51,300	20,623	51,300	0	20%	By 30 June 2023	Building consent has been granted for the upgrade of fire services and doorways at the TET. A tender will be issued for the construction of these works.
Farm	Water lines and trough upgrade	12,300	0	12,300	10,043	12,300	0	80%	By 31 March 2023	A total of 20 troughs were purchased, and three yet to be installed.
Farm	Landscaping / riparian planting	3,500	0	3,500	200	3,500	0	10%	By 30 June 2023	Planting will commence in May 2023.
Total Level of Service Expenditure		9,576,800	2,637,073	12,213,873	3,481,180	7,592,903	4,620,970			

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

Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	780,000	60,000	840,000	656,515	700,000	140,000	80%	By 30 June 2023	Funding reduced to pay for the rehabilitation programme
Roading - Financially assisted NZTA	Sealed Road resurfacing	890,000	3,034	893,034	572,287	620,000	273,034	91%	By 30 June 2023	Swansea Rd is the only remaining site.
Roading - Financially assisted NZTA	Drainage Renewals	700,000	0	700,000	879,801	850,000	(150,000)	95%	By 30 June 2023	Kerb and channel replacement on Swansea Road, Elsinore Street and Surrey Street. Culvert repairs included.
Roading - Financially assisted NZTA	Pavement Rehabilitation	750,000	0	750,000	1,150,923	1,100,000	(350,000)	99%	By 30 June 2023	Opunake Rd/Palmer Rd, Seyton St and Monmouth Rd completed. Flint Road is included with the State Highway works.
Roading - Financially assisted NZTA	Structure Components Replacement	941,500	(294,500)	647,000	66,469	647,000	0	9%	By 30 June 2023	Sites still to be confirmed with consultants.
Roading - Financially assisted NZTA	Traffic Services Renewals	75,275	37,725	113,000	51,172	113,000	0	45%	By 30 June 2023	Works will be less than what is required due to limited budget against increased costs.
Roading - Financially assisted NZTA	Footpath renewals	170,000	0	170,000	201,777	170,000	0	99%	By 30 June 2023	Work has commenced on Elsinore Street and Surrey Street.
Roading - Financially assisted NZTA	Low cost low risk safety	855,000	(333,858)	521,142	84,681	600,000	(78,858)	14%	By 30 June 2023	Dunn's Bridge re-alignment started.
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	60,000	54,000	114,000	154,808	154,810	(40,810)	100%	Completed	Pembroke Road reseals have been completed. Have brought forward 2023/24 allocation of funding, to do as one contract.
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	10,000	0	0%	By 30 June 2023	Approved allocation from Waka Kotahi - special purpose roads include parts of Manaia and Pembroke Rd within Taranaki Maunga area (100% funded by Waka Kotahi).
Roading - Financially assisted NZTA	Drainage renewals-Special purpose	0	10,000	10,000	0	10,000	0	0%	By 30 June 2023	Approved allocation from Waka Kotahi - special purpose roads include parts of Manaia and Pembroke Rd within Taranaki Maunga area (100% funded by Waka Kotahi).
Roading - Financially assisted NZTA	Traffic services renewals-Special purpose	0	5,000	5,000	10,096	10,000	(5,000)	73%	By 30 June 2023	Installation of sight rails (long white wooden safety reflectors on side of road)
Roading - Financially assisted NZTA	Low cost low risk safety - Special purpose roads	20,000	19,695	39,695	0	60,000	(20,305)	0%	By 30 June 2023	Safety improvements by Dawson Falls carpark. Survey and design before liaising with Ngaruahine and DOC. Project on hold due to building extensions of Dawson Falls Lodge.
Solid Waste	Transfer Station - Building renewals	10,300	0	10,300	11,900	11,900	(1,600)	100%	Completed	
Stormwater	Reticulation Renewals	55,000	46,983	101,983	0	101,983	0	30%	By 30 June 2023	Achilles Street contract has been tendered, easement to be obtained after the work is completed; the Miranda Street Contract to be tied in with Transport Choices.
Wastewater	Step / aerate treatment renewals	31,000	19,800	50,800	40,624	50,800	0	50%	By 30 June 2023	This is an ongoing programme of works as required.
Wastewater	Bulk discharge	31,000	0	31,000	936	31,000	0	20%	By 30 June 2023	Works planned to remediate areas around the pump station that eroded during heavy rain; subsequently exposing power and camera cables.
Wastewater	Infiltration renewals	189,400	155,586	344,986	88,233	344,986	50,000	20%	By 30 June 2023	Pipelining and network camera work has commenced, the contract has been awarded for a three year period.
Water Supply	Laterals	31,600	30,600	62,200	0	62,200	0	0%	By 30 June 2023	Budget available if required.

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Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Water Supply	Stratford street work rider mains	263,900	105,000	368,900	376,681	368,900	0	80%	By 30 June 2023	This is for Broadway and Craig Street renewals. Mercade Close and Surrey Street have been completed.
Water Supply	Infrastructural general - Stratford	25,800	0	25,800	0	25,800	0	15%	By 30 June 2023	Budget available if required.
Water Supply	Infrastructural general - Midhirst	3,100	3,000	6,100	0	3,000	3,100	0%	By 30 June 2023	Ongoing as required.
Water Supply	Toko bore	134,500	0	134,500	0	134,500	0	0%	Carry Forward Proposed	Investigations for scope of work are continuing.
Water Supply	Reservoir overflow to pond	77,600	0	77,600	437	77,600	0	20%	Carry Forward Proposed	Scope of works has been written and electrical engineers have inspected the existing Council owned submersible pump. Works on hold until the pasture is properly established after the second trunk main project.
Water Supply	Pipe bridges	103,500	0	103,500	0	0	103,500	100%	Completed	Patea River pipe bridge was replaced and the Hunt Road pipe bridge was upgraded, as part of the second trunkmain project.
Water Supply	Infrastructural general - Toko	1,600	0	1,600	0	1,600	0	0%	By 30 June 2023	Ongoing as required
Water Supply	Stratford reservoir	30,000	15,536	45,536	6,867	45,536	0	5%	By 30 June 2023	Cleaning requirement to be assessed.
Water Supply	Midhirst reservoir	15,000	15,000	30,000	3,162	30,000	0	5%	By 30 June 2023	Cleaning requirement to be assessed.
Water Supply	Toko reservoir	5,000	1,500	6,500	404	404	6,096	100%	Not Required	Reservoir cleaned by Council staff using Council equipment, equipment has been procured for ongoing maintenance of the reservoir.
Water Supply	Membranes	150,000	0	150,000	3,956	150,000	0	5%	Carry Forward Proposed	Membranes procurement ongoing. Discussions with the supplier have indicated that none may be available this financial year.
Water Supply	Meter replacements	51,700	6,050	57,750	0	57,750	0	50%	By 30 June 2023	Procured water meters have been installed in Midhirst and Toko and more have been ordered for Stratford.
Water Supply	Midhirst resource consent	103,500	93,540	197,040	0	197,040	0	10%	Carry Forward Proposed	Iwi are providing assessment reports to determine the need for a cultural impact assessment.
Water Supply	Hydrants	15,300	14,800	30,100	21,939	30,100	0	50%	By 30 June 2023	Work ongoing as required.
Parks and Reserves	Replace septic tank - Whangamomona Camp Ground	0	45,699	45,699	16,014	45,699	0	30%	Carry Forward Proposed	Concept design and report received. Design and build will occur early FY2023-24
Civic Amenities	WMC - replace furniture	3,200	0	3,200	1,554	3,200	0	50%	By 30 June 2023	Ongoing
Civic Amenities	Storage shed	0	26,699	26,699	24,341	24,341	2,358	100%	Completed	
Civic Amenities	Demolish Bell Tower	0	0	0	15,792	18,500	(18,500)	90%	By 31 March 2023	Carpark has now been reinstated, painting of white lines still to be completed.
Farm	House - hot water cylinder	0	0	0	11,148	11,148	(11,148)	100%	Completed	The hot water cylinder required replacing urgently due to it failing.
Miranda Street Office	Furniture Replacement	3,200	0	3,200	7,489	10,000	(6,800)	100%	By 30 June 2023	An office chair audit was completed in December 2022 which identified that some office chairs are required to be replaced. Additional furniture has been purchased due to new staff starting.
Corporate	Computers/Peripherals/ Software	162,000	50,875	212,875	154,258	212,875	0	65%	By 30 June 2023	Ongoing
Corporate	Vehicle Replacement (after trade in)	39,500	0	39,500	0	39,500	0	0%	By 30 June 2023	Replacement programme currently being reviewed
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	0%	By 30 June 2023	As required
Total Replacement Expenditure		6,798,475	201,764	7,000,239	4,614,264	7,155,172	(104,933)			
TOTAL EXPENDITURE		\$17,400,275	\$4,032,812	\$21,433,087	\$10,746,979	\$17,477,169	\$4,005,918			

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 MARCH 2023					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 1,000,000	1.55%	3	7/04/2020	15/04/2023
LGFA	\$ 1,500,000	3.47%	5	24/05/2018	24/05/2023
LGFA	\$ 2,000,000	5.40%	0.33	23/03/2023	21/07/2023
LGFA	\$ 1,000,000	4.12%	1	12/08/2022	15/08/2023
LGFA	\$ 1,000,000	1.14%	3	19/04/2021	15/04/2024
LGFA	\$ 2,000,000	2.53%	5	10/05/2019	10/05/2024
LGFA	\$ 2,000,000	3.38%	7	27/08/2018	15/04/2025
LGFA	\$ 4,000,000	4.22%	3	12/08/2022	15/04/2025
LGFA - A&P	\$ 3,700,000	1.04%	5	21/12/2020	21/12/2025
LGFA	\$ 1,000,000	1.67%	5	19/04/2021	15/04/2026
LGFA	\$ 1,000,000	2.02%	6	7/04/2020	15/04/2026
LGFA	\$ 1,000,000	1.38%	7	11/05/2020	15/04/2027
LGFA	\$ 2,000,000	4.17%	5	14/04/2022	15/04/2027
LGFA	\$ 1,500,000	3.65%	9	27/08/2018	15/04/2027
LGFA	\$ 1,000,000	2.12%	7	19/04/2021	15/05/2028
LGFA	\$ 1,000,000	4.23%	6	12/08/2022	15/05/2028
LGFA	\$ 2,000,000	4.26%	6	14/04/2022	15/05/2028
LGFA	\$ 2,000,000	4.30%	9	14/04/2022	15/05/2031
LGFA - A&P	\$ 3,500,000	1.87%	12	21/12/2020	21/12/2032
	\$ 34,200,000	3.05%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,270,795	2013	N/a	3.05%	Water treatment plant
Farm	\$ 1,965,100	2016	N/a	3.05%	As at 31 December 2021
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 2,000,000	4.76%	120	12/12/2022	11/04/2023
Westpac	\$ 1,000,000	5.03%	122	10/02/2023	12/06/2023
Westpac	\$ 1,000,000	5.08%	120	13/02/2023	13/06/2023
ASB	\$ 1,000,000	5.31%	122	10/03/2023	10/07/2023
Westpac	\$ 1,000,000	5.37%	122	10/03/2023	10/07/2023
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	\$ 13,180,000	3.22%			
LGFA	\$ 16,000	1.15%	1103	7/04/2020	15/04/2023
LGFA	\$ 24,000	3.06%	1826	24/05/2018	24/05/2023
LGFA	\$ 25,000	3.72%	368	12/08/2022	15/08/2023
LGFA	\$ 25,000	0.74%	1092	19/04/2021	15/04/2024
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 100,000	3.82%	977	12/08/2022	15/04/2025
LGFA	\$ 92,500	0.64%	1826	21/12/2020	21/12/2025
LGFA	\$ 25,000	1.27%	1822	19/04/2021	15/04/2026
LGFA	\$ 16,000	1.62%	2199	7/04/2020	15/04/2026
LGFA	\$ 16,000	0.98%	2530	11/05/2020	15/04/2027
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
LGFA	\$ 50,000	3.82%	1827	14/04/2022	15/04/2027
LGFA	\$ 50,000	3.91%	2223	14/04/2022	15/05/2028
LGFA	\$ 25,000	1.72%	2583	19/04/2021	15/05/2028
LGFA	\$ 25,000	3.83%	2103	12/08/2022	15/05/2028
LGFA	\$ 50,000	3.95%	3318	14/04/2022	15/05/2031
LGFA	\$ 87,500	1.47%	4383	21/12/2020	21/12/2032
	\$ 715,000	2.53%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 3.08	\$ 488,845		
Ravensdown	21,820	\$ 1.00	\$ 21,820		
Civic Financial Services Ltd	65,608	\$ 0.99	\$ 64,952		
			\$ 575,617		
Other Investments					
	Date Drawn	Amount	Interest Rate	Details	
Vendor loan to EBS Trust	2020	\$ 190,000	Nil	Repayable on maturity July 2023	

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

CASHFLOW FORECAST FOR THE YEAR ENDED MARCH 2024

		Actual													
	Mar-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	12 Month
OPENING BALANCE	2,814,620	2,814,620	1,376,379	114,351	840,546	247,244	67,608	1,861,008	608,674	302,621	1,477,621	345,287	19,953	1,379,953	8,641,242
Rates	500,000	618,233	620,000	3,200,000	600,000	600,000	3,500,000	500,000	500,000	3,500,000	320,000	320,000	3,200,000	620,000	17,480,000
NZTA Refunds	1,126,952	1,126,952	523,060	350,000	270,000	500,000	750,000	600,000	650,000	275,000	600,000	500,000	600,000	1,100,000	6,718,060
Fees and Charges	415,000	414,130	350,000	350,000	400,000	450,000	300,000	300,000	400,000	500,000	300,000	400,000	350,000	415,000	4,515,000
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Revenue	1 42,542	53,019	31,299	-	63,932	35,698	30,000	73,000	30,000	30,000	73,000	30,000	30,000	53,019	479,948
Other Revenue	2 -	-	-	87,500	350,000	-	-	-	-	-	-	-	-	-	437,500
Total Cash In	2,084,494	2,212,334	1,524,359	3,987,500	1,683,932	1,585,698	4,580,000	1,473,000	1,580,000	4,305,000	1,293,000	1,250,000	4,180,000	2,188,019	29,630,508
Salaries and Wages / Elected Members	515,000	525,334	525,334	566,000	525,334	525,334	566,000	525,334	560,000	560,000	525,334	525,334	400,000	525,334	6,329,338
Payments to Suppliers - Operating	700,000	1,322,568	1,000,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	800,000	900,000	1,200,000	9,500,000
Major contract payments	3 1,500,000	2,510,671	2,035,000	1,500,000	1,000,000	1,200,000	1,500,000	1,200,000	1,400,000	1,200,000	1,200,000	800,000	1,500,000	1,500,000	16,035,000
Interest Expense	-	-	226,053	168,669	51,900	-	20,600	-	226,053	170,000	-	-	20,000	-	883,275
GST Paid / (Received)	(200,002)	292,002	-	(673,364)	-	340,000	-	300,000	-	500,000	-	450,000	-	290,000	1,206,636
Total Cash Out	2,514,998	4,650,574	3,786,387	2,261,305	2,277,234	2,765,334	2,786,600	2,725,334	2,886,053	3,130,000	2,425,334	2,575,334	2,820,000	3,515,334	33,954,249
(Increase)/Reduce Financial Investments	- 1,000,000	- 1,000,000	1,000,000	- 1,000,000	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans	-	2,000,000	-	-	-	1,000,000	-	-	1,000,000	-	-	1,000,000	-	-	3,000,000
CLOSING BALANCE	1,384,116	1,376,379	114,351	840,546	247,244	67,608	1,861,008	608,674	302,621	1,477,621	345,287	19,953	1,379,953	52,638	7,317,501
Net Debt	21,020,000	21,020,000	20,020,000	19,020,000	19,020,000	20,020,000	20,020,000	20,020,000	21,020,000	21,020,000	21,020,000	22,020,000	22,020,000	22,020,000	
Gross Debt	32,200,000	34,200,000	32,200,000	32,200,000	32,200,000	33,200,000	33,200,000	33,200,000	34,200,000	34,200,000	34,200,000	35,200,000	35,200,000	35,200,000	
Investments - Term Deposits	6,000,000	6,000,000	5,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	
Investments - A & P Loan	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	

Notes re Cashflow Forecast:

1. A&P Interest on Loan due every quarter
2. DIA Transitional Funding, and Transport Choices funding expected
3. Subdivision settlement paid in March 2023.

Outstanding Debtors as at 31 March 2023

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$47,440	\$28,146	The overdue balance for rates debtors is what is owed for previous financial years. All outstanding rates are charged a 10% penalty on what is outstanding at the end of each quarter. Advice has been sent to bank for collection of some overdue accounts, one is with the solicitors for a property rating sale.
Transfer Station	\$231	\$32	1 Debtor being contacted.
Cemeteries	\$25,635	\$18,240	Overdues relate to 14 debtors, of which 12 have payment arrangements with council. Two are waiting on probate and will then be cleared.
Rental Properties	\$4,586	\$0	
Pensioner Housing	-\$5,395	\$0	
Planning and Regulatory	\$8,772	\$8,175	This relates to 10 debtors, that are all with debt collectors. Four of these may need to be written off, due to the length of time outstanding - and relate to invoices issued to exacerbators, ie. on-charge of costs Council has incurred on their behalf e.g. removal of rubbish, towing of vehicle etc.
Facility Hire	\$1,818	\$0	
Sundry Debtors	\$569,456	\$23,807	Overdue debtors include cost recoveries, and a debtor invoice relating to the Farm which is under a payment arrangement. The big debtor items in here include MTFJ of \$276,000.
Legal Fees	\$6,220	\$6,220	
Targeted Rates after Strike	\$3,494	\$0	Services added after 1 July 2022 via debtor invoice. Due 30 June 2023.
Debtors Accruals	\$214,181	\$0	Includes Fonterra milk revenue not yet paid, interest revenue payable upon maturity - as the main items.
Private Works	\$3,412	\$0	
NZTA	\$523,060	\$0	
Swimming Pool	\$4,849	\$0	
Resource Consents	\$29,763	\$16,536	Two debtors are being pursued by the regulatory team.
Building Consent Applications	\$12,628	\$850	
Building Control - Other	\$5,515	\$600	One debtor is being pursued by regulatory team.
Infringements	\$50,587	\$50,568	All debtors are overdue and with the Ministry of Justice for collection. Largely, outstanding dog registrations.
Wastewater Discharge	\$6,435	\$2,441	One debtor has been contacted. He is querying reconciliation.
Water Billing	\$25,057	\$7,515	A number of properties are being investigated for leaks. One property has been sent to first mortgagee.
TOTAL	\$1,537,744	\$163,130	



Our reference
F19/13/03-D21/40748

Karakia

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

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