



Our reference  
F19/13/03-D21/26182

22 March 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 28 March 2023** beginning at 3.00pm.

**Timetable for 28 March 2023 as follows:**

1.00pm	Site Visit – Wastewater Ponds, Victoria Road
1.30pm	Workshop - Annual Plan
2.45pm	Afternoon tea for Councillors
3.00pm	Policy and Services Committee Meeting

Yours faithfully

Sven Hanne  
**Chief Executive**

# 2023 - Agenda - Policy & Services - March - Open

28 March 2023 03:00 PM



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13. Questions

14. Closing Karakia

141

# AGENDA

## Policy and Services Committee



F22/55/05-D23/10603

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

1. Welcome

**1.1 Opening Karakia**  
D21/40748 Page 8

**1.2 Health and Safety Message**  
D21/26210 Page 9

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 10

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

6. Confirmation of Minutes

**6.1 Policy & Services Committee – 28 February 2023**  
D23/7711 (PE) D23/8213 (Open) Page 10

**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.

/  
Moved/Seconded

7. Matters Outstanding

D16/47 Page 21

**Recommendation**

THAT the Matters Outstanding be received.

/  
Moved/Seconded

8. [Information Report – Economic Development Quarterly Report – Quarter Two](#)  
D23/9640 Page 22

**Recommendation**

THAT the report be received.

\_\_\_\_\_  
/\_\_\_\_\_  
Moved/Seconded

9. [Information Report – Reserve Balances and Movements – 2021/22](#)  
D23/10029 Page 50

**Recommendation**

THAT the report be received.

**Recommended Reason**

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

\_\_\_\_\_  
/\_\_\_\_\_  
Moved/Seconded

10. [Decision Report – Fees and Charges Schedule 2023/24](#)  
D23/10539 Page 56

**Recommendations**

1. THAT the report be received.
2. THAT the Fees and Charges Schedule for 2023/24 be approved.

**Recommended Reason**

The Fees and Charges impact the Annual Plan 2023/24 financial budgets, which is currently being prepared.

\_\_\_\_\_  
/\_\_\_\_\_  
Moved/Seconded

11. [Decision Report – New fencing around the Wastewater Treatment Ponds](#)  
D23/5088 Page 77

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

**Recommendations**

1. THAT the report be received.
2. THAT the Committee approves the erection of fencing around the wastewater pond
3. THAT the committee approve the allocation of funding to erect the fencing in this financial year.

**Recommended Reason**

To minimise the Council's exposure to risk of injury or death as a result of falling or drowning in the wastewater treatment ponds.

/  
Moved/Seconded

12. [Monthly Reports](#)

12.1 **Assets Report**  
D23/9538 Page 86

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

12.2 **Community Services Report**  
D23/9563 Page 107

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

12.3 **Environmental Services Report**  
D23/5923 Page 116

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

**12.4 Corporate Services Report**  
D23/10346 Page 123

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

13. Questions

14. Closing Karakia  
D21/40748 Page 141

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**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
<b>Meeting</b>	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												
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 – D23/8213

**Date: Tuesday 28 February 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, 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

*Via audio visual link: Councillor G W Boyde*

### 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 Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson (*part meeting*), the Roading Asset Manager – Mr S Bowden (*part meeting*), the Parks and Reserves Officer – Mrs M McBain (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), the Projects Manager/Engineer – Mr S Taylor (*part meeting*), the Corporate Accountant – Mrs C Craig (*part meeting*), the Roading Engineer – Mrs D Taplin (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*), the HR & Governance Administrator – Mrs C Reynolds (*part meeting*), the Graduate Asset Engineer – Ms K Van Hout (*part meeting*), the Revenue Manager – Mrs J Erwood (*part meeting*), the Chair Percy Thomson Trust – Mr B Ellis, and one member of the media (Stratford Press).

*Via audio visual link: The Acting Director – Community Services – Mr C Julie (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 and an apology for lateness noted from the Director – Community Services – Mr C Julie.

### Recommendation

THAT the apologies be received.

HARRIS/HALL  
Carried  
P&S/23/12

### 3. Announcements

There were no announcements.

### 4. Declarations of members interest

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

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 – 24 January 2023  
D23/2635 Page 13

**Recommendation**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 24 January 2023 be confirmed as a true and accurate record.

TONGAAWHIKAU/VOLZKE  
Carried  
P&S/23/13

7. Matters Outstanding

D16/47 Page 20

**Recommendation**

THAT the Matters Outstanding be received.

ERWOOD/JONES  
Carried  
P&S/23/14

The Chief Executive noted that an element of the discussion of the *Future of Page Street Swimming Pool Complex* to be considered will be the earthquake rating of the facility. Rating assessments for all council facilities are being undertaken and will be brought to the next Audit and Risk Committee for discussion. Officers will be in a position to return to council with a full report on the former pool building following this discussion.

8. Information Report – Percy Thomson Trust – Half Yearly Report as at 31 December 2022

D23/5844 Page 21

**Recommendations**

1. THAT the report be received.

HARRIS/DUDLEY  
Carried  
P&S/23/15

2. THAT Council receive the half yearly report for Percy Thomson Trust as at 31 December 2022.

HALL/TONGAAWHIKAU  
Carried  
P&S/23/16

**Recommended Reason**

In terms of Section 66 of the Local Government Act 2002 the Percy Thomson Trust, being a council controlled organisation, must deliver to Council a half yearly report (as at 31 December 2022) on or before 28 February 2023.

Mr Ellis, Chairman of the Percy Thomson Trust, noted the following points:

- The first six months of the year were pretty good in relation to the budget and the Trust is happy to see the numbers heading towards meeting the target of 20,000 visitors per year.
- There are increased costs pressures this financial year and the Trust has just gone out to tender for redoing part of the roof. There are further pressures as a result of inflation such as wages and the Trust will continue to keep a close eye on these.
- There is also development work being undertaken at the arboretum but the bulk of this has been funded by a Taranaki Electricity Trust grant.

Questions/Points of Clarification:

- The District Mayor noted the reduced revenue from investments, changing interest rates and less external funding and questioned if any intervention was required to break that cycle. Mr Ellis clarified that the Trust is continuing to look at selling some of its investments and take advantage of capital gains it has made, but the market is difficult at the moment. The restrictions for applications to funders for particular projects has also created some difficulties.

9. Information Report – Percy Thomson Trust – Statement of Intent 2023-2026

D23/5845 Page 43

<b>Recommendation</b>	
1. <u>THAT</u> the report be received.	DUDLEY/ERWOOD <u>Carried</u> <u>P&amp;S/23/17</u>
2. <u>THAT</u> Council receive the Statement of Intent for Percy Thomson Trust for the period 1 July 2023 to 30 June 2026.	VOLZKE/WATT <u>Carried</u> <u>P&amp;S/23/18</u>
<b>Recommended Reason</b>	
In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a statement of intent on or before 1 March 2023.	

The Corporate Accountant and Mr Ellis left the meeting at 3.12pm

10. Information Report – Local Governance Statement

D23/6258 Page 66

<b>Recommendations</b>	
1. <u>THAT</u> the report be received.	HARRIS/JONES <u>Carried</u> <u>P&amp;S/23/19</u>
2. <u>THAT</u> the <i>Local Governance Statement 2023</i> be <del>reviewed and</del> received.	HALL/JONES <u>Carried</u> <u>P&amp;S/23/20</u>
<b>Recommended Reason</b>	
Section 40 of the Local Government Act 2002 requires that a <i>Local Governance Statement</i> be prepared and made publicly available by Council within six months after each triennial election.	

The Director – Corporate Services clarified the Local Governance Statement was required for publication by legislation but that council was not required to adopt it. It was agreed to remove the words “*reviewed and*” from the resolution.

11. Decision Report – Policy Reviews – February 2023  
D23/6390 Page 89

<p><b>Recommendations</b></p> <p>1. <u>THAT</u> the report be received.</p> <p style="text-align: right;">TONGAAWHIKAU/JONES <u>Carried</u> <u>P&amp;S/23/21</u></p> <p>2. <u>THAT</u> the attached, updated and new policies, being the:</p> <ul style="list-style-type: none"><li>• Smokefree Environments – Public Spaces and Community Events Policy</li><li>• Workshop Policy</li><li>• Waste Levy Contestable Fund Policy</li></ul> <p>be adopted, with the noted changes to the Smokefree Environments – Public Spaces and Community Events Policy .</p> <p>3. <u>THAT</u> the</p> <ul style="list-style-type: none"><li>• <i>Smoke-free Environments – Council Buildings and Public Spaces Policy</i></li><li>• Paper Records Policy</li></ul> <p>be withdrawn.</p> <p style="text-align: right;">ERWOOD/BECK <u>Carried</u> <u>P&amp;S/23/22</u></p> <p><b>Recommended Reason</b></p> <p>This is part of council's rolling review of policies. Policies require review from time to time to ensure they still reflect current legislation and best practice, as well as elected members' views and meet the business needs of the organisation. Any policies recommended for withdrawal have either been found to be not required, amalgamated into an existing policy or replaced by a new policy as outlined in the body of this report.</p>
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The Chief Executive noted this report was a regular policy update.

- The most notable policy was the Smokefree Environments – Public Spaces and Community Events Policy for which legislative change directly impacted the scope of. It was noted that this policy had options for change depending on the route elected members wished to take with it. Due to the substantial changes from the current policy it was recommended the new policy be adopted and the former Smoke-free Environments – Council Buildings and Public Spaces policy be withdrawn.
- The Paper Records Policy was governed by an internal policy as to how council looks after its records. There are no benefits for the external public so it is recommended that this policy be withdrawn.

Questions/Points of Clarification:

Smokefree Environments – Public Places and Community Events

- Councillor Boyde questioned if resource was available to regulate this policy. The Chief Executive clarified that staffing resources could be discussed if elected members wished to go this way. Concerns were noted from elected members that compliance could be compromised if not enforceable.
- The District Mayor suggested the deletion of clause 4.5 and the amendment of the second paragraph under purpose to remove the line “ *The Policy is there voluntary and non-regulatory and*” the last sentence of this paragraph will now read “*People are encouraged to comply with the policy in the spirit of promoting healthy lifestyle choices*”. The amendments were supported.

Waste Levy Contestable Fund Policy

- Councillor Jones requested that 2.2 be amended to state that this policy “*will allocate a maximum of \$50,000 over the next two years*”.

12. Decision Report – Establishment of the Waste Levy Advisory Group  
D23/4378 Page 118

<b>Recommendations</b>	
1. <u>THAT</u> the report be received.	JONES/HALL <u>Carried</u> <u>P&amp;S/23/23</u>
2. <u>THAT</u> the committee approves the establishment of the Waste Levy Advisory Group as <i>Option 1, 2, 3 or 4</i>	
3. <u>THAT</u> the committee notes the appointment to the Waste Levy Advisory Group of Deputy Mayor McKay and Councillor Watt as adopted on 8 November 2022 by Council.	TONGAAWHIKAU/VOLZKE <u>Carried</u> <u>P&amp;S/23/24</u>
<b>Recommended Reason</b> To enable the assessment of Waste Levy Contestable Fund applications as per the Waste Levy Contestable Fund Policy	

Questions/Points of Clarification:

- The Director – Assets clarified that the preferred option of one waste officer to avoid a division on decisions. One officer was sufficient to provide advice.
- The District Mayor supported the structure in option 1 to ensure the majority of the group was elected members. He noted it only needed to be a small group which would only meet once a year.

13. Decision Report – New fencing around the Wastewater Treatment Ponds  
D23/5088 Page 122

<b>Recommendations</b>	
1. <u>THAT</u> the report be received.	DUDLEY/WATT <u>Carried</u> <u>P&amp;S/23/25</u>
2. <u>THAT</u> the Committee approves the erection of fencing around the wastewater pond	
3. <u>THAT</u> the committee approve the allocation of funding to erect the fencing in this financial year.	
<b>Recommended Reason</b> To minimise the Council's exposure to risk of injury or death as a result of falling or drowning in the wastewater treatment ponds.	

The Director – Assets noted that this report seeks approval to replace the original fence, she noted the risk involved in not completing this decision and the liability on council if someone was to drown making this an urgent decision.

Questions/Points of Clarification:

- It was clarified that the ponds were currently fully fenced and had signage. It was not known how many near misses could have occurred as it is an unstaffed site.
- It was clarified that this was in order to protect those who shouldn't be there in the first place and to ensure compliance in the future.
- Councillor Jones questioned if council was responsible for every toddler or person that enters our properties even though they shouldn't be there in the first place or is this decision for the contractors who are there working? The Chief Executive noted this was to protect everyone.
- Councillor Jones questioned if this was needed at the waste water ponds then should it be done at the Victoria Park pond or the Patea River? Mr Hanne noted that it was not required for natural bodies of water such as rivers but that as Victoria Park was a man-made pond there was no clear fit where it would sit.
- It was clarified that best practice would be a fence that is at least 1.8m high to replace the current fence which cannot just be extended.
- It was clarified that legislation requires all technical and practical steps to avoid the incident. It is outcomes based rather than prescriptive.
- Councillor Watt questioned if the same standards needed to be applied to the pond at Victoria Park as council's proneness to risk is much higher at Victoria Park where there is no fence at all. Mr Hanne noted that legal opinion could be sought on this but there might not be any further clarity if a case has not gone to court.
- Councillor Jones noted the previous discussion on the potential rates increase and reducing costs, he questioned if council could afford another \$175,000 if the spare budget for the waste water ponds was required for other works. The Services Asset Manager noted that the work programme was on track and if the asset transferred to entity b then the budget would remain unspent.
- The District Mayor noted that only half of the councillors attended the visit to the oxidation ponds and suggested it would be worthwhile leaving this item on the table to be discussed following a site visit for councillors to appreciate the size of the ponds and the fencing that is currently there. He noted that if he was rating the list of water hazards he would not rate the oxidation ponds as number one and felt Victoria Park was much more hazardous. He felt contractors had their own health and safety measures to ensure they do not fall into the pond and should have processes in place to ensure they are rescued – including lifejackets when dredging so it would be a stretch to state this new fence was in place to protect them. Therefore it was important to weigh up the benefits for the community.
- Mrs Araba noted that they would seek a legal opinion for Victoria Park and organise a site visit to the oxidation ponds to ensure elected members have all the facts.
- Councillor Jones noted his support in delaying the decision, especially until the outcome of the case study would not be known until 6 March.
- Mr Cooper noted that Gore District Council had been instructed to make these changes immediately after the incident.
- Councillor Harris questioned if this decision could go to the Audit and Risk Committee in terms of the risk to council? Mr Hanne clarified that this decision was about the asset risk in terms of the community safety. The Director – Corporate Services noted it usually takes an incident or threat to a risk to discuss at that committee whereas this decision is looking to minimise and reduce a risk. Councillor Harris noted that this discussion had evolved into including the risk at Victoria Park as well. She noted her support for a site visit.
- It was clarified the waste water ponds were not an individual risk on council's risk register but would fall under risk to the public from a council asset which is very high on the list.
- Councillor Dudley noted that the walkway alongside the waste water ponds posed more of a risk for slipping or falling in the river than the ponds.
- Councillor Jones requested clarification from the Health and Safety Advisor why the landowner is liable if someone enters a private property illegally.
- Councillor Tongaawhikau noted the importance of taking note of what has actually happened. This is an asset that the community pays council to look after. He agreed proper guidance would be good but that now it has been brought to council's attention it shouldn't just be pushed away as at the end of the day council is responsible. This is not a private asset it belongs to the community.



- It was agreed to let this item lie on the table until the next Policy and Services Committee meeting ensuring time is made for a site visit in the meantime. Councillors can defer the item to the May Audit and Risk Committee at this time if it is deemed appropriate.
- It was clarified that if this budget was not allocated, or spent, then it would become an underspend at the end of financial year and that by reallocating the budget it would not affect rates.

### Recommendations

THAT this item lie on the table to be discussed at the next Policy and Services Committee Meeting following a site visit by the committee.

VOLZKE/McKAY  
Carried  
P&S/23/26

## 14. Monthly Reports

### 14.1 Assets Report D23/3779 Page 131

### Recommendation

THAT the report be received.

WATT/HARRIS  
Carried  
P&S/23/27

#### Questions/Points of Clarification:

- It was clarified that the request for proposal for the concept design at Wai o Rua – Stratford Aquatic Centre was a request to see who in the community would be able to undertake this work. It was noted that a request had been made from a local sports club to discuss relocating their sports ground at the next public forum. Therefore it was important that elected members are shown the current footprint of the aquatic centre including any potential extensions to the facility to ensure the future of the complex is not compromised while considering accommodating another sports group.
- It was clarified that the costs for pavement repairs to Brewer Road and Mangaehu Road were \$525,000 with an additional \$180,000 for culvert and drainage work. This is one of the few sealed roads in the rural area and shows that sealing a road incurs major expenses with forestry damage. Mr Bowden noted he was discussing with the contractors if it would be cheaper to maintain if it was returned to an unsealed road but the community would want assurance that it would be returned to a sealed road upon the completion of the forestry operations. It was noted that a cost would need to be discussed for this work but that seal extension costs approximately \$100,000 per kilometre. This would also require consultation with the local residents at the very least. It was noted that council had just spent \$500,000 repairing Puniwhakau Road due to forestry damage.
- Councillor Boyde congratulated those involved in the Transport Choices funding package.
- The Deputy Mayor clarified her question regarding recycling related to the percentage of recycling that ends up in landfill following leaving our recycling facility. Mr Hanne noted that the vendors (i.e. sorting facility) would get penalised if a shipment contains in excess of a certain level of contamination so it would be very low. The vast majority of contamination is removed at the sorting facility.
- It was clarified the water main on Esk Road goes across to Pembroke Road in case demand requires it or for a fire fighting requirement.

*The Services Asset Manager, Parks and Reserves Officer, Property Officer, Roading Engineer and Projects Engineer/Manager left the meeting at 4.08pm.*

*The Director – Community Services joined the meeting via audio visual link at 4.08pm.*

**14.2 Community Services Report**  
D23/4859 Page 153

**Recommendation**

THAT the report be received.

HALL/HARRIS  
Carried  
P&S/23/28

Questions/Points of Clarification:

- It was noted that the band for Summer Nights had been amazing, unfortunately not all the people expected to attend in the park attended the event following it being moved inside. The War Memorial Centre provided an excellent concert location but the numbers were disappointing. Those that attended had an amazing time.
- The Director – Community Services noted that officers were awaiting a conversation with Ngāti Maru in regards to timing for the opening ceremony of the Whangamomona Walkways.
- It was requested that the Communications Manager seek clarity on the publication of the LGOIMA requester names. The District Mayor noted that this would help elected members understand who was seeking this information and if they were local or not.

**14.3 Environmental Report**  
D23/1065 Page 161

**Recommendation**

THAT the report be received.

BECK/JONES  
Carried  
P&S/23/29

The Director – Environmental Services noted that officers had heard from surveyors that their workload is reducing so are expecting to see a decrease in resource consents.

Questions/Points of Clarification:

- Mr Sutherland confirmed that there had been a number of building consents sent back to applicants for further information. It is expected that as workloads get under control the standard of consent applications coming in will improve.

**14.4 Corporate Services Report**  
D23/6089 Page 168

**Recommendation**

THAT the report be received.

DUDLEY/HARRIS  
Carried  
P&S/23/30

Points noted in discussion:

- The District Mayor noted that there had been a couple of items, specifically around the pool costs and potential rates rise, that have been discussed during the workshop today. He requested it be noted that councillors are showing real concern around these topics and are working to address them.

*The Revenue Manager joined the meeting at 4.16pm.*

#### 15. Questions

There were no questions.

#### 16. Resolution to Exclude the Public

##### **RECOMMENDATION**

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

Agenda Item No: 17

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution to each matter</b>	<b>Grounds under section 48(1) for the passing of this resolution</b>
Legal Proceedings - Rates	The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6 and section 7 of the Act - specifically Section 7(2)(a). (Section 48(1)(a) Local Government Official Information and Meetings Act 1987.

TONGAAWHIKAU/ERWOOD  
 Carried  
P&S/23/31

The media left the meeting at 4.17pm.

17. Public Excluded Item - Decision Report – Legal Proceedings - Rates  
D23/533 Page 186

**Recommendation**

THAT the open meeting resume.

VOLZKE/TONGAAWHIKAU  
Carried  
P&S/23/34

18. Closing Karakia  
D21/40748 Page 193

The closing karakia was read.

*The meeting closed at 4.29pm.*

M McKay  
**Chairperson**

Confirmed this 28<sup>th</sup> day of March 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 12.4
Future of Page Street Swimming Pool Complex		Sven Hanne		Annual Plan/Long Term Plan
LGOIMA – publication of requester names	P&S 28 February	Gemma Gibson	Complete	Update in Monthly Report item 12.4
Stratford Croquet Club – investigation of potential sites	Ordinary 14 March	Victoria Araba		
Kingheim Mountain Bike – Controlling Authority	Ordinary 14 March	Victoria Araba		

# QUARTERLY REPORT



F22/55/04-D22/9640

**To:** Policy & Services Committee  
**From:** Community Development Officer  
**Date:** 28 March 2023  
**Subject:** Economic Development Quarterly Report – Quarter Two

**Recommendation**

THAT the report be received.

\_\_\_\_\_  
 Moved/Seconded

**1. Executive Summary**

This report provides a combined summary of Economic Development activity over the past quarter in the Stratford District, a report on projects, and the quarterly Venture Taranaki report.

**2. Venture Taranaki**

The quarterly report from Venture Taranaki is attached as **Appendix 1**.

Key Highlights:

Q2	Q2	Q2
1	64	1
<b>Referrals and connections</b> between Stratford District people and enterprises.	<b>Client support</b> engagements with Stratford District people and enterprises.	<b>Startup clients</b> met in Stratford.
Q2	Q2	Q2
0	\$15.6M	0
<b>Capability Development Vouchers</b> distributed to Stratford enterprises.	<b>Visitor stats in Stratford.</b> Results are based on the accumulative spend from the past 12 months. Visitor spend has continued to rise in the Stratford district compared to same period last year.	<b>Mentor Matches</b>

### 3. Local Tourism and Promotion

#### 3.1 Website Engagement

Website visits	Q2	YTE 2022/2023
Users	19,000	32,000

Visitors to Stratford.govt.nz are consistently seeking information on Wai o Rua – Stratford Aquatic Centre and the Stratford Library and Visitor Information Centre. These two sections of the website are within the top 10 pages visited every month. The events section of our website has had 678 views as of the end of Q2.

#### 3.2 Events

##### Quarter Two events:

##### Completed:

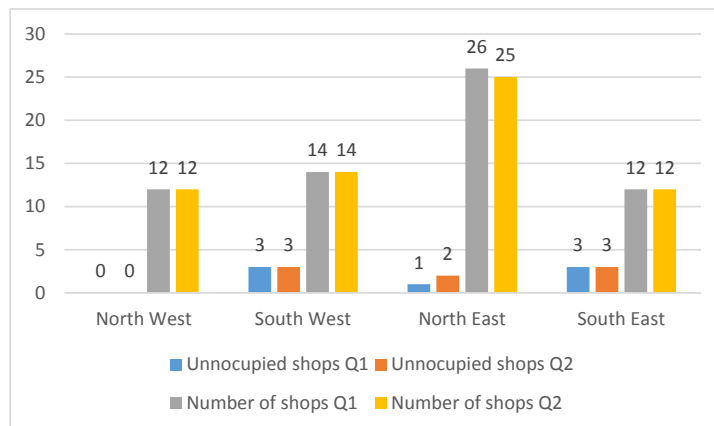
- School Holiday Programme: 3 – 14 October
- Bike Park 1 year Birthday Party: 3 October
- Scarecrow Making Workshop: 5 October
- SBA AGM: 10 October
- NZ Defence Force Community Open Day: 14 October
- Taranaki Pioneer Village AGM: 16 October
- Prospero Market: 29 October
- Stratford Scarecrow Trail: 28 October – 13 November
- Trade Graduation Ceremony: 3 November
- Stratford A&P Show: 26/27 November
- Stratford Christmas Parade, Night Market, and Carols: Friday 2 December

##### Coming up:

- Whangamomona Republic Day – 21 January
- Summer Nights (Movies) – 4 February
- Americarna (Stratford stop off) – 24 February
- Summer Nights (Concert) – 25 February
- Colour in the Park – 5 March
- Scooter Competition (ZEAL and SDYC partnership) – 18 March
- Prospero markets: 28 Jan, 25 Feb, 25 Mar

### 4. Development

#### 4.1 Unoccupied Shops



**4.2 2035 Projects**

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

Project	Status	Comments
Wai O Rua – Stratford Aquatic Centre	Complete	Construction is complete and facility has officially been opened. A Request for Proposal is to be advertised in January 2023 for a concept design of an outdoor facility at the site (between the Aquatic Centre and Regan Street).
Whangamomona walkways	In progress	Easements have now been registered against the relevant titles and the Walking Access Commission has formally appointed Council as the Controlling Authority. Signage has been erected and some track tidy up work has completed. A tidy up of the carpark will be required when the weather improves ahead of a formal opening.
Stratford Discovery Trail	Continual	No further projects have been added to the Discovery Trail in the last quarter.
Strategies and Plans	In progress	The Town Centre Plans were the focus at council’s A&P Show display for early community engagement and feedback. The plans were well received. The next step is to put together project teams who will begin progressing key projects in 2023.

**4.3 Stratford Business Association**

Membership: 140

**Completed events/activity**

*Networking*

Wednesday 16 November – BA5 – GMC Chiropractor Stratford

*Workshops/events*

Monday 3 October - Canva 101

Monday 10 October – Annual General Meeting

Monday 17 October - MailChimp & Canva

Friday 2 December – Stratford Christmas Parade , Night Market and Carols

**AGM**

The association held its AGM on 10 October and saw new members elected onto the committee alongside the confirmation of Matthew Dimock as Chairperson and Caleb Robinson as Deputy Chairperson.

The 2022/2023 Stratford Business Association Committee:

**Chairman** - Matthew Dimock - Dimock’s 100%

**Deputy Chairman** - Caleb Robinson - Forgotten 43 Brewing

**Secretary/Treasurer** - Amy Kingston - Stratford District Council

**Committee**

Sharon Mackie-Langton - Abstract Signs

Matthew McDonald - Matthew & Co Real Estate

Richard Williams - Govett Quilliam

Steve Roberts - Stadium Bar & Bistro



**Upcoming events/workshops**

Friday 24 February – Americarna (Stratford)  
 Monday 20 February – BA5 – MediaWorks  
 Wednesday 15 March – BA5 – Remedy  
 Thursday 30 March – Health and Safety workshop

**4.4 Consents Granted**

Type	Q1	Q2
New Dwellings	12	16
Relocated dwellings	3	5
Relocated buildings other than dwellings	0	0
Fires	9	10
Pole sheds/accessory buildings	5	5
Additions/alterations – residential	1	5
New Commercial buildings	1	2
Additions/alterations – commercial	5	2
Other/miscellaneous	1	3
Certificate of Acceptance (not in total)	3	0

**4.5 Property Sales**

Location	Median Price		Volume Sold	
	21/22 Q2	22/23 Q2	Q2	22/23 YE
New Plymouth District	Oct		247	562
	\$680,000	\$640,000		
	Nov			
	\$720,000	\$650,000		
South Taranaki	Dec		75	142
	\$608,000	\$640,000		
	Oct			
	\$443,000	\$425,000		
Stratford District	Nov		30	51
	\$439,500	\$525,000		
	Dec			
	\$445,000	\$520,000		
Stratford District	Oct		30	51
	\$510,000	\$480,000		
	Nov			
	\$550,000	\$495,000		
Stratford District	Dec		30	51
	\$533,000	505,000		

*\*Information obtained from Real Estate Institute of New Zealand Inc (REINZ).*

**4.6 Mayors Taskforce for Jobs programme**

Registrations

	Q1	Q2	YTD
Young People Registered	29	32	61
Businesses Registered	5	13	18

Employment

	Q1	Q2	YTD
Young people placed into employment	1	25	26
Young people who are employed but require assistance with upskilling			
Young people registered onto programme and straight in study	11	4	15
Young people received support and found work themselves	1	2	3
<b>Total</b>	<b>13</b>		

**Attachments:**

**Appendix 1 - Venture Taranaki - Quarter Two Report**



Amy Kingston  
**Community Development Officer**



Endorsed By  
 Chade Julie  
**Acting Director – Community Services**

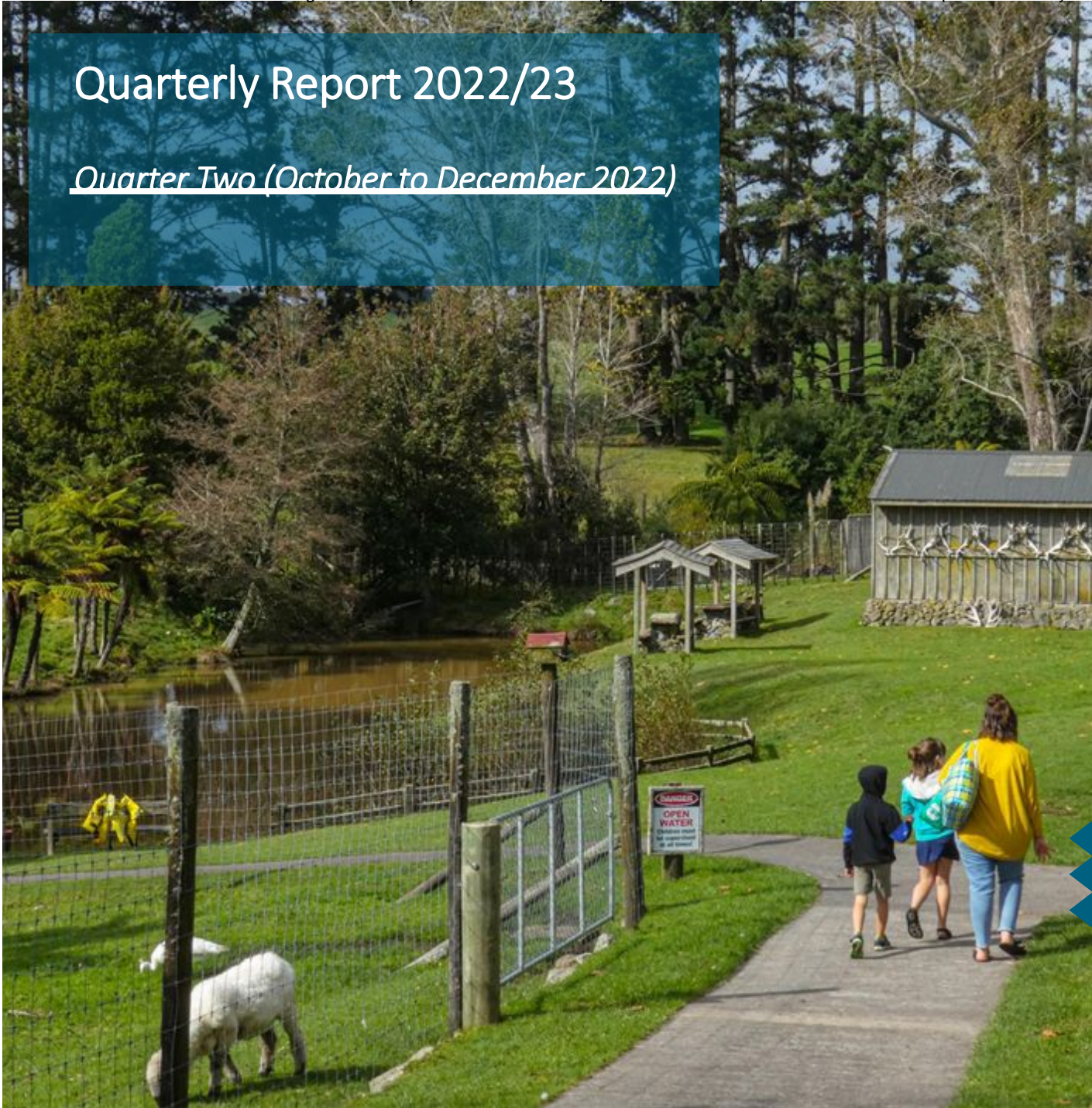


Approved by  
 Sven Hanne  
**Chief Executive**

**DATE:** 21 March 2023

# Quarterly Report 2022/23

*Quarter Two (October to December 2022)*



**venture**  
TARANAKI  
Te Puna Umanga

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## Message from CE

### **Tēnā koutou**

Undeniably, we are living in complex times, coming out the other side of a pandemic, global unrest, political changes, and the threat of a worldwide recession. Understandably our people and businesses are feeling uneasy, so it's not surprising that results from our recent Business Survey, conducted in Q2, show that 60% of respondents anticipate a tougher year ahead. Where Te Puna Umanga Venture Taranaki (VT) can make an impact and support a resilient regional economy is to continue focusing on mahi that will help grow jobs, enterprises, key sectors, and attract investment.

In October, this mahi across major projects was acknowledged for excellence in Economic Development at the EDNZ awards, taking out two categories; Best Practice for Innovation, for the PowerUp programme, and Best Practice for Primary Research for Branching Out. Additionally, The Coastal Arts Trail was recognised with a commendation for Best Practice Collaboration with our counterparts from Whanganui & Partners and Central Economic Development Agency.

We had several other wins throughout the quarter, including welcoming Stacey Hitchcock as our new GM Investment/Deputy Chief Executive. Agriculture Minister Damien O'Connor announced a significant funding boost to progress Branching Out to commercialise food and fibre diversification opportunities identified throughout the project's first phase. Furthermore, The Seabourne Odyssey, a 198m cruise ship carrying 450 passengers, arrived at our shores in late November, signalling the return of visitor cruise and the first ship back since February 2020.

The Visitor Futures space is seeing exciting progress with the development of a feasibility study to investigate tourism and visitor experience viability as part of the Inglewood Bird Recovery Centre. Funding has also been made available for Pukerangiora Hapū, and the development of a pā experience.

While there's a lot to celebrate in Q2, we do continue to recognise the economic uncertainty from our business community. However, we are well placed to navigate challenges through VT's core enterprise support services, progressing our regional strategic priorities and using relevant statistics and expert insights to inform decision-making.

**Kelvin Wright, CE Te Puna Umanga Venture Taranaki**

# Key performance snapshot in Q2



Venture Taranaki offers an interactive dashboard that provides a comprehensive overview of key performance metrics by district, month, and quarter. Please click the picture to see the live dashboard.

*Note: The dashboard is for internal use only, and is not linked to the public website.*

## Entrepreneurship and Enterprise Support

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### Business Advisory

Small businesses continue to express concern about the economic downturn, specifically inflation, increasing interest rates, and staff retention. These enterprises are continuing to grow despite the challenges and external factors negatively affecting them. The most popular support services are marketing (social media and digitalisation) and information and accounting systems integration. Business owners realise the importance of a digitalised presence, communication, and the need to reach out new clientele by developing a digital marketing strategy and diversifying and finding new revenue streams.

Attracting new staff is still a common challenge due to the shortage of a qualified workers in many sectors, coupled with high staff turnover. Enterprises are aware of the challenges of the New Zealand economy and try to leverage other benefits and be more creative in order to increase staff retention.

Enterprise advisors have also been working actively with food sector startups that are ready for growth support. These include a sheep butter product, hemp milk and alcoholic beverages. Support at this stage is helping them connect to the right people and focus on attracting investment.

Discussions continue with rural clients around diversification and identification of opportunities, including hops, medicinal plants and citrus fruits, in alignment with the Branching Out programme. The support requested from the rural sector is primarily around succession planning, financial planning and strategy.

The Foundry, Hāwera's co-working space, is on schedule to open end of January 2023, and VT continues to support this initiative as a customer and collaborator.

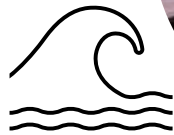


## Entrepreneurship and Enterprise Support

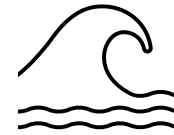
### Regional Business Partners Capability Fund



**New Plymouth District Council:**



**South Taranaki District Council :**



**Stratford District Council :**

In the six months to end 31 December 2022, fourteen NPDC businesses have had discovery meetings to understand their challenges and opportunities. They sought support on business planning and marketing strategy and understanding their financial information and systems. Seven of the ten businesses were from New Plymouth, and three were from Inglewood.

In the six months to end 31 December 2022, two STDC businesses have had discovery meetings to understand their challenges and opportunities. They sought business planning and strategy support, an understanding of their financial information and systems training. One business was from Hāwera and one from Opunake.

In the six months to end 31 December 2022, there has been a consistent level of enquiry and referral, but no clients have progressed to the discovery stage.



## Entrepreneurship and Enterprise Support

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### Callaghan Innovation

Quarter two has seen a realignment of Callaghan Innovation grant products which have changed the availability of R&D grant funding to businesses, particularly SMEs. The old grant system has been replaced mostly with the R&D Tax Incentive. As this has a qualifying threshold of \$50,000 many SMEs and other businesses spending anything less cannot claim the 15% credit. In addition, the system disadvantages pre-revenue startups until an in-year payment scheme is introduced in 2023.

A **New to R&D** grant was introduced in December 2022. This grant comprises two components:

- R&D direct support and
- R&D skills capability building



The emphasis is on the skills training rather than support of R&D activities. The R&D project development component attracts a 20% benefit which is half the typical amount of previous grants and an equivalent benefit to the RDTI after tax. However, the capability development component can be supported at 100%. It is too early to judge the interest and value of this grant to local businesses or how many are likely to meet the qualifying criteria, but we will be working to make sure that it is well supported through 2023.

We continue to see a great variety of business sectors engaged in new product development with no one sector standing out. Tech concepts from medical devices and online healthcare to new food products, construction innovations and agritech support all featured in our business engagements. With a less direct access to R&D support, we are working hard across the whole-of-government funding agencies and connections to private sector investment to support local technology development.

## Entrepreneurship and Enterprise Support

### Mentor Matches, Startups and New Business Clinics

#### Business Mentoring (BMNZ)

Uptake for the programme has picked up extensively with more interest from both new mentees and potential new mentors. The most requested mentor expertise: Marketing (general & online), strategic planning, and business planning. This is in line with trends seen in the general advisory service.

National marketing has helped significantly with the increase in mentor numbers. Other referrals have come from VT Enterprise advisors and Startup clinics. We have been running monthly social media posts, alternating between attracting new clients and mentor recruitment.



#### Startup and new business clinics

Startup has been steady over Q2, with phone and online appointments still a popular option, along with face-to-face meetings taking place once a month in the New Plymouth office. We will be increasing this to twice a month from 2023, as the team is now referring enquiries from most small businesses up to their second year of trading through to the startup service. This change is intended to reduce and prioritise the workload for the Enterprise advisors and is working well at this stage.

Some examples of business ideas coming through the clinics include; health & wellbeing advisor, online tutor, coffee & food caravan, IT and web designers, retail shop, cleaner and garden care, fitness instructor, architect.

We have also had a number of clients have come through the client looking at purchasing existing businesses. The general startup information and guidance has been valuable to them with their decision making.

# Entrepreneurship and Enterprise Support

## PowerUp, BYOB and Business Training and Advice Grant

### PowerUp Update

Season Three of the PowerUp Podcast series is now underway, which will see another six amazing Taranaki entrepreneurs, owners and founders share their journey, showcasing the best of what Taranaki has to offer. Release is planned for Q3. Other PowerUp activities are planned for roll out in Q4, include a Business Ready programme comprising masterclasses and workshops aimed at startups and early stage businesses to grow capability, as well as supporting other players in the innovation ecosystem with their initiatives.



### Be Your Own Boss (BYOB) and Business Training and Advice Grant (BTAG)

The BYOB Pilot programme has reached its maximum client numbers, and in February 2022 the Business Training and Advice Grant (BTAG) was introduced to continue to support referred MSD clients to become self-employed with a similar process. In the 6 months to end December, VT has engaged with 36 clients through BTAG.

**Success story:** *In 2021 Amy Morton (South Taranaki) was referred to MSD Be Your Own Boss (BYOB) Pilot programme and connected with Sharon at Venture Taranaki, as part of VT's contract with MSD to provide business planning support to MSD clients who wish to become self-employed via the Flexi-wage self-employment grant programme. She was successful in securing the flexi-wage grant to start her coffee cart business [The Coffee Float](#) in Eltham, then accessed further in-business mentoring support through Venture Taranaki. Amy celebrated her first year in business in November 2022. Her coffee cart has been a hit with locals and visitors alike, and she is going from strength to strength, collaborating with a local artist for her logo and getting involved in [Sustainable Taranaki's "Bring It" Reusable Cup Campaign](#) running across the region.*

## Regional Intelligence

Undertaking environmental scans and regional economic monitoring



Regional Intelligence webpage contains a series of dashboards that bring together the latest data, profiles and trends about Taranaki region.



### Highlights from the quarter include:

Taranaki Trends is a publication that is released twice a year, consolidating a diverse range of economic statistics at both the national and regional levels.

These statistics are drawn from multiple sources and are designed to provide Taranaki-based businesses and researchers with critical information to make well-informed decisions.

Taranaki Trends Summer 2022/2023 edition was completed during Q2 and will be promoted in early 2023. This document provides a summary of economic tracking of the region, predominantly to the September quarter 2022.

The Taranaki Business Survey was undertaken – and results will also be released in early 2023. The survey, documents feedback received from 160 Taranaki businesses and shows a more pessimistic outlook for the next 12 months in relation to the New Zealand economy.

A Taranaki Economic Outlook Event is being planned and will be hosted in Q3 - featuring outputs from the above, a guest speaker and VT update.

## Sector Development

### Energy Transition

Regular contact is maintained with the offshore wind developers interested in potential investment in the region. Meetings were held with three key groups during Q2 and Venture Taranaki attended the launch of the Blue Float/Elemental/Energy Estate launch of their proposed South Taranaki project, please click the picture to view the detail.

VT attended the Minister of Energy & Resources announcement during Q2 in December 2022 with respect to the release of the consultation document on [offshore renewable energy](#) as well as the future of O&G Taranaki onshore block offers. Planning is underway to host the 2023 Offshore Renewable Energy Forum in partnership with Ara Ake on 8 and 9 of March.

VT is contributing to the array of energy documentation emerging from Wellington (see below) and also seeking to ensure there are Taranaki opportunities for input (give importance to our region, companies and energy transition):

[The NZ Energy Strategy](#) – under early discussion and to be completed by the end of 2024 by MBIE  
[Gas transmission plan](#) – under development and to be finalised before end of 2023  
[The NZ Hydrogen Roadmap](#) – under development by MBIE and to be feed into the NZ Energy Strategy.  
[Equitable Transitions Strategy](#) – under development now by MBIE.  
[Climate Change Commission](#) – VT met with the CCC during Q2 who were seeking feedback on the Emissions Reduction Plan (ERP) progress thus far, the Taranaki 2050 plan implementation, regional impacts of climate change policies/actions and considerations for the next ERP.



### Sector and Company Collaboration

VT is working with the Engineering Taranaki Consortium (ETC) on their business plan for 2023.

Member companies are targeting a series of key speakers and there are several projects focused on solar and electricity infrastructure representing growth areas of business strategy.

## Sector Development

### Food and Fibre Transition

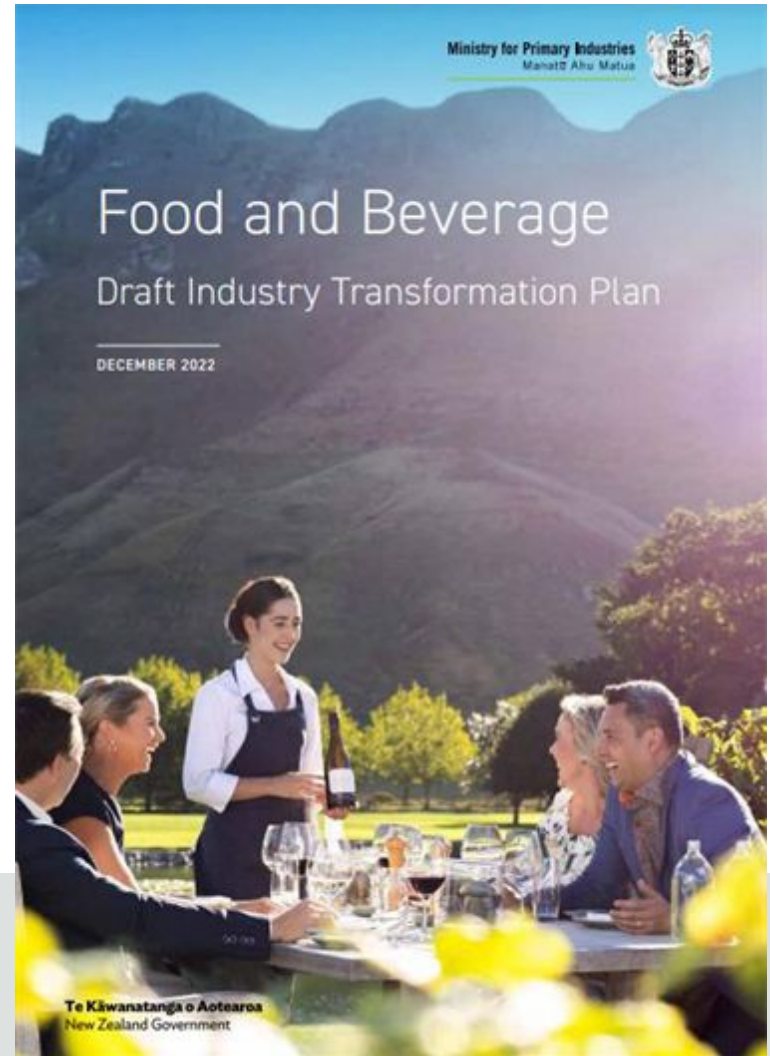
Ministry for Primary Industries (MPI) are strengthening their on-farm support team in the region. Venture Taranaki attended their briefing session during Q2 and are seeking to contribute to their regional plan (to be developed in early 2023), as to explore ways to leverage their increased resource.

MPI have released a Food and Beverage Industry Transformation Plan, please click the picture to view the full plan. VT is reviewing their proposed actions and is actively considering opportunities for leveraging the Plan. Consultation closes 5 March 2023. MPI are hosting a Taranaki consultation event with VT in February 2023.

Discussions have taken place with NPDC and the Farmers Market to understand how to improve the offering and outcomes of the market, with consideration of moving locations.

The Taranaki component of a \$3 million project led by Massey University and substantially funded by Ministry for the Environment aimed at trialing 'catchment solution technologies' has kicked off in early October.

The first tranche of on-farm monitoring for the Pivot Award-funded Regenerative Agriculture research project was undertaken by researchers and farmers from 31<sup>st</sup> Oct to 2<sup>nd</sup> Nov, with follow-on workshops held in region on the 8<sup>th</sup>, 9<sup>th</sup> and 16<sup>th</sup> of December.



Taranaki  
consultation  
event

venture  
TARANAKI  
Te Puna Umanga

## Talent Initiatives

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### International Education

Contract with Education New Zealand(ENZ) being delivered is developing a regional international education group. Pre-covid our International Education numbers were circa 1000, and we are now below 150. Venture Taranaki is working with ENZ through this partnership fund to support schools/tertiary institutes to rebuild as a regional collective and leverage opportunities for International Education. Our aim is to build back beyond the pre-covid levels and provide the regional connections and support to existing and new school providers for international students.

Venture Taranaki also organised and held a larger event on the 27<sup>th</sup> of October 2022, with guest speakers from The Schools International Education Business Association (SIEBA), ENZ and Immigration New Zealand (INZ), inviting those already in or interested in the International Education sector in general to facilitate networking, discussions and collaboration.

### Engineering Talent campaign

Venture Taranaki, in conjunction with local engineering companies, have developed enhanced marketing collateral in response to the skills/people talent shortages in this sector. The collateral showcases the strength of our engineering industry and features some of the people who have moved here, which was completed during Q2. Please click [here](#) to view the webpage.





## Branching Out

### Highlights from the quarter include:

After the completion of a successful first phase of Branching Out, a further \$2.17 million has been secured to deliver Phase Two of the project. Regional funding and in-kind support worth \$1.2 million has been boosted by government investment of \$975,000 through the Sustainable Food and Fibre Futures Fund (SFFF). This was announced by Minister O'Connor at Fieldays on the 2nd December 2022.

Phase two will see further development towards building six high-value commercial ventures in hemp fibre, medicinal ingredients, indigenous ingredients, hops, gin botanicals, and high-value food crops progressed through practical on-the-ground activities. This will include growing trials on farms and orchards, pilot product prototypes, and provide case studies as well as tools for implementation and ongoing support.

As with the first phase of the project, a Steering Group is being formed to provide governance and advocate for the project. The Steering Group will comprise Venture Taranaki leadership, key leaders in the region's food and fibre sector, NZ Food and Fibre Sector leaders, Ministry for Primary Industries (MPI), and Crown Research Institutes (CRI) and University representatives.



## Curious Minds

### Project updates:

The first funding round for projects starting in 2023 was successfully completed. Ten projects were registered of which six became formal applications. Four projects were funded and announced alongside two projects funded in 2022 – media release can be found [here](#).

Enviroschools ‘Soil Your Undies’ project was completed and report was accepted. Unfortunately, Inglewood High School’s ‘Robogrow’ project had to end prematurely by request of the project lead due to supply chain and school scheduling disruptions.

### About the new projects:

1. Inaha me Kapuni haerenga o te maramatanga
2. Haurapa Kiwi 2.0 - Tuning Up the Frequency
3. Wild about AI
4. Is the world changing below the waves?
5. Wai Energy - Low Flow Hydro
6. Para Kuihi



Possum traps - Everett Park

### Project Coordinator Thom Adams (Participatory Science Platform)

has joined Venture Taranaki during Q1 and he will continue leading science projects through the Curious Minds programme in Taranaki region.



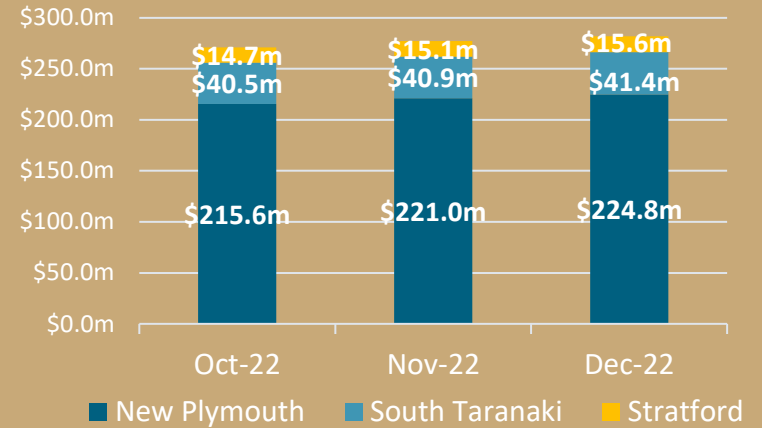
*Thom Adams has extensive experience in the science and education sectors. He has been the faculty of science engagement coordinator for Victoria University/Wellington, where his role has been to develop and facilitate initiatives to increase engagement with science in schools and the community. Prior to that role, he was the lead educator for a sustainability trust and a zoo educator. In addition to his science hat, Thom brings a strong creative streak as a performer and comedy writer for Circa Theatre.*

# Visitor and Major Events Fund

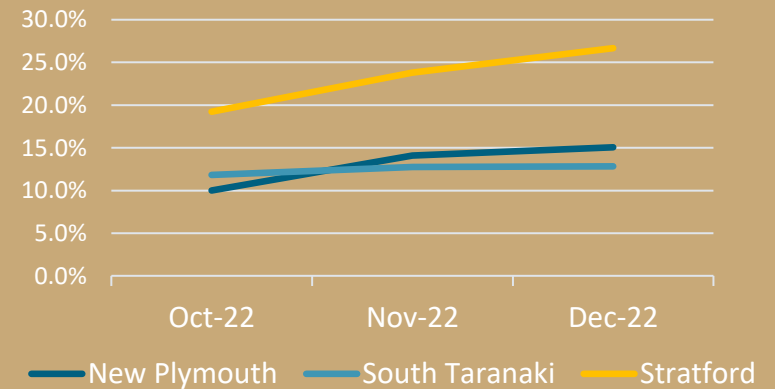
Promoting Taranaki as a great place to learn, live, work, play, visit and create

Events attracted or retained in Q2		
1	TAFT - Taranaki Garden Festival	Nov 2022
2	Steelformers Around the Mountain Relay	Nov 2022
3	Spiegel Fest	Nov 2022
4	Coastal Five	Nov 2022
5	Tattoo & Art Festival	Nov 2022
6	Summer Friends	Dec 2022
7	Dream 11 Super Smash	Dec-Jan 2022/2023
8	Gallagher Chiefs vs Queensland Reds	May 2023

Annual Visitor Spend in Taranaki by District (12 month rolling\*)



Annual Visitor Spend Growth\*\* in Taranaki by District (12 month rolling\*)



Visitor Spend Stats is based on the Tourism Electronic Card Transactions  
 \*12 month rolling refers to the accumulative spend from the past 12 months  
 \*\*Growth rate is compared with the same period last year  
 e.g. Dec 2021 to Dec 2022



## Visitor Futures

### Highlights from the quarter include:

December 2022 saw the completion of our Visitor Futures Promotions and Marketing and Destination Management and Planning, along with two fixed-term roles, Programme Manager – Visitor Futures, and Visitor Communications and Marketing advisor.

The remaining Product Development and industry capability section is the only remaining programme section outstanding, after receiving an extension through to end of financial year.

Our Destination Management Plan is now complete, and was submitted to MBIE at the end of December 2022. Progress is also underway with the development of a feasibility study to investigate tourism and visitor experience viability as part of the Inglewood Bird Recovery Centre, and funding has also been made available for Pukerangiora Hapū, and the development of a pā experience.

We have also signed an MoU with Puki Ariki to support the development of a historical Virtual Reality experience that acts as a product extension to their current historical walk, and adds an accessible option for those who are less able.



# Famil & Roady NZ Visit

## Highlights from the quarter include:

Venture Taranaki hosted Brook Sabin from STUFF in December to get content of the TSB Festival of Lights opening weekend. The famil resulted in a print feature within Sunday Star Times on 18 December.

Brook also posted content on his social media channel Escape Video, generating a collective reach of 276,699 people. He also posted about other things to see, do and eat while in Taranaki, generating a collective reach of 500,424 people.

We also hosted Roady NZ in December, again to get content of the TSB Festival of Lights as well as other curated locations and experiences.

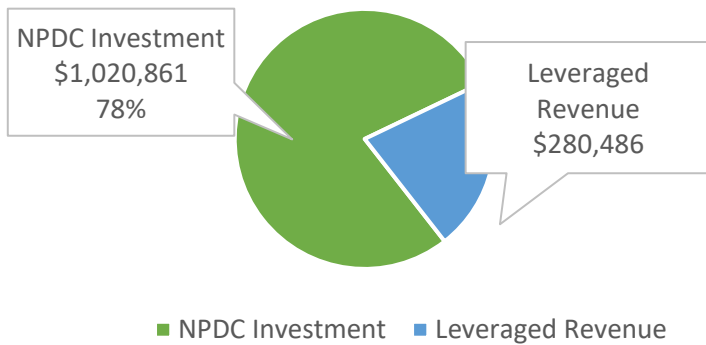
The content across their social media channels has generated a collective reach of 389,093 people.



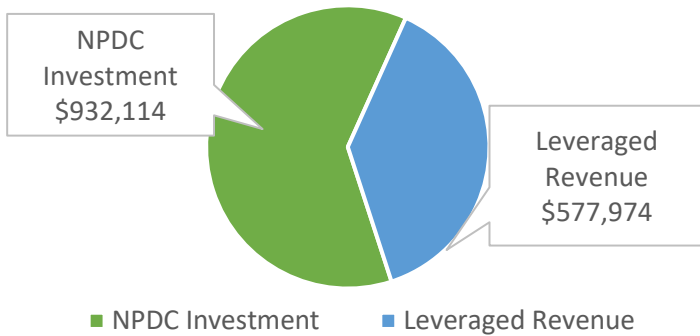
# Finance Summary 2022/23 – Quarter Two

BUDGET SUMMARY	Q2 2022-2023 Year Actual				Q2 2022-2023 Year Budgeted			
END OF Q2 2022-2023	Total Revenue	NPDC Investment	Leveraged Revenue	Expenditure	Total Revenue	NPDC Investment	Leveraged Revenue	Expenditure
<b>Total</b>	<b>\$1,510,087</b>	<b>\$932,114</b>	<b>\$577,974</b>	<b>\$1,510,087</b>	<b>\$1,301,347</b>	<b>\$1,020,861</b>	<b>\$280,486</b>	<b>\$1,270,141</b>

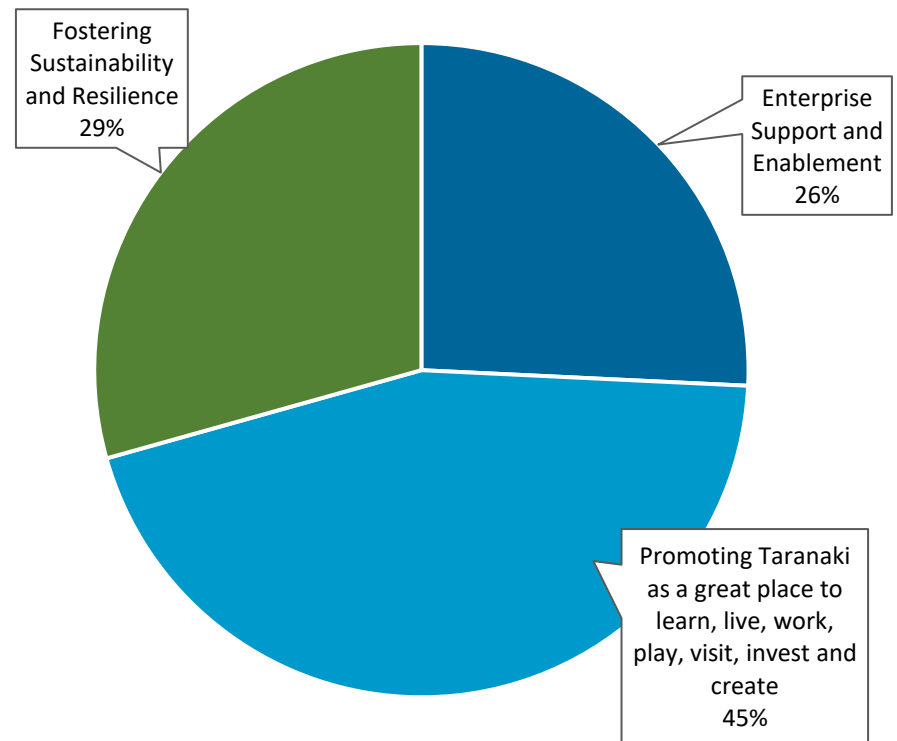
2022 - 2023 Year Q2 Budgeted



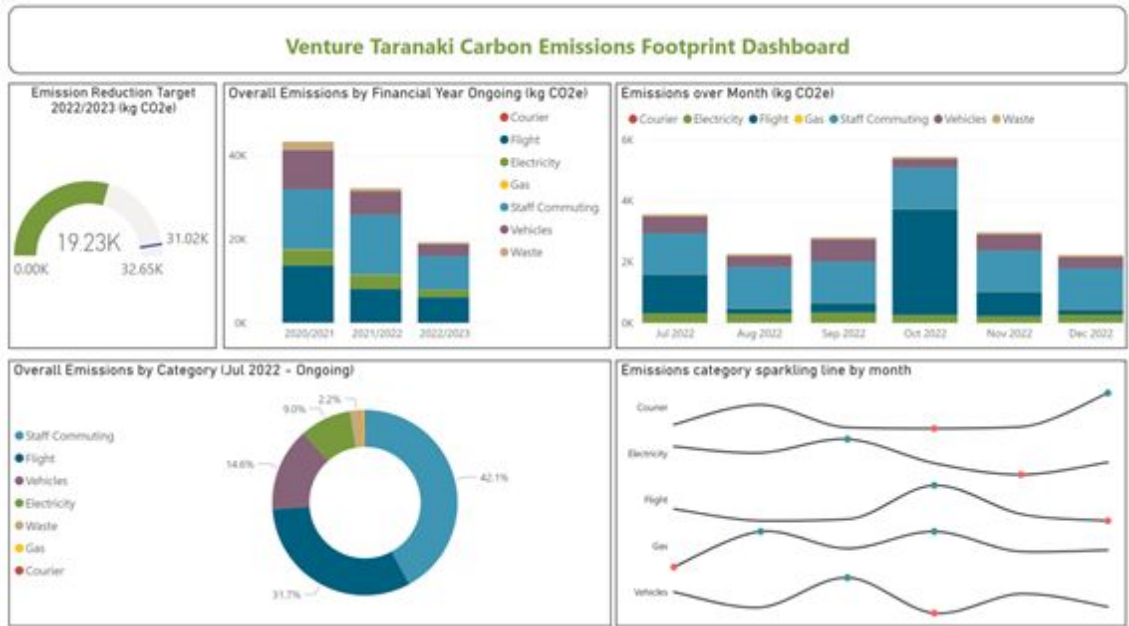
2022-2023 Year Q2 Actual



Year Investment of Effort Across the Impact Strategy



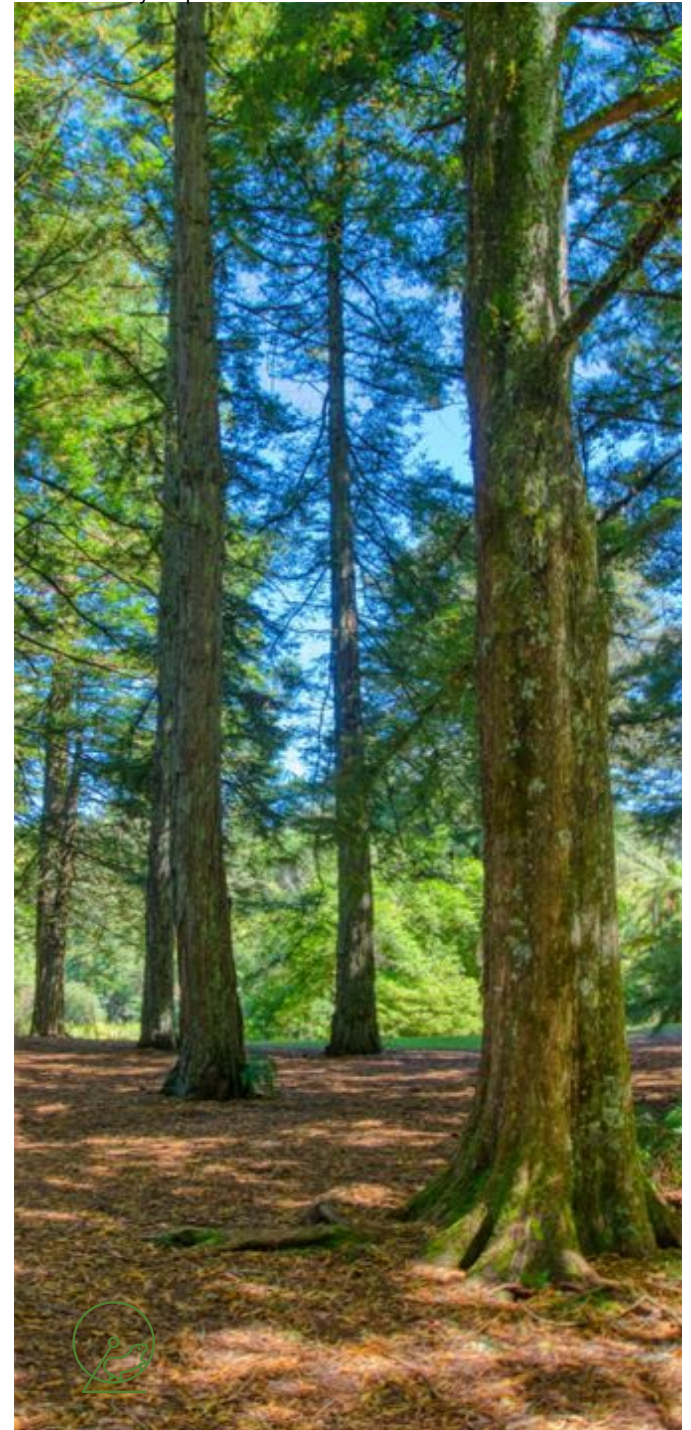
# Sustainability and Emissions Reduction plan



The dashboard presents a general breakdown of the Venture Taranaki carbon emissions arising from internal operations in the office and organisational activities.

As shown above, there was a significant increase in emissions from flights during October, as the team sent several people to Christchurch for the EDNZ conference and awards. Vehicle use is steady, and back to pre-covid levels.

Staff commuting is an area where there is potential for reductions. Initial data was gathered from a survey of staff about their commuting habits, and moving forward we will be repeating the survey quarterly to capture any reductions in travel by vehicle.



## Customer Feedback

*"Thanks so much for this, [Business Advisor]! I get so excited at all this potential and really value our time together - thank you for being such an amazing sounding board! "*

*-Business Support in New Plymouth*

*"Thank you very much with your assistance and support for our application. We look forward to working with Strategy Collective in the New Year."*

*- Business Support in New Plymouth*

*"The mentoring is going excellent. I'm getting great advice and learning a lot. Thanks for connecting me with [the mentor]!"*

*- BMNZ Client in New Plymouth*

*"We've really enjoyed having a business mentor, [the mentor] has been very honest with us about where we are going wrong and where we might make changes. It's been beneficial having him as a sounding board. "*

*- BMNZ Client in New Plymouth*

*"I meet with [the mentor] weekly. It's going really well. We get along well, and he has a lot of great ideas. I'm finding it very helpful "*

*- BMNZ Client working Taranaki wide*

*"The mentoring is going excellent. I'm getting great advice and learning a lot. Thanks for connecting me with [the mentor]!"*

*- BMNZ Client in New Plymouth*

*"This program has been amazing. We have had such a good response about the videos as well as the work they are achieving in class. We have given businesses the opportunity to transform their online presence. Which they wouldn't have been able to do otherwise."*











*- Digital Boost Client in New Plymouth*

*"About 3 weeks ago, a call out of the blue from Waikato region. The funding is in the bank and I am now well on my way. I am SO INCREDIBLY GRATEFUL FOR YOU and everything you did for me. Thank you so much from the bottom of my heart. I will let you know how I get on."*

*- BYOB Start up Client in New Plymouth*

# Performance Measures 2022/23

## Summary of results – Quarter Two

Performance Measure	Target	Q1	Q2	Q3	Q4	YTD Result	Status
Number of major events attracted or retained (funded in accordance with the criteria of the major events fund)	4	3	8				
Undertaking initiatives to support investment into Taranaki	5	4	3				
The level of annual investment in regional businesses (subject to central government policy).	\$1m	\$205,798.00	\$82,598.00				
The annual percentage of clients satisfied with Venture Taranaki business support services.	>85%	93%					
The level of annual investment* in the management capability of Taranaki's small and medium sized businesses.	\$240k	\$105,915.00	\$70,182.50				
Number of enterprise referrals** and connections made by Venture Taranaki staff	200	191	157				
Number of engagements*** with visitor industry operators (including local operators, other RTOs, national and international tourism agencies)	1000	329	146				
The number of talent initiatives to facilitate the retention, growth or attraction of talent (human resource) into Taranaki	2	3	3				
Number of Start-up clients.		87	64				
Number of Mentor matches.	50	13	11				

\* Investment includes capability development funding as part of the nationwide Regional Business Partner programme.

\*\* Referrals are instances where a business or organisation is referred to a resource of which they were previously unaware. This may be a funding opportunity, programme, cluster group etc. A connection is an instance where two contacts are introduced to one another for a specific purpose that is likely to be mutually beneficial.

\*\*\* Engagement is defined as an interaction by staff with an external party and includes meetings, workshops, activity-focused emails, phone and video-conferencing conversations.

 On Target

 Achieved

 Target not met



## Coming up in Q3:

- Tech Week
- Launch of Taranaki Trends
- Taranaki Business Survey release
- Public Consultation: Food and Beverage ITP - Taranaki
- Taranaki Economic Outlook Event
- Offshore Renewable Energy Forum 2023
- Talent Advisor recruitment
- PowerUp Podcasts released



# INFORMATION REPORT



F22/55/04 – D23/10029

**To:** Policy and Services Committee  
**From:** Corporate Accountant  
**Date:** 28 March 2023  
**Subject:** Reserve Balances and Movements – 2021/22

## Recommendation

THAT the report be received.

## Recommended Reason

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

\_\_\_\_\_  
Moved/Seconded

## 1. Purpose of Report

- 1.1 This annual information provides elected members with the reserves balances as at 1 July 2022, and details any significant changes from the previous year.
- 1.2 It is important that Council reviews existing reserves to determine whether each one is relevant and necessary, or whether any additional reserve accounts need to be established to set aside funds for a specified purpose.
- 1.3 A better understanding of changes to the reserve's balances will enable elected members to see how Council decisions affect funding capacity. This may enhance Council decision making.

## 2. Executive Summary

- 2.1 In the context of this report, reserves are funds set aside to pay for specific future obligations or aspirations. They sit on the balance sheet under equity. Council currently has 14 reserves set aside for different purposes.
- 2.2 The total balance of reserve funds has increased from \$8,010,600 as at 30 June 2021, to a balance of \$8,691,661 as at 1 July 2022. The majority of the reserves are sitting on 120 day Term Deposits with NZ registered banks.
- 2.3 The biggest changes to the reserve balance accounts were in the General Renewals, Financial Contributions, and the Wastewater Reserves. The movements are explained further in this report.

**3. Local Government Act 2002**

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

**4. Background**

4.1 The reserves sit on the balance sheet under equity; as funds set aside for a specified purpose. All reserve balances are credited with interest in proportion to the credit balance of the reserve. The Council currently has three categories of reserve accounts, these are:

**4.1.1 Renewal Reserves**

- General Renewals Reserve – Created for the accumulation of depreciation on buildings, plant, vehicles, office equipment and furniture and fittings to cover replacement of these assets,
- Roading Renewals Reserve – Created for the accumulation of depreciation on roading assets to cover the replacement of roading assets,
- Stormwater Renewals Reserve – Created for the accumulation of depreciation on storm water assets to cover like for like replacement of storm water assets,
- Solid Waste – Created for the accumulation of depreciation on solid waste assets to cover like for like replacement of solid waste assets, and yearly surplus/deficit,
- Wastewater – Created for the accumulation of depreciation on wastewater assets to cover like for like replacement of wastewater assets, and yearly surplus / deficit,
- Water Supply - Created for the accumulation of depreciation on water assets to cover like for like replacement of water assets, and yearly surplus / deficit.

**4.1.2 Council Created Reserves**

- Contingency Reserve – Created to assist in the event of an emergency, including a natural disaster,
- Asset Sales Proceeds Reserve – Accumulation of net sale proceeds from Council assets that have not been specifically tagged for a particular purpose. Funds can be used to acquire new capital assets,
- Staff Gratuities Reserve – Created for the payment of gratuities, redundancies, farewells, and recognition of long service for Council Staff and Elected Members as per the Presentations to Elected Members and Staff Policy,
- Mayor's Relief Fund – Created to provide funds for the relief of distress in the Stratford district at the Mayor's discretion, and is funded by donations,
- Turf Replacement Reserve – Created by Council during the 2018-28 Long Term Plan process, to put aside a sum each year towards the replacement of the artificial hockey turf,
- Farm Reserve – this is for the surplus from the activity, which is available for use in the following year for rates mitigation.

#### 4.1.3 Restricted Reserves

- Elsie Fraser Bequest Reserve – These funds came from a bequest from Elsie Fraser in 1985 for the provision of a “home for the less affluent old people within the Stratford community”.
  - Financial Contributions Reserve – Financial Contributions are charged as per the District Plan in relation to new land development, and may be used for the upgrade and maintenance of district infrastructure and the enhancement of reserves and community facilities.
- 4.2 Council may decide to “loan” funds from these accounts where they are in surplus to other activities to reduce the need for external loans. Interest is charged on the loan as for external loans. This can be credited to the reserve account that generated it, or it can be used for other purposes, such as reducing the rates requirement within the activity.
- 4.3 Council's Revenue and Financing Policy does not allow the General Renewal Reserve to be used to fund service-level improvements and new growth infrastructure.
- 4.4 Reserves were financially backed by cash in the bank, and \$8,000,000 of between 90 and 120 day term deposits, as at 1 July 2022. Council's strategy is to have at least \$6,000,000 on term deposits at all times.

## 5. Information Summary

- 5.1 Refer to **Appendix 1** - Reserves Balances Movements 2021/22, where further explanation has been given below for significant movements.

#### 5.2 General Renewals Reserve – increased by \$545,000

The increase in this reserve account is due to the level of renewal capital projects being much lower than the amount of depreciation that went in to the reserve during the year, as Council prioritised the delivery of projects funded through the receipt of external grant funding. Loan repayments are also funded from this reserve, to avoid funding of depreciation and loan repayments for the same asset – known as double-dipping.

#### 5.3 Asset Sale Proceeds Reserve – Increased by \$19,000

The purpose of this reserve is to accumulate the net proceeds from the sale of council assets that have not been specifically tagged for a particular purpose. These funds can then be used to acquire new capital assets.

The overall surplus from the abandoned land in Midhirst of \$3,786 was transferred to the reserve during the year.

#### 5.4 Farm Reserve – Increased by \$68,510

The increase is surplus from the farm for 2021/22, which will be used for rate mitigation in 2022/23.

#### 5.5 Financial Contributions Reserve – Increased by \$311,000

This is due to the receipt of contributions from resource consent / subdivision activity in the district during the year.

#### 5.6 Wastewater Reserve – Increased by \$370,000

This is due to the majority of the capital expenditure being loan funded rather than reserve funded, and some projects either not completed or required. This then creates a surplus in the activity for the year, which goes directly back in to the reserve account.

**6. Strategic Alignment**

6.1 **Direction**

Not applicable.

6.2 **Annual Plan and Long Term Plan**

There may be impacts on Annual Plan or Long-Term Plan if funding decisions are influenced by reserve balance movements.

6.3 **District Plan**

Not applicable.

6.4 **Legal Implications**

Not applicable.

6.5 **Policy Implications**

Not applicable.

**Attachment:**

**Appendix 1** - Reserves Balances Movements 2021/22 (and explanation of transfers in/out)



Christine Craig  
**Corporate Accountant**



[Endorsed by]  
Tiffany Radich  
**Director – Corporate Services**



[Approved by]  
Sven Hanne  
**Chief Executive**

**Date:** 21 March 2023

## Appendix 1

## Reserve Balance Movements 2021/22

	Notes	<i>Balance as at 1 July 2021</i>	<i>Transfers in to fund</i>	<i>Transfers from fund</i>	<i>Net Movement</i>	<i>Balance as at 1 July 2022</i>
<b>Renewal Reserves</b>						
General Renewals	1	\$ 4,108,084	\$ 1,420,000	\$ 875,000	\$ 545,000	\$ 4,653,084
Roading Renewals	2	\$ 745,517	\$ 3,077,000	\$ 3,589,000	-\$ 512,000	\$ 233,517
Stormwater Renewals	3	\$ 342,800	\$ 236,000	\$ 34,000	\$ 202,000	\$ 544,800
<b>Council Created Reserves</b>						
Asset Sale Proceeds Reserve	4	\$ 1,164,000	\$ 19,000	\$ -	\$ 19,000	\$ 1,183,000
Mayor's Relief Fund		\$ 4,068	\$ 50	\$ -	\$ 50	\$ 4,118
Staff Gratuities Reserve	5	\$ 144,733	\$ 2,000	\$ 11,000	-\$ 9,000	\$ 135,733
Contingency Reserve	6	\$ 504,500	\$ 7,000	\$ 7,000	\$ -	\$ 504,500
Turf Replacement Reserve	7	\$ 30,677	\$ 10,400	\$ -	\$ 10,400	\$ 41,077
Farm Reserve	8	\$ 96,925	\$ 68,510	\$ -	\$ 68,510	\$ 165,435
<b>Restricted Reserves</b>						
Financial Contributions Reserve	9	\$ 722,624	\$ 311,000	\$ -	\$ 311,000	\$ 1,033,624
Elsie Fraser Bequest Reserve	10	\$ 51,867	\$ 33,000	\$ -	\$ 33,000	\$ 84,867

**Targeted Rate Reserves**

Solid Waste Reserve	11	\$	78,000	\$	30,000	\$	87,000	-\$	57,000	\$	21,000
Wastewater Reserve	12	\$	278,597	\$	458,000	\$	88,000	\$	370,000	\$	648,597
Water Supply Reserve	13	-\$	261,691	\$	717,000	\$	1,017,000	-\$	300,000	-\$	561,691
<b>TOTAL</b>		<b>\$</b>	<b>8,010,701</b>	<b>\$</b>	<b>6,388,960</b>	<b>\$</b>	<b>5,708,000</b>	<b>\$</b>	<b>680,960</b>	<b>\$</b>	<b>8,691,661</b>

1. Movements in:	Interest, disposal proceeds (e.g. vehicle sales), depreciation.	Movements out:	Renewal capital expenditure, new vehicle, books, etc
2. Movements in:	Interest, depreciation.	Movements out:	Street services (non-subsidised roading), depreciation already funded by NZTA.
3. Movements in:	Interest, depreciation.	Movements out:	Loan repayments, renewal capital expenditure
4. Movements in:	Interest Midhirst abandoned land - final surplus of \$3,786	Movements out:	Nil
5. Movements in:	Interest	Movements out:	Staff presentations expenditure
6. Movements in:	Interest	Movements out:	Interest used for rates mitigation
7. Movements in:	Transfer as per Annual Plan	Movements out:	Nil
8. Movements in:	Surplus from 2021/22	Movements out:	Nil
9. Movements in:	Interest, financial contributions received	Movements out:	Nil
10. Movements in:	Interest, depreciation.	Movements out:	Deficit for the year
11. Movements in:	Interest, depreciation, targeted rates	Movements out:	Loan repayment, deficit for year
12. Movements in:	Interest, depreciation, targeted rates operating surplus	Movements out:	Renewal capital expenditure
13. Movements in:	Interest, depreciation, targeted rates operating surplus	Movements out:	Renewal capital expenditure

# DECISION REPORT



F22/55 – D23/10539

To: Policy and Services Committee  
From: Director – Corporate Services  
Date: 28 March 2023  
Subject: Fees and Charges Schedule 2023/24

## Recommendations

1. THAT the report be received.
2. THAT the Fees and Charges Schedule for 2023/24 be approved.

## Recommended Reason

The Fees and Charges impact the Annual Plan 2023/24 financial budgets, which is currently being prepared.

/  
Moved/Seconded

## 1. Purpose of Report

- 1.1 To get approval for the proposed changes to the Fees and Charges Schedule for 2023/24, which will apply from 1 July 2024 to 30 June 2025.

## 2. Executive Summary

- 2.1 Fees and Charges are set each year to allow Council to recover part or all of the costs of delivering services to the community. Fees and charges are usually only set for a service that a user has discretion to use or not, and where it is efficient for the Council to collect the fee or charge.
- 2.2 The current Fees and Charges Schedule can be found on the Stratford District Council (SDC) website. The proposed Schedule for 2023/24 is attached to this report (**Appendix 1**).
- 2.3 The major changes include the following:
  - Revamp of the Building Control fees, increase to fees to be more representative of actual cost, and the introduction of new fees.
  - Universal increase of \$10 on dog registration fees and licence fees
  - Introduction of new fees for Health Licences
  - Removal of the Housing for the Elderly rentals from the Fees and Charges schedule
  - Addition of new fees for the Swimming Pool



### 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:		<i>Yes – the charges place some or all of the economic burden of delivering services on the users or exacerbators of those services.</i>	
Social	Economic	Environmental	Cultural
	✓		

### 4. Background

- 4.1 Fees and Charges set by Council help fund the delivery of Council services, and guide the revenue budget for the year. They are usually set at a level that is affordable to the community and in most cases, only a part recovery of the cost of the service is able to be achieved. In some cases, legislation limits what may be charged.
- 4.2 The current schedule has been reviewed by the respective Activity Managers for opportunities to increase revenue where possible. The updated schedule is attached to this report.
- 4.3 The proposed increases in the building control fees is to align SDC's fees with neighbouring councils, and to better align cost recovery with resources consumed in the consent application and approval process. Some fees (swimming pool) have also reduced to align with this principle. New charges have also been introduced to be proactive in dealing with the additional costs SDC is incurring in relation to new legislative requirements.
- 4.4 The dog registration fees were last reviewed in 2021, where the full fee charged for late payment was increased only. This time an across-the-board increase of \$10 has been applied to all fees.
- 4.5 The new fees proposed for Health Licenses attempt to recover more of the cost of delivering the services, and allow for SDC to come in line with other Councils' fees.
- 4.6 The removal of the rental fees for Housing For Elderly from the Fees and Charges Schedule allows for direct negotiation with the tenant, for rentals to be increased for new tenancies if required, and requires rentals to be reviewed every 12 months based on the last rental review date - which differs for each tenant.
- 4.7 The addition of new fees for the Swimming Pool are an attempt to increase the revenue to cover the costs associated with those services, that have previously not been charged. Some costs have also increased to better reflect the cost of providing the service.

### 5. Consultative Process

#### 5.1 Public Consultation - Section 82

No consultation has been undertaken with the community or affected parties on any of the proposed changes to the Fees and Charges schedule. The Committee can direct targeted consultation to be undertaken with particular affected parties. The default approach will be that Council publishes the updated Fees and Charges Schedule prior to 1 July 2023. However, it is recommended that the key changes are highlighted to the community.

5.2 **Māori Consultation - Section 81**

No direct consultation with Māori has been undertaken on the proposed changes.

6. **Risk Analysis**

Refer to the Council Risk Register - available on the Council website.
<ul style="list-style-type: none"> <li>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?</li> <li>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.</li> <li>Is there a legal opinion needed?</li> </ul>

6.1 There is no applicable risk in Council's risk register in relation to the Fees and Charges, however there are related risks in relation to Outstanding Debt – which can result when debtors do not agree with the fee charged by Council. Additionally, fees should be set at a reasonable level to avoid behaviour that may incur additional cost for Council, or that may leave Council services underutilised, and Activity performance measures unable to be achieved.

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?	There is a strong link directly to the Annual Plan 2023/24. The fees set for the year will also be used as a base for the year 1 fees set for the LTP 2024-34.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The fees have a direct impact on the extent to which some council services are used.

7.2 **Data**

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

Refer to the attached Fees and Charges Schedule for the proposed fees and charges for 2023/24.

The current Schedule can be found here <https://www.stratford.govt.nz/our-council/fees-and-charges>.

7.3 **Significance**

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

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

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"> <li>1. What options are available?</li> <li>2. For <b>each</b> option: <ul style="list-style-type: none"> <li>• explain what the costs and benefits of each option are in terms of the present and future needs of the district;</li> <li>• outline if there are any sustainability issues; and</li> <li>• 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?</li> </ul> </li> <li>3. After completing these, consider which option you wish to recommend to Council, and explain: <ul style="list-style-type: none"> <li>• how this option is the most cost effective option for households and businesses;</li> <li>• if there are any trade-offs; and</li> <li>• what interdependencies exist.</li> </ul> </li> </ol>
---

The options for each proposed change or new addition to the Fees and Charges Schedule is to:

- Option 1**      Approve the change / addition.
- Option 2**      Not approve the change / addition.
- Option 3**      Amend the change / addition even further.

The Committee may also decide to add further fees to the Schedule, or to amend fees that have no change proposed.

The Committee may choose to approve the proposed Schedule on an exceptions basis, with the default that all proposed changes / additions are approved, and deal with any exceptions and additional changes.

7.5 **Financial**

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

The Fees and Charges Schedule directly impacts on the revenue budgeted in the Annual Plan 2023/24. However, the effect on revenue may be offset by the reduction in customers if the fees and charges increase over a level that is considered value for money, or where the service is available from somewhere else for a lower price.

7.6 **Prioritisation & Trade-off**

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

Having lower fees than neighbouring Councils can impact on the resources required by Council, and Council costs, from dealing with customers from neighbouring districts requesting SDC services – which are mostly part rates-funded.

7.7 **Legal Issues**

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

N/A

7.8 **Policy Issues - Section 80**

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

The Revenue and Financing Policy provides that prior to determining the amount of expenditure to be funded by rates, Council must identify and exhaust all other funding sources available to each Activity. Fees and Charges is the primary initial source.

**Attachment:**

**Appendix 1** Proposed Fees and Charges Schedule 2023/24



Tiffany Radich  
**Director – Corporate Services**



[Approved by]  
Sven Hanne  
**Chief Executive**

**Date** 21 March 2023

## Fees and Charges 2023/24

## APPENDIX 1

Note all prices include GST if any

### ABANDONED VEHICLES

Towage	At Cost	
Inspection	\$230.00	Fixed fee, includes inspection and administration
Storage of vehicle	At Cost	

### BUILDING CONTROL

**Building fees and charges** are charged under the Building Act 2004. Building infringements are determined by statute and can be found in the Building (Infringement Offences, Fees and Forms) Regulations 2007. The Building Research Association of New Zealand (BRANZ) levy is charge under the Building Research Levies Act 1969. The Ministry of Business, Innovation and Employment (MBIE) levy is charged under the Building Levy Order 2005

#### **Government levies**

Certain building consent applications must pay government levies in addition to Council's building consent fees below. We collect the levies and pay them to the Building Research Association of New Zealand (BRANZ) and the Ministry of Business, Innovation and Employment (MBIE). The BRANZ levy is \$1.00 per \$1,000.00 for building work valued at \$20,000 including GST or more. The MBIE levy is \$1.75 per \$1,000.00 for building work valued at \$20,444.00 including GST or more.

#### **Accreditation fee**

All building consent applications must pay a Council accreditation fee, in addition to Council's building consent fees. To issue building consents, we have to meet certain standards set by the government (accreditation). This fee helps to cover the cost of meeting those requirements (Building Accreditation of Building Consent Authorities Regulations 2006)

#### **Accreditation levy (applies to all Building Consents)**

\$1.80 Per \$1,000.00 building work

#### **Building Research levy (BRANZ)**

\$1.00 per \$1,000 value or part thereof for project valued at \$20,000 or more

#### **MBIE levy**

\$1.75 per \$1,000 value or part thereof for project valued at \$20,444 or more

#### **Electronic Lodgement Fee**

This fee is an external cost from a third-party service provider for the full process of a consent application.

\$152.00

(This fee is included within the consent type fees below)

*(There are two fee types)*

#### **Fixed fee**

This fee covers projects where the costs are easily identified before application, or where an average rate is appropriate. The amount is fixed. No additional costs will be charged by Stratford District Council (SDC) in regards to the fee quoted.

#### **Base fee**

The base fee is based on the anticipated costs for the processing of the application. In some cases, actual costs of a project may exceed the estimated base fee due to external specialist input, amendments, additional information submitted, application complexity, inspection complexity or additional inspections undertaken.

**A typical calculation for the fee to pay can be done using this formula:**

- Base Fee for category + MBIE/BRANZ levies (if applicable) + Inspections + Accreditation levy
- SDC inspection list can be found at <https://www.stratford.govt.nz/our-services/building/building-inspections>

#### **Project Information Memorandum (PIM) application**

\$572.00 Base fee

(When applied separate from a Building Consent)

#### **Fee for ALL manual/hardcopy applications**

\$150.00 Fixed fee

(This fee will be charged on ALL Building applications not submitted via the [online portal](#))

#### **Provision of a Record of Title**

\$25.00 Fixed fee

#### **Record of Schedule 1 exempt work**

\$100.00 Fixed fee

#### **Waiver/B2 Modification**

\$300.00 Fixed fee + Cost of amendment

#### **Private BCA Filing Fee**

\$150.00 Fixed Fee

<b><u>Building Consent Data</u></b> (One year)	\$250.00	Fixed fee
<b><u>Section 71, Building Act 2004</u></b> - Building on land subject to natural hazards.	\$536.00	Fixed fee
<b><u>Section 75, Building Act 2004</u></b> - Construction of building on 2 or more allotments	\$536.00	Fixed fee
<b><u>Amendments</u></b>		At Cost
<b><u>Minor Variation Assessments</u></b>	\$80.00	Fixed Fee
<b><u>New residential dwelling</u></b> house/townhouse/multi-unit (First unit)	\$2,797.00	Base fee
<b><u>Residential Multi-units</u></b> (Subsequent units)	\$975.00	Base fee
<b><u>New Commercial buildings</u></b> -(commercial/Industrial)	\$5,307.00	Base Fee
<b><u>Commercial value fee</u></b>	\$200.00	Per \$100,000 over \$1 million
<b><u>Relocated/Repled buildings</u></b>	\$1,477.00	Base fee
<b><u>Minor Works (Residential)</u></b> (e.g Internal wall removal/Minor Kitchen/Bathroom alterations)	\$1,058.00	Base Fee
<b><u>Residential Alterations/Additions</u></b>	\$2,115.00	Base fee
<b><u>Commercial Alterations/Additions</u></b>	\$2,967.00	Base fee
<b><u>Proprietary Garages</u></b>		
- Standard	\$862.00	Base fee
- With fire wall, Sleepout, or Plumbing & Drainage <i>Fully self-contained use residential dwelling rates.</i>	\$1,057.00	Base fee
<b><u>Pole sheds</u></b> (Res/Com)		
- 1-6 Bays	\$862.00	Base fee
- > 6 Bays	\$1,057.00	Base fee
<b><u>Swimming pools</u></b>		
Swimming pool >1200mm above ground and fences	\$152.00	Fixed Fee
In-ground swimming pools	\$812.00	Base Fee
<b><u>Fireplaces:</u></b>		
Inbuilt or with plumbing	\$560.00	Fixed fee
Free-standing without plumbing	\$440.00	Fixed Fee
<b><u>Plumbing &amp; Drainage</u></b>	\$617.00	Base fee
<b><u>Onsite Effluent System</u></b>	\$617.00	Base fee
<b><u>Wet Shower Installation</u></b>	\$812.00	Base fee
<b><u>Tents/marquees &gt;100m2</u></b>	\$497.00	Fixed fee
<b><u>Amusement devices:</u></b> Application to operate an amusement devise		Prescribed by the Amusement Devices Regulations 1978
<b><u>Pool Inspections:</u></b>		
Registration and audit inspection	\$195.00	Per inspection
Re-inspection (if non-compliance identified)	\$120.00	Per re-inspection
<b><u>Building Consent Authority Fees</u></b>		
Inspections and re-inspections	\$195.00	Per inspection
Technical	\$195.00	Per Hour
Administration	\$150.00	Per hour
Late cancellation (Less than 24hrs)	\$80.00	Fixed fee
<b><u>Costs for engineering review or other professional services not available in-house</u></b>	Cost	plus 10%

<u>Certificate of Acceptance</u>	\$1.75 x	Base fee for relevant building consent, plus BRANZ/MBIE levies
<u>Notice to Fix - Dangerous/Insanitary Notification</u>	\$390.00	Base Fee + Inspection/Processing time
<u>Building Consent Extension of Time</u>	\$110.00	Fixed fee.
<u>Schedule 1, Clause 2 Exemptions</u>	\$497.00	Base fee
<u>Certificate of Public Use</u>	\$692.00	Base fee
<u>Sale of Alcohol Building Certificate</u>	\$390.00	Base fee
<u>E/Q Prone Buildings</u>	\$390.00	Base fee
<u>E/Q Prone (EPB) Notice</u>	\$150.00	Fixed Fee
<u>Change of Use Assessment (assessment and record of)</u>	\$390.00	Base fee
<u>Miscellaneous Notices</u>		Infringements
<u>Compliance Schedules</u>		
New Compliance schedules	\$390.00	Base fee. A \$75 fee per <a href="#">Specified</a> also applies.
Amendment to Compliance Schedule	\$390.00	Base fee. A \$75 fee per <a href="#">Specified</a> also applies.
<u>Building Warrant of Fitness (BWoF)</u>		
Site audit and findings report	\$390.00	Base Fee
BWoF annual renewal fee	\$130.00	Fixed fee
BWoF late reminder notice	\$235.00	Fixed fee
<u>Independently Qualified Persons (IQP) registration</u>		As per Central IQP register fee schedule
<u>Compliance Action</u>		At cost

## BYLAWS

All licences and certificates as required under Council bylaw*	\$230.00	
Call Out Fee (in breach of bylaw, charged to offender)	\$300.00	
Release of Impounded Stereo	\$150.00	
Release of Impounded wheeled device, e.g. Skateboard or Cycle	\$50.00	
Permit for Stands and Stalls in a Public Place **	\$22.00	Per stand or stall per day with a minimum fee of \$66.00

\* Excludes licences under:

- the Tattoo and Beauty Parlour Bylaw, see Health Licences;
- Solid Waste, see Refuse (Solid Waste);
- Trade Waste, see Trade Waste;
- Water Supply Bylaw, see Water Supply Bylaw Charges.

\*Also excludes licenses under the Trade Waste

\*\* Excludes not for profit organisations and community groups. See Licences section for Mobile or Travelling Shops Bylaw.

**CEMETERY**

## Plot purchase

• Adult (16+ years)	\$2,200.00
• Child (2 – 15 years)	\$1,500.00
• Infant (under 2 years)	\$1,000.00
• Ashes plot	\$1,000.00
• RSA plot	no charge
• Memorial Wall	\$180.00

## Interments (includes grave digging)

• Adult (16+ years)	\$1,500.00
• Child (2 - 15 years)	\$1,100.00
• Infant (under 2 years)	\$800.00
• Stillborn	\$550.00
• Ashes	\$450.00

## Miscellaneous Charges

• Bond for damage (Private Users) as per clause 19.4 of Cemeteries Bylaw	\$300.00	Damage in excess of bond will be charged at cost
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**Notes (Cemetery)**

- *Weekends/Public Holidays Fees are included in above charges.*
- *Administration and Permit Fees are included in above charges.*
- *Disinterment and Reinterment are the same as interment charges above.*
- *Extra Depth is included in above charges.*
- *Services Cemetery fees are the same as the adult interment charge above.*
- *Services Cemetery Purchase of Plot is free as per Stratford Borough Council decision at meeting on 16 July 1917.*
- *Memorial Wall Plaque - Permanite material, size 390mm x 190mm*

**DOG AND ANIMAL CONTROL****Registration Fees**

	<b>Discounted Fee if paid by the due date (Per dog)</b>	<b>Standard Fee if paid on or after the due date (Per dog)</b>
Rural dog (for every dog up to and including first three dogs)	\$55.00	\$70.00
Rural dog (for every dog after first three dogs)	\$45.00	\$55.00
General Dog Owner	\$155.00	\$195.00
Good Dog Owner (refer Dog Control Policy)	\$125.00	\$160.00
Select Dog Owner (refer Dog Control Policy)	\$70.00	\$90.00

**Urban Multiple Dog Licence**

• Application	\$70.00
• Annual Renewal	\$40.00

## Micro chipping

At cost

## Replacement Tag

\$5.00

## Bark Collar Hire (2 weeks)

\$54.00

**Impounding Fees**

## Dogs:

• Registered dog, 1 <sup>st</sup> Impounding	\$150.00	
• Registered dog, subsequent Impounding	\$250.00	
• Unregistered dog	\$300.00	Plus registration
• Unregistered dog under 3 months	\$150.00	Plus registration
• After hours pound release fee	\$60.00	Requires payment of all applicable fees (impounding, sustenance & after-hours release) at the Library or Pool during opening hours prior to release



• Sustenance fee per dog	\$10.00	Per day
• Destruction	At cost	
• Re-housing fee	\$50.00	
<b>Other animals:</b>		
• Stock	\$100.00	
• Sustenance fee per animal (all stock)	\$10.00	Per day
• Advertising	At cost	
• Droving		As per staff charge out rates or cost if provided by contractor
• Call Out Fee		As per staff charge out rates
• Transporting of Stock	At cost	

**Notes**

- The criteria for these categories are given within the Stratford District Council Dog Control Policy.
- Any application to be a Select Dog Owner must be made before 30 April 2023.
- Infringements may be issued for all outstanding registrations after 1 October 2023.

**HEALTH LICENCES****Health Act Registrations and Annual Renewals**

• Hairdressers	\$230.00	Annual fee
• Offensive Trade	\$400.00	Annual fee
• Funeral Directors	\$230.00	Annual fee
• Camping Ground	\$230.00	Annual fee
• Complaint driven investigation	\$170.00	Per hour
• Transfer of registration	\$230.00	

**Food Act 2014**

• Application for registration of a food control plan	\$460.00	Fixed fee (includes up to 2 hours processing time)
• Renewal of registration of food control plan	\$315.00	Annual fee
• Application for registration of a national programme	\$315.00	Fixed fee (includes up to 1 hour processing time)
• Renewal registration of a national programme	\$315.00	Annual fee
• Transfer of registration (Food control plan)	\$400.00	
• Transfer of registration (National Programme)	\$315.00	
• Initial verification visit	\$400.00	Fixed fee (includes up to 2 hours processing time)
• Monitoring for food safety and suitability and subsequent verification investigation	\$170.00	Per hour, plus disbursements at cost.
• Complaint driven investigation	\$170.00	Per hour
• Application for review of improvement notice	\$170.00	Per hour
• Application for second sites	\$170.00	Per hour
• Significant amendment	\$170.00	Fixed fee (includes up to 1 hour of processing time)
• New business assistance, or pr-opening visit	\$170.00	Fee applied after the first hour.

**Mobile and Travelling Shop Bylaw**

• Licence for mobile and travelling shop as per the Mobile and Travelling Shop Bylaw	\$60.00	Per day up to a maximum of \$500.00 per annum
• Complaint driven investigation	\$170.00	Per hour

**Tattoo and Beauty Therapy Bylaw**

• Application for registration of a High Risk Activity	\$375.00	Fixed fee (includes up to 1.5 hours processing time and annual inspection)
• Renewal of registration	\$250.00	Fixed fee (includes up to 1 hour processing time and annual inspection)
• Transfer of registration	\$375.00	Fixed fee
• Complaint driven investigation	\$170.00	Per hour

**HOUSING FOR THE ELDERLY** *(Subject to 60 days notice period)*

Charges will be initially set as per the individual tenancy agreement, and reviewed every 12 months, in line with market rentals for similar properties.

**LAND INFORMATION MEMORANDUM****Standard Application** *(Processed within 10 working days)*

- residential \$350.00
- commercial \$500.00

**Urgent Application** *(Processed within 5 working days)*

- residential \$600.00
- commercial \$800.00

**Property File Information**

- Electronic data (USB storage device) \$25.00 Per property file (plus \$4.00 postage fee if required)
- Property File by Email or OneDrive \$20.00 Per property file

*When requesting Property information; the information included is based on a search of Council records only. There may be other information relating to the land which is unknown to the Council. Council records may not show illegal or unauthorised building works on the property. The applicant is solely responsible for ensuring that the land is suitable for a particular purpose.*

**LIBRARY****Fees**

- Inter-loaning a Book (between libraries in NZ) \$12.00 Per item
- DVD Rental \$3.00 Per week
- Membership Card Replacement Fee \$6.00 Per card

**Overdue Fines**

- DVDs \$0.50 Per day overdue

*With a grace period of 3 days before fine for total overdue days is imposed*

Replacement books, DVDs *At cost*

Laminating:

- A4 \$2.00 Per page
- A3 \$4.00 Per page

Scanning:

- Self Service No charge
- Staff assisted \$1.00

Photocopying/Printouts/Facsimile

As per Photocopying, Printing & Facsimile charges

3D Printing

\$0.20 Per gram material, plus \$2.00 setup fee

Ready Made 3D Items

*At Cost* As advertised

Programmes & Events

As advertised

Wheelchair Use refundable bond (please book in advance)

\$50.00 Refundable (hireage free)

Kowhai Room Hire

\$5.00 Per hour

*The Kowhai Room hire fee will be waived for non-profit community groups*

**MISCELLANEOUS****Debt Collection**

Referral to debt management agency

10% Of invoice outstanding

## PARKING

### Parking Infringement\*

Exceeding restricted parking time limit:

- Up to 30 minutes \$12.00
- 30 minutes to 1 hour \$15.00
- 1 hour to 2 hours \$21.00
- 2 hours to 4 hours \$30.00
- Over 4 hours \$42.00

### Parking Offences\*

- Parked on or within 6m of an intersection \$60.00
- Parked on or near a pedestrian crossing \$60.00
- Parked on broken yellow lines \$60.00
- Double parking \$60.00
- Inconsiderate parking \$60.00
- Parked on a clear way \$60.00
- Parked on a bus only lane \$60.00
- All other Parking Offences \$40.00

### Temporary “No Parking” Signs Application

- Fee \$15.00
- Refundable deposit \$20.00

*\*These penalties have been set by Council as being the maximum allowable, pursuant to Schedule 2 of the Land Transport Act 1998.*

## PHOTOCOPYING, PRINTING & FACSIMILE

### Photocopying & Printing

- A4 Black and White \$0.40 Per page
- A4 Black and White (double sided) \$0.60 Per page
- A4 Coloured \$1.00 Per page
- A4 Coloured (double sided) \$1.20 Per page
- A3 Black and White \$0.50 Per page
- A3 Black and White (double sided) \$1.00 Per page
- A3 Coloured \$1.50 Per page
- A3 Coloured (double sided) \$2.00 Per page

### Facsimile

- National, first page \$2.50
- National, each subsequent page \$0.50
- International, first page \$5.00
- International, each subsequent page \$1.50
- Received Faxes \$1.00 Per page

## PUBLICATIONS

- Annual Plan \$50.00
- Long Term Plan (LTP) \$50.00
- Annual Report \$50.00
- Bylaws \$20.00
- District Plan (excluding planning maps) \$100.00
- Planning Maps \$100.00

## REFUSE (SOLID WASTE)

### Bylaws

- Licensing - Application Fee for Commercial Waste Collectors and Waste Disposal Operators \$50.00
- Removal of Trade Refuse (Clause 13.4 of Solid Waste Management and Minimisation Bylaw) At cost
- Application Fee for Event Waste Management and Minimisation Plan (EWMMP) Approval \$100.00

### Replacement Receptacles

- Recycling crate \$40.00 Per crate
- Wheelaway bin \$128.00 Per bin

### Transfer Station

	Bag (50 ltr)	Car Boot	Car Other	Drum (200 ltr)	Small Trailer & Utes (no cage)	Tandem Trailer (no cage)	All Other (per m <sup>3</sup> )
Green Waste	NA	\$5.00	\$8.00	\$8.00	\$10.00	\$38.00	\$18.00
Recyclables	Free	Free	Free	Free	Free	Free	Free
Scrap Metal	NA	\$15.00	\$20.00	\$20.00	\$25.00	\$50.00	\$50.00
General Refuse	\$5.00	\$24.00	\$32.00	\$32.00	\$39.00	\$133.00	\$78.00

### Miscellaneous

- Whiteware \$10.00 Per unit
- TV \$20.00 Per unit
- Stereo, Computer \$10.00 Per unit

First Year Service Fee for refuse collection Pro rata amount of applicable targeted rate equivalent. \*

\*A service charge will apply from the first month following connection with the same conditions that would apply to the owner as if they were a ratepayer for that year.

## RESOURCE MANAGEMENT

### Resource Consents

- Notified (full) \$4,000.00 Deposit with full cost recovery
- Notified (limited) \$1,200.00 Deposit with full cost recovery
- Non-notified \$1,200.00 Base fee plus cost recovery for staff time as per staff charge out rates, and all direct disbursements
- Deemed Permitted/Boundary Activity \$500 Base fee plus cost recovery for staff time as per staff charge out rates, and all direct disbursements
- Certificate of Compliance \$500 Base fee plus cost recovery for staff time as per staff charge out rates, and all direct disbursements
- Bond agreement under S222 \$350.00 Base fee plus cost recovery for staff time as per staff charge out rates, and all direct disbursements
- S224 Certificate As per staff charge out rates
- S 223 Certificate As per staff Charge out rates
- Consultation with District Land Registrar \$145.00 Fixed Fee

**Miscellaneous**

- |  |            |  |
|--|------------|--|
| • Request for Plan Change  | \$4,000.00 | Deposit with full cost recovery  |
| • Request for Designation or Heritage Order or removal/variation of Designation                  | \$1,000.00 | Deposit with full cost recovery  |
| • Planning Certificates  | \$250.00   | Base fee plus cost recovery for staff time as per staff charge out rates, and all direct disbursements                   |
| • Monitoring of Resource Consent Conditions  | At cost    | As per staff charge out rates  |
| • Attendance to Noise Complaints (Charged to Offender)   | \$300.00   | Per call out   |
| • Joint Hearings with Other Authorities  | At cost    | As per staff charge out rates with deposits As required by either Taranaki Regional Council or Horizons Regional Council |
| • Seizure, impounding, transporting and storage pursuant to S.328 of the Resource Management Act | \$300.00   |  |

*The following activities are exempt from all consent application, processing and monitoring fees:*

- *The alteration, but not demolition, of any heritage structure listed in Appendix 6 of the Stratford District Plan*
- *Work to maintain or enhance indigenous fauna or flora in protected areas listed in Appendix 9 of the Stratford District Plan*

*Any costs incurred from third parties in relation to any of the above applications will be on-charged to the applicant at cost.*

*Bonds held by Council do not accrue interest.*

*Any activities not listed above will be charged in accordance with staff charge out rates.*

**Street Damage**

Inspection	\$170.00	Per inspection
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**Vehicle Crossing**

Refundable Deposit:

New construction	\$2,500.00
Demolition/Relocation of existing building	\$3,000.00

Refundable bond – new development on an existing sector with an existing sub-standard crossing	\$1,000.00
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**Street Damage**

Damage to street furniture, footpath, kerb and channel	At cost
Costs to make good any damage to vehicle crossings as a result of building works	At cost
Cost to repair an unsafe vehicle crossing (trip hazard, dangerous condition to pedestrians)	At cost
Failure to comply with consent conditions to construct a new vehicle crossing	At cost

**ROADING****Road Closure**

- |  |          |                               |
|--|----------|-------------------------------|
| • Application, including   | \$520.00 |                               |
| – Traffic Management Plan  |          |                               |
| – Advertising (Up to \$200. Actual cost will be charged if it exceeds \$200) |          |                               |
| – Inspection   |          |                               |
| • Additional Inspection  | At cost  | As per staff charge out rates |
| • Emergency Road Closure over 4 hours  | At cost  |                               |

**Fallen Trees**

- |  |         |  |
|--|---------|--|
| • Clearing of privately owned fallen trees on road reserve | At cost | Applies to costs greater than \$500.00 |
|--|---------|--|

**Temporary Obstruction Permit**

- Application, including
  - Traffic Management Plan
  - Inspection
- Additional Inspection

\$300.00

At cost As per staff charge out rates

**Traffic Management Plan**

- Generic Traffic Management Plan
- Site Specific Traffic Management Plan

\$500.00

\$200.00

**Corridor Access Request (CAR)**

CAR application for:

- Excavation >10m<sup>2</sup> in any CAR in carriageway
- Excavation <10m<sup>2</sup> in berm
- CAR additional inspection

\$400.00

\$80.00

\$170.00

**Overweight Permit (set by statute, specified route)**

- Single or multiple trip overweight permit
- Continuous overweight permit
- Renewal of a continuous overweight permit
- Over dimension permit
- HPMV permit
- Specialist vehicle permit

\$20.91

\$62.73

\$10.45

\$32.20

\$62.73

\$62.73

Plus disbursements

Plus disbursements

Plus disbursements

Plus disbursements

Plus disbursements

Plus disbursements

*There is an additional fee of \$10.45 for overweight, HPMV or specialist vehicle permit applications if there are fewer than three working days available for processing.*

**Overweight Permits – District wide**

- Generic Overweight Permit – valid for two years
  - Note: Issued when an area wide permit is required to cover Stratford District Council defined roads. Permit outlines roads to be used, bridges to be crossed, bridges which are prohibited.*
- Individual Overweight Permit – single trip only
  - Note: Issued when an area wide permit is required to cover Stratford District Council defined roads. Permit outlines roads to be used, bridges to be crossed, bridges which are prohibited.*
- Inspections (per hour)

\$180.00

\$120.00

\$200.00

**Licence to Occupy (Berm or Unused legal road)**

- Application fee
- Rental

\$260.00

5.75%

Of land value per annum

**Street Event**

- Refundable bond for damages
- Damages

\$2,000.00

At cost

**Other**

- Damage to Street Furniture
- Application for Road Stopping (LGA, 2002)
- Application for Petrochemical pipeline in the road reserve
- Application for Stock Underpass

At cost

\$500.00

\$750.00

\$200.00

**Vehicle Crossing**

Vehicle Crossing Application fee

\$205.00

*Bonds held by Council do not accrue interest.*

**Street Damage**

Inspection \$170.00 Per inspection

**Vehicle Crossing**

Refundable Deposit:

New construction \$2,500.00  
Demolition/Relocation of existing building \$3,000.00

Refundable bond – new development on an existing section with an existing sub-standard crossing \$1,000.00

**Street Damage**

Damage to street furniture, footpath, kerb and channel At cost  
Costs to make good any damage to vehicle crossings as a result of building works At cost  
Cost to repair an unsafe vehicle crossing (trip hazard, dangerous condition to pedestrians) At cost  
Failure to comply with consent conditions to construct a new vehicle crossing At cost

**SALE OF ALCOHOL**

*Fee must be confirmed with the Liquor Licensing Inspector prior to lodging an application*

**On, Off and Club Licences Application Fees and Annual Fees:**

Total risk rating of premises	Fees Category	Application fee	Annual fee
0-2	Very low	\$368.00	\$161.00
3-5	Low	\$609.50	\$391.00
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1,023.50	\$1,035.00
26 plus	Very high	\$1,207.50	\$1,437.50

**Special licence fees**

Class 1 \$575.00  
1 large event (400 people) or more than 3 medium events (100 to 400 people) or more than 12 small events (fewer than 100 people)

Class 2 \$207.00  
3 to 12 small events (fewer than 100 people) or 1 to 3 medium events (100 to 400 people)

Class 3 \$63.25  
1 or 2 small events (fewer than 100 people)

**Manager's Certificates (new or renewal)**

\$316.25

*Fee set by regulation in accordance with the Sale and Supply of Alcohol (Fees) Regulations 2013*

**Other Fees**

- Temporary Authority \$296.70
- Temporary Licence \$296.70
- Extract from Register \$50.00
- Compliance Certificate (RMA/Building) \$50.00
- Website Advertising Fee \$50.00
- Refer to the Building Control fees for the requirement of a s.100(f) building certificate (new licence only)

**Gambling Consent Fee**

- Application Fee \$230.00

## SPORTS GROUNDS/PARKS AND RESERVES

### Sportsgrounds – seasonal use

• Cricket (per block)	\$420.00
• Rugby (per field Page Street)	\$420.00
• Rugby (per field Victoria Park no 1 and no 2)	\$770.00
• Football (per field)	\$420.00
• Croquet (Victoria Park greens)	\$420.00
• Netball (King Edward Park hard courts)	\$770.00
• Tennis (King Edward Park hard courts)	\$770.00
• Other codes (per field Victoria Park)	\$770.00
• Other codes (per field elsewhere)	\$420.00

### Sportsgrounds – casual use

• Per field, per hour or part thereof (without lights)	\$10.00
• Per field, per hour or part thereof (with lights)	\$15.00

### Sportsgrounds/Parks and Reserves – other events

• Major event (public event) per day or part thereof	\$155.00
• Minor event (private event) per day or part thereof	\$78.00
• Refundable bond for damage to grounds	

Determined by Council Officer upon initial assessment of application.

### Page Street sports amenities building

• Seasonal use	\$420.00
• Casual use per day or part thereof	\$26.00

## STAFF CHARGE OUT RATES

### Charge out rates are as follows:

• Management	\$210.00	Per hour or part thereof
• Technical	\$170.00	Per hour or part thereof
• Research (includes LGOIMA, Cemetery enquiries)	\$170.00	First 30 minutes free
• Administration	\$120.00	Per hour or part thereof
• Vehicle Charge (Mileage)		Per current IRD mileage rate

## STORMWATER CONNECTION

• Application Fee	\$205.00	
• Connection Fee		Property owner to engage suitably qualified contractor

## SWIMMING POOL COMPLEX

### Pool Entry – Casual Use

Adult	\$5.00	Per entry
Child/Senior/Green Prescription	\$4.00	Per entry
Caregiver/Parent Supervising Child under 8 years of age	\$2	
Spectator	\$2	
Family Pass (2x Adults, 2x Child over 8 years of age)	\$15.00	Per entry
Swim entry for lessons provided by external provider		Currently as advertised (\$3.20) Suggest increasing this to \$4 by Summer
Happy Hour		10% discount on casual entry prices
<b>Group Fitness/ Aquarobics/ Adult Lessons</b>		
Adult	\$8.50	Per session
Child/Senior/Green Prescription	\$7.00	Per session



**Pool Entry – Concession (x10) Valid for 6 Months**

Adult	\$45.00
Child/Senior/Green Prescription	\$36.00
Happy Hour Adult	\$40.00
Happy Hour Child/Senior/Green Prescription	\$32.00

**Group Fitness/ Aquarobics/ Adult Lessons**

Adult	\$76.50
Child/Senior/Green Prescription	\$63.00

**Pool Entry – Short Term Membership**

Adult	\$114.00	13 weeks
Child/Senior/Green Prescription	\$91.00	13 weeks
Pool entry for swim lessons provided by external providers	As advertised	

**Spouse Pool Entry**

Adult (x2)	\$171.00	13 weeks
Senior/Green Prescription	\$136.50	13 weeks

**Group Fitness/ Aquarobics/ Adult Lessons**

Adult	\$194.00	13 weeks
Child/Senior/Green Prescription	\$160.00	13 weeks

**Full Facility Entry – Pool and Group Fitness**

Adult	\$242.50	13 weeks
Child/Senior/Green Prescription	\$182.75	13 weeks

**Pool Entry – Long Term Membership**

Adult	\$390.00	52 weeks
Child/Senior/Green Prescription	\$312.00	52 weeks

**Spouse Pool Entry**

Adult (x2)	\$585.00	13 weeks
Senior/Green Prescription	\$468.00	13 weeks

**Group Fitness/ Aquarobics/ Adult Lessons**

Adult	\$663.00	52 weeks
Child/Senior/Green Prescription	\$546.00	52 weeks

**Full Facility Entry – Pool and Group Fitness**

Adult	\$760.50	52 weeks
Child/Senior/Green Prescription	\$715.00	52 weeks

**Miscellaneous**

School Groups	\$1.50	Per pupil
Instructor Hire – school group	\$40.00	Per hour
Big Inflatable	\$180.00	Per event (maximum 3 hours)
Instructor	\$85.00	Per hour
Use of Showers (only)	\$3.50	Per entry

**Private Hire (includes entry fee)**

Pool Complex – exclusive use, excludes multipurpose rooms. Maximum of 200 people.	\$600.00	Per hour
Additional charge per 50 extra people	\$60.00	Per hour
Main Pool – Per lane	\$25.00	Per hour
Main Pool – Whole pool	\$175.00	Per hour
Learn To Swim Pool – Per lane	\$25.00	Per hour
Learn To Swim Pool – Whole pool	\$75.00	Per hour
Programme Pool – Per lane	\$30.00	Per hour
Programme Pool – Whole pool	\$90.00	Per hour
Small – Multi Purpose Room	\$28.00	Per hour
Big – Multi Purpose Room	\$30.00	Per hour
Lane Hire external Swim School Provider	\$20.00	Per Hour
<b>Programmes and Activities</b>	As advertised	

Party Hire	As advertised
Private Lessons	As advertised
School Holiday Programme	As advertised
Other	As advertised
Learn to Swim	As advertised

## TRADE WASTE

*The compliance monitoring fee component is based on the number of sampling events specified in a discharger's trade waste consent multiplied by the charge specified.*

### Annual License for Conditional Activity Consents

Administration fee (includes up to 3 hours officer time)	\$302.40	First fee pro-rata during year
Inspection fee (includes up to 1.5 hours officer time)	\$194.40	
Total base fee* (administration and inspection)	\$496.80	As advertised
• Sampling event	\$239.40	Per event As advertised

### Consent Application for Temporary Discharge Consents

Administration fee (includes up to 1.5 hours officer time)	\$151.20	As advertised
Inspection fee (includes up to 1 hour officer time)	\$144.00	As advertised
• Total base fee* (administration and inspection)	\$295.20	

### Consent Application for Conditional Activity Consent

Administration fee (includes up to 5 hours officer time)	\$504.00	
Inspection fee (includes up to 5.5 hours officer time)	\$597.60	
• Total base fee* (administration and inspection)	\$1102.50	
• Renewal fee (includes up to 3 hours officer time)	\$302.40	
• Technical charge for officer time above base fee (includes technical officers and monitoring officers)		As per staff charge out rates
• Manager/external technical charge for officer time	\$134.10	

### Non-compliance Re-inspection Fee

• Administration fee (includes up to 3 hours officer time)	\$302.40	
• Inspection fee (includes 1.5 hours officer time)	\$194.40	
Total base fee* (administration and inspection)	\$496.80	
Sampling event	\$239.40	Per event

### Other Charges

• Volume	\$0.97	Per m <sup>3</sup>
• Suspended solids (SS)	\$0.85	Per kg
• Biochemical Oxygen Demand (BOD)	\$2.22	Per kg
• Copper	\$210.43	Per kg
• Nickel	\$352.00	Per kg
• Zinc	\$70.02	Per kg

In addition to the base fees the discharger will be charged for the cost of treating their effluent (BOD, SS, volume and toxic pollutants) as per the scale of trade waste charges, and the cost of any laboratory expenses incurred in characterising the waste. If the discharge is made into the wet well at the wastewater treatment plant, a handling fee is also charged.

*\*Base fee: the base fee is non-refundable except in accordance with the refund criteria. It is set at a level to cover a straight forward application with no external inputs or other case-specific costs. This fee will cover the receipt and issue of the application and initial inspection, and includes the number of hours of technical input specified. In some cases, the base fee will be exceeded. Matters that could cause the base fee to be exceeded include external or specialist inputs, amendments or additional information or application complexity. Any additional costs over and above the base fee will be invoiced to the applicant.*

**VENUE HIRE (OTHER)****Centennial Rest Rooms**

• Meeting Room without kitchen	\$18.00	Per hour or part thereof
• Meeting Room with kitchen	\$22.00	Per hour or part thereof
• Institute Room without kitchen	\$24.00	Per hour or part thereof
• Institute Room with kitchen	\$28.00	Per hour or part thereof
• Refundable bond (when food and/or alcohol is to be served)	\$300.00	
• Stratford Women's Club hireage	\$5,000.00	Per annum

**War Memorial Centre**

• Stadium	\$30.00	Per hour for 1-12 hours
	\$28.00	Per hour for 12-24 hours
	\$26.00	Per hour for 24+ hours
• Function Facility (with kitchen)	\$28.00	Per hour for 1-12 hours
	\$26.00	Per hour for 12-24 hours
	\$24.00	Per hour for 24+ hours
• Function Facility (without kitchen)	\$24.00	Per hour for 1-12 hours
	\$22.00	Per hour for 12-24 hours
	\$20.00	Per hour for 24+ hours
• TSB Chambers	\$20.00	Per hour for 12-24 hours
	\$18.00	Per hour for 1-24 hours
	\$16.00	Per hour for 24+ hours
• Projector	\$25.00	Per hire
• Piano	\$15.00	Per hire
• Refundable bond (when food and/or alcohol is to be served)	\$300.00	

*This includes hall-hirer insurance, if not already covered by insurance.*

**WASTEWATER****Bulk Discharge**

• Tanker Load less than 2m <sup>3</sup>	\$100.00	Use of bulk discharge point requires prior Council approval in writing.
• Tanker Load between 2m <sup>3</sup> - 4m <sup>3</sup>	\$200.00	
• Tanker Load between 4m <sup>3</sup> - 6m <sup>3</sup>	\$300.00	
• Tanker Load over 6m <sup>3</sup>	\$400.00	
• Dump Station Clean up Fee	At Cost	

**New Wastewater Connection**

• Application fee	\$205.00	Property owner to engage suitably qualified contractor
• Connection Fee		
• First Year Service Fee		Pro-rata amount of applicable targeted rate equivalent.*
• Reconnection Fee	At cost	

**WATER SUPPLY**

Bulk Supply (Tanker Load)	\$5.00	Per cubic metre
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**New Water Connection**

• Application fee	\$205.00	Property owner to engage suitably qualified contractor
• Connection Fee	N/A	
• Reconnection Fee	At cost	Pro rata amount of applicable targeted rate equivalent. *
• First Year Service Fee		

*\*A service charge will apply from the first month following connection with the same conditions that would apply to the owner as if they were a ratepayer for that year.*

**Water Supply Bylaw Charges**

- Costs incurred in remedying breach of Water Bylaw At cost
- Tampering/Interfering with Council equipment At cost
- Unauthorised water abstraction from Council supply At cost
- Correcting contamination of water supply At cost
- Repair of private water assets At cost
- Install backflow protection device At cost

# DECISION REPORT



F16/1228 – D23/5088

**To:** Policy and Services Committee  
**From:** Director - Assets  
**Date:** 28 February 2023  
**Subject:** New fencing around the Wastewater Treatment Ponds

## Recommendations

1. THAT the report be received.
2. THAT the Committee approves the erection of fencing around the wastewater pond
3. THAT the committee approve the allocation of funding to erect the fencing in this financial year.

## Recommended Reason

To minimise the Council's exposure to risk of injury or death as a result of falling or drowning in the wastewater treatment ponds.

/  
Moved/Seconded

## 1. Purpose of Report

- 1.1 This report seeks the Committee's approval to erect fencing around the perimeter of the wastewater treatment ponds, in order to reduce the Council's exposure to the risk of liability in the event of falling or drowning in the wastewater treatment ponds.
- 1.2 This report also seeks the Committee's approval to allocate funding to this project so that it can be carried out as soon as possible, in this financial year. There is currently no budget for this project.

## 2. Executive Summary

- 2.1 It is proposed to erect a fence around the wastewater treatment ponds (Figures 1 & 2). The erection of fencing is to provide a secure area for the operation of the ponds and to ensure protection from falling and/or drowning, of staff, contractors and also members of the public.
- 2.2 The erection of fencing is assessed as an urgent action for implementation following the drowning of a toddler in the wastewater ponds in the Gore District. The Gore District Council (GDC) pleaded guilty for failing to perform its duties under the Health and Safety at Work Act 2015. Full sentencing of this case, which was brought to the courts by WorkSafe New Zealand, will be handed down to GDC in March 2023.
- 2.3 Being assessed as urgent, this report proposes options for funding this new capital project from a range of sources.



Figure 1: An aerial view of the Wastewater Treatment Ponds



Figure 2: Stratford Wastewater Treatment Ponds

**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
✓	✓	✓	✓

3.1 Social – Erecting fences around the wastewater ponds will ensure the safety of the public.

- 3.2 Economic – By erecting a fence around the wastewater ponds, the council is protected from potential liability which also minimises the Council's exposure to risk in the event of injury or death due to drowning within the ponds.
- 3.3 Environmental – Erecting a fence will control access to the wastewater ponds reducing the possibility of cross contamination into water ways from public stepping into the ponds.
- 3.4 Cultural – Maintaining integrity of the wastewater ponds is part of Te Taiao Maori and Te Mana o te Wai.

#### 4. Background

- 4.1 The need for fencing has become apparent after the drowning of a toddler in the GDC's wastewater oxidation ponds and the guilty plea of the GDC for failing to perform a duty under the Health and Safety at Work Act 2015.
- 4.2 This plea was at a reduced charge not exceeding \$100,000, as opposed to the original allegation of GDC causing a serious risk of death, which carries a potential fine not exceeding \$300,000. The case is still ongoing, full sentencing will be handed down on 6 March 2023 for GDC.
- 4.3 According to a report released by the New Zealand Water & Waste Association Waiora Aotearoa in 2020, there were 14 drowning deaths in effluent and oxidation ponds in the past decade. In all these cases, inadequate fencing and egress provisions were noted. The Oxidation Pond Guidelines 2005 prepared by Waiora Aotearoa states that:

*“Fences are essential to keep livestock out of pond areas and to deter public access. The large areas of land usually involved, tend to make climb-proof fencing expensive, although from a health and safety perspective, its use is desirable.”*
- 4.4 In the 2021/31 Long Term Plan (LTP), \$500,000 was allocated to the wastewater treatment plant upgrade project. Actual expended so far is \$105,021.
- 4.5 The perimeter of the wastewater treatment ponds is approximately 1.1 km. The estimated cost of the 1.8 m high fencing is \$175,000.



Figure 3: One of the current outer gates onto the wastewater oxidation pond property, the stock fencing has electrified wire



Figure 4: The other current outer gate onto the wastewater oxidation pond property, one side lacks electrified wire.





Figure 5: The current access gate to the wastewater oxidation pond, there is no electrified wire on the fence.



Figure 6: A portion of the current stock fencing around the oxidation pond, there is no electrified wire on the fence.



Figure 7: The stock fencing that follows the roadside portion of the wastewater oxidation ponds

## 5. Consultative Process

### 5.1 Public Consultation - Section 82

There is no need for public consultation.

### 5.2 Māori Consultation - Section 81

The iwi that have statutory acknowledgement over the Patea River are; Ngāti Ruanui, Ngāa Rauru Kīitahi, Taranaki, and Ngāruahine, they will need to be collaborated and consulted with for the erection of the fencing. This is due to the location of the ponds, and the proposed fencing construction, in close vicinity to the Patea River.

## 6. Risk Analysis

### 6.1 The key potential risks are:

- Health, safety and wellbeing in the event of a fall/drowning in the treatment ponds;
- Reputational and Conduct associated with the event of drowning/injury; and
- Financial risk in the event of a charge from WorkSafe New Zealand.

These risks are closely related to Risks 1 and 86 on the corporate Risk Register below:

**Risk 1 – Legislation Changes:** *IF changes to legislation or case law occur and are not implemented by staff, THEN council may be acting illegally and in breach of legislation. This raw risk score is 4 High. Control Description, which reduces score to 2 Moderate include:*

- Regular review and update Legislative Compliance Register;
- Staff training and attending relevant industry conferences;
- Regular policy review to ensure policies and procedures are in line with legislation changes.

**Risk 86 - Asset / Infrastructure Failure causing Public Health risk.** *If Council assets or infrastructure fail to work as intended, are unsafe, cause harm, public damage or endanger*

the public, THEN the public may be exposed to health, wellbeing or safety risks, that may put Council's reputation at risk, and Council could be subject to various penalties if found negligent. This raw risk score is 6 **High**. Control Description, which reduces score to 3

**Moderate** include:

- Ensure asset replacement programmes are identified through physical checks of the individual assets.
- The capital investment required to replace these assets is aligned with a developed replacement programme which is included in the respective AMP.
- Identify any issues that may arise at the time of renewing existing resource consents.
- Maintain and update incident response plans for each asset group, including any public notification where required.
- Ensure staff and contractors are trained on the requirements of the incident response plans.

## 7. Decision Making Process – Section 79

### 7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes, this decision will directly affect the budget laid out in the 2021-2031 long term plan.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	None.

### 7.2 Data

As the wastewater ponds will need access for both cars and trucks for maintenance on the aerators, gate access is required with enough space between the pond and the fence. The length of the fencing, based on the above considerations, is estimated to be approximately 1.1km, long with a margin either side to make up for changes in elevation and lengths for gates/access ways.



Figure 8: Map showing the potential outline of the new fencing

Additionally, as the ponds border the Eastern Loop which is open to the public, climb proof fencing and signage to keep the public out is crucial.

The estimated fencing cost of \$175k is based on the Wairau Aotearoa report which suggests some best practises for oxidation pond fencing including:

- 1.8 m high fences.

- Horizontal wire spacing of less than 100 mm (consistent with swimming pool building code requirements.)
- Gap between bottom of fence and floor of less than 100 mm; and
- Barbed wire along the top and bottom of the fencing.

**7.3 Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	
In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
<b>High</b>	<b>Medium</b>	<b>Low</b>
		✓

**7.4 Options**

There are four potential options for consideration:

**Option 1** – Decline the request for fencing; This is **not** a preferred option as it retains Council's exposure to the risks described in Section 6 of this report.

**Option 2** - Approve the fencing and allocate **new** capital budget for its implementation. This is **not** preferred as while this option:

- Minimises Council's risk exposure as soon as possible;
- Ensures safety of staff, contractors and the public; and
- Pre-emptively prepare infrastructure should new legislation be applied,

It increases debt related to the 3-Waters Activity.

**Option 3** – Approve the fencing and **re-allocate** part of the wastewater upgrade budget for its implementation. **This is the preferred option as it:**

- Minimises Council's risk exposure as soon as possible and uses existing capital budget - no further debt increase;
- Ensures safety of staff, contractors and the public; and
- Pre-emptively prepare infrastructure should new legislation be applied

**Option 4** – Approve the fencing for implementation at a later date. This is **not** preferred as the risks remain until fencing is installed.

**7.5 Financial**

For Option 3, there will be no impact on the funding and debt levels of the Council.

**7.6 Prioritisation & Trade-off**

The council can deliver the installation of fencing in this financial year and there is no value in deferring the construction of the fence.

**7.7 Legal Issues**

There is no legal opinion required.  
There is potential legal liability if the fence is not erected.

7.8 **Policy Issues - Section 80**

There are no policy issues related to this project.  
This recommendation does not conflict with any Council policies.



Victoria Araba  
**Director - Assets**



[Approved by]  
Sven Hanne  
**Chief Executive**

**Date** 22 February 2023

# MONTHLY REPORT

## Assets Department



F22/55/04 – D23/9538

To: Policy and Services Committee  
 From: Director – Assets  
 Date: 28 March 2023  
 Subject: Assets Monthly Report for February 2023

### Recommendation

THAT the report be received.

/  
 Moved/Seconded

## 1. Highlights

### Roading

- Pavement repairs have commenced to Brewer Road. Due to the high cost of repairing Brewer Road and Mangaehu Road, we are trialling a different technique.
- Final reinstatement of the footpath and road surface on Swansea Road outside the High School is expected to be undertaken early in March weather permitting.
- The replacement of the kerb, channel and footpath on the southern side of Fenton Street, between Swansea Road and Cordelia St has been completed.

### 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.
- Bird scaring operations are ongoing.

### Trade Waste

- Trade Waste Consents – no new consents were issued.
- Esk Road disposal site continues to show a relatively low use.
- Trade Waste complaints and enquiries – one complaint regarding the Esk Road facility

### Stormwater

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

### Solid Waste

- The Council has approved new Vision, Goals and Objectives for the development of the revised Waste Management and Minimisation Plan.
- No waste audits were undertaken in the month of February.

### Parks and Reserves

- Victoria Park Drainage Upgrade tender approved – work has started
- Skate Park upgrade project – Procurement underway
- Whangamomona Septic Tank – Offer of Service to create concept design and design report has been accepted

### Special Projects

- Better off Funding and Transport Choices projects are underway.

## 2. Rooding

### 2.1 Level of Service and Performance Measures

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

#### Rooding Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
Safe Rooding Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. The number of DSI's for 2021/2022 was 6. Our target is 5 a reduction of 1.	-1	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 <sup>1</sup> – 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 <sup>2</sup> - The percentage of the unsealed road network that has been metal dressed.	≥7%	Not yet Achieved - 3%
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%	To be confirmed. 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 Achieved - 10% for February. Many of the CRM's have been actioned, but not closed out in Authority.
Customer Satisfaction	• Rooding Network	>80%	Not Achieved – 39% (as at 2021/22). A new survey is due in 2022/23.
	• Footpaths	>80%	Not Achieved - 61% <sup>4</sup> (as at 2021/22). A new survey is due in 2022/23.

### 2.2 Customer Requests

There are 73 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 Rooding Manager will endeavour to reduce this number over the coming month.

<sup>1</sup> 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.

<sup>2</sup>Our target is to use 10,000m<sup>3</sup> of metal or the equivalent of 25km (12%) of unsealed roads, assuming a 100mm overlay on a 4m wide road. No maintenance metalling was undertaken in February. The total remains at 3079m<sup>3</sup> or 7.70km of road metalled. Our target length is 14.35km (7%)

<sup>4</sup> The 2022 customer satisfaction survey, indicated that 61% of those surveyed were satisfied with the condition of the footpaths.

### 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 has commenced on repairing the numerous pavement failures along these two roads. The work has started at SH43 working its way inland. Due to the potential high cost of the repairs (\$530,000), officers have reviewed the programme of work. This will result in a reduced level of service of repairs being undertaken. Officers are trialling an approach which consists of ripping the existing road surface, rolling the broken road surface, and then applying a reseal to the area treated. The end result will look “a bit rough” but this is in order to be cost efficient whilst the logging activity continues.

Councillor Erwood asked at the previous Policy and Service Committee meeting how much it would cost to revert these roads to an unsealed road. In today’s dollars, to convert the current road to unsealed will cost in the order of \$1.6M (16km) and a further \$1.5M to revert it back to a sealed road once all the forestry activity is finished. During the intervening period there will be ongoing maintenance of grading (\$500k / km), pavement repairs, and metalling as required. The alternative is to strengthen the road with an overlay. Officers estimate this will cost in the order of \$4.5M - \$5M for the entire road length. If we were to “design” the overlay (nominal depth of metal being 250mm), based on the costs for Monmouth Road, the estimated cost of a designed pavement rehab for these two roads will be in the order of \$12M at today’s contract rates. Council’s annual budget for pavement rehabs is \$750k.



*Figure 1: Just one of many patches to be repaired on Mangaehu Road.*





Figure 2: Damage to Brewer Road

#### 2.4 Ready Response Works

The main incidents were in relation to fallen trees blocking various roads due to Cyclone Gabrielle. Overall, the Council did not suffer damages as other authorities. The most significant impact was the loss of power for residents living on Puniwhakau Road, where trees had fallen across the overhead powerlines.

#### 2.5 Capital Works

- **Fenton Street** - Work to replace the kerb, channel and footpath on the southern side of Fenton Street, between Swansea Road and Cordelia Street has been completed.
- **Swansea Road** - Work is nearing completion on Swansea Road with the final reinstatement of the road in front of the new kerb and channel at the southern end of the site.
- **Monmouth Road** - This pavement rehabilitation project has been completed. The sealing of the re-constructed road has been deferred due the 'Americarna' event.

#### 2.6 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- 9 building consent applications;
- 7 resource consent applications; and
- 10 LIM reports.

#### 2.7 Matters Outstanding - Speed Management Plan – Schools

No further work has been undertaken on this particular project, primarily due to the Transport Choices project taking up officer time during the month. The Council has not received any comments from Iwi regarding our proposal to reduce the speeds out the urban and rural schools.

The next step is for Council officers to draft an Interim Speed Management Plan, (ISMP), for the speed limit reductions outside the urban and rural schools and to submit that draft ISMP to Waka Kotahi for their review. Thereafter, this ISMP, will be put to the Policy and Services Committee for approval. Once approved by Council, the ISMP is then sent to Waka Kotahi for certification.

#### 2.8 Roading Activities

A snapshot of the programmed and reactive works completed in February is shown in Figure 3.

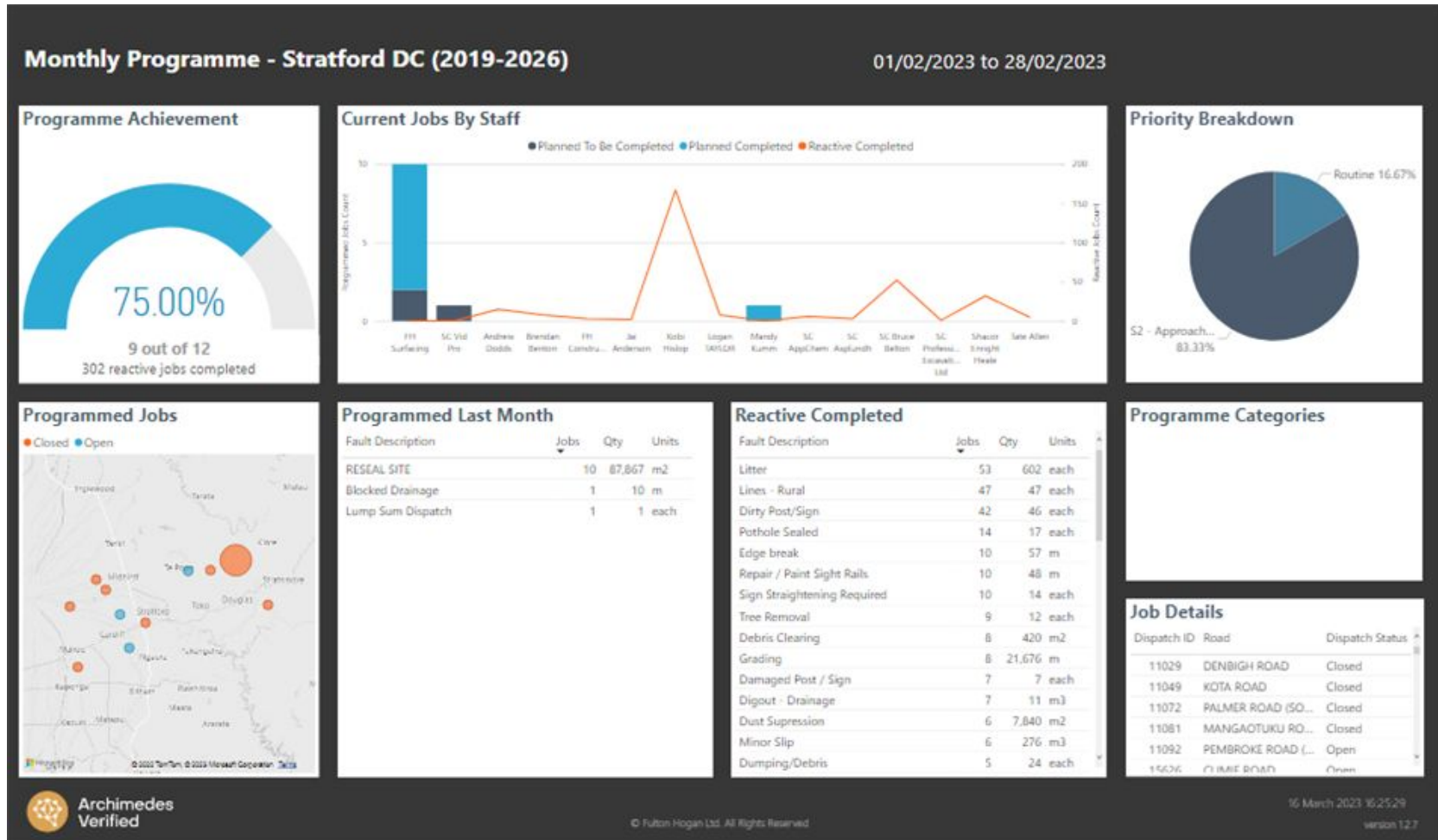


Figure 3: February 2023 Monthly Programme Achievement Chart

### 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
<b>Safe Drinking Water:</b>  <ul style="list-style-type: none"> <li>• Drinking Water Standards;</li> <li>• Maintenance of Reticulation</li> </ul>	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  <b>2021/2022</b> Achieved - 17.3%*
<b>A Reliable Water Supply:</b>  <ul style="list-style-type: none"> <li>• Response Time;</li> <li>• Unplanned Disruptions</li> </ul>	<b>Urgent Response Times</b> – 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
	<b>Non-urgent Response Times</b> – 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 13 mins
	• Resolution non urgent call-out	5 working days	Achieved 3 days 4 hrs 9 mins
	<b>Unplanned Disruptions</b> - The performance measure target for disruptions.		
	<ul style="list-style-type: none"> <li>• Minor disruptions (between 5 and 50 connections affected)</li> <li>• Major disruptions (more than 50 connections affected)</li> </ul>	< 5 <2	Not Achieved 7 Achieved 0
<b>Demand Management</b>	<b>Water Consumption</b> – The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured*
<b>Customer Satisfaction</b>	<b>Number of complaints</b> – 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
<b>Water Pressure</b>	<b>Water Pressure</b> – 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
<b>NZFS Conditions</b>	<b>Fire Hydrants</b> – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not Yet measured

\*Stratford – 10.8%, Midhirst – 13.9%, Toko – 27% (Persistent leak in the berm of SH43 that went undetected until it grew large enough to be noticeable).

### 3.1.1 Operations

#### Water Treatment

- No water treatment plant issues were experienced during this reporting period.
- Repairs were made to the roofs of the reservoirs at Stratford and Midhirst.

#### Water Reticulation

- Minor leaks were experienced around tobies within Stratford.
- Excessive water use  
An enforcement communication under the Water Supply Bylaw, Clause 21.1 Prevention of waste, was sent to the owner of a commercial business due to ongoing excessive water use. Over an extended period of time the owner and the tenant have been engaged with regarding the noted excessive use of water for the site. Up to approximately 12 m<sup>3</sup> per day was being used at last reading. Investigations by Council and the tenant have determined the cause of the high water use but the issue was not being resolved in a timely manner. Following the written communication, the tenant has engaged a plumber to undertake required works during the month of March which should see the water use return to the expected rate for the type of operations of the site in the next quarter.

### 3.1.2 Capital Works

#### 22/23 Watermain Renewals

Broadway (between Romeo St and Celia St) is programmed for May 2023. Craig Street is likely to be deferred until next financial year.

#### 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.
- Reservoir overflow to backwash pond – This project is on hold while the pasture around the reservoirs establishes after the trunk-main installation.

### 3.1.3 Building Consents, Resource Consents and LIMs

Assessments were made for a total of:

- 9 Building Consent applications;
- 2 Resource Consent application; and
- 10 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
<b>System Adequacy</b>	<b>Dry weather sewerage overflows</b> - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved 0.74
<b>Discharge Compliance</b>	<b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0
	• Convictions.		0
<b>Response and Resolution Times</b>	<b>Sewerage overflows</b> - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hour	Not Achieved 7 hrs 31 mins
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hours	Not Achieved 18hrs 25 mins
<b>Customer satisfaction</b>	<b>Complaints</b> - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Not Achieved
	• Sewage odour		0.38
	• Sewerage system faults		11.8
	• Sewerage system blockages		1.1
<b>Trade Waste Complaints Response times</b>	• Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.	2 working days	Achieved
<b>Trade Waste Consent Processing</b>	• 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.

#### **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, although a high phosphate result was found in the wastewater pond influent; catchment sampling will occur during March to ascertain where the high result originates from.

### 3.2.2 Capital Works - Wastewater Treatment Upgrade

- Algal sampling of the wastewater is ongoing for the Diatomix project.
- Bird scaring operations are ongoing.
- Improved security fencing around the wastewater treatment ponds is still being considered in response to a previous fatal drowning in the wastewater ponds in Gore.

### 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 February:

### 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 February reporting period
- Esk Road facility CCTV camera footage was unavailable for a short time over the period due to a power issue meaning reviewing of data was not possible for billing purposes during that time. This has been resolved.
- One complaint regarding the Esk Road facility being left in an unacceptable state was received during the reporting period. Investigations were unable to confirm the offending operator. Operators will continue to notify Council when they arrive and the pit is not in an acceptable state to enable officers to investigate and potentially charge the offender with a clean-up fee as per our Fees and Charges.

### 3.3.3 Permitted Activities

- An Aged Care facility which was requested to install grease containment device has been inspected to confirm a suitable device has been installed.
- No further outstanding grease trap work remains. The audit of grease management system is scheduled for later this year. This is 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.
- Research continues on how to improve efficiency for monitoring of CCTV data. Early indications are that this could involve an expense which may not be justifiable.
- Water New Zealand online training for the Trade Waste Officer was completed.

- Hazardous Substances Enforcement Training has been scheduled to facilitate Council meeting their obligations under the relevant legislation. At least two officers will be able to be issued warrants for enforcement following successful completion of the training.

### 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
<b>Stormwater system protects property from impacts of flooding.</b>	<b>System adequacy</b>		
	<ul style="list-style-type: none"> <li>• The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>• For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.)</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>• For each flooding event, the number of buildings in the central business zone affected by flooding.</li> </ul>	0	0
<b>Discharge Compliance</b>	<b>Resource Consent Compliance</b> – 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"> <li>• Abatement notices;</li> </ul>		
	<ul style="list-style-type: none"> <li>• Infringement notices;</li> </ul>		
	<ul style="list-style-type: none"> <li>• Enforcement orders; and</li> </ul>		
	<ul style="list-style-type: none"> <li>• Convictions.</li> </ul>		
<b>Response and Resolution Times</b>	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
<b>Customer satisfaction</b>	<b>Complaints</b> - 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%
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

- The Council has approved the new *Vision, Goals and Objectives* for inclusion in the proposed WMMP, to guide the articulation of targets and actions for implementation planning.
- Consultation for the development of the WMMP in collaboration with NPDC and STDC is ongoing. The Stratford-led Hui included meetings with the *Stratford Business Association* (SBA), Construction Contractors hosted by *ITM*; Federated/Young farmers' workshop and the *Stratford Kahui Ako*.
- The Council is awaiting confirmation from Iwi on a suitable date for engagement.
- Applications for the \$25,000 *Waste Levy Contestable Fund* closed 10 March 2023. The *Waste Levy Advisory Group* has been formed to consider these applications and award funds to successful applicants in due course.
- 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 at the MRF

- A new *Bin Auditor* started in March. A trial bin audit has been conducted to train the Auditor. 40 bins were tested, out of which nine were contaminated at a red tag level. Bin audits are expected to continue in earnest, following adequate orientation for the new Auditor.
- A request to the MRF has been made to gain any new results on contamination rates.

#### 3.5.3 Waste Minimisation - Current Initiatives

- The Education Officer is developing resources for schools to incorporate into their *STREAM*<sup>5</sup> 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 second repair café event run with the support of council - this is envisioned to run every two months on the first Saturday of the month, to promote consistency in messaging; and
  - The first *My Walk-in Wardrobe* event will be held in Stratford in mid-April. This event supports the recycling and repurposing of textiles, shoes and fashion items.
- **Bintainers** – Officers are considering the use of '*bintainers*' to replace the recycling station used at events. The proposal is for the Education Officer – Water and Waste to take the station to all school pet/gala days and community events, to increase the messaging and knowledge around

<sup>5</sup> Science, Technology, Robotics, Engineering, Art and Mathematics



the need for uncontaminated and recyclable product streams. New quotes have been obtained for these and re being considered.

- **Online Wananga** - The Education Officer is working with Sustainable Taranaki and South Taranaki/Central Taranaki representatives from Para Kore around the feasibility and planning of community garden option to be initiated sometime in 2023. Avon Primary School, Stratford Community Centre and Stratford High school have applied for funding to set up and run composting and maara kai type events.

3.5.4 **Education Strategy** – To be *workshopped* with elected members in mid to late 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 can be manipulated to 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. 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 **Weekly Recycling Bin Audits** - The monthly recycling audit summary from 1 January 2022 to 31 December 2022 is provided in *Figure 3* – No audits were undertaken in the month of February.

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). Council Officers note that there are several properties with multiple red tags and these are being targeted for positive education. Their bins have been relabelled with up-to-date recycling information



Figure 3: Monthly results for recycling bin audits by EnviroWaste for 2022

#### 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.

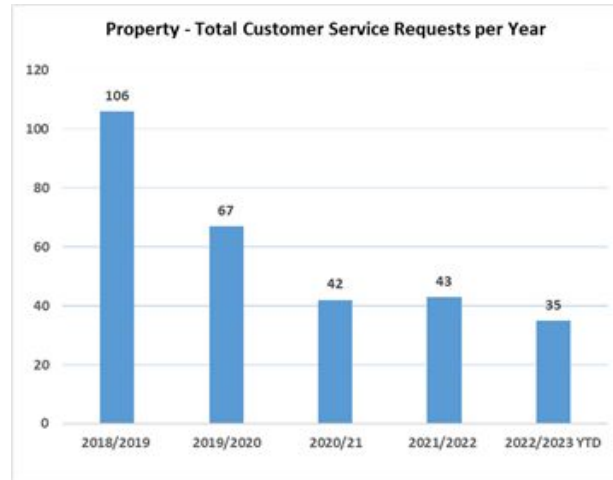


Figure 4: Customer service request history – Property – February 2023

#### Capital Works Programme

Below is a summary of capital projects underway.

- Bell Tower car park reinstatement – Completed late February with parking lines to following in March - Figure 5;
- Transfer Station – Concrete apron was completed in late February (Figure 6);



Figure 5: Progress and completion photos of the War Memorial carpark reinstatement

- TET Multi Sports Stadium Emergency Lighting and Doors Design – Building Consent has been Approved. *Request for Proposal (RFP)* has been developed to be advertised in March.
- Percy Thomson Building Roof replacement – Tender closed only one Tender received. Evaluation in process.

- Seismic Reports due in March include:
  - TET Detailed Seismic Assessment (DSA);
  - War Memorial Centre Strengthening Options; and
  - TSB Pools Initial Seismic Assessment (ISA)



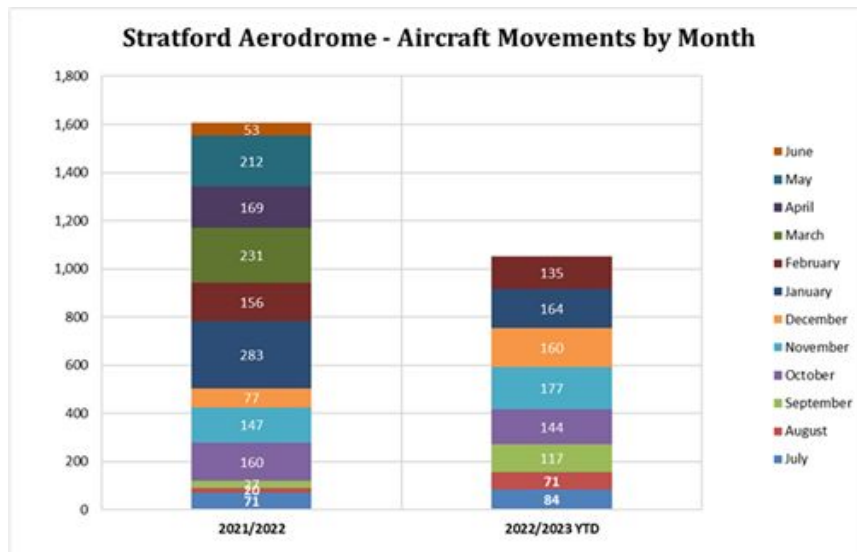
Figure 6: Completion Photo of the concrete apron out the front of the Transfer Station Shed

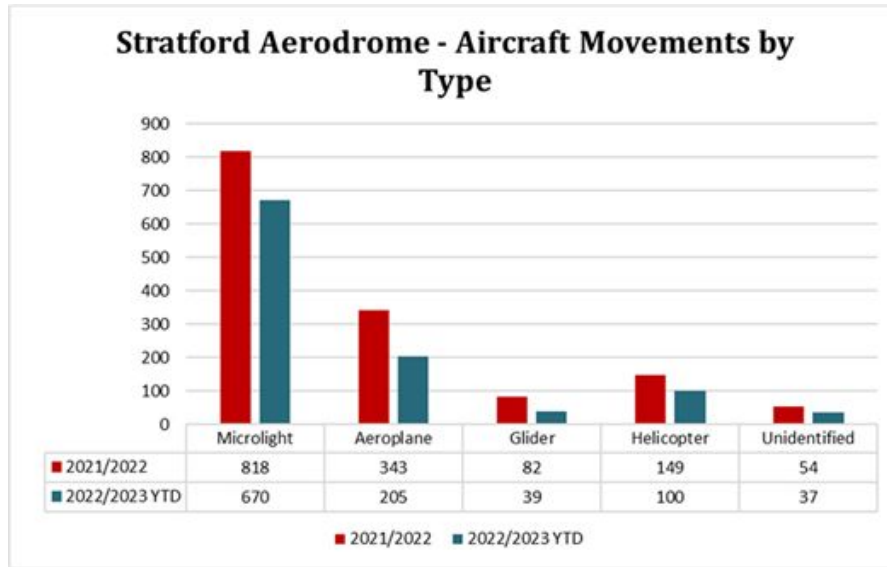
#### 4.1 Aerodrome

A summary of Aerodrome activities include:

- The Aerodrome held its annual opening day on Saturday 4 February. Despite the bad weather, the day was a big success with a significant number of people visiting. The Aerodrome users partook in flying displays, and static displays throughout the day.
- The Aerodrome User Group (AUG) next meeting is on 9 March 2023.
- Civil Aviation Authority are currently investigating a fatality in February involving an Aero Club Member, when his microlight crashed in the neighbouring paddocks of the Council Farm and Aerodrome. Once the investigation has concluded, Council officers will provide the findings to Council.

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.

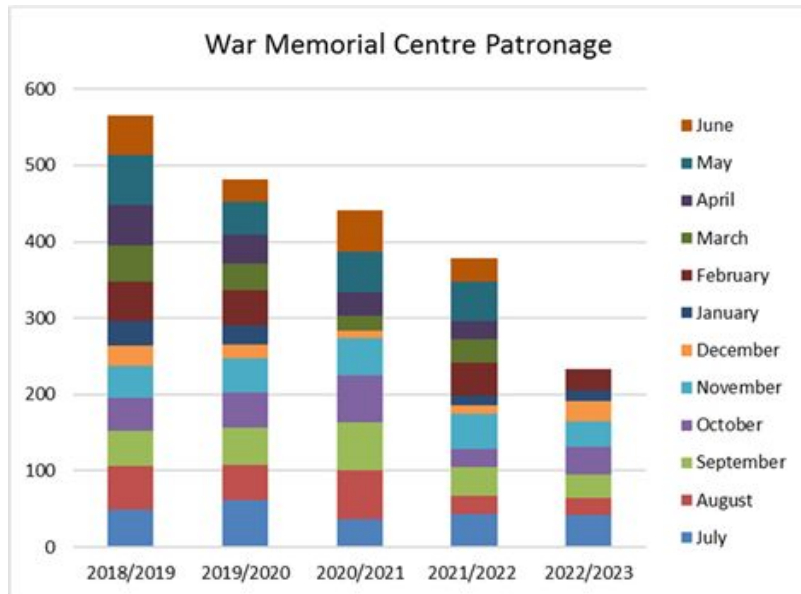
Level of Service	Performance Measure	Target	2022/2023 YTD
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	100%
	Annual booking of War Memorial Centre.	>500	233
	Annual booking of Centennial Restrooms.	>200	173
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

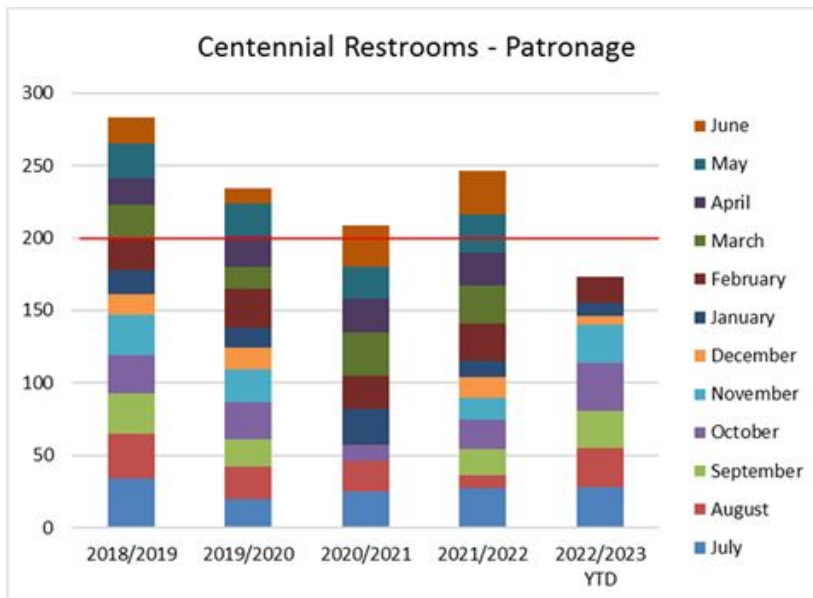
The current occupancy rate for the month of February is 100% and therefore achieves the performance measure of >95 %.

**4.2.2 War Memorial Centre**



10 bookings were cancelled during the month of February.

**4.2.3 Centennial Restrooms**



5 bookings were cancelled during the month of February.

**4.3 Rental and Investment Properties**

The Council's Rental and Investment Properties are:

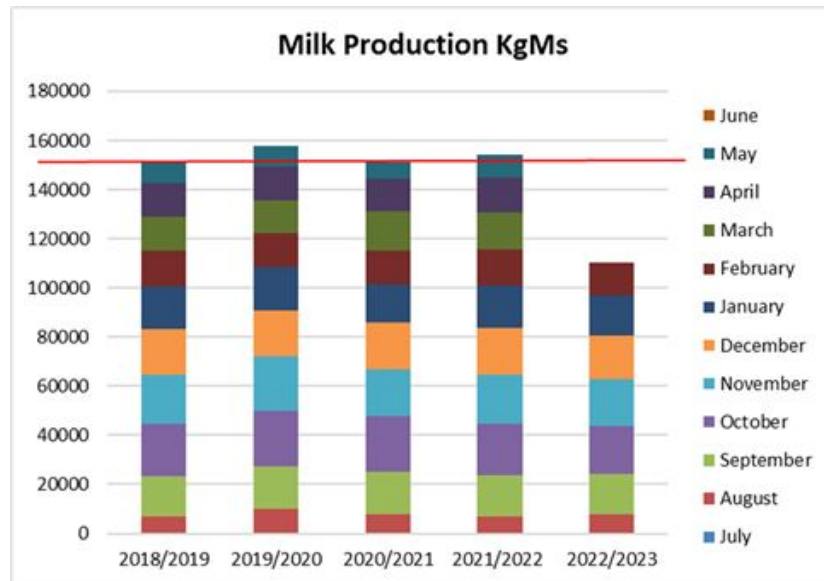
- the Farm;
- the Holiday Park (operated by a third party, with a formal lease on the land); and
- Rental properties (urban and rural land, and commercial properties).

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	1103,302.8Kg
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 February, a total of 13,187.2 KgMS were produced, which brings the overall total production to 110,302.8 KgMS. This is a 4.6% decrease from last season.
- The Tiaki Farm Environment Plan was reviewed in February. Fonterra was impressed with the work which had been undertaken. Fonterra also confirmed that all actions have been completed, most specifically the decommissioning of the silage pit and effluent ponds as these are common high-risk areas on the farms.
- The history of the Farm milk production is shown in the chart below.



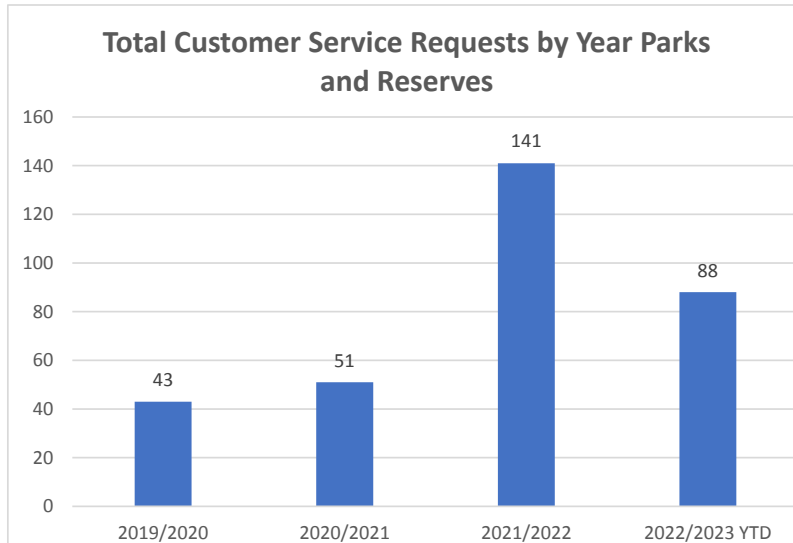
## 5. Parks and Reserves

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	88
	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	25
Structures	9	2	32	10
Sports grounds	3	5	5	5
Playgrounds	1	1	14	6
Cemeteries	5	5	11	8
Street Trees	11	15	24	19
Walkways	11	13	31	15
<b>Total</b>	<b>43</b>	<b>51</b>	<b>141</b>	<b>88</b>

## 6. Capital Projects

Progress updates on some of Council's key projects, as **28 February 2023**.

### 6.1 Wai O Rua Stratford Aquatic Centre

Construction is complete and facility has officially been opened. Minor remedial works are progressing. A scoping meeting with a Landscape Designer is programmed for March 2023 to produce a simple concept design of an outdoor facility at the site (area between the Aquatic Centre and Regan Street).

### 6.2 The Whangamomona walkways

Easements have now been registered against the relevant titles and the Walking Access Commission has formally appointed Council as the Controlling Authority. Signage has been erected and some track tidy up work has completed. Additional gates have been installed by others to improve access to the track. A tidy up of the carpark (spraying and addition of metal) was completed in January 2023. Signage is last item outstanding, which is expected to be installed in April.

### 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 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 – Proposal for *Design & Build* is out for tender. The proposal will close in early March 2023.
- Victoria Park Drainage Project – Contract has been awarded and works will commence in March 2023, following the completion of the cricket season.
- 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.

### 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. 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.

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 a overall network plan is being 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 will be undertaken in March with the three primary schools to help determine needs and barriers to walking and cycling in Stratford. Feedback from these meetings will then feed into the final project.

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
0409-3	Stratford Public Swimming Pool, Page St, Stratford	To discharge from the Stratford Public Swimming Pool into the Patea River on one occasion per year up to a total of 550 cubic metres of swimming pool water to empty the pool for maintenance	Fish and Game NZ, Ngāti Ruanui, Ngāruahine	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.
1337-3	East Road, Toko	To take and use groundwater from a bore in the vicinity of the Toko Stream in the Patea catchment for Toko rural water supply purposes	Ngāti Ruanui, Ngāruahine, Ngāti Maru	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.
6605-1	East Road, Toko	To discharge treated filter backwash water from the Toko Water Treatment Plant into a soak hole adjacent to the Manawawiri Stream	Ngāti Ruanui, Ngāruahine, Ngāti Maru	Iwi feedback received – no issues. 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.

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

Victoria Araba  
**Director - Assets**

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

[Approved by]  
Sven Hanne  
**Chief Executive**

**Date** 21 March 2023

# MONTHLY REPORT

## Community Services Department



F22/55/04-D23/9563

To: Policy and Services Committee  
 From: Director – Community Services  
 Date: 28 March 2023  
 Subject: Community Services Monthly Report – February 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

- Colour in the Park: Sunday 5 March
- Summer Nights (Movies) – 4 February
- Americarna (Stratford stop off) – 24 February
- Summer Nights (Concert) – 25 February
- Visitor Information and Library Services - participation and patron numbers

### 2. Community and Economic Development

**Performance Measures** (*Performance Measures in bold*)

	Target	2022/23 YTD
<b>Deliver or facilitate community events</b>	>5	Achieved - 16
<b>Percentage of residents feeling a sense of community</b>	80%	
<b>Number of client interactions with Venture Taranaki's Business Advisory Services</b>	100%	
<b>Mentor matches made as requested</b>	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)

The Stratford District Youth Council hosted this year's Colour in the Park event in King Edward Park after a 3-year hiatus due to Covid-19. The day was hugely successful and positive feedback was received from participants. Over 150 people participated in the run/walk.

Key highlights;

- Colour In the Park
- Swearing in Ceremony of new members

Upcoming meetings and events:

- SDYC Project Meeting: Tuesday 21 March, 4.30pm
- SDYC Training & Team Building Camp: Te Wera Saturday 1 April, 9.30am – 9.00pm

- SDYC AGM & Ordinary Meeting: 5 April, 4.30pm
- Free School Holiday Movie at TET Kings Theatre: details TBC
- SDYC On the Bus: 19 April

### 2.3 Civic and Community Events

Completed:

- Summer Nights (Movies) – 4 February
- Americarna (Stratford stop off) – 24 February
- Summer Nights (Concert) – 25 February
- Colour in the Park – 5 March
- SDYC Swearing in Ceremony – 7 March

Coming Up:

- Taranaki Funders Forum – 16 March
- Scooter Competition (ZEAL and SDYC partnership) – 18 March
- Positive Ageing Forum – 30 March
- SDYC Camp – 1 April
- SDYC AGM/Ordinary Meeting – 5 April
- 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

	Feb/Mar	YTD
Young People Registered	15	86
Businesses Registered	7	26

##### Employment

	Feb/Mar	YTD
Young people placed into employment	8	35
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	1	4
<b>Total</b>	<b>9</b>	

##### Highlights

Majority of the new registrations have come from visiting local businesses who are advertising vacancies. The MTFJ Library Drop-In sessions each Wednesday are going well with a steady number visiting each month.

##### Points to note from employers:

- Tightening of belts due to recession
- Taking on less staff because of the uncertainty ahead
- One employer stating that since the increase of the minimum wage, he would rather take that \$1.50 increase and add that to his already skilled workers wages and give them more responsibility instead of providing an opportunity for someone who is unskilled or untrained

Points to note from job seekers:

- Increase of part-time employment as appose to full-time
- Job seekers looking for a variety of placement to get a taster of what is on offer amongst the industries prior
- Job seekers registering that are over the age of 50 and unable to receive benefit because their partner is working full-time but they're still not making enough money to survive. There have been four of these since January.

2.4.2 Community Relationships Framework

Stratford Business Association

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

Taranaki Pioneer Village

The committee alongside their consultant have released a survey to gather feedback from the community, previous visitors and current members. Information gathered will assist in shaping the visitor experience going forward. On last count 100 responses were received and a second push amongst the community to increase this is underway.

2.4.3 Stratford Strategies and Town Centre Plans

Stratford 2035 project teams have been established with meetings underway.

The Economic Development Strategy has been placed on hold until after the section 17a reviews are complete to ensure any recommendations and service delivery changes can be incorporated going forward. This includes the District Marketing Strategy that will need to be developed on completion of the Economic Development Strategy.

2.5 **Funding**

2.5.1 Creative Communities Scheme

The next Creative Communities Scheme funding round opens 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 closes on 17 March 2023. 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**

The Positive Ageing Group are changing things up this quarter and will be having their forum at Wai O Rua – Stratford Aquatic Centre. This will showcase what the facility has to offer and will have three free classes for participants to try out that PAG are funding. The intention is to further promote these programmes to assist in increasing new memberships and participant numbers attending classes each week. Participants can either try one or two classes, or all three. Following the final class at 11.30am there will be a light lunch provided. People wishing to attend will have to register as there is a 20-person limit on each class.

- **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.

Upcoming meetings and events:

- Positive Ageing Forum: Thursday 30 March, 10.30-12.30pm
- Positive Ageing Ordinary Meeting: Wednesday 12 April, 10.30am

## 2.7 Stratford Business Association

Memberships	
New	2
Current total	145

Coming up:

- Wednesday 15 March – BA5 – Remedy
- Thursday 30 March – Health and Safety workshop

## 3. Communications

### 3.1 News Media

Four Central Link updates were produced in February. 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 February:







- Summer Nights movies and concert
- Did you know? Series – water conservation
- Job vacancies at the pool
- Important community dates to remember
- SDYC Colour in the Park
- Waste Management and Minimisation Plan feedback
- What you need to know about paying rates
- Waste Levy Fund applications open
- Sport NZ Rural Travel Fund applications
- Census Day
- Construction work at Transfer Station
- Antenno
- SDC Rubbish and Recycling App
- Public notices (Meeting schedule –February, Temporary Road closure – Americarns, Taranaki Car Club Bent Sprint Motorsport Event)

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

- Stratford's Colour in the Park is back!
- Your ideas needed for our Waste Management and Minimisation Plan
- Applications open for new fund to reduce Stratford's landfill waste
- SDC facilities to close on Tuesday 14 February due to weather warnings
- Cyclone Gabrielle: Facilities return to normal
- Council removes greenwaste disposal fees for storm related waste
- Census day coming, Stratford Library is ready to help
- Sport NZ Rural Travel Fund opens to clubs and schools
- Construction work being carried out at Transfer Station

3.2 Digital channels

February snapshot:

Website	Social Media
 <b>5,600</b> ↓800 <b>Users</b>	 <b>45</b> <b>New Facebook followers</b> /stratforddistrictcouncil 4,065 people follow Council's page.
 <b>20,580</b> ↓2,284 <b>Page views</b>	 <b>13,934</b> ↑40.8% <b>People reached</b> The number of people who saw any of Council's posts at least once this month.
 <b>9,013</b> ↓981 <b>Total sessions (visits)</b> A session is the period of time a user is actively engaged with Council's website.	 <b>9</b> <b>New Instagram followers</b> /stratford_nz 1,085 people follow Council's account.

3.3 Official Information Requests

For the 2023 calendar year, Council has received 10 Local Government Official Information and Meetings Act (LGOIMA) requests.

In February the District Mayor requested officers to include the name of requesters within this report. This will commence in April 2023. Officers have added a note to the SDC website and as part of the initial response to requesters, that their name may be publicly released and used for reporting purposes. Requesters are able to ask that their name is not disclosed by contacting our Privacy Officer.

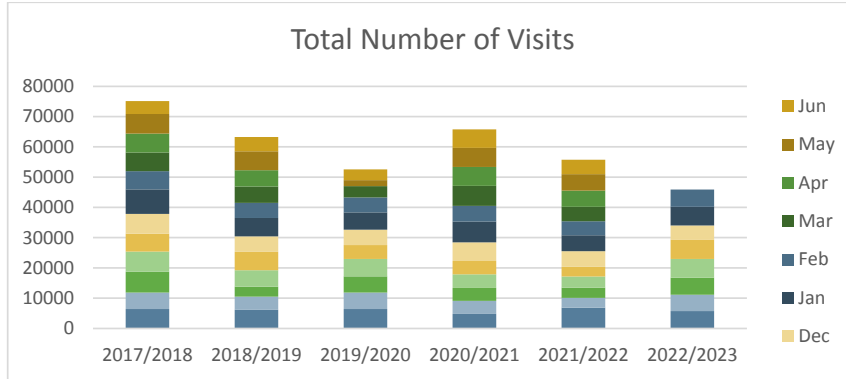
The below table includes the LGOIMA's received for the month of February 2023

Date Received	Query	Due Date	Date Responded	Days to Respond
7/02/2023	Council housing stock	7/03/2023	17/02/2023	8
15/02/2023	CCTV Cameras	15/03/2023	14/03/2023	20
23/02/2023	Swimming pools in the district	23/03/2023	15/03/2023	X




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	5,613
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	41,338
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	1,894



#### Visitors/Users per service

Service	February	Year to date (2022/23)
 Information Services (brochures/maps/ event tickets etc)	<b>551</b> ↑238	<b>2,241</b>
 Vehicle/Driver licensing	<b>703</b> ↓40	<b>5,613</b>
 Programme and Events	<b>178</b> ↓44	<b>1,894</b>

#### Library services - Items Issued

Service	February	Year to date (2022/23)
 In person	<b>4,349</b> ↓493	<b>36,824</b>
 Online	<b>600</b> ↓73	<b>4,514</b>



**Programme/Event Users**

Age group		February	Year to date (2022/23)
<b>65+</b>	Seniors	46 ↑46	181
<b>18+</b>	Adults	65 ↑57	353
<b>13-17</b>	Secondary School	0	0
<b>5-12</b>	Primary School	0 ↓39	735
<b>&lt;5</b>	Pre-School	70 ↑57	450

**4.1 Highlights for February**

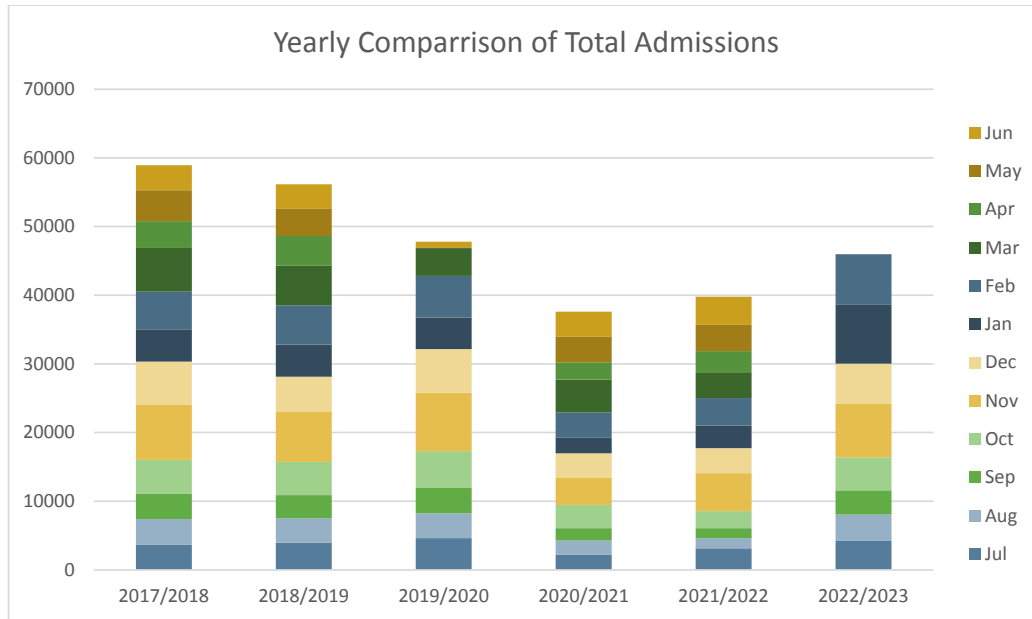
- Normal term time programming resumed, with visits from early childhood centres and schools. Better Digital Futures and Stepping Up digital skills classes resumed and have been well attended. There also continues to be strong demand for Skinny Jump. The Library and Visitor Information Centre has partnered with a new programme for students, Ciena Jump for Students. This fund is for students who don't have a broadband connection at home because cost is a barrier. It is intended to support them to study and learn online. Families on the Ciena Jump for Students fund get a free wireless broadband modem with 210GB of data each month for an entire school year. Schools refer students and they come to the library to be set up with a modem. The Youth and Children's Librarian has visited local schools to make sure they know this is available.
- There has been a sharp increase in the number of domestic and international tourists whose travel plans were disrupted by weather events and the issues with the Cook Strait transport leading to them visiting Taranaki as an alternative or staying in the area longer than they had originally planned.
- The number of groups meeting in the library continues to grow, including regular craft, book and writing groups, as well as the regular drop in Justice of the Peace service desk. APM Workcare, Workbridge and Hawera Budget Advisory are among the organisations using the space to meet with clients.

**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	54
	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 February**

- February saw 7,377 patrons through the facility.
- School groups came and had swim lessons, and safe boating sessions this month
- The new Aquatic Services Team Leader has started in his role.
- The facility hosted an after hours booking for 62 swimmers plus spectators which has led to more bookings from this group.
- Turnball cup was held with 70 swimmers attending.

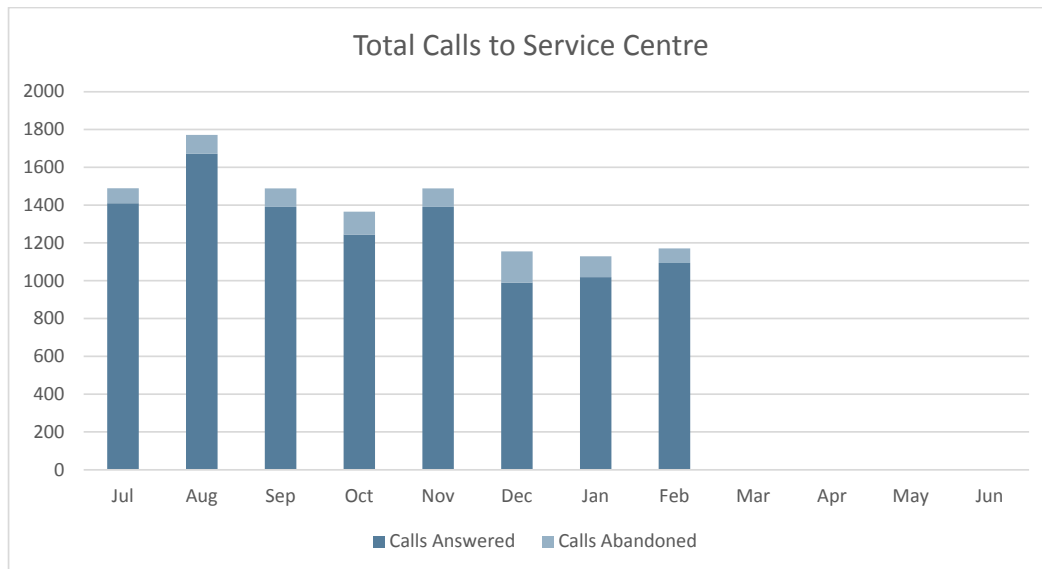


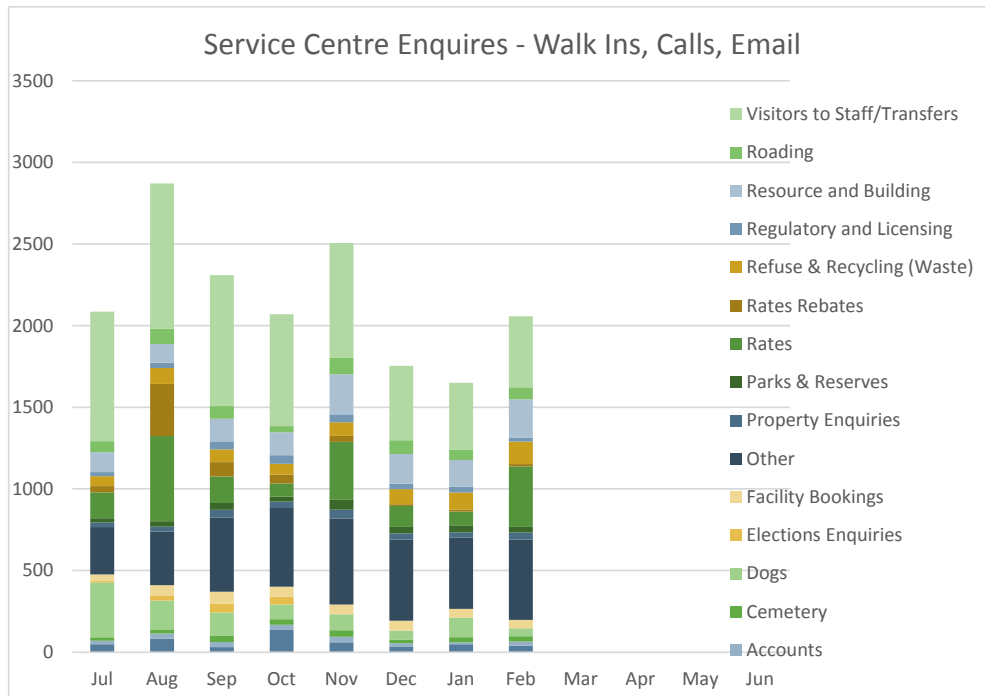
6. **Service Centre**

Third instalment of Rates were due in February with similar counter payments numbers as the second instalment in November. There was an increase in Refuse and Recycling calls, the highest since June last year.

Also, a marked increase of Resource and Building calls received of 209. The highest since March last year which we recorded 250.

Rates, Dogs and Resource are our highest numbers combined emails, phones and counter.





Chade Julie  
Acting Director - Community Services

Sven Hanne  
Chief Executive

Date: 21 March 2023

# MONTHLY REPORT

## Environmental Services Department



F22/55/04– D23/5923

**To:** Policy and Services Committee  
**From:** Director – Environmental Services  
**Date:** 28March 2023  
**Subject:** Environmental Services Monthly Report – February 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

Fifteen applications for building consent were received in February 2023. These included five log fires, one relocated dwelling, two pole sheds, one extension/alteration to a residential dwelling, four new residential buildings, one new septic system and one accessory building (garage). There were also a further four amendments to existing building consents, one Project Information Management (PIM) and two exemptions from requiring building consents.

February is the first month of the year when the construction industry is running at full capacity so it provides the first real indication of the level of activity in the sector. Officers have seen building consents continue at similar numbers to late 2022 but have now started to see a reduction in the number of applications for resource consent. This aligns with anecdotal feedback from Surveyors who are reporting a lower level of inquiries and new jobs. This is not unexpected because we have been seeing significantly more subdivision activity than usual for an extended period now. While the overall level of activity is lower than it has been, we are continuing to receive applications for consent to build new homes and inquiries about subdivision activity. Notably, we are still receiving inquiries about relatively large-scale subdivisions (greater than 10 lots), albeit fewer of them

### 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 has been delayed to allow completion of the Gambling Venues and TAB Venue Policies. The road naming project 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 Feb
<b>Building Consent Authority</b>	
<b>Building Consent Applications</b>	15
<b>Building Consent Amendment Applications</b>	4
<b>Building Consents Issued</b>	11
<b>Building Consent Amendments Issued</b>	4
<b>Inspections completed</b>	110
<b>Code Compliance Certificate Applications</b>	13
<b>Code Compliance Certificates Issued</b>	14
<b>Code Compliance Certificates Refused</b>	2
<b>Number of Building Consents Received in Hard Copy</b>	0
<b>Number of Buildings Consents Received Digitally</b>	15
<b>Building Act Complaints received and responded to</b>	0
<b>Planning</b>	
<b>Land Use Consents Received</b>	3
<b>Land Use Consents Granted</b>	6
<b>Subdivision Consents Received</b>	5
<b>Subdivision Consents Granted</b>	7
<b>223/224 Applications Received</b>	8
<b>223/224 Applications Granted</b>	6
<b>Resource Consent Applications Received in Hard Copy</b>	0
<b>Resource Consent Applications Received in Digital Form</b>	8
<b>Resource Consent Applications Placed on Hold or Returned</b>	1
<b>LIM's Received</b>	10
<b>LIM's Granted</b>	9
<b>Environmental Health</b>	
<b>Registered Premises Inspected for Compliance under the Food or Health Act</b>	8
<b>Health or Food Act Complaints Received and responded to</b>	0
<b>Licensed Premises Inspected for Compliance under the Sale &amp; Supply of Alcohol Act.</b>	3
<b>Certificates and Licence Applications received under the Sale and Supply of Alcohol Act</b>	5
<b>Bylaw Complaints Received and responded to</b>	22
<b>Dog Complaints Received and responded to</b>	19

#### 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%	<b>February</b> 17 of the 17 (100%), applications granted were granted within 20 working days. 3.41 average processing days.
	Percentage of inspection requests completed within 24 hours of request.	100%	<b>February</b> 107 of the 110 (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%	<b>February</b> 14 of the 14 (100%) CCC's issued were issued within 20 working days. 4.4 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 February 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 February 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
<b>A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:</b>	Nil
<b>The departure of the building consent authority’s authorised representative or responsible manager:</b>	Nil
<b>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:</b>	Nil
<b>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:</b>	Nil
<b>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:</b>	Nil
<b>A material amendment to the building consent authority’s policies, procedures, or systems required by these regulations.</b>	Nil

**5.1.4 Training needs analysis**

One Building Control Officer has undertaken the first block course of the final year of his programme of study towards a New Zealand Diploma in Building Surveying. The block course related to Dispute Resolution and Enforcement. The second block course is scheduled for March and relates to Building Act Statutory Requirements.

**5.1.5 Internal audit/external audit timetable**

During February no internal audits were scheduled by the Quality Manager.

**5.2 Territorial Authority**

**5.2.1 Compliance Schedules/Building Warrants of Fitness**

Three existing Compliance Schedules were amended in February 2023.

No notifications were issued for Warrant of Fitness renewal.

**5.2.2 Swimming Pools**

Inspections and re-inspections have been continued to be undertaken during February. Of the 118 pools on our register, 89 have been inspected to date. We 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 February 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 February 2023.

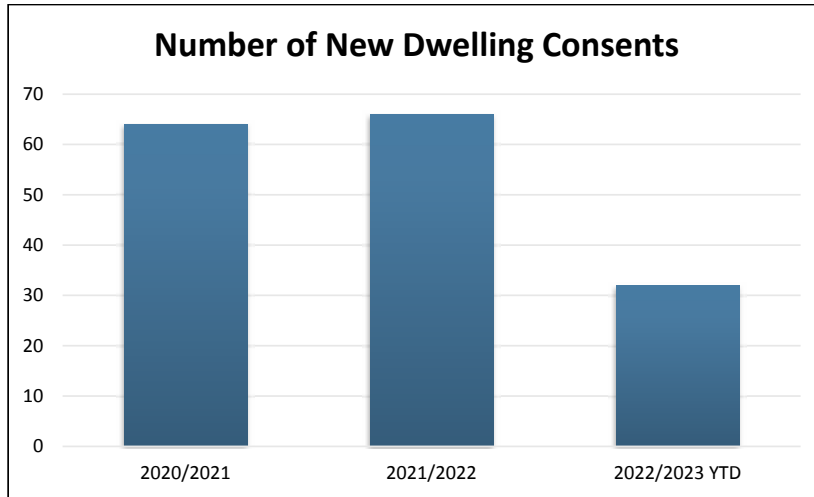
**5.3 Trends Analysis**

**5.3.1 Consents applied for by type:**

Type	Feb 2023	Feb 2022	2022/2023 Year to Date	2021/2022 Whole Year
<b>New Dwellings</b>	4	6	32	66
<b>Relocated dwellings</b>	1	1	9	9
<b>Relocated buildings other than dwellings</b>	0	0	0	0
<b>Fires</b>	5	8	27	83
<b>Pole sheds/accessory buildings</b>	3	7	14	50
<b>Additions/alterations – residential</b>	1	0	8	22
<b>New Commercial buildings</b>	0	0	4	10
<b>Additions/alterations – commercial</b>	0	3	8	14
<b>Other/miscellaneous</b>	1	2	5	15
<b>Total/s</b>	<b>15</b>	<b>27</b>	<b>107</b>	<b>269</b>

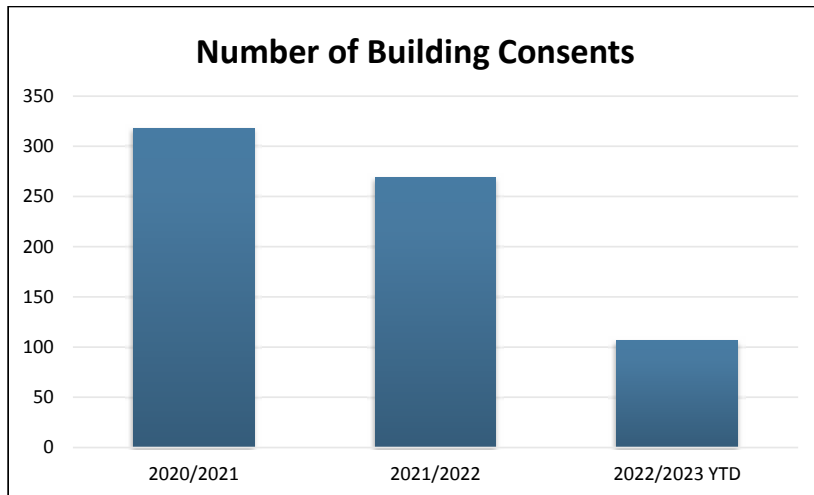


**New House indicator by year**



Year	New Dwellings
2020/2021	64
2021/2022	66
2022/2023 YTD	32

**Consent numbers by year**



Year	Building Consents
2020/2021	318
2021/2022	281
2022/2023 YTD	107



Blair Sutherland  
**Director - Environmental Services**



[Approved]  
Sven Hanne  
**Chief Executive**

**Date:** 21 March 2023

# MONTHLY REPORT

## Corporate Services Department



F22/55/04 – D23/10346

To: Policy and Services Committee  
 From: Director – Corporate Services  
 Date: 28 March 2023  
 Subject: Corporate Services Monthly Report – February 2023

### Recommendation

THAT the report be received.

\_\_\_\_\_/\_\_\_\_\_  
 Moved/Seconded

## 1. Financial Management

Reports attached, as at 28 February 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 February 2023 YTD

#### Revenue

Total Revenue is \$4,012,013 over budget, at **\$20,642,655** for the year to date. Total Operating Revenue (excluding extraordinary revenue) is over budget by \$1,664,478, at **\$18,295,290**.

- The Waka Kotahi subsidy (Roading) is over by \$827,930 due to increased emergency reinstatement works in the rural roading network due to weather events, resulting in Council's share of funding being brought forward to match expenditure.
- Other Direct Activity revenue is over budget by \$573,551, largely due to operational grant funding, i.e. the Mayor's Taskforce for Jobs (allocated to the Community Services Activity) which wasn't budgeted for, and funding from the Taranaki Electricity Trust towards events, library, and economic development initiatives – also unbudgeted for.
- Revenue from the Pool, Cemeteries, Farm, and Solid Waste activities is also significantly up against budget.

#### Expenditure

Total Expenditure is \$1,323,778 over budget, at **\$15,766,029** for the year to date. Direct Operating Expenditure is over budget by \$1,168,369.

- The Swimming Pool is over budget by \$439,794 (excluding depreciation and interest), due to increased operational costs associated with the new pool that were unanticipated. The staffing budget for the year has already been exceeded. The insurance cost of \$49,772 is double the budget. Expenditure on items such as staff clothing/uniforms and pool equipment is already more than double the annual budget. The annual budget for energy costs at \$93,801, is much less than the reforecasted annual total expenditure based on updated actuals, which is likely to be around \$340,000. The annual expenditure budget for the pool is forecast to be exceeded by approximately \$800,000 (excluding depreciation and interest variances). Some of this will be offset by increased revenue (YTD revenue over budget by \$74,944).

- As mentioned previously, expenditure on emergency reinstatement works for Roothing is over budget, resulting in Roothing expenditure being over budget by \$498,328. However, Waka Kotahi has 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.
- Expenditure for Parks and Reserves (increased repairs and maintenance), and Resource Consents (consultants expenditure) activities are also over budget.

The above increase in costs to maintain existing levels of service has been reflected in the preparation of the draft *Annual Plan 2023/24*, which, at the time of writing this report is showing a total rates requirement compared to the Long Term Plan, and previous year as per below (increase of 10.67%):

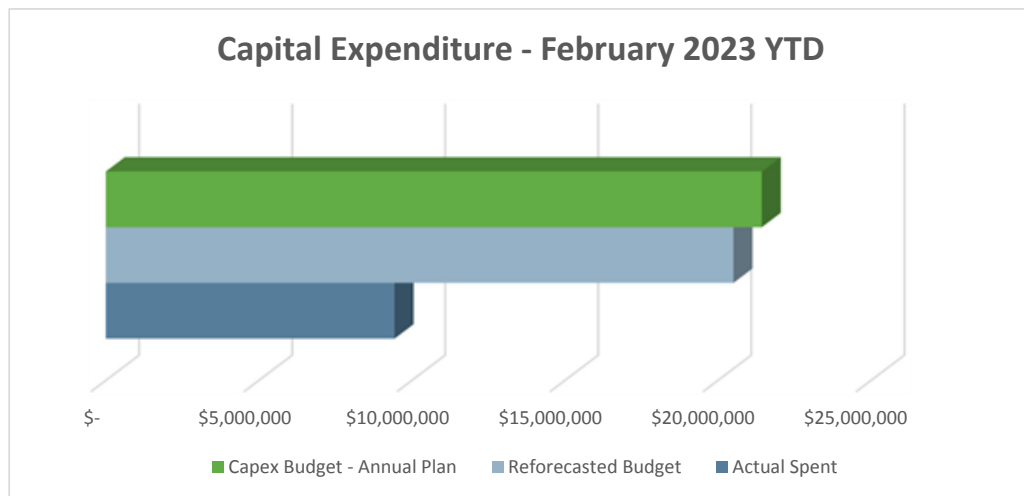
	AP 2022/23	LTP 2023/24	AP 2023/24
Rates	\$14,845,000	\$15,443,000	\$16,428,716

## 1.2 Capital Expenditure Report

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

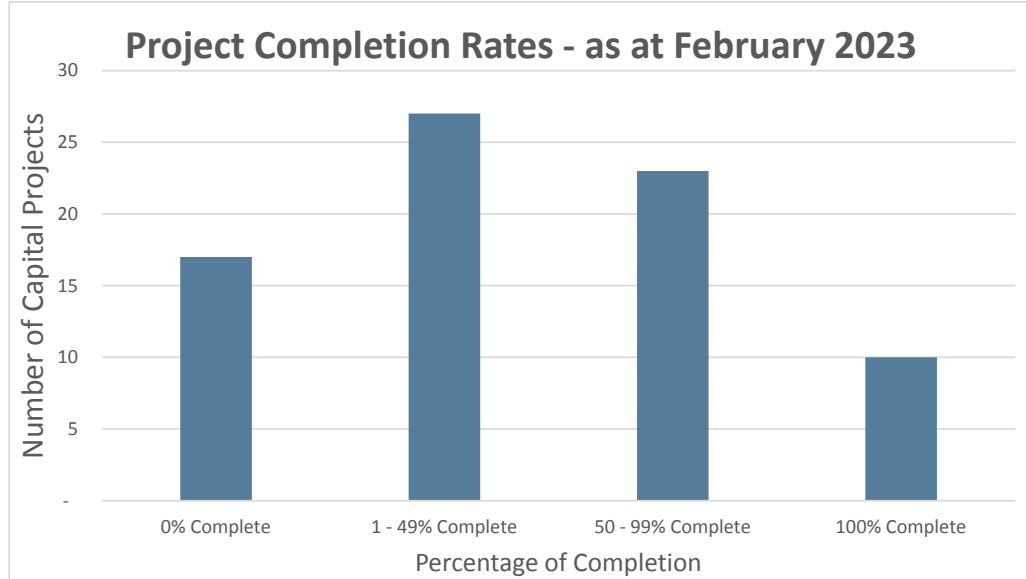
- \$7,000,239 is for replacing existing assets,
- \$12,213,873 is for new assets or improving existing assets, and
- \$2,218,975 is to cater for district growth.

Total actual capital expenditure for the year to date, is \$9,434,844, or 46% of the total budget.



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). As a number of projects have not yet started or are only at the early stages, it is unlikely that the capital programme will be completed by year end.

Refer to the capital expenditure report for a status update on each individual capital project.



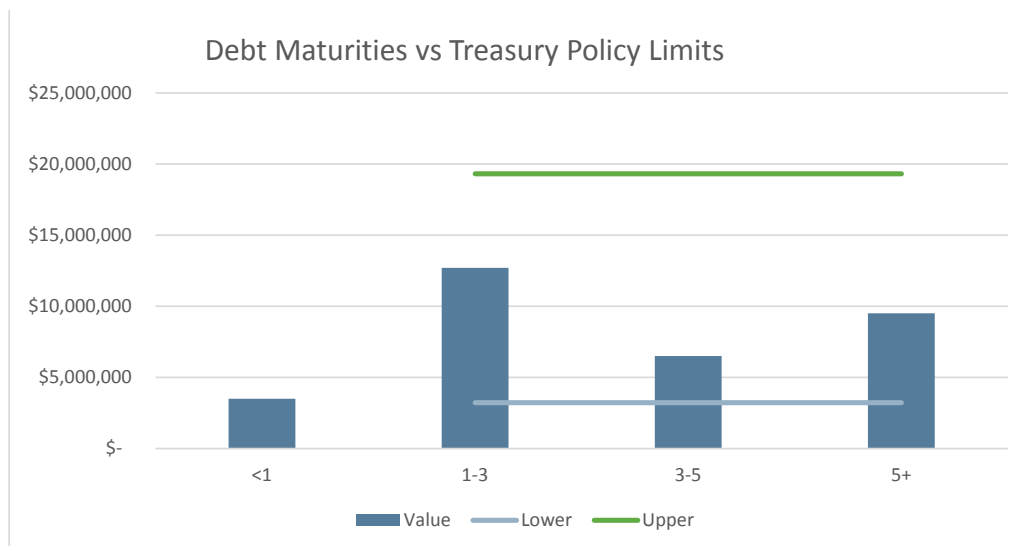
### 1.3 Treasury Management

Gross Council debt as at 28 February 2023 was \$32,200,000. Net debt is \$20,020,000 after netting off financial investments comprising of \$5,000,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

Cash requirements in recent months has required the maturing deposits to be retained as cash on hand. In March, the term deposits have increased to \$6,000,000.

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.

The graph below shows that \$3,500,000 of debt will need to be refinanced within the next 12 months. It is also likely, from the cashflow forecast, that a further \$3,000,000 will be required within the next 12 months.



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 reserves<sup>1</sup>, 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 14<sup>th</sup> March 2023 are:

- 1 year 5.60%
- 5 years 5.29%
- 10 years 5.41%

The current weighted average interest rate across all Council debt is currently 2.90%.

	<b>Actual</b>	<b>Policy</b>
Actual Fixed Debt	92%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	23%	10-60%
Fixed 3-5 years	32%	10-60%
Fixed >5 years	26%	5-60%
Debt Matures 1-3 years	23%	10-60%
Debt Matures 3-5 years	32%	10-60%
Debt Matures > 5 years	26%	10-60%
Debt Servicing to Revenue Ratio	3%	<10%
Net Debt to Revenue Ratio	76%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 2,026	<\$3,000
Net Debt per Ratepayer	\$ 4,062	N/A
Maximum Investment with Counterparty	\$ 7,000,000	N/A

## 2.0 Revenue Collection

### 2.1 Rates

*Rates Arrears (owing from 2021/22 year and earlier) \$50,669*

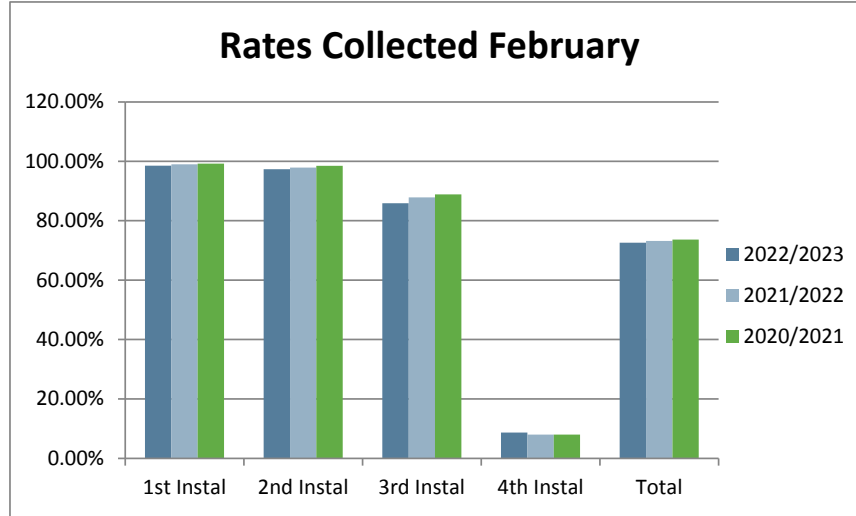
As at 28 February 2023, 85% of rates in arrears have been collected since 1 July 2022 (2021: 85%).

*Current Year Rates*

As at 28 February 2023, 73% of rates had been collected (2022: 73%).

Rates revenue (excluding water consumption) for the year to date is \$10,880,419, compared to budgeted rates revenue of \$10,770,000 – an increase of \$110,419. The increase is due to the shift in assumptions for capital values and rating units at the time the rates were set (March/April 2022) to when the rates were finalised for invoicing in July 2022.

<sup>1</sup> 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.



## 2.2 Outstanding Debtors

Of the total debtors outstanding as at 28 February 2023 of \$2,077,900, 8%, or \$157,084, was overdue. Total infringements are all overdue at \$50,568 and includes overdue dog infringements (75% of the total) and historical parking fines all now with the Ministry of Justice for collection, as per legislation.

## 3.0 Information Technology and Records

### Information Technology Update

- The recent tender of seven iPhones, one Android Phone and two Laptops resulted in \$642 sales revenue. Two iPhones and one Android phone went unsold and may be added to a future tender.
- User Acceptance Testing of the new Azure environment is underway, with 50 issues reported (many duplicate problems) and nine resolved. Many of the issues centre around Microsoft Outlook and Content Manager, and Civica have deployed dedicated resources this week to resolve these issues. Go Live date is scheduled for the end of March; however, this is on hold until the problems are fixed.
- IT is investigating cloud solutions for Audio, Video (AV), and Telephony. This will form a solution for the current Council Chamber and meeting rooms. There are several challenges with the current system and meeting rooms, as replacement microphones are no longer available for purchase, and the existing room design does not appear suitable for acoustics. Therefore, resolving the room acoustics will be just as important as the new AV technology that gets implemented.

### Records Management Update

- An additional 43 property files have been digitized in the last month. About 300 property files remain to be digitized.
- The cataloguing of artworks and photographs has uncovered some early colour footage and slides of historical events within Stratford.
- The review of Content Manager structure has covered Planning, Wai o Rua and Parks and Property this month.

A handwritten signature in black ink that reads "Radich". The signature is written in a cursive style with a large initial 'R'.

Tiffany Radich  
**Director, Corporate Services**

A handwritten signature in blue ink that reads "Sven". The signature is written in a cursive style with a large initial 'S'.

Approved By:  
Sven Hanne  
**Chief Executive**

**Date:** 21 March 2023



## Statement of Comprehensive Revenue and Expense

For the Year to Date - February 2023

	February '23 Actual YTD	February '23 Budget YTD	Variance YTD	Total Budget 2022/23	February '22 Actual YTD
<b>Operating Revenue</b>					
Finance Revenue	\$225,959	\$154,667	\$71,292	\$232,000	\$122,637
Waka Kotahi NZTA Rooding Subsidy	\$4,208,597	\$3,380,667	\$827,930	\$5,071,000	\$3,291,770
Rates Revenue - excl water consumption rate	\$10,880,419	\$10,770,000	\$110,419	\$14,360,000	\$10,319,302
Water Supply - Consumption Charge	\$226,657	\$242,500	(\$15,843)	\$485,000	\$206,492
Sundry Revenue	\$38,032	\$35,933	\$2,099	\$53,000	\$38,802
Farm Milk Proceeds	\$407,697	\$312,667	\$95,030	\$469,000	\$435,039
Other Direct Activity Operating Revenue	\$2,307,759	\$1,734,208	\$573,551	\$2,332,000	\$1,732,682
<b>Total Operating Revenue</b>	<b>\$18,295,120</b>	<b>\$16,630,642</b>	<b>\$1,664,478</b>	<b>\$23,002,000</b>	<b>\$16,146,724</b>
<b>Extraordinary Revenue</b>					
Grant Funding - Capital Other	\$2,241,406	\$0	\$2,241,406	\$3,450,000	\$4,789,076
Financial Contributions	\$72,065	\$0	\$72,065	\$0	\$206,603
Other Revenue	\$21,836	\$0	\$21,836	\$0	\$48,178
Dividends	\$12,228	\$0	\$12,228	\$19,840	\$12,488
<b>Total Extraordinary Revenue</b>	<b>\$2,347,535</b>	<b>\$0</b>	<b>\$2,347,535</b>	<b>\$3,469,840</b>	<b>\$5,056,345</b>
<b>Total Revenue</b>	<b>\$20,642,655</b>	<b>\$16,630,642</b>	<b>\$4,012,013</b>	<b>\$26,471,840</b>	<b>\$21,203,069</b>
<b>Operating Expenditure</b>					
Personnel Costs	\$3,537,402	\$3,217,308	(\$320,094)	\$4,780,000	\$3,164,579
Other Direct Operating Costs	\$8,013,218	\$7,164,944	(\$848,274)	\$10,562,400	\$7,125,827
<b>Total Operating Expenditure</b>	<b>\$11,550,620</b>	<b>\$10,382,251</b>	<b>(\$1,168,369)</b>	<b>\$15,342,400</b>	<b>\$10,290,406</b>
<b>Other Operating Expenditure</b>					
Loss (gain) on disposal of assets	\$0	\$0	\$0	\$0	\$699
Depreciation	\$3,597,206	\$3,570,000	(\$27,206)	\$5,355,000	\$3,454,355
Finance Costs	\$604,395	\$490,000	(\$114,395)	\$735,000	\$320,875
Sundry Expenditure	\$13,808	\$0	(\$13,808)	\$0	\$18,556
<b>Total Other Expenditure</b>	<b>\$4,215,409</b>	<b>\$4,060,000</b>	<b>(\$155,409)</b>	<b>\$6,090,000</b>	<b>\$3,794,485</b>
<b>Total Expenditure</b>	<b>\$15,766,029</b>	<b>\$14,442,251</b>	<b>(\$1,323,778)</b>	<b>\$21,432,400</b>	<b>\$14,084,891</b>
<b>Net Surplus (Deficit)</b>	<b>\$4,876,626</b>	<b>\$2,188,390</b>	<b>\$2,688,236</b>	<b>\$5,039,440</b>	<b>\$7,118,178</b>
<b>Other Comprehensive Revenue and Expense</b>					
Gain/(Loss) on Infrastructure Revaluation	\$0	\$0	\$0	\$1,341,000	\$0
<b>Total Other Comprehensive Revenue and Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,341,000</b>	<b>\$0</b>
<b>TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR</b>	<b>\$4,876,626</b>	<b>\$2,188,390</b>	<b>\$2,688,236</b>	<b>\$6,380,440</b>	<b>\$7,118,178</b>
<b>Capital Revenue/Expenditure is made up of:</b>					
NZTA Funding for Rooding capital projects	\$2,512,172	\$2,159,122			
Community Grants and Donations	\$2,241,406	\$0			
	<u>\$4,753,578</u>	<u>\$2,159,122</u>			
<b>Adjusted Net Surplus/(Deficit)*</b>	<b>\$123,048</b>	<b>\$29,268</b>	<b>\$93,780</b>		

\*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 28 February 2023

	February '23 Actual YTD	February '22 Actual YTD
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Cash Equivalents	\$2,824,757	\$2,412,964
Short Term Deposits	\$5,000,000	\$6,000,000
Receivables	\$2,077,900	\$1,680,094
Prepayments	\$0	\$9,661
LGFA Borrower Notes	\$40,000	\$32,000
<b>Current Assets Total</b>	<b>\$9,942,657</b>	<b>\$10,134,719</b>
<b>Non-Current Assets</b>		
<b>Investment in Other Financial Assets</b>		
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	\$17,583,629	\$21,852,741
Property, Plant & Equipment / Intangibles	\$436,700,023	\$392,321,758
<b>Non-Current Assets Total</b>	<b>\$462,685,810</b>	<b>\$422,451,184</b>
<b>Assets Total</b>	<b>\$472,628,467</b>	<b>\$432,585,903</b>
<b>Liabilities &amp; Equity</b>		
<b>Equity</b>		
Renewal Reserves	\$5,113,126	\$4,509,727
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,638,268	\$1,458,243
Restricted Reserves	\$1,223,939	\$992,740
Targeted Rate Reserves	\$367,042	\$854,562
Asset Revaluation Reserves	\$226,366,136	\$199,752,785
Retained Earnings	\$200,792,271	\$196,017,141
<b>Equity Total</b>	<b>\$436,005,282</b>	<b>\$404,089,698</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Borrowings (maturing less than one year)	\$14,500,000	\$2,000,000
Provision for Landfill Aftercare	\$6,902	\$6,766
Employee Entitlements	\$281,909	\$243,298
Payables and Deferred Revenue	\$4,121,516	\$6,027,706
<b>Non-Current Liabilities</b>		
Borrowings	\$17,700,000	\$20,200,000
Provision for Landfill Aftercare	\$12,858	\$18,435
<b>Liabilities Total</b>	<b>\$36,623,185</b>	<b>\$28,496,205</b>
<b>Liabilities &amp; Equity Total</b>	<b>\$472,628,467</b>	<b>\$432,585,903</b>

## Expenditure and Revenue by Activity

For the Year to Date - February 2023

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

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

	February '23 Actual YTD	February '23 Budget YTD	Variance YTD	Total Budget 2022/23	February '22 Actual YTD
<b><u>Recreation and Facilities</u></b>					
<b>Aerodrome</b>					
Expenditure	\$70,664	\$64,456	(\$6,208)	\$96,000	\$66,374
Revenue	\$17,939	\$18,000	(\$61)	\$27,000	\$18,947
Net cost of activity	\$52,725	\$46,456	(\$6,269)	\$69,000	\$47,427
<b>Civic Amenities</b>					
Expenditure	\$368,816	\$360,919	(\$7,897)	\$518,000	\$255,810
Revenue	\$42,168	\$34,667	\$7,501	\$52,000	\$38,852
Net cost of activity	\$326,648	\$326,253	(\$395)	\$466,000	\$216,958
<b>Pensioner Housing</b>					
Expenditure	\$86,763	\$76,732	(\$10,031)	\$110,000	\$58,382
Revenue	\$42,752	\$52,667	(\$9,915)	\$79,000	\$47,649
Net cost of activity	\$44,011	\$24,066	(\$19,945)	\$31,000	\$10,733
<b>Library</b>					
Expenditure	\$437,374	\$395,033	(\$42,341)	\$589,000	\$413,528
Revenue	\$22,325	\$9,333	\$12,992	\$14,000	\$59,318
Net cost of activity	\$415,049	\$385,699	(\$29,350)	\$575,000	\$354,210
<b>Parks and Reserves</b>					
Expenditure	\$483,192	\$441,191	(\$42,001)	\$655,000	\$435,222
Revenue	\$5,557	\$6,000	(\$443)	\$9,000	\$5,117
Net cost of activity	\$477,635	\$435,191	(\$42,444)	\$646,000	\$430,105
<b>Cemeteries</b>					
Expenditure	\$136,745	\$120,209	(\$16,536)	\$180,000	\$114,607
Revenue	\$94,878	\$69,333	\$25,545	\$104,000	\$83,462
Net cost of activity	\$41,867	\$50,876	\$9,009	\$76,000	\$31,145
<b>Swimming Pool</b>					
Expenditure	\$1,108,123	\$668,329	(\$439,794)	\$989,000	\$672,656
Revenue	\$235,800	\$160,667	\$75,133	\$241,000	\$111,423
Net cost of activity	\$872,323	\$507,662	(\$364,661)	\$748,000	\$561,233
<b><u>Democracy and Corporate Support</u></b>					
Expenditure	\$843,373	\$830,532	(\$12,841)	\$1,243,000	\$763,019
Revenue	\$203,880	\$106,767	\$97,113	\$138,000	\$122,731
Net cost of activity	\$639,493	\$723,765	\$84,272	\$1,105,000	\$640,288
<b><u>Community Services</u></b>					
<b>Community Development</b>					

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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*

	February '23 Actual YTD	February '23 Budget YTD	Variance YTD	Total Budget 2022/23	February '22 Actual YTD
Expenditure	\$429,586	\$264,667	(\$164,919)	\$437,000	\$313,534
Revenue	\$327,342	\$22,667	\$304,675	\$34,000	\$57,699
Net cost of activity	\$102,244	\$242,000	\$139,756	\$403,000	\$255,835
<b>Economic Development</b>					
Expenditure	\$373,200	\$399,266	\$26,066	\$598,000	\$374,364
Revenue	\$88,404	\$0	\$88,404	\$0	\$0
Net cost of activity	\$284,796	\$399,266	\$114,470	\$598,000	\$374,364
<b>Information Centre</b>					
Expenditure	\$139,753	\$189,466	\$49,713	\$283,000	\$146,635
Revenue	\$47,030	\$26,000	\$21,030	\$39,000	\$32,171
Net cost of activity	\$92,723	\$163,466	\$70,743	\$244,000	\$114,464
<b>Rental Properties</b>					
Expenditure	\$32,469	\$36,376	\$3,907	\$52,000	\$33,743
Revenue	\$22,607	\$24,000	(\$1,393)	\$36,000	\$20,253
Net cost of activity	\$9,862	\$12,376	\$2,514	\$16,000	\$13,490
<b>Farm</b>					
Expenditure	\$266,966	\$199,909	(\$67,057)	\$295,000	\$209,847
Revenue	\$407,697	\$312,667	\$95,030	\$469,000	\$435,039
Net cost of activity	-\$140,731	-\$112,757	\$27,974	-\$174,000	-\$225,192
<b>Holiday Park</b>					
Expenditure	\$1,606	\$1,333	(\$273)	\$2,000	\$1,148
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$1,606	\$1,333	(\$273)	-\$1,000	\$1,148
<b>Environmental Services</b>					
<b>Building Control</b>					
Expenditure	\$598,582	\$663,895	\$65,313	\$994,000	\$653,041
Revenue	\$307,110	\$288,667	\$18,443	\$433,000	\$266,489
Net cost of activity	\$291,472	\$375,229	\$83,757	\$561,000	\$386,552
<b>District Plan</b>					
Expenditure	\$133,779	\$138,667	\$4,888	\$208,000	\$96,521
Net cost of activity	\$133,779	\$138,667	\$4,888	\$208,000	\$96,521
<b>Resource Consents</b>					
Expenditure	\$215,555	\$160,400	(\$55,155)	\$240,000	\$136,314
Revenue	\$87,413	\$80,667	\$6,746	\$121,000	\$64,184
Net cost of activity	\$128,142	\$79,733	(\$48,409)	\$119,000	\$72,130
<b>Food and Health</b>					
Expenditure	\$129,337	\$110,867	(\$18,470)	\$166,000	\$110,796
Revenue	\$25,842	\$15,500	\$10,342	\$31,000	\$24,001
Net cost of activity	\$103,495	\$95,367	(\$8,128)	\$135,000	\$86,795

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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*

	February '23 Actual YTD	February '23 Budget YTD	Variance YTD	Total Budget 2022/23	February '22 Actual YTD
<b>Alcohol Licensing</b>					
Expenditure	\$90,730	\$72,867	(\$17,863)	\$109,000	\$72,026
Revenue	\$17,754	\$22,667	(\$4,913)	\$34,000	\$23,390
Net cost of activity	\$72,976	\$50,200	(\$22,776)	\$75,000	\$48,636
<b>Parking and Other Bylaws</b>					
Expenditure	\$88,463	\$94,667	\$6,204	\$142,000	\$95,138
Revenue	-\$3,749	\$667	(\$4,416)	\$1,000	\$695
Net cost of activity	\$92,212	\$94,000	\$1,788	\$141,000	\$94,443
<b>Animal Control</b>					
Expenditure	\$134,751	\$136,667	\$1,916	\$205,000	\$130,719
Revenue	\$130,549	\$135,875	(\$5,326)	\$145,000	\$139,175
Net cost of activity	\$4,202	\$792	(\$3,410)	\$60,000	-\$8,456
<b>Civil Defence</b>					
Expenditure	\$205,886	\$228,000	\$22,114	\$342,000	\$267,780
Net cost of activity	\$205,886	\$228,000	\$22,114	\$342,000	\$267,780
<b>Assets</b>					
<b>Roading</b>					
Expenditure	\$3,177,571	\$2,679,333	(\$498,238)	\$3,824,000	\$2,862,907
Revenue	\$4,698,000	\$3,948,000	\$750,000	\$5,722,000	\$3,802,302
Net cost of activity	-\$1,520,429	-\$1,268,667	\$251,762	-\$1,898,000	-\$939,395
<b>Stormwater</b>					
Expenditure	\$132,782	\$121,333	(\$11,449)	\$182,000	\$144,014
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$132,782	\$121,333	(\$11,449)	\$182,000	\$144,014
<b>Wastewater (Sewerage)</b>					
Expenditure	\$412,348	\$440,000	\$27,652	\$660,000	\$385,270
Revenue	\$22,894	\$50,000	(\$27,106)	\$75,000	\$42,489
Net cost of activity	\$389,454	\$390,000	\$546	\$585,000	\$342,781
<b>Solid Waste</b>					
Expenditure	\$667,218	\$663,131	(\$4,087)	\$1,000,000	\$628,417
Revenue	\$117,893	\$78,667	\$39,226	\$118,000	\$102,907
Net cost of activity	\$549,325	\$584,464	\$35,139	\$882,000	\$525,510
<b>Water Supply</b>					
Expenditure	\$784,988	\$824,006	\$39,018	\$1,224,000	\$801,012
Revenue	\$226,657	\$242,500	(\$15,843)	\$485,000	\$206,492
Net cost of activity	\$558,331	\$581,506	\$23,175	\$739,000	\$594,520
<b>Total Activity Expenditure</b>	\$11,550,620	\$10,382,251	(\$1,168,369)	\$15,343,000	\$10,242,824
<b>Total Activity Revenue</b>	\$7,188,742	\$5,705,975	\$1,482,767	\$8,410,000	\$5,704,785
<b>Net Cost of Activities</b>	\$4,361,878	\$4,676,276	\$314,398	\$6,933,000	\$4,538,039

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**CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 28 FEBRUARY 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
<b>GROWTH - to meet additional demand</b>										
Economy	Proposed Council subdivision	1,025,000	1,193,975	2,218,975	1,606,349	2,218,975	0	5%	By 30 June 2023	Agreements for sale and purchase have been executed, and council approved the purchase. The required boundary adjustment has been completed, and partial settlement as per the contract (\$1.6m) has been made. The balance (\$535,000) to be paid on issue of new titles, anticipated to be April 2023.
Parks and Reserves - Cemetery	Additional land purchase	0	0	0	510,119	510,119	(510,119)	100%	Complete	The additional land purchase has been funded from the asset sales proceeds reserve.
<b>Total Growth Expenditure</b>		<b>1,025,000</b>	<b>1,193,975</b>	<b>2,218,975</b>	<b>2,116,468</b>	<b>2,729,094</b>	<b>(510,119)</b>			
<b>LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level</b>										
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	545,515	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	23,324	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.
Roading	Walking and Cycling Strategy - footpath improvements	140,400	136,500	276,900	200,585	276,900	0	72%	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.
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	9,805	222,581	0	50%	By 30 June 2023	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	3,443	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.
Water Supply	Water meter upgrade - change existing to electronic meters	361,400	196,870	558,270	8,556	558,270	0	60%	By 30 June 2023	Procured water meters have been installed in Midhurst 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%	By 30 June 2023	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	6,913	2,000,000	0	20%	By 30 June 2023	Final design is being independently reviewed prior to contract writing and initiating the tender process.
Water Supply	Raw water analyser	95,000	0	95,000	4,007	95,000	0	30%	By 30 June 2023	Procurement of the associated equipment is progressing.

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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	Generator for treatment plant	105,000	0	105,000	0	105,000	0	35%	By 30 June 2023	Quotes have been provided 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	663,104	663,104	361,546	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	A design concept proposal has been advertised with two contractors expressing interest. Evaluation of proposals have begun, with a designer / contractor appointed in March.
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	2,154	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%	By 30 June 2023	Waiting for iwi confirmation on signage.
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	1,548,745	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	979,056	0	5%	By 30 June 2023	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.)
Civic Amenities	WMC - kitchen and cabinetry upgrade	0	12,481	12,481	8,465	8,465	4,016	100%	Completed	
Civic Amenities	WMC - appliance upgrade	0	5,164	5,164	4,389	4,389	775	100%	Completed	
Civic Amenities	TET Stadium improvements	51,300	0	51,300	10,886	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	10,040	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	0	3,500	0	10%	By 30 June 2023	Planting will commence in May 2023.

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<b>Total Level of Service Expenditure</b>		<b>9,576,800</b>	<b>2,637,073</b>	<b>12,213,873</b>	<b>3,153,960</b>	<b>10,623,576</b>	<b>1,590,297</b>			
<b>REPLACEMENTS - replaces an existing asset with the same level of service provided</b>										
Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	780,000	60,000	840,000	540,579	700,000	140,000	77%	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	563,660	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	786,392	850,000	(150,000)	93%	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	1,063,037	1,100,000	(350,000)	97%	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	59,645	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	51,173	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	162,455	170,000	0	95%	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	83,671	600,000	(78,858)	14%	By 30 June 2023	Dunn's Bridge re-alignment starts in March.
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	60,000	54,000	114,000	154,810	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	7,364	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. The 2023/24 funding will also be brought forward for the one bigger project.
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 is being written and the work is to commence next financial year.
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	0	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	18,060	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	Ongoing programme of works
Water Supply	Stratford street work rider mains	263,900	105,000	368,900	359,661	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	Ongoing as 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%	By 30 June 2023	Ongoing as 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	Reservoir overflow to pond	77,600	0	77,600	0	77,600	0	20%	By 30 June 2023	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	0%	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	2,998	45,536	0	0%	By 30 June 2023	Cleaning requirement to be assessed.
Water Supply	Midhirst reservoir	15,000	15,000	30,000	3,162	30,000	0	0%	By 30 June 2023	Cleaning requirement to be assessed.
Water Supply	Toko reservoir	5,000	1,500	6,500	202	202	6,298	0%	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%	By 30 June 2023	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%	By 30 June 2023	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%	By 30 April 2023	An offer of service has been approved, now awaiting conceptual design and report.
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	17,092	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	6,583	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	152,396	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
<b>Total Replacement Expenditure</b>		<b>6,798,475</b>	<b>201,764</b>	<b>7,000,239</b>	<b>4,164,416</b>	<b>7,154,970</b>	<b>(104,731)</b>			
<b>TOTAL EXPENDITURE</b>		<b>\$17,400,275</b>	<b>\$4,032,812</b>	<b>\$21,433,087</b>	<b>\$9,434,844</b>	<b>\$20,507,640</b>	<b>\$975,447</b>			

LIABILITIES AND INVESTMENTS STATEMENT AS AT 28 FEBRUARY 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	\$ 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
	\$ 32,200,000	2.90%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,270,795	2013	N/a	2.90%	Water treatment plant
Farm	\$ 1,965,100	2016	N/a	2.90%	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	\$ 1,000,000	4.47%	99	30/11/2022	9/03/2023
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
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
	\$ 12,180,000	2.98%			
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	\$ 2.58	\$ 409,487		
Ravensdown	21,820	\$ 1.00	\$ 21,820		
Civic Financial Services Ltd	65,608	\$ 0.99	\$ 64,952		
			\$ 496,259		
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 JANUARY 2023

	ACTUAL														
	Feb-23	Feb-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	12 Month
<b>OPENING BALANCE</b>	<b>1,440,185</b>	<b>1,440,185</b>	<b>2,814,620</b>	<b>1,384,116</b>	<b>479,362</b>	<b>2,118,057</b>	<b>1,085,089</b>	<b>112,089</b>	<b>1,905,489</b>	<b>663,489</b>	<b>357,436</b>	<b>1,532,436</b>	<b>410,436</b>	<b>15,436</b>	<b>12,878,054</b>
Rates	3,150,000	3,279,380	500,000	500,000	3,200,000	500,000	450,000	3,500,000	500,000	500,000	3,500,000	320,000	320,000	3,200,000	16,990,000
NZTA Refunds	602,496	602,496	1,126,952	800,000	350,000	270,000	172,000	750,000	600,000	650,000	275,000	600,000	420,000	600,000	6,613,952
Fees and Charges	350,000	482,030	415,000	250,000	350,000	400,000	450,000	300,000	300,000	400,000	500,000	300,000	400,000	350,000	4,415,000
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Revenue	1 30,000	6,658	42,542	21,299	-	63,932	30,000	30,000	73,000	30,000	30,000	73,000	30,000	30,000	453,773
Other Revenue	2 1,610,000	1,610,000	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Cash In</b>	<b>5,742,496</b>	<b>5,980,564</b>	<b>2,084,494</b>	<b>1,571,299</b>	<b>3,900,000</b>	<b>1,233,932</b>	<b>1,102,000</b>	<b>4,580,000</b>	<b>1,473,000</b>	<b>1,580,000</b>	<b>4,305,000</b>	<b>1,293,000</b>	<b>1,170,000</b>	<b>4,180,000</b>	<b>28,472,725</b>
Salaries and Wages / Elected Members	566,000	392,468	515,000	515,000	566,000	515,000	515,000	566,000	515,000	560,000	560,000	515,000	515,000	400,000	6,257,000
Payments to Suppliers - Operating	600,000	2,114,948	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	800,000	900,000	8,700,000
Major contract payments	3 2,600,000	1,077,778	1,500,000	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	16,035,000
Interest Expense	20,600	20,935	-	226,053	168,669	51,900	-	20,600	-	226,053	170,000	-	-	20,000	883,275
GST Paid / (Received)	-	-	(200,002)	-	(673,364)	-	(340,000)	-	300,000	-	500,000	-	450,000	-	36,634
<b>Total Cash Out</b>	<b>3,786,600</b>	<b>3,606,130</b>	<b>2,514,998</b>	<b>3,476,053</b>	<b>2,261,305</b>	<b>2,266,900</b>	<b>2,075,000</b>	<b>2,786,600</b>	<b>2,715,000</b>	<b>2,886,053</b>	<b>3,130,000</b>	<b>2,415,000</b>	<b>2,565,000</b>	<b>2,820,000</b>	<b>31,911,909</b>
(Increase)/Reduce Financial Investments	- 1,000,000	- 1,000,000	- 1,000,000	-	-	-	-	-	-	-	-	-	-	-	- 1,000,000
Borrowing /(Repaying) Loans	-	-	-	1,000,000	-	-	-	-	-	1,000,000	-	-	1,000,000	-	3,000,000
<b>CLOSING BALANCE</b>	<b>2,396,081</b>	<b>2,814,620</b>	<b>1,384,116</b>	<b>479,362</b>	<b>2,118,057</b>	<b>1,085,089</b>	<b>112,089</b>	<b>1,905,489</b>	<b>663,489</b>	<b>357,436</b>	<b>1,532,436</b>	<b>410,436</b>	<b>15,436</b>	<b>1,375,436</b>	<b>11,438,870</b>
<b>Net Debt</b>	21,020,000	21,020,000	19,020,000	20,020,000	20,020,000	20,020,000	20,020,000	20,020,000	20,020,000	21,020,000	21,020,000	21,020,000	22,020,000	22,020,000	
<b>Gross Debt</b>	32,200,000	32,200,000	32,200,000	33,200,000	33,200,000	33,200,000	33,200,000	33,200,000	33,200,000	34,200,000	34,200,000	34,200,000	35,200,000	35,200,000	
<b>Investments - Term Deposits</b>	4,000,000	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	6,000,000	
<b>Investments - A &amp; P Loan</b>	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. Crown Infrastructure Partnerships - three waters funding. Better Off funding received in January. MBIE \$1,610,000 received in February.
3. Partial Subdivision settlement expected in be paid in February \$1.6m and \$535k balance to be paid in approx April.

**Outstanding Debtors as at 28 February 2023**

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$237,258	\$50,669	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	\$361	\$32	1 Debtor being contacted.
Cemeteries	\$35,450	\$18,725	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	\$6,753	\$0	
Pensioner Housing	-\$5,493	\$0	
Planning and Regulatory	\$8,802	\$7,306	This relates to 7 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	\$2,623	\$0	
Sundry Debtors	\$321,397	\$8,226	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 Crown Infrastructure funding and TRC election recovery costs.
Legal Fees	\$6,220		
Targeted Rates after Strike	\$3,276	\$0	Services added after 1 July 2022 via debtor invoice. Due 30 June 2023.
Debtors Accruals	\$190,518	\$0	Includes Fonterra milk revenue not yet paid, interest revenue payable upon maturity - as the main items.
Private Works	\$2,948	\$0	
NZTA	\$1,126,953	\$0	
Swimming Pool	-\$125	\$0	
Resource Consents	\$25,643	\$900	One debtor is being pursued by regulatory team.
Building Consent Applications	\$23,138	\$0	
Building Control - Other	\$3,415	\$600	One debtor is being pursued by regulatory team.
Infringements	\$50,568	\$50,568	All debtors are overdue and with the Ministry of Justice for collection. Largely, outstanding dog registrations.
Wastewater Discharge	\$8,142	\$2,102	One debtor has been contacted. He is querying reconciliation.
Water Billing	\$30,054	\$17,956	A number of properties are being investigated for leaks. One property has been sent to first mortgagee.
<b>TOTAL</b>	<b>\$2,077,900</b>	<b>\$157,084</b>	



**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.