



Our reference
F19/13/03-D21/26182

17 October 2023

Policy and Services Committee

Notice is hereby given that a Policy and Services Committee meeting of Council will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 24 October 2023** beginning at **1.30pm** to hear and consider the submissions to the Draft Waste Management and Minimisation Plan and Level of Service change. This will be followed by the monthly Policy and Services Committee meeting at **3.00pm**.

Timetable for 24 October 2023 as follows:

1.30pm	Policy and Services Committee (Hearing) <ul style="list-style-type: none">- Draft Waste Management and Minimisation Plan- Level of Service change
2.45pm	Afternoon tea for Councillors
3.00pm	Policy and Services Committee

Yours faithfully

Sven Hanne
Chief Executive

2023 - Agenda - Policy and Services - October - Open



24 October 2023 03:00 PM - 05:00 PM

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13. [Closing Karakia](#)

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AGENDA

Policy and Services Committee



F22/55/05-D23/43535

Date: Tuesday 24 October 2023 at 3.00 PM
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

1.1 **Opening Karakia**
D21/40748 Page 7

1.2 **Health and Safety Message**
D21/26210 Page 8

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 9

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

6. **Confirmation of Minutes**

6.1 **Policy and Services Committee –26 September 2023**
D23/41569 Page 10

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 September 2023 be confirmed as a true and accurate record.

/
Moved/Seconded

7. **Matters Outstanding**

D16/47 Page 18

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. [Decision Report – Proposed Road Closure for the 2023 Christmas Parade](#)
D23/43536 Page 19

<p>Recommendations</p> <ol style="list-style-type: none">1. <u>THAT</u> the report be received.2. <u>THAT</u> pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, approval hereby given that the Stratford District Council closes the following roads on Friday 1st December 2023, between the hours of 4.30pm and 7.30pm for the purpose of the 2023 annual Christmas Parade.<ul style="list-style-type: none">• Miranda Street between Regan Street and Fenton Street• Fenton Street between Portia Street and Broadway (State Highway 3)• Broadway (State Highway 3) between Seyton Street and Page Street3. <u>THAT</u> Council approves the use of Seyton Street, Juliet Street, Celia Street, Orlando Street and Hills Road as the alternative route for SH3 traffic for both northbound and southbound traffic, whilst the Christmas Parade is in progress. <p>Recommended Reason In order for the Stratford Business Association to hold its annual Christmas Parade, it is necessary to close the roads listed above. The proposed road closures require formal endorsement by a Council resolution.</p> <p style="text-align: right;">/ Moved/Seconded</p>
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9. [Monthly Reports](#)

9.1 **Assets Report**
D23/41392 Page 27

<p>Recommendation</p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">/ Moved/Seconded</p>
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9.2 **Community Services Report**
D23/41891 Page 46

<p>Recommendation</p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">/ Moved/Seconded</p>
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9.3 Environmental Services Report
D23/40408 Page 55

Recommendation

THAT the report be received.

/ Moved/Seconded

9.4 Corporate Services Report
D23/43451 Page 62

Recommendation

THAT the report be received.

/ Moved/Seconded

10. Questions

11. 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: 12

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

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
Land Acquisition	The withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public	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)(e). (Section 48(1)(a) Local Government Official Information and Meetings Act 1987.

/ Moved/Seconded

12. Public Excluded Item

Recommendation

THAT the open meeting resume.

/
Moved/Seconded

13. Closing Karakia
D21/40748 Page 79



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	23/5/23	27/6/23	25/7/23	25/7/23	22/8/23	26/9/23	24/10/23	24/10/23	28/11/23
Meeting	PS	PS	PS	PS	PS	PS	H	PS	PS	PS	H	PS	PS
Neil Volzke	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Steve Beck	✓	✓	✓	✓	AV	✓	✓	✓	✓	✓			
Grant Boyde	A	AV	✓	✓	✓	S	✓	✓	✓	✓			
Annette Dudley	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Jono Erwood	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Ellen Hall	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Amanda Harris	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Vaughan Jones	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Min McKay	✓	✓	✓	✓	✓	✓	✓	✓	A	✓			
John Sandford	✓	S	S	✓	✓	✓	✓	✓	✓	✓			
Clive Tongaawhikau	✓	✓	✓	✓	AV	✓	✓	✓	✓	✓			
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 – D23/41569

Date: Tuesday 26 September 2023 at 3.00PM
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

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

In attendance

The Chief Executive – Mr S Hanne, the Director – Corporate Services – Mrs T Radich, the Acting Director – Assets – Mr S Bowden, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Projects Manager – Mr S Taylor (*part meeting*), the Parks and Reserves Officers – Mrs M McBain (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), the Environmental Health Manager – Ms R Otter (*part meeting*), the Sustainability Advisor – Ms V Dombroski (*part meeting*) and the Project Engineer – Mr O Mabumbo (*part meeting*).

Via Audio/Visual Link: Stacey Hitchcock and Brylee Flutey (Venture Taranaki (part meeting))

1. Welcome

The District Mayor welcomed Elected Members, members of the public, staff and the media to the meeting.

The opening karakia was read.

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

2. Apologies

Apologies were noted from the Director – Assets - Mrs V Araba, the Director – Environmental Services – Mr B Sutherland and the Acting – Director – Community Services – Mr C Julie.

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.

The District Mayor declared an interest in item 12 – Draft Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice.

Councillor Erwood noted he had discussed a potential conflict of interest for item 11 with the Chair and Chief Executive and it was not believed there was a conflict.

5. Attendance Schedule

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

6. Confirmation of Minutes

6.1 Policy and Services Committee –22 August 2023
D23/35474 Page 11

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 22 August 2023 be confirmed as a true and accurate record.

DUDLEY/BOYDE
Carried
P&S/23/131

7. Matters Outstanding

D16/47 Page 23

Recommendation

THAT the Matters Outstanding be received.

WATT/ERWOOD
Carried
P&S/23/132

The Chief Executive noted the further discussions have been held regarding the issue with numbering on Arial Street.

8. Information Report – Economic Development Quarterly Report – Quarter Four

D23/39383 Page 24

Recommendation

THAT the report be received.

HALL/JONES
Carried
P&S/23/133

Stacey Hitchcock and Brylee Flutey presented on the Venture Taranaki Quarter 4 report. There were three highlights to note:

- Branching out was launched last quarter and a specialised education programme has been developed as part of this with eight schools across the region being involved, including one from Stratford.
- The quarter saw the end of the three year Visitor Futures programme which saw developments such as the Coastal Arts Trail and the Trip-to-app.
- A pilot was launched during Quarter 4 for Investment Clinics. These have an investment advisor to discuss start-ups and capital growth and help realise opportunities. More information on these will follow.

Points noted in discussion:

- The Chair noted how good it was to see some real outcomes coming out of the work being undertaken by Venture Taranaki.

9. Decision Report – Policy Reviews – September 2023
D23/40072 Page 54

Recommendations

1. THAT the report be received.

DUDLEY/VOLZKE
Carried
P&S/23/134

2. THAT the attached, updated policies, being the:

- Sensitive Expenditure Policy (*with an amendment to \$60 for dinner in clause 6 Meals/Alcohol*)
- Pegging and maintenance of Roads and Bridges Policy

be adopted.

HARRIS/BOYDE
Carried
P&S/23/135

Recommended Reason

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.

The Chief Executive noted the following points:

Sensitive Expenditure

- It is best practice to have a sensitive expenditure policy for both auditors and staff to know what they should and shouldn't be doing.
- This review has seen a change to the amount of Koha and the addition for fuel cards, rental cars and professional membership as there are no formal policies regarding these.
- A few clauses were amended to refer back to the standalone policy that governs that area.

Questions/Points of Clarification:

- It was clarified there are approximately 65 FTE staff members at the moment, being approximately 100 in total when including casual and part time hours. Councillor Boyde noted the social club contribution could be increased to help recognise the work that staff do. Mr Hanne noted there were a number of initiatives in terms of wellbeing for staff that benefit all staff rather than the social club which is an opt in group.
- It was agreed to increase the limit for dinner (clause 6.1 Meals/Alcohol) to \$60 to recognise rising costs.
- It was noted that the reporting requirements for the Annual Report override the privacy act in regards to the disclosure of any severance pay. The number of employees and the total amount of severance payments need to be disclosed. The District Mayor noted his concern that this could lead to identifying specific persons in such a small council.
- It was clarified that there is a personal element of wearing clothes that council has paid for, so the uniform policy states when and where this can be worn.
- It was clarified the reason for disclosing gifts received via the gift register and to a manager is to ensure there is open and transparent communication regarding the gift.

Pegging and Maintenance of Roads and Bridges

- This policy defines where a council maintained road stops and a paper road begins. Legal opinions state where council has spent any money on a road then it has an obligation to maintain it.
- It was clarified that this policy does not determine where the pegs are located.

The District Mayor left the table at 3.25pm.

10. Decision Report – Draft Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice

D23/4453

Page 67

Recommendations

1. THAT the report be received.

DUDLEY/WATT
Carried
P&S/23/136

2. THAT the recommended changes to the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice be approved.

3. THAT the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023, the Code of Practice and statement of proposal be released for public consultation on 10 October 2023.

TONGAAWHIKAU/HALL
Carried
P&S/23/137

Recommended Reason

The recommendation of the Council is required to initiate the public consultation process required by sections 82 and 83 of the Local Government Act 2002 on the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice.

The Environmental Health Manager noted the following points:

- This bylaw has been working well since its initial adoption.
- There are a few updates to the New Zealand standards but the changes do not have a significant impact on current operators.
- The Code of Practice expects work to be completed to a high level of hygiene, however operators can show council officers alternatives to the New Zealand standards as long as they can prove it will have the same outcome.

Questions/Points of Clarification:

- It was noted that the spelling correction for page 77, *Electroylsis* to *Electrolysis*, had not been done.
- It was clarified that massage was not required to be registered as this bylaw covers where there is a risk of breaking the skin. Councillor Dudley noted that the biggest claim for the ACC injuries were the massages, if people were not doing these properly then maybe they should be regulated as well. Ms Otter noted if a complaint is received regarding a massage business then this bylaw does allow council to register them because of the complaint and monitor them. Ms Otter noted there was a flow cart in the bylaw for businesses to see if they are required to be registered or not.
- Ms Otter clarified that when the bylaw was first enacted officers discussed it with all operators and went through a robust process to see what they wanted as part of the bylaw. Prior to this review all operators were contacted to ask what was working well, what wasn't and if there were any recommendations. There were no responses. Officers sit down and go through the procedures and expectations for reviews with any new applicants.
- Councillor Dudley noted operators she had spoken with liked having the regulations in place.

The District Mayor re-joined the meeting at 3.33pm.

11. Decision Report – Collaborating for Active Spaces and Places Framework
D23/40130 Page 143

<p>Recommendations</p> <p>1. <u>THAT</u> the report be received.</p> <p>2. <u>THAT</u> the Council adopts the <i>Collaborating for Active Spaces and Places Framework</i> to guide future decision making.</p> <p>3. <u>THAT</u> the Council approves to make a fair share contribution to the Taranaki Facilities Consortium of approximately \$5,500.</p> <p>Recommended Reason Adoption of the framework will allow Council to work with all partners to provide recreational facilities that have the capacity to benefit large and diverse areas of the community.</p> <p>The framework provides a clear framework for decision making could increase the transparency to the community around how decisions on major facility expenditure is undertaken.</p>	<p>BOYDE/DUDLEY <u>Carried</u> <u>P&S/23/138</u></p> <p>BOYDE/HALL <u>Carried</u> <u>1 against</u> <u>P&S/23/139</u></p>
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The Projects Manager noted this report followed on from the previous presentation on the Collaborating for Active Spaces and Places framework. The Taranaki Facilities Consortium (TFC) has requested adoption by all councils.

The Chief Executive noted that the TFC had offered to attend the meeting today to answer any further questions but it was felt unnecessary given the recent workshop. If councillors had any issues then the report could be left on the table and representatives brought into answer the questions.

Questions/Points of Clarification:

- Councillor Harris asked the Chief Executive if he perceived any hindrance for council to move forward with a project such as a playground? Mr Hanne noted the threshold of \$50,000 would be more than replacing one piece of play equipment, but felt that the framework created a valuable sounding board and would be a useful tool rather than a hindrance.
- It was clarified that the Taranaki Regional Council did not contribute financially as their rate payers are the same ratepayers as the district councils. Stratford's share equates to 8%.
- Councillor Boyde noted one observation was the disadvantage when the TFC has a different view to what we do.
- Councillor Beck felt the disadvantages (page 147) outweigh the advantages for the Stratford community.
- The Deputy Mayor noted that this was a guideline that should be followed, but council could still proceed if they chose to with a project that was not recommended. It was noted this could impact external funding sources though.

Points noted in discussion:

- The Deputy Mayor noted she likes the idea of the strategy as it gives the region a framework to work within, but also that we can opt out of the framework if it doesn't feel right for our community.
- Councillor Boyde noted he recognised some of the disadvantages but as they did not stop council from doing anything then collectively it is a great idea and will be a better use of the resources for the funders as well.
- Councillor Jones noted there had been no communication from the funders about how much they are backing this strategy and felt they could have a completely different view on this. The Deputy Mayor noted the funders are certainly involved as strategic and organisational leaders. The District Mayor noted that funders had been part of this since day 1 and that the origin of this document was a request from funders.
- The District Mayor noted that it is not a binding document and interest groups will put forward their case and use community or political pressure to do what is expected rather than the recommendation from the TFC. He noted it will be a useful tool in guiding funders.

12. Monthly Reports

12.1 Assets Report D23/37249 Page 167

Recommendation

THAT the report be received.

HARRIS/JOMES
Carried
P&S/23/140

The Acting Director - Assets noted the reported incidents regarding hockey balls causing damage at the War Memorial Centre.

Questions/Points of Clarification:

- Councillor Boyde noted the Synthetic Turf Trust had held a meeting and discussed the nets surrounding the hockey turf. They are looking to increase the fencing all the way around and there are some new plans coming to go back to funders to mitigate the risk.
- Councillor Hall noted the slips on Mangaehu Road once again highlights another example of slash coming down the hill. She noted the footpaths on Cordelia Street look really good and asked how the water mains tenders went? The Projects Manager noted there were about four tenders for that project and confirmed it did come within budget.
- It was clarified that the Waste Minimisation Expo will be held on 28 October and will be a dress rehearsal for a regional expo. It will showcase some of the waste levy fund recipients from the community and give examples of how to empower the community.
- It was clarified that the booking cancellations at the War Memorial Centre were for mixed reasons, costs may prevent people from booking rather than cancelling a booking.
- It was clarified that an architect had been engaged to design the doors for the TET Multi Sports Centre as the current doors were not compliant with the fire safety standards. Architect drawings are required for building consent purposes.
- It was clarified that the hedge removed from Cordelia Street during the footpath upgrade will be replaced with a similar plant, however it will be moved in a little bit to stop it overhanging the footpath.
- Mr Taylor noted that a sample had been sent away of the material used for the Victoria Park drainage and it has raised some concerns. Officers have approached the contractor for feedback and their response is due this week. Stratford and Taranaki cricket have been notified that it is unlikely to be ready for 1 November.
- Councillor Beck noted that two weeks ago councillors requested to view the feedback for the transport choices project. Mr Bowden noted a report was being written for the Ordinary Meeting of Council on 10 October to make some tough decisions on how council will progress. All the information and designs will be with this report. He noted there was not time to hold a workshop prior to this meeting. The Minister has granted an extension by one month for submitting plans and an extra 12 months for construction (30 June 2025).
- Councillor Boyde noted once again the effect forestry and strengthening work is having on council's roading budget. It was clarified that if Waka Kotahi increased their contribution, then council would need to find its share as council has to provide 37%. Councillor Boyde noted his concern that 50% of budgets were being used for damage that was not expected and taking the funds away from other works.
- Councillor Boyde noted there were 27 cows left to calve on the council farm and production is 1% up on the month.

The Projects Manager, Project Engineer, Sustainability Advisor, Property Officer and Parks and Reserve Officer left the meeting at 4.01pm.

12.2 Community Services Report
D23/38454 Page 187

Recommendation

THAT the report be received.

JONES/DUDLEY
Carried
P&S/23/141

The Communications Manager noted the following points:

- Prospero Markets are being held this Saturday and it is looking likely it will be moved indoors.
- There is an International Day of the Older Person event this Friday.
- All the school holiday programmes at the Library and Visitor Information Centre sold out well in advance of the school holidays.

Questions/Points of Clarification:

- Councillor Hall noted there had been 11 funding applications for a total of \$28,113 to round 1 of the creative communities scheme with \$10,932 awarded. There were also two applications for the new festival fund requesting \$7,818 with \$6,800 being granted.
- Councillor Boyde asked who paid for the new afterschool programmes at the Library as some people had alluded to it becoming a babysitting service. Ms Gibson noted these costs are within current budgets with expensive activities being avoided. Mr Hanne noted that these were one off sessions and were not a babysitting service. Charging for activities would mean they were not accessible for all. Materials are generally low cost.
- Councillor Beck noted he had visited the whole Ngaere site for the Eltham Drainage Board and that the network is quite extraordinary. There were a few repairs identified for repair by land owners. The meeting of the board was held yesterday – meetings are twice a year.
- Councillor Jones noted the agm of the TET Stadium Sports Trust was held two weeks ago and Bruce Cleland was elected as president. He noted the drive for the next couple of meetings was understanding the building and sporting requirements and the responsibilities of the trust and council for these.
- It was noted there has been no theme for the Christmas Parade announced yet.
- Councillor Tongaawhikau noted the Kahui Ako Kapa Haka event held on 21 September at the War Memorial Centre will become an annual event. It was good to celebrate diversity in Whakaahurangi and see all the schools involved. The District Mayor asked if the Community Services team could collaborate with the organisers to turn it into a community event with some reinforcement from council. This would help fulfil the community outcome of connectivity and inclusiveness and would also help with widening the audience.
- It was clarified that year to date figures for pool admissions were for the period starting 1 July 2023.

12.3 Environmental Services Report
D23/36267 Page 196

Recommendation

THAT the report be received.

WATT/SANDFORD
Carried
P&S/23/142

Questions/Points of Clarification.

- Councillor Boyde requested confirmation of the total number of letters that were sent to earthquake prone buildings. This will be brought back to the next meeting.

The Environmental Health Manager left the meeting at 4.14pm

12.4 Corporate Services Report
D23/40092 Page 202

Recommendation

THAT the report be received.

HARRIS/ERWOOD
Carried
P&S/23/143

Questions/Points of Clarification:

- Clarification was sought on if dog registration notices were emailed, or if they have the ability to be emailed.
- It was confirmed that computer replacements are completed at five years to avoid failure or regular testing requirements. This is currently being reviewed.

13. Questions

There were no questions.

14. Closing Karakia

D21/40748 Page 215

The closing karakia was read.

The meeting closed at 4.18 pm

M McKay
Chairman

Confirmed this 24th day of October 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 - Ariel Street	26 May 2020	Blair Sutherland	On-going	Item 9.3 (Environmental Services Report section 2)
Earthquake Prone Buildings – number of buildings that received letters	26 September 2023	Blair Sutherland	Complete	Item 9.3 (Environmental Services Report section 5.2.3)
Dog Registration notices – confirmation on ability to email	26 September 2023	Blair Sutherland		

DECISION REPORT



F22/55/04 – D23/43536

To: Policy and Services Committee
From: Roothing Asset Manager
Date: 24 October 2023
Subject: Proposed Road Closure for the 2023 Christmas Parade

Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, approval hereby given that the Stratford District Council closes the following roads on Friday 1st December 2023, between the hours of 4.30pm and 7.30pm for the purpose of the 2023 annual Christmas Parade.
 - Miranda Street between Regan Street and Fenton Street
 - Fenton Street between Portia Street and Broadway (State Highway 3)
 - Broadway (State Highway 3) between Seyton Street and Page Street
3. THAT Council approves the use of Seyton Street, Juliet Street, Celia Street, Orlando Street and Hills Road as the alternative route for SH3 traffic for both northbound and southbound traffic, whilst the Christmas Parade is in progress.

Recommended Reason

In order for the Stratford Business Association to hold its annual Christmas Parade, it is necessary to close the roads listed above. The proposed road closures require formal endorsement by a Council resolution.

/
Moved/Seconded

1. Purpose of Report

- 1.1 For any street event that requires a road closure, Schedule 10 clause 11(e) of the Local Government Act 1974 requires a Council resolution to endorse the proposed road closure. This report seeks this endorsement for the purposes of allowing the Stratford Business Association to close the roads listed above on 1 December 2023 between the times specified in the recommendation.

2. Executive Summary

- 2.1 In order for the annual Christmas Parade to be held, for health and safety reasons the Stratford Business Association have requested that several roads are closed for the purposes of gathering the parade floats together and for the route of the Christmas Parade. An alternative route for northbound and southbound traffic along State Highway 3 will be sign posted for the duration of the parade.

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 – This annual event brings together the community at a festive time of the year to participate in the parade as well as enjoying the spectacle of the event.	
Social	Economic	Environmental	Cultural
✓			

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

4. Background

- 4.1 Each year the Stratford Business Association request that State Highway 3/ Broadway is closed to through traffic between Seyton Street and Page Street. The Stratford Business Association require all participants in the parade gather in the War Memorial car park with their decorative floats before proceeding in the parade. **Appendix 1** shows the letter received from the Stratford Business Association requesting the road closure.
- 4.2 The parade route is from the War Memorial car park, south along Miranda Street, turning left onto Fenton Street to State Highway 3 at Broadway. At the southern roundabout, the parade turns left onto State Highway 3 Broadway, heading north towards Regan Street, circles the northern roundabout, before heading south on State Highway 3 Broadway to return to Fenton Street. At the southern roundabout (Fenton Street), the parade turns right into Fenton Street, proceeds along Fenton Street, turning right into Miranda Street to return to the War Memorial car park.
- 4.3 The alternative route for State Highway 3 traffic for the duration of the parade is Seyton Street, Juliet Street, Celia Street, Orlando Street and Hills Road. This route is available for all southbound and northbound traffic. As State Highway 3/Broadway is a designated High Productivity Mass Vehicle (HPMV), route, Stratford District Council is required to issue a memorandum to all HPMV permit holders using State Highway 3. This memorandum gives permission for the alternative route to be used as a HPMV route for the duration of the closure.

5. Consultative Process

5.1 Public Consultation - Section 82

The Stratford Business Association are required to liaise with all residents and traders affected by the proposed road closure. An advertisement was placed in the Central Link newspaper on 27 September 2023 and was placed on the Stratford District Council website on 26 September 2023. At the time of writing this report, no written objections have been received by the Stratford District Council. The closing date for feedback was Friday 13 October 2023.

Stratford Business Association has contacted the New Zealand Transport Agency, Police, Fire Service, St John’s Ambulance and the Road Transport Authority seeking their approval for the proposed road closure. At the time of writing this report, no objections have been received.

5.2 **Māori Consultation - Section 81**

There are no known effects that this event is likely to have on local iwi issues.

6. **Risk Analysis**

<p>Refer to the Council Risk Register - available on the Council website.</p> <ul style="list-style-type: none"> • Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating? • Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks. • Is there a legal opinion needed?
--

6.1 **Council Risk Register – Risk No. 29: Health, Safety and Wellbeing; Public Events.**
 If health and safety accidents or incidents occur during events, then increased costs can occur to the events, reputation is damaged.

A full Health and Safety Management Plan and Traffic Management Plan have been prepared for this event. Further, Stratford District Council have been indemnified against any claims whatsoever arising from the event (**Appendix 1**).

In order for the Christmas Parade to be held in a safe manner on public roads, it is essential that these roads are closed for the duration of the Christmas Parade. This will safeguard the participants in the Christmas Parade as well as spectators along the route of the parade. Each entrant in the parade has to provide two people to walk alongside their float as a safety precaution. This is a requirement of the Stratford Business Association. This requirement has been included in their Safety Plan for the event.

7. **Decision Making Process – Section 79**

7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes. This event brings the community together to participate in a fun activity during the festive season.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This report supports the performance of Council by providing a regulatory function in accordance with the Local Government Act 2004.

7.2 **Data**

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

Yes, the times of the proposed road closures are outlined in the recommendation above.

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	Yes	Some traders may be affected by the parade. However, the Business Association have encouraged the traders along Broadway to be part of the late night shopping event.

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

7.4 **Options**

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

Option 1.

Do not approve the closing of the roads listed above. If this is the option chosen, then the Stratford Business Association will not be able to hold their annual Christmas Parade.

Option 2.

Endorse the proposed road closures as outlined in recommendation two above to indicate our support for this event. This will have a positive impact on Stratford at this festive time of year. **This is the recommended option.**

7.5 **Financial**

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

The cost of providing the traffic management will be met by the Stratford Business Association. Stratford District Council's officer time for approving the traffic management plan is met from current roading budgets.

7.6 **Prioritisation & Trade-off**

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

The Stratford Business Association has sought the assistance of Fulton Hogan and Traffic Plans NZ, provide and monitor the traffic management for the duration of the event.

7.7 **Legal Issues**

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

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

7.8 **Policy Issues - Section 80**

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

This report is consistent with the policy for Temporary Road Closures.

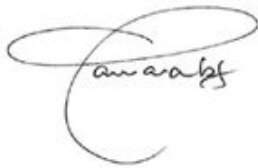
Attachments:

Appendix 1 – Letter of request from Stratford Business Association

Appendix 2 – Traffic Management Plan for the event.



Steve Bowden
Roading Assets Manager



[Endorsed by]
Victoria Araba
Director – Assets



[Approved by]
Sven Hanne
Chief Executive

Date 16 October 2023

Appendix 1



14 September 2023

Stephen Bowden
Stratford District Council
PO Box 320
STRATFORD

Dear Stephen

2023 Christmas Parade

The Stratford Business Association is planning the annual Christmas Parade to be held on Friday 1 December 2023. We will have a market and entertainment in Prospero Place starting from 4:30pm and carols following the parade to end. The road closure will be in place from 4:30pm – 7:30pm.

The parade will follow the same route as previous years. The proposed areas for road closure are:

- Miranda St between Regan St and Fenton St and the War Memorial Carpark
- Fenton St between Portia St and Broadway (SH3)
- Broadway (SH3) between Seyton St and Page St

We have engaged Traffic Management Solutions who will be completing the Traffic Management Plan and carrying out the work on the day.

The Stratford Business Association indemnifies the Stratford District Council and New Zealand Transport Agency against any claim whatsoever arising from the Stratford Christmas Parade to be held on Friday 1 December 2023.

A copy of our public liability insurance Certificate of Currency is attached.

Yours faithfully,

Amy Kingston
SECRETARY

Appendix 2



MONTHLY REPORT

Assets Department



F22/55/04 – D23/41392

To: Policy and Services Committee
From: Director – Assets
Date: 24 October 2023
Subject: Assets Monthly Report for September 2023

Recommendation

THAT the report be received.

/_____
Moved/Seconded

1. Highlights

Roading

- Council has spent a further \$151,100 applying AP65 as a strengthening metal to Mangaoapa Road, Puniwhakua Road and Junction Road for the continuation of the forestry harvesting. This leaves \$165,000 of a \$650,000 budget, for the remainder of the year.
- Council has replaced the footpath on Broadway between Seyton Street to and in front of the northern dairy. The next section of footpath to be replaced is along the front of the old rail station on Broadway south. This will be undertaken in October.

Water Supply

- Maintenance activities ongoing at the 3 Water Treatment Plants.
- Water Treatment Plant Upgrade works – Ongoing.

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 show full compliance.
- Algal sampling of the wastewater is ongoing for the Diatomix project.

Trade Waste

- Trade Waste Consents – nil new consents issued.
- Two non-compliances with consent conditions were recorded.

Stormwater

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

Solid Waste

- Hearings and determinations on the proposed WMMP 2023 and the proposed change in collection level of service will be held on 24 October 2023.
- Naumai Haere mai, welcome to Waste Wise Expo - Saturday 28 October 2023.
- Contestable Waste Levy Fund to open on same day as Waste Wise Expo.

Parks and Reserves

- Stage 2 at Victoria Park (drainage project) works have started.
- Request for Quote to upgrade Midhirst Old Cemetery pathways is live on GETS

Special Projects

- Better off Funding and Transport Choices projects are ongoing.
- Feedback period for Phase 1 of the Transport Choices project closed on 8 September 2023. Phase 2 has been added, and the feedback period ended on 15 September 2023.

2. Roading

2.1 Level of Service and Performance Measures

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

Roading Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2023/2024 YTD
Safe Roading Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. The number of DSI's for 2021/2022 was 6. Our target is 5 a reduction of 1.	-1	Achieved to date = 0 There were no DSI crashes in September
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved - 54% (as at 2022/23). Waka Kotahi is undertaking nationwide data collection surveys as a part of their Consistent Data Collection Strategy.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved - 92% (as at 2022/23). See comment above.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not Achieved ¹ The reseal programme for the year has not been started.
	Unsealed Road maintenance ² - The percentage of the unsealed road network that has been metal dressed.	≥7%	0.6% Achieved to date. No maintenance metalling was undertaken in September. Given the expenditure on strengthening the main roads used by the forestry industry, it is highly unlikely that we will achieve this target length this year.
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>72%	The last survey achieved a result of 89% of the footpaths were above our intervention target of 10% defects per 100m of footpath. No further survey has been undertaken or programmed. We need to determine if another survey is warranted given the financial constraints we are under this year.
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long-term plan.	>88%	Achieved
Customer Satisfaction	• Roading Network	>80%	Not Achieved – The results for the first quarter will not be known until October.
	• Footpaths	>80%	Not Achieved - The results of the first quarter will not be known until October.

2.2 Customer Requests

There are no outstanding CRMs for the month of September.

¹ Our target length for resealing is 20km per year.

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

2.3 Routine Maintenance

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

- CBD cleaning;
- Bridge cleaning;
- Pothole filling and fixing edge breaks;
- Sweeping up leaves in the urban area;
- Clearing sump tops;
- Litter collection;
- Grading;
- Clearing water tables; and
- Pavement repairs on un-sealed roads.

2.4 Ready Response Works

Council's Contractor received a call-out to pick up a dumped washing machine, household rubbish and a dead wild pig from the turning head at the end of Brecon Road outside the Maryanne rest home. As the washing machine had threatening language on the side of it, the police visited Fulton Hogan's yard to collect evidence for follow up investigations.

2.5 Capital Works

The footpath on Broadway, from Seyton Street to the Northern Dairy has been replaced during September. This included the removal of the old paving bricks that were outside the dairy.

2.6 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- Six building consent applications;
- Four resource consent applications; and
- Six LIM reports.

2.7 Stratford's Speed Management Plan.

To date officers have received 33 comments in relation to the proposed speed management plan for the Stratford District. Some are supportive of the changes, whilst others consider this a waste of time.

2.8 Roothing Activities

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

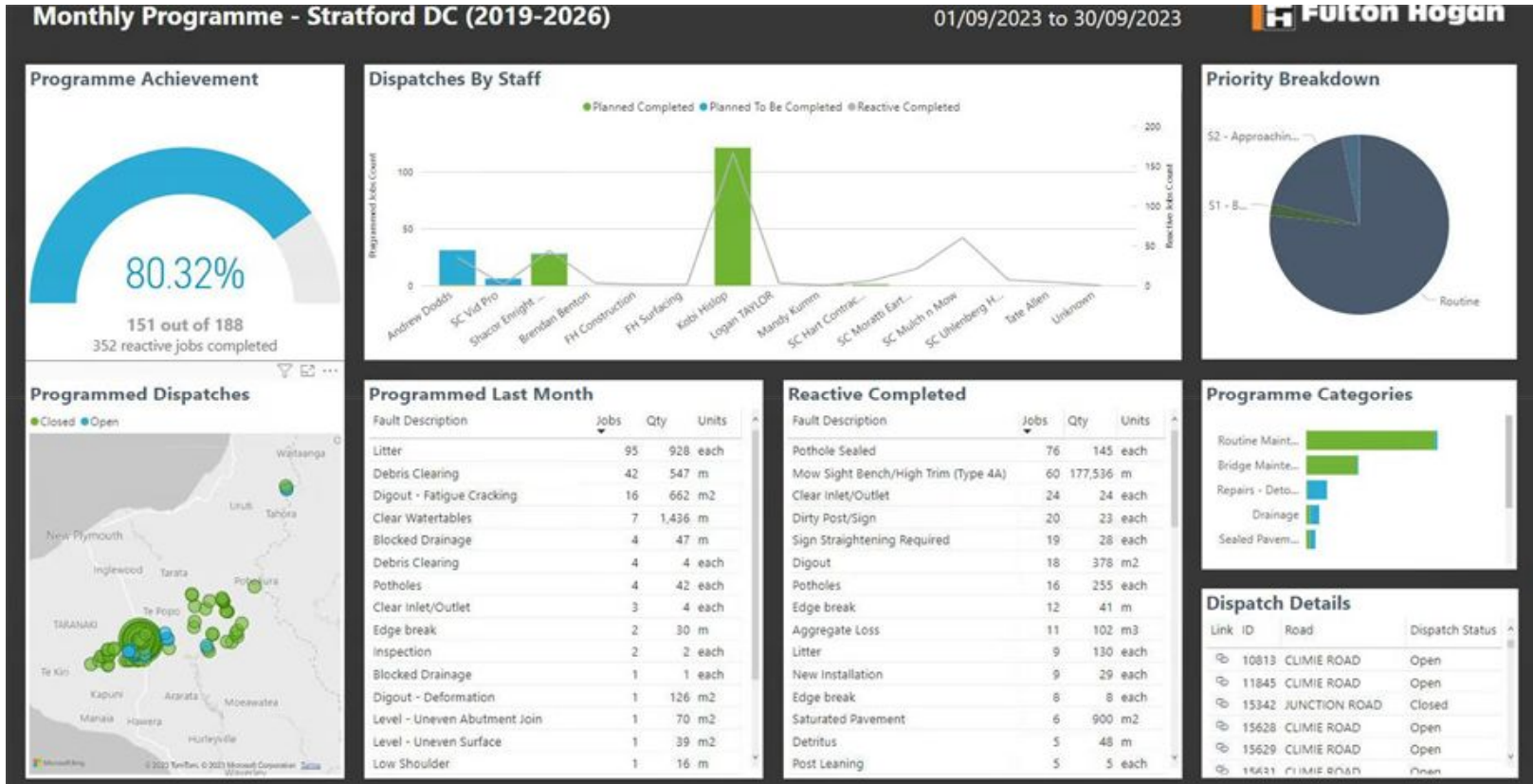


Figure 1: September 2023 Monthly Programme Achievement Chart

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	2023/2024 YTD	
Safe Drinking Water: <ul style="list-style-type: none"> • Drinking Water Standards • Maintenance of Reticulation 	DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Achieved	
	DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Achieved	
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Achieved – 13.5% Stratford – 15.3 Midhirst – 17 Toko – 8.2	
A Reliable Water Supply: <ul style="list-style-type: none"> • Response Time • Unplanned Disruptions 	Urgent Response Times – The performance measure targets for the median response time for urgent attendance and resolution <ul style="list-style-type: none"> • Attendance for urgent call-out • Resolution for urgent call-out 	1 hr 8 hrs	Achieved 0 hr 16 mins Achieved 6 hr 30 mins	
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution <ul style="list-style-type: none"> • Attendance non urgent call-out • Resolution non urgent call-out 	2 working days 5 working days	Achieved 1 days 11 hrs 19 mins Achieved 2 days 22 hrs 18 mins	
	Unplanned Disruptions - The performance measure target for disruptions. <ul style="list-style-type: none"> • Minor disruptions (between 5 and 50 connections affected) • Major disruptions (more than 50 connections affected) 	< 5 <2	Achieved 0 Achieved 0.33	
	Demand Management Water Consumption – The average consumption of drinking water per day per resident within the district	<275L / resident / day	Achieved 159 average Stratford – 187 Midhirst – 143 Toko - 147	
	Customer Satisfaction Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:	• Drinking Water Clarity;	<32	0
		• Drinking Water Taste;		0
		• Drinking Water Odour;		0
		• Drinking Water Pressure or Flow;		0.33
• Continuity of Supply		0.66		

Level of Service	Performance Measure	Target	2023/2024 YTD
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa)	100%	Achieved
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Achieved

3.1.1 Water Treatment

No water treatment issues were experienced during this reporting period. Sealing of the new chemical tank bunds was delayed due to contractor availability and is expected to be completed during October. The raw water analyser commissioning was also delayed due to contractor availability and SCADA programming delays. Connecting the Stratford water treatment plant generator to the Stratford water treatment plant was also delayed due to contractor availability and is expected to occur during October.

3.1.2 Water Reticulation

No major issues were experienced within the reticulation network during this reporting period. Minor Toby leaks occurred at several properties in Stratford and were fixed by Council contractors.

3.1.3 Capital Works

2023/2024 Watermain Renewals - The Pembroke Road watermain renewal contract has been completed.

3.1.4 Building Consents, Resource Consents and LIMs

Assessments were made for a total of:

- o Seven (7) Building Consent applications;
- o One (1) Resource Consent application; and
- o Eight (8) LIM reports.

3.2 Wastewater

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

Wastewater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2023/2024 YTD
System Adequacy	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved 0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0

Level of Service	Performance Measure	Target	2023/2024 YTD
	<ul style="list-style-type: none"> Convictions. 		0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	<ul style="list-style-type: none"> Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site. 	1 hour	Achieved 0 hrs 21 mins
	<ul style="list-style-type: none"> Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault. 	8 hours	Achieved 6 hrs 7 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Achieved
	<ul style="list-style-type: none"> Sewage odour 		0
	<ul style="list-style-type: none"> Sewerage system faults 		0.66
	<ul style="list-style-type: none"> Sewerage system blockages 		0.7
Trade Waste Complaints Response times	<ul style="list-style-type: none"> Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site. 	2 working days	Achieved September – 0 – 1 YTD -
Trade Waste Consent Processing	<ul style="list-style-type: none"> Percentage of trade waste consent applications processed within 15 working days. 	100%	Achieved September– 0 -

3.2.1 Operations

Wastewater Treatment

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

Wastewater Reticulation

- There were no major issues relating to wastewater reticulation during this reporting period. A historic water line was found to have been drilled through a sewer lateral which belatedly caused a blockage.

Health and Safety

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

Oxidation Pond Influent and Effluent Sampling

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

3.2.2 Capital Works - Wastewater Treatment Upgrade

- Algal sampling of the wastewater is ongoing for the Diatomix project.
- Bird scaring operations are ongoing.
- The fencing contract for the wastewater treatment ponds is completed.

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 September:

3.3.1 Trade Waste Consents

- No new consents issued.

3.3.2 Trade Waste Consent Holders

- Programme to inspect and sample operators continues. Since several operators rarely use (or have never used) the Esk Road facility, some sampling has not always been able to be completed within timeframes specified in their consents. Ongoing.
- Routine auditing of one Conditional Consent holder identified two non-compliances with a consent condition. The non-compliance's were the disposal of waste which was generated outside of the Stratford District. This was followed up in writing and an assurance provided for it to not reoccur. Copies of district maps were provided to assist operator further.
- One Conditional Consent holder continues to have ongoing non-compliance regarding a consent condition to provide complete records of waste disposed of to Esk Road facilities. A final written warning is to be issued stating that continued non-compliance may result in cancellation of the Consent.

3.3.3 Permitted Activities

- Audit of grease management systems in high-risk food premises is underway. This is to confirm compliance with the permitted activities within the district. Five inspections were conducted during the September period with one of these not compliant. A corrective action is underway. A re-inspection of an earlier non-compliant premises was undertaken, and further non-compliance identified. Another follow-up visit is scheduled as this operator requires close monitoring until full compliance reached.

3.3.4 General

- Diatomix project update – ongoing monitoring continues. Manual dosing of the oxidation ponds has been necessary due to an equipment failure. New equipment has been sourced and is scheduled to be installed.
- Formal engagement with an agricultural contractor was required as it had been identified that the stock effluent site was being used by this operator in an unauthorised manner. The appropriate use of the site will continue to be monitored going forward.

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
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> • The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor 	0	0
	<ul style="list-style-type: none"> • For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.) 	0	0
	<ul style="list-style-type: none"> • For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	

Level of Service	Performance Measure	Target	2022/2023
	<ul style="list-style-type: none"> Abatement notices; Infringement notices; Enforcement orders; and Convictions. 		
Response and Resolution Times	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1hr	0hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system.	< 8	0

3.4.1 Operations

- There were no major issues relating to wastewater treatment operations 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	2023/2024
The levels of waste generated are reducing	Quantity of Waste to landfill per household (kg/hh/annum) (municipal kerbside collection only)	<600kg kg/hh/annum	Achieved to date: September- Achieved - 446kg/hh/pa (Figure 2 columns 1 & 2)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved to date. September 20.9% (Figure 2 columns 3 and 4)
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Not yet achieved to date - 17%*

* As per the Customer Satisfaction Survey Verbatim Quarterly Report July 2023, 51 comments were recorded. 17% of these were positive; 19% were neutral with suggestions for improvements i.e.: green-waste, organic waste and expanding services to rural areas. 62.7% were negative with most directed to our regional contracted services, i.e., inconsistent pickups and drivers' actions around damaging bins.

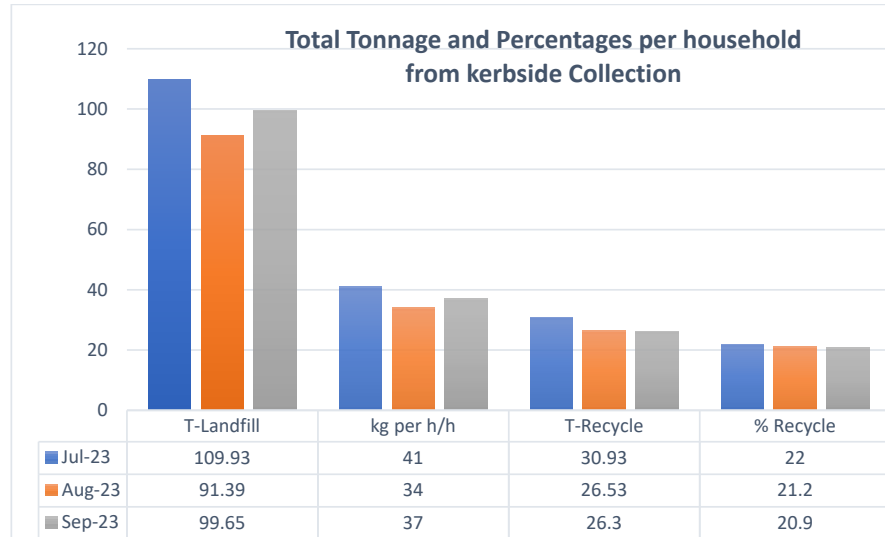


Figure 2: Total Tonnage of Kerbside Collection

3.5.1 Planning – Strategies, Policies, Plans and Bylaws

The Proposed WMMP 2023 Consultation

- Council's Policy and Services committee will be holding a hearings to consider and deliberate on the community submissions to determine outcomes on 24 October 2024.

Sustainability

- The Audit and Risk (A&R) committee is seeking an Information Report on Climate Change resilience and what the associated Council risks and risk mitigations are. This is due at the end of October for the November A&R meeting. Officers will attempt to identify risks that haven't yet been identified in the high-level risk register and discuss this with elected members.

3.5.2 Contamination Levels of Kerbside Recycling

In **September**, a total of 48 education packs were issued, comprising:

- 16 education packs issued for minor contamination.
- 21 *First* notifications and education packs and
- 10 *Second* notifications with education packs were issued.
- 4 properties have had bin collection service suspended due to three notifications of gross contamination.

Limited access to the contracted bin auditor over the last two months has meant data is limited and contamination level data skewed. The Waste Education officer has covered by doing an independent audit on 18 September to try and ensure we have comparable results.

3.5.3 Waste Minimisation Education

In September, the following Education Officer activities were completed:

- *Waste Wise Expo* preparation and communications planning.
- Planning, organising, and working with external groups for the community *Waste Wise Expo* to be held October 28, 2023.
- To date eight stallholders have been confirmed (including recipients of the first round of Waste Levy Funds), with up to 10 Taranaki Funding organisations available for discussions with the community and SDC officers.

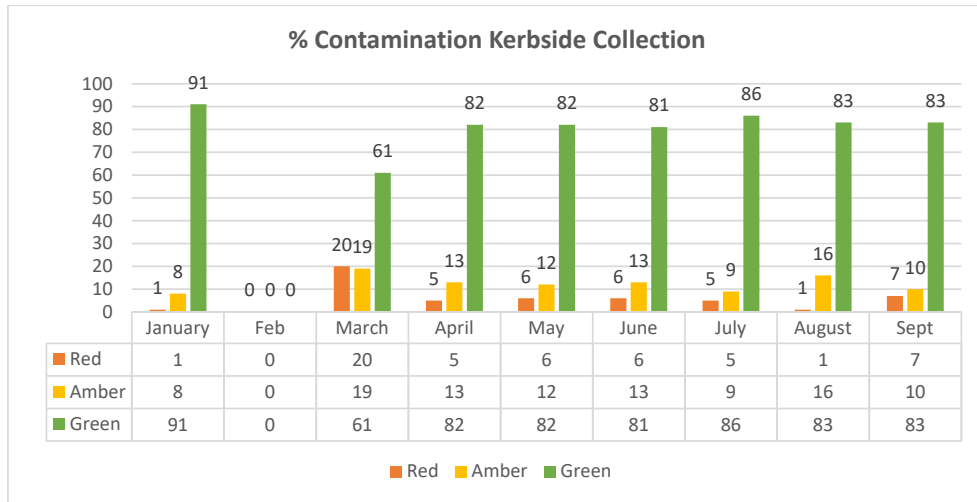


Figure 3 - Monthly Waste, % Contamination Proportion of Recycling Bins.

3.5.4 Waste Levy Contestable Fund

Council Officers are planning to promote the second round of the SDC Waste Levy Contestable fund at the 28 October, Waste Wise Expo. It is proposed to open and notify fund; 1 November 2023 - Fund close 31 January 2024. An advisory group meeting will be scheduled and the decision to recipients of fund and other applicants to be completed by the end of February 2023.

3.5.5 Regional Waste Services Contract

The current Regional Waste Services Contract ends on 30 September 2024. Depending on the outcome of the WMMP consultation, new levels of service may be needed and provisions for this have been considered in the new Regional Waste Services Contract.

The new Regional Waste Services Contract will be operative for 10 years. The start date for new service is expected on 1 October 2024.

4 Property

Council Officers manage several 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.

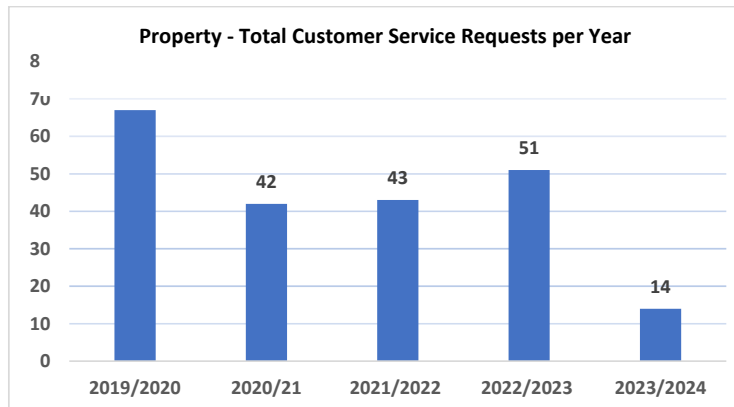


Figure 4: Customer service request history - September 2023

Officers are currently identifying potential projects for the 2024/2034 LTP. Approved projects will be incorporated in the Property Asset Management Plan (PAMP) and also the Wai o Rua Management Plan which is currently being reviewed.

4.1 Aerodrome

Below is a summary of September activities at the Aerodrome (**Figures 5 & 6**).

- 4.1.1 A request to quote is being established to review the Aerodrome Strategic Plan
- 4.1.2 The next Aerodrome User group and Safety Committee meeting is on the 15 November 2023.
- 4.1.3 Early November the NZ Army will be undertaking communication training in the Taranaki Region. During this time, they will utilise the Aerodrome and accommodate in the club house which with Aero Club has kindly offered.

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

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

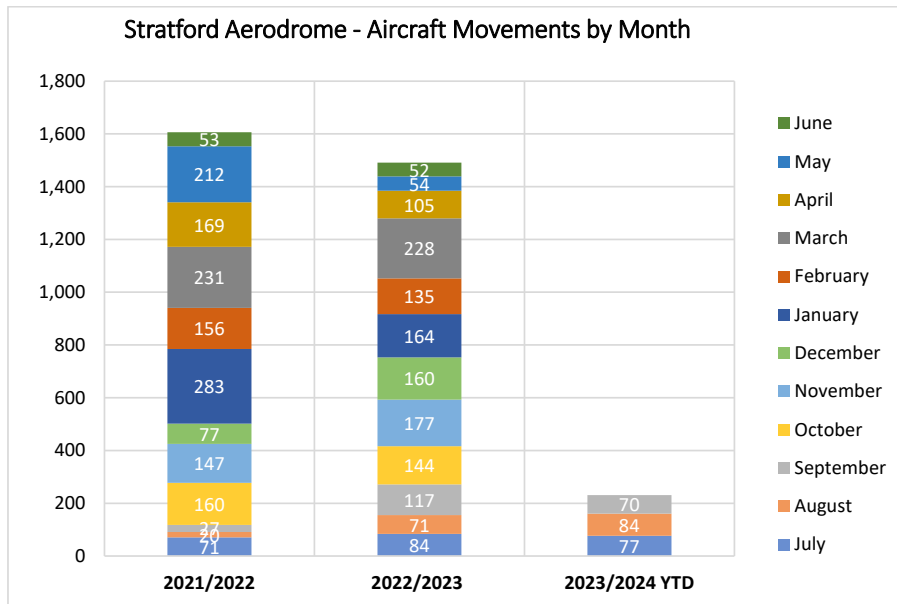


Figure 5: Stratford Aerodrome Aircraft Movements – September 2023

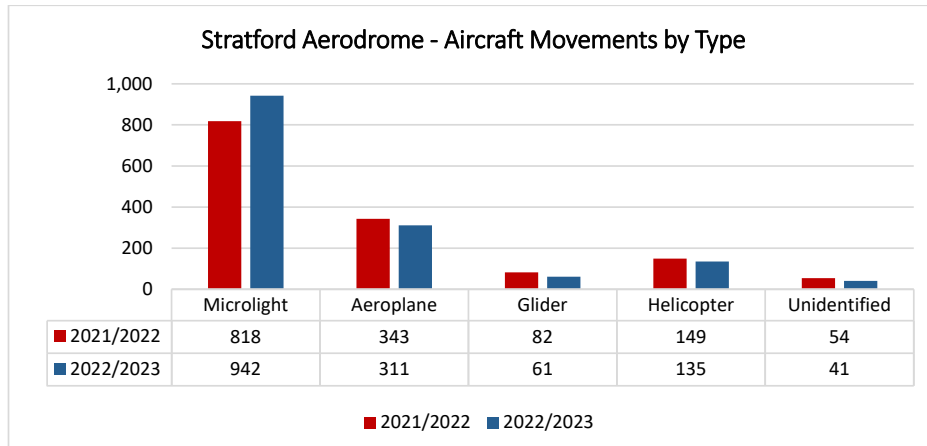


Figure 6: Stratford Aerodrome Aircraft Movements by Type – September 2023

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	2023/2024
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	96
	Annual booking of Centennial Restrooms.	>200	63
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	Expected to achieve
	Annual Occupancy rate.	>95%	100%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>80%	Expected to achieve%

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

4.2.1 Housing for the Elderly

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

4.2.2 War Memorial Centre

During the month of October, the WMC will be booked out for the Electoral Commission to house the voting for the elections.

Nine bookings were cancelled during the month of September.

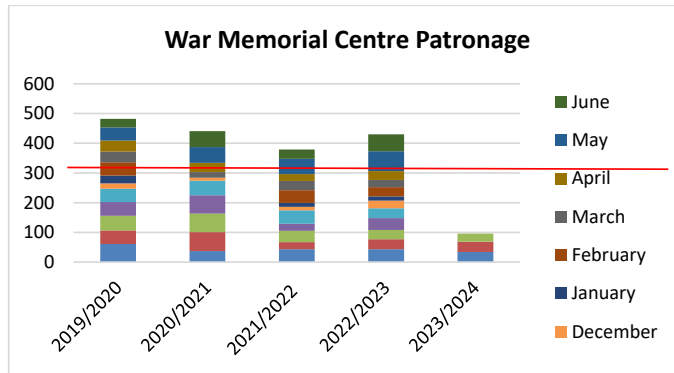


Figure 1: War Memorial Centre Patronage – September 2023

4.2.3 Centennial Restrooms

Three bookings were cancelled during the month of September 2023.

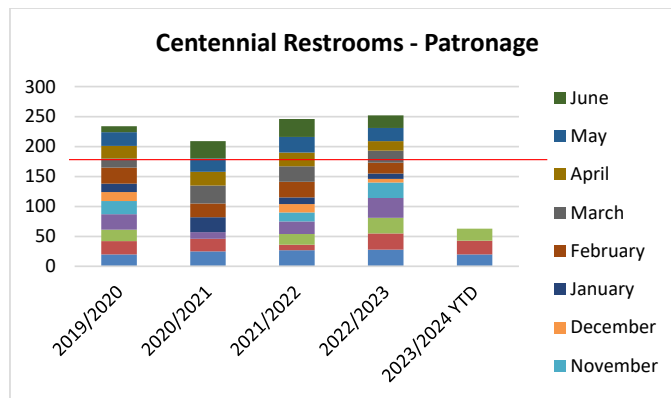


Figure 8: Centennial Restrooms Patronage – September 2023

4.3 Rental and Investment Properties

The Council's Rental and Investment Properties are:

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

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

Level of Service	Performance Measure	Target	2023/2024 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	23,345.6
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Compliance	Achieved
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5	Expected to achieve

4.3.1 The Farm

4.3.1.1 September’s milk production has increase by 2.3% compared to September last year. This seasons milk production total is 23,345.6 KgMS which is a decrease of 2.5% compared to last season.

4.3.1.2 In October, TRC will be completing an audit on the riparian plants to identify the gaps and finalise the riparian planting.

The history of the Farm milk production is shown in Figure 9 below.

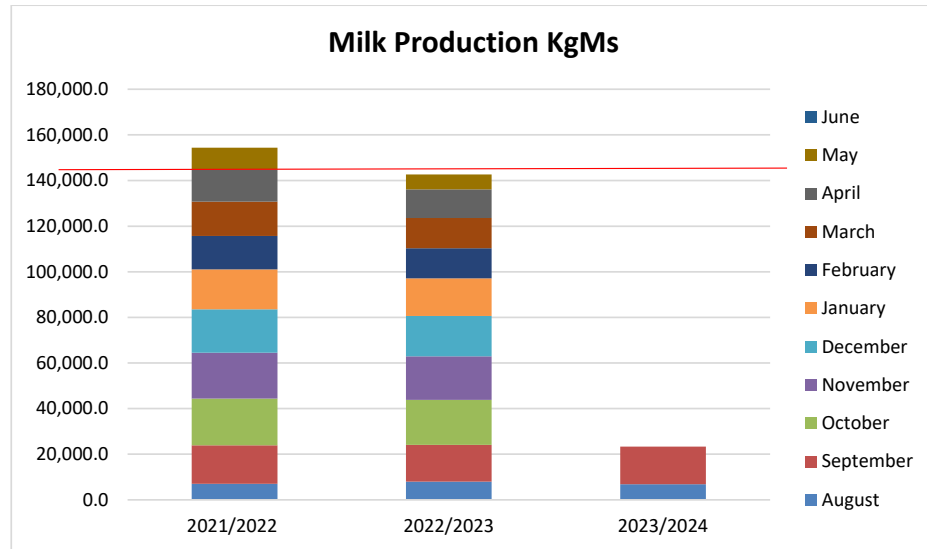


Figure 9: Milk Production KgMs

4.3 Capital Projects Summary

Below is an update on the capital projects:

- The TET Multisport Stadium *Entrance and Gymnasium Door Upgrade* –The building consent amendment has been lodged, currently responding to RFI. Building consent planned to be approved in October.
- The TET type 4 fire system upgrade will commence the first week of October.
- TSB Pool Complex – Report is due to go to Council in due course to seek direction of the TSB Pools future.
- The Clocktower – Detailed Seismic Assessment Contract has commenced.
- TET and WMC – Obtaining quotes from a Quantity Surveyor to complete strengthening costings.

5. Parks and Reserves

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

Level of Service	Performance Measure	Target	2023/2024 YTD
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	17
	Percentage of Stratford residents satisfied with:		
	Parks;	>80%	Achieved -90%
	Sports fields;	>80%	Achieved -85%
	Cemeteries.	>80%	Not Achieved -68%
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	Achieved -Full compliance
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	Achieved -Full compliance

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

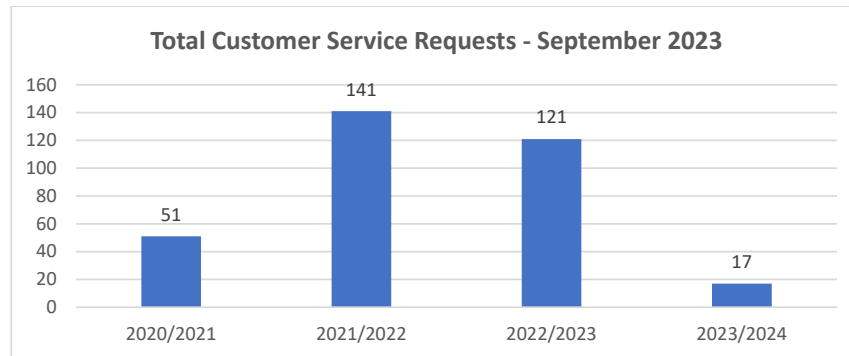


Figure 20: Total Customer Service Requests – August 2023

	2020/2021	2021/2022	2022/2023	2023/2024 (YTD)
Parks	10	24	31	3
Structures	2	32	17	2
Sports grounds	5	5	7	1
Playgrounds	1	14	7	3
Cemeteries	5	11	12	
Street Trees	15	24	28	6
Walkways	13	31	19	2
Total	51	141	121	17

Capital Projects Summary

- Victoria Park Drainage – Stage 2 underway;
- The Request for Quote (RFQ) for the Midhirst Cemetery – Pathway Upgrade will be completed this month, with work scheduled to start in November (weather permitting).

6. Capital Projects

Progress updates on some of Council's key projects, as of **30 September 2023**.

6.1 Wai O Rua Stratford Aquatic Centre

Construction is complete and the Certificate for Code of Compliance (CCC) has been granted. The building is in its *Defects Liability Period* until 14 November 2023.

6.2 The Whangamomona walkways

The Walking Access Commission is in the process of formalising Council's appointment as Controlling Authority for the walking trail.

Taranaki Trails Trust has requested for Council to be the Controlling Authority for the Mountain Bike Trail from Mangaere Road to Whangamomona. Officers are considering all associated costs and risks associated with this request.

6.3 Better off Funding

The Council has been allocated \$2.57 million (Tranche 1) of the \$2.5b support package, as part of the *Three Water Reforms* – a package intended to support councils to ensure they are no worse off due to the reforms process. The \$7.70 million Tranche 2 funding has since been withdrawn by Central Government because of the changes to the *Affordable Waters Reform*.

The Tranche 1 projects are underway. Projects and progress updates are given below:

- **The Brecon Road Extension.**
Discussions with potential consultants and Waka Kotahi are ongoing for the development of a business case for future funding applications. A business case will be developed in the 2023/24 financial year so the project will be ready for any future funding opportunities.
- **Town Centre Development including the Prospero Place and Broadway Beautification.**
This project is included under the *Stratford 2035* banner. A Project team has been established to oversee its delivery and is meeting towards the end of August to identify projects for this financial year.

Negotiations with the landowner for the purchase of green space (Prospero Place) is ongoing.
- **Skate Park development**
Construction of a Skate Bowl commenced in July 2023. This will be completed in time for the school holidays. It has been a slow process due to weather and concrete spraying of the panels.
- **Victoria Park Drainage Project**
Construction is substantially complete. Remedial works are underway with a completion date to have it ready for Cricket is unknown.

Verti-draining will be undertaken in October, with preparation of the surface to be carried out after that. Once the surface preparation is underway, we should know a timeframe.

Stratford Cricket and Cricket Taranaki have been advised on the actions taken.
- **Enabling Wastewater Infrastructure for the Stratford Park** – Modelling of existing capacity in Stratford's wastewater network is underway, to allow an impact assessment on the existing network. This is an on-going contract due for completion in 2026.

6.4 Transport Choices Package

Current Update

Feedback from the community was received and reviewed in September. The feedback highlighted six areas to revisit:

- Pedestrian Crossing at the Regan Street/Hamlet Street intersection
- Hamlet Street – Regan Street to Pembroke Road and Celia Street to Warwick Road
- Portia Street – Regan St to Fenton Street
- Miranda Street – Page Street to Celia Street
- Regan Street – Cordelia Street to Swansea Road
- Swansea Road – Regan Street to Fenton Street

The design team is looking into options for these locations and will report back to Council in October.

Background Information

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 \$7.8m for schools' safety improvement works and \$180k for the **Bikes in Schools** Project for the three urban schools.

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

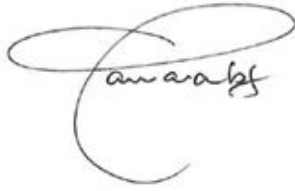
Specialist consultants have been procured and an overall network plan was independently reviewed to determine the best routes and priorities. Regular meetings with Waka Kotahi are ongoing to align with Central Government's objectives and targets. Design plans are being issued to Waka Kotahi after consultation and safety audits are completed.

All projects are expected to be completed by June 2025.

7. Resource Consents

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

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

[Approved by]
Sven Hanne
Chief Executive

Date 17 October 2023

MONTHLY REPORT

Community Services Department



F22/55/04-D23/41891

To: Policy and Services Committee
 From: Director – Community Services
 Date: 24 October 2023
 Subject: Community Services Monthly Report – September 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

- International Day of the Older person
- Increased and ongoing participation with activity delivered by the facilities
- KAltiaki Project: MTFJ supported

2. Community and Economic Development

Performance Measures (*Performance Measures in bold*)

	Target	2023/24 YTD
Deliver or facilitate community events	>5	6
Percentage of residents feeling a sense of community	80%	
Number of client interactions with Venture Taranaki's Business Advisory Services	100%	
Mentor matches made as requested	100%	

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

2.2 Youth Council (SDYC)

The Youth Council are currently evaluating their application and interview process and questions. This is for when we advertise for interest in becoming a member of the SDYC. Applications will open in late November, go through the summer holidays until the end of January.

We are also in the process of collaborating with ZEAL to put on a Youth Festival and celebrate the SDYC's 20th year anniversary at Victoria Park. ZEAL received some funding from the Creative Communities grant recently and the Youth Council are eager to support them on this event.

Upcoming meetings and events:

- Ordinary Meeting: 7 November, 4.30pm

2.3 **Civic and Community Events**

Coming Up:

- School Holiday Programme: 23 September – 8 October
- Ba5: Wed 20 Sep – Creative Prints
- SBA workshops: October / November
- SBA AGM: Monday 9 October

Complete:

- Workshop (SBA) Customer Service: 19 September
- Business after Five – Creative Printz: 20 September
- Trades event with Building Wellness Taranaki supported by MTFJ and the Stratford Business Association: 26 September
- International day of the older person: 29 September

2.4 **Community Projects and Activity**

2.4.1 Mayors’ Taskforce for Jobs (MTFJ)

Registrations

	September	YTD
Young People Registered	15	25
Businesses Registered	2	3

Employment

	September	YTD
People placed into employment	1	4
Young people who are employed but require assistance with upskilling	0	0
Young people registered onto programme and straight in study	3	7
People who received support and found work themselves	0	0

Highlights

A successful event for local trade businesses was held in September. MTFJ and the Stratford Business Association partnered to introduce Building Wellness Trust (BWT) to local Stratford trade businesses. MTFJ has some BTW memberships to share with our local trades businesses to connect them to the important work that Building Wellness provides our community. This is an industry-led initiative that helps workers and businesses in construction industries support their own wellbeing and that of others, to reduce the number of people who are lost to suicide in our community.

Job openings have slowed down locally significantly. Economic downturn and uncertainty of future stability are major factors to consider. Pending election also plays a role in the lack of jobs being advertised.

The programme coordinator has been working with younger job seekers to secure training for them to help them become more employable. Some of this training in the dairy sector and some in horticulture.

Coordination of a defensive driving course is in the works to help job seekers on their restricted become safer drivers and in turn being able to sit for their full licences quicker.

2.4.2 **Community Relationships Framework**
No update or change for the month.

2.5 Funding

2.5.1 Creative Communities Scheme

Round 2 of the Creative Communities Scheme closed on 1 September. The Creative Communities Scheme Committee met on 20 September 2023 to assess the applications. There were 13 applications including two for the festival fund. In total 12 applications were successful with the committee allocating a total of \$10,902 from the general fund and \$6,804.20 from the one-off festival funding.

2.5.2 Sport New Zealand Rural Travel Fund

The next funding round opens 2 October 2023.

2.6 Positive Ageing

On 29 September the Community Development team hosted a celebration for the International Day of the Older person. There was entertainment from the Taranaki Swiss Club, games of bingo and a mix and mingle over some lunch. There was lots of positive feedback from those who attended.



2.7 Stratford Business Association

Memberships	
New	
Current total	146

Upcoming activity:

- October/November Ba5 events
- Target Market & Buyer Personas: Understanding your audience, their pain points and how to talk to them with your marketing and website - 17 October, 5:00pm
- Phone photography and taking quality pictures for your business on your phone - 24 October, 10:00am – 2:00pm
- Google Ads: Running ads and getting return on your investment - 31 October, 10:00am
- Chat GPT: How to use for your business - 7 November, 5:00pm

3. Communications

3.1 External communications








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

Focus for September:

- Transport Choices
- International Day of the Older Person
- MTFJ Careers Day
- WMMP and Kerbside Collection consultation
- Pembroke Road renumbering and name change
- School Holidays
- Scarecrow Trail Registrations
- New Citizens
- Broken glass in blue crate bins
- Speed Management Plans open for feedback
- Public notices (September meeting schedule, Notice of Council Resolution on Electoral System and Right to Demand a Poll, Temporary road closure - Christmas Parade, Temporary Road Closure – Opunake Road)

3.2 **Digital channels**

September snapshot:

Website		Social Media	
	6,400 ↑1,000 Users		27 New Facebook followers /stratforddistrictcouncil 4,293 people follow Council's page.
	27,214 ↑3,575 Page views		8,335 ↓ 41% People reached The number of people who saw any of Council's posts at least once this month.
	9,861 ↑877 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.		6 New Instagram followers /stratford_nz 1,129 people follow Council's account.
Antenno			
	22 new installs 10 uninstalls Devices using Antenno. As at end of September 1,113 devices were using Antenno	21 posts sent out	
		20 reports received 10 of these were related to Rubbish and Recycling collection service	

3.3 **Official Information Requests**

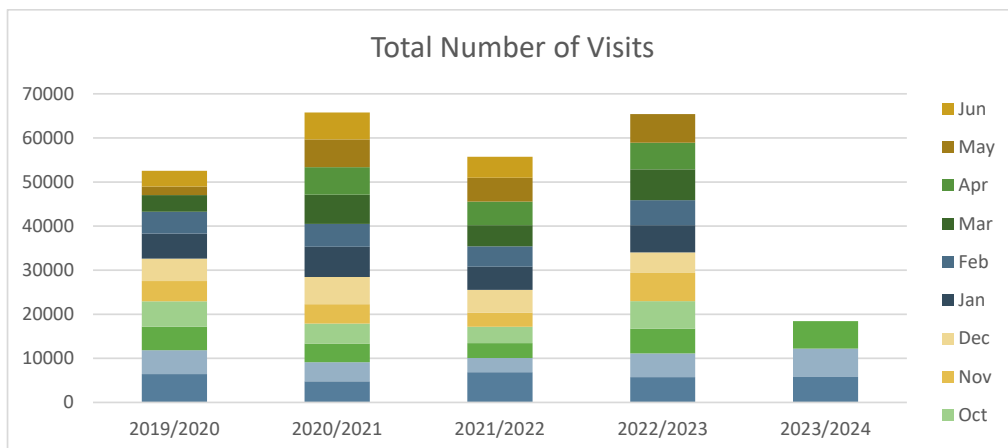
For the 2023 calendar year, Council has received 59 Local Government Official Information and Meetings Act (LGOIMA) requests.
The below table includes the LGOIMA's received for the month of September 2023

Date Received	Requested by	Query	Due Date	Date Responded	Days to Respond
8/09/2023	Campbell Graham	Contaminated land at 825 Toko Road	6/10/2023	11/09/2023	2
11/09/2023	Malishia Lewis	Future for Local Government report	9/10/2023	15/09/2023	4
22/09/2023	Josh Cowley	Kerbside waste collection on 11 November 2019	20/10/2023	27/09/2023	3
29/09/2023	Janika Ter Ellen - Newshub	public pool facilities	27/10/2023	In progress	




4. **Visitor Information and Library Services**

Performance Measures (*Performance Measures in bold*)



	Target	2023/24 YTD
Number of users of AA Agency Service is measured	>10,000	2,076
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	16,249
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	1,233



Visitors/Users per service

Service	September	Year to date (2023/24)
 Information Services (brochures/maps/ event tickets etc)	249 ↑83	723
 Vehicle/Driver licensing	615 ↓167	2076
 Programme and Events	625 ↑307	1233

Library services - Items Issued

Service	September	Year to date (2023/24)
 In person	4153 ↓251	14,428
 Online	649 ↑58	1821

Programme/Event Users

Age group	September	Year to date (2023/24)
65+ Seniors	51 ↑13	111
18+ Adults	26 ↓56	172
13-17 Secondary School	0 ↑↓	0
5-12 Primary School	726 ↑607	726
<5 Pre-School	54 ↑4	140

4.1 Highlights for September

- 343 tamariki attended a special programme marking Te Wiki o Te Reo Māori where they heard the te reo Māori version of Hairy Maclary and learned E Pāpā Waiari, a waiata and rakau (stick) game.
- Organisations and groups using the library as a meeting place included the Transport Choices team, Mayoral Taskforce for Jobs, Hāwera Budget Advice Service, Learner Me, Stratford Writers Group, Justice of the Peace service desk, and Northern Health School, as well as our regular social book and craft groups.
- There has been a noticeable increase in the number of overseas visitors over September, particularly visitors from Australia and Europe.
- Programmes for the school holidays filled quickly, with no spaces left in registration required events well before the end of term. Activities in week one included making windchimes, and a programme delivered in partnership with the Parihaka Network where children planted seeds for the maara kai at Parihaka and to plant in their gardens at home.

5. Pool Complex

Level of Service Category	Performance Measure	Target	2023/24 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	18
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	Pool Safe accreditation is met	100%	100%
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	13946

5.1 Highlights for September

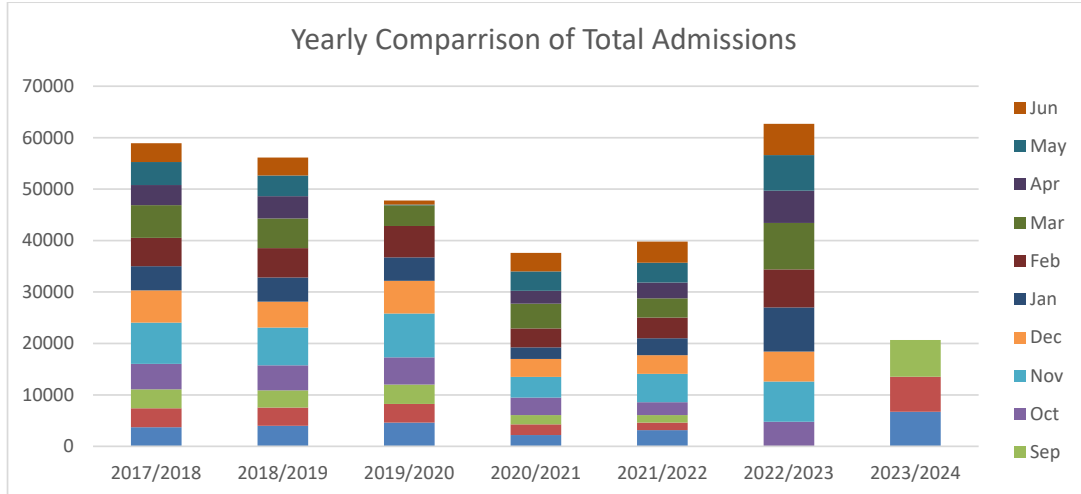
- September saw 7,114 patrons through the facility.
- The school holiday programme proved a great success, with a noticeable increase in revenue.
- Three outside holiday programmes ran successfully alongside the Wai o Rua holiday programme. (Tūtaki Youth, Ngāruahine, Vertical Horizon)
- The 48 Squadron completed their cadet training successfully.
- The Swim School Programme total for term 4 increased to 337 students to date with more expected.
- Toi Foundation filming and interviews completed, these highlight the amazing facilities and programmes on offer to the community.

Overall another busy month including continued growth in the group fitness and private swim lessons;

- Strength and Balance classes still going well.
- Continue growth in the Pilates classes.
- 20 private swim lessons booked in weekly and continues to grow.

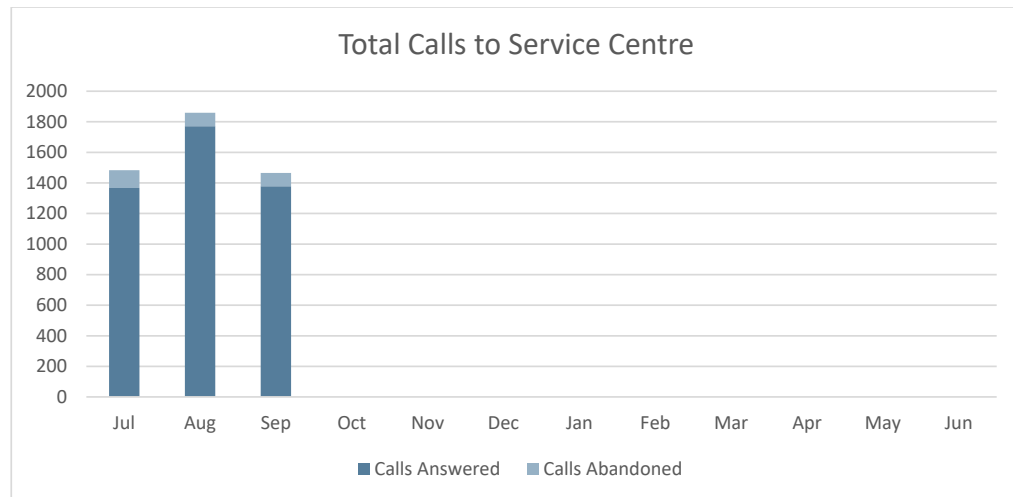
Upcoming bookings (significant and new opportunities)

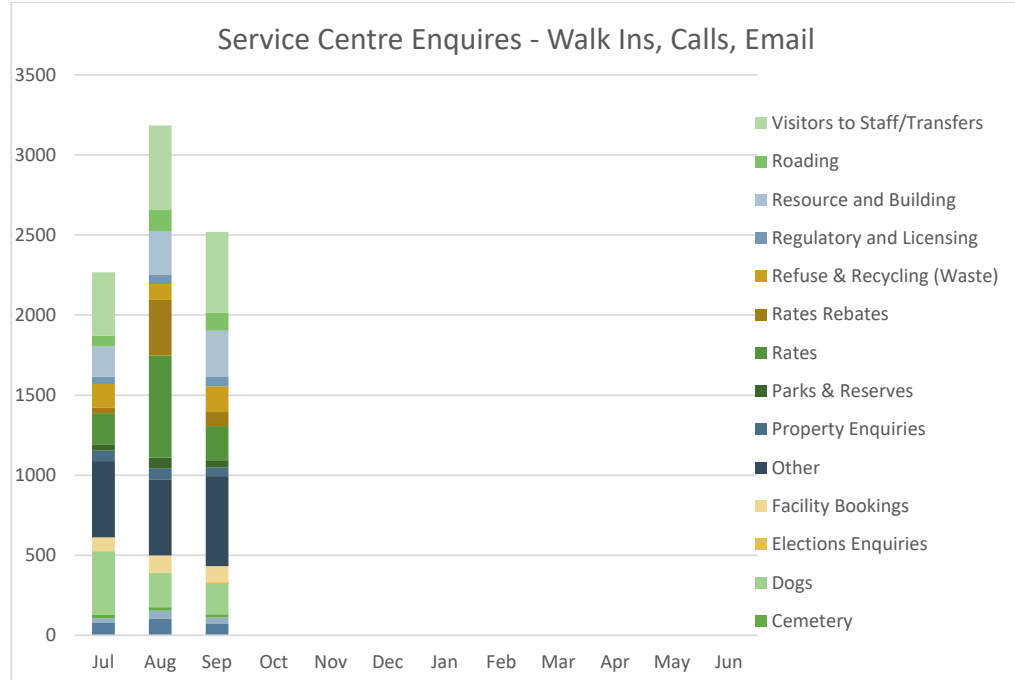
- Term 4 School Lessons completely booked, with the term looking to be a very busy time. This programme is funded through the support of the TOI Foundation.
- Significant bookings coming in for the end of the year and into 2024.



6. Service Centre

Customer Service has experienced a quieter month over September. There were 2,519 customer interactions recorded through phone calls, emails and counter enquiries. A total of 600 less than August. Email communications increased over the month by 70 but the counter enquiries were down by 500.





Kate Whareaitu
Director - Community Services

[Approved by]
 Sven Hanne
Chief Executive

Date: 17 October 2023

MONTHLY REPORT

Environmental Services Department



F22/55/04– D23/40408

To: Policy and Services Committee
From: Director – Environmental Services
Date: 24 October 2023
Subject: Environmental Services Monthly Report – September 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

Twelve applications for building consent were received in September 2023. These included one new residential building, five log fires, three pole sheds, one accessory building, one alteration to a residential dwelling and one alteration to a commercial building. There were also a further six amendments to existing building consents, two Certificates of Public Use and one application for consent was refused.

The number of applications for consent received in September has remained at a relatively low level. Other Councils are reporting similar results, so it appears to reflect national conditions rather than an indicator of any local trends. That trend is unlikely to change much until after the upcoming general election and the formation of a new government. The first few months following the election will be a good indicator of what officers can expect. This will also coincide with warmer weather which typically sees an upswing in construction activity. Officers are currently preparing for an audit of the Building Consent Authority which will be the first external audit for two years. There will be different audit personnel this time and so officers are expecting a slightly different approach.

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 only remaining road numbering project relates to Ariel Street. This is of much smaller scale than the Pembroke Road project which was recently completed. The numbering on Ariel Street will be looked at once staff availability allows.

The Minister for the Environment and Minister of Conservation have released a draft National Planning Framework (NPF) proposal for targeted feedback from Iwi and local government. The NPF is over 500 pages and is an important element of the new Resource Management legislation as it includes much of the detail about how the new Resource Management system will operate. **Council Officers are currently reading the draft NPF and will likely work with the other Taranaki Councils in putting together any feedback but haven't decided whether to submit yet.** Feedback must be provided by 13 December.

The Ministry for Building Innovation and Employment has released a series of documents about New Zealand's energy system for consultation. **Council Officers are working with the other Taranaki Councils and Venture Taranaki on preparing a submission which will likely be forwarded to the Mayoral Forum for endorsement.**

The Ministry for the Environment is currently consulting on a proposed National Policy Statement for Natural Hazards Decision Making and on some changes to the existing National Policy Statement for Highly Productive Land which was released in October 2022. **Officers have not yet decided whether to submit on the National Policy Statement for Natural Hazards Decision Making.**

In terms of the National Policy Statement for Highly Productive Land, officers from the three district councils in Taranaki have jointly drafted a submission that largely supports the proposed changes. **This submission is on technical matters and so it is proposed that it will be signed by staff.**

This is an unusual amount of consultation to be taking place at once and officers from Councils throughout the region are struggling to cover all of it. We are working together to try and spread the workload and to promote a relatively consistent position on the various documents.

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 Sep
Building Consent Authority	
Building Consent Applications	12
Building Consent Amendment Applications	6
Building Consents Issued	11
Building Consent Amendments Issued	4
Inspections completed	120
Code Compliance Certificate Applications	12
Code Compliance Certificates Issued	21
Code Compliance Certificates Refused	11
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	12
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	3
Land Use Consents Granted	0
Subdivision Consents Received	3
Subdivision Consents Granted	2
223/224 Applications Received	4
223/224 Applications Granted	2
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	5
Resource Consent Applications Placed on Hold or Returned	6
LIM's Received	10
LIM's Granted	9
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	5
Health or Food Act Complaints Received and responded to	0
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	0
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	6
Bylaw Complaints Received and responded to	16
Dog Complaints Received and responded to	23

4. Key Performance Indicators – All Business Units

4.1 Building Services

Level of Service	Performance Measures	Targets	Status
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	17 of the 17 (100%) applications were processed within 20 working days.
	Percentage of inspection requests completed within 24 hours of request.	100%	119 of the 120 (99%) inspections were within 24 hours of the request. The two 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%	21 of the 21 (100%) CCC's issued were issued within 20 working days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	Six of the six (100%) LIMs were processed within 10 working days.
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Achieved.
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided.	>80%	The results from the first wave of the customer satisfaction survey are not yet available.

4.2 Planning and Bylaws

Level of Service	Performance Measure	Target	Status
To promote the sustainable management and use of land and public spaces.	To undertake a comprehensive review of the district plan, with notification within statutory timeframes.	Notification of a proposed District Plan.	Work on this project has been delayed until a decision has been reached on participation in the first tranche of regions to develop plans under the new system.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	100% review within timeframes	There are no bylaws or policies currently outside their statutory review periods.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	Two out of the two (100%) applications were processed within 20 working days.
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	N/A
	% of S223 and S224 applications processed within 10 working days.	100%	
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	The results from the first wave of the customer satisfaction survey are not yet available.

4.3 **Community Health and Safety**

Level of Service	Performance Measure	Target	Status
To fulfil obligations to improve, promote and protect public health	Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	100%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	100%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	100%
To ensure dogs are controlled	Percentage of known dogs registered	95%	93.7%
	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 September 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 September 2023.

5.1.3 **Regulation 6A Compliance Dashboard**

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

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

5.1.4 Training needs analysis

One Building Control Officer is continuing studying towards his Diploma in Building Surveying. This is the final year of this programme of study.

Training in the following areas was delivered during September:

- On-site domestic wastewater management. This was joint with NPDC & STDC
- The Window, & Glazing Association of NZ presented a Thermal Envelope training course for the BCO's. This was in relation to recent and upcoming Building Code changes.

5.1.5 Internal audit/external audit timetable

During September the Quality Manager and Building Control Manager undertook a pre-IANZ check against MBIE's National Building Consent Authority competency assessment system. The audit identified some minor areas which were resolved during September.

International Accreditation New Zealand Limited (IANZ) has confirmed our next audit for 13-16 November 2023.

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness

Three onsite BWoF audits were undertaken during September 2023. These related to Stratford office furniture, Konini Lodge, and Stratford ski lodge. Six existing Compliance Schedules were re-built in September 2023.

No notifications were issued for Warrant of Fitness renewal.

5.2.2 Swimming Pools

There are 86 swimming pools on the Council's swimming pool register. There is one that requires remediation work to achieve compliance.

5.2.3 Earthquake-Prone Buildings

Officers did not receive any reports about buildings that have been identified as potentially being earthquake-prone in September. To date eight reports have been received which have confirmed five buildings as being earthquake prone, and three buildings as being not earthquake prone. In August the owners of 89 buildings were notified that their buildings may be earthquake prone.

5.2.4 Non-Standard Site Register Maintenance

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

5.2.5 Notices to Fix/Other Compliance as a Territorial Authority

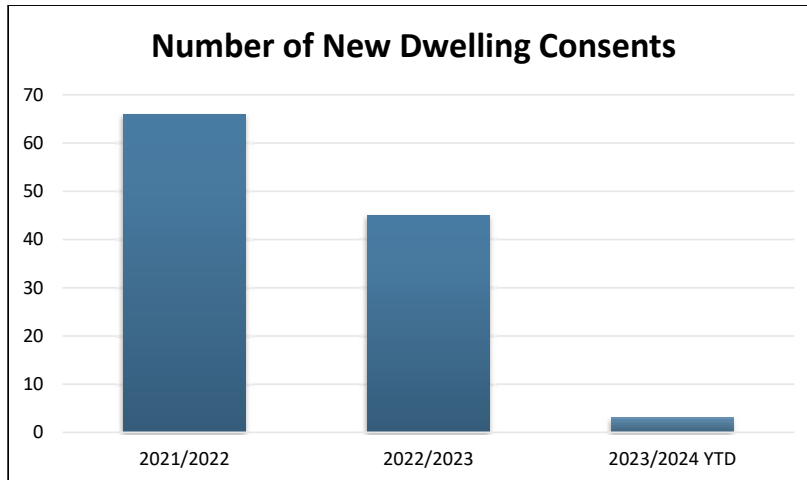
No Notices to Fix for unauthorised building works were issued by the Territorial Authority in September 2023.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

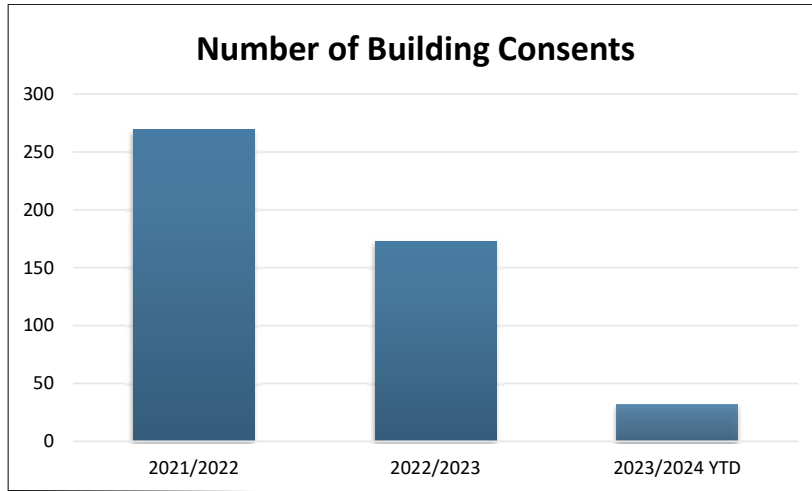
Type	Sep 2023	Sep 2022	2023/2024	2022/2023 Whole Year
New Dwellings	1	10	3	44
Relocated dwellings	0	1	1	15
Relocated buildings other than dwellings	0	0	0	0
Fires	5	3	13	55
Pole sheds/accessory buildings	4	3	8	26
Additions/alterations – residential	1	0	4	13
New Commercial buildings	0	0	1	5
Additions/alterations – commercial	1	1	2	10
Other/miscellaneous	0	1	0	5
Totals	12	19	32	173

New House indicator by year



Year	New Dwellings
2021/2022	66
2022/2023	45
2023/2024	3

Consent numbers by year



Year	Building Consents
2021/2022	269
2022/2023	173
2023/2024 YTD	32

Blair Sutherland
Director - Environmental Services

[Approved]
Sven Hanne
Chief Executive

Date: 17 October 2023

MONTHLY REPORT

Corporate Services Department



F22/55/04 – D23/43451

To: Policy and Services Committee
From: Director – Corporate Services
Date: 24 October 2023
Subject: Corporate Services Monthly Report – September 2023

Recommendation

THAT the report be received.

/_____
Moved/Seconded

1. Financial Management

Reports attached, as at 30 September 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

1.1 Financial Results for September Year to Date (YTD)

First quarter results are showing a Net Surplus of \$978,753 against a budgeted Net Surplus of \$89,222, with Revenue much higher than budget, largely due to unbudgeted grant revenue of \$702,619 achieved from various sources.

Revenue

Total Revenue for the YTD is \$1,211,839 over budget, at **\$7,837,568**. Operating Revenue (excluding extraordinary revenue) is over budget for the YTD by \$481,394, at **\$7,027,764**.

The Waka Kotahi subsidy is over budget by \$267,067 due to roading work being completed ahead of budget. User Charges and Fees is over budget by \$256,436.

Expenditure

Total Expenditure for the YTD is \$36,892 under budget, at **\$6,858,815**. Direct Operating Expenditure is over budget for the YTD by \$438,559.

Expenditure for the three waters activities is over budget by a combined \$153,150, and the overspend relates to contracted services.

Roading expenditure is over budget by \$242,484 due to Transport Choices related operational costs.

The Wai O Rua Aquatic Centre is over budget by \$133,333 due to actual expenditure in a number of areas being even higher than budgeted including staff, energy, insurance, and technology (including software) costs.

1.2 Capital Expenditure Report

The capital expenditure budget for the 2023/24 financial year is **\$22,478,454**. This is made up of budgeted capital expenditure as per the Annual Plan 2023/24 of \$16,457,145 and budgeted amounts brought forward from the previous year of \$6,021,309. Of the total budget available:

- \$6,317,474 is for replacing existing assets,
- \$15,034,649 is for new assets or improving existing assets, and
- \$1,126,331 is to cater for district growth.

Actual capital expenditure for the first quarter of the year is \$2,408,582 or 11% of the available budget.

1.3 Treasury Management

Summary

Gross Debt (LGFA)	\$	34,700,000
Term Deposits	\$	6,000,000
A&P Association Loan	\$	7,180,000
Net Debt	\$	21,520,000

Gross Council debt as at 30 September 2023 was \$34,700,000. Net debt is \$21,520,000 after netting off financial investments comprising of \$6,000,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

All debt covenants were met as at 30 September 2023.

	<i>Actual</i>	<i>Policy</i>
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	34%	10-60%
Fixed 3-5 years	27%	10-60%
Fixed >5 years	30%	5-60%
Debt Matures 1-3 years	34%	10-60%
Debt Matures 3-5 years	27%	10-60%
Debt Matures > 5 years	30%	10-60%
Debt Servicing to Revenue Ratio	3%	<10%
Net Debt to Revenue Ratio	69%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 2,118	<\$3,000
Net Debt per Ratepayer	\$ 4,247	N/A
Maximum Investment with Counterparty	\$ 6,000,000	N/A

Borrowings

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

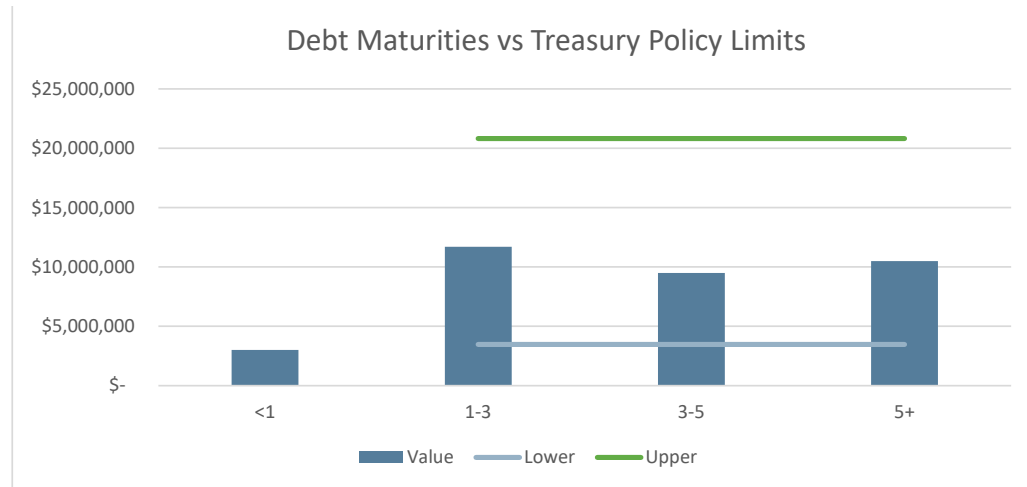
The Net Debt to Revenue ratio is currently at 69% (Council's limit is 130%). Based on budgeted annual revenue for 2023/24 of \$31,101,000, **Net Debt** could increase to \$40,431,300 before breaching Council's limit as per the Treasury Management Policy.

Interest rates have increased significantly from the previous month. The latest LGFA borrowing rates as at 11 October 2023 are:

- 1 year 6.10%
- 5 years 6.20%
- 10 years 6.54%

The weighted average interest rate across all Council debt is currently at **3.35%**. The interest rate used for budgeting purposes for the Annual Plan 2023/24 is 3.45%.

The weighted average interest rate of all term deposits is **5.88%**.



Cashflow Forecast

As at September 2023, Council had \$1,161,122 in the bank and \$6,000,000 on short term (120 day) deposits.

Although over \$3,000,000 is expected to come in over the next six months from grant funding, further borrowing of \$2,000,000 is expected over the next 12 months to cover cash shortfalls expected from January 2023 onwards.

2.0 Revenue Management

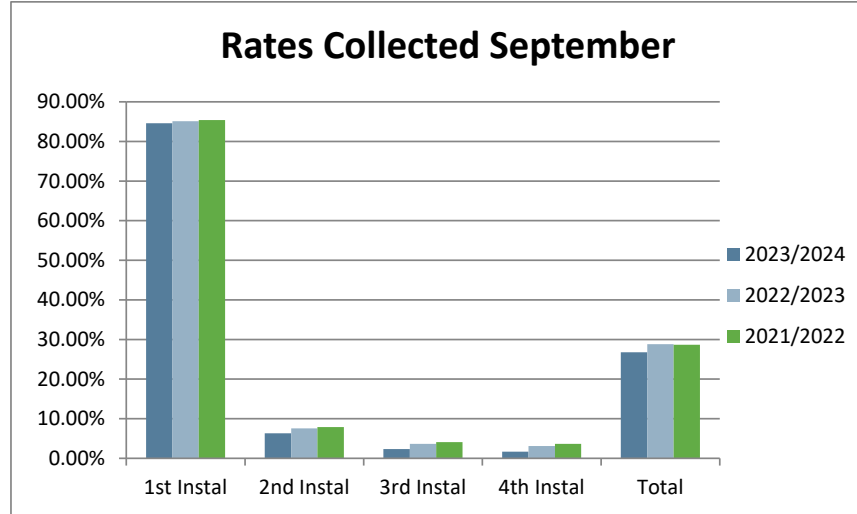
2.1 Rates

Rates Arrears (owing from 2022/23 year and earlier) \$176,279

As at 30 September 2023, 57% of rates in arrears have been collected since 1 July 2022 (2022: 65%).

Current Year Rates

As at 30 September 2023, 27% of rates had been collected (2022: 29%). The graph below shows a downward trend in collection performance over the past three years by 1%. This may be a combination of the cost of living, and the shift towards direct debits which spreads the rates over a full year rather than to 31 May, if paid by any other method.



2.2 Outstanding Debtors

The Outstanding Debtors report as at 30 September is attached to this report.

Once the new Revenue Manager settles in and by the end of the financial year, a comprehensive review of the Water Billing system and outstanding debtors will be undertaken.

3.0 Information Technology

Information Technology Update

- The Content Manager test system was successfully patched last week, and staff are currently undertaking User Acceptance Testing before installing the upgrade. This has many fixes including a resolution to the “check-in styles” bug, which was preventing staff from automating the check-in of emails.
- IT has been heavily involved in remedying the Aquatic Centre building maintenance system over the past few months, with the main issues being around the configuration of the alert system, reporting, cyber security, and faulty sensors. These issues have now been resolved, and staff are now implementing an SMS / Email alert integration with the vendors Siemens and Spark Digital, which will be completed by the end of the year.
- The annual hardware replacement program for Computer desktops, laptops, and monitors is underway. Equipment aged > 5 years was scheduled for replacement in September. The rollout is approximately 50% complete. Five to six years is the expected life of these devices and the replacement programme is designed to prevent staff having hardware issues, maintain reliability, and ensure cyber security updates are still available. The device is analysed by IT staff for condition and availability of security and other software updates prior to applying the replacement procedure.
- The minor upgrade of the Envibe POS system at Wai o Rua and upgrade of GoGet (building consent system) were successfully completed during September.
- The property file digitisation project has now been completed and Council will celebrate this with a shared kai in late October.
- IT responded to a slow burn brute force attack on the firewall. Changes were implemented on the firewall which has stopped the activity.



Tiffany Radich
Director - Corporate Services



Approved By:
Sven Hanne
Chief Executive

Date: 17 October 2023

Statement of Comprehensive Revenue and Expense

For the Year to Date - September 2023

	September '23 Actual YTD	September '23 Budget YTD	Variance YTD	Total Budget 2023/24	September 22 Actual YTD
Operating Revenue					
Finance Revenue	\$97,156	\$81,000	\$16,156	\$324,000	\$86,261
Waka Kotahi NZTA Rooding Subsidy	\$1,409,567	\$1,142,500	\$267,067	\$4,570,000	\$1,584,560
Rates Revenue - excl water consumption rate	\$3,931,152	\$3,923,250	\$7,902	\$15,693,000	\$3,628,105
Water Supply - Consumption Charge	\$115,288	\$122,750	(\$7,462)	\$491,000	\$100,681
Sundry Revenue	\$8,921	\$5,750	\$3,171	\$55,000	\$6,480
Farm Milk Proceeds	\$92,124	\$154,000	(\$61,876)	\$616,000	\$137,982
User Charges for Services	\$1,373,556	\$1,117,120	\$256,436	\$2,638,000	\$1,214,318
Total Operating Revenue	\$7,027,764	\$6,546,370	\$481,394	\$24,387,000	\$6,758,387
Extraordinary Revenue					
Grant Funding	\$702,619	\$0	\$702,619	\$6,611,000	\$207,500
Financial Contributions	\$27,826	\$0	\$27,826	\$0	\$47,934
Other Revenue	\$0	\$0	\$0	\$0	\$11,877
Dividends	\$79,359	\$79,359	\$0	\$103,000	\$0
Total Extraordinary Revenue	\$809,804	\$79,359	\$730,445	\$6,714,000	\$267,311
Total Revenue	\$7,837,568	\$6,625,729	\$1,211,839	\$31,101,000	\$7,025,698
Operating Expenditure					
Personnel Costs	\$1,392,115	\$1,447,250	\$55,135	\$5,789,000	\$1,242,769
Other Direct Operating Costs	\$3,581,092	\$3,087,398	(\$493,694)	\$11,687,000	\$3,218,879
Total Operating Expenditure	\$4,973,207	\$4,534,648	(\$438,559)	\$17,476,000	\$4,461,648
Other Operating Expenditure					
Depreciation	\$1,612,250	\$1,612,250	\$0	\$6,449,000	\$1,338,750
Finance Costs	\$272,180	\$310,250	\$38,070	\$1,241,000	\$219,621
Sundry Expenditure	\$1,178	\$0	(\$1,178)	\$0	\$7,800
Total Other Expenditure	\$1,885,608	\$1,922,500	\$36,892	\$7,690,000	\$1,566,171
Total Expenditure	\$6,858,815	\$6,457,148	(\$401,667)	\$25,166,000	\$6,027,819
Net Surplus (Deficit)	\$978,753	\$168,581	\$810,172	\$5,935,000	\$997,879
<i>Capital Revenue/Expenditure is made up of:</i>					
NZTA Funding for Rooding capital projects	\$814,924	\$809,671			
Community Grants and Donations	\$0	\$0			
	\$814,924	\$809,671			
Adjusted Net Surplus/(Deficit)*	\$163,829	(\$641,089)	\$804,918		

*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 30 September 2023

	September '23 Actual YTD	September 22 Actual YTD
Assets		
Current Assets		
Cash and Cash Equivalents	\$1,077,378	\$1,281,984
Short Term Deposits	\$6,000,000	\$6,000,000
Receivables	\$1,598,911	\$1,688,538
LGFA Borrower Notes	\$57,000	\$40,000
Current Assets Total	\$8,733,289	\$9,010,522
Non-Current Assets		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$743,000	\$675,000
Shares	\$600,000	\$547,000
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$5,516,565	\$26,683,849
Property, Plant & Equipment / Intangibles	\$460,145,000	\$423,908,250
Non-Current Assets Total	\$474,184,675	\$458,994,209
Assets Total	\$482,917,964	\$468,004,731
Liabilities & Equity		
Equity		
Renewal Reserves	\$5,972,000	\$5,160,000
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$968,000	\$1,363,568
Restricted Reserves	\$1,249,826	\$1,166,934
Targeted Rate Reserves	\$931,000	\$343,000
Asset Revaluation Reserves	\$233,608,000	\$226,367,000
Retained Earnings	\$203,342,975	\$197,610,383
Equity Total	\$444,714,301	\$432,515,385
Liabilities		
Current Liabilities		
Borrowings (maturing less than one year)	\$3,000,000	\$7,000,000
Provision for Landfill Aftercare	\$7,000	\$6,766
Employee Entitlements	\$322,000	\$243,298
Payables and Deferred Revenue	\$3,167,663	\$3,020,847
Non-Current Liabilities		
Borrowings	\$31,700,000	\$25,200,000
Provision for Landfill Aftercare	\$7,000	\$18,435
Liabilities Total	\$38,203,663	\$35,489,346
Liabilities & Equity Total	\$482,917,964	\$468,004,731

Expenditure and Revenue by Activity

For the Year to Date - September 2023

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

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

	September '23 Actual YTD	September '23 Budget YTD	Variance YTD	Total Budget 2023/24	September 22 Actual YTD
Recreation and Facilities					
Aerodrome					
Expenditure	\$39,297	\$35,270	(\$4,028)	\$135,000	\$27,607
Revenue	\$8,327	\$6,750	\$1,577	\$27,000	\$9,413
Net cost of activity	\$30,970	\$28,520	(\$2,451)	\$108,000	\$18,194
Civic Amenities					
Expenditure	\$179,778	\$171,360	(\$8,418)	\$529,000	\$132,226
Revenue	\$14,853	\$13,500	\$1,353	\$54,000	\$19,751
Net cost of activity	\$164,925	\$157,860	(\$7,065)	\$475,000	\$112,475
Pensioner Housing					
Expenditure	\$35,211	\$38,478	\$3,267	\$121,000	\$31,859
Revenue	\$18,460	\$19,250	(\$790)	\$77,000	\$11,984
Net cost of activity	\$16,751	\$19,228	\$2,477	\$44,000	\$19,875
Library					
Expenditure	\$165,883	\$130,571	(\$35,313)	\$495,000	\$172,659
Revenue	\$10,255	\$3,750	\$6,505	\$15,000	\$16,829
Net cost of activity	\$155,628	\$126,821	(\$28,808)	\$480,000	\$155,830
Parks and Reserves					
Expenditure	\$217,890	\$198,027	(\$19,863)	\$724,000	\$185,978
Revenue	\$1,462	\$2,250	(\$788)	\$9,000	\$2,621
Net cost of activity	\$216,428	\$195,777	(\$20,651)	\$715,000	\$183,357
Cemeteries					
Expenditure	\$58,738	\$52,795	(\$5,943)	\$209,000	\$49,935
Revenue	\$44,942	\$36,250	\$8,692	\$145,000	\$41,852
Net cost of activity	\$13,796	\$16,545	\$2,749	\$64,000	\$8,083
TSB Pool Complex					
Expenditure	\$676,258	\$542,925	(\$133,333)	\$1,976,000	\$295,345
Revenue	\$272,626	\$98,000	\$174,626	\$392,000	\$41,226
Net cost of activity	\$403,632	\$444,925	\$41,293	\$1,584,000	\$254,119
Democracy and Corporate Support					
Expenditure	\$337,000	\$324,943	(\$12,057)	\$1,279,000	\$326,705
Revenue	\$76,893	\$29,083	\$47,810	\$140,000	\$49,656
Net cost of activity	\$260,107	\$295,860	\$35,753	\$1,139,000	\$277,049
Community Development					
Community Services					
Expenditure	\$171,411	\$106,000	(\$65,411)	\$496,000	\$148,826
Revenue	\$455,863	\$0	\$455,863	\$0	\$242,396
Net cost of activity	-\$284,452	\$106,000	\$390,452	\$496,000	-\$93,570
Economic Development					
Expenditure	\$126,594	\$158,177	\$31,583	\$626,000	\$123,045
Revenue	\$121,187	\$0	\$121,187	\$0	\$0
Net cost of activity	\$5,407	\$158,177	\$152,770	\$626,000	\$123,045
Information Centre					
Expenditure	\$52,340	\$64,427	\$12,087	\$251,000	\$57,457
Revenue	\$17,989	\$16,250	\$1,739	\$65,000	\$14,082

2023 - Agenda - Policy and Services - October - Open - Monthly Reports

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

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

	September '23 Actual YTD	September '23 Budget YTD	Variance YTD	Total Budget 2023/24	September 22 Actual YTD
Net cost of activity	\$34,351	\$48,177	\$13,826	\$186,000	\$43,375
Rental Properties					
Expenditure	\$14,866	\$13,524	(\$1,342)	\$44,000	\$15,631
Revenue	\$6,838	\$9,250	(\$2,412)	\$37,000	\$6,648
Net cost of activity	\$8,028	\$4,274	(\$3,754)	\$7,000	\$8,983
Farm					
Expenditure	\$56,844	\$94,554	\$37,710	\$345,000	\$72,151
Revenue	\$171,483	\$233,359	(\$61,876)	\$616,000	\$137,982
Net cost of activity	-\$114,639	-\$138,805	(\$24,166)	-\$271,000	-\$65,831
Holiday Park					
Expenditure	\$559	\$500	(\$59)	\$2,000	\$562
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$559	\$500	(\$59)	-\$1,000	\$562
Environmental Services					
Building Control					
Expenditure	\$264,696	\$254,313	(\$10,383)	\$1,008,000	\$216,889
Revenue	\$171,320	\$130,750	\$40,570	\$523,000	\$102,071
Net cost of activity	\$93,376	\$123,563	\$30,187	\$485,000	\$114,818
District Plan					
Expenditure	\$53,877	\$186,500	\$132,623	\$746,000	\$49,652
Net cost of activity	\$53,877	\$186,500	\$132,623	\$746,000	\$49,652
Resource Consents					
Expenditure	\$85,789	\$89,368	\$3,579	\$353,000	\$69,315
Revenue	\$10,548	\$31,500	(\$20,952)	\$126,000	\$25,765
Net cost of activity	\$75,241	\$57,868	(\$17,373)	\$227,000	\$43,550
Food and Health					
Expenditure	\$53,937	\$47,700	(\$6,237)	\$189,000	\$54,495
Revenue	\$17,119	\$17,500	(\$381)	\$35,000	\$16,144
Net cost of activity	\$36,818	\$30,200	(\$6,618)	\$154,000	\$38,351
Alcohol Licensing					
Expenditure	\$31,650	\$31,000	(\$650)	\$124,000	\$40,067
Revenue	\$5,129	\$8,500	(\$3,371)	\$34,000	\$7,445
Net cost of activity	\$26,521	\$22,500	(\$4,021)	\$90,000	\$32,622
Parking and Other Bylaws					
Expenditure	\$36,959	\$38,500	\$1,541	\$154,000	\$30,381
Revenue	\$560	\$250	\$310	\$1,000	-\$67
Net cost of activity	\$36,399	\$38,250	\$1,851	\$153,000	\$30,448
Animal Control					
Expenditure	\$69,324	\$59,812	(\$9,512)	\$235,000	\$53,692
Revenue	\$135,373	\$136,787	(\$1,414)	\$167,000	\$112,500
Net cost of activity	-\$66,049	-\$76,975	(\$10,926)	\$68,000	-\$58,808
Civil Defence					
Expenditure	\$114,534	\$107,977	(\$6,558)	\$431,000	\$76,054
Net cost of activity	\$114,534	\$107,977	(\$6,558)	\$431,000	\$76,054
Assets					
Roading					
Expenditure	\$1,247,734	\$1,005,250	(\$242,484)	\$4,021,000	\$1,430,682
Revenue	\$1,917,095	\$1,654,500	\$262,595	\$5,208,000	\$2,021,304

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

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

	September '23 Actual YTD	September '23 Budget YTD	Variance YTD	Total Budget 2023/24	September 22 Actual YTD
Net cost of activity	-\$669,361	-\$649,250	\$20,111	-\$1,187,000	-\$590,622
Stormwater					
Expenditure	\$74,671	\$52,562	(\$22,109)	\$198,000	\$55,499
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$74,671	\$52,562	(\$22,109)	\$198,000	\$55,499
Wastewater (Sewerage)					
Expenditure	\$221,541	\$153,068	(\$68,473)	\$572,000	\$155,456
Revenue	\$10,984	\$8,750	\$2,234	\$35,000	\$12,878
Net cost of activity	\$210,557	\$144,318	(\$66,239)	\$537,000	\$142,578
Solid Waste					
Expenditure	\$194,932	\$248,722	\$53,790	\$1,001,000	\$229,209
Revenue	\$53,711	\$42,500	\$11,211	\$170,000	\$44,380
Net cost of activity	\$141,221	\$206,222	\$65,001	\$831,000	\$184,829
Water Supply					
Expenditure	\$390,894	\$328,326	(\$62,568)	\$1,178,000	\$346,969
Revenue	\$115,288	\$122,750	(\$7,462)	\$491,000	\$100,681
Net cost of activity	\$275,606	\$205,576	(\$70,030)	\$687,000	\$246,288
Total Activity Expenditure	\$4,973,207	\$4,534,648	(\$438,559)	\$17,442,000	\$4,448,346
Total Activity Revenue	\$3,658,305	\$2,621,479	\$1,036,826	\$8,370,000	\$3,037,541
Net Cost of Activities	\$1,314,902	\$1,913,169	\$598,267	\$9,072,000	\$1,410,805

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CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 30 SEPTEMBER 2023

Grant funded

Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
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GROWTH - to meet additional demand

Economy	Proposed Council subdivision	1,049,000	77,331	1,126,331	3,871	1,126,331	0	0%	By 30 June 2024	Obtaining fee from Surveyor for works to proceed as per sale and purchase agreement. Total of \$2,141,644 has been spent in previous years for the land purchase.
Total Growth Expenditure		1,049,000	77,331	1,126,331	3,871	1,126,331	0			

LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level

Roading	Transport Choices Projects	7,700,000	0	7,700,000	0	7,700,000	0	30%	By 30 June 2024	80% of the cost is covered by the Transport Choices funding. Implementation phase is operating expenditure.
Roading	Road to Zero	0	588,366	588,366	99,752	300,000	288,366	30%	By 30 June 2024	Budget adjusted to match funding from Waka Kotahi
Roading	Walking and Cycling Strategy - footpath improvements	156,000	0	156,000	90,806	156,000	0	50%	By 30 June 2024	Cordelia Street footpath.
Solid Waste	Healthy homes upgrade	7,000	0	7,000	0	7,000	0	0%	By 30 June 2024	Obtaining quotes
Stormwater	Reticulation Capacity Increase	143,300	177,322	320,622	67,159	320,622	0	10%	By 30 June 2024	Tender documents to be prepared.
Stormwater	Silt retention lake bypass	265,400	0	265,400	525	265,400	0	2%	By 30 June 2024	Investigation of requirements for TRC
Stormwater	Modelling	0	6,363	6,363	0	6,363	0	60%	By 31 October 2023	Progressing. Due to be completed by end October 2023.
Stormwater	Safety improvements	124,600	224,877	349,477	2,283	349,477	0	2%	By 30 June 2024	Ongoing as required.
Wastewater	Reticulation capacity increase	159,300	200,223	359,523	0	359,523	0	0%	By 30 June 2024	Waiting on modelling to determine requirements
Wastewater	Camper van drainage facility	7,900	0	7,900	0	7,900	0	0%	By 30 June 2024	To be investigated. Budget is likely to be insufficient.
Wastewater	Stage 2 treatment upgrade	5,300	0	5,300	0	5,300	0	0%	By 30 June 2024	As part of Treatment Plant upgrade
Wastewater	Modelling	0	9,483	9,483	16,774	9,483	0	100%	Complete	Now part of the Inflow and infiltration programme
Wastewater	Oxidation pond fencing	0	0	0	154,388	154,388	(154,388)	100%	Complete	
Wastewater	Inflow and infiltration programme	159,300	122,152	281,452	163,622	281,452	0	60%	By 30 June 2024	Ongoing as issues arise and modelling determines requirements
Wastewater	Treatment plant upgrade	0	325,493	325,493	102,147	325,493	0	30%	By 30 June 2024	Ongoing addition of Diatomix and doses. Supplier visiting in October to troubleshoot issues.
Water Supply	Water meter upgrade	337,100	509,751	846,851	8,134	846,851	0	1%	By 30 June 2024	RFT in final review for advertising tender.
Water Supply	Steetwork ridermains	31,800	0	31,800	2,160	31,800	0	50%	By 30 June 2024	Pembroke Road - Contract awarded, waiting on signing.
Water Supply	Raw water delivery line	0	1,968,698	1,968,698	70,939	1,968,698	0	5%	By 30 June 2024	Ongoing design and review of project.
Water Supply	Raw water analyser	0	28,230	28,230	47,961	28,230	0	100%	By 30 June 2024	Stratford WTP installed.
Water Supply	Generator for treatment plant	0	9,819	9,819	2,840	9,819	0	90%	By 30 June 2024	Generator installed, fuel tank issues to resolve.
Parks and Reserves	Broadway Roundabout Gardens upgrade	0	60,000	60,000	0	60,000	0	0%	By 30 June 2024	On hold awaiting the final designs of the town centre
Parks and Reserves	Walkway development	20,000	0	20,000	2,864	20,000	0	10%	By 30 June 2024	Ongoing - section of western loop walkway upgrade starting October 2023.
Parks and Reserves	Skate Park upgrade - Victoria Park	0	0	0	44,225	0	0	50%	By 30 June 2024	Construction ongoing
Parks and Reserves	Drainage upgrade - Victoria Park	0	0	0	6,394	0	0	50%	By 30 June 2024	Remedial works underway
Parks and Reserves	Park development	13,600	0	13,600	0	13,600	0	17%	By 30 June 2024	Ongoing
Parks and Reserves - Cemetery	Midhirst cemetery pathway upgrade	31,400	0	31,400	0	31,400	0	5%	By 30 June 2024	RFQ in final stages to be advertised by end of September 2023.
Swimming Pool	Play equipment	0	0	0	8,860	10,000	(10,000)	0%	By 30 June 2024	External funding received
Civic Amenities	Stratford 2035	482,345	979,056	1,461,401	0	1,461,401	0	0%	By 30 June 2024	Project group has met to discuss activity and priorities, together with the future of Prospero Place.
Civic Amenities	WMC - carpark lighting upgrade	57,600	0	57,600	0	57,600	0	0%	By 30 June 2024	Delayed due to other project priorities.
Civic Amenities	TET Stadium improvements	52,400	24,671	77,071	13,961	77,071	0	50%	By 30 June 2024	Programmed to start in October.
Pensioner Housing	Healthy homes upgrade	29,500	0	29,500	18,598	29,500	0	50%	By 30 June 2024	In progress - heat pumps installed

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Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Farm	Water lines and trough upgrade	12,600	0	12,600	370	12,600	0	0%	By 30 June 2024	Programmed once calving, AB, and haymaking/silage is completed.
Farm	Landscaping / riparian planting	3,700	0	3,700	0	3,700	0	0%	By 30 June 2024	Programmed for May/June once TRC report is issued in November.
Total Level of Service Expenditure		9,800,145	5,234,504	15,034,649	924,762	14,910,671	123,978			
REPLACEMENTS - replaces an existing asset with the same level of service provided										
Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	750,000	(100,000)	650,000	531,558	650,000	0	50%	By 30 June 2024	Strengthening works prior to logging activity.
Roading - Financially assisted NZTA	Sealed Road resurfacing	880,000	(461,476)	418,524	68,777	418,524	0	10%	By 30 June 2024	Programme being identified
Roading - Financially assisted NZTA	Drainage Renewals	680,000	(80,000)	600,000	297,046	600,000	0	40%	By 30 June 2024	Watertabling prior to re-seals
Roading - Financially assisted NZTA	Pavement Rehabilitation	700,000	(50,000)	650,000	43,800	650,000	0	10%	By 30 June 2024	Programme being identified
Roading - Financially assisted NZTA	Structure Components Replacement	530,000	376,477	906,477	60,632	906,477	0	10%	By 30 June 2024	Programme being identified
Roading - Financially assisted NZTA	Traffic Servcies Renewals	130,000	(20,000)	110,000	16,236	110,000	0	10%	By 30 June 2024	Ongoing as required replacement of street signs etc.
Roading - Financially assisted NZTA	Footpath renewals	150,000	(110,000)	40,000	3,859	40,000	0	0%	By 30 June 2024	Programme being identified
Roading - Financially assisted NZTA	Low cost low risk safety	575,000	46,614	621,614	63,952	621,614	0	10%	By 30 June 2024	Programme being identified
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	0	60,000	60,000	0	60,000	0	0%	By 30 June 2024	Manaia Road Reseal
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	10,000	0	0%	By 30 June 2024	Works being programmed
Roading - Financially assisted NZTA	Drainage Renewals-Special purpose	0	10,000	10,000	27,309	27,309	(17,309)	100%	Complete	Complete
Roading - Financially assisted NZTA	Traffic services renewals-Special purpose	60,000	5,000	65,000	0	65,000	0	0%	By 30 June 2024	Programme being identified
Roading - Financially assisted NZTA	Low cost low risk safety - Special purpose roads	0	54,458	54,458	0	54,458	0	0%	By 30 June 2024	Programme being identified
Stormwater	Reticulation Renewals	56,000	101,983	157,983	76,233	157,983	0	50%	By 30 June 2024	Ongoing as required.
Wastewater	Step / aerate treatment renewals	31,800	0	31,800	0	31,800	0	0%	By 30 June 2024	Ongoing as required.
Wastewater	Pumps and electrics	31,800	0	31,800	0	31,800	0	0%	By 30 June 2024	Ongoing as required.
Wastewater	Bulk discharge	0	18,262	18,262	0	18,262	0	0%	By 30 June 2024	See Camper Van Facility upgrade.
Wastewater	Infiltration renewals	194,300	157,495	351,795	97,844	351,795	0	25%	By 30 June 2024	Ongoing as issues arise and modelling determines requirements
Water Supply	Laterals	32,500	0	32,500	0	32,500	0	0%	By 30 June 2024	Ongoing as required.
Water Supply	Stratford street work rider mains	270,700	0	270,700	65,474	270,700	0	10%	By 30 June 2024	Pembroke Road - Contract awarded, waiting on signing.
Water Supply	Infrastructural general - Stratford	26,100	0	26,100	0	26,100	0	0%	By 30 June 2024	Ongoing as required.
Water Supply	Infrastructural general - Midhirst	3,400	0	3,400	0	3,400	0	0%	By 30 June 2024	Ongoing as required.
Water Supply	Toko bore	0	134,500	134,500	0	134,500	0	0%	By 30 June 2024	Review as required.
Water Supply	Reservoir overflow to pond	0	74,042	74,042	4,488	74,042	0	5%	By 30 June 2024	RFT in progress
Water Supply	Infrastructural general - Toko	1,800	0	1,800	0	1,800	0	0%	By 30 June 2024	Ongoing as required.
Water Supply	Stratford reservoir	0	38,669	38,669	0	38,669	0	10%	By 30 June 2024	Video footage under review to see if cleaning is required.
Water Supply	Midhirst reservoir	0	26,838	26,838	0	26,838	0	10%	By 30 June 2024	Video footage under review to see if cleaning is required.
Water Supply	Membranes	0	146,044	146,044	0	146,044	0	0%	By 30 June 2024	Ongoing purchase from overseas.
Water Supply	Meter replacements	53,100	57,750	110,850	547	110,850	0	1%	By 30 June 2024	Ongoing as required.
Water Supply	Midhirst resource consent	106,200	197,040	303,240	0	303,240	0	0%	By 30 June 2024	Waiting on iwi report.

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Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Water Supply	Hydrants	15,700	0	15,700	2,018	15,700	0	5%	By 30 June 2024	Ongoing as required.
Parks and Reserves	Replace septic tank - Whangamomona Camp Ground	121,000	15,778	136,778	0	136,778	0	40%	By 30 June 2024	Out for Tender.
Parks and Reserves	Cemetery - replace water tank	0	0	0	4,228	4,228	(4,228)	100%	Complete	Installed
Civic Amenities	WMC - replace furniture	3,100	0	3,100	0	3,100	0	0%	By 30 June 2024	Ongoing
Civic Amenities	Broadway LED sign replacement	0	0	0	24,132	0	0	0%	By 30 June 2024	
Miranda Street Office	Furniture Replacement	3,100	0	3,100	2,774	3,100	0	80%	By 30 June 2024	Ongoing
Miranda Street Office	Partial roof replacement	31,400	0	31,400	0	31,400	0	5%	By 30 June 2024	Procurement plan in progress.
Corporate	Computers/Peripherals/ Software	131,000	0	131,000	89,042	131,000	0	5%	By 30 June 2024	
Corporate	Vehicle Replacement (after trade in)	20,000	0	20,000	0	20,000	0	0%	By 31 December 2023	New vehicle due in December 2023.
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	0%	By 30 June 2024	
Total Replacement Expenditure		5,608,000	709,474	6,317,474	1,479,949	6,369,011	(21,537)			
TOTAL EXPENDITURE		\$16,457,145	\$6,021,309	\$22,478,454	\$2,408,582	\$22,406,013	\$102,441			

CASHFLOW FORECAST FOR THE YEAR ENDED AUGUST 2023

	Sep-23	Actual Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	12 Month
OPENING BALANCE	2,732,281	2,732,281	1,161,122	55,069	1,405,069	513,069	1,028,069	2,728,069	1,711,088	671,088	2,684,588	583,958	949,958	2,199,358	18,955,714
Rates	600,000	709,444	550,000	3,500,000	550,000	550,000	3,200,000	620,000	600,000	3,500,000	655,000	500,000	4,000,000	710,000	18,935,000
NZTA Refunds	404,539	404,539	500,000	450,000	600,000	500,000	600,000	1,100,000	550,000	330,000	290,000	1,100,000	700,000	405,000	7,125,000
Fees and Charges	300,000	581,156	500,000	500,000	300,000	400,000	350,000	415,000	380,000	450,000	430,000	400,000	500,000	500,000	5,125,000
Interest Revenue	1 73,000	44,707	30,000	30,000	73,000	30,000	30,000	53,019	30,000	3,500	46,000	36,000	20,000	20,000	401,519
Other Revenue	2 -	-	-	-	1,560,000	-	-	1,560,000	-	-	30,335	-	-	-	3,150,335
Total Cash In	1,377,539	1,739,846	1,580,000	4,480,000	3,083,000	1,480,000	4,180,000	3,748,019	1,560,000	4,283,500	1,451,335	2,036,000	5,220,000	1,635,000	34,736,854
Salaries and Wages / Elected Members	515,000	505,935	560,000	560,000	515,000	515,000	560,000	515,000	500,000	500,000	500,000	500,000	630,000	630,000	6,485,000
Payments to Suppliers - Operating	700,000	733,270	700,000	700,000	700,000	800,000	900,000	1,000,000	900,000	700,000	1,000,000	850,000	820,000	820,000	9,890,000
Major contract payments	1,200,000	1,617,753	1,200,000	1,200,000	2,760,000	1,200,000	1,000,000	2,960,000	1,200,000	1,100,000	2,000,000	1,200,000	1,500,000	1,500,000	18,820,000
Interest Expense	-	-	226,053	170,000	-	-	20,000	-	-	170,000	51,965	-	20,600	-	658,618
GST Paid / (Received)	454,048	454,047	-	500,000	-	450,000	-	290,000	-	200,000	-	120,000	-	-	1,160,000
Total Cash Out	2,869,048	3,311,005	2,686,053	3,130,000	3,975,000	2,965,000	2,480,000	4,765,000	2,600,000	2,270,000	3,551,965	2,670,000	2,970,600	2,950,000	37,013,618
(Increase)/Reduce Financial Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans	-	-	-	-	-	2,000,000	-	-	-	-	-	1,000,000	1,000,000	-	2,000,000
CLOSING BALANCE	1,240,773	1,161,122	55,069	1,405,069	513,069	1,028,069	2,728,069	1,711,088	671,088	2,684,588	583,958	949,958	2,199,358	884,358	15,413,745
Net Debt	21,520,000	21,520,000	21,520,000	21,520,000	21,520,000	23,520,000	23,520,000	23,520,000	23,520,000	23,520,000	23,520,000	24,520,000	23,520,000	23,520,000	
Gross Debt	34,700,000	34,700,000	34,700,000	34,700,000	34,700,000	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	37,700,000	36,700,000	36,700,000	
Investments - Term Deposits	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	6,000,000	6,000,000	
Investments - A & P Loan	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	

Notes re Cashflow Forecast:

1. A&P Interest on Loan due every quarter, no Term Deposits maturing in September.

2. DIA Transitional Funding, and Transport Choices funding expected. TET Funding, Creative Communities Funding, Sport NZ Funding, Borrowers Notes and MTFJ Funding Received Aug 23

LIABILITIES AND INVESTMENTS STATEMENT AS AT 30 SEPTEMBER 2023					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 1,000,000	1.14%	3	19/04/2021	15/04/2024
LGFA	\$ 2,000,000	2.53%	5	10/05/2019	10/05/2024
LGFA	\$ 2,000,000	3.38%	7	27/08/2018	15/04/2025
LGFA	\$ 4,000,000	4.22%	3	12/08/2022	15/04/2025
LGFA - A&P	\$ 3,700,000	1.04%	5	21/12/2020	21/12/2025
LGFA	\$ 1,000,000	1.67%	5	19/04/2021	15/04/2026
LGFA	\$ 1,000,000	2.02%	6	7/04/2020	15/04/2026
LGFA	\$ 1,000,000	1.38%	7	11/05/2020	15/04/2027
LGFA	\$ 2,000,000	4.17%	5	14/04/2022	15/04/2027
LGFA	\$ 1,500,000	3.65%	9	27/08/2018	15/04/2027
LGFA	\$ 1,000,000	2.12%	7	19/04/2021	15/05/2028
LGFA	\$ 1,000,000	4.23%	6	12/08/2022	15/05/2028
LGFA	\$ 2,000,000	4.26%	6	14/04/2022	15/05/2028
LGFA	\$ 1,000,000	5.50%	5	24/05/2023	15/05/2028
LGFA	\$ 1,000,000	5.49%	6	24/05/2023	20/04/2029
LGFA	\$ 1,000,000	5.66%	6	10/07/2023	20/04/2029
LGFA	\$ 3,000,000	5.67%	7	10/07/2023	15/05/2030
LGFA	\$ 2,000,000	4.30%	9	14/04/2022	15/05/2031
LGFA - A&P	\$ 3,500,000	1.87%	12	21/12/2020	21/12/2032
	\$ 34,700,000	3.35%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,190,795	2013	N/a	3.35%	Water treatment plant
Farm	\$ 1,909,228	2016	N/a	3.35%	As at 1 July 2023
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Investee	Amount	Interest Rate	Term (Days)	Start	End
ASB	\$ 1,000,000	5.83%	120	12/06/2023	10/10/2023
ASB	\$ 1,000,000	5.83%	117	15/06/2023	10/10/2023
ASB	\$ 2,000,000	5.93%	120	13/07/2023	10/11/2023
ASB	\$ 1,000,000	5.90%	120	16/08/2023	14/12/2023
ASB	\$ 1,000,000	5.86%	112	24/08/2023	14/12/2023
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	\$ 13,180,000	3.60%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 2.33	\$ 369,808		
Ravensdown	21,820	\$ 1.00	\$ 21,820		
Civic Financial	65,608	\$ 0.99	\$ 64,952		
			\$ 456,580		
Other Investments					
	Date Drawn	Amount	Interest Rate	Details	
Vendor loan to EBS Trust	2020	\$ 190,000	LGFA rate plus 0.25%, currently 6.125%	Repayable - June 2024	

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

Outstanding Debtors as at 30 September 2023

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$543,684	\$176,279	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	\$142	\$0	
Cemeteries	\$32,205	\$17,930	Overdues relate to 12 debtors, of which 11 have payment arrangements with council. One is waiting on probate and will then be cleared.
Rental Properties	\$9,230	\$0	
Pensioner Housing	-\$4,502	\$0	Rent and bond in advance.
Planning and Regulatory	\$3,430	\$861	This relates to 3 debtors.
Facility Hire	\$8,538	\$30	Overdue relates to 1 debtor. Charge for previous financial year.
Sundry Debtors	\$336,967	\$9,943	Overdues include secured debt, and a number of small accounts relating to a variety of activities that don't fit within the other categories.
Legal Fees	\$6,220	\$6,220	Relating to property rating sale, expect to recover through sale process.
Targeted Rates after Strike	\$3,038	\$506	Services added after rates strike processed via debtor invoice, 1 debtor overdue. Currently working with the ratepayer on collection.
Debtors Accruals	\$238,302	\$0	Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.
NZTA	\$440,281	\$0	
Swimming Pool	\$7,958	\$0	
Resource Consents	\$22,590	\$2,330	Overdue made up of 2 debtors, all relating to subdivision fees.
Building Consent Revenue	\$39,280	\$6,349	The overdue balance relates to 5 debtors, 3 of these being for a building consents and the other 2 debtors are swimming pool inspections.
Infringements	\$25,138	\$23,338	All debtors are < 3 years overdue and with the Ministry of Justice for collection. Largely, outstanding dog registrations.
Wastewater Discharge	\$8,712	\$1,536	Trade waste consent event fee relating to 1 debtor for the previous financial year. Plus 1 debtor relating to septic tank discharge at Esk Road.
Water Billing	\$53,979	\$53,979	A number of properties are being investigated for leaks. One property has been sent to first mortgagee.
TOTAL	\$1,775,190	\$299,301	



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.