



Our reference
F19/13/03-D21/26182

18 February 2025

Notice of Meetings – Tuesday 25 February 2025

Notice is hereby given that the following meetings will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 25 February 2025** beginning at **10.00am**

Timetable for 25 February 2025 as follows:

10.00am	Extraordinary Meeting of Council - Water Services Delivery Model for Consultation
12 noon	Farm Committee Meeting
1.00pm	Policy and Services Committee – Hearing - To hear and consider submissions to the draft Parking Control Bylaw, Restricted Access to Roads Bylaw and Vehicle Crossing Bylaw.
3.00pm	Policy and Services Committee

Yours faithfully

Sven Hanne
Chief Executive

2025 - Agenda - Policy and Services - February

25 February 2025 03:00 PM



Agenda Topic	Page
Notice of Meeting	1
Agenda	3
1. Welcome	6
1.1 Opening Karakia	6
1.2 Health and Safety Message	7
2. Apologies	
3. Announcements	
4. Declarations of Members Interest	
5. Attendance Schedule	8
6. Confirmation of Minutes	9
6.1 Policy and Services Committee - 28 January 2025	9
7. Matters Outstanding	15
8. Decision Report - Stormwater Easement Request, Cloten Road	16
9. Monthly Report	22
9.1 Assets Report	22
9.2 Community Services Report	46
9.3 Corporate Services Report	55
9.4 Environmental Services Report	72
10. Questions	
11. Closing Karakia	80

AGENDA

Policy and Services Committee



F22/55/05-D25/4995

Date: Tuesday 25 February 2025
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

- 1.1 **Opening Karakia**
D21/40748 Page 6
- 1.2 **Health and Safety Message**
D22/17082 Page 7

2. Apologies

3. Announcements

4. Declarations of members interest

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

5. Attendance Schedule

Page 8

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

6. Confirmation of Minutes

- 6.1 **Policy and Services Committee –28 January 2025**
D25/2499 Page 9

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 January 2025 be confirmed as a true and accurate record.

/
Moved/Seconded

7. Matters Outstanding

D16/47 Page 15

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. Decision Report – Stormwater Easement Request, Cloten Road
D25/4283 Page 16

<p>Recommendations</p> <ol style="list-style-type: none">1. <u>THAT</u> the report be received.2. <u>THAT</u>, Pursuant to Section 48(1) of the Reserves Act 1977 and a delegation from the Minister of Conservation dated 12 June 2013, Council grant a 3 metre-wide stormwater easement in favour of Taranaki Regional Council over part of Local Purpose (Esplanade) Reserve on Cloten Road being Lot 3 Sec 78 Blk II, SD Ngaere as indicated in yellow on the plan attached in Appendix 1. <p>Recommended Reason</p> <p>TRC is proposing to replace the existing stormwater pipe, serving their property at Cloten Road, with a new pipe and new alignment within the Local Purpose (Esplanade) Reserve. Council's approval, as landowner, is required for an easement in the reserve.</p> <p style="text-align: right;">/ Moved/Seconded</p>

9. Monthly Reports

9.1 **Assets Report**
D25/2733 Page 22

<p>Recommendation</p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">/ Moved/Seconded</p>
--

9.2 **Community Services Report**
D25/4433 Page 46

<p>Recommendation</p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">/ Moved/Seconded</p>
--

9.3 **Corporate Services Report**
D25/5088 Page 55

<p>Recommendation</p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">/ Moved/Seconded</p>
--

9.4 Environmental Services Report
D25/1379 Page 72

Recommendation

THAT the report be received.

/
Moved/Seconded

10. Questions

11. Closing Karakia
D21/40748 Page 80



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 2025 Policy & Services Committee meetings (including Hearings).

Date	28/01/25	25/02/25	25/02/25	25/03/25	29/04/25	20/05/25	27/05/25	24/06/25	22/07/25	27/08/25	23/09/25
Meeting	PS	H	PS	PS	PS	H	PS	PS	PS	PS	PS
Neil Volzke	✓										
Steve Beck	✓										
Grant Boyde	✓										
Annette Dudley	✓										
Jono Erwood	✓										
Ellen Hall	✓										
Amanda Harris	✓										
Vaughan Jones	✓										
Min McKay	✓										
John Sandford	✓										
Clive Tongaawhikau	A										
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 – D25/2499

Date: Tuesday 28 January 2025 at 3.00PM
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

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

In attendance

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba, the Director – Corporate Services – Mrs R Johnson, the Director – Community Services – Ms K Whareaitu, the Director – Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Parks and Reserves Officer – Mrs M McBain (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*), the Roading Asset Manager – Mr S Bowden (*part meeting*), the Community Engagement and Development Lead – Ms A Crane (*part meeting*), one member of the media (Stratford Press) and one member of the public.

1. Welcome

The opening karakia was read.

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

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

2. Apologies

An apology was received from Councillor C M Tongaawhikau

Recommendation

THAT the apology be received.

HALL/BOYDE
Carried
P&S/25/1

3. Announcements

The Deputy Mayor vacated the chairperson role for this meeting, in accordance with standing order 14.2 and with the following resolution was made:

Recommendation

THAT the District Mayor preside as Chairman for the Policy and Services Committee, 28 January 2025.

BOYDE/SANDFORD
Carried
P&S/25/2

4. Declarations of members interest

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

5. Attendance Schedule

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

6. Confirmation of Minutes

6.1 Policy and Services Committee –26 November 2024 D24/53930 Page 9

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 November 2024 be confirmed as a true and accurate record.

JONES/DUDLEY
Carried
P&S/25/3

7. Matters Outstanding

D16/47 Page 16

Recommendation

THAT the Matters Outstanding be received.

BECK/McKAY
Carried
P&S/25/4

The District Mayor noted that consultation on the Parking Bylaw had now closed. A hearing was scheduled to be held on 25 February 2025.

8. Decision Report – Draft Victoria Park Reserve Management Plan 2025 – Release for Public Consultation

D25/302 Page 17

Recommendations

1. THAT the report be received

VOLZKE/ERWOOD
Carried
P&S/25/5

2. THAT the *draft* Victoria Park Reserve Management Plan 2025 be approved and formally released for public consultation, pursuant to Section 41 of the Reserves Act 1977.

WATT/McKAY
Carried
P&S/25/6

Recommended Reasons

The approval and release of the *draft* Victoria Park Reserve Management Plan 2025 for public consultation is required under the Reserves Act 1977. This process allows Council to seek public submissions on the feedback collated in the first round of public consultation which started in August 2024.

Questions/Points of Clarification:

- The Parks and Reserves Officer clarified that suggestions received via feedback were summarised in Appendix 1 of the management plan. The Director – Assets clarified that feedback had also been included in the plan.
- Councillor Jones requested clarification if additional croquet courts would be fenced and therefore not available for public utilisation like other sports fields.
- Councillor Boyde noted feedback on the rugby/cricket fields says the condition has worsened and not been improved despite the investment made to these and the higher level of service. Mrs McBain noted that there were different opinions on the fields, rugby played their entire season on it last year with no closures or cancellations and it held up really well, cricket has said this is the best the field has been in 15 years. She noted advice is sought from sport ground professionals and officers were currently working on the concept design for field 2. It was noted that \$30,000 - \$40,000 a year was spent on key task maintenance of these grounds.
- It was requested to remove 4.7.3 Future Projects – Croquet Green as this falsely signalled that council would look for additional spaces for croquet. Mrs McBain noted that the croquet club had provided feedback and would likely be submitting to the draft plan. This to be changed to “*No future projects have been allocated to this activity*”.
- 4.7.2 Level Of Service to remain as “*To maintain the croquet green to a standard that meets the needs of the community*”
- 4.10.4 – amend extension of cricket clubrooms to “*to enable the extension of the cricket clubrooms by the users*” to enable the cricket club should they wish to extend the clubrooms. It was noted that any alterations would be undertaken by the cricket club but was required to be in the reserve management plan to allow them to do them. If it was removed and extensions were required then the plan would need to be re-consulted on.
- It was clarified that the feedback received was collected to build the document for consultation and should be considered at this point. The draft document would then go out for formal consultation and a hearing held to consider submissions. Those who have provided feedback will be advised of the process and the requirement to submit officially to the draft document. This process is set by the Reserves Management Act. Councillor Harris noted her concern that the document seemed largely unchanged, Mrs Araba noted that suggestions had been incorporated into the plan and the Deputy Mayor noted that these were largely under the future projects sections.
- 4.9.4 – change grandstand seating to “*terraced seating or spectator seating*”
- It was clarified that the suggested water fountain in the skate park area had been previously spoken about by the Lions Club who wish to provide one, this will make this space more user friendly.

9. Monthly Reports

9.1 Assets Report
D24/54769 Page 71

Recommendation

THAT the report be received.

VOLZKE/HARRIS
Carried
P&S/25/7

Questions/Points of Clarification:

- Councillor Boyde noted that the council farm was 10% above budgeted production which is outstanding considering how dry it has been.
- It was clarified that the universal water metering installation job had been awarded and was less than budgeted, however there were also some further upgrades required which would utilise the remaining funds.
- Councillor Sandford noted the damage caused on the grass verge on the Seyton Street/Broadway intersection caused by trucks not being able to get around the corner easily since the installation of the traffic island. The Roading Asset Manager noted that he would look into this.
- The District Mayor noted the significant increase in the roading revaluations and annual depreciation. Mr Bowden clarified that council would need to put away an extra \$4.5 million per annually for renewals. Council will need to consider if it wants to fully cover replacement costs for these assets as depreciation is funded from rates. This will be considered as part of the Annual

Plan. It was clarified that these figures are in effect now and will feed the deficit for this current financial year.

- Councillor Hall noted the abatement notice issued following the inspection of the Waste Water treatment ponds in October. The Services Asset Manager noted that this inspection was standard process but was delayed between the Taranaki Regional Council's science team, inspection team and compliance team completing their parts. He felt this was likely due to the failure of the DIOTOMI to have the desired result. The desludging of the waste water ponds was budgeted for in Year 4 but officers would be requesting this be brought forward to the next financial year during the annual plan process.
- Mr Cooper noted that the delay with the e-coli testing had been addressed at the highest possible level.
- Councillor Hall noted the positive feedback received on the cemetery during the Christmas period. Given the concerns raised during the section 17a reviews she was pleased to see these issues addressed.
- Councillor Beck noted the collapsed storm water tunnel and asked if other tunnels were getting to the point of costing for repairs? Mr Cooper noted there were a number of factors contributing with climate change, increased flow and prolonged dry periods. Mr Hanne noted that these issues have been worked on for the last decade and will form part of the annual plan but officers would not be recommending replacing all of the tunnels immediately.
- Councillor Sandford noted the map at King Edward Park says to go to the right to get to Whangamomona and asked officers to investigate. The District Mayor noted that a simple realignment would solve the problem as the map is correct but appears wrong from the angle it is read from.
- Councillor Dudley noted she had received complaint from a resident taking their glass to the transfer station and being turned away due to the bins being full. Mr Cooper noted that the new contractors had been relying on the operator to report when the bin was nearing being full, however she was unable to predict what would be coming in and the speed it may fill up. The pods had been designed to standardise the service across the region, however due to the complaints they have reinstated the skip bins but there is an economic impact of changing back to those including trucking. There is an element of behaviour change required and it does take people time to get used to change.

The Parks and Reserves Officer left the meeting at 3.52pm.

9.2 Community Services Report
D24/54674 Page 107

Recommendation

THAT the report be received.

VOLZKE/HARRIS
Carried
P&S/25/8

The Director – Community Services noted the following points:

- The Summer Nights concert was very successful with the Lady Killers, the movies were postponed to this coming Sunday.
- The Stratford District Youth Council will be sworn in next Tuesday, all councillors will have received an invitation.
- The Pool Business Plan is being worked on and will be brought to a workshop very soon.
- There are 533 registered swim school students this term with another 50 on the wait list for next term. The District Mayor requested that councillors appreciation for the growth in swim school numbers be conveyed back to the staff.

Questions/Points of Clarification:

- Councillor Hall asked how officers had found the new timings and process for shortlisting youth council candidates? The Community Engagement and Development Lead thanked councillors who had assisted with this process and noted there had been 24 applicants which was helped by completing the process during the school term with presentations made at schools. There were only 5 positions available but unsuccessful applicants will be invited to events to keep in touch. There

were an additional 5 that were shortlisted and they will be invited to meetings and trainings where possible as well.

- It was clarified that the variance of total revenue for the Mayors Taskforce for Jobs budget was largely due to timing issues between the funding being received and expenditure. The first tranche of \$117,000 was received at the start of the contract but the additional \$143,000 was only received when the first 9 outcomes are met.
- Councillor Dudley noted finding a naming sponsor for Wai o Rua – Stratford Aquatic Centre was discussed during the Annual Plan. Ms Whareaitu confirmed this option was in the business plan. Councillor Dudley requested that the business plan be added to the matters outstanding table.

The Services Asset Manager left the meeting at 3.57pm.

Points noted in discussion:

- Councillor Hall updated council that the Percy Thomson Trust has received the letter of expectation. The new Gallery Director begins on Monday. Councillors were invited to the exhibition opening next Friday. The District Mayor noted that Mr Ellis had resigned as a trustee however his end date was yet to be decided.
- The District Mayor noted there had been significant changes with the MTFJ programme. It is much more managed now and funding is allocated on a per head basis and withdrawn if targets are not achieved. He noted Stratford was still seeing good results.
- The District Mayor noted that certificates for the Trade Graduations had been delivered to recipients places of work last year. Feedback on this was overwhelmingly supportive.

The Community Engagement and Development Lead left the meeting at 4.05pm.

9.3 Corporate Services Report
D25/1264 Page 137

Recommendation

THAT the report be received.

SANDFORD/McKAY
Carried
P&S/25/9

The Director – Corporate Services noted the following points:

- Mrs Craig was thanked for her work while in the acting Director – Corporate Services role.
- The financials are tracking well except for the depreciation issue discussed earlier. The declining of the NZTA funding request is capital expenditure so the impact will not be as bad as it looks.
- Rates collections have remained consistent.
- IT are very busy with a lot of projects, there is also a focus on cyber security.

The Roding Asset Manager left the meeting at 4.07pm.

9.4 Environmental Services Report
D24/52379 Page 155

Recommendation

THAT the report be received.

VOLZKE/ERWOOD
Carried
P&S/25/10

The Director – Environmental Services noted that the issuing of the earthquake prone building notices is now complete.

Questions/Points of Clarification:

- The District Mayor asked for clarification on the process and timeframe for the earthquake prone buildings? Mr Sutherland noted a desktop assessment was undertaken to identify possible earthquake prone buildings, the owners were written to and given the opportunity to get an assessment completed. It was noted that those who did not get an assessment are considered earthquake prone. Building officers then issued notices to be displayed to inform the public that the building is considered earthquake prone. The government then changed the timeframe so now most of the owners have until 2053 to be fixed. The next phase will be a mapping exercise to make sure all buildings were covered and then all notices will need to be submitted to the earthquake prone building register. Notices will remain on the building until they are fixed or there is a change in legislation. Mr Sutherland confirmed there were three buildings that were granted a 12 month extension and will not be issued notices until after that timeframe. The notices were government standard. Mr Sutherland noted that Stratford was the first council in the region to complete this but it is required to be done by 2027 so we will start to see notices on buildings in other towns soon.

10. Questions

There were no questions.

11. Closing Karakia

D21/40748 Page 164

The closing karakia was read.

The meeting closed at 4.15pm

N C Volzke
Chairman

Confirmed this 25th day of February 2025.

N C Volzke
District Mayor

**Policy and Services Committee
Matters Outstanding Index**

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Parking Bylaw	Ordinary 12 March	Steve Bowden	Consultation completed. Hearing 25 February 2025.	
Wai o Rua – Stratford Aquatic Centre – business plan	Requested to be added to table on 28 Jan 2025	Kate Whareaitu	In production	

DECISION REPORT



F22/55/04 – D25/4283

To: Policy & Services Committee
From: Parks and Reserves Officer
Date: 25 February 2025
Subject: Stormwater Easement Request, Cloten Road

Recommendations

1. THAT the report be received.
2. THAT, Pursuant to Section 48(1) of the Reserves Act 1977 and a delegation from the Minister of Conservation dated 12 June 2013, Council grant a 3 metre-wide stormwater easement in favour of Taranaki Regional Council over part of Local Purpose (Esplanade) Reserve on Cloten Road being Lot 3 Sec 78 Blk II, SD Ngaere as indicated in yellow on the plan attached in **Appendix 1**.

Recommended Reason

TRC is proposing to replace the existing stormwater pipe, serving their property at Cloten Road, with a new pipe and new alignment within the Local Purpose (Esplanade) Reserve. Council's approval, as landowner, is required for an easement in the reserve.

/
Moved/Seconded

1. Purpose of Report

- 1.1. The purpose of this report is to seek Council's approval for the Taranaki Regional Council (TRC) to establish a 3 metre wide stormwater easement over part of the Local Purpose (Esplanade) Reserve being Lot 3 Sec 78 Blk II, SD Ngaere.
- 1.2. This easement will allow TRC to install a new stormwater pipe for their property at Cloten Road.

2. Executive Summary

- 2.1. TRC is building new offices and have developed a stormwater system to drain their property at Cloten Road into the Patea River. To facilitate this, TRC has requested an easement for the new stormwater pipe, which will run beneath the Esplanade Reserve land owned by Council.
- 2.2. The Esplanade Reserve (where the stormwater pipe will be) does not contain any formed public walkways or access tracks.
- 2.3. The granting of the easement over the Esplanade Reserve is subject to the Reserves Act 1977.
- 2.4. Section 48(1) of the Reserves Act 1977 empowers administering bodies such as Council to grant easements for numerous purposes, including "the provision of water systems", subject to the consent of the Minister of Conservation.

3. Local Government Act 2002 – Section 10

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

3.1. The granting of this easement will enable TRC to effectively manage stormwater from their adjoining property in Stratford.

4. Background

- 4.1. TRC has initiated its Accommodation Upgrade project, which involves demolishing aging, non-compliant (earthquake-prone) buildings on its property and constructing a new facility to accommodate a larger workforce. Currently, stormwater from the existing structures drains through a stormwater pipe into the Patea River.
- 4.2. TRC engineers have developed a modern, efficient stormwater system for the new building, ensuring continued drainage into the Patea River.
- 4.3. The new design incorporates soakage pits and detention tanks to regulate stormwater discharge, preventing overland flow and riverbed scouring. All pits and detention tanks will be located on TRC property, while the stormwater pipe will pass through the adjoining Esplanade Reserve land to reach the river.
- 4.4. During the design phase, engineers determined that the current stormwater pipe, which serves the existing buildings, is in poor condition. Rather than repairing it, the plan is to leave it in place but decommission it, constructing a new stormwater pipe and outlet instead.

5. Easement Request

- 5.1. To facilitate the new stormwater system, TRC has requested an easement for the new stormwater pipe, which will run beneath the Esplanade Reserve land owned by Council before reaching the Patea River. See **Appendix 1** for approximate location of the proposed easement.
- 5.2. The Esplanade Reserve on the north side of the Patea River (where the stormwater pipe will be) does not contain any formed public walkways or access tracks. On the south side, the existing Carrington Walkway remains unaffected by the project.
- 5.3. The work and installation of this new stormwater pipe requires removal of a small area of vegetation, which will be replanted with agreed species on a planting plan. The easement conditions requires TRC's to reinstate the land to at least the same prior condition.

6. Reserve Act Requirements

- 6.1. The granting of the easement over the Esplanade Reserve is subject to the Reserves Act 1977.
- 6.2. Section 48(1) of the Reserves Act 1977 empowers administering bodies such as Council to grant easements for numerous purposes, including “the provision of water systems”, subject to the consent of the Minister of Conservation. This Ministerial consent has subsequently, on 12 June 2013, been delegated by the Minister to the administering body as a reduction in bureaucratic process.

7. Consultative Process

7.1. Public Consultation - Section 82

Section 48(2) of the Reserves Act 1977 requires an administering body such as Council to publicly notify any intention to grant an easement over reserves, provided that this shall not be necessary in any case where the reserve is not likely to be materially altered or permanently damaged and the rights of the public are not likely to be permanently affected.

Public notification is not necessary as this works will not materially alter the Esplanade Reserve.

7.2. Māori Consultation - Section 81

Council is not required to undertake specific iwi consultation for this matter, however TRC has completed extensive consultation with iwi regarding the new building design. Support was received for the new stormwater design from iwi during this consultation.

8. Risk Analysis

- 8.1. The issue covered by this report does not relate to any risk category identified in the risk register. TRC have stipulated that there will be no permanent damage to the Esplanade Reserve, nor will it be materially altered by this stormwater outlet/easement, as the small amount of plantings removed, will be reinstated once the work is complete.
- 8.2. TRC has detailed that the design of the stormwater pipe will eliminate any damage and/or subsidence to the Esplanade Reserve and has given assurances to Council, that any future pipe or ground will be TRC's to maintain, hence the requested easement.
- 8.3. Overall, the rights of the public are not likely to be permanently affected by the installation of this stormwater pipe and outlet. This combined with the reinstatement of planting, means the effects of this work on the Esplanade Reserve are temporary and less than minor.

9. Sustainability Consideration

- 9.1. While this does not align with the Sustainability Policy, TRC will be required to implement measures that minimise earthwork damage during construction activities. This includes reducing unnecessary soil disturbance, and implementing effective erosion and sediment control measures to prevent environmental degradation.
- 9.2. Upon project completion, the TRC will restore the site to a condition similar to its pre-construction state. A pre- and post-construction site assessment will be conducted to confirm successful rehabilitation and compliance with sustainability commitments.

10. Decision Making Process – Section 79

10.1. Direction

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	The recommendation is consistent with LTP, in particular the Community Outcomes of “Sustainable Environment” where Council’s role is to ensure “a well planned and resilient infrastructure that meets the current and future needs of the community”.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	N/A

10.2. Data

The recommendations are based on a review of all available data, including that provided by the applicant, TRC. The data is considered reliable with the only assumption built in to the recommendations is that the information provided by TRC is correct and, although it is not possible to verify it, there is no reason to doubt it.

10.3. Significance

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

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

10.4. Options

There are essentially three options in this instance:

Option 1: Decline TRC’s request

This will require TRC to explore further options to manage their stormwater.

Option 2: Accept the need for the easement but seek an alternative alignment and/or alternative terms

Officers have fully considered the impact of the easement on the land given its current and likely future use and determined it as minimal if any.

Option 3: Approve the request in accordance with the recommendations herein.

This option is considered to be the most appropriate and have the least impact, and any damage to the land in installing it now or maintaining it in the future will be remediated at the time

Accordingly. **Option 3 is the preferred option.**

10.5. **Financial**

Council may consider compensation for the granting of an easement if it feels there is deprivation of estate due to granting TRC access to the land within the easement.

10.6. **Prioritisation & Trade-off**

There is no issue with Council's capacity to deliver in this instance and deferral is not recommended, the consequence of which would be accusations of unnecessary procrastination.

10.7. **Legal Issues**

Legal opinion would be required if Council sought to ask for compensation for the granting of the easement.

10.8. **Policy Issues - Section 80**

There are no related policy issues for this report.

Attachments:

Appendix 1 Plan – Local Purpose (Esplanade) Reserve with proposed easement location



Melanie McBain
Parks and Reserves Officer



[Reviewed by]
S Taylor
Property and Project Manager



[Endorsed by]
V Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 18 October 2025

Appendix A



MONTHLY REPORT

Assets Department



o

F22/55/04 – D25/2733

To: Policy and Services Committee
From: Director – Assets
Date: 25 February 2025
Subject: Assets Monthly Report for January 2025

Recommendation

THAT the report be received.

Moved/Seconded

1. Highlights

Roading

- The Opunake Road resilience project has been awarded Superior Civil Construction Ltd. Work is expected to commence in March.
- Work has commenced on the replacement of this steel culvert.
- Fulton Hogan have continued with the resealing programme in January to make the most of the run of fine weather. So far, 6.9km of road has been sealed.

Water Supply

- Minor toby leaks were experienced in Stratford and Council contractors undertook repairs.
- Level 1 water restrictions were implemented during this reporting period due to the Patea River dropping below 780 L/S.

Wastewater

- Two sewer lateral blockage complaints were reported; one blockage on Caesar Street was caused by tree roots within the property boundary. Both blockages were cleared by Council contractors.
- A sewer odour complaint received for the TET stadium on Portia Street was fixed by Council contractors.
- Monthly influent and effluent composite sampling of the wastewater treatment ponds is ongoing in accordance with resource consent conditions. Compliance was maintained during this reporting period.

Trade Waste

- The grease trap at the TET Stadium required urgent emptying and cleaning following ongoing odour issues at the entrance of the building.

Solid Waste

- The '**Collect the Caps**' competition has now concluded. Presentations by the Mayor were held on 11 February 2025, with 7 of 10 schools in attendance.

Parks and Reserves

- The *Draft* Victoria Park Reserve Management Plan to be released for public consultation for one month in February 2025, following approval from Council at the ordinary meeting.
- National Parks Week is from 3 to 10 March 2025. Contractors are working to make the parks look good.

Special Projects

- Detailed design of the grit tank and the raw water delivery line at the Water Treatment Plant is currently underway. Tender is expected to be advertised in March 2025.
- The TSB pool demolition and manifold installation contract will commence in February 2025.

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	2024/2025 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, for 2022/23 was 3 and for 2023/24 was 1. Our target is zero (0) for 2024/25.	-1	Not Achieved - Number to date = 2 There were no DSI's crashes in January 2025.
	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not yet measured ¹ .
Road Condition	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Not yet measured. The result for the 2023/24 is 94%. This can be attributed to the investment in the sealed roads affected by the forestry industry.
	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not yet achieved The annual reseal programme continued in January 2025 ² .
Road Maintenance	Unsealed Road maintenance ³ - The percentage of the unsealed road network that has been metal dressed.	≥7%	Achieved - 9.4% Equivalent to 19.4km of road
	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>72%	Not yet measured. 2023/24 Footpath Condition Survey result was 77%
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long-term plan.	>88%	Not yet measured.
Customer Satisfaction	• Roading Network	>80%	Not yet measured.
	• Footpaths	>80%	Not yet measured.

2.2 Customer Requests

There are no outstanding CRM's for the month of January.

¹ The results for the 2023/24 year is 52%. In order to achieve the target shown, this will require a significant investment in the repair and upgrade of the urban road network. The other option is to reduce this KPI value to a value which is meaningful. This cannot be undertaken until the next Annual Plan.

² Our target length is 20.3km. November we resealed 1.30km, with a further 6.9km in January. Total to date 8.20km.

³ Our target length is 14.50km per annum. No further maintenance metalling was undertaken during this period.

2.3 Routine Maintenance

Completed works for the month of January is summarised below.

Table 1: Routine Maintenance Works – January 2025

Item	Activity Class	Completed Works
1	Unsealed Roads	<ul style="list-style-type: none"> Aggregate Loss completed on Pukeko Road Jones Quarry. Supplied 1 x T&T Load of Awakino metal to Whitianga Road. Aggregate was then trans shipped and spread, shaped and compacted by Hart Contracting. Dust Suppression product sprayed on Akama Road, Kohuratahi Road, Mangaehu Road, Mangaowata Road, Raupuha Road, Tahora Road, Tauwharenikau Road, Tututawa Road and Whitianga Road Grading completed on Akama Road, Barleymans Road, Kohuratahi Road, Manganui Road, Mangaowata Road, Mangare Road, Marco Road, Mauku Road, Prospect Road, Putikituna Road, Tahora Road, Tuna Road, Whangamomona Road North, Whitianga Road
2	Signs/Furniture & Structures	<ul style="list-style-type: none"> Signs cleaned Barclay Road, Beaconsfield Road, Bird Road, Brewer Road, Denbigh Road, Matau Road New Signs 6 x double sided 80km Speed limit on Opunake Road, 12 x Stacking signs on Beaconsfield Road, Bird Road, Climie Road, Finnerty Road, Flint Road East, Hills Road, Kahouri Road, Kent Terrace, Monmouth Road East, Old Mountain Road, Oxford Terrace and Rutland Road Posts down reinstated 4 x Opunake Road, Regan Street West and Miranda Street North Signs reinstated on Skinner Road and Climie Road Sign Straightening done on Beaconsfield Road, Eastern Service Lane South, Flint Road East, Kaiapoi Road, 2 x Regan Street West, 2 x Salisbury Road Edge Marker Posts 60 new installed all along Makara Road Missing Signs Page Street, Hamlet Street, Opunake Road
3	Environment	<ul style="list-style-type: none"> General Debris removed on Swansea Road – Cones and sandbags in River Illegal Dumping collected on Cardiff Road, twice on Swansea Road, Orlando Street South
4	Pavement	<ul style="list-style-type: none"> Potholes Sealed Various sites. Dig-outs completed on Beaconsfield Road RP739 – 761, Celia Street West RP 977-987, 1156-1177, 1300-1306, 1364-1384, 1472-1486, 1501-1506, 1509-1523, 1521-1568, Opunake Road RP 40-59 Level – Uneven Surface Whitianga Road Rip and Remake – Depression fixed on Surrey Street and Essex Street
5	Bridges	<ul style="list-style-type: none"> Bridge Debris Clearing done 2 x Barclay Road, 2 x Bird Road. Flint Road East, Kohuratahi Road, Lower Kohuratahi Road and Mauku Road. Bridge Damage – repaired damage to the bridge deck on Gowers Access
6	Surface Water Channels	<ul style="list-style-type: none"> Cleared Detritus Gutters cleared of silt and debris on Celia Street East, Fenton Street, Juliet Street, Miranda Street North, Regan Street West, Seyton Street, SH3 (2 Broadway)
7	Shoulders	<ul style="list-style-type: none"> Edge breaks filled with QPR and emulsion 2 x Matau Road, Opunake Road, 2 on Pembroke West and Whitianga Road
8	Railings	<ul style="list-style-type: none"> Paint only – 2 on Bird Road. Repaired and Painted – 2 done on Bird Road and 1 on Matau Road.
9	Drainage	<ul style="list-style-type: none"> Blocked drainage sorted on Juliet Street – CRM ball stuck in sump Cleared Inlet/Outlets Barleymans Road Cleared Water tables on Whitianga Road RP's 1865-4242
10	Emergency Work	<ul style="list-style-type: none"> Flooding CRM Brecon Road North Fallen Trees dealt with on Matau Road and Whitianga Road Vehicle accident responded to on Celia Street West.
11	Markings	<ul style="list-style-type: none"> Lines – Rural Beaconsfield Road - Centreline continuous 76m & Centreline dashed 80m Hastings Road - Give way complete x 2 & Edge lines including continuity lines 213m Manaia Road North - Give way complete x 3, Edge Lines including continuity lines 770m, Lane arrows e.g. single lane bridges x 7, Shoulder Hatchings x 1 Monmouth Road West - Bus stop at Pembroke School Opunake Road - One lane bridge complete x 1 & Edge lines including continuity lines 711m Palmer Road North - Give way complete x 2 & Edge lines, including continuity lines 65m

Item	Activity Class	Completed Works
		<ul style="list-style-type: none"> • Poto Road - Give way complete x 1, Edge lines including continuity lines 128m • Ronald Road - Give way complete x 1, Edge lines including continuity lines 155m, Lane arrows e.g. single lane bridges x1, Shoulder hatchings x 2 • Rowan Road - Give way complete x 2, Edge lines, including continuity lines 280m
12	Surfacing	<ul style="list-style-type: none"> • Reseal Site • Cardiff Road 2024/25 reseal site. Cardiff Monument to Waingongoro Road & from Bridge to over 23/24 Rehab site • Flint Road East Rehab to racecourse bypass track. will also be second coat over rehab and rehab patches • Junction Road Full Reseal of Sealed Section of Junction Road with Grade 2/4 Seal • Matau Road - Reseal of Matau Road to be completed at same time as Junction Road Reseal • Pembroke Road East Brecon to Hunt Road • Portia Street North Seyton Street to Regan Street • Seyton Street - Hamlet Street end & Railway line to Cordelia Street • Victoria Road - full length of the road • Fill Crack – alligator Cardiff Road RP's 4314-4349 & 4230-4250 • Rechip – Cracks Cardiff Road & Pembroke Road West • Rechip – Flushing Brewer Road CRM RP's 3708-8246



Figure 1: Gowers Access Bridge - Damage and Repairs.

2.4 Sealed Pavement Maintenance

Pavement repairs to Celia Street began in January.



Figure 2: Pavement repairs on Celia Street.

2.5 Illegal Dumping

During January, illegal dumping was collected from Cardiff Road, Orlando Street and twice on Swansea Road totalling **\$1,360.98** in costs for plant and labour.

2.6 Emergency Work

Officers attended to flooding, fallen trees and a vehicle accident on Celia Street West, as per **Table 1**.

2.7 Ready Response Works

A CRM of flooding on Brecon Road on Sunday 26 January 2025 was received. As it turned out this was the result of leaves blocking the grate of the roadside sump. The cost to attend to this CRM was in the order of \$300.



Figure 3: Brecon Road Flooding.

2.8 Building Consents, Resource Consents and LIMS

Assessments were made for a total of:

- Two (2) Building Consent applications;
- Four (4) Resource Consent applications; and
- Three (3) LIM reports.

2.9 Capital / Renewal Works / Reseals.

As listed in table 1 above the reseal programme for 2024/25 continued in January.

2.10 NZTA Updates

On the 3 February 2025 the following email was received from our Investment Advisor in relation to a \$100m Targeted Fund for Low-Cost Low Risk Improvements. Therefore, it is intended apply for this funding for the Salisbury Road shoulder strengthening and seal widening project on the basis this is a “whole-of-life” cost project. This road suffered badly from damage as a result of the 12-week SH3 diversion onto it. Approval will be sought for \$150,000 per year for the next three years.

"As discussed last week I now have some further information on the additional funding stream called "Targeted Fund" i.e. The \$100m as mentioned in earlier correspondence, and how to apply for further funding.

Further to the NLTP Bulletin of December 2024 (attached and below) the Targeted Fund is open for applications. A list of projects will need to be pulled together similar to the method used for your previous LCLR bid. No additional reporting will be required on this as it is NLTF funded.

Your will need to put your best projects up which meet the HIGH GPS alignment. Funding will be prioritised for

- resilience improvements, including drainage work (include Associated Improvements)*
- economic growth and productivity*
- reducing whole-of-life costs.*

I suggest you take your existing LCLR spreadsheet and

- add the projects as **New/add** and to identify them starting the name with TF E.g. **TF - Main Road drainage improvements***
- Attach the spreadsheet in the LCLR activity in TIO along with any further documents that highlight the need for funding*
- **PLEASE NOTE** - You will **not** be able to enter the requested amount in the **Requested allocation** section of TIO so I (as your Investment Advisor) will enter the Recommended amount in the **Approved allocation (Waka Kotahi only) Total cost for recommendation (\$)** section.*

Please note the any 100% FAR is incorrect and will be changed at some point.

Deadline is 25 February 2025".

2.11 Roading Activities

A snapshot of programmed and reactive works completed in January is shown in **Figure 4**.

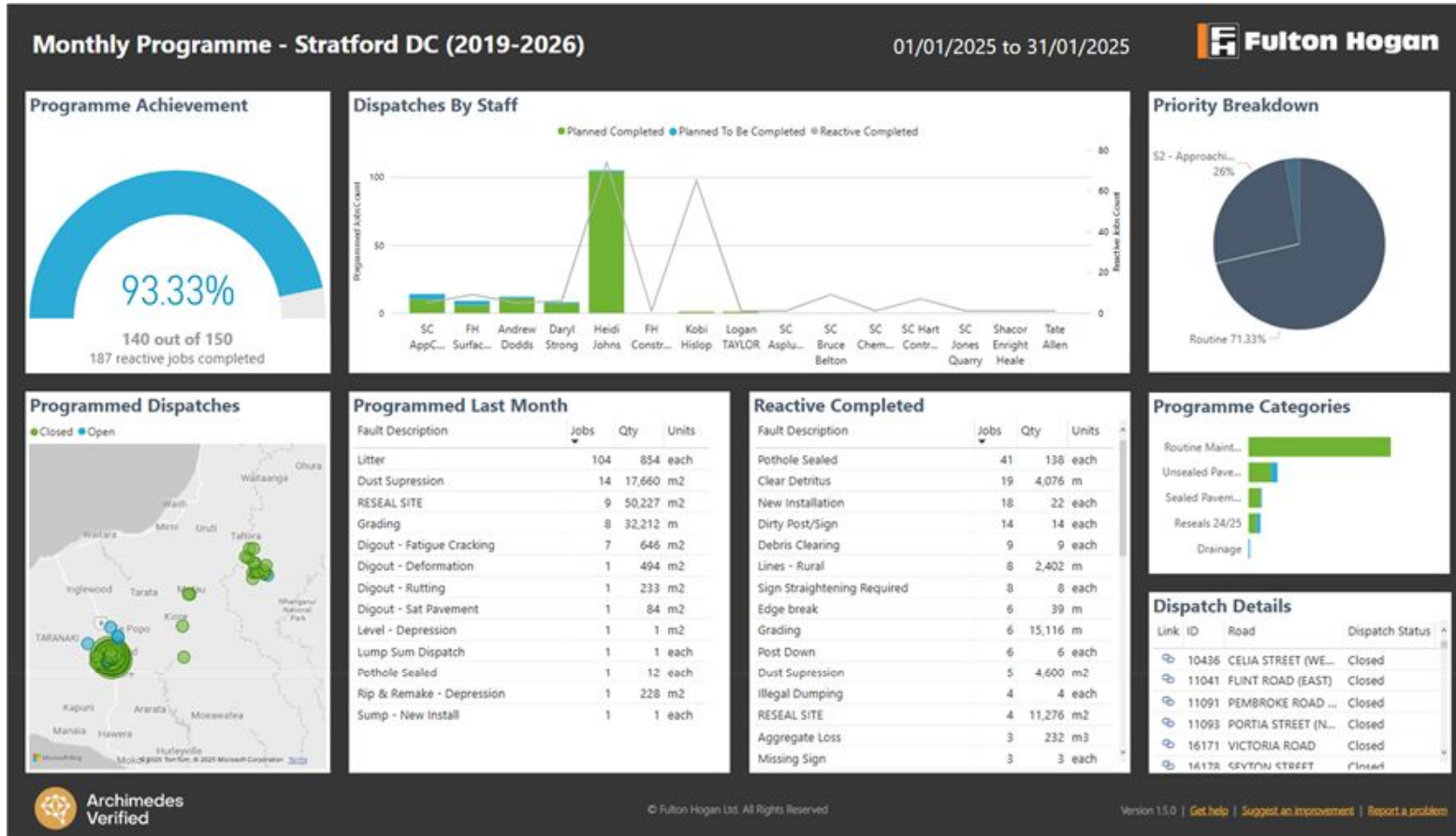


Figure 4: Monthly Programme Achievement Chart - January 2025

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	2024/2025 YTD
Safe Drinking Water:	DWQAR 2022 Bacterial compliance	100%	Not achieved
	<ul style="list-style-type: none"> Stratford Midhirst Toko 	100%	Achieved to date
	DWQAR 2022 Protozoal compliance	100%	Achieved to date
<ul style="list-style-type: none"> Drinking Water Standards Maintenance of Reticulation 	<ul style="list-style-type: none"> Stratford Midhirst Toko 	100%	Achieved to date
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not Yet Completed Achieved in 2023/24 Stratford – 8.6% Midhirst – 10.6% Toko – 4.1%
A Reliable Water Supply:	Urgent Response Times –measure targets for the median response time for urgent attendance and resolution	2 hours 9 hours	Achieved to date 0 hr 14 mins 2 hr 18 mins
	<ul style="list-style-type: none"> Attendance for urgent call-out Resolution for urgent call-out 		
<ul style="list-style-type: none"> Response Time 	Non-urgent Response Times – measure targets for the median response time for non-urgent attendance and resolution	2 working days 5 working days	Achieved to date 0 day 14 hrs 53 mins 1 day 6 hrs 15 mins
	<ul style="list-style-type: none"> Attendance non urgent call-out Resolution non urgent call-out 		
<ul style="list-style-type: none"> Unplanned Disruptions 	Unplanned Disruptions - measure target for disruptions.		Achieved to date
	<ul style="list-style-type: none"> Minor disruptions (between 5 and 50 connections affected) Major disruptions (more than 50 connections affected) 	< 6 < 3	0.66 0.0
Demand Management	Water Consumption – The average consumption of drinking water per day per resident within the district (in litres)	<275L / resident / day	Not Yet Completed Not Achieved in 2023/24 (297 L/R/D)
	Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:		Achieved to date
Customer Satisfaction	<ul style="list-style-type: none"> Drinking Water Clarity; 		0.66
	<ul style="list-style-type: none"> Drinking Water Taste; 	<32	0
	<ul style="list-style-type: none"> Drinking Water Odour; 		0
	<ul style="list-style-type: none"> Drinking Water Pressure or Flow; 		0.99
	<ul style="list-style-type: none"> Continuity of Supply 		0.33
Water Pressure	<ul style="list-style-type: none"> Councils response to any of these issues 		0
	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa)	100%	Not Yet Completed Achieved in 2023/24
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not Yet Completed Achieved in 2023/24

3.1.1 Water Treatment

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

3.1.2 Water Reticulation

- No major water reticulation issues were experienced during this reporting period.
- Minor toby leaks were experienced in Stratford and Council contractors undertook repairs.
- The card reader for the bulk water delivery station at Esk Road failed to operate and the cause of the fault could not be established. The supplier was contacted but outlined that due to the age of the hydrant unit a replacement card reader could not be supplied and therefore a whole new hydrant unit would need to be purchased at a cost of more than \$25,000.
- While the hydrant unit was not operating bulk water customers had to fill tankers from a fire hydrant on Fenton Street. It was subsequently established that South Taranaki District Council had an old card reader and battery in storage for the same kind of hydrant unit and they kindly donated it. Once the card reader and battery were installed the hydrant unit became operational again.



Figure 5: Inoperable hydrant unit and subsequent repair

- Level 1 water restrictions were implemented during this reporting period due to the Patea River dropping below 780 L/S. The Patea River dropped to below 556 L/S for three consecutive days which is the trigger point for further restrictions, however, on the third day Stratford experienced a rain event which significantly increased river flows thus negating the need for further restrictions. Unfortunately, within 4 days the Patea River level had dropped back to below 780 L/S.
- Council staff will bring a Water Restrictions Policy to the next P&S meeting in March, to clearly document trigger levels and impacts on residential and commercial properties.

3.1.3 Grit Tank replacement – See Capital Projects section.

3.1.4 Building Consents, Resource Consents and LIMs

- Assessments were made for a total of:
 - Four (4) Building Consent applications;
 - Three (3) Resource Consent applications; and
 - Four (4) LIM.

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	2024/2025 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.	<6 per 1,000	Achieved to date 0.37
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:	<1	Not Achieved
	• Abatement notices;		1
	• Infringement notices;		0
	• Enforcement orders; and		0
	• 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:		Not achieved to date
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	2 hours	2 hrs 7 mins
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	9 hours	5 hrs 0 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:		Achieved to date
	• Sewage odour		0.37
	• Sewerage system faults	<6	0.37
	• Sewerage system blockages		5.18
	• The territorial authority's response to issues with its sewerage system.		0
Trade Waste Complaints Response times	• Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.	<2 working days	Achieved to date 0 (January – 0)
Trade Waste Consent Processing	• Percentage of trade waste consent applications processed within 15 working days.	100%	Achieved to date 0 (January- 0)

3.2.1 Operations

- **Wastewater Treatment**

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

- **Wastewater Reticulation**

- Two sewer lateral blockage complaints were reported; one blockage on Caesar Street was caused by tree roots within the property boundary. Both blockages were cleared by Council contractors.



Figure 6: Macerated Roots Blocking Sewer Lateral

- A sewer odour complaint was received for the TET Stadium on Portia Street; an inspection undertaken by Council staff found the odour to be originating from the grease trap at the front of the building. Contractors were engaged to clean out the grease trap and no further odour complaints have since been received. Council staff are working with the buildings tenants to effectively manage the grease trap moving forward.



Figure 7: Odorous Grease Trap – Portia Street

- **Health and Safety**

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

- **Oxidation Pond Influent and Effluent Sampling**

Monthly influent and effluent composite 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 Projects

Swansea Road Bridge sewer pipe – See Capital Projects section.

3.2.3 Matters Outstanding

There are no matters outstanding for this reporting period.

3.3 Trade Waste

3.3.1 Trade Waste Consent Holders

Programme to inspect and sample operators continues. Since several operators rarely use the Esk Road facility, some sampling has not always been able to be completed within timeframes specified in their consents. Ongoing attempts are being made to sample the remaining operators overdue. One conditional consent for septage was sampled. Sample was compliant with consent limits.

3.3.2 Permitted Activities

- Ongoing monitoring continues of businesses which have been assessed as high risk for not complying with the permitted status of their activity.
- Grease trap for TET Stadium required urgent emptying and cleaning following ongoing odour issues at the entrance of the building. Following the clean, the Trade Waste Officer met with operator of the food business at the site and reiterated the requirements for best practice management of fats, oils, and grease. This site and operator will be monitored closely for the coming period.
- Another food business was engaged with, following notification from CityCare contractors that there was potentially an issue with the grease trap on Broadway South. Investigations by the operator did not identify any further actions needed and the operator provided their management plan with their contractors.

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	2024/ 2025 YTD
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> • The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor 	0	0
	<ul style="list-style-type: none"> • For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.) 	0	0
	<ul style="list-style-type: none"> • For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	1 Not Achieved
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	<ul style="list-style-type: none"> • Abatement notices; 		
	<ul style="list-style-type: none"> • Infringement notices; 		
	<ul style="list-style-type: none"> • Enforcement orders; and • Convictions. 		
Response 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.	2 hours	0 hrs 9 Minutes - Achieved to date
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.	< 9	1 Achieved to date

- **Stormwater Reticulation**

- No major stormwater reticulation issues were experienced during 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	2024/2025
The levels of waste generated are reducing	Quantity of Waste to landfill per household (kg/hh/annum) (municipal kerbside collection only)	<500kg kg/hh/annum	Achieved to date January data shows only 31.6kg/hh/month was achieved, equating to an annual estimate of 494 kg/hh/annum
	Percentage (by weight) of Council controlled waste stream that is recycled from the kerbside (municipal kerbside collection only)	>20%	Achieved to date Year to date - 23% January 2025 – 23%
The waste collection service is fit for purpose.	Percentage of customers satisfied with the service provided.	>80%	Not yet measured.

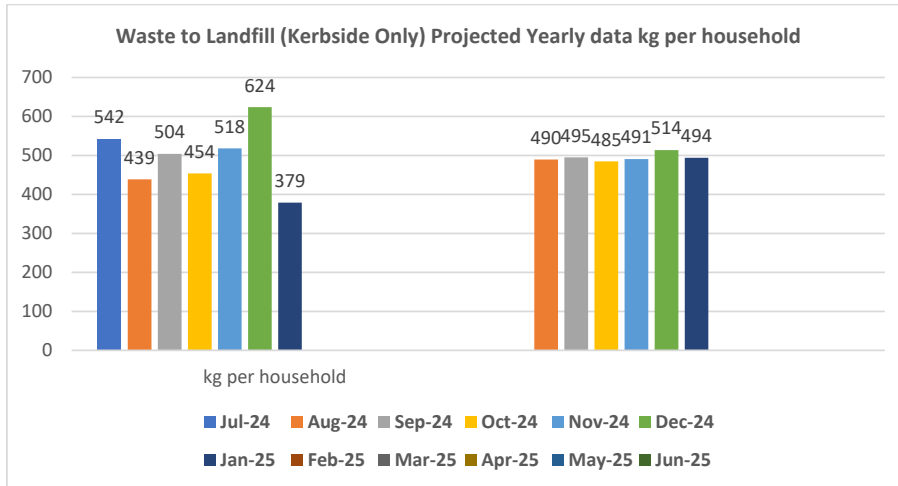


Figure 8: Total Waste to Landfill - Kerbside (Kg per household)

- The total waste to landfill for January Kerbside reduced significantly to **379kg** per household
- Total collection from kerbside collections year to date is **717.4T** and **108.1T** from the Transfer Station.
- Total waste to landfill year to date is **912.56T**.

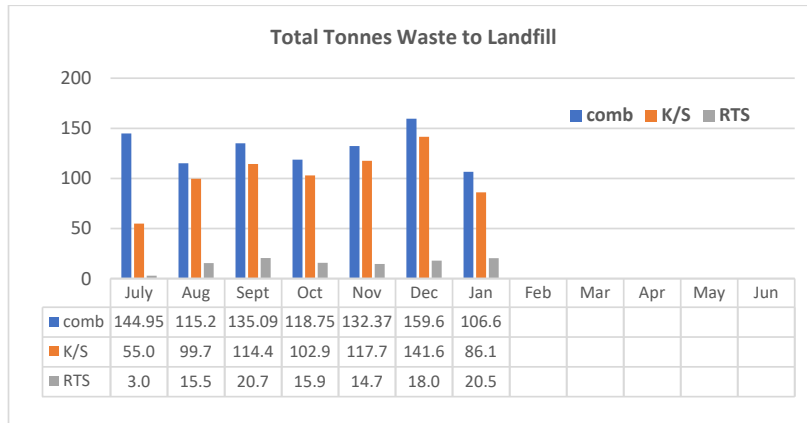


Figure 9: Monthly Total Waste to Landfill – Kerbside and Transfer Station.

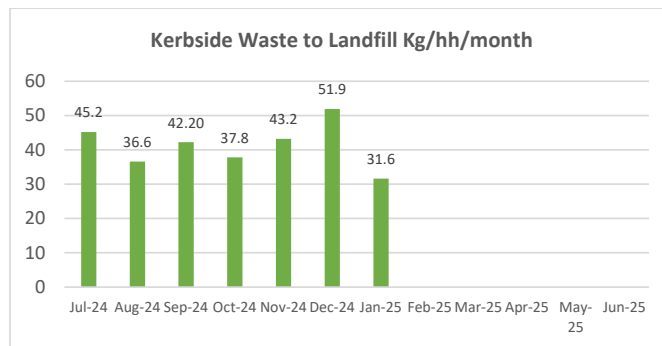


Figure 10: Monthly Total Waste to Landfill - Kerbside (Kg per household)

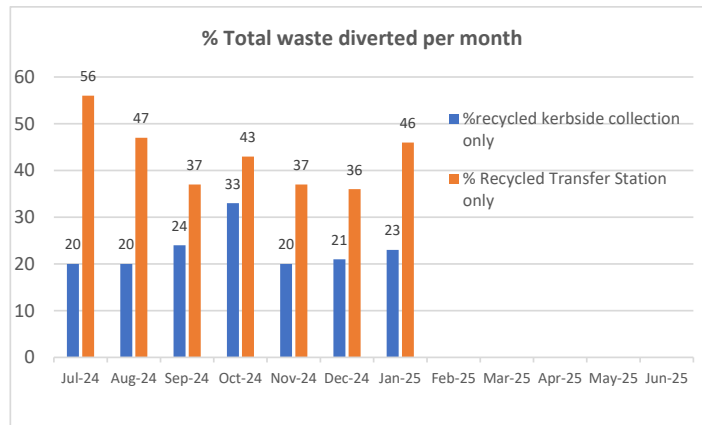


Figure 11: Total Monthly Waste Diversion (%) - Includes comingled, glass, steel cardboard, excludes greenwaste.

- The customer requests trends chart in **Figure 12** shows an increase in the need to replace ageing stock. Where possible the contractors are also repairing more bins but this relates to bin lid or wheel/axle replacement.
- While the number of missed collections has remained stable, this graph now shows the missed collection CRMs that are declined by the contractor these are usually for half empty bins which the contractor says are jammed..

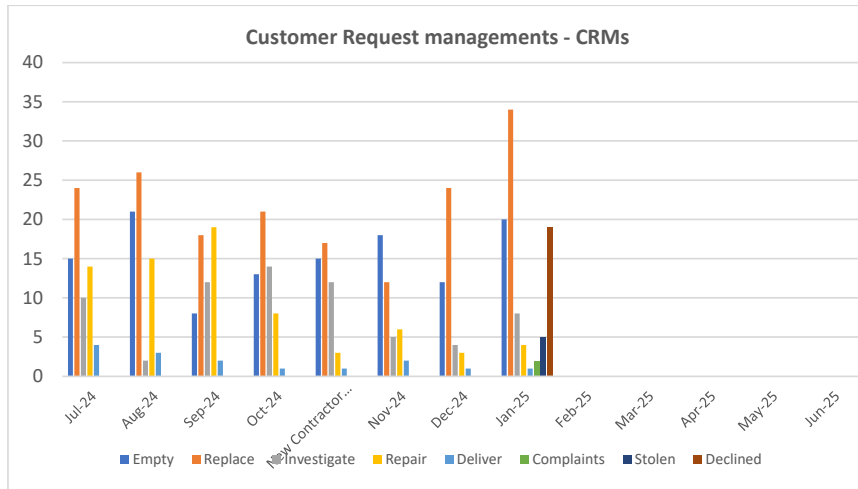


Figure 12: Customer Requests Trends

3.5.1 Waste Minimisation - Planning

- Collect the Lids REGIONAL campaign is being planned to divert over a quarter of a million caps.
- Development of collection points for plastic caps and aluminium wine tops. These are now regarded as serious contamination - 38 glass bins were rejected in the January collection.
- A regional program to reduce single use cups is being planned for July – September 2025.
- **Love Food Hate Waste** campaign starts in March with an Education Plan, using both static imaging and social media tiles.
- A new **Waste Audit Toolbox** is being developed, to specifically help schools interested in reducing their waste streams, including solid waste minimisation, reduced water use/demand, reduced electricity use, reducing purchase of single use products, etc.
- Recycling stations, **Bintainers**, are being sourced for the Victoria Park. A design competition will be held to choose how these can best be presented using both good recycling practice messaging.
- The Mobile recycling trailer, banners, wraps and modifications are expected to be completed early March. It is anticipated to make the use of this items mandatory for all Council-run events and public events run on council properties. This station is also available for private functions, to be encouraged for use via messaging on social media and council communication channels.
- The next Repair café is on 22 February with pre-bookings already higher than average especially for bikes and electrical products most of which would usually end up at the transfer station. With the proposed demolition of the Municipal building in 2025, a new venue will be needed to host this event.
- Waste recycling bins are proposed for the Americana event on 21 February, with multiple stations along Broadway. These will be audited for correct recycling and effectiveness.
- Sustainable Taranaki was approached to deliver a composting workshop in Stratford. Unfortunately, this event will cost nearly \$1000.00, for hosting south of Midhirst. Officers are looking into alternative providers for the workshop.

- The development of **Water Use and Conservation Education** campaign package for schools is expected to be distributed to schools in early March. The package also offers the support of the waste education officer as needed by the school.

3.5.2 Waste Minimisation - Actions

- The **‘Collect the Caps’** competition has now concluded. Presentations were held on 11 February 2025, with 7 of 10 schools in attendance. The Mayor presented certificates to all schools and prizes to the 3x winners; Marco School 1st place, Avon school 2nd place and Huiakama in 3rd place.
- In January 2025, a trial recycling station was used for the Whangamomona Republic day event. This involves the use of the trailer with eight capped bins and trailer wrap and signage. Council Officers manning the station noted that more education was needed for the community to ensure effective recycling occurs. Officers noted that the organisers were unaware that food was being served with banned polystyrene plates; the Whangamomona trailer funded by the Waste Levy Fund was also not in use.
- The second trial recycling station, set up at the Summer Nights event and manned by the Air Training Corp members, saw a lot of contamination in the bins highlighting the need for education of the volunteers. Officers are looking to set this up in the near future.

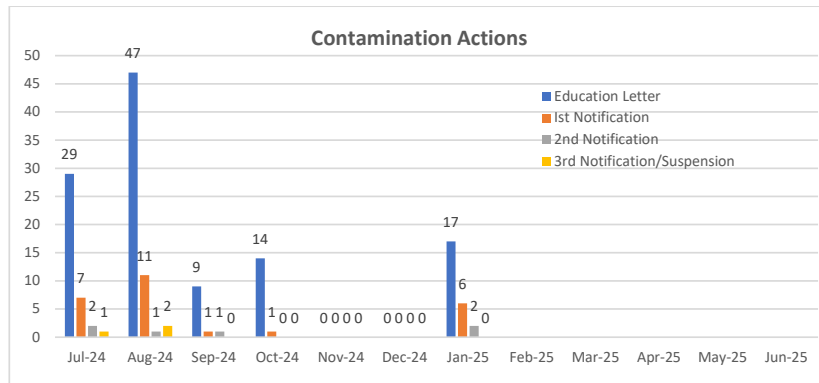


Figure 13: Summary of Bin Contamination Actions

- There are still a few minor issues regarding the bin auditing process. Many bins are labelled as contaminated by “other” category which does not identify the contaminant, therefore, unclear as to what education material should be sent to residents. Officers are working with our contractors on this matter.
- The contamination rate (rejected bins) has increased to almost 5%, owing mainly to glass crates rejected due to aluminium caps on wine bottles - a regional education campaign is planned for April – June.

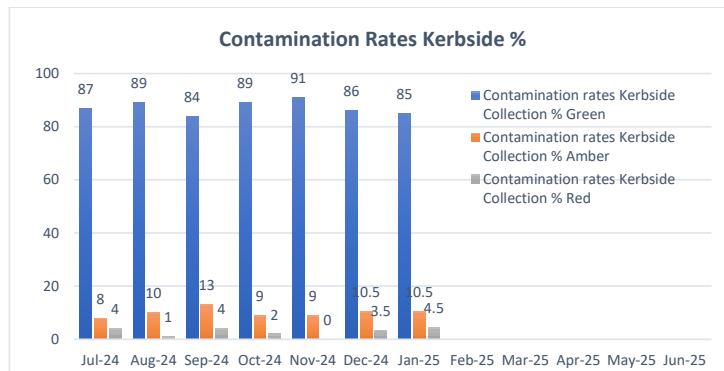


Figure 14 : Kerbside collection Service Contamination Rates

4 Property

- The Property Officer manages several community facilities including the Aerodrome; Civic Amenities; Rental and Investment properties and land.
- The Customer service request history for the property activity is shown below.

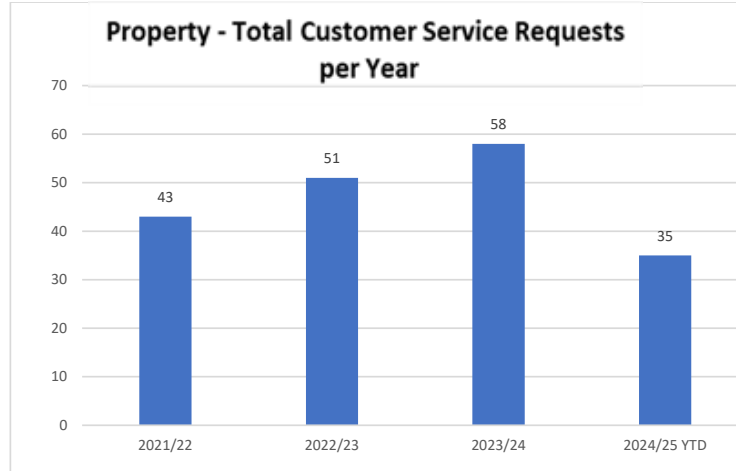


Figure 15: Customer service request history – January 2025

NB: Complaints, concerns, observations and suggestions from the public are categorised as Customer requests, hence the figures above do not relate only to complaints received.

4.1 Aerodrome

Performance Measures below relate to yearly targets which are measured annually

Level of Service	Performance Measure	Target	2024/2025 YTD
To maintain the Aerodrome for use by the Stratford Community and other users.	Engage and meet regularly with Aerodrome users by attending formal meetings.	>3 meetings attended regularly	Not yet measured
The aerodrome is used by the Stratford community and visitors.	Number of aircraft movements for the year.	>3,500	1,523 YTD

4.2 Civic Amenities

The Council's Amenities portfolio includes:

- Housing for Older Person;
- TET Stadium;
- War Memorial Centre;
- Centennial Restrooms;
- Wai o Rua – Stratford Aquatic Centre; and
- Public toilets.

The Civic Amenities Performance Measures are provided below, many of which are based on annual targets.

Level of Service	Performance Measure	Target	2024/2025 YTD
To provide well maintained and utilised facilities.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	Not yet measured
	Annual daily usage of War Memorial Centre measured by the percentage of days in a year there is a booking.	>75%	69% TYD Not achieved to date
	Annual daily usage of Centennial Restrooms measured by the percentage of days in a year there is a booking.	>70%	37% average – not achieved to date
	Booking cancellations as a percentage of total annual bookings for the War Memorial Centre and Centennial Restrooms.	<20%	15% average - Achieved to date WMC
			0% average - Achieved to date CRR
To maintain the housing pool to ensure compliance with the relevant legislation.	All rental units comply with legislative requirements arising from Residential Tenancies Act, Health Homes Standards and any other applicable legislation.	Legislative requirements all met.	Not yet measured.
	Maintain existing toilet facilities and ensure regular scheduled cleaning.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	66% - Not achieved YTD

The Civic amenities occupancy rates / patronage are presented below.

4.2.1 Housing for Older Persons

- Annual occupancy year to date remains 100%.

4.2.2 War Memorial Centre

- Total number of bookings was 14 during the month of January 2025:
 - 13 bookings honoured.
 - 1 booking was cancelled

4.2.3 Centennial Restrooms

- Total number of bookings was 7 during the month of January 2025:
 - 7 bookings honoured.
 - 0 bookings were cancelled
- Trend shows an average annual daily usage of <50%. This target has never been met since the beginning of the financial year in July 2024. It is proposed to suggest a reduction of the target to match reality in the next financial year, as part of the annual plan changes identified by Officers.

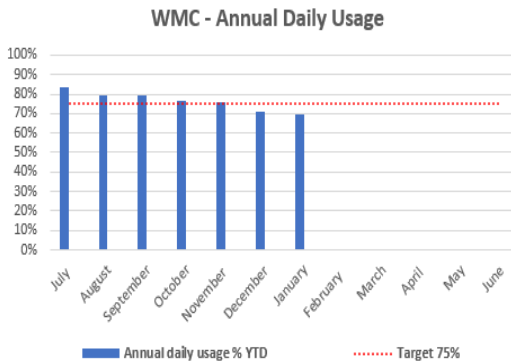


Figure 16: War Memorial Centre Annual Daily Usage

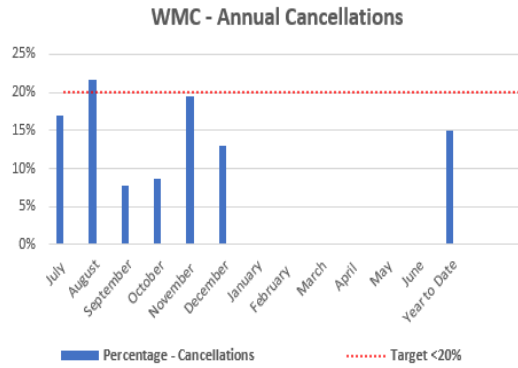


Figure 17: War Memorial Centre Annual Cancellations

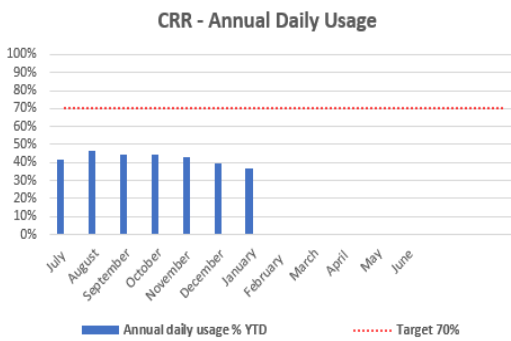


Figure 18: Centennial Rest Rooms (CRR) - Annual Daily Usage

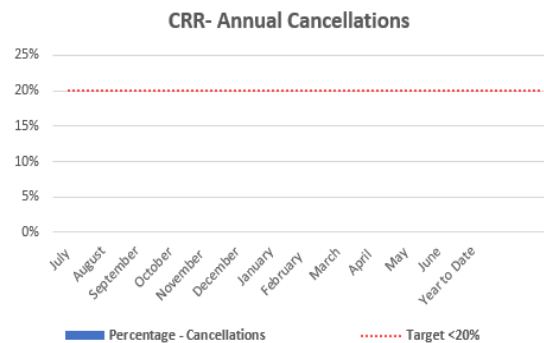


Figure 19: Centennial Rest Rooms Annual Cancellations

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	2024/2025 YTD
To run the council farm in a way that maximises profits and meets the National Environmental Standards (NES)	Milk production is maximised.	>150,000 Kg/Ms	70,371 kgMS to date
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Achieved	Achieved to date
To ensure commercial (rental properties?) properties owned are safe and legally compliant.	Commercial properties are compliant with relevant legislation.	Achieved	Achieved to date

All commercial properties are compliant with the relevant legislation, including the resource consent conditions; Tenancy and Healthy Homes requirements.

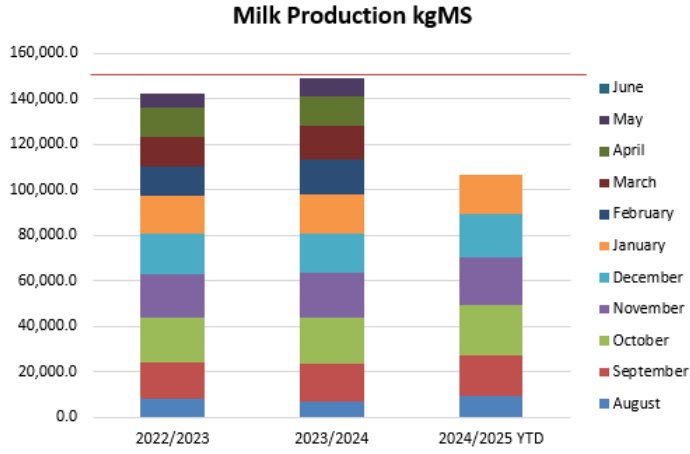


Figure 20: Monthly Milk Production Chart

4.3.1 The Farm

- The farm has produced a 2024/25 year to date (as at 31 January 2025) of 70,371 kgMS, which equates to a 12.3% increase compared to the same period of the 2023/24 financial year.
- A daily average year to date (as at 31 January 2025) of 726 kgMS has been achieved for the 2024/25 financial year. This is a 4.2% daily increase on the 2023/24 financial year.

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	2024/2025 YTD
To maintain parks, sports fields, cemeteries and reserves.	Number of complaints and requests for service.	<40	50 – Not achieved YTD
	Percentage of Stratford residents satisfied with:	Parks;	88% - Achieved YTD
		Sports fields;	75% - Not achieved YTD
		Cemeteries.	84% - Achieved YTD*
To provide safe playgrounds to the community.	All existing playgrounds meet NZ Safety Standards.	No result (Biennial Review)	Not yet achieved
To maintain safe foot bridges to the community.	All existing foot bridges meet NZ Safety standards.	No result (Biennial Review)	Not yet achieved

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

Table 2: Customer Service Requests – January 2025

	2021/2022	2022/2023	2023/2024	2024/2025
Parks	24	31	23	9
Structures	32	17	17	7
Sports grounds	5	7	12	1
Playgrounds	14	7	8	8
Cemeteries	11	12	4	
Street Trees	24	28	38	20
Walkways	31	19	10	5
Total	141	121	112	50

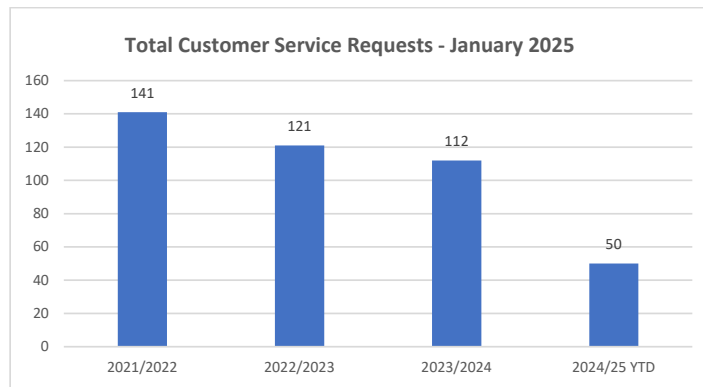


Figure 21: Customer Service Requests – January 2025

NB: Complaints, concerns, observations and suggestions from the public are categorised as Customer requests, hence the figures above do not relate only to complaints received.

6 Capital Projects

6.1 Projects for Budget Carryover

Based on project progress, four (4x) capital projects will require a carryover of their unspent capital budget at the end of the 2024/2025 financial year. The 4x capital projects are:

- Universal Water Metering - Manifold Installation project;
- Prospero Place Development;
- Flint Road Subdivision; and
- Stratford Grit Tanks replacement project.

The project details are provided in Section 6.3 below.

6.2 Projects for Budget Brought Forward

- **Wastewater Pond Desludging** - The wastewater desludging capital project programmed for completion in Year 4 of the LTP, needs to be brought forward to Year 2. This project is now required to support the ongoing compliance with resource consent conditions.
- **Farm subsoil drainage:** Proposed budget changes for the farm relate to bringing forward the subsoil drainage project from the Year 2 of the LTP to this financial year. According to the sharemilker, the condition of the subject subsoil drains is such that a major paddock is now

unusable during winter months and is in no condition to be regressed. This adversely affects the farm income and is now a higher priority than was originally thought.

- **TET Stadium compliance project:** The cost of compliance requirements to support the issuance of the necessary certification for the TET Sports hub means that budgets need to be brought forward from Years 2 and 3 of the LTP into this financial year. It is important that these compliance requirements are met to ensure that the TET Sports Hub continues to stay open and function as desired. Total budget proposed to be brought forward is approximately \$100k - any unspent money will be used as necessary in the proceeding years.

6.3 Progress Update

Progress updates on some of Council's key projects, as at **31 January 2025**, are provided under activity headings below:

6.3.1 Roading

- **Road Stopping - Whangamomona Domain** - Submission and accompanying documentation has been sent to LINZ for gazettal action..
- **Road Stopping Manaia Road (Hollard Gardens)** – Officers have received a response from the solicitor for the QE II Trust suggesting they can't consent to the road taking as it "compromises the intent of the covenant" and suggesting we proceed in terms of another provision in the Public Works Act. This has been discussed with a LINZ accredited agent and have reverted to the Trust for reconsideration.

6.3.2 Water Supply

- **Universal Water Metering – manifold installation** – This project is now underway with the contractor working in the north/west quadrant of Stratford and Juliet Street, between Regan Street and Seyton Street, which ties in with the footpath replacement programme. Estimated completion date is June 2025.
- **Fluoride Plant Upgrade** – A Request for Proposal (RFP) will be advertised in February for a design and build of this project. The installation of this tank will minimise the risk of over-dosing the water supply with fluoride. This upgrade will further improve our risk mitigation of the Stratford water treatment plant (WTP).
- **Stratford Grit Tanks** – This is a replacement project of the 100-year old grit tank at the Stratford water treatment plant. Detailed design for the grit tanks and the raw water delivery line is progressing well, with an approach to the market for construction planned for March 2025. This is a highly complex project, bringing together several expertise to deliver a most efficient and enduring long-term solution.
- **Membranes** - Procurement planning is underway to source a supply of membranes to have in storage so they can be replaced as and when required.

6.3.3 Wastewater

- **Desludging of Wastewater Treatment Ponds** – As mentioned in Section 6.2 above, the wastewater desludging capital project programmed for completion in Year 4 of the LTP, needs to be brought forward to Year 2. This project is now required to support the ongoing compliance with resource consent conditions. Resource consent application is being prepared as required for TRC approval.
- **Replacement Pipe at Swansea Road Bridge** - A contract has been awarded for the repair of the wastewater pipe at the Swansea Road bridge over the Patea River. The repair to fix the current backflow situation during to a dropped pipe, on this critical part of the wastewater network. Works will begin in February 2025.

6.3.4 Stormwater

- **Stormwater Modelling** - Procurement planning is underway for the modelling of Stratford's stormwater system. A tender will be advertised in March 2025 to appoint a specialist modeller for this work.
- **Silt Retention Victoria Park** - Silt removed from the Victoria Park lake in March 2024 is currently stockpiled on land at Victoria Road. Once dried, the silt will be sampled to meet the required Taranaki Regional Council (TRC) specification, to allow spreading on nearby Council-owned land near the Wastewater Treatment Ponds.

6.3.5 Property

- **Flint Road Subdivision** – This project continues. Council will call for tenders to procure a surveyor, as per Council's procurement policy, in February 2025.
- **Prospero Place Development** – Contractors are remedying the outstanding actions to enable the issue of appropriate building certification for the Prospero Place wall. A Landscape Architect is completing the detailed design. Further engagement will be scheduled with Elected Members and key Stakeholders to discuss their design preferences within the established scope of work.
- **TET Multisports Centre** – Since taking ownership of this building a few years ago, Council has inherited a number of non-compliance issues, which are currently being addressed by various contractors. Outstanding compliance works are ongoing to allow the issue of a Certificate of Code Compliance (CCC) in due course.

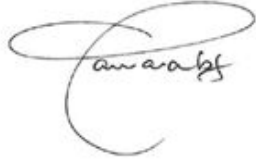
6.3.6 Parks and Reserves

- **Cardiff Walkway New Aluminium Steps and Bridge** - This project is to replace the existing steps and bridge on the Cardiff Walkway, which is suspended over the Konini Stream. A resource consent application is being prepared for the physical works due to working in proximity of/within the river. Physical works is programmed for commencement in April 2025.

7 Resource Consents

Update on the resource consent applications lodged with the Taranaki Regional Council (TRC) is 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	Iwi have provided a Cultural Impact Assessment. TRC processing to commence shortly.

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

Victoria Araba
Director – Assets

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

[Approved by]
Sven Hanne
Chief Executive

Date 18 February 2025

MONTHLY REPORT

Community Services Department



F22/55/04-D25/4433

To: Policy and Services Committee
 From: Chief Executive
 Date: 25 February 2025
 Subject: Community Services Monthly Report – January 2025

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 2024 - 2034 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

- Upcoming community events and programmes

2. Community and Economic Development

Performance Measures (*Performance Measures in bold*)

Level of Service Category	Performance Measure	Target	2024/25 YTD
Community Services			
Enable opportunities for the community to engage, celebrate, connect and sustain local capability.	Number of major community events led by Council	>4	2
	Percentage of residents satisfied with the quality of the events and programmes offered by Council.	>80%	
Economic Development			
Develop and facilitate strategic partnerships that enable growth, attract ongoing investment, and increase diversity and capability within the local business sector.	Number of new and existing businesses accessing services and programmes offered.	>4	8
	Number of promotional activities delivered or partnered with to encourage visitation to the district.	>1	

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 five new youth councillors were sworn in on the 4 February 2025 (thank you to the Councillors who were able to attend). At the next project meeting they will be discussing the year ahead, possible events and submissions that may occur, along with training opportunities. NZ Youth Mentoring is discussing a 2 day training session for the youth councillors which would be fully funded by the Ministry of Youth Development and would set them up for mentoring and supporting other youths. This would be in conjunction with Empower Youth (South Taranaki).

The Youth Council AGM will be held on Tuesday 18 March 2025. It is expected that an updated Terms of Reference will be confirmed at this meeting.

Upcoming meetings and events:

- Ordinary meeting/ AGM - 18 March
- Children's Day event on the day – 2 March, Free Swim for 100, 16 and under, in conjunction with Wai O Rua.
- Colour Run – planned for 9 March, this will be as the celebration for Children's Day.

2.3 Civic and Community Events

Complete:

- Summer Nights – Concert 18 January 2025
- Summer Nights – Movies 2 February 2025
- Prospero Market – 25 January 2025

Coming up:

- Americarna – 21 February 2025
- Prospero Market – 22 February 2025
- Children's Day – 100 Free Swims – 2 March 2025
- Colour in the Park – Colour run to celebrate children's day – 9 March 2025
- ANZAC Wreath Making – 22 April 2025
- ANZAC Parade – 25 April 2025
- School Holiday Programme – 12 – 27 April

2.4 Mayors' Taskforce for Jobs (MTFJ)

Registrations

	January	YTD
Total People Registered	5	78
NEETs Registered (not in employment, education or training)	1	48

Employment

	January	YTD
People placed into full-time employment (minimum 30-hours per week)	2	23
People placed into part-time, fixed term or casual employment or work experience.	0	14
People helped with upskilling (e.g. driver training, employability skills, first aid, forklift).	2	86
People helped with pastoral care, mental health support or other emergency support (e.g. counselling, emergency support and housing)	3	7

Target

	YTD	By 30 June 2025
Sustainable Outcomes (A person in who has been in employment for more than 91 days for a minimum of 30 hours per week *)	13	30

January Highlights

5 jobseekers registered with MTFJ in January. 5 referrals came from MSD, but not all of those referrals registered with MTFJ yet.

Driver Training – 2 people who were referred to the Blue Light programme for further driver training passed their restricted test. MTFJ works with Blue Light if the person has learning difficulties and require further specialised driver training. MTFJ supports with 10 lessons initially but those who require further support are passed forward to Blue Light if they have space. Approximately 70% of jobs require a driver licence. This is a huge barrier for some to overcome. The coordinator has noticed an increase in youth who require specialised care for driving and also overall job placement.

January saw two full time placements come to fruition. One was an apprenticeship. Both of these roles took months to place. The current economic climate is making it difficult to place inexperienced jobseekers into employment. Businesses, if they are hiring at all, are choosing experienced jobseekers or rehiring those who were previously made redundant within the same or similar industries. A large number of vacancies seen on the usual job search sites, are posted by employment agencies. This is a sign of low full-time vacancies and employers unable to commit to permanent work contracts. The coordinator has observed a couple of changes with employment contracts over this past year. Most businesses hire with a 90-day clause which allows them to dismiss the employee without notice. The other contract change observed is employers hiring on 6-month fixed term contracts to start. If the employer is happy with their work after 6-months, they will sign them up for an apprenticeship. This last contract option will greatly affect MTFJ's outcome ability in the future.

2.5 Funding

2.5.1 Creative Communities Scheme

Round 2 of the 2024/25 Creative Communities funding opens 3 March 2025 and closes 4 April 2025.

2.5.2 Sport New Zealand Rural Travel Fund

Round 2 of the 2024/25 Sport NZ Rural Travel Fund will open on 31 March 2025 and close 9 May 2025.

2.6 Positive Ageing

The Positive Ageing Group was disbanded toward the end of 2023 with the Council agreeing to continue to run forums for the community. The group members have kindly agreed to remain available in an advisory role for the Community Development Lead, assisting to formulate ideas for the forums. Should budget be confirmed, the aim is to hold one or two events in the first half of the year.

Officers have met with a hearing therapist and are currently putting together a plan to arrange for free sessions to be available at the Stratford Library. These sessions would be accessible for all to access if they are concerned about their hearing, however the main benefit will be for our gold card members.

Planning is underway for the next Positive Ageing Forum, which will hopefully run in early May. Currently in discussions with Sport Taranaki about presentations on the Green Prescription, their Strength and Balance awareness campaign and also with the Wise Charitable Trust about a presentation on keeping your home warm (Healthy Homes).

2.7 **Stratford Business Association**

Memberships	
New	3
Current total	125

2.7.1 Upcoming Activity

Events

- Americarna - 21 February 2025

Committee meetings

- Monday 17 March 2025

Ba5 events

- March – Stratford Press or Mitre10

Workshops

- DIY Websites over 2 sessions

Lunch + Learn

- Xero (CMK)

3. Communications

3.1 **External communications**

Three Central Link updates were produced in January. There were shared to Central Link e-newsletter subscribers, as well as online at stratford.govt.nz/CentralLink and on Council's Facebook page. Much of the content within the weekly Central Link is also shared with local media (print and radio), published as news articles on council's website and social media sites, and sent as an Antenna update.

In late December 2024, Stratford Press announced it's return under private ownership with DeLesseps Media. Their first edition went to print on 29 January 2025. Our full page Central Link was included in this and we've committed to issuing a full page Central Link in the Stratford Press for at least the remainder of this financial year.

Focus for January:

- Free Summer Nights Concert and Movies
- Book your bus ticket to Republic Day
- 'Odds and Evens' Water Restrictions have begun
- Come to a council meeting or workshop
- Stratford Summer School Holiday Activities
- Are you enrolled to vote?
- Check the water's safe before you swim
- Proposed road closure - Junction Road
- Meeting Schedules – January and February
- Your water restriction questions answered
- Temporary Road Closure - Wawiri Road drainage works
- Subscribe to get the Central Link by email and be the first to know.

3.2 Digital channels

January snapshot:

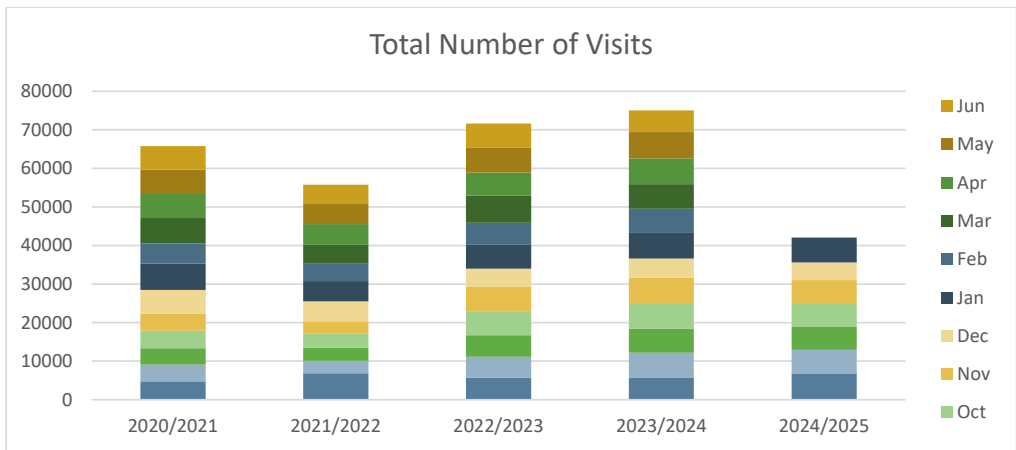
Website		Social Media	
	7,500 ↑1,600 Users		52 Facebook followers /stratforddistrictcouncil 4,822 people follow Council's page.
	22,850 ↑3,691 Page views		29,100 ↑34% People reached The number of people who saw any of Council's posts at least once this month.
	11,781 ↑2,281 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.		16 Instagram followers /stratford_nz 1,170 people follow Council's account.
Antenno			
	55 installs 17 uninstalls Devices using Antenno. 1,411 devices are currently using Antenno in the Stratford District	20 posts sent out 26 reports received	
Your Say Stratford			
	4 new registrations 312 registered participants 202 visits Engagement rate - 4% The % of visitors that contributed to projects.	Key project pages for January - Rooding Bylaw consultations - Central Link e-newsletter sign ups - ongoing	




4. Library Hub

Performance Measures (*Performance Measures in bold*)



	Target	2024/25 YTD
Number of items (including digital) issued annually.	>50,000	38,112
Percentage of facility users satisfied with the quality of the services offered.	>80%	
Number of participants in events and programmes at the facility	>2,000	2,293

Visitors/Users per service



Service	January	Year to date (2024/25)
 Information Services (brochures/maps/event tickets etc)	508 ↑9	1,820
 Vehicle/Driver licensing	822 ↑205	5,346
 Programme and Events	213 ↓72	2,395

Library services - Items Issued

Service	December	Year to date (2024/25)
 In person	5,286 ↑1383	34,167
 Online	659 ↑38	4,583

Programme/Event Users

Age group	January	Year to date (2024/25)
65+ Seniors	30 -	221
18+ Adults	49 ↓22	464
13-17 Secondary School	0 -	20
5-12 Primary School	133 ↓17	1283
<5 Pre-School	0 ↓34	325

4.1 Highlights for January

- Staff returned refreshed after their Christmas break.
- 133 children attended school holiday activities in the library.
- 30 children completed all Summer Reading Programme tasks and were rewarded with a party at Wai O Rua and a book voucher.
- International visitor numbers were higher than in January 2024.
- There continues to be a strong demand for meeting and working spaces in the library for organisations and for individuals. Groups using the library to meet include the Justice of the Peace service desk, Progress to Health, Hāwera Budget Advice Service and Venture Taranaki.

5. Aquatic Centre

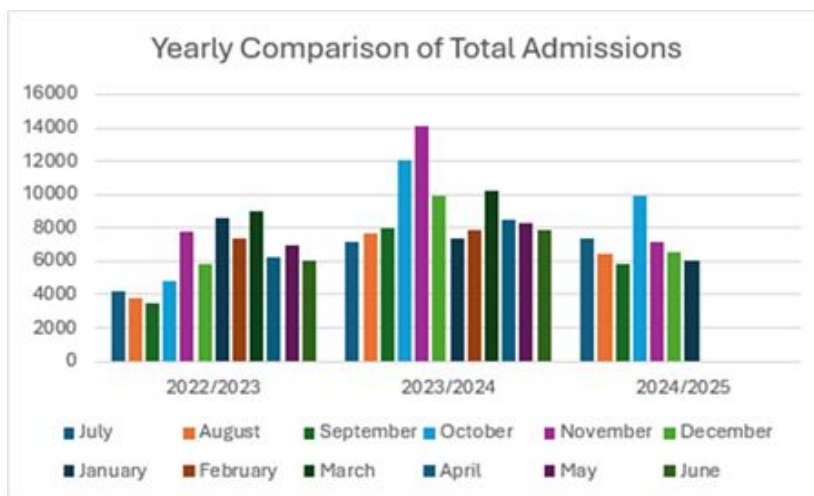
Level of Service Category	Performance Measure	Target	2024/25 YTD
To provide an aquatic facility that is welcoming, attractive and a safe place to swim.	Compliance with NZS5826:2010 NZ Pool Water Quality Standards.	Met	100%
	Poolsafe Accreditation is met.	Met	100%
	Percentage of facility users satisfied with the quality of the services and programmes offered.	>80%	
	Number of facility users per annum.	>75,000	49,270

5.1 Highlights for January:

- January 2025 saw 6,007 customers through the facility. Unsettled January weather was not conducive to swimming. Closure on the January 1,2 public holidays reduced the number of days of operation.
- Wai o Rua was closed to the public on New Years Day and January 2nd.
- The School Holiday Programme was not well attended during January, prompting a review of what is on offer for April holidays.
- Wai o Rua hosted a 2 day Austswim “Teacher of Swimming and Water Safety” course on January 21 & 22. Four staff attended the course and are currently completing their on-line learning modules, assisting in lessons and preparing themselves for accreditation assessments. In total there were 9 participating in the course from around the region and we look forward to hosting these events and training sessions again.
- Wai O Rua Swim School bookings for Term 1 began in late January. Confirmed bookings as of January 31, are 567(+31%). Term 1 bookings for 2024 were 420.
- PoolSafe accreditation review was scheduled for 12 February, but has been postponed at the request of the assessor, to a date yet to be confirmed.

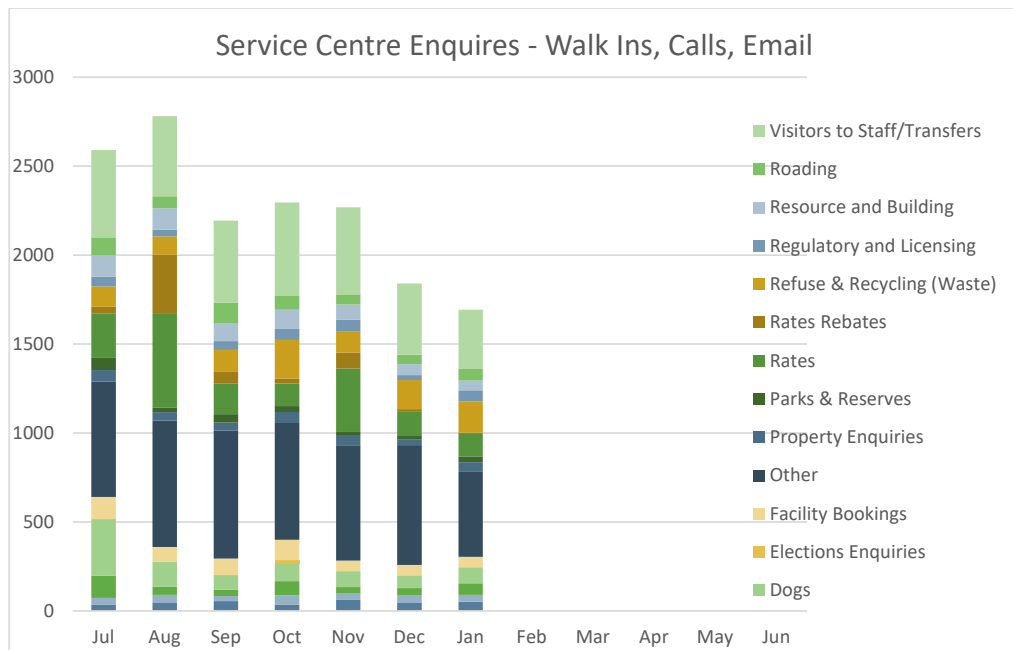
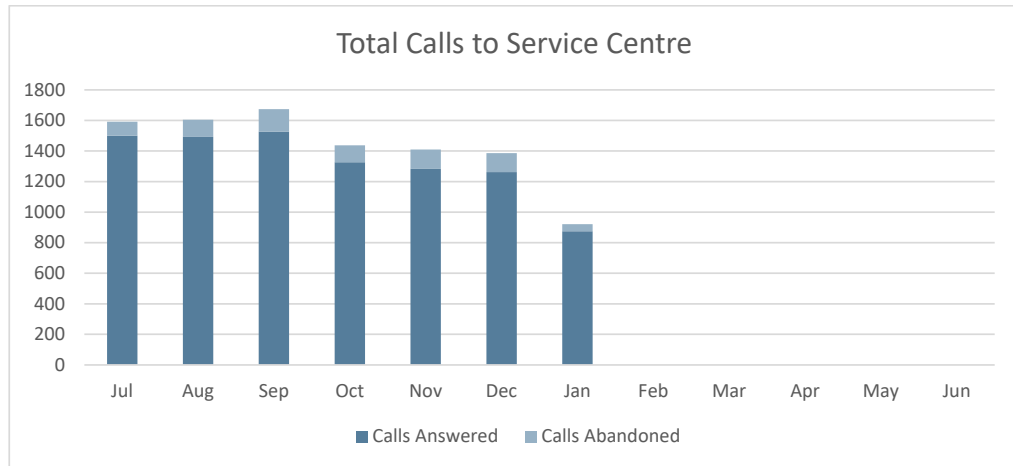
5.2 Matters Outstanding

- Business Plan for Wai o Rua – Stratford Aquatic Centre. This matter has now been added to the outstanding matters table for this committee.



6. Service Centre

January was an extremely quiet month following the holiday period break. There was a total of 1,693 customer interactions recorded which was very similar to January 2024 of 1650.



Sven Hanne
Chief Executive

Date: 18 February 2025

MONTHLY REPORT

Corporate Services Department



F22/55/04 – D25/5088

To: Policy and Services Committee
 From: Director – Corporate Services
 Date: 25 February 2025
 Subject: Corporate Services Monthly Report – February 2025

Recommendation

THAT the report be received.

/
 Moved/Seconded

1. Financial Management

Reports attached, as at 31 January 2025, are:

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

1.1 Financial Results for January 2025 Year to Date (YTD)

The overall financial result is behind budget mainly due to lessor revenue from roading subsidies and higher depreciation, due to the effect of significant asset revaluations as at 30 June 2024. Significant income and expenditure (excluding interest and depreciation) variances by activity (plus or minus \$50,000) are:

- *Democracy and Corporate Support revenue* - \$102,796 over budget mainly due to higher rates penalties.
- *Community Services expenditure* - \$52,191 over budget mainly due to Mayors Taskforce for Jobs expenditure, which is unbudgeted. This will have no financial impact on the Council by year end as these costs are fully covered through external funding.
- *Community Services revenue* - \$354,862 over budget due unbudgeted grants received from the Toi Foundation, TET and the Mayor's Taskforce for Jobs.
- *Farm Revenue* - \$103,090 over budget mainly due to the higher Fonterra milk price than expected.
- *Roading expenditure* - \$100,598 under budget mainly due to more maintenance spend occurring later in the financial year.
- *Roading revenue* - \$1,295,673 under budget due to less Waka Kotahi NZTA roading subsidies as a result of their declining of funding applications for Low Cost Low Risk Roothing and the Walking and Cycling Strategy projects.
- *Solid waste expenditure* - \$92,332 under budget due to late invoicing from NPDC for gate fees and waste levies charges from Bonny Glen.
- *Solid waste revenue* - \$76,630 over budget due to increased waste levy rebates revenue from the Ministry for the Environment.

1.2 Capital Expenditure Report

The capital expenditure budget in the Long Term Plan 2024/25 was set at \$18,515,851.

However, after adjusting for changes to the roading budgets as a result of the decision from Waka Kotahi NZTA in September 2024, and the subsequent decision by Elected Members in October 2024, the total capital available for the year is currently \$16,505,110 (adjusted capital budget).

Of the total budget available:

- \$9,589,259 is for replacing existing assets,
- \$4,315,851 is for new assets or improving existing assets, and
- \$2,600,000 is to cater for district growth.

Actual capital expenditure for the year to 31 January 2025 is \$4,237,944, being 26% of the adjusted budget.

The capital budget is further refined on a monthly basis, and the updated forecast capital expenditure for 2024/25 is now expected to be \$14,242,881.

The total decrease of \$4,272,970 from the budgeted Long Term Plan 2024/25 capital to the new 2024/25 forecasted expenditure is due to the declined roading projects and also the deferred Council subdivision. The subdivision capital budgets will be carried over to 2025/2026.

Out of the 86 capital projects scheduled, 41 have commenced as at 31 January 2025.

1.3 Treasury Management

Summary:

Borrowings (LGFA)	\$	38,700,000	
Term Deposits	\$	6,500,000	
A&P Association Loan	\$	7,180,000	
Net Debt	\$	25,020,000	

Net debt is \$25,020,000 after deducting financial investments comprising of: \$6,500,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

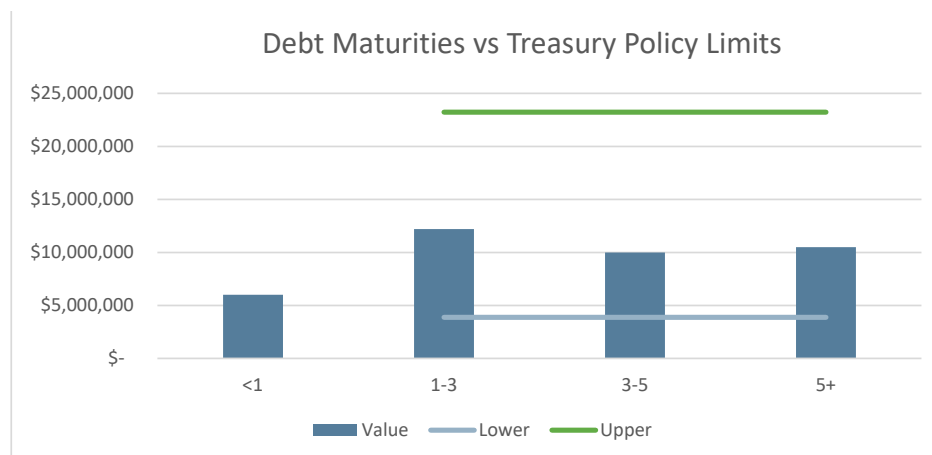
Borrowings

Council borrowing against policy limits at 31 January 2025 was as follows:

	Actual	Policy
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	32%	10-60%
Fixed 3-5 years	26%	10-60%
Fixed >5 years	27%	5-60%
Debt Matures 1-3 years	32%	10-60%
Debt Matures 3-5 years	26%	10-60%
Debt Matures > 5 years	27%	10-60%
Borrowing Costs to Revenue Ratio	5.7%	<10%
Borrowing Costs to Rates Revenue Ratio	4.6%	<15%
Net Debt to Revenue Ratio	96%	<115%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$2,463	<\$3,000
Net Debt per Ratepayer	\$4,938	N/A

All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed and within Treasury Policy limits. The Council is operating well within LGFA lending covenants with no concerns to report.

The weighted average interest rate across all Council debt was 3.55% at 31 January 2025. The interest rate used for budgeting purposes for the Long Term Plan for 2024/25 was 4.09%.



Investments

The weighted average interest rate of all term deposits is 5.70%. The current \$6,500,000 is invested with Westpac, TSB and ANZ. The interest rate used for budgeting purposes for the Long Term Plan for 2024/25 was 5.34%.

Cashflow Forecast

As at 31 January 2025, Council had \$1,973,040 (31 December 2024: \$3,085,252) of cash on hand. Cashflow continues to be monitored closely with no concerns to report.

2.0 Revenue Management

2.1 Rates

Rates Arrears (owing from 2023/24 year and earlier) \$152,975.

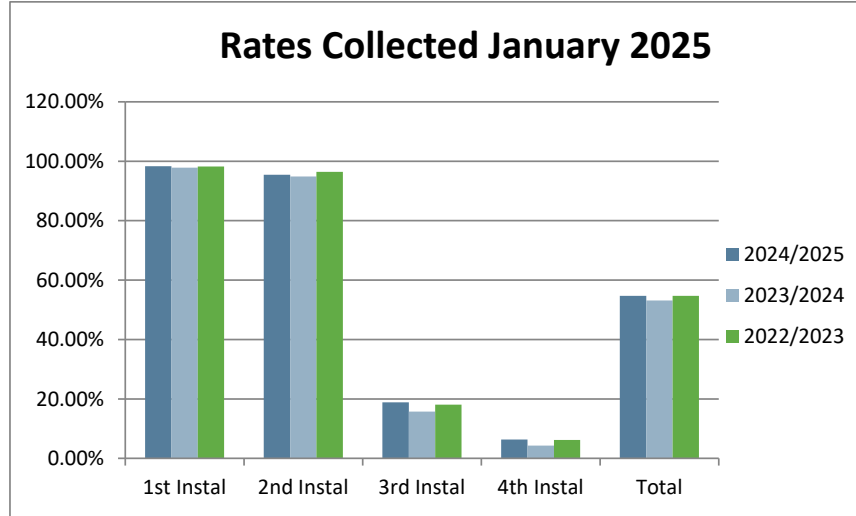
As at 31 January 2025, currently 80 ratepayers (69 last year) have overdue rates of > 1 year.

Current Year Rates

As at 31 January 2025, 98.32% (2024: 97.84%) of rates for the first and 95.45% (2024: 94.87%) for the second instalments have been collected. The graph shows how the first and second instalments compared with the two previous years, which shows a similar level of collection over the three year period.

When there is any interaction with a ratepayer, staff will always ensure that contact details Council hold are correct. Staff will also encourage ratepayers to receive their rates notices by email, if they are currently receiving it by post.

At the same time, wherever possible, Council also actively promote the use of direct debit as the preferred method of payment, and will assist the ratepayer in completing the form if necessary.



2.2 Outstanding Debtors

The Outstanding Debtors report as at 31 January 2025 is attached to this report, showing total debtors of \$2,155,944, with 18% of total debtors overdue for payment. The overdue debtors largely relate to rates, water charges, infringements, and cemeteries.

3.0 Information Technology

3.1 Information Technology Update

Online Timesheets (OLT) Project

The Assembly Stage of the Online Timesheets (OLT) project in the financial payroll system began this month. OLT will provide employees and managers with a self-service kiosk for web-based timesheet management. It will also allow staff to:

- Submit and approve leave requests
- View payslips
- Log timesheets via mobile devices

Procure to Pay (P2P) Project

The Assembly Stage of the Procure to Pay (P2P) project (purchasing and invoicing) begins in February. This is a significant project that will involve a lot of Finance and IT team resource with the aim of improving the efficiencies of our purchasing processes while ensuring compliance with business policies and rules.

File/Print Server Migration

IT is currently upgrading the File/Print server to enhance security, ensure continued support, and maintain system updates. This task is expected to be completed by early March.

3.2 Official Information Requests

LGOIMA requests for the calendar year to date : 5

Requests received in January 2025:

Received date	From	Query	Officer responsible	Date responded
5/01/2025	Bronwyn Hokianga - Te Mataioho	Housing needs and developments	Erin Bishop, Blair Sutherland	16/01/2025
10/01/2025	Caitlyn Knuckey - Department of Corrections	List of licensed premises	Rachael Otter	16/01/2025
12/01/2025	Darren Bolger	Plans, access, zoning for 47A Flint Road West	Susan Nicholas, Steve Taylor	20/01/2025
15/01/2025	Melissa Devine - Venture	International Association Meetings that took place in 2024	Erin Bishop, Kate Whareaitu	17/01/2025
27/01/2025	Philip Brown	Trans-Tasman Resources, Seabed Mining	Neil Volzke, Carissa Reynolds, Erin Bishop, David Konkin	

4.0 Health and Safety / Civil – Defence Update

The Council has recently recruited the Health and Safety/Emergency Management Advisor vacancy with a start date of late February.

No significant health and safety incidents to report.



Raelene Johnson
Director - Corporate Services



[Approved]
 Sven Hanne
Chief Executive

Date: 18 February 2025

Statement of Comprehensive Revenue and Expense

For the Year to Date - January 2025

	January '25 Actual	January '25 Budget	Variance	Total Budget 2024/25	January '24 Actual
Operating Revenue					
Finance Revenue	\$371,854	\$257,833	\$114,021	\$442,000	\$254,048
Waka Kotahi NZTA Rooding Subsidy	\$3,066,704	\$4,332,417	(\$1,265,713)	\$7,427,000	\$2,483,149
Rates Revenue - excl water consumption rate	\$9,081,091	\$9,032,500	\$48,591	\$18,065,000	\$7,865,146
Water Supply - Consumption Charge	\$206,935	\$294,000	(\$87,065)	\$588,000	\$273,274
Sundry Revenue	\$42,971	\$40,667	\$2,304	\$55,000	\$40,798
Farm Milk Proceeds	\$474,090	\$371,000	\$103,090	\$636,000	\$391,422
User Charges for Services	\$1,915,141	\$1,956,500	(\$41,359)	\$3,026,000	\$1,881,490
Total Operating Revenue	\$15,158,786	\$16,284,917	(\$1,126,131)	\$30,239,000	\$13,189,327
Extraordinary Revenue					
Grant Funding	\$579,452	\$288,167	\$291,285	\$2,494,000	\$795,011
Financial Contributions	\$68,478	\$0	\$68,478	\$0	\$52,174
Other Revenue	\$11,899	\$0	\$11,899	\$0	\$0
Dividends	\$34,954	\$0	\$34,954	\$0	\$114,313
Total Extraordinary Revenue	\$694,783	\$288,167	\$406,616	\$2,494,000	\$961,498
Total Revenue	\$15,853,569	\$16,573,083	(\$719,514)	\$32,733,000	\$14,150,825
Operating Expenditure					
Personnel Costs	\$3,707,608	\$3,552,692	(\$154,916)	\$6,158,000	\$3,574,904
Other Direct Operating Costs	\$7,372,960	\$7,620,843	\$247,883	\$12,946,000	\$7,529,743
Total Operating Expenditure	\$11,080,568	\$11,173,535	\$92,967	\$19,104,000	\$11,104,647
Other Operating Expenditure					
Depreciation	\$4,559,013	\$3,778,833	(\$780,180)	\$6,478,000	\$3,440,099
Finance Costs	\$858,006	\$847,583	(\$10,423)	\$1,453,000	\$681,080
Sundry Expenditure	\$11,665	\$0	(\$11,665)	\$0	\$59,267
Total Other Expenditure	\$5,428,684	\$4,626,417	(\$802,267)	\$7,931,000	\$4,180,446
Total Expenditure	\$16,509,252	\$15,799,952	(\$709,300)	\$27,035,000	\$15,285,093
Net Surplus (Deficit)	(\$655,683)	\$773,131	(\$1,428,814)	\$5,698,000	(\$1,134,268)

Statement of Financial Position

As at 31 January 2025

	January '25 Actual	January '24 Actual
Assets		
<u>Current Assets</u>		
Cash and Cash Equivalents	\$1,973,040	\$995,064
Short Term Deposits	\$6,500,000	\$6,000,000
Receivables	\$2,155,944	\$1,838,137
Prepayments	\$23,153	\$0
LGFA Borrower Notes	\$132,000	\$57,000
Current Assets Total	\$10,784,137	\$8,890,201
<u>Non-Current Assets</u>		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$836,000	\$793,000
Shares	\$551,065	\$599,868
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$7,154,795	\$7,197,857
Property, Plant & Equipment / Intangibles	\$508,903,794	\$456,574,477
Non-Current Assets Total	\$524,625,764	\$472,345,312
Assets Total	\$535,409,901	\$481,235,513
Liabilities & Equity		
<u>Equity</u>		
Renewal Reserves	\$7,596,435	\$5,972,491
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,047,802	\$967,682
Restricted Reserves	\$1,200,439	\$1,274,980
Targeted Rate Reserves	\$1,097,878	-\$931,075
Asset Revaluation Reserves	\$285,611,367	\$233,607,627
Retained Earnings	\$199,601,196	\$200,895,308
Equity Total	\$494,463,861	\$442,291,513
<u>Liabilities</u>		
Current Liabilities		
Borrowings (maturing less than one year)	\$8,000,000	\$3,000,000
Provision for Landfill Aftercare	\$7,028	\$7,028
Employee Entitlements	\$313,166	\$322,736
Payables and Deferred Revenue	\$1,925,846	\$1,907,523
Non-Current Liabilities		
Borrowings	\$30,700,000	\$33,700,000
Provision for Landfill Aftercare	\$0	\$6,713
Liabilities Total	\$40,946,040	\$38,944,000
Liabilities & Equity Total	\$535,409,901	\$481,235,513

Expenditure and Revenue by Activity

For the Year to Date - January 2025

**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

	January '25 Actual	January '25 Budget	Variance YTD	Total Budget 2024/25	January '24 Actual
Recreation and Facilities					
Aerodrome					
Expenditure	\$90,408	\$78,750	(\$11,658)	\$135,000	\$95,918
Revenue	\$18,440	\$18,667	(\$227)	\$32,000	\$16,964
Net cost of activity	\$71,968	\$60,083	(\$11,885)	\$103,000	\$78,954
Civic Amenities					
Expenditure	\$369,379	\$394,050	\$24,671	\$1,054,000	\$401,511
Revenue	\$27,624	\$35,000	(\$7,376)	\$60,000	\$23,871
Net cost of activity	\$341,755	\$359,050	\$17,295	\$994,000	\$377,640
Pensioner Housing					
Expenditure	\$61,577	\$70,144	\$8,567	\$112,000	\$70,455
Revenue	\$52,088	\$54,833	(\$2,745)	\$94,000	\$42,021
Net cost of activity	\$9,489	\$15,310	\$5,821	\$18,000	\$28,434
Library Hub					
Expenditure	\$466,055	\$456,121	(\$9,934)	\$771,000	\$480,209
Revenue	\$47,101	\$46,667	\$434	\$80,000	\$58,026
Net cost of activity	\$418,954	\$409,455	(\$9,499)	\$691,000	\$422,183
Parks and Reserves					
Expenditure	\$476,662	\$518,541	\$41,879	\$869,000	\$465,147
Revenue	\$6,248	\$5,833	\$415	\$10,000	\$4,336
Net cost of activity	\$470,414	\$512,708	\$42,294	\$859,000	\$460,811
Cemeteries					
Expenditure	\$118,000	\$133,491	\$15,491	\$228,000	\$132,013
Revenue	\$62,584	\$91,583	(\$28,999)	\$157,000	\$95,960
Net cost of activity	\$55,416	\$41,908	(\$13,509)	\$71,000	\$36,053
Wai O Rua Aquatic Centre					
Expenditure	\$1,584,837	\$1,554,530	(\$30,307)	\$2,595,000	\$1,455,044
Revenue	\$441,298	\$420,000	\$21,298	\$720,000	\$434,926
Net cost of activity	\$1,143,539	\$1,134,530	(\$9,009)	\$1,875,000	\$1,020,118
Democracy and Corporate Support					
Expenditure	\$906,209	\$894,086	(\$12,123)	\$1,526,000	\$790,717
Revenue	\$200,129	\$97,333	\$102,796	\$140,000	\$127,569
Net cost of activity	\$706,080	\$796,753	\$90,672	\$1,386,000	\$663,148
Community Development					
Community Services					
Expenditure	\$393,826	\$341,635	(\$52,191)	\$532,000	\$392,174
Revenue	\$356,612	\$1,750	\$354,862	\$3,000	\$410,711
Net cost of activity	\$37,214	\$339,885	\$302,671	\$529,000	-\$18,537
Economic Development					
Expenditure	\$281,944	\$298,643	\$16,699	\$510,000	\$303,896
Revenue	\$0	\$0	\$0	\$0	\$121,187
Net cost of activity	\$281,944	\$298,643	\$16,699	\$510,000	\$182,709
Investment Properties					
Expenditure	\$24,886	\$27,025	\$2,139	\$43,000	\$24,162
Revenue	\$27,021	\$32,083	(\$5,062)	\$55,000	\$25,049
Net cost of activity	-\$2,135	-\$5,058	(\$2,923)	-\$12,000	-\$887
Farm					
Expenditure	\$218,919	\$228,385	\$9,466	\$381,000	\$205,576
Revenue	\$509,044	\$371,000	\$138,044	\$636,000	\$391,422
Net cost of activity	-\$290,125	-\$142,615	\$147,510	-\$255,000	-\$185,846

2025 - Agenda - Policy and Services - February - Monthly Report

*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

	January '25 Actual	January '25 Budget	Variance YTD	Total Budget 2024/25	January '24 Actual
Holiday Park					
Expenditure	\$1,351	\$1,167	(\$184)	\$2,000	\$1,449
Revenue	\$0	\$0	\$0	\$4,000	\$0
Net cost of activity	\$1,351	\$1,167	(\$184)	-\$2,000	\$1,449
Environmental Services					
Building Control					
Expenditure	\$599,311	\$585,504	(\$13,807)	\$1,001,000	\$627,311
Revenue	\$329,698	\$326,667	\$3,031	\$560,000	\$317,207
Net cost of activity	\$269,613	\$258,838	(\$10,775)	\$441,000	\$310,104
District Plan					
Expenditure	\$67,550	\$58,917	(\$8,633)	\$101,000	\$130,087
Net cost of activity	\$67,550	\$58,917	(\$8,633)	\$101,000	\$130,087
Resource Consents					
Expenditure	\$275,150	\$243,428	(\$31,722)	\$416,000	\$202,045
Revenue	\$59,441	\$78,167	(\$18,726)	\$134,000	\$38,867
Net cost of activity	\$215,709	\$165,262	(\$50,447)	\$282,000	\$163,178
Food and Health					
Expenditure	\$91,264	\$86,131	(\$5,133)	\$147,000	\$122,946
Revenue	\$17,317	\$22,167	(\$4,850)	\$38,000	\$24,190
Net cost of activity	\$73,947	\$63,964	(\$9,983)	\$109,000	\$98,756
Alcohol Licensing					
Expenditure	\$79,951	\$86,131	\$6,180	\$147,000	\$75,485
Revenue	\$19,761	\$20,417	(\$656)	\$35,000	\$15,831
Net cost of activity	\$60,190	\$65,714	\$5,524	\$112,000	\$59,654
Parking and Other Bylaws					
Expenditure	\$91,664	\$91,000	(\$664)	\$156,000	\$92,277
Revenue	\$3,129	\$583	\$2,546	\$1,000	\$674
Net cost of activity	\$88,535	\$90,417	\$1,882	\$155,000	\$91,603
Animal Control					
Expenditure	\$184,431	\$178,015	(\$6,416)	\$304,000	\$146,452
Revenue	\$153,283	\$157,500	(\$4,217)	\$170,000	\$169,453
Net cost of activity	\$31,148	\$20,515	(\$10,633)	\$134,000	-\$23,001
Civil Defence					
Expenditure	\$311,610	\$297,160	(\$14,451)	\$472,000	\$296,677
Net cost of activity	\$311,610	\$297,160	(\$14,451)	\$472,000	\$296,677
Assets					
Roading					
Expenditure	\$2,516,819	\$2,617,417	\$100,598	\$4,487,000	\$2,594,206
Revenue	\$3,470,077	\$4,765,750	(\$1,295,673)	\$7,927,000	\$3,028,705
Net cost of activity	-\$953,258	-\$2,148,333	(\$1,195,075)	-\$3,440,000	-\$434,499
Stormwater					
Expenditure	\$98,788	\$84,988	(\$13,800)	\$140,000	\$139,068
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$98,788	\$84,988	(\$13,800)	\$140,000	\$139,068
Wastewater (Sewerage)					
Expenditure	\$308,677	\$319,923	\$11,246	\$537,000	\$440,112
Revenue	\$22,861	\$23,333	(\$472)	\$40,000	\$24,113
Net cost of activity	\$285,816	\$296,590	\$10,774	\$497,000	\$415,999
Solid Waste					

2025 - Agenda - Policy and Services - February - Monthly Report

**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

	January '25 Actual	January '25 Budget	Variance YTD	Total Budget 2024/25	January '24 Actual
Expenditure	\$705,768	\$798,100	\$92,332	\$1,363,000	\$609,698
Revenue	\$207,880	\$131,250	\$76,630	\$225,000	\$179,990
Net cost of activity	\$497,888	\$666,850	\$168,962	\$1,138,000	\$429,708
Water Supply					
Expenditure	\$755,532	\$730,255	(\$25,277)	\$1,200,000	\$806,012
Revenue	\$294,435	\$294,000	\$435	\$588,000	\$273,274
Net cost of activity	\$461,097	\$436,255	(\$24,842)	\$612,000	\$532,738
Total Activity Expenditure	\$11,080,568	\$11,173,535	\$92,967	\$19,229,000	\$11,100,647
Total Activity Revenue	\$6,326,071	\$6,994,583	(\$703,466)	\$11,709,000	\$5,824,346
Net Cost of Activities	\$4,754,497	\$4,178,952	\$796,434	\$7,520,000	\$5,276,301

2025 - Agenda - Policy and Services - February - Monthly Report

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 JANUARY 2025

Grant funded

Council Activity	Project Description	2024/25 Long Term Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2024/25 Actual Expenditure YTD	Projected year end forecast	2024/25 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
GROWTH - to meet additional demand										
Economy	Proposed Council subdivision	2,600,000	0	2,600,000	21,266	300,000	2,300,000	10%	By 30 June 2025	Concept plan finalised. Request for Proposal underway to fulfill procurement procedures. This will appoint a Surveyor to progress the project to detailed design.
Total Growth Expenditure		2,600,000	0	2,600,000	21,266	300,000	2,300,000			
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a s 23,575										
Roading	Seal extensions - dust coat seals	150,000	-100,000	50,000	23,575	50,000	0	40%	By 30 June 2025	Budget insufficient to do dust coat seals. Will be used for dust suppressant projects instead.
Roading	Low cost low risk roads	2,600,000	-2,200,000	400,000	5,222	400,000	0	2%	By 30 June 2025	Preliminary design complete for Stratford Primary School works. Communication Plan being compiled for public consultation.
Roading	Resilience Crown Funding	0	600,000	600,000	0	600,000	0	0%	By 30 June 2025	Tenders closed in January 2025. Contract will be awarded in February 2025.
Roading	Walking and Cycling Strategy - footpath improvements	400,000	-400,000	0	0	0	0	0%	Not proceeding	The project was not supported by NZTA, therefore funds were declined.
Solid Waste	Mobile event waste bins and trailer	10,000	0	10,000	4,435	10,000	0	1%	By 30 June 2025	Quotes accepted with trailer on order. Will arrive in February 2025.
Solid Waste	Permanent recycling stations	10,000	0	10,000	0	10,000	0	1%	By 30 June 2025	Procurement Plan underway
Stormwater	Modelling	287,000	0	287,000	0	287,000	0	1%	By 30 June 2025	Procurement Plan underway.
Stormwater	Modelling	113,000	0	113,000	0	113,000	0	1%	By 30 June 2025	Procurement plan underway.
Stormwater	Safety improvements	50,000	0	50,000	0	50,000	0	0%	By 30 June 2025	Works as required.
Wastewater	Reticulation capacity increase and Modelling	100,000	0	100,000	87,342	100,000	0	100%	Complete	Complete
Wastewater	Treatment upgrade	50,000	0	50,000	139,197	139,197	(89,197)	100%	Complete	
Water Supply	Universal water metering	1,593,851	0	1,593,851	97,750	1,593,851	0	10%	By 30 June 2025	Contract underway.
Water Supply	Steetwork ridermains	100,000	0	100,000	6,723	100,000	0	5%	By 30 June 2025	Design drawings completed. Technical Specifications for contract are currently being written for going out for Tender in March 2025.
Water Supply	Toko storage tank	20,000	0	20,000	2,651	20,000	0	75%	By 30 June 2025	Tank delivered and sited. To be plumbed in February 2025.
Water Supply	Alternative power supply for Midhirst and Toko	50,000	0	50,000	0	50,000	0	5%	By 30 June 2025	Procurement plan underway.
Parks and Reserves	Eastern Loop development	5,000	0	5,000	0	5,000	0	0%	By 30 June 2025	Works as required.
Parks and Reserves	Skate Park resurfacing - Victoria Park	100,000	0	100,000	0	100,000	0	0%	By 31 May 2025	Awaiting approval of funding - Toi Foundation
Parks and Reserves	Park development	5,000	0	5,000	0	5,000	0	0%	By 30 June 2025	Works as required.
Parks and Reserves	Victoria Park sports fields continued development	20,000	0	20,000	0	20,000	0	5%	By 30 June 2025	Concept plan has been received. Detailed design plans to be developed for possible construction in the next financial year.
Parks and Reserves	Whangamomona Septic Tank	75,000	0	75,000	81,212	85,000	(10,000)	99%	Complete	Septic Tank and associated works installed. Certificate of Acceptance has been applied for. Resource Consent requirements: Planting and fencing complete. Photos will be sent to Iwi in January for update Sample results taken in January 2025 show some adjustments to be made to the system. These will be completed in February/March 2025.
Parks and Reserves	Lighting and power box in Rhododendroon Dell	50,000	0	50,000	0	50,000	0	1%	By 30 June 2025	Request for Quote advertised January 2025 with works to be completed in February/March 2025.
Wai o Rua Aquatic Centre	Pilates - Reformers	42,000	0	42,000	0	0	42,000	0%	By 30 June 2025	Funding has been declined. Officers are investigating further funding options.
Wai o Rua Aquatic Centre	Install mirrors in club rooms	5,000	0	5,000	0	0	5,000	0%	By 30 June 2025	Funding has been declined. Officers are investigating further funding options.

2025 - Agenda - Policy and Services - February - Monthly Report

Council Activity	Project Description	2024/25 Long Term Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2024/25 Actual Expenditure YTD	Projected year end forecast	2024/25 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Wai o Rua Aquatic Centre	Install TV in meeting room	2,000	0	2,000	0	5,000	(3,000)	0%	By 30 June 2025	Procurement underway
Wai o Rua Aquatic Centre	Total bars	5,000	0	5,000	0	0	5,000	0%	Not proceeding	Funding declined
Wai o Rua Aquatic Centre	Aqua treadmills	0	0	0	11,886	11,886	(11,886)	100%	Complete	Purchased with Spin bikes.
Civic Amenities	Prospero Place Development	300,000	0	300,000	0	300,000	0	1%	By 30 June 2025	Topographical survey complete. Traffic impact assessment to be carried out in February with consultation meetings to begin in March 2025. Contractors appointed for CCC works.
Library Hub	Safety improvements to AA desk	5,000	0	5,000	0	5,000	0	5%	By 30 June 2025	Library staff exploring options. Tied with Development of seating areas/meeting spaces budget.
Library Hub	Develop seating areas and meeting places	25,000	0	25,000	0	25,000	0	5%	By 30 June 2025	Original funding application was for sound proof pods, but these are not compliant for the Building Code safety component. Alternative compliant options are being explored.
Farm	Construct additional calving sheds	40,000	0	40,000	0	40,000	0	0%	By 30 June 2025	Procurement plan underway.
Corporate	Procurement software	25,000	0	25,000	0	0	25,000	0%	Not proceeding	
Corporate	Procure to Pay software	63,000	0	63,000	0	63,000	0	0%	By 30 June 2025	Project underway
Corporate	National Processing reporting	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Project underway
Corporate	Council Chambers audio visual upgrade	105,000	0	105,000	104,153	110,000	(5,000)	99%	By 30 June 2025	Installation complete. Minor works to complete project.
Total Level of Service Expenditure		6,415,851	-2,100,000	4,315,851	564,146	4,357,934	-42,083			
REPLACEMENTS - replaces an existing asset with the same level of service provided										
Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	910,000	29,063	939,063	698,361	939,063	0	99%	By 30 June 2025	Project ongoing. Achieved target length for DIA measure.
Roading - Financially assisted NZTA	Sealed Road resurfacing	1,260,000	106,630	1,366,630	604,272	1,366,630	0	50%	By 30 June 2025	Sites identified. Will be completed in summer months.
Roading - Financially assisted NZTA	Drainage Renewals	915,000	29,218	944,218	617,207	944,218	0	50%	By 30 June 2025	Contractor appointed. Works programmed for February 2025.
Roading - Financially assisted NZTA	Pavement Rehabilitation	650,000	20,745	670,745	592,789	670,745	0	90%	By 30 June 2025	Flint Road entrance to A & P showgrounds completed. Small patch repair on Makahu Road and Flint Road West, outside Central Tyres.
Roading - Financially assisted NZTA	Structure Components Replacement	950,000	30,499	980,499	222,505	980,499	0	20%	By 30 June 2025	Buchanans Bridge repairs will be advertised in March 2025. RFT is being compiled for retaining walls in the Front Country.
Roading - Financially assisted NZTA	Traffic Servcies Renewals	160,000	5,109	165,109	61,295	165,109	0	30%	By 30 June 2025	Works as required.
Roading - Financially assisted NZTA	Footpath renewals	210,000	(132,005)	77,995	38,428	77,995	0	75%	By 31 December 2024	Physical works underway.
Solid Waste	Transfer Station - Building renewals	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Works as required.
Solid Waste	Seal concrete blockwork on adjacent building	30,000	0	30,000	0	30,000	0	0%	By 31 March 2025	
Stormwater	Reticulation Renewals	100,000	0	100,000	2,542	100,000	0	2%	By 30 June 2025	Works as required.
Stormwater	Silt retention Victoria Park	100,000	0	100,000	5,555	100,000	0	5%	By 31 May 2025	To be screened in February 2025 and spread in late summer.
Wastewater	Step / aerate treatment renewals	35,000	0	35,000	11,588	35,000	0	25%	By 30 June 2025	Works as required.
Wastewater	Reticulation modelling	50,000	0	50,000	0	50,000	0	0%	By 30 June 2025	Modelling Stratford Park to connect to existing infrastructure on Broadway has been completed. Modelling Council Subdivision and know subdivisions nearby to confirm any affects on Broadway.
Wastewater	Swansea Road pipe bridge	300,000	0	300,000	805	200,000	100,000	20%	By 30 June 2025	Contractor appointed with works programmed for February/March 2025.

2025 - Agenda - Policy and Services - February - Monthly Report

Council Activity	Project Description	2024/25 Long Term Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2024/25 Actual Expenditure YTD	Projected year end forecast	2024/25 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Wastewater	Infiltration renewals	350,000	0	350,000	343,286	350,000	0	90%	By 30 June 2025	Works as required.
Water Supply	Laterals	50,000	0	50,000	0	50,000	0	0%	By 30 June 2025	Works as required.
Water Supply	Stratford street work rider mains	200,000	0	200,000	32,129	200,000	0	10%	By 30 June 2025	Design drawings completed. Technical Specifications for contract are currently being written for going out for Tender in March 2025.
Water Supply	Fluoride plant upgrade	300,000	0	300,000	0	300,000	0	0%	By 30 June 2025	RFP for design and build to be advertised in February.
Water Supply	Stratford Grit tanks	2,000,000	0	2,000,000	123,892	2,000,000	0	5%	By 30 June 2025	Detailed design underway
Water Supply	Stratford Grit tanks	70,000	0	70,000	0	70,000	0	0%	By 30 June 2025	Detailed design ongoing.
Water Supply	Reservoir cleaning	60,000	0	60,000	0	60,000	0	0%	By 30 June 2025	Works as required.
Water Supply	Membranes	160,000	0	160,000	0	160,000	0	0%	By 30 June 2025	Procurement plan underway.
Water Supply	Midhirst resource consent	50,000	0	50,000	12,000	50,000	0	50%	By 30 June 2025	Cultural Impact Assessment complete, with TRC for processing.
Parks and Reserves	Cardiff walkway steps and bridge	50,000	0	50,000	0	50,000	0	1%	By 31 May 2025	Resource Consent application is underway with works planned for March/April 2025.
Parks and Reserves	Carrington Walkway steps replacement	20,000	0	20,000	0	20,000	0	1%	By 31 Mar 2025	Request for Quote will be published January 2025 with works to be completed in February/March 2025.
Parks and Reserves	Replace playground equipment - King Edward and Victoria Parks	10,000	0	10,000	0	10,000	0	1%	By 30 June 2025	RFQ to be advertised in February.
Wai o Rua Aquatic Centre	Infrastructure renewals	2,000	0	2,000	0	2,000	0	0%	By 30 June 2025	Works as required.
Wai o Rua Aquatic Centre	Spin bike replacements	30,000	0	30,000	41,678	41,678	(11,678)	100%	Complete	
Civic Amenities	WMC - hot water supply	40,000	0	40,000	0	40,000	0	0%	By 30 June 2025	Procurement plan underway.
Civic Amenities	WMC - lighting upgrade	0	0	0	4,957	4,957	(4,957)	100%	Complete	New budget line added due to replacement of lighting and emergency lighting in the function facility with LEDs.
Civic Amenities	CRR - plumbing issues	10,000	0	10,000	715	10,000	0	50%	By 30 June 2025	No blockages reported in December.
Civic Amenities	Public toilets infrastructure renewals	30,000	0	30,000	0	30,000	0	0%	By 30 June 2025	Works as required.
Civic Amenities	TET Infrastructural renewals	50,000	0	50,000	51,863	70,000	0	60%	By 31 March 2025	Front door installed. Fire Security being updated. Procurement underway for security access control.
Civic Amenities	Digital Sign	0	0	0	3,406	3,406	(3,406)	100%	Complete	New budget line added due to replacement of communications modem.
Housing for Older Persons	Replace clotheslines	5,000	0	5,000	2,515	2,515	2,485	100%	Complete	
Housing for Older Persons	Roof replacements	120,000	0	120,000	0	120,000	0	0%	By 30 May 2025	Request for Quote underway. Planning to have one contract to be split over two financial years, to match LTP funding.
Housing for Older Persons	Infrastructural renewals	5,000	0	5,000	0	5,000	0	0%	By 30 June 2025	Works as required.
Farm	Race and culvert replacement	25,000	0	25,000	12,325	25,000	0	50%	By 30 May 2025	Culvert design RFP to be advertised in January 2025. Race maintenance around milk shed complete.
Farm	Dwelling lighting and fixtures	5,000	0	5,000	4,216	4,216	0	100%	Complete	
Aerodrome	Widening turn area	15,000	0	15,000	4,049	4,049	10,951	100%	Complete	
Miranda Street Office	Infrastructural renewals	10,000	0	10,000	2,424	10,000	0	25%	By 30 June 2025	Works as required. Replace wall in Council Chambers.
Miranda Street Office	Furniture Replacement	0	0	0	1,700	2,500	(2,500)	75%	By 30 June 2026	New budget line added due to replacement of furniture required.
Library Hub	Infrastructural renewals	3,000	0	3,000	0	3,000	0	0%	By 30 June 2025	Works as required. Replacing power window openings with manual window openings.
Library Hub	Bathroom renewal	15,000	0	15,000	0	15,000	0	5%	By 30 June 2025	No quotes were received for the upgrade. Officers will revisit the request and approach local builders.
Library Hub	Underneath storage	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Library staff exploring options.
Library Hub	Windowsill replacements	10,000	0	10,000	3,721	10,000	0	30%	By 30 June 2025	Works as required.
Library Hub	Window graphics renewals	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	Awaiting quote from suppliers.
Corporate	Computers/Peripherals/Software	30,000	0	30,000	110,372	115,000	(85,000)	75%	By 30 June 2025	Works as required.
Corporate	Authority data cleansing	15,000	0	15,000	0	15,000	0	100%	Complete	Invoice to come
Corporate	GPS location replacement	15,000	0	15,000	0	15,000	0	0%	By 30 June 2025	Procurement plan underway
Corporate	Photocopier replacements	10,000	0	10,000	0	10,000	0	0%	By 30 June 2025	

2025 - Agenda - Policy and Services - February - Monthly Report

Council Activity	Project Description	2024/25 Long Term Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2024/25 Actual Expenditure YTD	Projected year end forecast	2024/25 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Corporate	Vehicle Replacement (after trade in)	35,000	0	35,000	41,937	17,367	17,633	100%	By 30 June 2025	This is the full cost of one vehicle purchase for the Toyota animal control ute. The insurance and sale proceeds to net off the cost was \$,400, therefore a net cost of \$17,537 for the vehicle replacement.
Total Replacement Expenditure		9,500,000	89,259	9,589,259	3,652,532	9,584,947	23,528			
TOTAL EXPENDITURE		\$18,515,851	-\$2,010,741	\$16,505,110	\$4,237,944	\$14,242,881	\$2,281,445			

2025 - Agenda - Policy and Services - February - Monthly Report

CASHFLOW FORECAST FOR THE YEAR ENDED JANUARY 2026

	Jan-25	Actual Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	12 Month
OPENING BALANCE	3,085,252	3,085,252	1,973,040	4,541,409	2,887,409	2,631,409	4,540,409	3,703,444	2,780,479	5,220,479	3,385,479	3,525,479	6,165,479	5,395,479	46,749,990
Rates	500,000	642,214	3,700,000	570,000	520,000	3,700,000	650,000	650,000	4,300,000	650,000	700,000	4,100,000	700,000	650,000	20,890,000
NZTA Refunds	310,313	310,313	673,369	160,000	270,000	400,000	900,000	900,000	500,000	400,000	750,000	300,000	600,000	300,000	6,153,369
Fees and Charges	500,000	477,116	550,000	500,000	500,000	500,000	550,000	550,000	550,000	550,000	600,000	400,000	250,000	450,000	5,950,000
Grants - MTFJ funding	-	164,450	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Revenue	20,000	84,144	25,000	81,000	45,000	45,000	45,000	45,000	20,000	45,000	20,000	0	0	0	371,000
TET Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash In	1,330,313	1,678,237	4,948,369	1,311,000	1,335,000	4,645,000	2,145,000	2,145,000	5,370,000	1,645,000	2,070,000	4,800,000	1,550,000	1,400,000	33,364,369
Salaries and Wages / Elected Members	666,000	546,719	580,000	580,000	666,000	580,000	580,000	666,000	580,000	580,000	650,000	560,000	620,000	600,000	7,242,000
Payments to Suppliers - Operating	700,000	619,951	600,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	600,000	600,000	9,450,000
Major contract payments	900,000	1,083,354	1,200,000	1,200,000	800,000	1,200,000	1,500,000	1,500,000	1,500,000	1,500,000	150,000	1,100,000	1,100,000	1,100,000	13,850,000
Interest Expense	-	-	-	-	275,000	286,000	51,965	51,965	-	-	280,000	-	-	-	944,930
GST Paid / (Received)	540,425	540,425	-	335,000	-	180,000	-	-	-	550,000	-	350,000	-	540,000	895,000
Total Cash Out	2,806,425	2,790,449	2,380,000	2,965,000	2,591,000	2,736,000	2,981,965	3,067,965	2,930,000	3,480,000	1,930,000	2,160,000	2,320,000	2,840,000	32,381,930
(Increase)/Reduce Financial Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans	-	-	-	-	1,000,000	-	-	-	-	-	-	-	-	-	1,000,000
CLOSING BALANCE	1,609,140	1,973,040	4,541,409	2,887,409	2,631,409	4,540,409	3,703,444	2,780,479	5,220,479	3,385,479	3,525,479	6,165,479	5,395,479	3,955,479	48,732,429
Net Debt	25,020,000	25,020,000	25,020,000	25,020,000	26,020,000	26,020,000	26,020,000	26,020,000	26,020,000	26,020,000	26,020,000	26,020,000	26,020,000	26,020,000	26,020,000
Gross Debt	38,700,000	38,700,000	38,700,000	38,700,000	39,700,000	39,700,000	39,700,000	39,700,000	39,700,000	39,700,000	39,700,000	39,700,000	39,700,000	39,700,000	39,700,000
Investments - Term Deposits	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000
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	7,180,000

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 JANUARY 2025**Public Debt Statement**

Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
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	4.51%	3	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	\$ 2,000,000	5.32%	3	30/01/2024	15/05/2028
LGFA	\$ 1,000,000	5.41%	4	12/04/2024	15/05/2028
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	\$ 2,000,000	5.56%	6	15/05/2024	15/05/2030
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
	\$ 38,700,000	3.55%			

Internal Debt Register

Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,110,795	2013	N/a	3.55%	Water treatment plant
Farm	\$ 1,809,228	2016	N/a	3.55%	As at 1 July 2024
	\$ 2,920,023				

Committed Cash Facilities

Lender	Facility Value	Outstanding	Rate
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%
	\$ 1,000,000		

Investment Statement

Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,500,000	6.00%	332	13/08/2024	11/07/2025
Westpac	\$ 1,500,000	5.35%	365	14/10/2024	14/10/2025
Westpac	\$ 1,500,000	4.95%	365	16/01/2025	16/01/2026
TSB	\$ 1,500,000	6.30%	365	12/04/2024	12/04/2025
ANZ	\$ 500,000	6.30%	369	18/04/2024	22/04/2025
	\$ 6,500,000	5.70%			
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
	\$ 7,180,000	1.69%			

Shareholdings Statement

	No. of Shares	Share Price	Value of Shares
Fonterra	158,716	\$ 4.45	\$ 706,286
Ravensdown	21,820	\$ 1.00	\$ 21,820
Civic Financial	65,608	\$ 0.93	\$ 61,015
			\$ 789,122

Other Investments

	Date Drawn	Amount	Interest Rate	Details
Vendor loan to EBS Trust	2020	\$ 150,000	LGFA rate plus 0.25%, currently 4.13%	Repayable - June 2025

*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 31 January 2025

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$507,497	\$248,946	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. 27 demands have been sent to the first mortgagee for arrears owing prior to 1 July 2024.
Transfer Station	\$211	\$0	
Cemeteries	\$31,451	\$17,751	Overdues relate to 14 debtors, 11 have payment arrangements with council. 1 debtor has had their plot released due to non payment and contact with Council. Invoice to be cancelled. 2 debtors are still waiting on probate to be granted.
Rental Properties	\$17,709	\$1,886	Overdue relates to 2 debtors, with 1 having a payment arrangement in place with council. The other debtor will need to be contacted for payment status.
Housing for the Older Persons	-\$7,562	-\$2,773	Rent in advance.
Planning and Regulatory	\$7,555	\$83	Overdue relates to 1 debtor which is with the debt collectors.
Facility Hire	\$2,107	\$137	Overdue relates to 1 debtor who council has contacted.
Sundry Debtors	\$230,873	\$10,044	Overdues is mostly made up of smaller debtors who are with debt collectors.
Legal Fees	\$6,180	\$6,180	Relating to two debtors. 1 with the solicitor. 1 will be sent to debt collector in March if no payment is received.
Targeted Rates after Strike	\$4,099	\$1,159	Overdues relates to 3 debtors for services added after rates strike. 2 debtors have a payment arrangement in place.
Debtors Accruals	\$405,365	\$0	Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.
NZTA	\$673,369	\$0	
Wai O Rua Aquatic Centre	-\$2,237	-\$744	
Resource Consents	\$40,528	\$5,863	Overdue made up of 4 debtors. All have been contacted
Building Consent Revenue	\$10,918	\$7,047	Overdue relates to 1 debtor for a new detached dwelling consent issued in March 2024 which is in dispute with Council
Earthquake Prone Buildings	\$9,960	\$0	
Infringements	\$40,326	\$17,311	Majority of debtors are < 3 years overdue and with the Ministry of Justice for collection. These are largely made up of dog registrations.
Wastewater Discharge	\$7,374	\$4,600	Overdue relates to 2 debtors for septic tank discharge. Council have contacted.
Water Billing	\$170,219	\$65,318	The overdue balance relates to 5 debtors. 3 had advice sent to the bank in December; one is in dispute with Council; and Council has contacted one to make an arrangement.
TOTAL	\$2,155,944	\$382,807	

MONTHLY REPORT

Environmental Services Department



F22/55/04– D25/1379

To: Policy and Services Committee
From: Director – Environmental Services
Date: 25 February 2025
Subject: Environmental Services Monthly Report – January 2025

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

Seven applications for building consent were received in January 2025. These included 3 fires, 1 pole sheds, 1 accessory building, and 2 new residential dwellings. There were also a further 1 amendment to existing building consents, 2 Certificates for Public Use and 1 extension of time.

The number of applications received in January remained at a low level as many in the construction industry took an extended Christmas break. The applications that we have received were mostly received later in January as more people returned to work. Complaints about nuisances have remained at similar levels to previous months.

Strategic/Long Term Plan Projects

The Stratford District Council and New Plymouth District Council have started the review process of the joint Local Alcohol Policy (LAP). South Taranaki District Council has expressed an interest in developing a policy and are part of the working group undertaking the review. South Taranaki District Council officers will present a decision report to their Council at later date that provides options on developing a policy, including a single policy that applies across all of Taranaki.

When the LAP Project Plan has been finalised by the working group, the first part of the process will be to contact the appropriate agencies, organisations, and community groups to compile the data that will inform the draft LAP. Recent legislation changes have been introduced to simplify the process and encourage communities to have their say on alcohol licencing matters including policy matters.

When the policy is at the draft stage, officers will report to the council to consider options for appointing a committee to consider and hear submissions and make recommendations back to the council on the final policy.

2. Dashboard – All Business Units

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

Activity	Result Jan
Building Consent Authority	
Building Consent Applications	7
Building Consent Amendment Applications	1
Building Consents Issued	14
Building Consent Amendments Issued	4
Inspections completed	28
Code Compliance Certificate Applications	5
Code Compliance Certificates Issued	6
Code Compliance Certificates Refused	2
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	3
Land Use Consents Granted	2
Subdivision Consents Received	4
Subdivision Consents Granted	3
223/224 Applications Received	0
223/224 Applications Granted	1
Resource Consent Applications Placed on Hold or Returned	4
LIM's Received	4
LIM's Granted	5
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	5
Health or Food Act Complaints Received and responded to	1
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	2
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	12
Bylaw Complaints Received and responded to	34
Dog Complaints Received and responded to	15

3. Key Performance Indicators – All Business Units

4.1 Building Services

Level of Service	Performance Measures	Targets	Status Monthly	Year to date
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	15 of the 15 (100%) applications processed in January were processed within 20 working days.	76 of the 78 (97%) applications were processed within 20 working days.
	Percentage of inspection requests completed within 24 hours of requested time.	100%	28 of the 28 (100%) inspections completed in January were completed within 24 hours of the request.	451 of the 452 (99%) inspections were completed within 24 hours of the request.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	6 of the 6 (100%) CCCs issued in January were issued within 20 working days.	44 of the 44 (100%) CCCs issued were within 20 working days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	5 of the 5 (100%) LIMs processed in January were processed within 10 working days.	54 of the 54 (100%) LIMs were processed within 10 working days.

Level of Service	Performance Measures	Targets	Status Monthly	Year to date
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Achieved.	Achieved

4.2 Planning and Bylaws

Level of Service	Performance Measure	Target	Status	Year to date
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 was delayed due to changing legislation. New legislation has been announced and we are waiting for further detail before finalising options. We are continuing to discuss the possibility of a multi-council approach.	Work on this project was delayed due to changing legislation. New legislation has been announced and we are waiting for further detail before finalising options. We are continuing to discuss the possibility of a multi-council approach.
	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.	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%	5 of the 5 (100%) applications processed in January were processed within 20 working days.	32 of the 34 (94%) applications were processed within 20 working days.
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	N/A	N/A
	% of S223 and S224 applications processed within 10 working days.	0%	1 of the 1 (100%) applications processed in January were processed within 10 working days.	27 of the 27 (100%) applications were processed within 10 working days

4.3 Community Health and Safety

Level of Service	Performance Measure	Target	Status	Year to date
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%	5 of 72 (7 %) premises were inspected for compliance in January.	33 of 72 (46%) premises were inspected for compliance.
	Health nuisance and premise complaints are responded to within 1 working day.	100%	1 of 1 (100%) complaints received in January were received and responded to in 1 working day.	6 of 6 (100%) complaints received have been responded to in 1 working day.

Level of Service	Performance Measure	Target	Status	Year to date
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	2 of 30 (6%) licensed premises were inspected for compliance in January.	17 of 30 (57%) Licensed premises have been inspected for compliance.
	Percentage of applications processed within 25 working days (excluding hearings).	100%	9 of 10 (9%) applications processed in January were processed within 25 working days.	46 of 55 (84%) applications processed were processed within 25 working days. Compliance with this performance measure has been affected by changes to the Sale and Supply of Alcohol Act 2012. Specifically, processing timeframes for some types of applications have changed and no longer align with this performance measure. The performance measure is proposed to be changed through the Annual Plan process to realign with the Act.
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	34 of 34 (100%) complaints received in January were responded to within 2 hours.	184 of 184 (100%) complaints received were responded to within 2 hours.
To ensure dogs are controlled	Percentage of known dogs registered	98%	19 Dogs (9%) were registered in January.	2061 of 2113 (97%) known dogs have been registered to date.
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	15 of 15 (100%) complaints received in January were responded to within 1 hour.	177 of 177 (100%) complaints received were responded to in 1 hour.

4. Detailed Reporting Building Services

5.1 Building Consent Authority (“BCA”)

5.1.1 Compliance/Notices to Fix issued as a BCA.

No Notices to Fix were issued by the BCA in January 2025.

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 January 2025.

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

No specific training needs have been identified but there is an upcoming presentation by Engineering NZ in February 2025 in relation to the findings and recommendations to BCAs in relation to the Jonathan Hall forgery case that affected over 40 of the 69 councils in New Zealand.

5.1.5 Internal audit/external audit timetable

During January the below internal audits were undertaken:

Quality Assurance Audits:

- Regulation 7(2)(d)(iv) - Processing building consent applications
- Regulation 10(1) - Establishing competence of job applicants.

One minor recommendation was identified and will be raised at the next monthly meeting. A targeted audit to check that the recommendation has been adopted is scheduled for May 2025.

5.2 **Territorial Authority**

5.2.1 **Audits**

Corrective actions identified during MBIE's TA Assessments are actively being worked on by the building team for the below areas.

- Certificates for Public Use
- Dangerous, Affected, or Insanitary Buildings
- Compliance Schedules and BWoFs

An updated MBIE progress report is currently being prepared for submission.

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

1 onsite BWoF audit was undertaken during January 2025. 3 existing Compliance Schedules were amended to comply with section 103 of the Building Act.

5.2.3 **Swimming Pools**

There are 86 swimming pools on the Council's swimming pool register. All registered swimming pools were compliant at the time of their last inspection. The next round of swimming pool inspections is scheduled to commence August 2025.

5.2.4 **Earthquake-Prone Buildings**

Earthquake-prone building notices have been attached to all known earthquake-prone buildings. An audit of earthquake-prone buildings has identified one additional building whose owners have been written to asking that a seismic assessment be obtained.

5.2.5 **Non-Standard Site Register Maintenance**

No new sites were added to the non-standard site register in January 2025.

5.2.6 **Notices to Fix/Other Compliance as a Territorial Authority**

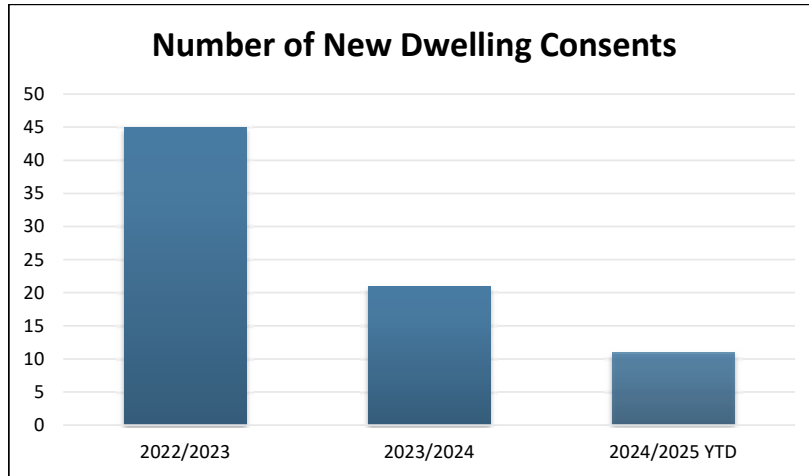
No Notices to Fix for were issued by the Territorial Authority during January 2025.

5.3 **Trends Analysis**

5.3.1 Consents applied for by type:

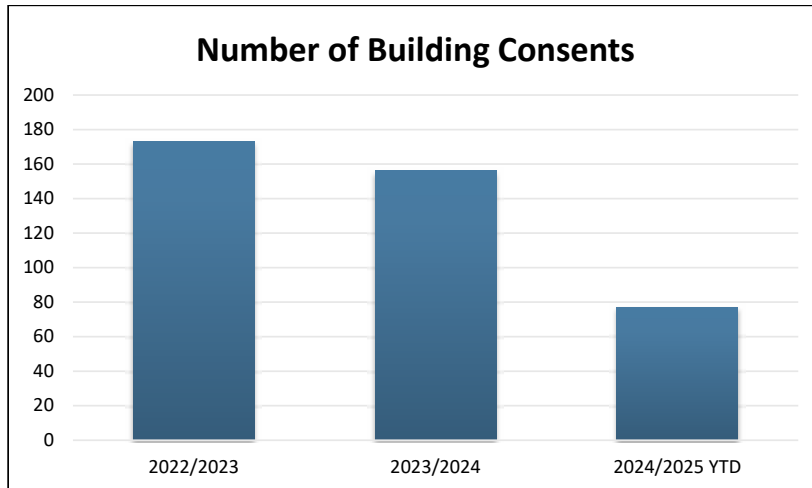
Type	Jan 2024	Jan 2025	2024/2025	2023/2024 Whole Year
New residential dwellings	1	2	10	18
New duplex dwellings	0	0	1	3
Relocated dwellings	0	0	7	10
Relocated buildings other than dwellings	0	0	0	0
Fires	3	3	17	63
Pole sheds/accessory buildings	3	2	11	27
Additions/alterations – residential	0	0	17	14
New Commercial buildings	0	0	1	5
Additions/alterations – commercial	1	0	5	9
Other/miscellaneous	2	0	8	7
Total/s	10	7	77	156

New House indicator by year



Year	New Dwellings
2022/2023	45
2023/2024	21
2024/2025 YTD	11

Consent numbers by year



Year	Building Consents
2022/2023	173
2023/2024	156
2024/2025 YTD	77



Blair Sutherland
Director - Environmental Services



[Approved]
Sven Hanne
Chief Executive

Date: 18 February 2025



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

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.