



**STRATFORD
DISTRICT COUNCIL**

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23 January 2020

Our reference

Inquiries to:

POLICY & SERVICES COMMITTEE

Notice is hereby given that the **meeting of the Policy and Services Committee** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 28 January 2020 at 3.00pm.**

Timetable for 28 January 2020 as follows:

1pm	Workshop for Councillors <ul style="list-style-type: none">- Walking & Cycling Strategy- LTP- Hierarchy of Documents- Rates Remissions Policy- Dogs Policy & Bylaw
2.45pm	Afternoon tea for Councillors
3pm	Policy & Services Committee Meeting

Yours faithfully

Sven Hanne
CHIEF EXECUTIVE

Stratford District
In the heart of Taranaki

TARANAKI
like no other

2020 - Agenda - Policy & Services - January (28/01/2020)

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POLICY AND SERVICES COMMITTEE MEETING
TUESDAY 28 JANUARY 2020 AT 3.00PM

F19/13-D20/660

A G E N D A

1. **WELCOME**

Health and Safety

2. **APOLOGIES**

A leave of absence has been approved for Councillor Jones for this meeting.

3. **ANNOUNCEMENTS**

4. **DECLARATIONS OF INTEREST**

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

5. **ATTENDANCE SCHEDULE**

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

6. **CONFIRMATION OF MINUTES**

- 6.1 **[Policy and Services Committee Meeting \(Bylaw Hearings\) – 26 November 2019](#)**
D19/33085 Pages 9-16

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting (Bylaw Hearings), held on Tuesday 26 November 2019, be confirmed as a true and accurate record.

Moved/Seconded

- 6.2 **[Policy and Services Committee Meeting – 26 November 2019](#)**
D19/32939 Pages 17-31

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 November 2019, be confirmed as a true and accurate record.

Moved/Seconded

7. **MATTERS OUTSTANDING**

D16/47

Page 32

RECOMMENDATION

THAT the matters outstanding be received.

/_____
Moved/Seconded

8. **DECISION REPORT – TRIENNIAL AGREEMENTS**

D20/663

Pages 33-37

RECOMMENDATION

THAT the District Mayor be authorised to sign the final Taranaki Regional Council and Horizons Regional Council Triennial Agreements on behalf of the Stratford District Council.

/_____
Moved/Seconded

9. **DECISION REPORT – POLICY REVIEWS 2018/19 & 2019/20 – EIGHTH TRANCHE**

D19/31602

Pages 55-61

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the attached, updated policies, being the:

Petitions in Council Buildings Policy
Conferences, Seminars, Tours Policy
Privacy Policy

be adopted.

3. THAT the attached policies, being the

Declaration of Members Interests
Elected Members Remuneration Policy
Voting System Policy

be deleted.

Recommended Reason

This is part of the policy review round currently under way. Policies require review from time to time to ensure they still reflect current legislation and best practice, as well as the views and business needs of the organisation. The policies recommended for withdrawal have either been found to be not required, amalgamated into an existing policy or replaced by a new policy as outlined in the body of this report.

/_____
Moved/Seconded

10. **DECISION REPORT – ADOPT LOCAL GOVERNANCE STATEMENT 2020**

D20/653

Pages 82-86

RECOMMENDATIONS

1. THAT the report and the attached Local Governance Statement is received.
2. THAT the Local Governance Statement be adopted.

Recommended Reason

Section 40 of the Local Government Act 2002 requires that a Local Governance Statement be prepared and made publically available by Council within six months after each triennial election.

/_____
Moved/Seconded

11. **DECISION REPORT – LIBRARY/I-SITE CO-LOCATION AND ENTRANCE OPTIONS**

D20/711

Pages 111-116

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the Stratford Visitor Information Services i-SITE co-locate with the Stratford Library building as soon as possible with no or little change to the existing building until the developments neighbouring Prospero Place are further progressed.

Recommended Reason

The co-location of the Stratford Library and visitor information services within the Stratford Library is scheduled to happen, however with the developments neighbouring Prospero Place currently underway, now is an opportune time to consider entrance options to the library building.

Moved/Seconded

12. **MONTHLY REPORTS**

12.1 **ASSETS REPORT**
D20/719 Pages 121-149

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.2 **COMMUNITY SERVICES REPORT**
D19/33801 Pages 150-166

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.3 **ENVIRONMENTAL SERVICES REPORT**
D20/18 Pages 167-175

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.4 **CORPORATE SERVICES REPORT**
D20/651 Pages 176-190

RECOMMENDATION

THAT the report be received.

Moved/Seconded

13. **QUESTIONS**



Health and Safety Message

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

Please exit through main entrance.

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

Staff will guide you to an alternative route if necessary.

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

5. ATTENDANCE SCHEDULE

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

<u>Date</u>	<u>26/11/19</u>	<u>26/11/19</u>	<u>28/01/20</u>	<u>18/02/20</u>	<u>24/03/20</u>	<u>28/04/20</u>	<u>19/05/20</u>	<u>26/05/20</u>	<u>23/06/20</u>	<u>28/07/20</u>	<u>25/08/20</u>	<u>22/09/20</u>	<u>27/10/20</u>	<u>24/11/20</u>
Meeting	H	P&S	P&S	H	P&S	P&S	H	P&S	P&S	P&S	P&S	P&S	P&S	P&S
Neil Volzke	✓	✓												
Grant Boyde														
Rick Coplestone	✓	✓												
Peter Dalziel	✓	✓												
Jono Erwood	✓	✓												
Amanda Harris	✓	✓												
Alan Jamieson	✓	✓												
Vaughan Jones	✓	✓												
Min McKay	✓	✓												
John Sandford	✓	✓												
Gloria Webby	✓	✓												

Key	
P&S	Policy & Services Committee Meeting
H	Hearing (heard by Policy & Services)
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick
	Non Committee Member

MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 26 NOVEMBER 2019 AT 1.30 PM TO HEAR AND CONSIDER SUBMISSIONS TO THE PARKS AND RESERVES, CEMETERIES AND SPEED LIMIT BYLAWS

6.1

PRESENT

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors M McKay, V R Jones, R W Coplestone, P S Dalziel, W J Sandford, A K Harris, J M S Erwood, and G M Webby.

IN ATTENDANCE

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Corporate Services – Mrs T Radich, the Director Assets – Mrs V Araba, the Executive Administration Officer – Ms R Vanstone, the Communications Manager – Ms G Gibson, the Roading Asset Manager – Mr S Bowden (*part meeting*), the Asset Management Coordinator – Mrs L Campbell (*part meeting*), the Parks & Property Manager (Acting) – Mrs M McBain (*part meeting*), the Services Asset Manager – Mr M Oien, three members of the public (*part meeting*) and one member of the media (Taranaki Daily News).

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, the Chief Executive, Councillors, staff, the media, and members of the public. He reminded Councillors to familiarise themselves with the Health and Safety message included in the agenda.

2. **APOLOGIES**

A leave of absence has been approved for Councillor Boyde for this meeting.

RECOMMENDATION

THAT the apology be received.

ERWOOD/HARRIS
Carried
P&S/19/176

3. **ANNOUNCEMENTS**

The Deputy Chair welcomes everyone to the Policy and Services Committee meeting. It is reinforced to Councillors that the purpose of this meeting is to hear submissions on the Parks and Reserves, Cemeteries and Speed Limits Bylaws. Councillors are asked to hear all submissions with an open mind, to restrict their question time to the submitters to points of clarification or issues pertaining to subject matter. Councillors are requested not to get into direct dialogue with submitters as there is tight timeframe scheduled for the day. Councillors may take notes whilst submitters are speaking.

4. **DECLARATIONS OF MEMBERS INTEREST**

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

The Deputy Mayor declared a conflict with item 7, deliberation and adoption of the Parks and Reserves Bylaw. The Deputy Mayor will pass over the chairing of this item to Mayor Volzke and will remove himself from the table during the discussion.

Cr Erwood declared a conflict with item 9, deliberation and adoption of the Speed Limits Bylaw.

5. **ACKNOWLEDGEMENT OF SUBMISSIONS**

Submissions pages 7-74

Attached are the 48 submissions received.

RECOMMENDATIONS

1. THAT each of the 48 submissions to the Parks and Reserves, Cemeteries or Speed Limits Bylaws be received.

HARRIS/SANDFORD
Carried
P&S/19/177

2. THAT each submitter be individually thanked for their submission, and a copy of the minutes of the Policy and Services Committee Meeting and subsequent meetings be provided to each submitter.

ERWOOD/HARRIS
Carried
P&S/19/178

Recommended Reason

Each submission is formally received and the submitter provided with information on decisions made.

The Deputy Mayor left the table and the Mayor joined the table to chair the meeting at 1.35pm through the Parks and Reserves Bylaw.

6. **SUBMITTERS TO BE HEARD**

(no report)

Submitters are given 5 minutes to speak to the Committee. 5 minutes is also allocated for questions from the Committee.

Linette Davidson	Resident
<p>Points noted:</p> <ul style="list-style-type: none"> As stated in her submission, Ms Davidson is a frequent walker and user of King Edward Park. She walks to work and walks her dog. In the absence of dog related harm or potential harm – what is the evidence that change needs to happen? Ms Davidson is aware that some submitters have discussed a dedicated dog park and thinks this could be quite controversial for non-dog owning ratepayers. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> No questions were asked. 	

Catherine Groenestein and Phillip Bielawski	Residents
<p><i>Apology received from submitters – written submission remains.</i></p>	

Dave Jordan	Resident
<p>Points noted:</p> <ul style="list-style-type: none"> Mr Jordan walks his dog on and off the lead on the eastern, western and Cardiff walkways. He walks his dog for the physical and mental health for himself and the animal. He walks two dogs on the lead from King Edward Park and then off lead. The pleasure for the dogs start when they get to the loop to be let off is immeasurable. Mr Jordan had asked how many complaints had been received by council in the last 5 years and was advised that none had been received. This being so, Mr Jordan does not understand why council would propose a change if one were not needed. If a bylaw is passed, council has a duty to provide a park for dog walkers. The western and eastern loops already have large extensive areas so why waste further money. Freedom is an important aspect of any community as well as responsible and considerate behaviour. The behaviour of dog owners ought to be responsible and considerate. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> No questions were asked. 	

7. **PARKS AND RESERVES BYLAW– DELIBERATION AND ADOPTION**
D19/31581 Pages 74-116

Discussion

Council needs to consider submissions to the Parks and Reserves Bylaw as part of the consultation process.

RECOMMENDATIONS

1. THAT the report be received.
2. THAT subject to any new information from submissions highlighted at the hearing, the *draft* Parks and Reserves Bylaw 2020 be adopted.
3. THAT the commencement date of the Parks and Reserves Bylaw be 1 February 2020.

WEBBY/COPLESTONE
Carried
P&S/19/179

Recommended Reason

Section 146 (b)(ii) of the Local Government Act (LGA) 2002 allows the Stratford District Council ('Council') to make and revise its Parks and Reserves Bylaw for the purposes of managing, regulating and protecting the parks and reserves activities, assets and services in an efficient, safe, reliable and sustainable manner in the Stratford district. The adoption of this Bylaw will allow the fulfilment of these purposes.

The Mayor expressed his disappointment in the narrow response from the community as the majority of submissions were from dog walkers.

Submission 1

- Councillor Dalziel asked if council could negotiate with the Department of Conservation (DoC) regarding access to the western loop for dogs.
- Mr Hanne responded that DoC specifically require that dogs be on leash on the western loop. It is possible for council to go back to DoC to negotiate the existing terms and conditions however he suggested a possible 6-12 month response time.
- Councillor Jones asked whether council could approach DoC to find out why it is necessary to have this requirement in the first place (is there protected birdlife in that area, for instance).
- The Mayor suggested that it could be possible to run a dog off leash from Elephant Park, walk along the tracks, up to the Brecon Road bridge and down through the Rhododendron Dell. The second suggestion from council officers is that, if elected members found in favour of the bulk of submitters to have dogs off leash, then the eastern loop and Cardiff walkway would be excluded from the bylaw. This option would not involve DoC.
- Councillor Sandford suggested that he had a number of residents approach him about being rushed by dogs when out walking. He has sympathy for both camps. He asked if it was possible to warn walkers about unleashed dogs on a track, with signage, with an exception being in the area around the Scout Den where dogs are currently permitted off leash but where one submitter, Mr Bruce Jamieson, has complained about dog foul in an area where children are often gathered. Again, that area could be signed – no free roaming dogs.
- Councillor Coplestone considered signage to be a common sense approach.

- Mr Hanne advised that all Stratford parks were dog areas and it would be necessary to have signage if that status were to change including the dog control bylaw wording that the dog must be 'under control'.
- Mayor Volzke noted that the areas around the Scout Den and netball courts could be surrounded by a buffer zone where dogs must be leashed, as is currently required at playgrounds. Council officers could define a 'buffer zone' around those areas and report back to elected members.

RECOMMENDATION

1. ~~THAT dogs be restricted on parts of the western loop eastern loop and Cardiff walkways and the proposal be amended accordingly.~~

COPLESTONE/DALZIEL
Carried

2. ~~THAT the track west of Brecon Road (of the western loop) remain as dog on leash.~~

VOLZKE/SANDFORD
Carried

THAT dogs shall only be permitted, if controlled by a leash or lead, on:

- a) parts of the Western Loop track of the Carrington Walkway; and
- b) the area around the Scout Den and netball courts.

COPLESTONE/HARRIS
Carried
P&S/19/180

- Councillor Sandford added that motorbikes and young children with spades digging up tracks were highlighted as issues in the submissions. Mayor Volzke noted that these activities will be highlighted as unwanted activities which will be dealt with swiftly.
- Mayor Volzke, in referring to the riding and driving section of the proposed bylaw, asked whether there be clarification around e-bikes and e-scooters which are used for health and recreation use.
- Councillors favoured e-bikes and e-scooters in parks and the relevant clause will be reworded accordingly.
- Councillor Erwood considered that some submissions highlighted again that residents must ring the council where they have a complaint about facilities or the Police should they see or hear something untoward.

Submission 2

- Mayor Volzke noted that this submission made reference to a dog park as an alternative. Given the cost implications, this should be referred to the conversations around the Long Term Plan.

Submission 3

- Mayor Volzke noted that this submission made reference to dogs being off leash on all three tracks.

Submissions 4-8 and 10-20 and 23-40

- Mayor Volzke noted that these submissions did not reveal any new information and had been addressed in the discussion.

Submission 9

- Mayor Volzke noted that dogs on Broadway as a Dog Bylaw issue specifically and would be addressed when that bylaw is reviewed.

Submission 21

- Mayor Volzke noted that this submission included concerns for bike and scooter damage to park and reserve tracks.

Submission 22

- Mayor Volzke noted concerns about children over the age of 14 years on swings. Mr Hanne confirmed that the design of the apparatus, for safety reasons, had a weight restriction. The age specification was not enforced but rather a guide for people. In his view, the age restriction should remain at 14 years of age.
- Mr Hanne in responding to the submission to ban dogs from within 10 metres of playgrounds said that the animal control bylaw specifically requires that no dogs be within 20 metres of a playground. In addition, all parks were smoke free zones.

The Deputy Mayor returned to chair the remainder of the meeting at 2.37pm.

8. CEMETERIES BYLAW– DELIBERATION AND ADOPTION

D19/31583 Pages 117-160

Discussion

Council needs to consider submissions to the Cemeteries Bylaw as part of the consultation process.

RECOMMENDATIONS

1. THAT the report be received.

ERWOOD/HARRIS
Carried
P&S/19/181

2. THAT subject to any new information from submissions highlighted at the hearing, the *draft* Cemeteries Bylaw 2020 be adopted.

3. THAT the commencement date of the Cemeteries Bylaw be 1 February 2020.

COPESTONE/DALZIEL
Carried
P&S/19/182

Recommended Reason

Section 146 (b)(ii) of the Local Government Act (LGA) 2002 allows the Stratford District Council ('Council') to make and revise its Cemeteries Bylaw for the purposes of providing efficient operation and management of cemeteries within the Stratford District. The adoption of this Bylaw will allow the fulfilment of these purposes.

The Director – Assets noted that there were no changes made to the bylaw.

Submission:

- Mayor Volzke asked why glass receptacles were not encouraged in the cemetery. Mrs McBain responded that this was a request from the mowing contractor who reported debris on the grass areas which have to be mowed.

- Councillor Sandford added that memorials with inserts added further financial burden to families when the average headstone carries a cost of \$1,500.
- Deputy Mayor Jamieson responded that no changes were required to the draft bylaw.

9. **SPEED LIMIT BYLAW – DELIBERATION AND ADOPTION**

D19/31681 Pages 161-201

Discussion

Council needs to consider submissions to the Speed Limit Bylaw as part of the consultation process.

RECOMMENDATIONS

1. THAT the report be received.

HARRIS/VOLZKE
Carried
P&S/19/183
2. THAT the Speed Limit Bylaw be adopted.
3. THAT the commencement date of the Speed Limit Bylaw be 1 February 2020.

WEBBY/HARRIS
Carried
P&S/19/184

Recommended Reason

Following the special consultative procedure (SCP), pursuant to Sections 82 and 83 of the Local Government Act (2002), feedback has been received on Stratford District Council's proposal to amend speed limits within Stratford, Midhirst, Toko, Whangamomona and other specifically named roads on the fringes of Stratford. The responses received were all in favour of the proposed changes, along with requests to reduce the speed on Pembroke Road and Brecon Road.

Councillor Erwood departed the table at 2.44pm.

There was no discussion or questions regarding this item.

Councillor Erwood returned to the table at 2.45pm.

The meeting closed at 2.46pm.

A L Jamieson
CHAIRMAN

Confirmed this 28th day of January 2020.

N C Volzke
DISTRICT MAYOR

6.1

MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 26 NOVEMBER 2019 AT 3PM

PRESENT

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors M McKay, J M S Erwood, R W Coplestone, P S Dalziel, W J Sandford, V Jones, A K Harris and G M Webby.

IN ATTENDANCE

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Assets – Mrs V Araba, the Director Corporate Services – Mrs T Radich, the Director Environmental Services – Mr B Sutherland, the Executive Administration Officer– Ms R Vanstone, the Roading Asset Manager – Mr S Bowden (*part meeting*), the Special Projects Manager - Mr N Cooper (*part meeting*), the Corporate Accountant – Mrs C Craig (*part meeting*), the Revenue Manager – Mrs J Erwood (*part meeting*), the Plant Engineer – Mr P Jacobs (*part meeting*), the Communications Manager – Ms G Gibson, the Services Asset Manager – Mr M Oien (*part meeting*), the Asset Management Coordinator – Ms L Campbell, two members of the media (Stratford Press & Taranaki Daily News) and two members of the public.

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, Chief Executive, Councillors, staff, the media, and members of the public. He reminded Councillors to familiarise themselves with the Health and Safety message included in the agenda.

2. **APOLOGIES**

A leave of absence was noted for Councillor G W Boyde.

3. **ANNOUNCEMENTS**

The Deputy Mayor noted that item 8, the Information Report – Economic Development Quarterly Report – Quarter One has been withdrawn from this agenda and will be presented at the next council meeting.

4. **DECLARATIONS OF MEMBERS INTEREST**

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

Councillor Coplestone declared an interest in item 14, the Trade Waste Bylaw.

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 Meeting – 24 September 2019**
D19/27952 Pages 11-19

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 24 September 2019 be confirmed as a true and accurate record.

VOLZKE/WEBBY
Carried
P&S/19/156

6.2

7. **MATTERS OUTSTANDING**

D16/47 Page 20

RECOMMENDATION

THAT the matters outstanding be received.

ERWOOD/HARRIS
Carried
P&S/19/157

The Chief Executive noted that as this is a new meeting cycle, a few moments would be spent reporting on the matters outstanding:

- Proposed solutions for the renumbering of Pembroke Road will come before council in January or February 2020.
- Specific funding for Whakaahurangi Marae will be dealt with comprehensively within the Community Groups Policy.
- Officers have identified functional improvements to the Audit and Risk Committee to be incorporated into the Terms of Reference and considered at the next Audit and Risk Committee meeting on 17 December.
- Temporary fences on road reserve have been noted over several policies and will be brought before council in the near future.
- Community engagement has commenced on council's role in community archives will be brought before council in the near future.
- Following the establishment of the Aerodrome and Farm Committee, he will be taking a report about whether to purchase a farm generator to that committee and a recommendation will be made to council.

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

D19/31745 Pages 21-38

RECOMMENDATION

THAT the report be received.

MOVED / SECONDED
Carried
XXX

Item 8 was withdrawn from the agenda. The report will go to the Ordinary meeting of Council on 10 December 2019.

9. **DECISION REPORT – PROPOSED REVOCATION OF RESERVE AND DISPOSAL OF LAND – BROADWAY SOUTH**

D19/31595

Pages 39-53

6.2

RECOMMENDATIONS

1. THAT the report be received.

HARRIS/VOLZKE
Carried
P&S/19/158

2. THAT following consideration of the four objections received to the proposal to revoke the reservation for recreation reserve purposes over the portion of land described as Part Subdivision 1 of Section 748 Town of Stratford containing approximately 150 square metres and iwi consultation, Council proceed with the revocation and disposal subject to a covenant being registered on the title to the land ensuring that the two eastern-most magnolia trees are preserved.
3. THAT a copy of Council's resolutions in regard to this matter together with the objections be forwarded to the Minister of Conservation with a recommendation that the reserve status be revoked.

Recommended Reason

While some public objections were received to the proposal following the required public notification, it is considered that neither the degree of opposition nor the reasons submitted for that opposition warrant complete abandonment of the proposal which will benefit the aesthetics of the reserve and the retention of at least two of the trees currently on the site goes some way towards mitigating those objections.

The Special Projects Manager noted the following points:

- Council resolved in September that consultation should be commenced prior to the revocation of a 5 metre strip of embankment on the southern boundary of the aforementioned reserve in order to mitigate access issues experienced by the adjoining owner.
- The proposal was publicly notified and resulted in four objections being received. Iwi consultation had already been initiated.
- Objectors challenged the disposal of reserve land under any circumstance as well as the loss of three mature magnolia trees on or over the boundary.
- The Reserves Act makes provision for a process concerning the trees and it is possible to place a covenant on two of the three trees. The roots of the tree closest to the road would be destabilised once driveway excavations commence. Council could, through the district plan review, give the remaining trees notable tree status.
- The objections also mentioned that further industrialisation of the reserve was not ideal. The applicant has agreed to fence off this part of the reserve.
- Council officers see no good reason to decline the application. From here, copies of the objections and council's resolutions are forwarded to the Department of Conservation for ministerial consideration and revocation will proceed, should the Minister agree.

Points noted in discussion:

- Councillor Coplestone noted his disagreement with the proposal. He is of the view that reserve land should be undisturbed and sees no safety issue with the driveway in its current state.
- Councillor Erwood sought clarification on the cost of the changes. Mr Cooper advised that the proposed changes are cost positive for the Council as the applicant will pay for the value of the land plus costs.
- Deputy Mayor Jamieson asked whether there would be a loss of carparks along Broadway. Mr Cooper responded that two to three carparks would be lost.
- Councillor Sandford noted that a new business opening in the vicinity would increase traffic and agreed that the current driveway caused safety issues for pedestrians. The reserve would not be affected by the change in status of a small part of it and saving two of three trees was a win-win for Stratford residents. Councillor Sandford therefore supports the proposal.
- Mayor Volzke added that a number of the comments in the objections were based on the principle of not selling off parks and reserves. While supportive of the retention of reserve or park land for aesthetic reasons, the reserve land in questions is on a 45 degree sloping bank, has not been maintained and is covered in rubbish. If sold, not only would it enable the owner safe access into and out of his property, but he has offered to fence the driveway and reserve. Council could also place restrictions on the development by specifying native planting. At the moment, if one stands on the lawn at the Colonel Malone statue, you can see to the back of the business and the Mayor believes that fencing softened with planting would improve the view. In addition, the loss of one of the three trees and two to three carparks is a trade-off to ensure the safety of pedestrians and vehicle traffic in the area. The Mayor therefore supports the proposal to sell.
- Deputy Mayor Jamieson clarified that he does not support the sale of the reserve and believes that the driveway development will bring traffic closer to the Page Street junction making that intersection busier.
- Councillor Dalziel considered that the area would benefit from fencing and planting and would support a proposed sale where the applicant's business operation was assisted.
- Councillor Webby sought clarification on whether the planned heritage trail would be affected by the proposal. Mr Cooper responded that the proposed trail would not be affected.
- Councillor Erwood spoke in favour of option 3. He considered that fencing and planting was a positive move and the driveway development improved vision for the applicant, other traffic and pedestrians.

RECOMMENDATIONS

2. THAT following consideration of the four objections received to the proposal to revoke the reservation for recreation reserve purposes over the portion of land described as Part Subdivision 1 of Section 748 Town of Stratford containing approximately 150 square metres and iwi consultation, Council proceed with the revocation and disposal subject to a covenant being registered on the title to the land ensuring that the two eastern-most magnolia trees are preserved.

3. THAT a copy of Council's resolutions in regard to this matter together with the objections be forwarded to the Minister of Conservation with a recommendation that the reserve status be revoked.

SANDFORD/ERWOOD
Division
For 8
Against 2
P&S/19/159

4. THAT an equivalent of the proceeds from the sale of the reserve be spent on beautifying the remainder of the reserve including the planting of native plantings.

McKAY/SANDFORD
Against JAMIESON
Carried
P&S/19/160

A division was called.

Those voting for the motion were Councillors *Erwood, Harris, Dalziel, Webby, Sandford, McKay, Jones and the District Mayor.*

Those voting against the motion were Councillor *Coplestone and Deputy Mayor Jamieson.*

Questions/points of clarification:

- Mayor Volzke sought to clarify where the Minister confirms the revocation of the reserve status and the sale proceeds, whether some or all of the proceeds of the sale may be used for the beautification of the area including native planting along the boundary.
- Mr Cooper clarified that native planting was appropriate in terms of consultation with iwi. Ngāti Ruanui had requested that native planting along the bank be considered.

The Special Projects Manager left the meeting at 3.33pm.

10. **DECISION REPORT – CREATION OF A GIVE WAY CONTROL AT THE INTERSECTION OF ARIEL STREET AND CLOTEN ROAD**

D19/31603 Pages 54-67

RECOMMENDATIONS

1. THAT the report be received.

McKAY/JONES
Carried
P&S/19/161

- ~~2. THAT pursuant to section 4.2 and section 10.3 of the Land Transport Rule: Traffic Control Devices 2004 the creation of a GIVE WAY control on Ariel Street at the intersection of Ariel Street and Cloten Road, Stratford is approved.~~
3. THAT pursuant to section 4.2 and section 10.3 of the Land Transport Rule: Traffic Control Devices 2004 the revocation of a GIVE WAY control on Cloten Road at the intersection of Cloten Road and Ariel Street, Stratford is approved.

Recommended Reason

The intersection of Ariel Street and Cloten Road, Stratford is currently un-controlled. Cloten Road connects Juliet Street to Swansea Road and could be deemed to be the “local collector” road, with Ariel Street and Cordelia Street joining Cloten Road. It is normal practice for side roads that join onto through roads to have either a Give Way or a Stop control at their intersection. The Land Transport Rule requires a Council resolution for the creation of a GIVE WAY control at an intersection.

The existing GIVE WAY control on Cloten Road at the Ariel Street intersection, should be revoked, therefore allowing Cloten Road to be the “through” road in this instance.

6.2

The Roading Asset Manager noted the following points:

- The changing priorities of this section of road are brought about by an impending development and more specifically, a driveway. There are reservations about whether or not this is the most appropriate treatment of this section of road however.
- It is possible to withdraw the recommendations before elected members and put the onus back on the developer to review the safety of the intersection. Council officers are concerned that the driveway is too close to the Ariel Street intersection.
- Deputy Mayor Jamieson noted that a give way sign impeding traffic was not logical.
- Mayor Volzke, referring to the report, sought clarification on the accuracy of paragraph 4.2 which stated that “*access to the development is approximately 70 metres to the east of Ariel Street*”. The District Mayor suggested a distance of 20 metres instead.
- Furthermore, Mayor Volzke considered further discussion would be required on the alternatives in this section of road. He referred to a similar intersection on Cordelia Street where a stop sign was used and he did not see any consideration given to alternative methods of traffic flow such as traffic islands or roundabout in the report. If the flow of traffic was altered on Cloten Road, the situation could arise where two right turning vehicles would need very clear road markings in place to show which driver has the right of way. Mayor Volzke would like to see the report reworked.
- Mr Bowden responded that changes in the configuration of the road depended on the subdivision proceeding and Mrs Araba suggested that elected members were being asked whether they supported a change to the section of road.

RECOMMENDATION

2. THAT Council, in principle, supports the option of a change in the intersection of Ariel Street and Cloten Road with the final design being

subject to a design compliant with NZS 4404 should this be required to enable development of the neighbouring section.

JAMIESON/McKAY
Carried
P&S/19/162

Questions/Points of Clarification:

- Councillor Sandford considered that economic development should be the focus of any proposed change and Deputy Mayor Jamieson agreed that this resolution gave that opportunity.

The Roading Assets Manager left the meeting at 3.48pm.

11. DECISION REPORT – NOMINATING REGIONAL TRANSPORT REGION

D19/31599

Pages 68-74

RECOMMENDATIONS

1. THAT the report be received.

JONES/HARRIS
Carried
P&S/19/163

2. THAT Council notify the Taranaki Regional Council that with regard to regional transport it chooses to be represented on the Taranaki Regional Transport Committee.

DALZIEL/COPLESTONE
Carried
P&S/19/164

Recommended Reason

The Regional Council requires Council to formally advise every three years.

The Chief Executive noted that Council is required to choose a region to join in terms of traffic matters and would be better served by the Taranaki body than Horizons.

12. **DECISION REPORT – WATER LEAK REMISSION**

D19/31488

Pages 75-81

RECOMMENDATIONS

1. THAT the report be received.

ERWOOD/SANDFORD
Carried
P&S/19/165

2. THAT the Committee approve the remission of a water account for \$4,813.20, being 2,520 cubic metres of water, in accordance with the Rates Remission Policy.

HARRIS/JONES
Carried
P&S/19/166

Recommended Reason

Water consumption charges are treated as a rate and therefore covered under the Rates Remission Policy. The circumstances of this particular water account meet the criteria of the policy.

The Revenue Manager noted that water consumption charges on the East Road property exceed the approval limit that council officers are permitted to remit on under the Rates Remission Policy.

The Plant Engineer noted the following points:

- Excessive readings have been reported on the property since last January. As the source of the leak was not found and backflow issues were identified, the owner requested council to physically disconnect the water. Water is being drawn from a stream to feed the farm system in the meantime.

Questions/Points of Clarification:

- Councillor Dalziel asked if the high usage was unusual. Mrs Erwood explained that the consumption rates vary. The Council approached the lessee when the water readings were identified as high. This is a new lease in the period that Council is able to remit on.
- The Chief Executive noted that, as part of the policy, the user is required to pay the outstanding account before remittance can occur, and this has happened.

The Revenue Manager and the Plant Engineer left the meeting at 3.55pm.

13. **DECISION REPORT – SOLID WASTE MANAGEMENT AND MINIMISATION BYLAW REVIEW**

D19/31605

Pages 82-120

RECOMMENDATIONS

1. THAT the report be received.

ERWOOD/HARRIS
Carried
P&S/19/167

2. THAT the *draft* Solid Waste Management and Minimisation Bylaw 2020 be adopted and released for public consultation.

COPLESTONE/HARRIS
Carried
P&S/19/168

Recommended Reason

The recommendation from the Committee is required to initiate the consultation process for the bylaw. Public consultation is required to seek comments from the public on the amended and new parts of the *draft* Solid Waste Management and Minimisation Bylaw 2020. Consultation to be undertaken will be the special consultative procedure (SCP), pursuant to Sections 82 and 83 of the Local Government Act 2002.

The Director – Assets noted that the solid waste bylaw is a review of the existing bylaw which lapsed in July 2018. A draft has been developed and must be adopted and released for consultation.

Questions/Points of Clarification:

- Mrs Araba clarified that the Taranaki Regional Council provides for the situation of the burning of waste on a property of a certain size, following a question from Mayor Volzke.
- Mayor Volzke sought clarification on the advertising of the refuse station hours and allowing for variation at the discretion of council.
- Councillor Dalziel raised the bylaw review as an opportunity to make changes to reduce waste in the district, particularly urban green waste and rural recycling. The councillor suggested that from July 2020 green waste be disallowed from going into the general household waste bin in town and no recyclable items going into rural general waste bins.
- Mrs Araba suggested that an alternative should be provided if council made such a change and Mr Hanne clarified that council, in his view, could not influence what an independent private contractor picked up. Mr Hanne added that a legal opinion might assist further thinking on the subject.
- Deputy Mayor Jamieson added that he would be happy to remove green waste from general bins knowing that it would cost more to cart the waste in the opposite direction.
- Mr Hanne suggested that a change to the service level could be reviewed at Long Term Plan stage. Mrs Araba added that new service levels would require public consultation however her view was that the bylaw is such a high level document and not the forum for such changes. She agreed that the issue of green waste requires action sooner rather than later however.
- Councillor Dalziel thought this would be an opportunity to adopt an earlier change given that the LTP is still 20 months away.

- The Director Corporate Services suggested that a change in levels of service for green waste could be considered within the Annual Plan where financial implications can be more easily identified and balanced out against other things.

14. **DECISION REPORT – TRADE WASTE BYLAW REVIEW**

D19/31151 Pages 121-162

6.2

RECOMMENDATIONS

1. ~~THAT~~ the report be received.
2. ~~THAT~~ the *draft* Trade Waste Bylaw 2020 be adopted and released for public consultation.

Recommended Reason

~~The recommendation from the Committee is required to initiate the consultation process for the bylaw. Public consultation is required to seek comments from the public on the amended and new parts of the *draft* Trade Waste Bylaw 2020. Consultation to be undertaken will be the special consultative procedure (SCP), pursuant to Sections 82 and 83 of the Local Government Act 2002.~~

Item 14 was withdrawn from this agenda due to incomplete appendices. The report will go to the Ordinary meeting of Council on 10 December 2019.

15. **DECISION REPORT – WASTEWATER BYLAW REVIEW**

D19/31221 Pages 163-195

RECOMMENDATIONS

1. THAT the report be received.

VOLZKE/JONES
Carried
P&S/19/169
2. THAT the *draft* Wastewater Bylaw 2020 be adopted and released for public consultation.

HARRIS/ERWOOD
Carried
P&S/19/170

Recommended Reason

The recommendation from the Committee is required to initiate the consultation process for the bylaw. Public consultation is required to seek comments from the public on the amended and new parts of the *draft* Wastewater Bylaw 2020. Consultation to be undertaken will be the special consultative procedure (SCP), pursuant to Sections 82 and 83 of the Local Government Act (2002).

The Director Assets noted that the *draft* Wastewater Bylaw 2020 is a review of the existing bylaw which lapsed in July 2018. Council is required to adopt and release the document for public consultation.

Questions/Points of Clarification:

- Councillor Harris noted a typo on page 193 of the bottom line of the Statement of Proposal which mistakenly referred to solid water. This error was duplicated on was the trade waste proposal also.

6.2

16. INFORMATION REPORT – FINANCIAL RESERVES – BALANCES AND MOVEMENTS 2019

D19/31584

Pages 196-201

RECOMMENDATION

THAT the report be received.

COPLESTONE/DALZIEL
Carried
P&S/19/171

Recommended Reason

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

The Corporate Accountant noted that movements in the reserves accounts were mostly business as usual however there were two highlights worthy of note. \$10,000 had been set aside from the Long Term Plan for the new turf replacement and proceeds from asset sales at the Orlando Street subdivision and Victoria Road would be transferred into reserve in the near future.

Questions/Points of Clarification:

- Mayor Volzke, in referring to page 200 of the report, sought clarification on whether some or all of the money would be available for things like the pool proposal or the bike park. Given that both are on reserve land, presumably they would qualify?
- The Director Environmental Services confirmed that that money could be available for land development.
- Mayor Volzke sought clarification on plans to return the water supply reserve, showing a deficit of over \$1 million, to a positive situation. Mrs Craig confirmed that it would take three years to get back into the positive. In the meantime, council is loan funding the capital renewal expenditure.
- Councillor Jones asked for further clarification on why council was funding the turf replacement. Mrs Craig responded that while the Turf Trust owned the turf itself, this council gave an annual contribution toward it. Mr Hanne added that the Turf Trust lobbied council at the last Long Term Plan and council agreed on a \$10,000 figure.

17. **INFORMATION REPORT – WASTE MANAGEMENT AND
MINIMISATION PLAN 2018 – PROGRESS REPORT**

D19/31694

Pages 202-348

RECOMMENDATIONTHAT the report be received.SANDFORD/HARRIS
Carried
P&S/19/172**Recommended Reason**

This is a progress report to provide an update on the progress of the targets and effectiveness of the actions contained in the Waste Management and Minimisation Plan (WMMP) 2018. Council officers consider it important to monitor Council's progress to highlight the changes and improvements made and quantify the gaps and measures necessary to achieve the purpose of the WMMP by 2023.

The Asset Management Coordinator noted that the purpose of the report was to update elected members on the progress toward WMMP targets including new initiatives to achieve those targets.

Questions/Points of Clarification:

- Councillor Jamieson noted with interest that the key finding of the report (page 204) was to reduce green waste to landfill and Mayor Volzke, in referring to Councillor Dalziel's earlier comments, asked why a change had to wait until the Long Term Plan.
- Councillor Sandford referred to a 'pay as you go' system whereby residents pay when they put their bin out for collection.
- Council Dalziel added that waste per capita is higher in New Plymouth due to the number of commercial businesses there and Mrs Araba confirmed that this council provides the service to residential homes only.
- Mr Hanne warned of making a comparison given that the two systems work notably different to each other.
- Councillor Harris looked forward to receiving further data from councils such as New Plymouth who have just started organic (food) waste trials.
- Councillor McKay, in referring to page 223, liked the initiatives in the public education programme.

18. **MONTHLY REPORTS**18.1 **ASSETS REPORT**

D19/31585

Pages 349-380

RECOMMENDATIONTHAT the report be received.McKAY/HARRIS
Carried
P&S/19/173

The Director Assets noted that the report highlighted the key activities in the area for September and October.

Questions/Points of Clarification:

- Councillor Sandford sought clarification on the Esk Road stockyards issue (referred to on page 350). Mrs Araba confirmed that she was investigating the possibility of a truck washing down effluent into their ponds.

18.2 **COMMUNITY SERVICES REPORT**

D19/31691

Pages 381-396

RECOMMENDATIONTHAT the report be received.WEBBY/McKAY
Carried
P&S/19/174

The Director Community Development noted the following points:

- The Community Services team is responsible for community development activities, facilities and communication.
- The Sport New Zealand Rural Travel Fund Assessment Committee meeting was held on Tuesday 19 November.

Questions/Points of Clarification:

- Councillor Erwood noted a typo on page 385 of the report in which Taranaki Electricity Trust was incorrectly referred to as the Taranaki Energy Trust.

18.2.1 **Council Organisation and Council Representatives on Other Organisations**

- Councillor Sandford was pleased to see high numbers attending the Olympic qualifier hockey games.
- Councillor Webby reported on a hugely successful and busy previous month in the Percy Thomson Gallery.
- Mayor Volzke attended the Stadium Committee meeting recently and reported that future lease arrangements were a topic of discussion. While the current leasee is keen to continue on, this was very much dependent on the terms of the lease and he looked forward to an outcome in the new year.
- The Deputy Mayor offered congratulations to Councillor Dalziel for his re-election to the SBA Committee.

18.3 ENVIRONMENTAL SERVICES REPORT

D19/31693

Pages 397-403

RECOMMENDATION

THAT the report be received.

McKAY/ERWOOD
Carried
P&S/19/175

6.2

The Director Environmental Services noted the following points:

- While dog registrations were sitting at 96 per cent on the table of performance measures on page 400 of the report, Mr Sutherland was confident registration were now over 97 per cent.
- Go Get – the online building consent portal – would go through a soft roll out later this week. The portal helps to deliver a degree of uniformity across building consent processes from council to council.

Questions/Points of Clarification:

- Councillor Jamieson asked if Go Get would speed up the building consent process. Mr Sutherland responded that the programme should assist familiarity and consistency.
- Mayor Volzke, in referring to page 402 of the report, sought clarification on the trend analysis on the table at paragraph 5.3 where the year to date required amending. Mr Sutherland confirmed that the data was correct.
- Mr Sutherland clarified that portacoms required a consent, when asked by Councillor Dalziel. Mr Sutherland was not aware of an upswing in portacom consents in the district.

18.4 CORPORATE SERVICES REPORT

D19/31586

Pages 404-420

RECOMMENDATION

THAT the report be received.

COPLESTONE/HARRIS
Carried
P&S/19/176

The Director Corporate Services noted that the report was at 31 October – a third of the way through the financial year.

Questions/Points of Clarification:

- Councillor Dalziel sought clarification on the rising personnel costs for the quarter, up by \$172,000. Mr Hanne responded that there were a number of essential positions with salaries that require reviewing, highlighted when surrounding councils are also advertising for the same positions and can pay significantly more than this council. Recruitment and retention is a challenge. An external salary reviewer is used to confirm salaries.
- Councillor Harris sought clarification on the Stratford Health Trust investment. Mayor Volzke responded that a loan was made by this council to the trust to build what is the Avon Medical Centre and other health services. The trust is repaying the loan at \$20,000 per annum.

19. **QUESTIONS**

Councillor Dalziel commented on recently published performance measures in the Stratford Press and specifically the achievement of 25% of the objectives in terms of economic development. He looked forward to more discussion and consideration of economic development in the future.

The meeting closed at 5pm.

A L Jamieson
CHAIRMAN

Confirmed this 28th day of January 2020.

N C Volzke
DISTRICT MAYOR

POLICY & SERVICES COMMITTEE MATTERS OUTSTANDING INDEX

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Renumbering Pembroke Road		Rachael Otter	Workshop 11/02/20	P&S 25/02/20
Funding for Whakaahurangi Marae within the Community Funding discussion.	Policy & Services – 5 June 2018	Kate Whareaitu		<i>To remain on Matters Outstanding until the Community Groups Policy is brought before Council for approval, March 2020</i>
Audit and Risk Terms of Reference – reassessment of quorum and requirement that chair be present.	Policy & Services – 28 May 2019	Tiffany Radich		Recommendations of A&R be adopted at Ordinary meeting 11/02/20
Temporary fences on road reserve – clarification which policy this sits within.	Policy & Services – 28 May 2019	Victoria Araba	Will undergo a full review along with relevant bylaws and policies.	
Clarification on Council's role in retaining Community Archives – specifically the historic information on the Stratford District. Requested a workshop be held.	Policy & Services Committee – 25 June 2019	Kate Whareaitu	Workshop 11/02/20	Ordinary 10/03/20

DECISION REPORT



TO: Policy and Services Committee

S19/130 - D20/663

FROM: Chief Executive

DATE: 28 January 2020

SUBJECT: TRIENNIAL AGREEMENTS

8

RECOMMENDATION

THAT the District Mayor be authorised to sign the final Taranaki Regional Council and Horizons Regional Council Triennial Agreements on behalf of the Stratford District Council.

Recommended Reason

The Stratford District Council is required to enter into a Triennial Agreement, and the proposed agreements are acceptable.

Moved/Seconded

1. **PURPOSE OF REPORT**

The purpose of this report is to recommend the approval of the Taranaki and Horizons Triennial Agreements and authorise the District Mayor to sign on behalf of the Stratford District Council.

2. **EXECUTIVE SUMMARY**

The existing triennial agreements have been reviewed by all councils covered by them and they are recommended for approval without alteration.

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

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
- Is it for the performance of a good quality regulatory function? If so, why?; **OR**
- Is it for the performance of a good quality local public service?

AND

- Is it in a way that is most cost-effective to businesses and households? If so, why?

Good quality means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

Local public service means, a service provided for the community which is for the benefit of the District.

The Triennial Agreement is an agreement that states how Councils will work together. It supports good quality decision making for all of the above services.

4. **BACKGROUND**

- 4.1 The Local Government Act 2002 Section 15 requires every local authority within a region to enter into a Triennial Agreement. This agreement specifies how they intend to conduct themselves in their communications with each other and how they will co-ordinate any inter-jurisdictional activities.
- 4.2 These agreements must be reviewed by 1 March 2020 immediately following a triennial election.
- 4.3 The current agreements were entered into in January 2017. Agreements have been provided by both Taranaki Regional Council and Horizons Regional Council.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

The Triennial Agreements do not require special public consultation, and provides for an environment of consultation between affected parties.

5.2 **Māori Consultation - Section 81**

No separate Māori consultation is required.

6. **RISK ANALYSIS**

Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.

- Is there a:
 - financial risk;
 - human resources risk;
 - political risks; or
 - other potential risk?
- If there is a risk, consider the probability/likelihood of it occurring.
- Is there a legal opinion needed?

The agreements are relatively simply and there is no risk in signing the agreement. Legislation dictates the agreement needs to be adopted by 1 March following the triennial election.

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

7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	This is merely working out the communication and relationships of surrounding Councils to each other.
What relationship does it have to the communities' current and future needs for infrastructure, regulatory functions, or local public services?	This supports all.

7.2 **Data**

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

Appendix 1 is the proposed documentation for Horizons Regional Council and associated Councils.

Appendix 2 is the proposed documentation for Taranaki Regional Council and associated Councils.

7.3 **Significance**

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

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

7.4 **Options**

An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.

1. What options are available?
2. For **each** option:
 - explain what the costs and benefits of each option are in terms of the present and future needs of the district;
 - outline if there are any sustainability issues; and
 - explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions?
3. After completing these, consider which option you wish to recommend to Council, and explain:
 - how this option is the most cost effective option for households and businesses;
 - if there are any trade-offs; and
 - what interdependencies exist.

Option 1 – Sign both agreement and have a set of rules that are abided by although there are no consequences if they are not.

Option 2 – Do not sign the agreements and breach the Local Government Act. Any change would need agreement from all signatories. This may not be possible within the given timeframe.

7.5 **Financial**

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

There is no financial impact of this agreement.

7.6 **Prioritisation & Trade-off**

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

This matter needs priority as the document has to be agreed to by 1 March 2020.

7.7 **Legal Issues**

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

There are no legal issues.

7.8 **Policy Issues - Section 80**

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

There are no policy issues.

Attachments

Appendix 1 – Triennial Agreement for the Manawatū-Whanganui (Horizons) Region

Appendix 2 – Triennial Agreement for the Taranaki Region



Sven Hanne
CHIEF EXECUTIVE

DATE 21 January 2020



DRAFT Triennial Agreement for the Manawatū-Whanganui Region

March 2020

APPENDIX 1

APPENDIX 1

MANAWATŪ-WHANGANUI REGION

TRIENNIAL AGREEMENT

PURPOSE

This Triennial Agreement (Agreement) is established under section 15 of the Local Government Act 2002 (LGA) (but also has relationships with sections 14 and 16). The purpose of this Agreement is to give effect to the principles of local government through the establishment of protocols for communication and coordination between the local authorities of the Manawatū-Whanganui Region. The Agreement gives particular effect to the promotion of desired community and local authority outcomes and objectives in such a way as to achieve sustainable development and promote the interests of the Region's communities. The Agreement also establishes the process for consultation on proposals for new Regional Council activities.

The Agreement is effective from 1 March 2020 until such time as the Agreement is either amended by the agreement of all parties or is renewed following the 2022 local authority elections and before 1 March 2023.

PARTIES

The signatories to this agreement are:

Principal Signatories:

(those local authorities whose boundaries are completely or primarily encompassed within the Manawatū-Whanganui Region and who primarily identify with that Region).

1. *Horizons Regional Council (Manawatū-Whanganui Regional Council)*
2. *Horowhenua District Council*
3. *Manawatu District Council*
4. *Palmerston North City Council*
5. *Rangitikei District Council*
6. *Ruapehu District Council*
7. *Tararua District Council*
8. *Whanganui District Council*

Non-primary Signatories:

(those local authorities whose boundaries bisect the Manawatū-Whanganui Region but whose principal identification is with another Region).

1. *Taupo District Council*
2. *Waitomo District Council*
3. *Stratford District Council*

This Triennial Agreement is binding on all local authorities of the Manawatū-Whanganui Region. It is recognised that for Non-primary Signatories, the degree of involvement in the actions required under "B. Communication and Coordination" and "D. Form" will be in proportion to the degree to which these parties are affected by decisions, issues, proposals or other matters, as determined by the Non-primary Signatories.

APPENDIX 1

AGREEMENT

A. General

Signatories to this Agreement agree to work together in good faith for the good governance of their localities and the Region.

Signatories to this Agreement recognise that:

- The communities within the Region are diverse and encompass a range of desired outcomes and objectives.
- Collaboration and cooperation between local authorities of the Region can more effectively promote social, economic, and cultural interests of communities in the Region, and maintenance and enhancement of the Region's environment.
- Collaboration and cooperation between local authorities of the Region can bring efficiencies in terms of planning, administration costs and consideration of decision-making and consultation requirements, increases available resources and promotes cooperative approaches in taking strategic judgements about the allocation of resources.
- Although collaboration and cooperation are outcomes that should be strived for, each local authority has the legislative mandate to govern their own area as appropriate.
- Collaboration and cooperation between local authorities of the Region can more effectively grow the region's economy for the benefit of its communities.

B. Communication and Coordination

Signatories to this agreement will:

1. Hold a meeting of Mayors, regional Chairperson and their Chief Executive Officers every six months to review the performance of the Agreement as outlined under section D(1) of this Agreement;
2. Work together to develop a common process for promoting or achieving priorities and community outcomes, and making efficient use of resources, in accordance with section 14(e) LGA;
3. Develop joint approaches as required.
4. Provide for early notification (through the appropriate council or officer forum) of, and participation in, decisions that may affect other local authorities in the Region in accordance with the requirements of sections 77-89 LGA (decision-making and consultation). This will include distribution of draft documentation of major policy discussions and the development of consultation policies;
5. Apply a 'no surprises' policy whereby early notice will be given over disagreements between local authorities concerning policy or programmes before critical public announcements are made;
6. Use existing structures to pursue greater collaboration within the Region (refer to Appendix One);
7. Consider joint community consultation for issues affecting more than one authority.

APPENDIX 1

8. Provide opportunities for other local authorities, whether party to this agreement or not, to work jointly on the development of strategies and plans for the achievement of identified outcomes and priorities.
9. Work together to achieve regional economic growth and development (refer to Appendix Two).

C. Regional Co-operation

1. The parties note that there is value, in the appropriate circumstances, in working together to take a regional approach to issues and opportunities of mutual benefit.
2. In this triennium the parties note that areas of regional focus include:
 - i. Climate change response – Councils have signed an MoU (attached) and are developing a region wide action plan;
 - ii. Sustainable regional growth and prosperity (eg. through Accelerate25, collaboration between councils and across EDAs;
 - iii. Three waters policy and services with the initial focus on drinking water.
3. Other areas of regional focus may arise during the triennium and will be considered by mutual agreement including any matters relevant to section 15(2)(c) LGA.
4. The parties are committed to ongoing and open discussions about how they best work together to develop opportunities that are regionally as well as locally significant.

D. Proposals for New Regional Council Activities

1. New Activities

New activities for Horizons Regional Council may be proposed either by the Regional Council itself or by one or more constituent territorial authorities when they see an opportunity for the Regional Council to pick up new activities. The process for consultation on proposals for such activities shall be as follows:

- a. The affected parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).
- b. The Regional Council will inform all territorial authorities within the Region of:
 - the nature of the activity proposed to be undertaken;
 - the scope of the proposal (including size, districts covered and why); and
 - the reasons for the proposal.
- c. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.

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- d. Final decisions (including considerations leading to the specific decision) will be communicated to the next available Regional Chiefs' meeting.

2. Significant New Activities proposed by Horizons Regional Council

If the Regional Council or a Regional Council controlled organisation proposes to undertake a significant new activity, and these activities are already undertaken or proposed to be undertaken by one or more territorial authorities within the Region, section 16 of the LGA will apply.

However, in the spirit of this agreement, the parties agree to an expanded consultation and communication process. The parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).

The parties also agree that prior to implementing the formal provisions of section 16 (2 and 3):

- a. The Regional Council will inform all territorial authorities within the Region of:
 - the nature of the activity proposed to be undertaken;
 - the scope of the proposal (including size, districts covered, and why); and
 - the reasons for the proposal.
- b. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.

Should the mediation processes outlined in section 16(4) be initiated, the parties agree to the following process. If no agreement on a mediator is forthcoming a mediator will be appointed by the president of the Manawatu District Law Society. If mediation is unsuccessful, any of the local authorities affected may ask the Minister of Local Government to make a binding decision on the proposal. The cost of mediation will be met equally by the parties that have agreed to the mediation.

E. Form

Consultation in relation to this agreement will take one or more of the following forms:

1. A meeting of Mayors, regional Chairperson and their Chief Executive Officers will occur at least once every six months to review the performance of the agreement and discuss outstanding issues. This meeting will occur as part of the regular Regional Chiefs' meetings and minutes of the review discussions will be distributed to each council within the Region. This does not preclude meetings being coordinated by councils on request. All public communications from these meetings shall be approved by all participants prior to their release.

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2. Existing regional and sub-regional forums, such as Regional Chiefs' meeting.
3. Meetings between councils and meetings between staff as necessary to achieve communication and coordination on issues identified in the Agreement.
4. An annual report (July to June) provided to all interested local authority members within the Region at the Regional Chiefs' meeting scheduled during or about September each year.

F. Agreement to Review

The parties agree to review the terms of this Agreement within 40 working days of a request by one of the parties being made in writing to the local authority with delegated responsibility to service the Agreement. Such a request will be accompanied by a Statement of Proposal including outcomes sought and reasons for the proposal, and engage all affected parties in consultation.

G. Consultation in Relation to Resource Management Act 1991 (RMA) Policy and Plans

The following consultation process will apply to the preparation of a new, or change, variation, or review of an existing, Regional Policy Statement, regional plan or district plan by a local authority in the Region:

1. The Regional Council will seek the input of territorial authorities, and vice-versa, for the preparation or review of the Regional Policy Statement, or regional or district plan.
2. For the Regional Policy Statement or a regional plan, the Regional Council will make the draft version available to all territorial authorities in the Region for discussion and development.
3. The parties to this agreement acknowledge their obligation to act in accordance with the principles of consultation set out in Section 82 LGA.

H. Resolving Disagreement

In the event of a disagreement over the actions taken to give effect to this agreement that cannot be successfully resolved by affected parties, the parties agree to refer the issue of disagreement to mediation.

I. Servicing

Signatories agree that responsibility for servicing this agreement shall be carried out by Horizons Regional Council. Servicing involves:

- Providing those secretarial services required; and
- Acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the Agreement on a case by case basis and in a format agreed by affected parties.

J. Statutory Requirements

This document is deemed to duly constitute fulfilment of section 14e, 15 and 16 of the LGA, and Schedule 1 Clause 3A(1) of the RMA.

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Section 15 of the LGA requires that:

1. Not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement containing protocols for communication and coordination among them during the period until the next triennial general election of members.
2. Each agreement must include a statement of the process for consultation on proposals for new Regional Council activities.
3. After the date specified in subsection (1), but before the next triennial general election of members, all local authorities within each region may meet and agree to amendments to the protocols.
4. An agreement remains in force until replaced by another agreement.

In addition, other sections of the Act also require collaboration:

Section 14(e)

1. A local authority should collaborate and cooperate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources.

Section 16 – (summarised)

1. If a Regional Council, or a Regional Council-controlled organisation, proposes to undertake a significant new activity, the Regional Council must advise all the territorial authorities within its Region and the Minister of Local Government of the proposal, include it in the draft Long Term Plan, and go through mediation if agreement is not reached.

Schedule 1 Clause 3A(1) of the RMA requires that:

A triennial agreement entered into under section 15(1) of the LGA must include an agreement on the consultation process to be used by the affected local authorities in the course of—

- (a) preparing a proposed policy statement or a variation to a proposed policy statement; and
- (b) preparing a change to a policy statement; and
- (c) reviewing a policy statement.

APPENDIX 1**AUTHORITY**

This Agreement is signed by the following on behalf of their respective authorities.

Council		Signature
Horizons Regional Council	Rachel Keedwell Chairperson	_____ Date:
Horowhenua District Council	Bernie Wanden Mayor	_____ Date:
Manawatu District Council	Helen Worboys Mayor	_____ Date:
Palmerston North City Council	Grant Smith Mayor	_____ Date:
Rangitikei District Council	Andy Watson Mayor	_____ Date:
Ruapehu District Council	Don Cameron Mayor	_____ Date:
Stratford District Council	Neil Volzke Mayor	_____ Date:
Tararua District Council	Tracey Collis Mayor	_____ Date:
Taupo District Council	David Trewavas Mayor	_____ Date:
Waitomo District Council	Brian Hanna Mayor	_____ Date:
Whanganui District Council	Hamish McDouall Mayor	_____ Date:

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APPENDIX ONE

Existing structures that promote communication and collaboration include, but are not limited to:

Forum	Members	Comments
Regional Chiefs	<i>Horizons RC Horowhenua DC Manawatu DC Palmerston North CC Rangitikei DC Ruapehu DC Taranua DC Whanganui DC</i>	
SOLGM – Society of Local Government Managers		
LGNZ Zone and sector meetings		
LAPRN Local Authorities Public Relations Network	Public Relations/ Communications practitioners from Manawatū-Whanganui Region	
	Planners from local authorities in Manawatū-Whanganui Region	COGS meetings coordinate with Regional Chiefs meeting dates.
	Meeting of revenue and rating managers from Manawatū-Whanganui Region	
	Meeting of electoral officers from Councils in this Region	
IPWEA (Institute of Public Works Engineering Australasia)		http://www.ipwea.asn.au/
Civil Defence and Emergency Management Group		
ALGIM – Association of Local Government Information Management		Mission is to provide leadership to Local Government in Information Management and Information Processes. http://www.algim.org.nz/
MW LASS Ltd – Manawatū-Whanganui Local Authority Shared Services Limited	<i>Horizons RC Horowhenua DC Manawatu DC Rangitikei DC Ruapehu DC</i>	

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Forum	Members	Comments
	<i>Taranua DC</i> <i>Whanganui DC</i>	
Manawatu District and Palmerston North City Joint Strategic Planning Committee	<i>Manawatu DC</i> <i>Palmerston North CC</i>	

APPENDIX 1

APPENDIX TWO

Collaboration and Co-operation for Regional Economic Development

The purpose of this Appendix is to describe how the district, city and regional councils (the Councils) in the Horizons (Manawatū-Whanganui) region will work together to achieve economic growth and development.

This Appendix is a demonstration of the Councils' shared vision which is

To work collaboratively to grow the region's economy for the benefit of its communities.

The agreement

Notwithstanding the requirements of Sections 16 and 77-89 of the LGA, the parties agree:

- To use the Regional Chiefs Forum as a mechanism to formally discuss any issue relating to Economic Development.
- To work collaboratively to enhance opportunities for growth and development in the region.
- That the principle of a regional approach benefits all parties.
- To communicate openly about opportunities for growth whilst respecting commercial confidentiality.
- To make economic growth and development a priority and a standing item at their regular meetings, termed 'Meetings of the Regional Chiefs'.
- To review proposed works on an annual basis. Additional items may be added to this Appendix at any stage with the agreement of all parties.

Works proposed this triennium

In this triennium the parties will work collaboratively to implement the opportunities identified in the Manawatū-Whanganui Economic Action Plan under Accelerate25.

The work may include:

- Providing feedback on implementation from the Regional Chiefs to the Accelerate25 Lead Team.
- Engaging both governance and staff in supporting implementation of actions arising from the Regional Economic Action Plan.
- Working with iwi, business leaders and economic development agencies to aid implementation of the Regional Economic Action Plan.
- Progressing actions from the Regional Economic Action Plan.

Memorandum of Understanding

Working together to adapt to climate change

Our councils recognise the urgent need to address the challenge presented by climate change. We acknowledge that action is needed now to avoid its worst effects and achieve a just transition to a resilient, sustainable future. It is a matter of great significance to the communities our councils serve.

We believe local government has an important role to play in helping communities in the region adapt to a changing climate. We see this as the most significant area of work for local government. We also have a role in helping to mitigate climate change by making our contribution to reducing the causes of climate change.

The purpose of this MoU is to enshrine a collaborative approach across the Horizons region with a focus on how we work to adapt to a changing climate

As a group of Councils working on climate change we undertake to:

- collaborate across our organisations on action to build organisational, community and regional resilience in the face of a changing climate;
- collaborate across our organisations to take action to mitigate the effects of climate change;
- Collaborate and communicate within our organisations and our communities, openly sharing how our community can transition to a sustainable future and a significantly lower contribution to the causes of climate change;
- Place priority on developing strategies to address climate change;
- communicate openly, sharing what we know about likely effects and response options;
- engage and involve our communities in decisions that affect them;
- give effect to our engagement responsibilities with iwi and hapū in our areas of responsibility and arrangements detailed in Treaty of Waitangi Settlements;
- report regularly on work going on to address climate change adaptation and mitigation across the region;
- support each other with skills and knowledge from our respective organisations;
- work collectively as a region to engage with central Government.

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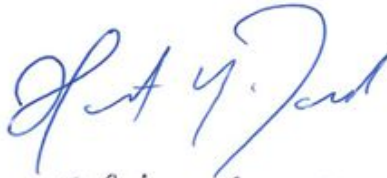
Our councils are signatories to the Local Government Declaration on Climate Change. The forthcoming Triennial Agreement is an opportunity to consider further cooperation in response to climate change. We will seek agreement from our respective Councils to include the content of this MoU in the next triennial agreement.

Signed on 3/9/19 by

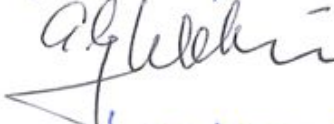
Mayor of Ruapehu District Council



Mayor of Whanganui District Council



Mayor of Rangitikei District Council



Mayor of Manawatu District Council



Mayor of Palmerston North City Council



Mayor of Tararua District Council



Mayor of Horowhenua District Council



Chair of Horizons Regional Council



APPENDIX 2



Taranaki Triennial Agreement

Purpose

1. The parties to this agreement commit to working for the good governance of their district or region by acting collaboratively and co-operatively to ensure that issues in common are determined in a manner that is inclusive and avoids unnecessary duplication. This agreement will ensure appropriate levels of consultation and co-ordination are maintained between the local authorities of this region, and between individual local authorities as might be notified.

Agreement

2. The parties:

New Plymouth District Council
 South Taranaki District Council
 Stratford District Council
 Taranaki Regional Council

Agree to work in good faith together for the good governance and management of their districts and the region.

The Agreement is effective from 1 March 2020 until such time as the Agreement is amended by the agreement of all parties or is renewed following the 2022 local authority elections before 1 March 2023.

3. As signatories to this agreement each local authority will ensure:
 - a) early notification to affected local authorities, through the distribution of draft documentation, of major policy discussions which may have implications beyond the boundaries of the decision-making authority. This specifically includes new significant activities undertaken by each local authority;
 - b) early notification to all local authorities to invite and enable participation in the identification, delivery and funding of facilities and services where those facilities and services are significant to more than 1 district.
 - c) opportunities for other local authorities, party to the agreement, to be involved in early consultation on the development of draft annual plans and draft long-term plans and other significant policy consultation processes;
 - d) the application of a 'no surprises' policy whereby early notice will be given over disagreements between local authorities concerning policy or programmes before critical public announcements are made;
 - e) opportunities for involvement by affected local authorities in the development of policies or plans that have inter-jurisdictional or cross boundary implications, including the identification of outcomes and priorities
 - f) that where practicable processes for engaging with communities and agencies in order to identify community outcomes, and prioritise those outcomes, are undertaken jointly or in a collaborative manner which avoids unnecessary duplication,

APPENDIX 2

- g) opportunities for other local authorities, whether party to this agreement or not, to work jointly on the development of strategies and plans for the achievement of identified outcomes and priorities; and
 - h) its intention to share services and staff wherever possible to achieve greater efficiency and effectiveness in the delivery of services and to look to identify, discuss and support shared service arrangements into the future.
 - i) that all local authorities party to this agreement are advised of an individual authority's decisions which are significantly inconsistent with the current triennial agreement or are likely to have consequences that will be significantly inconsistent with the current triennial agreement. Notification to the other parties will be provided to each party as soon as practicable after the decision has been made and will advise of:
 - The inconsistency
 - The reason(s) for the inconsistency
 - Any intention of local authority to seek an amendment to this triennial agreement.
4. Consultation in relation to this agreement will take the following forms:
- a) a meeting of Mayors, regional Chairperson and their Chief Executives will occur at least quarterly
 - b) meetings between staff as necessary to achieve communication and co-ordination on matters identified in the agreement , and
 - c) opportunities to consider and comment on documentation on policies , programmes or projects.
5. Joint committees between one or more local authorities will be established or continued in line with the requirements of the cl30A Sch7.Local Government Act 2002.

Significant new activities proposed by Taranaki Regional Council

6. If the Taranaki Regional Council or a Taranaki Regional Council controlled organisation proposes to undertake a significant new activity (as provided for under section 16 of the Local Government Act 2002), and the activity is already undertaken or proposed to be undertaken by one or more territorial authorities within the region, the Taranaki Regional Council will discuss the issues involved at one or more of the existing forums, and provide early drafts of proposals to affected territorial authorities for early comment. The Taranaki Regional Council will inform all territorial authorities within the region of the nature of the proposed activity, the scope of the proposal, the reasons for the proposal, and the expected effects of the proposal on the activities of the territorial authorities within the region and the likely costs and benefits of the proposal, so far as these are known at the time.
7. The affected territorial authorities will be given a reasonable period of time to respond to any such proposal. The Taranaki Regional Council will fully consider any submissions and representations on the proposal made by the territorial authorities within the region.

Servicing

8. The parties agree that responsibility for servicing this agreement shall be shared, with responsibility passing from local authority to local authority following the triennial election. Servicing involves:
- a) providing those secretarial services required; and

APPENDIX 2

- b) acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the agreement.
9. The parties agree that the next local authority responsible for servicing this agreement will be the South Taranaki District Council for the 2019-2022 term, after which it shall pass to the remaining local authorities alphabetically, unless otherwise agreed.

Agreement to review

10. The parties agree to review the terms of this agreement within four weeks of a request by one of the parties made in writing to the local authority delegated responsibility to service the Agreement.

Resolving disagreement

11. In the event of a disagreement over the terms of this agreement the parties agree to refer the issue of disagreement to arbitration for non-binding resolution. If no agreement on an arbitrator is forthcoming a mediator will be appointed by the president of the Taranaki District Law Society.

Authority

12. This agreement is signed on this day, 2 of March 2020, by the following on behalf of their respective authorities.

New Plymouth District Council

Neil Holdom Mayor

South Taranaki District Council

Phil Nixon Mayor

Stratford District Council

Neil Volzke Mayor

Taranaki Regional Council

David MacLeod Chairman

Dated: 2 March 2020

DECISION REPORT



S19/130 - D19/31602

TO: Policy and Services Committee

FROM: Chief Executive

DATE: 28 January 2020

SUBJECT: POLICY REVIEWS 2018/19 & 2019/20 – EIGHTH TRANCHE

9

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the attached, updated policies, being the:

Petitions in Council Buildings Policy
Conferences, Seminars, Tours Policy
Privacy Policy

be adopted.

3. THAT the attached policies, being the

Declaration of Members Interests
Elected Members Remuneration Policy
Voting System Policy

be deleted.

Recommended Reason

This is part of the policy review round currently under way. Policies require review from time to time to ensure they still reflect current legislation and best practice, as well as the views and business needs of the organisation. The policies recommended for withdrawal have either been found to be not required, amalgamated into an existing policy or replaced by a new policy as outlined in the body of this report.

Moved/Seconded

1. PURPOSE OF REPORT

This report forms part of Council's full review of its policies. This report presents the eighth batch of reviewed policies for adoption. There are a small number of policies that are reviewed as part of different processes and will not form part of this review cycle - that matter was covered by the original report.

2. EXECUTIVE SUMMARY

Policies are an essential element of Council’s business processes. These require periodic review.

This report presents the eighth batch of reviewed policies for council input and or adoption.

Furthermore, it contains an indicative timetable covering all policies. The intent is to enable elected members to better prepare and contribute to the preparation and discussion of these policies, specifically in areas where they may have a particular interest.

3. LOCAL GOVERNMENT ACT 2002 - SECTION 10

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
- Is it for the performance of a good quality regulatory function? If so, why?; **OR**
- Is it for the performance of a good quality local public service?

AND

- Is it in a way that is most cost-effective to businesses and households? If so, why?

Good quality means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

Local public service means, a service provided for the community which is for the benefit of the District.

Up to date policies enable council to perform a good quality local public service and good quality regulatory functions.

4. BACKGROUND

4.1 At the start of this review, Council maintained 56 policies which set rules and processes for a wide range of council activities and or responsibilities. Some policies are required to be in place for compliance, while for others Council has a choice whether to have a policy or not. This number will fluctuate as new policies are introduced while existing policies may be amalgamated or deleted.

4.2 Policy review cycles vary notably and part of the review of each policy will be to ensure each policy has the appropriate review cycle attached. Review of policies can be triggered outside of the normal review cycle by a range of factors, including but not limited to legislative change, operational requirements identified by staff and request by elected members.

4.3 For the six policies for adoption or withdrawal within this report, the following changes have been incorporated and are being recommended by staff:

4.3.1 Petitions in Council Buildings Policy – Appendix 1

4.3.1.1 This policy is brief and straight forward. It gives the Chief Executive, in consultation with the Mayor the ability to approve or decline the placing of petitions in council buildings.

4.3.1.2 The only practical alternative to the current policy would be a comprehensive ban of any petition in council buildings. While this would deliver the benefit of council retaining a neutral stance on controversial matters, it could also be seen as not being supportive of good causes championed by the community.

4.3.1.3 No wording has been provided for the alternative raised in 4.3.1.2 above, but can easily be determined as part of the resolution if desired by elected members.

4.3.2 Conferences, Seminars, Tours - Appendix 2

4.3.2.1 Again, a very straight forward policy. Staff see no issues with the intent of the policy overall, however, have considered the application of this policy difficult at times, due to a lack of clear delegations under this policy, particularly with respect to smaller training items.

4.3.2.2 The one improvement staff recommends is a delegation to the Chief Executive, in consultation with the Mayor, up to a specified amount to meet the training needs of elected members. Wording to this effect has been included in the proposed draft and can be altered or removed as elected members see fit.

4.3.2.3 The alternative to the delegation proposed by staff would be that a decision report be brought to council for any training request by an elected member, similar to what is currently being done for attendance of the annual Local Government New Zealand conference. This however significantly slows down the process and may at times mean that training cannot be accessed by elected members due to insufficient turn-around time.

4.3.3 Privacy Policy – Appendix 3

4.3.3.1 Council's Privacy Policy governs the collection, use and disclosure of personal information in accordance with council's obligations and individuals' rights set out in the Privacy Act 1993.

4.3.3.2 This is an existing policy that has been reviewed and remained fundamentally unchanged. Minor changes and additions based on industry best practice are highlighted in the policy attached.

4.3.4 Declaration of Members Interest Policy – Appendix 4

4.3.4.1 The purpose of this policy is to address matters governed by the Local Authorities (Members Interests) Act 1968.

4.3.4.2 This policy, as it stands only deals with financially motivated conflicts of interest and if retained would require broadening to fully reflect the intent of the Local Authorities (Members Interests) Act 1968.

4.3.4.3 As the matters that are or should be covered by this policy are comprehensively covered by the elected members' code of conduct and a policy would simply be a replication of an existing council decision, the recommendation is to delete this policy.

4.3.5 Elected Members Remuneration – Appendix 5

4.3.5.1 The current policy serves as a vehicle to publish the Remuneration Authority's determination regarding the setting of remuneration for elected members.

4.3.5.2 The process of setting elected members remuneration is governed by the Local Government Act 2002 and requires Council proposing a distribution model to the remuneration authority, with the Remuneration Authority subsequently considering and if approved, gazetting the final outcome.

4.3.5.3 There is no requirement for a policy in this process and any policy would simply require updating following each determination by the Remuneration Authority. It is not considered good practice to have policies that simply repeat information already publicly available. Elected members' remuneration is available from the council reports and minutes as well as the published determination by the Remuneration Authority. It is recommended to withdraw this policy without replacement.

4.3.6 Voting System Policy – Appendix 6

4.3.6.1 Contrary to its title, this policy is not about the actual voting system applied to the district's triennial election but solely addresses the method of voting, should it be required, for the appointment of deputy mayor, chairperson and other roles as per the stipulations of the Local Government Act 2002.

4.3.6.2 Given that these appointments most commonly are made immediately following a local body election and there is no requirement to have a policy on the voting system in place, it seems more appropriate that the elected members at the time determine the most appropriate voting system rather than being governed by a voting system likely having been set by their predecessors.

4.3.6.3 The Local Government Act 2002 treats the decision on the voting system to be applied for the appointment of specific roles listed in the act as an inherent step of the voting process. This policy seems unnecessary, if not ultra vires. Hence the staff recommendation to delete this policy.

5. CONSULTATIVE PROCESS

5.1 Public Consultation - Section 82

Some policies will require public consultation, this determination will be made on a case-by-case basis in alignment with legislative requirements and Council's Significance and Engagement policy.

5.2 **Māori Consultation - Section 81**

Where appropriate, direct consultation will be undertaken with Māori.

6. **RISK ANALYSIS**

<p>Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.</p> <ul style="list-style-type: none"> • Is there a: <ul style="list-style-type: none"> - financial risk; - human resources risk; - political risks; or - other potential risk? • If there is a risk, consider the probability/likelihood of it occurring. • Is there a legal opinion needed?
--

The key risk within this process is that legislative and or consultation requirements are overlooked or policy change creates undesired outcomes. These factors need to be managed on a policy-by-policy basis as part of the process.

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

7.1 **Direction**

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	Policies form the basis of a variety of council functions including the provision of infrastructure, regulatory functions and the provision of a local public service.
What relationship does it have to the community’s current and future needs for infrastructure, regulatory functions, or local public services?	Policies in many cases form the basis and framework to how these needs are identified, addressed and met.

7.2 **Data**

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

The review and preparation of each policy will incorporate the required research and where needed additional information and or data will be provided within the relevant context.

7.3 **Significance**

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

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

7.4 **Options**

An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.

1. What options are available?
2. For **each** option:
 - explain what the costs and benefits of each option are in terms of the present and future needs of the district;
 - outline if there are any sustainability issues; and
 - explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions?
3. After completing these, consider which option you wish to recommend to Council, and explain:
 - how this option is the most cost effective option for households and businesses;
 - if there are any trade-offs; and
 - what interdependencies exist.

There is overall no alternative to having key policies. For policies which are not legislatively required, consideration needs to be given whether the effort to develop a policy exceeds the potential benefit. Within each policy, council has options how to manage events and actions stipulated by that policy. These options will be discussed with elected members for each relevant policy.

7.5 **Financial**

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

There is no immediate impact other than through the actions triggered by each policy. This will be discussed on a policy by policy level where required.

7.6 **Prioritisation & Trade-off**

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

No trade-off is being undertaken, all policies will form part of the review cycle, as outlined in the original report on this matter.

7.7 **Legal Issues**

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

There are no legal implications at a high (all policies) level, individual policies will have to reflect current legislation.

7.8 **Policy Issues - Section 80**

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

The subject of this report is the review of policies, their alignment, legality and timely review.

Attachments:

- Appendix 1 - Petitions in Council Buildings Policy
- Appendix 2 - Conferences, Seminars, Tours
- Appendix 3 - Privacy Policy
- Appendix 4 - Declaration of Members Interest Policy
- Appendix 5 - Elected Members Remuneration
- Appendix 6 - Voting System Policy
- Appendix 7 - Policy Register



Sven Hanne
CHIEF EXECUTIVE

DATE 21 January 2020

APPENDIX 1

STRATFORD DISTRICT COUNCIL

<u>POLICY: PETITIONS IN COUNCIL BUILDINGS</u>	
DEPARTMENT: Office of the Chief Executive	RESPONSIBILITY: • Chief Executive
SECTION:	
REVIEW DATE: 2015/2016	NEXT REVIEW: 2018/2019
VERSION: 3	APPROVAL DATE: 11/06/2013

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PURPOSE

The purpose of this policy is to provide guidelines for requesting petitions to be left in Council buildings.

POLICY STATEMENT

1. Petitions may be placed in Council buildings when Stratford District Council support the intent of the petition.
2. The decision to accept or decline petitions will be at the discretion of the Chief Executive, who will consult the District Mayor.

APPENDIX 2

STRATFORD DISTRICT COUNCIL

POLICY: <u>CONFERENCES, SEMINARS, TOURS</u>	
DEPARTMENT: Chief Executive	RESPONSIBILITY: • Chief Executive
SECTION:	
REVIEW DATE: 2018/2019	NEXT REVIEW: 2021/2022
VERSION: 6	APPROVAL DATE:

CONFERENCES

Conferences provide an excellent forum for members and Executive Officers to learn about changes within local government, get first hand exposure to government policy and discuss common problems and develop new strategies for the organisations.

POLICY STATEMENT

1. That Council consider whether to send delegates to attend the Local Government NZ Annual Conference, based on the conference material providing beneficial information for this district.
2. That at least two Elected Members attend a Zone 3, or Rural, Meeting each year.
3. That selection of Elected Members to attend conferences be made by Council and subject to:
 - availability
 - number of conferences previously attended
 - interest in subject matter
4. That Council supports the concept of organisational development through the attendance by members at seminars, training courses etc.
5. That Council supports the concept of members and Executive Officers visiting other local authorities to gain an understanding of alternative approaches and good practice within the local government context.
6. That the CEO, in consultation with the mayor, be given the delegated authority to authorise training requests by elected members within the existing budget and to a maximum expenditure of \$2,000 per elected member per annum.

APPENDIX 3

STRATFORD DISTRICT COUNCIL

POLICY: <u>PRIVACY</u>	
SECTION: Corporate Services	
RESPONSIBILITY: Chief Executive, Director Corporate Services	REVIEW DATE: 2019
VERSION: 2	APPROVED DATE:
FILE NUMBER:	NEXT REVIEW: 2022/23

PURPOSE

Your privacy is important to Stratford District Council (referred to in this Privacy Policy as "we", "our" or "us"). This Privacy Policy governs the collection, use and disclosure of your personal information (as defined in the Privacy Act 1993 (Privacy Act)) and has been prepared in accordance with our obligations and your rights set out in the Privacy Act. We reserve the right to change this Privacy Policy from time to time and for any reason.

POLICY

1. What kind of personal information do we collect?

The personal information we collect may include, your name, date of birth, addresses, email address, telephone numbers, gender, information on your use of services or facilities, including our payment services and any other information provided by you in connection with, or specifically related to your communications with us or, your use of our services or facilities.

2. Where we collect personal information from

- a) We may collect personal information about you when you or someone acting on your behalf provides information to us directly, for example when you:
- apply for employment with us;
 - correspond with us, whether in person, by letter, phone, text, email, instant messages or other means of electronic communication;
 - complete and submit forms we provide for applications for consents, licences, approvals, permits, funding or other authorisations or for the use of any of our services or facilities, including signing up for and using our online services and apps, such as our online payment services;
 - prepare and submit a written submission, request or other feedback in relation to applications for consents, licences, approvals, permits, funding or other authorisations, or in relation to any form of draft or proposed plan, policy, bylaw or other document.
 - use any of our services or facilities;
 - subscribe to any of our newsletter or update services;
 - follow or post comments in response to our social media or other facilities such as Facebook, Twitter, LinkedIn, YouTube, Instagram, etc.
- b) We may also keep a record of any information that you acquire from us.

APPENDIX 3

- c) We may monitor and record phone calls made to or by us for quality control or staff training purposes. If a call you make to us, or that we may make to you, is to be monitored and recorded, you will be informed of this at the time of the call.
- d) We may collect personal information about you from other organisations, entities or persons, such as:
- Our related organisations including Council Controlled Organisations.
 - Our suppliers which include organisations such as:
 - Land Information New Zealand.
 - QV.
 - Solicitors/conveyancers.
 - Agents and service providers that we may engage to assist with the provision of our products or services to you.
 - The New Zealand Police, credit reporting agencies and other organisations, entities and persons where you have expressly authorised them to provide us with information
- e) When you visit one of our websites, we may use technology solutions such as “cookies” to provide you with better access to tailored information and services on the websites and to better serve you when you return to them.
Our internet service providers may also make a record of your visit and log information for statistical purposes. This information is only analysed on a bulk basis for broad demographic content. Individual use is not analysed. We do not attempt to identify users or their browsing activities unless they choose to give us personal information while using our website.
- f) “Closed Circuit Television” (CCTV) is used in particular areas to monitor passenger and traffic movements, secure facilities such as libraries and recreation centres, and monitor public places in order to help reduce crime and anti-social behaviour and to promote community safety.
- g) Signage advising of CCTV equipment will give notice of areas covered by such equipment. CCTV footage will only be viewed by authorised people in accordance with the purpose noted above or for the purposes of regularly checking the system is operational. No attempt is made to identify individuals from CCTV footage except in relation to a reported or suspected incident requiring investigation.

3. How we use personal information

The personal information that we collect from you or someone acting on your behalf may be used for any of the following purposes:

- a) To provide you with services or facilities.
- b) To positively confirm your identity. This is to avoid inappropriate release or use of your information.
- c) To respond to correspondence or to provide you with information that you have requested.
- d) To process your application for any consent, licence, approval, permit or other authorisation for which you have applied.
- e) To process your application to use or to register for any of our services or facilities.
- f) To process payments received by, or made by us.
- g) To respond to your requests, enquiries or feedback, or for customer care related activities.

APPENDIX 3

- h) To provide you with information about our events, news, services, or facilities, or the events, news, services, or facilities of our Council Controlled Organisations that we consider may be of interest to you.
- i) To comply with relevant laws and regulations.
- j) To carry out activities connected with the running of our business or operations such as personnel training, or testing and maintenance of computer and other systems.
- k) For any specific purpose which we notify you of at the time your personal information is collected.
- l) For general administrative and business purposes.

4. Sharing your personal information

We may disclose personal information about you to:

- a) Any person engaged by us to provide products or services to you on our behalf, where your personal information is necessary for the provision of those products or services.
- b) Council Controlled Organisations, in order to assist with the functions and services that they provide.
- c) A third party if we are required to do so under any laws or regulations, or in the course of legal proceedings or other investigations. This may include sharing CCTV footage with the New Zealand Police or other public sector agencies where criminal activity is reported or suspected. The New Zealand Police may also access live feeds from certain CCTV cameras from time
- d) Any person you authorise us to disclose your personal information to.
- e) Any person, if that information is held in a public register, e.g. information held on property files or the rating information database.

5. How long we hold personal information

We may retain all personal information that we collect (on both our active systems and our archive systems), for as long as administratively necessary, in accordance with the council's information retention and disposal schedule.

The Public Records Act 2005 requires us to retain "protected records" indefinitely. In some circumstances, your personal information may be included within a protected record, including submissions you make in relation to bylaws, annual plans, and district or regional planning instruments.

6. What if you do not provide us with the personal information requested?

If you do not provide us with all of the personal information about you that we have requested from you, we may not be able to adequately respond to your correspondence, process any applications you have submitted, provide the services or facilities you have requested, process online payments or otherwise deal with any requests or enquiries you have submitted.

In some circumstances, failure to provide information when requested may be unlawful, and/or result in legal consequences. These circumstances and the potential consequences will be explained to you when your personal information is collected.

7. How we store personal information

We store personal information electronically and in paper form. The personal information is kept safe and secure using generally accepted standards of security. In some cases third party service providers may store personal information on our behalf.

APPENDIX 3

No data transmissions over the internet can be guaranteed as being completely secure. Accordingly, we cannot warrant or guarantee the security of information transmitted from or to you. However, we will take such precautions to ensure the security of that information, as are reasonable to take in the circumstances, against loss, access, use, modification or disclosure except with our authority.

APPENDIX 3

8. Third Party Websites

Our website may contain links to third party websites. These websites have not been prepared by and are not controlled by us. They are provided for your convenience only and do not imply that we check, endorse, approve or agree with the privacy practices of the third party websites our website links to. We encourage you to be aware when you leave our website and to read the privacy statements of each and every website that collects personal information.

9. Accessing and correcting your personal information

You may request confirmation of whether or not we hold any personal information about you and you may request access to your personal information that we hold by emailing us at stratforddc@stratford.govt.nz or otherwise contacting us, at the address provided below. Once we have verified your identity we will provide you with such confirmation and access unless one of the grounds for refusal to do so under the Privacy Act applies.

You may request that the personal information we hold about you be corrected by emailing us at stratforddc@stratford.govt.nz. If we agree that your personal information is to be corrected we will provide you with an updated record of your personal information upon request.

Your rights of access to and correction of any personal information we hold about you are subject to the procedures set out in the Privacy Act.

10. Who you can contact for further information

If you have any queries about this Privacy Policy or personal information we have collected please contact:

Privacy Contact Person:	Director Corporate Services
Email address:	stratforddc@stratford.govt.nz
Address:	61-63 Miranda Street, STRATFORD 4332
Postal Address:	PO Box 320 STRATFORD 4352

APPENDIX 4**STRATFORD DISTRICT COUNCIL**

POLICY: <u>DECLARATION OF MEMBERS INTERESTS</u>	
DEPARTMENT: Office of the Chief Executive	RESPONSIBILITY: • Chief Executive
SECTION:	
REVIEW DATE: 2015/2016	NEXT REVIEW: 2018/2019
VERSION: 3	APPROVAL DATE: 11/12/2012

9

INTRODUCTION

1. Council introduced a policy governing the declaration of members interests. This is necessary to declare Councillors business interests, which could conflict with that of Council, as per the Local Authorities (Members' Interests) Act 1968.
2. This Act prohibits contracts between local authorities and their members, if the total of all payments in respect of all contracts for which that member has an interest or concern exceeds \$25,000 in any financial year. The exception to this is if prior approval of the Auditor - General is obtained.
3. If a member's spouse or partner is involved in a contract with a local authority, then that member is also deemed to be 'concerned' or 'interested' in the contract, subject to the same criteria above.
4. A member is also deemed to be interested or concerned in a contract if:
 - the member (or spouse/partner) owns 10% or more of the issued capital of the concerned company; and
 - the member (or spouse/partner) is a member of the company and either of them is the Managing Director or General Manager.

POLICY STATEMENT

That a Members Interest Register be maintained and reviewed at each ordinary meeting of Council.

APPENDIX 5

STRATFORD DISTRICT COUNCIL

POLICY: <u>ELECTED MEMBERS REMUNERATION</u>	
DEPARTMENT: Office of the Chief Executive	RESPONSIBILITY: • Chief Executive
SECTION:	
REVIEW DATE: 2015/2016	NEXT REVIEW: 2018/2019
VERSION: 6	APPROVAL DATE: 12/11/2013

INTRODUCTION

Elected Members are required to be accountable and responsible for running an affordable, sustainable and efficient District Council. Therefore, elected members should be remunerated for their time, expertise, and efforts.

POLICY STATEMENT

1. That in terms of the Local Government Act 2002, all elected members shall receive the remuneration as determined by the Remuneration Authority annually, in accordance with Schedule 7, Part 1 of the Act.
2. The District Mayor and Councillors shall receive the annual allowance payable as per the Remuneration Authority Schedules.
3. Other Elected Members additional roles will be remunerated as per the attached table approved by the Remuneration Authority (Appendix A).

APPENDIX 5

ADDITIONAL COUNCILLOR RESPONSIBILITIES – APPENDIX A

Note: a new column for each position is required to be completed

Q1 NAME OF COUNCIL	Stratford District Council	Stratford District Council	Stratford District Council
Q2 IS ANY EXTRA PAY FOR COUNCILLOR POSITIONS OF ADDITIONAL RESPONSIBILITY BEING SOUGHT YES/NO <i>If “no” then no further information is required</i>	Yes	Yes	Yes
Q3 POSITION TITLE	Chairman – Policy and Services Committee	Deputy Mayor	Chairman - Sport NZ Rural Travel Fund Assessment Committee
Q4 NUMBER OF POSITIONS WITH THAT TITLE	1	1	1
Q5 POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic Councillor role - covering duties, delegations, deputising and reporting obligations</i>	<p>(a) Chairing meetings of the committees in the areas of Council activity and business within their area of responsibility.</p> <p>(b) Representing the Council to a high standard in the areas of Council activity and business within their area of responsibility, recognising that conduct in the role of CC reflects on Council as a whole.</p> <p>(c) Promoting and supporting good governance by the Council.</p> <p>(d) Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of Council activities and business within their area of responsibility to allow them to carry out their role as CC.</p> <p>(e) Ensuring sufficient familiarity with Council Standing Orders and procedures to be able to chair Council committee meetings and any other sessions of Council for which they have responsibility.</p> <p>(f) Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as CC.</p>	<p>(a) Supporting the Mayor in his/her role and deputising for him/her in his/her absence.</p> <p>(b) Keeping abreast of all issues facing Council, to allow for relative ease when deputising for the Mayor, should that need arise.</p> <p>(c) Representing the Council to a high standard, recognising that conduct in the role of Deputy Mayor reflects on Council as a whole.</p> <p>(d) Representing the Council in a strong, competent and articulate manner in the Council area and to any external agencies or groups.</p> <p>(e) Ensuring sufficient familiarity with Council Standing Orders and procedures to be able to deputise competently for the Mayor in chairing Council meetings and other sessions of Council.</p> <p>(f) Representing the Council in various local, regional and/or national settings, both formal and informal, as appropriate.</p> <p>(g) Working closely with other elected members of Council to ensure smooth Council decision making.</p> <p>(</p>	<p>(a) Chairing meetings of the committees in the areas of Council activity and business within their area of responsibility.</p> <p>(b) Representing the Council to a high standard in the areas of Council activity and business within their area of responsibility, recognising that conduct in the role of CC reflects on Council as a whole.</p> <p>(c) Promoting and supporting good governance by the Council.</p> <p>(d) Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of Council activities and business within their area of responsibility to allow them to carry out their role as CC.</p> <p>(e) Ensuring sufficient familiarity with Council Standing Orders and procedures to be able to chair Council committee meetings and any other sessions of Council for which they have responsibility.</p> <p>(f) Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as CC.</p>

APPENDIX 5

<p>Q5 POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic Councillor role - covering duties, delegations, deputising and reporting obligations</i></p>	<p>(g) Ensuring any meetings they chair act within the powers delegated by the Council as set out in the Council Delegation Manual. (h) Managing the progress of business during meetings, including ensuring adherence to the Council Code of Conduct, Standing Orders and any other statutory obligations and requirements. (i) Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process. (j) Maintaining and ensuring due order and decorum throughout meetings they chair. (k) Commenting to the media (or other agencies) as the Council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of Council activity and business within their area of responsibility, but only if delegated to do so by Council. (l) Liaising with appropriate Council staff in respect of the areas of Council activity and business within the CC. (m) Providing political leadership in building a political consensus around Council issues in the areas of Council activity and business that are within their area of responsibility. (n) Recognising and contributing to issues that cut across specific areas of Council activity and business within the CC. (o) Working closely with other elected members of Council to ensure smooth Council decision making. (p) Keeping abreast of all issues concerning Council activity and business within their area of responsibility.</p>	<p>(h) Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in the event of deputising for the Mayor, should that need arise.</p>	<p>(g) Ensuring any meetings they chair act within the powers delegated by the Council as set out in the Council Delegation Manual. (h) Managing the progress of business during meetings, including ensuring adherence to the Council Code of Conduct, Standing Orders and any other statutory obligations and requirements. (i) Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process. (j) Maintaining and ensuring due order and decorum throughout meetings they chair. (k) Commenting to the media (or other agencies) as the Council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of Council activity and business within their area of responsibility, but only if delegated to do so by Council. (l) Liaising with appropriate Council staff in respect of the areas of Council activity and business within the CC. (m) Providing political leadership in building a political consensus around Council issues in the areas of Council activity and business that are within their area of responsibility. (n) Recognising and contributing to issues that cut across specific areas of Council activity and business within the CC. (o) Working closely with other elected members of Council to ensure smooth Council decision making. (p) Keeping abreast of all issues concerning Council activity and business within their area of responsibility.</p>
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APPENDIX 5

Q6 DOCUMENTATION <i>Council minutes and formal resolutions that set the additional responsibilities</i>	Minutes of 9 July 2013	Minutes of 9 July 2013	Minutes of 9 July 2013
Q7 VARIATION <i>The extent to which the duties can vary</i>	Duties regularly recurring on a monthly basis.	Duties regularly recurring on a weekly basis.	Occurs twice a year to allocate funds.
Q8 BENEFITS TO RATEPAYERS <i>List the benefits to ratepayers in having these additional responsibilities</i>	Concentrated deliberation on Policy matters leads to better decision making.	That in absence of Mayor there is a clearly identifiable person who has the lead for the Councils political, policy and community leadership.	Applications for funding are well considered and given to appropriate recipients.
Q9 ADDITIONAL TIME <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	15 hours per month	5 hours per week	20 hours per annum
Q10 BASE COUNCILLOR SALARY <i>The 2013 base Councillor salary for your Council</i>	As determined by the Remuneration Authority		
Q11 RECOMMENDED ADDITIONAL PAY <i>Amount recommended for additional pay</i>	As determined by the Remuneration Authority		

APPENDIX 6

STRATFORD DISTRICT COUNCIL

POLICY: <u>VOTING SYSTEM</u>	
DEPARTMENT: Office of the Chief Executive	RESPONSIBILITY: • Chief Executive
SECTION:	
REVIEW DATE: 2015/2016	NEXT REVIEW: 2018/2019
VERSION: 2	APPROVAL DATE: 2009

PURPOSE

The purpose of this policy is to set the voting system for Council to follow in making certain appointments.

POLICY STATEMENT

1. The Local Government Act 2002 as amended, sets out the voting systems that Local Authorities have to follow when making certain appointments.
2. These appointments apply to the election or appointment of the Deputy Mayor of Council, the election or appointment of the Chairperson and Deputy Chairperson of a committee, and the election or appointment of a representative of Council.
3. This Council has adopted as default, the voting system B as in clause 25 (4) of Schedule 7 of the principal Act, that reads as follow:

*“(4) System B –
(a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*

(b) has the following characteristics:

(i) there is only 1 round of voting; and

(ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot”

4. If for any particular vote an elected member requests a vote on the method of voting, then such a vote shall be held.

APPENDIX 7

D18/22982

D18/22982

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Accounting	12/06/2018	Director - Corporate Services	D19/1001	2021/22		Approved as part of the LTP
Allocation and Use of Sports Grounds	11/12/2018	Director – Assets Parks and Property Manager	D18/35501	2021/22	2021/22	
Anti-Fraud & Corruption Policy	13/08/2019	Director – Corporate Services	D19/19374	2021/22	2021/22	
Appointment and Remuneration of Directors for Council Organisations	09/10/2012	Chief Executive	D16/2566	2018/19	2018/19	Due
Asset Disposal Policy	12/03/2019	Director – Corporate Services	D19/03278	2021/22	2021/22	
Asset Management	26/01/2016	Director – Assets	D16/2567	2018/19	2019/20	
Charges for new wastewater system connections	14/05/2013	Director – Assets Service Asset Manager	D16/2568	2018/19	2018/19	Due
Child Protection	10/10/2017	Director – Community Services Human Resources	D17/14440	2020/21	2019/20	

APPENDIX 7

D18/22982

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Citizens and Youth Citizens Awards	08/05/2018	Director – Community Services Executive Administration Officer	D18/13058	2021/22	2019/20	
Conferences, seminars, tours	09/04/2019	Chief Executive	D19/7565	2018/19	2018/19	
Council Vehicles	9/10/2018	Director – Assets	D18/32513	2021/22		
Credit Card	12/02/2019	Director – Corporate Services	D19/10	2021/2022	2021/22	
Dangerous and Insanitary Buildings	11/12/2018	Director – Environmental Services	D18/35499	2021/22		
Declaration of Members Interest	11/12/2012	Chief Executive	D16/2579	2018/19	2018/19 due	Due
Delegations	11/06/2019	Chief Executive	D19/14942	2021/22		
Development and Financial Contributions	13/02/2018	Director – Corporate Services	D18/4696	2022	LTP	
Discretionary Information in Land Information Memorandums (LIMs)	11/12/2018	Director – Environmental Services	D18/33329	2020/21		
Dog Control	05/10/2010	Director – Environmental Services	D16/2582	2018	2018/19 due	Due

APPENDIX 7

D18/22982

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Easter Sunday Shop Trading Hours	14/03/2017	Director – Environmental Services	D17/2574	2019/20	2019/20	
Elected Members Remuneration	12/11/2013	Chief Executive	D16/2583	2018/19	2018/19	Due
Elected Members Travel and Expenses	13/11/2018	Director – Corporate Services	D18/32511	2021/22		
Elizabeth Maree Watson Estate Fund	13/11/2018	Director – Corporate Services	D18/32506	2021/22		
Fences on Road Reserve		Director – Environmental Services	D19/14728	2018/19		Being re-reviewed.
Gambling Venues	March 2004	Director – Environmental Services	D18/17080	2020/21	2019/20	
Health and Safety	13/08/2019	Chief Executive	D19/21370	2022/23		
Housing for the Elderly	11/12/2018	Director – Assets Parks and Property Asset Manager	D18/35504	2021/22		
Infringement Notices	13/08/2019	Director – Environmental Services	D19/22993	2021/22	2021/22	
Kerbside Collection Policy	12/03/2019	Director – Assets Services Assets Manager	D16/6770	2021/2022	2021/2022	

APPENDIX 7

D18/22982

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Local Alcohol Policy						Details intentionally blank
Local Approved Products	September 2014	Director – Environmental Services	D16/2590	2019/20	2019/20	
Management of Domains	11/12/2018	Director – Assets Parks and Property Asset Manager	D18/35508	2021/22		
Mayor’s Relief Fund	11/06/2013	Director – Corporate Services	D16/2592	2018/19	2018/19	Due
Monetary Bonds	September 2013	Director – Corporate Services	D16/2593	2018/19	2018/19	Due
Occupation of Unused Road Reserve	09/04/2019	Director – Assets Rooding Asset Manager	D19/7184	2018/19	2021/22	
Paper Records and Archives Policy	12/02/2019	Director – Corporate Services	D19/174	2021/22	2021/22	
Pegging and Maintenance of Roads and Bridges	9/04/13	Director – Assets	D16/2596	2018/19		
Petitions in Council Buildings	11/06/2013	Chief Executive	D16/2597	2018/19	2018/19	Due
Presentations to Elected Members and Staff	13/08/2019	Chief Executive	D19/22992	2021/22	2021/22	

APPENDIX 7

D18/22982

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Privacy	November 2015	Chief Executive Director – Corporate Services	D16/16748	2018/19	2018/19	Due
Procurement Policy	11/06/2019	Director – Corporate Services	D18/29563[v3]	2021/22		
Rates Postponement	12/02/2018	Director – Corporate Services	D18/4693	2022/23		
Rates Remission	16/07/2019	Director – Corporate Services	D18/2840[v2]	2021/22	2019/20	Will be brought back to Council at the end of 2019 for further discussion regarding historical buildings and sites.
Remitting of Fees to Non-Profit Organisations	November 2012	Director – Environmental Services	D16/2135	2018/19	2018/19	Due This currently only covers regulatory fees. Propose to broaden focus of this policy to include the outcomes of the upcoming community group support discussion to include all forms of support (staff, financial, room provision, waiving of fees, etc)
Revenue and Financing	13/02/2018	Director – Corporate Services	D16/4649	2020/21	LTP	
Significance and Engagement	13/02/2018	Director – Corporate Services	D18/4688	2020/21	LTP	

APPENDIX 7

D18/22982

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Smoke Free Environments – Council Buildings and Public Places	September 2007	Chief Executive	D16/2605	2018/19	2018/19	Due
Stock Crossing and Races	09/04/2013	Director – Environmental Services	D16/2624	2015/16	2018/19	Overdue
Stock Underpasses	14/05/2013	Director – Assets Roading Assets Manager	D16/2606	2018/19	2019/20	
Street Trees	02/08/2016	Parks and Property Asset Manager	D16/8890	2017/2018	2018/19	December 2018
TAB Venue Policy	May 2018	Director – Environmental Services	D18/13094	2021	2019/20	
Temporary Road Closures	15/05/2013	Director – Assets Roading Asset Manager	D16/2608	2018/19	2019/20	
Trade Waste		Director – Assets	D19/13626			Being reviewed by Officers for release for consultation.
Treasury Management	12/02/2019	Director – Corporate Services	D19/904	2021/22	2021/22	
Vehicle Crossings & Culverts	13/08/2019	Director – Assets Roading Asset Manager	D18/35500	2021/22	2021/22	

APPENDIX 7

D18/22982

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Voting System	2009	Chief Executive	D16/2611	2018/19	2018/19	Due – should this be a policy? Or status quo with a decision report required to change system.
Water Supply to Rural Properties	12/03/2019	Chief Executive Director – Assets Services Asset Manager	D19/3406	2018/19	2023/24	

New policies required:

Policy	Proposed year	Responsibility	Document Number	Purpose
Culverts Ownership Policy	November 2018	Director – Assets Roading Asset Manager Services Asset Manager		To clarify the allocation of culvert ownership and maintenance responsibilities between Roading and 3-Waters Department – To feed into new contract
Road Classification LoS Manual	November 2018	Director – Assets Roading Asset Manager		To appropriately re-classify roads in the district and define the LoS maintenance standards associated with each road classification. – To feed into new contract

DECISION REPORT



TO: Policy and Services Committee

S19/130 – D20/653

FROM: Director – Corporate Services

DATE: 28 January 2020

SUBJECT: ADOPT LOCAL GOVERNANCE STATEMENT 2020

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RECOMMENDATIONS

1. THAT the report and the attached Local Governance Statement is received.
2. THAT the Local Governance Statement be adopted.

Recommended Reason

Section 40 of the Local Government Act 2002 requires that a Local Governance Statement be prepared and made publically available by Council within six months after each triennial election.

Moved/Seconded

1. PURPOSE OF REPORT

The purpose of this report is for the Council to formally adopt the updated Local Governance Statement, before making it publically available as required under Section 40 of the Local Government Act 2002.

2. EXECUTIVE SUMMARY

The Local Governance Statement is a collection of information about the processes that Council uses to engage with the district's citizens and how the Council makes decisions. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

3. LOCAL GOVERNMENT ACT 2002 - SECTION 10

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
- Is it for the performance of a good quality regulatory function? If so, why?; **OR**
- Is it for the performance of a good quality local public service?

AND

- Is it in a way that is most cost-effective to businesses and households? If so, why?

Good quality means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

Local public service means, a service provided for the community which is for the benefit of the District.

This report fulfils Section 10 of the Local Government Act 2002 (purpose of local government) by enabling democratic local decision-making by, and on behalf of, communities.

4. **BACKGROUND**

- 4.1 The Local Governance Statement is reviewed every three years, following the local government election process.
- 4.2 It clarifies the governance and management responsibilities, the governance role and expected conduct of Elected Members, and describes the effective and transparent processes used by Council.
- 4.3 Local Governance Statements ensure the community has one source of information on the processes the Council follows when making decisions and taking action and how the community can influence these processes.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

No consultation is required.

5.2 **Māori Consultation - Section 81**

No consultation has been undertaken with Māori specifically on the Local Governance Statement.

6. **RISK ANALYSIS**

Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.

- Is there a:
 - financial risk;
 - human resources risk;
 - political risks; or
 - other potential risk?
- If there is a risk, consider the probability/likelihood of it occurring.
- Is there a legal opinion needed?

There is no specific risk in adopting a Local Governance Statement. The content within is reviewed at separate occasions. The statement is merely collating all the relevant and required information that a Local Governance Statement must disclose into one document.

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

7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Not specifically.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Decision-making by Elected Members.

7.2 **Data**

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

Refer to the Local Governance Statement attached.

7.3 **Significance**

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

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

7.4 **Options**

An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.

1. What options are available?
2. For **each** option:
 - explain what the costs and benefits of each option are in terms of the present and future needs of the district;
 - outline if there are any sustainability issues; and
 - explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions?
3. After completing these, consider which option you wish to recommend to Council, and explain:
 - how this option is the most cost effective option for households and businesses;
 - if there are any trade-offs; and
 - what interdependencies exist.

Option 1 – Adopt the attached Local Governance Statement.

Option 2 – Do not adopt the attached Local Governance Statement.

Option 3 – Adopt the attached Local Governance Statement with amendments.

7.5 **Financial**

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

There is no financial impact of adopting the Local Governance Statement.

7.6 **Prioritisation & Trade-off**

Have you taken into consideration the:

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

There are no prioritisations and trade-offs to consider.

7.7 **Legal Issues**

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

The statement discusses legal aspects to governance, but a legal opinion is not considered necessary.

7.8 **Policy Issues - Section 80**

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

There is no conflict with Council's current Policies.



Tiffany Radich
DIRECTOR – CORPORATE SERVICES



Sven Hanne
CHIEF EXECUTIVE

DATE 21 January 2020



Stratford District Council

LOCAL GOVERNANCE STATEMENT

Section 40 of the Local Government Act 2002
January 2020

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APPENDIX 1**Stratford District Council - Local Governance Statement 2020 (D19/34388)**

INTRODUCTION

This document is the Local Governance Statement for the Stratford District Council (“the Council”), which the Council is required to produce under section 40 of the Local Government Act 2002. Council must prepare and make publically available, a new Local Governance Statement within six months after each triennial election.

The Council's Local Governance Statement is a collection of information about the processes that Council uses to engage with the district's citizens and how the Council makes decisions. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

This document clarifies the governance and the management responsibilities, the governance role and expected conduct of Elected Members, and describes the effective and transparent processes used by Council. Local Governance Statements ensure the community has one source of information on the processes the Council follows when making decisions and taking action and how the community can influence these processes.

10**1. FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES**

The purpose of the Council is to enable democratic local decision-making and promote the social, economic, environmental and cultural well-being of the Stratford district in the present and for the future.

The Council has overall responsibility and accountability for the proper direction and control of the Council’s activities in pursuit of community outcomes. This responsibility includes:

- Formulating the District’s strategic direction in conjunction with the community – via the Long Term Plan (“LTP”), District Plan and other key council documents;
- Determining the services and activities to be undertaken by Council;
- Monitoring Council performance against the LTP and Annual Plan;
- Ensuring the integrity of management control systems;
- Prudent stewardship of Council resources;
- Development and adoption of Council Policy; and
- Employing the Chief Executive.

2. LOCAL LEGISLATION

In fulfilling its purpose, the Council exercises powers and fulfils responsibilities conferred on it by various statutes. The key legislation being the Local Government Act 2002; the Local Electoral Act 2001; the Local Government (Rating) Act 2002, the Local Government Official Information and Meetings Act 1987, Local Authorities (Members’ Interests) Act 1968, and the Resource Management Act 1991. Refer to section 6.5 for the specific relevance to Elected Members.

As at January 2020, the following legislation confers powers specifically to the Council:

- Taranaki Regional Council Empowering Act 2001
- Te Awa Tupua (Whanganui River Claims Settlement) Act 2017.

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Other key acts of parliament that confer powers on the Council and regulate its functions include:

- Airport Authorities Act 1966
- Animal Welfare Act 1999
- Animal Law Reform Act 1989
- Building Act 2004
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Civil Aviation Act 1990
- Civil Defence Emergency Management Act 2002
- Climate Change Response Act 2002
- Commerce Act 1986
- Conservation Act 1987
- Copyright Act 1994
- Litter Act 1979
- Dog Control Act 1996
- Earthquake Commissions Act 1993
- Employment Relations Act 2000
- Fencing Act 1978
- Food Act 2014
- Gambling Act 2003
- Goods and Services Tax Act 1985
- Health Act 1956
- Health (Drinking Water) Amendment Act 2007
- Hazardous Substances and New Organisms (HSNO) Act 1996
- Health and Safety at Work Act 2015
- Heritage New Zealand Pouhere Taonga Act 2014
- Impounding Act 1955
- Land Drainage Act 1908
- Land Transfer Act 2017
- Land Transport Act 1998
- Land Transport Management Act 2003
- Local Government Act 1974
- Local Government Borrowing Act 2011
- Minimum Wage Act 1983
- New Zealand Walkways Act 1990
- Ombudsmen Act 1975
- Privacy Act 1993
- Property Law Act 2007
- Public Audit Act 2001
- Public Works Act 1981
- Rating Valuations Act 1998
- Remuneration Authority Act 1977
- Rates Rebate Act 1973
- Reserves Act 1977
- Residential Tenancies Act 1986
- Sale and Supply of Alcohol Act 2003
- Soil Conservation and Rivers Control Act 1941
- Treaty of Waitangi Act 1975

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- Walking Access Act 2008
- Waste Minimisation Act 2008.

3. STRATFORD DISTRICT COUNCIL BYLAWS

The Council also has the power to create bylaws governing rules that are applicable specifically to the Stratford district. Section 145 of the Local Government Act 2002 states that “A territorial authority may make bylaws for its district for 1 or more of the following purposes:

- Protecting the public from nuisance;*
- Protecting, promoting, and maintaining public health and safety;*
- Minimising the potential for offensive behaviour in public places.*

Section 146 also grants specific bylaw making powers to local authorities in relation to specific activities.

Bylaws are required to be reviewed every ten years, however there is an additional two year grace period that applies to lapsed bylaws to ensure they remain enforceable. The first review of new bylaws must be carried out within the first five years of the date the bylaw was first adopted.

Bylaw Title	Description	Date Last Reviewed
Public Places	Specifies what you can and can't do in public places and spaces to ensure safety and avoid nuisance.	June 2008
Mobile or Travelling Shops	Requires an operator of a mobile or travelling shop that serves food to get a Council licence.	June 2008
Refuse (proposal to change name to Solid Waste Management and Minimisation Bylaw)	Regulates refuse collection and disposal in order to promote effective and efficient waste management and to reduce waste produced in the district.	Currently under review
Water Supply	Management of the use of council supplied water to protect the system from contamination and waste.	June 2019
Control of Advertising Signs	General requirements for the erection of signs and their construction.	June 2008
Scaffolding and Deposit of Building Materials	Provides for the protection and safety of the public from the adverse effects of scaffolding or building activity.	June 2008
Amusement Devices and Shooting Galleries	Provides for the issue of a permit under the Amusement	June 2008

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Bylaw Title	Description	Date Last Reviewed
	Devices Regulations 1978 for amusement devices, and a licence for a shooting gallery.	
Nuisances	Lists a variety of public nuisances that are not allowed in the district.	June 2008
Control of Dogs	Covers rules around ownership and management of dogs within the district to ensure safety of the public, and animal wellbeing.	June 2008
The Keeping of Animals & Poultry	Prescribes rules around the keeping of pigs, horses, poultry and other animals.	June 2008
Cemeteries	Provisions for plots and interments and the operations of Council cemeteries.	Currently under review
Parks and Reserves	Describes the rules around what is not allowed at Council parks and reserves.	Currently under review
Damage Deposit	Damage deposit (refundable bond) to be paid for any building work to cover damage to the street or footpath.	June 2008
Parking Control	Prescribes rules around parking in the district, particularly in the CBD.	June 2008
Wastewater Drainage	Manages connections to the council sewerage system and the rules for discharge.	Currently under review
Liquor Control	Prohibits liquor in specified public places during specified times.	January 2010
Stock Control	Restrictions for stock near or on roads or road reserves.	September 2010
Speed Limits	Defines the speed limits on Stratford District Council roads.	Currently under review
Trade Waste	Provides rules around the discharge of Trade Waste into the sewerage system and requires application for consent for discharge.	Currently under review
Beauty Therapy, Tattooing and Piercing	Provides minimum industry standards to protect public health.	January 2018

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4. THE ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE

The Council operates its elections under the First Past the Post electoral system. Electors vote for their preferred candidate(s) up to the maximum number of Elected Members per ward, and those with the most votes win.

The alternative to the First Past the Post system is the Single Transferable Voting system where electors rank their preferred candidates in order up to the maximum number of Elected Members per ward.

Under the Local Electoral Act 2001, there is a process by which the Council's voting system can be changed. The Council can resolve to change the system to be used at the next two elections or; it can conduct a binding poll or electors can demand a binding poll. In which case, 5% or more of the registered electors need to sign a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial Council elections.

5. REPRESENTATION ARRANGEMENTS**5.1 Wards**

Stratford district is divided into two wards. The physical layout is mapped in section 17 of this Local Governance Statement.

Stratford Ward	Six (6) Councillors
Rural Ward	Four (4) Councillors

5.2 Community Boards

The purpose of Community Boards is to look after specific local community interests and to establish a stronger link between the community and the Council. Their functions, duties and powers are set by statute as well as delegated by the Council. The Council has no Community Boards currently.

5.3 Māori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Māori electors. The Council may resolve to create separate Māori wards or conduct a poll on the matter, or the community may demand a poll. A petition of 5% (or more) of electors will require the Council to conduct a poll.

The Council currently has no Māori wards.

5.4 Review of Representation Arrangements

The Council is required to review its representation arrangements at least once every six years. The last review was undertaken in 2018. The review must include the following:

- The number of Councillors (excluding the Mayor).

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- Whether the Councillors are to be elected by the entire district, or continue to be divided into, and elected by their wards (or a mix of both systems with some Councillors elected at large).
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred).
- Whether or not to have separate Māori wards.
- Whether to have Community Boards and if so how many, their boundaries and membership and how to subdivide a community for electoral purposes.

The Council must follow the procedures set out in the Local Electoral Act 2001 when conducting this review and should also follow guidelines published by the Local Government Commission. The Act gives the public the right to make a submission to the Council, and the right to appeal any decisions made by Council to the Local Government Commission, who will make a binding decision on the appeal.

The next review will be undertaken in 2024, unless an earlier review is specifically requested by Elected Members.

10**6. ELECTED MEMBERS' ROLES AND CONDUCT****6.1 Delegations**

Schedule 7, clause 32 of the Local Government Act 2002 states that the Council can delegate to a Committee or officer of the local authority any of its responsibilities, duties or powers except:

- The power to make a rate;
- The power to make a bylaw;
- The power to borrow money or purchase or dispose of assets, other than in accordance with the long-term plan;
- The power to adopt a long-term plan, annual plan, or annual report;
- The power to appoint a Chief Executive;
- The power to adopt policies required to be adopted and consulted on under legislation.
- The power to adopt a remuneration and employment policy.

6.2 Codes of Conduct

Schedule 7 clause 15 of the Local Government Act 2002 requires every Council to adopt a Code of Conduct for the Elected Members of the Council. This Code also applies to all people appointed to Committees of Council.

The Council's Code of Conduct provides guidance on the standards of behaviour expected from Elected Members in their dealings with each other, the Chief Executive, staff, the media, and the general public.

The objectives of the code are to:

- Enhance the effectiveness of Elected Members and the provision of good local government for the district;
- Promote effective decision-making and community engagement;
- Enhance the credibility and accountability of the local authority to its communities; and

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- Develop a culture of mutual trust, respect and tolerance between the members of the local authority and management.

The Code of Conduct is based on the following values:

1. **Public interest:** members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively in an accountable and transparent manner;
3. **Ethical behaviour:** members will act with honesty and integrity at all times and respect the impartiality and integrity of officials;
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** members will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by the Code of Conduct and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.

6.3 Applicable Statutory Requirements

Under **section 46(1) Local Government Act 2002**, Elected Members can be held liable for losses reported by the Auditor-General under section 44 of the Act, resulting from an unlawful action by the Council. The loss is recoverable as a debt due to the Crown from each member jointly and severally.

Under **schedule 7, Clause 1, Local Government Act 2002**, an Elected Member (the Mayor, a Councillor, or a Community Board Member) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an offence punishable by a term of imprisonment of two years or more.

The **Local Authority (Members' Interests) Act 1968**, regulates the circumstances under which a member has a pecuniary interest in a matter with the Council. Nobody may be elected to a Council, or once elected, remain a member, if the value of contracts between the Council and that member (or spouse or partner, including through a company) exceed \$25,000 in any financial year. They may also be fined up to \$200 (section 5). Nor may a member participate in the discussion or voting on a matter in which the member has a direct or indirect pecuniary interest, except an interest in common with the public. If members are convicted of a breach of this requirement they will be automatically disqualified from office. They may also be fined up to \$100 (section 7).

The **Local Government Official Information and Meetings Act 1987** ("LGOIMA"). The obligations of LGOIMA are binding on members and apply to the disclosure of information by a member in respect of any information held by that member (in his or her capacity as member) to the public. The underlying principle is that unless there is good

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reason to withhold it, information should be made available. Sections 6 and 7 of the Act give a number of grounds for withholding disclosure.

The LGOIMA also sets out the procedural requirements for meetings of local authorities, the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings.

The **Secret Commissions Act 1910**, makes it unlawful for a Member (or officer) to receive a gift or benefit from anyone outside the Council if they are corruptly given or offered it as an inducement or reward for doing any act in relation to Council business or for showing favour or disfavour to any person in relation to the Council's affairs or business.

The **Crimes Act 1961**, makes it unlawful for Members to accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of the Council, or use information gained in the course of the member's duties for monetary gain or advantage by the Member, or anyone else.

The **Securities Act 1978**, places Members in the same position as company directors whenever the Council offers shares in a company to the public. Members may be personally liable if investment documents, such as a prospectus, contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

10**7. GOVERNANCE****7.1 Independent Election**

The Council believes that the democratic election by citizens of Stratford district ensures that it is able to operate in the best interests of the district.

7.2 Council Meetings

The Ordinary Council meeting is held on the second Tuesday of every month at 4.00pm at the Stratford District Council Chambers, Miranda St, Stratford.

The Council holds monthly meetings to ensure that the affairs of the Council are being conducted in accordance with legislative mandate and Council objectives. The Council also monitors the performance of the Percy Thomson Trust, and the other Council Committees.

7.3 Council Committees

The Council has set up Standing Committees made up of Elected Members to monitor and assist in the effective discharging of specific responsibilities.

These Standing Committees are:

- Policy and Services Committee - meets on the fourth Tuesday of every month at 3.00pm.
- Audit and Risk Committee – meets five times a year in March, May, July, September, and November on the third Tuesday at 4.00pm.
- Farm and Aerodrome Committee – quarterly meetings (months to be confirmed).
- Sport New Zealand Rural Travel Fund Committee – meets twice a year in April and November.
- Executive Committee - meets as required.

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7.4 External Committees

The Mayor appoints an Elected Member representative on the following external committees:

- Taranaki Regional Council Policy and Planning Committee
- Regional Land Transport Committee
- Civil Defence Emergency Management Committee
- Taranaki Regional Solid Waste Management Committee
- Central Landfill Joint Committee.

7.5 Partnerships

An essential element of the Council's operations is engaging with and getting input from the community. By establishing close working relationships with various sectors within the community, the Council is in a better position to accommodate community needs in its decisions.

The Council has an Elected Member representative on the following community organisations committees:

- Positive Ageing
- Sport Taranaki Trust
- Eltham Drainage Board
- TET Combined Sports Society
- Creative Communities Committee
- Central Taranaki Safe Community Trust

There are a range of relationships that the Council holds with other various community organisations.

8. COUNCIL CONTROLLED ORGANISATIONS

The Council has one Council Controlled Organisation (CCO), the Percy Thomson Trust, with control through the ability to appoint more than half of the trustees.

The Trust is registered as a charitable trust, and therefore exempt from income tax.

9. MEETING PROCESSES

The legal requirements for council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

9.1 Legal Processes

All Council and committee meetings must be open to the public unless there is reason to consider an agenda item with the public excluded. Although meetings are open to

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the public, members of the public do not have speaking rights unless prior arrangements are made with the Council, for example at hearings or public forums. The LGOIMA contains a list of the circumstances where councils may consider items which are public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and, the maintenance of public health, safety and order.

The Council agenda and minutes are public documents, although parts may be withheld if the above circumstances apply. They will be made available on the Council website and are a protected record, and therefore must be retained in perpetuity.

9.2 Standing Orders

Clause 27, Schedule 7 of the Local Government Act 2002 requires local authorities to adopt a set of standing orders for the conduct of its meetings and those of its committees. The Council standing orders can be found on the Council website.

The Mayor or Committee Chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders.

During meetings of the Council or Committees, all Council participants must follow standing orders unless standing orders are suspended by a vote of 75% (or more) of the members present.

9.3 Public Notice

All meetings of the Council for the following month, must be publically notified between 5 and 14 days (inclusive) before the end of the month. However, if a meeting is to be held on or after the 21st of the month then it may be notified between 5 and 10 working days before the day on which the meeting is to be held (section 46 of LGOIMA).

Extraordinary or emergency meetings must be publicly notified as soon as practicable before the meeting is held. Notification may be through the Council's website if it is not practical to include in the newspaper in time. The public notice must include the general nature of the business to be transacted at the meeting.

10. CONSULTATION POLICY**10.1 The Special Consultative Procedure**

The Local Government Act 2002 sets out the Special Consultative Procedure - consultation principles and a procedure that local authorities must follow when making certain decisions.

When it is adopting its Long Term Plan or District Plan, the Council must hold formal meetings with community groups and other interested parties. At these meetings, the Council will seek views on the matters it considers important and identify issues of concern to the community. The Council may also hold public forums where residents

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give their views on the performance of the Council and other issues the residents consider significant.

The Special Consultative Procedure consists of the following steps:

- **Step One:** *Preparation of a statement of proposal and a summary.*

The Council must prepare a description of the proposed decision or course of action. The Council must also prepare a full and fair summary of the proposal. The statement and summary must be widely available for distribution throughout the community and for inspection at Council offices. The statement must be adopted at a Council meeting before being released to the public.

- **Step Two:** *Public notice.*

The Council must publish a notice in one or more daily newspapers circulating in the Stratford district, or in other newspapers of equivalent circulation, including the statement of proposal, the opportunity/s available for the public to present their views. It must also be published on the Council's website.

- **Step Three:** *Receive submissions.*

At least one month from the date of the notice must be allowed for submissions (section 83 (1)(b) of the Local Government Act 2002). The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to present their submission to the Council.

- **Step Four:** *Deliberate in public.*

All meetings where the Council deliberates on the proposal or hears submissions, must be open to the public (unless there is a reason to exclude the public under the LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.

- **Step Five:** *Follow up.*

All submitters must be acknowledged in writing. A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

The Council must follow the Special Consultative Procedure before it:

- adopts a Long-Term Plan (LTP),
- amends an LTP significantly via the Annual Plan,
- adopts, revokes, reviews or amends a bylaw,
- changes the mode of delivery for a significant activity that is not provided for in an LTP, (for example, changes from Council delivery to delivery by a Council Controlled Organisation or from a Council Controlled Organisation to a private sector organisation).

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The Council may be required to use the Special Consultative Procedure under other legislation and it may use this procedure in other circumstances if it wishes to do so.

11. POLICIES FOR ENGAGEMENT WITH MĀORI

11.1 Iwi within Stratford district

Under the provisions of the Resource Management Act 1991, the Council consults with the respective Iwi on resource consent matters and policy development where the Iwi are potentially affected. This is determined on a case-by-case basis.

The four Taranaki councils are currently working together with Iwi from across Taranaki to look at developing a Mana Whakahono a Rohe (MWAR) agreement that will provide guidance around Iwi participation in Resource Management matters. The MWAR is unlikely to involve all Iwi in the region (or this district) although they have all been invited to participate in the process, but it is likely to cover several Iwi with others able to join later if they wish.

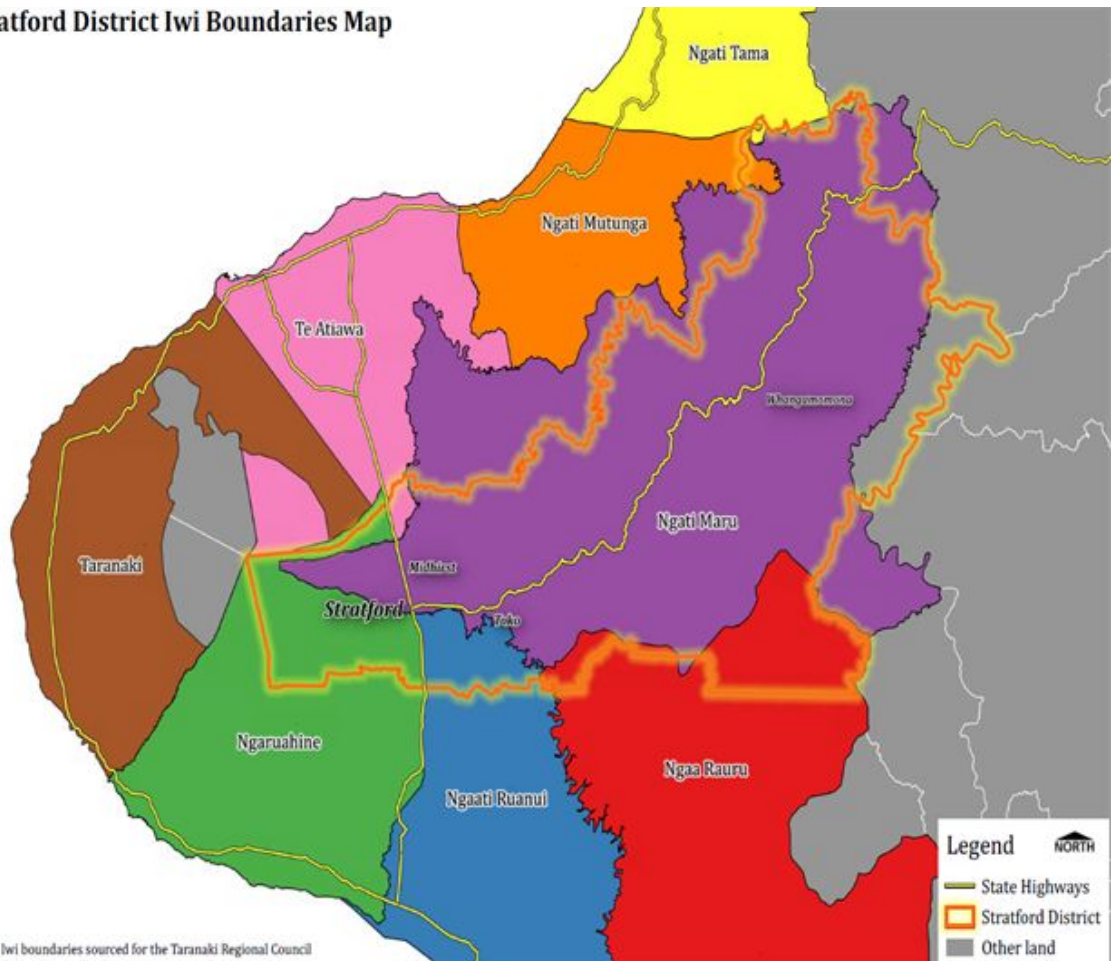
Iwi authorities that have mana over whenua within the Stratford district are:

- Ngāruahine Iwi Authority
- Te Runanga o Ngāti Ruanui Trust
- Ngāa Rauru Kīitahi
- Te Runanga o Ngāti Mutunga
- Ngāti Maru Wharanui Pukehou Trust
- Te Atiawa Iwi Authority
- Te Runanga o Ngāti Tama.

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Stratford District Iwi Boundaries Map



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11.2 Māori within Stratford district

Under the provisions of section 81 of the Local Government Act 2002 the Council is legally required to establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of Council, and foster the development of Māori capacity to contribute to the decision making processes of the local authority.

The Council has appointed the District Mayor as the Māori Liaison Representative.

12. MANAGEMENT STRUCTURE AND RELATIONSHIPS WITH ELECTED MEMBERS

12.1 Division of Responsibility between the Council and Management

A clear division between the role of Elected Members and that of management is key to the efficient running of the Council.

Section 39 of the Local Government Act 2002 sets out a series of local governance principles – one of which is “A local authority should ensure that the relationship

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between Elected Members and management of the local authority is effective and understood”.

12.2 Chief Executive

Section 42 of the Local Government Act 2002 requires the Council to appoint a Chief Executive who is responsible for:

- implementing the decisions of the local authority;
- providing advice to Elected Members of the local authority;
- ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an act, regulation, or bylaw, are properly performed or exercised;
- ensuring the effective and efficient management of the activities of the local authority;
- facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- providing leadership for the staff of the local authority;
- employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy); and
- negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

The Chief Executive is the only person who may give instructions to a staff member. Complaints about individual staff members should, therefore, be made to the Chief Executive only.

13. EQUAL EMPLOYMENT OPPORTUNITIES

The Council supports the principles and practices of Equal Employment Opportunities (EEO) as a means of ensuring all applicants and employees have equal opportunity to achieve their potential.

The Chief Executive is committed to ensuring equality of opportunity for all forms of paid employment and rejects unfair discrimination on any grounds including gender, marital status, religious or ethical belief, race or colour, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation or involvement in union activities.

The use of job sharing, flexible work hours, and the ability to respond to personal and family crises, will be paramount in ensuring the Council is seen as an employer of choice. Recruitment and selection processes are transparent with the primary aim of identifying and employing the best person for the position.

14. KEY APPROVED PLANNING AND POLICY DOCUMENTS**14.1 Stratford District Plan**

The District Plan was made operative on 14 February 2014.

APPENDIX 1**Stratford District Council - Local Governance Statement 2020 (D19/34388)**

The Council is in the process of commencing a major review with Elected Members.

14.2 Strategies

Financial Strategy – minimum 10 year outlook
Infrastructure Strategy – minimum 30 year outlook

14.3 Long Term Plan (LTP)

Under the Local Government Act 2002, the Council is required to develop an LTP in consultation with the community. This covers the 10 years from the date of its publication and it will be reviewed and updated every three years. In the alternate two years, the Council will publish an Annual Plan. Each Annual Plan will describe the work programme to deliver for that particular year (year 2 or 3) of the LTP.

The LTP builds on what has been done already and sets out the phases of work for the next ten years and how that work will be funded.

14.4 Key Policies and Plans

The following policies, issues and key decisions, were taken out to the community as part of the extensive consultation on the LTP 2018-28.

14.4.1 Rates Policies

- Rates Remission Policy
- Rates Postponement Policy

14.4.2 Revenue and Financing Policy

The policy sets out how the Council will fund its activities.

14.4.3 Significance and Engagement Policy

The Council is required to define what a ‘significant’ decision is. By identifying if a decision is significant this will guide the Council as to the appropriate provision of consultation and information with the community and affected groups.

14.4.4 Treasury Management Policy

This includes policies on Liability and Investment Management. With regards to Liability Management it covers debt repayment, specific borrowing limits and the giving of securities.

14.4.5 Development and Financial Contributions Policy

The Local Government Act 2002 allows councils to consider the use of Development Contributions for costs of community facilities expected as the district grows. The Council has adopted a Financial Contributions Policy through the District Plan.

APPENDIX 1

Stratford District Council - Local Governance Statement 2020 (D19/34388)

14.4.6 Asset Management Plans

The Council has adopted Asset Management Plans for each of the activity areas listed below:

- Roading;
- Water Supply;
- Wastewater;
- Stormwater ;
- Solid Waste;
- Parks and Reserves; and
- Property.

15. PUBLIC ACCESS TO THE COUNCIL AND ITS ELECTED MEMBERS

10

District Mayor - Neil Volzke, JP

Mobile: 027 631 7418

nvolzke@stratford.govt.nz

Urban Ward

- Deputy Mayor Alan Jamieson
Mobile: 027 533 1167
alan.jamieson@stratford.govt.nz
- Councillor Peter Dalziel
Mobile: 027 509 8830
peter.dalziel@stratford.govt.nz
- Councillor Jono Erwood
Mobile: 027 640 4008
jono.erwood@stratford.govt.nz
- Councillor Min McKay
Mobile: 027 472 5904
min.mckay@stratford.govt.nz
- Councillor John Sandford, JP
Mobile: 027 496 2278
john.sandford@stratford.govt.nz
- Councillor Gloria Webby
Phone: 06 765 6153
gloria.webby@stratford.govt.nz

Rural Ward

- Councillor Grant Boyde, JP
Mobile: 027 603 2842
grant.boyde@stratford.govt.nz

APPENDIX 1

Stratford District Council - Local Governance Statement 2020 (D19/34388)

- Councillor Rick Coplestone
Mobile: 027 264 5154
rick.coplestone@stratford.govt.nz
- Councillor Amanda Harris
Phone: 06 762 3520
amanda.harris@stratford.govt.nz
- Councillor Vaughan Jones
Mobile: 027 620 2106
vaughan.jones@stratford.govt.nz

16. REQUESTS FOR OFFICIAL INFORMATION

10

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA), any person may request information from the Council.

Once a request is made the Council must supply the information unless reason exists for withholding it. The LGOIMA says that information may be withheld if release of the information would:

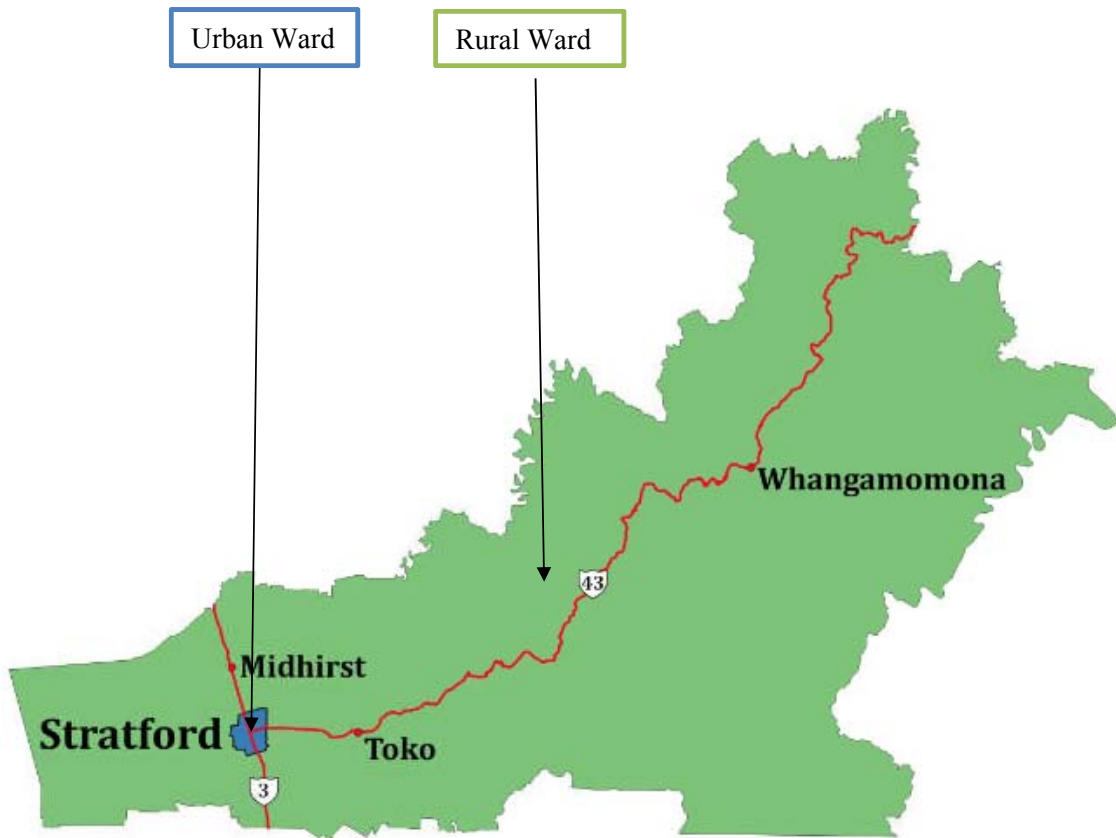
- endanger the safety of any person;
- prejudice maintenance of the law;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Māori or would disclose the location of waahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities; and
- allow information to be used for improper gain or advantage.

The Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended). The Council may charge for staff time in collecting the official information, under guidelines set down by the Ministry of Justice.

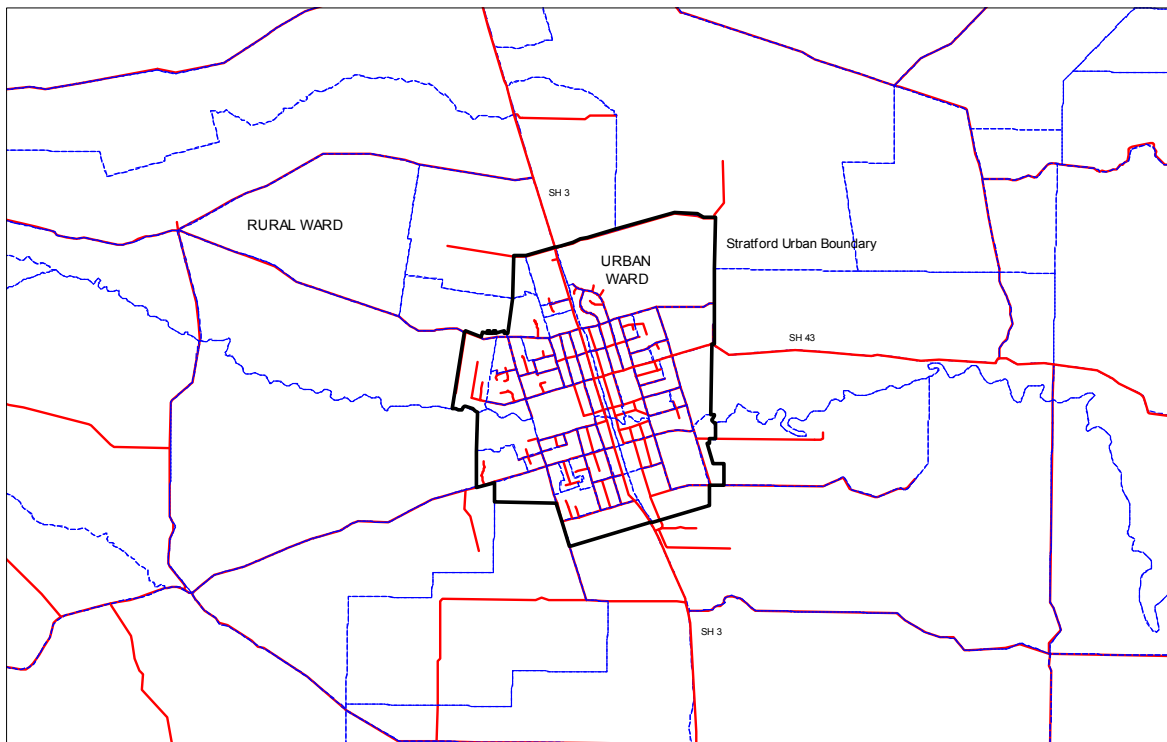
APPENDIX 1

Stratford District Council - Local Governance Statement 2020 (D19/34388)

17. LOCATION OF WARDS: STRATFORD DISTRICT COUNCIL

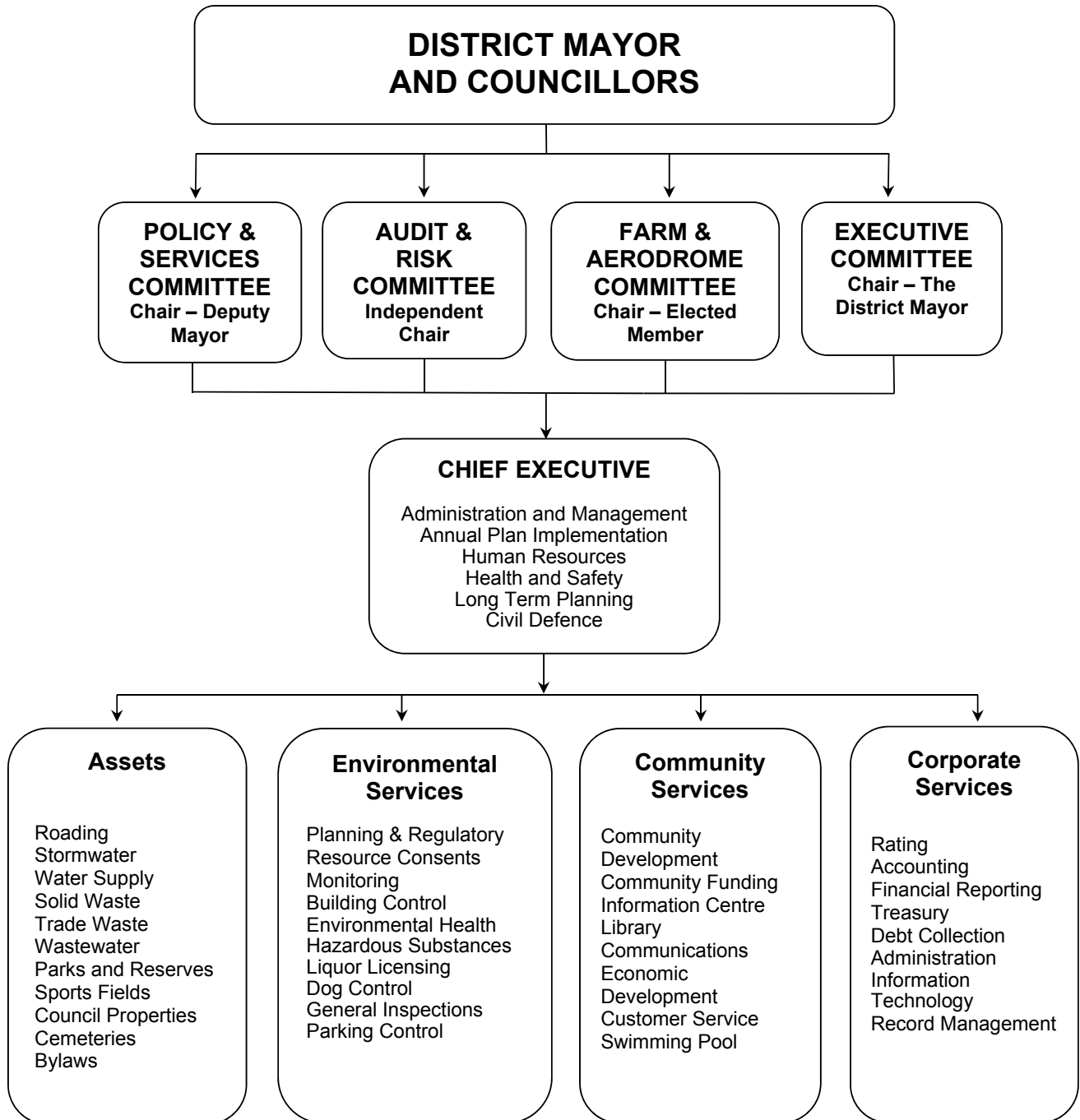


STRATFORD WARD BOUNDARY WITH ROADS AND MESHBLOCKS



APPENDIX 1

18. STRATFORD DISTRICT COUNCIL ORGANISATION CHART



APPENDIX 1

19. COUNCIL COMMITTEES

POLICY AND SERVICES COMMITTEE

Purpose

- To assist Council with the development of an appropriate strategic policy framework that is based on a comprehensive knowledge of the community and its requirements.

Membership

- Comprises all members of Council.
- The Chairman is the Deputy Mayor.

AUDIT AND RISK COMMITTEE

Purpose

- To monitor and manage Council risk and the internal and external audit programme.

Membership

- Comprises four members of Council and an independent Chairman.
- The Chairman is appointed through a recruitment process managed by the Chief Executive and Mayor.

EXECUTIVE COMMITTEE

Purpose

- To act on behalf of the full Council at any time when the urgency of a matter would make the delaying of a decision contrary to the best interests of the Council or its community.

Membership

- Comprises five members of Council.
- The Chairman is the Mayor.

FARM AND AERODROME COMMITTEE

Purpose

- To provide oversight of the Farm operation and the Aerodrome.

Membership

- Comprises two members of Council, and two staff members (no voting rights).
- The Chairman is appointed by the Mayor and will be an Elected Member.

CITIZENS AWARD COMMITTEE

Purpose

- To determine awards for outstanding voluntary service in the Stratford district which is of benefit to other residents of the district.

APPENDIX 1

Membership

- Comprises five members, including the Mayor, two Councillors and two citizens of the Stratford district.
- The Chairman is the Mayor.

CREATIVE COMMUNITIES ASSESSMENT COMMITTEE

Purpose

- To determine funding applications for art and cultural activities which take place in the Stratford community.

Membership

- Comprises seven members including the Deputy Mayor, two Councillors and four citizens of Stratford district.

SPORT NZ RURAL TRAVEL FUND COMMITTEE

Purpose

- To determine funding applications for physical activity and recreation activities in the Stratford community.

Membership

- Comprises eight members including the Mayor, three Councillors and four citizens of Stratford district.

DECISION REPORT



TO: Policy and Services Committee

S19/130-D20/711

FROM: Director – Community Services

DATE: 28 January 2020

SUBJECT: LIBRARY/I-SITE CO-LOCATION AND ENTRANCE OPTIONS

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the Stratford Visitor Information Services i-SITE co-locate with the Stratford Library as soon as possible with no or little change to the existing building until the developments neighbouring Prospero Place are further progressed.

Recommended Reason

The co-location of the Stratford Library and visitor information services within the Stratford Library building is scheduled to happen, however with the developments neighbouring Prospero Place currently underway, now is an opportune time to consider entrance options to the library building.

Moved/Seconded

1. **PURPOSE OF REPORT**

The purpose of this report is to seek direction from elected members on the entrance to the Stratford Library which will soon include the visitor information service.

2. **EXECUTIVE SUMMARY**

The Stratford District Council decided within the Long Term Plan 2018 – 2028 that the Stratford Visitor Information Centre i-SITE (i-SITE), would move into, and co-locate with the Stratford Library.

Council's own building which borders Prospero Place (previously ANZ Bank) is currently being demolished. At the same time a private development to the north of Prospero Place is also being undertaken. Together these developments should add to the overall enhancement of Prospero Place. Officers believe the impact these developments will have to Prospero Place should be considered when looking at the entrance to the library building. It is believed having an entrance directly into Prospero Place would positively contributed to the overall layout of the space.

This report provides a number of options for Council to consider.

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

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
 - Is it for the performance of a good quality regulatory function? If so, why?;
- OR**
- Is it for the performance of a good quality local public service?

AND

- Is it in a way that is most cost-effective to businesses and households? If so, why?

Good quality means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

Local public service means, a service provided for the community which is for the benefit of the District.

The subject of this report relates to both the provision of good quality local infrastructure and the performance of a good quality local public service.

4. **BACKGROUND**

- 4.1 The i-SITE currently occupies part of the Percy Thomson Building via a lease agreement.
- 4.2 As part of the 2018 – 2028 Long Term Plan the Council decided that the i-SITE, would move into, and co-locate with the Stratford Library.
- 4.3 The Council owned building (previously ANZ Bank) is currently being demolished, along with a private development to the north of Prospero Place, which will contribute to the overall enhancement of Prospero Place.
- 4.4 Officers have been working towards the move and co-location of the i-SITE into the library, however given the developments happening to the environment surrounding Prospero Place, see that there is an opportunity to look at the entrance to the library.
- 4.5 Entrance options to the library have been explored and are attached as *Appendix A*. Little attention should be given to the floor layouts within these plans. While the layouts show an increase in floor space with the opening up of what is currently the archives room it is not the intention to make changes to this space within the immediate scope of work. Instead it shows what could be done in the future if user numbers increased among other factors.

The entrance options as per *Appendix A* are:

	Entrance Option	Explanation	Cost
A	Existing Entrance	No change	\$0
B	Existing Entrance	Relocates automatic doors eliminating the right angle turn which some users find hard to navigate i.e. users with prams, wheelchairs, etc.	\$15k
C	From Prospero Place through existing window	Would include a lobby area on the outside of the current building	\$100k - \$120k estimated
D	From Prospero Place through existing sliding door	Would include lobby on either the inside of the existing building (encroaching on existing floor space) or the outside of the existing building	\$100k - \$120k estimated

- 4.6 It is recommended that as planned the co-location continues as soon as possible and that a change in entrance to the Stratford Library be considered following the progress of the developments neighbouring Prospero Place.

11

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

Public consultation is not considered necessary for this operational matter.

5.2 **Māori Consultation - Section 81**

As Māori are not directly impacted consultation is not considered necessary.

6. **RISK ANALYSIS**

Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.

- Is there a:
 - financial risk;
 - human resources risk;
 - political risks; or
 - other potential risk?
- If there is a risk, consider the probability/likelihood of it occurring.
- Is there a legal opinion needed?

No legal opinion is not considered necessary.

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

7.1 **Direction**

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	The decision to co-locate the library service and visitor information services was made in the 2018 – 2028 Long Term Plan.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The co-location is in response to the current trends seen within the activities/services. This decision relates to providing good local public services within good quality infrastructure.

7.2 **Data**

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

The recommendations are based on relevant and reliable available data.

7.3 **Significance**

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

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

7.4 **Options**

An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.

1. What options are available?
2. For **each** option:
 - explain what the costs and benefits of each option are in terms of the present and future needs of the district;
 - outline if there are any sustainability issues; and
 - explain if the outcomes meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions?
3. After completing these, consider which option you wish to recommend to Council, and explain:
 - how this option is the most cost effective option for households and businesses;
 - if there are any trade-offs; and
 - what interdependencies exist.

The options available to Council are:

Option 1 - Move the i-SITE into the library now with no or little change to the building entrance until the development work surrounding Prospero Place is better understood.

This option is the preferred option of officers. It allows for the implementation of a decision made by Council as part of the last Long Term Plan, and the ability to respond to the surrounding environment at a later stage. This allows additional rental costs to stop and for any redevelopment costs to be considered as part of the next Annual Plan or Long Term Plan.

Option 2 - Move the i-SITE into the library and complete a change to the library entrance as per one of the options shown in *Appendix A* now. This option allows additional rental costs to stop however is also looks for capital funding to complete the build which has not been budgeted for.

Option 3 - Do not move the i-SITE from its current location until the development work surrounding Prospero Place is better understood. While this option would allow for any design and entrance changes to be made once and in the full knowledge of the future environment that the new Prospero Place will represent. It incurs additional rental costs for the i-SITE in its current location and further delays the implementation of a decision made by Council as part of the last Long Term Plan.

7.5 **Financial**

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

The financial impacts are outlined in the options above.

7.6 **Prioritisation & Trade-off**

Have you taken into consideration the:

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

There is no issue in terms of Council's capacity to deliver.

7.7 **Legal Issues**

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

There are no legal issues in regard to the recommendations and no legal opinion is required.

7.8 **Policy Issues - Section 80**

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

There are no policy issues relative to this matter.



K Whareaitu
DIRECTOR COMMUNITY SERVICES

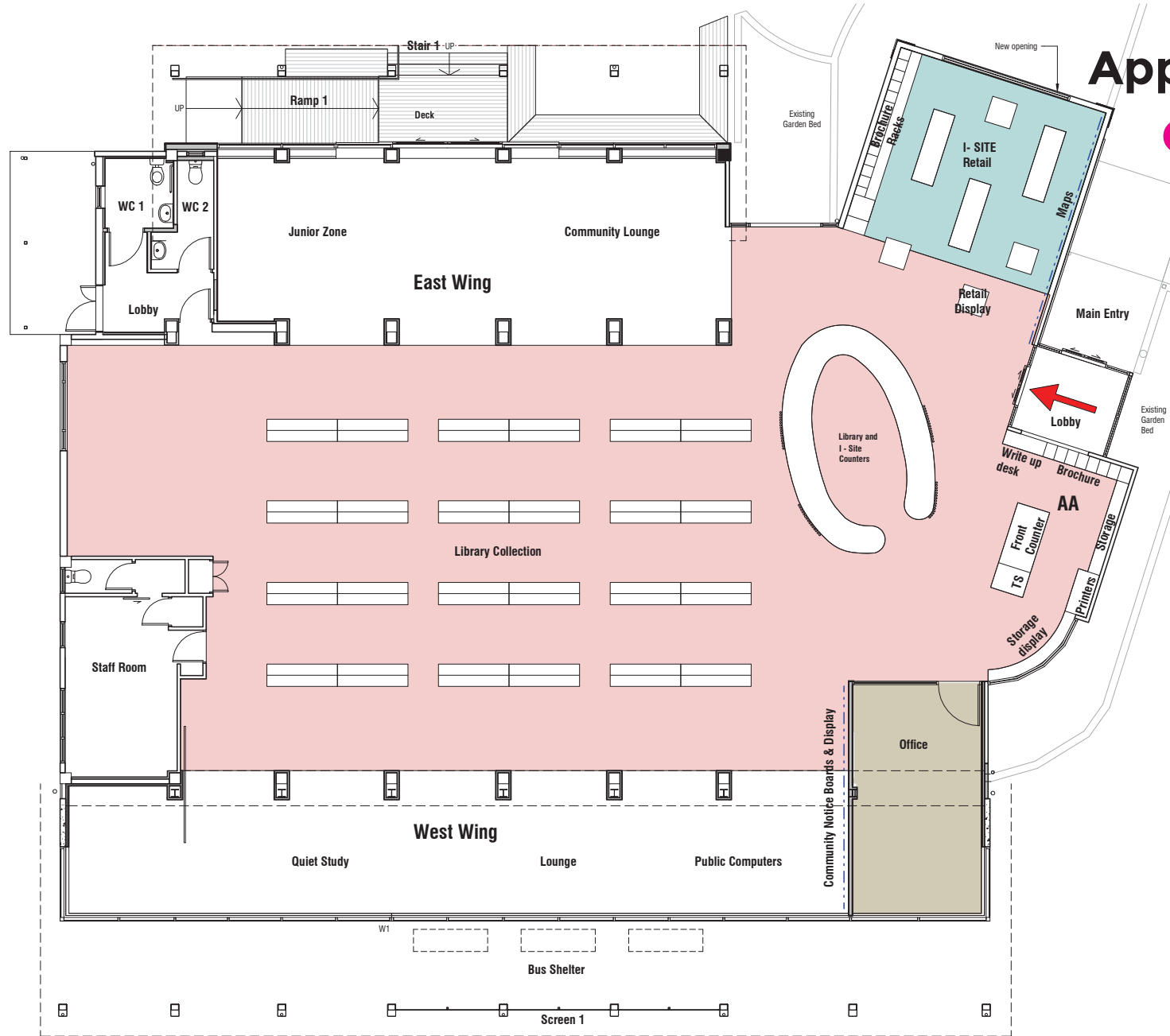


S Hanne
CHIEF EXECUTIVE

DATE 21 January 2020

Appendix A

Option A



Proposed Ground Floor Plan Opt 1
Scale 1 : 100 (A3)

Rev	Date	Description

ISSUED FOR:
Construction

BOON
teamarchitects

A / 131 Courtenay St, New Plymouth 4310, New Zealand
P / 06 757 3200 E / office@boon.co.nz W / boon.co.nz

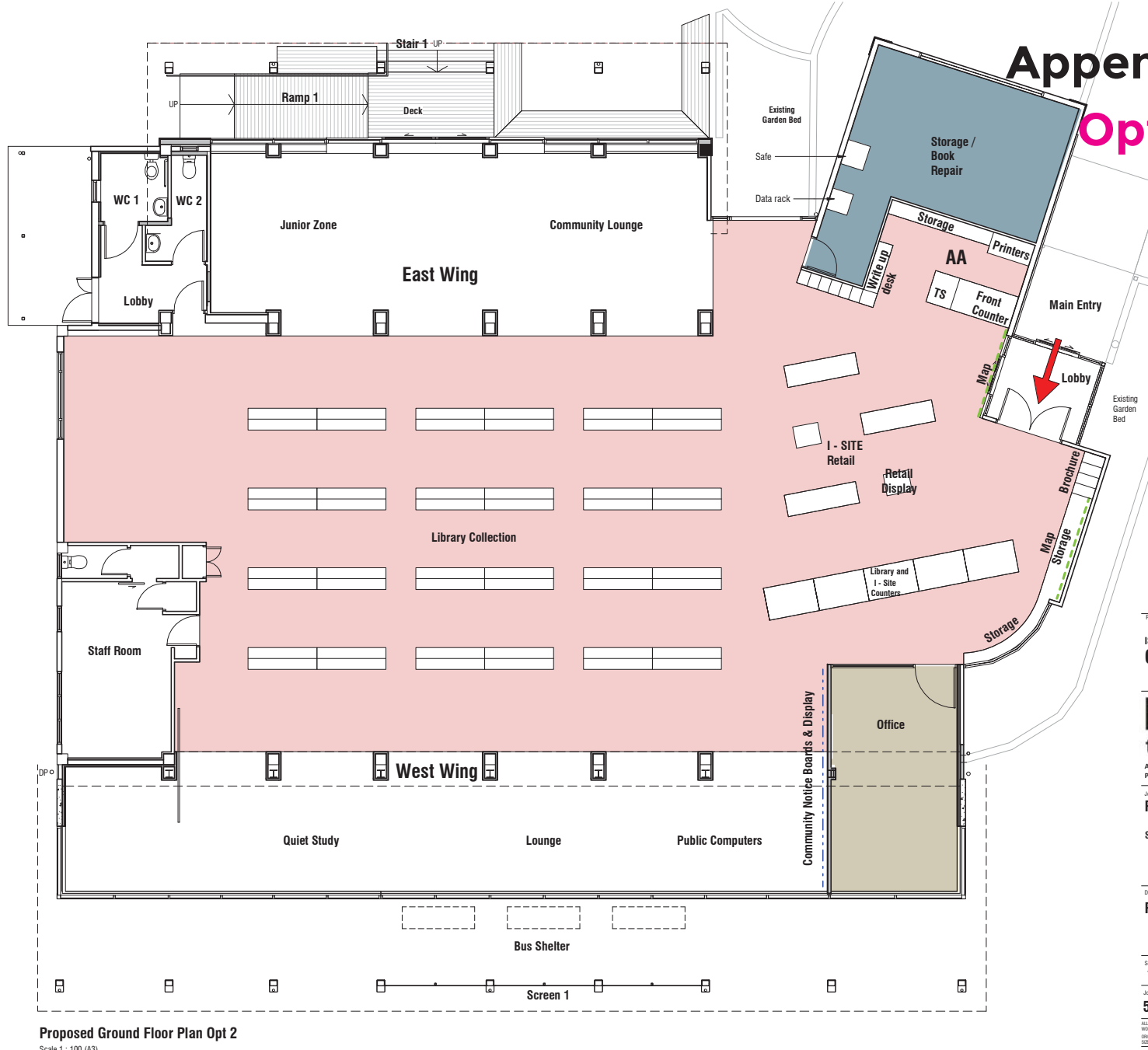
Job Title
Project Name

Stratford Library Upgrade

Drawing Title
Proposed Floor Plan Opt 1

Scale (A3) **1 : 100** Print Date **9/3/2019 5:32:58 PM**
Job No. **5672** Drawing No. **A2.02.**

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Proposed Ground Floor Plan Opt 2
Scale 1 : 100 (A3)

Appendix A

Option B

Rev	Date	Description

ISSUED FOR:
Construction

BOON
teamarchitects

A / 131 Courtenay St, New Plymouth 4310, New Zealand
P / 06 757 3200 E / office@boon.co.nz W / boon.co.nz

Job Title
Project Name

Stratford Library Upgrade

Drawing Title
Proposed Floor Plan Opt 2

Scale (A3)
1 : 100

Print Date
9/3/2019 5:38:52 PM

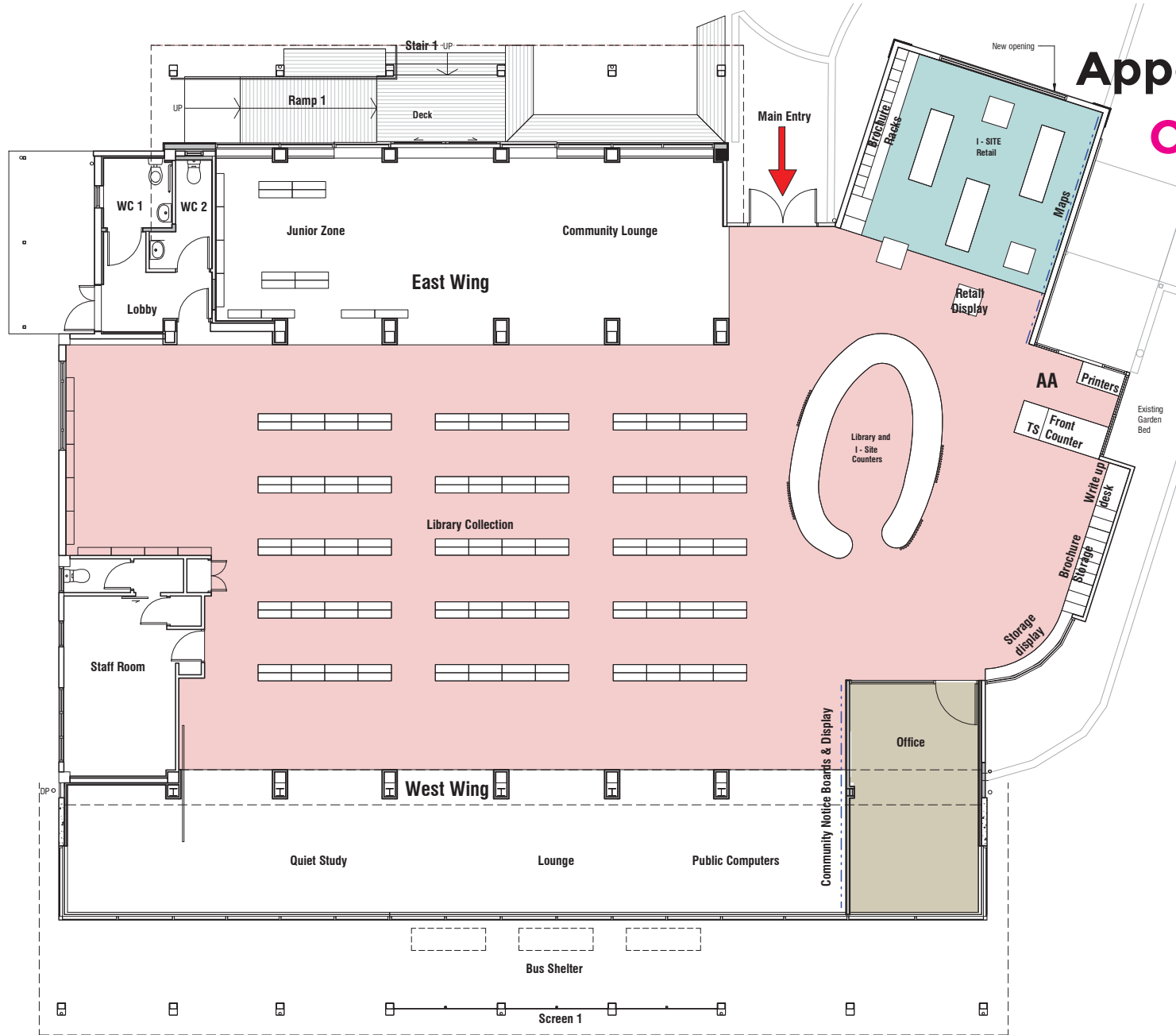
Job No.
5672

Drawing No.
A2.03

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Appendix A

Option C



Proposed Ground Floor Plan Opt 3
Scale 1 : 100 (A3)

Rev	Date	Description

ISSUED FOR:
Construction

BOON
teamarchitects

A / 131 Courtenay St, New Plymouth 4310, New Zealand
P / 06 757 3200 E / office@boon.co.nz W / boon.co.nz

Job Title
Project Name
Stratford Library Upgrade

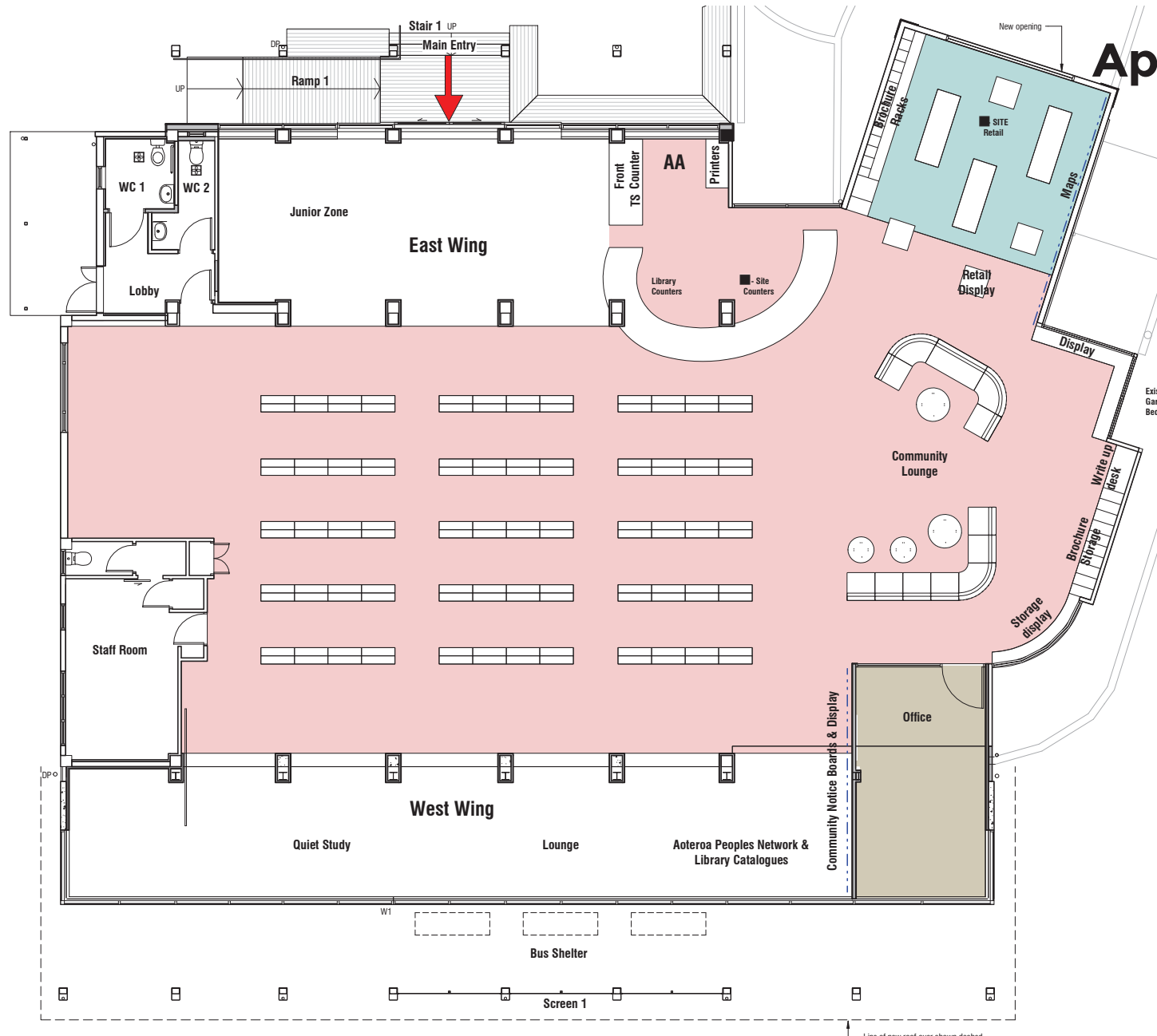
Drawing Title
Proposed Floor Plan Opt 3

Scale (A3)
1 : 100

Print Date
9/3/2019 5:34:19 PM

Job No. **5672** Drawing No. **A2.04**

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Appendix A

Option D

Rev	Date	Description

ISSUED FOR:
Construction

BOON
teamarchitects
A / 131 Courtenay St, New Plymouth 4310, New Zealand
P / 06 757 3200 E / office@boon.co.nz W / boon.co.nz

Job Title
Project Name
Stratford Library Upgrade

Drawing Title
Proposed Ground Floor Plan Opt4

Scale (A3)
1 : 100

Print Date
5/12/2019 10:38:24 AM

Job No. Drawing No. Rev.
5672 A2.04.1

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Proposed Ground Floor Plan Opt 4
Scale 1 : 100 (A3)

MONTHLY REPORT



S19/130-D20/719

TO: Policy and Services Committee
FROM: Director - Assets
DATE: 28 January 2020
SUBJECT: **REPORT FOR THE MONTH OF NOVEMBER AND DECEMBER 2019**

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.1

HIGHLIGHTS:

A. Roothing

NOVEMBER

- Grading of the unsealed roads continue in the Whangamomona and Makahu areas of the district.
- The first round of berm mowing was undertaken in November.
- Seyton Street *Kerb, Channel and Footpath Replacement* continued throughout November.
- Mangaotuku Road *Pavement Strengthening and Safety Improvements* will recommence in January 2020, projected completion date is April 2020.

DECEMBER

- The pavement strengthening project on Monmouth Road commenced in October and continues through the months of November and December. This project has been substantially completed.
- Seyton Street *Kerb, Channel and Footpath Replacement* continued throughout December. This particular project has not progressed as well as we had anticipated, our concerns relating to progress have been passed onto Fulton Hogan.
- In December a logging truck rolled over on Junction Road (*Figure 1*). This crash has been attributed to driver error, as the driver of the logging truck was new and unfamiliar with the roading network in this part of the district. The driver failed to take a wide approach on a left hand bend and as a result the trailer unit left the road and toppled the tractor unit. No injuries were sustained and the road was closed the following day so the truck and trailer unit could be recovered.

NOVEMBER & DECEMBER

B. Water Supply

- All measured performance targets achieved to date.
- There were no issues relating to the operations at the 3 water treatment plants during November and December.
- A large tree adjacent to the Stratford plant was removed to avoid the risk of it falling and taking out the power feed the plant.

C. Wastewater

- All measured performance targets achieved to date.
- No disruptions to the operation of the wastewater treatment system.
- The first of two dissolved oxygen probes has been installed at the ponds as part of the requirements for the new discharge consent.
- The *draft Wastewater and Trade Waste Bylaws* are under consultation.

D. Stormwater

- All measured performance targets achieved to date.
- There were no Health and Safety incidents for the months of November and December.

E. Solid Waste

- Council continued with waste minimisation activities in November and December.
- Waste Levy Consultation – closes 3 February 2020.
- Recycling - the green-tagged bins sitting at 80 per cent; amber tags have unfortunately had a big jump to approximately 18% and the red tags are at 2%.
- The *draft Solid Waste management and Minimisation Bylaw* is under consultation, closing 21 February 2020.

F. Property

- Compared to this time last year, there is an increase in Aerodrome activity, patronage of the War Memorial Hall and the Holiday Park, and an increase in Milk Production at the Council Farm.
- There is however, a decrease in patronage at the Centennial Restrooms.

G. Parks and Reserves

- All performance targets achieved to date.
- Extension of Accessible Path (lime chip path) – from Page Street to Swing Bridge.
- Final work on Cardiff Walkway – stairs to be installed at end of walkway.

H. Special Projects

The Council has made good progress made on the following special projects:

- Pembroke Road land development
- Midhirst abandoned land
- ANZ Bank demolition
- Children's Bike Park
- Whangamomona walkways;
- Discovery Trail;
- TSB Pool Complex Redevelopment.

1. ROADING

1.1 Level of Service and Performance Measures

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

Roading Level of Service (LoS) and Performance Measures - NOVEMBER and DECEMBER

Level of Service	Performance Measure	Target	2019/2020 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 2018/2019 DSI was 7, so new target is 6)	1	Achieved to date - DSI = 4 There were two serious injury crashes in December; one on Opunake Road and the other on Mangaopa Road.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Achieved to date - 89%. The next road condition survey is due in 2020.
	Rural Road condition - The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved to date - 96%. The next road condition survey is due in 2020.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Completed to date = 0%. Fulton Hogan have indicated to Council the reseals programme will commence in February 2020.
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	In November 3% (6.1km); and In December 0.25% (0.50km). Total to date = 15.9km or 7.75% of the network length.
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>82%	Not Achieved - 41.7%. As per the 2018 footpath survey. The next footpath condition survey is planned for March 2020. We have replaced several footpaths since the last survey was undertaken and we estimate that the current value is about 45% of our target measure.
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.	>86%	Achieved to date - 100%.
Customer Satisfaction	<ul style="list-style-type: none"> • Roading Network 	>76%	The 2019/20 customer satisfaction survey will provide the results at the end of the financial year.
	<ul style="list-style-type: none"> • Footpaths 	>77%	The 2019/20 customer satisfaction survey will provide the results at the end of the financial year.

1.2 **Outstanding Customer Requests (CRMs)**

There were no outstanding CRM's for the months of November and December.

1.3 **Routine Maintenance**

Day-to-day maintenance activities will continue throughout the year as part of the monthly planned maintenance programme. An extract from the '*Contract Workspace*' for the months of November and December is provided in *Figures 1 and 2*, highlighting the programme achievement for the month, location of works undertaken and a list of reactive works completed during these months.

1.4 **Ready Response Works**

Council attended to the following Ready Response Works:

- Fallen trees on Matua Road and Manaia Road;
- Truck crash on Junction Road (*Figure 3*); and
- Some localised flooding on Opunake and Cardiff Roads.

1.5 **Capital Works**

Updates on our on-going capital works:

- The pavement strengthening project on Monmouth Road commenced in October and continue through the months of November and December. This project has been substantially completed.
- Seyton Street *Kerb, Channel and Footpath Replacement* continued throughout November and December.
- Mangaotuku Road *Pavement Strengthening and Safety Improvements* will commence in January 2020, projected completion date is April 2020.

1.6 **Health and Safety**

An incident occurred on 14 November on the Monmouth Road project. The incident befell a member of Taranaki Civil Construction staff whilst cleaning out the exposed end of a water drive, in readiness to install new concrete culvert pipes. Whilst leaning over to clear debris from the water tunnel a small concrete fencing post fell, hitting the worker on his hard hat and grazing his neck. The operative continued to work for the remainder of the day, however, he had delayed concussion and was signed off at the weekend by his doctor. This incident has been investigated and corrective actions noted for future reference. One action is the removal of old headwalls (concrete posts) by mechanical means, before installing culverts. This incident has now been closed.

1.7 **Roading Projects**

- **The Walking and Cycling Strategy 2020**

This project is at the Stakeholder Consultation/Feedback Stage and is due to be completed by June 2020. Following the workshop held on 10th December, a draft strategy will be brought before the Council in February 2020 for adoption and release for public consultation.

- **Crossing facilities on State Highway 3**

NZTA has provided funding (of up to \$45,000) for the investigation, design and construction (if possible) of crossing facilities on SH3. Council staff will utilise the feedback received from the *Walking and Cycling Strategy stakeholder consultation*, as a starting point for this project. This will align well with the proposed *Walking and Cycling Strategy* described above.

- **Schools Road Safety Project**

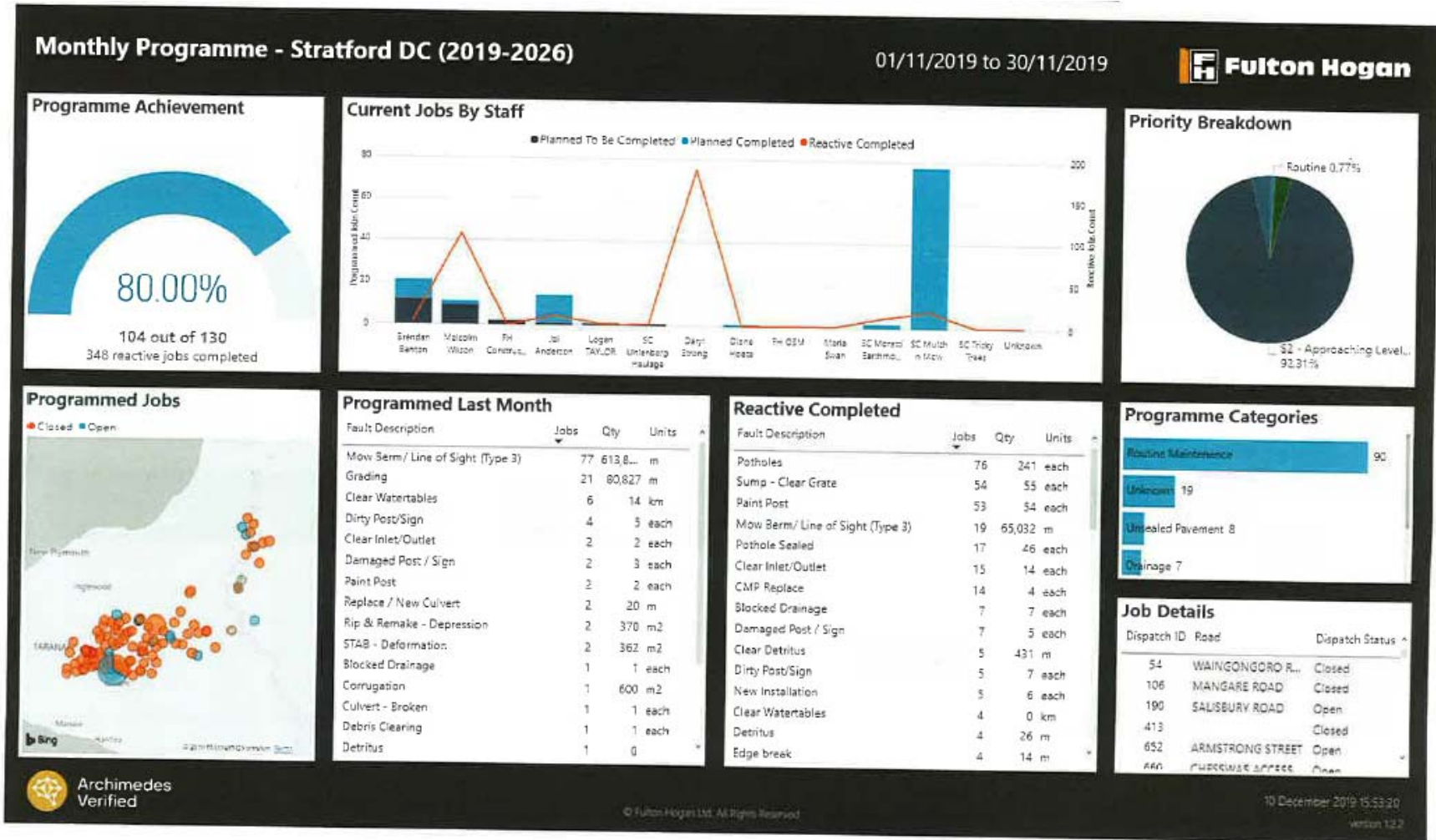
Council Officers are auditing roads adjacent to schools in the district, with a view to identifying safety issues and preparing a programme of works to address these issues. This investigation will commence in February 2020 – once schools are in session - and should run for a period of 3 months. A report will be prepared to inform the necessary safety improvements to support safety travel to and from schools within the district.

1.8 **Roading Activities**

The Roding Activities completed in November and December fall under the following Categories:

- Reactive Works; and
- Programmed Works.

Screenshots of the location of the completed activities are provided in Figures 1 & 2 below.



12.1

Figure 1: Contract Workspace - November 2020

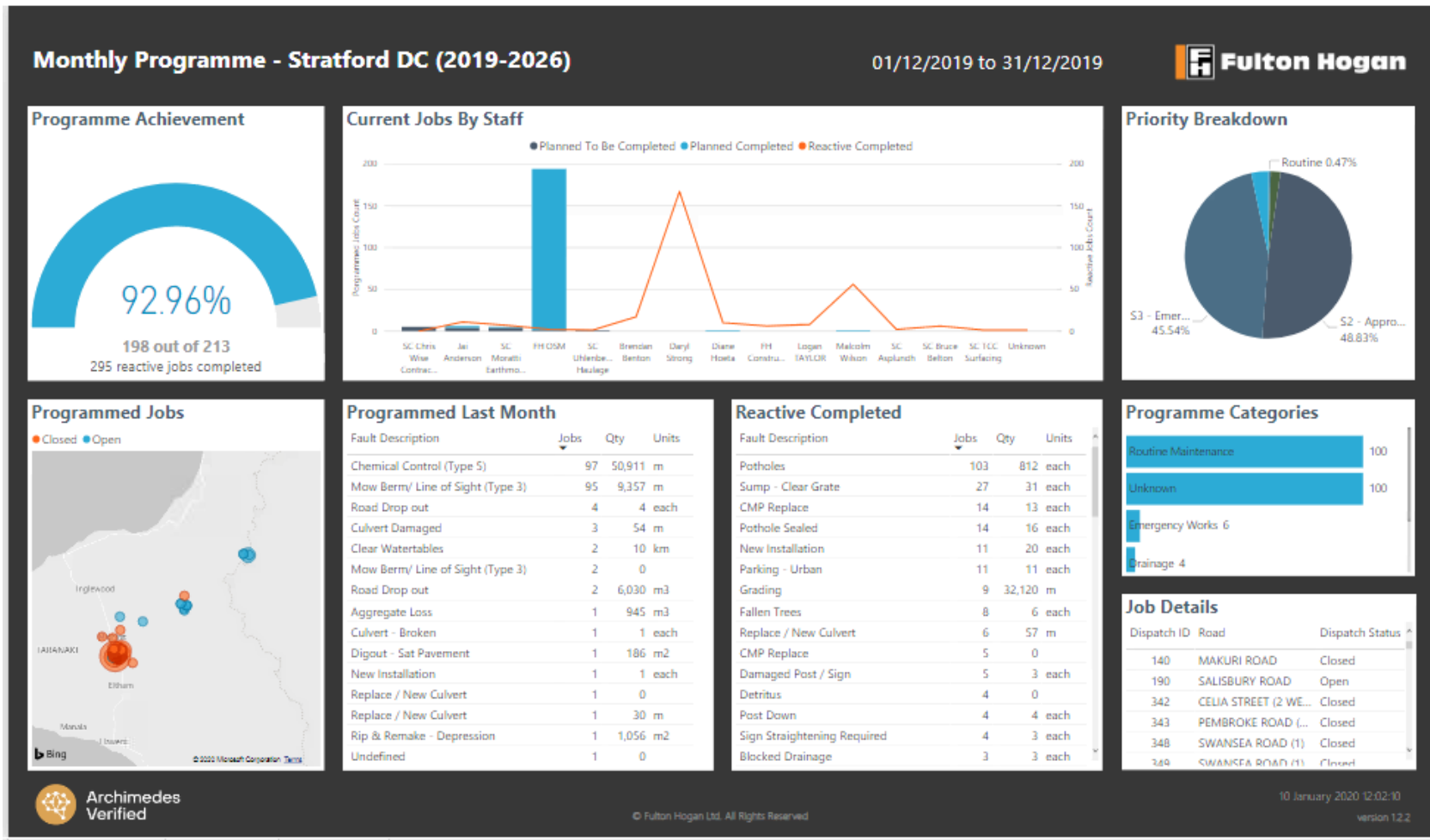


Figure 2: Contract Workspace - December 2020



Figure 3: Logging Truck Incident on Junction Road

2. SERVICES

2.1 Water Supply

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

Water Supply Level of Service (LoS) and Performance Measures

NOVEMBER

Level of Service	Performance Measure	Target	2019/2020 YTD
Safe Drinking Water – <ul style="list-style-type: none"> • Drinking Water Standards; • Maintenance of Reticulation 	DWSNZ Bacterial compliance - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Expected to achieve
	DWSNZ Protozoal compliance - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Expected to achieve
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured
A Reliable Water Supply – <ul style="list-style-type: none"> • Response Time; • Unplanned Disruptions 	Urgent Response Times - The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Achieved to date - 0.70 hrs
	• Resolution for urgent call-out	8 hrs	Achieved to date - 2.39 hrs
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	Achieved to date - 5.93 hrs
	• Resolution non urgent call-out	5 working days	Achieved to date - 10.33 hrs
	Unplanned Disruptions - The performance measure target for disruptions.		
• Minor disruptions (between 5 and 50 connections affected)	< 5	Achieved to date - 2	
• Major disruptions (more than 50 connections affected)	< 2	Achieved to date - 0	
Demand Management	Water Consumption - The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured
Customer Satisfaction	Number of complaints - The performance measure target for customer satisfaction is <32 per 1,000 complaints received for:		Achieved to date 0
	• Drinking Water Clarity;	<32 / 1000 complaints received	0
	• Drinking Water Taste;		0
	• Drinking Water Odour;		0

Level of Service	Performance Measure	Target	2019/2020 YTD
	<ul style="list-style-type: none"> • Drinking Water Pressure or Flow; 		2
	<ul style="list-style-type: none"> • Continuity of Supply 		0
	<ul style="list-style-type: none"> • Council's response to any of these issues. 		0
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets council specifications (flow>10l/min & pressure>350kpa)	100%	Not yet measured
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

DECEMBER

Level of Service	Performance Measure	Target	2019/2020 YTD
Safe Drinking Water –	DWSNZ Bacterial compliance - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Expected to achieve
<ul style="list-style-type: none"> • Drinking Water Standards; • Maintenance of Reticulation 	DWSNZ Protozoal compliance - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Expected to achieve
	Water Loss – The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured
	Urgent Response Times - The performance measure targets for the median response time for urgent attendance and resolution		
A Reliable Water Supply –	<ul style="list-style-type: none"> • Attendance for urgent call-out 	1 hr	Achieved to date - 0.65 hrs
	<ul style="list-style-type: none"> • Resolution for urgent call-out 	8 hrs	Achieved to date - 3.08 hrs
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution		
	<ul style="list-style-type: none"> • Attendance non urgent call-out 	2 working days	Achieved to date - 8.08 hrs
	<ul style="list-style-type: none"> • Resolution non urgent call-out 	5 working days	Achieved to date - 11.19 hrs
	Unplanned Disruptions - The performance measure target for disruptions.		
	<ul style="list-style-type: none"> • Minor disruptions (between 5 and 50 connections affected) 	< 5	Achieved to date - 2
<ul style="list-style-type: none"> • Major disruptions (more than 50 connections affected) 	< 2	Achieved to date - 0	
Demand Management	Water Consumption - The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured

Level of Service	Performance Measure	Target	2019/2020 YTD
Customer Satisfaction	Number of complaints - The performance measure target for customer satisfaction is <32 per 1,000 complaints received for:	<32 / 1000 complaints received	
	• Drinking Water Clarity;		Achieved to date 0
	• Drinking Water Taste;		Achieved to date 0
	• Drinking Water Odour;		Achieved to date 2
	• Drinking Water Pressure or Flow;		Achieved to date 0
	• Continuity of Supply		Achieved to date 0
	• Council's response to any of these issues.		Achieved to date 0
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets council specifications (flow>10l/min & pressure>350kpa)	100%	Not yet measured
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

12.1

Operations

Water Treatment

- There were no issues relating to the operations at the 3 water treatment plants during November and December.
- In December the Stratford - Konini intake was prepared ready for use during dry weather.
- A large tree adjacent to the Stratford plant was removed to avoid the risk of it falling and taking out the power feed the plant.

Water Reticulation

There were less than minor reticulation disruptions during November and December.

Water Supply Health and Safety

There were no Health and Safety incidents during months of November and December.

2.2 Wastewater

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

Wastewater Level of Service (LoS) and Performance Measures

NOVEMBER

Level of Service	Performance Measure	Target	2019/2020 YTD
System Adequacy	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved to date - 0 per 1,000
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:		Achieved to date
	• Abatement notices;	0	0
	• Infringement notices;	0	0
	• Enforcement orders; and	0	0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Achieved to date – 0.56 hrs
Customer satisfaction	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hr	Achieved to date – 3.10 hrs
	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:		Achieved to date -
	• Sewage odour	6	0
	• Sewerage system faults	6	0
• Sewerage system blockages, and	6	0	
• The territorial authority's response to issues with its sewerage system	6	0	

DECEMBER

Level of Service	Performance Measure	Target	2019/2020 YTD
System Adequacy	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved to date - 0 per 1,000
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:		Achieved to date
	• Abatement notices;	0	0
	• Infringement notices;	0	0
	• Enforcement orders; and • Convictions.	0	0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Achieved to date – 0.56 hrs
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hr	Achieved to date – 3.42 hrs
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:		
	• Sewage odour	6	0
	• Sewerage system faults	6	0
	• Sewerage system blockages, and • The territorial authority's response to issues with its sewerage system	6	0

12.1

Operations:**Wastewater Treatment**

There were no disruptions to the operation of the oxidation ponds in November and December. The first of two dissolved oxygen probes has been installed at the ponds as part of the requirements for the new discharge consent.

Wastewater Reticulation

There were less than minor disruptions to the sewer network during November and December.

Wastewater Health and Safety

There were no Health and Safety incidents for the months of September and October.

Bylaws

The *draft Wastewater and Trade Waste Bylaws* are under consultation.

2.3 **Stormwater**

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

Stormwater Level of Service (LoS) and Performance Measures

NOVEMBER

Level of Service	Performance Measure	Target	2019/2020 YTD
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> The number of flooding events that occur in a territorial authority district. “Flooding” in this context means stormwater entering a habitable floor 	0	Achieved to date - 0
	<ul style="list-style-type: none"> For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority’s stormwater system.) 	0	Achieved to date - 0
	<ul style="list-style-type: none"> For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	Achieved to date - 0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority’s resource consents for discharge from its stormwater system measured by the number of:		Achieved to date -
	<ul style="list-style-type: none"> Abatement notices; 	0	0
	<ul style="list-style-type: none"> Infringement notices; 	0	0
	<ul style="list-style-type: none"> Enforcement orders; and 	0	0
	<ul style="list-style-type: none"> Convictions. 	0	0
Response Time	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Achieved to date - 0 hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority’s stormwater system.	< 8	Achieved to date - 0

12.1

DECEMBER

Level of Service	Performance Measure	Target	2019/2020 YTD
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> The number of flooding events that occur in a territorial authority district. "Flooding" in this context means stormwater entering a habitable floor 	0	Achieved to date - 0
	<ul style="list-style-type: none"> For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system.) 	0	Achieved to date - 0
	<ul style="list-style-type: none"> For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	Achieved to date - 0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its stormwater system measured by the number of:		Achieved to date -
	<ul style="list-style-type: none"> Abatement notices; 	0	0
	<ul style="list-style-type: none"> Infringement notices; 	0	0
	<ul style="list-style-type: none"> Enforcement orders; and 	0	0
	<ul style="list-style-type: none"> Convictions. 	0	0
Response Time	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Achieved to date - 0 hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system.	< 8	Achieved to date - 0

12.1

Operations**Stormwater Reticulation**

There were no rainfall events that were of sufficient intensity to affect the stormwater network in the months of November and December.

Stormwater Health and Safety

There were no Health and Safety incidents for the months of November and December.

2.4 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

NOVEMBER

Level of Service	Performance Measure	Target	2019/2020 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (municipal kerbside collection only)	<700kg	Achieved 451 ¹
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Not achieved 24.1 % ¹
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>90%	Survey yet to be collated.

DECEMBER

Level of Service	Performance Measure	Target	2019/2020 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (municipal kerbside collection only)	<700kg	Achieved 477 ²
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Not achieved XXX ²
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>90%	Survey yet to be collated.

2.4.1 Completed Waste Minimisation Activities

November Activities/projects

- Regional Fun Waste Officers Forum held 14 November. Members from Para Kore provided a quick presentation on the progress they are making in introducing waste minimisation into Taranaki Marae and Kohanga Reos.
- *Compleat* campaign ran in-house, in Central Link, on Facebook and on Council's website.

¹ Figures are being audited by Council due to the administrative issues with the new Bonny Glen Contract

² December Data yet to be received

December Activities/projects

- **Recycling/Reusing presentation at IDEA Services**, Broadway. The Council's *Asset Management Coordinator/ Waste Minimisation Officer* - Louise Campbell; the *Zero Waste Educator*-Cynthia McCracken; the *Regional Waste Minimisation Officer* - Jessica Dearden.
- **Calendars**: While magnetic calendars have not been sent out to households, they have been promoted on social media as being available through Council's website and Rubbish and Recycling App.

2.4.2 Future Waste minimisation Activities:

- **Materials Recycling Facility (MRF) Tours**: In the process of including tours of the MRF in the induction 'pack' for new staff.
- **In-house Waste Strategy**: The draft In-house Waste Strategy is currently being developed for the management of in-house waste. The strategy will cover actions like office bin audits to ensure staff are recycling and using the food waste bin. There will be regular reporting on results and outcomes and a review of the strategy to ensure it is viable. This relates to Item 14 in the Waste Management and Minimisation Plan (WMMP) Action Plan - *Develop an in-house waste strategy for each Council*.
- **Waste Levy Submission**: The Council is working with NPDC and STDC in putting together a submission to the Waste Levy Consultation, which closes 3 February 2020.
- **Food Waste Bins in all Council Facilities**: With the success of the food waste bin in the Council Admin staff room, we are looking to implement food waste bins in the other council facilities staff tea rooms. These will be emptied weekly and combined with the Admin's food waste bin.
- **Easy Earth Trial in South Taranaki**: STDC is trialling a hot rot composting service called Easy Earth, based in Whanganui. This private service picks up food waste from commercial properties and takes it back for composting at their specialised plant. They are looking to extend to the wider Taranaki area, but currently do not have the capacity to include Stratford commercial and residential properties. The trial will be monitored closely and may be a solution to our future food waste for Stratford which is currently approx. 40% of our waste to landfill (average taken from New Plymouth's reduction in waste to landfill since the organics collection has started there).
- **The Junction (NPDC)**: As part of the region's goal of becoming a Zero Waste region by 2040, NPDC are launching "the Junction" an upcycle and op shop on Colson Road in New Plymouth which will enable residents to take in their second hand goods instead of taking them to the landfill, and provide a place for the regions communities to access cheap upcycled items. This is relevant for SDC to promote as part of the Zero Waste Taranaki region.
- **Community Activities for Waste Minimisation**: Quarterly theme will be REUSE for January to April 2020. Regional BBQ in New Plymouth promoting reusing/recycling in Stratford alongside NPDC and STDC, possible "Back to School" give aways – Zero Waste lunch box and drink bottle. Promotion of The Junction, advertising of Zero Waste Taranaki and reusing/recycling online (YouTube, Stuff News etc.).
- **Plastic Free July**: Consider initiatives leading into July. Prospero Farmers Market pop up stand, marketing through website, Facebook and Central Link.

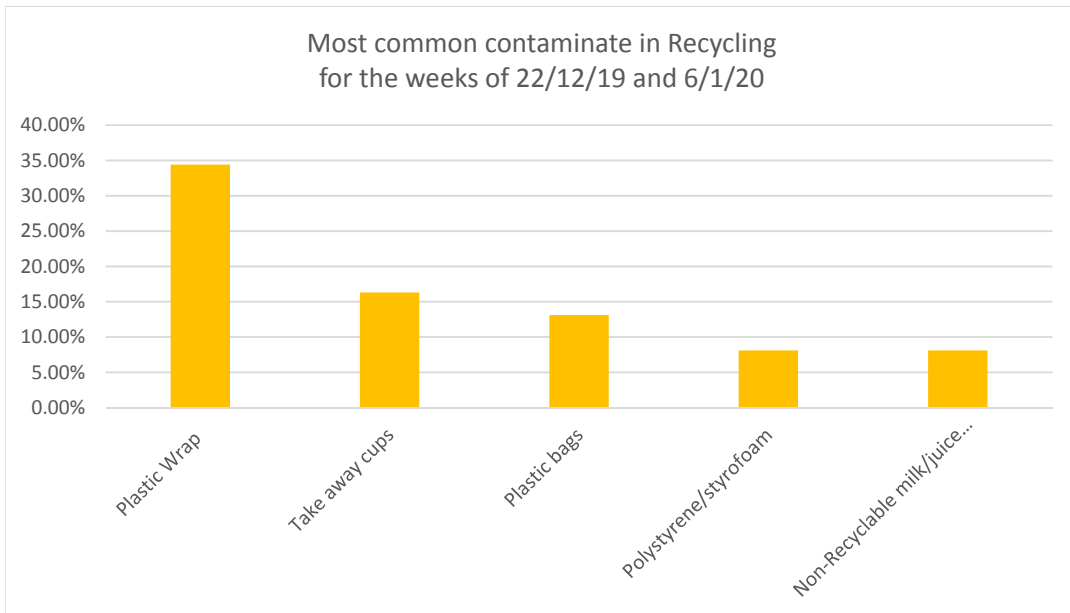
2.4.3 Weekly Recycling Bin Audits

The weekly recycling audit summary up to 16 December 2019 is provided in the chart below. The amber tags have unfortunately had a big jump to approximately 18% and the red tags are at 2%.

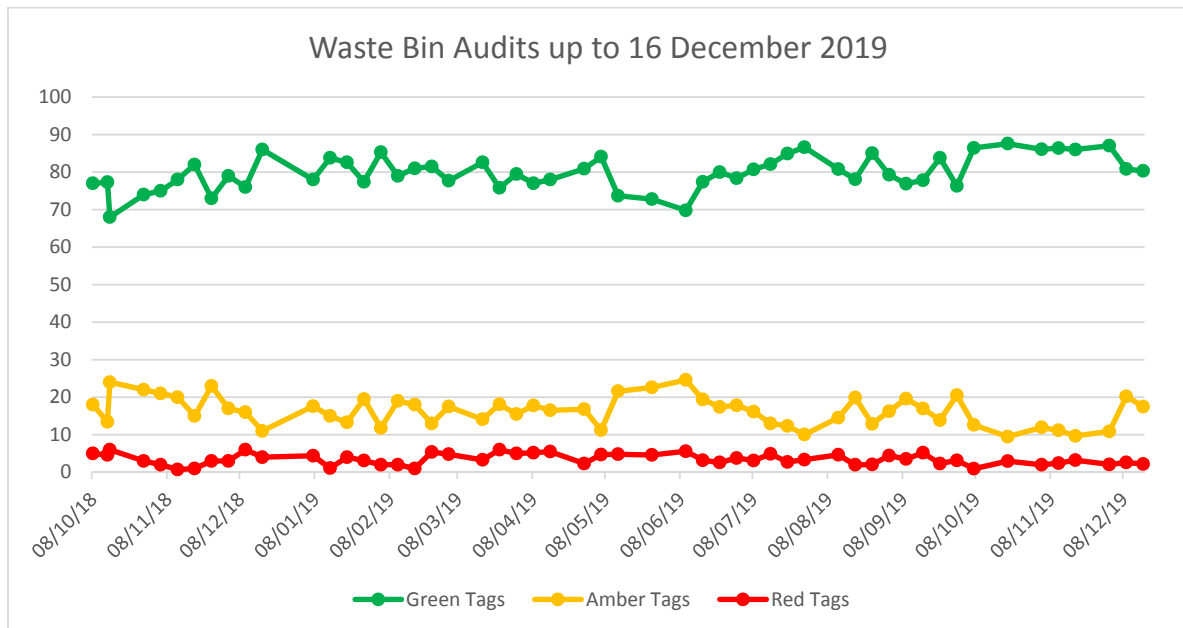
Over 2 weeks of the Christmas and New Year period we had 61 contamination incidents (both amber and red tags). Research has confirmed the worst contamination in our recycling bins is non-recyclable plastic wrap at 34.4% and takeaway cups at 16.3%.

Contaminate		
Plastic Wrap	21	34.40%
Take away cups	10	16.30%
Plastic bags	8	13.10%
Polystyrene/styrofoam	5	8.10%
Non-Recyclable milk/juice containers	5	8.10%

12.1



While our percentage as at 16 December 2019 sat at 80 per cent, the goal is to have the green line consistently at 100 per cent.



12.1

A targeted *Communications Plan* will be done in January to focus on the most common contaminants. Once this has been released to the community, Council staff will monitor the trend to ensure the message is getting out there.

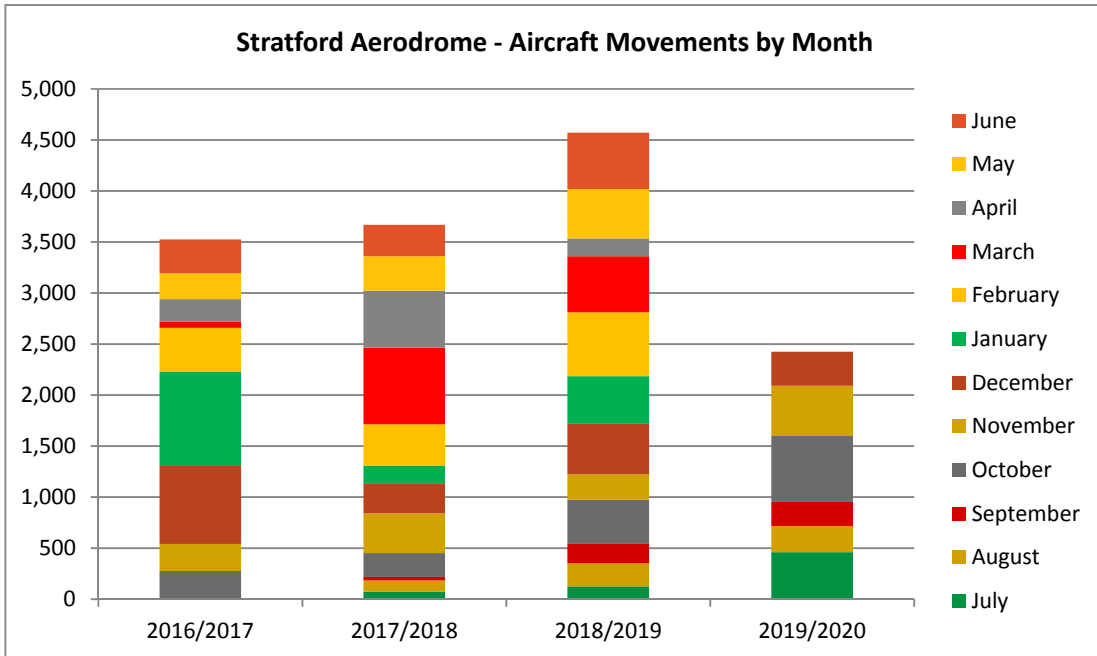
2.4.4 **Other Key Activities**

- The draft *Solid Waste Management and Minimisation Bylaw* is now out for consultation and closes 21 February 2020.
- A draft *Waste Levy Allocation Policy* has been developed for the allocation of Waste Levy Funds. This is currently with Management for review before bringing it through the Elected Members for approval.
- The Government is proposing to increase the landfill levy and apply it to more types of waste. Submissions have been called for in response to the proposal. We are working with NPDC and STDC in providing feedback to WasteMinz who are coordinating the submission for the councils.

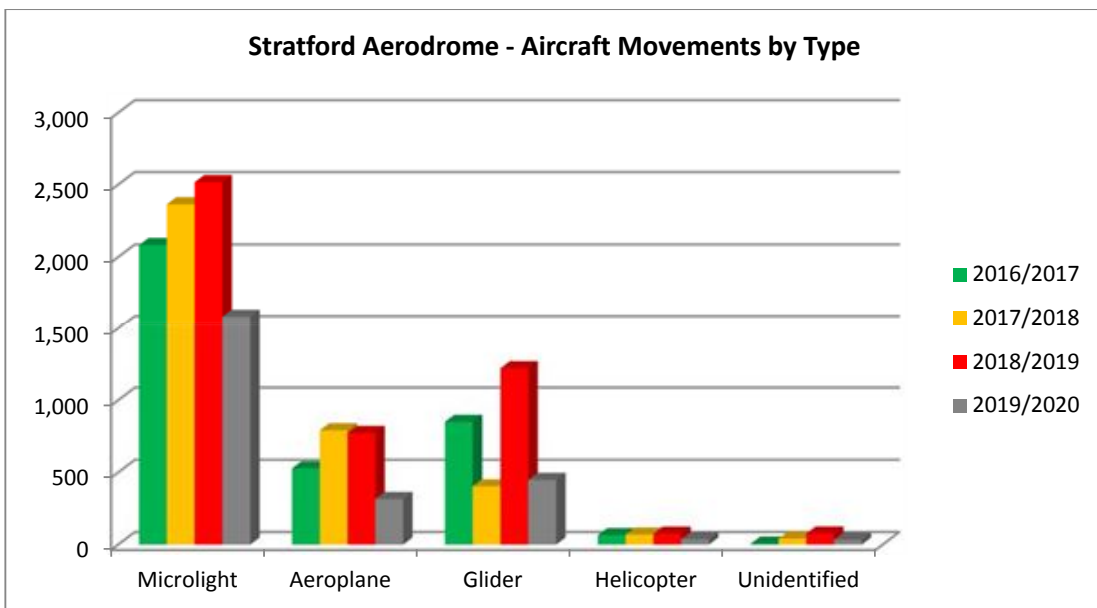
3. **PROPERTY**

3.1 **Aerodrome**

The performance measure for the aerodrome is based on >70 per cent customer satisfaction with the condition and maintenance of the facility. This is measured annually and reported on in July 2020 – at the end of the financial year. Aircraft movements are provided in the charts below.



12.1



3.2 Civic Amenities

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

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

The Levels of Service Provision including their Performance Measures are based on the condition of the assets and associated customer satisfaction. The performance of these services are annually measured and are reported on in July 2020 – at the end of the financial year.

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

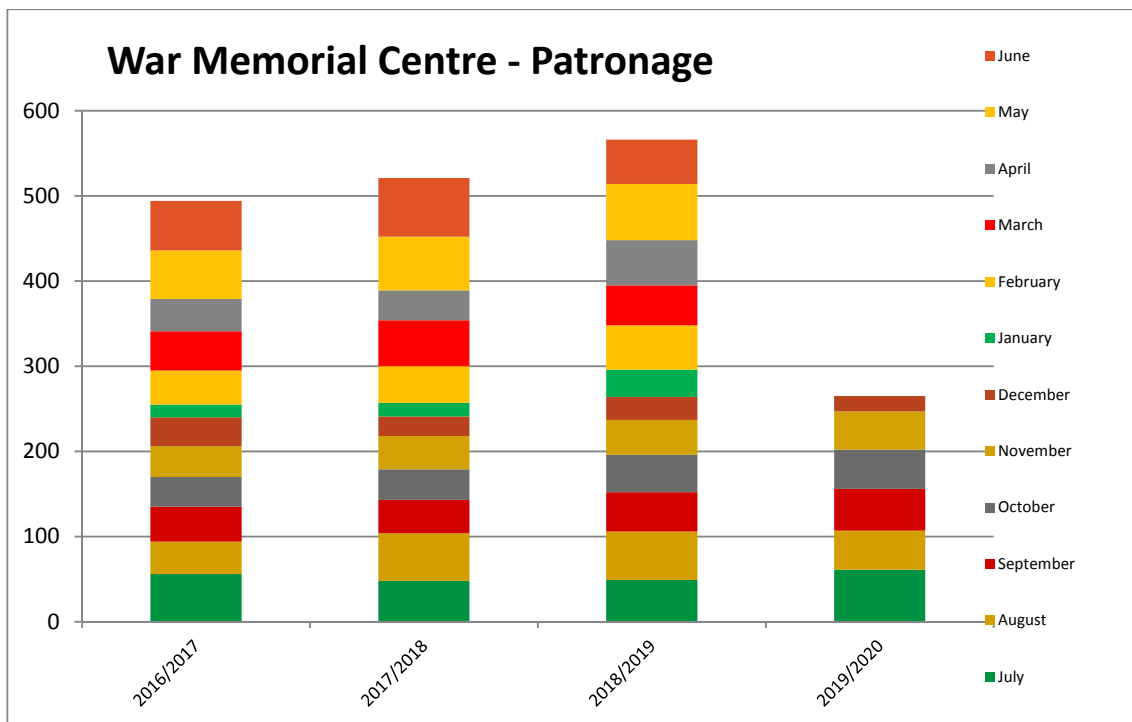
12.1

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

3.2.1 Housing for the Elderly Occupancy Rates

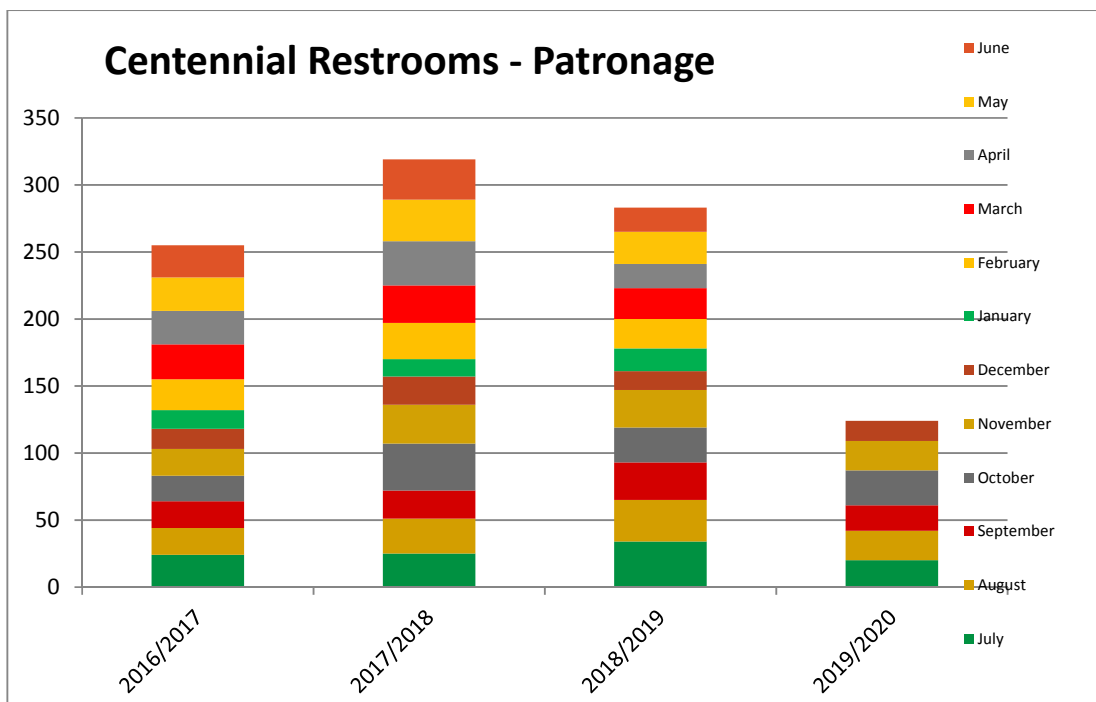
OCCUPANCY RATES						
Unit	2014/15	2015/16	2016/17	2017/2018	2018/2019	2019/2020 YTD
1	100%	100%	100%	97%	100%	100%
2	87%	100%	100%	100%	100%	100%
3	100%	100%	100%	100%	100%	100%
4	88%	100%	100%	100%	100%	100%
5	99%	100%	100%	100%	100%	100%
6	100%	100%	100%	100%	100%	100%
7	100%	96%	100%	100%	100%	100%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

3.2.2 War Memorial Centre Patronage



12.1

3.2.3 Centennial Restrooms Patronage History



3.3 Rental and Investment Properties

The Council’s Rental and Investment Properties are:

- The farm;
- Holiday Park (operated by a formal lease for the land); and
- Rental properties (urban and rural land and commercial properties).

The Levels of Service are measured using the performance indicators shown in the table below. These are measured and reported at the end of the financial year - in the July 2020 report.

Level of Service	Performance Measure	Target
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5

The history of the farm milk production and the Holiday Park patronage and occupancy rates is shown in the 2 charts below.

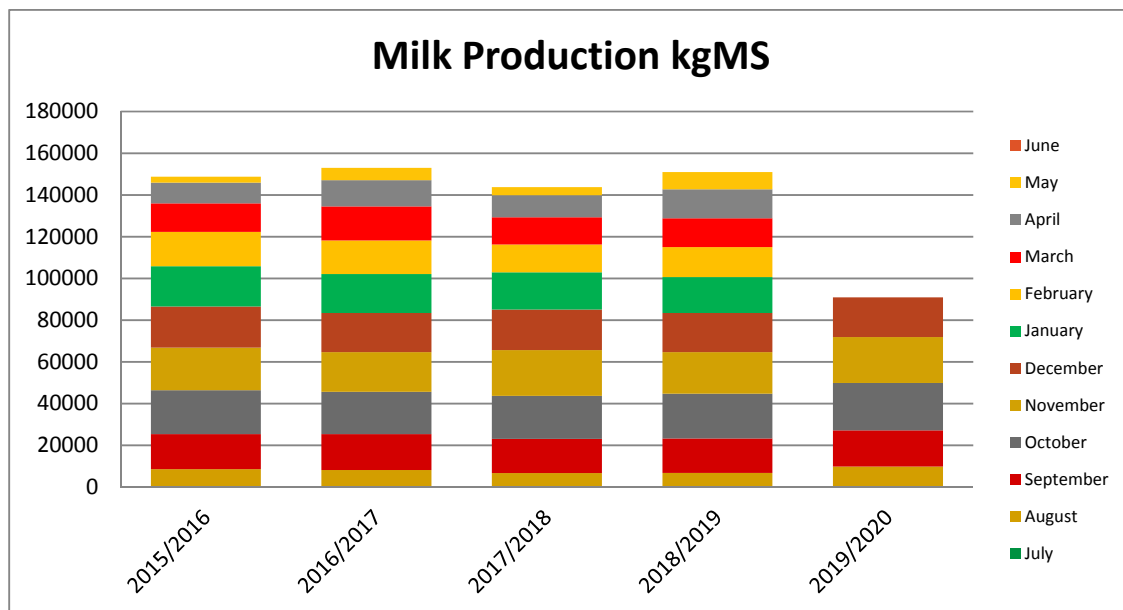
12.1

3.3.1 The Farm

The following are key activities at the Farm for the months of September and October:

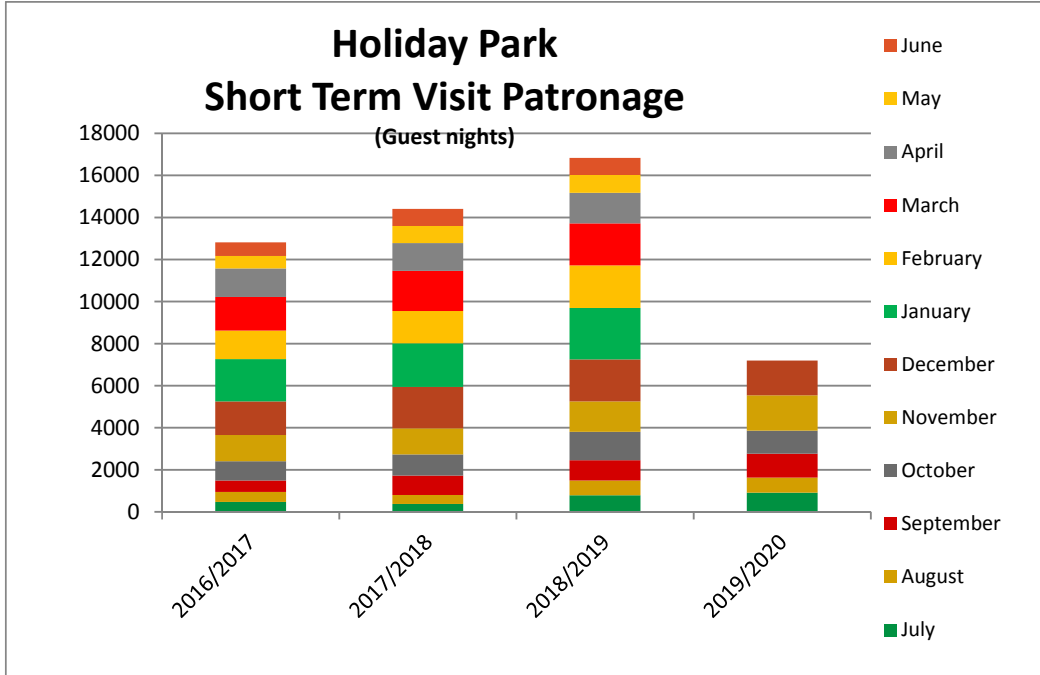
- Milk production is up on this time last year.
- Pot Ash & Urea been applied – last of fertiliser until autumn.
- Mating complete.
- 350 bales of silage plus 50 tonne of silage (in pit)
- Maize and Turnips on track.
- 7.5 hectares of hay to be cut (when necessary)

Milk Production History



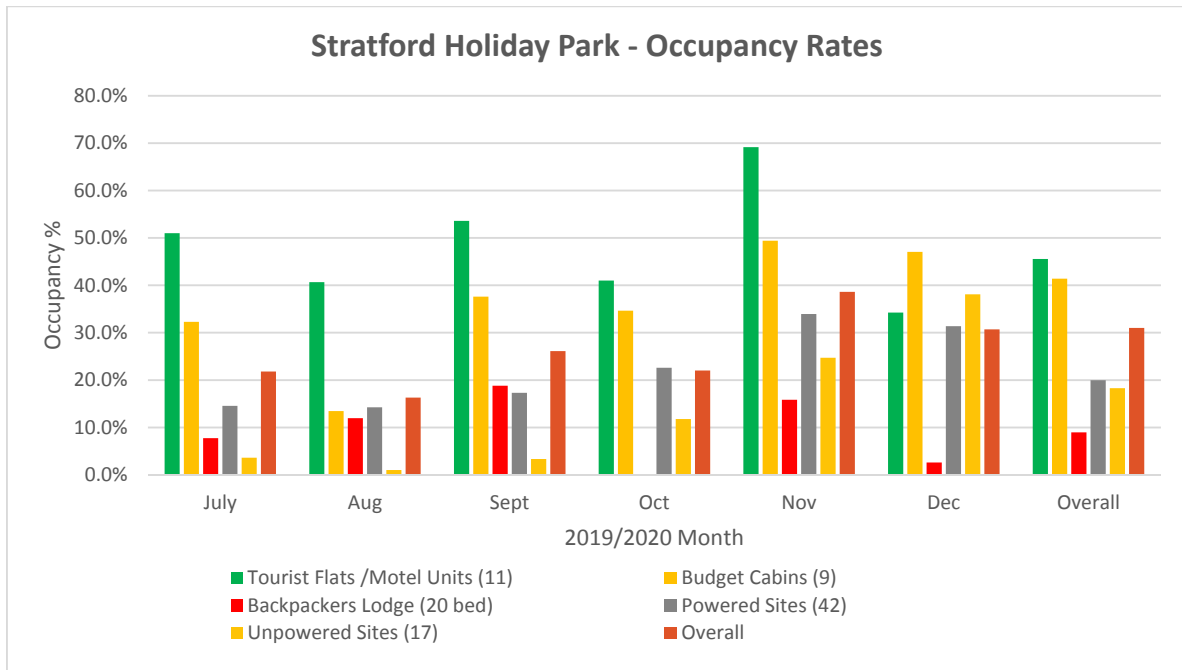
3.3.2 The Holiday Park Patronage

It is pleasing to already see an increase in patronage from this time last year.



12.1

The Holiday Park Occupancy Rates



4. **PARKS AND RESERVES**

The performance of Council's Parks and Reserves activities are measured using the targets shown in the table below. These are measured annually and will be reported on in July 2020, at the end of the financial year.

Council will continue to meet the NZ Safety Standards for playgrounds and footbridges.

Key activities in the Parks and Reserves world are:

- Extension of Accessible Path (lime chip path) – from Page Street to Swing Bridge.
- Final work on Cardiff Walkway – stairs to be installed at end of walkway.

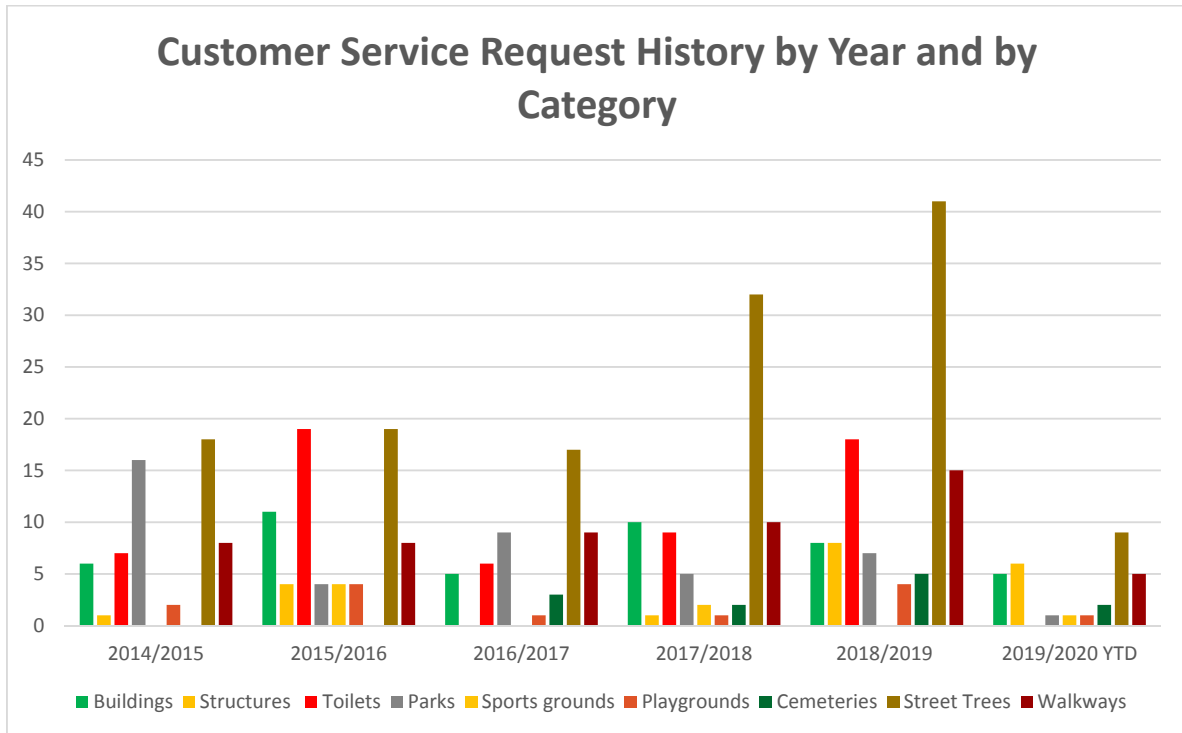
Level of Service	Performance Measure	Target
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40
	Percentage of Stratford residents satisfied with:	
	• Parks;	>80%
	• Sports fields;	>80%
	• Cemeteries.	>80%
Safe playgrounds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

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

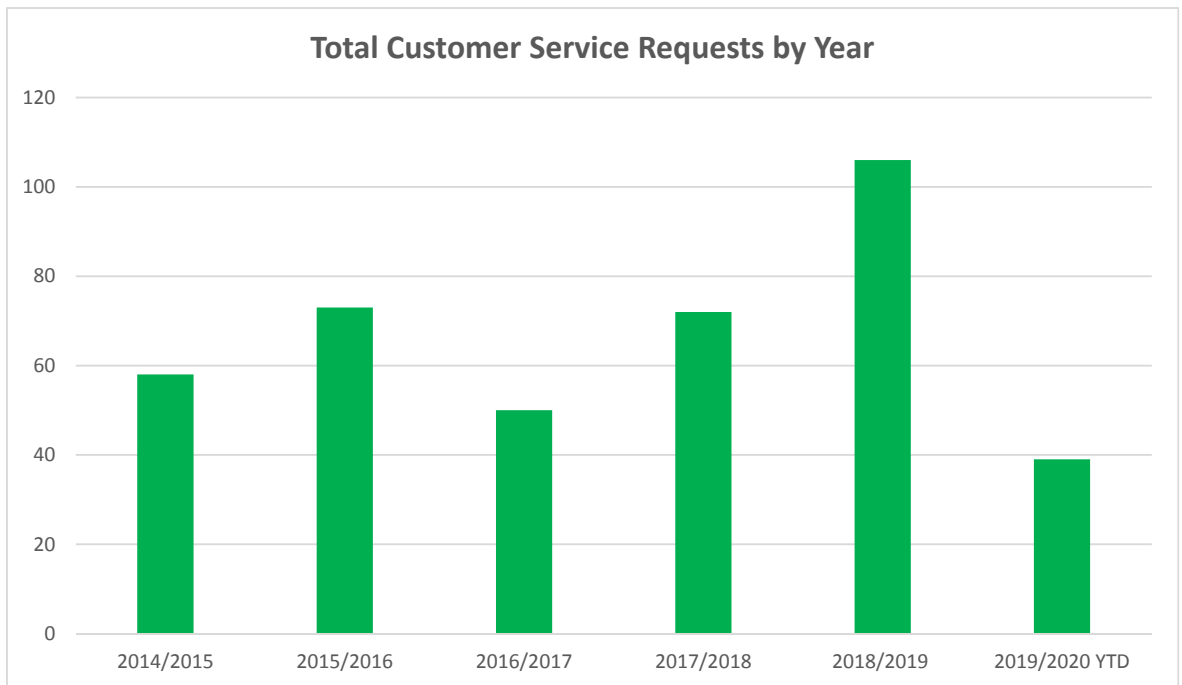
Customer Service Request History

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020 YTD
Buildings	6	11	5	10	8	5
Structures	1	4	0	1	8	6
Toilets	7	19	6	9	18	9*
Parks	16	4	9	5	7	1
Sports grounds	0	4	0	2	0	1
Playgrounds	2	4	1	1	4	1
Cemeteries	0	0	3	2	5	2
Street Trees	18	19	17	32	41	9
Walkways	8	8	9	10	15	5
Total	58	73	50	72	106	39

*Blocked (1); Cleaning (6); Replace Parts (1); Vandalism (0); Graffiti (1); Accidental Damage (0)



12.1



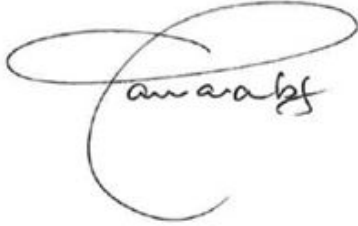
5. **SPECIAL PROJECTS**

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

- **Pembroke Road land development**
At the close of tenders for the Stage 1 sections 7 tenders were received. Three have been accepted following the setting of minimum reserve prices by the Executive Committee and negotiations are continuing with the others. Marketing of the available sections at advertised prices commenced on 16 December. Completion of Stage 2 will recommence in mid-February.
- **Midhirst abandoned land**
Settlement of all but 3 of the 45 areas of land has been completed. Negotiations will initiated with the adjoining occupying owners after Christmas and a further report brought before Council in due course.
- **ANZ Bank demolition**
Demolition has commenced and is expected to be completed by the end of January. Following completion the site will be back-filled, turfed and screen-fenced from the vacant site to the north and opened to the public as an expanded Prospero Place.
- **Children's Bike Park**
Detailed design has been completed for the combined bike park/pump track/half basketball court/BBQ area development and is currently with the quantity surveyor for engineer's estimate. Following completion of that a funding strategy will be developed.
- **Whangamomona walkways**
These walkways (Te Awa o Maru) have been constructed through the Kingheim forestry block at Whangamomona. We are still waiting on the Walking Access Commission to formalise the easements and appoint Council as the controlling authority but, in the meantime, signage is being commissioned with a view to officially opening the first track early in the New Year.
- **Discovery Trail**
The trail route has been confirmed and four key locations have been identified; the arboretum, Victoria Park lake, Prospero Place and King Edward Park. Activities within these locations are currently being scoped alongside refining the trail marker and signage designs.
- **TSB Pool Complex Redevelopment**
Cost breakdown comparisons of the different location sites for the new development are currently being investigated so a report can be delivered to elected members to make the final decision. Initial discussions with some stakeholders have been had regarding the location. Funding applications are being submitted to funders.

APPENDICES:

Appendix A – CAS (Crash Analysis System) Report

A handwritten signature in black ink, appearing to read 'Victoria Araba', written over a large, stylized letter 'C'.

Victoria Araba
DIRECTOR – ASSETS

A handwritten signature in blue ink, appearing to read 'S Hanne', written in a cursive style.

Approved
S Hanne
CHIEF EXECUTIVE

DATE 21 January 2020

Appendix A – CAS (Crash Analysis System) Report

11/13/2019

Crash Analysis System (CAS) | NZTA



Untitled query

TLA (Territorial local authority)

Stratford District

Crash severity

Fatal Crash, Serious Crash

Financial year

Intersection

Crash year

Crash date

01/07/2019 – 31/10/2019

Plain English report

3 results from your query.

1-3 of 3

Crash road	Distance	Direction	Side road	ID	Date	Day of week	Time	Description of events	Crash factors	Surface condition	Natural light	Weather	Junction	Control	Crash count fatal	Crash count serious	Crash count minor
003-0279		I	REGAN ST	201971957	08/10/2019	Tue	12:00	Motorcycle1 SDB on Broadway lost control; went off road to left, Motorcycle1 hit shop, other	MOTORCYCLE1, lost control when turning, speed on straight	Dry	Bright sun	Fine	Roundabout	Give way	0	1	0
CARDIFF ROAD	640m	N	OPUNAKE ROAD	20195333	02/09/2019	Mon	00:30	Ute1 SDB on CARDIFF ROAD, CARDIFF, STRATFORD missed inters or end of road, Ute1 hit embankment (driven over)	UTE1, alcohol suspected, too far right	Dry	Dark	Fine	Nil (Default)	Unknown	0	1	0
OFF ROAD DRIVEWAY				201950011	26/07/2019	Fri	17:30	Motorcycle1 DRN on OFF ROAD DRIVEWAY lost control; went off road to left, Motorcycle1 hit fence	MOTORCYCLE1, accelerator or throttle jammed, speed on straight	Dry	Overcast	Fine	Nil (Default)	Unknown	0	1	0

1-3 of 3

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

1/1

12.1

MONTHLY REPORT



S19/130 - D19/33801

TO: Policy and Services Committee
FROM: Director – Community Services
DATE: 28 January 2020
SUBJECT: **REPORT FOR THE MONTH OF NOVEMBER AND DECEMBER 2019**

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.2

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e. Community Development, Promotions, Information Centre, Pool and Library. The Long Term Plan 2018 - 2028 sets the performance measures for these activities and this report presents, in tabular form, the progress measured to date against the target for each performance measure.

1. HIGHLIGHTS

The main points to note for November and December were:

- School Holiday Programme
- Scarecrow Trail
- Trade Graduation Ceremony
- Mayoral Gifts

2. COMMUNITY AND ECONOMIC DEVELOPMENT

2.1 Council Organisations and Council Representatives on Other Organisations

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

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

	Target	2019/20 YTD
Number of community events organised	Minimum 2	<ul style="list-style-type: none"> • Chunuk Bair Commemorations • Trade Graduation Celebration • Scarecrow Trail • Mayoral Gifts
Percentage of residents feeling a sense of community	>72%	
Number of projects successfully developed and implemented by youth with support from community development	4	<ul style="list-style-type: none"> • On the Bus – Ice Skating and Curling • A Scary Night: Carnival • On the Bus – Bowlarama
Events Council has provided or supported are measured	2	<ul style="list-style-type: none"> • International Day of the Older Person • Nigel Latta • NZ Hockey – Japan and Korea Series • Targa Rally • Dirty Detours • Stratford A&P Show • Stratford Christmas Parade & Carols • Take a Kid Fishing • School Holiday Programmes – July, Dec
Business mentoring and economic development support is available	Venture Taranaki Quarterly Report received	Quarter One 2019/20
Provide administration support to the Stratford Business Association meetings	11	6

2.3 **Youth Council**

November was focused on a full exam schedule for most Youth Councillors, so meetings for the month were cancelled to allow this to be a priority and focus.

Youth Councillors joined the Council site at the Stratford A&P Show to engage with the community over their update 'Top 50 Things To Do In Stratford' brochure and the Walking and Cycling Strategy survey. This worked well for Youth Councillors feeling a stronger connection with Council activities and provided more confidence for them to engage with community seeing how elected members and staff approached this.

A Strategic Action Plan was refined to provide a clearer direction for moving forward over the coming years. Youth Councillors will present this to Elected Members at in early 2020.

An ordinary meeting was held on 3 December to close out the year and was followed by a projects meeting to begin planning for Colour In The Park to be

held on 29 February 2020. An additional projects meeting on 9 December saw good progress made on refining the event and setting tasks for youth councillors to increase their skills around event planning.

A thank you barbeque for supporters and volunteers scheduled for 17 December had to be cancelled due to low numbers with too many other Christmas functions. Youth Council will look to instead hold this in March following Colour In The Park.

2.4 Civic and Community Events

School Holiday Programme

The summer programme started in late December and runs through to the end of January 2020. It included activities provided by the TSB Pool Complex, Stratford Library and local community groups.

Scarecrow Trail

Running from 1 – 17 November, this year's trail featured a record of 79 scarecrow entries from across the district and more than 200 trail participants. Five local organisations including the Council sponsored this year's categories providing a total prize pool of \$2,000.

Category winners:

- **Open Category Winner** - sponsored by Stratford ITM: Spongebob Scarepants by Jason and Julia, 37 Juliet Street.
- Highly commended to Bella Rina by Briar Hall, 45 Fabian Street and Bob The Destroyer of Worlds by Stratford Alternative Education/Peoples Activity Centre, Hall of Remembrance.
- **Pre-School Category Winner** - sponsored by Mitre 10: Kurangaituku by Koru Kindergarten, 90a Swansea Road.
- Highly commended to Jack and Jill by Stratford Playcentre, 8 Cloten Road and JoJo by Stratford Community Childcare, 40 Orlando Street.
- **Primary School Category Winner** - sponsored by Thyme Out: Woody the Tui by Room 9, Stratford Primary School, 19 Regan Street.
- Highly commended to Mike Tyre-son by Nia Oxenham, Cooper and Max Simmons, 154 Orlando Street and Darcy the Cowgirl by Mackenzie W, Courtney O and Aaliyah T, Toko School, 1057 East Road.
- **Business Category Winner** - sponsored by Stratford Business Association: Peter Piston by Dicksons Service Centre, 56 Juliet Street.
- Highly commended to Connie Struction by McDonald & Pretty Construction, Corner of Hills and Nash Roads and Rosie the Riveter by Pennial and Jordan Plumbers, 191 Broadway.
- **Best Use of Recycled Materials Winner**: Reece Iycle by Room 20, Stratford Primary School, 19 Regan Street.

Trade Graduation Ceremony

Twenty two graduates were invited to participate in the graduation ceremony on 7 November. The evening was introduced by Mayor Neil Volzke, followed

by a video recording from the Prime Minister, it included certificate presentations and light refreshments.

Stratford A&P Show

The focus of this year's A&P trade stall was to provide an opportunity for the community to meet and engage with staff, elected members and youth councillors. Question boards were created to seek feedback from the community to discuss key issues and potential solutions as well as to start shaping community outcomes as part of next year's LTP pre-consultation. The question boards proved to be a valuable tool and all feedback received will be presented to elected members as part of LTP discussions in 2020.

Mayoral Gifts

Once again the Stratford community showed its generosity for the 2019 Mayoral Christmas Gifts appeal. The higher quality of donations covered all age groups and a significant amount of cash donations meant packages could be topped up with food items. Having staff involved from multiple departments made the packaging process efficient and rewarding for all involved. The increase in nominations from 2018 saw 35 packages distributed this year. All of those receiving packages were very grateful for the support with big smiles all round.

Coming Up

- School Holiday Programme, 10 December - 25 January
- Summer Nights, Concert 18 January, Movies 19 January
- Americarna, 21 February
- SDYC Colour in the Park, 29 February
- Children's Day, 1 March
- Parks Week, 7 – 15 March

2.5 Community Projects

Stratford 2035

The project team is made up of key staff members across the organisation who meet once a month to provide a high level overview of activity that contribute towards the Stratford 2035 objectives.

Projects updates include;

- Glockenspiel
The digital re-recording is now complete. The next stage of the development is to look at upgrade requirements for the sound system or to explore alternative options to achieve better sound quality. Conversations are underway with a local community group to run tours during the Prospero Farmers Markets and at community events.

- **Stratford Discovery Trail**
The trail route has been confirmed and four key locations have been identified; the arboretum, Victoria Park lake, Prospero Place and King Edward Park. Activities within these locations are currently being scoped alongside refining the trail marker and signage designs.
- **Wi-Fi connectivity**
Primo Wireless have been contacted to start conversation around Wi-Fi connectivity within Prospero Place and between the roundabouts along Broadway. A project plan will be developed in February 2020 for further discussion.
- **Realising Whangamomona**
Working alongside Councillor Harris, Community Development are wanting to schedule quarterly meetings with the Whangamomona Committee in 2020. The meetings will be an opportunity to build relationships, reconfirm or review what has been identified within Stratford 2035 and develop an action plan so that activity can be progressed.
- **Digital Enablement Strategy**
Ultra-Fast Fibre have provided an \$18,750 grant towards Stratford's digital enablement. An action plan will be developed in 2020 once options have been explored. These include: digitising archived records that would allow the community to connect with their heritage, extend the availability of the Step Up programmes run by the library or to attract new workshops run by The Wheelhouse around social media.

Baldrick's Big Day Out

Stratford Community Market Day Trust held an AGM on 28 November to set the new trustees moving forward and reflect on the 2018 event. The next Baldrick's Big Day Out event was due to take place in 2020. Due to delays in discussion around planning, this has been cancelled. Discussion was had at the AGM as to what the future of Baldrick's Big Day Out might look like, with the potential of it becoming part of a Shakespearian festival rather than a large one day event. This discussion will be continued at a February meeting to start planning a way forward for the Trusts activities.

2.6 **Funding**

2.6.1 Creative Communities

The next funding round opens 10 March 2020.

2.6.2 Sport New Zealand Rural Travel Fund

Round One for the 2019/20 year closed on 8 November. The committee met on 19 November to consider applications. A total of two eligible applications requesting \$1,400 were received. The following was allocated: Stratford Secondary Cricket \$400 and Eastern District's Raw Touch Rugby \$1,000.

The next funding round opens 24 February 2020.

2.7 **Community Groups**

Central Taranaki Safe Community Trust

The Central Taranaki Safe Community Trust met on 27 November.

The two main projects for the holiday period were the Learn to Swim programme and the continuation of the Safe Kids in Cars programme.

The next meeting will be held on 26 February.

2.8 **Positive Ageing**

The Positive Ageing Group held a forum on 28 November and included speakers from Council, Stratford Pharmacy, St John, and Nationwide Health and Disability Advocacy Service. Feedback from attendees highlighted the value of informative speakers. Due to timing numbers were down with rest homes unable to attend with other commitments.

An ordinary meeting was held on 11 December where the committee was updated on changes to Taranaki District Health Board appointments and other activities of interest. Some discussion was also had around potential forum speakers to engage more with the rural elderly.

Planning now turns to their 27 February 2020 forum which Positive Ageing are very excited to be hosting Dr Doug Wilson to talk about some of the learnings in his book 'Ageing For Beginners: Getting Older In Today's World – What It Means For You'.

2.9 **Stratford Business Association**

Projects funded by the Taranaki Electricity Trust are well underway.

Hoarding

Due to the cost of printing and installation the intended Shakespeare themed design was not progressed. Instead, Tūtaki Youth were asked to paint a temporary design that added colour to Broadway ahead of the Christmas Parade. This will be revisited again in 2020 once the ANZ building has been demolished.

Farmers Market

The markets have become an important feature on the Stratford events calendar each month. To build on its success the committee and Council are looking at increasing the activities and entertainment on offer each month. Dates will be confirmed in early January 2020.

Christmas Parade and Carols

This year's parade and carols were combined. The day started with the Christmas Farmers Market followed by the parade and carols in Prospero Place. Although float numbers were down on previous years the event was a success and enjoyed by all.

Events and workshop held in November and December include:

- Business After 5, Dawson Falls on 27 November
- Christmas Parade & Carols, 6 December

- Business After 5, Meek Boutique & Elizabeth Jean Wedding and Events on 12 December.

3. **COMMUNICATIONS**

Performance Measures (*Performance Measures in bold*)

	Target	2019/20 YTD
The number of visitors accessing Council information and services via the internet is measured	Not less than previous year 2018/19 – 40,978	26,537
The community is satisfied with how Council keeps them informed	>85%	

3.1 **Highlights**

Four Central Link updates were published in Stratford Press in November and three in December. Central Link provides weekly updates on Council activities and includes Council’s public notices. Our Central Link is also uploaded to www.stratford.govt.nz and shared on [Council’s Facebook page](#).

Central Link focus for November:

- Council Subdivision opening
- Garden festival and Scarecrow Trail
- Sport New Zealand Rural Travel Fund
- Trade Graduation Ceremony
- Compleat It campaign – Love Food Hate Waste
- Walking and cycling strategy community engagement
- Love letters found in Council’s archive find home
- Mayoral Gift Appeal
- Various public notices (ANZ Bank Demolition plan, rates instalment, notice of road closures, roadside spraying, notice of meetings)

Central Link focus for December:

- SH43 sealing approved
- Council at A&P Show
- Summer Nights 2020
- Celebrating our volunteers for International Volunteers Day
- Summer School Holiday Programme
- Mayoral Gift Appeal
- Safe swimming pools for summer
- Citizenship Ceremony
- Stratford Christmas Parade
- Various public notices (notice of road closures, roadside spraying, notice of meetings, Mayoral gift appeal, Christmas and New Year hours, bylaws under consultation)

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

- How #Compleating our food saves waste, money and time – and tastes delicious!
- Demolition to old ANZ Bank building to start this week
- Last week to search for scarecrows - and see the winners!
- 2018/19 Annual Report
- Gifts for good in the Stratford district

- Walking and cycling is good for us AND the planet!
- Love letters have happily ever after

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

- Summer School Holiday Programme
- Sealing SH43, a step towards economic and tourism growth
- Summer Nights to celebrate 10 years on the community events calendar
- Wishing you a happy and Zero Waste festive season
- Is your swimming pool safe for summer?
- Thank you for your generosity
- Midhirst water supply temporary shut down for 22 December
- Water conservation tips

3.2 Website Page Views for month 1 – 30 November 2019

Total number of users for the month	4,821 ↑
Total number of page views for the month	14,628 ↓
Top 10 pages visited for month	Page views
Home Page	2,161
Library	926
Cemetery Search	519
Rubbish and Recycling	423
Contact us	308
Rates Property Information	292
Taranaki Regional Explorer	287
Last week to search for Scarecrows (news page)	282
Fees and Charges	246
The Scarecrow Hunt is on (news page)	246

Website Page Views for month 1 – 31 December 2019

Total number of users for the month	4,712 ↓
Total number of page views for the month	13,695 ↓
Top 10 pages visited for month	Page views
Home Page	1,787
Library	945
Rubbish and recycling	690
Cemeteries Search	548
Contact us	308
Fees and Charges	300
TSB Pool Complex	289
Gifts for good in the Stratford district (news page)	223
Sealing SH43 a step towards economic and tourism growth (news page)	222
Midhirst water supply temporary shut down for Sunday 22 December (news page)	188

3.3 Official Information Requests

For the 2019/20 calendar year, so far we have received 54 Local Government Official Information and Meetings Act (LGOIMA) requests.

The below table includes the LGOIMA's received for the months of November and December 2019. Please note the holiday period for LGOIMA's is 20 December to 10 January.

Date Received	Query	Due Date	Date Responded	Days to Respond
12/11/19	Information regarding recycling and refuse across New Zealand	10/12/19	14/11/19	2
15/11/19	Power Bills	13/12/19	28/11/19	9
20/11/19	Flights and International Trips	18/12/19	25/11/19	3
28/11/19	Council spending on election promotion and voter engagement	16/01/20	10/12/19	8
2/12/19	Trees protected by District Plan	20/01/20	6/12/19	4
9/12/19	Sport & Recreation Funding	27/01/20	8/01/20	9
12/12/19	Pool Regulations	30/01/20	8/01/20	6
19/12/19	Soil & Health Association of New Zealand	6/02/20	TBC	

12.2

4. INFORMATION CENTRE

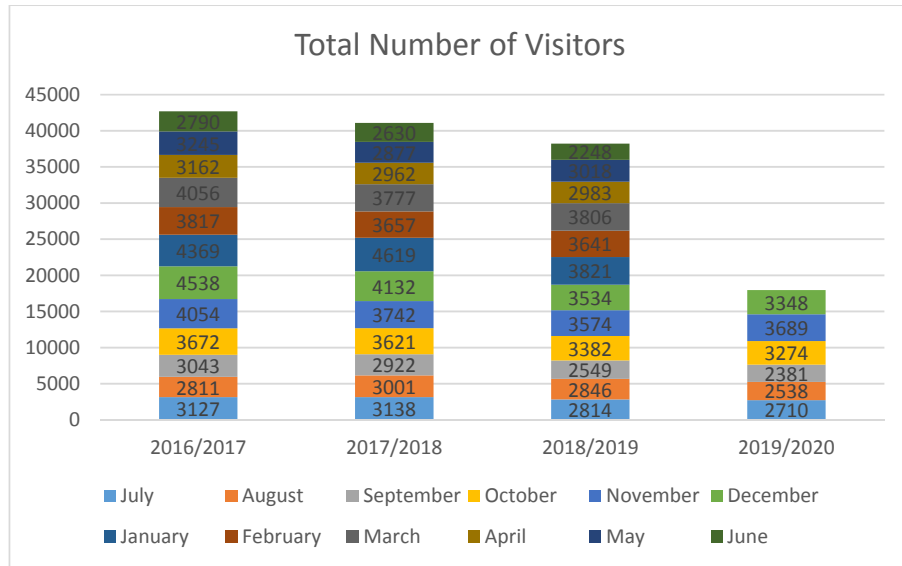
Performance Measures (*Performance Measures in bold*)

	Target	2019/20 YTD
Number of people to the Information Centre is measured	>40,000	17,940
Number of users of AA Agency Services is measured	>10,000	5,126
Percentage customers are satisfied	>75%	

Highlights:

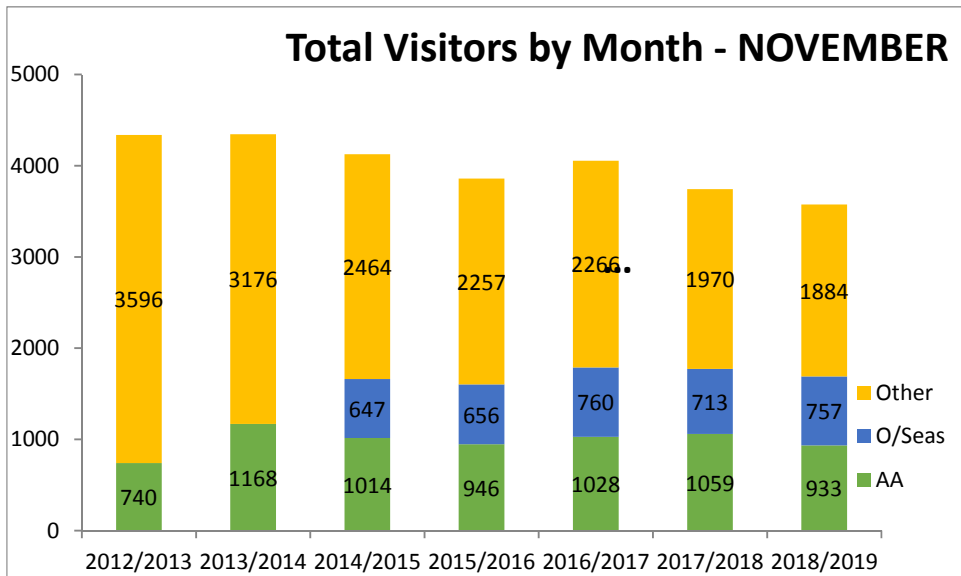
- The seasonal overseas visitors have started to visit our region, with summit climb, weather and freedom camping (FREE) being their main enquiries.

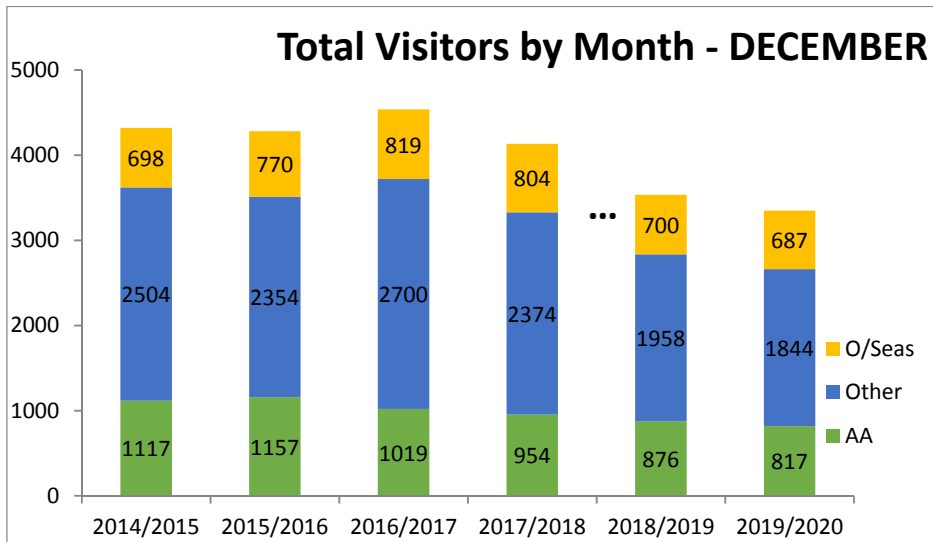
4.1 **Total Number of Visits (Door Count)**



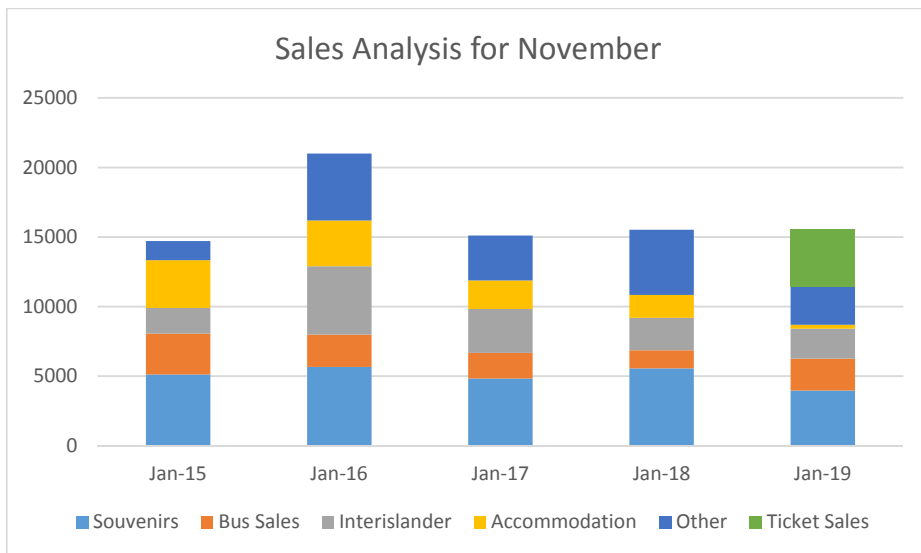
12.2

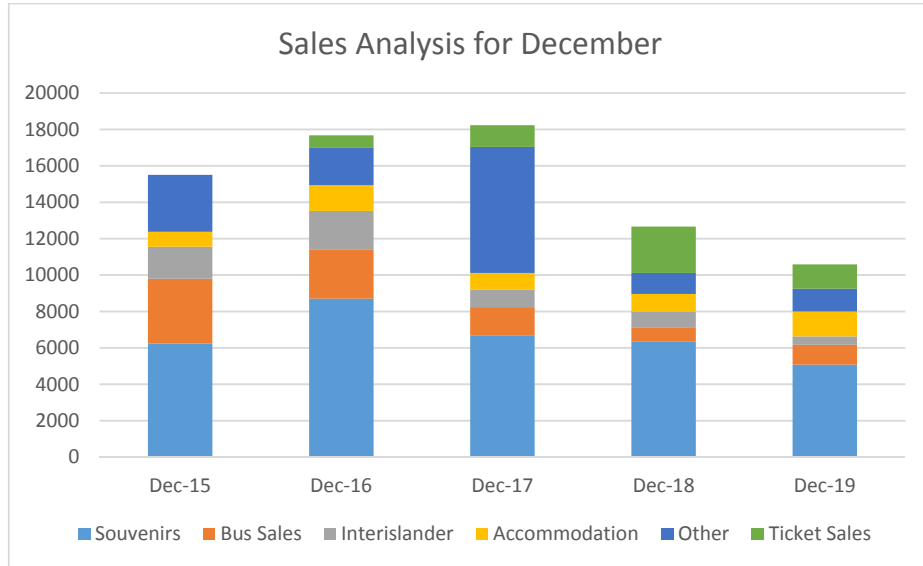
4.2 **Total Visitors**





4.3 Sales Analysis





5. **LIBRARY**

12.2

Performance Measures (*Performance Measures in bold*)

	Target	2019/20
Number of people visiting the library is measured	>90,000	32,634
Users satisfied with library services	>80%	
Number of people accessing the Wi-Fi service is measured	>15,000	17,075
Number of people accessing the People's Network is measured.	>10,000	4,177

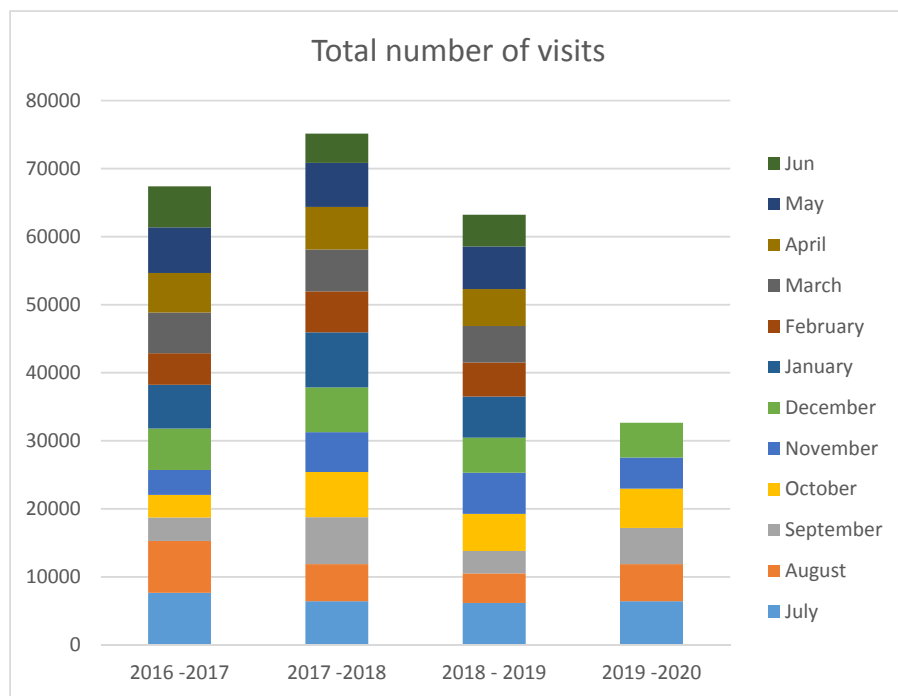
5.1 **Highlights for November**

- Community groups using the library this month included Stratford Community Childcare, Best Start, Stratford Writers Group and the Justice of the Peace service desk as well as our regular reading and craft groups.
- Library staff completed Civil Defence foundation training and First Aid training while the library was closed for repairs to the floor.
- The Children's Librarian has worked with Stratford High School to offer a holiday reading programme for high school students for the first time. 11 students signed up.
- There has been strong interest in the School Holiday Programme and it is expected many of the events will be at capacity.

Highlights for December

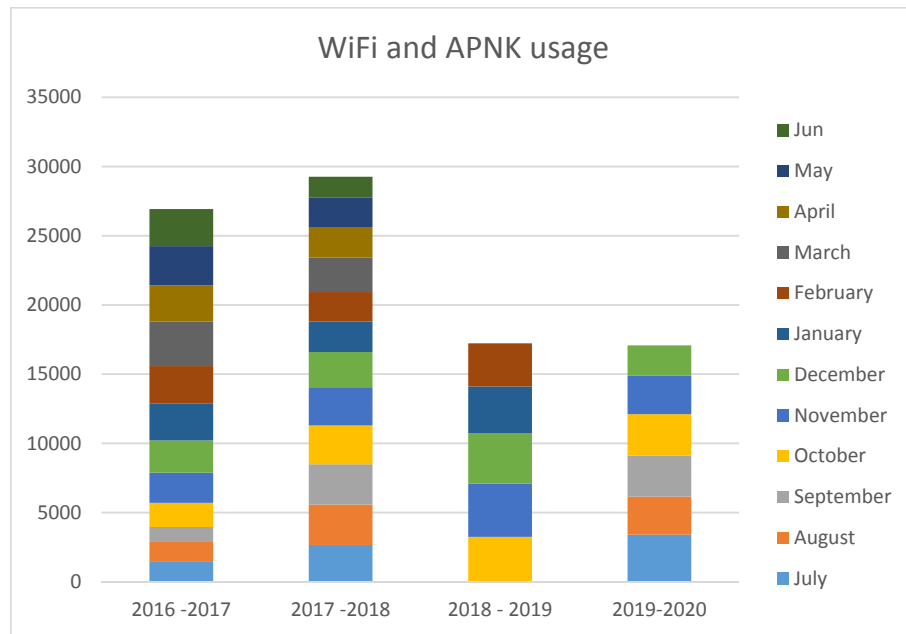
- The library Summer Reading Programme for primary school aged children was launched on 6 December to coincide with the Christmas Parade. This year library staff have developed their own programme. All spaces on the programme were filled.
- A makerspace at the library proved very popular in the week leading up to Christmas with 85 children attending to make something during the week.
- Registrations for School Holiday Programme activities opened.
- The library will run seven events for children over the school holidays with a further event for children participating in the Reading Programme.
- Many of the library-hosted groups took a brief break over the festive season.

5.2 **Total Number of Visits**



12.2

5.3 **Wi-Fi and Peoples Network Usage (combined total)**



12.2

6. **POOL COMPLEX**

Level of Service Category	Performance Measure	Target	2019/20 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	26
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	32,154

6.1 **Highlights for November**

- Total Patrons through TSB Pool Complex for November 2019 was 8529, an increase from October’s 5290, primarily due to local school bookings.
- Community Groups using the TSB Pool Complex during the November month included Flyers Swim School and Squad, Kohatu, St Patricks Kaponga, Stratford High School Teen Parent Unit, Inglewood Swim Club, Stratford Swimming Club, Stratford Special Needs Unit, Pembroke School, Stratford Primary School, St Joseph’s Primary School, Midhurst Primary School, Swimming Taranaki, Toucan Taranaki, Space and TSB Pool Staff Lifeguard Training.
- November saw the continuation of both Hydrorider Spin bike classes and Wai Play parent and child play based sessions.
- November was also a busy month with Learn to Swim lessons, operated by the TSB Pool Complex and Council staff. A total of 3569 students involved in Learn

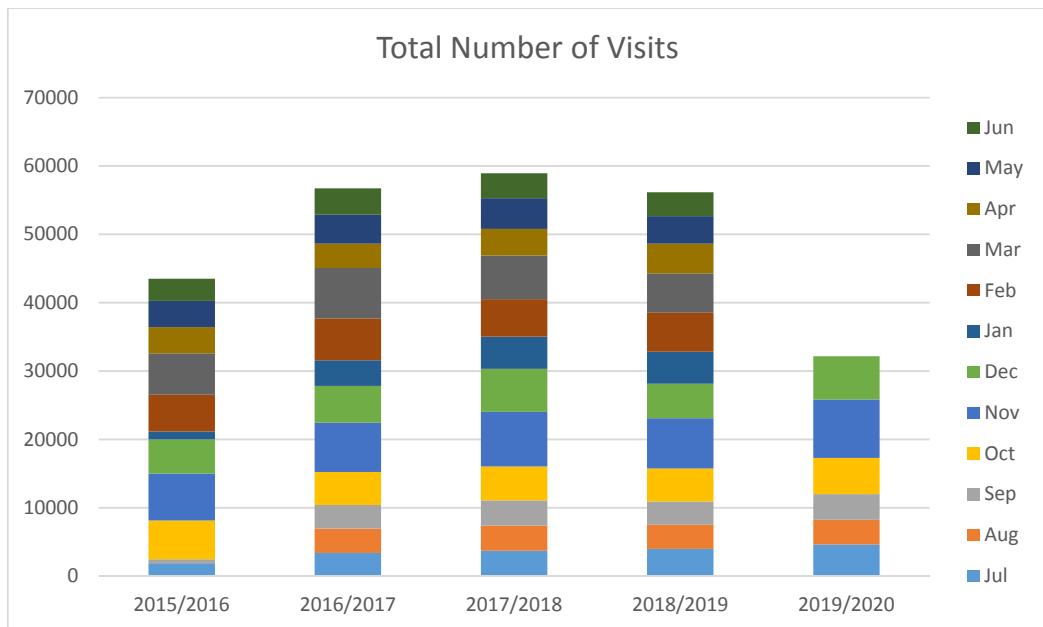
to Swim Lessons (either taught by school teachers or Council instructors), an increase from October's 579.

- During the month of November the Aquatic Services team interviewed for new staff; both Lifeguards and Group Fitness instructors and coordinators. The team planned events for the upcoming Christmas/New Year Period, and also secured bookings for 2020.

Highlights for December

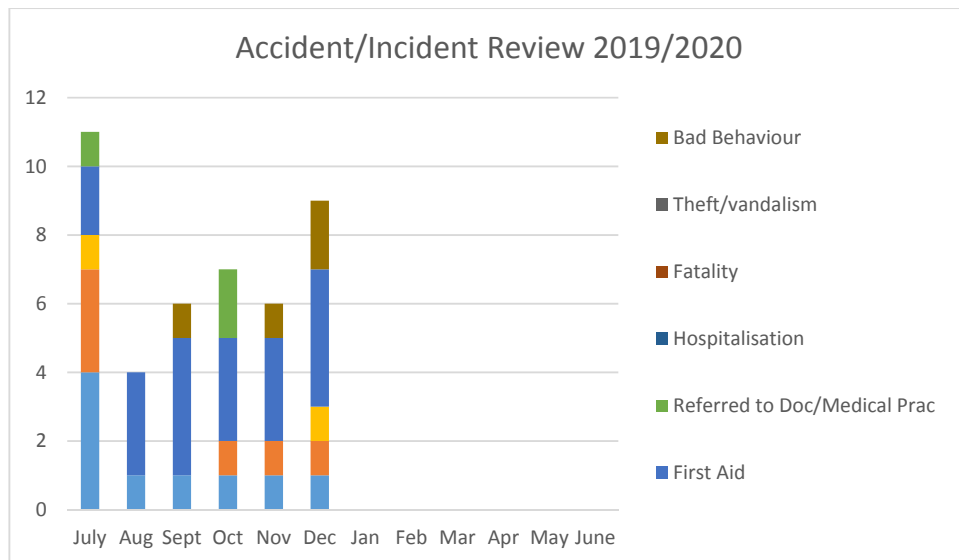
- Total patrons through TSB Pool Complex for December 2019 was 6338. We saw a reduction in our member usage in all areas; Full Memberships, Group Fitness, Pool, Swim School and Staff; presumably due to lead up into Christmas.
- Community Groups using the TSB Pool Complex during the December month included Flyers Swim School and Squad, Kohatu, Pembroke School, Stratford Primary School, St Joseph's Primary School, and Midhurst Primary School.
- Bookings included Central Taranaki Rewards Day, Stratford Primary School Fun Day, St Joseph's Swimming Sports and Fun Day, another Lifeguard Course and Christmas Holiday Inflatables Event.
- On 8 of December the facility was closed due to the pools draining after a storm caused issues to our Plant Room.
- In December we said farewell to our Swim School Coordinator while also receiving another two resignations. On the other hand, our new Group Fitness Coordinator started and we also offered a casual Lifeguard position to another applicant (awaiting confirmation).
- Towards the end of December the outdoor paddling pool was being cleaned and prepared, ready to be filled in January 2020.
- Of the 9 reports, accidents and incidents in the facility were mainly due to nose bleeds caused by accidents, however we also had 1 wet rescue and 2 incidents based around unusual behaviour from patrons.
- Looking forward to January 2020 the Aquatic Services team will be reviewing procedures ready for the Pool Safe Inspection, Food Act Inspection and will also be working towards updating administration systems to a digital interface (Water Outlook).

6.2 Total Number of Visits



12.2

6.3 Incidents/Accidents



6.4 Pool Water Quality

Independent water quality test results for November and December were fully compliant.

PoolSafe Accreditation expires in April 2020.

Pool Safe Inspection scheduled for 3 February 2020.



Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES



Sven Hanne
CHIEF EXECUTIVE

DATE 21 January 2020

MONTHLY REPORT



TO: Policy and Services Committee
FROM: Director – Environmental Services
DATE: 28 January 2020

S19/130-D20/18

SUBJECT: REPORT FOR THE MONTH OF NOVEMBER AND DECEMBER 2019

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.3

This report presents a summary of the monthly progress and highlights for the main areas of activity within the Environmental Services department. The Long Term Plan 2018-2028 sets the performance measures and this report presents progress to date against the target for each performance measure.

1. OVERVIEW

Sixteen building consents were received in November:

- Thirteen of those received were for residential activity – with five new dwellings and one relocation.
- Three commercial applications were received.

Fourteen building consents were received in December:

- Twelve of those received were for residential activity – with three new dwellings and three relocations.
- Two commercial applications were received.

2. STRATEGIC/LONG TERM PLAN PROJECTS

Go Live on the joint online Simpli portal and Master Business Systems GoGet Office project was executed on 28 November 2019. This enables online applications and digital processing of building consents. A “soft launch” approach is currently in operation with two agents chosen to test the live system as “super-users” over the next 2-3 months before a “big bang” launch to the wider community early next year.

The statutory processing clock stopped on 20 December 2019 and resumed on 10 January 2020.

Boffa Miskell consultants have drafted a framework for a new District Plan following the workshops that were held earlier in the year. Further discussions with Councillors will be needed early in the New Year to confirm the direction and scope for the remainder of this project.

3. **DASHBOARD- ALL BUSINESS UNITS**

3.1 The following table summarises the main licencing, monitoring and enforcement activity across the department for the months of November and December:

ACTIVITY	RESULT (Nov)	RESULT (Dec)
Building Control Authority		
Building Consents Applications	16	14
Building Consents Issued	13	7
Building Consents Placed on Hold	0	0
Inspections completed	74	52
Code Compliance Certificate Application	14	11
Code Compliance Certificate Issued	20	14
Code Compliance Certificate Refused	0	0
Number of Building Consents Received in Hard Copy	12	5*
Number of Buildings Consents Received Digitally	4	7
Building Act Complaints received and responded to	0	0
Planning		
Land Use Consents Received	7	5
Land Use Consents Granted	1	1
Subdivision Consents Received	1	3
Subdivision Consents Granted	0	1
223/224 Applications Received	2	5
223/224 Applications Granted	2	5
Resource Consent Applications Received in Hard Copy	0	0
Resource Consent Applications Received in Digital Form	1	1
Resource Consent Placed on Hold or Returned	0	1
LIM's Received	4	5
LIM's Granted	4	5
Registered Premises Inspected for Compliance under the Food or Health Act	5	6
Health or Food Act Complaints Received and responded to	2	2
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	0	0
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	8	11
Bylaw Complaints Received and responded to ¹	26	25
Dog Complaints Received and responded to ²	15	21

- All hard copy building consents received are being immediately scanned and entered into the online applications portal.

¹ A breakdown of the complaint types will be provided at the meeting.

² A breakdown of the complaint types will be provided at the meeting.

4. KEY PERFORMANCE INDICATORS – ALL BUSINESS UNITS

4.1 Building Services

Level of Service	Performance Measures	Targets	Status
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	100%
	Percentage of inspection requests completed within 1 working day of request.	100%	100%
	Percentage of code compliance certificate applications determined within 20 working days.	100%	100%
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	100%
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Current
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided.	>80%	78%

4.2 Planning and Bylaws

Level of Service	Performance Measure	Target	Status
To promote the sustainable management and use of land and public spaces.	To undertake a comprehensive review of the district plan, with notification no later than 2018/19.	Feedback on draft	Work on the review of the District Plan has begun and a draft framework for a proposed District Plan has been prepared.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	Drafting, notification / hearings	Polices for review have been identified and are currently in progress.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	100%
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	100%
	% of S223 and S224 applications processed within 10 working days.	100%	100%
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided.	>80%	80%

4.3 Community Health and Safety

Level of Service	Performance Measure	Target	Status
To fulfil obligations to improve, promote and protect public health	Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	100%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	100%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	100%
To ensure dogs are controlled	Percentage of known dogs registered.	97%	97%
	Percentage of dog attack/wandering dog complaints responded to within an hour.	97%	100%

5. DETAILED REPORTING BUILDING SERVICES

5.1 Building Control Authority (BCA)

5.1.1 Compliance/Notices to Fix issued as a BCA

No Notices to Fix were issued in November or December.

5.1.2 Lapsed Consents

Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 10 months previously, against which no inspections have been recorded.

No building consents have lapsed, following warning letters sent over the last reporting period. No warning letters have been issued for November or December, as no review of consents reaching their 10 month anniversary was completed.

5.1.3 Regulation 6A Compliance Dashboard

Clause 6A of the Accreditation Regulation requires BCAs to notify the Ministry of Business, Innovation and Employment 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.	With GoLive complete for Simpli and GoGet the focus is now be on switching to the IANZ approved Simpli online QMS. Once implemented this will be notified to the required entities.

5.1.4 Training needs analysis

Current training continues to focus on the required new processes and procedures of the Simpli & applications with approved stamping training for the BCO's completed in early December. There will be an estimated three month "bedding-in" phase for these applications.

5.1.5 Internal audit/external audit timetable

Two internal and no external audits took place during December. Internal audits continue and will be completed by March 2020. The next external audit is scheduled for July 2020.

5.2 **Territorial Authority**

5.2.1 Compliance Schedules/Building Warrants of Fitness

One new Compliance Schedule was issued for November and none were issued for December. No notifications were issued for Building Warrant of Fitness renewal, as these are now 95% up-to-date on the register, thanks to the diligent work of the Building Control team to get all expired BWoF's updated.

5.2.2 Earthquake Prone Buildings

Currently Council Officers are in the stock-take phase of identifying buildings. A progress report to the Ministry of Building, Innovation and Employment has been completed.

5.2.3 Swimming Pools

No inspections were completed in November or December.

5.2.4 Non Standard Site Register Maintenance

No new sites were added to the non-standard site register this month.

5.2.5 Notices to Fix/Other Compliance as a Territorial Authority

No Notices to Fix actions remain in progress.

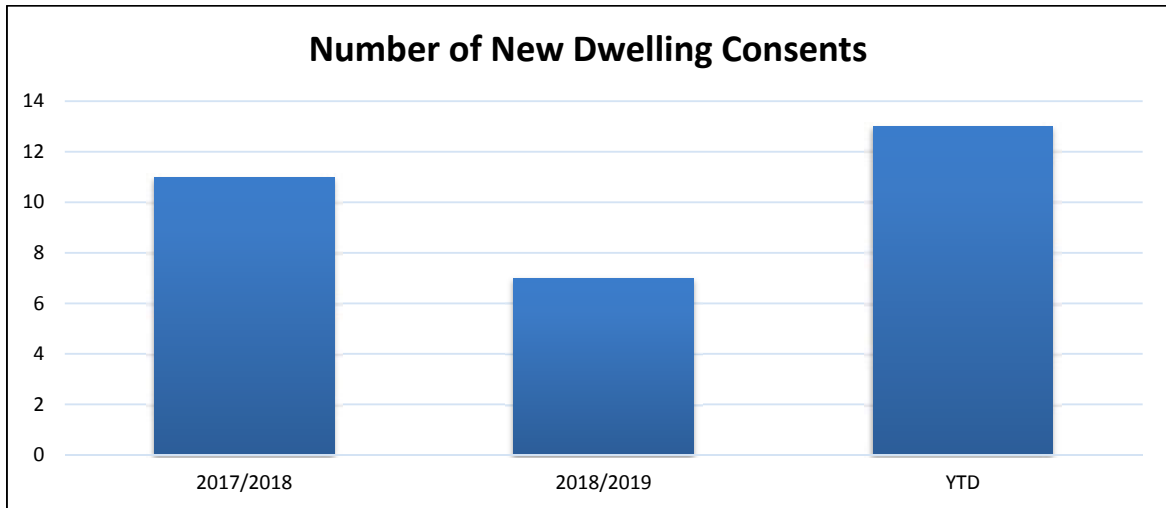
5.3 **Trends Analysis**5.3.1 Consents applied for by type

Type	November 2019	November 2018	This Year (YTD) 2019/20	Last Year (Total) 2018/19
New Dwellings	5	1	13	7
Relocated dwellings	1	0	3	2
Relocated buildings other than dwellings	0	0	0	0
Fires	0	1	12	15
Pole sheds/accessory buildings	6	7	20	24
Additions and alterations – residential	3	6	24	11
New Commercial buildings	0	5	3	7
Additions and alterations – commercial	1	2	7	5
Other/miscellaneous	0	0	2	6
Total/s	16	22	84	77

Type	December 2019	December 2018	This Year (YTD) 2019/20	Last Year (Total) 2018/19
New Dwellings	3	4	16	11
Relocated dwellings	3	0	6	2
Relocated buildings other than dwellings	0	0	0	0
Fires	1	0	13	15
Pole sheds/accessory buildings	2	4	22	28
Additions and alterations – residential	3	3	27	14
New Commercial buildings	0	0	3	7
Additions and alterations – commercial	1	1	8	6
Other/miscellaneous	1	0	3	6
Total/s	14	12	98	89

New House indicator by year

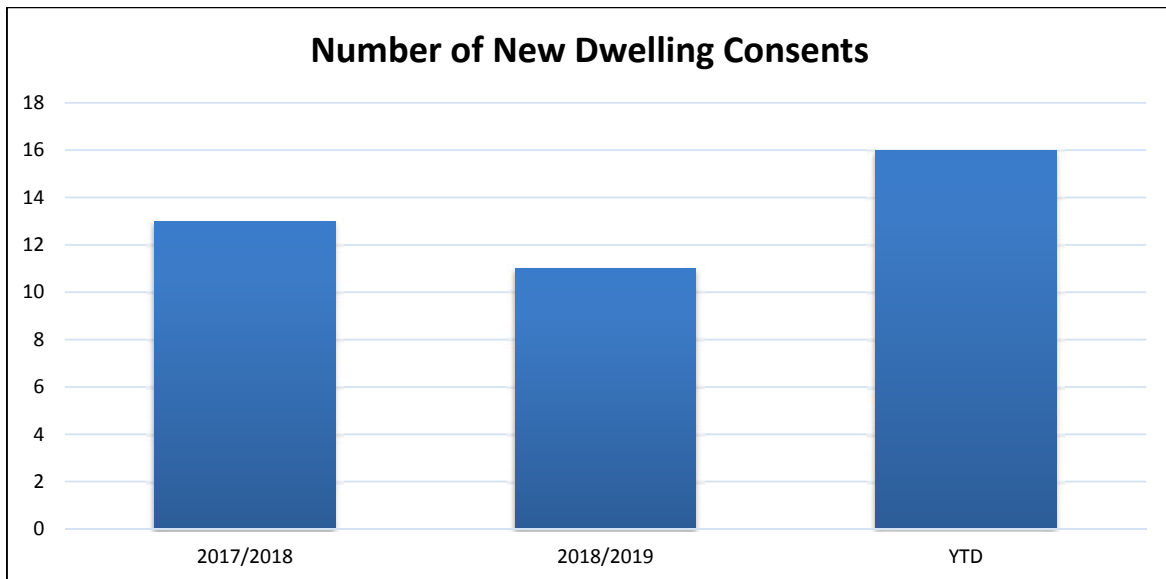
November



Year	New Dwellings
2017/2018	11
2018/2019	7
YTD	13

12.3

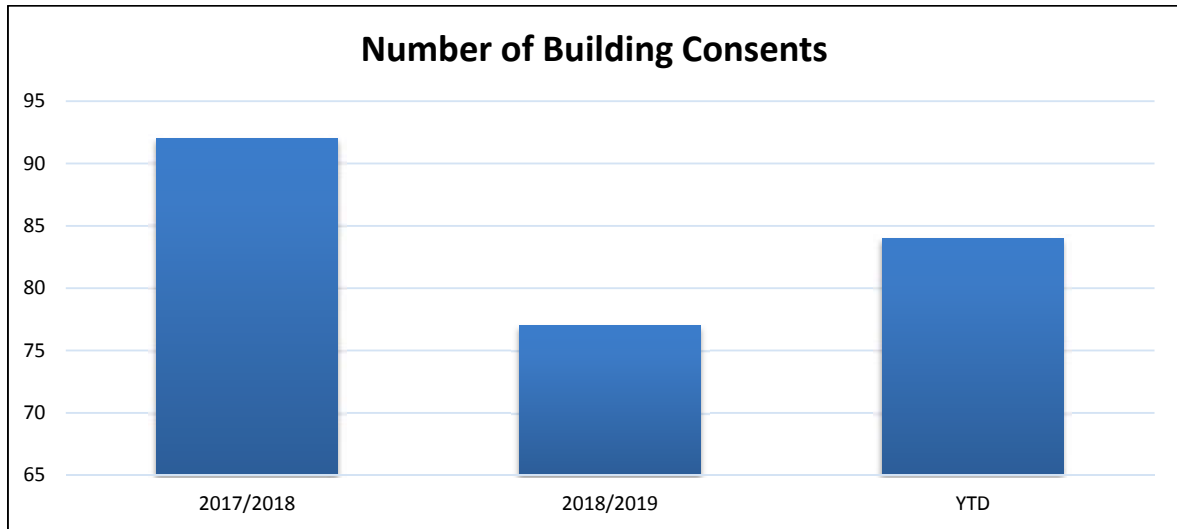
December



Year	New Dwellings
2017/2018	13
2018/2019	11
YTD	16

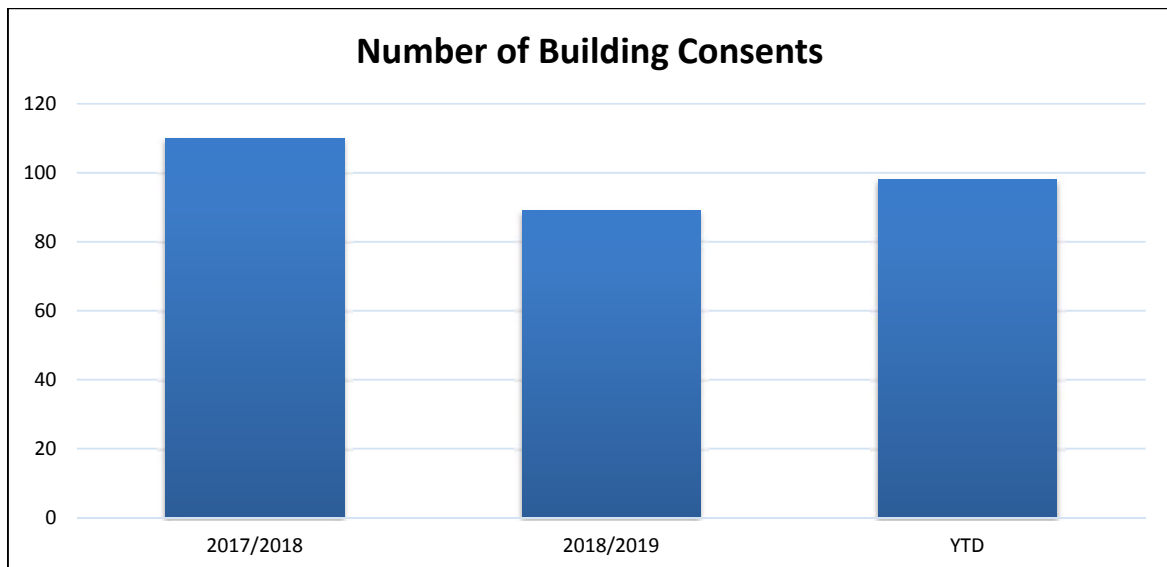
Consent numbers by year

November



Year	Building Consents
2017/2018	92
2018/2019	77
YTD	84

December



Year	Building Consents
2017/2018	110
2018/2019	89
YTD	98



B Sutherland
DIRECTOR - ENVIRONMENTAL SERVICES



S Hanne
CHIEF EXECUTIVE

DATE: 21 January 2020

MONTHLY REPORT



STRATFORD
DISTRICT COUNCIL

S19/130 – D20/651

TO: Policy and Services Committee

FROM: Director – Corporate Services

DATE: 28 January 2020

SUBJECT: CORPORATE SERVICES REPORT - DECEMBER 2019

RECOMMENDATION

THAT the report be received.

Moved/Seconded

12.4

1. FINANCIAL MANAGEMENT

Reports attached as at 31 December 2019 are:

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

1.1 SUMMARY OF FINANCIAL RESULTS AND PROGRESS

Operational Results – Year to Date (six months)

Overall, total revenue is under budget by \$105,283, and total expenditure is under budget by \$345,475, resulting in a positive variance against budget for the year to date net surplus of \$240,192.

Revenue is down on budget due to subsidies and grants income being down – the variance is expected to reduce over the next few months as roading activity, and therefore New Zealand Transport Agency (“NZTA”) subsidies, increases.

Expenditure is down against budget, largely due to roading and water operational work that will start picking up over the summer months. Direct operating costs (excluding salaries and wages) is down on the *previous year to date* by \$621,921.

Personnel costs are higher than budget by \$263,250 for the year to date, and it is anticipated that this trend will continue. To ensure work is completed as scheduled in the Long Term Plan, there has been a notable increase in positions and salaries - which has been required to hire and retain critical staff. Some of this cost has been offset by a reduction in the use of contractors and consultants.

Capital Expenditure Report

Total capital expenditure budgeted in the Annual Plan 2019/20 is **\$7,467,000**. In addition, **\$1,964,621** has been carried forward from work not completed in previous years. This gives a combined total capital expenditure budget for 2019/20 of **\$9,431,621**. Total estimated capital expenditure for the year has been re-forecasted to **\$7,347,720**, with some significant carry forwards to 2020/21 likely.

The attached Capital Expenditure Report details actual expenditure to date, of **\$2,329,916**. Capital expenditure to date is offset by the sale of a Cressida Avenue property as part of the Council Subdivision Project (note - anticipated section sales have not been netted off expenditure).

Significant projects for the 2019/20 year include the following:

- Council Subdivision \$1,060,839 (self-funded)
- Stormwater – Reticulation capacity increase \$351,793 (loan-funded)
- Parks and Reserves – Discovery Trail \$151,575 (grant-funded)
- Demolition of ANZ building \$76,600 (loan-funded)
- Animal Control – New Dog Pound \$61,300 (loan-funded)

In addition, capital expenditure includes \$5,359,700 of asset replacements, funded by depreciation reserves and NZTA funding.

1.2 TREASURY MANAGEMENT

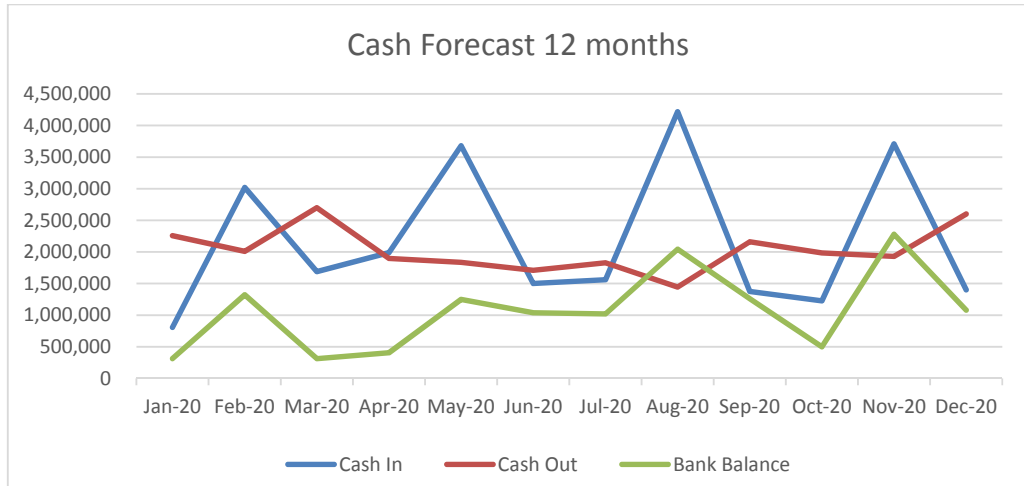
The current debt position remains the same as the previous month. The weighted average rate for Council debt is currently 2.66%.

All internal, and Local Government Funding Agency (“LGFA”), covenants were met as at 31 December 2019.

	Actual	Policy
Actual Fixed Debt	79%	>60%
Actual Floating Debt	21%	<60%
Fixed 1-3 years	24%	10-60%
Fixed 3-5 years	24%	10-60%
Fixed >5 years	24%	5-60%
Debt Matures 1-2 years	24%	10-60%
Debt Matures 2-4 years	24%	10-60%
Debt Matures > 4 years	24%	10-60%
Debt Servicing to Revenue Ratio	2%	<10%
Debt to Revenue Ratio	44%	<130%
Liquidity Ratio	136%	>110%

Cash Position and Forecast

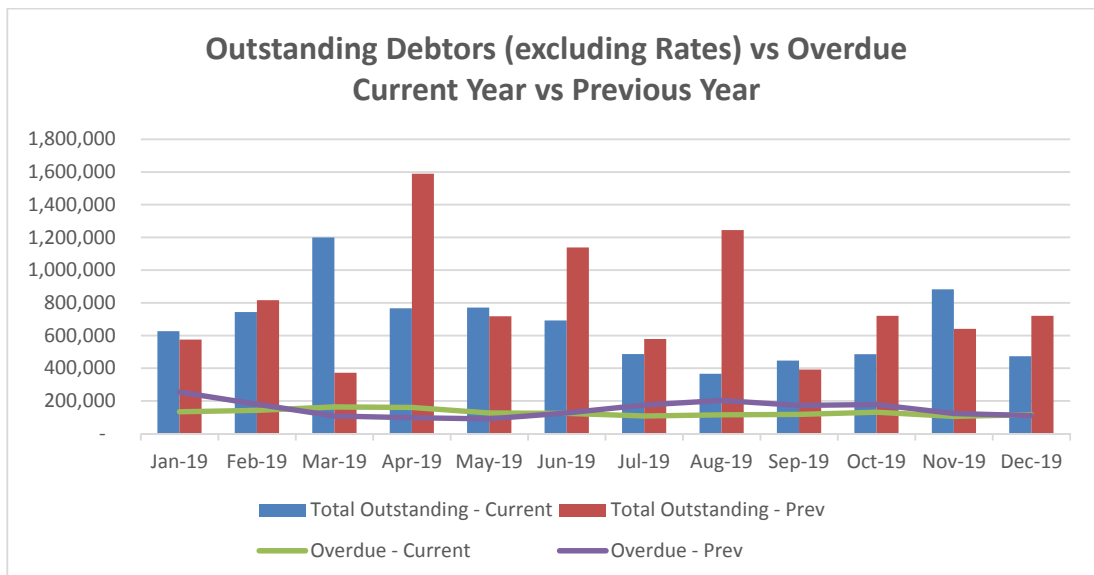
To ensure the Council has sufficient cash on hand, the \$1,000,000 term deposit due to mature in January may need to be held for up to five months. This is until subdivision section sales begin to eventuate. By August 2020, it is expected that a debt repayment may be made.



12.4

1.3 DEBTORS COLLECTION

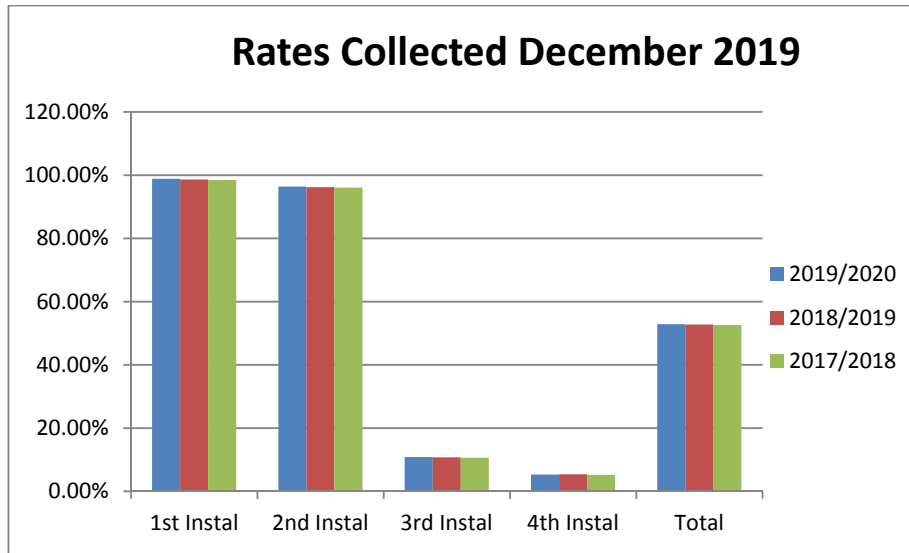
Refer to debtors report for further information.



2.0 RATES

Rates Arrears (owing from 2018/19 year and earlier) \$38,228 – As at 31 December 2019, 84% of rates in arrears have been collected since 1 July 2019 (2018: 86%). Two of the properties with outstanding rates arrears will be going to mortgagee sale, three are with the courts for rates recovery by way of property rating sale, and the remaining ratepayers with arrears have entered into payment arrangements with the Council.

Current Year Rates – As at 31 December 2019, 53% of rates had been collected (2018: 53%).



12.4

Tiffany Radich
DIRECTOR – CORPORATE SERVICES

Sven Hanne
CHIEF EXECUTIVE

DATE 21 January 2020

Statement of Comprehensive Revenue and Expense

For the Period Ended 31 December 2019

	December '19 Actual YTD	December '19 Budget YTD	Variance YTD	Total Budget 2019/20	December '18 Actual YTD
Revenue					
Finance Revenue	\$49,081	\$63,000	(\$13,919)	\$126,000	\$54,333
Subsidies and Grants	\$1,695,218	\$1,932,500	(\$237,282)	\$3,865,000	\$2,546,604
Rates Revenue other than Water Supply Rate	\$6,187,821	\$6,172,500	\$15,321	\$12,345,000	\$5,918,889
Water Supply Targeted Rate	\$59,910	\$57,750	\$2,160	\$462,000	\$53,605
Sundry Revenue	\$35,898	\$30,800	\$5,098	\$41,000	\$31,396
Dividends	\$54,930	\$0	\$0	\$0	\$0
Financial Contributions	\$26,777	\$0	\$26,777	\$0	\$32,543
Sale of land	\$0	\$0	\$0	\$4,360,000	\$0
User Charges for Services	\$1,406,403	\$1,309,841	\$96,562	\$2,249,000	\$1,165,600
Total Revenue	\$9,516,038	\$9,566,391	(\$105,283)	\$23,449,000	\$9,802,970
Operating Expenditure					
Personnel Costs	\$2,049,750	\$1,786,500	(\$263,250)	\$3,573,000	\$1,723,929
Other Direct Operating Costs	\$4,666,182	\$5,213,455	\$547,273	\$10,104,000	\$5,288,103
Total Operating Expenditure (See attached Breakdown to Activity Cost)	\$6,715,932	\$6,999,955	\$284,023	\$13,677,000	\$7,012,032
Other Operating Expenditure					
Loss (Gain) on disposal of assets	\$0	\$0	\$0	\$0	\$0
Depreciation	\$2,188,393	\$2,154,150	(\$34,243)	\$4,308,300	\$2,201,870
Finance Costs	\$199,759	\$320,000	\$120,241	\$640,000	\$246,273
Impairment landfill costs	\$23,346	\$0	(\$23,346)	\$0	\$0
Sundry Expenditure	\$1,200	\$0	(\$1,200)	\$0	\$7,816
Total Other Expenditure	\$2,412,698	\$2,474,150	\$61,452	\$4,948,300	\$2,455,959
Total Expenditure	\$9,128,630	\$9,474,105	\$345,475	\$18,625,300	\$9,467,991
Net Surplus (Deficit)	\$387,408	\$92,287	\$240,192	\$4,822,700	\$334,979
Other Comprehensive Revenue and Expense					
Gain/(Loss) on Property Revaluation	\$0	\$0	\$0	\$19,588,000	\$0
Total Other Comprehensive Revenue and Expense	\$0	\$0	\$0	\$19,588,000	\$0
TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR	\$387,408	\$92,287	\$240,192	\$24,410,700	\$334,979

12.4

Statement of Financial Position

As at 31 December 2019

	December '19
	Actual YTD
Assets	
<u>Current Assets</u>	
Cash and Cash Equivalents	\$783,461
Short Term Deposits	\$4,000,000
Receivables	\$615,759
Inventory - assets held for sale	\$1,313,694
Prepayments	\$10,511
Other Financial Assets	\$18,670
Current Assets Total	\$6,742,095
<u>Non-Current Assets</u>	
Investment in Other Financial Assets	
LGFA Borrower Notes	\$216,000
Other Loans	\$19,323
Shares	\$733,293
Trust Settlements	\$110
Property, Plant & Equipment / Intangibles	\$321,171,818
Non-Current Assets Total	\$322,140,544
Assets Total	\$328,882,639
Liabilities & Equity	
<u>Equity</u>	
Renewal Reserves	\$3,508,644
Contingency Reserve	\$504,500
Other Council Created Reserves	\$779,348
Restricted Reserves	\$613,747
Targeted Rate Reserves	-\$674,859
Asset Revaluation Reserves	\$132,837,072
Retained Earnings	\$175,377,580
Equity Total	\$312,946,032
<u>Liabilities</u>	
Current Liabilities	
Borrowings (maturing less than one year)	\$4,000,000
Provision for Landfill Aftercare	\$10,858
Employee Entitlements	\$117,006
Payables and Deferred Revenue	\$1,217,520
Non-Current Liabilities	
Borrowings	\$10,500,000
Employee Entitlements	\$47,264
Provision for Landfill Aftercare	\$43,959
Liabilities Total	\$15,936,607
Liabilities & Equity Total	\$328,882,639

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 DECEMBER 2019

Project		Total Available	Actual YTD Expenditure 2019/20	Projected year end expenditure	Projected under/(over) spend 2019/20
Roading	<i>Level of service</i>	84,425	0	84,425	0
	<i>Replacements</i>	3,061,880	1,425,198	2,951,451	110,429
Stormwater	<i>Level of service</i>	504,607	351,793	351,793	152,814
	<i>Replacements</i>	277,455	138,145	277,455	0
Wastewater	<i>Level of service</i>	1,159,380	30,856	253,500	905,880
	<i>Replacements</i>	510,978	0	510,978	0
Water Supply	<i>Level of service</i>	606,093	9,797	154,427	451,666
	<i>Replacements</i>	970,017	55,041	490,617	479,400
Parks and Reserves	<i>Level of service</i>	295,837	44,420	295,836	1
	<i>Replacements</i>	0	0	0	0
Solid Waste	<i>Replacements</i>	40,800	0	0	40,800
Animal Control	<i>Level of service</i>	61,300	0	61,300	0
Swimming Pool	<i>Level of service</i>	43,900	20,632	49,684	-5,784
Aerodrome	<i>Level of service</i>	3,021	0	3,021	0
Civic Amenities	<i>Level of service</i>	188,900	61,691	205,477	-16,577
	<i>Replacements</i>	2,530	0	2,530	0
Library	<i>Replacements</i>	0	1,230	1,230	-1,230
Miranda Street Office	<i>Level of service</i>	0	0	0	0
	<i>Replacements</i>	3,100	2,915	2,915	185
Farm	<i>Level of service</i>	51,369	5,000	51,369	0
	<i>Replacements</i>	0	3,683	3,683	-3,683
Economy	<i>Growth</i>	1,060,839	110,810	1,060,839	0
Pensioner Housing	<i>Level of service</i>	12,250	0	12,250	0
Pensioner Housing	<i>Replacements</i>	22,460	0	22,460	0
Communications	<i>Replacements</i>	75,065	450	75,065	0
Corporate Support	<i>Replacements</i>	395,415	68,255	425,415	-30,000
TOTAL		\$ 9,431,621	\$ 2,329,916	\$ 7,347,720	\$ 2,083,901

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CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 DECEMBER 2019

Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
GROWTH - to meet additional demand									
Economy	Proposed Council subdivision	793,700	267,139	1,060,839	110,810	1,060,839	0	By 30 June 2020	Total cost to date for the entire project is \$3,483,459.
Total Growth Expenditure		793,700	267,139	1,060,839	110,810	1,060,839	0		
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level									
Roading - Financially assisted NZTA	LED Lighting Upgrade	0	16,112	16,112	0	16,112	0	By 30 June 2020	Council has obtained a price from NPE-Tech to convert the ornate lights in Mercade Estate to LED.
Roading non-subsidised	Kerb & Channel Improvements	0	68,313	68,313	0	68,313	0	By 30 June 2020	This will be used for Mangaotuku Road improvements and Page Street kerb and channel.
Stormwater	Reticulation Capacity Increase	108,150	91,945	200,095	351,793	351,793	(151,698)	COMPLETED	This over spend was from the manhole lid safety screen budget in the line below.
Stormwater	Manhole Lid Safety Screens	120,320	184,192	304,512	0	0	304,512	COMPLETED	This budget is used for the reticulation capacity increase project in the line above
Wastewater	Camper van drainage facility	0	5,000	5,000	0	5,000	0	By 30 June 2020	
Wastewater	Reticulation capacity increase	102,520	75,980	178,500	1,329	178,500	0	By 30 June 2020	
Wastewater	Safety screens	33,160	32,300	65,460	0	0	65,460	NOT REQUIRED	There are no longer any manholes on private property with no screens
Wastewater	Pump station telemetry	82,000	0	82,000	0	0	82,000	CARRY FORWARD	This will be carried over to 2020/21 as other options of communication are being investigated
Wastewater	Bulk discharge	51,300	0	51,300	0	10,000	41,300	CARRY FORWARD	This is part of the project on the line above regarding communication options
Wastewater	Stage 2 treatment - Oxidation Pond	768,920	8,200	777,120	29,527	60,000	717,120	CARRY FORWARD	Council have now received a consent for a trial period of 3 years. The scope of the project will then be determined after this trial period ends.
Water Supply	Water Meter Installation	30,750	1,677	32,427	0	32,427	0	By 30 June 2020	
Water Supply	Zoning	307,500	184,166	491,666	9,797	40,000	451,666	CARRY FORWARD	This was carried over from the previous year, as the tender received was unacceptable. The project has now been reviewed, as a bigger contract with 4 different job sites. Each site is to be done separately, in order to obtain a more favourable price, so will take longer to complete. The project is going out for tender in January / February 2020.
Water Supply	Toko reservoir	51,250	0	51,250	0	51,250	0	By 30 June 2020	
Water Supply	Stratford street work rider mains	30,750	0	30,750	0	30,750	0	By 30 June 2020	
Parks and Reserves	Park Development	15,300	0	15,300	15,299	15,299	1	COMPLETED	
Parks and Reserves	Walkway development	15,300	0	15,300	0	15,300	0	By 30 June 2020	Whanga Walkway and Cardiff Walkway upgrades
Parks and Reserves	Walkway signs	10,200	10,000	20,200	0	20,200	0	By 30 June 2020	Waiting on template design and branding
Parks and Reserves	King Edward Park accessible path	46,000	0	46,000	16,999	46,000	0	By 30 June 2020	Final walkway to be completed in New Year
Parks and Reserves	Plantings and signs	12,250	10,212	22,462	0	22,462	0	By 30 June 2020	This was on hold until a template has been designed

2020 - Agenda - Policy & Services - January - Monthly Reports

Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Parks and Reserves	Victoria Park bike park	0	25,000	25,000	11,102	25,000	0	By 29 February 2020	Project design is well underway
Parks and Reserves	Discovery Trail	102,100	49,475	151,575	1,020	151,575	0	By 30 June 2020	100% grant funded - waiting on design confirmation
Parks and Reserves	Half basketball court	0	0	0	0	0	0	By 30 June 2020	100% grant funding
Swimming Pool	Various Pool improvements	43,900	0	43,900	14,848	43,900	0	By 30 June 2020	50% grant funding
Swimming Pool	Pool redevelopment	0	0	0	5,784	5,784	(5,784)	By 30 June 2020	
Aerodrome	Level operational area	0	3,021	3,021	0	3,021	0	By 29 February 2020	
Civic Amenities	Demolish building	76,600	0	76,600	20,039	76,600	0	By 31 January 2020	This is for demolition of ANZ building
Civic Amenities	Broadway / Prospero Place upgrade	112,300	0	112,300	4,199	91,424	20,876	By 30 June 2020	Aware that \$35K HAS to be spent by April 2020
Civic Amenities	LED Entrance way sign	0	0	0	37,453	37,453	(37,453)	COMPLETED	The total cost for this project (over two years) was \$90,876, of which \$70,000 was grant funded, and the overspend of \$20,000 is to be funded from the Broadway / Prospero Place upgrade project.
Farm	Emergency generator	30,000	0	30,000	0	30,000	0	By 30 June 2020	Looking into options currently
Farm	Landscaping / riparian planting	15,310	6,059	21,369	5,000	21,369	0	By 30 June 2020	Meeting with TRC - finished by June 2020
Animal Control	New dog pound	61,300	0	61,300	0	61,300	0	By 30 June 2020	
Library	Information centre relocation	0	0	0	1,230	1,230	(1,230)	By 30 June 2020	
Pensioner Housing	Conservatories	12,250	0	12,250	0	12,250	0	By 30 June 2020	Building in early 2020
Total Level of Service Expenditure		2,239,430	771,652	3,011,082	525,419	1,524,312	1,486,770		

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

Roading - Financially assisted NZTA	Unsealed Road metalling	844,600	(44,600)	800,000	275,930	750,000	50,000	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19
Roading - Financially assisted NZTA	Sealed Road resurfacing	800,000	(50,000)	750,000	55,488	750,000	0	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/21. Reseals are due to commence at the end of January 2020.
Roading - Financially assisted NZTA	Drainage Renewals	568,300	(43,300)	525,000	265,432	500,000	25,000	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/21
Roading - Financially assisted NZTA	Pavement Rehabilitation	762,100	(19,320)	742,780	735,607	740,000	2,780	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/21. Monmouth Road rehabilitation has been completed.
Roading - Financially assisted NZTA	Structure Components Replacement	96,100	(16,100)	80,000	3,822	110,000	(30,000)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/21. Lower Kohurahi Road bridge repairs due to commence late January 2020.
Roading - Financially assisted NZTA	Traffic Services Renewals	63,100	(13,100)	50,000	81,151	81,151	(31,151)	COMPLETED	Revised NZTA approved budget due to overspend in 2018/21
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	52,000	49,800	101,800	7,768	8,000	93,800	By 30 June 2020	Carried over to be done as one bigger project in 2020/21
Roading non-subsidised	Underverandah lighting	12,300	0	12,300	0	12,300	0	By 30 June 2020	
Solid Waste	Building renewals	40,800	0	40,800	0	0	40,800	CARRY FORWARD	Pending the recommendation of the building maintenance report, which will be completed by June 2020
Stormwater	Weather events emergency fund	2,560	0	2,560	0	2,560	0	By 30 June 2020	
Stormwater	Reticulation Renewals	54,330	220,565	274,895	138,145	274,895	0	By 30 June 2020	

2020 - Agenda - Policy & Services - January - Monthly Reports

Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Wastewater	Step / aerate treatment renewals	30,700	18,978	49,678	0	49,678	0	By 30 June 2020	
Wastewater	Treatment pond renewals	51,300	0	51,300	0	51,300	0	By 30 June 2020	
Wastewater	Reticulation renewals	410,000	0	410,000	0	410,000	0	By 30 June 2020	This project commences on 28 January 2020
Water Supply	Laterals	31,370	0	31,370	1,701	31,370	0	By 30 June 2020	
Water Supply	Stratford street work rider mains	210,000	0	210,000	2,769	210,000	0	By 30 June 2020	
Water Supply	Infrastructure general Stratford	25,620	25,000	50,620	0	50,620	0	By 30 June 2020	
Water Supply	Infrastructure general Midhurst	3,070	639	3,709	1,524	3,709	0	By 30 June 2020	
Water Supply	Infrastructure general Toko	1,600	0	1,600	0	1,600	0	By 30 June 2020	
Water Supply	Treatment plant replacements	0	37,023	37,023	35,127	37,023	0	By 30 June 2020	
Water Supply	Grit tank replacement	0	250,000	250,000	0	15,000	235,000	By 30 June 2020	The project did not commence in 2018/19 and has been carried forward to this year. The tender will now be awarded before 30 June 2020 and the physical works will be carried out in 2020/21 year. As this is specialist work, there are limited contractors that are able to do the work.
Water Supply	Meter replacements	51,260	50,000	101,260	7,646	101,260	0	By 30 June 2020	
Water Supply	Patea delivery line	0	259,400	259,400	0	15,000	244,400	CARRY FORWARD	See above comments for the grit tank replacement. These two projects have been combined as the Patea deliverline feeds in to the grit tank.
Water Supply	Hydrants	15,170	9,865	25,035	6,274	25,035	0	By 30 June 2020	
Civic Amenities	WMC - replace furniture	2,530	0	2,530	0	2,530	0	By 30 June 2020	
Pensioner Housing	Appliance replacements	22,460	0	22,460	0	22,460	0	By 30 June 2020	Replacing in early 2020
Farm	Heat pump replacement	0	0	0	3,683	3,683	(3,683)	COMPLETED	
Miranda Street Office	Furniture Replacement	3,100	0	3,100	2,915	2,915	185	COMPLETED	
Communications	Website redevelopment	0	75,065	75,065	450	75,065	0	By 30 June 2020	This project was carried forward due to internal resourcing and re-prioritisation.
Corporate Support	Computers/Peripherals/ Software	140,000	65,915	205,915	37,222	205,915	0	By 30 June 2020	The balance carried forward is to be spent on laptops, Goget project, disaster recovery and software licensing.\$60k for AP system, Goget will be discussed with Michelle about timing of upgrade, Disaster recovery \$30K
Corporate Support	AssetFinda and GIS software replacement	15,000	0	15,000	0	15,000	0	By 30 June 2020	
Corporate Support	Telephone System	50,000	50,000	100,000	0	100,000	0	By 30 June 2020	Going out for tender then in RFP process, which will take approx 4 months
Corporate Support	Vehicle Replacement (after trade in)	54,500	0	54,500	28,672	54,500	0	By 30 June 2020	
Corporate Support	Traffic counters	0	0	0	1,357	30,000	(30,000)	By 31 January 2020	Current traffic counters are no longer compatible with software so replacements are required, to accurately count traffic volumes.
Corporate Support	Miscellaneous	20,000	0	20,000	1,004	20,000	0	By 30 June 2020	
Total Replacement Expenditure		4,433,870	925,830	5,359,700	1,693,687	4,762,569	597,131		
TOTAL EXPENDITURE		\$7,467,000	\$1,964,621	\$9,431,621	\$2,329,916	\$7,347,720	\$2,083,901		

Expenditure by Activity - Operating costs and overheads

For the Period Ended 31 December 2019

	December '19 Actual YTD	December '19 Budget YTD	Variance YTD	Total Budget 2019/20	December '18 Actual YTD
Community Services					
Aerodrome	\$40,189	\$44,625	\$4,436	\$88,600	\$42,755
Civic Amenities	\$304,234	\$332,198	\$27,964	\$545,600	\$433,522
Pensioner Housing	\$39,154	\$45,196	\$6,042	\$82,000	\$52,285
Community Development	\$261,864	\$224,850	(\$37,014)	\$378,500	\$161,203
Library	\$318,710	\$281,680	(\$37,030)	\$557,000	\$289,026
Parks and Reserves	\$263,607	\$282,111	\$18,504	\$557,800	\$324,383
Cemeteries	\$92,246	\$111,550	\$19,304	\$222,500	\$99,767
TSB Pool Complex	\$460,921	\$401,680	(\$59,241)	\$793,900	\$440,230
Community Services Total	\$1,780,925	\$1,723,890	(\$57,036)	\$3,225,900	\$1,843,171
Democracy and Corporate Support					
Democracy and Corporate Support	\$571,591	\$568,900	(\$2,691)	\$1,134,000	\$490,912
Democracy and Corporate Support Total	\$571,591	\$568,900	(\$2,691)	\$1,134,000	\$490,912
Economy					
Economic Development	\$235,624	\$201,375	(\$34,249)	\$402,000	\$219,657
Information Centre	\$177,427	\$146,575	(\$30,852)	\$292,000	\$191,715
Rental Properties	\$23,488	\$28,315	\$4,827	\$52,000	\$44,812
Farm	\$106,721	\$112,400	\$5,679	\$220,000	\$138,873
Holiday Park	\$7,913	\$8,000	\$87	\$16,000	\$9,505
Economy Total	\$551,173	\$496,665	(\$54,508)	\$982,000	\$604,562
Environmental Services					
Building Control	\$238,281	\$208,900	(\$29,381)	\$416,200	\$241,904
District Plan	\$71,583	\$73,300	\$1,717	\$146,600	\$42,429
Resource Consents	\$87,240	\$82,850	(\$4,390)	\$165,300	\$75,864
Food and Health	\$60,807	\$43,800	(\$17,007)	\$87,400	\$40,252
Alcohol Licensing	\$74,245	\$78,500	\$4,255	\$156,800	\$66,254
Parking and Other Bylaws	\$85,223	\$93,500	\$8,277	\$186,800	\$76,010
Animal Control	\$89,370	\$90,700	\$1,330	\$180,900	\$98,412
Environmental Services Total	\$706,749	\$671,550	(\$35,199)	\$1,340,000	\$641,125
Civil Defence and Emergency Management	\$46,850	\$68,000	\$21,150	\$136,000	\$41,909
Roading					
Roading	\$1,561,254	\$1,887,003	\$325,749	\$3,774,005	\$4,001,585
Business Unit	\$102,960	\$90,550	(\$12,410)	\$181,100	\$64,878
Roading Total	\$1,664,214	\$1,977,553	\$313,339	\$3,955,105	\$4,066,463
Stormwater	\$95,528	\$108,091	\$12,563	\$212,631	\$173,681
Wastewater (Sewerage)	\$325,314	\$312,432	(\$12,882)	\$620,364	\$390,273
Solid Waste	\$406,594	\$408,675	\$2,081	\$814,000	\$398,839
Water Supply	\$566,994	\$664,200	\$97,206	\$1,257,000	\$809,240
Total	\$6,715,932	\$6,999,955	\$284,023	\$13,677,000	\$9,460,175

Revenue by Activity

For the Period Ended 31 December 2019

	December '19 Actual YTD	December '19 Budget YTD	Variance YTD	Total Budget 2019/20
Community Services				
Aerodrome	\$11,631	\$10,750	\$881	\$21,500
Civic Amenities	\$33,616	\$41,041	(\$7,425)	\$67,600
Pensioner Housing	\$33,515	\$31,800	\$1,715	\$63,600
Community Development	\$19,891	\$20,500	(\$609)	\$20,500
Library	\$9,810	\$9,200	\$610	\$18,400
Parks and Reserves	\$4,866	\$4,400	\$466	\$8,800
Cemeteries	\$38,956	\$61,050	(\$22,094)	\$122,100
TSB Pool Complex	\$117,519	\$116,500	\$1,019	\$233,000
Community Services Total	\$269,804	\$295,241	(\$25,437)	\$555,500
Democracy and Corporate Support				
Corporate Services (Rates Penalties)	\$51,245	\$30,000	\$21,245	\$60,000
Democracy and Corporate Support Total	\$51,245	\$30,000	\$21,245	\$60,000
Economy				
Information Centre	\$45,243	\$55,950	(\$10,707)	\$111,900
Rental Properties	\$20,621	\$17,150	\$3,471	\$34,300
Farm	\$253,303	\$252,250	\$1,053	\$504,500
Holiday Park (Lease Rental)	\$0	\$0	\$0	\$3,000
Economy Total	\$319,167	\$325,350	(\$6,183)	\$653,700
Environmental Services				
Building Control	\$163,334	\$130,850	\$32,484	\$261,700
Resource Consents	\$40,178	\$15,850	\$24,328	\$31,700
Food and Health	\$21,824	\$14,500	\$7,324	\$14,500
Alcohol Licensing	\$16,638	\$17,300	(\$662)	\$34,600
Parking and Other Bylaws	\$340	\$13,250	(\$12,910)	\$26,500
Animal Control	\$135,246	\$128,200	\$7,046	\$128,200
Environmental Services Total	\$377,560	\$319,950	\$57,610	\$497,200
Roading				
Roading	\$88,828	\$66,900	\$21,928	\$133,800
Business Unit (Internal Charges)	\$197,426	\$196,000	\$1,426	\$196,000
Roading Total	\$286,254	\$262,900	\$23,354	\$329,800
Wastewater (Sewerage)	\$40,191	\$35,750	\$4,441	\$71,500
Solid Waste	\$62,182	\$40,650	\$21,532	\$81,300
Total	\$1,406,403	\$1,309,841	\$96,562	\$2,249,000

12.4

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 DECEMBER 2019					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 3,000,000	1.53%	2	August 2018	April 2020
LGFA	\$ 1,000,000	1.99%	1	May 2019	May 2020
LGFA	\$ 1,500,000	2.62%	3	August 2018	May 2021
LGFA	\$ 2,000,000	2.81%	4	August 2018	April 2022
LGFA	\$ 1,500,000	3.47%	5	May 2018	May 2023
LGFA	\$ 2,000,000	2.53%	5	May 2019	May 2024
LGFA	\$ 2,000,000	3.38%	7	August 2018	April 2025
LGFA	\$ 1,500,000	3.65%	9	August 2018	April 2027
	\$ 14,500,000	2.66%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water	\$ 1,510,000	2013	N/a	2.66%	Water treatment plant
	\$ 1,510,000				
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM + 3%		
	\$ 1,000,000				
Investment Statement					
Bank / LGFA	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	2.22%	90	24/10/2019	22/01/2020
Westpac	\$ 1,000,000	2.33%	90	15/11/2019	13/02/2020
Westpac	\$ 1,000,000	2.70%	120	28/11/2019	27/03/2020
Westpac	\$ 1,000,000	2.74%	115	9/12/2019	2/04/2020
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 48,000	2.01%	597	27/08/2018	15/04/2020
LGFA	\$ 24,000	2.22%	992	27/08/2018	15/05/2021
LGFA	\$ 32,000	2.41%	1326	27/08/2018	14/04/2022
LGFA	\$ 24,000	3.06%	1826	24/05/2018	24/05/2023
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
	\$ 4,216,000	2.50%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 4.02	\$ 638,038		
Ravensdown	17,920	\$ 1.00	\$ 17,920		
Civic Assurance	65,608	\$ 1.59	\$ 104,317		
			\$ 760,275		
Other Investments					
	Date Drawn	Amount	Interest Rate	Details	
Loan to Stratford Health Trust	2010	\$ 40,000	Nil	Repay \$20,000 a year	

CASHFLOW FORECAST FOR THE YEAR ENDED DECEMBER 2020

	Dec-19	Dec 19 Actual	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
OPENING BALANCE	2,050,998	2,050,998	763,675	312,086	1,322,086	312,086	404,682	1,248,543	1,038,543	1,020,652	2,043,652	1,259,652	499,865	2,279,865
Rates	350,000	422,542	300,000	2,500,000	340,000	280,000	2,500,000	400,000	400,000	3,280,000	540,000	350,000	2,800,000	400,000
NZTA Refunds	662,453	662,455	256,302	270,000	400,000	760,000	420,000	430,000	400,000	209,000	126,000	265,000	250,000	650,000
Fees and Charges	250,000	352,523	250,000	250,000	250,000	250,000	250,000	250,000	350,000	319,000	300,000	200,000	250,000	350,000
Sale of Assets	-	-	-	-	700,000	700,000	510,000	420,000	410,000	410,000	410,000	410,000	410,000	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash In	1,262,453	1,437,520	806,302	3,020,000	1,690,000	1,990,000	3,680,000	1,500,000	1,560,000	4,218,000	1,376,000	1,225,000	3,710,000	1,400,000
Salaries and Wages / Elected Members	410,000	420,866	390,000	410,000	410,000	390,000	390,000	410,000	410,000	240,000	350,000	440,000	400,000	400,000
Payments to Suppliers - Operating	749,037	838,737	500,000	500,000	640,000	600,000	600,000	500,000	800,000	730,000	790,000	550,000	700,000	800,000
Major contract payments	740,000	1,465,240	1,100,000	1,100,000	1,400,000	800,000	1,100,000	800,000	500,000	475,000	600,000	900,000	950,000	1,400,000
Net Interest Paid	-	-	17,891	-	-	107,404	46,139	-	17,891	-	-	94,787	50,000	-
GST Paid	-	-	250,000	-	250,000	-	(300,000)	-	100,000	-	420,000	-	170,000	-
Total Cash Out	1,899,037	2,724,843	2,257,891	2,010,000	2,700,000	1,897,404	1,836,139	1,710,000	1,827,891	1,445,000	2,160,000	1,984,787	1,930,000	2,600,000
(Increase)/Reduce Term Deposits	-	-	1,000,000	-	-	-	(1,000,000)	-	250,000	(250,000)	-	-	-	-
Borrowing /(Repaying) Loans*	-	-	-	-	-	-	-	-	-	(1,500,000)	-	-	-	-
CLOSING BALANCE	1,414,414	763,675	312,086	1,322,086	312,086	404,682	1,248,543	1,038,543	1,020,652	2,043,652	1,259,652	499,865	2,279,865	1,079,865

Notes re Cashflow Forecast:

1. Sale of Assets figures March 2020 onwards relates to the sale of the Council subdivision sections. The assumption is to sell approx 5 sections in March/April and then 3 sections per month.
2. It is likely that a term deposit may need to be retained in January to fund day to day cash requirements, to be repaid in May 2020 (estimated).
3. A loan repayment of \$1.5m could potentially be made in August 2020.

Outstanding Debtors as at 31 December 2019

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$142,864	\$38,228	The overdue balance for rates debtors is what is owed for previous financial years i.e. up to 30 June 2019. This amount includes some rates where legal proceedings have commenced. All outstanding rates are charged a 10% penalty on amounts outstanding at the end of each quarter.
Transfer Station	\$390	\$60	
Cemeteries	\$29,442	\$13,098	Overdues relate to 8 debtors, all of which have payment arrangements with council or are with a debt collector for recovery.
Rental Properties	\$6,370	\$643	Overdue amount is an annual charge paid off in monthly instalments.
Pensioner Housing	-\$3,387	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$7,551	\$6,381	Overdue debtors are actively being pursued by debt collectors.
Facility Hire	\$2,895	\$0	Will resolve in November.
Sundry Debtors	\$27,920	\$2,653	Overdue debtors are actively being pursued by debt collectors. One account has payment arrangement.
NZTA	\$256,302	\$0	
Swimming Pool	\$16,600	\$0	
Resource Consents	\$3,450	\$0	
Infringements	\$70,113	\$60,258	The majority of debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$32,100	\$16,400	Overdue relates to one account, which is being actively pursued and may result in removing access to discharge.
Water Billing	\$23,148	\$16,449	All outstanding debtors are being actively pursued. Arrangements have been made for 3 debtors.
TOTAL	\$615,759	\$154,169	