



**STRATFORD
DISTRICT COUNCIL**

61-63 Miranda Street
PO Box 320, Stratford, 4352
Phone 06 765 6099
Fax 06 765 7500
www.stratford.govt.nz

Our reference:

20 February 2020

POLICY & SERVICES COMMITTEE MEETING

Notice is hereby given that the **Policy & Services Committee** meeting will be held in the **Council Committee Room, Stratford District Council, Miranda Street, Stratford** on **Tuesday 25 February 2020 at 3pm.**

Timetable for 25 February 2020 as follows:

12pm	Workshop for Councillors (<i>working lunch</i>): <ul style="list-style-type: none">- Rates Remission- Annual Plan- Long Term Plan
3pm	Policy & Services Committee Meeting
	Workshop for Councillors (<i>continues</i>): <ul style="list-style-type: none">- David Langford – 3 Waters

Yours faithfully

Sven Hanne
CHIEF EXECUTIVE

2020 - Agenda - Policy & Services - February (25/02/2020)

Table of Contents:

Notice of Meeting	1
Agenda	2
Welcome	7
Attendance Schedule	8
Confirmation of Minutes	9
Policy & Services Committee Meeting - 28 January 2020	9
Ordinary Meeting - 11 February 2020	19
Matters Outstanding	25
Information Report - Economic Development Quarterly Report - Q2	26
Decision Report - Policy Reviews 2018/19 & 2019/20 - Ninth Tranche	57
Decision Report - Proposed Road Closure For Taranaki Car Club	83
Information Report - Percy Thomson Trust - Half Yearly Report as at 31 December 2019	111
Information Report - Percy Thomson Trust - Statement of Intent 2020-2023	130
Monthly Reports	153
Assets Report	153
Community Services Report	176
Environmental Services Report	188
Corporate Services Report	195

POLICY AND SERVICES COMMITTEE MEETING
TUESDAY 25 FEBRUARY 2020 AT 3.00PM

F19/13-D20/2519

A G E N D A

1. **WELCOME**

Health and Safety

2. **APOLOGIES**

A leave of absence has been approved for Councillor Boyde 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 – 28 January 2020**

D20/2022 Pages 9-18

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 January 2020, be confirmed as a true and accurate record.

/_____
Moved/Seconded

6.2 **Ordinary Meeting – 11 February 2020**

D20/2424 Pages 19-24

RECOMMENDATION

1. **THAT** the unconfirmed minutes of the Ordinary Meeting of Council held on Tuesday 11 February 2020, be received.

2. **THAT** the recommendations in the minutes of the Ordinary Meeting of Council held on Tuesday 11 February 2020, be adopted.

/_____
Moved/Seconded

7. **MATTERS OUTSTANDING**

D16/47

Page 25

RECOMMENDATION

THAT the matters outstanding be received.

Moved/Seconded

8. **INFORMATION REPORT – ECONOMIC DEVELOPMENT
QUARTERLY REPORT – Q2**

D20/2666

Pages 26-32

RECOMMENDATION

THAT the report be received.

Moved/Seconded

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

D20/2542

Pages 57-63

RECOMMENDATIONS

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

*Mayor’s Relief Fund Policy,
Housing for the Elderly Policy, and the
Community Archives Collection and Management Policy*

be adopted.
3. THAT the attached policies, being the

Monetary Bonds 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 – PROPOSED ROAD CLOSURE FOR TARANAKI CAR CLUB**

D20/2541

Pages 83-88

RECOMMENDATIONS

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close Toko Road from its intersection with Ruapuha Road (RP4.6) to the end of the road (RP10.3) on Saturday 28 March between the hours of 7.30am to 5.30pm for the Taranaki Car Club to host a sprint motorsport event.

Recommended Reason

In order for the Taranaki Car Club to host a hillclimb motorsport event, it is necessary to close Toko Road for safety reasons, for the participants and for any spectators. The proposed road closure requires formal endorsement by a Council resolution.

Moved/Seconded

11. **INFORMATION REPORT – PERCY THOMSON TRUST - HALF YEARLY REPORT AS AT 31 DECEMBER 2019**

D20/689

Pages 111-129

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council receive the half yearly report for Percy Thomson Trust as at 31 December 2019.

Recommended Reason

In terms of Section 66 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver to Council a half yearly report (as at 31 December 2019) on or before 29 February 2020.

Moved/Seconded

12. **INFORMATION REPORT – PERCY THOMSON TRUST – STATEMENT OF INTENT 2020-2023**

D20/2619

Pages 130-152

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council receive the Statement of Intent for Percy Thomson Trust for the period 1 July 2020 to 30 June 2023.

Recommended Reason

In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver the completed statement of intent to Council on or before 30 June 2020.

/_____
Moved/Seconded

13. **MONTHLY REPORTS**

13.1 **ASSETS REPORT**

D20/1972

Pages 153-175

RECOMMENDATION

THAT the report be received.

/_____
Moved/Seconded

13.2 **COMMUNITY SERVICES REPORT**

D20/265

Pages 176-187

RECOMMENDATION

THAT the report be received.

/_____
Moved/Seconded

13.3 **ENVIRONMENTAL SERVICES REPORT**

D20/2622

Pages 188-194

RECOMMENDATION

THAT the report be received.

/_____
Moved/Seconded

13.4 **CORPORATE SERVICES REPORT**

D20/2482

Pages 195-199

RECOMMENDATION

THAT the report be received.

/_____
Moved/Seconded

14. **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 2018 – 2019 Policy & Services Committee meetings, including hearings.

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

<u>Key</u>	
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 28 JANUARY 2020 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, 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 Communications Manager – Ms G Gibson, the GIS Officer – Ms M McClure, the Roading Asset Manager – Mr S Bowden (*part meeting*), the Services Asset Manager – Mr M Oien, the Engineering Officer – Mr P Jacobs and three members of the media (Stratford Press & Taranaki Daily News).

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, Chief Executive, Councillors, staff, and the media to the first meeting of council of 2020. 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 V Jones. An apology was noted from the Director Community Services – Ms K Whareaitu.

3. **ANNOUNCEMENTS**

The Chief Executive requested that Councillors remain after the conclusion of the meeting for the continuation of the Councillors workshop.

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. There were no declarations of interest.

5. **ATTENDANCE SCHEDULE**

The attendance schedule for Policy and Services Committee Meetings, including Hearings was attached. Councillor Boyde noted that his leave of absence for the meeting of 26 November 2019 had not been recorded.

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.

HARRIS/WEBBY
Carried
P&S/20/1

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.

ERWOOD/COPLESTONE
Carried
P&S/20/2

7. **MATTERS OUTSTANDING**

D16/47 Page 32

RECOMMENDATION

THAT the matters outstanding be received.

COPLESTONE/McKAY
Carried
P&S/20/3

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.

BOYDE/COPLESTONE
Carried
P&S/20/4

6.1

The Chief Executive noted that triennial agreements are a legal requirement setting out the rules of engagement between neighbouring councils at the commencement of each triennium.

Questions/Points of clarification:

- Mayor Volzke noted that there was no way of enforcing the terms of triennial agreements where the parties did not adhere. Mr Hanne suggested the Mayoral Forum as an avenue to take up the discussion.

6.1

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

D19/31602 Pages 55-61

RECOMMENDATIONS

1. THAT the report be received.

ERWOOD/SANDFORD
Carried
P&S/20/5

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

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

be adopted.

HARRIS/DALZIEL
Carried
P&S/20/6

3. THAT the attached policies, being the:

Declaration of Members Interests Policy
Elected Members Remuneration Policy
Voting System Policy

be deleted.

ERWOOD/WEBBY
Carried
P&S/20/7

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.

The Chief Executive noted the following:

- *Petitions in Council Buildings Policy*
 - This policy outlines the ability of the public to place a petition into a council facility supporting a cause to either lobby the government, the council or another party. Currently approval is sought from the Chief Executive in consultation with the District Mayor following due consideration.
 - The policy remains unchanged as there were no views expressed to the contrary.
- *Conferences, Seminars, Tours Policy*
 - This policy outlines the approval process for elected members' training and networking opportunities. Currently approval is sought from council via the meeting cycle. Due to the timing of meetings, there is potential for opportunities to be missed.
 - It was recommended that the policy be amended so that approval is sought from the Chief Executive in consultation with the District Mayor and include a financial limit of \$2,000 per annum.
 - Councillor Dalziel added that the policy should not restrict the District Mayor's ability to attend events as he felt the \$2,000 limit would be too limiting for the Mayor.
 - Mr Hanne undertook to establish the approval process for the District Mayor and if affected by this policy, to amend the wording as required to not apply the financial cap to the Mayor.
- *Privacy Policy*
 - This policy governs the collection, use and disclosure of personal information and data in accordance with legislation. The current policy aligns with national best practice and largely focuses on online data and therefore should be updated.
 - The reviewed policy is more comprehensive and includes any other way information is collected.
 - Mayor Volzke sought clarification, in referring to page 65 which makes reference to the use of the website and cookies, about whether the council website warns users about the use of cookies. Mr Hanne would seek clarification on this matter and requested that the item be added to matters outstanding.
- *Declaration of Members Interests Policy*
 - The current policy covers half of what the Local Authorities (Members' Interest) Act 1968 requires and does not address other non-financial conflicts.
 - Mr Hanne therefore recommends withdrawal of the policy as elected members comprehensively subscribe to items covered by the legislation through the Code of Conduct. Duplicated effort via a policy is therefore not required and serves no purpose.
 - There were no views to the contrary and the Declaration of Members Interest Policy will be deleted.
- *Elected Members Remuneration Policy*
 - The current policy provides a cover paper attaching the determination of the Remuneration Authority. The same information is available on the Remuneration Authority website. Duplicated effort via a policy is therefore not required and serves no purpose.
 - Mr Hanne recommends withdrawal of the policy.
 - Mayor Volzke, in referring to page 71 recommended retaining the job descriptions of elected members at Appendix A of the policy for future reference and possibly publishing on the council website.
 - There were no views to the contrary and the Elected Members Remuneration Policy will be deleted.

- *Voting System Policy*
 - The current policy addresses the method of voting, if required, for the appointment of deputy mayor, chairs and other roles.
 - Mr Hanne recommends withdrawal of the policy given that elected members at the time will determine the most appropriate voting system to these positions.
 - There were no views to the contrary expressed and the Voting System Policy will be deleted.

6.1

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.
McKAY/BOYDE
Carried
P&S/20/8

2. THAT the Local Governance Statement be adopted with the following amendments:
 - A wording change - “*Electors vote for their preferred candidate(s) up to the maximum number of Elected Members per ward, and those with the most votes are elected*” (page 94 refers).
 - “Stratford Ward” be changed to “Urban Ward” (page 94 refers).
 - Mayor as ex-officio be added to council committees (page 109 refers).
 - Delete reference to the Deputy Mayor as a member of the Creative Communities Assessment Committee (page 110 refers).HARRIS/BOYDE
Carried
P&S/20/9

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.

The Director Corporate Services noted the following points:

- It is a legislative requirement that council adopt an updated Local Governance Statement within six months of local body elections.
- The statement reports the processes used by council during the course of representing the citizens of the district.

Questions/Points of clarification:

- Mayor Volzke suggested, in referring to page 94, a change to the wording where “*Electors vote for their preferred candidate(s) up to the maximum number of Elected Members per ward, and those with the most votes win*” to “*...those with the most votes are elected*”.
- Councillor Webby noted, in referring to page 94, that the reference to “Stratford Ward” be changed to “Urban Ward” and that Stratford District Council currently has no community boards and that this reference should be removed.

- Mayor Volzke noted that, in referring to page 109, the ex-officio status of the Mayor on some, if not all, of the council committees be added for accuracy.
- Mrs Radich noted that the Creative Communities Assessment Committee does not include the Deputy Mayor and that this reference be removed, in referring to page 110.
- Mr Sutherland clarified that the Mobile or Travelling Shops Bylaw would be reviewed this year.

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

D20/711 Pages 111-116

RECOMMENDATIONS

1. THAT the report be received.

SANDFORD/COPLESTONE
Carried
P&S/20/10

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.

McKAY/ERWOOD
Against BOYDE
Carried
P&S/20/11

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.

The Chief Executive noted the following points:

- Following the decision by elected members to co-locate the i-SITE services within the library, council must now decide where the entranceway to the library should sit in relation to the Prospero Place redevelopment and when this work should proceed.

Questions/Points of clarification:

- Councillor Boyde expressed his concerns about co-locating both parts of the business before the redevelopment work is understood. He added that council had one opportunity to get the move right. Councillor Boyde therefore supported option 3.
- Councillor McKay’s view was that a move now rather than later would be a cost saving and that changing the entranceway from its existing location did not add huge value. She added that an entranceway at the front of the library detracted from the ambience of the grassed area.
- Councillor Coplestone agreed with Councillor McKay to get the co-location underway before considering where the entranceway should be located.
- While Councillor Webby was in agreeance with Councillors McKay and Coplestone in relation to getting the co-location underway, she felt that the current entranceway should be reconsidered now due to the expected increase in foot traffic. Councillor Webby therefore supported option 2.

- Councillor Dalziel was interested in the cost saving from terminating the i-SITE lease as well as staff costs. Mr Hanne advised that the i-SITE operating hours would be a future decision for council.
- Councillor Jamieson supported option 1.
- Councillor Boyde sought clarification on whether the internal layout would change and hoped that the co-location would not prove dysfunctional. Mr Hanne confirmed that there would be some layout changes in terms of moving furniture but that there would be further interior structural changes at this time.

12. MONTHLY REPORTS

12.1 ASSETS REPORT

D20/719

Pages 121-149

RECOMMENDATION

THAT the report be received.

BOYDE/McKAY
Carried
P&S/20/12

The Director Assets noted the following points:

- Draft bylaws are currently under consultation for waste water, solid and trade waste bylaws.
- One health and safety issue has been reported in the last 2 months.
- A raft of activities have occurred in the waste minimisation space.

Questions/Points of clarification:

- Councillor Jamieson, in referring to page 125, corrected the adoption and release date of the Walking and Cycling Strategy from 2002 to 2020.
- Councillor Sandford sought a completion date for the Seyton Street curbing project. He has fielded many complaints from residents who have been unable to access their driveways for 4 months, adding that the situation was very unsatisfactory.

The Roading Assets Manager joined the meeting at 3.25pm.

- Mr Bowden responded that Fulton Hogan expected the project to be completed by the end of February and would pass Councillor Sandford's comments on to the senior management of Fulton Hogan. He could not defend Fulton Hogan's poor performance in this project.
- Councillor Boyde sought clarification from Mrs Araba on the future of waste minimisation activities and in particular, food waste. Mrs Araba confirmed that internal thinking was progressing on the topic. Mr Hanne added that food waste requires a more sophisticated approach and that community education about home composting etc may be a viable alternative.
- Mayor Volzke asked how much more revenue is received when the government increased the waste levy by 600 per cent recently. Mrs Araba clarified that the waste levy is currently under consultation and it is not clear yet how much would come back to council. Mayor Volzke commented that this was a further example of the effects of government changes on ratepayers where there has been little to no consultation with the community.

-

- Councillors Boyde and Sandford commented on the lifting pavement where cars were turning in the subdivision.
- Councillor Jamieson, referring to pages 132-133, sought clarification on the wastewater level of services and performance measures and in particular whether the target for odour and system faults should be zero as opposed to 6. Mr Hanne responded that the target is acceptable practice.
- Councillor Boyde commented, with reference to page 143, that the council farm was starting to severely dry out but overall was in good shape.
- Councillor Harris noted, in referring to photos of the recent logging truck accident on Junction Road, the unsuitability of the vehicles for these sorts of roads.

The Roading Assets Manager left the meeting at 3.35pm.

12.2 COMMUNITY SERVICES REPORT

D19/33801

Pages 150-166

RECOMMENDATION

THAT the report be received.

BOYDE/SANDFORD
Carried
P&S/20/13

The Chief Executive noted the following highlights from the report including a successful school holiday programme, the scarecrow trail and mayoral Christmas gifts. It was noted that a number of elected members were present at the trade graduation ceremony.

Questions/Points of clarification:

- Councillor Jamieson congratulated the winners of the scarecrow trail.
- Councillor Boyde sought clarification on the rationale for having wifi on Broadway. Mr Hanne responded that Primo Wireless, a community minded company, were making a push into communities and becoming more visible. Further detail would be available in the next report.
- Mr Hanne clarified that Baldricks Big Day Out, traditionally hosted every second year, was struggling to put an event together for 2020.

12.2.1 Council Organisation and Council Representatives on Other Organisations

- Mayor Volzke reported back on a meeting with the Tututawa community which he attended with Councillor Harris the previous Friday. The community voiced concerns over the lengthy delays on roadworks occurring on the Tututawa saddle. The road had been partially completed and left 'half done' for many months. The Mayor was able to give assurances that the work was about to recommence. The lesson here was that council must communicate and consult with the community well ahead of time on large and potentially disruptive projects. This would ensure local input and knowledge could be taken into account. These issues were raised with the Chief Executive and a report will be returned to council on communication and engagement.

12.3 ENVIRONMENTAL SERVICES REPORT

D20/18 Pages 167-175

RECOMMENDATION

THAT the report be received.

McKAY/COPLESTONE
Carried
P&S/20/14

6.1

The Director Environmental Services noted the following points:

- In referring to the series of graphs starting on page 173, Mr Sutherland clarified that the columns represented the same period of each year and he would ensure that the labelling on the graphs is clearer in future reports.
- The GoGet trial is proceeding well with good acceptance by those trialling the software. A full rollout will proceed in the coming months.
- Bylaw issues are consistent with the season.

12.4 CORPORATE SERVICES REPORT

D20/651 Pages 176-190

RECOMMENDATION

THAT the report be received.

HARRIS/BOYDE
Carried
P&S/20/15

The Director Corporate Services noted that council is behind on spend for this time of year however upcoming roading projects would bring spend back in line.

Questions/Points of clarification:

- Councillor Dalziel, in reviewing capital expenditure, sought clarification on whether it was possible to spend \$5 million in what is left of the financial year. Mrs Radich confirmed that these figures had been reviewed with activity managers.
- Councillor Dalziel, in referring to page 180, sought clarification on whether the reported overspend of \$50,000 in the Revenue Expense Statement was correct. Mrs Radich will investigate.
- Councillor Boyde, referring to page 177, sought clarification on the increase in personnel costs. Mr Hanne explained that the increase was due to several factors. Firstly, the water treatment activity, previously provided by South Taranaki District Council, has now been brought in house with an additional 3 full-time equivalent positions now on the payroll. Secondly, a number of roles have had a \$10-15,000 annual salary discrepancy compared to other councils. This is particularly apparent when there is a national shortage of some skillsets. When a replacement is sought and found, it is costing council this much to meet the market rate. Thirdly, there is an ever increasing 'passing down' of central government responsibilities to local government resulting in more staff being required. Mr Hanne added that officers will come back to council in an Annual Plan Workshop with projected costs.

- Councillor Jamieson asked how staff retention was being tackled in the organisation. Mr Hanne responded that Strategic Pay, a database of comparable roles which councils consult, is reviewed when an employee departs the organisation for career opportunities. Annual salary reviews are also conducted. He noted that there are some highly specialised roles where there are not enough people available in the market for.
- Mrs Radich added that the council is also developing a wellbeing programme – promoting it as a good place to work.
- Mr Hanne noted that one positive of the competitive job market was the potential for shared services across councils and the associated savings that these arrangements bring (those savings do not show in this cost centre however).
- Mr Hanne expected titles for the council subdivision to be issued by the end of the following week.

13. **QUESTIONS**

There were no questions from elected members.

The meeting closed at 4.23pm.

A L Jamieson
CHAIRMAN

Confirmed this 25th day of February 2020.

N C Volzke
DISTRICT MAYOR

MINUTES OF THE ORDINARY MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 11 FEBRUARY 2020 AT 4 PM

PRESENT

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

IN ATTENDANCE

The Chief Executive – Mr S Hanne, the Director – Corporate Services – Mrs T Radich, the Director Assets – Mrs V Araba, the Director Environmental Services – Mr B Sutherland, the Executive Administration Officer – Ms R Vanstone, the Roading Asset Manager – Mr S Bowden (*part meeting*), and two members of the media (Stratford Press & the Daily News).

1. **WELCOME**

The District Mayor welcomed the Chief Executive, Councillors, staff, and members of the media. 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 the Deputy Mayor A L Jamieson.

An apology was noted from the Director Community Services - Ms K Whareaitu due to unforeseen circumstances.

RECOMMENDATION

THAT the apologies be received.

BOYDE/WEBBY
Carried
CL/20/01

3. **ANNOUNCEMENTS**

The District Mayor asked elected members to remain following the close of today's meeting.

4. **DECLARATIONS OF MEMBERS INTEREST**

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

Councillors McKay and Dalziel declared an interest in item 7, Americarna Road Closures, as they are members of the Stratford Business Association.

Councillors were reminded that the monthly update for the declaration of members interest would be circulated for them to update and sign.

5. **ATTENDANCE SCHEDULE**

The Attendance Schedule for Ordinary and Extraordinary Council meetings was attached. The District Mayor noted a 100 per cent attendance rate for these meetings to date.

6. **CONFIRMATION OF MINUTES**6.1 **Ordinary Meeting – 10 December 2019**

D19/33813 (Pages 7-19)

RECOMMENDATION

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 10 December 2019 be confirmed as a true and accurate record.

McKAY/ERWOOD
Carried
CL/20/02

The Executive Administration Officer undertook to make the following amendments:

- Page 7, Councillor Erwood listed as present twice, remove one reference.
- Page 9, paragraph 14.2 (recommendation), insert “scooters”.
- Page 19, “meeting minutes to be confirmed this 11th day of February 2020” not “2019”.

6.2 **Audit and Risk Meeting – 17 December 2019**

D19/34500 (Pages 20-30)

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Audit and Risk Meeting of Council held on Tuesday 17 December 2019 be received.

DALZIEL/ERWOOD
Carried
CL/20/03

2. THAT the recommendations in the minutes of the Audit and Risk Meeting of Council held on Tuesday 17 December 2019 be adopted.

VOLZKE/ DALZIEL
Carried
CL/20/04

The District Mayor noted the significance of the recommendation of the committee which saw this council become part of the Local Government Funding Agency (“LGFA”) guarantor scheme. The Director Corporate Services added that this adoption now allowed the process to commence while the Treasury Management Policy allowed for council to become a guarantor. Councillor Dalziel also noted that once council borrowings go above \$20 million there is obligation that council will become a guarantor to the LGFA.

It was clarified that a live phishing scam was run as part of an ongoing fraud awareness exercise amongst elected members and council officer late last year.

The Executive Administration Officer noted the following amendments to be made to the minutes at the next meeting of the Audit and Risk Committee:

- Page 30, “meeting minutes to be confirmed this 17th day of February 2020” not “2019”.
- Correct the spelling of the presenter, Mr Andrew *Michl* throughout the document, not Mr Andrew Michel.

6.3 **Policy and Services Meeting – 28 January 2020**
D20/2022 (Pages 31-40)

6.2

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Policy and Services Meeting of Council held on Tuesday 28 January 2020 be received.

WEBBY/McKAY
Carried
CL/20/05

2. THAT the recommendations in the minutes of the Policy and Services Meeting of Council held on Tuesday 28 January 2020 be adopted.

SANDFORD/HARRIS
Carried
CL/20/06

The Executive Administration Officer noted the following amendments to be made to the minutes at the next meeting of the Policy and Services Committee:

- Page 31, Councillor Boyde was present at the meeting but was not noted as such in the attendance list.
- Page 37, third bullet point, insert ‘no’... “no further interior structural changes at this time.”

7. **DECISION REPORT - AMERICARNA ROAD CLOSURES**
D20/1948 (Pages 41-47)**RECOMMENDATIONS**

- 1.
- THAT
- the report be received.

ERWOOD/BOYDE
Carried
CL/20/07

- 2.
- THAT
- pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close the following roads on Friday 21 February 2020, between the hours of 7.00am and 1.30pm for the purpose of the 2020 Americarna event.

- State Highway 3 Broadway between Seyton Street and Fenton Street
- Regan Street between Miranda Street and Juliet Street between the hours of 9am to 1.30pm
- Miranda Street between the Seyton Street and Fenton Street
- Fenton Street between Juliet Street and State Highway 3 Broadway

- 3.
- THAT
- the Council approves the alternative route detailed below:

- Southbound traffic – left into Seyton Street, right into Juliet Street, left onto Celia Street and right onto Orlando Street to return to State Highway 3 via Hills Road to the south of Stratford.
- Northbound traffic – left onto Fenton Street, right onto Portia Street, right onto Seyton Street and left to re-join State Highway 3 at Seyton Street/State Highway 3 intersection.

ERWOOD/BOYDE
Carried
CL/20/08**Recommended Reason**

In order for the Stratford Business Association to host Americarna, it is necessary to close the roads listed above for safety reasons and for the participants to exhibit their vehicles via a static display. The proposed road closures require formal endorsement by a Council resolution.

Councillors McKay and Dalziel left the table and the Roading Asset Manager joined the table at 4.15pm.

Recommendations 2-3 were read together.

Questions/points of clarification:

- Mr Bowden confirmed that no objections to road closures have been received.
- It was clarified that customers will be able to access and exit the Z Garage on the corner of Regan Street and Broadway from the Regan Street entrance. Marshalls will direct traffic.

Points noted in discussion:

- Councillor Erwood noted his support for the event which was positive for the town and businesses which benefited from the increase in customers/visitor numbers.

The Roading Asset Manager left the meeting and Councillors McKay and Dalziel re-joined the table at 4.20pm.

8. DECISION REPORT – DRAFT CONTROL OF DOGS BYLAW 2020

D20/74

(Pages 72-77)

RECOMMENDATIONS

1. THAT the report be received.

HARRIS/McKAY
Carried
CL/20/09

2. THAT the *draft* Control of Dogs Bylaw 2020 be adopted and released for public consultation.

McKAY/BOYDE
Carried
CL/20/10

The Director Environmental Services noted the following points:

- The existing Dog Control Bylaw has come up for the ten year renewal.
- The Dog Control Policy is not attached to the bylaw document today but will come before elected members at the next meeting. The submission dates in the Statement of Proposal will therefore require amendment. It is intended that the bylaw and policy document will be released for consultation at the same time.

Questions/Points of clarification:

- The District Mayor, referring to clause 1010.2 on page 81, considered that a general reference to the newspaper and council website as avenues for the public notice on temporary designations rather than a specific reference to the Stratford Press would be pragmatic.
- It was clarified that legislation requires separate bylaw and policy documents. Enforcement action is defined by the Dog Control Act.
- The District Mayor, referring to clause 1015.1 on page 82, suggested a specific reference to nuisance dogs being inserted.
- The District Mayor, referring to clause 10174.1 on page 83, suggested a wording change “..., where the owner of the dog is known to Council” not “where to owner of the dog is known to Council”.
- It was clarified that the rationale behind deleting the paragraph 1012 Dogs becoming a nuisance or injurious to heal on page 82 was that it is covered by the act.
- Councillor Boyde is supportive of the draft being released for consultation and looks forward to feedback from the community on the lifting of restrictions on dogs in Broadway and Prospero Place.
- Councillor McKay added that she was also hopeful that the community would give feedback. In her view, opening up Broadway and Prospero Place to dogs on leash will add to the vibrancy of the town.

9. **DISTRICT MAYOR'S REPORT**
D20/2039 (Pages 93-97)

RECOMMENDATION

THAT the District Mayor's report be received.

VOLZKE/McKAY
Carried
CL/20/11

6.2

The District Mayor noted the following points:

- That he had attended two stakeholder meetings for the State Highway 43 sealing project since the funding announcement was made.
- The first meeting, before Christmas, dealt largely with process and projected timelines. NZTA is currently going through the consenting process. Mr Volzke added that he did not foresee difficulties in gaining consent as all work was being carried out inside the road reserve. Ngāti Maru and Horizons Regional Council were on board.
- In the next month to six weeks, the District Mayor anticipates further meetings including one with the eastern districts community.
- Preparatory work will commence in winter with culverts, drains, shaping and bank removal. Sealing will begin the following summer and will be completed in two phases. The first two kilometres of seal work will be offered to local contractors for tender. The remainder will be sealed the following summer and it is expected that that work will go to a larger industry player.

Questions/Points of clarification:

- Councillors Boyde and Dalziel commended the efforts of the district's voluntary fire brigade. Mayor Volzke agreed adding that the employers and families of our volunteer brigade also deserve praise for their support.

10. **QUESTIONS**

There were no questions.

The meeting closed at 4.40pm.

N C Volzke
CHAIRMAN

Confirmed this 10th day of March 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 24/03/20
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>
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
Clarification on use of cookies/warning on SDC website	Policy & Services Committee – 28 January 2020	Sven Hanne		P&S 25/02/20

INFORMATION REPORT



TO: Policy & Services Committee F19/13-D20/2369

FROM: Director – Community Services

DATE: 25 February 2020

SUBJECT: **ECONOMIC DEVELOPMENT QUARTERLY REPORT – QUARTER TWO**

RECOMMENDATION

THAT the report be received.

_____/_____
Moved/Seconded

1. **EXECUTIVE SUMMARY**

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

2. **VENTURE TARANAKI**

The new look quarterly report from Venture Taranaki is attached as Appendix A.

Key Highlights:

- Eleven referrals and connections between Stratford district people and enterprises, including those operating Taranaki-wide.
- 249 Client support engagements with Stratford district people and enterprises, including those operating Taranaki-wide.
- One mentor match made in Stratford district.
- One startup clinic delivered in Stratford district.
- 2001 new jobs listed in Taranaki for Q2, 21 of those in Stratford.
- \$15,288.75 Capability Development Vouchers distributed in Stratford ending 21 December 2019.
- Visitor spend in Stratford District decreased 1.4 per cent to \$21 million in the 12 months to end October 2019.
- Retail spend in Stratford District totalled \$108.8 million in the 12 months to end September 2019.

- Support provided to the Dirty Detours Cycle Event, Hockey New Zealand Japan and Korea Test Series alongside five other smaller conferences and events.

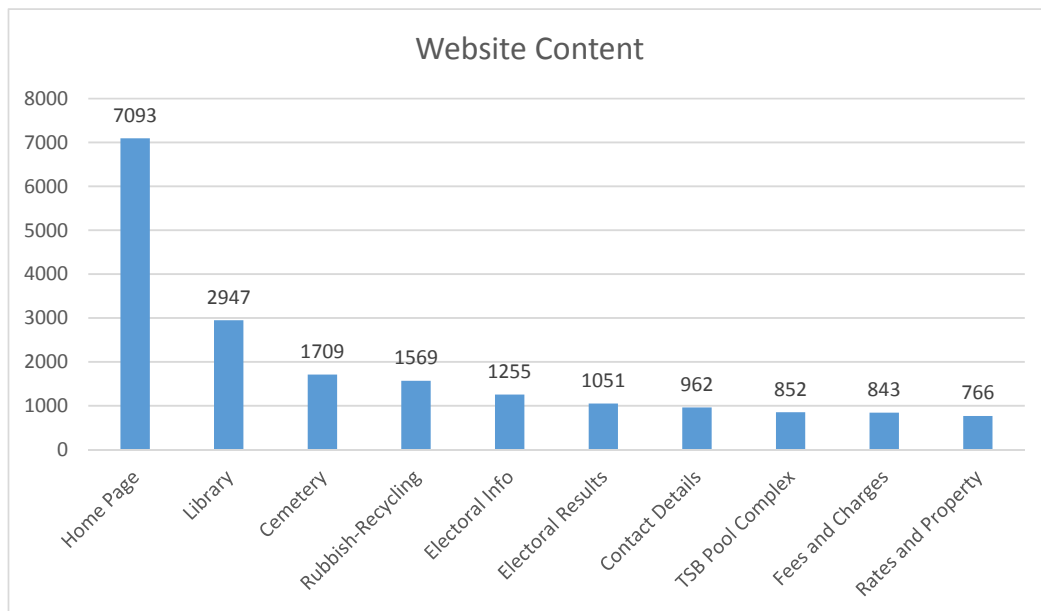
3. **TOURISM**

3.1 **Website Engagement**

Website visits	Q2	YTD 2019/2020
New visitor	13,039	24,929
Returning visitor	3,158	5,347

Twenty five media releases were published on the website this quarter covering a range of topics and events. These included: Local Elections, Scarecrow Trail, School Holiday Programme, Summer Nights, Christmas Mayoral Gift Appeal, Sealing State Highway 43, 2018/19 Annual Report, Walking and Cycling Survey, New Subdivision.

Alongside the website content articles were also regularly published through social media channels and print media.



Core Council services and electoral information were among the top searched content on the website for this quarter.

3.2 Stratford Visitor Information Centre i-SITE

Performance Measures

	Target	Q2 2019/2020	YTD 2019/2020	Total 2018/2019
Number of people to the Information Centre is measured	>40,000	14,110	21,739	38,216
Number of users of AA Agency Services is measured	>10,000	3,331	5,963	11,128
Percentage customers are satisfied	>75%	N/A	N/A	97.55%

3.3 Events

Events completed during Quarter Two:

- October School Holiday Programme: 30 September – 11 October
- Black Sticks vs Japan: 10 – 15 October
- Dirty Detours
- Targa Rally
- Black Sticks vs Korea: 2 – 3 November
- Scarecrow Trail: 1 – 17 November
- Stratford A&P Show: 30 November – 1 December
- Mayoral Gifts: 1 – 17 December
- Santa's Cave: 3 – 24 December
- Stratford Christmas Parade & Carols: 6 December
- School Holiday Programme: 10 December - 25 January

Events for Quarter Three:

- Summer Nights: Concert 18 January, Movies 19 January
- Taranaki Lighting 5's Hockey Tournament
- Farmers Market: 25 January, 29 February, 28 March
- AmeriCARna: 21 February
- Colour in the Park: 29 February
- Children's Day: 1 March
- Parks Week: 7 – 15 March

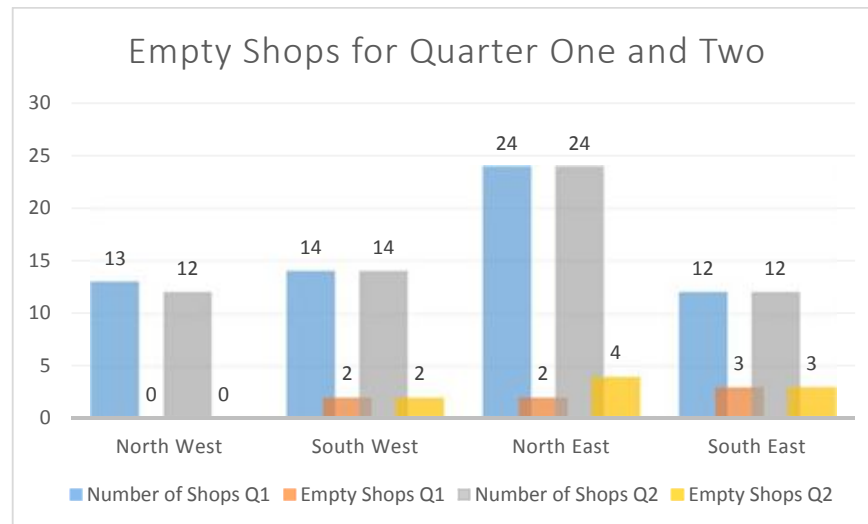
4. DEVELOPMENT

4.1 The Connector Bus

1,026 trips were recorded for patrons travelling from Stratford for the quarter. Approximately 71 per cent of patrons travelled to and from New Plymouth, followed by Eltham and Hawera 11 per cent and Inglewood five per cent. A small portion of trips were recorded between Egmont Village, Norfolk, Midhirst, Normanby and Opunake.

4.2 Empty Shops

As at 31 December, the unoccupied buildings along Broadway between the round-a-bouts was nine.



4.3 2035 Projects

Glockenspiel

Rotary Satellite Club of Stratford started hosting tours as part of the monthly Prospero Farmers Market. The first was a huge success with over 100 people passing through on the day.

Prospero Place Development

Demolition has been completed and it is anticipated 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 by the end of February.

Children's Bike Park

Detailed design has been completed for the combined bike park/pump track/half basketball court/BBQ area development and the half basketball court component is currently out for quotes. A funding strategy will be developed for the balance of the development and reported to Council in due course.

Whangamomona walkways

These walkways (Te Awa o Maru) have been constructed through the Kingheim forestry block at Whangamomona. Officers are 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 before the end of summer.

Pembroke Road land development

To date eight sale and purchase agreements have been completed, three of which are unconditional the others conditional on due diligence and/or

finance. Agents advise interest remains strong. Completion of stage two is due to recommence in mid-February.

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 will be submitted to funders later this year.

4.3 Stratford Business Association

Membership numbers for at the end of the quarter were: 139

Events completed for the quarter were:

- Smarter Farming for a Better New Zealand presented by Ravensdown: 2 October
- October BA5 – TSB Bank
- Smarter Investment for Business presented by Glenn Wilson, Director of Wealth Management: 13 November
- November BA5 – Dawson Falls
- December BA5 – Meek and Boutique & Elizabeth Jean Weddings
- Shop and Win Christmas Promotion: 1 – 14 December
- Santa’s Cave: 3 December – 24 December
- Christmas Parade and Carols: 6 December

Events for the next quarter include:

- Farmers Market: 25 January
- February BA5 - Findlay’s Flower Studio: 12 February
- AmeriCARna Shop Window Competition: 17 - 21 February
- AmeriCARna stop off: 21 February
- March BA5 – Rotokare Trust: 11 March

4.4 Consents Granted

Type	Q2	2019/20 YTD	2018/19 Total
New Dwellings	9	16	26
Relocated dwellings	4	6	5
Relocated buildings other than dwellings	0	0	0
Fires	2	13	69
Pole sheds/accessory buildings	13	22	75
Additions and alterations – residential	11	27	42
New Commercial buildings	1	3	5
Additions and alterations – commercial	5	8	10
Other/miscellaneous	2	3	12

4.5 Ultra-Fast Broadband

Stratford

Premises ready to connect	Connected	Fibre Uptake
3,188	1,547	48.53%

A grant of \$18,750 was provided by Ultra Fast Fibre to support digital enablement programmes in the district. A plan is currently being developed between Community Development and the Library to determine what programmes can be run in Q3 – Q4.

Midhirst

The roll out of Ultra-Fast Broadband has been undertaken.

4.6 Property sales

Location	Median Price		Volume Sold	
	18/19 Q2	19/20 Q2	19/20 Q2	19/20 YTD
New Plymouth District	October		301	609
	\$425,000	\$442,500		
	November			
	\$420,000	\$473,000		
South Taranaki	December		117	242
	\$457,000	\$510,000		
	October			
	\$230,000	\$270,000		
Stratford District	November		36	83
	\$230,000	\$270,000		
	December			
	\$200,000	\$280,000		
Stratford District	October		36	83
	\$285,000	\$270,000		
	November			
	\$285,000	\$334,000		
Stratford District	December		36	83
	\$269,000	\$315,000		

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

Attachments:

Appendix 1 – Venture Taranaki - Quarter One Report



Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES



Approved by
Sven Hanne
CHIEF EXECUTIVE

DATE

18 February 2020

APPENDIX 1

Venture Taranaki Trust Quarterly Report



Stratford District Council

Quarter Two 2019-2020



Cyclists in the Dirty Detours gravel race, 26 October 2019. Photo credit Cam McKenzie

APPENDIX 1

Message from the Chief Executive

Venture Taranaki's second quarter report for the 2019 – 2020 financial year captures a busy period for the region's development agency. Significant progress was made across a number of Tapuae Roa initiatives, including the Taranaki Story, Regional Events Strategy, Taranaki Investment Prospectus, and Attraction Campaign, while establishing the National New Energy Development Centre also progressed with the appointment of its full establishment team. Similarly, the Taranaki 2050 Roadmap to guide our region's transition to a low-emission economy gathered significant momentum this quarter, with the publication of the first Transition Pathway Action Plan that starts the Roadmap's implementation journey (subject to project funding).

Our latest Taranaki Business Survey was undertaken in late November, and found that the region's confidence is overall positive, with around half of the region's enterprises expecting our economy to stay the same over the coming year, and a further quarter expecting improvement. Outlook was then slightly better at industry level, with those expecting improvement outweighing those anticipating deterioration by a significant margin: 45 percent of respondents expected their industry conditions to stay the same, while 32 percent expect improvement and 19 percent expect things to deteriorate. Over the shorter term, sales outlook is significantly better, with 47 percent expecting sales to improve over the next six months, ahead of 39 percent expecting sales to remain flat, and 9 percent expecting a drop in sales. This represents a very different picture to a year ago, when just 30 percent of businesses expected an improvement in sales, and also bucks some national trends.

The number of businesses expecting to take on more staff in the next six months remains strong, with 58 percent expecting numbers to remain constant and 29 percent expecting staff growth. The availability and cost of labour remain amongst the biggest concerns for business, alongside the prices of petrol and electricity. Over a third of the region's businesses report trouble finding the skilled staff they need, and this shortage is spreading across a wider range of sectors and pay scales. Talent attraction will be a strong focus for Venture Taranaki over the next quarter, with our attraction campaign focusing on attracting people to live and work in our great region and work progressing on regional workforce strategy.

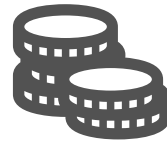
During the quarter we also revitalised the Venture Taranaki brand to strengthen Maunga Taranaki as central to our identity as the development and promotion agency for Taranaki, realigned our internal structure to better reflect the Impact Strategy developed earlier in the year and what Taranaki wants VT to focus on, and relocated premises. Your regional development agency is now positioned strongly to support Taranaki's transition into the next decade and beyond. – **Justine Gilliland**



APPENDIX 1



Promoting investment in Taranaki



Opportunities to attract investment

1. A discussion paper focusing on a renewable energy option neared completion, for release in 2020.
2. A complementary food and fibre value chain project, commencing soon, will include opportunity identification and blueprint development, and secured central government funding.
3. Development of the Regional Investment Prospectus neared completion – highlighting investment and high-level regional opportunities.
4. Venture Taranaki worked with BERL and attended the Parihaka hui regarding the proposed visitor centre development.

Facilitating opportunities for development



One client supported with investigating potential value-add food development facility.



Three renewable energy projects supported.

<i>Activity</i>	<i>Measure</i>	<i>Annual Target</i>	<i>YTD</i>
Identifying opportunities to attract investment into Taranaki	Number of engagements related to attracting investment to Taranaki	5	4
Facilitating opportunities for investment into Taranaki	Number of engagements related to facilitating opportunities for investment in Taranaki	5	4

APPENDIX 1

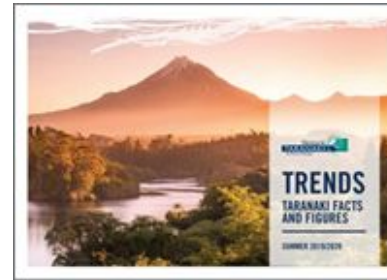


Research and thought leadership



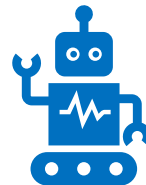
Championing innovation and sustainability

1. Planning for enterprise start-up and scale-up initiatives for 2020 underway, including Idea Summit Taranaki 2020.
2. Taranaki TechWeek 2020 planning underway. Building on two very successful Taranaki Techweek events, initial discussions with previous event organisers and stakeholders on shape for 2020 have begun.
3. Curious Minds Participatory Science Platform funding for Taranaki extended for further two years, providing additional \$308,000 of project funding toward Curious Minds community science projects in Taranaki (see project update).



Taranaki Trends released in October 2019, and Taranaki Business Survey Results, released in December 2019.

Click on images to view and download the documents



Activity	Measure	Annual Target	YTD
Undertaking environmental scans and regional economic monitoring	Number of regional monitoring updates released	4	2
Championing innovation and sustainability	Number of initiatives targeting or supporting innovation and sustainability.	4	3

APPENDIX 1



Research and thought leadership



Curious Minds Participatory Science Platform

Twelve projects were active in Q2 throughout the region, including two projects in Stratford District.

- The Fish Food and Fringes project, led by MAIN Trust NZ, has been working with Ngaere School students (**pictured right**) to undertake invertebrate monitoring in areas that have undergone restoration. Invertebrates provide a wide range of ecosystem functions and better understanding their abundance and diversity is critical to understanding restoration success.
- Soil Fertility and Health Trials, led by Midhirst School, involves students designing and preparing an organic orchard for Midhirst School.



APPENDIX 1



Research and thought leadership



Massey University Partnership

The Venture Taranaki partnership with Massey University has resulted in added momentum and focus in the following areas:

- Food & Fibre sector workstream projects, including a major Food and Fibre value chain project with Venture Taranaki; and meetings on regenerative agriculture;
- Presenting to the Agrifood-focused Teachers' Day Out 14 November;
- Support for the inaugural funding round for the Massey University-Bashford Nicholls jointly funded Pivot: Enabling Innovation in Agriculture Research Award (winners to be announced in Q3);
- Working with Massey's MBA Design Thinking students and course leaders in Wellington 11-13 Oct towards developing concepts for enhancing Food Tourism Taranaki.

During Q2 there were 13 new client companies and a marked increase in student summer internship placement activity compared with previous years.



Massey graduates at BeGin Distilling 14 Nov 2019

Clients were assisted with finding resources (students and funding) for 32 potential projects, of which 22 look set to proceed, with 15 (68%) of these to be 'staffed' by Massey students/graduates. This has resulted in internships, innovation and project resourcing of approximately \$186,120.

APPENDIX 1



Research and thought leadership



Fostering sector diversification and growth

1. NNEDC Establishment enters next phase (see project update)
2. Support and involvement in a Regenerative farming event held 27th November, Inglewood
3. Energy and Industrial Group (EIG) met twice in Q2, facilitated by Venture Taranaki. The group have developed a strategic plan; showcased their capabilities at the Water NZ Conference; sponsored the Energy Technology of the Year award at the NZ Energy Awards and will be attending the APPEA Conference and Exhibition in May 2020 (largest oil and gas conference in Australasia) including investigating trans-Tasman opportunities in energy, industrial and environmental sectors.
4. The following Taranaki food companies have formed a collective to showcase their respective food brands and the Taranaki region at the 2020 Food Show in Auckland – New Zealand’s largest food trade event. The companies are; Marcells; Begin Distilling (Juno Gin); Maison Aotearoa Charcuterie; Little Liberty (ice cream); LWF Distilling; Egmont Honey; Three Sisters brewery; Kaitahi.

5. Major Regional Food Opportunity presentations – results of investments, made possible through Tapuae Roa to some high growth local food projects, were showcased in New Plymouth on 12 November and in South Taranaki on 25th November.



<i>Activity</i>	<i>Measure</i>	<i>Annual Target</i>	<i>YTD</i>
Fostering sector diversification and growth	Number of initiatives targeting sector diversification and growth	4	5

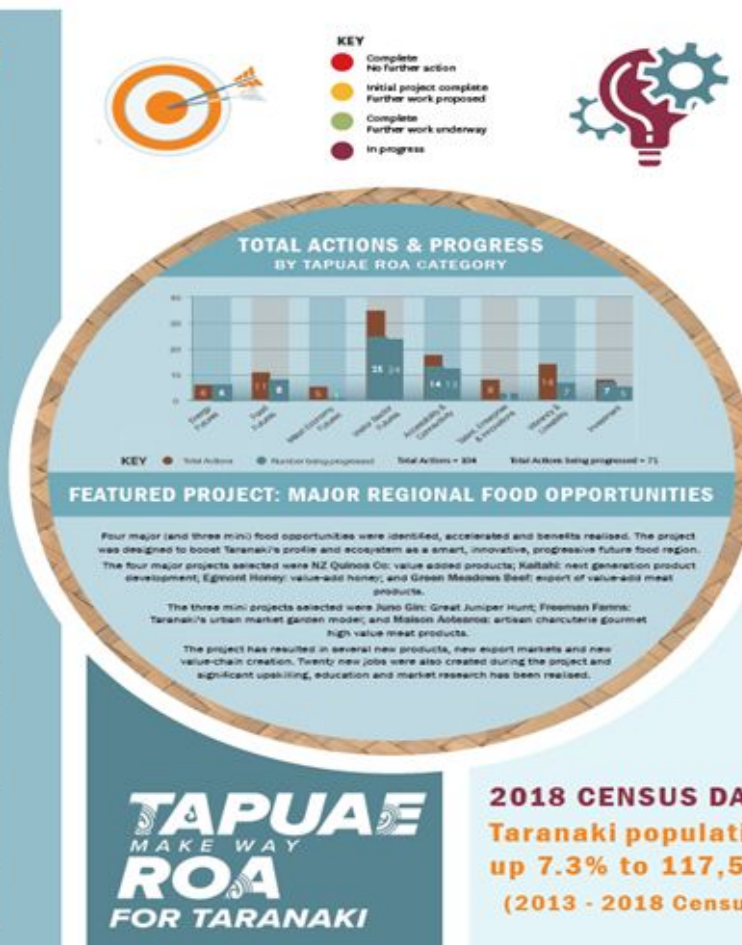
APPENDIX 1



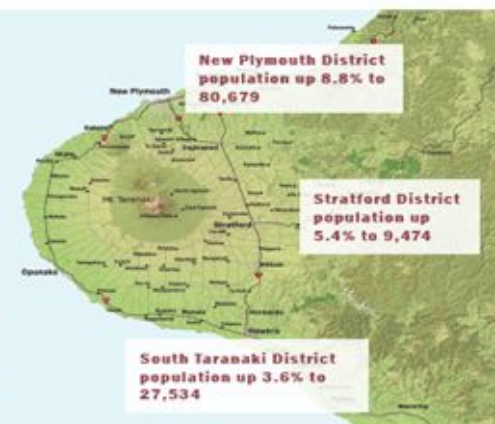
Facilitating and connecting regional strategies

TAPUAE ROA ACTION SNAPSHOT: DECEMBER 2019

KEY VENTURE TARANAKI PROJECTS		
PROJECT	STATUS	SUMMARY
NATIONAL NEW ENERGY DEVELOPMENT CENTRE	●	<ul style="list-style-type: none"> Establishment project underway Core project deliverables in progress Delays with funding approval and MSIE contract negotiations Core Establishment team recruited
H2 TARANAKI ROADMAP	●	<ul style="list-style-type: none"> Regular hydrogen presentations being held Hydrogen projects under development e.g. O Rivers, Haringa-Balano, First Gas MSIE consulting on NZ Green Hydrogen Strategy
INNOVATION PRECINCTS	●	<ul style="list-style-type: none"> Business Case finalised in September 2019 Linkages with other projects explored and examined, including clear synergies with output from Taranaki 2050 Action Planning process
FUTURE FOODS CENTRE	●	<ul style="list-style-type: none"> Business Case completed in April 2019 Opportunity to provide specialist food development and innovation expertise in Taranaki being explored
MAJOR REGIONAL FOOD OPPORTUNITIES	●	<ul style="list-style-type: none"> Four major regional food opportunities and three mini regional food opportunities progressed Reports finalised, August 2019
TARANAKI REGIONAL INVESTMENT FUND	●	<ul style="list-style-type: none"> Feasibility Study completed Concept of an Energy Development Investment Fund being explored with establishment of NNEIC Ecosystem improvements being explored with Innovation Precincts project
WORKFORCE/TALENT DEVELOPMENT STUDY	●	<ul style="list-style-type: none"> A workforce stocktake and gap analysis on talent needs - having the right skills is vital to economic success Initial analysis and research on current state and projections of workforce needs completed. Forward direction and action under discussion and well connected to Taranaki 2050
THE TARANAKI STORY	●	<ul style="list-style-type: none"> Well-established brand agency Principals contracted to develop and deliver the Taranaki Story Advisory group formed and has undertaken an initial establishment workshop Initial research and a regional brand audit has been undertaken Wider consultation framework time-tabled
REGIONAL EVENTS STRATEGY	●	<ul style="list-style-type: none"> Extensive consultation has taken place and a draft strategic framework has been formulated The Strategy is now being further developed with a draft ready by mid-December for stakeholder input
FOOD AND FIBRE DIVERSITY PROJECT	●	<ul style="list-style-type: none"> Investigating and identifying commercial options and opportunities which complement and extend Taranaki's existing land use/farming/growing operations and food and fibre value chains Funding application submitted to MPI
TARANAKI INVESTMENT PROSPECTUS	●	<ul style="list-style-type: none"> Preparation of the Prospectus is underway and is intended to be launched in February 2020 It involves a new investment-focused website and a summary print version, providing information on Taranaki and stories of successful businesses and investments
ATTRACTION CAMPAIGN	●	<ul style="list-style-type: none"> Visitor messaging component has launched Live and work component being briefed to agency Investment component underway for 2020 promotion



KEY TAPUAE ROA PROJECTS UNDERTAKEN BY OTHER AGENCIES		
PROJECT	STATUS	SUMMARY
TARANAKI CROSSING MBIE	●	<ul style="list-style-type: none"> DoC and MBIE have signed their contract to deliver most components of the project Steering group meeting soon to review project and engage with proposed project manager
SH43 STUDY NZTA	●	<ul style="list-style-type: none"> PGF support of \$9.6m to complete last 12km of sealing of the highway has been confirmed
SOUTH TARANAKI INDUSTRIAL PARK STDC	●	<ul style="list-style-type: none"> Consultants have completed the report. Two potential sites were identified off Waiti Road, Hawera, with further investigation to be undertaken into the report's recommendations
TARANAKI CATHEDRAL TARANAKI ANGLICAN TRUST BOARD	●	<ul style="list-style-type: none"> A new contract has been signed with enable funding to be released to progress work on Te Whare Hononga and associated curation of storytelling
SCHOOL OF APPLIED BIODIVERSITY NEXT FOUNDATION	●	<ul style="list-style-type: none"> Feasibility study completed and provided to funders who will determine the next steps with the project
AIRPORT RUNWAY REALIGNMENT NPDC	●	<ul style="list-style-type: none"> PGF funding for this feasibility study was confirmed in September 2019



2018 CENSUS DATA
Taranaki population up 7.3% to 117,561 (2013 - 2018 Census)

Facilitating and connecting regional strategies

Taranaki 2050

Following the launch of the Taranaki 2050 Roadmap in August 2019, Transition Pathway Action Planning (TPAP) workshops were held from September - November 2019 for six of the twelve



Roadmap pathways: Energy, Food & Fibre, People & Talent, Innovation & R/D, Infrastructure & Transport and Arts.

The Energy Transition Pathway Action Plan was published in December 2019, with action plans for subsequent workshops to be published in early 2020. The remaining six TPAP workshops for Māori Economy, Health & Well-being, Environmental Sciences, Tourism, Regulatory and Metrics & Evaluation will be held progressively, with action plans published sequentially until mid-2020.

Powering up the Taranaki Innovation Ecosystem

The Taranaki Innovation Ecosystem report was released during quarter two, recommending that the region 'power-up' its innovation ecosystem. The report advocates for a focus on GROW, CONNECT and TELL to foster and grow Taranaki's Innovation Ecosystem. Next steps are to consult and engage with the innovation community and stakeholders, develop the investment proposition, secure funding commitments, plan and implement.



APPENDIX 1



Project update | National New Energy Development Centre

The National New Energy Development Centre (NNEDC) will be a nationwide energy hub, providing a whole of system and collaborative approach to new energy innovation. It will support New Zealand’s transition to a low emissions future, connecting industry, government, research expertise and leaders, both nationally and globally.

The Venture Taranaki NNEDC Establishment Project gained significant momentum in Q2, with the core establishment team recruited, funding released/confirmed, the establishment agreement with MBIE completed, and work underway to ensure the Centre is fit for purpose and aligned to its core mission of:

Leading and facilitating New Zealand’s transition to a low emissions future, through fostering a new energy eco-system, leveraging national and global knowledge and expertise to reduce the time, cost and risk associated with the development and commercialisation of new energy innovation.



APPENDIX 1



Enterprise support and enablement



Venture Taranaki staff and Stratford District council officers meet regularly to talk about activity and opportunities and how each can complement and add value to community, enterprises and each other's endeavours.

Venture Taranaki's enterprise team met with Stratford Business Association's committee members to talk about SBA aspirations in the quarter, and how Venture Taranaki can continue to add value to the association and its members.

Venture Taranaki staff also attended a range of BA5 and other networking events during the quarter, which were very valuable and help grow awareness of Venture Taranaki activity and service offering in Stratford District.

11

Referrals and connections between Stratford District people and enterprises, including those operating Taranaki-wide, for the six months ending 31 December 2019.

249

Client support engagements with Stratford District people and enterprises, including those operating Taranaki-wide, for the six months ending 31 December 2019.

Activity	Measure	Annual Target	Q1	Q2	YTD
Enterprise Connection and Signposting	Number of referrals and connections made by Venture Taranaki staff	200	54	104	158
Stratford			7	4	11
Enterprise Support	Number of support engagements	4000	1688	1460	3148
Stratford			135	114	249

APPENDIX 1



Enterprise support and enablement



1 mentor match made in Stratford District in Q2, totalling **2** mentor matches in the six months ending 31 December 2019. **23** mentor matches made throughout Taranaki YTD.



1 startup clinic delivered in Stratford District in Q2, totalling **3** delivered in the six months ending 31 December 2019. A total of **93** startup clinics delivered throughout Taranaki YTD.



2001 new jobs listed in Taranaki in Q2, of which **21** in Stratford, and an average of **172** live jobs, of which **8** in Stratford.

Enterprise support activities include, but are not restricted to;

1. enterprise advisory
2. start-up guidance
3. mentoring programme
4. Export Taranaki programme
5. talent services
6. investment ready support
7. innovation support
8. connections and signposting
9. Capability Development Voucher Scheme facilitation
10. research and development support and funding facilitation.

Activity	Measure	Annual Target	YTD
Enterprise support	Breadth of enterprise support activity undertaken (number of different support initiatives)	5	10

APPENDIX 1



Enterprise support and enablement



Demand has been steady for training in leadership, managing resources, social media, succession planning, strategic planning with an angle on financial literacy, cash-flow and financial decision-making for the growth and sustainability of the business in question. This trend is evident for both start-up and early stage enterprises, as well as well-established enterprises.

Venture Taranaki’s enterprise team has seen particular interest from the agricultural/food and fibre, and trades sectors during the quarter. Compliance has been high on the minds of a number of enterprises. There is also a continuation of the increasing interest in land use and diversification (not replacement, but diversification).



\$191,077.75

Capability Development Vouchers distributed throughout Taranaki in the six months ending 31 December 2019.

\$15,288.75

Capability Development Vouchers distributed in Stratford District in the six months ending 31 December 2019.

\$1,857,305.80

Callaghan grants and funding distributed to Taranaki enterprises in the six months ending 31 December 2019.

Activity	Measure	Annual Target	YTD
Enterprise Connection and Signposting	The level of annual investment in regional businesses (subject to central government policy).	\$1m	\$1.9m
Enterprise Support	The level of annual investment in the management capability of Taranaki’s small and medium sized businesses.	\$240K	\$191K

APPENDIX 1



Project update | Export Mapping project wins national award

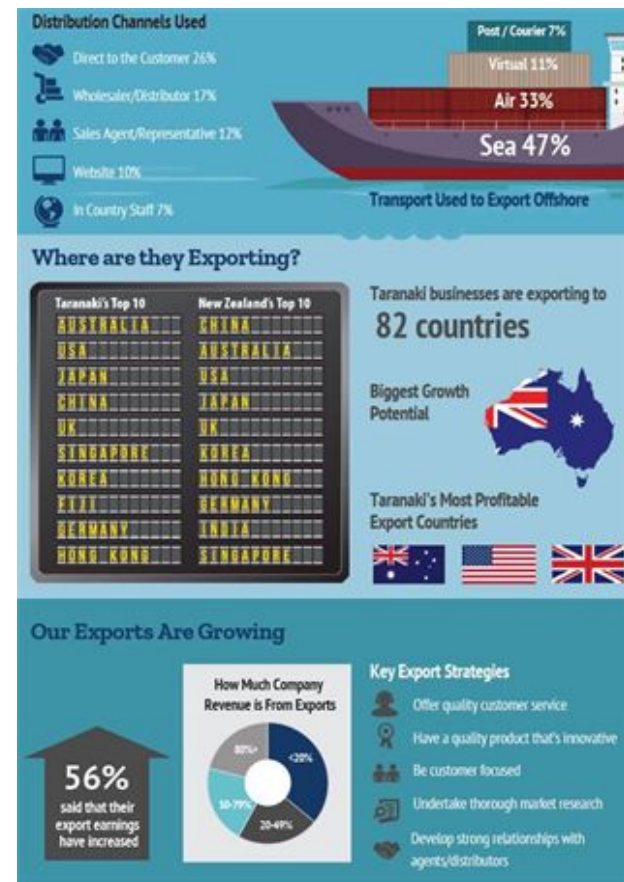
Venture Taranaki’s innovative Export Mapping project won the Best Practice Award for Primary Research award at the national Economic Development NZ awards in November 2019. The project enables a better understanding our region’s export landscape and uses this information to better assist exporting enterprises. The mapping project has brought about the introduction of the Export Taranaki network and programme facilitated by Venture Taranaki to add value to the region’s export community. A workshop on Latin America was held by Export Taranaki during the quarter.



Winner of the EDNZ Best Practice Award for Primary Research, Venture Taranaki for the Taranaki Export Map
 Left to Right: Justine Gilliland (CE VTT), Mark Rawson and Pam Ford (Deputy Chair & Chair EDNZ)

The latest results of the award-winning **annual export survey** were also published in December, as the survey completed its second year of data collection. The updated infographics, which showcase the combined export data supplied by Taranaki export community are available on Venture Taranaki’s website, with one of the interesting changes being that China has been knocked out of the top three export countries for Taranaki.

Taranaki Export Summary Dec 2019



APPENDIX 1



News and feedback | Enterprise support and enablement

Performance receives national recognition

Venture Taranaki was recognised as the ‘Best Performing Region in New Zealand’ for the year in November, acknowledging the team’s consistent delivery of outstanding performance across the year, both in terms of delivering the Regional Business Partner and Business Mentor New Zealand services, and a positive customer experience.

This is great recognition of the work Venture Taranaki does in support of Taranaki’s enterprises.



Receiving the award, from left: Kayleen Schoeman, Zara Ryan, Natacha Dunn, Nick Field, Jennifer Patterson, Jane Moffitt, Matt Wooster (NZTE)

Thanks for meeting with me today - I definitely got a lot out of our meeting and thanks for the information below.
– capability support client

“The startup clinic was really helpful, the advisor put me in touch with a great contact at the IRD. She also spoke in a language that I could understand which made things much easier for me. I appreciate this service so Thank you! – Jan, startup clinic

“The Mark and Measure course gave us a really good opportunity to step back and reassess where we are at with our strategic direction and consider the options available to us.” – Rural Taranaki business

APPENDIX 1



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



Visitor spend



- Visitor spend in Taranaki increased 3% to \$417m in the 12 months to end October 2019*.
- Visitor spend in Stratford District decreased 1.4% to \$21m in the 12 months to end October 2019*.

Retail spend



- Retail spend in Taranaki totalled \$1,374.4m in the 12 months to end September 2019**.
- Retail spend in Stratford District totalled \$108.8m in the 12 months to end September 2019**.



Sources:

***MBIE monthly regional tourism estimates (MRTE)**

****Verisk/Marketview (NB: Spend includes EFTPOS and Credit Card analysis but excludes cash)**



APPENDIX 1



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

Major events funded

Venture Taranaki supported the **Dirty Detours cycle event** run along State Highway 43 in October 2019, which ran very successfully and has been confirmed as returning in 2020.

The Trust also liaised with Hockey NZ around delivery of the test series against Japan and the Olympic Qualifier against Korea.

In addition, five smaller conferences and events with a large proportion of out-of-region attendees were supported. These ranged from car club AGMs through to a conservation hui.

Events funded by the Major Event Fund in this quarter include:

- **The ITU Sprint Distance Triathlon. (Note: the wider triathlon festival now includes the NZ Sprint Distance Champs, the Oceania Junior Championships and the Oceania Mixed relay).**
- **ANBL Match between the NZ Breakers and the Sydney Kings.**

This brings the total events funded YTD to three.

Regional events strategy

The project is well down the track with a first draft completed and circulated for review by stakeholders.

Venture Taranaki recorded 115 engagements relating to this project to date, including 22 stakeholder meetings.

An event toolkit has also been drafted in preparation for launch once the strategy is completed.



Activity	Measure	Annual Target	YTD
Lead regional events strategy	Number of engagements related to the development and implementation of a regional events strategy	25	115
Administer the Major Events Fund	Number of events funded in accordance with the criteria of NPDC's major events fund	4	3

APPENDIX 1



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

Attraction campaign

A holistic attraction campaign is underway comprising three integrated focus areas:

- Visitor – launched November 2019
- Live & Work – scheduled for February 2020
- Investment – March 2020

The initial visitor campaign phase has been delivered primarily through social channels, backed up with traditional media and a partnership with Air New Zealand.

The focus has been on breaking down pre-conceived ideas about the region, and initiating reconsideration by positioning Taranaki as a vibrant, creative destination with a breadth of experiences. Primary targets are families, art and culture lovers, and the outdoor adventurer.

To date, the campaign has reached over 1.5M people across social, digital and traditional channels, and achieved 5.4M GIPHY views on Instagram thanks to our new Taranaki GIPHY suite. The next campaign phase, live and work, is due to start late February.



Activity	Measure	Annual Target	YTD
Destination promotion	Number of destination promotion campaigns	2	1
Destination promotion	Number of engagements with visitor industry operators (including local operators, other RTOs, national and international tourism agencies)	100	86

APPENDIX 1



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

Taranaki Story

The development of a regional brand toolkit, based on the successful New Zealand Story and supported by the Provincial Growth Fund, progressed strongly during quarter two.

The steering group, featuring representatives of all district councils, iwi, and business, industry and community leaders, met, and two of the five brand development workshops were undertaken for the visitor and exporter sectors.

The result will be a comprehensive brand toolkit made freely available to the region's enterprises to help position, distinguish and promote the region and the businesses within it.



Talent initiatives

- Venture Taranaki secured funding from Education NZ for a tertiary student employability project on behalf of Venture Taranaki, Whanganui and partners and CEDA (Palmerston North). Learning Works, a company that specialises in developing educational resources for tertiary learners, has been contracted to deliver the project.
- Chairing 'International Education Co-Design Working Group' for new NZ Institute of Skills and Technology. Through a co-design process, the workstream has developed an early draft of recommendations and thinking which was forwarded to the Establishment Board in December.
- The final draft of lifestyle toolkit was completed, and the publication is on track for launch in February 2020.

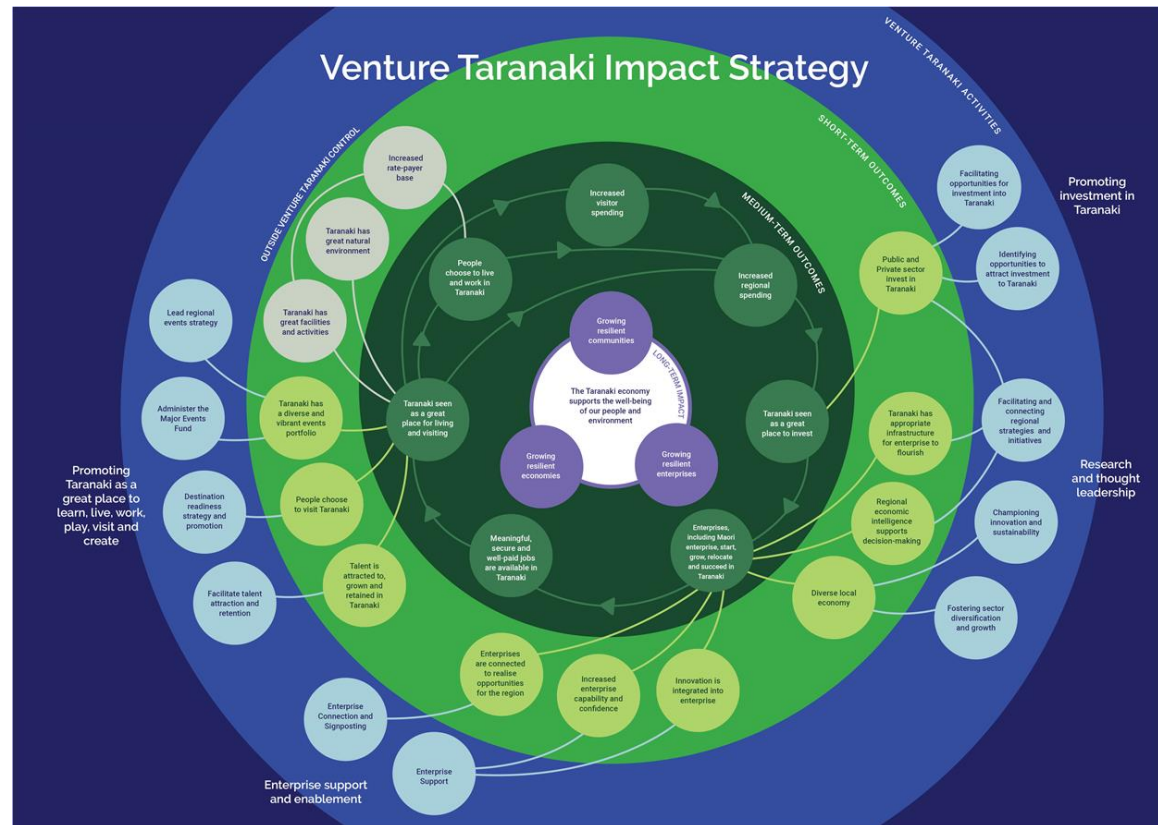
Activity	Measure	Annual Target	YTD
Facilitate talent attraction and retention	Number of talent initiatives	2	3

Impact strategy | short-term and medium-term outcomes

Venture Taranaki's Impact Strategy connects the activities we do every day to our long-term goal of contributing to a Taranaki economy that supports the well-being of our people and environment, though resilient communities, enterprises and economies. We do this by setting measures around the short and medium-term outcomes we want to see along the way.

These outcomes are outside the direct control of Venture Taranaki or its people, but we track them to ensure our activities are making a positive contribution. Some of these measures rely on data that is still to be collected, and it may be some years before we start to see patterns and trends. This is the first step to understanding the long-term contribution that Venture Taranaki makes towards achieving our region's goals.

We report on these measures six-monthly.



APPENDIX 1



Outcomes | how are we tracking?

<i>Short-term outcome</i>	<i>Measure</i>	<i>Comment</i>
Public and Private sector invest in Taranaki	% that report increased investment after engagement with VT support	A revised client survey will run in July 2020 with results included in end-of-year reports. This is an annual measure.
Taranaki has appropriate infrastructure for enterprise to flourish	Enterprises rank Taranaki infrastructure at least 7 out of 10	
Regional economic intelligence supports decision-making	Relevant data produced in the last 12 months* Taranaki Trends and Business Survey published every 6 months. Other reports as and when ready.	Reports page of Taranaki.info Google Analytics: 384 users, 196 sessions, 638 page views (1 Jul-31 Dec 2019)
Diverse local economy	Regional GDP	\$7.7 billion (8th in NZ), \$63,734 GDP per capita (1st in NZ) Infometrics 2018
	Regional Domestic Product is more evenly spread across industries	Breakdown provided in Taranaki Trends
	Number of people involved in key target industries e.g. tourism; food production, renewable energy etc	Breakdown provided in Taranaki Trends
	Funding received as a result of a Venture Taranaki referral	Data methodology under review. To be provided in upcoming reports
Increased enterprise capability and confidence	% of enterprises that report Venture Taranaki support has led to increased capability	A revised client survey will run in July 2020 with results included in end-of-year reports. This is an annual measure.
	% of enterprises that report Venture Taranaki support has led to increased capability	
	% reporting enterprise better positioned as result of interaction with Venture Taranaki	
	% that report improved confidence after engagement with Venture Taranaki support	
	% reporting increased connectivity as result of Venture Taranaki interaction	
	Net Promoter Score of supported enterprises	
	Number of people or enterprises who identify as Māori receiving support from Venture Taranaki	

APPENDIX 1

<i>Short-term outcome</i>	<i>Measure</i>	<i>Comment</i>
Innovation is integrated into enterprise	% that report increased innovation after engagement with Venture Taranaki support	A revised client survey will run in July 2020 with results included in end-of-year reports.
Taranaki has a diverse and vibrant events portfolio	Number of events across Taranaki that Venture Taranaki has supported either financially or in capability development	Data methodology under review by VT. To be provided in in end-of-year reports.
	Number of those events that continue for 3 years, following funding/support	
	Ratio of events held in/out of New Plymouth that Venture Taranaki has supported either financially or in capability development	
	Number of distinct sectors covered by events	
	Diversified portfolio of events as defined in the Regional Events Strategy	Regional Events Strategy currently underway. Due to be finalised March 31
People choose to visit Taranaki	Annual visitor guest nights (Commercial accommodation)	Current national data-set has been discontinued. New indicator/s to be developed as part of national tourism data work.
	Visitor spend in Taranaki	\$417m (+3%) (MBIE)
Talent is attracted to, grown and retained in Taranaki	Working age population %	61.63% (census 2018)
	Working age population #	72,465 (census 2018)
	Population # (and projections from Census)	117,561 (census 2018)
	Population growth rate % (and projections from Census)	7.30% (census 2018)
	People living in Taranaki who were not residing in region 5 years prior	1.29% (census 2018)
	Net growth in international migrants to the region	Data methodology under review by VT. To be provided in upcoming reports

APPENDIX 1

<i>Medium-term outcome</i>	<i>Measure</i>	<i>Comment</i>
Enterprises, including Māori enterprise, start, grow, relocate and succeed in Taranaki	Number of enterprises that begin trading following VT support	A revised client survey will run in July 2020 with results included in end-of-year reports. This is an annual measure.
	Number of enterprises who have increased their revenue in the year following Venture Taranaki interaction	
	Number of enterprises who have increased their staff numbers one year following Venture Taranaki interaction	
	# of enterprise 'births' and 'deaths' - annual change	
	Number of Māori enterprises registered in Taranaki	
An increase in the number of meaningful, secure and well-paid jobs	# people employed in highly skilled; skilled; semi-skilled and low-skilled jobs	Data methodology under review by VT. To be provided in in end-of-year reports.
	% people employed in highly skilled; skilled; semi-skilled and low-skilled jobs	
	Employment by occupation of target occupations	
	NEET Rate (Not in employment training etc)	11% (2018 infometrics)
	Employment rate; unemployment rate; participation rate	58,143 filled jobs, 5.3% unemployment (2018 infometrics annual rate)
	Median Incomes - households and personal	\$59,783 mean annual income (3 rd in NZ) (Infometrics 2018)
	Number and growth of employment of those identifying as Māori in Taranaki	7,048 Māori employed in 2018. Growth rate av. 1.8% over the past five years. 2018 Te Matapae (infometrics)
	Skill levels of those identifying as Maori in Taranaki	55% low skilled, 18% semi-skilled, 9% skilled, 18% highly skilled. 2018 Te Matapae (infometrics)
Increased tourism spending	Tourism spend in Taranaki	\$417m (+3%) (MBIE)
	Retail spend in Taranaki - \$ and % growth	\$1,374.4m (YE Sept 2019) Up 4.38% on previous 12 months (MarketView)
Confidence in Taranaki and its economy	Confidence in Taranaki and its economy	Breakdown provided in Business Survey

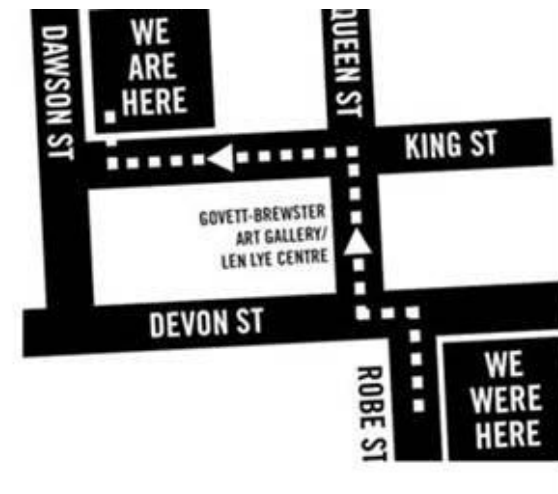
APPENDIX 1

Coming up in quarter three

- **Release of the new Investment Prospectus February 2020**
- **Live & Work campaign launch February 2020**
- **Taranaki Trends scheduled for publication end March 2020**
- **Release of a renewable energy discussion paper February 2020**
- **Announcement and commencement of the Food & Fibre value chain diversification project February 2020**

venture
TARANAKI
Te Puna Umanga

25 Dawson Street
New Plymouth 4310
Tel. 06 759 5150
www.taranaki.info



DECISION REPORT



F19/13 – D20/2542

TO: Policy & Services Committee
FROM: Chief Executive
DATE: 25 February 2020
SUBJECT: **POLICY REVIEWS 2018/19 & 2019/20 – NINTH TRANCHE**

9

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the attached, updated policies, being the:
Mayor's Relief Fund Policy,
Housing for the Elderly Policy, and the
Community Archives Collection and Management Policy
be adopted.
3. THAT the attached policies, being the
Monetary Bonds 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 ninth 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 ninth 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 Mayor's Relief Fund Policy – Appendix 1
(existing Policy, minor change)

4.3.1.1 This policy is brief and straight forward. It gives guidance around the applicability of the fund and gives the Mayor some discretion to widen the criteria eligible from case to case.

4.3.1.2 The only change suggested is an update to wording regarding the payment for any funds approved. It retains the intent of the original wording that Council does not make payment to the applicant but to the service provider, but makes it easier to understand. The proposed change also removes reference to the payment method (cheque) and therefore enables use of any payment method used by Council.

4.3.2 Housing for the Elderly Policy – Appendix 2 & 3
(existing policy, proposed change)

4.3.2.1 The purpose of this policy is clear and staff see no need for significant changes to this policy. The content has been reformatted which prevented the provision of a tracked changes copy to be appended. Before and after versions have been attached instead.

4.3.2.2 The most significant change proposed is the addition of clause 4 to the eligibility criteria. This effectively allows an applicant to leapfrog other eligible applicants higher (longer) on the list IF at the time a unit becomes available there is a substantiated higher need or urgency in placing this applicant.

4.3.3 Community Archives Collection & Management Policy – Appendix 4
(new policy)

4.3.3.1 This is a new policy. The purpose of this policy is to provide guidance to the collection, preservation and accessibility of material held by Stratford District Council that documents the history of the Stratford District and its people.

4.3.3.2 Council has historically acted as custodian of document and memorabilia for community groups and other members of the district, without a formal policy regarding ownership, access, maintenance and retention. This has proven problematic at times and a formal approach as proposed by this policy should ensure that the limited resources can invest in this space deliver maximum community benefit.

4.3.3.3 Being a new policy, it is slightly longer than other policies. Elected members are welcome to exercise their right to strike out sections or instruct staff to condense the information contained. It is the author's view that this policy will naturally evolve and be streamlined over time in future reviews.

4.3.4 Monetary Bonds Policy – Appendix 5
(existing policy, deletion recommended)

4.3.4.1 The purpose of this policy is basically to clarify that Council does not pay interest on cash bonds accepted or required by council.

4.3.4.2 No policy is required to enable council to accept bonds as part of its normal business practice for resource consents, building consents or other activities.

4.3.4.3 The author was unable to find another council that had a similar policy. Information to the fact that council does not pay interest on bonds/deposits could be included in the correspondence requiring such a payment or elsewhere appropriate in council documents. It is not common practice in other business processes dealing with bonds/deposits for the bond holder to pay interest on these payments.

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**

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 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**

- | |
|---|
| <ul style="list-style-type: none">• 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 – Mayor’s Relief Fund Policy
- Appendix 2 – Housing for the Elderly Policy NEW
- Appendix 3 – Housing for the Elderly Policy CURRENT
- Appendix 4 – Community Archives Collection and Management Policy DRAFT
- Appendix 5 – Monetary Bonds Policy
- Appendix 6 – Policy Register



Sven Hanne
CHIEF EXECUTIVE

DATE 18 February 2020

APPENDIX 1

STRATFORD DISTRICT COUNCIL

POLICY: <u>MAYOR’S RELIEF FUND</u>	
DEPARTMENT: Corporate Services	RESPONSIBILITY:
SECTION:	<ul style="list-style-type: none"> • Chief Executive
REVIEW DATE: 2019/2020	NEXT REVIEW: 2024/25
VERSION: 4	APPROVAL DATE:

9

PURPOSE

1. The purpose of this policy is to provide guidelines on how the Mayor’s Relief Fund is distributed.
2. This fund exists to provide assistance to families and individuals in the Stratford community who are undergoing extreme financial distress.

POLICY

1. All requests for financial assistance from the Fund shall be approved or declined by the District Mayor.
2. The requirement for funds must be one of financial hardship. The applicant must have exhausted general sources of finance, such as Work and Income, or local food banks, and their immediate family, if they are able to assist. The application must be a one-off.
3. Priority for funding will be:
 - to help families in need for food, clothing, bedding or furniture;
 - for school camps, and uniforms;
 - for medical costs; and
 - for other crisis situations as deemed by the District Mayor.
4. The signatories for the Fund's cheque account will be the usual Council' signatories. Payment will be made to the service provider, not the applicant..

APPENDIX 2**STRATFORD DISTRICT COUNCIL**

POLICY: <u>HOUSING FOR THE ELDERLY</u>	
DEPARTMENT: Assets	RESPONSIBILITY:
SECTION: Parks and Property	<ul style="list-style-type: none"> • Director Assets • Property Officer
REVIEW DATE: 2019/2020	NEXT REVIEW: 2022/2023
VERSION: 2	APPROVAL DATE:

9**PURPOSE**

The purpose of this policy is to state:

- The eligibility criteria for applicants who apply for pensioner housing;
- The process followed by staff to fill pensioner housing vacancies; and
- The special conditions that apply to Tenants in the Tenancy Agreements.

ELIGIBILITY CRITERIA

1. To be eligible to apply for any rental unit:
 - 1.1 Applicants must be 65 years of age or older at the date of the application.
 - 1.2 At least one of the following residential status criteria must apply:
 - Applicants must be currently residing in the District and must have done so for at least 2 years, or
 - Applicants must have previously resided in the District for at least 5 years within the previous 20 years, or
 - Applicants must have immediate family residing in the District who have done so for at least 5 years.
 - 1.3 Applicants must not have a weekly income from all sources, including NZ Superannuation, in excess of the adult minimum wage for a 40 hour week current at the time of tenancy commencement.
 - 1.4 Applicants must not have assets (including cash, investments, real property or other assets, but not including one motor vehicle, furniture and personal effects or a funeral plan to the value of up to \$10,000) exceeding \$150,000 in value.
2. In each of the above cases, applicants shall be required to provide evidence, or a statutory declaration to this effect, to show that all relevant criteria is met.
3. If an applicant turns down a unit due to personal reasons but wishes to stay on the waiting list, they will remain on the list, but will be transferred to the bottom of the list they are currently on.

APPENDIX 2

4. An applicant may be advanced to the top of the waiting list, if any special circumstances apply at the time a unit becomes available. These conditions may include the applicant being in a dire state of need, vulnerable and requiring urgent housing security. In this case, the applicant will need to provide relevant documentation from their doctor and/or relevant health care professional to support this urgency of the housing requirement.

WAITING LIST

5. Vacancies will be filled from a *Primary* waiting list of eligible applicants, based on date of application, unless special conditions apply.
6. A *Secondary* waiting list shall be maintained of applicants who do not meet any of the criteria under 1.2 above. They must however, still meet criteria 1.1, 1.3 and 1.4. This waiting list may be used to fill a vacancy in the event such vacancy is unable to be filled from the *Primary* waiting list.
7. An applicant may request to be transferred from the Secondary waiting list to the bottom of the Primary waiting list upon meeting one or more of the criteria under 1.2 above.

SPECIAL CONDITIONS FOR TENANTS

8. The following conditions shall apply to any tenancy:
 - The tenancy shall be subject to the Residential Tenancies Act 1986.
 - No bond is required as part of the tenancy agreement.
 - Rent shall be set each year in accordance with Council's Fees and Charges which are reviewed annually as part of the Long Term or Annual Plan process;

APPENDIX 3**STRATFORD DISTRICT COUNCIL**

POLICY: <u>HOUSING FOR THE ELDERLY</u>	
DEPARTMENT: Assets	RESPONSIBILITY: <ul style="list-style-type: none"> • Director Assets • Parks and Property Asset Manager
SECTION: Parks and Property	
REVIEW DATE: 2016/2017	NEXT REVIEW: 2018/2019
VERSION: 4 Trim# D17/2669	APPROVAL DATE: 14 February 2017

PURPOSE

The purpose of this policy is to confirm the eligibility criteria for applicants who apply for pensioner housing and special conditions to apply to tenancy agreements.

POLICY

1. Unit vacancies will be filled in the first instance from a primary waiting list of eligible applicants based on date of application.
2. To be eligible, in the first instance, for the rental of a unit the following criteria shall apply:
 - 2.1 Applicants must be 65 years of age or older at the date of the application for a unit.
 - 2.2 At least one of the following residential status criteria must apply:
 - Applicants must be currently residing in the District and must have done so for at least 2 years, or
 - Applicants must have previously resided in the District for at least 5 years within the previous 20 years, or
 - Applicants must have immediate family residing in the District who have done so for at least 5 years.
 - 2.3 Applicants must not have a weekly income from all sources, including the New Zealand Superannuation, in excess of the adult minimum wage for a 40 hour week current at the time of tenancy commencement.
 - 2.4 Applicants must not have assets (including cash, investments, real property or other assets but not including one motor vehicle, furniture, personal effects or a funeral plan of up to \$10,000) exceeding \$150,000 in value.
3. In each of the above cases, applicants shall be required to provide evidence of their meeting the relevant criteria.

APPENDIX 3

4. A secondary waiting list shall also be maintained of applicants who do not meet any of the criteria under 2.2 above. They must however, still meet criteria 2.1, 2.3 and 2.4. This waiting list may be used to fill a vacancy in the event such vacancy is unable to be filled from the primary waiting list. An applicant may transfer from the secondary waiting list to the bottom of the primary waiting list upon meeting one of the criteria under 2.2 above.
5. The following conditions shall apply to any tenancy:
 - The tenancy shall be subject to the Residential Tenancies Act 1986.
 - No bond is required as part of the tenancy agreement.
 - Rent shall be set each year in accordance with Council's Fees and Charges which are reviewed annually as part of the Long Term or Annual Plan process.
 - If the unit allocated to a successful applicant does not have a carport and the applicant has a vehicle it must be parked on the street.
 - Visitors' vehicles must be parked on the street, except when it is necessary to drive onto the property in order to pick up or drop off a tenant with limited mobility.

APPENDIX 4**STRATFORD DISTRICT COUNCIL**

SECTION: Community Services	
POLICY: <u>COMMUNITY ARCHIVES</u>	
RESPONSIBILITY: Chief Executive, Director Community Services	REVIEW DATE:
VERSION:	APPROVED DATE:
FILE NUMBER: D19/24788	NEXT REVIEW:
DELEGATIONS: Chief Executive	

1. BACKGROUND

The decision to establish community archives evolved from the appointment of David Walter as Stratford County historian in 1977 and the establishment of a historical committee.

Donations were received from the community because of the regular *County Column* and *Council Comment* articles in the *Stratford Press* during the 1980s & 1990s. As well, an inventory of community organisations compiled, around 1990, each of these were advised of the community archives and the rationale for their use.

During the lead-up towards 100 years since the County was first formed in 1890 the aim for the County Historian was to locate and collate historical documents of value, to conduct oral interviews with selected people and to work towards publishing a book on the County's history. At this time, communications also went out for old sporting and community minute books to be lodged with the council.

2. PURPOSE

The principle aim of the Community archives is to collect, preserve and make accessible material that documents the history of The Stratford District and its people. Encompassed within this aim are the following objectives:

- to provide a reliable, locally-based information resource for use by a range of researchers interested in the Stratford District and its past
- to serve as custodians for the archives of local families, businesses and community organisations to ensure these records are preserved for future use
- to facilitate the creation and maintenance of the Stratford District's collective memory as an essential basis for the development of a strong sense of local identity.

The Stratford District Council has a social/cultural responsibility to the Stratford community to preserve the district's history for future generations.

APPENDIX 4

Stratford District Council has a legal responsibility to keep and maintain all records according to the archives New Zealand storage standard. To comply with this standard, SDC must ensure that records:

- can be identified and retrieved easily, and without damage or loss;
- disaster management programmes are established and maintained to minimise risks;
- are secure against theft, vandalism, misuse, or inadvertent release;
- are protected by appropriate packaging and shelving or storage equipment; and
- are stored in environmental conditions, which will ensure they are preserved for as long as they are required.

3. POLICY

3.1 Scope of the archives

Items held in the Community Archives encompass a wide range of types and formats. These include:

- Photographs
- Manuscripts (e.g. diaries, personal letters, unpublished memoirs)
- Organisation and business records (e.g. minutes, correspondence, annual reports)
- Publications (e.g. local and family histories, pamphlets, newsletters, electoral rolls)
- Ephemera (e.g. posters, brochures, postcards)
- Maps (including aerial photographs used for planning purposes)
- Audio and video items (including oral histories)
- Digital only, or born digital materials

Particular strengths include:

- Large collection of community group archives including the Women's Division of the Federated Farmers Toko, Mahoe, Cardiff, Wharehuia, Central, Strathmore, Te Wera, Tututawa, Huinga branches.
- Old District School archives including Pukengahu, Stanley Road, Huinga, Tahora, Cardiff, Finnerty Road, Bird Road, Mahoe
- Historical material that provided valuable background for the production of Dick Habershon's *Stratford District Centenary 1878-1978* and for parts of the 2005 *Stratford, Shakespearean Town Under the Mountain* which was commissioned following the district's 125th held in 2003.
- Archives of oral interviews with well over 100 people, including former Councillors and community leaders, some with pioneering parents, and others who had earlier been involved in various activities.

APPENDIX 4

3.2 Material excluded from the Community archives.

The Community archives does not include SDC records covered by the Local Government Schedule of the Public Records Act (2005) e.g. Council minutes, building consents. These fall within the responsibility of SDC's information management services.

As a rule the Community archives also does not collect the following:

- artworks
- artefacts
- newspapers and periodicals from other regions
- items not specifically related to Stratford District
- multiple copies of the same item
- Stratford Press Newspapers (housed at the library)

Exceptions to this rule may be made in the following circumstances where it is deemed necessary to ensure the preservation of items of local heritage significance that would otherwise be lost.

Examples of exceptions include:

- family photograph archives that include some non-Stratford District content
- organisational archives that include artefacts such as banners or trophies deemed integral to their activities
- Other collecting institutions such as art galleries not hold early artworks (pre photography) which document aspects of Stratford life and which are.

In all such cases, the justification for the exception must be clearly stated in the donation record.

3.3 Principles guiding the selection of materials.

The overarching principle guiding the selection of material for the archives is that an item must be in some way related to the history of the Stratford District, its people, activities, and organisations. Other factors to be taken into consideration include whether the item in question:

- is unique and not available elsewhere
- helps enhance existing strengths of the archives
- helps correct existing omissions in the archives
- is in sufficiently good condition to be consulted for research purposes and in a format whose preservation requirements can be met.

3.4 Use of the archives

The Community Archives aim to be of benefit to a wide range of users in both the local community and elsewhere:

- Historical researchers and writers (including non-professional local historians and those working on personal memoirs)
- Family historians and genealogists

APPENDIX 4

- Local residents interested in finding out more about the history of their house, neighbourhood, etc.
- Local businesses and community organisations seeking to preserve their history by finding a reliable custodian for their records
- Educators and students
- Artists, writers and other cultural creators aiming to repurpose historical material
- Local businesses and community organisations looking for heritage images to use in promotional activities.

3.5 Access to the archives

The Community archives comprise of both physical and digital materials. Physical materials are kept in a closed archives room and accessible on request by a member of the public. The archives are not permitted to leave the building. Viewing of archives must be in a designated area under supervision of the Information Management Specialist or other nominated employee of Stratford District Council. Scanning, printing or photocopying services are offered for a fee as specified in Council's current fees and charges.

Digital materials are stored in our EDRMS.

The following principles guide access to the archives:

- The archives are maintained using open access principles and standards
- Material will only be accepted if it is available for public access. Under certain conditions donors may request that their material not be digitised or made available online
- Where there is both a digital and a physical copy, digital access is the preferred method of access via usb at a cost specified in Council's current fees and charges.
- Digital materials are provided under the Creative Commons licence 3.0 Attribution non-commercial unless the item is subject to copyright restrictions

3.6 Acquisition

Materials for the archives are acquired by:

- Donation
- Digital copies of material held by others

SDC is committed to acquiring stories, memories and information from its user community that relates to and enhances our archives items. Deposits of materials accepted from community organisations, businesses and individuals would be considered with the following focus: social value of the material, provenance, rarity, size and quality.

3.7 Appraisal and Disposal

Unlike the records held by Council, SDC's Community archives are not subject to a Retention and Disposal Schedule. In principle, materials in the Community archives are kept in perpetuity. Original materials may be disposed of following digitisation.

APPENDIX 4

Its holdings are, however, subject to regular reappraisal in order to identify:

- duplicate items
- items falling outside the Community archives policy
- items no longer in sufficient condition to be worth keeping
- Items no longer deemed to be of significant heritage value.

Items for disposal are referred to senior management for final assessment and, if approved, will be disposed of in an appropriate manner. This ensures sufficient storage space remains available for developing the archives.

3.8 Preservation and storage

The Community archives aims to comply with best practice for archival preservation and storage as outlined in the Archives New Zealand Storage Standard (2007). This includes:

- the keeping of reliable control records
- using shelving and boxing appropriate to size and format
- maintaining clean storage space, free from internal hazards, within the requisite temperature and humidity range.

Backups of all digitized content and records are kept on separate hard-drives at both SDC and off-site, at our platform provider.

3.9 Evaluation

The Community archives is subject to regular reporting and evaluation procedures in order to assess whether it is successfully meeting its objectives. These procedures include:

- *Items used* - maintaining monthly statistics on the use of both the physical and digital archives, including the number of people accessing these and the numbers of items accessed
- *Requests received and answered* - maintaining monthly statistics on the number of heritage-related enquiries received (in person, by phone, by email, via Recollect) and reporting on their outcomes.
- *Items donated* - maintaining monthly statistics on items assessed and donated for the archives, as well as reporting on other metadata processing

3.10 Disaster Management and recovery

SDC takes the following actions to mitigate disaster and to respond in the event that there is an incident:

- Digital archives are backed up and stored in more than one location.
- SDC has an Archives/ Records Disaster Management Plan outlining the procedures to be taken. This plan is designed to support the timely recovery of resources when faced with a significant event.

APPENDIX 4

A significant event is defined as an event, which results in partial or total loss of access to the archives room and/or its associated resources, or a technology failure, which results in digital archives being inaccessible for more than 2 weeks.

This plan is designed to support the timely recovery of resources when faced with a significant event. Factors that will need to be considered are:

- The length of time that access will be restricted
- The level of access which can be achieved to recover key resources
- The extent of damage to the archives room and its contents

APPENDIX 5

STRATFORD DISTRICT COUNCIL

POLICY: <u>MONETARY BONDS</u>	
DEPARTMENT: Corporate Services	RESPONSIBILITY:
SECTION:	<ul style="list-style-type: none"> • Director Corporate Services
REVIEW DATE: 2015/2016	NEXT REVIEW: 2018/2019
VERSION: 3	APPROVAL DATE: September 2013

9

PURPOSE

The purpose of this policy is to outline Council’s management of monetary bonds.

BACKGROUND

1. Cash bonds are for the convenience of developers and are required by Council when the requirements of consents or approval cannot be met because of time constraints or for other reasons.
2. Generally Council prefers to retain survey plans until such requisitions are physically completed rather than impose cash bonds.
3. Cash bonds have generally been at the request of the developer because of the need to transfer documents at settlement date (in the case of the subdivisions etc).

POLICY STATEMENT

Council does not pay any interest on cash bonds accepted or required by Council.

APPENDIX 6

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 6

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 6

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 6

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 6

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 6

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 Rooding 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 Rooding 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 Rooding Asset Manager	D18/35500	2021/22	2021/22	

APPENDIX 6

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



F19/13 – D20/2541

TO: Policy & Services Committee
FROM: Roothing Asset Manager
DATE: 25 February 2020
SUBJECT: PROPOSED ROAD CLOSURE FOR TARANAKI CAR CLUB

RECOMMENDATIONS

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close Toko Road from its intersection with Raupuha Road (RP4.6) to the end of the road (RP10.3) on Saturday 28 March between the hours of 7.30am to 5.30pm for the Taranaki Car Club to host a sprint motorsport event.

Recommended Reason

In order for the Taranaki Car Club to host a hillclimb motorsport event, it is necessary to close Toko Road for safety reasons, for the participants and for any spectators. The proposed road closure requires formal endorsement by a council resolution.

Moved/Seconded

1. **PURPOSE OF REPORT**

For any street event that requires a road closure, Schedule 10, Clause 11(e) of the Local Government Act 1974 requires a Council resolution to endorse the proposed road closure. This report seeks this endorsement for the purposes of allowing the Taranaki Car Club to close the eastern length of Toko Road from the intersection of Raupuha Road to the road end on Saturday 28 March 2020. This event is the first of a series of possible hillclimb events to be held around the district. At this point in time, no further indication has been provided to the Stratford District Council if this is likely to be the case, and if so, when and where these will be held.

2. **EXECUTIVE SUMMARY**

- 2.1 In order for the Taranaki Car Club to hold a hillclimb event along Toko Road, the car club has approached the Stratford District Council seeking permission to close part of Toko Road from its intersection with Raupuha Road the road end, a further 6 kilometres along Toko Road.

- 2.2 As this is a residential rural road, the car club have undertaken a letter drop to all residents and provided the Council with a Traffic Management Plan (*Appendix 1*) and Safety Plan (*Appendix 3*) for the event. These have been included as attachments to this report.

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

4. **BACKGROUND**

- 4.1 The Taranaki Car Club was formed in the early 1950s and has a long history. The club aims to bring local, affordable events to the Taranaki landscape by running street sprints and hillclimbs. Street sprints are very popular with drivers and spectators and good examples of these are the Waitara Street Sprint and the Stratford Street Sprint (run by the South Taranaki Car Club).
- 4.2 The events that the Taranaki Car Club wish to run in Stratford in March and April are hillclimbs where drivers compete against the clock to complete an uphill course. Referrals of interesting and remote roads are received from club members. The club consults with the local community and organise road closures and Motorsport New Zealand permits. It is the club's intention to repeat the event over several years following a successful first run.
- 4.3 For the Toko Road event a local hall has been hired for drivers to use during the run. The club expects around 25 drivers and 20 support personnel to participate. The Taranaki Car Club events attract drivers from Taranaki to Wellington.
- 4.2 The Taranaki Car Club have submitted a request to the Stratford District Council seeking permission to close the eastern section of Toko Road from the intersection of Raupuha Road for the purposes of holding a hillclimb event. The date of the event is Saturday 28 March and the proposed closure is from 7:30am to 5:30 pm. This is the first time in four years a hillclimb event has been held within the Stratford district. There have been numerous road racing

events held in the past, such as the Silver Ferns Rally, The Targa Rally and the annual Street Sprint Event.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

The Taranaki Car Club are required to liaise with all residents affected by the proposed road closure. This proposed road closure was advertised in Central Link on Wednesday 12 February with the objection cut-off date of Friday 21 February 2020. A second notice will be published in the Stratford Press on Wednesday 18 March 2020, subject to the recommendations outlined above being endorsed by Council.

Attached is a record of the car club's visitation log (*Appendix 5*) to the four residents affected by this proposal. To date the Council has not received a written objection from any of the residents visited by the car club. As this event must be approved by Motorsport New Zealand, the emergency services are formally notified of the event and are listed in the Safety Plan.

To date no written objections have been received by either the Stratford Business Association or Council.

5.2 **Māori Consultation - Section 81**

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

6. **RISK ANALYSIS**

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?

- 6.1 In order for the Taranaki Car Club to host this motorsport event in a safe manner on public roads, it is essential that these roads are closed for the times stated in the recommendation. This will safeguard the participants in the event, spectators and any residents wishing to travel along Toko Road during the time of the road closure.

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

7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes. This event provides an opportunity to demonstrate the uniqueness of the Stratford district by allowing a hillclimb on one of its scenic rural roads.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This report supports the performance of Council by providing a regulatory function in accordance with the Local Government Act 2002.

7.2 **Data**

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

Yes, the times of the proposed road closures are outlined in the recommendation above. There is an expectation that between 18-25 vehicles will participate in this hillclimb event, with each participant having four attempts at the hillclimb throughout the day.

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	Yes	Whilst the hillclimb is underway, there could be limited access available to residents and the general public that are intending to drive along Toko Road.

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

7.4 **Options**

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

The options to be considered for this report are:

Option 1. Do not approve the closing of Toko Road. If this is the option chosen, then the Taranaki Car Club will not be able to host the hillclimb event.

Option 2. Endorse the proposed road closure as outlined in recommendation 2 above to indicate our support for this event. This will have a positive impact for Stratford.

7.5 **Financial**

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

The cost of providing the traffic management will be met by the Taranaki Car Club. Stratford District Council’s officer time for approving the traffic management plan is met from current roading budgets.

7.6 **Prioritisation & Trade-off**

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

The Taranaki Car Club has a member who is a qualified Site Traffic Management Supervisor (STMS), who has submitted the traffic management plan to Council for approval. The car club has engaged Downer to install the traffic management for the event.

7.7 **Legal Issues**

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

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

7.8 **Policy Issues - Section 80**

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

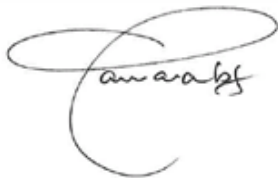
This report is consistent with the policy for Temporary Road Closures.

Attachments:

- Appendix 1 - Traffic Management Plan
- Appendix 2 - Letter to Residents of Toko Road
- Appendix 3 - Safety Plan for the event
- Appendix 4 - Aerial photograph showing the extent of the closure
- Appendix 5 - Visitation log



Stephen Bowden
ROADING ASSET MANAGER



[Endorsed by]
Victoria Araba
DIRECTOR - ASSETS



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

DATE 18 February 2020

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference								
TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM								
<i>Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.</i>								
Organisations /TMP reference	TMP reference:	Contractor (Working space):		Principal (Client): Taranaki Car Club				
	Toko Rd Bent Sprint	Downer NZ Ltd		RCA: SDC				
	Contractor (TTM):							
	Downer NZ Ltd							
Location details and road characteristics	Road names and suburb			House no./RPs (from and to)	Road level	Permanent speed		
	Toko Road			Whole Eastern leg from Huinga (Raupuha Rd) to road end	LV	100		
Traffic details (main route)	AADT <100			Peak flows N/A				
Description of work activity								
Temporary Road Closure of Toko Road for a Car Club Bent Sprint Motorsport Event.								
Planned work programme								
Start date	Sat 28 Mar 2020	Time	7:30am	End date	Sat 28 Mar 2020	Time	5:30pm	
Consider significant stages, for example:	Closure for racing between 7:30am & 5:30pm <ul style="list-style-type: none"> • road closures • detours • no activity periods. 							
Alternative dates if activity delayed	N/A							
Road aspects affected (delete either Yes or No to show which aspects are affected)								
Pedestrians affected?	Yes	No	Property access affected?	Yes	No	Traffic lanes affected?	Yes	No
Cyclists affected?	Yes	No	Restricted parking affected?	Yes	No	Delays or queuing likely?	Yes	No

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference	
Proposed traffic management methods	
Installation <i>(includes parking of plant and materials storage)</i>	Refer attached TMP, signs and cones, outer signs erected first. RG16 Signs erected in centre of road with two or more cones. Residents within the closure notified as below.
Attended (day)	Refer attached TMP. Marshalls to man closure points. Entrances on the circuit to be taped off and access controlled by Marshalls.
Attended (night)	
Unattended (day)	
Unattended (night)	
Detour route	N/R
	<p>Does detour route go into another RCA's roading network? Yes No <i>(delete either Yes or No)</i> If Yes, has confirmation of acceptance been requested from that RCA? Yes No <i>(delete either Yes or No)</i> Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.</p>
Removal	Remove signs in reverse order to above as soon as racing is complete

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference				
Proposed TSLs (see TSL decision matrix for guidance)				
	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 (List speed, length and location)	Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or traffic management diagrams)
Attended day/night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)	N/A		
Unattended day/night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)	N/A		
TSL duration	Will the TSL be required for longer than 12 months? <i>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</i>			Yes No
Positive traffic management measures				
Cones, racing tape and Marshalls at closure points. "Motorsport Event" information board erected at intersection with road entry point (Toko Rd / SH43). All event personnel to wear high visibility vests or overalls.				
Contingency plans				
Generic contingencies for: <ul style="list-style-type: none">• major incidents• incidents• pre planned detours. <i>Remove any options which do not apply to your job</i>	Major Incident A major incident is described as: <ul style="list-style-type: none">• Fatality or notifiable injury - real or potential• Significant property damage, or• Emergency services (police, fire, etc) require access or control of the site.	Actions The STMS must immediately conduct the following: <ul style="list-style-type: none">• stop all activity and traffic movement• secure the site to prevent (further) injury or damage• contact the appropriate emergency authorities• render first aid if competent and able to do so• notify the RCA representative and / or the engineer• under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so• re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so• Comply with any obligation to notify WorkSafe.		

10

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference		
	<p>Incident</p> <p>An incident is described as:</p> <ul style="list-style-type: none"> excessive delays - real or potential minor or non-inquiry accident that has the potential to affect traffic flow structural failure of the road. 	<p>Actions</p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> stop all activity and traffic movement if required secure the site to prevent the prospect of injury or further damage notify the RCA representative and / or the engineer STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.
	<p>Detour</p> <p>If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:</p> <ul style="list-style-type: none"> excessive delays when using an alternating flow design for TTM redirecting one direction of flow and / or total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. <p>The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.</p> <p>The detour and route must be designed including:</p> <ul style="list-style-type: none"> pre- approval form the RCA's whose roads will be used or affected by the detour route ensure that TTM equipment for the detour - signs etc are on site and pre-installed. 	<p>Actions</p> <p>When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:</p> <ul style="list-style-type: none"> Notify the RCA and / or the engineer when the detour is to be established Drive through the detour in both directions to check that it is stable and safe Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.
	<p>Note also the requirements for no interference at an accident scene:</p> <p>In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:</p> <ul style="list-style-type: none"> save a life of, prevent harm to or relieve the suffering of any person, or make the site safe or to minimise the risk of a further accident; or maintain the access of the general public to an essential service or utility, or prevent serious damage to or serious loss of property, or follow the direction of a constable acting in his or her duties or act with the permission of an inspector. 	
<p>Other contingencies to be identified by the applicant <i>(i.e. steel plates to quickly cover excavations)</i></p>	<p>MSNZ Clerk of Course (COC) will cancel event if weather is considered unsafe.</p> <p>Event will run within road closure times, being reduced in duration if required to meet the closing time.</p> <p>Spills attended to with appropriate spill kit per MSNZ requirements and checked by COC.</p> <p>If for any reason traffic becomes disorientated, personnel shall be appointed to assist at whatever location required.</p> <p>The road will be re-opened for emergency services, and at regular intervals for normal traffic as controlled by the MSNZ appointed Clerk of the Course.</p>	

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference			
Authorisations			
Parking restriction(s) alteration authority	Will controlled street parking be affected?	Yes No	Has approval been granted?
Authorisation to work at permanent traffic signal sites	Will portable traffic signals be used or permanent traffic signals be changed?	Yes No	Has approval been granted?
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	Yes No	Has approval been granted?
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	Yes No	Has approval been granted?
Authorisation to use portable traffic signals	Make, model and description/number		
	NZTA compliant?	Yes No <i>(delete either Yes or No)</i>	
EED			
Is an EED applicable?	Yes No <i>(delete either Yes or No)</i>	EED attached?	
Delay calculations/trial plan to determine potential extent of delays			
Public notification plan			
By SDC by Public Notice in the Stratford Press and letter drop to local residents. TCC to contact all occupants within the road and parking areas.			
Public notification plan attached?	Yes No <i>(delete either Yes or No)</i>		
On-site monitoring plan			
Attended <i>(day and/or night)</i>	As Below		
Unattended <i>(day and/or night)</i>	N/A		

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference						
Method for recording daily site TTM activity (eg CoPTTM on-site record)						
Recording to MSNZ requirements by Clerk of Course.						
Site safety measures						
All event personnel to wear high visibility vests or overalls. Cones at Marshall points. Marshalls (inducted per MSNZ)						
Other information						
Site specific layout diagrams						
Number	Title					
	TMP Layouts Toko Road					
Contact details						
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date	
Principal	Taranaki Car Club PO Box 704 New Plymouth Keith Finnerty Event Organiser	027 751 0866		MSNZ C2/R2	Sept 2020	
TMC						
Engineers' representative						
Contractor	Downer NZ Ltd David Hjorring	027 839 4222	01389	STMS L1	26/06/20	
STMS	Downer NZ Ltd David Hjorring	027 839 4222	01389	STMS L1	26/06/20	
TC						
Others as required						
TMP preparation						
Preparation	David Hjorring	30/1/20	David Hjorring	01389	STMS	26/06/20
	<i>Name (STMS qualified)</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
This TMP meets CoPTTM requirements				Number of diagrams attached		
TMP returned for						

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference						
correction (if required)	Name	Date	Signature	ID no.	Qualification	Expiry date
Engineer/TMC to complete following section when approval or acceptance required						
Approved by TMC/engineer (delete one)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Acceptance by TMC (only required if TMP approved by engineer)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Qualifier for engineer or TMC approval						
<p>Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.</p> <p>This TMP is approved on the following basis:</p> <ol style="list-style-type: none"> 1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM. 2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant. 3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. 4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site. 						
Notification to TMC prior to occupying worksite/Notification completed						
Type of notification to TMC required		Notification completed	Date			
			Time			

10

APPENDIX 1

TMP or generic plan reference						
ON-SITE RECORD					Today's date	
On-site record must be retained with TMP for 12 months.						
Location details	Road names(s):	House number/RPs:	Suburb:			
Working space						
Person responsible for working space						
	Name		Signature			
<i>Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below</i>						
TTM						
STMS in charge of TTM						
	Name	TTM ID Number	Warrant expiry date	Signature	Time	
Worksite handover accepted by replacement STMS						
	Name	ID Number	Warrant expiry date	Signature	Time	
	Tick to confirm handover briefing completed					
Delegation						
Worksite control accepted by TC/STMS-NP						
	Name	ID Number	Warrant expiry date	Signature	Time	
	Tick to confirm briefing completed					
Temporary speed limit						
Street/road name (RPs or street numbers):		TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed					
	TSL remains in place					
	TSL removed					
Street/road name (RPs or street numbers):		TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed					
	TSL remains in place					
	TSL removed					
Street/road name (RPs or street numbers):		TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed					
	TSL remains in place					
	TSL removed					
Street/road name (RPs or street numbers):		TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed					
	TSL remains in place					
	TSL removed					

APPENDIX 1

TMP or generic plan reference	
--------------------------------------	--

Worksite monitoring

TTM to be monitored and 2 hourly inspections documented below.

Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs positioned as per TMP?							
Conflicting signs covered?							
Correct delineation as per TMP?							
Lane widths appropriate?							
Appropriate positive TTM used?							
Footpath standards met?							
Cycle lane standards met?							
Traffic flows OK?							
Adequate property access?							
<i>Add others as required</i>							
Time inspection completed:							
Signature:							
Comments:							
Time	Adjustment made and reason for change						



Notice of Application of Road Closure

Dear resident,

The Taranaki Car Club has applied to hold a motorsport event on your road on **Saturday 28th March 2020**. Below is a list of frequently asked questions about this process...

So you want to close the road...does this mean we can't get out all day!

No, we do our best to minimise disruption to you. In this event we race cars one at a time. If you let us know that you want to leave then we'll organise to bring you out. The club appreciates the position of residents and we do not take your cooperation for granted.

I hate motorsport. Can I complain?

Yes, if you really want to you can object to the road closure by contacting the council. They will take the complaint from there. We would hope that it doesn't get to that though. Unlike many other sports, we don't ask you to pay for ours. The council supplies grounds and facilities for all sorts of sports and the government funds activities from ballet to orchestras... we are not asking you to do that. The council will be advertising the closure applications in the **paper**.

But isn't motorsport a waste of fuel?

Actually most of our cars do very little driving. In this event each driver can expect four drives on the course which is less than 15kms for the whole day. We do about 10 events a year and so we use very little fuel. Motorsport doesn't have to be expensive either and we see a wide range of cars at our events, including a lot of young drivers. When we ran a big drift event we told the young drivers if they got caught by the police leading up to the event then they wouldn't compete and the "boy racer" incidents dropped away to nothing. The police asked us to run more events.

Why do you put tape on my property?

This is a requirement of our motorsport permit and the road closure. We need you to know that there may be a car coming your way at speed and is for your safety. Our set-up team will be busy on early Saturday morning. The road closure signs will be in place just before 7am although you will be able to exit the road up to 9.15am. The first cars will be on the course at about 10.00am and the event should be completed by 4.30pm.

The nature of the event makes it difficult to be precise about this so it is **IMPORTANT THAT YOU DO NOT ENTER THE ROAD EVER THROUGH THE TAPED OFF AREAS**. Please do not make any assumptions about the event being finished if you have not seen a car for a little while. There are many reasons why this may happen and cars could re-appear at any time. If you need to access your home or business on that day we will work with you to keep the delay as small as possible.

What if your car damages a fence/building?

Yes, this does happen and we have fencers on hand to make repairs. If they cannot fix the fence straight away then they will leave it stock proof and then come during the week. The fence will be fixed to your standard and the fencer knows to make sure you are completely happy. Motorsport New Zealand has taken out a public liability insurance cover of \$10,000,000 to cover any major damage.

If you have any queries or concerns please phone me on **027 7510866**. On the day you can also contact me on that number or talk to any of the radio marshals at the road closure points who will get in touch with me.

Keith Finnerty
Event Secretary

APPENDIX 3

TOKO RD HILLCLIMB

28 MARCH 2020

Event Health and Safety Plan

10

CONTENTS

Event Health & Safety Policy

Event Details

Event Specific Details

Key Responsibilities & Contact Details

Site Plans

Hazard ID Management

Incident Report

Major Medical / Major First Aid Emergency

EVENT HEALTH AND SAFETY POLICY

APPENDIX 3

Taranaki Car Club Inc. recognises its responsibility to protect the health, safety, and welfare of all people directly associated with the event, including members of the public, whether attending the event or not.

We are committed to provide a safe environment for everyone to the best of our abilities. The details are set out in the event specific Health and Safety Plan which complies with the requirements set out in Health and Safety at Work Act 2015 (HSWA) and other relevant legislation.

We confirm that the following requirements are part of the plan:

- A process is in place for the hazard identification, risk assessment, and control of hazards.
- Monitoring and review of control measures for hazards at intervals appropriate to the event to ensure effectiveness.
- Health and Safety responsibilities are clearly assigned to designated persons.
- An accident record is kept on site and in accordance with WorkSafe New Zealand.
- All participants at the event possess the necessary knowledge, skills, and training that enable them to perform their job adequately.
- The event location has been inspected by the designated health and safety person to ensure the venue's safety
- Develop and provide an overall emergency plan which takes into consideration the event location, pack-in, pack-out, event activities, and any specialist procedures and instruction that may be required.

Keith Finnerty
Event Organiser

Signature: _____

Date 12/01/2020

EVENT DETAILS

APPENDIX 3

Event name:	Toko Rd Hillclimb
Event location:	Toko, Taranaki
Course:	Length of course is 2.3km, on a chip seal surface. It is intended that we will be running one car on the course at any one time.
Event date:	Saturday 28 th March 2020
Start time:	9:00am
Finish time:	5:00pm
Pack in Date:	Saturday 28 th March 2020
Pack in Time:	6:00am
Pack out Date:	Saturday 28 th March 2020
Pack out Time:	6:00pm

Contact Information

Event Organiser:	Keith Finnerty
Contact Phone:	027 7510866
Email:	catandmousetv@gmail.com
Address:	12A Ash Place, New Plymouth

Event Description:

Toko Rd Hillclimb is a motorsport event held for local and out of town drivers to enjoy.

The event is held as part of the Taranaki Car Club hillclimb series series, which is a three-round event, it's a chance for local and out of town drivers to better their previous or on the day times and skills while gaining points for the Taranaki car club season.

Events such as this held in remote country roads do not attract observers as access to the course is restricted by the nature of the event and the ability to move around. Event organisers do not allow movement of spectators along the road during the event and so spectating is limited to other drivers/ crew at the start line of the event.

EVENT SPECIFIC PLAN

Participants	18-25 Drivers plus crew members
Spectators	0
Volunteers	5-10

APPENDIX 3

Event Sanctioning:

Toko Rd Hillclimb is a sanctioned event through Motor Sport NZ.

Briefing:

A prior briefing will be held with all those involved with running the event. Hazards and controls will be discussed, PPE issued, and all requirements and responsibilities will be advised.

Those with key responsibilities will brief the volunteers under their authority before they undertake their positions on the day.

Incident Reporting:

All incidents are to be reported to Event Organisers and the relevant paperwork is to be completed.

Refer included Incident Report Form.

Road & Foot Path Closure:

A Stratford District Council approved road closure as per Transport (Vehicular Traffic Road Closure) Regulations 1965. will be in place for the event. This will take effect prior to set up on the event day. The road closure will be implemented and managed by an experienced contractor. Volunteer marshals will guard and direct at the road closure points for the duration of the closure.

Closed Roads

- Toko Rd
-

Note: There is a Paper road shown on some maps

There are no footpaths or pedestrian walkways within the road closure.

Entrants:

All entrants are to be registered for the event prior to the day. They are required to be affiliated with Motor Sport NZ. Proof of this affiliation is required to be presented at scrutineering.

Communication will be sent to entrants prior to the event outlining all timings and requirements for the day. Entrants must not be under the influence of alcohol or drugs. Breath testing maybe undertaken on the day. A failed test will result disqualification of the entrant.

All vehicles must pass a scrutineering check prior to racing. The vehicles must be presented as they will race. Scrutineering will take place the morning of the event. All entrants must have approved safety gear. This will be checked during scrutineering.

All entrants will sign a Declaration of Indemnity prior to racing.

Vehicle Access and egress to Venue:

APPENDIX 3

Emergency vehicles will access from Toko Rd.

Competition vehicles will access the venue via Toko Rd.

Intervention / Recovery Vehicle:

Recovery vehicles will be onsite for the duration of the event. They will clear the race area of any cars that encounter mechanical issues to allow the quick continuation of the event.

<u>Vehicle</u>	<u>Position</u>
Fire Response vehicle:	By start line with access to the track
First Aid:	By start line with access to the track
Tow Vehicle:	By start line with access to the track

Scrutineering Team:

The scrutineering team will consist of mechanically knowledgeable people. list of required checks will be undertaken and signed off. Any failure on these checks will mean that the car will not be able to race unless the required changes can be made before scrutineering closes.

Stewards / CoC:

A Motor Sport NZ Steward and CoC will be present. They will liaise with event organisers to assist with the safe running of the event and ensure that all rules and regulations are followed.

Start Line / Race Control:

Race control will be situated in the Taranaki Car Club HQ bus which will be placed at the start line.

The start line, Timing and lights will be controlled by a competent and dedicated person (s) for the day. Timing and start and finish line will have direct communication with each other. Each race will not begin until the race controller has given the all clear.

Each driver will be checked for helmet, seat belt & correct race clothing before starting.

Crowd Control:

Toko Rd is very remote and so we anticipate that spectating will consist of crew members and the drivers themselves when not racing. Spectators cannot access any part of the road during the event. As a result, all spectating will be done at the Start Line behind the cars as they are released. TCC officials will monitor crowd control.

Amenities:

We will have use of the community hall for competitors to use on the day. Toilets are inside.

APPENDIX 3

Communication:

Taranaki Car Club inc will provide the communication hub inside the Event Bus. They will be in direct contact via radio with two radio marshals (position indicated on map). They will be equipped with fire extinguishers and red flags. The club radio's will be used for communication between the Event Headquarters, COC, Finish flag, and one marshal point is visible from the finish point for additional queries from marshals if required.

Helpers / Volunteers:

Helpers / Volunteers will be briefed prior to the event. This brief will include what is required of them on the day and how to respond to emergency situations.

They will be asked to be prepared for the weather conditions e.g. Sun hats and sunscreen for a fine day, raincoat for a wet day. Radios will be issued where required. They will be briefed on expectations with crowd control and regular checks will be undertaken by event organisers to ensure there are no issues.

Emergency Procedures:

First aid will be onsite for medical first response.
Refer Fire and Major Medical Emergency Procedure included.

KEY RESPONSIBILITIES AND CONTACT DETAILS			
Responsibility	Name of contact person	Contact number (preferably mobile)	Company name
Event management	Keith Finnerty	027 7510866	Taranaki Car club
Crowd Control	Amy Shotter	027 819 4094	
Traffic Management	David Hjorring		Downer
First aid	TBC		
Emergency control	Sean Bryce Larni Burkhart	027 4696677 027 425 5554	Taranaki Car club
Head Scrutineer	Kiley Jury		Taranaki Car club
MSNZ Steward	TBC		
MSNZ CoC	TBC		
Taranaki Base Hospital		06 753 6139	
Phoenix Emergency Doctors		06 759 4295	
Local Authority SDC	Courtney Devlin	(06) 765 6099	
Fire & Medical Major Emergency		111	

APPENDIX 3

SITE PLAN:



APPENDIX 3

HAZARD IDENTIFICATION AND MANAGEMENT

RISK ASSESSMENT MATRIX

Risk is determined by multiplying the *Likelihood* of injury/ damage by the *Consequence*.

Risk Assessment (refer to risk assessment matrix):					
Hazard / Task	Risk Description	Risk Rating (Consequence x Likelihood = Risk Rating)	Risk Control Measures	Responsibility	Monitoring /Actions
Heavy lifting during pack in and pack out	Strain or injury	Moderate - Medical treatment (3) Likely - Could easily happen (4) High (10 - 15) management attention needed	Use machinery to lift and place heavy items where available Lift in pairs or more Lift from the knees/legs Communication	Organisers Pack in/out volunteers	Spotter in place
Crowd/public/spectators	Death or injury	Catastrophic - Death (5) Unlikely - Hasn't happened yet but could (2) High (10 - 15) management attention needed	Road closure in place to restrict and control access. Eliminate any spectator zones in front of the start line Warning tape/signage at restricted areas Radio communication between event organizers and marshals.	Event organisers Volunteers Marshals TMP & STMS	Regular check ins with all event volunteers and marshals via radio or cell phone.
Moving Vehicles	Death or injury to pedestrian/ worker	Catastrophic - Death (5) Unlikely - Hasn't happened yet but could (2) High (10 - 15) management attention needed	Designated speed limits Speed limit 5km in pit area. Reverse parking for drivers in pits. Eliminate pedestrian areas forward of the start line. Road closure in place to restrict and control vehicle access. Spotter for reversing vehicles.	Event organisers Drivers and crews Volunteers	Radio communication Regular checks

APPENDIX 3

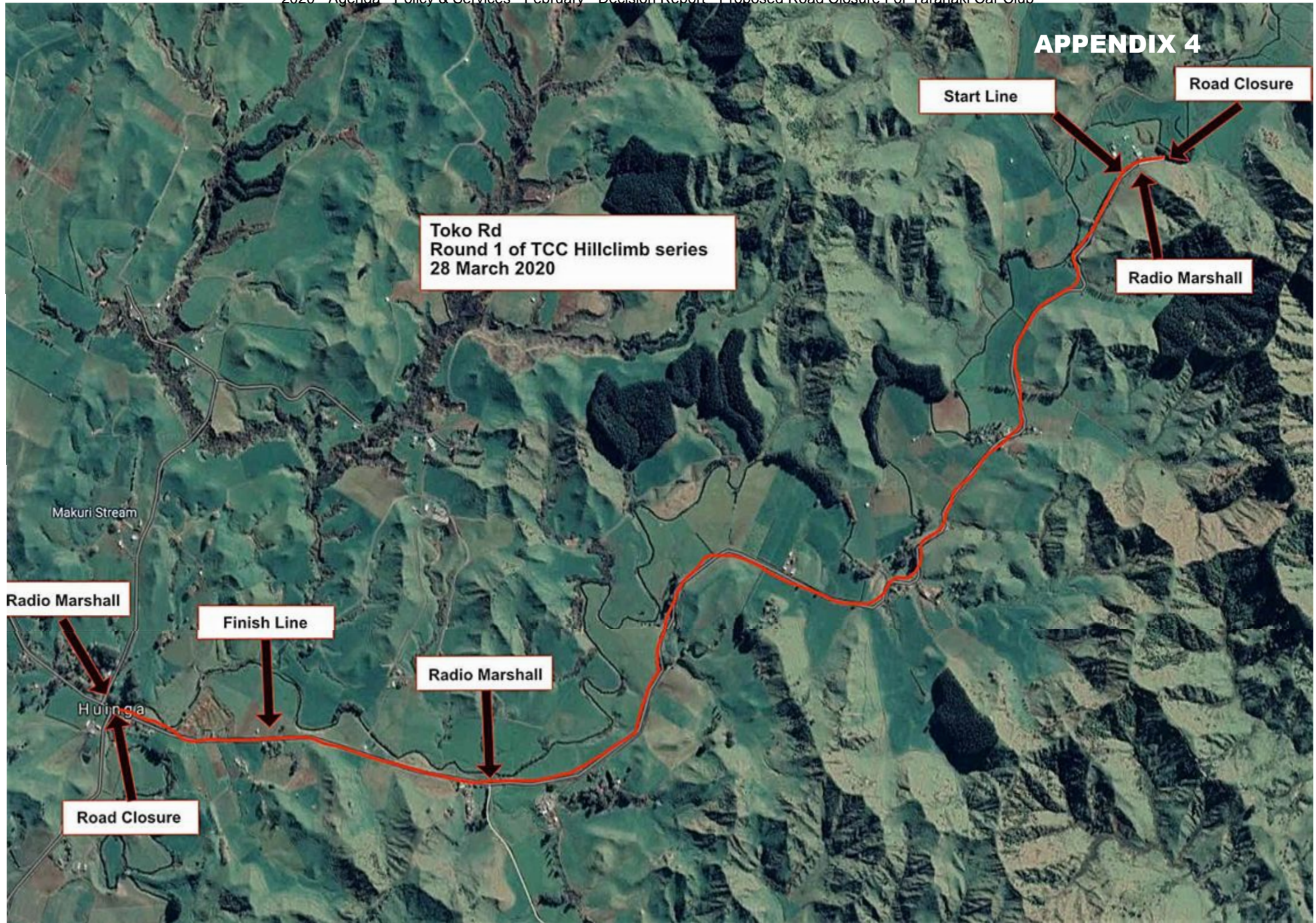
Environmental - Hot weather	Sunburn Dehydration	Minor - First aid treatment (2) Likely - Could easily happen (4) Moderate (4 - 9) specify who is responsible	Brief crew on bringing sunscreen and hats for a fine day. Provide water during the day to marshal's & volunteers.	Everybody	Regular checks Radio communication
Environmental - Wet weather	Injury to driver Injury to spectators Injury to volunteers Damage to property Slippery surfaces	Major - Hospital Treatment (4) Possible - Could happen / known to happen (3) High (10 - 15) management attention needed	Postpone/cancel event if conditions become dangerous.	Event organiser	Check forecast prior to event
	Spill Fumes Fire	Major - Hospital Treatment (4) Unlikely - Hasn't happened yet but could (2) Moderate (4 - 9) specify who is responsible	Spill kits on hand. Fuel containers fit for purpose. Fire truck and extinguishers on hand.	Event organiser Drivers and pit crews	
Electrical	Electrocution Trip over cables	Minor - First aid treatment (2) Possible - Could happen / known to happen (3) Moderate (4 - 9) specify who is responsible	Battery operated tools where possible. Leads/electrical equipment tagged and tested. Electrical connections to be in good working order and weather proof. Power leads to be arranged in a safe condition and not across pedestrian areas. Site set out to avoid spectator access around electrical operations.	Event organiser Drivers and pit crews Vendors	Checks Site walk through prior to event start time.
Noise	Hearing damage Upset children	Insignificant - No injuries (1) Likely - Could easily happen (4) High (10 - 15) management attention needed	Advise caregivers of noise prior to bringing children into venue. Hearing protection to be worn by crew stationed close to race area.	Event Organiser	Regular checks

APPENDIX 3

Power Tools	Electrocution Injury to operator	Major - Hospital Treatment (4) Unlikely - Hasn't happened yet but could (2) Moderate (4 - 9) specify who is responsible	Battery operated tools where possible. Leads/electrical equipment tagged and tested.	Event organiser	Checks
Machinery operating during pack in and pack out	Death or injury to operator or bystander	Catastrophic - Death (5) Unlikely - Hasn't happened yet but could (2) High (10 - 15) management attention needed	Clear communication. Hi vis vests to be worn. Hazards are discussed prior to operation.	Event organiser	
Environment – Pollution Rubbish Exhaust & fuel fumes Oil & fuel spill	Sore eyes / breathing difficulties from fumes Rubbish on the ground – trip hazards	Moderate - Medical treatment (3) Possible - Could happen / known to happen (3) Moderate (4 - 9) specify who is responsible	Pick up rubbish if seen, rubbish bin to be at HQ. Spill kit onsite.	Event Organiser	Pick up rubbish as the day progresses
Power Boxes		Major – Hospital Treatment (4) Possible – Could happen / Known to happen (3) Low (1-3) manage by routine procedures	Identifying positions of all power boxes	COC, Event Organiser	Barrier if required

10

		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospital / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)



APPENDIX 5

Taranaki Car Club Visitation Log

Toko Rd hill climb – Saturday March 28th 2020

Signing this document is an acknowledgement that you have been visited, not that you support the event.

House No	Name	Signature
824 Tokoroa rd	Nick + Sophie Brown	
766 Toko road	David Synchle Wadsworth	
646 Toko road	Nestor Elkjads	
264		
522 Toko Rd	Greg Wood	

INFORMATION REPORT



F19/13 – D20/689

TO: Policy and Services Committee

FROM: Corporate Accountant

DATE: 25 February 2020

SUBJECT: PERCY THOMSON TRUST - HALF YEARLY REPORT AS AT 31 DECEMBER 2019

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council receive the half yearly report for the Percy Thomson Trust as at 31 December 2019.

Recommended Reason

In terms of Section 66 of the Local Government Act 2002 the Percy Thomson Trust, being a council controlled organisation, must deliver to Council a half yearly report (as at 31 December 2019) on or before 29 February 2020.

Moved/Seconded

1. **PURPOSE OF REPORT**

The purpose of this report is to present the half yearly report as at 31 December 2019 for the Percy Thomson Trust (“PTT”).

2. **EXECUTIVE SUMMARY**

Within two months after the end of the first half of each financial year, the PTT must deliver to Council a report on its operations during that half of the year.

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

How is the subject of this report 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.

3.1 The half yearly report provides information on the performance of the PTT, being a local public service.

3.2 The PTT is run as an independent council controlled organisation.

4. **BACKGROUND**

4.1 In terms of Schedule 66 of the Local Government Act 2002 the PTT, being a council controlled organisation, must deliver the half yearly report to Council on or before 29 February 2020.

5. **INFORMATION SUMMARY**

5.1 Attached is the half yearly report as at 31 December 2019 of the PTT. This includes a report from the Trust Chairman.

6. **STRATEGIC ALIGNMENT**

6.1 **Direction**

The operations of the PTT contribute to the community outcome relative to “a district with a clear identity where people of all cultures experience a sense of inclusive community”.

This ensures people have access to and are encouraged to participate in a wide range of art and cultural activities.

6.2 **Annual Plan and Long Term Plan**

The half yearly report of the PTT is consistent with the Annual and Long Term Plans.

6.3 **District Plan**

The operations of the Trust are consistent with the rules of the Stratford District Plan.

6.4 **Legal Implications**

There are no legal implications.

6.5 **Policy Implications**

There are no policy implications.

Attachments

Appendix 1 –Half Yearly Report



C R Craig
CORPORATE ACCOUNTANT



Endorsed by
T Radich
CORPORATE SERVICES DIRECTOR



Approved by
S Hanne
CHIEF EXECUTIVE

DATE 18 February 2020

APPENDIX 1



11

PERCY THOMSON TRUST

- Percy Thomson Gallery
- Percy Thomson Arboretum

SIX MONTHLY REPORT
FOR THE PERIOD ENDED
31 DECEMBER 2019

F16/1068 – D20/689

PERCY THOMSON TRUST

CONTENTS

	PAGE
Percy Thomson Trust Board	1
Percy Thomson Trust Staff	1
Chairman's Report.....	2
Statement of Accounting Policies	4-6

PERCY THOMSON TRUST BOARD

Chairman: Bruce Ellis

Trustees: Keryn Walsh
Gloria Webby
Christine Craig
Jim Clarkson
Vacancy

PERCY THOMSON TRUST STAFF

As At 31 December 2019

Gallery Director – Rhonda Bunyan

Part-time Gallery Assistants

- Amy Taunt
- Pam Binnie
- Michelle Rowland
- Isaac Ander
- Sue Morton
- Bill Davies
- Gayleen Schrider
- Kylie Hancock
- Carina McQueen
- Donna Hitchcock

CHAIRMAN'S REPORT

On behalf of the Trust it is my pleasure to present our report for the six months ended 31 December 2019. This has brought us to the end of a successful calendar year continuing the momentum of presenting exhibitions that are exciting, thought provoking and of a high standard from Taranaki and New Zealand artists.

The range of exhibitions and the quality ensures that visitors have an enhanced experience, will generally find something different to enjoy each time they visit, and ensures that our charter to add to the cultural fabric of the District is fulfilled.

There were 12,639 visitors to the gallery in the 6 months to 31 December, that is 63% of our annual target.

Property Matters

The pushing of boundaries does come with its challenges. In accepting the Te Papa touring exhibition of its Rodin sculptures we have been required to upgrade the security system. This will be completed in February.

We believe we have come to the end of the repairs required to upgrade the air conditioning system and fix a drainage issue. This leaves the replacement of the bifold doors into the café to occur shortly.

With the relocation of the Information Centre to the Library, we will need to find another tenant. The aim is to find a tenant that fits within the overall ambience the Council is creating in and around Prospero Place. Steps on this will commence when we have a formal date for the Centre's move.

We are also giving attention to the presentation for visitors to the Arboretum and are in discussions with Council staff on how this fits with the historical trail.

Financials

The cash deficit to the end of December stands at \$8,114 compared with the budget of \$8,400.

The current projection for the full year shows a cash deficit of \$979 compared with the budgeted surplus of \$330. The final result is dependent on the level of commissions received from the sale of exhibited works – a result largely out of our control.

Percy's Place

This retail space continues to be a success, being an attractive space for local artists to sell their wares and to return an acceptable level of income to the Trust.

Trustees

Viv Milner retired as a Trustee at our AGM in October. Steps are under way to find a suitable replacement.

Summary

The Trust continues to make an important contribution to the life and culture of the District. Our stewardship of Percy Thomson's legacy is our key role and we acknowledge the support of the Council in making this happen.

Bruce Ellis
Chairman
31 January 2020.

PERCY THOMSON TRUST

PERCY THOMSON TRUST ENTITY INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2019

Legal name

Percy Thomson Trust (the Trust).

Type of entity and legal basis

The Trust is incorporated in New Zealand under the Charitable Trusts Act 1957. The Trust is controlled by Stratford District Council and is a council-controlled organisation as defined in section 6 of the Local Government Act 2002.

The Trust's purpose or mission

The primary objectives of the Trust are to provide the Percy Thomson Gallery, Percy Thomson Arboretum and Percy Thomson Herbarium in accordance with the bequest left by the late Percy Thomson, and to be responsible for the ongoing maintenance of these assets.

Structure of the Trust's operations, including governance arrangements

The Trust comprises a Board of six Trustees who oversee the governance of the Trust, including a Chairman who is responsible for the day-to-day operations of the Trust and reporting to the Trustees, and five other voluntary members who support the Chairman in delivering against the Trust's objectives. At least 50% of the Trustees are appointed by the Stratford District Council.

Main sources of the Trust's cash and resources

An operating grant received from the Stratford District Council, investment income, and other forms of grant revenue are the primary sources of funding to the Trust.

Outputs

The Trust owns and maintains the building in which the gallery is situated and all expenses relating to this are incurred by the Trust. The Trust also promotes and exhibits various forms of art works in the gallery, and exhibition costs are also a major output for the Trust.

STATEMENT OF ACCOUNTING POLICIES FOR THE PERIOD TO 31 DECEMBER 2019

ACCOUNTING POLICIES APPLIED

Basis of Preparation

The Board has elected to apply PBE SFR-A (PS) *Public Benefit Entity Simple Format Reporting – Accrual (Public Sector)* on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2 million.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

Goods and Services Tax

The Trust is registered for GST. All amounts in the financial statements are recorded exclusive of GST, except for debtors and creditors, which are stated inclusive of GST.

SIGNIFICANT ACCOUNTING POLICIES

Revenue

Grants

Council, government, and non-government grants are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met (“use or return condition”). If there is such an obligation, the grant is initially recorded as a liability and recognised as revenue when conditions of the grant are satisfied.

Sale of goods

Revenue from the sale of goods is recognised when the goods are sold to the customer.

Sale of services

Revenue from the sale of services is recognised by reference to the stage of completion of the services delivered at balance date as a percentage of the total services to be provided.

Interest revenue

Interest revenue is recorded as it is earned during the year.

Employee related costs

Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries, and leave entitlements.

Performance payments are recorded when the employee is notified that the payment has been granted.

Superannuation contributions are recorded as an expense as staff provide services.

Advertising, marketing, administration, and other costs

These are expensed when the related service has been received.

Bank accounts and cash

Bank accounts and cash comprise a cheque account and deposits held at call with banks.

Debtors

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

Investments

Investments comprise investments in terms deposits with banks, listed bonds, and listed shares.

Deposits with banks are initially recorded at the amount paid. If it appears that the carrying amount of the investment will not be recovered, it is written down to the expected recoverable amount.

Listed bonds and shares are initially recorded at the amount paid. If the market price of the investment falls below cost, the carrying value of the investment is reduced to the current market price. If the market price of the investment subsequently increases, the carrying amount of the investment is increased but limited to the original cost of the investment.

Property, plant, and equipment

Property, plant, and equipment is recorded at cost, less accumulated depreciation and impairment losses.

Donated assets are recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the current value of the asset is readily obtainable and significant. Significant donated assets for which current values are not readily obtainable are not recognised.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

For an asset to be used by the Trust, the asset is impaired if the value to the Trust in using the asset falls below the carrying amount of the asset.

Depreciation is provided on a straight-line basis at rates that will write off the cost of the assets over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Furniture and fittings	10 to 20 years (5% to 10%)
Office Equipment	4 to 10 years (10% to 25%)
Buildings	10 to 80 years (1.25% to 10%)

Revaluation

The Trust has adopted tier 2 standards regarding the revaluation of its land and buildings in accordance with PBE IPSAS 17.

Unless stated, valuations are carried out or reviewed by independent qualified valuers and are carried out at least on three yearly cycles. Valuations will be undertaken more regularly if necessary to ensure no individual item of property, land or equipment within a class has a carrying value that is material different from its fair value.

Land and buildings were valued as at 1 July 2016 2016 by Telfer Young (NZ) Ltd, independent valuers.

Revaluation increases and decreases will be transferred to equity.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

Employee costs payable

A liability for employee costs payable is recognised when an employee has earned the entitlement.

These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date.

Income tax

Tax expense is calculated using the taxes payable method. As a result, no allowance is made for deferred tax.

Tax expense includes the current tax liability and adjustments to prior year tax liabilities.

Budget figures

The budget figures are derived from the statement of intent as approved by the Board at the beginning of the financial year. The budget figures have been prepared in accordance with Tier 3 standards, using accounting policies that are consistent with those adopted by the Board in preparing these financial statements.

Tier 2 PBE Accounting Standards applied

The Trust has applied any Tier 2 Accounting Standards for asset revaluations only, in preparing its financial statements.

This was to bring consistency in property revaluations between the Trust and its parent, Stratford District Council.

CHANGES IN ACCOUNTING POLICIES

There have been no changes to the accounting policies during the year.

PERCY THOMSON TRUST

PERCY THOMSON TRUST
COST OF SERVICE STATEMENTS
FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2019

<u>Six months</u> <u>to</u> <u>31-Dec-18</u>		<u>Year to</u> <u>Date</u> <u>Actual</u>	<u>Year to</u> <u>Date</u> <u>Budget</u>	<u>2019/20</u> <u>Annual</u> <u>Budget</u>	<u>Projected</u> <u>Year End</u>
\$		\$	\$	\$	\$
	<u>PROPERTY</u>				
	Property Revenue				
7,050	Café Lease	7,050	7,050	14,100	14,100
600	Post Box Lobby Rental	600	500	1,200	1,200
17,800	Information Centre Lease	8,900	8,900	17,800	17,800
25,450	Total Property Revenue	16,550	16,450	33,100	33,100
	Property Expenditure				
-	Cleaning Services	-	25	50	-
36,099	Depreciation	37,630	37,630	75,260	75,260
4,905	Insurance	5,005	5,005	5,500	5,005
1,377	Rates (Services Only)	1,567	1,500	1,500	1,567
10,095	Repairs and Maintenance Building	13,387	11,100	22,200	23,000
-	Repairs and Maintenance Arboretum	-	1,250	2,500	2,500
-	Repairs and Maintenance Herbarium	-	100	200	200
52,476	Total Property Expenditure	57,589	56,610	107,210	107,532
(27,026)	Profit (Loss) from Property	(41,039)	(40,160)	(74,110)	(74,432)

PERCY THOMSON TRUST

<u>Six months</u> <u>to</u> <u>31-Dec-18</u>		<u>Year to</u> <u>Date</u> <u>Actual</u>	<u>Year to</u> <u>Date</u> <u>Budget</u>	<u>2019/20</u> <u>Annual</u> <u>Budget</u>	<u>Projected</u> <u>Year End</u>
\$		\$	\$	\$	\$
	<u>ART GALLERY</u>				
	Art Gallery Revenue				
1,370	Membership and "Friends" Donations	1,087	1,300	1,300	1,300
5,743	Rental/Hireage	4,190	5,000	10,000	10,000
995	Donation Box	1,036	1,000	2,000	2,000
5,520	Commission - Percy's Place	5,116	5,000	10,000	10,000
475	Commission - Gallery	4,157	1,750	3,500	6,000
14,103	Total Art Gallery Revenue	15,586	14,050	26,800	29,300
	Art Gallery Expenditure				
319	ACC Levy	314	320	320	314
8,348	Energy Costs	9,373	9,000	18,000	18,500
580	Insurance	10	1,700	1,700	10
720	Miscellaneous	116	250	500	500
-	Printing & Stationery	52	-	-	-
9,248	Programme	8,790	10,000	20,000	20,000
10,216	Major Exhibition	5,791	6,000	10,000	10,000
242	Publications & Subscriptions	507	250	200	507
495	Staff training	-	750	1,500	1,500
48,891	Salary & Wages and Employee Costs	48,518	47,000	94,000	97,000
723	Telephone & Tolls	790	750	1,500	1,500
79,782	Total Art Gallery Expenditure	74,261	76,020	147,720	149,831
(65,679)	Profit (Loss) from Art Gallery	(58,675)	(61,970)	(120,920)	(120,531)

PERCY THOMSON TRUST

<u>Six months</u> <u>to</u> <u>31-Dec-18</u>		<u>Year to</u> <u>Date</u> <u>Actual</u>	<u>Year to</u> <u>Date</u> <u>Budget</u>	<u>2019/20</u> <u>Annual</u> <u>Budget</u>	<u>Projected</u> <u>Year End</u>
\$		\$	\$	\$	\$
	<u>TRUST INVESTMENTS</u>				
	Investment Revenue				
23,016	Interest	24,946	27,000	54,000	52,000
50,000	Stratford District Council Grant	50,000	50,000	50,000	50,000
-	External Funding	-	-	47,300	20,000
24,000	TSB Community Trust	-	-	-	28,000
10,000	Taranaki Electricity Trust	-	-	-	-
107,016	Total Investment Revenue	74,946	77,000	151,300	150,000
	Trust Investment Expenditure				
20,600	Administration	20,600	20,600	20,600	20,600
-	Audit Fees	-	-	8,500	8,500
-	Insurance - Trustees Liability	-	-	1,800	1,800
370	Investment Expenses	376	300	300	376
20,970	Total Trust Investment Expenditure	20,976	20,900	31,200	31,276
86,046	Profit (Loss) from Trust Investments	53,970	56,100	120,100	118,724

SUMMARY COST OF SERVICE STATEMENT FOR THE PERCY THOMSON TRUST FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2019

<u>Six months</u> <u>to</u> <u>31/12/2018</u>		<u>Year to</u> <u>Date</u> <u>Actual</u>	<u>Year to</u> <u>Date</u> <u>Budget</u>	<u>2019/20</u> <u>Annual</u> <u>Budget</u>	<u>Projected</u> <u>Year End</u>
\$		\$	\$	\$	\$
	<u>REVENUE</u>				
25,450	Property	16,550	16,450	33,100	33,100
14,103	Art Gallery	15,586	14,050	26,800	29,300
107,016	Other Investments	74,946	77,000	151,300	150,000
146,569	Total Revenue	107,082	107,500	211,200	212,400
	<u>OPERATING EXPENDITURE</u>				
52,476	Property	57,589	56,610	107,210	107,532
79,782	Art Gallery	74,261	76,020	147,720	149,831
20,970	Other Investments	20,976	20,900	31,200	31,276
153,228	Total Operating Expenditure	152,826	153,530	286,130	288,639
(6,659)		(45,744)	(46,030)	(74,930)	(76,239)
(6,659)	Transferred to Accumulated Surplus	(45,744)	(46,030)	(74,930)	(76,239)
<i>(6,659)</i>	<i>Net Surplus (Deficit)</i>	<i>(45,744)</i>	<i>(46,030)</i>	<i>(74,930)</i>	<i>(76,239)</i>
<i>36,099</i>	<i>Add back depreciation (non-cash)</i>	<i>37,630</i>	<i>37,630</i>	<i>75,260</i>	<i>75,260</i>
<i>29,440</i>	<i>Cash Surplus (Deficit)</i>	<i>(8,114)</i>	<i>(8,400)</i>	<i>330</i>	<i>(979)</i>

PERCY THOMSON TRUST

PERCY THOMSON TRUST STATEMENT OF FINANCIAL PERFORMANCE FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2019

	Actual to 31 Dec 19 \$000	Budget to 31 Dec 19 \$000	Budget 2019/20 \$000	Actual to 31 Dec 18 \$000
Revenue				
Sale of Goods and Services	32	31	60	40
Council Funding - Grant	50	50	50	50
Interest, Dividends and Other Investment Revenue	25	27	54	23
Other Grants and Donations Received	-	-	47	34
Total Revenue	107	108	211	147
Expenses				
Employee related costs	49	47	94	49
Depreciation of Property, Plant and Equipment	38	38	75	36
Other expenditure	67	69	117	68
Total Expenses	153	154	286	153
Net Operating Surplus (Deficit) for the period	(46)	(46)	(75)	(7)

PERCY THOMSON TRUST

STATEMENT OF FINANCIAL POSITION FOR PERCY THOMSON TRUST FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2019

<u>Actual for the Year Ended 30-Jun-19</u>	<u>Actual for the Six Months as at 31 Dec 2018</u>		<u>Actual Year to Date</u>
\$000	\$000		\$000
		ASSETS	
		Current Assets	
195	307	Bank Accounts and Cash	107
250	250	Investments	250
-	30	Other Financial Assets	-
9	5	Debtors and Prepayments	6
454	592	Total Current Assets	363
		Non-Current Assets	
655	530	Other Financial Assets	655
1,810	1,794	Property, Plant and Equipment	1,816
2,465	2,324	Total Non-Current Assets	2,471
2,919	2,916	Total Assets	2,834
		LIABILITIES AND EQUITY	
		Current Liabilities	
53	6	Creditors and Accrued Expenses	17
7	6	Employee Costs Payable	7
60	12	Total Current Liabilities	24
		Trust Equity	
0	0	Contributed Capital	0
1,842	1,886	Accumulated Surpluses	1,793
1,017	1,017	Revaluation Reserve	1,017
2,859	2,904	Total Trust Equity	2,810
2,919	2,916	Total Liabilities & Equity	2,834

PERCY THOMSON TRUST

STATEMENT OF CASHFLOWS OF THE PERCY THOMSON TRUST FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2019

<u>Actual for</u> <u>the Six Months</u> <u>Ended 31 Dec</u> <u>2018</u> <u>\$000</u>		<u>Year to Date</u> <u>Actual</u> <u>\$000</u>
	<u>Cash Flows from Operating Activities</u>	
50	Receipts of Council Funding	50
40	Receipts from Sale of Goods and Services	32
23	Interest, Dividends and Other Investment Revenue	25
34	Receipts of Other Grants and Donations	-
(125)	Payments to Suppliers and Employees	(115)
0	Goods and Services Tax (net)	14
22	Net Cash Flow from Operating Activities	6
	<u>Cash Flows from Investing and Financing Activities</u>	
400	Receipts from Sale of Investments	250
-	Payments to acquire property, plant and equipment	(94)
(250)	Payments to Acquire Investments	(250)
150	Net Cash Flow from Investing and Financing Activities	(94)
172	Net (Decrease)/Increase in Cash for the period	(88)
135	Add opening bank accounts and cash	195
307	Closing Bank Accounts and Cash	107

PERCY THOMSON TRUST

OTHER EXPLANATORY NOTES AS AT 31 DECEMBER 2019

Note 1 Property, Plant and Equipment

	Amount	Additions	epreciation	Carrying Amount
	1/07/19		to 31/12/19	31/12/19
	\$000		\$000	\$000
Building	1,452	-	(34)	1,418
Land	193	-	-	193
Arboretum	42	-	(1)	41
Furniture and Fittings	71	-	(3)	68
Office Equipment	2	-	(0)	2
Work in Progress	50	44	-	94
Total	1,810	44	(38)	1,816

Note 2 Related Party Transactions

a) **Stratford District Council**

As the Trust is a Council controlled organisation it receives a grant of \$50,000 per annum from the Stratford District Council. This amount has been paid to the Trust.

The Trust receives \$1,483 per month for rental of the Information Centre.

The Trust pays \$20,600 per annum to Council for administrative services.

Chairman Bruce Ellis is a director of Maat Consulting Ltd, who the Trust have purchased proportionate ownership investments through.

Key Management and Trustees

G Webby, Trustee, is a Councillor of Stratford District Council.

K Walsh, Trustee, was a Councillor of Stratford District Council until October 2019.

C Craig, Trustee, is an employee of Stratford District Council.

There have been no fees paid to the trustees during the period.

Except for the above transaction, no other Trustees or Senior Management have entered into related party transactions.

Note 3 Post Balance Date Events

There are no material events subsequent to the end of the interim period.

Note 4 Contingent Liabilities

The Trust has no contingent liabilities as at 31 December 2019 (2018 - \$Nil)

Note 5 Dividends

There will be no dividend payable to Stratford District Council.

INFORMATION REPORT



TO: Policy & Services Committee

F19/13 – D20/2619

FROM: Corporate Accountant

DATE: 25 February 2020

SUBJECT: PERCY THOMSON TRUST – STATEMENT OF INTENT 2020-2023

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council receive the Statement of Intent for Percy Thomson Trust for the period 1 July 2020 to 30 June 2023.

Recommended Reason

In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver the completed statement of intent to Council on or before 30 June 2020.

/_____
Moved/Seconded

1. **PURPOSE OF REPORT**

The purpose of this report is to present the Statement of Intent for the Percy Thomson Trust (“PTT”) for the 2020 to 2023 years to Council.

2. **EXECUTIVE SUMMARY**

A Statement of Intent must include specific information for the first year of the plan and the immediately following two financial years.

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

How is the subject of this report 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.

3.1 The 2020-2023 Statement of Intent for the PTT provides information on the coming three years regarding the Trust’s operations, being a local public service.

3.2 The PTT is run as an independent council controlled organisation.

4. **BACKGROUND**

4.1 In terms of Schedule 8 of the Local Government Act 2002 the PTT, being a council controlled organisation, must deliver the completed statement of intent to Council on or before 30 June 2020.

5. **INFORMATION SUMMARY**

5.1 Attached is the 2020-2023 Statement of Intent for the PTT.

6. **STRATEGIC ALIGNMENT**

6.1 **Direction**

The operations of the PTT contribute to the community outcome relative to “a district with a clear identity where people of all cultures experience a sense of inclusive community”.

This ensures people have access to and are encouraged to participate in a wide range of art and cultural activities.

6.2 **Annual Plan and Long Term Plan**

The 2020-2023 Statement of Intent for the Trust is consistent with the Annual and Long Term Plans.

6.3 **District Plan**

The operations of the Trust are consistent with the rules of the Stratford District Plan.

6.4 **Legal Implications**

There are no legal implications.

6.5 **Policy Implications**

There are no policy implications.

Attachments

Appendix 1 – Statement of Intent



C R Craig
CORPORATE ACCOUNTANT



Endorsed by
T Radich
CORPORATE SERVICES DIRECTOR



Approved by
Sven Hanne
CHIEF EXECUTIVE

DATE 18 February 2020

APPENDIX 1



12

PERCY THOMSON TRUST

- Percy Thomson Gallery • Percy Thomson Herbarium
- Percy Thomson Arboretum

STATEMENT OF INTENT

FOR THE PERIOD

1 JULY 2020 TO 30 JUNE 2023

This Statement of Intent is prepared by the Percy Thomson Trust under the provisions of section 64 of the Local Government Act 2002.

The purpose of this document is to:

- State publicly the activities and intentions of the Percy Thomson Trust for the year and the objectives to which those activities will contribute; and
- Provide an opportunity for shareholders to influence the direction of the Trust; and
- Provide a basis for the accountability of the directors to their shareholders for the performance of the Trust.

This Statement of Intent covers the period commencing 1 July 2020 to 30 June 2023 inclusive.

A Statement of Intent is required to cover the following contents:

- The objectives of the group; and
- A statement of the board's approach to governance; and
- The nature and scope of the activities to be undertaken; and
- The ratio of consolidated shareholders' funds to total assets, and the definitions of those terms; and
- The accounting policies of the group; and
- The performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and
- An estimate of the amount or proportion of accumulated profits and capital reserves that is intended to be distributed to the shareholders; and
- The kind of information to be provided to the shareholders by the group during the course of those financial years, including the information to be included in each half-yearly report; and
- The procedures to be followed before any member or the group subscribes for, purchases, or otherwise acquires shares in any company or other organisation; and
- Any activities for which the board seeks compensation from any local authority; and
- The board's estimates of the commercial value of the shareholders' investment in the group and the manner in which, and the times at which, that value is to be reassessed; and
- Any other matters that are agreed by the shareholders and the board.

BACKGROUND

The Council has established a charitable trust to be known as the 'Percy Thomson Trust' for the objects set out in the Trust Deed.

Percy Thomson by his will left a significant bequest to be used and applied towards the establishment and maintenance of an arboretum and herbarium of the native flora of New Zealand and an art gallery, all of which were to be vested in a Board of Trustees that were to be elected or appointed by the Stratford District Council.

The Council, using the funds available, has established an arboretum, herbarium and art gallery which are respectively known as the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery. By a Trust Deed and by a subsequent Deed of Transfer, the Council has recorded the formal vesting of the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery in the trustees of this trust.

The Trustees have agreed to act as Trustees of the Trust and to be responsible for the ongoing management of the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery.

OBJECTS OF THE TRUST

The objects for which the Trust is established are, to the extent that they are a Charitable Purpose within New Zealand, as follows:

- to receive the Percy Thomson Arboretum, the Percy Thomson Herbarium and the Percy Thomson Gallery and to be responsible for the ongoing establishment and maintenance of an arboretum, herbarium and art gallery in Stratford;
- to manage the Trust Facilities and to create, acquire, promote, exhibit and manage the Collections for the benefit of the inhabitants of the Stratford District and the public generally;
- to endeavour to achieve the objectives the Council sets for the delivery of services in respect of the Trust Facilities as negotiated and set out in the Charter, the Business Plan, and the Strategic Plan;
- to implement the Council's policy as revised from time to time for the development and enhancement of the Trust Facilities with an emphasis on Stratford and in accordance with the Charter, Business Plan and Strategic Plan;
- to provide advice to the Council on the Council's long term policy for the development of gallery services in Stratford;
- to establish exhibition programmes and education policies for the Trust Facilities;
- to develop acquisition, de-accession and collection development policies for the Trust;
- to provide all financial, administration, marketing, technology and services required for the Trust Facilities;
- to determine charges for viewing or using any of the Trust Facilities and the Collections with a view to generating appropriate revenue and encouraging public enjoyment and utilisation of the Trust Facilities and Collections;
- to house and care for any art collections, antiquities or other articles acquired by, loaned, created or otherwise made available to the Trust and particularly to preserve and maintain the Collections (subject to any de-accession policies developed by the Trustees);
- to lease land or other assets where the Trustees determine that such land or other assets can be used in conjunction with the Trust Facilities or to promote the objectives of the Trust;
- to solicit and raise funds and carry out such activities as are necessary or conducive for the carrying out and giving effect to the objects of the Trust;
- to encourage and foster liaison and co-operative activities with related facilities, particularly those in the Stratford District; and
- generally to do all acts, matters and things that the Trustees consider may advance the objects of the Trust.

For the avoidance of doubt, the objects of the Trust expressed above are set out in no particular order or priority and do not include an intention or purpose that the Trust operates a trading undertaking with the intention or purpose of making a profit, but rather that the Trustees fairly and efficiently manage the Trust Fund, the Trust Facilities and the Collections for the benefit of the people of Stratford District.

The Trust's objects shall only be carried out in, or to benefit people in the Stratford District. The Trustees may carry out activities outside the Stratford District to promote the Trust or the Trust's activities but only if they believe that such activities will be for the ultimate benefit of people in the Stratford District.

GOVERNANCE

The Trust Deed provides that there shall be not less than six or more than seven Trustees, and that these Trustees shall provide governance to the Trust as per the terms of the Trust Deed.

The current Trustees are:

- Bruce Ellis for a term expiring at the 2022 AGM
- Gloria Webby for a term expiring at the 2020 AGM
- Keryn Rae Walsh for a term expiring at the 2021 AGM.
- Christine Craig for a term expiring at the 2020 AGM.
- Jim Clarkson for a term expiring at the 2021 AGM.
- Vacancy

Trustees are eligible for reappointment.

The Trustees shall hold at least four meetings in each financial year.

NATURE AND SCOPE OF ACTIVITIES

The Percy Thomson Trust covers three activities, the Art Gallery, the Arboretum, and the Herbarium.

The Percy Thomson Gallery is located in Prospero Place, the arboretum on Cloten Road near the intersection with Ariel Street, and the herbarium at the website www.taranakiplants.net.nz.

The Percy Thomson Gallery is Stratford's public art gallery and was opened in June 2002. The gallery contains both exhibition areas and work areas for use by local artists and community art groups. The gallery provides an active programme of exhibitions and events that is both internally generated and toured from other art collections.

The gallery's main display area totals 178m² which can be comfortably partitioned into two areas of 116m² and 62m² respectively.

RATIO OF CONSOLIDATED FUNDS

The ratio of the equity to total assets is 99.74%.

- where equity is defined as accumulated equity; and
- total assets is defined as all assets, both current and long term.

STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2021

ACCOUNTING POLICIES APPLIED

Basis of Preparation

The Board has elected to apply PBE SFR-A (PS) *Public Benefit Entity Simple Format Reporting – Accrual (Public Sector)* on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2 million.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

Goods and Services Tax

The Trust is registered for GST. All amounts in the financial statements are recorded exclusive of GST, except for debtors and creditors, which are stated inclusive of GST.

SIGNIFICANT ACCOUNTING POLICIES

Revenue

Grants

Council, government, and non-government grants are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met (“use or return condition”). If there is such an obligation, the grant is initially recorded as a liability and recognised as revenue when conditions of the grant are satisfied.

Sale of goods

Revenue from the sale of goods is recognised when the goods are sold to the customer.

Sale of services

Revenue from the sale of services is recognised by reference to the stage of completion of the services delivered at balance date as a percentage of the total services to be provided.

Interest revenue

Interest revenue is recorded as it is earned during the year.

Employee related costs

Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries, and leave entitlements.

Performance payments are recorded when the employee is notified that the payment has been granted.

Superannuation contributions are recorded as an expense as staff provide services.

Advertising, marketing, administration, and other costs

These are expensed when the related service has been received.

Bank accounts and cash

Bank accounts and cash comprise a cheque account and deposits held at call with banks.

Debtors

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

Investments

Investments comprise investments in terms deposits with banks, listed bonds, and listed shares. Deposits with banks are initially recorded at the amount paid. If it appears that the carrying amount of the investment will not be recovered, it is written down to the expected recoverable amount.

Listed bonds and shares are initially recorded at the amount paid. If the market price of the investment falls below cost, the carrying value of the investment is reduced to the current market price. If the market price of the investment subsequently increases, the carrying amount of the

investment is increased but limited to the original cost of the investment.

Property, plant, and equipment

Property, plant, and equipment is recorded at cost, less accumulated depreciation and impairment losses.

Donated assets are recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the current value of the asset is readily obtainable and significant. Significant donated assets for which current values are not readily obtainable are not recognised.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

For an asset to be used by the Trust, the asset is impaired if the value to the Trust in using the asset falls below the carrying amount of the asset.

Depreciation is provided on a straight-line basis at rates that will write off the cost of the assets over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Furniture and fittings	10 to 20 years (5% to 10%)
Office Equipment	4 to 10 years (10% to 25%)
Buildings	10 to 80 years (1.25% to 10%)

Revaluation

The Trust has adopted tier 2 standards regarding the revaluation of its land and buildings in accordance with PBE IPSAS 17.

Unless stated, valuations are carried out or revised by independent qualified valuers and are carried out at least on three yearly cycles. Valuations will be undertaken more regularly if necessary to ensure no individual item of property, land or equipment within a class has a carrying value that is materially different from its fair value.

Land and buildings were valued as at 1 January 2020 by Telfer Young (NZ) Ltd, independent valuers.

Revaluation increases and decreases will be transferred to equity.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

Employee costs payable

A liability for employee costs payable is recognised when an employee has earned the entitlement. These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date.

Income tax

Tax expense is calculated using the taxes payable method. As a result, no allowance is made for deferred tax.

Tax expense includes the current tax liability and adjustments to prior year tax liabilities.

Budget figures

The budget figures are derived from the statement of intent as approved by the Board at the

beginning of the financial year. The budget figures have been prepared in accordance with Tier 3 standards, using accounting policies that are consistent with those adopted by the Board in preparing these financial statements.

Tier 2 PBE Accounting Standards applied

The Trust has applied any Tier 2 Accounting Standards for asset revaluations only, in preparing its financial statements. This was to bring consistency in property revaluations between the Trust and its parent, the Stratford District Council.

CHANGES IN ACCOUNTING POLICIES

There have been no changes to the accounting policies during the year.

PERFORMANCE MEASURES

Mission Statement

"To fulfil the wishes of the bequest by the late Mr Percy Thomson".

Level of Service	Performance Measure	Target			How Measured
		Year 1 2019/20	Year 2 2020/21	Year 3 2021/22	
Delivery of art exhibitions	Deliver proposed art exhibitions which will include local, regional and at least 1 National:	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Art Gallery Records
	Number of visitors to the Gallery to be not less than 20,000 per year	>20,000	>20,000	>20,000	Door Count
	To operate to a "break-even" balance. "Break even" is defined by the Trust as a cash surplus only, excluding depreciation, and receiving external funding to make up any shortfall in cash and the gain on sale of investments.	Operate within "break-even" budget. "Break even" is defined by the Trust as a cash surplus only, excluding depreciation, and receiving external funding to make up any shortfall in cash and the gain on sale of investments.	Operate within "break-even" budget. "Break even" is defined by the Trust as a cash surplus only, excluding depreciation, and receiving external funding to make up any shortfall in cash and the gain on sale of investments.	Operate within "break-even" budget. "Break even" is defined by the Trust as a cash surplus only, excluding depreciation, and receiving external funding to make up any shortfall in cash and the gain on sale of investments.	Annual Report
Development and maintenance of arboretum	Develop and maintain the arboretum to the standards in the Facilities	Develop and maintain the arboretum to the standards in the	Develop and maintain the arboretum to the standards in the Facilities	Develop and maintain the arboretum to the standards in the Facilities	Council Records

	Management Contract.	Facilities Management Contract.	Management Contract.	Management Contract.	
Delivery of Herbarium	Explore alternative options to achieve this measure	Explore alternative options to achieve this measure	Explore alternative options to achieve this measure.	Explore alternative options to achieve this measure	Dependent on option selected

DISTRIBUTIONS TO SHAREHOLDERS

The Trustees do not intend to distribute any accumulated profits or capital reserves to the Stratford District Council.

REPORTING

The Percy Thomson Trust will provide audited annual accounts in conjunction with its annual report. The Auditor-General is the auditor of the Trust.

A six-monthly summary report will also be presented including a summary of progress against objectives, and an unaudited balance sheet and income statement.

PURCHASE OF SHARES

The Trust does not intend to purchase shares in any company, other than as an investment mechanism. The Trust's Investment Policy states the policies and procedures for Trust investments.

PERCY THOMSON TRUST ENTITY INFORMATION

Legal name

Percy Thomson Trust (the Trust).

Type of entity and legal basis

The Trust is incorporated in New Zealand under the Charitable Trusts Act 1957. The Trust is controlled by Stratford District Council and is a council-controlled organisation as defined in section 6 of the Local Government Act 2002.

The Trust's purpose or mission

The primary objectives of the Trust are to provide the Percy Thomson Gallery, Percy Thomson Arboretum and Percy Thomson Herbarium in accordance with the bequest left by the late Percy Thomson, and to be responsible for the ongoing maintenance of these assets.

Structure of the Trust's operations, including governance arrangements

The Trust comprises a Board of six Trustees who oversee the governance of the Trust, including a Chairman who is responsible for the day-to-day operations of the Trust and reporting to the Trustees, and five other voluntary members who support the Chairman in delivering against the Trust's objectives. At least 50% of the Trustees are appointed by the Stratford District Council.

Main sources of the Trust's cash and resources

An operating grant received from the Stratford District Council, investment income, and other forms of grant revenue are the primary sources of funding to the Trust.

Outputs

The Trust owns and maintains the building in which the gallery is situated and all expenses relating to this are incurred by the Trust. The Trust also promotes and exhibits various forms of art works in the gallery, and exhibition costs are also a major output for the Trust.

INVESTMENT POLICY

PHILOSOPHY

The investment strategy of the Percy Thomson Trust is to maintain the income level required to achieve the Trust objectives whilst also inflation-proofing the capital base.

CRITERIA FOR INVESTMENT

Investments must be made to optimise returns while balancing risk and return considerations. As a responsible Trust with a public benefit aim, the Percy Thomson Trust investments should be low risk. The criteria to be applied to investments are:

- Safety of Capital - Safety of capital is a dominant consideration in all investment decisions.
- Liquidity - Investments are managed to ensure that sufficient funds are available to meet liabilities as and when they fall due.
- Returns - Long term investments reflect the objective of maximizing returns in excess of the inflation rate consistent with moderate to low risk exposure and to provide consistent real income over the long term.

PERFORMANCE MEASURES

Maintain the real value of the capital of the Trust with regard to inflation. (using the Statistics New Zealand All Groups CPI).

Types of Investment

The Trust may hold the following types of investments. See other sections of this policy for restrictions on the management of each type.

- Bank deposits, bank accepted bills and bank issued certificates of deposit
- Short term Promissory Notes issued by companies and Local Authorities
- Stocks and bonds issued by Government, SOE's, Local Authorities and suitably rated Corporate entities
- Shares in listed public companies
- Real Estate
- Professionally managed portfolios of investments, either by direct investment or through Unit Trusts including:
 - Equities both New Zealand and overseas domiciled
 - Fixed interest both New Zealand and overseas domiciled
 - Short term cash
 - Real estate

The following types of investments are prohibited:

- Loans to individuals
- Loans to community organisations

ASSESSMENT AND MANAGEMENT OF RISKS BY TYPE OF INVESTMENT

Authorised Bank Instruments

The Trust may invest in any registered bank in New Zealand subject to the following:

- The bank remains the primary debtor throughout the term of the investment.
- Investments will only be in banks on the list of registered banks in New Zealand as approved by the Reserve Bank of New Zealand.
 - any other organisation with a Standard and Poor's short term credit rating of A-3 or better and a long term credit rating of A- or better (equivalent Moody's ratings may be used).
- Up to 100% of the available funds may be invested.
- A maximum of 50% of the total investments issued by the financial market (which is made up of short term bank deposits, promissory notes and long term stocks and bonds including those issued by Local Authorities and Government Stock) may be invested with any one bank.
- Deposits may not include foreign currency.

Promissory Notes by NZ Companies and Local Authorities

The Trust may invest in Promissory Notes issued in New Zealand by Corporates and Local Authorities in New Zealand currency subject to the following:

- Up to 35% of the available funds may be invested where the Promissory Notes are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of Investment Grade or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments with any one issuer.
- The term is no more than 180 days.
- The interest rate must be better than Bank deposits for the same term.
- For registered Promissory Notes the note must be held in the Trust's name.
- For 'bearer' Promissory Notes, the certificate may be held by the Trust or by a suitable agent such as a Bank.
- To avoid the Trust being exposed to settlement risk, payment on maturity or sale requires settlement by 'Cleared Funds'.

Authorised Stock or Bond Investments

The Trust may invest in any fixed term stock or bond issued in New Zealand subject to the following:

- Up to 100% of the available funds may be invested where the stock is issued by the New Zealand Government or State Owned Enterprise guaranteed by the Government.
- Up to 100% of the available funds may be invested where the stock is issued by a Local Authority and is rate secured, but subject to a maximum of 50% of the total investments with any one issuer.

- Up to 80% of the available funds may be invested where the bonds are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of Investment Grade or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments with any one issuer.

Shares in Listed Public Companies

The Trust may invest in any public company listed on the New Zealand Stock Exchange subject to the following:

- Specific resolution is required by the Trust to invest directly in a listed equity, such resolution to have considered professional advice from a broker.
- There is to be an annual review by a broker to assess price, total value, and hold or sell advice.
- Up to 30% of the available funds may be invested.

Real Estate

The Trust may invest in real estate subject to the following:

- The property is directly linked to the aims and purpose of the Trust; or
- The property was included in the initial assets of the Trust.
- Up to 75% of the available funds may be invested.

Professionally Managed Portfolios

The Trust may invest in professionally managed portfolios subject to the following:

- In selecting the fund manager the Trust shall consider:
 - Performance and competence
 - Diversification of the asset class
 - Expected return
 - Volatility of return, both in the past and expected
 - Trust's tolerance to risk
- The management of the investment, once made with a professional Fund Manager, shall be handled entirely by that Fund Manager. Therefore, restrictions stated elsewhere in this policy governing the selection and handling of direct investments shall not apply.
- Up to 50% of the available funds may be invested.

Diversification Summary

Investment Category	Fund Weighting Restriction	Other Restrictions
Bank Instruments	100% of fund	Maximum 50% with any one bank
Promissory Notes	35% of fund	No more than 180 days; No more than 20% with one issuer
Authorised Stock/Bonds	100% of fund Government Stock; 100% of fund Local Authority; 80% of fund Others	No more than 50% with one Local Authority; No more than 20% with one issuer
Listed Shares	30% of fund	
Real Estate	75% of fund	Aims of Trust
Professional Portfolios	50% of fund	

Reporting

The Percy Thomson Trust shall receive with each set of accounts reported to the Trust a statement of investments including book value, maturity date, return, market value, and other features deemed relevant.

Delegated authority to act on all investments in accordance with this policy, (except Real Estate, Shares, and Professionally Managed Funds) is granted to the Chairman of the Trust and any one other authorised account signatory.

ACTIVITIES FOR WHICH COMPENSATION SOUGHT

The Percy Thomson Trust is seeking an annual cash grant of \$50,000 from the Stratford District Council. This is within the limits currently set by Council policy.

This grant helps fund the activities of the Trust.

The Trust is also seeking \$12,708 of maintenance work on the Arboretum, delivered "in kind".

In addition, the Trust is seeking \$12,772 of cleaning and maintenance services of the building, and the public toilets within the Percy Thomson Building, delivered 'in kind'.

The Council also provides administration services to the Trust for \$20,600 per annum.

As a Council controlled organisation, any funding applications to TSB Community Trust must be made in conjunction with Council's applications.

PERCY THOMSON TRUST

PERCY THOMSON TRUST

COST OF SERVICE STATEMENT FOR THE THREE YEARS COMMENCING 1 JULY 2020

<u>2019/20</u>		<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<u>PROPERTY</u>				
Property Revenue				
14,100	Café Lease	14,100	14,100	14,100
1,200	Post Box Lobby Rental	1,200	1,200	1,200
17,800	Building lease	17,800	17,800	17,800
33,100	Total Property Revenue	33,100	33,100	33,100
Property Expenditure				
50	Cleaning Services	0	0	0
75,260	Depreciation	75,260	75,260	79,776
5,500	Insurance	5,500	5,500	5,500
1,500	Rates (Services Only)	1,650	1,650	1,650
22,200	Repairs and Maintenance Building	17,300	17,300	22,300
2,500	Repairs and Maintenance Arboretum	2,500	2,500	2,500
200	Repairs and Maintenance Herbarium	200	200	200
107,210	Total Property Expenditure	102,410	102,410	111,926
(74,110)	Surplus (Deficit) from Property	(69,310)	(69,310)	(78,826)

PERCY THOMSON TRUST

<u>2019/20</u>		<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<u>ART GALLERY</u>				
Art Gallery Revenue				
1,300	Membership and "Friends" Donations	1,300	1,300	1,300
10,000	Rental/Hireage	10,000	10,000	10,000
2,000	Donation Box	2,000	2,000	2,000
10,000	Commission - Percy's Place	10,000	10,000	10,000
3,500	Commission - Gallery	6,000	6,000	6,000
26,800	Total Art Gallery Revenue	29,300	29,300	29,300
Art Gallery Expenditure				
320	ACC Levy	320	320	320
18,000	Energy Costs	18,500	18,500	18,500
1,700	Art Insurance	1,700	1,700	1,700
500	Miscellaneous	500	500	500
20,000	Programme	20,000	20,000	20,000
10,000	Major Exhibition	10,000	10,000	10,000
200	Publications & Subscriptions	200	200	200
94,000	Salary, Wages and Employment Related Costs	98,000	98,000	98,000
1,500	Staff Training	1,500	1,500	1,500
1,500	Telephone & Tolls	1,500	1,500	1,500
147,720	Total Art Gallery Expenditure	152,220	152,220	152,220
(120,920)	Surplus (Deficit) from Art Gallery	(122,920)	(122,920)	(122,920)

PERCY THOMSON TRUST

<u>2019/20</u>		<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<u>OTHER REVENUE AND EXPENDITURE</u>				
Other Revenue				
54,000	Interest	54,000	54,000	54,000
50,000	Stratford District Council Grant	50,000	50,000	50,000
47,300	External Funding	45,000	45,000	50,000
151,300	Total Other Revenue	149,000	149,000	154,000
Other Expenditure				
20,600	Administration	20,600	20,600	20,600
8,500	Audit Fees	8,500	8,500	8,500
1,800	Trustee Liability Insurance	1,900	1,900	1,900
300	Investment Expenses	300	300	300
31,200	Total Other Expenditure	31,300	31,300	31,300
120,100	Surplus (Deficit)	117,700	117,700	122,700

PERCY THOMSON TRUST

<u>Budget</u>	<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$	\$	\$	\$

SUMMARY COST OF SERVICE STATEMENT

<u>REVENUE</u>				
33,100	Property	33,100	33,100	33,100
26,800	Art Gallery	29,300	29,300	29,300
151,300	Other Revenue	149,000	149,000	154,000
211,200	Total Revenue	211,400	211,400	216,400
<u>OPERATING EXPENDITURE</u>				
107,210	Property	102,410	102,410	111,926
147,720	Art Gallery	152,220	152,220	152,220
31,200	Other Expenditure	31,300	31,300	31,300
286,130	Total Operating Expenditure	285,930	285,930	295,446
(74,930)	Operating Surplus (Deficit)	(74,530)	(74,530)	(79,046)
<i>(74,930)</i>	<i>Net Operating Surplus (Deficit)</i>	<i>(74,530)</i>	<i>(74,530)</i>	<i>(79,046)</i>
<i>75,260</i>	<i>Add back depreciation (non-cash)</i>	<i>75,260</i>	<i>75,260</i>	<i>79,776</i>
<i>330</i>	<i>Cash Surplus (Deficit)</i>	<i>730</i>	<i>730</i>	<i>730</i>

PERCY THOMSON TRUST

PERCY THOMSON TRUST

PROSPECTIVE STATEMENT OF FINANCIAL PERFORMANCE FOR THE THREE YEARS COMMENCING 1 JULY 2020

<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
<u>Budget</u>	<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
<u>\$000</u>	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
Revenue			
60 Sale of Goods and Services	62	62	62
50 Council Funding - Grant	50	50	50
47 Other Grants and Donations Received	45	45	50
54 Interest, Dividends and Other Investment Revenue	54	54	54
211 Total Revenue	211	211	216
Expenses			
94 Employee Related Costs	98	98	98
75 Depreciation of Property, Plant and Equipm	75	75	80
117 Other Expenditure	113	113	118
286 Total Expenses	286	286	295
(75) Operating Surplus/(Deficit) Before Tax	(75)	(75)	(79)
- Share of Associate Surplus/(Deficit)	-	-	-
(75) Surplus/(Deficit) Before Tax	(75)	(75)	(79)
- Income Tax Expense	-	-	-
(75) Surplus/(Deficit) After Tax	(75)	(75)	(79)

PERCY THOMSON TRUST

BUILDING MAINTENANCE											
<i>Percy Thomson Trust Building - Built 2002</i>											
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Minor Maintenance Work											
General repairs and maintenance	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000
Contract services (preventative maintenance)	2300	2300	2300	2300	2300	2300	2300	2300	2300	2300	2300
Minor Maintenance Work Total	17,300	17,300	17,300	17,300	17,300	17,300	17,300	17,300	17,300	17,300	17,300
Major Maintenance Work											
Interior repaint (toilets/staff room)				3,900							
Polished Concrete Recoat (Café, Foyer, Gallery)					14,900						
Polished Concrete Recoat (Storage area)						3,000					
Re-vinyl (toilets/work rooms)					8,500						
Reline butynol guttering			5,000								
Auto Door Mechanical				7,000							
Major Maintenance Work Total	0	0	5,000	10,900	23,400	3,000	0	0	0	0	0
TOTALS	17,300	17,300	22,300	28,200	40,700	20,300	17,300	17,300	17,300	17,300	17,300

PERCY THOMSON TRUST

PERCY THOMSON TRUST

PROSPECTIVE STATEMENT OF FINANCIAL POSITION

For the Three Years Ending 30 June 2021, 2022 and 2023

2019/20		2020/21	2021/22	2022/23
Budget		Forecast	Projection	Projection
\$000		\$000	\$000	\$000
Current Assets				
200	Bank Accounts and Cash	51	51	52
250	Investments	250	250	250
10	Debtors and Prepayments	10	10	10
460	Total Current Assets	311	311	312
Non-Current Assets				
660	Other Financial Assets	727	727	727
1804	Property, Plant and Equipment	1820	1744	1752
2464	Total Non-Current Assets	2547	2471	2479
2924	TOTAL ASSETS	2857	2783	2791
Current Liabilities				
2	Employee Costs Payable	2	2	2
5	Creditors and Accrued Expenses	5	5	5
7	Total Current Liabilities	7	7	7
7	Total Liabilities	7	7	7
Trust Equity				
0	Contributed Capital	0	0	0
1793	Accumulated Surpluses	1726	1651	1572
1124	Revaluation Reserve	1124	1124	1211
2917	Total Equity	2850	2776	2784
2924	TOTAL LIABILITIES & EQUITY	2857	2783	2791
99.76%	Ratio of Trust Equity to Total Assets	99.742%	99.735%	99.736%
		-0.4	-0.4	-0.4

ESTIMATE OF COMMERCIAL VALUE

As the Trust is an independent charitable trust, and the winding up clauses of the Trust Deed provide for any distribution of remaining funds to another charitable purpose within the Stratford District with similar objectives, the commercial value as the shareholders' investment is assessed as zero.

OTHER MATTERS

The Percy Thomson Trust has one commercial arrangement with the Stratford District Council as follows:

- The Stratford District Council provides accounting and administrative services to the Percy Thomson Trust. The Trust pays a fee for these services.

The Percy Thomson Trust leases to a third party a portion of the building asset for operation of a Café.

The Percy Thomson Trust has a partnership arrangement with the Taranaki Regional Council for the delivery of the electronic herbarium database via the world-wide web.

ASSUMPTIONS

The budget forecasts do not include any adjustments for inflation for the years 2020/2021 and beyond. All revenue and expenditure is based on 2020 dollars.

MONTHLY REPORT



F19/13-D20/1972

TO: Policy & Services Committee
FROM: Director - Assets
DATE: 25 February 2020
SUBJECT: REPORT FOR THE MONTH OF JANUARY 2020

RECOMMENDATION

THAT the report be received.

_____/_____
Moved/Seconded

HIGHLIGHTS:

A. Roading

- Seyton Street *Kerb, Channel and Footpath Replacement* continues. An expected completion date is the end of February.
- January saw the commencement of this year's annual reseal programme, with seven roads being resealed.
- Mangaotuku Road Pavement Strengthening and Safety Improvements re-commenced in January 2020

B. Water Supply

- All measured performance targets achieved to date.
- There were no issues relating to the operations at the 3 water treatment plants in January.
- Water restrictions were introduced in January.

C. Wastewater

- All measured performance targets achieved to date.
- No disruptions to the operation of the wastewater treatment system.

D. Stormwater

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

E. Solid Waste

- Submission on the *Waste Levy Proposal* by central government, in conjunction with New Plymouth and South Taranaki District Councils
- Recycling - the green-tagged bins are sitting at 82 per cent; amber tags at 18 per cent and the red tags are at 2 per cent.
- The regional contamination has reduced to 16.91 per cent, from 25 per cent at the beginning of quarter.

13.1

- The *draft Solid Waste Management and Minimisation Bylaw* is under consultation and closes 21 February 2020.

F. Property

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

G. Parks and Reserves

- All performance targets achieved to date.
- Extension of Accessible Path (lime chip path) from Page Street to Swing Bridge commences soon.
- Final work on the Cardiff Walkway complete.

H. Special Projects

The Council has made good progress 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

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. (2018/2019 DSI was 7, new target is 6)	1	Achieved to date - DSI = 4 There have been no death or serious injury crashes on the Stratford district's road network in January.
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 latest survey was commenced at the end of January with the result uploaded into RAMM. A report will be produced in February and the results will be noted in the February Assets report.
	Rural Road condition - The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved to date - 96%. As outlined above.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not achieved to date Completed to date = 5km or 1.3%. The target length for the year is 20km. This is less than in previous years, as the focus has been on strengthening roads effected by the heavy haulage industry.
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Achieved to date Total to date = 15.9km (7.75%). No maintenance metalling has been undertaken in January as the weather has been too dry to achieve good compaction of the road surface and to mitigate the dust created by this activity.
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.
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%.

Level of Service	Performance Measure	Target	2019/2020 YTD
Customer Satisfaction	<ul style="list-style-type: none"> Roading Network 	>76%	Not yet measured 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%	Not yet measured 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 month of January.

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 month of January is provided in *Figure 1*, highlighting the programme achievement for the month, location of works undertaken during the month of January.

1.4 Ready Response Works

Council attended to the following Ready Response Works:

- fallen trees on Matua Road, Mangaehu Road, Junction Road and Oru Road;
- damaged signs and posts; and
- dumping of rubbish on Brookes Road and Cordelia Street.

1.5 Capital Works

Key updates on our on-going capital works:

- Seyton Street Kerb, Channel and Footpath Replacement continued throughout January. Council officers have expressed their gravest concerns in regard to the time it has taken to complete this project. We have requested immediate improvements in terms of performance and commitment from Fulton Hogan to this contract, and in particular, the concrete works. Further discussion have been held between the Roding Manager and the Regional Manager of Fulton Hogan to address this particular issue.
- Seven roads within the Stratford district have been resealed during January. These are a combination of urban and rural roads. A total length of 5 kilometres has been sealed, with 15 kilometres remaining. At present there is a national shortage of bitumen for the sealing industry.
- Mangaotuku Road Pavement Strengthening and Safety Improvements re-commenced in January 2020, projected completion date is April 2020. Currently the contractor is stockpiling metal in readiness for the pavement construction to commence in February. Repairs to a failed retaining wall is 90 per cent complete. The availability of timber boards is proving to be the issue.

1.6 **Health and Safety**

There were no health and safety incidents which occurred during January.

1.7 **Roading Projects**

- **The Walking and Cycling Strategy 2020**

The draft Walking and Cycling Strategy is being reviewed by Council officers. There is likely to be a further workshop with Councillors to seek their views on the identified Challenges, Opportunities and Investment Objectives before it is released for community 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 State Highway 3. Based on the feedback from the *Walking and Cycling Strategy stakeholder consultation*, Pembroke Road has been identified as a key crossing location. This is currently being investigated.

- **Schools Road Safety Project**

Council officers are auditing roads adjacent to schools in the district. A project scope has been drafted for management review. So far, the Stratford High School has approached the Council requesting a second crossing facility along the frontage of the school.

- **Speed Limit Signage for New Speed Limit Bylaw**

Numerous posts have appeared in the urban settlements of the Stratford district, in readiness for the changes to the speed limits in these townships. The appropriate signage will be installed in February.

1.8 **Roading Activities**

The Roothing Activities completed in January fall under the following categories:

- Reactive Works; and
- Programmed Works.

A screenshot of the location of the completed activities is provided in Figure 1 below.

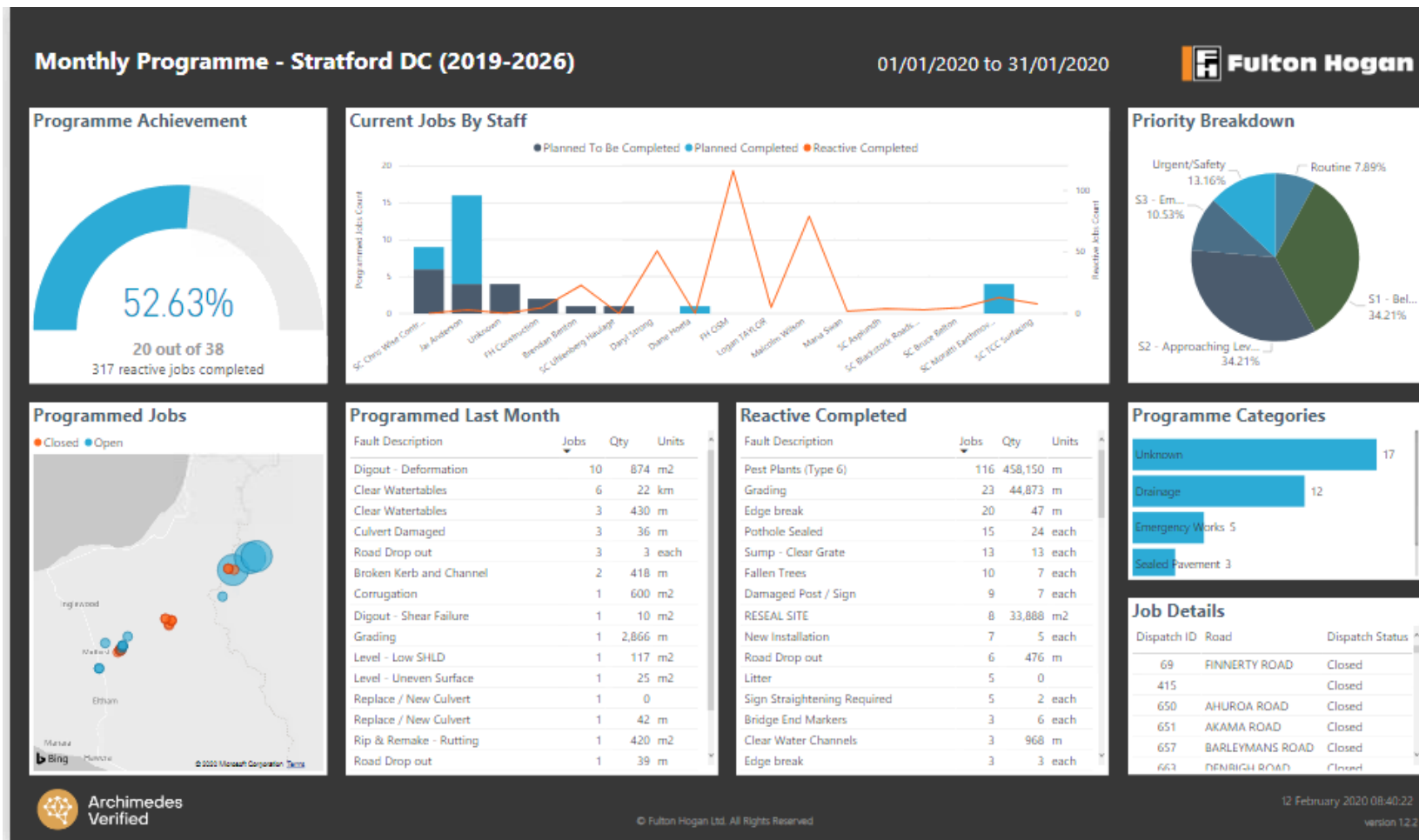


Figure 1: Monthly Programme Achievement Chart - January 2020

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

Level of Service	Performance Measure	Target	2019/2020 YTD
Safe Drinking Water – • 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 – • 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 - 0.62 hrs
	• Resolution for urgent call-out	8 hrs	Achieved to date - 2.91 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 - 8.93 hrs
	• Resolution non urgent call-out	5 working days	Achieved to date - 12.60 hrs
	Unplanned Disruptions - The performance measure target for disruptions.		
• Minor disruptions (between 5 and 50 connections affected)	< 5	Achieved to date - 4	
• 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
	• Drinking Water Pressure or Flow;		4
	• Continuity of Supply		0
	• 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

Operations

Water Treatment

- There were no issues relating to the operations at the 3 water treatment plants in January.

Water Reticulation

- There were 2 minor reticulation disruptions during January.
- Due to low river levels, water restrictions were introduced during the month.

Water Supply Health and Safety

- There were no Health and Safety incidents during January.

2.2 Wastewater

The Levels of Service (LoS) for 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

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	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 – 0.53 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 – 3.19 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:		Achieved to date -
	• 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 6	0 0

Operations:**Wastewater Treatment**

There were no disruptions to the operation of the oxidation ponds in January.

Wastewater Reticulation

There were no sewer network disruptions effecting more than 4 properties during January.

Wastewater Health and Safety

There were no Health and Safety incidents for the month of January.

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

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 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

Operations

Stormwater Reticulation

There were no rainfall events that were of sufficient intensity to affect the stormwater network in the month of January.

Stormwater Health and Safety

There were no Health and Safety incidents in the month of January.

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

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 478
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Not achieved 22%
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>90%	Survey yet to be collated.

13.1

2.4.1 Completed Waste Minimisation Activities

- Meeting and discussion with the Taranaki Health Board's Sustainability Officer and suggestions of potential waste minimisation initiatives in the Stratford district.
- Education campaign to the community in the Central Link regarding contamination in our recycling bins. Running over 5 weeks from the first week in January.

2.4.2 Current and Future Waste minimisation Activities:

- ***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:*** Council in conjunction with New Plymouth and South Taranaki district councils and the Taranaki Regional Council have made a submission on the Central Government's Waste Levy Proposal.
- ***Worm Farm Visit:*** Council staff visited a worm farm in Stratford, where colonies of worms and the vermacast which is an excellent, nutrient-rich fertiliser is sold. Vermacast is a mixture of earthworm castings and uneaten bedding and feedstock harvested from worm beds.

- **Easy Earth Trial in South Taranaki:** Council officers are monitoring the result of the South Taranaki District Council hot rot composting trial provided by *Easy Earth*, a Whanganui-based organic waste company. This private service picks up food waste from commercial properties and takes it for composting at their specialised plant. Depending on the trial result, this may be a solution to our future food waste diversion in Stratford, which is currently about 40 per cent of our general waste to landfill.
- **Community Activities for Waste Minimisation:** The Quarterly Waste Minimisation theme from January to April 2020 is *REUSE*. There will be a regional BBQ in New Plymouth promoting reusing/recycling in Stratford alongside the New Plymouth and South Taranaki district councils.

2.4.3 **Weekly Recycling Bin Audits**

The weekly recycling audit summary up to 3 February 2020 is provided in the chart below. The amber tags are at 16 per cent and the red tags are at 2 per cent.

While our percentage sits at 82 per cent, the goal is to have the green line consistently at 100 per cent.

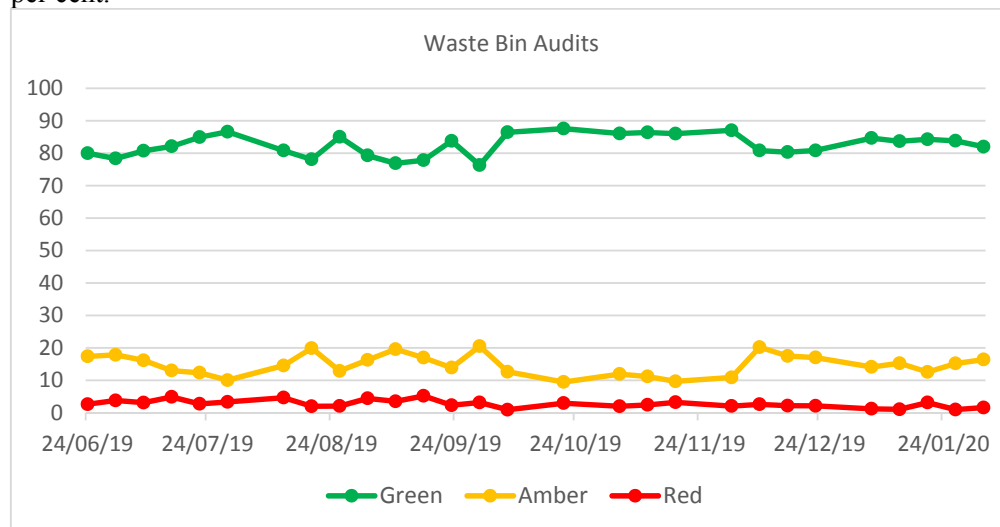


Figure 2: Waste Bin Audit Results

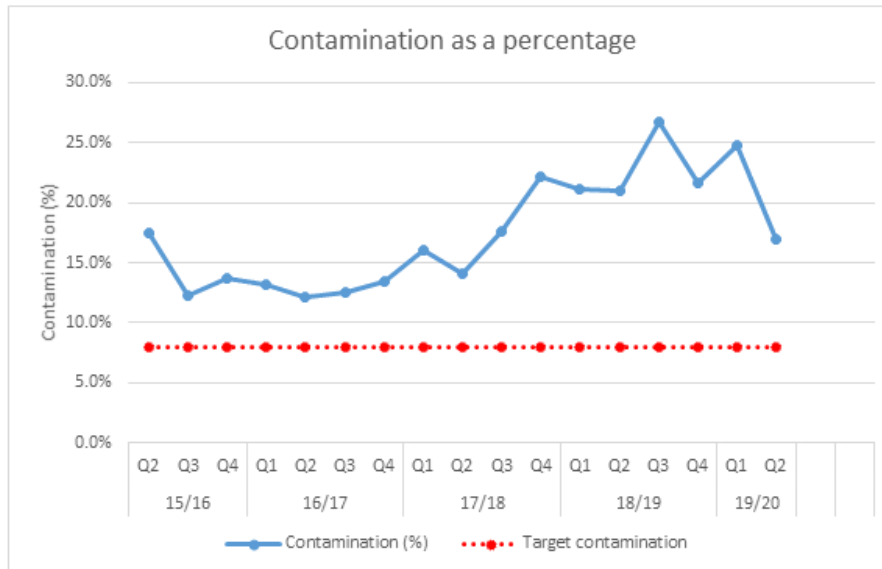


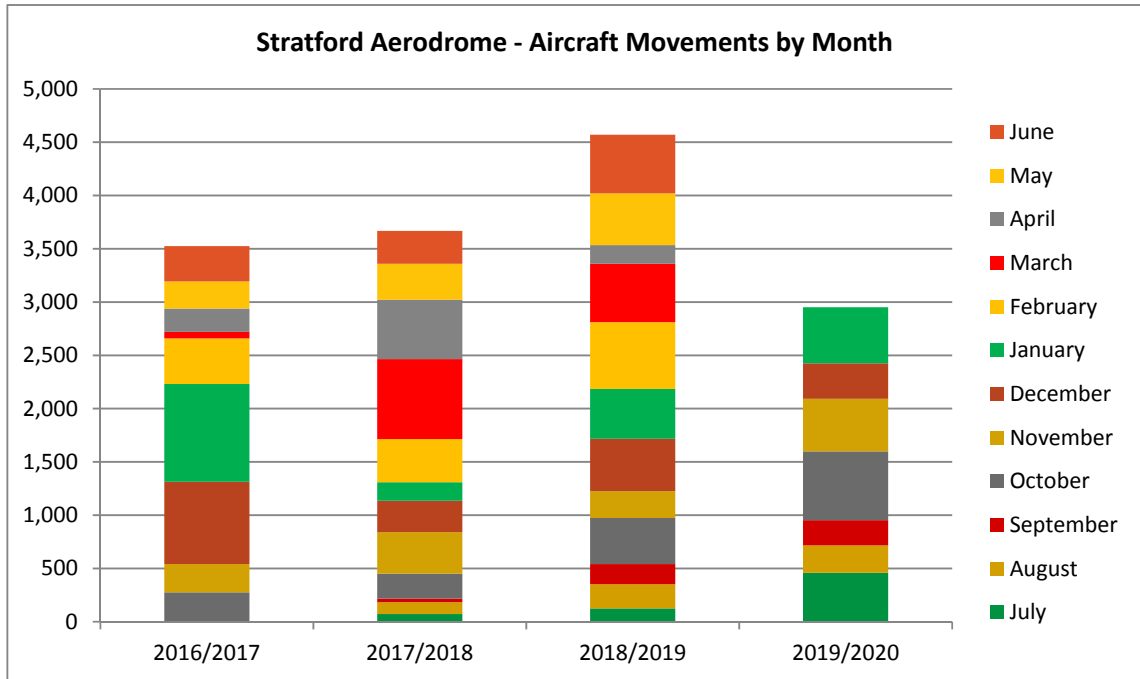
Figure 3: Taranaki Regional Contamination

- The regional contamination has reduced to 16.91 per cent, from 25 per cent at the beginning of quarter.
- 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 being reviewed by management.

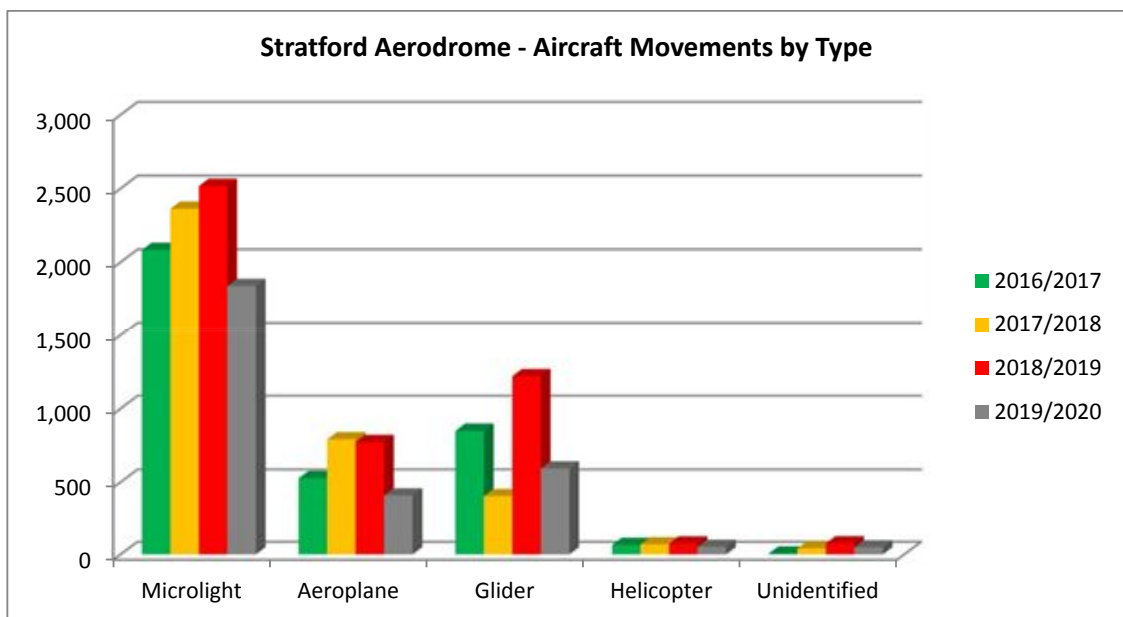
3. **PROPERTY**

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.



13.1



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%

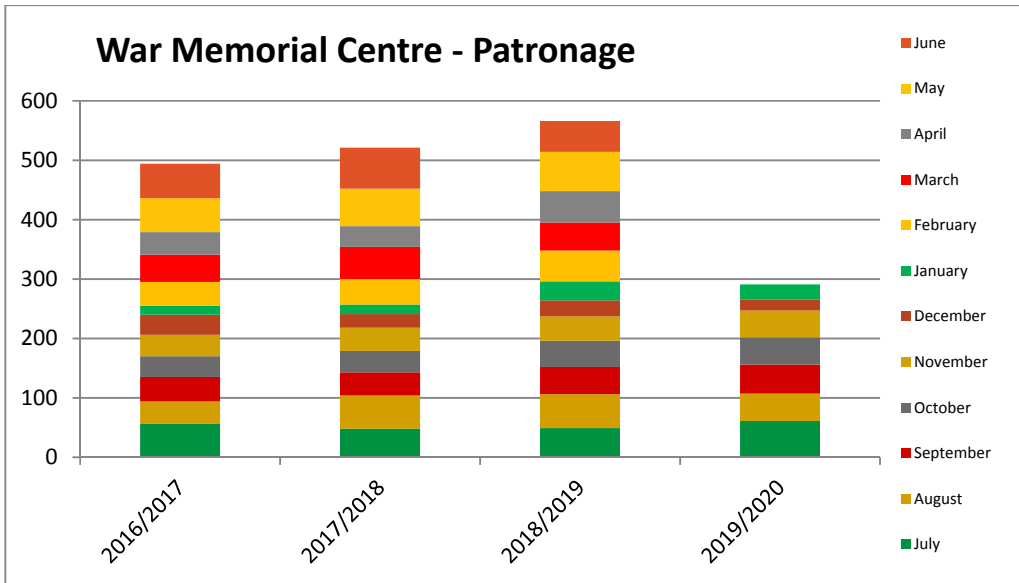
13.1

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

3.2.1 Housing for the Elderly Occupancy Rates

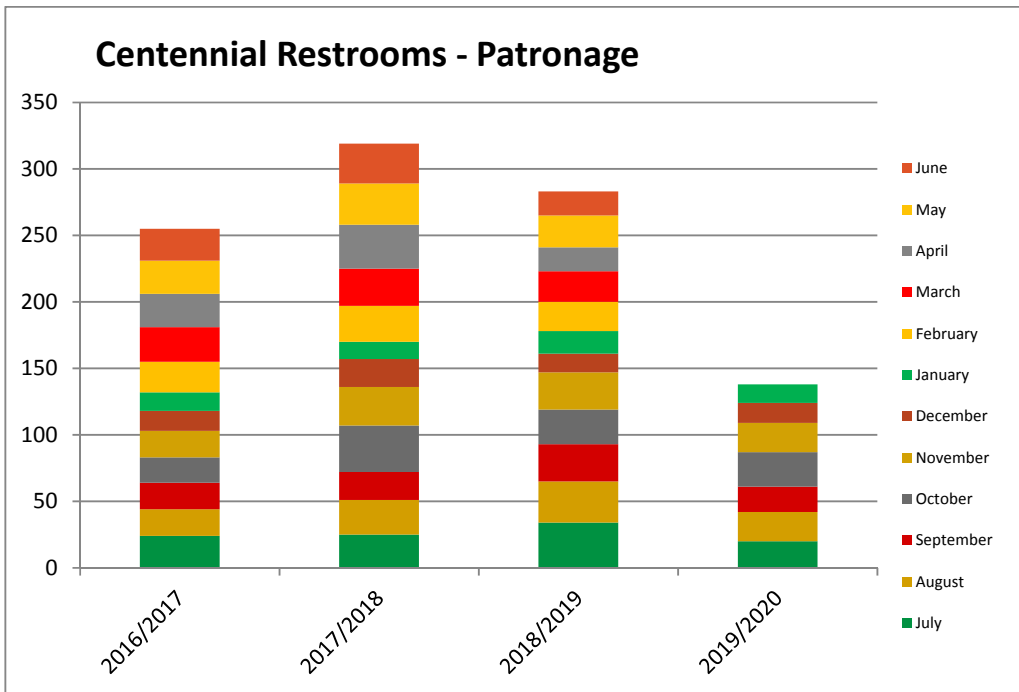
OCCUPANCY RATES						
Unit	2014/15	2015/16	2016/17	2017/2018	2018/2019	2019/2020 YTD
1	100%	100%	100%	97%	100%	100%
2	87%	100%	100%	100%	100%	100%
3	100%	100%	100%	100%	100%	100%
4	88%	100%	100%	100%	100%	100%
5	99%	100%	100%	100%	100%	100%
6	100%	100%	100%	100%	100%	100%
7	100%	96%	100%	100%	100%	100%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



13.1

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

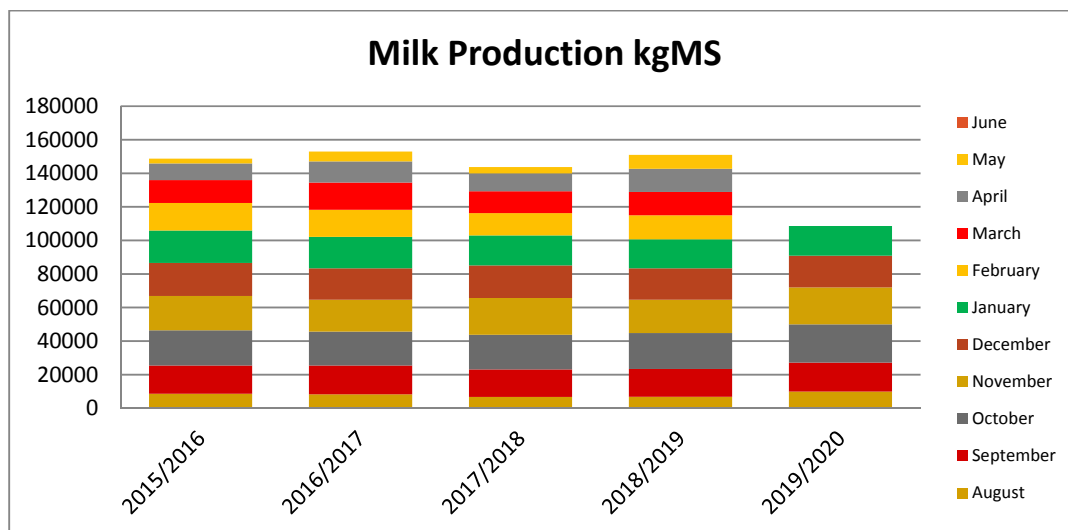
The history of the farm milk production and the Holiday Park patronage and occupancy rates is shown in the 2 charts below.

3.3.1 The Farm

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

- milk production is up from this time last year, but variance down for the month of January;
- 70 cows will go on once a day (milking);
- farm only received 16 millimetres of rain in January and 7 millimetres of rain last week;
- 1.7 hectares of turnips left – trying to make it last;
- 3 bales of silage being used while stock on turnips;
- 15 culls occurred in January.

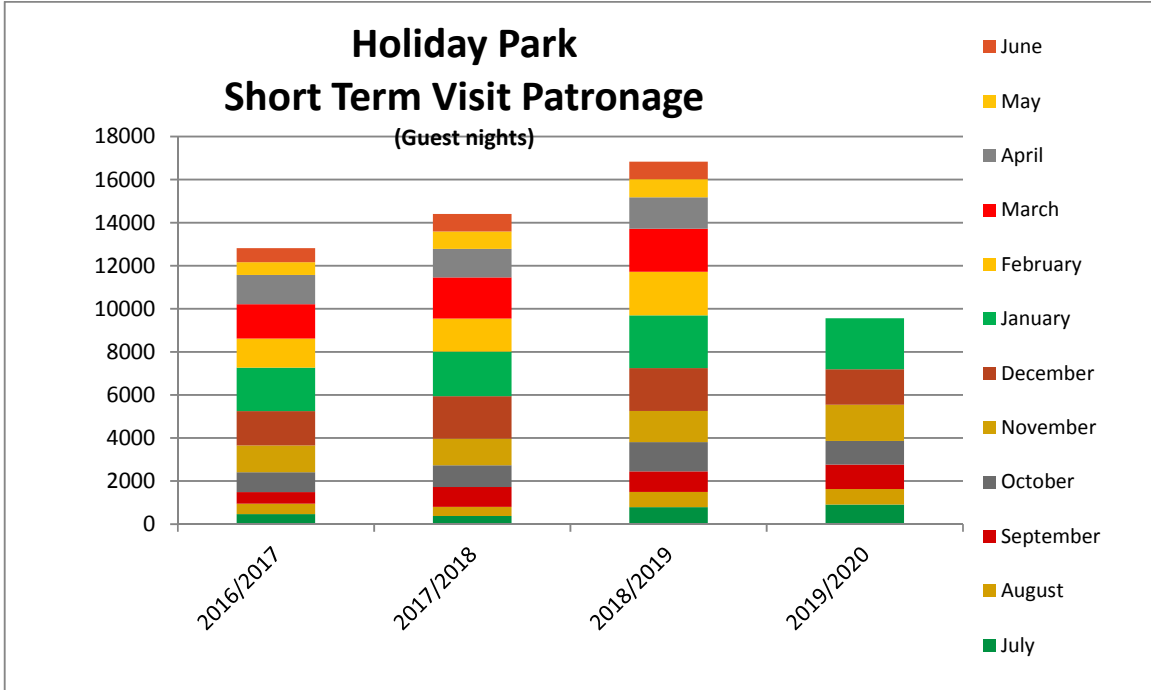
Milk Production History



13.1

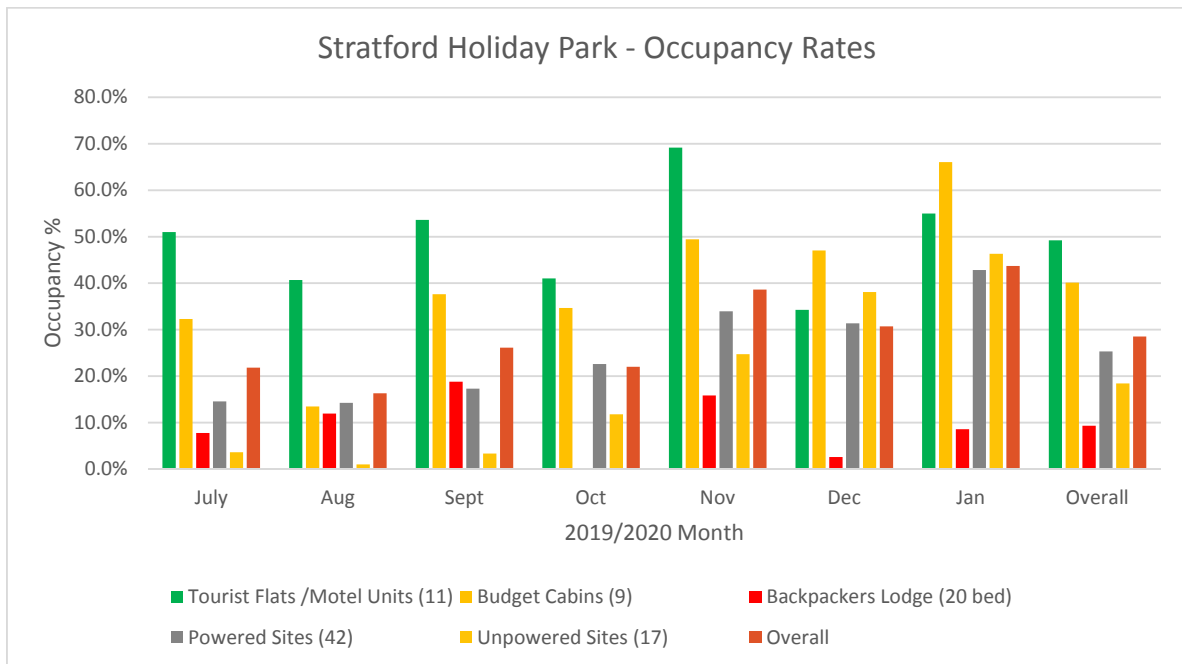
3.3.2 The Holiday Park Patronage

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



13.1

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 New Zealand 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 the Swing Bridge; and
- final work on Cardiff Walkway – stairs to be installed at the end of the walkway.

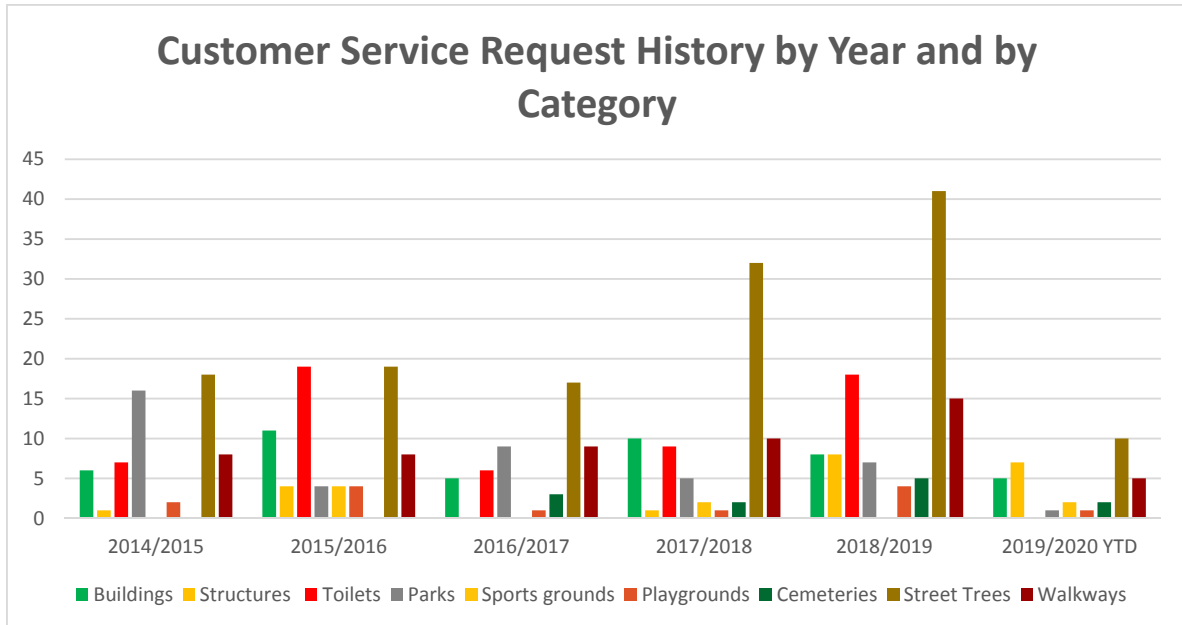
Level of Service	Performance Measure	Target
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40
	Percentage of Stratford residents satisfied with:	
	• Parks;	>80%
	• Sports fields;	>80%
	• Cemeteries.	>80%
Safe playgrounds 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.

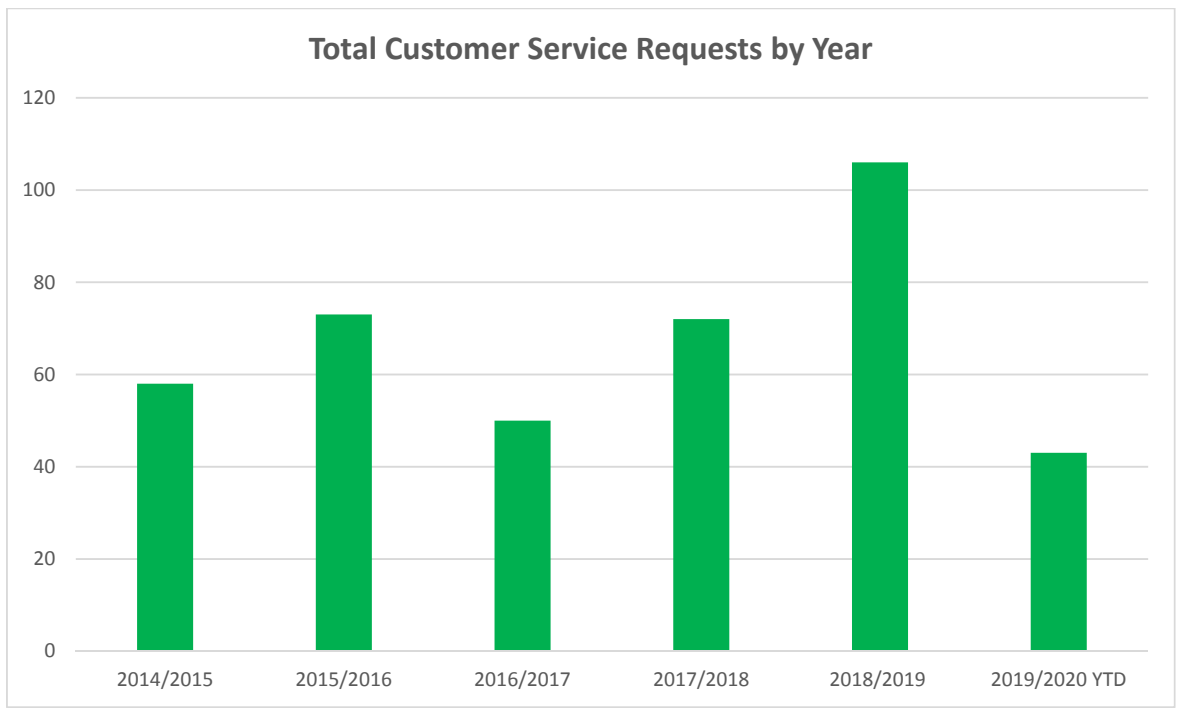
Customer Service Request History

	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	7
Toilets	7	19	6	9	18	10*
Parks	16	4	9	5	7	1
Sports grounds	0	4	0	2	0	2
Playgrounds	2	4	1	1	4	1
Cemeteries	0	0	3	2	5	2
Street Trees	18	19	17	32	41	10
Walkways	8	8	9	10	15	5
Total	58	73	50	72	106	43

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



13.1



5. **SPECIAL PROJECTS**

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

- **Pembroke Road land development**
To date 8 sale and purchase agreements have been completed, 3 of which are unconditional the others conditional on due diligence and/or finance. Agents advise interest remains strong. Completion of Stage 2 is due to recommence in mid-February.
- **Midhirst abandoned land**
Settlement of all but 3 of the 45 areas of land has been completed. Negotiations will be initiated with the adjoining occupying owners shortly and a further report brought before Council in due course.
- **ANZ Bank demolition**
Demolition has been completed and it is anticipated 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 by the end of the month.
- **Children's Bike Park**
Detailed design has been completed for the combined bike park/pump track/half basketball court/BBQ area development and the half basketball court component is currently out for quotes. A funding strategy will be developed for the balance of the development and reported to Council in due course.
- **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 before the end of summer.
- **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.

Attachment:

Appendix A – CAS (Crash Analysis System) Report

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

Victoria Araba
DIRECTOR – ASSETS

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

Approved
S Hanne
CHIEF EXECUTIVE

DATE 18 February 2020

Appendix A

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	201971951	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	201955314	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				201960011	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

13.1

MONTHLY REPORT



F19/13 – D20/2659

TO: Policy & Services Committee
FROM: Director – Community Services
DATE: 25 February 2020
SUBJECT: **REPORT FOR THE MONTH OF JANUARY 2020**

RECOMMENDATION

THAT the report be received.

Moved/Seconded

13.2

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 January were:

- School Holiday Programme
- Summer Nights

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 • Summer Nights Concert • Summer Nights Movies
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 – Bowllarama
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

13.2

2.3 **Youth Council**

Youth Council (“SDYC”) are currently focused on working towards Colour In The Park on Saturday 29 February. This year the team are focused on refining the event in core form rather than trying to grow it. Changes to commitment schedules with the start of school year and other life challenges has seen a few Youth Councillors have to step back a little on some activities.

Beyond Youth Council, there is some really positive networking with RainbowYOUTH around improving support for youth identifying with the rainbow community. Conversations with services at Tūtaki Youth Inc revealed this is an area they would like more support in navigating some complex challenges and family dynamics. RainbowYOUTH are in the process of employing a part time Taranaki coordinator that will see improved networking, support and education across all aspects of rainbow communities.

There have been some initial discussions with ZEAL Taranaki about how they may be able to extend some of their creative offerings to Stratford. Further discussions will be required around local youth appetite and how this builds on existing local youth service offerings.

2.4 **Civic and Community Events**

School Holiday Programme

The summer programme started in late December and ran through to the end of January 2020. Activities were provided by the TSB Pool Complex, Stratford Library and local community groups.

Summer Nights

Stratford celebrated 10 years of Summer Nights with a free concert and movies in the Ted McCullough Rhododendron Dell, King Edward Park on the 18 and 19 January 2020. The concert featured local Taranaki artists including; Just Us, Trip Change, The Slacks and The Dance Project. Three movies then played the next day that included; The Greatest Showman, Toy Story 4 and Bumblebee. Other than a slight technical difficulty with Toy Story 4 both events were a success and enjoyed by all.

Coming Up

- 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.

Project updates include;

Glockenspiel

Rotary Satellite Club of Stratford started hosting tours as part of the monthly Prospero Farmers Market. The first was a huge success with over 100 people passing through on the day.

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 around social media.

Baldrick's Big Day Out

Stratford Community Market Day Trust are holding a community meeting on Wednesday 19 February to discuss how to reinvent this

event or if other options are more appropriate for the community. Community organisations and schools have been invited to get involved.

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

The next funding round opens 24 February 2020.

2.7 **Community Groups**

Central Taranaki Safe Community Trust

There was no meeting held in January. The next meeting will be held on 26 February.

2.8 **Positive Ageing**

Positive Ageing are preparing to host Dr Doug Wilson for their February Forum to discuss the findings in his book “Aging For Beginners: Getting Older In Today’s World – What It Means For You”. Positive Ageing are excited to have this opportunity thanks to Rural Women NZ hosting Doug for a talk the following day.

2.9 **Stratford Business Association**

Farmers Market

The first Farmers Market of the year took place on Saturday 25 January. The market included local entertainment and the first of the Glockenspiel tours which proved to be a very successful.

AmeriCARna

Planning for AmeriCARna is well underway. The event will follow a similar format to the previous year. Markets will be set up in Prospero Place, prior to the vehicles arriving in Stratford. Toko Lions will guide and park the vehicles as they arrive. Entertainment will be provided by Off the Cuff, the Scott Petty Simmons band and Highly Flammable who will have two stilt walkers and one mirror maiden that will roam in between the site. Entertainment will be set up between Broadway, Prospero Place and along Miranda Street. A window dressing competition will be held where the winners will receive a morning tea shout and advertising vouchers sponsored by NZME. All registered businesses will also receive a starter decorating kit. A VIP AmeriCARna experience is also being developed alongside MediaWorks where one lucky winner will receive a return trip in a hotrod from Stratford to Hāwera and a meal voucher to Azure Café.

Events and workshop held in January include:

- Farmers Market: 25 January
- February BA5 - Findlay’s Flower Studio: 12 February

Events coming up include;

- AmeriCARna Shop Window Competition: 17 - 21 February

- AmeriCARna stop off: 21 February
- March BA5 – Rotokare Trust: 11 March

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	32,914
The community is satisfied with how Council keeps them informed	>85%	

3.1 **Highlights**

Four Central Link updates were published in Stratford Press in January. 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 January:

- Summer Nights
- Stratford Library free computer classes
- School Holiday Programme
- Recycling reminders including recycling contamination campaign
- Glockenspiel tours
- Water restrictions and conservation messages
- Speed Limits changing
- Various public notices (walkway closure, roadside spraying, notice of meetings, bylaws under consultation)

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

- Summer Nights music and movies this weekend!
- 10th year of Summer Nights a sunny success
- Glockenspiel tours to start this Saturday
- Stratford Library's new programme for under 2-year-olds
- Speed Limit changes in Stratford

3.2 **Website Page Views for month 1 – 31 January 2020**

Total number of users for the month	7,357 ↑
Total number of page views for the month	20,258 ↑
Top 10 pages visited for month	Page views
Speed Limit Changes in Stratford District (news page)	2,848
Home Page	2,504
Library	884
Cemeteries Search	711
Rubbish and recycling	630
Summer Nights 10 year anniversary (events page)	475
TSB Pool Complex	432
Fees and Charges	331
Contact us	302
Taranaki Regional Xplorer	234

3.3 Official Information Requests

For the 2019/20 calendar year, so far we have received 60 Local Government Official Information and Meetings Act (LGOIMA) requests.

The below table includes the LGOIMA's received for the month of January 2020.

Date Received	Query	Due Date	Date Responded	Days to Respond
13/01/2020	Nitrates in drinking water	10/02/2020	17/01/2020	4
26/01/2020	Fluoride levels for Stratford 2017 & 2018	21/02/2020	12/02/2020	12
27/01/2020	3 Waters modelling	22/02/2020	3/02/2020	5
30/01/2020	Rainwater tank use	27/02/2020	13/02/2020	9

4. INFORMATION CENTRE

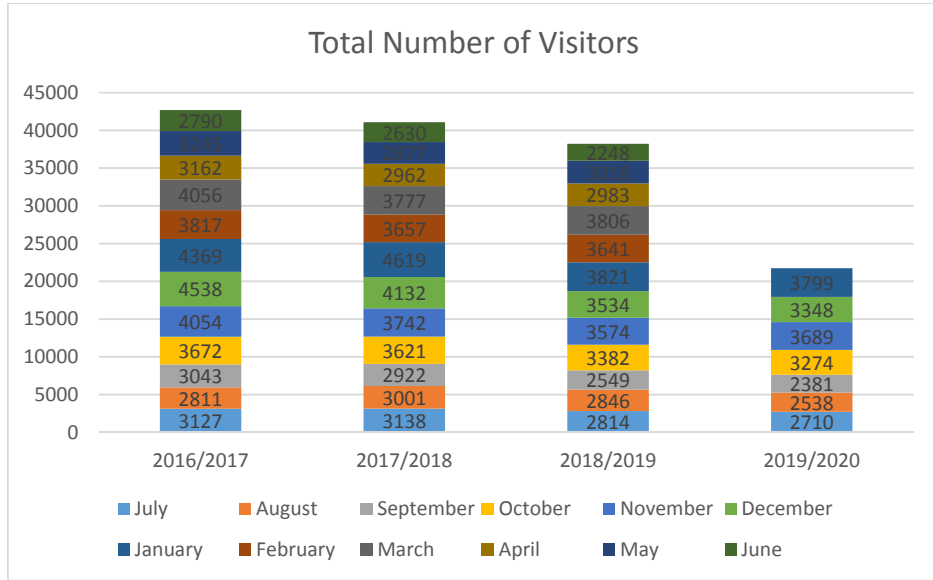
Performance Measures (*Performance Measures in bold*)

	Target	2019/20 YTD
Number of people to the Information Centre is measured	>40,000	21,739
Number of users of AA Agency Services is measured	>10,000	5,963
Percentage customers are satisfied	>75%	

Highlights:

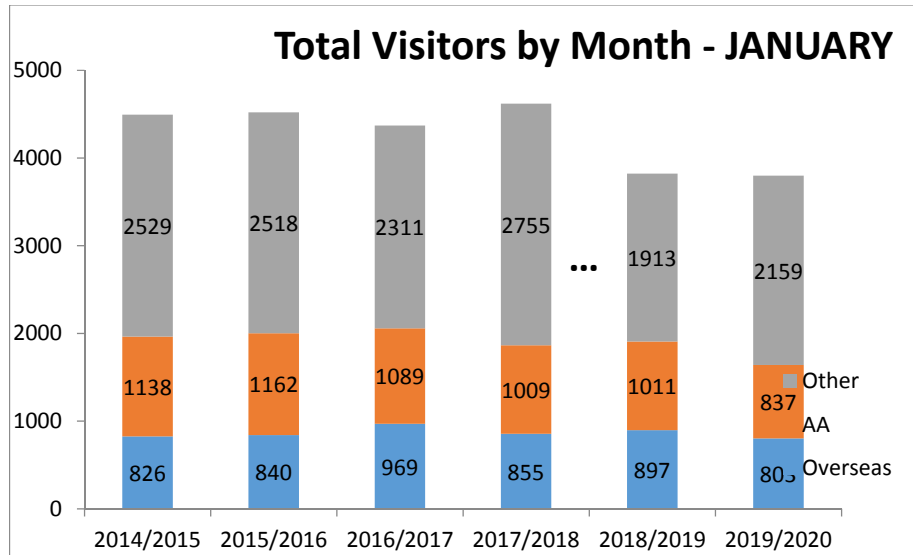
- As from 1 March 2020 NZAA will be the sole provider of RealMe photostores, which means we will be the port of call for locals to have their photo verification done for RealMe Identification.

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

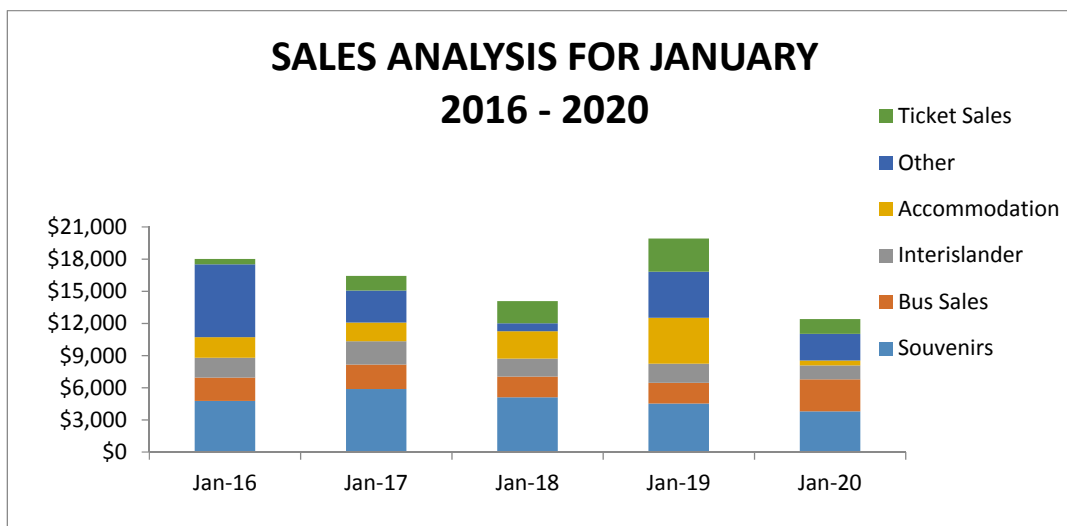


13.2

4.2 **Total Visitors**



4.3 Sales Analysis



5. LIBRARY

Performance Measures (*Performance Measures in bold*)

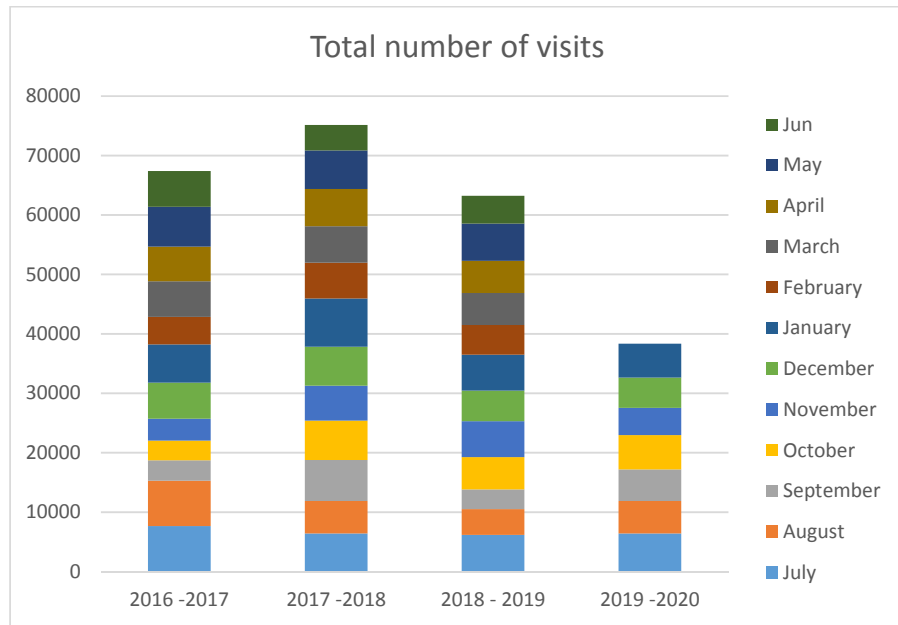
	Target	2019/20
Number of people visiting the library is measured	>90,000	38,324
Users satisfied with library services	>80%	
Number of people accessing the Wi-Fi service is measured	>15,000	19,483
Number of people accessing the People's Network is measured.	>10,000	4,806

5.1 Highlights for January

- The library ran a successful Summer Reading Programme for primary school aged children. This involved children reading books and checking in at the library to gain tickets into prize draws. Children who met their target of reading on 30 days, 30 books or for 30 hours were invited to a finale party in Prospero Place with a sausage sizzle provided by Stratford Rotary Club.
- Library events for the School Holiday Programme were well attended. Some of the activities included a storyteller, a Space themed makerspace, making nightlights and space jars, creating solar system mobiles and creating a variety of rockets.
- Usual library groups resumed in January including our reading and craft groups and the Justice of the Peace service desk.

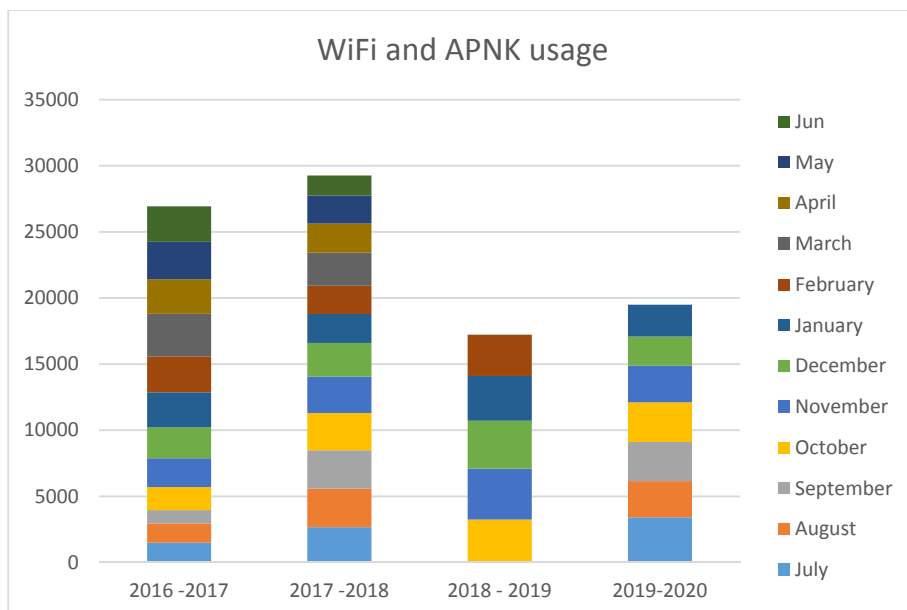
- Library staff have been busy planning programmes for 2020. Our Stepping Up digital literacy programme and children’s programmes resume in February.

5.2 **Total Number of Visits**



13.2

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

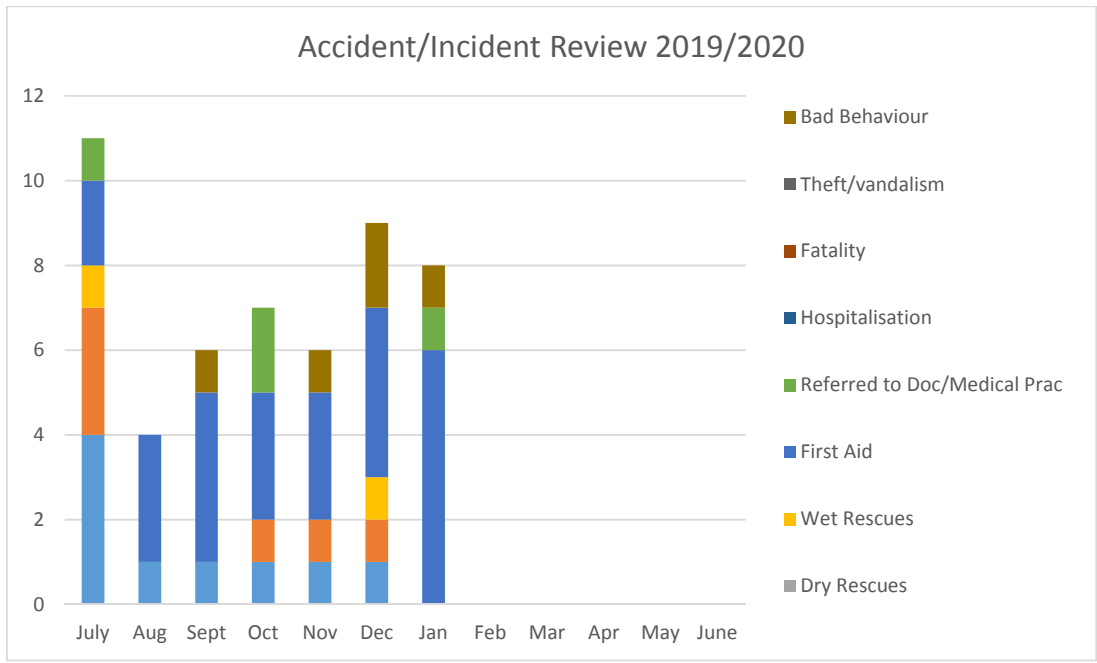
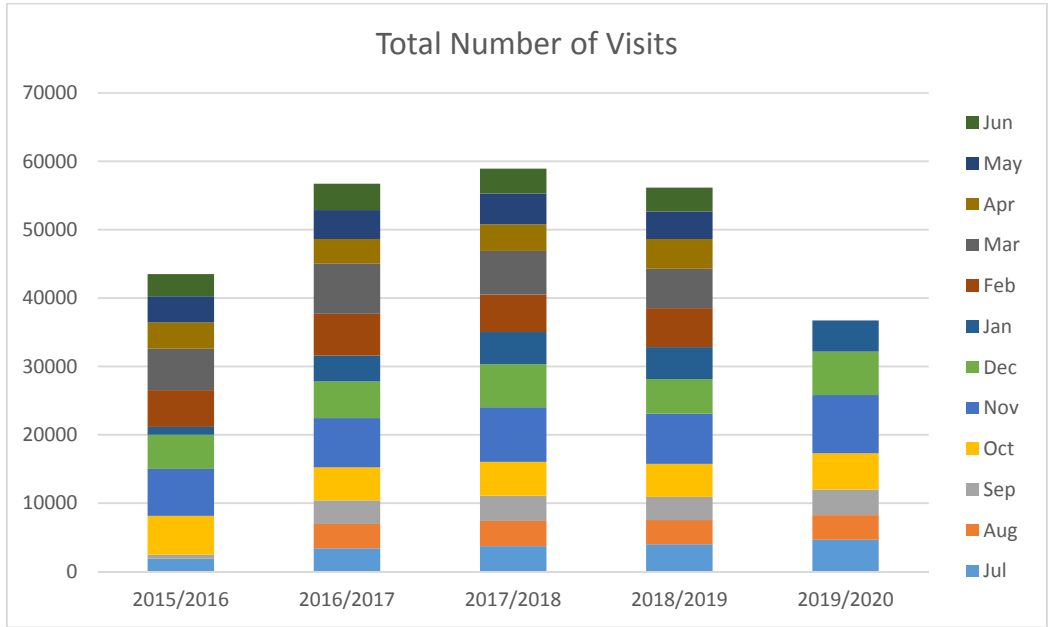


6. POOL COMPLEX

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	51
	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	36,722

6.1 Highlights for January

- Total Patrons through TSB Pool Complex for January 2020 was 4,568.
- Community Groups using the TSB Pool Complex during January 2020 included Flyers Swim School and Squad, Kohatu, Safe Trust Community, TSB Pool Staff Lifeguard Training and the TSB Pool Complex School Holiday Programme.
- January saw the Stratford District Council Swimming Instructors run lessons to 80 children twice a week each for three weeks, funded by the Safe Community Trust.
- The outdoor pool was open for a short period (approximately 10 days), unfortunately the decision was made to close the outdoor pool as the hot weather meant stabilising levels and keeping them within a safe swimming range was too difficult amongst other reasons.
- Compared to December's child entry total of 884, January's total doubled plus some with a total of 1,628; we believe this was due to running the big inflatable aqua run every day where staff numbers allowed us to. Likewise our Group Fitness Active Members increased to 60 visits from December's 37, we believe this is due to members implementing their healthy habits New Year resolutions.



13.2

Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES

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

Sven Hanne
CHIEF EXECUTIVE

DATE 18 February 2020

MONTHLY REPORT



TO: Policy & Services Committee
FROM: Director – Environmental Services
DATE: 25 February 2020
SUBJECT: **REPORT FOR THE MONTH OF JANUARY 2020**

F19/13 – D20/2622

RECOMMENDATION

THAT the report be received.

Moved/Seconded

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

1. OVERVIEW

Ten building consents were received in January:

- Seven of those received were for residential activity – with no new dwellings and no relocations.
- Three commercial applications were received.

2. STRATEGIC/LONG TERM PLAN PROJECTS

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

13.3

3. DASHBOARD- ALL BUSINESS UNITS

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

ACTIVITY	RESULT
Building Control Authority	
Building Consents Applications	10
Building Consents Issued	8
Building Consents Placed on Hold	0
Inspections completed	58
Code Compliance Certificate Application	5
Code Compliance Certificate Issued	10
Code Compliance Certificate Refused	0
Number of Building Consents Received in Hard Copy	4
Number of Buildings Consents Received Digitally	6
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	0
Land Use Consents Granted	2
Subdivision Consents Received	4
Subdivision Consents Granted	1
223/224 Applications Received	0
223/224 Applications Granted	1
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	4
Resource Consent Placed on Hold or Returned	2
LIM's Received	7
LIM's Granted	6
Registered Premises Inspected for Compliance under the Food or Health Act	2
Health or Food Act Complaints Received and responded to	2
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	0
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	8
Bylaw Complaints Received and responded to ¹	33
Dog Complaints Received and responded to ²	16

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%	96%
	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 January.

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 January, 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 Enterprise (“MBIE”) if any of the following incidents occur:

Incident	Occurrence this month
A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:	Nil
The departure of the building consent authority’s authorised representative or responsible manager:	Nil
In any one quarter of a calendar year, a reduction of 25% or more of employees doing technical jobs who are not replaced with employees who have equivalent qualifications and competence:	Nil
A transfer under section 233 or 244 of the Act of (i) 1 or more functions of the building consent authority to another building consent authority: (ii) 1 or more functions of another building consent authority to the building consent authority:	Nil
An arrangement being made under section 213 of the Act for—(i) another building consent authority to perform a significant amount of the functions of the building consent authority: (ii) the building consent authority to perform a significant amount of the functions of another building consent authority:	Nil
A material amendment to the building consent authority’s policies, procedures, or systems required by these regulations.	With GoLive complete for Simpli and GoGet the focus will now be on switching to the IANZ approved Simpli online QMS. This will be an action for the new QAM. Once implemented this will be notified to the required entities.

5.1.4 Training needs analysis

A Building Officer attended an MBIE workshop in Wellington on Thursday 30 and Friday 31 January 2020 which summarised the Building Law Reforms.

5.1.5 Internal audit/external audit timetable

No internal or external audits took place during January. Internal audits continue and will be completed by March 2020. The next external audit is scheduled for June/July 2020.

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness

No Compliance Schedules were issued for January 2020. No notifications were issued for Warrant of Fitness renewal.

5.2.2 Earthquake Prone Buildings

Currently council officers are in the stock-take phase of identifying buildings. The report to the MBIE on our progress has been completed.

5.2.3 Swimming Pools

Thirty-two inspections were completed in January. Inspections are scheduled to continue from next month.

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

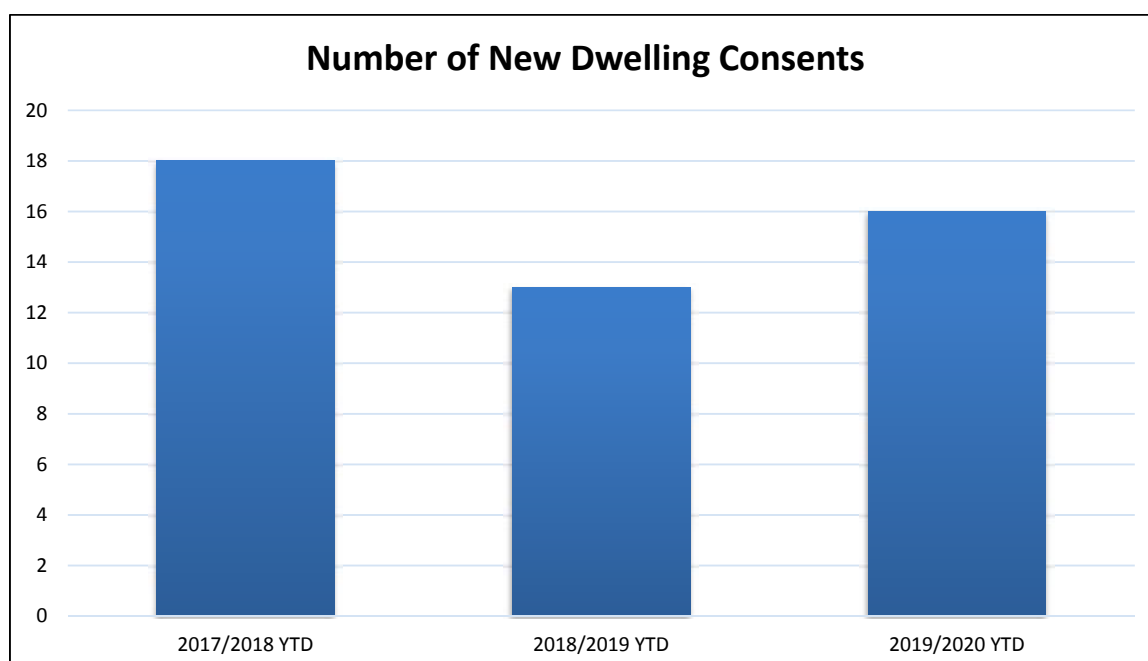
No NTF actions remain in progress.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

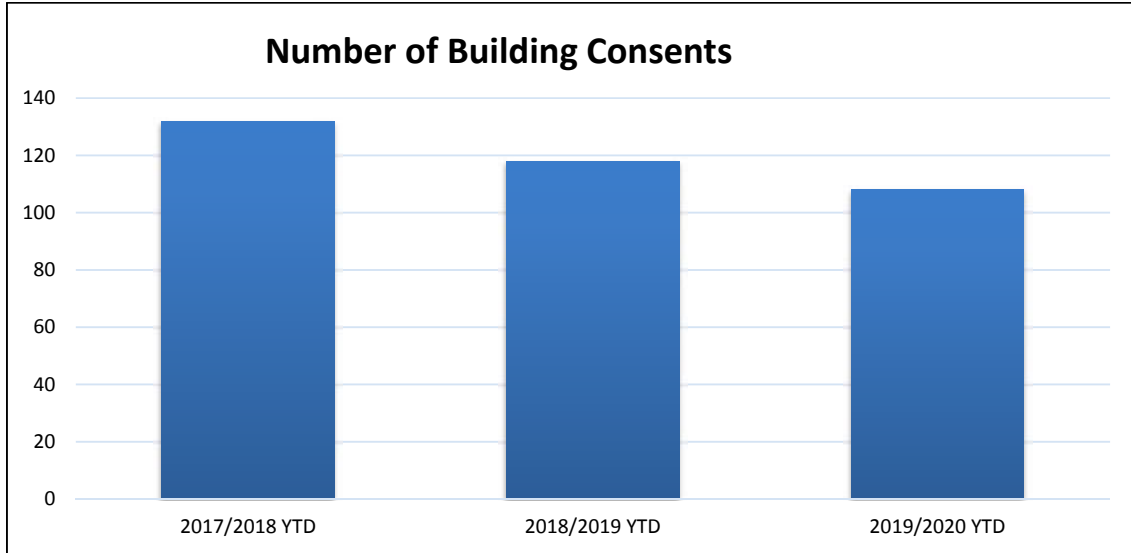
Type	This month	Last year (corresponding month)	This Year (YTD) 2019/20	Last Year (Total) 2018/19
New Dwellings	0	1	16	10
Relocated dwellings	0	0	6	5
Relocated buildings other than dwellings	0	1	0	0
Fires	0	1	13	16
Pole sheds/accessory buildings	5	4	27	25
Additions and alterations – residential	2	3	29	14
New Commercial buildings	0	0	3	7
Additions and alterations – commercial	2	0	10	6
Other/miscellaneous	1	0	4	8
Total/s	10	10	108	91

New House indicator by year



Year to date	New Dwellings
2017/2018 YTD	18
2018/2019 YTD	13
2019/2020 YTD	16

Consent numbers by year



13.3

Year to date	Building Consents
2017/2018 YTD	132
2018/2019 YTD	118
2019/2020 YTD	108

B Sutherland
DIRECTOR - ENVIRONMENTAL SERVICES

Approved
 S Hanne
CHIEF EXECUTIVE

DATE 18 February 2020

MONTHLY REPORT



TO: Policy & Services Committee

F19/13 – D20/2482

FROM: Director – Corporate Services

DATE: 25 February 2020

SUBJECT: CORPORATE SERVICES REPORT – JANUARY 2020

RECOMMENDATION

THAT the report be received.

Moved/Seconded

13.4

1. FINANCIAL MANAGEMENT

Reports attached as at 31 January 2020 are:

- 1) Statement of Comprehensive Revenue and Expenses Report
- 2) Balance Sheet
- 3) Expenditure by Activity
- 4) Revenue by Activity
- 5) Capital Expenditure Report
- 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 tracking slightly under budget by \$18,479. Total expenditure is under budget by \$274,572, resulting in a positive variance against budget for the year to date (“YTD”) net surplus of \$256,093.

Revenue is down on budget due to New Zealand Transport Agency (“NZTA”) subsidies income being down (by \$252,958) – the variance is expected to reduce over the next few months as roading activity, and therefore NZTA subsidies, increases. The grants and donations revenue received to date was unbudgeted for.

Expenditure is down against budget, largely due to roading and water operational work that will start picking up over the summer months. Also, interest costs are \$141,652 below budget YTD (budgeted interest rate was conservative at 3.4 per cent).

Personnel costs (salaries and wages) are higher than budget by \$297,151 for the YTD, and it is anticipated that this trend will continue for the remainder of the financial year with salary increases and new positions created. As noted in previous reports, in some activities this has had a direct effect on the reduction of some operational costs. Refer to the Expenditure by Activity report for specific activities where expenditure has gone over budget.

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 down to **\$7,318,921**, with some significant carry forwards to 2020/21 likely.

All proposed carry forwards will come to Council for approval by the end of June before being added to the 2020/21 capital expenditure budget.

The attached Capital Expenditure Report details actual expenditure to date, of **\$2,737,030**.

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) |
| • Broadway / Prospero Place upgrade | \$91,424 | (loan-funded) |
| • Demolition of ANZ building | \$62,000 | (loan-funded) |
| • Animal Control – new dog pound | \$61,300 | (loan-funded) |

In addition, capital expenditure includes \$4,778,221 (re-forecasted figure) 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 per cent.

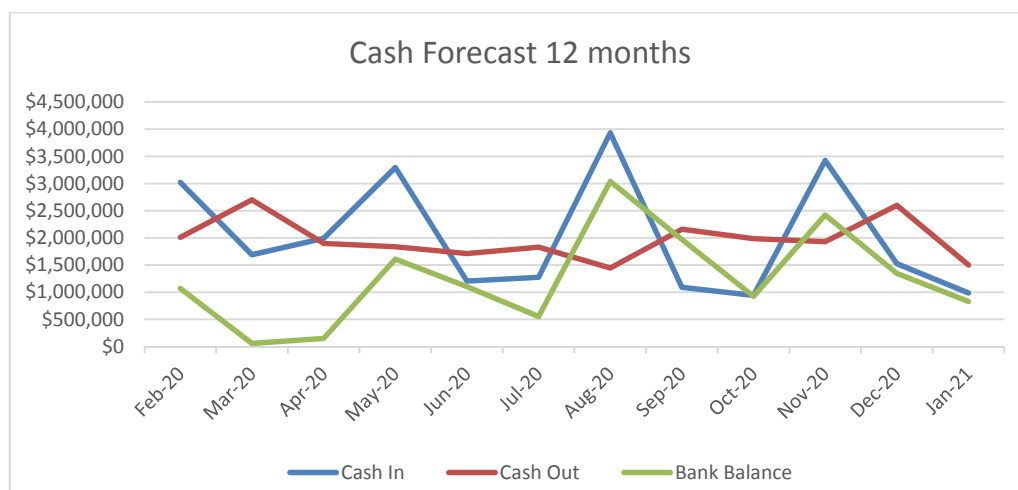
All internal, and Local Government Funding Agency (“LGFA”), covenants were met as at 31 January 2020.

	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	48%	<130%
Liquidity Ratio	129%	>110%
Net Debt per Capita	\$1,198	<\$3,000
Net Debt per Ratepayer	\$2,382	No specified limit

Cash Position and Forecast

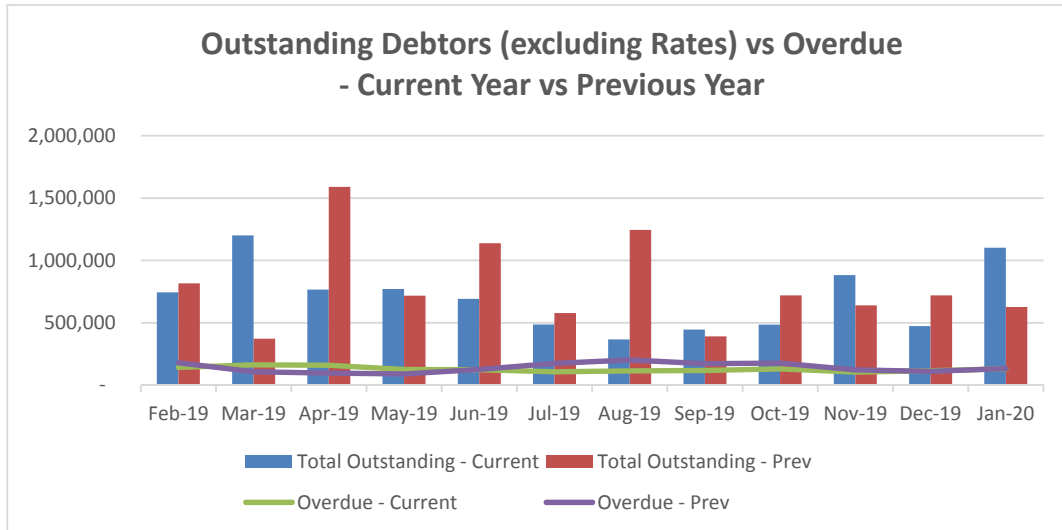
To ensure the Council had sufficient cash on hand, the \$1,000,000 term deposit due to mature in January was not reinvested in January. It is looking likely that council will be able to reinvest the funds in February. As at 31 January 2020, \$3,000,000 was on term deposit.

By August 2020, it is expected that a debt repayment will be made. The estimated repayment has been revised down to \$1,000,000. As at 31 January 2020, the Council had gross debt of \$14,500,000 (all with the Local Government Funding Agency).



1.3 DEBTORS COLLECTION

There are no significant concerns with existing overdue debtors. Infringement debt, at \$68,329, is all overdue by over three months and still proving difficult to collect as it falls outside of council's normal debt collection procedures – collection is the legislative responsibility of the Ministry of Justice.



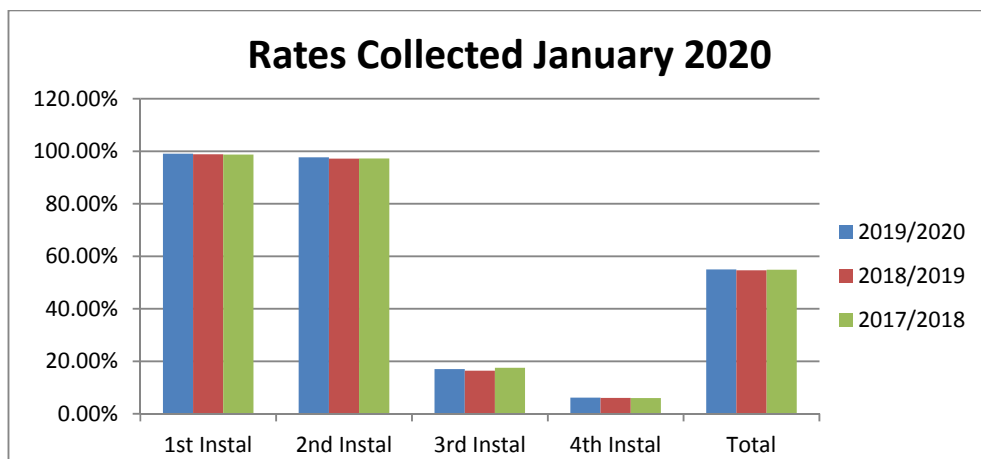
2.0 RATES

13.4

Rates Arrears (owing from 2018/19 year and earlier) \$33,486 – As at 31 January 2020, 86 per cent of rates in arrears have been collected since 1 July 2019 (2018: 87 per cent).

- One property was put up for mortgagee sale on the 10 February 2020, two more will be going up for mortgagee sale shortly.
- One property is with the courts for rates recovery by way of property rating sale.
- One property is with the debt collector as the property market value is too low to justify incurring expenditure through the legal process.
- The remaining ratepayers with arrears have entered into payment arrangements with the Council.

Current Year Rates – As at 31 January 2020, 55 per cent of rates had been collected (2018, 55 per cent).



3.0 INFORMATION TECHNOLOGY AND RECORDS

- Phoenix Project - To date 4,460 property files have been processed and archived which is 77.1 per cent of total files. The remainder of the property files to be digitized are rural and commercial files.
- The Online Building Consent Processing (Simpli) trial phase is going well. There are still some minor technical issues to work through until it is fully launched and rolled out to the wider building community, which is expected to be by the end of April.

In response to a query raised at the *January 2020 Policy and Services Committee meeting* regarding the Privacy Policy and its reference to the use of Cookies – there is some coding set up on the council website to allow for analytics of what is being accessed on the website. Information is then sent to Google Analytics to enable the Communications Team to report on the use of the website. The website is currently under redevelopment and it is expected that further use of cookies will be enabled and that people accessing the site will be asked to accept the use of cookies when entering the new council website.



Tiffany Radich
DIRECTOR – CORPORATE SERVICES



Approved By:
Sven Hanne
CHIEF EXECUTIVE

DATE: 18 February 2020

Statement of Comprehensive Revenue and Expense

For the Period Ended 31 January 2020

	January '20 Actual YTD	January '20 Budget YTD	Variance YTD	Total Budget 2019/20	January '19 Actual YTD
<u>Revenue</u>					
Finance Revenue	\$57,175	\$73,500	(\$16,325)	\$126,000	\$62,575
NZTA Financial Assistance	\$1,929,292	\$2,182,250	(\$252,958)	\$3,741,000	\$2,783,979
Grants and Donations	\$163,322	\$0	\$163,322	\$124,000	\$28,504
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	\$117,700	\$173,250	(\$55,550)	\$462,000	\$144,438
Sundry Revenue	\$36,343	\$32,500	\$3,843	\$41,000	\$33,356
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	\$1,557,959	\$1,460,868	\$97,092	\$2,249,000	\$1,323,200
Total Revenue	\$10,131,319	\$10,094,868	(\$18,479)	\$23,449,000	\$10,327,484
<u>Operating Expenditure</u>					
Personnel Costs	\$2,358,497	\$2,061,346	(\$297,151)	\$3,573,000	\$1,991,166
Other Direct Operating Costs	\$5,564,742	\$6,057,399	\$492,657	\$10,104,000	\$5,945,196
Total Operating Expenditure	\$7,923,239	\$8,118,745	\$195,506	\$13,677,000	\$7,936,362
(See attached Breakdown to Activity Cost)					
<u>Other Operating Expenditure</u>					
Loss (Gain) on disposal of assets	\$0	\$0	\$0	\$0	\$0
Depreciation	\$2,551,216	\$2,513,175	(\$38,041)	\$4,308,300	\$2,564,670
Finance Costs	\$231,681	\$373,333	\$141,652	\$640,000	\$281,579
Impairment landfill costs	\$23,346	\$0	(\$23,346)	\$0	\$0
Sundry Expenditure	\$1,200	\$0	(\$1,200)	\$0	\$8,309
Total Other Expenditure	\$2,807,443	\$2,886,508	\$79,065	\$4,948,300	\$2,854,558
Total Expenditure	\$10,730,682	\$11,005,254	\$274,572	\$18,625,300	\$10,790,920
Net Surplus (Deficit)	(\$599,363)	(\$910,386)	\$256,093	\$4,822,700	(\$463,436)

Statement of Financial Position

As at 31 January 2020

	January '20 Actual YTD
Assets	
<u>Current Assets</u>	
Cash and Cash Equivalents	\$798,073
Short Term Deposits	\$3,000,000
Receivables	\$1,227,397
Inventory - assets held for sale	\$1,313,694
Prepayments	\$10,511
Other Financial Assets	\$18,670
Current Assets Total	\$6,368,345
<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	\$320,848,295
Non-Current Assets Total	\$321,817,021
Assets Total	\$328,185,366
Liabilities & Equity	
<u>Equity</u>	
Renewal Reserves	\$3,613,761
Contingency Reserve	\$504,500
Other Council Created Reserves	\$800,822
Restricted Reserves	\$630,006
Targeted Rate Reserves	-\$664,498
Asset Revaluation Reserves	\$132,837,072
Retained Earnings	\$174,275,502
Equity Total	\$311,997,165
<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	\$1,469,114
Non-Current Liabilities	
Borrowings	\$10,500,000
Employee Entitlements	\$47,264
Provision for Landfill Aftercare	\$43,959
Liabilities Total	\$16,188,201
Liabilities & Equity Total	\$328,185,366

Expenditure by Activity - Operating costs and overheads

For the Period Ended 31 January 2020

	January '20 Actual YTD	January '20 Budget YTD	Variance YTD	Total Budget 2019/20	January '19 Actual YTD
Community Services					
Aerodrome	\$46,606	\$51,954	\$5,348	\$88,600	\$49,383
Civic Amenities	\$337,816	\$367,765	\$29,949	\$545,600	\$483,571
Pensioner Housing	\$43,584	\$51,330	\$7,746	\$82,000	\$59,677
Community Development	\$299,373	\$250,458	(\$48,915)	\$378,500	\$190,084
Library	\$361,820	\$327,567	(\$34,253)	\$557,000	\$333,010
Parks and Reserves	\$301,667	\$328,059	\$26,392	\$557,800	\$374,395
Cemeteries	\$106,644	\$130,042	\$23,398	\$222,500	\$116,082
TSB Pool Complex	\$521,870	\$467,050	(\$54,820)	\$793,900	\$514,992
Community Services Total	\$2,019,380	\$1,974,225	(\$45,155)	\$3,225,900	\$2,121,194
Democracy and Corporate Support					
Democracy and Corporate Support	\$680,340	\$663,083	(\$17,257)	\$1,134,000	\$570,183
Democracy and Corporate Support Total	\$680,340	\$663,083	(\$17,257)	\$1,134,000	\$570,183
Economy					
Economic Development	\$244,959	\$234,813	(\$10,147)	\$402,000	\$238,154
Information Centre	\$207,448	\$170,813	(\$36,636)	\$292,000	\$216,664
Rental Properties	\$26,302	\$32,263	\$5,961	\$52,000	\$51,494
Farm	\$131,340	\$130,333	(\$1,007)	\$220,000	\$161,143
Holiday Park	\$9,095	\$9,333	\$238	\$16,000	\$10,746
Economy Total	\$619,144	\$577,554	(\$41,590)	\$982,000	\$678,201
Environmental Services					
Building Control	\$271,955	\$243,450	(\$28,505)	\$416,200	\$272,181
District Plan	\$79,566	\$85,517	\$5,951	\$146,600	\$49,612
Resource Consents	\$103,127	\$96,592	(\$6,535)	\$165,300	\$87,022
Food and Health	\$69,878	\$51,067	(\$18,811)	\$87,400	\$45,938
Alcohol Licensing	\$85,944	\$91,550	\$5,606	\$156,800	\$76,246
Parking and Other Bylaws	\$99,280	\$109,050	\$9,770	\$186,800	\$92,596
Animal Control	\$104,147	\$105,733	\$1,586	\$180,900	\$117,731
Environmental Services Total	\$813,897	\$782,958	(\$30,939)	\$1,340,000	\$741,326
Civil Defence and Emergency Management	\$73,538	\$79,333	\$5,795	\$136,000	\$62,666
Roading					
Roading	\$2,007,640	\$2,201,503	\$193,863	\$3,774,005	\$4,431,126
Business Unit	\$121,926	\$105,642	(\$16,284)	\$181,100	\$74,222
Roading Total	\$2,129,566	\$2,307,145	\$177,579	\$3,955,105	\$4,505,348
Stormwater	\$108,605	\$125,514	\$16,909	\$212,631	\$202,618
Wastewater (Sewerage)	\$363,189	\$363,754	\$565	\$620,364	\$457,139
Solid Waste	\$469,587	\$476,229	\$6,642	\$814,000	\$470,764
Water Supply	\$645,993	\$768,950	\$122,957	\$1,257,000	\$973,172
Total	\$7,923,239	\$8,118,745	\$195,506	\$13,677,000	\$10,782,611

Revenue by Activity

For the Period Ended 31 January 2020

	January '20 Actual YTD	January '20 Budget YTD	Variance YTD	Total Budget 2019/20
Community Services				
Aerodrome	\$15,842	\$12,542	\$3,300	\$21,500
Civic Amenities	\$34,993	\$45,468	(\$10,475)	\$67,600
Pensioner Housing	\$38,628	\$37,100	\$1,528	\$63,600
Community Development	\$18,491	\$20,500	(\$2,009)	\$20,500
Library	\$11,372	\$10,733	\$639	\$18,400
Parks and Reserves	\$4,866	\$5,133	(\$267)	\$8,800
Cemeteries	\$45,270	\$71,225	(\$25,955)	\$122,100
TSB Pool Complex	\$136,591	\$135,917	\$674	\$233,000
Community Services Total	\$306,053	\$338,618	(\$32,565)	\$555,500
Democracy and Corporate Support				
Corporate Services (Rates Penalties)	\$54,658	\$30,000	\$24,658	\$60,000
Democracy and Corporate Support Total	\$54,658	\$30,000	\$24,658	\$60,000
Economy				
Information Centre	\$51,260	\$65,275	(\$14,015)	\$111,900
Rental Properties	\$21,737	\$20,008	\$1,729	\$34,300
Farm	\$297,779	\$294,292	\$3,487	\$504,500
Holiday Park (Lease Rental)	\$0	\$0	\$0	\$3,000
Economy Total	\$370,776	\$379,575	(\$8,799)	\$653,700
Environmental Services				
Building Control	\$175,590	\$152,658	\$22,932	\$261,700
Resource Consents	\$42,695	\$18,492	\$24,203	\$31,700
Food and Health	\$24,037	\$14,500	\$9,537	\$14,500
Alcohol Licensing	\$20,548	\$20,183	\$365	\$34,600
Parking and Other Bylaws	-\$463	\$15,458	(\$15,921)	\$26,500
Animal Control	\$137,063	\$128,200	\$8,863	\$128,200
Environmental Services Total	\$399,470	\$349,492	\$49,978	\$497,200
Roading				
Roading	\$102,327	\$78,050	\$24,277	\$133,800
Business Unit (Internal Charges)	\$197,604	\$196,000	\$1,604	\$196,000
Roading Total	\$299,931	\$274,050	\$25,881	\$329,800
Stormwater	\$178	\$0	\$178	\$0
Wastewater (Sewerage)	\$48,093	\$41,708	\$6,385	\$71,500
Solid Waste	\$78,978	\$47,425	\$31,553	\$81,300
Total	\$1,557,959	\$1,460,868	\$97,092	\$2,249,000

13.4

Revenue by Activity

For the Period Ended 31 January 2020

	January '20 Actual YTD	January '20 Budget YTD	Variance YTD	Total Budget 2019/20
Community Services				
Aerodrome	\$15,842	\$12,542	\$3,300	\$21,500
Civic Amenities	\$34,993	\$45,468	(\$10,475)	\$67,600
Pensioner Housing	\$38,628	\$37,100	\$1,528	\$63,600
Community Development	\$18,491	\$20,500	(\$2,009)	\$20,500
Library	\$11,372	\$10,733	\$639	\$18,400
Parks and Reserves	\$4,866	\$5,133	(\$267)	\$8,800
Cemeteries	\$45,270	\$71,225	(\$25,955)	\$122,100
TSB Pool Complex	\$136,591	\$135,917	\$674	\$233,000
Community Services Total	\$306,053	\$338,618	(\$32,565)	\$555,500
Democracy and Corporate Support				
Corporate Services (Rates Penalties)	\$54,658	\$30,000	\$24,658	\$60,000
Democracy and Corporate Support Total	\$54,658	\$30,000	\$24,658	\$60,000
Economy				
Information Centre	\$51,260	\$65,275	(\$14,015)	\$111,900
Rental Properties	\$21,737	\$20,008	\$1,729	\$34,300
Farm	\$297,779	\$294,292	\$3,487	\$504,500
Holiday Park (Lease Rental)	\$0	\$0	\$0	\$3,000
Economy Total	\$370,776	\$379,575	(\$8,799)	\$653,700
Environmental Services				
Building Control	\$175,590	\$152,658	\$22,932	\$261,700
Resource Consents	\$42,695	\$18,492	\$24,203	\$31,700
Food and Health	\$24,037	\$14,500	\$9,537	\$14,500
Alcohol Licensing	\$20,548	\$20,183	\$365	\$34,600
Parking and Other Bylaws	-\$463	\$15,458	(\$15,921)	\$26,500
Animal Control	\$137,063	\$128,200	\$8,863	\$128,200
Environmental Services Total	\$399,470	\$349,492	\$49,978	\$497,200
Roading				
Roading	\$102,327	\$78,050	\$24,277	\$133,800
Business Unit (Internal Charges)	\$197,604	\$196,000	\$1,604	\$196,000
Roading Total	\$299,931	\$274,050	\$25,881	\$329,800
Stormwater	\$178	\$0	\$178	\$0
Wastewater (Sewerage)	\$48,093	\$41,708	\$6,385	\$71,500
Solid Waste	\$78,978	\$47,425	\$31,553	\$81,300
Total	\$1,557,959	\$1,460,868	\$97,092	\$2,249,000

13.4

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 JANUARY 2020					
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	2.33%	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
	\$ 3,216,000	2.58%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 4.01	\$ 636,451		
Ravensdown	17,920	\$ 1.00	\$ 17,920		
Civic Assurance	65,608	\$ 1.59	\$ 104,317		
			\$ 758,688		
Other Investments					
	Date Drawn	Amount	Interest Rate	Details	
Loan to Stratford Health Trust	2010	\$ 40,000	Nil	Repay \$20,000 a year	

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

CASHFLOW FORECAST FOR THE YEAR ENDED JANUARY 2020

	Jan-20	Jan-20 ACTUAL	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-20
OPENING BALANCE	763,675	763,675	1,057,525	1,254,525	244,525	337,121	1,795,982	1,290,982	738,091	2,226,091	1,157,091	112,304	1,607,304	532,304
Rates	300,000	371,044	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	370,000
NZTA Refunds	256,302	256,301	457,000	400,000	760,000	420,000	430,000	400,000	209,000	126,000	265,000	250,000	650,000	250,000
Fees and Charges	250,000	239,281	250,000	250,000	250,000	250,000	250,000	350,000	319,000	300,000	200,000	250,000	350,000	240,000
Sale of Assets	1	-	-	700,000	700,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Other		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash In	806,302	866,625	3,207,000	1,690,000	1,990,000	3,295,000	1,205,000	1,275,000	3,933,000	1,091,000	940,000	3,425,000	1,525,000	985,000
Salaries and Wages / Elected Members	390,000	314,348	410,000	410,000	390,000	390,000	410,000	410,000	240,000	350,000	440,000	400,000	400,000	300,000
Payments to Suppliers - Operating	500,000	417,740	500,000	640,000	600,000	600,000	500,000	800,000	730,000	790,000	550,000	700,000	800,000	400,000
Major contract payments	1,100,000	636,485	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	600,000
Net Interest Paid	17,891	11,569	-	-	107,404	46,139	-	17,891	-	-	94,787	50,000	-	11,000
GST Paid	250,000	192,633	-	250,000	-	(300,000)	-	100,000	-	420,000	-	170,000	-	190,000
Total Cash Out	2,257,891	1,572,775	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	1,501,000
(Increase)/Reduce Term Deposits	2	1,000,000	- 1,000,000	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans*	3	-	-	-	-	-	-	-	- 1,000,000	-	-	-	-	-
CLOSING BALANCE	312,086	1,057,525	1,254,525	244,525	337,121	1,795,982	1,290,982	738,091	2,226,091	1,157,091	112,304	1,607,304	532,304	16,304
Net Debt	11,284,000	11,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	11,284,000	11,284,000	11,284,000	11,284,000	11,284,000	11,284,000

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 the remainder of the sections have been forecast to sell over the next 2 years.
2. As at the end of January, the Council had \$3m on term deposits. It is expected that this can be increased back to \$4m by the end of February.
3. Due to the subdivision section sales now expected to be spread over a longer time period, anticipated loan repayment has been reduced to \$1m in August.

Outstanding Debtors as at 31 January 2020

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$125,688	\$33,486	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	\$380	\$60	Contact made, due to be paid.
Cemeteries	\$20,493	\$12,948	Overdues relate to 8 debtors, all of which have payment arrangements with council or are with a debt collector for recovery.
Rental Properties	\$8,873	\$1,922	Overdue amount is an annual charge paid off in monthly instalments.
Pensioner Housing	-\$3,654	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$8,011	\$6,781	Overdue debtors are actively being pursued by debt collectors.
Facility Hire	\$1,967	\$0	
Sundry Debtors	\$141,900	\$5,645	Overdue debtors are actively being pursued by debt collectors. One account has payment arrangement. Targeted Rates due 30/06/20. Sundry debtors includes income accrued, ie Fonterra milk cheque.
NZTA	\$713,303	\$0	
Swimming Pool	\$16,666	\$0	
Resource Consents	\$2,400	\$0	
Infringements	\$68,329	\$68,329	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$38,900	\$16,400	Meeting held with overdue Debtor. Further discussions ongoing before referring to debt collector.
Water Billing	\$84,141	\$20,130	All outstanding debtors are being actively pursued. Arrangements have been made for 2 debtors. The other debtor paid early February.
TOTAL	\$1,227,397	\$165,701	

13.4