



**STRATFORD
DISTRICT COUNCIL**

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Our reference:

18 March 2020

POLICY & SERVICES COMMITTEE MEETING OF COUNCIL

Notice is hereby given that the **Policy & Services Committee** meeting will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 24 March 2020 at 3pm.**

Timetable for 24 March 2020 as follows:

1pm	Policy & Services Committee meeting considering submissions to the Waste Water & Solid Waste Bylaws
2pm	Workshop for Councillors: <ul style="list-style-type: none">- Long Term Plan- Revenue & Financing Policy
3pm	Policy & Services Committee meeting

Yours faithfully



Sven Hanne
CHIEF EXECUTIVE

2020 - Agenda - Policy & Services - March (24/03/2020)

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POLICY AND SERVICES COMMITTEE MEETING
TUESDAY 24 MARCH 2020 AT 3.00PM

F19/13/05-D20/4401

A G E N D A

1. **WELCOME**

Health and Safety

2. **APOLOGIES**

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 – 25 February 2020**
D20/3404 Pages 10-19

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 February 2020, be confirmed as a true and accurate record.

/_____
Moved/Seconded

7. **MATTERS OUTSTANDING**

D16/47 Page 20

RECOMMENDATION

THAT the matters outstanding be received.

/_____
Moved/Seconded

8. **DECISION REPORT – APPROVAL FOR RELEASE OF DRAFT ANNUAL PLAN**

D20/4350

Pages 21-147

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the draft Annual Plan 2020/21 be released for public feedback and is brought back to the May Policy and Services Committee meeting for consideration of public feedback, with a summary for adoption with amendments, if any.
3. THAT the Council agree that formal consultation is not required for the Annual Plan 2020/21 because there are no significant or material differences from the content of Year 3 of the Long Term Plan 2018-28.

Recommended Reason

Council is required to adopt an Annual Plan, pursuant to Section 95 of the Local Government Act 2002, before the commencement of the year to which it relates - by 30 June 2020.

Moved/Seconded

9. **DECISION REPORT – FARM AND AERODROME COMMITTEE – TERMS OF REFERENCE**

D20/4471

Pages 148-155

RECOMMENDATIONS

1. THAT the report be received, and the attached proposed Terms of Reference for the Farm and Aerodrome Committee be adopted.
2. THAT the members of the Farm and Aerodrome Committee are formally appointed by the Mayor.
3. THAT the first meeting date and time for the Farm and Aerodrome Committee be set.

Recommended Reason

The Mayor announced after the 2019 local government election that a new Farm and Aerodrome Committee will be established to provide governance oversight, and recommendations to Council, on the combined activities of the Farm and Aerodrome. The recommendations above support the implementation of the Committee.

Moved/Seconded

10. **DECISION REPORT – SWIMMING POOL DEVELOPMENT LOCATION**

D20/3457

Pages 156-170

RECOMMENDATIONS

1. THAT the report be received.
2. THAT following consideration of the four options for the location of the new swimming pool facility, Council adopt Option 2 being the co-location with the TET MultiSports Centre.

Recommended Reason

A decision on the location of the new build of the Stratford swimming pool facility must be made to enable the project to move forward and for detailed plans to be completed. While the capital cost of option 2 to co-locate with the TET MultiSports Centre is higher than the three other options, the operational benefits and synergies that are gained from this co-location make it a better long term location.

Moved/Seconded

11. **DECISION REPORT – PROPOSED ANZAC PARADE ROAD CLOSURE**

D20/4746

Pages 171-192

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 the following roads on Saturday 25 April 2020, between the hours stated in the recommendation below, for the purpose of the ANZAC Day Dawn Service and Parade:
 - Miranda Street between Fenton Street and Regan Street – 5:30am to 12:00pm
 - Northern side of Fenton Street between Miranda Street and Broadway – 10:00am to 11:00am
 - SH3 Broadway between Fenton Street and Regan Street – 10:00am to 11:00am
 - Southern side of Regan Street between Broadway (SH3) and Miranda Street – 10:00am to 11:00am
 - No Parking on the western side of Juliet Street between Regan Street and No. 53 Juliet Street – 6:00am to 12:00pm.

Recommended Reason

In order for the Stratford District Council to hold ANZAC Day commemorations, it is necessary to close the roads listed above for the safety of the public gathering for the dawn service at the Cross of Sacrifice on Miranda Street, along with the participants in the ANZAC Day parade. The parking restriction along part of Juliet Street is for the purposes of a display of military vehicles following the ANZAC commemorations. The proposed road closures require formal endorsement by a Council resolution.

/_____
Moved/Seconded

12. **DECISION REPORT – PROPOSED ROAD CLOSURE OF STANLEY ROAD**

D20/4505

Pages 193-222

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 Stanley Road from its intersection with Makuri Road (RP7.5) to Kupe Road (RP9.9) on Sunday 19 April 2020 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 sprint motorsport event, it is necessary to close Stanley Road for safety reasons, for the participants and for any spectators. The proposed road closure requires formal endorsement by a Council resolution.

Moved/Seconded

13. **DECISION REPORT – POLICY REVIEWS 2018/19 & 2019/20 – TENTH TRANCHE**

D20/5077

Pages 223-241

RECOMMENDATIONS

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

*Asset Management Policy (updated), and the
Community Relationships Policy (new)*

be adopted.

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

14 **MONTHLY REPORTS**

14.1 **ASSETS REPORT**
D20/3462 Pages 242-262

RECOMMENDATION

THAT the report be received.

Moved/Seconded

14.2 **COMMUNITY SERVICES REPORT**
D20/3459 Pages 263-273

RECOMMENDATION

THAT the report be received.

Moved/Seconded

14.3 **ENVIRONMENTAL SERVICES REPORT**
D20/3382 Pages 274-280

RECOMMENDATION

THAT the report be received.

Moved/Seconded

14.4 **CORPORATE SERVICES REPORT**
D20/4445 Pages 281-303

RECOMMENDATION

THAT the report be received.

Moved/Seconded

15. **QUESTIONS**



Health and Safety Message

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

Please exit through main entrance.

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

Staff will guide you to an alternative route if necessary.

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

5. ATTENDANCE SCHEDULE

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

<u>Date</u>	26/11/19	26/11/19	28/01/20	25/02/20	24/03/20	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	H	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	✓	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 25
FEBRUARY 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, A K Harris, V Jones, W J Sandford 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 Environmental Health Manager – Ms R Otter, the Executive Administration Officer – Ms R Vanstone, the Communications Manager – Ms G Gibson, the Community Development Manager – Mr C Julie, the Community Development Officer – Mrs Amy Kingston, the Corporate Accountant – Mrs C Craig, two members of the media (Stratford Press & Taranaki Daily News) and three members of the public.

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, Chief Executive, Councillors, staff and 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 Councillor Boyde.

RECOMMENDATION

THAT the apology be received.

ERWOOD/HARRIS
Carried
CL/20/16

3. **ANNOUNCEMENTS**

The District Mayor advised elected members that a Taranaki Daily News photographer would be present at the next meeting of council on 10 March to take photos of council in session for the purpose of updating their stock of profile pictures.

Regarding item 6.2 *Ordinary Meeting – 11 February 2020*, the District Mayor advised that this item would be struck off today's meeting agenda and will come to the Ordinary meeting of council on 10 March.

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.

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.

VOLZKE/McKAY
Carried
CL/20/17

The Executive Administration Officer undertook to add Councillor Boyde to the list of those present at the meeting.

~~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~~

6.1

7. **MATTERS OUTSTANDING**

D16/47

Page 32

RECOMMENDATION**THAT** the matters outstanding be received.DALZIEL/WEBBY

Carried

CL/20/18

The Chief Executive noted that two items would come off the list of matters outstanding following today's meeting.

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

D20/2666

Pages 26-32

RECOMMENDATION**THAT** the report be received.SANDFORD/McKAY

Carried

CL/20/19

The Director Community Services noted a correction to the Stratford Visitor Information Centre i-SITE figures on page 28. The year to date reported figures are slightly under actuals including 17,940 people have been through the Information Centre and 5,126 AA users to date.

Justine Gilliland, Chief Executive of Venture Taranaki, accompanied by Jenn Patterson, Business Analyst noted the following points:

- For year ending 2019, the overall unemployment rate was 4.2 per cent for the region – a drop since the last quarter. The unemployment rate for Stratford is 4.4 per cent – closer to the national average.
- Taranaki bucked national trends in terms of visitor spend with an increase of 5 per cent.
- New statistics released from Infometrix show emissions are lower per capita when compared to the rest of New Zealand.
- In terms of mean household income – mean incomes have increased – although not as much as house prices.

Questions/Points of clarification:

- Whilst Councillor Dalziel was pleased to see that 2,000 new jobs were created in Taranaki, he was concerned that only 22 of those were in Stratford – that is 1 per cent and very low. This data would be useful for our future discussions on the LTP. Ms Patterson noted that these figures come from job postings in websites and newspapers and Ms Gilliland added that businesses have a high degree of confidence in either retaining or increasing the number of staff that they have (taken from the business results survey). Skills shortages remains a top challenge for employers and is consistently signalled. This will be a focus for Venture Taranaki in the coming year.
- Councillor Dalziel commented on the increase in retail spend and Ms Gilliland replied that this was usual for the time of year when spend on petrol, groceries, gifts and merchandise increased.

- Ms Whareaitu responded to a question from Councillor Dalziel that website engagement sat independently of tourism as a report heading.

Venture Taranaki staff, the Community Development Manager and Community Development Officer left the meeting at 3.15pm.

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

D20/2542

Pages 57-63

RECOMMENDATIONS

1. THAT the report be received.

ERWOOD/COPLESTONE
Carried
CL/20/20

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.

WEBBY/ COPLESTONE
Carried
CL/20/21

3. THAT the attached policies, being the

Monetary Bonds Policy

be deleted.

DALZIEL/McKAY
Carried
CL/20/22

The Chief Executive noted the following:

- *Mayor's Relief Fund Policy*
 - The policy gives guidance around how the fund can be applied, acknowledging some flexibility when required. Minor process changes were suggested.
 - Councillor Jamieson suggested a slight change in wording at paragraph 4 (page 64 refers) to: "*Payment will be made to the service provider for goods and services provided, not the applicant*".
 - Mayor Volzke noted that the policy was not called upon often and that there was sufficient flexibility to enable someone in desperate need. Mr Volzke added that the fund was available where other agencies did not or could not provide.

- *Housing for the Elderly Policy*
 - Based on recent experiences there is an option to add an element to the criteria of how units are assigned.
 - Traditionally there has been a 100 per cent occupation rate for housing for the elderly. Currently the system works on a first come, first serve basis, where all criteria are met. A question has been recently raised about whether, where a higher need is recognised, the applicant is able to move further up the waiting list.
 - Mayor Volzke expressed reservations at someone having to make a subjective decision about need.
 - Councillor Harris expressed similar reservations and asked how often the need to prioritise need had come up in the last 12 months. Mr Hanne responded that this situation was rare.
 - Councillor Jamieson thought that the reference (paragraph 4, page 66 refers) ought to be removed from the policy.

- *Community Archives Collection and Management Policy*
 - Elected members have had recent exposure to the policy following an enquiry from an elected member.
 - Councillor Webby thought that this policy was well constructed.
 - Mayor Volzke considered the background section to be lengthy and unnecessary however it could remain.

- *Monetary Bonds Policy*
 - This policy makes it clear to people who pay a bond that, upon completion of the required work, the bond only would be returned. For avoidance of doubt, text has been inserted suggesting that no interest on that money would be paid.
 - There were no opposing views.

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.

JONES/COPLESTONE

Carried

CL/20/23

The recommendations were taken together.

The Director - Assets noted that the Taranaki Car Club had liaised with affected residents on the road and a public notice had been published earlier in the month. To date, no objections have been received.

Questions/Points of clarification:

- Councillor Jamieson was pleased to see this hill climb event on the club calendar – the first to be held in Stratford for four years.
- Councillor Coplestone reaffirmed that local residents were happy that the event was being hosted.

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.

WEBBY/HARRIS

Carried

CL/20/24

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

WEBBY/SANFORD

Carried

CL/20/25

The Corporate Accountant joined the meeting at 3.35pm.

The Corporate Accountant noted the following points:

- The Chairman's report covers the operation of the Trust including the gallery, Percy's Place and leased space to the i-SITE and Sgt Peppers Café. The gallery attracts high quality exhibits, for example, the Rodin on loan from Te Papa, and high visitor numbers.
- Mrs Craig thanked the council, on behalf of the trust, for their continued support and in particular, the \$50,000 annual grant.

Questions/Points of clarification:

- Mrs Craig clarified that the trust intended to re-let the space currently occupied by the i-SITE.
- The District Mayor requested a more detailed breakdown of the \$250,000 investment funding. Mrs Radich clarified that an investment profile would be provided at the next meeting and requested that this item be added to matters outstanding.

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

D20/2619 Pages 130-152

RECOMMENDATIONS

1. THAT the report be received.

COPESTONE/HARRIS
Carried
CL/20/26

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

WOLZKE/WEBBY
Carried
CL/20/27

The Corporate Accountant left the meeting at 3.43pm.

13 **MONTHLY REPORTS**

13.1 **ASSETS REPORT**

D20/1972 Pages 153-175

RECOMMENDATION

THAT the report be received.

ERWOOD/HARRIS
Carried
CL/20/28

The Director Assets noted the following points:

- The Seyton Street kerb, channel and footpath replacement has been completed.
- The Mangaotuku Road strengthening continues as part of the work programme over the next few months.
- In terms of water supply, there were no issues at the 3 water treatment plants.
- The Taranaki district councils submitted a joint submission on the waste levy proposal.

Questions/Points of clarification:

- Councillor Coplestone sought clarification on whether there is an unsealed to sealed road policy. Mrs Araba confirmed that one would be prepared in the future. This year’s target is to re-seal five per cent of the network or 20 kilometres of road – three kilometres have been re-sealed up to the end of January.
- Councillor Jones asked whether it was necessary to have so many speed limit signs especially on the shorter Toko roads. Mrs Araba clarified that speed signage requirements are set by NZTA.
- Councillor Harris asked how Stratford compares with other councils in terms of solid waste. Further information will be made available on Diligent.

13.2 COMMUNITY SERVICES REPORT

D20/265 Pages 176-187

RECOMMENDATION

THAT the report be received.

McKAY/COPLESTONE
Carried
CL/20/29

The Director Community Services noted the following points:

- Recent community events – summer nights and school holiday programme activities recorded good attendance numbers. The Youth Council’s annual Colour in the Park event will be held this Saturday and the pool will host Children’s Day on Sunday.
- The number of child entries to the pool more than doubled compared to the previous January. Group fitness figures almost doubled when compared with the previous month.
- Venture Taranaki have recently appointed Stratford local Sian Davies in a business development role. The position will mostly be based in Stratford.

Questions/Points of clarification:

- Councillor Jamieson asked for further elaboration of the reasons for the closing of the outdoor swimming pool. Ms Whareaitu responded that there were issues maintaining the levels of the chlorine and CPA in the water as well as issues with staffing and pool use.

13.2.1 Council Organisation and Council Representatives on Other Organisations

- The District Mayor reported that a community meeting regarding the future of Baldricks Big Day Out was well attended with about 20 people there. Some good ideas were discussed including short and long term goals and one-off events.
- The District Mayor reported that he attended a community sports day meeting last Tuesday. He commented that January is a quiet month for the stadium.
- Councillor Webby advised of an upcoming positive aging forum.

13.3 ENVIRONMENTAL SERVICES REPORT

D20/2622 Pages 188-194

RECOMMENDATION

THAT the report be received.

McKAY/HARRIS
Carried

The Environmental Health Manager noted that the dog pound had reopened on Monday 24 February 2002 following completion of renovations to the site.

13.4 **CORPORATE SERVICES REPORT**

D20/2482

Pages 195-199

RECOMMENDATION

THAT the report be received.

JONES/McKAY
Carried
P&S/20/31

The Director Corporate Services noted the following points:

- A correction was noted in the report under the heading **Operation Results – Year to Date (six months)** (page 195 refers) should read, “Overall, total revenue is tracking slight over budget by \$36,452. Total expenditure is under budget by \$274,572, resulting in a positive variance against budget for the year to date (“YTD”) net surplus of \$311,023.”
- Under the **Capital Expenditure Report** heading (page 196 refers), all proposed carry forwards will come to council by the end of June for elected member approval.
- In response to a query raised by the District Mayor at a previous meeting, an explanation of the use of cookies on the council website was provided. Users of the website are not currently advised that cookies are in use however this will be addressed when the new website is developed.

Questions/Points of clarification:

- Councillor Dalziel highlighted a duplication of the Revenue by Activity report (page 203 and 204 refers).
- Mrs Radich confirmed that she will review the financial statements submitted with the report with a view to aggregating or reformatting some reports following a request by Councillor Jones.

14. **QUESTIONS**

- Councillor Dalziel asked whether the monthly reports could be streamlined with a view to an overview report being presented monthly and a more detailed summary being presented quarterly. Directors will consider a new format for presentation at the next meeting.
- Following a question from Councillor Webby, it was clarified that council meeting decisions are summarised for staff by the Chief Executive in the fortnightly staff newsletter while the council website is considered the central repository.

The meeting closed at 4.05pm.

A L Jamieson
CHAIRMAN

Confirmed this 24th day of March 2020.

N C Volzke
DISTRICT MAYOR

6.1

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 June 2020
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.	
Percy Thomson Trust investment profile – provide to elected members	Policy & Services – 25 February 2020	Tiffany Radich		P&S March 2020

DECISION REPORT



TO: Policy and Services Committee

F19/13/04 – D20/4350

FROM: Director – Corporate Services

DATE: 24 March 2020

SUBJECT: APPROVAL FOR RELEASE OF DRAFT ANNUAL PLAN 2020/21

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the draft Annual Plan 2020/21 be released for public feedback and is brought back to the May Policy and Services Committee meeting for consideration of public feedback, with a summary for adoption with amendments, if any.
3. THAT the Council agree that formal consultation is not required for the Annual Plan 2020/21 because there are no significant or material differences from the content of Year 3 of the Long Term Plan 2018-28.

RECOMMENDED REASON

Council is required to adopt an Annual Plan, pursuant to Section 95 of the Local Government Act 2002 (“the Act”), before the commencement of the year to which it relates - by 30 June 2020.

Moved/Seconded

1. **PURPOSE OF REPORT**

The primary purpose of this report is to approve the release of the draft Annual Plan for the 2020/21 financial year.

2. **EXECUTIVE SUMMARY**

- 2.1 The Annual Plan 2020/21 is based on Year 3 of the Long Term Plan 2018–2028 (“LTP”), with amendments. The overall rates increase however does not differ from what was proposed in the LTP, and remains the same at 5.72 per cent.
- 2.2 There are no significant or material differences in the LTP that would trigger a requirement to formally consult. Therefore, Council Officers recommend that no consultation be undertaken, but that a range of communication tools are used to inform the community of the content of the Annual Plan 2020/21.

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.

- 3.1 The Annual Plan process requires Council to plan for the provision of infrastructure. It gives Council Officers the opportunity to relook at the non-financial performance measures that are set for the year in order to better manage Council performance in all areas including regulatory, and provision of a good quality local public service. It also gives Council an opportunity in non-LTP years to reforecast costs and funding to ensure that Council delivers on its legislative requirements in the most cost-effective way for the Stratford District's ratepayers.

4. **BACKGROUND**

- 4.1 The Council prepares an LTP every three years. An Annual Plan is prepared on the years in between to determine the projects, resourcing and budgets for the year. It focuses on any adjustments Council may wish to make in light of the previous year's financial performance, updated financial figures, cost increases, and inflation assumptions. The purpose of the Annual Plan 2020/21 is to fine tune the costs and funding from that originally proposed in the LTP 2018-28.
- 4.2 An internal budget exercise was undertaken with the Senior Leadership Team in January to identify any significant or material changes to Year 3 of the LTP. No significant changes between the LTP and the updated Annual Plan 2020/21 were identified at that time.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

Formal Public Consultation is not proposed.

In 2014 amendments were made to the Local Government Act 2002 that were designed to reduce time and cost for Councils by removing unnecessary duplication in consultation processes and in the preparation of information.

Consultation is not required if the Annual Plan “does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates”. The changes to the Act:

- a) remove the requirement to prepare information that duplicates LTP, if that content is unchanged from the LTP, making proposed annual plans exceptions based documents; and
- b) remove the requirement to consult on an annual plan unless the differences from the LTP are significant or material, or if the Council chooses to.

Therefore there has to be something significantly or materially different before the government expects the Council to formally consult through a proposed annual plan process. The Council’s Significance and Engagement Policy provides clarity in deciding whether a decision is significant, and includes:

- Whether the asset is a strategic asset (also defined in policy);
- Altering significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council;
- Altering significantly the way any significant activity is carried out;
- A decision to become a shareholder in a Council Controlled Organisation;
- Unbudgeted expenditure is more than 5 per cent of annual total expenditure (the annual total expenditure for Annual Plan 2020/21 is budgeted at \$19,365,000 – 5 per cent of this being \$968,250);
- The extent to which iwi or hapū within the rohe have identified the matter to be of significance.

However, it is proposed that public feedback is sought over a four week period. Refer to the proposed public notice attached to this report.

5.2 **Māori Consultation - Section 81**

All Māori groups and communities will be directly asked for feedback on the Annual Plan. This will be done by sending a copy of the draft Annual Plan and the statement of proposal to each iwi group in the Stratford district.

6. **RISK ANALYSIS**

- 6.1 There is a risk that should the Council not adopt an Annual Plan, then it is in breach of the Act. Failure to adopt an Annual Plan will mean that Council will be unable to assess rates for the 2020/21 financial year.

Council Officers have brought the Annual Plan 2020/21 to Council relatively early to ensure there is sufficient time for Consultation if that is what elected members prefer, so that the final Annual Plan can be adopted by 30 June 2020.

7. DECISION MAKING PROCESS - SECTION 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	This Annual Plan is based on year two of the Long Term Plan 2018-28.
What relationship does it have to the community's current and future needs for infrastructure, regulatory functions, or local public services?	The Annual Plan is the 2020/21 year of the Long Term Plan, and incorporates the requirements of the Asset Management Plans.

7.2 Data

The full Annual Plan 2020/21 document is attached.

Key Projects in the Annual Plan, and as per Year 3 of the LTP 2018-28, include:

- New Swimming Pool (\$15 million)
- Upgrade of War Memorial Centre for Civil Defence purposes (\$50,000)
- New Children's Bike Park at Victoria Park (\$521,000)
- Stratford Discovery Trail (\$104,000)
- Yard upgrade and Calf Bay at Council Farm (\$75,000)
- Wastewater pipework capacity increase (\$105,000)
- Water Supply – new rider mains, water meters, and valves installed (\$586,000).

Following a review of the assumptions that the LTP Year 3 figures were based on, changes were made to Activity budgets to better reflect the current and anticipated outlook. Some of the major changes in the Annual Plan 2020/21 from Year 3 of the LTP 2018-28 are listed below:

- Footpath maintenance increase in budget (\$211,000)
- Remove War Memorial painting internal rooms (\$54,000)
- Reduction in interest rate assumption (\$284,000)
- Addition of funding of Tapuae Roa project through Venture Taranaki (\$50,000)
- Maintenance Contract procurement savings (\$228,000)
- Reduction in depreciation expense – post infrastructure asset revaluation (\$97,000).

7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	There are no material differences to the LTP 2018-28.
Is it:	No	
• considered a strategic asset; or		
• above the financial thresholds in the Significance Policy; or	No	There are no material differences to the LTP 2018-28.
• 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

Option One is the recommended option.

Option One – Adopt the Annual Plan as it is without Formal Consultation

Council has previously considered annual budgets and projects and part of the LTP process and consulted on those. It must now adopt the Annual Plan by 30 June 2020, in accordance with section 95 of the Act.

Option Two – Release Summary of Annual Plan for Public Feedback

This would involve a 2-4 week period of obtaining feedback from the public after releasing summary Annual Plan information via various communication channels. A summary of feedback would be provided to Council in a decision report to the May Policy and Services Committee meeting.

Option Three – Release Draft Annual Plan for Formal Consultation

There is still limited time to undertake Formal Consultation, using the Special Consultative Procedures in accordance with Section 83 of the Act.

7.5 Financial

The financial implications are identified within the Annual Plan 2020/21, with some highlights and changes already presented earlier in this report.

7.6 Prioritisation & Trade-off

There are no prioritisation or trade-off issues.

7.7 **Legal Issues**

The Annual Plan must be adopted in accordance with the Local Government Act before 30 June 2020.

7.8 **Policy Issues - Section 80**

There are no policy issues to be considered. All the supporting policies have already been adopted during the LTP 2018-28 process.

Attachments:

Appendix 1 – Annual Plan 2020/21

Appendix 2 – Public Notice of Intention to Adopt Annual Plan 2020/21



Tiffany Radich

DIRECTOR – CORPORATE SERVICES



Approved by
Sven Hanne

CHIEF EXECUTIVE

DATE: 17 March 2020

APPENDIX 1

STRATFORD DISTRICT COUNCIL
ANNUAL PLAN
2020/21

DRAFT



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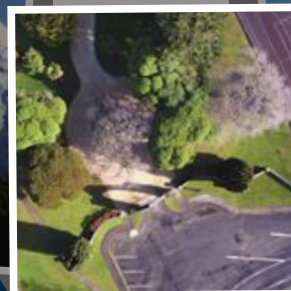
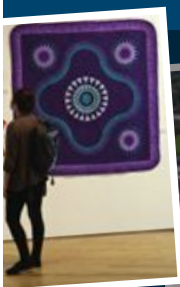
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Purpose of Annual Plan

The purpose of this document is:

- to describe the annual budget and funding impact statement for the year to which the annual plan relates; and
- to describe any variation from the financial statements and funding impact statement included in the local authority's Long Term Plan in respect of the year; and
- to support the Long Term Plan in providing integrated decision making and co-ordination of the resources of the local authority; and
- to contribute to the accountability of the local authority to the community; and
- to provide an opportunity for participation by the public in decision-making processes relating to the costs and funding of activities to be undertaken by the local authority.

(Section 95, Local Government Act 2002).

Summary of Information

This plan, including the Prospective Financial Plan and Prospective Financial Statements, was and presented to the Policy and Services Committee on . The Committee resolved to release the document for public feedback in April. The final document was adopted at an Ordinary Meeting of Council on Tuesday . The Council reserves the right to update this plan in the future.

The Prospective Financial Statements (financial statements) comply with the requirements of FRS 42 issued by the New Zealand Accounting Standards Board of the External Reporting Board (XRB), and the New Zealand equivalent of International Reporting Standard for Public Benefit Entities (NZ IFRS PEB), with Council designating itself as a Tier 2 public benefit entity for the purposes of compliance with these standards.

The major matters contained within the Annual Plan are:

- to describe the annual budget and funding impact statement for the 2020/21 financial year; and
- to describe any variation from the financial statements and funding impact statement included in the Council's Long Term Plan in respect of the year; and
- to support the Long Term Plan in providing integrated decision making and co-ordination of the Council's resources.

A copy of the Annual Plan may be inspected at the offices of the Stratford District Council, Miranda Street, Stratford, the Stratford Public Library, Prospero Place, Stratford and the website: www.stratford.govt.nz or a copy can be obtained by writing to the Stratford District Council, P O Box 320, Stratford 4352.



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Message from the Mayor and Chief Executive



APPENDIX 1

Council Governance

Elected Members

Council consists of a District Mayor and ten Councillors.

DISTRICT MAYOR

Neil Volzke, JP
Mobile: 027 631 7418
Email:
nvolzke@stratford.govt.nz

URBAN WARD

Deputy Mayor Alan Jamieson JP
Mobile: (027) 533 1167
Email:
alan.jamieson@stratford.govt.nz

Councillor Peter Dalziel
Mobile: (027) 509 8830
Email:
peter.dalziel@stratford.govt.nz

Councillor Jono Erwood
Mobile: (027) 6404 008
Email:
jono.erwood@stratford.govt.nz

Councillor Min McKay
Phone: (027) 472 5904
Email:
min.mckay@stratford.govt.nz

Councillor John Sandford, JP
Mobile: (027) 496 2278
Email:
john.sandford@stratford.govt.nz

Councillor Gloria Webby
Mobile: (021) 022 62258
Email:
gloria.webby@stratford.govt.nz

RURAL WARD

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

Councillor Rick Coplestone
Mobile: (027) 264 5154
Email:
rick.coplestone@stratford.govt.nz

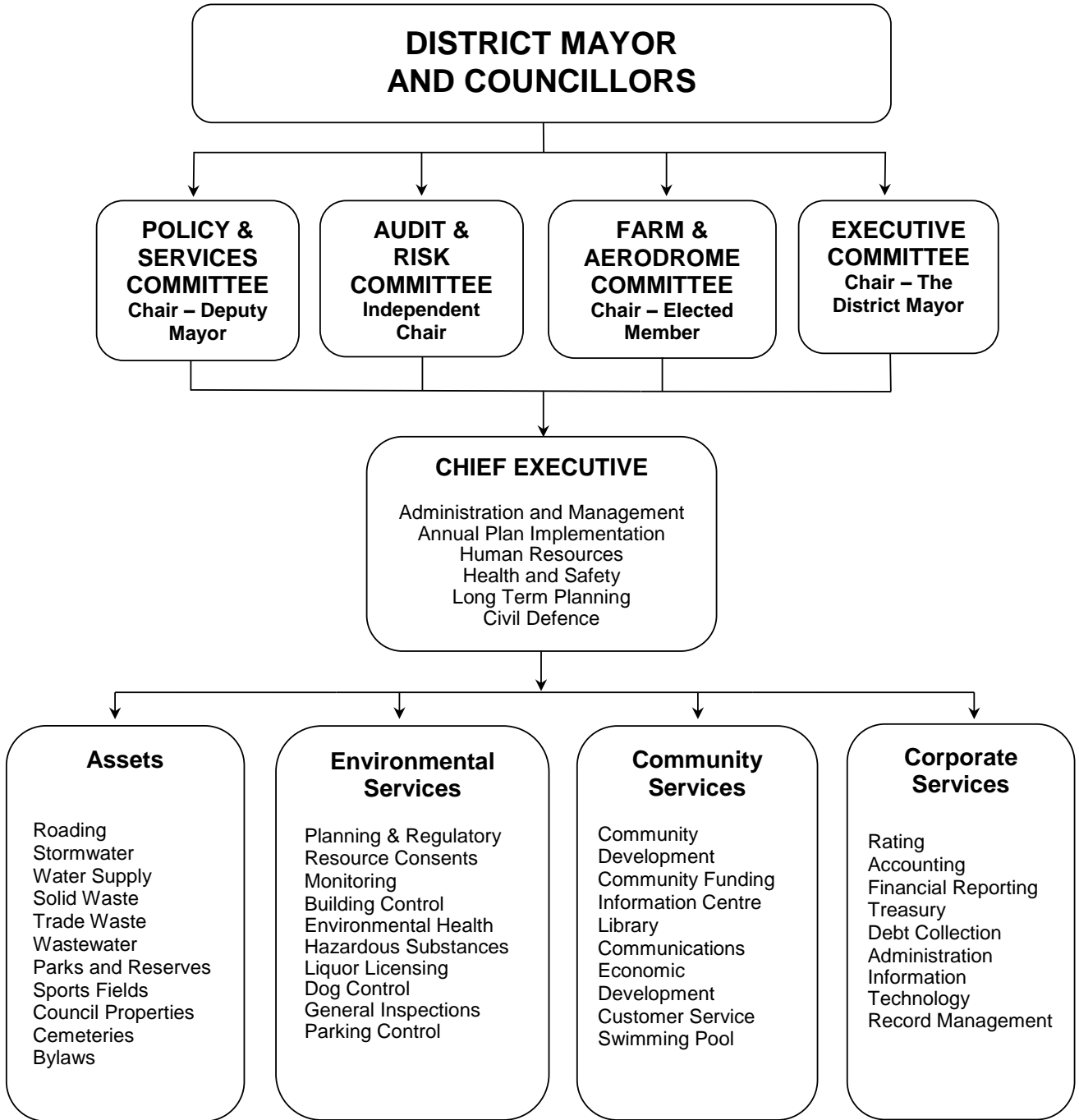
Councillor Amanda Harris
Mobile: (027) 698 8291
Email:
Amanda.harris@stratford.govt.nz

Councillor Vaughan Jones
Phone: (027) 620 2106
Email:
vaughan.jones@stratford.govt.nz

APPENDIX 1

Council Structure

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APPENDIX 1**Community Outcomes****Overall Vision**

Council spent time reviewing its vision statement for the district and will aspire to be:

“A progressive, prosperous district where communities are celebrated.”

To the deliver the vision we will develop strategies, policy and procedures that facilitate and encourage:

- Outstanding Leadership;
- Affordable, Quality Services and Infrastructure;
- A strong Community;
- A smart, Vibrant and Prosperous District;
- Stratford District as a unique destination; and
- Financial Strength.

Council has a role on behalf of the community it represents in planning, delivering and monitoring parts of this vision.

Council has held workshops to refine the outcomes to better reflect what is important to Stratford. These are then used to provide direction and inform Council on service delivery and use of resources. These community outcomes are detailed below:

COMMUNITY OUTCOME	WHAT COUNCIL WILL DO
Outstanding Leadership	<ul style="list-style-type: none"> • We will maintain and grow Stratford District as a desirable place to live, work, invest and play. • We will ensure strong advocacy for the community at a regional and national level. • We will take a positive leadership role in growing and developing the urban environment.
Affordable, Quality Services and Infrastructure	<ul style="list-style-type: none"> • We will focus on meeting the current and future needs of our communities by providing good quality infrastructure, and local public services • We will perform regulatory functions in a way that is most cost effective to households and businesses
Strong Community	<ul style="list-style-type: none"> • We will work with partners to provide and support high level of access to health, education, social and recreational services and facilities. • We will work proactively to recognise and embrace the bicultural nature of our district through functional relationships with iwi authorities. • We will work proactively to recognise and embrace the multicultural nature of our district.
Smart, Vibrant and Prosperous District	<ul style="list-style-type: none"> • We will work to create an attractive and safe built environment. • We will work creatively and collaboratively to develop an attractive, vibrant and prosperous CBD
Stratford District as a unique destination	<ul style="list-style-type: none"> • We will look to work collaboratively to support, build on and promote our uniqueness.
Financial Strength	<ul style="list-style-type: none"> • We will fund infrastructure development and capital works in a way that is most cost effective for households and businesses, seeking alternative funding to rates where possible. • We will ensure the financial security of Council is not compromised.
Growth	<ul style="list-style-type: none"> • We will grow a strong and prosperous local economy that attracts, welcomes and retains businesses and residents • We will actively promote the district and its lifestyle • We will support and participant in regional economic development initiatives for the benefit of the Stratford District and its residents • We will ensure the availability of suitable land for development for residential and commercial purposes

APPENDIX 1

The group of activities contribute predominantly to the following outcomes:

Activities	Outstanding Leadership	Affordable, Quality Services and Infrastructure	Strong Community	Smart, Vibrant and Prosperous District	Stratford District as a unique destination	Financial Strength	Growth
Community Services	✓	✓	✓	✓	✓	✓	✓
Democracy	✓	✓	✓	✓	✓	✓	✓
Economy	✓	✓	✓	✓	✓	✓	✓
Environmental Services	✓	✓	✓	✓	✓	✓	✓
Civil Defence & Emergency Management	✓	✓	✓	✓	✓	✓	
Roading		✓		✓	✓	✓	✓
Stormwater		✓	✓			✓	✓
Wastewater		✓	✓			✓	✓
Solid Waste		✓	✓			✓	✓
Water Supply		✓	✓			✓	✓



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Opportunities for Māori Contribution to Decision Making Processes

Section 81 of the Local Government Act 2002 sets out the obligations for Council to both consult with Māori and encourage Māori involvement in Council's decision making processes.

Māori includes those with tangata whenua acknowledged as Ngāti Ruanui, Ngāruahine, Ngāti Maru, Ngāti Mutunga, Ngā Rauru and Te Atiawa. Council also recognises the role of Whakaahurangi Marae within the district.

Council currently has an on-going commitment to Māori consultation with respect to all of its planning processes, including those under the Resource Management Act 1991.

Schedule 10(8) of the Local Government Act 2002 further requires Council to state the steps it intends to take to foster the development of Māori capacity to contribute to decision making processes.

To further foster Māori capacity to contribute to decision making processes Council proposes to:

- Adopt a more formal approach to involving Māori in decision making by having regular liaison meetings.
- Facilitate involvement in significant events.
- Offer training for Council staff and Councillors on marae protocol, local history and related legislation.
- Provide an interpreter on request should Māori wish to present submissions to Council in Te Reo Māori.

Council is also mindful that there may be additional processes which are also appropriate. Council will therefore continue to consult with Māori in the district on its decision making, taking into account the nature and significance of the decision to Māori. Council will also seek opportunities to expand the engagement model to accommodate any additional consultation mechanisms preferred by Māori.



APPENDIX 1**Changes from 2018-2028 Long Term Plan****Introduction**

The purpose of this Annual Plan is to outline the financial budget for the 2020/21 year, identify any changes from the 2018 – 2028 Long Term Plan (LTP), contribute to the accountability of the Council to its community, and extend opportunities for participation by the public in decision-making processes.

Leadership

The community priorities strongly indicated that Council is expected to take a leadership role in areas not considered core services of Council, including health, education and social support. Council will continue to be a strong advocate for the District, and will, where appropriate, provide a co-ordination and facilitation role to ensure services are delivered to the community. Elected members will continue to participate in many community organisations, providing a two way communication channel between community groups and Council.

Financial Trends

This Plan is built around a continuation of the activities within the LTP, on the premise of ensuring retention of the core services and facilities of Council and the Stratford District, and maintenance of existing levels of service.

The LTP signalled rating revenue for 2020/21 of \$13,052,000, excluding water supply targeted rates (water by meter revenue). The rating requirement in this plan is \$13,052,000 as set in the Long Term Plan with some minor movement between activities.

Variations

A simple comparison table between what the LTP said for 2020/21 and what this Annual Plan says is (figures in \$1,000's):

ITEM	ANNUAL	
	LTP \$000	PLAN \$000
Total Rates (GST exclusive)	\$13,052	\$13,052
General Rate	\$4,011	\$4,092
Roading	\$3,217	\$3,031
Uniform Annual General Charge (UAGC)	\$2,642	\$2,880
Solid Waste	\$740	\$698
Water Supply	\$1,535	\$1,461
Wastewater (Sewerage)	\$906	\$891
Total Debt	\$28,902	\$24,536
% Total Rates Revenue Increase	5.72%	5.72%
% Uniform Fixed Rates (UAGC and Solid Waste)	25.99%	27.49%
Debt Servicing as a % of Operating Revenue	4.11%	2.52%
Debt as a % of Operating Revenue	122.45%	90.10%
Debt/Equity Ratio	8.25%	7.58%

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Variations include:

- \$50,000 - Additional funding contribution for Tapuae Roa (regional economic development).
- Increase in elected members remuneration as imposed by legislation (\$97,000).
- Reduction in other costs and assumptions e.g. interest rate on external debt assumption re-estimated at 2.7% from 4.3%.
- Cost adjustments (increases and reductions) over multiple works contracts.

The percent of Uniform Fixed Rates is set at 27.49% compared to the 30% cap allowed for by legislation.

There are no changes to the rating structure included in the Annual Plan.

The variations in charges for 2020/21 as projected in the LTP and as calculated in the Annual Plan, are listed below:

Rate	2018 - 2028 LTP		Variation (Less)
	Projection 2020/21	Annual Plan 2020/21	
General Rate cents/\$ of Capital Value	0.14991	0.15145	(0.00154)
Roading cents/\$ of Capital Value	0.12023	0.11218	(0.00805)
UAGC	\$632	\$689	\$57
Solid Waste	\$326	\$310	(\$16)
Water Supply	\$599	\$576	(\$23)
Wastewater 1 Closet	\$381	\$380	(\$1)
2 Closets	\$572	\$570	(\$2)
3 Closets	\$762	\$760	(\$2)
4 Closets	\$857	\$855	(\$2)
5 Closets	\$953	\$950	(\$3)
6 Closets	\$1,048	\$1,045	(\$3)
7 Closets	\$1,143	\$1,140	(\$3)
8 + Closets	\$1,238	\$1,235	(\$3)



APPENDIX 1**Annual Plan Disclosure Statement**

Annual Plan disclosure statement for the year ending 30 June 2021.

What is the purpose of this statement?

The purpose of this statement is to disclose the council's planned financial performance in relation to various benchmarks to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

The council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the **regulations**). Refer to the regulations for more information, including definitions of some of the terms used in this statement. These can be viewed on www.legislation.govt.nz under Local Government (Financial Reporting and Prudence) Regulations 2014.

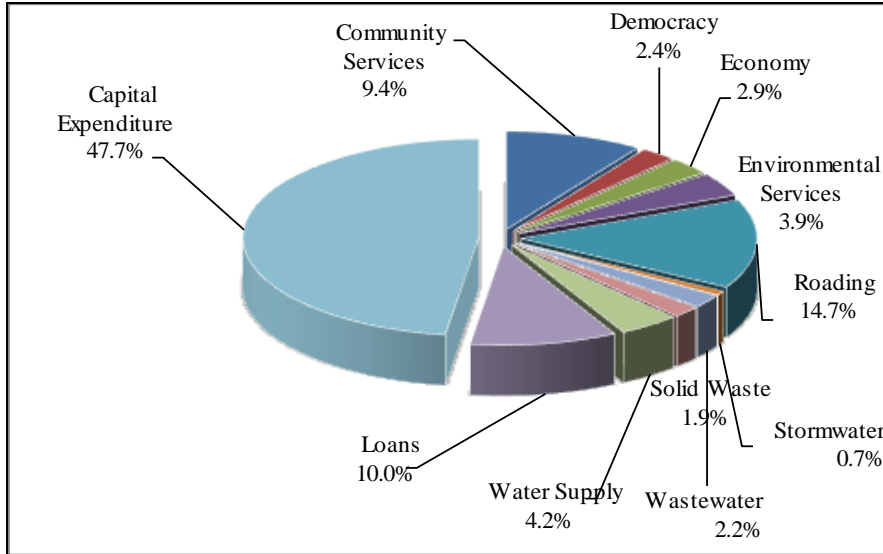
Benchmark	Limit	Planned	Met
Rates Affordability Benchmark			
• Income	<\$12,895,000	\$13,052,000	No
• Increases	<4.45%	5,72%	No
Debt Affordability Benchmark			
Net debt to operating revenue	<\$27.2 million	\$20.5 million	Yes
Balanced budget benchmark	>100%	141%	Yes
Essential services benchmark	>100%	139%	Yes
Debt servicing benchmark	<10%	2.5%	Yes

Council anticipates exceeding both the rates benchmarks, however this was indicated as such in the 2018-2028 Long Term Plan.

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Funding Overview

Where the Money Goes To: 2020/21



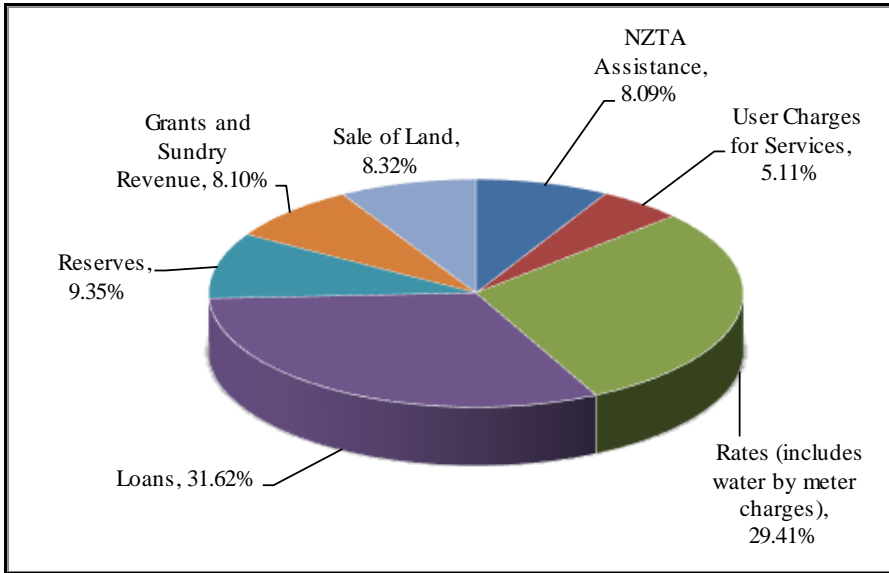
	<u>\$'000</u>
Community Services	4,313
Democracy	1,110
Economy	1,335
Environmental Services	1,772
Roding	6,731
Stormwater	329
Wastewater	1,003
Solid Waste	871
Water Supply	1,913
Loans	4,609
Capital Expenditure	21,909
Total Gross Expenditure (excl GST)	<u><u>45,895</u></u>

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Where the Money Comes From: 2020/21



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	<u>\$'000</u>
NZTA Assistance	3,712
User Charges for Services	2,345
Rates (includes water by meter charges)	13,498
Reserves	4,291
Grants and Sundry Revenue	3,719
Loan Funding	14,511
Sale of Land	3,819
Total Gross Revenue (excl GST)	<u>45,895</u>



APPENDIX 1

Highlights

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Rates Revenue excluding water supply charges	12,345	13,052	13,052	0
Rate Increase (including CPI)	4.69%	5.72%	5.72%	0.00%
Public Debt	16,709	28,902	24,536	4,366
Net External Debt per head of population	\$1,258	\$2,640	\$2,172	468
Net External Debt per ratepayer	\$2,477	\$4,940	\$4,283	657
Interest expense / Total Revenue	2.7%	4.1%	2.5%	1.59%
Rates Revenue	12,345	13,052	13,052	0
User Charges for Services and Other Revenue	2,878	3,083	2,973	110
Sale of land	4,360	0	3,819	(3,819)
Subsidies and Grants	3,865	3,698	7,387	(3,689)
Total Net Revenue	23,448	19,833	27,232	(7,399)
Total Operating Expenditure	18,626	19,172	19,366	(194)
Capital Expenditure	7,467	22,035	21,909	126
Operating Expenditure by Activity Group				
Community Services	3,919	4,319	4,313	6
Democracy	1,134	1,074	1,110	(36)
Economy	1,266	1,173	1,335	(162)
Environmental Services	1,484	1,547	1,772	(225)
Roading	6,664	6,736	6,731	5
Stormwater Drainage	354	373	329	44
Wastewater (Sewerage)	987	981	1,003	(22)
Solid Waste	878	865	860	5
Water Supply	1,941	2,104	1,913	191
Total Operating Expenditure	18,627	19,172	19,366	(194)
Revenue Increase (including CPI)	4.69%	5.72%	5.72%	0.00%
Rates per Head of Population	\$1,311	\$1,469	\$1,378	\$91
Public Debt per Head of Population	\$1,774	\$3,216	\$2,590	\$626

Prospective Funding Summary

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
The Funding Summary shows that Council requires:				
TOTAL RATES REVENUE REQUIRED	12,345	13,052	13,052	0
TOTAL RATES REVENUE INCREASE	4.69%	5.72%	5.72%	0.00%
Uniform Annual General Charge (UAGC)	2,625	2,642	2,880	(238)
Section 21 Rating Percentage Cap	27.01%	25.99%	27.49%	-1.50%
Targeted Rates				
Water Supply	1,477	1,535	1,461	74
% Increase	1.27%	0.73%	-1.09%	1.82%
Solid Waste	698	740	698	42
% Increase	0.07%	4.26%	-0.07%	4.33%
Wastewater	878	906	891	15.0
% Increase	21.15%	3.72%	1.48%	2.24%
Roading	3,039	3,217	3,031	186.3
% Increase	4.54%	7.61%	-0.27%	7.88%
Sub-Total for Targeted Rates	6,092	6,399	6,080	318
<i>This Summary does not include the targeted rate of \$14,482 collected for community centres.</i>				
General Rate	3,628	4,011	4,092	(80)
Average % Increase	6.01%	11.17%	12.83%	-1.66%

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Key Projects in 2020/21

Civic Amenities

- Upgrade War Memorial Centre for Civil Defence purposes
- Stratford 2035
- Centennial Restrooms – replace floor coverings

Parks, Reserves and Cemeteries

- Children's bike park
- Walkway signage upgrade
- Trail development and art work
- Park and walkway development
- Discovery trail

Pool Complex

- Pool complex development

Democracy

- Miranda Street Office – replace floor coverings

Rental and Investment Properties

- Landscaping and riparian planting at the farm
- Calf bay at farm
- Yard upgrade at farm

Roading

- Work will continue in accordance with NZTA budgets and guidelines

Stormwater

- Reticulation upgrades and safety improvements will continue
- Manhole lids and inlet safety screens installed

Wastewater

- Reticulation renewals will continue
- Reticulation safety improvements
- Oxidation pond upgrade
- Infiltration renewals

Solid Waste

- Transfer station building renewals

Water Supply

- Reticulation renewals will continue
- New rider mains to be installed
- New water meters to be installed
- Hydrants and laterals to be renewed
- Pressure reducing and zoning valves to be installed

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Prospective Sample Rates for 2020/21

	2019/20 Annual Plan \$	2020/21 LTP \$	2020/21 Annual Plan \$
<u>Residential - Capital Value</u>	<u>\$250,000</u>	<u>\$250,000</u>	<u>\$250,000</u>
Uniform Annual General Charge	631.00	632.00	689.00
Solid Waste	313.00	326.00	310.00
Water Supply	584.00	599.00	576.00
Wastewater	375.00	381.00	380.00
Roading Rate	282.50	300.58	280.45
General Rate	337.25	374.75	378.63
Total Rates (excl TRC)	2,522.75	2,613.33	2,614.08
Movement \$		90.57	91.33
Movement %		3.59%	3.62%
<u>Residential - Capital Value</u>	<u>\$400,000</u>	<u>\$400,000</u>	<u>\$400,000</u>
Uniform Annual General Charge	631.00	632.00	689.00
Solid Waste	313.00	326.00	310.00
Water Supply	584.00	599.00	576.00
Wastewater	375.00	381.00	380.00
Roading Rate	452.00	480.92	448.72
General Rate	539.60	599.60	605.80
Total Rates (excl TRC)	2,894.60	3,018.52	3,009.53
Movement \$		123.92	114.93
Movement %		4.28%	3.97%
<u>Rural - Capital Value</u>	<u>\$2,645,000</u>	<u>\$2,645,000</u>	<u>\$2,645,000</u>
Uniform Annual General Charge	631.00	632.00	689.00
Roading Rate	2,988.85	3,180.08	2,967.18
General Rate	3,568.11	3,964.86	4,005.87
Total Rates (excl TRC)	7,187.96	7,776.94	7,662.05
Movement \$		588.98	474.10
Movement %		8.19%	6.60%
<u>Rural - Capital Value</u>	<u>\$5,000,000</u>	<u>\$5,000,000</u>	<u>\$5,000,000</u>
Uniform Annual General Charge	631.00	632.00	689.00
Roading Rate	5,650.00	6,011.50	5,609.04
General Rate	6,745.00	7,495.00	7,572.53
Total Rates (excl TRC)	13,026.00	14,138.50	13,870.58
Movement \$		1,112.50	844.58
Movement %		8.54%	6.48%
<u>Commercial - Capital Value</u>	<u>\$220,000</u>	<u>\$220,000</u>	<u>\$220,000</u>
Uniform Annual General Charge	631.00	632.00	689.00
Water Supply	584.00	599.00	576.00
Wastewater	375.00	381.00	380.00
Roading Rate	248.60	264.51	246.80
General Rate	296.78	329.78	333.19
Total Rates (excl TRC)	2,135.38	2,206.29	2,224.99
Movement \$		70.91	89.61
Movement %		3.32%	4.20%

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APPENDIX 1**GROUPS OF ACTIVITIES****GROUPS OF ACTIVITIES**

As required by the Local Government Act 2002, Council has grouped the services it provides into the following groups of activities:

GROUP	ACTIVITY	SERVICES
<i>Community Services</i>	Aerodrome	
	Civic Amenities	Civic Amenities & Toilets Pensioner Housing
	Community Development Library Parks, Reserves & Cemeteries TSB Pool Complex	
<i>Democracy</i>		Democracy Corporate Support
<i>Economy</i>	Economic Development Information Centre	
	Rental & Investment Properties	Farm Holiday Park Rental Properties
<i>Environmental Services</i>	Building Services	
	Planning	District Plan Resource Consents
	Community Health And Safety	Food and Health Alcohol Licensing Parking and Other Bylaws Animal Control
<i>Civil Defence and Emergency Management</i>		Civil Defence and Emergency Management
<i>Roading</i>	Roading	Construction, maintenance and renewal of roads, footpaths and associated infrastructure.
<i>Stormwater</i>	Stormwater	Construction and renewal of stormwater infrastructure.
<i>Wastewater (Sewerage)</i>	Wastewater	Construction, maintenance and renewal of waste water network and treatment facilities.
<i>Solid Waste</i>	Waste Management	Kerbside collection of refuse and recycling and operation of the transfer station.
<i>Water Supply</i>	Water Supply	Construction, maintenance and renewal of water treatment plants and water reticulation network.

APPENDIX 1**COMMUNITY SERVICES****Aerodrome****1.1 What We Do**

Council owns the aerodrome to make provision for local air transport, recreation and light commercial needs. The aerodrome is situated at Flint Road and has two grassed runways.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
The aerodrome meets the needs of users	A high level of satisfaction amongst the users with the condition and maintenance of the aerodrome.	>70%	Annual Aerodrome user survey

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation is shown below:

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	95	97	106	(9)
Revenue	22	22	22	(1)
Net Cost of Service	74	75	85	(10)
EXPENDITURE				
Operating Costs	67	67	74	(7)
Depreciation	7	6	7	(1)
Overheads	22	24	25	(1)
Total Operating Expenditure	95	97	106	(9)
Capital Expenditure	0	0	0	0
Total Expenditure	95	97	106	(9)
FUNDED BY:				
Charges for Services	22	22	22	1
Revenue	22	22	22	1
General Rates	74	75	84	(9)
Transfer from Reserves	0	0	0	0
Other Funding	0	0	0	(0)
Total Funding	95	97	106	(9)

1.4 Other Projects

There are no future projects associated with the Aerodrome activity.

APPENDIX 1**Civic Amenities****1.1 What We Do**

Council's Civic Amenities include a range of facilities that are fairly typical of a rural area and service town:

- Council Office (Miranda Street)
- Centennial Library Building
- War Memorial Centre
- Pensioner Housing
- Centennial Rest Rooms
- Clock Tower (Glockenspiel)
- Bell Tower
- Bus Shelters
- Hall of Remembrance
- Public Toilets
- Rural Halls
- Security Cameras
- Structures/Beautification

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building WoF have a current Building WoF at all times.	100%	Building WoF records
	Annual booking of War Memorial Centre.	>500	Booking records
	Annual booking of Centennial Restrooms.	>200	Booking records
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	Annual User Survey
	Annual Occupancy rate.	>95%	Tenancy records.
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>75%	Annual Residents Survey

APPENDIX 1**1.3 Statement of Prospective Financial Performance**

The detailed financial summary including inflation is shown below:

Civil Amenities

	2019/20	2020/21	2020/21	Variance
	Annual Plan	Long Term Plan	Annual Plan	
	\$000	\$000	\$000	\$000
Operating Expenditure	854	869	808	60.8
Revenue	53	51	51	0
Net Cost of Service	801	818	757	61

<u>EXPENDITURE</u>				
Operating Costs	429	395	338	57
Interest	12	18	13	5
Depreciation	296	329	329	(0)
Overheads	116	126	128	(2)
Total Operating Expenditure	854	869	808	60
Principal Loan Repayments	14	17	19	(2)
Capital Expenditure	191	92	161	(69)
Total Expenditure	1059	978	989	(12)
<u>FUNDED BY:</u>				
Charges for Services	53	51	51	(0)
Revenue	53	51	51	(0)
General Rates	736	752	689	63
Targeted Rate - Community Centres	14	14	14	(1)
Depreciation funded from Reserves	49	51	51	(0)
Loan Funding - Capital	189	0	100	(100)
Transfer from Reserves	16	109	30	79
Other Funding	0	1	2	(1)
Total Funding	1059	978	989	39

APPENDIX 1**Pensioner Housing**

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	113	157	151	6
Revenue	64	65	65	(0)
Net Cost of Service	50	93	86	6
EXPENDITURE				
Operating Costs	34	75	76	(1)
Interest	1	2	1	1
Depreciation	31	28	28	(0)
Overheads	48	52	46	6
Total Operating Expenditure	113	157	151	6
Principal Loan Repayments	1	2	1	1
Capital Expenditure	35	0	0	0
Total Expenditure	149	160	152	7
FUNDED BY:				
Charges for Services	64	65	65	0
Revenue	64	65	65	0
General Rates	24	48	43	5
Operational Balance from Reserves	27	46	43	3
Transfer from Reserves	22	0	0	0
Loan Funding - Capital	12	0	0	0
Other Funding	0	0	0	(0)
Total Funding	149	160	152	7

1.4 Other Projects

Project	Category	2020/21
Stratford 2035	Level of Service	\$100,000
War Memorial Centre upgrade for Civil Defence	Level of Service	\$50,000
Centennial Restrooms	Replacements	\$8,700

APPENDIX 1**Community Development****1.1 What We Do**

Community development encourages and supports groups and individuals in the District to achieve their own goals and outcomes in a way that sustainably benefits the community. It does this by providing information, advice, and support to groups and individuals, through activities such as networking, facilitation, administration support, promotion, advocacy, and event facilitation.

Examples of current community development activities include:

- Administration support for a number of community groups including the Positive Ageing Group and Central Taranaki Safe Trust
- Coordinating the promotion of school holiday activities
- Administration of the Sport NZ Rural Travel Fund and Creative New Zealand Funding Scheme
- Working with community groups to identify the outcomes they want for the community
- Working in partnership with regional agencies to support the well-being of the community
- Providing community events such as Summer Nights and War Memorial commemorations.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To provide a number of community events and provide support that encourages involvement of the community	Number of Community events organised.	2	Number of events held are recorded
	Percentage of residents feeling a sense of community.	>75%	Annual Residents Survey
Youth are supported to participate in their community through developing and implementing their own projects	Number of projects successfully developed and implemented by youth with support from community development	4	Number of projects developed are recorded
Council will provide, encourage and/or support events within the district	Events Council has provided or supported are measured	2	Number of supported events are recorded

APPENDIX 1

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation is shown below:

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	379	334	432	(98)
Revenue	21	21	21	0
Net Cost of Service	358	313	411	(98)
EXPENDITURE				
Operating Costs	294	247	308	(61)
Overheads	84	87	124	(37)
Total Operating Expenditure	379	334	432	(98)
FUNDED BY:				
User Charges/Grants	21	21	21	0
Revenue	21	21	21	0
General Rates	358	312	409	(97)
Other Funding	1	1	2	(1)
Total Funding	379	334	432	(99)

1.4 Other Projects

There are no future projects associated with the Community Development activity.

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APPENDIX 1**Library****1.1 What We Do**

The Stratford and District Centennial Library provides physical and digital access to a collection of lending material and information resources in a safe and welcoming environment intended for community activities, leisure, social interaction, and study. It promotes creativity and learning through the delivery of public programmes and the provision of support facilities such as the Wi-Fi network and access to equipment and technology.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To provide a library service which meets the needs of and is being used by Stratford District residents	Number of people visiting the library is measured.	>90,000	Door count
	% of library users satisfied with library services.	>80%	Annual Residents Survey
Library services will be accessible to the community	The number of visitors accessing the Wi-Fi service is measured.	>15,000	Internal records
	The number of sessions accessing the People's Network is measured.	>10,000	Internal records

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation is shown below.

	2019/20 Annual Plan	2020/21 Long Term Plan	2020/21 Annual Plan	Variance
	\$000	\$000	\$000	\$000
Operating Expenditure	682	711	678	33
Revenue	18	19	17	2
Net Cost of Service	664	692	661	35
EXPENDITURE				
Operating Costs	338	357	355	2
Interest	28	34	21	13
Depreciation	97	108	98	10
Overheads	219	212	204	8
Total Operating Expenditure	682	711	678	33
Principal Loan Repayments	33	32	32	0
Capital Expenditure	0	0	0	0
Total Expenditure	715	743	710	33
FUNDED BY:				
Charges for Services	18	19	17	2
Revenue	18	19	17	2
General Rates	622	637	616	21
Depreciation funded from Reserves	41	52	42	10
Transfer from Reserves	33	32	32	0
Other Funding	1	3	3	0
Total Funding	715	743	710	33

1.4 Other Projects

There are no future projects associated with the Library activity.

APPENDIX 1**Parks, Reserves and Cemeteries****1.1 What We Do**

Council provides a range of active and passive recreation opportunities that benefit the community's physical, social and personal quality of life. Parks assets include:

- (i) 36.7 hectares of passive reserves:
 - Gardens, lawns, trees, and amenity street plantings
 - 2 neighbourhood parks and 3 playgrounds
- (ii) 10 hectares of urban active reserves comprising:
 - 2 croquet greens
 - 6 netball/tennis courts
 - 5 rugby fields
 - 3 cricket wickets
 - 2 soccer fields
 - 2 hockey fields
- (iii) 9.4 hectares of cemeteries
 - 5.1ha in 2 operating cemeteries
 - 4.3ha in 5 closed cemeteries
- (iv) 14km of walkway including 9 foot bridges.
- (v) 4.8ha in 14 esplanade reserves.
- (vi) Accessory structures and buildings:
 - Grandstand at Victoria Park
 - Toilet block at Page Street
 - Toilet block at Victoria Park
 - Croquet pavilion at Victoria Park
 - Memorial gates at Victoria Park
 - Malone Gates at King Edward Park
 - Netball shelters at King Edward Park
 - Stratford Gateway Structures (2)
 - Skatepark at Victoria Park
- (vii) 34.3ha in rural domains and reserves.

APPENDIX 1**1.2 Performance Measures**

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To provide parks, sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	Reporting against corporate CRM system.
	Percentage of Stratford residents satisfied with:		Annual Residents Survey
	• Parks;	>80%	
	• Sports fields; and	>80%	
	• Cemeteries.	>80%	
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	100%	Biennial playground inspection report and records provided from weekly and quarterly compliance checks by contractor.
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	100%	Biennial bridge inspection Report

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1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation is shown below:

Cemeteries

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	232	219	180	39
Revenue	122	125	85	(40)
Net Cost of Service	109	95	95	(1)
EXPENDITURE				
Operating Costs	140	122	113	9
Depreciation	9	7	9	(2)
Overheads	83	90	58	32
Total Operating Expenditure	232	219	180	39
Capital Expenditure	0	0	0	0
Total Expenditure	232	219	180	39
FUNDED BY:				
Charges for Services	122	125	85	40
Revenue	122	125	85	40
General Rates	109	93	94	(1)
Transfer from Reserves	0	0	0	0
Other Funding	1	2	1	1
Total Funding	232	219	180	40

APPENDIX 1

Parks & Reserves

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	668	752	779	(27)
Revenue	9	9	9	(0)
Net Cost of Service	659	743	770	(27)
EXPENDITURE				
Operating Costs	426	444	498	(54)
Interest	13	20	6	14
Depreciation	97	144	144	0
Overheads	132	143	131	12
Total Operating Expenditure	668	752	779	(28)
Principal Loan Repayments	15	19	9	10
Capital Expenditure	201	680	680	0
Total Expenditure	885	1451	1,468	(18)
FUNDED BY:				
Charges for Services	9	9	9	(1)
Revenue	9	9	9	(1)
General Rates	669	752	778	(26)
Grants and Donations	102	625	626	(1)
Loan Funding - Capital	87	42	54	(12)
Transfer (to) Turf Replacement Reserve	(10)	(10)	(10)	0
Transfer from Reserves	27	31	9	22
Other Funding	0	1	2	(1)
Total Funding	885	1451	1,468	(18)

1.4 Other Projects

Project	Category	2020/21
Walkway Signage upgrade	Level of Service	\$10,500
Trail Development and Art Work	Level of Service	\$104,200
Park Development	Level of Service	\$15,600
Walkway Development	Level of Service	\$15,400
Parks and Reserves Replacements	Replacements	\$12,500
New Park signs	Level of Service	\$10,500
Children's Bike Park	Level of Service	\$521,300

APPENDIX 1**TSB Pool Complex****1.1 What We Do**

The TSB Pool Complex is a community swimming pool owned and operated by the Stratford District Council. This facility has three indoor pools that cater year-round for casual as well as organised swimming, including learn-to-swim, as well as an outdoor toddlers pool which is open during the summer months. As part of the operation the pool provides a range of fitness programmes, coaching and events.

As part of the 2018-2028 Long Term Plan, Council decided to replace the existing pool with a new facility and planning for this is currently under way.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
The pool complex will be a safe place to swim.	Number of reported accidents, possible accidents and similar incidents pa.	<80	Accident register – also reported monthly to Council.
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards.	100%	Water quality register.
That the pool facilities meet demand.	Percentage of pool users are satisfied with the pool.	>80%	Annual customer survey.
	Number of pool admissions per annum.	<i>Target suspended due to expected closures for upgrade</i>	Ticketing system – also reported monthly to council.

APPENDIX 1

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation is shown below:

	2019/20	2020/21	2020/21	Variance
	Annual Plan	Long Term Plan	Annual Plan	
	\$000	\$000	\$000	\$000
Operating Expenditure	896	1179	1,179	0
Revenue	233	222	222	0
Net Cost of Service	663	987	957	0
EXPENDITURE				
Operating Costs	620	633	710	(78)
Interest	0	269	171	98
Depreciation	102	103	102	1
Overheads	174	174	196	(22)
Total Operating Expenditure	896	1,179	1,179	0
Principal Loan Repayments	0	250	253	(3)
Capital Expenditure	44	15,674	15,674	0
Total Expenditure	940	17,103	17,105	(2)
FUNDED BY:				
User Charges	233	222	222	0
Revenue	233	222	222	0
General Rates	661	955	954	1
Loan Funding - Capital	0	12,509	12,637	(128)
Grants - Capital	22	3,146	3,000	146
Transfer from Reserves	22	269	290	(21)
Other Funding	1	3	3	0
Total Funding	940	17,103	17,105	(1)

1.4 Other Projects

Project	Category	2020/21
Various Items of Equipment	Level of Service	\$37,200
Pool Complex Development	Level of Service	\$15,636,500

APPENDIX 1**1.1 What We Do****Democracy**

Democracy includes the formal meeting processes, elections and the means for community involvement in the democratic process. The Democracy activity supports the elected members in these roles and ensures the purposes of the Local Government Act 2002 are met.

The Stratford District Council comprises a District Mayor and ten Councillors. The District Mayor is elected by the whole community, with the Councillors elected on a ward system, with four from the Rural Ward and six from the Urban Ward. Council sets the policy and standards for the management and delivery of Council activities and services.

Corporate Support

Corporate Support provides a range of professional support services to the Council and to agencies closely associated with Council. These services include rates administration, financial planning, reporting, analysis and advice, the provision of accounting services, secretarial and administrative support and the development and maintenance of record management information systems and information technology.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To provide Democracy services in accordance with statutory deadlines.	Agendas and associated reports for all scheduled meetings are available to interested parties in accordance with statutory timeframes.	100%	Meeting Register.
	All Council meetings are publicly notified in accordance with statutory timeframes.	100%	Meeting Register.
To ensure that the Health and Safety manual is reviewed.	Complete an annual review of the Health and Safety Manual.	Achieved	Review Date.
Ensure accountability documents are prepared and meet statutory requirements.	The Annual Report, Annual Plan and Long Term Plan meet statutory deadlines and receive an unqualified audit opinion where relevant,	Achieved	Audit Opinion.

APPENDIX 1

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation is shown below.

Democracy

	2019/20 Annual Plan	2020/21 Long Term Plan	2020/21 Annual Plan	Variance
	\$000	\$000	\$000	\$000
Operating Expenditure	1134	1074	1,110	(36)
Revenue	0	0	0	0
Net Cost of Service	1134	1074	1,110	(36)
EXPENDITURE				
Operating Costs	503	424	511	(87)
Overheads	631	650	599	51
Total Expenditure	1134	1074	1,110	(36)
FUNDED BY:				
UAGC	1130	1063	1,101	(38)
Other Funding	4	11	9	2
Total Funding	1134	1074	1,110	(36)

Corporate Support

	2019/20 Annual Plan	2020/21 Long Term Plan	2020/21 Annual Plan	Variance
	\$000	\$000	\$000	\$000
Operating Expenditure	0	0	0	0
Revenue	60	60	70	10
Net Cost of Service	(60)	(60)	(70)	10
EXPENDITURE				
Operating Costs				
- Chief Executive's Department	351	381	380	2
- Corporate Services Department	869	994	759	236
Overheads Recovered	(1,220)	(1,376)	(1,138)	(238)
Total Operating Expenditure	0	0	0	(0)
Capital Expenditure	283	160	189	(29)
Total Expenditure	283	160	189	(29)
FUNDED BY:				
Charges for Services	60	60	70	(10)
Revenue	60	60	70	(10)
UAGC	(60)	(60)	(70)	10
Transfer from Reserves	283	160	189	(29)
Total Funding	283	160	189	(29)

1.4 Other Projects

Project	Category	2020/21
Computers and Peripherals	Replacements	\$90,000
Vehicle Replacements	Replacements	\$31,000
Miscellaneous Equipment	Replacements	\$20,000
Replace Floor Coverings – Miranda Street Office	Replacements	\$42,700

APPENDIX 1**ECONOMY****Economic Development****1.1 What We Do**

Council has a leadership role in economic development. This activity supports the growth of the District by:

- Encouraging and assisting the establishment, retention and development of sustainable, new and existing businesses.
- Promoting business opportunities and events that benefit the local economy
- Promoting the district as a great place to live.
- Supporting the Stratford Business Association
- Working in partnership with Venture Taranaki Trust to support the economic growth of the District.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To support and promote the economic growth of the district.	Business mentoring and economic development support is available.	Report received	Venture Taranaki Quarterly reports
To support the business community.	Provide administration support to the Stratford Business Association meetings	11	Minutes and agendas completed
The website is a valuable resource for the community to access Council information	The number of visitors accessing Council information and services via the internet is measured.	Not less than previous year	Website statistics
Opportunities for the community to participate in decision making is widely publicised	The community is satisfied with how Council keeps them informed.	>85%	Annual Residents Survey

APPENDIX 1

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation is shown below.

Economic Development

	2019/20	2020/21	2020/21	Variance
	Annual Plan	Long Term Plan	Annual Plan	
	\$000	\$000	\$000	\$000

Operating Expenditure	402	372	458	(86)
Revenue	0	0	0	0
Net Cost of Service	402	372	458	(86)

EXPENDITURE				
Operating Costs	302	266	312	(46)
Overheads	100	105	146	(41)
Total Operating Expenditure	402	372	458	(87)
FUNDED BY:				
General Rates	201	185	228	(43)
UAGC	201	185	228	(43)
Other Funding	1	2	2	(0)
Total Funding	402	372	458	(86)

Council Projects

	2019/20	2020/21	2020/21	Variance
	Annual Plan	Long Term Plan	Annual Plan	
	\$000	\$000	\$000	\$000

Operating Expenditure	118	0	100	(100)
Revenue	0	0	0	0
Net Cost of Service	118	0	100	(100)

EXPENDITURE				
Operating Costs	0	0	0	0
Interest	118	0	100	(100)
Overheads	0	0	0	0
Total Operating Expenditure	118	0	100	(100)
Principal Loan Repayments	4,239	0	3,719	(3,719)
Capital Expenditure	794	0	0	0
Total Expenditure	5,150	0	3,819	(3,820)
FUNDED BY:				
Charges for Services	0	0	0	0
Revenue	0	0	0	0
General Rates	(3)	0	0	0
Sales of Sections - Capital	4,360	0	3,819	(3,820)
Loan Funding - Capital	794	0	0	0
Total Funding	5,150	0	3,819	(3,820)

1.4 Other Projects

There are no future projects associated with the Economic Development activity.

APPENDIX 1**Information Centre****1.1 What We Do**

Council owns and manages the Stratford Visitor Information Centre (i-SITE). The i-SITE promotes local attractions and events and provides local knowledge, a booking service and souvenirs for tourists and residents. An AA service is also provided at the i-SITE.

From mid-2020 the information centre will be located within the Stratford District Council library, next to its current location.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To provide an Information Centre for visitors, incorporating Automobile Association Agency services that meets the needs of and is being used by the community.	Number of people to the Information Centre service is measured.	>40,000	Door Count
	Number of users of AA Agency Service is measured.	>10,000	AA customer count records
	Percentage customers are satisfied.	>80%	Annual Residents Survey

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation is shown below.

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	293	313	315	(2)
Revenue	112	112	92	(20)
Net Cost of Service	181	201	223	(22)
EXPENDITURE				
Operating Costs	191	208	212	(4)
Depreciation	1	1	1	0
Overheads	101	103	102	1
Total Operating Expenditure	293	313	315	(3)
FUNDED BY:				
Charges for Services	112	112	92	20
Revenue	112	112	92	20
General Rates	181	199	221	(22)
Other Funding	1	2	2	1
Total Funding	293	313	315	(2)

1.4 Other Projects

There are no future projects associated with the Information Centre activity.

APPENDIX 1**Rental and Investment Properties****1.1 What We Do**

The Rental and Investment Properties activity manages properties council owns for strategic or commercial purposes.

Under this activity Council staff performs common landlord roles, such as the day-to-day maintenance of grounds and buildings as well as the long term planning for purchase, disposal, renewal, upgrades and redevelopment of properties.

This activity covers the following:

Farm - manage 160 hectares of land (132 hectares milkable) on a 50/50 sharemilking basis.

Holiday Park - operate a formal lease for the land.

Rental Properties - Council manages urban and rural land and commercial properties under this activity.

- Land with a Council function that generally has limited potential for any other use or is strategically important to Council.
- Land that has commercial potential and its legal status permits its availability for sale.
- Land that is currently vacant or occupied informally by an adjoining owner and has limited options for sale.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000kg	Milk Supplier's Statements issued by milk collector (currently Fonterra).
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5	Reporting against corporate CRM system.

APPENDIX 1

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation is shown below.

Farm

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	366	375	391	(16)
Revenue	505	524	507	(17)
Net Cost of Service	(139)	(148)	(117)	(32)
EXPENDITURE				
Operating Costs	183	165	211	(46)
Interest	88	104	56	48
Depreciation	57	66	66	0
Overheads	37	40	59	(19)
Total Operating Expenditure	366	375	391	(16)
Principal Loan Repayments	103	97	83	14
Capital Expenditure	45	70	97	(27)
Total Expenditure	514	542	571	(28)
FUNDED BY:				
Charges for Services	505	524	507	17
Revenue	505	524	507	17
General Rates	(36)	(52)	(50)	(3)
Transfer from Reserves	15	0	57	(57)
Sale of Land	0	0	0	0
Loan Funding - Capital	30	70	55	15
Other Funding	0	1	1	0
Total Funding	514	542	571	(29)

Holiday Park

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	16	19	3	16
Revenue	3	3	3	0
Net Cost of Service	13	16	0	16
EXPENDITURE				
Operating Costs	0	1	1	0
Overheads	16	18	2	16
Total Expenditure	16	19	3	16
FUNDED BY:				
Charges for Services	3	3	3	0
Revenue	3	3	3	0
General Rates	13	15	0	15
Other Funding	0	0	0	0
Total Funding	16	19	3	15

APPENDIX 1

Rental Properties

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	71	95	68	27
Revenue	34	35	32	(3)
Net Cost of Service	37	59	36	24
EXPENDITURE				
Operating Costs	11	12	10	2
Depreciation	19	39	21	18
Overheads	41	45	37	8
Total Operating Expenditure	71	95	68	28
Capital Expenditure	0	0	0	0
Total Expenditure	71	95	68	28
FUNDED BY:				
Charges for Services	34	35	32	3
Revenue	34	35	32	3
General Rates	36	59	35	24
Other Funding	0	1	1	1
Total Funding	71	95	68	28

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1.4 Other Projects

Project	Category	2020/21
Landscaping and Riparian Planting – Farm	Level of Service	\$10,400
Calf Bay – Farm	Level of Service	\$15,000
Yard Upgrade – Farm	Level of Service/Replacement	\$60,000
House Components – Farm	Replacement	\$12,000

APPENDIX 1**ENVIRONMENTAL SERVICES****Building Services****1.1 What We Do**

Council is registered as a building consent authority (BCA), as required by the Building Act 2004. The BCA receives and processes applications for building consents. It also involves monitoring and compliance, to ensure that all building, plumbing and drainage work in the District is undertaken in a safe, secure and proper manner.

The Building Control Team also leads the preparation of Land Information Memorandums.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	Council Records
	Percentage of inspection requests completed within 24 hours of request	100%	Council Records
	Percentage of code compliance certificate applications determined within 20 working days	100%	Council Records
To retain registration as a Building Consent Authority.	Current registration.	Confirmed	Current IANZ Certification
To process LIMs within statutory timeframes	% of LIMs processed within timeframes.	100%	Council Records
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided	>80%	Council Records

APPENDIX 1

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation is shown below:

Building Control

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	416	448	570	(122)
Revenue	262	222	256	34
Net Cost of Service	155	225	314	(88)
EXPENDITURE				
Operating Costs	228	270	330	(60)
Overheads	189	178	241	(63)
Total Operating Expenditure	416	448	570	(122)
FUNDED BY:				
Charges for Services	262	222	256	(34)
Revenue	262	222	256	(34)
UAGC	153	223	311	(88)
Other Funding	1	3	4	(1)
Total Funding	416	448	570	(122)

1.4 Other Projects

There are no future projects associated with the Building Services activity



APPENDIX 1**Planning****1.1 What We Do**

This activity covers:

- The development and administration of the Stratford District Plan
- Maintaining a set of bylaws that integrate with the District Plan provisions
- The processing of resource consents required under the District Plan.
- Monitoring of the district to ensure that the District Plan and bylaws are relevant and complied with.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 – 2020/21	
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.	Not Applicable	Reports to Council
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	Not Applicable	Reports to Council
To process resource consents within statutory timeframes.	% of non notified applications processed within 20 working days.	100%	Council records
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	Council records
	% of s223 and s224 applications processed within 10 working days.	100%	Council records
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	Council Records

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation for this activity is shown below.

District Plan

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	147	170	170	0
Revenue	0	0	0	0
Net Cost of Service	147	170	170	0
EXPENDITURE				
Operating Costs	75	103	78	26
Overheads	71	68	92	(24)
Total Operating Expenditure	147	170	170	1
FUNDED BY:				
UAGC	146	169	168	1
Other Funding	0	1	1	(0)
Total Funding	147	170	170	1

APPENDIX 1

Resource Consents

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	165	167	181	(14)
Revenue	32	27	35	8
Net Cost of Service	134	140	146	(6)
EXPENDITURE				
Operating Costs	74	83	82	1
Overheads	91	85	100	(15)
Total Operating Expenditure	165	167	181	(13)
FUNDED BY:				
Charges for Services	32	27	35	(8)
Revenue	32	27	35	(8)
UAGC	133	139	145	(6)
Other Funding	1	1	1	(1)
Total Funding	165	167	181	(13)

1.4 Other Projects

There are no future projects associated with the District Plan & Resource Consent activities

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APPENDIX 1**Community Health and Safety****1.1 What We Do**

The activities broadly cover the regulation and enforcement of various statutes and bylaws relating to health, food, alcohol, animal control, and general nuisance arising from inappropriate parking of motor vehicles and/or use of public places.

Health Act and Food Act

Council:

- provides a uniform system of control to ensure the sale of food is fit for consumption and safe
- carries out premises registration, education, monitoring and enforcement activities, including complaint resolution, to avoid and mitigate actual and potential adverse effects on public health.

From time to time this activity also has to review and respond to legislative changes. Overall its main role is licencing, compliance and enforcement.

Sale and Supply of Alcohol Act

Council carries out licencing, monitoring and enforcement activities, to ensure that a reasonable system of control is in place over the sale and supply of liquor to the public, with the aim of contributing to the reduction of liquor abuse in the community.

Parking and other Bylaw compliance

Bylaws provide an enforcement tool where specific local regulation is required. In some instances bylaws are required to give a specific local interpretation of national legislation. Others, such as the Public Places Bylaw, are passed under the Local Government Act but simply reflect a set of local expectations.

Council receives an average of 300 complaints concerning infringements of the various bylaws each year. In addition approximately 200 to 300 parking infringement notices are issued each year, with almost all being in respect of time limits. Council has, since 2010, also issued infringement notices for other stationary vehicle offences related to warrants of fitness and vehicle registration.

Animal Control

Council exercises its responsibilities under the Dog Control Act 1996 and Council's Dog Control Bylaw. Council controls dogs as required by legislation to avoid nuisance and minimise risk to the community.

This covers:

- registration of dogs
- timely response to all complaints concerning dogs, particularly in regard to instances involving aggressive behaviour by dogs
- Enforcing obligations on dog owners designed to ensure that dogs do not cause a nuisance to any person, and do not injure, endanger or cause distress to any person or cause distress to any stock, poultry, domestic animal or protected wildlife.

Council operates a dog pound which has a capacity for six dogs. The demand for services is relatively consistent.

Under the general bylaw this activity also manages wandering stock on road reserves.

APPENDIX 1

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To fulfil obligations to improve, promote and protect public health.	Percentage of premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	Council Records
	Health nuisance and premise complaints are responded to within 1 working day.	100%	Council Records
To fulfil obligations as a District Licensing Committee.	Percentage of licensed premises inspected.	100%	Council Records
	Percentage of applications processed within 25 working days (excluding hearings).	100%	Council Records
To monitor and enforce bylaws.	Percentage of complaints responded to within 2 hours.	100%	Council Records
To ensure dogs are controlled.	Percentage of known dogs registered.	98%	Council Records
	Percentage of dog attack/wandering dog complaints responded to within an hour.	100%	Council Records

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1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation is shown below:

Food and Health

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	87	92	157	(65)
Revenue	15	15	15	0
Net Cost of Service	73	77	142	(65)
EXPENDITURE				
Operating Costs	50	54	83	(29)
Overheads	37	39	74	(35)
Total Operating Expenditure	87	92	157	(64)
FUNDED BY:				
Charges for Services	15	15	15	0
Revenue	15	15	15	0
UAGC	73	77	141	(64)
Other Funding	0	1	1	(0)
Total Funding	87	92	157	(64)

APPENDIX 1

Alcohol Licensing

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	157	162	116	46
Revenue	35	35	35	0
Net Cost of Service	122	127	81	46
EXPENDITURE				
Operating Costs	63	73	67	7
Overheads	94	89	50	39
Total Operating Expenditure	157	162	116	46
FUNDED BY:				
Charges for Services	35	35	35	(0)
Revenue	35	35	35	(0)
UAGC	122	126	80	46
Other Funding	1	1	1	0
Total Funding	157	162	116	46

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Animal Control

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	189	202	203	(2)
Revenue	128	148	142	(7)
Net Cost of Service	60	54	62	(8)
EXPENDITURE				
Operating Costs	110	120	103	17
Interest	0	3	2	1
Depreciation	8	7	7	0
Overheads	71	73	92	(19)
Total Operating Expenditure	189	202	203	(1)
Principal Loan Repayments	0	2	0	2
Capital Expenditure	61	0	0	0
Total Expenditure	250	204	203	2
FUNDED BY:				
Charges for Services	128	148	142	7
Revenue	128	148	142	7
UAGC	60	55	61	(6)
Loan Funding - Capital	61	0	0	0
Other Funding	0	1	1	(0)
Total Funding	250	204	203	1



APPENDIX 1

Parking and Bylaws

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	187	175	141	34
Revenue	27	27	1	(26)
Net Cost of Service	160	148	140	8

<u>EXPENDITURE</u>				
Operating Costs	78	68	71	(3)
Overheads	108	108	70	38
Total Operating Expenditure	186	175	141	35
<u>FUNDED BY:</u>				
Charges for Services	27	27	1	26
Revenue	27	27	1	26
UAGC	160	146	139	7
Other Funding	1	2	1	1
Total Funding	186	175	141	33

1.4 Other Projects

There are no future projects associated with the Community Health and Safety activity



APPENDIX 1


CIVIL DEFENCE & EMERGENCY MANAGEMENT SERVICES

1.1 What We Do

The overriding principle for Civil Defence and Emergency Management delivery across the Taranaki Civil Defence and Emergency Management (CDEM) Group is that it is a regionally coordinated and locally delivered approach. The Taranaki Region operates a CDEM Group Office, called the Taranaki Emergency Management Office (TEMO). TEMO is a shared service between all four councils in Taranaki that delivers Civil Defence and Emergency Management coordination throughout Taranaki on behalf of the councils in the region. The Council is obligated to plan and provide for Civil Defence and Emergency Management within the Stratford District and to ensure that it can function at the fullest possible extent during an emergency.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To maintain effective emergency capability	Operative Taranaki Civil Defence and Emergency Management Plan.	Achieved	Annual CDEMG Report

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation for this activity is shown below.

Emergency Management

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	136	131	232	(101)
Revenue	0	0	0	0
Net Cost of Service	136	131	232	(101)
EXPENDITURE				
Operating Costs	100	94	105	(11)
Depreciation	0	0	1	(1)
Overheads	36	37	126	(89)
Total Operating Expenditure	136	131	232	(102)
FUNDED BY:				
UAGC	136	130	230	(100)
Other Funding	0	1	2	(1)
Total Funding	136	131	232	(101)

1.4 Other Projects

There are no future projects associated with the Civil Defence and Emergency Management activity

APPENDIX 1**ROADING****1.1 What We Do**

The Roading activity encompasses the management, construction, maintenance and renewal of rural and urban roads, footpaths, kerb and channel, street lighting and associated infrastructure for the District excluding State Highways. The Roading network managed by the Stratford District Council totals 597.8km, made up of 556.1km of rural roads and 41.6km of urban streets. State Highways 3 and 43 are maintained by the New Zealand Transport Agency (NZTA). In addition there are over 700km of unformed legal road and a number of bridges 'beyond the maintenance peg' that are not maintained by Council.

The Roading asset includes all pavements from the sub base to, and including, the top sealed or metal surface, traffic services (lighting, street and safety signage, footpaths, kerb & channel), bridges, culverts and side drains.

	Rural	Urban	Total
Sealed km	349.4	41.6	391.1
Unsealed km	<u>206.7</u>	<u>0.01</u>	<u>206.7</u>
	556.1	41.6	597.8

The physical works carried out on the District roads are undertaken by private contractors. Most of the work, including all routine maintenance and most renewals and planned work such as reseals and unsealed roads metal replacement, is carried out under the Roading Facilities Management Contract.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To provide a safe roading network.	Road safety - The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number.	1	Police CAS Database
To provide a well maintained roading network.	Road Condition – The average quality of ride on sealed road network, measured by smooth travel exposure.	Urban – ≥83% Rural – ≥91%	RAMM Rating Report
	Road maintenance – The percentage of the sealed road network that is resurfaced.	≥5%	RAMM Rating Report
	Road maintenance – The percentage of the unsealed road network that has been metal dressed.	≥7%	RAMM Report

APPENDIX 1

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
To provide a well maintained roading network.	Footpaths - 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 (annual plan, activity management plan, asset management plan, annual works programme or long term plan)	>84%	RAMM Report
	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 (note: this information is actually held in the asset management plan not the long term plan).	>88%	RAMM Report. Spreadsheet until connectivity is established between RAMM and Customer Service Requests
	Percentage of residents who are satisfied with:		Annual Customer Survey
	<ul style="list-style-type: none"> Roading Networks Footpaths 	>78% >79%	

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1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation for the Roding activity is shown below:

Roding

	2019/20 Annual Plan	2020/21 Long Term Plan	2020/21 Annual Plan	Variance
	\$000	\$000	\$000	\$000
Operating Expenditure	6,474	6,584	6,414	171
Revenue	3,875	3,833	3,880	47
Net Cost of Service	2,599	2,751	2,533	218
EXPENDITURE				
Operating Costs	3,493	3,498	3,456	42
Interest	0	30	0	30
Depreciation	2,700	2,774	2,805	(31)
Overheads	281	282	152	130
Total Operating Expenditure	6,474	6,584	6,414	171
Principal Loan Repayments	0	28	0	28
Capital Expenditure	3,199	3,359	3,107	252
Total Expenditure	9,672	9,971	9,520	451
FUNDED BY:				
User Charges	134	135	169	(34)
NZTA Financial Assistance	3,741	3,698	3,712	(14)
Revenue	3,875	3,833	3,880	(47)
Targeted Rates	3,039	3,217	3,031	186
Depreciation Funded From Reserves	1,398	1,422	1,482	(60)
Transfer from Reserves - Capital	1,360	1,547	1,278	269
Transfer (to) from Reserves	(1)	(52)	(153)	101
Loan Funding	0	0	0	0
Grants and Donations	0	0	0	0
Other Funding	2	5	2	3
Total Funding	9,672	9,971	9,520	452

APPENDIX 1**Business Unit**

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	190	151	317	(166)
Revenue	196	157	327	170
Net Cost of Service	(6)	(6)	(10)	4
EXPENDITURE				
Operating Costs	142	104	147	(43)
Depreciation	9	9	9	0
Overheads	39	38	162	(124)
Total Operating Expenditure	190	151	317	(166)
FUNDED BY:				
Inhouse services- NZTA assisted	196	157	327	(170)
Revenue	196	157	327	(170)
General Rates	(6)	(7)	(12)	5
Other Funding	0	1	2	(1)
Total Funding	190	151	317	(166)

1.4 Other Projects

Project	Category	2020/21
Unsealed Road Metalling	Replacements	\$795,000
Sealed Road Resurfacing	Replacements	\$750,000
Drainage Renewals	Replacements	\$525,415
Pavement Rehabilitation	Replacements	\$742,800
Structure Component Replacement	Replacements	\$80,000
Traffic Services	Replacements	\$50,000
Sealed Road Resurfacing – Special Purpose Roads	Replacements	\$151,000
Under-veranda Lighting	Replacements	\$12,500

APPENDIX 1



1.1 What We Do

Stormwater reticulation and collection services are provided and managed by Stratford District Council:

- To collect and disperse any excess water from a major rainfall event.
- To provide a system for the normal drainage of stormwater and groundwater, thereby enhancing the life of other infrastructure eg. roads and protecting private property (to the defined level of service).

The Stormwater reticulation system is a network of pipes and open drains that collects stormwater from developed urban areas. Collection from roads and public areas is usually via sumps and directed to reticulation. Collection from commercial and industrial properties is via reticulation manholes. Residential area stormwater is discharged to ground mainly by soak holes, although if soil or other conditions are not suitable for soak holes, discharge is carried out via runoff through sumps and reticulation.

There are 6.7km of stormwater pipes, and 14km of open drains in the Stratford urban area. Council is also responsible for approximately 70 metres of 450mm culvert in Midhirst.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
Stormwater system protects property from impacts of flooding.	System adequacy		Reporting against corporate CRM system. Note: specific category to be set up for flooding – to separate between residential & commercial buildings and include count of habitable floors flooded (residential only).
	<ul style="list-style-type: none"> • The number of flooding events that occur in a territorial authority district. <i>“Flooding” in this context means stormwater entering a habitable floor</i> 	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	
<ul style="list-style-type: none"> • For each flooding event, the number of buildings in the central business zone affected by flooding. 	0		
Discharge Compliance	Compliance with the territorial authority’s resource consents for discharge from its stormwater system, measured by the number of: <ul style="list-style-type: none"> • Abatement notices • Infringement notices • Enforcement orders, and • Convictions received by the territorial authority in relation to those resource consents.	N/A	Council does not hold discharge consents for discharge from its stormwater system.
Response Times	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hour	Work order tracking/reporting through Council’s Infrastructure asset management system.

APPENDIX 1

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
Customer Satisfaction	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	Reporting against corporate CRM system.

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation for the Stormwater activity is shown below.

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	354	373	329	44
Revenue	0	0	0	0
Net Cost of Service	354	373	329	44
<u>EXPENDITURE</u>				
Operating Costs	105	118	61	57
Interest	25	33	18	15
Depreciation	116	125	141	(16)
Overheads	108	97	108	(11)
Total Operating Expenditure	354	373	329	44
Principal Loan Repayments	29	31	27	4
Capital Expenditure	285	292	292	0
Total Expenditure	669	696	648	48
<u>FUNDED BY:</u>				
UAGC	354	371	327	44
Transfer from Reserves	86	194	85	109
Loan Funding - Capital	229	129	234	(105)
Other Funding	1	2	2	0
Total Funding	669	696	648	48

1.4 Other Projects

Project	Category	2020/21
Pipework Capacity Increase	Level of Service	\$110,700
Safety Improvements	Level of Service	\$123,100
Reticulation Renewals	Replacements	\$55,600

APPENDIX 1**WASTEWATER (Sewerage)****1.1 What We Do**

The Wastewater activity encompasses the planning, provision, operation, maintenance and renewal of wastewater, reticulation and treatment and disposal, and associated infrastructure for the Stratford urban area.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
Wastewater is managed without risk to public health.	System and adequacy - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5	Reporting against corporate CRM system.
	Discharge compliance - Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of <ul style="list-style-type: none"> Abatement notices Infringement notices Enforcement orders; and Convictions, Received by the territorial authority in relation to those resource consents.	0	Consent & compliance documentation.
Fault response times	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 measured:		Work order tracking/reporting through Council's Infrastructure asset management system.
	<ul style="list-style-type: none"> Attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site; and 	1 hour	
	<ul style="list-style-type: none"> Resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault. 	8 hours	
Customer satisfaction	The total number of complaints received by the territorial authority about any of the following: <ul style="list-style-type: none"> Sewage odour Sewerage system faults Sewerage system blockages, and The territorial authority's response to issues with its sewerage system, Expressed per 1000 connections to the territorial authority's sewerage system.	<5	Reporting against corporate CRM system.

APPENDIX 1**1.3 Statement of Prospective Financial Performance**

The detailed financial summary including inflation for this activity is shown below.

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	987	981	1,003	(22)
Revenue	71	73	73	(0)
Net Cost of Service	916	908	930	(22)
EXPENDITURE				
Operating Costs	441	368	430	(62)
Interest	58	100	61	39
Depreciation	309	357	300	57
Overheads	180	156	212	(56)
Total Operating Expenditure	987	981	1,003	(22)
Principal Loan Repayments	67	93	91	2
Capital Expenditure	1530	687	687	(0)
Total Expenditure	2584	1761	1,781	(20)
FUNDED BY:				
Charges for Services	71	73	73	0
Revenue	71	73	73	0
Targeted Rates	878	906	891	15
Transfer (to) from Reserves	36	0	36	(36)
Transfer from Depreciation Reserve	559	295	293	2
Loan Funding - Capital	1038	485	485	0
Other Funding	1	3	3	(0)
Total Funding	2584	1761	1,781	(19)

1.4 Other Projects

Project	Category	2020/21
Resource Consents	Level of Service	\$262,100
Safety Improvements	Level of Service	\$33,900
Pipework Capacity Increase	Level of Service	\$104,900
Pump Station telemetry	Level of Service	\$83,900
Infiltration renewals	Replacements	\$160,400
Bulk Discharge renewals	Replacements	\$10,500
Step screen/aerator renewals	Replacements	\$31,500

APPENDIX 1**SOLID WASTE****1.1 What We Do**

Council provides a domestic refuse and recycling service to the households in the urban areas of Stratford and Midhurst. In addition it operates a transfer station in Stratford which allows for the disposal of general waste, recycling and green waste. All services are provided by a contractor and all waste is taken to a Council approved landfill.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
The levels of waste generated are reducing.	Waste to landfill per household (municipal kerbside collection only)	<700kg	Landfill invoices & transactions.
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Recycling facility invoices & transactions.
The waste collection service meets the needs of the community.	Percentage of customers satisfied with the service provided.	>90%	Annual Survey Residents

1.3 Statement of Prospective Financial Performance

The detailed financial summary including inflation for the Solid Waste activity is shown below.

	2019/20	2020/21	2020/21	Variance
	Annual Plan	Long Term Plan	Annual Plan	
	\$000	\$000	\$000	\$000
Operating Expenditure	878	865	860	5
Revenue	81	83	83	(0)
Net Cost of Service	797	783	777	5
EXPENDITURE				
Operating Costs	668	644	671	(27)
Interest	34	45	26	20
Depreciation	30	31	31	0
Overheads	146	145	133	12
Total Operating Expenditure	878	865	860	5
Landfill Aftercare Expenditure	12	12	12	0
Principal Loan Repayments	39	42	38	4
Capital Expenditure	41	21	21	0
Total Expenditure	970	939	930	9
FUNDED BY:				
Charges for Services	81	83	83	1
Revenue	81	83	83	1
Targeted Rates	698	740	698	43
UAGC	19	19	19	0
Loan Funding - Capital	0	0	0	0
Transfer from Reserves	171	97	129	(32)
Other Funding	1	1	2	(1)
Total Funding	970	939	930	10

APPENDIX 1

1.4 Other Projects

Project	Category	2020/21
Transfer Station Building upgrades	Replacements	\$20,800

APPENDIX 1**1.1 What We Do**

The Water Supply activity encompasses the planning, provision, operation, maintenance and renewal of water treatment and reticulation systems, and all associated infrastructure.

Council operates three urban water supplies servicing the Stratford, Toko and Midhirst townships, with river fed sources for Stratford and Midhirst and a bore supply for Toko.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
Water is safe to drink.	The extent to which the local authority's drinking water supply complies with:		Plant & reticulation performance records in water outlook. Includes water quality sampling programme records as well as any plant non-performances.
	<ul style="list-style-type: none"> Part 4 of the drinking water standards (bacterial compliance criteria), and 	100% for all plants	
	<ul style="list-style-type: none"> Part 5 of the drinking water standards (protozoal compliance criteria). 	100%	
	Maintenance of the reticulation network - 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%	Calculated annually as per NZWWA Water Loss Guidelines.
A reliable water supply is provided.	Fault Response Times – Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times are measured:		Work order tracking/reporting through Council's Infrastructure asset management system.
	<ul style="list-style-type: none"> Attendance for urgent call-outs: from the time that council receives notification to the time that service personnel reach the site. 	1 hour	
	<ul style="list-style-type: none"> Resolution of urgent call-outs: from the time that council receives notification to the time the service personnel confirm resolution of the fault or interruption. 	8 hours	
A reliable water supply is provided.	<ul style="list-style-type: none"> Attendance for non-urgent call-outs: from the time that council receives notification to the time that service personnel confirm resolution of the fault or interruption 	2 working days	Work order tracking/reporting through Council's Infrastructure asset management system. Affected property numbers provided via GIS/Asset Management System

APPENDIX 1

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
A reliable water supply is provided.	<ul style="list-style-type: none"> Resolution of non-urgent call-outs: from the time that council receives notification to the time the service personnel confirm resolution of the fault or interruption 	5 working days	
	Number of unplanned disruptions:		
	<ul style="list-style-type: none"> Minor * (between 5 and 50 connections affected) Major * (more than 50 connections affected) 	<p><5</p> <p><2</p>	Work order tracking/reporting through Council's Infrastructure asset management system. Affected property numbers provided via GIS/Asset Management System
Water has a pleasant taste and odour.	<p>Customer Satisfaction - Total number of complaints received for:</p> <ul style="list-style-type: none"> Drinking water clarity Drinking water taste Drinking water odour Drinking water pressure or flow Continuity of supply Council's response to any of these issues <p>expressed per 1000 connections to council's networked reticulation system.</p>	<32	Reporting against corporate CRM system.
	<i>Note: This is understood to be limited to supplied properties within the water supply zones.</i>		
Water has a pleasant taste and odour.	<p>Demand management - The average consumption of drinking water per day per resident within the district (in litres).</p>	<275	Calculated from production records ex SCADA/Water Outlook, deducting commercial users as per water meter records as well as any other non-residential use and losses (as per bench loss), divided by number of residential connections and average number of residents per property.
Water flow and pressure is appropriate for its intended use.	<p>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)</p>	100%	Pressure and flow to be measured at a minimum of 50 properties per annum. Test results recorded by handheld device directly into asset management system against property's point of supply. Where test at tap inside property fails, test will be repeated at point of supply (toby/meter box) to isolate problems with private pipework from public network. Customer is advised if problem with internal plumbing.
Water supply meets fire fighting requirements.	<p>Fire hydrants meet NZFS Code of Practice conditions regarding supply.</p>	100%	Flow & pressure testing carried out by council contractor and or NZ Fire Service to NZ Fire Fighting Code of Practice standards.

APPENDIX 1**1.3 Statement of Prospective Financial Performance**

The detailed financial summary including inflation for the Water Supply activity is shown below.

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Operating Expenditure	1,941	2,104	1,913	191
Revenue	462	564	446	(118)
Net Cost of Service	1,479	1,540	1,467	73
<u>EXPENDITURE</u>				
Operating Costs	953	1,019	860	159
Interest	264	361	214	148
Depreciation	420	444	414	30
Overheads	304	280	426	(146)
Total Operating Expenditure	1,941	2,104	1,913	191
Principal Loan Repayments	328	358	339	19
Capital Expenditure	758	1,001	1,001	(0)
Total Expenditure	3,027	3,463	3,254	209
<u>FUNDED BY:</u>				
Charges for Water Usage	462	564	446	118
Revenue	462	564	446	118
Targeted Rates - Fixed Charge	1,477	1,535	1,461	74
Transfer from Reserves	328	368	339	29
Loan Funding - Capital	758	792	1,001	(209)
Other Funding	2	5	6	(1)
Total Funding	3,027	3,263	3,254	10

1.4 Other Projects

Project	Category	2020/21
Reticulation Riders	Level of Service	\$31,400
Water Metering	Level of Service	\$346,000
Pressure Reducing and Zone Valves	Level of Service	\$209,000
Hydrant renewals	Replacements	\$15,500
Lateral renewals	Replacements	\$32,100
Meter renewals	Replacements	\$52,400
General reticulation and infrastructure renewals on all 3 water schemes	Replacements	\$314,000

APPENDIX 1**COUNCIL CONTROLLED ORGANISATIONS****Percy Thomson Trust****1.1 Background**

The Local Government Act 2002 defines entities in which Council has more than a 50% shareholding, or the ability to appoint more than 50% of the directors, as Council Controlled Organisations. The Stratford District Council has one organisation that meets these criteria and is therefore a Council Controlled Organisation; the Percy Thomson Trust.

The Trust was established to fulfil the wishes and bequest of the late Percy Thomson to provide an art gallery, arboretum and herbarium. There are to be a minimum of six trustees and a maximum of seven on the trust and less than 50% of the trustees can come from elected representatives.

1.2 Performance Measures

Level of Service	Performance Measure	Target	How Measured
		Year 3 - 2020/21	
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.	Art Gallery Records
	Number of visitors to the Gallery to be not less than 20,000 per year	>20,000	Door Count
	To operate to a "break-even" balance	Operate within "break-even" budget " <i>Break-even</i> " 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 Management Contract.	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Council Records
Delivery of Herbarium	Explore alternative options to achieve this measure	Explore alternative options to achieve this measure	Dependent on option selected

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APPENDIX 1**BALANCING THE BUDGET****Introduction**

In terms of the Local Government Act 2002, Council is balancing the budget over the period of the LTP due to the budgeted operating income exceeding budgeted operating expenditure. There are some areas of expenditure that Council has resolved not to fund, which are discussed further.

Local Government Act 2002

The financial statements within this plan do contain a balanced budget as outlined in Section 100 of the Local Government Act 2002 (the Act) for the 2020/21 year. Council is required under the Act to generate sufficient revenue to cover operational costs including depreciation.

The financial summary including inflation is shown below.

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Funding:				
Depreciation funded from reserves				
- Roading	1,398	1,422	1,482	(60)
- Buildings	91	104	93	11
Loan Proceeds for Capital Expenditure	3,198	13,956	14,566	(610)
Capital Expenditure funded from reserves	2,924	3,372	2,732	640
Operational Expenditure funded from reserves	(62)	6	74	(68)
Less Expenditure				
Total loan repayments	4,869	971	4,610	(3,639)
Net transfer to loan repayment reserve	0	0	0	0
Rates transferred to reserves	0	0	10	(10)
Interest transferred to reserves	146	262	125	137
Staff Gratuities	0	49	0	49
Landfill aftercare provision	12	12	12	1
Capital Expenditure	7,467	22,035	21,909	126
Net Surplus/(Deficit) from Operations	4,822	4,432	7,866	(3,434)

Use of Reserves

Council is forecasting to record overall surpluses in each year of the LTP, however, in some activities, Council has resolved not to set revenue to fund all of the costs relating to that activity. In some cases Council has resolved to use reserves to fund some specific expenditure. This is particularly the case where Council actively uses the Reserves, built up by surpluses recorded from targeted rate activities, to fund the capital expenditure and in limited cases one off operating expenditure of those activities.

APPENDIX 1

Intergenerational Equity

Council considers the issue of intergenerational equity when funding depreciation in areas where it may not be fair to impose a cost for depreciation to this generation. Intergenerational equity requires today's ratepayers to meet the costs of utilising Council's assets and not expecting them to meet the full cost of long term assets that will benefit ratepayers in future generations.

Council has given careful consideration to the required funding for the provision and maintenance of certain assets throughout their useful life, and the equitable allocation of responsibility for this funding. Council does not consider it equitable for current ratepayers to fund the financing cost of interest and principal repayments on loans and at the same time fund depreciation for the eventual replacement of the asset.

Funding of Depreciation

Council primarily uses the Depreciation Reserve to fund:

Replacements/Renewals – works to upgrade, refurbish, or replace existing facilities with facilities of equivalent capacity or performance capability.

Capital expenditure – expenditure used to create new assets or to increase the capacity of existing assets beyond their original design capacity or service potential.

Depreciation is calculated on a straight line basis on all applicable property, plant and equipment, excluding land. The depreciation rates are set for the assets to be written off, less their estimated residual values, over their useful lives. Council does not consider it prudent to fund full depreciation on assets that may or may not be replaced, and doubt exists as to the form of the possible replacement, as a result a portion of the depreciation is funded on those assets. Assets that have an alternative funding source also have not had depreciation funded in full.

The Assets are:

Assets	Rationale For Not Funding Depreciation
Library books	Not funded to the extent of book renewals
Civic Amenities	May not be replaced
Roading (part)	NZTA's portion of subsidy

Depreciation on some assets of Council are not fully funded. Those assets are the ones that Council elected not to replace at the end of their useful life; and those that Council expects to receive funding for by way of grants.

APPENDIX 1

SIGNIFICANT FORECASTING ASSUMPTIONS

INTRODUCTION

In order to plan over the long-term, the Council must collect and analyse data showing those trends and likelihoods that will have a significant effect on life in the community, as well as demand for the Council's activities. Such analysis typically involves population, age profile and location movements and the likely state of the economy and environment. These are then fed into the Council long-term decision making process so that the Council can make informed investment decisions for the services it provides to the community.

Risk comes with any forecast because there are always multiple forces shaping our lives. To ensure that the Council's planning is robust, an assessment of risks is also made to identify the degree of uncertainty around any of the Council's assumptions.

Schedule 10 of the Local Government Act 2002 requires that the Council identifies the significant forecasting assumptions and risks underlying the information set out in the ten year Long Term Plan (LTP). Where there is a high level of uncertainty the Council is required to state the reason for that level of uncertainty and provide an estimate of the potential effects on the financial assumptions. The level of uncertainty is determined by reference to both the likelihood of occurrence and the financial materiality.

STATEMENT OF FINANCIAL INFORMATION

The financial information contained within this document is prospective financial information in terms of Financial Reporting Standard (FRS) 42 and may not be appropriate for purposes other than described.

The financial information in this Plan is a forecast and has been prepared based on assumptions as to future events that Council reasonably expects to occur. The actual results achieved for each of the financial years are likely to vary from the information presented and such variations may be material.

The information has been prepared so that the public can participate in the decision making process as to the services Council provides for its community.

No actual results have been incorporated in this prospective financial information.

SIGNIFICANT FORECASTING ASSUMPTIONS

In preparing the Long Term/Annual Plan it has been necessary to make a number of general assumptions for forecasting purposes. Forecasts are based on future events Council reasonably expects to occur and the responses Council reasonably expects to take. These are outlined below, along with some statements of fact that assist in helping understand how the forecasts are constructed.

The forecast financial information in this document has been prepared in accordance with the Council's current accounting policies.

RISK MANAGEMENT STRATEGY

Risk Management is not limited to the management of financial uncertainty; it includes all sources of uncertainty that may impact upon Stratford District Council's ability to meet objectives, obligations and stakeholder expectations in relation to the community priorities. These anticipated outcomes are captured in relevant statutory obligations and further developed in the Long Term/Annual Plan.

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Council's Risk Management strategy is to complete, implement and maintain risk plans for the principal asset systems, to:

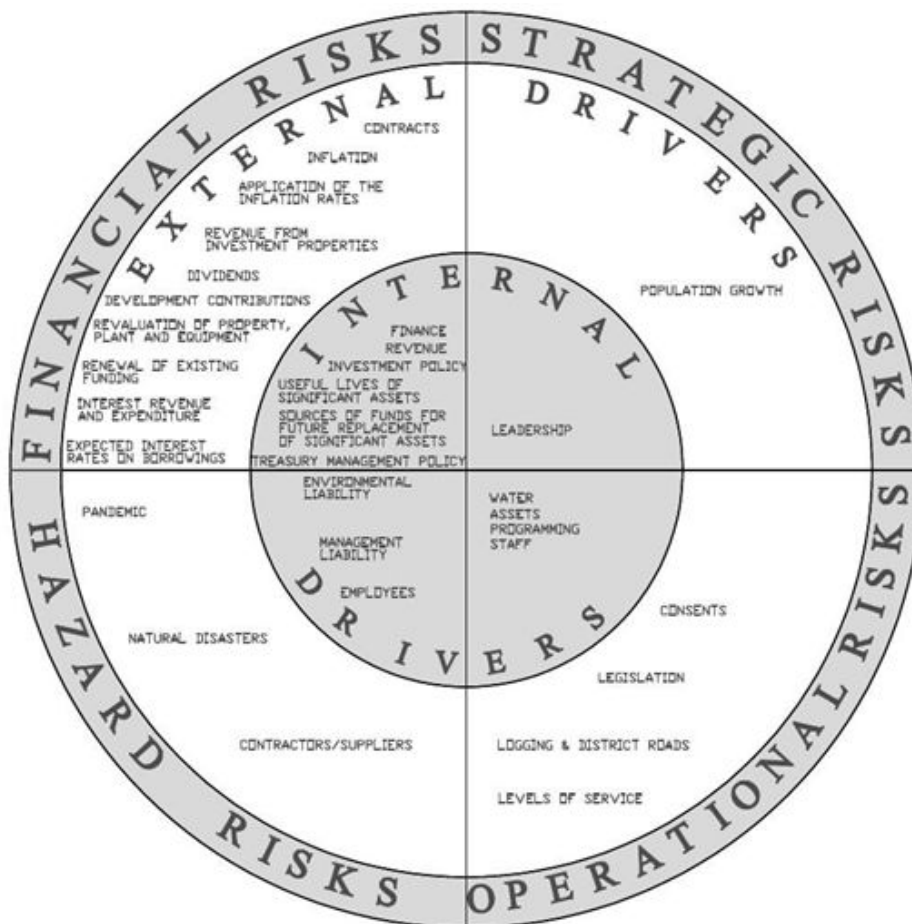
- Minimise the likelihood of non-achievement of critical business objectives and
- Ensure that the impact of system failure is minimised.

The risk management process identifies risk management strategies to minimise risks associated with the provision of Council services.

The risk management process is also designed to ensure that:

- All significant operational and organisational risks are understood and identified.
- The highest risks that should be addressed within a ten year planning horizon are identified.
- Risk reduction treatments which best meet business needs are applied.
- Responsibilities for managing risks are allocated to specific staff and reporting regimes are specified.

The risks facing Council and its operations can result from factors both external and internal to the organisation. The diagram below summarises the key risk areas and shows that some specific risks can have both external and internal drivers and therefore overlap the two areas. They can be categorised further into types of risk such as strategic, financial, operational and hazard.



APPENDIX 1**Prospective Statement of Comprehensive Revenue and Expenses**

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Revenue				
Rates Revenue other than for Metered Water Supply	12,345	13,052	13,052	(0)
Targeted Rates for Metered Water Supply	462	564	446	(118)
User Charges For Services	2,249	2,203	2,345	142
Subsidies and Grants	3,865	7,469	7,387	(82)
Finance Revenue	126	282	139	(143)
Development and Financial Contributions	0	0	0	0
Other Revenue - sale of land	4,360	0	3,819	3,819
Sundry Revenue	41	34	44	10
Total Revenue	23,449	23,603	27,232	3,628
Expenses				
Employee Benefit Expenses	3,573	3,582	4,161	(579)
Other Direct Operating Costs	9,818	9,707	9,703	4
Finance Costs	640	970	687	283
Depreciation and Amortisation	4,594	4,912	4,815	97
Total Operating Expenses	18,626	19,172	19,366	(195)
NET SURPLUS/(DEFICIT) BEFORE TAX	4,822	4432	7,866	3,434
Income Tax Expense	0	0	0	0
SURPLUS/(DEFICIT) AFTER TAX	4,822	4432	7,866	3,434
Surplus/Deficit attributable to:				
Stratford District Council	4,822	4432	7,866	3,434
OTHER COMPREHENSIVE REVENUE AND EXPENSE				
Loss on sale of financial assets at fair value through other comprehensive revenue and expenses	0	0	0	0
Revaluation of financial assets at fair value through other comprehensive revenue and expenses	0	0	0	0
Staff Gratuities Expenditure	0	(49)	(48)	-1
Gains/(Loss) on property revaluation	19,588	0	0	-
Total Other Comprehensive Revenue and Expense	19,588	(49)	(48)	(1)
TOTAL COMPREHENSIVE REVENUE AND EXPENSE	24,410	4,383	7,818	3,432
Total Comprehensive Revenue and Expense attributable to:				
Stratford District Council	24,410	4,383	7,818	3,432

APPENDIX 1**Prospective Statement of Financial Position**

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Current Assets				
Cash and Cash Equivalents	4,862	4,088	3,957	(131)
Debtors and Other Receivables	2,137	1,092	1,026	(66)
Total Current Assets	6,999	5,180	4,983	(197)
Non-Current Assets				
Investment in Other Financial Assets	1,090	2,333	921	(1,412)
Investment in Percy Thomson Trust (CCO)	0	0	0	(0)
Property, Plant & Equipment	352,664	373,669	344,529	(29,140)
Total Non-Current Assets	353,754	376,002	345,450	(30,552)
TOTAL ASSETS	360,753	381,183	350,433	(30,749)
Current Liabilities				
Creditors and Other Payables	2,462	1,708	2,067	359
Provisions	11	12	11	(1)
Employee Benefit Liabilities	167	155	117	(38)
Borrowings	5,500	891	1,500	609
Total Current Liabilities	8,140	2,765	3,695	929
Non-Current Liabilities				
Borrowings	11,209	28,011	23,036	(4,975)
Provisions	40	23	26	3
Employee Benefit Liabilities	46	45	47	2
Total Non-Current Liabilities	11,294	28,079	23,108	(4,971)
Equity				
Accumulated comprehensive revenue and expense	178,244	183,744	181,357	(2,387)
Reserves/Special Funds	5,345	8,157	7,076	(1,081)
Asset Revaluation Reserves	157,729	158,438	135,197	(23,241)
Total Equity	341,318	350,337	323,630	(26,708)
TOTAL LIABILITIES & EQUITY	360,753	381,183	350,433	(30,749)

APPENDIX 1

Prospective Statement of Changes in Net Assets/Equity

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
NET ASSETS/EQUITY - OPENING BALANCES				
Accumulated comprehensive revenue and expense	174,262	180,466	175,066	(5,400)
Reserves/Special Funds	4,505	7,051	5,549	(1,502)
Asset Revaluation Reserves	138,141	158,438	135,197	(23,241)
TOTAL NET ASSETS/EQUITY - Opening Balance	316,908	345,955	315,812	(30,143)
CHANGES IN NET ASSETS/EQUITY				
Accumulated comprehensive revenue and expense	3,982	3,278	6,291	3,013
Reserves/Special Funds	840	1,105	1,527	422
Asset Revaluation Reserves	19,588	0	0	0
TOTAL COMPREHENSIVE REVENUE AND EXPENSE	24,410	4,383	7,818	3,435
NET ASSETS/EQUITY - CLOSING BALANCES				
Accumulated comprehensive revenue and expense	178,244	183,744	181,357	(2,387)
Reserves/Special Funds	5,345	8,156	7,076	(1,080)
Asset Revaluation Reserves	157,729	158,438	135,197	(23,241)
TOTAL NET ASSETS/EQUITY - Closing Balance	341,318	350,337	323,630	(26,708)

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Prospective Statement of Net Public Debt

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Opening Balance	18,300	15,837	14,500	(1,337)
New Loans Raised	3,198	13,956	14,566	610
Annual Repayment	(4,789)	(891)	(4,530)	(3,639)
Closing Balance	16,709	28,902	24,536	(4,366)
BORROWING HIGHLIGHTS				
Interest Expense as a % of Rates Revenue	5.00%	7.12%	5.09%	2.04%
Debt as a % of Annual Operating Revenue	4.90%	8.25%	7.58%	0.67%



APPENDIX 1**Prospective Cash Flow Statement**

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>				
Cash was Provided From:				
Rates	12,345	13,052	13,052	(0)
Water Supply Targeted Rate	462	564	446	(118)
NZTA Financial Assistance	3,741	3,698	3,712	14
Interest Revenue	126	282	139	(143)
Sundry Revenue	41	34	44	10
Grants and Donations	124	3,771	3,676	(96)
Other Revenue	2,249	2,203	2,345	142
Cash from Operating Activities	19,089	23,603	23,412	(192)
Cash was Applied To:				
Supply of Goods and Services	9,830	9,768	9,762	(6)
Payments to Employees	3,573	3,582	4,161	579
Interest Paid on Public Debt	640	970	687	(283)
Cash applied to Operating Activities	14,043	14,320	14,610	290
NET CASH FROM OPERATING ACTIVITIES	5,046	9,284	8,802	(482)
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>				
Cash was Provided From:				
Sale of Investments	4,380	20	3,839	3,819
Cash from Investing Activities	4,380	20	3,839	3,819
Cash was Applied To:				
Purchase of Fixed Assets	7,467	22,035	21,909	-126
Purchase of Investments	0	0	0	0
Cash applied to Investing Activities	7,467	22,035	21,909	(126)
NET CASH FROM INVESTING ACTIVITIES	(3,087)	(22,015)	(18,070)	3,945
<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>				
Cash was Provided From:				
Loans Received	3,198	13,956	14,566	610
Cash from Financing Activities	3,198	13,956	14,566	610
Cash was Applied To:				
Repayment of Public Debt	4,789	891	4,530	3,639
Cash applied to Financing Activities	4,789	891	4,530	3,639
NET CASH FROM FINANCING ACTIVITIES	(1,591)	13,065	10,036	(3,029)
NET INCREASE (DECREASE) IN CASH HELD	367	334	768	434
TOTAL CASH RESOURCES AT 1 JULY	4,495	3,755	3,189	(566)
TOTAL CASH RESOURCES AT 30 JUNE	4,862	4,088	3,957	(131)

APPENDIX 1

Prospective Statement of Movements in Reserves

	2019/20 Annual Plan	2020/21 Long Term Plan	2020/21 Annual Plan	Variance
	\$000	\$000	\$000	\$000
<u>GENERAL RENEWALS RESERVE</u>				
Opening Balance	2,306	3,455	3,111	(344)
Interest Credited	65	138	78	(60)
Transfers In	1,001	1,163	1,106	(57)
Transfers Out	(448)	(456)	(378)	78
Closing Balance	2,924	4,300	3,917	(383)
<u>ROADING RENEWALS RESERVE</u>				
Opening Balance	421	639	700	61
Interest Credited	12	26	17	(9)
Transfers In	2,701	2,827	2,958	131
Transfers Out	(2,758)	(2,969)	(2,760)	209
Closing Balance	376	522	915	392
<u>CONTINGENCY RESERVE</u>				
Opening Balance	512	505	519	14
Interest Credited	14	20	13	(7)
Transfers In	0	0	0	0
Transfers Out	0	(20)	(13)	7
Closing Balance	526	505	519	14
<u>LOAN FINANCING RESERVE</u>				
Opening Balance	0	0	0	0
Interest Credited	0	0	0	0
Transfers In	4,789	891	4,530	3,639
Transfers Out	(4,789)	(891)	(4,530)	(3,639)
Closing Balance	0	0	0	0
<u>ASSET SALES PROCEEDS RESERVE</u>				
Opening Balance	653	1,323	661	(662)
Interest Credited	18	53	17	(36)
Transfers In	20	20	20	0
Transfers Out	0	0	0	0
Closing Balance	691	1,395	698	(698)
<u>TURF REPLACEMENT RESERVE</u>				
Opening Balance	10	20	20	0
Interest Credited	0	0	1	1
Transfers In	10	10	10	0
Transfers Out	0	0	0	0
Closing Balance	20	30	31	1
<u>STAFF GRATUITIES RESERVE</u>				
Opening Balance	146	163	148	(15)
Interest Credited	4	7	4	(3)
Transfers In	0	(49)	0	49
Transfers Out	0	0	(48)	(48)
Closing Balance	150	121	105	(16)
<u>MAYOR'S RELIEF FUND RESERVE</u>				
Opening Balance	6	6	5	(1)
Interest Credited	0	0	0	(0)
Transfers In	0	0	0	0
Transfers Out	0	0	0	0
Closing Balance	6	6	5	(1)

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APPENDIX 1

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
<u>ELSIE FRASER BEQUEST RESERVE</u>				
Opening Balance	51	14	40	26
Interest Credited	1	1	1	(0)
Transfers In	18	18	18	0
Transfers Out	(49)	(46)	(43)	3
Closing Balance	22	(14)	16	29
<u>RMA FINANCIAL CONTRIBUTIONS RESERVE</u>				
Opening Balance	449	483	531	48
Interest Credited	13	19	13	(6)
Transfers In	0	0	0	0
Transfers Out	0	0	0	0
Closing Balance	461	502	544	42
<u>STORMWATER RESERVE</u>				
Opening Balance	203	159	336	177
Interest Credited	6	6	8	2
Transfers In	116	125	141	16
Transfers Out	(57)	(163)	(58)	105
Closing Balance	269	126	427	300
<u>WATER SUPPLY RESERVE</u>				
Opening Balance	(711)	40	(629)	(669)
Interest Credited	0	2	(17)	(19)
Transfers In	420	444	414	(30)
Transfers Out	0	(210)	0	210
Closing Balance	(291)	276	(232)	(508)
<u>SOLID WASTE RESERVE</u>				
Opening Balance	193	97	138	41
Interest Credited	5	4	3	(1)
Transfers In	30	31	31	(0)
Transfers Out	(91)	(56)	(71)	(15)
Closing Balance	138	76	101	25
<u>WASTE WATER RESERVE</u>				
Opening Balance	265	148	(31)	(179)
Interest Credited	7	6	(1)	(7)
Transfers In	309	357	300	(57)
Transfers Out	(528)	(202)	(238)	(36)
Closing Balance	53	309	30	(279)
TOTAL PROJECTED RESERVES (excluding Asset Revaluation Reserves)	5,345	8,153	7,076	(1,083)
<u>ASSET REVALUATION RESERVES</u>				
Opening Balance	138,141	158,438	135,197	(23,241)
Transfers In	19,588	0	0	0
Transfers Out	0	0	0	0
Closing Balance	157,729	158,438	135,197	(23,241)
TOTAL PROJECTED RESERVES (including Asset Revaluation Reserves)	163,074	166,591	142,273	(24,324)

APPENDIX 1**Prospective Capital Expenditure**

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
<u>Roading</u>				
Level of Service Improvement	-	-	-	0
Replacements	3,199	3,359	3,107	252
<u>Stormwater</u>				
Level of Service Improvement	229	234	234	0
Replacements	57	58	58	(0)
<u>Water Supply</u>				
Level of Service Improvement	420	587	587	(0)
Replacements	338	414	414	(0)
<u>Solid Waste</u>				
Replacements	41	21	21	0
<u>Wastewater</u>				
Level of Service Improvement	1,038	485	485	0
Replacements	492	202	202	(0)
<u>Parks & Reserves</u>				
Level of Service Improvement	201	680	680	0
Replacements	-	-	-	0
<u>Property</u>				
Meet Additional Demand	794	-	-	0
Level of Service Improvement	352	15,740	15,879	(139)
Replacements	28	143	101	42
<u>Administration</u>				
Replacements	280	113	141	(28)
TOTAL PROJECTS (excl GST)	7,467	22,035	21,909	126
<u>FUNDING</u>				
Loans	3,198	13,956	14,566	(610)
Reserves	4,145	4,308	3,668	640
Grants/Donations	124	3,771	3,676	96
Rates	0	0	0	0
Subsidies	0	0	0	0
TOTAL (excl GST)	7,467	22,035	21,909	126

Depreciation and Amortisation Expense by Group of Activity

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Depreciation Allocated to each Group of Activities				
Community Services	639	726	717	9
Democracy	286	335	303	32
Economy	78	106	88	18
Environmental Services	8	7	7	0.0
Roading	2,709	2,783	2,814	(31)
Stormwater Drainage	116	125	141	(16)
Wastewater (Sewerage)	309	357	300	57
Solid Waste	30	31	31	0
Water Supply	420	444	414	30
TOTAL DEPRECIATION ALLOCATED TO EACH GROUP OF ACTIVITIES	4,594	4,912	4,815	97

APPENDIX 1

Notes to the above Statements

	2019/20 Annual Plan \$000	2020/21 Long Term Plan \$000	2020/21 Annual Plan \$000	Variance \$000
Note 1				
Rates Revenue consists of:				
- Rates	12,345	13,052	13,052	0
- Targeted rates for metered water supply	462	564	446	118
Total Rates Revenue	12,808	13,615	13,498	118
Note 2				
Subsidies and Grants consists of:				
- Subsidies from NZTA for financial assistance	3,741	3,698	3,712	(13)
- Grants	124	3,771	3,676	96
Total Subsidies and Grants Revenue	3,865	7,469	7,387	83
Note 3				
Investment in CCO's and other Entities				
- Percy Thomson Trust	\$100	\$100	\$100	\$0
- Stratford Health Trust	\$10	\$10	\$10	\$0
- Stratford Community House Trust	\$10	\$10	\$10	\$0
Total Investment in CCO's and other Entities	\$120	\$120	\$120	\$0

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APPENDIX 1

PROSPECTIVE ACCOUNTING POLICIES

Reporting Entity

The prospective financial statements of the Stratford District Council are for the year ended 30 June 2021.

The Stratford District Council (Council) is a territorial local authority governed by the provisions of the Local Government Act 2002 (the Act) and is domiciled in New Zealand.

The financial statements in this annual plan are those of the Council as a separate legal entity and not of the Council group.

The primary objective of Council is to provide services or goods for the community for social benefit rather than making a financial return. Accordingly, having regard to the criteria set out in the Public Benefit Entity Internal Public Sector Accounting Standards (PBE IPSAS), as a defined public entity under the Public Audit Act 2001, the Council is audited by the Auditor – General and is classed as a Public Sector Benefit Entity (PBE) for financial reporting purposes. Council has designated itself as a Tier 2 entity.

The financial information contained within this document is in terms of FRS 42: Prospective Financial Information. It has been prepared to enable the public to participate in the decision making processes regarding the services to be provided by Council over the financial year 2020/21 and to provide a broad accountability mechanism of Council to the community.

The operations of Council have been divided into the following activities:

- Community Services
- Democracy
- Economy
- Environmental Management
- Civil Defence and Emergency Management
- Roading
- Stormwater
- Wastewater (Sewerage)
- Solid waste
- Water Supply

Council also advise caution that the information in these statements may not be appropriate for purposes other than those described.

The prospective financial statements were authorised for issue by Council on 9 June 2020. The Mayor and Chief Executive that authorise the issue of the prospective financial statements by Council are responsible for the prospective financial statements presented, including the appropriateness of the assumptions underlying the prospective financial statements and all other required disclosures. No actual results have been incorporated in these prospective financial statements. It is not intended to update the prospective financial statements subsequent to presentation.

Measurement Base

The measurement base adopted is that of historical cost, modified by the revaluation of certain assets.

APPENDIX 1

Accounting Policies

The following accounting policies which materially affect the measurement of results and financial position have been applied consistently to the year ended 30 June 2021, unless otherwise stated.

1.1 BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS

The prospective financial statements have been prepared in accordance with the requirements of the Local Government Act 2002: Part 6, Section 93 and Part 1 of Schedule 10, which includes the requirement to comply with New Zealand generally accepted accounting practice (NZ GAAP).

These financial statements have been prepared in accordance with NZ GAAP. They comply with NZ PBE IPSAS, and other applicable Financial Reporting Standards, as appropriate for public benefit entities. Council is a tier 2 reporting entity using the public sector Public Benefit Entity Accounting Standards, as it has expenses between \$2.0m and \$30.00m, and is not publicly accountable.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$,000). The functional currency of Council is New Zealand dollars.

1.2 BUDGET FIGURES

The budget figures have been prepared in accordance with NZ GAAP and comply with NZ PBE IPSAS, and other applicable Financial Reporting Standards, using accounting policies that are consistent with those adopted in preparing these financial statements. Then as a tier 2 reporting entity Council uses the public sector Public Benefit Entity Accounting Standards.

Council has not presented group prospective financial statements because it believes that the parent prospective financial statements are more relevant to users. The main purpose of prospective financial statements is to provide users with information about the core services that the Council intends to provide ratepayers, the expected cost of those services and as a consequence how much Council requires by way of rates to fund the intended levels of service. The level of rates funding required is not affected by subsidiaries except to the extent that Council obtains distributions from, or further invests in, those subsidiaries. Such effects are included in the prospective financial statements of Council.

1.3 REVENUE

Revenue is measured at fair value:

The specific accounting policies for significant revenue are:

Rates Revenue

The following policies for rates have been applied:

- General rates, targeted rates (excluding water-by-meter), and uniform annual general charges are recognised at the start of the financial year to which the rates resolution relates. They are recognised at the amounts due. The Council considers the effect of payment of rates by instalments is not sufficient to require discounting of rates receivables and subsequent recognition of interest revenue.
- Rates arising from late payment penalties are recognised as revenue when rates become overdue
- Revenue from water-by-meter rates is recognised on an accrual basis based on usage. Unbilled usage, as a result of unread meters at year end, is accrued on an average usage basis.
- Rate remissions are recognised as a reduction of rates revenue when the Council has received an application that satisfies its rates remission policy.
- Rates collected on behalf of the Taranaki Regional Council (TRC) are not recognised in the financial statements, as the Council is acting as an agent for the TRC.

APPENDIX 1

Development and Financial Contributions

Development and financial contributions are recognised as revenue when the Council provides, or is able to provide, the service for which the contribution was charged. Otherwise, development and financial contributions are recognised as liabilities until such time as the Council provides, or is able to provide, the service.

New Zealand Transport Agency roading subsidies

The Council receives funding assistance from the New Zealand Transport Agency, which subsidises part of the costs of maintenance and capital expenditure on the local roading infrastructure. The subsidies are recognised as revenue upon entitlement, as conditions pertaining to eligible expenditure have been fulfilled.

Other grants received

Other grants are recognised as revenue when they become receivable unless there is an obligation in substance to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grants received in advance and recognised as revenue when conditions of the grant are satisfied.

Building and Resource Consent revenue

Fees and charges for building and resource consent services are recognised on a percentage completion basis with reference to the recoverable costs incurred at balance date.

Entrance Fees

Entrance fees are fees charged to users of the Council's local facilities, such as the pool. Revenue from entrance fees is recognised upon entry to such facilities.

Landfill Fees

Fees for disposing of waste at the Council's landfill are recognised as waste is disposed by users.

Sales of Goods

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

Infringement Fees and Fines

Infringement fees and fines mostly relate to traffic and parking infringements and are recognised when the infringement notice is issued. The Council recognises revenue at an amount based on the probability of collecting fines, which is estimated by considering the collection history of fines over the preceding 2 year period.

Vested or Donated Physical Assets

For assets received for no or nominal consideration, the asset is recognised at its fair value when the Council obtains control of the asset. The fair value of the asset is recognised as revenue, unless there is a use or return condition attached to the asset.

For long-lived assets that must be used for a specific use (e.g. land must be used as a recreation reserve), the Council immediately recognises the fair value of the asset as revenue. A liability is recognised only if the Council expects it will need to return or pass the asset to another party.

Interest and Dividends

Interest revenue is recognised using the effective interest method. Interest revenue on an impaired financial asset is recognised using the original effective interest rate.

Dividends are recognised when the right to receive payment has been established. When dividends are declared from pre-acquisition surpluses, the dividend is deducted from the cost of the investment.



APPENDIX 1

1.4 BORROWING COSTS

Borrowing costs are recognised as an expense in the period in which they are incurred.

1.5 GRANT EXPENDITURE

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where the Council has no obligation to award on receipt of the grant application and are recognised as expenditure when approved by the Council and the approval has been communicated to the applicant. The Council's grants awarded have no substantive conditions attached.

1.6 INCOME TAX

Income tax expense includes current tax and deferred tax.

Current tax is the amount of tax payable based on the taxable profit for the current year, and any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable surplus.

Deferred tax is measured at tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the entity expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which the deductible temporary differences or tax losses can be utilised.

Current and deferred tax is recognised against the profit or loss for the period, except to the extent that it relates to items recognised in other comprehensive revenue and expenses or directly in equity.

In general, local authorities are only subject to income tax on income derived from a council-controlled organisation and income derived as a port operator.

1.7 LEASES

Finance Leases

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether Council will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

Operating Leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

APPENDIX 1

1.8 CASH AND CASH EQUIVALENTS

Cash and cash equivalents includes cash on hand, deposits held with banks and other short term investments with maturities of three months or less, and bank overdrafts. Bank overdrafts are shown as a current liability in the statement of financial position.

1.9 DEBTORS AND OTHER RECEIVABLES

Debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost, less any provision for impairment.

1.10 INVENTORIES

Inventories are held for distribution or for use in the provision of goods and services. The measurement of inventories held for commercial distribution, are measured at the lower of cost and net realisable value.

Council inventory is made up of land held for development and future resale.

When land held for development and future resale is transferred from investment property/property, plant, and equipment to inventory, the fair value of the land at the date of the transfer is its deemed cost.

1.11 NON-CURRENT ASSETS HELD FOR SALE

Non-current assets held for sale are classified as such if their carrying amount will be recovered principally through a sale transaction, not through continuing use. Non-current assets held for sale are measured at the lower of their carrying amount and fair value less costs to sell.

Non-current assets are not depreciated or amortised while they are classified as held for sale.

1.12 PROPERTY, PLANT AND EQUIPMENT

Items of a capital nature over \$2,000 are treated as property, plant and equipment. Property, plant and equipment are classified into two categories:

Unrestricted Council is able to sell these assets without restrictions.

Restricted The disposal of these assets is limited by legislation, or in the manner in which they were vested, or cannot be physically uplifted and sold.

In most instances, an item of property, plant or equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

Property, plant and equipment classes of assets whose fair value can be measured reliably shall be carried at a revalued amount (except land under roads), being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the balance sheet date.

If there is no market-based evidence of fair value because of the specialised nature of the item of property, plant or equipment, Council will carry those classes of assets at its cost less any accumulated depreciation and any accumulated impairment losses value.

APPENDIX 1

Property, plant and equipment are valued as follows:

<i>Class</i>	<i>Method of Valuation</i>
<i>Land</i>	<i>Fair Value</i>
<i>Buildings</i>	<i>Optimised Depreciated Replacement Cost</i>
<i>Roads, Bridges and Footpaths</i>	<i>Depreciated Replacement Cost</i>
<i>Water Supply reticulation</i>	<i>Optimised Depreciated Replacement Cost</i>
<i>Water Supply treatment</i>	<i>Optimised Depreciated Replacement Cost</i>
<i>Wastewater reticulation</i>	<i>Optimised Depreciated Replacement Cost</i>
<i>Wastewater treatment</i>	<i>Optimised Depreciated Replacement Cost</i>
<i>Stormwater system</i>	<i>Optimised Depreciated Replacement Cost</i>

Valuation

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, plant or equipment within a class has a carrying value that is materially different from its fair value.

Council's land and building assets were revalued by Telfer Young (Taranaki) Limited, independent valuers as at 1 January 2020 at fair value as determined from market-based evidence.

Council's infrastructure assets consisting of Stormwater, Waste Water and Water Supply were revalued by Infrastructure Associates, independent valuers, as at 1 July 2018 in accordance with Financial Report Standard (PBE IPSAS 17) and the New Zealand Infrastructure Asset Valuation and Depreciation Guidelines.

Roading assets have been revalued by the independent valuers Calibre Consulting Ltd, also as at 1 July 2018.

Roading Corridor Land is valued on the fair value of adjacent land. This assumes land in its bare state without the benefit of roading, water supply, sewer etc. The valuation takes into consideration the sale of vacant land in the area which is suitably adjusted to reflect an unimproved state.

Land under roads was valued based on fair value provided by previous valuations in 2016 of the Rooding Network. This valuation was carried out by Calibre Consultants Ltd. Council elected to use the fair value of Land under Roads as at 1 July 2016 as the deemed cost. Land under roads is no longer revalued.

Public Benefit Entity Revaluation

Revaluation increases and decreases relating to individual assets within a class of assets are offset. Revaluation increases and decreases in respect of assets in different classes are not offset. Where the carrying amount of a class of assets is increased as a result of a revaluation, the net revaluation increase is credited to the revaluation reserve. The net revaluation increase shall be recognised in the Statement of Comprehensive Revenue and Expenses to the extent that it reverses a net revaluation decrease of the same class of assets previously recognised in the Statement of Comprehensive Revenue and Expense. A net revaluation decrease for a class of assets is recognised in the Statement of Comprehensive Revenue and Expense, except to the extent that it reverses a revaluation increase previously recognised in the revaluation reserve to the extent of any credit balance existing in the revaluation reserve in respect of the same class of asset.

Impairment

The carrying amount of Council's non-financial assets, other than investment property are reviewed at each Statement of Financial Position date to determine whether there is any indication of impairment. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, Council estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Where the future economic benefits of an asset are not primarily dependant on the asset's ability to generate net cash flows, and where Council, if deprived of the asset, replaces its remaining future economic benefits, value in use shall be determined as the depreciated replacement cost of the asset.

APPENDIX 1

Where Council accounts for revaluations of property, plant and equipment on a class of asset basis, an impairment loss on a revalued asset is recognised directly against any revaluation reserve in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation reserve for that same class of asset.

Where Council accounts for revaluations of property, plant and equipment on a class of asset basis, a reversal of an impairment loss on a revalued asset is credited directly to the revaluation reserve. However, to the extent that an impairment loss on the same class of asset was previously recognised in the Statement of Comprehensive Revenue and Expense, a reversal of that impairment loss is also recognised in the Statement of Comprehensive Revenue and Expense.

Disposals

Gains and losses on disposals are determined by comparing the disposal proceeds with the carrying amount of the asset. Gains and losses on disposals are reported net in the surplus or deficit. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to accumulated funds.

Subsequent Costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably.

Security

Council do not have any Property, Plant and Equipment pledged as security.

The costs of day-to-day servicing of property, plant and equipment are recognised in the surplus or deficit as they are incurred.

Additions

The cost of an item of property, plant and equipment is recognised as an asset only when it is probable that future economic benefits or service potential associated with the item will flow to the Council and group and the cost of the item can be measured reliably.

Work in progress is recognised at cost less impairment and is not depreciated.

In most instances, an item of property, plant, and equipment is initially recognised at its cost. Where an asset is acquired through a non-exchange transaction, it is recognised at its fair value as at the date of acquisition.

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits for service potential associated with the item will flow to the Council and group and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant and equipment are recognised in the surplus or deficit as they are incurred.



APPENDIX 1

1.13 DEPRECIATION

Depreciation is calculated on a straight line basis on all property, plant and equipment, excluding land, at rates that will write off the value of the assets, less their estimated residual values, over their useful lives.

The useful lives of the classes of assets have been estimated as follows:

	<u>Years</u>
Buildings	10-100
Plant	5-10
Motor Vehicles	5
Fixtures and Fittings	5-10
Office Equipment	4-10
Roading Base course	15-80
Roading Seal	2-16
Roading Culverts	20-80
Roading Sumps	80
Signs	10
Bridges (including Tunnels)	60-100
Footpaths	20-80
Streetlights	30
Stormwater	20-80
Water Supply Treatment	20-120
Water Supply Reticulation	20-120
Wastewater Treatment	40-80
Wastewater Reticulation	40-80
Street Beautification	10-100

1.14 INTANGIBLE ASSETS

Acquired software licences are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

The carrying value of an intangible asset with a finite life is amortised on a straight line basis. The amortisation charge is recognised in the Statement of Comprehensive Revenue and Expense. The useful lives of intangible assets have been estimated as follows:

- Software 3-10 years.

1.15 BUSINESS UNIT

Business Unit gains or losses are recorded in the equity of the Stratford District Council.

1.16 GOODS AND SERVICES TAX (GST)

All items in the financial statements are exclusive of GST, with the exception of receivables and payables which are stated as GST inclusive. When GST is not recoverable as an input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cashflow in the Statement of Cashflows.

Commitments and contingencies are disclosed exclusive of GST.

APPENDIX 1

1.17 COST OF SERVICE STATEMENTS

The Cost of Service Statements report the net cost of services for significant activities of Council, and are represented by the costs of providing the service less all revenue that can be allocated to these activities.

Cost Allocation

The Cost of Service Statements reflect the full cost of significant activities, by including direct costs, internal transfers, depreciation and indirect costs (overheads) allocated on the 'step' method, based on hours of service supplied to each activity.

'Direct Costs' are those costs directly attributable to a significant activity.

'Indirect Costs' are those costs which cannot be identified in an economically feasible manner with a specific significant activity.

1.18 FINANCIAL INSTRUMENTS

Council is party to financial instruments as part of its normal operations.

1.19 OTHER FINANCIAL ASSETS

Other Financial Assets

Financial assets are initially recognised at fair value plus transaction costs unless they are carried at fair value through surplus or deficit in which case the transaction costs are recognised in the surplus or deficit

Purchases and sales of financial assets are recognised on trade-date, the date on which the Council and group commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Council and group have transferred substantially all the risks and rewards of ownership.

Financial assets are classified into the following categories for the purpose of measurement:

- fair value through surplus or deficit;
- loans and receivables;
- held-to-maturity investments; and
- fair value through other comprehensive revenue and expense.

The classification of a financial asset depends on the purpose for which the instrument was acquired.

Financial assets at fair value through surplus or deficit

Financial assets at fair value through surplus or deficit include financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short-term or it is part of a portfolio of identified financial instruments that are managed together and for which there is evidence of short-term profit-taking. Derivatives are also categorised as held for trading unless they are designated into a hedge accounting relationship for which hedge accounting is applied.

Financial assets acquired principally for the purpose of selling in the short-term or part of a portfolio classified as held for trading are classified as a current asset. The current/non-current classification of derivatives is explained in the derivatives accounting policy above

After initial recognition, financial assets in this category are measured at their fair values with gains or losses on re-measurement recognised in the surplus or deficit.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets.

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After initial recognition, they are measured at amortised cost, using the effective interest method, less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit.

Loans to community organisations made at nil or below-market interest rates are initially recognised at the present value of their expected future cash flows, discounted at the current market rate of return for a similar financial instrument. The loans are subsequently measured at amortised cost using the effective interest method. The difference between the face value and present value of the expected future cash flows of the loan is recognised in the surplus or deficit as a grant.

Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities and there is the positive intention and ability to hold to maturity. They are included in current assets, except for maturities greater than 12 months after balance date, which are included in non-current assets.

After initial recognition they are measured at amortised cost, using the effective interest method, less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit.

Fair value through other comprehensive revenue and expense

Financial assets at fair value through other comprehensive revenue and expense are those that are designated into the category at initial recognition or are not classified in any of the other categories above. They are included in non-current assets unless management intends to dispose of, or realise, the investment within 12 months of balance date. The Council and group includes in this category:

- investments that it intends to hold long-term but which may be realised before maturity; and
- shareholdings that it holds for strategic purposes.

These investments are measured at their fair value, with gains and losses recognised in other comprehensive revenue and expense, except for impairment losses, which are recognised in the surplus or deficit.

On de-recognition, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

1.20 IMPAIRMENT OF FINANCIAL ASSETS

Financial assets are assessed for evidence of impairment at each balance date. Impairment losses are recognised in the surplus or deficit.

Loans and receivables, and held-to-maturity investments

Impairment is established when there is evidence that the Council and group will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership, or liquidation and default in payments are considered indicators that the asset is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate.

For debtors and other receivables, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written-off against the allowance account. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due). Impairment in term deposits, local authority stock, government bonds, and community loans, are recognised directly against the instrument's carrying amount.

Financial assets at fair value through other Comprehensive Revenue and Expense

For equity investments, a significant or prolonged decline in the fair value of the investment below its cost is considered objective evidence of impairment.

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For debt investments, significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, and default in payments are considered objective indicators that the asset is impaired.

If impairment evidence exists for investments at fair value through other comprehensive revenue and expense, the cumulative loss (measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in the surplus or deficit) recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Equity instrument impairment losses recognised in the surplus or deficit are not reversed through the surplus or deficit.

If in a subsequent period the fair value of a debt instrument increases and the increase can be objectively related to an event occurring after the impairment loss was recognised, the impairment loss is reversed in the surplus or deficit.

1.21 PAYABLES

Short-term creditors and other payables are recorded at their face value.

Borrowings

Borrowings are initially recognised at their fair value plus transaction costs. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless the Council or group has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

Employee entitlements

Provision is made in respect of Council's liability for annual leave, and retirement gratuities. Annual leave has been calculated on an actual entitlement basis at current rates of pay while the other provisions have been calculated on an actuarial basis.

Short-term employee entitlements

Employee benefits expected to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, and sick leave.

A liability and an expense are recognised for bonuses where the Council or group has a contractual obligation or where there is a past practice that has created a constructive obligation.

Long-term employee entitlements

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows.

Presentation of employee entitlements

Annual leave is classified as a current liability. Retirement gratuities expected to be settled within 12 months of balance date are classified as a current liability. All other employee entitlements are classified as a non-current liability.

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1.22 PROVISIONS

Council recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

1.23 EQUITY

Equity is the community's interest in the Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components.

- accumulated funds;
- restricted reserves;
- property revaluation reserve; and
- fair value through other comprehensive revenue and expense reserve.

Restricted reserves

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by the Council.

Restricted reserves include those subject to specific conditions accepted as binding by the Council and which may not be revised by the Council without reference to the Courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Also included in restricted reserves are reserves restricted by Council decision. The Council may alter them without reference to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Council.

Property revaluation reserve

This reserve relates to the revaluation of property, plant, and equipment to fair value.

Fair value through other Comprehensive Revenue and Expense reserve

This reserve comprises the cumulative net change in the fair value of assets classified as fair value through other comprehensive revenue and expense.

1.24 CRITICAL ACCOUNTING ESTIMATES AND ASSUMPTIONS

In preparing these financial statements Council has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and judgements are continually evaluated and are based on historical experience and other factors that are believed to be reasonable under the circumstances.

As operator of the urban and rural landfills in the district, Council has a legal obligation to provide ongoing maintenance and monitoring services at the landfill sites after closure.

To provide for the estimated cost of aftercare, a provision has been created, and a charge is made each year based on the estimated value of restoration works over the number of years Council is required to maintain these sites.

A number of assumptions and estimates are used when performing depreciated replacement cost valuations over infrastructural assets. These include:

- The physical condition of the asset. This is particularly so for those assets which are not visible, for example stormwater, wastewater and water supply pipes that are underground. This risk is minimised by Council performing physical inspections and condition modelling assessments of underground assets.

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- Estimating any obsolescence or surplus capacity of any asset.
- The remaining useful life over which the asset will be depreciated. These estimates can be impacted by local conditions, for example weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, Council could be over or underestimating the depreciation charge recognised in the Statement of Comprehensive Revenue and Expense. To minimise this risk useful lives are determined with reference to the NZ Infrastructural Asset Valuation and Depreciation guidelines published by the National Asset Management Steering Group. Asset inspections and condition modelling are also carried out regularly as part of Council's asset management planning activities.
- The replacement cost of an asset is based on recent construction contracts in the region for modern equivalent assets, from which unit rates are determined. Unit rates have been applied to components of the network based on size, material, depth and location.

1.25 ROUNDING ERRORS

Some rounding errors may occur in the financial statements due to stating dollar amounts to the nearest \$1,000.

1.26 CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

Management has exercised the following critical judgements in applying accounting policies for the year ended 30 June 2021:

Classification of property

The Council owns a number of properties held to provide housing to pensioners. The receipt of market-based rental from these properties is incidental to holding them. The properties are held for service delivery objectives as part of the Council's social housing policy. The properties are therefore accounted for as property, plant, and equipment rather than as investment property.

1.27 CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies.

APPENDIX 1**FUNDING IMPACT STATEMENTS****INTRODUCTION**

This Statement sets out the information required by Schedule 10 of the Local Government Act 2002 (LGA). It details the rating mechanisms to be used to cover the estimated expenses for the years of the plan.

The Funding Impact Statement should be read in conjunction with Council's Revenue and Financing Policy.

Council proposed that the following revenue and financing sources be used to cover the estimated expenses of Council for the period of the plan:

Important: All charges are GST inclusive, and funds raised are GST exclusive.

DEFINITION OF SEPARATELY USED OR INHABITED PARTS OF A RATING UNIT

A SUIP is a separately used or inhabited part of a rating unit and includes any part of a rating unit that is used or inhabited by any person. This definition applies to the application of the UAGC, the Solid Waste targeted rate and the Community Centre targeted rate.

This definition includes separately used parts, whether or not actually occupied at any particular time, which are provided by the owner for rental or other form of occupation on an occasional or long term. For the purpose of this definition, vacant land and vacant premises are separately used by the owner as a property available for separate sale, or provided by the owner for rental (or other form of occupation).

For a commercial rating unit (other than motels/hotels), this includes a building or part of a building that is, or is capable of being, separately tenanted, leased or subleased, and is not integral to the commercial operation. Motels/hotels are treated as one SUIP even if each accommodation unit may be capable of separate habitation.

For a residential rating unit, this includes a building or part of a building which is used, or is capable of being used, as an independent unit. An independent unit is any unit containing two of either (i) separate cooking and living facilities; (ii) separate entrance; and (iii) separate toilet or bathroom facilities.

Separate parts of buildings, after the first, that are uninhabitable and declared unsanitary under the Health Act 1956 or the Building Act 2004 are not SUIPs.

EXAMPLES

	NO. OF SUIP'S per rating unit
Single Dwelling	1
Dwelling plus granny flat	2
Six flats	6
Corner dairy with integral dwelling attached	1
Dwelling with nail business within dwelling	1
Dwelling with hair salon in structure detached from main house	2
Three retail shops and one industrial building	4
Garden centre with separate café	2
Farm with 1 dwelling	1
Farm with 3 dwellings	3
Farm run-off	1
Farm with 1 dwelling plus a contracting business	2
Hotel/Motel with six rooms (one commercial business activity)	1

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EXAMPLES

	NO. OF SUIP'S per rating unit
Hotel/Motel with attached restaurant	2
Caravan park with six cabins (one commercial business activity)	1
Rest home with 10 self-contained residential units	11

GENERAL RATE

Council set a general rate under section 13 of the Local Government (Rating) Act 2002 (LGRA) calculated on the capital value of each rateable rating unit within the district.

The general rate is set with no differential.

The rate (in cents per dollar of capital value) for 2020/21 is 0.15145 cents, raising \$4,092,000.

General rates will be used to fund all activities that are not covered by the uniform annual general charge, targeted rates or other funding mechanisms outlined in the Revenue and Financing Policy.

UNIFORM ANNUAL GENERAL CHARGE

Council set a UAGC under section 15 of the LGRA in respect of every separately used or inhabited part of a rateable rating unit within the district.

The UAGC for 2020/21 is \$689 per SUIP, raising \$2,880,000.

TARGETED RATE – ROADING

Council set a targeted rate under section 16 in respect of roading and street services based on the capital value of each rating unit within the District.

The roading rate (in cents per dollar of capital value) under section 16 for 2020/21 is 0.11218 cents, raising \$3,031,000.

The roading rate will be used to fund roading and street services activities within the District.

TARGETED RATE – SOLID WASTE

Council set a targeted rate under section 16 of the LGRA for refuse collection on the basis of an amount per each separately used or inhabited part of a rating unit from which Council is prepared to collect a container of refuse, as part of its normal refuse disposal service, in the Stratford and Midhirst domestic collection area.

The solid waste rate under section 16 for 2020/21 is \$310, raising \$698,000.

The solid waste rate will be used to fund the urban domestic refuse collection activity.

TARGETED RATE – WASTE WATER (SEWERAGE)

Council set a targeted rate under section 16 of the LGRA for sewerage as a fixed amount per separately used or inhabited part of a rating unit which is connected to a public sewerage drain.

For all non-commercial properties the differential factor is 1 (base) and the amount is \$380 per SUIP.

Commercial properties are differentiated by use as follows:

Commercial base category (all commercial rating units not included in any other commercial category) and the differential factor is also 1 (base) and the amount is \$380 per SUIP

- Commercial 2 (commercial rating units used for an activity requiring 2 toilets) differential factor 150% of base and the amount is \$570 per SUIP.
- Commercial 3 (commercial rating units used for an activity requiring 3 toilets) differential factor 200% of base and the amount is \$760 per SUIP.



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- Commercial 4 (commercial rating units used for an activity requiring 4 toilets) differential factor 225% of base and the amount is \$855 per SUIP.
- Commercial 5 (commercial rating units used for an activity requiring 5 toilets) differential factor 250% of base and the amount is \$950 per SUIP.
- Commercial 6 (commercial rating units used for an activity requiring 6 toilets) differential factor 275% of base and the amount is \$1,045 per SUIP.
- Commercial 7 (commercial rating units used for an activity requiring 7 toilets) differential factor 300% of base and the amount is \$1,140 per SUIP.
- Commercial Large (commercial rating units used for an activity requiring 8 or more toilets) differential factor 325% of base and the amount is \$1,235 per SUIP.

The sewerage system rate for 2020/21 is to raise \$891,000 and will be used to fund the waste water activity.

TARGETED RATES - WATER SUPPLY

Council set a targeted rate under section 16 of the LGRA for water supply on the basis of an amount per rating unit to which water is supplied in the Stratford Water Supply Area, the Midhirst Water Supply area, and the Toko Water Supply Area.

The water supply rate under section 16 for 2020/21 is \$576 per rating unit, raising \$1,461,000.

In addition, Council set a targeted rate for extraordinary water supply under section 19 of the LGRA on the basis of an amount per unit of water supplied in the Stratford Water Supply Area, the Midhirst Water Supply area, and the Toko Water Supply Area to any rating unit which has been fitted with a water meter.

The Stratford water supply rate under section 19 for 2020/21 is \$2.21 per cubic metre of supply in excess of 250 cubic metres per annum, raising \$432,775.

The Midhirst water supply rate under section 19 for 2020/21 is \$2.21 per cubic metre of supply in excess of 250 cubic metres per annum, raising \$10,495.

The Toko water supply rate under section 19 for 2020/21 is \$2.21 per cubic metre of supply in excess of 250 cubic metres per annum, raising \$2,618.

The water supply rates will be used to fund the water supply activities in the Stratford, Midhirst and Toko areas.

TARGETED RATES - COMMUNITY CENTRES

Council sets targeted rates under section 16 of the LGRA for community centres on the basis of an amount per separately used or inhabited part of a rating unit in the listed community areas. This rate uses a fixed charge based on the location of the rating unit.

The community centre rates for 2020/21 are:

- A fixed charge of \$23.00 within the Wharehuia/Te Popo Community Centre area per SUIP collecting \$1,860.
- A fixed charge of \$13.80 within the Pembroke Road Community Centre area per SUIP collecting \$816.
- A fixed charge of \$34.50 within the Toko Community Centre area per SUIP collecting \$3,150.
- A fixed charge of \$17.25 within the Pukengahu Community Centre area per SUIP collecting \$630.
- A fixed charge of \$17.25 within the Midhirst Community Centre area per SUIP collecting \$3,810.
- A fixed charge of \$23.00 within the Ngaere Community Centre area per SUIP collecting \$2,020.
- A fixed charge of \$11.50 within the Makahu Community Centre area per SUIP collecting \$370.
- A fixed charge of \$30.00 within the Cardiff Community Centre area per SUIP collecting \$1,826.

The community centres rate will be used to fund the operating costs of the community centres and will raise \$14,482.

APPENDIX 1**PAYMENT DUE DATES AND PENALTIES**

All rates, except those for metered water supply, will be payable in four equal instalments due on:

1 st Instalment:	26 August 2020
2 nd Instalment:	25 November 2020
3 rd Instalment:	24 February 2021
4 th Instalment:	26 May 2021

Pursuant to Sections 57 and 58 of the LGRA the following penalties on unpaid rates (excluding metered water rates) will be added:

- A charge of 10% on so much of any instalment that has been assessed after 1 July 2020 and which remains unpaid after the due date for that instalment. The penalty will be added on the following dates:
 - 1st Instalment 2 September 2020
 - 2nd Instalment 2 December 2020
 - 3rd Instalment 3 March 2021
 - 4th Instalment 2 June 2021
- A charge of 10% on so much of any rates assessed before 1 July 2020 which remain unpaid on 1 July 2020. The penalty will be added on 10 July 2020.
- A continuing additional penalty of 10% on so much of any rates assessed before 1 July 2020, to which a penalty has been added under the immediately preceding bullet point, and which remain unpaid six months after the previous penalty was added. The penalty will be added on 11 January 2021.
- Penalties imposed are exempt from GST.

Payment Due Dates for Metered Water Supply

A charge of 10% on any amount outstanding for the quarter which remains unpaid on the following dates will be added on the dates below:

<u>Period</u>	<u>Due Date</u>	<u>Penalty Date</u>
1 July to 30 September 2020	11 December 2020	18 December 2020
1 October to 31 December 2020	12 March 2021	19 March 2021
1 January to 31 March 2021	11 June 2021	18 June 2021
1 April to 30 June 2021	10 September 2021	17 September 2021

EARLY PAYMENT

Sections 55 and 56 of the Local Government (Rating) Act 2002 empowers Council to allow for the early payment of rates.

- Council proposes to accept early payment of all rates assessed for the 2020/21 year, but no discount will be applied for early payment. (Section 55).
- Council proposes to accept early payment of all rates assessed for the 2021/22 and subsequent years, but no discount will be applied for early payment. These payments will be applied to general rates or individual targeted rates if requested by the ratepayer, otherwise they will be applied against future general rates. (Section 56).

PAYMENT LOCATIONS – ALL RATES AND CHARGES

Payments can be made online by going to <https://www.stratford.govt.nz> and clicking on “Pay Online”.

Mail and electronic payments shall be deemed to be received at the Council Office on day of receipt. The Council accepts payments by cash, eftpos or credit card between the hours of 8.30 am to 4.30 pm, Monday to Friday, at the Council offices, Miranda Street, Stratford.

APPENDIX 1**STRATFORD DISTRICT COUNCIL FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2021****For the Whole of Council**

	Annual Plan	Long Term Plan	Annual Plan
	2019/20	2020/21	2020/21
	\$000	\$000	\$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	6,253	6,248	6,971
Targeted rates	6,555	6,636	6,526
Subsidies and grants for operating purposes	1,902	1,795	1,933
Fees and charges	2,249	2,169	2,345
Interest and dividends from investments	126	223	139
Local authorities fuel tax, fines, infringement fees, and other receipts	41	34	44
Total operating funding (A)	\$17,126	\$17,105	\$17,958
Applications of operating funding			
Payment to staff and suppliers	13,392	13,111	13,864
Finance costs	640	644	687
Other operating funding applications	-	-	-
Total applications of operating funding (B)	\$14,032	\$13,755	\$14,551
Surplus (deficit) of operating funding (A-B)	\$3,095	\$3,350	\$3,407
Sources of capital funding			
Subsidies and grants for capital expenditure	1,963	1,964	5,454
Development and financial contributions	-	-	-
Increase (decrease) in debt	(1,591)	1,960	10,036
Gross proceeds from sale of assets	4,360	-	3,819
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	\$4,731	\$3,924	\$19,309
Applications of capital funding			
Capital expenditure to:			
- meet additional demand	-	-	-
- improve the level of service	2,240	2,232	17,865
- replace existing assets	5,227	4,771	4,044
Increase (decrease) in reserves	358	271	808
Increase (decrease) in investments	-	-	-
Total applications of capital funding (D)	\$7,825	\$7,274	\$22,717
Surplus (deficit) of capital funding (C-D)	(\$3,094)	(\$3,350)	(\$3,408)
Funding balance ((A-B) + (C-D))	\$0	\$0	\$0

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Funding Impact Statement - Note

The Funding Impact Statement is required under the Local Government Act 2002 Schedule and conforms to the Local Government (Financial Reporting) Regulations 2014.

Generally accepted accounting practice does not apply to the preparation of the Funding Impact Statement as stated in Section 111(2) of the Local Government Act.

Reconciliation between the surplus in the Prospective Statement of Revenue and Expense and Surplus(Deficit) of operating funding in the Funding Impact Statement

	Long Term Plan 2019/20 \$000	Long Term Plan 2020/21 \$000	Annual Plan 2020/21 \$000
Surplus of operating funding from Funding Impact Statement	3,094	\$3,350	3,408
Subsidies and grants for capital expenditure	1,963	1,964	5,454
Gross proceeds from sale of assets	4,360	-	3,819
Depreciation	(4,594)	(4,789)	(4,815)
Net Surplus before taxation in Prospective Statement of Revenue and Expense	\$4,822	\$524	\$7,866



APPENDIX 1**STRATFORD DISTRICT COUNCIL FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2021****For Community Services**

	Long Term Plan 2019/20 \$000	Long Term Plan 2020/21 \$000	Annual Plan 2020/21 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	3,253	3,221	3,669
Targeted rates	14	14	14
Subsidies and grants for operating purposes	-	-	-
Fees and Charges	541	527	491
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	5	12	14
Total operating funding (A)	\$3,813	\$3,774	\$4,188
Applications of operating funding			
Payment to staff and suppliers	2,347	2,255	2,473
Finance costs	54	70	212
Internal charges & overheads applied	879	885	911
Other operating funding applications	-	-	-
Total applications of operating funding (B)	\$3,280	\$3,210	\$3,596
Surplus (deficit) of operating funding (A-B)	\$533	\$564	\$591
Sources of capital funding			
Subsidies and grants for capital expenditure	124	124	3,676
Development and financial contributions	-	-	-
Increase (decrease) in debt	225	245	12,477
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	\$349	\$369	\$16,152
Applications of capital funding			
Capital expenditure to:			
- meet additional demand	-	-	-
- improve the level of service	446	469	16,503
- replace existing assets	25	3	11
Increase (decrease) in reserves	410	462	229
Increase (decrease) in investments	-	-	-
Total applications of capital funding (D)	\$881	\$933	\$16,744
Surplus (deficit) of capital funding (C-D)	(\$532)	(\$564)	(\$591)
Funding balance ((A-B) + (C-D))	\$0	\$0	\$0

APPENDIX 1**STRATFORD DISTRICT COUNCIL FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2021****For Roading**

	Annual Plan	Long Term Plan	Annual Plan
	2019/20	2020/21	2020/21
	\$000	\$000	\$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	(6)	(7)	(12)
Targeted rates	3,039	2,990	3,031
Subsidies and grants for operating purposes	1,902	1,795	1,883
Fees and Charges	330	288	496
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	2	5	5
Total operating funding (A)	\$5,268	\$5,071	\$5,402
Applications of operating funding			
Payment to staff and suppliers	3,635	3,483	3,603
Finance costs	-	32	-
Internal charges & overheads applied	321	311	314
Other operating funding applications	-	-	-
Total applications of operating funding (B)	\$3,955	\$3,827	\$3,917
Surplus (deficit) of operating funding (A-B)	\$1,312	\$1,245	\$1,485
Sources of capital funding			
Subsidies and grants for capital expenditure	1,839	1,839	1,829
Development and financial contributions	-	-	-
Increase (decrease) in debt	-	(29)	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	\$1,839	\$1,810	\$1,829
Applications of capital funding			
Capital expenditure to:			
- meet additional demand	-	-	-
- improve the level of service	-	-	-
- replace existing assets	3,199	3,353	3,107
Increase (decrease) in reserves	(48)	(299)	207
Increase (decrease) in investments	-	-	-
Total applications of capital funding (D)	\$3,150	\$3,055	\$3,313
Surplus (deficit) of capital funding (C-D)	(\$1,312)	(\$1,245)	(\$1,485)
Funding balance ((A-B) + (C-D))	\$0	\$0	\$0

APPENDIX 1**STRATFORD DISTRICT COUNCIL FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2021****For Water Supply**

	Annual Plan 2019/20 \$000	Long Term Plan 2020/21 \$000	Annual Plan 2020/21 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	1,939	2,064	1,907
Subsidies and grants for operating purposes	-	-	-
Fees and Charges	-	-	-
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	2	5	6
Total operating funding (A)	\$1,941	\$2,068	\$1,913
Applications of operating funding			
Payment to staff and suppliers	953	1,032	860
Finance costs	264	337	214
Internal charges & overheads applied	304	274	426
Other operating funding applications	-	-	-
Total applications of operating funding (B)	\$1,521	\$1,643	\$1,499
Surplus (deficit) of operating funding (A-B)	\$420	\$425	\$414
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	431	625	662
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	\$431	\$625	\$662
Applications of capital funding			
Capital expenditure to:			
- meet additional demand	-	-	-
- improve the level of service	420	420	587
- replace existing assets	338	538	414
Increase (decrease) in reserves	92	92	75
Increase (decrease) in investments	-	-	-
Total applications of capital funding (D)	\$851	\$1,050	\$1,076
Surplus (deficit) of capital funding (C-D)	(\$420)	(\$425)	(\$414)
Funding balance ((A-B) + (C-D))	\$0	\$0	\$0

APPENDIX 1**STRATFORD DISTRICT COUNCIL FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2021****For Waste Water (Sewerage)**

	Annual Plan	Long Term Plan	Annual Plan
	2019/20	2020/21	2020/21
	\$000	\$000	\$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	878	873	891
Subsidies and grants for operating purposes	-	-	-
Fees and Charges	71	71	73
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	1	3	3
Total operating funding (A)	\$951	\$947	\$967
Applications of operating funding			
Payment to staff and suppliers	441	442	430
Finance costs	58	70	61
Internal charges & overheads applied	180	152	212
Other operating funding applications	-	-	-
Total applications of operating funding (B)	\$678	\$664	\$703
Surplus (deficit) of operating funding (A-B)	\$273	\$283	\$264
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	971	972	394
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	\$971	\$972	\$394
Applications of capital funding			
Capital expenditure to:			
- meet additional demand	-	-	-
- improve the level of service	1,038	1,038	485
- replace existing assets	492	492	202
Increase (decrease) in reserves	(286)	(274)	(29)
Increase (decrease) in investments	-	-	-
Total applications of capital funding (D)	\$1,244	\$1,255	\$658
Surplus (deficit) of capital funding (C-D)	(\$273)	(\$283)	(\$264)
Funding balance ((A-B) + (C-D))	\$0	\$0	\$0

APPENDIX 1**STRATFORD DISTRICT COUNCIL FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2021****For Stormwater**

	Annual Plan	Long Term Plan	Annual Plan
	2019/20	2020/21	2020/21
	\$000	\$000	\$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	354	355	327
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and Charges	-	-	-
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	1	2	2
Total operating funding (A)	\$354	\$357	\$329
Applications of operating funding			
Payment to staff and suppliers	105	115	61
Finance costs	25	28	18
Internal charges & overheads applied	108	95	108
Other operating funding applications	-	-	-
Total applications of operating funding (B)	\$238	\$238	\$188
Surplus (deficit) of operating funding (A-B)	\$116	\$119	\$141
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	199	151	207
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	\$199	\$151	\$207
Applications of capital funding			
Capital expenditure to:			
- meet additional demand	-	-	-
- improve the level of service	229	228	234
- replace existing assets	57	57	58
Increase (decrease) in reserves	30	(15)	56
Increase (decrease) in investments	-	-	-
Total applications of capital funding (D)	\$315	\$270	\$348
Surplus (deficit) of capital funding (C-D)	(\$116)	(\$119)	(\$141)
Funding balance ((A-B) + (C-D))	\$0	\$0	\$0

APPENDIX 1**STRATFORD DISTRICT COUNCIL FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2021****For Solid Waste**

	Annual Plan 2019/20 \$000	Long Term Plan 2020/21 \$000	Annual Plan 2020/21 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	19	19	19
Targeted rates	698	709	698
Subsidies and grants for operating purposes	-	-	-
Fees and Charges	81	81	83
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	1	2
Total operating funding (A)	\$799	\$810	\$801
Applications of operating funding			
Payment to staff and suppliers	668	630	671
Finance costs	34	47	26
Internal charges & overheads applied	146	142	133
Other operating funding applications	-	-	-
Total applications of operating funding (B)	\$848	\$819	\$829
Surplus (deficit) of operating funding (A-B)	(\$49)	(\$9)	(\$29)
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	(39)	(43)	(38)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	(\$39)	(\$43)	(\$38)
Applications of capital funding			
Capital expenditure to:			
- meet additional demand	-	-	-
- improve the level of service	-	-	-
- replace existing assets	52	52	32
Increase (decrease) in reserves	(141)	(104)	(99)
Increase (decrease) in investments	-	-	-
Total applications of capital funding (D)	(\$89)	(\$52)	(\$66)
Surplus (deficit) of capital funding (C-D)	\$49	\$9	\$29
Funding balance ((A-B) + (C-D))	\$0	\$0	\$0

APPENDIX 1**STRATFORD DISTRICT COUNCIL FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2021****For Democracy**

	Annual Plan	Long Term Plan	Annual Plan
	2019/20	2020/21	2020/21
	\$000	\$000	\$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	1,070	1,003	1,031
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and Charges	60	60	70
Internal charges and overheads recovered	1,220	1,343	1,138
Local authorities fuel tax, fines, infringement fees, and other receipts	4	11	9
Total operating funding (A)	\$2,355	\$2,417	\$2,248
Applications of operating funding			
Payment to staff and suppliers	1,723	1,784	1,649
Finance costs	-	-	-
Internal charges & overheads applied	631	633	599
Other operating funding applications	-	-	-
Total applications of operating funding (B)	\$2,355	\$2,417	\$2,248
Surplus (deficit) of operating funding (A-B)	\$0	\$0	\$0
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	\$0	\$0	\$0
Applications of capital funding			
Capital expenditure to:			
- meet additional demand	-	-	-
- improve the level of service	-	-	-
- replace existing assets	283	288	189
Increase (decrease) in reserves	(283)	(288)	(189)
Increase (decrease) in investments	-	-	-
Total applications of capital funding (D)	\$0	\$0	\$0
Surplus (deficit) of capital funding (C-D)	\$0	\$0	\$0
Funding balance ((A-B) + (C-D))	\$0	\$0	\$0

APPENDIX 1**STRATFORD DISTRICT COUNCIL FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2021****For Economy**

	Annual Plan	Long Term Plan	Annual Plan
	2019/20	2020/21	2020/21
	\$000	\$000	\$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	592	586	663
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and Charges	654	663	635
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	2	5	5
Total operating funding (A)	\$1,248	\$1,254	\$1,303
Applications of operating funding			
Payment to staff and suppliers	687	636	746
Finance costs	206	108	156
Internal charges & overheads applied	295	303	346
Other operating funding applications	-	-	-
Total applications of operating funding (B)	\$1,188	\$1,048	\$1,248
Surplus (deficit) of operating funding (A-B)	\$60	\$206	\$55
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	(3,518)	(101)	(3,746)
Gross proceeds from sale of assets	4,360	-	3,819
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	\$841	(\$101)	\$73
Applications of capital funding			
Capital expenditure to:			
- meet additional demand	794	-	-
- improve the level of service	-	-	-
- replace existing assets	45	15	97
Increase (decrease) in reserves	63	90	31
Increase (decrease) in investments	-	-	-
Total applications of capital funding (D)	\$902	\$105	\$128
Surplus (deficit) of capital funding (C-D)	(\$60)	(\$206)	(\$55)
Funding balance ((A-B) + (C-D))	\$0	\$0	\$0

APPENDIX 1**STRATFORD DISTRICT COUNCIL FUNDING IMPACT STATEMENT FOR THE YEAR ENDED 30 JUNE 2021****For Environmental Services**

	Annual Plan	Long Term Plan	Annual Plan
	2019/20	2020/21	2020/21
	\$000	\$000	\$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	982	1,082	1,276
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and Charges	497	464	484
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	4	11	13
Total operating funding (A)	\$1,484	\$1,558	\$1,772
Applications of operating funding			
Payment to staff and suppliers	778	891	918
Finance costs	-	1	2
Internal charges & overheads applied	698	657	844
Other operating funding applications	-	-	-
Total applications of operating funding (B)	\$1,476	\$1,549	\$1,764
Surplus (deficit) of operating funding (A-B)	\$8	\$8	\$8
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	61	60	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	\$61	\$60	\$0
Applications of capital funding			
Capital expenditure to:			
- meet additional demand	-	-	-
- improve the level of service	61	61	-
- replace existing assets	-	-	-
Increase (decrease) in reserves	8	7	8
Increase (decrease) in investments	-	-	-
Total applications of capital funding (D)	\$69	\$68	\$8
Surplus (deficit) of capital funding (C-D)	(\$8)	(\$8)	(\$8)
Funding balance ((A-B) + (C-D))	\$0	\$0	\$0

APPENDIX 1**FEES AND CHARGES 2020/21***(Note: all prices include GST, if any)***ABANDONED VEHICLES**

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

AERODROME

Strip Hire Fee	\$6.50	Per tonne
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BUILDING

Processing of a Building Consent *(Including the Project Information Memorandum through to the issue of a building consent, unless otherwise specified, inspections required following the issue of the consent are an additional fee.)*

Project Information Memorandum <i>(when requested separate from a Building Consent)</i>	\$280.00	
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Fee for ALL manual/hardcopy applications	\$50.00	Fixed fee.
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(this fee will be charged on ALL Building applications not submitted via the [online portal](#))

Provision of a Record of Title	\$20.00	Fixed fee.
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Building Consent data

• Per month	\$30.00	Fixed fee.
• One year	\$120.00	Fixed fee.

<u>Section 73</u> notification of building on land subject to natural hazards.	\$145.00	Fixed fee.
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<u>Section 77</u> certification of building on land over two or more allotments.	\$320.00	Fixed fee (includes LINZ fixed fee of \$176.00, pursuant to Section 75).
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New residential dwelling (house/townhouse/apartment) <i>Includes flat-pack styles</i>	\$1,750.00	Base fee. Buildings with a value over \$20,000 will also be subject to:
New buildings – commercial/retail		• Building Research Association of NZ (BRANZ) levy .
Cow sheds/milking sheds		• Ministry of Business, Innovation and Employment levy.

Relocated buildings	\$820.00	Base fee. Buildings with a value over \$20,000 will also be subject to:
		• Building Research Association of NZ (BRANZ) levy .
		• Ministry of Business, Innovation and Employment levy.

APPENDIX 1

Residential or commercial alterations/ additions ⇒ UNDER \$20,000 in value	\$820.00	Fixed fee.
Residential or commercial alterations/ additions ⇒ OVER \$20,000 in value	\$1,400.00	Base fee. Buildings with a value over \$20,000 will also be subject to: <ul style="list-style-type: none"> • Building Research Association of NZ (BRANZ) <u>levy</u>. • Ministry of Business, Innovation and Employment levy.
Accessory buildings – residential (garages/carports)	\$750.00	Base fee. Buildings with a value over \$20,000 will also be subject to: <ul style="list-style-type: none"> • Building Research Association of NZ (BRANZ) <u>levy</u>. • Ministry of Business, Innovation and Employment levy.
Pole sheds – residential or commercial	\$750.00	Base fee. Buildings with a value over \$20,000 will also be subject to: <ul style="list-style-type: none"> • Building Research Association of NZ (BRANZ) <u>levy</u>. • Ministry of Business, Innovation and Employment levy.
Pole sheds – residential or commercial – where the application is submitted under a <u>Producer Statement</u>	\$350.00	Base fee. Buildings with a value over \$20,000 will also be subject to: <ul style="list-style-type: none"> • Building Research Association of NZ (BRANZ) <u>levy</u>. • Ministry of Business, Innovation and Employment levy.
Fireplaces: Inbuilt/free-standing	\$450.00	Fixed fee, including administration and inspection/s.
Inbuilt/free-standing (dry or with wetback) – where the application is submitted under a <u>Producer Statement</u>	\$350.00	
Insulation of exterior walls	\$450.00	Fixed fee.
Sewage and drainage	\$450.00	Fixed fee, including administration and inspection/s.
Tents/marquees (established or in use for a minimum of 5 days)	\$350.00	Fixed fee.
Amusement devices: <u>Pursuant to the Amusement Devices Regulations 1978</u> Inspection fee for –		
• One device for first seven days (or part thereof).	\$11.50	Per device.
• Each additional device operated by the same owner for the first seven days (or part thereof).	\$2.30	Per device.
• Each further period of seven days (or part thereof).	\$1.15	Per device.
Pool Inspections: New pool (as a stand-alone Building Consent application)	\$300.00	Fixed fee.
Inspection (required 3-yearly)	\$130.00	Per inspection.
Re-inspection (if non-compliance identified)	\$95.00	Per inspection.
Spa pool exemption application	\$130.00	Per exemption (for the life of the pool).
Inspections: Inspections and re-inspections	\$95.00	Per inspection
Final inspection before issue of Code Compliance Certificate	\$245.00	

APPENDIX 1

<u>Certificate of Acceptance</u>	\$1,500.00	Base fee. Buildings with a value over \$20,000 will also be subject to: <ul style="list-style-type: none"> • Building Research Association of NZ (BRANZ) levy. • Ministry of Business, Innovation and Employment levy.
Notice to Fix - Dangerous/Insanitary Notification	\$300.00	Fixed fee.
Building Consent Amendment	At cost	As per staff charge out rates
	\$110.00	Fixed fee.
Building Consent Extension, Exemption Levies		
Building Research Levy		As required by statute
MBIE (Formerly DBH) Levy – Certificates and Miscellaneous Notices		As required by statute
<u>Certificate of Public Use</u>		
• Altered Buildings	\$85.00	Fixed fee.
• New Buildings	\$145.00	Fixed fee.
<u>Compliance Schedules</u>		
New building (requiring Building Consent)	\$265.00	Base fee. A \$75 fee per <u>Specified System</u> also applies.
Existing building (may or may not require Building Consent)	\$550.00	Base fee. A \$75 fee per <u>Specified System</u> also applies.
Amendment to Compliance Schedule	\$120.00	Base fee. A \$75 fee per <u>Specified System</u> also applies.
<u>Building Warrant of Fitness (BWof)</u>		
Site audit and findings report	\$125.00	Fixed fee.
<u>Independently Qualified Persons (IQP's)</u>		
Application	\$265.00	Fixed fee.
Renewal	\$145.00	Fixed fee.
Amendment	\$50.00	
<i>The following building works are exempt from all consent application and inspection fees required for the installation/construction of those works:</i>		
<ul style="list-style-type: none"> • Power generation where the generated power is for use only on the same property • Solar hot water heating (the exemption includes all plumbing inspections) • Plumbing and drainage systems allowing for the use of recycled water (the exemption includes all plumbing and drainage inspections) 		
Street Damage		
Inspection	\$170.00	Per inspection
Refundable Bond:		
• New Construction	\$2,500.00	
• Demolition/relocation of existing building	\$3,000.00	
Repairs of Street Damages	At cost	
Vehicle Crossing		
Refundable bond - new development on existing section with sub-standard crossing	\$1,000.00	

Bonds held by Council do not accrue interest.

APPENDIX 1**BYLAWS**

All licences and certificates as required under Council bylaw*	\$230.00	
Call Out Fee (in breach of bylaw, charged to offender)	\$300.00	
Release of Impounded Stereo	\$150.00	
Release of Impounded Skateboard or Cycle	\$50.00	
Permit for Stands and Stalls in a Public Place (Bylaw 314) **	\$20.00	Per stand or stall per day with a minimum fee of \$60.00

* Excludes licences under:

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

*Also excludes licenses under the Trade Waste

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

CEMETERY

Plot purchase

- | | |
|--------------------------|------------|
| • Adult | \$2,200.00 |
| • Child (under 14 years) | \$1,500.00 |
| • Ashes plot | \$1,000.00 |
| • RSA plot | no charge |
| • Memorial Wall | \$180.00 |

Interments (includes grave digging)

- | | |
|--------------------------|------------|
| • Adult | \$1,500.00 |
| • Child (under 14 years) | \$1,100.00 |
| • Stillborn | \$550.00 |
| • Ashes | \$380.00 |

Miscellaneous Charges

- | | | |
|-----------------------------------|------------|--|
| • Conversion of Plot to Lawn Type | \$1,200.00 | Maintenance and perpetuity Fee |
| • Bond for damage (Private Users) | \$300.00 | Damage in excess of bond will be charged at cost |

Notes (Cemetery)

- Weekends/Public Holidays Fees are included in above charges.
- Administration and Permit Fees are included in above charges.
- Disinterment and Reinterment are the same as interment charges above.
- Extra Depth is included in above charges.
- Services Cemetery fees are the same as the adult interment charge above.
- Services Cemetery Purchase of Plot is free as per Stratford Borough Council decision at meeting on 16 July 1917.
- Memorial Wall Plaque - porcelain material, size 290mm x 240mm

APPENDIX 1**DOG AND ANIMAL CONTROL**

Registration Fees	Discounted Fee if paid prior to 1 August 2020 (per dog)	Standard Fee if paid on or after 1 August 2020 (per dog)
Rural dog (for every dog up to and including first three dogs)	\$45.00	\$55.00
Rural dog (for every dog after first three dogs)	\$35.00	\$40.00
General Dog Owner	\$145.00	\$180.00
Good Dog Owner (refer Dog Control Policy)	\$115.00	\$145.00
Select Dog Owner (refer Dog Control Policy)	\$60.00	\$75.00
Urban Multiple Dog Licence		
<ul style="list-style-type: none"> • Application • Annual Renewal 	\$60.00 \$30.00	
Micro chipping	At cost	
Replacement Tag	\$5.00	
Impounding Fees		
Dogs:		
<ul style="list-style-type: none"> • Registered dog, 1st Impounding • Registered dog, subsequent Impounding • Unregistered dog • Unregistered dog under 3 months • After hours pound release fee 	\$150.00 \$250.00 \$300.00 \$150.00 \$60.00	Plus registration Plus registration Requires payment of all applicable fees (impounding, sustenance & after hours release) at iSite/pool/library during opening hours prior to release Per day
<ul style="list-style-type: none"> • Sustenance fee per dog • Destruction • Re-housing fee 	\$10.00 At cost \$50.00	Per day
Other animals:		
<ul style="list-style-type: none"> • Stock, excluding sheep and goats • Sheep and goats • Sustenance fee per animal (all stock) • Advertising • Droving 	\$50.00 \$15.00 \$10.00 At cost At cost	Per day As per staff charge out rates or cost if provided by contractor As per staff charge out rates
<ul style="list-style-type: none"> • Call Out Fee • Transporting of Stock 	At cost At cost	

Notes

- *The criteria for these categories are given within the Stratford District Council Dog Control Policy.*
- *Any application to be a Select Dog Owner must be made before 30 April 2020.*
- *Infringements may be issued for all outstanding registrations after 1 October 2020.*

APPENDIX 1**HEALTH LICENCES****Health Act Registrations and Annual Renewals**

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

Food Act 2014

• Application for registration of a food control plan	\$460.00	Fixed fee (includes up to 2 hours processing time)
• Renewal of registration	\$315.00	Fixed fee (includes up to 1 hour processing time)
• Transfer of registration	\$400.00	
• Initial verification visit including follow up remedial action	\$400.00	Fixed fee
• Monitoring for food safety and suitability and subsequent verifications	\$170.00	Per hour
• Complaint driven investigation	\$170.00	Per hour
• Application for review of improvement notice	\$170.00	Per hour
• Application for second sites and other amendments	\$170.00	Per hour

Mobile and Travelling Shop Bylaw

• Licence for mobile and travelling shop (Bylaw 304)**	\$530.00	Fixed fee
• Complaint driven investigation	\$170.00	Per hour

Tattoo and Beauty Parlour Bylaw

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

HOUSING FOR THE ELDERLY

• Unit with neither conservatory, carport nor rear porch	\$125.00	Per week
• Unit with one of either conservatory, carport or rear porch	\$130.00	Per week
• Unit with two of either conservatory, carport or rear porch	\$135.00	Per week
• Unit with conservatory, carport and rear porch	\$140.00	Per week

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

• residential	\$350.00
• commercial	\$500.00

Urgent Application (Residential/Rural/Rural Residential Processed within two working days, Commercial within 5 working days)

• residential	\$600.00
• commercial	\$800.00

Property File

• Electronic data (USB storage device)	\$20.00	Per property file
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When requesting Property information; the information included is based on a search of Council records only. There may be other information relating to the land which is unknown to the Council. Council records may not show illegal or unauthorised building works on the property. The applicant is solely responsible for ensuring that the land is suitable for a particular purpose.

APPENDIX 1**LIBRARY****Fees**

- | | | |
|--|---------|----------|
| • Inter-loaning a Book (between libraries in NZ) | \$10.00 | Per item |
| • DVD Rental | \$3.00 | Per week |
| • Membership Card Replacement Fee | \$6.00 | Per card |

Overdue Fines

- | | | |
|--------------------|--------|-----------------|
| • Adult's Books | \$0.30 | Per day overdue |
| • Children's Books | \$0.10 | Per day overdue |
| • DVDs | \$0.50 | Per day overdue |

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

Replacement books, DVDs

At cost

Laminating:

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

Scanning:

- | | | |
|---|-----------|------------------------------|
| • Self Service | No charge | |
| • Staff assisted or to a borrowed library USB | \$1.00 | Per 10 pages or part thereof |

Photocopying/Printouts/Facsimile

As per Photocopying, Printing & Facsimile charges

3D Printing

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

Kowhai Room Hire

\$5.00 Per hour

Programmes & Events

As advertised

PARKING**Parking Infringement***

Exceeding restricted parking time limit:

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

Parking Offences*

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

Temporary "No Parking" Signs Application

- | | |
|----------------------|---------|
| • Fee | \$15.00 |
| • Refundable deposit | \$20.00 |

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

APPENDIX 1**PHOTOCOPYING, PRINTING & FACSIMILE**

Photocopying & Printing

• A4 Black and White	\$0.30	Per page
• A4 Black and White (double sided)	\$0.40	Per page
• A4 Coloured	\$0.50	Per page
• A4 Coloured (double sided)	\$0.70	Per page
• A3 Black and White	\$0.50	Per page
• A3 Black and White (double sided)	\$1.00	Per page
• A3 Coloured	\$1.00	Per page
• A3 Coloured (double sided)	\$2.00	Per page

Facsimile

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

PUBLICATIONS

• Annual Plan	\$20.00
• Long Term Plan (LTP)	\$40.00
• Annual Report	\$20.00
• Bylaws	\$20.00
• District Plan (excluding planning maps)	\$70.00
• Planning Maps	\$70.00

REFUSE (SOLID WASTE)

Bylaws

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

Replacement Receptacles

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

Transfer Station

	Bag (50 ltr)	Car Boot	Car Other	Drum (200 ltr)	Small Trailer & Utes (no cage)	Tandem Trailer (no cage)	All Other (per m ³)
Green Waste	NA	\$5.00	\$8.00	\$8.00	\$10.00	\$38.00	\$18.00
Recyclables	Free	Free	Free	Free	Free	Free	Free
Clean Construction & Demolition	NA	\$8.00	\$10.00	\$10.00	\$15.00	\$35.00	\$25.00
Scrap Metal	NA	\$15.00	\$20.00	\$20.00	\$25.00	\$50.00	\$50.00
General Refuse	\$3.00	\$15.00	\$20.00	\$20.00	\$25.00	\$85.00	\$50.00

Refuse containing more than 25% demolition material (bricks, concrete etc) will be double standard rate.
Council reserves the right to charge in proportion of the units above, i.e. ¼ car boot, ½ bag.

APPENDIX 1

Miscellaneous

- Whiteware \$10.00 Per unit
- TV \$20.00 Per unit
- Stereo, Computer \$10.00 Per unit
- Car Tyres \$4.00 Per unit

First Year Service Fee

Pro rata amount of applicable targeted rate equivalent.*

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

RESOURCE MANAGEMENT

Subdivision Resource Consents (includes cross leases)

- Notified (full) \$4,000.00 Deposit with full cost recovery
- Notified (limited) \$1,200.00 Deposit with full cost recovery
- Controlled (Non Notified) other than boundary adjustments \$1,200.00 Fixed Fee
- Boundary adjustments (Non notified), no creation of new or additional title \$850.00 Fixed Fee
- Limited Discretionary (Non Notified) \$1,200.00 Fixed Fee
- Discretionary (Non Notified, including variations to consent) \$1,200.00 Fixed Fee
- Bond agreement under S222 \$350.00 Fixed Fee
- S224 Certificate (including survey plan approval)
 - No inspection for conditions \$230.00 Fixed Fee
 - Inspection for conditions \$400.00 Fixed Fee
- Certificate under Section 223 only no charge
- Road Access Certificate (Section 321 of Local Government Act) \$230.00 Fixed Fee
- Consultation with District Land Registrar \$145.00 Fixed Fee
- Reapproval of lapsed subdivision consent \$900.00 Fixed Fee
- Right of Way and Easements \$850.00 Fixed Fee
- Variation of Consent (Non-notified) \$900.00 Fixed Fee
- Variation of Consent (Notified) \$1,200.00 Deposit with full cost recovery

Land Use Consents

- Notified (Full) \$4,000.00 Deposit with full cost recovery
- Notified (limited) \$1,200.00 Deposit with full cost recovery
- Controlled (Non Notified) - standard \$1,200.00 Fixed Fee
- Controlled (Non Notified) – relocated buildings \$900.00 Fixed Fee
- Limited Discretionary (Non Notified) \$1,200.00 Fixed Fee
- Discretionary (Non Notified) – standard /complex application \$1,200.00 Fixed Fee
- Discretionary (Non notified) for performance standard non-conformance, or signs \$900.00 Fixed Fee
- Non Complying (Non Notified) \$1,200.00 Fixed Fee
- Deemed Permitted/Boundary Activity \$500.00 Fixed Fee
- Fast Track Consents \$500.00 Fixed Fee in addition to controlled resource consent application
- Planning Compliance Certificate \$500.00 Fixed Fee
- Variation of Consent (Non-notified) \$900.00 Fixed Fee
- Variation of Consent (Notified) \$1,200.00 Deposit with full cost recovery

APPENDIX 1

Miscellaneous

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

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

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

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

Bonds held by Council do not accrue interest.

ROADING

Road Closure

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

Fallen Trees

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

• Application, including	\$300.00	
– Traffic Management Plan		
– Inspection		
• Additional Inspection	At cost	As per staff charge out rates

Traffic Management Plan

• Generic Traffic Management Plan	\$500.00	
• Site Specific Traffic Management Plan	\$200.00	

Corridor Access Request (CAR)

CAR application for:

• Excavation >10m ² in any CAR in carriageway	\$400.00	
• Excavation <10m ² in berm	\$80.00	
• CAR additional inspection	\$170.00	

Overweight Permit (set by statute, specified route)

• Single or multiple trip overweight permit	\$20.91	Plus disbursements
• Continuous overweight permit	\$62.73	Plus disbursements
• Renewal of a continuous overweight permit	\$10.45	Plus disbursements
• Over dimension permit	\$32.20	Plus disbursements
• HPMV permit	\$62.73	Plus disbursements
• Specialist vehicle permit	\$62.73	Plus disbursements

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

APPENDIX 1**Overweight Permits – District wide**

- Generic Overweight Permit – valid for two years \$180.00
Note: Issued when an area wide permit is required to cover Stratford District Council defined roads. Permit outlines roads to be used, bridges to be crossed, bridges which are prohibited.
- Individual Overweight Permit – single trip only \$120.00
Note: Issued when an area wide permit is required to cover Stratford District Council defined roads. Permit outlines roads to be used, bridges to be crossed, bridges which are prohibited.
- Inspections (per hour) \$200.00

Licence to Occupy (Berm or Unused legal road)

- Application fee \$260.00
- Rental 5.75% Of land value per annum

Street Event

- Refundable bond for damages \$2,000.00
- Damages At cost

Other

- Damage to Street Furniture At cost
- Application for Road Stopping (LGA, 2002) \$500.00
- Application for Petrochemical pipeline in the road reserve \$750.00
- Application for Stock Underpass \$200.00

Vehicle Crossing

Vehicle Crossing Application fee \$205.00

Bonds held by Council do not accrue interest.

SALE OF ALCOHOL

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

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

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

Special licence fees

Class 1 1 large event (400 people) <u>or</u> more than 3 medium events (100 to 400 people) <u>or</u> more than 12 small events (fewer than 100 people)	\$575.00
Class 2 3 to 12 small events (fewer than 100 people) <u>or</u> 1 to 3 medium events (100 to 400 people)	\$207.00
Class 3 1 or 2 small events (fewer than 100 people)	\$63.25

APPENDIX 1

Manager's Certificates (new or renewal) \$316.25
Fee set by regulation in accordance with the Sale and Supply of Alcohol (Fees) Regulations 2013

Other Fees

- Temporary Authority \$296.70
- Temporary Licence \$296.70
- Extract from Register \$50.00
- Compliance Certificate (RMA/Building) \$50.00
- Website Advertising Fee \$50.00

Gambling Consent Fee

- Application Fee \$230.00

SPORTS GROUNDS/PARKS AND RESERVES**Sportsgrounds – seasonal use**

- Cricket (per oval) \$420.00
- Rugby (per field Page Street) \$420.00
- Rugby (per field Victoria Park no 1 and no 2) \$770.00
- Rugby (per field Victoria Park no 3) \$420.00
- Football (per field) \$420.00
- Croquet (Victoria Park greens) \$420.00
- Netball (King Edward Park hard courts) \$770.00
- Tennis (King Edward Park hard courts) \$770.00
- Other codes (per field Victoria Park) \$770.00
- Other codes (per field elsewhere) \$420.00

Sportsgrounds – casual use

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

Sportsgrounds/Parks and Reserves – other events

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

Determined by Council Officer upon initial assessment of application.

Page Street sports amenities building

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

STAFF CHARGE OUT RATES**Charge out rates are as follows:**

- Management \$210.00 Per hour or part thereof
- Technical \$170.00 Per hour or part thereof
- Research (includes LGOIMA, Cemetery enquiries) \$170.00 First 30 minutes free
- Administration \$120.00 Per hour or part thereof
- Vehicle Charge (Mileage) \$0.77 Per km

STORMWATER CONNECTION

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

APPENDIX 1

SWIMMING POOL COMPLEX

Casual Use

Pool Entry		
• Adult	\$4.70	Per entry
• Child/Senior/Green Prescription	\$3.70	Per entry
• Caregiver/Parent Supervising Child under 8 year of age	free	Per entry
Pool entry for swim lessons provided by external providers	\$4.00	Per entry
Group Fitness/Aquarobics/Adult Lessons		
• Adult	\$8.00	Per session
• Child/Senior/Green Prescription	\$6.50	Per session

Concession (x 10) - Valid for 6 months

Pool Entry	
• Adult	\$43.00
• Child/Senior/Green Prescription	\$35.00
Pool entry for swim lessons provided by external providers	\$38.00
Group Fitness/Aquarobics/Adult Lessons	
• Adult	\$70.00
• Child/Senior/Green Prescription	\$55.00

Short Term Memberships

Client decides on term and pays a lump sum up front. No cancellations. Membership can be suspended for a maximum of one month with medical certificate.

Full membership	<u>3 month</u>	<u>6 Month</u>
• Adult	\$260.00	\$520.00
• Child/Senior/Green Prescription	\$208.00	\$416.00
Group Fitness/Aquarobics/Adult Lessons (up to 3 classes per week)	<u>3 month</u>	<u>6 Month</u>
• Adult	\$182.00	\$364.00
• Child/Senior/Green Prescription	\$145.60	\$291.20
Pool Entry		
• Adult	\$195.00	\$390.00
• Child/Senior/Green Prescription	\$156.00	\$312.00
Pool entry for swim lessons provided by external providers		
• 1 x lesson per week	\$31.00*	\$62.00#
• 2 x lessons per week	\$62.00*	\$124.00#
• 3 x lessons per week	\$120.90~	\$241.80**
• 4 x lessons per week	\$161.20~	\$322.40**
• Unlimited lessons per week	\$201.50~	\$403.00**

* 1 School Term; # 2 School Terms; ~ 13 Weeks; ** 26 Weeks



APPENDIX 1**12 Month Membership**

Client decides on term and pays a lump sum up front. No cancellations. Membership can be suspended for a maximum of one month with medical certificate.

Full membership

- Adult \$832.00
- Child/Senior/Green Prescription \$624.00

Group Fitness/Aquarobics/Adult Lessons (up to 3 classes per week)

- Adult \$582.40
- Child/Senior/Green Prescription \$416.00

Pool Entry

- Adult \$624.00
- Child/Senior/Green Prescription \$520.00

Pool entry for swim lessons provided by external providers

- 1 x lesson per week \$100.00 40 weeks
- 2 x lessons per week \$200.00 40 weeks
- 3 x lessons per week \$390.00 47 weeks
- 4 x lessons per week \$520.00 47 weeks
- Unlimited lessons per week \$650.00 47 weeks

Miscellaneous

- School Groups \$1.50 Per pupil
- Instructor Hire – school group \$30.00 Per hour
- Big Inflatable \$100.00 Per event (maximum 3 hours)
- Instructor \$60.00 Per hour
- Use of showers (only) \$3.00 Per entry

Private Hire (includes entry fee)

- Pool Complex - exclusive use \$110.00 Per hour

Party Hire (includes entry fee)

- Party Hire (non-exclusive use of facility for up to 20 children, includes one instructor) \$120.00 For 2 hour period
- Party Hire add-on, extra hour \$50.00 Per extra hour
- Party Hire add-on, extra children up to 20, includes additional instructor \$100.00 For 2 hour period
- Party Hire add-on, extra children, extra hour \$40.00 Per extra hour

Upon completion of party, standard entry fees apply for any children or adults wanting to stay on.

Private Lessons (includes entry fee)

- Half an Hour lesson - One on one \$35.00 Per lesson
- One Hour lesson - One on one \$70.00 Per lesson
- Half an hour lesson - Two students to one instructor \$50.00 Per lesson
- One hour lesson - Two students to one instructor \$100.00 Per lesson

APPENDIX 1**TRADE WASTE**

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

Annual License for Controlled Activity Consents

• Administration fee (includes up to 2 hours officer time)	\$201.60	
• Inspection fee (includes up to 1 hour officer time)	\$144.00	
• Total base fee* (administration and inspection)	\$346.50	
• Sampling event	\$239.40	Per event

Annual License for Conditional Activity Consents

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

Consent Application for Temporary Discharge Consents

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

Consent Application for Controlled Activity Consents

• Administration fee (includes up to 3 hours officer time)	\$302.40	
• Inspection fee (includes up to 3.5 hours officer time)	\$396.90	
• Total base fee* (administration and inspection)	\$698.40	
• Renewal fee (includes up to 1.5 hours officer time)	\$151.20	

Consent Application for Conditional Activity Consent

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

Non-compliance Re-inspection Fee

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

Other Charges

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

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

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

APPENDIX 1**VENUE HIRE (OTHER)****Centennial Rest Rooms**

- | | | |
|--|------------|--------------------------|
| • Meeting Rooms without kitchen | \$16.00 | Per hour or part thereof |
| • Meeting Rooms with kitchen | \$21.00 | Per hour or part thereof |
| • Refundable bond (when food and/or alcohol is to be served) | \$300.00 | |
| • Stratford Women's Club | \$4,000.00 | Per annum |

War Memorial Centre

- | | | |
|--|----------|--------------------------|
| • Stadium | \$24.00 | Per hour for 1-12 hours |
| | \$18.00 | Per hour for 12-24 hours |
| | \$12.00 | Per hour for 24+ hours |
| • Function Facility (with kitchen) | \$26.00 | Per hour for 1-12 hours |
| | \$19.00 | Per hour for 12-24 hours |
| | \$13.00 | Per hour for 24+ hours |
| • Function Facility (no kitchen) | \$18.00 | Per hour for 1-12 hours |
| | \$13.50 | Per hour for 12-24 hours |
| | \$9.00 | Per hour for 24+ hours |
| • TSB Chambers | \$16.00 | Per hour for 1-12 hours |
| | \$12.00 | Per hour for 12-24 hours |
| | \$8.00 | Per hour for 24+ hours |
| • Projector | \$15.00 | Per hire |
| • Piano | \$15.00 | Per hire |
| • Refundable bond (when food and/or alcohol is to be served) | \$300.00 | |

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

WASTEWATER**Bulk Discharge**

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

New Wastewater Connection

- | | | |
|---|------------|--|
| • Application fee | \$205.00 | Property owner to engage suitably qualified contractor |
| • Connection Fee | | |
| • First Year Service Fee | | Pro rata amount of applicable targeted rate equivalent.* |
| • Cost contribution in wastewater extension areas | \$3,000.00 | |
| • Reconnection Fee | At cost | |

WATER SUPPLY

Bulk Supply (Tanker Load)	\$5.00	Per cubic metre
---------------------------	--------	-----------------

New Water Connection

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

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

APPENDIX 1

Water Supply Bylaw Charges

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

APPENDIX 2**Public Notification of Intention to adopt Annual Plan 2020/21****Background**

In June 2018, the Council adopted the Long Term Plan 2018-28 (“LTP”) after extensive consultation with the community. This included a budget for the 2020/21 financial year, being year **3** of the LTP. The Council has reviewed the assumptions this budget was based on and made some changes resulting in some differences in the budgets for Council Activities. The outcome of this process is collated in the draft Annual Plan 2020/21.

Key Changes – Council Activities

Although the rates requirement increase of 5.72% proposed in the draft Annual Plan 2020/21 remains the same as what was proposed in the LTP, there are some differences within Council Activities. Key changes resulting in financial variances between the two documents are summarised below:

- Footpath maintenance increase in budget
- Remove War Memorial painting internal rooms
- Reduction in interest rate assumption
- Addition of funding of Tapuae Roa project through Venture Taranaki
- Maintenance Contract procurement savings
- Reduction in depreciation expense – post infrastructure asset revaluation

Key Changes - Funding Impact Statement

The Funding Impact Statement outlines the rates per rating unit. The changes from the LTP have been summarised below (all figures include GST):

Rate Description	LTP – Year 3	Annual Plan 2020/21	Increase/(Decrease)
Total Rates	\$13,052,000	\$13,052,000	\$0
General Rate	\$0.0014990 per CV	\$0.0015145 per \$CV	\$0.0000155
UAGC	\$632	\$689	\$57
Roading Rate	\$0.0012023 per CV	\$0.0011218 per \$CV	(\$0.0000805)
Water Supply	\$599	\$576	(\$23)
Water Meter	\$2.19	\$2.21	\$0.02
Wastewater	\$381	\$380	(\$1)
Solid Waste	\$326	\$310	(\$16)

Levels of Service

There are no major changes proposed to the levels of service than what was proposed in Year 3 of LTP 2018-28. The level of service proposed to be delivered to the community in Annual Plan 2020/21 is similar to what was consulted on during the LTP 2018-28 consultation process.

APPENDIX 2

Community Feedback

If you have any questions on the proposed draft Annual Plan 2020/21, or would like to provide your feedback, the contact methods are listed below:

In Person:

Director - Corporate Services

Stratford District Council

61-63 Miranda St

Stratford

By Email:

submissions@stratford.govt.nz

Or by Post:

Attention: Director Corporate Services

Stratford District Council

PO Box 320

Stratford 4352

Feedback on the draft Annual Plan 2020/21 will be considered by Council at the Policy and Services Committee meeting on 26 May 2020. Therefore, all feedback must be received by 14 May 2020, to be included in a report to Council. Note: the meeting is open to the public.

DECISION REPORT



TO: Policy and Services Committee

F19/13/04 – D20/4471

FROM: Director – Corporate Services

DATE: 24 March 2020

SUBJECT: FARM AND AERODROME COMMITTEE – TERMS OF REFERENCE

9

RECOMMENDATIONS

1. THAT the report be received, and the attached proposed Terms of Reference for the Farm and Aerodrome Committee be adopted.
2. THAT the members of the Farm and Aerodrome Committee are formally appointed by the Mayor.
3. THAT the first meeting date and time for the Farm and Aerodrome Committee be set.

Recommended Reason

The Mayor announced after the 2019 local government election that a new Farm and Aerodrome Committee will be established to provide governance oversight, and recommendations to Council, on the combined activities of the Farm and Aerodrome. The recommendations above support the implementation of the Committee.

Moved/Seconded

1. **PURPOSE OF REPORT**

- 1.1 To support the initial set-up phase of the Committee by appointing the Committee members, and establishing Terms of Reference for the Farm and Aerodrome Committee which will define the purpose, scope and responsibilities, and administrative matters of the Committee.

2. **EXECUTIVE SUMMARY**

- 2.1 At the November 2019 Council meeting, a resolution was carried to establish a Farm and Aerodrome Committee, with Councillor Grant Boyde as the Chairman.
- 2.2 Following from that, this report establishes the Terms of Reference for the Committee. It is proposed that this Committee is covered by the Standing Orders that apply to all other Council and Committee meetings.

- 2.3 Additionally, this meeting gives the mayor the opportunity to decide on and announce the Committee members, and gives Council the ability to set the first meeting date.

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

Committees are a normal function of local government operation to allow elected members to focus efforts on particular key areas of Council.

4. **BACKGROUND**

- 4.1 Under Section 41A(3) of the Local Government Act 2002, the Mayor has the power to establish Committees, and to appoint the Chairperson for each Committee.
- 4.2 This report follows on from the Council adoption of a new Farm and Aerodrome Committee and Chairperson in November 2019.
- 4.3 The Terms of Reference have been prepared as a means of ensuring that the Committee's focus is clear and that it is operating effectively and within the scope approved by Council.
- 4.4 This report and the attachment do not specify meeting dates. It is expected that the first meeting date and time will be set in the March Policy and Services Committee meeting and quarterly meeting dates will be recommended at the first Farm and Aerodrome Committee meeting. Council should consider a meeting time that is appropriate for Committee members and relevant stakeholders to be able to attend meetings.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

Public consultation is not required.

5.2 **Māori Consultation - Section 81**

Consultation with Māori is not required.

6. **RISK ANALYSIS**

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

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

- 6.1 There may be a risk that the Terms of Reference are not appropriate – this will be a matter for the Council to consider.

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?	No
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	It affects decisions made regarding the Farm and Aerodrome Council activities.

7.2 **Data**

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

Refer to the proposed Terms of Reference attached to this report.

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
		x

7.4 **Options**

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

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

Recommended Option One:

Adopt draft Terms of Reference, as attached to the report.
 Approve Committee members proposed by the Mayor.
 Set the first meeting date and time for the Farm and Aerodrome Committee.

Option Two:

Adopt draft Terms of Reference with amendments.
 Approve Committee members proposed by the Mayor.
 Set the first meeting date and time for the Farm and Aerodrome Committee.

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 are no financial implications.

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?

Not applicable.

7.7 **Legal Issues**

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

There are no legal issues to consider.

7.8 **Policy Issues - Section 80**

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

There are no policy issues to consider.

Attachment:

Appendix 1 – Terms of Reference



Tiffany Radich
DIRECTOR – CORPORATE SERVICES



[Approved by]
Sven Hanne

CHIEF EXECUTIVE

DATE

17 March 2020

APPENDIX 1

STRATFORD DISTRICT COUNCIL

FARM AND AERODROME COMMITTEE - TERMS OF REFERENCE

PURPOSE

The purpose of the Farm and Aerodrome Committee is to provide oversight of the combined activities of the Council dairy farm at Flint Road, Stratford, and the Stratford Aerodrome on behalf of the Council, and to monitor the implementation of the farm business strategy at a governance level.

The Committee will ensure the following objectives are fulfilled in relation to the Council owned farm:

1. To operate the farm as a separate, economic, business unit.
2. To physically support the aerodrome by way of providing a buffer zone between it, and surrounding, existing or potential, properties, and
3. To return to Council an annual 'dividend' of \$50,000, with any remaining profit put towards repaying debt.
4. To ensure the Aerodrome activity is contributing to the Council's Community Outcomes in a cost-effective manner.

The Committee is to assist the Council in achieving its responsibility to the district ratepayers to ensure the farm is profitable, and that both activities operate sustainably.

The Committee will also be tasked with ensuring that the Council's contribution towards the operating costs of the Stratford Aerodrome is providing value for money for ratepayers and the community.

SCOPE AND RESPONSIBILITIES

The Farm and Aerodrome Committee is responsible for reporting to the Council on progress, annual results, and making recommendations to the Council of the following activities:

- Risk Management;
- Performance Management
- Strategy Development; and
- Other Significant Matters

Risk Management

- Managing and monitoring the Farm and Aerodrome risks including legislative, health and safety, financial, and environmental risks.

D19/23263

APPENDIX 1

- Discuss incidents, and evaluate risk management controls.
- Give recommendation to the CEO on fixing the milk price under Fonterra’s fixed milk price programme.

Performance Management

- Monitor financial performance against budget.
- Initiate the development of budgets and KPI’s annually with assistance from Council finance staff, as requested, and report on these regularly at Committee meetings.

Strategy Development

- Review the Farm and Aerodrome objectives in line with the changing environment and make recommendations to Council as required.
- Review the business model regularly to ensure objectives are able to be achieved.

Other Significant Matters

- Consider specific matters of significance e.g. sale or purchase of land, or change in use of land.
- Advise on significant capital proposals.

The scope of the Committee does not extend to operational matters. Operational matters include, but are not limited to, developing work programmes, procurement and approval of invoices, administration, physical works on the farm, and general day to day running of the Farm and Aerodrome.

MEETINGS

The Committee shall meet once quarterly during normal working hours at a time that suits all Committee members. The Council standing orders shall apply to the Committee meetings.

All agendas, minutes and reports of the Committee will be filed electronically in Content Manager within one month of the meeting date. They will also be made publically available on the Council’s website and available directly to all elected members via Diligent.

Representatives from the Farm and Aerodrome will be invited to attend all meetings.

MEMBERSHIP

Membership of the Committee shall be comprised of the following:

Member	No.	Voting Rights
Current Elected Member - Chairman	1	Y
Current Elected Member	2	Y
Council Officers	2	N

APPENDIX 1

AUTHORITY

The Committee will have the delegated responsibility to fulfil the responsibilities of the Committee, and as per the Council's Delegations Policy. This includes the ability to request any information from Council officers that is necessary to enable it to perform its functions and duties and fulfil its responsibilities.

The Committee has the authority to ensure all Council decisions in relation to the Farm and Aerodrome are being implemented. The Committee does not have any delegated authority to act on behalf of the Council, or to make decisions that conflict with a decision made by the Council.

REMUNERATION

Farm and Aerodrome Committee members are not remunerated directly for their membership.

REVIEW OF THE COMMITTEE

The Committee shall undertake a self-review of its objectives and responsibilities at least once every three years. Any changes to the objectives and responsibilities recommended by the Committee must be approved by the Council before coming into effect.

These Terms of Reference shall be reviewed by the Council at least every three years, or earlier, to ensure the Farm and Aerodrome Committee remains relevant and effective.

In addition, the membership of the Committee shall be reviewed at least once every three years.

RELATED DOCUMENTS

- Stratford District Council Long Term Plan 2018-28
- Property Asset Management Plan 2018-28
- Annual Farm Business Reports
- Stratford District Council Annual Plans / Reports
- Farm Committee minutes
- Aerodrome Strategic Development Plan 2011

DECISION REPORT



TO: Policy and Services Committee

F19/13/04-D20/3457

FROM: Customer and Leisure Services Manager

DATE: 24 March 2020

SUBJECT: SWIMMING POOL DEVELOPMENT - LOCATION

RECOMMENDATIONS

1. THAT the report be received.
2. THAT following consideration of the four options for the location of the new swimming pool facility, Council adopt Option 2 being the co-location with the TET MultiSports Centre.

Recommended Reason

A decision on the location of the new build of the Stratford swimming pool facility must be made to enable the project to move forward and for detailed plans to be completed. While the capital cost of option 2 to co-locate with the TET MultiSports Centre is higher than the three other options, the operational benefits and synergies that are gained from this co-location make it a better long term location.

Moved/Seconded

1. PURPOSE OF REPORT

The purpose of this report is to seek Council to adopt the preferred location for the new build of the Stratford Swimming Facility. It is important at this point to gain certainty of the location to enable further design work, as otherwise too many variables will have to be carried through into the design options.

2. EXECUTIVE SUMMARY

Elected members are now asked to consider the location for the swimming pool development. The options are:

Option	Description
1	New facility on current site
2	Co-locate with TET MultiSports Centre
3	New facility on council land (not on current site)
4	New facility on non-council land

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 proposal herein relates to Council’s performance of a good quality local public service and good quality local infrastructure.

4. **BACKGROUND**

4.1 The Stratford Swimming Pool is one of the district’s key assets.

The pool is aging and on-going maintenance costs have been increasing in the last few years. The oldest part of the Stratford Swimming pool is 81 years old.

While the 2016 Property Valuation report¹ puts the remaining life of the Stratford Swimming Pool at 27 years, history tells us that the construction of the Stratford Swimming Pool started in 1936². Additions were made to the pool in 1941 and 1969; the pool was covered in 1984 and heating completed in 1987. Major renovations were undertaken in 1993 with the inclusion of additional recreational facilities and clubrooms.

4.2 The Issues

The issues are:

- Air heating/handling;
- Condensation and dripping;
- Steel roof corroded beyond “patching”, particularly around internal gutters;
- Internal gutters and associated framing at end of life;
- Internal walls heavily affected (rotten) by water ingress and humidity;
- Number of lanes - 8 lanes is the standard, existing facility has 7;

¹ Prepared by Telfer Young (Taranaki) Limited

² Walter, D (2005): Stratford – Shakespearean Town Under the Mountain – A History

- Lane width is too narrow for competitive use;
- Requires re-paint in next 1-2 years;
- No separate staff facility/break room;
- No separate room for fitness classes/training/parties (i.e. Activity Room); and
- No water-play area for smaller children.

4.3 Future Proofing

In addressing the issues identified above, there is an opportunity to future-proof the delivery of this service. Future-proofing will deliver wider benefits to the community while achieving the community outcomes identified in the Long Term Plan (“LTP”). The wider benefits include, but are not limited to:

- Future requirements – a facility that better meets the future needs of the community;
- Regional benefits – a facility that better caters for the needs of the Stratford District and its environment;
- Higher level of service – a facility that delivers a better and wider range of services to the community;
- Growth – a facility that stimulates community growth and development;
- Destination – a facility that attracts Stratford as a place to either to live, work or play.

4.4 The redevelopment of a swimming pool was considered as part of the 2018 – 2028 LTP.

Four options were considered to address issues identified above. These are shown in Table 1.

Table 1: Table of Options

Option	Description	Capital Cost (\$)
1	Do Nothing	0
2	Current facility plus identified improvements	1 million
3	Current facility plus improvements to most above-ground assets, including new superstructure, new walls, bigger space, etc.	6 million
4	A brand new facility in a new and strategic location	20 million

Following the consultation process (including hearings), Council resolved THAT Council significantly refurbish the current, or build a new pool, to the maximum cost of \$15 million (including external funding of \$3 million or more), with plans for this to be developed in the course of Year 1 of the LTP and represented to Council.

4.5 Design Brief

Below is the wish list of amenities and components Elected Members wanted to see incorporated into the new facility. Not all of this can be achieved in the \$15 million budget, but cost comparisons below include:

- 8 lane 25 metre main pool;
- 20 m metre x 15 metre variable depth learn to swim pool;
- Clubrooms – same size as we have now;
- Changing facilities for families, accessibility, male and female;
- Foyer and retail;
- Pool Control/First Aid room;

- Storage;
- Administration and staff room;
- 20 metre x 15 metre Hydrotherapy pool with pool ramp;
- Toddler Leisure Pool;
- Toddler Splash Pad;
- Café area;
- Gym (Group Fitness Space);
- Birthday Party / Meeting Function rooms;
- Spa.

4.6 Following the design brief, officers looked at possible location options. The options considered were:

Option 1 - build a new facility on the current site

Option 2 - co-locate the new facility with the TET MultiSports Centre

Option 3 - build a new facility on council land (not on the current site)

Option 4 - build a new facility on non-council land.

BOON Architects were enlisted to undertake some draft design work to ensure the facility could be co-located with the TET MultiSports Centre.

These are attached as Appendix C and D.

4.7 Given the number of sporting codes potentially affected by a co-location at the TET MultiSports Centre some stakeholder engagement was undertaken. A positive response was received from those groups that were spoken with.

4.8 Advantages and Disadvantages

The following table shows advantages and disadvantages for each of the location options.

1. New facility on current site	
<p>Advantages</p> <ul style="list-style-type: none"> • Already own the land. • Locals familiar with the site. • Close proximity to schools. 	<p>Disadvantages</p> <ul style="list-style-type: none"> • People find the facility hard to find. • Limited space to future proof the facility. • Car parking not sufficient • Redevelopment design limited by size of site. • Would lose valuable staff while demolition and build were happening. • Established Swim School would have nowhere within the district to run while works happened. • Competitive swimmers would have to travel out of the district to continue training for competitions. • Pool user growth over the last 6 years would be lost.

	<ul style="list-style-type: none"> • Current budget would not allow for add ons like a multipurpose room or café • Does not create a multisports hub.
2. Co-Locate with TET MultiSports Centre	
Advantages <ul style="list-style-type: none"> • Existing café onsite could be utilised for catering events at the pool. • Existing dryland space already available onsite could be utilised by pool fitness programmes. • Council could take management of facility and programmes of the TET MultiSports Centre in-house. • Synergies of a multi-hub sport stadium. • Ability to build on the “multi- sports” hub. • More car parking options available – existing carpark, on street parking and use of war memorial carpark. • Shared reception for pool and TET MultiSports Centre allowing customer service for both facilities. • Space to future proof. • Ability to keep existing site running while this is built. 	Disadvantages <ul style="list-style-type: none"> • Design limited by TET MultiSports Centre configuration. • Shifting of netball courts not accounted for in budget. • Building costs joining new facility with TET MultiSports Centre.
3. New facility on council land (not on current site)	
Advantages <ul style="list-style-type: none"> • No limitations on design other than budget. • Ability to future proof for further growth and development. • Start from clean slate. • Ability to keep existing site running while this is built. 	Disadvantages <ul style="list-style-type: none"> • Need to find suitable land, already owned by council. • Suitable land may not be close to schools. • Land may be used by another sporting code. • Loss of synergies with creating a multisports hub attached to the facility. • Current budget would not allow for add ons like a multi-purpose room or café. • May not be close to any other.
4. New facility on non-council land	
Advantages <ul style="list-style-type: none"> • No limitations on design other than budget. 	Disadvantages

<ul style="list-style-type: none"> • Ability to future proof for further growth and development. • Start from clean slate. • Ability to keep existing site running while this is built. 	<ul style="list-style-type: none"> • Need to purchase suitable land, purchase of land not budgeted for. • Suitable land may not be close to schools. • Loss of synergies with creating a multi-sports hub attached to the facility. • Current budget would not allow for add ons like a multipurpose room or café.
--	--

4.9 Officers sought a peer-review on the data for site selection. This was undertaken by Warren and Mahoney Architects NZ Ltd and Architecture HDT Limited during January 2020. The following points are highlights from their reviews:

- The description of the advantages and disadvantages for Option 1 ‘New Facility on Current Site’, and Option 2 ‘Co-Locate with TET MultiSports Centre’ identifies multiple benefits of co-location and this is consistent with our aquatic experience and understanding of the project and the key lessons and trends from Sport New Zealand’s facility guides.
- The benefits of co-locating a new aquatic recreation facility with the TET MultiSports Centre versus a standalone new facility on the current site.
 1. Hubbing of complementary functions under one roof promotes ease of use which enhances the offering to the public and promotes participation.
 2. Creating a multisport hub promotes synergies and collaboration between the recreational disciplines and clubs, exposing children and public to different recreational and sporting opportunities.
 3. Operational efficiencies are gained as a result of being able to share and pool resources. A facilities largest cost is staffing and having a single reception and back of house admin area allows the facility to be operated efficiently which future proof’s the service to the community.
 4. Multi-purpose community spaces (meeting, birthday and club rooms, first aid) can be shared between wet and dry functions resulting in higher utilisation and avoiding the cost of duplication.
 5. Ability to keep existing site running while this is built. Simplifying and minimising staging complexity and cost.
 6. Centre of mass of sports functions more likely to be able to support a vibrant café / food and beverage offering.
 7. Utilises existing car parking and access to TET MultiSports Centre.
 8. Immediate adjacency to Stratford Primary School which promotes utilisation during the day.
 9. Closer proximity and visibility to Stratford town centre will promote alternative transport choices.

4.10 Officers have also sought advice from Sport New Zealand. They suggest that there are cost savings when co-locating sites, stating that the approximate make up of any sport facility in New Zealand is 70 per cent of the overall construction area and cost for the core sport and recreation activity area while the remaining 30 per cent of the footprint serves that sport and recreation activity area, i.e. reception area and changing facilities.

While they do not suggest the whole 30 per cent as a saving, a good proportion of it can be. That reduction in the need for additional building provision achieves a number of things: it reduces the capital cost by building fewer square meterage of building (accepting that this may be lost where a difficult connection to an existing building needs to made); the smaller building footprint of the integrated facility therefore incurs a lower rate of depreciation; the smaller building footprint requires less maintenance over its useful life; cleaning costs are reduced; staffing costs are reduced, management and governance are simplified and costs reduced.

If you assume a useful life of the asset to be in the region of 50 years these savings will be substantial.

In addition to the savings mentioned above there is also the opportunity for more integrated programming, cross selling of activities, engagement of staff and therefore longer retention rates, greater profile for Council, and increased reach into the community.

4.11 The financial comparisons are attached as Appendix A.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

The public have been consulted on the swimming pool project in the LTP 2018-2028. It was during this process that the decision to build new was made after significant feedback and submissions from the public.

Public have also been consulted via a survey to gauge the wants of the amenities in the new facility this is where the wish list and design brief have been derived from.

Officers have met with some stakeholder groups including Stratford Primary School, a number of netball clubs, and Netball Taranaki. Further consultation will be undertaken following confirmation of the location.

5.2 **Māori Consultation - Section 81**

Other than the LTP no further specific Māori consultation has been undertaken to date.

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 impact of this decision is considered insignificant to minor in terms of Council’s Consequence and Impact Guidelines. Discussions are being undertaken with key stakeholders that could be directly affected by council’s decision. To date there has been a positive response towards Option 2.

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?	Council resolved to build new in the LTP 2018 – 2028.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This is a strongly supported project of the community that will provide greater local public services.

7.2 Data

- 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 proposals herein are based on assumptions on financial options but estimates have been reviewed to be reliable.

7.3 Significance

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

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

7.4 **Options**

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

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

10

There are essentially four options available for Council in relation to the location of the Stratford swimming pool.

Option 1:

Option 1 is to build a new facility on the current site.

Option 2:

Option 2 is to co-locate the new facility with the TET MultiSports Centre

Option 3:

Option 3 is to build a new facility on council land (not on the current site).

Option 4:

Option 4 is to build a new facility on non- council land.

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.

It was resolved that the budget be \$15 million, with \$3 million of that being funded from external providers. Officers have been actively working on applications to external funding providers.

Cost comparisons for each of the options are attached as Appendix A and B.

7.6 **Prioritisation & Trade-off**

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

There are potential impacts on sporting codes, which include, but are not limited to: cricket, netball, tennis, and swimming.

7.7 **Legal Issues**

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

No legal opinion is required in this instance.

7.8 **Policy Issues - Section 80**

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

There are no policy issues inherent herein.

Attachments:

Appendix A – Cost Comparison for Location

Appendix B – Netball Relocation Options – Cost Comparisons

Appendix C – Proposed floorplan of new facility at co-location site

Appendix D – Proposed facility plan at co-location site



A Mathews

CUSTOMER AND LEISURE SERVICES MANAGER



[Endorsed by]

K Whareaitu

DIRECTOR COMMUNITY SERVICES

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

[Approved by]

S Hanne

CHIEF EXECUTIVE

DATE

19 March 2020

APPENDIX A

Cost Comparison for Location

While the cost estimates provided in the following table all exceed the current budget of \$15 million, the cost relativity between the options will remain as we undertake further work to attempt to address the misalignment with the existing budget– either through a different design approach or a reduction in the overall scope of the facility – or a combination of both.

	Option 1 New Facility on Current Site		Option 2 Co-Locate with TET MultiSports Centre		Option 3 New facility on council land (not on current site)		Option 4 New facility on non-council land	
Demolition		\$250,000		\$50,000	N/A		N/A	
Aquatic Facility	2045m2 @ \$6,000/m2	\$12,270,000	2045m2 @ \$6,000/m2	\$12,270,000	2045m2 @ \$6,000/m2	\$12,270,000	2045m2 @ \$6,000/m2	\$12,270,000
Foyer	N/A		170m2 @\$3,500/m2	\$595,000	N/A		N/A	
External Works		\$250,000		\$200,000		\$400,000		\$400,000
Site Services		\$50,000		\$150,000		\$300,000		\$300,000
Fitness	240m2	\$1,000,000*	240m2	\$1,000,000*	240m2	\$1,000,000*	240m2	\$1,000,000*
Family Splash	225m2	\$1,400,000*	225m2	\$1,400,000*	225m2	\$1,400,000*	225m2	\$1,400,000*
Subtotal		\$15,220,000		\$15,665,000		\$15,370,000		\$15,370,000
Fees	@15%	\$2,283,000	@15%	\$2,350,000	@15%	\$2,306,000	@15%	\$2,306,000
Contingency	@10%	\$1,750,000	@10%	\$1,802,000	@10%	\$1,768,000	@10%	\$1,768,000
Total		\$19,253,000		\$19,817,000		\$19,444,000		\$19,444,000
Other Costs								
Netball Relocation	N/A			\$1,729,000 - \$2,458,000				
Land Purchase	N/A		N/A					\$1,000,000?
Project Total		\$19,253,000		\$21,546,000 – \$22,275,000		\$19,444,000		\$20,444,000
	*project total includes \$3,036,000 for optional fitness and Family Splash components Project total excluding Fitness and Family Splash \$16,217,000		*project total includes \$3,036,000 for optional fitness and Family Splash components Project total excluding Fitness and Family Splash \$18,510,000 - \$19,239,000		*project total includes \$3,036,000 for optional fitness and Family Splash components Project total excluding Fitness and Family Splash \$18,137,000		*project total includes \$3,036,000 for optional fitness and Family Splash components Project total excluding Fitness and Family Splash \$19,137,000	

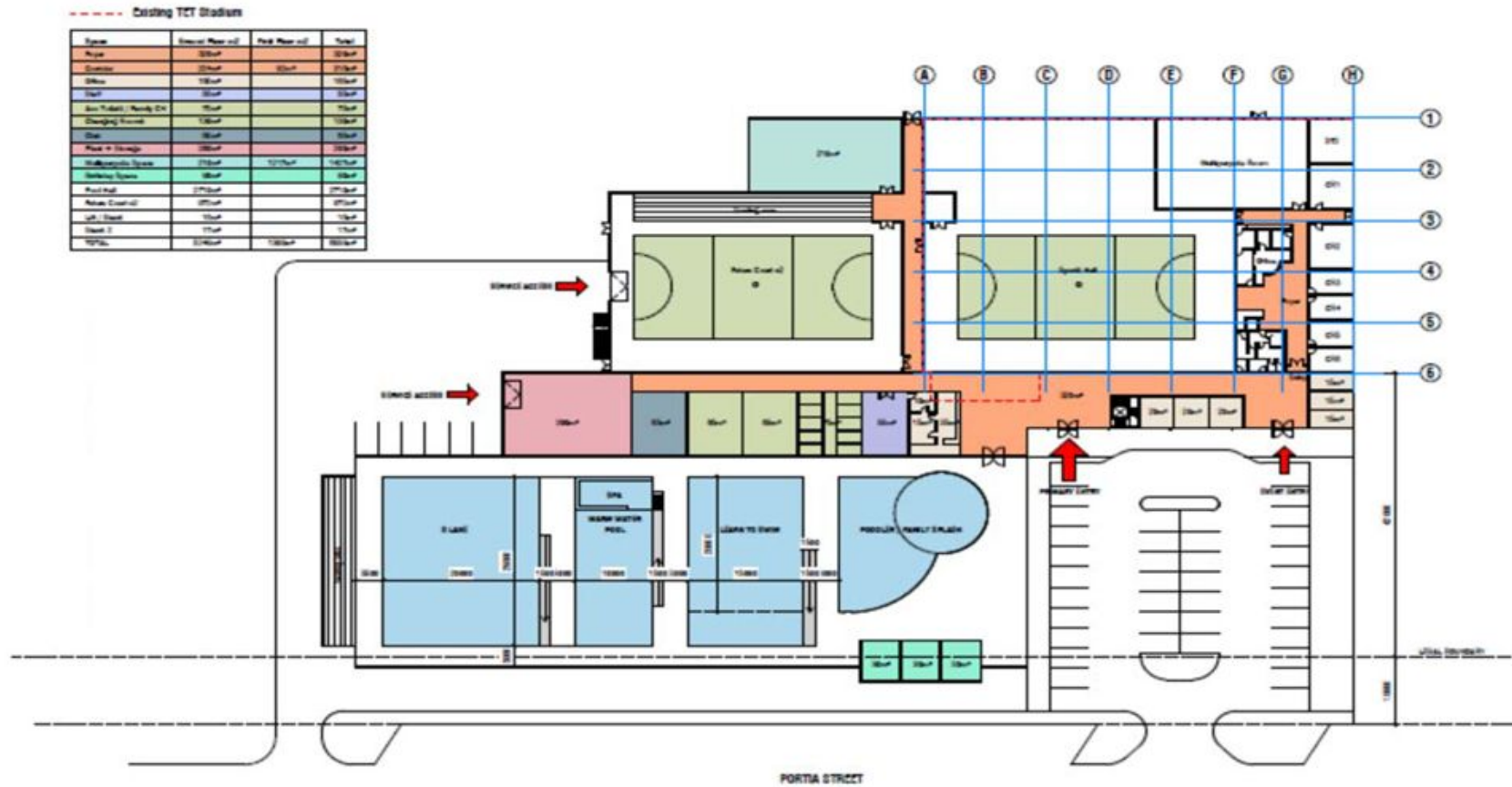
APPENDIX B

Netball Relocation Options – Cost Comparisons

	Covered Court Structure over 2x courts		Netball Courts x3 at current site		Netball Courts x6 on new site		Netball Pavilion on new site	
	1670m2 @ \$800/m2	\$1,336,000	Repair and resurface		New		30m2 @ \$3500/m2	\$105,000
Court surface			3 @ \$35,000	\$105,000	6 @ \$30,000	\$180,000		
New Court					6 @ \$70,000	\$420,000		
court fencing			3 @ \$8,000	\$24,000	6 @ \$8,000	\$48,000		
Floodlighting				\$150,000		\$300,000		
External works and site services		\$200,000		\$50,000		\$300,000		\$50,000*
Subtotal		\$1,536,000		\$329,000		\$1,248,000		\$155,000
Fees	@ 12%	\$184,000	@ 12%	\$39,000	@ 12%	\$150,000	@ 12%	\$19,000
Contingency	@ 10%	\$172,000	@10%	\$37,000	@ 10%	140,000	@ 10%	\$17,000
Total		\$1,892,000		\$405,000		\$1,538,000		\$191,000*

*Netball Pavilion built on current netball courts site is \$25,000 for external works and therefore total is \$161,000

APPENDIX C



Proposed Floor Plan
Scale 1:500 (A3)

Stratford Pool
Master Planning for co-location with TCT Stadium
DRAFT
June 2015

BOON
teamarchitects

6413 AG 04/2015 04/2015 Proposed Floor Plan 1/10/2015 14/06/15

A/1001 Cook Street, New Plymouth 4801, New Zealand
P: 06 737 8200 E: info@boon.nz

DECISION REPORT



TO: Policy and Services Committee

F19/13/04 - D20/4746

FROM: Roading Asset Manager

DATE: 24 March 2020

SUBJECT: PROPOSED ROAD CLOSURE FOR ANZAC DAY PARADE 2020

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 the following roads on Saturday 25 April 2020, between the hours stated in the recommendation below, for the purpose of the ANZAC Day Dawn Service and Parade:
 - Miranda Street between Fenton Street and Regan Street – 5:30am to 12:00pm
 - Northern side of Fenton Street between Miranda Street and Broadway – 10:00am to 11:00am
 - SH3 Broadway between Fenton Street and Regan Street – 10:00am to 11:00am
 - Southern side of Regan Street between Broadway (SH3) and Miranda Street – 10:00am to 11:00am
 - No Parking on the western side of Juliet Street between Regan Street and No. 53 Juliet Street – 6:00am to 12:00pm.

Recommended Reason

In order for the Stratford District Council to hold ANZAC Day commemorations, it is necessary to close the roads listed above for the safety of the public gathering for the dawn service at the Cross of Sacrifice on Miranda Street, along with the participants in the ANZAC Day parade. The parking restriction along part of Juliet Street is for the purposes of a display of military vehicles following the ANZAC commemorations. The proposed road closures require formal endorsement by a Council resolution.

Moved/Seconded

1. PURPOSE OF REPORT

- 1.1 For any street event that requires a road closure, Schedule 10 Clause 11(e) of the Local Government Act 1974 requires a Council resolution to endorse the proposed road closure. This report seeks this endorsement for the purposes of

allowing the Stratford District Council (“Council”) to close the roads listed above on 25 April 2020 for the times specified in the recommendation.

2. **EXECUTIVE SUMMARY**

2.1 In order for the ANZAC Day commemorations to be held, for health and safety reasons the Council have requested that several roads are partially or fully closed for the purposes of the public gathering at the Cross of Sacrifice for the dawn service along with the participants in the ANZAC Day parade.

The alternative route for northbound and southbound traffic along State Highway 3 will be as follows:

- Southbound traffic – Left into Regan Street, turn right into Juliet Street, then right onto Fenton Street to re-join State Highway 3 (“SH3”) at the southern roundabout.
- Northbound traffic – Left into Fenton Street, turn right into Portia Street, right into Regan Street to re-join SH3 at the northern roundabout.

Included in Attachment A of this report is the traffic management plan showing the roads to be closed as well as the alternative routes for northbound and southbound traffic.

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 ANZAC Day occurs on 25 April. It commemorates all New Zealanders killed in war and also honours returned servicemen and women.

The date itself marks the anniversary of the landing of New Zealand and Australian soldiers – the ANZACs – on the Gallipoli Peninsula in 1915. The aim was to capture the Dardanelles, the gateway to the Bosphorus and the

Black Sea. At the end of the campaign, Gallipoli was still held by its Turkish defenders.

Thousands lost their lives in the Gallipoli campaign: 87,000 Turks; 44,000 men from France and the British Empire, including 8,500 Australians. To this day, Australia also marks the events of 25 April. Among the dead were 2779 New Zealanders, about a fifth of those who served on Gallipoli.

It may have led to a military defeat, but for many New Zealanders then and since, the Gallipoli landings meant the beginning of something else – a feeling that New Zealand had a role as a distinct nation, even as it fought on the other side of the world in the name of the British Empire.

ANZAC Day was first marked in 1916. The day has gone through many changes since then. The ceremonies that are held at war memorials up and down New Zealand, or in places overseas where New Zealanders gather, remain rich in tradition and ritual befitting a military funeral.

- 4.2 Following the disbandment of the Stratford branch of the Returned Servicemen Association in 2016, the Stratford District Council has offered to host the annual ANZAC Day commemorations service and parade.

The Commemorations include the following:

5.30am-6.40am	Dawn Service at the Cross of Sacrifice on Miranda Street
10.30am-11.00am	Parade (Miranda, Fenton, Broadway and Regan Streets, returning to Miranda)
11.00am-11.45am	Civic Service at War Memorial Centre, Miranda Street
11.45am-12.00pm	Wreath Laying Ceremony at the Cross of Sacrifice

The parade will take place between the hours of 10.30am to 11.00am, departing the corner of Miranda and Fenton Streets at 10.30am heading east towards Broadway. From Fenton Street the parade will turn left into SH3 Broadway, continuing north to Regan Street. At Regan Street the parade will then turn left into Regan Street head west to Miranda Street to return to the War Memorial Carpark.

The parade will keep to the left hand side of the road as they head in an anticlockwise direction around the block. Cones will be placed along the centre of Fenton Street and Regan Street (between Miranda Street and SH3 Broadway) to separate the parade from passing traffic.

Broadway between Regan and Fenton Streets will be closed for the duration of the parade. Northbound traffic will be diverted via Fenton, Portia and Regan Streets and Southbound traffic will be diverted via Regan, Juliet and Fenton Streets. The southern end of the Broadway road closure will be manned with along with appropriate signage. Should northbound traffic wish to follow behind the parade, rather than using the alternative route, a rolling road closure will be in place to safe guard the participants in the parade.

The Northern end of the Broadway road closure will be coned off with a road closed sign. Broadway can be reopened as soon as the parade has passed through.

Marshalls will be in place at the Northern and Southern ends of both Miranda Street and Broadway where the road closures are in place for the duration of the parade.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

The Council are required to liaise with all residents and traders affected by the proposed road closure. An advertisement was placed in Central Link in the Stratford Press newspaper on 18 March 2020. To date no written objections have been received by the Council.

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

5.2 **Māori Consultation - Section 81**

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

6. **RISK ANALYSIS**

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 ANZAC Day commemorations and parade to be held in a safe manner on public roads, it is essential that these roads are closed for the duration of the commemorations. This will safeguard the public gathering for the dawn service as well as the participants in the ANZAC Day parade.

Following the 2019 commemorations, there will again be an armed police presence within the closure and an increase of traffic management measures on Miranda Street to minimise the risk of a road closure breach.

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

7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes. This event brings the community together to commemorate the soldiers lost in war and those who have served.
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? |
|--|

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

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	As a mark of respect for the soldiers lost in action, shops throughout New Zealand are closed on the morning of Anzac Day.

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

7.4 **Options**

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

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

The options to be considered for this report are:

Option 1. Do not approve the closing of the roads listed above. If this is the option chosen, then the Council will not be able to host the ANZAC Day commemorations and parade. This will have a negative impact on this authority.

Option 2. Endorse the proposed road closures as outlined in recommendation two above, to indicate our support for this event. This will have a positive impact on Council. **This is the recommended option.**

7.5 **Financial**

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

The cost of providing the traffic management will be met by the Council's Community Services Team. Council's officer time for approving the traffic management plan is met from current roading budgets.

7.6 **Prioritisation & Trade-off**

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

The Council has engaged the services of Traffic Management Solutions (TMS) to provide and monitor the traffic management plan for this event.

7.7 **Legal Issues**

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

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

7.8 **Policy Issues - Section 80**

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

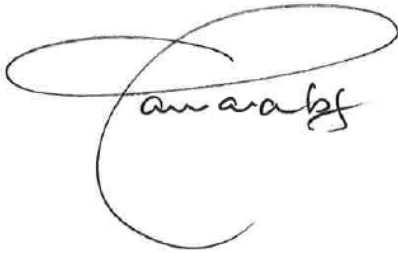
This report is consistent with the policy for Temporary Road Closures.

Attachment:

Appendix 1 – Traffic Management Plan



Stephen Bowden
ROADING ASSET MANAGER



[Endorsed by]
Victoria Araba
DIRECTOR - ASSETS



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

DATE 17 March 2020

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference	
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Traffic Management Solutions Ltd | PO Box 193 | NEW PLYMOUTH | ph: 0272 540918 | sheryl@tmstaranaki.co.nz

TRAFFIC MANAGEMENT PLAN

11

Date Submitted: Tues 18th February 2020
Proposed Works: Anzac Day Parade and Commemorations
Contractor: Stratford District Council
Due Date: Sat 25th April 2020
Location: SH3 – Broadway
TMS Ref No: T19505

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference	
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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: T19505	Contractor (Working space): Stratford District Council	Principal (Client): Stratford District Council				
		Contractor (TTM): TMS	RCA: SDC, NZTA				
Location details and road characteristics	Road names and suburb		House no./RPs (from and to)	Road level	Permanent speed		
	SH3 – Broadway, Stratford		003-0279-0.000 – 003-0279-0.400	L1	50		
	Miranda Street – between Regan and Fenton Streets (Closed for Dawn Service and parade)		41-68	L1	50		
	Fenton Street – Portia Street – Regan Street (North Detour)			L1	50		
Regan Street – Juliet Street – Fenton Street (South Detour)			L1	50			
Traffic details (main route)	AADT 13400 – Broadway 1500 – Fenton St 2663 - Regan		Peak flows 0700-0900 and 1500-1800				
Description of work activity							
<p>Anzac Day Service and Parade. Road Closure at Miranda St from 5.30am to 12.00pm. Broadway 10.15am to 11.00am.</p> <p>10.00am parade participants and vehicles will form on Miranda Street between the War Memorial Centre car park and the intersection with Fenton Street, entering Miranda Street via Portia Street and the War Memorial Centre car park. Car park to be coned off from cars entering Miranda Street. Mobility parking inside War Memorial Centre car park. Bus stop relocated onto Portia Street.</p> <p>10.30am Police lead the parade from the corner of Miranda and Fenton Streets, turning left onto Fenton Street and heading east, turning left onto Broadway and heading north, turning left onto Regan Street and heading west, turning left onto Miranda Street and finishing at the War Memorial Centre car park.</p> <p>STMS/TC’s will carry out stop/go operation at roundabout intersections as parade moves through, and open up North end of Miranda Street for parade to move back into road closure.</p>							
Planned work programme							
Start date	Sat 25 th April 2020	Time	5.30am	End date	Sat 25 th April 2020	Time	12.00pm
Consider significant stages , for example:	<ul style="list-style-type: none"> • road closures • detours • no activity periods. 						
	<p>Miranda Street to be closed from Reagan Street to the intersection of Fenton and Miranda Streets. Event signage and cones will be in place at each intersection. 5.45am to 10.00am STMS/TC’s will man Miranda Street intersections with Fenton and Regan Streets.</p> <p>10.15am Broadway closed from Regan Street/SH43 roundabout with South bound traffic detoured left onto Regan Street, right onto Juliet Street, right onto Fenton Street and left back onto Broadway. North bound traffic will be diverted left onto Fenton Street, right onto Portia Street and right onto Regan Street. Stop/go at Fenton/Miranda as parade passes though, and stop/go at Juliet/Regan as parade moves back along to Miranda.</p> <p>SH3 will have Detour Ahead, Road Closed and directional signage before each roundabout, which will be in action for the duration of the parade which is expected to last approximately 20 mins. The detour will be removed as soon as the parade has passed through.</p>						

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APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference					
Alternative dates if activity delayed	N/A				
Road aspects affected <i>(delete either Yes or No to show which aspects are affected)</i>					
Pedestrians affected?	No	Property access affected?	No	Traffic lanes affected?	Yes
Cyclists affected?	No	Restricted parking affected?	Yes	Delays or queuing likely?	Yes
Proposed traffic management methods					
Installation <i>(includes parking of plant and materials storage)</i>	Advance warning signs set up first to warn traffic of event ahead and road closure, followed by remainder of site as per plan. Work vehicles and personnel will enter site once full site set up is complete.				
Attended (day)	STMS onsite with TTM as per attached diagrams.				
Attended (night)	N/A. Site to be packed down after event.				
Unattended (day)	N/A				
Unattended (night)	N/A				
Detour route	Northbound – Detour SH3 Broadway Stratford left on to Fenton Street, right onto Portia Street, left onto Reagan Street, left onto SH3 Broadway. Southbound – Detour SH3 Broadway Stratford left onto Reagan Street, right onto Juliet Street, right onto Fenton Street, left onto SH3 Broadway.				
	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.				
Removal	Site will be uplifted in reverse to set up with Advance Warning signs removed last. STMS to record the time of removal of first and last signs. STMS to carry out final check and sign off before leaving site.				
Proposed TSLs <i>(see TSL decision matrix for guidance)</i>					
	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 <i>(List speed, length and location)</i>	Times <i>(From and to)</i>	Dates <i>(Start and finish)</i>	Diagram ref. no.s <i>(Layout drawings or traffic management diagrams)</i>	
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			

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APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference		
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>	No
Positive traffic management measures		
<p>Event and Road Closure/Detour Signage. Stop/Go Operation at Miranda/Fenton and Broadway/Fenton as parade moves out of Miranda and through to Broadway. Stop/Go Operation on Broadway/Regan and Regan/Miranda as parade moves out of Broadway onto Regan St and back into Miranda Street.</p> <p>Centreline of Fenton from Miranda to roundabout to be coned off to keep parade participants separate from traffic. Same for Regan, from Miranda to roundabout coned off to separate participants from traffic.</p>		
Contingency plans		
Generic contingencies for: <ul style="list-style-type: none"> • major incidents • incidents • pre planed detours. <p><i>Remove any options which do not apply to your job</i></p>	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.
	Incident An incident is described as: <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. 	Actions The STMS must immediately conduct the following: <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.

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APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference				
<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>				
Authorisations				
<p>Parking restriction(s) alteration authority</p>	<p>Will controlled street parking be affected?</p>	<p>Yes</p>	<p>Has approval been granted?</p>	<p>Yes No</p>
<p>Authorisation to work at permanent traffic signal sites</p>	<p>Will portable traffic signals be used or permanent traffic signals be changed?</p>	<p>No</p>	<p>Has approval been granted?</p>	<p>Yes No</p>
<p>Road closure authorisation(s)</p>	<p>Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?</p>	<p>Yes</p>	<p>Has approval been granted?</p>	<p>Yes No</p>
<p>Bus stop relocation(s) – closure(s)</p>	<p>Will bus stop(s) be obstructed by the activity?</p>	<p>No</p>	<p>Has approval been granted?</p>	<p>Yes No</p>
<p>Authorisation to use portable traffic</p>	<p>Make, model and description/number</p>			

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference					
signals	NZTA compliant?	No <i>(delete either Yes or No)</i>			
EED					
Is an EED applicable?	Yes No <i>(delete either Yes or No)</i>	EED attached?	No		
Delay calculations/trial plan to determine potential extent of delays					
Public notification plan					
SDC to provide.					
Public notification plan attached?		No <i>(delete either Yes or No)</i>			
On-site monitoring plan					
Attended <i>(day and/or night)</i>	STMS and TC onsite during day				
Unattended <i>(day and/or night)</i>					
Method for recording daily site TTM activity (eg CoPTTM on-site record)					
CoPTTM onsite record.					
Site safety measures					
Other information					
Site specific layout diagrams					
Number	Title				
1	Parade Route				
2	Anzac Parade Detours				
3	Anzac Parade Road Closure				
Contact details					
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	Stratford District Council	7656099			
TMC	SDC – Chade Julie NZTA – Hima Madasu	0272879944 7598880			

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference						
Engineers' representative						
Contractor	Traffic Management Solutions	0272540918				
STMS	Sheryl Haynes Graham John Pike Violet Leathers	0272540918 0212024041 0278042649	116586 TBA 41717	L1 STMS L1 STMS L1 STMS	18/07/21 04/03/22 03/05/21	
TC						
Others as required						
TMP preparation						
Preparation	Sheryl Haynes	18/02/20		116586	L1 STMS	18/07/21
	<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 correction (if required)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Engineer/TMC to complete following section when approval or acceptance required						
Approved by TMC/engineer (delete one)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Acceptance by TMC (only required if TMP approved by engineer)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
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			

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APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference	
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APPENDIX 1

TMP or generic plan reference	
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ON-SITE RECORD On-site record must be retained with TMP for 12 months.	Today's date
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Location details	Road names(s):	House number/RPs:	Suburb:
-------------------------	----------------	-------------------	---------

Working space

Person responsible for working space		
	<i>Name</i>	<i>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

TTM

STMS in charge of TTM					
	<i>Name</i>	<i>TTM ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>

Worksite handover accepted by replacement STMS					
	<i>Name</i>	<i>ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>
	Tick to confirm handover briefing completed				

Delegation

Worksite control accepted by TC/STMS-NP					
	<i>Name</i>	<i>ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>
	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	
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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						

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APPENDIX 1

TMP or generic plan reference							
Permanent speed limit or RCA-designated operating speed (km/h)		≤50	60	70	80	90	100
Traffic signs							
A	Sign visibility distance (m)	50	60	70	80	90	100
B	Warning distance (m)	30 or 50*	80	105	120	135	150
C	Sign spacing (m)	15 or 25*	40	50	60	70	75
Safety zones							
D	Longitudinal (m) ⁺ <i>+(Not required on LV roads)</i>	5 or 10*	15	30	45	55	60
E	Lateral (m) ⁺ <i>+(Optional on LV roads)</i>	1	1	1	1	1	1
Tapers							
G	Taper length (m) [#]	30	50	70	80	90	100
G	LV roads taper length (m) [#]	25	30	35	40	45	50
K	Distance between tapers (m)	40	50	70	80	90	100
Delineation devices							
Cone spacing in taper (m)		2.5	2.5	5	5	5	5
Cone spacing: Working space (m)		5	5	5	10	10	10
<p>* Larger minimum distances apply where there is more than one lane each way and on all state highways.</p> <p>+ On LV roads the longitudinal and lateral safety zones may be reduced, or eliminated, in order to retain a single lane width. Positive traffic control and an appropriate TSL are to be used.</p> <p># Where there are road environment constraints (including intersections and commercial accesses) a 10m taper may be used for speeds 50km/h and under. This does not apply on state highways or where portable traffic signals, manual traffic controller (stop/go) or priority give way are used.</p> <p>On all roads tapers may be reduced to 30m where portable traffic signals, manual traffic controller (stop/go) or priority give way are employed.</p>							
Lane widths							
(km/h)		30	50	60	70	80	100
F	Lane width (m)	2.75	3.0	3.0	3.25	3.25	3.5

Except for delineation device spacings, which are maximum values, the distances specified in the above tables are minimum values.

LV/low risk roads

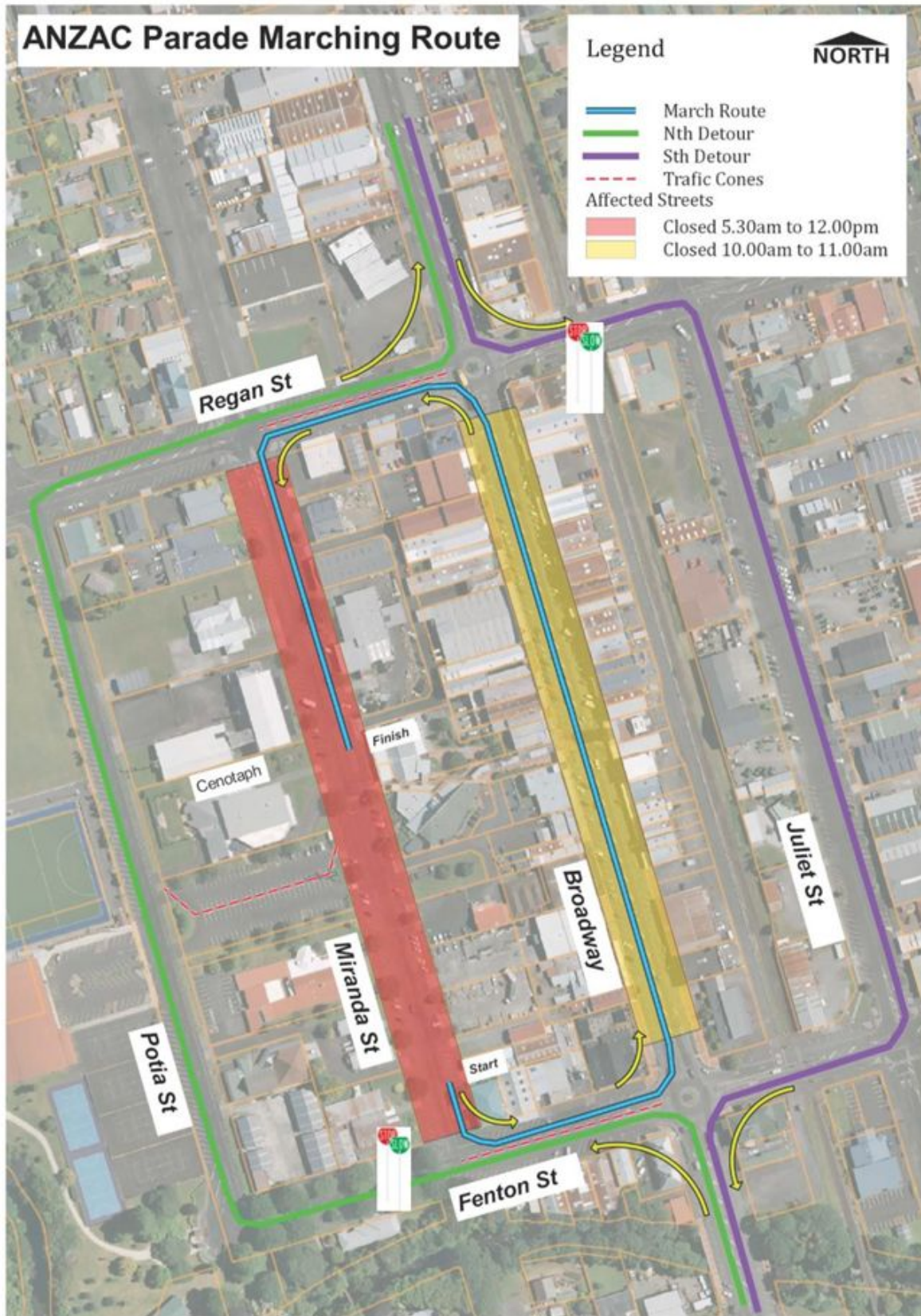
Working on roads designated as LV/low-risk roads (less than 250vpd - less than 20 vehicles per hour), with clear sight distance to the operation and an operating speed of less than 65km/h:

- Use an appropriate advance warning sign (static installation) and amber flashing beacon(s) on working vehicle when working on the shoulder.
- Consider stop/go or give way control of traffic when activity encroaches onto lane.

If the above requirements cannot be achieved, the operation must be modified to comply with the requirements of a higher risk rating.

APPENDIX 1

TMP or generic plan reference



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APPENDIX 1

TMP or generic plan reference



APPENDIX 1

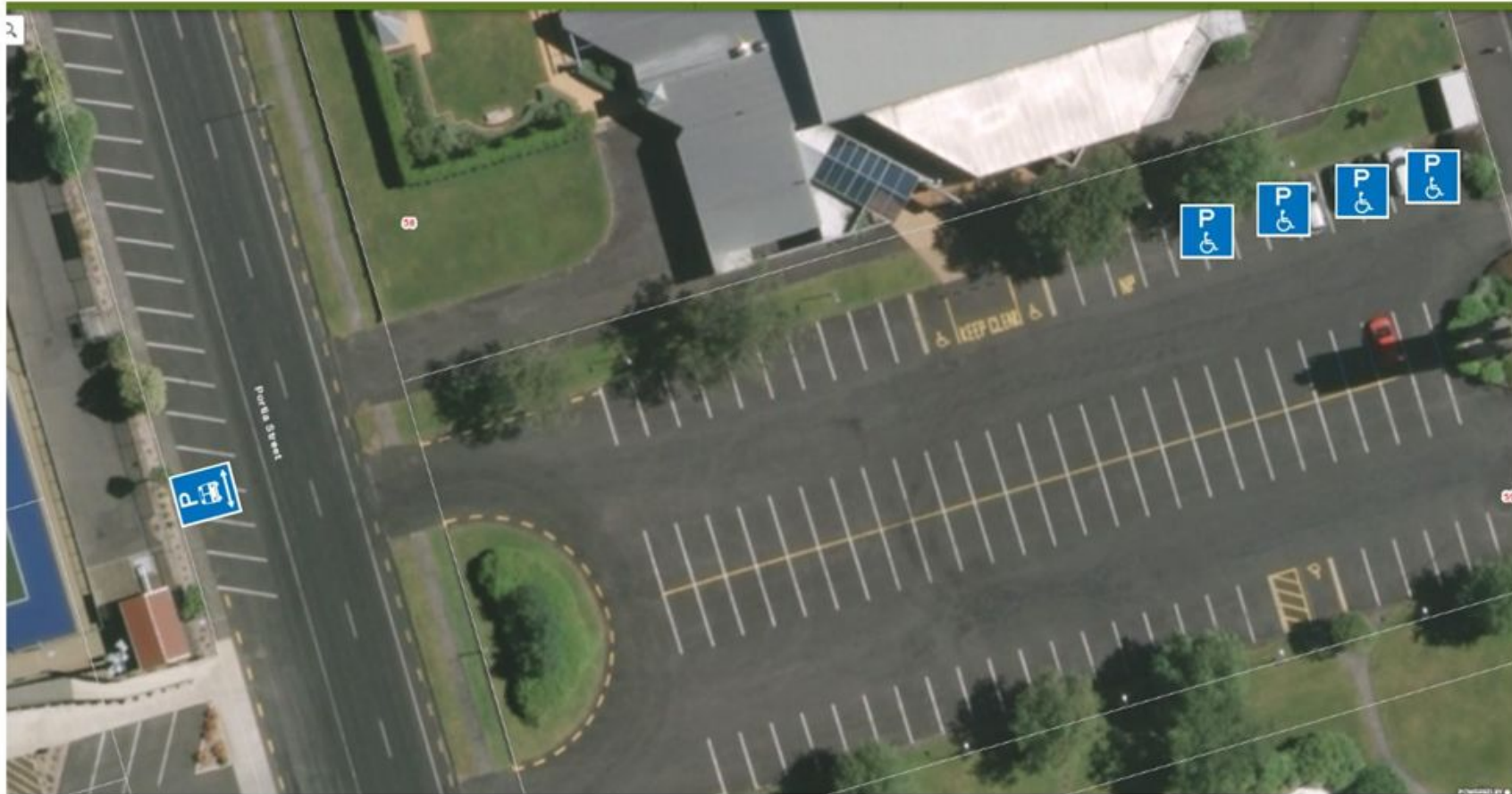
TMP or generic plan reference



APPENDIX 1

TMP or generic plan reference

Mobility Parking and bus stop



DECISION REPORT



TO: Policy and Services Committee

F13/19/04 – D20//4505

FROM: Roading Asset Manager

DATE: 24 March 2020

SUBJECT: PROPOSED ROAD CLOSURE OF STANLEY ROAD

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 Stanley Road from its intersection with Makuri Road (RP7.5) to Kupe Road (RP9.9) on Sunday 19 April 2020 between the hours of 7:30am to 5:30pm for the Taranaki Car Club to host a hillclimb motorsport event.

Recommended Reason

In order for the Taranaki Car Club to host a hillclimb motorsport event, it is necessary to close Stanley 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

- 1.1 For any street event that requires a road closure, Schedule 10, Clause 11(e) of the Local Government Act 1974 requires a Council resolution to endorse the proposed road closure. This report seeks this endorsement for the purposes of allowing the Taranaki Car Club to close a section of Stanley Road from Kupe Road to Makuri Road on Sunday 19 April 2020. This event is the second in a series of hillclimb events to be held around the district.

2. EXECUTIVE SUMMARY

- 2.1 In order for the Taranaki Car Club to hold a hillclimb event along Stanley Road, the car club has approached the Stratford District Council seeking permission to close part of Stanley Road from its intersection with Makuri Road to Kupe Road - a distance of 2.4 kilometres.

As this is a residential rural road, the car club have undertaken a letter drop to all residents and provided the Stratford District Council with a Traffic Management Plan and Safety plan for the event. These have been included in the 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 wishes 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 The club is expecting around 25 drivers with about 20 other support people. The Taranaki Car Club events attract drivers from all over Taranaki as well as Wellington and Wanganui.
- 4.4 The Taranaki Car Club have submitted a request to the Stratford District Council seeking permission to close a section of Stanley Road from its intersection with Makuri Road to Kupe Road the purposes of holding a hillclimb event. The date of the event is Sunday 19 April 2020 with the proposed closure from 7:30am to 5:30 pm. This is the second hillclimb event to be 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 will be advertised in Central Link on Wednesday 19 February 2020 with the objection cut-off date of Friday 6 March 2020. No written objections were received by Stratford District Council during this period. A second notice will be placed in the Stratford Press on Wednesday 15 April 2020, subject to the recommendations outlined above being endorsed by Council.

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

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 Stanley Road during the time of the road closure.

The Taranaki Car Club have provided a Safety Plan which has been included as an attachment to this report.

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 1974.

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 times of the proposed road closures are outlined in the recommendation above. There are expected to be between 18-25 participants in this hillclimb event, with each participant having four runs 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 Stanley 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**

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

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

The options to be considered for this report are:

Option 1. Do not approve the closing of Stanley 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**

- 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. The Council’s officer time for approving the traffic management plan is met from current roading budgets.

7.6 **Prioritisation & Trade-off**

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

The 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

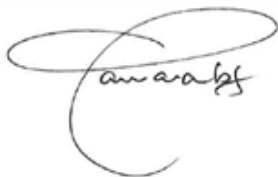
Appendix 3 - Safety Plan for the event

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

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

[Approved by]

Sven Hanne

CHIEF EXECUTIVE

DATE 17 March 2020

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference

TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM

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.

Organisations /TMP reference	TMP reference: Stanley Rd Bent Sprint	Contractor (Working space): Downer NZ Ltd	Principal (Client): Taranaki Car Club					
		Contractor (TTM): Downer NZ Ltd	RCA: SDC					
Location details and road characteristics	Road names and suburb		House no./RPs (from and to)		Road level	Permanent speed		
	Stanley Road		Whole Northern leg from Makuri Rd to Kupe/Manu Roads		LV	100		
Traffic details (main route)	AADT <100		Peak flows N/A					
Description of work activity								
Temporary Road Closure of Stanley Road for a Car Club Bent Sprint Motorsport Event.								
Planned work programme								
Start date	Sun 19 April 2020	Time	7:30am	End date	Sun 19 April 2020	Time	5:30pm	
Consider significant stages, for example: • road closures • detours • no activity periods.	Closure for racing between 7:30am & 5:30pm							
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
Proposed traffic management methods								

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference

<p>Installation <i>(includes parking of plant and materials storage)</i></p>	<p>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.</p>
<p>Attended (day)</p>	<p>Refer attached TMP. Marshalls to man closure points. Entrances on the circuit to be taped off and access controlled by Marshalls.</p>
<p>Attended (night)</p>	
<p>Unattended (day)</p>	
<p>Unattended (night)</p>	
<p>Detour route</p>	<p>N/R</p> <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>
<p>Removal</p>	<p>Remove signs in reverse order to above as soon as racing is complete</p>
<p>Proposed TSLs <i>(see TSL decision matrix for guidance)</i></p>	

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference

	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 (Stanley Rd / Croydon Rd). 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. 		

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>			
Authorisations				
Parking restriction(s) alteration authority	Will controlled street parking be affected?	Yes No	Has approval been granted?	Yes No

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference

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?	Yes No
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?	Yes No
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	Yes No	Has approval been granted?	Yes No
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			
Method for recording daily site TTM activity <i>(eg CoPTTM on-site record)</i>				

APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference

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 Stanley 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	12/2/20	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 correction (if required)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Engineer/TMC to complete following section when approval or acceptance required						

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APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference

Approved by TMC/engineer <i>(delete one)</i>						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Acceptance by TMC <i>(only required if TMP approved by engineer)</i>						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
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 <input style="width: 150px; height: 20px;" type="text"/> Time <input style="width: 150px; height: 20px;" type="text"/>			

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
Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below	

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				

APPENDIX 1

TMP or generic plan reference

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 **Sunday 19th April 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

STANLEY RD HILLCLIMB
19 APRIL 2020
Event Health and Safety Plan

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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 18/02/2020

APPENDIX 3

EVENT DETAILS

Event name:	Stanley Rd Hillclimb
Event location:	Stratford District, Taranaki
Course:	Length of course is 2.0km, on a chip seal surface. It is intended that we will be running one car on the course at any one time.
Event date:	Sunday 19 th April 2020
Start time:	9:00am
Finish time:	5:00pm
Pack in Date:	Sunday 19 th April 2020
Pack in Time:	6:00am
Pack out Date:	Sunday 19 th April 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:

Stanley 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.

APPENDIX 3

EVENT SPECIFIC PLAN

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

Event Sanctioning:

Stanley 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

- Stanley Rd

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:

Emergency vehicles will access from Stanley Rd.

APPENDIX 3

Competition vehicles will access the venue via Stanley 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:

Stanley 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 1 portable toilet for competitors to use on the day.

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.

APPENDIX 3

Emergency Procedures:

First aid will be onsite for medical first response.

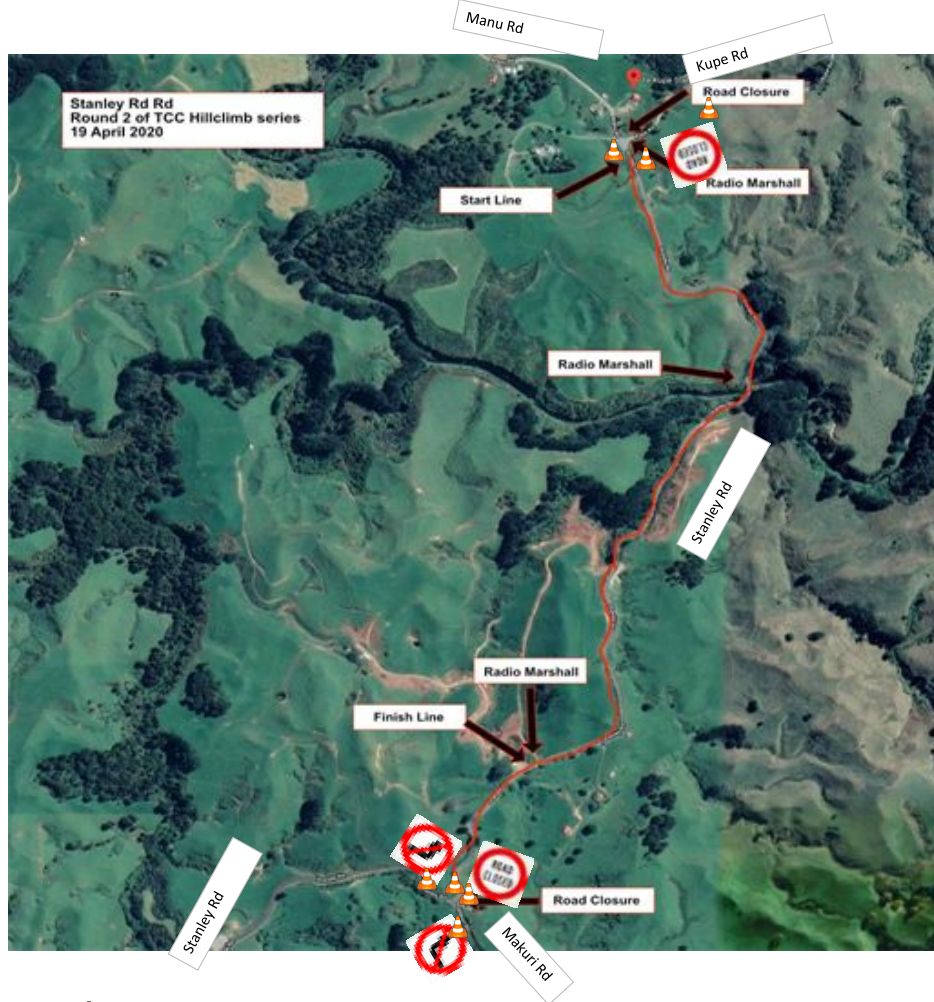
Refer Fire and Major Medical Emergency Procedure included.

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	027 2295911	Taranaki Car club
MSNZ Steward	TBC		
MSNZ CoC	Keith Finnerty	027 7510866	
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:

Manu Road access from north is signposted as private property - farm owner traffic only - unsealed
Kupe Road is unsealed and a no exit



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Stanley Rd

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

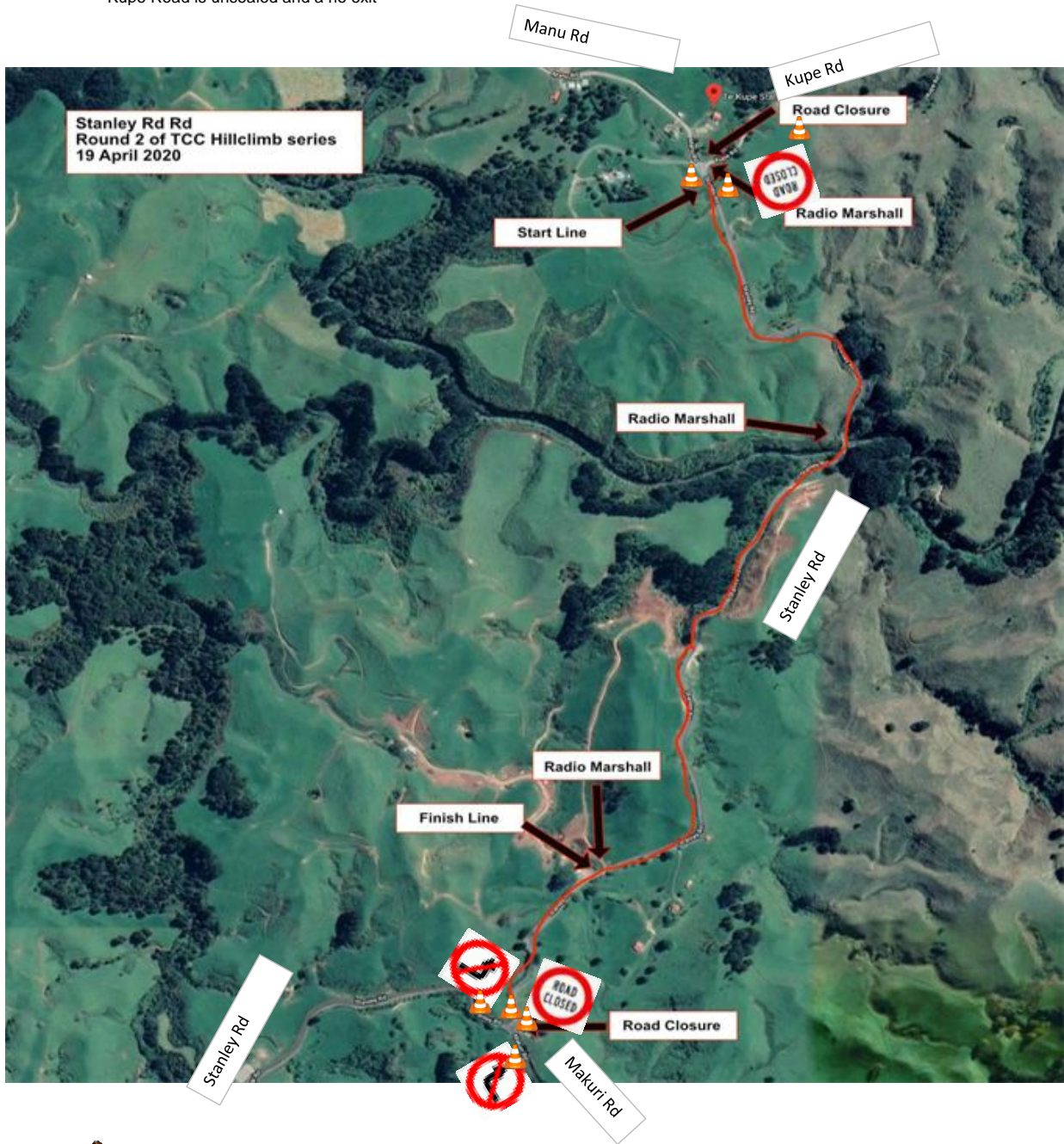
APPENDIX 3

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

		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) Hospitalable / 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 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 4

Manu Road access from north is signposted as private property - farm owner traffic only - unsealed
Kupe Road is unsealed and a no exit



("RCA") At Croydon Road Intersection with Stanley Road

APPENDIX 5

Taranaki Car Club Visitation Log

Stanley Rd hill climb - Sunday April 19th 2020

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

House No	Name	Signature
991 Stanley Rd.	Murray Jackson	<i>[Signature]</i>
9 Manu Road	Jack Hamilton	<i>[Signature]</i>
35 Manu Rd	Dorcas Steve + Jill	<i>[Signature]</i>
102 Manu Rd	Meera [unclear]	
90 Kupe Rd	Karen Brooker	<i>[Signature]</i>
110 Kupe Rd	Gerome Bishop	<i>[Signature]</i>
808 Stanley Rd	Jill Wills	<i>[Signature]</i>

from [unclear] [unclear]

DECISION REPORT



F19/13/04- D20/5077

TO: Policy and Services Committee
FROM: Chief Executive
DATE: 24 March 2020
SUBJECT: **POLICY REVIEWS 2018/19 & 2019/20 – TENTH TRANCHE**

RECOMMENDATIONS

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

*Asset Management Policy (updated), and the
Community Relationships Policy (new)*

be adopted.

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 tenth 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 tenth batch of new and 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 two policies for adoption within this report, the following changes have been incorporated and are being recommended by staff:

4.3.1 Asset Management Policy – Appendix 1
(existing Policy, minor change)

4.3.1.1 This policy has been re-formatted and streamlined, the intent overall however has not changed.

4.3.2 Community Relationships Policy – Appendix 2
(new policy)

4.3.2.1 This is a new policy, which, in conjunction with the Community Relationships Framework streamlines Stratford District Council’s approach to engaging and collaborating with external community focused groups. It will ensure we are progressive and consistent with allocating resourcing to achieving our future aspirations. As a leading organisation within the Stratford community, we strive towards providing positive interactions that allow solid relationships and trust to be built on.

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 – Asset Management Policy

Appendix 2 – Community Relationships Policy

Appendix 3 – Policy Register



Sven Hanne
CHIEF EXECUTIVE

DATE 19 March 2020

APPENDIX 1**STRATFORD DISTRICT COUNCIL**

POLICY: <u>ASSET MANAGEMENT</u>	
DEPARTMENT: Assets	RESPONSIBILITY: Director Assets
SECTION: Assets	
REVIEW DATE: 2019/2020	NEXT REVIEW: 2025/2026
VERSION: 2	APPROVAL DATE: March 2020

1. INTRODUCTION

The Stratford District Council is charged with the prudent stewardship and management of infrastructure assets. These assets are part of the Stratford District's physical infrastructure. They are important because many public services rely upon them, and they represent a significant investment by the Stratford District community, built up over the last 100 years or more.

Council recognizes its on-going responsibility and is committed to sustainable asset management practices to meet the needs of the Stratford District community now and in the future. This we will achieve by minimizing lifecycle costs while maintaining the required levels of service identified in the Long Term Plan (LTP).

2. PURPOSE

The purpose of this policy is to set the Council's asset management framework for managing infrastructure assets in a structured, integrated, cost-effective and sustainable manner. This policy covers Infrastructure assets in the following areas:

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

3. OBJECTIVES

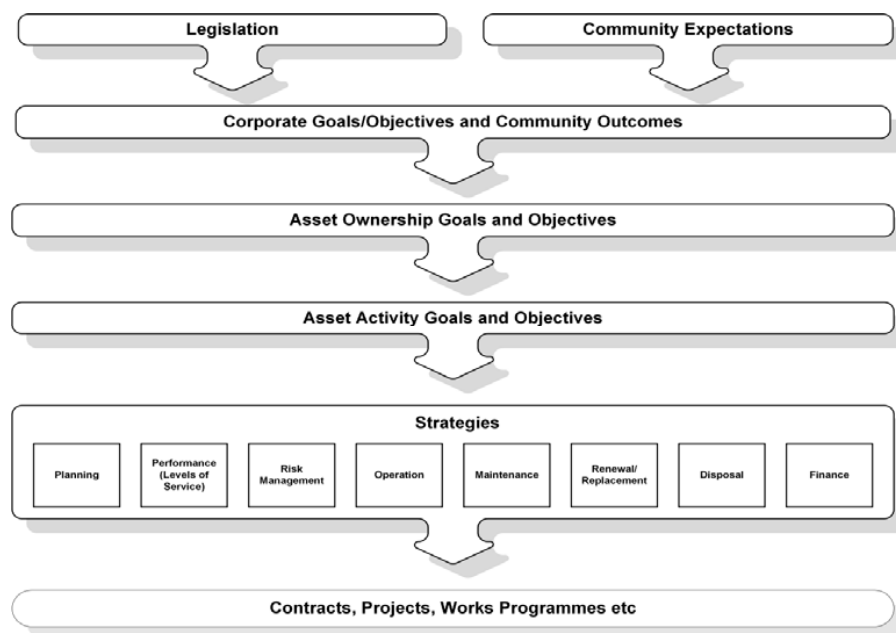
The objectives of this policy are to:

1. Provide for a consistent approach to asset management planning to ensure plans reflect the strategic direction of Council.
2. Demonstrate to the community that Council will manage the District's assets and related activities in a safe, cost-effective and sustainable manner to deliver agreed Levels of Service to current and future generations.
3. Confirm a coordinated process for each asset/activity area that links their contribution to the Community Outcomes with specific Levels of Service performance requirements and desired improvement priorities and strategies.

APPENDIX 1

4. FRAMEWORK

The Asset Management framework integrates planning processes, decision-making and information across all infrastructure assets and activities. It provides a management structure within which requirements, goals, objectives, strategies, and tactics are brought together to enable balanced and consistent approach to asset management and the provision of infrastructure and services.



5. POLICY STATEMENTS

1. Stratford District Council will manage infrastructure assets in a coordinated, cost-effective, and sustainable manner to meet the current and future needs of the Stratford District community.
2. Stratford District Council will use Asset Management Plans (AMPs) as the means to fulfil its statutory obligations for compliance with the Local Government Act 2002, Resource Management Act 1991, Building Act 2004, Land Transport Management Act 2003, Health Act 1956 and the requirements of the office of the Auditor General for optimum delivery of services and activities through optimal management of its assets.

6. PRINCIPLES

The Council will adhere to the following principles in its asset management planning:

1. Asset management goals and objectives are aligned with corporate objectives and community outcomes.
2. Affordable and financially sustainable AMPs are developed to industry standard appropriate for the scale of assets and associated risks being managed.
3. AMPs reflect the priorities of the Council and are used to drive the day to day management of assets and the associated services;
4. Capital, operation and maintenance, and renewal/replacement works are aligned with asset management objectives.
5. Sustainability and sustainable development are considered in the selection of options for asset development and service delivery.
6. Asset management strategies are established through the use of optimised lifecycle management and costing principles.

APPENDIX 1

7. Funding is allocated for the appropriate level of maintenance for assets to deliver the required Levels of Service.
8. Accurate, up to date asset data is collected for analysis and use throughout asset management planning processes.
9. A strategic management approach will be taken to Improvement planning, asset management plan development and implementing improvement practices.
10. Growth and demand forecasting will be integrated as part of all asset management planning to meet current and future needs of the community.
11. Risk management will be integrated as part of all asset management planning to recognise the risks associated with the delivery of agreed levels of service and manage them appropriately;
12. Design, construction and maintenance of assets, so far as reasonably practical, are without risk to the health or safety of any person.

7. CONSULTATION PROCESS

1. Stratford District Council will not undertake general public consultation on individual AMPs, but may use a targeted consultation of user/focus groups to test the proposed levels of service for key assets/activities
2. Levels of service will formally be consulted on through the draft Long Term Plan, in accordance with the Local Government Act 2002 and the Stratford District Council Significance and Engagement Policy 2014. Significant changes to asset activities will be highlighted in the Consultation Document.
3. AMPs will be available to the public as supporting documents for the LTP consultation document.

8. REVIEW PROCESS

1. AMPs will be reviewed every three years in line with the long term planning process.
2. AMPs will be adopted by Council within the year leading up to commencement of the next Long Term Plan.
3. Adopted AMPs align with the adopted Long Term Plan for the same period; however misalignment between adopted AMPs and subsequent Annual Plans is likely to occur. Identified discrepancies between AMPs and subsequent Annual Plans will be identified in the relevant Annual Plan. A statement highlighting this situation will be included in the introduction of all AMPs.

9. ROLES AND RESPONSIBILITIES

1. Elected Members and Council Officers are the custodians of Council assets on behalf of the Stratford District community.
2. Elected Members have the responsibility to:
 - Represent the best interests of ratepayers (as asset owners) and residents (as customers of services).
 - Make decisions for the overall benefit of the entire district (as opposed to the ward they were elected within), not only for the current generation, but for generations to come.
 - Ensure asset management decisions provide for good quality local infrastructure and local public services that are efficient, effective and appropriate for the current and foreseeable future needs of the community.
 - Ensure that assets are planned for, created, replaced and disposed of in accordance with Council priorities as determined by the Long Term Plan.

APPENDIX 1

3. Council Officers have the responsibility to:
- Ensure legal obligations are met.
 - Provide technical and professional advice that enables elected members to make well informed decisions about the management of assets.
 - Manage assets to ensure they provide the agreed Levels of Service.
 - Maintain assets and deliver activities in accordance with the guidance provided in the Asset Management Plans.
 - Ensure practical systems are in place to collect, store, and maintain data necessary to inform future asset planning.
 - Ensure that procurement and operational spending meet the requirements of Council policies and delegations.
 - Provide regular performance information of asset activities against planned levels of service and Council performance targets

APPENDIX 2**STRATFORD DISTRICT COUNCIL**

D18/36607

POLICY: <u>COMMUNITY RELATIONSHIPS</u>	
DEPARTMENT: Community Services	RESPONSIBILITY: • Director Community Services
SECTION: Community Development	
REVIEW DATE:	NEXT REVIEW:
VERSION:	APPROVAL DATE:

PURPOSE

This policy, in conjunction with the Community Relationships Framework streamlines Stratford District Council's approach to engaging and collaborating with external community focused groups. It will ensure we are progressive and consistent with allocating resourcing to achieving our future aspirations. As a leading organisation within the Stratford community, we strive towards providing positive interactions that allow solid relationships and trust to be built on.

SCOPE

This policy applies to all staff members, elected officials and appointed contractors who represent Stratford District Council when interacting with stakeholders and/or the community to maintain or establish ongoing working relationships.

The way in which we conduct ourselves while representing Stratford District Council is integral to building trusting relationships with our stakeholders and our community. Our interactions will align with the *Stratford District Council Customer Service Charter*.

RELATIONSHIPS**Resourcing**

1. Stratford District Council may, through its *Community Development Strategy*, *Economic Development Strategy* and budgeting process provide resourcing support to organisations recognised as contributing to good quality public service and the well-being of the district.
2. Stratford District Council may redistribute allocated resourcing according to priority and availability.
3. Stratford District Council will engage in relationships that align with the guiding principles and community outcomes as outlined in *the Community Relationships Framework* in a manner that reflects current best practice and resourcing capabilities.
4. The Community Development team will develop a work programme prior to each financial year to confirm resource allocations. If deliverables outweigh the resource

APPENDIX 2

allocation then Elected Members will be requested to either increase available resources or reallocate or decline deliverables to fit within the available budgets.

Expectations

1. Community groups feel supported and empowered in delivering on their contribution to the wellbeing of Stratford as well as providing input into decision making.
2. Stratford District Council takes a collaborative approach to ensuring a quality level of community wellbeing is met.
3. Relationships between Stratford District Council and community groups are clearly defined and transparent.
4. Stratford District Council acts responsibly with its resourcing and legal obligations under the Local Government Act to deliver good quality local public service.

Eligibility

Support will only be available to entities, groups and organisations who are a not-for-profit or charitable organisation, and/or are for the well-being of Stratford District community.

Expressions of Interest (EOI)

Organisations who currently do not receive resource support from Stratford District Council will need to formally write an EOI to the Director - Community Services. The EOI will outline the request, how the organisation or project will benefit the community and how it aligns with council priorities. All EOIs received requiring resourcing beyond current capacity will be considered for the following financial year.

RELEVANT LEGISLATION

- Local Government Act 2002

APPENDIX 3

D20/2785

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	N/A	Approved as part of the LTP
Allocation and Use of Sports Grounds	11/12/2018	Director – Assets Parks and Property Manager	D18/35501	2018/19	2021/22	
Anti-Fraud & Corruption Policy	13/08/2019	Director – Corporate Services	D19/19374	2019/20	2022/23	
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	2018/19	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	D16/2568	2018/19	2018/19	Due
Child Protection	10/10/2017	Director – Community Services	D17/14440	2017/18	2021/21	
Citizens and Youth Citizens Awards	08/05/2018	Director – Community Services	D18/13058	2021/22	2019/20	

APPENDIX 3

D20/2785

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
		Executive Administration Officer				
Community Archives	10/03/2020	Director – Community Services		N/A	2024/25	
Conferences, seminars, tours	11/02/2020	Chief Executive	D19/7565	2019/20	2024/25	
Council Vehicles	9/10/2018	Director – Assets	D18/32513	2021/22		
Credit Card	12/02/2019	Director – Corporate Services	D19/10	2019/20	2021/22	
Dangerous and Insanitary Buildings	11/12/2018	Director – Environmental Services	D18/35499	2021/22		
Declaration of Members Interest	11/02/2020	Chief Executive	D16/2579	2018/19	N/A	DELETED 11/02/2020
Delegations	11/06/2019	Chief Executive	D19/14942	2018/19	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	Under way

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D20/2785

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	2016/17	2023/24	
Elected Members Remuneration	11/02/2020	Chief Executive	D16/2583	2018/19	N/A	DELETED 11/02/2020
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	2016/17	2021/22	
Health and Safety	13/08/2019	Chief Executive	D19/21370	2019/20	2020/21	Elected members requested policy to be strengthened, hence short review period
Housing for the Elderly	10/03/2020	Director – Assets Parks and Property Asset Manager	D18/35504	2019/20	2022/23	
Infringement Notices	13/08/2019	Director – Environmental Services	D19/22993	2019/20	2022/23	

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D20/2785

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Kerbside Collection Policy	12/03/2019	Director – Assets Services Assets Manager	D16/6770	2021/2022	2021/2022	
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	2018/19	2021/22	
Mayor’s Relief Fund	10/03/2020	Chief Executive	D16/2592	2018/20	2024/25	
Monetary Bonds	10/03/2020	Director – Corporate Services	D16/2593	2019/20	N/A	DELETED 10/03/2020
Occupation of Unused Road Reserve	09/04/2019	Director – Assets Roding Asset Manager	D19/7184	2018/19	2021/22	
Paper Records and Archives Policy	12/02/2019	Director – Corporate Services	D19/174	2018/19	2021/22	
Pegging and Maintenance of Roads and Bridges	9/04/13	Director – Assets	D16/2596	2018/19		
Petitions in Council Buildings	11/02/2020	Chief Executive	D16/2597	2019/20	2024/25	

APPENDIX 3

D20/2785

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Presentations to Elected Members and Staff	13/08/2019	Chief Executive	D19/22992	2019/20	2022/23	
Privacy	11/02/2020	Chief Executive Director – Corporate Services	D16/16748	2019/20	2022/23	
Private Crossings & Culverts	13/11/2018	Director – Assets	D18/35500	2018/19	2021/22	
Procurement Policy	11/06/2019	Director – Corporate Services	D18/29563[v3]	2018/19	2022/23	
Rates Postponement	12/02/2018	Director – Corporate Services	D18/4693	2022/23		
Rates Remission	09/04/2019	Director – Corporate Services	D18/2840[v2]	2019/20	2022/23	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)

APPENDIX 3

D20/2785

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
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	
Smoke Free Environments – Council Buildings and Public Places	September 2007	Chief Executive	D16/2605	2018/19	2018/19	Due
Stock Crossing and Races	09/04/2013	Director – Environmental Services	D16/2624	2015/16	2018/19	Overdue
Stock Underpasses	14/05/2013	Director – Assets Roading Assets Manager	D16/2606	2018/19	2019/20	
Street Trees	02/08/2016	Parks and Property Asset Manager	D16/8890	2017/2018	2018/19	December 2018
TAB Venue Policy	May 2018	Director – Environmental Services	D18/13094	2016/17	2021/22	
Temporary Road Closures	15/05/2013	Director – Assets Roading Asset Manager	D16/2608	2015/16	2018/19	
Trade Waste	11/06/2019	Director – Assets	D19/13626	2018/19	2021/22	

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D20/2785

Policy	Adopted Date	Responsibility	Document Number	Review Date	Proposed review year	Comments
Treasury Management	12/02/2019	Director – Corporate Services	D19/904	2018/19	2021/22	
Voting System	11/02/2020	Chief Executive	D16/2611	2019/20	N/A	DELETED 11/02/2020
Water Supply to Rural Properties	12/03/2019	Chief Executive Director – Assets Services Asset Manager	D19/3406	2018/19	2023/24	

MONTHLY REPORT



F19/13/04-D20/3462

TO: Policy and Services Committee
FROM: Director - Assets
DATE: 24 March 2020
SUBJECT: REPORT FOR THE MONTH OF FEBRUARY 2020

RECOMMENDATION

THAT the report be received.

_____/_____
Moved/Seconded

HIGHLIGHTS:

A. Roading

- Seyton Street Kerb, Channel and Footpath Replacement has been completed.
- Replacement of the kerb and channel along Page Street from Brecon Road to the Aquatic Centre has commenced.
- The reseal programme for the year has been completed.
- With the adoption of the new Speed Limit Bylaw, the changes to speed limit signage has been completed.
- Mangaotuku Road Pavement Strengthening and Safety Improvements continues.

B. Water Supply

- No issues at the 3 water treatment plants.

C. Wastewater

- No disruptions to operation; all measured performance targets achieved to date.

D. Stormwater

- No Health and Safety incidents; all measured performance targets achieved to date.

E. Solid Waste

- Recycling - the green-tagged bins are sitting at 86 per cent and the red tags are at 1 per cent.

F. Property

- Increase in Aerodrome activity and in Milk Production at the Council Farm.
- Decrease in patronage of the Centennial Restrooms and War Memorial Centre.

G. Parks and Reserves

- Extension of Accessible Path (lime chip path) from Page Street to Swing Bridge completed.

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 = 5 There was one fatal crash on Opunake Road at the intersection of Rowan Road in February.
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%. This year's survey has been undertaken in February. We will report the results for roughness the March 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%	Achieved Completed to date = 21.6km or 5.4%.
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Achieved to date Total to date = 21.7km (10.6%).
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 yet measured The next footpath condition survey is planned for March 2020. Once the results have been delivered to SDC we will report these in the monthly report.
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.	>86%	Achieved to date - 100%.
Customer Satisfaction	<ul style="list-style-type: none"> Roading Network 	>76%	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 February.

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 February is provided in *Figure 1*, highlighting the programme achievement for the month. It should be noted that the low percentage achieved is due to moving work activities out of the February programme and putting them into the March programme. This was primarily the high trim and sealed road pavement repairs.

1.4 Ready Response Works

Council attended to the following Ready Response Works:

- Fatal crash on Opunake Road
- Fallen trees on Arnold Road, Whitianga Road and Puniwhakau Road
- Underslip on Brewer Road.

1.5 Capital Works

Updates on key capital projects:

- The replacement of the kerb and channel along Page Street between Brecon Road and the Aquatic Centre on the northern side of the road, started in February.
- The sealing programme for the year has been completed. In total we have sealed just over 21.6 km of road.
- Mangaotuku Road Pavement Strengthening and Safety Improvements is progressing well with the placing of the structural metal on top of the old road. This will continue into March with an anticipated completion date of Easter.
- The replacement of various timber beams and boards on the swing bridge at Lower Kohuratahi Road began in February (see Figure 2). A scaffold has been installed to provide access to the underside of the bridge deck. This scaffold is hanging off of the bridge, therefore we can only work on 10 metre long sections of the bridge at a time so the bridge is not overloaded.

1.6 Health and Safety

No health and safety incidents occurred during February.

1.7 Roading Projects

- The Walking and Cycling Strategy 2020 - Officers will present a draft by May 2020.
- Crossing facilities on State Highway 3 – NZTA has provided funding of up to \$45,000 to improve crossing on State Highway 3. This is currently being investigated.
- Schools Road Safety Project - The Stratford High School has approached the Council requesting a second crossing facility along the frontage of the school.

1.8 Roading Activities

The Roding Activities completed Reactive and Programmed Works, as shown in Figure 1 below.

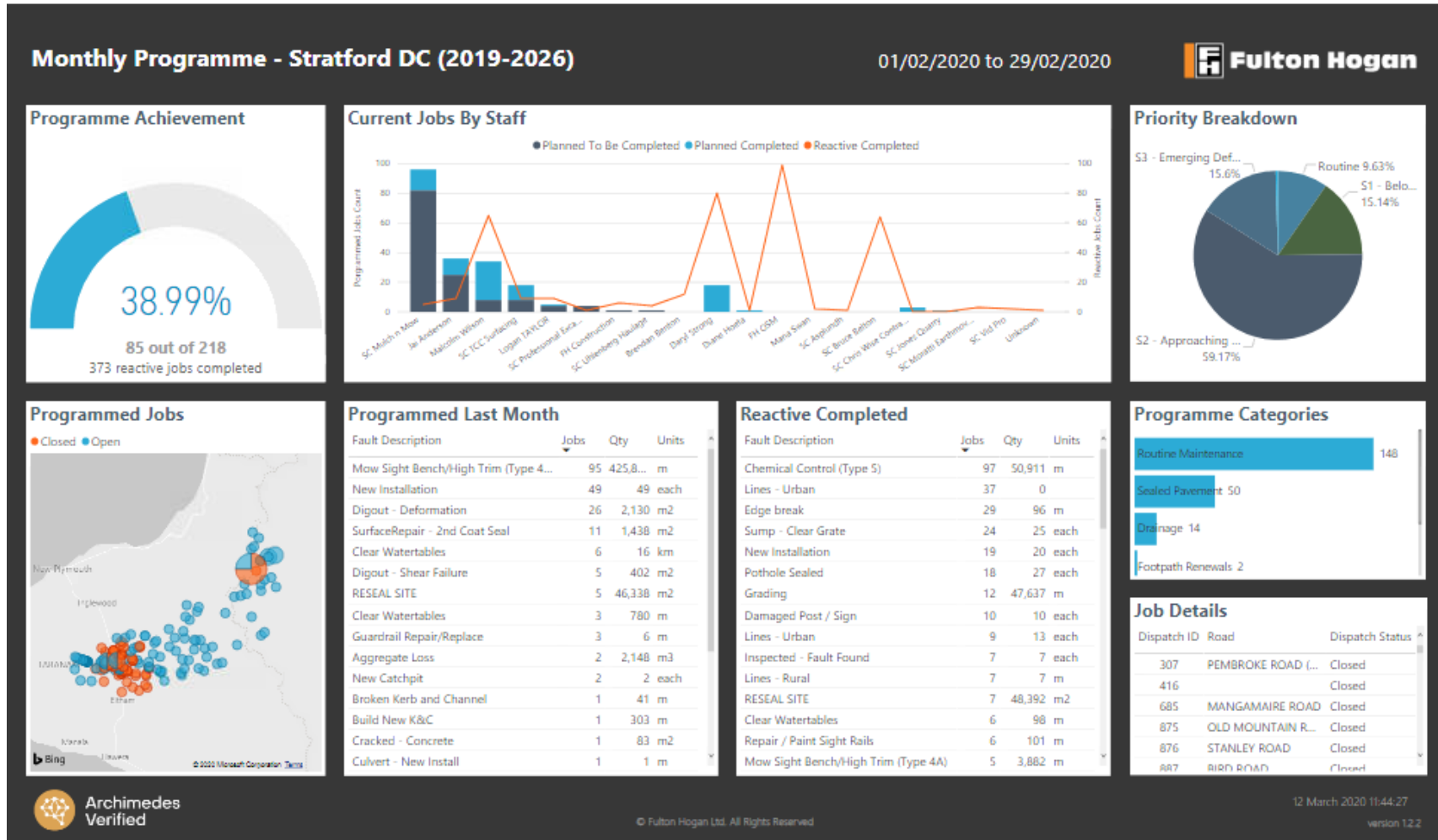


Figure 1: Monthly Programme Achievement Chart - February 2020



Figure 2: Kohuratahi Bridge Replacement Project

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 – <ul style="list-style-type: none"> • Drinking Water Standards; • Maintenance of Reticulation 	DWSNZ Bacterial compliance - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Expected to achieve
	DWSNZ Protozoal compliance - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Expected to achieve
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured
A Reliable Water Supply – <ul style="list-style-type: none"> • Response Time; • Unplanned Disruptions 	Urgent Response Times - The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Achieved to date - 0.62 hrs
	• Resolution for urgent call-out	8 hrs	Achieved to date - 2.67 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 - 8.84 hrs
	• Resolution non urgent call-out	5 working days	Achieved to date - 1.00 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 February. Due to the warm weather a non-toxic algae has appeared in the waterways and is being monitored.

Water Reticulation

- There were no major reticulation disruptions during February and water restrictions continued.

Water Supply Health and Safety

- There were no health and safety incidents during February.

.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

Level of Service	Performance Measure	Target	2019/2020 YTD
	• Abatement notices;	0	0
	• Infringement notices;	0	0
	• Enforcement orders; and	0	0
	• Convictions.	0	0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Achieved to date – 0.62 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	6	0
	• The territorial authority's response to issues with its sewerage system	6	0

Operations:**Wastewater Treatment**

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

Wastewater Reticulation

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

Wastewater Health and Safety

There were no health and safety incidents for the month of February.

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 	0	0
	<ul style="list-style-type: none"> Convictions. 	0	0
Response Time	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	Achieved to date - 0 hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority’s stormwater system.	< 8	Achieved to date - 0

14.1

Operations

Stormwater Reticulation

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

Stormwater Health and Safety

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

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.

*Claim info yet to be received from EnviroWaste

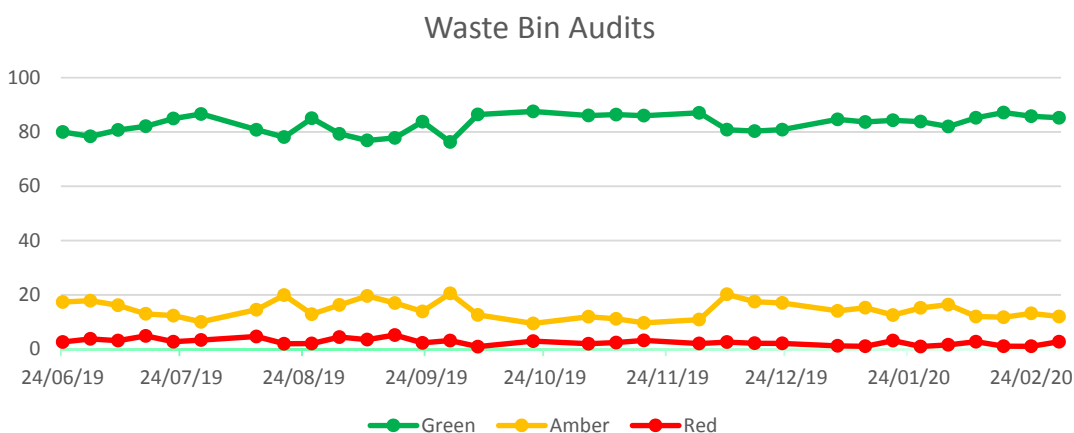
2.4.1 Planning – Bylaws, Policies and Meetings

- Regional Waste Officers meeting was held on 13 February 2020.
- Taranaki Solid Waste Management Committee meeting held at the Regional Council on 20 February 2020.
- Deliberation on the draft Solid Waste Management and Minimisation Bylaw will occur on 24 March 2020 - 2 submissions were received.
- A draft Waste Levy Allocation Policy has been developed for the allocation of Waste Levy Funds and is currently being reviewed by management.

14.1

2.4.2 Weekly Recycling Bin Audits

The weekly recycling audit summary up to 24 February 2020 is provided in the chart below. The amber tags are at 13 per cent and the red tags are at 1 per cent. While our percentage sits at 86 per cent, the goal is to have the green line consistently at 100 per cent.



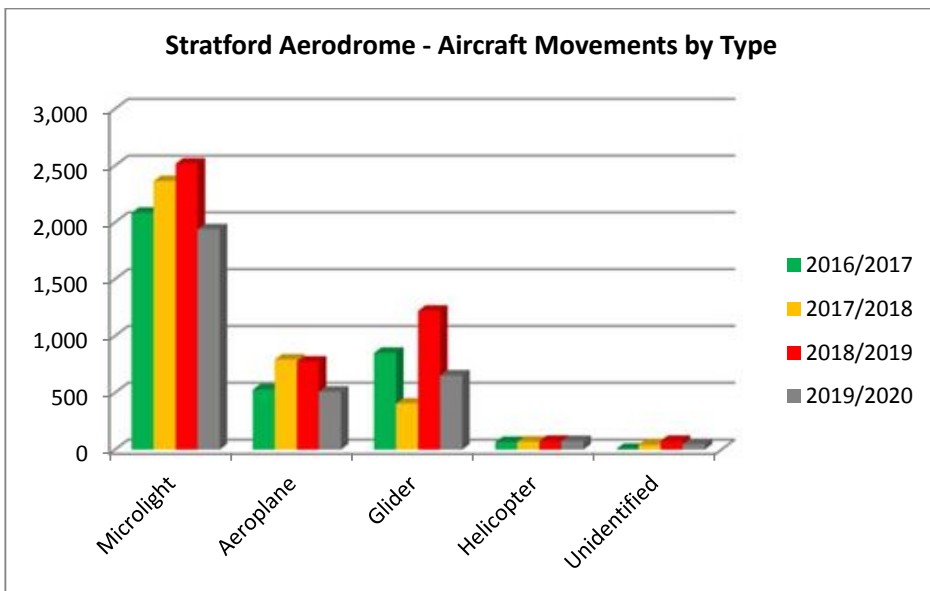
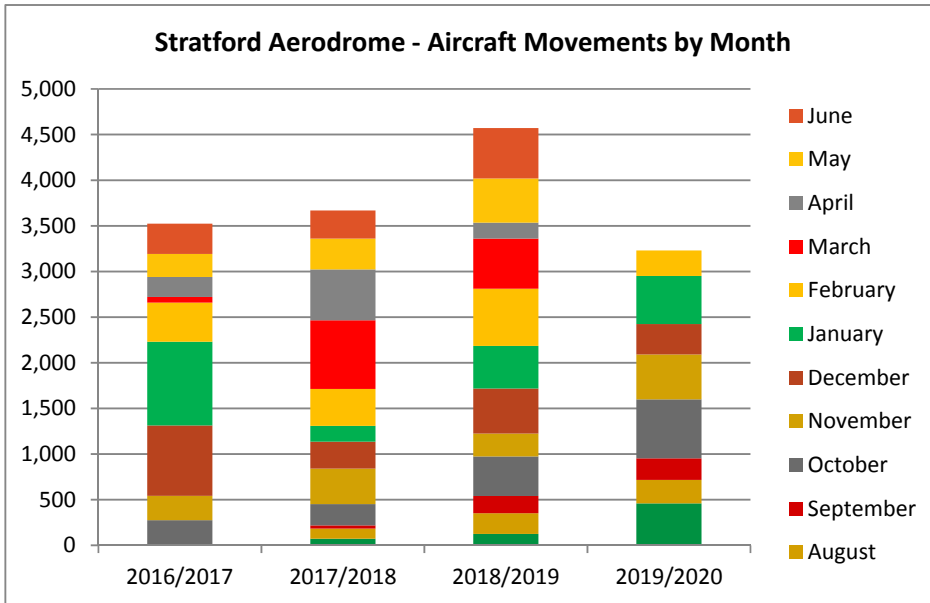
2.4.3 Waste Minimisation activities Completed, Planned and Under consideration

DATE	ACTIVITY	DESCRIPTION	WMMP Reference	Status
Jan	Summer Nights	Bin station provided and waste audit completed on waste produced.	CP2	Completed
Feb	Waste Diversion	Visit to a worm farm in Stratford on 4 February, a step forward in our consideration of organic waste diversion	AS9	Underway
Feb	Again Again coffee cup fleet rentals for cafes	The initiative has been created out of the desire to reduce the number of disposable coffee cups that go to landfill. Again Again have created a service for cafes to rent a fleet of reusable cups. The cups are made of stainless steel and the lids are silicone and can be used up to 50 times before being disposed of. The customer pays an initial \$5 for the cup rental and returns the cup dirty and gets another one at no charge. If the cup is returned with no swap, the customer gets their \$5 back. NPDC would like this pushed out through the whole region. Awaiting further information.	CP3/L3	Under Consideration
March	Pembroke School support	Pembroke School have created a group of children (Kaitiaki Group) that are learning to be leaders in reusing, recycling and reducing waste for the school. Waste audit completed at school with Kaitiaki Group, then to follow up on the results and for the children to see where the waste goes, we are visiting the Stratford transfer station and the MRF.	CP3	Underway
March	In-house waste strategy	Draft completed, being reviewed by management, to be completed by August 2020	L6	Underway
March	Education Strategy - review	Review of all actions and amendments to ensure it is a relevant and remains a "live" document. Officers of all 3 Councils met to discuss. The Regional Waste Minimisation Officer is co-ordinating the review.	CP5	Underway
March	Zero Waste Lunchbox Challenge	Targeted at children to send in photos of their sustainable lunchboxes. Emails sent to all primary schools, posts in Facebook and Central Link	CP3	Underway
March	Solid Waste Bylaw	Elected Members to deliberate on adopting new bylaw. Implications on creating a process on event holders needing to complete a waste minimisation plan.	CP4	Underway
March	2040 Film screening	SDC and Sustainable Taranaki are hosting the Climate Change movie at Kings Theatre, for public awareness and hopefully behavioural change. Has been hosted by NPDC and STDC	BC1	Underway
Mar/Apr	Advertising for Keeping it Clean	Zero Waste Taranaki advertising in apps and websites for 3 months – Newshub, The Breeze, The Edge, More FM and Three Now.	BC1	Underway
Mar/Apr	Events and waste minimisation plans.	Process, application forms and website information being developed for event organisers to create a waste minimisation plan.	CP6	Underway
April	The Junction opening	New Plymouth District Council has opened a community facility where people can bring their items for resale, upcycling and recycling. It has a shop and an education space along with some art work created from off-cuts from building sites. The Junction encourages reduction of waste through reuse and recycling, the donation of preloved goods for resale and provides fun, hands-on education.	CP3; CP5	Planned
April	Home Expo	Zero Waste Taranaki stall at the Expo in New Plymouth. WMO will provide assistance, will take Council flag.	CP5	Planned
May	Waste-Free Period Sessions in schools	Dates to be confirmed for sessions in our district's 3 High Schools.	CP3	Planned
July	Plastic Free July	Push this out within our district through Facebook, Central Link and have a stall at the Prospero Markets focussed on being plastic free.	BC1	Planned

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.



Overall increase in activity from last year.

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%

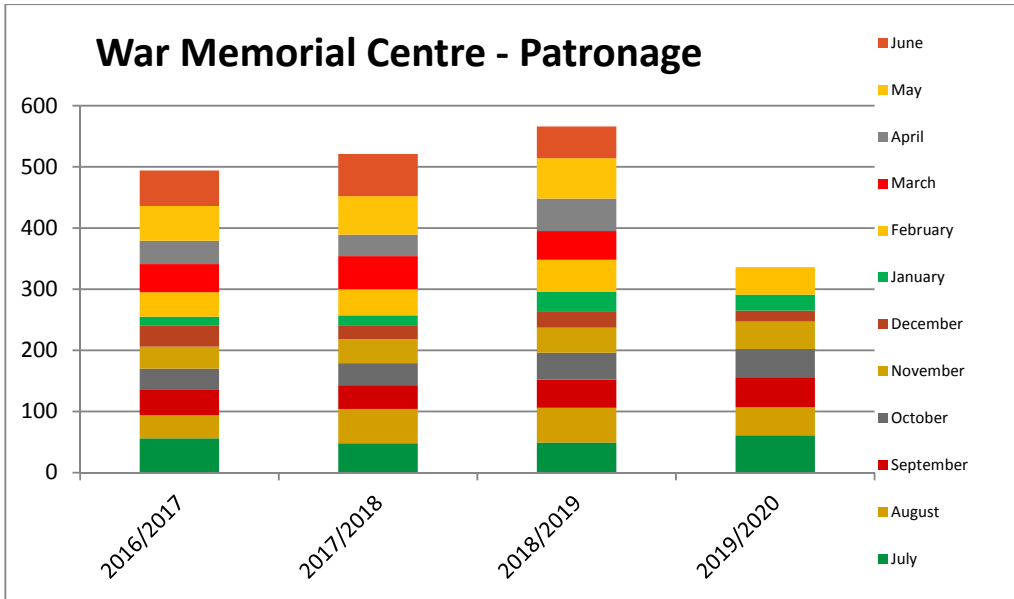
The Civic amenities occupancy rates / patronage are shown in the table and charts below.

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**

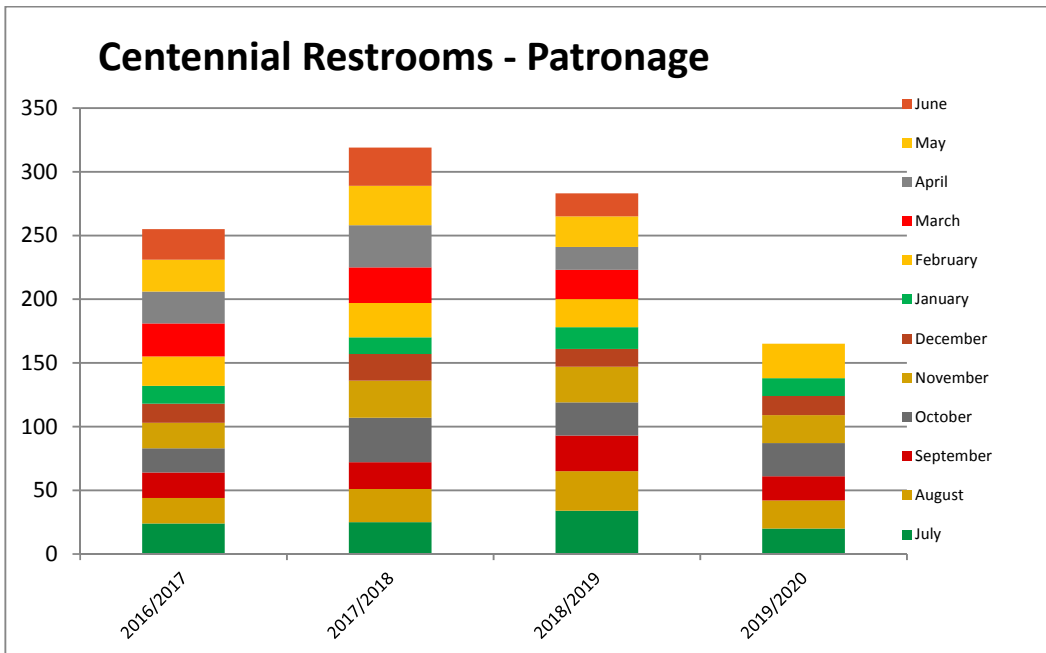
There has been quite a good increase from January into February. However it is slightly down from this time last year.



14.1

3.2.3 **Centennial Restrooms Patronage History**

Patronage double from last year.



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

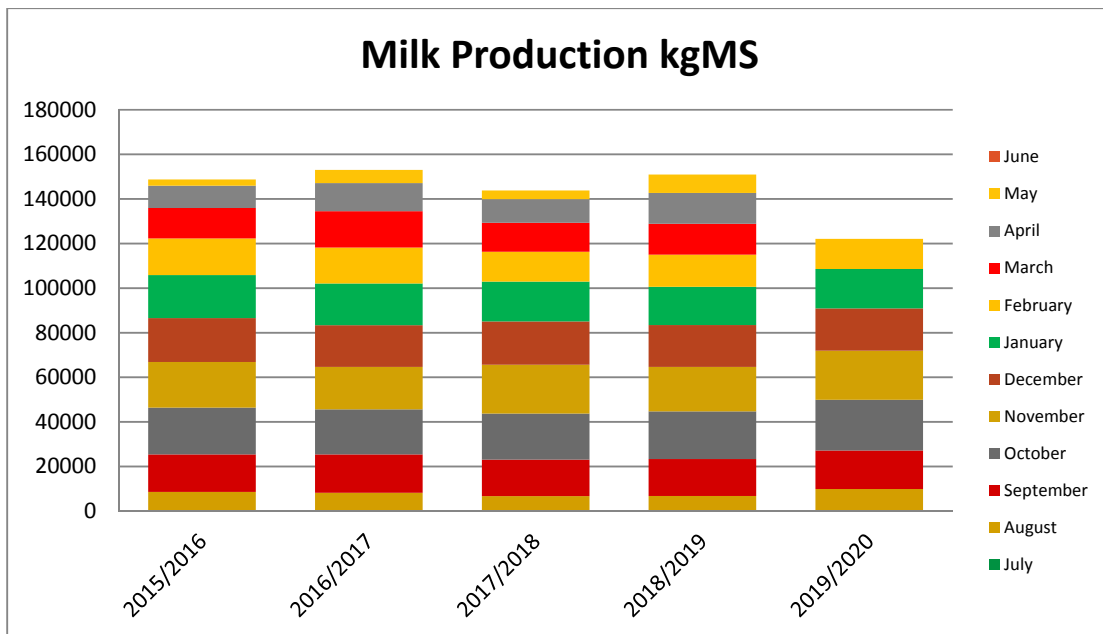
The history of the farm milk production and the Holiday Park patronage and occupancy rates is shown in the 2 charts below.

3.3.1 The Farm

While milk production is down from this time last year, it is on track to increase by the end of the year. Dry weather has caused drop in cow production. One hundred cows are on once a day milking while 240 cows are still being milked twice a day. Fifteen cows have been culled.

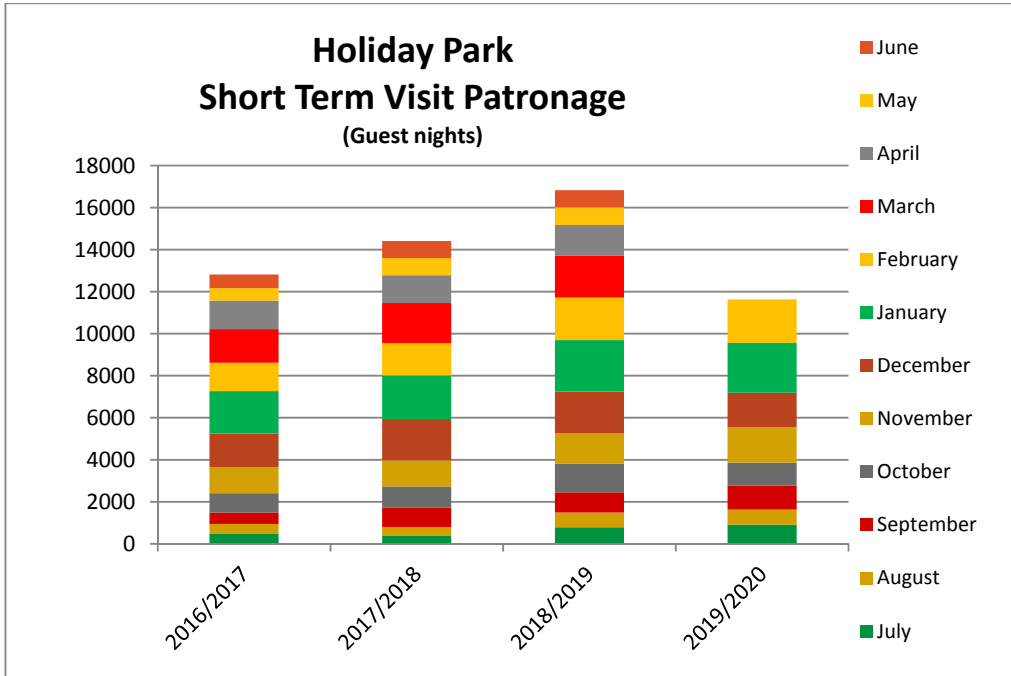
14.1

Milk Production History



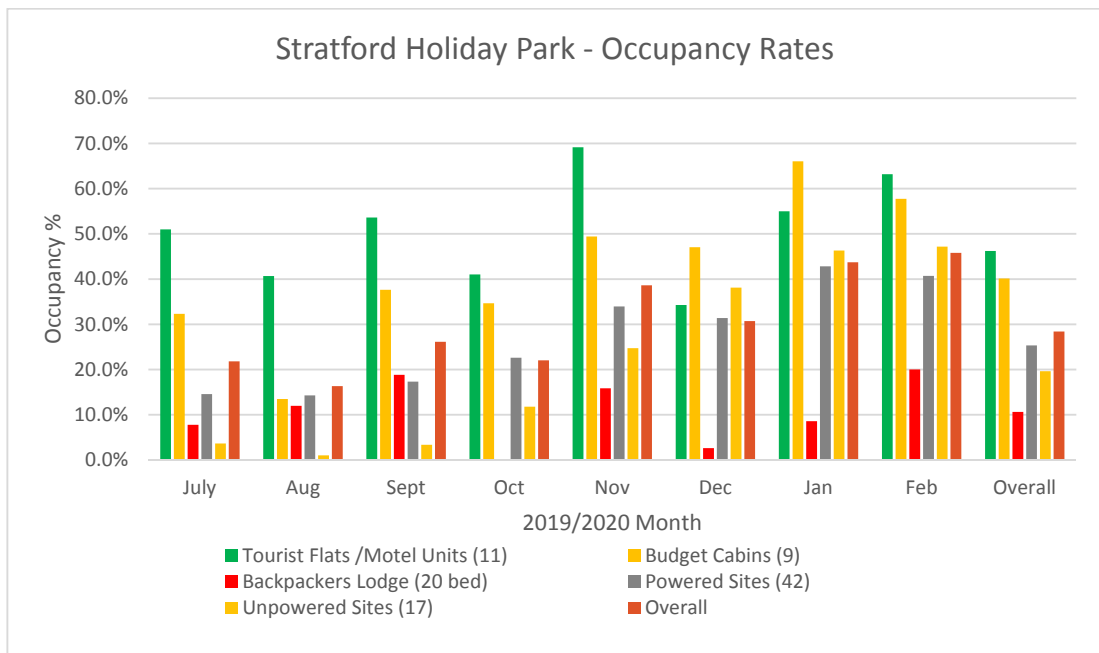
3.3.2 The Holiday Park Patronage

It is noted that the patronage has not dropped from this time last year and seems to be holding well.



14.1

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 completed include:

- 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%

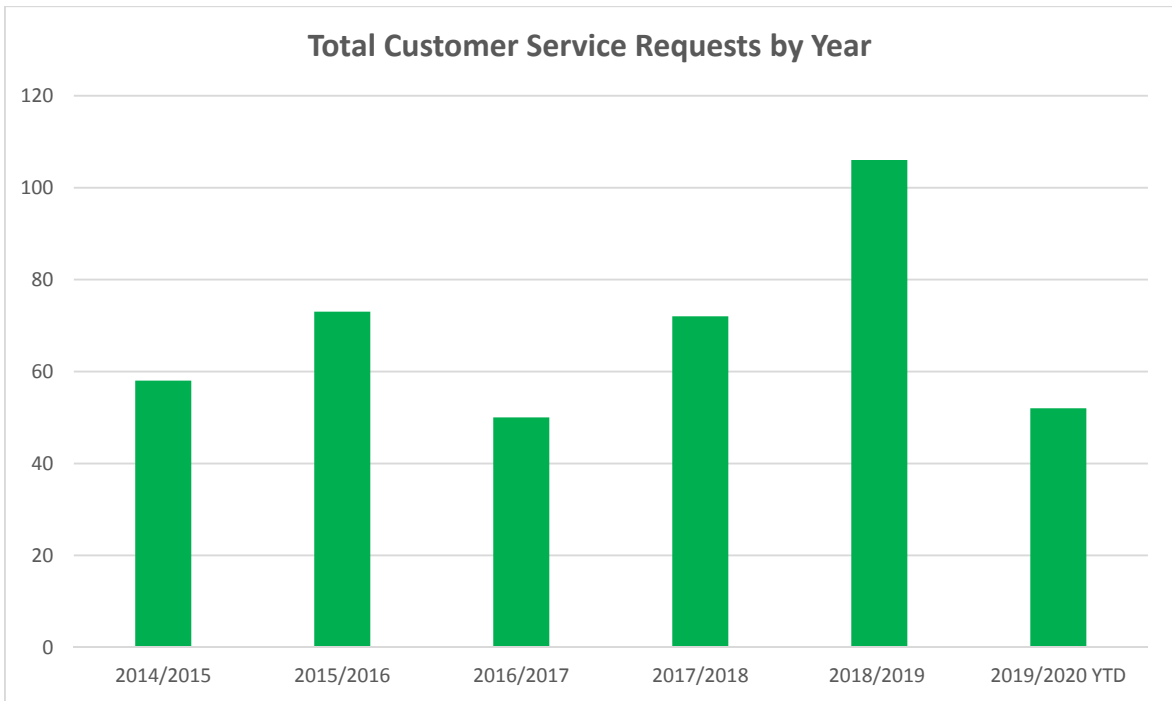
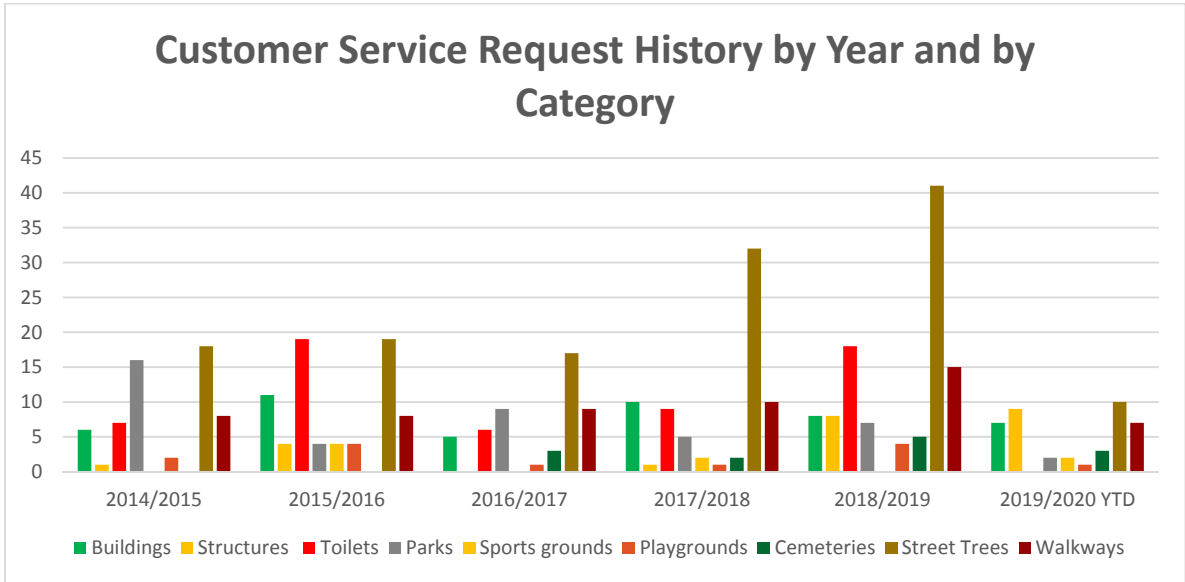
14.1

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	7
Structures	1	4	0	1	8	9
Toilets	7	19	6	9	18	11*
Parks	16	4	9	5	7	2
Sports grounds	0	4	0	2	0	2
Playgrounds	2	4	1	1	4	1
Cemeteries	0	0	3	2	5	3
Street Trees	18	19	17	32	41	10
Walkways	8	8	9	10	15	7
Total	58	73	50	72	106	52

*Blocked (1); Cleaning (7); Replace Parts (1); Vandalism (0); Graffiti (1); Accidental Damage (1)



14.1

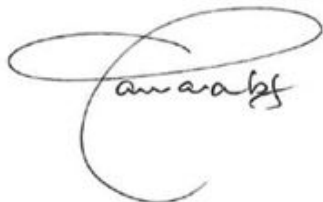
5. **SPECIAL PROJECTS**

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

- **Pembroke Road land development**
To date 11 sale and purchase agreements have been completed, eight of which are unconditional the others conditional on due diligence and/or finance. Agents advise interest remains strong. Completion of Stage 2 has recommenced with the major earthworks scheduled for completion by 1 May.
- **Midhirst abandoned land**
Settlement of all but three of the 45 areas of land has been completed. Negotiations have been initiated with the remaining adjoining occupying owners shortly and a further report will be brought before Council in due course.
- **ANZ Bank demolition**
Demolition has been completed and the site back-filled ready for turfing and screen-fenced from the vacant site to the north. Turfing will take place as soon as the water restrictions are lifted and the site opened to the public two weeks later.
- **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 ready for erection with a view to officially opening the first track as soon as the above formalities have been enacted.

Attachment:

Appendix A – CAS (Crash Analysis System) Report



Victoria Araba
DIRECTOR – ASSETS



[Approved]
S Hanne
CHIEF EXECUTIVE

DATE 17 March 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

14.1

MONTHLY REPORT



F19/13/04 – D20/3459

TO: Policy and Services Committee
FROM: Director – Community Services
DATE: 24 March 2020
SUBJECT: **REPORT FOR THE MONTH OF FEBRUARY 2020**

RECOMMENDATION

THAT the report be received.

Moved/Seconded

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e. Community 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 February were:

- Colour in the Park
- Positive Ageing Forum

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 – Bowlarama • Colour in the Park
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 Two 2019/20
Provide administration support to the Stratford Business Association meetings	11	6

2.3 **Youth Council**

February activity for Youth Council was focused on working towards Colour In The Park on Saturday 29 February. Youth Councillors were challenged to take charge of more planning for this event, forming the various plans and initiating contact with key partners. Despite heavy rain in the morning deterring a few people, the sun came out and the event was a success with 197 participants. The event was made possible with the support of youth organisations running the colour stations, including Tūtaki Youth Inc., Big Brothers Big Sisters, Youth Works, Tui Ora, Zeal, Central Taranaki Safe Community Trust, and No. 48 Squadron Air Training Corps.

At their projects meeting, Youth Councillors were reminded about the Long Term Plan process being starting and asked what youth may be looking for in terms of goal setting. Core themes that came through were about pathways into

employment, activated youth friendly spaces that are not restrictive in terms of user cost, and a strong focus environment and reducing waste.

2.4 **Civic and Community Events**

Support was provided for Youth Council and Positive Ageing events this month.

Events coming up that planning has started for include;

- Children's Day
- Anzac Day – dawn and civic services
- School Holiday Programme – April

Coming Up

- Children's Day, 1 March
- Parks Week, 7 – 15 March
- 2040 movie screening, 25 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

The tours continue to be very popular with more than 70 people participating during this month's Farmers Market. Colour changing LED lights have been installed that will light up the landmark at night and will be utilised to further promote significant events or activity throughout the year i.e. red in support of Anzac Day.

Digital Enablement Strategy

Primo Wireless have been approached to investigate providing free Wi-Fi hotspots along Broadway between the southern and northern roundabouts. This would be a joint venture between Council, Primo Wireless, Stratford Business Association and local businesses.

For Tech Week 2020, Stratford Library are looking at providing workshops around designing and printing 3D objects. There is also a desire to create a digital book that will highlight some of Stratford's history through story and photographs.

Baldrick's Big Day Out

Stratford Community Market Day Trust held a community meeting on Wednesday 19 February to discuss how to reinvent this event or if other options are more appropriate for the community. With lots of fantastic ideas put forward, the general conclusion was to scale back to smaller festival type activities throughout April over the coming years with the view to build back

up to a full festival programme and large event when there is more renewed capacity to do so.

Discovery Trail

Progress alongside community stakeholders, artists and contractors are being made.

- Brochure Map – currently with Little Rocket for design, the brochure will include a route map and information on Stratford, local facilities, its connection with Shakespeare and unique landmarks.
- Victoria Park – in conversation with local artists around creating a sculpture for Victoria Park lake and a design for the skate park.
- King Edward Park – in conversation with local artists around creating a sculpture for the lake and a fairy garden.
- Prospero Place – in conversation with local artists around artwork for the hoarding and entrance ways leading into Prospero. A new garden design is currently being explored that will be a joint project alongside the Stratford Business Association.
- Percy Thompson Arboretum – meeting had with the Percy Thomson Trust to discuss erecting the lichgate that was once in Prospero Place. A landscape design is currently being developed for further discussion and/or approval by the trust.
- Trail Markers – locations and a design is being finalised.

Signage

- SH43 – installation of flagtrax between the northern roundabout and Orlando Street is currently being investigated, this will be to highlight and showcase the start of the highway.
- Street flags – new flags are being designed and will feature the various Shakespeare plays.

2.6 **Funding**

2.6.1 Creative Communities

Round Two funding opens 10 March and closes 9 April.

2.6.2 Sport New Zealand Rural Travel Fund

Round Two funding opened on 24 February and closes 20 March.

2.7 **Positive Ageing**

Stratford Positive Ageing Group hosted Dr Doug Wilson for their February Forum to discuss his research insight that formed the basis for his book “Aging For Beginners: Getting Older In Today’s World – What It Means For You”. Seventy people attended this forum and were very well engaged, asking many questions that sparked useful conversation around looking after their health. The opportunity to host Dr Wilson was thanks to the relationship with Stratford Rural Women NZ who hosted Doug for a talk the following day. Dr Wilson was profoundly impressed with his visit to Stratford saying “In many ways the Stratford community was an eye-opener to me, as the community spirit was so strong, but also so effective. The idea of walking has obviously been well

accepted in the community, and the events such as I was privileged to attend demonstrated the very cohesive social network that is like fuel to a positive ageing intervention program.”

2.8 **Stratford Business Association**

Farmers Market

Heavy rain impacted this month’s Farmers Market which unfortunately led to a smaller group of stall holders and the cancellation of the scheduled entertainment. With the removal of the ANZ building there is increased visibility from Broadway that will benefit the market and events going forward.

Romeos

A sub-committee has been established and the first meeting will be held on 13 March 2020.

Committee members include;

- Matthew Dimock
- Jason Kowalewski
- Moana Hancock
- Tracey Blakely
- Chade Julie
- Amy Kingston
- Kate Whareaitu
- Lizzy Waterson
- Ashleigh Rowland.

15 August 2020 has been confirmed as the event date.

Events and workshops held in February include:

- AmeriCARna Shop Window Competition: 17 - 21 February
- AmeriCARna stop off: 21 February.

Events coming up include;

- March BA5 – Rotokare Trust: 11 March
- April BA5 – Central Spraying Services: 1 April.

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 February. 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 February:

- Reminder about overhanging vegetation
- New Water Fountain at Victoria Park
- Colour In The Park
- Wā Pēpi Baby Time at Stratford Library
- Recycling/Zero Waste campaign
- AmeriCARna
- Children's Day
- Reminder that rates notices can be emailed
- Various public notices (walkway closure, water restrictions, Patea River water quality, road closures, Elizabeth Watson Fund, roadside spraying, Sport New Zealand Rural Travel Fund).

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

- Community meeting invites ideas for future of Baldrick's Big Day Out
- Youth Council's Colour in the Park back for 2020!
- Celebrate Children's Day with a free swim
- SH43 funding another win for economic and tourism growth.

3.2 **Website Page Views for month 1 – 29 February 2020**

Total number of users for the month	5,399 ↓
Total number of page views for the month	16,442 ↓
Top 10 pages visited for month	Page views
Home Page	2,359
Library	829
Cemeteries Search	628
Environmental health – bathing water quality	565
Rubbish and recycling	509
Speed Limits Changes (news page)	378
TSB Pool Complex	345
Contact us	302
Fees and Charges	295
Taranaki Regional Xplorer	282

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 February 2020.

Date Received	Query	Due Date	Date Responded	Days to Respond
4/2/2020	Information relating to disposal of tyres	4/3/2020	7/2/2020	2
9/2/2020	Abductions on Council facilities	9/3/2020	13/2/2020	4

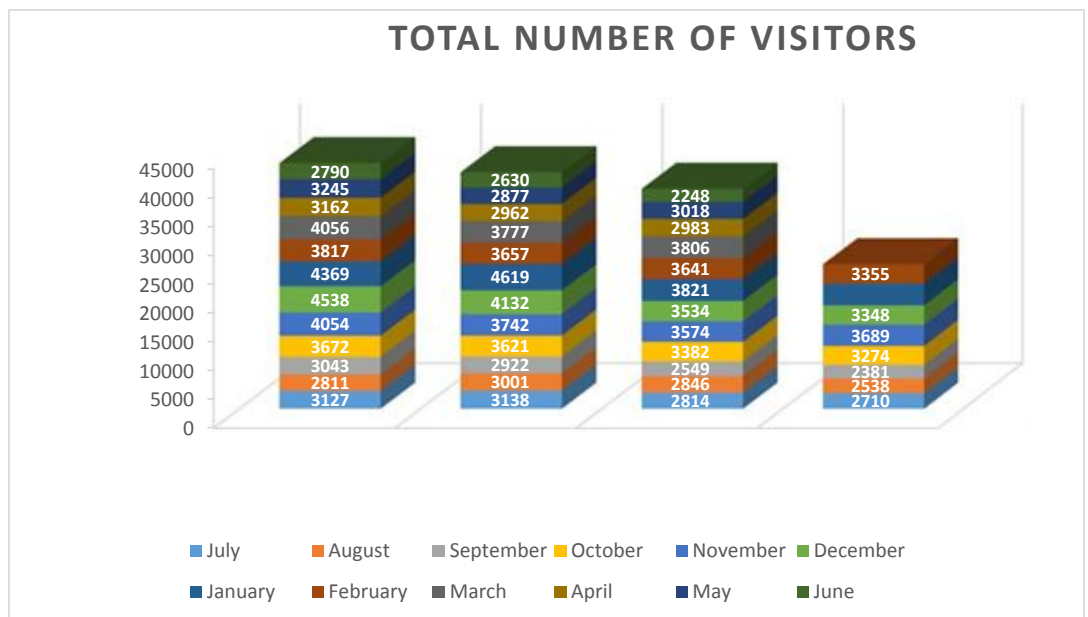
4. **INFORMATION CENTRE**

Performance Measures (*Performance Measures in bold*)

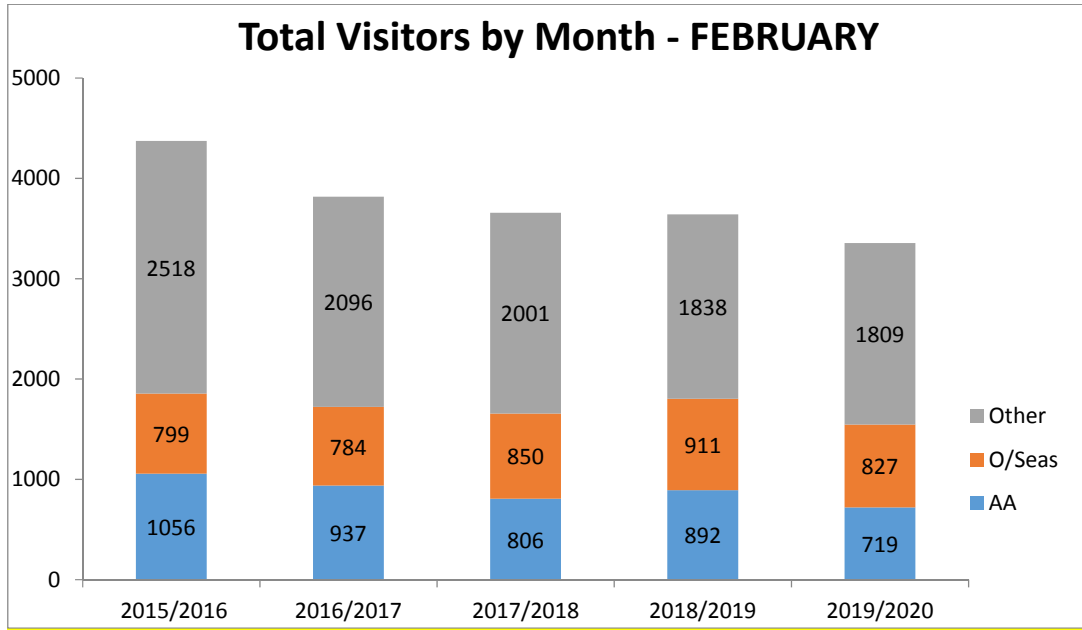
	Target	2019/20 YTD
Number of people into the Information Centre is measured	>40,000	38,216
Number of users of AA Agency Services is measured	>10,000	11,128
Percentage customers are satisfied	>75%	

14.2

Total Number of Visits (Door Count)

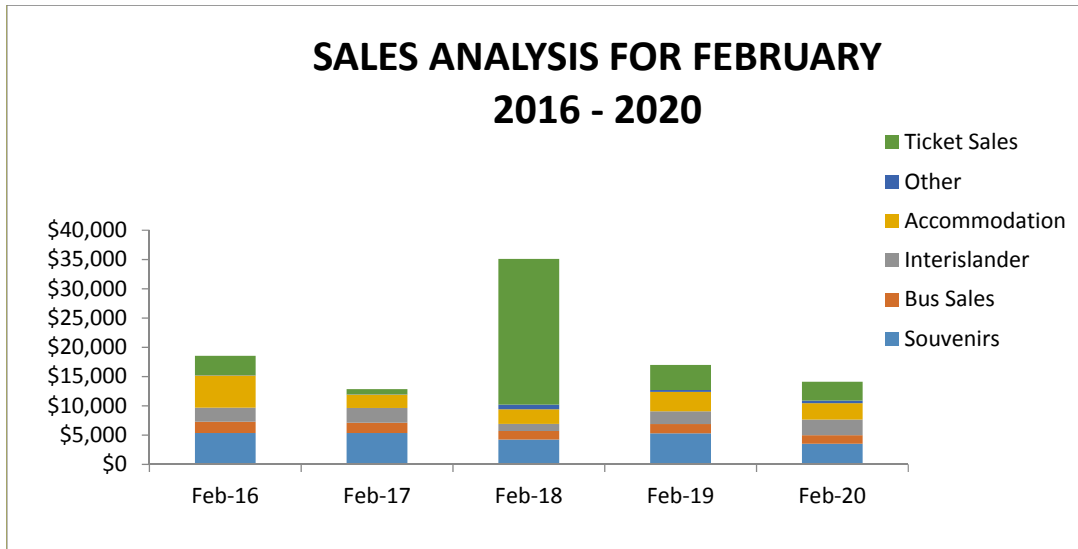


4.1 Total Visitors



4.2 Sales Analysis

14.2



5. **LIBRARY**

Performance Measures (*Performance Measures in bold*)

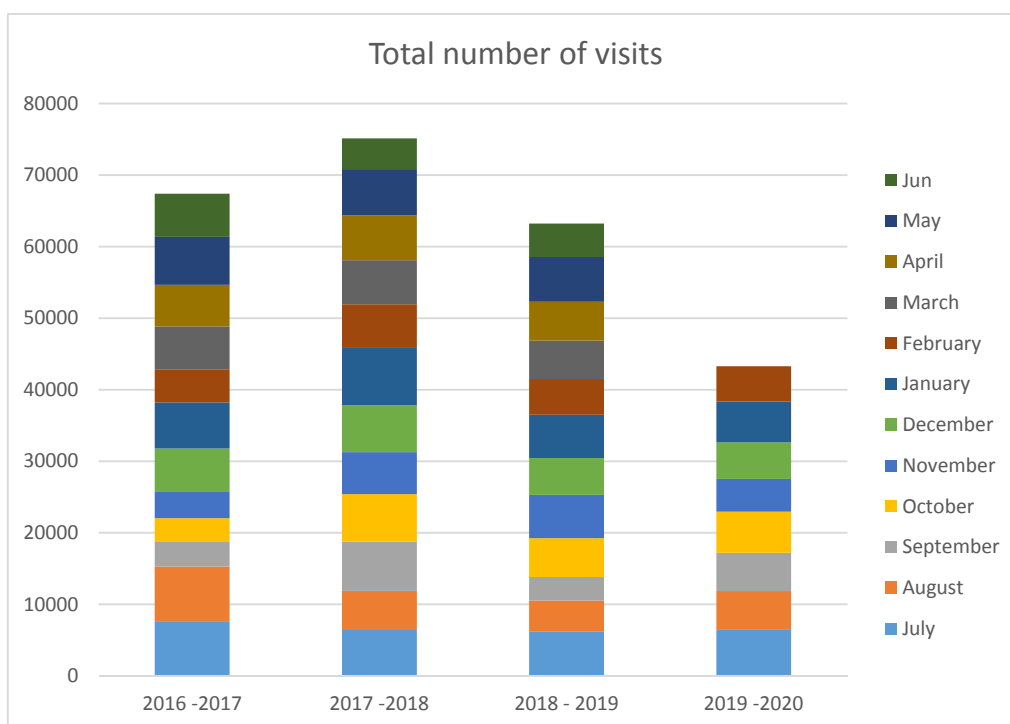
	Target	2019/20
Number of people visiting the library is measured	>90,000	43,272
Users satisfied with library services	>80%	
Number of people accessing the Wi-Fi service is measured	>15,000	19,483
Number of people accessing the People's Network is measured.	>10,000	5,398

5.1 **Highlights for February**

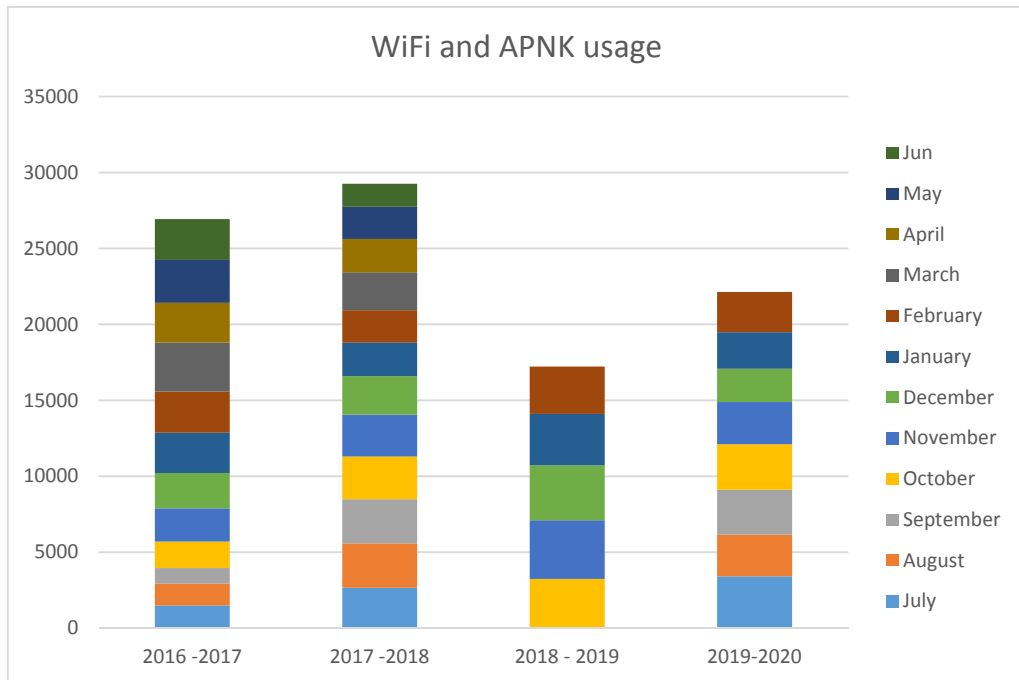
- Term time programmes resumed in February. Attendance has been very strong with all Stepping UP sessions booked before the first session. We are looking to add capacity in this area.
- The library launched a new weekly programme for parents/caregivers and babies under the age of two called Wā Pēpi Babytime. This has been very well supported by the community with an average of 8 babies attending weekly. Our Tot Time aimed at children over two has also been popular in February, with an average of 13 children attending. Teachers and tamariki from Stratford Community Childcare have also attended some sessions.
- Regular groups using the library include the Justice of the Peace service desk and craft and reading groups which continue to grow in popularity.

14.2

5.2 **Total Number of Visits**



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



14.2

6. POOL COMPLEX

Level of Service Category	Performance Measure	Target	2019/20 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	58
	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	42,822

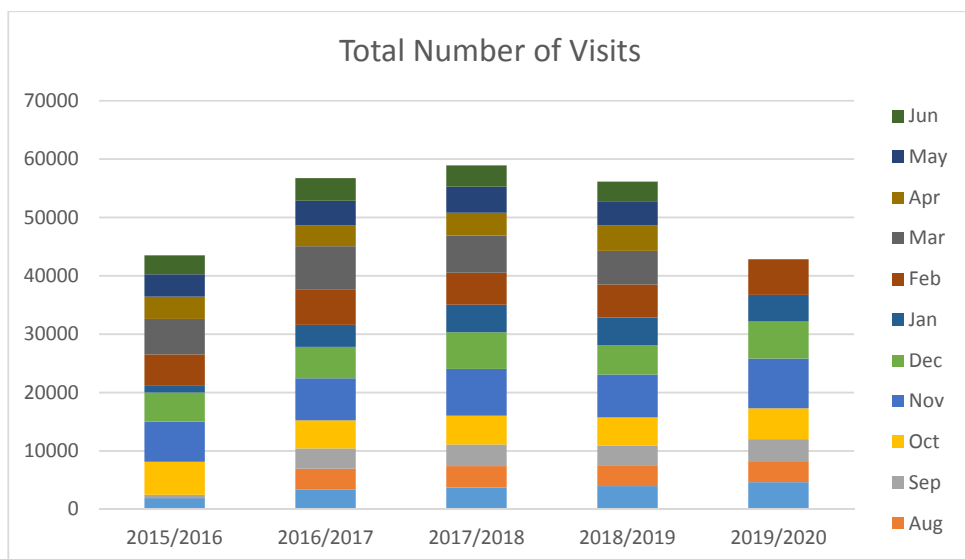
6.1 Highlights for January

- Total Patrons through TSB Pool Complex for February 2020 was 6100, an increase from Januarys 4568, primarily due to local bookings such as school swimming lessons/training, and Swim Club, club nights.
- Community Groups using the TSB Pool Complex during the February month included Flyers Swim School and Squad, Kohatu, St Patricks Kaponga, Stratford High School Teen Parent Unit, Stratford Swimming Club, Stratford Special Needs Unit, Stratford Primary School, St Joseph’s Primary School, Midhurst Primary School, Swimming Taranaki, and TSB Pool Staff Lifeguard Training.

- There was a significant increase in our members usage in February compared with January.

Membership Type	Jan	Feb
Full	69	62
Group Fitness	131	204
Pool	497	527
Swim School	489	1624

- During the month of February the TSB Pool Complex team advertised for casual/part time qualified. The team also released their new Group Fitness timetable, planned for their upcoming Group Fitness Survey, and Children’s Day event and secured bookings for March 2020.
- A member of the public was trespassed due to causing a disturbance at the pool with nuisance/threatening behaviour.



14.2

Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES

Sven Hanne
CHIEF EXECUTIVE

DATE 17 March 2020

MONTHLY REPORT



F19/13/04 – D20/3382

TO: Policy and Services Committee
FROM: Director – Environmental Services
DATE: 24 March 2020
SUBJECT: **REPORT FOR THE MONTH OF FEBRUARY 2020**

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

Fourteen building consents were received in February:

- Thirteen of those received were for residential activity – with three new dwellings and no relocations.
- One commercial application was 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.

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	14
Building Consents Issued	19
Building Consents Placed on Hold	0
Inspections completed	72
Code Compliance Certificate Application	15
Code Compliance Certificate Issued	15
Code Compliance Certificate Refused	0
Number of Building Consents Received in Hard Copy	4
Number of Buildings Consents Received Digitally	10
Building Act Complaints received and responded to	1
Planning	
Land Use Consents Received	2
Land Use Consents Granted	2
Subdivision Consents Received	0
Subdivision Consents Granted	0
223/224 Applications Received	4
223/224 Applications Granted	4
Resource Consent Applications Received in Hard Copy	2
Resource Consent Applications Received in Digital Form	0
Resource Consent Placed on Hold or Returned	2
LIM's Received	9
LIM's Granted	6
Registered Premises Inspected for Compliance under the Food or Health Act	8
Health or Food Act Complaints Received and responded to	2
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act	2
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	8
Bylaw Complaints Received and responded to ¹	25
Dog Complaints Received and responded to ²	15

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 and bylaws for review have been identified and are currently in progress, beginning with bylaws.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	100%
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	100%
	% of S223 and S224 applications processed within 10 working days.	100%	100%
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	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 February.

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 February, 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 Quality Assurance Manager. Once implemented this will be notified to the required entities.

5.1.4 Training needs analysis

No training attended in February 2020.

5.1.5 Internal audit/external audit timetable

No internal or external audits took place during February. The next external audit is scheduled for June/July 2020.

5.2 Territorial Authority**5.2.1 Compliance Schedules/Building Warrants of Fitness**

One Compliance Schedule was issued for February 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

Fourteen inspections were completed in February. 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.

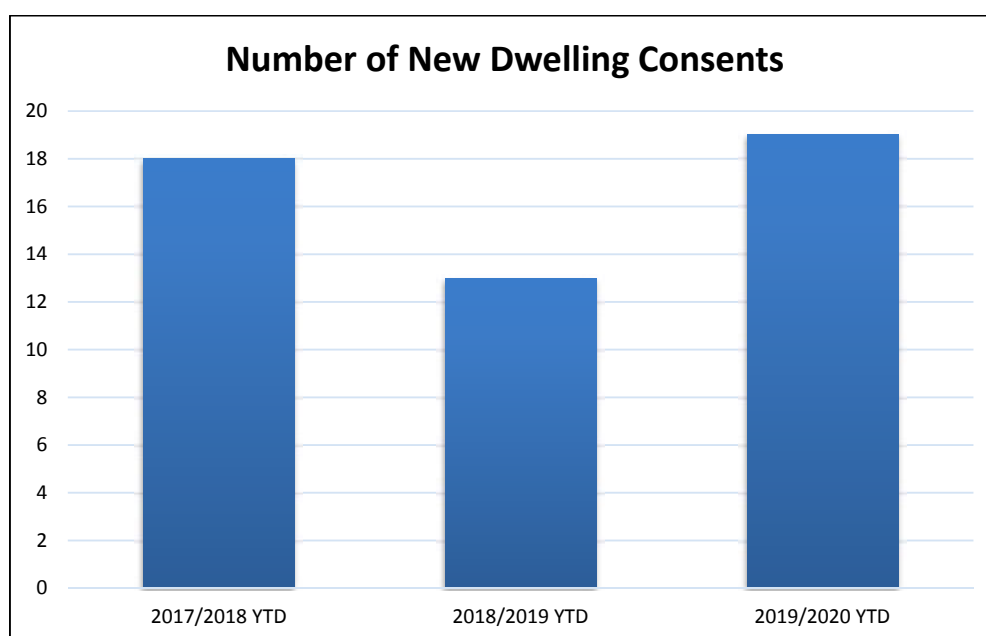
5.3 Trends Analysis

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	3	2	16	10
Relocated dwellings	0	0	6	5
Relocated buildings other than dwellings	0	0	0	0
Fires	4	2	13	16
Pole sheds/accessory buildings	4	2	27	25
Additions and alterations – residential	2	2	29	14
New Commercial buildings	1	0	3	7
Additions and alterations – commercial	0	0	10	6
Other/miscellaneous	0	1	4	8
Total/s	14	9	122	100

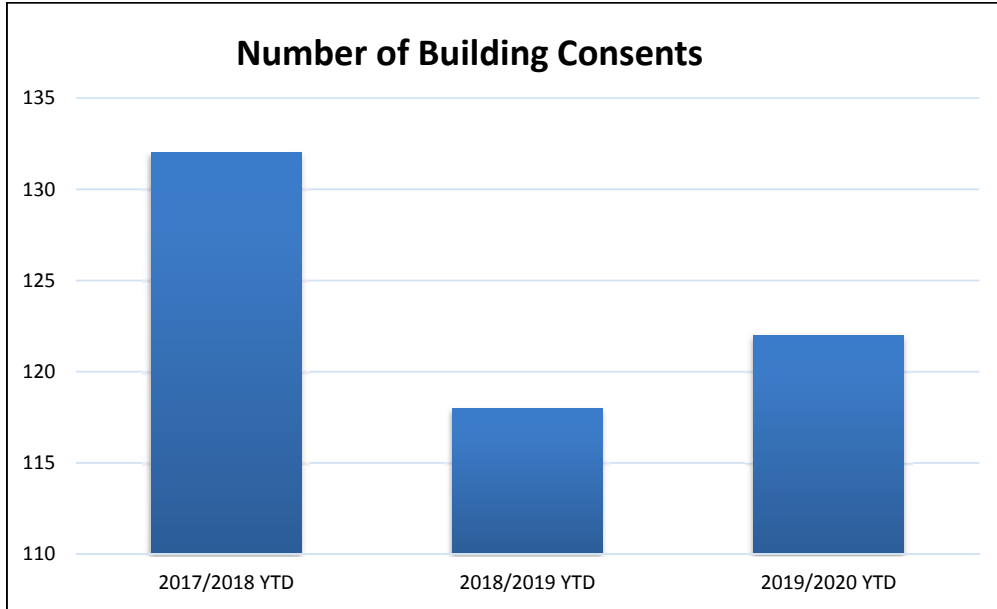
14.3

New House indicator by year



Year to date	New Dwellings
2017/2018 YTD	18
2018/2019 YTD	13
2019/2020 YTD	19

Consent numbers by year



14.3

Year to date	Building Consents
2017/2018 YTD	132
2018/2019 YTD	118
2019/2020 YTD	122

B Sutherland
DIRECTOR - ENVIRONMENTAL SERVICES

[Approved]
 S Hanne
CHIEF EXECUTIVE

DATE 17 March 2020

MONTHLY REPORT



TO: Policy and Services Committee

F19/13/04 – D20/4445

FROM: Director – Corporate Services

DATE: 24 March 2020

SUBJECT: CORPORATE SERVICES REPORT – FEBRUARY 2020

RECOMMENDATION

THAT the report be received.

Moved/Seconded

14.4

1. FINANCIAL MANAGEMENT

Reports attached as at 29 February 2020 are:

- 1) Statement of Comprehensive Revenue and Expenses Report
- 2) Balance Sheet
- 3) Expenditure and Revenue by Activity
- 4) Capital Expenditure Report
- 5) Treasury Report
- 6) Cashflow Forecast
- 7) Debtors Report
- 8) Percy Thomson – Schedule of Investments and Investment Policy

1.1 SUMMARY OF FINANCIAL RESULTS AND PROGRESS

Operational Results – Year to Date (seven months of financial year)

Overall, total revenue is tracking over budget by \$498,326. Total expenditure is under budget by \$483,280, resulting in a positive variance against budget for the year to date (“YTD”) net surplus of \$981,606.

The grants and donations revenue received to date was unbudgeted for, along with financial contributions received and dividends received. User charges is \$151,000 over budget as at February 2020. Rates penalties, farm milk receipts, regulatory charges, New Zealand Transport Agency (“NZTA”) subsidies, and transfer station income are all over budget for the year to date.

Expenditure is down against budget, as a result of various factors. The gain on the sale of the Campbell farmhouse less the demolition of ANZ building netted off at a \$228,000 gain on sale (treated as negative expenditure). Interest on debt is \$164,000 below budget YTD (budgeted interest rate was conservative at 3.4 per cent). Direct operating expenditure is also below budget by \$159,000. Savings in the water supply activity have resulted in the YTD expenditure being \$156,000 lower than 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 \$6,951,078, 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 \$3,722,711.

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

• Council Subdivision	\$1,060,839 (self-funded)
• Stormwater – Reticulation capacity increase	\$348,640 (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 \$4,497,675 (re-forecasted figure) of asset replacements, funded by depreciation reserves and NZTA funding.

Matters outstanding from previous meetings – Percy Thomson Trust Investments

The Percy Thomson Trust Schedule of Investments and Investment Policy is attached to this report. The investment mix as at February 2020 complies with the Investment Policy.

The total amount invested, of \$1,016,792, is currently providing an average return of \$54,637 (5.4 per cent) to the Trust. The Trust has budgeted for \$54,000 of interest revenue in its 2020/21 Statement of Intent financial budget.

There are currently no investments held in the share market, therefore the Trust is not directly exposed to the current risk of a recession and the likelihood of major falls in the market value of shares.

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 29 February 2020.

The Council is now officially a guarantor with LGFA, which means that all new loans will have a reduced rate of 0.1 per cent. In April, \$3,000,000 of debt is maturing, and a further \$1,000,000 of debt in May. With interest rates at record lows and not expected to increase over the next couple of months, particularly with the Covid-19 outbreak, it is expected that the debt will be refinanced at lower interest rates (dependent on the term of debt decided on).

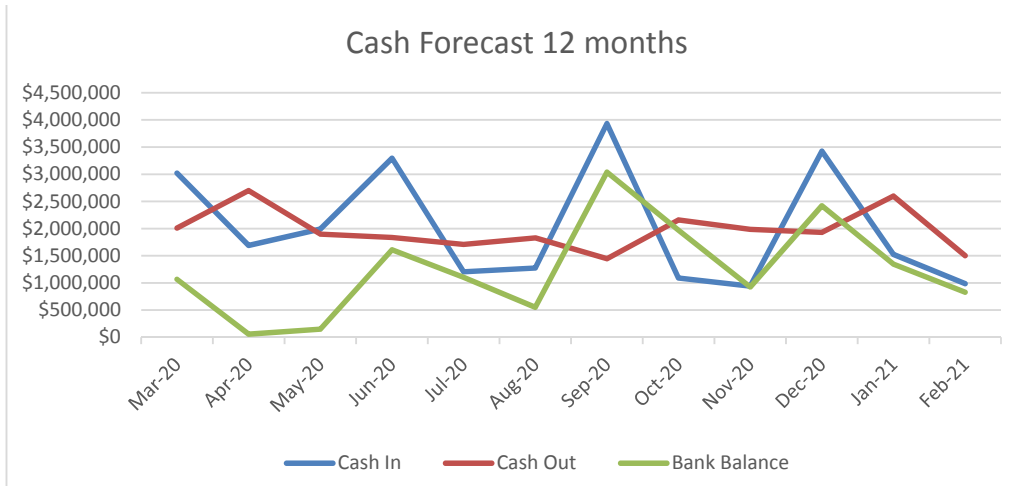
	Actual	Policy
Actual Fixed Debt	79%	>60%
Actual Floating Debt	21%	<60%
Fixed 1-3 years	24%	10-60%
Fixed 3-5 years	24%	10-60%
Fixed >5 years	24%	5-60%
Debt Matures 1-2 years	24%	10-60%
Debt Matures 2-4 years	24%	10-60%
Debt Matures > 4 years	24%	10-60%
Debt Servicing to Revenue Ratio	2%	<10%
Debt to Revenue Ratio	44%	<130%
Liquidity Ratio	136%	>110%
Net Debt per Capita	\$ 1,085	<\$3,000
Net Debt per Ratepayer	\$ 2,171	No specified limit

Cash Position and Forecast

Council Subdivision Receipts - It is expected that the first 8 sections sold will be settled in March, now that titles have been issued, resulting in over \$1,000,000 in cash receipts.

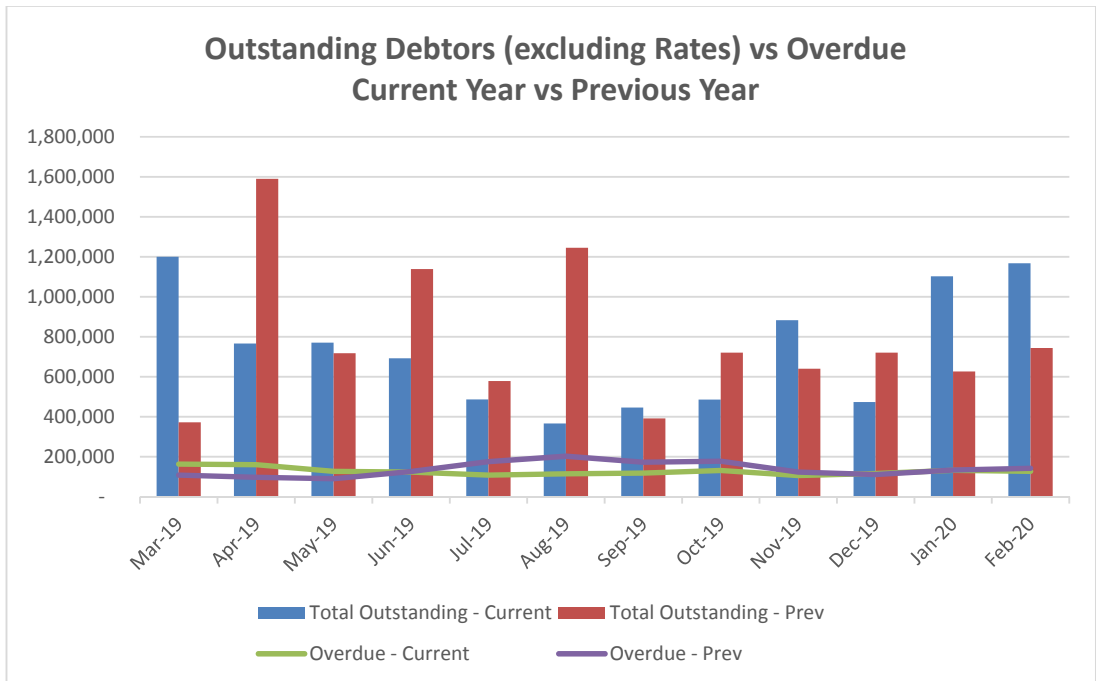
The new swimming pool development work is expected to commence in January 2020.

There is no expectation of any change to investments or debt levels over the next 12 months.



1.3 DEBTORS COLLECTION

Overdue debtor balances remain consistent. There are no areas of particular concern.



14.4

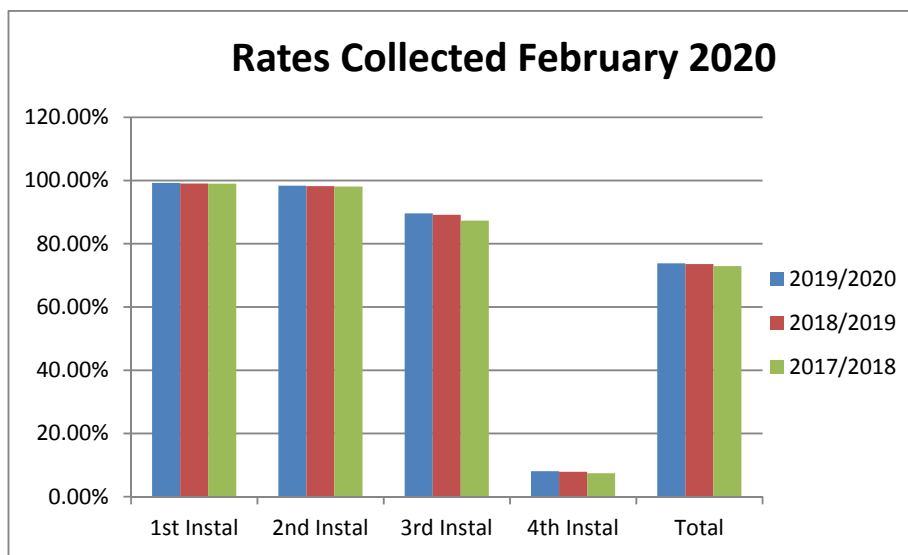
2.0 RATES

The Stratford District rating valuation will be carried out by Quotable Value (“QV”) towards the end of 2020 and will take effect on rates from 1 July 2021. February 2020 QV figures show that the average house price in the Stratford District is currently \$318,334, which is \$83,962 (36 per cent) higher since the last revaluation.

Rates Arrears (owing from 2018/19 year and earlier) \$26,298 – As at 29 February 2020, 89 per cent of rates in arrears have been collected since 1 July 2019 (2018: 90%).

- There are three properties with overdue rates potentially going up for mortgagee sale.
- A property that was with the courts for rates recovery by way of property rating sale, has started making payments and so the process is on hold for now.
- 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 29 February 2020, 74 per cent of rates had been collected (2018, 74%).



14.4

3.0 INFORMATION TECHNOLOGY AND RECORDS

- The Community Archives Collection and Management Policy was adopted by Council in March.
- The IT Acceptable Use Policy has been recently updated and circulated to all staff, with particular note to avoid streaming online content while using the mobile data setting (rather than wifi) as it incurs additional cost to Council.
- Email sent to all staff to check legitimacy (with IT staff) of Coronavirus related emails, particularly with links or requests for information or payment. There are many scams circulating at the moment so it is important staff are vigilant.
- There was an issue with a USB stick given to a customer which subsequently melted while inserted into a computer. All internal USB sticks have been recalled and the particular brand no longer used. The supplier has been contacted. However, it is likely that it was just a one-off issue as no further USB sticks have tested as faulty.



Tiffany Radich
DIRECTOR – CORPORATE SERVICES



Approved By:
Sven Hanne
CHIEF EXECUTIVE

DATE 17 March 2020

Statement of Comprehensive Revenue and Expense

For the Period Ended 29 February 2020

	February '20 Actual YTD	February '20 Budget YTD	Variance YTD	Total Budget 2019/20	February '19 Actual YTD
Revenue					
Finance Revenue	\$62,257	\$84,000	(\$21,743)	\$126,000	\$70,227
NZTA Financial Assistance	\$2,606,051	\$2,494,000	\$112,051	\$3,741,000	\$3,179,279
Grants and Donations	\$166,697	\$0	\$166,697	\$124,000	\$28,504
Rates Revenue other than Water Supply Rate	\$9,280,048	\$9,258,750	\$21,298	\$12,345,000	\$8,960,243
Water Supply Targeted Rate	\$153,074	\$173,250	(\$20,176)	\$462,000	\$150,462
Sundry Revenue	\$36,805	\$34,200	\$2,605	\$41,000	\$33,766
Dividends	\$54,930	\$0	\$54,930	\$0	\$0
Financial Contributions	\$31,451	\$0	\$31,451	\$0	\$32,543
Sale of land	\$0	\$0	\$0	\$4,360,000	\$0
User Charges for Services	\$1,783,107	\$1,631,894	\$151,213	\$2,249,000	\$1,602,600
Total Revenue	\$14,174,420	\$13,676,094	\$498,326	\$23,449,000	\$14,057,624
Operating Expenditure					
Personnel Costs	\$2,662,847	\$2,336,192	(\$326,655)	\$3,573,000	\$2,252,729
Other Direct Operating Costs	\$6,415,253	\$6,901,344	\$486,091	\$10,104,000	\$7,103,086
Total Operating Expenditure	\$9,078,100	\$9,237,536	\$159,436	\$13,677,000	\$9,355,815
(See attached Breakdown to Activity Cost)					
Other Operating Expenditure					
Loss (Gain) on disposal of assets	(\$228,383)	\$0	\$228,383	\$0	\$0
Depreciation	\$2,916,488	\$2,872,200	(\$44,288)	\$4,308,300	\$2,927,403
Finance Costs	\$262,372	\$426,667	\$164,295	\$640,000	\$313,582
Impairment landfill costs	\$23,346	\$0	(\$23,346)	\$0	\$0
Sundry Expenditure	\$1,200	\$0	(\$1,200)	\$0	\$9,315
Total Other Expenditure	\$2,975,023	\$3,298,867	\$323,844	\$4,948,300	\$3,250,300
Total Expenditure	\$12,053,123	\$12,536,403	\$483,280	\$18,625,300	\$12,606,115
Net Surplus (Deficit)	\$2,121,297	\$1,139,691	\$981,606	\$4,822,700	\$1,451,509

Statement of Financial Position

As at 29 February 2020

	February '20 Actual YTD
Assets	
<u>Current Assets</u>	
Cash and Cash Equivalents	\$1,919,345
Short Term Deposits	\$4,000,000
Receivables	\$1,193,399
Inventory - assets held for sale	\$1,313,694
Prepayments	\$10,511
Other Financial Assets	\$18,670
Current Assets Total	\$8,455,619
<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
Work in Progress	\$6,116,184
Property, Plant & Equipment / Intangibles	\$315,710,681
Non-Current Assets Total	\$322,795,591
Assets Total	\$331,251,210
Liabilities & Equity	
<u>Equity</u>	
Renewal Reserves	\$3,613,761
Contingency Reserve	\$504,500
Other Council Created Reserves	\$1,050,228
Restricted Reserves	\$634,679
Targeted Rate Reserves	-\$664,498
Asset Revaluation Reserves	\$132,837,072
Retained Earnings	\$175,961,036
Equity Total	\$313,936,778
<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	\$2,595,345
Non-Current Liabilities	
Borrowings	\$10,500,000
Employee Entitlements	\$47,264
Provision for Landfill Aftercare	\$43,959
Liabilities Total	\$17,314,432
Liabilities & Equity Total	\$331,251,210

Activity Revenue and Expense Report

For the Period Ended 29 February 2020

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	February '20 Actual YTD	February '20 Budget YTD	Variance YTD	Total Budget 2019/20	February '19 Actual YTD
<u>Community Services</u>					
Aerodrome					
Expenditure	\$53,005	\$59,283	\$6,278	\$88,600	\$52,189
Revenue	\$16,384	\$14,333	\$2,051	\$21,500	\$15,900
Net cost of activity	\$36,621	\$44,950	\$8,329	\$67,100	\$36,289
Civic Amenities					
Expenditure	\$357,456	\$403,332	\$45,876	\$545,600	\$354,560
Revenue	\$38,409	\$49,894	(\$11,485)	\$67,600	\$45,900
Net cost of activity	\$319,047	\$353,438	\$34,391	\$478,000	\$308,660
Pensioner Housing					
Expenditure	\$48,471	\$57,464	\$8,993	\$82,000	\$56,593
Revenue	\$44,297	\$42,400	\$1,897	\$63,600	\$43,800
Net cost of activity	\$4,174	\$15,064	\$10,890	\$18,400	\$12,793
Community Development					
Expenditure	\$338,375	\$276,067	(\$62,308)	\$378,500	\$214,712
Revenue	\$28,844	\$20,500	\$8,344	\$20,500	\$13,300
Net cost of activity	\$309,531	\$255,567	(\$53,964)	\$358,000	\$201,412
Library					
Expenditure	\$402,419	\$373,453	(\$28,966)	\$557,000	\$341,781
Revenue	\$12,567	\$12,267	\$300	\$18,400	\$13,300
Net cost of activity	\$389,852	\$361,187	(\$28,665)	\$538,600	\$328,481
Parks and Reserves					
Expenditure	\$345,000	\$374,007	\$29,007	\$557,800	\$367,472
Revenue	\$6,036	\$5,867	\$169	\$8,800	\$6,600
Net cost of activity	\$338,964	\$368,141	\$29,177	\$549,000	\$360,872
Cemeteries					
Expenditure	\$122,752	\$148,533	\$25,781	\$222,500	\$127,020
Revenue	\$61,373	\$81,400	(\$20,027)	\$122,100	\$84,600
Net cost of activity	\$61,379	\$67,133	\$5,754	\$100,400	\$42,420
TSB Pool Complex					
Expenditure	\$578,913	\$532,420	(\$46,493)	\$793,900	\$521,211
Revenue	\$166,431	\$155,333	\$11,098	\$233,000	\$160,100
Net cost of activity	\$412,482	\$377,087	(\$35,395)	\$560,900	\$361,111
<u>Democracy and Corporate Support</u>					
Expenditure	\$748,988	\$757,267	\$8,279	\$1,134,000	\$647,013
Revenue	\$109,324	\$84,200	\$25,124	\$101,000	\$70,466
Net cost of activity	\$639,664	\$673,067	\$33,403	\$1,033,000	\$576,547
<u>Economy</u>					
Economic Development					
Expenditure	\$255,992	\$268,250	\$12,258	\$402,000	\$294,449
Net cost of activity	\$255,992	\$268,250	\$12,258	\$402,000	\$294,449
Information Centre					
Expenditure	\$230,611	\$195,050	(\$35,561)	\$292,000	\$240,164
Revenue	\$61,292	\$74,600	(\$13,308)	\$111,900	\$72,600
Net cost of activity	\$169,319	\$120,450	(\$48,869)	\$180,100	\$167,564

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	February '20 Actual YTD	February '20 Budget YTD	Variance YTD	Total Budget 2019/20	February '19 Actual YTD
Rental Properties					
Expenditure	\$32,833	\$36,210	\$3,377	\$52,000	\$34,995
Revenue	\$22,573	\$22,867	(\$294)	\$34,300	\$38,200
Net cost of activity	\$10,260	\$13,343	\$3,083	\$17,700	-\$3,205
Farm					
Expenditure	\$148,512	\$148,267	(\$245)	\$220,000	\$141,978
Revenue	\$360,055	\$336,333	\$23,722	\$504,500	\$311,700
Net cost of activity	-\$211,543	-\$188,067	\$23,476	-\$284,500	-\$169,722
Holiday Park					
Expenditure	\$10,280	\$10,667	\$387	\$16,000	\$12,377
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$10,280	\$10,667	\$387	\$13,000	\$12,377
Environmental Services					
Building Control					
Expenditure	\$309,036	\$278,000	(\$31,036)	\$416,200	\$303,850
Revenue	\$200,837	\$174,467	\$26,370	\$261,700	\$127,900
Net cost of activity	\$108,199	\$103,533	(\$4,666)	\$154,500	\$175,950
District Plan					
Expenditure	\$85,427	\$97,733	\$12,306	\$146,600	\$57,208
Net cost of activity	\$85,427	\$97,733	\$12,306	\$146,600	\$57,208
Resource Consents					
Expenditure	\$113,442	\$110,333	(\$3,109)	\$165,300	\$102,539
Revenue	\$44,862	\$21,133	\$23,729	\$31,700	\$36,900
Net cost of activity	\$68,580	\$89,200	\$20,620	\$133,600	\$65,639
Food and Health					
Expenditure	\$79,815	\$58,333	(\$21,482)	\$87,400	\$53,026
Revenue	\$25,763	\$14,500	\$11,263	\$14,500	\$24,000
Net cost of activity	\$54,052	\$43,833	(\$10,219)	\$72,900	\$29,026
Alcohol Licensing					
Expenditure	\$97,443	\$104,600	\$7,157	\$156,800	\$87,189
Revenue	\$23,133	\$23,067	\$66	\$34,600	\$24,400
Net cost of activity	\$74,310	\$81,533	\$7,223	\$122,200	\$62,789
Parking and Other Bylaws					
Expenditure	\$113,495	\$124,600	\$11,105	\$186,800	\$109,462
Revenue	-\$435	\$17,667	(\$18,102)	\$26,500	\$1,500
Net cost of activity	\$113,930	\$106,933	(\$6,997)	\$160,300	\$107,962
Animal Control					
Expenditure	\$115,798	\$120,767	\$4,969	\$180,900	\$132,740
Revenue	\$138,109	\$128,200	\$9,909	\$128,200	\$141,400
Net cost of activity	-\$22,311	-\$7,433	\$14,878	\$52,700	-\$8,660
Civil Defence					
Expenditure	\$76,610	\$90,667	\$14,057	\$136,000	\$69,757
Net cost of activity	\$76,610	\$90,667	\$14,057	\$136,000	\$69,757
Assets					
Roading					
Expenditure	\$2,647,437	\$2,636,737	(\$10,700)	\$3,955,105	\$3,176,148
Revenue	\$2,921,635	\$2,779,200	\$142,435	\$4,070,800	\$3,464,079
Net cost of activity	-\$274,198	-\$142,463	\$131,735	-\$115,695	-\$287,931

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

Revenue includes user charges, water revenue by meter, sundry revenue and NZTA subsidies as per Comprehensive report

	February '20 Actual YTD	February '20 Budget YTD	Variance YTD	Total Budget 2019/20	February '19 Actual YTD
Stormwater					
Expenditure	\$121,792	\$142,937	\$21,145	\$212,631	\$153,491
Revenue	\$178	\$0	\$178	\$0	\$0
Net cost of activity	\$121,614	\$142,937	\$21,323	\$212,631	\$153,491
Wastewater (Sewerage)					
Expenditure	\$401,578	\$415,076	\$13,498	\$620,364	\$327,633
Revenue	\$56,691	\$47,667	\$9,024	\$71,500	\$37,600
Net cost of activity	\$344,887	\$367,409	\$22,522	\$548,864	\$290,033
Solid Waste					
Expenditure	\$525,217	\$543,783	\$18,566	\$814,000	\$541,912
Revenue	\$87,605	\$54,200	\$33,405	\$81,300	\$81,400
Net cost of activity	\$437,612	\$489,583	\$51,971	\$732,700	\$460,512
Water Supply					
Expenditure	\$717,403	\$873,700	\$156,297	\$1,257,000	\$834,346
Revenue	\$153,074	\$173,250	(\$20,176)	\$462,000	\$150,462
Net cost of activity	\$564,329	\$700,450	\$136,121	\$795,000	\$683,884
Total Activity Expenditure	\$9,078,100	\$9,237,536	\$159,436	\$13,677,000	\$9,355,815
Total Activity Revenue	\$4,579,037	\$4,333,344	\$245,693	\$6,493,000	\$4,966,107
Net Cost of Activities	\$4,499,063	\$4,904,192	\$366,508	\$7,184,000	\$4,389,708

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 29 FEBRUARY 2020

Project	Total Available	Actual YTD Expenditure 2019/20	Projected year end expenditure	Projected under/(over) spend 2019/20	
Roading	<i>Level of service</i>	84,425	0	84,425	0
	<i>Replacements</i>	3,061,880	2,434,318	2,861,140	200,740
Stormwater	<i>Level of service</i>	504,607	348,640	348,640	155,967
	<i>Replacements</i>	277,455	138,145	277,455	0
Wastewater	<i>Level of service</i>	1,159,380	41,182	86,571	1,072,809
	<i>Replacements</i>	510,978	134,038	410,978	100,000
Water Supply	<i>Level of service</i>	606,093	35,485	154,427	451,666
	<i>Replacements</i>	970,017	51,626	432,461	537,556
Parks and Reserves	<i>Level of service</i>	295,837	81,155	320,476	-24,639
	<i>Replacements</i>	0	0	0	0
Solid Waste	<i>Replacements</i>	40,800	0	40,800	0
Animal Control	<i>Level of service</i>	61,300	36,544	61,300	0
Swimming Pool	<i>Level of service</i>	43,900	31,257	60,309	-16,409
Aerodrome	<i>Level of service</i>	3,021	0	3,021	0
Civic Amenities	<i>Level of service</i>	188,900	85,007	189,326	-426
	<i>Replacements</i>	2,530	2,227	2,227	303
Library	<i>Replacements</i>	0	1,230	20,000	-20,000
Miranda Street Office	<i>Level of service</i>	0	5,200	5,200	-5,200
	<i>Replacements</i>	3,100	3,557	3,557	-457
Farm	<i>Level of service</i>	51,369	5,000	51,369	0
	<i>Replacements</i>	0	3,683	3,683	-3,683
Economy	<i>Growth</i>	1,060,839	114,132	1,060,839	0
Pensioner Housing	<i>Level of service</i>	12,250	0	7,500	4,750
Pensioner Housing	<i>Replacements</i>	22,460	0	22,460	0
Communications	<i>Replacements</i>	75,065	450	75,065	0
Corporate Support	<i>Replacements</i>	395,415	169,835	367,849	27,566
TOTAL		\$ 9,431,621	\$ 3,722,711	\$ 6,951,078	\$ 2,480,543

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CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 29 FEBRUARY 2020

Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
GROWTH - to meet additional demand									
Economy	Proposed Council subdivision	793,700	267,139	1,060,839	114,132	1,060,839	0	By 30 June 2020	Total cost to date for the entire project is \$3,483,459. It is anticipated that the final cost will be approximately \$4.5m.
Total Growth Expenditure		793,700	267,139	1,060,839	114,132	1,060,839	0		
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level									
Roading - Financially assisted NZTA	LED Lighting Upgrade	0	16,112	16,112	0	16,112	0	By 30 June 2020	Council has obtained a price from NPE-Tech to convert the ornate lights in Mercade Estate to LED.
Roading non-subsidised	Kerb & Channel Improvements	0	68,313	68,313	0	68,313	0	By 30 June 2020	This will be used for Mangaotuku Road improvements and Page Street kerb and channel.
Stormwater	Reticulation Capacity Increase	108,150	91,945	200,095	348,640	348,640	(148,545)	COMPLETED	This over spend was from the manhole lid safety screen budget in the line below. All lids on private property have been completed, and are now part of this the reticulation capacity increase programme of works, for the inlets and outlets in the pipe systems.
Stormwater	Manhole Lid Safety Screens	120,320	184,192	304,512	0	0	304,512	COMPLETED	See above
Wastewater	Camper van drainage facility	0	5,000	5,000	0	5,000	0	By 30 June 2020	
Wastewater	Reticulation capacity increase	102,520	75,980	178,500	11,571	11,571	166,929	CARRY FORWARD PROPOSED	This will be carried over as there is not enough resources to carry out the design work to enable the project to be tendered. Part of the budget will be used for the Broadway upgrade in 202/21.
Wastewater	Safety screens	33,160	32,300	65,460	0	0	65,460	NOT REQUIRED	There are no longer any manholes on private property with no screens
Wastewater	Pump station telemetry	82,000	0	82,000	0	0	82,000	CARRY FORWARD PROPOSED	A carry forward is proposed to 2020/21 as other options of communication are being investigated
Wastewater	Bulk discharge	51,300	0	51,300	0	10,000	41,300	CARRY FORWARD PROPOSED	This is part of the project on the line above regarding communication options
Wastewater	Stage 2 treatment - Oxidation Pond	768,920	8,200	777,120	29,611	60,000	717,120	CARRY FORWARD PROPOSED	Council have now received a consent for a trial period of 3 years. The scope of the project will then be determined after this trial period ends.
Water Supply	Water Meter Installation	30,750	1,677	32,427	23,091	32,427	0	By 30 June 2020	
Water Supply	Zoning	307,500	184,166	491,666	12,394	40,000	451,666	CARRY FORWARD PROPOSED	This was carried forward from the previous year, as the tender received was unacceptable. The project has now been reviewed, as a bigger contract with 4 different job sites. Each site is to be done separately, in order to obtain a more favourable price, so will take longer to complete. The project went out for tender in January 2020.
Water Supply	Toko reservoir	51,250	0	51,250	0	51,250	0	By 30 June 2020	
Water Supply	Stratford street work rider mains	30,750	0	30,750	0	30,750	0	By 30 June 2020	
Parks and Reserves	Park Development	15,300	0	15,300	15,299	15,299	1	COMPLETED	
Parks and Reserves	Walkway development	15,300	0	15,300	4,944	15,300	0	By 30 June 2020	Whanga Walkway and Cardiff Walkway upgrades
Parks and Reserves	Walkway signs	10,200	10,000	20,200	1,150	20,200	0	By 30 June 2020	Waiting on template design and branding
Parks and Reserves	King Edward Park accessible path	46,000	0	46,000	45,640	45,640	360	COMPLETED	

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Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Parks and Reserves	Plantings and signs	12,250	10,212	22,462	0	22,462	0	By 30 June 2020	This was on hold until a template has been designed
Parks and Reserves	Victoria Park bike park	0	25,000	25,000	13,102	25,000	0	By 30 June 2020	Project design is complete, and the funding strategy is being developed.
Parks and Reserves	Discovery Trail	102,100	49,475	151,575	1,020	151,575	0	By 30 June 2020	100% grant funded - waiting on design confirmation
Parks and Reserves	Half basketball court - grant \$25k	0	0	0	0	25,000	(25,000)	By 30 June 2020	Cost of \$25,000 is 100% grant funded. Currently out for tender.
Swimming Pool	Various Pool improvements	43,900	0	43,900	14,848	43,900	0	By 30 June 2020	50% grant funding
Swimming Pool	Pool redevelopment	0	0	0	16,409	16,409	(16,409)	By 30 June 2020	
Aerodrome	Level operational area	0	3,021	3,021	0	3,021	0	By 30 April 2020	
Civic Amenities	Demolish ANZ building	76,600	0	76,600	45,206	62,000	14,600	By 31 March 2020	Completed apart from site remediation
Civic Amenities	Broadway / Prospero Place upgrade	112,300	0	112,300	3,899	91,424	20,876	By 30 June 2020	
Civic Amenities	LED Entrance way sign	0	0	0	35,902	35,902	(35,902)	COMPLETED	The total cost for this project (over two years) was \$90,876, of which \$70,000 was grant funded, and the overspend of \$20,000 is to be funded from the Broadway / Prospero Place upgrade project above.
Farm	Emergency generator	30,000	0	30,000	0	30,000	0	By 30 June 2020	Farm and Aerodrome Committee to make recommendation.
Farm	Landscaping / riparian planting	15,310	6,059	21,369	5,000	21,369	0	By 30 June 2020	Meeting with TRC - plants will be purchased in May and project finished by June 2020
Animal Control	New dog pound	61,300	0	61,300	36,544	61,300	0	By 30 June 2020	Work in Progress
Library	Information centre relocation	0	0	0	1,230	20,000	(20,000)	By 30 June 2020	
Miranda Street Office	Heating in archive room	0	0	0	5,200	5,200	(5,200)	COMPLETED	Required to meet record storage requirements
Pensioner Housing	Conservatories	12,250	0	12,250	0	7,500	4,750	By 30 April 2020	Tender process has commenced. The budget was for 2 conservatories but now only doing 1 as the remaining unit already has a back porch.
Total Level of Service Expenditure		2,239,430	771,652	3,011,082	670,700	1,392,564	1,618,518		

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

Roading - Financially assisted NZTA	Unsealed Road metalling	844,600	(44,600)	800,000	334,300	550,000	250,000	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19
Roading - Financially assisted NZTA	Sealed Road resurfacing	800,000	(50,000)	750,000	765,759	770,000	(20,000)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Reseals commenced at the end of January 2020.
Roading - Financially assisted NZTA	Drainage Renewals	568,300	(43,300)	525,000	351,816	520,000	5,000	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Reseals commenced at the end of January 2020.
Roading - Financially assisted NZTA	Pavement Rehabilitation	762,100	(19,320)	742,780	788,865	800,000	(57,220)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Monmouth Road rehabilitation has been completed.
Roading - Financially assisted NZTA	Structure Components Replacement	96,100	(16,100)	80,000	88,438	110,000	(30,000)	By 30 June 2020	Revised NZTA approved budget due to overspend in 2018/19. Lower Kohurahi Road bridge repairs commenced in January 2020.
Roading - Financially assisted NZTA	Traffic Services Renewals	63,100	(13,100)	50,000	97,372	97,372	(47,372)	COMPLETED	Revised NZTA approved budget due to overspend in 2018/21
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	52,000	49,800	101,800	7,768	7,768	94,032	CARRY FORWARD PROPOSED	It is proposed to carry forward this years budget to be done as one bigger project in 2020/21
Roading non-subsidised	Underverandah lighting	12,300	0	12,300	0	6,000	6,300	By 30 June 2020	
Solid Waste	Building renewals	40,800	0	40,800	0	40,800	0	By 30 June 2020	Pending the recommendation of the building maintenance report, and also reseals to commence this year

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Council Activity	Project Description	2019/20 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2019/20 Actual Expenditure YTD	Projected year end forecast	2019/20 Projected under/(over) spend	Expected Project Completion Date	Comments
Stormwater	Weather events emergency fund	2,560	0	2,560	0	2,560	0	By 30 June 2020	
Stormwater	Reticulation Renewals	54,330	220,565	274,895	138,145	274,895	0	By 30 June 2020	
Wastewater	Step / aerate treatment renewals	30,700	18,978	49,678	0	49,678	0	By 30 June 2020	
Wastewater	Treatment pond renewals	51,300	0	51,300	0	51,300	0	By 30 June 2020	
Wastewater	Reticulation renewals	410,000	0	410,000	134,038	310,000	100,000	By 30 June 2020	This project commenced in January 2020
Water Supply	Laterals	31,370	0	31,370	490	31,370	0	By 30 June 2020	
Water Supply	Stratford street work rider mains	210,000	0	210,000	6,174	210,000	0	By 30 June 2020	
Water Supply	Infrastructure general Stratford	25,620	25,000	50,620	0	50,620	0	By 30 June 2020	
Water Supply	Infrastructure general Midhurst	3,070	639	3,709	0	3,709	0	By 30 June 2020	
Water Supply	Infrastructure general Toko	1,600	0	1,600	0	1,600	0	By 30 June 2020	
Water Supply	Treatment plant replacements	0	37,023	37,023	30,127	30,127	6,896	CARRY FORWARD PROPOSED	
Water Supply	Grit tank replacement	0	250,000	250,000	0	15,000	235,000	CARRY FORWARD PROPOSED	The project did not commence in 2018/19 and has been carried forward to this year. The tender will now be awarded before 30 June 2020 and the physical works will be carried out in 2020/21 year. As this is specialist work, there are limited contractors that are able to do the work.
Water Supply	Meter replacements	51,260	50,000	101,260	7,646	50,000	51,260	CARRY FORWARD PROPOSED	The balance of this project will be done in 2020/21 due to the unavailability of the contractor's resources, as it is a specialised task.
Water Supply	Patea delivery line	0	259,400	259,400	0	15,000	244,400	CARRY FORWARD PROPOSED	See above comments for the grit tank replacement. These two projects have been combined as the Patea delivery line feeds in to the grit tank.
Water Supply	Hydrants	15,170	9,865	25,035	7,189	25,035	0	By 30 June 2020	
Civic Amenities	WMC - replace furniture	2,530	0	2,530	2,227	2,227	303	COMPLETED	
Pensioner Housing	Appliance replacements	22,460	0	22,460	0	22,460	0	By 30 June 2020	Replacing in early 2020
Farm	Heat pump replacement	0	0	0	3,683	3,683	(3,683)	COMPLETED	
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,557	3,557	(457)	COMPLETED	
Communications	Website redevelopment	0	75,065	75,065	450	75,065	0	By 30 June 2020	This project was carried forward due to internal resourcing and re-prioritisation.
Corporate Support	Computers/Peripherals/ Software	140,000	65,915	205,915	84,578	150,000	55,915	By 30 June 2020	
Corporate Support	AssetFinda and GIS software replacement	15,000	0	15,000	0	15,000	0	By 30 June 2020	
Corporate Support	Telephone System	50,000	50,000	100,000	0	100,000	0	By 30 June 2020	Currently out for tender then in RFP process
Corporate Support	Vehicle Replacement (after trade in)	54,500	0	54,500	55,125	55,125	(625)	COMPLETED	
Corporate Support	Traffic counters	0	0	0	27,724	27,724	(27,724)	COMPLETED	Current traffic counters are no longer compatible with software so replacements are required, to accurately count traffic volumes.
Corporate Support	Miscellaneous	20,000	0	20,000	2,408	20,000	0	By 30 June 2020	
Total Replacement Expenditure		4,433,870	925,830	5,359,700	2,937,879	4,497,675	862,025		
TOTAL EXPENDITURE		\$7,467,000	\$1,964,621	\$9,431,621	\$3,722,711	\$6,951,078	\$2,480,543		

LIABILITIES AND INVESTMENTS STATEMENT AS AT 29 FEBRUARY 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	2.70%	120	28/11/2019	27/03/2020
Westpac	\$ 1,000,000	2.74%	115	9/12/2019	2/04/2020
ANZ	\$ 1,000,000	2.30%	90	28/02/2020	28/05/2020
Westpac	\$ 1,000,000	2.68%	120	13/02/2020	12/06/2020
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 48,000	2.01%	597	27/08/2018	15/04/2020
LGFA	\$ 24,000	2.22%	992	27/08/2018	15/05/2021
LGFA	\$ 32,000	2.41%	1326	27/08/2018	14/04/2022
LGFA	\$ 24,000	3.06%	1826	24/05/2018	24/05/2023
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
	\$ 4,216,000	2.60%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 3.93	\$ 623,754		
Ravensdown	17,920	\$ 1.00	\$ 17,920		
Civic Assurance	65,608	\$ 1.59	\$ 104,317		
			\$ 745,991		
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 FEBRUARY 2020

	Feb-20	Feb-20 ACTUAL	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-20
OPENING BALANCE	1,057,525	1,057,525	1,904,450	1,581,387	1,482,649	2,950,176	2,453,842	1,909,617	4,406,283	3,345,949	2,309,828	3,813,494	2,747,160
Rates	2,500,000	2,926,136	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	457,000	457,002	778,271	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	358,959	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	-	1,000,000	500,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Interest Revenue	-	5,745	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666	8,666
Other Income	2	-	-	-	-	-	-	-	-	-	-	-	1,000,000
Total Cash In	3,207,000	3,747,842	2,376,937	1,798,666	3,303,666	1,213,666	1,283,666	3,941,666	1,099,666	948,666	3,433,666	1,533,666	1,993,666
Salaries and Wages / Elected Members	410,000	339,497	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	372,043	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	1,189,377	1,400,000	800,000	1,100,000	800,000	500,000	475,000	600,000	900,000	950,000	1,400,000	3,600,000
Interest Expense	-	-	-	107,404	46,139	-	17,891	-	-	94,787	50,000	-	11,000
GST Paid	-	-	250,000	-	(300,000)	-	100,000	-	420,000	-	170,000	-	190,000
Total Cash Out	2,010,000	1,900,917	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	4,501,000
(Increase)/Reduce Term Deposits	3	- 1,000,000	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans*	-	-	-	-	-	-	-	-	-	-	-	-	-
CLOSING BALANCE	1,254,525	1,904,450	1,581,387	1,482,649	2,950,176	2,453,842	1,909,617	4,406,283	3,345,949	2,309,828	3,813,494	2,747,160	239,826
Net Debt	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000	10,284,000

Notes re Cashflow Forecast:

1. Sale of Assets figures March 2020 onwards relates to the sale of the Council subdivision sections. Titles were issued in March and it is expected that at least 8 properties will be due for settlement in March.
2. Other income relates to grant income expected to fund \$3m of the cost of the pool (total budgeted cost \$15m).
3. As at the end of February, the Council had \$4m on term deposits. This is not expected to change over the next 12 months, but the funds may be used if an unexpected cash shortfall arises.

Outstanding Debtors as at 29 February 2020

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$93,978	\$26,298	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	\$68	\$0	
Cemeteries	\$32,123	\$12,773	Overdues relate to 8 debtors, most of which have payment arrangements with council or are with a debt collector for recovery. Two debtors relate to plots pre-purchased - arrangement to be cancelled if payment isn't forthcoming.
Rental Properties	\$5,598	\$1,922	Overdue amount is an annual charge paid off in monthly instalments.
Pensioner Housing	-\$3,585	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$7,511	\$6,746	Overdue debtors are actively being pursued by debt collectors DMC.
Facility Hire	\$3,137	\$0	
Sundry Debtors	\$155,858	\$6,712	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	\$778,271	\$0	
Swimming Pool	\$2,472	\$0	
Resource Consents	\$5,250	\$0	
Infringements	\$65,651	\$64,752	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$35,500	\$16,400	Meeting held with overdue Debtor. Payment arrangement made for overdue amount. Current bills paid.
Water Billing	\$79,247	\$17,728	All outstanding debtors are being actively pursued. Arrangements have been entered into for the 2 overdue debtors.
TOTAL	\$1,261,080	\$153,332	

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.

PERCY THOMSON TRUST INVESTMENTS - as at 29 February 2020

	Maximum Policy Limit	Individual Investee Policy Limit	Actual Investment	Interest Rate	Due Date	Frequency of Interest Payments	Amount	% Invested	Annual interest
Bank Investments	100%	50%	TSB Bank - Current account TSB Bank - Term investment	Various - Premier cheque rates	Call 7.06.2020	Annual Maturity	\$39,792	28.5%	\$1,000
				2.70%			\$250,000		\$6,750
							\$289,792		
Promissory Notes	35%	20%				\$0			
Bonds	80 to 100%	20 to 50%	Fonterra Co-Op Group Ltd	4.33%	20.10.2021	Half yearly	\$50,000	18%	\$2,165
			ASB Bank Ltd	4.25%	26.05.2021	Half yearly	\$50,000	18%	\$2,125
			ASB Bank Ltd	4.20%	24.02.2022	Half yearly	\$50,000	18%	\$2,100
			Meridian Energy Ltd	4.88%	20.03.2024	Half yearly	\$30,000	11%	\$1,464
			Auckland International Airport	4.23%	09.11.2022	Half yearly	\$25,000	9%	\$1,058
			BNZ Bank Ltd	5.31%	17.12.2025	Quarterly	\$75,000	27%	\$3,986
			\$280,000		27.5%				
Listed Shares	30%					\$0	0%		
Real Estate	75%		Proportionate ownership share - Albany, Auckland	7.80%	n/a	Monthly	\$125,000	12.29%	\$9,716
			Proportionate ownership share - Manukau, Auckland	9.25%	n/a	Monthly	\$50,000	4.9%	\$4,625
			Proportionate ownership share - Porirua, Wellington	7.58%	n/a	Monthly	\$122,000	12.0%	\$9,249
			Proportionate ownership share - Tauranga	7.80%	n/a	Monthly	\$50,000	4.9%	\$3,900
			Proportionate ownership share - Henderson, Auckland	6.50%	n/a	Monthly	\$100,000	9.8%	\$6,500
			\$447,000		44.0%				
Professional Portfolios	50%					\$0	0%		
Total Portfolio						\$1,016,792	100.00%	\$54,637	

The policy only allows up to 50% in any one bank investment (based on the total of promissory notes, bonds, deposits etc).
The Trust currently has 28.5% in TSB Bank so complies with the policy for all types of investments.