



16 February 2021

POLICY & SERVICES COMMITTEE MEETING

Notice is hereby given that the **Policy & Services Committee Meeting of Council** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 23 February 2021** at **3.00pm**.

Timetable for 23 February 2021 as follows:

1.15pm	Workshop for Councillors - Fees and Charges
2.00pm	Policy & Services Committee – Hearing - Control of Advertising Signs Bylaw
2.45pm	Afternoon tea for Councillors
3.00pm	Policy and Services Committee Meeting

Yours faithfully

Sven Hanne
CHIEF EXECUTIVE

2021 - Policy & Services - February (23/02/2021)

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POLICY AND SERVICES COMMITTEE MEETING
TUESDAY 23 FEBRUARY 2021 AT 3.00PM

F19/13/05-D21/5377

A G E N D A

1. **WELCOME**
- Health & Safety Message

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 – 26 January 2021**
D20/3410 Pages 8-16

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 January 2021 be confirmed as a true and accurate record.

Moved/Seconded

7. **MATTERS OUTSTANDING**
D16/47 Page 17

RECOMMENDATION

THAT the matters outstanding be received.

Moved/Seconded

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

D21/3727

Pages 18-56

RECOMMENDATION

THAT the report be received.

Moved/Seconded

9. **INFORMATION REPORT – PERCY THOMSON TRUST – HALF
YEARLY REPORT TO 31 DECEMBER 2020**

D21/4583

Pages 57-78

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council receive the half yearly report for Percy Thomson Trust as at 31 December 2020.

Recommended Reason

In terms of Section 66 of the Local Government Act 2002 the Percy Thomson Trust, being a council controlled organisation, must deliver to Council a half yearly report (as at 31 December 2020) on or before 28 February 2021.

Moved/Seconded

10. **INFORMATION REPORT – PERCY THOMSON TRUST –
STATEMENT OF INTENT – 2021 -2024**

D21/4580

Pages 79-101

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council receive the Statement of Intent for Percy Thomson trust for the period 1 July 2021 to 30 June 2024.

Recommended Reason

In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a statement of intent on or before 1 March 2021.

Moved/Seconded

11. **DECISION REPORT – BRAND REFRESH – FINAL LOGO LOCK-UP**

D21/5229

Pages 102-110

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council adopt the final corporate logo lock-up including bilingual name as per **Appendix B**.

Recommended Reason

As a key initiative within the Communications and Engagement Strategy adopted by Council in May 2020, Council’s endorsement is sought to agree to the final logo lock-up so that the wider brand improvement project can be rolled out.

Moved/Seconded

12. **DECISION REPORT – REQUEST TO CONSULT ON A PROPOSED 80KM/H SPEED LIMIT FOR OPUNAKE ROAD**

D21/5417

Pages 111-118

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the Committee give approval for council officers to consult with the community for a proposal to reduce the speed limit of Opunake Road from 100km/h to 80km/h from RP0.0 (Elizabeth Grove) to RP16.75 (District Boundary).
3. THAT once the consultation period has been undertaken a further decision report will be presented to this committee summarising the comments received and making a recommendation for a safe suitable speed limit for Opunake Road.

Recommended Reason

The Government Policy Statement for Land Transport 2021/22-2030/31 has a strategic priority relating to road safety including a desire to reduce the death and serious injury crashes by 40 percent by the year 2030. This “Road to Zero” vision is one of the primary focuses of the current Government and thus encouraging all local authorities and agencies to play their part in achieving this goal. Opunake Road has been identified as one of our highest risk roads within the Stratford District.

Moved/Seconded



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 for 2021 Policy & Services Committee meetings, including hearings.

Date	26/01/21	23/02/21	23/02/21	23/03/21	27/04/21	27/04/21	18/05/21	25/05/21	22/06/21	27/07/21	24/08/21	28/09/21	26/10/21	23/11/21
Meeting	P&S	H	P&S	P&S	H	P&S	H	P&S	P&S	P&S	P&S	P&S	H	P&S
Neil Volzke	✓													
Grant Boyde	✓													
Rick Coplestone	✓													
Peter Dalziel	✓													
Jono Erwood	✓													
Amanda Harris	✓													
Alan Jamieson	✓													
Vaughan Jones	✓													
Min McKay	✓													
John Sandford	✓													
Gloria Webby	✓													

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

**MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF
THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL
CHAMBERS, STRATFORD DISTRICT COUNCIL, MIRANDA STREET,
STRATFORD ON TUESDAY 26 JANUARY 2020 AT 3.00PM**

PRESENT

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

IN ATTENDANCE

The Chief Executive – Mr S Hanne, the Director – Community Services – Ms K Whareaitu, the Director – Environmental Services – Mr B Sutherland, the Director – Corporate Services – Mrs T Radich, the Director – Assets – Mrs V Araba, the Administration & Communication Support Officer – Ms R Vanstone, the Communications Manager – Ms G Gibson, the Community Development Manager – Mr C Julie (*part meeting*), the Environmental Health Manager – Ms R Otter (*part meeting*), the Roading Asset Manager – Mr S Bowden (*part meeting*) and two members of the media (Daily News & Stratford Press).

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, Councillors, staff, and the media. He reminded Councillors to ensure they are familiar with the health and safety message including evacuation procedures.

2. **APOLOGIES**

No apologies were received.

3. **ANNOUNCEMENTS**

There were no announcements.

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 was attached.

6. **CONFIRMATION OF MINUTES**

6.1 **Policy and Services Committee Meeting (Hearing) – 24 November 2020**
D20/33504 Pages 7-11

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 24 November 2020, to hear and consider submissions to the Keeping of Animals, Poultry and Bees Bylaw, be confirmed as a true and accurate record.

BOYDE/SANDFORD
Carried
P&S/21/1

6.2 **Policy and Services Committee Meeting – 24 November 2020**
D20/33578 Pages 12-20

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 24 November 2020 be confirmed as a true and accurate record.

SANDFORD/WEBBY
Carried
P&S/21/2

The Administration & Communication Support Officer undertook to make the following amendment:

- Page 18, third bullet point in the Questions/Point of Clarification section, amend to read “*went well with a good turnout of kids from adjoining day-cares and kindergartens*”.

7. **MATTERS OUTSTANDING**

D16/47 Page 21

RECOMMENDATION

THAT the matters outstanding be received.

COPELSTONE/McKAY
Carried
P&S/21/3

8. DECISION REPORT – APPROVE TREASURY MANAGEMENT POLICY

D21/1728

Pages 22-47

RECOMMENDATIONS

1. THAT the report be received.

ERWOOD/BOYDE
Carried
P&S/21/4

2. THAT the amended Treasury Management Policy in **Appendix 2** is approved.

COPLESTONE/DALZIEL
Carried
P&S/21/5

Recommended Reason

The changes made to the current policy are in line with best practice and Council's strategic and financial objectives.

6.1

The Director Corporate Services noted the following points:

- The Treasury Management Policy has been reviewed in the last 12 months but has been bought back before elected members as the A&P Association loan decision triggered an update.
- In the amended (draft) policy, the net debt to revenue limit has been changed to the more conservative value of 100 per cent, from 130 per cent, to align with Council's current Financial Strategy.

Points of Clarification/Questions:

- Councillor Dalziel's view is that borrowing is a necessity and that Council should not constrain itself by setting an arbitrary limit that is well under LGFA's limits. He therefore supports the limit remaining at 130 per cent. Councillor Coplestone agreed with this stance. Elected members decided that the limit should remain at 130 per cent.
- In referring to 'Funding Risk' on page 31, Councillor Dalziel sought clarification on whether Council needs to "ensure access to a committed facility through a registered bank that does not have more than 50% of Council's lending" given that all of Council's lending is through the LGFA. Mrs Radich clarified that Council does not want to have more than half of its loan facilities with one lender hence this clause.
- Councillor Dalziel, in referring to clause 14 on page 33 which relates to property purchases – "Council will not purchase properties on a speculative basis" suggested a change in wording to – "Council will not purchase properties purely for speculative reasons" as the initial wording gives the impression that Council does not purchase property with a view to making improvements and selling on.
- Councillor Dalziel in referring to 'CCO's' on pages 34-35, noted his discomfort that the Percy Thomson Trust has an open policy on investment compared to the Council. He feels that the trust's policy should be more aligned with Council's due to the risks involved. The Deputy Mayor agreed. Mrs Radich clarified that the Trust does operate under a separate set of rules than what is imposed on Council, as based on legislation. She suggested that the Trust could be questioned on this point when the Trust Chair presents to elected members later in the year.
- Mayor Volzke noted minor changes to be made to clause 17 on page 35 and on page 37 where references are made to the CEO and Mayor, and for consistency should be changed to Chief Executive and District Mayor.
- Mayor Volzke sought clarification with regards to relevant delegations in clause 19 on page 36 which discusses investments maturing within 120 days – a change from 90 days. This

makes sense as a number of investments seem to have higher returns on 120 days however if it matures on 120 days, it is no longer as a breach of the policy. Did that mean that investments maturing on 120 days are treated as a breach? Mrs Radich accepted this and will make the change to 125 days.

- Councillor Jones reiterated Councillor Dalziel’s concerns about the conditions on previous loans, notably the A&P Association loan. The Deputy Mayor supported these comments.
- Changes will be made to the policy by Mrs Radich for application, moving forward.

6.1

The Roading Asset Manager, the Senior Engineering Advisor and the Services Asset Manager joined the meeting at 3.10pm.

9. DECISION REPORT – DRAFT PUBLIC PLACES AND NUISANCE BYLAW 2021 AND STATEMENT OF PROPOSAL

D21/2067 Pages 48-86

RECOMMENDATIONS

1. THAT the report be received.

BOYDE/McKAY
Carried
P&S/21/6

2. THAT the *draft* Public Places and Nuisances Bylaw 2021 be adopted and released for public consultation.

COPLESTONE/McKAY
Carried
P&S/21/7

Recommended Reasons

1. The current Nuisance Bylaw 2008, is due for replacement and the relevant clauses from the bylaw be moved to the *draft* Public Places and Nuisances Bylaw 2021.

2. The recommendation of the Committee is required to initiate the public consultation process required by Sections 82 and 83 of the Local Government Act 2002 to seek comments from the public on the amendments to the *draft* Public Places and Nuisances Bylaw 2021.

The Environmental Health Manager noted the following points:

- That some of the numbering in the new draft bylaw document requires amending and will be corrected prior to the Bylaw going out for public consultation.
- In reviewing the Bylaw council proposes to combine the current Public Places and Nuisance Bylaw in one document. There are a number of clauses in the Nuisance Bylaw which are no longer relevant. It is considered that a number of the clauses from the Nuisance Bylaw can be dealt with under the Health Act, which affords greater enforcement tools allowing for direction orders where the matter concerns public health.
- As part of the review, council also considered community amenity and how the Bylaw could address this, particularly the accumulation of material or waste on a property. In the review of other council bylaws around the country it was evident that resolving and enforcing accumulation of material on private property is difficult. In some instances this can be seen when travelling through some towns nationwide. Government legislation provides no tools for measuring what is inappropriate accumulation of material/waste, other than what is currently afforded in legislation such as the Litter Act, Health Act or Fire and Emergency Act

and in particular it is difficult if the accumulation is situated on private property. There is a possibility that the District Plan can afford some measure of enforcement, however it cannot address existing use.

Questions/Points of Clarification:

- Councillor Boyde sought clarification on the control of dripping from eaves on Broadway. Ms Otter responded that Council had previously had some success in dealing with the issue during walk-arounds by Council officers, however she noted that there had not been many, if any complaints in recent times.
- Councillor Boyde sought clarification on complaints and prosecutions relating to dumped litter. Ms Otter responded that she was unaware of an increase in complaints or prosecutions in the last few years. Under the Litter Act, she noted, it is extremely difficult to compile evidence to pursue a prosecution relating to dumped litter. Ms Otter clarified that the culprit can be infringed and fined, up to \$20,000, under the Litter Act where evidence is proven. Litter on a private property is also treated differently.
- The Deputy Mayor sought clarification on why references to the deposit and burial of refuse (page 50) were being removed from the Bylaw. Ms Otter clarified that the legislation gave a greater enforcement tool through infringement and prosecution than the Bylaw so removal of these references is appropriate.
- It was clarified that the Nuisance Bylaw is ‘naturally’ revoked upon the commencement of the new Bylaw on 1 July 2021.
- Councillor Jones sought clarification around the wording of clause 12.1(a) on page 78 relating to goods on display and keeping the footpath clear for pedestrians. Mr Sutherland will further clarify this clause by removing the comma between the second and third conditions prior to the document being released for consultation.
- The District Mayor sought clarification on clause 22.1(b) relating to structures and vehicles and wondered whether the two sets of circumstances should be separated out for ease of understanding. Mr Sutherland agreed that this change will be made before the document is released for consultation.
- Councillor Sandford sought clarification on the term ‘deposit of night soil’, as referenced by clause 903 on page 50. Mr Hanne clarified that ‘night soil’ is the term used for human waste.
- Councillor Sandford, in reference to clause 210 on page 52 clarified that permission is now required by any person selling items from a stall in a public place. Ms Otter confirmed that is correct adding that this included road reserve but excluded private property.
- Councillor Sandford, in reference to fireworks, asked whether Council has the authority to ban them throughout the district or restrict when fireworks could be let off. The Deputy Mayor added that he would be happy to see a restriction put in place. Mr Sutherland clarified that a ban or restriction could not be considered through this Bylaw as its application is for public places.
- Councillor Jones sought clarification of clause 27 on page 81 which relates to the numbering of houses and asked if the Bylaw relates to public places, how is this clause relevant? Mr Sutherland clarified that the clause provides a provision for Council to direct someone to display a number and that this could be done in a rural area.

10. **MONTHLY REPORTS**10.1 **ASSETS REPORT**
D20/34214 Pages 87-158**RECOMMENDATION**

THAT the report be received.

BOYES/HARRIS
Carried
P&S/21/8

6.1

The Director – Assets noted the following points:

- Council's new Services Asset Manager, Mr Sean Pathmanathan has taken over from Mr Mike Oien who has moved into an advisory role as the Senior Engineering Advisor.
- It has been a busy few months for the team, drafting Asset Management Plans, the Infrastructure Strategy, council policies, plans and programmes and meeting with Iwi.

Questions/Points of Clarification:

- Councillor Boyde sought an update on damage to McBrides Bridge.

The Roading Asset Manager joined the table at 3.54pm.

- Mr Bowden clarified that tenders for the McBrides Bridge repair close on Friday 29 January. Repairs are considered to be in the vicinity of \$80,000.
- Councillor Boyde, in referring to page 99, asked what action was being taken over the illegal wastewater connection. Mrs Araba clarified that Council is working with the site owner and that education is the focus of these interactions.
- Councillor Boyde noted that overnight water usage in Midhirst had increased again and asked how Council was following this up. Mrs Araba confirmed that an investigation was underway.
- The Deputy Mayor, in referring to the Technical Audit on page 92, asked for further clarification of point 2. Mr Bowden advised that Waka Kotahi NZ Transport Agency have asked Councils to set up a framework to monitor how we have managed to show the benefits we have indicated in the Activity Management Plan. This is unlikely to result in more funding however, as nationally the fund has been oversubscribed by \$700 million.
- Councillor Sandford sought an update on Dunns Bridge on Opunake Road, which he considers extremely dangerous when crossed at speed and whether a speed restriction could be put in place. Mr Bowden will follow up with temporary speed restrictions and confirmed that Council is considering long term options including lowering the road on either side of the bridge (realignment) or putting a concrete pad on the side of the bridge deck.
- Councillor Sandford sought clarification on Council's capacity to accept trade waste from three more bulk septage operators and one stock carrier (page 88, Trade Waste refers) and whether this waste is coming from within the district. Mrs Araba confirmed that to date, Council has been successful in ensuring that only what is generated locally is received. A Bylaw is in place; cameras are in place to monitor dumping; and operators are required to log waste pick-ups. Council has historically accepted this waste and now it has formally consented to this.
- Councillor Dalziel noted a slight correction required on page 88 of the report, from Earnest & Young to Ernst & Young.
- Councillor Dalziel congratulated Council on the Technical Audit. Regarding the Procedural Audit, he asked about the actual administration costs and whether these would add substantially to the cost of a project. Mr Bowden responded that for every subsidised work activity Council applies a 2.25 per cent administration charge. Waka Kotahi NZ Transport

Agency are now asking how much it actually costs Council to run roading and to increase the administration percentage to reflect this. charge them – We have looked at the costs, taking into account all internal charges, and it equates to 10 percent of the approved allocation. Mr Bowden concluded that his preference is always invest in the roading asset rather than administration.

- Councillor Boyde wished to note his disappointment in the continual delay by the Walking Access Commission to formally appoint Council as the controlling authority of the Whangamomona walkways.
- Mr Bowden clarified that the Technical Audit would form part of the ‘story’ regarding the district’s roads and the hope is that it would result in more investment from Waka Kotahi NZ Transport Agency.
- Councillor Harris, in reference to the field inspections by Waka Kotahi NZ Transport Agency on page 155 noted that the organisation went no further than the Pohokura Saddle. Mr Bowden confirmed that Waka Kotahi NZ Transport Agency review the roughest roads in the district and any roads that Mr Bowden considered which would be worthwhile visiting.

The Roading Asset Manager, the Senior Engineering Advisor and the Services Asset Manager left the meeting at 4.13pm.

10.2 COMMUNITY SERVICES REPORT

D20/36182 Pages 159-175

RECOMMENDATION

THAT the report be received.

ERWOOD/WEBBY
Carried
P&S/21/9

The Director – Community Services noted the following points:

- Youth Councillor applications are now open.
- The Community Development Officer, Peter Boyd leaves Council this Friday 29 January to join Venture Taranaki. His work with the Youth Council and Positive Aging groups is noted.
- The Mayors’ Taskforce for Jobs is looking for more employers.
- The Discovery Trail has been launched and the co-location of the Library and I-Site has been completed. Council continues to await furniture and signage.
- Pool safe accreditation is being conducted today.

Council Organisations and Council Representatives on Other Organisations

- Councillor Boyde noted that the picnic tables on Broadway were a positive addition to the green space. He advised that the Lightning 5s (5-aside hockey) tournament would be hosted in Stratford on 21-22 February.
- Councillor Webby noted that visitor numbers have been steady to the recent lockdown exhibition at the Percy Thomson Gallery. The next exhibitions - #make believe and Denis Bourke open on 29 January. The Go Local campaign has been successful for Percy’s Place which has matched its 2019/20 takings in the first 7 months of this year. Councillor Webby also acknowledged Mr Boyd’s contribution to the Positive Aging group.

10.3 **ENVIRONMENTAL SERVICES REPORT**

D20/34288

Pages 176-182

RECOMMENDATION

THAT the report be received.

HARRIS/JONES
Carried
P&S/21/10

6.1

The Director – Environmental Services noted the following points:

- There continued to be strong building consent numbers coming through. Despite need consent for fewer buildings, numbers were still tracking ahead of 2019.
- The team is still receiving a lot of enquiries about subdivisions.

Questions/Points of Clarification:

- Mr Sutherland estimated that the number of pools in the district was around 100, in response to a question from Councillor Boyde. Mr Sutherland clarified that the Building Act provides for a barrier, including fence or secure cover on a spa pool.

10.4 **CORPORATE SERVICES REPORT**

D20/1352

Pages 183-200

RECOMMENDATION

THAT the report be received.

ERWOOD/WEBBY
Carried
P&S/21/11

There were no questions regarding the Corporate Services Report.

11. **QUESTIONS**

- Councillor Jones sought clarification on the timing of consultation noting that a bylaw review out for consultation over the Christmas period did not encourage feedback. Also, does the 30 day period include weekends or public holidays. Mr Sutherland noted that 30 days is provided for in legislation and that the act was silent on whether these are weekdays, weekends or public holiday days. Generally Council tries to avoid public consultation over the Christmas period but it did depend on the bylaw programme and whether there would be a period of time where there would be no bylaw cover.

The meeting closed at 4.25pm.

6.1

A L Jamieson
CHAIRMAN

Confirmed this 23rd day of February 2021.

N C Volzke
DISTRICT MAYOR

POLICY & SERVICES COMMITTEE MATTERS OUTSTANDING INDEX

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Street Numbering - Pembroke Road - Ariel Street (raised 26 May 2020)		Blair Sutherland	On-going	Update in Environmental Services Monthly Report item 13.3

INFORMATION REPORT



F19/13/04-D20/3727

TO: Policy and Services Committee

FROM: Director – Community Services

DATE: 23 February 2021

SUBJECT: ECONOMIC DEVELOPMENT QUARTERLY REPORT – QUARTER TWO

8

RECOMMENDATION

THAT the report be received.

_____/_____
Moved/Seconded

1. **EXECUTIVE SUMMARY**

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

2. **VENTURE TARANAKI**

The quarterly report from Venture Taranaki is attached as **Appendix 1**.

Key Highlights:

2	524	1
Referrals and connections between Stratford District people and enterprises	Client support engagements with Stratford District people and enterprises	Startup clients met in Stratford

21	\$7,250.00	
New jobs listed in Stratford	Capability Development Vouchers distributed to Stratford enterprises (YTD)	

- New job listings in Stratford increased 91% on previous quarter.
- Total guest nights increased across Stratford and South Taranaki districts during November, and decreased slightly in the New Plymouth district.
- Visitor spend in the Stratford District decreased 3.58% to \$20.4m in the 12 months to end October 2020.

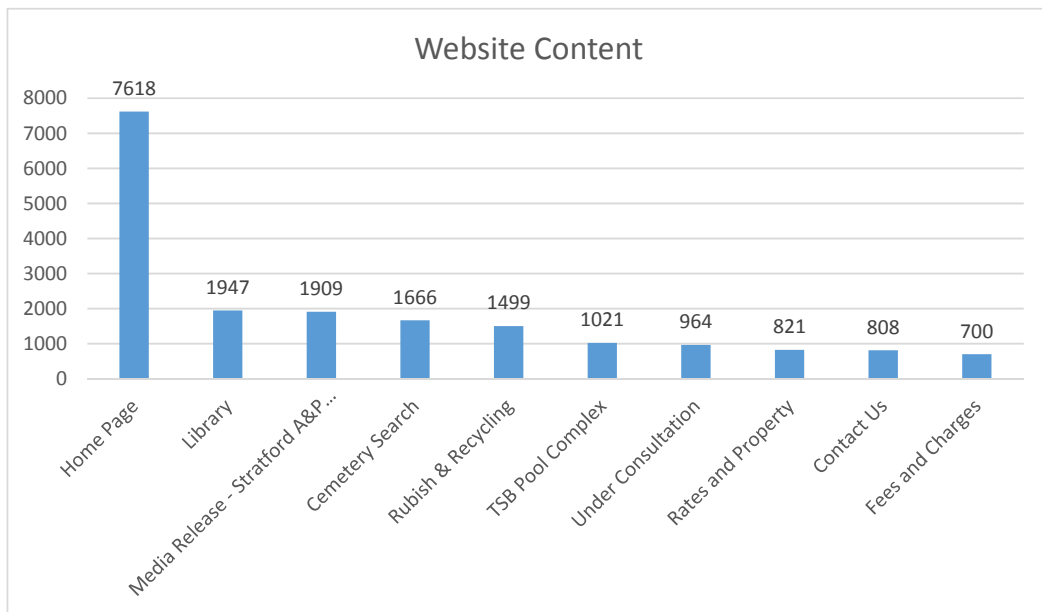
3. LOCAL TOURISM AND PROMOTION

3.1 Website Engagement

Website visits	Q2	YTD 2020/2021
New visitor	14,762	28,072
Returning visitor	3,830	6,319

For this quarter there were 27 media releases published on the website covering a range of topics. These included; Computer Classes at the Library, Stratford A&P Association Proposal, Trade Graduations, Whangamomona to benefit from tourism fund, Stratford Discovery Trail, Free WiFi in downtown Stratford, Mayors Taskforce for Jobs Workforce Programme, Stratford's Scarecrow Trail, Stratford Positive Ageing Forum, Funding creates two new roles for Stratford Library, Mayoral Christmas Gift Appeal, Children’s bike park getting underway, Improvements to community halls underway, Stratford i-SITE and Library a one stop shop and Summer Nights returning to Stratford in 2021.

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



3.2 Stratford Visitor Information Centre i-SITE

Performance Measures

	Target	Q2 2020/2021	YTD 2020/2021	Total 2019/2020
Number of people to the Information Centre is measured	>40,000	11,457	16,602	33,008
Number of users of AA Agency Services is measured	>10,000	2,386	5,043	8,842
Percentage customers are satisfied	>80%	N/A	N/A	97.55%

*i-SITE and AA Agency co-located into the library December 15 2020 so door count now includes library users.

3.3 Events

Quarter One events completed:

- Prospero Markets: 31 October, 4 December (Christmas Market)
- Scarecrow Trail: 30 October – 13 November 2020

Quarter Three events:

- Whangamomona Republic Day – 23 January 2021
- Summer Nights Concert: 13 February 2021
- Summer Nights Movies: 28 February 2021
- Prospero Market: January 30, February 27, March 27

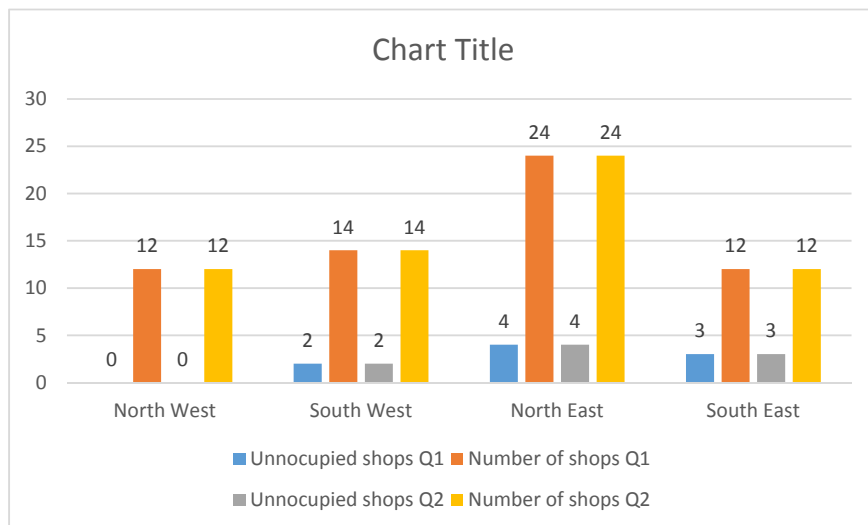
4. DEVELOPMENT

4.1 The Connector Bus

Departs (to Stratford)	October 2020	Q1
New Plymouth	102	1,177
Egmont		0
Inglewood	3	30
Norfolk		0
Tariki		1
Midhurst		3
Stratford		0
Ngaere		0
Eltham	8	72
Normanby		7
Hawera	7	80
Manaia		0
Opunake		3
Total	120	1,373

- Due to a change in reporting systems, data for November/December is unable to be retrieved. TRC are looking into this and hopefully we will have this data back up and running soon.

4.2 Unoccupied Shops



The above table provides data on unoccupied buildings along Broadway (between the round-a-bouts) up until 31 December 2020.

4.3 2035 Projects as at 31 December 2020

Below is an update on the progress of the key projects that the Council is currently undertaking as at **31 December 2020**:

Project	Status	Comments
Pembroke Road land development	Completed	This project has now been completed in terms of construction and all sections in the subdivision have either been sold or are under contract.
Replacement Aquatic Indoor Facility	In progress	The Pool Design and Build contract has been let to Apollo Projects and the design component is well underway with construction due to commence late February following resource and building consents.
Children's Cycling Education Park and Basketball Court	In progress	The contract for the construction of the principal components of the Bike Park has been let to Inframax Limited. Work commenced in December.
i-SITE relocation	Completed	The i-SITE and AA Express co-located into the library on 15 December.
Midhirst abandoned land	In progress	Settlement of all but three of the 45 areas of land has been completed. Negotiations have been initiated with the remaining adjoining occupying owners and a further report will be brought before Council once negotiations have been concluded.

Whangamomona walkways	In progress	These walkways (Te Awa o Maru) have been constructed through the Kingheim forestry block at Whangamomona. We continue to be 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. A Memorandum of Understanding relative to their maintenance obligations has recently been concluded with the land owner to supplement the easement agreement with the Walking Access Commission.
Stratford Discovery Trail	In progress	Completed to date: first print run of the trail maps, Stratford Icon Hunt, metal birds erected in King Edward Park, Tri-Notice Board, 3 x wall murals: Piwakawaka (Centennial Rest Rooms), Shakespeare (King Edward Park netball shelter), Native birds (TSB Pool complex).
Prospero Place	In progress	The newly leased site is now complete and open for the community to utilise. A wider plan is currently being developed.

4.4 Stratford Business Association

Membership numbers for at the end of the quarter was: 134

Events completed for the quarter were:

- Stratford Christmas Parade and Carols: 4 December
- Business After 5 events: 15 October, 18 November
- Women in Business Networking Event: 2 December

Events for the next quarter include:

- Business After 5 events: February, March
- Americarna (Stratford stop): 26 February

4.5 Consents Granted

Type	Q1	Q2	2020/2021 YTD
New Dwellings	10	15	25
Relocated dwellings	5	6	11
Relocated buildings other than dwellings	0	0	0
Fires	20	4	24
Pole sheds/accessory buildings	11	17	28
Additions and alterations – residential	18	10	28
New Commercial buildings	2	1	3
Additions and alterations – commercial	5	4	9
Other/miscellaneous	10	3	13

4.6 Ultra-Fast Broadband

Stratford

	Q1 2020/2021	Q2 2020/2021
Premises ready to connect	3,249	3,255
Connected	1,677	1,705
Fibre Uptake	51.62%	52.38%

4.7 Property Sales

Location	Median Price		Volume Sold	
	19/20 Q2	20/21 Q2	Q2	20/21 YTD
New Plymouth District	October		359	770
	\$440,000	\$521,000		
	November			
	\$475,000	\$585,000		
South Taranaki	October		146	297
	\$270,000	\$345,034		
	November			
	\$270,000	\$353,500		
Stratford District	October		64	116
	\$270,000	\$325,000		
	November			
	\$334,000	\$392,000		
	December			
	\$315,000	\$407,000		

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

4.8 Employment

Opportunities created for young people (MTFJ)

	Q2	YTD
Young people placed into employment	20	24
Young people received support and found work themselves		9
TOTAL		32

Employment opportunities per industry

Industry	Q2	YTD
Agriculture and Food	6	7
Retail Trade	1	
Hospitality	6	7
Construction		
Manufacturing	5	5
Tourism		
Education and Training		
Health Care and Social Assistance		2
Transport		
Government	2	3
Sport and Fitness		

Attachments:

Appendix 1 - Venture Taranaki - Quarter Two Report



Chade Julie
COMMUNITY DEVELOPMENT MANAGER



Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES



Approved by
 Sven Hanne
CHIEF EXECUTIVE

DATE: 16 February 2021

Venture Taranaki Trust Quarterly Report



Stratford District Council

Quarter Two
2020-2021



Cyclists enjoying the Eastern Taranaki scenery in the Dirty Detours gravel event.

Message from the Chief Executive

While most of us will be pleased to see the end of 2020, there is plenty of positive energy in Taranaki as we move into the new year. Our bi-annual business survey shows our local enterprises are feeling a lot more positive about the future now than they were six months ago. Retail spend is back at pre-COVID-19 levels and our projects and support programmes are attracting a great deal of interest and support.

The Offshore Wind Forum in December was sold out, with 91 attendees on the day, and many more checking in online or downloading the recordings. Feedback has been positive for both the forum itself and the prospect of an additional large-scale offshore energy option for the region. Having a clear regulatory framework for offshore renewable energy came through as a top priority in order for this opportunity for Taranaki (and other potential offshore technologies such as wave energy) to progress.

Our visitor spending, whilst still down on previous years, is increasing month on month. Taranaki continues to attract a solid share of the domestic tourism market, and our big ticket events and festivals are a huge draw. It's great to see more events booked in for 2021 throughout the region.

Our growing social media profile and strategic partnerships with Air NZ are paying dividends, and the responses to our campaigns are overwhelmingly positive. Progressing our strategic tourism planning and actions – from food tourism, to future trends to leverage, to drive journeys with neighbouring regions - is a key priority for the coming quarter.

Our region's enterprises have shown their resilience over the past quarter, with continued very high demand for Venture Taranaki's advice and support. The COVID-19 funding streams for small to medium business have now been fully utilised, but there are still many options for capability building and support, and our enterprise team are continuing to respond to the phenomenal level of enquiry. This doesn't look to be slowing down any time soon.

We were very pleased to launch PowerUp during Q2. PowerUp is aimed at building a strong entrepreneurship and innovation ecosystem for Taranaki, and is getting significant interest from entrepreneurs throughout the region. PowerUp includes a series of masterclasses and workshops, as well as a business ideas competition, which was launched in December. This critical focus on enterprise support and entrepreneurship growth will remain an area of priority for Venture Taranaki over 2021.

This key area of focus, along with partnering with Māori, promoting our region to visitors, investors and potential new residents, and supporting our key sectors to innovate and capture value, will continue progress on the Return to Better COVID-19 recovery plan, as part of the region-wide recovery efforts. These focus areas also align with and help progress the goals of Tapuae Roa and Taranaki 2050. – **Justine Gilliland**



COVID-19 | Response



As of 31 December 2020, Venture Taranaki had recorded 7,324 COVID-19 related interactions, and distributed \$4,513,957.50 in COVID-19 funding.

This support dates back to March 2020.

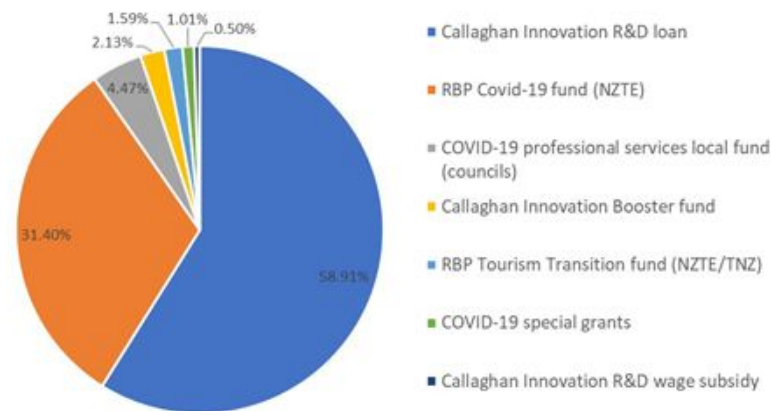
Funding for COVID-19 business recovery through the Regional Business Partner programme is finishing up with the funding now being allocated. The Enterprise Advisory team will continue to engage with the business community and connect these businesses with the support and advice they need and determine other suitable funding options for them.

The main areas of support that COVID-19-affected businesses used their funding for were: budgeting, business continuity and digital marketing.

Additionally, the dedicated COVID-19 Tourism Transitions Fund is also coming to an end, with tourism-focused businesses using the allocated funding to help them develop new strategies around domestic tourism and diversify their service offering.

Demand for all COVID-19 funding has been high, with the team temporarily expanding to include five part-time additional advisers. This additional resource has now finished up, with the central government funding enabling it having finished.

"I have seen the hard work that the team at Venture Taranaki has been providing for the wider Taranaki business community and I think it is pretty incredible! I know there will be many grateful business out there for the support that has been provided through the difficulty that was 2020." - Stratford engineering client



Promoting investment in Taranaki



New Zealand Offshore Wind Forum

On 9 December, Venture Taranaki hosted a forum to bring together speakers and perspectives from the New Zealand energy sector, government, and the international stage, with the aim to stimulate a collective discussion about the potential of offshore wind for New Zealand. Venture Taranaki co-hosted this event with sponsors Ara Ake and WITT—Western Institute of Technology at Taranaki.

The event was sold out, with 91 people attending in person, and a further 29 online.

Many thanks, I found the forum fantastic. Lots of great views and good to meet some of the stakeholders too! Well done on a successful event!
- Isabelle Prosser

Thank you for hosting a well organized event. I thoroughly enjoyed the discussion, which has definitely influenced my view of NZ's energy future. —Christo Janse van Rensburg, Methanex New Zealand Ltd



Google analytics

- 932 visits to the [Offshore Wind page](#)
- 819 visits to the [forum page](#)
- 63 views of the [Global Wind Story](#)
- 49 visits to the [post-event forum video](#)

Identifying Opportunities

1. Initial Due Diligence with private company seeking investment
2. Launch of the Investment prospectus
3. Investment Pipeline
4. Offshore Wind forum

Facilitating Opportunities

1. Information sessions with TDHB and Project Maunga
2. Infrastructure webinar
3. Social procurement webinar
4. Investment education session: What investors want to know, presented by Ian Frame from Launch Taranaki, which attracted 20 attendees and additional online views.

Activity	Measure	Annual	Total
Identifying opportunities to attract investment into Taranaki	Number of engagements related to attracting investment to Taranaki	5	4
Facilitating opportunities for investment into Taranaki	Number of engagements related to facilitating opportunities for investment in Taranaki	5	4

Fostering sustainability and resilience



Sector diversification and growth

1. Food & Fibre Sector

The Taranaki Food Network launched in December 2020 with 60 attendees hearing from guest speaker Hon. Damian O’Connor, Minister for Agriculture, who said he looked forward to a prosperous 2021. A unique beer ‘StratoVolcano’ was created to commemorate the start of the network, with a design featuring the many important elements of the region that contribute to our Food and Beverage sector.

The Taranaki Food Network will host similar events in the future, creating new and thoughtful opportunities to connect and collaborate.



Stafford Strategy has been engaged by VT to undertake a food tourism option investigation with a particular focus on Eltham and South Taranaki cheese. This engagement will result in an action plan with staged costings and investment approaches to bring this to life.

2. Engineering industry plan

Venture Taranaki has continued to coordinate regular meetings with the Energy & Industrial Group. This group is a network of Taranaki firms that collaborate to help grow the regional economy and also expand potential applications of their oil, gas and energy skill sets.

They are rolling out a ‘Procure Local’ effort, on the back of VT’s Go Local campaign, to encourage local enterprises to consider using local suppliers and services.

3. Taranaki Land and Climate report—see special feature.

<i>Activity</i>	<i>Measure</i>	<i>Annual Target</i>	<i>Total</i>
Fostering sector diversification and growth	Number of initiatives targeting sector diversification and growth	4	3

Fostering sustainability and resilience



Championing sustainability

1. Sustainability initiatives

Taranaki Catchment Communities (farmer-led groups)

The Taranaki Catchment Communities group is a farmer-led initiative to lead, engage and mobilise Taranaki’s rural sector towards a more sustainable future (across environmental, social, and economic pillars).

Having recently secured \$50k worth of funding from MPI (PSLU fund), for the generation of a Consultation plan, the lead group is engaging the services of a facilitator to drive this initiative forward.

2. Regenerative Agriculture workshops—reported in Q1

3. Auckland Food Show—see special feature



Taranaki Trends and the Taranaki Business Survey were both released during Quarter Two. Click the images to view and download the publications.

- Taranaki Trends Summer - 211 views
- Taranaki Business Survey Nov 2020 - 127 views

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

Fostering sustainability and resilience



Auckland Food Show 2020

Vendors on the VT stand were pleased with the Auckland Food Show turnout despite reduced foot traffic (30% less than in 2019). Our local producers were grateful of the support provided by VT in the lead up to the event and across the event weekend. So far, one significant opportunity resulting from the show was **Maison Aotearoa Charcuterie** and the Farro supermarket chain in Auckland.

The social media promotion of the event reached more than 65,000 people (organic and paid posts), and in excess of 300,000 impressions were made through paid advertising across various platforms.

The Hamper Giveaway competition, valued at \$750 and comprised goods from vendors attending the event, attracted 3,000 entries. VT's coordination of the Taste of Taranaki stand was also discussed on Hokonui and More FM radio shows, and was reported on by Stuff/Taranaki Daily News.

Venture Taranaki has committed to attending again in 2021 with eight vendors from 2020 indicating interest in returning.



Left: Mikaera Tewhata from Maison Aotearoa explains what goes into their duck rillettes

Right: Jason and Abby Packer from Krakin Chillies show off their sauce range

Far right: Dallas Hepi and Natasha Pickering from Kaitahi invite visitors to sample their smoothies



Fostering sustainability and resilience



Massey University Partnership

During Q2 the Massey-Venture Taranaki partnership worked across a range of initiatives, with a strong focus on:

- funding applications and student internships
- our Food & Fibre sector, including Regenerative Agriculture-related projects
- advancing a juniper growing industry in region
- applying for project funding to advance harakeke fibre processing for textiles manufacture.

Sixteen Massey students/graduates have Summer Internships in Taranaki (working with 29 organisations seeking talent), in food production and product development, horticulture and plant science, process engineering, ecology and environmental sciences, agriculture, industrial design, nutritional science and logistics/supply chain.

Six postgraduate (Masters/PhD) students are engaged with Taranaki projects, with funding applications in progress for four.

The funding round for the Massey University-Bashford Nicholl Trust [Pivot Award 2021](#) opened early September with eight parties interested in applying for the Award, and supporting three of the four applicants who submitted applications by 27 October.

Massey University has worked with 64 Taranaki organisations during the year to date, 18 of which were added during the quarter.

Massey student Su Liu, pictured right with juniper seedlings at Massey's Plant Growth Unit, Palmerston North, is focusing on optimising propagation techniques for juniper for her Masters qualification during 2021-2022.



Fostering sustainability and resilience



Curious Minds Participatory Science Platform

During Q1 we considered and awarded funding for the 2021 Curious Minds Participatory Science Platform projects. Taranaki now has seven confirmed projects that began rolling out their first pieces of work in late 2020 and the others will begin early 2021.

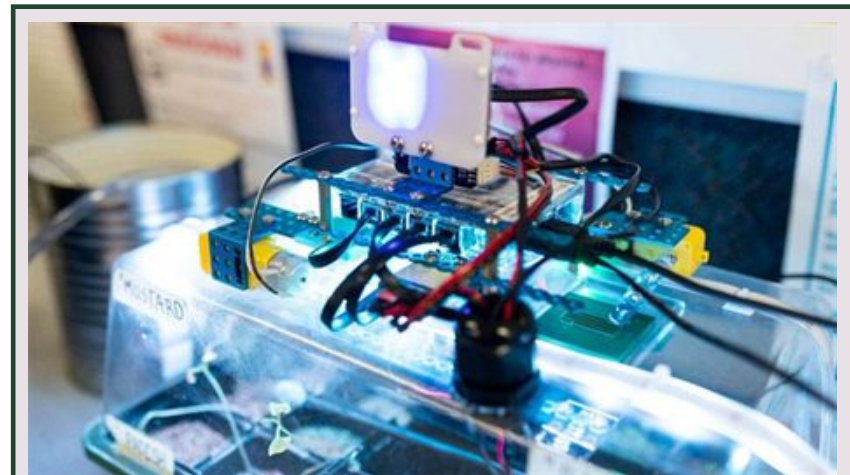
Tarahiki Taiora and **Shark Spy Taranaki** are programmes focused on our oceans. Tarahiki Taiora is a whānau-centric programme looking to gain the skills to protect and manage Tarahiki for future generations, while Shark Spy is a shark, ray and skates monitoring programme with the aim of engaging students and communities.

Project Mokomoko and **Wētā Watcher** are both reptile monitoring projects involving students and aiming to raise community awareness of environmental and habitual issues.

Robogrow involves a group of Inglewood High School students investigating how an automated growing system can be developed and how such a system compares to traditional growing methods.

Tempofit is launching a pilot of a ground-breaking running and exercise programme for 11-13 year olds in Taranaki intermediate schools.

The Regenerative Farming Project will see Taranaki farmers work alongside one another and scientists to learn about, action and monitor regenerative farming trials and transitions on their farms.



Inglewood High School's Robogrow greenhouse



Shark Spy community sightings (photo from Otago)

Fostering sustainability and resilience



Strategic Tourism Asset Protection Program (STAPP)

Overview

To ensure Taranaki has a thriving tourism economy by maintaining and growing tourism enterprise's capabilities in the region. STAPP aims to generate visitor growth within the region by understanding future trends and designing robust and forward-thinking tourism offerings for visitors based on research insights.

Progress to date

- Design Thinking consultants **We Create Futures** have been engaged
- Expert and consumer interviews have commenced to inform research
- Drive Journeys – Coastal Arts Trail and 'West Coast' initial plan underway with partnering regions (Whanganui-Manawatu and Waikato)

Visitor Sector Event planned for 2 March 2021

Opportunity for industry leaders and innovators to come together and explore what the future opportunities look like for Taranaki visitor experiences, and how individual enterprises can leverage this for their own benefit.

Marketing

- Go Local Campaign in market (see image right)
- 'Just around the corner' National Campaign commenced
- Collaborative marketing planned for Q2 to attract visitors, workers and students into region



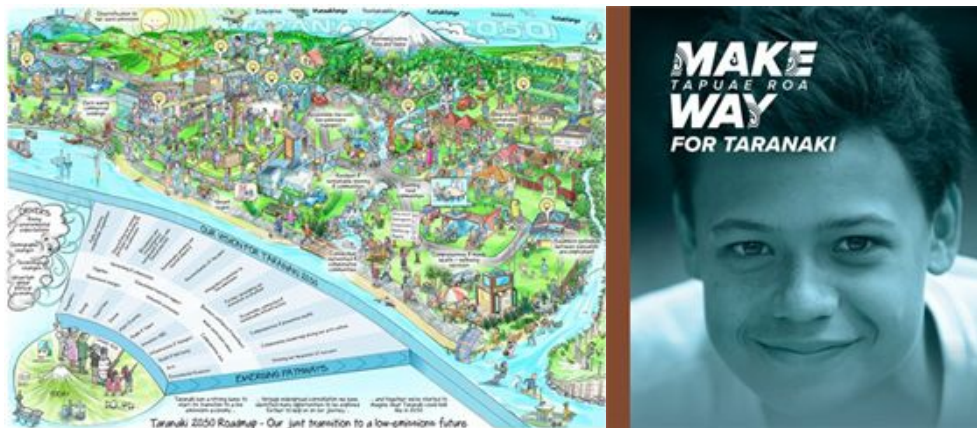
Facilitating and connecting regional strategies

Taranaki 2050

All the Transition Pathway Action Plans were completed by 31 August 2020 and are available on the [Taranaki 2050 website](#).

Since September 2020 focus has been on setting up a programme to implement actions, and gaining long-term funding to support the programme.

In the next six months the team will also create a narrative and implementation plan that sets a combined regional direction for Tapuae Roa and Taranaki 2050.



Tapuae Roa

In September 2020 the Tapuae Roa Steering Group was merged with the Taranaki 2050 Lead Group to create one regional leadership group for regional economic development: Ngā Kaiwhakatere o Taranaki.

As an update on actions:

- A Regional Events Strategy was launched in August 2020.
- A Taranaki Investment Prospectus was finalised in June 2020, a website launched in September 2020, and two investment seminars held in November 2020.
- Work continues on the Taranaki Story, and creative assets are being developed to support the Story and completion in March 2021.
- A range of food initiatives continue to be implemented, as detailed in other parts of this report.
- Actions continue in skills and talent, for example, a workshop with the construction sector was held at the end of 2020.

Project update | Branching Out

Land and Climate assessment

207,000 hectares of Taranaki land suitable for horticulture

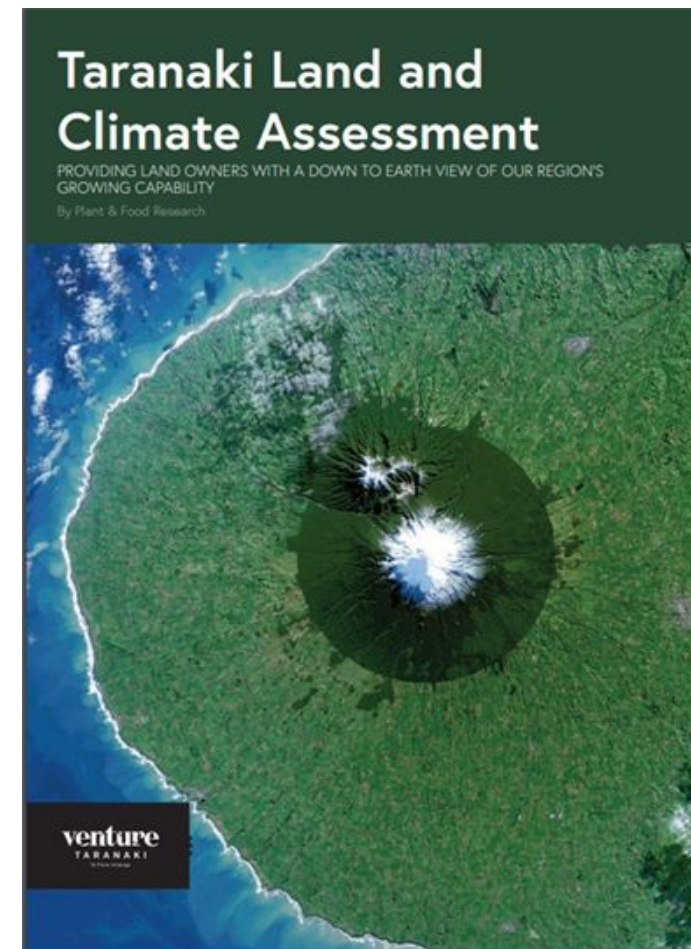
Venture Taranaki has released an assessment on Taranaki's land and climate, which provides an overview of our region's growing capability, and the opportunity to help meet long-term goals of building diversity, value, sustainability, and market and supply-chain resilience.

The eight mainstream crops covered in the assessment include:

- **apples**
- kiwifruit
- avocados
- blueberries
- hops, hemp and CBD cannabis
- hazelnuts and **walnuts**
- potatoes
- wine grapes.

The assessment found **the extra winter chill of Stratford creates an extended shoulder season for apples**, and **that the entire region is suitable for walnuts**.

Plant & Food Research were commissioned to undertake the assessment as part of Venture Taranaki's Branching Out initiative. Branching Out is a collaborative exercise to investigate, explore, package, and potentially pilot new commercial opportunities that could add wealth for Taranaki's economy and help the region's food and fibre sector become more diverse, resilient, innovative and in-demand.



Enterprise support and enablement



Enterprise updates

The Enterprise Advisory Team continue to experience growth in demand for advice and support services for the business community. There has been a significant increase in bookings for our start-up clinics.

Extra clinics were held to cater for high demand and we also extended the clinic hours to cater for up to six clients per day, instead of our usual three. Several contractors came through the clinic; due to redundancies, a change of job circumstances or desire to do something different. The general feeling from clients who attended the clinic is positive and they are very thankful for this free service.

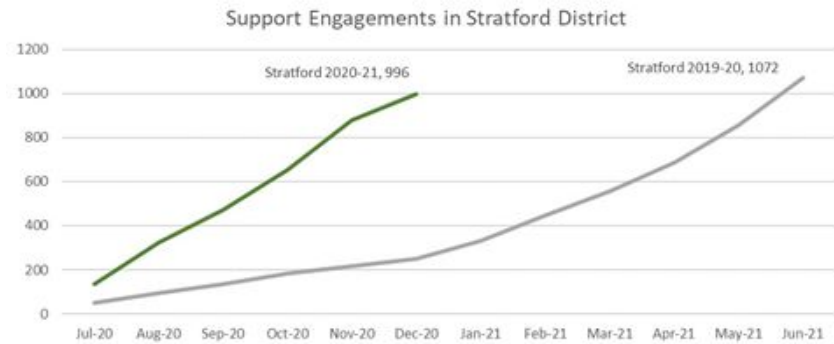
There are still a number of businesses scaling up and focusing on growth, and they are utilising the 50/50 capability development funding. There has been a notable increase in conversations with businesses about developing new ideas or making improvements to their products or services.

Outreach Road Trip

During Q2 the Enterprise Advisory Team took a regional road trip, to engage with businesses that might not have dealt with Venture Taranaki previously and spread the word about our business advice and support services, specifically regarding COVID-19 funding.

For three weeks during October, Venture Taranaki visited 17 towns throughout Taranaki, from Mokau and Opunake, to Whangamomona and Waverley.

The presence of staff across the various towns and the supporting flyers, posters, social media, radio, press and direct mail marketing campaign has created an influx of enquiries from around the Maunga.



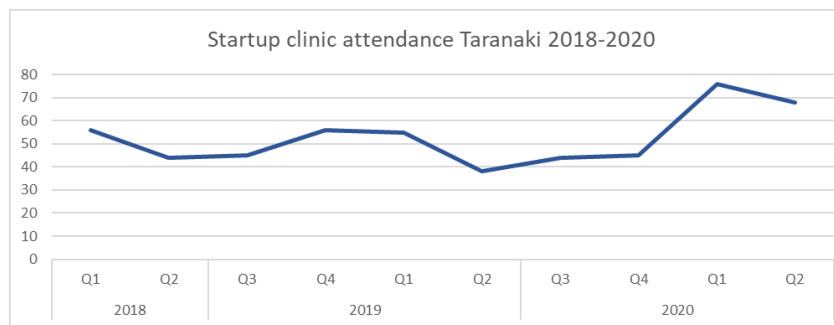
Activity	Measure	Annual Target	Q1	Q2	Total
Enterprise Connection and Signposting	Number of referrals and connections made by Venture Taranaki staff	200	72	30	102
Stratford plus Taranaki wide*			4	2	6
Enterprise Support	Number of support engagements	4,000	4,317	5,804	10,121
Stratford plus Taranaki wide*			472	524	996

Enterprise support and enablement



Startup Clinic Clients

	NP District	South Taranaki	Stratford District	Total
Q1	65	8	3	76
Q2	63	4	1	68
YTD	128	12	4	144



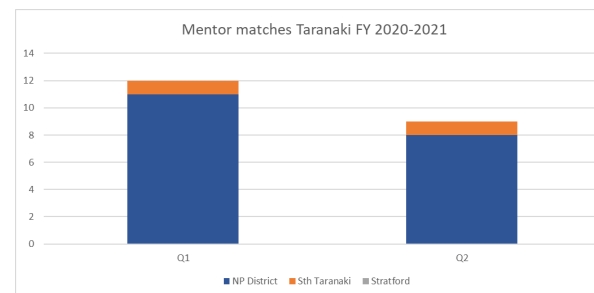
New Jobs Listed

	NP District	South Taranaki	Stratford District	Total
Q1	349	59	11	419
Q2	472	69	21	562
YTD	821	128	32	981



Mentor Matches

	NP District	South Taranaki	Stratford District	Total
Q1	11	1	0	12
Q2	8	1	0	9
YTD	19	2	0	21



Enterprise support and enablement



R&D grants and funding

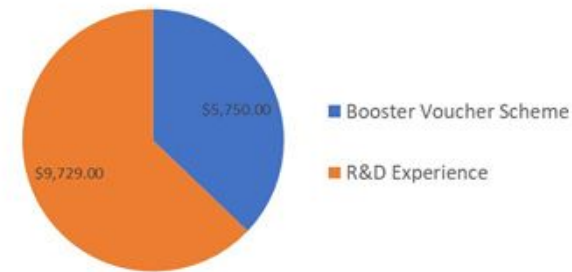
The number of enquires and interest in R&D funding increased during Q2, with businesses wanting to move forward their new product or service ideas or make significant improvements to their current offerings.

During the quarter Enterprise Advisors worked with businesses to access two significant funding opportunities - the R&D Loan and R&D Experience Grant (see Special Feature).

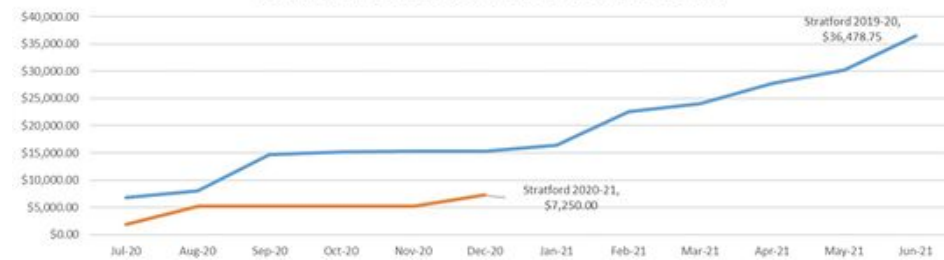
The R&D Loan Scheme provided funding of up to \$400,000 for R&D focused businesses who have been affected by COVID-19. The purpose of the grant was to support businesses whose R&D programmes were at risk of being cut or put on hold due to COVID-19 economic impacts.

Over the coming months Taranaki’s significant R&D performers are finishing up with their R&D Growth Grants - a Callaghan Innovation fund that has been running for the past five years. This is now being replaced with the new R&D Tax Credit incentive. Enterprise Advisors have started the process of supporting these businesses with their transition and understanding of the new criteria.

Callaghan Innovation funding issued in Stratford District YTD



Capability Development Vouchers issued in Stratford District



Activity	Measure	Annual Target	Total
Enterprise Support	The level of annual investment in regional businesses (subject to central government policy).	\$1m	\$4.4M
Enterprise Support	The level of annual investment in the management capability of Taranaki’s small and medium sized businesses.	\$240K	\$175K

*includes Booster Voucher and R&D Loan distributed as part of the COVID-19 funding.



Enterprise support and enablement

Enterprise workshops and events

Venture Taranaki’s **Ahead of the Curve Webinar Series** continued with a special COVID-19 review session held in October called 6 Months in – Time for a Reset. Velocite, a local accounting and business performance provider, presented to 76 local businesses on how to transition from uncertainty to the new rules of the business game. Velocite covered business learnings, responses and skills required, and also covered the importance of digital enablement and team wellbeing.

A **Better by Lean Workshop** was held in Taranaki, in partnership with Callaghan Innovation. The sold-out workshop helped businesses identify inefficiencies in their business, improve customer value and production flow, and how to create a continuous improvement culture.

We held an **end-of-year celebratory function** for our business mentors and the many local professional services who participated in our COVID-19 local business fund. These individuals and businesses provided many hours of voluntary advice and support to local businesses throughout the year and we wanted to bring them together to acknowledge this and say thank you.

Export Taranaki hosted an online event, in collaboration with Export NZ, New Zealand Trade and Enterprise and the Ministry of Foreign Affairs, which focused on helping export businesses prepare for 2021. Topics covered included tips on how to overcome COVID-19 challenges, an update on FTA negotiations with the EU and UK, a guide to the various support and funding available for COVID-19 affected exporters and insights into South Korea opportunities.

Enterprise support activities include, but are not restricted to;

1. Enterprise advisory
2. Start-up guidance
3. Mentoring programme
4. Investment ready support
5. Innovation support
6. Connections and signposting
7. Capability Development Voucher Scheme facilitation
8. Research and development support and funding facilitation.
9. COVID-19 Enterprise Support Fund advisory and funding facilitation
10. Export Taranaki event
11. PowerUp entrepreneurship programme

<i>Activity</i>	<i>Measure</i>	<i>Annual Target</i>	<i>Total</i>
Enterprise support	Breadth of enterprise support activity undertaken (number of different support initiatives)	5	11

Enterprise support and enablement



Summer Student Internships

Venture Taranaki, in partnership with Callaghan Innovation, have provided funding for 35 university students to undertake a 10-week internship over their summer break. Stratford company **Job Hop** is one of the companies taking part, employing a computer science student intern.

The students have been working across a variety of Taranaki businesses, providing fresh ideas on how to improve current products or services, and undertake research into new ideas. There is a 46% increase in the number of businesses receiving the R&D Experience Grants in Taranaki, compared to last summer. This is reflective of the business community still wanting to go ahead with their new ideas or improvements, despite the effects of COVID-19.

The feedback from the local businesses who received the grant has been positive, as the students' involvement has allowed them to move forward much faster with their ideas, and results in more rigorous testing and prototyping.

Before the students return to University they are expected to report back to the business on their findings, and make recommendations.

In addition to facilitating the summer student funding, Venture Taranaki supported the businesses in recruiting the right student for their project. Our partnership with Massey University has been invaluable in allowing us to help businesses promote their intern opportunity and ensuring they find a quality student that matches their requirements. Half of the student interns employed are studying at Massey University.

Brittany, (right) a Master of Science student at Victoria University Wellington, is researching skincare products for Sol+Sun, an environmentally conscious cosmetics brand based in New Plymouth.



Nelson (left) is an engineering student from Massey University, and is interning at ANZCO Foods, helping them undergo a sustainability and waste reduction review of their Waitara site.

Reuben and Lydia (right) from Massey University are studying Plant and Agriculture science and currently interning at Corteva, undertaking field trials



Enterprise support and enablement



PowerUp

During the quarter Venture Taranaki launched our new PowerUp programme, which is aimed at growing, connecting, and supporting innovative ideas and capability, and powering up Taranaki's entrepreneurship ecosystem.

The programme has three key elements: Grow, Connect and Tell

Grow – currently consists of the PowerUp Ideas Competition, whereby individuals and businesses can submit their new business ideas in the chance of winning \$10,000. The two-part programme involves a series of Co.Starters workshops, access to mentors, seeding funding, co-working space and the opportunity to pitch their idea, concluding in June with the announcement of an overall winner.

Connect – promoting local training and capability building opportunities from across the ecosystem to ensure businesses are aware of what is available, along with funding options.

Tell - to date, Venture Taranaki has teamed up NZ Entrepreneur Magazine to showcase Taranaki entrepreneurs and innovators, sharing their inspirational stories. Ten local enterprises have been profiled to date, including two from South Taranaki, alongside an interview with General Manager Enterprise Michelle Jordan about innovation and entrepreneurship in Taranaki.

Start-up weekend

Venture Taranaki sponsored Start-up weekend 2020, and provided support to the organising committee leading towards and during the event weekend. VT staff participated in the weekend as mentors and support crew, and Justine Gilliland and Eve Kawana-Brown were judges for the final pitch night.

Grow – To launch PowerUp, we kicked off a series of Masterclasses and Investment workshops.

- PowerUp Masterclass #1 – Start With the Problem. Entrepreneurs joined Graham Nelson and Katherine Blaney from Startup Taranaki as they unpicked why it's important to define and deeply understand the problem they are solving for their customers. 16 registrations.
- PowerUp Masterclass #2 – Become Known – Marketing to Drive Leads, Foot Traffic and Revenue. Entrepreneurs joined Jordan McFadyen from Done by Nine as he explored how they can effectively position and market their new business or start-up using cost effective online marketing. 35 registrations.
- Investment Workshop – What Investors Want to Know. Over two workshops, early stage enterprise owners joined Ian Frame, the head of Launch Taranaki as he unpicked all aspects of their business proposition alongside all the questions that need answering. 30 registrations.
- In December Venture Taranaki launched their PowerUp Ideas Competition. As of 31 December 2020 there were 13 registrations. Over the coming month a variety of communications is planned to promote the Co.Starters workshops component of the programme, with 50 spots available.

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



Major events funded

Due to COVID-19 we have seen some movement in our events calendar with key events which would traditionally been held over the Summer season being postponed or cancelled. The Garden Festivals in October/ November were a massive success for the region with the Taranaki Garden Festival attracting \$5.6m in new visitor spend, up from \$3.1m in 2019.

Our main event organisers are adjusting to the restrictions from COVID-19 but are focused on continuing to provide events to the region.

Venture Taranaki also supported Dirty Detours for the second year, with free registration, starting and finishing in Whangamomona. Feedback was positive from the riders who took part.



Gravel riders enjoying a tarmac section in the Dirty Detours event in November

Events funded in Q2		
1	Feast Festival Taranaki	Oct 30-Nov 16 2020
2	Super Smash T20 Cricket (Central Stags)	30-31 Dec 2020
3	TSB Festival of Lights	19 Dec 2020-31 Jan 2021
Events previously funded		
4	Jennian Homes Charles Tour Taranaki Open	Oct 15-18 2020
5	Steelformers Around the Mountain Relay	Nov 6-7 2020
6	Synthony	Jan 23 2021
7	NZ Tattoo and Art Festival – date moved	TBC
8	Tri NZ North Island Sprint Distance Championships	March 28 2021

Activity	Measure	Annual Target	Total
Administer the Major Events Fund	Number of events funded in accordance with the criteria of NPDC's major events fund	4	8

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Taranaki Story update

The Taranaki Story project is on track to be launched in April 2021.

The Taranaki Story is a comprehensive toolkit/website aimed at boosting the region's profile in New Zealand and around the world. The project is centred on defining and presenting a cohesive regional brand, and capturing the things that makes Taranaki unique and great.

The Taranaki Story focuses on seven key pillars; Iwi, Visitor, Live/Talent, Food/Hospitality, Do Business/Export/Innovation, Environmental, and Energy. More than 50 enterprises, schools, individuals, events and operators were asked to be part of the project to be showcased as filmed or written case study. The majority of these interviews are now complete, with the remaining handful to be finished by the end of February.

The story website will house hero videos portraying each key pillar and also an image library that will be freely available for people within the region to utilise to help promote their own endeavours. Working closely with the appointed creative agency the focus from now until March is to capture the large volume of visual content for the case studies, videos and image library.

Right: Road trips and classic cars are two of the themes explored by creatives working to capture the vibe of Taranaki.



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Regional promotion

Previously reported in Q1:

1. The Café
2. Wellington Regional News
3. “Always on” - Google ads/adwords campaign
4. Stuff ‘Back Your Backyard’
5. Visiting Friends and Relatives (VFR) campaign

Campaigns in Q2

1. *Just Around the Corner* - a digital video campaign targeting 50+ audience in Wellington, Bay of Plenty, Manawatu/Wairarapa, Auckland, Waikato was rolled out across social media, Stuff and NZME digital banners and video, and print advertising in *Destinationz* and *RV Lifestyle* magazines, rolled out during October–December.

2. *Out of region summer events promotion* — print advertising in *Remix*, *Captial* and *Verve* magazines, Dominion Post, NZ Herald, Northern Advocate, Hawkes Bay Today, Whanganui Chronicle, Bay of Plenty Times, Rotorua Daily Post, Waikato Times, and targeted digital marketing, as well as a competition and Auckland and Wellington Anniversary weekend promotions.

3. *Taranaki Like No Other*— initiation of a consumer electronic newsletter released in Dec 2020, which resulted in subscriber numbers of more than 3900. The next edition is due out in Feb 2021.

Strategic alliances

- Air NZ Partnership - Taranaki featured in *Kia Ora* and *Mindfood* publications. The Party In the Park competition, in partnership with Air NZ, saw the winner experience Synthony at the Bowl and a weekend in Taranaki.
- Taranaki NZME and Tourism NZ - partnership has led to new promotional opportunities such GO NZ, which sees stories on Taranaki being featured in The Herald and particularly in the Herald’s weekly travel press inserts.
- Stuff - content featuring in the new electronic weekly travel newsletter and in ‘Back Your Backyard’.

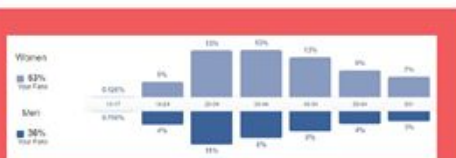
Activity	Measure	Annual Target	Total
Lead regional events strategy	Number of engagements related to the regional events strategy	25	98
Destination promotion	Number of engagements with visitor industry operators (including local operators, other RTOs, national and international tourism agencies)	100	2329
Destination promotion	Number of destination promotion and attraction initiatives	2	8

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FACEBOOK AUDIENCE

Increase of 122 followers during December (+0.2%)
Total followers now 60,735



25 – 44 age range makes up 49% of our followers.
No change from previous month

Country	Your Fans	City	Your Fans
New Zealand	41,243	New Plymouth, New Z.	12,525
Australia	1,240	Ruckland, New Zealand	6,960
United Kingdom	1,021	Hastings, New Zealand	4,743
United States of America	1,076	Hampers, New Zealand	2,176
India	460	Stromberg, QLD, Australia	1,576
Germany	460	Hampden, New Zealand	1,100
Canada	400	Perth, WA, Australia	1,101
Philippines	298	Spring Hill, Australia	1,200
South Africa	296	Shafton, New Zealand	1,200
Spain	244	Melbourne, VIC, Australia	1,100

68% New Zealand followers (no change on last month)
32% International followers

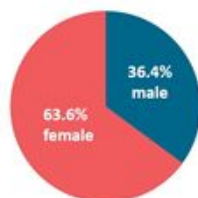
FACEBOOK POSTS



- Best performing post:**
- Tūpare Gardens free hours tour event
 - 18,557 Reach
 - 1,285 Engagement
 - 80 Shares
 - Possibly the best performing post due to appearing in the holiday period, also posts without links to other sites are preferred in Facebook's algorithm.

INSTAGRAM AUDIENCE

Increase of 178 followers during December (+1%)
Total followers now 16,297



1% increase in females
1% decrease in males



No change since last month

TARANAKI LIKE NO OTHER – INSTAGRAM



- Best performing posts**
- Sunrise video pan up the mountain and coffee shot looking down at the view from the maunga.
 - 1,263 engagement
 - 11,058 reach
 - This post generated 8 new followers
 - General comments about people excited to do this on upcoming trips

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Skills and Talent

Key areas Venture Taranaki has been providing support include:

- Continued support for the Interim Regional Skills Leadership Group (Co-chaired by Venture Taranaki CE Justine Gilliland). The highlight was working with MBIE team to develop a sector workforce 'canvas', which is being considered for use by the other 14 regions' groups.
- Working with MOE and Taranaki Futures to develop 'Enterprise and Educators' teachers bus day out to showcase Taranaki's skills and talent needs in term 1 2021.
- Recovery programme for the international education sector – continuing to meet with the sector, and advocate for support from Central Government.
- Supporting firms seeking critical worker exemptions, connecting them to legal and immigration advice.

Talent initiatives:

1. Internship webinar to encourage enterprises to take on interns.
2. International education seminar online mini fairs (2) student and Chinese agents.
3. An in-depth sector workshop with the construction sector in November to determine barriers, opportunities and future forecasting given the Government's shovel ready initiatives and major construction projects already in the pipeline.
4. Event with WITT covering workforce employability for international students.
5. Participated in a mini trade fair for Auckland education agents.

<i>Activity</i>	<i>Measure</i>	<i>Annual Target</i>	<i>Total</i>
Facilitate talent attraction and retention	Number of talent initiatives	2	5

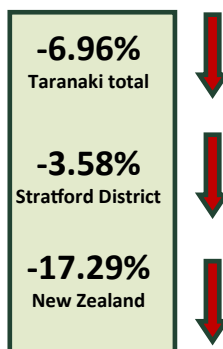
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Visitor spend

Visitor spend in Taranaki **decreased 6.96%** to **\$389m** in the 12 months to end October 2020*.

Visitor spend in Stratford district **decreased 3.58%** to **\$20.4m** in the 12 months to end October 2020*.



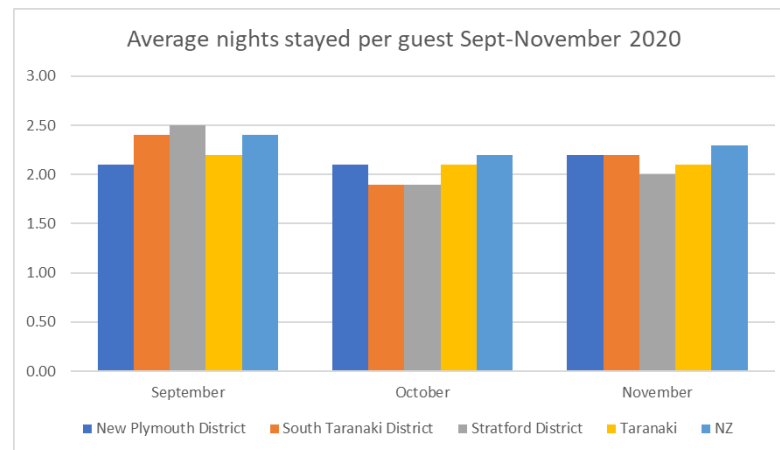
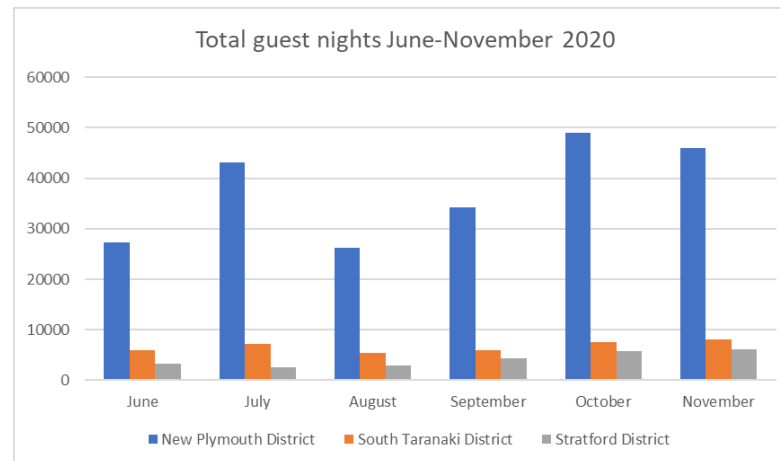
Guest nights

Total guest nights increased across Stratford and South Taranaki districts during November, but decreased slightly in New Plymouth district**.

Length of stay tends to be longer in South Taranaki and Stratford, due to the higher number of business travellers who tend to stay longer than holidaymakers.

Av. Total guest nights	
4.2k	Stratford District
48.5k	All Taranaki

Av. Length of stay (days)	
2.52	Stratford District
2.37	All Taranaki
2.35	NZ



*MBIE Monthly Regional Tourism Estimates (MRTE)

**Accommodation Data Programme (ADP) – average total guest nights based on rolling monthly average.

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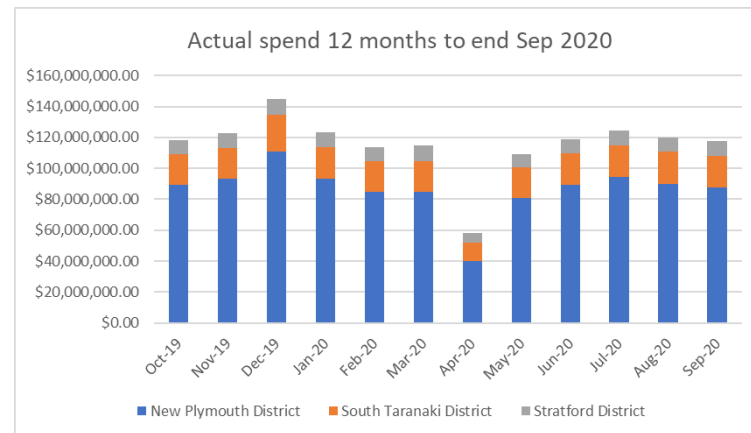
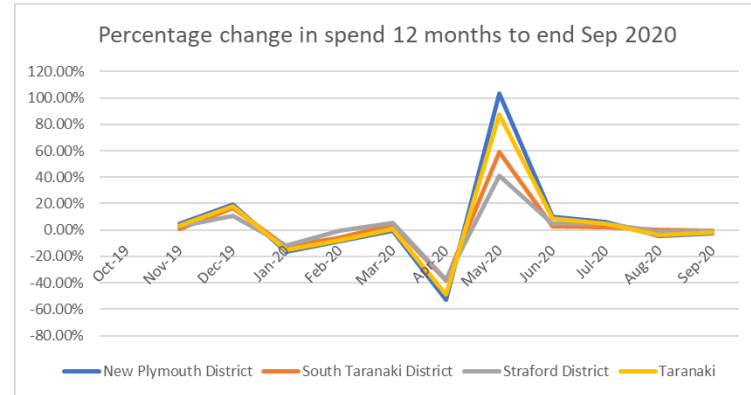


Retail spend

Retail spend in Taranaki totaled **\$1.385 billion** in the 12 months to end December 2020, an **increase of 0.08%** on the previous 12 months. This shows a strong recovery from losses incurred early in 2020, with spending patterns back up to pre-COVID-19 levels. Weekly reports show spending over the Christmas period was also on a par with the previous year. The cumulative retail spend for Taranaki, from Dec 2020, shows positivity, with only **-1.5%** difference versus **-7.4%** for New Zealand.

Weekly updates on regional retail spend can be found [here](#).

Source: Marketview (EFTPOS and credit card transactions, excludes cash)



Location	Spend	Change
Tight CBD	\$402.4M	-2.4%
Rest of CBD	\$59.2M	-4.9%
The Valley	\$168.3M	+1.1%
Rest of Urban area	\$276.1M	-1.2%
Rest of New Plymouth District	\$130.9M	+5.6%
Stratford District	\$110.3M	+1.3%
South Taranaki District	\$238.1M	+4.8%

While total numbers show a recovery in retail spend, the location analysis shows that a drop in spend in New Plymouth city and urban areas has been offset by increased spend in South Taranaki in particular, as well as Stratford and smaller centres outside of New Plymouth.

Client coverage and feedback

You have been amazing, thank you! Readily available with service provider suggestions, quick responses and great suggestions around what support our business needed when we first met from listening to our current situation. Whenever we have spoken it has left me feeling excited about the opportunity and what that could do for us. - *Stratford engineering business*

Thank you very much for the good news that our grant application has been approved. Cheers for all your support with this.
- *Taranaki research startup*

“Shaan was able to help me with some really practical areas which has certainly helped me. He connected me with someone to discuss the business mentor programme which I will be looking to engage with as well. He also played a vital role in helping me to secure funding when it was very time sensitive, which I really appreciate.” - *Stratford finance business*

venture
TARANAKI
Te Puna Umanga

#nzentrepreneur

NEW ZEALAND'S ONLINE MAGAZINE FOR ENTREPRENEURS, STARTUPS AND SME BUSINESS BUILDERS

HOME ARTICLES INNOVATION NATION 2020 ECOSYSTEM GUIDE ONLINE COURSE

BIZ WIRE | INNOVATION NATION | INTERVIEWS | TARANAKI

JOB MATCHING PLATFORM BREAKING DOWN BARRIERS TO WORK

#NZENTREPRENEUR — NOVEMBER 10, 2020

SHARE ON    



Taranaki startup *Jobhop* is on a mission to make the gig economy fair.

The job-sharing platform went live in June after getting through two years of work and overcoming plenty of pain points, and its latest achievement is winning the Innovation Excellence Award at the Taranaki Chamber of Commerce Business Excellence Awards on November 14.

What Jobhop offers is distinctly different from labour hire models. Jobhop charges a flat rate of \$25 per hour to complete listed jobs, and pays every day, automatically filing tax deductions as well.

Coming up next quarter

- Taranaki Trends - March
- Breconomics: Breakfast and the Economy with Brad Olsen and Venture Taranaki—Feb
- PowerUp Investment workshops #2 and #3—Feb and March
- PowerUp Masterclass workshop #2—Feb
- Startup toolkit release
- PowerUp Ideas Competition commences 29 Jan
- Regional Business Partners conference – March 2021
- Branching Out project: refinement and investigation of opportunities
- Live & Work campaign (target Auckland market)
- Tourism futures event 2 March
- Auckland Art Show partnership: promoting Taranaki as an arts destination
- Food Tourism project findings due

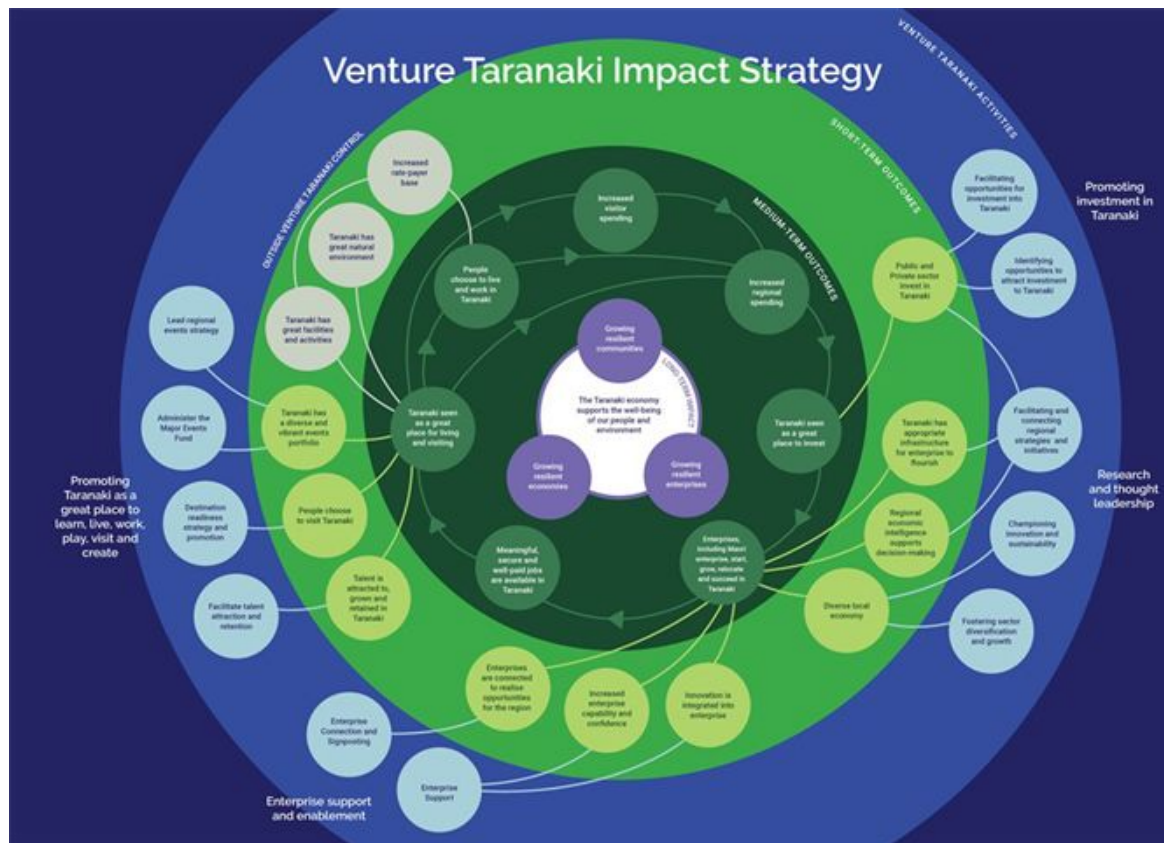


Impact strategy | short-term and medium-term outcomes

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

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

We report on these measures six-monthly.



Outcomes | how are we tracking?

<i>Short-term outcome</i>	<i>Measure</i>	<i>Outcome 2020/2021 six months to end December</i>
Public and Private sector invest in Taranaki	% that report increased investment after engagement with VT support	50% VT Client Satisfaction Survey 2020
Taranaki has appropriate infrastructure for enterprise to flourish	Enterprises rank Taranaki infrastructure at least 7 out of 10	61% agree that Taranaki has all the infrastructure required for enterprise to flourish (41% agree, 20% strongly agree) VT Client Satisfaction Survey 2020
Regional economic intelligence supports decision-making	Relevant data produced in the last 12 months* Taranaki Trends and Business Survey published every 6 months. Other reports as and when ready.	Taranaki Trends Summer Download - 78 Taranaki Trends Summer Views - 211, Business Survey views 127. Google Analytics
Diverse local economy	Regional GDP	9.3 billion (8th in NZ), \$75,524 GDP per capita (2nd in NZ) Infometrics 2019
	Regional Domestic Product is more evenly spread across industries	Breakdown provided in Taranaki Trends
	Number of people involved in key target industries e.g. tourism; food production, renewable energy etc	Breakdown provided in Taranaki Trends
	Funding received as a result of a Venture Taranaki referral	\$3,000,000*
Increased enterprise capability and confidence	% of enterprises that report Venture Taranaki support has led to increased capability	75% (44.8% agree, 30.2% strongly agree) VT Client Satisfaction Survey 2020
	% reporting enterprise better positioned as result of interaction with Venture Taranaki	70.3% (46.5% agree, 23.8% strongly agree) VT Client Satisfaction Survey 2020
	% that report improved confidence after engagement with Venture Taranaki support	73.3% (49.5% agree, 23.8% strongly agree) VT Client Satisfaction Survey 2020
	% reporting increased connectivity as result of Venture Taranaki interaction	57.4% (31.7% agree, 25.7% strongly agree) VT Client Satisfaction Survey 2020
	Net Promoter Score of supported enterprises	45.1
	Number of people or enterprises who identify as Māori receiving support from Venture Taranaki	93 (9%), from a total 1061 contacts identified as clients during the 2020/21 year. 42% marked as non-Māori, 49% not stated.

*In addition to funding facilitated directly by VT

<i>Short-term outcome</i>	<i>Measure</i>	<i>Outcome 2020/2021 six months to end December</i>
Innovation is integrated into enterprise	% that report increased innovation after engagement with Venture Taranaki support	58.1 (41.8% agree, 16.3% strongly agree) VT Client Satisfaction Survey 2020
Taranaki has a diverse and vibrant events portfolio	Number of events across Taranaki that Venture Taranaki has supported either financially or in capability development	11 (8 MEF and Fringe Garden Festival, North Island Disc Golf and Colgate Games)
	Number of those events that continue for 3 years, following funding/support	6
	Number of annual Major Events in Taranaki (as defined in the Regional Events Strategy)	5 funded YTD
	Ratio of events held in/out of New Plymouth that Venture Taranaki has supported either financially or in capability development	8 in NP / 3 Taranaki wide
	Number of distinct sectors covered by events	6 (Food/sport/community/Concerts/Art/Gardens)
	Diversified portfolio of events as defined in the Regional Events Strategy	achieved
	Number of meetings, incentives, conferences and exhibitions held in Taranaki annually	Statistics being developed nationally. Implementation delayed due to COVID-19
People choose to visit Taranaki	Annual visitor guest nights (Commercial accommodation)	48,666.67 ADP expressed as rolling average
	Visitor spend in Taranaki	\$389m (-6.96%) MRTE MBIE
Talent is attracted to, grown and retained in Taranaki	Working age population %	63% Infometrics 2020 based on census projections
	Working age population #	76,780 Infometrics 2020 based on census projections
	Population # (and projections from Census)	124,600 Infometrics 2020 based on census projections
	Population growth rate % (and projections from Census)	1.5% Infometrics 2020 based on census projections
	People living in Taranaki who were not residing in region 5 years prior	1.4% average annual change 2013-2018 Census 2018 population usually resident
	Net growth in international migrants to the region	66 rolling annual NZ.Stat

<i>Medium-term outcome</i>	<i>Measure</i>	<i>Outcome 2020/2021 six months to end December</i>
Enterprises, including Māori enterprise, start, grow, relocate and succeed in Taranaki	Number of enterprises that begin trading following VT support	54.6% (27.3% trading and profitable, 27.3% trading not yet profitable) VT Client Satisfaction Survey 2020
	Number of enterprises who have increased their revenue in the year following Venture Taranaki interaction	50% increase/0% decrease/50% stayed the same CRM FY202/21
	Number of enterprises who have increased their staff numbers one year following Venture Taranaki interaction	24% increase/8% decrease/68% stayed the same CRM FY202/21
	# of enterprise 'births' and 'deaths' - annual change	Births 1472 (+8.15%) Deaths 1350 (-3.64%) Census 2018
	Number of Māori enterprises registered in Taranaki	1239 total/846 NPDC/327 STDC/66 SDC Census 2018
An increase in the number of meaningful, secure and well-paid jobs	# people employed in highly skilled; skilled; semi-skilled and low-skilled jobs	21538 (+2.2)/ 7045 (+2.9%)/ 8251 (+0.9%)/ 22196 (+1.3%) Infometrics 2019
	% people employed in highly skilled; skilled; semi-skilled and low-skilled jobs	36.5% (NZ 37.7%) /11.9% (NZ 13%) /14% (NZ13%) /37.6% (NZ 35.6%) Infometrics 2019
	Employment by occupation of target occupations	Target occupations to be established by the Regional Skills Leadership Group in 2020/21
	NEET Rate (Not in employment training etc)	15.1% (+36%) /NZ 12.1% (+3%) 2019 infometrics
	Employment rate; unemployment rate; participation rate	59,030 filled jobs (+1.7%), 5% unemployment (-0.1%) 2019 infometrics annual rate
	Median Incomes - households and personal	\$95,053 mean household income (+3.2%) 2019 infometrics \$58,400 median household income (NZ \$63,800) \$57,378.40 personal earnings (NZ \$58,740) 2013 Census data
	Number and growth of employment of those identifying as Māori in Taranaki	7,292 Māori employed in 2019. Growth rate av. 1.8% past 5 years. Infometrics 2019
Skill levels of those identifying as Maori in Taranaki	Low skilled 54% (35% non-Maori), semi-skilled 14% (14% non-Maori), skilled 10% (12% non-Maori), highly skilled 22% (39% non-Maori). 2019 Infometrics	
Increased tourism spending	Tourism spend in Taranaki	\$389m (-6.96%) 12 months to end Oct 2020 MBIE
	Retail spend in Taranaki - \$ and % growth	\$1,385m (YE Sep 2020) +0.08% on previous 12 months MarketView
Confidence in Taranaki and its economy	Confidence in Taranaki and its economy	Breakdown provided in Business Survey



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

INFORMATION REPORT



F19/13/04-D21/4583

TO: Policy & Services Committee

FROM: Corporate Accountant

DATE: 23 February 2021

SUBJECT: PERCY THOMSON TRUST – HALF YEARLY REPORT AS AT 31 DECEMBER 2020

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council receive the half yearly report for Percy Thomson Trust as at 31 December 2020.

Recommended Reason

In terms of Section 66 of the Local Government Act 2002 the Percy Thomson Trust, being a council controlled organisation, must deliver to Council a half yearly report (as at 31 December 2020) on or before 28 February 2021.

/_____
Moved/Seconded

1. **PURPOSE OF REPORT**

The purpose of this report is to present the half yearly report as at 31 December 2020 for the Percy Thomson Trust (PTT).

2. **EXECUTIVE SUMMARY**

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

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

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

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

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

4. **BACKGROUND**

In terms of Section 66 of the Local Government Act 2002 the PTT, being a council controlled organisation, must deliver the half yearly report to council on or before 28 February 2021.

5. **INFORMATION SUMMARY**

5.1 PTT has continued to provide a selection of exhibitions during the six months, including the very popular Emergence exhibition. This attracted 2,064 visitors in total, which reflects the interest in the young, local artists. Such a high number of visitors was especially impressive given that the country had returned to Alert Level 2 during August 2020 which included the last five days of the exhibition.

5.2 External funding is becoming harder to get, however the Trust are always looking at all potential sources of external funding.

5.3 Percy’s Place has continued on successfully, and is well known round New Zealand.

5.4 The arboretum now has plant identification / QR codes for a range of plants, and this will continue in the future.

5.5 Attached as **Appendix 1** is the half yearly report as at 31 December 2020 of the PTT. This includes a report from the Trust Chairman, which includes details regarding the operations and investments of the Trust.

6. STRATEGIC ALIGNMENT

6.1 Direction

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

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

6.2 Annual Plan and Long Term Plan

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

6.3 District Plan

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

6.4 Legal Implications

There are no legal implications.

6.5 Policy Implications

There are no policy implications.

Attachments

Appendix 1: Half Yearly Report

Appendix 2: Investment Statement



C R Craig

CORPORATE ACCOUNTANT



Endorsed by

T Radich

DIRECTOR – CORPORATE SERVICES

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

Approved by
Sven Hanne
CHIEF EXECUTIVE

DATE: 16 February 2021

APPENDIX 1



PERCY THOMSON TRUST

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

SIX MONTHLY REPORT
FOR THE PERIOD ENDED
31 DECEMBER 2020

PERCY THOMSON TRUST

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Chairman's Report.....	2
Statement of Accounting Policies	4-7

PERCY THOMSON TRUST BOARD

Chairman: Bruce Ellis

Trustees: Keryn Walsh
Gloria Webby
Christine Craig
Jim Clarkson
Deborah Clough
Helen Cloke

PERCY THOMSON TRUST STAFF

As At 31 December 2020

Gallery Director – Rhonda Bunyan
Gallery Assistant – Amy Taunt

Part-time Gallery Assistants

- Isaac Ander
- Bill Davies
- Gayleen Schrider
- Carina McQueen
- Donna Hitchcock

PERCY THOMSON TRUST

On behalf of the Trust, it is my pleasure to present the report for the six months ended 31 December 2020. The period has seen momentum restored following the COVID-19 lockdown in the previous six-month period.

Financials

There was a cash surplus of \$16,457 from operating activities compared with the budgeted surplus of \$17,125. The main features of this have been the lower grant levels from the TET and the TSB Community Trusts but largely offset by higher income from Percy's Place and lower energy costs.

The Financial Position as shown in the "Statement of Financial Position" shows the total Trust Equity of \$2,941,000 – a decrease of \$23,000, essentially being the depreciation on the building.

Funding

We continue to be nervous about ongoing funding. The successful re-leasing of the Information centre space is of obvious importance.

The position with funding from the TSB Community Trust is also problematic, however Council is aware of this through the overtures being made by The Mayor. Our position would be enhanced if he is successful in having grant applications from the Trust being considered separately from those of the Council so we can then tailor our applications to particular exhibitions that meet the Community Trust's objectives.

On the positive side we have been successful in obtaining an ongoing commitment for private funding for the bi-annual Emergence Artists Exhibition and Awards that secures this important highlight of our calendar into the future.

Gallery Operations

The Gallery has a performance target of 20,000 visitors per year. In the six months ended 31 December 2020 we attracted 13,945 visitors – a significant recovery from the COVID-19 affected previous six months of 6,794. The six-month figure is the highest for the same period in the past four years.

The exhibition programme presented by our Director, Rhonda Bunyan, continues to ensure that the Gallery is at the forefront of pushing boundaries, offering new experiences for patrons and visitors, giving outlets to showcase the considerable artistic talent within the district and the wider province.

The breadth and opportunity given to exhibitors and to our viewing visitors is shown in the programme including:

- Emergence for young Taranaki artists;
- The Adam Portraiture awards;
- Aroaromahana;
- Creative Fibre;
- Stratford Arts Society
- The Art of Lockdown.

I draw your attention to the gallery's website at <https://www.percythomsongallery.org.nz> which in the archives section has details and photos of each of these exhibitions and also highlights the current and forthcoming ones.

Investment Funds

The Annual Report for 2020 gave a detailed breakdown of the investment portfolio and particularly the investments in commercial property. The investment portfolio continues to do well financially, generating a good rate of return on the funds invested, which continues to provide an income to the Trust, while retaining the capital funds.

Building Works

No issues to note.

Premises

The Council's lease of the part of the premises occupied by the Information Centre comes to an end on 28 February 2021. Negotiations are underway with a suitable replacement tenant.

Other Responsibilities

- **The Arboretum.** Work continues enhancing the visitor experience to the Arboretum. Plant identification/QR codes have been introduced for a range of plants. We continue to have discussions with the Council on developing the entrance way and incorporating the Arboretum into the Discovery Trail and visitor reserves.
- **The Herbarium.** As previously noted, this part of the Trust's remit is now outdated. I am working on a submission to review this part of the bequest as the view is that it can no longer be practically delivered beyond that which has been achieved. It should be noted that the plant identification work in the Arboretum is part of the Herbarium remit.

Summary

I particularly acknowledge the work of the trustees, Rhonda Bunyan, our Gallery Director; Amy Taunt, the Gallery Assistant; Christine Craig and her team at the Council for administrative support, and the volunteers without whom the operation of the gallery would become most difficult.

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



Bruce Ellis
CHAIRMAN

PERCY THOMSON TRUST

PERCY THOMSON TRUST ENTITY INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2020

Legal name

Percy Thomson Trust (the Trust).

Type of entity and legal basis

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

The Trust's purpose or mission

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

Structure of the Trust's operations, including governance arrangements

The Trust comprises a Board of seven Trustees who oversee the governance of the Trust, including a Chairman who is responsible for the day-to-day operations of the Trust and reporting to the Trustees, and six other voluntary members who support the Chairman in delivering against the Trust's objectives.

Main sources of the Trust's cash and resources

An operating grant received from the Stratford District Council, rental income from that part of the building not occupied by the gallery, investment income, and other forms of grant revenue are the primary sources of funding to the Trust.

Outputs

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

STATEMENT OF ACCOUNTING POLICIES FOR THE PERIOD TO 31 DECEMBER 2020

ACCOUNTING POLICIES APPLIED

Basis of Preparation

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

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

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

Goods and Services Tax

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

SIGNIFICANT ACCOUNTING POLICIES

Revenue

Grants

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

Sale of goods

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

Sale of services

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

Interest revenue

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

Employee related costs

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

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

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

Advertising, marketing, administration, and other costs

These are expensed when the related service has been received.

Bank accounts and cash

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

Debtors

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

Investments

Investments comprise investments in terms deposits with banks, listed bonds, commercial property through proportionate ownership schemes and property investment funds, and listed shares.

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

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

The market value of commercial property investments is calculated by the periodic revaluation of the respective properties undertaken by the managers of those properties as reported in their respective audited financial statements.

Property, plant, and equipment

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

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

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

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

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

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

Revaluation

The Trust has adopted tier 2 standards regarding the revaluation of its land and buildings in accordance with PBE IPSAS 17. Unless stated, valuations are carried out or reviewed by independent qualified valuers and are carried out at least on three yearly cycles.

Valuations will be undertaken more regularly if necessary to ensure no individual item of property, land or equipment within a class has a carrying value that is materially different from its fair value. Land and buildings were valued as at 1 January 2020 by Telfer Young (NZ) Ltd, independent valuers.

Revaluation increases and decreases will be transferred to equity.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

Employee costs payable

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

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

Income tax

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

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

Budget figures

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

Tier 2 PBE Accounting Standards applied

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

CHANGES IN ACCOUNTING POLICIES

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

PERCY THOMSON TRUST

PERCY THOMSON TRUST

COST OF SERVICE STATEMENTS

FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2020

<u>Six months</u> <u>to</u> <u>31-Dec-19</u>		<u>Year to</u> <u>Date</u> <u>Actual</u>	<u>Year to</u> <u>Date</u> <u>Budget</u>	<u>2020/21</u> <u>Annual</u> <u>Budget</u>	<u>Projected</u> <u>Year End</u>
\$		\$	\$	\$	\$
	<u>PROPERTY</u>				
	Property Revenue				
7,050	Café Lease	7,050	7,050	14,100	14,100
600	Post Box Lobby Rental	720	500	1,200	1,440
8,900	Rental income	8,900	8,900	17,800	17,800
16,550	Total Property Revenue	16,670	16,450	33,100	33,340
	Property Expenditure				
37,630	Depreciation	40,086	37,630	75,260	80,000
5,005	Insurance	6,270	5,005	5,500	6,270
1,567	Rates (Services Only)	1,561	1,500	1,650	1,561
13,387	Repairs and Maintenance Building	6,729	11,100	17,300	17,300
-	Repairs and Maintenance Arboretum	121	1,250	2,500	2,500
-	Repairs and Maintenance Herbarium	-	100	200	200
57,589	Total Property Expenditure	54,767	56,585	102,410	107,831
(41,039)	Profit (Loss) from Property	(38,097)	(40,135)	(69,310)	(74,491)

PERCY THOMSON TRUST

<u>Six months</u> <u>to</u> <u>31-Dec-19</u>		<u>Year to</u> <u>Date</u> <u>Actual</u>	<u>Year to</u> <u>Date</u> <u>Budget</u>	<u>2020/21</u> <u>Annual</u> <u>Budget</u>	<u>Projected</u> <u>Year End</u>
\$		\$	\$	\$	\$
	<u>ART GALLERY</u>				
	Art Gallery Revenue				
1,087	Membership and "Friends" Donations	1,556	1,300	1,300	1,600
4,190	Rental/Hireage	5,871	5,000	10,000	10,000
1,036	Donation Box	1,801	2,000	2,000	3,000
5,116	Commission - Percy's Place	10,839	5,000	10,000	15,000
4,157	Commission - Gallery	1,795	3,000	6,000	3,000
15,586	Total Art Gallery Revenue	21,862	16,300	29,300	32,600
	Art Gallery Expenditure				
314	ACC Levy	302	320	320	302
9,373	Energy Costs	917	9,250	18,500	3,000
10	Insurance	-	-	1,700	1,700
116	Miscellaneous	153	250	500	500
52	Printing & Stationery	616	-	-	620
8,790	Programme	15,206	10,000	20,000	20,000
5,791	Major Exhibition	4,907	5,000	10,000	10,000
507	Publications & Subscriptions	50	100	200	200
-	Staff training	-	750	1,500	1,500
48,518	Salary & Wages and Employee Costs	52,075	49,000	98,000	104,000
790	Telephone & Tolls	672	750	1,500	1,400
74,261	Total Art Gallery Expenditure	74,898	75,420	152,220	143,222
(58,675)	Profit (Loss) from Art Gallery	(53,036)	(59,120)	(122,920)	(110,622)

PERCY THOMSON TRUST

<u>Six months</u> <u>to</u> <u>31-Dec-19</u>		<u>Year to</u> <u>Date</u> <u>Actual</u>	<u>Year to</u> <u>Date</u> <u>Budget</u>	<u>2020/21</u> <u>Annual</u> <u>Budget</u>	<u>Projected</u> <u>Year End</u>
\$		\$	\$	\$	\$
	<u>TRUST INVESTMENTS</u>				
	Investment Revenue				
24,946	Interest	25,604	27,000	54,000	52,000
50,000	Stratford District Council Grant	50,000	50,000	50,000	50,000
-	- External Funding	-	22,500	45,000	-
-	- TSB Community Trust	10,000	-	-	10,000
-	- Taranaki Electricity Trust	2,500	-	-	2,500
74,946	Total Investment Revenue	88,104	99,500	149,000	114,500
	Trust Investment Expenditure				
20,600	Administration	20,600	20,600	20,600	20,600
-	- Audit Fees	-	-	8,500	8,500
-	- Insurance - Trustees Liability	-	-	1,900	1,604
376	Investment Expenses	-	150	300	300
20,976	Total Trust Investment Expenditure	20,600	20,750	31,300	31,004
53,970	Profit (Loss) from Trust Investments	67,504	78,750	117,700	83,496

PERCY THOMSON TRUST

SUMMARY COST OF SERVICE STATEMENT FOR THE PERCY THOMSON TRUST FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2020

<u>Six months</u> <u>to</u> <u>31/12/2019</u>		<u>Year to</u> <u>Date</u> <u>Actual</u>	<u>Year to</u> <u>Date</u> <u>Budget</u>	<u>2020/21</u> <u>Annual</u> <u>Budget</u>	<u>Projected</u> <u>Year End</u>
\$		\$	\$	\$	\$
	<u>REVENUE</u>				
16,550	Property	16,670	16,450	33,100	33,340
15,586	Art Gallery	21,862	16,300	29,300	32,600
74,946	Other Investments	88,104	99,500	149,000	114,500
107,082	Total Revenue	126,636	132,250	211,400	180,440
	<u>OPERATING EXPENDITURE</u>				
57,589	Property	54,767	56,585	102,410	107,831
74,261	Art Gallery	74,898	75,420	152,220	143,222
20,976	Other Investments	20,600	20,750	31,300	31,004
152,826	Total Operating Expenditure	150,265	152,755	285,930	282,057
(45,744)		(23,629)	(20,505)	(74,530)	(101,617)
(45,744)	Transferred to Accumulated Surpluses	(23,629)	(20,505)	(74,530)	(101,617)
(45,744)	<i>Net Surplus (Deficit)</i>	(23,629)	(20,505)	(74,530)	(101,617)
37,630	<i>Add back depreciation (non-cash)</i>	40,086	37,630	75,260	80,000
(8,114)	<i>Cash Surplus (Deficit)</i>	16,457	17,125	730	(21,617)

PERCY THOMSON TRUST

PERCY THOMSON TRUST STATEMENT OF FINANCIAL PERFORMANCE FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2020

	Actual to 31 Dec 20 \$000	Budget to 31 Dec 20 \$000	Budget 2020/21 \$000	Actual to 31 Dec 19 \$000
Revenue				
Sale of Goods and Services	39	33	62	32
Council Funding - Grant	50	50	50	50
Interest, Dividends and Other Investment Revenue	26	27	54	25
Other Grants and Donations Received	13	23	45	-
Total Revenue	127	132	211	107
Expenses				
Employee related costs	52	49	98	49
Depreciation of Property, Plant and Equipment	40	38	75	38
Other expenditure	58	66	113	67
Total Expenses	150	153	286	153
Net Operating Surplus (Deficit) for the period	(24)	(21)	(75)	(46)

PERCY THOMSON TRUST

STATEMENT OF FINANCIAL POSITION FOR PERCY THOMSON TRUST FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2020

<u>Actual for</u> <u>the Six Months</u> <u>as at 31 Dec</u> <u>2019</u> <u>\$000</u>	<u>Actual for the</u> <u>Year Ended</u> <u>30-Jun-20</u> <u>\$000</u>		<u>Actual</u> <u>Year to Date</u> <u>\$000</u>
ASSETS			
Current Assets			
107	41	Bank Accounts and Cash	33
250	250	Investments	250
-	50	Other Financial Assets	50
6	3	Debtors and Prepayments	5
363	344	Total Current Assets	339
Non-Current Assets			
655	677	Other Financial Assets	677
1,816	1,972	Property, Plant and Equipment	1,937
2,471	2,649	Total Non-Current Assets	2,614
2,834	2,993	Total Assets	2,953
LIABILITIES AND EQUITY			
Current Liabilities			
17	20	Creditors and Accrued Expenses	4
7	8	Employee Costs Payable	8
24	28	Total Current Liabilities	12
Trust Equity			
0	0	Contributed Capital	0
1,793	1,757	Accumulated Surpluses	1,734
1,017	1,207	Revaluation Reserve	1,207
2,810	2,964	Total Trust Equity	2,941
2,834	2,993	Total Liabilities & Equity	2,953

PERCY THOMSON TRUST

STATEMENT OF CASHFLOWS OF THE PERCY THOMSON TRUST FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2020

<u>Actual for</u> <u>the Six Months</u> <u>Ended 31 Dec</u> <u>2019</u> <u>\$000</u>		<u>Year to Date</u> <u>Actual</u> <u>\$000</u>
	<u>Cash Flows from Operating Activities</u>	
50	Receipts of Council Funding	50
32	Receipts from Sale of Goods and Services	39
25	Interest, Dividends and Other Investment Revenue	26
-	Receipts of Other Grants and Donations	13
(115)	Payments to Suppliers and Employees	(110)
14	Goods and Services Tax (net)	(11)
6	Net Cash Flow from Operating Activities	5
	<u>Cash Flows from Investing and Financing Activities</u>	
250	Receipts from Sale of Investments	250
(94)	Payments to acquire property, plant and equipment	(6)
(250)	Payments to Acquire Investments	(250)
(94)	Net Cash Flow from Investing and Financing Activities	(6)
(88)	Net (Decrease)/Increase in Cash for the period	(0)
195	Add opening bank accounts and cash	33
107	Closing Bank Accounts and Cash	33

PERCY THOMSON TRUST

OTHER EXPLANATORY NOTES AS AT 31 DECEMBER 2020

Note 1 Property, Plant and Equipment

	Carrying Amount 1/07/20 \$000	Additions	Depreciation to 31/12/20 \$000	Carrying Amount 31/12/20 \$000
Building	1,618	-	(36)	1,582
Land	235	-	-	235
Arboretum	48	3	(1)	50
Furniture and Fittings	66	3	(3)	66
Office Equipment	5	-	(1)	4
Total	1,972	6	(40)	1,937

Note 2 Related Party Transactions

a) **Stratford District Council**

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

The Trust receives \$1,483 per month for rental of the Information Centre. Stratford District Council has given notice that their rental of the information centre space is to cease on 28 February 2021.

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

Key Management and Trustees

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

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

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

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

Note 3 Post Balance Date Events

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

Note 4 Contingent Liabilities

The Trust has no contingent liabilities as at 31 December 2020 (2019 - \$Nil)

Note 5 Dividends

There will be no dividend payable to Stratford District Council.

PERCY THOMSON TRUST INVESTMENTS - as at 31 December 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 0.90%	Call 4/06/2021	Annual Maturity	\$33,326 <u>\$250,000</u> \$283,326	Approx 28.0%	\$400 \$2,250
Promissory Notes	35%	20%					\$0		
Bonds	Other 80%	50%	Fonterra Co-Op Group Ltd ASB Bank Ltd ASB Bank Ltd Meridian Energy Ltd Auckland International Airport BNZ Bank Ltd	4.33% 4.25% 4.20% 4.88% 4.23% 5.31%	20.10.2021 26.05.2021 24.02.2022 20.03.2024 09.11.2022 17.12.2025	Half yearly Half yearly Half yearly Half yearly Half yearly Quarterly	\$50,000 \$50,000 \$50,000 \$30,000 \$25,000 \$75,000 \$280,000	18% 18% 18% 11% 9% 27% 27.7%	\$2,165 \$2,125 \$2,100 \$1,464 \$1,058 \$3,986
Listed Shares	30%						\$0	0%	
Real Estate	75%		Proportionate ownership share - Bush Road, Albany, Auckland Proportionate ownership share - Osterley Way, Manukau, Auckland Proportionate ownership share - Todd Park, Porirua, Wellington Proportionate ownership share - Cameron Road, Tauranga Proportionate ownership share - Henderson, Auckland	7.80% 9.25% 7.58% 7.80% 6.50%		Monthly Monthly Monthly Monthly Monthly	\$125,000 \$50,000 \$122,000 \$50,000 \$100,000	12.37% 4.9% 12.1% 4.9% 9.9%	\$9,716 \$4,625 \$9,249 \$3,900 \$6,500
Professional Portfolios	50%						\$0	0%	
Total Portfolio							\$1,010,326	100.00%	\$49,537

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 28.0% in TSB Bank so complies with the policy for all types of investments.

INFORMATION REPORT



F19/13/04-D21/4580

TO: Council
FROM: Corporate Accountant
DATE: 23 February 2021
SUBJECT: PERCY THOMSON TRUST – STATEMENT OF INTENT 2021-2024

10

RECOMMENDATIONS

1. **THAT** the report be received.
2. **THAT** Council receive the Statement of Intent for Percy Thomson trust for the period 1 July 2021 to 30 June 2024.

Recommended Reason

In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a statement of intent on or before 1 March 2021.

Moved/Seconded

1. **PURPOSE OF REPORT**

The purpose of this report is to present the Draft Statement of Intent for the Percy Thomson Trust (PTT) for the 2021 to 2024 years to Council.

2. **EXECUTIVE SUMMARY**

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

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

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

3.1 The 2021-2024 Statement of Intent for the PTT provides information on the coming three years regarding the Trust’s operations, being a local public service.

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

4. **BACKGROUND**

In terms of Schedule 8 of the Local Government Act 2002 the PTT, being a council controlled organisation, must deliver a statement of intent to council on or before 1 March 2021.

5. **INFORMATION SUMMARY**

5.1 This statement of intent has no significant changes from the previous statement of intent. Budgets have been adjusted to reflect anticipated revenue and expenditure in the next three years.

5.2 Following a review of the non-financial performance measures it was agreed to:

- Retain the visitor number target of 20,000 per year;
- Remove the measure relating to a break-even balance as it is not relevant to the delivery of art exhibitions; and
- Amend the measure regarding the delivery of the herbarium, while pending a review of how this is delivered in the future.

5.3 Attached as **Appendix 1** is 2021-2024 Statement of Intent for the PTT.

6. **STRATEGIC ALIGNMENT**

6.1 **Direction**

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

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

6.2 **Annual Plan and Long Term Plan**

The 2021-2024 Statement of Intent for the Trust is consistent with the Annual and Long Term Plans.

6.3 **District Plan**

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

6.4 **Legal Implications**

There are no legal implications.

6.5 **Policy Implications**

There are no policy implications.

Attachments

Appendix 1: Statement of Intent



C R Craig
CORPORATE ACCOUNTANT



Endorsed by
T Radich
DIRECTOR – CORPORATE SERVICES



Approved by
Sven Hanne
CHIEF EXECUTIVE

DATE: 16 February 2021

APPENDIX 1



10

PERCY THOMSON TRUST

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

STATEMENT OF INTENT

FOR THE PERIOD

1 JULY 2021 TO 30 JUNE 2024

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

The purpose of this document is to:

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

This Statement of Intent covers the period commencing 1 July 2021 to 30 June 2024 inclusive.

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

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

BACKGROUND

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

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

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

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

OBJECTS OF THE TRUST

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

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

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

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

GOVERNANCE

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

The current Trustees are:

- Bruce Ellis for a term expiring at the 2022 AGM
- Gloria Webby for a term expiring at the 2023 AGM
- Keryn Walsh for a term expiring at the 2021 AGM.
- Christine Craig for a term expiring at the 2023 AGM.
- Jim Clarkson for a term expiring at the 2021 AGM.
- Deborah Clough for a term expiring at the 2022 AGM.
- Helen Cloke for a term expiring at the 2022 AGM.

Trustees are eligible for reappointment.

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

NATURE AND SCOPE OF ACTIVITIES

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

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

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

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

RATIO OF CONSOLIDATED FUNDS

The ratio of the equity to total assets is 99.783%.

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

STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2022

ACCOUNTING POLICIES APPLIED

Basis of Preparation

The Board has elected to apply PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2 million. All transactions in the financial statements are reported using the accrual basis of accounting. The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

Goods and Services Tax

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

SIGNIFICANT ACCOUNTING POLICIES**Revenue*****Grants***

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

Sale of goods

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

Sale of services

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

Interest revenue

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

Employee related costs

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

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

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

Advertising, marketing, administration, and other costs

These are expensed when the related service has been received.

Bank accounts and cash

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

Debtors

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

Investments

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

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

Property, plant, and equipment

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

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

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

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

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

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

Revaluation

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

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

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

Revaluation increases and decreases will be transferred to equity.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

Employee costs payable

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

Income tax

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

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

Budget figures

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

Tier 2 PBE Accounting Standards applied

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

Trust and its parent, the Stratford District Council.

CHANGES IN ACCOUNTING POLICIES

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

PERFORMANCE MEASURES

Mission Statement

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

Level of Service	Performance Measure	Year 1 2021/22	Target Year 2 2022/23	Year 3 2023/24	How Measured
Delivery of art exhibitions	Deliver proposed art exhibitions which will include local, regional and at least 1 National:	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Art Gallery Records
	Number of visitors to the Gallery to be not less than 20,000 per year	>20,000	>20,000	>20,000	Door Count
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.	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	To be reset following the conclusion of the 2021/22 review.	To be reset following the conclusion of the 2021/22 review.	To be reset following the conclusion of the 2021/22 review.	Dependent on option selected

DISTRIBUTIONS TO SHAREHOLDERS

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

REPORTING

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

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

PURCHASE OF SHARES

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

PERCY THOMSON TRUST ENTITY INFORMATION

Legal name

Percy Thomson Trust (the Trust).

Type of entity and legal basis

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

The Trust's purpose or mission

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

Structure of the Trust's operations, including governance arrangements

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

Main sources of the Trust's cash and resources

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

Outputs

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

INVESTMENT POLICY

Last reviewed February 2021, next review due February 2024

PHILOSOPHY

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

CRITERIA FOR INVESTMENT

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

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

PERFORMANCE MEASURES

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

Types of Investment

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

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

The following types of investments are prohibited:

- Loans to individuals
- Loans to community organisations

ASSESSMENT AND MANAGEMENT OF RISKS BY TYPE OF INVESTMENT

Authorised Bank Instruments

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

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

Promissory Notes by NZ Companies and Local Authorities

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

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

Authorised Stock or Bond Investments

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

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

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

Shares in Listed Public Companies

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

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

Real Estate

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

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

Professionally Managed Portfolios

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

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

Diversification Summary

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

Reporting

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

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

ACTIVITIES FOR WHICH COMPENSATION SOUGHT

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

This grant helps fund the activities of the Trust.

The Trust is also seeking \$13,222 of maintenance work on the Arboretum, delivered "in kind".

In addition, the Trust is seeking \$13,028 of cleaning and maintenance services of the building, and the public toilets within the Percy Thomson Building, delivered 'in kind'.

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

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

PERCY THOMSON TRUST

PERCY THOMSON TRUST

COST OF SERVICE STATEMENT

FOR THE THREE YEARS COMMENCING 1 JULY 2021

<u>2020/21</u>		<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<u>PROPERTY</u>				
Property Revenue				
14,100	Café Lease	14,100	14,100	14,100
1,200	Post Box Lobby Rental	1,400	1,400	1,400
17,800	Building lease	17,800	17,800	17,800
33,100	Total Property Revenue	33,300	33,300	33,300
Property Expenditure				
0	Cleaning Services	0	0	0
75,260	Depreciation	80,000	80,000	84,000
5,500	Insurance	6,500	6,500	6,500
1,650	Rates (Services Only)	1,750	1,750	1,750
17,300	Repairs and Maintenance Building	19,300	28,300	24,300
2,500	Repairs and Maintenance Arboretum	2,500	2,500	2,500
200	Repairs and Maintenance Herbarium	200	200	200
102,410	Total Property Expenditure	110,250	119,250	119,250
(69,310)	Surplus (Deficit) from Property	(76,950)	(85,950)	(85,950)

PERCY THOMSON TRUST

<u>2020/21</u>		<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<u>ART GALLERY</u>				
Art Gallery Revenue				
1,300	Membership and "Friends" Donations	1,600	1,600	1,600
10,000	Rental/Hireage	10,000	10,000	10,000
2,000	Donation Box	3,000	3,000	3,000
10,000	Commission - Percy's Place	15,000	15,000	15,000
6,000	Commission - Gallery	4,000	4,000	4,000
29,300	Total Art Gallery Revenue	33,600	33,600	33,600
Art Gallery Expenditure				
320	ACC Levy	320	320	320
18,500	Energy Costs	10,000	10,000	10,000
1,700	Art Insurance	1,700	1,700	1,700
500	Miscellaneous	500	500	500
20,000	Programme	20,000	20,000	20,000
10,000	Major Exhibition	10,000	10,000	10,000
200	Publications & Subscriptions	200	200	200
98,000	Salary, Wages and Employment Related Costs	104,000	104,000	104,000
1,500	Staff Training	1,500	1,500	1,500
1,500	Telephone & Tolls	1,500	1,500	1,500
152,220	Total Art Gallery Expenditure	149,720	149,720	149,720
(122,920)	Surplus (Deficit) from Art Gallery	(116,120)	(116,120)	(116,120)

PERCY THOMSON TRUST

<u>2020/21</u> <u>Budget</u> \$		<u>2021/22</u> <u>Forecast</u> \$	<u>2022/23</u> <u>Projection</u> \$	<u>2023/24</u> <u>Projection</u> \$
<u>OTHER REVENUE AND EXPENDITURE</u>				
Other Revenue				
54,000	Interest	52,000	52,000	52,000
50,000	Stratford District Council Grant	50,000	50,000	50,000
45,000	External Funding	43,000	52,000	48,000
149,000	Total Other Revenue	145,000	154,000	150,000
Other Expenditure				
20,600	Administration	20,600	20,600	20,600
8,500	Audit Fees	8,500	8,500	8,500
1,900	Trustee Liability Insurance	1,800	1,800	1,800
300	Investment Expenses	300	300	300
31,300	Total Other Expenditure	31,200	31,200	31,200
117,700	Surplus (Deficit)	113,800	122,800	118,800

PERCY THOMSON TRUST

<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
<u>Budget</u>	<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$	\$	\$	\$

SUMMARY COST OF SERVICE STATEMENT

<u>REVENUE</u>				
33,100	Property	33,300	33,300	33,300
29,300	Art Gallery	33,600	33,600	33,600
149,000	Other Revenue	145,000	154,000	150,000
211,400	Total Revenue	211,900	220,900	216,900
<u>OPERATING EXPENDITURE</u>				
102,410	Property	110,250	119,250	119,250
152,220	Art Gallery	149,720	149,720	149,720
31,300	Other Expenditure	31,200	31,200	31,200
285,930	Total Operating Expenditure	291,170	300,170	300,170
(74,530)	Operating Surplus (Deficit)	(79,270)	(79,270)	(83,270)
<i>(74,530)</i>	<i>Net Operating Surplus (Deficit)</i>	<i>(79,270)</i>	<i>(79,270)</i>	<i>(83,270)</i>
<i>75,260</i>	<i>Add back depreciation (non-cash)</i>	<i>80,000</i>	<i>80,000</i>	<i>84,000</i>
<i>730</i>	<i>Cash Surplus (Deficit)</i>	<i>730</i>	<i>730</i>	<i>730</i>

PERCY THOMSON TRUST

PERCY THOMSON TRUST

PROSPECTIVE STATEMENT OF FINANCIAL PERFORMANCE FOR THE THREE YEARS COMMENCING 1 JULY 2021

<u>2020/21</u> <u>Budget</u> \$000		<u>2021/22</u> <u>Forecast</u> \$000	<u>2022/23</u> <u>Projection</u> \$000	<u>2023/24</u> <u>Projection</u> \$000
	Revenue			
62	Sale of Goods and Services	67	67	67
50	Council Funding - Grant	50	50	50
45	Other Grants and Donations Received	43	52	48
54	Interest, Dividends and Other Investment	52	52	52
	Revenue			
211	Total Revenue	212	221	217
	Expenses			
98	Employee Related Costs	104	104	104
75	Depreciation of Property, Plant and Equipment	80	80	84
113	Other Expenditure	107	116	112
286	Total Expenses	291	300	300
	(75) Operating Surplus/(Deficit) Before Tax	(79)	(79)	(83)
-	Share of Associate Surplus/(Deficit)	-	-	-
	(75) Surplus/(Deficit) Before Tax	(79)	(79)	(83)
-	Income Tax Expense	-	-	-
	(75) Surplus/(Deficit) After Tax	(79)	(79)	(83)

PERCY THOMSON TRUST

BUILDING MAINTENANCE										
<i>Percy Thomson Trust Building - Built 2002</i>										
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Minor Maintenance Work										
General repairs and maintenance	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000
Contract services (preventative maintenance)	2300	2300	2300	2300	2300	2300	2300	2300	2300	2300
Minor Maintenance Work Total	17,300	17,300	17,300	17,300	17,300	17,300	17,300	17,300	17,300	17,300
Major Maintenance Work										
Full interior repaint				20,000						
Recarpet staffroom		6,000								
Industrial carpet tiles at entrance	2,000									
Remove kitchen hatch in gallery				3,000						
Polished Concrete Recoat (Café, Foyer, Gallery)				14,900						
Polished Concrete Recoat (Storage area)					3,000					
Re-vinyl (toilets/work rooms)				8,500						
Reline butynol guttering		5,000								
Auto Door Mechanical			7,000							
Major Maintenance Work Total	2,000	11,000	7,000	46,400	3,000	0	0	0	0	0
TOTALS	19,300	28,300	24,300	63,700	20,300	17,300	17,300	17,300	17,300	17,300

PERCY THOMSON TRUST

PERCY THOMSON TRUST

PROSPECTIVE STATEMENT OF FINANCIAL POSITION

For the Three Years Ending 30 June 2022, 2023 and 2024

<u>2020/21</u>		<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$000		\$000	\$000	\$000
	<u>Current Assets</u>			
51	Bank Accounts and Cash	34	34	35
250	Investments	250	250	250
10	Debtors and Prepayments	10	10	10
311	Total Current Assets	294	294	295
	<u>Non-Current Assets</u>			
727	Other Financial Assets	727	727	727
1820	Property, Plant and Equipment	1897	1817	1824
2547	Total Non-Current Assets	2624	2545	2551
2857	TOTAL ASSETS	2918	2839	2846
	<u>Current Liabilities</u>			
2	Employee Costs Payable	2	2	2
5	Creditors and Accrued Expenses	5	5	5
7	Total Current Liabilities	7	7	7
7	Total Liabilities	7	7	7
	<u>Trust Equity</u>			
0	Contributed Capital	0	0	0
1726	Accumulated Surpluses	1704	1625	1542
1124	Revaluation Reserve	1207	1207	1298
2850	Total Equity	2911	2832	2840
2857	TOTAL LIABILITIES & EQUITY	2918	2839	2846

99.75%	Ratio of Trust Equity to Total Assets	99.783%	99.759%	99.778%
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ESTIMATE OF COMMERCIAL VALUE

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

OTHER MATTERS

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

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

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

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

ASSUMPTIONS

The budget forecasts do not include any adjustments for inflation for the years 2021/2022 and beyond. All revenue and expenditure is based on 2021 dollars.

DECISION REPORT



F19/13/04 – D21/5229

TO: Policy and Services Committee
FROM: Communications Manager
DATE: 23 February 2021
SUBJECT: BRAND REFRESH – FINAL COUNCIL LOGO LOCK-UP

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council adopt the final corporate logo lock-up including bilingual name as per **Appendix B**.

Recommended Reason

As a key initiative within the Communications and Engagement Strategy adopted by Council in May 2020, Council's endorsement is sought to agree to the final logo lock-up so that the wider brand improvement project can be rolled out.

Moved/Seconded

1. **PURPOSE OF REPORT**

This report seeks elected members' approval of the final refreshed Stratford District Council logo.

2. **EXECUTIVE SUMMARY**

- 2.1 One of the key initiatives in Council's Communications and Engagement Strategy was a brand audit. The aim of this audit was to review Council's existing external communications and ensure a consistent, recognised and strengthened brand is applied. The audit identified a need to refresh Council's corporate brand, which includes Council's logo.
- 2.2 In September 2020 Council approved a refreshed design of the Stratford District Council logo.
- 2.3 This report seeks Council's endorsement of the final logo lock-up including bilingual name in te reo Māori and English.

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

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

The corporate brand and logo supports the delivery of all Council business.

4. **BACKGROUND**

4.1 Following the adoption of the Communications and Engagement Strategy Officers completed one of the key projects, a brand audit. This was completed by reviewing external communications collateral for the Stratford District Council. From this process, the need to work on Council’s brands was identified.

4.2 There are two distinct brands. The Stratford District Council corporate brand and the Stratford District promotional brand. These are shown in **Appendix A**.

The current Stratford District Council corporate logo was designed by local Grant Bunyan and was adopted in 1989. The corporate brand reflects the way customers see, hear, and feel about the organisation.

The Stratford District promotional brand, “Stratford District - in the heart of Taranaki” was adopted as part of the wider regional brand “Taranaki Like No Other” in 2006. The district brand is about how the community views and connects with the district, and how visitors connect with the district as a destination.

4.3 In 2013 there was an unsuccessful attempt to update both the corporate and district brands.

Currently there are no style guides for either brand.

4.4 To address the issues from the brand audit, and following discussions with elected members a “refresh” approach for both the corporate and promotional brands was approved.

- 4.5 The goal in refreshing the brands was to have modernised, refreshed brands to bring cohesion to the marketing of Council delivered community activities, facilities and services.

Officers have taken a staged approach to refreshing the brands and have started with Council's corporate logo.

- 4.6 To reach a recommended logo concept, Council staff were surveyed and feedback was used to reach a final selection of designs.

- 4.7 The final design was then adopted by Council in September 2020.

- 4.8 Officers had a discussion with Whakaahurangi Marae to seek guidance on a te reo Māori name for the organisation. The name discussed was "Te Kaunihera ā rohe o Whakaahurangi".

This name has since been endorsed by both the Whakaahurangi Marae Committee and local iwi and has been included within the final logo lock-up shown in **Appendix B**.

- 4.9 Following the adoption of the Stratford District Council corporate logo officers will then complete a refresh of the Stratford District promotional brand, develop brand guidelines for both brands, and start the roll out of the brand. This will be done within existing communication budgets and will occur over a long period of time. People should expect to see both the existing brands and our new refreshed brands for some time while the roll out occurs.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

No Public Consultation is required for this piece of work.

5.2 **Maori Consultation - Section 81**

While it's not a requirement to consult with Māori on changes to Council's brand, Council officers had a discussion with Whakaahurangi Marae and local iwi on naming preferences when considering the inclusion of Council's te reo Māori name as part of the brand refresh.

6. **RISK ANALYSIS**

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

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

There is a risk that if Council does not adopt the final corporate brand that this could be detrimental to projects within the Communications and Engagement Strategy adopted by Council in May 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?	The project will deliver on objectives from the Communications and Engagement Strategy.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The project will ensure consistent visual communications across Council’s infrastructure, regulatory functions and 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?

As outlined in the background information 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	

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

11

7.4 **Options**

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

Option 1: Adopt the final corporate logo lock-up including bilingual name in **Appendix B**.

Option 2: Do not adopt the final corporate logo lock-up including bilingual name in **Appendix B**. Reverting back to the current corporate logo as per **Appendix A**.

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 minimal financial implications.

The investment to refresh the Council brand is being completed within existing communication budgets, and any changes to collateral will be undertaken as they are due to be replaced.

Should Council choose not to adopt the final logo lock-up, the amount spent to date on the brand refresh will have been lost.

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?

Council has the capacity to deliver a brand refresh. To defer it would be contrary to the objectives and projects within the Communications and Engagement Strategy adopted by Council in May 2020.

7.7 **Legal Issues**

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

There are no legal issues.

7.8 **Policy Issues - Section 80**

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

There are no policy issues.

Attachments:

Appendix A Stratford District Council's current Corporate Brand and Stratford District Promotional Brand

Appendix B The final logo lock-up of Stratford District Council's refreshed corporate brand.



Gemma Gibson
COMMUNICATIONS MANAGER



[Endorsed by]
Kate Whareaitu
DIRECTOR COMMUNITY SERVICES



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

DATE 16 February 2021

APPENDIX A

Stratford District Council Corporate Brand



STRATFORD
DISTRICT COUNCIL

Stratford District Promotional Brand

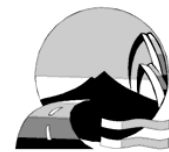


Stratford District
In the heart of Taranaki

APPENDIX B



DECISION REPORT



STRATFORD
DISTRICT COUNCIL

F19/13/04 – D21/5417

TO: Policy and Services Committee

FROM: Roading Asset Manager

DATE: 23 February 2021

SUBJECT: REQUEST TO CONSULT ON A PROPOSED 80KM/H SPEED LIMIT FOR OPUNAKE ROAD.

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the Committee give approval for council officers to consult with the community for a proposal to reduce the speed limit of Opunake Road from 100km/h to 80km/h from RP0.0 (Elizabeth Grove) to RP16.75 (District Boundary).
3. THAT once the consultation period has been undertaken a further decision report will be presented to this committee summarising the comments received and making a recommendation for a safe suitable speed limit for Opunake Road.

Recommended Reason

The Government Policy Statement for Land Transport 2021/22-2030/31 has a strategic priority relating to road safety including a desire to reduce the death and serious injury crashes by 40 percent by the year 2030. This “Road to Zero” vision is one of the primary focuses of the current Government and thus encouraging all local authorities and agencies to play their part in achieving this goal. Opunake Road has been identified as one of our highest risk roads within the Stratford District.

Moved/Seconded

1. PURPOSE OF REPORT

The purpose of this report is to seek approval from the Policy and Services Committee to commence public consultation for a proposal to reduce the speed limit along the length of Opunake Road. The length of road under consideration is from the intersection of Elizabeth Grove to the district boundary located 16.75km west of Stratford.

2. **EXECUTIVE SUMMARY**

2.1 The Stratford District Council: Speed Limit Bylaw 2020, clause 8 provides for the Stratford District Council to set safe and appropriate speed limits across the roading infrastructure by way of a Council resolution.

2.2 A meeting with Stratford District Council, South Taranaki District Council and Waka Kotahi New Zealand Transport Agency (NZTA) relating to the safety risk of Opunake Road was held in June 2020. The recommendation from Waka Kotahi’s Safe Network Programme “Pipeline Tool” suggested the speed limit should be reduced to 60km/h. This is unlikely to be well received by the community, therefore an alternative suggestion of 80km/h was put forward.

There is another option available to Council, which is to spend around \$5.3million on safety improvements over a 10 year period. This “Engineering Up” is one of the three options recommended by Waka Kotahi to address safe and appropriate speeds for rural roads. The “engineering up” option would entail significant roading improvements along the corridor so that the road can remain at 100km/h. The other two options are:

- Self-Explaining Roads – the geometry of the road is such that the actual speeds are lower than posted, ie narrow, winding roads, with blind corners and crest curves;
- Challenging Conversations – seeking community feedback on a proposal to reduce the posted speed limit. This report is to seek endorsement to have that “challenging conversation”.

2.3 It should be noted, the average traveling speed along Opunake Road is in the order of 80 – 85km/h.

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

Under section 10 of the Local Government Act 2002, the Council’s purpose is to “enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future”			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:		Yes - This provides for local democratic decision making for a proposed reduction of an existing speed limit along the entire length of Opunake Road that is within the Stratford district.	
Social	Economic	Environmental	Cultural
✓		✓	

The proposal is to seek permission from the Policy and Services Committee to consult with the community of Stratford and to seek their feedback for a possible speed limit reduction along Opunake Road. Whilst the Government Policy Statement (GPS) for Lands Transport strongly encourages all Territorial Authorities to improve road safety within their territorial area, changing speed limits can be an emotive subject. In order to achieve these changes Councils needs to take the community with us.

4. **BACKGROUND**

- 4.1 Opunake Road has been identified on Waka Kotahi's "MegaMaps" as a road that is in the top 10 percent high risk roads within our district. Of all the local roads within our district, Opunake Road has the worst crash history over the last five years. The table below indicates the number and severity of the crashes during this period.

Road Name	Non Injury	Minor Injury	Serious Injury	Fatal
Opunake Road	28	15	11	3

Please note the number of crashes in the table above do not include the crashes that are not reported to the Police, for example a vehicle crashing through a farmers fence, no injury but property damage only.

As mentioned above, all local authorities are encouraged to play their part in reducing the country's death and serious injury crashes. One of our own key performance indicators for the Department of Internal Affairs, shows a reducing trend of minus one (-1). One way of achieving this is to reduce the speed limits on the district roads.

- 4.2 South Taranaki District Council will be following the same process as Stratford in proposing to continue the reduced speed limit along the length of Opunake Road within their District.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

For the purposes of this report, no consultation is required as this report seeks permission to consult on a possible speed limit reduction.

5.2 **Maori Consultation - Section 81**

No consultation required with Iwi for the purposes of this report.

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 The only risk is the Committee may not endorse this request.

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 – Our Long Term Plan states that we will provide a safe environment for our community.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Yes – This provides for good quality infrastructure and regulatory function by way of local Bylaws.

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? |
|--|

Crash data is held within Waka Kotahi's Crash Analysis System or CAS. Also, Waka Kotahi's MegaMaps software indicates this road is high risk. The MegaMap also indicates the safe and appropriate speed for Opunake Rd is 60km/h not the 80km/h that we intend to consult on. Our view is the 60km/h speed limit will not be supported by the community, whereas an 80km/h speed limit maybe.

7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it: <ul style="list-style-type: none"> • considered a strategic asset; or 	Yes	This is one of our two Primary Collector Roads under the One Network Road Classification system.
<ul style="list-style-type: none"> • above the financial thresholds in the Significance Policy; or 	No	
<ul style="list-style-type: none"> • impacting on a CCO stakeholding; or 	No	
<ul style="list-style-type: none"> • a change in level of service; or 	Yes	The consultation process could result in the speed being reduced to 80km/h.
<ul style="list-style-type: none"> • creating a high level of controversy; or 	Yes	The community and travelling public may not support this change.
<ul style="list-style-type: none"> • possible that it could have a high impact on the community? 	No	I put a comment here, in order to re-iterate, the actual speed that vehicles drive along Opunake Rd is in the range of 80 -85km/h at the present time.

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

7.4 **Options**

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

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

The options for this report are as follows:

- Option 1** – Do nothing, the existing posted speed limit remains along with the potential for further crashes to occur along Opunake Rd. This could possibly have a negative impact on our desire to reduce the number of DSI’s on the roads within the Stratford district.
- Option 2** – Support the request to seek the community’s view on a proposed speed limit reduction along Opunake Road. **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 to undertake consultation on the proposed speed limit reduction can be 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?

There is no trade off as this report seeks permission to consult with the community.

7.7 **Legal Issues**

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

As part of our legal obligations for setting of speed limits we have to undertake consultation with the community and statutory consultees, who are:

- Waka Kotahi NZ Transport Agency;
- The Automobile Association;
- Police;
- Road Transport Association;
- National road Carriers

7.8 **Policy Issues - Section 80**

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

This is consistent with our policies and Bylaws.

Attachments:

Appendix 1 - Map – length of Opunake Road to the boundary



Stephen Bowden
ROADING ASSET MANAGER

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

[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: 16 February 2021

APPENDIX 1



MONTHLY REPORT



F19/13/04-D21/3497

TO: Policy and Services Committee
FROM: Director - Assets
DATE: 23 February 2021
SUBJECT: REPORT FOR THE MONTH OF JANUARY 2020

RECOMMENDATION

THAT the report be received.

Moved/Seconded

13.1

HIGHLIGHTS:

General

- Ongoing Audit NZ review, of :
 - The draft *2021-2051 Infrastructure Strategy*;
 - The draft *2021-2031 Asset Management Plans (x7)*; and
 - Associated Council policies, plans and programmes.
- Ongoing Iwi liaison for resource consents relating to:
 - The new swimming pool build;
 - The 2nd Trunk main; and
 - The Midhirst water take renewal.

A. Roading

- Grading of the unsealed roads continue in the Douglas and Toko areas of the district.
- Spraying of noxious weeds was completed.
- Replacement of the footpath in Lysander Street continued.
- Completion of the clearing of a fallen tree on Makuri and Junction Roads.
- Pre-reseal repairs were undertaken on Brewer Road.
- Forestry activity is on-going throughout the district.
- Completion of the annual remarking of the urban area.
- Placement of a Temporary 70km/h speed limit on Opunake Road at Dunns Bridge.
- Dust Suppression trialling on Manganui Road and Manganui Road,

B. Water Supply

- Over-night water usage at Midhirst and Toko remain high, investigations are ongoing, and one illegal connection was identified but the main illegal bulk takes are yet to be identified.
- Route selection and pipeline design of the second trunk main is being finalised. Iwi liaison has been initiated for resource consent with regards to the crossing of the Patea River at two locations.

- There were some minor reticulation disruptions in January.
- Water restrictions have been Introduced.;
- The DIA RFI as part of the 3-Waters Reform has been completed.
- The DIA has also requested additional information as part of the 3 Water Stimulus Funding granted to the Council to construct the 2nd Trunk Water Main. This information request was received in December and on-going.

C. Wastewater

- There were no disruptions to the operation of the oxidation ponds;
- There were no health and safety incidents.

D. Stormwater

- There are no rainfall events during January, the storm water network largely remained un-affected.
- Processes and documentation for storm water ingress to sewer have been created, inspections have been undertaken.
- There were no health and safety incidents for the month during the period.

E. Trade Waste

- Monthly influent and effluent sampling of the wastewater treatment ponds continue.
- Maintenance of the dissolved oxygen (DO) probes is ongoing.
- Backflow prevention inspections are ongoing, the backflow prevention device register is being updated.
- Site inspections assessing trade waste discharges are ongoing, grease recovery is the current focus.
- An illegal wastewater connection point has been capped, further monitoring of the location is to occur to ensure it remains inaccessible.
- The Stratford Livestock sale yards consent investigation has begun, the discharges from the site are being regularly sampled and analysed by Council staff.
- Consultation with the DIA regarding the infringement offences scheme has commenced.

F. GIS

- Regional Collaboration – Taranaki Regional Aerial photography Project (TRAPP) finalising areas of high resolution to be captured
- AssetFinda Upgrade – Go live is expected by the end of February.
- Auditors – providing asset financial information for auditors

G. Solid Waste

- Recycling Bin Audit results for the end of January shows 50% Green tags, 40% amber and 10% red tags. The bin audits are being completed more stringently to increase awareness resulting in more amber and red tags being issued. Concentrated effort is being done on certain areas of the district to target areas of recorded high bin contamination levels.
- Contamination levels at the Materials Resources Facility (MRF) are being audited;

H. Property

- Renovation works continue on the Community Hall projects:
- The Council farm is on track to achieve the milk production target of 150,000 kg;

I. Parks and Reserves

- Work on the entrances to the *Eastern Loop Walkway* has commenced and will be complete in February;
- Clearing of Spiderwort behind Arboretum, Windsor Park and King Edward Park is expected to be complete in February;
- Lime Chip Path extension in King Edward Park will be complete in March.
- Work on the entrance and bridge within the *Cardiff Walkway* will commence in March;
- New planting around Stratford, including the front of the Centennial Rest Rooms is programmed for April.

J. Special Projects

- **Pool Design Project** - The Pool Design and Build contract has been let to Apollo Projects and the design component is well underway with construction due to commence late February following resource and building consents.
- **Bike Park Project** - The contract for the construction of the principal components of the Bike Park has been let to Inframax Limited. Work commenced in December and is proceeding ahead of schedule.

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	2020/2021 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. (2019/2020 DSI was 5, new target is 4)	-1	Achieved to date - DSI = 1 There were no DSI crash in January.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Achieved (as at March 2020) - 88%. Another condition survey will be undertaken in March 2022.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Not Achieved to date - 78%. Another condition survey will be undertaken in March 2022.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not yet Achieved - 3% or 11.8km to date. Target length = 20km
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Not yet Achieved - 1% or 2km to date. Target length = 14.5km No maintenance metalling is usually undertaken during the summer months due to the creation of dust when applying the metal to the road.
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>82%	Not Achieved = 62% This year's footpath condition survey has been completed and the results are indicated above.
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.	>86%	Achieved to date - 100%.
Customer Satisfaction	<ul style="list-style-type: none"> • Roading Network 	>76%	The 2020 customer satisfaction survey, with a total of 488 responses, showed Good, Very Good and Excellent having a total of 75.4% , Fair having 18.24% and Poor having 6.35% .
	<ul style="list-style-type: none"> • Footpaths 	>77%	The 2020 customer satisfaction survey, with a total of 492 responses, showed Good, Very Good and Excellent having a total of 73.58% , Fair having 21.75% and Poor having 4.67% .

1.2 Outstanding Matters

- Customer Requests - There no outstanding CRM's for the month of January.
- Dunns Road Bridge Pavement defect – As an interim solution, Council has put up a temporary 70km/h speed limit signs at this bridge. Officers have followed up with Red Jacket Consultants on the expected delivery date of their options report for a permanent solution to fix the issue.

1.3 Routine Maintenance

Day-to-day maintenance activities continued throughout January, typically comprising:

- Chemical weed control in the rural areas;
- Clearing the water tables;
- Sign cleaning and repairs;
- CBD cleaning;
- Grading the roads in the Douglas and Toko areas of the district;
- Potholes filling; and
- Sight rails repairs and painting;
- Bridges cleaned on Beaconsfield Rd, Juliet St, Marco Rd and Putikituna Rd.
- Dust Suppression on Mangaoapa Road



Figure 1 – Dust Suppressant being sprayed on Mangaoapa Rd.

1.4 Ready Response Works

- Through January Council attended to numerous calls relating to bleeding bitumen on some of the urban roads. *Figure 2* shows to application of an absorbent material placed on Fairbank Ave.

Figure 2 – Absorbent material spread on the bleeding bitumen.



- Fulton Hogan attended to a slip on Whitianga Road as shown in the photograph below (*Figure 3*).



Figure 3: Slip on Whitianga Road which was cleared in January.

13.1

1.5 **Capital Works**

- The footpath replacement programme continued in January with work recommencing on Lysander Street.
- This year's annual reseal programme continued in January with eight roads being resealed.
- A pavement strengthening project on Beaconsfield Rd between RP6.1 and RP7.3 commenced in January. This project is expected to take 6-8 weeks to complete.

1.6 **Building, Resource Consents, PIMS and LIMS**

For the month of January, Roading Assessments were made for a total of:

- Eighteen (18) Building Consent applications,
- Five (5) LIM reports and
- Twelve (12) Resource Consent applications.

1.7 **Health and Safety**

There were no incidents during January.

1.8 **Roading Activities**

- Audit NZ is currently completing the review of our *draft* Roading Asset Management Plan 2021-2031.
- The Roading Activities completed Reactive and Programmed Works (*Figure 4*).

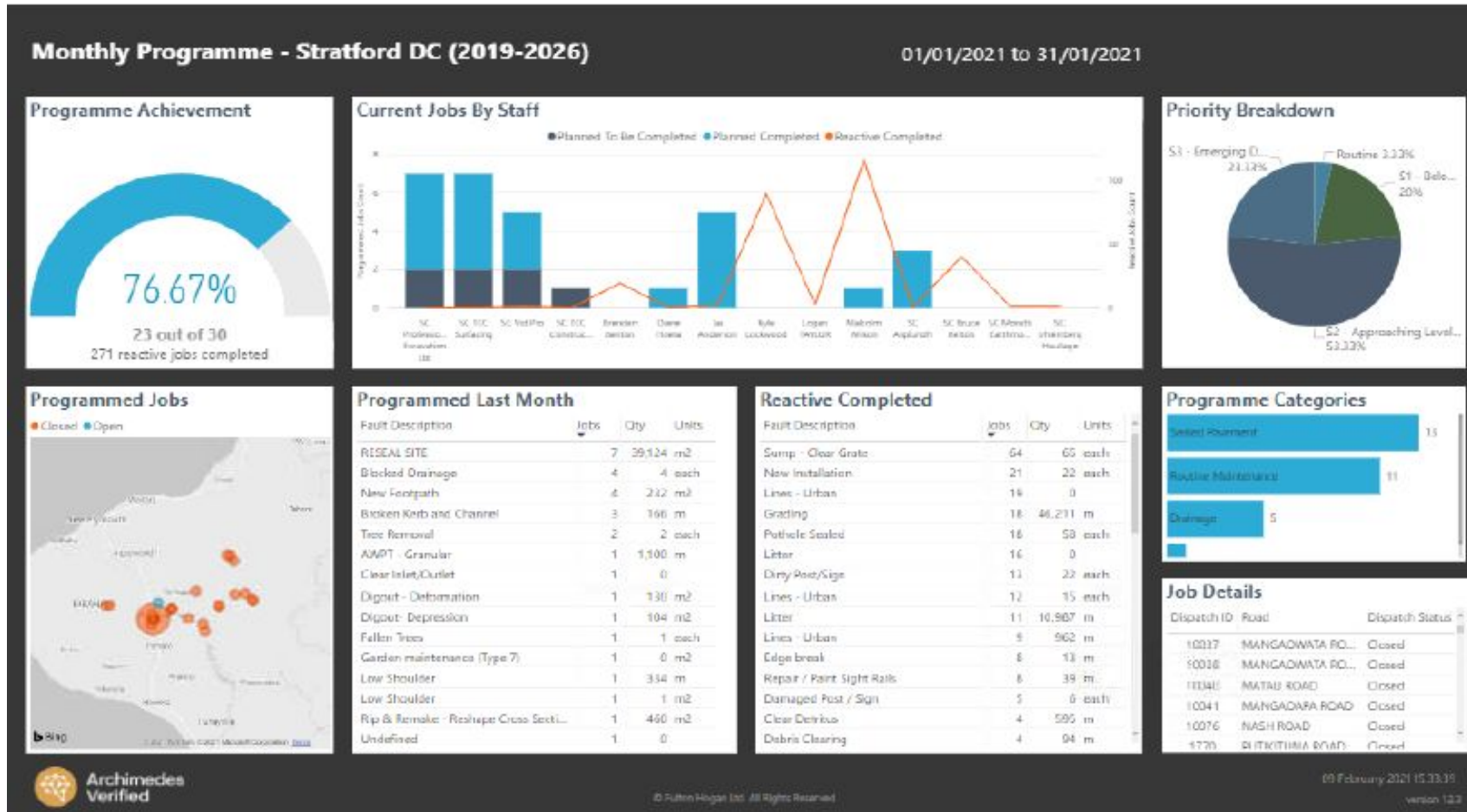


Figure 4: Monthly Programme Achievement Chart - January 2021.

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	2020/2021 YTD
Safe Drinking Water – • Drinking Water Standards; • Maintenance of Reticulation	DWSNZ Bacterial compliance - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	On Target
	DWSNZ Protozoal compliance - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	On Target
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured
A Reliable Water Supply – • Response Time; • Unplanned Disruptions	Urgent Response Times - The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	21 mins
	• Resolution for urgent call-out	8 hrs	2 hr 42 mins
	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	9 hrs 22 mins
	• Resolution non urgent call-out	5 working days	11 hrs 27 mins
	Unplanned Disruptions - The performance measure target for disruptions.		
	• Minor disruptions (between 5 and 50 connections affected)	< 5	4
	• Major disruptions (more than 50 connections affected)	< 2	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:		Not yet measured
	• Drinking Water Clarity;		3
	• Drinking Water Taste;		1
	• Drinking Water Odour;	<32 / 1000 complaints received	0
	• Drinking Water Pressure or Flow;		0
	• Continuity of Supply		0
	• Council’s response to any of these issues.		0

Level of Service	Performance Measure	Target	2020/2021 YTD
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets council specifications (flow>10l/min & pressure>350kpa)	100%	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

2.1.1 Operations

Water Treatment

- There were no major issues relating to the operations at the 3 water treatment plants.
- It is noted that over-night water usage at Midhirst is very high. Investigations are ongoing.

Water Reticulation

- There were some minor reticulation disruptions in January.
- Water restrictions have been introduced.

Water Supply Health and Safety

- There were no health and safety incidents during the month.

2.1.2 Planning - Long Term Projects

- Council is in the process of finalising the routes selection and design 2nd trunk main. This project received stimulus funding from central government and physical works is expected to commence in May 2021. Iwi liaison has been initiated for resource consent with regards to the crossing of the Pater River at two locations.
- Audit NZ is currently completing the review of our *draft* Water Asset Management Plan 2021-2031.

2.1.3 Three Waters Reform – Request for Information

As part of the 3-Waters Reform, the Department of Internal Affairs (DIA) has requested information from all territorial authorities. All requested information has been completed and sent to the DIA. Initial feedback has been received, awaiting final assessment.

2.1.3 Three Waters Stimulus Funding – Request for Information

The DIA has also requested additional information as part of the stimulus funding granted to the Council to construct the 2nd Trunk Water Main. This information request was received in December and submitted to DIA in January.

2.2 Wastewater

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

Wastewater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2020/2021 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	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0
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	38 mins
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hr	1 hr 35 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Achieved to date -
	• Sewage odour		
	• Sewerage system faults		
	• Sewerage system blockages, and		9 received, 2 justified 0.87/1000
	• The territorial authority's response to issues with its sewerage system		

2.2.1 Operations:

Wastewater Treatment

- There were no disruptions to the operation of the oxidation ponds in January,
- Monitoring and sampling is ongoing in accordance / compliance with the Resource Consent conditions.

Wastewater Reticulation

- No sewer overflow occurred

Wastewater Health and Safety

- There were no health and safety incidents for the month during the period.

2.2.2 Planning - Long Term Projects

- Council is investigating the next phase in the wastewater oxidation pond upgrade, i.e. the Diatomix System. This installation is not due until May 2022.
- Audit NZ is currently completing the review of our *draft* Wastewater Asset Management Plan 2021-2031

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	2020/2021 YTD
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> • The number of flooding events that occur in a territorial authority district. "Flooding" in this context means stormwater entering a habitable floor 	0	0
	<ul style="list-style-type: none"> • For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system.) 	0	0
	<ul style="list-style-type: none"> • For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its stormwater system measured by the number of:	N/A	N/A Council does not hold consent for stormwater discharge
	<ul style="list-style-type: none"> • Abatement notices; 		
	<ul style="list-style-type: none"> • Infringement notices; 		
	<ul style="list-style-type: none"> • Enforcement orders; and 		
	<ul style="list-style-type: none"> • Convictions. 		
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	0 hrs

Level of Service	Performance Measure	Target	2020/2021 YTD
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system.	< 8	0

2.3.1 Operations

- There were no health and safety incidents for the month during the period.

2.3.2 Planning - Long Term Projects

Audit NZ is currently completing the review of our *draft* Stormwater Asset Management Plan 2021-2031.

2.4 Trade Waste

The following provides a summary of Trade waste Activities for the month of January:

- **Pond influent and effluent sampling** - Council's Trade Waste Officers have undertaken the monthly influent and effluent sampling of the wastewater treatment ponds, the results are yet to be received at Council.
- **Pond oxygen probes** - Maintenance of the dissolved oxygen probes is ongoing, the timings have been altered to increase the frequency and duration of automatic cleaning, and the fouling rate is being monitored. A replacement D.O probe for the outlet of pond 2 has been ordered, delivery expected within 8 weeks.
- **Backflow prevention** - inspections are ongoing, several sites have undertaken to install the devices and follow ups are occurring at sites yet to install them; the backflow prevention device register is being updated.
- **Trade Waste Site Inspections** - Site inspections assessing trade waste discharges are ongoing; grease recovery is the current focus.
- **Illegal wastewater connection** - An illegal wastewater connection point has been capped, further monitoring of the location is to occur to ensure it remains inaccessible.
- **Trade Waste Consent** - Consent has been granted to three bulk septage operators and one stock carrier. The Stratford Livestock sale yards consent investigation has begun, the discharges from the site are being regularly sampled and analysed by Council staff.
- **Consultation with the Department of Internet Affairs** - regarding the infringement offences scheme has commenced, the next step is to lodge a request for these regulations to be made with the Minister of Local Government, Hon Nanaia Mahuta.
- An *Erosion and Sediment Control Plan* for the new swimming pool complex earthworks resource consent has been prepared and submitted to the Regional Council.
- **Wastewater flow meter** verification has been completed.
- **Inflow/Infiltration** - Processes and documentation for storm water ingress to sewer have been created, inspections have been undertaken.

2.5 Geographic Information System (GIS)

The following provides a summary of GIS Activities for the month of January

- **Regional Collaboration** – Taranaki Regional Aerial photography Project (TRAPP) finalising areas of high resolution to be captured
- **AssetFinda Upgrade** – Go live is expected by the end of February.
- **Cemetery** – Queries binding Spatial and Authority data has been completed. Next step is to display the information in Intramaps for Service Centre team to authenticate and cleanse
- **3 Waters Reform** – Additional information has been requested. Data is being collated.
- **Finance** – identifying and mapping properties who should be contributing to the economic development rate.
- **Auditors** – providing asset financial information for auditors

2.6 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	2020/2021 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (municipal kerbside collection only) (kgs per annum)	<700kg	Achieved to date – 520kg (January – 523.8kgs phh)
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Not achieved to date – 24.3%
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>90%	96% as per 2019/2020 Annual Report

2.6.1 Planning – Bylaws, Policies and Meetings

- The *Regional Behaviour Change Strategy* is under development. This will provide a framework for education and community engagement initiatives to support waste minimisation.
- Audit NZ is currently completing the review of our *draft* Solid Waste Asset Management Plan 2021-2031

2.6.2 Contamination Levels Coming in at the MRF

The following graph covers the last 12 months contamination levels at the MRF. Contamination is holding steady at an average of 23% over the last 5 months. This level is still too high and initiatives are being put in place to try and reduce this level.

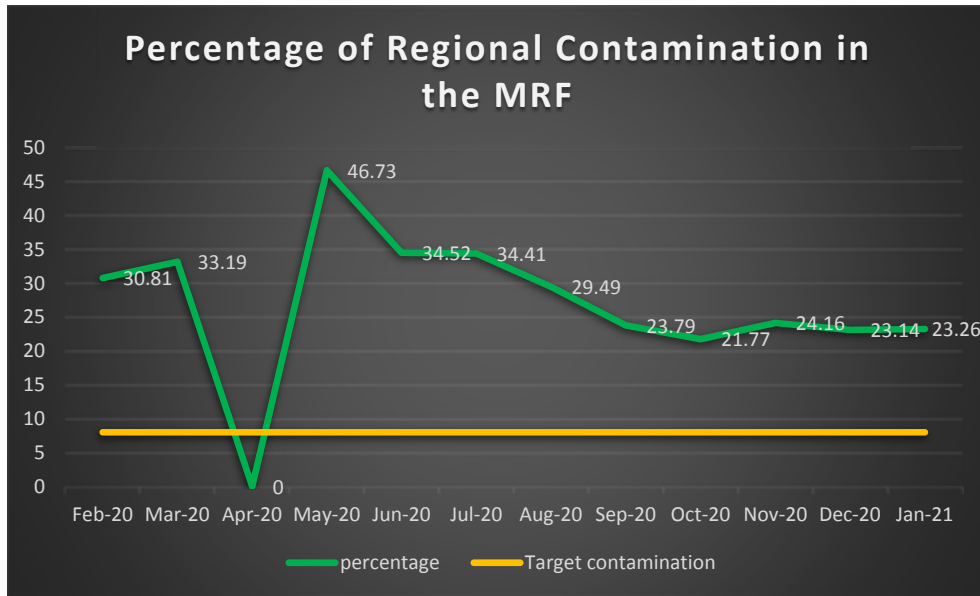


Figure 1: Percentage of Regional Contamination in the MRF

The MRF was closed over Covid-19 Alert Levels 4 and 3 resulting in no data for April 20.

It is safe to assume that the more communication regarding correct recycling that is sent out to the community, the more the contamination reduces. To keep this reduction going, a regular space in social media and in CentralLink will be planned.

The current *Taranaki Solid Waste Services Contract Management Plan* has been assessed to ensure the contamination going into the MRF is being managed as best as possible. The level of contamination in kerbside bins has also been reassessed and now any contamination over 10% of the bin contents is considered gross contamination, red tagged and not collected.

2.6.3 Waste Minimisation Initiatives

23/1/2021 - **Whangamomona Republic Day 2021** – SDC provided two waste stations in the village to support the community with the waste created by the event. This was the first time the stations were set up at the Republic Day and managing the waste for the first time was a great way to support the Whangamomona community with the waste created from this day.

20 heavy bags of waste were removed and transported to the Stratford Transfer Station. The contractor advised they were able to sort through the rubbish and recycle what they could.

We have learnt some things to be able to make the management of the waste stations better for future events. We learned:

- Contamination needs to be better controlled
- Better control over the weight of the bags for ease of removal and weighing of the waste
- We need to be able to get data to monitor diversion from landfill

This information will be requested in the new event application form that is being created, giving more responsibility to event holders to manage waste minimisation.



13.1



Figure 2 - Whangamomona Republic Day Waste Stations

2.6.4 **Upcoming Waste Minimisation Initiatives**

10-14 May 2021 - **AgRecovery Event**. This event is for the farmers of the district and enables farmers to register to dispose of plastics and empty chemical containers in an environmentally safe manner. AgRecovery will be holding one day events in New Plymouth, Stratford and Hawera. Stratford’s event will be held at the A&P Showgrounds. AgRecovery will be promoting the event through their channels and SDC will also promote through its channels.

2.6.5 **Weekly Recycling Bin Audits**

- The weekly recycling audit summary from 1 July 2020 to 25 January 2021 is provided in the chart below.

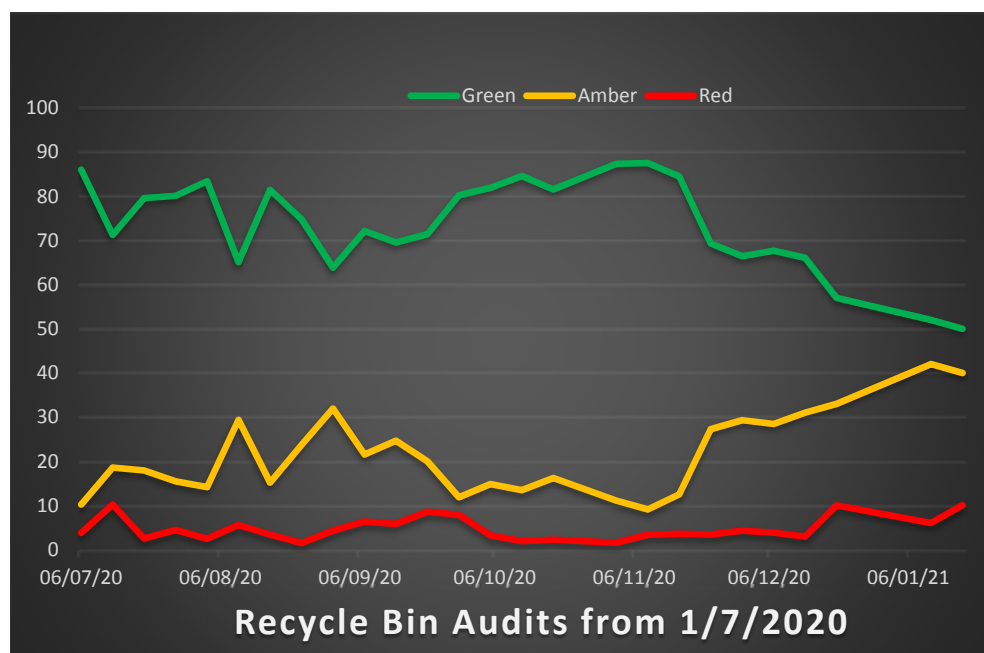


Figure 3: Waste Minimisation activities Completed, Planned and Under Consideration

- As at 31 January 2021 the amber tags are at 40% and the red tags are at 10%.
- The Solid Waste Team has met with EnviroWaste for the purpose of discussing the reduction of the contamination at the MRF. Since then, the kerbside audit standards have become tougher, resulting in higher percentages of amber and red tagged bins. The reviewed Solid Waste Contract Management Plan now contains a list of gross contaminates and this has also seen the red tag numbers increasing. Targeted areas in Stratford District, with highest red tags, are being monitored and as a result, the green tags have taken a huge dive in percentage, but this is a means to an end. To reduce the contamination at the MRF. Education is key to reducing the contamination level, which in turn results in less waste to landfill as truckloads of recycling that is grossly contaminated has to be sent to landfill.

Waste Minimisation Activities Completed, Underway or Planned				
Month	Activity	Description	WMMP Reference	Status
NOV 2020	Recycling presentation at the GreyPower Quarterly meeting	18/11/2020 – presentation to Grey Power senior citizens on correct recycling habits.	CP3	Completed
	A&P Show	27-28/11/2020 - 2 waste stations will be provided for the A&P Show. They will be manned by volunteers from a local community group with SDC donation to that organisation.	CP3 and L3	Completed
DEC 2020	Christmas Parade	4/12/2020 - Recycling and Waste Station will be placed in Prospero Place with the markets and manned by a volunteer organisation.	BC1	Completed
JAN 2021	Visit to the MRF in New Plymouth	19/1/2021 – Mike Oien and I visited the MRF to see the operations and see first-hand the type and amount of contamination the processors have to deal with and to start to think about ways to combat this at the kerbside.	CP3	Completed
	Whangamomona Republic Day	23/1/2021 - Support the committee with manned waste stations and removal of the waste.	CP3 and L3	Completed
FEB 2021	Events and waste minimisation plans.	Process, application forms and website information being developed for event organisers to create a waste minimisation plan. This will be done in conjunction with the Community Development Manager.	CP6	Underway
	Regional Zero Waste Taranaki Behaviour Change Strategy - Education Plan review	A new regional strategy is being developed to outline how the 3 district councils will approach behaviour change to work towards Zero Waste in Taranaki. This fits in well with our Waste Management and Minimisation Plan and the behaviour change actions. This will be ready for consideration by Council Members by September 2020. The Education Plan will be included in the strategy as an action.	BC1-BC6	Underway
MAY 2021	AgRecovery Event	Support for an AgRecovery event for Farmers to bring their old farm chemicals and plastics for recycling and safe disposal. Provide venue and promotion.	L3	Planned

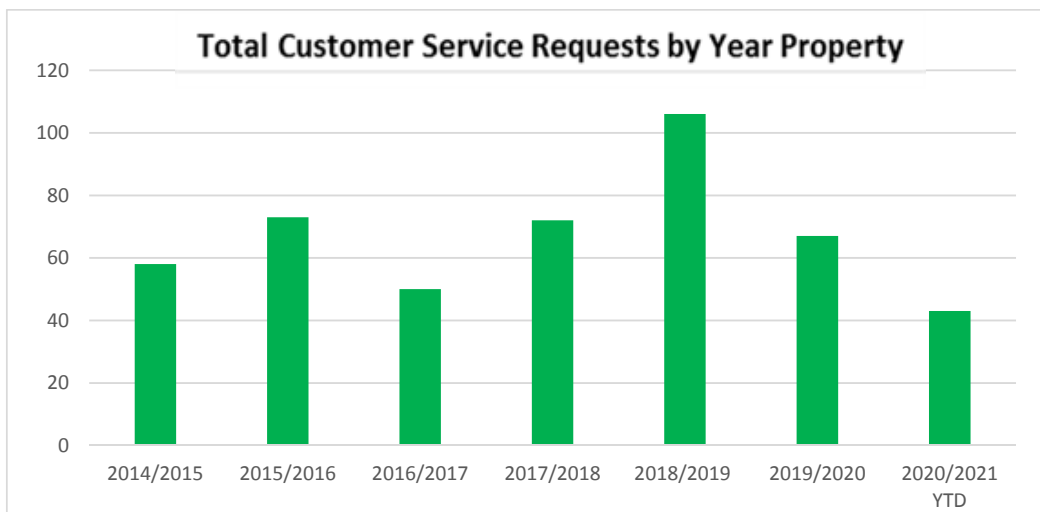
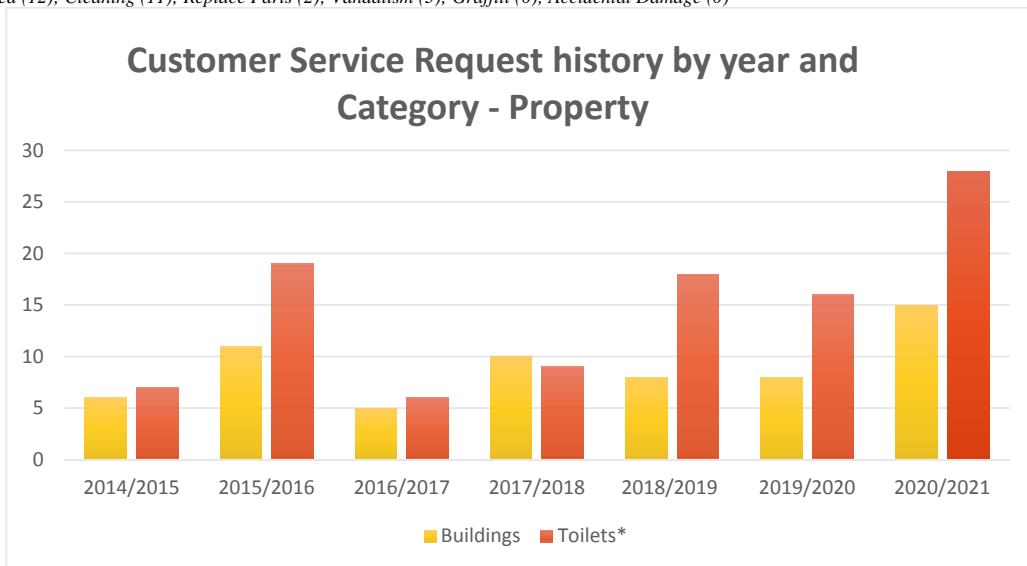
3. PROPERTY

The customer service request history for the Property Activity is shown below.

Table 1: Customer Service History – Property

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Buildings	6	11	5	10	8	8	15
Toilets*	7	19	6	9	18	16	28*
Total	13	30	11	19	26	24	43

*Blocked (12); Cleaning (11); Replace Parts (2); Vandalism (3); Graffiti (0); Accidental Damage (0)



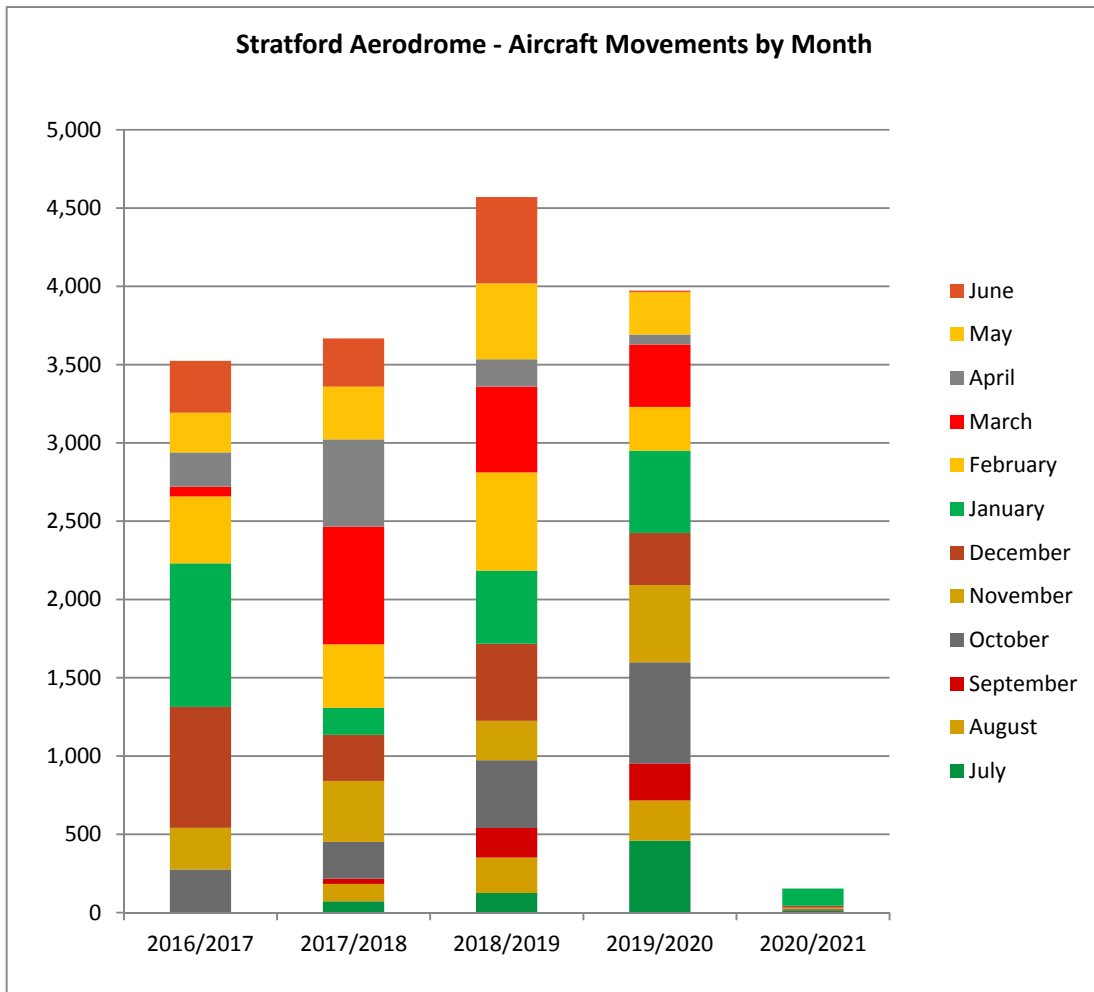
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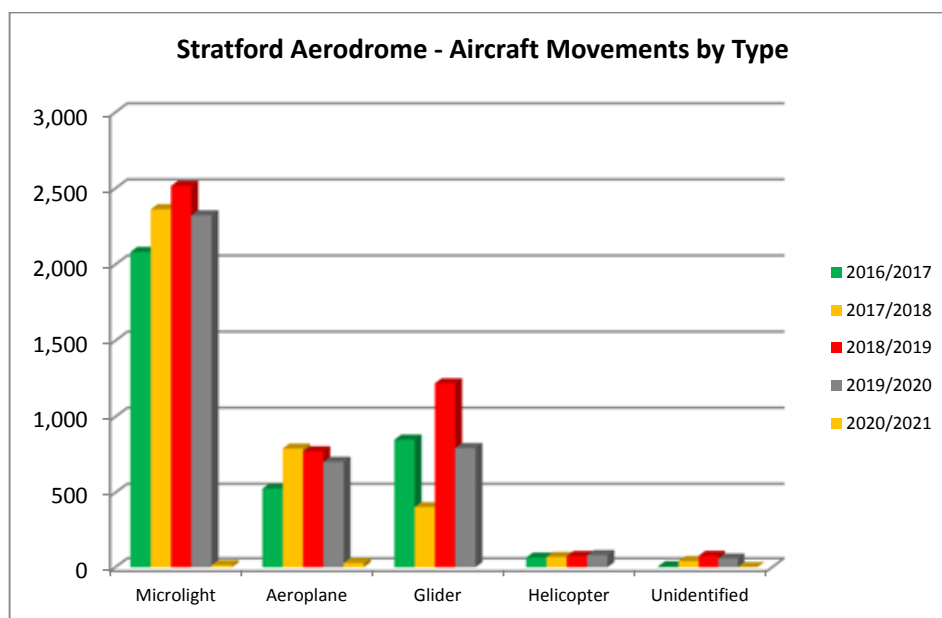
3.1 **Aerodrome**

The performance measure for the aerodrome is >70% customer satisfaction with the condition and maintenance of the facility. This is measured annually and reported at the end of the financial year. Aircraft movements at the Aerodrome by *Month* and *Type* are provided below.

The Aeroclub held their annual Open Day with a huge number in attendance. One of the highlights was the UH-60 Blackhawk which is the only one in New Zealand. Council Officers are in discussions with the Aeroclub to build a new hanger. A location has been agreed to and Council officers have now requested plans and costs.

A query was sent to AIMM requesting an explanation as to why we have been receiving extremely low numbers. AIMM responded that it was possible a radio aerial or cable had corroded such that only the strongest signals are received. AIMM has now changed over, at no charge to us, from AIMM-Lite to the fully transcribed AIMM-plus for the rest of February. This will give provide better data for the aerodrome usage.





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 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

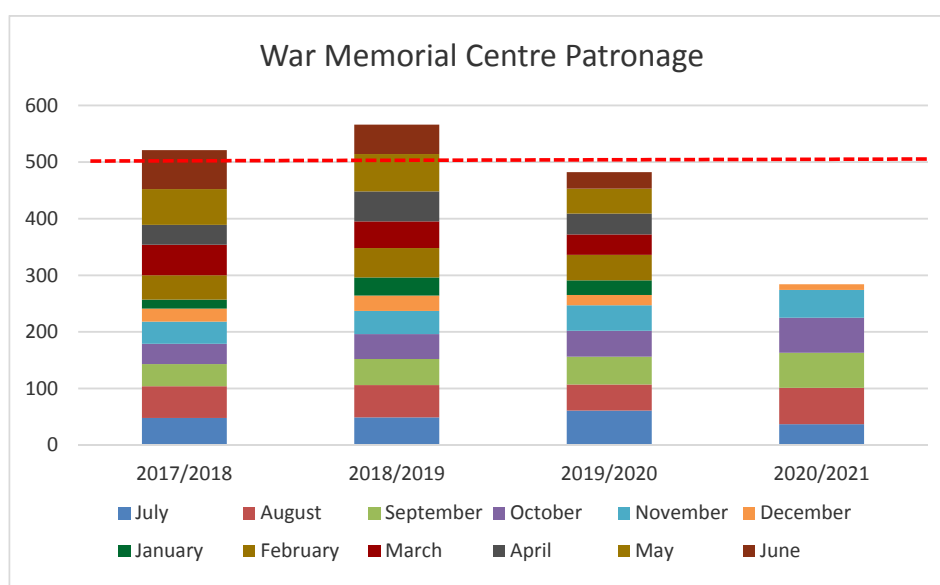
Unit	2015/16	2016/17	2017/2018	2018/2019	2019/2020	2020/2021 YTD
1	100%	100%	97%	100%	100%	100%
2	100%	100%	100%	100%	100%	100%
3	100%	100%	100%	100%	100%	100%
4	100%	100%	100%	100%	100%	100%
5	100%	100%	100%	100%	100%	100%
6	100%	100%	100%	100%	100%	100%
7	96%	100%	100%	100%	100%	100%
8	100%	100%	100%	100%	100%	100%
9	95%	100%	100%	100%	100%	100%
10	92%	95%	100%	100%	100%	100%
Total	98%	99%	100%	100%	100%	100%

The current occupancy rate for the months of November and December are 100% and therefore, achieve the performance measure of >95 %.

3.2.2 War Memorial Centre

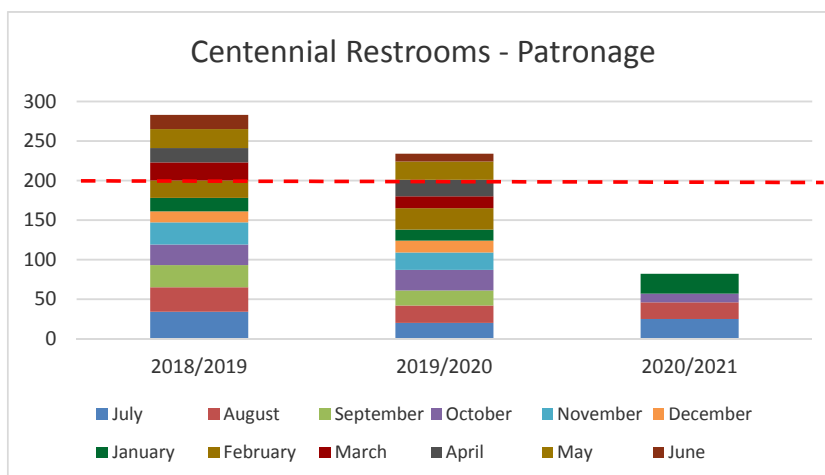
13.1

- The shovel Ready project is continuing and is on schedule:
 - Painting is now completed;
 - The vinyl has been laid in the foyer and toilets;
 - Carpet has been laid in the TSB Chambers;
 - New industrial Carpet Tile has been laid between the two self-opening doors
 - Re-glazing of the stadium will commence on the 18th February;
- No hireage this month due to the closure of the site for renovation.



3.2.3 Centennial Restrooms

- The Library held an *Escape Room* activity as part of their School Holiday Programme at the Centennial Rest Rooms, which was able to fit two Gazebos. Positive feedback was received.
- Users of the building now have access to WiFi.
- The chart below shows bookings to date with the target line of 200 in red.



13.1

3.3 Rental and Investment Properties

The Council’s Rental and Investment Properties are:

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

The Levels of Service are measured 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.

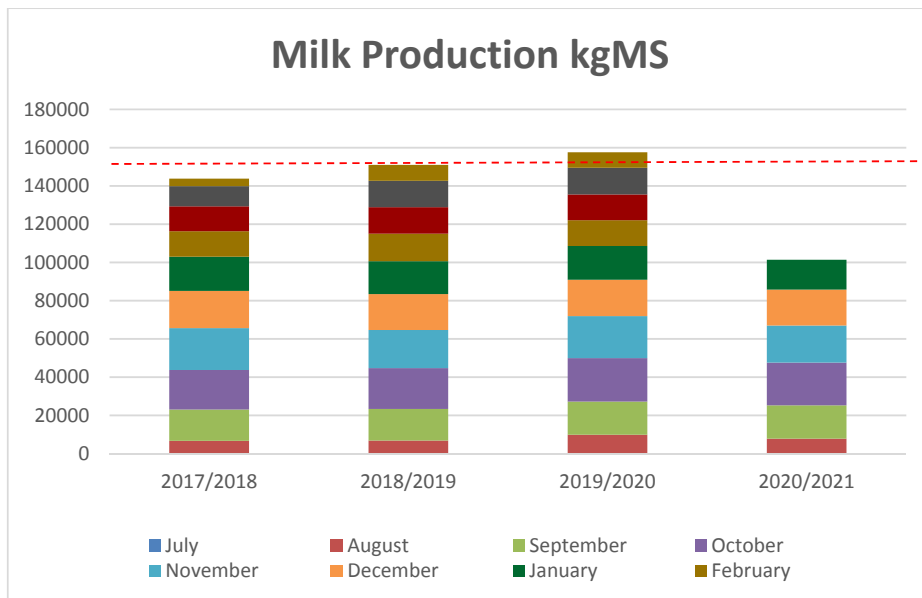
Level of Service	Performance Measure	Target
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5

The history of the Farm milk production and the Holiday Park patronage and occupancy rates are shown in the two charts below.

3.3.1 The Farm

- The chart below shows the farm is on track to achieve the milk production target of 150,000 kg.
- The Sharemilkers quarterly meeting was held in January.
- Construction work has commenced on the concrete pad at the farm.

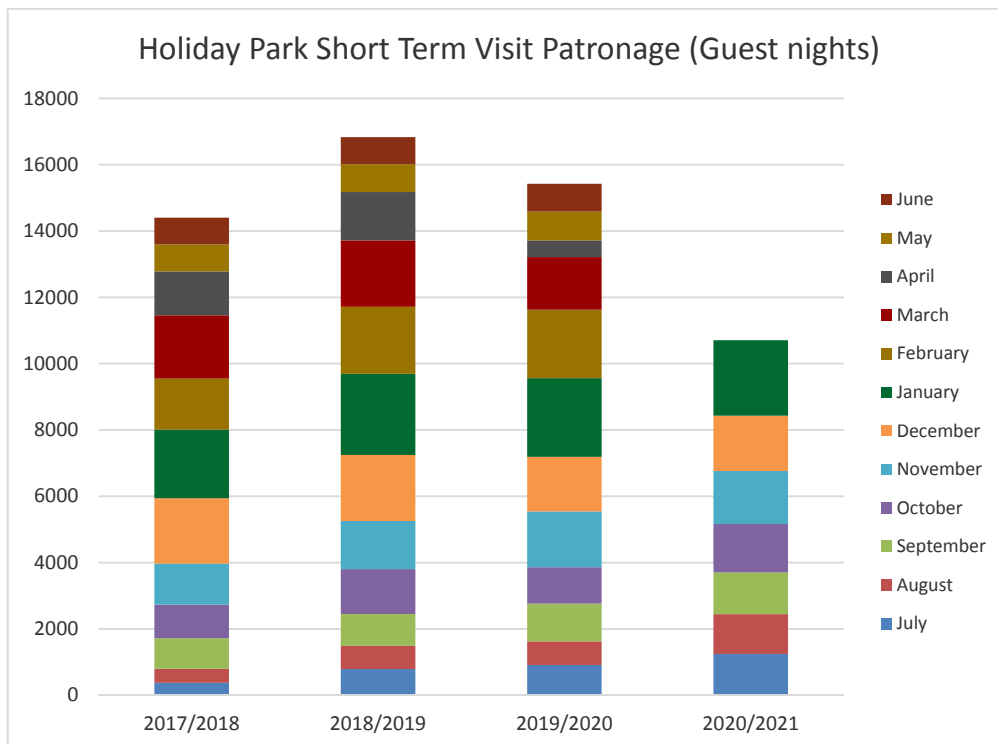
Milk Production Update

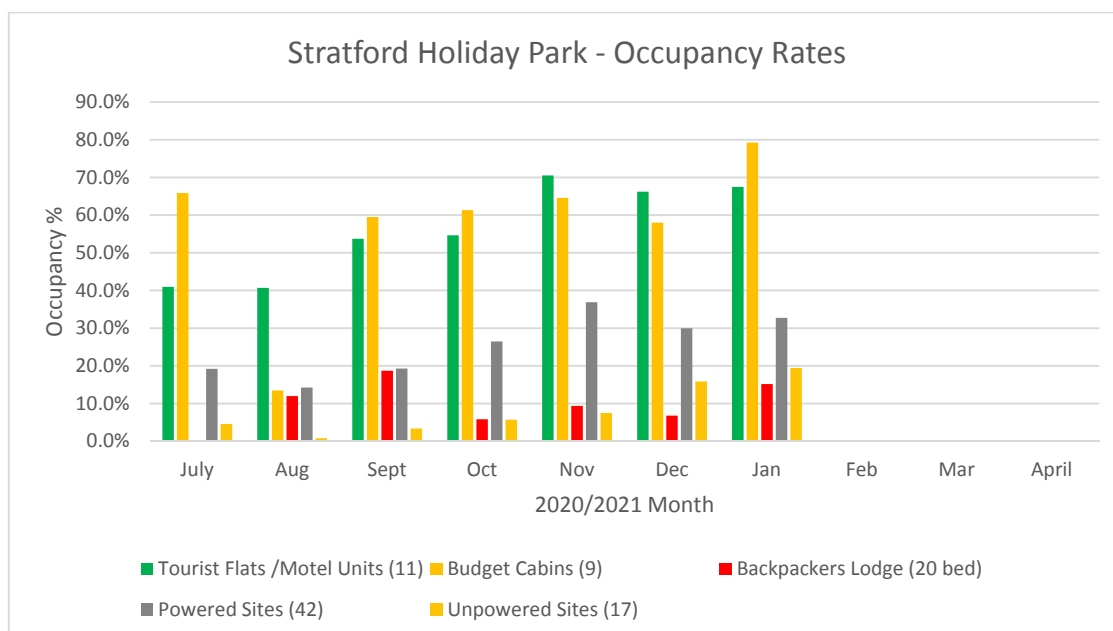


3.3.2 The Holiday Park

13.1

Numbers are climbing and the holiday park is going very well.





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 programmed for the year include:

- Eastern Loop Walkway entrance upgrade will commence February;
- Cardiff Walkway entrance upgrade and bridge upgrade to be completed in March;
- Lime Chip Path extension in King Edward Park will be complete in March
- Centennial Restroom plantings/upgrade to occur in April;
- Additional planting in Stratford hot-spots booked in for April;
- Arboretum Project (in conjunction with the Percy Thomson Trust) to be complete before the end of the financial year.

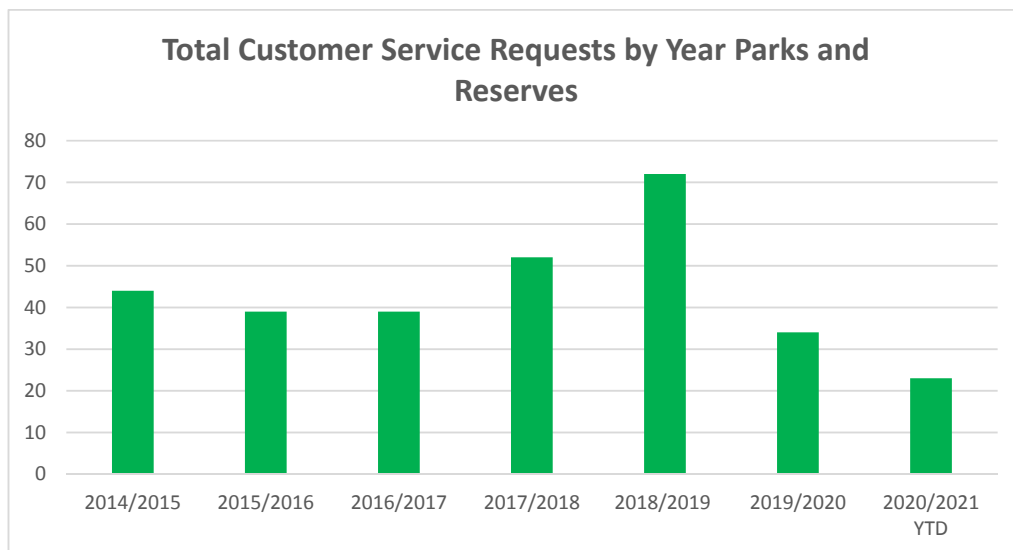
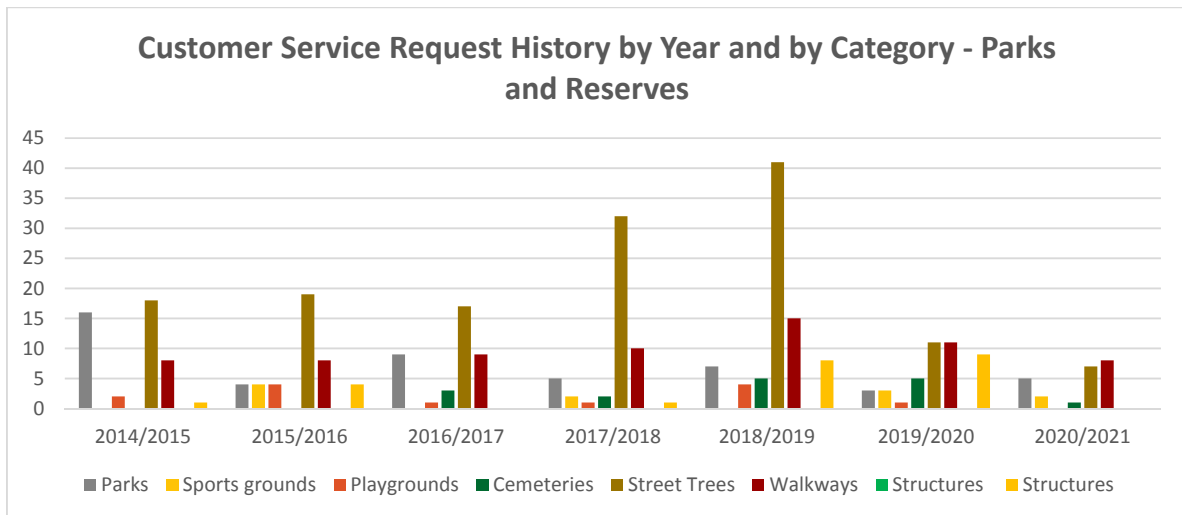
Level of Service	Performance Measure	Target
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40
	Percentage of Stratford residents satisfied with:	
	• Parks;	>80%
	• Sports fields;	>80%
Safe playgrounds are provided	All playgrounds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

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

Customer Service Request History for Parks and Reserves

Table 2: Customer Service History – Parks and Reserves

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Parks	16	4	9	5	7	3	5
Structures	1	4	0	1	8	9	
Sports grounds	0	4	0	2	0	3	2
Playgrounds	2	4	1	1	4	1	
Cemeteries	0	0	3	2	5	5	1
Street Trees	18	19	17	32	41	11	7
Walkways	8	8	9	10	15	11	8
Total	45	43	39	53	80	43	23



13.1

5. SPECIAL PROJECTS

Below is an update on the progress of the key projects that the Council is currently undertaking as at **31 January 2021**:

- **Pembroke Road land development**
This project has now been completed in terms of construction and all sections in the Pembroke Road subdivision are now either sold or under contract. To date 28 of the sale and purchase agreements have settled while the remaining 5 are subject to unconditional contracts that will settle later this year.
- **Replacement Aquatic Facility**
A Design and Build contract has been let to Apollo Projects and the design component is well underway. Applications have been lodged for resource consents (SDC for land use and TRC for discharge). Construction is due to commence in late February 2021.
- **Children's Bike Park**
The contract for the construction of the principal components of the bike park has been let to Inframax and construction has commenced. The scope of the proposed pump track has increased, a contract for the design and build let to Southstar Trails and design is underway. Public toilets have also been added to the project scope and a contract has been let to Exeloo for the supply of this component. The bike park component of the project is proceeding well towards its scheduled completion in early April while the likely completion date for the pump track and public toilets is July.
- **i-SITE relocation**
A contract has been let for the manufacture and installation of the necessary furniture. The AA components have been completed and installed and the remaining furniture is due in February. However the relocation has been completed utilising temporary furniture meantime.
- **Midhurst 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 and a further report will be brought before Council once negotiations have been concluded.
- **Whangamomona walkways**
These walkways (Te Awa o Maru) have been constructed through the Kingheim forestry block at Whangamomona. Officers continue to be wait 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. A Memorandum of Understanding relative to their maintenance obligations has recently been concluded with the land owner to supplement the easement agreement with the Walking Access Commission. The principal delay in this project has been the survey of the walkways to enable the granting of the easement. This survey has recently been approved by LINZ so we may now see some progress to completing the formalities that will enable erection of signage and opening the first section of the walkway.
- **New Water Trunk Main**
Liaison with landowners continue. Iwi consultation on-going.
- **Community Hall Upgrades**
All work, aside from the War Memorial Centre, has been completed on the community hall upgrade projects as funded by the Provincial Growth Fund. The work completed on the rural halls is as follows:
 - Whangamomona Hall – installation of heat pumps
 - Kohuratahi Hall – replacement roofing sheets
 - Makahu Hall – replacement of a secure storage facility
 - Tututawa Hall – exterior repairs. Kitchen upgrades and painting of interior and exterior of building
 - Douglas Hall – roof replacement



Victoria Araba
DIRECTOR – ASSETS



[Approved]
S Hanne
CHIEF EXECUTIVE

DATE: 16 February 2021

MONTHLY REPORT



F19/13/04 – D21/3535

TO: Policy and Services Committee
FROM: Director – Community Services
DATE: 23 February 2021
SUBJECT: REPORT FOR THE MONTH OF JANUARY 2021

RECOMMENDATION

THAT the report be received.

_____/_____
Moved/Seconded

13.2

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

1. **HIGHLIGHTS**

- Discovery Trail – Kids Icon Hunt Competition
- Youth Council Applications Open – 18 January
- Whangamomona Republic Day – 23 January
- Prospero Markets – 30 January

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	2020/21 YTD
Number of community events organised	Minimum 2	<ul style="list-style-type: none"> • Puanga • Chunuk Bair Commemoration • MTFJ Workforce Programme Presentation • Scarecrow Trail • Trade Graduation Ceremony • Mayoral Gifts • MTFJ Work Ready Week
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"> • SDYC 'Get Off the Bus' Big Hero 6 and Robotics Workshop • Meet the Candidates Evening • Youth Council Thank You Evening
Events Council has provided or supported are measured	2	<ul style="list-style-type: none"> • Prospero Market • Keep NZ Beautiful Clean Up • Dirty Detours • Stratford A&P Show • Christmas Parade • Whangamomona Republic Day
Business mentoring and economic development support is available	Venture Taranaki Quarterly Report received	1
Provide administration support to the Stratford Business Association meetings	11	6

13.2

2.3 **Youth Council**

Youth Council applications opened on Monday 18 January and will close on Tuesday 16 February. All applicants will be interviewed and those successful will be sworn in on Tuesday 2 March. Five Youth Councillors will continue into the new term and 10 available slots will need to be filled.

2.4 **Civic and Community Events**

Completed:

- Discovery Trail – Kids Icon Hunt Competition
- Whangamomona Republic Day – 23 January
- Youth Council Application Process
- Prospero Market – 30 January

Coming Up:

- Summer Nights Concert – 13 February
- AmeriCARna Stratford Stop Off – 26 February
- Prospero Market – 27 February

- Summer Nights Movies – 28 February
- Neighbours Day Campaign – 20 to 30 March.

2.5 **Community Projects and Activity**

2.5.1 **Mayors' Taskforce for Jobs (MTFJ)**

Registrations

	January	YTD
Young People Registered	6	112
Businesses Registered	2	27

Employment

	January	YTD
Young people placed into employment	3	23
Young people received support and found work themselves		9
TOTAL		32

Four of the 10 young people that participated in the Work Ready Week facilitated by KiwiHost in December have successfully secured work in Stratford. This is a great successful outcome from this course.

A mini careers expo is being planned for May 2021 in collaboration with the High Schools.

Working with MSD to deliver four workshops in March / April to equip more young people with skills in traffic management, food safety, first aid and work safe.

2.5.2 **Whangamomona Republic Day**

Promoted as the opportunity 'to leave the country without leaving our shores', Republic Day was a great opportunity to showcase the uniqueness of the local community. The day featured annual activity such as the sheep race, gut buster and presidential elections which always prove to be a hit with the spectators. Members of the Community Services team provided support leading up to and on the day of the event.

2.5.5 **Stratford Discovery Trail**

Progress on the Discovery Trail continues. Over the Summer Holidays the community were encouraged to discover Stratford by completing the Kids Icon Hunt to be in with a chance to win 1 of 5 \$100 prize packs.

2.6 **Funding**

2.6.1 **Creative Communities**

The second funding round for the 2020/21 year will open for applications from 8 March – 9 April and the committee will meet on 28 April.

2.6.2 Sport New Zealand Rural Travel Fund

Round two of the Sport New Zealand Rural Travel Fund will open from 22 February – 19 March. The assessment committee will meet on 6 April.

2.7 Positive Ageing

The first meeting for the year has been scheduled for Wednesday 10 February.

Planning is underway for the next forum to be held in March with letters sent to the Minister for Seniors, Dr Ayesha Verrall and other regional agencies inviting them to speak on the day.

2.8 Stratford Business AssociationMemberships

End of January TOTAL	134
----------------------	-----

Business After Five events

These are re commencing in February 2021.

Coming Up:

- AmeriCARna – Friday 26 February
- Business After 5: Wheelhouse, Tuesday 16 February
- Business After 5: Verdigris, Wednesday 17 March

3. COMMUNICATIONSPerformance Measures (*Performance Measures in bold*)

	Target	2020/21 YTD
The number of visitors accessing Council information and services via the internet is measured	Not less than previous year 2019/20 – 50,411	33,738
The community is satisfied with how Council keeps them informed	>85% 2019/20 – 79%	

3.1 Highlights

Three Central Link updates were produced in January. These are printed in the Stratford Press and shared online at www.stratford.govt.nz and on Council's Facebook Page weekly.

Central Link focus for January:

- Summer Nights promotion
- Republic Day promotion
- Kids Icon Hunt promotion
- Stratford District Youth Council applications open
- Mayors Taskforce for Jobs update
- Water fountain donation
- Councillors back into meetings – what's coming up this year
- Library stepping up programme
- Prospero Markets.

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

- Celebrate the Republic of Whangamomona
- Stratford District Youth Council applications open now
- MTFJ Workforce Programme exceeds 100 youth registrations
- Councillors back around the table for 2021
- Shaun Preston set to take the stage at Summer Nights
- Water restrictions in place for Stratford.

Website Page Views for 1 – 31 January 2021

Total number of users for the month	4,727 ↑
Total number of page views for the month	15,258 ↑
Top 10 pages visited for month	Page views
Home Page	2,213
Rubbish and Recycling	744
Cemetery Search	667
Library	565
TSB Pool Complex	561
Fees and Charges	319
District Plan	316
Glockenspiel	272
Contact Us	242
A-Z Services	225

3.3 **Official Information Requests**

For the 2021 calendar year, Council has received five Local Government Official Information and Meetings Act (LGOIMA) requests.

The below table includes the LGOIMA's received for the month of January 2021:

Date Received	Query	Due Date	Date Responded	Days to Respond
13/01/2021	Geospatial datasets request regarding Significant Natural Areas (SNA) and Outstanding Natural Features and Landscapes (ONFL)	10/02/2021	15/01/2021	2
14/01/2021	Long Term Plan consultation	11/02/2021	3/02/2021	14
27/01/2021	List of landfills	24/02/2021	28/01/2021	1
29/01/2021	Landfill space	1/03/2021	9/02/2021	7

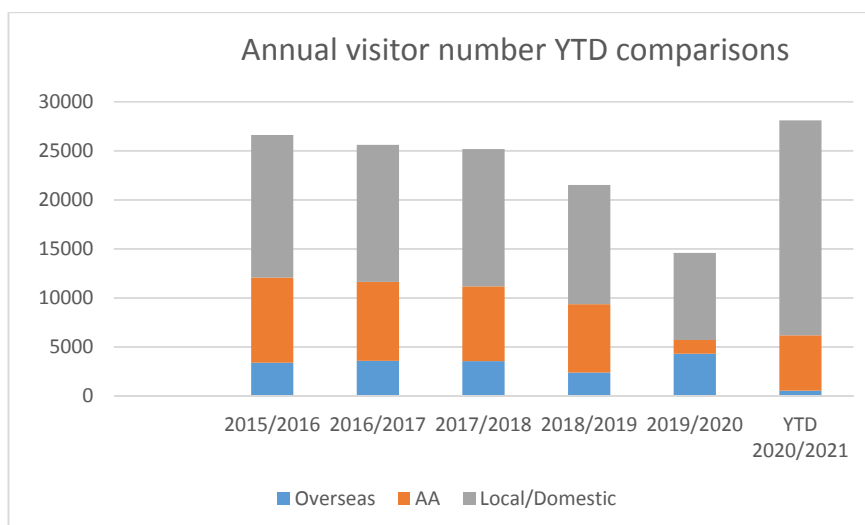
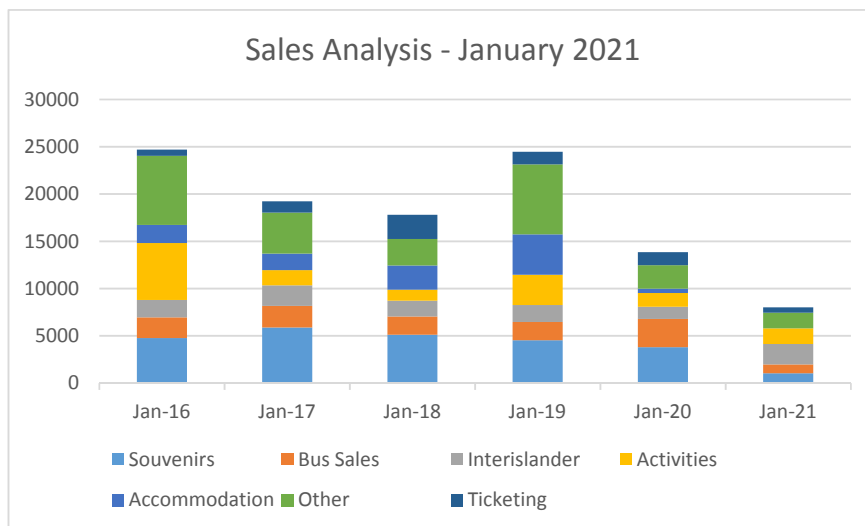
4. **INFORMATION CENTRE**

Performance Measures (*Performance Measures in bold*)

	Target	2020/21 YTD
Number of people into the Information Centre is measured	>40,000	28,110*
Number of users of AA Agency Services is measured	>10,000	5,652
Percentage customers are satisfied	>75%	

* Figure now includes library door count data.

Tourist numbers remain low. Door counts across New Zealand iSITES are down 60% on average, with spending also following that trend. Domestic tourists are mostly seeking information about walks and the mountain.



13.2

5. LIBRARY

Performance Measures (*Performance Measures in bold*)

	Target	2020/2021
Number of people visiting the library is measured	>90,000	35,103*
Users satisfied with library services	>80%	
Number of people accessing the Wi-Fi service is measured	>15,000	13,433
Number of people accessing the People's Network is measured.	>10,000	3, 571

*figure now includes i-SITE and AA visitors

- The Summer Reading programme finished on 26 January with 30 children completing the programme this year. This is a lower completion rate than previous years. Feedback from parents was that 20 minutes a day was too long. Children who completed the programme were treated to a party with a sausage sizzle provided by Rotary and a magic show.
- The summer activity programme was extremely well attended:
 - 80 adults and children attended the Whizz Bang Science Bubble show
 - 21 children attending the Bubbles Everywhere programme.
 - Thirteen children attended a session to make juggling balls and facepaint.
 - Fifty children attended Circus in a Flash which was a Pokemon themed circus show with an opportunity for children to learn circus tricks afterwards. Everyone appreciated the increased space to move the newly grassed area in Prospero Place offers.
- Craft group, books groups and the Justice of the Peace service desk continued to run throughout January.

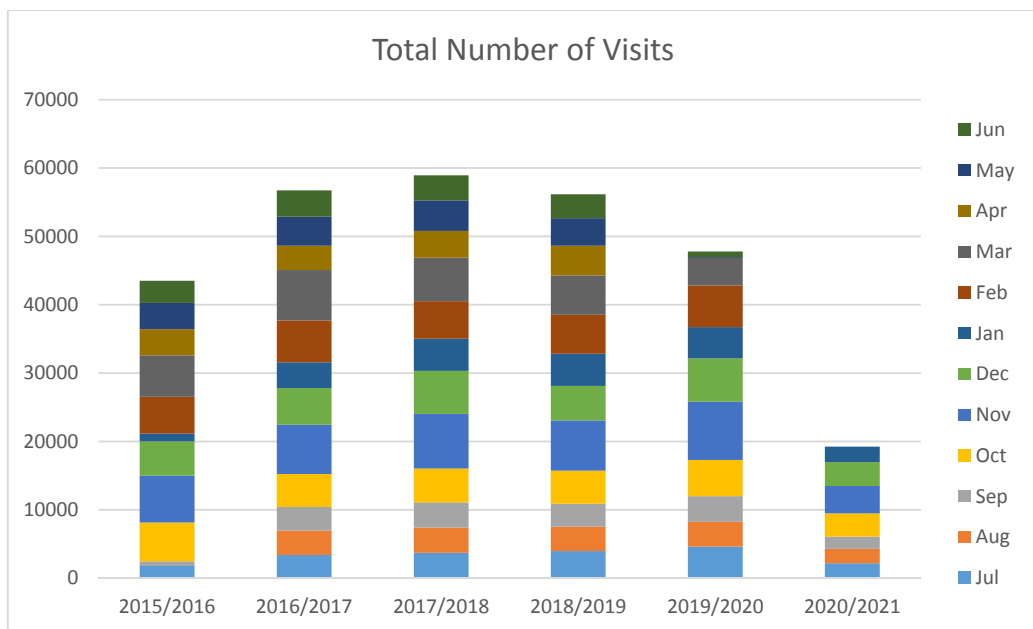
6. POOL COMPLEX

Level of Service Category	Performance Measure	Target	2020/21 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	29
	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	19,238

6.1 Highlights for January

- January saw a total of 2,258 patrons through the facility.
- Events that took place in January included Flyers Swim Camp, Flyers Holiday Lessons, TSB Pool Complex Group Fitness classes, Summer Holiday inflatables, School Holiday programmes such as Bigger Steps, birthday parties and the annual Safe Community Trust block swimming lessons with the TSB Pool Complex instructors.

- The Safe Community Trust swimming lessons are organised by the Safe Community Trust and funded by Contact Energy. These lessons run for five consecutive 30 minute lessons, and were offered free to 67 children from the Taranaki district. These lessons were designed to support young tamariki to build confidence in and around the water and work on key survival skills such as floating, propulsion, and rotation. The way the programme offered five consecutive lessons differed to previous years where it has been run with lessons twice a week over three weeks. This change in structure worked better for the families, and instructors saw greater progression from the swimmers.
- The annual PoolSafe inspection was completed on 26 January. The inspection went well overall, with a few new requirements that need to be implemented such as a parent to child ratio, before the 2021 accreditation will be awarded. These changes will be made over the coming weeks.



13.2

Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES

Sven Hanne
CHIEF EXECUTIVE

DATE: 16 February 2021



MONTHLY REPORT

TO: Policy and Services Committee
FROM: Director – Environmental Services
DATE: 23 February 2021
SUBJECT: REPORT FOR THE MONTH OF JANUARY 2021

RECOMMENDATION

THAT the report be received.

/_____
Moved/Seconded

13.3

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

1. OVERVIEW

Six building consents were received in January. These included:

- Two new dwellings, one relocation, one fire and a new sewer connection.
- One commercial application was received – for alterations/additions which was later withdrawn.

We have started 2021 with a slightly lower number of applications than in 2020. This has followed a busier than usual period for the second half of 2020. At printing of this report there had been as many applications for building consent in the first two weeks of February than the total number received in February 2020 so it looks like January may be a short term quieter period rather than a drop in development activity. There are still strong levels of customer inquiry about subdivision.

2. STRATEGIC/LONG TERM PLAN PROJECTS

Work is continuing on reviewing the Council's bylaws.

- The Control of Advertising Signs Bylaw has been out for consultation with the hearing being held prior to the February Policy & Services Committee Meeting.
- The Public Places and Nuisances bylaw is currently out for consultation.
- Drafting work is underway on the Scaffolding and Deposit of Building Materials Bylaw and a new Liquor Bylaw.

Works are continuing on the various street numbering and naming projects in the district. Regan Street and Page Street Extension will be the next areas to be addressed.

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 DEC
Building Control Authority	
Building Consent Applications	6
Building Consents Issued	7
Building Consents Placed on Hold	0
Inspections completed	69
Code Compliance Certificate Application	7
Code Compliance Certificate Issued	7
Code Compliance Certificate Refused	0
Number of Building Consents Received in Hard Copy	1
Number of Buildings Consents Received Digitally	5
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	2
Land Use Consents Granted	0
Subdivision Consents Received	5
Subdivision Consents Granted	4
223/224 Applications Received	2
223/224 Applications Granted	3
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	4
Resource Consent Placed on Hold or Returned	0
LIM's Received	2
LIM's Granted	2
Registered Premises Inspected for Compliance under the Food or Health Act	7
Health or Food Act Complaints Received and responded to	1
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	0
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	5
Bylaw Complaints Received and responded to	23
Dog Complaints Received and responded to	26

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 this project has been reprioritised to align this project with statutory requirements.
	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

One Notice to Fix was issued in January.

5.1.2 Lapsed Consents

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

No building consents have lapsed and no warning letters were issued in January.

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

Incident	Occurrence this month
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.	We are currently working on a full review of the building consent authority's Quality Assurance Manual.

5.1.4 Training needs analysis

No training was completed in January.

5.1.5 Internal audit/external audit timetable

International Accreditation New Zealand (IANZ) will conduct an audit of the Council's Building Consent Authority in April 2021.

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness

No Compliance Schedules were issued in January 2021. 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

No inspections were completed in January 2021.

5.2.4 Non Standard Site Register Maintenance

No new sites were added to the non-standard site register in January 2021.

5.2.5 Notices to Fix/Other Compliance as a Territorial Authority

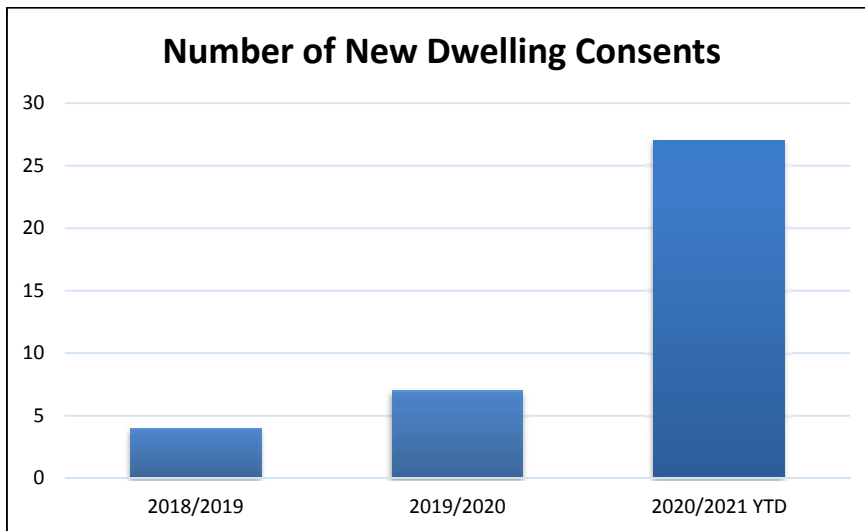
One Notice to Fix action remains in place.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

Type	This Month	January 2020	2020/2021 Year to Date	2019/2021 Whole Year
New Dwellings	2		27	29
Relocated dwellings	1		12	9
Relocated buildings other than dwellings			0	0
Fires	1		25	49
Pole sheds/accessory buildings		5	28	39
Additions and alterations – residential		2	28	45
New Commercial buildings		1	3	2
Additions and alterations – commercial	1	2	9	14
Other/miscellaneous	1		14	17
Certificate of Acceptance			3	0
Total/s	6	10	149	204

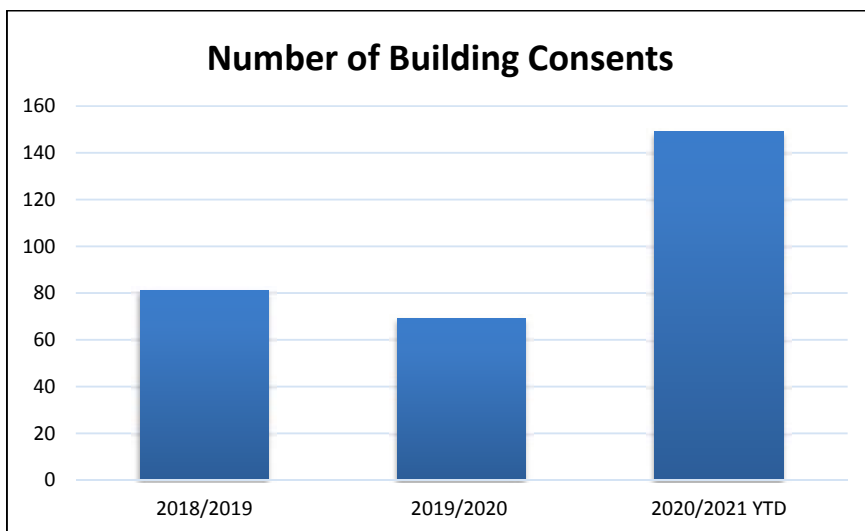
New House indicator by year



Year to date	New Dwellings
2018/2019	4
2019/2020	7
2020/2021 YTD	27

13.3

Consent numbers by year



Year to date	Building Consents
2018/2019	81
2019/2020	69
2020/2021 YTD	149



B Sutherland
DIRECTOR - ENVIRONMENTAL SERVICES



[Approved]
S Hanne
CHIEF EXECUTIVE

DATE: 16 February 2021

MONTHLY REPORT



TO: Policy & Services Committee

F19/13/04 – D21/5269

FROM: Director – Corporate Services

DATE: 23 February 2021

SUBJECT: CORPORATE SERVICES REPORT

RECOMMENDATION

THAT the report be received.

_____/_____
Moved/Seconded

13.4

1. FINANCIAL MANAGEMENT

Reports attached, as at 31 January 2021, are:

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

1.1 SUMMARY OF FINANCIAL RESULTS AND PROGRESS

Operational Results – January Year to Date (YTD)

Revenue is currently above budget by \$3,015,309 at \$16,412,085. Expenditure is slightly under budget by \$32,619, at \$11,220,278. With a YTD net surplus of \$5,191,807, compared to a budgeted YTD net surplus of \$2,143,879.

The YTD net surplus is made up of capital revenue (\$5,615,413) including subdivision section sales \$2.6m, provincial growth funding \$2.7m, and NZTA funding \$0.3k.

Revenue

User charges are above budget by \$103,475 for the YTD due to building control and resource consents revenues up as a result of higher than expected activity in these areas. Rates penalties, solid waste revenue, and roading revenue are also higher than budget.

Expenditure

Expenditure is slightly under budget, with finance costs (interest) under budget by \$145,756 due to lower than expected debt levels and interest rates, the variance will reduce going forward with an increase in gross debt. All other categories of expenditure are slightly over budget.

Capital Expenditure Report

This financial year 2020/21, marks a significant year for capital expenditure projects, with a total available budget of \$26,086,092. Note – this has now been reforecasted down to \$16,267,343.

As at 31 January, \$4,176,763 (26%) of the **reforecasted** capital budget has been spent. It is likely that the reforecasted capital budget will need to be adjusted downwards again as we are currently 58% of the way through the year already. The capital expenditure report outlines what stage each project is at.

Capital projects that are not expected to be delivered by the end of the financial year, but are expected to still go ahead have been included in the capital budget for Year 1 of the Long Term Plan 2021-31.

13.4**1.2 TREASURY MANAGEMENT**

Gross Council debt has increased to \$22,700,000 as a result of new borrowings with the LGFA of \$7,200,000.

Net debt is \$6,520,000 as Council has \$9,000,000 on term deposits with registered NZ banks, and a \$7,180,000 loan to the A&P Association.

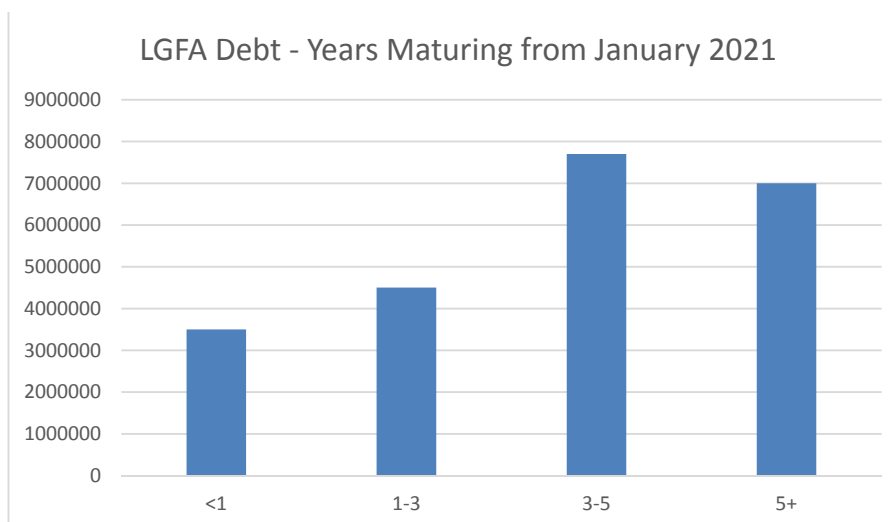
The weighted average interest rate for debt is 2.18% (average 6 year term), and the weighted average interest rate for financial investments is 1.23% (average 1.4 year term).

Council has **\$2,000,000 of floating debt maturing in April 2021** currently paying 1.09% interest, and **\$1,500,000 of fixed debt in maturing May 2021** currently paying 2.62%. It is proposed to refinance \$3,000,000 only.

Current indicative interest rates are leading to a potential scenario for refinancing in April/May 2021 below:

Refinance \$1,000,000 for 6 years at 1.56% fixed
Refinance \$2,000,000 for 5 years at 1.40% fixed

This will bring our weighted average interest rate on debt down to 2.15%, provide greater certainty of interest costs over a longer timeframe, and reduce credit (refinancing) risk. Repaying \$500,000 of debt will give Council the capacity in future to borrow more if necessary.



All internal, and Local Government Funding Agency (“LGFA”), covenants were met as at 31 January 2021, except for the Maximum Investment with Counterparty limit. This limit has been breached as Council Officers assessed the risk of doing so, against the benefit of the higher interest rates received and found that the risk was minimal – the term deposits are with Westpac bank and are all maturing within the next 120 days.

13.4

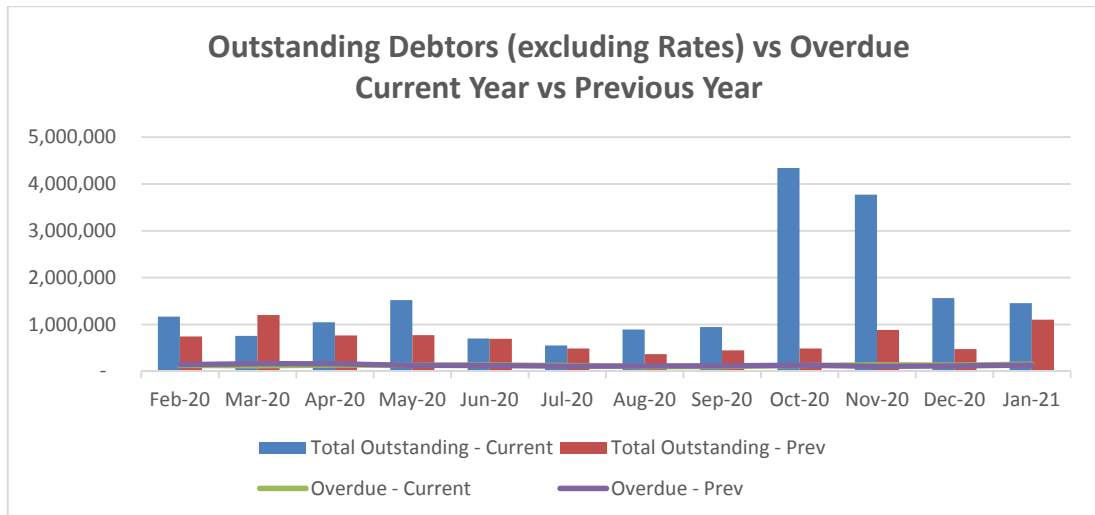
	Actual	Policy
Actual Fixed Debt	91%	>60%
Actual Floating Debt	9%	<60%
Fixed 1-3 years	20%	10-60%
Fixed 3-5 years	34%	10-60%
Fixed >5 years	31%	5-60%
Debt Matures 1-3 years	20%	10-60%
Debt Matures 3-5 years	34%	10-60%
Debt Matures > 5 years	31%	10-60%
Debt Servicing to Revenue Ratio	1%	<10%
Debt to Revenue Ratio	24%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$688	<\$3,000
Net Debt per Ratepayer	\$1,376	N/A
Maximum Investment with Counterparty	\$7,000,000	\$4,000,000

Cashflow Forecast

There are no concerns about a shortfall in cash over the next 12 months and it is unlikely that any new borrowing will be required in the next 12 months, instead officers are proposing to repay \$500,000 in debt by May 2021. Council officers will invest any surplus cash on term deposits to ensure a safe return can be generated in the meantime.

1.3 DEBTORS COLLECTION

The total debtors balance is much higher than previous years/months as outstanding receivables such as subdivision section sales that have gone unconditional but not yet settled, and PGF Funding granted and invoiced are included. Debtors outstanding will reduce as these extraordinary debtor accounts are settled.



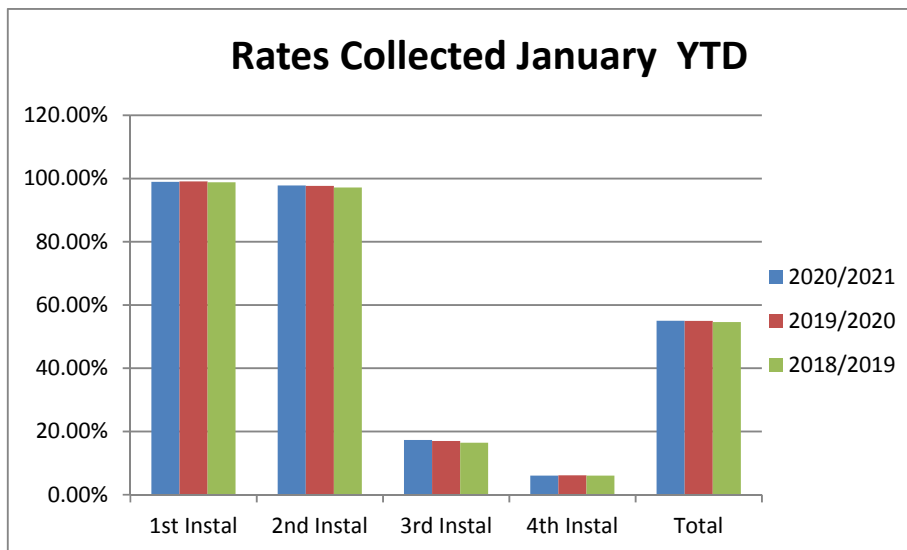
13.4

2.0 RATES

The collection rate of rates arrears is improved on the previous year due to the collection efforts by staff on some older arrears.

Rates Arrears (owing from 2019/20 year and earlier) \$26,670 – As at 31 January 2021, 89% of rates in arrears have been collected since 1 July 2020 (2019: 86%).

Current Year Rates – As at 31 January 2021, 55% of rates had been collected (2020, 55%). A third of all district ratepayers are now paying their rates by direct debit.



3.0 INFORMATION TECHNOLOGY AND RECORDS

- The new website build is on track and project completion is within a week of original schedule. User training is underway and expecting User Acceptance Training to be completed by 12 Feb 2021. Project is 60% complete.
- Migration of our Managed Service environment from NEXTDC datacentre to Microsoft Azure takes place 16th February. Workshops are planned for the second phase to redesign and implement Open Architecture and adopt Office 365, Exchange online, an Intranet and Single Sign On to reduce the amount of passwords people use for systems.
- The past month Officers have been busy keeping on top on a number of new security vulnerabilities that have required quite a bit work to update and maintain several hundred user devices front facing network infrastructure security devices. This is quite common this time of year, before and after Christmas.
- Building Permits scanning project is now at 50% complete and total Property File completion has moved to 79% complete.



Tiffany Radich
DIRECTOR – CORPORATE SERVICES



Approved By:
Sven Hanne
CHIEF EXECUTIVE

DATE: 16 February 2021

Statement of Comprehensive Revenue and Expense

For the Year to Date - January 2021

	January '21 Actual YTD	January 21 Budget YTD	Variance YTD	Total Budget 2020/21	January '20 Actual
Revenue					
Finance Revenue	\$55,191	\$80,908	(\$25,717)	\$138,700	\$57,175
NZTA Roothing Subsidy	\$2,222,012	\$2,138,383	\$83,629	\$3,665,800	\$1,929,292
Grants and Donations	\$386,568	\$394,042	(\$7,474)	\$3,675,500	\$163,322
Provincial Growth Funding - Roothing	\$751,954	\$0	\$751,954	\$0	\$0
Provincial Growth Funding - Other	\$1,964,083	\$0	\$1,964,083	\$0	\$0
Rates Revenue other than Water Supply Rate	\$6,494,012	\$6,438,000	\$56,012	\$12,876,000	\$6,187,821
Water Supply Targeted Rate	\$185,890	\$166,725	\$19,165	\$444,600	\$117,700
Sundry Revenue	\$37,773	\$34,017	\$3,756	\$43,600	\$36,343
Financial Contributions	\$34,565	\$0	\$34,565	\$0	\$26,777
Dividends	\$0	\$0	\$0	\$0	\$54,930
Sale of land	\$2,588,528	\$2,556,667	\$31,861	\$3,816,000	\$0
User Charges for Services	\$1,691,509	\$1,588,034	\$103,475	\$2,345,000	\$1,557,959
Total Revenue	\$16,412,085	\$13,396,776	\$3,015,309	\$27,005,200	\$10,131,319
Operating Expenditure					
Personnel Costs	\$2,526,725	\$2,478,212	(\$48,513)	\$4,157,000	\$2,358,497
Other Direct Operating Costs	\$5,818,214	\$5,779,269	(\$38,945)	\$9,781,000	\$5,564,742
Total Operating Expenditure	\$8,344,939	\$8,257,480	(\$87,459)	\$13,938,000	\$7,923,239
Other Operating Expenditure					
Depreciation	\$2,630,459	\$2,607,500	(\$22,959)	\$4,507,000	\$2,551,216
Finance Costs	\$242,161	\$387,917	\$145,756	\$665,000	\$231,681
Impairment landfill costs	\$0	\$0	\$0	\$0	\$23,346
Sundry Expenditure	\$2,719	\$0	(\$2,719)	\$0	\$1,200
Total Other Expenditure	\$2,875,339	\$2,995,417	\$120,078	\$5,172,000	\$2,807,443
Total Expenditure	\$11,220,278	\$11,252,897	\$32,619	\$19,110,000	\$10,730,682
Net Surplus (Deficit)	\$5,191,807	\$2,143,879	\$3,047,928	\$7,894,200	(\$599,363)
TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR	\$5,191,807	\$2,143,879	\$3,047,928	\$7,894,200	(\$599,363)

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Statement of Financial Position

As at 31 January 2021

	January '21 Actual YTD
Assets	
<u>Current Assets</u>	
Cash and Cash Equivalents	\$2,929,586
Short Term Deposits	\$9,000,000
Receivables	\$1,521,671
Inventory - to offset revenue from section sales	\$610,215
Prepayments	\$6,358
Current Assets Total	\$14,067,830
<u>Non-Current Assets</u>	
Investment in Other Financial Assets	
LGFA Borrower Notes	\$428,000
Shares	\$672,534
Community Loan	\$7,180,000
Trust Settlements	\$110
Work in Progress	\$4,311,633
Property, Plant & Equipment / Intangibles	\$326,254,965
Non-Current Assets Total	\$338,847,242
Assets Total	\$352,915,072
Liabilities & Equity	
<u>Equity</u>	
Renewal Reserves	\$4,257,363
Contingency Reserve	\$504,500
Other Council Created Reserves	\$1,193,280
Restricted Reserves	\$671,666
Targeted Rate Reserves	-\$223,239
Asset Revaluation Reserves	\$133,904,734
Retained Earnings	\$186,879,286
Equity Total	\$327,187,590
<u>Liabilities</u>	
Current Liabilities	
Borrowings (maturing less than one year)	\$3,500,000
Provision for Landfill Aftercare	\$10,858
Employee Entitlements	\$182,888
Payables and Deferred Revenue	\$2,739,237
Non-Current Liabilities	
Borrowings	\$19,200,000
Employee Entitlements	\$49,359
Provision for Landfill Aftercare	\$45,140
Liabilities Total	\$25,727,482
Liabilities & Equity Total	\$352,915,072

Expenditure and Revenue by Activity

For the Year to Date - January 2021

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

Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report

	January '21 Actual YTD	January 21 Budget YTD	Variance YTD	Total Budget 2020/21	January '20 Actual
<u>Community Services</u>					
Aerodrome					
Expenditure	\$57,519	\$58,273	\$754	\$99,400	\$46,606
Revenue	\$14,429	\$12,542	\$1,887	\$21,500	\$15,842
Net cost of activity	\$43,090	\$45,732	\$2,642	\$77,900	\$30,764
Civic Amenities					
Expenditure	\$279,746	\$245,636	(\$34,110)	\$465,400	\$237,816
Revenue	\$36,623	\$44,243	(\$7,620)	\$65,500	\$34,993
Net cost of activity	\$243,123	\$201,393	(\$41,730)	\$399,900	\$202,823
Pensioner Housing					
Expenditure	\$45,747	\$48,929	\$3,182	\$77,500	\$43,584
Revenue	\$39,736	\$37,858	\$1,878	\$64,900	\$38,628
Net cost of activity	\$6,011	\$11,071	\$5,060	\$12,600	\$4,956
Community Development					
Expenditure	\$301,400	\$280,192	(\$21,208)	\$428,900	\$299,373
Revenue	\$25,768	\$20,500	\$5,268	\$20,500	\$18,491
Net cost of activity	\$275,632	\$259,692	(\$15,940)	\$408,400	\$280,882
Library					
Expenditure	\$318,533	\$321,058	\$2,525	\$545,500	\$361,820
Revenue	\$9,133	\$9,917	(\$784)	\$17,000	\$11,372
Net cost of activity	\$309,400	\$311,141	\$1,741	\$528,500	\$350,448
Parks and Reserves					
Expenditure	\$311,184	\$369,171	\$57,987	\$628,300	\$301,667
Revenue	\$4,320	\$5,192	(\$872)	\$8,900	\$4,866
Net cost of activity	\$306,864	\$363,980	\$57,116	\$619,400	\$296,801
Cemeteries					
Expenditure	\$97,678	\$99,824	\$2,146	\$170,700	\$106,644
Revenue	\$67,913	\$49,583	\$18,330	\$85,000	\$45,270
Net cost of activity	\$29,765	\$50,241	\$20,476	\$85,700	\$61,374
TSB Pool Complex					
Expenditure	\$503,552	\$529,994	\$26,442	\$896,200	\$521,870
Revenue	\$112,521	\$129,967	(\$17,446)	\$222,800	\$136,591
Net cost of activity	\$391,031	\$400,028	\$8,997	\$673,400	\$385,279
<u>Democracy and Corporate Support</u>					
Expenditure	\$650,620	\$640,672	(\$9,948)	\$1,095,400	\$680,340
Revenue	\$99,729	\$80,683	\$19,046	\$113,600	\$91,001
Net cost of activity	\$550,891	\$559,988	\$9,097	\$981,800	\$589,339
<u>Economy</u>					
Economic Development					
Expenditure	\$270,271	\$256,883	(\$13,388)	\$439,800	\$244,959
Net cost of activity	\$270,271	\$256,883	(\$13,388)	\$439,800	\$244,959
Information Centre					
Expenditure	\$181,831	\$181,858	\$27	\$310,900	\$207,448
Revenue	\$42,925	\$53,842	(\$10,917)	\$92,300	\$51,260
Net cost of activity	\$138,906	\$128,016	(\$10,890)	\$218,600	\$156,188

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

Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report

	January '21 Actual YTD	January 21 Budget YTD	Variance YTD	Total Budget 2020/21	January '20 Actual
Rental Properties					
Expenditure	\$30,415	\$28,648	(\$1,767)	\$46,600	\$26,302
Revenue	\$19,427	\$18,667	\$760	\$32,000	\$21,737
Net cost of activity	\$10,988	\$9,982	(\$1,006)	\$14,600	\$4,565
Farm					
Expenditure	\$141,249	\$159,582	\$18,333	\$268,900	\$131,340
Revenue	\$296,685	\$295,925	\$760	\$507,300	\$297,779
Net cost of activity	-\$155,436	-\$136,343	\$19,093	-\$238,400	-\$166,439
Holiday Park					
Expenditure	\$1,027	\$1,867	\$840	\$3,200	\$9,095
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$1,027	\$1,867	\$840	\$200	\$9,095
Environmental Services					
Building Control					
Expenditure	\$384,128	\$327,371	(\$56,757)	\$560,000	\$271,955
Revenue	\$162,771	\$149,333	\$13,438	\$256,000	\$175,590
Net cost of activity	\$221,357	\$178,038	(\$43,319)	\$304,000	\$96,365
District Plan					
Expenditure	\$85,330	\$98,525	\$13,195	\$168,900	\$79,566
Net cost of activity	\$85,330	\$98,525	\$13,195	\$168,900	\$79,566
Resource Consents					
Expenditure	\$136,306	\$104,817	(\$31,489)	\$179,400	\$103,127
Revenue	\$60,309	\$20,417	\$39,892	\$35,000	\$42,695
Net cost of activity	\$75,997	\$84,400	\$8,403	\$144,400	\$60,432
Food and Health					
Expenditure	\$93,430	\$90,208	(\$3,222)	\$154,500	\$69,878
Revenue	\$22,383	\$15,000	\$7,383	\$15,000	\$24,037
Net cost of activity	\$71,047	\$75,208	\$4,161	\$139,500	\$45,841
Alcohol Licensing					
Expenditure	\$63,034	\$67,225	\$4,191	\$115,100	\$85,944
Revenue	\$21,749	\$20,592	\$1,157	\$35,300	\$20,548
Net cost of activity	\$41,285	\$46,633	\$5,348	\$79,800	\$65,396
Parking and Other Bylaws					
Expenditure	\$78,296	\$82,133	\$3,837	\$140,800	\$99,280
Revenue	\$301	\$583	(\$282)	\$1,000	-\$463
Net cost of activity	\$77,995	\$81,550	\$3,555	\$139,800	\$99,743
Animal Control					
Expenditure	\$116,970	\$112,408	(\$4,562)	\$192,700	\$104,147
Revenue	\$145,173	\$141,500	\$3,673	\$141,500	\$137,063
Net cost of activity	-\$28,203	-\$29,092	(\$889)	\$51,200	-\$32,916
Civil Defence					
Expenditure	\$165,005	\$133,933	(\$31,072)	\$229,600	\$73,358
Net cost of activity	\$165,005	\$133,933	(\$31,072)	\$229,600	\$73,358
Assets					
Roading					
Expenditure	\$2,164,358	\$2,241,608	\$77,250	\$3,819,900	\$2,129,566
Revenue	\$444,945	\$425,000	\$19,945	\$4,160,800	\$2,229,223
Net cost of activity	\$1,719,413	\$1,816,608	\$97,195	-\$340,900	-\$99,657

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

Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report

	January '21 Actual YTD	January 21 Budget YTD	Variance YTD	Total Budget 2020/21	January '20 Actual
Stormwater					
Expenditure	\$105,225	\$101,709	(\$3,516)	\$168,800	\$108,605
Revenue	\$0	\$0	\$0	\$0	\$178
Net cost of activity	\$105,225	\$101,709	(\$3,516)	\$168,800	\$108,427
Wastewater (Sewerage)					
Expenditure	\$394,122	\$374,962	(\$19,160)	\$634,000	\$363,189
Revenue	\$23,517	\$42,583	(\$19,066)	\$73,000	\$48,093
Net cost of activity	\$370,605	\$332,378	(\$38,227)	\$561,000	\$315,096
Solid Waste					
Expenditure	\$518,581	\$476,575	(\$42,006)	\$814,400	\$469,587
Revenue	\$78,925	\$48,125	\$30,800	\$82,500	\$78,978
Net cost of activity	\$439,656	\$428,450	(\$11,206)	\$731,900	\$390,609
Water Supply					
Expenditure	\$675,233	\$763,419	\$88,186	\$1,283,200	\$645,993
Revenue	\$185,890	\$166,725	\$19,165	\$444,600	\$117,700
Net cost of activity	\$489,343	\$596,694	\$107,351	\$838,600	\$528,293
Total Activity Expenditure	\$8,170,790	\$8,197,480	\$26,690	\$13,635,000	\$7,823,059
Total Activity Revenue	\$1,915,172	\$1,788,776	\$126,396	\$6,499,000	\$3,641,472
Net Cost of Activities	\$6,255,618	\$6,408,705	\$153,087	\$7,136,000	\$4,181,587

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 JANUARY 2021

Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Pure Carry-forwards	Government grant funded								
GROWTH - to meet additional demand									
Economy	Proposed Council subdivision	0	300,000	300,000	93,141	93,141	206,859	Completed	Practical Completion Certificate has now been completed. A total of \$4.4m has been spent to date.
Total Growth Expenditure		0	300,000	300,000	93,141	93,141	206,859		
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level									
Roading - Provincial Growth Fund shovel ready projects	Various safety improvements	0	0	751,934	976,822	976,822	(224,888)	Completed	\$751,934 is funded from the Provincial Growth Fund. All projects have been completed, and the remaining funds not covered by PGF are to be drawn from the Rooding Reserve (overspend is not NZTA funded).
Roading	Low cost / low risk safety improvements	0	1,047,924	1,047,924	553,534	1,047,924	0	By 30 June 2021	Funding reallocated by NZTA, was previously treated as operating expenditure.
Stormwater	Reticulation Capacity Increase	110,700	0	110,700	0	110,700	0	By 30 June 2021	Contractors have been engaged, and the works will commence in February 2021.
Stormwater	Manhole Lid Safety Screens	123,100	0	123,100	0	123,100	0	By 30 June 2021	Contractors have been engaged, and the works will commence shortly.
Wastewater	Reticulation capacity increase	104,900	145,911	250,811	8,809	250,811	0	By 30 June 2021	This budget is mainly for the Broadway upgrade. The job has been let, and will commence shortly.
Wastewater	Safety screens	33,900	0	33,900	0	33,900	0	By 30 June 2021	Road reserves safety screens will be installed by the end of the year.
Wastewater	Pump station telemetry	83,900	82,000	165,900	0	165,900	0	By 30 June 2021	The scoping of the design for the three remaining pump stations has been completed, and a quote has now been accepted. Work will commence in March 2021.
Wastewater	Bulk discharge	0	51,300	51,300	1,050	51,300	0	By 30 June 2021	Replacement pump has been selected, job scheduled to be completed by June 2021
Wastewater	Stage 2 treatment - Oxidation Pond	262,100	0	262,100	588	262,100	0	By 30 June 2021	Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly. Depending on the outcome of the trial, the funds may or may not be required.
Water Supply	Water Meter Installation	346,000	0	346,000	69,427	346,000	0	By 30 June 2021	Ongoing, in conjunction with the zoning project.
Water Supply	Zoning	209,800	475,657	685,457	294,315	685,457	0	By 30 June 2021	Ongoing, in conjunction with the water meter installation project.
Water Supply	Second trunkmain	0	0	0	19,434	20,000	(20,000)	By 30 June 2021	This is for consultancy fees towards the design and route selection of the pipeline contract. Ground will be broken in March / April 2021.
Water Supply	Stratford street work rider mains	31,400	30,750	62,150	0	62,150	0	By 30 June 2021	Ongoing.
Parks and Reserves	Park Development	15,600	0	15,600	6,606	15,600	0	By 30 April 2021	The first project (planting) has been completed, and the second project (lime chip path extension) will be completed by 30 April 2021.

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Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Parks and Reserves	Walkway development	15,600	0	15,600	0	15,600	0	By 28 February 2021	A quote for the eastern loop has been accepted, however due to the weather, the contractors are busy with the garden festival mowing etc so work will commence in February 2021.
Parks and Reserves	Walkway signs	10,500	17,018	27,518	0	27,518	0	By 30 June 2021	The design phase for the signs is now in progress, in conjunction with the new branding.
Parks and Reserves	Plantings and signs	12,500	22,462	34,962	0	34,962	0	By 30 June 2021	The design phase for the signs is now in progress, in conjunction with the new branding.
Parks and Reserves	Victoria Park improvements (including bike park and half basketball court)	521,300	11,698	532,998	131,696	1,870,000	0	By 30 June 2021	Funding of \$1,870,000 from Provincial Growth Fund approved. Stage 1 (bike park and half basketball court) has commenced; stage 2 (the pump track) is being designed; and a contract has been let for the construction of stage 3 (public toilets).
Parks and Reserves	Discovery Trail	104,200	0	104,200	30,967	29,876	74,324	Completed	The remainder of this project was dependent on external funding, however the application was declined.
Swimming Pool	Various Pool improvements	37,200	0	37,200	0	37,200	0	By 30 June 2021	On-going expenditure
Swimming Pool	Pool development	15,636,500	0	15,636,500	143,871	5,300,000	10,336,500	By February 2023	Funding of \$8m from Provincial Growth Fund approved, then with \$12m from loans, making a total project cost of \$20m, with further grant funding likely. Of this total, \$5.3m will be spent by 30 June 2021, and the balance over the following 20 months.
Civic Amenities	Stratford 2035	100,000	0	100,000	0	50,000		By 30 June 2021	\$50,000 was to be grant funded, however the application was not successful so expenditure has been updated to reflect this. Currently waiting on updated quotes from suppliers / contractors for flag trax and a lighting audit, which will then form the basis for the design and implementation of the lights.
Civic Amenities	Broadway / Prospero Place upgrade	0	80,629	80,629	39,776	80,629	0	By 30 June 2021	The major project to date is the Village Green development. The balance of funds will be spent on any further development work required for the village green space.
Civic Amenities	WMC - civil defence upgrade	50,000	0	50,000	0	50,000		By 30 June 2021	The need for this expenditure is still under negotiation with the current users.
Farm	Calf bay	15,000	0	15,000	6,158	15,000		By 30 June 2021	Calf bay completed. Refurbishment to other calf bays will also be required.
Farm	Yard upgrade	30,000	0	30,000	0	30,000		By 30 June 2021	Two quotes for physical works have been requested, once evaluated and accepted, works will commence when the cows have dried off.
Farm	Landscaping / riparian planting	10,400	0	10,400	7,000	10,400	0	By 30 June 2021	Some remaining fencing work will be completed throughout the year.
Library	Information centre relocation	0	0	0	38,257	65,000	(65,000)	By 31 March 2021	Estimated cost for relocation and new furniture. AA to contribute \$4,336 to relocate their agency.
Total Level of Service Expenditure		17,864,600	1,965,349	20,581,883	2,328,310	11,767,949	10,100,936		
REPLACEMENTS - replaces an existing asset with the same level of service provided									
Roading - Financially assisted NZTA	Unsealed Road metalling	795,000	(85,000)	710,000	200,181	300,000	410,000	By 31 May 2021	The underspend is to cover the cost of the works undertaken on Puniwhakau Rd.

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Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Roading - Financially assisted NZTA	Sealed Road resurfacing	750,000	(70,000)	680,000	392,623	700,000	(20,000)	By 28 February 2021	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract. Reseals are 50% completed for this year.
Roading - Financially assisted NZTA	Drainage Renewals	525,415	(100,415)	425,000	287,697	350,000	75,000	By 31 March 2021	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.
Roading - Financially assisted NZTA	Pavement Rehabilitation	742,800	(62,800)	680,000	158,024	600,000	80,000	By 31 March 2021	Beaconsfield Road rehabilitation has commenced and expected to be completed by the end of March 2021.
Roading - Financially assisted NZTA	Structure Components Replacement	80,000	0	80,000	8,402	80,000	0	By 30 June 2021	This is for repairs to the retaining wall on Mohakau Road, and repairs to McBride's Bridge.
Roading - Financially assisted NZTA	Traffic Services Renewals	50,000	(518)	49,482	41,236	60,000	(10,518)	By 30 June 2021	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	151,000	(50)	150,950	134,069	150,950	0	By 30 June 2021	This is to undertake a substantial length of sealing on Pembroke Rd following the installation of the underground power cables to the Mountain House. Works will start at the Mountain House, heading eastwards.
Roading non-subsidised	Underverandah lighting	12,500	0	12,500	0	5,000	7,500	By 30 June 2021	Upgrades still to be identified
Solid Waste	Transfer Station - Building renewals	20,800	40,800	61,600	9,399	61,600	0	By 30 June 2021	Asbestos has been removed from transfer station, and upgrades to other buildings on site are continuing.
Stormwater	Weather events emergency fund	2,600	0	2,600	0	2,600	0	By 30 June 2021	Ongoing
Stormwater	Reticulation Renewals	55,600	0	55,600	12,000	55,600	0	By 30 June 2021	Physical works ongoing
Wastewater	Step / aerate treatment renewals	31,500	0	31,500	0	31,500	0	By 30 June 2021	Work has now commenced on this project.
Wastewater	Treatment pond renewals	160,400	0	160,400	0	160,400	0	By 30 June 2021	Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly, to ensure the bacteria survives. These funds may or may not be needed.
Wastewater	Bulk discharge	10,500	0	10,500	0	10,500	0	By 30 June 2021	An investigation has commenced as to what is required.
Wastewater	Reticulation renewals	0	266,920	266,920	33,931	266,920	0	By 20 June 2021	Physical works being undertaken via maintenance contracts. The majority of the project is central Broadway, and will be completed by 30 June 2021.
Water Supply	Laterals	32,100	0	32,100	6,206	32,100	0	By 30 June 2021	Ongoing
Water Supply	Stratford street work rider mains	267,400	202,087	469,487	0	469,487	0	By 30 June 2021	Physical works being undertaken via maintenance contracts. Works scheduled to be completed by June 2021.
Water Supply	Midhurst street work rider mains	15,700	0	15,700	5,131	15,700	0	By 30 June 2021	Once the scope was confirmed, work commenced, however was then paused due to the availability of contractor resources, but is still expected to be completed by 30 June 2021.
Water Supply	Infrastructure general Stratford	26,200	0	26,200	11,210	26,200	0	By 30 June 2021	Ongoing
Water Supply	Infrastructure general Midhurst	3,200	0	3,200	0	3,200	0	By 30 June 2021	Ongoing
Water Supply	Infrastructure general Toko	1,600	0	1,600	1,170	1,600	0	By 30 June 2021	Ongoing

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Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Water Supply	Grit tank replacement	0	248,495	248,495	38,356	100,000	148,495	By 30 June 2021	Tender documentation is almost complete, then works will commence shortly. However the project will not be completed this financial year, and will be carried over to the next year.
Water Supply	Meter replacements	52,400	93,614	146,014	0	146,014	0	By 30 June 2021	Physical works being undertaken via maintenance contractors. Works scheduled to be completed by June 2021.
Water Supply	Patea delivery line	0	259,400	259,400	16,507	100,000	159,400	By 30 June 2021	Tender documentation is almost complete, then works will commence shortly. However the project will not be completed this financial year, and will be carried over to the next year.
Water Supply	Hydrants	15,500	0	15,500	5,918	15,500	0	By 30 June 2021	On-going
Civic Amenities	WMC - replace furniture	3,100	0	3,100	0	3,100	0	By 30 June 2021	Due to the tables being damaged and worn over time, 15 tables have now been replaced with new trestle tables.
Civic Amenities	Community hall renewals	0	0	326,761	265,806	326,761	0	By 31 March 2021	Funding of \$326,761 from Provincial Growth Fund approved, and physical works has commenced. Six of the eight halls have been completed.
Civic Amenities	CRR - various replacements	8,700	0	8,700	0	8,700	0	By 31 March 2021	Now that the PGF works have been completed, wi-fi installation is in progress, and a quote for a heat pump has been accepted, which will be installed in February 2021.
Library	Equipment	0	0	0	6,291	10,000	(10,000)	By 30 June 2021	Funding of \$10,000 from the National Partnership Programme has been approved
Farm	Yard repairs	30,000	0	30,000	0	30,000	0	By 30 June 2021	Two quotes for physical works have been requested, once evaluated and accepted, works will commence when the cows have dried off.
Farm	Effluent pump replacement	0	0	0	15,710	15,710	(15,710)	Completed	The existing pump failed so a replacement was required immediately. The cost of this has partly been covered by insurance, less the excess.
Farm	House - fireplace and floor coverings	12,000	0	12,000	6,546	12,000	0	By 30 June 2021	One fireplace has been installed, and another fireplace will be installed in the farm cottage.. Floor covering is scheduled to be completed before the end of the year.
Miranda Street Office	Furniture Replacement	3,100	0	3,100	648	3,100	0	By 30 June 2021	On-going
Miranda Street Office	Floor coverings	42,700	0	42,700	0	42,700	0	By 30 June 2021	Selected floor coverings only will done. The remainder of the budget will be used to replace heat pumps in the council chambers, and to replace the concertina door between the chambers and committee room.
Miranda Street Office	Office renovations	0	0	0	700	700	(700)	By 30 June 2021	Alterations to extend office space are in progress.
Miranda Street Office	Dishwasher	2,100	0	2,100	0	0	2,100	Not required	This has been purchased at a much lower cost so the renewal budget is not required.
Corporate	Computers/Peripherals/ Software	80,000	0	80,000	35,044	80,000	0	By 30 June 2021	On-going
Corporate	AssetFinda and GIS software replacement	0	15,000	15,000	9,186	15,000	0	By 28 February 2021	In progress, scheduled to be completed by February 2021
Corporate	Civil defence equipment	10,000	0	10,000	0	10,000	0	By 30 June 2021	This will be determined when the potential upgrade to the War Memorial Centre is completed.

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Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Corporate	Telephone System	0	25,000	25,000	20,207	20,207	4,793	Completed	Completed
Corporate	Website redevelopment	0	0	0	9,710	40,000	(40,000)	By 31 March 2021	Planning for this commenced in previous years, however work has only just commenced, as it was pending a decision on the branding design for Council.
Corporate	Vehicle Replacement (after trade in)	31,000	0	31,000	23,404	23,404	7,596	Completed	Replacement of one vehicle was completed in December 2020
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	By 30 June 2021	
Total Replacement Expenditure		4,044,915	832,533	5,204,209	1,755,312	4,406,253	797,956		
TOTAL EXPENDITURE		\$21,909,515	\$3,097,882	\$26,086,092	\$4,176,763	\$16,267,343	\$11,105,751		

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 JANUARY 2021					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA (floating)	\$ 2,000,000	1.09%	1	April 2020	April 2021
LGFA	\$ 1,500,000	2.62%	3	August 2018	May 2021
LGFA	\$ 2,000,000	2.81%	4	August 2018	April 2022
LGFA	\$ 1,000,000	1.55%	3	April 2020	April 2023
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 - A&P	\$ 3,700,000	1.04%	5	December 2020	December 2025
LGFA	\$ 1,000,000	2.02%	6	April 2020	April 2026
LGFA	\$ 1,000,000	1.38%	7	May 2020	April 2027
LGFA	\$ 1,500,000	3.65%	9	August 2018	April 2027
LGFA - A&P	\$ 3,500,000	1.87%	12	December 2020	December 2032
	\$ 22,700,000	2.18%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water	\$ 1,430,000	2013	N/a	2.18%	Water treatment plant
	\$ 1,430,000				
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	0.91%	119	6/11/2020	5/03/2021
Westpac	\$ 1,000,000	0.70%	120	10/12/2020	9/04/2021
TSB Bank	\$ 1,000,000	0.55%	120	21/12/2020	21/04/2021
TSB Bank	\$ 1,000,000	0.90%	180	21/12/2020	21/06/2021
Westpac	\$ 1,000,000	0.72%	122	8/01/2021	10/05/2021
Westpac	\$ 2,000,000	0.74%	119	22/01/2021	21/05/2021
Westpac	\$ 2,000,000	1.22%	123	9/10/2020	9/02/2021
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	1826	22/12/2020	22/12/2025
	\$ 16,180,000	1.23%			
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 32,000	0.91%	378	7/04/2020	20/04/2021
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	\$ 16,000	1.15%	1103	7/04/2020	15/04/2023
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	\$ 92,500	0.64%	1826	21/12/2020	21/12/2025
LGFA	\$ 16,000	1.62%	2199	7/04/2020	15/04/2026
LGFA	\$ 16,000	0.98%	2530	11/05/2020	15/04/2027
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
LGFA	\$ 87,500	1.47%	4383	21/12/2020	21/12/2032
	\$ 428,000	1.69%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 4.51	\$ 715,809		
Ravensdown	17,920	\$ 1.00	\$ 17,920		
Civic Financial Services Ltd	65,608	\$ 0.93	\$ 61,015		
			\$ 794,745		

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

CASHFLOW FORECAST FOR THE YEAR ENDED JANUARY 2021

	Jan-21	Actuals Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
OPENING BALANCE	3,351,257	3,351,257	2,981,318	2,989,095	911,395	3,755,026	5,895,397	4,012,697	2,629,135	4,501,435	2,923,735	370,735	782,235
Rates	370,000	359,765	2,900,000	400,000	400,000	2,900,000	430,000	400,000	3,500,000	600,000	415,000	2,800,000	490,000
NZTA Refunds	527,560	527,560	400,477	750,000	750,000	420,000	180,000	300,000	250,000	250,000	370,000	320,000	550,000
Fees and Charges	240,000	302,207	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Sale of Assets	1 -	-	-	-	-	-	-	116,521	-	-	-	240,000	-
Interest Revenue	7,300	13,151	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	6,000	6,500	6,500
Other Income	2 1,800,000	78,014	250,000	-	4,750,000	1,300,000	435,000	-	-	-	-	-	-
Total Cash In	2,944,860	1,280,697	3,857,777	1,457,300	6,207,300	4,927,300	1,352,300	1,123,821	4,057,300	1,157,300	1,091,000	3,666,500	1,346,500
Salaries and Wages / Elected Members	350,000	386,470	350,000	435,000	350,000	350,000	435,000	350,000	435,000	435,000	384,000	435,000	440,000
Payments to Suppliers - Operating	400,000	427,734	500,000	900,000	400,000	500,000	800,000	550,000	550,000	550,000	640,000	620,000	900,000
Major contract payments	3 1,200,000	389,787	1,000,000	1,800,000	2,000,000	2,000,000	2,000,000	1,200,000	1,200,000	1,200,000	2,500,000	2,000,000	1,200,000
Interest Expense	6,550	5,495	-	-	113,669	106,929	-	7,383	-	-	120,000	-	-
GST Paid	441,150	441,150	-	400,000	-	170,000	-	400,000	-	550,000	-	200,000	-
Total Cash Out	2,397,700	1,650,636	1,850,000	3,535,000	2,863,669	2,786,929	3,235,000	2,507,383	2,185,000	2,735,000	3,644,000	3,255,000	2,540,000
(Increase)/Reduce Financial Investments	- 2,000,000	-	2,000,000	-	-	-	-	-	-	-	-	-	1,000,000
Borrowing /(Repaying) Loans	-	-	-	-	500,000	-	-	-	-	-	-	-	-
CLOSING BALANCE	1,898,417	2,981,318	2,989,095	911,395	3,755,026	5,895,397	4,012,697	2,629,135	4,501,435	2,923,735	370,735	782,235	588,735
Net Debt	4,520,000	4,520,000	2,520,000	2,520,000	2,020,000	2,020,000	2,020,000	2,020,000	2,020,000	2,020,000	2,020,000	2,020,000	3,020,000

Notes re Cashflow Forecast:

1. All sections have now been sold but five have late settlement terms, the latest being January 2022.
2. Council hasn't incurred enough expenditure to qualify for the next instalment of funds for the new swimming pool. Forecast receipts delayed to April/May.
3. Some significant contract payments were made earlier in December 2020 instead of January 2021.

Outstanding Debtors as at 31 January 2021

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$69,002	\$26,670	The overdue balance for rates debtors is what is owed for previous financial years. The amount includes some rates where legal proceedings have commenced. All outstanding rates are charged a 10% penalty on what is outstanding at the end of each quarter. Advice has been sent to bank for collection of some overdue accounts.
Transfer Station	\$408	\$0	
Cemeteries	\$25,700	\$4,750	Overdues relate to 5 debtors, of which all have payment arrangements with council and are compliant.
Rental Properties	\$13,847	\$5,035	Overdue relates to 2 debtors. One is paid off monthly. The other one is in the process of being sent to the debt collectors.
Pensioner Housing	-\$3,480	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$5,042	\$4,015	This relates to 3 debtors, that are actively being pursued by debt collectors, or the Regulatory team are making contact (initial phase).
Subdivision Sections	\$594,270	\$0	This figure relates to amounts outstanding for the subdivision section sales.
Facility Hire	\$488	\$0	
Sundry Debtors	\$146,395	\$24,298	Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement. Sundry debtors includes income accrued.
NZTA	\$400,479	\$0	
Swimming Pool	\$9,993	\$43	Letter sent to outstanding debtor.
Resource Consents	\$8,630	\$0	
Infringements	\$76,462	\$76,462	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$11,006	\$8,817	The overdue amount relates to 2 debtors who use the Esk Rd discharge facility, both of which have been sent to debt collectors.
Water Billing	\$163,429	\$28,194	One major debtor is overdue by \$16k which relates to 2020 charges - further investigation is required to be undertaken by the revenue team. The next highest overdue debtor is \$6.6k and is currently on a payment arrangement and no longer using Council water. The other overdue debtors are of lesser amounts and are being worked on/under arrangement.
TOTAL	\$1,521,671	\$178,284	