



Our reference  
F19/13/03-D21/26182

22 September 2021

**Policy and Services Committee Meeting**

Notice is hereby given that the **Policy & Services Committee Meeting** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 28 September 2021** at **3.00pm**.

At this stage the meeting will be held in the Council Chambers, however should it be required due to COVID-19 Alert Levels or from guidance received, the meeting may be moved to an alternative venue or held virtually.

**Timetable for 28 September 2021 as follows:**

2.00pm	Workshop for Councillors - Rates Remission Policy
2.45pm	Afternoon tea for Councillors
3.00pm	Policy & Services Committee meeting

Yours faithfully

Sven Hanne  
Chief Executive

# 2021 - Policy & Services Committee - 28 September - Open



28 September 2021 09:00 AM - 05:00 PM

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# AGENDA

## Policy and Services Committee



F19/13/05 – D21/32909

**Date: Tuesday 28 September 2021 at 3.00 PM**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

1. Welcome  
Health and Safety Message
2. Apologies
3. Announcements
4. Declarations of members interest  
Elected members to declare any real or perceived conflicts of interest relating to items on this agenda.
5. Attendance Schedule  
Attendance schedule for Policy and Services Committee meetings, including Hearings.
6. Confirmation of Minutes
  - 6.1 **Policy & Services Committee – 24 August 2021 (Hearing)**  
D21/30229 Page12

### Recommendation

THAT the minutes of the Policy and Services Committee Meeting, to hear and consider submissions to the Mobile and Travelling Shops Bylaw 2021, held on Tuesday 24 August 2021 be confirmed as a true and accurate record.

/  
Moved/Seconded

- 6.2 **Policy & Services Committee – 24 August 2021**  
D21/30227 Page 15

### Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 24 August 2021 be confirmed as a true and accurate record.

/  
Moved/Seconded

7. [Matters Outstanding](#)  
D16/47 Page 23

**Recommendation**

THAT the Matters Outstanding be received.

/  
Moved/Seconded

8. [Decision Report – Renaming of Page Street Extension](#)  
D21/29035 Page 24

**Recommendations**

1. THAT the report be received.
2. THAT the Council approve the renaming of Page Street extension.
3. THAT the Council determines a new name for Page Street extension.

**Recommended Reason**

Land Information New Zealand (LINZ) have directed the Council to correct historic inconsistencies in street numbering within the Stratford District. Page Street Extension has been identified as an area with inconsistent numbering.

/  
Moved/Seconded

9. [Decision Report – Stratford District Licensing Committee](#)  
D21/30177 Page 32

**Recommendations**

1. THAT the report be received.
2. THAT the Council re-affirms the decision to appoint a Deputy Chairperson be from elected members of the Stratford District Council made on 22 September 2021. The purpose of this role is to consider licensing applications in the absence of the commissioner and in addition ensure the requirements of legislation and a quorum can be readily met. This option supports community knowledge in the consideration of licence applications by the elected member.
3. THAT the Chief Executive collate expressions of interests for this position and present these to the Policy and Services Committee.

**Recommended Reason**

The Council reviewed and approved the composition of the DLC in September 2020. To complete the approved structure of the committee, a Deputy Chairperson is required to be selected from elected members in accordance with the Sale and Supply of Alcohol Act 2012.

/  
Moved/Seconded

10. Decision Report – Road Closures for the Targa Rally 2021

D21/30072 Page 38

**Recommendations**

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 Clause 11 (e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close the following roads for the purpose of the New Zealand Targa Rally 2021:

**Wednesday 27 October 2021**

Stage Name: Ratapiko

Between the hours of 9.05 am and 1.35 pm

- Makara Road: Ratapiko Road to Croydon Road
- Croydon Road: Makara Road to Salisbury Road
- Salisbury Road: Croydon Road to 845 Salisbury Road

**Thursday 28 October 2021**

Stage Name: Douglas

Between the hours of 12.00 pm and 4.30 pm

- Wawiri Road: Ahuroa Road to Makuri Road
- Makuri Road: Wawiri Road to Douglas Road
- Douglas Road: Makuri Road to approximately 356 Douglas Road

Stage Name: Insane Eltham

Between the hours of 12.40pm and 5.10 pm

- Wingrove Road: 200m from its intersection with Skinner Road to Cheal Road
- Cheal Road: Wingrove Road to Oru Road
- Oru Road: Cheal Road to Rawhitiroa Road (South Taranaki)

**Recommended Reason**

In order for the Targa Rally to hold its annual event, it is proposed to close the roads listed above. These proposed road closures will require formal endorsement by a Council resolution.

/  
Moved/Seconded

11. Information Report – Summary of the 2021 Customer Satisfaction Survey

D21/31520 Page 58

**Recommendation**

THAT the report be received.

**Recommended Reason**

This is an information report only. It gives a summary of the results of the 2020/21 Customer Satisfaction Survey.

/  
Moved/Seconded

12. Information Report – 3 Waters Reforms

D21/33217 Page 69

**Recommendations**

1. THAT the report be received.
2. That Council:
  - a) **notes** the Government's 30 June and 15 July 2021 Three Waters Reform announcements
  - b) **notes** officer's advice on the accuracy of the information provided to Council in June and July 2021 as a result of the RFI and WICS modelling processes
  - c) **notes** the previously provided analysis of the impacts of the Government's proposed three water service delivery model on the Stratford community and its wellbeing, including the impacts on the delivery of water services and water related outcomes, capability and capacity, on Stratford District Council's sustainability (including rating impact, debt impact, and efficiency) and
  - d) **notes** the high level analysis of three waters service delivery options available to council included in this report
  - e) **notes** that a decision to support the Government's preferred three waters service delivery option is not lawful (would be ultra vires) at present due to section 130 of the Local Government Act 2002 (LGA), which prohibits Council from divesting its ownership or interest in a water service except to another local government organisation, and what we currently know (and don't know) about the Government's preferred option
  - f) **notes** that Council cannot make a formal decision on a regional option for three waters service delivery without doing a Long Term Plan (LTP) amendment and ensuring it meets section 130 of the LGA
  - g) **notes** that the Government intends to make further decisions about the three waters service delivery model after 30 September 2021
  - h) **notes** that it would be desirable to gain an understanding of the community's views once Council has further information from the Government on the next steps in the reform process
  - i) **requests** the CEO to seek guidance on and/or give feedback to the Government on:
    - Placement of Stratford District Council in Entity B – support/no support
    - Ownership model – Council support/not support/ask for alternative options to be shown
    - Governance structure - support/not support/alternative suggestions/further information to be sought
    - Inclusion of stormwater in the reforms – support/don't support
    - Ensuring urban growth is enabled/supported
    - Protection against privatisation
  - j) **notes** that the CEO will report back further once they have received further information and guidance from Government ,LGNZ and Taituarā on what the next steps look like and how these should be managed

**Recommended Reason**

This report outlines the Government's current Three Waters Reform proposal, and enables Council to provide initial feedback to the Government on it.

/  
Moved/Seconded

13. Monthly Reports

**13.1 Assets Report**  
D21/30404 Page 89

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

**13.2 Community Services Report**  
D21/30588 Page 124

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

**13.3 Environmental Services Report**  
D21/30869 Page 132

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

**13.4 Corporate Services Report**  
D21/32746 Page 139

**Recommendations**

1. THAT the report be received.
2. THAT the Committee acknowledges that the Investment with Counterparty limit breach has been authorised by the Chair of the Audit and Risk Committee, and the Mayor, in accordance with the Treasury Management Policy.

/  
Moved/Seconded

14. Questions



15. Resolution to Exclude the Public

**RECOMMENDATION**

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

Agenda Item No: 16

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
Facility Sponsorship	The withholding of the information is necessary for commercial sensitivity	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)b(ii) of the Local Government Official Information and Meetings Act 1987.

/  
Moved/Seconded

16. Public Excluded Item

**Recommendation**

THAT the open meeting resumes

/  
Moved/Seconded

\*\*\*\*\*



**Our reference**  
F19/13/03-D21/26210

### **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 Ordinary and Extraordinary Council meetings.**

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	24/08/21	28/09/21	26/10/21	23/11/21
Meeting	PS	H	PS	PS	H	H	H	PS	PS	PS	H	PS	PS	PS	PS
Neil Volzke	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV			
Grant Boyde	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV			
Rick Coplestone	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV			
Peter Dalziel	✓	✓	✓	✓	✓	✓	A	✓	S	✓	AV	AV			
Jono Erwood	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV			
Amanda Harris	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV			
Alan Jamieson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV			
Vaughan Jones	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV			
Min McKay	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV			
John Sandford	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV			
Gloria Webby	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	AV	AV			

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

# MINUTES

## Policy and Services Committee



F19/03/05 – D21/30229

**Date: Tuesday 24 August 2021 at 2.30PM**  
**Venue: Held via Audio Visual Link**

### Present

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors G W Boyde, P S Dalziel, J M S Erwood, R W Coplestone, A K Harris, V R Jones, M McKay, W J Sandford 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 Committee Advisor and Executive Assistant – Mrs E Bishop, the Environmental Health Manager- Ms R Otter, the Roading Asset Manager – Mr S Bowden, the Project Engineer/Manager – Mr S Taylor, and one member of the media (Stratford Press)

#### 1. Welcome

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

#### 2. Apologies

There were no apologies 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. It was noted that the apology for the meeting on 22 June 2021 for Councillor Dalziel would be amended to sick.

6. [Acknowledgement of Submissions](#)  
D21/27700 Page 13

Attached is the one (1) submission received.

**Recommendations**

1. THAT the submission to the Draft Mobile or Travelling Shops Bylaw 2021 be received.

WEBBY/BOYDE  
Carried  
P&S/21/111

2. THAT the submitter be advised of the outcome of their submission and notified that the minutes of the Policy and Services Committee Meeting, and subsequent meetings, are available on Council's website.

ERWOOD/JONES  
Carried  
P&S/21/112

**Recommended Reason**

So that each submission is formally received and the submitter provided with information on decisions made.

7. [Submitters To Be Heard](#)

There were no submitters requesting to be heard.

8. [Decision Report – Adoption of the Mobile or Travelling Shops Bylaw 2021](#)  
D21/29128 Page 7

**Recommendations**

1. THAT the report be received.
2. THAT the Committee consider the submission received as part of the public consultation process of the bylaw and the subsequent adoption, with the amendments noted in the report, of the draft Mobile or Travelling Shops Bylaw 2021 (attached).
3. THAT the commencement date of the Mobile and Travelling Shops Bylaw 2021 be Wednesday 15 September 2021.

BOYDE/WEBBY  
Carried  
P&S/21/113

**Recommended Reason**

The draft Mobile and Travelling Shops Bylaw 2021 has gone through the public consultation process, required by Sections 82 and 83 of the Local Government Act 2002. One submission was received during the public consultation period.

The Environmental Health Manager noted the following points:

- One submission was received from Waka Kotahi New Zealand Transport Agency in relation to the state highways in the Stratford District.
- There are currently limited areas within the District to safely operate a mobile or travelling business along state highways. Officers support the submission that will provide officers with a tool to enforce safety. Other council's also use delegated authority from Waka Kotahi.
- There are currently a small number of businesses who operate from private properties along state highway and these are either permitted activities or governed by other legislation.

Questions/Points of Clarification:

- Councillor Harris questioned how roadside stalls such as free range eggs or feijoas would be affected by the suggested change from the submission. Ms Otter clarified that those activities generally have signs up and point of purchase takes place on private land off the road or on road reserve. She noted there was currently very little area to park along the state highways to set up a business. Schools would not be affected as any stalls would be on their property. Council Officers would be able to stop unsafe trading on state highways because of the delegation provided by Waka Kotahi. The majority of businesses/stalls are not occurring on state highway.
- It was clarified that an exemption would apply along Broadway as the footpath along Broadway is owned by Council therefore Waka Kotahi would have no ruling over activities such as the Rotary weekly sausage sizzle.
- It was noted that the amendments suggested in the report had not been incorporated in the bylaw and would be subject to this Committee's approval.
- The District Mayor questioned the amendment stating no trading shall be undertaken on a state highway without the approval of the appropriate agency when it had been stated prior that exemptions will not apply to state highways. Ms Otter noted that this was worded in this way to allow for any changes to the structure of the highways which could permit future activity without the need for an amendment to be made to the bylaw.
- It was clarified that the business that operates at the Midhirst Hall was on part Midhirst Hall land and part road reserve and has permission from both parties to operate there.
- Councillor Boyde noted his concern that the area surrounding Stratford High School was not in a restricted area and the possibility that mobile vaping shops could operate there. The District Mayor opposed identifying specific products within the bylaw but supported areas being exempt.
- It was clarified that council activity along the state highway would largely be complaint driven but also if an officer was in the field and saw unsafe activity or activity that warranted further questioning. The bylaw would provide a good tool to give control within the district and to apply safety rules. Ms Otter noted that some activities will also be subject to other legislative requirements. She reminded the committee that officers are still limited with how they can deal with private property under this bylaw but there is other legislation that can help with that area if a need arises.
- It was noted the resolution would be amended to approve the amendments as noted in the decision report.

*The meeting closed at 2.48pm*

A L Jamieson  
**Chairman**

Confirmed this 27<sup>th</sup> day of September 2021.

N C Volzke  
**District Mayor**

# MINUTES

## Policy and Services Committee



F19/03/05 – D21/30227

**Date: Tuesday 24 August 2021 at 3.00pm**

**Venue: Held via Audio Visual Link**

### Present

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors G W Boyde, P S Dalziel, J M S Erwood, R W Coplestone, A K Harris, V R Jones, M McKay, W J Sandford 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 Committee Advisor and Executive Assistant – Mrs E Bishop, the Roading Asset Manager – Mr S Bowden, the Projects Manager/Engineer – Mr Steve Taylor, the Environmental Health Manager- Ms R Otter and one member of the media (Stratford Press)

#### 1. Welcome

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

#### 2. Apologies

There were no apologies received.

#### 3. Announcements

The Deputy Mayor thanked the Chief Executive for including Elected Members in all the staff updates relating to COVID 19 during Alert Level 4.

#### 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 & Services Committee – 27 July 2021**  
D21/27700 Page 8

#### Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 27 July 2021 be confirmed as a true and accurate record.

DALZIEL/McKAY  
Carried  
P&S/21/114

7. **Matters Outstanding**  
D16/47 Page 17

**Recommendation**

THAT the Matters Outstanding be received.

DALZIEL/BOYDE  
Carried  
P&S/21/115

Questions/Points of Clarification:

- Councillor Boyde requested the workshop scheduled for October on damage to roads by Forestry be brought forward. He noted the damage to Puniwhakau Road highlighted in the monthly report and the previous damage to Soldiers Road have increased the urgency for this discussion. It was clarified that any decision on differential rates would not take effect until 1 July 2022 and there was quite a bit of work still to be done collating data on the forestry areas and looking at how other Councils are managing this situation. Councillor Boyde clarified that his request was regarding restricting the damage with the Taranaki Regional Council allowing 6 trucks a day and questioned if there was a way to close the roads during adverse weather events he noted that almost a quarter of a million dollars had been spent above budget for these repairs on just two roads. The District Mayor supported the request for a workshop to discuss this issue. He noted he had visited Puniwhakau Road and it was as much an environmental issue as it was a safety issue. He questioned if the regional council was aware of how much ran off the roads into the rivers when this damage was done. A discussion on this will be held earlier than the October workshop.
- Councillor Dalziel clarified he was anticipating an ongoing project update on the Aquatic Centre Project to be included in the Assets Monthly Report which would have a summary, project end date, where it is currently tracking and budget lines. The Director – Assets noted this would be incorporated in the next report.
- Councillor Sandford questioned if the damaged stonework at the southern round-a-bout had been repaired at the same time as the pedestrian crossing? The Roading Asset Manager noted that this was currently awaiting quotes for the repairs as it would be an insurance claim from the person who caused the damage and had been delayed as there was a shortage of suitable stone masons able to complete the job. He would follow this up and this item will be added to matters outstanding.

8. **Information Report – Dog Control Policy & Practices Report – Year Ended 30 June 2021**  
D21/29614 Page 18

**Recommendation**

THAT the Annual Report on Dog Control Policy and Practices for the year ending 30 June 2021 be received and contents noted.

McKAY/VOLZKE  
Carried  
P&S/21/116

**Recommended Reason**

The report is required under section 10A of the Dog Control Act 1996.

The Director – Environmental Services noted that this report was required to be provided every year under the Dog Control Act and noted the standard statistics for the activity for the past year. There were no measures that were particularly different compared to the previous years in the report.



Questions/Points of Clarification:

- It was noted that the increase in infringement notices correlated with the increase in dog attacks on stock and other animals and wandering animals highlighting more enforcement action from incidents and more complaints received.
- It was clarified that information on unregistered dogs was fairly limited although there is a small number of officers aware of. The reduction in registered dogs is as a result of less dogs in the urban area.

9. **Decision Report – Proposed School Zone Variable Speed Limits**  
D21/29614 Page 22

<p><b>Recommendations</b></p>	
<p>1. <u>THAT</u> the report be received.</p>	<p>ERWOOD/COPLESTONE Carried <u>P&amp;S/21/117</u></p>
<p><del>2. <u>THAT</u> the Committee give approval for council officers to consult with the community for a proposal to install 30 km/h speed limits on Avon Street (Avon Kindergarten) and Erin Street (Midhirst School).</del></p>	
<p><del>3. <u>THAT</u> the Committee give approval for council officers to consult with the community for a proposal to install permanent 30 km/h speed limits at Best Start Stratford, Gr8Kidz Childcare and Learning Centre and Stratford Community Childcare Centre.</del></p>	
<p><del>4. <u>THAT</u> the Committee give approval for council officers to consult with the community for a proposal to install 30 km/h variable speed limits at Avon School, Central Kindergarten, St Joseph's Catholic School and Stratford High School / Koru Kindergarten.</del></p>	
<p><del>5. <u>THAT</u> the Committee give approval for council officers to consult with the community for a proposal to install 60 km/h variable speed limits at Makahu School and Pembroke School.</del></p>	
<p><del>6. <u>THAT</u> 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 on the speed limits around the schools mentioned.</del></p>	
<p><b>Recommended Reason</b></p> <p>Waka Kotahi is in the process of proposing a new rule enabling an improved approach to speed management planning on New Zealand roads, called the Land Transport Rule: Setting of Speed Limits 2021. If the proposal is successful, the rule will require all road controlling authorities to reduce speed limits around urban schools to 30 km/h (permanent or variable) and rural schools to 60 km/h (permanent or variable).</p>	

The Projects Engineer/Manager noted the following points:

- This report was a result of Waka Kotahi New Zealand Transport Agency's review of the Setting of Speed Limits 2017 rule for which they plan to have the changes rolled out by the start of 2022. One of the conditions of the new rules will be reduced speed limits around urban schools to 30km and rural schools to 60km with a timeframe of having 40% of these changes done before 30 June 2024 and any remaining to be completed by 31 December 2029.
- It was suggested that this could be completed earlier. There are 11 schools which includes 3 day-cares that can be included in this report – some are on state highway and therefore cannot be covered.
- Consultation will be held with the schools first to determine an appropriate area followed by consultation with the immediate residents and then the general public. The appendices show the indicative areas where those speed zones could be.

- It is proposed that as Avon Kindergarten and Midhirst Primary Schools are in cul-de-sacs that a permanent 30km speed zone be put in place with the other schools being variable speed zones to cover school pick up and drop off times. It is suggested that a permanent reduced speed limit be put in place for Gr8Kidz and Best Start daycares as kids are dropped off at varying times. The limits for the rural schools would also be variable to be reduced speeds during pick up and drop off times.

Questions/Points of Clarification:

- Councillor Sandford noted that the new day-care on Cloten Road had been missed as well as the play centre behind Mitre 10 and requested these be included.
- The Deputy Mayor noted his concern that Council had initially set a speed limit at Stratford Primary School of 40km and felt there was still the ability for the 30km limit to be changed before it becomes legislation. The Roading Asset Manager noted that Council had to develop a plan to be signed off by the Regional Transport Committee by 2024 that looks across the whole district and part of this is the reduction of speeds outside of schools with a goal to reduce the road toll and encourage a safer area for students to walk or cycle to school. He did not think it mattered if council did this now or waited for the legislation to be approved. He noted there was a bigger discussion currently occurring with Stratford Primary School with the pool development and parking discussions which would be discussed in a workshop with Elected Members in the near future and would include reducing that 40km speed limit to 30km. He noted there had been no clarification yet on how long an area the speed limit needed cover and the proposal had picked up whole blocks surrounding school areas.
- The Deputy Mayor noted his concern regarding the size of the area of reduced speed, particularly for St Joseph's Primary School as he felt this was too far and also the reduction from 100km to 30km at Gr8Kidz.
- The District Mayor noted that the Whakaahurangi Te Kōhanga Reo had not been included. He felt that putting schools and daycares together was not appropriate as schools had set times to arrive and leave and there were also not many children walking or cycling to kindergartens or daycare without supervision. Mr Bowden would discuss the definitions further with Waka Kotahi to clarify if the intent was to include kindergartens and daycares.
- Councillor Erwood requested that further clarification be sought on the length of the speed limit as well.
- The report would be brought back to the committee when more detail had been received.

10. Monthly Reports

**10.1 Assets Report**  
D21/28968 Page 39

**Recommendation**

THAT the report be received.

COPLESTONE/BOYDE  
Carried  
P&S/21/118

The Director – Assets noted the following points:

- This report is the beginning of the new financial year and includes the updated financial compliance measures adopted as part of the Long Term Plan.
- This report only covers July in terms of performance measures but these have all started on a good note.
- Officers are undertaking a lot of planning and programming for capital works at the moment.

Questions/Points of Clarification:

- Councillor Boyde reiterated his earlier concerns on the roads damaged by forestry trucks and noted the pictures on page 44 and 45 of the report emphasised this.
- It was clarified that the regional council were still considering enforcement action on the oxidation pond flooding in July. It is likely that council will be prosecuted. Officers are doing everything possible to ensure that this will not happen again.
- Officers believe that the missing water from the Midhirst Dairy Company pipe was a burst pipe. The valve that supplies the old factory has now been capped.
- Councillor Erwood commended the waste minimisation programmes undertaken at the library and felt this could be extended to schools and market days.
- Councillor Erwood noted the significant flooding on Opunake Road during the heavy rains where water ran off properties and onto the roads. He questioned if council could require property owners to address this on their properties to not impact the roads. Mr Bowden noted that it would be ideal for property owners to deal with their own water run off but suspected council was going to have to look at roadside water tabling along Opunake Road. Councillor Erwood reiterated that if there was a fatality due to this flooding and council had not required these land owners to comply then the responsibility would come back on Council, he noted this also occurred during minimal rain as well. He questioned if letters could be sent to these land owners to get them rectify the water runoff and asked that this be added to matters outstanding. Mrs Araba noted there was not much that council could do to rectify an overland flow path but education could be a possibility.
- Councillor Boyde noted that the significant amount of rain had occurred in the urban areas and caused surface flooding as well and felt it was a tall order to ask rural land owners to divert the water when the same happened in town.

**10.2 Community Services Report**  
D21/29171 Page 66

**Recommendation**

THAT the report be received.

McKAY/HARRIS  
Carried  
P&S/21/119

The Director – Community Services noted the following points:

- The new report template was highlighted in particular the new key performance measures with the digital channel section. She welcomed any feedback on the new format to ensure the report represents what Elected Members wanted to be engaged on.
- It was noted a wrong graph had been included in the pool section and would be rectified in the next report.
- All facilities were currently closed under Alert Level 4. The teams are undertaking planning, looking at training possibilities and undertaking community engagement via the social media platforms. The Community Development Team have a lot of meetings and events planned so are currently looking at other options for these.
- The Service Centre is taking a lot of calls with the majority of these related to rubbish or rates as a result of the current Level 4 lockdown.
- She noted the work of the Community Development Manager who had been extremely busy in his role of Alternative Welfare Manager with Civil Defence.

Questions/Points of Clarification:

- Councillor Boyde noted the excellent feedback he had received from the assistance with online booking for COVID vaccinations and the addition of the Lions Volunteers to help as well. He questioned if there was the opportunity for help over the phone with bookings as those using this assistance appreciated the local support. The Chief Executive noted that residents could book over the phone through the Ministry and felt it would be a duplication of a service if council officers assisted bookings in this manner. He noted council was supporting COVID initiatives and had been working with the Taranaki District Health Board and Ngāruahine Health Services.
- Councillor Dalziel noted that the door count had been removed from the performance measures and replaced with items issued including digital items which he felt was inaccurate as one person could check out multiple items but would have been recorded as only one visit by the door count. It was noted that this had been discussed with Elected Members during the Long Term Plan discussions as a more accurate way of capturing actual transactions and as a result of both the Library and iSITE having a downwards trend in numbers through the doors. It was requested that as the door count was still active that these numbers still be included in the report monthly to capture physical use of the building, it was clarified that while this could be done it would not be an active performance measure. Councillor McKay supported the new measures as a good way to accurately track how the library is being used which could lead to better use of the library, getting the public engaged and better utilisation of the service when staff have a better insight of what they should deliver. There were still inaccuracies when counting numbers through the door.

**10.3 Environmental Services Report**  
D21/27931 Page 73

**Recommendation**

THAT the report be received.

ERWOOD/McKAY  
Carried  
P&S/21/120

The Director – Environmental Services noted the following points:

- The general level of activity in building control was noted. He noted the suggestions that council had shut down the building industry and as a result officers had looked closely to ensure this was not the case. He noted the 12 working days prior to the introduction of the geotech guidelines had seen 5.75 building inspections per day and 12 working days before the nationwide lockdown had seen 5.54 inspections a day. There were two new applications per day before the guidelines and 1.75 a day prior to lockdown. These numbers illustrate the industry had not been shut down at all.
- There were a couple of performance measures not met in July. A couple of building consents went over the processing time due to the contractor's workload but the average wait time had now reduced. A number of building inspections have taken more than one day to take place and were a result of capacity issues with only one inspector as well as some types of inspections he was unable to complete and required a wait for someone external who was able to complete those. There was also a code of compliance that went over time due to a resourcing issue. The team is very stretched at the moment with a current vacancy and one staff member working reduced hours.
- There were also two resource consents under the Planning activity that went over as a result of a series of applications coming off hold at the same time which affects the ability to control the workload.

Questions/Points of Clarification:

- Councillor McKay noted the issues regarding the building guidelines seem to have quietened down, however she felt that the media put out more false information and only highlighted one side of the story and questioned if officers had pushed back on this? Mr Sutherland noted that a lot of information had been provided to the media but this had not been used.
- Councillor McKay also noted the media coverage of the mental health of builders due to council was unfair and was an awful accusation to make.
- The Chief Executive noted that he, along with the Communications Manager and Director – Community Services, had supported Mr Sutherland with the media dealings during this process. Numerous days of effort had been dedicated to providing accurate and balanced information and a

significant amount of that was just not picked up. He noted the report of the residents living in their caravan due to the new guidelines was actually due to a number of other issues that had not been answered over the 5 weeks prior to the introduction of the guidelines. A letter of concern will be sent to the editor of the paper concerned and work had begun on this prior to lockdown. A retraction is not being sought but concern to be noted on how the reporting was carried out.

- Mr Sutherland noted that in terms of changes that need to be made the geotech guidelines was the biggest. His team will work to improve the rollout of the future changes and to release these in a palatable fashion.

**10.2 Corporate Services Report**  
D21/29586 Page 80

**Recommendations**

1. THAT the report be received.

COPLESTONE/DALZIEL  
Carried  
P&S/21/121

2. THAT the Committee acknowledges that the Treasury Management Policy breach has been authorised appropriately by the Chair of the Audit and Risk Committee and the Mayor.

DALZIEL/WEBBY  
Carried  
P&S/21/122

The Director – Corporate Services noted the following points:

- Staff are currently working on the year end results and are almost done. Audit NZ have advised they will not be able to start the audit until 25 October which is usually when the Annual Report is being presented to council for adoption.
- There is an updated report on page 90 which provides explanations on capital expenditure projects that had not been completed or were no longer needed. The new budget for this financial year is \$29million.
- The summary of the subdivision project was included in the report on page 81. This table had been in previous reports but now has updated figures including an estimation of interest costs and project management costs. It also includes the sale of the spite strip but does not include any potential future spite strip sales. There is \$618,000 still outstanding with \$400,000 due in within the next eight months.
- There have been a number of phone calls due to the rate increases and officers have been discussing the breakdown of each individual's rates with them.

Questions/Points of Clarification:

- Councillor Dalziel commended the work done on the subdivision project and felt council had got it spot on. It was a very well run project.
- It was clarified that the personnel costs were below budget for the month and was likely to do with staff vacancies for which a lot of recruiting had been undertaken recently. Mrs Radich would monitor this.
- It was clarified that the animal control revenue was down due to dog registrations being due now.

**11. Questions**

- It was noted that at the COVID Vaccination Clinic last week under Alert Level 4 800 people were vaccinated on Friday with a further 900 completed on Saturday. At the previous clinic there were 2,386 vaccinations given. This is a fantastic local result. There is still follow up work to be done as everyone will require their second vaccination. The Taranaki District Health Board has raised the possibility of another clinic on a smaller scale targeting specific groups.

*The meeting closed at 4.13pm*

A L Jamieson  
**Chairman**

Confirmed this 27<sup>th</sup> day of September 2021.

N C Volzke  
**District Mayor**

UNCONFIRMED

## Policy and 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	- Renaming of Page Street Extension - item 8. - Update in Environmental Services Monthly Report - item 13.3
Rates Remission Policy – rural non-contiguous properties (UAGC charge)	Policy & Services – 18 May 2021	Tiffany Radich		Workshop scheduled for 28 September 2021 following investigation of options for non-contiguous properties and options for remission for 50% water and waste water charges.
Forestry damage to road – differential rates	Policy & Services – 18 May 2021	Tiffany Radich		Work is currently being undertaken on areas for potential damage, potential cost, and options for rating forestry block owners – workshop scheduled for 26 October 2021.
Parking from Brecon Road – King Edward Park (Stratford Primary School)	Policy & Services – 25 May 2021	Steve Bowden		Workshop scheduled for 26 October 2021
Victoria Park Drainage	Policy & Services Committee 22 June 2021	Victoria Araba	On-going	Update in Assets Monthly Report - item 13.1 (5)
Project Update – Aquatic Centre - Requested to be updated monthly in monthly report (24/8)	Policy & Services – 27 July 2021	Victoria Araba	Complete	Update in Assets Monthly Report - item 13.1 (6.1)
Broadway pedestrian crossing – damaged stonework	Ordinary – 10 August 2021	Victoria Araba	Complete	Update in Assets Monthly Report - item 13.1 (4)
Southern round-a-bout – damage to stonework	Policy & Services – 24 August 2021	Victoria Araba	On-going	Update in Assets Monthly Report - item 13.1 (1.12)
Forestry – workshop requested on how Council can protect roads from heavy vehicle damage particularly during wet periods (eg winter)	Policy & Services – 24 August 2021	Steve Bowden		- Update in Assets Monthly Report - item 13.1 (1.12) - Workshop scheduled for 26 October 2021
Stormwater flow from private properties onto public roads (Opunake Road in particular)	Policy & Services – 24 August 2021	Steve Bowden	On-going	Update in Assets Monthly Report - item 13.1 (1.12)

# DECISION REPORT



F19/13/04 – D21/29035

**To:** Policy and Services Committee  
**From:** Environmental Health Manager  
**Date:** 28 September 2021  
**Subject:** Renaming of Page Street Extension

## Recommendations

1. THAT the report be received.
2. THAT the Council approve the renaming of Page Street extension.
3. THAT the Council determines a new name for Page Street extension.

## Recommended Reason

Land Information New Zealand (LINZ) have directed the Council to correct historic inconsistencies in street numbering within the Stratford District. Page Street Extension has been identified as an area with inconsistent numbering.

/  
Moved/Seconded

## 1. Purpose of Report

To seek approval from the Council to rename Page Street Extension to correct inconsistencies in street numbering as shown on the map attached as **Appendix 1**.

## 2. Executive Summary

- 2.1 LINZ have identified some areas in the Stratford District where street numbers do not meet the criteria of the Rural and Urban Addressing Standard (AS/NZ 4819:2011).
- 2.2 As a result of the notification from LINZ to correct the inconsistencies, Council Officers have investigated options that will meet the NZ Standard requirements and minimise the impact on residents as much as practically possible. The proposal to rename and renumber Page Street Extension, is considered a practical solution and has been socialised with LINZ to ensure this option meets the required standard.
- 2.3 Residents and homeowners on Page Street Extension have been advised of the proposal. Six of the properties are owned by one person who is in support of the proposal. No objection has been received from the remaining homeowners and residents.
- 2.4 In addition, homeowners and residents were invited to nominate a street name that represents the Stratford District Shakespearean tradition and these names would be presented to the Council for consideration.



### 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
✓	✓	✓	

For emergency services such as fire, police and ambulance, it is critical that properties on all streets are numbered consistently. This makes sure there is no delay in getting help where it is needed. Consistent numbering also helps other services like New Zealand Post, couriers, and utility providers.

### 4. Background

- 4.1 Inconsistencies have occurred in the way street numbers were allocated in the Stratford District as a result of historic subdivisions, and additional housing that extended boundaries in the days of the Stratford Borough and County Council.
- 4.2 LINZ have now identified these inconsistencies and have directed the Council to correct the numbering to meet the required NZ Standards.

### 5. Consultative Process

#### 5.1 Public Consultation - Section 82

No public consultation is required as part of this process. Targeted consultation has been undertaken with affected residents. As noted in paragraph 2.4 of this report, residents and homeowners were invited to nominate an alternative street name that would be submitted to the Council for consideration.

As a result of the invitation, one name suggestion has been received:

- Edward Avenue

Stratford's road names have had a Shakespearian affiliation for the past 140 years. The tradition began in 1878 when it was decreed that all roads of the town should be named after the works of William Shakespeare. Edward IV was a character in Shakespeare's Henry VI.

As alternatives, the following Shakespearean names are provided, should the Council not see the above suggestion as suitable:

- Ophelia
- Shylock
- Viola
- Benvolio
- William

In addition to a name change, a designation is also required. As there is potential for the subdivision of land located at the end of Page Street Extension, and a proposal to subdivide land can be presented in a combination of ways, it is considered that a designation of either Street, Road, Avenue or Way, would be a logical option in this instance.

5.2 **Maori Consultation - Section 81**

This is an administrative procedure. No Iwi consultation is required as part of this process.

6. **Risk Analysis**

<p>Refer to the Council Risk Register - available on the Council website.</p> <ul style="list-style-type: none"> <li>• Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating?</li> <li>• Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks.</li> <li>• Is there a legal opinion needed?</li> </ul>
--

6.1 No legal opinion is needed. The Council is required to correct street numbering to the required NZ Standard as noted in paragraph 2.1 of this report.

7. **Decision Making Process – Section 79**

7.1 **Direction**

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	No
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The current numbering is not in a logical or compliant sequence and could confuse and impede the response of emergency services and other service agents.

7.2 **Data**

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

As noted in paragraph 1 of this report, a map indicating the incorrect numbering and suggested corrections is attached as **Appendix 1**.

On investigating options to correct the street numbering, consideration was taken to renumbering Page Street to include Page Street Extension. This option would see a considerable number of properties affected.

In addition, consideration was taken to the extension of Brecon Road into Page Street Extension. There is a future proposal to bridge the Paetahi Stream and Patea River that would extend Brecon Road from the South side of Stratford to the North. If Brecon Road continued into Page Street Extension, it is likely that further inconsistencies to Street numbering will occur and in addition, disadvantage future development of land. A map is attached as **Appendix 2**, showing Page Street, Page Street Extension and Brecon Road.

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	Only a small number of properties are affected by the inconsistencies.

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

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"> <li>1. What options are available?</li> <li>2. For <b>each</b> option: <ul style="list-style-type: none"> <li>• explain what the costs and benefits of each option are in terms of the present and future needs of the district;</li> <li>• outline if there are any sustainability issues; and</li> <li>• 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?</li> </ul> </li> <li>3. After completing these, consider which option you wish to recommend to Council, and explain: <ul style="list-style-type: none"> <li>• how this option is the most cost effective option for households and businesses;</li> <li>• if there are any trade-offs; and</li> <li>• what interdependencies exist.</li> </ul> </li> </ol>
---

**Option 1:** The Council rename and renumber Page Street Extension as presented on the map attached as **Appendix A**.

This option involves changing the addresses of the fewest number of properties and the cost of new signage for a name change is considered minor and could be included in existing budgets. The proposal has been socialised with the residents and homeowners of Page Street extension. No objection to this proposal has been received.

This option also supports the future development of vacant land at the end of Page Street Extension.

This option supports the direction by LINZ to change inconsistencies in the current numbering and meets the New Zealand Standard. In addition this option supports clear location identification to agencies such as New Zealand Post, Ambulance, Police, courier and utility services.

This option does require the Council to choose a name for Page Street Extension. Some options for a new name are presented in paragraph 5.1 of this report.

**Option 2:** The Council renumber Page Street to include Page Street Extension. This option would see Page Street Extension be renamed to Page Street.

This option would require considerable consultation with all the residents and home owners of Page Street properties. This is because they would be required to change their addresses. This includes the Stratford Holiday Park.

While there is no rule in the New Zealand Standard that stipulates the starting point of street numbering, for consistency with the existing numbering throughout the Stratford district which starts from the West and ends at the East, this would require numbering to start at the top of Page Street extension to be consistent with the rest of the district. This option would need to be repeated if the vacant land at the end of Page Street Extension is ever developed.

The financial cost of this option would be more than option 1 as consultation with residents and home owners would require a number of staff and their time.

In addition to the above this option would require the approval of LINZ.

**Option 3:** The Council extends Brecon Road to include Page Street Extension and renumber properties on Page Street Extension.

This option is the most expensive of the three options. In addition to signage, road marking options for the direction of traffic would need to be addressed for road safety as Page Street would continue across Brecon Road.

This option involves changing as few properties addresses as possible but would create an oddity in terms of the numbering of Brecon Road.

This option does not provide for the future development of the vacant land at the end of Page Street Extension.

In addition this option would require the approval of LINZ.

Council officers' support **Option 1**. This option has been endorsed by LINZ, involves the least disruption to property addresses and allows for the future development of vacant land situated at the western end of Page Street Extension. In addition, this option is consistent with previous renumbering and name changes approved by the Council and in particular the recent name and numbering changes at the western end of Regan Street beyond Fairbank Avenue. 0020

## 7.5 Financial

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

The proposal would require new signage and is considered minor works.

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 benefit in deferring this proposal.

7.7 **Legal Issues**

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

The Council has been directed by LINZ to correct street numbering inconsistencies. The proposal is supported by LINZ and meets the NZ Standards.

Section 319(1)(j) of the Local Government Act 1974, allows the Council to name or change the name of any road within the district. LINZ must be notified of any decision by the Council to change the name of a road.

7.8 **Policy Issues - Section 80**

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

This proposal meets the criteria of section 27 of the Public Places Bylaw 2021.

**Attachments**

**Appendix 1** Map – Page Street Extension

**Appendix 2** - Map – Surrounding Streets



Rachael Otter  
**ENVIRONMENTAL HEALTH MANAGER**



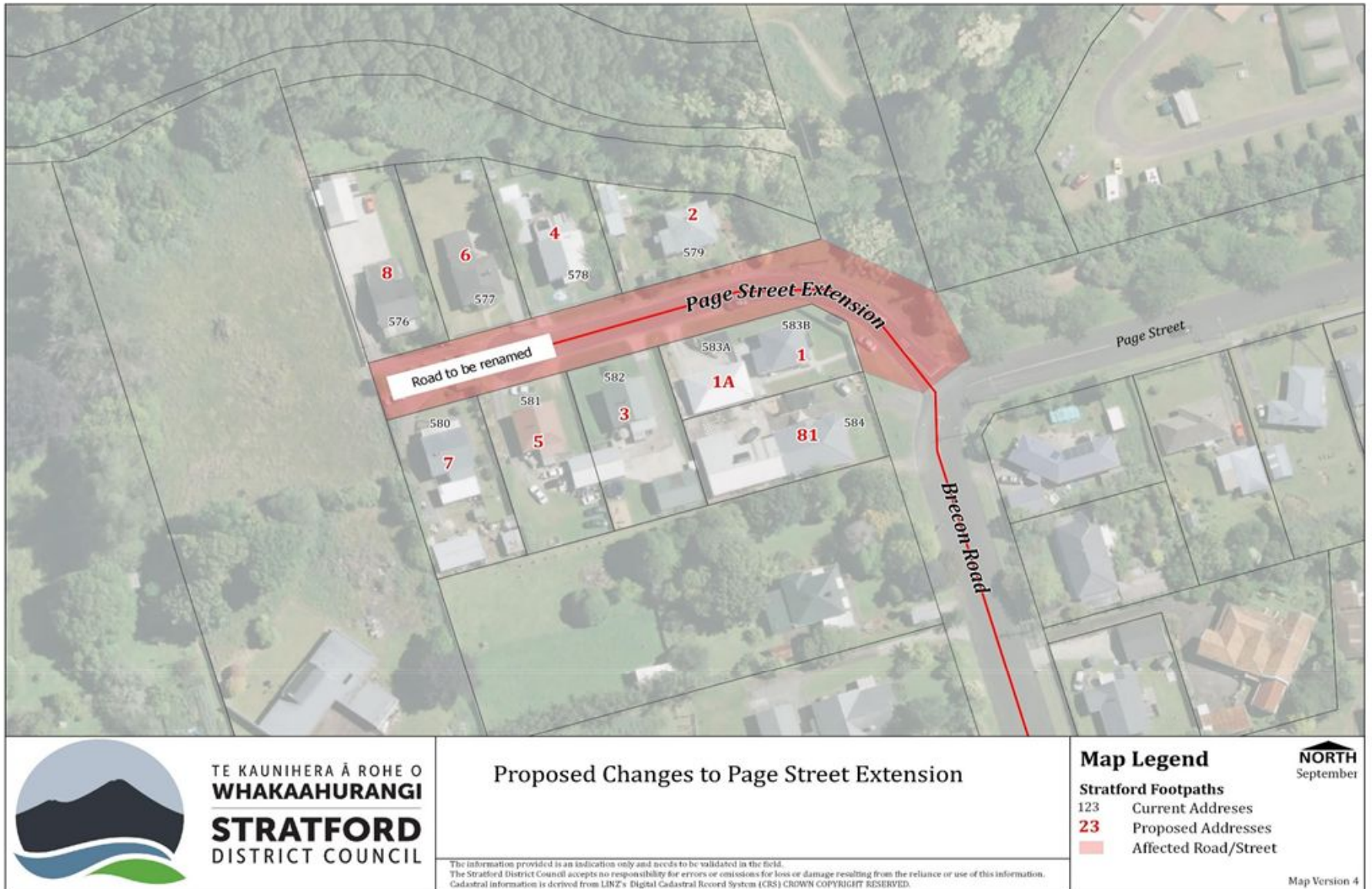
[Endorsed by]  
Blair Sutherland  
**DIRECTOR – ENVIRONMENTAL SERVICES**



Sven Hanne  
**CHIEF EXECUTIVE**

**DATE** 21 September 2021

# APPENDIX 1



APPENDIX 2



# DECISION REPORT



F19/13/04 – D21/30177

**To:** Policy and Services Committee  
**From:** Environmental Health Manager  
**Date:** 28 September 2021  
**Subject:** Stratford District Licensing Committee.

## Recommendations

1. THAT the report be received.
2. THAT the Council re-affirms the decision to appoint a Deputy Chairperson be from elected members of the Stratford District Council made on 22 September 2021. The purpose of this role is to consider licensing applications in the absence of the commissioner and in addition ensure the requirements of legislation and a quorum can be readily met. This option supports community knowledge in the consideration of licence applications by the elected member.
3. THAT the Chief Executive collate expressions of interests for this position and present these to the Policy and Services Committee.

## Recommended Reason

The Council reviewed and approved the composition of the DLC in September 2020. To complete the approved structure of the committee, a Deputy Chairperson is required to be selected from elected members in accordance with the Sale and Supply of Alcohol Act 2012.

/  
Moved/Seconded

## 1. Purpose of Report

The purpose of this report is to select a Deputy Chairperson from elected members to complete the approved composition of the DLC.

## 2. Executive Summary

- 2.1 Under the Sale and Supply of Alcohol Act 2012, local authorities must appoint a District Licensing Committee.
- 2.2 The role of the Deputy Chairperson is to consider alcohol licensing applications in the absence of the Commissioner and to participate in meetings of the committee.
- 2.3 The functions of the Committee, as set out in Section 187 of the Act, are as follows:
  - (a) *to consider and determine applications for licences and manager's certificates; and*
  - (b) *to consider and determine applications for renewal of licences and manager's certificates; and*
  - (c) *to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136; and*
  - (d) *to consider and determine applications for the variation, suspension, or cancellation of special licences; and*
  - (e) *to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280; and*



- (f) *with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; and*
- (g) *to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175; and*
- (h) *any other functions conferred on licensing committees by or under this Act or any other enactment.*

2.4 There is a need to ensure that membership of the committee have the required competencies. Local Government New Zealand (LGNZ) has prepared competency guidance for members and provides a list of competencies. At a high level, these are:

- Experience relevant to alcohol licensing matters
- Understanding of harm caused by the consumption of alcohol
- Community knowledge
- Quality decision making
- Hearing experience
- Strong communication
- Professional integrity

Training and resources will be provided to the appointed chairperson.

2.5 A person must not be included on the list if—

- (a) the territorial authority believes that person has, directly or by virtue of his or her relationship with another person, such an involvement or appearance of involvement with the alcohol industry that he or she could not perform his or her duties without actual bias or the appearance of bias; or
- (b) the person is a constable, a Medical Officer of Health, an inspector, or an employee of the territorial authority.

### 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 licensing committee is established to consider alcohol licensing applications with consideration to reducing alcohol related harm in our community.

#### 4. Background

- 4.1 The Stratford District Licensing Committee was established in 2013 to consider licence applications under the Sale and Supply of Alcohol Act. The committee at this time, consisted of a Commissioner, a Deputy Chairperson appointed from elected members, and a shared list of members with the New Plymouth District Council. This structure meets the requirements of legislation and the necessity to have a quorum of three for meetings of the committee.
- 4.2 As a result of the retirement of the committee's commissioner in 2020, the Council reviewed and approved the composition of the Stratford District Licensing Committee in September 2020. This approval included the recruitment of a Commissioner, a Deputy Chairperson chosen from elected members and the continuation of a shared list of members with New Plymouth District Council.
- 4.3 Neil Volzke has recently been appointed as the Stratford District Licensing Committee Commissioner. Mr Volzke has also been appointed as the Commissioner of the New Plymouth District Council. The Council continues to share a list of members with the New Plymouth District Council.
- 4.4 Mr Volzke held the role of Deputy Chairperson of the Stratford District Licensing Committee prior to his appointment to the Commissioner's position, and as a result of this appointment the role of Deputy Chairperson is now vacant.

#### 5. Consultative Process

##### 5.1 Public Consultation - Section 82

This is an administrative procedure. No public consultation is required as part of this process.

##### 5.2 Māori Consultation - Section 81

This is an administrative procedure. No Iwi consultation is required as part of this process.

#### 6. Risk Analysis

Refer to the Council Risk Register - available on the Council website.

- Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating?
- Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks.
- Is there a legal opinion needed?

- 6.1 No legal opinion is required. However, currently the Commissioner is the sole member of the Committee who has the ability to consider licence applications on the papers. This leaves the Council at risk of not meeting its obligations under legislation and the ability to meet the timeframes Council's Key Performance Indicators.

## 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 Long Term Plan includes a commitment to performing regulatory services cost effectively. While legislation requires a territorial authority to establish a licensing committee, this function supports the Council's commitment to an affordable quality service.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The district licensing committee supports the community's need for a well- resourced regulatory function relating to decisions on alcohol licensing matters.

### 7.2 Data

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

#### Workload data

There has been no significant change to the workload of the District Licensing Committee over the last five years with the majority of applications being considered on the papers by the Commissioner. Application statistics over the last five years are as follows:

#### Licence statistics

	2015/16	2016/17	2017/18	2018/19	2019/20
On Licence	13	11	12	13	14
Off Licence	9	9	9	9	10
Club Licence	7	7	7	8	9
<b>Total Licences</b>	<b>29</b>	<b>27</b>	<b>28</b>	<b>31</b>	<b>33</b>
<b>Applications</b>					
New On/Off/Club/BYO Licence	6	5	3	4	2
Renewal/Variation of Licences	7	9	10	9	12
Temporary Authorities	3	4	2	0	3
Manager's Certificates	16	4	20	15	15
Renewal of Manager's Certificates	33	33	29	32	33
Specials	29	19	34	29	16
Certificates of Compliance	0	0	0	0	0
Extract from records	0	0	0	0	0
<b>Total issued</b>	<b>94</b>	<b>74</b>	<b>98</b>	<b>89</b>	<b>81</b>

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	Council is required by statute to have a District Licensing Committee.
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	There is no significant financial implication
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	There is no impact to the level of service
• creating a high level of controversy; or	No	This is an operational matter the Act provides for.
• possible that it could have a high impact on the community?	No	There has been no public interest in the composition of the committee since its establishment in 2013.

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

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"> <li>1. What options are available?</li> <li>2. For <b>each</b> option: <ul style="list-style-type: none"> <li>• explain what the costs and benefits of each option are in terms of the present and future needs of the district;</li> <li>• outline if there are any sustainability issues; and</li> <li>• 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?</li> </ul> </li> <li>3. After completing these, consider which option you wish to recommend to Council, and explain: <ul style="list-style-type: none"> <li>• how this option is the most cost effective option for households and businesses;</li> <li>• if there are any trade-offs; and</li> <li>• what interdependencies exist.</li> </ul> </li> </ol>
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**Option 1:** The Council approve the appointment of a Deputy Chairperson be from elected members (of the Stratford District Council). The purpose of this role is to consider licensing applications in the absence of the commissioner and in addition ensure the requirements of legislation and a quorum can be readily met. This option supports community knowledge in the consideration of licence applications by the elected member. The Chief Executive will collate expressions of interests for this position and present these to the Policy and Services Committee.

**Option 2:** The Council does not appoint a Deputy Chairperson. This option does not allow for the consideration of licence applications in the absence of the Commissioner and puts the committee at risk of not being able to meet its obligations.

**Council Officers support Option 1.** This option allows for the determination of licence applications in a timely manner and supports local knowledge. In addition this option supports the requirements of legislation.

**7.5 Financial**

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

There is no significant financial impact to the current expenditure.

**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 benefit in deferring this proposal.

**7.7 Legal Issues**

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

Under the Sale and Supply of Alcohol Act 2012, local authorities must appoint a District Licensing Committee that functions in accordance with the Act.

**7.8 Policy Issues - Section 80**

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

There are no policy issues. The Stratford District Council has a Local Alcohol Policy to assist members in making decisions on licence applications. This policy also gives discretion to the committee for compliance with the policy. This Policy is due for review in 2023.



Rachael Otter  
**ENVIRONMENTAL HEALTH MANAGER**



[Endorsed by]  
Blair Sutherland  
**DIRECTOR – ENVIRONMENTAL SERVICES**



Sven Hanne  
**CHIEF EXECUTIVE**

**DATE 21 September 2021**

# DECISION REPORT



F19/13/04/ – D21/30072

**To:** Policy and Services Committee  
**From:** Roading Engineer  
**Date:** 28 September 2021  
**Subject:** Road Closures for the Targa Rally 2021

## Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 Clause 11 (e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close the following roads for the purpose of the New Zealand Targa Rally 2021:

### Wednesday 27 October 2021

Stage Name: Ratapiko

Between the hours of 9.05 am and 1.35 pm

- Makara Road: Ratapiko Road to Croydon Road
- Croydon Road: Makara Road to Salisbury Road
- Salisbury Road: Croydon Road to 845 Salisbury Road

### Thursday 28 October 2021

Stage Name: Douglas

Between the hours of 12.00 pm and 4.30 pm

- Wawiri Road: Ahuroa Road to Makuri Road
- Makuri Road: Wawiri Road to Douglas Road
- Douglas Road: Makuri Road to approximately 356 Douglas Road

Stage Name: Insane Eltham

Between the hours of 12.40pm and 5.10 pm

- Wingrove Road: 200m from its intersection with Skinner Road to Cheal Road
- Cheal Road: Wingrove Road to Oru Road
- Oru Road: Cheal Road to Rawhitiroa Road (South Taranaki)

### Recommended Reason

In order for the Targa Rally to hold its annual event, it is proposed to close the roads listed above. These proposed road closures will require formal endorsement by a Council resolution.

/  
Moved/Seconded

## 1. Purpose of Report

For any street event that requires a road closure, Schedule 10 Clause 11 (e) of the Local Government Act 1974 requires a Council resolution to endorse the proposed road closure. This report seeks this endorsement for the purposes of allowing the Targa Rally to close the roads listed above on 27 and 28 October 2021 at the times specified in the recommendation.

## 2. Executive Summary

In order for the annual road racing event to be held and for health and safety reasons a request has been received from the Targa Rally organisation to close several roads within the Stratford District:

### Wednesday 27 October 2021

Stage Name: Ratapiko

Between the hours of 9.05 am and 1.35 pm

- Makara Road: Ratapiko Road to Croydon Road
- Croydon Road: Makara Road to Salisbury Road
- Salisbury Road: Croydon Road to 845 Salisbury Road

### Thursday 28 October 2021

Stage Name: Douglas

Between the hours of 12.00 pm and 4.30 pm

- Wawiri Road: Ahuroa Road to Makuri Road
- Makuri Road: Wawiri Road to Douglas Road
- Douglas Road: Makuri Road to approximately 356 Douglas Road

Stage Name: Insane Eltham

Between the hours of 12.40pm and 5.10 pm

- Wingrove Road: 200m from its intersection with Skinner Road to Cheal Road
- Cheal Road: Wingrove Road to Oru Road
- Oru Road: Cheal Road to Rawhitiroa Road (South Taranaki)

## 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 Targa Rally has a strong number of entrants and spectators which come from within, and out of Taranaki.

The report is for the purposes of providing good regulatory function, as events such as this which require a road to be closed. A Council resolution is necessary to endorse the proposed road closure.

## 4. Background

- 4.1 The Ultimate Rally Group New Zealand, on behalf of Club Targa Inc, have approached the Stratford District Council with the view of holding the Taranaki leg of the New Zealand Targa Rally on Wednesday 27 October and Thursday 28 October 2021.
- 4.2 The New Zealand Targa Rally is a tarmac rally held annually on public roads typically throughout the North Island of New Zealand. The Targa Rally New Zealand is a week-

long event which covers around 1500 km of touring and 750 km of closed special stages.

- 4.3 The event was created to allow people to drive their road registered cars through closed roads, in a safe, structured environment and in a manner and speed not allowed on the open road.
- 4.4 As at 23 July 2021 there are 82 entrants.

## 5. Consultative Process

### 5.1 Public Consultation - Section 82

An advert has been published in Central Link on both 11 August and 25 August 2021. The rally organisers have personally visited all residents potentially affected by the event. A checklist is attached as **Appendix 2**. Notice for objections closed on Friday 27 August 2021. No objections were received by the Stratford District Council ('the Council').

Council had contacted the Police, Fire Service, St Johns Ambulance seeking their approval for the proposed road closure. At the time of writing this report, no objections had been received.

### 5.2 Māori Consultation - Section 81

There are no known effects that this event is likely to have on local iwi issues, therefore no separate consultation is required.

## 6. Risk Analysis

Refer to the Council Risk Register - available on the Council website.

- Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating?
- Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks.
- Is there a legal opinion needed?

- 6.1 In order to ensure the health and safety of the travelling public, event participants, spectators and residents it is essential that the roads listed are closed for the duration of the event.
- 6.2 A full Health and Safety Management Plan and Traffic Management Plan have been prepared for this event. Further, the Council have been indemnified against any claims whatsoever arising from the event.
- 6.3 A Street Event Refundable Bond for damages will be applied to this event, ensuring any accidental street damage is rectified by the event holder. To date there have been no known instances of Health and Safety incidents or street damage resulting from the Targa Rally.
- 6.4 There is a risk that Council assets could be damaged during the event, however, the Ultimate Rally Group have paid a street damage bond to cover these costs.
- 6.5 There is a risk that an injury could occur to the spectators should one of the entrants lose control of their vehicle. This risk is managed through the Safety Management Plan for the event.



**7. Decision Making Process – Section 79**

**7.1 Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes. This event brings visitors to Stratford for an event and for the community to enjoy as spectators.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This report supports the performance of Council by providing a regulatory function in accordance with the Local Government Act 2002.

**7.2 Data**

The approximate times and dates of the road stages are detailed in the Executive Summary 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?	Yes	There are nine local roads that will be closed in order to facilitate this event.

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

**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"> <li>What options are available?</li> <li>For <b>each</b> option: <ul style="list-style-type: none"> <li>explain what the costs and benefits of each option are in terms of the present and future needs of the district;</li> <li>outline if there are any sustainability issues; and</li> <li>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?</li> </ul> </li> <li>After completing these, consider which option you wish to recommend to Council, and explain: <ul style="list-style-type: none"> <li>how this option is the most cost effective option for households and businesses;</li> <li>if there are any trade-offs; and</li> <li>what interdependencies exist.</li> </ul> </li> </ol>
--

The options to be considered for this report are:

**Option 1** Do not approve the closing of the roads listed above. If this is the option chosen, then the Targa Rally will not visit Stratford.

**Option 2** Endorse the proposed road closures as outlined in the recommendation to indicate Council's support for this event.

**Option 2 is the preferred 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.

There are no financial contributions required by the Council. The Council's officer time for approving the traffic management and safety plans is met from current Roading budgets.

#### 7.6 Prioritisation & Trade-off

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

The physical closing of the roads to facilitate this event will be undertaken by the organisers traffic management contractor. The Council is confident that the Ultimate Rally Group are competent to monitor this event.

#### 7.7 Legal Issues

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

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

#### 7.8 Policy Issues - Section 80

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

There are no policy issues that arise due to the approval of the road closure for the Targa Rally New Zealand.

#### **Attachments:**

- Appendix 1** Application Letter to Stratford District Council  
**Appendix 2** Letters provided to Affected Residents  
**Appendix 3** Maps of Road Closure  
**Appendix 4** Certificate of Insurance



Courtney Devlin  
**Roading Engineer**



[Endorsed by]  
Stephen Bowden  
**Roading Asset Manager**



[Approved by]  
Sven Hanne  
**Chief Executive**

**Date** 21 September 2021

## APPENDIX 1

August 30, 2021

Stratford District Council  
63 Miranda Street  
Stratford



PO Box 499, Drury, Auckland 2247  
Tel: 09 298 8322  
Mb: 0274 525643  
Fax: 09 298 8266  
E-mail: peter@urg.co.nz

Dear Stratford District Council

### REF: Application for Road Closure(s), for the Targa New Zealand 2021 Event.

Club Targa Incorporated proposes the attached closures under the Tenth Schedule, Paragraph 11(e) of the Local Government Act 1974 066

Although Council may close roads under the Tenth Schedule without calling for objections, we would like the opportunity for public comment to remain in place. This system has worked well over many years and we feel that the good relationship Club Targa has established with the residents of the district could suffer if that right was withdrawn.

Club Targa's initial consultation will inform residents of the proposed time and date of the road closure application. We prefer to start this as soon as possible.

Club Targa wishes to be advised of any comments regarding the closure that Council may receive from residents or businesses, in order to re-consult with them to achieve a mutually satisfactory agreement.

Upon Council approving the Closure Applications, Road Closure Signage will be erected on the proposed roads no sooner than 21 days prior to the event date to advise users of the impending closure. Any new comments will be handled by Club Targa Inc, with Council being advised of the outcome.

A reminder letter will be dropped to residents on the affected roads reminding them of the closure 7 - 21 days before the Targa event. This final letter will detail Emergency Procedures should an emergency situation arise. **An emergency 0800 number** will be published enabling residents to contact the organisers during the road closure in the event of an emergency. The competition can then be stopped so that appropriate procedures can take place. Medical staff are located at the start of each 'stage' on the closed road and are there to render assistance if required. The letter will also advise of Club Targa's commitment to repairing any property damage that may occur.

In addition, written correspondence will be made to all transport operators, dairy companies, rural delivery, utilities, schools, bus operators and associated organization's that could be affected by the closure, including Police, Fire Service and St John. Every effort is made to enable local schools / community groups to benefit from our event by initiating them to hold fundraising activities.

#### With this in mind could we suggest the following timetable:

- ❖ Club Targa visits residents as soon as possible.
- ❖ "Proposal Public Notice" to be published no later than 60 days before event.
- ❖ Comments to be received within 14 days.
- ❖ Council decision finalised no later than 44 days before the event.
- ❖ Advise Club Targa of the decisions no later than 30 days before the event.
- ❖ The "Road Closure" public notice" is published no less than 14 days before the event.
- ❖ Club Targa to carry out resident mail drop advice and erect "Notice of Event" signs 7-21 days before event.

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1 | CLUB TARGA ROAD CLOSURE APPLICATION

The Targa New Zealand 2021 takes the form of a timed trial event, with cars leaving at one minute intervals. Each car is timed from start to finish. The closed roads will be under the control of experienced officials at the start and finish venues. All side roads will be taped and marshaled to ensure all vehicles and or spectators remain off the closed stage.

**The following safety measures for the event include:**

- ❖ All area emergency services and their communication centres are informed of the Event.
- ❖ Full radio communications between start and finish points including medics, police and Targa Base.
- ❖ A St John Ambulance Officer and/or a MIV type vehicle will be located at the start of each 'stage' along with additional MIV vehicles in a roaming capacity.
- ❖ All closed roads will be cleared for safety purposes by official vehicles equipped with flashing lights and/or a siren before the 'stage' can commence.
- ❖ Closed roads re-open behind the official stage Safety Clearance Vehicle "SWEEP" vehicle who immediately follow the last competing vehicle.

**Advertising Criteria:**

- ❖ Only local papers are to be used. We have found that on rural roads these papers have the best coverage.
- ❖ If the cost of advertising exceeds \$500 collectively written confirmation must be sort from Club Targa Inc.
- ❖ We ask that each advertisement be kept to the minimum size possible (200mm by 2 columns) by the elimination of repetition, and use of abbreviation. This size we have found to be adequate for communicating up to 6 Road Stage Closure Applications. Smaller Closure Applications generally only require 1 column width.
- ❖ Club Targa can supply examples of past event advertisements if required.

Please confirm receipt of this application.

Thank you for your assistance and we look forward to your reply.

Kind Regards,



**Peter Martin**  
Event Director  
Ultimate Rally Group  
Tel: 09 298 8322  
Mb: 0274 525643

APPENDIX 2



**Targa New Zealand 2021  
Proposed Road Closure**

Dear Resident

Club Targa Inc (in association with the Ultimate Rally Group, promoters of this event) has applied to your local council proposing the temporary closure of a number of roads in the area for the running of Targa New Zealand 2021 Motorsport Event to be held from Tuesday 26<sup>th</sup> October to Saturday 30<sup>th</sup> October 2021.

Ultimate Rally Group has successfully been running Motorsport Events across New Zealand for the last 25 years. During this time Ultimate Rally Group has established a sound reputation of supporting local schools, communities, businesses and service groups. Ultimate Rally Group relies on this support and has a series of unique opportunities for groups to become involved, so if your group is interested in fundraising or if individuals wish to become volunteers please contact us on the details as listed below.

Details of the proposed road closures are as follows:

**Stage Name: RATAPIKO**  
**Date of Closure: Wednesday 27<sup>th</sup> October 2021**  
**Time of Closure: 9:05am – 1:35pm**

**Name of Roads:**

**Tariki Road South**, from its intersection with **Kaimata Road**, to finish at its intersection with **Ratapiko Road**. Including its intersection with **Tariki Road North**.

**Ratapiko Road**, from its intersection with **Tariki Road South**, to finish at its intersection with **Makara Road**. Including its intersection with **Kupara Road** (no exit), **Mana Road** (no exit).

**Makara Road**, from its intersection with **Ratapiko Road**, to finish at its intersection with **Croydon Road**.

**Croydon Road**, from its intersection with **Makara Road**, to finish at its intersection with **Stanley Road**.

**Stanley Road**, from its intersection with **Croydon Road**, to finish 200mtrs from its intersection with **Beaconsfield Road**. Including its intersection with **Cross Road**.



Targa NZ | P.O. Box 499 | Drury 2247 | New Zealand  
 P: 0800 827 427 | F: 09 298 8266  
 Email: office@urg.co.nz | Web: www.urg.co.nz



**Targa New Zealand 2021  
Proposed Road Closure**

**Note: To assist with the stage security, the closure is also to include 100 metres of EACH adjoining road, from where it intersects within this road closure.**

We acknowledge that this proposed closure may cause inconvenience to you and your family however we hope you will take this opportunity to watch New Zealand's leading tarmac rally drivers and cars in action.

Should the proposed Road Closure application be approved then approximately 7-21 days prior to the Targa New Zealand rally event, signs advertising the road closure will be placed throughout the area. At the same time a second notice will be delivered confirming the road closure, an emergency telephone number of Targa New Zealand Rally Base, and further important on the day information.

The rally is controlled from a central Targa NZ Rally Base with a comprehensive radio communications network for Officials, and full medical services. These safety services are available to you for any unexpected emergency during the proposed road closure. Contact details will be provided in the second resident's letter which is delivered closer to the event.

Ultimate Rally Group does not allow practising or reconnaissance on the roads at any time by competitors prior to the event.

Should you require entry to/from your property during the road closure, further information will be available in a second letter closer to the event. Targa Rally Base will allow restricted access under escort during the road closure period subject to safety.

All local bodies, rural delivery, transport operators, milk tankers and rural services will be advised of these proposed road closures and School Buses will operate as close to schedule as possible or under escort.

We request that you please inform all run off users and Landlords where applicable.

If you have any queries, comments or objections please do not hesitate to contact Ultimate Rally Group on the details below quoting the stage name and date listed above.

**Ultimate Rally Group would like to take this opportunity to thank the local community groups for their assistance in making this event possible and for the goodwill and support of your community in allowing Targa NZ to make application to your local Council.**

Kind regards

Victoria Main  
 General Manager

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## Targa New Zealand 2021 Proposed Road Closure

Dear Resident

Club Targa Inc (in association with the Ultimate Rally Group, promoters of this event) has applied to your local council proposing the temporary closure of a number of roads in the area for the running of Targa New Zealand 2021 Motorsport Event to be held from Tuesday 26<sup>th</sup> October to Saturday 30<sup>th</sup> October 2021.

Ultimate Rally Group has successfully been running Motorsport Events across New Zealand for the last 25 years. During this time Ultimate Rally Group has established a sound reputation of supporting local schools, communities, businesses and service groups. Ultimate Rally Group relies on this support and has a series of unique opportunities for groups to become involved, so if your group is interested in fundraising or if individuals wish to become volunteers please contact us on the details as listed below.

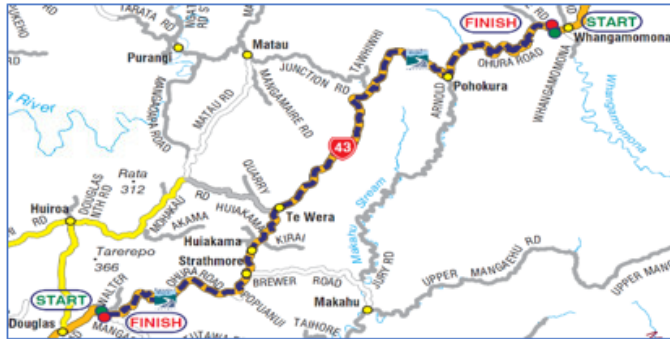
Details of the proposed road closures are as follows:

**Stage Name:** WHANGAMOMONA 1 & 2  
**Date of Closure:** Wednesday 27<sup>th</sup> October 2021  
**Time of Closure:** 10:05am – 7:15pm

**Please note the vehicle will be racing into Whangamomona and then back towards Stratford once they have had a short stop for lunch.**

**Name of Roads:**

**Ohura Road**, from its intersection with ~~Mangotuku~~ Road, to finish at its intersection with Whangamomona Road. Including its intersection with ~~Popuanui~~ Road (no exit), Brewer Road, Huiakama Road (no exit), ~~Kirai~~ Road (no exit), ~~Mohakau~~ Road, Junction Road, Arnold Road and Mangere Road (no exit).



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## Targa New Zealand 2021 Proposed Road Closure

**Note: To assist with the stage security, the closure is also to include 100 metres of EACH adjoining road, from where it intersects within this road closure.**

We acknowledge that this proposed closure may cause inconvenience to you and your family however we hope you will take this opportunity to watch New Zealand's leading tarmac rally drivers and cars in action.

Should the proposed Road Closure application be approved then approximately 7-21 days prior to the Targa New Zealand rally event, signs advertising the road closure will be placed throughout the area. At the same time a second notice will be delivered confirming the road closure, an emergency telephone number of Targa New Zealand Rally Base, and further important on the day information.

The rally is controlled from a central Targa NZ Rally Base with a comprehensive radio communications network for Officials, and full medical services. These safety services are available to you for any unexpected emergency during the proposed road closure. Contact details will be provided in the second resident's letter which is delivered closer to the event.

Ultimate Rally Group does not allow practising or reconnaissance on the roads at any time by competitors prior to the event.

Should you require entry to/from your property during the road closure, further information will be available in a second letter closer to the event. Targa Rally Base will allow restricted access under escort during the road closure period subject to safety.

All local bodies, rural delivery, transport operators, milk tankers and rural services will be advised of these proposed road closures and School Buses will operate as close to schedule as possible or under escort.

We request that you please inform all run off users and Landlords where applicable.

If you have any queries, comments or objections please do not hesitate to contact Ultimate Rally Group on the details below quoting the stage name and date listed above.

**Ultimate Rally Group would like to take this opportunity to thank the local community groups for their assistance in making this event possible and for the goodwill and support of your community in allowing Targa NZ to make application to your local Council.**

Kind regards

Victoria Main  
 General Manager

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## Targa New Zealand 2021 Proposed Road Closure

Dear Resident

Club Targa Inc (in association with the Ultimate Rally Group, promoters of this event) has applied to your local council proposing the temporary closure of a number of roads in the area for the running of Targa New Zealand 2021 Motorsport Event to be held from Tuesday 26<sup>th</sup> October to Saturday 30<sup>th</sup> October 2021.

Ultimate Rally Group has successfully been running Motorsport Events across New Zealand for the last 25 years. During this time Ultimate Rally Group has established a sound reputation of supporting local schools, communities, businesses and service groups. Ultimate Rally Group relies on this support and has a series of unique opportunities for groups to become involved, so if your group is interested in fundraising or if individuals wish to become volunteers please contact us on the details as listed below.

Details of the proposed road closures are as follows:

**Stage Name:** DOUGLAS  
**Date of Closure:** Thursday 28<sup>th</sup> October 2021  
**Time of Closure:** 12:00pm – 4:30pm

**Name of Roads:**

**Waiwiri Road**, at its intersection with **Aburoa Road**, to finish at its intersection with **Makuri Road**.

**Makuri Road**, from its intersection with Waiwiri Road, to finish at its intersection with Douglas Road. Including its intersection with Kota Road (no exit).

**Douglas Road**, from its intersection with Makuri Road, to finish at 356 Douglas Road. Including its intersection with Douglas Road North (no exit).



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## Targa New Zealand 2021 Proposed Road Closure

**Note: To assist with the stage security, the closure is also to include 100 metres of EACH adjoining road, from where it intersects within this road closure.**

We acknowledge that this proposed closure may cause inconvenience to you and your family however we hope you will take this opportunity to watch New Zealand's leading tarmac rally drivers and cars in action.

Should the proposed Road Closure application be approved then approximately 7-21 days prior to the Targa New Zealand rally event, signs advertising the road closure will be placed throughout the area. At the same time a second notice will be delivered confirming the road closure, an emergency telephone number of Targa New Zealand Rally Base, and further important on the day information.

The rally is controlled from a central Targa NZ Rally Base with a comprehensive radio communications network for Officials, and full medical services. These safety services are available to you for any unexpected emergency during the proposed road closure. Contact details will be provided in the second resident's letter which is delivered closer to the event.

Ultimate Rally Group does not allow practising or reconnaissance on the roads at any time by competitors prior to the event.

Should you require entry to/from your property during the road closure, further information will be available in a second letter closer to the event. Targa Rally Base will allow restricted access under escort during the road closure period subject to safety.

All local bodies, rural delivery, transport operators, milk tankers and rural services will be advised of these proposed road closures and School Buses will operate as close to schedule as possible or under escort.

We request that you please inform all run off users and Landlords where applicable.

If you have any queries, comments or objections please do not hesitate to contact Ultimate Rally Group on the details below quoting the stage name and date listed above.

**Ultimate Rally Group would like to take this opportunity to thank the local community groups for their assistance in making this event possible and for the goodwill and support of your community in allowing Targa NZ to make application to your local Council.**

Kind regards

Victoria Main  
 General Manager

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## Targa New Zealand 2021 Proposed Road Closure

Dear Resident

Club Targa Inc (in association with the Ultimate Rally Group, promoters of this event) has applied to your local council proposing the temporary closure of a number of roads in the area for the running of Targa New Zealand 2021 Motorsport Event to be held from Tuesday 26<sup>th</sup> October to Saturday 30<sup>th</sup> October 2021.

Ultimate Rally Group has successfully been running Motorsport Events across New Zealand for the last 25 years. During this time Ultimate Rally Group has established a sound reputation of supporting local schools, communities, businesses and service groups. Ultimate Rally Group relies on this support and has a series of unique opportunities for groups to become involved, so if your group is interested in fundraising or if individuals wish to become volunteers please contact us on the details as listed below.

Details of the proposed road closures are as follows:

**Stage Name:** **INSANE ELTHAM**  
**Date of Closure:** **Thursday 28<sup>th</sup> October 2021**  
**Time of Closure:** **12:40pm – 5:10pm**

**Name of Roads:**

**Wingrove Road**, 200mtrs from its intersection with Skinner Road, to finish at its intersection with **Cheal Road**.

**Cheal Road**, from its intersection with **Wingrove Road**, to finish at its intersection with **Oru Road**.

**Oru Road**, from its intersection with **Cheal Road**, to finish at its intersection with **Rawhitiroa Road**.

**Rawhitiroa Road**, from its intersection with **Oru Road**, to finish at its intersection with **Horoji Road**.

**Horoji Road**, from its intersection with **Rawhitiroa Road**, to finish at its intersection with **Rawhitiroa Road**.

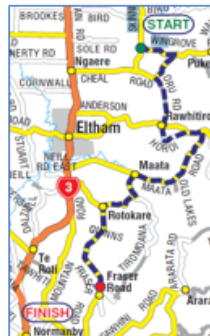
**Rawhitiroa Road**, from its intersection with **Horoji Road**, to finish at its intersection with **Maata Road**.

**Maata Road**, from its intersection with **Rawhitiroa Road**, to finish at its intersection with Campbell Road. Including its intersection with Old Lake Road (no exit).

**Campbell Road**, from its intersection with **Maata Road**, to finish at its intersection with **Rotokare Road**. Including its intersection with **Tromona Road**.

**Rotokare Road**, from its intersection with Campbell Road, to finish at its intersection with Fraser Road.

**Fraser Road**, from its intersection with **Rotokare Road**, to finish at 473 Fraser Road. Including its intersection with **Quinns Road** (no exit).



Targa NZ | P.O. Box 499 | Drury 2247 | New Zealand  
 P: 0800 827 427 | F: 09 298 8264  
 Email: office@urg.co.nz | Web: www.urg.co.nz



## Targa New Zealand 2021 Proposed Road Closure

**Note: To assist with the stage security, the closure is also to include 100 metres of EACH adjoining road, from where it intersects within this road closure.**

We acknowledge that this proposed closure may cause inconvenience to you and your family however we hope you will take this opportunity to watch New Zealand's leading tarmac rally drivers and cars in action.

Should the proposed Road Closure application be approved then approximately 7-21 days prior to the Targa New Zealand rally event, signs advertising the road closure will be placed throughout the area. At the same time a second notice will be delivered confirming the road closure, an emergency telephone number of Targa New Zealand Rally Base, and further important on the day information.

The rally is controlled from a central Targa NZ Rally Base with a comprehensive radio communications network for Officials, and full medical services. These safety services are available to you for any unexpected emergency during the proposed road closure. Contact details will be provided in the second resident's letter which is delivered closer to the event.

Ultimate Rally Group does not allow practising or reconnaissance on the roads at any time by competitors prior to the event.

Should you require entry to/from your property during the road closure, further information will be available in a second letter closer to the event. Targa Rally Base will allow restricted access under escort during the road closure period subject to safety.

All local bodies, rural delivery, transport operators, milk tankers and rural services will be advised of these proposed road closures and School Buses will operate as close to schedule as possible or under escort.

We request that you please inform all run off users and Landlords where applicable.

If you have any queries, comments or objections please do not hesitate to contact Ultimate Rally Group on the details below quoting the stage name and date listed above.

**Ultimate Rally Group would like to take this opportunity to thank the local community groups for their assistance in making this event possible and for the goodwill and support of your community in allowing Targa NZ to make application to your local Council.**

Kind regards

Victoria Main  
 General Manager

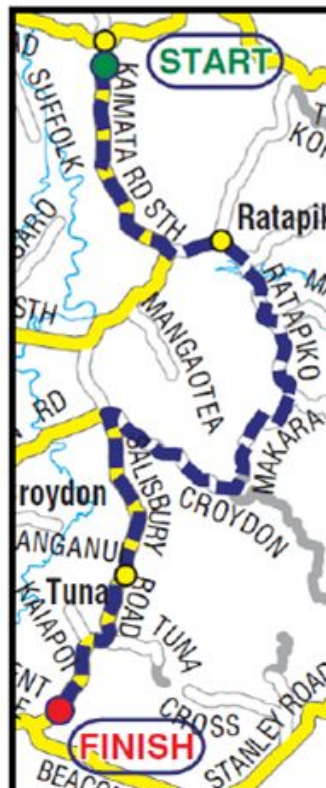
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## Appendix 3

### Wednesday 27 October 2021

Stage Name:	<b>RATAPIKO</b>	Intersection Plan	Road Closed Sign	Marshal Numbers
Road Closure:	9:05am – 1:35pm   Wednesday 27 <sup>th</sup> October 2021			
RCA:	New Plymouth District Council / Stratford District Council			
Start:	Kaimata Road South, from its intersection with Tarata Road	Plan 1	1	2
	Left into Tariki Road South	B	2	2
	Continue into Ratapiko Road at its intersection with Tariki Road North	C	2	1
	Past Kupara Road (no exit)	E	1	1
	Past Mana Road (no exit)	E	1	1
	Right into Makara Road	D	2	1
	Right into Croydon Road	D	2	1
	Left into Salisbury Road	B	2	2
	Past Tuna Road (no exit)	E	1	1
	Past Kaiapoi Road (no exit)	E	1	
Finish:	845 Salisbury Road	Plan 1	1	2
Total Number of Arrows/Signs & Marshals			16	14

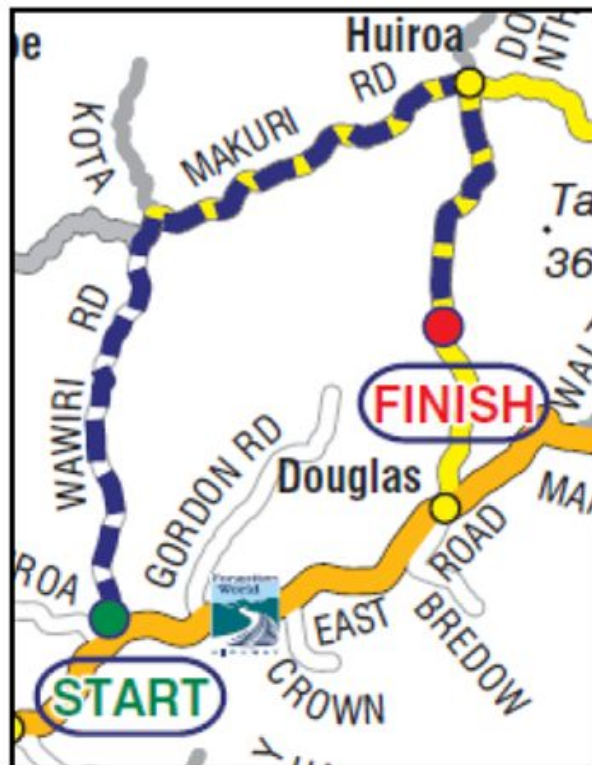


Stages Name:	<b>WHANGAMOMONA 1 &amp; 2</b>	Intersection Plan	Road Closed Sign	Marshal Numbers
Road Closure:	<b>10:05am – 7:15pm   Wednesday 27<sup>th</sup> October 2021</b>			
RCA:	<b>Stratford District Council</b>			
Start:	<b>On Ohura Road from its intersection with Mangaotuku Road</b>	Plan 1	1	2
	Past Popuanui Road (no exit)	E	1	1
	Past Brewer Road	E	1	1
	Past Huiakama Road (no exit)	E	1	1
	Past Kirai Road (no exit)	E	1	1
	Past Mohakau Road	E	1	1
	Past Junction Road	E	1	1
	Past Arnold Road	E	1	1
	Past Mangare Road (no exit)	E	1	1
Finish:	<b>On Ohura Road from its intersection with Whangamomona Road</b>	Plan 1	1	2
<b>Total Number of Arrows/Signs &amp; Marshals</b>			<b>10</b>	<b>12</b>

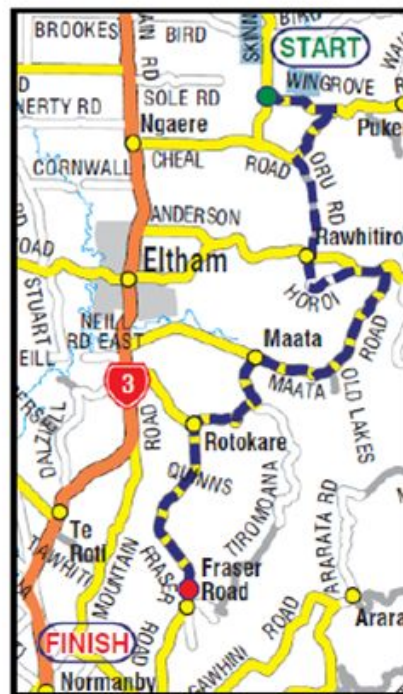


### Thursday 28 October 2021

Stage Name:	<b>DOUGLAS</b>	Intersection Plan	Road Closed Sign	Marshal Numbers
Road Closure:	<b>12:00pm – 4:30pm   Thursday 28<sup>th</sup> October 2021</b>			
RCA:	Stratford District Council			
Start:	Waiwiri Road, at its intersection with Ahuroa Road	Plan 1	1	2
	Right into Makuri Road	B	2	1
	Past Kota Road (no exit)	E	1	
	Right into Douglas Road at its intersection with Douglas Road North (no exit)	B	2	2
Finish:	3.5kms from intersection of Douglas Road and Ohura Road, near #356 Douglas Road	Plan 1	1	2
Total Number of Arrows/Signs & Marshals				
			7	7



Stage Name:	<b>INSANE ELTHAM</b>	Intersection Plan	Road Closed Sign	Marshal Numbers
Road Closure:	12:40pm – 5:10pm   Thursday 28 <sup>th</sup> October 2021			
RCA:	South Taranaki District Council / Stratford District Council			
Start:	Wingrove Road, 200mtrs from its intersection with Skinner Road	Plan 1	1	2
	Right into Cheal Road	E	2	1
	Left into Onu Road	E	2	1
	Right into Rawhitiroa Road	E	2	1
	Left into Horoi Road	E	2	1
	Right into Rawhitiroa Road	E	2	1
	Right into Maata Road	E	2	1
	Past Old Lake Road	E	1	1
	Left into Campbell Road	A	2	1
	Right into Rotokare Road at its intersection with Tiromoana Road	E	3	1
	Left into Fraser Road	A	2	1
	Past Quinns Road (no exit)	E	1	1
Finish:	Fraser Road, 1.5kms from its intersection with Tiromoana Road, #473 Fraser Road	Plan 1	1	2
<b>Total Number of Arrows/Signs &amp; Marshals</b>			23	16



**Stage Name: RATAPIKO**

9:05am to 1:35pm | Wednesday 27<sup>th</sup> October | Day 2

**Kaimata Road South**, from its intersection with Tarata Road, to finish at its intersection with Tariki Road South.

**Tariki Road South**, from its intersection with Kaimata Road, to finish at its intersection with Ratapiko Road. Including its intersection with Tariki Road North.

**Ratapiko Road**, from its intersection with Tariki Road South, to finish at its intersection with Makara Road. Including its intersection with Kupara Road (no exit), Mana Road (no exit).

**Makara Road**, from its intersection with Ratapiko Road, to finish at its intersection with Croydon Road.

**Croydon Road**, from its intersection with Makara Road, to finish at its intersection with Salisbury Road.

**Salisbury Road**, from its intersection with Croydon Road, to finish at 845 Salisbury Road. Including its intersection with Tuna Road (no exit), and Kaiapoi Road (no exit).

**Stages Name: WHANGAMOMONA**

10:05am to 7:15pm | Wednesday 27<sup>th</sup> October | Day 2

**Ohura Road**, from its intersection with Mangaotuku Road, to finish at its intersection with Whangamomona Road. Including its intersection with Popuanui Road (no exit), Brewer Road, Huiakama Road (no exit), Kirai Road (no exit), Mohakau Road, Junction Road, Arnold Road and Mangere Road (no exit).

**Stage Name: DOUGLAS**

12:00pm to 4:30pm | Thursday 28<sup>th</sup> October | Day 3

**Waiwiri Road**, at its intersection with Ahuroa Road, to finish at its intersection with Makuri Road.

**Makuri Road**, from its intersection with Waiwiri Road, to finish at its intersection with Douglas Road. Including its intersection with Kota Road (no exit).

**Douglas Road**, from its intersection with Makuri Road, to finish at 356 Douglas Road. Including its intersection with Douglas Road North (no exit).

**Stage Name: INSANE ELTHAM**

12:40pm to 5:10pm | Thursday 28<sup>th</sup> October | Day 3

**Wingrove Road**, 200mtrs from its intersection with Skinner Road, to finish at its intersection with Cheal Road.

**Cheal Road**, from its intersection with Wingrove Road, to finish at its intersection with Oru Road.

**Oru Road**, from its intersection with Cheal Road, to finish at its intersection with Rawhitiroa Road.

**Rawhitiroa Road**, from its intersection with Oru Road, to finish at its intersection with Horoi Road.

**Horoi Road**, from its intersection with Rawhitiroa Road, to finish at its intersection with Rawhitiroa Road.

**Rawhitiroa Road**, from its intersection with Horoi Road, to finish at its intersection with Maata Road.

**Maata Road**, from its intersection with Rawhitiroa Road, to finish at its intersection with Campbell Road. Including its intersection with Old Lake Road (no exit).

## Insurance Summary for AUSTRALIAN AUTO-SPORT ALLIANCE

### National Insurance Program 2021 - 2022



#### INTRODUCTION

This Insurance Summary has been prepared by Horsell Duffy Langley as Insurance Brokers to Australian Auto-Sport Alliance (AASA). It is designed to be used as a reference guide and provide general information with regards to the AASA Public Liability, Professional Liability and Personal Accident & Injury National Insurance program.

The information set out in this guide in no way overrides the terms and conditions set out in the policy document and it is important that each section be read in full. If there is any matter on which clarification is required, please contact Horsell Duffy Langley.

#### WHO IS THE INSURED?

Clubs, Entities, Companies, Organisations and Persons to whom AASA have sanctioned an event for and for which a Permit has been issued.

- Engineering / Component Testing
- Ride on Mower Event
- Car Show
- Photo Shoot – Static and Moving
- Motorkhana / Autokhanas / Khanacross
- Touring Road Events

#### WHAT IS A PERMIT?

A permit is a certificate issued by AASA which officially sanctions an event and enables the Insured to be covered under the AASA insurance program with respect to the activities associated with the sanctioned event.

#### SCOPE OF COVER

##### Public Liability

Cover for the Insured for their legally liable to pay compensation in respect of Personal Injury or Property Damage as a result of an incident occurring in connection with the business of the Insured.

##### Participant Liability

Cover for the Insured in respect of their legal liability to another Insured arising from the participation in an insured event.

##### Professional Liability

Cover for the Insured whereby they are legally liable to pay damages, claimant costs, and expenses in respect of any claim arising as a direct result of any negligent act, error or omission in the conduct of the Insured's business.

##### Personal Accident / Injury

There are two categories of Insured Persons:

##### Category 1:

Drivers, Pit Crew, Navigators and Passengers of the Insured.

##### Category 2:

Officials, Board Members, Committee Members, Photographers and Voluntary Workers.

Cover applies whilst the insured person is engaged in a sanctioned event and extends to include:

##### Category 1:

- a) Participation in club, representative, state or national events
- b) Travelling directly to and from the above sanctioned activities
- c) Staying away from home whilst engaged in the above sanctioned activities.

##### Category 2:

- a) Unpaid voluntary work performed on behalf of the Insured.
- b) Travelling Arranged by the Insured.
- c) In an administrative capacity as an official, photographer, trainer or fundraiser.

#### WHAT IS COVERED?

The program provides the follows covers:

- Public Liability
- Professional Liability
- Personal Accident & Injury

#### WHEN IS COVER PROVIDED?

Cover is provided on the date(s) noted on the sanctioned event Permit.

#### WHAT EVENTS ARE COVERED?

- National, State, Club & Inter Club Level Car Race Meets
- Drag Racing
- Rally Cross Events
- Speedway Race Meetings
- Tarmac / Gravel Rallies
- Off Road & ROV Events
- Go Kart Race Meets
- Go Kart Events (Non Racing)
- Burnout Events
- Nats Style Events
- Tractor Pull Events
- Hill Climbs
- Advanced Driver Training
- Drifting Events incl. Practice
- Speedway Event Test and Tune
- Test N Tune / Speed of The Streets / Circuit Driver Training
- Karting Event
- Rally Sprint
- Lap Dash / Sprint Meeting
- Drive / Ride / Corporate Days
- Come & Try / Fun Days



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1 | Page

## Insurance Summary for AUSTRALIAN AUTO-SPORT ALLIANCE

### National Insurance Program 2021 - 2022



- d) Travelling directly to and from the above sanction activities  
e) Staying away from home whilst engaged in the above sanctioned activities.

#### LIMIT OF LIABILITY / BENEFITS

##### Public Liability

\$25,000,000 any one Occurrence.

##### Participant Liability

\$5,000,000 any one Occurrence.

##### Professional Liability (Errors and Omissions)

\$1,000,000 any one incident and \$2,000,000 over the full policy period.

##### Personal Accident / Injury

###### Death and Permanent Disability

A maximum lump sum benefit is payable in the event of a death or a permanent disability to an insured person up to \$100,000 for a Insured person but \$10,000 for an Insured under 18 years of age.

###### Injury Weekly benefits

If an insured person is temporarily totally disabled and unable to work they shall receive a maximum weekly benefit of \$900.

If an insured person is temporarily partially disabled and able to work in a reduced capacity, they shall receive the difference between the \$900 weekly benefit less their weekly salary.

The weekly benefits will apply for a maximum period of 156 weeks subject to a 7 day excess where no benefits are payable.

##### Non-Medicare Medical Expenses

Benefit percentage:	75%
Maximum benefit per injury:	\$5,000
Excess	\$50

Up to \$5,000 of cover is provided, subject to deduction of the excess (if not privately insured) for 75% of the below mentioned non-Medicare expenses should an insured person suffer an injury:

- Private hospital accommodation;
- Ambulance transport cost;
- Chiropractic;
- Ancillary medical procedures;
- Theatre fees in private hospitals where Medicare does not apply;
- Orthotics, splints, and Prostheses.

If an insured person has private health insurance they must claim on that policy first. The AASA program benefits will apply to the difference between any applicable private health insurance rebate which an insured person may be entitled to, and the actual cost incurred.

##### Physiotherapy benefits

Physiotherapy costs are calculated as described above however the percentage benefit amounts varies as follows:

Visits 1 to 5:	95% of the cost up to \$45 per visit.
Visits 6 to 10:	80% of the cost up to \$40 per visit.
All other visits:	75% of the cost up to \$30 per visit.

##### Additional benefits

The following additional benefits may apply and you should contact HDL for further information:

- Transport to and from work benefit;
- Re-imbursment of professional/membership fees;
- Return to work assistance;
- Student Tutorial benefit;
- Domestic Help Expenses benefit;
- Home / Work / Motor Vehicle Modification benefit;
- Private / Public Transport and Parking Out of Pocket Expenses benefit;
- Funeral Expenses benefit;
- Injury Rehabilitation benefit.

##### WHAT IS NOT COVERED?

- Medicare related expenses including gap payments;
- Liability under Workers Compensation legislation;
- Fines and penalties imposed by law;
- Liability arising out of aircraft/aerial device activities.

##### HOW TO MAKE A CLAIM

###### Public, Professional & Participant Liability

Once becoming aware of an incident that may give rise to a claim, contact HDL immediately and do not admit liability under any circumstances.

All incidents that may lead to a Professional Liability claim must be notified before the end of the policy period 31<sup>st</sup> December 2021.

###### Personal Accident / Injury

Written notification and a completed claim form should be provided to HDL in the event of any incident which may give rise to a claim within 30 days of the incidence occurring.

The Dual Personal Accident claim form is attached to this document.

All supporting documents and medical evidence including any non-Medicare original medical tax invoices and receipts that have been incurred will also be required.



## Insurance Summary for AUSTRALIAN AUTO-SPORT ALLIANCE

### National Insurance Program 2021 - 2022



#### HDL CONTACT DETAILS

For further information about the AASA insurance program or to make a claim, please contact:

Leesa Pickles

Ph. 02 9252 7317

Mobile 0412 511 526

Email [lpickles@HDLbrokers.com.au](mailto:lpickles@HDLbrokers.com.au)

#### OTHER IMPORTANT INFORMATION

1. The insurance program expires on the 31<sup>st</sup> December 2021.
2. The insurers are Certain Underwriters at Lloyd's with respect to the Public Liability and Professional Liability policy and DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's with respect to the Personal Accident & Injury policy.
3. AASA is not and does not represent itself as a licensed insurer or insurance broker by endorsing the products referred to in this summary.
4. For further details of the services provided by HDL, please contact us on the number above or consult our Financial Services Guide as attached to this summary.

# INFORMATION REPORT



F19/13/04 – D21/31520

**To:** Policy and Services Committee  
**From:** Communications Manager  
**Date:** 28 September 2021  
**Subject:** Summary of the 2021 Customer Satisfaction Survey

**Recommendation**

THAT the report be received.

**Recommended Reason**  
 This is an information report only. It gives a summary of the results of the 2020/21 Customer Satisfaction Survey.

\_\_\_\_\_  
 Moved/Seconded

**1. Purpose of Report**

1.1 This report gives a summary of the results from the 2020/21 Customer Satisfaction Survey, and provides an update on the future of the survey.

**2. Executive Summary**

- 2.1 In Council’s 2018-28 Long Term Plan, Council formed a set of performance measures to show how well it performs against set targets. Some of these performance measures require Council to conduct an annual survey to gauge ratepayers and residents satisfaction on a number of issues.
- 2.2 The printed survey was sent out in May 2021 to all households (4,024) in the Stratford district and an online version made available too. The questions asked the respondent to rate the level of service, and provide comments on the particular service.
- 2.3 Survey responses are shared with Council officers and Directors responsible for each area. While Council doesn’t commit to responding to every comment made by respondents, any specific issues noted are able to be investigated and addressed by council officers. This report shows a high level summary of the comments received.

**3. Local Government Act 2002**

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 report helps to evaluate performance measures as set out in the 2018-28 Long Term Plan for the 2019/20 financial year, and provides input into where future resources should be applied, improving the overall wellbeing of the district.	
<b>Social</b>	<b>Economic</b>	<b>Environmental</b>	<b>Cultural</b>
✓	✓	✓	✓

#### 4. Background

- 4.1 Residents of the Stratford district were invited to participate in the 2021 Customer Satisfaction Survey. The survey was mailed to all Stratford residents and was available online via the Council website and Facebook page (Survey Monkey link) to complete.
- 4.2 There were 373 respondents to the survey. This was a decrease of 144 in the return rate of surveys from 2020 (517). 108 of these surveys were completed online, 70 via Facebook link and 38 via the website.
- 4.3 The 2020/21 year was a busy year for community consultation, including the A&P Association decision and 2021-31 Long Term Plan. While we can't be certain of the reason for the decrease in returned surveys, consultation fatigue could have played a part. The survey itself is also due for a refresh. More detail on the next steps for the survey is provided at the end of the information summary.
- 4.4 The survey asked respondents whether they used a service or not, and asked them to rate the level of service on a scale between 1 and 10, 1 being considered 'Poor' and 10 'Excellent'.
- 4.5 The results are shown in the tables below.

#### 5. Information Summary

##### 5.1 Demographics

Male	37.2%
Female	61.4%
Gender diverse	0.3%
Prefer not to say	1.1%

##### Age

Under 25 years	3%
25 – 40 years	16%
41 – 55 years	21%
56 – 65 years	21%
65 years and over	38%
Prefer not to say	1%

##### Ethnicity

NZ European	86%
NZ Māori	5%
Other European	8%
Asian	1%

##### Years living in the district

2 years or less	11%
3 – 5 years	9%
6 – 10 years	12%
11 years and more	66%
Unsure	2%

## 5.2 Asset Management

### 5.2.1 Roading

The overall rating for roading has dropped slightly. Some respondents provided specific areas that need attention on Council's network which can be followed up by staff. The most common concerns were regarding maintenance work being less than satisfactory, recurring pot holes, loose chip/stones after works have been done, logging/heavy trucks causing damage on roads, and the poor state of SH3 and SH43 roads.

	2021	2020	2019
Overall, how do you rate the Stratford District's roading network?	5.16	5.72	5.7

### 5.2.2 Footpaths

The feedback on footpaths was similar to previous years. People were pleased to see improvements being made over the last year, but some were concerned about the state of footpaths for those using mobility scooters, prams or scooting with their children, stating that they are cracked in areas and uneven. Some people mentioned the need to clear grass clippings, moss and leaves from the footpaths as it makes them slippery. Some respondents requested a footpath down Orlando Street, which has been mentioned in previous years.

	2021	2020	2019
Overall, how do you rate the Stratford District's footpaths?	5.43	5.71	5.59

### 5.2.3 Refuse and Recycling

As per previous years there are still some concerns around bin handling by contractors with people mentioning damaged bins and broken glass on roads. A number of respondents asked about green waste and food bins with their views on the subject being mixed. A couple people suggested weekly recycling was needed, and others suggested the service should be offered more widely in the district. The Transfer Station was praised.

		2021	2020	2019
Is your property receiving the Council rubbish service?	Yes	75%	79%	74%
	No	25%	21%	26%
Overall, how do you rate the rubbish service?	Level	7.28	7.67	7.88
Is your property receiving the Council recycling service?	Yes	77%	81%	80%
	No	23%	19%	20%
Overall, how do you rate the recycling service?	Level	7.18	7.62	7.85

#### 5.2.4 Public toilets

While resident user numbers aren't high for our toilets, comments provided inconsistent views on cleanliness with some noting how well serviced they are for public toilets and others disagreeing, particularly regarding the TET toilets and the Exeloo toilet in Victoria Park. Some mentioned the need for Page Street toilets to be open. Respondents praised the upgrade to the Centennial Restrooms.

		2021	2020	2019
Do you use the Town centre Toilets on Broadway?	Yes	43%	42%	52%
	No	57%	58%	48%
If yes, how would you rate the overall level of service?	Level	6.61	6.95	7.01
Do you use the Centennial Restroom Toilets?	Yes	36%	33%	34%
	No	74%	67%	66%
If yes, how would you rate the overall level of service?	Level	7.61	6.96	6.94
Do you use the Exeloo Toilet in Victoria Park?	Yes	20%	23%	24%
	No	80%	77%	76%
If yes, how would you rate the overall level of service?	Level	5.99	5.95	6.42
Do you use the Percy Thomson complex Toilet?	Yes	39%	39%	36%
	No	61%	61%	64%
If yes, how would you rate the overall level of service?	Level	7.67	7.94	8.28
Do you use the TET Toilet?	Yes	28%	25%	23%
	No	72%	75%	77%
If yes, how would you rate the overall level of service?	Level	5.22	5.46	6.13
Do you use the Whangamomona Public Toilet?	Yes	10%	10%	11%
	No	90%	90%	89%
If yes, how would you rate the overall level of service?	Level	5.45	6.15	6.21
Do you use the Morgan's Grave Public Toilet?	Yes	7%	6%	8%
	No	93%	94%	92%
If yes, how would you rate the overall level of service?	Level	5.67	5.3	5.73
Do you use the Kopuatama Public Toilet?	Yes	14%	14%	16%
	No	86%	86%	84%
If yes, how would you rate the overall level of service?	Level	6.02	6.15	5.94

#### 5.2.5 Sportsgrounds

Residents are generally satisfied with the current state of council sports grounds. Many of the survey respondents don't directly use the grounds but noted they generally look good and are an asset to the district.

		2021	2020	2019
Do you use the Victoria Park Sports Ground?	Yes	78%	22%	20%
	No	82%	78%	80%
If yes, how would you rate the overall level of service?	Level	6.74	7.21	7.19
Do you use the Swansea Sports Ground?	Yes	10%	8%	7%
	No	90%	92%	93%
If yes, how would you rate the overall level of service?	Level	6.39	7.01	7.04
Do you use the Page St Sports Ground?	Yes	9%	12%	11%
	No	91%	88%	89%
If yes, how would you rate the overall level of service?	Level	6.53	7.09	6.62
Do you use the Portia Sports Ground?	Yes	6%	10%	9%
	No	94%	90%	91%
If yes, how would you rate the overall level of service?	Level	6.19	6.98	7.21

### 5.2.6 Cemeteries

The majority of comments in this section were in relation to the Kopuatama Cemetery. Comments were mostly regarding the lawn mowing service, requesting the mower to use a catcher so that clippings don't get onto the graves. Some asked whether some of the older headstones could be cleaned up and made note of the need for easier walking access for our older generation.

		2021	2020	2019
Do you use Kopuatama Cemetery?	Yes	55%	54%	56%
	No	45%	46%	44%
If yes, how would you rate the overall level of service?	Level	6.72	6.66	6.81
Do you use Midhirst Cemetery?	Yes	9%	5%	7%
	No	91%	95%	93%
If yes, how would you rate the overall level of service?	Level	5.97	6.19	5.72

### 5.2.7 Parks and walkways

Many of the comments acknowledged the parks and walkways as a real asset to our district and very much enjoyed. There were some specific comments relating to walkway maintenance. Some respondents mentioned dog walking with a couple people requesting a dedicated dog park.

		2021	2020	2019
<b>Do you use Victoria Park?</b>	Yes	48%	57%	50%
	No	52%	43%	50%
If yes, how would you rate the overall level of service?	Level	7.16	7.26	7.20
<b>Do you use Windsor Park?</b>	Yes	23%	27%	22%
	No	77%	73%	78%
If yes, how would you rate the overall level of service?	Level	7.12	7.24	7.18
<b>Do you use King Edward Park?</b>	Yes	54%	65%	54%
	No	46%	35%	46%
If yes, how would you rate the overall level of service?	Level	7.31	7.47	7.40
<b>Do you use the playgrounds in Victoria or Page Street Park?</b>	Yes	34%	34%	33%
	No	66%	66%	67%
If yes, how would you rate the overall level of service?	Level	7.37	7.38	7.39
<b>Do you use the Eastern Loop Walkway?</b>	Yes	38%	36%	28%
	No	62%	64%	72%
If yes, how would you rate the overall level of service?	Level	6.72	6.84	6.68
<b>Do you use the Western Loop Walkway?</b>	Yes	39%	40%	33%
	No	61%	60%	67%
If yes, how would you rate the overall level of service?	Level	6.8	6.97	6.94
<b>Do you use the Three Bridges Trail Walkway?</b>	Yes	53%	56%	50%
	No	47%	44%	50%
If yes, how would you rate the overall level of service?	Level	7.49	7.52	7.32
<b>Do you use the Carrington Walkway?</b>	Yes	43%	45%	36%
	No	57%	55%	64%
If yes, how would you rate the overall level of service?	Level	7.05	7.28	7.10

**5.3 Environmental Services – Planning and Regulatory**

Service from the Council in the following areas, in the last 12 months, was:		2021	2020	2019
Office Hours	Animal Control	5.91	6.2	6.32
	LIM	5.94	6.35	6.39
	Planning/Resource Consents	5.16	6.36	6.14
	Building Consents	5.09	6.28	6.06
	Environmental Health	5.99	6.34	6.36
	Liquor Licensing	6.21	6.51	6.25
	Parking	6.12	6.89	6.45
After hours	Animal Control	5.32	6.01	6.05
	Noise	5.65	6.21	6

Many of the respondents’ comments in this section mentioned that they hadn’t needed to use these services in the last 12 months or had nothing further to add.

**5.3.1 Animal Control**

One person made a specific comment about a wandering dog and another suggested dog registrations needed reviewing as they are too expensive.

**5.3.2 Liquor Licensing**

This year we also asked respondents for feedback on drinking alcohol in public places. 86% of those who answered said they were aware of the restrictions on drinking alcohol in public places through the Liquor Bylaw and 90% said the restrictions were about right. Most of those who commented mentioned they hadn’t seen anyone flouting the rules, one said they were aware of people ignoring the restrictions and another said there was no use having restrictions if they’re not enforced. Some suggested more signage within the alcohol ban areas could be useful.

**5.3.3 Noise**

A couple respondents mentioned fireworks being an issue.

**5.3.4 Planning**

A couple respondents commented on the wait times for response to planning and resource consent enquiries.

**5.3.5 Building Control**

Similar to above a respondent made comment about wait times for inspections and another mentioned the need to support local builders more.

**5.3.6 Environmental Health**

One comment received on food safety was a specific remark about a local business.

**5.3.7 Parking**

Comments relating to parking were mostly about the difficulty of parking on Broadway due to the road design, busy traffic, people not parking correctly in areas and trucks taking up parking spaces in residential areas.

## 5.4 Community Services

### 5.4.1 Information Centre (i-SITE)

The service rating has had a minimal decrease, general consensus from respondents who left comments is that i-SITE staff are helpful and friendly. Some respondents don't agree with the move to the Library facility, and think the hours need to cover the weekend to ensure visitors to the district can access the service. One respondent suggested the i-SITE should be on the main street, not hidden away.

		2021	2020	2019
Do you use the Information Centre?	Yes	75%	73%	82%
	No	25%	27%	18%
If yes, how would you rate the overall level of service?	Level	7.48	7.84	8.01
What services do/did you use at the Information Centre?	Licensing	63%	63%	64%
	Travel Bookings	11%	15%	16%
	Maps & Brochures	44%	49%	53%
	Retail	22%	32%	31%
	General Information	48%	48%	49%
	Accommodation Bookings	1%	4%	4%
	Events	25%	24%	21%

### 5.4.2 Library

Comments provided positive feedback saying the library is a great resource and staff are excellent. One respondent felt the i-SITE space in the Library could have been used to expand the wonderful school holiday programme activities and another made a point that Council needs to keep growing the service and books available.

		2021	2020	2019
Do you use the Stratford Library service?	Yes	61%	66%	66%
	No	39%	34%	34%
If yes, how would you rate the overall level of service?	Level	8.20	8.29	8.3
Which library services do you use?	Browse/borrow books	79%	85%	85%
	eBooks	8%	8%	5%
	eDatabases	4%	7%	7%
	Children's services	11%	9%	8%
	Tables to work or study	10%	11%	16%
	Library computers	13%	9%	14%
	Library staff	43%	44%	52%
	Free Wi-Fi	13%	14%	15%
	Justice of the Peace	18%	15%	14%
	Stepping Up Programme	2%	2%	N/A
	Printing/photocopying	30%	32%	30%
	Hire of Kowhai Room	2%	3%	N/A



### 5.4.3 TSB Pool Complex

The general consensus is that people are looking forward to the new pool opening but are happy with the service they receive from pool staff currently. A few specific comments talked about entry fees and programmes available with one person suggesting evening pool classes after 6.30pm for people who work outside of Stratford.

		2021	2020	2019
Do you use the TSB Pool?	Yes	37%	41%	38%
	No	63%	59%	62%
If yes, how would you rate the overall level of service?	Level	6.95	7	7.07
What services do you use at the TSB Pool?	Lane swimming	39%	42%	40%
	Swimming lessons	26%	25%	27%
	Aqua jogging/water walking	19%	17%	23%
	Dry land group fitness classes	2%	3%	4%
	In water group fitness classes	9%	9%	5%
	Recreational activities	41%	44%	41%
	School water safety programme	9%	8%	7%
	I am a caregiver bringing someone else	39%	31%	27%

### 5.4.4 Community Services

Council delivers and supports a variety of community activities which cater for all ages. Most respondents spoke highly of the events available, a couple suggested more advertising is needed, and one said there is nothing for farmers or rural people. Anzac Day was missed off the survey in error, so the attendance percentages cannot be presented. The Summer Nights movies was cancelled due to COVID-19 and the Youth Council chose not to deliver a Scary Night event like previous years. The overall rating of Stratford's sense of community is similar to that of last year.

		2021	2020	2019
Events	ANZAC Day	N/A	N/A	58%
	Children's Day	4%	6%	5%
	Citizens Awards	7%	12%	10%
	Citizenship Ceremonies	4%	5%	5%
	Positive Ageing Forums	14%	14%	10%
	Business Association BA5's	7%	6%	6%
	Trade Graduation Ceremony	2%	3%	2%
	Christmas Parade	67%	78%	71%
	International Day of the Older Person	7%	8%	8%
	Summer Nights Concert	43%	54%	43%
	Youth Council On the Bus	2%	1%	0.8%
	Summer Nights Movie	N/A	24%	20%
	Youth Council A Scary Night	N/A	5%	2%
	Prospero Market	67%	N/A	N/A
	Shakespeare Festival Market	20%	N/A	N/A
	Sense of Community - Level	7.1	7.3	7.4

#### 5.4.5 Communication

It's positive to see that respondents know where to go to find Council information when seeking it. People seem to be happy with the channels available for being informed about Council business. The comments were a mixed bag, with some people enjoying the digital channels available and others seeing a need for improvement. Some respondents spoke of specific communication they've had or haven't had from councillors and staff.

		2021	2020	2019
Do you know where to get Council information if you want it?	Yes	96%	96%	95%
	No	4%	4%	5%
Where do you mainly see, read or hear information about the Council?	Central Link	59%	64%	10%
	Newspapers	67%	69%	86%
	Website	40%	37%	34%
	Social Media	28%	29%	22%
	Personal contact with Council	28%	32%	36%
	Radio	14%	15%	16%
	Email	5%	4%	6%
	Meetings	6%	3%	4%
	From other people (hearsay)	17%	15%	17%
	How would you most like to receive information about Council in the future?	Central Link	52%	61%
Newspapers		59%	59%	79%
Website		38%	33%	27%
Social Media		28%	29%	24%
Personal contact with Council		18%	20%	23%
Radio		9%	11%	13%
Email		19%	13%	18%
Meetings		7%	2%	4%
Other		2%	1%	4%

#### 5.4.6 Stratford community

The survey asks residents if they feel Stratford is an attractive, safe and healthy place to live. This has decreased slightly from previous years.

		2021	2020	2019
Do you believe that Stratford is an <b>attractive</b> place to live?	Yes	90%	95%	93%
	No	10%	5%	7%
Do you believe that Stratford is a <b>safe</b> place to live?	Yes	93%	96%	94%
	No	7%	4%	6%
Do you believe Stratford offers a <b>healthy</b> lifestyle?	Yes	92%	96%	96%
	No	8%	4%	4%

We also asked respondents to tell us their three top things about living in the Stratford district. The most common responses included friendly people, central location, community feel, beautiful parks, and the mountain.

### 5.4.7 Customer Service

The number of respondents who have contacted the council has increased this year. General consensus is that service centre staff do a great job.

		2021	2020	2019
Have you contacted Council over the past year?	Yes	71%	68%	72%
	No	29%	32%	28%
How did you contact Council?	Counter	73%	71%	76%
	Email	9%	10%	6%
	Phone	53%	59%	58%
Did you find the staff helpful and friendly?	Yes	95%	99%	98%
	No	5%	1%	2%
Were staff able to provide you with the information you needed?	Yes	94%	96%	96%
	No	6%	4%	4%
How would you rate their performance?	Level	7.64	7.74	7.86

### 5.5 Governance

Comments varied, with some respondents praising the level of consultation and opportunities for engagement, and others stating specific decisions they didn't agree with and the lack of time given for some decisions. A few felt it didn't matter if consultation was carried out as Council did what they want.

		2021	2020	2019
Do you think the decisions made by the Council represent the best interests of the district?	Yes	55%	62%	61.5%
	No	17%	10%	6.5%
	Don't know	28%	28%	32%
How do you rate the amount of consultation that Council offers?	Level	5.82	6	6.23
Have you contacted the Mayor or Councillors in the past year?	Yes	26%	24%	25%
	No	74%	76%	75%
If yes, how did you find their interaction with you?	Level	6.92	7.17	7.20

### 5.6 Comparison Table

	Overall Level of Service Average Rating out of 10		
	2021	2020	2019
Roading	5.16	5.72	5.7
Footpaths	5.43	5.71	5.59
Refuse and Recycling (Overall)	7.23	7.64	7.9
Public Toilets (Overall)	6.28	6.35	6.59
Sports Grounds (Overall)	6.46	7.07	7.02
Cemeteries (Overall)	6.35	6.42	6.27
Parks and Walkways (Overall)	7.13	7.24	7.16
Office Hours Planning	5.16	6.36	6.14
Office Hours Environmental Health	5.99	6.34	6.36
Office Hours LIMs	5.94	6.35	6.39
Office Hours Building Control	5.09	6.28	6.06
Office Hours Liquor Licensing	6.21	6.51	6.25
Office Hours Animal Control	5.91	6.2	6.32
After Hours Noise	5.65	6.21	6
After Hours Animal Control	5.32	6.01	6.05
Information Centre	7.48	7.84	8.02
Library	8.20	8.29	8.30
TSB Pool	6.95	7	7.08
Community Services	7.1	7.3	7.42
Council Governance (Overall)	6.37	6.58	6.72
Customer Service	7.64	7.74	7.86

**5.7 Customer Satisfaction Survey next steps**

This is the last year that Council will be carrying out the customer satisfaction survey in this way. As part of the Long Term Plan 2021-31, budget has been allocated for an improved resident's survey to be carried out annually. The survey will be delivered by an external supplier specialising in measuring satisfaction across services for local government and other businesses.

Research and insights is outlined as a key initiative in the Communications and Engagement Strategy 2020. The change in delivery for this survey is a step forward in our commitment to the way we use customer data to measure and improve our service delivery.

**6. Strategic Alignment**

- 6.1 **Direction**  
This report provides elected members with public opinion of Council services which may be used to guide their future direction and decision making.
- 6.2 **Annual Plan and Long Term Plan**  
This report helps determine service provision standards, as required in the LTP and supports planning and investment for the future.
- 6.3 **District Plan**  
Not applicable.
- 6.4 **Legal Implications**  
Not applicable.
- 6.5 **Policy Implications**  
Not applicable.



Gemma Gibson  
**Communications Manager**



[Endorsed by]  
Kate Whareaitu  
**Director Community Services**



[Approved by]  
Sven Hanne  
**Chief Executive**

**Date** 21 September 2021

# INFORMATION REPORT



F11913/04 – D21/33217

To: Policy & Services Committee  
From: Chief Executive  
Date: 28 September 2021  
Subject: 3 Waters Reforms

## Recommendations

1. THAT the report be received.
2. That Council:
  - a) **notes** the Government's 30 June and 15 July 2021 Three Waters Reform announcements
  - b) **notes** officer's advice on the accuracy of the information provided to Council in June and July 2021 as a result of the RFI and WICS modelling processes
  - c) **notes** the previously provided analysis of the impacts of the Government's proposed three water service delivery model on the Stratford community and its wellbeing, including the impacts on the delivery of water services and water related outcomes, capability and capacity, on Stratford District Council's sustainability (including rating impact, debt impact, and efficiency) and
  - d) **notes** the high level analysis of three waters service delivery options available to council included in this report
  - e) **notes** that a decision to support the Government's preferred three waters service delivery option is not lawful (would be ultra vires) at present due to section 130 of the Local Government Act 2002 (LGA), which prohibits Council from divesting its ownership or interest in a water service except to another local government organisation, and what we currently know (and don't know) about the Government's preferred option
  - f) **notes** that Council cannot make a formal decision on a regional option for three waters service delivery without doing a Long Term Plan (LTP) amendment and ensuring it meets section 130 of the LGA
  - g) **notes** that the Government intends to make further decisions about the three waters service delivery model after 30 September 2021
  - h) **notes** that it would be desirable to gain an understanding of the community's views once Council has further information from the Government on the next steps in the reform process
  - i) **requests** the CEO to seek guidance on and/or give feedback to the Government on:
    - Placement of Stratford District Council in Entity B – support/no support
    - Ownership model – Council support/not support/ask for alternative options to be shown
    - Governance structure - support/not support/alternative suggestions/further information to be sought
    - Inclusion of stormwater in the reforms – support/don't support
    - Ensuring urban growth is enabled/supported
    - Protection against privatisation
  - j) **notes** that the CEO will report back further once they have received further information and guidance from Government ,LGNZ and Taituarā on what the next steps look like and how these should be managed

## Recommended Reason

This report outlines the Government's current Three Waters Reform proposal, and enables Council to provide initial feedback to the Government on it.

/  
Moved/Seconded

## 1. Purpose of Report

This report updates elected members on:

- the Government's 30 June 2021 and 15 July 2021 Three Waters Reform announcements, which change the reform process previously outlined in 2020;
- the specific data and modelling Council has received to date;
- the implications of the revised Three Waters Reform proposal for Council and alternative service delivery options;
- next steps (including uncertainties).

## 2. Executive Summary

2.1 Over the past four years central and local government have been considering the issues and opportunities facing the system for regulating and managing the three waters (drinking water, wastewater, and stormwater) – Three Water Reform. The background is provided in Attachment 1 including information on Taumata Arowai (which became a new Crown entity in March 2021 and will become the dedicated water services regulator later this year).

2.2 The Government has concluded that the [case for change](#)<sup>1</sup> to the three waters service delivery system has been made and during June and July 2021 it released information and made announcements on:

2.2.1 the direction and form of Three Waters Reform, including [proposed new Water Service Entities \(four and their indicative boundaries\)](#), their governance arrangements and public ownership

2.2.2 individual (WICS) Council data based on the information supplied under the RFI process

2.2.3 a package of investment (\$2.5b) for councils to invest in the future for local government, urban development, and the wellbeing of communities, ensuring no council is worse off as a result of the reforms, and funding support for transition

2.2.4 an eight-week process for councils to understand the implications of the reform announcements, ask questions and propose solutions and for Government to work with councils and mana whenua on key aspects of the reform (including governance, integrated planning and community voice).

2.3 Council has been placed in Entity B and the better off funding allocation is \$10,269,524;

2.4 While the Government and LGNZ consider that national case for change has been made, each council will ultimately need to make a decision based on its local context if the process to join one of the proposed entities remains voluntary.

2.5 This report provides Council will the staff analysis of the information provided and assesses the Government's proposal and currently available service delivery options. In preparing it officers have used the Local Government New Zealand, Taituarā, and Te Tari Taiwhenua Internal Affairs [guidance](#)<sup>2</sup> to assist Council to understand the information that has been provided to date and enable Council to prepare for future decisions and consultation and engagement with communities.

2.6 In summary:

2.6.1 Our Council specific current-state information looks broadly correct, it is however impossible for officers to comment on the with/without reform forecasts provided via the DIA dashboard.

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<sup>1</sup> [Transforming the system for delivering three waters services \(dia.govt.nz\);  
https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/transforming-the-system-for-delivering-three-waters-services-the-case-for-change-and-summary-of-proposals-30-june-2021.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/transforming-the-system-for-delivering-three-waters-services-the-case-for-change-and-summary-of-proposals-30-june-2021.pdf)

<sup>2</sup> <https://www.lgnz.co.nz/assets/Three-Waters-Guidance-for-councils-over-the-next-eight-weeks-FINAL.pdf>

- 2.6.2 Given the peer reviews of the modelling and underlying assumptions (which always carry a degree of uncertainty) no further analysis of this work has been done or is proposed and staff have focussed on the reasonably practicable options and their implications for Council and the community.
- 2.6.3 Doing nothing is not an option, as Council must continue to deliver services
- 2.6.4 **Option A - Government proposal:** The greater financial capability, efficiency, affordability and community/water benefits (as published by Government) of delivering three waters to the community by the proposed new Water Services Entities are likely to be of significant value if they can be realised.

Our analysis suggests there should be reduced risk to council (non-compliance with standards and processes, lower costs for delivery, procurement). Council also would not be responsible if a non-council supplier couldn't meet standards.

There are risks that need to be mitigated including integration with spatial, growth and local planning and transparent prioritisation, households' ability to pay, and Council's financial sustainability. There are several risks associated with transition to this model, many of which are outside of Council's control and are noted in the transition section of the report.

- 2.6.5 **Option B - Delivery of three water services by Council:** The potential benefits of this option include greater Council control and more certainty over local infrastructure integration (planning and delivery) with land use plans and council objectives. Council however faces significant risks over the medium and longer term, including potentially high costs, in meeting the new water standards, environmental requirements and achieving compliance. The ability of non-Council water supplies to meet standards and requirements also poses a risk to Council and the community.
- 2.6.6 The causes of most of these risks are not within Council's control. This makes mitigation difficult, and many potential mitigation options (such as greater investment, larger costs than currently planned, lower levels of service, compliance risk) may not be palatable to Council or the community.
- 2.6.7 **Option C - Regional aggregation of three waters services in a Council Controlled Organisation:** While councils would still need to be satisfied that the changing regulatory environment was adequately provided for, including ensuring there was sufficient funding to meet legal and regulatory obligations due to scale, this option (better) addresses the risk that the size of investment required to meet new standards and community expectations is greater than forecast by individual councils
- it enables an organisation to focus on the group's three water challenges and prioritise investment decisions across the region, which should lead to better environmental and community outcomes
  - it provides for greater strategic, management and operational capacity and capability, workforce development and planning
  - it enables efficiencies (in planning, programming, procurement and delivery) and should as a result reduce household costs and increase affordability. There are however integration risks with spatial, growth and local planning and uncertainties around the future costs to households.
  - it largely retains financial and compliance risks with council, although at arm's length via a CCO setting
  - while not as strongly as Option A, this option still creates a disconnect between the local community's aspirations and it's ability to deliver or influence delivery against these.

- 2.7 Under all options except the Government proposal, Council bears the risk of meeting the new water standards, environmental requirements and achieving compliance. There are also implications and challenges for non-Council supplies to meet water quality requirements, with the risk that these supplies might default to Council in the future.

- 2.8 Other Government reforms (Resource Management Act, Future of Local Government) pose opportunities and challenges for each option.
- 2.9 Managing transition risks are likely to pose a greater challenge for Council (and others in its grouping) than the risks associated with the Government proposal. If the Government's proposal were to proceed, effective management of the transition by Council, Government and partners will be critical.
- 2.10 The law currently prohibits Council's deciding to opt-in to the current proposal (given section 130 of the Local Government Act 2002 and what we know about this option at present). Current decision-making requirements, including the need to take account of community views and strategic nature of the assets involved, would also preclude Council deciding to opt-in at this time without consultation.
- 2.11 Similar requirements apply if the council wishes to consider alternative arrangements that involve asset transfers, divestment, change in ownership and or the setting up of a Council Controlled Organisation (CCO) to deliver water services in the future.
- 2.12 There are a number of issues, concerns and uncertainties for the Government and councils to work through before a robust Council decision (and decision-making process) can be produced, including whether legislative change will enable or require the Water Services Entity or CCO approach to be adopted. Therefore, there is no expectation that councils will make a decision to opt-in (or out) or commence community engagement or consultation at this point in time.
- 2.13 Councils have been specifically asked to provide solutions to three outstanding issues during the next eight weeks:
  - ensuring all communities have both a voice in the system and influence over local decisions
  - effective representation on the new water service entities' oversight boards, including preventing future privatisation
  - ensuring integration between growth planning and water services planning.
- 2.14 Staff therefore request Elected Members consider the issues that arise from the Government's proposal and any potential solutions so these can be raised with Government and LGNZ before the end of September 2021.
- 2.15 Government decisions on entity boundaries, governance and transition and implementation arrangements will occur after the eight week-process ends (30 September 2021).
- 2.16 On the assumption that the reform goes ahead, it is anticipated that councils will continue to deliver water services until at least early 2024 and council involvement in transition will be required throughout.



**3. Local Government Act 2002**

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:		The proposed reforms will cut across the 4 wellbeings and council is required to participate in this process.	
<b>Social</b>	<b>Economic</b>	<b>Environmental</b>	<b>Cultural</b>
✓	✓	✓	✓

The purpose of this report is to undertake a stock-take of an ongoing reform process and to provide elected members with the opportunity to seek further information and or provide feedback to the Government on these reforms.

**4. Background**

- 4.1. Following the serious campylobacter outbreak in 2016 and the Government's Inquiry into Havelock North Drinking Water, central and local government have been considering the issues and opportunities facing the system for regulating and managing the three waters (drinking water, wastewater, and stormwater).
- 4.2. The focus has been on how to ensure safe drinking water, improve the environmental performance and transparency of wastewater and stormwater network and deal with funding and affordability challenges, particularly for communities with small rating bases or high-growth areas that have reached their prudential borrowing limits.
- 4.3. The Government's stated direction of travel has been for publicly-owned multi-regional models for (with a preference for local authority ownership). The Department of Internal Affairs (DIA), in partnership with the Three Waters Steering Committee (which includes elected members and staff from local government commissioned specialist economic, financial, regulatory and technical expertise to support the Three Waters Reform Programme and inform policy advice to ministers.
- 4.4. The initial stage (Tranche 1 - MOU, Funding Agreement, Delivery Plan and RFI process) was an opt in, non-binding approach. It did not require councils to commit to future phases of the reform programme, to transfer their assets and/or liabilities, or establish new water entities. The 2020 indicative reform programme and then anticipated next steps can be found in **Attachment 1**.
- 4.5. Council completed the RFI process over Christmas and New Year 2020/21 and the Government has used this information, evidence, and modelling to make preliminary decisions on the next stages of reform and has concluded that the case for change has been made. This is contained in **Attachment 2**.

## 5. Information Summary

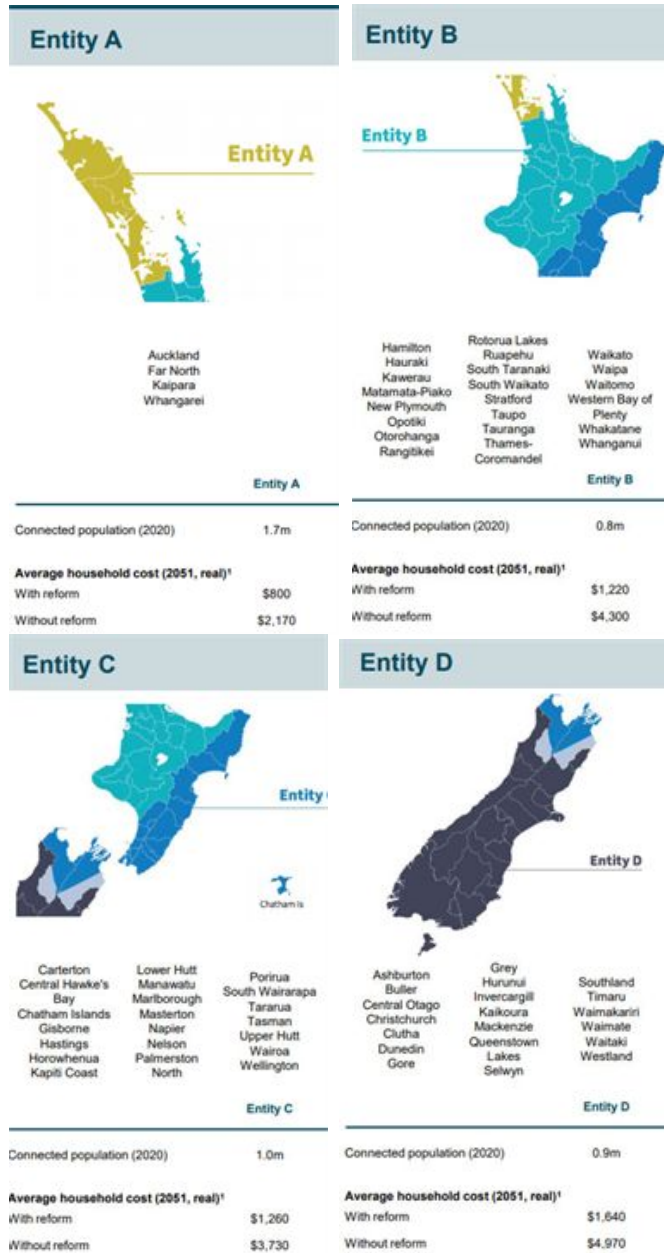
- 5.1. In June 2021 a suite of information was released by Government that covered estimated potential investment requirements for New Zealand, scope for efficiency gains from transformation of the three waters service and the potential economic (efficiency) impacts of various aggregation scenarios.<sup>3</sup>
- 5.2. In summary the modelling indicated a likely range for future investment requirements at a national level in the order of \$120 billion to \$185 billion, an average household cost for most councils on a standalone basis to be between \$1910 and \$8690 by 2051. It also estimated these average household costs could be reduced to between \$800 and \$1640 per household and efficiencies in the range of 45% over 15-30 years if the reform process went ahead. An additional 5,800 to 9,300 jobs and an increase in GDP of between \$14b to \$23b in (Nett Present Value, NPV terms over 30 years were also forecast.
- 5.3. As a result of this modelling, the Government has decided to:
- establish four statutory, publicly-owned water services entities that own and operate three waters infrastructure on behalf of local authorities
  - establish independent, competency-based boards to govern
  - set a clear national policy direction for the three waters sector, including integration with any new spatial / resource management planning processes
  - establish an economic regulation regime
  - develop an industry transformation strategy.
- The proposed safeguards against privatisation can be found on page 26 of the DIA's [summary of the case for change](#).
- 5.4. Both DIA and LGNZ have produced two page national overviews, available on the DIA [website](#)<sup>4</sup> and [LGNZ websites](#)<sup>5</sup> respectively. Attachment 2 contains more detail on the national context and Attachment 3 provides the DIA/LGNZ overviews.
- 5.5. We have been placed in Water Services Entity B which sits below the Auckland region and forms a diagonal band from Taranaki on the western side to the Bay of Plenty to the east. Please see the entity maps on the following page but note that the precise boundaries are still up for discussion.

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<sup>3</sup> This information, including peer reviews and the Minister's briefing can be accessed at: <https://www.dia.govt.nz/Three-Waters-Reform-Programme> and [release-of-second-stage-evidence-base-released-june-2021](#).

<sup>4</sup> [2872-DIA-A3-A New Water with-without reform Map 20210526 v2.7](#)

<sup>5</sup> [Three-Waters-101-Infographic.pdf \(lgnz.co.nz\)](#)



5.6. On 15 July, in partnership with LGNZ under a [Heads of Agreement](#)<sup>6</sup>, the Government announced a package of \$2.5 billion to support councils to transition to the new water entities and to invest in community wellbeing. This funding is made up of a **'better off' element** (\$500 million will be available from 1 July 2022 with the investment funded \$1 billion from the Crown and \$1 billion from the new Water Services Entities) and **'no council worse off' element** (available from July 2024 and funded by the Water Services Entities). The **"better off"** funding can be used to support the delivery of local wellbeing outcomes associated with climate change and resilience, housing and local placemaking, and there is an expectation that councils will engage with iwi/Māori in determining how to use their funding allocation.

5.7. **Council's funding allocation is \$10,269,524.** The detail of the funding (including expectations around the use of these funds) have yet to be worked through.

<sup>6</sup> [https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/heads-of-agreement-partnering-commitment-to-support-three-waters-service-delivery-reform.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/heads-of-agreement-partnering-commitment-to-support-three-waters-service-delivery-reform.pdf)

- 5.8. In addition to the funding announcements, the Government has committed to further discussions with local government and iwi/Māori over the next eight weeks on:
- the boundaries of the Water Service Entities
  - how local authorities can continue to have influence on service outcomes and other issues of importance to their communities (eg chlorine-free water)
  - ensuring there is appropriate integration between the needs, planning and priorities of local authorities and those of the Water Service Entities
  - how to strengthen the accountability of the Water Service Entities to the communities that they serve, for example through a water ombudsman.
- 5.9. As a result, the original timetable for implementing the reform (outlined in Attachment 1) and for councils to consult on a decision to opt-in (or not), no longer applies. Further advice on the difficulties and risks of making a decision to opt-in or not is included at section 2.1 of this report.
- 5.10. Next steps are expected to be announced after 31 September 2021, which would include the timeframes and responsibilities for any community or public consultation.
- 5.11. It is also important to note that the Government has not ruled out legislating for an “all-in” approach to reform to realise the national interest benefits of the reform.
- 5.12. In the interim the DIA continues to engage with council staff on transition matters on a no regrets should the reform proceed. These discussions do not pre-empt any decisions about whether to progress the reforms or whether any individual council will transition.
- 5.13. On the assumption that the reform goes ahead, it is anticipated that councils will continue to deliver water services until at least early 2024 and council involvement in transition will be required throughout.
- 5.14. It is impossible for officers to verify the Government’s stated investment requirements as these are largely based on compliance requirements and associated infrastructure upgrades that have not been released to date. It would however be fair to say that council officers remain sceptical about the stated future costs with/without reform as we consider the predicted efficiency gains as too significant (\$1,220 vs \$8,690+ per annum or a factor of more than 7) to be credible.

## 6. Strategic Alignment

- 6.1. **Direction**  
This reform work is driven by central government rather than council, therefore participation in the process (as a minimum) is unavoidable for Council. While the 3 Waters activities align with a number of community outcomes, the reason for participation is that it relates to a legislative process impacting on Council.
- 6.2. **Annual Plan and Long Term Plan**  
While the reform programme was underway at the time of developing the current Long Term Plan, the level of uncertainty attached to the scope, time frames, council’s ability to opt in/out and overall deliverability of the reforms overall, the Long Term Plan, while acknowledging the reforms was written on a status quo basis which was to be reviewed once more detail and certainty became available.
- 6.3. **District Plan**  
There is no direct connection between these reforms and the district plan. At a stretch one could focus on the link between future development and infrastructure provision. This will be impacted by the reforms and forms part of Council’s feedback and decision-making.
- 6.4. **Legal Implications**  
There are no immediate legal implications related to this report. It is worthwhile to note the inference regarding the appropriateness and legality of opt in/out decision making as well as regarding consultation at this point in time.
- 6.5. **Policy Implications**  
There are no immediate policy implications at this stage, whatever shape the reforms take and what decisions council makes in the process is likely to trigger a review of a number of council policies.

**Attachments**

- Attachment 1** 2020 Background (including Taumata Arowai information and Indicative Reform Programme)
- Attachment 2** The Government's conclusion that the case for change has been made
- Attachment 3** DIA two-page summary
- Attachment 4** Funding to invest in the future of local government and community wellbeing



Sven Hanne  
**Chief Executive**

**Date** 21 September 2021

## Attachment 1 – 2020 Background (including Taumata Arowai information and Indicative Reform Programme)

In July 2020, the Government launched the Three Waters Reform Programme to reform local government three waters service delivery arrangements, with the following objectives:

- improve the safety, quality, and environmental performance of water services
- ensure all New Zealanders have access to affordable three waters services
- move the supply of three waters services to a more financially sustainable footing, and address the affordability and capability challenges that currently exist in the sector
- improve transparency about, and accountability for, the delivery and costs of three waters services
- improve the coordination of resources and unlock opportunities to consider New Zealand's water infrastructure needs at a larger scale and alongside wider infrastructure and development needs
- increase the resilience of three waters service provision to both short and long-term risks and events, particularly climate change and natural hazards
- provide mechanisms for enabling iwi/Māori rights and interests.

The 2020 indicative timetable for the full reform programme is provided below. It was always subject to change as the reforms progressed, future Government budget decisions and Councils were advised that any further tranches of funding would be at the discretion of the Government and may depend on progress against reform objectives.



Also in July 2020 the Government announced an initial funding package of \$761 million to provide a post COVID-19 stimulus to maintain and improve water three waters infrastructure, support a three-year programme of reform of local government water service delivery arrangements (reform programme), and support the establishment of Taumata Arowai, the new Waters Services Regulator.

Following initial reports (that used publicly available council information) from the Water Industry Commission for Scotland (WICS), between October 2020 and February 2021, (all) 67 councils participated in the Government's Request for Information (RfI) on council's three waters assets, including future investment requirements. In return they received what was known as Tranche 1 stimulus funding (under a MoU and funding agreements with Government) for operating or capital expenditure that supported the reform objectives, economic recovery through job creation and maintaining, increasing and/or accelerating investment in core water infrastructure delivery, renewals and maintenance.

In line with Government policy, Taumata Arowai became a new Crown entity in March 2021 and will become the dedicated water services regulator when the Water Services Bill passes, expected to be in the second half of 2021 (the Select Committee is due to report back on 11 August 2021). They will oversee and administer, and enforce a new, expanded and strengthened drinking-water regulatory system, to ensure all New Zealand communities have access to safe drinking water. They will also provide oversight of the regulation, management, and environmental performance of wastewater and storm-water networks, including promoting public understanding of that performance.

An overview of local authority obligations under the Bill is provided below. The Bill provides for a range of compliance and enforcement tools including compliance orders, enforceable undertakings, infringement offences, and criminal proceedings, which can be taken against council officers (but not elected officials).

Taumata Arowai will have the authority to prepare standards and rules that water suppliers (such as councils) must comply with. Their [initial working drafts](#) are available online<sup>7</sup> and are currently being updated. Consultation will occur later this year. Guidance to support the operational compliance rules is also being developed and will be available when the rules are consulted on.

It is anticipated that monitoring, compliance and enforcement of standards will increase substantially on the status quo with the passing of the Water Services Bill and as Taumata Arowai begins to operate. It is also likely that the drinking water standards and their coverage (including non-Council water suppliers) and environmental standards will become more rigorous over time. This creates risks for council in meeting future standards and mana whenua and community aspirations (such as greater investment required than currently planned, risk of enforcement action).

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<sup>7</sup> [www.taumataarowai.govt.nz/for-water-suppliers/](http://www.taumataarowai.govt.nz/for-water-suppliers/)

## Water Services Bill obligations of local authorities

Table 2 from [https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/transforming-the-system-for-delivering-three-waters-services-the-case-for-change-and-summary-of-proposals-30-june-2021.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/transforming-the-system-for-delivering-three-waters-services-the-case-for-change-and-summary-of-proposals-30-june-2021.pdf)

Local authorities as suppliers of water services	General obligations of local authorities
<ul style="list-style-type: none"> <li>• Duty to provide safe drinking water and meet drinking water standards, and clear obligations to act when water is not safe or fails to meet standards</li> <li>• Key provisions include:                             <ul style="list-style-type: none"> <li>○ Suppliers need to register with Taumata Arowai</li> <li>○ Local authority suppliers will need a drinking water safety plan and a source water risk management plan</li> <li>○ Water suppliers must give effect to Te Mana o te Wai</li> </ul> </li> <li>• Taumata Arowai will have significant compliance and enforcement powers, including powers to direct suppliers and enter into enforceable undertakings with suppliers</li> <li>• Officers, employees and agents of suppliers will have a duty to exercise professional due diligence</li> <li>• Complying with these new requirements is expected to require significant capital and operating expenditure by local authorities (including paying levies to Taumata Arowai for operation of the regulatory system)</li> </ul>	<ul style="list-style-type: none"> <li>• Local authorities will have a duty to ensure communities have access to drinking water if existing suppliers face significant problems in complying with drinking water standards including:                             <ul style="list-style-type: none"> <li>○ Requirements to work with suppliers and consumers to identify solutions</li> <li>○ Intervention responsibilities if a supplier is unable to meet standards, including potentially taking over management and operations of private or community supplies</li> </ul> </li> <li>• In rural communities, this could represent a significant risk (contingent liability) for local authorities</li> <li>• Local authorities will be required to make assessments of drinking water, wastewater and sanitary services to ensure communities have access to safe drinking water</li> <li>• Local authorities will need to assess drinking water services available to communities at least once every three years, including private and community supplies (excluding domestic self-supplies)</li> </ul>

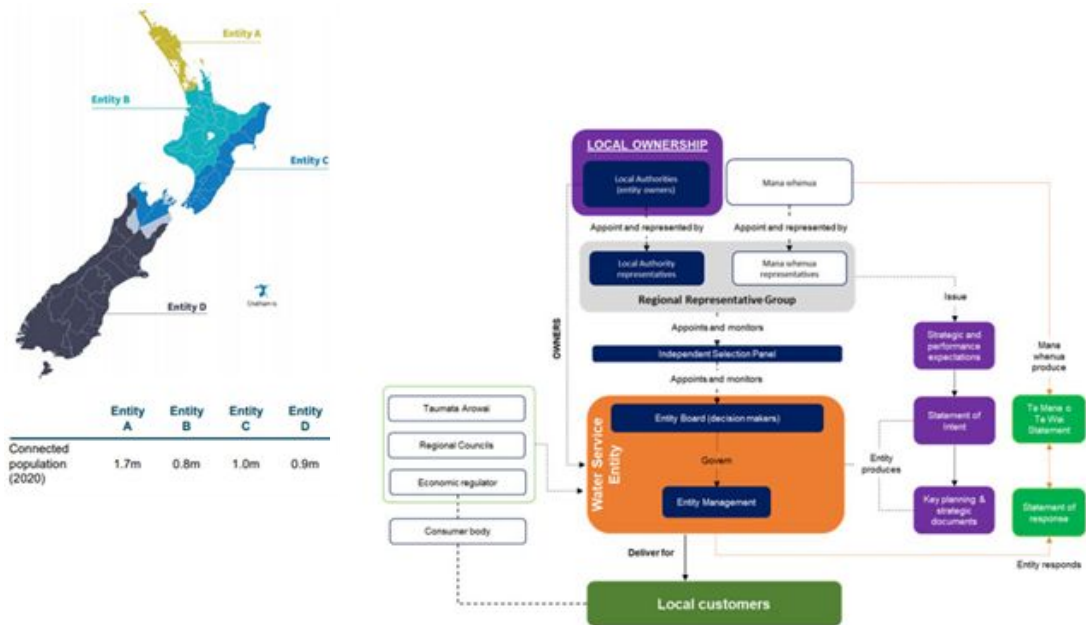


## Attachment 2 – the Government’s conclusion that the case for change has been made

1. The modelling has indicated a likely range for future investment requirements at a national level in the order of \$120 billion to \$185 billion, an average household cost for most councils on a standalone basis to be between \$1910 and \$8690 by 2051.
2. It also estimated these average household costs could be reduced to between \$800 and \$1640 per household and efficiencies in the range of 45% over 15-30 years if the reform process went ahead.
3. The efficiencies noted are underpinned by evidence across a range of countries based on joined up networks (the conclusion is that 600,000 to 800,000 connections achieve scale and efficiency), greater borrowing capability and improved access to markets, procurement efficiencies, smarter asset management and strategic planning for investment, a more predictable pipeline and strengthened benchmarked performance, governance and workforce capabilities.
4. The [briefing to the Minister](#) notes that this “investment is what WICS has estimated is necessary for New Zealand to meet current United Kingdom levels of compliance with EU standards over the next 30 years, which in its assessment (and confirmed by Beca) are broadly comparable with equivalent New Zealand standards.”.
5. However, this is caveated as a conservative estimate that does not take into account iwi goals and aspirations, higher environmental standards or performance standards that are anticipated in future legislation, uncertainties in asset lives, seismic and resilience risk, supply chain issues, and the current workload to manage and deliver improvements as well as address renewal backlogs.
6. For councils with non-council drinking water suppliers in their areas there is additional risk if they are unable to consistently provide safe drinking water to their consumers, including the potential for council to have to take on the water supply. Council operating on expired consents or with consent renewals in the next 15 years also face uncertainty over the standards they will need to meet in the future and therefore the level of investment that needs to occur.
7. Councils could also add to the above list of uncertainties and challenges their business as usual workload, the workload associated with delivering on stimulus packages and associated with responding to other government reform initiatives such as reform of the Resource Management Act, and general workforce retention and attraction issues, which are exacerbated by public sector competition for talent and skills.
8. The modelling indicated that between one and four water services entities would provide the most efficiencies and reduce costs to individual households.
9. When this is added to
  - a. known variations across the nation in water suppliers’ compliance with drinking standards, including permanent and temporary boil water notices
  - b. evidence of poor health and environmental outcomes, including expired resource consents for wastewater treatment plants (and the need for 110 of these plants to go through the resource consenting process in the next 10 years)

- c. stormwater overflows and other challenges
- d. climate change
- e. Te Tiriti obligations and the need to uphold Te Mana o te Wai
- f. the size and scale of current service delivery units and workforce issues
- g. the obligations and responsibilities that councils (and other water suppliers) will face when the Water Services Bill and associated regulations are enacted
- h. the Government has concluded that the status quo is not sustainable and that the [case for change](#) has been made.

10. The four entities and their proposed boundaries (which may yet change) and the proposed structure for the system are as follows:





## LGNZ two-page summary

For you to format/resize if you use it

### THREE WATERS 101.

The Government is proposing major reform of New Zealand's drinking water, wastewater and stormwater system. Here LGNZ synthesises the issues, the opportunities and what it means for local government.

#### 1. What's the problem?

Councils currently own and operate three waters services, which cover drinking water, wastewater and stormwater. More investment is needed in water infrastructure to meet the environmental and public health objectives of the consultation. The Government has estimated that dealing with 30 years of ageing assets will require an investment of more than which over the next 30 years.

The scale of investment would be extremely challenging for councils to fund on their own. Climate change will only exacerbate this challenge.

- Significant investment needed in water infrastructure
- Councils can't carry future costs
- The current system lacks:
  - Economic regulation
  - Consistent data collection
  - Enforcement of standards

#### 2. Government's proposed solution

The Government has said it wants to deliver water services more cost-effectively. It also wants to deliver them in an equitable and sustainable way.

It proposes changing the whole system:

- A new water regulator called Teahuna Arahua
- A smaller number of large, specialist water service entities
- Water services are delivered at a significantly larger scale
- Water entities remain publicly owned
- Water services providers meet standards or face significant penalties for non-compliance
- Entities have strong strategic links to councils and mana whenua

#### 3. Impact on councils

The Government's proposal would mean significant changes to the delivery of water services. For a start, councils would shift their focus from delivery to kaitiakianga of water services. Responsibilities on local authorities for ensuring safe drinking water for private and community supplies would transfer to new entities.

By most accounts, removing water-related debt from their balance sheets would improve their financial position. It would also create more room for councils to focus on bettering wellbeing in their communities.

- Three waters kaitiakitanga focus
- Water-related debt removed from balance sheet
- Increased capacity to borrow to fund community projects

### LOCAL GOVERNMENT CAN HELP SHAPE THREE WATERS REFORM.

#### What's important to the sector in this reform?

- Everyone has access to safe drinking water and the same level of three waters service.
- Infrastructure and systems are resilient and well-funded.
- Three waters are delivered in partnership with iwi.
- Delivery is responsive to climate change.
- Catchments are managed from the mountain to the sea.
- Districts retain high-paying, skilled jobs.
- Any transition is well-managed and people are looked after.
- Local voices are heard and local priorities are responded to.

#### What the sector needs from central government

- Transparency about the process and what's on the table.
- A robust transition plan that makes sure the benefits of reform are delivered.
- Government to support councils so they can keep delivering. This means making sure councils are economically sustainable without water.
- A fair deal, including that councils are not financially worse off, and that communities are better off.
- To support and grow effective local democracy.
- That any new system reflects the relationship with mana whenua under Te Tiriti o Waitangi

#### LGNZ is working for councils

Our work on Three Waters is guided by the principle that we need to seize any opportunity to make the best possible outcome for local government.

We're using our influence to work with the Government on a model that better reflects the perspective of our communities. Representatives from local government are helping to steer this work and pose the hard questions. We are also actively working with government on what a package to grow reform might look like. We'll work to optimise this package before decisions are made.

#### Find out more

We encourage you to stay informed and up to date of the reforms as they evolve. We'll be with you every step of the way, wherever you can start.

Read what iwi has published: [www.iwi.govt.nz/three-waters-reform](http://www.iwi.govt.nz/three-waters-reform)

Check out the info on our website: [www.lgnz.co.nz](http://www.lgnz.co.nz)

Get in touch if you have questions: [feedback@lgnz.co.nz](mailto:feedback@lgnz.co.nz)



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## Attachment 4 - funding to invest in the future of local government and community wellbeing

1. On 15 July, in partnership with LGNZ under a [Heads of Agreement](#)<sup>8</sup>, the Government announced a package of \$2.5 billion to support councils to transition to the new water entities and to invest in community wellbeing.
2. The **'better off' element**: an investment of **\$2 billion** into the future for local government and community wellbeing.
  - The investment is funded \$1 billion from the Crown and \$1 billion from the new Water Services Entities. \$500 million will be available from 1 July 2022. The funding has been allocated to territorial authorities (which includes unitary authorities)<sup>9</sup> on the basis of a nationally formula that takes into account population, relative deprivation and land area.
  - The funding can be used to support the delivery of local wellbeing outcomes associated with climate change and resilience, housing and local placemaking, and there is an expectation that councils will engage with iwi/Māori in determining how to use their funding allocation.
3. The **'no council worse off' element**: an allocation of up to around \$500 million to ensure that no local authority is in a materially worse position financially to continue to provide services to its community as a direct result of the reform.
  - This element is intended to ensure the financial sustainability of councils and address reasonable costs and financial impacts associated with the transfer of assets, liabilities and revenues to new water services entities.
  - Up to \$250 million is available to meet the unavoidable costs of stranded overheads and the remainder for other adverse impacts on financial sustainability of territorial authorities (including future borrowing capacity).
  - Of this \$250 up to \$50 million is allocated to Auckland, Christchurch and Wellington Water councils, the remainder is available to other councils.<sup>10</sup> This funding is not available until July 2024 and is funded by the Water Services Entities.
4. Council's funding allocation is \$10,269,524.

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<sup>8</sup> [https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/heads-of-agreement-partnering-commitment-to-support-three-waters-service-delivery-reform.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/heads-of-agreement-partnering-commitment-to-support-three-waters-service-delivery-reform.pdf)

<sup>9</sup> Please note that any allocation to Greater Wellington Regional Council (the only regional council affected by the proposed changes) is not clear at this stage.

<sup>10</sup> Due to their size and in the case of Wellington Water and Auckland's WaterCare having already transferred water service responsibilities (to varying degrees)

5. The package is in addition to the \$296 million announced in Budget 2021 to assist with the costs of transitioning to the new three waters arrangements. The Government will “meet the reasonable costs associated with the transfer of assets, liabilities and revenue to new water services entities, including staff involvement in working with the establishment entities and transition unit, and provision for reasonable legal, accounting and audit costs.”<sup>11</sup>
6. The Government is also encouraging councils to use accumulated cash reserves associated with water infrastructure for this purpose. There are likely to be practical limitations on a council’s ability to do this set by councils’ own financial strategy and policies (including conditions on the use of the reserves ie targeted reserve funds must be used for the purpose they were collected for in the first instance e.g. if collected for capital works).
7. There are also political and / or community acceptance challenges with this approach - if the assets are transferred under a voluntary or mandatory process the reserve balances are expected to be used to invest those funds in the communities that paid for them, consistent with the conditions under which they were raised rather than pooling as a general fund. Councils and communities are unlikely to embrace using these funds instead to enable the transition.
8. The proposed national allocations are as follows:

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<sup>11</sup> 15 July 2021 FAQ [https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/three-waters-reform-programme-support-package-information-and-frequently-asked-questions.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/three-waters-reform-programme-support-package-information-and-frequently-asked-questions.pdf)

Council	Allocation
Auckland	\$ 508,567,550
Ashburton	\$ 16,759,091
Buller	\$ 14,009,497
Carterton	\$ 6,797,415
Central Hawke's Bay	\$ 11,339,488
Central Otago	\$ 12,835,059
Chatham Islands	\$ 8,821,612
Christchurch	\$ 122,422,394
Clutha	\$ 13,091,148
Dunedin	\$ 46,171,585
Far North	\$ 35,175,304
Gisborne	\$ 28,829,538
Gore	\$ 9,153,141
Grey	\$ 11,939,228
Hamilton	\$ 58,605,366
Hastings	\$ 34,885,508
Hauraki	\$ 15,124,992
Horowhenua	\$ 19,945,132
Hurunui	\$ 10,682,254
Invercargill	\$ 23,112,322
Kaikoura	\$ 6,210,668
Kaipara	\$ 16,141,395
Kapiti Coast	\$ 21,051,824
Kawerau	\$ 17,270,505
Lower Hutt	\$ 38,718,543
Mackenzie	\$ 6,195,404
Manawatu	\$ 15,054,610
Marlborough	\$ 23,038,482
Masterton	\$ 15,528,465
Matamata-Piako	\$ 17,271,819
Napier	\$ 25,823,785
Nelson	\$ 20,715,034
New Plymouth	\$ 31,586,541
Opotiki	\$ 18,715,493
Otorohanga	\$ 10,647,671
Palmerston North	\$ 32,630,589
Porirua	\$ 25,048,405
Queenstown Lakes	\$ 16,125,708
Rangitikei	\$ 13,317,834
Rotorua Lakes	\$ 32,193,519
Ruapehu	\$ 16,463,190

Selwyn	\$ 22,353,728
South Taranaki	\$ 18,196,605
South Waikato	\$ 18,564,602
South Wairarapa	\$ 7,501,228
Southland	\$ 19,212,526
Stratford	\$ 10,269,524
Taranua	\$ 15,185,454
Tasman	\$ 22,542,967
Taupo	\$ 19,736,070
Tauranga	\$ 48,405,014
Thames-Coromandel	\$ 16,196,086
Timaru	\$ 19,899,379
Upper Hutt	\$ 18,054,621
Waikato	\$ 31,531,126
Waimakariri	\$ 22,178,799
Waimate	\$ 9,680,575
Waipa	\$ 20,975,278
Wairoa	\$ 18,624,910
Waitaki	\$ 14,837,062
Waitomo	\$ 14,181,798
Wellington	\$ 66,820,722
Western Bay of Plenty	\$ 21,377,135
Westland	\$ 11,150,183
Whakatane	\$ 22,657,555
Whanganui	\$ 23,921,616
Whangarei	\$ 37,928,327
<b>Total</b>	<b>\$ 2,000,000,000</b>





# MONTHLY REPORT

## Assets Department



F19/13/04 – D21/30404

To: Policy & Services Committee  
From: Director – Assets  
Date: 21 September 2021  
Subject: Assets Monthly Report – August 2021

### Recommendation

THAT the report be received.

/  
Moved/Seconded

### 1. Highlights:

#### Roading

- Key Activities commenced:
  - Replacement of the footpaths on Fabian Street;
  - Slip Clearance attending at Mangawata and Mangaotuku Roads;
  - Replacement of a failed culvert by 122 Crown Road;
  - Repairs to Puniwhakau Road continued; and
  - Discussion with Waka Kotahi regarding School speed zones.

#### Water Supply

- Stage 1 design and tender documentation is completed and project is currently out to tender.
- Stage 2 and 3 design and discussions with landowners is continuing;
- Watermain renewal design for Broadway and Surrey Street is underway.
- Final design for the replacement of the Patea raw water delivery line and the associated grit removal tank are near completion; and
- Maintenance activities ongoing at the 3 Water Treatment Plants.

#### Wastewater

- Wastewater oxidation pond monitoring and sampling ongoing; influent and effluent sampling ongoing and remains compliant with resource consent conditions;
- Dissolved oxygen probes have been maintained during the August period and have shown compliance is being maintained.

#### Trade Waste

- Trade Waste Consents – Consent for Sale yards on Esk Road has been finalised and issued; consent for Forgotten 43 Brewing Limited brewery is being processed.
- Trade Waste Consent Holders – Ongoing non-compliance with consent condition to provide monthly *Wastetrack* records for septage disposal – Some records have been provided but this remains a monthly task to remind operators;
- Trade Waste permitted activities - FOG reaching WW ponds has been noted. Plan to visit Broadway food businesses once COVID-19 restrictions allow.

#### Stormwater

- There were no stormwater reticulation issues in the month of August.
- There were no health and safety incidents for the month of August.

#### GIS

- Asset Revaluation – Proposals have been received from 2 of the 3 interested parties
- CityCare Limited – A programme of maintenance works has been prepared for 2021/2022
- Wards – Maps have been created for the change in ward boundaries discussion
- SQL – Yearly update of all SQL queries to reflect 2021-2022 information

**Solid Waste**

- Recycling Bin Audit results for the end of July shows 59% Green tags, 34% amber and 7% red tags;
- Auditing of contamination levels at the Materials Resources Facility (MRF) ongoing. Current level is at 22.8%; acceptable level is 8%.

**Property**

- Planning and programming of the Year 1 Long Term Plan projects has commenced; and
- Farm projects - yard upgrade and in-shed feed system installation – are complete

**Parks and Reserves**

- Planning has now started on the Year 1 Long Term Plan projects;
- Demolition of Adrian Street playground fort will occur in October/November

**Special Projects**

- Aquatic Centre – work onsite had been progressing well, however COVID-19 lockdown has created somewhat of a delay as detailed below.
- Bike Park – only peripheral top-soiling and grass seeding required to complete the cycle track and basketball court. Pump track construction well underway with shaping completed and just waiting for asphaltting when COVID-19 and weather allow.

**Resource Consents**

- There are a number of resource consent applications that are currently under preparation for submission, or being processed by Regional Council.
- Stakeholder engagement ongoing.

## 2. Roading

### 2.1 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. (2020/2021 DSI was 1, new target is 0)	-1	Achieved to date - DSI = 1 There was 1 DSI crash on Croydon Road where a motorcyclists was "high-sided" off of his motorbike.
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 (as at March 2020) - 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 commenced; target length is 30km. This is to catch up on the length of reseals that are more than 2 years beyond the due date for a reseal, i.e. 15 years or older
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Not commenced; our target is to use 10,000m <sup>3</sup> of metal or the equivalent of 25km of unsealed roads, assuming a 100mm overlay on a 4m wide 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.	>72%	Achieved - exceeded target - 89% As per the 2021 Condition Survey by Roading Logistics, see note below <sup>1</sup> .
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.	>88%	Achieved to date - 100%.
Customer Satisfaction	• Roading Network	>80%	Not Achieved - The 2021 customer satisfaction survey, with a 125 responses, showed <b>Good, Very Good and Excellent</b> having a total of <b>65.3%</b> , <b>Fair</b> having <b>24.4%</b> and <b>Poor</b> having <b>10.3%</b> .
	• Footpaths	>80%	Not Achieved - The 2021 customer satisfaction survey, with a total of 132 responses, showed <b>Good, Very Good and Excellent</b> having a total of <b>70.1%</b> , <b>Fair</b> having <b>21.8%</b> and <b>Poor</b> having <b>8.1%</b> .

<sup>1</sup> There are 85 sections of footpath that do not meet the required target of 1 defect per 10m length of footpath. Further analysis of the survey results will be carried out to identify where these footpaths are located and the nature of the defect. These sites could potentially form the basis of a forward work programme.

## 1.2 Customer Requests

There are no outstanding CRMs for the month of August.

## 1.3 Routine Maintenance

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

- Cleaning bridge decks;
- CBD cleaning;
- Grading to Mangaehu Road;
- Potholes filling; and
- Clearing minor slips on Putikituna and Kohuratahi roads.

On Tuesday 17 August at about 11:50pm, the country entered Alert Level 4 lockdown for 2 weeks due to an outbreak of COVID-19 Delta virus. As a result, all of Fulton Hogan staff were stood down except for emergency works only. A further week of Alert level 3 followed from 31 August to 11:59 pm on 7 September.

## 1.4 Ready Response Works

On Sunday 29 August there was a heavy deluge of rainfall (over 120mm in 90 mins) in the Douglas and Tututawa areas of the district. This resulted in localised flooding where a large slip occurred on Mangaotuku Road (*Figure 1*). This slip was cleared over the course of the following two days.

## 1.5 Capital Works

The footpath replacement programme continued in August with work commencing on Fabian Street. No other significant capital works were undertaken during August.

## 1.6 Building Consents, Resource Consents and LIMS

For the month of August, Roding Assessments were made for a total of:

- Nine (9) Building Consent applications;
- Six (6) Resource consent applications; and
- Two (2) LIM reports.

## 1.7 Health and Safety

There were no incidents during the month of August.

## 1.8 Roding Activities

A snapshot of the programmed and reactive works completed in August by Fulton Hogan is shown in *Figure 2*.

## 1.9 Opunake Speed Limit Review

Consultation letters have been sent to the residents along Opunake Road, including the side roads that join Opunake Road, with the closing date for consultation being 13 September 2021. Council officers have also contacted the statutory consultees being the Police, AA, Waka Kotahi, and Freight Associations, seeking their views. So far, officers have received a positive response to the proposal from Waka Kotahi NZ Transport Agency.

As at the time of writing this report 44 responses have been received, of which 18 were against the proposal, this included the National Road Carriers Association; 26 were in favour including Waka Kotahi NZ Transport Association, the Automobile Association and the Police. Many of the comments of those opposed, ranged from poor driving, poorly maintained road, and driven the road for years with no incident. Comments from those in support, ranged, from blind dips and bends, hidden driveways, large vehicles using the road, speed past their property, witnessed many crashes.



*Figure 1: Slip on Mangaotuku Road following heavy rainfall event on Sunday 29 August*

### 1.10 School Speed Zones

Discussions with Waka Kotahi are underway to determine requirements regarding speed zones around education facilities. The comment below has been received from Glenn Bunting, Manger Network Safety, Waka Kotahi NZ Transport Agency. This provides clarity around the length of road over which the new speed limit should apply. It also clarifies the position with regard to 30km/h speed limits outside Kindergarten and Day Care centres.

*"The requirement in the current Rule that RCAs should be aiming to achieve mean speeds of no more than 10% than the posted limit (clause 4.4(2)(c) will still be best practice guidance for the new Rule. So two observations on this:*

1. *For permanent 30km/h speed limits, on most roads this will mean speed management infrastructure will be required, which may well define the extent of the 'change of environment'; and*
2. *Generally speed limits that are too short (i.e. change points that are placed too closely together) result in the speed limit sign at the end of the 30km/h length (ie the 50km/h sign) being visible to road users perhaps before they have even entered the 30km/h area, thereby subliminally cancelling out the restriction all together."*

The implication is that the speed limit of 30km/h may not necessarily apply to entire blocks, which may be perceived as excessive. Therefore, shortening the length will require speed calming measures such as speed humps, build-out/kerb extensions, chicanes and/or road markings, the purpose of which is to signal to the motorist, the change in the road environment.

*"The new Rule only exempts schools from the change of environment provisions (current clause 3.3(3)), not kindergartens. This means the new Rule will not allow permanent 30km/h speed limits outside kindergartens unless there is a clear change of environment created, and only provides for normal 30km/h speed limit signs are used. New signs proposed for school speed limits (which will read **SCHOOL**) will not apply to kindergartens."*

### 1.11 Data Quality.

One of the Road Efficiency Group (REG)<sup>2</sup> projects is Data Quality. The REG team issues each year a dashboard to every TLA, showing the accuracy of their data held within RAMM. In order to improve the data quality, Council is currently using GHD Consultants' 'MAX.Quality' data monitoring software. This programme runs monthly reports from RAMM to identify the gaps in our data which in turn is forwarded to Council.

**Appendix 1** is an example of one of the reports that we receive for one of Council's asset groups. The data "errors" include for example: Asset Owner; Construction dates; Inspection dates; Size; Offset location and numerous other fields depending on the asset being reported.

Another GHD product which are using is 'MAX.Structures'. This has been incorporated into the new Structural Assets Inspection Contract and requires the consultant (Red Jacket) to undertake the structural inspections of bridges, culvert and retaining walls using a tablet that has a software programme called "Clarinspect" loaded onto it. This is an electronic version of NZTA's S6 inspection record (see **Appendix 2**) to record the defects that are found for any of the elements associated with the structure being inspected.

These inspection records are synchronised with the "Clarinspect" Hub on a daily basis, which in turn is uploaded into RAMM and retained against each of the assets (bridge, retaining wall or culvert) as a permanent record. The software also pre-sets the inspection dates based on information that Council has provided to GHD.

This Council will be the first local authority to use this software as part of an inspection contract. Whilst Ruapehu District (RDC) Council use the 'MAX.Structures' for their inspections, GHD Consultants currently hold the Professional Services contract with RDC, so RDC are seen as test bed for the development of these asset data quality products.

<sup>2</sup> The Road Efficiency Group (REG) is a collaborative initiative between the NZ Transport Agency, LGNZ and the Road Controlling Authorities (RCAs) of New Zealand.

1.12 **Matters Outstanding**

**Opunake Road drainage**

With regards to the query from Councillor Erwood during the August Policy and Services meeting relating to the surface water run-off from farmland adjoining a road, Officers visited and assessed the site and have identified a few solutions to facilitate the effective drainage of water away from the road. Officers will discuss with our maintenance contractors and program remedial works in due course.

In terms of water from the farm discharging unto the road, the Local Government Act 1974 Section 357 (1)(e) states that:

*“Every person commits an offence who, not being authorised by the Council or by or under any Act - allows any water, tailings, or sludge or any filthy or noisome matter to flow from any building or land in his occupation on to a road”.*

Council Officers are currently seeking legal advice on whose responsibility it is, whether it's the Council or Landowner - to manage a concentrated flow of water, being a potential safety hazard, and sheet flow (run-off from adjoining paddocks).

**Forestry Activity**

Council officers are researching the possibility of imposing restrictions on roads used by heavy commercial vehicles, including logging traffic, through the winter months by virtue of a local Bylaw. Currently South Taranaki District Council (STDC) have a Bylaw that restricts vehicle use on roads, but they have never enforced this. There is likely to be opposition to the creation of this Bylaw from forest owners, haulage contractors, and haulage associations. Council Officers will workshop this matter with Elected Members in due course.

**Southern Roundabout – Damage to Stonework**

A quote to repair the damage to the wall outside Malone's has been received and forwarded to the councils insurance company for the recovery of the repair costs from the driver of the motor vehicle that caused the original damage.

The claim has been accepted by the driver's insurance company, who in turn have appointed a Loss Adjuster to assess our claim. The Loss Adjuster visited the site on Thursday 23 September to view the damage at first hand.

2.0 **Strategies, Policies, Plans and Bylaws under review or development**

	Strategies	Policies	Plans	Bylaw
1	Walking and Cycling	Traffic Count	Schools Safety Project	Whangamomon a Road Bylaw
2	Footpaths	Asset Data Reliability Improvements	Road Maintenance Intervention Plan	Forestry Roads
3	Structural Assets Replacement (including Bridge and Retaining Walls);	License to Occupy/ Occupation of Unused Road Reserve/ Fences on Road Reserve / Stock Underpasses/ Stock Crossing and Races.	Asset Management Plan (AMP) Improvement Actions (monthly review);	
4	Unsealed Roads			
5	Roading Procurement			
6	District Road Hierarchy (ONF and associated Level of Service);			

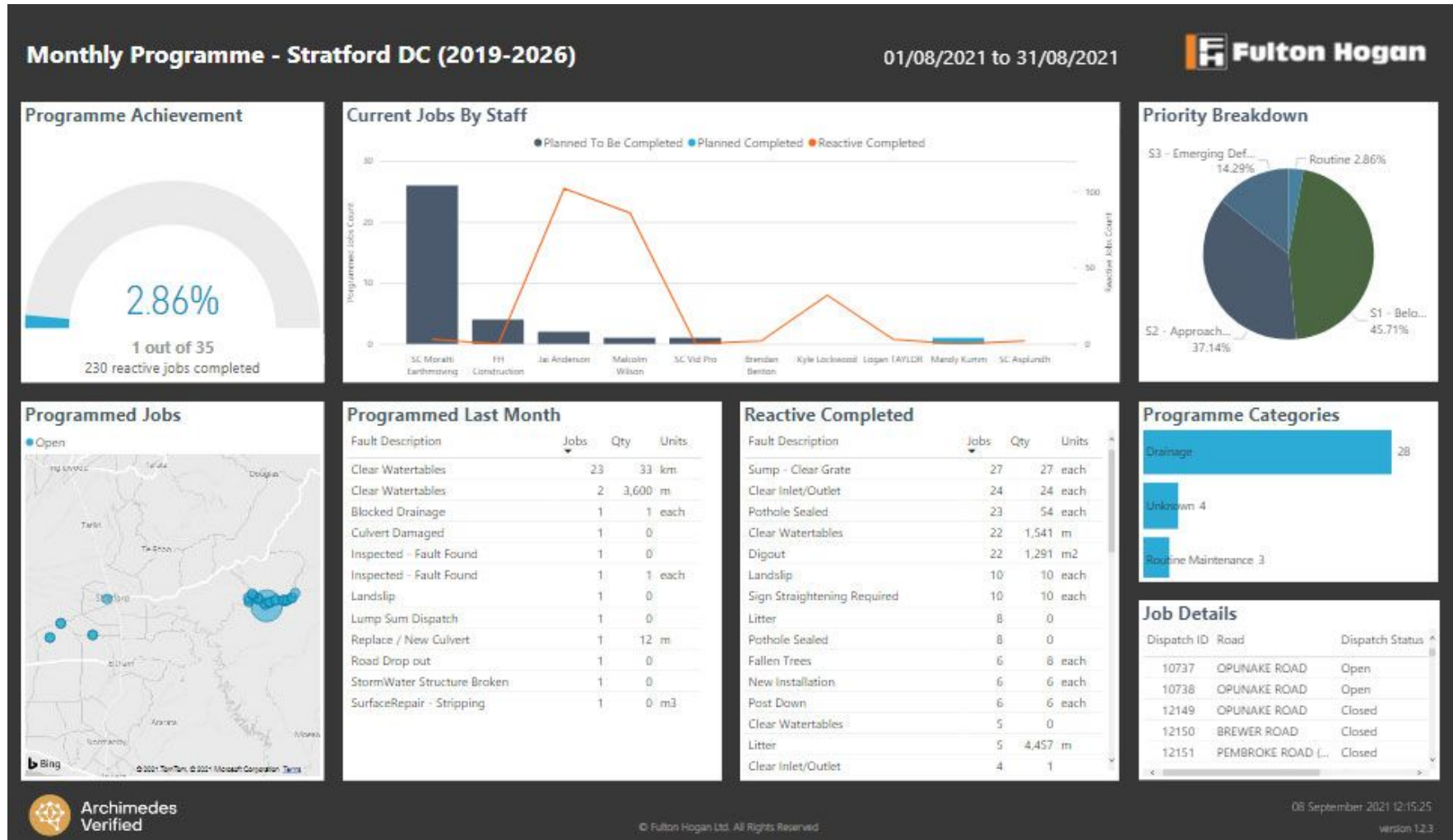


Figure 2: Monthly Programme Achievement Chart – August 2021



### 3. Services

#### 3.1 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
<b>Safe Drinking Water:</b> <ul style="list-style-type: none"> <li>• Drinking Water Standards;</li> <li>• Maintenance of Reticulation</li> </ul>	DWSNZ Bacterial compliance - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Expected to Achieve
	DWSNZ Protozoal compliance - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Expected to Achieve
	Water Loss – The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this)	<25%	Expected to Achieve
<b>A Reliable Water Supply:</b> <ul style="list-style-type: none"> <li>• Response Time;</li> <li>• Unplanned Disruptions</li> </ul>	<b>Urgent Response Times</b> - The performance measure targets for the median response time for urgent attendance and resolution <ul style="list-style-type: none"> <li>• Attendance for urgent call-out</li> </ul>	1 hr	Not Achieved 2 hr 33 mins*
	<ul style="list-style-type: none"> <li>• Resolution for urgent call-out</li> </ul>	8 hrs	Achieved 5 hr 41 mins
	<b>Non-urgent Response Times</b> – The performance measure targets for the median response time for non-urgent attendance and resolution <ul style="list-style-type: none"> <li>• Attendance non urgent call-out</li> </ul>	2 working days	Achieved 1 hrs 46 mins
	<ul style="list-style-type: none"> <li>• Resolution non urgent call-out</li> </ul>	5 working days	Achieved 8 hrs 21 mins
	<b>Unplanned Disruptions</b> - The performance measure target for disruptions. <ul style="list-style-type: none"> <li>• Minor disruptions (between 5 and 50 connections affected)</li> </ul>	< 5	Achieved 1
	<ul style="list-style-type: none"> <li>• Major disruptions (more than 50 connections affected)</li> </ul>	<2	Achieved 0
	<b>Demand Management</b> <b>Water Consumption</b> - The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured
	<b>Customer Satisfaction</b> <b>Number of complaints</b> – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for: <ul style="list-style-type: none"> <li>• Drinking Water Clarity;</li> <li>• Drinking Water Taste;</li> <li>• Drinking Water Odour;</li> <li>• Drinking Water Pressure or Flow;</li> <li>• Continuity of Supply</li> <li>• Council's response to any of these issues.</li> </ul>	<32	Achieved to Date
		0.67**	
		0	
		0	
		0	
		0	
		0	

Level of Service	Performance Measure	Target	2020/2021 YTD
<b>Water Pressure</b>	<b>Water Pressure</b> – 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
<b>NZFS Conditions</b>	<b>Fire Hydrants</b> – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

*\*Council contractor staff shortages and inexperienced replacement staff caused the target exceedance. Contractor has been notified and training commenced for the affected staff*

*\*\*Complaints were received from two properties along Hastie Road after maintenance works had occurred on the potable water supply line servicing the properties. Further flushing occurred on the potable water supply line and at the affected properties.*

### 3.1.1 Operations

#### **Water Treatment:**

There were no major issues relating to the operations at the 3 water treatment plants during August.

#### **Water Reticulation:**

There were no significant water pipe failure issues during the month of August.

### 3.1.2 Capital Works

Planning and programming of capital projects for the 2021/2022 financial year is proceeding. Capital projects include:

#### **New Water Trunk Main:**

Stage 1 design and tender documentation is completed and project is currently out to tender, the tender deadline was extended due to COVID-19 lockdown.

Stage 2 discussions with land owners is continuing;

Stage 3 Consent Application with the Taranaki Regional Council

#### **Water Treatment Plant Upgrade**

Final design for the replacement of the Patea raw water delivery line and the associated grit removal tank are near completion. Alterations to the initial design have occurred to remove the need for a variation of Resource Consent 0195-3 to take water from the Patea River.

## 3.2 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	2021/2022 YTD
<b>System Adequacy</b>	<b>Dry weather sewerage overflows</b> - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved 0

Level of Service	Performance Measure	Target	2021/2022 YTD
<b>Discharge Compliance</b>	<b>Resource Consent Compliance</b> – 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
	• Convictions.		0
<b>Response and Resolution Times</b>	<b>Sewerage overflows</b> - 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	Not Achieved to date 3 hr 23 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	Not Achieved to date 14 hr 59 mins*
<b>Customer satisfaction</b>	<b>Complaints</b> - 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	6	0
	• Sewerage system faults	6	0
	• Sewerage system blockages, and	6	2 per 1000 (4 received)
	• The territorial authority's response to issues with its sewerage system	6	1 (2 justified)
<b>Trade Waste Complaints Response times</b>	• Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.	2 working days	Achieved to date
<b>Trade Waste Consent Processing</b>	• Percentage of trade waste consent applications processed within 15 working days	0%	Not Achieved**

\*Council contractor staff shortages and inexperienced replacement staff caused the attendance and resolution target exceedances.

\*\*Sample analysis of the consent applicant's wastewater discharge occurred. COVID level 4 lockdown occurred and Council's Trade Waste Officer did not have access to the required IT resources.

### 2.2.1 Operations:

**Wastewater Treatment** – There were no major issues relating to wastewater treatment operations during the August period. COVID-19 24 hour composite sampling is occurring on a weekly basis and is likely to be ongoing; no COVID-19 has been detected in any of the previous sampling events.

**Wastewater Reticulation** – There were no major issues relating to wastewater treatment operations during the August period.

**Health and Safety** - There were no health and safety incidents during the August period.

**Oxidation Pond Influent and Effluent Sampling** – Monthly influent and effluent sampling of the wastewater treatment ponds is ongoing in accordance with Resource Consent conditions. Compliance was maintained during the August period.

**Oxidation Pond Oxygen Probes** – Dissolved oxygen probes have been maintained during the August period and have shown compliance is being maintained.

### 3.2.2 Capital Works

Planning and programming of capital projects for the 2021/2022 financial year has commenced.

Ongoing capital projects include:

**Wastewater Treatment Upgrade** - Consultation is ongoing with Council appointed consultants regarding the next phase in the wastewater oxidation pond upgrade as a condition of Resource Consent 0196-5; the installation is not due until end of June 2022.

#### Matters Outstanding

We have had no enforcement action by the TRC to date.

### 3.3 Trade Waste

The following provides a summary of Trade Waste Activities for the month of August:

- Trade Waste Consents – Consent for the livestock sale yards on Esk Road has been finalised and the consent is granted;
- Trade Waste Consent Holders – Ongoing non-compliance with a consent condition to provide monthly *Wastetrack* records for septage disposal.– Records have since been provided as requested.
- It has been noted that FOG is arriving at the ponds and a plan to visit Broadway food businesses once COVID restrictions allow is underway.
- A draft trade waste consent for Forgotten 43 Brewing is being developed. Review of document required by JC before sending to operator for comment.
- A plan to conduct annual inspections of septage disposal consent holders is underway.

### 3.4 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	2021/2022 YTD
Stormwater system protects property from impacts of flooding.	<b>System adequacy</b>		
	<ul style="list-style-type: none"> <li>• The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>• For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.)</li> </ul>	0	0

Level of Service	Performance Measure	Target	2021/2022 YTD
	<ul style="list-style-type: none"> <li>For each flooding event, the number of buildings in the central business zone affected by flooding.</li> </ul>	0	0
<b>Discharge Compliance</b>	<b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	<ul style="list-style-type: none"> <li>Abatement notices;</li> </ul>		
	<ul style="list-style-type: none"> <li>Infringement notices;</li> </ul>		
	<ul style="list-style-type: none"> <li>Enforcement orders; and</li> </ul>		
	<ul style="list-style-type: none"> <li>Convictions.</li> </ul>		
<b>Response and Resolution Times</b>	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
<b>Customer satisfaction</b>	<b>Complaints</b> - 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

### 3.3.1 Operations

- There were no stormwater reticulation issues during the August period.
- There were no health and safety incidents during the August period.

## 3.5 Geographical Information System (GIS)

The following provides a summary of GIS Activities for the month of August.

- **AssetFinda** – Patch is on hold until the 08/09/2021 due to lockdown.
- **Asset Revaluation** – Proposals have been received from 2 of the 3 interested parties
- **CityCare Limited** – A programme of maintenance works has been prepared for the new financial year, including a visual representation of maintenance works scheduled and outstanding.
- **Wards** – Maps have been created for the change in ward boundaries discussion
- **SQL** – Yearly update of all SQL queries to reflect 2021-2022 information
- **Privacy settings** – The ownership query to suppress all names with a privacy setting within Intramaps have been re-written
- **Failed Defect Inspections** – Compiled a report of assets that have had a failure identified in the maintenance schedule for improvement planning purposes.
- **Ongoing data quality;**
  - GPS – New and found assets are GPS'ed and uploaded into the system on a regular basis, with the attribute and condition of the asset are confirmed or updated.
  - Asset Structure: As we are going into a revaluation the asset structure has been improved to be consistent, this has provided the opportunity to improve the quality of the information within the database.

### 3.6 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)	<600kg	Achieved to date – 488.5 kgs (August - 571 kgs phh)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Not Achieved to date – <b>20%</b> (August - <b>18%</b> )
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Achieved - 86.4% - as per the 2020/21 Survey

**NB:** The 2 week level 4 lockdown in August resulted in our district's recycling being sent to landfill, which reduced our percentage of diverted waste to recycling and increased our quantity of waste to landfill per household.

#### 3.6.1 Planning – Strategies, Policies, Plans and Bylaws

The *Regional Behaviour Change Strategy* is under development and in the final stages. This will provide a framework for education and community engagement initiatives to support waste minimisation.

#### 3.6.2 Contamination Levels at the MRF

Figure 3 provides the contamination levels at the MRF for the previous 12 months, which is reported at 22.8% for August 2021.

Due to the country moving to alert level 4 on 18 August, the MRF was closed and all co-mingled recycling was sent to landfill. The MRF will open at alert level 3 so the effect of waste to landfill will be minimised.

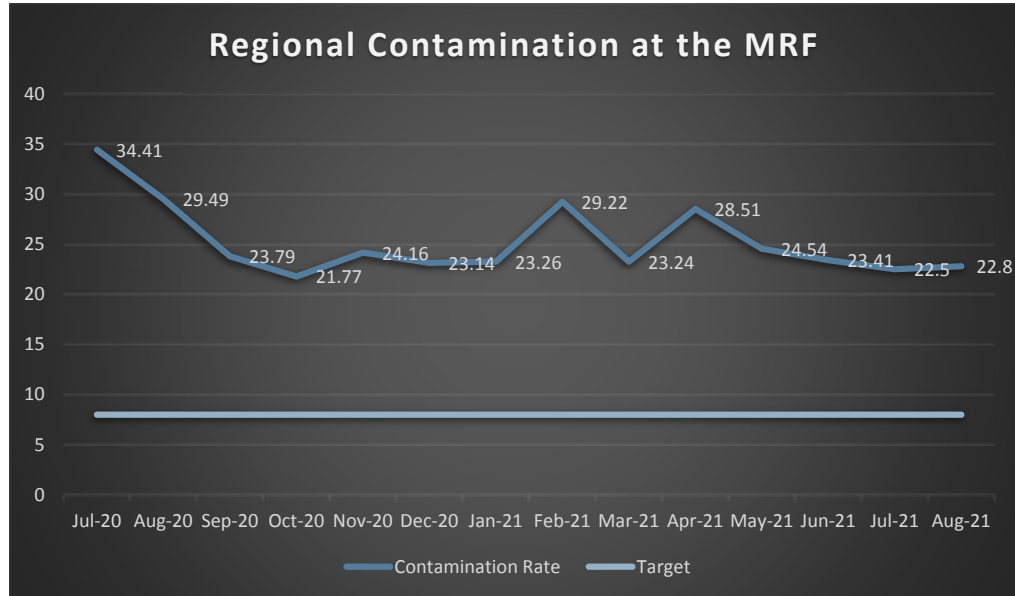


Figure 3 - Regional Contamination at the MRF

MRF staff are completing truck audits as recycling is received at the facility. A digger is used to scoop the items and visually audited. For the month of July, Stratford loads did not get audited due to the country moving into alert level 4 on 18 August 2021

### 3.6.3 **Matters Outstanding**

Below is the anticipated Council Waste Levy funding for the next 4 years based on approximately 1750 tonnes general waste to landfill per year and our population.

- 2020/21 - \$10.00 per tonne at the landfill - \$34,259.00
- 2021/22 - \$20.00 per tonne at the landfill = \$68,500.00
- 2022/23 - \$30.00 per tonne at the landfill = \$102,759.00
- 2023/24 - \$50.00 per tonne at the landfill = \$171,250.00
- 2024/25 - \$60.00 per tonne at the landfill = \$205,500.00

The above is calculated based on the formula below:

$$\text{TERRITORIAL AUTHORITY SHARE} = \frac{(\text{LEVY COLLECTED} - \text{LEVY REFUNDED}) \times \text{DISTRICT'S POPULATION}}{2 \times \text{TOTAL POPULATION}}$$

### 3.6.4 **Waste Minimisation Initiatives completed in August**

No waste minimisation initiatives planned or completed this month.

### 3.6.5 **Upcoming Waste Minimisation Initiatives**

#### **Sept 2021 - Regional Advertising Campaign - Contamination in Recycling**

Due to high contamination levels reported during the April 2020 Alert Level 4 lockdown period, the regional waste team is campaigning on what **NOT** to put in the recycling bin. This campaign will run from 8 September 2021 for 2 weeks. See *figure 4* for what the advertisement looked like in Stuff Taranaki online news website.

#### **Sept 2021 – Clean-Up Week (now pushed out to Oct 2021)**

Council will promote the Clean-Up Week in Stratford in September and offer free drop off to the transfer station for all waste collected during this week from registered groups.

### October 2021 – Swaps Table

There will be a “Swaps” table at the next farmers market in Prospero Place. This will be the same set up as what was at the Library Education Session, where residents are encouraged to view and discuss zero waste alternatives. This table will feature examples of single use packaging and products vis-à-vis reusable products. Examples will include drink bottles, lunch boxes, produce bags, coffee cups, nappies and even menstrual products. The Council’s Waste Minimisation Officer will be in attendance to answer questions and encourage discussion.

#### 3.6.6 Weekly Recycling Bin Audits

The weekly recycling audit summary from 1 January 2021 to 31 August 2021 is provided in *Figure 5*. For the month of August, the *Amber* and *Red* tags are at 34 % and 7 % respectively; the Green tags are at 59 %. There were no bin audits for the last 2 weeks of August due to Covid alert level 4 closing the MRF.

#### 3.6.7 Recycling Bin Service Suspensions

Currently four properties have had their recycling service suspended for three months due to three strikes of contamination. This in accordance with Section 12.6 of the Solid Waste Management and Minimisation Bylaw.

The bin services will be restored at the expiry of the 3-month suspension period.

#### 3.6.8 Waste Minimisation Activities Completed, Underway or Planned

*Table 1* provides a summary of some of the waste minimisation initiatives planned for this financial year.



Figure 4: Taranaki Stuff (Online ) Takeover Advertisement from 8 September 2021



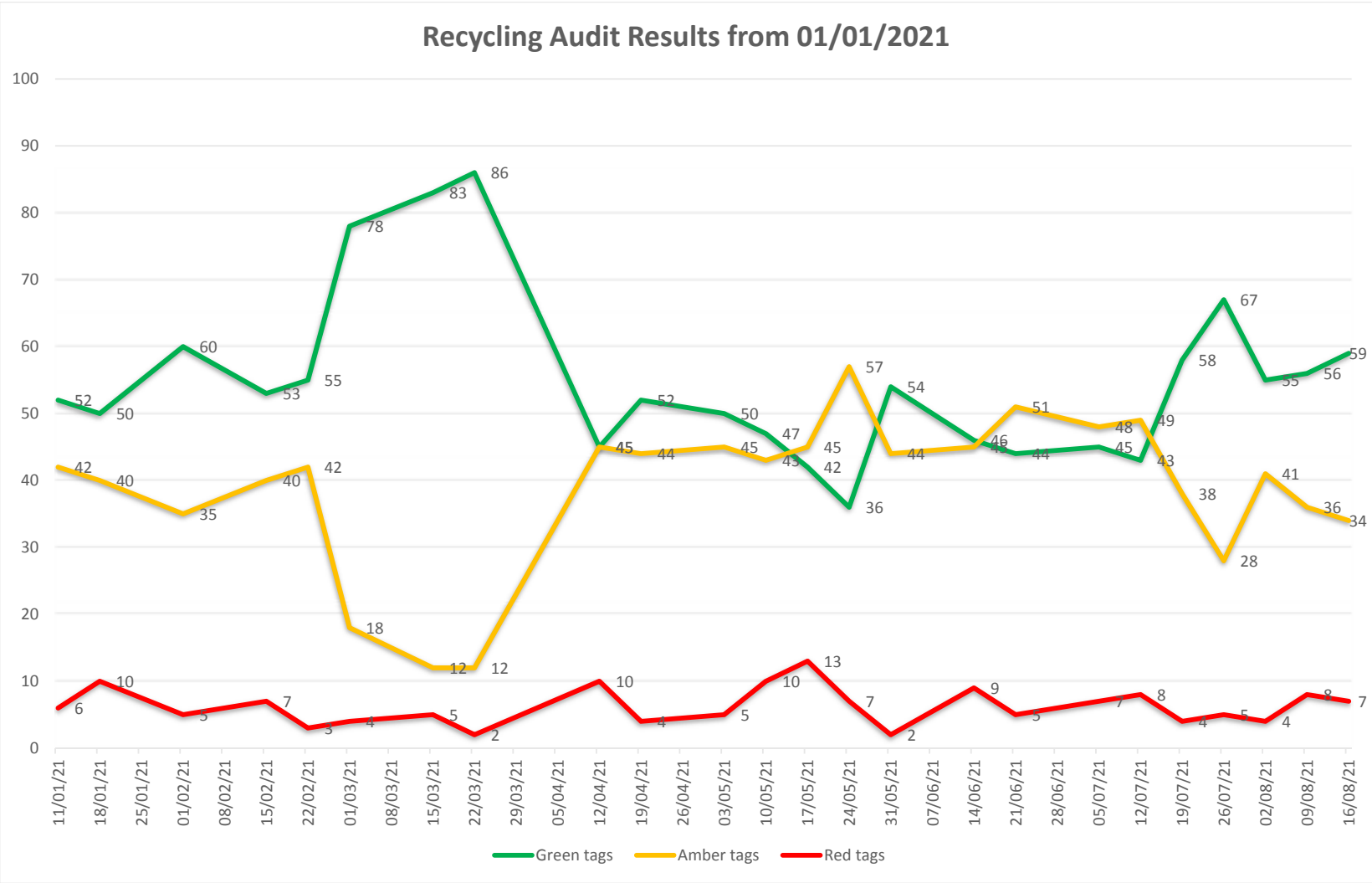


Figure 5 - Recycle Bin Audits from 1 January 2021 to date

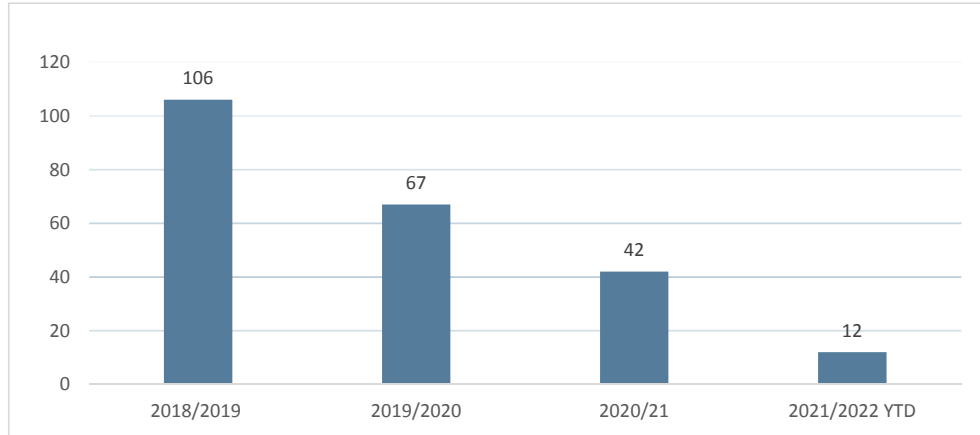
Table 1 Waste Minimisation Activities for 2021/2021

Waste Minimisation Activities Completed, Underway or Planned				
Month 2021	Activity	Description	WMMP Reference	Status
JULY	Plastic Free July	Promotion 2/7/2021 - Rubbish and Recycling display and chat at the Library	BC1	Completed
AUG	Regional Zero Waste Taranaki Behaviour Change Strategy - Education Plan review	A new regional strategy has been 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. The Education Plan will be included in the strategy as an action. This is in the final stages	BC1-BC6	Underway
	Taranaki Solid Waste Committee Meeting 12 Aug	Quarterly meeting		Completed
	Regional Waste Officers Meeting 19 Aug 21	Quarterly meeting to discuss outcomes and actions from the TSWC Meeting and collaborate on regional waste minimisation initiatives.	CP5	Completed
SEPT	Clean up Week	Clean Up week promotion and supply free disposal of litter at the Stratford Transfer Station for registered groups	L9	Postponed to Oct 21
	Regional Advertising Campaign on Contamination	Adverts in Taranaki Stuff online and on the regional radios on what NOT to put in the recycling bin		Underway
	Composting/worm farm promotion	Creating a regional pamphlet with STDC and NPDC for the community. Hard copies to give out, promotion on Facebook and CentralLink and the Council website	BC6	Underway
	Review of the WMMP	Review of the WMMP targets and to check progress on these		Underway
	Review of feasibility proposal - Regional Composting Facility	A feasibility study proposal has been received from Tonkin + Taylor for a regional commercial composting facility. This is to be reviewed and discussed within the 3 Councils ready for reporting to the Elected Members	AS9	Planned
OCT	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
		There will be a "Swaps" table at the next farmers market in Prospero Place. This is to encourage residents to view and discuss zero waste alternatives. The Council's Waste Minimisation Officer will be in attendance to answer questions and encourage discussion.		Planned
NOV	WasteMINZ Conference	Learn new initiatives for waste minimisation	CP3	Planned
DEC	Sustainable Christmas gift wrapping	Promotion through Facebook, example table in Christmas Parade market	BC4	Planned
JAN	Back to School zero waste lunches	Promotion/competition for zero waste lunches	BC1	Planned
MAR	Waste Free Period Session at Stratford High School	Presentation to students and teachers on reducing menstrual product waste and provide product for the girls	CP3, L3	Planned
	AgRecovery Research	Scan for demand for another AgRecovery event	BC4	Planned

#### 4. Property

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

##### Total Customer Service Requests

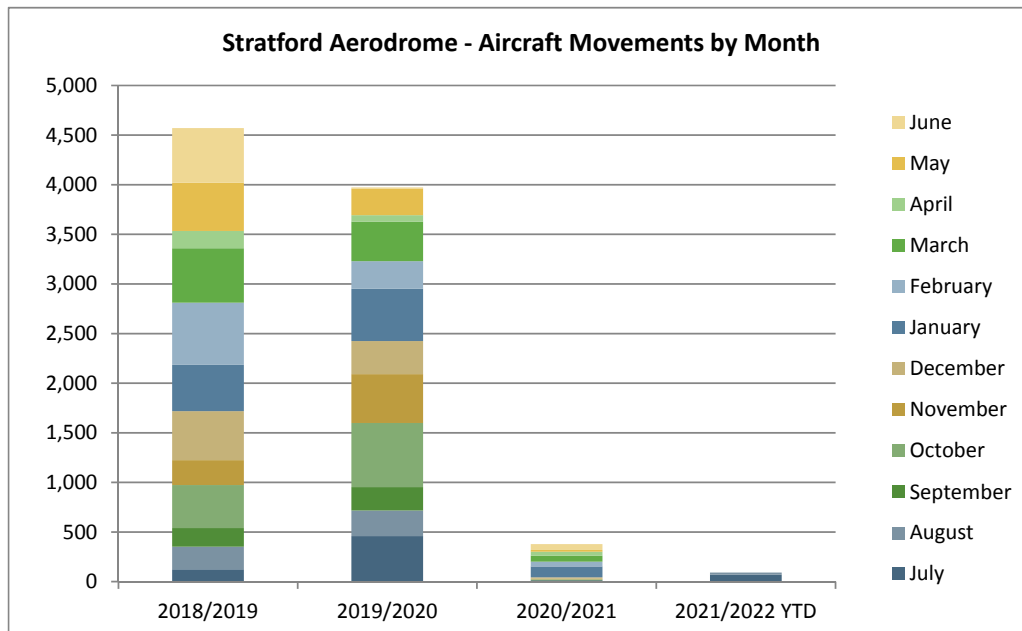


##### Matters Outstanding - Broadway Pedestrian Crossing – Damage to stonework

This repair work has been completed.

#### 4.1 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.



**4.2 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.

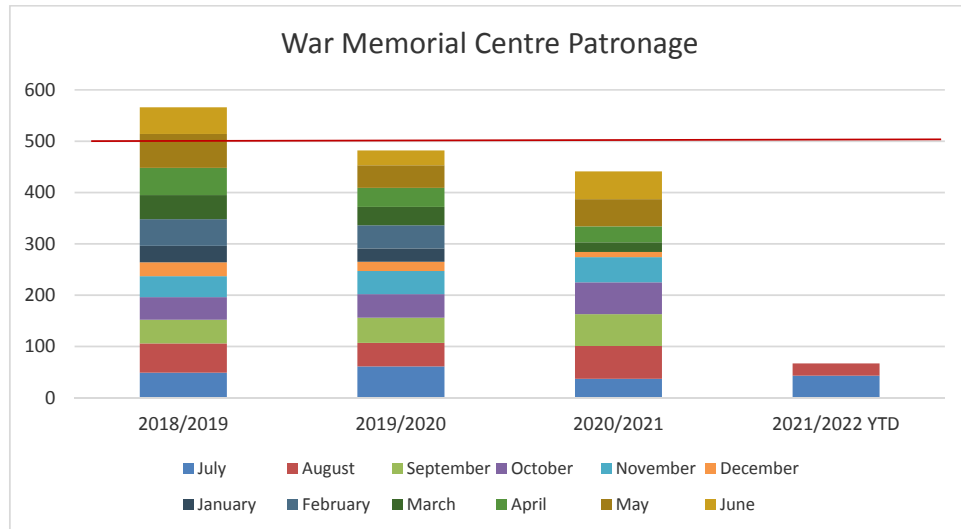
Level of Service	Performance Measure	Target
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%
	Annual booking of War Memorial Centre.	>500
	Annual booking of Centennial Restrooms.	>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.	>80%

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

**4.2.1 Housing for the Elderly**

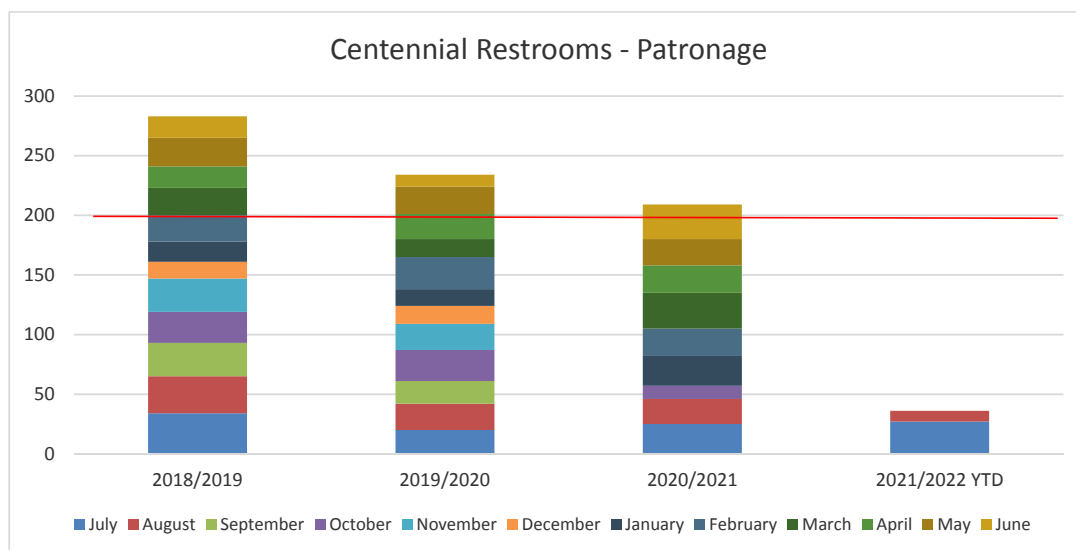
The current occupancy rate for the months of June and July are 100% and therefore, achieve the performance measure of >95 %.

**4.2.2 War Memorial Centre**



*Due to Lockdown: 18 bookings were cancelled and no additional bookings were taken*

#### 4.2.3 Centennial Restrooms



*Due to Lockdown: 7 bookings were cancelled and no additional bookings were taken.*

#### 4.3 Rental and Investment Properties

The Council's Rental and Investment Properties are:

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

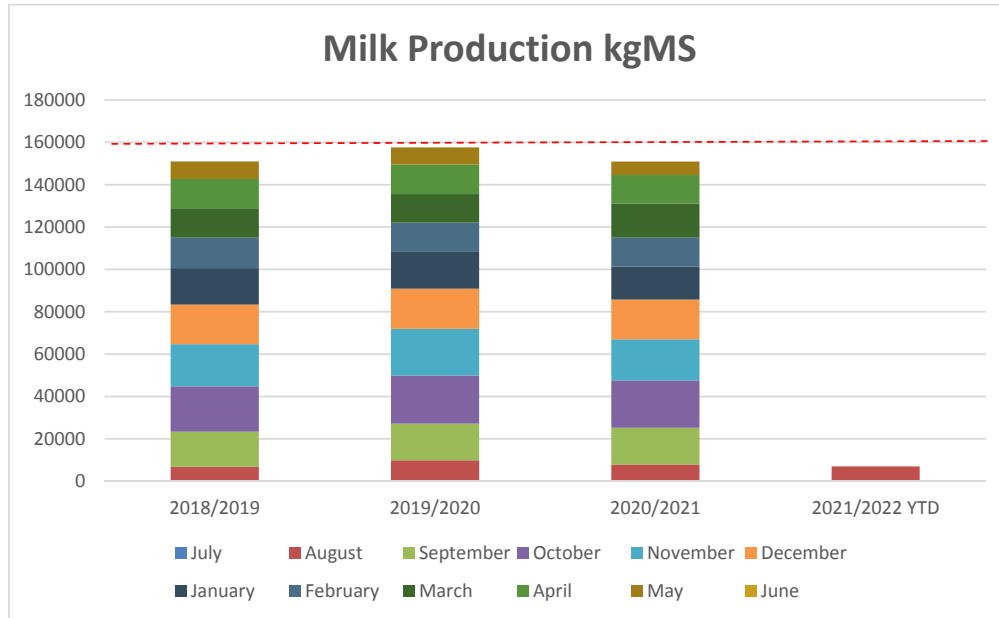
The Levels of Service are measured using the performance indicators shown in the table below. These are measured and reported at the end of the financial year - in the July 2020 report.

Level of Service	Performance Measure	Target	2020/2021 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	150,917 kg
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Compliance	Achieved
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5	0

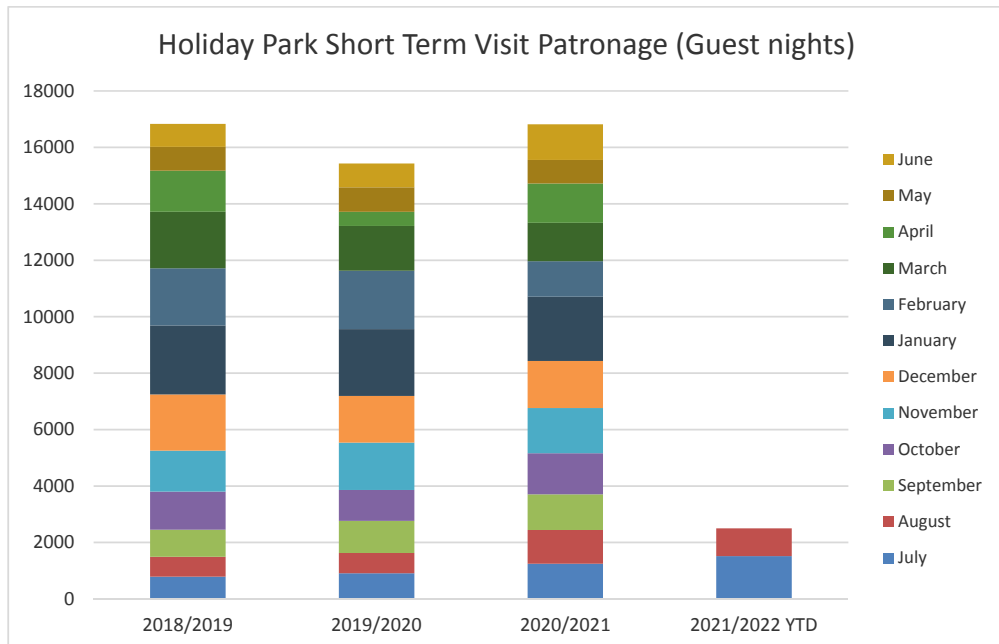
The history of the Farm milk production and the Holiday Park patronage and occupancy rates are shown in the two charts below.

4.3.1 The Farm

The yard upgrade and in-shed feed system projects have finished.



4.3.2 The Holiday Park



## 4.3.3 Whangamomona Campground Register for year ending 31 March 2022

	Power	Non Power	Total Registered users	Community Events
April 2021	84	61		
May 2021	12	27		
June 2021	8	6		
<b>Total YTD</b>	<b>104</b>	<b>94</b>	<b>0</b>	<b>0</b>

**Power** means that there is access to electricity on-site, with an additional charge

**Non Power** means that there is no access to electricity on-site

## 5 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 2022, at the end of the financial year. Council will continue to meet the New Zealand Safety Standards for playgrounds and footbridges.

Updates on key activities programmed for the year is provided below.

- Arboretum Project (in conjunction with the Percy Thomson Trust) – will be programmed in this financial year and aligning with the Windsor park Reserve Management Plan.

Level of Service	Performance Measure	Target	2020/2021 YTD
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	51
	Percentage of Stratford residents satisfied with:		
	Parks;	>80%	95.15%
	Sports fields;	>80%	93.66%
	Cemeteries.	>80%	90.38%
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	No result - Biennial Review
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	No result - Biennial Review

In the 2021 customer satisfaction survey:

- **Parks and Walkways** has 165 responses, showed **Good, Very Good and Excellent** having a total of **95.15%**, **Fair** having **4.24%** and **Poor** having **0.61%**;
- **Sportsgrounds** had 63 responses, showed **Good, Very Good and Excellent** having a total of **93.66%**, **Fair** having **6.35%** and **Poor** having **0%**; and
- **Cemeteries** had 187 responses, showed **Good, Very Good and Excellent** having a total of **90.38%**, **Fair** having **7.49%** and **Poor** having **2.14%**.

**Matters Outstanding – Victoria Park Drainage**

Council Contractors - Vid Pro - scheduled the drain inspection for the week of the 19<sup>th</sup> of August, however, due to the Alert Level 4 lockdown, this has been rescheduled for the 25<sup>th</sup> September 2021.

Gravel Banding has occurred on the old cricket wicket – this will ensure the ground will no longer be holding water and cause issues on the surface of the pitch.

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

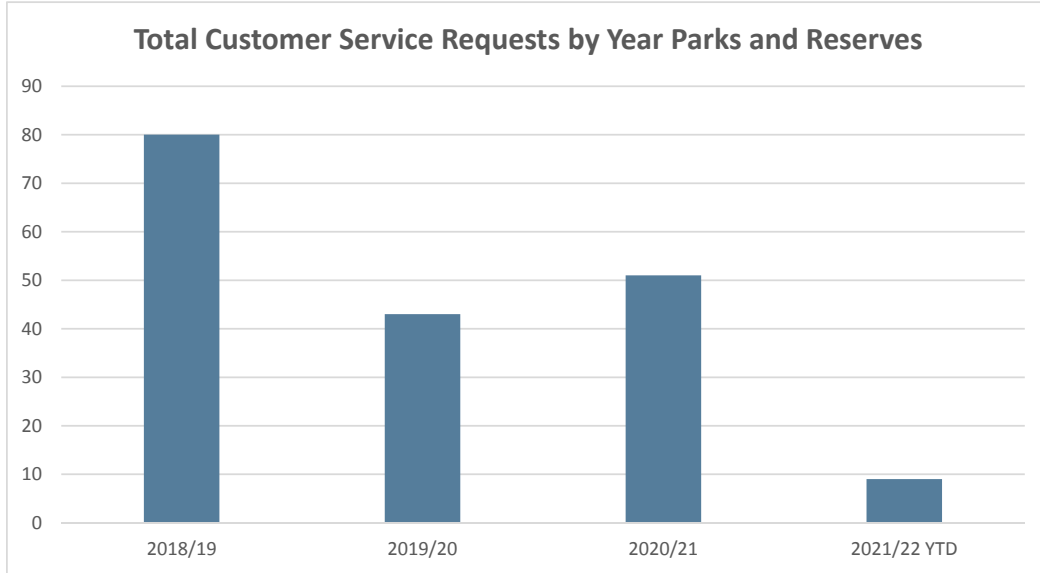


Table 2: Customer Services Request History

Level of Service	2018/2019	2019/2020	2020/2021	2021/2022 YTD
Parks	7	3	10	
Structures	8	9	2	
Sports grounds	0	3	5	
Playgrounds	4	1	1	
Cemeteries	5	5	5	1
Street Trees	41	11	15	4
Walkways	15	11	13	4
<b>Total</b>	<b>80</b>	<b>43</b>	<b>51</b>	<b>9</b>



## 6 Special Projects

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

### 6.1 The Replacement Aquatic Facility

This project is currently experiencing some material shortages that, along with adverse weather conditions in the early part of last month and the latest COVID lockdown, has slowed progress and pushed the completion date out by 21 days to 13 September.

Although the contractor is yet to make a claim, under the construction contract it is entitled to claim \$2,550 per day the site is locked down under COVID Level 4 restrictions. If a claim is made, this will add the sum of \$38,250 to the construction cost, bringing that to \$20,029,069.

The following is the progress to date:

- Foundations to plant and pool hall have been completed
- Dry side foundations are almost complete
- External drainage and plumbing work well underway with south and western boundary lines and dry side under-slab complete
- Blockwork to dry side 25% complete

This brings the certified amount claimed to **\$5,954,558.83** out of **\$19,990,818.64**.

Contractors are currently working on completing the external drainage and plumbing and the service yard and perimeter foundations, continuing the blockwork and making a start on the dry side floor slab over the next few weeks. **Appendix 3** provides the latest August Report.



*Figure 6: New aquatic centre dryside blockwork well underway pre-Covid lockdown.*

## 6.2 Children's Bike Park

Construction of the half basketball court, cycle track, BBQ area and public toilets is complete and all are ready for use with just the peripheral top-soiling and grass seeding to finish off ahead of a scheduled opening. Work on the shaping of the pump track has been completed ready for hotmix. Unfortunately, while the weather of late has been good for this, the COVID-19 lockdown frustrated it so it is unlikely to complete in time for the opening ceremony.



Figure 7: The Children's Bike Park - the Progress so far

## 6.3 2<sup>nd</sup> Water Trunk Main

This is the 3-Waters Stimulus funding project currently partly funded by central government. The project is being implemented in 3 stages:

**Stage One** – This is the pipe network alignment on Hunt Road and Pembroke Road between the Patea River and Brecon Road. Tenders close on 8th September 2021. This will be followed by tender evaluation by the Tender Evaluation Team;

**Stage Two** – This is the alignment between the Water Treatment Plant and the Patea River, on the other side of Hunt Road. Draft design of alignment is complete and Council staff are currently addressing the following outstanding items:

- Notifiable Trees;
- Earthquake strength of the bridges
- Alignment and connections
- Quote for tree removal at the end of Hunt Road
- Procurement Plan options for Stage2/Stage3
- Access for drilling; construction and future operations and maintenance works.

**Stage 3** – This is the bridge over the Patea River. The alignment survey is complete, structural design is underway. Resource Consent has been submitted to the TRC for the crossing over the River - all relevant Iwi consultation has been completed.

Stakeholder Engagement ongoing on the project as a whole.

#### 6.4 The Whangamomona walkways

The completion of this project is still delayed due to the inability of the Walking Access Commission to formalise their existence and Council's appointment as controlling authority. Apparently a change in the management of the Kingheim forest is part of the reason for this delay but communication between the parties has recently been re-established and we await finalising.

#### 6.5 Midhirst abandoned land

Negotiations continue with the final adjoining occupying owner and a formal agreement is awaited.

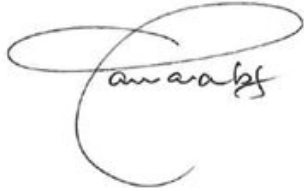
### 7 Resource Consents

There are a number of resource consent applications that are currently under preparation for submission, or being processed by Regional Council. Stakeholder engagement is underway; a summary is provided below.

RC Number	Location	Description	Stakeholders
1276-3	Midhirst Te Popo Water Take	To take water from the Te Popo Stream, a tributary of the Manganui River for community public water supply purposes	Fish and Game NZ, Te Atiawa, Ngati Ruanui, Ngaruahine, Ngati Maru, Okahu Inuawai Manataiao Hapu, Pukerangioraha Hapu
10949-1	Hunt Road, Stratford	To Construct a new bridge over the Patea River for the purpose of supporting a water trunk main	Ngati Ruanui
0409-3	Stratford Public Swimming Pool, Page St, Stratford	To discharge from the Stratford Public Swimming Pool into the Patea River on one occasion per year up to a total of 550 cubic metres of swimming pool water to empty the pool for maintenance	Fish and Game NZ, Ngati Ruanui
1337-3	East Road, Toko	To take and use groundwater from a bore in the vicinity of the Toko Stream in the Patea catchment for Toko rural water supply purposes	Ngati Ruanui
2257-3	Stratford Public Swimming Pool, Page St, Stratford	To take up to 270 cubic metres/day (at a maximum rate of 7 litres/second) of water from the Patea River for heating water purposes at the Stratford Public Swimming Pool	Fish and Game NZ, Ngati Ruanui, Ngaruahine
6549-1	Cardiff Road, Cardiff, Stratford	To repair and maintain an existing weir structure in the Konini Stream a tributary of the Paetahi Stream in the Patea catchment	Ngati Ruanui
6605-1	East Road, Toko	To discharge treated filter backwash water from the Toko Water Treatment Plant into a soak hole adjacent to the Manawawiri Stream	Ngati Ruanui
6468-1	Cordelia Street, Stratford	To erect, place and maintain a culvert in an unnamed tributary of the Kahouri Stream in the Patea catchment for flood control purposes	Ngati Ruanui, Ngaruahine
10729-1	Monmouth Rd	To replace a steel culvert in an unnamed tributary of the Kahouri Stream.	Ngaruahine

#### Attachments:

- Appendix 1 -** RAMM Hosting Service Report for Drainage Assets.
- Appendix 2** NZTA S6 Sheet – Asset Inspection Record
- Appendix 3** Latest Update Report on the Replacement Aquatic Facility project

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

Victoria Araba  
**Director, Assets**

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


[Approved]  
Sven Hanne  
**Chief Executive**

**Date:** 21 September 2021

## Appendix 1 – Example of MAX.Quality Data Quality Gap Assessment for Drainage Assets

system_id	insight_name	insight_id	info_cate	info_sub	insight_ty	insight_sub_type	as_at_date	error_message	error_me	error_tabl	asset_id	rd_id	road_id	s_zone_id	contract	st
54659	Surface Water Channel Asset Owner Quality Test	348	Assets	Stormwat	Quality Te	Ownership	11/08/2021	Surface Water Channel Asset Owner is not populated		SW Chann	1668	61	MANAIA ROAD (2 SPECIAL PURI			
54660	Surface Water Channel Asset Owner Quality Test	348	Assets	Stormwat	Quality Te	Ownership	11/08/2021	Surface Water Channel Asset Owner is not populated		SW Chann	1669	61	MANAIA ROAD (2 SPECIAL PURI			
54668	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	23/08/2021	Drainage inspection date is not populated		Drainage (	2276	27	DOUGLAS NORTH ROAD			
54669	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	23/08/2021	Drainage inspection date is not populated		Drainage (	2285	27	DOUGLAS NORTH ROAD			
54640	Drainage Offset Quality Test	184	Assets	Stormwat	Quality Te	Location	9/08/2021	Drainage record has a null value for offset		Drainage (	4610	4	ARNOLD ROAD			
54643	Drainage Shape Quality Test	347	Assets	Stormwat	Quality Te	Dimensions	9/08/2021	Drainage shape is not populated		Drainage (	4610	4	ARNOLD ROAD			
54648	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	9/08/2021	Drainage inspection date is not populated		Drainage (	4610	4	ARNOLD ROAD			
54653	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	11/08/2021	Drainage inspection date is not populated		Drainage (	4613	27	DOUGLAS NORTH ROAD			
54658	Drainage Offset Quality Test	184	Assets	Stormwat	Quality Te	Location	11/08/2021	Drainage record has a null value for offset		Drainage (	4614	27	DOUGLAS NORTH ROAD			
54654	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	11/08/2021	Drainage inspection date is not populated		Drainage (	4614	27	DOUGLAS NORTH ROAD			
54671	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	23/08/2021	Drainage inspection date is not populated		Drainage (	4615	27	DOUGLAS NORTH ROAD			
54680	Drainage Shape Quality Test	347	Assets	Stormwat	Quality Te	Dimensions	23/08/2021	Drainage shape is not populated		Drainage (	4616	27	DOUGLAS NORTH ROAD			
54672	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	23/08/2021	Drainage inspection date is not populated		Drainage (	4616	27	DOUGLAS NORTH ROAD			
54678	Drainage Offset Quality Test	184	Assets	Stormwat	Quality Te	Location	23/08/2021	Drainage record has a null value for offset		Drainage (	4617	27	DOUGLAS NORTH ROAD			
54681	Drainage Shape Quality Test	347	Assets	Stormwat	Quality Te	Dimensions	23/08/2021	Drainage shape is not populated		Drainage (	4617	27	DOUGLAS NORTH ROAD			
54673	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	23/08/2021	Drainage inspection date is not populated		Drainage (	4617	27	DOUGLAS NORTH ROAD			
54682	Drainage Shape Quality Test	347	Assets	Stormwat	Quality Te	Dimensions	23/08/2021	Drainage shape is not populated		Drainage (	4618	27	DOUGLAS NORTH ROAD			
54674	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	23/08/2021	Drainage inspection date is not populated		Drainage (	4618	27	DOUGLAS NORTH ROAD			
54679	Drainage Offset Quality Test	184	Assets	Stormwat	Quality Te	Location	23/08/2021	Drainage record has a null value for offset		Drainage (	4619	27	DOUGLAS NORTH ROAD			
54683	Drainage Shape Quality Test	347	Assets	Stormwat	Quality Te	Dimensions	23/08/2021	Drainage shape is not populated		Drainage (	4619	27	DOUGLAS NORTH ROAD			
54675	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	23/08/2021	Drainage inspection date is not populated		Drainage (	4619	27	DOUGLAS NORTH ROAD			
54676	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	23/08/2021	Drainage inspection date is not populated		Drainage (	4620	146	MATAU ROAD			
54677	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	23/08/2021	Drainage inspection date is not populated		Drainage (	4621	131	WINGROVE ROAD			
54670	Drainage Inspection Date Quality Test	367	Assets	Stormwat	Quality Te	Condition	23/08/2021	Drainage inspection date is not populated		Drainage (	4622	131	WINGROVE ROAD			

## Appendix 2



### BRIDGE INSPECTION REPORT

STRATFORD DISTRICT COUNCIL

Date		Inspector	
Bridge ID		RP	

ROAD:	ORIGIN:	TYPE:
SPANS:	LENGTH (m):	WIDTH:
YEAR:		
RESTRICTIONS:		

SURFACE:	BEAMS:	ABUTMENTS:	PIERS:	PILES:
----------	--------	------------	--------	--------

NZTA MARKING CODE	
D	Not Inspected
I	Satisfactory
Z	Monitor Next Inspection
R	Routine Maintenance
S	Structural Maintenance
N	Not Applicable

CONDITION RATING	
1	Good Condition, No Work Required
2	Minor Repairs Required
3	Moderate Repairs Required
4	Major Repairs Required
5	Replacement Required

SET	NO.	ELEMENT DESCRIPTION	NZTA MARK	CONDITION RATING	DESCRIPTION
Superstructure Elements	1	Primary load carrying element			
	2	Secondary Transverse Beams			
	3	Elements Other (Incl. Deck)			
	4	Half Joints			
	5	Seismic Linkages / HD Bolts			
	6	Parapet beam or cantilever			
	7	Cross Bracing			
Load-bearing Substructure	8	Foundations			
	9	Head Wall			
	10	Abutments			
	11	Pier / Column			
	12	Cross-head / Capping Beam			
	13	Bearings			
	14	Bearing plinth / Shelf			
Durability Elements	15	Superstructure drainage			
	16	Substructure drainage			
	17	Movement / Expansion Joints			
	18	Painting: Superstructure			
	19	Painting: Substructure			
	20	Painting: Barriers / guardrails			
Safety Elements	21	Access / Walkways / Gantries			
	22	Guardrails / Handrail / Safety Factors			
	23	Carriageway surfacing			
	24	Footway / Verge / Footbridge Surfacing			
Waterway Elements	25	Invert / River Bed			
	26	Aprons			
	27	River bed upstream			
	28	River bed downstream			
	29	Scour			
	30	River Banks			
Retaining Elements	31	Revetment / Batter slope retaining			
	32	Wing Walls			
	33	Retaining Walls			
	34	Embankments			
Other	35	Approach rails / Barriers / Walls			
	36	Approach Adequacy			
	37	Signs			
	38	Lighting			
	39	Services			
	40	Appearance			

**TOTALS**

NEXT INSPECTION TYPE:	General	Detailed	Special	DATE:
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**BRIDGE INSPECTION REPORT**  
 STRATFORD DISTRICT COUNCIL

Date			
Bridge ID		RP	

ROAD:	ORIGIN:	TYPE:
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PRIORITY KEY: H = Immediate M = This Year L = Within 3 Years

ITEM NO.	ELEMENT NO.	SUGGESTED REMEDIAL WORK	TYPE OF WORK	PRIORITY (H/M/L)	COST ESTIMATE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

TIME UNIT REPLACEMENT (Years):	REPLACEMENT COST (\$):
--------------------------------	------------------------

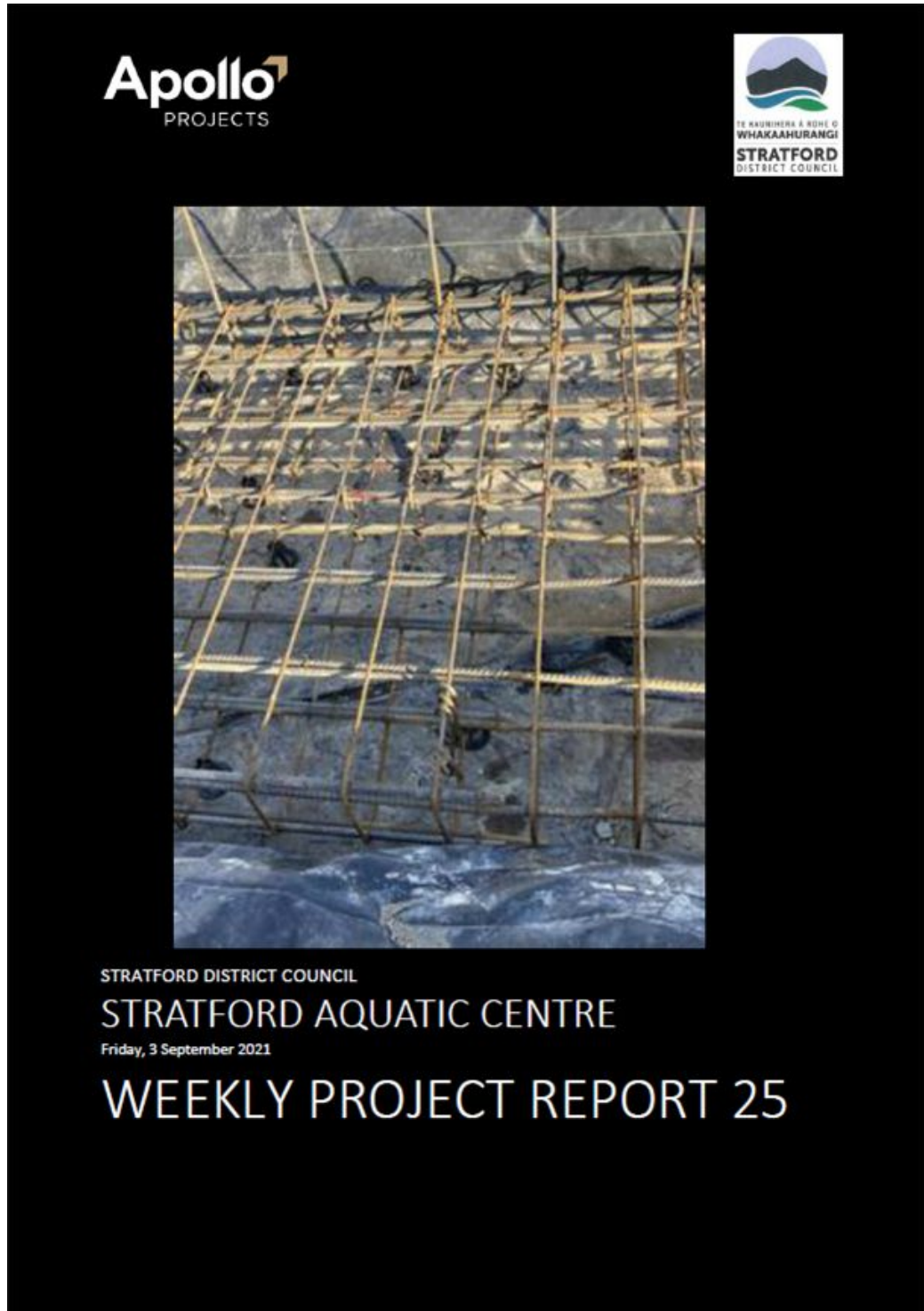
Remdial work recommended in last inspection has been completed: YES NO (If 'NO' comment below)

RAMM database changes requires: YES NO (If 'YES' describe change below)


COMMENTS & RECOMMENDATIONS RELATING TO FUTURE MANAGEMENT

INSPECTED BY:	SIGN:	DATE:
REVIEWED BY:	SIGN:	DATE:
APPROVED BY:	SIGN:	DATE:

## APPENDIX 3



**Apollo**  
PROJECTS



TE KAHIMERA & ROHE O  
WHAKAAHURANGI  
**STRATFORD**  
DISTRICT COUNCIL

STRATFORD DISTRICT COUNCIL  
**STRATFORD AQUATIC CENTRE**  
Friday, 3 September 2021  
**WEEKLY PROJECT REPORT 25**



## WEEKLY PROJECT UPDATE

### WEEKLY SITE UPDATE INFORMATION

#### Site Overview

##### Progress this week

A short week of course returning to level 3 Wednesday. The team have been working well in their bubbles onsite, having Civil revisiting service yard footings removing the wash in and debris accumulated over the previous weeks. Block layers are very near ready to grout with another favourable consultant review today and subsequent block fill next week.

Reinforcing to foundations has been completed, reviewed, ready for another concrete pour Monday. Cleaners have been a regular with twice daily cleans so things are looking nice and fresh onsite.

##### Progress this Week

- Foundations complete to service yard.
- Blockwork complete to phase 1 dry side
- Foundations complete to remaining dry side areas.

##### Next week

- › Services installation pre pour block
- › Block work grout to phase 1 masonry
- › Foundation pour to phase 2 dry side
- › Reinforcing placement to Service yard

#### Programme

- › Project programme meeting held with contractors Tuesday 31 August (zoom)

Task Name	Duration	Start	Finish	% Complete
<b>Stratford Aquatic Centre Programme</b>	<b>437 days</b>	<b>Thu 15/10/20</b>	<b>Mon 15/08/22</b>	<b>30%</b>
Registration of Interest	16 days	Thu 15/10/20	Fri 6/11/20	100%
Contract Period	419 days	Wed 11/11/20	Mon 15/08/22	30%
Design Phase	159 days	Wed 11/11/20	Wed 21/07/21	99%
Procurement/Long lead	185 days	Thu 17/12/20	Thu 30/09/21	46%
Pre-Construction	15 days	Fri 19/02/21	Thu 11/03/21	100%
Construction	327 days	Fri 12/03/21	Thu 14/07/22	13%
Final Building Compliance	22 days	Fri 15/07/22	Mon 15/08/22	0%

**Apollo**  
PROJECTS

**WEEKLY PROJECT UPDATE**

**Design Update**

- › Consent Design  
 Stage 03 consent RFIs has been submitted to council Friday 21 May at day 18 with RFIs response(s) submitted.
- › Construction Design
  - › current

**Health & Safety**

Indicators	Meetings		Inductions	Audits / Client Visits		
	Daily Co-ordination	Health & Safety		Total	Contractor	Apollo
This Week	3	1	4	2	1	0
Project Total	74	53	84	33	17	1

Indicators	Incident Data					
	Contractor Hours	WorkSafe Visits	Near Miss	FAI	MTI	LTI
This Week	258	0	0	0	0	0
Project Total	5401	0	2	0	1	0

**H&S positives**

- › Teams have been great with PPE use and ensuring separation of workspaces with hand washing stations being well used.

**Incidents this week**

- › None.

**Sub-Contractors on Site**

Subcontractor	Mon	Tue	Wed	Thur	Fri	Sat
Graham Harris Civil			3	3		
Brent Stewart Construction			4	4	4	
BTW Geotechnical				1		
Meco Engineering						
Wavelength						
Juffermans Surveyors						
F&R Insulation						
Taranaki Reinforcing						
Russell Masonry			6	5	6	
Neagle Consultants					1	
Laser Plumbing			2		1	
HEL Rimu						
<b>Total Persons Onsite Per Day</b>			15	13	12	

## WEEKLY PROJECT UPDATE



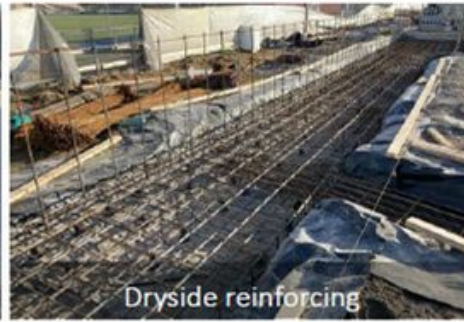
### Weather



#### Comments on weather

- › 3 consecutive fine days, dry ground

### Photos of Progress



# MONTHLY REPORT

## Community Services Department



F19/13/04 – D21/30588

**To:** Policy & Services Committee  
**From:** Director – Community Services  
**Date:** 28 September 2021  
**Subject:** Community Services Monthly Report – August 2021

### Recommendation

THAT the report be received.

/  
 Moved/Seconded

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

### 1. Highlights

- Chunuk Bair: 8 August
- Stratford Business Association online retailing and marketing workshops: August 4, 11 – *the final workshop date TBC.*

### 2. Community and Economic Development

**Performance Measures** (*Performance Measures in bold*)

	Target	2021/22 YTD
<b>Deliver or facilitate community events</b>	2	<ul style="list-style-type: none"> <li>• SPAG July Forum</li> <li>• Chunuk Bair Commemorations</li> </ul>
<b>Percentage of residents feeling a sense of community</b>	80%	
<b>Number of client interactions with Venture Taranaki's Business Advisory Services</b>	100%	
<b>Mentor matches made as requested</b>	100%	
<b>Review the Economic Development Strategy</b>	Achieved	

#### 2.1 Council Organisations and Council Representatives on Other Organisations

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

## 2.2 Youth Council

Youth Council were meant to host an On The Bus event on Friday 3 September where they planned to take 30 youth between the ages of 12 - 24 to Bowlarama for Laser Tag and pizza. However, due to the COVID-19 outbreak and current alert levels, Youth Council decided to postpone the event. Depending on the progress of alert levels, Youth Council are looking at hosting this event during the October school holidays (2 – 17 October).

Upcoming meetings and events:

- Ordinary Meeting – 7 September
- On the Bus (Laser Tag) – New date TBC

## 2.3 Civic and Community Events

Completed:

- Chunuk Bair: 8 August
- Stratford Business Association online retailing and marketing workshops: August 4, 11 – *the final workshop date TBC.*

Coming Up:

- Bike Park Opening: Date TBC
- Stratford Scarecrow Trail: 29 October – 14 November

Cancelled or postponed due to COVID-19:

- SDYC On the Bus: 3 September – *Postponed*
- Romeo Awards evening: 25 September – *cancelled and instead the committee are curating a digital event to celebrate winners and sponsors.*

## 2.4 Community Projects and Activity

### 2.4.1 Mayors' Taskforce for Jobs (MTFJ)

#### Registrations

	July	YTD
Young People Registered		
Businesses Registered		

#### Employment

	July	YTD
Young people placed into employment		
Young people who are employed but require assistance with upskilling		
Young people registered onto programme and straight in study		
Young people received support and found work themselves		
<b>Total</b>		

Recruitment for the two Workforce Coordinators is still underway.

### 2.4.2 Community Relationships Framework

Due to COVID-19 the first of the training and development opportunities have been postponed.

- Introduction to Governance workshop – Postponed
- Introduction to Planning workshop – 7 October
- Introduction to Finance workshop – early November

## 2.5 Funding

### 2.5.1 Creative Communities

The first application round of the 2021/22 year opened on 2 August and due to COVID-19 restrictions, was extended a further two weeks closing on 17 September. The assessment committee meet on 29 September to distribute funding of \$10,353.00.

### 2.5.2 Sport New Zealand Rural Travel Fund

The next application round for the rural travel fund opens on 4 October, with the assessment committee meeting on 16 November.

## 2.6 Positive Ageing

Positive Ageing Groups Annual General Meeting was held on 11 August at Stratford Council Chambers. Gloria Webby was re-elected as chairperson but indicated this would be her final year in the role. Barrie Smith was re-elected as deputy chairperson.

Positive Ageing Group has the International Day of the Older Persons event coming up on 1 October. Originally, the event was going to be a classic movie and lunch. However, with the recent COVID-19 outbreak, this is being re-evaluated.

Upcoming meetings and events:

- International Day of the Older Persons – 1 October
- November Forum – 18 November

## 2.7 Stratford Business Association

Memberships	
July total	146
New	1
August total	147

Business after Five events:

Establishment 60 hosted the August BA5 (previously the Stratford Districts & Citizens Club) just before New Zealand entered COVID-19 Alert Level 4. The turnout was good and the evening was beneficial for the hosts to share upcoming events, new ideas, and to introduce new committee members.

Coming up:

- 15 September – Steph Lewis, MP – postponed
- 11 October – Annual General Meeting

Romeo Awards:

Nominations have now closed and judging will commence at the start of September. With the return of COVID-19 and the uncertainty of when Alert Level 1 will be the decision was made to go digital and not to hold a large awards evening.

How this will look is currently in the works with more details to come out soon. The committee sees this as an opportunity for greater engagement through social media and web celebrating winners and sponsors.

## 3. Communications

### 3.1 News Media

Four Central Link updates were produced in August. These are printed in the Stratford Press and shared online at stratford.govt.nz and on Council's Facebook page weekly.

**Central Link focus for August:**

- Chunuk Bair commemorations
- Local artist brightens up King Edward Park using Creative Communities funding
- Positive Ageing AGM
- COVID-19 vaccination clinic in War Memorial Centre







- Representation Review
- Creative Communities funding round
- Speed Limit Review - Ōpunake Rd
- Council services in Level 4
- First instalment rates
- Public notices (Meeting Schedule, Temporary Road Closure – Targa Rally, Bridge weights)

**News/Media Releases posted to stratford.govt.nz for the month of August:**

- Say goodbye to overdue library fines
- Chunuk Bair Commemorations in Stratford
- Council confirms initial proposal for representation review
- Feedback welcomed on proposed speed limit change for Ōpunake
- COVID-19 Update: Council services at Alert Level 4
- Vaccination roll out to continue in Taranaki as planned.
- COVID-19 Update: Level 4 restrictions continue for Council
- First instalment of rates
- COVID-19 Update: Council services at Alert Level 3

3.2 **Digital channels**

**August snapshot:**

Website	Social Media
 <b>4,202</b> ↓ 473 <b>Users</b>	 <b>3,251</b> ↑69 <b>Facebook followers</b> /stratforddistrictcouncil
 <b>18,691</b> ↓ 2,093 <b>Page views</b>	 <b>21,763</b> ↑45.5% <b>People reached</b> The number of people who saw any of our posts at least once this month.
 <b>6,132</b> ↓ 644 <b>Total sessions (visits)</b> A session is the period of time a user is actively engaged with our website.	 <b>750</b> ↑19 <b>Instagram followers</b> /stratford_nz

**Top 10 Council pages visited in August 2021**

1. /home
2. /our-council/council-documents/district-plan
3. /our-district/cemeteries/cemetery-records-search
4. /our-services/rates-and-property
5. /our-district/stratford-district-library-and-visitor-information-centre
6. /our-services/rates-and-property/rates-search
7. /our-services/covid-19-updates
8. /our-council/contact-us
9. /our-services/rubbish-and-recycling
10. /our-services/rubbish-and-recycling/kerbside-collections

3.3 **Official Information Requests**

For the 2021 calendar year, Council has received 45 Local Government Official Information and Meetings Act (LGOIMA) requests.

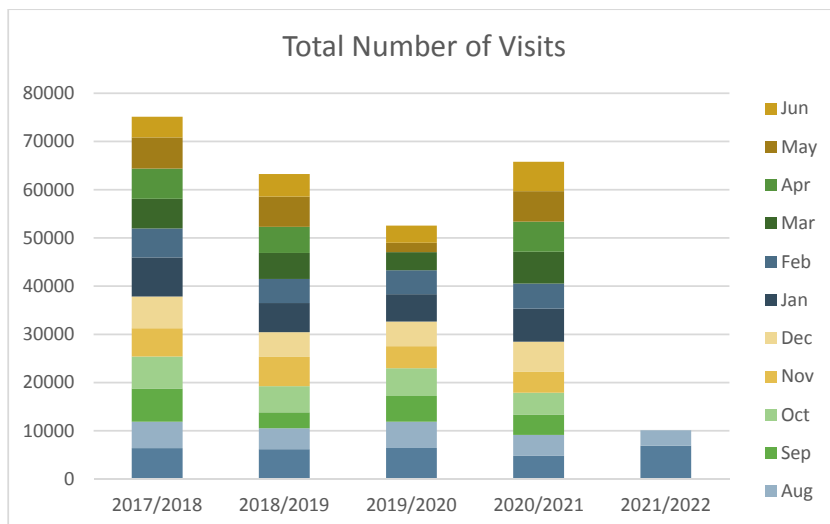
The below table includes the LGOIMA's received for the month of August 2021:

Date Received	Query	Due Date	Date Responded	Days to Respond
6/08/2021	Long Term Plan submissions	3/09/2021	17/08/2021	7
10/08/2021	Lottery Grant	7/09/2021	17/08/2021	5
12/08/2021	Human Resource policies	9/09/2021	2/09/2021	15
18/08/2021	Payments made to external suppliers	15/09/2021	6/09/2021	13
19/08/2021	Complaints against any single individual or business for breaches of any District or Regional Plan	16/09/2021	20/08/2021	1
20/08/2021	Three Waters	17/09/2021	27/08/2021	5
25/08/2021	Unpaid infringement notices	22/09/2021	6/09/2021	8

4. **Visitor Information and Library Services**




**Performance Measures** (*Performance Measures in bold*)

	Target	2021/22 YTD
<b>Number of users of AA Agency Service is measured</b>	>10,000	1,180
<b>Percentage customers are satisfied with the Information Centre</b>	>80%	
<b>Number of items (including digital) issued annually</b>	>40,000	7,562
<b>% of library users satisfied with library services</b>	>80%	
<b>Number of people participating in library events and programmes</b>	>1,200	233







**Visitors/Users per service**

Service	August	Year to date (2021/22)
 Information Services (brochures/maps/ event tickets etc)	<b>102</b> ↓74	<b>278</b>
 Vehicle/Driver licensing	<b>384</b> ↓412	<b>1,180</b>
 Programme and Events	<b>113</b> ↓68	<b>294</b>

**Library services - Items Issued**

Service	August	Year to date (2021/22)
 In person	<b>2,659</b> ↓1,546	<b>7,480</b>
 Online	<b>619</b>	<b>1,162</b>

**Programme/Event Users**

Age group	August	Year to date (2021/22)
<b>65+</b> Seniors	<b>17</b> ↓10	<b>44</b>
<b>18+</b> Adults	<b>55</b> ↓28	<b>138</b>
<b>13-17</b> Secondary School	<b>0</b> ↓2	<b>2</b>
<b>5-12</b> Primary School	<b>25</b> ↓30	<b>80</b>
<b>&lt;5</b> Pre-School	<b>16</b> ↑2	<b>30</b>

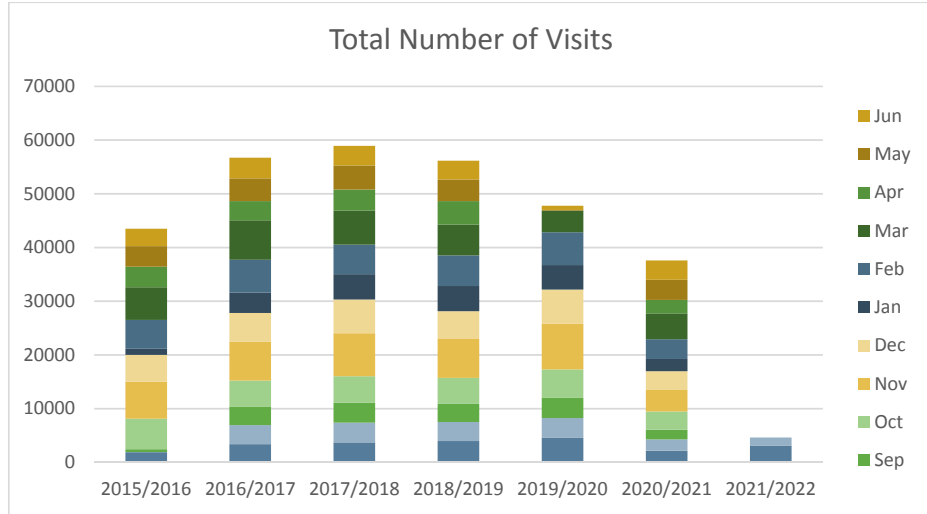
- Door count alone is no longer included in Performance Measures due to concerns that it did not always accurately reflect the ways in which the Visitor Information and Library Service is used. Instead, staff collect a range of data about service use including door count, origin of visitors, purpose of visit, book issues and renewals (physical and digital), NZTA transactions, and attendance of council led events. We look forward to the installation of a new POS system which will enable faster and easier reporting.
- Community engagement activity this month included library visits to Whangamomona and Makahu and the resumption of the STEAM programme with year 7 and 8 students from St Joseph's.
- The winter 'Read Around the Mountain' programme continued, and proved particularly popular with schools. Due to changes in COVID-19 alert levels the finale for this event was cancelled.
- The Taranaki i-SITE cluster meeting was attended in August. Main topics of discussion were the proposed changes to the i-SITE network.
- Visitor Information and Library staff were able to work from home following the change in COVID-19 alert levels. A major focus at this time is keeping in touch with our users, mainly through email and Facebook. There was a 28% increase in users of the digital platform and a 67% increase in the number of digital items issued from this time last year. The community is becoming increasingly confident using these platforms and this will continue to be an area of focus.

## 5. 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	5
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	PoolSafe accreditation is met	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	4,620

### 5.1 Highlights for August

- 1,472 patrons came through the pool facility in August, a significant decrease due to COVID-19 Alert Level 4 which commenced on Tuesday 17 August.
- Four of the senior team attended the annual Aquatics Industry Waves conference in Palmerston North. The team observed the lifeguard competition on the Tuesday, however due to the COVID-19 Alert Level 4 announcement they were required to travel home early Wednesday morning as the conference was cancelled.
- COVID-19 has meant the facility is closed to public until Alert Level 2. This greatly affects the statistics and revenue. Full facility bookings such as carnivals, club champs, stroke clinics, community club celebrations, and qualification course bookings have all been either postponed or cancelled.
- Recruitment is continuing for Group Fitness Instructors, Swim Instructors and Lifeguards in preparation for the expected busy summer season.
- The senior team have focused on a recruitment and training plan for the full financial year, to have staff better prepared throughout the year and during lockdown their attention was on planning for the school holiday programme, social media engagement, virtual team training, reviewing emergency policy and procedures.
- No incidents were reported during the month of August.



Kate Whareaitu  
Director - Community Services

Sven Hanne  
Chief Executive

Date: 21 September 2021

# MONTHLY REPORT

## Environmental Services Department



F19/13/04 – D21/30869

To: Policy & Services Committee  
From: Director – Environmental Services  
Date: 28 September 2021  
Subject: Environmental Services Monthly Report – August 2021

### Recommendation

THAT the report be received.

/  
Moved/Seconded

This report presents a summary of the monthly progress and highlights for the main areas of activity within the Environmental Services department. The Long Term Plan 2021-2031 sets the performance measures and this report presents progress to date against the target for each performance measure.

## 1. Overview

Thirteen applications for building consent were received in August. These included:

- Three new dwellings, one log fires, two pole sheds, and one application for alterations/additions and three for plumbing work.
- Two commercial applications, one new building and one alterations/additions.
- Plus, eight amendments (not included in monthly figure) and one Certificate of Acceptance (commercial building)

Following a strong start to the 2021/2022 financial year in July, August was affected by the Level four lock down. Officers continued to receive and process applications through the lock down but there has been a noticeable reduction in activity. Since moving to level two there has been an increase in the number of applications being lodged, but it is still too soon to see any trends in terms of the overall level of activity

## 2. Strategic/Long Term Plan Projects

The joint New Plymouth District Council and Stratford District Council Local Alcohol Policy (LAP) was adopted by both Councils in 2017. The Policy is due for its first review in 2023. The Environmental Health Manager and District Licensing Committee Commissioner Neil Volzke, have recently attended a meeting at New Plymouth District Council to discuss the preparation and timeline for the review of the combined LAP with their officers. At a later date we will be looking to establish a small committee of members to be involved in the review processes and draft policy document.

The objectives of this policy are to:

- Reflect the views of local communities about alcohol licensing matters
- Reflect the Council's stance towards alcohol licensing within the district
- Provide certainty to applicants about those matters that will be considered as part of alcohol licensing applications
- Provide effective and unambiguous guidance to the District Licensing Committee and Alcohol and Regulatory Licensing Authority.
- Foster and alcohol licensing environment that minimise alcohol harm in the community.

The link to the full policy document can be found at:

<https://www.stratford.govt.nz/our-services/environmental-health/alcohol-licensing>

Work is also continuing on the various street numbering and naming projects in the district. Officers are currently focussing on Page Street extension which is the subject of another report on this agenda. Once Page Street extension is finished we will start work on Pembroke Road which will require renaming to include suffixes and renumbering.

### 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 August
<b>Building Consent Authority</b>	
Building Consent Applications	22
Building Consents Issued	29
Inspections completed	69
Code Compliance Certificate Applications	13
Code Compliance Certificates Issued	9
Code Compliance Certificates Refused	4
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	22
Building Act Complaints received and responded to	0
<b>Planning</b>	
Land Use Consents Received	3
Land Use Consents Granted	5
Subdivision Consents Received	4
Subdivision Consents Granted	8
223/224 Applications Received	3
223/224 Applications Granted	7
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	7
Resource Consent Placed on Hold or Returned	9
LIM's Received	2
LIM's Granted	2
<b>Environmental Health</b>	
Registered Premises Inspected for Compliance under the Food or Health Act	5
Health or Food Act Complaints Received and responded to	1
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	0
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	8
Bylaw Complaints Received and responded to	25
Dog Complaints Received and responded to	21

#### 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% 26 out of 26 applications were processed within 20 days. The average processing time for July was 5.8 days.
	Percentage of inspection requests completed within 24 hours of request.	100%	96% 13 building inspections out of 59 were not undertaken within 24 hours of request. This was due to Covid-19 lockdown requirements.
	Percentage of code compliance certificate applications determined within 20 working days	100%	67% 9 code compliance certificates were issued. 3 were over the 20 day timeframe. This is due to a historic issue with the computer system.
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%	The customer service survey will be undertaken later in the year.

## 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 within statutory timeframes.	N/A in Year 1	Not required at this time.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	100% review within timeframes	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%	The customer service survey will be undertaken later in the year.

## 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%	99%
	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%	99.35%
To ensure dogs are controlled	Percentage of known dogs registered	95%	96.7%
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	98.77%

## 5. Detailed Reporting Building Services

### 5.1 Building Control Authority (“BCA”)

5.1.1 Compliance/Notices to Fix issued as a BCA  
No Notices to Fix were issued by the BCA in August.

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 August.

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
<b>A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:</b>	Nil
<b>The departure of the building consent authority’s authorised representative or responsible manager:</b>	Nil
<b>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:</b>	Nil
<b>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:</b>	Nil
<b>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:</b>	Nil
<b>A material amendment to the building consent authority’s policies, procedures, or systems required by these regulations.</b>	Nil

5.1.4 Training needs analysis  
During August ongoing training on undertaking building inspections was provided to staff involved with building inspections, in relation to raft floor slabs and checking of engineering conditions. Solid fuel fire training through a NZHHA course in New Plymouth is scheduled to take place on 13 October. In-house continuous improvements in relation to BCOs undertaking inspections, recording inspection decisions and recording these correctly in GoGet are being monitored on a weekly basis.

5.1.5 Internal audit/external audit timetable  
International Accreditation New Zealand (IANZ) will return for a full audit in November. Internal audits have been being undertaken in accordance with the audit timetable.

### 5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness  
No Compliance Schedules were issued in August 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. A temporary restructure of staff/contractor duties is helping to assist with priority workloads. GIS mapping integration is to be co-ordinated in the development stage.

## 5.2.3 Swimming Pools

No inspections were completed in August 2021.

## 5.2.4 Non Standard Site Register Maintenance

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

## 5.2.5 Notices to Fix/Other Compliance as a Territorial Authority

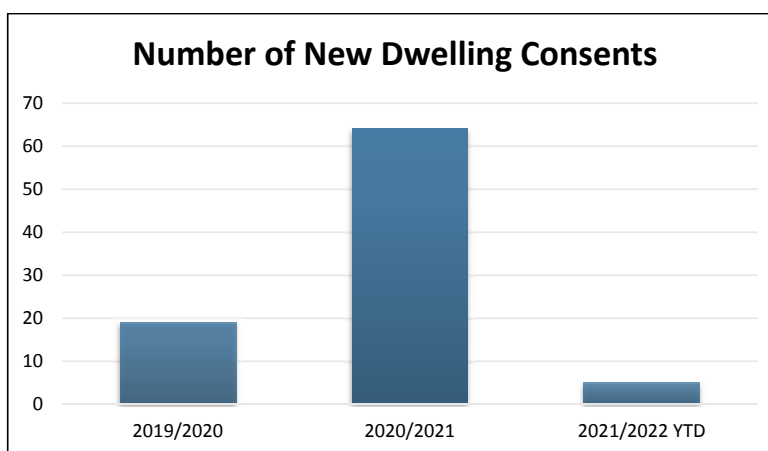
One Notice to Fix was issued by the Territorial Authority in August.

## 5.3 Trends Analysis

## 5.3.1 Consents applied for by type:

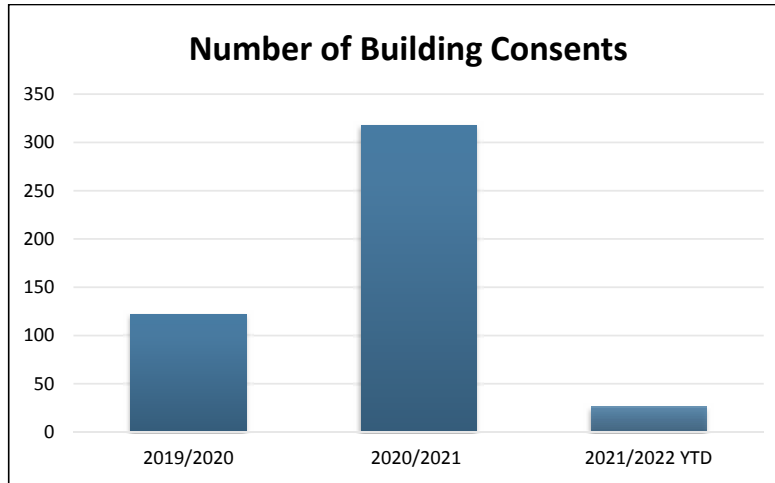
Type	This Month	Aug 2020	2021/2022 Year to Date	2020/2021 Whole Year
<b>New Dwellings</b>	3	4	5	64
<b>Relocated dwellings</b>	0	1	0	19
<b>Relocated buildings other than dwellings</b>	0	0	0	1
<b>Fires</b>	1	5	9	86
<b>Pole sheds/accessory buildings</b>	2	2	10	48
<b>Additions and alterations – residential</b>	1	4	5	40
<b>New Commercial buildings</b>	1	1	2	7
<b>Additions and alterations – commercial</b>	1	2	2	19
<b>Other/miscellaneous</b>	3	1	5	29
<b>Certificate of Acceptance</b>	1		0	5
<b>Total/s</b>	<b>13</b>	<b>20</b>	<b>39</b>	<b>318</b>

## New House indicator by year



Year to date	New Dwellings
2019/2020	19
2020/2021	64
2021/2022 YTD	5

**Consent numbers by year**



Year	Building Consents
2019/2020	122
2020/2021	318
2021/2022 YTD	39

Blair Sutherland  
Director, Environmental Services

[Approved]  
Sven Hanne  
Chief Executive

Date: 21 September 2021

# MONTHLY REPORT

## Corporate Services Department



F19/13 – D21/32746

To: Policy & Services Committee  
From: Director – Corporate Services  
Date: 28 September 2021  
Subject: Corporate Services Monthly Report

### Recommendations

1. THAT the report be received.
2. THAT the Committee acknowledges that the Investment with Counterparty limit breach has been authorised by the Chair of the Audit and Risk Committee, and the Mayor, in accordance with the Treasury Management Policy.

\_\_\_\_\_  
Moved/Seconded

## 1. Financial Management

Reports attached, as at 31 August 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 – August YTD

##### *Revenue*

Total Operating Revenue for the year to date is close to budget, slightly higher by \$69,162, at \$5,282,365.

Extraordinary Revenue is \$1,455,215 higher than year to date budget. Grant funding is \$1,455,215 higher than budget, largely due to the irregular timing of grant receipts.

##### *Expenditure*

Total Expenditure is over budget by \$71,680. This is largely due to direct activity operating costs over budget by \$112,377. Some of this is due to timing as many invoices come through at the start of the financial year, however the Building Control activity is \$50,321 over budget for the year to date due to the use of contractors. This is expected to continue for the remainder of the financial year. Building Control revenue is also expected to be higher than budget due to the continued high rate of building consent applications, and development activity occurring.

### 1.2 Waka Kotahi – 3 year funding programme

Waka Kotahi (NZTA) funding for the three year programme commencing 1 July 2021 has now been finalised. A total of \$26,762,700 of expenditure was applied for, and \$23,685,622 was

approved over the 3 year work programme (shortfall of \$3,077,078 on LTP 2021-31 budgeted expenditure).

The below figures show the total expenditure for Maintenance, Operations, and Renewals, of which \$711,000 is 100% funded (special purpose roads), and the remainder is 61% funded.

Amount applied for	\$21,352,700
Amount approved	\$20,410,622
Shortfall	\$942,078

Of the shortfall above \$620,898 relates to sealed road resurfacing, and \$172,002 relates to minor emergency works – the remainder relates to traffic services renewals and rail level crossing warning devices.

The below figures show the total expenditure for Road Improvements of which \$60,000 is 100% funded and the remainder is 61% funded.

Amount applied for	\$5,410,000
Amount approved	\$3,275,000
Shortfall	\$2,135,000

Of the shortfall above, \$1,100,000 was in relation to the Walking and Cycling Strategy initiatives and was declined in full. It was not given priority as the Council has not adopted a Walking and Cycling Strategy – therefore the funding was declined for the next 3 years. Council Officers workshopped the *draft* Walking and Cycling Strategy with elected Members in 2020 and will relook at it again before the next Long Term Plan. Local road safety improvements of \$1,030,000 was also declined, of a total of \$2,360,000 applied for.

In comparison to the previous 3 year funding programme, the 2021-24 programme has increased by 21%, from a total of \$19,519,427. On average, this represents an extra \$1,388,732 per annum on Roading expenditure over the next three years.

### 1.3 Capital Expenditure Report

Total capital expenditure funds available for the year is **\$28,679,446**, after adjusting for changes to grant funding. Of this, \$5,826,408 is for replacing existing assets, \$21,653,038 is for new assets or improving existing assets, and \$1,200,000 is to cater for district growth.

Total capital expenditure for the year to date, is \$3,138,611.

Refer to the capital expenditure report for a status update on each project.

### 1.4 Treasury Management

Gross Council debt as at 31 August 2021 was \$22,200,000. Net debt is \$7,020,000 after taking into account \$8,000,000 on term deposits with registered NZ banks, and the \$7,180,000 loan to the A&P Association.

The weighted average interest rate for debt is 2.18% (average 6 year term<sup>1</sup>), and the weighted average interest rate for financial investments is 1.26% (average 3.6 year term).

All Council debt, made up of LGFA loans, is 100% fixed.

Refer to the attached Treasury Report for the updated loans and investments schedule as at 31 August 2021.

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<sup>1</sup> The term is based on draw down date to maturity date.

### 1.5 Financial Investments

As at 31 August, a total of \$8,000,000 was held on term deposits with registered banks, all with Westpac bank.

It is expected that Council will carry a minimum of \$6,000,000 of term deposits to cover reserves<sup>2</sup>, however surplus cash on hand will be invested for an appropriate term if available and doesn't put Council in short term liquidity risk.

The investments with Stratford Agricultural and Pastoral Association total \$7,180,000. Interest is charged quarterly and the first two quarterly invoices have been paid on time.

### 1.6 Covenant Compliance

All internal, and Local Government Funding Agency ("LGFA"), covenants were met as at 31 August 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. The Chair of the Audit and Risk Committee and the District Mayor approves any breach on the day of the investment being made, in line with Council's Treasury Management Policy.

Also note that the investments with the Stratford Agricultural and Pastoral Association of \$7,180,000 also breaches the Treasury Policy. Audit and Risk Committee endorsement was given in October 2020, and Council approval given in November 2020 specifically for this loan.

	<i>Actual</i>	<i>Policy</i>
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	11%	10-60%
Fixed 3-5 years	39%	10-60%
Fixed >5 years	41%	5-60%
Debt Matures 1-3 years	11%	10-60%
Debt Matures 3-5 years	39%	10-60%
Debt Matures > 5 years	41%	10-60%
Debt Servicing to Revenue Ratio	1%	<10%
Net Debt to Revenue Ratio	26%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 711	<\$3,000
Net Debt per Ratepayer	\$ 1,482	N/A
Maximum Investment with Counterparty	\$ 8,000,000	\$ 4,000,000

### 1.7 Cashflow Forecast

Council may need to borrow an additional \$1,000,000 from June 2022, as well as reducing term deposits by \$2,000,000 over the next 12 months back to \$6,000,000.

Council officers will invest any surplus cash on term deposits to ensure a safe return can be generated in the meantime, and borrow when necessary, ensuring Council reserves are funded adequately.

<sup>2</sup> As at 30 June 2020, reserves balances include the Financial Contributions Reserve \$583,000, General Asset Renewals Reserve \$3,256,000, Contingency Reserve \$505,000, Asset Sale Proceeds Reserve \$1,024,000, Targeted Rate Reserves \$779,000, Staff Gratuities Reserve \$147,000.

## 2.0 Revenue Collection

### 2.1 Rates

#### *Issue Identified*

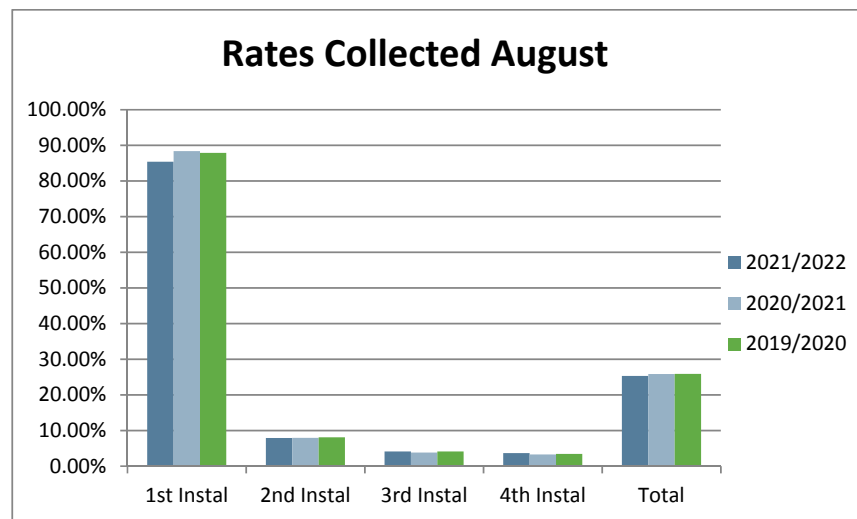
In August 2021 the first instalment notice was issued to ratepayers. Later, it was identified that the Taranaki Regional Council UAGC of \$51 per SUIP had incorrectly been charged by rating unit rather than SUIP. Letters explaining the incorrect charge will be issued to the 260 affected ratepayers in September, and the second instalment notice will reflect the correct rates.

#### *Rates Arrears (owing from 2019/20 year and earlier) \$116,606*

As at 31 August 2021, 46% of rates in arrears have been collected since 1 July 2021 (2020: 52%). A big chunk of the overdue rates are with or destined for legal proceedings to recover and relate to a few ratepayers. Any arrears over \$500 on properties with registered mortgages will be sent to the bank in November 2021 to make demand on the mortgage. A report will be brought to the September Policy and Services Committee relating to two ratepayers where Council officers wish to commence legal proceedings with the court to enforce collection of rates (public excluded due to privacy of the individual property owners).

#### *Current Year Rates*

As at 31 August 2021, 25% of rates had been collected (2020, 26%). This is considered an excellent result, as the country was in Level 4 Lockdown on the day that the first instalment of rates was due. Late payment penalties were remitted for ratepayers who advised Council they could not pay their rates on time due to Council offices being closed to the public during the lockdown.



### 2.2 Outstanding Debtors

Of the total debtors outstanding as at 31 August 2021 of \$3,629,867, 9%, or \$341,603 was overdue. Some funding from MBIE that has been invoiced has not yet been paid to Council and this is being chased up. Total infringements is all overdue at \$50,505.

Water consumption overdue accounts are being reviewed regularly. As at 31 August, 14 water account charges had been written off by the Services Asset Manager, totalling \$4,188. These were all low value amounts, within the Delegations Policy. Most of these were due to leaks being detected for the first time.

### 3.0 Information Technology and Records

- The main priority for IT over the last few months has been the reconfiguration of GoGet and Authority to meet IANZ requirements. This was successfully completed in September with all changes applied to the LIVE environments.
- Another priority recently for the IT team has been to provide support for Council staff during the Covid-19 lockdown and ensuring most staff were able to continue working from home. The IT team are looking at a longer term plan to enable an even smoother transition in future – for business continuity purposes in response to an event, and for working from home flexibility for staff.
- The IM focus for the month has been ensuring retention and disposal codes are applied to all documents in Content Manager in preparation for regular disposals of electronic records council no longer needs.
- The internal Information and Records Management Policy has been reviewed and a training presentation has been developed to communicate this to staff. This will ensure all staff understand the policy and are aware of their IM obligations.



Tiffany Radich  
**Director, Corporate Services**



Approved By:  
Sven Hanne  
**Chief Executive**

**Date:** 21 September 2021

## Statement of Comprehensive Revenue and Expense

For the Year to Date - August 2021

	August '21 Actual YTD	August 21 Budget YTD	Variance YTD	Total Budget 2021/22	August '20 Actual YTD
<b>Operating Revenue</b>					
Finance Revenue	\$29,236	\$34,333	(\$5,097)	\$206,000	\$12,742
Waka Kotahi NZTA Rooding Subsidy	\$690,949	\$907,667	(\$216,718)	\$5,446,000	\$370,543
Rates Revenue - excl water consumption rate	\$3,438,197	\$3,393,500	\$44,697	\$13,574,000	\$3,247,580
Water Supply - Consumption Charge	(\$4,188)	\$0	(\$4,188)	\$376,000	\$0
Sundry Revenue	\$1,211	\$3,833	(\$2,622)	\$46,000	\$890
Farm Milk Proceeds	\$56,841	\$78,183	(\$21,342)	\$469,100	\$50,348
User Charges for Services	\$1,070,119	\$795,686	\$274,433	\$2,074,100	\$708,053
<b>Total Operating Revenue</b>	<b>\$5,282,365</b>	<b>\$5,213,203</b>	<b>\$69,162</b>	<b>\$22,191,200</b>	<b>\$4,390,156</b>
<b>Extraordinary Revenue</b>					
Grant Funding	\$2,643,889	\$1,196,500	\$1,447,389	\$7,179,000	\$270,435
Financial Contributions	\$7,826	\$0	\$7,826	\$0	\$0
Sale of land	\$0	\$0	\$0	\$0	\$128,352
Dividends	\$0	\$0	\$0	\$19,800	\$0
<b>Total Extraordinary Revenue</b>	<b>\$2,651,715</b>	<b>\$1,196,500</b>	<b>\$1,455,215</b>	<b>\$7,198,800</b>	<b>\$398,787</b>
<b>Total Revenue</b>	<b>\$7,934,080</b>	<b>\$6,409,703</b>	<b>\$1,524,377</b>	<b>\$29,390,000</b>	<b>\$4,788,943</b>
<b>Operating Expenditure</b>					
Personnel Costs	\$744,321	\$787,721	\$43,400	\$4,819,000	\$673,196
Other Direct Operating Costs	\$1,929,627	\$1,817,250	(\$112,377)	\$10,029,200	\$1,863,000
<b>Total Operating Expenditure</b>	<b>\$2,673,948</b>	<b>\$2,604,971</b>	<b>(\$68,977)</b>	<b>\$14,848,200</b>	<b>\$2,536,196</b>
<b>Other Operating Expenditure</b>					
Loss (gain) on disposal of assets	\$0	\$0	\$0	\$0	\$0
Depreciation	\$776,667	\$776,667	(\$0)	\$4,660,000	\$801,667
Finance Costs	\$82,203	\$79,500	(\$2,703)	\$477,000	\$68,104
Sundry Expenditure	\$0	\$0	\$0	\$0	\$2,002
<b>Total Other Expenditure</b>	<b>\$858,870</b>	<b>\$856,167</b>	<b>(\$2,703)</b>	<b>\$5,137,000</b>	<b>\$871,773</b>
<b>Total Expenditure</b>	<b>\$3,532,818</b>	<b>\$3,461,138</b>	<b>(\$71,680)</b>	<b>\$19,985,200</b>	<b>\$3,407,969</b>
<b>Net Surplus (Deficit)</b>	<b>\$4,401,262</b>	<b>\$2,948,565</b>	<b>\$1,452,697</b>	<b>\$9,404,800</b>	<b>\$1,380,974</b>



## Statement of Financial Position

As at 31 August 2021

	August '21 Actual YTD	August '20 Actual YTD
<b>Assets</b>		
<b><u>Current Assets</u></b>		
Cash and Cash Equivalents	\$3,251,381	\$5,844,600
Short Term Deposits	\$8,000,000	\$4,000,000
Receivables	\$3,629,867	\$1,472,146
Inventory - assets held for resale	\$0	\$939,000
Prepayments	\$6,358	\$10,511
LGFA Borrower Notes	\$32,000	\$56,000
<b>Current Assets Total</b>	<b>\$14,919,606</b>	<b>\$12,322,257</b>
<b><u>Non-Current Assets</u></b>		
<b>Investment in Other Financial Assets</b>		
LGFA Borrower Notes	\$415,000	\$248,000
Shares	\$681,575	\$617,000
Loan to Stratford A and P Association	\$7,180,000	\$0
Trust Settlements	\$110	\$110
Work in Progress	\$10,612,971	\$953,555
Property, Plant & Equipment / Intangibles	\$330,060,000	\$328,991,000
<b>Non-Current Assets Total</b>	<b>\$348,949,656</b>	<b>\$330,809,665</b>
<b>Assets Total</b>	<b>\$363,869,262</b>	<b>\$343,131,922</b>
<b>Liabilities &amp; Equity</b>		
<b><u>Equity</u></b>		
Renewal Reserves	\$5,195,697	\$4,256,500
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,343,582	\$1,193,236
Restricted Reserves	\$781,028	\$649,500
Targeted Rate Reserves	\$94,458	-\$223,200
Asset Revaluation Reserves	\$133,904,000	\$133,904,000
Retained Earnings	\$195,047,861	\$183,691,787
<b>Equity Total</b>	<b>\$336,871,126</b>	<b>\$323,976,323</b>
<b><u>Liabilities</u></b>		
<b>Current Liabilities</b>		
Borrowings (maturing less than one year)	\$2,000,000	\$3,500,000
Provision for Landfill Aftercare	\$7,000	\$11,000
Employee Entitlements	\$243,000	\$183,000
Payables and Deferred Revenue	\$4,478,136	\$3,367,599
<b>Non-Current Liabilities</b>		
Borrowings	\$20,200,000	\$12,000,000
Employee Entitlements	\$52,000	\$49,000
Provision for Landfill Aftercare	\$18,000	\$45,000
<b>Liabilities Total</b>	<b>\$26,998,136</b>	<b>\$19,155,599</b>
<b>Liabilities &amp; Equity Total</b>	<b>\$363,869,262</b>	<b>\$343,131,922</b>

## Expenditure and Revenue by Activity

For the Year to Date - August 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*

	August '21 Actual YTD	August 21 Budget YTD	Variance YTD	Total Budget 2021/22	August '20 Actual YTD
<b><u>Recreation and Facilities</u></b>					
<b>Aerodrome</b>					
Expenditure	\$16,285	\$16,224	(\$61)	\$92,669	\$14,874
Revenue	\$7,936	\$4,500	\$3,436	\$27,000	\$5,577
Net cost of activity	\$8,349	\$11,724	\$3,375	\$65,669	\$9,297
<b>Civic Amenities</b>					
Expenditure	\$113,339	\$101,044	(\$12,295)	\$435,805	\$88,370
Revenue	\$5,988	\$6,086	(\$98)	\$51,000	\$7,891
Net cost of activity	\$107,351	\$94,958	(\$12,393)	\$384,805	\$80,479
<b>Pensioner Housing</b>					
Expenditure	\$22,416	\$17,684	(\$4,732)	\$80,684	\$21,135
Revenue	\$10,002	\$12,000	(\$1,998)	\$72,000	\$11,353
Net cost of activity	\$12,414	\$5,684	(\$6,730)	\$8,684	\$9,782
<b>Library</b>					
Expenditure	\$115,506	\$113,684	(\$1,822)	\$638,502	\$97,105
Revenue	\$16,867	\$2,333	\$14,534	\$14,000	\$2,713
Net cost of activity	\$98,639	\$111,350	\$12,711	\$624,502	\$94,392
<b>Parks and Reserves</b>					
Expenditure	\$116,401	\$104,133	(\$12,268)	\$599,545	\$110,855
Revenue	\$2,714	\$1,500	\$1,214	\$9,000	\$2,702
Net cost of activity	\$113,687	\$102,633	(\$11,054)	\$590,545	\$108,153
<b>Cemeteries</b>					
Expenditure	\$29,410	\$29,542	\$132	\$175,964	\$27,400
Revenue	\$9,913	\$15,350	(\$5,437)	\$92,100	\$14,069
Net cost of activity	\$19,497	\$14,192	(\$5,305)	\$83,864	\$13,331
<b>TSB Pool Complex</b>					
Expenditure	\$168,161	\$181,915	\$13,754	\$964,453	\$168,223
Revenue	\$31,398	\$38,500	(\$7,102)	\$231,000	\$25,913
Net cost of activity	\$136,763	\$143,415	\$6,652	\$733,453	\$142,310
<b><u>Democracy and Corporate Support</u></b>					
Expenditure	\$199,141	\$200,365	\$1,224	\$1,178,479	\$176,009
Revenue	\$18,847	\$15,500	\$3,347	\$116,000	\$43,556
Net cost of activity	\$180,294	\$184,865	\$4,571	\$1,062,479	\$132,453
<b><u>Community Development</u></b>					
<b>Community Services</b>					
Expenditure	\$59,570	\$33,304	(\$26,266)	\$471,650	\$57,167
Revenue	\$298,580	\$5,667	\$292,913	\$34,000	\$30,994
Net cost of activity	-\$239,010	\$27,638	\$266,648	\$437,650	\$26,173
<b>Economic Development</b>					
Expenditure	\$89,024	\$103,619	\$14,595	\$617,717	\$71,686
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$89,024	\$103,619	\$14,595	\$617,717	\$71,686
<b>Information Centre</b>					
Expenditure	\$45,553	\$45,925	\$372	\$261,630	\$50,283
Revenue	\$8,397	\$10,283	(\$1,886)	\$61,700	\$17,800

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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

	August '21 Actual YTD	August 21 Budget YTD	Variance YTD	Total Budget 2021/22	August '20 Actual YTD
Net cost of activity	\$37,156	\$35,642	(\$1,514)	\$199,930	\$32,483
<b>Rental Properties</b>					
Expenditure	\$16,214	\$11,012	(\$5,202)	\$48,492	\$10,436
Revenue	\$4,922	\$5,833	(\$911)	\$35,000	\$4,383
Net cost of activity	\$11,292	\$5,179	(\$6,113)	\$13,492	\$6,053
<b>Farm</b>					
Expenditure	\$31,563	\$55,234	\$23,671	\$299,257	\$27,798
Revenue	\$56,841	\$78,183	(\$21,342)	\$469,100	\$50,348
Net cost of activity	-\$25,278	-\$22,950	\$2,328	-\$169,843	-\$22,550
<b>Holiday Park</b>					
Expenditure	\$201	\$307	\$106	\$1,840	\$283
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$201	\$307	\$106	-\$1,160	\$283
<b>Environmental Services</b>					
<b>Building Control</b>					
Expenditure	\$178,495	\$128,174	(\$50,321)	\$760,594	\$108,364
Revenue	\$65,959	\$46,617	\$19,342	\$279,700	\$60,029
Net cost of activity	\$112,536	\$81,557	(\$30,979)	\$480,894	\$48,335
<b>District Plan</b>					
Expenditure	\$24,984	\$31,228	\$6,244	\$187,366	\$20,417
Net cost of activity	\$24,984	\$31,228	\$6,244	\$187,366	\$20,417
<b>Resource Consents</b>					
Expenditure	\$31,462	\$33,927	\$2,465	\$201,564	\$38,843
Revenue	\$16,661	\$12,667	\$3,994	\$76,000	\$1,843
Net cost of activity	\$14,801	\$21,261	\$6,460	\$125,564	\$37,000
<b>Food and Health</b>					
Expenditure	\$30,603	\$27,783	(\$2,820)	\$165,699	\$26,122
Revenue	\$9,706	\$15,000	(\$5,294)	\$30,000	\$9,963
Net cost of activity	\$20,897	\$12,783	(\$8,114)	\$135,699	\$16,159
<b>Alcohol Licensing</b>					
Expenditure	\$19,957	\$18,381	(\$1,576)	\$109,287	\$17,019
Revenue	\$8,090	\$5,450	\$2,640	\$32,700	\$6,270
Net cost of activity	\$11,867	\$12,931	\$1,064	\$76,587	\$10,749
<b>Parking and Other Bylaws</b>					
Expenditure	\$20,152	\$21,352	\$1,200	\$128,111	\$23,953
Revenue	-\$134	\$167	(\$301)	\$1,000	-\$36
Net cost of activity	\$20,286	\$21,185	\$899	\$127,111	\$23,989
<b>Animal Control</b>					
Expenditure	\$35,598	\$35,792	\$194	\$214,751	\$34,459
Revenue	\$104,454	\$141,500	(\$37,046)	\$141,500	\$94,670
Net cost of activity	-\$68,856	-\$105,708	(\$36,852)	\$73,251	-\$60,211
<b>Civil Defence</b>					
Expenditure	\$113,518	\$105,457	(\$8,061)	\$332,741	\$22,549
Net cost of activity	\$113,518	\$105,457	(\$8,061)	\$332,741	\$22,549
<b>Assets</b>					
<b>Roading</b>					
Expenditure	\$697,813	\$677,387	(\$20,427)	\$3,904,319	\$801,689
Revenue	\$1,109,753	\$1,338,167	(\$228,414)	\$6,079,000	\$729,388

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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

	August '21 Actual YTD	August 21 Budget YTD	Variance YTD	Total Budget 2021/22	August '20 Actual YTD
Net cost of activity	-\$411,940	-\$660,780	(\$248,840)	-\$2,174,681	\$72,301
<b>Stormwater</b>					
Expenditure	\$27,967	\$32,426	\$4,459	\$194,556	\$26,241
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$27,967	\$32,426	\$4,459	\$194,556	\$26,241
<b>Wastewater (Sewerage)</b>					
Expenditure	\$122,132	\$114,795	(\$7,338)	\$705,535	\$81,495
Revenue	\$10,033	\$12,150	(\$2,117)	\$72,900	\$11,282
Net cost of activity	\$112,099	\$102,645	(\$9,455)	\$632,635	\$70,213
<b>Solid Waste</b>					
Expenditure	\$152,906	\$142,751	(\$10,156)	\$840,418	\$128,544
Revenue	\$22,193	\$17,917	\$4,276	\$107,500	\$20,451
Net cost of activity	\$130,713	\$124,834	(\$5,879)	\$732,918	\$108,093
<b>Water Supply</b>					
Expenditure	\$195,577	\$221,529	\$25,952	\$1,236,572	\$178,453
Revenue	-\$4,188	\$0	(\$4,188)	\$376,000	\$0
Net cost of activity	\$199,765	\$221,529	\$21,764	\$860,572	\$178,453
<b>Total Activity Expenditure</b>	\$2,673,948	\$2,604,971	(\$68,977)	\$14,848,200	\$2,429,772
<b>Total Activity Revenue</b>	\$1,814,932	\$1,785,370	\$29,562	\$8,411,200	\$1,151,159
<b>Net Cost of Activities</b>	\$859,016	\$819,602	(\$39,414)	\$6,437,000	\$1,278,613

**CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 AUGUST 2021**

Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
<b>Grant funded</b>									
<b>GROWTH - to meet additional demand</b>									
Economy	Proposed Council subdivision	1,200,000	0	1,200,000	0	1,200,000	0	By 30 June 2022	Currently scoping location options.
<b>Total Growth Expenditure</b>		<b>1,200,000</b>	<b>0</b>	<b>1,200,000</b>	<b>0</b>	<b>1,200,000</b>	<b>0</b>		
<b>LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level</b>									
Roading	Road to zero	0	905,000	905,000	0	905,000	0	By 30 June 2022	Funding granted by Waka Kotahi (NZTA)
Roading	Walking and Cycling Strategy - footpath improvements	350,000	-350,000	0	0	0	0	By 30 June 2022	Funding request declined by Waka Kotahi (NZTA)
Stormwater	Reticulation Capacity Increase	135,000	0	135,000	3,271	135,000	0	By 30 June 2022	Planning and programming of works is on-going
Stormwater	Safety improvements	117,370	0	117,370	0	117,370	0	By 30 June 2022	Planning and programming of works is on-going
Wastewater	Reticulation capacity increase	150,000	0	150,000	64,661	150,000	0	By 30 June 2022	Planning and programming of works is on-going
Wastewater	Inflow and infiltration programme	150,000	0	150,000	0	150,000	0	By 30 June 2022	The programme of works is yet to be completed
Wastewater	Diatomix to enhance the growth of good algae	500,000	0	500,000	1,237	500,000	0	By 30 June 2022	Currently in discussion with consultants regarding the final programme of works
Water Supply	Water meter upgrade - change existing to electronic meters	258,000	0	258,000	0	258,000	0	By 30 June 2022	Work will be ongoing throughout the year.
Water Supply	Electronic water reading	91,500	0	91,500	0	91,500	0	By 30 June 2022	Currently in discussion with NPDC for a procurement strategy
Water Supply	Zoning	30,000	0	30,000	470	30,000	0	By 30 June 2022	Ongoing
Water Supply	Second trunkmain	1,400,000	0	1,400,000	30,421	1,400,000	0	By 30 June 2022	Stage 1 (construction of pipework from Brecon Road to Hunt Road Extension) tenders are being reviewed, as they were delayed due to lockdown
Parks and Reserves	Broadway Roundabout Gardens upgrade	60,000	0	60,000	0	60,000	0	By 30 June 2022	On hold as liaising with Community Services regarding the town centre plan.
Parks and Reserves	Adrian Street Fort demolition	2,000	0	2,000	0	2,000	0	By 30 November 2021	Currently obtaining quotes and work will commence in October 2021.
Parks and Reserves	Park signage	0	0	0	5,347	5,347	(5,347)	Completed	This was outstanding expenditure incurred in the previous financial year.
Parks and Reserves	Trees of Significance - Walkway	35,000	0	35,000	0	35,000	0	By 30 June 2022	Currently liaising with stakeholders, including Iwi, DOC and the Youth Council.
Parks and Reserves	Victoria Park improvements (including bike park and half basketball court)	0	484,168	484,168	79,046	484,168	0	By 31 October 2021	Funding of \$1,870,000 from Provincial Growth Fund approved, of which \$484,168 is available for this year. Stage 1 (bike park and half basketball court) is complete; stage 2 (the pump track) is 70% complete, and stage 3 (public toilets) is complete. Total project expenditure to date is \$1,478,179, which includes \$13,302 of council funds spent prior to the approval of the PGF funding.

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Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
<b>Grant funded</b>									
Swimming Pool	Pool development	16,700,000	0	16,700,000	2,114,095	13,890,002	2,809,998	By December 2022	Funding of \$8m from Provincial Growth Fund approved, \$12m from loans, and with a further \$2m approximately in other grant funding expected, makes a total project cost of \$22m. The total project expenditure to date is \$6,986,615.
Civic Amenities	Stratford 2035	482,500	0	482,500	0	482,500	0	By 30 June 2022	Initial discussions have started on the project.
Civic Amenities	WMC - kitchen and cabinetry upgrade	20,000	0	20,000	0	20,000	0	By 30 June 2022	Will be obtaining quotes shortly, however due to nationwide delays in the delivery of materials, the installation date is not yet known
Civic Amenities	WMC - appliance upgrade	9,500	0	9,500		9,500	0	By 30 June 2022	This will be done in conjunction with the kitchen and cabinetry upgrade above
Civic Amenities	TET Stadium improvements	50,000	0	50,000		50,000	0	By 30 June 2022	The scoping of the project has commenced, with the intention of doing the works identified in the seismic assessment that was undertaken in 2020
Farm	New storage facility	8,000	0	8,000	0	8,000	0	By 30 June 2022	Waiting on sharemilkers to approve which chemicals they require on site
Farm	Install new freestanding fireplace	8,500	0	8,500	0	0	8,500	Not required	This work was brought forward and completed in 2021/21.
Farm	New yard and entrance way	0	0	0	108,848	140,000	(140,000)	By 30 September 2021	This expenditure was approved by Council in the previous year but was only completed in the new financial year.
Farm	Install in-shed feed system	53,000	0	53,000	1,521	59,950	(6,950)	Completed	This is now complete and in use, awaiting final invoice.
Farm	Landscaping / riparian planting	3,500	0	3,500	0	3,500	0	By 30 June 2022	This will commence in March / April 2022
<b>Total Level of Service Expenditure</b>		<b>20,613,870</b>	<b>1,039,168</b>	<b>21,653,038</b>	<b>2,408,917</b>	<b>18,986,837</b>	<b>2,666,201</b>		
<b>REPLACEMENTS - replaces an existing asset with the same level of service provided</b>									
Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	840,000	0	840,000	94,582	680,000	160,000	By 30 June 2022	Reallocation of funds for sealed road resurfacing
Roading - Financially assisted NZTA	Sealed Road resurfacing	1,100,000	(206,966)	893,034	50,700	1,047,700	(154,666)	By 30 June 2022	Increase in budget allocation to achieve target length of 30km per year
Roading - Financially assisted NZTA	Drainage Renewals	700,000	0	700,000	112,877	600,000	100,000	By 30 June 2022	\$100,000 to fund Monmouth Road culvert replacement
Roading - Financially assisted NZTA	Pavement Rehabilitation	750,000	0	750,000	41,777	750,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Structure Components Replacement	835,000	0	835,000	135,494	760,000	75,000	By 30 June 2022	Re-prioritised programme to include Monmouth Road culvert replacement
Roading - Financially assisted NZTA	Traffic Servcies Renewals	113,000	(37,726)	75,274	12,610	75,274	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Footpath renewals	170,000	0	170,000	0	170,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Low cost low risk safety	830,000	(680,000)	150,000	58,590	150,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)

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Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
<b>Grant funded</b>									
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	60,000	0	60,000	3,900	150,000	(90,000)	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA), so years 2 and 3 have been brought forward to this year to enable completion of one large project
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	10,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Traffic Services Renewals-Special purpose	0	5,000	5,000	0	5,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Drainage Renewals-Special purpose	0	10,000	10,000	10,626	10,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Low cost low risk safety - Special purpose roads	15,000	5,000	20,000	0	20,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Stormwater	Reticulation Renewals	53,000	0	53,000	4,327	53,000	0	By 30 June 2022	Ongoing
Wastewater	Step / aerate treatment renewals	30,000	0	30,000	0	30,000	0	By 30 June 2022	Ongoing
Wastewater	Infiltration renewals	183,000	0	183,000	9,868	183,000	0	By 30 June 2022	This project is about to go out for tender
Water Supply	Laterals	30,600	0	30,600	0	30,600	0	By 30 June 2022	Ongoing
Water Supply	Stratford street work rider mains	255,000	0	255,000	71,837	255,000	0	By 30 June 2022	Plans are currently being drawn for replacement pipes on Surrey Street and part of Broadway
Water Supply	Toko street work rider mains	15,000	0	15,000	0	15,000	0	By 30 June 2022	Once water loss investigation is complete a programme of works will be done
Water Supply	Infrastructural general - Stratford	25,000	0	25,000	15,565	25,000	0	By 30 June 2022	Ongoing
Water Supply	Infrastructural general - Midhirst	3,000	0	3,000	6,460	9,000	(6,000)	By 30 June 2022	The scope of work has increased due to unplanned failures
Water Supply	Pipe bridge renewal	0	0	0	29,221	50,000	(50,000)	By 30 June 2022	This was for an unplanned failure of the bridge pipe suspension system
Water Supply	Patea delivery line	0	0	0	6,270	50,000	(50,000)	By 30 June 2022	This is to replace the raw water delivery line
Water Supply	Infrastructural general - Toko	1,500	0	1,500	0	1,500	0	By 30 June 2022	Ongoing
Water Supply	Stratford reservoir	30,000	0	30,000	0	30,000	0	By 30 June 2022	Currently preparing the procurement strategy
Water Supply	Midhirst reservoir	15,000	0	15,000	0	15,000	0	By 30 June 2022	Currently preparing the procurement strategy
Water Supply	Toko reservoir	5,000	0	5,000	272	5,000	0	By 30 June 2022	Ongoing
Water Supply	Membranes	150,000	0	150,000	0	150,000	0	By 30 June 2022	Procurement has been initiated
Water Supply	Meter replacements	50,000	0	50,000	43,950	50,000	0	By 30 June 2022	Ongoing
Water Supply	Midhirst resource consent	100,000	0	100,000	0	100,000	0	By 30 June 2022	The Hydrological and Ecological Assessment report has been prepared and provided to Iwi, who are currently reviewing it to determine the need for a cultural impact assessment.
Water Supply	Hydrants	14,800	0	14,800	0	14,800	0	By 30 June 2022	Ongoing
Parks and Reserves	Replace septic tank - Whangamomona Camp Ground	47,000	0	47,000	0	47,000	0	By 30 June 2022	An on-site visit is required to determine the scope of the works, in conjunction with liaising with the Whangamomona Domain Secretary as to the most suitable time for installation, to fit in with the weather and lower occupancy rates of the camp ground
Civic Amenities	WMC - replace furniture	3,100	0	3,100	5,293	5,293	(2,193)	Completed	

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Council Activity	Project Description	2021/22 Long Term Plan Budget (a)	Available from other sources (b)	Total Funds Available (a + b)	2021/22 Actual Expenditure YTD	Projected year end forecast	2021/22 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
<b>Grant funded</b>									
Civic Amenities	CRR - various replacements	8,000	0	8,000	0	8,000	0	By 30 June 2022	Ongoing
Civic Amenities	Storage shed	70,000	0	70,000	0	70,000	0	By 30 June 2022	Will be obtaining quotes in September 2021
Civic Amenities	Demolish Bell Tower	30,000	0	30,000	0	30,000	0	By 30 June 2022	Currently scoping the project
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,126	3,126	(26)	Completed	
Corporate	Computers/Peripherals/ Software	128,000	0	128,000	11,119	128,000	0	By 30 June 2022	7 projects are budgeted for this year, of which 4 are in the early stages of planning, and the other 3 will commence in 2022.
Corporate	Vehicle Replacement (after trade in)	38,000	0	38,000	1,230	38,000	0	By 31 October 2021	A vehicle is due to be delivered in October 2021, this expenditure to date is for a barrier to be fitted prior to delivery.
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	By 30 June 2022	Ongoing
<b>Total Replacement Expenditure</b>		<b>6,721,100</b>	<b>-894,692</b>	<b>5,826,408</b>	<b>729,694</b>	<b>5,844,293</b>	<b>-17,885</b>		
<b>TOTAL EXPENDITURE</b>		<b>\$28,534,970</b>	<b>\$144,476</b>	<b>\$28,679,446</b>	<b>\$3,138,611</b>	<b>\$26,031,130</b>	<b>\$2,648,316</b>		



LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 AUGUST 2021					
<b>Public Debt Statement</b>					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
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	\$ 1,000,000	1.14%	3	April 2021	April 2024
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	1.67%	5	April 2021	April 2026
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	\$ 1,000,000	2.12%	7	April 2021	May 2028
LGFA - A&P	\$ 3,500,000	1.87%	12	December 2020	December 2032
	<b>\$ 22,200,000</b>	<b>2.18%</b>			
<b>Internal Debt Register</b>					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,350,000	2013	N/a	2.18%	Water treatment plant
Farm	\$ 1,865,286	2016	N/a	2.18%	As at 30 June 2021
<b>Committed Cash Facilities</b>					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	<b>\$ 1,000,000</b>				
<b>Investment Statement</b>					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	0.88%	120	11/05/2021	8/09/2021
Westpac	\$ 4,000,000	0.87%	120	16/06/2021	14/10/2021
Westpac	\$ 1,000,000	0.80%	90	5/08/2021	3/11/2021
Westpac	\$ 1,000,000	0.80%	90	5/08/2021	3/11/2021
Westpac	\$ 1,000,000	1.05%	120	5/08/2021	3/12/2021
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	<b>\$ 15,180,000</b>	<b>1.26%</b>			
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
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	\$ 25,000	0.74%	1092	19/04/2021	15/04/2024
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	\$ 25,000	1.27%	1822	19/04/2021	15/04/2026
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	\$ 25,000	1.72%	2583	19/04/2021	15/05/2028
LGFA	\$ 87,500	1.47%	4383	21/12/2020	21/12/2032
	<b>\$ 447,000</b>	<b>1.64%</b>			
<b>Shareholdings Statement</b>					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 3.13	\$ 496,781		
Ravensdown	21,820	\$ 1.00	\$ 21,820		
Civic Financial Services Ltd	65,608	\$ 0.96	\$ 62,984		
			<b>\$ 581,585</b>		
<b>Other Investments</b>					
	Date Drawn	Amount	Interest Rate	Details	
Vendor loan to EBS Trust	2020	\$ 190,000	Nil	Repayable on maturity July 2023	

\*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 AUGUST 2022

		<i>Actuals</i>													
	Aug-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	12 Month
<b>OPENING BALANCE</b>	<b>5,053,237</b>	<b>5,053,237</b>	<b>3,242,166</b>	<b>2,658,737</b>	<b>845,699</b>	<b>3,185,706</b>	<b>1,349,473</b>	<b>472,405</b>	<b>2,457,337</b>	<b>1,355,069</b>	<b>66,921</b>	<b>1,494,928</b>	<b>1,500,981</b>	<b>77,913</b>	<b>3,242,166</b>
Rates	3,500,000	3,524,528	600,000	440,000	3,500,000	490,000	440,000	3,500,000	520,000	440,000	3,500,000	450,000	450,000	3,500,000	17,830,000
NZTA Refunds	-	-	794,593	370,000	320,000	550,000	550,000	450,000	620,000	460,000	300,000	200,000	200,000	200,000	5,014,593
Fees and Charges	375,000	286,372	400,000	320,000	320,000	320,000	320,000	360,000	450,000	320,000	320,000	400,000	400,000	300,000	4,230,000
Sale of Assets	1 116,521	-	106,592	842	240,732	732	118,732	732	732	732	732	732	732	732	472,754
Interest Revenue	4,200	1,695	35,000	4,200	4,200	35,000	4,200	4,200	35,000	4,200	4,200	35,000	4,200	2,000	171,400
PGF Funding - pool	2 1,035,000	-	1,035,000	-	1,265,000	-	-	-	-	-	-	-	-	1,400,000	3,700,000
Other Revenue	3	287,500													-
<b>Total Cash In</b>	<b>5,030,721</b>	<b>4,100,095</b>	<b>2,971,185</b>	<b>1,135,042</b>	<b>5,649,932</b>	<b>1,395,732</b>	<b>1,432,932</b>	<b>4,314,932</b>	<b>1,625,732</b>	<b>1,224,932</b>	<b>4,124,932</b>	<b>1,085,732</b>	<b>1,054,932</b>	<b>5,402,732</b>	<b>31,418,747</b>
Salaries and Wages / Elected Members	440,000	476,989	380,000	380,000	478,000	380,000	380,000	380,000	478,000	385,000	385,000	478,000	478,000	470,000	5,052,000
Payments to Suppliers - Operating	520,000	667,462	550,000	640,000	620,000	800,000	500,000	450,000	500,000	500,000	550,000	550,000	570,000	650,000	6,880,000
Major contract payments	2,301,000	2,766,715	2,500,000	1,800,000	2,000,000	2,000,000	2,000,000	1,500,000	1,500,000	1,500,000	2,000,000	2,000,000	2,100,000	2,600,000	23,500,000
Interest Expense	-	-	-	128,080	61,925	51,965	-	-	-	128,080	61,925	51,679	-	-	483,654
GST Paid	-	-	124,614	-	150,000	-	430,000	-	250,000	-	300,000	-	330,000	-	984,614
<b>Total Cash Out</b>	<b>3,261,000</b>	<b>3,911,166</b>	<b>3,554,614</b>	<b>2,948,080</b>	<b>3,309,925</b>	<b>3,231,965</b>	<b>3,310,000</b>	<b>2,330,000</b>	<b>2,728,000</b>	<b>2,513,080</b>	<b>2,696,925</b>	<b>3,079,679</b>	<b>3,478,000</b>	<b>3,720,000</b>	<b>36,900,268</b>
(Increase)/Reduce Financial Investments	- 4,000,000	- 2,000,000	-	-	-	-	1,000,000	-	-	-	-	1,000,000	1,000,000	- 1,000,000	2,000,000
Borrowing /(Repaying) Loans	-	-	-	-	-	-	-	-	-	-	-	1,000,000	-	-	1,000,000
<b>CLOSING BALANCE</b>	<b>2,822,958</b>	<b>3,242,166</b>	<b>2,658,737</b>	<b>845,699</b>	<b>3,185,706</b>	<b>1,349,473</b>	<b>472,405</b>	<b>2,457,337</b>	<b>1,355,069</b>	<b>66,921</b>	<b>1,494,928</b>	<b>1,500,981</b>	<b>77,913</b>	<b>760,645</b>	<b>760,645</b>
<b>Net Debt</b>	<b>6,020,000</b>	<b>7,020,000</b>	<b>7,020,000</b>	<b>7,020,000</b>	<b>7,020,000</b>	<b>7,020,000</b>	<b>8,020,000</b>	<b>8,020,000</b>	<b>8,020,000</b>	<b>8,020,000</b>	<b>8,020,000</b>	<b>10,020,000</b>	<b>11,020,000</b>	<b>10,020,000</b>	<b>10,020,000</b>

**Notes re Cashflow Forecast:**

1. Sale of Abandoned land on Standish Street, Midhirst \$20,209 inc GST to be paid monthly over two years from October 2021 - September 2023 (\$732 exc GST). 17 Midsummer settled on 14/09/21
2. MBIE funding received in July, next portion was due in August 2021 - This was not received, is being chased up.
3. Mayors Task Force for Jobs funding

## Outstanding Debtors as at 31 August 2021

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$740,340	\$116,606	The overdue balance for rates debtors is what is owed for previous financial years. All outstanding rates are charged a 10% penalty on what is outstanding at the end of each quarter. Advice has been sent to bank for collection of some overdue accounts, one is with the solicitors for a property rating sale.
Transfer Station	\$838	\$0	
Cemeteries	\$20,985	\$6,735	Overdues relate to 6 debtors, of which all have payment arrangements with council and are compliant.
Rental Properties	\$10,368	\$0	
Pensioner Housing	-\$4,588	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$6,880	\$3,868	This relates to 5 debtors, that are actively being pursued by debt collectors, or the Regulatory team are making contact (initial phase).
Subdivision Sections	\$428,956	\$0	This figure relates to amounts due to Council for the subdivision section sales. However, none is outstanding, with agreed delayed settlement dates.
Facility Hire	\$3,965	\$152	Will be making contact.
Sundry Debtors	\$1,410,573	\$120,253	Sundry debtors includes: MBIE invoices relating to pool grant funding. Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement. Sven in contact with MBIE .
Legal Fees	\$2,423	\$2,423	Charged for services in connection with outstanding rates. These fees are expected to be recovered via legal proceedings eg. Rating sale. The fees date back to November 2019.
Targeted Rates after Strike	\$2,282	\$944	Services added after 1 July 2020 via debtor invoice. Due 30 June 2021. Ratepayers sent reminders.
Private Works	\$0	\$0	
Debtors Accruals	\$147,933	\$0	
NZTA	\$690,951	\$0	
Swimming Pool	\$6,771	\$0	
Resource Consents	\$4,100	\$0	Regulatory team making contact
Infringements	\$50,505	\$50,505	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$30,368	\$20,667	The overdue amount relates to 3 debtors who use the Esk Rd discharge facility. Request for payment made to one. Assets team following up other two.
Water Billing	\$76,219	\$19,451	An overdue debtor is on a payment arrangement and no longer using Council water. Reminder letters have been sent out. Two properties are being investigated for a leak. One property is refinancing, to clear their water account - will keep discussions open.
<b>TOTAL</b>	<b>\$3,629,867</b>	<b>\$341,603</b>	