



Our reference
F19/13/03-D21/26182

17 February 2022

Policy & Services Committee

Notice is hereby given that the Policy & Services Committee Meeting will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 22 February 2022** at **3.00pm**.

At this stage the meeting will be held in the Council Chambers, however should it be required due to Covid Protection Framework, the meeting may be moved to an alternative venue or held virtually.

Timetable for 22 February 2022 as follows:

2.15pm	Afternoon tea for Councillors
2.30pm	Workshop for Councillors - BERL
3.00pm	Policy & Services Committee

Yours faithfully

Sven Hanne
Chief Executive

2022 - Policy & Services - February Open

22 February 2022 03:00 PM - 05:00 PM



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AGENDA

Policy and Services Committee



F19/13/06 – D22/5641

Date: Tuesday 22 February at 3.00 PM

Venue: Council Chambers, 63 Miranda Street, Stratford

The meeting location may change, or will be held via Audio Visual Link, if required due to current COVID-19 Alert Levels or Government Guidelines.

1. Welcome

1.1 Opening Karakia
D21/40748 Page 9

1.2 Health and Safety Message
D21/26210 Page 10

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 – 25 January 2022
D22/3321 Page 12

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 January 2022 be confirmed as a true and accurate record.

/
Moved/Seconded

7. Matters Outstanding

D16/47 Page 22

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. [Quarterly Report – Economic Development Quarterly Report – Quarter Two](#)
D22/5641 Page 23

<p>Recommendation <u>THAT</u> the report be received.</p> <p style="text-align: right;">_____ Moved/Seconded</p>

9. [Information Report – Percy Thomson Trust – Half Yearly Report as at 31 December 2021](#)
D22/5410 Page 55

<p>Recommendations</p> <ol style="list-style-type: none">1. <u>THAT</u> the report be received.2. <u>THAT</u> Council receive the half yearly report for Percy Thomson Trust as at 31 December 2021. <p>Recommended Reason In terms of Section 66 of the Local Government Act 2002 the Percy Thomson Trust, being a council controlled organisation, must deliver to Council a half yearly report (as at 31 December 2021) on or before 28 February 2022.</p> <p style="text-align: right;">_____ Moved/Seconded</p>

10. [Information Report – Percy Thomson Trust – Statement of Intent 2022-2025](#)
D22/5541 Page 77

<p>Recommendation</p> <ol style="list-style-type: none">1. <u>THAT</u> the report be received.2. <u>THAT</u> Council receive the Statement of Intent for Percy Thomson Trust for the period 1 July 2022 to 30 June 2025. <p>Recommended Reason In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a statement of intent on or before 1 March 2022.</p> <p style="text-align: right;">_____ Moved/Seconded</p>
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11. [Decision Report – Proposed Road Closure of Toko Road for a Car Club Event](#)
D22/5733 Page 101

<p>Recommendations</p> <ol style="list-style-type: none">1. <u>THAT</u> the report be received.2. <u>THAT</u> pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close Toko Road from its intersection with Raupuha Road (RP4.6) to the end of the road (RP10.3) on Sunday 27 March between the hours of 7.30am to 5.30pm for the Taranaki Car Club to host a sprint motorsport event. <p>Recommended Reason</p> <p>In order for the Taranaki Car Club to host a hillclimb motorsport event, it is necessary to close Toko Road for safety reasons, for the participants and for any spectators. The proposed road closure requires formal endorsement by a council resolution. This event was cancelled in March 2020 due to the Covid 19 pandemic and the country going into lockdown.</p> <p style="text-align: right;">/ Moved/Seconded</p>

12. [Monthly Reports](#)

12.1 **Assets Report**
D22/3707 Page 121

<p>Recommendation</p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">/ Moved/Seconded</p>
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12.2 **Community Services Report**
D22/3351 Page 153

<p>Recommendation</p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">/ Moved/Seconded</p>
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12.3 Environmental Services Report
D22/3465 Page 163

Recommendation

THAT the report be received.

/
 Moved/Seconded

12.4 Corporate Services Report
D22/2656 Page 171

Recommendation

THAT the report be received.

/
 Moved/Seconded

13. Questions

14. 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: 15 and 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
Legal Proceedings	To protect a person's privacy	The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons who is the subject of the information. Section 7(2)a of the Local Government Official Information and Meetings Act 1987
Land purchase	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

15. Public Excluded Item –

16. Public Excluded Item

Recommendation

THAT the open meeting resume.

/
Moved/Seconded

17. Closing Karakia
D21/40748 Page 188



Our reference
F19/13/03-D21/40748

Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace.



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 2022 Policy & Services Committee meetings (including Hearings).

Date	25/01/22	22/02/22	22/03/22	26/04/22	17/05/22	24/05/22	28/06/22	26/07/22	23/08/22	27/09/22
Meeting	PS	PS	PS	PS	H	PS	PS	PS	PS	PS
Neil Volzke	✓									
Grant Boyde	✓									
Rick Coplestone	✓									
Peter Dalziel	✓									
Jono Erwood	✓									
Amanda Harris	✓									
Alan Jamieson	✓									
Vaughan Jones	✓									
Min McKay	A									
John Sandford	✓									
Gloria Webby	✓									

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 – D22/3321

Date: Tuesday 25 January 2022 at 3.00pm
Venue: Council Chambers, 63 Miranda Street, Stratford

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, 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 Communications Manager – Ms G Gibson (*part meeting*), the Community Development Manager – Mr C Julie (*part meeting*), the Roading Asset Manager – Mr S Bowden, the Corporate Accountant – Mrs C Craig, the Services Asset Manager – Mr J Cooper (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), the Customer & Leisure Services Manager – Mrs A Mathews (*part meeting*), the Administration & Communications Support Officer – Ms R Vanstone (*part meeting*), the Revenue Manager – Mrs J Erwood (*part meeting*), the Asset Management Coordinator/Waste Minimisation Officer – Mrs L Campbell (*via audio visual link*), the Project Manager/Engineer – Mr S Taylor (*via audio visual link*), the Parks and Reserves Officer – Mrs M McBain (*via audio visual link*) and two members of the media (Stratford Press and Taranaki Daily News)

1. Welcome

The meeting was opened with a karakia.

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

The Deputy Mayor reiterated the health and safety message and emergency procedures.

2. Apologies

A leave of absence had been approved for Councillor M McKay

Recommendation

THAT the apology be received.

BOYDE/WEBBY
Carried
P&S/22/1

3. Announcements

The Deputy Mayor tabled the Connecting our Communities Strategy and Summary, he noted both of these had been received electronically by Councillors and were to be included as part of the report for Item 8.

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 conflicts 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 – 23 November 2021
D21/42340 Page 11

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 23 November 2021 be confirmed as a true and accurate record.

WEBBY/BOYDE
Carried
P&S/22/2

7. Matters Outstanding
D16/47 Page 18

Recommendation

THAT the Matters Outstanding be received.

ERWOOD/WEBBY
Carried
P&S/22/3

Points noted in discussion:

- It was noted that the aircraft landing fee payments were still outstanding as these fees were being disputed.

8. Decision Report – Connecting our Communities Strategy
D21/46044 Page 19

Recommendations

1. THAT the report be received.

ERWOOD/JONES
Carried
P&S/22/4

2. THAT the Committee give approval for Council officers to consult with the community for a proposal to implement the Connecting our Communities Strategy.

3. THAT once the consultation period has been undertaken, a further decision report will be presented to this committee summarising the comments received and making a recommendation on the adoption of the Strategy.

DALZIEL/COPLESTONE
Carried
P&S/22/5

Recommended Reasons

1. Having a Strategy that encourages all forms of transport options will provide funding opportunities from Waka Kotahi NZ Transport Agency.
2. The community has expressed concern regarding the safety of the transport network in the Stratford district.
3. By consulting with the community, Council will gain further knowledge of specific problems with the transport network.

The Project Manager/Engineer noted the following points:

- This strategy discusses perceived safety and the implications this has on people's attitudes towards movements on the transport systems.
- A number of measures have been introduced that will help guide future projects in the Long Term Plan.

Questions/Points of Clarification:

- It was requested that a number of key stakeholders be added to the targeted consultation process:
 - Stratford Grey Power
 - Stratford Positive Ageing Group
 - Stratford Robus
 - Trucking Companies
 - Local Taxi Firms
 - Stratford District Youth Council
- Mr Taylor noted that as this is a strategy for the whole community any interested party can be added to the targeted consultation list.
- It was clarified that the cost for consultation will be met through the current roading budgets as per normal operating procedures.
- It was noted that the key issue "*the lack of recreational walking opportunities in Stratford District is a barrier to locals walking in a safe and attractive surroundings*" was in relation to the accessibility of this infrastructure rather than lack of walkways. This would be reworded to reflect the inadequate nature of the walkways.
- It was noted that the reference to the TSB Community Trust needed to be updated to be the Toi Foundation.

9. Decision Report – Roothing Targeted Rate – Forestry Differential
D22/1860 Page 26

Recommendations

1. THAT the report be received.

BOYDE/VOLZKE
Carried
P&S/22/6
2. THAT a new differential for the Roothing Targeted Rate is proposed from 1 July 2022, and released for public consultation.
3. THAT the new differential rate be applied to all properties classified as Exotic Forestry with Council's property valuation services provider (currently Quotable Value NZ), with a differential rate that allows for a fixed amount to be collected from these properties, as set out in the Annual Plan or Long Term Plan, to cover, or partly cover, the expected costs of road damage caused by forestry harvesting operations. It is proposed that the Roothing Targeted Rate continue to be applied on the capital value of each property.
4. THAT the amount collected from the differential rate be \$100,000.

BOYDE/DALZIEL
1 against
Carried
P&S/22/7

Recommended Reason

To attribute part of the funding of the rooding activity to the exacerbator of the costs.

The Director – Corporate Services noted the following points:

- This report proposes to introduce a new differential to the current Roothing targeted rate and to release this for consultation with the Annual Plan.
- This rate will be applied to properties classified as exotic forestry with our valuation services provider (Quotable Value) and are defined as forestry land that is either in production or available for planting but does not include indigenous forests or protected farmers.
- The amount can be set by this committee and did not have to be one of the suggested amounts.
- Quotable Value classify a property as exotic forestry during the revaluation period where they send out a questionnaire to a number of properties and by using satellite imagery. It is also considered what the land would be sold for – forestry or pasture.
- A single property could be split into different classifications and valued separately although there are not many properties like that in the district.

Questions/Points of Clarification:

- Councillor Boyde noted he was not against the logging activity but had been concerned for quite some time regarding the expense. He noted that in the past 5 years council had spent \$1.46 million on repairing unsealed roads due to logging damage. With 600km of roads and 65% sealed most of the damage is going on our gravel roads. There is only \$15,000 difference between planned and unplanned rooding expenditure which makes this an unsustainable model. Forestry block owners pay about 0.05% of the rooding expenditure where agricultural pay much. He noted there was also a very real capital value misalignment as forestry blocks were not considered as high in value as orchards for example. He noted his support for option 1 as this would shift the responsibility of the rate. He felt a rate of \$150,000 was too high as this would ultimately be an increase of \$5,000 between the 29 properties identified. He also noted his support to revisit the District Plan and make logging a consented activity.
- The Deputy Mayor agreed that the forestry industry needed to pay its share but felt the way it had been attributed to the properties seems horrendous with the largest of the forestry blocks going from \$4,000 a year to \$50,000 in rates and this would see a lot of pushback. He thought bringing this in over a number of years could be better or a staggered rate where an amount is paid for the first 100 hectares and then anything over would pay a different amount. He also highlighted that there would

be some that would not use our roads at all and others that travelled on them significantly less than others. There needed to be some serious work done about the proportion of the rate between the smaller and larger blocks.

- The District Mayor noted the following:
 - The problem is where the intensive use of roads by logging trucks continuously results in damage to these roads, particularly during the winter months. As council goes and repairs these semi urgent situation it is sucking funds away from every other project as there is no funding allocation for this. All the roading jobs are compromised somewhat because council is repairing the damage done by intensive logging. There needs to be some sort of fund established to call on, or additional funding, that is set aside for the purpose of fixing logging damage which would mean not compromising other projects. He noted he was concerned that this differential rate proposal did not raise any extra funding and just shifted the rating for this to the 29 properties listed. He felt this rate should be in addition to the existing roading rate.
 - He questioned the definition of a forestry road and noted examples such as Douglas Road or Upper Mangaehu that would be considered a forestry road but then asked if Brewer or Mangaehu Roads being used as through roads would then fall under that definition as well? He wanted clarification on which types of roads this would be spent on.
 - There were two of the 29 properties listed that actually front State Highway 43 and although they would come under the scope for this rate they would not be driving on our roads. He asked that there be some justification regarding a state highway frontage and not using local roads.
 - He noted that there were substantial differences in the land values and size of the properties which indicates different types of land use, some of which would have a limit on the amount of money the property could generate with a property completely in trees having no cash income and these owners would need to find a way to fund this.
 - He noted that when council last reviewed its rating process in a substantial way it introduced the capital rating system which is robust, fair and set independently. In making this decision to introduce this rate then council is setting a precedent that whenever a group is identified as causing extra cost to the ratepayers then it would be looking at some way of cost recovery from that group. He noted he was not opposed to this but that there would be other situations in the future where a group of people, or an activity, may cost the ratepayers in the future.
- Councillor Dalziel noted he wanted to see carbon farming included in the exotic forestry definition. He noted that it was understood that some of these blocks may be for about 40 years but would still need to be logged at some point. He felt there was going to be more and more of the eastern hill country bought for carbon farming.
- The Deputy Mayor clarified that should forestry become a consented activity the process couldn't be applied to any existing to replanted forestry blocks.
- Councillor Boyde noted that a consenting process would allow council to plan for upcoming works ahead of time.
- Mrs Radich clarified that the list of properties was not an exhaustive list as council had not previously been collecting this information. Taranaki Regional Council has identified a way through their systems to add to the Quotable Value list who will also do as much as they can via aerial photography.
- It was clarified that it was not the intention to add to the roading budgets but to reallocate where the funds were being collected from. The Roading Asset Manager noted there was currently about a 50/50 split on planned and unplanned works and ideally there would be more funds allocated to planned projects. Reactive work also included projects such as the culvert that collapsed on Manaia Road last year. He noted that if the funds collected were to be specifically allocated for forestry damage then the forestry roads would need to be defined as well as interconnecting roads between the state highways.
- Councillor Jones noted he had struggled with the concept of this rate and had looked at the size of the land areas with some getting a \$19,000 rates increase through this proposal. He questioned the returns for these properties and Mr Bowden clarified that dependent on the price of timber it would be around \$200 a tonne and 550 tonne of timber per hectare. Councillor Jones felt there should be more research done on this decision.
- The District Mayor noted that work on maintaining Puniwhakau Road had stopped as there had been so much funding put into patching up the road and was draining every resource council had. He noted maintenance was still required on other roads without draining the budget for the planned projects. He reiterated that funding needed to be collected over and above the existing costs to cover the extra expense.

- Councillor Harris noted that there was heaps of evidence that the forestry damage was affecting all other roading projects and agreed that council needed to collect over and above the current fund. She noted she would like to explore other avenues of funding.
- It was clarified that the \$1.46million spent in the last five years was the total dollar figure and the Waka Kotahi subsidy was not taken out, council's share over this time was approximately \$600,000.
- Councillor Sandford felt if council proceeded with this rate then it needed to be kept separated and used for those roads affected. He felt this was at least a start and was more positive than doing nothing. If the fund was kept separate then there would be a reasonable resource to access funding to fix damage immediately.
- The Deputy Mayor reiterated his concern regarding the figures for the large blocks, especially those without income from the land. He felt a large block could not jump to these extreme figures and suggested a standard rate for the first 50 hectares and then a dropping rate per every 50 hectare above that. The Chief Executive noted that this discussion had not proceeded from this point in the past due to the impact on the receiving party, but that it needed to be drastic to be material.
- Councillor Dalziel noted that some of these blocks could be staggered maturity and have income in just a few years and every two years after than. He accepted this would impact cashflow planning but that every block is different.
- Mrs Radich noted that this would need to go out for consultation and officers would specifically target these properties and then council can relook at the issues that come up and how the proposal can be tweaked.
- Councillor Coplestone did not support the proposal. This would not fly with landowners. He noted there was a certain amount of money collected by council for roading which was topped up by Waka Kotahi and felt this was looking like a bit of a birds nest and was not straight forward. He felt the proposal should be parked and more thought put into it so as to not create a bigger problem than there already was.
- Councillor Boyde felt that most ratepayers would not be happy to have paid \$1.46 million over the past five years with no reinstatement work being completed because of the damage.
- The District Mayor requested that a definition on forestry roads be provided at the Ordinary Meeting of Council prior to the recommendations being adopted.
- It was clarified that this would not affect the Waka Kotahi funding application process.

10. Information Report – Financial Reserves Balance and Movements – 2020/21
D22/132 Page 33

Recommendation

THAT the report be received.

WEBBY/SANDFORD
Carried
P&S/22/8

Recommended Reason

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

The Corporate Accountant noted the following points:

- This is a standard annual report which is presented to the committee following the adoption of the Annual report.
- It highlights all the movements in the financial reserve accounts.
- The reserve accounts increased by \$1.6 million in the last financial year. This was a result of prioritising of capital expenditure and because of external funding received over the past year.
- There was a spreadsheet of each reserve included in the report.

Points noted in discussion:

- Councillor Dalziel noted that there had been a good build up of funding for these reserves as when he had started on council there had been the reserve commitments but no cash to fund them. He commended the Director – Corporate Services and the team for this work.

11. Monthly Reports

11.1 Assets Report D21/44671 Page 39

Recommendation

THAT the report be received.

BOYDE/JONES
Carried
P&S/22/9

The Director – Assets noted the following points:

- Changes to the monthly report were noted:
 - Wastewater Customer Satisfaction – Complaints – *Not* Achieved to date.
 - Civic Amenities – Annual Booking of War Memorial – 186 YTD, Annual Booking of Centennial Restrooms – 104 YTD.
 - Rental and Investment Properties – Milk Production – 83,487.40 kg.
- The report summarises the activities undertaken in both November and December last year.
- Largely all activities have met their targets.
- Capital projects are on-going.

The Administration & Communication Support Officer left the meeting at 4.07pm.

Questions/Points of Clarification:

- It was clarified the Toko water supply mains leak was a result of a mains break on Toko Road outside of Aitken's Transport.
- It was clarified that officers would actively try to recover the costs of removing the dumped vehicles. It was noted the red one had been successfully removed but the blue one was not as accessible and would be more difficult.
- It was noted the two response performance measures for wastewater that were not achieved were due to the lockdown and officers not being able to access IT equipment. This issue has now been resolved.
- It was clarified there was no specific products that were creating a trend in the contamination of recycling bins in Stratford. Some residents were considering these bins as a second general waste bin and unfortunately these had not been caught through the bin audits as yet.
- It was clarified that investigation was on-going with the contamination at the MRF recycling facility and there are improvements. Issues such as the belt moving too fast to manage the waste sorting were raised and other little things that then result in the contamination being higher from the MRF facility.

The Revenue Manager, Services Asset Manager and Property Officer left the meeting at 4.10pm.

11.2 Community Services Report D21/45870 Page 79

Recommendation

THAT the report be received.

ERWOOD/WEBBY
Carried
P&S/22/10

The Director – Community Services noted the following points:

- There were a number of a projects rolled out successful throughout the reporting period.
- There has been a new addition to the report of statistics from the service centre with the first graph showing the topics addressed face to face over the counter, the second showing the average of 1,900 calls being taken per month and the third graph highlighting the wait times for those calls. This is a starting point for the reporting for this activity and may change over time.

The Customer and Leisure Services Manager arrived at the meeting at 4.12pm.

- Applications for the Stratford District Youth Council close next month.
- The Summer Nights concert and movies have been postponed as a result of New Zealand moving into the Red Traffic Light Alert Level but it is hoped they will be delivered in the future. There are currently no changes to the status of the facilities due to this change.

Questions/Points of Clarification:

- It was clarified that the Official Information Request for Councillors Speech was a query relating to whether council's code of conduct threatens or restricts a councillor expressing opinion and not for a specific speech made by a Councillor.

Council Organisations and Council Representatives on Other Organisations

- Councillor Webby noted that the Percy Thomson Trust had appointed Laura Campbell to the position of Gallery Director.
- The District Mayor noted that the TET Stadium Trust had held its AGM in December where the new constitution was adopted and the new lease considered.

The Community Development Manager, the Communications Manager and the Customer and Leisure Services Manager left the meeting at 4.15pm.

11.3 Environmental Services Report
D21/42831 Page 91

Recommendation

THAT the report be received.

COPLESTONE/BOYDE
Carried
P&S/22/11

The Director – Environmental Services noted the following points:

- This report expresses the trend that has run for the whole of 2021 and is continuing into this year.
- It includes commentary around the IANZ audit which resulted in seven general non conformance for which the action plan should be completed this week. It is expected to next see IANZ at the end of next year.

Questions/Points of Clarification:

- It was clarified that swimming pool inspections were expected to begin shortly.

11.4 Corporate Services Report
D22/1864 Page 99

Recommendation

THAT the report be received.

HARRIS/DALZIEL
Carried
P&S/22/12

The Director – Corporate Services noted the following points:

- All subdivision sale money has now been received.
- Council is now compliant with the Treasury covenants.
- Capital Expenditure to date is \$9.9 million of a total of \$8 million budget.

Questions/Points of Clarification:

- It was clarified that the infringements noted on page 114 for over a month old were largely parking fines and dog infringements. This section jumps up once a year when the overdue dog registrations are processed and slowly comes down through the year.
- It was clarified that Azure was a new software structure and would still be housed in a data centre in Melbourne. The service would be similar but will provide additional benefits. Officers are currently working through the legal contracts at the moment to ensure council retains ownership. This will be in place this year.

12. Questions

- It was clarified that there was no extra costs to council for work undertaken by contractors outside of business hours. Generally this work is assessment of the situation and ensuring the site is safe and the bulk of the work undertaken during normal working hours, however urgent work will be undertaken if it is required.
- Councillor Coplestone questioned if Council was interested in looking at the current medical situation in Stratford as it was pushing for more people to come to our district but the number of doctors and medical assistance was depleting slow. The Chief Executive noted that Councillors needed to have a conversation and give officers a direction of what it would like them to move towards. The District Mayor noted the shortage of GPs in Stratford is acute at the moment and would get significantly worse in the next two months and this was a real concern. There had been one medical practice closed and the departure of a number of GPs employed by another practice. This is a nationwide problem. He was aware there was a real concern in the community. He had been in contact with the District Health Board ensuring they are aware of the situation. Recruiting doctors is extremely difficult and they are competing against a number of other places. There are many contributing factors to why people may not want to practice in a small town and 99% of these were outside of council control. He noted that an offer to assist in anyway possible would be the first step. He did not know how effective council could be in this situation.
- Councillor Dalziel questioned how council regarded close contacts who are required to self isolate and how would it define a close contact in a small workplace? The Chief Executive noted that the definition was ever evolving and that the definition would be left to the Ministry of Health and District Health Board. If a staff member was a close contact then all normal sick leave provisions would apply. Management are repeatedly looking at the business continuity plans for the activities and where possible they were isolating key staff members such as the water treatment team who, for example, did not come into the administration building during the Delta outbreak. There may be possible options to split the teams further, however there were other roles where this would be extremely difficult. He noted there may be a point where council was unable to comply with statutory deadlines although neighbours and contractors would be used where possible if officers become stretched. He noted he was confident council would continue to deliver essential services with support from neighbours, contractors and consultants if required. The team was actively planning for different scenarios.

13. Closing Karakia

D21/40748 Page 115

The meeting was closed with a karakia.

The meeting closed at 4.33pm

A L Jamieson
Chairman

Confirmed this 22nd day of February 2022.

N C Volzke
District Mayor

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	- Update in Environmental Services Monthly Report - item 12.3
Rates Remission Policy – rural non-contiguous properties (UAGC charge)	Policy & Services – 18 May 2021	Tiffany Radich	On-going	Workshop held 28 September 2021. A report will be brought back to Council at a later date.
Parking from Brecon Road – King Edward Park (Stratford Primary School)	Policy & Services – 25 May 2021	Steve Bowden	On-going	Workshop held 26 October 2021, a follow up workshop is scheduled for Tuesday 8 March 2022.
Victoria Park Drainage	Policy & Services Committee 22 June 2021	Victoria Araba	Complete	Added to the 2022/23 Annual Plan process.

QUARTERLY REPORT



F19/13/04-D22/1218

To: Policy & Services Committee
From: Community Development Manager
Date: 22 February 2022
Subject: Economic Development Quarterly Report – Quarter Two

Recommendation

THAT the report be received.

_____/_____
 Moved/Seconded

1. EXECUTIVE SUMMARY

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

2. VENTURE TARANAKI

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

Key Highlights:

33	327	2
Referrals and connections between Stratford District people and enterprises.	Client support engagements with Stratford District people and enterprises.	Startup clients met in Stratford (YTD).

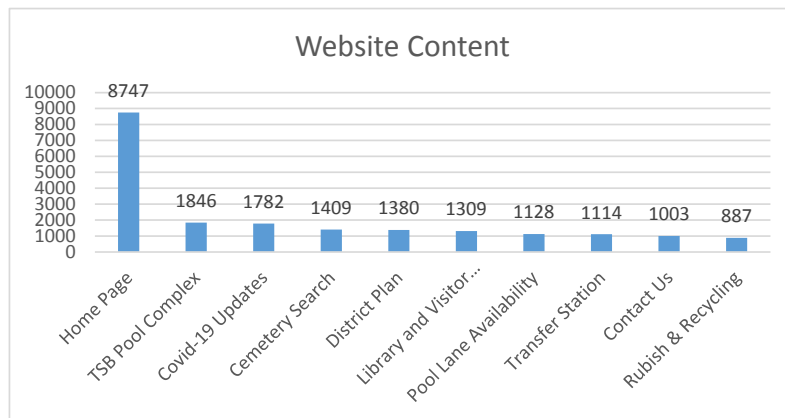
55	\$ 4,630
New jobs listed (YTD).	Capability Development Vouchers distributed to Stratford enterprises.

3. LOCAL TOURISM AND PROMOTION

3.1 Website Engagement

Website visits	Q2	YTD 2021/2022
New visitor	12,453	23,278
Returning visitor	3,247	5,595

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



3.2 Stratford Visitor Information Centre i-SITE

Performance Measures

	Target	2021/22 YTD
Number of users of AA Agency Service is measured	>10,000	3,758
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	27,715
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	846

3.3 Events

Quarter four events:

Completed:

- Stratford Scarecrow Trail: 29 October – 14 November
- School Holiday Programme – October

Coming up:

- Prospero market: Saturday 26 February

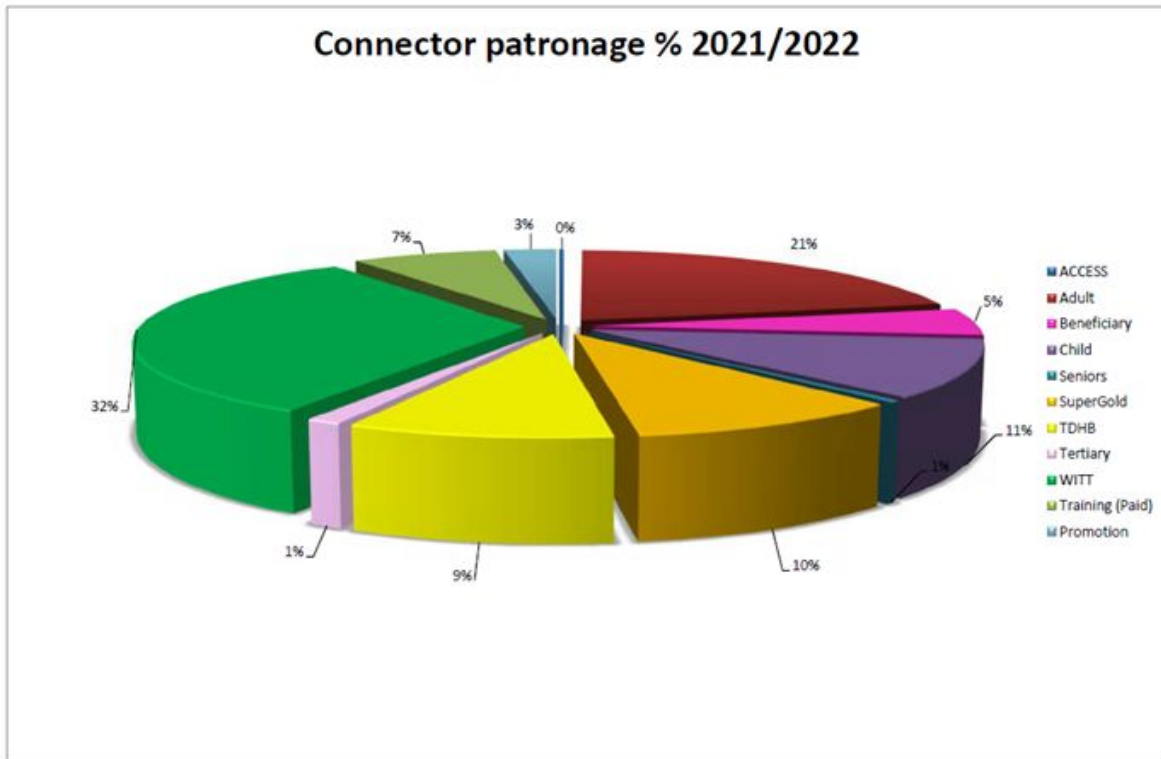
Cancelled or postponed due to COVID-19:

- Stratford Christmas Parade
- Summer Nights movies: Saturday 29 January
- Summer Nights concert: Saturday 19 February
- AmeriCARna – Stratford Stop Off

In light of the recent government changes to the traffic lights setting the Summer Nights events have been postponed until we are in a better position to hold them. Officers will be keeping up to date with government guidelines and will look at alternative dates as soon as we are able to do so.

4. DEVELOPMENT

4.1 The Connector Bus



Due to a change in reporting systems, updated data by destination is currently unavailable.

4.2 Unoccupied Shops



The above table provides data on unoccupied buildings along Broadway (between the round-a-bouts) for quarter two, 2021/22 council year.

4.3 2035 Projects

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

Project	Status	Comments
Replacement Aquatic Indoor Facility	In progress	Roof is completed and the project is on track.
Children's Cycling Education Park and Basketball Court	In progress	The Bike Park Project continues with a soft launch and blessing held on 1 October 2021. Awaiting completion of the pump track.
Midhurst abandoned land	Completed	All settlements transacted
Whangamomona walkways	In progress	The walkway easements have been completed and registered against the titles and we are now just waiting for the formal gazettal of Council's controlling authority appointment. This should be completed by the Walking Access Commission by the end of February.
Stratford Discovery Trail	In progress	Completed to date: first print run of the trail maps, Stratford Icon Hunt, metal birds erected in King Edward Park, Tri-Notice Board, 3 x wall murals: Piwakawaka (Centennial Rest Rooms), Shakespeare (King Edward Park netball shelter), Native birds (TSB Pool complex). watch this space for the completion of two more murals in king Edward Park and one on miranda street to be completed in quarter three.
Strategies and Plans	In progress	BERL (Business and Economic Research Limited) and DGSE (have been confirmed as the contractor that will work alongside the Community Development Team on this project.

4.4 Stratford Business Association

Membership numbers for at the end of the quarter was 148, an increase of one from the previous quarter

Quarter two events:

Completed:

- Annual General Meeting: 11 October

The 2021/2022 Stratford Business Association Committee:

Chairman - Matthew Dimock - Dimock's 100%
Deputy Chairman - Min McKay - YouChange
Secretary/Treasurer - Amy Kingston - Stratford District Council
Committee:
Craig Burrows - Dairymaster
Sharon Mackie-Langton - Abstract Signs
John Whittington - Hwitan Tune Holdings
Tracey Scheliin - Scheliin Admin Services
Caleb Robinson - Forgotten 43 Brewing
Eddie Scherrer - EBS trust

- Online retailing and marketing workshop: 20 October
 - Presentation 3: Designing your marketing for online success
- Covid-19 and Business workshops: 1 & 8 December
 - The Stratford Business Association invited the experts at Auld Brewer Mazengarb & McEwen to present a practical session about managing health and safety, vaccination in the workplace, and the incoming traffic light framework to help make light of this new and changing information and what it means for employers.
The workshops were well attended with 20-25 participants registered for each. Information was relevant, helpful and informative allowing attendees to ask questions and seek further advice if needed.
- Stratford Business Association Christmas cracker of a month: December
 - SBA delivered a range of activity across the month of December to encourage and promote the 'shop local message' and to deliver Christmas cheer within the community with the Christmas Parade being unable to go ahead. This included:
 - Christmas window competition which had 18 businesses participate
 - Shop local radio advertising
 - Major weekly giveaways
 - Random weekly SBA voucher giveaways (in town)
 - Colouring in competition
 - A "Shop Stratford Saturday" where SBA facilitated free Christmas movies at the TET Kings Theatre, workshops, and an opportunity for shoppers to win their purchase back on the day

Social media engagement was high, and feedback received from the community was extremely positive. SBA gave away a total of \$5000 worth of Stratford Business Association vouchers over the course of the month through various giveaways which will go back into supporting the local community and businesses.

Postponed or cancelled due to Covid-19:

- Stratford Christmas Parade
- AmeriCARna 2022

Coming up:

BA5's will be re commencing from March 2022

4.5 Consents Granted

Type	Q1	Q2	2021/2022 YTD
New Dwellings	9	10	19
Relocated dwellings	1	3	4
Relocated buildings other than dwellings	0	0	0
Fires	15	16	31
Pole sheds/accessory buildings	15	7	22
Additions and alterations – residential	6	10	16
New Commercial buildings	4	3	7
Additions and alterations – commercial	6	1	7
Other/miscellaneous	8	1	9
Certificate of Acceptance (not in total)	2	4	6

4.6 Property Sales

Location	Median Price		Volume Sold	
	20/21 Q2	21/22 Q2	Q2	21/22 YTD
New Plymouth District	October		219	430
	\$521,000	\$700,000		
	November			
	\$580,000	\$742,000		
South Taranaki	December		92	160
	N/A	N/A		
	October			
	\$350,000	\$443,000		
Stratford District	November		37	70
	\$353,500	\$426,500		
	December			
	\$325,000	\$510,000		
Stratford District	December		37	70
	\$392,000	\$550,000		
	October			
	N/A	N/A		

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

*at the time of writing this report real estate information for December was not available.

4.7 Mayors Taskforce for Jobs programme

Registrations

	Q2	YTD
Young People Registered	9	12
Businesses Registered	4	5

Employment

	Q2	YTD
Young people placed into employment	6	9
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	1	1
Total		10

Highlights and opportunities in the pipeline;

- Supporting a local gas and plumbing company to provide employment to take on an apprentice plumber who recently complete his gateway placement
- Supporting Northern Dairy to assist in identifying two Shop Assistants
- Working alongside MSD to identify a suitable candidate for a marketing position to support Tasman Training.
- A 17 week fees free forestry course is being explored in partnership with Tree Machine and Te Kāhui Maru that will held out of FEATS
- The latest job listing for the Workforce Coordinator Role closed on 10 January

Attachments:

Appendix 1 - Venture Taranaki - Quarter Two Report



Chade Julie
Community Development Manager



Endorsed By
Kate Whareaitu
Director – Community Services



Approved by
Sven Hanne
Chief Executive

DATE: 15 February 2022

Quarterly Report
Stratford
District Council

Quarter Two 2021-2022



venture
TARANAKI
Te Puna Umanga

Message from the Chief Executive

We end Q2 with some trepidation as to what is in store for our region and the country over the next six months, with variants of COVID-19 evolving and affecting our collective operating environment, and bringing an almost constant need to adjust.

Now that Aucklanders are able to travel, but with early indications received that people are not planning to travel anywhere near as freely as last summer, we remain hopeful of a positive summer for our visitor sector.

This quarter saw the release of our six-monthly data sets: Taranaki Business Survey and Taranaki Trends. Key findings from the Taranaki Business Survey indicate that the ongoing impacts of the COVID-19 pandemic have translated into a deterioration in economic confidence in Taranaki when compared to the results of the June 2021 survey. Main concerns reported by businesses include supply chain issues and cost of materials, vaccine pass requirements, and price of fuel.

Taranaki Trends data shows that Taranaki has remained buoyant and resilient across our core sectors, despite the uncertainty brought about by COVID-19 throughout 2020-2021. Retail spend remains strong with an increase of 8% for the year-end September 2021. Visitor spend by region recorded a 14% growth for Taranaki, keeping the region among the top four regions within New Zealand in terms of percentage change in visitor spend.

Youth Not in Employment, Education or Training (NEET) and unemployment figures have reduced. Taranaki experienced a peak in youth NEET rates during 2019; however, this dropped below the national average by year-end September 2021. Unemployment rates grew significantly towards the end of 2020, but the rate has since dropped significantly and remains steady around 4% (quarterly rates).

Following analysis and exploration, our Branching Out project has now narrowed its focus to 10-12 opportunities, including those we have already shared, such as avocados and kiwifruit. During Q2, we delivered a hemp construction event in November to a sold-out, engaged audience. Coming up are events for medicinal herbs and sheep dairy.

The Taste of Taranaki Pop-up has exceeded expectations to-date, with sales well above forecast, and a great, vibrant atmosphere inside the venue. Once the Pop-up closes at the end of January 2022, we have the opportunity, and a good level of information and data, to do a debrief and viability assessment of the prototype, along with the 20+ vendors from throughout Taranaki. Other food tourism areas, as a key visitor futures

focus, also continue to progress strongly, with workshops held and food event planning underway with a group of local culinary event enthusiasts.

A significant achievement during Q2 was running New Zealand's second Offshore Future Energy Forum, this year in partnership with Ara Ake, and launching our Power to X concept paper. Combined together, these present significant opportunity for Taranaki: 11GW of offshore wind alone (out of a potential 90-100GW available in offshore Taranaki) would deliver over 4,000 direct jobs. Power to X then enables even more job creation through green energy products, and supports advanced manufacturing and digitally intensive enterprises and/or services. We welcomed Minister Woods' announcement of work commencing on a regulatory regime for offshore renewable energy in 2022, following our discussions with the Government across 2020 and 2021 after the release of our offshore wind discussion paper and inaugural Offshore Wind Forum in 2020.

Looking ahead, I want to wish everyone in Taranaki a positive 2022, despite the likelihood of ongoing uncertainty as we grapple with COVID-19 variants and international disruption. Whatever 2022 brings us, we remain steadfast as a region focused on the future and our collective opportunities.



– Justine Gilliland

Facilitating and connecting regional strategies

Tapuae Roa & Taranaki 2050

Q2 update on progress

The focus of our regional strategies, Tapuae Roa and Taranaki 2050, continues to be implementation of actions and building regional engagement with this range of work. Venture Taranaki has developed a communications plan to promote the mahi both completed and continuing as a result of the integrated strategies, and is in the process of developing a metrics dashboard to measure and track implementation and impact.

Progress to date:

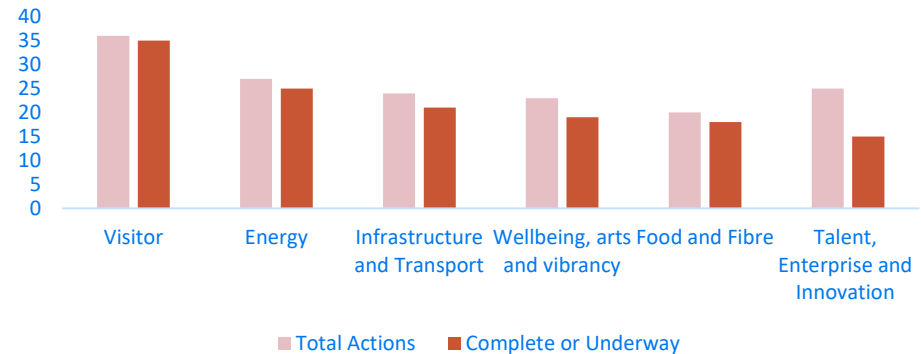
- A range of actions are underway, with only 26 of the 161 actions with 'No work done' status.
- Actions underway include several new energy initiatives including rural energy resilience, Power to X, hosting of the Offshore Future Energy Forum and the intent by Minister Woods/MBIE to develop a regulatory regime for offshore energy technologies for New Zealand in the second half of 2022. There has also been considerable traction in the food and fibre actions with progress in the development of new opportunities (through the Branching Out Project), food tourism and local food promotion (e.g. via the Eltham Taste of Taranaki Pop Up).
- Venture Taranaki continues to work closely with MBIE's Kanoa and Just Transitions Partnership teams, to identify opportunities for central government to support action implementation in line with our region's three strategic priorities:

- Progressive Communities;
- Industry Transformation and Skills;
- Entrepreneurship and Innovation

A range of engagement activities are planned for Q3 2022 to build momentum and increase awareness of progress on the integrated strategies and their relevance to the region. These will include a speaker series, a colouring competition and a new media marketing campaign. Plans are also in place for a stall at WOMAD

Further information can be found [here](#):

October-December 2021 Progress on Tapuae Roa & T2050 Actions



Thought leadership

Māori partnerships

Updates for Q2:

As a result of the Covid-19 induced lockdown in August 2021, the focus for ngā iwi o Taranaki was and still is on the health, safety and wellbeing of their respective uri (descendants). Hence, there was very little opportunity for iwi engagement during quarter two of the 2021/22 financial year.

Venture Taranaki was invited to participate in a Te Ara o Te Ata (Mt Messenger Bypass) business seminar with Te Rūnanga o Ngāti Tama and the Mt Messenger Alliance (Waka Kotahi NZ Transport Agency, Downer, HEB Construction, Tonkin & Taylor and WSP). The business seminar, which was facilitated by Waka Kotahi, provided an opportunity for VT to introduce the various enterprise support opportunities it can offer to Ngāti Tama trustees, and business owners who are interested in participating in the Mt Messenger Bypass project.

VT continues to focus on building its internal Māori cultural capability, with the support of Te Wananga o Aotearoa. The Leadership Team have been working to develop an Integrated Treaty Strategy for VT (the Strategy). The strategy will ensure VT's governance, management and operations give effect to the Treaty of Waitangi and will highlight the value of stronger Māori participation in VT's operational processes, ensuring activities are inclusive of Māori cultural, social and environmental values, and economic aspirations, and cognisant of equitable outcomes.



Venture Taranaki staff learning conversational Te Reo Māori, with Kaiako (tutor) Stacey Glassie from Te Wananga o Aotearoa.

Fostering sustainability and resilience

Sector Diversification

OFFSHORE FUTURE ENERGY FORUM

Venture Taranaki hosted the Offshore Future Energy Forum on 25 and 26 November, in partnership with Ara Ake. This event followed on from VT's inaugural NZ Offshore Wind Forum held in New Plymouth in 2020.

More than two dozen domestic and international speakers presented across the two days, including Minister Woods, Alastair Dutton (Chair, Global Wind Energy Council), Thom Cameron (Hydrogen and Chemicals Technology Director, Aurecon Australia), Matt de Boer (Senior Analyst, Climate Change Commission) and Martin Knoche (Chair, Aotearoa Wave & Tidal Energy Association).

Topics spanned national and international developments in offshore wind, wave and tidal energy, regulatory regimes, new technologies, offshore energy storage, and Power to X.

Over 170 people attended (either in-person or online), with resoundingly positive feedback about the forum structure, and the quality of speakers and content.

At the forum, Minister Woods announced that she will be instructing her MBIE officials to commence work on regulatory settings for offshore renewable energy in the second half of 2022. This is something the sector and region has been strongly advocating for, as the void/uncertainty in this space has been hampering progress, clarity and confidence for interested investors.



Initiatives reported YTD

1. Auckland Food Show
2. Offshore Future Energy Forum

Activity	Measure	Annual target	Total YTD
Fostering sector diversification and growth	Number of initiatives targeting sector diversification and growth	4	2

Fostering sustainability and resilience

Massey University partnership

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

- Working with rural collectives 1) Taranaki Catchment Communities and 2) Taranaki Regenerative Agriculture on collaboration and research plans, with funding applications made November 2021. the Regen Ag work followed on from two collaborative hui held at Te Kiri Hall in September
- Working with 20 Taranaki organisations to source talent (for 26 R&D projects and/or permanent roles), with 13 appointments successfully made.
- Our Food & Fibre sector, supporting 'Branching Out' project including co-organising the hemp fibre construction event held 18 November.
- Coordinating and supporting applications for the third annual round of the Pivot Award. Ten parties were initially interested to apply for Pivot funding this year, however only two proceeded to full applications, submitted in November.
- Advancing juniper-related project work (funded via Pivot funding round 2020), including a midway project report 30 November.
- Progressing the harakeke spinning project (which received funding from MBIE's Vision Mātauranga Capability Fund in April 2021).
- Continuing support for Taranaki's innovation and enterprise ecosystem this quarter, with Massey as key sponsor of Taranaki Young Enterprise Scheme, sponsor of Innovation Excellence Award at TSB Taranaki Chamber of Commerce Business Excellence Awards and Massey Ventures Ltd a sponsor of Start-Up Weekend.

The Massey-Venture Taranaki partnership worked with 54 Taranaki organisations during the first two quarters of 2021-2022 (with 12 new clients added in Q2). 36 (66%) of organisations have received support/services from Massey University in the year to date.



*Massey agriscience graduate Andrew Boot, now working as Research Manager for Greenfern Industries in Hāwera, brought samples of their new Hemp Chick*n product (made by Plan*t) to feature on the menu at the 'Branching Out' Hemp Construction event 18 November.*

Championing innovation and sustainability

Championing Innovation

POWER TO X

At the Offshore Future Energy Forum, Venture Taranaki released a Power to X concept paper. This paper details the process (Power to X) of using large scale renewable electricity, usually generated by offshore wind, to create green products and services which can be easily stored, transported and used to balance energy demand. You can **view and download the updated report by clicking the cover image below.**

This is posed as a national opportunity, with the potential to reduce greenhouse gas emissions, develop new export markets and attract energy-intensive industry to New Zealand. Enabling Power to X also has the potential to allow for meaningful growth and diversification of our economy, as well as supporting the Just Transition process. Taranaki is used as a case study to describe what steps would be required to enable a Power to X energy system in NZ in the future. Taranaki is highlighted because of its immense offshore wind resource potential, existing energy sector expertise, physical infrastructure, and reputation as New Zealand’s energy hub.

Taranaki Power to X strengths include:



SIGNIFICANT OFFSHORE WIND POTENTIAL¹⁴

- More than 16,000km² of suitable development area
- Space for over 100 GW of electricity generation
- Average wind speed of 10.1 m/s (36 km/h) in South Taranaki



INFRASTRUCTURE

- Port Taranaki (Deep-water port) – Case study of application to future Power to X system in Appendix
- Gas plants and distribution infrastructure including pipelines
- Offshore gas platforms



PHYSICAL RESOURCES

- Substantial water and industrial land available
- Proximity to domestic centres (Auckland and Wellington)
- Geographically close to Australia and Asia



SPECIALIST SERVICES AND SKILLS

- 4,300 direct energy sector FTEs¹⁵
- Western Institute of Technology, including ongoing development of the Energy Centre of Excellence and partnerships with other New Zealand universities
- Wood Training group facility
- Existing engineering expertise



TRANSFERABLE MANUFACTURING BASE

- Large scale food production processing plants (e.g. Fonterra)
- Methanol production
- Urea production
- Niche sectors, such as aluminium recycling



THOUGHT LEADERSHIP

- H₂ Taranaki Roadmap and Offshore Wind Discussion Document
- Local and regional government support
- Home to Ara Ake, New Zealand's new energy development centre
- Private sector support to Power to X

Initiatives reported YTD

1. H2 Taranaki Roadmap
2. Power to X report released



Activity	Measure	Annual target	Total YTD
Championing innovation and sustainability	Number of initiatives targeting or supporting innovation and sustainability.	4	2

Fostering sustainability and resilience

Branching Out

Confirmed Ventures – with research undertaken to support

Kiwifruit	Craft Alcohol Value Chain (Beer: hops)
Trees & their Value Chain	Hemp Fibre
Avocados	High Value Medicinal Plan
Sheep Dairy Value-added Dairy	Traditional Māori Ingredients
Craft Alcohol Value Chain (Gin: orris root, angelica root, liquorice root, juniper)	Grains and Legumes

Q2 Activities

1. Taranaki Avocado Growers Group: first meeting held, site visit to be undertaken in 2022.
2. Hemp fibre event: held for the construction industry to highlight the opportunity for future-focused sustainable hemp fibre construction and value-added products. The event was followed by a hempcrete demonstration build at the Marfell Community Garden pātaka kai.
3. Medicinal Plant GIS Mapping in collaboration with NZ Federation of Herbs, An event is planned for February 2022.
4. New Product Development:
 - Sheep Dairy x 3 products, in collaboration with FoodPilot.
 - Two additional product development opportunities – plant-based foods



As Branching Out continues through to 2022, the project has gathered momentum:

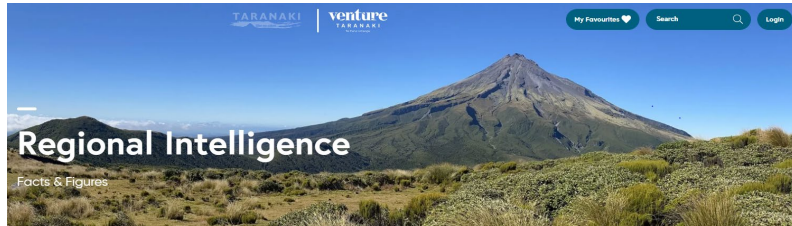
- Significant action following events: e.g. 16,500 avocado trees ordered, (limited only by supply)
- Engaged community support
- Possible commercial partners identified
- Interest in forming co-operative entities around industries and shared facilities
- Interest expressed in pilot growing trials
- Blueprints recognised nationally as valuable regional development resources
- Contributing to the development of the region.

VT has commenced initial discussions for a potential Phase 2 project with MPI's SFF Futures fund.

Regional economic monitoring

Regional Intelligence

Regional Intelligence is an interactive page on Venture Taranaki’s website providing data about the Taranaki region in key facets like economy, employment, retail spend and tourism etc.

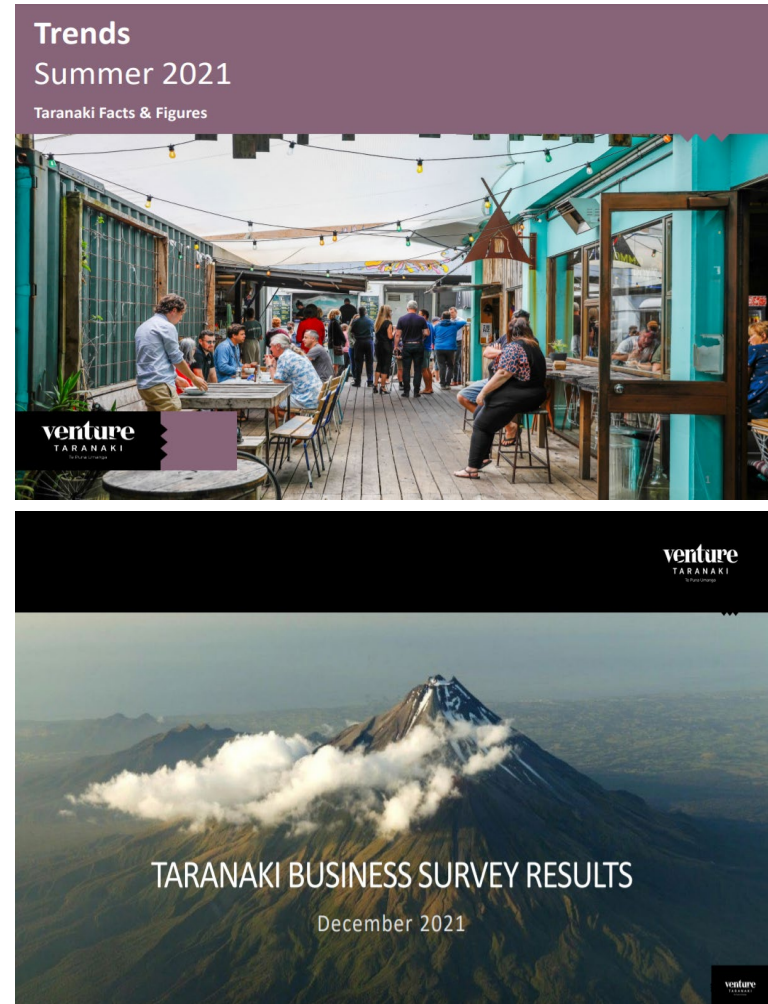


Taranaki Trends

Taranaki Trends is a bi-annual publication pulling together a wide range of national and regional recent economic statistics from a number of sources, to enable Taranaki businesses and researchers to find key information and make informed decisions. You can view and download the latest Trends by clicking the cover image at top right.

Taranaki Business Survey

The Taranaki Business Survey is a bi-annual business confidence survey, which goes out to a range of enterprises of different sizes and sectors. We are closely connected with the local business community and this survey shows how they feel about the local and New Zealand economies, and their business trajectories. You can view and download the latest survey report by clicking the cover image at bottom right.



Activity	Measure	Annual target	Total YTD
Undertaking environmental scans and economic monitoring	Number of regional monitoring updates released	4	2

Fostering sustainability and resilience

Curious Minds Participatory Science Platform

Stratford District projects of note in Q2 were **Pests, Threats and Our Birds** which saw East Taranaki Environment Collective working with Norfolk School to conduct baseline monitoring of pests within Everett Park, and the **Regenerative Farming Trials** project wrapping up a successful year with participating farmers getting together to reflect on learnings.

All projects continue to make great progress, with highlights for the quarter including the NZ Marine Studies Centre working with Highlands Intermediate, Mangorei School and Moturoa School as part of **Shark Spy Taranaki**. Students got out on the water to survey the presence of sharks and other species on our coastline using baited underwater video. Shark Spy Taranaki is building skills and knowledge to collect sightings and other information on sharks, rays, and skates (including egg cases) along the Taranaki coastline to help understand the species diversity, abundance, and more.

A networking event in November allowed project leads to come together to learn more about other projects and proved insightful in terms of the positive impact beyond what is often formally reported upon completion. COVID-19 restrictions have continued to delay a number of projects, and flexibility has been provided to allow them to continue.

Venture Taranaki has secured a new contract with MBIE to ensure the continuation of the same level of funding for Curious Minds Taranaki through to June 2024. This is the longest contract that has been provided for the programme and provides certainty about future funding cycles when engaging with community. The next Curious Minds Taranaki funding cycle opens in January 2022.



Above: Students from Highlands Intermediate, Mangorei School and Moturoa School out on the water learning.

Below: Tempofit running in schools.



Enterprise support and enablement

Referrals and Engagements

Quarter two saw VT advisor, Luke Millard, begin co-locating with SDC’s community development team on a weekly basis to ensure ready access to support for the district’s enterprises. The quarter also saw demand continue from Stratford district businesses for digital marketing, strategic planning, financial knowledge (particularly systems and management reporting and managing teams from a compliance and engagement perspective. VT’s annual survey of Taranaki exporters was analysed during the quarter with website statistics updated and the results shared with participating exporters.

VT has worked with hospitality and retail enterprises over the quarter as they continue to navigate challenges with COVID-19, particularly focuses on team and staff, legal issues and enquiries about the recently introduced traffic light system. Agriculture and trades continue to generate ongoing demand for support, particularly understanding financials, planning and developing digital systems alongside of systems, human resource support and succession planning. Trades have also been seeking support about managing pricing increases in supplies, logistics and scheduling in light of COVID-19 impacts on raw materials, timelines and costs.



REFERRALS AND CONNECTIONS:

33

(UP 1550% FROM STLY*)



NUMBER OF CLIENT INTERACTIONS:

327

(DOWN 38% FROM STLY*)

Activity	Measure	Annual target	Q1	Q2	Total YTD
Enterprise connection and signposting	Number of referrals and connections made by Venture Taranaki staff	≥ 200	180	148	328
Stratford and Taranaki wide			15	33	48
Enterprise support	Number of support engagements	≥ 4000	3589	2688	6277
Stratford and Taranaki wide			328	327	655

**Same Time Last Year*

Enterprise support and enablement

Updates and activities

Enterprise support

Venture Taranaki has seen an increased need for general support, with weary business owners who have continued to contend with multiple challenges leading to demand for a general sounding board. This has also increased focus by VT on wellbeing and mental health support options.

A noticeable headwind for businesses is their search for skilled labour to fill positions, alongside navigating the uncertain landscape of COVID-19, traffic light levels, Auckland lockdown impacts, and compliance requirements, as well as impacts on supply chains and timelines for work programmes.

Reduced funding support from government for businesses has also had impact, with restrictions coming into play concerning research and development activity, and capability and business management support. VT has raised concern over this impact at a national level.

"Yes the mentoring programme has been so good to help bounce ideas off and help navigate through this difficult time in business with COVID."

Enterprise support activities include, but are not restricted to;

1. Enterprise advisory
2. Startup guidance
3. Mentoring programme
4. Investment ready programme
5. Innovation support
6. Connections and signposting
7. RBP Capability Development funding facilitation
8. Research and development support and funding facilitation
9. Export Taranaki network support
10. PowerUp Entrepreneurship programme (see project update)
11. BYOB Startup programme

Activity	Measure	Annual target	Total YTD
Enterprise support	Breadth of enterprise support activity undertaken (number of different support initiatives).	5	11

Enterprise support and enablement

Startups, jobs and mentor matches

Startup support

VT also continued supporting activity in the business and start up community, sponsoring the small business award in the Taranaki Chamber of Commerce business awards and sponsoring the recently held StartUp Weekend Taranaki 2021 event, as well as contributing time through judging and mentoring.

VT's delivery of support for Ministry of Social Development clients looking to start business through the BYOB programme continued strongly throughout Q2. This programme is proving very popular and is nearing its maximum intake for the pilot, with each client receiving business planning support, and successfully-funded businesses receiving ongoing mentoring support

Business Mentoring

Stratford business You Change was featured as a [BMNZ national case study](#) in Q2.

The most requested mentor expertise has been marketing and strategic planning. With the programme celebrating its 30th year, social media posts focused on the benefits of the programme for our region's businesses. Seven mentor matches were made for Taranaki enterprises over quarter two, one of which was in Stratford District.

"Working with [my mentor] has meant I have a better online presence and a good understanding of what's available to me and how to use it. It's one thing to know they're there but when you go to actually do it, it can be a minefield. If I had tried to do it on my own, I would have wasted so much time and money." -*Min McKay, YouChange*



NUMBER OF
STARTUP CLIENTS:

2



NEW JOBS LISTED:

55



MENTOR MATCHES:

1

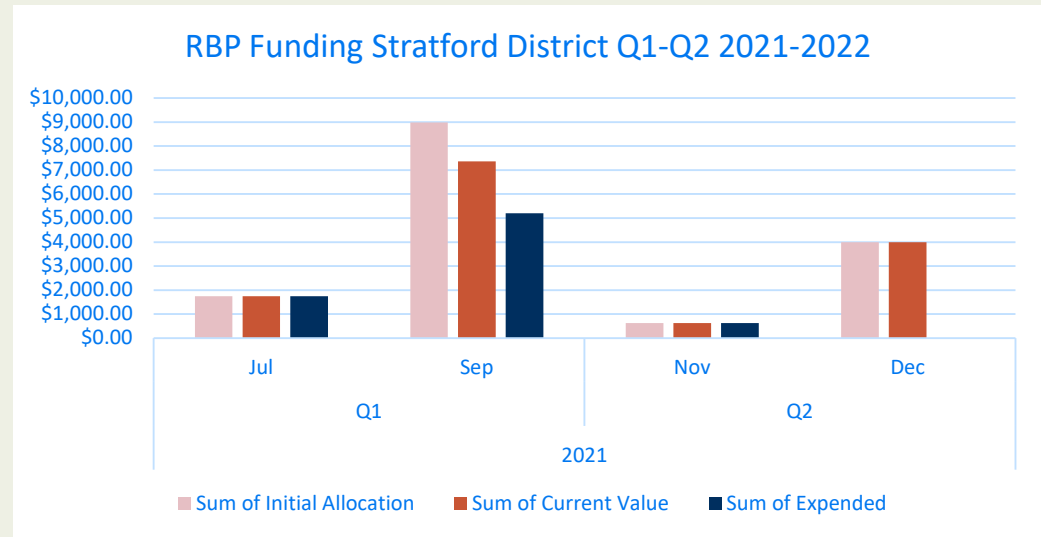
Enterprise support and enablement

Regional business partners capability funding



RBP CAPABILITY DEVELOPMENT FUNDING ISSUED:
\$4,630

“We are so grateful. It has been wonderful to have the support available to help us when we were going through a tough time, particularly with Covid, along with other responsibilities. The connections and support have certainly helped reduce the stress in our lives.” - Rural capability development client



Activity	Measure	Annual target	Q1	Q2	Q3	Q4	Total YTD
Existing or new businesses are supported and assisted to grow.	The level of annual investment in the management capability of Taranaki’s small and medium sized businesses.	≥ \$240,000 (all of Taranaki)	\$188,867.87 Taranaki \$10,730.00 Stratford	\$83,497.50 Taranaki \$4,630.00 Stratford			\$272,365.37 Taranaki \$15,360.00 Stratford

Enterprise support and enablement

Callaghan Innovation grants and funding

During quarter two, 17 Taranaki businesses were busy employing 21 University students, from engineering, science or technology disciplines, to undertake summer internships. These internships are funded through Venture Taranaki's partnership with Callaghan Innovation. The Enterprise Team helped these businesses find suitable students through our partnership with Massey University and connections with other education institutes, including WITT. Over the summer, VT will also be monitoring the students' progress and plans to hold an informal event for both students and businesses to share their project successes.

As businesses struggle with skills and talent shortages, there has been an increase in enquiries for the R&D Fellowship and R&D Career Grants, which are for students studying a Masters, PhD or who have recently graduated. Businesses are seeing these grants as a way to attract young talent to Taranaki and test-drive a potential future employee.

September-December 2021 saw a further and significant retrenchment of R&D grant assistance from Callaghan Innovation. Callaghan Innovation imposed a pause on all new funding applications, to allow them to catch up on the significant increase in R&D grant applications that they have received across New Zealand, with demand nationally exceeding the grant appropriation that was set pre-COVID-19. To allow funds to be available through to the end of the appropriation period on 30 June 2022, some constraining measures were put in place at the end of Q1 and restricted further in Q2. Venture Taranaki's innovation enterprise advisors still met and supported businesses during this time who have new and innovative ideas, through our other connections and potential funding opportunities. It is expected that Callaghan Innovation's R&D grants will reopen in early 2022.

Despite these headwinds, VT was able to support three large R&D Project Grants through to approval this quarter alongside other support such as R&D Solutions Library Services. Grants were approved to companies from both New Plymouth District and South Taranaki. We are also facilitating R&D grant assistance to a large \$1.5m+ green energy R&D project. Demand for R&D support remains strong across a range of diverse industries.

Activity	Measure	Annual target	Total YTD
Enterprise support	The level of annual investment in regional businesses (subject to central government policy)	\$1m	\$938,029.78
	Stratford District funding allocated	\$0	

Promoting investment in Taranaki

Identifying & Facilitating Opportunities

FACILITATING OPPORTUNITIES

- 1) Connected an agritech company with opportunity to present solutions to a US-based farming organisation
- 2) Hospitality services business connected to the RSPF fund team
- 3) Accommodation provider connected to the RSPF fund team
- 4) Meeting facilitated for an agritech fertiliser startup with the RSPF fund team
- 5) Connected a Taranaki-owned joinery system manufacturer to EECA
- 6) Researched investment options and connected a South Taranaki agritech company to EECA support
- 7) Food processing company connected with potential investment partner

“Thank you, this is really helpful. Appreciate the networking ideas too. This is great news. It will go a long way to helping me upskill.”
-Profile Coaching service Taranaki wide

IDENTIFYING OPPORTUNITIES

- 1) A full VT team briefing was arranged on the Kānoa - Regional Economic Development & Investment Unit - Regional Strategic Partnership Fund (RSPF) prior to its availability in February 2022. The RSPF will invest in projects which enable regional economic and business development, accelerate Māori economic aspirations and support sector transformations, with a focus on firm-level and commercial investments. Up to \$60 million is available for small scale economic and business development projects nationally outside of the main centres.
- 2) A discussion was held with the Energy Efficiency & Conservation Authority to make applications from Taranaki businesses easier. This was due to a number of enquiries to Venture Taranaki from firms looking to address their sustainability goals following the issues being highlighted in the media coverage of the 2021 COP 26 UN Climate Change Conference.
- 3) Attended on-line startup competition events from Waikato and Manawatu to gain learnings for the PowerUp programme

Activity	Measure	Annual target	Total YTD
Identifying opportunities to attract investment into Taranaki	Number of engagements related to attracting investment to Taranaki	5	6
Facilitating opportunities for investment into Taranaki	Number of engagements related to facilitating opportunities for investment in Taranaki	10	11

Project update | PowerUp

PowerUp Kickstart

PowerUp Kickstart, VT's capability building programme and mini accelerator/ideas competition, kicked off on 1st December with a call to all entrepreneurs, innovators and creators around the region to apply for the initial stage of the programme. Kickstart (formerly Ideas Competition) will begin with an eight-week business planning programme, delivered in partnership with SODA Inc. and utilising the highly regarded Co.Starters delivery model. Applications close on 25 January and the sessions kick off in February.

Following the completion of the workshop sessions, Kickstart's mini accelerator / business ideas competition commences with five finalists being selected to complete the programme, and \$10,000 prize awarded to the winner on Final Pitch Night scheduled for June 29.

PowerUp for Impact Enterprises

The PowerUp for Impact Enterprises initiative got underway in Quarter 2. Delivered in partnership with StartUp Taranaki and with funding support from TOI, the first two masterclasses of the programme took place in November and December. The programme continues in February with the last two masterclasses and a final pitching event.

Entrepreneur Ecosystem

Work on an interactive guide to the region's ecosystem of support for business startup, entrepreneurs, existing businesses looking to innovate and change is well underway with the launch scheduled for quarter three. The ecosystem guide will enable users and the ecosystem to explore and understand what is on offer within Taranaki, helping to resolve the issues above. The research also identified some important gaps in support, which is why PowerUp was developed and what it endeavours to fill as it grows over time.



NZ Entrepreneur Innovation Nation Series

Ten innovative Taranaki enterprises were featured in NZ Entrepreneur November 2021 Innovation Nation online and social media showcase, as part of Global Entrepreneurship Week. Justine Gilliland was also interviewed for a feature on innovation in Taranaki ([click here](#)). These stories help shape the Taranaki narrative as a place where business and entrepreneurs can thrive.

PowerUp Podcast

Planning is well underway for the second season of PowerUp Podcast. PowerUp Podcast is back to celebrate the success of more remarkable Taranaki entrepreneurs by highlighting their stories and showcasing the best of work and play in the region. VT have secured six stellar Taranaki entrepreneurs across a wide range of sectors, with recordings taking place in January and going live from March.

"The class was excellent, so good to make the time to work on the business like this with support"

Feedback

"Thank you so much for all your efforts and wisdom. I have learnt so much from this construction of a business plan. Understanding the information and grounds needed to construct a business plan is so involved and attention to detail. I do appreciate everything you have done. "

-Sole Trader from Stratford

"Appreciate the support, being able to take time to soundboard ideas and develop new skills is great"

-Feedback on coaching with Profile Coaching

"Great work - love what you do for our region. Appreciate your call. You always give me something to reflect on. It has been great to receive some coaching to support my needs for this year."

-Coaching service

"We have completed the process of succession planning of our farm. We found the process excellent and we explored numerous options. It gave a us a complete picture of our business and where we are heading. We have made a decision with employing a Farm Manager for next season and are in the starting process of looking at building a house for ourselves on the farm. All parties are very happy with this decision. We thank Venture Taranaki for helping us to develop a good plan with great focus for the future."

-Farming business from Stratford

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

Major Events Fund

Events contracted in Q1		
1	Feastival	2022 TBC
2	TSB Festival of Lights - CANCELLED	Jan 2022
3	Jennian Homes Charles Tour Taranaki Open	Sep-Oct 2021
4	Oxfam Trailwalker	26-27 March 2022
5	Synphony	5 Feb 2022
6	Vero International Festival of Historic Motoring	21 Jan 2022
7	WOMAD	18-20 March 2022
Events contracted in Q2		
8	Central Districts Cricket	Dec 21-Jan 22
9	New Plymouth World Triathlon Continental Cup	March 2022
10	NZ Schools Tri Champs & NZ Sprint Tri Champs	March 2022

Activity	Measure	Annual target	Total YTD
Administer the Major Events Fund	Number of events funded in accordance with the criteria of NPDC's major events fund	4	10

MICE update

The meetings, incentives, conference and events (MICE) space continues to be affected by COVID-19. As the requirements around vaccination passes became clear, we saw the cancellation of the TSB Festival of Lights and Christmas Parades.

The PSP Jetsprints scheduled for January 2022 have also been cancelled due to C-19. Our venues have seen ticketed events postpone but they are filling up for 2022. There is a mix of postponements and cancellations as event organisers become familiar with the new traffic light system.



Competitors line up for the Coastal Five event in November

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

Visitor promotion initiatives

Three visitor promotion campaigns were continued during Q2

1. Christchurch campaign – initial broad awareness campaign for 35+ is ongoing, with messaging now shifting to a call to action to “stop thinking about a trip to Taranaki, book and come”. A strong relationship is embedding with Christchurch Airport.
2. Drive and flight markets – Wellington, Christchurch, Bay of Plenty, Waikato, Manawatu and Whanganui 55+. Alert Level changes affecting Auckland meant that the usual spring summer marketing did not include Auckland during Q2, and the cancellation of Festival of Lights and Lorde halfway through the spring marketing meant that some content had to be recreated.
3. Partnerships – Neat Places, Air New Zealand, AA, Tourism NZ all continued and resulted in positive promotional activities.



Activity	Measure	Annual target	Total YTD
Lead regional events strategy	Number of engagements with regional events organisers and operators	25	936
Destination promotion	Number of engagements with Visitor Industry Operators	1000	718
	Number of destination promotion and attraction initiatives	2	3

TASTE OF TARANAKI POP-UP

183 HIGH ST
ELTHAM
THURS – SUN
9AM – 4PM

venture TARANAKI
Te Puna Ururangi

South Taranaki District Council

The poster features a map of Taranaki with various food and product icons. The map includes labels for Ōakura, NEW PLYMOUTH, Inglewood, STRATFORD, ELTHAM, Ōpunakē, Manaia, Hāwera, Pātea, and Waverley. Icons include fish (Urenui), a bee, a carrot, a cheese wheel, a milk carton, a loaf of bread, a cow, a mountain, a glass of wine, a glass of beer, a fish, and a kiwifruit. A yellow pin labeled 'POP-UP' is placed in Eltham.

Taste of Taranaki Pop-up in Eltham has been a roaring success since opening in November 2021. There are 27 vendors from throughout Taranaki, with goods including fresh produce, chocolates, a range of local honey, baked goods, sauces and spreads, cheese and crackers, and local brewers Forgotten 43, plus so much more.

This initiative gained positive feedback from the local community and wider region. The Eltham pop-up was open Thursday – Sunday from 9am to 4pm, until 30 Jan. After an evaluation VT will be seeking private enterprise interest in taking on this venture as a commercial business.

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

Visitor Futures

Round two of Visitor Futures is well underway with consultants We Create Futures. After producing a report highlighting some key focus areas for the visitor industry, VT has now started workshops with local businesses and stakeholders to develop these ideas into bookable visitor experiences. This work is set to continue into 2022, with a range of small group workshops and pilot testing planned. This should see some innovative and exciting ideas come to life and help Taranaki attract both visitor and workers into the area.

The Coastal Arts Trail is soon to be launched after delays due to Covid. VT's creative partner [HeyYou](#), along with curator Aimee Ralfini, from [Art Ache](#) will be in region from 5 – 10 Jan, visiting local studios and galleries to showcase everything from pottery to street art. This exciting new drive journey will take the visitor away from the main highways and encourage people to explore what Manawatu, Whanganui and Taranaki have to offer in the art space.

VT recently held a very successful cultural competency workshop in Stratford for visitor sector enterprises. This was delayed due to COVID-19, however, it was successfully rescheduled and attracted a strong turnout. Keri Elvin, who teaches adult literacy in the region, shared stories of the local area, as well as South Taranaki, along with role play and interesting local phrases. Due to the demand of these workshops, we will look to what we can offer in 2022 in this area.

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

Social media highlights

Taranaki – Like no other

Facebook Best Performing Post:

Waitangi Weekend Giveaway

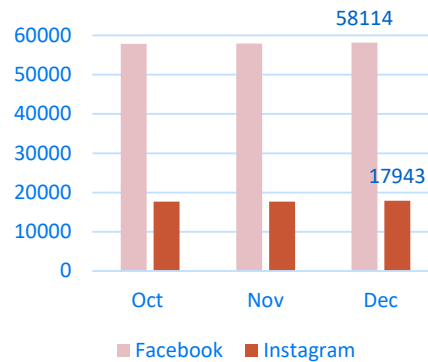
- 32,328 Reach
- 3,636 Engagement
- 50 Shares
- 2,100 Comments
- Over 2000 entries into the competition on FB alone

Instagram Best Performing Post:

Waitangi Weekend Giveaway

- 9,302 reach
- 1,618 engagement
- 146 new followers
- Under 1,000 entries in the competition

Followers Number in Q2



Venture Taranaki

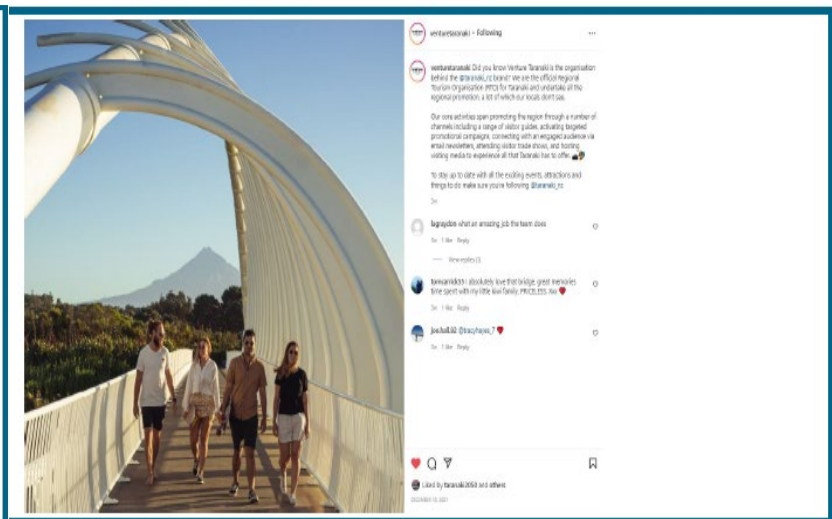
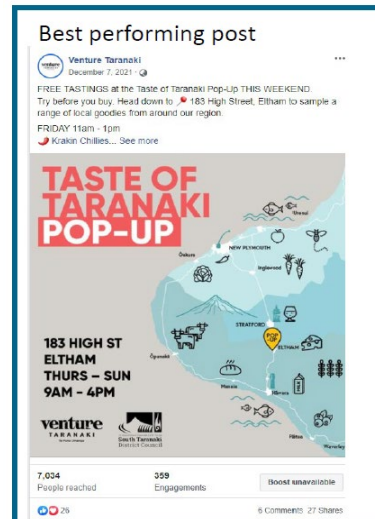
Facebook Best Performing Post:

Tastings at the Taste of Taranaki Pop-up

- 7,034 Reach
- 136 Engagement
- 27 Shares

Instagram Best Performing Post:

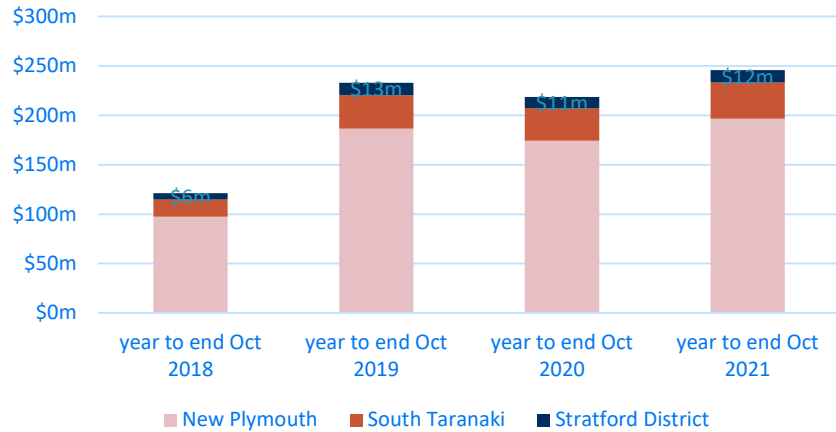
- The org behind the Taranaki like no other brand
- 956 Reach
- 68 Engagement



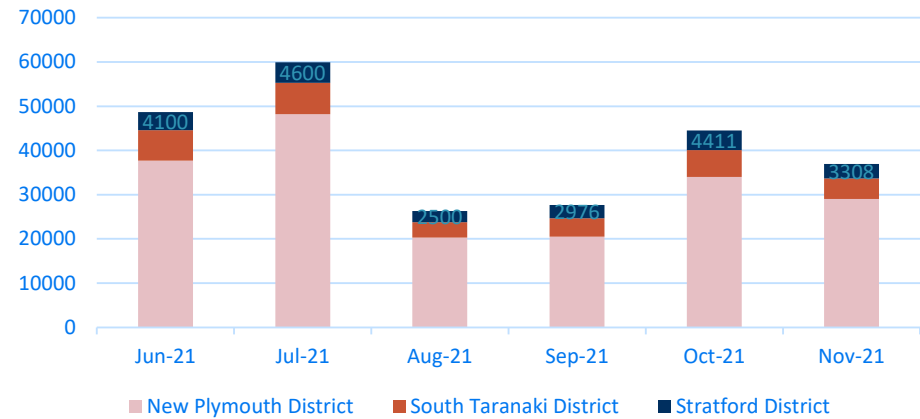
Promoting Taranaki as a great place to learn, live, work, play, visit and create

Visitor statistics

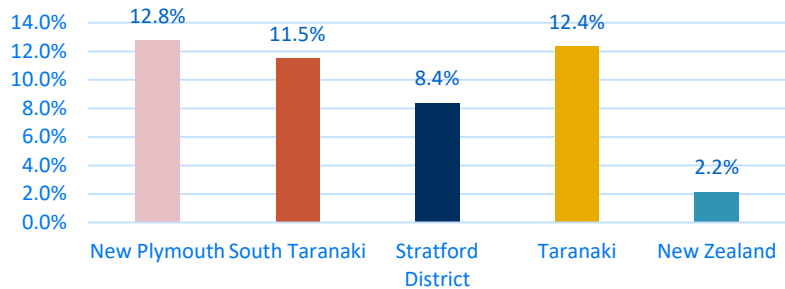
Visitor spend in Taranaki 2018-2021



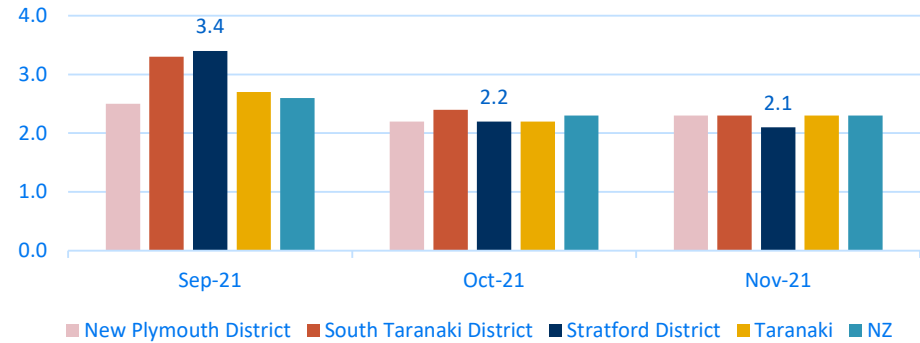
Total guest nights Jun 2021 - Nov 2021



Visitor spend % change – year to end Oct 2021



Average nights stayed per guest July 2020 - March 2021



Sources: MBIE TECT for visitor spend, Accommodation Data Programme for Guest Nights

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

Talent initiatives

Reported YTD:

1. Productivity Commission’s review of immigration
2. Submission to Ministry of Education High-Value Education Statement.
3. Building and Construction Industry Training Organisation’s workforce development plan.
4. International Education Student retention project.
5. Investor migrants ecosystem project

Activities in Q2:

6. Investor migrants event with stakeholders to identify who can support investor migrants.
7. Ongoing work with digital and IT sectors on talent shortages - workshop to identify opportunities for collaboration.
8. Completed research into a strategy for long term retention of Taranaki international students that links pathways with the region's educational strengths.

Activity	Measure	Annual target	Total YTD
Facilitate talent attraction and retention	Number of talent initiatives	2	8

Taranaki International Student Retention

7 December 2021



Coming up in Quarter Three

- PowerUp for Impact Enterprises – final masterclasses scheduled for February 2022
- Launch of the online Entrepreneurship and Innovation Ecosystem
- Commencement of PowerUp Kickstart
- Branching Out – further investigations and medicinal herbs event
- T2050/TR engagement activities, commencing with region-wide colouring competition
- Curious Minds funding round opens



INFORMATION REPORT



F19/13/04 – D22/5410

To: Policy and Services Committee
From: Corporate Accountant
Date: 22 February 2022
Subject: Percy Thomson Trust – Half Yearly Report as at 31 December 2021

Recommendations

1. THAT the report be received.
2. THAT Council receive the half yearly report for Percy Thomson Trust as at 31 December 2021.

Recommended Reason

In terms of Section 66 of the Local Government Act 2002 the Percy Thomson Trust, being a council controlled organisation, must deliver to Council a half yearly report (as at 31 December 2021) on or before 28 February 2022.

/_____
Moved/Seconded

1. Purpose of Report

The purpose of this report is to present the half yearly report as at 31 December 2021 for the Percy Thomson Trust (PTT).

2. Executive Summary

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

3. Local Government Act 2002

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
✓	✓	✓	✓

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

3.2 The PTT is run as an independent council controlled organisation

4. Background

In terms of Section 66 of the Local Government Act 2002 the PTT, being a council controlled organisation, must deliver the half yearly report to council on or before 28 February 2022.

5. Information Summary

- 5.1 Visitor numbers have struggled as a result of the lockdown and limitations on travel. In the six month period there were 7,739 visitors compared with 13,891 for the same period in the previous year. This fall is entirely the result of Covid disruptions. We will struggle to meet our annual target of 20,000. Any major changes to the Covid settings will give us an opportunity to attempt to boost the figures.
- 5.2 The Property and Art Gallery expenditure is on track with budget, however the income from investments is less than budget, due to lower than anticipated interest rates. Also, external funding is less than anticipated as it is becoming harder to get, however the Trust are continually looking at all potential sources of external funding.
- 5.3 The period was notable for the announcement of Rhonda Bunyan's retirement as Gallery Director. The contribution that Rhonda has made to the Gallery, the Trust and to the wider Stratford and Taranaki communities has been outstanding. Laura Campbell has been appointed as Gallery Director to replace Rhonda.
- 5.4 Planning work has continued to refresh the Arboretum with a focus on planting, signage and an enhanced visitor experience. These will be finalised in this current six month period. The Trust is also becoming a member of the New Zealand Plant Conservation Network, which meets the performance measure for the herbarium.
- 5.5 Attached as **Appendix 1** is the half yearly report as at 31 December 2021 of the PTT. This includes a report from the Trust Chairman, which includes details regarding the operations and investments of the Trust.

6. Strategic Alignment

6.1 Direction

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

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

6.2 Annual Plan and Long Term Plan

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

6.3 District Plan

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

6.4 Legal Implications

There are no legal implications.

6.5 Policy Implications

There are no policy implications

Attachments:

Appendix 1 - Percy Thomson Trust Half Yearly Report

Appendix 2 - Investment Statement



Christine Craig
Corporate Accountant



[Endorsed by]
Tiffany Radich
Director – Corporate Services



[Approved by]
Sven Hanne
Chief Executive

Date: 15 February 2022

APPENDIX 1



PERCY THOMSON TRUST

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

**SIX MONTHLY REPORT
FOR THE PERIOD ENDED
31 DECEMBER 2021**

PERCY THOMSON TRUST

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PERCY THOMSON TRUST BOARD

Chairman: Bruce Ellis

Trustees: Douglas Robinson
Gloria Webby
Christine Craig
Jim Clarkson
Deborah Clough
Helen Cloke

PERCY THOMSON TRUST STAFF

As at 31 December 2021

Gallery Director – Rhonda Bunyan
Gallery Assistant – Amy Taunt

Part-time Gallery Assistants

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

PERCY THOMSON TRUST

On behalf of the Trust, it is my pleasure to present the report for the six months ended 31 December 2021. The period was notable for the announcement of Rhonda Bunyan's retirement as Gallery Director. The contribution that Rhonda has made to the Gallery, the Trust and to the wider Stratford and Taranaki communities has been outstanding. We will miss her dearly.

We have been delighted to appoint Laura Campbell as Gallery Director to replace Rhonda. Laura takes up the role on 31 January. Laura comes to us from Puke Ariki where for the past four years she has been Information Services Officer, Researcher, Art Curator and Art Historian. Her background, including the creation of the 'Home Work: Taranaki' exhibition (with over 30,000 visitors), and building relationships and working collaboratively with local artists and the community are all key attributes she brings to the role.

Covid-19 has continued to overshadow the operations of the Gallery and especially saw the cancellation/postponement of any celebration for the 20th anniversary. In particular the outstanding Resilience exhibition did not get the full exposure that it deserved.

Visitor numbers have struggled as a result of the lockdown and limitations on travel. In the six month period there were 7,739 visitors compared with 13,891 for the same period in the previous year. This fall is entirely the result of Covid disruptions. We will struggle to meet our annual target of 20,000. Any major changes to the Covid settings will give us an opportunity to attempt to boost the figures.

Planning work has continued to refresh the Arboretum with a focus on planting, signage and an enhanced visitor experience. These will be finalised in this current six month period.

Financials

The overall operating position, excluding external funding was generally in line with budget.

There was a cash deficit of \$29,860 from operating activities compared with the budgeted deficit of \$11,864. This is essentially timing differences in the external funding. This shortfall is expected to be made up from the realisation of the capital profit on the Todd Park Investment, sale of which is currently being pursued.

Direct income from the Gallery being Commissions on exhibition sales and Percy's Place turnover, donations, "Friends" subscriptions and rental/hireage fees were marginally below budget, but down on the same period in the previous year as a result of the Covid effect on visitor numbers.

The Financial Position as shown in the "Statement of Financial Position" shows the total Trust Equity of \$2,804,000 – a decrease of \$69,000 from 30 June 2021 being \$40,000 in depreciation and the \$29,000 cash deficit.

Note, that this equity does not include the surplus on property investments of \$321,000 at the last valuation date of 31 March 2021.

Gallery Operations

The Gallery Director reports as follows:

There were numerous highs and lows during the six-month period from July to December with Covid-19 still knocking at our door. We had a lockdown period in August, then Covid was discovered in our wastewater in October, the result of new cases in our town.

This significantly reduced numbers of visitors to the gallery and to our shop. Numbers picked up during the Garden Festival/Taranaki Art Trail. Over the Christmas period the shop did well, and commissions from gallery art sales were excellent, as people seem to opt for art as enjoyment and investment when times are tough.

Investment Funds

The Investment portfolio of the Trust is summarised as follows:

Category	Book Value as at 31 December 2021 (\$)	Book Value as at 31 June 2021 (\$)
Trading Bank Term Deposits	250,000	250,000
Bonds	105,000	155,000
Commercial Property through Proportionate Ownership Schemes and Property Investment Funds	447,000	447,000
Total	\$802,000	\$852,000

The reduction in bonds is from the maturity of a bond holdings. The funds from this maturity is reflected in the funds in our bank accounts - \$147,430 at 31 December 2021.

In the past few months, the investors of the Todd Park Scheme have considered an offer from a third party to purchase the building. Unfortunately, this did not receive the required 75% approval by special resolution. We are actively pursuing selling our holding in this property.

The breakdown of these investments is:

Property	Original Investment (as per Statement of Financial Position)	Market Value (as at Balance Date of the investments of 31 March 2021)	Market Value (as at Balance Date of the investments of 31 March 2020)	Cash Income Return on Original Investment	Summary of Tenancies
Bush Road, Albany, Auckland – light industrial	125,000	288,284	231,388	7.80%	- Thermo Fisher Scientific – 100%
Osterley Way, Manukau, Auckland – office building	50,000	79,282	51,985	9.25%	- IRD – 98% - Other – 2%

Todd Park, Porirua, Wellington – light office/ industrial complex	122,000	208,742	135,751	7.58%	- Placemakers 15.4% - Hannah's 10.9% - Hexatronic 17.6% - Anderson & Flowers 10.9% - Mitsubishi Motors 13.3% - Fusion Interiors 12.3% Conroy Removals 6% - Downer NZ 4.7% - NZ Post 4.5% - Free Kindergarten Association 4.2% - Other 0.2%
Cameron Road, Tauranga – Office building and retail	50,000	58,694	50,788	7.80%	- Tauranga City Council 49.8% - IRD 40.0% - Other (3) – retail & office 10.2%
Augusta Industrial Fund – light industrial mainly in Auckland	100,000	133,000	106,159	6.50%	The 48 tenants in 11 properties across three cities but weighted 73% to Auckland include Toll, Repco, Linfox, Fujitsu, Fletcher Building Steel Group, Macpac, Vulcan Steel, and Halls Refrigeration Transport (Icepak), D&H Steel Construction, Graphic Packaging, and TCI NZ. Overall occupancy is 96%.
Total	\$447,000	\$768,002	\$576,071	Average 7.61%	
		(33.3% increase)	(28.9% increase)		

The property investments continue to perform well, despite the challenges presented by the pandemic. The decision to participate in the various schemes and funds has the following objectives:

- To increase the cash investment returns of the overall invested funds given the reducing returns available from Bank Term Deposits and other fixed interest bonds;
- The opportunity for capital growth in these investments.

Further, in seeking such investments particular criteria included:

- The quality of the respective buildings
- The quality and security of the tenancies within each property
- The quality and experience of the managers of the respective properties

The overall conclusion is that this portfolio of investments continues to provide good security and investment returns for the Trust.

Building Works

No issues in the Gallery to report. Work is continuing with the Council re upgrading the signage on Broadway.

Other Responsibilities

- **The Arboretum.** This has been maintained to a good standard. Work is currently underway with a view to enhancing the visitor experience, especially in conjunction with the Council and its development of the Discovery Trail and visitor reserves. A capital allocation to the Arboretum following on from the realisation of one of our investments is being considered.
- **The Herbarium.** Work is planned to enhance this part of the bequest with the New Zealand Plant Network. This will proceed as part of the development work at the Arboretum.

Summary

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

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



Bruce Ellis
CHAIRMAN

PERCY THOMSON TRUST

PERCY THOMSON TRUST ENTITY INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2021

Legal name

Percy Thomson Trust (the Trust).

Type of entity and legal basis

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

The Trust's purpose or mission

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

Structure of the Trust's operations, including governance arrangements

The Trust comprises a Board of seven Trustees who oversee the governance of the Trust, including a Chairman who is responsible for the day-to-day operations of the Trust and reporting to the Trustees, and six other voluntary members who support the Chairman in delivering against the Trust's objectives. At least 50% of the Trustees shall not be current elected members of the Stratford District Council.

Main sources of the Trust's cash and resources

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

Outputs

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

STATEMENT OF ACCOUNTING POLICIES FOR THE PERIOD TO 31 DECEMBER 2021

ACCOUNTING POLICIES APPLIED

Basis of Preparation

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

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

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

The financial statements are presented in NZ dollars and all values are rounded to the nearest thousand dollars, as per paragraph A22 and A17c of PBE tier 3 presentation and disclosure, unless stated otherwise.

Goods and Services Tax

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

SIGNIFICANT ACCOUNTING POLICIES

Revenue

Grants

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

Sale of goods

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

Sale of services

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

Interest revenue

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

Employee related costs

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

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

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

Advertising, marketing, administration, and other costs

These are expensed when the related service has been received.

Bank accounts and cash

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

Debtors

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

Investments

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

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

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

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

Property, plant, and equipment

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

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

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

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

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

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

Revaluation

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

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

Revaluation increases and decreases will be transferred to equity.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

Employee costs payable

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

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

Income tax

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

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

Budget figures

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

Tier 2 PBE Accounting Standards applied

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

CHANGES IN ACCOUNTING POLICIES

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

PERCY THOMSON TRUST

COST OF SERVICE STATEMENTS

FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2021

	<u>Actual</u> <u>to 31 Dec 21</u>	<u>Budget</u> <u>to 31 Dec 21</u>	<u>Budget</u> <u>2021/22</u>	<u>Projected</u> <u>Year end</u>	<u>Actual</u> <u>to 31 Dec 20</u>
	\$	\$	\$	\$	\$
PROPERTY					
Revenue					
Café Lease	6,169	7,050	14,100	13,219	7,050
Post Box Lobby Rental	660	660	1,400	1,320	720
Rental income	9,000	8,900	17,800	18,000	8,900
Total Property Revenue	15,829	16,610	33,300	32,539	16,670
Expenditure					
Depreciation	39,977	40,000	80,000	80,000	40,086
Insurance	8,383	6,500	6,500	8,383	6,270
Rates (Services Only)	1,579	1,561	1,750	1,561	1,561
Repairs and Maintenance Building	4,859	9,650	19,300	19,300	6,729
Repairs and Maintenance Arboretum	-	-	2,500	2,500	121
Repairs and Maintenance Herbarium	-	-	200	200	-
Total Property Expenditure	54,798	57,711	110,250	111,944	54,767
Profit (Loss) from Property	(38,969)	(41,101)	(76,950)	(79,405)	(38,097)

PERCY THOMSON TRUST

	<u>Actual</u> <u>to 31 Dec 21</u>	<u>Budget</u> <u>to 31 Dec 21</u>	<u>Budget</u> <u>2021/22</u>	<u>Projected</u> <u>Year end</u>	<u>Actual</u> <u>to 31 Dec 20</u>
	\$	\$	\$	\$	\$
ART GALLERY					
Revenue					
Membership and "Friends" Donations	1,213	1,300	1,300	1,200	1,556
Rental/Hireage	4,344	5,000	10,000	10,000	5,871
Donation Box	996	1,000	2,000	2,000	1,801
Commission - Percy's Place	4,877	5,000	10,000	10,000	10,839
Commission - Gallery	3,390	3,000	6,000	7,000	1,795
Total Art Gallery Revenue	14,820	15,300	29,300	30,200	21,862
Expenditure					
ACC Levy	303	302	320	303	302
Energy Costs	6,426	9,250	18,500	14,500	917
Insurance	11	11	1,700	11	-
Miscellaneous	115	250	500	500	153
Printing & Stationery	257	-	-	400	616
Programme	11,245	10,000	20,000	20,000	15,206
Major Exhibition	3,940	5,000	10,000	10,000	4,907
Publications & Subscriptions	296	100	200	200	50
Staff training	-	750	1,500	1,500	-
Salary & Wages and Employee Costs	52,717	49,000	98,000	105,000	52,075
Telephone & Tolls	986	750	1,500	1,600	672
Total Art Gallery Expenditure	76,296	75,413	152,220	154,014	74,898
Profit (Loss) from Art Gallery	(61,476)	(60,113)	(122,920)	(123,814)	(53,036)

PERCY THOMSON TRUST

	<u>Actual</u> to 31 Dec 21	<u>Budget</u> to 31 Dec 21	<u>Budget</u> 2021/22	<u>Projected</u> Year end	<u>Actual</u> to 31 Dec 20
	\$	\$	\$	\$	\$
<u>TRUST INVESTMENTS</u>					
Investment Revenue					
Interest	18,863	27,000	54,000	40,000	25,604
Stratford District Council Grant	-	-	50,000	50,000	50,000
External Funding	-	22,500	45,000	70,000	-
Creative New Zealand	11,745	-	-	11,745	-
TSB Community Trust	-	-	-	-	10,000
Taranaki Electricity Trust	-	-	-	-	2,500
Total Investment Revenue	30,608	49,500	149,000	171,745	88,104
Trust Investment Expenditure					
Administration	-	-	20,600	20,600	20,600
Audit Fees	-	-	8,500	8,500	-
Insurance - Trustees Liability	-	-	1,900	2,200	-
Investment Expenses	-	150	300	300	-
Total Trust Investment Expenditure	-	150	31,300	31,600	20,600
Profit (Loss) from Trust Investments	30,608	49,350	117,700	140,145	67,504

PERCY THOMSON TRUST

SUMMARY COST OF SERVICE STATEMENT FOR THE PERCY THOMSON TRUST

	<u>Actual</u> <u>to 31 Dec 21</u>	<u>Budget</u> <u>to 31 Dec 21</u>	<u>Budget</u> <u>2021/22</u>	<u>Projected</u> <u>Year end</u>	<u>Actual</u> <u>to 31 Dec 20</u>
	\$	\$	\$	\$	\$
<u>REVENUE</u>					
Property	15,829	16,610	33,300	32,539	16,670
Art Gallery	14,820	15,300	29,300	30,200	21,862
Other Investments	30,608	49,500	149,000	171,745	88,104
Total Revenue	61,257	81,410	211,600	234,484	126,636
<u>OPERATING EXPENDITURE</u>					
Property	54,798	57,711	110,250	111,944	54,767
Art Gallery	76,296	75,413	152,220	154,014	74,898
Other Investments	0	150	31,300	31,600	20,600
Total Operating Expenditure	131,094	133,274	293,770	297,558	150,265
Net surplus (deficit) from operations	(69,837)	(51,864)	(82,170)	(63,074)	(23,629)
Transferred to Accumulated Surpluses	(69,837)	(51,864)	(82,170)	(63,074)	(23,629)
<i>Net Surplus (Deficit)</i>	<i>(69,837)</i>	<i>(51,864)</i>	<i>(82,170)</i>	<i>(63,074)</i>	<i>(23,629)</i>
<i>Add back depreciation (non-cash)</i>	<i>39,977</i>	<i>40,000</i>	<i>80,000</i>	<i>80,000</i>	<i>40,086</i>
<i>Cash Surplus (Deficit)</i>	<i>(29,860)</i>	<i>(11,864)</i>	<i>(2,170)</i>	<i>16,926</i>	<i>16,457</i>

PERCY THOMSON TRUST

STATEMENT OF FINANCIAL PERFORMANCE FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2021

	<u>Actual</u> <u>to 31 Dec 21</u> <u>\$000</u>	<u>Budget</u> <u>to 31 Dec 21</u> <u>\$000</u>	<u>Budget</u> <u>2021/22</u> <u>\$000</u>	<u>Projected</u> <u>Year End</u> <u>\$000</u>	<u>Actual</u> <u>to 31 Dec 20</u> <u>\$000</u>
Revenue					
Sale of Goods and Services	31	32	63	63	39
Council Funding - Grant	-	-	50	50	50
Interest, Dividends and Other Investment Revenue	19	27	54	40	26
Other Grants and Donations Received	12	23	45	82	13
Total Revenue	61	81	212	234	127
Expenses					
Employee related costs	53	49	98	105	52
Depreciation of Property, Plant and Equipment	40	40	80	80	40
Other expenditure	38	44	116	113	58
Total Expenses	131	133	294	298	150
Net Operating Surplus (Deficit) for the period	(70)	(52)	(82)	(63)	(24)

PERCY THOMSON TRUST

STATEMENT OF FINANCIAL POSITION FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2021

	<u>Actual</u> <u>Year to Date</u> \$000	<u>Actual for</u> <u>the Six Months</u> <u>to 31 Dec 2020</u> \$000	<u>Actual for the</u> <u>Year Ended</u> <u>30-Jun-21</u> \$000
ASSETS			
<u>Current Assets</u>			
Bank Accounts and Cash	147	33	132
Investments	250	250	250
Other Financial Assets	50	50	50
Debtors and Prepayments	2	5	3
Total Current Assets	449	339	435
<u>Non-Current Assets</u>			
Other Financial Assets	502	677	552
Property, Plant and Equipment	1,867	1,937	1,907
Total Non-Current Assets	2,369	2,614	2,459
Total Assets	2,819	2,953	2,894
LIABILITIES AND EQUITY			
<u>Current Liabilities</u>			
Creditors and Accrued Expenses	9	4	14
Employee Costs Payable	6	8	6
Total Current Liabilities	15	12	20
<u>Trust Equity</u>			
Contributed Capital	0	0	0
Accumulated Surpluses	1,597	1,734	1,666
Revaluation Reserve	1,207	1,207	1,207
Total Trust Equity	2,804	2,941	2,873
Total Liabilities & Equity	2,819	2,953	2,894

PERCY THOMSON TRUST

STATEMENT OF CASHFLOWS

	<u>Actual</u> <u>Year to Date</u>	<u>Actual for</u> <u>the Six Months</u>	<u>Actual for the</u> <u>Year Ended</u>
		<u>to 31 Dec 2020</u>	<u>30-Jun-21</u>
	\$000	\$000	\$000
<u>Cash Flows from Operating Activities</u>			
Receipts of Council Funding	-	50	50
Receipts from Sale of Goods and Services	31	39	74
Interest, Dividends and Other Investment Revenue	19	26	48
Receipts of Other Grants and Donations	12	13	13
Payments to Suppliers and Employees	(91)	(110)	(203)
Goods and Services Tax (net)	-	(11)	(1)
Net Cash Flow from Operating Activities	(30)	6	(19)
<u>Cash Flows from Investing and Financing Activities</u>			
Receipts from Sale of Investments	300	250	125
Payments to acquire property, plant and equipment	(6)	(6)	(15)
Payments to Acquire Investments	(250)	(250)	-
Net Cash Flow from Investing and Financing Activities	44	(6)	110
Net (Decrease)/Increase in Cash for the period	15	-	91
Add opening bank accounts and cash	132	33	41
Closing Bank Accounts and Cash	147	33	132

PERCY THOMSON TRUST

OTHER EXPLANATORY NOTES AS AT 31 DECEMBER 2021

Note 1 Property, Plant and Equipment

	Carrying 1/07/21 \$000	Additions	Depreciation to 31/12/21 \$000	Carrying Amou 31/12/21 \$000
Building	1,555	-	(36)	1,519
Land	235	-	-	235
Arboretum	49	-	(1)	48
Furniture and Fittings	61	-	(3)	59
Office Equipment	7	-	(1)	6
Total	1,907	-	(40)	1,867

Note 2 Related Party Transactions

a) **Stratford District Council**

As the Trust is a Council controlled organisation it receives a grant of \$50,000 per annum from the Stratford District Council. This amount will be paid to the Trust in January 2022.

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

b) **Key Management and Trustees**

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

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

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

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

Note 3 Post Balance Date Events

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

Note 4 Contingent Liabilities

The Trust has no contingent liabilities as at 31 December 2021 (2020 - \$Nil)

Note 5 Dividends

There will be no dividend payable to Stratford District Council.

INFORMATION REPORT



F19/13/04 –D22/5441

To: Policy and Services Committee
From: Corporate Accountant
Date: 22 February 2022
Subject: Percy Thomson Trust – Statement of Intent 2022-2025

Recommendation

1. THAT the report be received.
2. THAT Council receive the Statement of Intent for Percy Thomson Trust for the period 1 July 2022 to 30 June 2025.

Recommended Reason

In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a statement of intent on or before 1 March 2022.

/_____
Moved/Seconded

1. Purpose of Report

The purpose of this report is to present the Draft Statement of Intent for the Percy Thomson Trust (PTT) for the 2022 to 2025 years to Council.

2. Executive Summary

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

3. Local Government Act 2002

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
✓	✓	✓	✓

3.1 The 2022-2025 Statement of Intent for the PTT provides information on the coming three years regarding the Trust's operations, being a local public service.

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

4. Background

In terms of Schedule 8 of the Local Government Act 2002 the PTT, being a council controlled organisation, must deliver a statement of intent to council on or before 1 March 2022.

5. Information Summary

5.1 This statement of intent has been based on projected balances at 30 June 2022, which are slightly different from the previous year's statement of intent. Notably there is a reduction of investment income, based on bond investments, which in turn affects the requirement for external funding.

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

- Retain the visitor number target of 20,000 per year;
- Remove the measure relating to a break-even balance as it is not relevant to the delivery of art exhibitions; and
- Amend the measure regarding the delivery of the herbarium, to read – Develop and maintain a relationship with the New Zealand Plant Conservation Network.

5.3 Attached as **Appendix 1** is 2022-2025 Statement of Intent for the PTT.

6. Strategic Alignment

6.1 Direction

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

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

6.2 Annual Plan and Long Term Plan

The 2022-2025 Statement of Intent for the Trust is consistent with the Annual and Long Term Plans.

6.3 District Plan

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

6.4 Legal Implications

There are no legal implications.

6.5 Policy Implications

There are no policy implications

Attachments:

Appendix 1 - Percy Thomson Trust Statement of Intent 2022-2025



Christine Craig
Corporate Accountant



[Endorsed by]
Tiffany Radich
Director – Corporate Services



[Approved by]
Sven Hanne
Chief Executive

Date 15 February 2022

APPENDIX 1



PERCY THOMSON TRUST

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

**STATEMENT OF INTENT
FOR THE PERIOD
1 JULY 2022 TO 30 JUNE 2025**

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

The purpose of this document is to:

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

This Statement of Intent covers the period commencing 1 July 2022 to 30 June 2025 inclusive.

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

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

BACKGROUND

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

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

The Council, using the funds available, has established an arboretum, herbarium and art gallery which are respectively known as the Thomson Arboretum, the

Thomson Herbarium and the Thomson Gallery. By a Trust Deed and by a subsequent Deed of Transfer, the Council has recorded the formal vesting of the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery in the trustees of this trust.

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

OBJECTS OF THE TRUST

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

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

For the avoidance of doubt, the objects of the Trust expressed above are set out in no particular order or priority and do not include an intention or purpose that the

Trust operates a trading undertaking with the intention or purpose of making a profit, but rather that the Trustees fairly and efficiently manage the Trust Fund, the Trust Facilities and the Collections for the benefit of the people of Stratford District.

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

GOVERNANCE

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

The current Trustees are:

- Bruce Ellis for a term expiring at the 2022 AGM
- Gloria Webby for a term expiring at the 2023 AGM
- Christine Craig for a term expiring at the 2023 AGM.
- Helen Cloke for a term expiring at the 2022 AGM.
- Deborah Clough for a term expiring at the 2022 AGM.
- Jim Clarkson for a term expiring at the 2024 AGM.
- Douglas Robinson or a term expiring at the 2024 AGM.

Trustees are eligible for reappointment.

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

NATURE AND SCOPE OF ACTIVITIES

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

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

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

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

RATIO OF CONSOLIDATED FUNDS

The ratio of the equity to total assets is 99.75%.

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

STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2023

ACCOUNTING POLICIES APPLIED

Basis of Preparation

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

Goods and Services Tax

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

SIGNIFICANT ACCOUNTING POLICIES

Revenue

Grants

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

Sale of goods

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

Sale of services

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

Interest revenue

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

Employee related costs

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

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

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

Advertising, marketing, administration, and other costs

These are expensed when the related service has been received.

Bank accounts and cash

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

Debtors

Debtors are initially recorded at the amount owed. When it is likely the amount owed

(or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

Investments

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

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

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

Property, plant, and equipment

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

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

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

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

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

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

Revaluation

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

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

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

Revaluation increases and decreases will be transferred to equity.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

Employee costs payable

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

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

Income tax

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

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

Budget figures

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

Tier 2 PBE Accounting Standards applied

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

CHANGES IN ACCOUNTING POLICIES

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

PERFORMANCE MEASURES

Mission Statement

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

Level of Service	Performance Measure	Year 1 2022/23	Target Year 2 2023/24	Year 3 2024/25	How Measured
Delivery of art exhibitions	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Deliver proposed art exhibitions which will include local, regional and at least 1 National.	Art Gallery Records
	Number of visitors to the Gallery to be not less than 20,000 per year.	>20,000	>20,000	>20,000	Door Count
Development and maintenance of arboretum	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Develop and maintain the arboretum to the standards in the Facilities Management Contract.	Council Records
Delivery of Herbarium	Develop and maintain the relationship with the New Zealand Plant Conservation Network.	Develop and maintain the relationship with the New Zealand Plant Conservation Network.	Develop and maintain the relationship with the New Zealand Plant Conservation Network.	Develop and maintain the relationship with the New Zealand Plant Conservation Network.	Dependent on option selected

DISTRIBUTIONS TO SHAREHOLDERS

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

REPORTING

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

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

PURCHASE OF SHARES

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

PERCY THOMSON TRUST ENTITY INFORMATION

Legal name

Percy Thomson Trust (the Trust).

Type of entity and legal basis

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

The Trust's purpose or mission

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

Structure of the Trust's operations, including governance arrangements

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

Main sources of the Trust's cash and resources

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

Outputs

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

INVESTMENT POLICY

Last reviewed February 2021, next review due February 2024

PHILOSOPHY

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

CRITERIA FOR INVESTMENT

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

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

PERFORMANCE MEASURES

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

Types of Investment

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

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

The following types of investments are prohibited:

- Loans to individuals
- Loans to community organisations

ASSESSMENT AND MANAGEMENT OF RISKS BY TYPE OF INVESTMENT

Authorised Bank Instruments

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

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

Promissory Notes by NZ Companies and Local Authorities

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

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

Authorised Stock or Bond Investments

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

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

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

Shares in Listed Public Companies

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

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

Real Estate

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

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

Professionally Managed Portfolios

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

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

Diversification Summary

Investment Category	Fund Weighting Restriction	Other Restrictions
Bank Instruments	100% of fund	Maximum 50% with any one bank
Promissory Notes	35% of fund	No more than 180 days; No more than 20% with one issuer
Authorised Stock/Bonds	100% of fund Government Stock; 100% of fund Local Authority; 80% of fund Others	No more than 50% with one Local Authority; No more than 20% with one issuer

Listed Shares	30% of fund	
Real Estate	75% of fund	Aims of Trust
Professional Portfolios	50% of fund	

Reporting

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

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

ACTIVITIES FOR WHICH COMPENSATION SOUGHT

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

This grant helps fund the activities of the Trust.

The Trust is also seeking \$13,400 of maintenance work on the Arboretum, delivered "in kind".

In addition, the Trust is seeking \$13,500 of cleaning and maintenance services of the building, and the public toilets within the Percy Thomson Building, delivered 'in kind'.

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

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

PERCY THOMSON TRUST

COST OF SERVICE STATEMENTS FOR THE THREE YEARS COMMENCING 1 JULY 2022

<u>2021/22</u>		<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
	<u>PROPERTY</u>			
	Revenue			
14,100	Café Lease	14,100	14,100	14,100
1,400	Post Box Lobby Rental	1,320	1,320	1,320
17,800	Building lease	18,000	18,000	18,000
33,300	Total Property Revenue	33,420	33,420	33,420
	Expenditure			
80,000	Depreciation	82,000	82,000	82,000
6,500	Insurance	8,500	8,500	8,500
1,750	Rates (Services Only)	1,750	1,750	1,750
19,300	Repairs and Maintenance Building	17,300	24,300	17,300
2,500	Repairs and Maintenance Arboretum	10,000	10,000	10,000
200	Repairs and Maintenance Herbarium	1,000	1,000	1,000
110,250	Total Property Expenditure	120,550	127,550	120,550
(76,950)	Surplus (Deficit) from Property	(87,130)	(94,130)	(87,130)

PERCY THOMSON TRUST

<u>2021/ 22</u>		<u>2022/ 23</u>	<u>2023/ 24</u>	<u>2024/ 25</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<u>ART GALLERY</u>				
Revenue				
1,600	Membership and 'Friends' Donations	1,600	1,600	1,600
10,000	Rental/Hireage	10,000	10,000	10,000
3,000	Donation Box	3,000	3,000	3,000
15,000	Commission - Percy's Place	12,000	12,000	12,000
4,000	Commission - Gallery	6,000	6,000	6,000
33,600	Total Art Gallery Revenue	32,600	32,600	32,600
Expenditure				
320	ACC Levy	350	350	350
10,000	Energy Costs	15,000	15,000	15,000
1,700	Art Insurance	1,700	1,700	1,700
500	Miscellaneous	500	500	500
20,000	Programme	20,000	20,000	20,000
10,000	Major Exhibition	10,000	10,000	10,000
200	Publications & Subscriptions	200	200	200
104,000	Salary, Wages and Employment Related Costs	107,000	110,200	113,500
1,500	Staff Training	1,500	1,500	1,500
1,500	Telephone & Tolls	1,980	1,980	1,980
149,720	Total Art Gallery Expenditure	158,230	161,430	164,730
(116,120)	Surplus (Deficit) from Art Gallery	(125,630)	(128,830)	(132,130)

PERCY THOMSON TRUST

<u>2021/22</u>		<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<u>OTHER REVENUE AND EXPENDITURE</u>				
Other Revenue				
52,000	Interest	40,000	40,000	40,000
50,000	Stratford District Council Grant	50,000	50,000	50,000
43,000	External Funding	73,000	83,000	80,000
145,000	Total Other Revenue	163,000	173,000	170,000
Other Expenditure				
20,600	Administration	20,600	20,600	20,600
8,500	Audit Fees	8,500	8,500	8,500
1,800	Trustee Liability Insurance	2,200	2,200	2,200
300	Investment Expenses	300	300	300
31,200	Total Other Expenditure	31,600	31,600	31,600
113,800	Surplus (Deficit)	131,400	141,400	138,400

PERCY THOMSON TRUST

<u>2021/22</u>		<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
SUMMARY COST OF SERVICE STATEMENT				
<u>REVENUE</u>				
33,300	Property	33,420	33,420	33,420
33,600	Art Gallery	32,600	32,600	32,600
145,000	Other Revenue	163,000	173,000	170,000
211,900	Total Revenue	229,020	239,020	236,020
<u>OPERATING EXPENDITURE</u>				
110,250	Property	120,550	127,550	120,550
149,720	Art Gallery	158,230	161,430	164,730
31,200	Other Expenditure	31,600	31,600	31,600
291,170	Total Operating Expenditure	310,380	320,580	316,880
(79,270)	Operating Surplus (Deficit)	(81,360)	(81,560)	(80,860)
(79,270)	Net Operating Surplus (Deficit)	(81,360)	(81,560)	(80,860)
80,000	Add back depreciation (non-cash)	82,000	82,000	82,000
730	Cash Surplus (Deficit)	640	440	1,140

PERCY THOMSON TRUST

PROSPECTIVE STATEMENT OF FINANCIAL PERFORMANCE FOR THE THREE YEARS COMMENCING 1 JULY 2022

<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
<u>Budget</u>	<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
<u>\$000</u>	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
Revenue			
67 Sale of Goods and Services	66	66	66
50 Council Funding - Grant	50	50	50
43 Other Grants and Donations Received	73	83	80
52 Interest, Dividends and Other Investment	40	40	40
Revenue			
212 Total Revenue	229	239	236
Expenses			
104 Employee Related Costs	107	110	114
80 Depreciation of Property, Plant and Equipment	82	82	82
107 Other Expenditure	121	128	121
291 Total Expenses	310	321	317
(79) Operating Surplus/(Deficit) Before Tax	(81)	(82)	(81)
- Share of Associate Surplus/(Deficit)	-	-	-
(79) Surplus/(Deficit) Before Tax	(81)	(82)	(81)
- Income Tax Expense	-	-	-
(79) Surplus/(Deficit) After Tax	(81)	(82)	(81)

PERCY THOMSON TRUST

BUILDING MAINTENANCE

Percy Thomson Trust Building - Built 2002

2022/23	2023/24	2024/25
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Minor Maintenance Work			
General repairs and maintenance	15,000	15,000	15,000
Contract services (preventative maintenance)	2,300	2,300	2,300
Minor Maintenance Work Total	17,300	17,300	17,300
Major Maintenance Work			
Auto Door Mechanical		7,000	
Major Maintenance Work Total	0	7,000	0
TOTALS	17,300	24,300	17,300

PERCY THOMSON TRUST

PROSPECTIVE STATEMENT OF FINANCIAL POSITION

For the Three Years Ending 30 June 2023, 2024 and 2025

<u>2021/22</u>		<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$000		\$000	\$000	\$000
	<u>Current Assets</u>			
34	Bank Accounts and Cash	128	128	159
250	Investments	250	250	250
10	Debtors and Prepayments	10	10	10
294	Total Current Assets	388	388	419
	<u>Non-Current Assets</u>			
727	Other Financial Assets	502	502	472
1897	Property, Plant and Equipment	1930	1848	1766
2624	Total Non-Current Assets	2432	2350	2238
2918	TOTAL ASSETS	2819	2738	2657
	<u>Current Liabilities</u>			
2	Employee Costs Payable	2	2	2
5	Creditors and Accrued Expenses	5	5	5
7	Total Current Liabilities	7	7	7
7	Total Liabilities	7	7	7
	<u>Trust Equity</u>			
0	Contributed Capital	0	0	0
1704	Accumulated Surpluses	1423	1342	1261
1207	Revaluation Reserve	1389	1389	1389
2911	Total Equity	2812	2731	2650
2918	TOTAL LIABILITIES & EQUITY	2819	2738	2657

ESTIMATE OF COMMERCIAL VALUE

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

OTHER MATTERS

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

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

The Percy Thomson Trust leases to third parties, a portion of the building asset for operation of a café and a professional surveyor.

ASSUMPTIONS

The budget forecasts do not include any adjustments for inflation for the years 2022 - 2025 and beyond. All revenue and expenditure is based on 2022 dollars.

DECISION REPORT



F19/13/04 – D22/5733

To: Policy and Services Committee
From: Roading Asset Manager
Date: 22 February 2022
Subject: Proposed Road Closure of Toko Road for a Car Club Event

Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close Toko Road from its intersection with Raupuha Road (RP4.6) to the end of the road (RP10.3) on Sunday 27 March between the hours of 7.30am to 5.30pm for the Taranaki Car Club to host a sprint motorsport event.

Recommended Reason

In order for the Taranaki Car Club to host a hillclimb motorsport event, it is necessary to close Toko Road for safety reasons, for the participants and for any spectators. The proposed road closure requires formal endorsement by a council resolution. This event was cancelled in March 2020 due to the Covid 19 pandemic and the country going into lockdown.

/
Moved/Seconded

1. Purpose of Report

For any street event that requires a road closure, Schedule 10, Clause 11(e) of the Local Government Act 1974 requires a Council resolution to endorse the proposed road closure. This report seeks this endorsement for the purposes of allowing the Taranaki Car Club to close the eastern length of Toko Road from the intersection of Raupuha Road to the road end on Sunday 27 March 2022. This event was unfortunately cancelled in 2020 due to the outbreak of Covid 19 that swept across the world.

2. Executive Summary

- 2.1 In order for the Taranaki Car Club to hold a hillclimb event along Toko Road, the car club has approached the Stratford District Council seeking permission to close part of Toko Road from its intersection with Raupuha Road the road end, a further 6 kilometres along Toko Road.
- 2.2 As this is a residential rural road, the car club have undertaken a letter drop to all residents (**Appendix 1**) and provided the Council with a Traffic Management Plan and Safety Plan (**Appendix 2**) for the event. These have been included as attachments to this report.

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

4. Background

- 4.1 The Taranaki Car Club was formed in the early 1950s and has a long history. The club aims to bring local, affordable events to the Taranaki landscape by running street sprints and hillclimbs. Street sprints are very popular with drivers and spectators and good examples of these are the Waitara Street Sprint and the Stratford Street Sprint (run by the South Taranaki Car Club).
- 4.2 The event that the Taranaki Car Club wish to run in Stratford in March is a hillclimb, where drivers compete against the clock to complete an uphill course. Referrals of interesting and remote roads are received from club members. The club consults with the local community and organise road closures and Motorsport New Zealand permits. It is the club’s intention to repeat the event over several years following a successful first run.
- 4.3 For the Toko Road event a local hall has been hired for drivers to use during the run. The club expects around 25 drivers and 20 support personnel to participate. The Taranaki Car Club events attract drivers from Taranaki to Wellington.
- 4.2 The Taranaki Car Club have submitted a request to the Stratford District Council seeking permission to close the eastern section of Toko Road from the intersection of Raupuha Road for the purposes of holding a hillclimb event. The date of the event is Sunday 27 March and the proposed closure is from 7:30am to 5:30 pm. This proposal is a re-run of the event that was due to be held in March 2020, which was unfortunately cancelled due to the Covid-19 pandemic. There have been numerous road racing events held in the past, such as the Silver Ferns Rally, The Targa Rally and the annual Street Sprint Event.

5. Consultative Process

5.1 Public Consultation - Section 82

The Taranaki Car Club are required to liaise with all residents affected by the proposed road closure. This proposed road closure was advertised in Central Link on Wednesday 9 February with the objection cut-off date of Wednesday 23 February 2022. A second notice will be published in the Stratford Press on Wednesday 16 March 2022, subject to the recommendations outlined above being endorsed by Council.

Attached is a record of the car club’s visitation log (**Appendix 3**) to the four residents affected by this proposal. To date the Council has not received a written objection from any of the residents visited by the car club. As this event must be approved by Motorsport New Zealand, the emergency services are formally notified of the event and are listed in the Safety Plan.

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

5.2 **Māori Consultation - Section 81**

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

6. **Risk Analysis**

<p>Refer to the Council Risk Register - available on the Council website.</p> <ul style="list-style-type: none"> • 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 for the Taranaki Car Club to host this motorsport event in a safe manner on public roads, it is essential that these roads are closed for the times stated in the recommendation. This will safeguard the participants in the event, spectators and any residents wishing to travel along Toko Road during the time of the road closure.
- 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. Although this is not a council run event this element is captured by Risk 29 – Health, Safety and Wellbeing but is covered by the organisers with their appropriate plans.
- 6.3 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 provides an opportunity to demonstrate the uniqueness of the Stratford district by allowing a hillclimb on one of its scenic rural roads.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This report supports the performance of Council by providing a regulatory function in accordance with the Local Government Act 2002.

7.2 **Data**

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

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

7.3 **Significance**

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

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

7.4 **Options**

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

The options to be considered for this report are:

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

Option 2. Endorse the proposed road closure as outlined in recommendation 2 above to indicate our support for this event. This will have a positive impact for Stratford. **This is the recommended option, as this is consistent with other similar requests for closing roads for street events.**

7.5 **Financial**

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

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

7.6 **Prioritisation & Trade-off**

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

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

7.7 **Legal Issues**

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

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

7.8 **Policy Issues - Section 80**

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

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

Attachments:

Appendix 1 - Letter to Residents of Toko Road

Appendix 2 - Safety Plan for the event

Attachment 3 - Visitation Log

Appendix 4 - Aerial photograph showing the extent of the closure



Stephen Bowden
Roading Asset Manager



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 15 February 2022

APPENDIX 1



Notice of Application of Road Closure

Dear resident,

The Taranaki Car Club has applied to hold a motorsport event on your road on **Sunday 27th March 2022**. It's been nearly 2 years since we had to cancel our approved event due to covid. Under the red light setting we are able to run this event and we have procedures which are approved via our Motorsport NZ permit that we will be following...all the usual things you might have encountered before.

We are looking forward to a great weekend of motorsport and appreciate your cooperation and understanding. We do our best to minimise disruption to residents and will let you come and go safely during the day. Of course we only want this to happen when we have stopped the event so communication between us and you is essential on the day.

You have the right to object and if you wish to do this then contact the SDC Rooding team asap. We hope that rather than doing this you can talk to us about your concerns and we will do our best to work with you to keep everyone happy.

Here are some FAQ's about our proposed event:

Why do you put tape on my property?

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

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

What if your car damages a fence/building?

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

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

We will have spare radios that we can leave with anyone who needs to come and go. Let me know and I can drop one off during our set up on the day.

Thanks again, we don't take your cooperation for granted, we really appreciate it.

Keith Finnerty
Event Secretary

APPENDIX 2

TOKO RD HILLCLIMB

27 MARCH 2022

Event Health and Safety Plan

CONTENTS

- Event Health & Safety Policy
- Event Details
- Event Specific Details
- Key Responsibilities & Contact Details
- Site Plans
- Hazard ID Management
- Incident Report
- Major Medical / Major First Aid Emergency

EVENT HEALTH AND SAFETY POLICY

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

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

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

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

Keith Finnerty
Event Organiser

Signature:



Date 1/02/2022

EVENT DETAILS

Event name: Toko Rd Hillclimb

Event location: Toko, Taranaki

Course: Length of course is 2.7km, on a chip seal surface. It is intended that we will be running one car on the course at any one time.

Event date: Sunday 27th March 2022

Start time: 9:00am

Finish time: 5:00pm

Pack in Date: Sunday 27th March 2022

Pack in Time: 6:00am

Pack out Date: Sunday 27th March 2022

Pack out Time: 6:00pm

Contact Information

Event Organiser: Keith Finnerty

Contact Phone: 027 7510866

Email: catandmousetv@gmail.com

Address: 12A Ash Place, New Plymouth

Event Description:

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

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

EVENT SPECIFIC PLAN

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

Event Sanctioning:

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

Briefing:

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

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

Incident Reporting:

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

Refer included Incident Report Form.

Road & Foot Path Closure:

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

Closed Roads

- Toko Rd
-

Note: There is a Paper road shown on some maps

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

Entrants:

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

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

All vehicles must pass a scrutineering check on the day. The vehicles must be presented as they will race. Scrutineering will take place the morning of the event and throughout the day as necessary. All entrants must have approved safety gear. This will be checked during scrutineering.

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

Vehicle Access and egress to Venue:

Emergency vehicles will access from Toko Rd.

Competition vehicles will access the venue via Toko Rd.

Intervention / Recovery Vehicle:

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

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

Scrutineering Team:

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

Stewards / CoC:

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

Start Line / Race Control:

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

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

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

Crowd Control:

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

Amenities:

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

Communication:

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

Helpers / Volunteers:

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

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

Emergency Procedures:

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

KEY RESPONSIBILITIES AND CONTACT DETAILS			
Responsibility	Name of contact person	Contact number (preferably mobile)	Company name
Event management	Keith Finnerty	027 7510866	Taranaki Car club
Crowd Control	Amy Shotter	027 819 4094	
Traffic Management	TBC		
First aid	TBC		
Emergency control	Sean Bryce Larni Burkhart	027 4696677 027 425 5554	Taranaki Car club
Head Scrutineer	Glen Bublitz	027 2295911	Taranaki Car club
MSNZ Steward	TBC		
MSNZ CoC	TBC		

Taranaki Base Hospital		06 753 6139	
Phoenix Emergency Doctors		06 759 4295	
Local Authority SDC	Courtney Devlin	(06) 765 6099	
Fire & Medical Major Emergency		111	

SITE PLAN:



HAZARD IDENTIFICATION AND MANAGEMENT

RISK ASSESSMENT MATRIX

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

Risk Assessment (refer to risk assessment matrix):					
Hazard / Task	Risk Description	Risk Rating (Consequence x Likelihood = Risk	Risk Control Measures	Responsibility	Monitoring /Actions
Heavy lifting during pack in and pack out	Strain or injury	Moderate - Medical treatment (3) Likely - Could easily happen (4) High (10 - 15)	Use machinery to lift and place heavy items where available Lift in pairs or more Lift from the knees/legs Communication	Organisers Pack in/out volunteers	Spotter in place
Crowd/public/spectators	Death or injury	Catastrophic - Death (5) Unlikely - Hasn't happened yet but could (2) High (10 - 15) management	Road closure in place to restrict and control access. Eliminate any spectator zones in front of the start line Warning tape/signage at	Event organisers Volunteers Marshals TMP & STMS	Regular check ins with all event volunteers and marshals
Moving Vehicles	Death or injury to pedestrian/worker	Catastrophic - Death (5) Unlikely - Hasn't happened yet but could (2) High (10 - 15) management attention needed	Designated speed limits Speed limit 5km in pit area. Reverse parking for drivers in pits. Eliminate pedestrian areas forward of the start line.	Event organisers Drivers and crews Volunteers	Radio communication Regular checks
Environmental - Hot weather	Sunburn Dehydration	Minor - First aid treatment (2) Likely - Could easily happen (4)	Brief crew on bringing sunscreen and hats for a fine day. Provide water during	Everybody	Regular checks Radio communic
Environmental – Wet weather	Injury to driver Injury to spectators Injury to	Major - Hospital Treatment (4) Possible - Could happen / known to happen (3) High (10 - 15)	Postpone/cancel event if conditions become dangerous.	Event organiser	Check forecast prior to event
	Spill Fumes Fire	Major - Hospital Treatment (4) Unlikely - Hasn't happened yet but could (2)	Spill kits on hand. Fuel containers fit for purpose. Fire truck and extinguishers on hand.	Event organiser Drivers and pit crews	

Electrical	Electrocution Trip over cables	Minor - First aid treatment (2) Possible - Could happen / known to happen (3) Moderate (4 - 9) specify who is responsible	Battery operated tools where possible. Leads/electrical equipment tagged and tested. Electrical connections to be in good working order and weather proof. Power leads to be	Event organiser Drivers and pit crews Vendors	Checks Site walk through prior to event start time.
Noise	Hearing damage Upset children	Insignificant - No injuries (1) Likely - Could easily happen (4) High (10 - 15)	Advise caregivers of noise prior to bringing children into venue. Hearing protection to be worn by crew	Event Organiser	Regular checks
Power Tools	Electrocution Injury to operator	Major - Hospital Treatment (4) Unlikely - Hasn't happened yet but could (2)	Battery operated tools where possible. Leads/electrical equipment tagged and tested.	Event organiser	Checks
Machinery operating during pack in and pack out	Death or injury to operator or bystander	Catastrophic - Death (5) Unlikely - Hasn't happened yet but could (2)	Clear communication. Hi vis vests to be worn. Hazards are discussed prior to operation.	Event organiser	
Environment – Pollution Rubbish Exhaust & fuel fumes Oil & fuel spill	Sore eyes / breathing difficulties from fumes Rubbish on	Moderate - Medical treatment (3) Possible - Could happen / known to happen (3)	Pick up rubbish if seen, rubbish bin to be at HQ. Spill kit onsite.	Event Organiser	Pick up rubbish as the day progresses
Power Boxes		Major – Hospital Treatment (4) Possible – Could happen / Known to happen (3)	Identifying positions of all power boxes	COC, Event Organiser	Barrier if required

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

Appendix 3

Taranaki Car Club Visitation Log

Toko Rd Bent Sprint March 27 2022

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

House No	Name	Signature
522 Toko Rd	Kath	Kath
600 Toko	Naomi	Naomi
766 Toko rd	Dave Lyette	Dave Lyette
Hall Hire \$100 - 00		
824 Toko rd	Nick Brown	NB

Appendix 4



MONTHLY REPORT

Assets Department



F19/13/04 – D22/3707

To: Policy and Services Committee
From: Director – Assets
Date: 22 February 2022
Subject: Assets Monthly Report for January 2022

Recommendation

THAT the report be received.

/_____
 Moved/Seconded

1. Highlights

Roading

- Work began on replacing the large steel culvert under Monmouth Road. Monmouth Road is closed to through traffic until the end of March.
- The 2021/22 reseal programme re-commenced with a reseal being done on York Road.

Water Supply

- Second Trunk Main Project: Stage 1 - Construction underway and programmed for completion by the end of March 2022. Stage 2 and Stage 3 – Procurement is underway.
- Maintenance activities ongoing at the 3 Water Treatment Plants,
- PRV stations have been commissioned. Commissioning has been completed; alteration have been made to one cabinet to improve line of sight along the rail corridor

Wastewater

- Covid-19 24-hour composite sampling is occurring on a twice weekly basis and is likely to be ongoing.
- The mag-flow meter on the outflow has suffered water ingress and is no longer operating, TRC have been informed and a replacement part is expected to take 8 weeks to arrive.
- Wastewater oxidation pond monitoring and sampling are ongoing. Influent and effluent sampling are ongoing and remains compliant with resource consent conditions.
- Dissolved oxygen probes have been maintained and have shown compliance is being maintained.
- Diatomix programme sampling regime has begun.

Trade Waste

- Trade Waste Consents – Nil new consents to report.
- Trade Waste Consent holders – Septage truck operators have been contacted regarding annual inspection and sampling required.
- Esk Road disposal site has been left in an acceptable state following reminder to operators of their responsibilities at the site. This site continues to be monitored on a regular basis.
- Permitted Activities – Fat, Oil and Grease inspections of registered food businesses continued.
- Diatomix project update – Another round of wastewater pond sampling occurred during January and results were received which give an indication of current algae content and distribution, as well as nutrient levels, at three sampling sites. This background level sampling will occur again during February.
- Policy – The Trade Waste Policy is due for review this year. An initial review was conducted with only minor amendments recommended.

Stormwater

- There were no stormwater reticulation issues during this reporting period.
- There were no health and safety incidents during this reporting period.

GIS

- Asset revaluation has been completed.
- Water Meter – Data Verification and Re-reads, this month, water meter re-reads and the errors were down considerably from 400 to 15
- Aerial Photography – while the raw images of aerial photography have been completed, they have not yet been processed for use.
- LiDAR – Images are available on ArcGIS Online, we are currently working to acquire a licence for this product.

Solid Waste

- Recycling Bin Audit results for the end of January shows 94% green tags, 5% amber and 1% red tags.
- Auditing of contamination levels at the Materials Resources Facility (MRF) is ongoing. The current level is 23.6%; the acceptable level is 8%.

Special Projects

- Aquatic Centre – work onsite is progressing well and the contractors still are confident of meeting the scheduled completion date. However, some material supply issues being encountered particularly in regard to internal plasterboard cladding which could result in a change of linings if this doesn't improve by the time they are required.
- Bike Park – the cycle track and basketball court have been completed and are open for public use. Pump track construction has recommenced with the release from Auckland of the specialist asphalt crew to work and is expected to be completed within the next two weeks.

Resource Consents

- There are several resource consent applications currently under preparation for submission, or being processed by the TRC.
- Stakeholder engagement ongoing.

2. Rooding

2.1 Level of Service and Performance Measures

The Levels of Service for the Rooding Activity are measured using several performance indicators as shown in the table below.

2.2 Customer Requests

There are no outstanding CRMs for the month of January.

2.3 Routine Maintenance

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

- Grading of Junction Road and the roads within Area 5 (Whangamomona);
- CBD cleaning;
- Pothole filling and fixing edge breaks;
- Pre-reseal repairs on Bird Road.
- Pavement repairs on Skinner Road and Cheal Road; and
- Maintenance metalling on Lower Kohuratahi Road and Puniwhakau Road.

2.4 Ready Response Works

There were no call-outs to incidents during January.

Roading Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 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 were no DSI crashes in January.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved (as at November 2021) - 64%. ¹
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved (as at November 2021) - 91%. Another condition survey will be undertaken in March 2022.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not yet achieved ²
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Not yet achieved ³
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 - 89% As per the 2021 Condition Survey by Roading Logistics, see note below ⁴ .
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 yet measured ⁵
	• Footpaths	>80%	Not yet measured ⁶

2.5 Capital Works

The replacement of the steel culvert on Monmouth Road commenced on 10th January and it is expected to continue until the end of February. In order to replace this culvert, Monmouth Road has been closed for the duration of the project, due to the depth of the existing culvert. See Figure 1 below.

Program update of Roading Capital projects is provided in Table below

¹ The NZTA reporting tool in RAMM has indicated the urban network has worsened due to the traffic estimates generated within RAMM. Actual traffic counts will be undertaken where the estimated traffic counts appear to be high. Another condition survey has been programmed for March 2022.

² Five sites sealed this year. Length reseals to date is 8.4km. Target length is 26km, which is (6.5%). 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

³ Our target is to use 10,000m³ of metal or the equivalent of 25km (12%) of unsealed roads, assuming a 100mm overlay on a 4m wide road. To date we have re-metalled 6.50km of unsealed roads.

⁴ There were 85 sections of footpath that did 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.

⁵ The 2021 customer satisfaction survey, with a total of 125 responses, showed 65.3% of responses rated at Good, Very Good and Excellent, 24.4% rated at Fair, and 10.3% rated Poor.

⁶ The 2021 customer satisfaction survey, with a total of 132 responses, showed 70.1% of responses rated at Good, Very Good and Excellent, 21.8% rated at Fair and 8.1% rated at Poor.



Figure 1: Excavation to expose the existing steel culvert

2.6 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- 12 building consent applications;
- 4 resource consent applications; and
- 3 LIM reports.

2.7 Matters Outstanding

Forestry Activity

Work continues to repair Puniwhakau Road. During the month of January. Officers have undertaken some spot metalling along the road to cover over the large gabion rock to improve the ride quality of the road for residents.

2.8 Strategies, Policies, Plans and Bylaws under review or development

Council officers are currently reviewing and developing several strategies, policies, plans and bylaws.

2.9 Roading Activities

A snapshot of the programmed and reactive works completed in January, see Figure 2.

Summary of Roading Capital and Improvement Projects				
	Project Description	Commencement Date	Status	Expected Completion Date
1	Monmouth Road Culvert Replacement	10-Jan-22	Works in Progress. Excavating to remove the existing culvert	25/02/2022
2	Mangaotuku Road Realignment - Baldocks Corner	Mid-March	Final design in progress	Mid-May
3	Swansea Road School Safety Project	19-Apr-22	Contract documents are in preparation.	Jun-22
4	Stratford Primary School Safety Improvements	TBC subject to funds available	Design in progress	TBC
5	Avon School Safety Project	2023	Design in progress	TBC
6	Mangaehu Rd Bridge Replacement	2023	Design from July 2022	TBC
7	Kirai Rd and Mangaoapa Rd Emergency Works	2022	Design in progress	TBC
8	Junction Rd and Douglas North Rd Emergency Works	2022	Design in progress	TBC
9	Essex St Footpath Replacement	Feb-22	Waiting on Fulton Hogan to commence work	30-Jun-22
10	Surrey St Footpath Replacement	Apr-22	To follow on from watermain replacement	30-Jun-22
11	Palmer Rd/Opunake Rd Intersection Upgrade	TBC	Out to tender	30-Jun-22
12	Opunake Rd - Armco Barrier Installation	TBC	Being designed	30-Jun-22

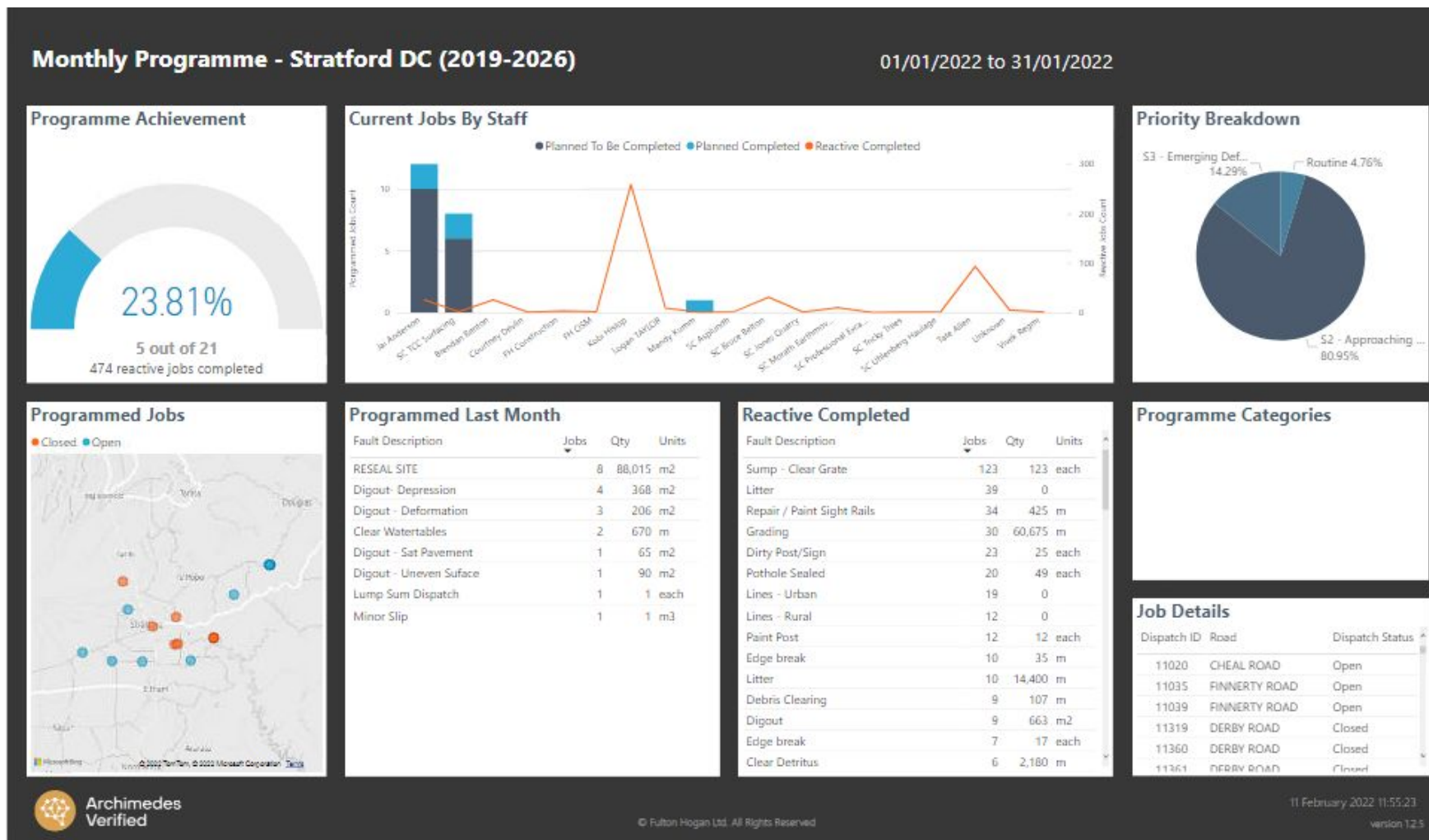


Figure 2: Monthly Programme Achievement Chart – January 2022

3. Services

3.1 Water Supply

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

Water Supply Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD	
Safe Drinking Water:	DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Expected to Achieve	
	• Drinking Water Standards; • Maintenance of Reticulation	DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Expected to Achieve
	Water Loss – The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this)	<25%	Expected to Achieve	
A Reliable Water Supply:	Urgent Response Times – The performance measure targets for the median response time for urgent attendance and resolution			
	• Response Time; • Unplanned Disruptions	• Attendance for urgent call-out	1 hr	Not Achieved 1 hr 07 mins*
		• Resolution for urgent call-out	8 hrs	Achieved 3 hr 22 mins
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution			
		• Attendance non urgent call-out	2 working days	Achieved 18 hrs 30 mins
		• Resolution non urgent call-out	5 working days	Achieved 38 hrs 40 mins
	Unplanned Disruptions - The performance measure target for disruptions.			
		• Minor disruptions (between 5 and 50 connections affected)	< 5	Achieved 1
	• Major disruptions (more than 50 connections affected)	<2	Achieved 0	
Demand Management	Water Consumption – The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured.	
Customer Satisfaction	Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:	<32	Achieved to Date	
	• Drinking Water Clarity;		0.67**	
	• Drinking Water Taste;		0	
	• Drinking Water Odour;		0	
	• Drinking Water Pressure or Flow;		5.3**	
	• Continuity of Supply		0	

Level of Service	Performance Measure	Target	2021/2022 YTD
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa)	100%	Achieved to Date***
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

* Improved response times have reduced the average response time from 1 hour 18 minutes as previously reported, the resolution times have also reduced from 4 hours 2 minutes.

** 2 drinking water clarity complaints received; 16 complaints received regarding reduced pressure/flow.

*** Testing of the 12 complaints regarding pressure/flow within Stratford Township exceeded pressure and flow requirements. One complaint at Flint Road West was caused by a water truck filling from an unapproved hydrant – no testing was undertaken as the flow had returned to normal. One complaint at Toko was due to reactive maintenance at the reservoirs and one was caused by a leaking toby.

3.1.1 Operations

Water Treatment

Communication problems were experienced with the radio links at Midhirst and Toko over a two-week period, cellular routers have been installed which has fixed the problem. No other water treatment plant issues occurred during this reporting period at Council operated water treatment facilities.

Water Reticulation

Minor leaks experienced around toby's and meters in Stratford and Toko which contractors addressed. No major issues were experienced with the reticulation network during this reporting period.

3.1.2 Capital Works

Planning, programming, and commissioning of capital projects for the 2021/22 financial year is proceeding. Capital projects include:

PRV Stations

Commissioning has been completed; alteration have been made to one cabinet to improve line of sight along the rail corridor.

New Water Trunk Main

- Stage 1 – installation has commenced.
- Stage 2 – final design is nearly complete. Investigations have revealed that the existing bridge over the Patea River is fit for purpose so will not be replaced.
- Stage 3 – final design is complete, easements and compensation for affected landowners have been agreed in principle.

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.

3.1.3 Building Consents, Resource Consents and LIMs

Assessments were made for a total of:

- 10 building consent applications;
- 5 resource consent applications; and
- 3 LIM reports.

3.2 Wastewater

The Levels of Service (LoS) for Wastewater Activity are measured using several 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
System Adequacy	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved 0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0
	• Convictions.		0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hour	Not Achieved to date 3 hrs 11 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 hour	Not Achieved to date 19 hrs 01 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Not Achieved to date
	• Sewage odour		0
	• Sewerage system faults		1.4
	• Sewerage system blockages		5.5
Trade Waste Complaints Response times	• 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
Trade Waste Consent Processing	• Percentage of trade waste consent applications processed within 15 working days.	50%	Not Achieved ⁷

3.2.1 Operations

Wastewater Treatment

There were no major issues relating to wastewater treatment operations during this reporting period. Covid-19 24-hour composite sampling is occurring on a twice weekly basis and is likely to be ongoing. The mag-flow meter on the outflow has suffered water ingress and is no longer operating, TRC have been informed and a replacement part is expected to take 8 weeks to arrive.

Wastewater Reticulation

There were no major issues relating to wastewater reticulation during this reporting period, one sewer line was drilled through during fibre installation.

Health and Safety

There were no health and safety incidents during this reporting 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 this reporting period.

Oxidation Pond Oxygen Probes

Dissolved oxygen probes have been maintained during this reporting period and have shown compliance is being maintained.

3.2.2 Capital Works

Wastewater Treatment Upgrade

Algal sampling of the wastewater has commenced for the Diatomix project. 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.

3.2.3 Matters Outstanding

There are no matters outstanding for this reporting period.

3.3 Trade Waste

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

Trade Waste Consents

- No new consents were received or issued.
- Funeral home investigations still underway to determine compliance with the Bylaw. Early assessment indicates a consent will be required for the discharge of formaldehyde and phenols to the wastewater system but further investigations planned. Still waiting on opportunity to re-sample.

Trade Waste Consent Holders

- Septage truck operators have been contacted regarding annual inspection and sampling required. Ongoing arrangements in progress. Two have been completed and previously reported. Six are outstanding and the focus for the next couple of months is to get these completed to ensure the declared deliveries are within consent condition requirements.
- A random audit of sucker truck customers was undertaken to determine if wastetrack declarations were true and accurate. Only one issue identified, that being, one operator was providing incorrect contact details for the customer (providing their own details instead of the source contact details). Contact has been made and followed up by email to reiterate consent conditions to provide source details going forward.
- One conditional consent holder who was required to stop stormwater ingress from their site has completed the required work and a re-inspection conducted and being assessed.
- Esk Road disposal site is now being left in an acceptable state following reminder to operators of their responsibilities at the site. This site continues to be monitored on a regular basis.

Permitted Activities

- Fat, Oil and Grease inspections of registered food businesses continued. All operators have been dealt with based on risk and inspection notices issued where relevant.
- Two residential care facilities were visited in January of 2021 and required to install a grease containment device within one year of visit. One of the facilities has been reinspected and requirements have been met. Other facility has provided an update and been given further time to comply (given the low risk of the operation).

General

- Diatomix project update – Another round of wastewater pond sampling occurred during January and results were received which give an indication of current algae content and distribution, as well as nutrient levels, at three sampling sites. This background level sampling will occur again during February.
Policy – The Trade Waste Policy is due for review this year. An initial review was conducted with only minor amendments recommended.

3.4 **Stormwater**

The Levels of Service for the Stormwater Activity are measured using several 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.	System adequacy		
	• The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor	0	0
	• For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.)	0	0
	• For each flooding event, the number of buildings in the central business zone affected by flooding.	0	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	• Abatement notices;		
	• Infringement notices;		
	• Enforcement orders; and		
	• Convictions.		
Response and Resolution Times	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1hr	0hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system.	< 8	0

3.4.1 **Operations**

- There were no stormwater reticulation issues during this reporting period.
- There were no health and safety incidents during this reporting period.

3.4.2 **Matters Outstanding**

There are no matters outstanding for this reporting period.

3.5 Geographical Information System (GIS)

- **Water Meter – Data Verification and Re-reads**
This month, water meter re-reads and the errors were down considerably from 400 to 15.
- **Automated water meter reading project**
A Supply of goods contract has been sent to Deeco for the supply of hardware and the first 200 x 20mm digital meters and the installation of the software. A procurement plan and tender documentation are currently being compiled for the gate valve upgrade portion of this project.
- **Parks**
Updated relevant maintenance maps to reflect additional park areas, which entailed sourcing recent satellite imagery to extract accurate boundaries. With the assistance of the Special Projects Manager, the proposed hiking trail in the forestry block on the outskirts of Whangamomona, has been digitally marked and the co-ordinates have been submitted as a shape file for further review.
- **Property match**
Every week, Council received a download of current property boundaries, address numbers, and roads from LINZ. This data is periodically matched against data in Authority for the new subdivisions and land parcels to be displayed in Intramaps. LINZ has developed a pilot table to capture all new address information. The query that extracts LINZ information has been updated to include this new information.
- **Ward Boundaries**
Last year a map was created as part of the representation review process, we were notified at the end of December that the meshblock pattern had been altered. Fortunately, none of Stratford's boundaries had changed. We are still waiting for feedback.
- **Web Server**
Spatial data on the web server has been updated with current spatial information, the associated files with the attribute data is still in edit mode, the only impact this has is that while the configuration of the reticulation is accurate, the data new assets will not have any data attached.
- **City Care**
IT is working with AssetFinda to allow a dedicated device to safely access the AssetFinda database, this will allow them the ability to update, close and complete work requests as well as bulk assigning of work to their staff.
- **LiDAR**
LiDAR images are available on ArcGIS Online. We are currently working to acquire a licence for this product.

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	2021/2022 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (phh) (municipal kerbside collection only) (kgs per annum)	<600kg	Achieved to date – 530 kgs (January - Not achieved 703 kgs phh)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved to date - 20.5% (January - 20%)
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Achieved as per the 2020/21 Survey 86.4%

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

A review of the Kerbside Collection Policy is underway.

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 23.6% for December 2021. There is no update for January 2022.

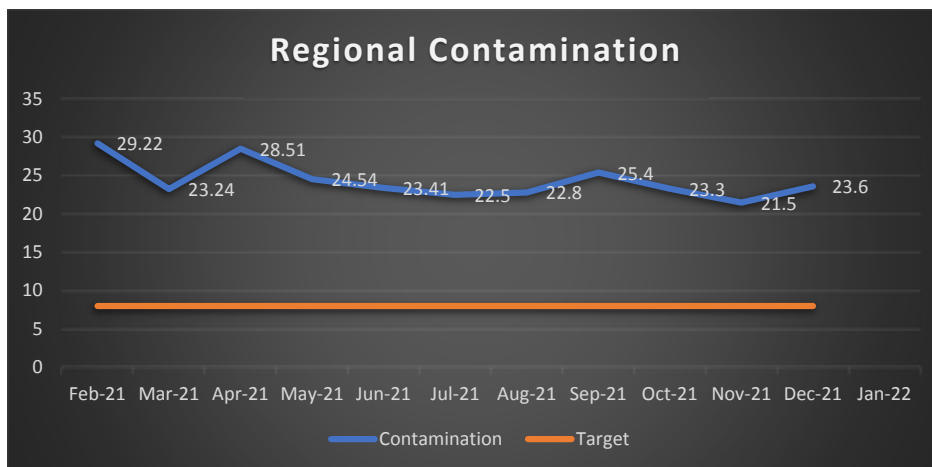


Figure 3: Regional Contamination at the MRF

3.6.3 **Waste Minimisation Initiatives completed in January**

- **Keep it Level Campaign**

This campaign continued through the first 2 weeks of January 2022 to capture the new year festivities. Across our Facebook posts we reached 1,998 people; had 75 engagements; 20 reactions; 2 comments and 1 'share'.

3.6.4 Upcoming Waste Minimisation Initiatives

- **WasteMINZ Annual Conference**

This was planned for November. However due to the alert levels it will now take place in May 2022. The Council's Waste Minimisation Officer and/or Education Officer will attend this conference to network and learn new waste minimisation initiatives from other Councils.

- **Organic Waste Facility Feasibility Study**

An initial stakeholder meeting was held with Tonkin + Taylor, the 3 District Councils, TRC, and major food waste producers like Tegal and Fonterra, to discuss the requirements for a regional commercial organic waste facility in South Taranaki. Stakeholder engagement strategy will include the use of an Iwi Facilitator to work with all Iwi in the Taranaki region. This report is expected to be completed by February/March 2022. Fortnightly meetings will be held with the three District Councils, TRC and Tonkin + Taylor consultants to track progress. The phase one wānanga with all affected regional Iwi will be held online on 16 February 2022. This will explore Taranaki's options to manage its organic waste.

A breakdown of the total organic waste generated in the region is shown below (Figure 4). There are still unknown and unquantifiable organic waste streams in Taranaki so these figures are an indication only. Note that *Paunch Waste* is a waste stream from the slaughterhouse; *DAF Sludge* is the by-product from the dissolved air flotation process that removes solids, fats and greases from a variety of wastewaters.

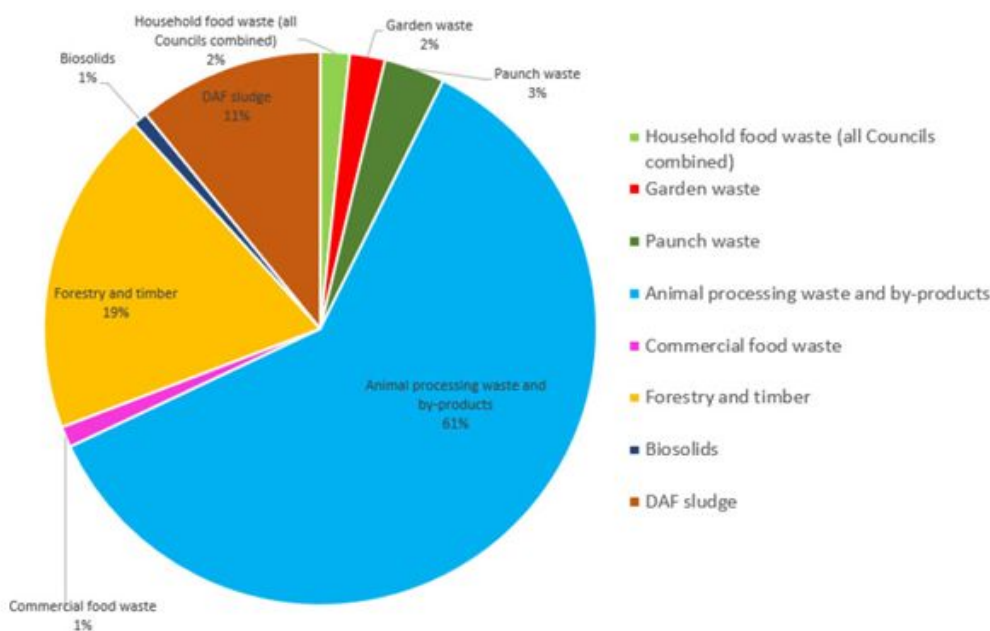


Figure 4: Organic waste types in Taranaki region. Source: Tonkin + Taylor Ltd

- **Waste and Water Educator**

The Education Officer – Water and Waste commended work in January 2002. This role is new to the Council and was approved by Council in the Long-Term Plan to assist with community education around waste minimisation and reducing contamination at the MRF. These initiatives will enable council to further meet the Waste Management and Minimisation Plan targets over the next financial year.

- **Future Residential Education Initiatives**

- Developing some competition ideas for inclusion in the Zero waste Taranaki website to encourage more hits both on the site and the blogs

- Developing material for inclusion in CentralLink including a “**did you know**” section which are little fun facts to encourage readers adopt waste minimisation practices which should lead to some behavioral change.
- Developing a targeted strategy called “**Plus 1**” to include in the regional promotions. This is to encourage ratepayers to add 1kg more to their recycling bin each fortnight and reduce recyclable waste to landfill.
- Developing links with outside agencies to look at future options for education activities such as Sustainable Taranaki;
- Creating a semi-permanent stall at Prospero Place (Covid-19 settings permitted);
- Working with the Waste Minimisation Officer on the upcoming swap analysis to develop targeted education plans based on the results of the different waste streams for SDC district.
- Attended regional waste officer meeting at NPDC developing relationships and gained access to commercial/business templates and plans for waste minimisation.
- Working with the other two district councils on the regional education plan 2021/2022.

Future Commercial Education Initiatives

- The Education Officer has been contacting local businesses to assist in a waste minimisation audit. A number of businesses have shown in interest in this initiative.

3.6.5 Weekly Recycling Bin Audits

The weekly recycling audit summary from 1 June 2021 to 24 January 2022 is provided in *Figure 5*. At the end of January, the amber and red tags were at 5% and 1% respectively and Green was at 94%. The Education Officer and Waste Minimisation Officer are working on local campaigns to educate the community more regularly on correct recycling.

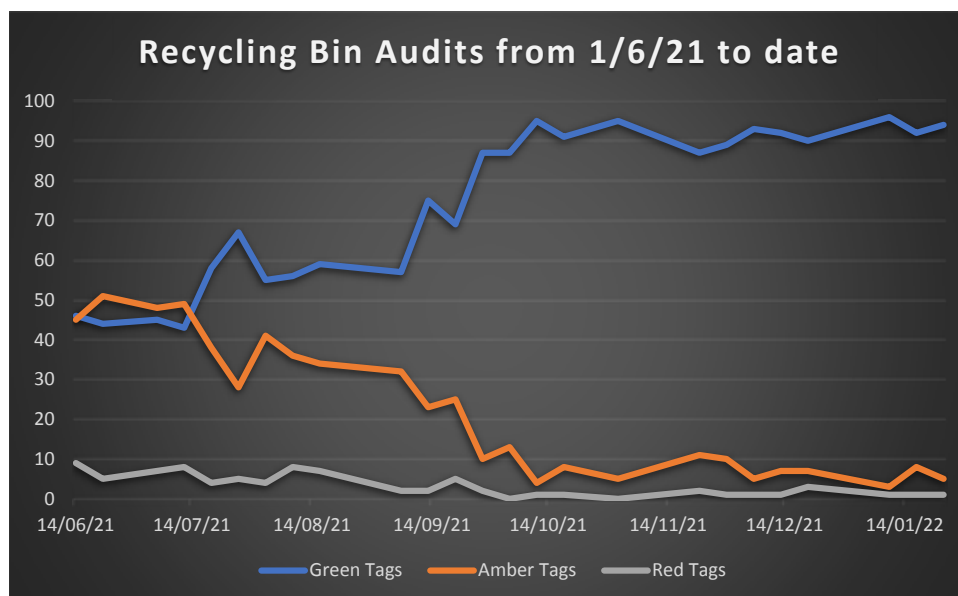


Figure 5: Recycle Bin Audits from 1 January 2021 to date

3.6.6 Recycling Bin Service Suspensions

Currently one property has 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.

3.6.7 Waste Minimisation Activities Completed, Underway or Planned

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

Table 1 - Waste Minimisation Activities for 2021/2021

Waste Minimisation Activities Completed, Underway or Planned				
Month 2021	Activity	Description	WMMP Reference	Status
OCT	Clean up Week	Clean Up week promotion and supply free disposal of litter at the Stratford Transfer Station for registered groups.	L9	Completed
	Feasibility Study on Regional Composting Facility progress	Fortnightly meetings will be held to keep up to date on the feasibility study being completed by Tonkin + Taylor.	AS9	Ongoing
	Internal Council worm farm	Installed in the courtyard of the Admin Building. The food scraps from the tea room are put into the farm and the worms turn it into vermacast and worm tea.	L3	Ongoing
NOV	Eco-gifting workshop run by EnviroSchools	Promotion of this workshop through Facebook.	BC6	Completed
	Student Intern Henry Armond engaged	Henry is completing waste minimisation tasks - creating a register for the refuse bin serial numbers to match them to properties addresses.		Ongoing until 11 Feb 22
DEC	Sustainable Christmas gift wrapping	Promotion through Facebook, EnviroSchools is running a workshop on 11/11/2021 on eco-gift wrapping.	BC4	Completed
	Glass campaign - "Keep it Level"	Regional education campaign on keeping glass crates level to assist our glass collectors and minimise broken glass.	BC4	Completed
JAN	Waste Levy Contestable Fund	Waste Levy Contestable Fund Policy presented to Elected Members for consideration.	CP1	Underway
FEB	Iwi hui for the proposed Organics Facility	Hui for exploring how Taranaki can manage it's organic waste	AS9	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

4.1 Capital Works Programme

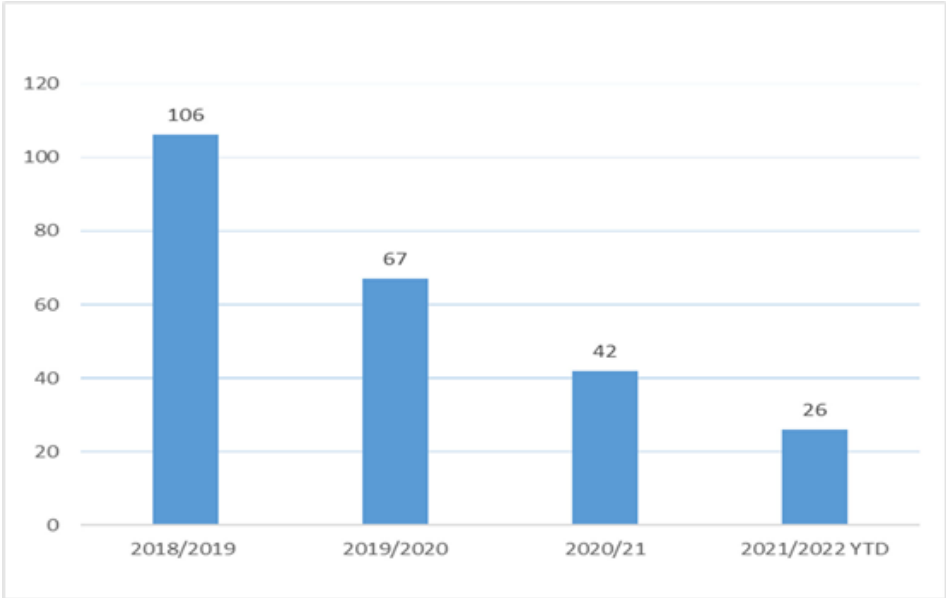
Current Capital Projects include:

- The safe conversion to an office is underway and due to be completed in February (see Figure 6);
- the demolition of the Bell Tower contract, which will commence in March;
- Replacement of septic tank at the Whangamomona Camping Ground – design discussions are underway;
- the new council storage shed. Building Consent is in progress, the existing shed is programmed to be demolished in early March to make way for the new build.



Figure 6: Safe Conversion Progress photos

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



4.2 Aerodrome

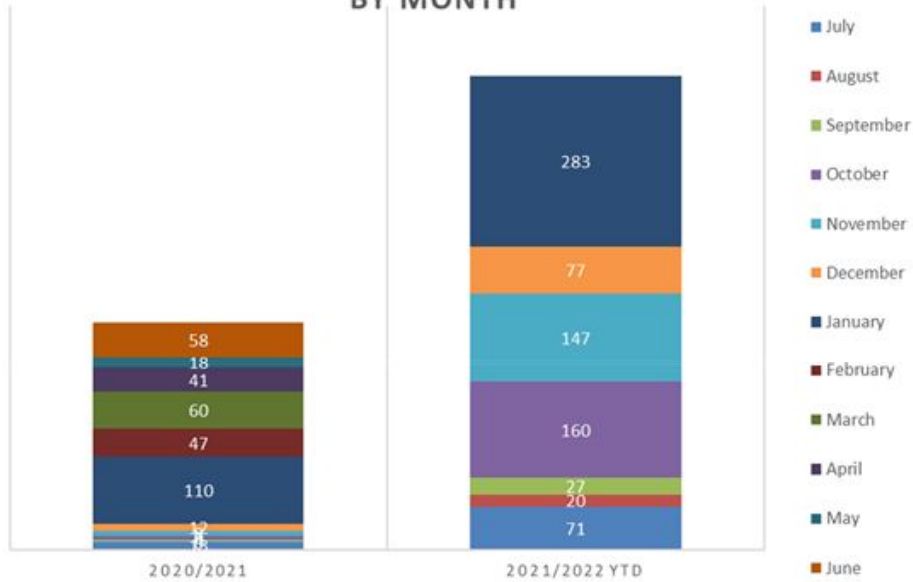
The Aerodrome held an Open Day on Saturday the 22nd January. The day was a big success with a significant number of people visiting. The members made available their planes to encourage the public to participate in trial flights (Figure 7).



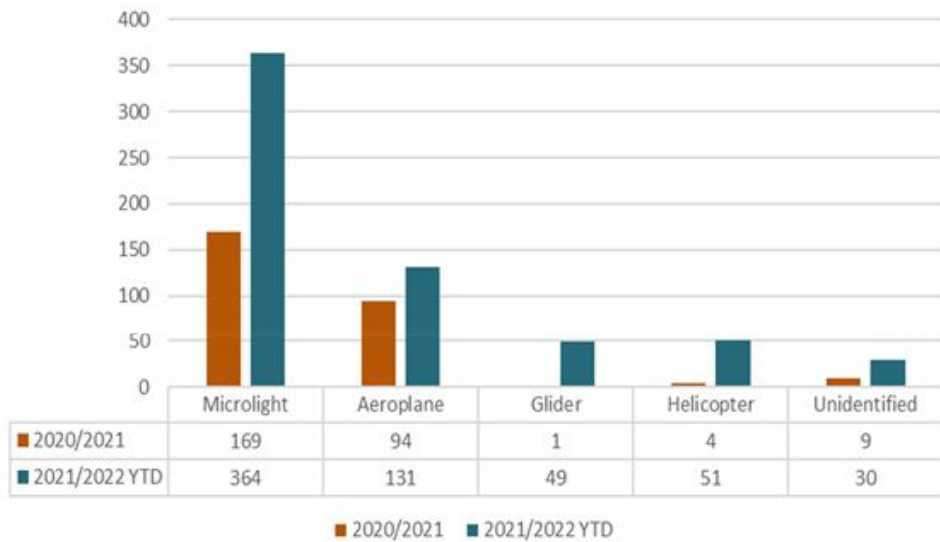
Figure 7: Planes at the Open Day

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.

STRATFORD AERODROME - AIRCRAFT MOVEMENTS BY MONTH



STRATFORD AERODROME AIRCRAFT MOVEMENTS BY TYPE



4.3 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 is annually measured and are reported on at the end of the financial year.

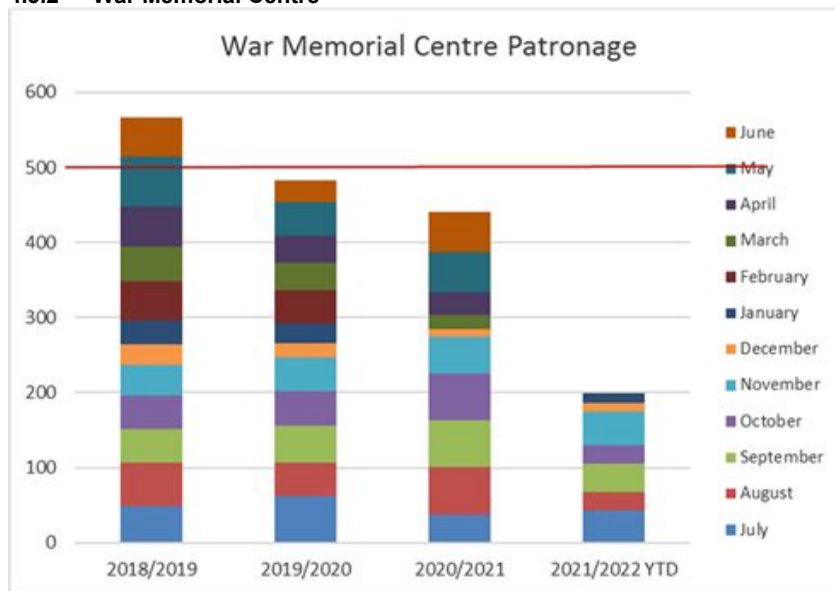
Level of Service	Performance Measure	Target	2021/2022 YTD
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	100%
	Annual booking of War Memorial Centre.	>500	199 YTD
	Annual booking of Centennial Restrooms.	>200	115 YTD
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	93%
	Annual Occupancy rate.	>95%	100%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>80%	89%

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

4.3.1 Housing for the Elderly

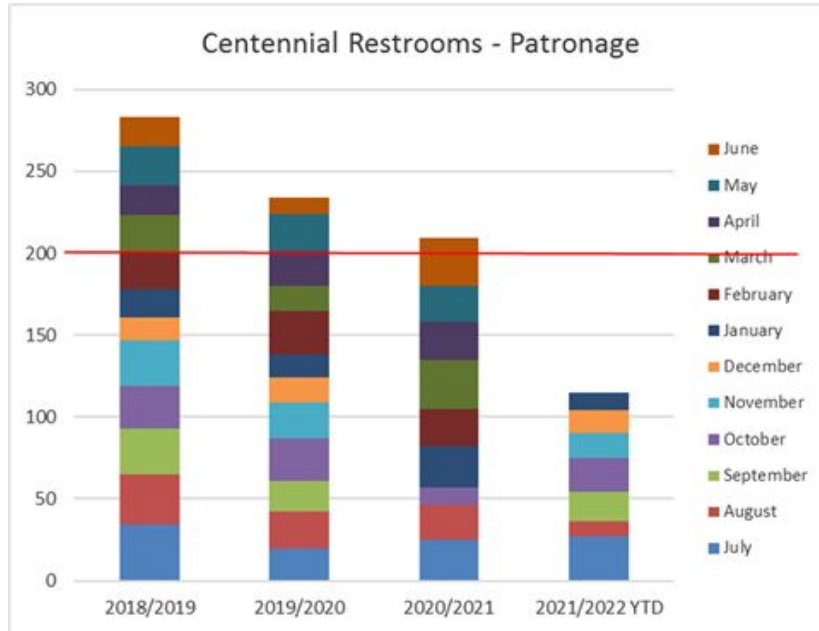
The current occupancy rate for the month January is 100% and therefore achieves the performance measure of >95 %.

4.3.2 War Memorial Centre



Due to Covid-19 lockdown, 5 bookings were cancelled during January and no additional bookings were taken.

4.3.3 Centennial Restrooms



Due to Covid-19 lockdown, no bookings were cancelled during January and no additional bookings were taken.

4.4 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).

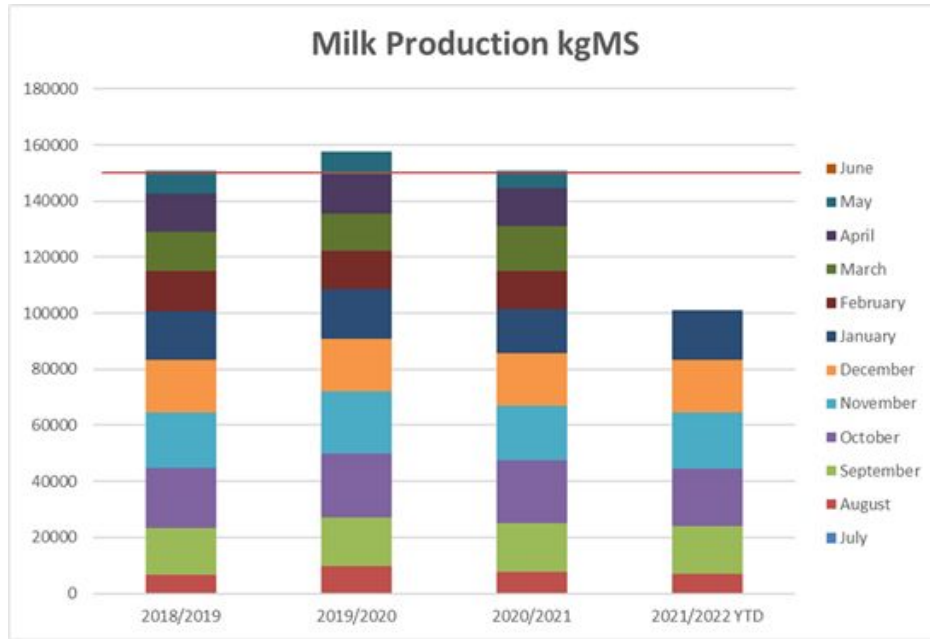
The Levels of Service are measured using the performance indicators shown in the table below. These are measured and reported at the end of the financial year - in the July 2022 report.

Level of Service	Performance Measure	Target	2021/2022 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	101,045.10kg
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Compliance	Expected to achieve
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.

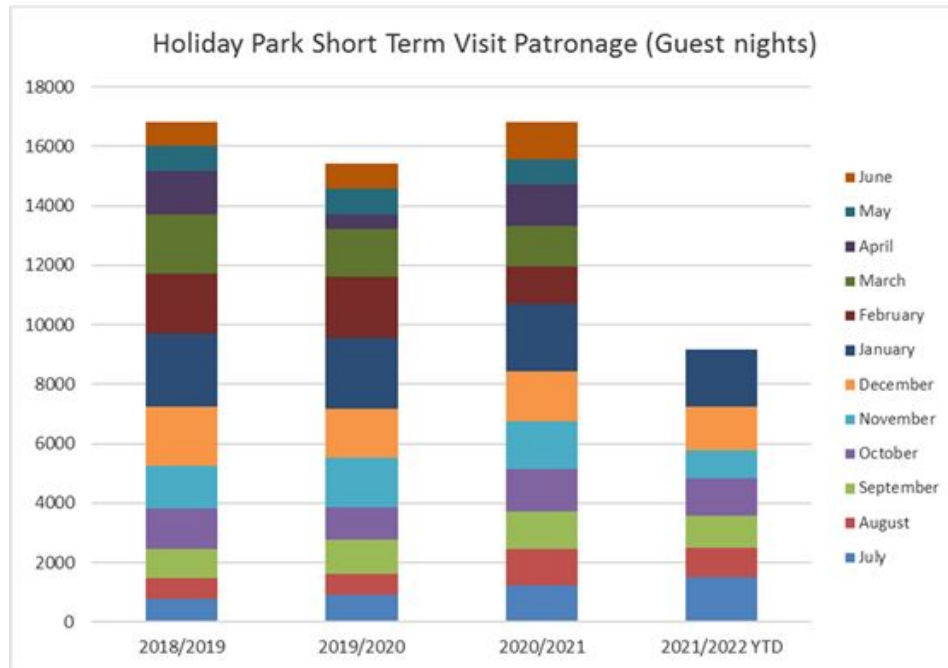
4.4.1 The Farm

The sharemilkers contract is due to expire at the end of this season (June 2022). Council is currently holding renewal discussions with the sharemilkers.



Milk productions as at 30 January is up 8.7% on last season.

4.4.2 The Holiday Park



Whangamomona Campground – A Summary of Patronage is provided below

Campground Registered users				
	Power	Non-Power	Total Registered users	Community Events
July 2021	13	9	22	
August 2021	13	1	14	
September 2021	4	4	8	
October 2021	32	22	54	
November 2021	33	64	97	
December 2021	34	99	133	
January 2022	45	149	194	
Total YTD	322	492	814	0

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.

A summary of capital projects and expected completion dates is provided in the Table below.

Summary of Property Capital and Improvement Projects				
	Project Description	Commencement Date	Status	Expected Completion Date
2	Storage Shed	December	Building consent had been lodged and currently being processed. Existing shed will be demolished in March. New shed to be erected in March/April	30/06/2022
	Demolition of the Bell Tower	December	Stage 1 - Commencing 18-19 March, installation of brackets at bottom of tower. Stage 2 commencing 25-26 March, Tower will be brought down in two pieces	30/03/2022
3	Safe conversion to Office	August	Works underway, programme for completion in February.	29/02/2022
4	Stratford South Digital Sign	Not yet determined	NZTA have declined proposed location, further investigation on other locations underway.	30/06/2022
5	Library Staff room kitchen	January	Awaiting confirmation on commencement date from Contractor	30/06/2022
6	WMC - kitchen and cabinetry upgrade	January	Contract awarded, contract programmed to commence in June, due to delay in materials	30/06/2022
7	Whangamomona Motor Camp - Septic Tank Replacement		Discussions on treatment option are being held, for the replacement septic tank	30/06/2022

5. Parks and Reserves

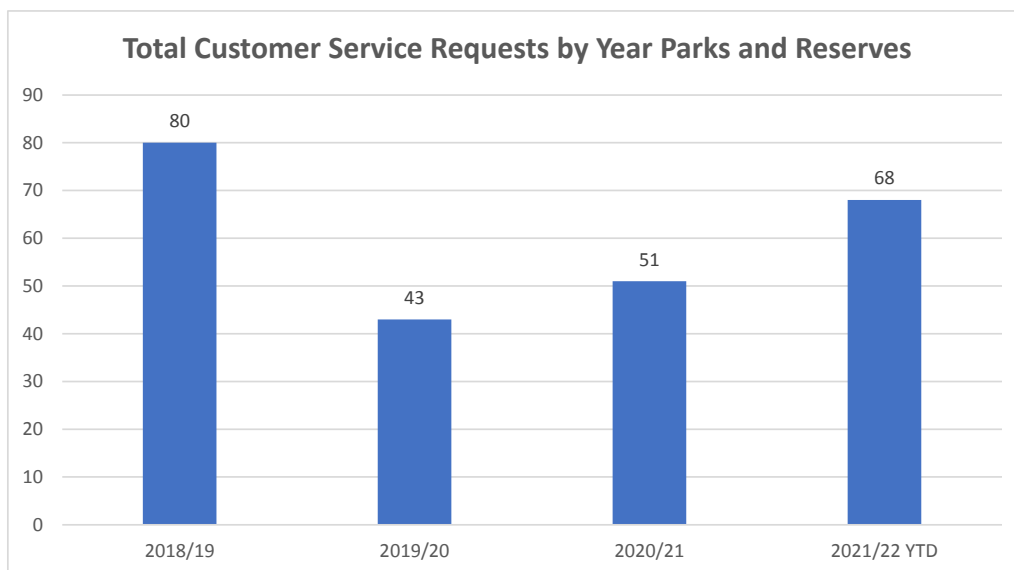
The performance of Council's parks and reserves activities are measured using the targets shown in the table below. These are measured annually and will be reported on in July 2022, at the end of the financial year. Council will continue to meet the New Zealand Safety Standards for playgrounds and footbridges.

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

- Arboretum Project (in conjunction with the Percy Thomson Trust) is programmed in this financial year to align with the Windsor Park Reserve Management Plan.

Level of Service	Performance Measure	Target	2020/2021	2021/2022 YTD
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	51	68
	Percentage of Stratford residents satisfied with:			
	Parks;	>80%	95.15%	Not yet measured
	Sports fields;	>80%	93.66%	Not yet measured
	Cemeteries.	>80%	90.38%	
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	Not yet measured - Biennial Review	Not yet measured
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	Not yet measured - Biennial Review	Not yet measured

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



	2018/2019	2019/2020	2020/2021	2021/2022 YTD
Parks	7	3	10	11
Structures	8	9	2	18
Sports grounds	0	3	5	4
Playgrounds	4	1	1	7
Cemeteries	5	5	5	6
Street Trees	41	11	15	9
Walkways	15	11	13	13
Total	80	43	51	68

Matters Outstanding

The Victoria Park Drainage

Council officers have had further discussions with the Rugby and Cricket club representatives and turf specialist to redefine a new scope of works and consider options to fix the issues identified.

A summary of capital projects and expected completion dates is provided in the Table below.

Summary of Parks Capital and Improvement Projects				
	Project Description	Commencement Date	Status	Expected Completion Date
1	Concrete plinth & sign	12/01/2022	Concrete plinth complete Sign to be installed	28/02/2022
2	Broadway Roundabout / Garden upgrade		On hold as liaising with Community Services regarding the town centre plan	30/06/2022
3	Trees of Significance - Walkway		Currently liaising with stakeholders, including Iwi, DOC and the Youth Council	30/06/2022
4	Adrian Street Fort demolition	11/12/2021	Complete This has been done but as it was less than the capital expenditure minimum of \$2,000, and is being treated as operating expenditure	31/01/2022
5	Park signage	1/11/2021	Complete	28/02/2022
6	Eastern Loop staircase		Complete After severe weather the staircase suffered damage - upon further inspection the staircase needed a full replacement, otherwise the walkway would have needed to close until the new financial year	

6. Special Projects

Below is an update on the progress of the key projects that the Council is currently undertaking as at **31 January 2022**:

6.1 The Replacement Aquatic Facility

This project continues to progress well aided by some improved weather conditions since Xmas. The contractor remains confident of meeting or beating the anticipated completion date of 25 September 2022.

Four contract variations have been approved including three minor design changes relating to joinery items, flooring and additional pool toys, bringing the construction cost to \$20,078,851.82.

The following is the progress to date:

- Structural steel and blockwork is complete.
- Roof is closed in and work has commenced on the external wall cladding.
- Service yard ready to receive HVAC plant.
- Internal timber wall framing has commenced, high level sealing and painting has commenced with ceiling install to follow shortly.

This brings the certified amount claimed to **\$11,657,222.04** out of **\$20,078,851.82**.

Appendix 1 provides the latest Project Control Group Report.



Figure 8: New aquatic centre external cladding well underway.

6.2 Children's Bike Park

Construction of the half basketball court, cycle track, BBQ area and public toilets is complete and have been opened to the public. Work on the asphaltting of the pump track is well underway. This is anticipated to be completed by the end of February.



Figure 9: The Children's Bike Park pump track nearing completion

6.3 Second 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. Fulton Hogan started on 10 January by setting up on Pembroke Road. Pipes are being transported from the storage location near the TSB Pool Complex over the next few weeks as they are welded and drilled. Open excavation will occur at the intersections of Pembroke Road / Brecon Road and Pembroke Road / Hunt Road once the drilling has been completed.

Stage Two – The final design is underway with the design of the two bridges being completed. We are awaiting on Geotech to finalize the design. Design was delayed due to an over commitment by the consultant, so another bridge designer is finishing off the design.

Stage Three – Design is complete, with final consultation with property owners over access underway. Procurement process is underway

6.4 The Whangamomona walkways

Easements have now been registered against the relevant titles and we are now just waiting on the Walking Access Commission to formalise Council's appointment as controlling authority. This should happen within the next few weeks whereupon a formal opening can be arranged.

7. Resource Consents

There are several 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	Update
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, Ngāti Ruanui, Ngāruahine, Ngāti Maru, Okahu Inuawai Manataiao Hapū, Pukerangioraha Hapū	Application with TRC, awaiting Cultural Impact Assessment to be commissioned by Iwi
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, Ngāti Ruanui, Ngāruahine	Iwi feedback received – no issues. Application submitted to TRC.
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	Ngāti Ruanui, Ngāruahine, Ngāti Maru	Iwi feedback received – no issues. Application submitted to TRC.
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	Ngāti Ruanui, Ngāruahine, Ngāti Maru	Iwi feedback received – no issues. Application submitted to TRC.
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	Ngāti Ruanui, Ngāruahine	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.

Attachment:

Appendix 1 – Latest Update Report on the Replacement Aquatic Facility project



Victoria Araba
Director, Assets



[Approved]
Sven Hanne
Chief Executive

Date: 15 February 2022

Appendix 1

Apollo
PROJECTS



Stratford District Council

Stratford Aquatic Centre

Friday, 4 February 2022

Weekly Update 42

Weekly Project Update



Weekly site update information

Site Overview

Progress this week

With things ticking over nicely, this week installers have 50% of the lower roof membrane installed. Wall claddings are progressing well, with installation halfway to the northern and nearing the same to the south elevations. Timberwork is nearing completion adjacent to Portia street with the entry façade now cladding ready. Crews are on track with high level seal & painting prior to ceiling install next week.

Blocklayers have today completed the plant room space with scaffold removal and floor prep on track to start next week by the concrete team.

Next week

- › Wall cladding installation ongoing to north & south elevations.
- › Scaffold to plant room walls dismantling
- › Floor slab prep & reinforcing to plant room, to place early the following week.
- › Wall enabling timberwork completion to the north elevation.
- › Main pool installation ongoing.
- › Birdcage third phase to pool hall to commence.
- › Services yard capital plant landed in position Tuesday.
- › Internal wall framing to dryside
- › Membrane installation to lower roof ongoing
- › High level Seal and painting pool hall ongoing
- › Acoustic ceiling (ripple sound) to pool hall commencing
- › First fix electrical ongoing
- › First fix hydraulic commencing

Programme-Construction 39%

- › Block laying trades on Track
- › Pool water installation On Track
- › Civil- On Track
- › Concrete trade- On Track
- › Carpentry-
- › Services trades On Track
- › Scaffold Ontrack

Health & Safety

Indicators	Meetings		Inductions Total	Audits		
	Daily Co-ordination	Health & Safety		Contractor	Apollo	Client
This Week	5	1	2	6	1	0
Project Total	152	70	133	104	33	1

Indicators	Incident Data					
	Contractor Hours	WorkSafe Visits	Near Miss	FAI	MTI	LTI
This Week	1210	0	0	0	0	0
Project Total	16,793.	0	11	0	0	0

H&S positives – successfully completed the following high-risk activities

Weekly Project Update



EWP use, operators' daily checks complete.

Fall arrest harness use as required

Morning tea shout out for carpentry team for top notch workspace cleanliness.

Incidents this week

None

Sub-Contractors on Site

Subcontractor	Mon	Tue	Wed	Thur	Fri	Sat
Graham Harris Civil						
Brent Stewart Construction	10	10	9	9	9	
Natare	4	4	4	4	4	
Meco Engineering		2	2	4	2	
Wavelength				2	1	
Active Refrigeration					1	
Juffermans Surveyors						
F&R Insulation	4	3		5	5	
DR Gray		4	4	4		
Russell Masonry						
Central Roofing	2	2	2	2	3	
Laser Plumbing			2	2		
HELRimu	4	4	1	2	4	
Cameron Scaffold	4	4	4	4	5	
ELOC Masonry		2	2	2		
Total Persons Onsite Per Day	27	33	36	29	33	

Weather



Actions

Nil

Page 4
Weekly Project Update



Photos



MONTHLY REPORT

Community Services Department



F19/13/04 – D22/3351

To: Policy and Services Committee
From: Director – Community Services
Date: 22 February 2022
Subject: Community Services Monthly Report – January 2022

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 2021 - 2031 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

- School Holiday programme
- SDYC QR Code Scavenger Hunt
- SDYC applications are open and close on 31 January 2022

2. Community and Economic Development

Performance Measures (*Performance Measures in bold*)

	Target	2021/22 YTD
Deliver or facilitate community events	2	Achieved
Percentage of residents feeling a sense of community	80%	
Number of client interactions with Venture Taranaki's Business Advisory Services	100%	
Mentor matches made as requested	100%	
Review the Economic Development Strategy	Achieved	In Progress

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**
 Applications to join the Youth Council closed on 31 January 2022. Applications will be reviewed on 1 February 2022 with interviews to follow the week later.

The Youth Council have completed their QR Code Workshop at the Stratford Library and have put together a QR Code Scavenger Hunt. This will help increase engagement with the youth of the Stratford District.

Upcoming meetings and events:

- Projects Meeting QR Code Workshop at Library – 13 January
- SDYC QR Code Hunt – 21 January – 11 February
- Youth Council Applications – 1 February
- Youth Council Interviews – 10 & 11 February

2.3 Civic and Community Events

Completed:

- School Holiday programme

Coming Up:

- Prospero Market: 26 February
- Children's Day: 6 March
- The Stratford Shakespeare Festival (April)

Cancelled or postponed due to Covid-19:

- Bike Park Official Opening and Family Day: Dates to be confirmed
- Summer Nights Movies: 29 January
- Summer Nights Concert: 19 February
- AmeriCARna: 25 February
- Positive Ageing Forum: 17 March
- SDYC Colour in the Park: 5 March

Shakespeare Festival

The Stratford Shakespeare Festival Trust are proposing to deliver a Shakespeare Festival in 2022. The festival was proposed to take place between 8 – 23 April and will feature a range of opportunities for the community to engage with. This is a community led project which Community Development are supporting. Unfortunately the 2022 festival has since been postponed due to the current Covid-19 restrictions.

2.4 Community Projects and Activity

2.4.1 Mayors' Taskforce for Jobs (MTFJ)

Registrations

	January	YTD
Young People Registered	6	12
Businesses Registered	2	5

Employment

	January	YTD
Young people placed into employment	4	13
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	1	1
Total		14

- In partnership with Tree Machine and Te Kāhui Maru a fees free forestry course is being developed that will be delivered in Stratford to support up to 11 young people who are wanting to gain employment within the conservation sector.

2.4.2 Community Relationships Framework

In partnership with the Wheelhouse, a new series of workshops will be delivered to support our groups and the wider community.

Coming up:

- Chairs Training – 26 March
- Introduction to Governance – 5 May

Stratford Business Association

A partnership agreement has been drafted. The SBA Committee will be presenting to Council on 22 February to discuss strategic direction and priorities for the year ahead.

Stratford Positive Ageing Group

A follow up discussion around priorities will take place at their next committee meeting to look at future opportunities and any new challenges due to the ongoing Covid-19 pandemic.

Taranaki Pioneer Village

Follow up discussion with the Trust scheduled for 2 February 2022 to determine the critical financial and governance challenges. Several new committee members have shown interest in being part of the change that will bring a new range of skills and experience. Once the current situation is realised the intention is to introduce the existing members with the new and to start implementing some of the agreed changes.

Funding

2.5.1 Creative Communities

Round two of the Creative Communities funding round will open on 7 March and the assessment committee will meet on 27 April.

2.5.2 Sport New Zealand Rural Travel Fund

Round two of the Sport New Zealand Rural Travel Fund will open on 21 February and the assessment committee will meet on 5 April.

2.6 **Positive Ageing**

Planning for the March Forum has been placed on hold due to the current alert levels and anxiousness of the community to attend events during this time. Instead, the committee will work alongside presenters to promote key messaging that encourages our community to be prepared for emergencies and home safety.

Upcoming meetings and events:

- Ordinary Meeting – 9 February
- Positive Ageing Forum – 17 March

2.7 **Stratford Business Association**

Memberships	
December total	148
New	1
January total	149

The committee will have their first meeting of 2022 on 14 February which will focus on the year ahead and locking in workshops and training opportunities for its members.

BA5's will hopefully recommence in March, monitoring the current climate and communicating with hosts and members.

3. Communications

3.1 News Media

Three Central Link updates were produced in January. 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 January:







- Summer Nights
- School Holiday Programme
- Christmas Treasure Hunt
- Look after our parks and playgrounds
- Stratford projects update
- Water restrictions
- Vaccination clinic returning to Stratford
- Council Facilities at Red
- Pump track updates
- Public notices (Meeting Schedule, Windsor Park - draft RMP, Temp Road Closures, Watermain Installation, Water Restrictions in force)

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

- Summer Nights dates announced
- Action stations across Stratford projects
- Water restrictions in place
- Red setting sees Summer Nights postponed
- Appointment of new Percy Thomson Gallery Director
- Stratford's TSB Pool Complex to require vaccine pass during weekdays

3.2 Digital channels

January snapshot:

Website	Social Media
 5,363 ↑805 Users	 45 ↑73% New Facebook followers /stratforddistrictcouncil 3,527 people follow our page.
 19,803 ↑3,623 Page views	 13,975 ↑66% People reached The number of people who saw any of our posts at least once this month.
 7,753 ↑1,326 Total sessions (visits) A session is the period of time a user is actively engaged with our website.	 36 ↑80% New Instagram followers /stratford_nz 870 people follow our account.

Top 10 Council pages visited in January

1. /home
2. /our-district/tsb-pool-complex
3. /our-district/cemeteries/cemetery-records-search
4. /our-services/rubbish-and-recycling/transfer-station
5. /our-district/stratford-district-library-and-visitor-information-centre
6. /our-council/council-documents/district-plan
7. /our-services/rubbish-and-recycling
8. /our-council/fees-and-charges
9. /our-services/rubbish-and-recycling/kerbside-collections
10. /our-services/covid-19-updates

3.3 **Official Information Requests**

For the 2022 calendar year, Council has received 2 Local Government Official Information and Meetings Act (LGOIMA) requests.

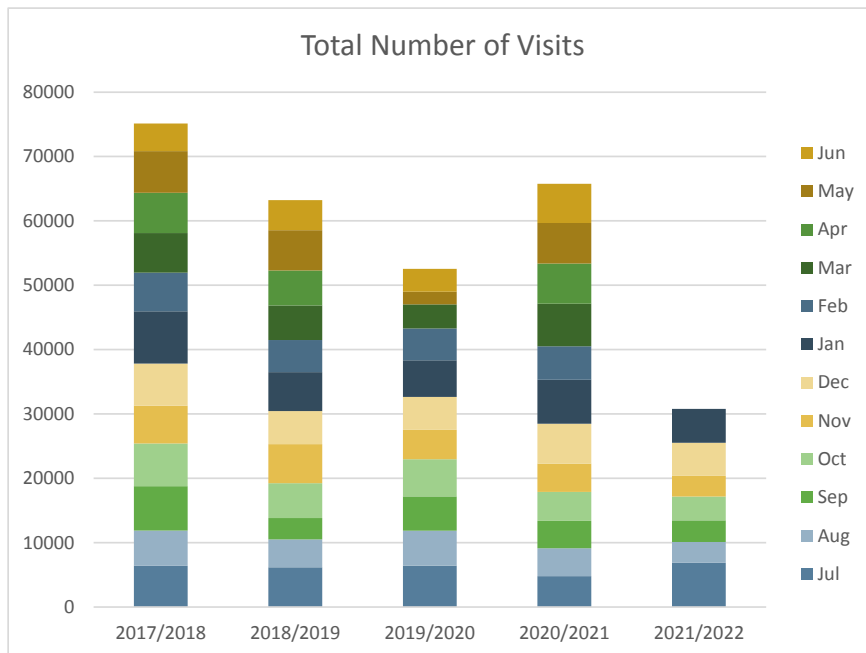
The below table includes the LGOIMA's received for the month of January 2022.

Date Received	Query	Due Date	Date Responded	Days to Respond
24/01/2022	Water Meter Selection	22/02/2022	10/01/2022	13
31/01/2022	Historic Heritage Sites	28/02/2022	2/02/2022	2




4. **Visitor Information and Library Services**

Performance Measures (*Performance Measures in bold*)



	Target	2021/22 YTD
Number of users of AA Agency Service is measured	>10,000	4,408
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	33,210
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	954



Visitors/Users per service

Service	January	Year to date (2021/22)
 Information Services (brochures/maps/ event tickets etc)	238 ↓82	1277
 Vehicle/Driver licensing	650 ↓16	4,408
 Programme and Events	88 ↓44	910

Library services - Items Issued

Service	January	Year to date (2021/22)
 In person	4,864 ↓15	29,841
 Online	631 ↑21	3,936

Programme/Event Users

Age group	January	Year to date (2021/22)
65+ Seniors	18 ↑18	117
18+ Adults	23 ↑23	154
13-17 Secondary School	4 ↑4	4
5-12 Primary School	47 ↓85	585
<5 Pre-School	0	76

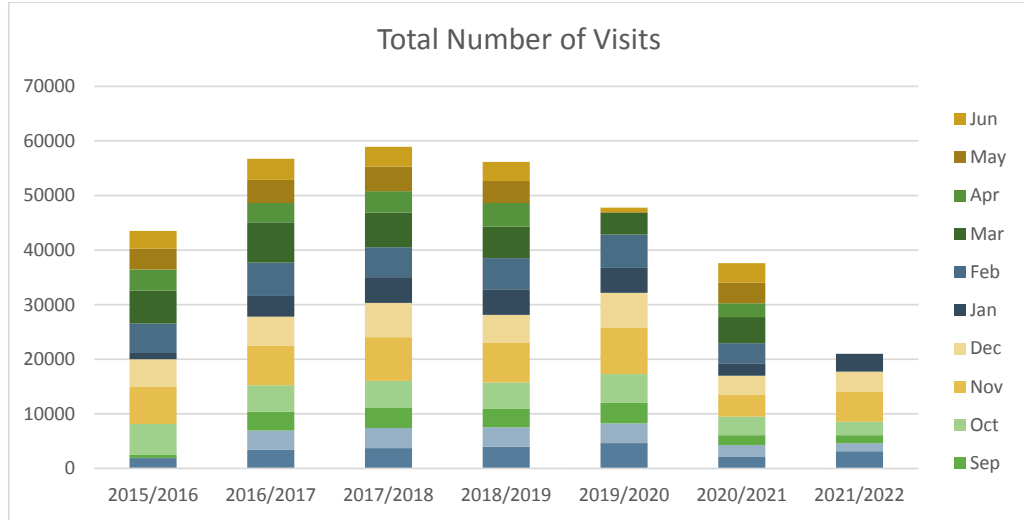
- Community engagement activity in January included a visit to Whangamomona, 1:1 Stepping Up classes, Skinny Jump modems and a school holiday programme of story times and craft packs.
- The summer reading programme this year involved 47 children, 126 prize draw entries and a total of 630 books read.
- Library and Information Centre staff continue to have challenging conversations regarding Covid-19 protections. The facility was well placed to move to the red traffic light setting on Monday 24 January. Staff have made some minor changes to allow for more distancing and have tightened up on mask use and signing in. Staff are encouraging people to limit their visit to 30 minutes when the building is approaching capacity.
- Promotion of the Click and Collect service has been renewed and staff have reached out to some of our vulnerable borrowers to use the Housebound service. It is expected that both these services will be increasingly important in the coming months.
- With the Tourism New Zealand “Do Something New, New Zealand” domestic tourism campaign being in full swing throughout New Zealand, we have been pleased to see a little more activity in the i-SITE area over January resulting in an increase in visitors many of whom were visiting the region for the first time.

5. Pool Complex

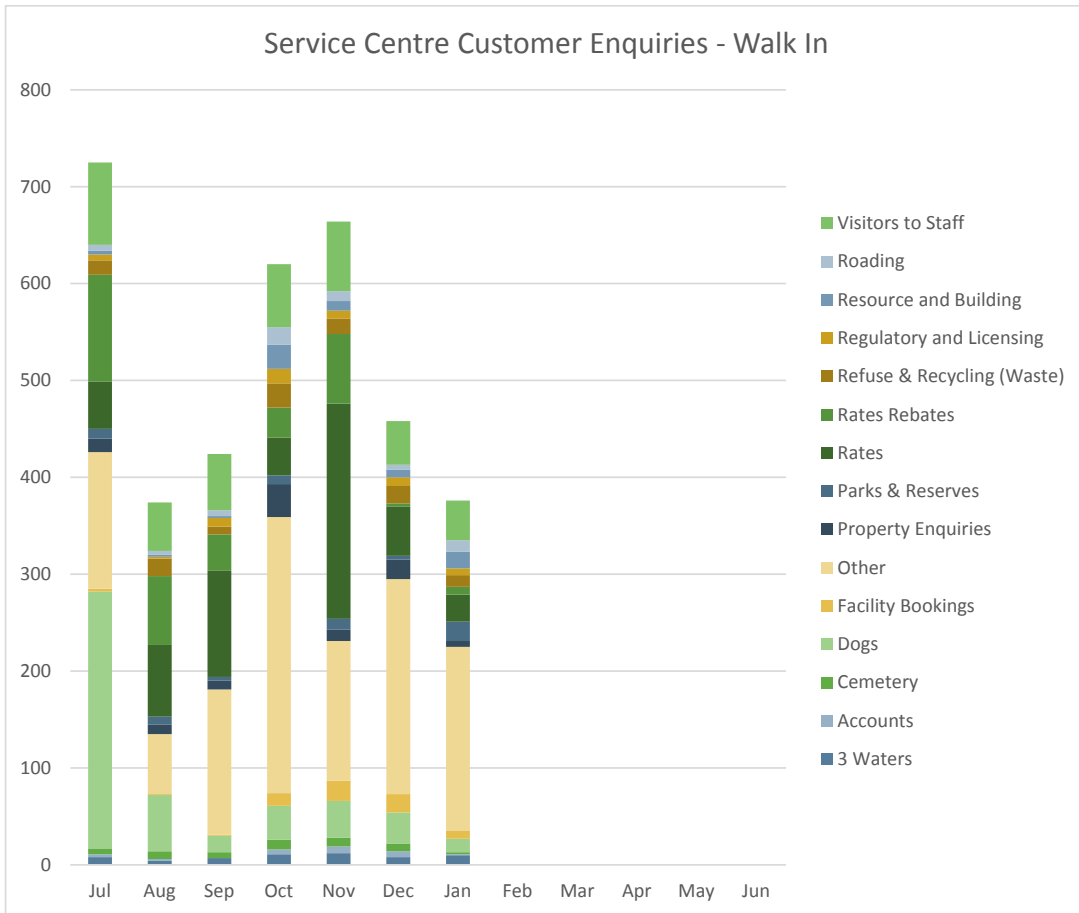
Level of Service Category	Performance Measure	Target	2020/21 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	17
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	PoolSafe accreditation 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	20,999

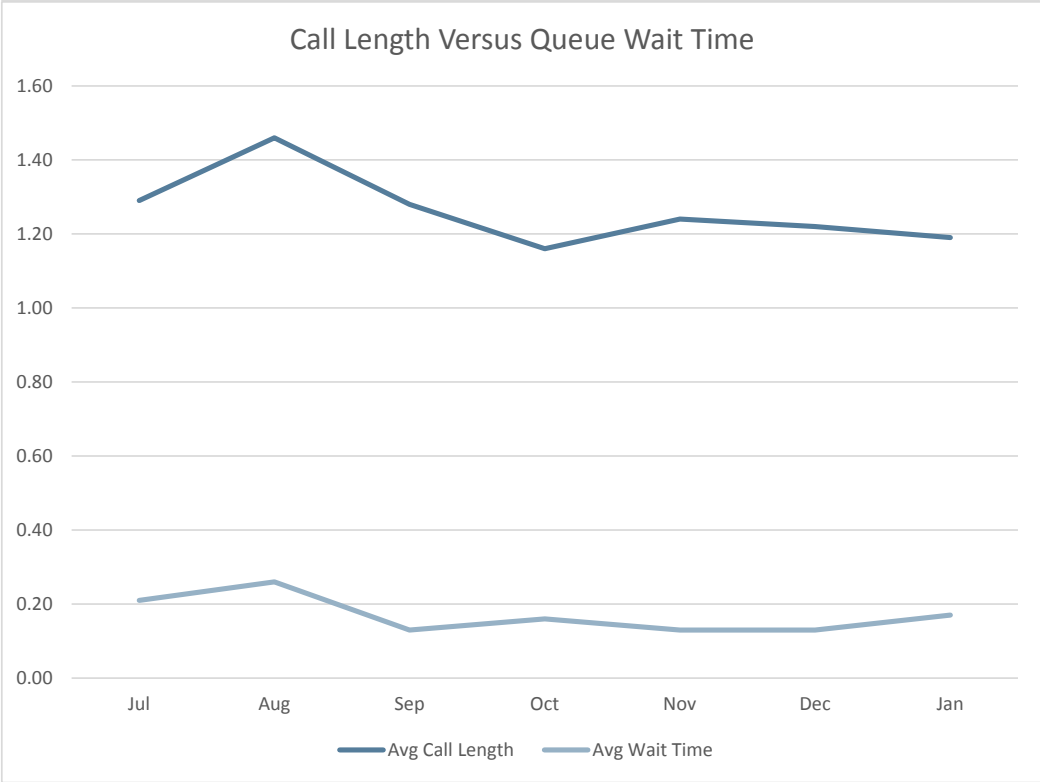
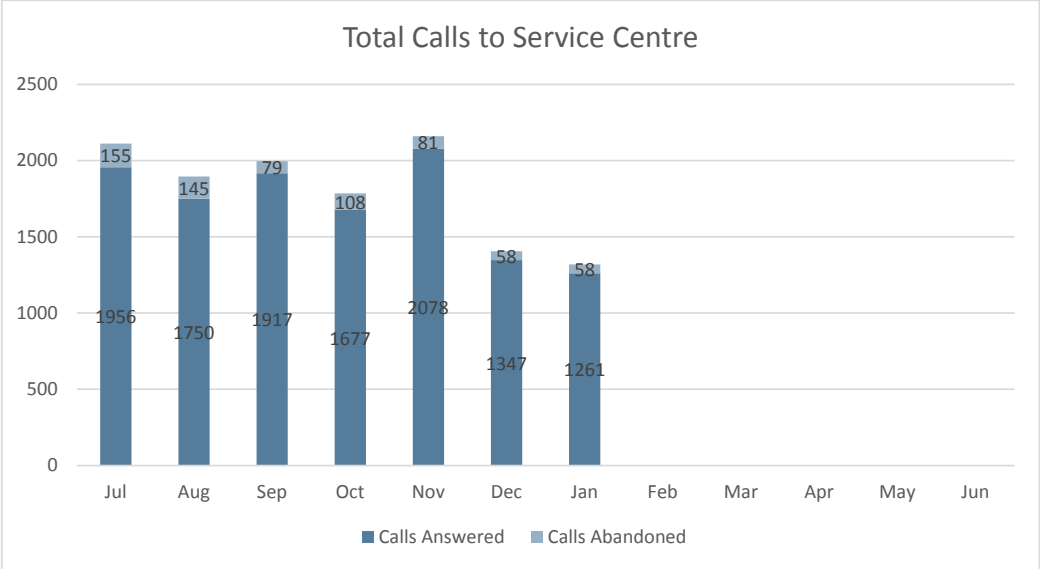
5.1 Highlights for January


- 3,268 patrons came through the pool facility in January 2022.
- The Central Taranaki Safe Community Trust swimming lessons saw 585 visits from children attending these free learn to swim lessons over a three-week period.
- A customer was trespassed due to displaying abnormal behaviour.
- The facility continues to operate as close to ‘business-as-usual’ as possible with the change to Red in the traffic light system during the school holiday programme. Children were able to participate in Water Battle, Lawn Games, Friday Night Rave and we ran a lifeguard course.
- Documentation was submitted to PoolSafe, ready for our audit in February.



6. Service Centre







Kate Whareaitu
Director - Community Services



Sven Hanne
Chief Executive

Date: 15 February 2022

MONTHLY REPORT

Environmental Services Department



F19/13/04 – D22/3465

To: Policy and Services Committee
From: Director – Environmental Services
Date: 22 February 2022
Subject: Environmental Services Monthly Report – January 2022

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

Fifteen applications for building consents were received in January 2022. These included:

- Five new dwellings, three log fires, one pole shed, two accessory buildings, and two applications for alterations/additions.
- One new commercial building and one commercial alterations/additions.
- Not included in the monthly figure were a further four amendments, one exemption from requiring a building consent and one Certificate Public Use application.

January 2022 has been a quieter month than we have become accustomed to. Activity in the building and development sector is often quiet in January when industry people tend to take an extended break over Christmas. It seems that January 2022 has followed that pattern with tradespeople trickling back to work throughout the month. Officers are also starting to hear more reports of projects being delayed due to material shortages which is consistent with more consents being amended.

2. Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy started late last year. At this stage the project is in an information gathering phase which involves contacting various stakeholders to gather their views on alcohol licensing matters. Formal work on this project will recommence early this year.

The last remaining road naming and numbering project relates to Pembroke Road which will be addressed early this year.

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 Jan
Building Consent Authority	
Building Consent Applications	15
Building Consents Issued	27
Inspections completed	90
Code Compliance Certificate Applications	28
Code Compliance Certificates Issued	26
Code Compliance Certificates Refused	0
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	15
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	3
Land Use Consents Granted	1
Subdivision Consents Received	6
Subdivision Consents Granted	2
223/224 Applications Received	3
223/224 Applications Granted	3
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	9
Resource Consent Placed on Hold or Returned	3
LIM's Received	3
LIM's Granted	3
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	4
Health or Food Act Complaints Received and responded to	0
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	6
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	4
Bylaw Complaints Received and responded to	16
Dog Complaints Received and responded to	9

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% The average processing time for January 2022 was 5.9 days.
	Percentage of inspection requests completed within 24 hours of request.	100%	100% All of the 90 inspections were undertaken within 24 hours of request.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	100% All of the 26 CCC's issued were issued within 20 working days.
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	Achieved.
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%	100%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	100%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	100%
To ensure dogs are controlled	Percentage of known dogs registered	95%	97.5%
	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 January 2022.

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. The check has been undertaken and no building consents have lapsed and no warning letters were issued in January 2022

5.1.3 Regulation 6A Compliance Dashboard
Clause 6A of the Accreditation Regulation requires BCAs to notify the Ministry of Business Innovation and Enterprise (“MBIE”) if any of the following incidents occur:

Incident	Occurrence this month
A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:	Nil
The departure of the building consent authority’s authorised representative or responsible manager:	Nil
In any one quarter of a calendar year, a reduction of 25% or more of employees doing technical jobs who are not replaced with employees who have equivalent qualifications and competence:	Nil
A transfer under section 233 or 244 of the Act of (i) 1 or more functions of the building consent authority to another building consent authority: (ii) 1 or more functions of another building consent authority to the building consent authority:	Nil
An arrangement being made under section 213 of the Act for— (i) another building consent authority to perform a significant amount of the functions of the building consent authority: (ii) the building consent authority to perform a significant amount of the functions of another building consent authority:	Nil
A material amendment to the building consent authority’s policies, procedures, or systems required by these regulations.	Nil

5.1.4 Training needs analysis
The Building Control Officers are scheduled to attend a NZHHA Solid Fuel Heating course on 16 February. Online training courses have been booked for all BCO’s in relation to swimming pool legislation. This will allow for greater knowledge and understanding for undertaking upcoming swimming pools inspections.

An initial competency assessment for the Senior Building Control Officer has been completed and he has been given competency in certain areas. In the coming months we will be gathering further evidence needed to achieve competency in some of the remaining areas.

5.1.5 Internal audit/external audit timetable
During January an action plan was developed to provide to IANZ for approval to clear the seven general non-compliances that were identified in the December audit. This was submitted to IANZ on 3 February. Once it is confirmed officers will begin making the changes and collecting the evidence needed to clear the non-compliances.

5.2 Territorial Authority

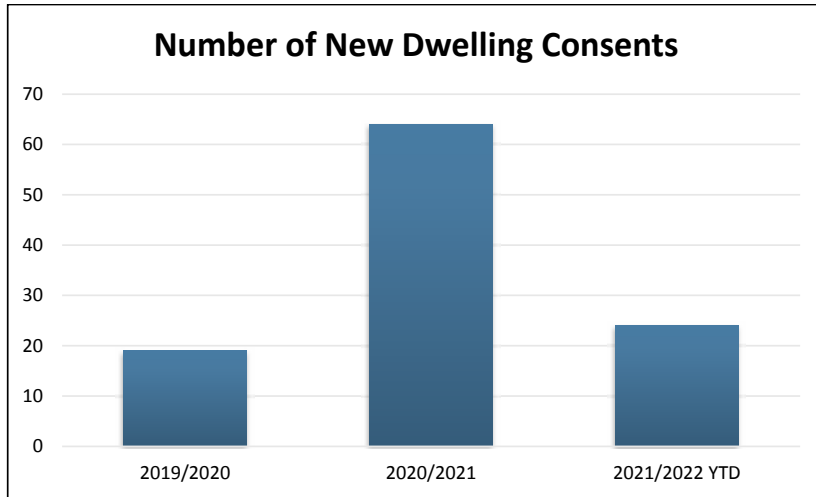
- 5.2.1 Compliance Schedules/Building Warrants of Fitness
Two existing Compliance Schedules were amended and issued in January 2022. No notifications were issued for Warrant of Fitness renewal.
- 5.2.2 Earthquake Prone Buildings
Officers have completed a large portion of the desktop study into identifying earthquake prone buildings in the Stratford district. It is anticipated that the desktop review should be completed in the next couple of months. We are required to identify priority buildings that are earthquake prone by 1 July 2022 and are on track to achieve that. During the desktop study it has been discovered that we have received some reports that have confirmed buildings are earthquake prone. When this happens we have legislative requirements to contact the owners, and inform them that their building is earthquake prone, register the building with MBIE and place an Earthquake Prone Building notice on their building.
- 5.2.3 Swimming Pools
No inspections were completed in January 2022.
- 5.2.4 Non Standard Site Register Maintenance
No new sites were added to the non-standard site register in January 2022.
- 5.2.5 Notices to Fix/Other Compliance as a Territorial Authority
No Notices to Fix were issued by the Territorial Authority in January 2022.

5.3 Trends Analysis

- 5.3.1 Consents applied for by type:

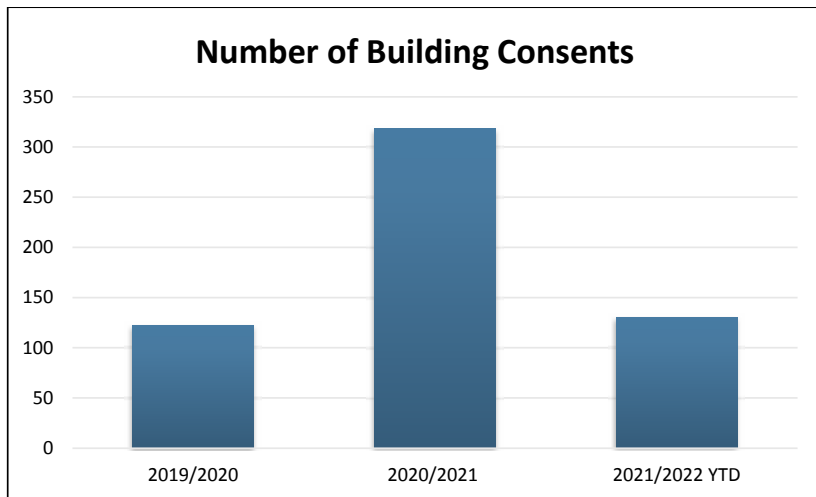
Type	Jan 2022	Jan 2021	2021/2022 Year to Date	2020/2021 Whole Year
New Dwellings	5	2	24	64
Relocated dwellings	0	1	4	19
Relocated buildings other than dwellings	0	0	0	1
Fires	3	1	34	86
Pole sheds/accessory buildings	3	0	25	48
Additions/alterations – residential	2	0	18	40
New Commercial buildings	1	0	8	7
Additions/alterations – commercial	1	1	8	19
Other/miscellaneous	0	1	9	29
Certificate of Acceptance (not in total)	0	0	6	5
Total/s	15	6	130	318

New House indicator by year



Year	New Dwellings
2019/2020	19
2020/2021	64
2021/2022 YTD	24

Consent numbers by year



Year	Building Consents
2019/2020	122
2020/2021	318
2021/2022 YTD	130



Blair Sutherland
Director, Environmental Services



[Approved]
Sven Hanne
Chief Executive

Date: 15 February 2022

MONTHLY REPORT

Corporate Services Department



F19/13 – D22/5626

To: Policy and Services Committee
From: Director – Corporate Services
Date: 22 February 2022
Subject: Corporate Services Monthly Report – January 2022

Recommendation

THAT the report be received.

_____/_____
 Moved/Seconded

1. Financial Management

Reports attached, as at 31 January 2022, are:

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

1.1 Summary of Financial Results and Progress

Operational Results – January 2022 YTD

Revenue

Total Operating Revenue for the year to date is under budget by \$292,097, at \$11,714,862. This is due to the roading subsidy being under budget by \$620,526 as subsidised roading works is expected to pick up from January onwards. Pool revenue is down \$45,728 for the year to date due to Covid-19 restrictions at the facility in the first half of the financial year, and continuing limitations on customers to the facility due to Covid.

Extraordinary Revenue is \$868,595 higher than year to date budget, at \$5,056,344. Grant funding is \$601,326 higher than budget, largely due to the irregular timing of grant receipts. Of the pool grant funding, \$1,400,000 is included in this year's budget but is not payable, as per the contract, until the pool is complete, which is expected in the 2022/23 financial year.

Financial contributions received to date total \$206,602 – these are not budgeted for as the revenue transfers directly to the Financial Contributions reserve and does not affect rates.

Expenditure

Total Operating Expenditure is over budget by \$323,745, at \$9,094,581. Despite personnel costs being under budget, other direct operating costs are \$416,815 over budget. Building control expenditure is \$148,237 over budget for the year to date (revenue over by \$72,614). Roothing expenditure is \$221,431 over ytd budget, this includes unsubsidised expenditure. Solid waste (rubbish and recycling) is over budget by \$74,053 as a result of increased disposal costs for rubbish and recycling.

Depreciation is over budget by \$306,709 – this is the result of a permanent increase in depreciation expense due to recent asset revaluations.

1.2 Capital Expenditure Report

Total capital expenditure funds available for the year is **\$28,679,446**, after adjusting for changes to approved roading expenditure. 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 actual capital expenditure for the year to date, is \$11,494,196.

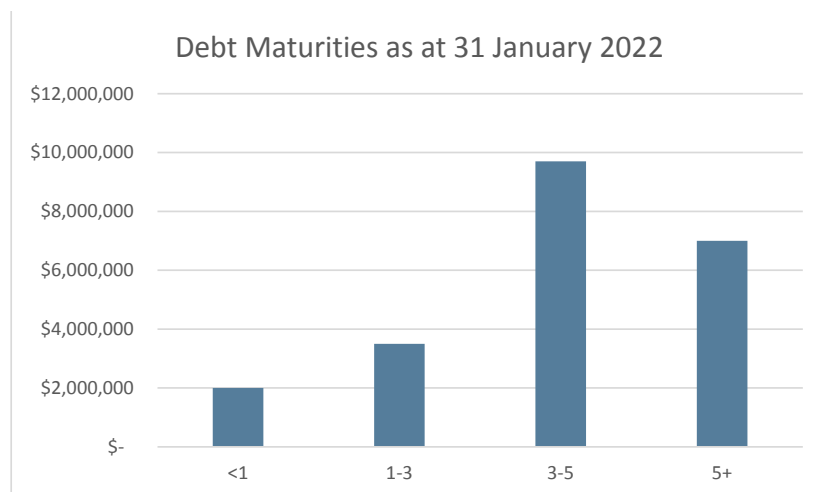
At this stage, it is expected that a total of \$25,675,462 will be spent in this financial year, being a projected underspend for the year of \$3,003,984.

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

1.3 Treasury Management

Gross Council debt as at 31 January 2022 was \$22,200,000. Net debt is \$9,020,000 after taking into account \$6,000,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed. The next fixed rate maturing is in April 2022, for a \$2,000,000 loan fixed at 2.81%. A proposal for refinancing the \$2,000,000 will be presented to the March Policy and Services Committee, with the most up to date interest rates on offer from the LGFA to be provided.



It is expected that Council will carry a minimum of \$6,000,000 of term deposits to cover reserves¹, additionally surplus cash on hand will be invested for an appropriate term if it does not put Council in short term liquidity risk.

The weighted average interest rate for debt is 2.18% (average 6 year term²), and the weighted average interest rate for financial investments is 1.39% (average 3.6 year term).

All internal, and LGFA, covenants were met as at 31 January 2022.

¹ As at 1 July 2021, reserves balances totalled \$8,010,641 including General Asset Renewals Reserve \$5,196,401, Contingency Reserve \$504,500, Council Created Reserves \$1,440,343, Targeted Rate Reserves \$94,906, and Financial Contributions Reserve \$722,624.

² The term is based on draw down date to maturity date.

	Actual	Policy
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	16%	10-60%
Fixed 3-5 years	44%	10-60%
Fixed >5 years	32%	5-60%
Debt Matures 1-3 years	16%	10-60%
Debt Matures 3-5 years	44%	10-60%
Debt Matures > 5 years	32%	10-60%
Debt Servicing to Revenue Ratio	2%	<10%
Net Debt to Revenue Ratio	33%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 913	<\$3,000
Net Debt per Ratepayer	\$ 1,904	N/A
Maximum Investment with Counterparty	\$ 4,000,000	\$ 4,000,000

Cashflow Forecast

Council will need to commence a borrowing program within the next couple of months to cover the service level improvement capital expenditure planned for this financial year and the next. It is expected that debt will increase by \$7,000,000 in the next 12 months.

2.0 Revenue Collection

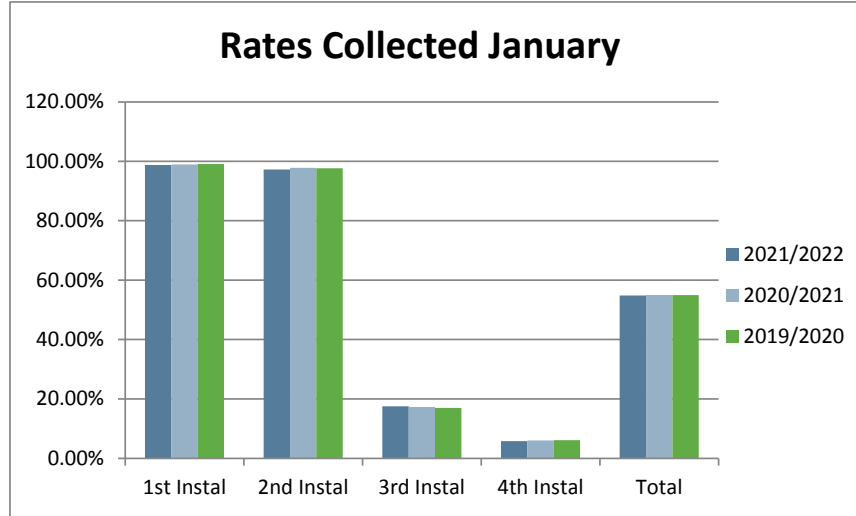
2.1 Rates

Rates Arrears (owing from 2020/21 year and earlier) \$47,346

As at 31 January 2022, 80% of rates in arrears have been collected since 1 July 2021 (2020: 89%). All properties with registered mortgages have had letters sent to their bank, some are using finance companies which are harder to get timely compliance with for payment of overdue rates. Also, more ratepayers are choosing to enter into payment arrangements, eg direct debits, for rates arrears rather than Council requesting payment from the mortgagor. There are four properties in arrears that are currently up for sale, and Council will receive the outstanding arrears upon property transfer.

Current Year Rates

As at 31 January 2022, 55% of rates had been collected (2020:55%). There are no issues currently with collection of this year's rates.



2.2 Outstanding Debtors

Of the total debtors outstanding as at 31 January 2022 of \$1,498,207, 10%, or \$145,467 was overdue. Total infringements is all overdue at \$59,511, and overdue rates of \$43,843 make up the majority of the remaining overdue debtors.

3.0 Information Technology and Records

IT Update

- Currently working on solutions for hybrid council meetings where some attendees are connecting via Zoom online – working on audio and other technical improvements to running the meetings effectively.
- Staff have been busy ensuring IT equipment is available for all staff to be able to work from home if the Covid-19 situation necessitates this.
- A contract with Civica is expected to be finalised soon for the implementation and migration from the managed services environment to Azure platform – expected to take three months with go live scheduled for 4th April. However, delays are anticipated due to Covid-19.
- Work is continuing in-house on digitising the commercial property files. The process is now about 40% complete and is expected to be completed in 6 weeks.

Tiffany Radich
Director, Corporate Services

Approved By:
 Sven Hanne
Chief Executive

Date: 15 February 2022

Statement of Comprehensive Revenue and Expense

For the Year to Date - January 2022

	January '22 Actual YTD	January '22 Budget YTD	Variance YTD	Total Budget 2021/22	January '21 Actual YTD
Operating Revenue					
Finance Revenue	\$109,419	\$120,167	(\$10,748)	\$206,000	\$55,191
Waka Kotahi NZTA Rooding Subsidy	\$2,556,307	\$3,176,833	(\$620,526)	\$5,446,000	\$2,222,012
Rates Revenue - excl water consumption rate	\$6,883,922	\$6,787,000	\$96,922	\$13,574,000	\$6,494,012
Water Supply - Consumption Charge	\$210,473	\$188,000	\$22,473	\$376,000	\$185,890
Sundry Revenue	\$34,309	\$34,017	\$292	\$46,000	\$37,773
Farm Milk Proceeds	\$348,091	\$273,642	\$74,449	\$469,100	\$288,750
User Charges for Services	\$1,572,341	\$1,427,301	\$145,040	\$2,074,100	\$1,394,824
Total Operating Revenue	\$11,714,862	\$12,006,959	(\$292,097)	\$22,191,200	\$10,678,452
Extraordinary Revenue					
Grant Funding	\$4,789,076	\$4,187,750	\$601,326	\$7,179,000	\$3,102,605
Financial Contributions	\$206,603	\$0	\$206,603	\$0	\$34,565
Sale of land	\$0	\$0	\$0	\$0	\$2,588,528
Other Revenue	\$48,178	\$0	\$48,178	\$0	\$0
Dividends	\$12,488	\$0	\$12,488	\$19,800	\$7,935
Total Extraordinary Revenue	\$5,056,345	\$4,187,750	\$868,595	\$7,198,800	\$5,733,633
Total Revenue	\$16,771,207	\$16,194,709	\$576,498	\$29,390,000	\$16,412,085
Operating Expenditure					
Personnel Costs	\$2,779,796	\$2,872,865	\$93,069	\$4,819,000	\$2,526,725
Other Direct Operating Costs	\$6,314,785	\$5,897,970	(\$416,815)	\$10,029,200	\$5,818,214
Total Operating Expenditure	\$9,094,581	\$8,770,836	(\$323,745)	\$14,848,200	\$8,344,939
Other Operating Expenditure					
Loss (gain) on disposal of assets	\$699	\$0	(\$699)	\$0	\$0
Depreciation	\$3,025,042	\$2,718,333	(\$306,709)	\$4,660,000	\$2,630,459
Finance Costs	\$283,751	\$278,250	(\$5,501)	\$477,000	\$242,161
Sundry Expenditure	\$15,985	\$0	(\$15,985)	\$0	\$2,719
Total Other Expenditure	\$3,325,477	\$2,996,583	(\$328,894)	\$5,137,000	\$2,875,339
Total Expenditure	\$12,420,058	\$11,767,419	(\$652,639)	\$19,985,200	\$11,220,278
Net Surplus (Deficit)	\$4,351,149	\$4,427,290	(\$76,141)	\$9,404,800	\$5,191,807
Other Comprehensive Revenue and Expense					
Gain/(Loss) on Infrastructure Revaluation	\$27,958,982	\$0	\$27,958,982	\$7,708,000	\$0
Total Other Comprehensive Revenue and Expense	\$27,958,982	\$0	\$27,958,982	\$7,708,000	\$0
TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR	\$32,310,131	\$4,427,290	\$27,882,841	\$17,112,800	\$5,191,807

Statement of Financial Position

As at 31 January 2022

	January '22 Actual YTD	January '21 Actual YTD
Assets		
Current Assets		
Cash and Cash Equivalents	\$1,768,228	\$2,929,586
Short Term Deposits	\$6,000,000	\$9,000,000
Receivables	\$1,498,207	\$1,521,671
Inventory - assets held for resale	\$0	\$610,215
Prepayments	\$0	\$6,358
LGFA Borrower Notes	\$32,000	\$56,000
Current Assets Total	\$9,298,435	\$14,123,830
Non-Current Assets		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$415,000	\$372,000
Shares	\$681,575	\$672,534
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$18,914,341	\$4,311,633
Property, Plant & Equipment / Intangibles	\$392,770,675	\$326,254,965
Non-Current Assets Total	\$419,961,701	\$338,791,242
Assets Total	\$429,260,136	\$352,915,072
Liabilities & Equity		
Equity		
Renewal Reserves	\$4,509,727	\$4,257,363
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,458,243	\$1,193,280
Restricted Reserves	\$992,740	\$671,666
Targeted Rate Reserves	\$854,562	-\$223,239
Asset Revaluation Reserves	\$199,752,785	\$133,904,734
Retained Earnings	\$194,393,407	\$186,879,286
Equity Total	\$402,465,964	\$327,187,590
Liabilities		
Current Liabilities		
Borrowings (maturing less than one year)	\$2,000,000	\$3,500,000
Provision for Landfill Aftercare	\$6,766	\$10,858
Employee Entitlements	\$243,298	\$182,888
Payables and Deferred Revenue	\$4,273,779	\$2,739,237
Non-Current Liabilities		
Borrowings	\$20,200,000	\$19,200,000
Employee Entitlements	\$51,894	\$49,359
Provision for Landfill Aftercare	\$18,435	\$45,140
Liabilities Total	\$26,794,172	\$25,727,482
Liabilities & Equity Total	\$429,260,136	\$352,915,072

Expenditure and Revenue by Activity

For the Year to Date - January 2022

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

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

	January '22 Actual YTD	January '22 Budget YTD	Variance YTD	Total Budget 2021/22	January '21 Actual YTD
<u>Recreation and Facilities</u>					
Aerodrome					
Expenditure	\$52,788	\$54,447	\$1,659	\$92,669	\$57,519
Revenue	\$18,405	\$15,750	\$2,655	\$27,000	\$14,429
Net cost of activity	\$34,383	\$38,697	\$4,314	\$65,669	\$43,090
Civic Amenities					
Expenditure	\$276,985	\$270,961	(\$6,024)	\$435,805	\$132,226
Revenue	\$36,169	\$35,784	\$385	\$51,000	\$36,623
Net cost of activity	\$240,816	\$235,177	(\$5,639)	\$384,805	\$95,603
Pensioner Housing					
Expenditure	\$53,580	\$50,732	(\$2,849)	\$80,684	\$45,747
Revenue	\$41,452	\$42,000	(\$548)	\$72,000	\$39,736
Net cost of activity	\$12,128	\$8,732	(\$3,397)	\$8,684	\$6,011
Library					
Expenditure	\$365,757	\$376,093	\$10,336	\$638,502	\$318,533
Revenue	\$58,468	\$8,167	\$50,301	\$14,000	\$9,133
Net cost of activity	\$307,289	\$367,926	\$60,637	\$624,502	\$309,400
Parks and Reserves					
Expenditure	\$378,483	\$353,018	(\$25,466)	\$599,545	\$311,184
Revenue	\$3,921	\$5,250	(\$1,329)	\$9,000	\$4,320
Net cost of activity	\$374,562	\$347,768	(\$26,795)	\$590,545	\$306,864
Cemeteries					
Expenditure	\$97,612	\$102,753	\$5,141	\$175,964	\$97,678
Revenue	\$65,288	\$53,725	\$11,563	\$92,100	\$67,913
Net cost of activity	\$32,324	\$49,028	\$16,704	\$83,864	\$29,765
TSB Pool Complex					
Expenditure	\$598,317	\$573,184	(\$25,133)	\$964,453	\$503,552
Revenue	\$89,022	\$134,750	(\$45,728)	\$231,000	\$112,521
Net cost of activity	\$509,295	\$438,434	(\$70,861)	\$733,453	\$391,031
<u>Democracy and Corporate Support</u>					
Expenditure	\$670,314	\$689,422	\$19,108	\$1,178,479	\$650,620
Revenue	\$96,116	\$80,683	\$15,433	\$116,000	\$61,956
Net cost of activity	\$574,198	\$608,739	\$34,541	\$1,062,479	\$588,664
<u>Community Development</u>					
Community Services					
Expenditure	\$270,219	\$283,129	\$12,910	\$471,650	\$301,400
Revenue	\$47,082	\$19,833	\$27,249	\$34,000	\$25,768
Net cost of activity	\$223,137	\$263,296	\$40,159	\$437,650	\$275,632
Economic Development					
Expenditure	\$342,354	\$360,668	\$18,314	\$617,717	\$270,271
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$342,354	\$360,668	\$18,314	\$617,717	\$270,271
Information Centre					
Expenditure	\$131,100	\$153,778	\$22,678	\$261,630	\$181,831
Revenue	\$28,491	\$35,992	(\$7,501)	\$61,700	\$42,925

2022 - Policy & Services - February Open - Monthly Reports

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

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

	January '22 Actual YTD	January '22 Budget YTD	Variance YTD	Total Budget 2021/22	January '21 Actual YTD
Net cost of activity	\$102,609	\$117,786	\$15,177	\$199,930	\$138,906
Rental Properties					
Expenditure	\$31,185	\$29,752	(\$1,433)	\$48,492	\$30,415
Revenue	\$18,604	\$20,417	(\$1,813)	\$35,000	\$19,427
Net cost of activity	\$12,581	\$9,335	(\$3,246)	\$13,492	\$10,988
Farm					
Expenditure	\$174,728	\$177,245	\$2,517	\$299,257	\$141,249
Revenue	\$348,091	\$273,642	\$74,449	\$469,100	\$288,750
Net cost of activity	-\$173,363	-\$96,396	\$76,967	-\$169,843	-\$147,501
Holiday Park					
Expenditure	\$1,019	\$1,073	\$54	\$1,840	\$1,027
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$1,019	\$1,073	\$54	-\$1,160	\$1,027
Environmental Services					
Building Control					
Expenditure	\$592,621	\$444,384	(\$148,237)	\$760,594	\$384,128
Revenue	\$235,772	\$163,158	\$72,614	\$279,700	\$162,771
Net cost of activity	\$356,849	\$281,226	(\$75,623)	\$480,894	\$221,357
District Plan					
Expenditure	\$85,593	\$109,297	\$23,704	\$187,366	\$85,330
Net cost of activity	\$85,593	\$109,297	\$23,704	\$187,366	\$85,330
Resource Consents					
Expenditure	\$117,650	\$117,746	\$96	\$201,564	\$136,306
Revenue	\$60,854	\$44,333	\$16,521	\$76,000	\$60,309
Net cost of activity	\$56,796	\$73,412	\$16,616	\$125,564	\$75,997
Food and Health					
Expenditure	\$98,724	\$96,741	(\$1,983)	\$165,699	\$93,430
Revenue	\$22,566	\$15,000	\$7,566	\$30,000	\$22,383
Net cost of activity	\$76,158	\$81,741	\$5,583	\$135,699	\$71,047
Alcohol Licensing					
Expenditure	\$64,410	\$63,834	(\$576)	\$109,287	\$63,034
Revenue	\$18,932	\$19,075	(\$143)	\$32,700	\$21,749
Net cost of activity	\$45,478	\$44,759	(\$719)	\$76,587	\$41,285
Parking and Other Bylaws					
Expenditure	\$82,878	\$74,731	(\$8,147)	\$128,111	\$78,296
Revenue	\$610	\$583	\$27	\$1,000	\$301
Net cost of activity	\$82,268	\$74,148	(\$8,120)	\$127,111	\$77,995
Animal Control					
Expenditure	\$113,135	\$125,271	\$12,136	\$214,751	\$116,970
Revenue	\$137,725	\$141,500	(\$3,775)	\$141,500	\$145,173
Net cost of activity	-\$24,590	-\$16,229	\$8,361	\$73,251	-\$28,203
Civil Defence					
Expenditure	\$254,227	\$235,819	(\$18,408)	\$332,741	\$165,005
Net cost of activity	\$254,227	\$235,819	(\$18,408)	\$332,741	\$165,005
Assets					
Roading					
Expenditure	\$2,512,284	\$2,290,853	(\$221,431)	\$3,904,319	\$2,164,358
Revenue	\$3,050,419	\$3,708,583	(\$658,164)	\$6,079,000	\$2,666,957

2022 - Policy & Services - February Open - Monthly Reports

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

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

	January '22 Actual YTD	January '22 Budget YTD	Variance YTD	Total Budget 2021/22	January '21 Actual YTD
Net cost of activity	-\$538,135	-\$1,417,731	(\$879,596)	-\$2,174,681	-\$502,599
Stormwater					
Expenditure	\$117,865	\$113,491	(\$4,374)	\$194,556	\$105,225
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$117,865	\$113,491	(\$4,374)	\$194,556	\$105,225
Wastewater (Sewerage)					
Expenditure	\$325,238	\$401,781	\$76,543	\$705,535	\$394,122
Revenue	\$38,152	\$42,525	(\$4,373)	\$72,900	\$23,517
Net cost of activity	\$287,086	\$359,256	\$72,170	\$632,635	\$370,605
Solid Waste					
Expenditure	\$565,637	\$491,584	(\$74,053)	\$840,418	\$518,581
Revenue	\$94,909	\$62,708	\$32,201	\$107,500	\$78,925
Net cost of activity	\$470,728	\$428,876	(\$41,852)	\$732,918	\$439,656
Water Supply					
Expenditure	\$719,878	\$729,050	\$9,172	\$1,236,572	\$675,233
Revenue	\$210,473	\$188,000	\$22,473	\$376,000	\$185,890
Net cost of activity	\$509,405	\$541,050	\$31,645	\$860,572	\$489,343
Total Activity Expenditure	\$9,094,581	\$8,770,836	(\$323,745)	\$14,848,200	\$8,023,270
Total Activity Revenue	\$4,721,521	\$5,111,459	(\$389,938)	\$8,411,200	\$4,091,476
Net Cost of Activities	\$4,373,060	\$3,659,377	(\$713,683)	\$6,437,000	\$3,931,794

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CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 JANUARY 2022

Grant funded

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
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GROWTH - to meet additional demand

Economy	Proposed Council subdivision	1,200,000	0	1,200,000	6,025	1,200,000	0	By 30 June 2022	Currently considering viability of a residential subdivision and scoping location options.
Total Growth Expenditure		1,200,000	0	1,200,000	6,025	1,200,000	0		

LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level

Roading	Road to zero	0	905,000	905,000	43,985	905,000	0	By 30 June 2022	Opunake Rd/Palmer Rd contract out to tender. Roadside barrier contract in draft. Active warning signs ordered awaiting installation. Swansea Rd safety project out to tender in March.
Roading	Walking and Cycling Strategy - footpath improvements	350,000	-350,000	0	0	136,500	(136,500)	By 30 June 2022	Funding request declined by Waka Kotahi (NZTA), however Council will spend it's share of the cost on the Fenton Street Shared Use Footpath / Cycleway
Stormwater	Reticulation Capacity Increase	135,000	0	135,000	62,828	135,000	0	By 30 June 2022	Unbudgeted reticulation capacity increase required at Achilles Street due to increased stormwater flows from recent Brecon Road subdivision, and the project scope is currently being defined. Work is also required at Miranda Street.
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	75,860	150,000	0	By 30 June 2022	The re-lining of Broadway is complete, and the balance of funds is currently being programmed
Wastewater	Inflow and infiltration programme	150,000	0	150,000	0	75,000	75,000	By 30 June 2022	The three year contract programme is currently being written.
Wastewater	Treatment plant upgrade	500,000	0	500,000	30,433	200,000	300,000	By 30 June 2022	The consultant is designing the final programme of works, and the sample programme has commenced.
Water Supply	Water meter upgrade - change existing to electronic meters	258,000	0	258,000	22,570	258,000	0	By 30 June 2022	The upgrade programme is being finalised to accommodate the new meters.
Water Supply	Electronic water reading software	91,500	0	91,500	17,851	30,000	61,500	By 30 April 2022	Currently procuring the software
Water Supply	Zoning	30,000	0	30,000	127,486	140,000	(110,000)	By 30 April 2022	Pressure reducing valves have been commissioned; and alterations are required to one cabinet due to line of sight along the railway corridor.
Water Supply	Second trunkmain	1,400,000	0	1,400,000	321,149	1,400,000	0	By 30 June 2022	Stage 1 (construction of pipework from Brecon Road to Hunt Road Extension) contract has been awarded and has commenced. Stage 2 and 3 - final design is nearly complete. To meet central government timeframes, and in accordance with the Council resolution to suspend elements of the procurement policy to facilitate certain central government funded projects, contractor selection for Stages 2 & 3 is expected to be by direct appointment. Stages 2 and 3 are expected to start sometime in April.

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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
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	0	2,000	Completed	This has been done but as it was less than the capital expenditure minimum of \$2,000, and is being treated as operating expenditure.
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	246,710	484,168	0	By 28 February 2022	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 95% complete, and stage 3 (public toilets) is complete. Total project expenditure to date is \$1,645,843, which includes \$13,302 of council funds spent prior to the approval of the PGF funding.
Swimming Pool	Pool development	16,700,000	0	16,700,000	7,908,228	13,890,002	2,809,998	By 30 September 2022	Funding of \$8m from Provincial Growth Fund approved, \$12m from loans, and with a further \$2m approximately in other grant funding received, makes a total project cost of \$22m. The total project expenditure to date is \$12,780,746, with construction approximately 39% complete.
Civic Amenities	Stratford 2035	482,500	0	482,500	775	482,500	0	By 30 June 2022	This budget consists of a number of smaller projects. These are under way with the outcome for a couple of these being dependent on third party input / support.
Civic Amenities	WMC - kitchen and cabinetry upgrade	20,000	0	20,000	0	20,000	0	By 30 June 2022	Contracts have been awarded in January. Work will commence in June 2022 due to delays of materials
Civic Amenities	WMC - appliance upgrade	9,500	0	9,500		9,500	0	By 31 March 2022	Currently looking at options for oven replacement and getting quotes.
Civic Amenities	TET Stadium improvements	50,000	0	50,000		50,000	0	By 30 June 2022	Currently evaluating quotes to upgrade four heaters in the restaurant, then contract will be awarded. Gas pipes have been replaced in December and are awaiting invoice approval.
Farm	New storage facility	8,000	0	8,000	0	8,000	0	By 30 April 2022	Once the new storage shed has been constructed at the pond, the storage container will be moved to the farm and utilised as a chemical storage facility.
Farm	Install new freestanding fireplace	8,500	0	8,500	0	0	8,500	Completed	This work was brought forward and completed in 2020/21.
Farm	New yard and entrance way	0	0	0	127,048	127,048	(127,048)	Completed	This expenditure was approved by Council in the previous year but was completed in November 2021. This also provided for a roof on the area where the AI takes place, which has been completed..
Farm	Install in-shed feed system	53,000	0	53,000	54,192	54,192	(1,192)	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
Farm	Landscaping / riparian planting	3,500	0	3,500	0	3,500	0	By 31 May 2022	Following a site visit by TRC in December, a list of the required number of trees will be provided, then ordered in March, ready for planting in May 2022.
Miranda Street Office	Concrete plinth and sign	0	0	0	1,978	1,978	(1,978)	By 30 June 2021	Relates to concrete structure at front of council office building. Unbudgeted expenditure.
Total Level of Service Expenditure		20,613,870	1,039,168	21,653,038	9,046,440	18,778,105	2,874,933		

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

Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	840,000	0	840,000	358,185	680,000	160,000	By 30 June 2022	Reallocation of funds for Monmouth Road culvert replacement
Roading - Financially assisted NZTA	Sealed Road resurfacing	1,100,000	(206,966)	893,034	422,327	890,000	3,034	By 30 June 2022	Expenditure to meet NZTA allocation, reseals in progress.
Roading - Financially assisted NZTA	Drainage Renewals	700,000	0	700,000	605,286	700,000	0	By 30 June 2022	Monmouth Road and Mangaotuku Road rehabilitation
Roading - Financially assisted NZTA	Pavement Rehabilitation	750,000	0	750,000	62,907	700,000	50,000	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	442,640	850,000	(15,000)	By 30 June 2022	Re-prioritised programme to include Monmouth Road culvert replacement
Roading - Financially assisted NZTA	Traffic Services Renewals	113,000	(37,726)	75,274	32,028	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	32,150	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	76,270	150,000	0	By 30 June 2022	Final budget allocation as approved by Waka Kotahi (NZTA)
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	60,000	0	60,000	5,489	6,000	54,000	By 30 June 2022	Reseals deferred to 2022/23 year
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	3	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	12,197	12,500	(2,500)	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	6,017	53,000	0	By 30 June 2022	Ongoing
Wastewater	Step / aerate treatment renewals	30,000	0	30,000	8,850	30,000	0	By 30 June 2022	Ongoing, as part of an annual renewal programme
Wastewater	Infiltration renewals	183,000	0	183,000	20,633	183,000	0	By 30 June 2022	The three year contract programme is currently being written.
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	87,879	255,000	0	By 30 June 2022	Expenditure to date is for Claudius Street works, and the balance is for Surrey Street and part of Broadway, which are being tendered in February 2022.

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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
Water Supply	Toko street work rider mains	15,000	0	15,000	0	15,000	0	By 30 June 2022	Contractors have begun work to identify water losses. Once identified, the funds will be used to renew infrastructure as required.
Water Supply	Infrastructural general - Stratford	25,000	0	25,000	17,365	25,000	0	By 30 June 2022	Ongoing
Water Supply	Infrastructural general - Midhirst	3,000	0	3,000	0	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 pipe bridge suspension system on Brecon Road, and the balance of funds will be prioritised amongst other pipe bridges
Water Supply	Patea delivery line	0	0	0	25,930	50,000	(50,000)	By 30 June 2022	This expenditure is for finalising the design of the raw water delivery line and the grit tank
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	14,464	30,000	0	By 30 June 2022	Reservoir roof seal was replaced and ladders installed; the cleaning requirement and methodology evaluation is currently occurring.
Water Supply	Midhirst reservoir	15,000	0	15,000	0	15,000	0	By 30 June 2022	The cleaning requirement and methodology evaluation is currently occurring.
Water Supply	Toko reservoir	5,000	0	5,000	272	5,000	0	By 30 June 2022	The cleaning requirement and methodology evaluation is currently occurring.
Water Supply	Membranes	150,000	0	150,000	0	150,000	0	By 30 June 2022	Procurement has been initiated, waiting on supplies to arrive from overseas.
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	6,460	75,000	25,000	By 30 June 2022	Iwi are reviewing the assessment reports 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 31 May 2022	The concept design is completed, then once completed the old tank will be removed and the new one installed in autumn, when camping ground occupancy rates are lower.
Parks and Reserves	Eastern Loop staircase	0	0	0	7,264	7,264	(7,264)	Completed	Downer were to replace a few steps on the Eastern Loop walkway under their R&M contract. When the repairs were about to take place, it was decided that due to health and safety risks the whole staircase would need to be replaced immediately. If the stairs were not fully replaced, the walkway would have been closed until further notice.
Civic Amenities	WMC - replace furniture	3,100	0	3,100	5,293	5,293	(2,193)	Completed	
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	374	70,000	0	By 31 May 2022	Building consent is still being processed. Demo of existing shed is due to be done in March.

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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
Civic Amenities	Demolish Bell Tower	30,000	0	30,000	13,043	60,000	(30,000)	By 30 April 2022	Start dates have been confirmed for March. Demolition will be undertaken in two steps. The deposit has been paid to the contractor. It is necessary that the budget for the project increase to \$60,000 to ensure the work is completed safely.
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,126	3,126	(26)	Completed	
Miranda Street Office	Office renovations	0	0	0	0	0	0	By 28 February 2022	This is for the safe conversion into office space. This is currently underway and due to be completed by 28 February 2022.
Corporate	Computers/Peripherals/ Software	128,000	0	128,000	78,561	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	23,547	38,000	0	By 30 June 2022	One vehicle arrived in December, and a second vehicle will be purchased later in the year to replace an existing vehicle.
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	By 30 June 2022	Ongoing
Total Replacement Expenditure		6,721,100	-894,692	5,826,408	2,441,731	5,697,357	129,051		
TOTAL EXPENDITURE		\$28,534,970	\$144,476	\$28,679,446	\$11,494,196	\$25,675,462	\$3,003,984		

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 JANUARY 2022					
Public Debt Statement					
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
	\$ 22,200,000	2.18%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,350,795	2013	N/a	2.18%	Water treatment plant
Farm	\$ 1,968,533	2016	N/a	2.18%	As at 1 July 2021
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	0.90%	99	5/11/2021	12/02/2022
ASB	\$ 2,000,000	0.75%	120	15/10/2021	12/02/2022
Westpac	\$ 1,000,000	1.18%	120	5/11/2021	5/03/2022
Westpac	\$ 1,000,000	1.27%	120	13/12/2021	12/04/2022
Westpac	\$ 1,000,000	1.35%	120	17/01/2022	17/05/2022
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
	\$ 13,180,000	1.39%			
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
	\$ 447,000	1.64%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 2.95	\$ 468,212		
Ravensdown	21,820	\$ 1.00	\$ 21,820		
Civic Financial Services Ltd	65,608	\$ 0.96	\$ 62,984		
			\$ 553,016		
Other Investments					
	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 JANUARY 2022

	Jan-22	Jan Actuals	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	12 Month
OPENING BALANCE	2,244,762	2,244,762	1,832,362	1,323,825	718,825	4,945	1,337,220	400,541	34,741	1,706,741	1,386,741	625,941	3,248,816	3,021,051	15,641,752
Rates	440,000	377,488	3,500,000	520,000	440,000	3,500,000	450,000	450,000	3,500,000	640,000	450,000	3,500,000	540,000	380,000	17,870,000
NZTA Refunds	214,322	214,012	497,263	620,000	570,000	300,000	200,000	200,000	200,000	500,000	450,000	380,000	600,000	215,000	4,732,263
Fees and Charges	320,000	313,886	360,000	450,000	320,000	320,000	400,000	400,000	300,000	400,000	350,000	320,000	400,000	300,000	4,320,000
Sale of Assets	1 106,343	106,343	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Revenue	4,200	4,981	4,200	35,000	4,200	4,200	35,000	4,200	2,000	35,000	4,200	4,200	4,200	4,200	140,600
PGF Funding - pool and bike park	2 -	117,021	-	-	-	-	-	-	1,400,000	-	-	-	-	-	1,400,000
Total Cash In	1,084,865	1,133,731	4,361,463	1,625,000	1,334,200	4,124,200	1,085,000	1,054,200	5,402,000	1,575,000	1,254,200	4,204,200	1,544,200	899,200	28,462,863
Salaries and Wages / Elected Members	420,000	429,195	420,000	480,000	420,000	480,000	420,000	420,000	480,000	420,000	420,000	480,000	420,000	430,000	5,290,000
Payments to Suppliers - Operating	500,000	509,763	450,000	500,000	500,000	550,000	550,000	570,000	650,000	650,000	670,000	600,000	500,000	500,000	6,690,000
Major contract payments	2,500,000	1,724,753	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,100,000	2,600,000	2,700,000	800,000	800,000	800,000	800,000	20,600,000
Interest Expense	-	-	-	-	128,080	61,925	51,679	-	-	-	125,000	51,325	51,965	-	469,974
GST Paid	- 117,000	- 117,580	-	250,000	-	300,000	-	330,000	-	125,000	-	350,000	0	(117,580)	62,580
Total Cash Out	3,303,000	2,546,131	2,870,000	3,230,000	3,048,080	2,791,925	3,021,679	3,420,000	3,730,000	3,895,000	2,015,000	1,581,325.00	1,771,965.00	1,612,420.00	32,987,394
(Increase)/Reduce Financial Investments	3 1,000,000	1,000,000	2,000,000	-	-	-	-	-	-	-	-	-	-	-	2,000,000
Borrowing /(Repaying) Loans	-	-	-	1,000,000	1,000,000	-	1,000,000	2,000,000	-	2,000,000	-	-	-	-	7,000,000
CLOSING BALANCE	1,026,627	1,832,362	1,323,825	718,825	4,945	1,337,220	400,541	34,741	1,706,741	1,386,741	625,941	3,248,816	3,021,051	2,307,831	16,117,221
Net Debt	9,020,000	9,020,000	7,020,000	8,020,000	9,020,000	9,020,000	10,020,000	12,020,000	12,020,000	14,020,000	14,020,000	14,020,000	14,020,000	14,020,000	14,020,000

Notes re Cashflow Forecast:

- Final section of the Council subdivision settled on 21 January 2022.
- MBIE funding for the pool due in Aug/Sept 2022. Received final MBIE payment for Community Halls in January.
- Held back \$1m investment in January due to payments to suppliers being high and it is not a rates month. To reinvest \$2m in February for a total of \$8m in term deposits.

Outstanding Debtors as at 31 January 2022

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$215,173	\$43,843	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	\$557	\$0	
Cemeteries	\$20,500	\$8,875	Overdues relate to 6 debtors, of which all have payment arrangements with council and are compliant.
Rental Properties	\$10,028	\$604	Overdue debtor is under a payment arrangement.
Pensioner Housing	-\$1,040	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$10,161	\$5,338	This relates to 6 debtors, that are all actively being pursued by debt collectors.
Facility Hire	\$1,049	\$0	
Sundry Debtors	\$338,974	\$2,173	Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement.
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	\$4,582	\$278	Services added after 1 July 2021 via debtor invoice. Due 30 June 2022. Ratepayers sent reminder letters.
Private Works	\$1,978	\$0	
Debtors Accruals	\$137,942	\$0	
NZTA	\$497,264	\$0	
Swimming Pool	\$6,984	\$0	
Resource Consents	\$21,796	\$6,129	Two overdue debtors. Regulatory team making contact
Building Consent Applications	\$830	\$0	
Aerodrome	\$765	\$0	A request will be made to the CEO to write-off debt associated with landing fees, due to Annual Plan proposal to remove aerodrome landing fees for 2022/23.
Infringements	\$59,511	\$59,511	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$16,770	\$1,600	One debtor, chasing up. Was due to be cleared 21/1/22.
Water Billing	\$151,961	\$14,694	An overdue debtor is on a payment arrangement. Reminder letters have been sent out. A number of properties are being investigated for leaks.
TOTAL	\$1,498,207	\$145,467	



Our reference
F19/13/03-D21/40748

Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace.