



Our reference
F19/13/03-D21/26182

20 January 2022

Policy & Services Committee Meeting

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 25 January 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 25 January 2022 as follows:

11.00am	Workshop for Councillors - Te Heke Ngahuru (Te Awa Tupua strategy) priorities
12.30pm	Lunch for Councillors
12.30pm	Workshop for Councillors - Annual Plan o Fees and Charges o Draft Documents - Victoria Park Drainage
2.45pm	Afternoon tea for Councillors
3.00pm	Policy & Services Committee

Yours faithfully

Sven Hanne
Chief Executive

2022 - Policy & Services - January

25 January 2022 03:00 PM - 05:00 PM



Agenda Topic	Page
Notice of Meeting	1
Agenda	4
1. Welcome	8
1.1 Opening Karakia	8
1.2 Health & Safety Message	9
2. Apologies	
3. Announcements	
4. Declarations of Members Interest	
5. Attendance Schedule	10
6. Confirmation of Minutes	11
6.1 Policy & Services Committee - 23 November 2021	11
7. Matters Outstanding	18
8. Decision Report - Connecting our Communities Strategy	19
9. Decision Report - Roading Targeted Rate - Forestry Differential	26
10. Information Report - Financial Reserves Balance and Movements - 2020/21	33
11. Monthly Reports	39
11.1 Assets Report	39
11.2 Community Services Report	79
11.3 Environmental Services Report	91
11.4 Corporate Services Report	99
12. Questions	

13. Closing Karakia

115

AGENDA

Policy and Services Committee



F19/13/05 – D22/2435

Date: Tuesday 25 January at 3.00 PM

Venue: Council Chambers, 61 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 8

1.2 Health and Safety Message
D21/26210 Page 8

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 – 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.

/
Moved/Seconded

7. **Matters Outstanding**

D16/47 Page 18

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

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

Recommendations

1. THAT the report be received.
2. THAT the Committee give approval for Council officers to consult with the community for a proposal to 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.

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.

Moved/Seconded

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

Recommendations

1. THAT the report be received.
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 \$150,000, \$200,000 or \$250,000.

Recommended Reason

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

Moved/Seconded

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

Recommendation

THAT the report be received.

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

/

Moved/Seconded

11. Monthly Reports

11.1 **Assets Report**
D21/44671 Page 39

Recommendation

THAT the report be received.

/

Moved/Seconded

11.2 **Community Services Report**
D21/45870 Page 79

Recommendation

THAT the report be received.

/

Moved/Seconded

11.3 **Environmental Services Report**
D21/42831 Page 91

Recommendation

THAT the report be received.

/

Moved/Seconded

11.4 Corporate Services Report
D22/1864 Page 99

Recommendation

THAT the report be received.

_____/_____
Moved/Seconded

12. Questions

13. Closing Karakia
D21/40748 Page 115



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										
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 – D21/42340

Date: Tuesday 23 November 2021 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, R W Coplestone, A K Harris, V R Jones, M McKay, W J Sandford and G M Webby.

In attendance

The Chief Executive – Mr S Hanne, the Director – Community Services – Ms K Whareaitu (*part meeting*), 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 Roading Assets Manager – Mr S Bowden, the Special Projects Manager – Mr N Cooper (*part meeting*), the Project Manager/Engineer – Mr S Taylor (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*), the Asset Management Coordinator – Mrs L Campbell (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), and one member of the media (Stratford Press)

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 J M S Erwood.

Recommendation

THAT the apology be received.

HARRIS/DALZIEL
Carried
P&S/21/172

3. Announcements

There were no announcements.

4. Declarations of Members Interest

The Deputy Mayor requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda. There were no 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 – 26 October 2021
D21/39473 Page11

Recommendation

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

WEBBY/JONES
Carried
P&S/21/173

7. Matters Outstanding

D16/47 Page 19

Recommendation

THAT the Matters Outstanding be received.

BOYDE/JONES
Carried
P&S/21/174

8. Decision Report – Adoption of 2022 Meeting Schedule

D21/35697 Page 20

Recommendations

1. THAT the report be received.

McKAY/WEBBY
Carried
P&S/21/175

2. THAT the 2022 Meeting Schedule is adopted as presented.

McKAY/BOYDE
Carried
P&S/21/176

Recommended Reason

Meetings are required to be held to effectively and efficiently conduct Council business in a clear and open manner.

It is the intention of this resolution to hold two-monthly Audit and Risk Committee Meetings, monthly Ordinary Council meetings, monthly Policy and Services Committee meetings and quarterly Farm and Aerodrome Committee meetings to ensure efficiency of implementing decisions made by all Committees.

The Committee Advisor and Executive Assistant undertook to make the following changes:

- February Ordinary meeting amend to 8 February 2022.
- Mayoral Reception amend to 3 December 2022.

9. Decision Report – Review of Windsor Park and Thomson Arboretum Reserve Management Plan

D21/41132 Page 30

Recommendations

1. THAT the report be received.

WEBBY/BOYDE
Carried
P&S/21/177

2. THAT the draft reviewed reserve management plan for Windsor Park and the Thomson Arboretum be publically advertised calling for further public submissions in terms of Section 41(6) of the Reserves Act 1977.

BOYDE/DALZIEL
Carried
P&S/21/178

Recommended Reason

Following initial public submissions a draft reviewed management plan has been prepared for Windsor Park and the Thomson Arboretum that, in accordance with the Reserves Act 1977, is required to be publically advertised seeking further submissions before being adopted by Council.

The Special Projects Manager noted the following points:

- The purpose of this report was to seek council approval to submit a draft management plan for public consultation.
- The Reserves Act requires reserve administrating bodies to have plans for all recreation reserves. Council have adopted Reserve Management Plans for King Edward Park and Victoria Park. The Percy Thomson Trust is the administrating body for the arboretum and the trust deed requires a management plan to be prepared in conjunction with the council, therefore it was considered appropriate to have a joint plan for these two reserves and another plan for the remaining reserves.
- The first round of public consultation received three submissions which were discussed at a council workshop and changes incorporated into this management plan. If there are any further submissions received then a workshop will be held to discuss these and make any further amendments to the final plan.

Questions/Points of Clarification

- The District Mayor noted that there were 16 pieces of legal documents that were required to be adhered to in building this document and commended Mr Cooper on this work.
- It was clarified that if there was a request for encroachment on the reserve land or to occupy the land on a temporary basis then it could be done but would require public consultation and a change to the policy.

The Special Projects Manager left the meeting at 3.19pm.

10. Information Report – Waste Management and Minimisation Plan 2018 – Progress report

D21/38386 Page 70

Recommendation

THAT the report be received.

WEBBY/SANDFORD
Carried
P&S/21/179

Recommended Reason

This report provides an update on the progress of the targets and effectiveness of the actions contained in the Waste Management and Minimisation Plan (WMMP) 2018. Council officers consider it important to monitor Council's progress to highlight the changes and improvements made, in order to quantify the gaps and identify measures necessary to achieve the purpose of the WMMP by 2023.

The Asset Management Coordinator/Waste Minimisation Officer noted that this report was the second progress report on the targets and effectiveness of the waste minimisation plan.

Questions/Points of Clarification

- It was clarified that a stakeholders meeting has been held to discuss the regional composting facility. A feasibility study is underway and iwi collaboration has begun. Another meeting will be held once those are complete.
- It was clarified that contamination of recycling was both dirty items and non-recyclable items. Councillor Harris noted that contamination could be reduced at the transfer station if the items were separated like they previously were. Mrs Campbell noted that this had been an instruction to the employee by Envirowaste as it was a time consuming task to complete.
- Councillor Dalziel noted that New Plymouth District Council had halved the total amount of waste going to landfill. Mrs Campbell noted this was largely due to the introduction of kerbside food waste collection which had been identified as contributing 30% of total waste going to landfill. The council had also significantly invested in communications on waste minimisation.
- The District Mayor noted that there was no consistency with the waste stream which made it difficult to know which area to focus on. He noted the kerbside collection for greenwaste had been withdrawn from the Long Term Plan but felt that some promotion for alternative options could be helpful. He noted the Transfer Station fees for greenwaste were significantly lower than the neighbouring districts and that South Taranaki District Council had an optional 240 litre green waste bin that was collected fortnightly for an annual fee of approximately \$130. The Director – Assets noted this would be an area for the new Education Officer to focus on. It was clarified that interviews had been conducted for this role but no appointment made to date.
- Councillor McKay questioned if council had considered partnering up with the Enviroschools to help get the message through the children and into their homes? Mrs Araba noted this was an area the Education Officer would be looking into.

The Asset Management Coordinator/Waste Minimisation Officer left the meeting at 3.26pm.

11. Monthly Reports

11.1 Assets Report D21/40154 Page 177

Recommendation

THAT the report be received.

McKAY/BOYDE
Carried
P&S/21/180

The Director - Assets noted that the Assets department was making progress on the waste water oxidation pond upgrade and a meeting had been held with stakeholders.

Questions/Points of Clarification

- It was clarified the \$5,000 cost for the repair of the stonework at the southern round-a-bout was the insurance excess and council was unable to claim this from the person who caused the damage.
- Councillor Sandford noted his congratulations to the Special Projects Manager, Mr Cooper, for his work in bringing the Midhirst land issues to completion. He felt it was one of the most monumental tasks council had achieved.
- It was clarified that the performance measure for Water Supply urgent call outs should read achieved as it had been under the time limit threshold.
- It was clarified that public electric vehicle charging stations would be discussed within a workshop and would formally go into the annual plan projects if council determines it would like to proceed.
- It was requested that the numbers be confirmed for the Aerodrome aircraft movements as shown on page 196 and if these were all paying the landing fees.

The Services Asset Manager, the Property Officer and the Projects Engineer/Manager departed the meeting at 3.33pm.

11.2 Community Services Report D21/39727 Page 213

Recommendation

THAT the report be received.

JONES/SANDFORD
Carried
P&S/21/181

The Director – Community Services noted the following points:

- One of the highlights has been the launch of *Recollect* with the Library. These items were previously stored in the archives room but through funding from the National Library have been digitised and there has been lots of engagement with the community particularly over Facebook.
- Since the report was written the Taranaki Electricity Trust has confirmed a grant of \$230,000 for the coming year with \$30,000 towards pool play equipment and the remaining allocated to other projects in the application.
- The Mayoral Gift Appeal starts next week.
- Working through the implications for the facilities under the new COVID-19 protection framework.

Council Organisations and Council Representatives on Other Organisations

- Councillor McKay noted that the Stratford Business Association had cancelled the Christmas Parade but were working on alternative projects to bring Christmas Cheer to Stratford and to encourage shopping local to support the local businesses – they were waiting on confirmation that the parade funding could be diverted to alternative Christmas activities. There are also workshops coming up with the first being an employment lawyer to talk to businesses about vaccinations and the COVID-19 mandates, it is hoped that this will be able to help answer questions and that it will be well attended.

The Communications Manager left the meeting at 3.36pm

11.3 Environmental Services Report
D21/39390 Page 222

Recommendation

THAT the report be received.

BOYDE/HARRIS
Carried
P&S/21/182

The Director – Environmental Services noted the following points:

- October had been a quieter month compared to the previous few months and there does not seem to be any particular driver for that. November numbers have already bounced back.
- The IANZ Audit for the Building Control Accreditation is beginning next week and will have one auditor via audio visual link and a second auditor onsite.

11.4 Corporate Services Report
D21/40960 Page 230

Recommendations

1. THAT the report be received.

WEBBY/DALZIEL
Carried
P&S/21/183

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

VOLZKE/DALZIEL
Carried
P&S/21/184

The Director – Corporate Services noted the following points:

- There was nothing standing out in terms of financials for year to date at the moment.
- Officers are working on completing the audit of the annual report, auditors have not identified any issues and it is planned that the report will be adopted by council on 14 December.
- Work has begun on the Annual Plan. The Long Term Plan budget for the year is being used but it just being adjusted as required and assumptions updated to give a more accurate overview. Council will be updated on a monthly basis until the plan is adopted which was requested through feedback received after the Long Term Plan debrief.
- The second recommendation is continuing from the last few reports and highlights that council is in breach of its limits which is a result of over \$4 million having been invested with one bank (Westpac). Approval had been sought from the Mayor and the Audit and Risk Chair when this was done.

12. Questions

There were no questions.

13. Closing Karakia

D21/40748

Page 247

The meeting was closed with a karakia.

The meeting closed at 3.41pm

A L Jamieson
Chairman

Confirmed this 25th day of January 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 11.3
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.
Forestry damage to road – differential rates	Policy & Services – 18 May 2021	Tiffany Radich	On-going	Report – Item 9
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 report will be brought back to Council at a later date.
Victoria Park Drainage	Policy & Services Committee 22 June 2021	Victoria Araba	On-going	Update in Assets Monthly Report - item 11.1 (5)
Southern round-a-bout – damage to stonework	Policy & Services – 24 August 2021	Victoria Araba	Complete	Update in Assets Monthly Report - item 11.1 (2.7)
Forestry – workshop requested on how Council can protect roads from heavy vehicle damage particularly during wet periods (eg winter)	Policy & Services – 24 August 2021	Steve Bowden	On-going	Update in Assets Monthly Report - item 11.1 (2.7)
Aircraft movements – number confirmation from monthly report and landing fee payments confirmed.	Policy & Services – 23 November 2021	Victoria Araba	Complete	Aircraft movement figures in the monthly report are now updated. Invoices have been issued for landing fees, payments are outstanding.

DECISION REPORT



F19/13/04 – D21/46044

To: Policy and Services Committee
From: Project Engineer/Manager
Date: 25 January 2022
Subject: Connecting our Communities Strategy

Recommendations

1. THAT the report be received.
2. THAT the Committee give approval for Council officers to consult with the community for a proposal to 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.

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.

/_____
Moved/Seconded

1. Purpose of Report

The purpose of this report is to seek approval from the Policy and Services Committee to commence public consultation for a proposal to adopt a strategy that will enhance the safety of the transport network within the Stratford district.

2. Executive Summary

- 2.1 As a Road Controlling Authority, the Stratford District Council ('SDC') is obliged to support several national, regional and district policies and plans, including Government's **Road to Zero** Strategy.
- 2.2 One of the 15 key action items in **Road to Zero** is the intent to provide **Accessible Streets**.
- 2.3 **Accessible Streets** is a collection of Land Transport Rule changes designed to improve safety for footpath users, encourage active modes of transport, and support the creation of more liveable and vibrant towns and cities.
- 2.4 **Accessible Streets** aims to support a shift from private vehicles to more energy efficient, low-cost and healthier modes of transport like walking, cycling and public transport. Everyone who uses the transport network will be affected by these proposed changes.
- 2.5 Council currently does not have a strategy outlining its intentions to improve accessibility to its transport network.

- 2.6 Community surveys between 2017 and 2019 highlighted several safety issues within the community.
- 2.7 Safety on the transport network is a very emotive subject and varies greatly from person to person. Perceived safety is a common concern when addressing safety issues of the transport network.
- 2.8 Consultation is required to understand fully any safety concerns the community has with the transport network.
- 2.9 Council's Long Term Plan states that we will provide a safe environment for our community.
- 2.10 **Connecting our Communities** Strategy provides guidance for good quality infrastructure and regulatory function.
- 2.11 Two options have been identified:
 - Option 1** – Do nothing. SDC will be limited in achieving subsidised funding from Waka Kotahi for the transport network.
 - Option 2** – Support the request to seek the community's view on the Strategy of improving access options to the transport network. This will then help Council to make decisions in the future regarding all transport needs for the district. **This is the recommended option.**
- 2.12 The cost to undertake consultation on the **Connecting our Communities** Strategy can be met from current roading budgets.

3. Local Government Act 2002 – Section 10

Under section 10 of the Local Government Act 2002, the Council's purpose is to "enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future"			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:		Yes - This provides for local democratic decision making for adopting a strategy to improve the transport network.	
Social	Economic	Environmental	Cultural
✓	✓	✓	

The proposal is to seek permission from the Policy and Services Committee to consult with the community of Stratford and to seek their feedback for a strategy to promote all forms of transport in the transport network. Whilst the Road to Zero Strategy strongly encourages all Territorial Authorities to improve road safety within their territorial area, alternative transport modes can be an emotive subject. In order to achieve these changes, Council needs to take the community with them.

4. Background

- 4.1 One of the key action items in the Ministry of Transport's current road safety strategy, *Road to Zero*, is the intent to provide Accessible Streets.
- 4.2 Accessible Streets is one of 15 actions proposed as part of the initial action plan under the new Road to Zero Strategy.

- 4.3 It is a collection of Land Transport Rule changes designed to improve safety for footpath users, encourage active modes of transport, and support the creation of more liveable and vibrant towns and cities.
- 4.4 Accessible Streets aims to support a shift from private vehicles to more energy efficient, low-cost and healthier modes of transport like walking, cycling and public transport. Everyone who uses the transport network will be affected by these proposed changes.
- 4.5 As a Road Controlling Authority, SDC is obliged to support the current Government Strategies:
- Road to Zero: New Zealand's Road Safety Strategy 2020 to 2030
 - The Government Policy Statement 2021 to 2031
 - Accessible Streets Regulatory Package
 - Amended Statement of Intent 2018 to 2022
 - A Framework for Shaping Our Transport System: Transport Outcomes and Mode Neutrality
 - Walking Access Strategy 2017 to 2022.
- 4.6 In the last 15 years, Council has supported several regional strategies:
- Taranaki Regional Land Transport Plan 2021 to 2027
 - Taranaki Disability Strategy
 - Regional Walkways and Cycleways Strategy for Taranaki 2007
 - Roadsafes Taranaki Programme 2018 to 2022
 - Taranaki Strategy Trails
 - Tapuae Roa: Make way for Taranaki.
- 4.7 SDC also have several policies and plans within the Long Term Plan:
- Stratford 2035 Making it Real
 - Roading Activity Management Plan 2021 to 2031
 - Parks, Reserves and Cemeteries Asset Management Plan 2021 to 2031.
- 4.8 Council currently does not have a Strategy outlining its intentions to improve accessibility to its transport network.
- 4.9 Council missed out on subsidised funding in the 2021 funding review by Waka Kotahi.
- 4.9.1 Community surveys between 2017 and 2019 highlighted several safety issues within the community.
- 4.9.2 Safety on the transport network is a very emotive subject and varies greatly from person to person. Perceived safety is a common concern when addressing safety issues of the transport network.

5. Consultative Process

5.1 Public Consultation - Section 82

For the purposes of this report, no consultation is required as this report seeks permission to consult on the adoption of the Strategy.

5.2 Māori Consultation - Section 81

No consultation is required with iwi for the purposes of this report.

6. Risk Analysis

- 6.1 The only risk is the Committee may not endorse this request. This will result in SDC, as a Road Controlling Authority, not being able to meet its obligations under the Ministry of Transport's 'Road to Zero' Strategy.

This does not relate to any current risks on Council's risk register, however the closest associated risk would be *risk 78* as funding is provided to deliver these services currently not covered by a council strategy.

7. Decision Making Process – Section 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes – Our Long-Term Plan states that we will provide a safe environment for our community.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Yes – This provides guidance for good quality infrastructure and regulatory function.

7.2 Data

Waka Kotahi and the Accident Compensation Corporation ('ACC') collect data on fatalities and injuries for pedestrian and cycling accidents within the district. ACC has recorded the following injuries for these categories from 2018:

Year	Cycle	Pedestrian	Total
2018	4	25	29
2019	4	22	26
2020	5	25	30
Year to 31 July 2021	<4	16	<20

Near miss and perceived safety data is not available for this report. Consultation is required to understand fully any safety concerns the community has with the transport network.

The consultation will identify potential barriers that prevent or reduce the uptake of more active transport on our transport network.

7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long-Term Plan?	Yes	This proposal is considered to be of high significance
Is it: <ul style="list-style-type: none"> considered a strategic asset; or 	Yes	This strategy will provide guidance for further policies, plans, and strategies to implement a safe transport network.
<ul style="list-style-type: none"> above the financial thresholds in the Significance Policy; or 	No	
<ul style="list-style-type: none"> impacting on a CCO stakeholding; or 	No	

• a change in level of service; or	Yes	The consultation process could result in a change to the way Council makes decisions regarding the transport network.
• creating a high level of controversy; or	Yes	The community and travelling public may not support this change.
• possible that it could have a high impact on the community?	Yes	By promoting alternative transport options, Council could influence how the community accesses the district.

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

7.4 Options

The options for this report are as follows:

Option 1 – Do nothing. SDC will be limited in achieving subsidised funding from Waka Kotahi for the transport network.

Option 2 – Support the request to seek the community's view on the strategy of improving access options to the transport network. This will then help Council to make decisions in the future regarding all transport needs for the district. **This is the recommended option.**

7.5 Financial

The cost to undertake consultation on the Strategy can be met from current roading budgets.

7.6 Prioritisation & Trade-off

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

7.7 Legal Issues

As part of our legal obligations as a Road Controlling Authority, we are required to undertake consultation with the community and statutory consultees, who are:

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

7.8 Policy Issues - Section 80

This is consistent with SDC's Policies and Bylaws.

Attachment:
Appendix 1 – Indicative Work Programme



Steve Taylor
Projects Engineer/Manager



[Endorsed by]
Stephen Bowden
Roading Assets Manager



[Endorsed by]
Victoria Araba
Director – Assets



[Approved by]
Sven Hanne
Chief Executive

Date: 19 January 2022

Appendix One

Indicative work programme

Stage	Proposed Work Programme	Date
Initial Strategy	Create Initial Strategy	Complete
Workshop with Elected Members	Present to Council for discussion	Complete
Approval to consult to community	Seek approval to consult	January 2021
Stakeholder engagement/consultation	Undertake consultation with community including: <ul style="list-style-type: none"> • Councillors • Iwi • NZTA • Police • Taranaki Regional Council • Schools (day-care to tertiary) • Age Concern • Taranaki disability community • Stratford Business Association 	February - April 2021
Update/amend Strategy	As per discussions and findings from stakeholder consultation	May - July 2021
Final Strategy for approval	Present Strategy to Council for approval and adoption	August - September 2021

DECISION REPORT



F19/13/04 – D22/1860

To: Policy and Services Committee
From: Director – Corporate Services
Date: 25 January 2022
Subject: Roding Targeted Rate – Forestry Differential

Recommendations

1. THAT the report be received.
2. THAT a new differential for the Roding 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 Roding Targeted Rate continue to be applied on the capital value of each property.
4. THAT the amount collected from the differential rate be \$150,000, \$200,000 or \$250,000.

Recommended Reason

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

Moved/Seconded

1. Purpose of Report

To introduce a differential to the Roding Targeted Rate to ensure a fixed amount is collected from the owners of exotic forestry blocks. A final decision will not be made on this until the public is consulted with and all submissions are considered.

2. Executive Summary

- 2.1 This report proposes an introduction of a differential to the current Roding Targeted Rate to be applied to properties classified as Exotic Forestry ('FE') with Quotable Value NZ.
- 2.2 The recommended option is that the differential be set at a rate that will allow for between \$150,000 and \$250,000 to be collected from these specific properties to cover the annual costs of road damage caused by forestry harvesting.
- 2.3 For the purposes of Quotable Value NZ Exotic Forestry classification status, Exotic Forestry properties are defined as forestry land that is either in production or available for planting, but does not include indigenous forests, or protected forests.

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
✓	✓	✓	

4. Background

- 4.1 In the past five years Council has spent \$1,460,600 specifically on repairing unsealed roads due to the damage caused by logging trucks – or an average of \$292,120 per year. This is currently funded by a targeted Roothing rate based on the capital value of all properties within the district. There is a specific budget for unsealed road maintenance and renewals which is subsidised by Waka Kotahi NZ Transport Agency at 61 per cent. The higher the capital value of their property the more the ratepayer contributes towards the roading network, including fixing the cost of damage to unsealed roads.
- 4.2 Council roads comprise 598 kilometres in total (65% sealed). In 2020/21, \$3,028,000 was spent on direct maintenance of local roads (of which 61% is subsidised by central government), so a total of \$5,064 per km of road. However, the average spend on specific unsealed roads due to logging truck damage is around \$20,000 per km per year.
- 4.3 Forestry block property owners in the district, categorised as FE by Quotable Value NZ, currently pay \$19,746 (or 0.5%) of the total annual roading rate requirement of \$3,727,460 (2021/22 rates) – note figures are GST inclusive. Forestry properties are rated on land value, which does not include the value of the trees or other property improvements like roads. Historically, the rateable land value of pastoral land more than halves after being turned to forestry.
- 4.4 There are currently 29 properties of a total of 4,846 rateable properties in the Stratford district categorised as FE by Quotable Value NZ. All but two of these properties are larger than 20 hectares, with the largest on Ohura Road at 4,412 hectares.
- 4.5 Council anticipates spending \$2,940,000 on roading maintenance and repairs over the next 3 years on unsealed roads. This is made up of \$1,020,000 for maintenance and \$1,920,000 for renewals (metalling). The budget for unsealed road maintenance and renewals in 2022/23 is \$1,020,000.

Unsealed Roads	Expenditure 22/23	Waka Kotahi share	Council share
Planned Maintenance	\$592,600	\$361,486	\$231,114
Reactive repair works	\$527,400	\$321,714	\$205,686
	\$1,120,000	\$683,200	\$436,800

- 4.6 The recommended option in this decision report proposes to allocate a larger portion of the cost of the Roothing Activity to the properties that create the need for specific renewal and repair expenditure on Stratford district roads caused by heavy vehicle damage as a result of forestry operations and in particular harvesting, with the intention of shifting towards a fairer allocation of the Roothing Targeted Rate.

- 4.7 Annual funding of between \$150,000 and \$250,000 is proposed as a starting point to collect from the ratepayers who own forestry land. The actual amount spent on repairing roads damaged by logging trucks fluctuates every year and is difficult to predict. Council does not hold data on expected harvest dates for forestry properties in the district, and therefore the approach is intended to smooth the amount collected over time. It is expected that these ratepayers that are charged the higher differential rate will also contribute towards the overall cost of the Roothing Activity as well, and that is built into the total amount proposed to be charged.
- 4.8 Other options have been considered at Council workshops, including:
1. To establish a program to seal unsealed roads and rate the beneficiaries (property owners of the roads to be sealed) for the cost. Sealed roads are less susceptible to heavy vehicle damage and this alternative may be more cost effective for roads that are easily accessible and have regular road usage as opposed to these isolated rural roads.
 2. Another option presented is to introduce a new targeted rate, specifically on exotic forestry property owners with the funds collected going into a reserve from which specific expenditure on repairing damaged roads would be funded from. However, this could trigger an LTP amendment and audit, and be more difficult to administer in the long run, but may provide greater transparency on the funds collected and spent. This is presented as Option 2 in 7.4 of this report.
 3. Reviewing the Council's district plan was also an option that was considered, requiring a resource consent for particular types of forestry activity. However, the advice was that it would be an expensive process and may not ultimately address the issue particularly for existing forestry blocks with existing property use rights, and in a timely manner.
- 4.8 Other local authorities have implemented a rating mechanism to fund roading damage caused by forestry operations and harvesting. Councils that use differentials on the roading rate include Far North District Council, Southland District Council, Ruapehu District Council, and Gisborne District Council. Wairoa District Council uses a differential on the general rate. Whanganui District Council and Kaipara District Council have a separate targeted rate specifically for forestry land. Whangarei District Council have a targeted rate on properties located on roads that are part of a road sealing extension programme.

5. Consultative Process

5.1 Public Consultation - Section 82

If the proposed recommendation is adopted by Council, then public consultation will be undertaken over a four week period to seek public opinion of a new differential to the Roothing targeted rate. Council will closely follow the requirements of the Special Consultative Procedure, in terms of the consultative process.

The approach to consultation would be to inform and engage with the community via the usual channels, i.e. Stratford Press, Facebook and the Council website.

Additionally, to gain the views from the forestry block owners themselves, Council will communicate directly with the affected ratepayers to seek their views.

5.2 Māori Consultation - Section 81

Direct consultation with Iwi will be undertaken.

6. Risk Analysis

- 6.1 There is no specific risk on Council's risk register relating to the funding of Council activities and determining who pays for what. These types of decisions can often be subjective and dependent on elected members' opinions and the quality of information provided by Council staff, as well as the impact of submissions received after public consultation.

Therefore, risk 72 Elected Member's Decision Making is a relevant risk to consider:

IF elected members make significant decisions based on inaccurate/insufficient information, "biased" influences, conflicts of interest not disclosed, or lack of understanding of the financial or legislative impacts, THEN there could be funding access difficulties, audit scrutiny, financial penalties, and/or community distrust in elected members. Potential breach of Local Authorities (Member's Interests) Act 1968, and Councillors may be personally financially liable under S.47 of LGA 2002.

The risk treatment states:

Relies on the accuracy and quality of the advice given by staff to elected members - ensure agenda, reports, and other papers are always reviewed by CEO, and Directors if appropriate. Information related to decision making should be given to elected members in a timely manner. Elected members should receive initial induction training and attend LGNZ, SOLGM conferences where material is relevant to get a better understanding of governance decision making. Council has a Professional Indemnity insurance policy for all elected members and independent committee members.

There is also a risk that the properties that are classified as FE with Quotable Value NZ do not include all properties that have medium to large forestry blocks that have the ability to cause damage to Stratford district roads at the time of harvesting. All properties that intend to plant forestry blocks must seek a consent from Taranaki Regional Council. Prior to implementing this rate, Council officers will review these properties that have been issued with a consent in recent years against the properties classified on the Quotable Value NZ register as FE, and work with Quotable Value NZ to get any properties missing from the register re-classified where applicable.

Other risks of implementing the proposed differential rate may come through and brought to Council's attention during the consultation process.

7. Decision Making Process – Section 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes – links to Funding Impact Statement in Long Term Plan.
What relationship does it have to the community's current and future needs for infrastructure, regulatory functions, or local public services?	In relation to future needs for infrastructure, it allocates the future costs for roading infrastructure to the ratepayers who are creating the need for the expenditure, in order to maintain roads that are at a minimum safe standard for all the community to enjoy.

7.2 Data

Refer to **Appendix 1** for a schedule of the FE properties, showing the hectares and capital values, and the current roading rate for the property in 2021/22 – and what the roading rate would have been with a differential applied to ensure collection of three different options of \$150,000, \$200,000 and \$250,000 of the roading rate requirement specifically from these properties (an increase from the current \$19,746 rated for in 2021/22).

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	Yes	The decision will have a significant negative impact on a small proportion of ratepayers.
• possible that it could have a high impact on the community?	No	

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

A Long Term Plan amendment is required where a decision is made to significantly alter the intended level of service provision for any significant activity, or where there is a decision to transfer the ownership or control of a strategic asset to or from the local authority, as per section 97 of the Local Government Act 2002. The decision recommended in this report does not impact on either of these, and therefore is not deemed to be a decision with a high level of significance.

7.4 **Options**

Option One – recommended option

Introduce a differential on the current Rooding targeted rate that will apply to all properties classified as FE by Quotable Value NZ.

The differential proposed for 2022/23 will be set at a rate that will allow for \$150,000, \$200,000, or \$250,000 to be funded from exotic forestry property owners. The amount to be collected will be determined and may be reviewed annually at the time the Annual Plan and Funding Impact Statement is adopted each year. However Councillors may give guidance at this meeting on the preferred amount to be collected by this differential rate for 2022/23 so that the public can be informed during consultation of the financial effects of the changes proposed.

All other properties would have a differential that is set at a rate that would ensure the remaining funding for the rooding activity was applied to ratepayers on the capital value of the property as is currently.

Option Two – New Forestry Targeted Rate

An alternative to applying a higher differential to exotic forestry blocks for the rooding targeted rate, would be to introduce a new forestry targeted rate specifically to cover the costs of repairing damage caused by logging trucks. The benefit of this is that the funds collected will be transparent, and can be transferred to a forestry rooding reserve, where any relevant expenditure, as defined specifically for the reserve, can be funded from.

However, a Long Term Plan amendment may be required which could trigger significant delays and cost in implementing the Annual Plan 2022/23. Therefore it is proposed that if this is the preferred option, it be considered when preparing the next Long Term Plan in 2024.

Option Three – Remain with the current funding system for Roothing

Leave the funding and rating for the Roothing Activity as it currently is.

7.5 Financial

This decision does not impact funding or debt levels.

The decision will impact the Annual Plan 2022/23 and will require an update to the Council's Funding Impact Statement and Rates Resolution.

The most relevant financial impact will be the rates impact on the community, in that all property owners, except for owners of exotic forestry properties, will experience a decrease in the Roothing targeted rate, where that reduction in the rates burden will be placed on a much smaller number of exotic forestry property owners. The total rates collected to fund the Roothing Activity will remain unchanged as a result of this decision.

7.6 Prioritisation & Trade-off

As referred to above, this decision will shift the burden of rates to a different type of ratepayer, who has been identified as creating the need for the expenditure that is being specifically allocated.

The recommended option is not intended to affect Council's current levels of service provided to unsealed roads affected by forestry activity.

7.7 Legal Issues

It is recommended that a legal review of Council's draft Funding Impact Statement be undertaken prior to it being adopted by Council – proposed for June 2022.

7.8 Policy Issues - Section 80

Funding of Council Activities is subject to Council's Revenue and Financing Policy. The current Policy is included in the Long Term Plan 2021-31, and allows for a Roothing Targeted Rate to fund the Roothing Activity. The Policy does not specify whether or not differentials will be used – instead this is determined in Council's Funding Impact Statement which is part of the Annual Plan, or Long Term Plan.

Attachments:

Appendix 1 - Schedule of Forestry Properties in the Stratford District – and differential rating options



Tiffany Radich
Director – Corporate Services



[Approved by]
Sven Hanne
Chief Executive

Date: 19 January 2022

APPENDIX 1

FORESTRY PROPERTIES

Assessment No.	Valuation No.	Code	Road	Hectares	CV	LV	ROADING LEVY (incl GST)				Differential rate
							0.0010593	0.013577	0.0108616	0.0081462	
							2021/22	\$ 250,000	\$ 200,000	\$ 150,000	
											Amount collected from forestry properties
10964	11991/028.07	FE	MT DAMPER RD	139.74	\$ 420,000.00	\$ 400,000.00	\$ 444.91	\$ 5,702.34	\$ 4,561.87	\$ 3,421.40	
10941	11991/488.01	FE	MATAU NTH RD	165.52	\$ 400,000.00	\$ 360,000.00	\$ 291.35	\$ 5,430.80	\$ 4,344.64	\$ 3,258.48	
3141	11991/518.00	FE	JUNCTION RD	29.95	\$ 220,000.00	\$ 210,000.00	\$ 423.72	\$ 2,986.94	\$ 2,389.55	\$ 1,792.16	
11124	11991/518.03	FE	JUNCTION RD	19.43	\$ 106,000.00	\$ 100,000.00	\$ 112.29	\$ 1,439.16	\$ 1,151.33	\$ 863.50	
11126	11991/518.04	FE	JUNCTION RD	39.26	\$ 206,000.00	\$ 195,000.00	\$ 218.22	\$ 2,796.86	\$ 2,237.49	\$ 1,678.12	
11234	11991/544.01	FE	JUNCTION RD	50.04	\$ 200,000.00	\$ 180,000.00	\$ 211.86	\$ 2,715.40	\$ 2,172.32	\$ 1,629.24	
3554	12021/024.00	FE	DOUGLAS NTH RD	72.79	\$ 186,000.00	\$ 165,000.00	\$ 197.03	\$ 2,525.32	\$ 2,020.26	\$ 1,515.19	
11078	12021/065.01	FE	DOUGLAS NTH RD	40.11	\$ 245,500.00	\$ 240,000.00	\$ 260.06	\$ 3,333.15	\$ 2,666.52	\$ 1,999.89	
4260	12041/022.00	FE	TAUWHARENKAU RD	233.04	\$ 790,000.00	\$ 750,000.00	\$ 836.85	\$ 10,725.83	\$ 8,580.66	\$ 6,435.50	
4308	12041/088.00	FE	TAIHORE RD	361.63	\$ 1,060,000.00	\$ 900,000.00	\$ 1,122.86	\$ 14,391.62	\$ 11,513.30	\$ 8,634.97	
4313	12041/093.00	FE	PUNIWHAKAU RD	403.82	\$ 1,222,000.00	\$ 1,200,000.00	\$ 1,294.46	\$ 16,591.09	\$ 13,272.88	\$ 9,954.66	
4329	12041/113.00	FE	PUNIWHAKAU RD	80.94	\$ 265,000.00	\$ 265,000.00	\$ 280.71	\$ 3,597.91	\$ 2,878.32	\$ 2,158.74	
4335	12041/119.00	FE	PUNIWHAKAU RD	54.19	\$ 220,000.00	\$ 190,000.00	\$ 233.05	\$ 2,986.94	\$ 2,389.55	\$ 1,792.16	
11130	12041/119.01	FE	PUNIWHAKAU RD	137.70	\$ 415,000.00	\$ 415,000.00	\$ 439.61	\$ 5,634.46	\$ 4,507.56	\$ 3,380.67	
16697	12041/120.01	FE	PUNIWHAKAU RD	56.91	\$ 235,000.00	\$ 225,000.00	\$ 248.94	\$ 3,190.60	\$ 2,552.48	\$ 1,914.36	
4354	12041/143.00	FE	UPPER MANGAEHU RD	545.55	\$ 1,045,000.00	\$ 1,020,000.00	\$ 1,106.97	\$ 14,187.97	\$ 11,350.37	\$ 8,512.78	
4381	12041/185.00	FE	BREWER RD	96.82	\$ 465,000.00	\$ 450,000.00	\$ 492.57	\$ 6,313.31	\$ 5,050.64	\$ 3,787.98	
5139	12041/250.00B	FE	OHURA RD	4,412.21	\$ 3,810,000.00	\$ 3,060,000.00	\$ 4,035.93	\$ 51,728.37	\$ 41,382.70	\$ 31,037.02	
4448	12041/264.00	FE	OHURA RD	51.43	\$ 215,000.00	\$ 205,000.00	\$ 227.75	\$ 2,919.06	\$ 2,335.24	\$ 1,751.43	
4453	12041/270.00	FE	STATE HWAY RD	242.55	\$ 850,000.00	\$ 740,000.00	\$ 900.41	\$ 11,540.45	\$ 9,232.36	\$ 6,924.27	
17941	12041/027.01	FE	MANGAEHU RD	126.67	\$ 485,000.00	\$ 460,000.00	\$ 513.76	\$ 6,584.85	\$ 5,267.88	\$ 3,950.91	
3165	11991/540.00	FE	MANGAOAPA RD	18.62	\$ 180,000.00	\$ 175,000.00	\$ 190.67	\$ 2,443.86	\$ 1,955.09	\$ 1,466.32	
5253	11991/525.00	FE	MATAU RD	279.90	\$ 740,000.00	\$ 700,000.00	\$ 783.88	\$ 10,046.98	\$ 8,037.58	\$ 6,028.19	
3147	11991/524.00	FE	MATAU RD	409.45	\$ 1,026,000.00	\$ 950,000.00	\$ 1,086.84	\$ 13,930.00	\$ 11,144.00	\$ 8,358.00	
5232	12041/241.01	FE	MOHAKAU RD	44.31	\$ 276,000.00	\$ 265,000.00	\$ 292.37	\$ 3,747.25	\$ 2,997.80	\$ 2,248.35	
4449	12041/264.01	FE	OHURA RD	21.44	\$ 142,000.00	\$ 135,000.00	\$ 150.42	\$ 1,927.93	\$ 1,542.35	\$ 1,156.76	
3037	11991/377.00	FE	WHANGAMOMONA RD	676.78	\$ 2,160,000.00	\$ 2,010,000.00	\$ 2,288.09	\$ 29,326.32	\$ 23,461.06	\$ 17,595.79	
4337	12041/121.00	FE	PUNIWHAKAU RD	161.87	\$ 411,000.00	\$ 395,000.00	\$ 435.37	\$ 5,580.15	\$ 4,464.12	\$ 3,348.09	
4459	12041/274.00	FE	MAKAHU RD	143.39	\$ 590,000.00	\$ 560,000.00	\$ 624.99	\$ 8,010.43	\$ 6,408.34	\$ 4,806.26	
				9,116.06	\$ 18,585,500.00	\$ 16,920,000.00	\$ 19,745.94	\$ 252,335.33	\$ 201,868.27	\$ 151,401.20	

INFORMATION REPORT



F19/13/04 – D22/132

To: Policy and Services Committee
From: Corporate Accountant
Date: 25 January 2022
Subject: Financial Reserves Balances and Movements - 2020/21

Recommendation

THAT the report be received.

Recommended Reason

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

/_____
Moved/Seconded

1. Purpose of Report

- 1.1 This annual information provides elected members with the financial reserves balances as at 1 July 2021, and details any significant changes from the previous year.
- 1.2 It is important that Council reviews existing reserves to determine whether each one is relevant and necessary, or whether any additional reserve accounts need to be established to set aside funds for a specified purpose.
- 1.3 A better understanding of changes to the reserves balances will enable elected members to see how Council decisions affect funding capacity. This may enhance Council decision making.

2. Executive Summary

- 2.1 In the context of this report, reserves are funds set aside to pay for specific future obligations or aspirations. They sit on the balance sheet under equity. Council currently has 14 reserves set aside for different purposes.
- 2.2 The total balance of financial reserves funds has increased from \$6,385,000 as at 30 June 2020, to a balance of \$8,010,600 as at 1 July 2021. The majority of the reserves are sitting on 120 day Term Deposits with NZ registered banks.
- 2.3 The biggest changes to the reserve balance accounts were in the General Renewals, Financial Contributions, Asset Sales Proceeds, and the Water Supply Reserves. The movements are explained further in this report.

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
✓	✓		✓

4. Background

4.1 The financial reserves sit on the balance sheet under equity; as funds set aside for a specified purpose. All reserve balances are credited with interest in proportion to the credit balance of the reserve. The Council currently has three categories of reserve accounts, these are:

4.1.1 Renewal Reserves

- General Renewals Reserve – Created for the accumulation of depreciation on buildings, plant, vehicles, office equipment and furniture and fittings to cover replacement of these assets.
- Roading Renewals Reserve – Created for the accumulation of depreciation on roading assets to cover the replacement of roading assets.
- Storm water Renewals Reserve – Created for the accumulation of depreciation on storm water assets to cover like for like replacement of storm water assets.
- Solid Waste – Created for the accumulation of depreciation on solid waste assets to cover like for like replacement of solid waste assets, and yearly surplus/deficit.
- Wastewater – Created for the accumulation of depreciation on wastewater assets to cover like for like replacement of wastewater assets, and yearly surplus / deficit.
- Water Supply - Created for the accumulation of depreciation on water assets to cover like for like replacement of water assets, and yearly surplus / deficit.

4.1.2 Council Created Reserves

- Contingency Reserve – Created to assist in the event of an emergency, including a natural disaster.
- Asset Sales Proceeds Reserve – Accumulation of net sale proceeds from Council assets that have not been specifically tagged for a particular purpose. Funds can be used to acquire new capital assets.
- Staff Gratuities Reserve – Created for the payment of gratuities, redundancies, farewells, and recognition of long service for Council Staff and Elected Members as per the Presentations to Elected Members and Staff Policy.
- Mayor's Relief Fund – Created to provide funds for the relief of distress in the Stratford district at the Mayor's discretion, and is funded by donations.
- Turf Replacement Reserve – Created by Council during the 2018-28 Long Term Plan process, to put aside a sum each year towards the replacement of the artificial hockey turf.
- Farm Reserve – this is for the surplus from the activity, which is available for use in the following year for rates mitigation.

4.1.3 Restricted Reserves

- Elsie Fraser Bequest Reserve – These funds came from a bequest from Elsie Fraser in 1985 for the provision of a “home for the less affluent old people within the Stratford community”.
 - Financial Contributions Reserve – Financial Contributions are charged as per the District Plan in relation to new land development, and may be used for the upgrade and maintenance of district infrastructure and the enhancement of reserves and community facilities.
- 4.2 Council may decide to “loan” funds from these accounts where they are in surplus to other activities to reduce the need for external loans. Interest is charged on the loan as for external loans. This can be credited to the reserve account that generated it, or it can be used for other purposes, such as reducing the rates requirement within the activity.
- 4.3 Council’s Revenue and Financing Policy does not allow the General Renewal Reserve to be used to fund service-level improvements and new growth infrastructure.
- 4.4 Financial reserves are financially backed by cash in the bank, and \$6,000,000 of between 90 and 120 day term deposits, as at 1 July 2021.

5. Information Summary

- 5.1 Refer to **Appendix 1 - Reserves Balances Movements 2020/21**, where further explanation has been given below for significant movements.

5.2 **General Renewals Reserve – increased by \$852,000**

The increase in this reserve account is due to the level of renewal capital projects being much lower than the amount of depreciation that went in to the reserve during the year, as Council prioritised the delivery of projects funded through the receipt of external grant funding. Loan repayments are also funded from this reserve, to avoid funding of depreciation and loan repayments for the same asset – known as double-dipping.

5.3 **Asset Sale Proceeds Reserve - Increased by \$140,000**

This was primarily due to the sale of industrial land on Orlando Street, that was leased out, with the freehold title now being sold, which made a book profit of \$119,000. The balance of this reserve is now \$1,164,000.

5.4 **Financial Contributions Reserve – Increased by \$140,000**

This is due to the receipt of contributions from resource consent / subdivision activity in the district during the year.

5.5 **Water Supply Reserve – Debit balance reduced by \$445,000**

This is due to the majority of the capital expenditure being loan funded rather than reserve funded, in order to continue to bring the balance of the reserve back in to a credit situation. There was also a surplus in the activity for the year, which goes directly back in to the reserve account.

6. Strategic Alignment

6.1 **Direction**

Not applicable.

6.2 **Annual Plan and Long Term Plan**

There may be impacts on Annual Plan or Long Term Plan if funding decisions are influenced by reserve balance movements.

6.3 **District Plan**

Not applicable.

6.4 **Legal Implications**

Not applicable.

6.5 **Policy Implications**

Not applicable.

Attachment:

Appendix 1 - Reserves Balances Movements 2020/21 (and explanation of transfers in/out)



Christine Craig
Corporate Accountant



[Endorsed by]
Tiffany Radich
Director – Corporate Services



[Approved by]
Sven Hanne
Chief Executive

Date: 19 January 2022

Appendix 1

Reserve Balance Movements 2020/21

	Notes	<i>Balance as at 1 July 2020</i>	<i>Transfers in to fund</i>	<i>Transfers from fund</i>	<i>Net Movement</i>	<i>Balance as at 1 July 2021</i>
Renewal Reserves						
General Renewals	1	\$ 3,255,884	\$ 1,207,400	\$ 355,200	\$ 852,200	\$ 4,108,084
Roading Renewals	2	\$ 745,217	\$ 2,844,700	\$ 2,844,400	\$ 300	\$ 745,517
Stormwater Renewals	3	\$ 258,000	\$ 134,800	\$ 50,000	\$ 84,800	\$ 342,800
Council Created Reserves						
Asset Sale Proceeds Reserve	4	\$ 1,024,000	\$ 140,000	\$ -	\$ 140,000	\$ 1,164,000
Mayor's Relief Fund		\$ 4,008	\$ -	\$ -	\$ -	\$ 4,008
Staff Gratuities Reserve	5	\$ 146,633	\$ 3,100	\$ 5,000	-\$ 1,900	\$ 144,733
Contingency Reserve	6	\$ 504,500	\$ 11,000	\$ 11,000	\$ -	\$ 504,500
Turf Replacement Reserve	7	\$ 20,277	\$ 10,400	\$ -	\$ 10,400	\$ 30,677
Farm Reserve	8	\$ -	\$ 96,925	\$ -	\$ 96,925	\$ 96,925
Restricted Reserves						
Financial Contributions Reserve	9	\$ 582,624	\$ 140,000	\$ -	\$ 140,000	\$ 722,624
Elsie Fraser Bequest Reserve	10	\$ 66,867	\$ 22,000	\$ 37,000	-\$ 15,000	\$ 51,867

Targeted Rate Reserves

Solid Waste Reserve	11	\$ 147,000	\$ 33,000	\$ 102,000	-\$ 69,000	\$ 78,000
Wastewater Reserve	12	\$ 338,197	\$ 325,700	\$ 385,300	-\$ 59,600	\$ 278,597
Water Supply Reserve	13	-\$ 707,591	\$ 681,900	\$ 236,000	\$ 445,900	-\$ 261,691
TOTAL		\$ 6,385,616	\$ 5,650,925	\$ 4,025,900	\$ 1,625,025	\$ 8,010,641

1. Movements in:	Interest, disposal proceeds (e.g. vehicle sales), depreciation.	Movements out: Renewal capital expenditure, new vehicle, books, etc
2. Movements in:	Interest, depreciation.	Movements out: Street services (non-subsidised roading), depreciation already funded by NZTA.
3. Movements in:	Interest, depreciation.	Movements out: Loan repayments, renewal capital expenditure
4. Movements in:	Interest 118 Orlando Street - \$119,341 - was leased out, land now sold	Movements out: Nil
5. Movements in:	Interest	Movements out: Staff presentations expenditure
6. Movements in:	Interest	Movements out: Interest used for rates mitigation
7. Movements in:	Transfer as per Annual Plan	Movements out: Nil
8. Movements in:	Transfer of 2020/21 farm surplus	Movements out: Nil
9. Movements in:	Interest, financial contributions received	Movements out: Nil
10. Movements in:	Interest, depreciation.	Movements out: Deficit for the year
11. Movements in:	Interest, depreciation, targeted rates	Movements out: Loan repayment, deficit for year
12. Movements in:	Interest, depreciation, targeted rates operating surplus	Movements out: Renewal capital expenditure
13. Movements in:	Interest, depreciation, targeted rates operating surplus	Movements out: Renewal capital expenditure

MONTHLY REPORT

Assets Department



F19/13/04 – D21/44671

To: Policy and Services Committee
From: Director – Assets
Date: 25 January 2022
Subject: Assets Monthly Report – November-December 2021

Recommendation

THAT the report be received.

/
Moved/Seconded

1. Highlights

Roading

- Completion of the replacement culvert on Manaia Road at Hollard Gardens including the sealing of the road.
- Completion of the footpath replacement in Fabian Street.
- The 2021/22 reseal programme commenced with reseals being done on York and Beaconsfield roads.

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 final designs are close to completion and land owner engagement continues.
- Maintenance activities ongoing at the 3 Water Treatment Plants, sealing of one reservoir roof and installation of ladders has occurred at Stratford.
- Business cases for water treatment plant upgrades were presented to Council and accepted in principle. Procurement requirements are being ascertained.
- PRV stations have been commissioned and are functioning as expected. Several complaints were received from the community and businesses after the initial commissioning. Contractors responded to assess the pressure and flow at each location and all were found to be in excess of 350 kPa and 10 l/min.
- Several complaints were received regarding the PRV station at Flint Road obscuring the line of sight at the railway crossing. A protective cage has been fabricated to allow motorists to see through the PRV station and is to be installed in January.

Wastewater

- 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.
- One outflow meter at the Victoria Road wastewater treatment ponds required by resource consent 0196-5, sustained water ingress and is no longer functioning. The Taranaki Regional Council ('TRC') have been informed and repair or replacement is being investigated.

Trade Waste

- Trade Waste Consents – One consent to discharge septage to the Esk Road disposal site was received and processed within KPI timeframes. Investigations into one funeral home is on-going. Sampling has been conducted.
- Trade Waste Consent holders – Two septage truck operators have been inspected and sampled. One was compliant with their consent conditions for nitrogen and phosphorus with the other non-compliant.

- An ongoing issue with the Esk Road disposal site being left in an unacceptable state following operators discharging septage. An email of warning has been sent to all operators and one operator has been contacted directly to discuss.
- Permitted Activities – Fat, Oil and Grease are ongoing issues. Inspections of registered food businesses continues. Education has been provided and an assessment of the businesses compliance with the Trade Waste Bylaw.

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.
- 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, however council does not currently have a licence to use this product.

Solid Waste

- Recycling Bin Audit results for the end of November shows 89% green tags, 10% amber and 1% red tags. In December the amber and red tags were at 7% and 3% respectively and green was at 90%
- Auditing of contamination levels at the Materials Resources Facility (MRF) is ongoing. The current level is 21.5%; the acceptable level is 8%.

Special Projects

- Aquatic Centre – work onsite is progressing as well as can be expected given the weather of late but contractors still are confident of meeting the scheduled completion date.
- Bike Park – the cycle track and basketball court have been completed and are open for public use. Pump track construction is due to recommence on 17 January with the release from Auckland of the specialist asphalt crew to work.

Resource Consents

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

2. Roding

2.1 Level of Service and Performance Measures

The Levels of Service for the Roding 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 November and December.

2.3 Routine Maintenance

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

- Grading of Matau North Road, Junction Road, Mangaoapa Road, Tawhiwhi Road, Taihore Road, Soldiers Road, Douglas North Road, the Makahu area of the district;
- Water tabling on Finnerty Road, Bird Road, and Cheal Road in preparation for the resealing of these roads;
- Water table spraying on rural roads;
- Cutting of rural berms;
- CBD cleaning;
- Pothole filling and fixing edge breaks;

- Assisting with the traffic management for the Covid-19 testing station in the War Memorial Hall carpark;
- Pre-reseal repairs on Opunake Road and Makuri Road; and
- Maintenance metalling on Lower Kohuratahi Road.

2.4 Ready Response Works

There were no call-outs to incidents during November and one in December that related to a roll-over of a Fonterra truck on Opunake Road.

We received a CRM in December relating to the dumping of two cars on Mangaoapa Road. Figures 1-3 show the locations of where these cars were dumped. Council officers have arranged for the Midhirst Service Station to recover the cars and dispose them.

2.5 Capital Works

The replacement of the steel culvert on Manaia Road was completed in November – see figure 4.

The footpath replacement on Fabian Street was completed in December - see figure 5.

Due to the run of wet weather at the end of November into December, our reseal programme was delayed. We had intentions of sealing Pembroke Road (SPR) before the Christmas holiday period, but alas, the weather put paid to that plan.

2.6 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- 16 building consent applications;
- 8 resource consent applications; and
- 3 LIM reports.

2.7 Matters Outstanding

Forestry Activity

Work continues to repair Puniwhakau Road. During the months of November and December, Council continued to stockpile metal for the logging contractors to place in soft spots and received some complaints about the roughness of the road as a result of this methodology. To address these complaints, Council undertook to grade, roll and then spread metal over the areas causing concern.

Southern Roundabout – Damage to Stonework

Repairs to the wall outside Colonel Malone’s Restaurant on Broadway was completed during December and costs recovered from the insurance company for the accidental damage.

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 Roothing Activities

A snapshot of the programmed and reactive works completed in November and December by Fulton Hogan is shown in figures 6 and 7.

Roading Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD
Safe Rooding 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 November and December.
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%. 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 will be undertaken in March 2022.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	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%	Three sites sealed this year. Length reseals to date is 2.3km 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
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	To date our focus has been on repairing Puniwhakau Rd. Our target is to use 10,000m ³ 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 3.50km of unsealed roads.
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 Rooding Logistics, see note below ¹ .
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	• Rooding Network	>80%	Not yet measured ²
	• Footpaths	>80%	Not yet measured ³

¹ 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.

² 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.

³ 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: Aerial image showing the location of the two dumped cars



Figure 2: Dumped car on Mangaopa Road



Figure 3: Second dumped car on Mangaopa Road



Figure 4: The replacement culvert installed under Manaia Road at Hollard Gardens



Figure 5: Fabian Street with new kerb, channel, and footpath

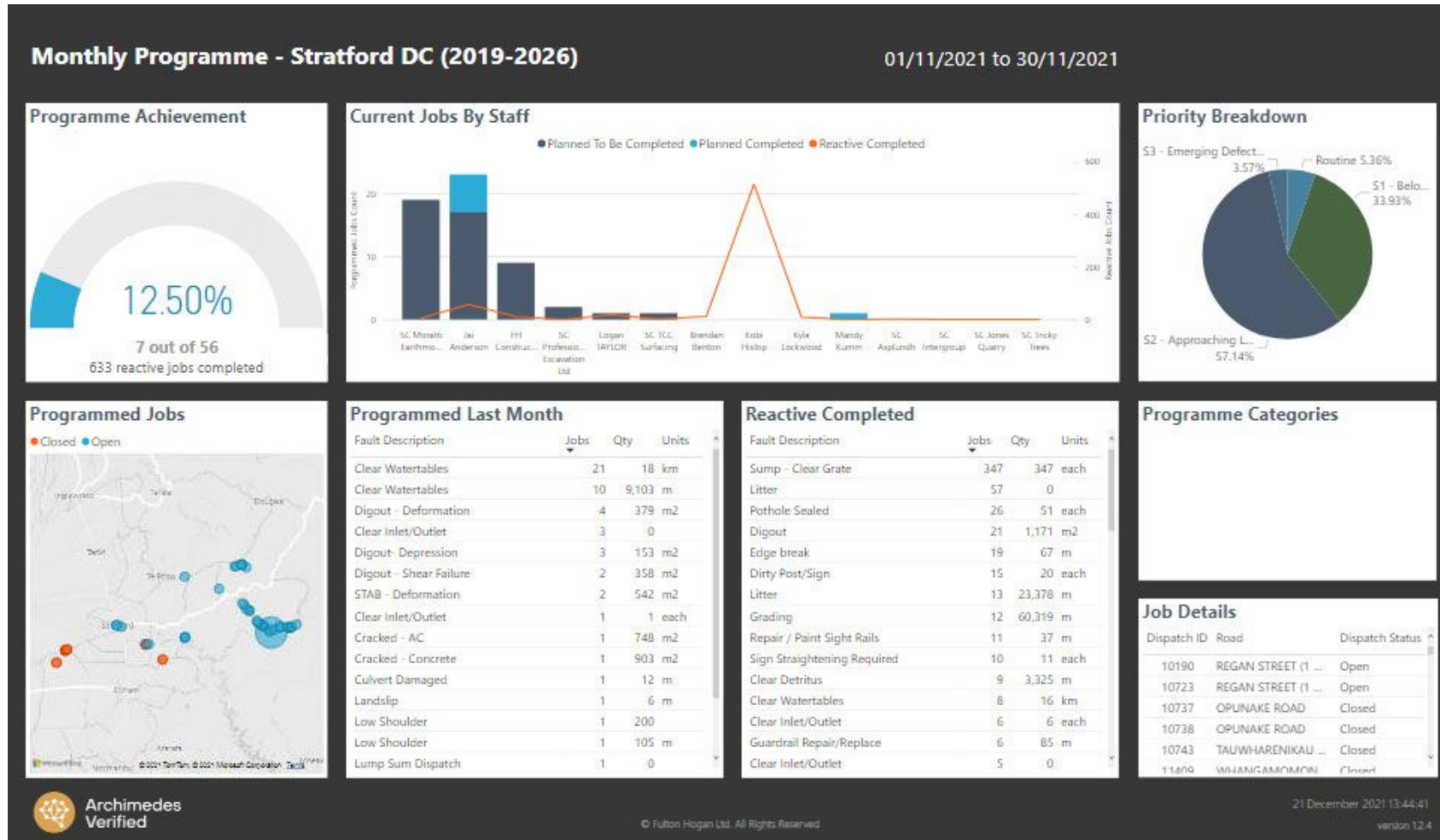


Figure 6: Monthly Programme Achievement Chart – November 2021

The majority of the month was spent on installing the large culvert at Hollard Gardens, and along with some wet weather, November's programme was disrupted.

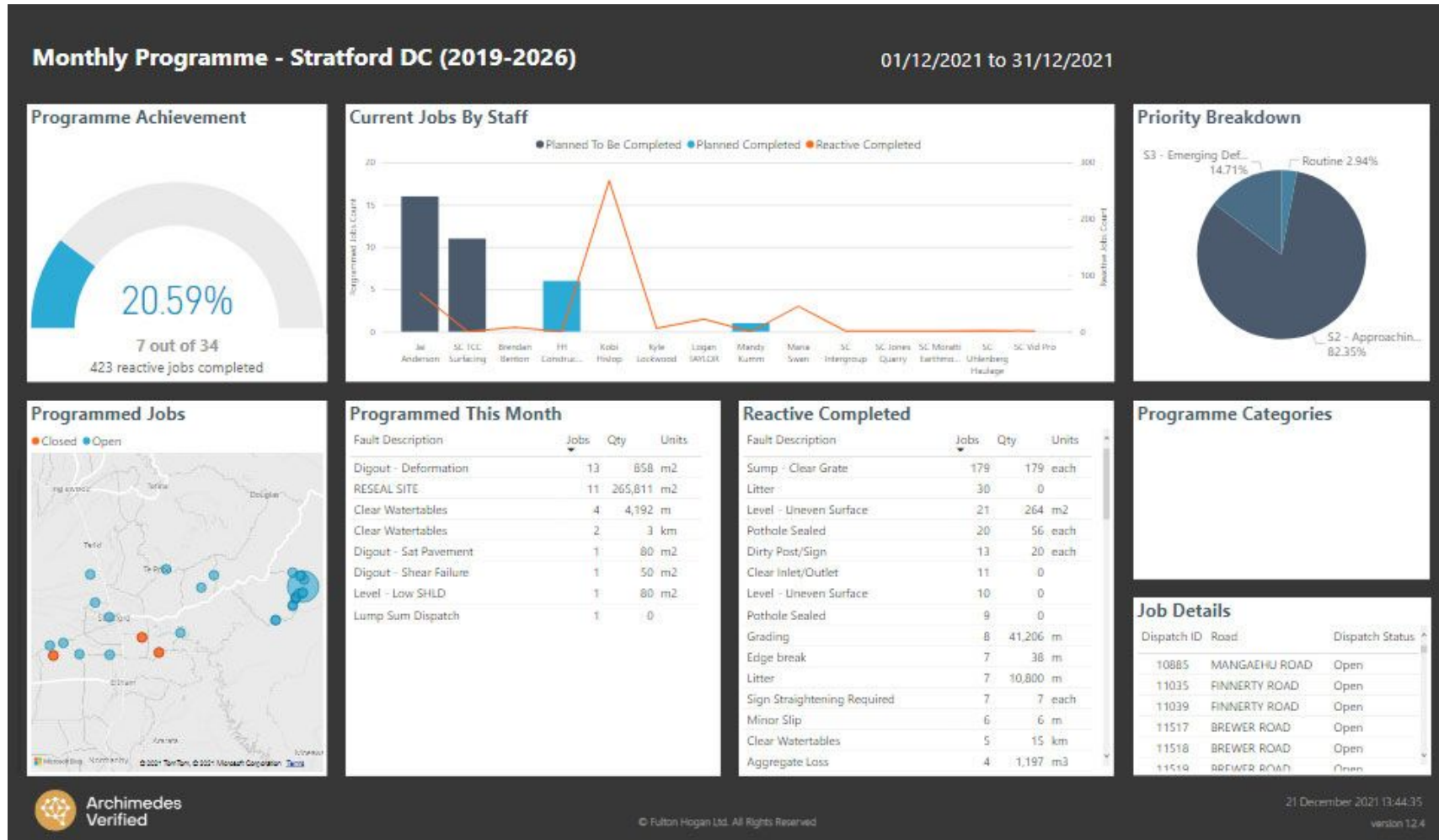


Figure 7: Monthly Programme Achievement Chart – December 2021

December is a quiet month for programmed works due to the Christmas holidays and SDC's requirement that the contractor "close up" their worksites over the festive season.

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: <ul style="list-style-type: none"> • Drinking Water Standards; • Maintenance of Reticulation 	DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Expected to Achieve
	DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Expected to Achieve
	Water Loss – The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this)	<25%	Expected to Achieve
A Reliable Water Supply: <ul style="list-style-type: none"> • Response Time; • Unplanned Disruptions 	Urgent Response Times – The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Not Achieved 1 hr 18 mins*
	• Resolution for urgent call-out	8 hrs	Achieved 4 hr 02 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 17 mins
	• Resolution non urgent call-out	5 working days	Achieved 40 hrs 09 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;		4**
	• 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%	Not yet measured
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

**Improved response times have reduced the average response time from 1 hour 43 minutes as previously reported, the resolution time has also reduced.*

*** 2 drinking water clarity complaints received; 12 complaints received regarding reduced pressure/flow.*

3.1.1 Operations

Water Treatment

The variable speed drive at the Stratford water treatment plant failed after a power surge, the unit was replaced and the plant continued to function normally. No other water treatment plant issues occurred during this reporting period at Council operated water treatment facilities.

Water Reticulation

There was one water main break at Pembroke Road and one at Mountain Road during November. There was one water mains break in December on Toko Road. Contractors responded and fixed the leaks in the required timeframes.

3.1.2 Capital Works

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

- **New Water Trunk Main**
 - Stage 1 – installation has commenced.
 - Stage 2 – final design is continuing.
 - Stage 3 – final design and discussions with land owners regarding alignment and easements is continuing.
- **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.
- **Business Cases**

Business cases were presented to Council and were approved in principle for level of service improvements at the Stratford water treatment plant. These include the new delivery line and grit tank, a raw water analyser and a generator to run the entire plant during planned or sustained power outages.

3.1.3 Building Consents, Resource Consents and LIMs

Assessments were made for a total of:

- 16 building consent applications;
- 8 resource consent applications; and
- 3 LIM reports.

3.1.4 Matters Outstanding

There are no matters outstanding.

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 2hrs 13mins***
	• 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 15hrs 33mins***
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Achieved to date
	• Sewage odour		0
	• Sewerage system faults		1.4
	• Sewerage system blockages, and		5.2
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****

*** Exceedance resulting from 2 fault complaints during July 2021.

**** As a result of the August 2021 where sample analysis of the consent applicant's wastewater discharge occurred. Covid-19 level 4 lockdown occurred and Council's Trade Waste Officer did not have access to the required IT resources.

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.

Wastewater Reticulation

There were no major issues relating to wastewater reticulation during this reporting period.

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 November and December:

- **Trade Waste Consents**

One consent processed within KPI timeframes. This consent is for an operator to discharge septage to Esk Road disposal site.

Funeral home investigations 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.

- **Trade Waste Consent Holders**

Annual inspections are underway. Two inspections of the septage truck operators have been undertaken with sampling conducted. Samples were analysed by Industrial Chemical Services in Stratford. One operator was compliant with their consent conditions for nitrogen and phosphorus while the other was non-compliant. Inspection notices issued and a copy of the laboratory results provided. Six septage truck operators still to inspect for this year.

One conditional consent operator with a wash pad on site remains to be inspected for this year.

Arrangements have been made with operators with regard to inspections and sampling.

An ongoing issue with the Esk Road disposal site being left in an unacceptable state following operators discharging septage occurred. An email of warning was sent to all operators and one operator contacted directly to discuss.

Permitted Activities – There are ongoing issues with fat, oil and grease. Twelve high to medium risk food business operators have been inspected throughout the month of November. Generally there is good compliance. Education was given and inspection notices issued. A register of permitted activities food operators has been developed (refer to document D21/39579).

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		
	<ul style="list-style-type: none"> The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.) 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	<ul style="list-style-type: none"> Abatement notices; 		
	<ul style="list-style-type: none"> Infringement notices; 		
	<ul style="list-style-type: none"> Enforcement orders; and 		
	<ul style="list-style-type: none"> Convictions. 		
Response 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)

- **Revaluation**
Revaluation has been run and the final report has been submitted.
- **AssetFinda**
All maintenance schedules changed from component based to query based. This ensures that disposed assets are not included and criteria can be extracted from the additional fields.
- **Wastewater Connections**
Council officers are going through all the CCTV and capturing the locations of the wastewater connections from the main. This data will be uploaded into AssetFinda and be displayed in Intramaps to provide better data accuracy.
- **Intramaps**
 - Altered rates query to display individual properties with community hall charges as opposed to areas that service the hall.
 - All new spatial data for subdivisions and new land parcels matched with Authority and displaying in Intramaps.
- **Internal Audit Recommendations**
An internal audit of the Works Request system found the following:
 - Justified and unjustified jobs were not being distinguished. This has been resolved by using the private jobs tick box on the works request info form and is then reported on within the 3 waters KPI report that is run twice a month.
 - Multiple jobs that are reported for a single issue have historically been recorded on a separate spreadsheet by the Service Centre. This has been replaced with raising a works request in AssetFinda and merging it with the 'Parent' work request.
- **CityCare**
The quarterly water reading produced over 400 errors in the readings. This prompted a data dump of all images and data of the meter reads for CityCare to validate the data.
- **NPDC**
NPDC requested spatial data concerning future planning for housing. This entailed extracting all data for properties that have been subdivided with no building applications or consents against the property, that were within or close to the urban or zone.
- **Corporate**
Map creation for the new rural and urban wards. This included identifying and displaying all the properties on the ward boundaries that are not adjacent to a river or road, and are dissected by this boundary.
- **Aerial Photography**
The raw images of aerial photography have been completed; they await to be processed for use.
- **LiDAR**
Images available on ArcGIS Online. We currently do not have a licence to use 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 – 502 kgs (November - 592 kgs phh) (December - 501 kgs phh)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved to date - 21% (November - 23%) (December - 21%)
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**

- The *Regional Behaviour Change Strategy* is in its final stage of development. This strategy is expected to provide a framework for education and community engagement initiatives to support waste minimisation;
- A *Waste Levy Contestable Fund Policy* will be prepared and presented to Council early in 2022 to guide the allocation of funding to eligible waste minimisation projects;
- The Central Government *Waste Strategy* is being reviewed by Ministry for the Environment. A regional submission is currently being written with all 3 council's input for submission by 10 December 2021. This strategy focusses on 6 priorities for reducing waste to landfill and moving to a circular economy by 2050.

3.6.2 **Contamination Levels at the MRF**

Figure 8 provides the contamination levels at the MRF for the previous 12 months, which is reported at 21.5% for November 2021. No updates were available for December 2021.

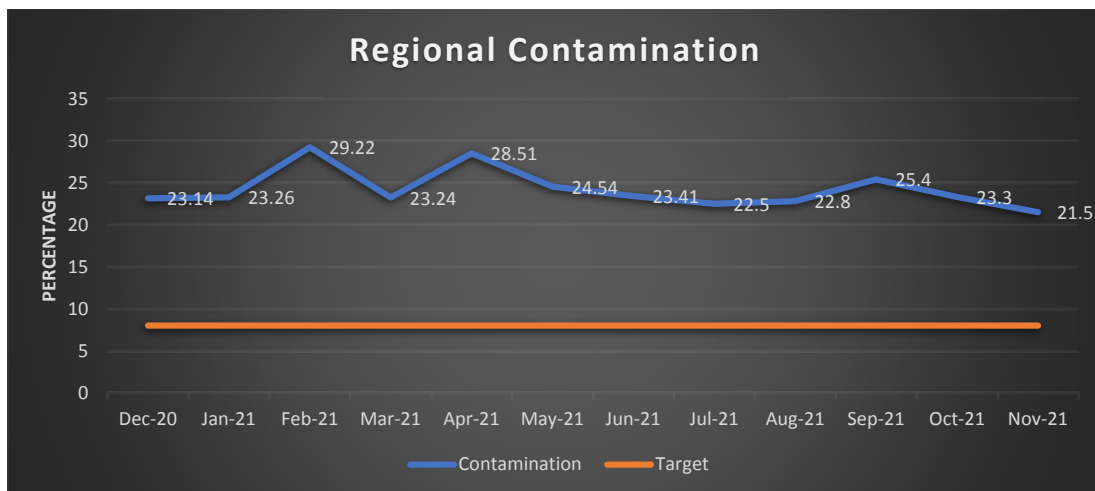


Figure 8: Regional Contamination at the MRF

3.6.3 Recycling Bin Contamination Report - East Versus West Stratford⁴

Figure 9 provides a summary of the outcome of an investigation report on the types of contamination found in recycling bins in Stratford. Based on data collected between 11 January and 22 November 2021, this report provides a distinction between the types of contamination recorded in the east versus west of the township. East Stratford also includes the area of Midhirst which has their rubbish collection overseen by the SDC.

This report underscores the need for continued education of Stratford residents. In summary the east side including Midhirst has 1098 bins that were contaminated and received a red or amber tag and the west side had 1387. It is planned that a communication will go out in the Central Link to see if we can get some friendly rivalry going between the 2 areas.

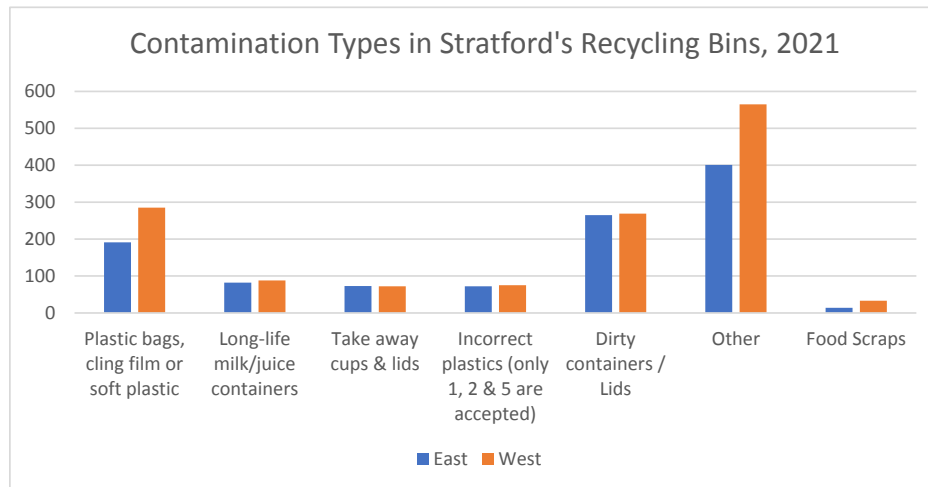


Figure 9: Types of Contamination, East vs West of Stratford

3.6.4 Waste Minimisation Initiatives completed in November

- 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. Below is the organics project stages diagram that will be provided to AATEA to present at a wānanga with all affected regional Iwi.
- Worm Farm**
 A Council worm farm was created and is in working order. The food scraps from the administration building tea room is fed to the worms, although the worms are currently not eating much so some staff are taking the bucket home every few days to their chickens or compost heap.

3.6.5 Upcoming Waste Minimisation Initiatives

- Swaps Table**
 There will be a "Swaps" table at the next Prospero Market. Residents will be encouraged to view and discuss zero waste alternatives. This table will feature examples of single use packaging versus reusable products. Examples will include drink bottles, lunch boxes, produce bags, coffee cups, nappies and even menstrual products. The Council's Waste Minimisation Officer will be in attendance to answer questions and encourage discussion.

⁴ Completed by Henry Armond – Assets Student Intern

- **EnviroWaste Truck Wraps**

NPDC have funded the wrapping (Figure 10) of two EnviroWaste kerbside collection trucks that will service the whole of Taranaki. The wraps consist of a Zero Waste themed background with magnets consisting of a speech bubble, a pointing hand and a milk bottle to encourage “getting rid of the lid”. These trucks will service Stratford which will remind the community to not put lids in their recycling bins. These magnets can be interchangeable with different images and words as the regional campaigns change.



Figure 10: EnviroWaste Kerbside Truck Wraps

- **Campaign for the Festive Season**

“Care for your glass collectors - keep it level!” Campaign - From the beginning of December, there was an education campaign by the 3 District Councils (Figure 11) to remind residents to not overfill their glass crates as this causes issues for the collectors who lift and manually sort the glass crates.



Figure 11: Keep It Level Campaign – Regional

- **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 or Education Officer will attend this conference to network and learn new waste minimisation initiatives from other Councils.

3.6.6 **Weekly Recycling Bin Audits**

The weekly recycling audit summary from 11 January 2021 to 20 December 2021 is provided in *Figure 12*. At the end of November, the *Amber* and *Red* tags are at 10% and 1% respectively; the *Green* tags are at 89% and for December the *Amber* and *Red* tags were at 7% and 3% respectively and *Green* was at 90%. Stratford is tracking along fairly evenly since October 2021. However, this does not relate through to the contamination at the MRF and investigations are underway to find out why. One local initiative to try and bring down the contamination is to let the community know that the residents of the east side of Stratford and Midhirst have less contaminated bins than the west side of Stratford and to create some friendly competition between the areas.

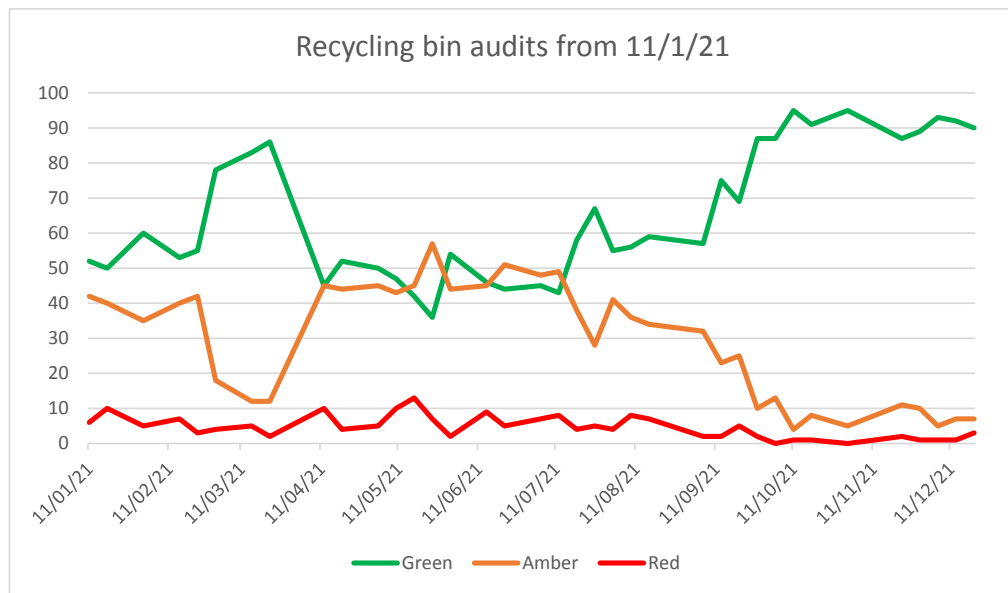


Figure 12: Recycle Bin Audits from 1 January 2021 to date

3.6.7 **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.

3.6.8 **Water and Waste Education Officer**

Council is currently recruiting for a Water and Waste Education Officer as allowed for in the Long Term Plan. This role will enable more attention to be given to waste minimisation initiatives in the community.

3.6.9 **Waste Minimisation Activities Completed, Underway or Planned**

Table 2 provides a summary of some of the waste minimisation initiatives planned for this financial year.

Table 1 - Waste Minimisation Activities for 2021/2021

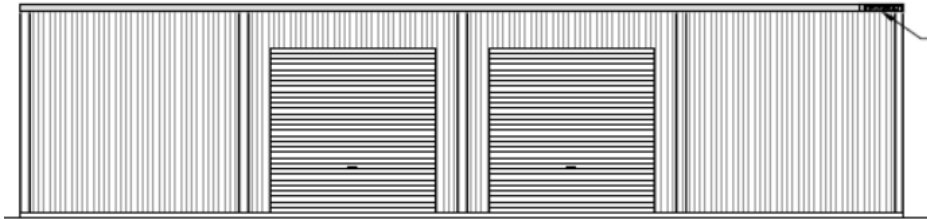
Waste Minimisation Activities Completed, Underway or Planned				
Month 2021	Activity	Description	WMMP Reference	Status
SEPT	Composting/worm farm promotion	Creating a regional pamphlet with STDC and NPDC for the community. Hard copies to give out, promotion on Facebook and Central Link and the Council website.	BC6	Completed
	Review of the WMMP	Review of the WMMP targets and to check progress on these - Report to Council in November 2021.		Ongoing
	Review of feasibility proposal - Regional Composting Facility	A feasibility study proposal has been received from Tonkin + Taylor for a regional commercial composting facility. This is to be reviewed and discussed within the 3 Councils ready for reporting to the Elected Members.	AS9	Completed
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
DEC	Sustainable Christmas gift wrapping	Promotion through Facebook, Enviroschools is running a workshop on 11/11/2021 on eco-gift wrapping.	BC4	Underway
	Glass campaign - "Keep it Level"	Regional education campaign on keeping glass crates level to assist our glass collectors and minimise broken glass.	BC4	Underway
JAN	Back to School zero waste lunches	Promotion/competition for zero waste lunches	BC1	Planned
	Waste Levy Contestable Fund	Waste Levy Contestable Fund Policy presented to Elected Members for consideration.	CP1	Underway
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

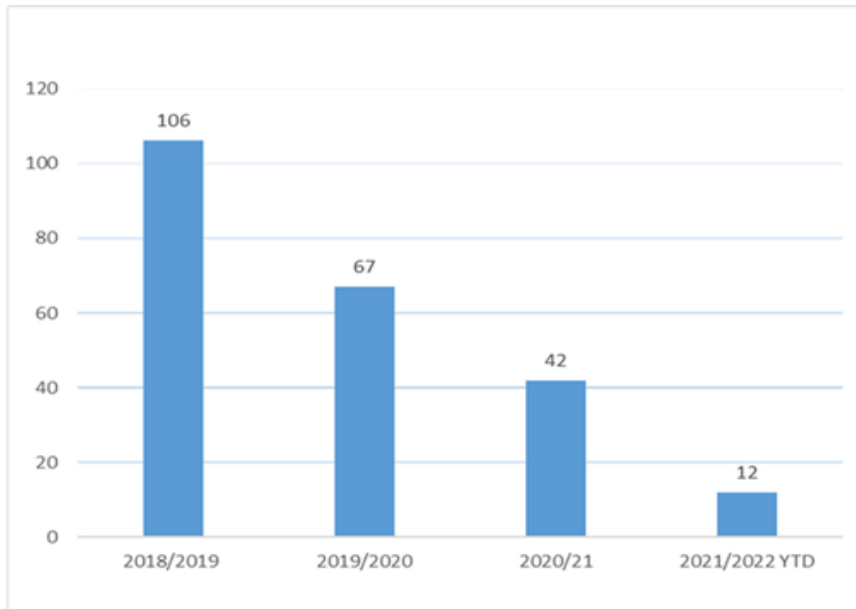
4.1 Capital Works Programme

Current Capital Projects include:

- safe conversion to office is programmed to commence in early January;
- the Bell Tower demolition contract was awarded in December 2021. The pre-start meeting will be held on 19 January, with a start date to be confirm in due course;
- the Whangamomona Camping Ground Septic Tank is needing replacement. Awaiting on plumber to provide quote to undertake the work;
- library Staff room kitchen project has been awarded. Commencement date to be confirmed in due course; and
- the New Council storage shed construction contract was awarded in December 2021. Building consent has been lodged and is in progress. The existing shed is programmed to be demolished in early March to make way for the new build.



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

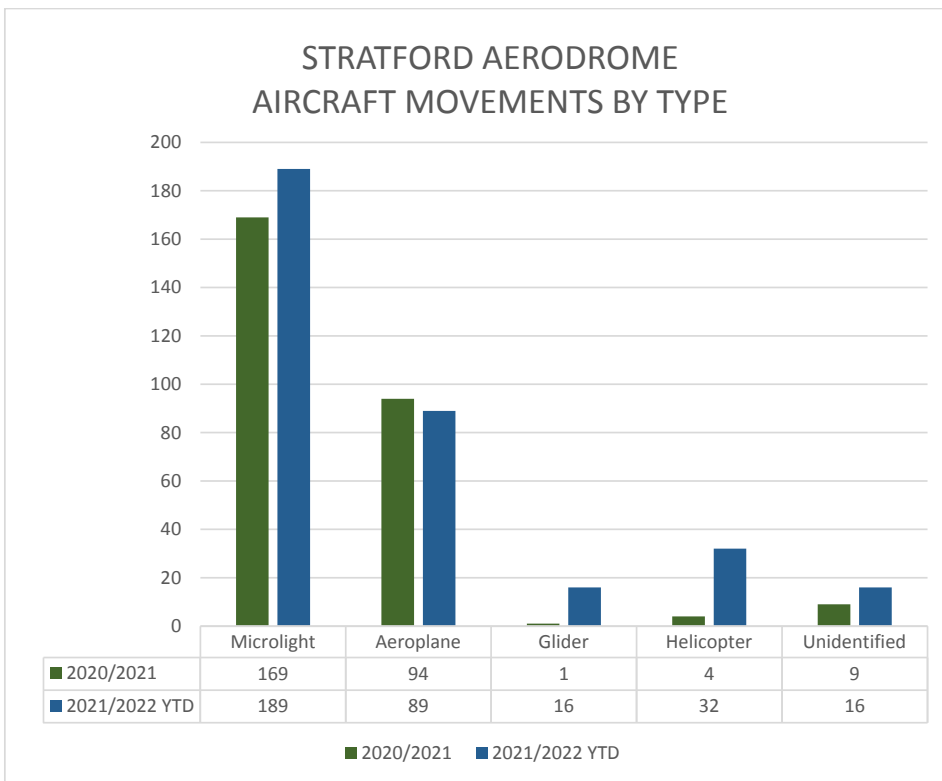
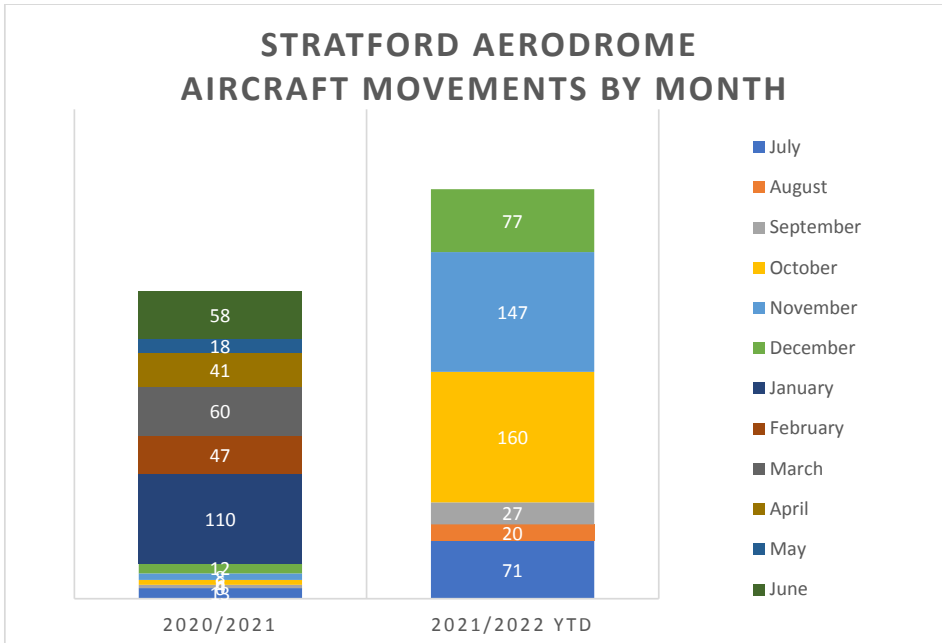


4.2 Aerodrome

The Farm and Aerodrome Committee has approved the location for the Stratford Aeroclub's new additional hanger. A decision report will be presented to the Policy and Services Committee to obtain approval on the ground lease charges.

The AIMM Reporting system has been upgraded to AIMM-Plus with full reporting commencing in early November 2021. With this, the new aerial cable and good radio reception movement, reported aircraft numbers are expected to be more accurate.

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



4.3 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.

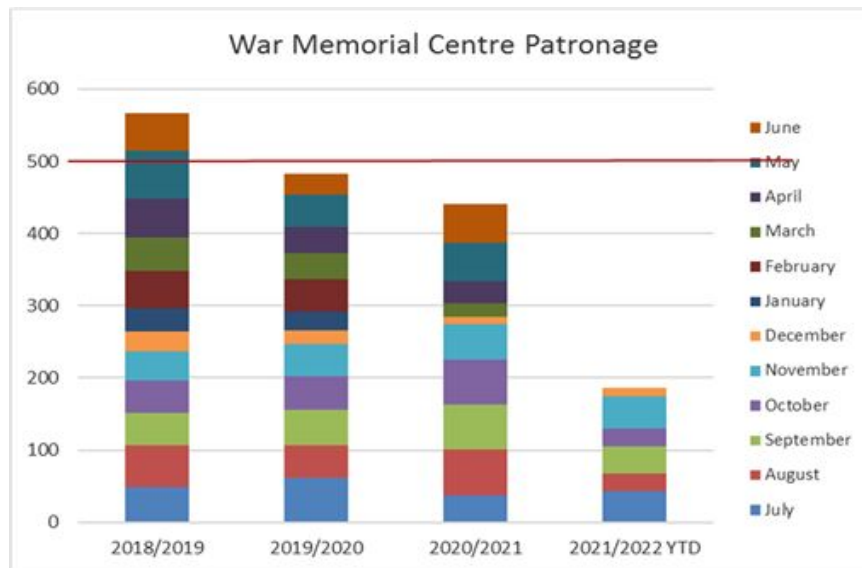
Level of Service	Performance Measure	Target	2021/2022 YTD
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	100%
	Annual booking of War Memorial Centre.	>500	105 YTD
	Annual booking of Centennial Restrooms.	>200	54 YTD
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	93%
	Annual Occupancy rate.	>100%	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

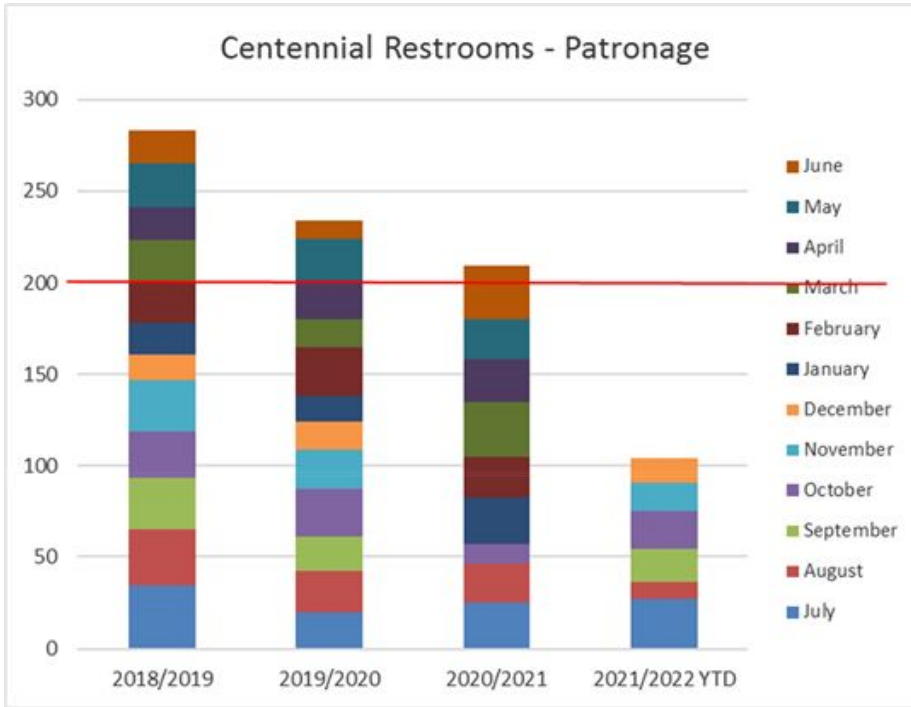
The current occupancy rate for the months of November and December is 100% and therefore achieves the performance measure of >100 %.

4.3.2 War Memorial Centre



Due to Covid-19 lockdown, 37 bookings were cancelled during November and December and no additional bookings were taken.

4.3.3 Centennial Restrooms



Due to Covid-19 lockdown, 6 bookings were cancelled during November and December 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).

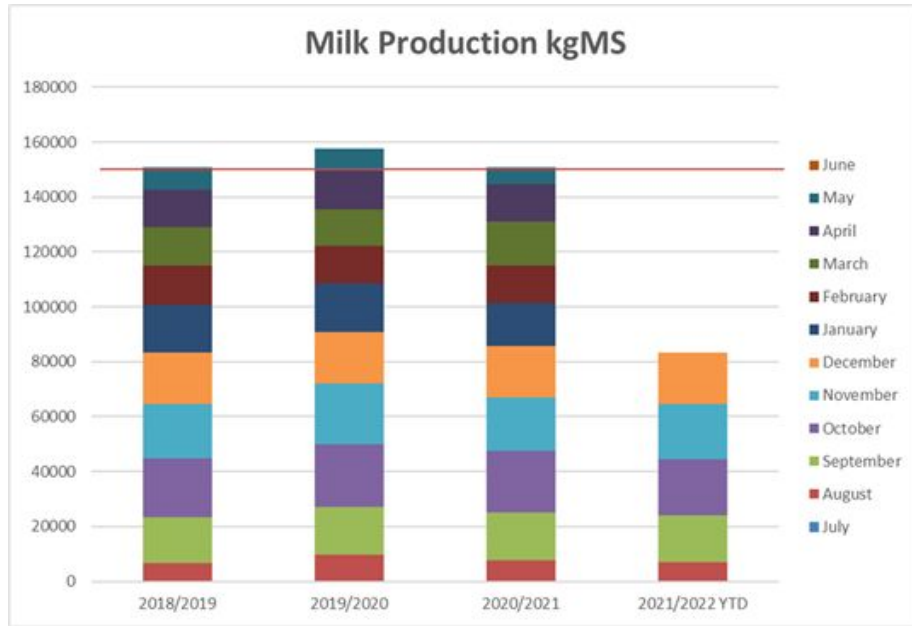
The Levels of Service are measured using the performance indicators shown in the table below. These are measured and reported at the end of the financial year - in the July 2021 report.

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	20,550.60 kg
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

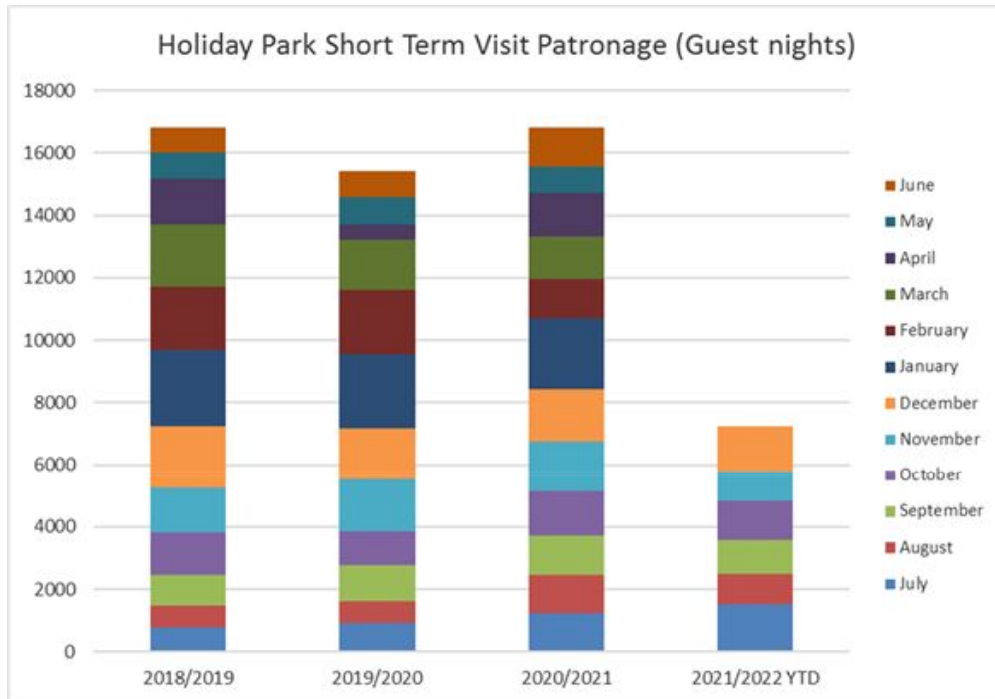
The history of the Farm milk production and the Holiday Park patronage and occupancy rates are shown in the two charts below.

4.4.1 The Farm

The sharemilkers contract is due to expire at the end of this season (June 2022). Currently discussion on potential leasing options are being held with the sharemilkers and Council.



4.4.2 The Holiday Park



Whangamomona Campground

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	33	64	97	
December	34	99	133	
Total YTD	160	237	397	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.

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	54
	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.

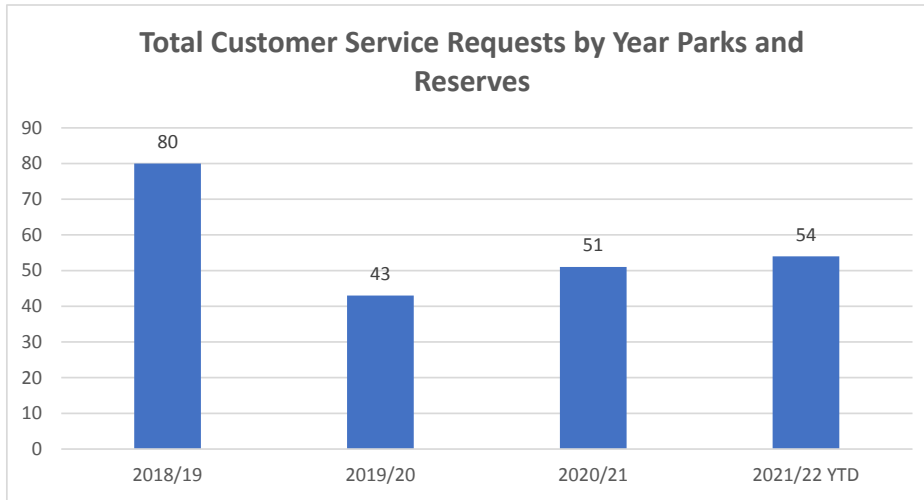


Table 2 - Customer Services Request History

	2018/2019	2019/2020	2020/2021	2021/2022 YTD
Parks	7	3	10	7
Structures	8	9	2	17
Sports grounds	0	3	5	3
Playgrounds	4	1	1	7
Cemeteries	5	5	5	5
Street Trees	41	11	15	5
Walkways	15	11	13	10
Total	80	43	51	54

Matters Outstanding

The Victoria Park Drainage

Council officers are in further discussions with contractors to investigate other feasible solutions.

6. Special Projects

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

6.1 The Replacement Aquatic Facility

This project continues to progress well despite some indifferent weather over the last two months. The contractor remains confident of meeting or beating the anticipated completion date of 25 September 2022.

The only contract variation claim to date remains that related to the period the site was locked down under Covid-19 Level 4 restrictions, however three further minor variations relating to joinery items, flooring changes and additional pool toys have recently been approved. These variations bring the construction cost to \$20,078,851.82.

The following is the progress to date:

- Civil drainage is 90% complete, structural steel 95% complete and blockwork 96% complete.
- Work commenced on closing in the roof just prior to Christmas.
- Pool filters have been installed and back-filled and installation of the pool water services is 47% complete.
- Internal carpentry work has commenced.

This brings the certified amount claimed to **\$10,738,352.61** out of **\$20,078,851.82**.

Appendix 1 provides the latest Project Control Group Report.



Figure 13: New aquatic centre portal steelwork almost completed.

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 shaping of the pump track has been completed ready for the asphalt. This is anticipated to commence on 17 January following uplifting of the Auckland Covid-19 lockdown that was preventing the contractors from coming to Taranaki.



Figure 14: The Children's Bike Park post opening the cycle track and basketball court

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. Once designed and tender documents completed, tender for Stage Two will be advertised.

Stage Three – Design is complete, with final consultation with property owners over access underway. When completed and tender documents completed, this will be advertised. It is hopeful that Stage Two and Three tenders will be advertised at the same time.

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.
10729-1	Monmouth Road	To replace a steel culvert in an unnamed tributary of the Kahouri Stream.	Ngāruahine	Awaiting outcome of application processing from the TRC

Attachment:

Appendix 1 – Latest Update Report on the Replacement Aquatic Facility project (D21/42727)



Victoria Araba
Director, Assets



[Approved]
Sven Hanne
Chief Executive

Date: 19 January 2022



STRATFORD DISTRICT COUNCIL

STRATFORD AQUATIC CENTRE

Monday, 22 November 2021

PROJECT CONTROL GROUP REPORT 09

PROJECT CONTROL GROUP REPORT

CONTENTS

Introduction.....	1
Health & Safety	1
Design & Approvals	2
Procurement	4
Request for Information (RFI).....	6
Budget.....	6
Programme.....	8
Photos	9

PROJECT CONTROL GROUP REPORT

INTRODUCTION

This Project Control Group Report covers the period from **26th October 2021** through to **22nd November 2021**.

The purpose of the PCG Report is to record the key project deliverables and achievements, highlight H&S statistics, summarise required client decisions and approvals, and provide an update on progress and programme. More detailed information has been provided in the weekly reports which are to be read in conjunction with the PCG Reports.

The site has implemented Covid level 3 site protocols since 12 November and will revert to Level 2 protocols Monday 22nd November.

HEALTH & SAFETY

Health and Safety and Environment are key principles for Apollo Projects Ltd and we endeavour to maintain high standards across these, both on and off site.

Safety Statistics Project Total

Indicators	Meetings		Inductions Total	Audits		
	Daily Co-ordination	Health & Safety		Contractor	Apollo	Client
This Month	18	4	7	21	4	0
Project Total	121	63	121	75	30	1

Indicators	Incident Data					
	Contractor Hours	Apollo Hours	Near Miss	FAI	MTI	LTI
This Month	1867	415	4	0	0	0
Project Total	9677	0	12	0	1	0

Incidents this month.

- 1- Scaffold alterations by others. Blocklayers removed edge protection to advance works out of sequence. Removed tags and ladder access until rectified. TBT reminded all to not alter any scaffolding. Notify Apollo to coordinate.
- 2-Western gate left open while operating onsite. Contractor reminded to keep closed. Discussed at TBT
- 3-Contractor failure to wear appropriate PPE- Contractor not wearing hard hat. Verbal. Reiterated at TBT
- 4-Crane operator failed to follow JHA protocol- Operator was lifting overhead and did not sound horn to warn workers of the overhead load. Verbal and discussed at TBT

PROJECT CONTROL GROUP REPORT

DESIGN & APPROVALS

Design Status

Architectural:

- › For construction drawings Issued. Loaded on Procore
- › HDT Shop drawing reviews of Aluminium joinery.
- › Colour palette for change rooms accepted by client
- › Developing external landscape

Structural and Civil Engineering:

- › Currently at approximately 100% developed design with an IFC model available.
- › GHD shop drawings complete of structural steel and ancillary components.
- › LVL shop drawing review complete
- › Civils FC Drawings loaded on Procore

Fire:

- › Currently at 100% developed design FEB rev C

Geotechnical:

- › Geotechnical survey report undertaken
- › Construction monitoring ongoing and has been carried out with ground conditions exceeding design loadings.
- › Records located: Procore *03 Design & Consent-3.6 Consultant & Council Inspections*
- › Construction monitoring complete. Awaiting close out & producer statements.
- › Close out documents received-Awaiting producer statement

Hydraulics, Pool Services and HVAC:

- › Hydraulic FC Drawings loaded on Procore
- › 100% developed design with an IFC model available.
- › Amendment issued (stage 2) to include second backflow line

Electrical, Security and Data:

- › 100% developed design with an IFC model available.
- › Finalised lighting design client review undertaken.
- › Audio design complete client review undertaken
- › Security package (Ver 2) finalised, with client for consideration.
- › Client driven POS entry with client for consideration.

Pool Components:

- › 100% developed design.
- › Handrail and accessibility developed

PROJECT CONTROL GROUP REPORT

Surveying:

- › Site surveying by Juffermans. Existing ground levels documented and DWG available.
- › Site Datum provided.
- › Awaiting bulk & Location close out

Seismic:

- › BVT PS1 design for partitions/ceilings and water vessels and services supports complete.

Design Issues

- › Awaiting cultural integration feedback iwi for reception & entry space

Safety by Design

The Safety by design register is enclosed as Appendix B

This has been updated 17 September, with a review to be scheduled with the client

Approvals Status

Client Approvals:

For construction drawings are available for client review & commentary

- › Internal colour palette change rooms review undertaken
- › Pace clock graphics option confirmed
- › Audio design approved by client.
- › Western perimeter fence client advice received
- › Pool toys confirmed & procured.
- › Flooring types/extents confirmed.

Resource Consent:

- › Granted Wednesday 24 February 2021

Building Consent:

- › Stage 01 lodged 09 March 2021 – Granted 16 June 2021
- › Stage 02 lodged 20 March 2021 – Granted 26 May 2021
- › Stage 03 lodged 21 May 2021 – Granted 03 November 2021

Other Consents:

Stratford District Council to provide services to the boundary.

- › Currently sewer and potable supply installed.
- › Stormwater connections- Client has confirmed Fulton Hogan to carry out pre xmas to southern connection.

PROJECT CONTROL GROUP REPORT

PROCUREMENT

Procurement Status

Contractor Procurement:

- › Architect-HDT
- › Structural Engineer-GHD
- › Civil Engineer-GHD
- › Fire Engineer-PFC
- › Hydraulic Engineer-PFC
- › Seismic Engineer-BVT
- › Geotechnical Engineer-BTW
- › Pool Water Services-PFC
- › Mechanical engineer-PFC
- › Electrical Engineer-PFC
- › Electrical Contractor-Aotea/HELRimu
- › Mechanical Contractor Active
- › Pools-Natare
- › Fire protection-Fire security Services
- › Structural steel-Meco
- › Plumbing & Drainage-Laser plumbing
- › Kingspan- F&R Roofing
- › Danpalon-Everlight NZ
- › Masonry Blockwork-Russell Masonry/ELOC
- › Concrete-BSC
- › Floor Coatings-Topcoat
- › LVL Beams-Timberlands
- › Toilet Partitions-Duraplan
- › Roller Shutter Doors-Meco
- › Carpentry-BSC
- › Roof safety arrest-ARABAC
- › Pool water-Wavelength
- › Aluminium- Whight Aluminium
- › Hoist-Arco
- › Alucolux- Symonite
- › Floor coverings-Choices Flooring
- › Timber Joinery-Jones & Sandford
- › Painting-BSC
- › Pool toys-Poolstuff
- › Lane ropes, flags-Poolstuff

PROJECT CONTROL GROUP REPORT

Construction Status

Civil, Earthworks & Drainage

Most all foundation excavations are now complete with the last remaining eastern portion to finish pre xmas.

Underslab preparation will commence month end to the services yard space with pool filter space to backfill late November

Civil drainage is complete to western and southern elevations with Services complete up to the site facilities.

RPZ manufacture is complete and programmed for installation in conjunction with Stormwater connection pre-Xmas.

Concrete & Masonry

Blockwork to Dryside and service yard is expected to be complete in the next 3 weeks with works starting to the northern pool hall perimeter shortly.

Foundations to the store areas and upper plant room will commence month end following backfill of the filters.

Floor slabs to dryside are complete with the service yard space to bring up early December.

Structural Steel

Pool hall structure is nearing completion. Dryside roof structure is both in fabrication and offsite at paint with deliveries to site starting late next week.

Services

Services trades have kept ahead of blockwork with all in wall services installed.

In ground ducting to MSB are completed, with MSB ordered & die in the new year. Plumbing tra with minor channel drains to finish to the services yard.

Cap plant is due for arrival mid- December, and we expect to land these directly into the service yard space.

Pool water contractors have progressed installation from the filters into line C and are currently readying for consultant review next week.

Pool components and plant

Pool filter boxes are installed. Pools are due to arrive in country late this month and expecting onsite early December. Installers are ex Waikato so due to Covid L2 will be onsite to receive.

Envelope

Kingspan- Materials are onsite with the last soffit materials delivery due mid-December. Installers are in to start on the lower pool roof early December.

LVL Timbers- Painting well underway with first delivery to site this week. Installation commencing next week.

Internal Fit out

Not started

PROJECT CONTROL GROUP REPORT

Finishing elements and Landscaping

Landscaping design is progressing

Awaiting lwi input.

Construction Issues

Construction programme has been issued. On track.

EOT application accepted with practical completion now 13 September 2022

Risks

- › Weather, high level of rain days being experienced. (med)
- › Covid levels impact on supply and productivity. (med)

REQUEST FOR INFORMATION (RFI)

RFI'S Outstanding

RFI. No.	Subject	Date Due
1	lwi cultural integration for feature panel, landscaping & reception	
2		
3		
4		

RFI'S Pending

RFI. No.	Subject	Date Due
1		
2		
3		
4		

BUDGET

The Cost/Budget Summary is enclosed as Appendix

Payments

Invoiced to Date:	Invoiced Gross (includes retentions)
Claim 01 - Nov-20 - Design	\$54,766.88
Claim 02 - Jan-21 - Design	\$121,980.00

PROJECT CONTROL GROUP REPORT

Claim 03 - Feb-21 - Design	\$1,578,525.25
Claim 04 – Mar-21 – Design & Construction	\$545,165.71
Claim 05 – Apr-21 – Construction	\$716,752.95
Claim 06 – May-21 - Construction	\$626,583.31
Claim 07 – Jun-21 - Construction	\$1,055,858.01
Claim 08-July-21-Construction	\$1,254,926.72.00
Claim 09-Aug-21-Construction	\$873,132.90
Claim 10-Sept-21-Construction	\$1,324,851.53
Claim 11-Oct-21-Construction	\$991,901.14
TOTAL INVOICED TO DATE:	\$9,144,44.39

- Design stage claims x4
- Construction stage claims x11
- Variation claim x 4

Provisional Sums

PROVISIONAL SUMS	CLAIMED TO DATE	FINAL EXPECTED
Consent Fees	\$43,510.87	\$116,600.00
Transformer and HV Line	\$89,408.30	\$100,702.00
Pool Toys	46,760.00	\$108,020.00
Signage and Manifestations		\$50,788.00
Feature Wall Panels		\$14,776.00
Security		\$40,000.00
PROJECT MARGIN		
TOTAL		\$392,866.00

Variations

VARIATIONS	Amount
VO-1 Covid shutdown rate	\$27,285.00
VO-2 Additional joinery units	\$15,380.59
VO-3 Additional Pool toys costs- Prov sum Adjustment	\$38,020.00
VO-4 Additional Floor covering extents	\$6,090.87
TOTAL	\$86,776.46

PROJECT CONTROL GROUP REPORT

PROGRAMME

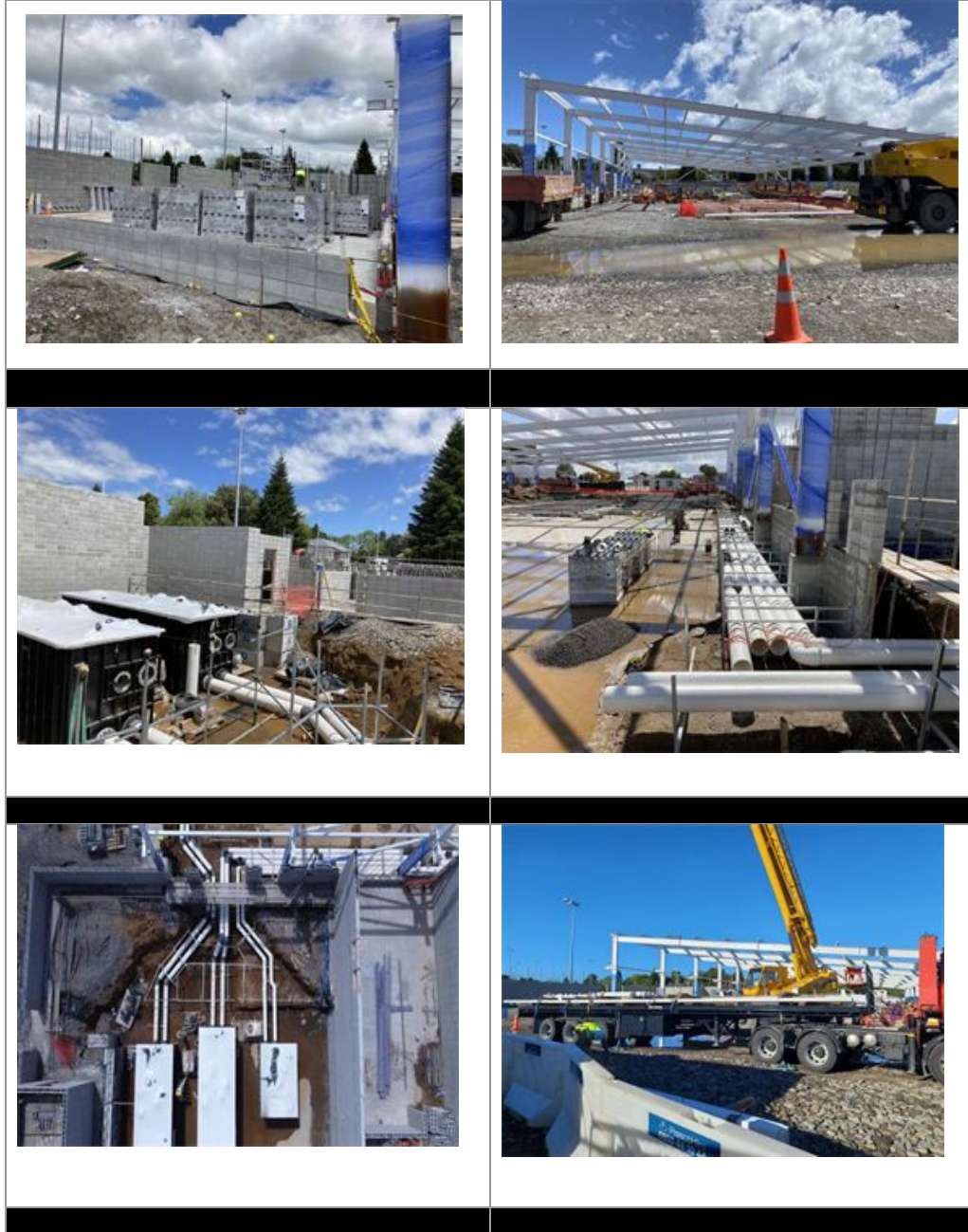
Task Name	Duration	Start	Finish	% Complete
Stratford Aquatic Centre Programme	437 days	Thu 15/10/20	Mon 15/08/22	30%
Registration of Interest	16 days	Thu 15/10/20	Fri 6/11/20	100%
Contract Period	419 days	Wed 11/11/20	Mon 15/08/22	30%
Design Phase	159 days	Wed 11/11/20	Wed 21/07/21	99%
Procurement/Long lead	185 days	Thu 17/12/20	Thu 30/09/21	32%
Pre-Construction	15 days	Fri 19/02/21	Thu 11/03/21	100%
Construction	327 days	Fri 12/03/21	Thu 14/07/22	19%
Final Building Compliance	22 days	Fri 15/07/22	Mon 13/09/22	0%

Comments on Programme

- Procurement well advanced to mitigate risk
- Tracking construction programme daily
- Minor covid roadblocks mitigated.

PROJECT CONTROL GROUP REPORT

PHOTOS



MONTHLY REPORT

Community Services Department



F19/13/04 – D21/45870

To: Policy and Services Committee
From: Director – Community Services
Date: 25 January 2022
Subject: Community Services Monthly Report – November-December 2021

Recommendation

THAT the report be received.

/
 Moved/Seconded

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e., Community Development, Promotions, Information Centre, Pool and Library. The Long-Term Plan 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

- Stratford Scarecrow Trail: 29 October -14 November
- Trade Graduation presentations – 13 to 16 December
- Mayoral Christmas gifts
- Stratford Business Association 'Christmas cracker of a month' (December promotion)

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**
 Youth Council held their last ordinary meeting of 2021 on 7 December followed by a Christmas dinner at the TET Stadium. Advertising has begun for applications to join the Youth Council and will close on 31 January 2022. Applications will be reviewed on 1 February 2022 with interviews to follow shortly after.

Upcoming meetings and events:

- Projects Meeting QR Code Workshop at Library – 13 January
- Youth Council Applications – 1 February

2.3 Civic and Community Events

Completed:

- Stratford Scarecrow Trail: 29 October – 14 November
- SDYC Christmas dinner with elected members: 7 December
- Trade Graduation presentations – 13 to 16 December
- Mayoral Christmas gifts
 - Collection - 1 to 15 December
 - Delivery of gifts - 17 December.

Coming Up:

- Bike Park Official Opening and Family Day: Dates to be confirmed
- Summer Nights Movies: 29 January
- Summer Nights Concert: 19 February
- AmeriCARna: 25 February (*Due to the requirements under the Covid Protection Framework the annual stop off in Stratford will no longer be taking place. Instead, vehicles will be completing a drive around the mountain and will be passing through Stratford. A stopover option using the A&P Showgrounds was proposed to AmeriCARna but was unfortunately turned down.*)
- Positive Ageing Forum: 17 March
- SDYC Colour in the Park: 5 March
- Children's Day: 6 March

Cancelled or postponed due to Covid-19:

- Bike Park Opening: *formal opening was postponed until Alert Level 1 and upon completion of the full facility.*
- Stratford Positive Ageing Group: November Forum
- VERO International Festival of Historic Motoring: (*this will no longer be a public event due to the requirements under the Covid Protection Framework*).

Shakespeare Festival

The Stratford Shakespeare Festival Trust are proposing to deliver a Shakespeare Festival in 2022. The festival is 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.

2.4 Community Projects and Activity

2.4.1 Mayors' Taskforce for Jobs (MTFJ)

Registrations

	November/December	YTD
Young People Registered	1	6
Businesses Registered	1	2

Employment

	November/December	YTD
Young people placed into employment	3	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

2.4.2 Community Relationships Framework

Three Wheelhouse training and development workshops have been successfully delivered to a range of organisations and groups.

- Introduction to Governance – 11 participants
- Planning Workshop – 9 participants
- Introduction to Finance – 5 participants

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

Continuous progress being made with the committee and towards achieving their strategic priorities.

Taranaki Pioneer Village

Ongoing support has been provided to the board. A change of legal status has been discussed and the board is currently waiting on changes to the Incorporated Societies Act to be adopted by Parliament before these can be made. The Community Development Manager and the Wheelhouse Manager will meet with the Trust in February to discuss current operational challenges and to determine if a crisis plan needs to be developed.

Funding

2.5.1 Creative Communities

Round two of the Creative Communities funding round will open on 7 March 2022 when approximately \$15,500.00 will be available for distribution. This includes additional Covid-19 Delta funding made available by Creative New Zealand. 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 2022. The assessment committee will meet on 5 April.

2.6 **Positive Ageing**

Planning for the November 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	
October total	148
New	0
December total	148

Completed events:

- Covid-19 and Business workshops: 1 and 8 December

The SBA 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.

20 – 25 people registered for each of the two events. Information was relevant, helpful, and informative enabling attendees to ask questions and seek further advice if needed.

SBA's 'Christmas cracker of a month' (December promotion) included:

- Christmas window competition
- 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, workshops, and an opportunity for shoppers to win their purchase back on the day.

There was a significant increase in social media engagement over the course of the promotion and feedback received from the community was extremely positive. A total of \$5000 worth of SBA vouchers were given out over the course of the month through the various giveaways.

Upcoming events:

- AmeriCARna drive through
- BA5's will be re commencing from February 2022.

Communications

3.1 News Media

Eight Central Link updates were produced across November and December. 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 November:

- Scarecrow Trail
- Heritage Collection photo help
- Go Local - support our businesses this festive season
- Covid-19 wastewater detection update
- Lifeguard careers
- Get tested to be sure
- Trade Graduations
- Public notices (Meeting Schedule, Notification of weight and speed limits on bridges (Tapuni Bridge) Rural Spray Round, Urban Spray Round).

Central Link focus for December:

- Council services in orange
- Safer school streets proposed
- Bike park update
- Mayoral Gift Appeal nominations
- Summer Reading Challenge
- Safe to swim?
- Keep it level (glass collection)
- Christmas Treasure Hunt
- Become a Youth Councillor for 2022
- Council Christmas Hours
- Seasons greetings from Mayor Volzke
- Help us look after our parks & playgrounds
- Annual Report 2020/21
- Public notices (Flush your taps, Meeting Schedule, Elizabeth Watson Fund, Basis of Election Final Representation Review, Notification of weights and speed limits on bridges (Upper Mangaehu Road Bridge), Temporary Road Closures, Windsor Park & Thomson Arboretum Draft Reserves Management Plan).







News/Media Releases posted to stratford.govt.nz for the months of November and December:

- Positive Covid-19 result detected in Stratford wastewater
- More positive wastewater results for Stratford (DHB release)
- Another confirmed positive Covid-19 wastewater result for Stratford (DHB release)
- Six cases of Covid-19 in Stratford (DHB release)
- Covid-19 Update: Council facilities still open for business
- No new cases of Covid-19 for Taranaki
- High volumes of testing reveal no further Covid-19 cases
- Donations called for Mayoral Christmas Gift Appeal
- Brief closures at Stratford Bike Park while final touches completed
- Safer school streets proposed for Stratford
- Council services under the Orange setting
- Council services over the Christmas New Year Break
- Youth Council Applications Open
- Celebrating Trade Graduates.







3.2 **Digital channels**

The below tables have been updated to show NEW likes/followers across social media channels for that month. The difference percentage is in comparison to the previous month. Our current total followers are included in the December snapshot.

November snapshot:

Website	Social Media
 5,303 ↑419 Users	 70 ↑159.3% New Facebook likes /stratforddistrictcouncil
 20,463 ↑1,911 Page views	 12,677 ↑2% People reached The number of people who saw any of our posts at least once this month.
 7,785 ↑667 Total sessions (visits) A session is the period of time a user is actively engaged with our website.	 37 ↑60.9% New Instagram followers /stratford_nz

December snapshot:

Website	Social Media
 4,558 ↓745 Users	 26 ↓63.4% New Facebook followers /stratforddistrictcouncil 3,482 people follow our page.
 16,180 ↓4,283 Page views	 8,386 ↓34% People reached The number of people who saw any of our posts at least once this month.
 6,427 ↓1,358 Total sessions (visits) A session is the period of time a user is actively engaged with our website.	 20 ↓47.4% New Instagram followers /stratford_nz 837 people follow our account.

Top 10 Council pages visited across both November and December 2021

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

3.3 Official Information Requests

For the 2021 calendar year, Council has received 66 Local Government Official Information and Meetings Act (LGOIMA) requests.

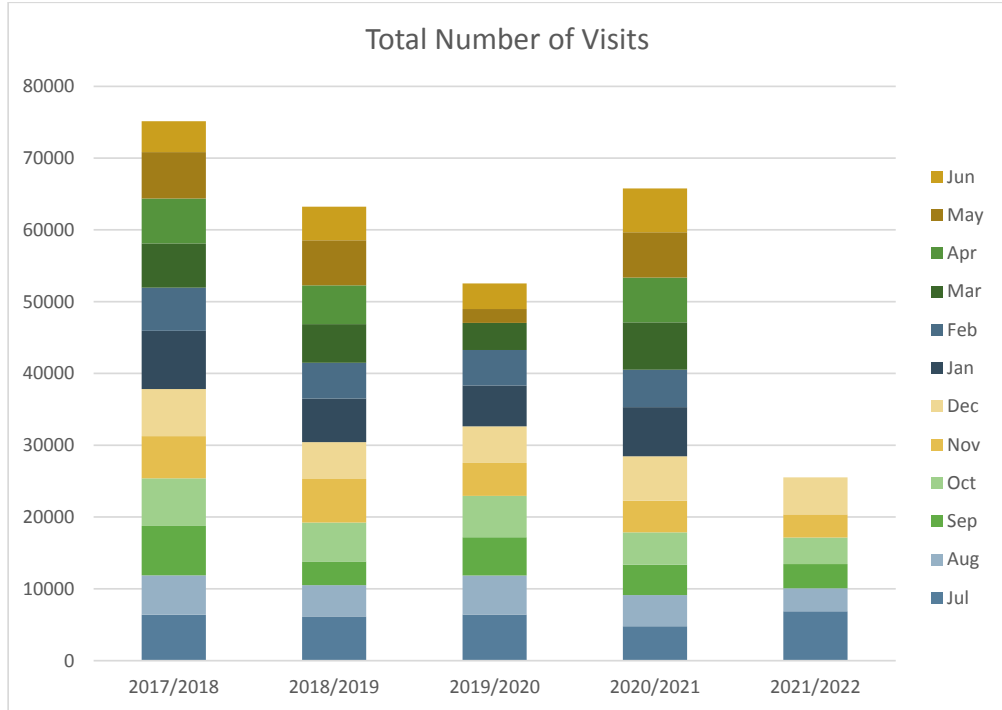
The below table includes the LGOIMA's received for the month of November and December 2021.

Date Received	Query	Due Date	Date Responded	Days to Respond
4/11/2021	Codes of Conduct Relates to Councillor's Speech	2/12/2021	9/11/2021	3
5/11/2021	Citizens' Satisfaction Survey results	3/12/2021	25/11/2021	14
12/11/2021	Animal control court documents	10/12/2021	30/11/2021	12
8/12/2021	Animal control court documents – further information	26/01/2022	19/01/2022	15
7/12/2021	Information and Records Management	25/01/2022	16/12/2021	7
30/12/2021	CCTV Cameras	4/02/2022	TBC	




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	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	866



Visitors/Users per service

Service	November/December	Year to date (2021/22)
 Information Services (brochures/maps/ event tickets etc)	254/320 ↑122/↑66	1039
 Vehicle/Driver licensing	633/666 ↓4/↑33	3,758
 Programme and Events	49/132 ↓263/↑26	866

Library services - Items Issued

Service		November/December	Year to date (2021/22)
	In person	4,326/4,879 ↓168/↑553	24,950
	Online	516/454 ↓36/↓62	3,305

Programme/Event Users

Age group		November/December	Year to date (2021/22)
65+	Seniors	34/0 ↑21/↓34	99
18+	Adults	15/0 ↑9/↓15	131
13-17	Secondary School	0/0	2
5-12	Primary School	0/132 ↓296/↑132	538
<5	Pre-School	0/0 ↓45	76

- Community engagement activity in November included visits to Stratford Community Childcare. Due to continuing Covid-19 related restrictions, an increasing number of early learning services are requesting visits from library staff. Stepping Up classes are continuing on a 1:1 basis.
- A total of 115 Christmas craft packs were prepared and given out.
- Over 1,500 mask clips have been produced. The 3D printer has been serviced and Officers have seen increased interest in it.
- The announcement of vaccine passes led to a very busy period in the library with over 200 people being helped to get their vaccine pass before local pharmacies became an alternative. Officers have also laminated a further 400+ passes for people.
- New screens were installed around the customer service area with funding from the National Library.
- The Library and Visitor Information Services Team Leader appeared in the Taranaki Daily News and was a phone guest on RNZ National's 'The Panel' talking about being a fine free library.
- Stratford iSITE hosted both the Taranaki iSITE/Department of Conservation/Venture Taranaki meeting and the Western Region iSITE cluster meeting. At both these meetings the ongoing effects of Covid-19 on the visitor industry was at the forefront of the conversations. Locally the Taste of Taranaki pop up shop trial was being launched in Eltham and is a collaboration between Venture Taranaki and local producers and managed and staffed by iSITE South Taranaki. Nationally VIN INC Manager Paul Yeo

reported that the iSITE Summer campaign for 2021/2022 was due to launch 1 December 2021 under the tag line “Do Something New New Zealand”. Aimed at the domestic market, the campaign encourages New Zealanders to get out and travel domestically. He also warned that the outlook for the return of international visitors was not expected until well into 2022 and could take several years to return to any sort of volume.

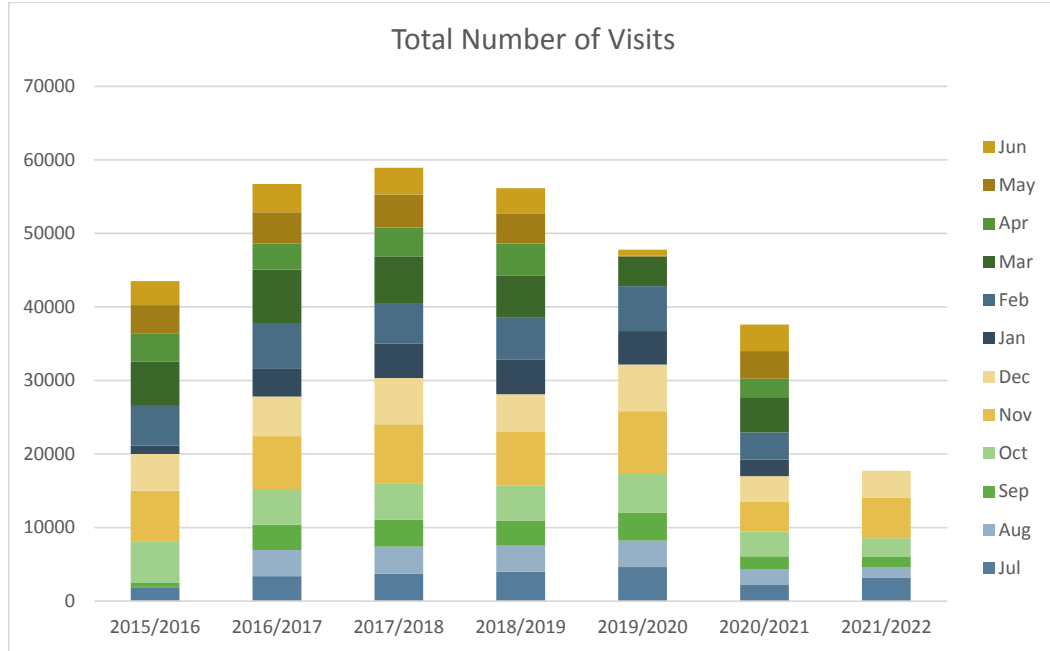
- This month Interislander and Bluebridge announced they will be requiring all eligible passengers over 12 years and 3 months old to have vaccine passes or proof of negative Covid-19 tests when checking in. The Department of Conservation (DOC) have announced requirements for all eligible visitors over 12 years and 3 months old using DOC huts to have vaccine passes. At this time of year and throughout summer officers deal with numerous bookings for all of these services and are facing some challenging conversations.
- Officers are really pleased that we have received another error free monthly report from AA. Covid- 19 mandates are regularly providing challenges affecting the delivery of the AA service. Most recently VTNZ introduced compulsory vaccine passes required for all clients wanting to sit practical driving tests at Alert levels Red and Orange which again falls upon customer facing staff to have challenging conversations at times.

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	16
	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	17,731

5.1 Highlights for November and December

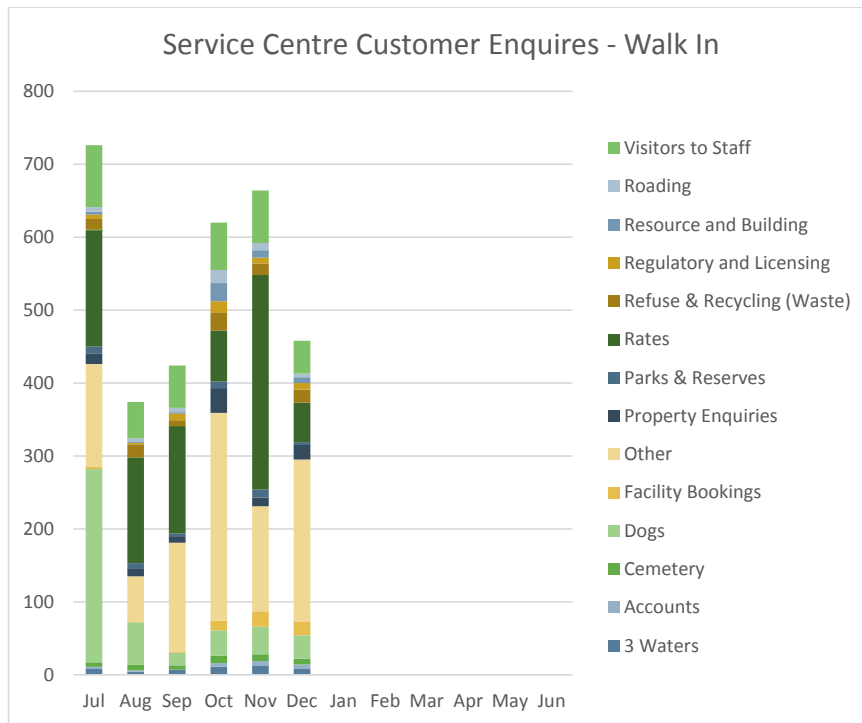
- 5,538 patrons came through the pool facility in November and 3,639 in December. Six incidents were reported over these two months, with three of these being behaviour related due to covid frustrations and trespassing issues.
- November and December were busy months for school groups completing learn to swim lessons with the TSB Pool Complex, learn to swim lessons with external providers, school swimming sports, school triathlons and end of year recreational swimming.
- December saw members of the team upskilling by attending water treatment courses, hazardous chemical courses, and emergency management courses. The entire team attended a wellbeing workshop. Officers also held training for lifeguarding and swim teaching.

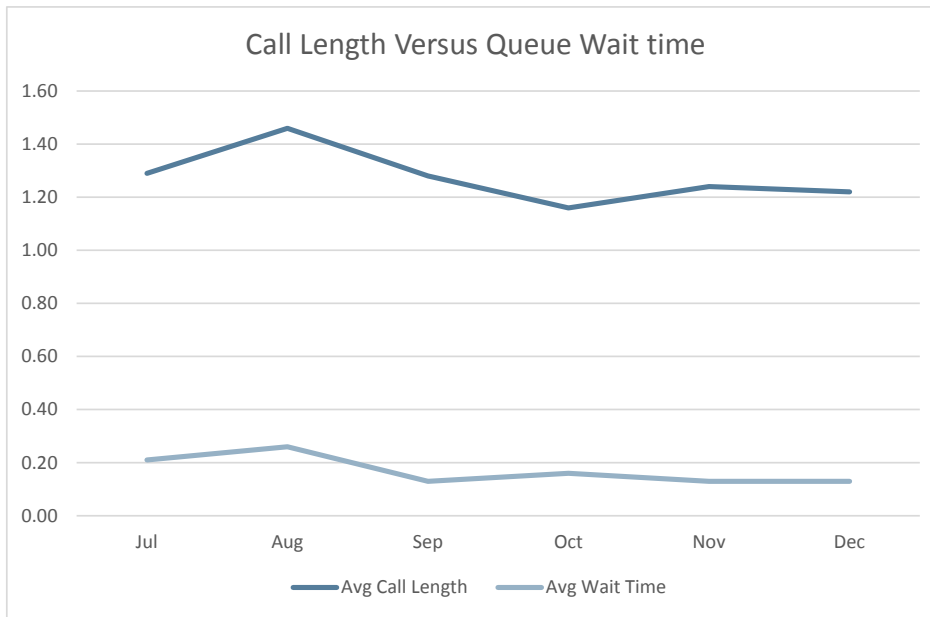
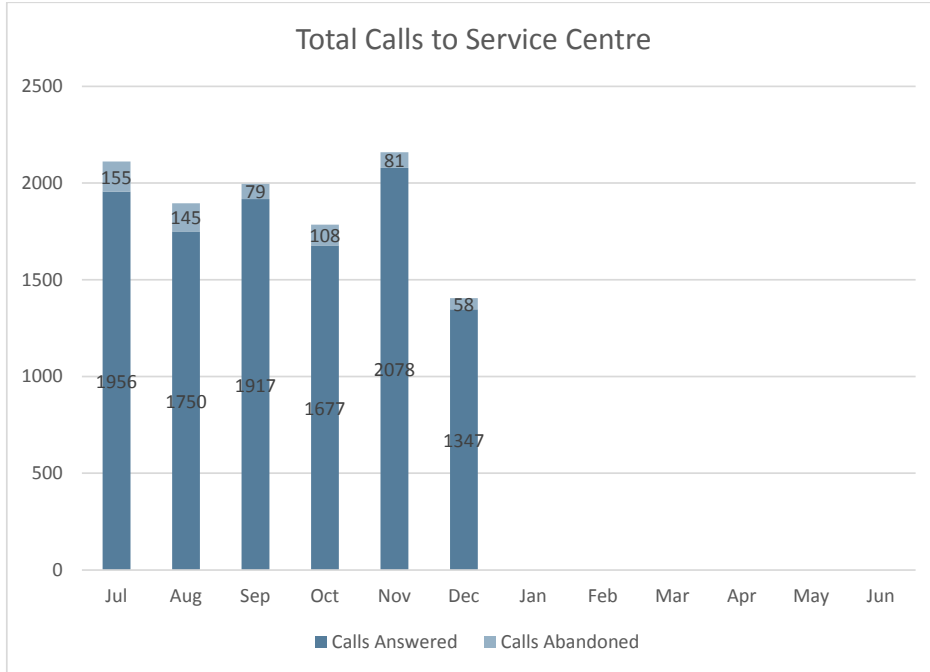



6. Service Centre

Historically the data that has been captured and reported for the Service Centre has been minimal. Over the past six months officers have started to capture data that will show trends in the key areas of business at the Service Centre.

The following graphs are a start to what has been able to be captured. This is a work in progress and it is planned to have more areas to report on at the end of the year.







Kate Whareaitu
Director - Community Services



Sven Hanne
Chief Executive

Date: 19 January 2022

MONTHLY REPORT

Environmental Services Department



F19/13/04 – D21/42831

To: Policy and Services Committee
From: Director – Environmental Services
Date: 25 January 2022
Subject: Environmental Services Monthly Report – November-December 2021

Recommendation

THAT the report be received.

Moved/Seconded

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

1. Overview

Nineteen applications for building consents were received in November 2021. These included:

- Two new dwellings, four log fires, two pole sheds, two accessory buildings, and six applications for alterations/additions and one new sewer.
- Two commercial alterations/additions (one for Ngaere School and the other, a new wing addition to Maryanne Resthome).
- Not included in the monthly figure were a further 14 amendments, one PIM, two Certificates of Acceptance and two exemptions from requiring a building consent.

Sixteen applications for building consents were received in December 2021. These included:

- Six new dwellings, three log fires, one relocation dwelling, one pole shed, one accessory building, and two applications for alterations/additions.
- Two commercial buildings.
- Not included in the monthly figure were a further eleven amendments, one consent that was withdrawn, one that was rejected and one exemption from requiring a building consent.

November and December 2021 followed the pattern established earlier in the year with strong numbers of applications continuing to be lodged for development activity. As well as receiving high numbers of applications council is also experiencing similar levels of pre-purchase inquiries. At this stage changes to lending criteria have not had an obvious effect in terms of development activity, although this may still happen.

Council has also had IANZ conducting an audit of our Building Consent Authority during the last week of November. The audit identified a small number of areas where improvements are required and was successful overall. The next IANZ audit will be late in 2023.

2. Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy started in the second half of 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 Nov	Result Dec
Building Consent Authority		
Building Consent Applications	19	16
Building Consents Issued	32	25
Inspections completed	163	122
Code Compliance Certificate Applications	31	14
Code Compliance Certificates Issued	30	14
Code Compliance Certificates Refused	0	0
Number of Building Consents Received in Hard Copy	0	0
Number of Buildings Consents Received Digitally	19	16
Building Act Complaints received and responded to	0	0
Planning		
Land Use Consents Received	4	1
Land Use Consents Granted	2	1
Subdivision Consents Received	6	6
Subdivision Consents Granted	7	3
223/224 Applications Received	10	0
223/224 Applications Granted	4	9
Resource Consent Applications Received in Hard Copy	0	0
Resource Consent Applications Received in Digital Form	9	7
Resource Consent Placed on Hold or Returned	9	8
LIM's Received	6	3
LIM's Granted	5	3
Environmental Health		
Registered Premises Inspected for Compliance under the Food or Health Act	3	2
Health or Food Act Complaints Received and responded to	2	1
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	0	0
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	4	6
Bylaw Complaints Received and responded to	14	23
Dog Complaints Received and responded to	13	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 November and December 2021 was 4.0 days.
	Percentage of inspection requests completed within 24 hours of request.	100%	98% 4 building inspections out of 218 were not undertaken within 24 hours of request. These inspections were booked more than 24 hours before the consent holder's preferred time.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	100% All of the 48 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%
	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
Two Notice to Fix’s were issued by the BCA in December 2021. One in relation to building works being undertaken before a building consent application was received, and the other for building work being undertaken before the building consent was granted.

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

No building consents have lapsed and no warning letters were issued in November and December 2021.

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
During November and December there has been continuous ongoing training from the Building Control Manager to the existing Building Control Officers (BCOs) involved with building processes as scenarios arise. This was also in preparation for the IANZ audit that was undertaken between 29 November and 3 December 2021. On the 6 December a Senior BCO commenced. This person brings a wealth of knowledge and experience and has already assisted in providing additional day to day support and training to other BCO’s.

A competency assessment for the new Senior BCO is currently being undertaken by the Technical Leader, following the lapse of the previous one. This is expected to be completed in mid-January 2022.

5.1.5 Internal audit/external audit timetable
International Accreditation New Zealand (IANZ) undertook a full regulatory audit between 29 November and 3 December 2021. Because of Covid-19 related travel policies the audit was done partly onsite and partly remotely with the Lead Assessor

remaining in Auckland for the duration of the audit and the Technical Expert on site. An MBIE representative also participated remotely. The audit resulted in a classification of low risk and 10 General Non-compliances. Three non-compliances were resolved while the audit was still underway leaving a total of seven to be cleared. The next stage is preparing an Action Plan for addressing the remaining seven non-compliances before 8 April 2022. The matters that need addressing through the Action Plan are relatively minor and we are confident of clearing them before 8 April.

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness

Two existing Compliance Schedules were amended and issued in November and December 2021. No notifications were issued for Warrant of Fitness renewal.

5.2.2 Earthquake Prone Buildings

Officers have completed some early work on identifying earthquake prone buildings and are preparing to restart this work early in 2022. GIS mapping integration is to be co-ordinated in the development stage and initial discussions around how to do this have commenced.

5.2.3 Swimming Pools

No inspections were completed in November and December 2021.

5.2.4 Non Standard Site Register Maintenance

No new sites were added to the non-standard site register in November and December 2021.

5.2.5 Notices to Fix/Other Compliance as a Territorial Authority

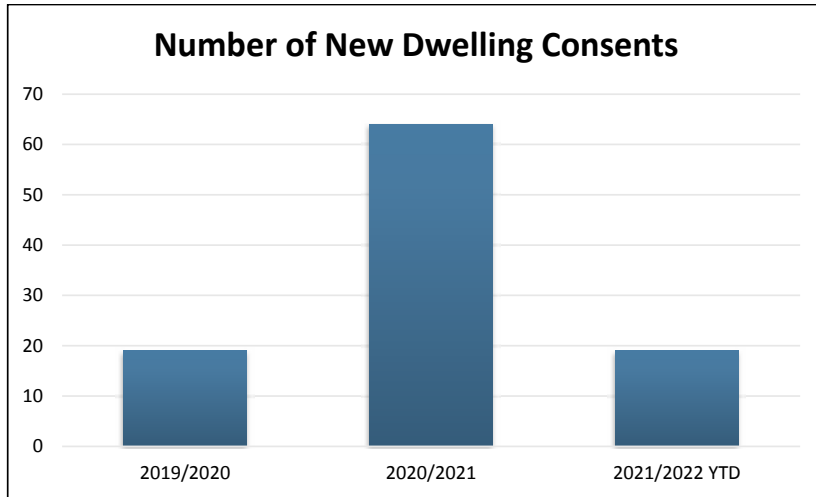
No Notices to Fix were issued by the Territorial Authority in November or December 2021.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

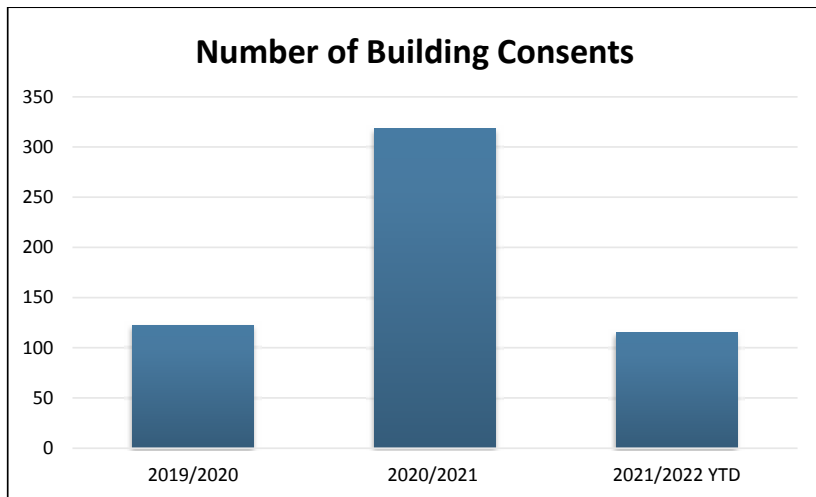
Type	Nov 2021	Dec 2021	Nov 2020	Dec 2020	2021/2022 Year to Date	2020/2021 Whole Year
New Dwellings	2	6	7	8	19	64
Relocated dwellings	0	1	0	2	4	19
Relocated buildings other than dwellings	0	0	0	0	0	1
Fires	4	3	0	4	31	86
Pole sheds/accessory buildings	5	1	8	0	22	48
Additions/alterations – residential	6	2	4	3	16	40
New Commercial buildings	0	3	1	0	7	7
Additions/alterations – commercial	1	0	1	2	7	19
Other/miscellaneous	1	0	0	3	5	29
Certificate of Acceptance (not in total)	2	0	0	0	6	5
Total/s	19	16	21	22	115	318

New House indicator by year



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

Consent numbers by year



Year	Building Consents
2019/2020	122
2020/2021	318
2021/2022 YTD	115



Blair Sutherland
Director, Environmental Services



[Approved]
Sven Hanne
Chief Executive

Date: 19 January 2022

MONTHLY REPORT

Corporate Services Department



F19/13 – D22/1864

To: Policy and Services Committee
From: Director – Corporate Services
Date: 25 January 2022
Subject: Corporate Services Monthly Report – November-December 2021

Recommendation

THAT the report be received.

_____/_____
 Moved/Seconded

1. Financial Management

Reports attached, as at 31 December 2021, are:

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

1.1 Summary of Financial Results and Progress

Operational Results – December 2021 YTD

Revenue

Total Operating Revenue for the year to date is under budget by \$322,529, at \$11,033,062. This is due to the roading subsidy being under budget by \$598,827 as subsidised roading works is expected to pick up from January. Pool revenue is down \$38,123 for the year to date due to Covid-19 restrictions at the facility in the first half of the financial year.

Extraordinary Revenue is \$1,466,844 higher than year to date budget, at \$5,056,344. Grant funding is \$1,199,576 higher than budget, largely due to the irregular timing of grant receipts. 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 \$280,185, at \$7,773,237. Despite personnel costs being under budget, other direct operating costs are \$399,964 over budget. Building control expenditure is \$130,578 over budget for the year to date (revenue over by \$66,000). Roading expenditure is \$213,443 over budget, this includes unsubsidised expenditure. Solid waste (rubbish and recycling) is over budget by \$104,180.

1.2 Capital Expenditure Report

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

Total actual capital expenditure for the year to date, is \$9,929,382.

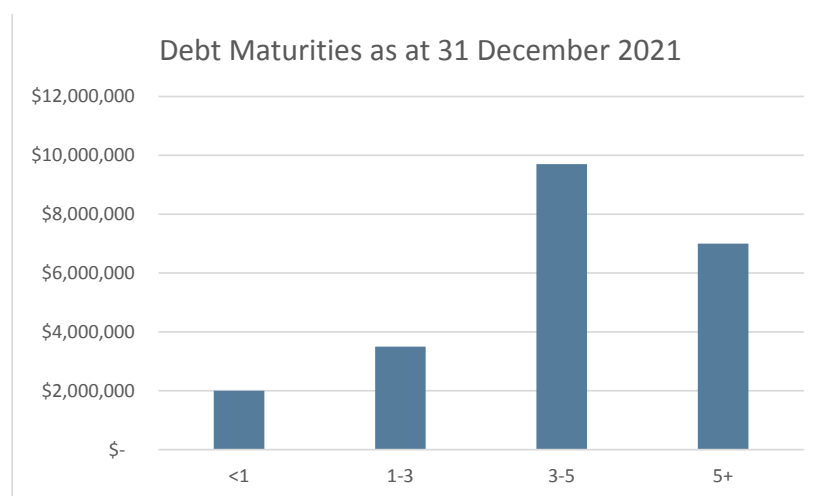
At this stage, it is expected that a total of \$26,220,730 will be spent in this financial year, being a projected underspend for the year of \$2,458,719.

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 December 2021 was \$22,200,000. Net debt is \$8,020,000 after taking into account \$7,000,000 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%.



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 1.32% (average 3.6 year term).

All internal, and LGFA, covenants were met as at 31 December 2021.

	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%

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.

Net Debt to Revenue Ratio	30%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 812	<\$3,000
Net Debt per Ratepayer	\$ 1,693	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 few 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

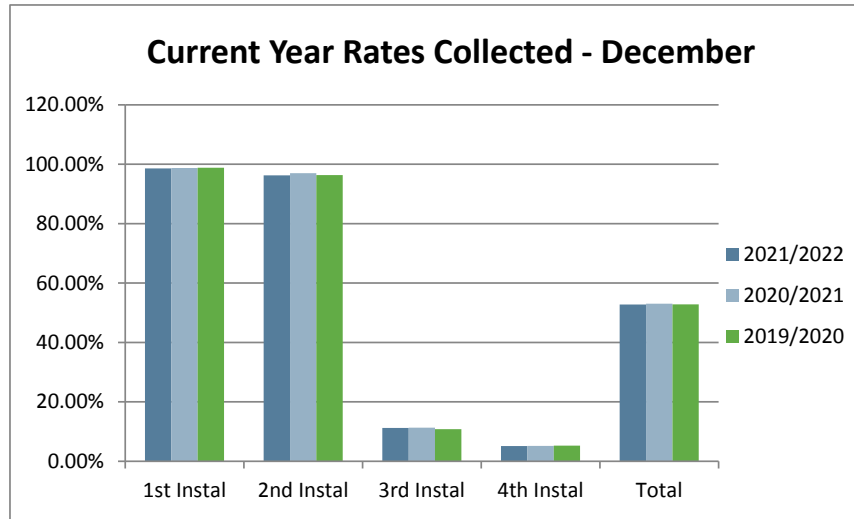
2.1 Rates

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

As at 31 December 2021, 78% of rates in arrears have been collected since 1 July 2021 (2020: 84%). 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 4 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 December 2021, 53% of rates had been collected (2020:53%). There are no issues currently with collection of this year's rates.



2.2 Outstanding Debtors

Of the total debtors outstanding as at 31 December 2021 of \$1,506,851, 17%, or \$215,116 was overdue. Some funding from the Ministry of Business, Innovation and Employment ('MBIE') that has been invoiced has not yet been paid to Council and is now expected to be received in January 2022 (\$117,000). Total infringements is all overdue at \$62,211, and overdue rates of \$47,346 make up the majority of the remaining overdue debtors.

The final section of the Council subdivision is due to settle in January 2022.

3.0 Information Technology and Records

IT Update

- Council has recently upgraded the Domain Controller Servers from 2016 to 2019. The upgrade was brought forward due to issues with the current servers and provides improved security and functionality for systems moving forward with our pending move to Azure.
- Secured Signing Digital Signatures has been set-up and integrated with Content Manager. Testing has been completed successfully prior to Christmas with the next steps to begin rollout and training for staff.
- The set-up of Push To Debtors for Building Consents is near completion and is currently being tested. This will change how we currently invoice Building Consents to be more consistent with how other Councils invoice while improving reporting to external agencies such as MBIE for Levies.
- December also saw some considerable time spent working through our own systems and with vendors auditing software to check for any systems impacted by the Log4j vulnerability. The Java software component called Log4j has a vulnerability which means attackers can use it to illegally access systems and services. Two systems were identified as vulnerable (2 in our Australian datacentre service, one of the same on a local Stratford server) and patched within a few days as fixes were provided.

Records Update

- Content cataloguing of the boxes in the community archives is now complete. The next step in this project is contacting representatives from the community organisations that the archives belong to and establishing a plan as to what happens to the archives now. Ideally, the contact person for each collection will approve what material is retained so that, long term, the collections can be archived. Potentially display records from the archive that are of interest to the community can be displayed via Recollect or other means.
- Work has commenced on digitising the commercial property files remaining in the archive. This exercise is very time consuming due to the size of the files. Fifteen percent of the digitising has been completed to date in what is likely to be an ongoing project for the next 2-3 months at least.



Tiffany Radich
Director, Corporate Services



Approved By:
Sven Hanne
Chief Executive

Date: 19 January 2022

Statement of Comprehensive Revenue and Expense

For the Year to Date - December 2021

	December '21 Actual YTD	December 21 Budget YTD	Variance YTD	Total Budget 2021/22	December '20 Actual YTD
Operating Revenue					
Finance Revenue	\$96,891	\$103,000	(\$6,109)	\$206,000	\$40,661
Waka Kotahi NZTA Rooding Subsidy	\$2,124,173	\$2,723,000	(\$598,827)	\$5,446,000	\$1,873,771
Rates Revenue - excl water consumption rate	\$6,875,146	\$6,787,000	\$88,146	\$13,574,000	\$6,494,012
Water Supply - Consumption Charge	\$200,410	\$188,000	\$12,410	\$376,000	\$131,437
Sundry Revenue	\$16,351	\$11,500	\$4,851	\$46,000	\$37,329
Farm Milk Proceeds	\$294,671	\$234,550	\$60,121	\$469,100	\$250,578
User Charges for Services	\$1,425,420	\$1,308,541	\$116,879	\$2,074,100	\$1,280,134
Total Operating Revenue	\$11,033,062	\$11,355,591	(\$322,529)	\$22,191,200	\$10,107,922
Extraordinary Revenue					
Grant Funding	\$4,789,076	\$3,589,500	\$1,199,576	\$7,179,000	\$3,106,781
Financial Contributions	\$206,602	\$0	\$206,602	\$0	\$26,739
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	\$5,056,344	\$3,589,500	\$1,466,844	\$7,198,800	\$5,729,983
Total Revenue	\$16,089,406	\$14,945,091	\$1,144,315	\$29,390,000	\$15,837,905
Operating Expenditure					
Personnel Costs	\$2,289,721	\$2,409,500	\$119,779	\$4,819,000	\$2,089,881
Other Direct Operating Costs	\$5,483,516	\$5,083,553	(\$399,964)	\$10,029,200	\$4,997,707
Total Operating Expenditure	\$7,773,237	\$7,493,053	(\$280,185)	\$14,848,200	\$7,087,588
Other Operating Expenditure					
Loss (gain) on disposal of assets	\$699	\$0	(\$699)	\$0	\$0
Depreciation	\$2,595,444	\$2,330,000	(\$265,444)	\$4,660,000	\$2,254,390
Finance Costs	\$242,649	\$238,500	(\$4,149)	\$477,000	\$200,187
Sundry Expenditure	\$14,985	\$0	(\$14,985)	\$0	\$14,908
Total Other Expenditure	\$2,853,777	\$2,568,500	(\$285,277)	\$5,137,000	\$2,469,485
Total Expenditure	\$10,627,014	\$10,061,553	(\$565,462)	\$19,985,200	\$9,557,073
Net Surplus (Deficit)	\$5,462,392	\$4,883,539	\$578,854	\$9,404,800	\$6,280,832
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	\$33,421,374	\$4,883,539	(\$27,380,129)	\$17,112,800	\$6,280,832

Statement of Financial Position

As at 31 December 2021

	December '21 Actual YTD	December '20 Actual YTD
Assets		
Current Assets		
Cash and Cash Equivalents	\$2,255,105	\$3,360,001
Short Term Deposits	\$7,000,000	\$9,000,000
Receivables	\$1,292,529	\$1,653,228
Inventory - assets held for resale	\$0	\$610,215
Prepayments	\$0	\$6,358
LGFA Borrower Notes	\$32,000	\$56,000
Current Assets Total	\$10,579,634	\$14,685,802
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	\$17,277,930	\$3,874,917
Property, Plant & Equipment / Intangibles	\$393,219,669	\$326,636,459
Non-Current Assets Total	\$418,774,284	\$338,736,020
Assets Total	\$429,353,918	\$353,421,822
Liabilities & Equity		
Equity		
Renewal Reserves	\$5,265,131	\$4,257,363
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,458,243	\$1,193,280
Restricted Reserves	\$992,740	\$663,840
Targeted Rate Reserves	\$99,189	-\$223,239
Asset Revaluation Reserves	\$199,752,785	\$133,904,734
Retained Earnings	\$195,034,900	\$187,639,226
Equity Total	\$403,107,488	\$327,939,704
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	\$3,726,037	\$2,493,873
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	\$26,246,430	\$25,482,118
Liabilities & Equity Total	\$429,353,918	\$353,421,822

Expenditure and Revenue by Activity

For the Year to Date - December 2021

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

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

	December '21 Actual YTD	December 21 Budget YTD	Variance YTD	Total Budget 2021/22	December '20 Actual YTD
<u>Recreation and Facilities</u>					
Aerodrome					
Expenditure	\$45,774	\$46,802	\$1,028	\$92,669	\$40,871
Revenue	\$14,083	\$13,500	\$583	\$27,000	\$10,107
Net cost of activity	\$31,691	\$33,302	\$1,611	\$65,669	\$30,764
Civic Amenities					
Expenditure	\$255,810	\$237,992	(\$17,818)	\$435,805	\$132,226
Revenue	\$35,407	\$32,741	\$2,666	\$51,000	\$36,440
Net cost of activity	\$220,403	\$205,251	(\$15,152)	\$384,805	\$95,786
Pensioner Housing					
Expenditure	\$47,778	\$44,741	(\$3,037)	\$80,684	\$38,331
Revenue	\$35,256	\$36,000	(\$744)	\$72,000	\$34,060
Net cost of activity	\$12,522	\$8,741	(\$3,781)	\$8,684	\$4,271
Library					
Expenditure	\$313,337	\$323,611	\$10,274	\$638,502	\$261,678
Revenue	\$43,900	\$7,000	\$36,900	\$14,000	\$8,010
Net cost of activity	\$269,437	\$316,611	\$47,174	\$624,502	\$253,668
Parks and Reserves					
Expenditure	\$324,114	\$303,712	(\$20,402)	\$599,545	\$258,381
Revenue	\$3,921	\$4,500	(\$579)	\$9,000	\$4,320
Net cost of activity	\$320,193	\$299,212	(\$20,981)	\$590,545	\$254,061
Cemeteries					
Expenditure	\$84,058	\$88,111	\$4,053	\$175,964	\$82,752
Revenue	\$60,671	\$46,050	\$14,621	\$92,100	\$47,669
Net cost of activity	\$23,387	\$42,061	\$18,674	\$83,864	\$35,083
TSB Pool Complex					
Expenditure	\$498,637	\$494,930	(\$3,707)	\$964,453	\$438,566
Revenue	\$77,377	\$115,500	(\$38,123)	\$231,000	\$97,394
Net cost of activity	\$421,260	\$379,430	(\$41,830)	\$733,453	\$341,172
<u>Democracy and Corporate Support</u>					
Expenditure	\$566,004	\$591,611	\$25,607	\$1,178,479	\$555,349
Revenue	\$72,642	\$46,500	\$26,142	\$116,000	\$95,193
Net cost of activity	\$493,362	\$545,111	\$51,749	\$1,062,479	\$460,156
<u>Community Development</u>					
Community Services					
Expenditure	\$185,402	\$199,825	\$14,423	\$471,650	\$283,246
Revenue	\$47,082	\$17,000	\$30,082	\$34,000	\$20,912
Net cost of activity	\$138,320	\$182,825	\$44,505	\$437,650	\$262,334
Economic Development					
Expenditure	\$242,389	\$309,258	\$66,869	\$617,717	\$204,515
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$242,389	\$309,258	\$66,869	\$617,717	\$204,515
Information Centre					
Expenditure	\$111,577	\$132,207	\$20,630	\$261,630	\$154,407
Revenue	\$22,742	\$30,850	(\$8,108)	\$61,700	\$37,022

2022 - Policy & Services - January - 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

	December '21 Actual YTD	December 21 Budget YTD	Variance YTD	Total Budget 2021/22	December '20 Actual YTD
Net cost of activity	\$88,835	\$101,357	\$12,522	\$199,930	\$117,385
Rental Properties					
Expenditure	\$27,395	\$26,004	(\$1,391)	\$48,492	\$27,017
Revenue	\$15,695	\$17,500	(\$1,805)	\$35,000	\$16,538
Net cost of activity	\$11,700	\$8,504	(\$3,196)	\$13,492	\$10,479
Farm					
Expenditure	\$157,542	\$152,843	(\$4,699)	\$299,257	\$117,526
Revenue	\$294,671	\$234,550	\$60,121	\$469,100	\$250,578
Net cost of activity	-\$137,129	-\$81,707	\$55,422	-\$169,843	-\$133,052
Holiday Park					
Expenditure	\$864	\$920	\$56	\$1,840	\$823
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$864	\$920	\$56	-\$1,160	\$823
Environmental Services					
Building Control					
Expenditure	\$511,720	\$381,142	(\$130,578)	\$760,594	\$317,702
Revenue	\$205,400	\$139,850	\$65,550	\$279,700	\$159,990
Net cost of activity	\$306,320	\$241,292	(\$65,028)	\$480,894	\$157,712
District Plan					
Expenditure	\$72,333	\$93,683	\$21,350	\$187,366	\$72,639
Net cost of activity	\$72,333	\$93,683	\$21,350	\$187,366	\$72,639
Resource Consents					
Expenditure	\$99,138	\$100,982	\$1,844	\$201,564	\$118,898
Revenue	\$54,193	\$38,000	\$16,193	\$76,000	\$53,387
Net cost of activity	\$44,945	\$62,982	\$18,037	\$125,564	\$65,511
Food and Health					
Expenditure	\$83,814	\$82,950	(\$865)	\$165,699	\$77,718
Revenue	\$20,280	\$15,000	\$5,280	\$30,000	\$19,030
Net cost of activity	\$63,534	\$67,950	\$4,416	\$135,699	\$58,688
Alcohol Licensing					
Expenditure	\$55,009	\$54,744	(\$266)	\$109,287	\$51,672
Revenue	\$16,612	\$16,350	\$262	\$32,700	\$19,748
Net cost of activity	\$38,397	\$38,394	(\$4)	\$76,587	\$31,924
Parking and Other Bylaws					
Expenditure	\$67,141	\$64,056	(\$3,086)	\$128,111	\$66,390
Revenue	\$474	\$500	(\$26)	\$1,000	-\$249
Net cost of activity	\$66,667	\$63,556	(\$3,112)	\$127,111	\$66,639
Animal Control					
Expenditure	\$96,872	\$107,376	\$10,504	\$214,751	\$99,459
Revenue	\$139,199	\$141,500	(\$2,301)	\$141,500	\$143,682
Net cost of activity	-\$42,327	-\$34,125	\$8,203	\$73,251	-\$44,223
Civil Defence					
Expenditure	\$210,707	\$196,371	(\$14,337)	\$332,741	\$129,725
Net cost of activity	\$210,707	\$196,371	(\$14,337)	\$332,741	\$129,725
Assets					
Roading					
Expenditure	\$2,181,602	\$1,968,160	(\$213,443)	\$3,904,319	\$1,912,824
Revenue	\$2,598,044	\$3,234,500	(\$636,456)	\$6,079,000	\$2,308,260

2022 - Policy & Services - January - 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

	December '21 Actual YTD	December 21 Budget YTD	Variance YTD	Total Budget 2021/22	December '20 Actual YTD
Net cost of activity	-\$416,442	-\$1,266,341	(\$849,899)	-\$2,174,681	-\$395,436
Stormwater					
Expenditure	\$97,730	\$97,278	(\$452)	\$194,556	\$92,086
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$97,730	\$97,278	(\$452)	\$194,556	\$92,086
Wastewater (Sewerage)					
Expenditure	\$277,822	\$344,384	\$66,562	\$705,535	\$301,666
Revenue	\$34,941	\$36,450	(\$1,509)	\$72,900	\$22,308
Net cost of activity	\$242,881	\$307,934	\$65,053	\$632,635	\$279,358
Solid Waste					
Expenditure	\$525,997	\$421,818	(\$104,180)	\$840,418	\$430,038
Revenue	\$68,025	\$53,750	\$14,275	\$107,500	\$57,412
Net cost of activity	\$457,972	\$368,068	(\$89,905)	\$732,918	\$372,626
Water Supply					
Expenditure	\$632,671	\$627,546	(\$5,125)	\$1,236,572	\$588,907
Revenue	\$200,410	\$188,000	\$12,410	\$376,000	\$131,437
Net cost of activity	\$432,261	\$439,546	\$7,285	\$860,572	\$457,470
Total Activity Expenditure	\$7,773,237	\$7,493,053	(\$280,185)	\$14,848,200	\$6,855,412
Total Activity Revenue	\$4,061,025	\$4,465,591	(\$404,566)	\$8,411,200	\$3,573,248
Net Cost of Activities	\$3,712,212	\$3,027,462	(\$684,751)	\$6,437,000	\$3,282,164

2022 - Policy & Services - January - Monthly Reports

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 DECEMBER 2021

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 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	31,910	905,000	0	By 30 June 2022	Funding granted by Waka Kotahi (NZTA)
Roading	Walking and Cycling Strategy - footpath improvements	350,000	-350,000	0	0	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	62,134	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	70,775	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	30,205	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	11,675	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	121,770	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	211,522	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 is due to commence in January 2022
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.

2022 - Policy & Services - January - Monthly Reports

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	Victoria Park improvements (including bike park and half basketball court)	0	484,168	484,168	234,092	484,168	0	By 15 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 70% complete, and stage 3 (public toilets) is complete. Total project expenditure to date is \$1,633,225, 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	6,952,194	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 \$11,824,712, with construction approximately 23% 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 31 March 2022	Quotes are being evaluated and the contract will be awarded in January 2022
Civic Amenities	WMC - appliance upgrade	9,500	0	9,500		9,500	0	By 31 March 2022	This will be done in conjunction with the kitchen and cabinetry upgrade above
Civic Amenities	TET Stadium improvements	50,000	0	50,000		50,000	0	By 30 June 2022	Currently evaluating quotes to upgrade four heaters in the restaurant, then contract will be awarded. Also leaking gas pipes have been upgraded, but no invoice received yet.
Farm	New storage facility	8,000	0	8,000	0	8,000	0	By 28 February 2022	Currently investigating whether the existing storage container at the dog pound can be used at the farm, once the new shed has been erected at the pound.
Farm	Install new freestanding fireplace	8,500	0	8,500	0	0	8,500	Not required	This work was brought forward and completed in 2020/21.
Farm	New yard and entrance way	0	0	0	142,597	142,597	(142,597)	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	57,950	57,950	(4,950)	Completed	
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.
Total Level of Service Expenditure		20,613,870	1,039,168	21,653,038	7,950,797	18,795,434	2,857,604		
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	318,919	680,000	160,000	By 30 June 2022	Reallocation of funds for Monmouth Road culvert replacement

2022 - Policy & Services - January - Monthly Reports

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
Roading - Financially assisted NZTA	Sealed Road resurfacing	1,100,000	(206,966)	893,034	170,162	890,000	3,034	By 30 June 2022	Expenditure to meet NZTA allocation
Roading - Financially assisted NZTA	Drainage Renewals	700,000	0	700,000	590,480	700,000	0	By 30 June 2022	Monmouth Road and Mangaotuku Road rehabilitation
Roading - Financially assisted NZTA	Pavement Rehabilitation	750,000	0	750,000	59,574	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	320,541	850,000	(15,000)	By 30 June 2022	Re-prioritised programme to include Monmouth Road culvert replacement
Roading - Financially assisted NZTA	Traffic Servcies Renewals	113,000	(37,726)	75,274	29,359	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	73,557	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	12,200	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	5,084	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 January 2022.
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	21,358	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

2022 - Policy & Services - January - Monthly Reports

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	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	9,823	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 - Whangamnomona 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.
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	0	70,000	0	By 31 May 2022	Contract was awarded in December, the existing shed will be demolished in February / March, then the new shed will be erected in March, depending on availability of materials.
Civic Amenities	Demolish Bell Tower	30,000	0	30,000	0	60,000	(30,000)	By 31 March 2022	Contract was awarded in December, and the pre-start meeting will be held with the preferred tenderer in January where a confirmed start date will be provided.
Miranda Street Office	Furniture Replacement	3,100	0	3,100	3,126	3,126	(26)	Completed	
Corporate	Computers/Peripherals/ Software	128,000	0	128,000	71,248	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	1,972,560	5,690,093	136,315		
TOTAL EXPENDITURE		\$28,534,970	\$144,476	\$28,679,446	\$9,929,382	\$25,685,527	\$2,993,919		

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 DECEMBER 2021**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	\$ 1,865,286	2016	N/a	2.18%	As at 30 June 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
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	1.00%	119	10/09/2021	7/01/2022
ASB	\$ 1,000,000	0.75%	84	15/10/2021	7/01/2022
ASB	\$ 2,000,000	0.75%	120	15/10/2021	12/02/2022
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
	\$ 14,180,000	1.32%			
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	\$ 2.97	\$ 471,387		
Ravensdown	21,820	\$ 1.00	\$ 21,820		
Civic Financial Services Ltd	65,608	\$ 0.96	\$ 62,984		
			\$ 556,190		

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 DECEMBER 2022

	Dec-21	Dec Actuals	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	12 Month
OPENING BALANCE	5,144,991	5,144,991	2,244,762	1,038,284	1,482,484	877,484	53,604	1,385,879	449,200	83,400	755,400	435,400	674,600	297,475	9,777,974
Rates	490,000	539,702	440,000	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	17,930,000
NZTA Refunds	626,345	626,345	214,322	450,000	620,000	460,000	300,000	200,000	200,000	200,000	500,000	450,000	380,000	600,000	4,574,322
Fees and Charges	320,000	397,361	320,000	360,000	450,000	320,000	320,000	400,000	400,000	300,000	400,000	350,000	320,000	400,000	4,340,000
Sale of Assets	1 -	-	118,000	-	-	-	-	-	-	-	-	-	-	-	118,000
Interest Revenue	35,000	38,747	4,200	4,200	35,000	4,200	4,200	35,000	4,200	2,000	35,000	4,200	4,200	4,200	140,600
PGF Funding - pool and bike park	2 -	-	-	-	-	-	-	-	-	1,400,000	-	-	-	-	1,400,000
Total Cash In	1,471,345	1,602,155	1,096,522	4,314,200	1,625,000	1,224,200	4,124,200	1,085,000	1,054,200	5,402,000	1,575,000	1,254,200	4,204,200	1,544,200	28,502,922
Salaries and Wages / Elected Members	395,000	420,863	420,000	420,000	480,000	420,000	480,000	420,000	420,000	480,000	420,000	420,000	480,000	420,000	5,280,000
Payments to Suppliers - Operating	800,000	475,268	500,000	450,000	500,000	500,000	550,000	550,000	570,000	650,000	650,000	670,000	600,000	500,000	6,690,000
Major contract payments	3,000,000	3,554,290	2,500,000	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	22,300,000
Interest Expense	51,965	51,965	-	-	-	128,080	61,925	51,679	-	-	-	125,000	51,325	51,965	469,974
GST Paid	-	-	117,000	-	250,000	-	300,000	-	330,000	-	125,000	-	350,000	0	62,000
Total Cash Out	4,246,965	4,502,385	3,303,000	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	34,677,974
(Increase)/Reduce Financial Investments	3 -	-	1,000,000	- 1,000,000	-	-	-	-	-	- 1,000,000	-	1,000,000	- 3,000,000	-	3,000,000
Borrowing /(Repaying) Loans	-	-	-	-	1,000,000	1,000,000	-	1,000,000	2,000,000	-	2,000,000	-	-	-	7,000,000
CLOSING BALANCE	2,369,371	2,244,762	1,038,284	1,482,484	877,484	53,604	1,385,879	449,200	83,400	755,400	435,400	674,600	297,475	69,710	7,602,922
Net Debt	8,020,000	8,020,000	9,020,000	8,020,000	9,020,000	10,020,000	10,020,000	11,020,000	13,020,000	12,020,000	14,020,000	15,020,000	12,020,000	12,020,000	12,020,000

Notes re Cashflow Forecast:

1. Final section of the Council subdivision is to settle in January 2022.
2. MBIE funding for the pool due in Aug/Sept 2022
3. Will hold back \$1m investment in January due to payments to suppliers being high and it is not a rates month.

Outstanding Debtors as at 31 December 2021

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$107,435	\$47,346	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	\$430	\$10	
Cemeteries	\$25,250	\$9,015	Overdues relate to 6 debtors, of which all have payment arrangements with council and are compliant.
Rental Properties	\$5,845	\$1,208	One debtor is under a payment arrangement. The other account to be paid on 20th was under dispute.
Pensioner Housing	-\$1,667	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$12,462	\$5,338	This relates to 6 debtors, that are all actively being pursued by debt collectors.
Subdivision Sections	\$106,365	\$0	This figure relates to amounts due to Council for the subdivision section sales. However, none is outstanding, with agreed delayed settlement dates.
Facility Hire	\$2,197	\$0	
Sundry Debtors	\$437,644	\$120,882	Sundry debtors includes: MBIE invoices relating to Community Hall grant funding which has been credited and new invoices completed. 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	\$5,964	\$593	Services added after 1 July 2021 via debtor invoice. Due 30 June 2021. Ratepayers sent reminder letters.
Private Works	\$138	\$0	
Debtors Accruals	\$234,757	\$0	
NZTA	\$214,322	\$0	
Swimming Pool	\$12,374	\$0	
Resource Consents	\$21,811	\$0	Regulatory team making contact
Infringements	\$62,211	\$62,211	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Connections	\$0		
Wastewater Discharge	\$16,274	\$1,600	1 debtor, chasing up.
Water Billing	\$26,294	\$11,836	An overdue debtor is on a payment arrangement. Reminder letters have been sent out. A number of properties are being investigated for leaks.
TOTAL	\$1,292,529	\$262,461	



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

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.