



Our reference  
F19/13/03-D21/26182

23 February 2023

**Policy & Services Committee**

Notice is hereby given that the Policy & Services Committee Meeting will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 28 February 2023** at 3.00pm.

**Timetable for 28 February 2023 as follows:**

10.00am	Section 17a Review Group
12 noon	Lunch for Councillors
1.00pm	Workshop for Councillors - Waste Management and Minimisation Plan - Annual Plan 2023/24
2.45pm	Afternoon tea for Councillors
3.00pm	Policy & Services Committee Meeting

Yours faithfully

Sven Hanne  
Chief Executive

# 2023 - Agenda - Policy & Services Committee - February Open



28 February 2023 03:00 PM

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# AGENDA

## Policy and Services Committee



F22/55/04-D22/6343

**Date: Tuesday 28 February 2023 at 3.00 PM**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

1. Welcome

**1.1 Opening Karakia**  
D21/40748 Page 10

**1.2 Health and Safety Message**  
D21/26210 Page 11

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

Page 12

Attendance schedule for Policy and Services Committee meetings, including Hearings.

6. Confirmation of Minutes

**6.1 Policy & Services Committee – 24 January 2023**  
D23/2635 Page 13

**Recommendation**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 24 January 2023 be confirmed as a true and accurate record.

/  
Moved/Seconded

7. Matters Outstanding

D16/47 Page 20

**Recommendation**

THAT the Matters Outstanding be received.

/  
Moved/Seconded

8. Information Report – Percy Thomson Trust – Half Yearly Report as at 31 December 2022  
D23/5844 Page 21

**Recommendations**

1. THAT the report be received.
2. THAT Council receive the half yearly report for Percy Thomson Trust as at 31 December 2022.

**Recommended Reason**

In terms of Section 66 of the Local Government Act 2002 the Percy Thomson Trust, being a council controlled organisation, must deliver to Council a half yearly report (as at 31 December 2022) on or before 28 February 2023.

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

9. Information Report – Percy Thomson Trust – Statement of Intent 2023-2026  
D23/5845 Page 43

**Recommendation**

1. THAT the report be received.
2. THAT Council receive the Statement of Intent for Percy Thomson Trust for the period 1 July 2023 to 30 June 2026.

**Recommended Reason**

In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a statement of intent on or before 1 March 2023.

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

10. Information Report – Local Governance Statement  
D23/6258 Page 66

**Recommendations**

1. THAT the report be received.
2. THAT the *Local Governance Statement 2023* be reviewed and received.

**Recommended Reason**

Section 40 of the Local Government Act 2002 requires that a *Local Governance Statement* be prepared and made publicly available by Council within six months after each triennial election.

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

11. [Decision Report – Policy Reviews – February 2023](#)  
D23/6390 Page 89

**Recommendations**

1. THAT the report be received.
2. THAT the attached, updated and new policies, being the:
  - Smokefree Environments – Public Spaces and Community Events Policy
  - Workshop Policy
  - Waste Levy Contestable Fund Policy

be adopted.

3. THAT the
  - *Smoke-free Environments – Council Buildings and Public Spaces Policy*
  - Paper Records Policy

be withdrawn.

**Recommended Reason**

This is part of council's rolling review of policies. Policies require review from time to time to ensure they still reflect current legislation and best practice, as well as elected members' views and meet the business needs of the organisation. Any policies recommended for withdrawal have either been found to be not required, amalgamated into an existing policy or replaced by a new policy as outlined in the body of this report.

/  
Moved/Seconded

12. [Decision Report – Establishment of the Waste Levy Advisory Group](#)  
D23/4378 Page 118

**Recommendations**

1. THAT the report be received.
2. THAT the committee approves the establishment of the Waste Levy Advisory Group as *Option 1, 2, 3 or 4*
3. THAT the committee notes the appointment to the Waste Levy Advisory Group of Deputy Mayor McKay and Councillor Watt as adopted on 8 November 2022 by Council.

**Recommended Reason**

To enable the assessment of Waste Levy Contestable Fund applications as per the Waste Levy Contestable Fund Policy

/  
Moved/Seconded

13. [Decision Report – New fencing around the Wastewater Treatment Ponds](#)  
D23/5088 Page 122

<p><b>Recommendations</b></p> <ol style="list-style-type: none"><li>1. <u>THAT</u> the report be received.</li><li>2. <u>THAT</u> the Committee approves the erection of fencing around the wastewater pond</li><li>3. <u>THAT</u> the committee approve the allocation of funding to erect the fencing in this financial year.</li></ol> <p><b>Recommended Reason</b> To minimise the Council's exposure to risk of injury or death as a result of falling or drowning in the wastewater treatment ponds.</p> <p style="text-align: right;">/ Moved/Seconded</p>
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14. [Monthly Reports](#)

**14.1 Assets Report**  
D23/3779 Page 131

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

**14.2 Community Services Report**  
D23/4859 Page 153

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

**14.3 Environmental Report**  
D23/1065 Page 161

<p><b>Recommendation</b></p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">/ Moved/Seconded</p>
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**14.4 Corporate Services Report**  
D23/6089 Page 168

**Recommendation**

THAT the report be received.

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

15. Questions

16. Resolution to Exclude the Public

**RECOMMENDATION**

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

Agenda Item No: 17

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

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
Legal Proceedings - Rates	The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6 and section 7 of the Act - specifically Section 7(2)(a). (Section 48(1)(a) Local Government Official Information and Meetings Act 1987.

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



17. Public Excluded Item - Decision Report – Legal Proceedings - Rates

**Recommendation**

THAT the open meeting resume.

/  
Moved/Seconded

18. Closing Karakia  
D21/40748 Page 186

\*\*\*\*\*



**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-D22/17082

### **Health and Safety Message**

In the event of an emergency, unless guided to an alternative route by staff, please exit through the main entrance. Once outside the building please move towards the War Memorial Centre congregating on the lawn area outside the front of the council building.

If there is an earthquake, please drop, cover and hold where possible. Remain indoors until 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 2023 Policy & Services Committee meetings (including Hearings).**

Date	24/1/23	28/2/23	28/3/23	18/4/23	16/5/23	23/5/23	27/6/23	25/7/23	25/7/23	22/8/23	26/9/22	26/9/23	24/10/23	28/11/23
<b>Meeting</b>	PS	PS	PS	PS	H	PS	PS	H	PS	PS	H	PS	PS	PS
Neil Volzke	✓													
Steve Beck	✓													
Grant Boyde	A													
Annette Dudley	✓													
Jono Erwood	✓													
Ellen Hall	✓													
Amanda Harris	✓													
Vaughan Jones	✓													
Min McKay	✓													
John Sandford	✓													
Clive Tongaawhikau	✓													
Mathew Watt	✓													

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



F22/55/05 – D23/2635

**Date: Tuesday 24 January 2023 at 3.00PM**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

The Deputy Mayor – M McKay (the Chairperson), the District Mayor N C Volzke Councillors: S J Beck, A M C Dudley, J M S Erwood, A K Harris, E E Hall, V R Jones, M McKay, W J Sandford, C M Tongaawhikau, M J Watt

### In attendance

The Acting Chief Executive and Director – Corporate Services – Mrs T Radich, the Acting Director Community Services – Mr C Julie, the Director – Assets – Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Roading Asset Manager – Mr S Bowden, the Services Asset Manager – Mr J Cooper (*part meeting*), the Roading Engineer – Mrs D Taplin, the Projects Engineer/Manager – Mr S Taylor (*part meeting*), the Community Development Officer – Mrs A Kingston (*part meeting*), the Community Development Officer – Mrs V Fischer (*part meeting*) and one member of the media (Stratford Press).

#### 1. Welcome

The opening karakia was read.

The Deputy Mayor welcomed the Acting 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 was approved for Councillor G W Boyde and an apology was noted for the Chief Executive – Mr S Hanne.

#### Recommendation

THAT the apologies be received.

ERWOOD/HALL  
Carried  
P&S/23/1

#### 3. Announcements

The District Mayor noted that planning was underway for a day trip to New Plymouth for elected members to visit some of council's regional partners as part of the induction programme. This is scheduled for 21 February and will be confirmed as soon as possible.

#### 4. Declarations of members interest

Elected members were asked to declare any real or perceived conflicts of interest relating to items on this agenda. There were no declarations of interest.

5. Attendance Schedule

The Attendance schedule for Policy and Services Committee meetings, including Hearings, was attached.

6. Confirmation of Minutes

**6.1 Policy & Services Committee – 22 November 2022**  
D22/46085 Page 10

**Recommendation**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 22 November 2022 be confirmed as a true and accurate record.

VOLZKE/HARRIS  
Carried  
P&S/23/2

7. Matters Outstanding

D16/47 Page 17

**Recommendation**

THAT the Matters Outstanding be received.

JONES/HALL  
Carried  
P&S/23/3

The Acting Chief Executive noted the following points:

- An update on the street numbering status is provided in the Environmental Services Monthly Report – item 10.3.
- The future of the Page Street Swimming Pool complex will form part of the Annual Plan discussion for either inclusion in the 2023/24 Annual Plan or the next Long Term Plan.

Questions/Points of Clarification:

- Councillor Sandford noted that there was significant public interest in the future of the Page Street swimming pool complex.

8. Decision Report – Road Closure – AmeriCARna 2023 - Proposed Road Closures  
D22/50430 Page 18

**Recommendations**

1. THAT the report be received.

HARRIS/SANDFORD  
Carried  
P&S/23/4
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, approval is given that the Stratford District Council closes the following roads on Friday 24 February 2023, between the hours of 7.00am and 3.00pm for the purpose of the 2023 Americarna event.
  - SH3 Broadway between Seyton Street and Page Street.
  - Regan Street between Miranda Street and Juliet Street between the hours of 9am to 3:00pm
  - Miranda Street between the Seyton Street and Fenton Street.
  - Fenton Street between Juliet Street and SH3 Broadway.
3. THAT the Council approves the alternative routes detailed below:
  - Southbound traffic – Left into Pembroke Road, right into Juliet St, left onto Celia Street and right onto Orlando St to return to SH3 via Hills Road to the south of Stratford.
  - Northbound traffic – Right onto Hills Road, left onto Orlando Street, left onto Celia St, right onto Juliet Street, and left onto Seyton Street to re-join SH3 at Seyton St/SH3 intersection.

DUDLEY/HALL  
Carried  
P&S/23/5

**Recommended Reason**

In order for the Stratford Business Association to host Americarna, it is necessary to close the roads listed above for safety reasons and for the participants to exhibit their vehicles via a static display. The proposed road closures require formal endorsement by a Council resolution.

The Roading Asset Manager noted the following points:

- As a result of Covid-19 this is first time in a couple of years Americarna has been held. Previously there have been around 800 participants but due to the postponement of previous events registrations are now sitting at around 950 vehicles.
- As a result of the increased number of vehicles the road closure is being pushed further along Broadway South to Page Street. The vehicles will also arrive earlier than previously and leave later, this will allow for more time in the town centre.
- The War Memorial carpark will be closed and used for food stalls and the entertainment hub.

9. Decision Report – Nominating Regional Transport Region  
D22/49496 Page 33

<p><b>Recommendations</b></p> <p>1. <u>THAT</u> the report be received.</p> <p style="text-align: right;">ERWOOD/TONGAAWHIKAU <u>Carried</u> <u>P&amp;S/23/6</u></p> <p>2. <u>THAT</u> Council notify the Taranaki Regional Council that with regard to regional transport it chooses to be represented on the Taranaki Regional Transport Committee.</p> <p>3. <u>THAT</u> Council authorises the District Mayor and/or Chief Executive to sign the Memorandum of Understanding with the Taranaki and Horizon Regional Transport Committees confirming representation of the Stratford District with the Taranaki Regional Transport Committee.</p> <p style="text-align: right;">VOLZKE/HARRIS <u>Carried</u> <u>P&amp;S/23/7</u></p> <p><b>Recommended Reason</b> The Regional Council requires Council to formally advise every three years.</p>
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The Acting Chief Executive noted the following points:

- This report is brought to council every three years following the local authority elections when a new regional transport committee is established.
- Each council must join a regional transport committee and where a district covers more than one region, such as Stratford does, then council must decide which one to join.
- It was clarified that the Regional Transport Committee does not receive any funding from Stratford District Council, however the District Mayor attends meetings as council's delegate with the Roding Assets Manager.
- Waka Kotahi give quarterly updates on national and regional roading matters at the committee meetings and each council provides local updates. The committee also approves regional land management, speed management and public transport management plans.

*The Service Asset Manager joined the meeting at 3.10pm*

- The District Mayor noted that it was important to realise that the bulk of Stratford's roading network lie in the Taranaki region. This council has never opted to join the Horizons Regional Transport Committee. He noted that a large part of this committee's work is planning, monitoring and being an interface between Waka Kotahi and council.



## 10. Monthly Reports

### 10.1 Assets Report D22/50734 Page 39

#### Recommendation

THAT the report be received.

HARRIS/WATT  
Carried  
P&S/23/8

#### Questions/Points of Clarification:

- The District Mayor noted he had received concerns from passing motorists regarding the new drainage on Toko Road in regards to the depth of the drain and the proximity to the road surface and questioned if this work was now complete? The Roading Asset Manager clarified that this work was the extent of the work that had been discussed with residents. An application will be submitted for a safety footpath along Toko Road and further planning was needed at the bottom of Toko Road due to the way the road sheds water towards private property.
- It was noted that the tender for Dunns Bridge closes next week.
- Councillor Jones noted there had been issues with the Toko Water demand with high usage being incorrectly identified as a leak and the tap then being turned off. He noted these issues were slowly being worked through between the farmer and council officers.
- It was clarified that the safe roading network target of -1 means a reduction on the total of death and serious injury crashes from the previous year.
- It was clarified that online wananga and community garden as noted on page 55 were still in the planning stages.
- The Deputy Mayor requested clarification on the journey after sorting at the recycling facility. It was noted that contaminated items would be redirected to landfill but further clarification on the end result of our recycling would be sought. It would be added to matters outstanding.
- Councillor Dudley noted the tour of the recycling facility was very worthwhile and requested this be considered for a councillor visit.
- Councillor Harris questioned if the work was scheduled to complete the Whangamomona Walkways and when an opening was scheduled as there was quite a number of people coming through Whangamomona at the moment who would be interested in utilising the walkways. It was clarified that the carpark for the Whangamomona Walkway has not yet been resealed, however spraying and general tidying up has been completed.
- It was clarified that officers were in the planning stage for the development of the land beside Wai o Rua –Stratford Aquatic Centre and a concept plan will be presented to council to confirm what the scope should be. Mrs Araba confirmed funding for this work was part of the shovel ready grant.

### 10.2 Community Services Report D22/49514 Page 66

#### Recommendation

THAT the report be received.

BECK/DUDLEY  
Carried  
P&S/23/9

The Acting Director – Community Services noted two corrections to figures on page 73:

- Information Services (brochures/maps/event tickets etc) – the red downward arrow should be *98 and not 72*
- Programme and Events – the green upward arrow should be *84 and not 184*

*The Community Development Officers left the meeting at 3.28pm*

**10.3 Environmental Report**  
D22/43790 Page 78

**Recommendation**

THAT the report be received.

HARRIS/ERWOOD  
Carried  
P&S/23/10

Questions/Points of Clarification:

- It was clarified that the Pembroke Road renumbering was the last and most significant of several road naming and numbering projects. This work needs to balance officer workload and timing for residents. A report will be brought to council for approval to change the name to Pembroke East and Pembroke West which will eliminate the requirement to change numbers and will reduce disruption to residents.

**10.4 Corporate Services Report**  
D22/1042 Page 86

**Recommendation**

THAT the report be received.

TONGAAWHIKAU/WATT  
Carried  
P&S/23/11

The Acting Chief Executive noted the report covers expenditure being over budget and as council begins its preparation for the 2023/24 Annual Plan this is significant when considering the year to date actuals for this year which would increase the rates increase from 4.23% to 12-13%. This will mean councillors need to consider council's levels of service and what is affordable for our ratepayers while acknowledging that costs are rising across the board. A draft Annual Plan will be brought to council soon.

Questions/Points of Clarification:

- The District Mayor noted that the income revenue and expenditure were both over budget with some inherent costs in operation expenditure showing a significant deficit particularly with the pool operation. He noted that just six months into the financial year, and with the new pool only having been contributing for three months, was council looking at pool operating expenditure being over budget by \$1.2 million for the year? Mrs Radich noted that there are some significant costs that were not budgeted to the extent they are now. The discrepancy will continue to increase but many of these costs were payments up front such as insurance and also include depreciation, loan interest costs, day to day operational expenses, increased staffing numbers, increased power costs and increased cleaning costs. The pool is forming part of the Section 17a reviews which will complete a full review of the activity and all costs associated with it. Consideration will need to be given to what level of service council is wanting to give the community. It was noted that fee increases would not cover the expenses and could become unaffordable for our community. Other revenue options were being investigated as part of the review.
- It was clarified that increased farm expenditure was mainly due to food costs and the resource consent expenditure was as a result of consultant use.
- It was clarified that the cashflow forecast of a further \$3 million of debt over the next 12 months was for working through the capital programme as there is quite a lot of projects coming through that council needs to fund itself until funding is received such as the transport choices fund, and purchasing

the cemetery land drew from reserves so to maintain the level of cash backed reserves further borrowing is required.

- It was clarified that the rental property in outstanding debtors would relate to a land lease.
- It was clarified that the outstanding debtors for resource consent would relate to a consent that had been issued and not yet paid for. The building consent would relate to a consent that had incurred additional costs for staff time, however a building consent is held until payment is received.
- It was clarified that the vendor loan to EBS Trust related to the sale of the spite strip at the council subdivision.
- It was clarified that the pensioner housing outstanding debtors was a negative figure due to bonds and rent paid in advance.

#### 11. Questions

There were no questions.

#### 12. Closing Karakia

D21/40748

Page 103

The closing karakia was read.

*The meeting closed at 3.46pm.*

M McKay  
**Chairperson**

Confirmed this 28<sup>th</sup> day of February 2023.

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	Ongoing	Update in Monthly Report item 14.4
Future of Page Street Swimming Pool Complex		Sven Hanne		Verbal update will be given. Annual Plan/Long Term Plan
Clarification on recycling following the MRF centre	P&S 24 January	Victoria Araba		Update in Monthly Report item 14.1

# INFORMATION REPORT



F22/55/04 – D23/5844

**To:** Policy and Services Committee  
**From:** Corporate Accountant  
**Date:** 28 February 2023  
**Subject:** Percy Thomson Trust – Half Yearly Report as at 31 December 2022

## Recommendations

1. THAT the report be received.
2. THAT Council receive the half yearly report for Percy Thomson Trust as at 31 December 2022.

## Recommended Reason

In terms of Section 66 of the Local Government Act 2002 the Percy Thomson Trust, being a council controlled organisation, must deliver to Council a half yearly report (as at 31 December 2022) on or before 28 February 2023.

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

## 1. Purpose of Report

The purpose of this report is to present the half yearly report as at 31 December 2022 for the Percy Thomson Trust (PTT).

## 2. Executive Summary

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

## 3. Local Government Act 2002

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

- 3.1 The half yearly report provides information on the performance of the PTT, being a local public service.
- 3.2 The PTT is run as an independent council-controlled organisation

#### 4. Background

In terms of Section 66 of the Local Government Act 2002 the PTT, being a council-controlled organisation, must deliver the half yearly report to council on or before 28 February 2023.

#### 5. Information Summary

- 5.1 Visitor numbers have continued to show improvement in the last six, following the trend since the Covid-19 closures. In the six-month period there were 9,658 visitors compared with 7,739 for the same period in the previous year. This increase was primarily due the borders opening, and overseas visitors were on the move again, and it is anticipated that numbers will continue to increase. Based on these numbers. The gallery should meet its annual target of 20,000.
- 5.2 The property expenditure is on track with budget; however, the gallery operations are over budget mainly due to the increase in staff costs. Income from investments is less than budget, due to lower than anticipated interest rates. Also, external funding is less than anticipated as it is becoming harder to get, however the Trust are continually looking at all potential sources of external funding.
- 5.3 Laura Campbell has now completed her first year as Gallery Director and has successfully transitioned from Rhonda's term, completing the programme already in place when she started and introducing new artists and exhibitions to the gallery. The forward plan looks good and enticing and should see the continued growth and reputation of the gallery – a real treasure for Stratford.
- 5.4 Planning work has continued to refresh the Arboretum with a focus on planting, signage and an enhanced visitor experience. These will be finalised in this current six-month period.
- 5.5 Attached as **Appendix 1** is the half yearly report as at 31 December 2022 of the PTT. This includes a report from the Trust Chairman, which includes details regarding the operations and investments of the Trust.

#### 6. Strategic Alignment

##### 6.1 Direction

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

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

##### 6.2 Annual Plan and Long Term Plan

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

##### 6.3 District Plan

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

##### 6.4 Legal Implications

There are no legal implications.

##### 6.5 Policy Implications

There are no policy implications

**Attachments:**

- Appendix 1 -** Percy Thomson Trust Half Yearly Report
- Appendix 2 -** Investment Statement



Christine Craig  
**Corporate Accountant**



[Endorsed by]  
Tiffany Radich  
**Director – Corporate Services**



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

**Date:** 22 February 2023

## Appendix 1



# PERCY THOMSON TRUST

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

**SIX MONTHLY REPORT  
FOR THE PERIOD ENDED  
31 DECEMBER 2022**



# PERCY THOMSON TRUST

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## PERCY THOMSON TRUST BOARD

Chairman: Bruce Ellis

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

## PERCY THOMSON TRUST STAFF

### As at 31 December 2022

Gallery Director – Laura Campbell  
Gallery Assistant – Amy Taunt

#### Part-time Gallery Assistants

- Gayleen Schrider
- Carina McQueen
- Donna Hitchcock
- Jacqueline McCluggage
- Justin Morgan

## PERCY THOMSON TRUST

On behalf of the Trust, it is my pleasure to present the report for the six months ended 31 December 2022.

We have continued to show improvement in visitor numbers to the gallery, following the trend since the covid closures.

Laura has now completed her first year as Gallery Director and has successfully transitioned from Rhonda's term, completing the programme already in place when she started and introducing new artists and exhibitions to the gallery. The forward plan looks good and enticing and should see the continued growth and reputation of the gallery – a real treasure for Stratford.

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

### **Financials**

The financials show a slight cash improvement on budget for the six months to 31 December, however the second six months looks tight with increasing employee costs, continued requirements to upgrade the gallery as a visitor experience, refurbishment of the gallery roof, and the tightness in the availability of grant funds. We anticipate that this could see some contribution from the Trust's reserves, however this is expected to be an enhancement of the overall Trust endowment.

### **Investment Funds**

The Investment portfolio of the Trust is summarised as follows:

Category	Book Value as at 31 December 2022 (\$)	Book Value as at 31 June 2022 (\$)
Bank Balances	212,000	275,000
Trading Bank Term Deposits	250,000	250,000
Bonds	55,000	55,000
Commercial Property through Proportionate Ownership Schemes and Property Investment Funds	397,000	397,000
<b>Total</b>	<b>\$914,000</b>	<b>\$977,000</b>

There has been no change in the property investments in the past six months. The following figures are those reported in the 2022 Annual Report. For further comment see below the schedule.

The breakdown of these investments is:

Property	Original Investment (as per Statement of Financial Position)	Market Value (as at Balance Date of the investments of 31 March 2022)	Market Value (as at Balance Date of the investments of 31 March 2021)	Cash Income Return on Original Investment	Summary of Tenancies
Bush Road, Albany, Auckland – light industrial	125,000	330,420	288,284	7.80%	- Thermo Fisher Scientific – 100%
Osterley Way, Manukau, Auckland – office building	50,000	75,319	79,282	9.25%	- IRD – 98% - Other – 2%
Todd Park, Porirua, Wellington – light office/ industrial complex	72,000	130,678	104,371 (Net of sale proceeds in 2022 year)	7.58%	- Placemakers 15.4% - Hannah's 10.9% - Hexatronic 17.6% - Anderson & Flowers 10.9% - Mitsubishi Motors 13.3% - Fusion Interiors 12.3% - Conroy Removals 6% - Downer NZ 4.7% - NZ Post 4.5% - Free Kindergarten Association 4.2% - Other 0.2%
Cameron Road, Tauranga – Office building and retail	50,000	59,398	58,694	7.80%	- Tauranga City Council 49.8% - IRD 40.0% - Other (3) – retail & office 10.2%
Augusta Industrial Fund – light industrial mainly in Auckland	100,000	176,385 (Net tangible asset backing)	133,000	6.50%	The 48 tenants in 11 properties across three cities but weighted 73% to Auckland include Toll, Repco, Linfox, Fujitsu, Fletcher Building Steel Group, Macpac, Vulcan Steel, and Halls Refrigeration Transport (Icepak), D&H Steel Construction, Graphic Packaging, and TCI NZ. Overall occupancy is 96%.
<b>Total</b>	<b>\$397,000</b>	<b>\$772,200</b>	<b>\$663,361</b>	Average 7.61%	
		(16.4% increase)	(33.3% increase)		

The decision to participate in the various schemes and funds has the following objectives:

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

Further, in seeking such investments particular criteria included:

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

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

With the overall economic situation and increasing interest rates, the market values of the properties could be seen to be under some pressure as investors seek to maintain investment margins available through, for example, bank term deposits. The Trust has commenced discussions with a view to changing the management of the investment funds. It is expected to conclude these shortly at which time a further report will be presented for consideration.

Steps have been taken to sell some of the investments to crystallise capital gains for reinvestment by the Trust. This is a slow process and is a matter of balancing ongoing investment returns and preserving capital gains. The situation will be clearer when there is clearer outlook on the economy.

### **Building Works**

Major work is required to preserve the Gallery roof. Tenders are currently been sought to ascertain the cost of replacing the roof and to review any design elements that could be improved at the same time.

### **Other Responsibilities**

- **The Arboretum.** We have embarked on a landscaping project at the Arboretum with a goal to attracting more visitors and adding further to the Stratford Art and heritage trail. We have been successful in obtaining funding from the Taranaki Electricity Trust for the bulk of this work.
- **The Herbarium.** Work is continuing to enhance this part of the bequest with the New Zealand Plant Network. This is proceeding as part of the development work at the Arboretum.

### **Summary**

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



Bruce Ellis  
**CHAIRMAN**

## PERCY THOMSON TRUST

### **PERCY THOMSON TRUST ENTITY INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2022**

#### **Legal name**

Percy Thomson Trust (the Trust).

#### **Type of entity and legal basis**

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

#### **The Trust's purpose or mission**

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

#### **Structure of the Trust's operations, including governance arrangements**

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

#### **Main sources of the Trust's cash and resources**

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

#### **Outputs**

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

### **STATEMENT OF ACCOUNTING POLICIES FOR THE PERIOD TO 31 DECEMBER 2022**

#### **ACCOUNTING POLICIES APPLIED**

##### Basis of Preparation

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

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

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

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

#### Goods and Services Tax

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

### **SIGNIFICANT ACCOUNTING POLICIES**

#### **Revenue**

##### ***Grants***

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

##### ***Sale of goods***

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

##### ***Commission on Sales***

Commission on exhibition sales and Percy Place sales is retained by the Trust, with the remaining proceeds passed on to the seller of the artworks. Revenue includes only amounts received and receivable by the Trust on its own account, not the amounts collected for the principal. Revenue is recognised when receivable.

##### ***Sale of services***

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

##### ***Interest revenue***

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

##### ***Employee related costs***

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

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

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

##### ***Advertising, marketing, administration, and other costs***

These are expensed when the related service has been received.

##### ***Bank accounts and cash***

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

##### ***Debtors***

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

is recorded as a bad debt expense.

### ***Investments***

Investments are comprised of term deposits with banks, listed bonds, listed shares, short term promissory notes issued by companies and Local Authorities, real estate, and professionally managed portfolios of investments.

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

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

### ***Property, plant, and equipment***

Property, plant, and equipment is recorded at cost, less accumulated depreciation and impairment losses. The fair value of the freehold land was determined based on the market comparable approach that reflects recent transaction prices for similar properties. The fair value of the buildings was determined from market based evidence using the cost approach, reflecting the cost to construct assets of comparable utility and age, adjusted for obsolescence.

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

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

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

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

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



### ***Revaluation***

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

Valuations will be undertaken more regularly if necessary to ensure no individual item of property, land or equipment within a class has a carrying value that is materially different from its fair value.

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

Revaluation increases and decreases will be transferred to equity.

### ***Creditors and accrued expenses***

Creditors and accrued expenses are measured at the amount owed.

### ***Employee costs payable***

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

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

### ***Income tax***

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

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

### ***Budget figures***

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

### ***Tier 2 PBE Accounting Standards applied***

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

### **CHANGES IN ACCOUNTING POLICIES**

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

# PERCY THOMSON TRUST

## PERCY THOMSON TRUST

### COST OF SERVICE STATEMENTS

#### FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2022

	<u>Actual</u> <u>to 31 Dec 22</u> \$	<u>Budget</u> <u>to 31 Dec 22</u> \$	<u>Budget</u> <u>2022/23</u> \$	<u>Projected</u> <u>Year end</u> \$	<u>Actual</u> <u>to 31 Dec 21</u> \$
<b>PROPERTY</b>	-				
<b>Revenue</b>	-				
Café Lease	7,050	7,050	14,100	14,100	6,169
Post Box Lobby Rental	660	660	1,320	1,320	660
Rental income	9,000	9,000	18,000	18,000	9,000
<b>Total Property Revenue</b>	<b>16,710</b>	<b>16,710</b>	<b>33,420</b>	<b>33,420</b>	<b>15,829</b>
<b>Expenditure</b>					
Depreciation	39,922	41,000	82,000	82,000	39,977
Insurance	9,006	8,500	8,500	9,006	8,383
Rates (Services Only)	1,525	1,750	1,750	1,525	1,579
Repairs and Maintenance Building	6,385	8,650	17,300	17,300	4,859
Repairs and Maintenance Arboretum	-	-	10,000	10,000	-
Repairs and Maintenance Herbarium	-	-	1,000	1,000	-
<b>Total Property Expenditure</b>	<b>56,838</b>	<b>59,900</b>	<b>120,550</b>	<b>120,831</b>	<b>54,798</b>
	-				
<b>Profit (Loss) from Property</b>	<b>(40,128)</b>	<b>(43,190)</b>	<b>(87,130)</b>	<b>(87,411)</b>	<b>(38,969)</b>

	<u>Actual</u> <u>to 31 Dec 22</u>	<u>Budget</u> <u>to 31 Dec 22</u>	<u>Budget</u> <u>2022/23</u>	<u>Projected</u> <u>Year end</u>	<u>Actual</u> <u>to 31 Dec 21</u>
	\$	\$	\$	\$	\$
<b>ART GALLERY</b>	-				
<b>Revenue</b>					
Membership and "Friends" Donations	635	800	1,600	1,400	1,213
Rental/Hireage	5,965	5,000	10,000	11,000	4,344
Donation Box	1,201	1,500	3,000	2,200	996
Commission - Percy's Place	5,232	6,000	12,000	10,000	4,877
Commission - Gallery	2,150	3,000	6,000	7,000	3,390
<b>Total Art Gallery Revenue</b>	<b>15,183</b>	<b>16,300</b>	<b>32,600</b>	<b>31,600</b>	<b>14,820</b>
<b>Expenditure</b>					
ACC Levy	336	350	350	336	303
Energy Costs	5,025	7,500	15,000	15,000	6,426
Insurance	673	1,700	1,700	673	11
Miscellaneous	401	250	500	800	115
Printing & Stationery	2,084	-	-	2,500	257
Programme	12,335	10,000	20,000	20,000	11,245
Major Exhibition	6,567	5,000	10,000	10,000	3,940
Publications & Subscriptions	296	100	200	400	296
Staff training	-	750	1,500	1,500	-
Salary & Wages and Employee Costs	59,098	53,500	107,000	120,000	52,717
Telephone & Tolls	2,451	990	1,980	3,600	986
<b>Total Art Gallery Expenditure</b>	<b>89,266</b>	<b>80,140</b>	<b>158,230</b>	<b>174,809</b>	<b>76,296</b>
<b>Profit (Loss) from Art Gallery</b>	<b>(74,083)</b>	<b>(63,840)</b>	<b>(125,630)</b>	<b>(143,209)</b>	<b>(61,476)</b>

	<u>Actual</u> <u>to 31 Dec 22</u>	<u>Budget</u> <u>to 31 Dec 22</u>	<u>Budget</u> <u>2022/23</u>	<u>Projected</u> <u>Year end</u>	<u>Actual</u> <u>to 31 Dec 21</u>
	\$	\$	\$	\$	\$
<b><u>TRUST INVESTMENTS</u></b>	-				
<b>Investment Revenue</b>					
Interest	16,601	20,000	40,000	35,000	18,863
Stratford District Council Grant	-	-	50,000	50,000	-
External Funding	-	-	73,000	30,000	-
Creative New Zealand	-	-	-	-	11,745
Subsidies	600	-	-	600	-
Taranaki Foundation	10,000	-	-	10,000	-
Other grants and donations	4,000	-	-	4,000	-
<b>Total Investment Revenue</b>	<b>31,201</b>	<b>20,000</b>	<b>163,000</b>	<b>129,600</b>	<b>30,608</b>
<b>Trust Investment Expenditure</b>					
Administration	20,600	20,600	20,600	20,600	-
Audit Fees	65	-	8,500	8,500	-
Insurance - Trustees Liability	-	-	2,200	2,200	-
Investment Expenses	-	150	300	300	-
<b>Total Trust Investment Expenditure</b>	<b>20,665</b>	<b>20,750</b>	<b>31,600</b>	<b>31,600</b>	<b>-</b>
<b>Profit (Loss) from Trust Investments</b>	<b>10,536</b>	<b>(750)</b>	<b>131,400</b>	<b>98,000</b>	<b>30,608</b>

**SUMMARY COST OF SERVICE STATEMENT FOR THE PERCY THOMSON TRUST**

	<b>Actual to 31 Dec 22</b>	<b>Budget to 31 Dec 22</b>	<b>Budget 2022/23</b>	<b>Projected Year end</b>	<b>Actual to 31 Dec 21</b>
	\$	\$	\$	\$	\$
<b>REVENUE</b>					
Property	16,710	16,710	33,420	33,420	15,829
Art Gallery	15,183	16,300	32,600	31,600	14,820
Other Investments	31,201	20,000	163,000	129,600	30,608
<b>Total Revenue</b>	<b>63,094</b>	<b>53,010</b>	<b>229,020</b>	<b>194,620</b>	<b>61,257</b>
<b>OPERATING EXPENDITURE</b>					
Property	56,838	59,900	120,550	120,831	54,798
Art Gallery	89,266	80,140	158,230	174,809	76,296
Other Investments	20,665	20,750	31,600	31,600	-
<b>Total Operating Expenditure</b>	<b>166,769</b>	<b>160,790</b>	<b>310,380</b>	<b>327,240</b>	<b>131,094</b>
<b>Net surplus (deficit) from operations</b>	<b>(103,675)</b>	<b>(107,780)</b>	<b>(81,360)</b>	<b>(132,620)</b>	<b>(69,837)</b>
<b>Transferred to Accumulated Surpluses</b>	<b>(103,675)</b>	<b>(107,780)</b>	<b>(81,360)</b>	<b>(132,620)</b>	<b>(69,837)</b>
	-				
<i>Net Surplus (Deficit)</i>	<i>(103,675)</i>	<i>(107,780)</i>	<i>(81,360)</i>	<i>(132,620)</i>	<i>(69,837)</i>
<i>Add back depreciation (non-cash)</i>	<i>39,922</i>	<i>41,000</i>	<i>82,000</i>	<i>82,000</i>	<i>39,977</i>
<i>Cash Surplus (Deficit)</i>	<i>(63,753)</i>	<i>(66,780)</i>	<i>640</i>	<i>(50,620)</i>	<i>(29,860)</i>

# PERCY THOMSON TRUST

## PERCY THOMSON TRUST STATEMENT OF FINANCIAL PERFORMANCE FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2022

	<u>Actual</u> <u>to 31 Dec 22</u> \$000	<u>Budget</u> <u>to 31 Dec 22</u> \$000	<u>Budget</u> <u>2022/23</u> \$000	<u>Projected</u> <u>Year End</u> \$000	<u>Actual</u> <u>to 31 Dec 21</u> \$000
<b>Revenue</b>					
Funding from central or local government	-	-	50	50	-
Revenue from non-governmental sources for providing goods or services	32	33	66	65	31
Donations, fundraising and other similar revenue	14	0	73	44	12
Interest, dividends and other investment revenue	17	20	40	35	19
<b>Total Revenue</b>	<b>62</b>	<b>53</b>	<b>229</b>	<b>194</b>	<b>61</b>
<b>Expenses</b>					
Employee related costs	59	54	107	120	53
Costs related to providing goods or services	68	66	121	125	38
Other expenses	40	41	82	82	40
<b>Total Expenses</b>	<b>167</b>	<b>161</b>	<b>310</b>	<b>327</b>	<b>131</b>
<b>Net Operating Surplus (Deficit) for the period</b>	<b>(104)</b>	<b>(108)</b>	<b>(81)</b>	<b>(133)</b>	<b>(70)</b>

# PERCY THOMSON TRUST

## STATEMENT OF FINANCIAL POSITION FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2022

	<u>Actual</u> <u>Year to Date</u>	<u>Actual for</u> <u>the Six Months</u> <u>to 31 Dec 2021</u>	<u>Actual for the</u> <u>Year Ended</u> <u>to 30 June 2022</u>
	\$000	\$000	\$000
<b><u>Assets</u></b>			
<b>Current Assets</b>			
Bank Accounts and Cash	212	147	275
Debtors and Prepayments	9	2	4
Investments	250	300	275
<b>Total Current Assets</b>	<b>471</b>	<b>449</b>	<b>554</b>
<b>Non-Current Assets</b>	-		
Property, Plant and Equipment	1,804	1,867	1,832
Non-current investments	427	502	427
<b>Total Non-Current Assets</b>	<b>2,231</b>	<b>2,369</b>	<b>2,259</b>
<b>Total Assets</b>	<b>2,702</b>	<b>2,819</b>	<b>2,813</b>
<b><u>Liabilities</u></b>	-		
<b>Current Liabilities</b>	-		
Creditors and Accrued Expenses	1	9	9
Employee Costs Payable	6	6	6
<b>Total Current Liabilities</b>	<b>8</b>	<b>15</b>	<b>15</b>
<b>Total Liabilities</b>	<b>8</b>	<b>15</b>	<b>15</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>	<b>2,694</b>	<b>2,804</b>	<b>2,798</b>
<b><u>Accumulated Funds</u></b>	-		
Capital contributed by owners or members	0	0	0
Accumulated Surpluses or (deficits)	1,487	1,597	1,591
Reserves	1,207	1,207	1,207
<b>Total Accumulated Funds</b>	<b>2,694</b>	<b>2,804</b>	<b>2,798</b>

# PERCY THOMSON TRUST

## STATEMENT OF CASHFLOWS

### FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2022

	<u>Actual</u> <u>Year to Date</u>	<u>Actual for</u> <u>the Six Months</u> <u>to 31 Dec 2021</u>	<u>Actual for the</u> <u>Year Ended</u> <u>to 30 June</u> <u>2022</u>
	\$000	\$000	\$000
<b><u>Cash Flows from Operating Activities</u></b>			
<i>Cash was received from:</i>			
Funding from central or local government	0	0	50
Receipts from non-governmental sources for providing goods or services	28	31	44
Donations, fundraising and other similar revenue	14	12	13
Interest, dividends and other investment revenue	17	19	40
Other revenue	0	0	17
Net GST	0	0	(2)
<i>Cash was applied to:</i>			
Payments to Suppliers and Employees	(134)	(91)	(213)
<b>Net Cash Flow from Operating Activities</b>	<b>(76)</b>	<b>(30)</b>	<b>(51)</b>
<b><u>Cash Flows from Investing and Financing Activities</u></b>			
Receipts from Sale of Investments	275	300	199
Payments to acquire property, plant and equipment	(12)	(6)	(5)
Payments to Acquire Investments	(250)	(250)	-
<b>Net Cash Flow from Investing and Financing Activities</b>	<b>13</b>	<b>44</b>	<b>194</b>
<b>Net (Decrease)/Increase in Cash for the period</b>	<b>(63)</b>	<b>15</b>	<b>143</b>
Add opening bank accounts and cash	275	132	132
<b>Closing Bank Accounts and Cash</b>	<b>212</b>	<b>147</b>	<b>275</b>



# PERCY THOMSON TRUST

## OTHER EXPLANATORY NOTES AS AT 31 DECEMBER 2022

### **Note 1** Property, Plant and Equipment

<b>Cost or valuation</b>	<b>Carrying Amount 1/07/22 \$000</b>	<b>Additions</b>	<b>Depreciation to 31/12/22 \$000</b>	<b>Carrying Amount 31/12/22 \$000</b>
Building	1,483	-	(36)	1,447
Land	235	-	-	235
Arboretum	49	-	(1)	48
Plant and Equipment	65	-	(3)	62
Work in Progress	12	-	-	12
<b>Total</b>	<b>1,844</b>	<b>-</b>	<b>(40)</b>	<b>1,804</b>

<b>PERCY THOMSON TRUST INVESTMENTS - as at 31 December 2022</b>										<b>Appendix 2</b>	
	<b>Maximum Policy Limit</b>	<b>Individual Investee Policy Limit</b>	<b>Actual Investment</b>	<b>Interest Rate</b>	<b>Due Date</b>	<b>Frequency of Interest Payments</b>	<b>Amount</b>	<b>% Invested</b>		<b>Annual interest</b>	
Bank Investments	100%	50%	TSB Bank - Current account	Various - Premier cheque rates	Call	Annual	\$211,528		Approx	\$1,000	
			TSB Bank - Term investment	4.35%	4/06/2023	Maturity	\$250,000			\$10,875	
							<b>\$461,528</b>	<b>36.9%</b>			
Promissory Notes	35%	20%					<b>\$0</b>				
Bonds	Other 80%	50%	Meridian Energy Ltd	4.88%	20.03.2024	Half yearly	\$30,000	4.4%		\$1,464	
							<b>\$30,000</b>	<b>4.4%</b>			
Listed Shares	30%						<b>\$0</b>	<b>0.0%</b>			
Real Estate	75%		Proportionate ownership share - Bush Road, Albany, Auckland	7.80%		Monthly	<b>\$125,000</b>	<b>18.5%</b>		\$7,910	
			Proportionate ownership share - Osterley Way, Manukau, Auckland	9.25%		Monthly	<b>\$50,000</b>	<b>7.4%</b>		\$4,625	
			Proportionate ownership share - Todd Park, Porirua, Wellington	6.42%		Monthly	<b>\$72,000</b>	<b>10.6%</b>		\$5,000	
			Proportionate ownership share - Cameron Road, Tauranga	7.80%		Monthly	<b>\$50,000</b>	<b>7.4%</b>		\$4,000	
			Proportionate ownership share - Henderson, Auckland	6.50%		Monthly	<b>\$100,000</b>	<b>14.8%</b>		\$6,500	
Professional Portfolios	50%						<b>\$0</b>	<b>0%</b>			
<b>Total Portfolio</b>							<b>\$888,528</b>	<b>100.00%</b>		<b>\$41,374</b>	
The policy only allows up to 50% in any one bank investment (based on the total of promissory notes, bonds, deposits etc).											
The Trust currently has 36.9% in TSB Bank (excluding the current account), which complies with the policy for all types of investments.											

# INFORMATION REPORT



F22/55/04 –D23/5845

**To:** Policy and Services Committee  
**From:** Corporate Accountant  
**Date:** 28 February 2023  
**Subject:** Percy Thomson Trust – Statement of Intent 2023-2026

**Recommendation**

1. THAT the report be received.
2. THAT Council receive the Statement of Intent for Percy Thomson Trust for the period 1 July 2023 to 30 June 2026.

**Recommended Reason**  
 In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a statement of intent on or before 1 March 2023.

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

**1. Purpose of Report**

The purpose of this report is to present the Draft Statement of Intent for the Percy Thomson Trust (PTT) for the 2023 to 2026 years to Council.

**2. Executive Summary**

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

**3. Local Government Act 2002**

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

- 3.1 The 2023-2026 Statement of Intent for the PTT provides information on the coming three years regarding the Trust’s operations, being a local public service.
- 3.2 The PTT is run as an independent council controlled organisation.

#### 4. Background

In terms of Schedule 8 of the Local Government Act 2002 the PTT, being a council-controlled organisation, must deliver a statement of intent to council on or before 1 March 2023.

#### 5. Information Summary

- 5.1 This statement of intent has been based on projected balances at 30 June 2023, which are slightly different from the previous year's statement of intent. Notably there is an increase in staffing costs, together with a reduction of investment income, based on bond investments, which in turn affects the requirement for external funding.
- 5.2 Following a review of the non-financial performance measures it was agreed to retain the visitor number target of 20,000 per year.
- 5.3 Attached as **Appendix 1** is 2023-2026 Statement of Intent for the PTT.

#### 6. Strategic Alignment

##### 6.1 Direction

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

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

##### 6.2 Annual Plan and Long Term Plan

The 2023-2026 Statement of Intent for the Trust is consistent with the Annual and Long Term Plans.

##### 6.3 District Plan

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

##### 6.4 Legal Implications

There are no legal implications.

##### 6.5 Policy Implications

There are no policy implications

#### Attachments:

**Appendix 1** - Percy Thomson Trust Statement of Intent 2023-2026



Christine Craig  
**Corporate Accountant**



[Endorsed by]  
Tiffany Radich  
**Director – Corporate Services**



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

**Date** 22 February 2023

## Appendix 1



# PERCY THOMSON TRUST

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

**STATEMENT OF INTENT  
FOR THE PERIOD  
1 JULY 2023 TO 30 JUNE 2026**

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

The purpose of this document is to:

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

This Statement of Intent covers the period commencing 1 July 2023 to 30 June 2026 inclusive.

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

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

## **BACKGROUND**

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

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

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

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

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

### **OBJECTS OF THE TRUST**

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

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

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



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

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

### **GOVERNANCE**

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

The current Trustees are:

- Bruce Ellis for a term expiring at the 2025 AGM
- Gloria Webby for a term expiring at the 2023 AGM
- Christine Craig for a term expiring at the 2023 AGM
- Helen Cloke for a term expiring at the 2025 AGM
- Deborah Clough for a term expiring at the 2025 AGM
- Jim Clarkson for a term expiring at the 2024 AGM
- Douglas Robinson or a term expiring at the 2024 AGM.

Trustees are eligible for reappointment.

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

### **NATURE AND SCOPE OF ACTIVITIES**

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

The Percy Thomson Gallery is located in Prospero Place, and the arboretum on Cloten Road near the intersection with Ariel Street. The herbarium is delivered through the Trust's membership of the New Zealand Plant Conversation Network, and specifically through the website, <https://www.nzpcn.org.nz/>.

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

The gallery's main display area totals 178m<sup>2</sup> which can be comfortably partitioned into two areas of 116m<sup>2</sup> and 62m<sup>2</sup> respectively.

### **RATIO OF CONSOLIDATED FUNDS**

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

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

## **STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2024**

### **ACCOUNTING POLICIES APPLIED**

#### Basis of Preparation

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

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

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

The financial statements are presented in NZ dollars, and all values are rounded to the nearest thousand dollars, as per paragraph A22 and A17 c of PBE tier 3 presentation and disclosure, unless stated otherwise.

#### Goods and Services Tax

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

### **SIGNIFICANT ACCOUNTING POLICIES**

#### **Revenue**

##### ***Grants***

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

##### ***Sale of goods***

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

##### ***Commission on Sales***

Commission on exhibition sales and Percy Place sales is retained by the Trust, with the remaining proceeds passed on to the seller of the artworks. Revenue includes only amounts received and receivable by the Trust on its own account, not the amounts collected for the principal. Revenue is recognised when receivable.

##### ***Sale of services***

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

##### ***Interest revenue***

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

***Employee related costs***

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

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

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

***Advertising, marketing, administration, and other costs***

These are expensed when the related service has been received.

***Bank accounts and cash***

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

***Debtors***

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

***Investments***

Investments are comprised of term deposits with banks, listed bonds, listed shares, short term promissory notes issued by companies and Local Authorities, real estate, and professionally managed portfolios of investments.

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

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

***Property, plant, and equipment***

Property, plant, and equipment is recorded at cost, less accumulated depreciation and impairment losses. The fair value of the freehold land was determined based on the market comparable approach that reflects recent transaction prices for similar properties. The fair value of the buildings was determined from market based evidence using the cost approach, reflecting the cost to construct assets of comparable utility and age, adjusted for obsolescence.

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

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

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

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

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

### ***Revaluation***

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

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

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

Revaluation increases and decreases will be transferred to equity.

### ***Creditors and accrued expenses***

Creditors and accrued expenses are measured at the amount owed.

### ***Employee costs payable***

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

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

### ***Income tax***

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

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

### ***Budget figures***

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

### ***Tier 2 PBE Accounting Standards applied***

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

## **CHANGES IN ACCOUNTING POLICIES**

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

**PERFORMANCE MEASURES**

Mission Statement

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

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

**DISTRIBUTIONS TO SHAREHOLDERS**

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

**REPORTING**

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

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

## **PURCHASE OF SHARES**

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

## **PERCY THOMSON TRUST ENTITY INFORMATION**

### **Legal name**

Percy Thomson Trust (the Trust).

### **Type of entity and legal basis**

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

### **The Trust's purpose or mission**

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

### **Structure of the Trust's operations, including governance arrangements**

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

### **Main sources of the Trust's cash and resources**

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

### **Outputs**

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

## INVESTMENT POLICY

Last reviewed February 2021, next review due February 2024

### **PHILOSOPHY**

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

### **CRITERIA FOR INVESTMENT**

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

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

### **PERFORMANCE MEASURES**

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

### **Types of Investment**

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

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

The following types of investments are prohibited:

- Loans to individuals
- Loans to community organisations

## **ASSESSMENT AND MANAGEMENT OF RISKS BY TYPE OF INVESTMENT**

### **Authorised Bank Instruments**

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

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

### **Promissory Notes by NZ Companies and Local Authorities**

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

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

### **Authorised Stock or Bond Investments**

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

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



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

### **Shares in Listed Public Companies**

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

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

### **Real Estate**

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

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

### **Professionally Managed Portfolios**

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

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

### **Diversification Summary**

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

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

**Reporting**

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

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

**ACTIVITIES FOR WHICH COMPENSATION SOUGHT**

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

This grant helps fund the activities of the Trust.

The Trust is also seeking \$15,000 of maintenance work on the Arboretum, delivered "in kind".

In addition, the Trust is seeking \$15,000 of cleaning and maintenance services of the building, and the public toilets within the Percy Thomson Building, delivered 'in kind'.

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

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

## PERCY THOMSON TRUST

### PERCY THOMSON TRUST COST OF SERVICE STATEMENTS

FOR THE THREE YEARS COMMENCING 1 JULY 2023

<u>2022/23</u>		<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
	<b><u>PROPERTY</u></b>			
	<b>Revenue</b>			
14,100	Café Lease	14,100	14,100	14,100
1,320	Post Box Lobby Rental	1,320	1,320	1,320
18,000	Building lease	18,000	18,000	18,000
<b>33,420</b>	<b>Total Property Revenue</b>	<b>33,420</b>	<b>33,420</b>	<b>33,420</b>
	<b>Expenditure</b>			
82,000	Depreciation	84,050	84,050	84,050
8,500	Insurance	9,500	9,500	9,500
1,750	Rates (Services Only)	1,650	1,650	1,650
17,300	Repairs and Maintenance Building	17,300	17,300	17,300
10,000	Repairs and Maintenance Arboretum	5,000	5,000	5,000
1,000	Repairs and Maintenance Herbarium	1,000	1,000	1,000
<b>120,550</b>	<b>Total Property Expenditure</b>	<b>118,500</b>	<b>118,500</b>	<b>118,500</b>
<b>(87,130)</b>	<b>Surplus (Deficit) from Property</b>	<b>(85,080)</b>	<b>(85,080)</b>	<b>(85,080)</b>

# PERCY THOMSON TRUST

<u>2022/23</u>		<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<b><u>ART GALLERY</u></b>				
<b>Revenue</b>				
1,600	Membership and "Friends" Donations	1,600	1,600	1,600
10,000	Rental/Hireage	10,000	10,000	10,000
3,000	Donation Box	3,000	3,000	3,000
12,000	Commission - Percy's Place	12,000	12,000	12,000
6,000	Commission - Gallery	6,000	6,000	6,000
<b>32,600</b>	<b>Total Art Gallery Revenue</b>	<b>32,600</b>	<b>32,600</b>	<b>32,600</b>
<b>Expenditure</b>				
350	ACC Levy	350	350	350
15,000	Energy Costs	15,000	15,000	15,000
1,700	Art Insurance	1,200	1,200	1,200
500	Miscellaneous	800	800	800
20,000	Programme	20,000	20,000	20,000
10,000	Major Exhibition	10,000	10,000	10,000
200	Publications & Subscriptions	200	200	200
107,000	Salary, Wages and Employment Related Costs	120,000	123,600	127,300
1,500	Staff Training	1,500	1,500	1,500
1,980	Telephone & Tolls	3,600	3,600	3,600
<b>158,230</b>	<b>Total Art Gallery Expenditure</b>	<b>172,650</b>	<b>176,250</b>	<b>179,950</b>
<b>(125,630)</b>	<b>Surplus (Deficit) from Art Gallery</b>	<b>(140,050)</b>	<b>(143,650)</b>	<b>(147,350)</b>

## PERCY THOMSON TRUST

<u>2022/23</u>		<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$
<b><u>OTHER REVENUE AND EXPENDITURE</u></b>				
<b>Other Revenue</b>				
40,000	Interest	35,000	35,000	35,000
50,000	Stratford District Council Grant	50,000	50,000	50,000
73,000	External Funding	88,000	98,500	95,500
<b>163,000</b>	<b>Total Other Revenue</b>	<b>173,000</b>	<b>183,500</b>	<b>180,500</b>
<b>Other Expenditure</b>				
20,600	Administration	20,600	20,600	20,600
8,500	Audit Fees	8,500	8,500	8,500
2,200	Trustee Liability Insurance	2,400	2,400	2,400
300	Investment Expenses	300	300	300
<b>31,600</b>	<b>Total Other Expenditure</b>	<b>31,800</b>	<b>31,800</b>	<b>31,800</b>
<b>131,400</b>	<b>Surplus (Deficit)</b>	<b>141,200</b>	<b>151,700</b>	<b>148,700</b>

## PERCY THOMSON TRUST

<u>2022/23</u>		<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
\$		\$	\$	\$

### SUMMARY COST OF SERVICE STATEMENT

<u>REVENUE</u>				
33,420	Property	33,420	33,420	33,420
32,600	Art Gallery	32,600	32,600	32,600
163,000	Other Revenue	173,000	183,500	180,500
<b>229,020</b>	<b>Total Revenue</b>	<b>239,020</b>	<b>249,520</b>	<b>246,520</b>
<u>OPERATING EXPENDITURE</u>				
120,550	Property	118,500	118,500	118,500
158,230	Art Gallery	172,650	176,250	179,950
31,600	Other Expenditure	31,800	31,800	31,800
<b>310,380</b>	<b>Total Operating Expenditure</b>	<b>322,950</b>	<b>326,550</b>	<b>330,250</b>
<b>(81,360)</b>	<b>Operating Surplus (Deficit)</b>	<b>(83,930)</b>	<b>(77,030)</b>	<b>(83,730)</b>
<i>(81,360)</i>	<i>Net Operating Surplus (Deficit)</i>	<i>(83,930)</i>	<i>(77,030)</i>	<i>(83,730)</i>
<i>82,000</i>	<i>Add back depreciation (non-cash)</i>	<i>84,050</i>	<i>84,050</i>	<i>84,050</i>
<i>640</i>	<i>Cash Surplus (Deficit)</i>	<i>120</i>	<i>7,020</i>	<i>320</i>

# PERCY THOMSON TRUST

## PERCY THOMSON TRUST PROSPECTIVE STATEMENT OF FINANCIAL PERFORMANCE FOR THE THREE YEARS COMMENCING 1 JULY 2023

<u>2022/23</u> <u>Budget</u> \$000		<u>2023/24</u> <u>Forecast</u> \$000	<u>2024/25</u> <u>Projection</u> \$000	<u>2025/26</u> <u>Projection</u> \$000
<b>Revenue</b>				
50	Funding from central or local government	50	50	50
66	Revenue from non-governmental sources for providing goods or services	66	66	66
73	Donations, fundraising and other similar revenue	88	99	96
	Interest, dividends and other investment revenue			
40	Interest, Dividends and Other Investment Revenue	35	35	35
-	Other revenue			
<b>229</b>	<b>Total Revenue</b>	<b>239</b>	<b>250</b>	<b>247</b>
<b>Expenses</b>				
107	Employee Related Costs	120	124	127
121	Costs related to providing goods and services	119	119	119
82	Other Expenditure	84	84	84
<b>310</b>	<b>Total Expenses</b>	<b>323</b>	<b>327</b>	<b>330</b>
<b>(81)</b>	<b>Operating Surplus/(Deficit) Before Tax</b>	<b>(84)</b>	<b>(77)</b>	<b>(84)</b>
-	Share of Associate Surplus/(Deficit)	-	-	-
<b>(81)</b>	<b>Surplus/(Deficit) Before Tax</b>	<b>(84)</b>	<b>(77)</b>	<b>(84)</b>
-	Income Tax Expense	-	-	-
<b>(81)</b>	<b>Surplus/(Deficit) After Tax</b>	<b>(84)</b>	<b>(77)</b>	<b>(84)</b>

# PERCY THOMSON TRUST

## PERCY THOMSON TRUST

### PROSPECTIVE STATEMENT OF FINANCIAL POSITION

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

<u>2022/23</u>		<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
<u>Budget</u>		<u>Forecast</u>	<u>Projection</u>	<u>Projection</u>
<u>\$000</u>		<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
	<b><u>Assets</u></b>			
	<b>Current Assets</b>			
128	Bank Accounts and Cash	212	219	249
10	Debtors and Prepayments	10	10	10
250	Investments	250	250	250
<b>388</b>	<b>Total Current Assets</b>	<b>472</b>	<b>479</b>	<b>509</b>
	<b>Non-Current Assets</b>			
1930	Property, Plant and Equipment	1768	1684	1600
502	Other Financial Assets	502	502	472
<b>2432</b>	<b>Total Non-Current Assets</b>	<b>2270</b>	<b>2186</b>	<b>2072</b>
<b>2819</b>	<b>TOTAL ASSETS</b>	<b>2742</b>	<b>2665</b>	<b>2582</b>
	<b><u>Liabilities</u></b>			
	<b>Current Liabilities</b>			
5	Creditors and Accrued Expenses	5	5	5
2	Employee Costs Payable	2	2	2
<b>7</b>	<b>Total Current Liabilities</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>7</b>	<b>Total Liabilities</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>2,812</b>	<b>Total Assets less Total Liabilities (Net Assets)</b>	<b>2,735</b>	<b>2,658</b>	<b>2,575</b>
	<b><u>Accumulated Funds</u></b>			
0	Capital contributed by owners or members	0	0	0
1423	Accumulated Surpluses or (deficits)	1440	1363	1279
1389	Reserves	1295	1295	1295
<b>2812</b>	<b>Total Accumulated Funds</b>	<b>2735</b>	<b>2658</b>	<b>2575</b>
99.75%	Ratio of Trust Equity to Total Assets	99.75%	99.74%	99.73%
-		0	0	0



### **ESTIMATE OF COMMERCIAL VALUE**

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

### **OTHER MATTERS**

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

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

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

### **ASSUMPTIONS**

The budget forecasts do not include any adjustments for inflation for the years 2023 - 2026 and beyond. All revenue and expenditure is based on 2022 dollars.

# INFORMATION REPORT



F22/55 – D23/6258

**To:** Policy and Services Committee  
**From:** Director – Corporate Services  
**Date:** 28 February 2023  
**Subject:** Local Governance Statement

## Recommendations

1. THAT the report be received.
2. THAT the *Local Governance Statement 2023* be reviewed and received.

## Recommended Reason

Section 40 of the Local Government Act 2002 requires that a *Local Governance Statement* be prepared and made publicly available by Council within six months after each triennial election.

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

## 1. Purpose of Report

- 1.1 The purpose of this report is for the Council to formally review the *Local Governance Statement 2023*, before making it publicly available as required under Section 40 of the Local Government Act 2002.

## 2. Executive Summary

- 2.1 The *Local Governance Statement* is a collection of information about the processes that Council uses to engage with the district's citizens and how the Council makes decisions. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

## 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:		n/a	
Social	Economic	Environmental	Cultural

- 2.1 This report relates to the Council's purpose of enabling democratic local decision making on behalf of and by communities.

**3. Background**

- 3.1 The *Local Governance Statement* is reviewed every three years, following the local government election process.
- 3.2 It clarifies the governance and management responsibilities, the governance role and expected conduct of Elected Members, and describes the effective and transparent processes used by Council.
- 3.3 *Local Governance Statements* ensure the community has one source of information on the processes the Council follows when making decisions and taking action and how the community can influence these processes.

**5. Information Summary**

- 5.1 Refer to the *Local Governance Statement 2023* attached.

**6. Strategic Alignment**

- 6.1 **Direction**  
Effective governance and decision-making.
- 6.2 **Annual Plan and Long Term Plan**  
N/A
- 6.3 **District Plan**  
N/A
- 6.4 **Legal Implications**  
N/A
- 6.5 **Policy Implications**  
No effects on Council policies.

**Attachments**

- Appendix 1** Local Governance Statement 2023



Tiffany Radich  
**Director – Corporate Services**



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

**Date** 22 February 2023

## Appendix 1



# Stratford District Council

## LOCAL GOVERNANCE STATEMENT

Section 40 of the Local Government Act 2002

February 2023

**Stratford District Council - Local Governance Statement 2023 (D23/5820)**

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## Stratford District Council - Local Governance Statement 2023 (D23/5820)

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### Introduction

This document is the Local Governance Statement for the Stratford District Council (“the Council”), which the Council is required to produce under section 40 of the Local Government Act 2002. Council must prepare and make publicly available, a new Local Governance Statement within six months after each triennial election.

The Council's Local Governance Statement is a collection of information about the processes that Council uses to engage with the district's citizens and how the Council makes decisions. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

This document clarifies the governance and the management responsibilities, the governance role and expected conduct of Elected Members, and describes the effective and transparent processes used by Council. Local Governance Statements ensure the community has one source of information on the processes the Council follows when making decisions and taking action and how the community can influence these processes.

### 1. Functions, Responsibilities and Activities

The purpose of the Council is to enable democratic local decision-making and promote the social, economic, environmental and cultural well-being of the Stratford district in the present and for the future.

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities in pursuit of community outcomes. This responsibility includes:

- Formulating the District's strategic direction in conjunction with the community – via the Long Term Plan (“LTP”), District Plan and other key council documents;
- Determining the services and activities to be undertaken by Council;
- Monitoring Council performance against the LTP and Annual Plan through its Annual Report and other processes;
- Ensuring the integrity of management control systems;
- Prudent stewardship of Council resources;
- Development and adoption of Council Policy; and
- Employing the Chief Executive.

### 2. Local Legislation

In fulfilling its purpose, the Council exercises powers and fulfils responsibilities conferred on it by various statutes. The key legislation being the Local Government Act 2002; the Local Electoral Act 2001; the Local Government (Rating) Act 2002, the Local Government Official Information and Meetings Act 1987, Local Authorities (Members' Interests) Act 1968, and the Resource Management Act 1991. Refer to section 6.5 for the specific relevance to Elected Members.

The following legislation confers powers specifically to the Council:

- Eltham Drainage Board Act 1914
- Taranaki Regional Council Empowering Act 2001
- Te Awa Tupua (Whanganui River Claims Settlement) Act 2017
- Ngati Maru (Taranaki) Claims Settlement Act 2022

Other key acts of parliament that confer powers on the Council and regulate local government functions in general include:

- Airport Authorities Act 1966
- Animal Welfare Act 1999
- Animal Law Reform Act 1989
- Building Act 2004
- Building Research Levy Act 1969
- Burial and Cremation Act 1964

**Stratford District Council - Local Governance Statement 2023 (D23/5820)**

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- Bylaws Act 1910
- Civil Aviation Act 1990
- Civil Defence Emergency Management Act 2002
- Climate Change Response Act 2002
- Commerce Act 1986
- Conservation Act 1987
- Construction Contracts Act 2002
- Contract and Commercial Law Act 2017
- Copyright Act 1994
- Crimes Act 1961
- Litter Act 1979
- Dog Control Act 1996
- Earthquake Commissions Act 1993
- Employment Relations Act 2000
- Epidemic Preparedness Act 2006
- Fair Trading Act 1986
- Fencing Act 1978
- Food Act 2014
- Gambling Act 2003
- Goods and Services Tax Act 1985
- Health Act 1956
- Health (Drinking Water ) Amendment Act 2007
- Hazardous Substances and New Organisms (HSNO) Act 1996
- Health and Safety at Work Act 2015
- Heritage New Zealand Pouhere Taonga Act 2014
- Holidays Act 2003
- Impounding Act 1955
- Land Drainage Act 1908
- Land Transfer Act 2017
- Land Transport Act 1998
- Land Transport Management Act 2003
- Local Government Act 1974
- Local Government Borrowing Act 2011
- Minimum Wage Act 1983
- New Zealand Bill of Rights Act 1990
- New Zealand Walkways Act 1990
- Ombudsmen Act 1975
- Parental Leave and Employment Protection 1987
- Privacy Act 2020
- Property Law Act 2007
- Protected Disclosures Act 2000
- Public Audit Act 2001
- Public Records Act 2005
- Public Works Act 1981
- Rates Rebate Act 1973
- Rating Valuations Act 1998
- Remuneration Authority Act 1977
- Reserves Act 1977
- Residential Tenancies Act 1986
- Sale and Supply of Alcohol Act 2003
- Secret Commissions Act 1910
- Soil Conservation and Rivers Control Act 1941
- Taumata Arowai – The Water Services Regulator Act 2020
- Tax Administration Act 1994
- Treaty of Waitangi Act 1975
- Walking Access Act 2008
- Waste Minimisation Act 2008
- Water Services Entities Act 2022



### Stratford District Council - Local Governance Statement 2023 (D23/5820)

There are also a number of impending bills that are likely to become legislation within the three-year term of existing elected members that will impact on the Council. These include:

- Natural and Built Environment Bill
- Spatial Planning Bill
- Water Services Legislation Bill
- Water Services Economic Efficiency and Consumer Protection Bill
- Climate Adaptation Bill

### 3. Stratford District Council Bylaws

The Council also has the power to create bylaws governing rules that are applicable specifically to the Stratford district. Section 145 of the Local Government Act 2002 states that “A territorial authority may make bylaws for its district for 1 or more of the following purposes:

- a) *Protecting the public from nuisance;*
- b) *Protecting, promoting, and maintaining public health and safety;*
- c) *Minimising the potential for offensive behaviour in public places.*

Section 146 also grants specific bylaw making powers to local authorities in relation to specific activities.

Bylaws are required to be reviewed every ten years, however there is an additional two-year grace period that applies to lapsed bylaws to ensure they remain enforceable. The first review of new bylaws must be carried out within the first five years of the date the bylaw was first adopted.

Bylaw Title	Description	Date Last Reviewed
<b>Public Places and Nuisances</b>	Specifies what you can and can't do in public places and spaces to ensure safety and avoid nuisance.	May 2021
<b>Mobile or Travelling Shops</b>	Requires an operator of a mobile or travelling shop that serves food to get a Council licence.	September 2021
<b>Solid Waste Management and Minimisation</b>	Regulates refuse collection and disposal in order to promote effective and efficient waste management and to reduce waste produced in the district.	May 2020
<b>Water Supply</b>	Management of the use of council supplied water to protect the system from contamination and waste.	August 2019
<b>Control of Advertising Signs</b>	General requirements for the erection of signs and their construction.	March 2021
<b>Control of Dogs</b>	Covers rules around ownership and management of dogs within the district to ensure safety of the public, and animal wellbeing.	August 2020
<b>The Keeping of Animals &amp; Poultry</b>	Prescribes rules around the keeping of pigs, horses, poultry and other animals.	December 2020
<b>Cemeteries</b>	Provisions for plots and interments and the operations of Council cemeteries.	February 2020
<b>Parks and Reserves</b>	Describes the rules around what is not allowed at Council parks and reserves.	February 2020

**Stratford District Council - Local Governance Statement 2023 (D23/5820)**

<b>Damage Deposit</b>	Damage deposit (refundable bond) to be paid for any building work to cover damage to the street or footpath.	June 2008 (lapsed)
<b>Parking Control</b>	Prescribes rules around parking in the district, particularly in the CBD.	January 2018
<b>Wastewater</b>	Manages connections to the council sewerage system and the rules for discharge.	June 2020
<b>Liquor Control</b>	Prohibits liquor in specified public places during specified times.	January 2010
<b>Stock Control</b>	Restrictions for stock near or on roads or road reserves.	September 2010 (lapsed)
<b>Speed Limits</b>	Defines the speed limits on Stratford District Council roads.	February 2020
<b>Trade Waste</b>	Provides rules around the discharge of Trade Waste into the sewerage system and requires application for consent for discharge.	June 2020
<b>Beauty Therapy, Tattooing and Piercing</b>	Provides minimum industry standards to protect public health.	January 2018

#### 4. The electoral system and the opportunity to change

The Council operates its elections under the First Past the Post electoral system. Electors vote for their preferred candidate(s) up to the maximum number of Elected Members per ward, and those candidates with the most votes are elected to Council.

The alternative to the First Past the Post system is the Single Transferable Voting system where electors rank their preferred candidates in order up to the maximum number of Elected Members per ward.

Under the Local Electoral Act 2001, there is a process by which the Council's voting system can be changed. The Council can resolve to change the system to be used at the next two elections or; it can conduct a binding poll or electors can demand a binding poll. In which case, 5% or more of the registered electors need to sign a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial Council elections.

#### 5. Representation Arrangements

##### 5.1 Wards

Stratford district is divided into three wards. The physical layout for the urban and rural wards is mapped in section 17 of this Local Governance Statement.

<b>Urban Ward</b>	Six Councillors
<b>Rural Ward</b>	Four Councillors
<b>Maori Ward</b>	One Councillor

##### 5.2 Community Boards

The purpose of Community Boards is to look after specific local community interests and to establish a stronger link between the community and the Council. Their functions, duties and powers are set by statute as well as delegated by the Council.

## **Stratford District Council - Local Governance Statement 2023 (D23/5820)**

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The Council currently has no Community Boards.

### **5.3 Māori Wards**

The Local Electoral Act 2001 gives the Council the ability to establish separate wards for Māori electors. The Council has resolved to have a Maori ward for the 2022 and 2025 local elections.

### **5.4 Review of Representation Arrangements**

The Council is required to review its representation arrangements at least once every six years. The last review was undertaken in 2021. The review must include the following:

- The number of Councillors (excluding the Mayor).
- Whether the Councillors are to be elected by the entire district, or continue to be divided into, and elected by their wards (or a mix of both systems with some Councillors elected at large).
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred).
- Whether or not to have separate Māori wards.
- Whether to have Community Boards and if so how many, their boundaries and membership and how to subdivide a community for electoral purposes.

The Council must follow the procedures set out in the Local Electoral Act 2001 when conducting this review and should also follow guidelines published by the Local Government Commission. The Act gives the public the right to make a submission to the Council, and the right to appeal any decisions made by Council to the Local Government Commission, who will make a binding decision on the appeal.

The next review will be undertaken in 2027, unless an earlier review is specifically requested by Elected Members.

## **6. Elected Members' Roles and Conduct**

### **6.1 Delegations**

Schedule 7, clause 32 of the Local Government Act 2002 states that the Council can delegate to a Committee or officer of the local authority any of its responsibilities, duties or powers except:

- The power to make a rate;
- The power to make a bylaw;
- The power to borrow money or purchase or dispose of assets, other than in accordance with the long-term plan;
- The power to adopt a long-term plan, annual plan, or annual report;
- The power to appoint a Chief Executive;
- The power to adopt policies required to be adopted and consulted on under legislation.
- The power to adopt a remuneration and employment policy.

### **6.2 Codes of Conduct**

Schedule 7 clause 15 of the Local Government Act 2002 requires every Council to adopt a Code of Conduct for the Elected Members of the Council. This Code also applies to all people appointed to Committees of Council.

The Council's Code of Conduct provides guidance on the standards of behaviour expected from Elected Members in their dealings with each other, the Chief Executive, staff, the media, and the general public.

The objectives of the code are to:

- Enhance the effectiveness of Elected Members and the provision of good local government for the district;
- Promote effective decision-making and community engagement;
- Enhance the credibility and accountability of the local authority to its communities; and

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- Develop a culture of mutual trust, respect and tolerance between the members of the local authority and management.

The Code of Conduct is based on the following values:

1. **Public interest:** members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively in an accountable and transparent manner;
3. **Ethical behaviour:** members will act with honesty and integrity at all times and respect the impartiality and integrity of officials;
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
  5. **Respect for others:** members will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability.
  6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by the Code of Conduct and act in accordance with the trust placed in them by the public.
  7. **Equitable contribution:** members will take all reasonable steps to fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
  8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.

### 6.3 Applicable Statutory Requirements

Under **section 46(1) Local Government Act 2002**, Elected Members can be held liable for losses reported by the Auditor-General under section 44 of the Act, resulting from an unlawful action by the Council. The loss is recoverable as a debt due to the Crown from each member jointly and severally.

Under **schedule 7, Clause 1, Local Government Act 2002**, an Elected Member (the Mayor, a Councillor, or a Community Board Member) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an offence punishable by a term of imprisonment of two years or more.

The **Local Authority (Members' Interests) Act 1968**, regulates the circumstances under which a member has a pecuniary interest in a matter with the Council. Nobody may be elected to a Council, or once elected, remain a member, if the value of contracts between the Council and that member (or spouse or partner, including through a company) exceed \$25,000 in any financial year. They may also be fined up to \$200 (section 5). Nor may a member participate in the discussion or voting on a matter in which the member has a direct or indirect pecuniary interest, except an interest in common with the public. If members are convicted of a breach of this requirement they will be automatically disqualified from office. They may also be fined up to \$100 (section 7).

The **Local Government Official Information and Meetings Act 1987 ("LGOIMA")**. The obligations of LGOIMA are binding on members and apply to the disclosure of information by a member in respect of any information held by that member (in his or her capacity as member) to the public. The underlying principle is that unless there is good reason to withhold it, information should be made available. Sections 6 and 7 of the Act give a number of grounds for withholding disclosure.

The LGOIMA also sets out the procedural requirements for meetings of local authorities, the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings.

The **Secret Commissions Act 1910**, makes it unlawful for a Member (or officer) to receive a gift or benefit from anyone outside the Council if they are corruptly given or offered it as an inducement or reward for doing any act in relation to Council business or for showing favour or disfavour to any person in relation to the Council's affairs or business.

The **Crimes Act 1961**, makes it unlawful for Members to accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of the Council, or use information gained in the course of the member's duties for monetary gain or advantage by the Member, or anyone else.

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The **Securities Act 1978**, places Members in the same position as company directors whenever the Council offers shares in a company to the public. Members may be personally liable if investment documents, such as a prospectus, contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

## **7. Governance**

### **7.1 Independent Election**

The Council believes that the democratic election by citizens of Stratford district ensures that it is able to operate in the best interests of the district.

### **7.2 Council Meetings**

The Ordinary Council meeting is held on the second Tuesday of every month at 3.30pm at the Stratford District Council Chambers, Miranda St, Stratford.

The Council holds monthly meetings to ensure that the affairs of the Council are being conducted in accordance with legislative mandate and Council objectives. The Council also monitors the performance of the Percy Thomson Trust, and the other Council Committees.

### **7.3 Council Committees**

The Council has set up Standing Committees made up of Elected Members to monitor and assist in the effective discharging of specific responsibilities.

These Standing Committees are:

- Policy and Services Committee - meets on the fourth Tuesday of every month at 3.00pm.
- Audit and Risk Committee – meets five times a year in March, May, July, September, and November on the third Tuesday at 4.00pm.
- Farm and Aerodrome Committee – quarterly meetings (March, June, September, December).
- Sport New Zealand Rural Travel Fund Committee – meets twice a year in April and November.
- Executive Committee - meets as required.

### **7.4 External Committees**

The Mayor appoints an Elected Member representative on the following external committees:

- Taranaki Regional Council Policy and Planning Committee
- Regional Land Transport Committee
- Civil Defence Emergency Management Committee
- Taranaki Regional Solid Waste Management Committee
- Central Landfill Joint Committee.

### **7.5 Partnerships**

An essential element of the Council's operations is engaging with and getting input from the community. By establishing close working relationships with various sectors within the community, the Council is in a better position to accommodate community needs in its decisions.

The Council has an Elected Member representative on the following community organisations committees:

- Positive Ageing
- Sport Taranaki Trust
- Eltham Drainage Board
- TET Combined Sports Society
- Creative Communities Committee
- Central Taranaki Safe Community Trust

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There are a range of relationships that the Council holds with other various community organisations.

### **8. Council Controlled Organisations**

The Council has one Council Controlled Organisation (CCO), the Percy Thomson Trust, with control through the ability to appoint more than half of the trustees.

The Trust is registered as a charitable trust, and therefore exempt from income tax.

### **9. Meeting Processes**

The legal requirements for council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

#### **9.1 Legal Processes**

All Council and committee meetings and workshops are open to the public unless there is reason to consider an agenda item with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Council, for example at hearings or public forums. The LGOIMA contains a list of the circumstances where councils may consider items which are public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and, the maintenance of public health, safety and order.

The Council agenda and minutes are public documents, although parts may be withheld if the above circumstances apply. They will be made available on the Council website and are a protected record, and therefore must be retained in perpetuity.

#### **9.2 Standing Orders**

Clause 27, Schedule 7 of the Local Government Act 2002 requires local authorities to adopt a set of standing orders for the conduct of its meetings and those of its committees. The Council standing orders can be found on the Council website.

The Mayor or Committee Chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders.

During meetings of the Council or Committees, all Council participants must follow standing orders unless standing orders are suspended by a vote of 75% (or more) of the members present.

#### **9.3 Public Notice**

All meetings of the Council for the following month, must be publicly notified between 5 and 14 days (inclusive) before the end of the month. However, if a meeting is to be held on or after the 21<sup>st</sup> of the month then it may be notified between 5 and 10 working days before the day on which the meeting is to be held (section 46 of LGOIMA).

Extraordinary or emergency meetings must be publicly notified as soon as practicable before the meeting is held. Notification may be through the Council's website if it is not practical to include in the newspaper in time. The public notice must include the general nature of the business to be transacted at the meeting.

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### 10. Consultation Policy

#### 10.1 The Special Consultative Procedure

The Local Government Act 2002 sets out the Special Consultative Procedure - consultation principles and a procedure that local authorities must follow when making certain decisions.

When it is adopting its Long-Term Plan or District Plan, the Council must hold formal meetings with community groups and other interested parties. At these meetings, the Council will seek views on the matters it considers important and identify issues of concern to the community. The Council may also hold public forums where residents give their views on the performance of the Council and other issues the residents consider significant.

The Special Consultative Procedure consists of the following steps:

- **Step One:** *Preparation of a statement of proposal and a summary.*

The Council must prepare a description of the proposed decision or course of action. The Council must also prepare a full and fair summary of the proposal. The statement and summary must be widely available for distribution throughout the community and for inspection at Council offices. The statement must be adopted at a Council meeting before being released to the public.

- **Step Two:** *Public notice.*

The Council must publish a notice in one or more daily newspapers circulating in the Stratford district, or in other newspapers of equivalent circulation, including the statement of proposal, the opportunity/s available for the public to present their views. It must also be published on the Council's website.

- **Step Three:** *Receive submissions.*

At least one month from the date of the notice must be allowed for submissions (section 83 (1)(b) of the Local Government Act 2002). The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to present their submission to the Council.

- **Step Four:** *Deliberate in public.*

All meetings where the Council deliberates on the proposal or hears submissions, must be open to the public (unless there is a reason to exclude the public under the LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.

- **Step Five:** *Follow up.*

All submitters must be acknowledged in writing. A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

The Council must follow the Special Consultative Procedure before it:

- adopts a Long-Term Plan (LTP),
- amends an LTP significantly via the Annual Plan,
- adopts, revokes, reviews or amends a bylaw,
- changes the mode of delivery for a significant activity that is not provided for in an LTP, (for example, changes from Council delivery to delivery by a Council Controlled Organisation or from a Council Controlled Organisation to a private sector organisation).

The Council may be required to use the Special Consultative Procedure under other legislation and it may use this procedure in other circumstances if it wishes to do so.

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**11. Policies for Engagement with Māori**

**11.1 Iwi within Stratford district**

Under the provisions of the Resource Management Act 1991, the Council consults with the respective Iwi on resource consent matters and policy development where the Iwi are potentially affected. This is determined on a case-by-case basis.

The four Taranaki councils are currently working together with Iwi from across Taranaki to look at developing a Mana Whakahono a Rohe (MWAR) agreement that will provide guidance around Iwi participation in Resource Management matters. The MWAR is unlikely to involve all Iwi in the region (or this district) although they have all been invited to participate in the process, but it is likely to cover several Iwi with others able to join later if they wish.

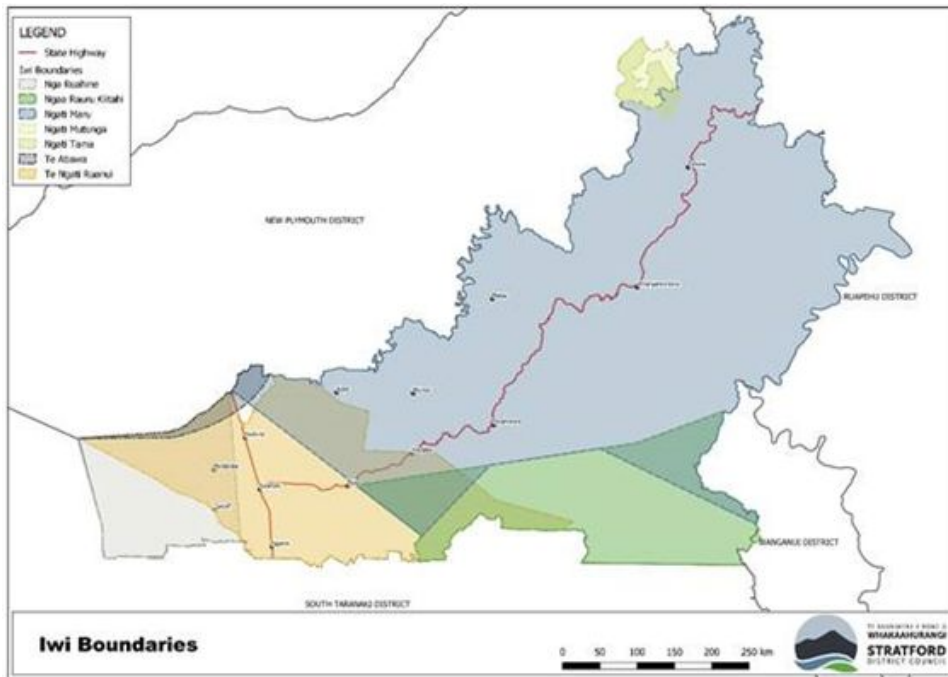
Iwi authorities that have mana over whenua within the Stratford district are:

- Ngāruahine Iwi Authority
- Te Runanga o Ngāti Ruanui Trust
- Ngāa Rauru Kīitahi
- Te Runanga o Ngāti Mutunga
- Ngāti Maru Wharanui Pukehou Trust
- Te Atiawa Iwi Authority
- Te Runanga o Ngāti Tama.

**11.2 Māori within Stratford district**

Under the provisions of section 81 of the Local Government Act 2002 the Council is legally required to establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of Council, and foster the development of Māori capacity.

One Councillor has been elected by electors on the Maori roll to represent the district on the Maori ward.





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## **12. Management Structure and Relationships with Elected Members**

### **12.1 Division of Responsibility between the Council and Management**

A clear division between the role of Elected Members and that of management is key to the efficient running of the Council.

Section 39 of the Local Government Act 2002 sets out a series of local governance principles – one of which is “*A local authority should ensure that the relationship between Elected Members and management of the local authority is effective and understood*”.

### **12.2 Chief Executive**

Section 42 of the Local Government Act 2002 requires the Council to appoint a Chief Executive who is responsible for:

- implementing the decisions of the local authority;
- providing advice to Elected Members of the local authority;
- ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an act, regulation, or bylaw, are properly performed or exercised;
- ensuring the effective and efficient management of the activities of the local authority;
- facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- providing leadership for the staff of the local authority;
- employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy); and
- negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

The Chief Executive is the only person who may give instructions to a staff member. Complaints about individual staff members should, therefore, be made to the Chief Executive only.

## **13. Equal Employment Opportunities**

The Council supports the principles and practices of Equal Employment Opportunities (EEO) as a means of ensuring all applicants and employees have equal opportunity to achieve their potential.

The Chief Executive is committed to ensuring equality of opportunity for all forms of paid employment and rejects unfair discrimination on any grounds including gender, marital status, religious or ethical belief, race or colour, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation or involvement in union activities.

The use of job sharing, flexible work hours, and the ability to respond to personal and family crises, will be paramount in ensuring the Council is seen as an employer of choice. Recruitment and selection processes are transparent with the primary aim of identifying and employing the best person for the position.

## **14. Key Approved Planning and Policy Documents**

### **14.1 Stratford District Plan**

- The District Plan was made operative on 14 February 2014.
- The Council is in the process of commencing a major review with Elected Members.

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### **14.2 Strategies**

- Financial Strategy – minimum 10 year outlook
- Infrastructure Strategy – minimum 30 year outlook

### **14.3 Long Term Plan (LTP)**

Under the Local Government Act 2002, the Council is required to develop an LTP in consultation with the community. This covers the 10 years from the date of its publication and it will be reviewed and updated every three years. In the alternate two years, the Council will publish an Annual Plan. Each Annual Plan will describe the work programme to deliver for that particular year (year 2 or 3) of the LTP.

The LTP builds on what has been done already and sets out the phases of work for the next ten years and how that work will be funded.

### **14.4 Key Policies and Plans**

The following policies, issues and key decisions, were taken out to the community as part of the extensive consultation on the LTP 2018-28.

#### **14.4.1 Rates Policies**

- Rates Remission Policy
- Rates Postponement Policy

#### **14.4.2 Revenue and Financing Policy**

The policy sets out how the Council will fund its activities.

#### **14.4.3 Significance and Engagement Policy**

The Council is required to define what a 'significant' decision is. By identifying if a decision is significant this will guide the Council as to the appropriate provision of consultation and information with the community and affected groups.

#### **14.4.4 Treasury Management Policy**

This includes policies on Liability and Investment Management. With regards to Liability Management it covers debt repayment, specific borrowing limits and the giving of securities.

#### **14.4.5 Development and Financial Contributions Policy**

The Local Government Act 2002 allows councils to consider the use of Development Contributions for costs of community facilities expected as the district grows. The Council has adopted a Financial Contributions Policy through the District Plan.

#### **14.4.6 Asset Management Plans**

The Council has adopted Asset Management Plans for each of the activity areas listed below:

- Roading;
- Water Supply;
- Wastewater;
- Stormwater ;
- Solid Waste;
- Parks and Reserves; and
- Property.

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## 15. Public Access to Council and its Elected Members

**District Mayor - Neil Volzke, JP**

Mobile: 027 631 7418

[nvolzke@stratford.govt.nz](mailto:nvolzke@stratford.govt.nz)

**Urban Ward**

- Deputy Mayor Min McKay  
Mobile: 0227 357 6060  
[min.mckay@stratford.govt.nz](mailto:min.mckay@stratford.govt.nz)
- Councillor Annette Dudley  
Mobile: 027 452 6617  
[Annette.dudley@stratford.govt.nz](mailto:Annette.dudley@stratford.govt.nz)
- Councillor Jono Erwood  
Mobile: 027 640 4008  
[jono.erwood@stratford.govt.nz](mailto:jono.erwood@stratford.govt.nz)
- Councillor Ellen Hall  
Mobile: 021 817 792  
[min.mckay@stratford.govt.nz](mailto:min.mckay@stratford.govt.nz)
- Councillor John Sandford, JP  
Mobile: 027 496 2278  
[john.sandford@stratford.govt.nz](mailto:john.sandford@stratford.govt.nz)
- Councillor Mathew Watt  
Phone: 027 496 2278  
[mathew.watt@stratford.govt.nz](mailto:mathew.watt@stratford.govt.nz)

**Rural Ward**

- Councillor Grant Boyde, JP  
Mobile: 027 603 2842  
[grant.boyde@stratford.govt.nz](mailto:grant.boyde@stratford.govt.nz)
- Councillor Steve Beck  
Mobile: 027 444 7571  
[steve.beck@stratford.govt.nz](mailto:steve.beck@stratford.govt.nz)
- Councillor Amanda Harris  
Phone: 06 762 3520  
[amanda.harris@stratford.govt.nz](mailto:amanda.harris@stratford.govt.nz)
- Councillor Vaughan Jones  
Mobile: 027 620 2106  
[vaughan.jones@stratford.govt.nz](mailto:vaughan.jones@stratford.govt.nz)

**Maori Ward**

- Councillor Clive Tongaawhikau  
Mobile: 021 818 006  
[clive.tongaawhikau@stratford.govt.nz](mailto:clive.tongaawhikau@stratford.govt.nz)

**Stratford District Council - Local Governance Statement 2023 (D23/5820)**

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## **16. Requests for Official Information**

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA), any person may request information from the Council.

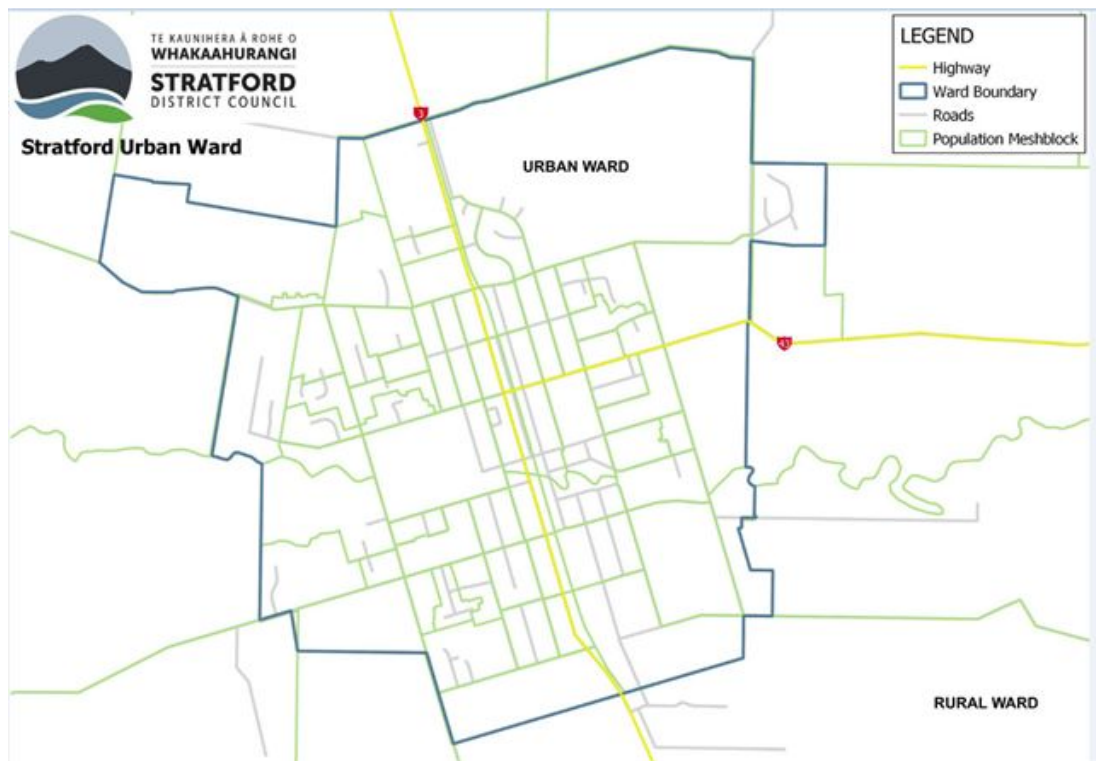
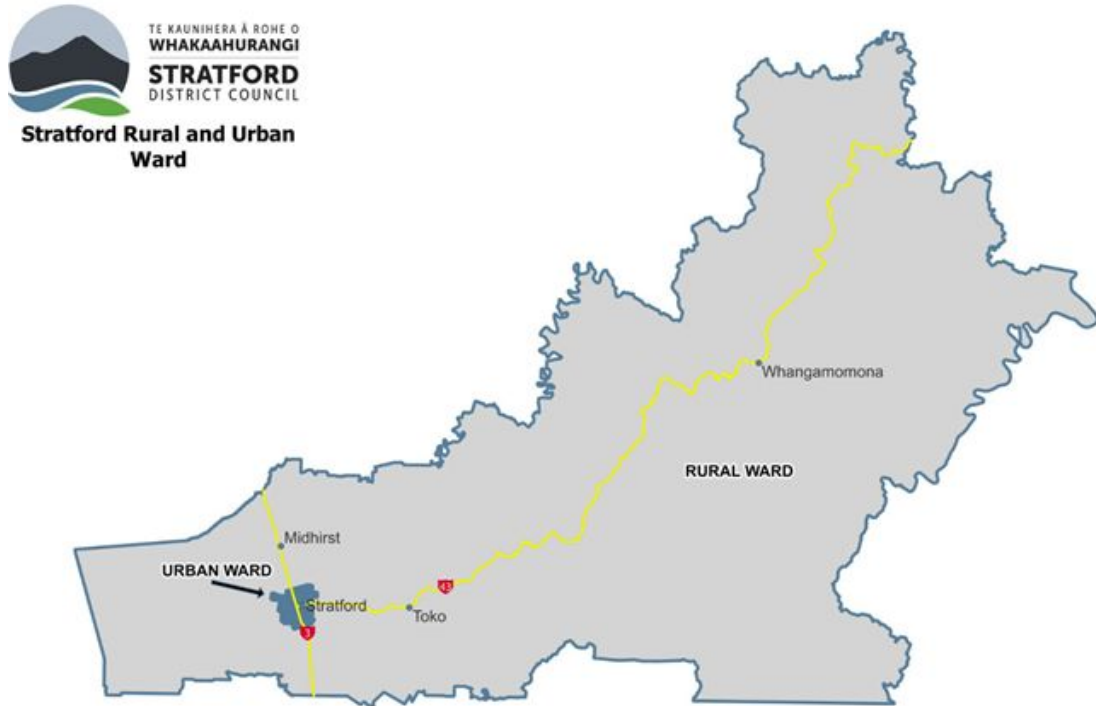
Once a request is made the Council must supply the information unless reason exists for withholding it. The LGOIMA says that information may be withheld if release of the information would:

- endanger the safety of any person;
- prejudice maintenance of the law;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Māori or would disclose the location of waahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities; and
- allow information to be used for improper gain or advantage.

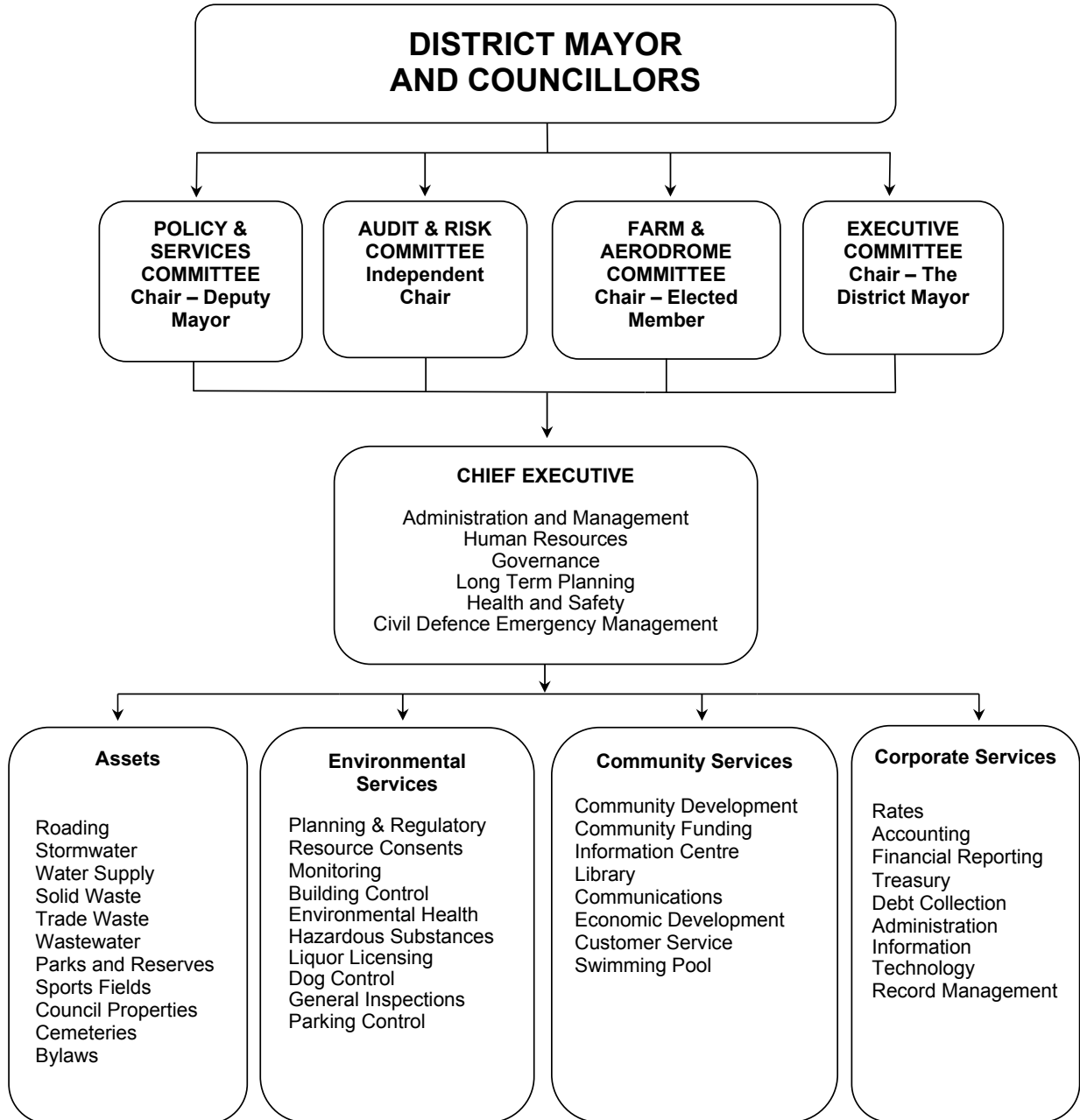
The Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended). The Council may charge for staff time in collecting the official information, under guidelines set down by the Ministry of Justice.

**Stratford District Council - Local Governance Statement 2023 (D23/5820)**

**17. Location of Wards: Stratford District Council**



### 18. CHART Stratford District Council Organisation Chart



## **Stratford District Council - Local Governance Statement 2023 (D23/5820)**

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### **19. Council Committees**

Section 41A(5) of the Local Government Act 2002 specifies that the District Mayor is a member of each committee of a territorial authority.

#### **Policy and Services Committee**

##### **Purpose**

To assist Council with the development of an appropriate strategic policy framework that is based on a comprehensive knowledge of the community and its requirements.

##### **Membership**

- Comprises all members of Council.
- The Chairman is the Deputy Mayor.

#### **Audit and Risk Committee**

##### **Purpose**

To monitor and manage Council risk and the internal and external audit programme.

##### **Membership**

- Comprises four members of Council and an independent Chairman.
- The Chairman is appointed through a recruitment process managed by the Chief Executive and Mayor.

#### **Executive Committee**

##### **Purpose**

To act on behalf of the full Council at any time when the urgency of a matter would make the delaying of a decision contrary to the best interests of the Council or its community.

##### **Membership**

- Comprises five members of Council.
- The Chairman is the Mayor.

#### **Farm and Aerodrome Committee**

##### **Purpose**

To provide oversight of the Farm operation and the Aerodrome.

##### **Membership**

- Comprises four members of Council, and two staff members (no voting rights).
- The Chairman is appointed by the Mayor and will be an Elected Member.

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### **Citizens Award Committee**

#### **Purpose**

To determine awards for outstanding voluntary service in the Stratford district which is of benefit to other residents of the district.

#### **Membership**

- Comprises five members, including the Mayor, two Councillors and two citizens of the Stratford district.
- The Chairman is the Mayor.

### **Sport NZ Rural Travel Fund Committee**

#### **Purpose**

To determine funding applications for physical activity and recreation activities in the Stratford community.

#### **Membership**

- Comprises eight members including the Mayor, three Councillors and four citizens of Stratford district.



# DECISION REPORT



F22/55/04 – D23/6390

To: Policy and Services Committee  
From: Chief Executive  
Date: 28 February 2023  
Subject: Policy Reviews – February 2023

## Recommendations

1. THAT the report be received.
2. THAT the attached, updated and new policies, being the:
  1. Smokefree Environments – Public Spaces and Community Events Policy
  2. Workshop Policy
  3. Waste Levy Contestable Fund Policybe adopted.
3. THAT the
  4. *Smoke-free Environments – Council Buildings and Public Spaces Policy*
  5. Paper Records Policybe withdrawn.

## Recommended Reason

This is part of council's rolling review of policies. Policies require review from time to time to ensure they still reflect current legislation and best practice, as well as elected members' views and meet the business needs of the organisation. Any policies recommended for withdrawal have either been found to be not required, amalgamated into an existing policy or replaced by a new policy as outlined in the body of this report.

/  
Moved/Seconded

## 1. Purpose of Report

This report is part of Council's rolling review of its policies. There are a small number of policies that are reviewed as part of other processes and will not form part of this review cycle – but the majority of policies is expected to be presented this way over time. Occasionally where a policy requires significant attention, this may be done via a separate report.

## 2. Executive Summary

Policies are an essential element of Council's business processes as they communicate elected members' expectations on general business matters to staff. These require periodic review to remain current.

**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
<b>Social</b>	<b>Economic</b>	<b>Environmental</b>	<b>Cultural</b>
✓	✓	✓	✓

Up to date policies enable council to perform a good quality local public service and good quality regulatory functions.

**4. Background**

4.1 Council has recently reviewed a large volume of policies which were due or overdue for review. Having overcome most of this backlog, it is important to maintain momentum to ensure policies are reviewed in the appropriate time frame.

4.2 Policy review cycles vary notably and part of the review of each policy will be to ensure each policy has the appropriate review cycle attached. Review of policies can be triggered outside of the normal review cycle by a range of factors, including but not limited to legislative change, operational requirements identified by staff and request by elected members.

4.3 For the policies for adoption within this report, the following changes have been incorporated and are being recommended by staff:

4.3.1 Smokefree Environments – Public Spaces and Community Events Policy – Appendix 1  
(replaces existing policy, major change due to legislative and societal changes, original policy to be separately withdrawn due to difference in title)

4.3.1.1 Move of policy to current template.

4.3.1.2 The policy represents a full re-write due to legislative and societal changes affecting the scope of this policy:

1. Inclusion of vaping. Elected members are encouraged to consider their stance on vaping. Most legislation and smoke-free policies treat vaping the same way as smoking – which is what is proposed in the attached policy. There is an argument that vaping helps smokers to quit and therefore should be treated more leniently, if elected members agree with this stance we will withdraw the policy from this report and re-present it with those changes at a later meeting.
2. Move from a regulatory enforceable policy to voluntary participation. Elected members are encouraged to consider their stance on a regulatory approach (which is near impossible to enforce) vs a voluntary approach. The attached policy proposes a non-regulatory approach. If elected members disagree with this approach we will withdraw the policy from this report and re-present it with those changes at a later meeting.
3. Removal of references to indoor spaces as this has been legislated and there is no benefit in policies overlapping legislation.

4.3.2 Workshop Policy - Appendix 2  
(new Policy)

4.3.2.1 To provide clarity to staff, or other subject matter experts called on to deliver workshops, on the preparation and delivery of Council workshops.

4.3.2.2 To provide clarity to elected members and the public on what to expect from a Council workshop.

4.3.2.3 This policy reinforces the fact that no decisions, or parts of decisions, will be sought at workshops, or agreed to at workshops.

4.3.3 Waste Levy Contestable Fund Policy – Appendix 3

4.3.2.1 This is a minor update to a recently adopted policy. When staff started working with the policy it became evident that it would benefit from some clarifications and the opportunity was also taken to correct some grammar. These changes are purely cosmetic and symptomatic of a new policy that has yet to be applied.

4.4 The following policies are recommended to be withdrawn:

4.4.1 Smoke-free Environments – Council Buildings and Public Spaces Policy – Appendix 4

4.4.1.1 This policy is being replaced by the Smokefree Environments – Public Spaces and Community Events Policy as per an earlier item of this report. Withdrawal and adoption of a new policy was considered a better approach to an update as the title has changed and the content significantly altered.

4.4.2 Paper Records Policy – Appendix 5

4.4.2.1 The majority of this policy was covering internal operational details. While it also covered the right to request access to Council held information, this is already covered on the website under the official information request section and the Community Archives policy. The operational details have been added to an existing internal policy – the Information and Records Management Policy (**Appendix 6**). Internal policies cover operational matters and are signed off by the Senior Leadership Team, rather than elected members.

**5. Consultative Process**

**5.1 Public Consultation - Section 82**

Some policies will require public consultation, this determination will be made on a case-by-case basis in alignment with legislative requirements and Council's Significance and Engagement Policy.

**5.2 Māori Consultation - Section 81**

Where appropriate, direct consultation will be undertaken with Māori.

**6. Risk Analysis**

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

6.1 The key risk within this process is that legislative and or consultation requirements are overlooked or policy change creates undesired outcomes. These factors need to be managed on a policy-by-policy basis as part of the process.

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

**7.1 Direction**

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	Policies form the basis of a variety of council functions including the provision of infrastructure, regulatory functions and the provision of a local public service.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Policies in many cases form the basis and framework to how these needs are identified, addressed and met.

**7.2 Data**

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

The review and preparation of each policy will incorporate the required research and where needed additional information and or data will be provided within the relevant context.

**7.3 Significance**

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

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

#### 7.4 Options

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

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

There is overall no alternative to having key policies. For policies which are not legislatively required, consideration needs to be given whether the effort to develop and maintain a policy exceeds the potential benefit. Within each policy, council has options how to manage events and actions stipulated by that policy. These options will be discussed with elected members for each relevant policy.

#### 7.5 Financial

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

There is no immediate impact other than through the actions triggered by each policy. This will be discussed on a policy-by-policy level where required.

#### 7.6 Prioritisation & Trade-off

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

No trade-off is being undertaken, all policies will form part of the review cycle, as outlined in the original report on this matter.

#### 7.7 Legal Issues

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

There are no legal implications at a high (all policies) level, individual policies will have to reflect current legislation.

7.8 **Policy Issues - Section 80**

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

The subject of this report is the review of policies, their alignment, legality and timely review

**Attachments:**

**Appendix 1** – Smokefree Environments – Public Spaces and Community Events Policy

**Appendix 2** – Workshop Policy

**Appendix 3** – Waste Levy Contestable Fund Policy

**Appendix 4** – Smoke-free Environments – Council Buildings and Public Spaces Policy

**Appendix 5** – Paper Records Policy

**Appendix 6** - Information and Records Management Policy



Sven Hanne  
**Chief Executive**

**Date** 22 February 2023

# POLICY



<b>Policy:</b>	Smokefree Environments – Public Spaces and Community Events
<b>Department:</b>	Office of the Chief Executive
<b>Approved by:</b>	
<b>Effective date:</b>	1 July 2023
<b>Next review date:</b>	2028/2029
<b>Document Number:</b>	D23/6391

## 1. Purpose

This policy aims to provide more smoke **and vape** free environments and improve the health and wellbeing of Stratford residents by reducing the prevalence of **smoking and vaping** and the effects of smoking **and vaping** on non-smokers. Smoke and vape free messaging in council-owned or controlled outdoor public places and facilities, as well as council supported public events, sends a positive message that people's health and the environment should be protected from the effects of smoking **and vaping**.

Council aims to achieve its objective of discouraging smoking **and vaping** in public outdoor places without unduly infringing the ability of people to smoke **or vape** in outdoor public places if they want to. It also considers enforcement of any ban on smoking **and or vaping** as impractical and potentially counter-productive. The Policy is therefore **voluntary and non-regulatory**, and people are encouraged to comply in the spirit of promoting healthy lifestyle choices.

## 2. Scope

1.1 To **encourage** people not to smoke or vape in the following Council owned or controlled outdoor public places in the Stratford District:

- Parks, gardens and reserves
- Sports grounds and courts, and swimming pool grounds
- Playgrounds
- Bus passenger shelters
- The main entrances and exits of Council buildings and facilities such as offices, libraries, halls, pools halls, pools and recreation centres
- Areas of footpaths licensed for outdoor dining
- Council-organised, supported or funded events

Areas and events that people associate with Council will be prioritised,

The Smokefree Environments and Regulated Products Act 1990 requires all internal areas of workplaces, licensed premises and certain public enclosed premises, to be smokefree and vape-free. This includes council offices, libraries, swimming pools and other indoor venues. As a result, these are not included in this policy as they are already covered by legislation.

## 3. Objectives

- 3.1 The objectives of this policy are to:
- Give effect to Stratford District Council's commitment to support the Government's goals for a smokefree Aotearoa New Zealand.

- Improve the health and wellbeing of our communities by decreasing the prevalence of smoking and vaping in public places and decreasing public exposure to second-hand smoke.
- Increase the likelihood that people will remain smoke and vape free by reducing the number of places where they see others smoking or vaping.

#### 4. Principles

- 4.1 The Council will provide community leadership in supporting the national goal of New Zealand to become a smokefree nation by 2025 as it improves public amenity the wellbeing of Stratford residents.
- 4.2 Implementation of the Policy takes a non-regulatory approach to supporting individual choices for leading healthy lifestyles. It uses smoke free/vape free signage and messaging via the Council's website, social media, entry foyer and events screens and any other relevant communications channels.
- 4.3 Signage to indicate smoke free/vape free areas will be installed where it is considered to be appropriate and most effective. This may include Council-run events and events taking place on Council-owned land.
- 4.4 The Council will work collaboratively with relevant partners to make sure that information relating to this policy and the health impacts of smoking and vaping are easily accessible to the community and communicated to the public.
- 4.5 This Policy does not ban smoking or vaping in public places. It aims to educate and encourage; it is self-policing and no action will be taken against those who do not comply. Compliance is entirely voluntary and will not be enforced by Council staff.

#### 5. Background

- 5.1 The New Zealand Government has a vision of New Zealand being smoke-free by 2025.
- 5.2 Council has a duty to improve, promote, and protect public health within its District, as stated in section 23 of the Health Act 1956.
- 5.3 The Smoke-free Environments and Regulated Products Act 1990 aims to protect non-smokers, particularly children and young people, from the effects of smoking. It also aims to prevent the normalisation of vaping, discourage people from taking up smoking or vaping, encourage people to stop smoking or vaping and support smokers to switch to less harmful regulated products.
- 5.4 The Smokefree Environments and Regulated Products Act 1990 requires all internal areas of workplaces, licensed premises and certain public enclosed premises to be smoke and vape free. As a result, these are not covered by this policy as they are separately covered by legislation.

#### 6. Smokefree Public Places and Community Events

- 6.1 Town Centre
  - Prospero Place and footpaths along Broadway between the northern and southern roundabouts.
- 6.2 Parks and Open Spaces
  - All Stratford District Council parks and open spaces
- 6.3 Council owned buildings and facilities
  - On or within ten (10) metres of council owned or operated buildings and facilities.
  - Within two (2) metres of all bus stops and shelters within the Stratford District.
- 6.4 Events
  - Public events held at any Council outdoor public places are required / encouraged to be smoke and vape free.
  - If Council contributes funding or other support for an event, the organisers will be required / encouraged to promote the event as smoke and vape free.



# POLICY



<b>Policy:</b>	<b>Council Workshops</b>
<b>Department:</b>	<b>Governance</b>
<b>Approved by:</b>	<b>Policy and Services Committee</b>
<b>Effective date:</b>	<b>TBC</b>
<b>Next review date:</b>	<b>2025</b>
<b>Document Number:</b>	<b>D22/49801</b>

## 1. Purpose

- 1.1 To provide clarity to staff, or other subject matter experts called on to deliver workshops, on the preparation and delivery of Council workshops.
- 1.2 To provide clarity to elected members and the public on what to expect from a Council workshop.

## 2. Scope

- 2.1 This policy covers Council workshops only, and does not include Elected Member training, Council and Committee meetings, or internal staff only workshops and training.

## 3. Principles

- 3.1 This policy is based around the following principles:
  - The Council is transparent with the public and community.
  - Staff are committed to the responsibility of enhancing elected members knowledge and awareness for better decision-making.
  - Consistency in workshop administration, delivery and presentation format will provide a better learning environment for elected members.

## 4. Background

- 4.1 Council workshops provide a valuable opportunity for staff and other subject experts to provide information to elected members that is relevant for future Council decisions.
- 4.2 Workshops provide an opportunity for staff to be able to answer any questions that elected members may have about a particular topic or issue, outside of the formal setting of a Council meeting.
- 4.3 Council workshops are considered informal in that the Council's Standing Orders do not apply. However, the workshops are still subject to administration procedures, and control through a Chair type role, which is usually allocated to the Mayor, or Deputy Mayor.
- 4.4 Although workshops are largely initiated and developed as a one-way communication method of *informing*, there is an element of *involving* elected members by seeking feedback, in that staff will take note of elected members concerns and opinions about particular issues and provide clarification on any concerns. However, this policy makes

it clear that no decisions, or parts of decisions, will be sought at workshops, or agreed to at workshops.

- 4.5 The decision on whether or not a workshop is warranted is made by the Senior Leadership Team and approved by the Chief Executive, and may be influenced by the upcoming work programme, or upon request by elected members themselves. A workshop would be beneficial where an information presentation will increase knowledge and/or competency, and elected member decision making is improved by looking at a topic in-depth and allowing for elected members to seek clarification to enable a greater understanding of the topic.

## 5. Workshop Administration

- 5.1 Workshops are scheduled by the Governance Team, and are usually scheduled to be held immediately prior to a Council or Committee meeting.
- 5.2 A memo must be prepared by the subject expert or relevant Director prior to the workshop, using the standard *Workshop Memo Template*. This must be reviewed and approved by the Chief Executive and put into Diligent by the Friday before the workshop at the latest to give elected members sufficient time to work through the material.
- 5.3 Supplementary material may be provided to elected members, for information purposes in addition to the memo. The *Powerpoint Presentation Template* should be used for any live visual presentation unless unsuitable to do so.
- 5.4 The staff member responsible for delivering the workshop must have in-depth knowledge and be able to answer basic questions on the topic being presented. They must have adequate presentation skills and have a thorough awareness of why the information is to be presented to elected members, and be clear on the expected outcomes.
- 5.5 Notes will be recorded for workshop by the Governance Team, or another similarly skilled staff member. The notes from the workshops will be available to the public upon request.
- 5.6 Any exceptions to the process above must be approved on a case-by-case basis by the Chief Executive.

## 6. Appendices

- *Workshop Memo Template D21/43144*
- *Powerpoint Presentation Template D21/26692*

# POLICY



Policy:	Waste Levy Contestable Fund
Department:	Assets
Approved by:	Policy and Services Committee
Effective date:	5 October 2022
Next review date:	October 2024
Document Number:	D21/41469

## 1. Purpose

1.1 The purpose of this policy is to define the eligibility and exclusions for Waste Levy Contestable Fund applications.

~~1.2~~ The ~~purpose of the~~ Waste Levy Fund is intended to ~~boost~~support the district's activities and initiatives for waste minimisation and resource recovery.

~~1.2.1.3~~ Eligible projects must benefit the Stratford district and lead to measurable reductions in waste to landfill and/or support resource recovery improvement activities.

## 2. Scope

2.1 This Waste Levy Contestable Fund Policy ('this policy') applies to the funds received from the waste levy ~~impose~~imposed by central government ~~efon~~ our solid waste ~~disposal~~disposed at the landfill.

2.2 Currently there is \$68,925 in the waste levy fund reserve, of which \$50,000 is proposed to be allocated over 2 years at \$25,000 per year.

2.3 The waste disposal levy raises revenue for initiatives to reduce waste and encourage resource recovery (e.g., composting and recycling). It recognises that disposal imposes costs on our environment, society and economy.

2.4 This policy is to be read in conjunction with the Council's Solid Waste Management and Minimisation Bylaw 2020 and the Waste Management and Minimisation Plan (WMMP) 2018 and subsequent amendments.

2.5 For the purpose of this policy, the Waste Levy Contestable Fund means:

*A fund that is contestable by the community and allocated on application, to support waste minimisation and resource recovery initiatives and activities in the district.*

## 3. Eligibility

3.1 The applicant must be:

- Either a natural person, or an organisation, or a not-for-profit entity; and
- Normally resident or located in the Stratford district; and
- Applying for funding for a waste minimisation and/or resource recovery project.

## 4. Funding Application Assessment Criteria

4.1 Projects must promote or achieve waste reduction initiatives and/or resource recovery activities that avoid, reuse, recycle or recover waste, or make use of resources diverted from landfill.

4.2 Projects may include, but are not limited to:

- Education or behavioural change, to promote waste minimisation initiatives and/or resource recovery activities for a particular target audience.
- Infrastructure that helps divert resources from landfill.
- Research to investigate existing waste quantities and composition, behavioural or economic incentive, towards effective reduction of waste and/or resource recovery improvement activities.
- Design of product stewardship schemes or other solutions that promote and achieve waste minimisation and resource recovery.
- Other initiatives and activities that contribute to the Council's actions and strategic priorities in the WMMP.

4.3 Applications will be considered against the assessment criteria based on the Council's Waste Management and Minimisation Plan - Section 5.3, being:

All waste levy funding received by the Council will be ~~spend~~spent on waste minimisation activities in accordance with the Action Plan presented in Part B. Waste levy may be used ~~to~~:

- to provide grants;
- to support contract costs; or
- as infrastructure capital.

The Council has flexibility in the timing and manner in which waste levy funds are utilised. Funds can be pooled with other councils, or pooled for several years to use for infrastructure development, as long as this use is provided for and explained in the plan.

## 5. Conditions for Approval

- 5.1 There will be no cap on the maximum amount available, up to \$25,000 per annum, for approval for any single entityapplicant.
- 5.2 The successful entityapplicant will be required to submit a report on the funds expended at the end of the financial year.
- 5.3 For funds approved greater than \$3,000, the successful entityapplicant will be required to provide a six-monthly report, in addition to a final report as per (5.2) above.
- 5.4 If previously allocated funds by ~~Councils, the Applicants~~Council, applicants must provide evidence of successfully expending those funds and the reporting provided to support the expenditure.
- 5.5 Projects must be new or improvement activities that are achievable within one financial year.
- 5.6 ~~Applicant~~Applicants must provide any other information required during the waste levy funding application process.

## 6. Exclusions

- 6.1 Funding will not be awarded for existing activities or towards the running costs of existing activities.

## 7. Audit

- 7.1 Given that annual audits will be carried out by the Ministry for the Environment (MfE) to ensure compliance with the Waste Levy Contestable Fund Policy, the successful applicants will be required to provide the appropriate report (s) as per clauses 5.2 and 5.3 above.
- 7.2 Any successful entityapplicant who does not provide the report will be disqualified from accessing future funding.

**8. Dispute Resolution**

- 8.1 In the event of a dispute over any aspect of this policy, immediate action will be taken by the Services Assets Manager through effective and constructive consultation between the parties concerned and in accordance with any Council complaints or dispute resolution policies.
- 8.2 If a resolution cannot be reached, the **Waste Levy Advisory Group** will have final say on the matter.

**9. Review**

This policy is to be reviewed:

- a. In September 2024; or
- b. As and when required

## Appendix 4

# STRATFORD DISTRICT COUNCIL

<b><u>POLICY: SMOKE-FREE ENVIRONMENTS – COUNCIL BUILDINGS AND PUBLIC SPACES</u></b>	
<b>DEPARTMENT:</b> Office of the Chief Executive	<b>RESPONSIBILITY:</b> • Chief Executive
<b>SECTION:</b>	
<b>REVIEW DATE:</b> 2015/2016	<b>NEXT REVIEW:</b> 2018/2019
<b>VERSION:</b> 3	<b>APPROVAL DATE:</b> September 2007

**PURPOSE**

1. The Stratford District Council will be proactive and demonstrate leadership by promoting a smoke-free lifestyle as being both desirable and the norm in the Stratford District.
2. The policy will concentrate on three key areas, being:
  - Council owned buildings;
  - Council owned swimming pools and surrounds; and
  - Council owned playgrounds and parks.

**POLICY STATEMENTS**1. **Council Owned Workplaces/Buildings**

- All Council workplaces are smoke-free work environments, including Council vehicles.
- All Council owned enclosed public facilities, such as public halls, are smoke-free. Appropriate signage will be clearly displayed and a cigarette butt receptacle will be provided outside all public halls.

2. **Council Owned Swimming Pools and Surrounds**

- All Council owned swimming pools are designated smoke-free areas, including the outdoor area surrounding the pools. Appropriate signage will be displayed at the entrance of each pool and inside the grounds of each swimming pool.

3. **Council Owned Playgrounds and Parks**

- The public will be asked to refrain from smoking in Council owned playgrounds and parks. Signage will be displayed at the entrance to parks and beside playgrounds asking people to refrain from smoking. Messages on the signage will focus on the positive rather than the punitive.
- Events held in Council parks will be consistently promoted as smoke-free events.

# STRATFORD DISTRICT COUNCIL

## **POLICY: PAPER RECORDS AND ARCHIVES**

<b>DEPARTMENT:</b> Corporate Services	<b>RESPONSIBILITY:</b> Director Corporate Services
<b>APPROVED DATE:</b> 2018/19	<b>NEXT REVIEW:</b> 2021/22
<b>VERSION:</b> 3	<b>DOCUMENT:</b> D19/00174

### **BACKGROUND**

There are 17 classes of protected local authority archives listed in the Gazette Notice published by the Chief Archivist under section 40 of the Public Records Act 2005. The *List of Protected Records* (Appendix One) lists records that may not be destroyed without the permission of the Chief Archivist. Stratford District Council (“Council”) will preserve all of the record classes listed in the *List of Protected Records*.

Records may be retained in electronic form, however the Council holds some protected records in paper form only – due to their age or specific requirement for hard copy to be retained. This policy applies only to the paper based records.

The following categories of public records must be retained in their original form, rather than electronic:

- unique or rare information, information of importance to national or cultural identity or information of historical significance;
- unique or rare information of cultural value to Māori (land and people) and their identity; and
- all information created prior to 1946.

Archives New Zealand will consider applications to retain public records from these categories in electronic form only on a case-by-case basis.

All other records that are not listed as protected records in Appendix One do not require archiving and can be destroyed, or filed electronically if relevant to Council operations.

### **PURPOSE**

This Policy provides guidance for managing the physical records within the control of Stratford District Council. Specifically, guidance for the Information Management Specialist and other Council staff responsible for safeguarding paper records and archives.

## **POLICY**

This policy should be read in conjunction with Council's Information and Records Management Policy (internal policy).

1. All records management practices and procedures shall be in accordance with the Public Records Act 2005, the Local Government Official Information and Meetings Act 1987 and the Archives New Zealand Information and Records Management Standard 2016 and any other relevant legislation.
2. Records must be archived by the Information Management Specialist, or alternate delegate, in accordance with Council's archiving procedures.
3. Council must provide free inspection of any archive, unless restricted, as soon as it is reasonably practicable after a request for access has been made. Under the Local Government Act 2002, Council may charge for services such as photocopying, research, transcription, etc.
4. Public request for access to Council archives may be restricted to week days, between 9.00am and 4.00pm.
5. Disorganised archiving deters accessibility and reduces ease of access to Council records. A register of archived records must be maintained listing the records held in the Council archives. The register must include the following:
  - File classification and file name
  - Opening (and closing) dates of the records in the file
  - Retention and disposal information
  - Box number and location
  - Any access or security restrictions
6. Records need to be classified as either open access records or restricted access records when records become local authority archives (this is when records are no longer in current administrative use, or have reached 25 years of age).
7. No unauthorised person shall have access to the Council's record storage area (safe), or the archive. Access must be in accordance with the protocols established by the Information Management Specialist.
8. All Council paper records being reviewed by someone other than a Stratford District Council employee shall be reviewed under supervision, unless approved otherwise by the Information Management Specialist.
9. Users may take notes from and/or copy items for research or publication, provided copyrights are not infringed.
10. Approval is required from the Chief Executive to gain access to confidential records. On approval the records shall be reviewed under the supervision of the Information Management Specialist, unless approved otherwise by the Chief Executive.
11. Dusty, unkempt records deteriorate more rapidly. All records should be stored in areas that are cleaned regularly and are not subject to extremes of temperature and humidity. Archives need to be stored in conditions where the temperature does not exceed 20 degrees and does not fluctuate by more than 2 degrees centigrade over a 24



hour period, or 5 degrees centigrade over a year, and the relative humidity does not fluctuate by more than 5% in a 24 hour period, or 10% in a year. The temperature and humidity levels will be monitored in the paper record storage areas on a weekly basis.

12. Signed council meeting minutes will be permanently held in hard copy as per *NZS 9202 - Model Standing Orders for Meetings of Local Authorities* and in accordance with Clause 28, Schedule 7 of the Local Government Act 2002.
13. Paper records that need to be held permanently must have all staples removed prior to archiving. Staples rust over time and may cause damage to documents if they are not removed.
14. Records that are no longer required to be archived may be destroyed, and must be done so in accordance with Council's records disposal procedures.

## **APPENDIX ONE: List of protected records for local authorities**

1. Meeting papers
  - Local authority meeting papers, for meetings as defined by the Local Government Official Information and Meetings Act 1987, consisting of agenda, a set of signed minutes and any other papers presented to and/or tabled.
  - All agenda, minutes and papers of meetings of the senior/executive management team.
2. Electoral records
  - Electoral Records created by the local authority including signed rolls and ratepayers' lists.
  - Returning officers' declarations of results from local authority elections and polls.
  - Reports and submissions relating to representation reviews and boundary changes.
3. Valuation and rating records
  - Valuation and rating records (including permanent data records) created by valuers employed or contracted by the local authority.
  - Rating records, including special rating records but excluding those relating solely to the payment of rates.
4. Bylaws, standing orders and records relating to Local Acts of Parliament
  - One copy of all existing and superseded bylaws.
  - Related legal opinions and submissions.
  - Consultation drafts and working papers only where there was considerable public interest in the particular Local Act of Parliament, bylaw or standing order.
5. Financial accountability
  - Consultation drafts and final funding policies, financial strategies and submissions.
  - Audited financial statements.
  - Significant investment and borrowing management policies.
6. District, Regional and Unitary plans
  - Consultation drafts and final District, Regional and Unitary plans.
  - Significant working papers, submissions and minutes of hearings or hearing documents relating to plans.
7. Property/assets management
  - Records which relate to property or assets owned by and/or administered by the local authority. For example:
    - Records relating to the acquisition, development (including design, construction and substantial improvement) management, and disposal of land and buildings.
    - Asset management plans.
    - Asset registers.
  - Contract documents and as-built plans of public utilities and services such as roading, drainage, sewerage and storm water, water supply, flood control, power generation and supply, refuse disposal and public transport.
8. Regulatory records
  - Records of permits, consents and licences issued by the local authority in respect of

land, buildings, marine and coastal area or water body and activities associated with these.

- Land hazards registers.
- Submissions and evidence presented at resource consent hearings including joint hearings and appeals to the Environment Court and other courts.

9. Policy manuals, procedure manuals, instructions and guides

- Records documenting policies and procedures (and the development of these) which inform decision-making. For example:
  - Policy and procedure manuals.
  - Procedural guidelines.
  - Codes of conduct.
  - Standards of practice.
  - Policy directives, instructions and memoranda.
  - Guidelines for employee relations.

10. Performance of the local authority's statutory or other primary functions

- In addition to files and documents affected by the requirements of any other section of this notice, records that document policy development or provide evidence of legal action, controversy, submissions on legislation, legal or administrative precedent, important instances of application of policy and records which provide evidence of performance of primary functions. For example, including topics such as:
  - Management of the environment.
  - Relations with the community, community organisations, other local authorities and central government with which the local authority has dealings.
- Historic and heritage matters relating to the local authority and its region.
- Management of civil defence emergency events.

11. Employee history

- Summary information from personnel management information systems documenting employees' name, position, salary, dates of employment, gender and date of birth.

12. Cemetery records

- Registers and indexes of burials, cremations and grave plots as well as maps and plans of cemetery plots.

13. Recordkeeping and information systems control records

- Records used to establish the physical, administrative and intellectual control over records in both paper-based and electronic records systems.
- Schedules and listings of all records destroyed or archived.

14. Consultation drafts and final strategic planning records

- Records of any policy, plan or strategy involving a process of public consultation, including submissions or hearing of documents. For example:
  - Long term plans.
  - Strategic plans.
  - Annual plans.
  - Consultation on policies, strategies and plans.

15. Publications

- Official publications by the local authority. For example:
  - The long term community plan, annual report and annual plan.

- Publicity material, such as brochures, newsletters, press statements and guides.
- General informational material such as fact sheets, "how to" guides and books.
- Internal publications such as staff magazines.
- Excludes publications in digital form (not affected by the requirements of any other section of this notice) that are donated under legal deposit to the National Library of New Zealand and made available via the library's website.

# POLICY



<b>Internal Policy:</b>	Information and Records Management
<b>Department:</b>	Corporate Services
<b>Approved by:</b>	Senior Leadership Team
<b>Effective date:</b>	13/10/2022
<b>Next review date:</b>	October 2023
<b>Document Number:</b>	D22/34767

## 1. Purpose

- 1.1 Stratford District Council is committed to establishing and maintaining information and records management practices that meet business needs, maintain quality processes, and ensure compliance with legislation.

The purpose of this policy is to document requirements relating to the creation and management of all types of information and records at Stratford District Council. However, a strong focus is on the Council's move towards a paperless, digital council and the technology to allow us to achieve that.

This will be considered in coordination with ensuring that security and guardianship over council records is maintained and that information is recorded and stored in an organised manner providing efficient accessibility.

## 2. Scope

### 2.1 Personnel

This policy applies to:

- All staff and elected members (including approved contractors, consultants and authorised third parties),
- All aspects of the Council's operations, in whatever manner they are conducted and in whichever office location they are carried out,
- All information and records created to support business activities, regardless of the media in which it is captured, and
- All business applications used to create information and records.

### 2.2 Format

This policy applies to all information generated or received as part of Stratford District Council business, regardless of format. Information created and stored in an electronic format is subject to the same rules that apply to information which is created and distributed in more traditional formats, such as paper.

### 2.3 Records versus non-record material

This policy applies to all records created or received as part of Stratford District Council business. The International Standard on Records Management (ISO 15489) defines a record as, *'information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.'*

A guide to what is and isn't considered a Local Authority Record is provided in Appendix B.

Records and information is defined by this policy to include all forms of recorded data, knowledge, facts, intentions, opinions or analysis created or used by the Council in the conduct of its affairs irrespective of the media through which it is communicated or stored. Information and records may therefore exist in a variety of media.

For example:

- Electronic Mail
- IT Approved Storage Media
- Databases
- Paper Files
- Notes of meetings and phone calls
- Digital Media (Images & Video)
- Electronic documents
- Social Media (Facebook, Twitter etc.)
- Historical Archival Records
- IT Approved Cloud Platforms

## 2.4 Exceptions to this Policy

**Working files and documents using specific applications** (Adobe InDesign, AutoCAD and GIS software applications) will be saved in their assigned network file shares. Final versions of InDesign files will be saved as pdf's and stored in Content Manager.

**AutoCAD files** will remain in their approved network file shares, due to file size issues.

**Approved spreadsheets with links** – while actively being used these can be stored in approved network shares

## 3. Authority

3.1 This policy is issued under the authority of the **Chief Executive Officer** and will be reviewed and amended as required in consultation with the Senior Leadership Team.

3.2 **Ownership** of this policy rests with the *Director of Corporate Services*. **Responsibility** for its implementation rests with the *Information Technology Manager and Information Management Specialist*. **Compliance** with this policy rests with all staff members.

## 4. Principles

4.1 Underpinning good business practice is a set of principles (listed below). These principles govern the way information is to be managed and used by Stratford District Council.

- 1) Stratford District Council information and records are a strategic asset.
- 2) Stratford District Council will responsibly manage the information and records it holds.
- 3) Treaty obligations and cultural awareness pertain to information and records managed by Stratford District Council.
- 4) Information management policies apply to information irrespective of format and storage media.
- 5) Creation, collection, use, retention and disposal of information and records are subject to legal and business requirements.
- 6) Information created and received by the Stratford District Council will be publicly and equitably available and accessible unless explicit reasons, such as those outlined within the Privacy and Local Government Official Information and Meetings Acts, preclude this.
- 7) Privacy and confidentiality of individuals and commercial interests will be protected at all times.
- 8) Information should be collected or created once into a prime authoritative data source, with the ability to be used and accessed as required.
- 9) Information and records must be controlled, defined and have integrity so that they are fit for the purpose of their collection.

## 5. Policy Statements

5.1 Stratford District Council is committed to developing and implementing information management systems in accordance with relevant standards. By adhering to the policy statements below, good information and records management practices will be conducted across Stratford District Council.

## 5.2 Ownership

All information and records created or received<sup>1</sup> by Council staff and elected members (including approved & casual contractors, consultants and authorised third parties) in the course of their work for Stratford District Council are owned by Council<sup>2</sup>.

### 5.3 Record Type (Format)

The **primary** format for records and information within Stratford District Council is **electronic**.

This means that staff (including approved contractors, consultants and authorised third parties) are expected to manage information electronically for all activities within the official recordkeeping systems.

### 5.4 Document Information (Metadata) we collect

Metadata is information about a record. For SDC this information is used when profiling records to Content Manager.

The minimum level of metadata we should have is:

Minimum Metadata Requirement	What this is in Content Manager
Unique identifier	Record Number
Name	Author
Business Activity documented by the record	Container/Classification
Creator (person or system) of digital records	Document details
Subsequent actions, if any, carried out on the record such as accessing, modifying or disposing	Audit events
Identification of the persons or systems carrying out those actions, and the dates these actions were carried out	Audit Events (utilising locations)

Content Manager record types are set up to automatically capture the metadata that relates to the activity and requirements of the business.

### 5.5 Records and Information Security

Staff (including authorised contractors, consultants and third parties) **must** use Stratford District Council recordkeeping systems and processes for all Council records to ensure that all private and sensitive information is appropriately classified and protected against unauthorised access.

All protected and signed electronic records must be finalised to protect the integrity of the document and prevent them from being altered/tampered with. Finalising should be done by the creator or editor of the document.

Any request to edit a finalised document must be approved by a Director before the IT Team will un-finalise record. The request should be emailed to IT Support with the Director copied in.

No unauthorised person shall have access to the Council's archive. Access must be in accordance with the protocols established by the Information Management Specialist.

### 5.6 Access

<sup>1</sup> Unless copyrighted material.

<sup>2</sup> Unless otherwise agreed in specific contracts for services.

Council information will be available and accessible to all staff unless there is a specific reason to preclude access i.e. considerations of privacy, legal professional privilege, commercial sensitivity, statutory requirements etc.

Staff (including approved & casual contractors, consultants and authorised third parties) must not access information without a valid business reason. Accessing information that is unrelated to any work purpose may be considered serious misconduct and subject to an HR investigation.

Elected Members are able to access any council records required for decision making via a request to the Chief Executive or relevant Director of Department.

Approval from the Chief Executive is required to access confidential records held in the hardcopy archives. These must be reviewed under the supervision of the Information Management Specialist.

Access to information by members of the public and external organisations is governed by specific legislation (namely the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020) and may be subject to other legal considerations.

Stratford District Council must provide free inspection for the public to any hardcopy archive, unless restricted, as soon as is reasonably practicable after a request. A charge for services such as photocopying and research can be made. Public access may be restricted to weekdays between 0900 and 1600.

All hardcopy archives being reviewed by someone other than an employee of Stratford District Council must be viewed under supervision of the Information Management Specialist or nominated alternative person. The public may take notes and/or copy items for research or publication, provided copyright is not infringed.

## **5.7 Use of Records**

Sharing of records and information, that is not already publicly available, with external parties is only permitted for valid business reasons. If you are in doubt, check with your manager first.

All staff must ensure that any information collected in the course of their duties, particularly from members of the public, or created, is for a specified purpose that supports the business of the Council and the reasons for collection and creation are transparent.

## **5.8 Hardcopy Archive Management**

Disorganised archiving deters accessibility and reduces ease of access to Council records. A register of archived records must be maintained listing the records held in the Council archives. The register must include the following:

- File classification and file name
- Opening (and closing) dates of the records in the file
- Retention and disposal information
- Box number and location
- Any access or security restrictions

Records are to be classified as either open access records or restricted access records when records become local authority archives (this is when records are no longer in current administrative use, or have reached 25 years of age).

Dusty, unkempt records deteriorate more rapidly. All records should be stored in areas that are cleaned regularly and are not subject to extremes of temperature and humidity. Archives need to be stored in conditions where the temperature does not exceed 25 degrees and does



not fluctuate by more than 2 degrees centigrade over a 24 hour period, or 5 degrees centigrade over a year, and the relative humidity does not fluctuate by more than 5% in a 24 hour period, or 10% in a year. The relative humidity should remain between 30 and 60 %. The temperature and humidity levels will be monitored in the paper record storage areas on a weekly basis.

Paper records that need to be held permanently must have all staples removed prior to archiving. Staples rust over time and may cause damage to documents if they are not removed.

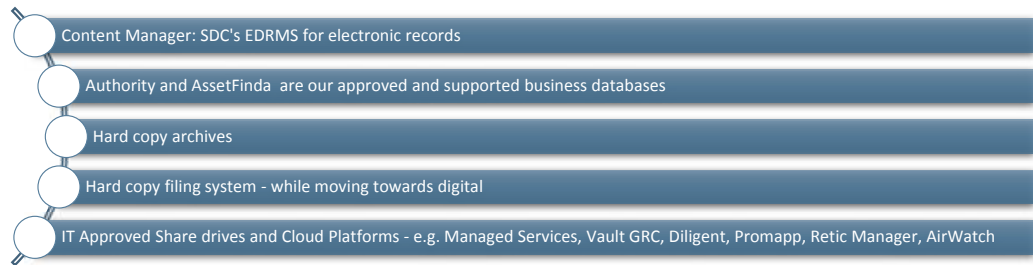
### 5.9 Records Disposal

Information and records disposal will be carried out in accordance with an approved disposal schedule supported by the recommendations of Archives New Zealand. Disposal of records must be carried out following established and approved disposal procedures under the guidance of the Information Management Specialist.

This includes the disposal of paper-based documents that have been digitised. It is recommended that protected records that are digitised and disposed of, go through some form of quality assurance process prior to the physical disposal.

### 5.10 Using official repositories

Stratford District Council has a number of approved repositories/systems used to manage its information and records. All Council records must be stored in approved repositories as listed below:



Approved local network file shares are only to be used when storage in other approved repositories is not suitable. New file shares will only be created with permission from IT Manager.

Council information and records are not to be stored on:

- Personal electronic devices at home such as desktop computers
- Temporary storage devices such as personal USB flash drives, CD/DVD's, portable hard drives
- Personal mobile devices such as tablets, smartphones, laptops & digital music players.
- Local hard drives (e.g. C:\ drive) of SDC issued laptops or PCs.
- Unapproved Cloud Solutions – e.g. Google docs, Dropbox etc.

### 5.11 Roles and Responsibilities

The table below defines the information management roles and responsibilities of all Stratford District Council staff.

Position	Responsibilities
<b>Chief Executive Officer</b>	<ul style="list-style-type: none"> <li>• Authorising the Information and Records Management Policy</li> <li>• Championing high quality information and records management</li> </ul>

<p><b>Director - Corporate Services</b></p> <p><b>Information Technology Manager</b></p>	<ul style="list-style-type: none"> <li>• Business owner of the Information and Records Management Policy</li> <li>• Assigning responsibilities for recordkeeping</li> <li>• Enforcing compliance of the Information and Records Management Policy</li> <li>• Championing high quality information and records management</li> <li>• Monitoring and auditing compliance with Information and Records Management Policy</li> <li>• Supporting and fostering a culture that promotes good recordkeeping</li> <li>• Championing high quality information and records management</li> </ul>
<p><b>Information Management Specialist</b></p>	<ul style="list-style-type: none"> <li>• Implementation of the Information and Records Management Policy</li> <li>• Implementation of associated Information and Records Management Procedures</li> <li>• Manager of the records services function in Stratford District Council</li> <li>• Monitoring and auditing compliance with Information and Records Management Policy and relevant Procedures</li> <li>• Ensuring all new staff receive information/records management induction and training</li> <li>• Ensuring that staff receive ongoing training, advice, and support in using Stratford District Council's information management systems</li> <li>• Supporting and fostering a culture that promotes good recordkeeping</li> <li>• Archiving of hardcopy records and management of access to Stratford District Council's hardcopy archives</li> </ul>
<p><b>All Council staff and elected members</b></p>	<p>Staff need to be aware of information management requirements that affect the performance of their duties. Council staff have a number of obligations with regards to the management of information, namely:</p> <ul style="list-style-type: none"> <li>• To create records to support the conduct of their business activities, including documenting relevant oral decisions, commitments, meeting minutes and telephone calls</li> <li>• To ensure consistent application of the Information and Records Management Policy, principles, and procedures for information across a variety of formats, including databases, documents, images, videos etc.</li> <li>• To register council records, regardless of their format (including hardcopies or email), into Content Manager</li> <li>• To keep records on Council property. Only in exceptional circumstances and with prior approval are staff permitted to remove folders from the Stratford District Council premises and folders must not be taken home (a photocopy of documents should be made in this case)</li> <li>• To develop awareness and an understanding of how and where records are kept within the Council</li> </ul>

	<ul style="list-style-type: none"> <li>To safeguard records and handle them in a manner which protects their life-span, including finalising of all completed documents in Content Manager</li> <li>To comply with Information and Records Management Procedures</li> </ul>
<b>Approved Contractors/Temporary Staff /Students</b>	<ul style="list-style-type: none"> <li>Must adhere to the Stratford District Council Information and Records Management Policy and, Information and Records Management Procedures.</li> </ul>
<b>Casual Contractors</b>	<ul style="list-style-type: none"> <li>Must adhere to Stratford District Councils Information and Records Management Policy if they are accessing and using council information.</li> </ul>

**Breaches of these responsibilities may result in disciplinary action as per Stratford District Council's Human Resources Policies Manual.**

## 5.12 Monitoring

The success of this policy depends on all council staff knowing what is required of them in terms of records keeping and storage of records and acting in a way that demonstrates this.

Regular monitoring will be carried out by the IT department. Non – compliance will be referred to the appropriate manager or director.

## 6. Further Information

### 6.1 Who to Contact

For further information about this Information Management & Records Policy, please contact in the first instance the Information Management Specialist, or your Manager or Director.

### 6.2 Related Document

The policy below is related to this Information Management & Records Policy:

- IT Acceptable Use Policy** ( Record Number: D17/18445)

## 7. Appendices

### 7.1 Appendix A – Protected Records

These are records that, under the Public Records Act 2005 section 40 (1), may not be disposed of by SDC without prior approval of the Chief Archivist. The following are classed as Protected Records:

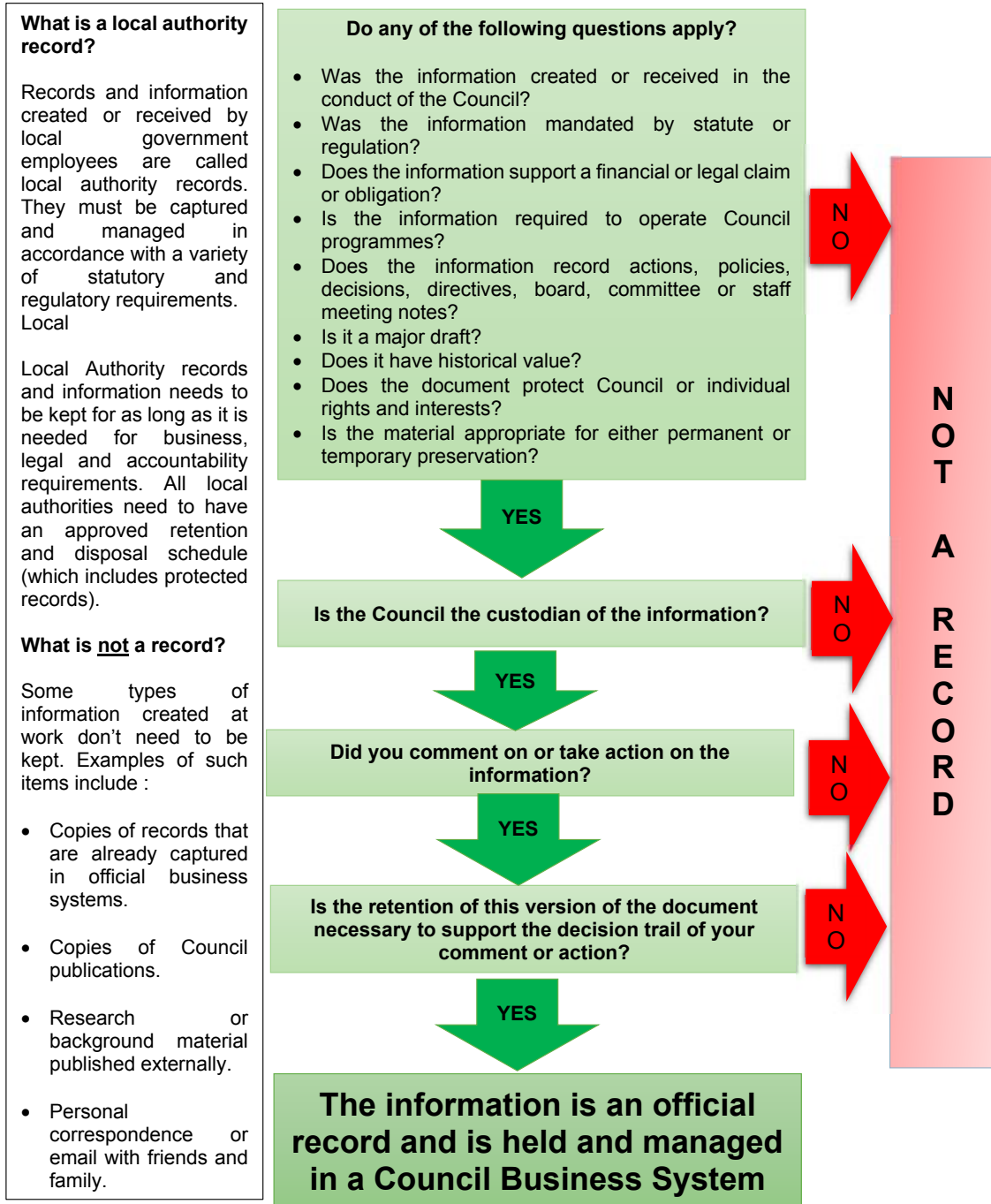
<ul style="list-style-type: none"> <li>Meeting Papers</li> </ul>	<ul style="list-style-type: none"> <li>Electoral records</li> </ul>	<ul style="list-style-type: none"> <li>valuation and rating records</li> </ul>
<ul style="list-style-type: none"> <li>Bylaws &amp; standing orders and records relating to Local Acts of Parliament</li> </ul>	<ul style="list-style-type: none"> <li>Financial Accountability</li> <li>Cemetery records</li> </ul>	<ul style="list-style-type: none"> <li>District Plans</li> <li>Policy &amp; procedure manuals</li> </ul>
<ul style="list-style-type: none"> <li>Property/Asset Management</li> </ul>	<ul style="list-style-type: none"> <li>regulatory records</li> </ul>	<ul style="list-style-type: none"> <li>Staff history summary</li> </ul>
<ul style="list-style-type: none"> <li>Performance of local authorities' statutory functions</li> </ul>	<ul style="list-style-type: none"> <li>record keeping and information</li> </ul>	<ul style="list-style-type: none"> <li>consultation drafts &amp; final strategic planning records</li> </ul>

	system control records	
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**7.2 Appendix B - What is a Record?**

This is a guide to support staff to determine what is a local authority record and what is not

# WHAT IS A RECORD?



# DECISION REPORT



F16/1221 – D23/4378

**To:** Policy and Services Committee  
**From:** Director - Assets  
**Date:** 28 February 2023  
**Subject:** Establishment of the Waste Levy Advisory Group

## Recommendations

1. THAT the report be received.
2. THAT the committee approves the establishment of the Waste Levy Advisory Group as *Option 1, 2, 3 or 4*
3. THAT the committee notes the appointment to the Waste Levy Advisory Group of Deputy Mayor McKay and Councillor Watt as adopted on 8 November 2022 by Council.

## Recommended Reason

To enable the assessment of Waste Levy Contestable Fund applications as per the Waste Levy Contestable Fund Policy

/  
Moved/Seconded

## 1. Purpose of Report

- 1.1 To seek the approval of the committee for the constitution of a Waste Levy Advisory Group, to enable assessment of Waste Levy Contestable Fund applications as per the Waste Levy Contestable Fund Policy approved in September 2022.

## 2. Executive Summary

- 2.1 The Waste Levy Contestable Fund Policy requires an advisory group to assess funding applications for the Waste Levy Contestable Fund.
- 2.2 The \$25,000 per annum Waste Levy Fund was approved by elected members in 2022 for the 2022/2023 and 2023/2024 financial years. This fund is to contribute to financing of waste minimisation initiatives for the Stratford district. This fund is taken from the Waste Disposal Levy provided by central government.
- 2.3 The waste disposal levy was introduced under the Waste Minimisation Act 2008. The purpose of which is to:
  - raise revenue for the promotion and achievement of waste minimisation; and
  - recognise that disposal imposes costs on the environment, society and the economy.
- 2.4 Approximately half of the levy money goes to territorial authorities to spend on promoting or achieving the waste minimisation activities set out in their Waste Management and Minimisation Plans. The remaining levy money is put into the Central Waste Minimisation Fund.

**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
<b>Social</b>	<b>Economic</b>	<b>Environmental</b>	<b>Cultural</b>
✓		✓	

**4. Background**

- 4.1 On 27 September 2022, the Policy and Services Committee adopted the Waste Levy Contestable Fund Policy effective from 5 October 2022.
- 4.2 The Council's portion of the Waste Levy Fund is supplied by the Waste Disposal Levy.
- 4.3 The Waste Disposal Levy was introduced under the Waste Minimisation Act 2008 to raise revenue for the promotion and achievement of waste minimisation by recognising that disposal imposes costs on the environment, society and the economy.
- 4.4 The Waste Disposal Levy does this by charging municipal bodies \$30 per tonne of waste sent to landfill, increasing to \$50 per tonne in July 2023, while also granting the municipal body the same amount per tonne diverted from landfill. This grant money is called the Waste Levy Fund.
- 4.5 The Waste Levy Fund must be used in waste minimisation efforts. It is monitored and audited by the Ministry for the Environment to ensure the Council's compliance.
- 4.6 Applications are now open for 4 weeks for the Waste Levy Contestable Fund. The Advisory Group is tasked with the review of all applications in a fair, transparent and consistent manner. It is proposed that the Advisory Group comprise Council Officers and Elected Members, to ensure fairness and transparency.

**5. Consultative Process**

- 5.1 **Public Consultation - Section 82**  
Not required as policy has already been approved by the Council
- 5.2 **Māori Consultation - Section 81**  
Not required as policy has already been approved by the Council.

**6. Risk Analysis**

The major risk will be that Council will be unable to assess the applications in a transparent way.

## 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, the Long Term Plan section 1.4
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	It meets L3 and L8 of the Waste Management and Minimisation Plan 2018

### 7.2 Data

Expected responses unknown

### 7.3 Significance

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

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

### 7.4 Options

We have 4 options for consideration for the constitution of the Advisory Group:

- Option 1** 2x Elected Members and 1x Waste Officer;
- Option 2** 2x Elected Members and 2x Waste Officers;
- Option 3** 3x Elected Members and 1x Waste Officer;
- Option 4** 2x Elected Members; 1x Iwi Representative and 1x Waste Officer;

A Waste Officer could be either the:

- Services Assets Manager; **OR**
- Sustainability Advisor; **OR**
- Education Officer

The recommended option is **Option 1**.

### 7.5 Financial

There will be no impact on funding or debt levels. The work will be undertaken within the current budget. The budget used for the expenditure will be the Waste Levy. The proposal is funded by central government for each tonne of waste diverted from landfill.



7.6 **Prioritisation & Trade-off**

The Waste Levy Contestable Fund will only need to deliver monitoring and assessment of applications. The contractor's capacity to deliver will be evaluated at the time of each application. There is no value in deferring payment.

7.7 **Legal Issues**

There are no legal issues or opinions required for this decision.

7.8 **Policy Issues - Section 80**

There are no policy issues related to this decision.  
The recommendation is not in conflict with any of the Council's policies



Victoria Araba  
**Director – Assets**



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

**Date** 22 February 2023

# DECISION REPORT



F16/1228 – D23/5088

**To:** Policy and Services Committee  
**From:** Director - Assets  
**Date:** 28 February 2023  
**Subject:** New fencing around the Wastewater Treatment Ponds

## Recommendations

1. THAT the report be received.
2. THAT the Committee approves the erection of fencing around the wastewater pond
3. THAT the committee approve the allocation of funding to erect the fencing in this financial year.

## Recommended Reason

To minimise the Council's exposure to risk of injury or death as a result of falling or drowning in the wastewater treatment ponds.

/  
Moved/Seconded

## 1. Purpose of Report

- 1.1 This report seeks the Committee's approval to erect fencing around the perimeter of the wastewater treatment ponds, in order to reduce the Council's exposure to the risk of liability in the event of falling or drowning in the wastewater treatment ponds.
- 1.2 This report also seeks the Committee's approval to allocate funding to this project so that it can be carried out as soon as possible, in this financial year. There is currently no budget for this project.

## 2. Executive Summary

- 2.1 It is proposed to erect a fence around the wastewater treatment ponds (Figures 1 & 2). The erection of fencing is to provide a secure area for the operation of the ponds and to ensure protection from falling and/or drowning, of staff, contractors and also members of the public.
- 2.2 The erection of fencing is assessed as an urgent action for implementation following the drowning of a toddler in the wastewater ponds in the Gore District. The Gore District Council (GDC) pleaded guilty for failing to perform its duties under the Health and Safety at Work Act 2015. Full sentencing of this case, which was brought to the courts by WorkSafe New Zealand, will be handed down to GDC in March 2023.
- 2.3 Being assessed as urgent, this report proposes options for funding this new capital project from a range of sources.



Figure 1: An aerial view of the Wastewater Treatment Ponds



Figure 2: Stratford Wastewater Treatment Ponds

**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
<b>Social</b>	<b>Economic</b>	<b>Environmental</b>	<b>Cultural</b>
✓	✓	✓	✓

3.1 Social – Erecting fences around the wastewater ponds will ensure the safety of the public.

- 3.2 Economic – By erecting a fence around the wastewater ponds, the council is protected from potential liability which also minimises the Council's exposure to risk in the event of injury or death due to drowning within the ponds.
- 3.3 Environmental – Erecting a fence will control access to the wastewater ponds reducing the possibility of cross contamination into water ways from public stepping into the ponds.
- 3.4 Cultural – Maintaining integrity of the wastewater ponds is part of Te Taiao Maori and Te Mana o te Wai.

#### 4. Background

- 4.1 The need for fencing has become apparent after the drowning of a toddler in the GDC's wastewater oxidation ponds and the guilty plea of the GDC for failing to perform a duty under the Health and Safety at Work Act 2015.
- 4.2 This plea was at a reduced charge not exceeding \$100,000, as opposed to the original allegation of GDC causing a serious risk of death, which carries a potential fine not exceeding \$300,000. The case is still ongoing, full sentencing will be handed down on 6 March 2023 for GDC.
- 4.3 According to a report released by the New Zealand Water & Waste Association Waiora Aotearoa in 2020, there were 14 drowning deaths in effluent and oxidation ponds in the past decade. In all these cases, inadequate fencing and egress provisions were noted. The Oxidation Pond Guidelines 2005 prepared by Waiora Aotearoa states that:

*“Fences are essential to keep livestock out of pond areas and to deter public access. The large areas of land usually involved, tend to make climb-proof fencing expensive, although from a health and safety perspective, its use is desirable.”*
- 4.4 In the 2021/31 Long Term Plan (LTP), \$500,000 was allocated to the wastewater treatment plant upgrade project. Actual expended so far is \$105,021.
- 4.5 The perimeter of the wastewater treatment ponds is approximately 1.1 km. The estimated cost of the 1.8 m high fencing is \$175,000.



*Figure 3: One of the current outer gates onto the wastewater oxidation pond property, the stock fencing has electrified wire*



*Figure 4: The other current outer gate onto the wastewater oxidation pond property, one side lacks electrified wire.*



Figure 5: The current access gate to the wastewater oxidation pond, there is no electrified wire on the fence.



Figure 6: A portion of the current stock fencing around the oxidation pond, there is no electrified wire on the fence.



Figure 7: The stock fencing that follows the roadside portion of the wastewater oxidation ponds

## 5. Consultative Process

### 5.1 Public Consultation - Section 82

There is no need for public consultation.

### 5.2 Māori Consultation - Section 81

The iwi that have statutory acknowledgement over the Patea River are; Ngāti Ruanui, Ngāa Rauru Kīitahi, Taranaki, and Ngāruahine, they will need to be collaborated and consulted with for the erection of the fencing. This is due to the location of the ponds, and the proposed fencing construction, in close vicinity to the Patea River.

## 6. Risk Analysis

### 6.1 The key potential risks are:

- Health, safety and wellbeing in the event of a fall/drowning in the treatment ponds;
- Reputational and Conduct associated with the event of drowning/injury; and
- Financial risk in the event of a charge from WorkSafe New Zealand.

These risks are closely related to Risks 1 and 86 on the corporate Risk Register below:

**Risk 1 – Legislation Changes:** *IF changes to legislation or case law occur and are not implemented by staff, THEN council may be acting illegally and in breach of legislation. This raw risk score is 4 High. Control Description, which reduces score to 2 Moderate include:*

- Regular review and update Legislative Compliance Register;
- Staff training and attending relevant industry conferences;
- Regular policy review to ensure policies and procedures are in line with legislation changes.

**Risk 86 - Asset / Infrastructure Failure causing Public Health risk.** *If Council assets or infrastructure fail to work as intended, are unsafe, cause harm, public damage or endanger*

the public, THEN the public may be exposed to health, wellbeing or safety risks, that may put Council's reputation at risk, and Council could be subject to various penalties if found negligent. This raw risk score is 6 **High**. Control Description, which reduces score to 3

**Moderate** include:

- Ensure asset replacement programmes are identified through physical checks of the individual assets.
- The capital investment required to replace these assets is aligned with a developed replacement programme which is included in the respective AMP.
- Identify any issues that may arise at the time of renewing existing resource consents.
- Maintain and update incident response plans for each asset group, including any public notification where required.
- Ensure staff and contractors are trained on the requirements of the incident response plans.

## 7. Decision Making Process – Section 79

### 7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes, this decision will directly affect the budget laid out in the 2021-2031 long term plan.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	None.

### 7.2 Data

As the wastewater ponds will need access for both cars and trucks for maintenance on the aerators, gate access is required with enough space between the pond and the fence. The length of the fencing, based on the above considerations, is estimated to be approximately 1.1km, long with a margin either side to make up for changes in elevation and lengths for gates/access ways.



Figure 8: Map showing the potential outline of the new fencing

Additionally, as the ponds border the Eastern Loop which is open to the public, climb proof fencing and signage to keep the public out is crucial.

The estimated fencing cost of \$175k is based on the Wairau Aotearoa report which suggests some best practises for oxidation pond fencing including:

- 1.8 m high fences.



- Horizontal wire spacing of less than 100 mm (consistent with swimming pool building code requirements.)
- Gap between bottom of fence and floor of less than 100 mm; and
- Barbed wire along the top and bottom of the fencing.

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	No	
In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
<b>High</b>	<b>Medium</b>	<b>Low</b>
		✓

7.4 **Options**

There are four potential options for consideration:

**Option 1** – Decline the request for fencing; This is **not** a preferred option as it retains Council's exposure to the risks described in Section 6 of this report.

**Option 2** - Approve the fencing and allocate **new** capital budget for its implementation. This is **not** preferred as while this option:

- Minimises Council's risk exposure as soon as possible;
- Ensures safety of staff, contractors and the public; and
- Pre-emptively prepare infrastructure should new legislation be applied,

It increases debt related to the 3-Waters Activity.

**Option 3** – Approve the fencing and **re-allocate** part of the wastewater upgrade budget for its implementation. **This is the preferred option as it:**

- Minimises Council's risk exposure as soon as possible and uses existing capital budget - no further debt increase;
- Ensures safety of staff, contractors and the public; and
- Pre-emptively prepare infrastructure should new legislation be applied

**Option 4** – Approve the fencing for implementation at a later date. This is **not** preferred as the risks remain until fencing is installed.

7.5 **Financial**

For Option 3, there will be no impact on the funding and debt levels of the Council.

7.6 **Prioritisation & Trade-off**

The council can deliver the installation of fencing in this financial year and there is no value in deferring the construction of the fence.

7.7 **Legal Issues**

There is no legal opinion required.  
There is potential legal liability if the fence is not erected.

7.8 **Policy Issues - Section 80**

There are no policy issues related to this project.  
This recommendation does not conflict with any Council policies.

A handwritten signature in black ink, appearing to read 'Victoria Araba', with a large, stylized initial 'V'.

Victoria Araba  
**Director - Assets**

A handwritten signature in blue ink, appearing to read 'Sven Hanne', with a large, stylized initial 'S'.

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

**Date** 22 February 2023

# MONTHLY REPORT

## Assets Department



F22/55/04 – D23/3779

To: Policy and Services Committee  
 From: Director – Assets  
 Date: 28 February 2023  
 Subject: Assets Monthly Report for January 2023

### Recommendation

THAT the report be received.

/  
 Moved/Seconded

## 1. Highlights

### Roading

- Officers have inspected and measured the pavement repairs required to fix Mangaehu Road and Brewer Road from Puniwhakau Road to SH43 at Strathmore. Considering the annual pavement maintenance budget is \$380,000 for the entire network, this poses a significant financial issue.
- Work is nearing completion on Swansea Road with the replacement of old kerb, channel and footpaths outside the school.
- Good progress has been made with the replacement of the old sealed footpath on the southern side of Fenton Street. This old footpath will become a 2.6m wide concrete shared use walking/cycling path.

### Water Supply

- Maintenance activities ongoing at the 3 Water Treatment Plants.
- Water Treatment Plant Upgrade works - procurement in progress

### 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.
- Algal sampling of the wastewater is ongoing for the Diatomix project.
- Bird scaring operations are ongoing.

### Trade Waste

- Trade Waste Consents – no new consents were issued.
- Esk Road disposal site showed another decrease in use over the January reporting period.
- Trade Waste complaints and enquiries – nil

### Stormwater

- There were no stormwater reticulation issues during this reporting period.

### Solid Waste

- Stakeholder Engagement to commence for the review of the Waste Management and Minimisation Plan (WMMP).
- No waste audits were undertaken in the month of January.

### Parks and Reserves

- Victoria Park Drainage Upgrade tender approved – work to start March 2023
- Skate Park upgrade project – Procurement underway
- Whangamomona Septic Tank – Offer of Service to create concept design and design report has been accepted

**Special Projects**

- Better off Funding: Agreement with the Department of Internal Affairs (DIA) signed; scoping of projects underway.
- Transport Choices funding package: The Council was successful with our Expression of Interest (EOI) for the school safety projects and connecting cycleways. The Council's package has been nominated as a "flagship" School project featuring the school safety improvements and the reallocation of road space to connect the three Primary Schools. This is to be supported by the introduction of 3 x Bikes in Schools installations.

Specialist consultants have been procured. Communication Strategy is being developed to guide stakeholder engagement. Scoping, facilitated by Waka Kotahi, is underway for many of the projects. Concept designs are being finalised for some projects.

**2. Rooding**

**2.1 Level of Service and Performance Measures**

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

**Rooding Level of Service (LoS) and Performance Measures**

Level of Service	Performance Measure	Target	2022/2023 YTD
<b>Safe Rooding Network</b>	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. The number of DSI's for 2021/2022 was 6. Our target is 5 a reduction of 1.	-1	To date there has been no DSI in the district during January.
<b>Road Condition</b>	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved - 63% (as at 2021/22). A new survey is due in 2023/24.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved - 94% (as at 2021/22). A new survey is due in 2023/24.
<b>Road Maintenance</b>	Sealed Road maintenance <sup>1</sup> – The percentage of the sealed road network that is resurfaced:	≥5%	Not yet Achieved Work commenced in December; 0.5km completed, a further 6.3km has been sealed in January.
	Unsealed Road maintenance <sup>2</sup> - The percentage of the unsealed road network that has been metal dressed.	≥7%	Not yet Achieved - 3%
<b>Footpaths</b>	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%	To be confirmed. Another condition survey of the footpaths has been recently completed. Further analysis of the results will be carried out in the forthcoming months.
<b>Customer Request Management Response</b>	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%.

<sup>1</sup> Our target length for resealing is 20km per year. A small amount of sealing was completed prior to the Christmas holiday period. The wet weather has affected the programme. We anticipate the reseals will be completed by mid-March.

<sup>2</sup>Our target is to use 10,000m<sup>3</sup> of metal or the equivalent of 25km (12%) of unsealed roads, assuming a 100mm overlay on a 4m wide road. No maintenance metalling was undertaken in January. The total remains at 3079m<sup>3</sup> or 7.70km of road metalled. Our target length is 14.35km (7%)

Level of Service	Performance Measure	Target	2022/2023 YTD
Customer Satisfaction	• Roading Network	>80%	Not Achieved – 39% (as at 2021/22). A new survey is due in 2022/23.
	• Footpaths	>80%	Not Achieved - 61% <sup>4</sup> (as at 2021/22). A new survey is due in 2022/23.

## 2.2 Customer Requests

There are 30 late CRM's which have not been closed out in authority. Many of the CRM's have been actioned, but the update in authority have not been entered.

## 2.3 Routine Maintenance

Day-to-day maintenance activities continued throughout September and October typically comprising:

- CBD cleaning;
- Bridge cleaning;
- Pothole filling and fixing edge breaks;
- Sweeping up leaves in the urban area;
- Clearing sump tops;
- Litter collection;
- Repairing rubbish tins;
- Grading;
- Clearing water tables;
- Clearing slips;
- Inspecting and clearing culverts; and
- Removing fallen trees.

## 2.4 Ready Response Works

Council's roading crews were asked to provide a road closure on Waihapa Rd, whilst the fire service attended a barn fire.

## 2.5 Capital Works

**Fenton Street** - Work continued in Elsinore Street to replace the kerb, channel and footpath. The road was re-shaped to suit the profile of the kerb line in order to provide improvements to the stormwater drainage. This was completed in December, prior to the Christmas holiday period (Figure 1).

**Swansea Road** - Work is nearing completion on Swansea Road with the school safety project which has been affected by the inclement weather over the period. The final section of footpath and kerb and channel replacement between Cloten Road and the bridge over the Patea River is being undertaken.

### **Monmouth Rd.**

Work began on strengthening Monmouth Road at the location where the old steel culvert was replaced last year, approximately 1.5km from SH3. The pavement rehabilitation project is 660m long and work is expected to be completed by the end of February.

<sup>4</sup> The 2022 customer satisfaction survey, indicated that 61% of those surveyed were satisfied with the condition of the footpaths.



Figure 1: Work progressing on Fenton Street

**2.6 Building Consents, Resource Consents and LIMS**

Roading assessments were made for a total of:

- 3 building consent applications;
- 2 resource consent applications; and
- 10 LIM report.

**2.7 Matters Outstanding**

**Speed Management Plan – Schools**

No further work has been undertaken on this particular project, primarily due to the Transport Choices project taking up officer time during the month.

We have not received any comments from Iwi regarding our proposal to reduce the speeds out the urban and rural schools.

**2.8 Roading Activities**

A snapshot of the programmed and reactive works completed in November and December is shown in Figure 2.

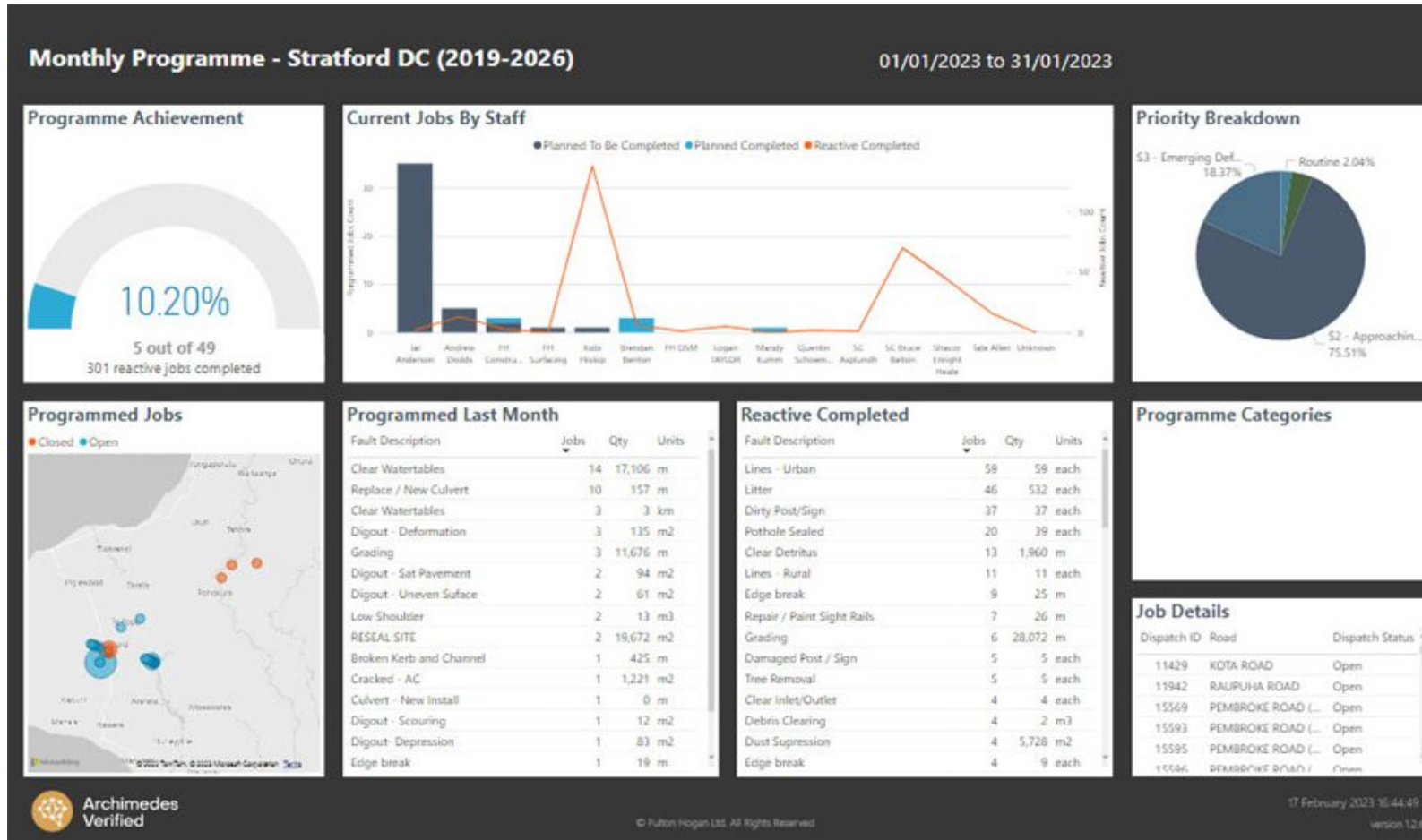


Figure 2: January 2023 Monthly Programme Achievement Chart

### 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	2022/2023 YTD
<b>Safe Drinking Water:</b>  <ul style="list-style-type: none"> <li>• Drinking Water Standards;</li> <li>• Maintenance of Reticulation</li> </ul>	DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Achieved to date
	DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Achieved to date
	Water Loss – The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured  <b>2021/2022</b> Achieved - 17.3%*
<b>A Reliable Water Supply:</b>  <ul style="list-style-type: none"> <li>• Response Time;</li> <li>• Unplanned Disruptions</li> </ul>	<b>Urgent Response Times</b> – The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Not Achieved 2 hr 34 mins
	• Resolution for urgent call-out	8 hrs	Not Achieved 14 hr 28 mins
	<b>Non-urgent Response Times</b> – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	Not Achieved 2 days 1 hrs 40 mins
	• Resolution non urgent call-out	5 working days	Achieved 3 days 10 hrs 18 mins
	<b>Unplanned Disruptions</b> - The performance measure target for disruptions.		
	<ul style="list-style-type: none"> <li>• Minor disruptions (between 5 and 50 connections affected)</li> <li>• Major disruptions (more than 50 connections affected)</li> </ul>	< 5 <2	Not Achieved 7 Achieved 0
<b>Demand Management</b>	<b>Water Consumption</b> – The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured*
<b>Customer Satisfaction</b>	<b>Number of complaints</b> – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:	<32	Achieved
	• Drinking Water Clarity;		1
	• Drinking Water Taste;		0
	• Drinking Water Odour;		0
	• Drinking Water Pressure or Flow;		0.6
	• Continuity of Supply		0.6



Level of Service	Performance Measure	Target	2022/2023 YTD
<b>Water Pressure</b>	<b>Water Pressure</b> – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa)	100%	Not Yet measured
<b>NZFS Conditions</b>	<b>Fire Hydrants</b> – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not Yet measured

\*Stratford – 10.8%, Midhirst – 13.9%, Toko – 27% (Persistent leak in the berm of SH43 that went undetected until it grew large enough to be noticeable).

### 3.1.1 Operations

#### Water Treatment

- No water treatment plant issues were experienced during this reporting period.

#### Water Reticulation

- Minor leaks were experienced around tobies within Stratford. A relatively large leak was discovered by water treatment staff at a property in Toko; inspections were undertaken in response to persistent high water demand. A new water line has been installed under a stream at Esk Road/Mercade Close.

### 3.1.2 Capital Works

#### 22/23 Watermain Renewals

Broadway (between Romeo St and Celia St) is programmed for May 2023. Craig Street is programmed for March.

#### Water Treatment Plant Upgrade

- The replacement of the Pātea raw water delivery line and the associated grit removal tank is progressing.
- Generator – Procurement of required infrastructure is ongoing.
- Reservoir overflow to backwash pond – Scope of works finalised; design consultant engaged; this project has been on hold while the pasture around the reservoirs establishes after the trunk-main installation.

### 3.1.3 Building Consents, Resource Consents and LIMs

Assessments were made for a total of:

- 2 Building Consent applications;
- 0 Resource Consent application; and
- 5 LIM reports.

3.2 **Wastewater**

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

**Wastewater Level of Service (LoS) and Performance Measures**

Level of Service	Performance Measure	Target	2022/2023 YTD
<b>System Adequacy</b>	<b>Dry weather sewerage overflows</b> - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved 0.38
<b>Discharge Compliance</b>	<b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0
	• Convictions.		0
<b>Response and Resolution Times</b>	<b>Sewerage overflows</b> - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hour	Not Achieved 8 hrs 4 mins
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hours	Not Achieved 20 hrs 27 mins
<b>Customer satisfaction</b>	<b>Complaints</b> - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Not Achieved
	• Sewage odour		0.38
	• Sewerage system faults		11.8
	• Sewerage system blockages		0.76
<b>Trade Waste Complaints Response times</b>	• Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.	2 working days	Achieved
<b>Trade Waste Consent Processing</b>	• Percentage of trade waste consent applications processed within 15 working days.	100%	Achieved

### 3.2.1 Operations

#### **Wastewater Treatment**

- There were no major issues relating to wastewater treatment operations during this reporting period.

#### **Wastewater Reticulation**

- There were no major issues relating to wastewater reticulation during this reporting period. Fibre cable was found to have been drilled through a sewer lateral on Warwick Road, investigations into who is responsible are occurring. A sewage type odour complaint was received from a business on Broadway, no odour was present at the time of inspection and the cause was not identified.

#### **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.

### 3.2.2 Capital Works - Wastewater Treatment Upgrade

- Algal sampling of the wastewater is ongoing for the Diatomix project.
- Bird scaring operations are ongoing.
- Improved security fencing around the wastewater treatment ponds is being considered in response to a previous fatal drowning in the wastewater ponds in Gore.

### 3.2.3 Matters Outstanding

- There are no matters outstanding for this reporting period.

## 3.3 Trade Waste

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

### 3.3.1 Trade Waste Consents

- No new consents were issued.

### 3.3.2 Trade Waste Consent Holders

- Attempts to inspect and sample operators continues. Due to the fact that a number of operators rarely use (or have never used) the Esk Road facility some sampling has not always been able to be completed within timeframes specified in their consents.
- Esk Road disposal site showed another decrease in use over the January reporting period
- Esk Road facility CCTV camera footage was unavailable for a number of days over the period due to a power outage meaning reviewing of data was not possible for billing purposes during that time. This has been resolved.
- An audit of wastetrack declarations was undertaken by randomly selecting waste source contacts and phoning them to confirm the source was as declared to Council. Outcome was that we are receiving waste as per the declarations. This audit will be repeated again in the next quarter period.

### 3.3.3 Permitted Activities

- An Aged Care facility which was requested to install grease containment device has completed this work. No further outstanding grease trap work remains. A plan is made for an audit of grease management is scheduled for later this year. This is to confirm compliance with the permitted activities within the district.

### 3.3.4 General

- Diatomix project update – doser unit breakdown has been resolved and dosing resumed.
- A regular meeting with neighbouring Councils Trade Waste Officers has been implemented. The purpose of this is to share experiences and issues and make use of expertise in the field to better inform decisions and actions locally.
- Research is underway on how to improve efficiency for monitoring of CCTV data.

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	2022/2023 YTD
<b>Stormwater system protects property from impacts of flooding.</b>	<b>System adequacy</b>		
	<ul style="list-style-type: none"> <li>The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.)</li> </ul>	0	0
	<ul style="list-style-type: none"> <li>For each flooding event, the number of buildings in the central business zone affected by flooding.</li> </ul>	0	0
<b>Discharge Compliance</b>	<b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	<ul style="list-style-type: none"> <li>Abatement notices;</li> </ul>		
	<ul style="list-style-type: none"> <li>Infringement notices;</li> </ul>		
	<ul style="list-style-type: none"> <li>Enforcement orders; and</li> </ul>		
	<ul style="list-style-type: none"> <li>Convictions.</li> </ul>		
<b>Response and Resolution Times</b>	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1hr	0hrs
<b>Customer satisfaction</b>	<b>Complaints</b> - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system.	< 8	0

3.4.1 **Operations**

- There were no major issues relating to storm water infrastructure 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 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	2022/2023 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 – average monthly total 538kgs (Nov 501kgs phh)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved to date - average monthly result 24% (Nov – 29.4%)
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Achieved as per the 2022 Survey 83%

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

- The Waste Levy Contestable Fund Policy adopted in September 2022 has now gone live with pre-release information posted through social media and on the Stratford Council App. Applications will open in February 2023. A *Waste Levy Advisory Group* will be formed to consider all applications to this fund.
- The Regional Waste Services Contract (15/SW01), which includes the kerbside collection service and transfer station operations, expires on 30 September 2024. Given the complexity and large scope of the contract, the three Councils have engaged the services of Morrison Low who are consultants with waste services expertise for this project. The project is a regional collaboration with each individual Council responsible for the technical specifications relating to their service. The Procurement Plan has been completed and the request for tender will be created from this.
- Consultation Stage Three for the development of the WMMP in collaboration with NPDC and STDC has commenced with workshops being planned for community input into “where do we want to be” for the WMMPs. This will be completed by March 2023.
- The Council will be implementing a communication plan to enhance input from Iwi/hapu and key stakeholders early in 2023, to ensure better community involvement in the planning stages of the WMMP.

#### 3.5.2 Contamination Levels at the MRF

- The change to the January report - The contamination levels at the MRF for the previous 12 months is reported at 23% for September. Unfortunately, due to staff losses within EnviroWaste, no further updates have been provided.
- At the waste officers’ meeting in October, direction was given to the bin auditor to increase the quality of the inspection of contaminated recycling, to allow increased education to targeted households. This resulted in a slight increase in the number of red tags issued in December. No bin audits have been undertaken in January.

#### 3.5.3 Waste Minimisation - Current Initiatives

- Council hosted the inaugural “Repair Café” event in November. Over 60 repairs were presented with a 85% success rate - achieved by a team of six repairers. Repairs ranged from an old kerosene lamp to old garden power tools and clothing. A request has been received from the Repair Team to host the event quarterly, with the Council support through the donation of a suitable venue.
- There are two waste minimisation events planned for this quarter. They are a second repair café event run by their own committee but with the support of council, these are envisioned to run every two months on the first Saturday of the month to promote consistency in messaging **and** The first MY Walk in Wardrobe event will be held in Central Taranaki early April.
- This event is a recycling and repurposing of textiles, shoes and fashion items through a large market stalls type event.

- **Bintainers** – Officers are considering the use of 'bintainers' to replace the recycling station used at events. The proposal is for the Education Officer – Water and Waste to take the station to all school pet/gala days and community events, to increase the messaging and knowledge around the need for uncontaminated and recyclable product streams.
- **Online Wananga** - The Education Officer – Water and Waste is working with Sustainable Taranaki and South Taranaki/Central Taranaki representatives from Para Kore around the feasibility and planning of community garden option to be initiated in early 2023. February will see two wananga based around options for composting and producing less organic waste
- **Central Link** – In early 2023, Central link had an updated section that is dedicated to providing information to residents on the various ideas, initiatives and strategies for reducing waste to landfill. It will also have information on water conservation and educational opportunities for creating a more circular economy. The message will focus on 'moving up' the waste hierarchy from simply recycling to either avoiding, reusing or repurposing.
- Planning is underway for an education campaign on planting for seasons, identifying what plants and trees and flowers need less water over the coming summer months.

3.5.4 **Education Strategy** – To be presented to elected members at a workshop in 2023.

3.5.5 **Kerbside Collection** - July 2021 to date has seen an annual increase of 1.4 tonnes of waste disposed at the landfill, as a result of an additional 53 households added to the numbers serviced.

3.5.6 **Organic Waste Facility Feasibility Study** - Elected Members at the 26 July 2022 P&S Meeting, approved the progression of Option 5 - *Commercial and community network of multiple facilities* of the Feasibility report. Further work is underway to progress this option.

3.5.7 **Weekly Recycling Bin Audits** - The monthly recycling audit summary from 1 January 2022 to 31 December 2022 is provided in *Figure 3* – No audits were undertaken in the month of January. In summary, for November, the amber and red tags were at 2% and 3% respectively and Green was at 95%, for December with more emphasis placed on contamination the rates were 7% and 9% respectively but this was over a smaller sample.

Council Officers are working on local campaigns to educate the community more regularly on correct recycling. The waste officers' meeting in October requested that the contractor has a focus on quality of bin audits rather than quantity, to better understand why bin audit results differ considerably from contamination rates found at the MRF.

The position of bin auditor was vacant over January so up to date information is unavailable. Updated data will be available once this position is filled.

3.5.8 **Recycling Bin Service Suspensions**

Currently no properties have bin suspension notices in accordance with Section 12.6 of the Solid Waste Management and Minimisation Bylaw. Bin services are restored at the expiry of the 3-month suspension period however this property is on their third suspension and the bin will be retained until council is confident that it will be used correctly (clause 12.7 Solid waste management bylaw service reinstatement). Council Officers note that there are several properties with multiple red tags and these are being targeted for positive education. Their bins have been relabelled with up-to-date recycling information



Figure 3: Monthly results for recycling bin audits by EnviroWaste for 2022

### 3.5.9 Matters Outstanding

Elected members requested clarification, at the 24 January P & S Committee meeting, on where the recycling products at the MRF centre ended, please see the response below:

- Glass – VISY (Auckland);
- Cardboard – OJI Fibre Solutions (Auckland);
- Paper – NZ Paper and Pulp (Hawkes Bay);
- HDPE plastic – Aotearoa NZ Made (Palmerston North);
- Plastic PET – Flight Plastics (Hutt Valley/Wellington);
- Plastic PP – Budget Plastics (Hutt Valley/Wellington);
- Aluminium – Global Metal Solutions (New Plymouth); and
- Tin – Global Metal Solutions (New Plymouth).

## 4 Property

The Council manages a number of community facilities including the Aerodrome; Civic Amenities; and Rental and Investment properties.

The Customer service request history for the property activity is shown in Figure 4 below.

### Capital Works Programme

Below is a summary of capital projects underway.

- TET Multi Sports Stadium Emergency Lighting and Doors Design – Building Consent has been lodge and being processed,
- Bell Tower car park reinstatement – To commence in February 2023;
- Percy Thomson Building Roof replacement – Request for Tender issued. Tender closes 23 February 2023. Expected completion date is May 2023.;
- Glockenspiel, TET and War Memorial Centre Seismic Assessments - A report will be taken to the March Audit and Risk Committee meeting.
- TSB Pools Initial Seismic Assessment (ISA) – Report due in March
- Transfer Station – Concrete apron for the Transfer station is due to commence in February 2023.

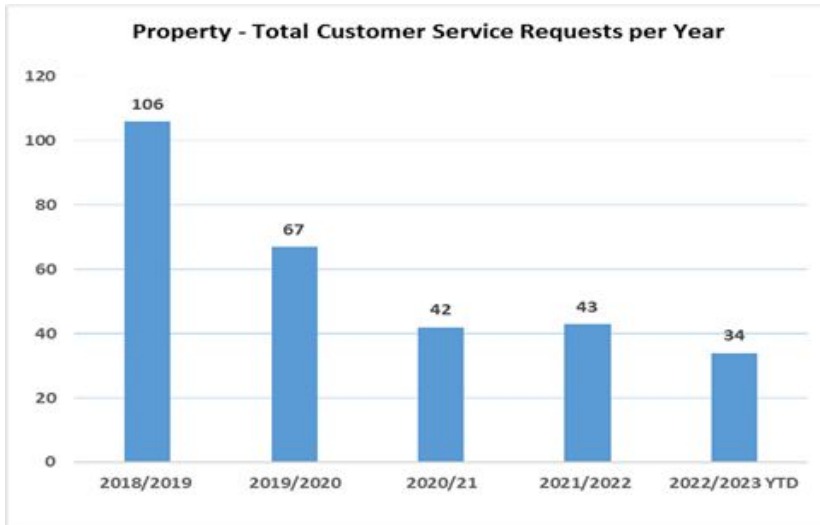


Figure 4: Customer service request history – Property – January 2023

#### 4.1 Aerodrome

A summary of Aerodrome activities for February is below:

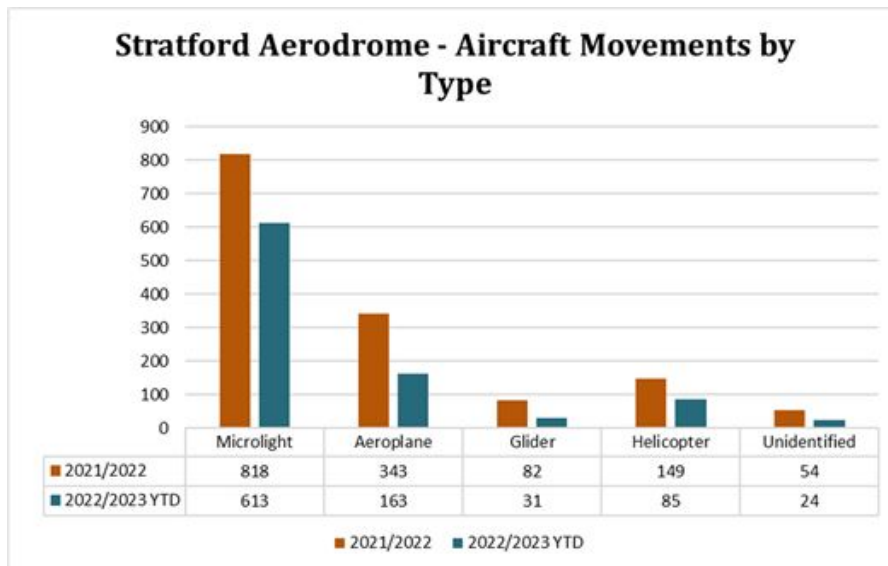
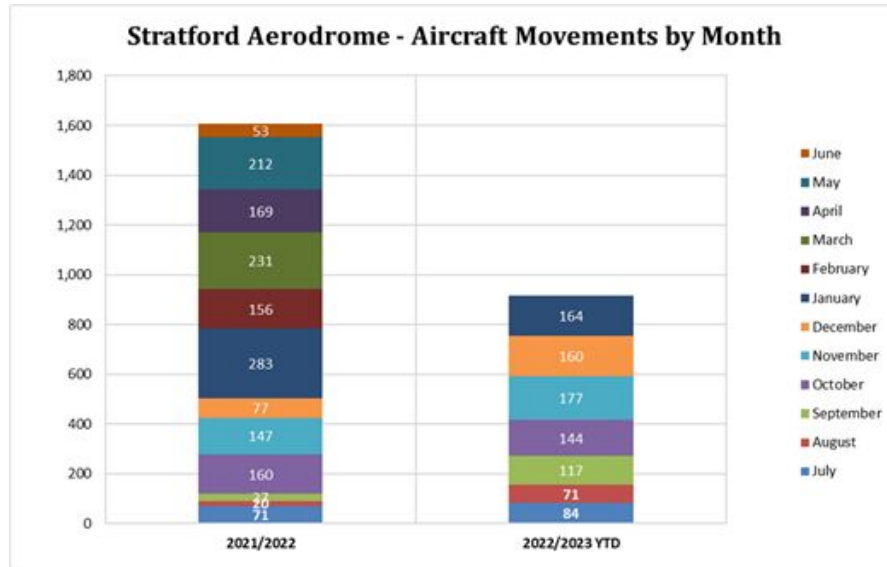
- Section 17a review underway
- On 4 February the Aerodrome will be holding an open day. From 10.00am, there will be flying displays, static displays and all-day BBQ.
- Officers have established an Aerodrome User Group (AUG) to facilitate quarterly discussions amongst the Aerodrome Users. A meeting will be held in March 2023.
- The installation of the new jet A1 fuel dispenser and holding tank, has proven to be successful. RD Petroleum are extremely happy with already over half the tank of jet A1 fuel being used in the last month. Completion photo is shown below (Figure 5).



Figure 5: Completion Photo of RD Petroleum Jet A1 Fuel Tank and Dispenser



Customer satisfaction of the condition and maintenance of the Aerodrome facility is greater than 70%. This is measured annually and reported at the end of the financial year.



#### 4.2 Civic Amenities

The Council's Amenities portfolio include, but are not limited to:

- Housing for the elderly;
- War Memorial Centre;
- Centennial Restrooms; and
- Public toilets.

Over the last few months there has been an increase in vandalism incidents on Council facilities. The Broadway toilets have been targeted repeatedly with items having to be replaced more than once. The vandalism has now extended all the way out to Whangamomona, with Morgan's Graves toilet being targeted. These continuous repairs and purchase of materials is becoming costly for both Council and ratepayers. See photos of some damaged items below.



Figure 6: Photos of Broadway toilets missing toilet paper dispenser doors and accessibility tape



Figure 7: Photos of Morgan's Grave - Broken window, toilet seat and graffiti

The Levels of Service provision, including the Performance Measures is based on the condition of the assets and associated customer satisfaction. The performance of these services is annually measured and reported at the end of the financial year.

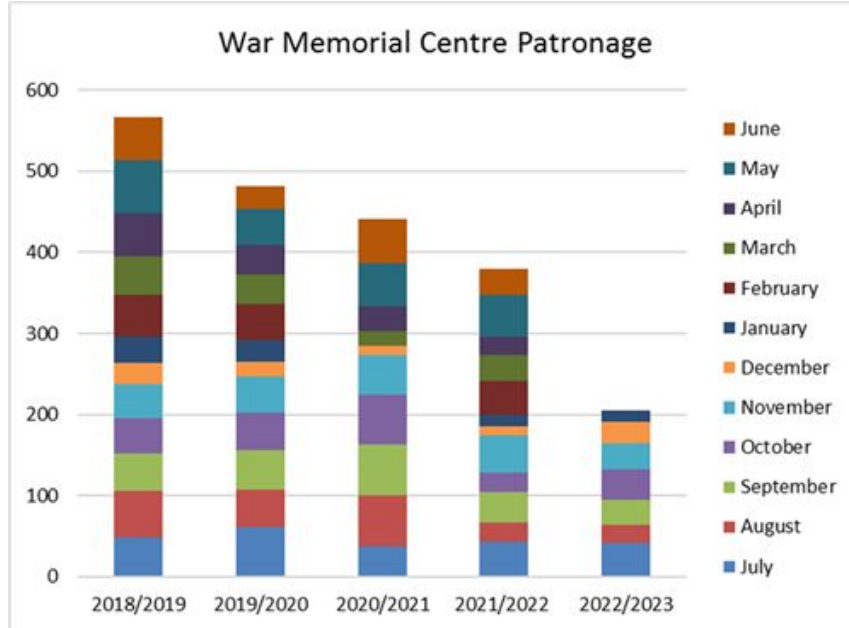
Level of Service	Performance Measure	Target	2022/2023 YTD
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	100%
	Annual booking of War Memorial Centre.	>500	191
	Annual booking of Centennial Restrooms.	>200	146
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	93%
	Annual Occupancy rate.	>95%	100%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>80%	89%

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

**4.2.1 Housing for the Elderly**

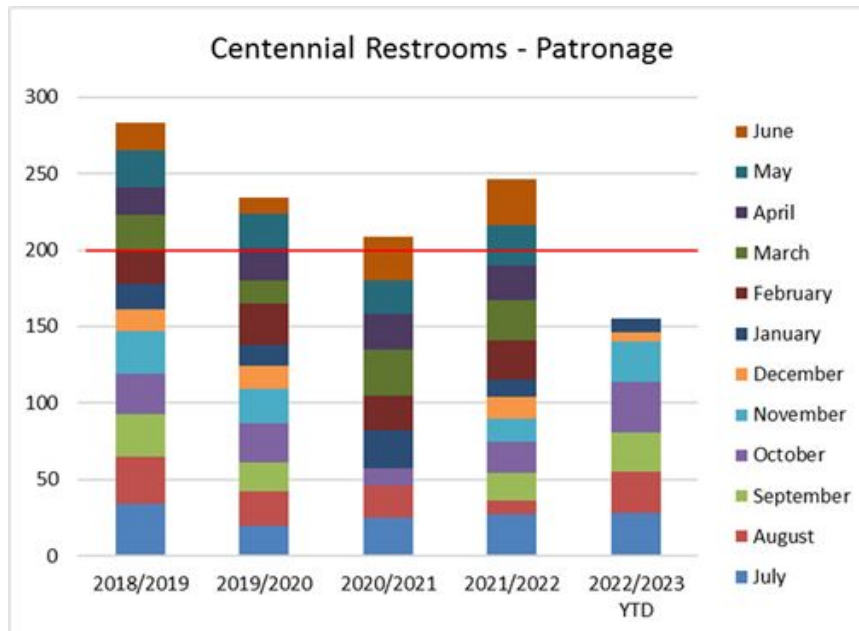
The current occupancy rate for the month of November and December is 100% and therefore achieves the performance measure of >95 %.

**4.2.2 War Memorial Centre**



3 bookings were cancelled during the month of January.

**4.2.3 Centennial Restrooms**



No bookings were cancelled during the month of January.

### 4.3 Rental and Investment Properties

The Council's Rental and Investment Properties are:

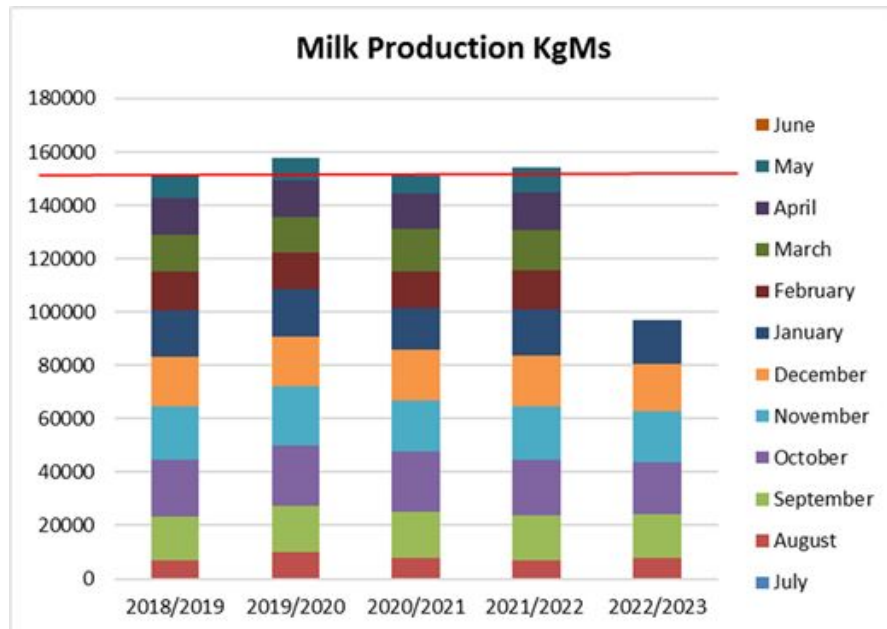
- the Farm;
- the Holiday Park (operated by a third party, with a formal lease on the land); and
- Rental properties (urban and rural land, and commercial properties).

The Levels of Service are measured annually and reported at the end of the financial year, using the performance indicators shown in the table below.

Level of Service	Performance Measure	Target	2022/2023 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	97,115.6 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

#### 4.3.1 The Farm

- Riparian plants for this season have been ordered and will be available for planting in May 2023;
- Fonterra is expected to complete a site visit to discuss an update to the **Taiki Farm Environment Plan**;
- During the month of January, a total of 16,484.6 KgMS were produced, which brings the overall total production to 97,115.6 KgMS. This is a 3.9% decrease from last season
- The history of the Farm milk production is shown in the chart below.



## 5. Parks and Reserves

The performance of Council's parks and reserves activities are measured using the targets shown in the table below. Measurement is done annually and reporting at the end of the financial year.

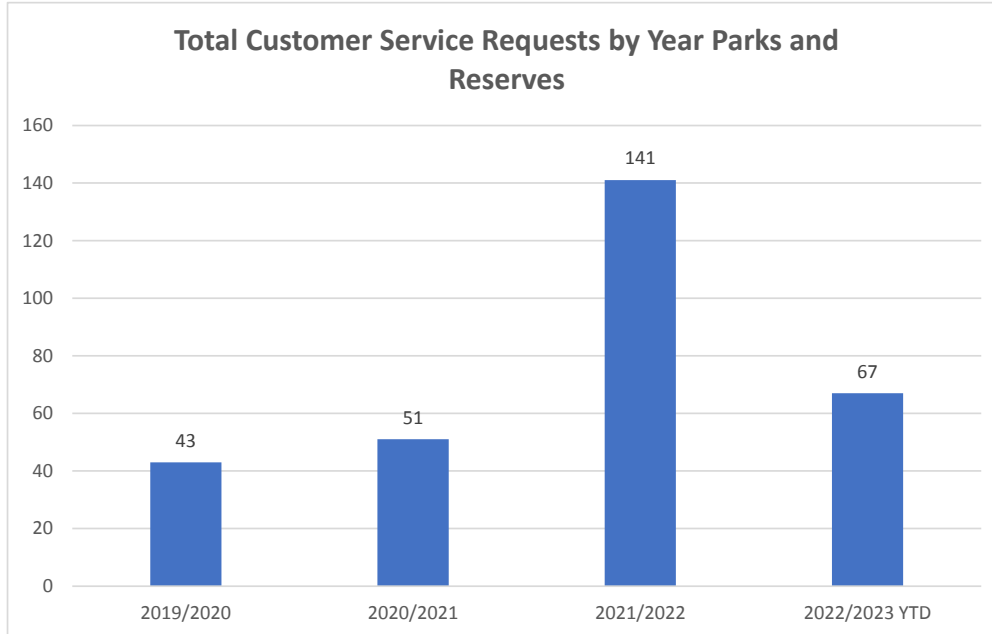
- The Arboretum project (in conjunction with the Percy Thomson Trust) is underway and will align with the Windsor Park Reserve Management Plan.

Level of Service	Performance Measure	Target	2022/2023
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	58
	Percentage of Stratford residents satisfied with:		
	Parks;	>80%	
	Sports fields;	>80%	
	Cemeteries.	>80%	
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	

Please note the high number of complaints received so far, which can be attributable to the following:

- The community is becoming more enthusiastic at logging a formal request than ever before;
- The community understands that if they log a request, the issue is more likely to be sorted within 24hours, or at the very least, some sort of contact will be made by a Council Officer.

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



	2019/2020	2020/2021	2021/2022	2022/2023 YTD
Parks	3	10	24	20
Structures	9	2	32	7
Sports grounds	3	5	5	4
Playgrounds	1	1	14	6
Cemeteries	5	5	11	6
Street Trees	11	15	24	12
Walkways	11	13	31	12
<b>Total</b>	<b>43</b>	<b>51</b>	<b>141</b>	<b>67</b>

## 6. Capital Projects

Progress updates on some of Council's key projects, as **31 January 2023**.

### 6.1 Wai O Rua Stratford Aquatic Centre

Construction is complete and facility has officially been opened. Minor remedial works are progressing. A Request for Proposal is to be advertised in February 2023 for a concept design of an outdoor facility at the site (between the Aquatic Centre and Regan Street).

### 6.2 The Whangamomona walkways

Easements have now been registered against the relevant titles and the Walking Access Commission has formally appointed Council as the Controlling Authority. Signage has been erected and some track tidy up work has completed. Additional gates have been installed by others to improve access to the track. A tidy up of the carpark (spraying and addition of metal) was completed in January 2023. Signage is last item outstanding.

### 6.3 Better off Funding

SDC has been allocated \$10.27 million of the \$2.5b support package, as part of the Water Reforms – a package intended to support councils to endure they are no are worse off due to the reforms process.

- \$2.57 million available for Tranche 1
- \$7.70 million available for Tranche 2 (available from July 2024)

The Tranche 1 projects are underway and include:

- The Brecon Road Extension – Business Case Procurement to commence in February 2023.
- Town Centre Development including the Prospero Place and Broadway Beautification – Project team to be established to finalise concept design.
- Skate Park development – Proposal for design and build is being finalised and will be advertised in February 2023.
- Victoria Park Drainage Project – Contract has been awarded and works will commence in March 2023 at the completion of the cricket season.
- Enabling Wastewater Infrastructure for the Stratford Park – Procurement process to commence in May 2023

### 6.4 Connecting our Communities Strategy

Consultation on the Connecting our Communities Strategy closed on 19 August and feedback from the public and identified stakeholders. Evaluation of Feedback from the consultation is underway, including discussions with Waka Kotahi for the Interim Speed Management Plan.

This strategy will also incorporate Waka Kotahi's direction for encouraging alternative modes of transport, and projects approved for the Transport Choices Package fund (final EOI).

A revised strategy is expected to be finalised in March 2023.

## 6.5 Transport Choices Package

The Minister of Transport announced a \$350 million package for Road Controlling Authorities to fast-track projects that will help reduce Vehicle Kilometres Travelled (VKT). Stratford District Council successfully applied for \$7.8 M for schools' safety improvement works.

The Council's project has been nominated as a '**Flagship**' School project featuring the school safety improvements and the reallocation of road space to connect the three Primary Schools. This is to be supported by the introduction of **Bikes in Schools** installations. The project is to be delivered in phases and stages, commencing with Stage 1 of Phases 1 & 2 - the other stages will be included in our Walking and Cycling Strategy Implementation Plan and implemented as funds are available.

Specialist consultants have been procured. Communication Strategy is being developed to guide stakeholder engagement. Consultation has concluded for traffic calming treatment outside Stratford Primary School - 2 responses were received and feedback from Waka Kotahi will be incorporated in the final design. Regular meetings with Waka Kotahi are being held to better understand the projects to align with Central Government's objectives and targets. Scoping, facilitated by Waka Kotahi, is underway for many of the projects. Concept designs are being finalised for some projects.

All projects are expected to be completed by June 2024.

## 7. Resource Consents

Several resource consent applications have been lodged with the Taranaki Regional Council (TRC) as shown 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. Awaiting outcome of application processing from the 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. Awaiting outcome of application processing from the 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. Awaiting outcome of application processing from the 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.



Victoria Araba  
**Director - Assets**



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

**Date 22 February 2023**



# MONTHLY REPORT

## Community Services Department



F22/55/04-D23/4859

To: Policy and Services Committee  
 From: Director – Community Services  
 Date: 28 February 2023  
 Subject: Community Services Monthly Report – January 2023

### 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 and Economic Development, Communications, Library and Visitor Information Centre, Pool and Service Centre. 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

- Whangamomona Republic Day
- Youth Council nominations closed and interviews to be scheduled
- School Holiday Programme had good engagement and uptake
- Wai o Rua – Stratford Aquatics Centre had 8,338 patrons through the facility for the month

### 2. Community and Economic Development

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

	Target	2022/23 YTD
<b>Deliver or facilitate community events</b>	>5	Achieved - 14
<b>Percentage of residents feeling a sense of community</b>	80%	
<b>Number of client interactions with Venture Taranaki's Business Advisory Services</b>	100%	
<b>Mentor matches made as requested</b>	100%	

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 Stratford District Youth Council (SDYC)

##### Key highlights;

- The Stratford District Youth Council reunited after the Christmas break to host a leavers afternoon tea. Keisya Gunawan and Taylyn Kelsen have resigned from the SDYC. We wish them all the best for their future endeavours.
- SDYC applications were reviewed and interviews will take place 14-17 February.

##### Upcoming meetings and events:

- SDYC Interviews 14-17 February
- SDYC Projects meeting: Tuesday 21 February, 4.30pm.
- Colour in the Park: Sunday 5 March.
- SDYC Swearing In ceremony/Ordinary Meeting: Tuesday 7 March 4.30pm

## 2.3 Civic and Community Events

### Completed:

- Whangamomona Republic Day – 21 January
- Youth Council nominations close – 31 January

### Coming Up:

- Summer Nights (Movies) – 4 February
- Americarna (Stratford stop off) – 24 February
- Summer Nights (Concert) – 25 February
- Colour in the Park – 5 March
- Scooter Competition (ZEAL and SDYC partnership) – 18 March

## 2.4 Community Projects and Activity

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

#### Registrations

	Jan/Feb	YTD
Young People Registered	11	72
Businesses Registered	3	17

#### Employment

	Jan/Feb	YTD
Young people placed into employment	3	28
Young people who are employed but require assistance with upskilling		
Young people registered onto programme and straight in study		15
Young people received support and found work themselves	1	3
<b>Total</b>	<b>18</b>	

#### Highlights

- Two young people were enrolled in a Defensive Driving Course to assist in getting their full license and both have completed the course. Another course will be scheduled for March.
- Stratford Drop-In Sessions started on 11 January 2023. These sessions will run every Wednesday from 10:00am to 4:00pm.
  - 10 in person drop-in meetings held
  - 9 out of 10 went on to register with the MTFJ Workforce Programme seeking support to find employment
  - All registered participants were provided with jobseeker including; introductions to employers, assistance with cv and cover letter support writing
- The supported Barista and Customer Service Training course that was developed in conjunction with Tūtaki and FloJo Coffee Cart has now completed. One 16-year-old Māori female was supported with training that provided the opportunity for her to complete a food handler's certificate, learners driver's license and provide on the job experience with customer service and barista skills.

### 2.4.2 Community Relationships Framework

#### Stratford Business Association

A partnership agreement has been drafted and will be presented to council once the Section 17A reviews have been completed.

#### Taranaki Pioneer Village

The committee alongside their consultant have released a survey to gather feedback from the community, previous visitors and current members. Information gathered will assist in shaping the visitor experience going forward.

2.4.3 Stratford Strategies and Town Centre Plans

Members of the project team are in the process of being confirmed with the first meeting scheduled to take place in February 2023.

2.5 **Funding**

2.5.1 Creative Communities Scheme

The next Creative Communities Scheme funding round opens on 6 March and closes on 7 April 2023.

2.5.2 Sport New Zealand Rural Travel Fund

The next Sport New Zealand Rural Travel funding round opens 20 February and closes on 17 March 2023.

2.5.3 Toi Foundation

An application is currently being drafted and will be submitted prior to the closing date on 3 March 2023. The application will seek funding to support the delivery of; Summer Nights, Puanga and Swimming Lessons.

2.6 **Positive Ageing**

The February Ordinary Meeting was cancelled due to not having a quorum. Planning is underway for the Forum in March.

Upcoming meetings and events:

- Positive Ageing Forum: Thursday 30 March, 10.30am.

2.7 **Stratford Business Association**

Memberships	
New	2
Current total	143

Coming up:

- Business after 5 – Monday 20 February, hosted by Mediaworks at Colonel Malones, Stratford
- Americarna (Stratford) – Friday 24 February
- Business after 5 – Wednesday 15 March, Remedy

3. **Communications**

3.1 **News Media**

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

**Central Link focus for January:**







- Summer Nights events
- Republic Day
- School Holiday Programme
- Check before you swim (TRC campaign)
- Community funding opportunities
- Job opportunities
- Mayors' Taskforce for Jobs Workforce Programme drop in sessions at the Library
- Digital technology classes at the Library
- Prospero Market
- Antenno
- SDC Rubbish and Recycling App
- Public notices (Meeting schedule –January, Temporary partial road closure - Republic Day, Whangamomona, Urban kerb and channel spraying)

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

- Easily build your digital confidence with free courses!

3.2 **Digital channels**

**January snapshot:**

Website		Social Media	
	<b>6,400</b> ↑1,200 Users		<b>37</b> <b>New Facebook followers</b> /stratforddistrictcouncil <b>4,020</b> people follow Council's page.
	<b>22,864</b> ↑3,864 Page views		<b>10,009</b> ↓36.2% <b>People reached</b> The number of people who saw any of Council's posts at least once this month.
	<b>9,994</b> ↑1,977 <b>Total sessions (visits)</b> A session is the period of time a user is actively engaged with Council's website.		<b>10</b> <b>New Instagram followers</b> /stratford_nz <b>1,076</b> people follow Council's account.

3.3 **Official Information Requests**

For the 2023 calendar year, Council has received 7 Local Government Official Information and Meetings Act (LGOIMA) requests.

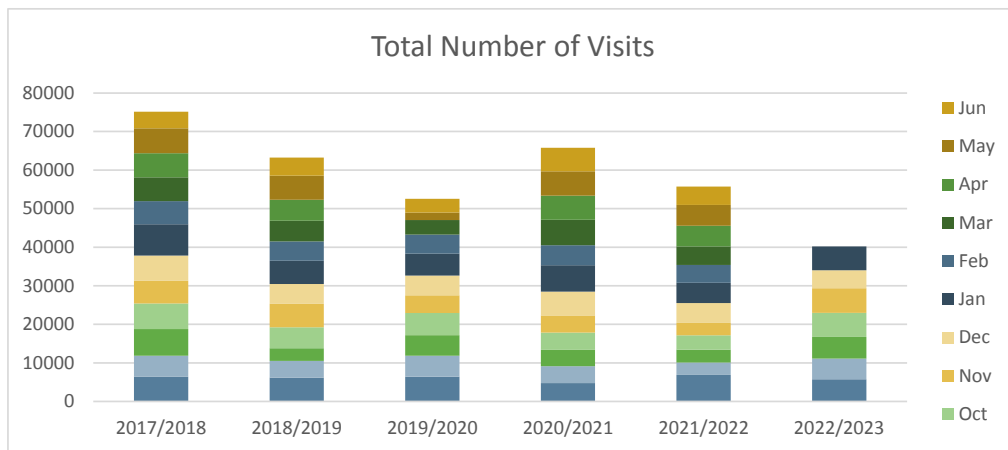
The below table includes the LGOIMA's received for the month of January 2023

Date Received	Query	Due Date	Date Responded	Days to Respond
11/01/2023	2022 District Licensing Committee decisions	9/02/2023	1/02/2023	15
11/01/2023	Urban GIS files	9/02/2023	17/01/2023	4
23/01/2023	LED streetlighting in your territorial authority	21/02/2023	3/02/2023	9
30/01/2023	Submissions for A&P Association decision	28/02/2023	30/01/2023	1
30/01/2023	Citizenship Ceremony	28/02/2023	3/02/2023	4
31/01/2023	2022 Ratepayers' Report for the 2020/21 financial year.	1/03/2023		
25/01/2023	Heritage data sourcing	23/02/2023	31/01/2023	4




4. Visitor Information and Library Services

Performance Measures (Performance Measures in bold)



	Target	2022/23 YTD
Number of users of AA Agency Service is measured	>10,000	4,908
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	32,545
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	1,704



Visitors/Users per service

Service	January	Year to date (2022/23)
 Information Services (brochures/maps/ event tickets etc)	<b>313</b> ↓35	<b>1,782</b>
 Vehicle/Driver licensing	<b>743</b> ↑116	<b>5,385</b>
 Programme and Events	<b>222</b> ↓14	<b>1,704</b>

**Library services - Items Issued**

Service	January	Year to date (2022/23)
 In person	<b>4,842</b> ↑587	<b>32,475</b>
 Online	<b>673</b> ↑99	<b>3,914</b>

**Programme/Event Users**

Age group	January	Year to date (2022/23)
<b>65+</b> Seniors	<b>0</b> ↓18	<b>123</b>
<b>18+</b> Adults	<b>5</b> ↓61	<b>291</b>
<b>13-17</b> Secondary School	<b>0</b>	<b>0</b>
<b>5-12</b> Primary School	<b>165</b> ↑39	<b>735</b>
<b>&lt;5</b> Pre-School	<b>17</b> ↓19	<b>390</b>

**4.1 Highlights for January**

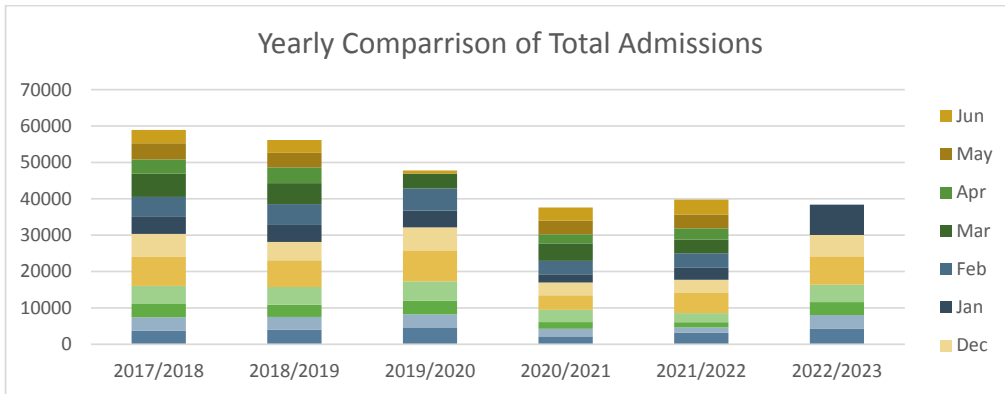
- School holiday programme activities were well attended over January. Activities included an Amazing Race, a performance by children's entertainer Mr Yipadee and a variety of craft activities.
- The Summer Reading Programme concluded with a finale party and prizes for children who had completed the programme.
- At times the facility has been very busy with events, a high number of AA users and an increasing number of both domestic and international tourists.

**5. Pool Complex**

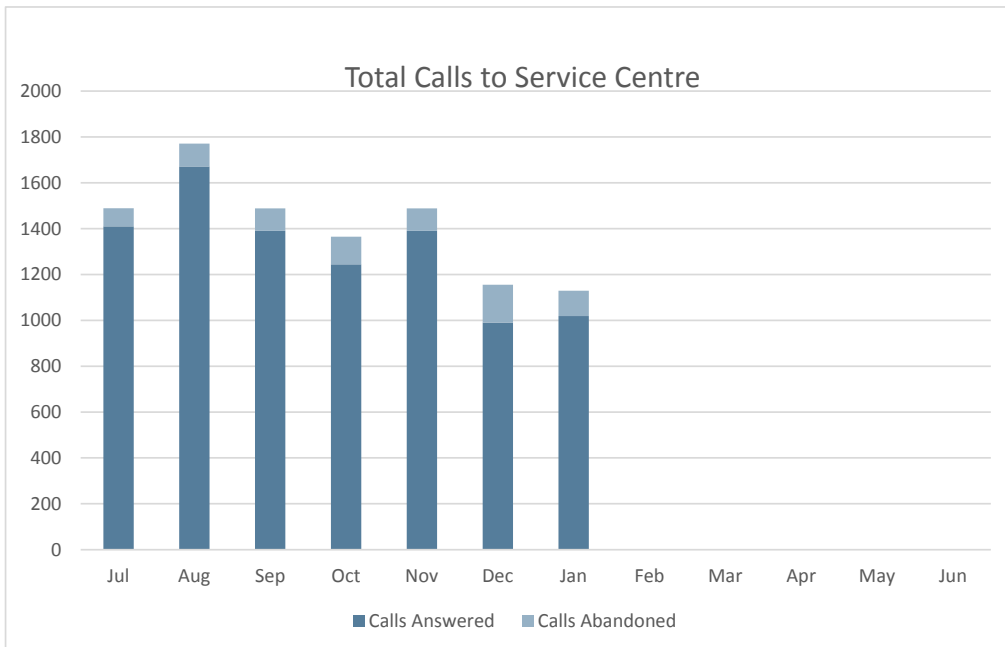
Level of Service Category	Performance Measure	Target	2022/23 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	45
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	PoolSafe accreditation is met	100%	
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	37,378

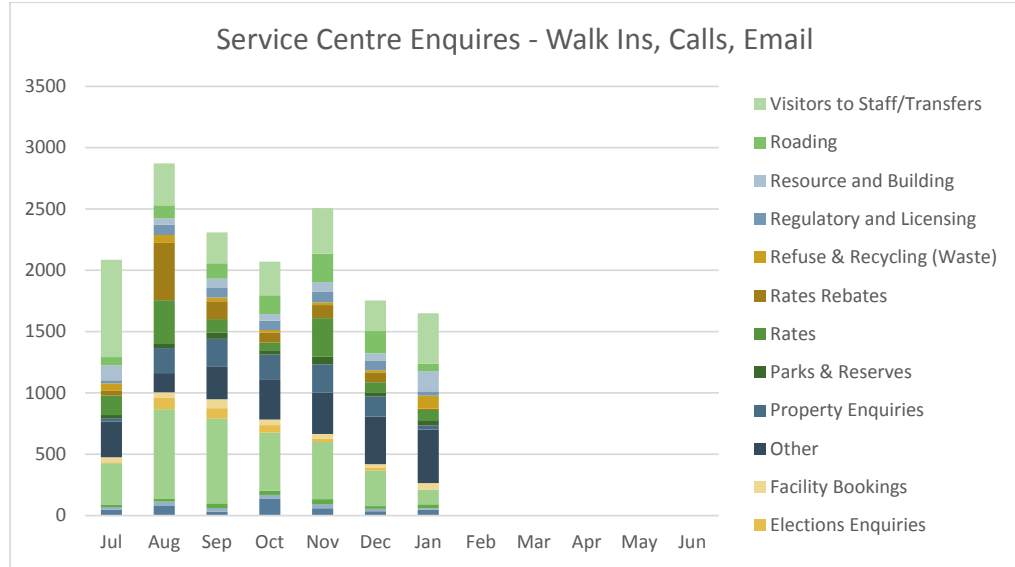
### 5.1 Highlights for January

- January saw 8,338 patrons through the facility.
- These figures are likely to increase in the next month when school swimming kicks off.
- These figures are the highest the facility has seen since being opened in October last year.
- Central Taranai Safe Community Trust lessons were carried out for three weeks of January attracting 156 children along with the parents and grandparents.
- In late January, Te Korowai Ngāruahine visited the facility with around 400 members of its community. This was a great opportunity to showcase what the facility has to offer. As a result, future bookings have already been scheduled.
- Three successful birthday parties were held in the month of January, with more scheduled for the coming months.



### 6. Service Centre





Chade Julie  
**Acting Director - Community Services**

Sven Hanne  
**Chief Executive**

**Date:** 22 February 2023



# MONTHLY REPORT

## Environmental Services Department



F22/55/04 – D23/1065

**To:** Policy and Services Committee  
**From:** Director – Environmental Services  
**Date:** 28 February 2023  
**Subject:** Environmental Services Monthly Report – January 2023

### 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

Seven applications for building consent were received in January 2023. These included:

- Three log fires, one pole shed, one extension/alteration to a residential dwelling, one new commercial building and one extension/alteration to a commercial building.
- Not included in the monthly figure are a further six amendments, one amusement device application, one Project Information Management (PIM) and one Certificate of Public Use (CPU).

January is historically a quieter month as the construction industry closes for an extended Christmas/summer holiday break. Some engineering and design firms didn't re-open for business until the 23 January which has reduced the amount of activity in the industry. The number of inspections undertaken in January 2023 is equivalent to 2022, but officers have seen a decrease in applications for building consent of 33% compared to this time last year, which indicates that quieter times may be coming. The number of applications for resource consent has remained reasonably steady and applications for licences are returning to traditional seasonal patterns with a visible increase over summer.

### Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy started late last year and is still in an information gathering phase. Work on the formal part of the process will start once New Plymouth District Council are ready for it to commence.

The last remaining road naming and numbering project relates to Pembroke Road which was initially delayed to allow completion of the Gambling Venues and TAB Venue Policies. Officers are also covering a vacant position which is requiring them to prioritise work tasks. The road naming project will come back to elected members once the team has returned to full capacity.

**Dashboard – All Business Units**

1.1 The following table summarises the main licencing, monitoring and enforcement activity across the department for the month:

<b>Activity</b>	<b>Result Dec</b>
<b>Building Consent Authority</b>	
Building Consent Applications	7
Building Consent Amendment Applications	6
Building Consents Issued	7
Building Consent Amendments Issued	3
Inspections completed	86
Code Compliance Certificate Applications	11
Code Compliance Certificates Issued	3
Code Compliance Certificates Refused	2
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	7
Building Act Complaints received and responded to	0
<b>Planning</b>	
Land Use Consents Received	3
Land Use Consents Granted	0
Subdivision Consents Received	3
Subdivision Consents Granted	3
223/224 Applications Received	2
223/224 Applications Granted	4
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	6
Resource Consent Applications Placed on Hold or Returned	5
LIM's Received	5
LIM's Granted	5
<b>Environmental Health</b>	
Registered Premises Inspected for Compliance under the Food or Health Act	5
Health or Food Act Complaints Received and responded to	2
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	2
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	1
Bylaw Complaints Received and responded to	52
Dog Complaints Received and responded to	22

## 2. 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%	8 of the 8 (100%), applications granted were granted within 20 working days. 1.75 average processing days.
	Percentage of inspection requests completed within 24 hours of request.	100%	83 of the 86 (97%) inspections were within 24 hours of the request. The three that weren't, were due to being booked more than 24 hours in advance.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	3 of the 3 (100%) CCC's issued were issued within 20 working days. 4.7 average processing 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.
48	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 2	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% 3 of the 3 applications were processed within 20 working days.
	% 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%	94.2%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	100%
To ensure dogs are controlled	Percentage of known dogs registered	95%	97.5%
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	100%

3. **Detailed Reporting Building Services**

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

5.1.1 Compliance/Notices to Fix issued as a BCA  
No Notices to Fix were issued by the BCA in January 2023.

5.1.2 Lapsed Consents  
Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 11 months previously, against which no inspections have been recorded. The check has been undertaken and one warning letter was issued in January 2023.

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

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

**5.1.4 Training needs analysis**

One Building Control Officer has been enrolled into year 2 of the Future Skills (Large Buildings) diploma course, for their Reg 18 qualification. The first block course is scheduled for 14-17 February, and is in relation to Dispute resolution & Enforcement.

The Building Control Officers have been undertaking MBIE's online training modules in relation to some upcoming changes to the NZ Building Code H1 – Energy Efficiencies.

Managers are currently working with two Building Control Officers to gather evidence to support increasing their competency the next time it is due for reassessment.

Civil Defence training requirements have been identified for staff within the BCA, and dates have been scheduled for training courses.

**5.1.5 Internal audit/external audit timetable**

During January the following internal audits were undertaken by the Quality Manager.

Reg17(2)(b) Quality Policy  
Reg 14, 17(1), 17(3) Quality system and record keeping  
Reg 16(1&2) Filing of BC documents  
Reg 11(2)(e) Supervision of employees under supervision  
Reg 7(2)(g&h) Complaints and inquiries  
Reg 7(2)(e) Inspections

The audits went well with some minor recommendations raised. All recommendations have been completed, except one which is scheduled to be completed by the end of February.

**5.2 Territorial Authority**

**5.2.1 Compliance Schedules/Building Warrants of Fitness**

One compliance Schedule for Midhirst Tavern was amended in January 2023.

No notifications were issued for Warrant of Fitness renewal.

At the last meeting of the Central IQP register members it was agreed that the cluster group will engage professionals to provide presentations in relation to their specified systems. Advanced knowledge in relation to specified systems contained within commercial buildings has been identified for continuous improvement so this decision is timely for us.

**5.2.2 Swimming Pools**

Several more inspections and re-inspections have been undertaken in January. The response from owners has been good overall in remediating any issues. Officers are still on track for having all swimming pools inspected and compliant by the end July2023. MBIE is happy with our progress and has increased the reporting interval for this work.

**5.2.3 Non-Standard Site Register Maintenance**

No new sites were added to the non-standard site register in January 2023.

**5.2.4 Notices to Fix/Other Compliance as a Territorial Authority**

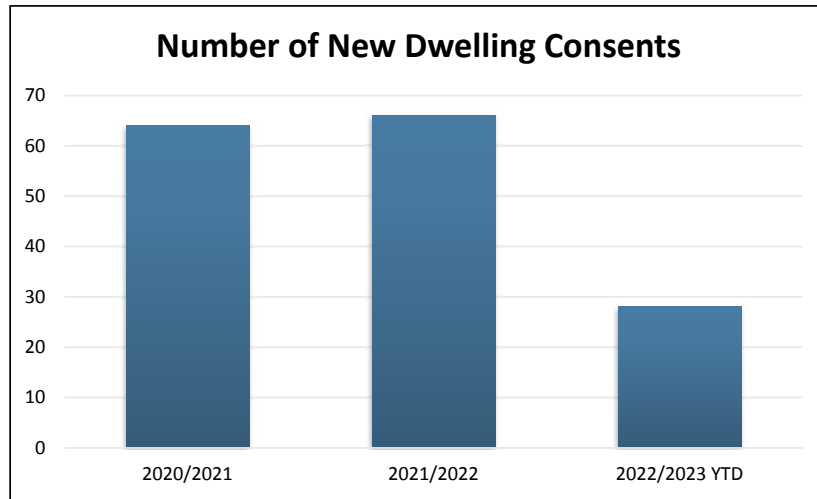
No Notices to Fix for unauthorised building works were issued by the Territorial Authority in January 2023.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

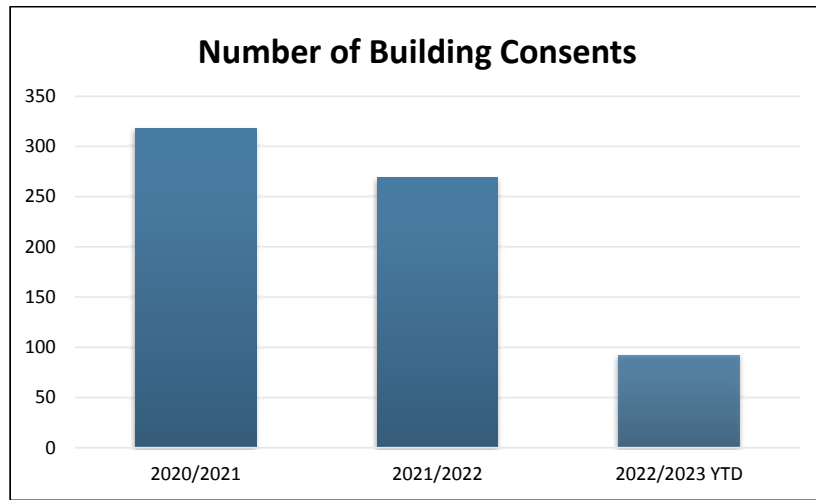
Type	Jan 2023	Jan 2022	2022/2023 Year to Date	2021/2022 Whole Year
<b>New Dwellings</b>	0	5	28	66
<b>Relocated dwellings</b>	0	0	8	9
<b>Relocated buildings other than dwellings</b>	0	0	0	0
<b>Fires</b>	3	3	22	83
<b>Pole sheds/accessory buildings</b>	1	3	11	50
<b>Additions/alterations – residential</b>	1	2	7	22
<b>New Commercial buildings</b>	1	1	4	10
<b>Additions/alterations – commercial</b>	1	1	8	14
<b>Other/miscellaneous</b>	0	0	4	15
<b>Certificate of Acceptance (not in total)</b>	0	0	3	12
<b>Total/s</b>	<b>7</b>	<b>15</b>	<b>92</b>	<b>281</b>

New House indicator by year



Year	New Dwellings
<b>2020/2021</b>	64
<b>2021/2022</b>	66
<b>2022/2023 YTD</b>	28

**Consent numbers by year**



Year	Building Consents
2020/2021	318
2021/2022	281
2022/2023 YTD	92

Blair Sutherland  
**Director - Environmental Services**

[Approved]  
Sven Hanne  
**Chief Executive**

**Date:** 22 February 2023

# MONTHLY REPORT

## Corporate Services Department



F22/55 – D23/6089

To: Policy and Services Committee  
From: Director – Corporate Services  
Date: 28 February 2023  
Subject: Corporate Services Monthly Report – January 2023

### Recommendation

THAT the report be received.

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

## 1. Financial Management

Reports attached, as at 31 January 2023, 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 for January 2023 YTD

#### *Revenue*

Total Revenue is \$3,227,141 over budget, at **\$15,629,449** for the year to date. Total Operating Revenue (excluding extraordinary revenue) is over budget by \$967,706, at **\$13,370,014**.

- The Waka Kotahi subsidy (Roading) is over by \$270,557 due to increased emergency reinstatement works in the rural roading network due to weather events, resulting in Council's share of funding being brought forward to match expenditure.
- Other Direct Activity revenue is over budget by \$495,838, largely due to operational grant funding, i.e. the Mayor's Taskforce for Jobs (allocated to the Community Services Activity) which wasn't budgeted for, and funding from the Taranaki Electricity Trust towards events, Library, and economic development initiatives – also unbudgeted for.
- Revenue for the Pool, Cemeteries, Farm, Building Control, and Solid Waste activities are also up against budget.

#### *Expenditure*

Total Expenditure is \$1,084,626 over budget, at **\$13,793,016** for the year to date. Direct Operating Expenditure is over budget by \$1,058,299.

- The Swimming Pool is over budget by \$355,291, due to increased operational costs associated with the new pool that were unanticipated. The staffing budget for the year has already been exceeded, with the monthly budget of \$38,000 being insufficient for actual monthly staffing costs of \$91,000. The insurance cost of \$49,772 was significantly underestimated in the budget, and is double the budget. Expenditure on items such as staff clothing/uniforms and pool equipment is already more than double the annual budget. The annual budget for energy costs at \$93,801, is much less than the reforecasted annual total expenditure based on updated actuals, which is likely to



be around \$325,000. The annual expenditure budget for the pool is forecast to be exceeded by approximately \$800,000. Some of this will be offset by increased revenue (YTD revenue over budget by \$37,764).

- As mentioned previously, expenditure on emergency reinstatement works for Roothing is over budget, resulting in Roothing expenditure being over budget by \$405,463. However, Waka Kotahi has approved an additional \$285,000 of subsidised expenditure for weather damage expenditure from 1 July 2022, minimising the impact from reallocating expenditure from other roading maintenance projects.
- Expenditure for the Library (staff costs), Parks and Reserves (increased maintenance), and Resource Consents (consultants expenditure) activities are also over budget.

The above increase in costs to maintain existing levels of service has been reflected in the preparation of the draft *Annual Plan 2023/24*, which, at the time of writing this report is showing an anticipated rates increase of **15.67%**, compared to the rates increased planned for the 2023/24 year in the *Long Term Plan 2021-31* of **4.23%**.

## 1.2 Capital Expenditure Report

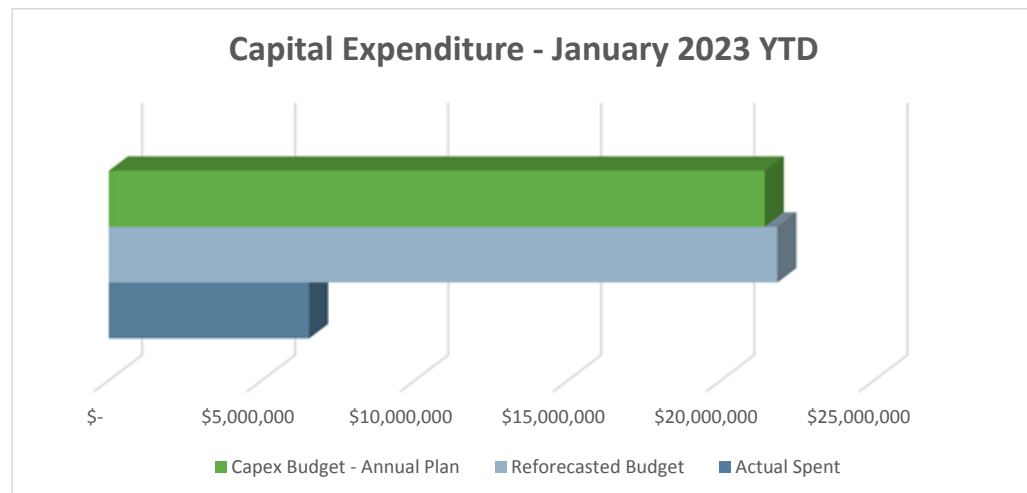
In August 2022, Council agreed to carry forward \$3,969,880 of uncompleted capital projects from the previous financial year to 2022/23 to enable delayed projects to be completed.

Total capital expenditure funds available for the 2022/23 financial year is **\$21,433,087**. Of this:

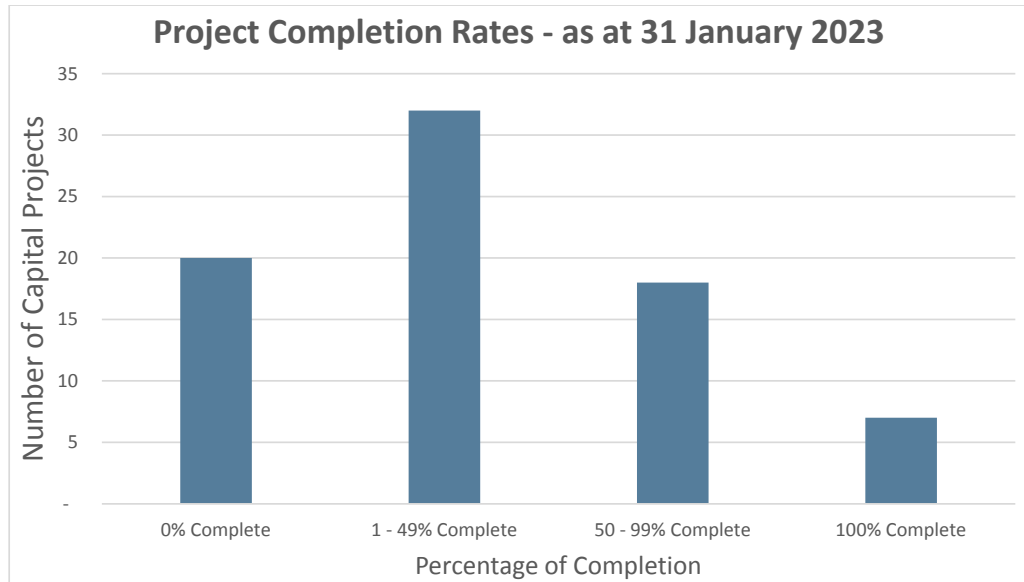
- \$7,000,239 is for replacing existing assets,
- \$12,213,873 is for new assets or improving existing assets, and
- \$2,218,975 is to cater for district growth.

Total actual capital expenditure for the year to date (seven months), is \$6,542,824, or 30% of the total budget.

The reforecasted budget below, in comparison to the Annual Plan budget, shows that Council staff expect to spend \$411,474 more than total budget by year end. This includes current budget, plus new additional expenditure unbudgeted for including \$500,000 for cemetery land purchase (funded from Asset Sales Proceeds Reserve), and \$750,000 in relation to Transport Choices funding for Roothing.



The project completion percentages in the graph below relate to where capital projects are at in terms of delivery of the scope of the project (note Council has 77 projects in its capital work programme for 2022/23, including projects started in the previous year, and new projects). As a number of projects have not yet started or are only at the early stages, it is unlikely that the capital programme will be completed by year end as stated above.



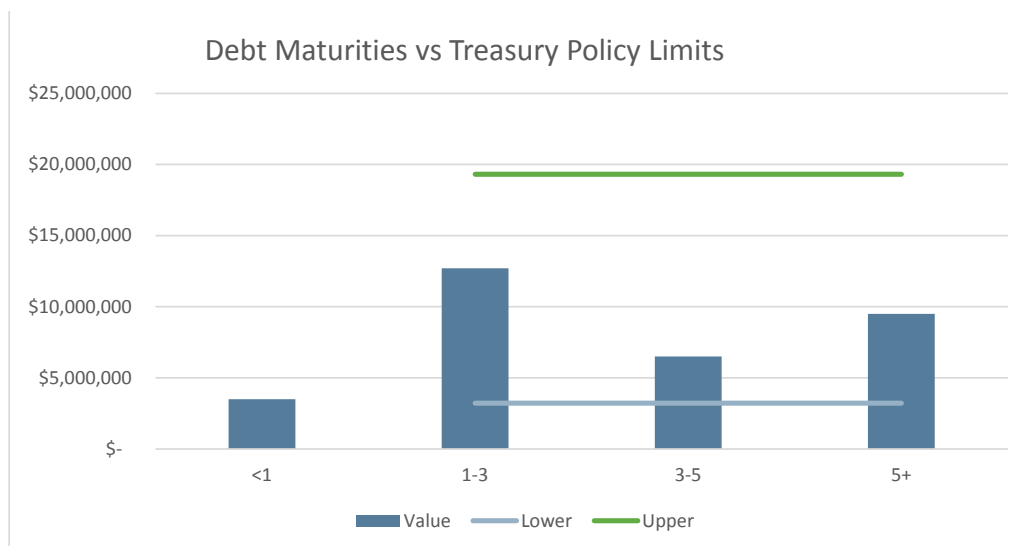
Refer to the capital expenditure report for a status update on each individual capital project.

### 1.3 Treasury Management

Gross Council debt as at 31 January 2023 was \$32,200,000. Net debt is \$21,020,000 after netting off financial investments comprising of \$4,000,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

Cash requirements in recent months has required the maturing deposits to be retained as cash on hand. In February, the term deposits have increased to \$5,000,000. However, it is timely that Council investigate options for new borrowing.

The Net Debt to Revenue ratio is currently at 79% (Council's limit is 130%). Based on estimated annual revenue for 2022/23 of \$26,470,000, **Net Debt** could increase to \$34,411,000 before breaching Council's limit as per the Treasury Management Policy.



All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed and within Treasury Policy limits.

It is expected that Council will carry a minimum of \$6,000,000 of term deposits to cover reserves<sup>1</sup>, additionally surplus cash on hand will be invested for an appropriate term if it does not put Council in short term liquidity risk. With the term deposits currently sitting at \$4,000,000, it is timely to investigate options (as in terms, interest rates) for borrowing – particularly as interest rates may continue to rise in the foreseeable future.

The latest LGFA borrowing rates as at 14<sup>th</sup> February 2023 are:

- 1 year 5.68%
- 5 years 5.35%
- 10 years 5.48%

The current weighted average interest rate across all Council debt is currently 2.90%.

	<b>Actual</b>	<b>Policy</b>
Actual Fixed Debt	92%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	23%	10-60%
Fixed 3-5 years	32%	10-60%
Fixed >5 years	26%	5-60%
Debt Matures 1-3 years	23%	10-60%
Debt Matures 3-5 years	32%	10-60%
Debt Matures > 5 years	26%	10-60%
Debt Servicing to Revenue Ratio	3%	<10%
Net Debt to Revenue Ratio	79%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 2,128	<\$3,000
Net Debt per Ratepayer	\$ 4,265	N/A
Maximum Investment with Counterparty	\$ 7,000,000	N/A

#### *Cashflow Forecast*

It is anticipated that a further \$3,000,000 of new debt will be required, due to capital expenditure funding requirements over the next 12 months, e.g. the Council subdivision, Transport Choices Roading initiatives, Town Centre redevelopment, and to maintain cash at a level to support reserves.

## 2.0 Revenue Collection

### 2.1 Rates

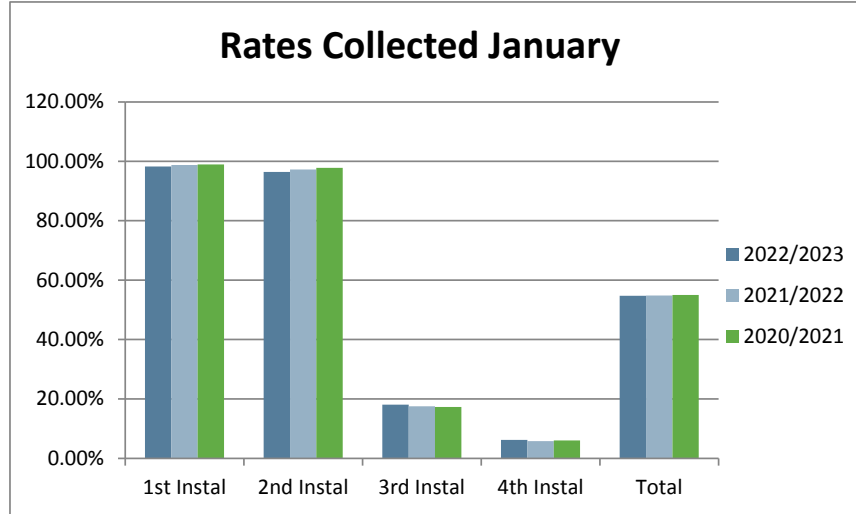
*Rates Arrears (owing from 2021/22 year and earlier) \$57665*

As at 31 December 2022, 83% of rates in arrears have been collected since 1 July 2022 (2021: 80%).

*Current Year Rates*

As at 31 January 2023, 55% of rates had been collected (2022: 55%).

<sup>1</sup> As at 30 June 2022, reserves balances totalled \$8,526,000 including General Asset Renewals Reserve \$4,653,000, Contingency Reserve \$504,500, Asset Sale Proceeds Reserves \$1,183,143, Targeted Rate Reserves \$340,910, and Financial Contributions Reserve \$1,034,000.



#### Rates Remissions

Three applications have been received for rates remission for Promoting Business Development (refer *Rates Remission Policy* on Council's website). This policy allows for remission of the general rate for up to three years where the ratepayer invests in the district through a land development with an investment cost of more than \$500,000 (as assessed under the Building Act) that relates principally for industrial, commercial or administrative purposes. The investment must contribute to employment growth in the district or new business for other Stratford businesses. The following ratepayers have applied for remissions, which are currently being assessed and if successful will be applied from the 2023/24 rating year onwards:

- Agecare Central Ltd – building a new 18 bed hospital/resthome facility
- Te Rere o Kapuni Ltd (Te Korowai o Ngāruahine) – Dawson Falls lodge development

Another ratepayer has made an application under this policy but further detail is required as to the timing of the investment/development and whether it has passed the conceptual stage and a consent is likely to be applied for by 1 July 2023.

A reminder to elected members to promote this policy out in the community to those who are looking to invest in the Stratford District.

#### 2.2 Outstanding Debtors

Of the total debtors outstanding as at 31 January 2023 of \$3,266,348, 5%, or \$178,603, was overdue. Total infringements is all overdue at \$51,809 and includes overdue dog infringements (75% of the total) and historical parking fines all now with the Ministry of Justice for collection, as per legislation.

### 3.0 Information Technology and Records

#### Information Technology Update

- The primary focus of the IT team is the network infrastructure upgrade within the Microsoft Azure datacentres with an expected Go Live date now delayed until March (to be confirmed). User Acceptance Testing (UAT) will begin around the week of 20 February. This environment will provide numerous software and security enhancements over the current network environment.
- The Internet Security endpoints (Firewalls, Wireless Access Points) are going through a monthly Performance Measurement Analysis with an ongoing scheduled program of

work developed to enhance our network security. The Main Firewall and several Wireless Access Points underwent a Major software version upgrade last week as part of this work.

- IT is performing an audit and disposal of old hardware, with 37 Items, including Computers, Laptops, Servers, Cellphones, and other peripherals, being prepared for disposal. An assessment has been made as to which items can be repurposed for sale.

#### **Records Management Update**

- Digitizing property file update - An additional 70 property files have been digitised since the last update. All urban and rural residential property files are complete. All commercial property files are complete, with the exception of a few council owned property files, being saved for last. There are approximately 350 rural property files left to digitise. The files that have been digitised have been held in storage as a backup. Last month a selection were audited against the electronic version with excellent results, thus a decision has been made to destroy the hard copies, and all future hardcopy property files once they have been digitised, reducing storage costs.
- A review of Content Manager structure and IM practice has begun with teams across council, starting with Library, Building Consent Authority and Building Territorial Authority. Wai o Rua is on track for review in the next few weeks. The intention is to provide a fit for purpose structure to enable efficient storage of electronic files.
- The cataloguing of artworks and photographs in the archives room is complete – this will enable more efficient access by staff and the public to these particular community archives.



Tiffany Radich  
**Director, Corporate Services**



Approved By:  
Sven Hanne  
**Chief Executive**

**Date:** 22 February 2023

## Statement of Comprehensive Revenue and Expense

For the Year to Date - January 2023

	January '23 Actual YTD	January '23 Budget YTD	Variance YTD	Total Budget 2022/23	January '22 Actual YTD
<b>Operating Revenue</b>					
Finance Revenue	\$201,707	\$135,333	\$66,374	\$232,000	\$109,419
Waka Kotahi NZTA Rooding Subsidy	\$3,228,640	\$2,958,083	\$270,557	\$5,071,000	\$2,556,307
Rates Revenue - excl water consumption rate	\$7,255,803	\$7,180,000	\$75,803	\$14,360,000	\$6,883,922
Water Supply - Consumption Charge	\$227,415	\$242,500	(\$15,085)	\$485,000	\$210,473
Sundry Revenue	\$37,396	\$34,017	\$3,379	\$53,000	\$34,309
Farm Milk Proceeds	\$344,423	\$273,583	\$70,840	\$469,000	\$348,091
Other Direct Activity Operating Revenue	\$2,074,630	\$1,578,792	\$495,838	\$2,332,000	\$1,572,341
<b>Total Operating Revenue</b>	<b>\$13,370,014</b>	<b>\$12,402,308</b>	<b>\$967,706</b>	<b>\$23,002,000</b>	<b>\$11,714,862</b>
<b>Extraordinary Revenue</b>					
Grant Funding - Capital Other	\$2,153,906	\$0	\$2,153,906	\$3,450,000	\$4,789,076
Financial Contributions	\$72,065	\$0	\$72,065	\$0	\$206,603
Other Revenue	\$21,236	\$0	\$21,236	\$0	\$48,178
Dividends	\$12,228	\$0	\$12,228	\$19,840	\$12,488
<b>Total Extraordinary Revenue</b>	<b>\$2,259,435</b>	<b>\$0</b>	<b>\$2,259,435</b>	<b>\$3,469,840</b>	<b>\$5,056,345</b>
<b>Total Revenue</b>	<b>\$15,629,449</b>	<b>\$12,402,308</b>	<b>\$3,227,141</b>	<b>\$26,471,840</b>	<b>\$16,771,207</b>
<b>Operating Expenditure</b>					
Personnel Costs	\$3,128,179	\$2,849,615	(\$278,564)	\$4,780,000	\$2,779,796
Other Direct Operating Costs	\$7,086,010	\$6,306,275	(\$779,735)	\$10,562,400	\$6,314,785
<b>Total Operating Expenditure</b>	<b>\$10,214,189</b>	<b>\$9,155,890</b>	<b>(\$1,058,299)</b>	<b>\$15,342,400</b>	<b>\$9,094,581</b>
<b>Other Operating Expenditure</b>					
Loss (gain) on disposal of assets	\$0	\$0	\$0	\$0	\$699
Depreciation	\$3,032,146	\$3,123,750	\$91,604	\$5,355,000	\$3,025,042
Finance Costs	\$532,873	\$428,750	(\$104,123)	\$735,000	\$283,751
Sundry Expenditure	\$13,808	\$0	(\$13,808)	\$0	\$15,985
<b>Total Other Expenditure</b>	<b>\$3,578,827</b>	<b>\$3,552,500</b>	<b>(\$26,327)</b>	<b>\$6,090,000</b>	<b>\$3,325,477</b>
<b>Total Expenditure</b>	<b>\$13,793,016</b>	<b>\$12,708,390</b>	<b>(\$1,084,626)</b>	<b>\$21,432,400</b>	<b>\$12,420,058</b>
<b>Net Surplus (Deficit)</b>	<b>\$1,836,433</b>	<b>(\$306,082)</b>	<b>\$2,142,515</b>	<b>\$5,039,440</b>	<b>\$4,351,149</b>
<b>Other Comprehensive Revenue and Expense</b>					
Gain/(Loss) on Infrastructure Revaluation	\$0	\$0	\$0	\$1,341,000	\$0
<b>Total Other Comprehensive Revenue and Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,341,000</b>	<b>\$0</b>
<b>TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR</b>	<b>\$1,836,433</b>	<b>(\$306,082)</b>	<b>\$2,142,515</b>	<b>\$6,380,440</b>	<b>\$4,351,149</b>
<b>Capital Revenue/Expenditure is made up of:</b>					
NZTA Funding for Rooding capital projects	\$1,740,575	\$1,889,232			
Community Grants and Donations	\$2,153,906	\$0			
	\$3,894,481	\$1,889,232			
<b>Adjusted Net Surplus/(Deficit)*</b>	<b>(\$2,058,048)</b>	<b>(\$2,195,314)</b>	<b>\$137,266</b>		

\*The budgeted YTD net deficit includes un-funded depreciation - mainly rooding as 61% of capital projects are subsidised, and some Council buildings.

## Statement of Financial Position

As at 31 January 2023

	January '23 Actual YTD	January '22 Actual YTD
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Cash Equivalents	\$1,444,871	\$1,768,228
Short Term Deposits	\$400,000	\$6,000,000
Receivables	\$3,266,648	\$1,498,207
Prepayments	\$0	\$0
LGFA Borrower Notes	\$40,000	\$32,000
<b>Current Assets Total</b>	<b>\$5,151,519</b>	<b>\$9,298,435</b>
<b>Non-Current Assets</b>		
<b>Investment in Other Financial Assets</b>		
LGFA Borrower Notes	\$675,000	\$415,000
Shares	\$547,048	\$681,575
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$29,692,696	\$18,914,341
Property, Plant & Equipment / Intangibles	\$422,285,703	\$392,770,675
<b>Non-Current Assets Total</b>	<b>\$460,380,557</b>	<b>\$419,961,701</b>
<b>Assets Total</b>	<b>\$465,532,076</b>	<b>\$429,260,136</b>
<b>Liabilities &amp; Equity</b>		
<b>Equity</b>		
Renewal Reserves	\$4,964,739	\$4,509,727
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,598,689	\$1,458,243
Restricted Reserves	\$1,191,475	\$992,740
Targeted Rate Reserves	\$340,910	\$854,562
Asset Revaluation Reserves	\$226,366,136	\$199,752,785
Retained Earnings	\$195,660,588	\$194,393,407
<b>Equity Total</b>	<b>\$430,627,037</b>	<b>\$402,465,964</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Borrowings (maturing less than one year)	\$14,500,000	\$2,000,000
Provision for Landfill Aftercare	\$6,902	\$6,766
Employee Entitlements	\$281,909	\$243,298
Payables and Deferred Revenue	\$2,403,370	\$4,273,779
<b>Non-Current Liabilities</b>		
Borrowings	\$17,700,000	\$20,200,000
Employee Entitlements	\$0	\$51,894
Provision for Landfill Aftercare	\$12,858	\$18,435
<b>Liabilities Total</b>	<b>\$34,905,039</b>	<b>\$26,794,172</b>
<b>Liabilities &amp; Equity Total</b>	<b>\$465,532,076</b>	<b>\$429,260,136</b>

## Expenditure and Revenue by Activity

For the Year to Date - January 2023

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

*Revenue excludes Rates, Interest, and Extraordinary Revenue as per Comprehensive report*

	January '23 Actual YTD	January '23 Budget YTD	Variance YTD	Total Budget 2022/23	January '22 Actual YTD
<b><u>Recreation and Facilities</u></b>					
<b>Aerodrome</b>					
Expenditure	\$62,473	\$56,570	(\$5,903)	\$96,000	\$52,788
Revenue	\$17,398	\$15,750	\$1,648	\$27,000	\$18,405
Net cost of activity	\$45,075	\$40,820	(\$4,255)	\$69,000	\$34,383
<b>Civic Amenities</b>					
Expenditure	\$329,641	\$321,649	(\$7,992)	\$518,000	\$255,810
Revenue	\$38,146	\$30,333	\$7,813	\$52,000	\$36,169
Net cost of activity	\$291,495	\$291,316	(\$179)	\$466,000	\$219,641
<b>Pensioner Housing</b>					
Expenditure	\$72,465	\$68,415	(\$4,050)	\$110,000	\$53,580
Revenue	\$36,598	\$46,083	(\$9,485)	\$79,000	\$41,452
Net cost of activity	\$35,867	\$22,332	(\$13,535)	\$31,000	\$12,128
<b>Library</b>					
Expenditure	\$388,548	\$346,541	(\$42,007)	\$589,000	\$365,757
Revenue	\$21,178	\$8,167	\$13,011	\$14,000	\$58,468
Net cost of activity	\$367,370	\$338,374	(\$28,996)	\$575,000	\$307,289
<b>Parks and Reserves</b>					
Expenditure	\$410,666	\$387,739	(\$22,927)	\$655,000	\$378,483
Revenue	\$4,788	\$5,250	(\$462)	\$9,000	\$3,921
Net cost of activity	\$405,878	\$382,489	(\$23,389)	\$646,000	\$374,562
<b>Cemeteries</b>					
Expenditure	\$116,886	\$105,262	(\$11,624)	\$180,000	\$97,612
Revenue	\$86,182	\$60,667	\$25,515	\$104,000	\$65,288
Net cost of activity	\$30,704	\$44,595	\$13,891	\$76,000	\$32,324
<b>Swimming Pool</b>					
Expenditure	\$981,215	\$588,161	(\$393,054)	\$989,000	\$598,317
Revenue	\$178,347	\$140,583	\$37,764	\$241,000	\$89,022
Net cost of activity	\$802,868	\$447,578	(\$355,291)	\$748,000	\$509,295
<b><u>Democracy and Corporate Support</u></b>					
Expenditure	\$755,173	\$727,415	(\$27,758)	\$1,243,000	\$670,314
Revenue	\$134,240	\$90,683	\$43,557	\$138,000	\$96,116
Net cost of activity	\$620,933	\$636,731	\$15,798	\$1,105,000	\$574,198
<b><u>Community Development</u></b>					
<b>Community Services</b>					
Expenditure	\$382,969	\$234,083	(\$148,886)	\$437,000	\$270,219



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

*Revenue excludes Rates, Interest, and Extraordinary Revenue as per Comprehensive report*

	January '23 Actual YTD	January '23 Budget YTD	Variance YTD	Total Budget 2022/23	January '22 Actual YTD
Revenue	\$316,972	\$19,833	\$297,139	\$34,000	\$47,082
Net cost of activity	\$65,997	\$214,250	\$148,253	\$403,000	\$223,137
<b>Economic Development</b>					
Expenditure	\$345,472	\$349,583	\$4,111	\$598,000	\$342,354
Revenue	\$88,404	\$0	\$88,404	\$0	\$0
Net cost of activity	\$257,068	\$349,583	\$92,515	\$598,000	\$342,354
<b>Information Centre</b>					
Expenditure	\$125,468	\$166,083	\$40,615	\$283,000	\$131,100
Revenue	\$36,140	\$22,750	\$13,390	\$39,000	\$28,491
Net cost of activity	\$89,328	\$143,333	\$54,005	\$244,000	\$102,609
<b>Rental Properties</b>					
Expenditure	\$29,474	\$32,470	\$2,996	\$52,000	\$31,185
Revenue	\$20,925	\$21,000	(\$75)	\$36,000	\$18,604
Net cost of activity	\$8,549	\$11,470	\$2,921	\$16,000	\$12,581
<b>Farm</b>					
Expenditure	\$231,499	\$176,137	(\$55,362)	\$295,000	\$174,728
Revenue	\$344,423	\$273,583	\$70,840	\$469,000	\$348,091
Net cost of activity	-\$112,924	-\$97,447	\$15,477	-\$174,000	-\$173,363
<b>Holiday Park</b>					
Expenditure	\$1,415	\$1,167	(\$248)	\$2,000	\$1,019
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$1,415	\$1,167	(\$248)	-\$1,000	\$1,019
<b>Environmental Services</b>					
<b>Building Control</b>					
Expenditure	\$518,560	\$581,369	\$62,809	\$994,000	\$592,621
Revenue	\$281,135	\$252,583	\$28,552	\$433,000	\$235,772
Net cost of activity	\$237,425	\$328,786	\$91,361	\$561,000	\$356,849
<b>District Plan</b>					
Expenditure	\$119,027	\$121,333	\$2,306	\$208,000	\$85,593
Net cost of activity	\$119,027	\$121,333	\$2,306	\$208,000	\$85,593
<b>Resource Consents</b>					
Expenditure	\$195,702	\$140,500	(\$55,202)	\$240,000	\$117,650
Revenue	\$76,178	\$70,583	\$5,595	\$121,000	\$60,854
Net cost of activity	\$119,524	\$69,916	(\$49,608)	\$119,000	\$56,796
<b>Food and Health</b>					
Expenditure	\$116,228	\$97,083	(\$19,145)	\$166,000	\$98,724
Revenue	\$25,082	\$15,500	\$9,582	\$31,000	\$22,566
Net cost of activity	\$91,146	\$81,583	(\$9,563)	\$135,000	\$76,158
<b>Alcohol Licensing</b>					
Expenditure	\$82,446	\$63,833	(\$18,613)	\$109,000	\$64,410

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

*Revenue excludes Rates, Interest, and Extraordinary Revenue as per Comprehensive report*

	January '23 Actual YTD	January '23 Budget YTD	Variance YTD	Total Budget 2022/23	January '22 Actual YTD
Revenue	\$16,222	\$19,833	(\$3,611)	\$34,000	\$18,932
Net cost of activity	\$66,224	\$44,000	(\$22,224)	\$75,000	\$45,478
<b>Parking and Other Bylaws</b>					
Expenditure	\$80,370	\$82,833	\$2,463	\$142,000	\$82,878
Revenue	-\$3,753	\$583	(\$4,336)	\$1,000	\$610
Net cost of activity	\$84,123	\$82,250	(\$1,873)	\$141,000	\$82,268
<b>Animal Control</b>					
Expenditure	\$120,501	\$119,583	(\$918)	\$205,000	\$113,135
Revenue	\$130,559	\$133,625	(\$3,066)	\$145,000	\$137,725
Net cost of activity	-\$10,058	-\$14,042	(\$3,984)	\$60,000	-\$24,590
<b>Civil Defence</b>					
Expenditure	\$192,697	\$199,500	\$6,803	\$342,000	\$254,227
Net cost of activity	\$192,697	\$199,500	\$6,803	\$342,000	\$254,227
<b>Assets</b>					
<b>Roading</b>					
Expenditure	\$2,798,630	\$2,393,167	(\$405,463)	\$3,824,000	\$2,512,284
Revenue	\$3,706,567	\$3,504,500	\$202,067	\$5,722,000	\$3,050,419
Net cost of activity	-\$907,937	-\$1,111,333	(\$203,396)	-\$1,898,000	-\$538,135
<b>Stormwater</b>					
Expenditure	\$121,132	\$106,167	(\$14,965)	\$182,000	\$117,865
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$121,132	\$106,167	(\$14,965)	\$182,000	\$117,865
<b>Wastewater (Sewerage)</b>					
Expenditure	\$371,282	\$385,000	\$13,718	\$660,000	\$325,238
Revenue	\$21,024	\$43,750	(\$22,726)	\$75,000	\$38,152
Net cost of activity	\$350,258	\$341,250	(\$9,008)	\$585,000	\$287,086
<b>Solid Waste</b>					
Expenditure	\$551,581	\$580,239	\$28,658	\$1,000,000	\$565,637
Revenue	\$108,334	\$68,833	\$39,501	\$118,000	\$94,909
Net cost of activity	\$443,247	\$511,406	\$68,159	\$882,000	\$470,728
<b>Water Supply</b>					
Expenditure	\$712,669	\$724,008	\$11,339	\$1,224,000	\$719,878
Revenue	\$227,415	\$242,500	(\$15,085)	\$485,000	\$210,473
Net cost of activity	\$485,254	\$481,508	(\$3,746)	\$739,000	\$509,405
<b>Total Activity Expenditure</b>	\$10,214,189	\$9,155,890	(\$1,058,299)	\$15,343,000	\$9,073,406
<b>Total Activity Revenue</b>	\$5,912,504	\$5,086,975	\$825,529	\$8,410,000	\$4,721,521
<b>Net Cost of Activities</b>	\$4,301,685	\$4,068,915	(\$232,770)	\$6,933,000	\$4,351,885

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**CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 JANUARY 2023**

Grant funded

Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
<b>GROWTH - to meet additional demand</b>										
Economy	Proposed Council subdivision	1,025,000	1,193,975	2,218,975	4,902	2,218,975	0	5%	By 30 June 2023	Agreements for sale and purchase have been executed, and council has approved the purchase. The required boundary adjustment has been completed, and partial settlement as per the contract (\$1.6m) is under way. The balance (\$535,000) to be paid on issue of new titles, anticipated to be April 2023.
Parks and Reserves - Cemetery	Additional land purchase	0	0	0	510,119	500,000	(500,000)	100%	Complete	The additional land purchase has been funded from the asset sales proceeds reserve.
<b>Total Growth Expenditure</b>		<b>1,025,000</b>	<b>1,193,975</b>	<b>2,218,975</b>	<b>515,021</b>	<b>2,718,975</b>	<b>(500,000)</b>			
<b>LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level</b>										
Roading	Brecon Road Extension	257,700	0	257,700	0	100,000	157,700	0%	By 30 June 2023	Funding approved by Better Off Funding package. Council will develop an Expression of Interest for the development on a business case for NZTA Waka Kotahi.
Roading	Road to Zero	0	917,381	917,381	520,415	917,381	0	56%	By 30 June 2023	Some projects have rolled over into this financial year - including the Stratford High School safety project.
Roading	Transport Choices	0	0	0	19,024	1,000,000	(1,000,000)	2%	By 30 June 2023	This is Council funded until the funding agreement is signed with Waka Kotahi then an 80% FAR will apply.
Roading	Walking and Cycling Strategy - footpath improvements	140,400	136,500	276,900	114,808	276,900	0	41%	By 30 June 2023	This is for the upgrade to the southern footpath on Fenton Street between Swansea Road and Cordelia Street. The old cycleway has been removed.
Stormwater	Reticulation Capacity Increase	139,700	70,672	210,372	0	210,372	0	55%	By 30 June 2023	Achilles and Miranda Street design complete, Achilles Street contract has been written and is going out for tender in February, easement to be obtained, Miranda Street Contract is being written.
Stormwater	Modelling	31,000	0	31,000	0	31,000	0	10%	By 30 June 2023	Consultant engaged and modelling work has commenced.
Stormwater	Safety improvements	121,400	117,370	238,770	903	238,770	0	15%	By 30 June 2023	Work required for rock armouring of a storm water culvert off Pembroke Road. Contractor engaged to undertake works on the outlet of a storm water detention pond in King Edward Park. Assessments of access to storm water infrastructure is occurring.
Wastewater	Reticulation capacity increase	155,200	67,381	222,581	9,805	222,581	0	10%	By 30 June 2023	Two wastewater model proposals are being evaluated.
Wastewater	Modelling	51,700	0	51,700	0	51,700	0	10%	By 30 June 2023	Consultant engaged and modelling work has commenced.
Wastewater	Inflow and infiltration programme	155,200	142,719	297,919	1,391	297,919	0	10%	By 30 June 2023	The three year network investigation and pipelining contract has been awarded, network condition assessments due to commence during February.
Wastewater	Treatment plant upgrade	0	394,979	394,979	68,885	394,979	0	80%	By 30 June 2023	Diatomix dosing has commenced and agal sampling is ongoing.
Water Supply	Water meter upgrade - change existing to electronic meters	361,400	196,870	558,270	1,269	558,270	0	55%	By 30 June 2023	Procured water meters have been installed in Midhurst and Toko, more meters have been ordered for Stratford and manifold upgrades are to occur.
Water Supply	Electronic water reading software	0	51,500	51,500	1,605	51,500	0	75%	By 30 June 2023	Software and data incorporation is due to be trialled when meter installation is complete.
Water Supply	Raw water delivery line	2,000,000	0	2,000,000	2,904	2,000,000	0	20%	By 30 June 2023	Final design is being independently reviewed prior to contract writing and initiating the tender process.
Water Supply	Raw water analyser	95,000	0	95,000	0	95,000	0	30%	By 30 June 2023	Procurement of the associated equipment is progressing.

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Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Water Supply	Generator for treatment plant	105,000	0	105,000	0	105,000	0	15%	By 30 June 2023	Generator requirements and associated infrastructure for Stratford WTP are being investigated prior to procurement. Quotes being sought for the concrete foundation pad, generator, and diesel tank.
Water Supply	Street work rider mains	301,700	0	301,700	0	301,700	0	49%	By 28 February 2023	Broadway renewal programmed for February. Craig Street renewal programmed for February.
Water Supply	Second trunkmain (Council funded)	486,450	0	486,450	0	0	486,450	0%	Completed	Not required
Water Supply	Second trunkmain	1,024,650	0	1,024,650	662,208	662,208	362,442	100%	Completed	The project has been completed, and is now under the defects liability period.
Parks and Reserves	Broadway Roundabout Gardens upgrade	0	60,000	60,000	0	60,000	0	0%	By 30 June 2023	Awaiting completion of Broadway Town Centre Plans.
Parks and Reserves	Walkway development	10,000	0	10,000	10,562	10,562	(562)	100%	Completed	This budget was to install a 50 metre concrete path behind the TET stadium towards the Dell.
Parks and Reserves	Skate Park upgrade - Victoria Park	0	0	0	14,088	150,000	(150,000)	20%	By 30 June 2023	The skate bowl was a health and safety risk, so has been removed. A design concept proposal has been advertised to determine the replacement of a skate bowl and to improve the facility overall. This project is fully funded through the Better Off Funding package.
Parks and Reserves	Victoria Park drainage	60,000	0	60,000	0	140,000	(80,000)	10%	By 30 April 2023	A supplier has been appointed, and work is programmed for March / April 2023. The extra costs will be funded through the Better Off Funding package.
Parks and Reserves	Park development	6,400	0	6,400	2,154	6,400	0	30%	By 30 June 2023	The lime chip path at the pump track has been installed, and planting is underway.
Parks and Reserves	Trees of Significance - Walkway	0	5,000	5,000	0	5,000	0	0%	By 30 June 2023	Waiting for iwi confirmation on signage.
Parks and Reserves - Cemetery	Kopuatama cemetery entrance upgrade	76,800	0	76,800	0	76,800	0	10%	By 30 June 2023	A request for proposal has been completed, once approved, will go out for tender.
Swimming Pool	Pool development	3,410,000	0	3,410,000	1,492,289	3,000,000	410,000	95%	By 30 June 2023	The pool is now operational, and was officially opened in October 2022, and minor defects works and IT enhancements are now underway. The total cost of the project to date is \$20.7m, and with the final works yet to be completed on the facility, this leaves an underspend of just over \$1m, (on the total project budget of \$22m) which will be used for the outdoor area next to the pool. A proposal for the design of this area will be advertised in January 2023, which will then determine the features that will be constructed, to complete the facility and surrounding area. \$1.4m this year is funded from the Provincial Growth Fund and the balance is funded by Council.
Civic Amenities	Stratford 2035	520,000	459,056	979,056	0	979,056	0	5%	By 30 June 2023	Concept plans have been drafted and were initially presented at the A and P Show, for early engagement and feedback with the community. A project team will be established to incorporate wider development and activity associated with external funding i.e. Better Off and Transport Choices Funding, to ensure Council maximise opportunities around these budgets.
Civic Amenities	WMC - kitchen and cabinetry upgrade	0	12,481	12,481	8,465	8,465	4,016	100%	Completed	
Civic Amenities	WMC - appliance upgrade	0	5,164	5,164	4,389	4,389	775	100%	Completed	
Civic Amenities	TET Stadium improvements	51,300	0	51,300	10,886	51,300	0	20%	By 30 June 2023	The emergency lighting and floor design building consent lodged.
Farm	Water lines and trough upgrade	12,300	0	12,300	8,492	12,300	0	70%	By 31 March 2023	Sharemilker has mapped out where troughs are to go and installation has commenced.
Farm	Landscaping / riparian planting	3,500	0	3,500	0	3,500	0	10%	By 30 June 2023	Planting will commence in May 2023.
<b>Total Level of Service Expenditure</b>		<b>9,576,800</b>	<b>2,637,073</b>	<b>12,213,873</b>	<b>2,954,542</b>	<b>12,023,052</b>	<b>190,821</b>			

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Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
<b>REPLACEMENTS - replaces an existing asset with the same level of service provided</b>										
Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	780,000	60,000	840,000	478,631	700,000	140,000	68%	By 30 June 2023	Funding reduced to pay for the rehabilitation programme
Roading - Financially assisted NZTA	Sealed Road resurfacing	890,000	3,034	893,034	261,709	893,034	0	29%	By 30 June 2023	Two sites resealed prior to Christmas. The remaining funds are P&G items associated with the contract.
Roading - Financially assisted NZTA	Drainage Renewals	700,000	0	700,000	662,231	700,000	0	94%	By 30 June 2023	Kerb and channel replacement on Swansea Road, Elsinore Street and Surrey Street.
Roading - Financially assisted NZTA	Pavement Rehabilitation	750,000	0	750,000	721,443	890,000	(140,000)	81%	By 30 June 2023	Opunake Rd/Palmer Rd completed. Seyton St completed. Monmouth Rd commenced 9 January. Flint Road due to start in March.
Roading - Financially assisted NZTA	Structure Components Replacement	941,500	(294,500)	647,000	59,645	647,000	0	9%	By 30 June 2023	Sites still to be confirmed with consultants.
Roading - Financially assisted NZTA	Traffic Services Renewals	75,275	37,725	113,000	47,833	113,000	0	42%	By 30 June 2023	Works will be less than what is required due to limited budget against increased costs.
Roading - Financially assisted NZTA	Footpath renewals	170,000	0	170,000	117,839	170,000	0	69%	By 30 June 2023	Work has commenced on Elsinore Street and Surrey Street.
Roading - Financially assisted NZTA	Low cost low risk safety	855,000	(333,858)	521,142	82,691	521,142	0	16%	By 30 June 2023	Beaconsfield Road improvements, and Dunn's Bridge re-alignment
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	60,000	54,000	114,000	5,237	175,000	(61,000)	3%	By 30 June 2023	Pembroke Road reseals programmed for early 2023. Have brought forward 2023/24 allocation of funding, to do as one contract.
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	10,000	0	0%	By 30 June 2023	Approved allocation from Waka Kotahi - special purpose roads include parts of Manaia and Pembroke Rd within Taranaki Maunga area (100% funded by Waka Kotahi).
Roading - Financially assisted NZTA	Drainage renewals-Special purpose	0	10,000	10,000	0	10,000	0	0%	By 30 June 2023	Approved allocation from Waka Kotahi - special purpose roads include parts of Manaia and Pembroke Rd within Taranaki Maunga area (100% funded by Waka Kotahi).
Roading - Financially assisted NZTA	Traffic services renewals-Special purpose	0	5,000	5,000	7,281	10,000	(5,000)	73%	By 30 June 2023	Installation of sight rails (long white wooden safety reflectors on side of road)
Roading - Financially assisted NZTA	Low cost low risk safety - Special purpose roads	20,000	19,695	39,695	0	60,000	(20,305)	0%	By 30 June 2023	Safety improvements by Dawson Falls carpark. Survey and design before liaising with Ngaruahine and DOC. The 2023/24 funding will also be brought forward for the one bigger project.
Solid Waste	Transfer Station - Building renewals	10,300	0	10,300	4,260	10,300	0	30%	By 30 June 2023	Works programmed for February.
Stormwater	Reticulation Renewals	55,000	46,983	101,983	0	101,983	0	10%	By 30 June 2023	Achilles and Miranda Street design complete, Achilles Street contract has been written and is going out for tender in February, easement to be obtained, Miranda Street Contract is being written.
Wastewater	Step / aerate treatment renewals	31,000	19,800	50,800	30,024	50,800	0	50%	By 30 June 2023	This is an ongoing programme of works as required.
Wastewater	Bulk discharge	31,000	0	31,000	0	31,000	0	10%	By 30 June 2023	Works planned to remediate areas around the pump station that eroded during heavy rain; subsequently exposing power and camera cables.
Wastewater	Infiltration renewals	189,400	155,586	344,986	18,060	344,986	0	10%	By 30 June 2023	The three year network investigation and pipelining contract has been awarded, network condition assessments due to commence during February.
Water Supply	Laterals	31,600	30,600	62,200	0	62,200	0	0%	By 30 June 2023	Ongoing programme of works
Water Supply	Stratford street work rider mains	263,900	105,000	368,900	339,940	368,900	0	80%	By 28 February 2023	This is for Broadway and Craig Street renewals.
Water Supply	Infrastructural general - Stratford	25,800	0	25,800	0	25,800	0	15%	By 28 February 2023	Waterline under a stream at Biron Place is programmed for February.
Water Supply	Infrastructural general - Midhirst	3,100	3,000	6,100	0	3,000	3,100	0%	By 30 June 2023	Ongoing as required.
Water Supply	Toko bore	134,500	0	134,500	0	134,500	0	0%	By 30 June 2023	Ongoing as required.

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Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Water Supply	Reservoir overflow to pond	77,600	0	77,600	0	77,600	0	10%	By 30 June 2023	Scope of works has been written and electrical engineers have inspected the existing Council owned submersible pump.
Water Supply	Pipe bridges	103,500	0	103,500	0	103,500	0	0%	By 30 June 2023	Patea River pipe bridge is being replaced, the Hunt Road pipe bridge has been upgraded.
Water Supply	Infrastructural general - Toko	1,600	0	1,600	0	1,600	0	0%	By 30 June 2023	Ongoing as required
Water Supply	Stratford reservoir	30,000	15,536	45,536	0	45,536	0	0%	By 30 June 2023	Cleaning requirement to be assessed.
Water Supply	Midhirst reservoir	15,000	15,000	30,000	0	30,000	0	0%	By 30 June 2023	Cleaning requirement to be assessed.
Water Supply	Toko reservoir	5,000	1,500	6,500	0	0	6,500	0%	Not Required	Reservoir cleaned by Council staff using Council equipment.
Water Supply	Membranes	150,000	0	150,000	0	150,000	0	0%	By 30 June 2023	Membranes procurement ongoing. Discussions with the supplier have indicated that none may be available this financial year.
Water Supply	Meter replacements	51,700	6,050	57,750	0	57,750	0	50%	By 30 June 2023	Procured water meters have been installed in Midhirst and Toko and more have been ordered for Stratford.
Water Supply	Midhirst resource consent	103,500	93,540	197,040	0	197,040	0	10%	By 30 June 2023	Iwi are providing assessment reports to determine the need for a cultural impact assessment.
Water Supply	Hydrants	15,300	14,800	30,100	21,939	30,100	0	0%	By 30 June 2023	Work ongoing as required.
Parks and Reserves	Replace septic tank - Whangamomona Camp Ground	0	45,699	45,699	16,014	45,699	0	30%	By 30 April 2023	An offer of service has been approved, now awaiting conceptual design and report.
Civic Amenities	WMC - replace furniture	3,200	0	3,200	1,554	3,200	0	50%	By 30 June 2023	Ongoing
Civic Amenities	Storage shed	0	26,699	26,699	24,341	24,341	2,358	100%	Completed	
Civic Amenities	Demolish Bell Tower	0	0	0	10,719	15,000	(15,000)	60%	By 28 February 2023	Planting completed, sealing of carpark left to do.
Farm	House - hot water cylinder	0	0	0	11,148	11,148	(11,148)	100%	Completed	The hot water cylinder required replacing urgently due to it failing.
Miranda Street Office	Furniture Replacement	3,200	0	3,200	4,153	5,000	(1,800)	80%	By 30 June 2023	An office chair audit was completed in December 2022 which identified that some office chairs are required to be replaced. Additional furniture has been purchased due to new staff starting.
Corporate	Computers/Peripherals/ Software	162,000	50,875	212,875	146,569	212,875	0	65%	By 30 June 2023	Ongoing
Corporate	Vehicle Replacement (after trade in)	39,500	0	39,500	0	39,500	0	0%	By 30 June 2023	Replacement programme currently being reviewed
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	0%	By 30 June 2023	As required
<b>Total Replacement Expenditure</b>		<b>6,798,475</b>	<b>201,764</b>	<b>7,000,239</b>	<b>3,073,261</b>	<b>7,102,534</b>	<b>(102,295)</b>			
<b>TOTAL EXPENDITURE</b>		<b>\$17,400,275</b>	<b>\$4,032,812</b>	<b>\$21,433,087</b>	<b>\$6,542,824</b>	<b>\$21,844,561</b>	<b>-\$411,474</b>			

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 JANUARY 2023					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 1,000,000	1.55%	3	7/04/2020	15/04/2023
LGFA	\$ 1,500,000	3.47%	5	24/05/2018	24/05/2023
LGFA	\$ 1,000,000	4.12%	1	12/08/2022	15/08/2023
LGFA	\$ 1,000,000	1.14%	3	19/04/2021	15/04/2024
LGFA	\$ 2,000,000	2.53%	5	10/05/2019	10/05/2024
LGFA	\$ 2,000,000	3.38%	7	27/08/2018	15/04/2025
LGFA	\$ 4,000,000	4.22%	3	12/08/2022	15/04/2025
LGFA - A&P	\$ 3,700,000	1.04%	5	21/12/2020	21/12/2025
LGFA	\$ 1,000,000	1.67%	5	19/04/2021	15/04/2026
LGFA	\$ 1,000,000	2.02%	6	7/04/2020	15/04/2026
LGFA	\$ 1,000,000	1.38%	7	11/05/2020	15/04/2027
LGFA	\$ 2,000,000	4.17%	5	14/04/2022	15/04/2027
LGFA	\$ 1,500,000	3.65%	9	27/08/2018	15/04/2027
LGFA	\$ 1,000,000	2.12%	7	19/04/2021	15/05/2028
LGFA	\$ 1,000,000	4.23%	6	12/08/2022	15/05/2028
LGFA	\$ 2,000,000	4.26%	6	14/04/2022	15/05/2028
LGFA	\$ 2,000,000	4.30%	9	14/04/2022	15/05/2031
LGFA - A&P	\$ 3,500,000	1.87%	12	21/12/2020	21/12/2032
	<b>\$ 32,200,000</b>	<b>2.90%</b>			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,270,795	2013	N/a	2.90%	Water treatment plant
Farm	\$ 1,865,286	2016	N/a	2.90%	As at 1 July 2022
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	<b>\$ 1,000,000</b>				
Investment Statement					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	4.05%	60	12/12/2022	10/02/2023
Westpac	\$ 1,000,000	4.47%	99	30/11/2022	9/03/2023
Westpac	\$ 2,000,000	4.76%	120	12/12/2022	11/04/2023
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	<b>\$ 11,180,000</b>	<b>2.70%</b>			
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	3.72%	368	12/08/2022	15/08/2023
LGFA	\$ 25,000	0.74%	1092	19/04/2021	15/04/2024
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 100,000	3.82%	977	12/08/2022	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	\$ 50,000	3.82%	1827	14/04/2022	15/04/2027
LGFA	\$ 50,000	3.91%	2223	14/04/2022	15/05/2028
LGFA	\$ 25,000	1.72%	2583	19/04/2021	15/05/2028
LGFA	\$ 25,000	3.83%	2103	12/08/2022	15/05/2028
LGFA	\$ 50,000	3.95%	3318	14/04/2022	15/05/2031
LGFA	\$ 87,500	1.47%	4383	21/12/2020	21/12/2032
	<b>\$ 715,000</b>	<b>2.53%</b>			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 2.63	\$ 417,423		
Ravensdown	21,820	\$ 1.00	\$ 21,820		
Civic Financial Services Ltd	65,608	\$ 0.99	\$ 64,952		
			<b>\$ 504,195</b>		
Other Investments					
	Date Drawn	Amount	Interest Rate	Details	
Vendor loan to EBS Trust	2020	\$ 190,000	Nil	Repayable on maturity July 2023	

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

### CASHFLOW FORECAST FOR THE YEAR ENDED JANUARY 2023

	Jan-23	Actual Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	12 Month
<b>OPENING BALANCE</b>	<b>711,692</b>	<b>711,692</b>	<b>1,440,185</b>	<b>2,396,081</b>	<b>1,634,081</b>	<b>738,028</b>	<b>2,206,724</b>	<b>1,182,824</b>	<b>74,823</b>	<b>1,868,224</b>	<b>626,224</b>	<b>320,171</b>	<b>1,495,171</b>	<b>323,171</b>	<b>14,305,705</b>
Rates	380,000	438,723	3,150,000	500,000	500,000	3,000,000	500,000	450,000	3,500,000	500,000	500,000	3,500,000	320,000	450,000	16,870,000
NZTA Refunds	417,182	417,178	602,496	840,000	800,000	350,000	270,000	172,000	750,000	600,000	650,000	275,000	600,000	420,000	6,329,496
Fees and Charges	250,000	408,045	350,000	415,000	250,000	350,000	400,000	315,000	300,000	300,000	400,000	500,000	250,000	400,000	4,230,000
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Revenue	1 30,000	25,670	30,000	73,000	30,000	30,000	73,000	30,000	30,000	73,000	30,000	30,000	73,000	30,000	532,000
Other Revenue	2 238,625	295,550	1,610,000	-	-	-	-	-	-	-	-	-	-	-	1,610,000
<b>Total Cash In</b>	<b>1,315,807</b>	<b>1,585,166</b>	<b>5,742,496</b>	<b>1,828,000</b>	<b>1,580,000</b>	<b>3,730,000</b>	<b>1,243,000</b>	<b>967,000</b>	<b>4,580,000</b>	<b>1,473,000</b>	<b>1,580,000</b>	<b>4,305,000</b>	<b>1,243,000</b>	<b>1,300,000</b>	<b>29,571,496</b>
Salaries and Wages / Elected Members	470,000	514,744	566,000	515,000	515,000	566,000	515,000	515,000	566,000	515,000	560,000	560,000	515,000	515,000	6,423,000
Payments to Suppliers - Operating	800,000	802,443	600,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	800,000	8,400,000
Major contract payments	3 1,400,000	1,093,804	2,600,000	1,500,000	2,035,000	1,500,000	1,000,000	1,200,000	1,500,000	1,200,000	1,400,000	1,200,000	1,200,000	800,000	17,135,000
Interest Expense	-	-	20,600	-	226,053	168,669	51,900	-	20,600	-	226,053	170,000	-	-	883,875
GST Paid / (Received)	445,682	445,682	-	(125,000)	(673,364)	-	(340,000)	-	300,000	-	500,000	-	450,000	-	111,636
<b>Total Cash Out</b>	<b>3,115,682</b>	<b>2,856,673</b>	<b>3,786,600</b>	<b>2,590,000</b>	<b>3,476,053</b>	<b>2,261,305</b>	<b>2,266,900</b>	<b>2,075,000</b>	<b>2,786,600</b>	<b>2,715,000</b>	<b>2,886,053</b>	<b>3,130,000</b>	<b>2,415,000</b>	<b>2,565,000</b>	<b>32,953,511</b>
(Increase)/Reduce Financial Investments	-	2,000,000	-1,000,000	-	-	-	-	-	-	-	-	-	-	-	-1,000,000
Borrowing /(Repaying) Loans	2,000,000	-	-	-	1,000,000	-	-	-	-	-	1,000,000	-	-	1,000,000	3,000,000
<b>CLOSING BALANCE</b>	<b>911,817</b>	<b>1,440,185</b>	<b>2,396,081</b>	<b>1,634,081</b>	<b>738,028</b>	<b>2,206,724</b>	<b>1,182,824</b>	<b>74,823</b>	<b>1,868,224</b>	<b>626,224</b>	<b>320,171</b>	<b>1,495,171</b>	<b>323,171</b>	<b>58,171</b>	<b>12,923,690</b>
<b>Net Debt</b>	21,020,000	21,020,000	20,020,000	20,020,000	21,020,000	21,020,000	21,020,000	21,020,000	21,020,000	21,020,000	22,020,000	22,020,000	22,020,000	23,020,000	
<b>Gross Debt</b>	34,200,000	32,200,000	32,200,000	32,200,000	33,200,000	33,200,000	33,200,000	33,200,000	33,200,000	33,200,000	34,200,000	34,200,000	34,200,000	35,200,000	
<b>Investments - Term Deposits</b>	6,000,000	4,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	
<b>Investments - A &amp; P Loan</b>	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	

**Notes re Cashflow Forecast:**

1. A&P Interest on Loan due every quarter
2. Crown Infrastructure Partnerships - three waters funding. Better Off funding received in January. MBIE \$1,610,000 received in February.
3. Partial Subdivision settlement expected in be paid in February \$1.6m and \$535k balance to be paid in approx April.



**Outstanding Debtors as at 31 January 2023**

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$136,218	\$57,665	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	\$1,260	\$0	
Cemeteries	\$36,320	\$19,095	Overdues relate to 14 debtors, of which 12 have payment arrangements with council. Two are waiting on probate and will then be cleared.
Rental Properties	\$11,011	\$0	
Pensioner Housing	-\$5,951	\$0	
Planning and Regulatory	\$9,202	\$7,306	This relates to 7 debtors, that are all with debt collectors. Four of these may need to be written off, due to the length of time outstanding - and relate to invoices issued to exacerbators, ie. on-charge of costs Council has incurred on their behalf e.g. removal of rubbish, towing of vehicle etc.
Facility Hire	\$1,809	\$0	
Sundry Debtors	\$2,040,379	\$9,736	Overdue debtors include recoveries for animal control, and a debtor invoice relating to the Farm which is under a payment arrangement. The \$2m includes a \$1.6m grant, that was received in February.
Legal Fees	\$6,220	\$6,220	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	\$3,730	\$0	Services added after 1 July 2022 via debtor invoice. Due 30 June 2023. Outstanding amount is one debtor, that has been contacted and disputing.
Debtors Accruals	\$172,923	\$0	
Private Works	\$1,534	\$0	
NZTA	\$602,496	\$0	
Swimming Pool	\$9,178	\$0	
Resource Consents	\$24,673	\$900	One debtor is being pursued by regulatory team.
Building Consent Applications	\$10,096	\$0	One debtor written to, given notice to be sent to Debt Management Central.
Building Control - Other	\$6,775	\$600	One debtor is being pursued by regulatory team.
Infringements	\$51,809	\$51,809	All debtors are overdue and with the Ministry of Justice for collection. Largely, outstanding dog registrations.
Wastewater Discharge	\$7,388	\$2,102	One debtor has been contacted, awaiting payment.
Water Billing	\$139,280	\$23,170	A number of properties are being investigated for leaks. One property is being sent to first mortgagee.
<b>TOTAL</b>	<b>\$3,266,348</b>	<b>\$178,603</b>	



**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.