



Our reference
F19/13/03-D21/26182

20 March 2024

Extraordinary, Hearing and Policy and Services Committee Meetings

Notice is hereby given that an Extraordinary Meeting of Council will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 26 March 2024** beginning at **1.00pm**.

This will be followed by Policy and Services Committee meeting to hear and consider submissions to the King Edward Park Reserve Management Plan and then the monthly Policy and Services Committee meeting.

Timetable for 26 March 2024 as follows:

1.00pm	Extraordinary Meeting - To release the Long Term Plan Consultation Document and supporting information for public consultation.
2.00pm	Policy and Services Committee (Hearing) - King Edward Park Reserve Management Plan
2.45pm	Afternoon Tea for Councillors
3.00pm	Policy and Services Committee (monthly)

Yours faithfully

Sven Hanne
Chief Executive

2024 - Agenda - Policy and Services - March

26 March 2024 03:00 PM



Agenda Topic	Page
Notice of Meeting	1
Agenda	4
1. Welcome	7
1.1 Opening Karakia	7
1.2 Health and Safety Message	8
2. Apologies	
3. Announcements	
4. Declarations of members interest	
5. Attendance Schedule	9
6. Confirmation of Minutes	10
6.1 Policy & Services Committee - 27 February 2024 (Hearing)	10
6.2 Policy & Services Committee - 27 February 2024	14
7. Matters Outstanding	30
8. Decision - Rates Policy Reviews - Release for Public Consultation	31
9. Decision Report - Policy Review - Housing for Older Persons	52
10. Monthly Reports	82
10.1 Assets Report	82
10.2 Community Services Report	109
10.3 Environmental Services Report	117
10.4 Corporate Services Report	124
11. Questions	

12. [Closing Karakia](#)

142

AGENDA

Policy and Services Committee



F22/55/05-D24/10453

Date: Tuesday 26 March 2024 at 3.00 PM
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

1.1 Opening Karakia
D21/40748 Page 7

1.2 Health and Safety Message
D21/26210 Page 8

2. Apologies

3. Announcements

4. Declarations of members interest

Elected members to declare any real or perceived conflicts of interest relating to items on this agenda.

5. Attendance Schedule

Page 9

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

6. Confirmation of Minutes

6.1 Policy and Services Committee –27 February 2024 (Hearing)
D24/7502 Page 10

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, to hear and consider submissions to the Draft Easter Sunday Shop Trading Policy, held on Tuesday 27 February 2024 be confirmed as a true and accurate record.

/
Moved/Seconded

6.2 Policy and Services Committee –27 February 2024
D24/7501 Page 14

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 27 February 2024 be confirmed as a true and accurate record.

/
Moved/Seconded

7. **Matters Outstanding**
D16/47 Page 30

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. **Decision Report – Rates Policy reviews – Release for Public Consultation**
D24/9755 Page 31

Recommendations

1. THAT the report be received.
2. THAT the following updated policies, being the:
 1. Rates Remission Policy
 2. Rates Postponement Policy

be approved to be released for public consultation as required under Section 102(4) of the Local Government Act 2002, giving effect to Section 82 of the Local Government Act 2002.

Recommended Reason

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. These policies must go out for public consultation before any amendments can be adopted, as required by legislation.

/
Moved/Seconded

9. **Decision Report – Policy Review – Housing for Older Persons**
D24/12243 Page 52

Recommendations

1. THAT the report be received.
2. THAT the Housing for Older Persons Policy (replacing the Housing for the Elderly Policy) be adopted with the following parameters:
 - a) Target Rent to be set as 80% of Market rental Rate;
 - b) Duration of Transition Period for existing tenants from current rent to target rent to be set at 4 years;
 - c) Rental charge applicable to new tenants to be full Target Rent

Recommended Reason

This policy is being reviewed as 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.

/
Moved/Seconded

10. Monthly Reports

10.1 Assets Report
D24/7676 Page 82

Recommendation

THAT the report be received.

/
Moved/Seconded

10.2 Community Services Report
D24/7529 Page 109

Recommendation

THAT the report be received.

/
Moved/Seconded

10.3 Environmental Services Report
D24/5324 Page 117

Recommendation

THAT the report be received.

/
Moved/Seconded

10.4 Corporate Services Report
D24/10165 Page 124

Recommendation

THAT the report be received.

/
Moved/Seconded

11. Questions

12. Closing Karakia
D21/40748 Page 142



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 2024 Policy & Services Committee meetings (including Hearings).

Date	23/1/24	30/1/24 **	27/2/24	27/2/23	26/3/24	26/3/23	23/4/23	28/5/24	4/6/24	25/6/24	23/7/24	27/8/24	24/9/24	22/10/24	26/11/24
Meeting	PS	PS	H	PS	H	PS	PS	PS	H	PS	PS	PS	PS	PS	PS
Neil Volzke	✓	✓	✓	✓											
Steve Beck	✓	✓	✓	✓											
Grant Boyde	✓	✓	A	A											
Annette Dudley	✓	✓	✓	✓											
Jono Erwood	✓	✓	✓	✓											
Ellen Hall	✓	✓	✓	✓											
Amanda Harris	✓	✓	✓	✓											
Vaughan Jones	✓	✓	✓	✓											
Min McKay	✓	✓	✓	✓											
John Sandford	✓	✓	✓	✓											
Clive Tongaawhikau	A	A	✓	✓											
Mathew Watt	✓	✓	✓	✓											

** The Policy and Services Committee meeting held on 30 January 2024 was a continuation of the January meeting.

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 – D24/7502

Date: Tuesday 27 February 2024 at 2.00PM
Venue: Council Chambers, 63 Miranda Street, Stratford

To hear and consider submissions to the Draft Easter Sunday Shop Trading Policy.

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, W J Sandford, C M Tongaawhikau and M J Watt.

In attendance

The Chief Executive – Mr S Hanne, the Director – Environmental Services – Mr B Sutherland, the Director – Community Services – Ms K Whareaitu, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Environmental Health Manager – Ms R Otter, one member of the media (Stratford Press).

1. Welcome

The opening karakia was read.

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

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

2. Apologies

A leave of absence was approved for Councillor G W Boyde

Recommendation

THAT the apology be received.

DUDLEY/HARRIS
Carried
P&S/24/50

3. Announcements

The Chairman reinforced to Councillors that the purpose of this meeting is to hear submissions on the Draft Easter Sunday Shop Trading Policy.

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 conflicts of interest.

5. Attendance Schedule

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

6. Acknowledgement of Submissions

Submissions – Pages 18-19

The two submissions received were attached to the agenda.

Recommendations

1. THAT the submissions to the draft Easter Sunday Shop Trading Policy be received.
2. THAT the submitters be advised of the outcome of their submission and notified that the minutes of the Policy and Services Committee Meeting, and subsequent meetings, will be available on Council's website.

HALL/DUDLEY
Carried
P&S/24/51

Recommended Reason

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

7. Submitters To Be Heard

There were no submitters wishing to speak.

8. Decision Report – Draft Easter Sunday Shop Trading Policy

D23/50686 Page 8

Council needs to consider submissions as part of the consultation process.

Recommendations

1. THAT the report be received.

TONGAAWHIKAU/SANDFORD
Carried
P&S/24/52

Recommended Reason

The *draft* Easter Sunday Shop Trading Policy has gone through the public consultation process, required by Sections 82 and 83 of the Local Government Act 2002. Two submissions were received as a result of the public consultation process. The committee is now required to consider these submissions.

The Environmental Health Manager noted the following points:

- There were two submissions received, one for and one in opposition to Easter Sunday trading.
- It was considered that this policy could generate some controversy but did not raise significant concern or support from the community.
- Easter Sunday is not one of the 12 legal public holidays enjoyed nationally but is considered a trading day for the purpose of this Act only.
- This policy does not impact on council's capacity to deliver or perform in any way other than the administration to maintain the policy.
- MBIE are responsible for employment matters under the Act.
- The current policy allows equality, fair trade and the opportunity for a business in the Stratford district to choose whether or not they trade.

Questions/Points of Clarification:

- Councillor Beck questioned how many shops trade on Easter Sunday. Ms Otter noted there were no statistics available as to many how many shops open.

Points noted in discussion:

- Councillor Beck noted he agreed with Submission 2. This is a religious holiday and it is something that as a nation we have always held with high regard. He would like to support Option 3 to revoke the policy.
- The District Mayor noted that the submitter also makes a point that Easter Sunday is likely to be the only day off in as year, other than Christmas, that shops are shut. He disagreed as the shop does not have to be shut to have a day off, and shops are not obliged to open every day. He noted the inference here was if the shops were shut then everyone gets a day off which is true.

Recommendation

THAT the committee revoke the *draft* Easter Sunday Shop Trading Policy (Option3) that allows Easter Sunday trading in the Stratford District.

BECK/No seconder
Motion lapsed.
P&S/24/54

- Councillor Hall noted New Zealand was a country of diverse people with diverse beliefs and she supported the idea of allowing people to practice those but not enforcing them. She supported allowing the option to trade on Easter Sunday.
- The District Mayor noted that while Easter Sunday is not a public holiday it is recognised as a day of significance. Many businesses operate and work on that Sunday and every other Sunday, such as farmers, medical and health workers, police and dozens of other areas. This policy specifically relates to shops. He noted many businesses choose to operate on Sundays and others do not. He felt it should always be the owners choice and council should not restrict them from earning an income.
- Councillor Beck voted against the motion.

Recommendations

2. THAT the committee considers submissions received as part of the public consultation process of the *draft* Easter Sunday Shop Trading Policy

VOLZKE/HARRIS
Carried
P&S/24/53

3. THAT the committee adopt the *draft* Easter Sunday Shop Trading Policy (Option1) that allows Easter Sunday trading in the Stratford District.

4. THAT the commencement date of the Easter Sunday Shop Trading Policy be Wednesday 13 March 2024.

DUDLEY/HALL
Carried
1 against
P&S/24/54

Recommended Reason

The *draft* Easter Sunday Shop Trading Policy has gone through the public consultation process, required by Sections 82 and 83 of the Local Government Act 2002. Two submissions were received as a result of the public consultation process. The committee is now required to consider these submissions.

9. Closing Karakia

D21/40748 Page 20

The closing karakia was read.

The meeting closed at 2.14pm

M McKay
Chairman

Confirmed this 26th day of March 2024.

N C Volzke
District Mayor

MINUTES

Policy and Services Committee



eF22/55/05 – D24/7501

Date: Tuesday 27 February 2024 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, W J Sandford, C M Tongaawhikau and M J Watt.

In attendance

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba (*part meeting*), the Director – Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Corporate Accountant – Mrs C Craig, the Chairman Percy Thomson Trust – Mr B Ellis (*part meeting*), the Communications Advisor – Mrs S Clarkson (*part meeting*), the Acting Community Development Manager – Mrs A Kingston (*part meeting*), the Roding Asset Manager – Mr S Bowden (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), the Parks and Reserves Officer – Mrs M McBain (*part meeting*), the Projects Manager – Mr S Taylor (*part meeting*), the HR & Governance Administrator – Mrs C Reynolds (*part meeting*), the Sustainability Advisor – Ms V Dombroski (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*), the Graduate Roding Engineer – Mr F Hick (*part meeting*), four members of the public (*part meeting*), one member of the media (Stratford Press).

Via audio/visual link: the Director – Corporate Services – Mrs T Radich, the Director – Community Services – Ms K Whareaitu, two representatives Venture Taranaki (part meeting) and one member of the public (part meeting)

1. Welcome

The opening karakia was read.

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

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

2. Apologies

A leave of absence was approved for Councillor G W Boyde

Recommendation

THAT the apology be received.

HARRIS/DUDLEY
Carried
P&S/24/55

3. Announcements

The Chief Executive noted an amendment had been made to the Housing for the Older Person Policy. The full policy was tabled along with two additional pieces of feedback received after the agenda had been published. These were circulated to the committee electronically and available in hard copy at the meeting.

4. Declarations of members interest

Elected members were asked to declare any real or perceived conflicts of interest relating to items on this agenda.

Councillor Harris – Item 8, 4.3.5 (Remitting of Fees to Non-Profit Organisations Policy)

5. Attendance Schedule

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

6. Confirmation of Minutes

6.1 Policy and Services Committee –23 and 30 January 2024 D24/2499 Page 13

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 23 and 30 January 2024 be confirmed as a true and accurate record.

BECK/JONES
Carried
P&S/24/56

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

- Page 20, second bullet point *she* to *he*
- Page 20, fifth bullet point *amendment to the motion* change to *change to the motion*.
- Page 21, last bullet point, request to bequest
- Page 27, third bullet point, *year 2025* amend to *year 2035*.
- Page 35, first bullet point, amend *hallway* to *halfway*.

7. Matters Outstanding

D16/47 Page 41

Recommendation

THAT the Matters Outstanding be received.

JONES/ERWOOD
Carried
P&S/24/57

8. Decision Report – Policy Reviews – February 2024

D24/6183 Page 42

Deputation – Michael Coes – Housing for Older Person Policy

Points noted in presentation:

- In 2014 when his father was a tenant he was paying \$110 per week in rent compared to the current \$140 per week. Residents acknowledge the rents have not gone up significantly so are not against a rental increase but are against how it has been calculated.
- New Plymouth and South Taranaki rents vary from \$140 to \$220 per week and have an intended increase of 10%. With a 10% increase their rent would increase to \$154 however with the proposed calculations they would increase to \$161 which is significant for those on a NZ Super.
- He noted they were not eligible for any support from Work and Income, however he noted the District Mayor has advised there may be some support available.
- He noted there were other ways to calculate the rent other than the proposed market value. He noted New Plymouth rents were rated on a square meter basis and were between \$160 - \$220 per week with Eltham paying \$140 per week, Hawera \$140 - \$160 per week, Waverley \$140 per week and Inglewood \$140 per week.

- He noted the pensions do not increase by 10% each year and the proposed increase would see residents in a dire situation.
- He questioned the operating cost for the facility being \$160,000 a year when residents only see mowing and the odd inspection. He requested clarification of these costs.
- The rent increase will cause financial hardship so they are requesting a review be undertaken on the running costs of the facility.
- He noted they had sought legal counsel who have advised further details are required before decisions are made.

Questions/Points of Clarification:

- The District Mayor noted there was the potential for tenants to access other funding support for help with rental costs through the Ministry of Social Development. He asked if there were any tenants currently receiving any sort of supplements or support? Mr Coes confirmed there were two tenants receiving supplements from Work and Income but did not know of any others who were eligible. He noted if the person had more than \$8,500 in their bank account, or in a funeral investment fund, then they are discounted from being eligible.
- Mr Coes asked if there would be another opportunity for tenants to speak to council about these issues? Mr Hanne noted that the policy was in front of elected members today for adoption. There are a couple of options to be considered, it could be take off the agenda to be discussed at a future date but this would still leave uncertainty with what it is going to be. He noted elected members have incorporated this increase into the Long Term Plan and any changes will need to be incorporated back into the financials for this.

Recommendations

1. THAT the report be received.

TONGAAWHIKAU/HALL
Carried
P&S/24/58
 2. THAT the following, updated and new policies, being the:
 1. CCTV Cameras Policy

VOLZKE/ERWOOD
Carried
P&S/24/59
 2. Housing for Older Persons Policy (replacing Housing for the Elderly Policy)

JONES/WATT
Division
4 for
7 against
Lost
P&S/24/60
 3. Presentations to elected members Policy (replacing the Presentation to Elected Members and Staff Policy)

ERWOOD/TONGAAWHIKAU
Carried
P&S/24/61
 4. Council Vehicles JONES/BECK

JONES/BECK
1 against
Carried
P&S/24/62
- be adopted.

Adoption of Policies

CCTV Cameras Policy

- It was clarified that the cameras were used to charge commercial trade waste operators who discharge trade waste at Esk Road.
- It was clarified 4.2 of the policy meant that council's obligation was to make every best effort to ensure the cameras are working. To be able to use the camera footage for enforcement then the other party needs to have been advised of the camera before recording.
- It was clarified that the fees and charges reference would be at the staff charge out rates. This is due to the staff time required to retrieve the footage and ensure it is in a usable format for the external party.
- It was noted there was strict criteria for an external party to access the footage. Requests have been turned down in the past.
- It was clarified the cameras at Victoria Park (Bike park and grandstand) were owned by the Central Taranaki Safe Community Trust.
- It was requested that a further clause be added to note: *and any other locations where cameras are installed subsequent to the adoption of this policy.*
- It was requested that 5.2 be amended to read: and to provide evidence of *unlawful* use of the facility.

The Services Asset Manager and the Roothing Asset Manager joined the meeting at 3.27pm.

Housing for Older Persons Policy

The Chief Executive noted the following points:

- Two further pieces of feedback for the Housing for the Older Person Policy were tabled. These were circulated to councillors and hard copies were available at the meeting.
- A change to 4.2 of the Housing for Older Person Policy was noted:
 - 4.2 To achieve the funding objectives, rents for Housing for Older Persons will be set at no less than 80% of market rates. *Where data is not available for a one bedroom unit in Stratford, the market rate will be set at 80% for a median two-bedroom house in Stratford or the closest applicable town (if no market data exists for Stratford), as indicated on the Government tenancy website.*

Questions/Points of Clarification:

- Councillor Hall noted that the feedback had highlighted a concern that the market rent was based on New Plymouth rents. Mr Hanne clarified that the tenancy website had been used for the properties, Stratford does not have a 1 bedroom unit but what is consistently available is a 2 bedroom property. Therefore the ratio between a 1 and 2 bedroom unit in New Plymouth had been used to calculate the rent for a 1 bedroom unit from the data available for a 2 bedroom unit.
- The District Mayor felt Hawera would have been more similar to Stratford than New Plymouth, or a combination of the two. His concern was the rent the residents would be charged would be 80% of whatever number council decides is the market value therefore it is important to have accuracy on how that number is reached. He felt uneasy about how it was being done at the moment. He would also like some certainty from MSD that subsidies are available for those people who will meet the criteria. He felt more work was required, and the legal advice sought by the residents should be considered. Mr Hanne confirmed there was no 1 bedroom data available for Hawera.
- The Deputy Mayor noted there had been a suggestion to calculate rent on a percentage of income. She asked how much time and administration would be required to do this, and how regularly would it need to be reviewed? Mr Hanne noted the key issue was council was trying to achieve a percentage of cost recovery. Officers then tried to find a fair process to come to that 80% cost recovery as instructed. A percentage of income would not achieve the desired outcomes or original intent. He noted that the calculation would be a straight comparison of the benefits received and multiplying it by the percentage council decides. The District Mayor noted setting rents based on incomes is the principle used for community housing providers, these units do not fall into that category.
- Councillor Harris requested further insight into the running costs of these facilities. Mr Hanne noted that this activity has its share of the facilities maintenance and parks and reserves contract and staff overhead.
- Councillor Watt agreed with leaving this policy and doing more research on the rent. He asked if any rental managers had been approached to do a rental appraisal? Mr Hanne confirmed a local real estate company had completed an appraisal as part of the development of the policy. The Projects Manager noted this was appraised at \$360 per week.
- The District Mayor did not feel council was in a position to make a decision today. He noted the policy was to ensure any customer could figure out the rent themselves and see that they are being

fairly applied. He wanted some time to think whether or not this was the robust way to calculate the rent.

- Mr Taylor clarified that the median rent for a 2 bedroom unit in New Plymouth was \$520 and the median rent for 1 bedroom was \$420 which was 80% of the two bedroom unit. The Stratford two bedroom unit was \$416 so the calculation had been 80% of that figure. Councillor Hall asked if that theory could be applied to different areas to make sure the difference is consistent around the country.
- Councillor Beck felt this information should have been provided earlier for councillors to have made a decision. He felt the real estate appraisal made more sense as it was locally based. Mr Hanne reiterated that this information had been discussed with councillors previously.
- It was clarified that the rates and services are covered by council not the tenants.
- Councillor Hall noted there had been a number of scenarios presented by elected members and staff around the way the rental amount is analysed. She felt it would be right to take the policy off the table to discuss the way forward.
- Councillor Jones noted the process outlined by the Chief Executive was robust and was less than the amount appraised by the real estate agent. He was happy with the way it had been calculated and was happy to move on with the policy as it is. He noted it would not be generating the full rate in Year 1 so there was time to review it next year if necessary.
- Councillor Watt agreed and felt staff had done their research as well as approaching a local real estate agent to do the appraisal which worked out higher than the rent proposed. He did not think more research and information gathering was required.
- It was clarified a policy can be reviewed at any time.
- Councillor Sandford noted he was against the motion. Council had always tried to keep those rents at a place that is affordable for the residents in there. He now realised they have been too low for too long and believed it has to move but did not feel happy with the amount. He was happy to wait for further legal opinion and to have more discussion now there was more light thrown on the situation from the submitters.

A division was called:

Those voting for the motion: Councillors: Jones, Tongaawhikau, Watt and the Deputy Mayor.

Those voting against the motion: Councillors: Beck, Dudley, Erwood, Hall, Harris, Sandford and the District Mayor.

The five members of the public left the meeting at 3.56pm (including the member of public on audio/visual link)

The Graduate Roading Engineer joined the meeting at 3.56pm.

Presentations to Elected Members

- The Chief Executive noted that presentations to staff had been separated from this policy and would be moved into a more appropriate document.
- Councillor Sandford noted elected members presentations had been separated from staff to align with three year terms of council.
- It was clarified that the leaving presentation was separate (and potentially in addition to) long service recognition.

Council Vehicles

- The Chief Executive noted that this policy had remained largely unchanged but now included EV and Hybrid vehicles.
- Councillor Jones felt that the best vehicle for the job should be considered and suggested removing EV and Hybrid out. He also noted that new engines last a lot longer than 100,000kms. Mr Hanne noted this had previously been five years or 100,000kms. Some of the vehicles have specific adjustments and requirements, such as the animal control vehicle, and it was felt five years was too short. Additionally a lot of the vehicles do not do a lot of kilometres so 100,000kms would be about six to seven years. It was also about keeping the overall look of the fleet.
- Councillor Jones requested that clause 2.6 should have EV and Hybrid removed and changed to the most practicable and cost effective vehicle for the required job. Mr Hanne noted that this was also about taking into account some of the corporate responsibilities council has. If there was a sustainability policy it would be included in there. EV and Hybrid vehicles can still be considered if this sentence was removed.
- Councillor Hall supported retaining the wording as it says the practicalities will be considered.

Recommendation

THAT clause 2.6 of the Council Vehicle Policy, regarding Battery Electric Vehicles (BEVs) or Hybrid Electric Vehicles (HEVs), be removed.

JONES/BECK
Division
For: 7
Against: 4
Carried
P&S/24/63

A division was called.

Those voting for the motion: Councillors: Beck, Dudley, Erwood, Jones, Sandford, Tongaawhikau and Watt.

Those voting against the motion: Councillors: Hall, Harris, the Deputy Mayor and the District Mayor.

Councillor Harris left the table at 4.16pm.

The Graduate Asset Engineer left the meeting at 4.16pm.

Withdrawal of policies

Remitting of Fees to Non-Profit Organisations

- Mr Hanne noted the remitting of fees was more significant now due to size of the projects, building act changes and general requirements. It was a lot of staff time for no income and the suggestion was to remove the policy to ensure the community was not covering the shortfall.
- Councillor Hall asked how many not for profit organisations apply for this in a year? The Director – Environmental Services noted it was not widely used, however a significant project that met the criteria could result in a large number being remitted.
- The District Mayor noted the alternative to removing it could be putting a cap on the remittance amount to retain a bit of support for those organisations. He suggested it would be capped at a dollar amount per application.
- Councillor Hall was reluctant to see this policy removed but saw a balance with having a capped amount. Not for profit organisations fill the gap between what the community needs and what the government supplies. There are limited ways for council to support not for profit groups and yet they help council meet the community well-beings. She felt showing support for them was tangible but recognised the financial strains on councils at the moment. She felt a cap would provide a median and noted that applications for smaller projects would find this kind of support significant.
- Councillor Jones felt that potentially a lot of organisations did not know this policy existed. He noted that organisations also have rate remissions and some would have land and receiving other benefits from council.
- Councillor Beck did not want to see the policy removed but supported a cap.
- Councillor Sandford noted that a cap would still impact the ratepayers and supported deleting the policy.
- It was clarified that the building consent fee was a small percentage of the total project costs.
- Councillor Hall and Councillor Beck noted their vote against the motion.

The Sustainability Advisor left the meeting at 4.24pm.

Councillor Harris re-joined the table at 4.24pm.

Infringement Notices

- This policy does not have any additional value as it is national policy which council cannot change anyway.

Recommendations

2. THAT the following policies, being the:

1. Remitting of fees to Non-Profit Organisations

SANDFORD/ERWOOD
2 against
Carried
P&S/24/64

2. Infringement Notices Policy

be withdrawn.

BECK/WATT
Carried
P&S/24/65

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.

9. Information Report – Economic Development Quarterly Report – Quarter One and Two
2023/24

D23/50634

Page 78

Recommendation

THAT the report be received.

HARRIS/ERWOOD
Carried
P&S/24/66

The Acting Community Development Manager noted the following points:

- Venture Taranaki had left the meeting, she noted their apologies.
- There were a couple of new sections which have been added to the report including the regional economic profile of the district.

The Acting Community Development Manager left the meeting at 4.30pm.

10. Information Report – Percy Thomson Trust – Half Yearly Report as at 31 December 2023
D24/6175 Page 99

<p>Recommendations</p> <p>1. <u>THAT</u> the report be received.</p> <p>2. <u>THAT</u> Council receive the half yearly report for Percy Thomson Trust as at 31 December 2023.</p> <p>Recommended Reason In terms of Section 66 of the Local Government Act 2002 the Percy Thomson Trust, being a council controlled organisation, must deliver to Council a half yearly report (as at 31 December 2023) before 1 March 2024.</p>	<p>HALL/ERWOOD Carried <u>P&S/24/67</u></p> <p>TONGAAWHIKAU/HARRIS Carried <u>P&S/24/68</u></p>
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The Percy Thomson Trust Chairman, noted the following points:

- The six monthly report shows the trust continues to struggle along financially.
- In terms of operations the gallery and arboretum are going quite well. The programme in the gallery has been excellent and they continue to attract new visitors. It is well on the way to meeting the KPI of 20,000 visitors which has not been met the last couple of years.

11. Decision Report – Percy Thomson Trust – Statement of Intent 2024-2027
D23/6161 Page 120

<p>Recommendations</p> <p>1. <u>THAT</u> the report be received.</p> <p>2. <u>THAT</u> Council notes that the provision of the draft Statement of Intent for Percy Thomson Trust relating to the period 1 July 2024 to 30 June 2027 within this report meets the legislative requirements of a CCO to deliver a draft statement of intent to its shareholders by 1 March in the year preceding the financial year to which the draft statement relates, and</p> <p>3. <u>THAT</u> Council provide any comments on the draft statement of intent it wishes the board of the Percy Thomson Trust to consider in the preparation of its final Statement of Intent. The final Statement of intent must delivered to shareholders before the commencement of the financial year it relates to unless the deadline is formally extended by the shareholders.</p> <p>Recommended Reason In terms of Schedule 8 of the Local Government Act 2002 Percy Thomson Trust, being a Council Controlled Organisation, must deliver a draft Statement of Intent on or before 1 March 2024 to its shareholders, being the Stratford District Council.</p>	<p>WATT/McKAY Carried <u>P&S/24/69</u></p>
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The Percy Thomson Trust Chairman, noted the following points:

- The Statement of Intent has been prepared on a status quo position, however he noted there have been a number of discussions around where the trust is heading and the future of the trust. Some of these options have been presented to the Mayor and set out a preferred method of where the trust goes, how it could be organised and what council's involvement would be. He noted this would be presented to councillors by the Mayor.

- He noted some of the issues were getting too big for the trust to handle, such as the building requirements. The trust has taken the approach of thinking if it was to start from scratch what would it look like.
- The Statement of Intent presented does show that the trust will continue to eat into the reserves over the next three years.
- The trust asks that the \$50,000 annual grant from council be maintained, along with the in-kind donations.

Questions/Points of Clarification:

- The Deputy Mayor felt that continuing as normal should not be an option with the financials as they are. She felt the Statement of Intent was counter productive if the trust was looking at how it would operate if it started today. Mr Ellis noted the trust was legally required to prepare a Statement of Intent but it was acknowledged this may well change before 1 July.
- The District Mayor noted the amount of external fundraising was less than previous budgets, but was significantly higher than what was achieved this year. He acknowledged the discussions regarding the future of the trust and felt the Statement of Intent should be received as a draft document and look to discuss the options presented to him at another date. He nominated himself and Councillor Hall to review the key points raised and suggest options to council. He would like to see the conclusion of the reorganisation by 30 June. It was acknowledged that one of the main issues have been the audit fees which would still be in place for this financial year, however may be significantly less for the upcoming financial year if this reorganisation is completed.
- Mr Hanne noted that any structural changes to the trust would be a parallel and independent process from the Statement of Intent. However if council wanted anything in this Statement of Intent it needed to inform the trust at this point.
- The Deputy Mayor noted she was not comfortable receiving the Statement of Intent knowing it is not the intention of the trust moving forward. She requested that it be received with a request for more information and details around the future governance and operation of the trust.

Recommendations

2. THAT Council notes that the provision of the draft Statement of Intent for Percy Thomson Trust relating to the period 1 July 2024 to 30 June 2027 within this report meets the legislative requirements of a CCO to deliver a draft statement of intent to its shareholders by 1 March in the year preceding the financial year to which the draft statement relates, and requests the Percy Thomson Trust comes back to council with information and details on the future governance and operation of the Percy Thomson Trust.

McKAY/HALL
Carried
P&S/24/70

The Chairman – Percy Thomson Trust, the HR & Governance Administrator and the Communications Advisor left the meeting at 4.51pm.

12. Decision Report – Donation of Bench Seat

D24/5459

Page 144

Recommendations

1. THAT the report be received.

HARRIS/BECK

Carried

P&S/24/71

2. THAT the Committee approves Option 2 – to approve the donation of a bench seat

BECK/SANDFORD

Carried

P&S/24/72

Recommended Reason

To approve the donation of a bench seat (with a memorial plaque) from the Bray family to commemorate Ronald (Ron) Bray who worked at the Stratford District Council for 31 years as Park Superintendent.

Questions/Points of Clarification:

- The Deputy Mayor asked what the upkeep on a donated item would look like? The Parks and Reserves Officer noted the usual lifespan for a bench seat like this was 10-15 years with only waterblasting or polishing of the plaque likely to be required.

Points noted in discussion:

- The District Mayor noted he had requested the report be brought to council to allow elected members the opportunity to support the acknowledgement of the individual. He also noted that he felt council should consider the maintenance and eventual replacement as part of considering a donation of this sort.
- Councillor Harris felt this was an appropriate tribute, Councillor Beck agreed.
- Councillor Sandford noted that Mr Bray used to inspect all sports grounds during winter with a stick with a blue ribbon and if you turned up to your ground and the stick was there you knew, and respected, that the ground was closed.

13. Decision Report – Proposed Road Closure of Miranda Street for ANZAC Day Service
D24/3500 Page 147

<p>Recommendations</p> <p>1. <u>THAT</u> the report be received.</p> <p style="text-align: right;">ERWOOD/DUDLEY Carried <u>P&S/24/73</u></p> <p>2. <u>THAT</u> pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, Stratford District Council approves the closure of the following roads between the hours 5.30am to 10.00am on Thursday 25 April 2024:</p> <ul style="list-style-type: none">• Miranda Street between Fenton Street and Regan Street – 5:30am to 10:00am• War Memorial Car park to be closed• Fenton St from Broadway to Malone Gates and Portia St to the TET carpark <p>for the purpose of the ANZAC Day Dawn Service</p> <p style="text-align: right;">BECK/DUDLEY Carried <u>P&S/24/74</u></p> <p>Recommended Reason</p> <p>In order for the Stratford District Council to hold ANZAC Day commemorations, it is necessary to close the roads listed above for the safety of the public gathering for the dawn service at the Cross of Sacrifice on Miranda Street. The proposed road closures require formal approval by a Council resolution.</p>
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Questions/Points of Clarification:

- It was clarified the parade would go from Portia Street (by the TET Multisports Stadium), along Fenton Street and up Miranda Street to the cenotaph.

*The Parks and Reserve Officer and Councillor Tongaawhikau left the meeting at 4.58pm.
The meeting was adjourned at 4.58pm and reconvened at 5.08pm.*

14. Decision Report – Approve Draft Financial Strategy
D24/6151 Page 153

<p>Recommendations</p> <p>1. <u>THAT</u> the report be received.</p> <p style="text-align: right;">JONES/VOLZKE Carried <u>P&S/24/75</u></p> <p>2. <u>THAT</u> the draft Financial Strategy be approved and released for audit review, before the final draft Financial Strategy is approved to be released for consultation, with amendment.</p> <p style="text-align: right;">HARRIS/HALL Carried <u>P&S/24/76</u></p> <p>Recommended Reason</p> <p>This is an opportunity for elected members to formalise their initial stance on the Financial Strategy for the district, prior to releasing for audit review.</p>
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Points noted in discussion:

- Councillor Hall noted her concern that having a rates increase limit of 7% gave a less realistic view to the ratepayers as having a rates increase higher than the limit resulted in less credibility. She noted the same rigorous process would be undertaken to ensure rates stay as low as possible but thought a higher limit would be more realistic.
- The Deputy Mayor shared similar concerns. She did not think council could realistically come up with an accurate figure and wondered if some commentary around aspiring towards the limit would be more accurate. She liked 7% as a number but felt some rewording with aspirational tones was required.
- Councillor Jones noted that council had been chasing 6% as a level for so long and ended up above it. The 15.5% increase would bring council to the level it should be at for the rates take and then it should be able to stay at the lower levels. To achieve the lower numbers this jump was required. He was happy with it staying at 7%.
- It was clarified that the inflation numbers were the BERL Index figures used by all councils. It was requested that this be made clearer in the strategy. CPI takes into accounts household consumer expenses and the BERL Index was inflation reflecting inflation for council related expenditure.
- Councillor Beck supported retaining 7%. He noted it was important to not see it rising higher.
- Councillor Watt agreed with leaving it at 7%. He noted inflation relates more to construction costs and the usual inflation of construction was 3%, however in 2022 it was 10.4%.
- Councillor Hall supported changing the wording to *aspire to*, to reflect the true intent of what council is trying to achieve.
- It was clarified it was legislatively required to have a limit, the Corporate Accountant noted these benchmarks were part of the financial regulations that council has to report on. A breach can occur as long as it can be explained. The big increase in Year 1 will result in smaller increases later on. Mr Hanne noted an additional sentence could be added to make it clear that council will make every attempt to be within this limit.
- It was noted that council will see the final version of this when it has been audited.

15. Decision Report – Infrastructure Strategy

D24/6282

Page 170

Recommendations

1. THAT the report be received.

HARRIS/McKAY
Carried
P&S/24/77

2. THAT the draft Infrastructure Strategy be approved and released for audit review, before the final Infrastructure Strategy is adopted for community feedback.

McKAY/JONES
Carried
P&S/24/78

Recommended Reason

This is an opportunity for elected members to ensure that the Infrastructure Strategy reflects their position on the management of Council's core assets in the next 30 years, prior to releasing the Consultation Document for audit review.

Questions/Points of Clarification:

- Councillor Jones noted that removing the uneconomical bridges would cover the cost to build the Brecon Road bridge straight away.
- The Deputy Mayor noted the strategy was really good to read. She felt it was very clear what council is trying to do.

16. Decision Report – Approve draft Consultation Document for release to Auditors

D24/6241

Page 244

Recommendations

1. THAT the report be received.

DUDLEY/HALL
Carried
P&S/24/79

2. THAT the draft Consultation Document be approved and released for audit review, before the final Consultation Document is approved to form the basis for the consultation with the community.

MOVED/SECONDED
Carried
P&S/24/80

3. THAT, in accordance with Standing Order 8.4, an Extraordinary Meeting of Council be held on Tuesday 26 March 2024 at 1.00pm to release the final Consultation Document, and supporting information, for consultation with the community.

4. THAT the hearing date for submissions to the Long Term Plan be amended to Tuesday 14 May 2024, as noted in **Appendix 1**.

HALL/McKAY
Carried
P&S/24/81

Recommended Reason

This is an opportunity for elected members to ensure that the consultation documents reflects their priorities and aspirations regarding the outcomes of the Long Term Plan, prior to releasing the Consultation Document for audit review.

The Communications Manager noted that the changes to the wording in the Financial Strategy would be carried over to the Consultation Document.

Questions/Points of Clarification:

- It was requested the table on page 267 amended to *water services and solid waste*.
- The District Mayor noted the sample rates table now captured the fact that property values have gone up by different values and now reflects the different amounts in the rate increases. He requested a lifestyle property be added as another example.
- It was requested the \$29 a week for commercial properties be checked.
- Councillor Beck noted the sample rates examples will be the most looked at page and it needed to be clear. He noted the Annual Plan was good as it had all the percentages separated out, Mr Hanne noted it was easier to show in an Annual Plan as there isn't a property revaluation at the same time.
- Councillor Hall reiterated what a really straight forward document it was and congratulated the Communications Manager.

17. Monthly Reports

17.1 Assets Report D24/3178 Page 273

Recommendation

THAT the report be received.

McKAY/BECK
Carried
P&S/24/82

Questions/Points of Clarification:

- It was clarified that the schools have been approached by the Education Officer – Water and Waste for workshops with the intention being to tailor the workshops to what the individual schools require support with.
- The Director – Assets noted there had been good results with the Diatomix Project at the beginning but it was not really providing the desired results now. It has been trialed for two years and council is still meeting most of the consent conditions. Officers will need to get a consultant to do a report at the end of the term to see where to go from here.
- The District Mayor noted the change in plans for the septic tank at the Whangamomona Campgrounds and noted his concern that patronage is significantly different from days where there are events to normal day to day use. He asked if officers were confident they were building the right tank for the demand? My Taylor noted that the average patronage goes up significantly when there is the pig hunt, republic day or rugby games. When designing a septic solution it needs to work on the worst case scenario as that is the amount it takes. Officers are working through options such as additional port-a-loos for events or emptying the tank before the big days. Mrs Araba noted the new consultant was practical and on track.
- Councillor Jones noted the footpaths outside the primary school were being widened, and noted councillors had been told the renewals could not be used for widening. Mrs Araba noted that the low cost low risk budget was topping up the renewals for this project as a safety project. It was clarified that these replacements will fit inside the current design for future work outside the school.

17.2 Community Services Report D24/4295 Page 295

Recommendation

THAT the report be received.

ERWOOD/SANDFORD
Carried
P&S/24/83

The Communications Manager noted the following points:

- Sunday 3 March is the Stratford Youth Festival which is a combined event with Zeal Taranaki and the Stratford District Youth Council.
- The new youth councillors will be sworn in on Monday. All welcome to attend.
- A Positive Ageing Forum is scheduled for 21 March, please share with networks.
- The Sport New Zealand Rural Travel Fund is now open but has had minimal interest, please share with community contacts if able. The Creative Communities Fund opens next month.
- It was clarified the LGOIMA requests are now coordinated by Corporate Services and would be moved to be included in that monthly report.

Questions/Points of Clarification:

- Councillor Hall noted the outcomes for the Mayors Taskforce for Jobs and felt the parameters were very restrictive and did not reflect the work undertaken by staff. She noted it was looking unlikely to reach the goal of 38 and asked how that would impact funding? The District Mayor agreed that a lot more than nine people had been helped through this initiative. He did expect the funding to be reduced if the goal was not met.
- Councillor Hall noted the Stratford Business Association membership was 141, but was 150 in the Economic Development Quarterly Report. Ms Gibson noted that these reports did cover a different time period but she would clarify this. It was noted that council did not hold the knowledge of the total businesses in Stratford as this would be impacted by the different definitions of business.
- Councillor Beck noted there were 466 enrolments for Wai o Rua Swim School, Mr Hanne noted there had been less around 200 in the first term so to double that is really good. He noted it was important to retain the quality over quantity to keep the high reputation of the service. A financial report on this service will be included in the business report.
- Councillor Sandford noted he had received many complaints about the road closure from 7am for AmeriCARna.

17.3 Environmental Services Report
D24/1633 Page 303

Recommendation

THAT the report be received.

WATT/HARRIS
Carried
P&S/24/84

The Director – Environmental Services noted that there was now a solution for the numbering issues on Ariel Street which would involve renumbering three properties. The proposal has been sent to LINZ. It was noted that officers have raised the issue with Google regarding Pembroke Road West and Pembroke Road East.

17.4 Corporate Services Report
D24/5866 Page 310

Recommendation

THAT the report be received.

DUDLEY/ERWOOD
Carried
P&S/24/85

Questions/Points of Clarification:

- Councillor Hall requested more information on the reason for the variances in the operating expenditure for civic amenities and the library. Mrs Craig noted that some of the overspends are caused by timing with seasonal requirements and will even out when the work reduces.
- The Deputy Mayor asked at what point do officers stop spending and remain on track? It was noted elected members can ask these questions at any meeting and that staff do try to stick within budgets.
- Councillor Hall noted the recent conversations in the Long Term Plan about the significance in overspending and felt that more context should be provided in this report as to why they are over budget. She did not want to miss opportunities to address this and felt proactively provided information in the report would be helpful.
- Mrs Araba noted the budgets were mostly split across 12 months equally so at certain times they do go over. There will be some equalisation by the end of the financial year.
- It was noted that if a budget was going to be known to go over then it would be brought to the attention of councillors as soon as possible.
- It was requested that further context be provided in this report on the variances to the budgets.

- It was clarified the land purchase for the Stratford 2035 note meant it was unlikely to proceed this financial year. The landowner has started the last requirement to proceed with the sale.

18. Questions

There were no questions.

19. Closing Karakia

D21/40748 Page 328

The closing karakia was read.

The meeting closed at 6.19pm

M McKay
Chairman

Confirmed this 26th day of March 2024.

N C Volzke
District Mayor

Policy and Services Committee Matters Outstanding Index

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Street Numbering - Ariel Street	26 May 2020	Blair Sutherland	Completed	Item 10.3 (Environmental Services Report section 2)
Clarification on SBA membership numbers (Monthly Report vs Economic Development Quarterly Report)	27 February 2024	Kate Whareaitu	Complete	Item 10.2 (Community Services Report section 2)
Clarification on overspends – Civic Amenities, Aerodrome and Library	27 February 2024	Tiffany Radich	Complete	Item 10.4 (Corporate Services Report section 1.1)

DECISION REPORT



F19/13/4 – D24/9755

To: Policy and Services Committee
From: Director – Corporate Services
Date: 26 March 2024
Subject: Rates Policy Reviews – Release for Public Consultation

Recommendations

1. THAT the report be received.
2. THAT the following updated policies, being the:
 1. Rates Remission Policy
 2. Rates Postponement Policy

be released, with any amendments as decided by elected members, for public consultation as required under Section 102(4) of the Local Government Act 2002, giving effect to Section 82 of the Local Government Act 2002.

Recommended Reason

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. These policies must go out for public consultation before any amendments can be adopted, as required by legislation.

/
Moved/Seconded

1. Purpose of Report

- 1.1 To formally review and approve changes to Council's Rates Remission Policy and Rates Postponement Policy, which will be released for public consultation. Following that a final decision will be made to adopt the final policies.

2. Executive Summary

- 2.1 This report recommends additions and amendments to the Rates Remission Policy and Rates Postponement Policy.
- 2.2 The current Rates Remission Policy can be found on the Stratford District Council (SDC) website. The proposed Rates Remission Policy is attached to this report (**Appendix 1**).
- 2.3 The current Rates Postponement Policy can be found on the Stratford District Council (SDC) website. The proposed Rates Remission Policy is attached to this report (**Appendix 2**).
- 2.4 Key Changes put forward for consideration include the following:
 - New Remission for Roading Targeted Rate – Forestry
 - Increase capital value on low value residential properties in UAGC on Low Value Properties remission
 - Administration amendments to Penalties on Rates Remission
 - Several changes and additions throughout the entirety of the Rates Postponement Policy

3. Local Government Act 2002 – Section 10

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

The Rates Remission Policy and Rates Postponement Policy are methods the Council can use to make the application of rates fairer for the community.

4. Background

- 4.1 As per Section 102(3) of the Local Government Act 2002 Council has chosen to adopt both a rates remission policy and a rates postponement policy for the benefit of the community.
- 4.2 Council process calls for a review of policies on a three (3) yearly basis – The Rates Remission Policy was last Reviewed in 2022 and the Rates Postponement Policy was last reviewed in 2018.
- 4.3 As a result of pre-engagement with property owners whose properties have been identified for the differential of the Targeted Rooding Rate – Forestry a new rate remission policy is proposed. The policy is made of three (3) conditions and criteria that must apply.
- 4.4 Due to the recent property revaluation within the District, an increase to the capital value on low value residential properties who receive a remission of UAGC is proposed.
- 4.5 Changes are proposed throughout the Rates Postponement Policy to clarify conditions, criteria and eligibility for both of the Extreme Hardship and Farmland affected by natural disasters circumstances.

5. Consultative Process

5.1 Public Consultation - Section 82

Legislation requires that any changes, minor or otherwise, to these policies must be publicly consulted on prior to adoption. The consultation plan is to put one public notice in the Stratford Press, one post on Facebook, and add a link on the Council's website homepage to the amended policies and a link to provide a submission. It is proposed that the consultation period run for one month.

5.2 Māori Consultation - Section 81

This policy is relevant to māori, and mana whenua should be specifically consulted with.

6. Risk Analysis

<p>Refer to the Council Risk Register - available on the Council website.</p> <ul style="list-style-type: none"> • Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating? • Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks. • Is there a legal opinion needed?
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- 6.1 This report covers issues that relate to risk 89 on the Council’s risk register. The key risk within this process is that legislative and or consultation requirements are overlooked, or policy change creates negative impact of rates. These risks need to be assessed as part of the process.

No legal opinion is required.

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 policy directly impacts the financial implications of the LTP.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Yes, this policy forms part of the financial basis of funding and cost recovery council applies to the creation, maintenance and operation of its assets.

7.2 Data

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

Policies have been reviewed and proposed changes are based on feedback from a variety of sources. The proposed changes are detailed below.

Proposed Changes

7.2.1 Rates Remission Policy – Appendix 1

The current Rates Remission Policy is Sound in its current form, however. key changes recommended are as follows:

Remission on Rates Penalties

- Removing the following wording: Covid 19 Lockdown or isolation as an example of a circumstance outside a ratepayers control that made the ratepayer unable to pay rates on time.

Removal suggested as the Government has now lifted Covid restrictions and isolation requirements. Therefore, this is not a valid reason for late payment on rates.

- Addition of the following wording:

The Council, and officers with the appropriate delegated authority may remit up to 100% of the penalties (or other figure) charged to a property, where a property has sold, and a settlement request has been received by council from a Solicitor prior to a Rates Instalment Due date.

Proposed addition would mean that the original figure given to the solicitor at settlement request would be correct on settlement day when it falls immediately after a due date.

This reduces administration costs on low risk late payments.

Remission of Uniform Annual General Charge (UAGC) on Low Value Residential Properties.

- Increase Capital Value of Low Value Residential Properties from \$10,000 to \$15,000.

This increase has been suggested as the new property valuations in the Stratford District dated 01 August 2023 take affect from 01 July 2024. The impact of this amendment would be that of the 22 properties that receive this remission currently, 14 would still qualify for the remission.

To ensure all 22 properties would qualify, the capital value of Low Value Residential Properties would need to increase to \$60,000.

Remission on Roding Targeted Rate – Forestry (New Remission)

The Council will provide rates remission of up to 100% of Roding Targeted Rate – Forestry to all ratepayers who meet the objectives, conditions, and criteria of this policy.

Objective

The objective of this remission policy is to enable the Stratford District Council to act fairly and reasonable in its consideration of rates. It is considered that properties that fit the conditions and criteria below are unlikely to cause damage to council's roading network due either to the property's location, or the nature of the forestry planted.

Conditions and Criteria

In order for Council to provide relief to ratepayers the following must apply:

- 100% rates remission may be granted if the property is classified as Forestry Exotic by the Valuer-General and it is situated on a State Highway or
- 100% rates remission may be granted if the proeprty is classified as Forestry Exotic by the Valuer-General however the property has a Notice pursuant to Section 195(2) Climate Change Response Act 2002 registered on the title or
- 50% rates remission may be granted if the property is classified as Forestry Exotic by the Valuer-General however a Forestry species with a harvest rotation of at least 50 years has been planted on the land.

The application for rates remission must be made to Council prior to the commencement of the rating year. Applications approved during a rating year will be applicable from the commencement of the following rating year. In granting remissions under this policy, Council may specify certain evidence be provided before remission will be granted.

7.2.2 Rates Postponement Policy – Appendix 2

The intention of the current Rates Postponement Policy is not clear and requires change throughout. Key changes are outlined below:

Postponement For Extreme Financial Hardship

Allow Extreme Hardship Committee to have for discretion over the timeframe in which they grant a rates postponement for.

The ratepayer must be either:

- Aged 65 years or over and in extreme hardship or;
- Aged under 65 years and either:
 - In extreme financial hardship; or
 - In other special circumstances such that a postponement would be fair and reasonable.

For those aged under 65 years, applications will be assessed on a case-by-case basis and thoroughly examined by the Extreme Financial Hardship Committee.

- The ratepayer must be the current owner of the rating unit and owned the property for not less than five years.
- The rating unit must be used solely by the ratepayer as their residence.
- No person entered on the Council's rating information database as the "ratepayer" must own any other rating units or investment properties (whether in the District, in New Zealand or overseas) or have significant interests or ownership of a business or shares.
- The current financial situation of the ratepayer must be such that they are unlikely to have sufficient funds left over, after the payment of rates, for normal health care, proper provision for maintenance of their home and chattels at an adequate standard, as well as making provision for normal daily living expenses.
- Confirmation of the ratepayer's financial situation must be provided by the ratepayer's budget advisor.
- Statutory Declaration required.
- Postponed rates will be registered as a statutory land charge on the rating unit title. This means that Council will have first call on the proceeds of any revenue from the sale or lease of the rating unit.

Postponement For Farmland Affected by natural Disasters

- The ratepayer must be the current owner of the rating unit and owned the property for not less than five years.
- Statutory Declaration required.
- Postponed rates will be registered as a statutory land charge on the rating unit title. This means that Council will have first call on the proceeds of any revenue from the sale or lease of the rating unit.

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	Unlikely to have a significant impact on the LTP.
Is it:		
• 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**

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

Option 1 Release the draft policies attached, with any further amendments as decided by Elected Members.

Option 2 Release the draft Rates Remission Policy and Draft Rates Postponement Policy for public consultation as proposed.

Option 3 Not adopting the draft Rates Remission Policy and Draft Rates Postponement Policy to be released for consultation. This means the existing policy will remain in effect until the next full review with elected members.

The recommended option is **Option 1**.

7.5 **Financial**

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

The policies covered by this report do not create a material financial impact.

7.6 **Prioritisation & Trade-off**

Have you taken into consideration the:

- Council's capacity to deliver;
- contractor's capacity to deliver; and
- consequence of deferral?

There are no trade-offs of this report as referred to above.

7.7 **Legal Issues**

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

There are not considered to be any legal issues with the content of this report.

7.8 **Policy Issues - Section 80**

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

There are no other policy issues related to this report.

Attachments:

Appendix 1 – Draft Rates Remission Policy

Appendix 2 – Draft Rates Postponement Policy



Karla Lawrence
Revenue Manager



Endorsed by
Tiffany Radich
Director – Corporate Services



Approved by
Sven Hanne
Chief Executive

Date 19 March 2024

POLICY



APPENDIX 1

Policy:	Rate Remission
Department:	Corporate Services
Approved by:	Council
Effective date:	1 July 2024
Next review date:	2027 ⁵
Document Number:	D24/2230

1. Rate Remission Policy

The Stratford District Council has decided to postpone all or part of the rates owed by the ratepayer in respect of rating units covered by this Rates Remission Policy provided that the conditions within this policy have been met. Rates remissions will be provided for the following:

- Stratford District Council owned and occupied properties.
- Māori freehold land.
- Community, Sporting and other organisations.
- Land with Biodiversity Vegetation (indigenous vegetation, significant habitats or indigenous fauna and wetlands)
- Promoting Business Development.
- Properties made uninhabitable due to Fire
- UAGC on Low Value Properties.
- Excess Water Consumption due to a Leak.
- Water Targeted Rate as compensation for water main easement.
- Rates on Abandoned Land
- Penalties on Rates.
- Uniform Annual Charges on non-contiguous rural and commercial properties.
- 50% Water or 50% Wastewater where the Council service does not go past the property boundary [but is within the distance requirements to be serviceable-](#)
- Community, Sporting and other Organisations for the 50% water or 50% wastewater charge.
- [Roading Targeted Rate - Forestry](#)

Where a rating unit for which the Stratford District Council has granted a rate remission is sold, leased, or otherwise disposed of, the rates remission shall be terminated at the time of disposal. If the new ratepayer qualifies for a rates remission under this policy, it will be up to that ratepayer to apply for a rates remission.

The application for rates remission must be made to the Stratford District Council prior to the commencement of the rating year. Applications approved during a rating year will be applicable from the commencement of the following rating year. Applications will not be backdated.

Where a rates remission percentage applies, it is calculated on the rates that would be assessed before any application of non-rateable adjustments. (For example, if a property is 50% non-rateable, and receives a 50% remission, then no rates are due).

2. Remission on Stratford District Council Owned and Occupied Properties

Council will provide rates remission of 100% on rating units owned and occupied by the Stratford District Council which meet the objectives, conditions and criteria of this policy.

Objective

The objective of this part of the remission policy is to enable Council to be cost-neutral in regard to other ratepayers whilst being administratively efficient.

Conditions and Criteria

This part of the policy applies to rating units owned and occupied by the Stratford District Council.

This part of the policy does not apply to rating units that are owned by Council but are leased to a third party and the terms of the lease provide for rates to be paid by the lessee.

3. Rate Remission and Postponement of Māori Freehold Land

Legislative Summary

Section 91 of the Local Government (Rating) Act 2002 establishes the principle that Māori freehold land is liable for rates in the same manner as if it were general land.

Section 102(2)(e) of the Local Government Act 2002 states that Council must adopt a rates remission and postponement policy on Māori freehold land.

Māori freehold land is defined in the Local Government (Rating) Act 2002 as land whose beneficial ownership has been determined by a freehold order issued by the Māori Land Court. Only land that is subject to such an order may qualify for remission under this policy.

This policy aims to ensure the fair and equitable collection of rates from all sectors of the community recognising that certain Māori owned lands have particular conditions, features, ownership structures, or other circumstances which make it appropriate to provide relief from rates.

The Stratford District Council will provide rates remission of 100% to all ratepayers who meet the objectives, conditions and criteria of this policy.

Where a rating unit for which Council has granted a rates remission is sold, leased, or otherwise disposed of, the rates remission shall be terminated at the time of disposal. If the new ratepayer qualifies for a rates remission under this policy, it should be up to that ratepayer to apply for a rates remission.

The application for rates remission must be made to Council prior to the commencement of the rating year. Applications received during a rating year will be applicable from the commencement of the following rating year. Applications will not be backdated.

No remission will be granted on targeted rates for water supply, wastewater system or [waste waste management](#).

Objectives

The objectives of this policy are:

- ~~0-1.~~ To recognise situations where there is no owner, occupier or person gaining an economic or financial benefit from the land.
- ~~0-2.~~ To set aside land that is better set aside for non-use because of its natural features (whenua rahui).
- ~~0-3.~~ To recognise matters related to the physical accessibility of the land.
- ~~0-4.~~ To recognise and take account of the presence of waahi tapu that may affect the use of the land for other purposes.
- ~~0-5.~~ Where part only of a block is occupied, to grant remission for the portion of land not occupied.
- ~~0-6.~~ To facilitate development or use of the land where Council considers rates based on rateable value make the actual use of the land uneconomic.
- ~~0-7.~~ To recognise and take account of the importance of land in providing economic and infrastructure support for Marae and associated papakainga housing.
- ~~0-8.~~ To recognise use of the land by the owners for traditional purposes.
- ~~0-9.~~ To recognise occasions where granting remission will avoid further alienation of Māori freehold land.
- ~~0-10.~~ To recognise occasions where the Stratford District Council and the community benefit through the efficient collection of rates that are properly payable and the removal of rating debt that is considered non collectible.

Conditions and Criteria

Council will maintain a register titled the 'Māori Lands Rates Relief Register' ('the Register') for the purpose of recording properties on which it has agreed to remit rates pursuant to this policy. The Register will record the property details and the appropriate objectives (1-10) above.

Applications for rates remission under this policy should include the following information:

- Details of the property.
- The objectives (1-10 above) that will be achieved by providing a remission.
- Documentation that proves the land which is the subject of the application is Māori freehold land.

Council may at its own discretion add properties to the Register.

Council will review the Register annually and may:

- Add properties that comply.
- Remove properties where the circumstances have changed and they no longer comply.

4. Remission for Community, Sporting and Other Organisations

The Stratford District Council will provide rates remission of 100% to all ratepayers who meet the objectives, conditions and criteria of this policy, excluding land in respect of which a club licence under the Sale and Supply of Alcohol Act 2012 is for the time being in force, which shall receive a 50% remission if the objectives, conditions and criteria are met.

Objective

To facilitate the ongoing provision of non-commercial community services, and non-commercial recreational opportunities for the residents of Stratford District.

The purpose of granting rates remission to an organisation is to:

- Recognise the public good contribution made by such an organisation;
- Assist the organisation's survival; and
- Make membership of the organisation more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, aged people, and economically disadvantaged people.

Conditions and Criteria

This part of the policy will apply to land:

- owned by the Stratford District Council; or
- owned or occupied by a registered charitable organisation that is responsible for the rates; or
- owned or occupied by a registered non-profit organisation that is responsible for the rates; and
- is used exclusively or principally for sporting, recreation, or community purposes by that organisation; and
- the land is not used for galloping races, harness races or greyhound races.

Note that Council requires documentary evidence of charitable or non-profit organisational status. This policy does not apply to organisations operated for private pecuniary profit.

This policy does not apply to groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.

Organisations making application should include the following documents in support of their application:

- statement of objectives; and
- evidence of charitable/non-profit status; and

- financial accounts; and
- information on activities and programmes; and
- details on membership or clients.

5. Remissions for Biodiversity (Indigenous Vegetation, Significant Habitats of Indigenous Fauna and Wetlands)

The Stratford District Council will provide rates remission of up to 100% of the rates on land with biodiversity vegetation (indigenous vegetation, significant habitats of indigenous fauna and wetlands) on it to all ratepayers who meet the objectives, conditions and criteria of this policy.

Objectives

To preserve and promote the protection of an area of indigenous vegetation or a significant habitat of indigenous fauna. This policy will support the provisions of the Stratford District Council District Plan.

Conditions and Criteria

This part of the policy will apply to ratepayers who:

- own rating units that have a site listed in Appendix 9: Wetlands, Areas of Significant Indigenous Vegetation and Significant Habitats of Indigenous Fauna in the Stratford District Plan; and
- voluntarily protect and maintain these areas that are within the boundary of the wetlands identified in Appendix 9.

The remission will apply to the area of land included in the protected area.

The application for rates remission must be made to Council prior to the commencement of the rating year. Applications approved during a rating year will be applicable from the commencement of the following rating year.

In granting remissions under this policy, Council may specify certain conditions before remission will be granted. Applicants will be required to agree in writing to these conditions and to pay any remitted rates if the conditions are violated.

In considering any application for remission of rates under this part of the policy Council will consider the following criteria:

- the extent to which the preservation of biodiversity vegetation will be promoted by granting remission of rates on the rating unit.
- the degree to which features of biodiversity vegetation are present on the land; and
- the degree to which features of biodiversity vegetation inhibit the economic utilisation of the land.

6. Remission for Promoting Business Development

This provides for rates relief for new development or redevelopment of land by way of constructing, erecting or altering buildings, fixed plant and machinery or other works intended to be used solely or principally for industrial, commercial or administrative purposes where the cost of such development is more than \$500,000 (excluding GST) as assessed under the Building Act.

Council will be prepared to consider any application for building development which can demonstrate that it will be to the economic advantage of the Stratford District. Economic advantage will be deemed to occur if the development will result in:

- Significant employment growth or employment retention in Stratford District; and/or
- Significant downstream new business for other Stratford District manufacturers or suppliers of goods and services.

Developments for industrial, commercial or administrative purposes which the Council wishes to foster are in the following sectors:

- Primary production and processing.
- Tourism, including recreational, cultural and conference facilities.
- Manufacturing, especially those which have high potential for employment related to the total cost factor.
- Health services.
- Retailing.
- Hotels, motels and other transient accommodation.
- Administrative services, including those provided by Government and private sector agencies.

In the event of any developer, to whom rates relief has been granted, selling the property within which the eligible investment was made, rates relief ceases from the date of the sale.

Forms of Rates Relief

Council may remit or postpone (or a combination of these) part or all of the general rates otherwise payable on the subject property for the period of the development and up to three rating years thereafter.

Council may impose conditions on the remission or postponement of rates and may cancel any remission or postponement in the event of non-compliance by the applicant with those conditions. In those circumstances, Council may require payment of full rates in respect of any year in which rates have been remitted.

Factors to be considered

Council will have regard to the following matters when considering applications for rates relief:

- Whether and to what extent, the development will, when completed, be to the economic advantage of the Stratford District including the creation of significant employment opportunities. The creation of jobs will be a strong factor in favour of granting rates relief, but the retention of existing jobs and the potential for job creation will also be positive factors.
- Whether and to what extent the granting of relief will be of material benefit to the development.
- Whether the investment limit and economic benefits criteria are met jointly in the case of a Lessor/Lessee arrangement.
- Whether and to what extent the development can be served by the existing basic Council services infrastructure.
- The level of financial contributions and development levies collected under provisions of the District Plan.
- Such other matters as Council may, from time to time, consider relevant.

7. Remission for Property Made Uninhabitable due to Fire

Objective

This remission provides relief to the ratepayer where significant property loss has occurred due to fire (not deliberately lit by the owner, occupier or related party) causing the dwelling to be uninhabitable, or the commercial property to cease operations, temporarily or otherwise.

Conditions and Criteria

Upon notification, and in agreement with the ratepayer, the Council will remit the targeted Rates for Solid Waste, Waste Water and Water Supply for properties, where it determines it is reasonable in the circumstances to do so.

The remission applies from the date of the fire until the earlier of the date the services are reinstated, or two years from the date of the fire.

8. Remission of Uniform Annual General Charge (UAGC) on Low Value Residential Properties

This remission provides for low value residential properties to not be penalised by the UAGC being in excess of 5% annually of the capital value of the property.

Objective

The objective of this remission policy is to assist residential ratepayers whereby the UAGC being imposed on properties with a Capital Value of \$~~1540~~,000 or less represents an excessive burden in any one financial year.

Conditions and Criteria

Council will remit the UAGC on any rating unit used solely for residential purposes as defined by Council where the capital value of that rating unit does not exceed \$~~1540~~,000.

9. Remissions for Excess Water Consumption Due to A Leak

Council may provide relief to a ratepayer that has incurred an excessive water invoice as a result of a leak where that leak has been remedied in a timely manner once the leak was detected.

Objective

The objective of this part of the remission policy is to enable Council to not penalise a water consumer for a leak that resulted in excess water consumption that was out of their control.

Conditions and Criteria

In order to provide relief to people in situations where water usage is high due to a water leak, Council may remit water consumption rates where all of the following apply:

- A remission application has been received; and
- Council is satisfied a leak on the property has caused excessive consumption and is recorded on the water meter; and
- The leak has been repaired within one calendar month of being identified (unless evidence is provided that the services of an appropriate repairer could not be obtained within this period); and
- Proof of the leak being repaired has been provided to Council promptly after repair of the leak.

The amount of the remission will be the difference between the average consumption of the property and the consumption over and above that average.

Remission for any particular property will only be available once in a three year period. However, where a remission for a water leak has been granted to a property under this policy within this timeframe, the application will be at the discretion of the Director – Assets. Any remission over 2,000 cubic meters is to be referred to the Policy and Services Committee for approval.

10. Remission of Water Targeted Rate as Compensation for Water Easement

Council has water mains installed on private properties with, in some cases, an associated easement for access and maintenance.

Objective

The objective of this part of the remission policy is to provide compensation for the ratepayers that have a water main across their property and associated easement agreement that provides for such remissions. This remission may be granted in future easement agreements as part of a compensation agreement if appropriate.

The remission is for the Targeted Water Rate only. The water-by-meter charges remain, subject to the Revenue and Financing Policy.

Conditions and Criteria

In order to provide a Water Targeted Rate remission the following must apply:

- Compensation agreements must be in writing and formal easements recording them registered against the relevant land title.

11. Policy on Remission of Rates on Abandoned Land

Objectives:

To minimise administration costs where it is unlikely that rates assessed on an abandoned rating unit will ever be collected.

Conditions and criteria:

The policy will apply to Rating units that meet the definition of abandoned land as prescribed in Section 77(1) of the Local Government (Rating) Act 2002.

Land has either failed to be sold using the authority provided in sections 77-83 or is unlikely to sell.

Procedure:

Rates will be remitted in full annually. Any rates arrears owing on qualifying properties at the adoption of the policy, or in the first year a rating unit qualifies under the policy, will also be remitted.

12. Remission On Rates Penalties

The Stratford District Council will provide rates remission on penalties to all ratepayers who meet the objectives, conditions and criteria of this policy.

Objective

The objective of this part of the remission policy is to enable the Stratford District Council to act fairly and reasonably in its consideration of rates which have not been received by Council by the penalty due date, due to circumstances outside the ratepayer's control. This section applies to all rates penalties imposed under the Council's Funding Impact Statement and Rates Resolution.

Conditions and Criteria

On application by the ratepayer, a remission of an instalment penalty imposed under Section 58(1)(a) of the Local Government (Rating) Act 2002 shall be granted if this is the first instance of late payment by the ratepayer within the previous three rating years and the following criteria are met:

- Where a property changes hands (sale or lease) and the new owner/lessee is responsible for an instalment when the original account was issued in the name of the previous owner/lessee.
- On compassionate grounds, i.e., where a ratepayer has been ill or in hospital or suffered a family bereavement or tragedy of some type, and has been unable to attend to payment (elderly persons living on their own etc.). Or if the ratepayer satisfies the Council that they had the ability to pay, however late payment was due to circumstances outside the ratepayer's control [and e.g., Covid 19 Lockdown or isolation](#), therefore they were unable to come into council to make payment.
- The rate invoice was not received, where it can be proved that it was not due to negligence by the ratepayer.
- Where an error has been made by Council staff which has subsequently resulted in a penalty charge being imposed.
- In the case of a deceased estate, upon receipt of a letter from a Solicitor who has been granted probate, that while the winding up of the affairs of the estate are in progress and that Council may expect full payment of rates, Council may remit penalties from the time of death.

Where a ratepayer enters into a direct debit arrangement for the payment of the current year rates and any rate arrears, further penalties will be granted a remission. However, any default in the arrangement will cause the remission to be cancelled from the date of the default. Any penalties applied up to the date of commencement of the arrangement will remain.

[The Council, and officers with the appropriate delegated authority may remit up to 100% of the penalties \(or other figure\) charged to a property, where a property has sold and a settlement request has been received by council from a Solicitor prior to a Rates Instalment Due date.](#)

The Council, and officers with the appropriate delegated authority, may remit up to 100% (or other figure) of the penalties charged to a property, where the ratepayer can demonstrate that there are circumstances outside of their control which have caused the rates to incur a penalty, and where the rates are paid in full on an agreed date.

13. Rate Remission Policy for 50% Water or 50% Waste Water Charges Where the Service Does Not Go Past Their Property, But Is Within the Distance Requirements to Be Serviceable

The Council will provide rates remissions [of 50% Water or 50% Wastewater where the Council service does not go past the property boundary but Is within the distance requirements to be serviceable of uniform annual general charges to all ratepayers who meet the objectives, conditions and criteria of this policy.](#)

Objective:

The remission for 50% water or 50% wastewater charges is to provide relief to those ratepayers who do not have the service run past their property, but are within the serviceable distance.

Conditions and Criteria

- The property must not have services running past its property boundary [but Is within the distance requirements to be serviceable](#).
- The property already has provisions made for water and/or waste water and these are acceptable to Council.

14. Remission For Community, Sporting and Other Organisations For the 50% Water or 50% Wastewater Charge

This remission provides relief to organisations that are not connected to these services.

Objective

The objective of this part of the remission policy is to enable the Stratford District Council to act fairly and reasonably in its consideration of rates.

The purpose of granting rates remission to an organisation is to:

- Assist the organisation's survival; and
- Make membership of the organisation more accessible to the general public, particularly disadvantaged groups. These included children, youth, young families, aged people, and economically disadvantaged people.

Conditions and Criteria

This part of the policy will apply to land:

- owned or occupied by a registered charitable organisation that is responsible for the rates; or
- owned or occupied by a registered non-profitable organisation that is responsible for the rates; and
- is used exclusively or principally for sporting, recreation, or community purposes by that organisation.

15. Rates Remission Policy for Uniform Annual [General](#) Charges on Non-Contiguous Rural and Commercial Properties Owned by The Same Owner and Used for a Single Purpose

The Council will provide rates remissions of uniform annual general charges to all ratepayers who meet the objectives, conditions and criteria of this policy. Ratepayers who occupy two or more separate rating units (and who do not qualify to be treated as one rating unit, pursuant to Section 20 of the Local Government (Rating) Act 2002, are entitled to have uniform annual general charges reduced for qualifying properties.

Objective

The remission of the uniform annual general charges is to provide relief for bare rural or commercial land, which is non-contiguous but operated as a single entity and owned by the same ratepayer.

Conditions and Criteria

- The rating units on which remission is granted must be owned by the same ratepayer and must be classified as “rural” or “commercial” for valuation purposes.
- Only one of the units may have a residential dwelling or a commercial building situated on the rating unit.
- The rating units must be used as one economic unit.

Ratepayers wishing to claim a remission should make an application to Council.

16. Rates Remission Policy for Roothing Targeted Rate - Forestry

The Council will provide rates remission of up to 100% of Roothing Targeted Rate – Forestry to all ratepayers who meet the objectives, conditions, and criteria of this policy.

Objective

The objective of this remission policy is to enable the Stratford District Council to act fairly and reasonable in its consideration of rates. It is considered that properties that fit the conditions and criteria below are unlikely to cause damage to council’s rooothing network due either to the property’s location, or the nature of the forestry planted.

Conditions and Criteria

In order for Council to provide relief to ratepayers the following must apply:

- 100% rates remission may be granted if the property is classified as Forestry Exotic by the Valuer-General and it is situated on a State Highway or
- 100% rates remission may be granted if the proeprty is classified as Forestry Exotic by the Valuer-General however the property has a Notice pursuant to Section 195(2) Climate Change Response Act 2002 registered on the title or
- 50% rates remission may be granted if the property is classified as Forestry Exotic by the Valuer-General however a Forestry species with a harvest rotation of at least 50 years has been planted on the land.

The application for rates remission must be made to Council prior to the commencement of the rating year. Applications approved during a rating year will be applicable from the commencement of the following rating year. In granting remissions under this policy, Council may specify certain evidence be provided before remission will be granted.

POLICY



APPENDIX 2

Policy:	Rates Postponement Policy
Department:	Corporate Services
Approved by:	
Effective date:	
Next review date:	February 2027
Document Number:	D24/3502

1. Policy

The Stratford District Council ~~will has decided to~~ postpone all or part of the rates owed by ~~a the~~ ratepayer in respect of rating units covered by this Rates Postponement Policy provided that the conditions within this policy have been met. Rates postponement will be provided for the following categories of rating units and under the following circumstances:

- Extreme financial Hardship.
- Farmland affected by natural disasters.

Where a rating unit for which the Stratford District Council has granted a rates postponement is sold, leased, or otherwise disposed of, the rates postponement shall be terminated at the time of disposal. If the new ratepayer qualifies for a rates postponement under this policy, it should be up to that ratepayer to apply for a rates postponement.

~~The application for rates postponement must be made to the Stratford District Council prior to the commencement of the rating year. Applications received during a rating year will be applicable from the commencement of the following rating year. Applications will not be backdated.~~

~~No postponement will be granted on targeted rates for water supply, wastewater system or waste management collection.~~

~~Where a rates postponement percentage applies, it is calculated on the rates that would be assessed before any application of non-rateable adjustments. (For example, if a property is 50% non-rateable, and receives a 50% postponement, then no rates are due). Council may decide to postpone rates in full or a percentage of the annual liable rates however, no postponement will be granted on targeted rates for water supply, wastewater system or solid waste.~~

2. Postponement For Extreme Financial Hardship

The Stratford District Council will provide rates postponement up to 100% to all ratepayers who meet the objectives, conditions and criteria of this policy.

A Postponement for Extreme Financial Hardship Committee, comprising the Mayor, the Deputy Mayor and the Chief Executive, has delegated power under Schedule 7, Section 32 of the Local Government Act 2002 to assess a ratepayer's application for rates postponement. The committee has full discretion over the timeframe in which they grant the rates postponement for.

Objective

The objective of this policy is to assist owner-occupiers who have limited capacity to pay their rates from their income and are older, experiencing extreme hardship or otherwise in special circumstances, to continue living in their home. The objective of this postponement policy is to assist ratepayers experiencing extreme financial hardship which affects their ability to pay rates.

Criteria

Conditions and Criteria

The ratepayer must meet the following criteria to be considered for rates postponement for hardship:

- 1 The ratepayer must be either:
 - Aged 65 years or over and in extreme hardship; or
 - Aged under 65 years and either:
 - In extreme financial hardship; or
 - In other special circumstances such that a postponement would be fair and reasonable.

For those aged under 65 years, applications will be assessed on a case by case basis and thoroughly examined by the Extreme Financial Hardship Committee.

- 2 The ratepayer must be the current owner of the rating unit and owned the property for not less than five years.
- 2 The rating unit must be used solely by the ratepayer as their residence.
- 3 No person entered on the Council's rating information database as the "ratepayer" must own any other rating units or investment properties (whether in the District, in New Zealand or overseas) or have significant interests or ownership of a business or shares.
- 4 The current financial situation of the ratepayer must be such that they are unlikely to have sufficient funds left over, after the payment of rates, for normal health care, proper provision for maintenance of their home and chattels at an adequate standard, as well as making provision for normal daily living expenses.

Conditions

Council will consider, on a case by case basis, all applications received that meet its criteria. ~~Only rating units used solely for residential purposes as defined by Council will be eligible for consideration for rates postponement for extreme financial circumstances.~~

1. Formal application must be made by the ratepayer or the ratepayer's authorised agent to Council. Confirmation of the ratepayer's financial situation must be provided by the ratepayer's budget advisor. Additionally, Council reserves the full right to have the question of hardship addressed by any outside agency with relevant expertise e.g. budget advisors or the like, providing full information as required by Council.
2. For the rates to be postponed, the Council will require a statutory declaration:
 - a) that the ratepayer does not own any other property or have significant interest in a business or shares; and
 - b) containing the value of the ratepayer's property insurance and the value of encumbrances against the property, including mortgages and loans.
- 4.3. For the rates to be postponed, the Council will require the ratepayer to first make acceptable arrangements for payment of future rates, for example by setting up a system for regular payments

When considering whether extreme financial circumstances exist, all of the ratepayer's personal circumstances will be relevant including the following factors:

- age;
- physical or mental disability;
- injury;
- illness; and
- family circumstances.

Before approving an application Council must be satisfied that the ratepayer is unlikely to have sufficient funds left over, after the payment of rates, for ~~necessary normal~~ health care and proper provision for maintenance of ~~their his/her~~ home and chattels at an adequate standard, as well as making provision for normal day to day living expenses.

Any postponed rates will be postponed until:

- the death of the ratepayer; or
- until the ratepayer ceases to be the owner or occupier of the rating unit; or
- until the ratepayer ceases to use the property as his/her residence; or
- until a date specified by the Council.

The policy will apply from the beginning of the rating year in which the application is made although Council may consider backdating past the rating year in which the application is made depending on the circumstances.

The postponed rates or any part thereof may be paid at any time. The applicant may elect to postpone the payment of a lesser sum than that which they would be entitled to have postponed pursuant to this policy.

Postponed rates will be registered as a statutory land charge on the rating unit title. This means that Council will have first call on the proceeds of any revenue from the sale or lease of the rating unit.

The application for a postponement under this policy will be assessed by the Revenue Manager and Director – Corporate Services and submitted for approval to the Postponement for Extreme Financial Hardship Committee, independently from the Government Rates Rebate Scheme.

4.4. Postponement For Farmland Affected by Natural Disasters

The Stratford District Council will provide rates postponement up to 100% for two years to all ratepayers who meet the objectives, conditions, and criteria of this policy.

A Postponement for Natural Disaster Hardship Committee, comprising the Mayor, the Deputy Mayor, the Chief Executive, and a non-voting representative from Taranaki Federated Farmers will be delegated the authority to assess a ratepayer's application for rates postponement.

Objective

The objective of this postponement policy is to assist farming ratepayers experiencing extreme financial hardship as a result of a natural disaster. A natural disaster is considered as including, but not necessarily limited to, flooding, earthquake damage or a storm.

Conditions and Criteria

Council will consider, on a case by case basis, all applications received that meet its criteria. Only rating units used solely for farming purposes as defined by Council will be eligible for consideration for rates postponement for extreme financial circumstances.

1. The ratepayer must be the current owner of the rating unit and owned the property for not less than five years.
2. Formal application must be made by the ratepayer or the ratepayer's authorised agent, providing full information as required by the Postponement for Natural Disaster Hardship Committee.
3. For the rates to be postponed, the Council will require a statutory declaration:
 - c) that the ratepayer does not own any other property or have significant interest in a business or shares; and
 - d) containing the value of the ratepayer's property insurance and the value of encumbrances against the property, including mortgages and loans.

Conditions

When considering whether extreme financial circumstances exist, all of the ratepayer's personal circumstances will be relevant including the following factors:

- Nature of the natural disaster.
- Financial position of the farm.
- Business Plan for recovery of the farm.

Before approving an application, Council must be satisfied that the ratepayer is unlikely to have sufficient funds left over, after the payment of rates, for ~~necessary normal~~ health care, as well as making provision for normal day to day living expenses.

The policy will apply from the beginning of the rating year in which the application is made although Council may consider backdating past the rating year in which the application is made depending on the circumstances.

The postponed rates or any part thereof may be paid at any time. The applicant may elect to postpone the payment of a lesser sum than that which they would be entitled to have postponed pursuant to this policy.

Postponed rates will be registered as a statutory land charge on the rating unit title. This means that Council will have first call on the proceeds of any revenue from the sale or lease of the rating unit.

The application for a postponement under this policy will be assessed by the Revenue Manager and Director – Corporate Services and submitted for approval to the Natural Disaster Hardship Committee.

DECISION REPORT



F22/55/04 – D24/12243

To: Policy and Services Committee
From: Chief Executive
Date: 26 March 2024
Subject: Policy Review – Housing for Older Persons

Recommendations

1. THAT the report be received.
2. THAT the Housing for Older Persons Policy (replacing the Housing for the Elderly Policy) be adopted with the following parameters:
 - a) Target Rent to be set as 80% of Market rental Rate;
 - b) Duration of Transition Period for existing tenants from current rent to target rent to be set at 4 years;
 - c) Rental charge applicable to new tenants to be full Target Rent

Recommended Reason

This policy is being reviewed as 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.

/
Moved/Seconded

1. Purpose of Report

The review of this policy is part of Council's rolling review of all policies. This policy has been addressed individually to seek council approval on the preferred rental charge for the Older Person Housing on Page Street, Stratford. .

2. Executive Summary

Elected Members requested an analysis of the rental charge for the Housing for Older Person units as part of the Long Term Plan process. The proposed policy was presented to the Policy and Services Committee on 27 February 2024 but was not adopted with further information requested.

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
Social	Economic	Environmental	Cultural
✓			

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

4. Background

4.1 This policy covers eligibility and rent setting for flats owned by council for the purpose of it's Housing for Older Persons activity.

4.2 One of the key changes in this policy is the removal of a secondary waiting list, for applicants not fully meeting the eligibility criteria. Due to the length of the primary waiting list it is unrealistic to expect the secondary list to ever come into play.

4.3 The second notable change is to move the setting of rents from fees and charges into the policy.

Council has historically set the rents for its Housing for Older Persons (aka Pensioner Housing) units via the Fees and Charges of the Annual/Long Term Plan process. This gave elected members direct control over annual increases but has historically resulted in incremental and cumulative under-charging of rents for these units.

4.4 At the time of writing only approximately 46% of the costs to own and operate these units is recovered from rent, the remainder is funded via rates from the wider community.

4.5 During the recent Section 17a review elected members expressed a desire to recover a higher percentage of the costs incurred from owning and operating these units. Expressed opinions ranged from 80% market rate to 100% market rate (which would make a small profit) or full cost recovery (currently achieved at approximately 76% Market Rent).

Staff aimed to establish a set-and-forget policy that is transparent and moves with the market but is formulated in a way that enables elected members to adjust the cost recovery percentage without needing to re-write the whole policy whenever change is deemed necessary.

4.6 A revised policy that included a proposed process to set the rents for the Housing for Older Persons units was presented to Council's Policy and Services Committee on 27 February 2024. The overall discussion however resulted in this policy not being adopted and a request for further work on this topic to be undertaken. This work has now been completed and a revised policy incorporating the feedback received is attached to this report

5. Consultative Process

5.1 Public Consultation - Section 82

Residents of the flats under discussion have been kept informed and given the opportunity to provide feedback which has been previously provided to elected members and is once again attached to this report. One of the residents also made a deputation to Council's Policy and Services Committee meeting on 27 February 2024 on this matter.

5.2 Māori Consultation - Section 81

No separate consultation with iwi/māori was deemed necessary for this subject matter.

6. Risk Analysis

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

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

6.1 The key risk for this review process is Risk 4:

Risk 4- Compliance and Legislation – Bylaws and Policies. *If Council fails to keep Policies and Bylaws up to date, THEN the policies and Bylaws may become unenforceable and irrelevant, and council could be acting illegally, or the policy is not fit for purpose.*

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

- Do we have complete data, and relevant statistics, on the proposal(s)?
- Do we have reasonably reliable data on the proposals?
- What assumptions have had to be built in?

Council holds comprehensive data on the cost of providing this activity as well as the amount recovered via rents and the resulting rates requirement to meet the shortfall. Every effort has been made to base the rent-setting process on publicly available central government data. Inquiries have been made with the Ministry for Social Development to establish the impact an increase in rent would have on tenants – this is however at least in part subject to personal circumstances council has no visibility of.

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**

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

The policy in itself does not impose any costs on council. Elected members, as part of the decision making process are asked to determine what level of cost recovery should be achieved from this activity and over what time frame the gap (if any) should be closed.

The default values based on discussions to date are:

- a) Target Rent: Set at 80% of Market Rent
- b) Transition Period: Number of years over which the gap between Actual Rent and Target Rent is to be closed to be 4 years
- c) Level at which new tenants start their tenancy to be full Target Rent.

7.5 **Financial**

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

The financial impact is directly related to level the target Rate is set. While this activity is currently heavily subsidised by rates (>50%) it has the potential to be run cost neutral while still providing the associated service below the cost of comparable services provided by the private sector.

7.6 **Prioritisation & Trade-off**

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

The trade-off is between the direct recovery of operating costs from the beneficiaries of the services provided versus the subsidy provided by the wider community.

7.7 **Legal Issues**

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

There are no legal implications. It is good practice to review policies from time to time. Furthermore, it is customary for landlords to review rents from time to time. Legally this can only be done once a year and legislatively prescribed processes need to be followed. These will be applied once a policy is adopted.

7.8 **Policy Issues - Section 80**

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

The subject of this report is the review of the Housing for the Older Person Policy, its alignment, legality and timely review.

Attachments:

- Appendix 1** – Current policy
- Appendix 2** – Proposed draft policy
- Appendix 3** – Feedback provided by tenants
- Appendix 3** – Sample tables for Market Rate movement under different Scenarios



Sven Hanne
Chief Executive

Date 15 March 2024

Appendix 1

STRATFORD DISTRICT COUNCIL

POLICY: <u>HOUSING FOR THE ELDERLY</u>	
DEPARTMENT: Assets	RESPONSIBILITY:
SECTION: Parks and Property	<ul style="list-style-type: none"> • Director Assets • Property Officer
REVIEW DATE: 2020/2021	NEXT REVIEW: 2023/2024
VERSION: 3	APPROVAL DATE: 13 July 2021

1. PURPOSE

The purpose of this policy is facilitate the allocation of Council-owned housing units, as they become available, to elderly persons in the district.

The policy states:

- The eligibility criteria for applicants who apply for pensioner housing;
- The two types of waiting list maintained by staff to fill pensioner housing vacancies; and
- The special conditions that apply to the successful applicant.

2. ELIGIBILITY CRITERIA

To be eligible to apply for any rental unit:

- 2.1 Applicants must be 65 years of age or older at the date of the application.
- 2.2 Applicants must have resided in the District for at least five years over the previous 20 years or have family who had resided in the District for at least two years.
- 2.3 Applicants must not have a weekly income from all sources, including NZ Superannuation, in excess of the adult minimum wage for a 40 hour week current at the time of tenancy commencement.
- 2.4 Applicants must not have assets (including cash, investments, shares, real property or other assets, but not including one motor vehicle, furniture and personal effects or a funeral plan to the value of up to \$10,000) exceeding \$50,000 in value.
- 2.5 In each of the above cases, applicants shall be required to provide evidence, or a statutory declaration to this effect, to show that all relevant criteria is met.
- 2.6 If an applicant turns down a unit due to personal reasons but wishes to stay on the waiting list, they will remain on the list, but will be transferred to the bottom of the list they are currently on.
- 2.7 Notwithstanding the order of priority on the waiting list an application may be prioritised when a unit becomes available where certain special circumstances prevail.

2.8 Special circumstances may include, but are not limited to the following:

- The applicant being in dire state of need; and/or
- The applicant being vulnerable and requiring urgent housing security; and/or
- Any other special circumstance supporting the need for prioritisation at the discretion of the Director, Assets or Chief Executive.

3. WAITING LIST

- 3.1 Vacancies will be filled from a *Primary* waiting list of eligible applicants, based on date of application, unless special conditions apply.
- 3.2 A *Secondary* waiting list shall be maintained of applicants who do not meet any of the criteria under 1.2 above. They must however, still meet criteria 1.1, 1.3 and 1.4. This waiting list may be used to fill a vacancy in the event such vacancy is unable to be filled from the *Primary* waiting list.
- 3.3 An applicant may request to be transferred from the Secondary waiting list to the bottom of the Primary waiting list upon meeting one of the criteria under 1.2 above.

4. SPECIAL CONDITIONS FOR TENANTS

The following conditions shall apply to any tenancy:

- The tenancy shall be subject to the Residential Tenancies Act 1986.
- No bond is required as part of the tenancy agreement.
- Rent shall be set each year in accordance with Council's Fees and Charges which are reviewed annually as part of the Long Term or Annual Plan process;

POLICY



Policy:	Housing for Older Persons
Department:	Assets
Approved by:	Director Assets
Effective date:	March 2024
Next review date:	2025/2026
Document Number:	D23/25127

1. Purpose

- 1.1 The purpose of this policy is to:
 - Guide the provision and management of the housing units owned by Council.
 - Facilitate the allocation of Council-owned housing units, as they become available, to eligible persons in the district.
 - Provide a mechanism to establish the rental price for the units.
- 1.2 The purpose of housing for older persons in the Stratford District is to provide affordable housing for residents of the district, as per the Eligibility Criteria below.
- 1.3 Council's role is to maintain the current stock of housing in a manner that supports the level of service required and meets all legislative requirements under the Residential Tenancies Act, as well as any other applicable legislation.
- 1.4 This policy establishes the:
 - Eligibility criteria for applicants for housing for older persons.
 - Conditions of rental.
 - Rental charges and funding principles.

2. Eligibility Criteria

To be eligible to apply for any rental unit, the applicant must:

- 2.1 Be a single occupant.
- 2.2 Be able to live independently. This implies an active and independent lifestyle, free of the need for any assistance with daily needs.
- 2.3 Be 65 years of age or older at the date of the application.
- 2.4 Have resided in the district for at least five years over the previous 20 years or have family who have been residing in the district, for at least the past two years.
- 2.5 Have a weekly income (from all sources), including NZ Superannuation, that does **not** exceed the adult minimum wage for a 30-hour week, current at the time of tenancy commencement.
- 2.6 Have total assets **not** exceeding \$20,000 in value. Assets considered include cash, investments, shares, real property, or other assets. Excluded from consideration are one motor vehicle, furniture and personal effects or a funeral plan to the value of up to \$10,000.
- 2.7 Be able to demonstrate that they are of good character and suitable to a communal living situation such as Council's housing units.
- 2.8 Shall be required to provide evidence, or a statutory declaration to this effect, to show that all relevant criteria are met.

3. Other Conditions of Rental

- 3.1 Council maintains a waiting list as per item 5 below. If an applicant turns down a unit due to personal reasons but wishes to stay on the waiting list, they will be transferred to the bottom of the list.
- 3.2 Council has no obligation to accommodate applicants who meet the eligibility criteria if it has any concerns regarding their suitability.
- 3.2 If a tenant becomes less independent during their tenancy, to the extent that the unit is no longer able to adequately support their day to day living, the Council is under no obligation to make or authorise modifications to the unit. Any request will be decided on its merit at the time.

Funding Principles and Rental Charges

- 4. Council aims for its rent setting process to be fair and transparent to tenants as well as ratepayers. To achieve this goal, it utilises publicly available data to set the rents. In the event that no market rental data for 1-bedroom units is publicly available, council has established a process to calculate Target Rent directly from the market rental data for a 2-bedroom house as outlined in 4.2 below. The full rent setting process is illustrated in detail in Appendix 1. A 2-bedroom house has been chosen as a basis as this information is consistently publicly available.

- 4.1 The following factors are set by council resolution. They are an integral part of the rent setting process and are a key focus of the regular review of this policy. A detailed explanation of each term is provided in the glossary in section 7 below.

Target Rent: 80% of Market Rental Rate

Transition Period (for existing tenancies to reach full Target Rent): 4 years

Starting rent for new tenancies: Target Rent (without Transition Period) will apply to any tenancies starting after the adoption of this policy.

- 4.2 The following **Adjustment Factor** combines the multiple calculations required to establish the rent council charges for its housing units (Target Rent) from the publicly available market rental data for a 2-bedroom house into a single factor.

The Adjustment Factor is: 56%. It is re-calculated every time this policy is reviewed.

Calculation:

(Published rent 2-bedroom house) X (Adjustment Factor) = Target Rent

This factor does however not take into consideration the impact of the Transition Period.

- 4.3 No bond is charged.
- 4.4 Rents must be paid no less than 2 weeks in advance.
- 4.5 During the Transition Period rents for existing tenants will be increased by an equal percentage of Market Rental Rate each year.
- 4.6 The operational costs of the Housing for Older Persons activity will be funded as per the Council's Revenue and Financing Policy.

5. Waiting List

- 5.1 Vacancies will be filled from a waiting list of eligible applicants, based on date of application.
- 5.2 The waiting list will be reviewed annually. Applicants will be contacted to confirm if their applications are still current and valid. Council reserves the right to remove the applicant from the list if it is unable to confirm an application.

6. Tenancy Agreement

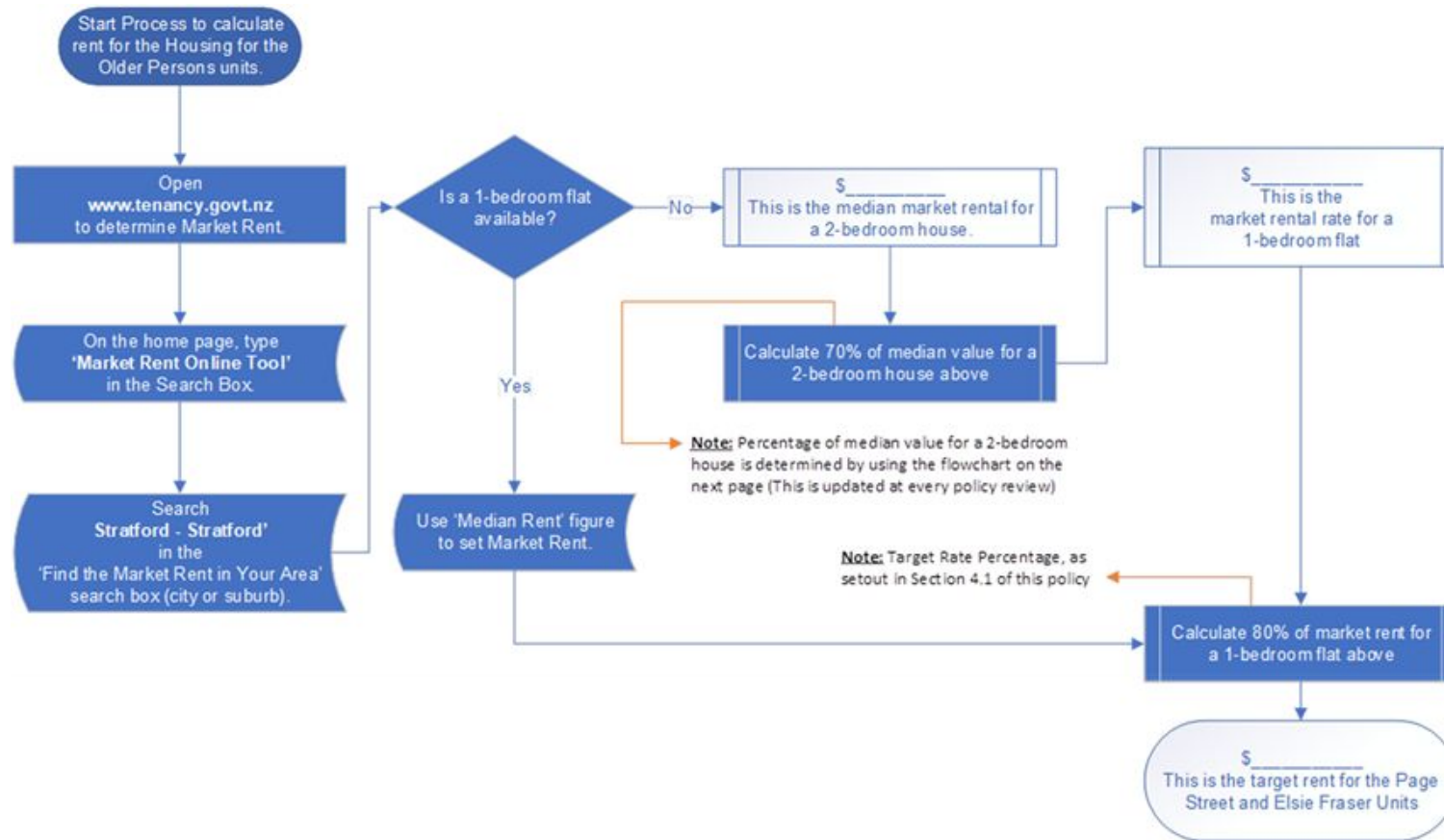
- 6.1 The tenancy shall be subject to the Residential Tenancies Act 1986, including all versions and amendments.
- 6.2 The Tenant shall read and sign a Tenancy Agreement prior to taking occupancy of the assigned housing unit.
- 6.3 The Tenant shall observe to comply with all terms and conditions stated in the signed Tenancy Agreement.

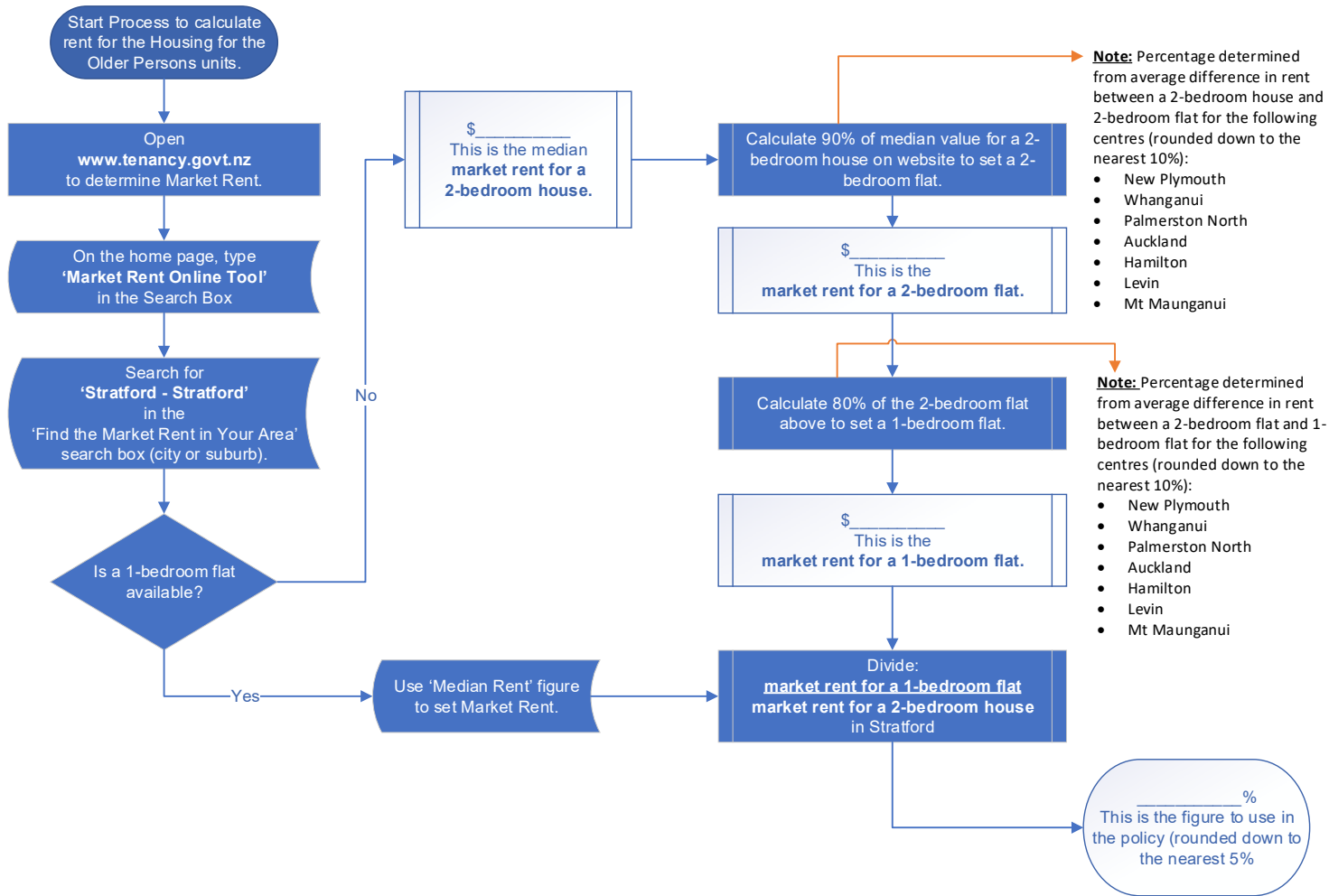
7. Glossary

Actual Rent	Weekly rental charged per housing unit. This can vary between tenants. Upon completion of the Transition Period, Actual Rent for all units will align with Target Rent.
Market Rental Rate	The weekly rental amount that a flat/unit equivalent to the council owned housing units would attract in the private market. Methodology as per flowchart in Appendix 1.
Target Rent	Weekly amount Council aims to collect per unit as a percentage of Market Rental Rate. Existing tenants are transitioning towards this figure over a number of years (the Transition Period). The Target Rent is the rental figure new tenants start their tenancy on. As Target Rent is expressed as a percentage of the Market Rental Rate it moves with the rental market.
Adjustment Factor	Factor taking into account all adjustments to calculate the Target Rent for a council owned unit. This factor combines all conversion rates applied in Appendix 1 into a single factor. This factor is reviewed as part of every policy review. It does not include the steps applied during a Transition Period. $(\text{Published Rent 2 Bedroom House}) \times (\text{Adjustment Factor}) = \text{Target Rent}$
Transition Period:	Period over which rents will be increased to reach Target Rent. This only applies to tenants whose tenancy predates the establishment of this policy and whose Actual Rent is below the Target Rent. This does not apply to annual rates reviews for tenants on Target Rent.

Appendix 1

Rent setting process (D24/10257)





Appendix 3

Whakaahurangi

Stratford District Council

07/02/2024

The Mayor and Councillors,

Re; proposed rent increase for the Elsie Fraser units on Page Street

We the residents of the Elsie Fraser units wish to voice our disapproval of the proposed rental increases and having them based on market rates, especially being compared to a two bed-roomed house in New Plymouth.

We would expect that the market comparison would align with our own District and would not exceed the usual 10%.

However, the rent increase needs to be considered along with the original intention of the Elsie Fraser bequest to the people less able to afford accommodation in Stratford, and not primarily as a commercial asset to the council.

The Housing for Elderly Policy states in its Eligibility Criteria that applicants would be over 65 years, of low income and low assets, that there may be special circumstances of dire need, vulnerability, and urgent housing security.

Therefore, the residents are on fixed income pensions and have little to no other assets. They may be vulnerable and in dire need and unable to find safe housing that is affordable in the commercial market.

Our incomes are mostly provided by Government pension which do not increase historically by 10%, therefore in five years we would be considerably financially disadvantaged.

We propose alternative consideration be given to other ways of calculating a rent increase for affordable housing of the elderly;

- A rent increase of 10% per annum
- A rent adjustment according to the CPI, currently at 7%

- A social housing, AFL (affordable rent limit), set at 35% of income
- Align with NZ Housing (Kaianga Ora), which sets rentals at 25% of income

There has been laid out a schedule of the proposed increases over the next four years that would result in the tenants paying the full 80% increase by 2028, and that any new tenants entering the units from this year would be expected to start at the full 80% rate, we believe this to be inequitable, and would expect any new tenant to pay the rate set for that year up to 2028 when we would all be on the same rate.

It could be said that the Council has taken on a form of social housing in the interests of protecting our vulnerable elderly, and that was certainly the intention of Elsie Fraser in her generous bequest to this community, we would implore council members to act in the spirit intended and not let commercial imperatives drive your decisions on our behalf.

Thank you for your consideration of our concerns , we appreciate the Council must balance the costs of maintenance and insurance, and we are aware that some increase will be inevitable, however we are of fixed incomes and unable to accommodate dramatic increases which will impact negatively on our quality of life.

Yours sincerely

The Residents of the Elsie Fraser units.

Unit 1	<i>B. Peres</i>	Unit 6
Unit 2		Unit 7
Unit 3		Unit 8
Unit 4		Unit 9
Unit 5		Unit 10

Whakaahurangi

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Unit 1

Unit 2

Unit 3

Unit 4

Unit 5

Unit 6

Unit 7

Unit 8

Unit 9

Unit 10

Elien Burnett

10

Whakaahurangi

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Unit 1

Unit 6

Unit 2

Unit 7

Unit 3

Unit 8

Unit 4

Unit 9

Unit 5

Unit 10

Joy K. Webb
8th Aug 2024

3

Whakaahurangi

Stratford District Council

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Thank you for your consideration of our concerns , we appreciate the Council must balance the costs of maintenance and insurance, and we are aware that some increase will be inevitable, however we are of fixed incomes and unable to accommodate dramatic increases which will impact negatively on our quality of life.

Yours sincerely

The Residents of the Elsie Fraser units.

Unit 1

Unit 2

Unit 3

Unit 4

Unit 5

Unit 6

Unit 7

Unit 8

Unit 9

Unit 10



Mike Coe

5
Whakaahurangi

Stratford District Council

07/02/2024

The Mayor and Councillors,

Re; proposed rent increase for the Elsie Fraser units on Page Street

We the residents of the Elsie Fraser units wish to voice our disapproval of the proposed rental increases and having them based on market rates, especially being compared to a two bed-roomed house in New Plymouth.

We would expect that the market comparison would align with our own District and would not exceed the usual 10%.

However, the rent increase needs to be considered along with the original intention of the Elsie Fraser bequest to the people less able to afford accommodation in Stratford, and not primarily as a commercial asset to the council.

The Housing for Elderly Policy states in its Eligibility Criteria that applicants would be over 65 years, of low income and low assets, that there may be special circumstances of dire need, vulnerability, and urgent housing security.

Therefore, the residents are on fixed income pensions and have little to no other assets. They may be vulnerable and in dire need and unable to find safe housing that is affordable in the commercial market.

Our incomes are mostly provided by Government pension which do not increase historically by 10%, therefore in five years we would be considerably financially disadvantaged.

We propose alternative consideration be given to other ways of calculating a rent increase for affordable housing of the elderly;

- A rent increase of 10% per annum
- A rent adjustment according to the CPI, currently at 7%

- A social housing, AFL (affordable rent limit), set at 35% of income
- Align with NZ Housing (Kaianga Ora), which sets rentals at 25% of income

There has been laid out a schedule of the proposed increases over the next four years that would result in the tenants paying the full 80% increase by 2028, and that any new tenants entering the units from this year would be expected to start at the full 80% rate, we believe this to be inequitable, and would expect any new tenant to pay the rate set for that year up to 2028 when we would all be on the same rate.

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Unit 10



9

Whakaahurangi

Stratford District Council

07/02/2024

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Yours sincerely

The Residents of the Elsie Fraser units.

Unit 1

Unit 6

Unit 2

Unit 7

Unit 3

Unit 8

Unit 4

Unit 9



Unit 5

Unit 10

To Whom this may Concern in regards to rent increases for the elderly, I am aware that other letters have been forwarded and will be addressed at the meeting on Feb 27th 2024,

Further to that I would be very appreciative if you would consider what concerns me and why in regards to Rent Increases and the 80% of market rent being considered.

I do not have an objection to a rent increase my objection is the amount being suggested when compared with the Superannuation of which I am solely dependant on.

With inflation the way it is at moment I have assessed that the small amount I have saved will in the future translate to nothing.

Yes I am able to save at this point because I do not have to do so. My goal to save at moment is for new glasses and new dentures. Both essential to my well being.

I'm a grandmother with four Granddaughters who in the near future will have social events occurring that I will need and want to attend, also being the Grandmother Christmas and Birthdays come around another goal to save towards.

I'm very conscious of my finances and do not spend when its not

necessary. I do not have a vehicle which is another saving.

With this letter I am asking those concerned to reconsider the rise to 80% of market rent over four years for me roughly estimating my income compared to my outgoings that are of an essential manner at a rise to 80% of market rent being applied my income could not absorb that and would leave me in a stressful anxious situation.

Keeping in mind that the purpose of the housing for the elderly was provided for the less affluent elderly of Stratford, and not as a money-making venture for the Council, I trust that common sense and a heart for the elderly will prevail. Thank you



My Income 992 - 74 fortnightly

Outgoings
Renter

Phone

Sky + Broadband

Insurance

Groceries

Rent

681.50 leaves 311.24

Out of \$311.24

Other things I

have listed

above in letter.

Clothing

An outing (coffee)

Craft Material

Funeral Savings. St Johns Ambulance

To Mayor & Councillors.

I have enclosed a copy of my income and outgoings as you can see we can afford this years increase in our rent but what about next year and the year after. In our contracts it states our rent will be increased annually but that hasnt happened we go several years then we get a rent increase then nothing for a few years had our rent been increased at 5% a year we would probably be very close to 80% of market value you want 30% I think the council should be looking at why this wasnt done. You have done this at a most vulnerable time when everything is going up. I loved going to aquatic centre at the pools once my card expires I cannot afford a new one. I apologise for my writing I not well at the moment.



Supperandion

Gross (\$1157.34 living Alone)
 Tax 164.60 Fort nightly.
 net 992.74

Rent as of 1st July 24 \$161.00 \$322.00
 Contents insurance 45.00
 Funeral Insurance 38.00
 Doctors & Specialists Fees 50.00
 Power to be increased 60.00
 Phone internet 50.00
 Xmas Club 20.00
 Groceries 250.00
 835.00

income 992.74
 outgoing 835.00
154.74

out of that \$154.74 I have to
 save for Glasses, hearing aids,
 hair cuts Travell to go to hospital
 appointments Shuttle costs \$40
 return or taxi \$100 Clothing Shoes
 slippers I had to replace
 my mability scooters batteries
 \$500 I had to rob the
 doctors account and use what
 I was saving for a new washing
 machine and cause then there's

The eye specialists. That's a 2
regular once a month \$40 for
shuttle

P.S. How many councillors have
been down to the pensioners units
there is a lack of communication
from the council to the pensioners
Please get this rent started
its been on going since June
last year.

Appendix 4

Sample tables for Market Rate movement under different Scenarios:

80% Market Rental Rate with a transition period of 4 years:

	Current	Year 1	Year 2	Year 3	From Year 4
Start of new Rental Charge		From 1 July 2024	From 1 July 2025	From 1 July 2026	From 1 July 2027
New Rental Charge as a percentage of the Market Rental Rate	40%	50%	60%	70%	80%
New Rental Charge as a percentage of the Target Rent	50%	63%	75%	88%	100%
Weekly Rent (excluding inflation and future market movement)	\$145	\$181	\$218	\$256	\$291

80% Market Rental Rate with a transition period of 5 years:

	Current	Year 1	Year 2	Year 3	Year 4	From Year 5
Start of new Rental Charge		From 1 July 2024	From 1 July 2025	From 1 July 2026	From 1 July 2027	From 1 July 2028
New Rental Charge as a percentage of the Market Rental Rate	40%	48%	56%	64%	72%	80%
New Rental Charge as a percentage of the Target Rent	50%	60%	70%	80%	90%	100%
Weekly Rent (excluding inflation and future market movement)	\$145	\$174	\$203	\$232	\$262	\$291

75% Market Rental Rate with a transition period of 4 years:

	Current	Year 1	Year 2	Year 3	From Year 4
Start of new Rental Charge		From 1 July 2024	From 1 July 2025	From 1 July 2026	From 1 July 2027
New Rental Charge as a percentage of the Market Rental Rate	40%	48%	57%	66%	75%
New Rental Charge as a percentage of the Target Rent	50%	63%	75%	88%	100%
Weekly Rent (excluding inflation and future market movement)	\$145	\$172	\$205	\$240	\$273

75% Market Rental Rate with a transition period of 5 years:

	Current	Year 1	Year 2	Year 3	Year 4	From Year 5
Start of new Rental Charge		From 1 July 2024	From 1 July 2025	From 1 July 2026	From 1 July 2027	From 1 July 2028
New Rental Charge as a percentage of the Market Rental Rate	40%	46%	53%	61%	68%	75%
New Rental Charge as a percentage of the Target Rent	50%	60%	70%	80%	90%	100%
Weekly Rent (excluding inflation and future market movement)	\$145	\$164	191	\$218	\$246	\$273

For the methodology of establishing Market Rental Rate for council owned rental units please consult appendix 1 of Council's Housing for Older Persons policy.

MONTHLY REPORT

Assets Department



F22/55/04 – D24/7676

To: Policy and Services Committee
From: Director – Assets
Date: 26 March 2024
Subject: Assets Monthly Report for February 2024

Recommendation

THAT the report be received.

/
Moved/Seconded

1. Highlights

General

- Officers have provided the first draft of all Asset and Activity Management Plans (AMP) across 7 key activity areas to Auditors, in addition to the Infrastructures Strategy (IS), as required by good practice and legislation.
- Policies, Bylaws and other plans continue to be reviewed where necessary in readiness for the LTP.

Roading

- The replacement of a section of footpath on Juliet Street between Pembroke Road East and Seyton Street has been completed.
- Work continued with the widening of the existing footpath on Regan Street between Brecon Road and the Caretakers entrance to the Stratford Primary School.
- The lining of the steel culvert under Pembroke Road West near the entrance to Platinum Lodge has been completed.
- Repairs to two retaining walls located on Mangaotuku Road began in February.

Water Supply

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

Wastewater

- Wastewater oxidation pond monitoring and sampling are ongoing. Influent and effluent sampling are ongoing and remains compliant with resource consent conditions.
- Algal sampling of the wastewater is ongoing for the Diatomix project.

GIS

- Outstanding water meters were captured into AssetFinda and Authority.
- Three water assets were gps'ed and captured into GIS database.
- Rapid addresses are being issued on a weekly basis for residents.
- New Linz data was updated into Intramaps.

Trade Waste

- Trade Waste Consents – nil new consents issued.

Stormwater

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

Solid Waste

- A request has been sent to all primary and secondary schools to facilitate a waste minimisation and water conservation workshop in their school.
- SDC Waste Levy Contestable fund closed 31 January 2024; decision to be made by the Committee soon after.
- Collaboration between the council and the Stratford Repair Café group continues.

Parks and Reserves

- The Cricket Club will finish their season by the end of the month at Victoria Park, ensuring contractors are able to complete field maintenance in preparation for the rugby season. A sportsground Report (on all sportsgrounds) will be completed in March.
- Midhirst Old Cemetery - Pathway Upgrade – The cemetery project is now complete, and the cemetery is now open to the public.

Special Projects

- Better off Funding projects are ongoing.
- Transport Choices has been officially cancelled by the Minister for Transport

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	2023/2024 YTD
Safe Rooding Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. The number of DSI's for 2021/2022 was 6. Our target is 5 a reduction of 1.	-1	Achieved to date = 1 There were no serious injury crashes in February.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved - 54% (as at 2022/23). NZTA is undertaking nationwide data collection surveys as a part of their Consistent Condition Data Collection. Tenders are being assessed by NZTA for the providers of this data collection contract. This KPI should be reviewed as clearly the funding available cannot deliver this level of service for the urban road network. Achieved - 92% (as at 2022/23).
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	As above, the KPI should be reviewed given the extensive damage caused to some rural sealed roads by logging activity and the funds available to undertake repairs.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not Achieved ¹ The reseal programme for the year has commenced.
	Unsealed Road maintenance ¹ - The percentage of the unsealed road network that has been metal dressed.	≥7%	0.6% Achieved to date. No maintenance metalling was undertaken in February.
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document.	>72%	Achieved at 89%. A footpath condition survey was completed in January and we are reviewing the results of the survey.

¹We continue with the reseal programme, sealing a further 1.0km of Monmouth Rd and Opunake Road. This brings the total to 3.5km.
²Our target is to use 10,000m³ of metal or the equivalent of 25km (12%) on unsealed roads, assuming a 100mm overlay on a 4m wide road. To date we have re-metalled 1.3km of the unsealed network.

Level of Service	Performance Measure	Target	2023/2024 YTD
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long-term plan.	>88%	Achieved
Customer Satisfaction	• Roothing Network	>80%	Not Achieved – The results for the first quarter are 19% satisfied and 50% dissatisfied.
	• Footpaths	>80%	Not Achieved - The results of the first quarter are 50% satisfied and 19% dissatisfied.

2.2 Customer Requests

There are no outstanding CRMs for the month of February.

2.3 Routine Maintenance

This month's completed works consisted of:

Item	Activity Class	Completed Works
1	Sealed Roads	<ul style="list-style-type: none"> • Potholes/ Edge breaks – Various locations on the network • Pre-Reseal Digout repairs on Brewer Road • Temporary repairs to failures on sealed section on Mangaehu Road
2	Unsealed Roads	<ul style="list-style-type: none"> • Potholes – Kohuratahi, Tangarakau, Raekohua Roads • Dust Suppression – Denbigh, Tahora, Kohuratahi, Mangaowata, Mangaehu, Mangaoapa and Whitianga Roads • Spot Metalling – Raekohua Road • Grading – Mangaehu, Barleymans, Raekohua Roads • Scouring Repair - Rimuputa Road
3	Drainage Repairs	<ul style="list-style-type: none"> • Urban – Sump grate clearing at various locations. • Clear Water tables – Mangapapa, Raekohua and Brewer Roads • Clear Inlet/Outlet – Raekohua, Mangapapa, Moki Roads • Blocked Drainage – Mohakau, Soldiers, Matau, Standish, Taihore, Makuri, Manganui, Mangaotuku, Climie, Waingongoro, Radnor, Makuri, Matau North, Standish, Mangamaire Roads • Debris cleared – Monmouth Road West
4	Signs/Furniture & Structures	<ul style="list-style-type: none"> • Cleaned Signs on Barclay Rd, Portia St Central, Miranda St Derby Rd, Fenton Street, Cardiff Rd, Oberon Street • Installed No Spray signs on Hastings Road North • Painted Posts on Manaia Rd Special Purpose • Reinstated posts down – Beaconsfield & Kohuratahi Rd • Reinstated twisted and leaning signs on Flint Road East, Beaconsfield Erin Street, Eastern Service Lane South, Cloten Rd Miranda Street, Ford Street, Juliet Street
5	Environment	<ul style="list-style-type: none"> • Collected dumped rubbish Brecon Road South, Titania Street, Carrington Walkway West, Juliet Street, Antonio Street & Brookes Road • Swept Loose metal and Chip on Cardiff, Flint, Waihapa & Climie Roads • Clear slip on Puniwhakau Road
6	Bridges	<ul style="list-style-type: none"> • Bridges cleared – Standish Road, Barklay Rd Cardiff Rd, Flint Rd East, Kahouri Road, Monmouth Rd West, Pembroke Rd West, Ahuroa Rd, Douglas North Rd, Doulas Rd, Kota Rd, Makuri Road, Stanley Rd, Wawiri Rd
7	Footpaths	<ul style="list-style-type: none"> • Realigned pavers on SH3 (2 Broadway) • Inspected and programmed uneven footpath on Fenton
8	Surfacing	<ul style="list-style-type: none"> • Flushing on Pembroke Road SPR swept off excess chip
9	Vegetation	<ul style="list-style-type: none"> • Rural berm mowing on Pembroke Rd West • Urban area spraying done
10	Emergency Works	<ul style="list-style-type: none"> • Slips cleared Mangapapa Road

Item	Activity Class	Completed Works
		<ul style="list-style-type: none"> Road Drop out on Whitianga Rd safety netting renewed and installed new safety fence on Raekohua Rd Inspected spillage on SH3 (1 Mountain Rd north) Removed fallen tree on Moki Rd & Pembroke Rd (Special Purpose) Hazardous tree/limb removed on Rimuputa, Mohakau, Manaia Rd North, Puniwhakau, Upper Mangaehu, Brewer, Kohuratahi, York and Moki Roads
11	Inspections	<ul style="list-style-type: none"> Bridge, culvert, and network inspections continue
12	Complaints/ Compliment	<ul style="list-style-type: none">



Figure 1: Pavement repairs required on Brewer Road outside Makahu School

2.4 Budgets.

Summary of Completed works in February 2024 amounted to \$435,104.63, as per below.

FH Job #	Open	Pending	Presented	Held	Accepted	Reji
456050 - Management					141,138.94	
456051 - Dayworks					20,759.97	
456052 - Sealed Pavement					71,130.38	
456053 - Unsealed Pavement					116,760.09	
456054 - Drainage					22,184.33	
456055 - Vegetation					10,352.58	
456056 - Traffic Service					13,396.05	
456057 - Bridges					8,986.53	
456058 - Footpaths					257.96	
456059 - Urban Cleaning					9,206.20	
456061 - Reseals					12,732.90	
456063 - Grading					8,198.70	

In the Roothing Maintenance Contract, Cost escalations are paid quarterly in arears based on the CPI indices published in NZTA's Procurement Manual.

There was an increase in cost escalation from 19% to 20.3% between September 2023 and December 2023. These percentage cost escalations are applied to the 2019 contract rates, such that, for example grading an unsealed road which should have cost **\$376.84/km** in

2019, now costs **\$463.51/km**, an increase of **\$86.67/km**. Considering we have 206km of unsealed roads in the district, this equates to an extra cost of \$17,854.68 per round.

Given the monthly commitments to contracts officers are anticipating an overspend in the order of \$600,000 for operational activities. Should Council wish to address this, officers would have to stop all maintenance work and undertake lump sum items only. This would reduce the overspend by a potential \$250,000.

2.6 Ready Response Works

There were four call-outs during February, three were to attend to fallen trees on Mohakau Road, Manaia Road and Upper Mangaehu Road. The fourth call-out was for an oil spill Monmouth Road.

2.7 Capital Works

- The widening of the footpath on Regan St between Brecon Rd and the Caretakers entrance to Stratford Primary School continued during the month.
- The replacement and repair of two retaining walls commenced during the month on Mangaotuku Road. The two walls are located at RP0.8 and RP2.97 from SH43.



Figure 2: RP0.8 - Drilling the holes for the horizontal ground anchors to be installed.



Figure 3: RP2.97 - New steel columns installed replacing the old railway irons

2.8 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- Six (6) building consent applications;
- Two (2) resource consent applications; and
- Five (5) LIM reports.

2.8 Roding Activities

A snapshot of the programmed and reactive works completed in February is shown in **Figure 4**.

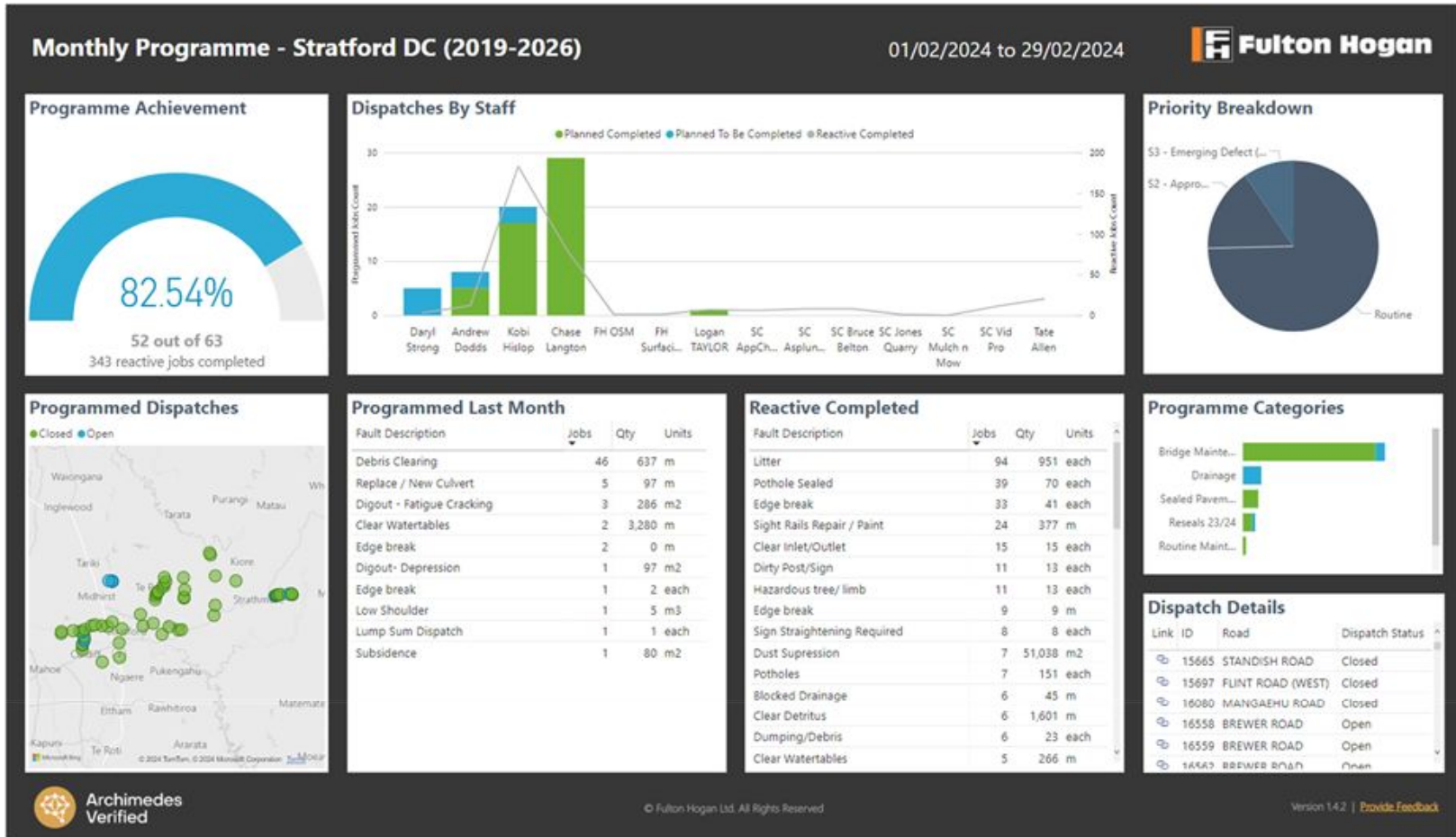


Figure 4: February 2024 Monthly Programme Achievement Chart

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	2023/2024 YTD
Safe Drinking Water: • Drinking Water Standards • Maintenance of Reticulation	DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Achieved
	DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Achieved
	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%	Achieved – 13.5% Stratford – 15.3 Midhirst – 17 Toko – 8.2
A Reliable Water Supply: • Response Time • Unplanned Disruptions	Urgent Response Times – The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	Achieved 0 hr 12 mins*
	• Resolution for urgent call-out	8 hrs	Achieved 4 hr 27 mins*
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	Achieved 1 days 12 hrs 15 mins
	• Resolution non urgent call-out	5 working days	Achieved 3 days 8 hrs 48 mins
	Unplanned Disruptions - The performance measure target for disruptions.		
	• Minor disruptions (between 5 and 50 connections affected)	< 5	Achieved 0.33
• Major disruptions (more than 50 connections affected)	<2	Achieved 0.33	
Demand Management	Water Consumption – The average consumption of drinking water per day per resident within the district	<275L / resident / day	Achieved 159 average Stratford – 187 Midhirst – 143 Toko - 147
Customer Satisfaction	Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:		Achieved
	• Drinking Water Clarity;		0
	• Drinking Water Taste;	<32	0
	• Drinking Water Odour;		0
	• Drinking Water Pressure or Flow;		0.33
	• Continuity of Supply		0.99

Level of Service	Performance Measure	Target	2023/2024 YTD
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa)	100%	Achieved
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Achieved

*No P1 responses were required during this reporting period.

3.1.1 Water Treatment

- No water treatment issues were experienced during this reporting period.
- Both Stratford and Midhirst’s water storage reservoirs were inspected using an underwater drone; very fine silt is present on the bottom of all reservoirs, but not enough to warrant draining and cleaning at this stage. All structures appeared in good order. The only recommendation was that works occur at the top of the ladder of reservoir 1 at Stratford due to interference with the reservoirs top structural ring making the final rungs unfit for purpose (**Figure 5**)



Figure 5: Inspection in Progress

3.1.2 Water Reticulation

- No major water reticulation issues were experienced during this reporting period.
- A minor leak occurred on Broadway in the 50 kph zone, which is still technically State Highway 3, and NZTA’s timeframes for approving traffic management (15 working

days) delayed the leak being fixed, which angered some residents as Stratford is in a period of water restrictions.

- A minor leak occurred on Fenton Street within 25 meters of the rail corridor; signoff from Kiwi-rail delayed the leak being fixed, which angered some residents as Stratford is in a period of water restrictions.

3.1.3 Capital Works

- The design of the raw water delivery line and grit tank project is ongoing. It is proposed that the detailed design will be complete in this financial year. Construction is planned over Years One and Two of the draft 2024/34 LTP.
- Installation of manifolds for water metering will begin in April 2024.
- The installation of a Generator at the WTP is nearing completion now that we do not have to have certification of the fuel tank as originally thought. Final wiring and venting of the Generator is underway.
- A supplier has been identified for the Membranes at the WTP, with an order placed.
- Tenders for the Reservoir overflow to the pond at the WTP were 3x the budget price. The scope is being re-written to match with the budget.
- The initial review of the reservoirs have determined that cleaning the inside is not required. A report outlining this is expected.

3.1.4 Building Consents, Resource Consents and LIMs

- Assessments were made for a total of:
 - Seven (7) Building Consent applications;
 - One (1) Resource Consent application; and
 - Seven (7) 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	2023/2024 YTD
System Adequacy	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	Achieved 0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0
	• Convictions.		0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		

Level of Service	Performance Measure	Target	2023/2024 YTD
	<ul style="list-style-type: none"> Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site. 	1 hour	Achieved 0 hrs 12 mins
	<ul style="list-style-type: none"> 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	Achieved 1 hrs 12 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Not Achieved
	<ul style="list-style-type: none"> Sewage odour 		0
	<ul style="list-style-type: none"> Sewerage system faults 		0.66
	<ul style="list-style-type: none"> Sewerage system blockages 		5.1
Trade Waste Complaints Response times	<ul style="list-style-type: none"> Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site. 	2 working days	Achieved 1 YTD (February – 0)
Trade Waste Consent Processing	<ul style="list-style-type: none"> Percentage of trade waste consent applications processed within 15 working days. 	100%	Achieved

3.2.1 Operations

Wastewater Treatment

- No major issues were experienced at the wastewater treatment plant.
- A scope of works is being determined for the pond walls as new regulations now class the wastewater ponds to technically be considered a dam due to the volume of liquid and height of the walls and will therefore require structural assessment and certification prior to August 2024. The vegetation surrounding the pond walls is currently being sprayed prior to removal.



Figure 6: Wastewater Treatment Plant Pond wall damage

Wastewater Reticulation

- There were no major issues relating to wastewater reticulation during this reporting period.
- A dip in a lateral out to the main on Hamlet Street was found by a plumber due to a blockage and this section of pipe is to be rerouted to an adjacent pipe to save having to close and dig up Hamlet Street to renew the pipe.
- Lateral blockages were experienced at several locations around Stratford.

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.
- 24-hour influent composite sampling was undertaken to get a clear picture of the daily inflow average rather than grab sampling. Council is awaiting the results of the composite sample.

3.2.2 Capital Works

- Adding Diatomix to the oxidation ponds has not produced the results expected due to a colder climate than required. Officers are investigating options.
- Bird scaring operations are ongoing at the WWTP.
- A model has been developed for our existing wastewater network in Stratford. The model has highlighted that we have sufficient capacity in dry conditions. The model is moving to the next stage where known planned subdivisions are added to the model to assess capacity.
- The lining of our wastewater network has completed for this financial year. This addresses in the infiltration of stormwater into our wastewater pipes, reducing capacity.

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 February:

3.3.1 Trade Waste Consents

- No new consents issued.

3.3.2 Trade Waste Consent Holders

- Programme to inspect and sample operators continues. Since several 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. Ongoing attempts are being made to sample.

3.3.3 Permitted Activities

- Audit of grease management systems in high-risk food premises continues. Ongoing non-compliant food business has been inspected following a formal request written plan of maintenance and was compliant at the time of visiting. This business continues to be monitored closely until confidence is regained in their management of trade waste.

3.3.4 General

Diatomix project update – ongoing monitoring continues.

Regional Trade Waste Officer quarterly meeting was held in Eltham during which a site visit to a Fonterra processing plant was undertaken. These regular meetings, and various industry visits, remain useful for officers to share knowledge and seek assistance.

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
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.) 	0	0
Discharge Compliance	<ul style="list-style-type: none"> For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	0
	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	<ul style="list-style-type: none"> Abatement notices; 		
	<ul style="list-style-type: none"> Infringement notices; 		
<ul style="list-style-type: none"> Enforcement orders; and 			
<ul style="list-style-type: none"> Convictions. 			
Response and Resolution Times	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1hr	0hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system.	< 8	0

3.4.1 Operations

- There were no major issues relating to stormwater operations during this reporting period.
- Victoria Park pond was fenced off and drained.
- Resource consent to remove the silt/sediment from the pond is still being processed; the excavations are planned for March.
- Due to the inordinate amount of refuse present the silt/sediment will need to be screened when stockpiled prior to spreading.



Figure 7: Stormwater Desilting project - Drained Victoria Park Pond

3.4.2 Matters Outstanding

- There are no matters outstanding for this reporting period.

3.4.3 Capital Works

- A manhole riser was installed at a property on Juliet Street

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	2023/2024
The levels of waste generated are reducing	Quantity of Waste to landfill per household (kg/hh/annum) (municipal kerbside collection only)	<600kg kg/hh/annum	Achieved to date: February results show an estimated 456 kg/hh average (Figure 8)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	NOT Achieved February result was 18% this was due to over 600 bins being missed in kerbside collection.
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Achieved to date 81%

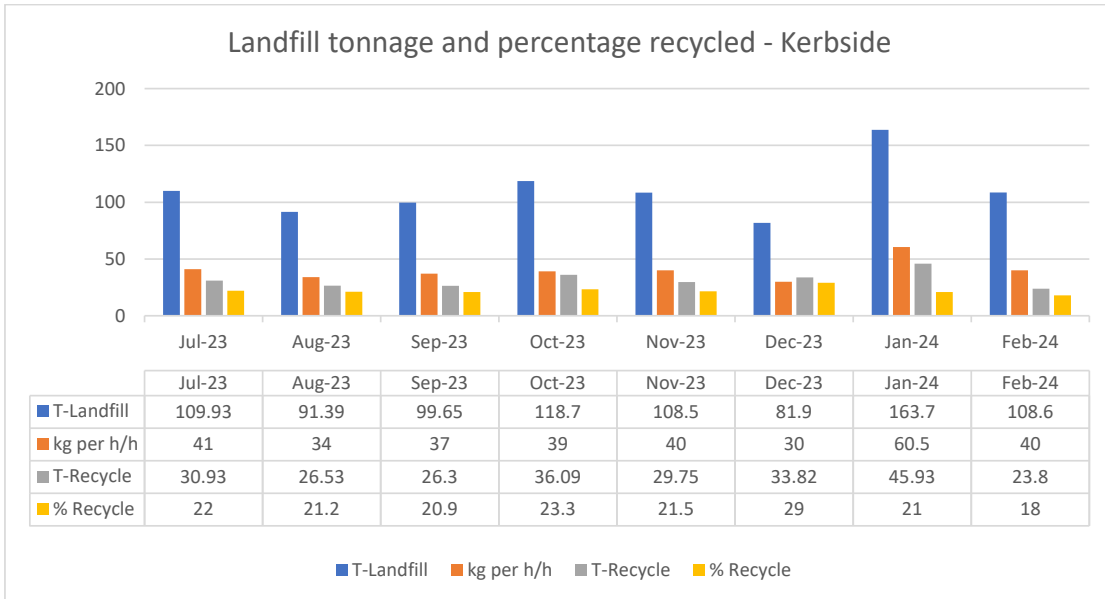


Figure 8: Total Tonnage of Kerbside Collection

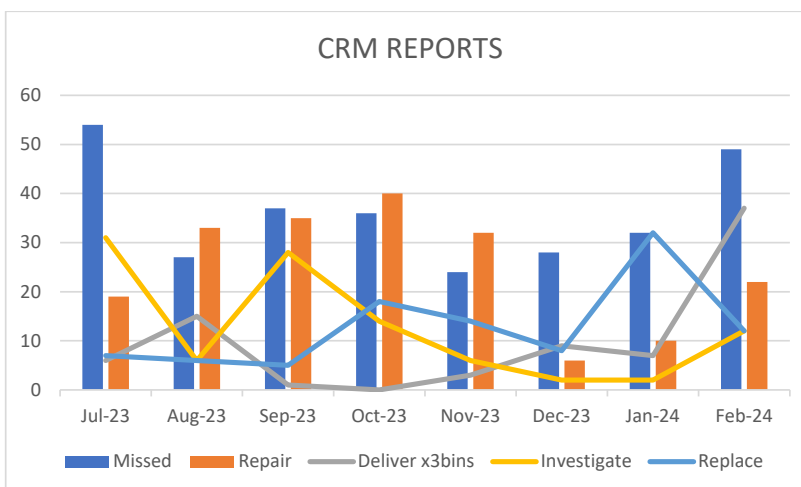


Figure 9: Customer Requests trends

The results of customer requests in the first three months of 2024 show a trend of continual increases in the number of bins missed by contractors and in the number of bins needing repair. This issue has been taken up with our contractors.

3.5.1 Planning – Strategies, Policies, Plans and Bylaws

The Solid Waste Management and Minimisation Bylaw and the Kerbside Collection Policy are being reviewed to align with legislative requirements, including the new national requirements for better data collection and the new regional kerbside contract, to ensure they are fit for purpose and in particular, solid waste collectors, transporters and disposal operators are licenced, being monitored and providing accurate solid waste district data.

3.5.2 Sustainability

The Sustainability Advisor is undertaking face to face short surveys with council officers to capture current organisational understanding of sustainability and appropriate future sustainability actions to be undertaken by council. Once collated, a similar exercise will be undertaken with both the senior leadership team (SLT) and Elected Members. This is in a bid to capture all perspectives on sustainability and possible appropriate actions to serve different arms of the council.

3.5.3 Contamination Levels of Kerbside Recycling – Figure 10

- Contractor reports were unavailable for February at the time of the report deadline.
- In January and February, a total of 19 education packs were issued with 8/9 audits completed, comprising:
 - 5 Education letters for minor contaminations
 - 8 First notifications for major contamination
 - 6 second notifications for major contamination
 - 2 properties still have their collection service for recyclables suspended.

3.5.4 Waste and Water Minimisation Education

Repair Cafe

- Collaboration between the Council and the Stratford Repair Café group continues. The old municipal building is the new location for the Repair Café. The group are hosting workshops on composting/waste free parenting/worm farming and upcycling and/or repair of resources. The first event on 24th February was successful and the repair café is working with four business owners to develop an organic waste collection and disposal system.

Primary Schools education workshops

- A request has been sent to all primary and secondary schools to facilitate a waste minimisation and water conservation workshop in their school. No schools have responded.
- Development of materials for inclusion in the Primary Schools education workshops

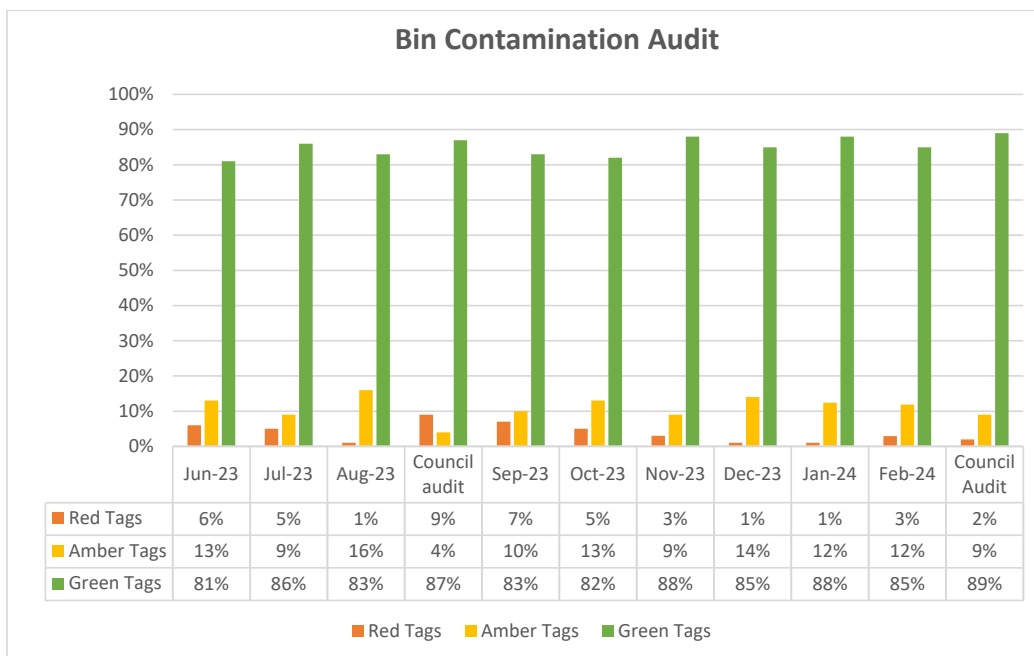


Figure 10: Monthly Waste, Percentage Contamination and Proportion of Recycling Bins

Kerbside Collection Pre-Contract Bin Audit

- This is a necessary exercise to understand the condition of the bins prior to the commencement of the new contract later in the year.
- The Education Officer has been undertaking a bin condition audit combined with contamination audits and educating the public over the last five weeks. To date over 850 kerbside recipients have been audited.
- Area A was split into 2 quadrants, with Quadrant 1 now completed.
 - **Final results of Quadrant 1** showed that 12% of the bins need replacing now with a further 6% likely to need replacing within 1-2 years.
 - **Quadrant 1** also showed that there were 73 new recycling bins and 152 new general waste bins, replaced within the last 12 months.
 - 10 properties still have 120L sized recycling bins (they should have 240L sized recycling bins) and 330 have green lid recycling (240L) bins. The green lids need to be replaced with yellow lids prior to new contract in October, for ease of contractor identification and consistency of bins across the district.
 - Officers discovered 35 extra general waste bins in this quadrant that aren't being charged the solid waste targeted rate – action is being taken to address this.
- Area B was split into quadrants 3 and 4. Over 50% of Quadrant 3 has been completed.
 - **Results, to date for Quadrant 3**, indicate that 6% of bins need replacing now with a further 12% likely to need replacing within 1-2 years.
 - Quadrant 3 indicates that 6% of recycling bins and 24% of general waste bins have been replaced within the last 12 months
 - A further 12 residences (quadrant 3) have the incorrect 120L sized recycling bins and 45% of all recycling bins in this area (130) still have green lids, which need replacing.
 - 1 property (in quadrant 3) had multiple bins and 2 commercial sites had both general waste and recycling collections but do not pay targeted solid waste rates.

This audit is expected to be completed by end of May but may need to be extended to accommodate tasks such as replacing all the green lids from 240L recycling bins to yellow ones to avoid confusion with collectors picking up wrong bins.

Kerbside Collection Contamination Report

- The latest independent truck audit at the Materials Recovery Facility (MRF) showed a result of **2.45% Contamination**. This is a 'by weight' audit but corresponds well with the weekly bin count audits being around 3% for December, January, and February and the in-house audit of over 850 bins in February which indicated a 2% contamination rate.
- The target SDC set in the Waste Management and Minimisation is **<12%**

Water Conservation Messaging

- Development of CentralLink messaging around water conservation has continued throughout February as water restrictions have been applied.

3.5.5 Waste Levy Contestable Fund

- Fund applications opened on 1 November 2023 and closed 31 January 2024. The Waste Levy Fund decision makers (2x Elected Members and 1x Council Officer) have met and decisions made. <https://www.stratford.govt.nz/our-district/funding-and-grants/waste-levy-fund>
- A total of \$16,814.90 was awarded to 5 applicants with four applications being unsuccessful.
- Officers, not involved in the decision-making process, met, wrote a short recommendation report, and worked with the applicants to ensure all the information required was submitted to the decision-making committee for their assessment.

3.5.6 Regional Waste Services Contract

- The current Regional Waste Services Contract ends on 30 September 2024. The new Regional Waste Services Contract will be operative for 10 years. The start date for the new service is 1 October 2024. Council Services Asset Manager is working with the regional group to ensure smooth transition.

4 Property

The Property Officer manages several community facilities including the Aerodrome; Civic Amenities; and Rental and Investment properties and land. The Customer service request history for the property activity is shown in **Figure 9** below.



Figure 11: Customer service request history – February 2024

Note: Complaints, concerns, observations and suggestions from the public are categorised as Customer requests. The figures above do not relate only to complaints received.

4.1 Aerodrome

The Levels of Service provision, including the Performance Measures is based on the condition and maintenance and associated customer satisfaction of the Aerodrome. This is measured annually and reported at the end of each financial year. Council Officers will undertake a review of the Strategic Development Plan (SDP) in the upcoming months. A summary will be provided when this review is completed.

Level of Service	Performance Measure	Target	2023/2024 YTD
The aerodrome meets the needs of users.	A high level of satisfaction amongst the users with the condition and maintenance of the aerodrome	>70%	Expected to achieve
The aerodrome is used by the Stratford community and visitors.	Number of aircraft movements during the year	>3,500	1089

Below is a summary of January activities at the Aerodrome (**Figures 12 & 13**).
The next Aerodrome User group and Safety Committee meeting is on 21 February 2024.

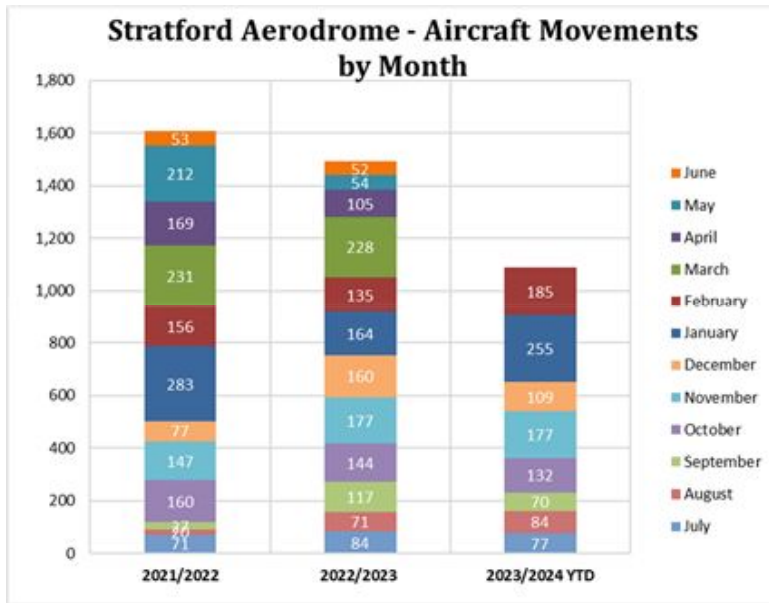


Figure 12: Stratford Aerodrome Aircraft Movements –February 2024

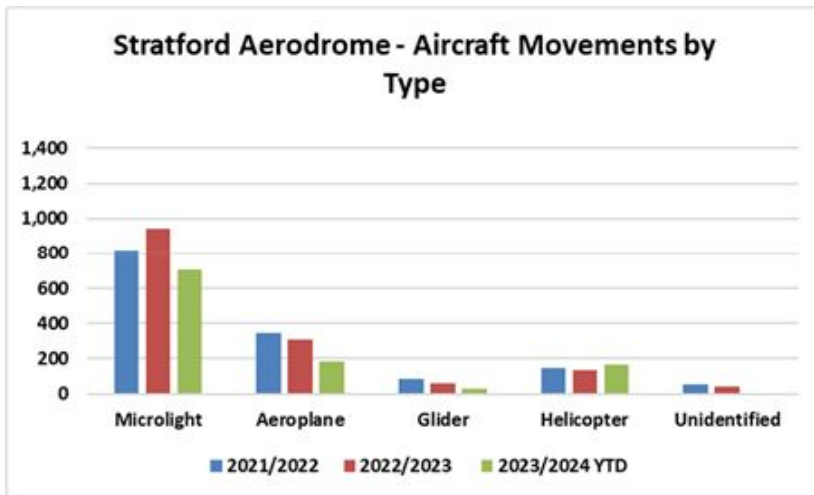


Figure 13: Stratford Aerodrome Aircraft Movements by Type – February 2024

4.1 Civic Amenities

The Council’s Amenities portfolio include, but are not limited to:

- Housing for Older Person;
- TET Stadium
- War Memorial Centre;
- Centennial Restrooms
- Wai o Rua – Stratford Aquatic Centre; and
- Public toilets.

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	2023/2024 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	210
	Annual booking of Centennial Restrooms.	>200	130
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	Expected to achieve
	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%	Expected to achieve

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

4.2.1 Housing for Older Person

The Housing for Older Person Policy was presented to the Policy and Service Committee in February. Amendments to the Policy include:

- The inclusion of rental review
- Changes to the eligible criteria
- Removal of the secondary waiting list.

Elected members have requested Officers to further investigate the setting of the market rental rate and report back. A workshop is to be held in March to present the findings of the investigation. The current Housing for Older Person unit’s occupancy rate for the month of January 2024, is 100%

4.2.2 War Memorial Centre

Seven (7x) bookings were cancelled during the month of February 2024.

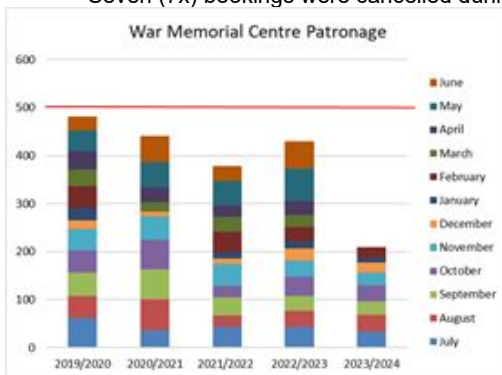


Figure 14: War Memorial Centre Patronage – February 2024

4.2.3 Centennial Restrooms

Four (4x) bookings were cancelled during the month of February 2024

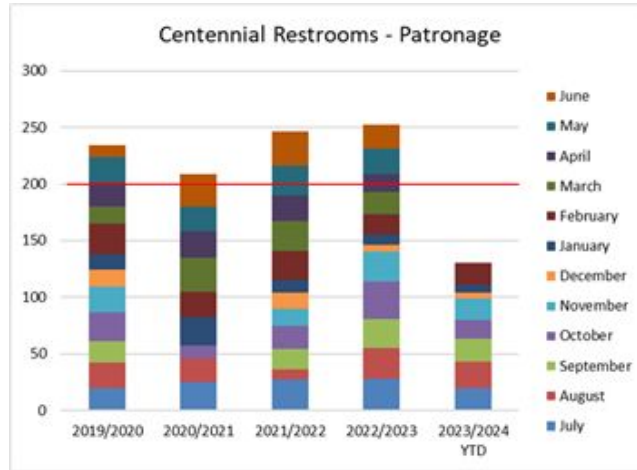


Figure 15: Centennial Restrooms Patronage – February 2024

4.2.4 Wai o Rua - Stratford Aquatic Centre & Public Toilets damage and Repairs

4.2.4.1 The aquatic centre is being utilised well. Signs of wear and tear has increased on the facility especially with regards to the fittings and fixtures, including the replacement of shower heads, etc. **Figure 16**

4.2.4.2 The Broadway toilets have been a constant target of vandalism - in some occurrences as soon as they are repaired. Over the last year over \$2,000 has been spent in repair/replacement cost. **Figure 17.**

4.2.4.3 The Centennial Rest Room/Public Toilets is another target of repeated vandalism, with room signage being removed and the toilet paper dispenser in the family room (parent room) has been stolen twice, and just recently forced open to provide access to the toilet rolls. **Figure 17.**



Figure 16: Photo pf Wai o Rua shower replacements



Figure 17 Photos of Broadway Toilets and Centennial Rest Room damage.

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	2023/2024 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	113,463.1 KgMS
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Compliance	Achieved
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5	Expected to achieve

4.3.1 The Farm

4.3.1.1 February's milk production increased by 16.5% compared to January last year. This season's milk production total is 113,463.1 KgMS which is an increase of 2.9% compared to last season.

4.3.1.2 The Sharemilker contract allows a maximum of 400 cows on the farm. The Council and Sharemilker have agreed to reduce the stocking rate number to 350-360. Reducing the stock number has many benefits including:

- Reduction in operational cost
- Reduction to damage to pasture;
- Increase in milk production;
- Animal welfare and available feed.

This change is expected to take effect from October 2024.

The history of the Farm milk production is shown in **Figure 18** below.

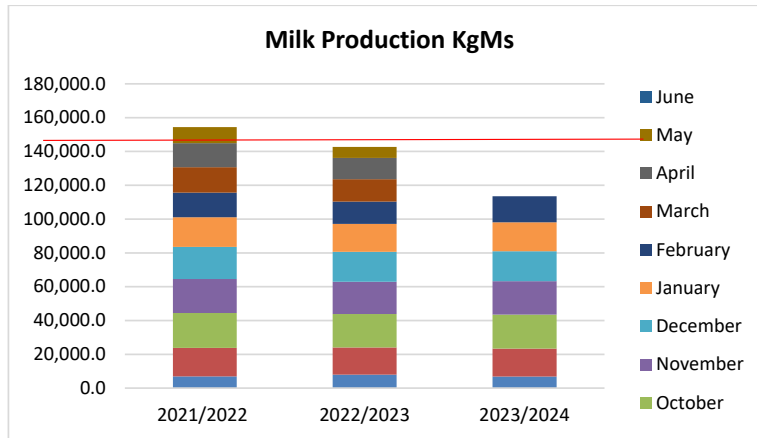


Figure 18: Milk Production KgMs

4.4 Key Property Projects

These projects relate to the seismic assessment on four of Council's facilities:

4.4.1 The TET Multisport Stadium

- **Seismic Retrofitting** – Has been included in the Draft 2024/34 LTP in Years Two and Three.

4.4.2 The War Memorial Centre

- **Seismic Retrofitting** – Has been included in the Draft 2024/34 LTP in Years Four and Five.

4.4.3 The Glockenspiel – Clock Tower

- **Seismic Retrofitting** – Has been included in the Draft 2024/34 LTP in Years Nine and Ten.

4.4.4 TSB Pool Complex – Old Pool

- Has been included in the Draft 2024/34 LTP in Year One.

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.

Level of Service	Performance Measure	Target	2023/2024 YTD
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	74
	Percentage of Stratford residents satisfied with:		
	Parks;	>80%	Achieved - 90%
	Sports fields;	>80%	Achieved - 85%
	Cemeteries.	>80%	Not Achieved - 68%
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	Achieved - Full compliance
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	Achieved - Full compliance

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

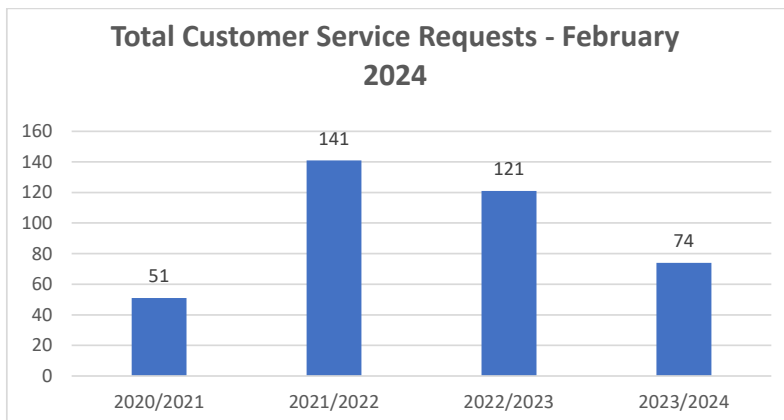


Figure 19: Total Customer Service Requests – February 2024

	2020/2021	2021/2022	2022/2023	2023/2024 (YTD)
Parks	10	24	31	16
Structures	2	32	17	13
Sports grounds	5	5	7	7
Playgrounds	1	14	7	6
Cemeteries	5	11	12	3
Street Trees	15	24	28	25
Walkways	13	31	19	4
Total	51	141	121	74

Note: Complaints, concerns, observations, and suggestions from the public are categorised as Customer Requests. The figures above do not only relate to complaints received.

5.1 Capital Projects Summary

- Midhurst Old Cemetery - Contractors have completed the pathway upgrade. Photos below.
- Victoria Park Drainage – A Request for Proposal (RFP) was advertised in late December for the review of the hydrological effects on the two playing fields. A Proposal has been accepted, with the field investigations occurring between the 23rd March – 3rd April 2024. The draft hydrology report will be sent to council by the 3rd of May 2024.



Figure 20: Cemetery Upgrade complete

5.2 Dumped Rubbish

Over the past few months there has been an increase in dumped rubbish, in and around parks and playgrounds rubbish bins. The dumped rubbish contents have included household waste, animal waste, alcohol bottles and batteries.

The contractors are now spending double their allocated time and budget to clean up the rubbish, due to this increase. Currently the Parks team is liaising with the Communications Team to determine best to deter this behaviour from continuing.



Figure 21: Dumped rubbish over the last few months

5.3 Operational Budget Report

The operational budget report as of the end of February 2024 year-to-date YTD has been overspent. There is expected to be a 'minor' overspend by June 2024 YTD.

6. Capital Projects

Progress updates on some of Council's key projects, as of **29 February 2024**.

6.1 Wai O Rua - Stratford Aquatic Centre

Officers are continuing to work with the Engineer to the Contractor to rectify defects so the project can be 'completed'.

6.2 Better off Funding

The Council has been allocated \$2.57 million (Tranche 1) of the \$2.5b support package, as part of the *Three Water Reforms* – a package intended to support councils to ensure they are no worse off due to the reforms process. The \$7.70 million Tranche 2 funding has been withdrawn by Central Government because of the changes to the *Affordable Waters Reform*.

The Tranche 1 projects are underway. Projects and progress updates are given below:

- **The Brecon Road Extension.**
A consultant has been procured to produce a scoping report (called a Point of Entry). From this, a business case will be developed in conjunction with NZTA so the project can be submitted for funding in the future.
- **Town Centre Development including the Prospero Place and Broadway Beautification.**
This project is included under the *Stratford 2035* banner. A concept scheme for the design of Prospero Place has been accepted by Council in December as a starting point for design options. A Request for Proposal will be advertised in February 2024 to procure a Landscape Designer to develop design drawings for Council review and adoption. Negotiations with the landowner for the purchase of green space (Prospero Place) is ongoing.

- **Skate Park development**
Construction of a Skate Bowl was completed in December 2023 and is now open to the public.
- **Victoria Park Drainage Project**
A Proposal for a review of the hydrological effects on the sports fields at Victoria Park has been accepted, with the field investigations occurring between the 23rd March – 3rd April 2024. The draft hydrology report is due 3 May 2024.
- **Enabling Wastewater Infrastructure for the Stratford Park** – Modelling of existing capacity in Stratford’s wastewater network is underway, to allow an impact assessment on the existing network. This is an on-going contract due for completion in 2026.

6.3 Whangamomona Camping Ground Septic Tank Replacement

Costing for the installation of a Septic Tank system is ongoing. A review of the initial concept design has highlighted a difference in opinion on the maximum numbers that will be at the Camp Ground at one time, but this has not affected the costing of the project.

It is anticipated that this project will overspend by approximately 150%.

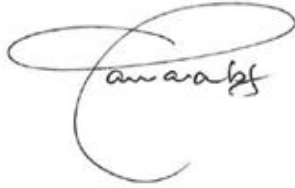
7. GIS

- Researching the process of Automatic meter reading for Stratford, Midhirst and Toko.
- Ongoing capture of water meters in AssetFinda and Authority.
- Three waters assets operations and capture.
- Ongoing rapid address issuing to residents.
- Ongoing update of Linz data to Intramaps.
- Testing the stability of AssetFinda after new patches applied in Test Server completed.

8. 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 Manataiaio Hapū, Pukerangioraha Hapū	Iwi have provided a Cultural Impact Assessment. TRC processing to commence shortly.
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	Consent granted.
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	Consent granted.
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. Draft consent conditions provided, awaiting TRC to agree our comments.

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 19 March 2024

MONTHLY REPORT

Community Services Department



F22/55/04-D24/7529

To: Policy and Services Committee
 From: Director – Community Services
 Date: 26 March 2024
 Subject: Community Services Monthly Report – February 2024

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

- Upcoming community events and programmes

2. Community and Economic Development

Performance Measures (*Performance Measures in bold*)

	Target	2023/24 YTD
Deliver or facilitate community events	>5	11
Percentage of residents feeling a sense of community	80%	
Number of client interactions with Venture Taranaki's Business Advisory Services	100%	
Mentor matches made as requested	100%	

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

2.2 **Youth Council (SDYC)**
 Interviews are complete and the Stratford District Youth Council look forward to welcoming six new members at the swearing in ceremony on Monday 4 March.

Upcoming meetings and events:

- SDYC swearing in ceremony and Annual General Meeting – 4 March

2.3 Civic and Community Events

Complete:

- Summer Nights concert – 10 February
- Summer Nights Movies – 18 February
- Americarna (Stratford) – 23 February
- Prospero Market – 24 February

Coming up:

- Children's Day - 3 March
- Positive Ageing Forum – 21 March
- Easter Hunt
- Prospero Market – 30 March

2.4 Community Projects and Activity

2.4.1 Mayors' Taskforce for Jobs (MTFJ)

Target

	YTD	By 30 June 2024
Sustainable Outcomes (A person in who has been in employment for more than 91 days)	9	38

Registrations

	February	YTD
Young People Registered	22	105
Businesses Registered	4	11

Employment

	February	YTD
People placed into employment	6	32
Young people who are employed but require assistance with upskilling	0	21
Young people registered onto programme and straight in study	2	11
People who received support and found work themselves	6	16

Highlights February

- 6 MTFJ job seekers helped with support through MTFJ SDC driver training programme.
- 5 new job seekers registered with the driver training programme.
- 6 people were helped into employment. 3 of those were apprenticeships.
- 7 meetings held with job seekers and 1 with an employer at the library drop-in sessions.
- The Workforce Coordinator attended the MTFJ/LGNZ conference in Wellington.

2.5 Funding

2.5.1 Creative Communities Scheme

The next funding round opens March 2024.

2.5.2 Sport New Zealand Rural Travel Fund

The latest funding round opened on 12 February and closes on 15 March.

2.6 Positive Ageing

The first Positive Ageing Forum for 2024 will be on Thursday 21 March 2024, 10.30am. The forum will include the District Mayor presenting on the Long Term Plan, Avon Medical will discuss and answer questions on their service delivery and improvements and the Taranaki Retreat will share some tips and ideas that can help us through tough times.

2.7 **Stratford Business Association**

Memberships	
New	0
Current total	141

In the February monthly report a variation in SBA membership numbers was raised. This was due to a one month difference in the reporting periods between the Quarterly Economic Development Report (150 members at 31 December 2023), and the January Monthly Report (141 members at 31 January 2024). The difference of 9 was due to businesses closing or choosing to end their membership with the association.

Upcoming Activity:**Ba5 events**

Wednesday 20 March – Taranaki Pioneer Village
 Wednesday 17 April - Te Popo Gardens and Accommodation
 Wednesday 15 May - Taranaki Diocesan School for Girls

Lunch + Learn

Tuesday 9 April - Cyber Security for business - Proformac Technologies

3. Communications3.1 **External communications**








Four Central Link updates were produced in February. These are printed in the Stratford Press and shared online at stratford.govt.nz and on Council's Facebook page weekly. Much of the content within the weekly Central Link is also shared with local media (print and radio), published as news articles on council's website and social media sites, and sent as an Antenno update.

Focus for February:

- Victoria Park pond to be drained, cleaned, and re-filled
- Digital Drop-in sessions at the library
- Summer Nights Concert and Movies
- Water Saving Tips
- Youth Festival
- Plants or branches overhanging your boundary?
- Rural Travel Fund
- Our big audit of bins is underway
- Minor repairs underway at Wai o Rua
- Join the whānau! New career opportunities
- Have your say opportunities: King Edward Park Reserve Management Plan, Easter Sunday Trading Policy, Draft Significance & Engagement Policy and Communications & Engagement Strategy
- Prospero Markets
- Americarna revving into town
- Water restrictions in force
- Reminder - rates due soon
- Let's talk rubbish (and recycling)!
- Get fit & have fun with a Wai o Rua fitness class
- Meeting schedule - February and March
- Proposed Road Closure - Anzac Day 2024
- Temporary Road Closure - Mangaotuku Road
- Proposed Road Closure – Toko Road
- Download the Antenno App

3.2 Digital channels

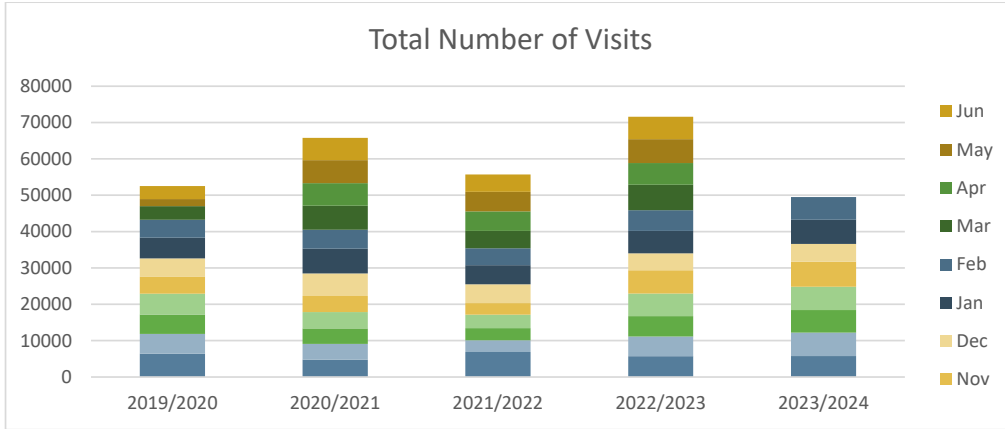
February snapshot:

Website		Social Media	
	6700 ↑ 700 Users		16 New Facebook followers /stratforddistrictcouncil 4,406 people follow Council's page.
	23,637 ↑ 5,118 Page views		21,600 ↑ 200 People reached The number of people who saw any of Council's posts at least once this month.
	10,650 ↑ 1,285 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.		0 New Instagram followers /stratford_nz 1,136 people follow Council's account.
Antenno			
	57 installs 9 uninstalls Devices using Antenno. 1,209 devices are currently using Antenno in the Stratford District	29 posts sent out 58 reports received	




4. Visitor Information and Library Services

Performance Measures (*Performance Measures in bold*)



	Target	2023/24 YTD
Number of users of AA Agency Service is measured	>10,000	5,408
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	48,480
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	2,876



Visitors/Users per service

Service	Feb	Year to date (2023/24)
 Information Services (brochures/maps/ event tickets etc)	940 ↑605	2,647
 Vehicle/Driver licensing	738 ↓47	5,408
 Programme and Events	259 ↓↑	2,876

Library services - Items Issued

Service	Feb	Year to date (2023/24)
 In person	4402 ↓954	37,454
 Online	810 ↓36	5,513

Programme/Event Users

Age group		Feb	Year to date (2023/24)
65+	Seniors	31 ↓2	293
18+	Adults	56 ↑5	418
13-17	Secondary School	0 ↓↑	18
5-12	Primary School	65 ↓90	13
<5	Pre-School	67 ↑67	330

4.1 Highlights for February

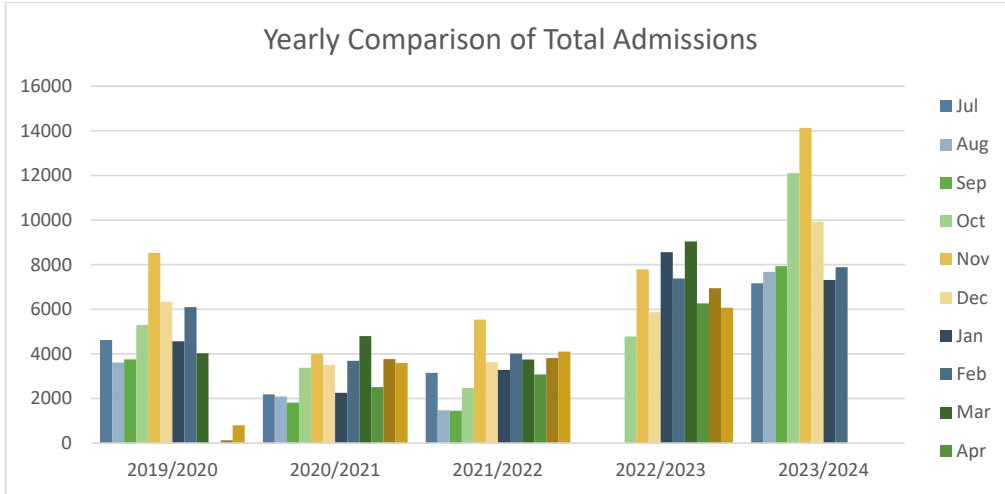
- Regular term time programming resumed. Many of our adult groups choose to keep meeting over the summer break.
- We have had high numbers of international visitors this month, predominantly from Europe. Most visitors are looking for information about walks and the mountain.
- Eight new Stratford residents participated in a group for Migrant Mothers facilitated by Te Kāhui Ako o Taranaki Mohoao. This group will meet monthly in the library, joining our regular craft, book and community activities.

5. Pool Complex

Level of Service Category	Performance Measure	Target	2023/24 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	75
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	Pool Safe accreditation is met	100%	100%
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	84%
	Number of pool admissions per annum	>55,000	74,163

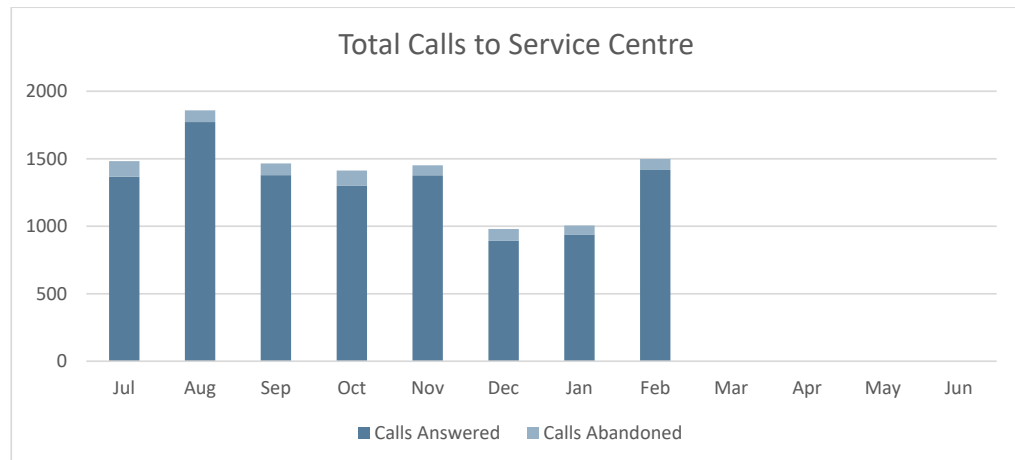
5.1 Highlights for February

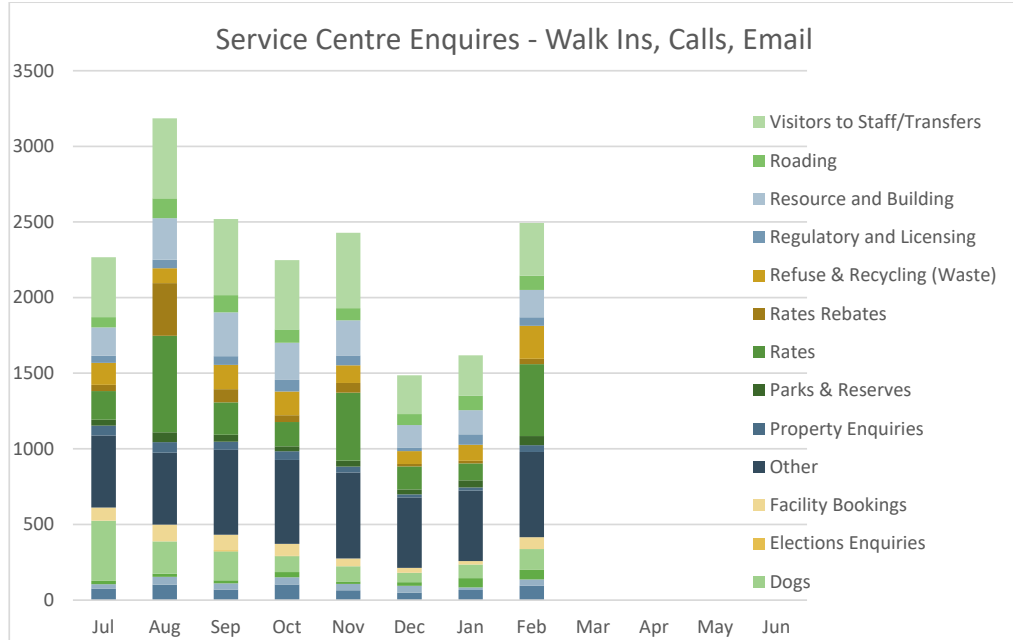
- February 2024 saw 7,888 patrons through the facility.
- The Wai O Rua Swim School is on track for Term 1 with a total of 466 students enrolled and 432 have started for the term 1, the swim school growing from term to term



6. Service Centre

Over February the customer interaction picked up at the Service Centre. There were 2,493 customer interactions recorded through phone calls, emails and counter enquiries. February for 2023 was 2057. Rates Instalment 3 was due on 28 February and there was an increased number of interactions for refuse and recycling.





Kate Whareaitu
Director - Community Services

[Approved by]
 Sven Hanne
Chief Executive

Date: 19 March 2024

MONTHLY REPORT

Environmental Services Department



F22/55/04– D24/5324

To: Policy and Services Committee
From: Director – Environmental Services
Date: 26 March 2024
Subject: Environmental Services Monthly Report – February 2024

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

Sixteen applications for building consent were received in February 2024. These included seven log fires, one pole shed, one accessory building (garage), three relocated building and four alteration/extension to existing buildings. There were also a further six amendments to existing building consents and four Certificates for Public Use. We also received four applications for subdivision consent.

The number of applications for consent we are receiving is remaining at relatively low levels. This is consistent with conditions being described at other Councils across New Zealand and appears to reflect national trends rather than anything particular to Stratford. It is encouraging to see that subdivision activity is continuing, albeit at a lower level than last year. We are also continuing to receive applications for Land Information Memoranda which indicates that properties are still changing hands.

2. Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy started with some information gathering late in 2022. Since then, work has been suspended while matters relating to the recently adopted New Plymouth District Plan were addressed. Now that those matters have been resolved work has recommenced.

The Ariel Street renumbering project has been completed. Two properties were renumbered to align better with the surrounding properties. This is expected to help with locating those properties whose numbers are now in sequence with the properties across the street and across the river. This is the last of the road naming and numbering projects.

3. Dashboard – All Business Units

3.1 The following table summarises the main licencing, monitoring, and enforcement activity across the department for the month:

Activity	Result Feb
Building Consent Authority	
Building Consent Applications	16
Building Consent Amendment Applications	6
Building Consents Issued	17
Building Consent Amendments Issued	5
Inspections completed	61
Code Compliance Certificate Applications	16
Code Compliance Certificates Issued	16
Code Compliance Certificates Refused	6
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	16
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	2
Land Use Consents Granted	0
Subdivision Consents Received	4
Subdivision Consents Granted	2
223/224 Applications Received	1
223/224 Applications Granted	1
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	6
Resource Consent Applications Placed on Hold or Returned	3
LIM's Received	7
LIM's Granted	10
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	5
Health or Food Act Complaints Received and responded to	3
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	0
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	5
Bylaw Complaints Received and responded to	34
Dog Complaints Received and responded to	35

4. Key Performance Indicators – All Business Units

4.1 Building Services

Level of Service	Performance Measures	Targets	Status
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	25 of the 25 (100%) applications in January were processed within 20 working days.
	Percentage of inspection requests completed within 24 hours of request.	100%	60 of the 61 (98%) inspections in January were completed within 24 hours of the request. Those 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%	16 of the 16 (100%) CCCs issued in January were issued within 20 working days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	Ten of the ten (100%) LIMs were processed within 10 working days.
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Achieved.
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided.	>80%	Not achieved. The result of the second wave of the customer satisfaction survey is 37%. This result is affected by a small number of survey respondents (11).

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.	Notification of a proposed District Plan.	Work on this project was delayed due to new legislation. The legislation has been repealed and clarification of current requirements will be sought in the New Year.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	100% review within timeframes	There are no bylaws or policies currently outside their statutory review periods.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	Two of the two (100%) applications in February were processed within 20 working days.
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	N/A
	% of S223 and S224 applications processed within 10 working days.	100%	The only application (100%) processed in February was processed within 10 working days.
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	Not achieved. The result of the second wave of the customer satisfaction survey is 32%. This result is affected by a small number of survey respondents (4).

4.3 **Community Health and Safety**

Level of Service	Performance Measure	Target	Status
To fulfil obligations to improve, promote and protect public health	Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	100%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	100%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	100%
To ensure dogs are controlled	Percentage of known dogs registered	95%	98%
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	100%

4.3.1 The Environmental Health Manager and Information Technology Manager are currently investigating the Council’s ability to send dog registration notices to dog owners where they wish to receive their notice via email. This currently involves discussions with external service providers about options for providing this service and the cost of it.

5. Detailed Reporting Building Services

5.1 Building Consent Authority (“BCA”)

5.1.1 **Compliance/Notices to Fix issued as a BCA.**
No Notices to Fix were issued by the BCA in February 2024.

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 no consents were lapsed in February 2024.

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

Incident	Occurrence this month
A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:	Nil
The departure of the building consent authority’s authorised representative or responsible manager:	Nil
In any one quarter of a calendar year, a reduction of 25% or more of employees doing technical jobs who are not replaced with employees who have equivalent qualifications and competence:	Nil
A transfer under section 233 or 244 of the Act of (i) 1 or more functions of the building consent authority to another building consent authority: (ii) 1 or more functions of another building consent authority to the building consent authority:	Nil

Incident	Occurrence this month
An arrangement being made under section 213 of the Act for—(i) another building consent authority to perform a significant amount of the functions of the building consent authority: (ii) the building consent authority to perform a significant amount of the functions of another building consent authority:	Nil
A material amendment to the building consent authority's policies, procedures, or systems required by these regulations.	Nil

5.1.4 Training needs analysis

During February two Building Control Officers attended a two-day Advanced Compliance Schedules course held by the Building Officials Institute of New Zealand.

Further training will be scheduled through the year when they become available in relation to Specified Systems associated with commercial buildings. Later in March all Building Control Officers will attend the Central Building Officials Institute of New Zealand branch training and network event being held in Palmerston North which has two presentation/training topics.

- H1 Building Code changes and how they are being dealt with and,
- Technical Product information and installation methodology, and how to verify an installation identified on site (inspected) as being compliant for Passive Fire design and installation.

5.1.5 Internal audit/external audit timetable

No Internal audits were scheduled for February.

We are currently working through gathering evidence to clear the General Non-Compliances identified during the BCA's external audit in November last year.

5.2 Territorial Authority

5.2.1 Audits

We have received a follow-up email from the MBIE requesting a progress update on the outstanding corrective action in relation to Compliance Schedules compliance with section 103 of the Building Act. Our response was provided to MBIE, and they were happy with the TA's progress and have extended the completion deadline to January 2025

During January we were also notified by MBIE of its next round of performance monitoring assessments. These assessments are in relation to two functions:

- Certificates for Public Use
- Dangerous, Affected, or Insanitary Buildings.

These assessments were completed and are awaiting MBIE's findings report.

5.2.2 Compliance Schedules/Building Warrants of Fitness

One onsite BWoF audit was undertaken during February 2024. Thirty-five expired BWoF notification letters were issued to building owners. No existing Compliance Schedules were amended to comply with section 103 of the Building Act.

5.2.3 Swimming Pools

There are 86 swimming pools on the Council's swimming pool register. There is one that requires remediation work to achieve compliance, and a re-inspection will be scheduled for end of April 2024.

5.2.4 Earthquake-Prone Buildings

During February two reports were received from the owners of buildings that have been identified as potentially being earthquake prone. To date twelve reports have been received which have confirmed seven buildings as earthquake prone and five

buildings as not being earthquake prone. A total of 89 buildings were identified as being potentially earthquake prone.

5.2.5 Non-Standard Site Register Maintenance

No new sites were added to the non-standard site register in February 2024.

5.2.6 Notices to Fix/Other Compliance as a Territorial Authority

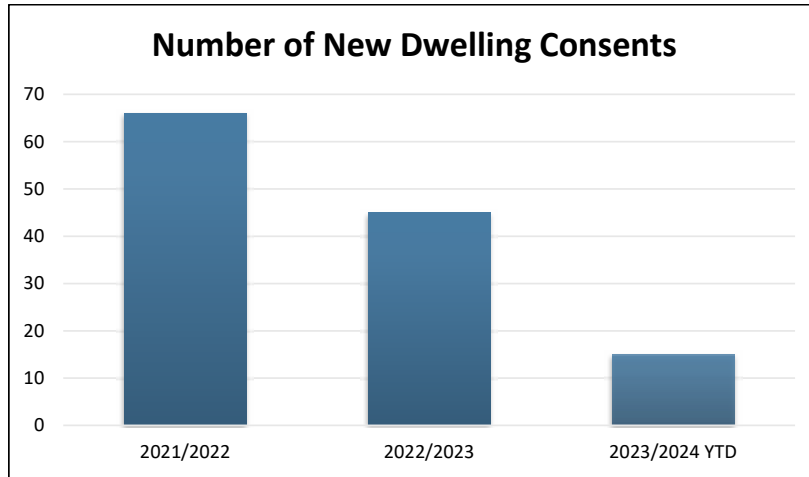
One Notice to Fix for was issued by the Territorial Authority during February 2024.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

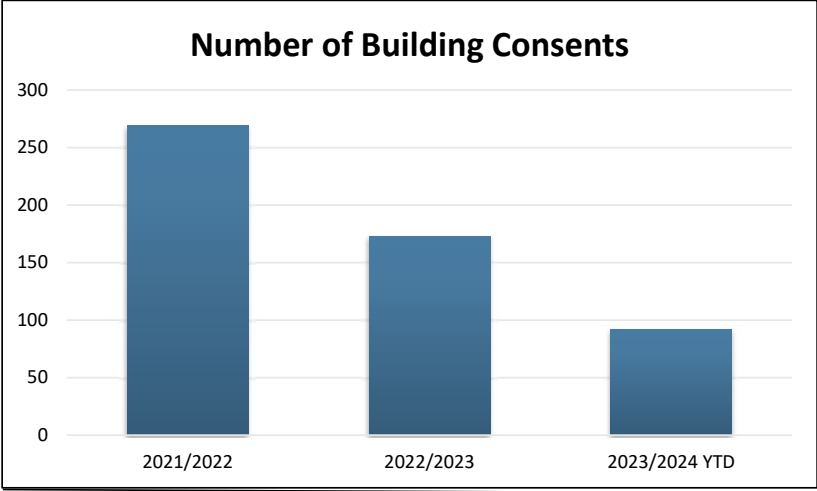
Type	Feb 2024	Feb 2023	2023/2024	2022/2023 Whole Year
New residential dwellings	0	4	13	44
New duplex dwellings	0	0	2	0
Relocated dwellings	3	1	6	15
Relocated buildings other than dwellings	0	0	0	0
Fires	7	5	31	55
Pole sheds/accessory buildings	2	3	20	26
Additions/alterations – residential	4	1	9	13
New Commercial buildings	0	0	2	5
Additions/alterations – commercial	0	0	4	10
Other/miscellaneous	0	1	5	5
Total/s	16	15	92	173

New House indicator by year



Year	New Dwellings
2021/2022	66
2022/2023	45
2023/2024 YTD	15

Consent numbers by year



Year	Building Consents
2021/2022	269
2022/2023	173
2023/2024 YTD	92

Blair Sutherland
Director - Environmental Services

[Approved]
Sven Hanne
Chief Executive

Date: 19 March 2024

MONTHLY REPORT

Corporate Services Department



F22/55/04 – D24/10165

To: Policy and Services Committee
 From: Director – Corporate Services
 Date: 26 March 2024
 Subject: Corporate Services Monthly Report – February 2024

Recommendation

THAT the report be received.

/_____
 Moved/Seconded

1. Financial Management

Reports attached, as at 29 February 2024, 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

1.1 Financial Results for February Year to Date (YTD)

Revenue

Total Revenue for the YTD is \$834,781 over budget, at **\$18,627,131**. Operating Revenue (excluding extraordinary revenue) is on par with the budget, at **\$17,647,133**. The variance for total revenue largely relates to unbudgeted grant funding revenue which is allocated to both operating and capital expenditure.

Grant funding received that was unbudgeted for is at \$795,011 for the YTD. This includes a Toi Foundation grant, Mayors Taskforce for Jobs funding, DIA Three Waters funding, and TET grants. Note – the budgeted grant funding of \$6,611,000 relates to Transport Choices solely, which has now been withdrawn.

Expenditure

Total Expenditure for the YTD is \$632,751 over budget, at **\$17,240,924**. Direct Operating Expenditure is over budget for the YTD by \$988,345, at \$12,469,851.

Detailed explanations for activities with significant budget variances has been provided below.

Civic Amenities

The net cost of this Activity is over budget by \$63,385. Expenditure is \$53,139 over budget, largely due to the seismic assessment consultancy work undertaken that was not budgeted for. Additionally, revenue, currently \$25,754 is not meeting budget, and is significantly less than the previous year to date (\$42,168), largely due to reduced bookings revenue.

Library

The net Library cost is over budget by \$55,550, a portion of this can be offset by the net Information Centre cost being under budget by \$30,297. Part of the salary overrun can be attributed to training a new AA staff member (approximately 6 months), the Recollect software

licensing which was previously grant funded is now fully rates funded, energy costs and building maintenance work is slightly over budget.

Parks and Reserves

The contract services budget is over due to repairs on the tracks to the Rhododendron Dell. The maintenance contract is over budget as the CPI increase was not expected to be 9.32% - affecting fixed monthly price for the full year (results will continue to worsen by year end). The budget for Year 1 of the Long Term Plan has been increased accordingly to allow for a more appropriate increase. The ready response budget for reactive maintenance was reduced for 2023/24 in line with previous years actuals, however work in this area has picked up again this year.

Wai o Rua - Stratford Aquatic Centre

The expenditure variance of \$274,443 is almost balanced off by the positive budget variance in revenue of \$254,313, which includes grant funding. Although there is a significant increase in staffing costs, this is compensated for by the increase in swim school revenue.

Resource Consents

Revenue from resource consents has not met the income projection and is currently below budget by \$42,646 for the year to date, and is less than half of the previous year to date revenue (YTD Feb 2023: \$87,413). This is because we are receiving fewer applications for resource consents, due to current economic conditions.

Roading

The annual roading budget is likely to be insufficient to cover ongoing contract maintenance costs, plus any necessary reactive maintenance for the full year. It is forecast that roading expenditure will exceed the budget by at least \$600,000 by year end. This will result in unsubsidised expenditure and further deficit allocated to the Roothing reserve opening balance for year 1 of the Long Term Plan. Further explanation on this can be found in the Assets Monthly Report.

Wastewater

Expenditure is over budget by \$98,458 for the year to date. There have been a number of unplanned sewage blockages which have resulted in increased ready response and contractor works. Additionally, expenditure includes significant cost for compliance monitoring of sewerage discharge and treatment from Taranaki Regional Council.

Water Supply

Expenditure is over budget by \$117,391 for the year to date. Chemicals is over budget by \$38,000 – and is more the result of increased prices, rather than an increase in the quantity of chemicals being used. Additionally, all costs in relation to repairs and maintenance, contract services, and the maintenance contract are over budget – due to a combination of price increases and more water leaks and necessary repairs than was anticipated. The indications are that this is an abnormal year of high expenditure and that the budget for year 1 of the Long Term Plan will be sufficient.

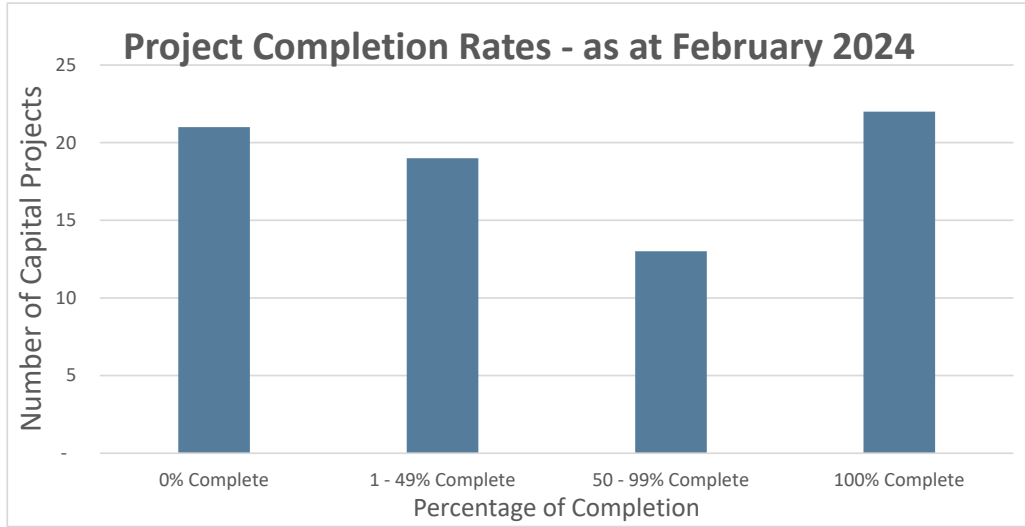
1.2 Capital Expenditure Report

The capital expenditure budget for the 2023/24 financial year was originally \$16,457,145. However, after adjusting for carry-forwards and budget adjustments – the total capital budget available for the year is **\$14,607,680**. The capital budget is reforecasted monthly, and the updated estimated capital expenditure for 2023/24 is now expected to be **\$9,562,067**, or **65%** of the adjusted capital budget. Of the total budget available:

- \$6,146,700 is for replacing existing assets,
- \$7,334,649 is for new assets or improving existing assets, and
- \$1,126,331 is to cater for district growth.

Actual capital expenditure for the year to date is **\$4,601,863** or **32%** of the adjusted budget.

The below graph shows that a number of capital projects have been completed or are close to completion, and out of the 75 capital projects, 21 have not yet started or have been cancelled or postponed.



1.3 Treasury Management

Summary

Borrowings (LGFA)	\$	36,700,000
Term Deposits	\$	6,500,000
A&P Association Loan	\$	7,180,000
Net Debt	\$	23,020,000

Gross Council debt as at 29 February 2024 was \$36,700,000.

Net debt is \$23,020,000 after deducting financial investments comprising of \$6,500,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

All debt covenants were met as at 29 February 2024.

	Actual	Policy
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	32%	10-60%
Fixed 3-5 years	31%	10-60%
Fixed >5 years	29%	5-60%
Debt Matures 1-3 years	32%	10-60%
Debt Matures 3-5 years	31%	10-60%
Debt Matures > 5 years	29%	10-60%
Debt Servicing to Revenue Ratio	4%	<10%
Net Debt to Revenue Ratio	94%	<130%
Liquidity Ratio	178%	>110%
Net Debt per population	\$ 2,266	<\$3,000
Net Debt per Ratepayer	\$ 4,543	N/A
Maximum Investment with Counterparty	\$ 5,000,000	N/A

Borrowings

All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed and within Treasury Policy limits.

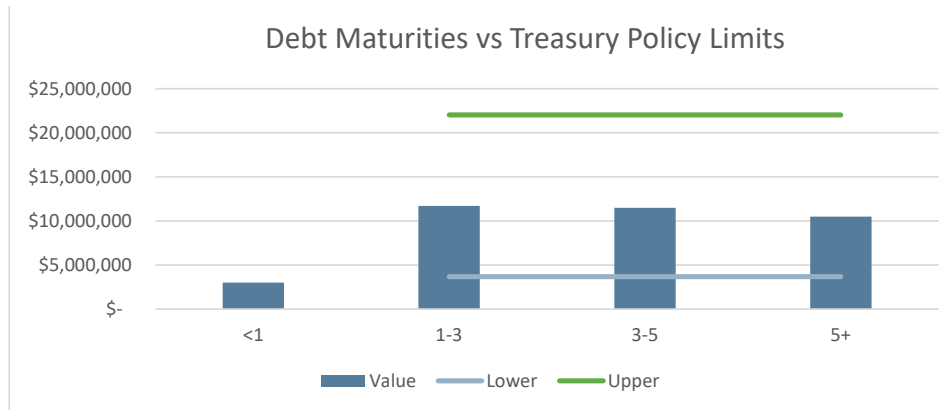
The Net Debt to Revenue ratio is currently at 94% (Council's limit is 115%). Net Debt could increase to \$28,163,500 under the updated Treasury Management Policy limit of 115%, and based on current annual forecast revenue.

The LGFA interest rates have softened slightly, with higher reductions evident in the longer term rates of 5 years plus. The latest LGFA borrowing rates as at 13 March 2024 are:

- 1 year 5.93%
- 5 years 5.29%
- 10 years 5.64%

The weighted average interest rate across all Council debt is currently at **3.46%**. The interest rate used for budgeting purposes for the Annual Plan 2023/24 is 3.45% for the full year. For the Long Term Plan 2024-34, the forecast interest rate for 2024/25 is 4.09%.

The weighted average interest rate of all term deposits is **5.97%** (January 2024: 5.89%). Of the \$6,500,000 invested, \$5,000,000 is invested with ASB Bank due to the favourable interest rates offered. The investment programme has recently been updated to allow for long term investments (maximum 12 months) to take advantage of higher interest rates. For example, in February 2024, \$1,500,000 was invested for 325 days, obtaining 6.30%.



Cashflow Forecast

As at February 2024, Council had \$3,177,718 (December 2023: \$740,860) of cash on hand and \$6,500,000 on term deposits. Cash was high due to it being a rates due date month, and supplier payments out were not as high as anticipated.

Council is expecting to borrow an additional \$1,000,000 in the next 12 months – around October 2024.

2.0 Revenue Management

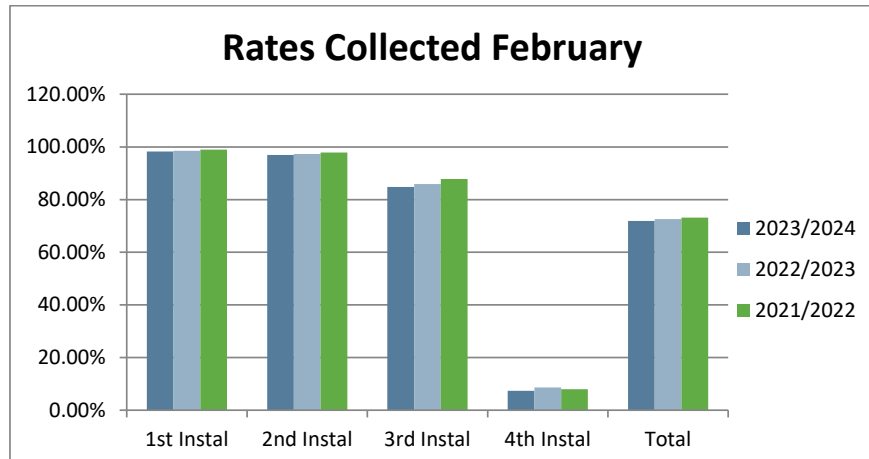
2.1 Rates

Rates Arrears (owing from 2022/23 year and earlier) \$54,592

As at 29 February 2024, 87% of rates in arrears has been collected since 1 July 2023 (2023: 85%). The property rating sale at Swansea Road is still awaiting the marketing proof. A separate application to the high court for property rating sale will soon be submitted for a property at Portia St, currently owing \$14,236.

Current Year Rates

As at 29 February 2024, 72% of rates has been collected (2023: 73%).



2.2 Outstanding Debtors

The Outstanding Debtors report as at 29 February is attached to this report showing 16% of total debtors of \$2,171,501 are overdue for payment. Overdue debtors normally relate to rates, water charges, and infringements which is still the case.

However, there is a vendor loan which was due in September 2023, on a property sale (where council was the vendor), that remains unpaid. Interest is being charged at council's weighted average interest rate, however the interest also remains unpaid. Fortunately, council's interest is registered on the property title and council has the ability to exercise its rights to recover the debt if necessary.

3.0 Information Technology

3.1 Information Technology Update

- The infrastructure setup, installation, and upgrade stage of the Authority Upgrade to version 7.1 in our test environment is near completion, and officers will begin working on third-party application integrations plus configurations. This project is on target, with Go Live still scheduled for early June 2024.

- The upgrade of AssetFinda mobile to Univerus Field was delayed in November 2023 and is now back in progress. Hardware procurement is near completion, with IT resources scheduled to start the technical upgrade in Late April / May. It is expected to go live before June 30.
- The server room network cabinet rebuild will be completed over the weekend. The new cabinet will provide a safer, more robust, secure, and organised cabling arrangement, allowing IT staff to troubleshoot and perform maintenance quickly.

3.2 Information / Archives Management

- Property files
 - 121 boxes of hard copy property files have been approved for destruction.
- Shared drives
 - Retention and disposal is in progress on shared drives to bring them in line with the Information and Records Management Policy.
 - SDrive – One folder left to review, this folder has lots of photos and technical drawings with no context, so determining retention requirements is slow.
 - ODrive (Pool) – Not Started
 - IDrive (Community) – Not Started
- Hard copy records from the old TSB Pool
 - 12 boxes of records have been retrieved and processed for standard retention and disposal. The records were a mixture of HR, operational and technical content.
- Training
 - A casual browsing incident in Content Manager has highlighted the need to provide refresher training around IM Policy. This will be trialled through Safety Hub delivery.

3.3 Business Efficiency

- Name and Address Records - Organizational Standard document review
- New step-by-step process document created for Wai o Rua – Creating a new Weekly Timesheet record from the Template. Ongoing training and support will be provided.

3.4 Official Information Requests

For the 2024 calendar year, Council has received 22 Local Government Official Information and Meetings Act (LGOIMA) requests. The below table includes the LGOIMA's received for February 2024.

Received date	From	Query	Date responded	Days
8/02/2024	Kainga Ora	GIS Datasets	6/03/2024	20
13/02/2024	Ilona Hanne - Stratford Press	Workshop material	13/02/2024	0
15/02/2024	Campbell Graham - HD Geo	Contaminated land/HAIL	12/03/2024	17
15/02/2024	Rob Giller - Bus and Coach Association New Zealand	Commercial bus/coach parking	20/02/2024	4
15/02/2024	Carole Inglis - Packaging Forum/PPPS	Waste and recycling data	12/03/2024	17
20/02/2024	Mrs R Bendall	District Plan/Subdivision query	27/02/2024	5

Received date	From	Query	Date responded	Days
21/02/2024	NZ Police (Brad Chapman)	Property information		
22/02/2024	Nessa Stromberg (WSP)	Water efficiency initiatives	27/02/2024	3
20/02/2024	Radio New Zealand	Three waters spending implications	21/02/2024	1
29/02/2024	Toby Giles - Saunders & Co Lawyers	Building Consent Claims		
29/02/2024	Caleb Smith - Downer	Copies of Resource Consents	1/03/2024	1
4/03/2024	Gloria Wharekawa	Preservation of indigenous biodiversity	13/03/2024	6
11/03/2024	Mario Puente Sierra - University of Canterbury	Assets - Water supplies reticulation	12/03/2024	0
12/03/2024	Andrew Hollis - Smartrak	Reducing council fleet emissions	13/03/2024	1
13/03/2024	Meg Stewart - Labour Leader's Office	Rates and water infrastructure	14/03/2024	1

3 Health and Safety / Civil – Defence Update

- The review of the Health and Safety manual is now focusing on health monitoring requirements and adding a new section related to wellbeing.
- Facility lockdown procedures for the administration building and library have been finalised and planning is underway to hold drills to familiarise staff with them.
- A combined Civil Defence practice activation and D4H Operations training exercise is being held on Friday 22nd March. Locally focussed initial action plans for different emergency types are under creation for use in D4H Operations.



Tiffany Radich
Director - Corporate Services



Approved By:
 Sven Hanne
Chief Executive

Date: 19 March 2024

Statement of Comprehensive Revenue and Expense

For the Year to Date - February 2024

	February '24 Actual YTD	February '24 Budget YTD	Variance YTD	Total Budget 2023/24	February 23 Actual YTD
Operating Revenue					
Finance Revenue	\$292,256	\$216,000	\$76,256	\$324,000	\$225,959
Waka Kotahi NZTA Roothing Subsidy	\$2,791,978	\$3,046,667	(\$254,689)	\$4,570,000	\$4,208,597
Rates Revenue - excl water consumption rate	\$11,789,148	\$11,769,750	\$19,398	\$15,693,000	\$10,880,419
Water Supply - Consumption Charge	\$154,783	\$245,500	(\$90,717)	\$491,000	\$226,657
Sundry Revenue	\$41,417	\$35,933	\$5,484	\$55,000	\$38,032
Farm Milk Proceeds	\$439,090	\$410,667	\$28,423	\$616,000	\$407,697
User Charges for Services	\$2,138,461	\$1,964,833	\$173,628	\$2,638,000	\$2,307,759
Total Operating Revenue	\$17,647,133	\$17,689,350	(\$42,217)	\$24,387,000	\$18,295,120
Extraordinary Revenue					
Grant Funding	\$795,011	\$0	\$795,011	\$6,611,000	\$2,241,406
Financial Contributions	\$52,174	\$0	\$52,174	\$0	\$72,065
Other Revenue	\$18,500	\$0	\$18,500	\$0	\$21,836
Dividends	\$114,313	\$103,000	\$11,313	\$103,000	\$12,228
Total Extraordinary Revenue	\$979,998	\$103,000	\$876,998	\$6,714,000	\$2,347,535
Total Revenue	\$18,627,131	\$17,792,350	\$834,781	\$31,101,000	\$20,642,655
Operating Expenditure					
Personnel Costs	\$4,053,850	\$3,785,115	(\$268,735)	\$5,789,000	\$3,537,402
Other Direct Operating Costs	\$8,416,001	\$7,696,391	(\$719,610)	\$11,687,000	\$8,013,218
Total Operating Expenditure	\$12,469,851	\$11,481,506	(\$988,345)	\$17,476,000	\$11,550,620
Other Operating Expenditure					
Depreciation	\$3,931,741	\$4,299,333	\$367,592	\$6,449,000	\$3,597,206
Finance Costs	\$781,891	\$827,333	\$45,442	\$1,241,000	\$604,395
Sundry Expenditure	\$57,441	\$0	(\$57,441)	\$0	\$13,808
Total Other Expenditure	\$4,771,073	\$5,126,667	\$355,594	\$7,690,000	\$4,215,409
Total Expenditure	\$17,240,924	\$16,608,173	(\$632,751)	\$25,166,000	\$15,766,029
Net Surplus (Deficit)	\$1,386,207	\$1,184,177	\$202,030	\$5,935,000	\$4,876,626
<i>Capital Revenue/Expenditure is made up of:</i>					
NZTA Funding for Roothing capital projects	\$1,377,745	\$2,159,122			
Community Grants and Donations	\$0	\$0			
	\$1,377,745	\$2,159,122			
Adjusted Net Surplus/(Deficit)*	\$8,462	(\$974,945)	\$983,407		

*The budgeted YTD net deficit includes un-funded depreciation - mainly roading as 61% of capital projects are subsidised, and the Wai o Rua Pool, and part of three waters activities, and some buildings.

Statement of Financial Position

As at 29 February 2024

	February '24 Actual YTD	February 23 Actual YTD
Assets		
<u>Current Assets</u>		
Cash and Cash Equivalents	\$3,174,557	\$2,824,757
Short Term Deposits	\$6,500,000	\$5,000,000
Receivables	\$2,171,501	\$2,077,900
LGFA Borrower Notes	\$57,000	\$40,000
Current Assets Total	\$11,903,058	\$9,942,657
<u>Non-Current Assets</u>		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$793,000	\$675,000
Shares	\$599,868	\$547,048
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$7,655,273	\$17,583,629
Property, Plant & Equipment / Intangibles	\$456,054,169	\$436,700,023
Non-Current Assets Total	\$472,282,420	\$462,685,810
Assets Total	\$484,185,478	\$472,628,467
Liabilities & Equity		
<u>Equity</u>		
Renewal Reserves	\$6,170,665	\$5,113,126
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$998,841	\$1,638,268
Restricted Reserves	\$1,314,354	\$1,223,939
Targeted Rate Reserves	\$904,571	\$367,042
Asset Revaluation Reserves	\$233,607,627	\$226,366,136
Retained Earnings	\$202,432,253	\$200,792,271
Equity Total	\$444,123,669	\$436,005,282
<u>Liabilities</u>		
Current Liabilities		
Borrowings (maturing less than one year)	\$3,000,000	\$14,500,000
Provision for Landfill Aftercare	\$7,028	\$6,902
Employee Entitlements	\$322,736	\$281,909
Payables and Deferred Revenue	\$3,025,332	\$4,121,516
Non-Current Liabilities		
Borrowings	\$33,700,000	\$17,700,000
Provision for Landfill Aftercare	\$6,713	\$12,858
Liabilities Total	\$40,061,809	\$36,623,185
Liabilities & Equity Total	\$484,185,478	\$472,628,467

Expenditure and Revenue by Activity

For the Year to Date - February 2024

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

Revenue includes user charges, sales revenue, water revenue by meter, grants and subsidies, and sundry revenue

	February '24 Actual YTD	February '24 Budget YTD	Variance YTD	Total Budget 2023/24	February 23 Actual YTD
Recreation and Facilities					
Aerodrome					
Expenditure	\$104,695	\$117,026	\$12,331	\$135,000	\$70,664
Revenue	\$17,506	\$18,000	(\$494)	\$27,000	\$17,939
Net cost of activity	\$87,189	\$99,026	\$11,837	\$108,000	\$52,725
Civic Amenities					
Expenditure	\$423,188	\$370,049	(\$53,139)	\$529,000	\$368,816
Revenue	\$25,754	\$36,000	(\$10,246)	\$54,000	\$42,168
Net cost of activity	\$397,434	\$334,049	(\$63,385)	\$475,000	\$326,648
Pensioner Housing					
Expenditure	\$75,129	\$84,324	\$9,195	\$121,000	\$86,763
Revenue	\$48,174	\$51,333	(\$3,159)	\$77,000	\$42,752
Net cost of activity	\$26,955	\$32,990	\$6,035	\$44,000	\$44,011
Library					
Expenditure	\$395,621	\$333,031	(\$62,590)	\$495,000	\$437,374
Revenue	\$17,040	\$10,000	\$7,040	\$15,000	\$22,325
Net cost of activity	\$378,581	\$323,031	(\$55,550)	\$480,000	\$415,049
Parks and Reserves					
Expenditure	\$520,352	\$490,234	(\$30,118)	\$724,000	\$483,192
Revenue	\$5,505	\$6,000	(\$495)	\$9,000	\$5,557
Net cost of activity	\$514,847	\$484,234	(\$30,613)	\$715,000	\$477,635
Cemeteries					
Expenditure	\$149,665	\$139,576	(\$10,089)	\$209,000	\$136,745
Revenue	\$109,848	\$96,667	\$13,181	\$145,000	\$94,878
Net cost of activity	\$39,817	\$42,909	\$3,092	\$64,000	\$41,867
Wai O Rua Aquatic Centre					
Expenditure	\$1,613,521	\$1,339,078	(\$274,443)	\$1,976,000	\$1,108,123
Revenue	\$515,646	\$261,333	\$254,313	\$392,000	\$235,800
Net cost of activity	\$1,097,875	\$1,077,744	(\$20,131)	\$1,584,000	\$872,323
Democracy and Corporate Support					
Expenditure	\$881,193	\$854,975	(\$26,218)	\$1,279,000	\$843,373
Revenue	\$197,487	\$94,267	\$103,220	\$140,000	\$165,848
Net cost of activity	\$683,706	\$760,708	\$77,002	\$1,139,000	\$677,525
Community Development					
Community Services					
Expenditure	\$445,176	\$349,667	(\$95,509)	\$496,000	\$429,586
Revenue	\$421,290	\$0	\$421,290	\$0	\$327,342
Net cost of activity	\$23,886	\$349,667	\$325,781	\$496,000	\$102,244
Economic Development					
Expenditure	\$361,955	\$418,079	\$56,124	\$626,000	\$373,200
Revenue	\$121,187	\$0	\$121,187	\$0	\$88,404
Net cost of activity	\$240,768	\$418,079	\$177,311	\$626,000	\$284,796
Information Centre					
Expenditure	\$142,762	\$168,079	\$25,317	\$251,000	\$139,753
Revenue	\$48,314	\$43,333	\$4,981	\$65,000	\$47,030

2024 - Agenda - Policy and Services - March - Monthly Reports

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

Revenue includes user charges, sales revenue, water revenue by meter, grants and subsidies, and sundry revenue

	February '24 Actual YTD	February '24 Budget YTD	Variance YTD	Total Budget 2023/24	February 23 Actual YTD
Net cost of activity	\$94,448	\$124,745	\$30,297	\$186,000	\$92,723
Rental Properties					
Expenditure	\$30,768	\$30,455	(\$313)	\$44,000	\$32,469
Revenue	\$26,804	\$24,667	\$2,137	\$37,000	\$22,607
Net cost of activity	\$3,964	\$5,788	\$1,824	\$7,000	\$9,862
Farm					
Expenditure	\$229,735	\$233,691	\$3,956	\$345,000	\$266,966
Revenue	\$553,403	\$513,667	\$28,423	\$616,000	\$407,697
Net cost of activity	-\$323,668	-\$279,976	\$32,379	-\$271,000	-\$140,731
Holiday Park					
Expenditure	\$1,642	\$1,333	(\$309)	\$2,000	\$1,606
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$1,642	\$1,333	(\$309)	-\$1,000	\$1,606
Environmental Services					
Building Control					
Expenditure	\$700,873	\$673,028	(\$27,845)	\$1,008,000	\$598,582
Revenue	\$392,078	\$348,667	\$43,411	\$523,000	\$307,110
Net cost of activity	\$308,795	\$324,361	\$15,566	\$485,000	\$291,472
District Plan					
Expenditure	\$146,471	\$164,000	\$17,529	\$746,000	\$133,779
Net cost of activity	\$146,471	\$164,000	\$17,529	\$746,000	\$133,779
Resource Consents					
Expenditure	\$224,460	\$235,830	\$11,370	\$353,000	\$215,555
Revenue	\$41,354	\$84,000	(\$42,646)	\$126,000	\$87,413
Net cost of activity	\$183,106	\$151,830	(\$31,276)	\$227,000	\$128,142
Food and Health					
Expenditure	\$138,209	\$126,200	(\$12,009)	\$189,000	\$129,337
Revenue	\$25,699	\$17,500	\$8,199	\$35,000	\$25,842
Net cost of activity	\$112,510	\$108,700	(\$3,810)	\$154,000	\$103,495
Alcohol Licensing					
Expenditure	\$84,866	\$82,667	(\$2,199)	\$124,000	\$90,730
Revenue	\$17,649	\$22,667	(\$5,018)	\$34,000	\$17,754
Net cost of activity	\$67,217	\$60,000	(\$7,217)	\$90,000	\$72,976
Parking and Other Bylaws					
Expenditure	\$101,346	\$102,667	\$1,321	\$154,000	\$88,463
Revenue	\$541	\$667	(\$126)	\$1,000	-\$3,749
Net cost of activity	\$100,805	\$102,000	\$1,195	\$153,000	\$92,212
Animal Control					
Expenditure	\$160,675	\$157,139	(\$3,536)	\$235,000	\$134,751
Revenue	\$168,762	\$167,000	\$1,762	\$167,000	\$130,549
Net cost of activity	-\$8,087	-\$9,861	(\$1,774)	\$68,000	\$4,202
Civil Defence					
Expenditure	\$320,097	\$298,354	(\$21,743)	\$431,000	\$205,886
Net cost of activity	\$320,097	\$298,354	(\$21,743)	\$431,000	\$205,886
Assets					
Roading					
Expenditure	\$2,957,089	\$2,729,233	(\$227,856)	\$4,021,000	\$3,177,571
Revenue	\$3,349,541	\$3,628,667	(\$279,126)	\$5,208,000	\$4,698,000

2024 - Agenda - Policy and Services - March - Monthly Reports

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

Revenue includes user charges, sales revenue, water revenue by meter, grants and subsidies, and sundry revenue

	February '24 Actual YTD	February '24 Budget YTD	Variance YTD	Total Budget 2023/24	February 23 Actual YTD
Net cost of activity	-\$392,452	-\$899,433	(\$506,981)	-\$1,187,000	-\$1,520,429
Stormwater					
Expenditure	\$155,107	\$133,361	(\$21,746)	\$198,000	\$132,782
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$155,107	\$133,361	(\$21,746)	\$198,000	\$132,782
Wastewater (Sewerage)					
Expenditure	\$484,266	\$385,808	(\$98,458)	\$572,000	\$412,348
Revenue	\$27,204	\$23,333	\$3,871	\$35,000	\$22,894
Net cost of activity	\$457,062	\$362,475	(\$94,587)	\$537,000	\$389,454
Solid Waste					
Expenditure	\$703,232	\$663,257	(\$39,975)	\$1,001,000	\$667,218
Revenue	\$189,484	\$113,333	\$76,151	\$170,000	\$117,893
Net cost of activity	\$513,748	\$549,924	\$36,176	\$831,000	\$549,325
Water Supply					
Expenditure	\$917,758	\$800,367	(\$117,391)	\$1,178,000	\$784,988
Revenue	\$242,283	\$245,500	(\$3,217)	\$491,000	\$226,657
Net cost of activity	\$675,475	\$554,867	(\$120,608)	\$687,000	\$558,331
Total Activity Expenditure	\$12,469,851	\$11,481,506	(\$988,345)	\$17,442,000	\$11,550,620
Total Activity Revenue	\$6,562,553	\$5,806,600	\$744,640	\$8,370,000	\$7,150,710
Net Cost of Activities	\$5,907,298	\$5,674,906	(\$243,705)	\$9,072,000	\$4,399,910

2024 - Agenda - Policy and Services - March - Monthly Reports

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 29 FEBRUARY 2024

Grant funded

Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
GROWTH - to meet additional demand										
Economy	Proposed Council subdivision	1,049,000	77,331	1,126,331	3,871	100,000	1,026,331	5%	By 30 June 2024.	Meeting with TRC has identified two areas that may be Wetlands. Procurement underway for an Ecologist to identify extents.
Total Growth Expenditure		1,049,000	77,331	1,126,331	3,871	100,000	1,026,331			

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

Roading	Transport Choices Projects	7,700,000	-7,700,000	0	0	0	0	0%	Cancelled	Government funding withdrawn, budget adjusted.
Roading	Road to Zero	0	588,366	588,366	124,157	588,366	0	30%	By 30 June 2024	Speed management programme in front of schools (tied with Transport Choices) endorsed by the Director for Land Transport. Updating of National Speed Limit Register before February 2024 (Term 1). Cardiff Road project starting March 2024. Works to be programmed on Beaconsfield Road once funding is determined (leftover budget)
Roading	Walking and Cycling Strategy - footpath improvements	156,000	0	156,000	164,688	164,688	(8,688)	100%	Complete	
Solid Waste	Healthy homes upgrade	7,000	0	7,000	1,833	7,000	0	33%	By 30 June 2024	Works underway (Window installed, hood range and extractor fan for bathroom)
Stormwater	Reticulation Capacity Increase	143,300	177,322	320,622	68,659	80,000	240,622	85%	By 30 June 2024	Results from Stormwater modelling have been received. Analysis underway
Stormwater	Silt retention lake bypass	265,400	0	265,400	2,145	300,000	(34,600)	2%	By 30 June 2024	Resource Consent applied, works programmed for March/April.
Stormwater	Modelling	0	6,363	6,363	0	20,000	(13,637)	100%	Complete	Completed, waiting for report to be provided.
Stormwater	Safety improvements	124,600	224,877	349,477	147,152	200,000	149,477	75%	By 30 June 2024	Ongoing as required.
Wastewater	Reticulation capacity increase	159,300	200,223	359,523	17,798	200,000	100,000	10%	By 30 June 2024	Wastewater model complete. Evaluation underway.
Wastewater	Camper van drainage facility	7,900	0	7,900	0	0	7,900	0%	Will not proceed	Not required anymore.
Wastewater	Stage 2 treatment upgrade	5,300	0	5,300	0	0	5,300	0%	Not required.	Transferred to Treatment Plant Upgrade.
Wastewater	Modelling	0	9,483	9,483	25,074	110,000	(100,517)	80%	By 30 June 2024	Existing model built. Training scheduled March 24. Partly (\$100k) grant funded from better off funding.
Wastewater	Oxidation pond fencing	0	154,388	154,388	154,388	154,388	0	100%	Complete	
Wastewater	Inflow and infiltration programme	159,300	122,152	281,452	455,966	455,966	(174,514)	100%	Complete	Complete for this financial year. Budget used in conjunction with Infiltration Renewals.
Wastewater	Treatment plant upgrade	0	171,105	171,105	104,383	135,000	36,105	80%	By 30 June 2024	Diatomix has not achieved the expected results. Officers are investigating further options
Water Supply	Water meter upgrade	337,100	509,751	846,851	162,868	846,851	0	20%	By 30 June 2024	Contract awarded for the installation of Manifolds. Installation to commence in April 2024.
Water Supply	Streetwork rider mains	31,800	0	31,800	14,753	14,753	17,047	100%	Complete	
Water Supply	Raw water delivery line	0	1,968,698	1,968,698	134,355	250,000	1,718,698	55%	By 30 June 2024	Concept design is complete, with detailed design to be completed by June 2024. The construction budget is allocated to years 1 and 2 of the LTP.
Water Supply	Raw water analyser	0	28,230	28,230	47,961	47,961	(19,731)	100%	Complete	
Water Supply	Generator for treatment plant	0	9,819	9,819	8,709	25,000	(15,181)	95%	By 30 June 2024	Final works to be completed in March/April - exhaust venting.
Parks and Reserves	Broadway Roundabout Gardens upgrade	0	60,000	60,000	0	0	60,000	0%	Will not proceed	As it is tied in with the beautification of CBD and Prospero Place - all work is on hold.
Parks and Reserves	Walkway development	20,000	0	20,000	13,079	20,000	0	50%	By 30 June 2024	Work as required - remedial works
Parks and Reserves	Skate Park upgrade - Victoria Park	0	0	0	174,487	174,487	(174,487)	100%	Complete	Fully grant funded
Parks and Reserves	Drainage upgrade - Victoria Park	0	0	0	30,673	30,673	(30,673)	100%	Complete	Fully grant funded

2024 - Agenda - Policy and Services - March - Monthly Reports

Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Parks and Reserves	Park development	13,600	0	13,600	0	13,600	0	0%	By 30 June 2024	Work as required - remedial works
Parks and Reserves - Cemetery	Midhirst cemetery pathway upgrade	31,400	0	31,400	35,052	35,052	(3,652)	20%	Complete	
Swimming Pool	Remaining Pool project completion costs	0	0	0	131,586	131,586	(131,586)	100%	Complete	This relates to outdoor artwork, signage, furniture, pool equipment, and additional contracting work.
Swimming Pool	Play equipment	0	0	0	8,860	8,860	(8,860)	100%	Complete	External funding received
Civic Amenities	Stratford 2035	482,345	979,056	1,461,401	0	45,000	1,416,401	0%	Unlikely to proceed	Discussions with landowner has delayed this project. Funded from Better Off Funding. \$45k expected to be spent from council funding
Civic Amenities	WMC - carpark lighting upgrade	57,600	0	57,600	0	57,600	0	0%	By 30 June 2024	Will be delivered through Streetlighting Maintenance Contract.
Civic Amenities	TET Stadium improvements	52,400	24,671	77,071	33,239	77,071	0	50%	By 30 June 2024	A builder on Pre-Approved List has been approached to quote for the installation of the doors. Upgrade of Fire System nearly complete - restaurant to do.
Pensioner Housing	Healthy homes upgrade	29,500	0	29,500	26,214	26,214	3,286	100%	Complete	Complete.
Farm	Water lines and trough upgrade	12,600	0	12,600	1,766	8,000	4,600	10%	By 30 June 2024	Sharemilker carries out works as and when required.
Farm	Landscaping / riparian planting	3,700	0	3,700	0	3,700	0	0%	By 30 June 2024	TRC have reviewed planting in October 2023 and has identified that only fencing is required. Programmed for May/June 2024.
Total Level of Service Expenditure		9,800,145	-2,465,496	7,334,649	2,089,844	4,231,815	3,043,311			

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

Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	750,000	(100,000)	539,226	732,772	732,772	(193,546)	100%	Complete	
Roading - Financially assisted NZTA	Sealed Road resurfacing	880,000	(461,476)	418,524	197,604	800,000	(381,476)	25%	By 30 June 2024	Monmouth Road, Cardiff Road and Brewer Road to be sealed. Significantly over budget - will affect roading reserve. Expenditure needs to be reviewed.
Roading - Financially assisted NZTA	Drainage Renewals	680,000	(80,000)	600,000	364,778	600,000	0	60%	By 30 June 2024	Ongoing. Focusing on culverts and water tables rather than kerb and channel replacement.
Roading - Financially assisted NZTA	Pavement Rehabilitation	700,000	(50,000)	650,000	41,999	100,000	550,000	100%	Complete	Budget transferred to Unsealed Road Metalling
Roading - Financially assisted NZTA	Structure Components Replacement	530,000	376,477	906,477	152,587	700,000	206,477	25%	By 30 June 2024	Replacing retaining walls on Croyden Road and 3 on Mangaotuku Road.
Roading - Financially assisted NZTA	Traffic Services Renewals	130,000	(20,000)	110,000	35,640	70,000	40,000	50%	By 30 June 2024	Ongoing
Roading - Financially assisted NZTA	Footpath renewals	150,000	(110,000)	40,000	61,964	61,964	(21,964)	100%	Complete	Complete
Roading - Financially assisted NZTA	Low cost low risk safety	575,000	46,614	621,614	268,519	800,000	(178,386)	35%	By 30 June 2024	Cardiff Road re-alignment Beaconsfield Road curve re-alignment
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	0	60,000	60,000	0	60,000	0	0%	By 30 June 2024	Pembroke Rd to be sealed to address a flushing issue.
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	5,000	5,000	0%	By 30 June 2024	Programmed for late Summer/early Autumn.
Roading - Financially assisted NZTA	Drainage Renewals-Special purpose	0	10,000	10,000	29,830	29,830	(19,830)	100%	Complete	
Roading - Financially assisted NZTA	Traffic services renewals-Special purpose	60,000	(55,000)	5,000	0	5,000	0	0%	By 30 June 2024	Ongoing - replacement of signs etc.
Stormwater	Reticulation Renewals	56,000	101,983	157,983	1,162	50,000	107,983	5%	By 30 June 2024	Ongoing as required.
Wastewater	Step / aerate treatment renewals	31,800	0	31,800	0	31,800	0	0%	By 30 June 2024	Ongoing as required.
Wastewater	Pumps and electrics	31,800	0	31,800	0	31,800	0	0%	By 30 June 2024	Ongoing as required.
Wastewater	Bulk discharge	0	18,262	18,262	0	18,262	0	0%	By 30 June 2024	Ongoing as required.
Wastewater	Infiltration renewals	194,300	157,495	351,795	186,395	186,395	165,400	100%	Complete	Complete for this financial year. Budget used in conjunction with Inflow and Infiltration programme.
Water Supply	Laterals	32,500	0	32,500	0	32,500	0	0%	By 30 June 2024	Ongoing as required.

2024 - Agenda - Policy and Services - March - Monthly Reports

Council Activity	Project Description	2023/24 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2023/24 Actual Expenditure YTD	Projected year end forecast	2023/24 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Water Supply	Stratford street work rider mains	270,700	0	270,700	214,068	214,068	56,632	100%	Complete	
Water Supply	Infrastructural general - Stratford	26,100	0	26,100	4,927	26,100	0	20%	By 30 June 2024	Ongoing as required.
Water Supply	Infrastructural general - Midhirst	3,400	0	3,400	0	3,400	0	0%	By 30 June 2024	Ongoing as required.
Water Supply	Toko bore	0	134,500	134,500	0	0	134,500	0%	Will not proceed	Not required anymore.
Water Supply	Reservoir overflow to pond	0	74,042	74,042	4,488	15,000	59,042	20%	By 30 June 2024	Tender prices exceeded budget. Project scope being re-visited.
Water Supply	Infrastructural general - Toko	1,800	0	1,800	0	1,800	0	0%	By 30 June 2024	Ongoing as required.
Water Supply	Stratford reservoir	0	38,669	38,669	0	5,800	32,869	50%	By 30 June 2024	Video footage under review to determine if cleaning is required.
Water Supply	Midhirst reservoir	0	26,838	26,838	0	4,050	22,788	50%	By 30 June 2024	Video footage under review to determine if cleaning is required.
Water Supply	Membranes	0	146,044	146,044	0	150,000	(3,956)	5%	By 30 June 2024	Ordered new membranes.
Water Supply	Meter replacements	53,100	57,750	110,850	547	10,000	100,850	5%	By 30 June 2024	Ongoing as required.
Water Supply	Midhirst resource consent	106,200	197,040	303,240	0	15,000	288,240	0%	By 30 June 2024	With TRC for resource consent application
Water Supply	Hydrants	15,700	0	15,700	4,684	15,700	0	30%	By 30 June 2024	Ongoing as required.
Parks and Reserves	Replace septic tank - Whangamomona Camp Ground	121,000	15,778	136,778	9,410	136,778	0	40%	By 30 June 2024	Officers are exploring options with Preferred Supplier as to what steps can be taken to ensure the best outcome with existing budget.
Parks and Reserves	Cemetery - replace water tank	0	0	0	4,228	4,228	(4,228)	100%	Complete	
Civic Amenities	WMC - replace furniture	3,100	0	3,100	0	3,100	0	0%	By 30 June 2024	Replacement as required
Civic Amenities	Broadway LED sign replacement	0	0	0	24,132	24,132	(24,132)	100%	Complete	Complete. Fully grant funded.
Miranda Street Office	Furniture Replacement	3,100	0	3,100	2,827	3,500	(400)	80%	By 30 June 2024	Replacement as required
Miranda Street Office	Airconditioning Unit	0	0	0	2,704	2,704	(2,704)	100%	Complete	
Miranda Street Office	Partial roof replacement	31,400	0	31,400	0	31,400	0	5%	By 30 June 2024	Roof programmed to be cleaned in March 2024. Once cleaned, assessment can be made for replacement.
Corporate	Computers/Peripherals/ Software	131,000	0	131,000	112,104	131,000	0	85%	By 30 June 2024	Replacement as required
Corporate	Pool building software	0	0	0	8,710	8,710	(8,710)	100%	Complete	
Corporate	Vehicle Replacement (after trade in)	20,000	0	20,000	42,068	34,000	(14,000)	100%	Complete	This is the full cost of one vehicle purchase for the Rav4 hybrid pool vehicle. The trade in value to net off the cost was \$6,826. So a net cost of \$35,242 for the vehicle replacement.
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	0%	By 30 June 2024	Ongoing as required.
Total Replacement Expenditure		5,608,000	649,474	6,146,700	2,508,148	5,230,252	916,448			
TOTAL EXPENDITURE		\$16,457,145	-\$1,738,691	\$14,607,680	\$4,601,863	\$9,562,067	\$4,986,090			

CASHFLOW FORECAST FOR THE YEAR ENDED FEBRUARY 2025

	Feb-24	Actual Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	12 Month
OPENING BALANCE	993,985	993,985	3,177,718	1,752,798	471,045	2,301,864	1,427,918	497,918	2,657,918	1,310,937	786,634	2,379,065	1,654,119	308,119	993,985
Rates	3,200,000	3,675,274	620,000	620,000	3,500,000	655,000	620,000	4,000,000	710,000	710,000	3,500,000	710,000	500,000	3,500,000	19,645,000
NZTA Refunds	160,123	160,123	355,151	300,000	300,000	300,000	500,000	500,000	450,000	450,000	450,000	450,000	160,000	160,000	4,375,151
Fees and Charges	350,000	588,675	415,000	380,000	450,000	430,000	400,000	500,000	500,000	500,000	500,000	500,000	500,000	550,000	5,625,000
Sale of Assets ¹	-	7,850	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Revenue	30,000	14,031	53,019	30,000	3,500	53,019	36,000	20,000	53,019	20,000	20,000	53,019	20,000	25,000	386,576
Total Cash In	3,740,123	4,445,953	1,443,170	1,330,000	4,253,500	1,438,019	1,556,000	5,020,000	1,713,019	1,680,000	4,470,000	1,713,019	1,180,000	4,235,000	30,031,727
Salaries and Wages / Elected Members	540,000	521,745	540,000	666,000	540,000	560,000	666,000	540,000	540,000	666,000	560,000	666,000	666,000	560,000	7,170,000
Payments to Suppliers - Operating	900,000	434,758	1,000,000	900,000	700,000	900,000	800,000	820,000	820,000	820,000	820,000	820,000	700,000	600,000	9,700,000
Major contract payments	1,200,000	805,717	1,000,000	800,000	1,100,000	800,000	900,000	1,500,000	1,500,000	1,500,000	1,500,000	900,000	900,000	1,200,000	13,600,000
Interest Expense	-	-	-	245,753	282,681	51,965	-	-	-	218,303	197,569	51,965	-	-	1,048,236
GST Paid / (Received)	-	-	328,090	-	200,000	-	120,000	-	200,000	-	200,000	-	260,000	-	508,090
Total Cash Out	2,640,000	1,762,220	2,868,090	2,611,753	2,422,681	2,311,965	2,486,000	2,860,000	3,060,000	3,204,303	2,877,569	2,437,965	2,526,000	2,360,000	32,026,326
(Increase)/Reduce Financial Investments	-	- 500,000	-	-	-	-	-	-	-	-	-	-	-	- 1,000,000	- 1,000,000
Borrowing /(Repaying) Loans	-	-	-	-	-	-	-	-	-	1,000,000	-	-	-	-	1,000,000
CLOSING BALANCE	2,094,108	3,177,718	1,752,798	471,045	2,301,864	1,427,918	497,918	2,657,918	1,310,937	786,634	2,379,065	1,654,119	308,119	1,183,119	- 1,000,614
Net Debt	23,520,000	23,020,000	23,520,000	23,520,000	23,520,000	23,520,000	23,520,000	23,520,000	23,520,000	24,520,000	24,520,000	24,520,000	24,520,000	23,520,000	
Gross Debt	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	36,700,000	37,700,000	37,700,000	37,700,000	37,700,000	37,700,000	
Investments - Term Deposits	6,000,000	6,500,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	7,000,000	
Investments - A & P Loan	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. Sale of Toyota Corolla station wagon.

LIABILITIES AND INVESTMENTS STATEMENT AS AT 29 FEBRUARY 2024**Public Debt Statement**

Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
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	\$ 2,000,000	5.32%	3	30/01/2024	15/05/2028
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	\$ 1,000,000	5.50%	5	24/05/2023	15/05/2028
LGFA	\$ 1,000,000	5.49%	6	24/05/2023	20/04/2029
LGFA	\$ 1,000,000	5.66%	6	10/07/2023	20/04/2029
LGFA	\$ 3,000,000	5.67%	7	10/07/2023	15/05/2030
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
	\$ 36,700,000	3.46%			

Internal Debt Register

Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,190,795	2013	N/a	3.46%	Water treatment plant
Farm	\$ 1,909,228	2016	N/a	3.46%	As at 1 July 2023

Committed Cash Facilities

Lender	Facility Value	Outstanding	Rate
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%
	\$ 1,000,000		

Investment Statement

Investee	Amount	Interest Rate	Term (Days)	Start	End
ASB	\$ 1,000,000	5.93%	120	15/12/2023	13/04/2024
ASB	\$ 1,000,000	5.93%	120	15/12/2023	13/04/2024
ASB	\$ 1,000,000	5.77%	100	31/01/2024	10/05/2024
Westpac	\$ 1,500,000	6.30%	325	26/02/2024	16/01/2025
ASB	\$ 1,000,000	5.93%	117	24/11/2023	20/03/2024
ASB	\$ 1,000,000	5.93%	111	30/11/2023	20/03/2024
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	\$ 13,680,000	3.74%			

Shareholdings Statement

	No. of Shares	Share Price	Value of Shares
Fonterra	158,716	\$ 2.29	\$ 363,460
Ravensdown	21,820	\$ 1.00	\$ 21,820
Civic Financial	65,608	\$ 0.99	\$ 64,952
			\$ 450,232

Other Investments

	Date Drawn	Amount	Interest Rate	Details
Vendor loan to EBS Trust	2020	\$ 190,000	LGFA rate plus 0.25%, currently 6.125%	Repayable - June 2024

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

Outstanding Debtors as at 29 February 2024

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$1,018,494	\$54,592	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. Demand has been sent to bank for collection of some overdue accounts. Two are with the solicitors. One is approaching a rating sale, the other has been given a court judgement which may result in a rating sale by the end of 2024 if not settled.
Transfer Station	\$373	\$0	
Cemeteries	\$44,290	\$18,030	Overdues relate to 13 debtors, 11 of which have payment arrangements with council. Two we are investigating if probate has been granted.
Rental Properties	\$13,374	\$1,811	Overdue relates to 1 debtor which has a payment arrangement in place.
Pensioner Housing	-\$4,748	\$0	Rent and bond in advance.
Planning and Regulatory	\$3,401	\$447	Overdues relates to two debtors. One for a Food Control Plan. Council are in the process of sending to the debt collector. The other is for dog euthanasia. To be investigated.
Facility Hire	\$1,631	\$0	
Sundry Debtors	\$326,435	\$201,122	Overdues is mostly made up of a vendor loan on an outstanding property sale in 2020 where payment was due in 2023, the debt is registered to the title and interest is being charged but remains unpaid.
Legal Fees	\$9,977	\$6,220	Relating to property rating sale, expect to recover through sale process.
Targeted Rates after Strike	\$2,385	\$1,251	Overdues relate to 2 debtors for services added after rates strike, which they have until the end of the financial year to pay.
Debtors Accruals	\$245,852	\$0	Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.
NZTA	\$355,151	\$0	
Swimming Pool	\$7,880	\$0	
Resource Consents	\$8,873	\$1,430	Overdue made up of 2 debtors, all relating to subdivision fees. Currently liasing with debtors in regards to payment.
Building Consent Revenue	\$31,312	\$5,719	The overdue balance relates to two debtors. One debtor (\$975) is in the process of being sent to the debt collector the other debtor will be written off in March as the liquidator has advised that there are no funds left to pay creditors.
Infringements	\$38,689	\$31,999	All debtors are < 3 years overdue and with the Ministry of Justice for collection. Dog registration infringements are largely outstanding.
Wastewater Discharge	\$9,979	\$2,539	Overdues relate to 2 debtors for septic tank discharge. One debtor has been sent to the debt collector.
Water Billing	\$58,153	\$24,711	All overdue debt relates to previous financial years. A number of properties are being investigated for leaks.
TOTAL	\$2,171,501	\$349,871	



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Our reference
F19/13/03-D21/40748

Karakia

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

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