



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Our reference
F19/13/03-D21/26182

23 May 2024

Policy and Services Committee Meeting

Notice is hereby given that a Policy and Services Committee Meeting will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 28 May 2024** beginning at **3.00pm**

Timetable for 28 May 2024 as follows:

1.00pm	Workshop <ul style="list-style-type: none">- Stratford 2035 - Broadway pedestrian crossings- Digital Engagement
2.45pm	Afternoon tea for councillors
3.00pm	Policy and Services Committee

Yours faithfully

Sven Hanne
Chief Executive

2024 - Agenda - Policy & Services - May - Open

28 May 2024 09:00 AM



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12. Questions

13. [Closing Karakia](#)

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AGENDA

Policy and Services Committee



F22/55/05-D24/10453

Date: Tuesday 28 May 2024 at 3.00 PM
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

- 1.1 Opening Karakia**
D21/40748 Page 8
- 1.2 Health and Safety Message**
D21/26210 Page 9

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 10

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

6. Confirmation of Minutes

- 6.1 Policy and Services Committee –23 April 2024**
D24/21643 (Open) D24/20441 (PE) Page 11

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, including the public excluded section, held on Tuesday 23 April 2024 be confirmed as a true and accurate record.

/
Moved/Seconded

- 6.2 Policy and Services Committee –14 May 2024 (Hearing)**
D24/24718 Page 20

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, to hear and consider submissions to the Draft Significance and Engagement Policy and the draft 2024-34 Long Term Plan, held on Tuesday 14 May 2024 be confirmed as a true and accurate record.

/
Moved/Seconded

7. **Matters Outstanding**

D16/47

Page 50

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. **Decision Report – Amendment to 2024 Meeting Schedule**

D24/18203

Page 51

Recommendations

1. THAT the report be received.
2. THAT Council confirm the amendments to the meeting schedule, being an updated schedule of meetings for the Farm Committee.

Recommended Reason

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

/
Moved/Seconded

9. **Decision Report – Policy Reviews – May 2024**

D24/24846

Page 56

Recommendations

1. THAT the report be received.
2. THAT the following, updated and new policies, being the:
 1. Asset Disposal Policy
 2. Elected Members' Expenses Policy
 3. Asset Management Policy
 4. Care of Children and Youth in Council Facilities

be adopted.

Recommended Reason

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

/
Moved/Seconded

10. Decision Report – Proposed Road Closures for a Tarmac Rally Event

D24/15769

Page 76

Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, approval is hereby given that the Stratford District Council approves the closure of the following roads on Sunday 7 July 2024 between the hours of 06:00am to 4:30pm for the Taranaki and South Taranaki Car Clubs to host a Tarmac Rally motorsport event.

Miranda Street will be closed from Fenton Street to the Fire Station for registration and scrutineering.

Special Stage 1 and 3

- Cheal Road – From Skinner Road to Wingrove Road
- Wingrove Road – From Cheal Road to Waihapa Road
- Waihapa Road – From Wingrove Road to Bird Road
- Bird Road – From Waihapa Road to Skinner Road

Special Stage 2

- Mohakau Road – From SH43 to Makuri Road
- Makuri Road – From Mohakau Road to Stanley Road
- Stanley Road – From Makuri Road to Cross Road

Special Stage 4 and 6

- Mohakau Road – From SH43 to Makuri Road.
- Makuri Road – From Mohakau Road to Douglas Road.
- Douglas Road – From Makuri Road to SH43.

Special Stage 5 and 7

- Wawiri Road – From Ahuroa Road to Makuri Road.
- Makuri Road – From Wawiri Road to Stanley Road.
- Stanley Road – Makuri Road to Croydon Road.
- Croydon Road – Stanley Road to Salisbury Road.

Recommended Reason

In order for the Taranaki Car Club to host a Tarmac Rally motorsport event, it is necessary to close the roads listed above for safety reasons, for the participants and for any spectators. The proposed road closures require a formal endorsement by a council resolution.

/

Moved/Seconded

11. Monthly Reports

11.1 Assets Report

D24/20508

Page 122

Recommendation

THAT the report be received.

/

Moved/Seconded

11.2 Community Services Report
D24/20346 Page 149

Recommendation

THAT the report be received.

/
Moved/Seconded

11.3 Environmental Services Report
D24/17175 Page 158

Recommendation

THAT the report be received.

/
Moved/Seconded

11.4 Corporate Services Report
D24/24044 Page 165

Recommendation

THAT the report be received.

/
Moved/Seconded

12. Questions

13. Closing Karakia
D21/40748 Page 184



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.



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	27/2/24	26/3/24	26/3/24	23/4/24	14/5/24	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	H	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	✓	✓	✓	✓	✓	✓	A	✓								
Clive Tongaawhikau	A	A	✓	✓	A	A	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 – D24/21643

Date: Tuesday 23 April 2024 at 3.00pm
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

The Deputy Mayor – M McKay (the Chairman), the District Mayor N C Volzke, Councillors: S J Beck, G W Boyde, A M C Dudley, J M S Erwood, A K Harris, E E Hall, V R Jones and M J Watt.

In attendance

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba, the Director – Corporate Services – Mrs T Radich, the Director – Environmental Services – Mr B Sutherland, the Director – Community Services – Ms K Whareaitu, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Communications Advisor – Mrs S Clarkson (*part meeting*), the Environmental Health Manager – Ms R Otter (*part meeting*), the Roading Asset Manager – Mr S Bowden, the Project Manager – Mr S Taylor and the Acting Community Development Manager – Mrs A Kingston (*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

Apologies were received from Councillor W J Sandford and C M Tongaawhikau

Recommendation

THAT the apologies be received.

DUDLEY/BOYDE
Carried
P&S/24/109

3. Announcements

There were no announcements.

4. Declarations of members interest

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

The District Mayor and Deputy Mayor declared an interest in Item 9 – Decision Report – Stratford District Licensing Committee – Position of Deputy Chairperson

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 – 26 March (Hearing) D24/15333 Page 12

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, to hear and consider submissions to the Draft King Edward Park Reserve Management Plan, held on Tuesday 26 March 2024 be confirmed as a true and accurate record.

HALL/HARRIS
Carried
P&S/24/110

The Committee Advisor and Executive Assistant undertook to amend the Chairperson to be the Deputy Mayor.

6.2 Policy and Services Committee –26 March 2024 D24/15493 Page 20

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 March 2024 be confirmed as a true and accurate record.

BOYDE/DUDLEY
Carried
P&S/24/111

The Committee Advisor and Executive Assistant undertook to amend the Chairperson to be the Deputy Mayor.

7. Matters Outstanding

D16/47 Page 31

Recommendation

THAT the Matters Outstanding be received.

ERWOOD/BECK
Carried
P&S/24/112

8. Information Report – Fenton Street Parking

D2417469 Page 32

Recommendation

THAT the report be received.

HARRIS/JONES
Carried
P&S/24/113

Recommended Reason

This report provides information about how parking in Fenton Street is currently managed and how it could be managed in the future to minimise conflict with Scout Hall users.

The Director – Environmental Services noted the following points:

- This information report is responding to concerns raised during the King Edward Park Reserve Management Plan hearing regarding freedom camping and parking along the Portia Street/Fenton Street corner.
- Further investigation shows these issues will be best dealt with under the Parking Bylaw review rather than creating a freedom camping bylaw.
- The websites directing people to this location have been contacted. It has also been suggested that the scouts be provided with a key for the Malone Gates to combat the loading and unloading issues.

Questions/Points of Clarification:

- It was noted that one of the issues in the submissions had been parking after hours, in which case to enforce this officers would need to look at resourcing such as including it within the after-hours contract.
- Councillor Harris noted that she thought the opening hours of the Centennial Rest Rooms could impact the decision to park there overnight. It was noted that these were still accessible from other parking spots in the vicinity.

In accordance with Standing Order 14.2, to allow the chairperson to vacate the chair during Item 9, nominations were called for a Chairperson to preside as chairperson during this item.

Recommendation

THAT Councillor G W Boyde be the Chairperson during Item 9 – Stratford District Licensing Committee – Position of Deputy Chairperson

McKAY/DUDLEY
Carried
P&S/24/114

The Deputy Mayor and District Mayor vacated the table and left the room at 3.08pm.

9. Decision Report – Stratford District Licensing Committee – Position of Deputy Chairperson

D23/37928 Page 35

Recommendations

1. THAT the report be received.

BECK/JONES
Carried
P&S/24/115

2. THAT the committee approve the appointment of Min McKay as the Deputy Chairperson of the Stratford District Licensing Committee (DLC).

DUDLEY/HARRIS
Division
For 8
Against 0
Abstained 2
Carried
P&S/24/116

3. THAT the appointment of the Deputy Chairperson commence on 15 May 2024.

BOYDE/BECK
Carried
P&S/24/117

Recommended Reason

The Policy and Services Committee agreed to appoint a Deputy Chairperson to the Stratford District Licensing Committee on 22 September 2020 to complete the composition of the committee.

The Environmental Health Manager noted the following points:

- This process completes a necessary step to achieve the agreed composition of the District Licensing Committee.
- Elected members were asked in 2021 to lodge an expression of interest with the Chief Executive for the position of Deputy Chairperson. No expressions of interest were received.
- The Deputy Mayor has recently formalised an expression of interest in the position. She brings with her relevant experience to the position in terms of chairing meetings, legal decision making processes and knowledge of the local community. This experience meets the appropriate criteria in the SOLGM guidelines for appointing a deputy chairperson.

A division was called:

Those voting for the motion: Councillors: Beck, Boyde, Dudley, Erwood, Hall, Harris, Jones and Watt.

There were no votes against the motion.

The District Mayor and Deputy Mayor abstained and were not present for the vote.

The Deputy Mayor and District Mayor returned to the table at 3.12pm. The Deputy Mayor resumed chairing the meeting.

10. Decision Report – Communications and Engagement Strategy Adoption 2024

D24/11385 Page 40

Recommendations

1. THAT the report be received.

HARRIS/VOLZKE
Carried
P&S/24/118

2. THAT feedback on the draft Communication and Engagement Strategy 2024 is acknowledged and considered, and any amendments agreed to by elected members, are incorporated into the final Communication and Engagement Strategy 2024.

3. THAT the Communication and Engagement Strategy 2024 (attached) be approved, and recommended for adoption by Council at the May 2024 Ordinary Council meeting.

HALL/DUDLEY
Carried
P&S/24/119

Recommended Reason

The recommendation from the Committee will enable Council officers' to formally use the strategy as a framework for communications and engagement activity.

The Communications Manager noted the feedback from Te Whatu Ora – Public Health Unit had been tabled. This had been circulated to the committee.

Questions/Points of Clarification:

- It was clarified that all respondents had been contacted and thanked for their feedback, they would also be notified of the final outcome for the document.
- The District Mayor noted the comments made by Alex Corlett relating to him personally. He noted that both instances where it stated the mayor had been advised of the matter and not taken any action were incorrect.

Points noted in discussion:

- Ms Gibson noted the level of consultation was very dependent on the activity that is being discussed. In some instances direct conversation will be needed with hapu as well as iwi. Noting hapu in the strategy does not change the consultation process but it documents that council is not just acknowledging the post settlement agencies for engagement.

11. Monthly Reports

11.1 Assets Report D24/14553 Page 64

Recommendation

THAT the report be received.

ERWOOD/BOYDE
Carried
P&S/24/120

Questions/Points of Clarification:

- It was clarified that the generator had been put in its own shed for protection against the weather. There were examples given where frames had rotted away and required a full generator replacement.
- Councillor Boyde noted there seemed to be a massive increase in fly tipping, particularly around his area. The Director – Assets noted there had also been an increase in the urban area with an example on Portia Street given from this week. Officers are following through with investigations when able.
- Councillor Boyde noted the farm was up by 5% for the month and 4% up for the year for production. The sematic cell count was 50% lower than last year. Worksafe had visited today and had noted the health and safety system was one of the best systems they had seen in place.
- It was clarified that a request for proposal is a request to consultants to put together a proposal for an investigation around wetland.
- It was noted that members of the public had questioned the accuracy of the kerbside collection contamination, a second audit had been undertaken to validate those concerns and still showed our contamination level was very low. Councillor Harris congratulated the community for providing such a low contamination rate and asked that the second results be relayed to those who raised the concerns.
- The District Mayor asked if the changes to the Resource Management Act and suspension of the Significant Natural Areas would impact the wetlands at the subdivision? The Director Environmental Services noted the changes so far will not make a difference but it is unknown what subsequent changes will be.
- It was clarified that \$150,000 of the better off funding had been committed to the Flint Road connection for wastewater, but it was not known at the time where the nearest point with sufficient capacity would be. The modelling has since come back and indicated that the capacity is significantly better than anticipated so the idea is now to go to a central point on the boundary of the Stratford Park. Internal infrastructure would be their responsibility. Mrs Araba noted that this would only get 100 metres towards Stratford Park from the connection point.
- Councillor Jones commended the inclusion of routine maintenance under roading and noted this had been quite insightful.

11.2 Community Services Report
D24/15391 Page 87

Recommendation

THAT the report be received.

HARRIS/DUDLEY
Carried
P&S/24/121

The Director – Community Services noted that those who wanted to march in the ANZAC Day parade needed to meet at 5.40am at the netball courts. The service will begin at 6am.

Questions/Points of Clarification:

- Councillor Boyde questioned when the report on cost savings and future plans for the pool would be received. Ms Whareaitu noted this was currently a working draft and could not give a definite date at this point.
- It was noted that there had been a meeting with MTFJ this month and there was discussion about re-negotiating the current contract and targets. There was a definite indication that Year 2 funding will continue. The District Mayor noted the target was being revised and reset at 28. Funding will be reduced to reflect the lower target but the programme will still be able to continue.

11.3 Environmental Services Report
D24/11879 Page 94

Recommendation

THAT the report be received.

McKAY/BECK
Carried
P&S/24/122

The Acting Community Development Manager left the meeting at 3.33pm.

11.4 Corporate Services Report
D24/17581 Page 101

Recommendation

THAT the report be received.

JONES/ERWOOD
Carried
P&S/24/123

The Director – Corporate Services noted that \$1 million of debt had been refinanced in April for four years at 5.41%, this had been at 1.14%. There was a further \$2 million maturing in May which was currently at 2.35%. It was not possible to see which way the rates will go so council will be only borrowing what it needs.

The Communications Advisor left the meeting at 3.37pm.

Questions/Points of Clarification:

- Councillor Boyde noted the roading budget was to be exceeded by at least \$600,000 and that the expenditure for the aquatic centre was well over budget and felt this was a hugely concerning trend.
- The Roading Asset Manager explained that current cost escalations were at 20.3%. NZTA releases cost escalations every quarter based on CPI and the difference in cost from when the contract was awarded. This is done all the way through long term contracts. The next cost escalation will be released at the end of May/June. He noted that within the contracts themselves there are lump sums that council needs to pay for work such as potholes, bridge maintenance, street cleaning, leaf clearance and rubbish collection from fly tipping. These lump sums add up to about \$67,000 per month. Discretionary work could be cut back to save costs.
- It was clarified that the capital costs at Wai o Rua – Stratford Aquatic Centre were work that had not been completed and now these have been paid out as the jobs are closed off and finished. This work was always within the budget, but it would have been tidier if these expenses had been carried over into another budget. The pool build is still under budget.
- Councillor Jones noted his concerns with the interest rates on debt registered and asked if the A&P Association would be able to sustain a 5-6% interest rate when it comes off 1% in a year or so. Councillor Hall felt it would be worthwhile starting those conversations now to communicate the anticipated increase. The Chief Executive noted there was a request for a subgroup of council to have a conversation regarding the loan with the association and to look at ways forward.
- Councillor Jones asked if CPI and increasing annual costs was factored into all contracts? It was clarified that this is factored into all long term contracts and the indices are provided by an independent authority.
- The District Mayor noted that putting the deficit for the roading spend against the reserve is not sustainable. Council cannot continuously put expenses against the reserve till the point it gets to nothing. He asked how this was being addressed in the Long Term Plan (LTP)? Mr Hanne noted the overdrawn reserve was addressed in the LTP and an increase made to the roading budget. Mrs Radich noted this was identified as a key issue in the consultation document. She noted there were also options within the Revenue and Financing Policy for consideration as operational work is funded by rates and not loans, so it is proposing to allow some flexibility as there are not many funding options.
- Mrs Araba noted that just today a report had been received on damage caused by forestry trucks to a road, this will cost about \$250,000 to fix. She noted there was no solution other than overspending due to the safety issues.
- The District Mayor noted this type of expenditure was effectively bringing the FAR rates down substantially. Councillor Hall noted there are the requirements on council to pay for these services but with capped funding there are complete ambiguities in the format they are following for the funding. She noted she would rather have a budget that is bigger and being met as opposed to a budget council cannot meet.
- The District Mayor noted he will be taking the opportunity to raise these issues at Local Government level. Mayor Holdom is the chair of the subcommittee that deals with these issues and he is right across these issues. He will also raise them at the regional transport committee.
- It was noted that there were no bonds received for the pensioner housing but the table states rent and bond in advance. This will be amended.

12. Questions

There were no questions.

13. Resolution to Exclude the Public

RECOMMENDATION

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

Agenda Item No: 14

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

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

ERWOOD/JONES
Carried
P&S/24/124

14. Public Excluded Item - Decision Report – Cardiff Road Realignment

D24/9616

Page 120

Recommendations

1. THAT the report be received.

BOYDE/ERWOOD
Carried
P&S/24/125

2. THAT Council consent to the acquisition for road pursuant to Section 17 of the Public Works Act 1981 of the land described as Lot 4 DP 20954 containing approximately 450 square metres as shown on Drawing D1 attached to this report (**Attachment 1**).

[REDACTED]

4. THAT the subject and discussion regarding this matter be released from being public excluded, with the exception of the compensation amount.

ERWOOD/BOYDE
Carried
P&S/24/126

Recommended Reason

To achieve safety improvements along Cardiff Road, the road requires widening along the curve approach immediately to the north of the Patea River bridge.

The Roading Asset Manager noted this report seeks endorsement to purchase 450 square meters of land on Cardiff Road to complete safety improvements.

Questions/Points of Clarification:

- The compensation price was based on 450 square meters, however the resolution noting *no more than* was to provide an allowance if any additional land was required to complete the safety work. The price per square meters was established through a calculation completed by Telfer Young.

Recommendation

THAT the open meeting resume.

WATT/VOLZKE
Carried
P&S/24/127

15. Closing Karakia

D21/40748

Page 125

The closing karakia was read.

The meeting closed at 4.03pm.

M McKay
Chairman

Confirmed this 28th day of May 2024.

N C Volzke
District Mayor

MINUTES

Policy and Services Committee



F22/55/05 – D24/24718

Date: Tuesday 14 May 2024 at 10.00am

Venue: Council Chambers, 63 Miranda Street, Stratford

To hear and consider submissions to the

- Draft Significance and Engagement Policy
- Draft 2024-2034 Long Term Plan

Present

The Deputy Mayor – M McKay (the Chairman), the District Mayor N C Volzke, Councillors: S J Beck, G W Boyde, A M C Dudley, J M S Erwood, A K Harris, E E Hall, W J Sandford, V R Jones (*part meeting*) and M J Watt.

In attendance

The Chief Executive – Mr S Hanne, the Director – Assets Mrs V Araba, the Director – Corporate Services – Mrs T Radich, the Director – Community Services – Ms K Whareaitu, , the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Projects Manager – Mr S Taylor, the Property Officer – Mrs S Flight (*part meeting*), the Parks and Reserves Officer – Mrs M McBain (*part meeting*), the Roading Asset Manager – Mr S Bowden (*part meeting*), the Sustainability Advisor – Ms V Dombroski (*part meeting*), the Communications Advisor – Mrs S Clarkson (*part meeting*), the Planner – Ms C Marner (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*), 24 members of the public (*throughout the hearing*) and two members of the media (Taranaki Daily News (*part meeting*) and Stratford Press)

Via audio visual link: the Director – Environmental Services – Mr B Sutherland and one member of the public.

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

An approved leave of absence was noted for Councillor V R Jones and an apology received from Councillor C M Tongaawhikau.

Recommendation

THAT the apologies be received.

BOYDE/DUDLEY
Carried
P&S/24/128

3. Announcements

The Chief Executive noted the incorrect graph had been included in the agenda for the TSB Pool Complex options. Hard copies were circulated at the meeting.

The Deputy Mayor reiterated the process for the hearing and clarified how the discussion would be structured.

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 declared.

5. Attendance Schedule

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

6. Acknowledgement of Submissions

Submissions – Pages 71-511

Attached were the 2 submissions received to the draft Significance and Engagement Policy and the 80 submissions received to the draft 2024-2034 Long Term Plan.

Recommendations

1. THAT the submissions to the draft Significance and Engagement Policy and draft 2024 – 2034 Long Term Plan be received.

HARRIS/ERWOOD
Carried
P&S/24/128

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.

BOYDE/DUDLEY
Carried
P&S/24/128

Recommended Reason

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

7. Submitters To Be Heard – draft Significance and Engagement Policy

There was one submitter wishing to speak.

Each submitter will be allocated five (5) minutes to present their submission and allowed five (5) minutes for questions.

Submission #	Name	Organisation	Page Number
1	Lynsi Latham-Saunders	Parihaka Network – Nga Manu Korihi	18
Mr Rob Green of Heritage Taranaki noted an apology for the submitter and that he would be presenting on her behalf.			
Points noted in presentation:			
<ul style="list-style-type: none"> • The event brochure for Heritage Month was circulated. This includes Parihaka Day on 15 November. • Support was requested last year, with a specific request for support for Parihaka Day. He noted his disappointment that they had received no support for this and had to pay for the hire of the War Memorial Centre to put the event on in Stratford. • He noted supporters from the Stratford Park project were present today to support the submission as Heritage Taranaki are forging a relationship with them to see what they can do to celebrate their significant history in Taranaki. • This is an appeal for support from council. He understood times are tough but there must be some way to help Stratford be part of the cultural landscape of the province and to ensure they are not forced to leave Stratford out altogether. 			

Questions/Points of Clarification:

- Councillor Boyde asked if council had supported the events through publicising them? The Director – Community Services clarified that this would mean promoting events through our channels. Mr Green said this would be good but that they were looking to have more involvement from Stratford for the celebration of who we are in Taranaki.
- The District Mayor asked if the group had approached Whakaahurangi Marae regarding their views on an event for Parihaka Day being held here, and if so did they support it? Mr Green noted a good relationship was being formed with the marae and the proposal has been taken to their committee but they have not been informed on what their position is, however encouraging noises have been made.

The Deputy Mayor noted this submission seeking support was better to be considered as part of the Long Term Plan (LTP) discussions. It was agreed that this submission would be held over and considered during the deliberations for the LTP.

8. Decision Report – Significance and Engagement Policy Adoption

D24/7187 Page 8

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

Recommendations

1. THAT the report be received.

HARRIS/HALL
Carried
P&S/24/128

2. THAT the submissions received on the Significance and Engagement Policy be considered, and the policy adopted, with the re-instatement of the climate change section under 2.3 significance, for inclusion in the Long Term Plan 2024-34.

HALL/BOYDE
6 for
4 against
Carried
P&S/24/128

Recommended Reason

This is part of council's review of policies related to the Long Term Plan process. Section 76AA of the Local Government Act 2002 requires Council to adopt a Significance and Engagement Policy.

Questions/Points of Clarification:

- Councillor Boyde noted there has been quite a bit of discussion around climate change. He noted the sustainability policy had not yet been received but acknowledged there is a place for climate change or adverse weather events but was reluctant to do it now prior to the sustainability policy being adopted. It was clarified this could be added at a later date but the change would require a full review process. Councillor Boyde noted council was recognising climate change through its audit and risk committee but questioned if it needed to be included now or after the adoption of the sustainability policy.
- Councillor Hall appreciated that the definition of climate change for Stratford had not yet been agreed upon, however this does not stop it being included in this policy as it would add substance when the sustainability policy was created. She noted that it is considered elsewhere with the way council works and the way decisions are made.
- The District Mayor noted the clause had been taken out prior to consultation but throughout the LTP process there have been a number of people referencing climate change and that it should be included. He noted officers were considering climate change and adverse weather already such as replacement stormwater pipes being bigger to allow for adverse events. He felt the clause should be reinstated to give supporting documentation to our practices.
- It was clarified there was a process in the Local Government Act to identify strategic assets. It was noted that the most important element of this assessment is how council treats the assets in the future as they are classed as a significant asset from the moment they are determined as one.

- Councillor Harris supported reinstating the climate change criteria particularly as it has the ability to affect a lot of the community. She requested that housing for the elderly be updated to housing for older persons.
- The Deputy Mayor agreed that this clause would end up in this policy but felt uncomfortable attaching this to the decision making process until such time that it is defined what it means for Stratford. She would prefer to see the outcome of the sustainability policy before adding it to the significance and engagement policy. She would be voting against its inclusion. Councillor Beck supported this.
- Councillor Boyde noted that climate change was already open to discussion when considering a matter and that it would eventually need to be included in this policy. As long as the sustainability policy was coming soon then he was comfortable including the criteria in the significance and engagement policy.

Councillor Jones joined the meeting at 10.26am.

9. Submitters To Be Heard – draft 2024-2034 Long Term Plan

There are 13 submitters wishing to speak. One withdrew the request and there were three additional requests to speak following the acknowledgement of submission.

Each submitter will be allocated five (5) minutes to present their submission and allowed five (5) minutes for questions.

Submission #	Name	Organisation	Page Number
11	Chris Carrick		102
Points noted in presentation:			
<ul style="list-style-type: none"> • Mr Carrick noted he was here to discuss the targeted roading rate for forestry. He and his family had bought a block in Pohokura that contains an old railway station. The block is solely used for forestry with some cattle and sheep. • The objective was to get all the trees out by train which would allow access to any port, however the line was closed. The next option is via State Highway which can access any port but it is more expensive, however he did not need to go via council roads. • He felt an exemption was required if locals roads were avoided. • He noted his rates had doubled last year as a forestry block, his trees are registered in the ETS system and the trees do not need to be harvested. • He noted that as the trees don't need harvesting and he won't be accessing council roads then he won't be paying for it. • He understood that trucks used the road before the cemetery but that was not his concern as the farm owner can put it in the forestry contract a set direction and route that is to be used. • He noted this was user pays and he was not using. 			
Questions/Points of Clarification:			
<ul style="list-style-type: none"> • Councillor Boyde noted it was good point that a route can be established in a contract as he notices the logging trucks turning down Beaconsfield Road to go to New Plymouth. Mr Carrick noted there was no guarantee but you can put it in the contract that they have to go a certain way. • Councillor Boyde asked if he thought it would be fair to charge a catch up fee to carbon farmers who decide to harvest their trees? Mr Carrick noted that anyone who is using a council road for logging should be paying for the high density loads that are going, but that monitoring this was not his role. If he was using the roads then he would be happy to pay for this. He noted that if everyone who was harvesting informed council what roads they were using then it could be targeted on the truck tonnage rate or what is coming out of the block. His only concern was making sure council was charging the right people. • The Director – Environmental Services noted that council did not have control over the transportation routes the trucks would take but they are meant to be notified in terms of harvesting. He noted notification was very rare. • The District Mayor acknowledged that the rate is a very blunt tool depending on the classification of the land, but that it was the only tool available to council to use. • Mr Carrick clarified that being registered under the ETS did mean he could harvest at anytime, however he would be required to repay all the carbon credits. Therefore the chances of harvesting are very slim. 			

	<ul style="list-style-type: none"> The District Mayor noted that one of the issues if a remission was applied was being able to recover the rating shortfall if the trees were harvested. Mr Carrick noted he was unsure how to deal with that but reiterated that he was not using the road, so should not be charged a roading targeted rate. 	
16	Peter Reed	111
Points noted in presentation:		
<ul style="list-style-type: none"> Mr Reed noted he was speaking about the suitability of the glockenspiel given the price for the seismic upgrade, upgrades for which things tend to blow out quite a bit. Mr Reed queried if the 16th century Elizabethan Tudor design was the appropriate architecture for the town. Especially as Stratford wasn't here in the 16th century. He suggested a design referencing the original clock and noted the New Plymouth was an excellent example of how this can be achieved. He noted the Edwardian clock tower was the first town clock for Stratford and should be in the appearance of the new clock. He appreciated the Shakespeare connection means a lot but that this was referencing a multi-block structure that never existed in the first place. The glockenspiel is compromised within the structure and the views are interrupted from the traffic so he noted this would be better moved to a location across the road. 		
Questions/Points of Clarification:		
<ul style="list-style-type: none"> Councillor Boyde agreed that it should be in Prospero Place. The District Mayor noted that the proposal to strengthen the glockenspiel was in Year 10 so there will be more LTP processes before this change is made. There will be plenty of time to discuss changing the style or location. Councillor Beck asked if Mr Reed was suggesting a council or public review? Mr Reed clarified that this would be whatever appropriate to ensure the feedback represents what is appropriate. He felt there was a risk of it looking like something out of Disneyland. The clock that was there was a nice piece of architecture and was pulled down in the 1960s, he understood the Elizabethan/Shakespeare connection but was it really the best architectural design? Councillor Beck noted the public review question in ten years may be whether to keep it or not. 		
27	Laurie Gooch	156
Points noted in presentation:		
<ul style="list-style-type: none"> Mr Gooch asked what part carbon credits play in climate change and for an explanation on that. And what part of CO2 is in the scope of things. He noted the picture in the consultation document of the Matau slip which was caused by severe weather events, these were happening all the time when we are getting heavy rain and everyone is blaming this on climate change however he noted the major fault is breaking the 45 degree rule and having put a cutting through an almost vertical embankment. He agreed with the increased forestry differential targeted rate as the land owners need to be accountable for the damage from the trucks and rubbish left to wash away in the storms. The roading contractors need to show more professionalism in their work. He would like to see how these companies apply for these contracts by showing a detailed plan and cross section plan to show how they would do the work. What they are doing now is unacceptable. He felt if the earthquake prone buildings were due for collapse then they shouldn't be allowed for this type of work. He requested a break down of the \$14 million repair work as it seemed ridiculous for a reasonably new building such as the TET. The War Memorial should only require bracing frames. The clock tower is just a box over top of another one that wasn't particularly good inside of another one. The TSB Pool Complex – he understood why council wants to get rid of it. He felt that to save money on this you could tender it to clear the site which would cost council nothing and the tenderer takes all on the site. 		
76	Brian Jeffares	487
Points noted in presentation:		
<ul style="list-style-type: none"> Mr Jeffares noted his concern around the disengagement of the community in terms of the submission process. One of his suggestions for this was leaving off the council's preference for a particular project and allowing the community to decide when they submit. Generally submissions are a negative thing. By proposing something positive then hopefully they will see it as an opportunity for them to participate. One of the key themes is that councils have a preconceived idea of what they are going to do, so why submit? 		

- The document itself is good. There are bullet points of what the 15% is made of so you can see quickly where it lays. An amenities breakdown between ratepayer funded services and user pays as a percentage would be interesting and it would be helpful to see the optimum level you are hoping to achieve with this.
- The aquatic centre is a significant cost. Anyone who doesn't pay rates here would have the opportunity to have 5 swims a fortnight and still pay less than I would on my rates.
- He queried the arrangement that council used to have with powerco where they would advise council when power lines or poles were past their use by date and then council would seek funding through the TET to fund the difference changing from overhead to underground lines. He felt this could be reinvestigated.
- He noted this was the most significance difference in valuations between urban and rural that he has noticed. It is difficult when council signals a 15% increase and then when the bill arrives it is a 24% increase. It is difficult to explain as well. He noted the Taranaki Regional Council runs an equalisation funding mechanism so that it flattens out. He suggested talking with them to get an insight of how this works.

Questions/Points of Clarification:

- Councillor Boyde noted that in the last LTP process there were 3 big changes from the submissions so council did not have preconceived ideas. He noted that dairy farms had gone up 20% plus in the last valuations so he agreed equalisation was a good suggestion.
- Mr Jeffares noted the Brecon Road bridge discussion was occurring when he was mayor and that it was a generational funding issue and he did not see how council will get full funding for it.
- The District Mayor noted that Mr Jeffares had changed the rating system to this model as part of his election platform in 1999. He noted this had served council reasonably well but with valuation fluctuations ranging from 3% for dairy and 38% for sheep and beef was it now disproportionate? Mr Jeffares noted when it was first introduced it was just a small urban/rural split but now it is split out further and the difference is significant. It was the conservative approach and valuations never fluctuated more than 5% but now it is really making a difference. This system had served well but it's not saying it can't be done better.

46	Kate Dawson	Cancer Society of New Zealand	268
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Points noted in presentation:

- The Cancer Society is a charitable organisation working towards reducing incidents of cancer through prevention and support. Most cancer can be prevented by changing simple behaviours.
- This submission is to make sure council decision making considers the impacts they may have outside of health organisations. We need to strengthen our positions as smokefree and sunsmart communities. They would like to see outcomes throughout the documents that support community wellbeing to be physically active and sunsmart.
- Cancer prevention starts at childhood. We have the highest figures of skin cancer deaths in the world and Taranaki is double the national average.
- Skin cancer is 90% preventable. Radiation builds up over our lifespan so we need to prevent sunburn in childhood. One of the key things for this is shade. Playgrounds are an important area for shade as they are used during peak UV hours.
- She asked council to develop a sun protection policy.
- She noted council's smokefree policy was not punitive and it was hard for the community to know it existed. She noted that signage was the key and this can be done without creating a signage overload.
- She noted the fresh air project was launching in May and is about getting venues to sign up as smokefree/vape free dining inside and out. This has been run since 2015 in other cities and 96.4% of people say they would go back to a business if it was smokefree inside and out. It helps create less smokers as it is not in your face and the venues are healthier for our people and children.
- It was noted that alcohol causes cancer as well and this should be noted within the next Local Alcohol Policy.
- Health and wellbeing of the community needs to be at the heart of the decision making process.

The Planner and Parks and Reserve Officer joined the meeting at 11.13am.

Questions/Points of Clarification:

- It was noted that UV exposure was also from sunbeds and UV lamps used to dry nails. Essentially it is the sun that causes skin cancer but the society has worked hard to reduce the popularity of sun beds. The statistics are so high in Taranaki due to a high level of farming and work outside. A strong campaign was run a few years ago so awareness higher and likely the cause of the spike in cases.

- Ms Dawson noted that with the smokefree policy being a non-punitive one it is about communication with the community and the community backing each other and keeping each other in check. If there is a sign then that will potentially stop people doing something they shouldn't. Enforcement would be better but if it is not possible then there are easy ways for the community to keep each other in check and signage is key. She was not sure it should be enforceable as it is also about free will but it is about having fresh air and not being subjected to someone else's not fresh air.
- The District Mayor noted the Local Alcohol Policy was a joint policy with New Plymouth and was currently under review. The purpose of the act is to minimise harm from alcohol and asked if that was adequate within the policy? Ms Dawson noted that just mentioning physical health impacts in policies needs to be covered. There is no point in having these policies if we are not covering these elements.

50	Nathan McDonald & Brian Bailey	Stratford Eltham Rugby Sports Club	286
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Points noted in presentation:

- The objection to demolishing the TSB Pool Complex was noted. They would rather see it used as an indoor training facility for sports organisations. This could be for rugby, cricket, soccer, hockey, netball – any outdoor winter and summer sports. Cricket currently travels to do inside training. It was suggested that the pools be filled and an artificial turf laid to take the pressure of the green outdoor spaces. With the wet weather the grounds come under extra pressure during the winter seasons.
- It was requested that the \$200,000 budgeted for Victoria Park Field 2 in 2025/26 be brought forward to 2024/25. The jury is still out if the work on field one has been successful and this winter it has been lucky it hasn't been impacted weather wise but it is hard to know if the drainage problems have been fully solved. There was real issues last year with field 2 and pooling problems that have never been seen before. They noted they were just asking for fields that will drain away and handle our weather conditions.
- Council was asked to put more priority on the Page Street grounds. A lot of facilities were lost with the removal of the field on Regan/Cordelia Street and it was disgraceful to have to ask the stockcars to use their grounds as a lighted area when Page Street was not available. More lighted areas are needed.

Questions/Points of Clarification:

- Councillor Boyde asked if the club was happy to pay for an increase in levels of service. New Plymouth is currently double the price that Stratford pays for the fields, but he asked if they were double the level of our fields? Is the current level of service sufficient or do you believe the fields are not up to standard? Mr McDonald noted there is a reason they are not up to standard, council is closing them and saying they are not handling what they are being used for. The club is asking for safe and usable fields. The pool complex doesn't cover its costs. He noted that the club had paid \$100,000 for the installation of the lights at the field. He also noted it was about being smarter with costs. The club would like to see the grass a bit higher which would help with the surface issues and therefore costs could be reduced by not mowing as frequently.
- Mr Bailey also noted that volunteers had offered to help with the drainage issues and a farmer willing to help with the costs, but the offers were not taken up.
- Councillor Boyde noted that the hockey turf was closed 7 times last year due to excess water and that can run water away easily. So he noted that adverse weather events do make it difficult.
- Mr Bailey noted that Page Street is highly used as it is the only area with lights. That puts a lot of pressure on the field.
- Councillor Harris asked if the current footprint of the TSB Pool complex would be prohibitive for different sporting codes? Mr McDonald noted it had a high ceiling and it would be good enough for indoor training. He saw it being available for all sporting codes.
- Councillor Harris noted that Victoria Park seemed to be performing well this season, but she acknowledged it was an exceptionally wet season last year.
- It was confirmed that if a rugby field could fit in the footprint of the grass area beside Wai o Rua – Stratford Aquatic Centre then it would make sense to use this area.
- Mr McDonald confirmed the club has used the tennis courts for alternative training locations but had not been aware that the synthetic turf was available and was looking into the bookability of it.

54	Josh Best		298
Mr Best did not attend the hearing.			
24	Dr Christine Sumner	SPCA	129
<p>Points noted in presentation:</p> <ul style="list-style-type: none"> • Dr Sumner noted this submission was to talk about desexing and microchipping cats. • The benefits of desexing cats were noted in the submission but include better habits, less roaming, improved lifespans and health improvements. It also helps keeping unwanted litters down. • Making sure companion cats are desexed is super important to help address the cat population. • Microchipping increases the likelihood of reuniting cats with their families and decreases the time a lost cat may spend in centres which helps reduce the costs as an organisation for housing the cat. • This national desexing and microchipping programme, 'snip n chip' provides vouchers to help people with the costs. Council is being approached to see if it is willing to work with the SPCA and help provide funding for the programme. • It was noted this programme had the ability to target specific areas and helps reducing feline behaviour issues in the community. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • Councillor Hall asked if the Taranaki Regional Council had been contacted and what their role would be in this work? Dr Sumner noted there had mixed reactions from regional councils with a few being approached during this LTP season. It is evolving and some regional councils may have plans that companion cats are required to be desexed and microchipped. It is also companion cats that contribute to the stray cat populations which is why councils should have a role in this work. Areas with high biodiversity can be targeted to protect wildlife. She was optimistic that in time more regional councils will want to support this. Councillor Hall noted the impact on biodiversity and wildlife was why she thought this would sit in their space. 			

As the presentations finished earlier than anticipated the committee agreed to deliberate on the submission from the Parihaka Network at this point.

Parihaka Network

- Councillor Boyde asked if council provided any in-kind work as there is a reasonable amount of support that can be provided through this, such as the electronic sign. The Director – Community Services noted that this was offered to the group last year as in general any community events are offered basic communications. She noted the bond had been waived for the hire of the war memorial centre. The library does do events leading up to Parihaka Day directly with schools such as planting seeds and making flags and banners and this work had been outlined to Heritage Taranaki/the Parihaka Network last year.
- Councillor Hall asked for clarification on the relationship between Heritage Taranaki and the Parihaka Network. The District Mayor noted they worked in tandem and there were several visits from the groups last year. He noted that the answer to his question about discussing this event with Whakaahurangi Marae had received a very vague answer. He noted it had been questioned if it was appropriate to celebrate Parihaka Day away from Parihaka. He did not support providing financial assistance but would support administrative or communication support. Councillor Erwood agreed.
- Councillor Boyde noted that in-kind support was still a financial contribution as it took up resource time. Ms Whareaitu noted that to provide this support it is important that the organisation provides the right information in a timely manner, and in which case there would be minimal costs associated with this support.

Adjourned at 11.53am and reconvened at 12.35pm.

Submission #	Name	Organisation	Page Number
57	Michael Carr & Marina Healey	Sport Taranaki	306
<p>Points noted in presentation:</p> <ul style="list-style-type: none"> This submission is about continuing the conversation around regional leadership around Taranaki. There are exciting developments in the council's LTP. It was important to take advantage of the Taranaki Facilities Consortium (TFC) that has members from all the councils and funders to bring to life the facilities strategy. He reiterated what a great opportunity this was for partnerships. Sport Taranaki have been asked to be the operational arm of this group. The TFC provides a great opportunity to get a detailed view of a project and take it out of an emotive state. The maintenance of the facilities identified in the plan are an important part and Sport Taranaki supports the TET Multi Sports Centre and the War Memorial Centre being maintained. Sport Taranaki urge council to always look for physical activity opportunities including through transport, three waters, housing and town centre upgrades. This highlights the fact when doing something like this there is the opportunity to consider walking and cycling trails and thinking of how to use this to promote active activity. Sport Taranaki are happy to work with council on this and help council promote the importance of physical activity. Mr Carr acknowledged the King Edward Park reserve management plan and that it had been great to be part of the process and see some of the tweaks made as a result of the consultation process. It is important to see active communities and making sure infrastructure is efficient, connected and sustained. Ms Healey noted the support for community partnerships need to have robust planning before they go seeking funding, which is where the TFC can help. The group has evolved and is about to announce an independent chair. Work is starting to meet the vision for a collaborative network of facilities across the region. It is also setting direction for regional facility plans which have been done for equestrian and are being undertaken for aquatics. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> Councillor Hall asked how many Stratford community groups had touched base around building facilities or establishing their own space? Ms Healey noted they were working with the Stratford Park on their projects to be able to really understand the project and what the other areas are that they need to dive deeper into. Councillor Boyde noted the comments in the submission that the fees and charges for Wai o Rua – Stratford Aquatic Centre were cheaper than other pools around the region. Mr Carr congratulated the team who were trying to be really innovative in ways to activate that space. Ms Healey noted that she travelled from Waitara to be able to access the aqua cycles. 			
67	Dr Neil de Wet	National Public Health Service - Taranaki	335
<p>Points noted in presentation:</p> <ul style="list-style-type: none"> The main objective today is to provide a bit more context on public health and the rationale for the thinking in the submission. The organisation has been restructured and is now the National Public Health Service within Health NZ. Taranaki is part of the Te Manawa Taki region. Public Health and the National Public Health Service is about health that happens outside of the hospital and healthcare system. Public health is a science and art of preventing diseases and improving the health of a whole population through the organised efforts of society. It is about looking at a community as a whole, and what society does as a whole. It is very much around an environment that helps communities and what helps produce the health outcomes. Health care services contribute 25% to shaping health, where social, economic and environmental factors are about 60%. It is 'doing for health what an individual can not do on their own'. Public health started with sanitary engineering and progressed to biomedical and primary care, environmental risk assessment and management, health promotion and social determination of health. The whole concept shows that council has a lead role as a key agency in shaping health outcomes for communities now. Public Health very strongly supports the activities that will help shape health outcomes. 			

69	Ben Ingram	Taranaki Housing Initiative Trust	464
<p>Points noted in presentation:</p> <ul style="list-style-type: none"> • The trust was established with a goal of unlocking more affordable housing options and working with partner agencies. • He commended and acknowledged council being proactive in the housing space particularly with the council led subdivision. • We have an ageing population, over 65s make up 19% of the total population in Stratford but by 2035 it is expected to make up over 24% of it. If council was to continue with its current level of service the minimum number of housing units by 2024 would be an additional 3 units but this doesn't address the wait lists. To match South Taranaki and New Plymouth's levels, Stratford would require another 20 units. • Council is a critical piece of the housing puzzle and needs to consider what we can do rather than what we have to do. • The public housing register has grown from 9 in December 2018 to 45 in December 2023, a rate increase of 400% and is one of the highest growing in New Zealand. This does not reflect the real need and could be about half the true figure. • Could council enable and incentivise more community housing? Partnering long term with community housing providers, waiving consent fees or selling council land to housing providers with specific parameters according to community housing need. These incentives would not have a significant impact on rate payers. • A scale development with a percentage of the development being for community housing will result in a mixed typology, some houses are sold on the private market, some for social housing and some for older people. This is all achievable. • It is important to create solutions for current housing issues now. This is about housing our people. • Mr Ingram noted he was looking forward to continuing work with council to explore opportunities with developers and housing developers. He urged council to consider how safe, warm, affordable housing contributes to a safe, vibrant and resilient community. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • Councillor Hall noted the newness of the trust and asked how they have been partnering with the neighbouring councils? Mr Ingram noted the first thing that was done was meeting with the community housing providers and then the trust was tasked with setting up a new register of community housing providers. A partnership agreement was formed with Habitat for Humanity and looking for ways to unlock affordable housing for rental as well. We need to get community housing providers here. The trust is taking a regional approach as the issues are equal across the board, however Stratford is growing faster. New Plymouth District Council does not own much residential land so Stratford and South Taranaki are in a better position to enable growth in this sense. It is not about council owning the housing issues but an enabling and collaborative approach. • The District Mayor asked how many Kainga Ora houses were built in Stratford in the past few years. Mr Ingram noted the figures were on a regional level and he would provide specific Stratford figures by email. It was important to keep central government accountable for housing in our area. • Mr Ingram noted the benefits of community housing providers is they can vet who is on the list and there are also more opportunities to look at purchasing to move to the next level. This removes the stigma around community housing. 			
72	Mark Hooper	Taranaki Federated Farmers	472
<p>Points noted in presentation:</p> <ul style="list-style-type: none"> • As representatives of the farming community they appreciate the difficult situation in which this plan has been formed. They supported the less than 5% rates increase last year but noted that the 15% proposed this year speaks to the extraordinary times of the past few years. • They support the back to basics principles. • Focussing on good expenditure is essential. • Rooding rates are a big impact on farmers, at more than \$10,000 per annum for dairy farms it shows how much reliance council has on these rates for these services. • The change in valuations for sheep and beef farms are a market distortion credited to a few forestry sales rather than capital increases. This will be difficult for these farmers. They urge council to consider introducing differentials to smooth the differentials between urban and rural communities as council currently only has the UAGC to smooth the inconsistencies. • It is good to see regional emphasis on the planning behind three waters. 			

- The raw water delivery line upgrade seems reasonable to plan for but the comments about tunnel collapse seem misplaced given nothing substantial has happened.
- Concern was noted about the considerable expense that can go into developing a sustainability policy which was a nice to have.
- Urged investment in clear infrastructure that keeps our region productive and active.
- Have previously agreed and supported the differential on forestry but noted concern on the plan to expand to farmland with 10 or more hectares of forestry and see this having the potential to add to an already major rates bill for farms in this situation.

Questions/Points of Clarification:

- Councillor Harris noted it was tricky to distinguish differentials for different industries but that the problem was the rating system and would welcome support from Federated Farmers for any high level advocacy for a change.
- It was clarified that if a 200ha block had 10ha of forestry the differential would only be charged on the portion that was forestry. For the rating purposes these areas will be split from the properties and revalued.
- Mr Hooper noted that Federated Farmers on a national level was very involved with rating system discussions. He noted there is a significant amount of variations on how the rates are applied throughout the country. Coming into the 2025 elections, Federated Farmers will be developing a local election platform with a recommended plan for a lobby base for councils. This will provide a better understanding of what the opportunities are.

77	Graeme Green		493
Mr Green did not attend the hearing.			
58	Justin Salisbury	Stratford District Youth Council	316
Points noted in presentation:			
<ul style="list-style-type: none"> • Advertising for youth week began last week. This is a week where youth are acknowledged and celebrated for who they are. There are three awesome and engaging events planned and each year it gets bigger and better. • To make these events happen the Youth Council received funding and has dedicated support from a council officer. These two avenues of support are key pillars that help the Stratford District Youth Council stand strong and proud for 21 years. • Pathways for youth councillors have included working within a political sector with former youth councillors working for councils and parliament. • Over 21 years the Youth Council has been an integral part of council and has commented on and made submissions to plans. Its most recent submissions are to this LTP and the Whanganui District Council for which a youth councillor is travelling to present at their hearing. • The Youth Council has also made submissions on changes to the district and by actively engaging on projects such as the bike park they can accurately pass on views to council. • An invitation to all youth council meetings was made to all elected members. These are held the first Tuesday of the month from 4.30pm – 6pm. 			
Questions/Points of Clarification:			
<ul style="list-style-type: none"> • Councillor Boyde noted the Stratford District Youth Council is hugely respected and every councillor was extremely proud of it. • Councillor Hall noted that they have heard from other councils the value that we get from having a youth council so it goes beyond our district. She asked if the decision in Whanganui to remove the youth council really highlighted the value that they have? Mr Salisbury noted that what the youth council does here is really important and really significant. To last for 21 years means they are doing something right and improving the Stratford community. Hearing that Whanganui is discontinuing their youth council has been really discouraging. 			
31	Mike Procter		168
Points noted in presentation:			
<ul style="list-style-type: none"> • Mr Procter fully supported the slogan of back to basics and being realistic. The rates increase show a very difficult times and shows councils expenditure becoming unsustainable. He noted despite the slogan he did not see any mentions of services being reduced or cut. He had asked an officer and the response was the closing of the AA desk on Saturday mornings which he did not think would have made much of a difference. • Radical and bold leadership is needed. Council should not punish rate payers. 			

- The contribution to Venture Taranaki and the Stratford Business Association should be cut to zero. The Percy Thomson Trust contribution should be cut by 50% - its put on interesting exhibitions but the cost to Stratford is too high.
- The Aerodrome should be user pays as he questioned the benefit to the community.
- Council needs to cut back on expenditure and cut out nice to haves,.
- He understood the need to strengthen buildings such as the TET Centre but noted this is a perceived risk. He asked what council did when the legislation was being drafted to point out Taranaki does not have the same earthquake profile as Wellington? An eruption was more of a risk.
- He asked what due diligence had been undertaken in 2019 when the council took ownership of the TET to identify shortcomings before they took over a building, given that the building act came in in 2017. Option 4 could be done for a savings of three quarters of a million dollars. Do we really need a civil defence base? It is good enough for people to be using it on a day to day basis. He asked a number of people who lived in Stratford when the last state of emergency was declared and no one could remember it ever being declared, nor could he find any records of it being declared. He would like to revisit the needs to the building.
- One of the submitters, Stratford Park, states the park should be included in the plan as it will require roading, sewer and water services that the council will provide. This will be expensive for the rate payers. Why was this not included in the plan? Or the economic impact report for the park? He asked where he can obtain those details from, or the contact details of Philip Macey.

Questions/Points of Clarification:

- It was noted that the Covid-19 response was the last emergency here, with the June 2015 flooding events before that.
- The Chief Executive clarified that the IL4 requirements for a Civil Defence facility were notably higher than IL3. IL3 is for normal everyday use, IL4 includes everything from roof loading to seismic assessments. This level is for buildings you would expect to spring into action after an event rather than waiting for a structural engineer to clear the building for use.
- It was clarified that roof loading was the additional weight on the roof from ash or snow.
- Councillor Hall noted the comments regarding the cost cutting in the budgets. She asked if clarification was able to be provided as councillors went through a very intense process to cut everything they could. She asked how this can be reflected back when we consult in the future? Mr Hanne noted the meeting minutes recorded this activity. There had been many meetings where councillors and officers went through budgets line by line to find savings. He would support reflecting this better in the future.
- Mr Procter acknowledged that a lot of work has been done but it is not evident to us reading the documents or supporting information that this work has been done.

The meeting adjourned at 1.40pm and reconvened at 2.00pm.

The Property Officer, Roading Asset Manager, Parks and Reserves Officer, Sustainability Advisor, Communications Advisor and the Services Asset Manager joined the meeting at 2.00pm.

The Deputy Mayor noted that councillors had received the full submissions. The submission summary and management response was available in hard copy as well. The structure for deliberations will be to start with the identified key issues. Councillors will go through the submission summary for questions and points of clarification for each item.

10. Consideration of Submissions

Attachments

- 10.1** Long Term Plan timing – overview **page 33**
- 10.2** Option Summary **page 34**
- 10.3** Submission Summary and Management Feedback **page 37**
- 10.4** Public Submissions **pages 71 - 511**
- 10.5** Stratford District Council Internal Submission **page 512**

Discussion

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

Categories for Discussion

Key Issues

- Earthquake Prone Buildings
 - TET Multi-Sports Centre
 - War Memorial Centre
 - Glockenspiel
 - TSB Pool Complex
- Maintaining our Rooding Network
- Maintaining Resilient Water Infrastructure

Other Matters

- Town Centre upgrade
- Brecon Road bridge
- Forestry Differential
- Support for External Organisations
 - Stratford Business Association
 - Percy Thomson Trust
 - Stratford Park Project
 - SPCA
- Fees and Charges
- Internal Submission
- Other matters raised in submissions

Earthquake Prone Buildings – General

- Councillor Hall asked for clarification on the TSB Pool Complex and if it was more cost effective to demolish rather than to retain it? Mr Hanne noted that even with retaining the building for another purpose the cost of demolition will not go away. The building stays with council as it is on reserve land and it will just delay the time where council has to cover that cost. Council could sell the infrastructure without selling the site however officers do not see an opportunity for a successful and economically viable way to repurpose the building which would not result in a failure. A failure in this would see it return to council ownership as it is on reserve land. Going by the history and state of the building he did not see it as an option. The building is identified as earthquake prone and if the new facility had not opened this would have been seen as not fit for purpose and a notice to fix issued. These issues would be faced by any future user of the building.
- Councillor Boyde noted the three words used for this building were 'end of life'. He could not see any point in repurposing it for the amount it would cost.
- Councillor Jones asked for more clarification on the liabilities and risks that council would face if it was to sell the building? Mr Hanne noted the most likely risk was the fact it remains on council land, the operational risk would transfer to a future owner but if the entity was unsuccessful and financially not able to operate the facility it would then come back to council ownership. Council could go through a reserve revocation which would have to go through public consultation and then to the Minister of Conservation and then it could be sold freehold.
- The Deputy Mayor noted that submission 8 referred to alternative locations for a civil defence facility and asked if there had been any conversations or other options explored to go into partnership for this type of facility? Mr Hanne noted there had not been any conversations with the Taranaki Regional Council, but council has had discussions with Fire NZ who would be open to a joint development however the cost for the extra requirements and operational elements would fall on council and it would not be financially viable compared to incorporating this into a facility council already owns.
- The District Mayor noted that the TET building as a civil defence building also has the availability of catering facilities, shower and toilet blocks and in a worst case scenario it could provide temporary accommodation. None of this would be possible at the regional council. Mr Hanne noted this was correct as council is looking to provide a place to respond out of and a welfare centre that the community can access if required. The reason the council admin building is not designated is that in any response the district will still need its council to function, particularly councillors meeting to receive information. This would be the same at the regional council.
- Mr Hanne noted that a long term building cannot be designated as a civil defence facility if it is not at IL4. If an earthquake occurred now then full checks of the building would be required before it could be used, this could take days. However in a flooding event a response could be run out of there.
- Councillor Beck asked if it would be doing a disservice to the community to not have a building ready to operate? Mr Hanne said it would be.

- The Deputy Mayor referred to submission 15 and noted it would be valuable to get comment around the process for how a building is deemed earthquake prone and where the information is taken from? Mr Hanne noted this was anchored in legislation and sets a specific percentage requirement of current building standards to be met to not be identified as earthquake risk or earthquake prone. The assessors are structural engineers who have done specific qualifications and also comply with conflict of interest regulations to ascertain their independence and objectivity.
- Councillor Boyde noted that there had been suggestions for a more appropriate location for the glockenspiel. Mr Hanne noted this had been discussed with elected members who have decided the most appropriate location. There are two more LTPs to go so it would be more appropriate for the generation of the time to make the decision on location. Councillor Boyde noted he did not want to see money and time wasted on Prospero Place when the community may feel that repurposing the glockenspiel into that area was a good option.
- It was clarified that the glockenspiel has been closed to the public and is only accessed for scheduled maintenance. The War Memorial Centre now carries a sign on the door noting its current status.
- The District Mayor noted there was a common theme throughout the submissions questioning the validity of the engineer assessments. There are also a number of comments of 'if they are so dangerous why don't we close them now?' or 'don't see the issue they haven't fallen down in the past'. He questioned if council should put some emphasis on the fact these are building code regulations in response to government legislation and our role is to administer and implement the rules. It is not council's function to question this and this should be explained to our submitters.
- Councillor Hall noted there had been a lot of learnings in this space since the Christchurch earthquakes. Mr Hanne agreed noting that one of the key elements of the design of the TET stadium was an acceptable design pre-Christchurch but that the design has been found to have caused issues there, it is a learning experience for the industry. Councillor Hall noted that after such a traumatic event people fear, and lose trust in, the system that is set up to ensure people are safe.
- Mr Hanne noted that engineers have stated the War Memorial Centre does not meet the requirements to be brought up to IL4. It would be a more suitable building if there was not inherent flaws within the design of the building.
- Removal or demolition of the TSB Pool Complex would need to go out for tender.
- The Deputy Mayor asked if there was the ability to lift the TSB Pool Complex and move it to a new location if someone wanted to repurpose it? Mr Hanne noted the portal frame was the only part that could be considered to be moved but this would be a significant effort to free the frames from the concrete. None of the Perspex cladding would survive being moved as it is 40 years old and extremely brittle. Tenderers would need to consider how they could make a revenue streams from the salvageable bits.
- A public tender could be run for removal, but it would need to be very clear on the health and safety requirements given that it is located within a reserve, as well as the expectation of what the site was to be left like.
- Mr Hanne noted he would be fundamentally uncomfortable leaving this work until Year 9 as the council could not demonstrate it has made the best effort in protecting people.
- The TET stadium could be used in a civil defence emergency as long as it was not an earthquake.
- Councillor Boyde asked if the design of the TET building should be considered at the same time to make it more fit for purpose? Mr Hanne noted that additional budget requirements would be needed. If there were any potential improvements identified then these could be brought back for council consideration, but additionally there might be improvements that could be done for no additional costs.
- It was noted that the TSB Pool Complex security costs were not significant, however vandalism repairs were costing more.
- Councillor Boyde confirmed the TSB Pool Complex could not be a herd home for the council farm.
- Demolition of the TSB Pool Complex will be competitively tendered so locals will be able to tender.

TET Multi Sports Centre

- Councillor Jones asked for clarification on the obligation of having a civil defence centre and the cost of going to IL4 vs the potential building of a dedicated civil defence centre. Mr Hanne noted that we are not obligated to have a civil defence facility but we are required under legislation to be in a position to support our community during an adverse event and it is up to council to define how that looks. If council chooses not to have a dedicated building then the first thing to be done after an event is to try and find a suitable location. After an earthquake there could be a multi day delay to find a suitable location when the community needs support and help in the first 6 hours. Council needs to be able to justify and live with the decision it makes at the time. Based on the current assessments it would not be cheaper to build an IL4 facility, in fact it would be notably higher. By investing the money in a facility that is already used on a daily basis then it would make that facility sufficient and assist with insurance and depreciation.

Recommendations

1. THAT the decision recommended regarding *Earthquake Prone Buildings* – the TET Multisports Centre be **Option 1** *Focus on this building first. Strengthen the whole building to meet the building standard and, in addition, strengthen at least the Stadium component of the building to the highest level so it can be used as a Civil Defence facility in Year 3 (2026/27)*

BOYDE/HALL
Carried
P&S/24/128

Points noted in discussion:

- Councillor Boyde noted this was the best option going forward and did not require any more discussion.
- Councillor Hall noted that knowing the state of our buildings is key in decision making so councillors know the risks. She noted she struggled with the timeframes but believes council has an obligation with the knowledge of the condition of the buildings and it was important to keep people safe asap. She did not think people should look to the past for the likelihood of an event as the future is very different and planning should be done accordingly.
- The District Mayor noted that most of the submissions against this option were based on doubts on the engineering levels. There is no evidence to show the engineering reports are wrong. The other consideration is financial and given this will be loan funded the rating impact will be the cost of servicing the loan over time.
- Councillor Harris supported the preferred option. Reactive measures and learning from other events should be the very least our community should expect. This decision is largely based on perceived risk and the fact it hasn't happened does not mean it won't happen. Council needs to look at what could happen to our community and at the knowledge that there are elements in that building that failed. Additionally council is unable to fully insure the building at the moment, so if there was a fire the community would be at risk of losing that asset completely, or facing extra financial burdens to replace it.
- Councillor Beck supported option 1. He did not want to see our civil defence have to go out of our area if we can't comply after a major earthquake.
- Councillor Erwood supported the motion.

War Memorial Centre

- Councillor Jones noted there had been discussions about why two facilities were needed so close together. He asked if there was any significant heritage to the building and if it was worth spending the budget all on one building. Mr Sutherland noted the War Memorial Centre was not listed in the district plan as a heritage building. Mr Hanne noted an exercise could be undertaken to clarify the different individual tasks the buildings fulfil.
- Councillor Sandford noted that when planning the build of the TET Multi Sports Centre, basketball had been asked to come in, however the War Memorial Centre was very much their home with any overflow going to the Stratford High School. This hall also serves a purpose for bigger groups and functions.
- Councillor Jones noted the TET Multi Sports centre had spent a bit of money for basketball. He clarified he was questioning if the War Memorial was potentially another end of life building and the funds could be allocated to make the TET a multiuse building.
- Councillor Beck noted he would like to see this as the status quo. He believed most residents would have the same view and it is iconic and serves a purpose for large funerals, weddings etc. There was another Long Term Plan process before this investment.
- It was clarified that Option 1 was to get the building to above 66% of the required standard, option 3 would be to get it to above 34%.
- Mr Hanne noted that if council only brings the centre up to the minimum level (option 3) then there was a chance the requirements could change and the centre would not be compliant at a later date. Strengthening it to a higher level provided a better chance of staying within the compliant levels and provided better value for money.

Recommendations

2. THAT the decision recommended regarding *Earthquake Prone Buildings* – the War Memorial Centre be **Option 1** *Strengthen the building to the minimum level to no longer be considered Earthquake Prone and Earthquake Risk and limit Council's exposure to future seismic strengthening legislation changes in Year 5 (2028/29).*

HALL/BECK
Carried
P&S/24/128

Points noted in discussion:

- Councillor Hall noted how well utilised this facility was and that it has tremendous value to the community.
- The District Mayor noted this building has been there since the 1950s and has served the community well. There is a difference in the function of the War Memorial Centre as it is used for large scale functions, displays, shows and all sorts of large gatherings. The two small rooms are regularly used for smaller scale meetings. He would hate to see the building disappear as Stratford would simply not have enough facilities. He noted that if the minimum earthquake strengthening was achieved (option 3) then it would still eliminate some potential usage in the future. The preferred option gives some degree of future proofing and a long term approach. This is the most practical, realistic and strategic response.
- Councillor Erwood supported the motion.

The meeting adjourned at 3.13pm and reconvened at 3.49pm.

The Parks and Reserves Officer, Sustainability Advisor, Communications Advisor and the Services Asset Manager left the meeting at 3.13pm.

Glockenspiel

- Councillor Sandford noted that some really good points had been raised by Mr Reed in his submission. He would like future councils to be able to see what was raised during this consultation. Mr Hanne noted this could be included in the resolution.
- Councillor Boyde noted his concern that the community should decide where it is located. If Prospero Place is being improved then there should be the provision for the glockenspiel to be shifted. His preferred option was to push the work out.

Recommendations

3. THAT the decision recommended regarding *Earthquake Prone Buildings* – the Glockenspiel be **Option 1** *Strengthen the building to the minimum level to no longer be considered Earthquake Prone and Earthquake Risk and limit Council's exposure to future seismic strengthening legislation changes in Year 10 (2033/34), alongside a review of the location and design of the Glockenspiel.*

BOYDE/DUDLEY
Carried
P&S/24/128

Points noted in discussion:

- Councillor Dudley noted that there were comments in the submissions that the glockenspiel needed to be tidied and painted as it is looking shabby.

TSB Pool Complex

Recommendations

4. THAT the decision recommended regarding *Earthquake Prone Buildings* – the TSB Pool Complex Centre be Option 1 Demolish the existing structures and return the area in King Edward Park back to green space in 2024/25 in Year 1 (2024/25)

DUDLEY/HARRIS
2 *against*
Carried
P&S/24/128

Points noted in discussion:

- Councillor Dudley noted that while she would love to see it repurposed and agreed that an indoor training facility would be great, the building is past its use by date and is unsafe. She noted that if a community group could fund its own indoor training facility on that space then that could be considered in the future.
- Councillor Harris noted that councillors had talked about the potential to recover or have the building removed as part of the tender process. Mr Hanne noted this was the opportunity to include this in the recommendation.
- Councillor Harris noted she was supportive of the removal of the building and distinctly remembered the public comments on how poor the condition of the building was when it was in use. She thought it was surprising how many thought it could be reused.
- The District Mayor supported removing the building. He noted he liked the suggestion that parts of it could be moved and was happy to let that happen first before reinstating the site. There were a number of requests for it to be repurposed and a number of suggestions for alternative use. He noted the officer responses noting that outwardly the building looked ok but that it was deteriorating and that once inside it was in worse condition with the additional challenge of the concrete pools. There was a suggestion of leaving the small outdoor pool to use the area as a dog park which he was supportive of given there was already fencing and parking there. Having a dog park could also result in removing the privilege of having dogs off their leashes elsewhere in the park which would be of benefit to past submitters. He requested that items such as the small pool be considered prior to demolition. Mr Hanne noted that unless the councillors wanted to include a dog park in the LTP the resolution was currently fine. If there is a strong desire for a dog park and there are any elements that could be retained then budget will need to be allocated. It was requested that a discussion be held on what infrastructure could be suitable for a dog park.
- Councillor Jones noted there were a lot of submissions for repurposing. He had started to question selling the building off, but being reserve land and the building reverting back to council if a project falls over means the council will still be liable for the demolition costs in the end.
- Councillor Erwood noted it was a facility that could potentially be reused and felt it would be remiss to not explore those options further. He would be voting against this motion.
- Councillor Jones reiterated if council sold the building but the project fell over the demolition costs would realistically still be there. Delaying the demolition would still have the same risk and cost to council. Mr Hanne noted that apart from normal cost escalation, if a purchaser filled in the concrete pools then that could significantly add to the demolition costs. The project could be moved to the next LTP process to allow a group to do something with it. Councillor Jones requested an amendment to put the building out for sale to remove council's liability, but if this fails then council could still demolish. If there is no interest in the building then it is still set for demolition but if there was a viable option then council should pursue it. Councillor Beck noted this would need to have a timeframe attached to it.
- Councillor Sandford noted there were three words for this building 'end of life'. He felt councillors needed to be realistic as they know how bad the building is inside.
- Councillor Jones noted the sale of the building could then cover some of the demolition costs if the purchaser walked away.
- Councillor Boyde noted the idea was attractive and a facility would be fantastic but that the Stratford Park was looking to build options for other sports. He absolutely supported the preferred option and felt this was wasting time and resource discussing it.
- Mr Hanne noted that there had not been any groups approach council about buying the building to repurpose, however he was aware a number of councillors had been approached by sports groups.

- The District Mayor noted that the cost to get the building up to standard would need to be covered by any group wishing to repurpose it. That would be before refilling the pools and redressing the floor.
- Councillor Jones noted he was happy to move an amendment to the motion as this was a result of the feedback received in submissions.

Recommendations

Amendment to motion:

5. THAT the decision recommended regarding *Earthquake Prone Buildings* – the TSB Pool Complex Centre be to tender the building for sale for recreational use, in situ with a suitable lease to be negotiated with the successful buyer. If Council was unsuccessful in the sale within six (6) months, demolition of the building is to proceed.

JONES ERWOOD
3 for
8 against
Lost

- Councillor Watt asked if it was legal to have a clause in a sale contract that if it is not done then it will be demolished. Mr Hanne noted that a suitable lease with future renewal of the lease dependent on certain outcomes would be the appropriate approach. If an entity was to buy it and was unable to complete the work then it was likely they would walk away.
- Councillor Harris asked if any successful applicant would be required to present a case and were they permitted to construct within the building as any additional construction would add to the demolition costs. Mr Hanne noted that property rights are quite clear and that once someone takes ownership as long as they are operating towards the intended purpose of the reserve, council could not insert themselves into that.
- Councillor Hall noted that a set timeframe would be a deciding factor for her. It was suggested to allow the initial lease to run 2 – 3 years for allow for meaningful improvements but the renewal could be dependent on the beneficial use of the facility.
- It was noted that an approximate cost escalation for a 3 year delay in demolition could be between 5-10%.
- It was noted that as this was reserve funded there was no impact to rates if the demolition was moved to Year 2.

The Property Officer left the meeting at 4.23pm.

Maintaining Our Roading Network

- The District Mayor noted that council officers were currently discussing with NZTA the potential location for two crossing points between the round-a-bouts on Broadway. This would include the removal of the existing cross in the centre. This is all yet to be determined but council has until 30 June to have a commitment to this in place.
- It was noted that the 45 degree rule was not a given. Every soil type has its own slope that you work to and sometimes the site has to be allowed for.
- Councillor Boyde noted it was evident that a lot of people still don't realise the difference between local road and state highways.
- The Roading Asset Manager noted the defect liability for a spot contract was 12 months and 6 months for the maintenance contract. If the road surface fails then the contractor is liable to redo the work at their cost. It was not clear to residents that this repair work was often done at the contractors expense. It was in their best interest to do the job properly, once.
- Councillor Boyde highlighted submission 31 noting that it was deplorable that NZTA were dumping the responsibility of special roads and requested that the District Mayor provide this feedback to them.
- Councillor Dudley noted there were quite a few comments regarding contractors and requested this be shared during the regular meetings with them.
- The District Mayor noted the overwhelming feedback that the roads need to be well maintained.

Recommendations

6. THAT the decision recommended regarding *Maintaining Our Roading Network* be **Option 1 Retain the level of service for our roads and footpaths at existing or similar levels to 2023/24. This results in a 14% increase to our operational maintenance budget and requires \$4.2million in targeted rate funding in Year 1 of the LTP. While it is an increase to our ratepayers, it allows us to maintain a safe and connected transport network for all users.**

VOLZKE/HALL
Carried
P&S/24/128

Points noted in discussion:

- It was noted that the Financial Assistance Rate was reviewed every 2-3 years.

Recommendations

7. In accordance with Standing Order 4.3, it is acknowledged that the meeting has continued for six (6) hours (including adjournments) and it is recommended that the meeting continue

BOYDE/DUDLEY
Carried
P&S/24/128

- Councillor Jones noted he supported continuing with the meeting, however he noted his concern that continuing late can affect decision making and staff wellbeing. It was agreed that this would be reviewed as the meeting continued.

Maintaining Resilient Water Infrastructure

- It was noted that fluoridation is a central government decision.
- It was clarified that stormwater is rated district wide.
- The District Mayor noted it was important to clarify that the three waters reforms were still happening, it would just be under another name.
- Councillor Jones noted the submission about delaying electronic water meters. Mr Hanne noted he would advise against this or not continue with meters as manually reading the meters is labour intensive and creates errors.

Recommendations

8. THAT the decision recommended regarding *Maintaining Resilient Water Infrastructure* be **Option 1 To future-proof Stratford's water supply, Council plans to replace the approximately 100 years old raw water delivery line to the Stratford Water Treatment Plant in Year 1 (2025/26) and Year 2 (2025/26)**

BOYDE/HARRIS
Carried
P&S/24/128

- Councillor Boyde noted that water is a scarce commodity and this will put Stratford in a much stronger position for local water done well.

Forestry Differential Targeted Rate

- It was clarified that council had already adopted a draft decision to expand the definition and increase the amount. Unless there are any changes proposed then it will go through to the final document as proposed. The Rates Remission policy is currently out for consultation and will be deliberated at a later date. Now is the time to change any element of the amount or targeted property.
- Councillor Jones noted about the ability to add transportation routes to forestry contracts but that council has no control over that or the ability to police it and therefore it was a factor that could not be considered.
- Councillor Harris supported the proposed rate remaining and consideration be given for remissions as part of the Rates Remission Policy.
- Councillor Boyde supported retaining the proposed rate.
- The District Mayor endorsed what has been decided to date and the discussions about properties who think they should be exempt should be addressed with the Rate Remission Policy.
- The District Mayor noted it was not clear who was being charged and how much is being charged. Communication needs to be clearer that this differential only applies to the portion of the farm that is forestry and not the entire farm.
- Councillor Harris noted that a number of other councils are looking at a similar rate. This validates what has been done so far and revealed a massive gap in the system. It is important to strongly advocate for some strong movement by central government to fix this. She noted this differential was nowhere near enough to equalise what is happening but it is moving in the right direction.

Internal Submission

Fees and Charges

- Currently the Learn2Swim instruction is charged as an activity fee and a separate entrance fee. Staff have been very clear they would prefer a combined fee of the two. Any entries that have been purchased can be credited back.
- Councillor Dudley noted she did not support this fee. She understood it was easier for staff but when you are paying up front for 10 weeks that is a charge you cannot get back if a child is sick and therefore away from swimming.
- The Deputy Mayor asked if staffing was based on the enrolments and if kids are away sick then council was still paying the staff. The Director – Community Services asked if a refund process was also introduced with proof such as a doctors certificate? Councillor Dudley noted this would be difficult in terms of going to the doctors for a certificate. She also noted the charge was quite a big hit when paid in one amount.
- Councillor Boyde noted the concerns discussed but agreed that some empathy needed to be shown by staff. He felt this was a management call but there should be a provision for refunding if they are paying up front. He did support the reasoning behind this change.
- It was clarified there are payment options to spread the cost across the term such as direct debits.
- Councillor Sandford supported this change. This is clean and precise. If your child can't attend that that's it. This is a flat fee and is nice and easy.
- Councillor Hall supported the change but also supported giving management discretion for applying a refund as appropriate. She felt it would need to be considered for circumstances where a child may be away for 6 weeks (as an example).
- The District Mayor agreed that one fee is a much simpler process but noted his concern about paying \$145 up front, especially with multiple kids. It's important that people know they can pay in instalments.
- It is proposed to amend the Private Hire fee for Wai o Rua – Stratford Aquatic Centre to include the multipurpose rooms.
- It was noted that there are no longer any facsimile services in council and it was requested to remove this from the fees and charges.
- It was requested that the War Memorial hourly rates be amended to *per hour or part thereof*.
- It was requested that the Aerodrome commercial strip hire be amended to \$10.00 per tonne of fertiliser as recommended by the Farm and Aerodrome committee.
- The Roding License to Occupy rate of 5.75% of land value per annum has been uncollectable. It is requested to amend this to \$260.00 per annum.

Recommendations

9. THAT the Learn 2 Swim Instruction Fees and Charges be amended to \$145 Per Term including entry.

BECK/BOYDE
1 against
Carried
P&S/24/128
10. THAT Private Hire (Wai o Rua – Stratford Aquatic Centre) be amended to include the multipurpose rooms.

HALL/DUDLEY
Carried
P&S/24/128
11. THAT facsimile fees and charges be removed from the Fees and Charges schedule.

ERWOOD/DUDLEY
Carried
P&S/24/128
12. THAT the War Memorial Centre hourly rates for hire be amended to include *per hour or part there of*.

BOYDE/HARRIS
Carried
P&S/24/128
13. THAT the name of the Housing for Elderly activity be updated to Housing for Older Persons.

HALL/BECK
Carried
P&S/24/128
14. THAT the Aerodrome commercial strip hire be amended to \$10.00 per tonne of fertiliser.

ERWOOD/HARRIS
Carried
P&S/24/128
15. THAT the Roding License to Occupy Rental be amended to \$260.00 per annum.

BECK/ERWOOD
Carried
P&S/24/128

Better Off Funding – Town Centre Projects

- Council has been notified that the Better Off Funding needs to be reallocated to water related work. Councillors will need to decide what to do with those projects that will no longer have funding associated with them because of this.
- It was clarified that officers were reasonably confident the Prospero Place will be in council ownership by the end of Year 1. The Deputy Mayor noted it has been loud and clear in the public feedback that people want to see things happening there. Mr Hanne confirmed that the plans will require community engagement.
- It was noted that this was currently allocated to be funded by grants, however loan funding can be obtained if required and would not be drawn down unless it was needed.

Recommendations

16. THAT Officers proceed with planning and provide budget for minor works for the Stratford 2035/Prospero Place/Broadway projects but leave majority of budget decision for Annual Plan – \$300k (Year 1) – loan funding if required (Option C).

HALL/HARRIS
Carried
P&S/24/128

Better Off Funding - Brecon Road Bridge

- At the moment the development of the business case required to apply for NZTA co-funding and preliminary site investigation and design work is budgeted for in Year 4 and was based on Better Off Funding. Councillors need to consider if they wish to continue with this or stop the project at this point.
- It was noted that \$7,000 had been approximately spent on a entry point business case outline. This is then sent to NZTA and if approved the next step is the single stage business case to apply for the 63% funding, this will cost about \$150,000. If NZTA decline it in the early stages then it will become a council decision to proceed or not.
- The entry paper is not a detailed plan and the structural design will be wholly dependent on the ground condition, therefore there are no cost adjustments at this point.
- It was clarified that if co-funding was obtained and the project was brought forward the impact on rates would be: Year 1 (unaffected), Year 2 (unaffected), Year 3 (increased to 5.1%), Year 4 (increase to 5.5%), Year 5 (increase to 5.9%), Year 6 (reduced to 4.3%), Year 7 (reduced to 2.2%) and Year 8 (neutral).
- Councillor Hall noted that this bridge has been in the plans for a long time and while she acknowledged there was not a lot of feedback to bring it forward she felt that people were not talking about it as we haven't asked about it a lot. It doesn't have a big impact if it was brought forward to Year 2.
- Councillor Boyde asked what had happened with the costs in the last three years. The Project Manager noted that bridging costs have increased quite dramatically. Councillor Boyde noted he had always been against this project, one of the reasons is costs and no guarantee for funding, and then there is not much support for this through the submissions. He felt it would be taking a huge risk to borrow the money to do this and would be very surprised if NZTA would support this. He noted a Miranda Street crossing had been suggested previously and would be less cost.
- Councillor Jones noted he had thought the development plan was to investigate all potential crossings. Mr Taylor noted that there was only one option that would be submitted for consideration.
- It was clarified that if co-funding was not obtained then the funding can be altered through the annual plan process.
- Councillor Harris noted that this was a listed project in the Regional Land Transport Plan and because of this it was at its best possible chance to receive funding from NZTA.

Recommendations

17. THAT funding for the Brecon Road Bridge project in the Long Term Plan be re-allocated from Year 2 with further progression being conditional on co-funding being sourced.

HALL/ERWOOD
Division
For 8
Against 3
Carried
P&S/24/128

- Councillor Sandford noted that the projected rate increases for the coming years will change from what has been planned in this long term plan.
- The District Mayor noted the actual increase in the construction of bridges was 28% over the last three years. This project has been around as long as he could recall and every time it gets pushed out it gets more expensive. If it doesn't happen his time he did not believe it would ever get done. He supported the motion.
- Councillor Erwood noted that this bridge will give connectivity and open up future subdivisions.
- Councillor Boyde spoke against the motion. He noted every submitter wanted the rates to go down and he could not support something council cannot afford.
- Councillor Beck could not support the rate rise year on year for another 7 years for this project. He did not want to see any budget allocated to this now the funding has been lost.
- Councillor Watt noted that this motion went against the 'back to basics' and spending money on only the essentials. This would be a multi million dollar bridge that we do not need.
- Councillor Jones supported the motion, but only if funding was sourced.
- Councillor Dudley noted this would be massive for people living on the other side of Stratford. It is a massive effort to get through the roundabouts, particularly at 3pm when school is out. This bridge will make a huge difference, but only if co-funding is obtained.
- Councillor Hall noted that this motion gives the opportunity to seek the funding in the first place.

A division was called:

Those voting for the motion: Councillors Dudley, Erwood, Hall, Harris, Jones, Sandford, the Deputy Mayor and the District Mayor.

Those voting against the motion: Councillors Beck, Boyde and Watt.

The Corporate Accountant left the meeting at 5.50pm.

The meeting adjourned at 5.50pm and reconvened at 6.09pm.

The Chairman noted that during the adjournment there had been further discussion regarding continuing the meeting. There were concerns regarding staff time, elected member decision making and audit time frames. The draft LTP document is required by Audit on Thursday to allow for adoption in July. Further delays to this could push adoption into August which would impact the striking of rates and other funding issues. It was proposed to continue the meeting and reassess at regular intervals in an effort to complete the deliberations and meet audit time frames.

- Concern was noted that the change to the funding and timeframes of Brecon Road bridge had not been adequately consulted on.
- It was noted that there were at least two submissions requesting that the project be brought forward and it was not new information purely a change in which year it was being started.
- Councillor Beck, Boyde, Jones and Watt voted for the motion to be revoked, however a revocation of a motion requires 75% in agreeance and this was not obtained. The motion stays.

Stormwater – De-Silting Retention Pond – Victoria Park

- This is a carryover project to complete the project to dry and spread out the silted material.

Recommendations

18. THAT a budget line of \$100,000 be included to allow for the completion of the De-silting of the Retention Pond – Victoria Park.

VOLZKE/DUDLEY
Carried
P&S/24/128

Wastewater – Reticulation Capacity Increase

- This is a carryover project to complete the work to guide where the capacity increase is required.

Recommendations

19. THAT a budget line of \$100,000 be included to allow for the completion of the Reticulation Capacity Increase.

BECK/ERWOOD
Carried
P&S/24/128

Water Supply – Water Meters

- This is to carry over the unspent amount of \$446,851 for the completion of this project.
- The District Mayor noted there were a few submissions opposing water meters. However this is delivering on a decision that was previously made and meters do effectively reduce the use of water.

Recommendations

20. THAT \$446,851 be added to the Water Meters budget for completion of the project.

HALL/BOYDE
Carried
P&S/24/128

Water Supply – Raw Water delivery Line and Grit Tank

- It was requested to increase this budget by \$70,000 to complete the design work. The design work has already been commissioned but as it won't be completed until the new financial year budget is required for it.

Recommendations

21. THAT \$70,000 be added to the Raw Water delivery line budget for completion of the project.

BOYDE/DUDLEY

Carried

P&S/24/128

Parks and Reserves – Whangamomona Septic Tank Replacement

- This is to increase the budget by \$75,000. This is the cheapest option and is still dependent on a resource consent.
- It was clarified that this was a mix of carry over and additional budget. There is not a cheaper way of solving this issue.
- It was clarified that the system needs to be modelled on the maximum usage per day. This system is future proofing and will meet the Horizon Regional council resource consent conditions.
- It was noted that although it is currently compliant, a new system needs to adhere to the new regulations.
- The Director – Assets noted that instruction had been given that it needs to be the cheapest option, however there are rules and regulations that need to be followed and they guide the design. She noted this work had been ongoing for two years now.

Recommendations

22. THAT a new budget line of \$75,000 be included to allow for the completion of the Whangamomona Septic Tank replacement. .

ERWOOD/BECK

Carried

P&S/24/128

GIS Software

- The current GIS system is reaching the end of its life and will no longer be supported by the vendor from October 2025.
- Work is currently being undertaken on investigating shared services, and GIS is one of the three identified by the councils to look into.
- This request is for budget to be added to Year 2, this can be discussed at the Annual Plan but officers felt it was important to note this now as it is an anticipated cost.

Recommendations

23. THAT the \$100,000 allocated for GIS Software be moved to Year 2 with an additional \$125,000 of operational budget annually from Year 2.

HALL/BOYDE

Carried

P&S/24/128

Procurement Software

- It is proposed to move this project from Year 1 to Year 2 and an additional OPEX line of \$25,000 per annum from year 2 onwards to allow for the ongoing support of this software.
- It was confirmed that New Plymouth District Council made the change to this software as part of their covid response. It has made huge improvements in their paper trails for audit purposes and efficiencies.
- Mr Taylor noted this was mostly to improve audit requirements. Three internal audits have been failed due to procurement processing and this will improve this.
- Councillor Jones noted he would move the motion because software simply does improve how we do things over time. He did note his concern that the software annual costs could be increased by the provider.
- Councillor Beck did not support this item he felt it was a nice to have and it was not getting back to basics.
- Councillor Boyde noted the Section 17a reviews had talked a lot about future proofing ourselves and how things could be done better and he agreed this was going to benefit council in the long term.

Recommendations

24. THAT the procurement software budget be moved to Year 2 with an additional \$25,000 to be added to the budget annually from Year 2 onwards.

JONES/HALL
1 against
Carried
P&S/24/128

Updates to Funding Impact Statement and the Revenue and Financing Policy

- The Director – Corporate Services noted that a legal review was undertaken of the two documents and the resulting tracked changes were included as attachments to the internal submission.
- It was clarified that as both documents are included in the LTP, only one needed to have the SUIP definition included.
- It was noted that the most recent rating units were updated.
- The change to the SUIP definition is already how it is being applied so there will be no changes to the practice.

Recommendations

25. THAT updates to the Funding Impact Statement and Revenue and Financing Policy, as presented, be approved.

DUDLEY/BECK
Carried
P&S/24/128

The Roading Asset Manager and the Projects Manager left the meeting at 7.03pm.

Print Advertising

- The Communications Manager noted she had been instructed to look at options to reduce the print advertising budget. Reducing the frequency of Central Link had been one of the options, however when testing this against the requirements for public notices vs the content that goes into Central Link the recommended option is to retain the original budget of \$45,000.
- Ms Gibson also noted that through submissions to the communications and engagement strategy there had been submissions noting that print advertising was their key way of receiving information.
- It was clarified that digital advertising was not meant to replace print advertising. These do not necessarily engage with the same people.
- Councillor Boyde noted that a lot of people raise issues with not receiving the Stratford Press and suggested advertising less, or looking at a half page to save costs. Ms Gibson felt this would be doing a disservice to the community by taking this away.
- Councillor Boyde noted his preference to move to half page Central Links.
- Councillor Sandford noted the public bins at his work, holding the Stratford Press, are emptied within a day and a half each week.
- Councillor Hall noted she had initially supported a reduction, however after seeing the options presented and keeping engagement with the community in mind, she supported maintaining the status quo for now.
- Councillor Dudley noted she had initially supported dropping this budget, however looking at the prices council would be paying more for half page adverts. She noted that with all the media issues at the moment she would hate to see council pulling its advertising resulting in the loss of our local paper.
- The deputy Mayor noted the cost was not going to go down in the future and it was important to keep encouraging people to access other channels, because it is potentially what our community will face in the future anyway.

Recommendations

26. THAT the print advertising budget be retained at \$45,000 for Year 1.

HALL/BOYDE
Carried
P&S/24/128

The Director – Corporate Services noted the current rates increase was at 15.47% at this point in the meeting.

Support for External Organisations

- It was clarified a resolution was only needed if a change was to be made to the current proposal.

Stratford Business Association

- It was noted there were a number of submitters commenting on not funding external organisations. The current Long Term Plan only has funding for the Stratford Business Association in Year 1.
- Councillor Boyde noted his concern that the strategic plan on the future of the association had not been done. It was acknowledged this had been put on hold due to the Section 17a reviews which he noted his concern had been the reason a number of plans had not been completed. He noted his disappointment that they had not worked out what the future holds for them.
- The District Mayor noted the submission was a different message to what was presented to him when attending the meeting. He noted there was a lack of recognition that the contribution from council will terminate in 12 months. There is a need to have a conversation with them to say what happens when this support ends and what would you do to make council change its mind. There were a number of references within the associations minutes about the need to engage and to tell council about the funding future of the association.
- It was agreed to retain the funding for Year 1 but ensure they are aware discussions are needed on their future.
- Councillor Jones noted that he had received concerns that the submission had been written by a council staff member and the committee had not reviewed the submission before it was presented on their behalf.
- Councillor Boyde felt these discussions should already have been held with the committee. The District Mayor noted the feedback he received was that they are too busy, don't have time to do these things and that the consultation timeframe did not meet their meeting times. He noted they had the same month timeframe as everyone else.

- The Deputy Mayor noted the submission was signed off by the co-chairs. Councillor Jones noted they were not signed and felt the information had not flowed from the staff member.
- Councillor Harris noted that council had extended an invitation for the association to come and discuss the funding beyond Year 1. A public forum is the perfect opportunity to come and present as they are held every month, have minutes taken and are public.
- No changes to be made.

Percy Thomson Trust

- No changes would be made as the trust was undergoing discussions about its future, although this is unrelated to this decision whatever they decide will have an impact on the funding.

Stratford Park project

- It was noted that better explanation was required to show that this loan does not impact, or cost, our rate payers.
- There will be a meeting in the next few weeks for discussions on the plan of attack for the loan.
- It was noted that the submission was seeking support to establish buildings.
- No change.

SPCA

- It was noted that discounts were offered through local veterinary clinics and the scratching post.
- No support.

Taranaki Cancer Society

- It was noted there were good points around physical wellbeing. Going forward this will be taken into consideration for policies and capital development.
- Councillor Hall noted there were other elements that council needs to consider when looking at developments or improvements to facilities, she felt there needed to be a tick box exercise to check off all considerations such as physical wellbeing and accessibility.
- The Chief Executive confirmed staff were already provided with protective clothing.
- Shade will also be a consideration in future developments.

Taranaki Housing Initiative Trust

- Councillor Harris asked if elected members saw themselves in the role of housing.
- The District Mayor noted that there have been talks at the Mayoral Forum level around housing for the elderly on a local and regional level. There are a couple of strategies being developed and these are not far from being presented. Consideration will need to be given to whether, and how, council will buy into this regional strategy. Council is also currently doing a couple of other housing projects such as the subdivision and supporting iwi with another project. He felt council was doing enough at this point to satisfy Mr Ingram's request.

Fees and Charges

- No additional changes to what was presented in the internal submission.

The meeting adjourned at 7.43 and reconvened at 8.05pm.

Wai O Rua – Stratford Aquatic Centre

- The Chief Executive reminded councillors that this discussion should only be in relation to the LTP.
- Councillor Boyde noted that a number of the submitters had the same grievances about the percentage of rate funding the aquatic centre receives. He noted that councillors had not seen a breakdown of cost savings to see what has been taken out of the activity. Officers are working on a business plan but this still hasn't been presented to councillors. He did not feel that councillors have had the opportunity to look at what council is doing and improving. He noted there are submissions thinking the centre is fantastic but it is the second biggest cost to council next to roading and there hasn't been a genuine discussion as to why this is. Mr Hanne noted that officers are working on the business plan but have had the LTP at the same time. The Director – Corporate Services has spoken about insurance and depreciation which take up the largest part of the total costs and staffing costs had been reduced by \$100,000. He reminded councillors each activity had been presented during the LTP process. Councillor Boyde felt if he had the operating budget of the pool he could make changes but couldn't as he hasn't got it.
- The Deputy Mayor noted the first submitter had mentioned the temperature in the hydrotherapy pool and it was noted that this was not happening as it defeats the purpose of that pool.
- There are comments about a spa, sauna, gym and outside playing areas and these would be part of future development plans.

- The District Mayor noted a lot of the points raised are operational matters rather than LTP discussions. He requested that officers be made aware of the submissions and act on these if able.
- Councillor Dudley noted the comment regarding parking at the pool and the fact that cars are continuing the park in the removed parks. She asked if yellow lines could be painted on these to alleviate this issue. Mr Hanne to action and ensure the parking bylaw covers this area.

Broadway shop fronts

- Councillor Harris noted that council had tried funding towards tidying up shop fronts before, and also a targeted rate, both of which were not supported. She noted the suggestion to incentivise through a targeted rate set up similar to dog registrations and felt this should be noted for a discussion at a later stage as it is too late to include in this plan. However if councillors wished to see work done she felt it logically fell within the Stratford 2035 project.
- It was clarified that out of the 15 reports received for Broadway buildings, 10 were earthquake prone.
- Councillor Hall noted it would be good to include this conversation as part of the Stratford 2035 work as the public doesn't understand what is stalling this project.

Elected Member Catering

- Councillor Harris noted this had been mentioned quite a bit and needed to be spoken about.
- The Deputy Mayor noted the theme that people in a working environment not being fed is accurate.
- Councillor Sandford noted that people in a working environment are pulling in probably \$40,000 to \$50,000 more than elected members. He noted the elected member hourly rate was low when they are averaging 20 hours a week on council work. He did not feel like he was abusing the rate payer when he has a meal, noting that today was a classic example. He does the role to help the district and was happy to justify a meal when he is there.
- Councillor Erwood agreed and noted his job was at his place of work. This feels more like a hobby that he does for love and it is hardly a meal, more of a snack.
- Councillor Harris noted she could understand where the comments have stemmed from. The small amount of food is also extended to other members of the chamber as well. It was also good will to the local cafes in Stratford.
- The District Mayor noted that if council attempted to be frugal where there are days that are short meetings, or in the later part of the day, then it could be pulled back and be minimal on other days when they are full day meetings. The compromise could be to make an effort to minimise any costs that do incur and not over order. He noted the Mayoral Reception was going to be held every two years and will take on comments for events such as the citizen awards and citizenship ceremonies.
- Councillor Hall noted that perception vs reality and this is what council is perceived to be doing. Councillors have put a lot of time into this LTP over the past 8 months and gone budget line by budget line to cut costs, however it is clear today that this work isn't obvious. It could be good to show we cutting costs by being frugal.
- It was clarified that the \$7,500 budget noted in the officers response was purely for council meetings and not events.

Stratford Eltham Rugby and Sports Club

- Councillor Harris noted this submission requested to bring funding forward.
- Councillor Jones noted that the Toko Rugby lights are now operational so that provided an alternative venue for night practices.
- Mr Hanne noted that there may be school fields willing to have lights installed if a sponsor was found. These fields are not used after hours.
- Councillor Hall noted that the bike park had meant the lighted area was removed from their accessibility. However it was important to note that the user pays component of this is quite significant so if they want better they will have to pay for better. She felt that conversations about multi use areas could be had.
- It was noted there was the potential for lights to be installed at the land next to Wai o Rua – Stratford Aquatic Centre. However Councillor Erwood noted this would not be sufficient for training a full team.
- Councillor Harris reiterated that the request was to move budget forward for both Page Street and Victoria Park. Victoria Park is currently \$20,000 (Year 1) and \$200,000 (Year 2 – field 2 drainage) and Page Street is \$500,000 (Year 4).
- Councillor Erwood noted that some of this work was corrective actions but that the original budget had been \$60,000 and it is still not right.
- The District Mayor noted that the issue raised is that they would like additional training areas. It is in council's interest to facilitate this in some way as it will take the pressure off Page Street which is suffering from over use. It would be good to look into what options are available including Midhurst

and Toko, the synthetic turf and schools. He was interested to hear that the high school trains at Page Street and agreed there could be the option of putting lights at the high school.

- The request to bring the funding forward was declined.

Urban households installing water tanks

- Councillor Beck noted that there used to be a rate mitigation for installing a water tank to do your washhouse and toilet. Mr Hanne noted that from a public health perspective it is counterintuitive to do that. When the water meters come in residents with tanks for garden use will automatically get a discount by not using the public water supply. It was noted there is stormwater retention in the subdivision for the slow release of water to not overload the systems and there was nothing stopping residents from installing a water tank.

Stratford Shakespeare Society

- This is a request for funding.
- The Deputy Mayor asked if officers were supporting these events internally?
- Councillor Hall noted the comments in the submissions about moving away from the Shakespearean theme.
- It was noted the Stratfords of the World occurs every second year and has been hosted here once in 2010. The Director – Community Services noted that in the past the mayors have hosted lunches or dinners and in-kind support could be given such as covering the cost of the War Memorial Centre.
- Councillor Boyde noted his concern that council was funding Kapa Haka when it is not even in this area.

Old Post Office Building

- Mr Hanne noted this was part of a long-standing conversation with chorus. It is the most complained about building in the district and there are parking pressures by swimming pool users.
- The District Mayor noted there was no intention to spend money on it if acquired, only to demolish and potentially sell off the land to cover the demolition cost. It is not significant and will not trigger the significance threshold.

Subdivision

- It was noted that there were comments to delay the subdivision. The District Mayor noted that submitters stated there were a huge number of sections available in Stratford but he was unaware of any of a significant number of comparable sections. In terms of the timing there is an obligation to provide services to the neighbouring development as part of the purchase agreement and a whole lot of consenting processes to get through. This will probably take 12-18 months and then council can decide what stages to do this in. He was happy to keep it going until this point.

Bike Park

- Submission 40 - It was noted that the officer response incorrectly states that the bike park was loan funded. This is to be amended to grant funded.

Prospero Place

- Councillor Jones noted that the district still doesn't know what council's plans are. Mr Hanne clarified that the plan will be done in year 1 along with the purchase of the land. The community will see the plans then.

Consultation Document

- There were a number of comments that state the document was positive and easy to read and engage with.

Rainbow Crossing

- Submission 21 suggests a rainbow crossing on Miranda Street between the War Memorial Centre and Prospero Place.
- Councillor Hall felt this was definitely achievable.
- Councillor Beck noted his objection to this.

Stratford District Youth Council

- Will carry on supporting the youth council.
- It was requested that the submission to the Whanganui District Council on the discontinuation of their youth council be forwarded to councillors.

11. Closing Karakia

D21/40748 Page 536

The closing karakia was read.

The meeting closed at 8.49pm.

M McKay
Chairman

Confirmed this 28th day of May 2024.

N C Volzke
District Mayor

Policy and Services Committee
Matters Outstanding Index

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Parking Bylaw	Ordinary 12 March	Steve Bowden	Under Review	

DECISION REPORT



F22/55/04 – D24/18203

To: Council
From: Committee Advisor and Executive Assistant
Date: 28 May 2023
Subject: Amendment to 2024 Meeting Schedule

Recommendations

1. THAT the report be received.
2. THAT Council confirm the amendments to the meeting schedule, being an updated schedule of meetings for the Farm Committee.

Recommended Reason

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

/
Moved/Seconded

1. Purpose of Report

- 1.1 The purpose of this report is to amend the meeting schedule to reflect the amendments made to the Farm Committee (Farm and Aerodrome Committee) terms of reference.

2. Executive Summary

- 2.1 Council is presented with the meeting schedule annually to give elected members sufficient notice to prepare for the following years meetings and eliminate conflicts of appointments, however a change to the Farm Committee schedule to meet three times a year required an amendment be submitted for approval.
- 2.2 Under Standing Order 8.2, adoption of these meeting dates will constitute notification to each member of the committees. It does not replace the requirements under LGOIMA to publicly notify each meeting.
- 2.3 A meeting can be cancelled by the Chairman in consultation with the Chief Executive should it be deemed necessary.

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
✓	✓	✓	✓

Democracy supports good quality decision making for all of the above services.

4. Background

- 4.1 Council has a legal requirement to hold meetings (Standing Order 4.1)

The local authority must hold meetings for the good government of its city, district or region. The same requirement applies to local boards and community boards in respect of their communities. Meetings must be called and conducted in accordance with:

- (a) *Schedule 7 of the LGA 2002;*
- (b) *Part 7 of LGOIMA; and*
- (c) *These Standing Orders.*

- 4.2 In December 2023 the Farm and Aerodrome Committee held a strategic review workshop to ensure the committee was still fit for purpose. Two options were presented to the Farm and Aerodrome Committee in March 2024 which included retaining the status quo or an amendment to the Terms of Reference. The committee ultimately agreed to amend the title of the committee to the Farm Committee acknowledging the importance and strategic nature of this asset and also to reduce the frequency of meetings to three times a year. These changes will come into effect on 1 July 2024.
- 4.3 Through consultation with the Chairman, and ensuring alignment with the seasonal elements of the farm activity and council meetings it is proposed that the remaining Farm and Aerodrome Committee meetings for the 2024 calendar year be cancelled with one meeting to be held at 12noon on Tuesday 24 September 2024.
- 4.4 The schedule for the 2025 year will be presented to the Policy and Services Committee in November, however it is noted that these will be proposed to be held on 25 February, 27 May and 30 September.

5. Consultative Process

- 5.1 **Public Consultation - Section 82**

This does not require public consultation.

- 5.2 **Māori Consultation - Section 81**

No separate Māori consultation is required.

6. Risk Analysis

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

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

- 6.1 Elected Members – Decision Making – failure to adopt a meeting schedule could risk council's ability to meet its public notification requirements. A meeting schedule also ensures council business is planned accordingly to ensure council approval is sought, when required, in a timely manner.

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 decisions need to be made at meetings.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Meetings are key to having decisions made.

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?
--

The dates proposed are based on seasonal factors relating to the farm activity while ensuring alignment to council meetings for adoptions of recommendations made by the Farm Committee.

7.3 Significance

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	This is an administrative matter only.
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

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

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

- Option 1** The committee approves the amendments to the meeting schedule as presented:
- *Cancellation* of the Farm and Aerodrome Committee meeting scheduled for 17 September 2024.
 - *Approval* of the Farm Committee meeting to be scheduled for 24 September 2024.
 - *Cancellation* of the Farm and Aerodrome Committee meeting scheduled for 3 December 2024.

- Option 2** The committee proposes amendments to the meeting schedule.

7.5 Financial

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

There is no 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?

Trade-offs are alternative dates and times for meetings.

7.7 Legal Issues

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

No legal opinion is required.

7.8 Policy Issues - Section 80

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

There are no policy issues.

A handwritten signature in blue ink, appearing to read 'Erin Bishop'.

Erin Bishop
Committee Advisor and Executive Assistant

A handwritten signature in blue ink, appearing to read 'Sven Hanne'.

[Approved by]
Sven Hanne
Chief Executive

Date 21/05/2024

DECISION REPORT



F22/55/04 – D24/24846

To: Policy and Services Committee
From: Chief Executive
Date: 28 May 2024
Subject: Policy Reviews – May 2024

Recommendations

1. THAT the report be received.
2. THAT the following, updated and new policies, being the:
 1. Asset Disposal Policy
 2. Elected Members' Expenses Policy
 3. Asset Management Policy
 4. Care of Children and Youth in Council Facilities

be adopted.

Recommended Reason

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

/
Moved/Seconded

1. Purpose of Report

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

2. Executive Summary

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

3. Local Government Act 2002 – Section 10

Under section 10 of the Local Government Act 2002, the Council's purpose is to “enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future”			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:		Yes	
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 While Council regularly reviews its policies, a notable backlog has recently been identified. Staff are working to address this backlog to ensure policies are reviewed in the appropriate time frame.
- 4.2 Policy review cycles vary notably and part of the review of each policy will be to ensure each policy has the appropriate review cycle attached. Review of policies can be triggered outside of the normal review cycle by a range of factors, including but not limited to legislative change, operational requirements identified by staff and request by elected members.
- 4.3 All policies included in this report are summarised below. For the policies for adoption within this report, the following changes have been incorporated and are being recommended by staff:

4.3.1 Assets Disposal Policy – Appendix 1

- 4.3.1.1 Updated policy regarding the disposal of council owned assets once they reach the end of their life, are due for replacement or are no longer required. "Assets" include, but are not limited to, real property, plant and equipment, furniture and fittings, collections, vehicles, redundant and excess stock. Financial assets (investments, debtors, prepayments) are not covered by this policy.
- 4.3.1.2 Update of wording to better demonstrate intended outcomes (e.g. maximising value gained from disposal) and emphasis on future planning.
- 4.3.1.3 Recognition of contemporary competitive disposal methods, such as online or offline auctions as an appropriate method to maximise value from asset disposal process.

4.3.2 Elected Members' Expenses Policy – Appendix 2

- 4.3.2.1 The policy largely relies on the annual Local Government Members Determination while addressing those areas where council has discretion (e.g. childcare allowance).
- 4.3.2.2 The proposed policy retains the strict exclusion of expenses for “corporate perks”, such as airline clubs, loyalty schemes, seat upgrades, etc.
- 4.3.2.3 Addition of clauses added to the childcare allowance section to meet information requirements of auditors. This information is already being collected following earlier auditor feedback. The policy, as presented

is quite broad/vague on what activities a councillor may undertake while claiming childcare allowance. Some councils are more restrictive in their definitions of when an elected member can claim this expense, this has been raised by auditors but is ultimately a decision for elected members to make.

4.3.3 Asset Management Policy – Appendix 3

4.3.3.1 Largely unchanged with some tidy-up of formatting

4.3.4 Care of Children and Youth in Council Facilities Policy – Appendix 4

4.3.4.1 This policy provides clear guidelines to staff and facility users regarding supervision requirements for children of different ages at council facilities.

4.3.4.2 The policy attempts to strike a balance between providing services to young people and aspects including safety of the young person as well as staff and other users, the enjoyment of facilities by other users and council facilities not contributing to student truancy.

4.3.4.3 This policy sits alongside Council's Child Protection Policy.

5. **Consultative Process**

5.1 **Public Consultation - Section 82**

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

5.2 **Māori Consultation - Section 81**

Where appropriate, direct consultation will be undertaken with Māori.

6. **Risk Analysis**

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

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

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

7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Policies form the basis of a variety of council functions including the provision of infrastructure, regulatory functions and the provision of a local public service.

What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Policies in many cases form the basis and framework to how these needs are identified, addressed and met.
--	---

7.2 Data

<ul style="list-style-type: none"> 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?
--

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

7.3 Significance

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

7.4 Options

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

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

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

7.5 Financial

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

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

7.6 Prioritisation & Trade-off

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

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

7.7 Legal Issues

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

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

7.8 Policy Issues - Section 80

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

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

Attachments:

Appendix 1 – Assets Disposal Policy - D23/25155

Appendix 2 – Elected Members' Expenses Policy – D24/19791

Appendix 3 – Asset Management Policy – D24/15634

Appendix 4 – Care of Children and Youth in Council Facilities Policy – D24/17125



Sven Hanne
Chief Executive

Date 21 May 2024

Appendix 1

POLICY



Policy:	Asset Disposal
Department:	Corporate Services
Approved by:	[Click here and type text]
Effective date:	May 2024
Next review date:	May 2027
Document Number:	D23/25155

1 Purpose

- 1.1 To set out the principles and processes by which the disposal of Council assets will be conducted, and to provide guidance to Council staff to ensure that the following are achieved:
- Value gained ~~by from Council asset disposal~~ is maximised
 - Asset disposal is undertaken in an open, fair, transparent and accountable manner.
 - Risks associated with asset disposal ~~is are~~ managed appropriately.
 - Opportunity for exploitation by individual employees, the public, private sector, or any other organisations is minimised.
 - The method chosen for asset disposal promotes efficient disposal practices, proportionate to the approximate value of the item, minimising disposal costs.

2 Background

- 2.1 This policy covers the sale, or disposal by any other means, of Stratford District Council assets. For the purposes of this policy:
- "Disposal" includes the sale, donation, scrapping, write-off, recycling, barter, trading or any other means of ceasing beneficial ownership or custody of assets.
 - "Assets" include, but are not limited to, real property, plant and equipment, furniture and fittings, collections, vehicles, redundant and excess stock. It does not include financial assets (investments, debtors, prepayments).
 - "Write-off" specifically refers to the removal or de-recognition of the asset from the asset register and balance sheet at nil value.
- 2.2 Council assets may be disposed of for various reasons, including:
- The asset has come to the end of its useful life and needs to be replaced,
 - The asset no longer supports the delivery of a community outcome and is surplus to requirements,
 - The economic costs of ownership outweigh the benefits, and/or
 - Councillors decide by resolution that the asset is to be disposed of.

3 Policy

- 3.1 ~~Effective asset management is an essential element of Council's strategic planning, governance, and the continued delivery of quality business activities and services, as well as an integral part of wider financial planning processes. Assets are the property of the Council, therefore it is essential that disposing of an asset is done in accordance with policy. The proper recording of an asset disposal provides for an accurate account of profit or loss, and asset value, in the financial statements.~~
- 3.2 ~~Schedule 7, Section 32 (c) of the Local Government Act 2002 states that the Council cannot delegate the power to dispose of assets, other than in accordance with the~~

~~Council's Long Term Plan or through an amendment to the current Long Term Plan, through the Annual Plan process. The annual budgets provide for anticipated asset disposals. All fixed assets are allocated a useful life which is recognised through the Long Term Plan and Annual Plan process as part of the asset renewal programme. Any significant proposed asset sales will be dealt with on a case by case basis.~~

- 3.3 Department Managers are responsible for determining when assets are surplus to requirements (for whatever reason), and for organising their disposal. Assets that are surplus to Council requirements should be planned for, and disposed of promptly, avoiding prolonged storage and loss of value.
- 3.4 Department managers should investigate the likely market value of any asset considered surplus to requirements, in a manner appropriate to the asset value and significance.

3.4 *Strategic Assets:* -

Council retains a register of strategic assets in its Significance and Engagement Policy.

~~Property, plant and equipment are classified into two categories:~~

- ~~• *Unrestricted* Council is able to sell these assets without restrictions.~~
- ~~• *Restricted* The disposal of these assets is limited by legislation, or in the manner in which they were vested, or cannot be physically uplifted and sold.~~

Council retains a register of strategic assets in its Significance and Engagement Policy.

In accordance with the Local Government Act 2002, any decision to transfer the ownership or control of a strategic asset to or from the Council, or a decision to construct, replace or abandon a strategic asset, can only be taken if it is explicitly provided for in the Council's Long Term Plan.

3.5 *Value for Money:*

- The disposal of ~~all~~ Council assets shall achieve the best net value possible. This includes identifying redundant assets and undertaking an assessment of the means of asset disposal whenever practical (including sale, write-off or donation) to ensure alignment with Council's strategic objectives, as well as current and potential benefit to the local community.
- All property assets (land and buildings) must be independently valued by one registered valuer, or if sale proceeds are expected to be over \$5,000,000, two registered valuers, prior to being offered to the market for sale. The sale of land must be through an open market process (priced sale, tender, or auction), unless there is a strong association with an adjoining land owner and the sale is within 10% of the independently assessed market value.
- Independent appraisals of value shall be obtained for all higher value assets, expected to realise more than \$20,000 (excluding property), prior to their disposal, and should be taken to account when negotiating the final sale price. Where the sale of an asset is through an established public market ~~such as TradeMe or Turners Auctions~~ or a reputable online auction, there is no requirement for Council Officers to obtain an independent appraisal.

3.6 *Disposal of Assets to Employees and Elected Members*

- Assets must not be disposed of directly to an individual Council employee or elected member. However, an internal tender process may be initiated by the Department Manager in control of the particular asset. The objective of this approach would be to gain the highest disposal price at the lowest cost to Council. A reserve price that is comparable to current fair market value must be set by the Department Manager.
- Staff and elected members may purchase an asset through an internal tender process, provided they have no decision-making involvement in the disposal

process and Council is not exposed to ~~no~~-potential or perceived conflict of interest.

- The maximum estimated asset value for an internal tender process is \$20,000. The Chief Executive must authorise the disposal of any asset internally where the estimated asset value exceeds \$1,000.
- Should no tenders be received through an internal tender process, the following actions are available:
 - o If the estimated asset value is less than \$500, then the asset may be donated to the community.
 - o If the estimated asset value is less than \$1,000, staff may be offered the opportunity to purchase at re-quoted price.
 - o If the estimated asset value is more than \$1,000, then the asset may be listed for sale through ~~online~~ auction, or through any other approved auction platform, with a reserve to be set at no less than 70% of the estimated asset value.

3.7 Accounting for the Disposal of Assets

- Where an asset is disposed, the asset is removed from the fixed asset register at its carrying amount (cost less accumulated depreciation).
- A gain or loss on disposal is recognised on the difference between the actual sale price realised, and the carrying amount. For example, if an asset was disposed of for no consideration, but had a \$100 carrying amount on the balance sheet, a loss of \$100 will be recognised in Other Operating Costs in the Statement of Comprehensive Revenue and Expenses.
- The sales proceeds are transferred to the relevant renewals reserve ~~and the funds then may be used to replace the disposed asset to offset the cost of replacing the disposed asset.~~
- Net ~~proceeds~~ gains from the sale of assets that have not been specifically tagged for a particular purpose are to be transferred to the Asset Sales Proceeds Reserve. This includes sales proceeds from the disposal of Council property and non-financial investments.

4 Procedure

The Finance team must be advised of all asset disposals where the original purchase cost of the asset being disposed of exceeds \$2,000, or the asset is recorded in the Council's asset register. This is to be done through the *Request for Disposal of Asset form (D18/499)*.

Every asset disposal must be fully documented, clearly identifying the following:

- Asset – full description,
- Reason for disposal,
- Who authorised its disposal,
- To whom it was disposed,
- Sale proceeds value, if any.

The details must be recorded in a timely and accurate manner in the Council's fixed asset records ~~and financial accounting systems. Proceeds from the sale of assets must be correctly and expeditiously recorded in the Council's financial accounting systems.~~

Payment must be received prior to the new owner taking possession of the asset. Such possession must take place within one week of the conclusion of the sale or the asset may be readvertised for sale.

Appropriate "one-up" authorisation must be obtained prior to any asset disposal, in accordance with the *Schedule of Financial Delegations* in the Council's *Procurement Policy*.

| All sales of surplus assets require the generation of a Council invoice. Invoices should be approved by the manager of the Council department which owns the asset, and prepared by the Revenue ~~Department~~team. If an asset is traded in, the supplier's invoice must show the total cost of the new item and the allowance for the traded item separately.

| ~~Cash must not be used as a form of payment for assets with a sale price over \$1,000.~~

5. Related Council Documents

| Delegations Policy
Procurement Policy
Asset Management Policies
Long Term Plan 2024-3448-28
Request for Disposal of Asset form

Appendix 2

POLICY



Policy:	Elected Members' Expenses
Department:	Corporate Services
Approved by:	Council
Effective date:	xx
Next review date:	2026/27
Document Number:	D24/19791

1 Purpose

- 1.1 This purpose of this policy is to set out Elected Members' entitlements to allowances and expenses.

2 Scope

- 2.1 This policy covers:

- Travel and related expenses
- Professional Development
- Communications allowance
- Childcare allowance

- 2.2 To clarify, council does not:

- subscribe or reimburse the costs of airline clubs or loyalty schemes;
- reimburse or pay any allowances to councillors in respect to any hospitality or entertainment activity;
- pay for the additional travel expenses, including travel and food of any persons accompanying elected members on their travels;
- pay or reimburse the costs of excess luggage, seat upgrades, or seat reservations;
- reimburse meals provided free of charge by a third person;
- pay for alcoholic beverages or items taken from a minibar, or
- reimburse for the use of a printer or for ICT consumables

3 Principles

- 3.1 The payment of any or all allowances in this policy is at the discretion of the Stratford District Council. The policy is based on the principles that all expenditure is actual and reasonable, related to Council business, and represents the best use of ratepayer funds.
- 3.2 Approval for expenditure by Councillors (all elected members excluding the Mayor) must be given by the Mayor and Chief Executive. Approval for expenditure by the Mayor must be given by two directors, and signed-off quarterly by the chair of the Audit and Risk Committee.

4 Background

- 4.1 Expenditure claims must be submitted for reimbursement within one month of incurring the expenditure.
- 4.2 The allowance amounts referred to in this policy are updated annually following the release of the annual Local Government Members Determination.

~~4.3 This policy takes effect from 15 October 2022.~~

5 Travel

- 5.1 The costs of elected members traveling on official council business are met by council on a fair and reasonable basis. The expenditure should be subject to standards of probity and financial prudence that are expected of a public entity and able to withstand public scrutiny.
- 5.2 The method of travel chosen should always be the most practical and cost-efficient option available. All Council travel must consider the impact of climate change, including whether there are any mitigations possible to reduce the impact such as the use of remote or online methods. Council will not pay mileage for travel by private motor vehicle within or outside the Taranaki Region where travel by other means has been made available.
- 5.3 All travel-related bookings, including accommodation, airline tickets and council vehicles are to be arranged via the ~~Executive Administration Office~~ Chief Executive's office.
- 5.4 Public transport fares, taxis and parking fees incurred when on council business will be reimbursed; traffic and parking related fines however will generally not be.
- 5.5 If practical, travel for any person accompanying elected members on council related travel, additional accommodation nights in excess of what is required for council business or alternative route choices to combine council related and private travel can be arranged at the time of booking on the condition that council be reimbursed by the member for any additional costs incurred.
- 5.6 Travel within the Taranaki Region
- Elected members are expected to use council vehicles, their private car or public transport when on council business within the Taranaki Region.
 - If elected members use their private car, mileage allowance will be reimbursed according to the rules set out in section 11(3) of the current Remuneration Authority determination.
 - Mileage expenses for elected members conducting District Licensing Committee business are subject to the rules for District Licensing Committee members set up by central government.
- 5.7 Travel outside the Taranaki Region
- Elected members are expected to use council vehicles or air travel when on council business outside the Taranaki Region.
 - Where Council vehicles are not available, private vehicles may be used to travel outside the Taranaki region subject to the approval of the Chief Executive first being obtained. Under these circumstances, mileage allowance will be reimbursed according to the rules set out in section 11(3) of the current Remuneration Authority determination.
- 5.8 Travel-time allowance
- When travel exceeds one hour on a single day, elected members (excluding the Mayor) are entitled to claim the current amount as set out in section 12(3) of the current Remuneration Authority determination, per hour of travel time, after the first hour of eligible travel time.
- This entitlement only applies if the elected member is travelling to attend local authority business by the quickest form of transport and the most direct route that is reasonable in the circumstances.
- If an elected member lives outside of the district and is travelling to the district on local authority business, a claim for travel-time will only be reimbursed if the member's primary place of residence was outside the district at the time of the local election and the Remuneration Authority has authorised the application as set out in section 12(4A)(b) of the current Remuneration Authority determination.

The maximum total amount of travel-time allowance that may be claimed for eligible travel in a 24-hour period is 8 hours.

5.9 Accommodation

When elected members are required to stay away from home while on Council business, and opt to stay in private accommodation rather than public accommodation, then an accommodation allowance of \$50 per night may be claimed by the elected member. This allowance is intended to be paid to the accommodation provider to cover at least a portion of the costs they may incur.

5.10 Associated expenses

When elected members are required to incur business related expenses such as taxis, meals and accommodation, these will be reimbursed on the basis of actual and moderate expenditure and require presentation of actual receipts. Non-alcoholic drinks are considered part of a meal, alcoholic drinks however are considered a personal choice and will not be reimbursed.

5.11 Mayor's vehicle

In accordance with section 9 of the Remuneration Authority determination, the mayor may be provided with a vehicle that is available for restricted private use, partial private use, or full private use.

If a vehicle is provided for full private use, a deduction must be made from the mayor's annual remuneration as follows:

Purchase price (incl GST) x 41% x 20%

If a vehicle is provided to the mayor for restricted private use only, no deduction from the mayor's remuneration is required.

6. Professional Development

6.1 Council sets its professional development budget for elected members each year. Participation in conferences, courses, or training programmes by Councillors must have prior approval by the Mayor, before any related expenditure may be incurred. Any expenditure incurred by the Mayor must be approved in line with Council's Procurement 3.2 of this Policy.

6.2 The ~~Executive Administration Officer~~ Chief Executive's office, upon request, can make all necessary arrangements, including booking any professional development courses.

7. Communications Allowances

7.1 The council provides all elected members with a portable tablet computer (iPad) and the relevant associated software exclusively for council use.

7.2 In addition, members receive the applicable communication allowances set in Section 13 of the current Remuneration Authority determination, and as per the below:

- For the use of a mobile phone (Section 13(3)(c))
- For the use of a members own internet services (Section 13(4))
- For the use of a members own mobile phone services (Section 13(5)(a)).

7.3 The District Mayor may choose to either receive the applicable communication allowances associated with the use of a mobile phone, or be provided with a council owned mobile phone for official use, or supply their own phone but receive the mobile phone services allowance.

8. Childcare Allowances

- 8.1 An eligible elected member is entitled to a childcare allowance of up to \$6,000 per child, per annum to contribute towards expenses incurred by the member for childcare provided **while the member is engaged on council business.**
- 8.2 To be eligible, the member must be a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child, the child is under 14 years of age, and the childcare is not provided by a parent or spouse of the member, or someone who lives with the member.
- 8.3 Receipts-Documentation must be provided showing the amount paid for the childcare, and the time and days of childcare claimed.
- 8.4 The childcare claim must specify the hours being claimed and the council business engaged in during the time period/s claimed.

POLICY

Appendix 3



Policy:	Asset Management
Department:	Assets
Approved by:	Policy and Services Committee
Effective date:	01 June 2024
Next review date:	2027/2028
Document Number:	D24/15634

1. Background

- 1.1 The Stratford District Council (SDC) is charged with the prudent stewardship and management of infrastructure assets, which deliver services to the community. These assets represent a significant investment by the Stratford District community, built up over the last 100 years or more.
- 1.2 SDC recognises its on-going responsibility and is committed to sustainable asset management practices to meet the needs of the community, now and in the future.
- 1.3 SDC will achieve this by maintaining the required levels of service (LoS) identified in the Long-Term Plan (LTP) while minimizing lifecycle costs.

2. Purpose

- 2.1 The purpose of this policy is to set SDC's asset management framework for managing infrastructure assets in a structured, integrated, cost-effective and sustainable manner.
- 2.2 This policy covers infrastructure assets in the following areas:
 - Roading;
 - Water Supply
 - Wastewater
 - Stormwater;
 - Property;
 - Parks, Reserves and Cemeteries; and
 - Solid Waste.

3. Scope

- 3.1 SDC will manage infrastructure assets in a coordinated, cost-effective, and sustainable manner to meet the current and future needs of the community.
- 3.2 SDC will develop and maintain Asset Management Plans (AMPs) for the activity areas described in Section 2 above as the means to fulfil its statutory obligations for compliance with all relevant legislation and the expectations of the office of the Auditor General for the optimum delivery of services and activities through optimal management of infrastructure assets.

4. Objectives

- 4.1 The objectives of this policy are to:
 - Provide a consistent approach to asset management planning to ensure AMPs reflect the strategic direction of Council.

- Demonstrate to the community that the management of assets and activities is undertaken in a cost-effective, safe and sustainable manner, to deliver agreed levels of service (LoS) to current and future generations.
- Set principles and framework for the development of AMPs for areas described in Section 2.2, which align with SDC's Community Outcomes, agreed specific LoS performance requirements and desired improvement priorities.

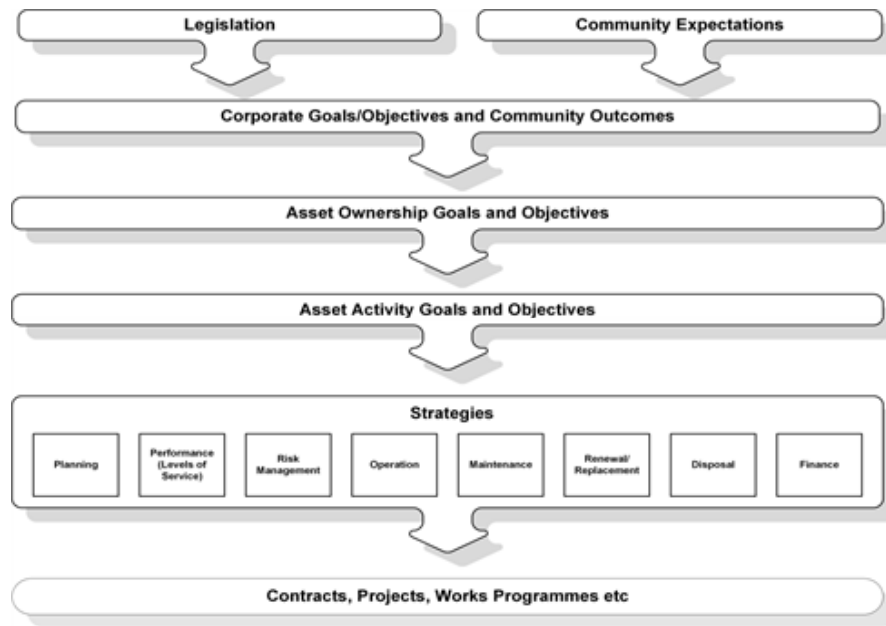
5. Principles

5.1 SDC will adhere to the following principles in its asset management planning process:

- Goals and objectives in the AMPs are aligned with corporate objectives and community outcomes.
- The risk management approach drives all asset management planning, ensuring that comprehensive risk identification and robust risk mitigation inform the development of work programmes to support the delivery of agreed LoS;
- Financially sustainable AMPs are developed in accordance with best practice principles and are appropriate for the scale of assets and associated risks being managed.
- AMPs reflect the priorities of the Council and support the management of assets and the delivery of services;
- Capital, operation and maintenance, and renewal/replacement works are aligned with asset management objectives.
- Sustainability and sustainable development are considered in the selection of options for asset creation and service delivery.
- Asset management strategies are established on optimised lifecycle management and costing principles.
- Funding is allocated at the appropriate level for asset maintenance necessary to deliver the required LoS.
- Accurate, up-to-date asset data is collected for analysis and use throughout the asset management planning processes.
- A strategic management approach is taken to improvement planning, asset management plan development and implementing improvement practices.
- Growth and demand forecasting are integrated as part of all asset management planning to meet current and future needs of the community.
- Design, construction and maintenance of assets, so far as reasonably practical, are without risk to the health or safety of any person.

6. Framework

- 6.1 SDC adopts the asset management framework below across all infrastructure assets and activities for integrated planning, decision-making and information dissemination.
- 6.2 The framework provides a management structure within which requirements, goals, objectives, strategies and tactics are brought together to enable a balanced and consistent approach to asset management and the provision of infrastructure and services.



7. Consultation Process

- 7.1 SDC will undertake public consultation on its AMPs as part of its Long-Term Plan consultation process, in accordance with the Local Government Act 2002 and SDC's Significance and Engagement Policy.
- 7.2 Levels of service will be formally consulted on either as part of the AMPs and/or as a separate document.
- 7.3 Significant changes to asset activities will be highlighted in the LTP consultation document.
- 7.4 AMPs will be available to the public as supporting documents to the LTP consultation document.

8. Review Process

- 8.1 AMPs will be reviewed every three years in line with the long-term planning process.
- 8.2 AMPs will be adopted by Council within the year leading up to commencement of the next Long-Term Plan.
- 8.3 Adopted AMPs will align with the adopted Long-Term Plan for the same period. Where there is a misalignment between adopted AMPs and subsequent Annual Plans (APs), the discrepancies will be identified in the relevant AP.

9. Roles and Responsibilities

- 9.1 Elected Members and Council Officers are the custodians of Council assets on behalf of the Stratford District community.
- 9.2 Elected Members' responsibilities include to:
 - Represent the best interest of ratepayers (as asset owners) and residents (as customers of services).

- Enable asset management decisions that provide for good quality local infrastructure and local public services that are efficient, effective, sustainable, and appropriate for the current and foreseeable future needs of the community.
- Support the planning, creation, maintenance replacement and disposal of assets in accordance with Council priorities as determined by the LTP.

9.3 Council Officers responsibilities include to:

- Ensure legal obligations are met.
- Provide technical and professional advice that enables elected members to make well-informed decisions about the management of assets.
- Manage assets to ensure they provide the agreed LoS.
- Maintain assets and deliver activities in accordance with the AMPs.
- Ensure practical systems are in place to collect, store, and maintain data necessary to inform future asset planning.
- Ensure that procurement and operational spending meet the requirements of Council policies and delegations.
- Provide regular performance information on asset and activities against planned LoS and Council's performance targets.

Appendix 4

POLICY



Policy:	Care of Children and Young People in Council Facilities
Department:	Community Services
Approved by:	[Click here and type text]
Effective date:	[Click here and type text]
Next review date:	Enter next review date
Document Number:	D24/17125

1. Purpose

- 1.1 The purpose of the policy is to provide guidance for Council facility staff and users when children and young people are unaccompanied and/or not actively supervised in Stratford District Council facilities.

2. Scope

- 2.1 This policy applies to all facility users during opening hours and may have greater significance during school hours.
- 2.2 This policy may not be applied where a child has registered for a programme run by the Council facility.
- 2.3 For the purposes of this policy, caregivers must be 16 years and older.

3. Objectives

- 3.1 Council staff will do their utmost to provide a safe and comfortable environment for all children and young people.

4. Definitions

- 4.1 Unaccompanied child refers to any child whose parent/caregiver is not within the Council facility.
- 4.2 Actively supervised means that the parent/caregiver has the child within eyesight, is watching and ensuring the child is safe and is not disrupting staff or other facility users.
- 4.3 Registered for a programme means that Council has asked for: Emergency Contact Name, Emergency Contact's Relationship to Child, Emergency Contact Phone Number, and an Alternative Contact for Picking Up the Child.

5. Principles

- 5.1 Children and young people are welcomed by the Council to use its resources, services and spaces in a safe and respectful manner. The Council encourages all children and young people to use the facilities, its resources, and to participate in programmes.
- 5.2 All facility users including children and young people must treat other users, staff, and property with respect and care. Failing to do so may result in being asked to leave the facility.
- 5.3 Parents or caregivers are responsible for the safety and behaviour of their children and young people, and under law as per the Summary Offences Act 1981 must make reasonable provision for the care and supervision of their children.
- 5.4 Council recognises it is reasonable to expect:

- children aged 9 and over to visit the Wai o Rua - Stratford Aquatic Centre on their own.
 - children aged 8 and over to visit the Stratford Library on their own.
- 5.5 Action may be taken by Council staff if they consider that supervision of a child or young person is inadequate, which may be in relation to a child's age or behaviour.
- 5.6 Council staff will act on any reasonable concerns about the care or safety of children or young people in its facilities.

6. Procedure

- 6.1 Unaccompanied or unsupervised children of school age during school hours may be asked the circumstances under which they are not attending school.
- 6.2 Where Council staff have reasonable concerns about the care, safety or behaviour of a child in a Council facility staff will act. This may include contacting the parent/guardian, school or if necessary, Police.
- 6.3 Police may be contacted if the caregiver or supervising adult cannot be found or contacted, particularly if the unaccompanied child is in distress.

7. Relevant Legislation

- Oranga Tamariki Act 1989
- Children, Young Persons and Their Families (Oranga Tamariki) Legislation Act 2017
- Children's Act 2014
- Vulnerable Children Act 2014
- Education Act 1989
- Summary Offences Act 1981

8. Relevant Policies

- Child Protection Policy

DECISION REPORT



F22/55/04 – D24/15769

To: Policy and Services Committee
 From: Roading Asset Manager
 Date: 28 May 2024
 Subject: Proposed Road Closures for a Tarmac Rally Event.

Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, approval is hereby given that the Stratford District Council approves the closure of the following roads on Sunday 7 July 2024 between the hours of 06:00am to 4:30pm for the Taranaki and South Taranaki Car Clubs to host a Tarmac Rally motorsport event.

Miranda Street will be closed from Fenton Street to the Fire Station for registration and scrutineering.

Special Stage 1 and 3

- Cheal Road – From Skinner Road to Wingrove Road
- Wingrove Road – From Cheal Road to Waihapa Road
- Waihapa Road – From Wingrove Road to Bird Road
- Bird Road – From Waihapa Road to Skinner Road

Special Stage 2

- Mohakau Road – From SH43 to Makuri Road
- Makuri Road – From Mohakau Road to Stanley Road
- Stanley Road – From Makuri Road to Cross Road

Special Stage 4 and 6

- Mohakau Road – From SH43 to Makuri Road.
- Makuri Road – From Mohakau Road to Douglas Road.
- Douglas Road – From Makuri Road to SH43.

Special Stage 5 and 7

- Wawiri Road – From Ahuroa Road to Makuri Road.
- Makuri Road – From Wawiri Road to Stanley Road.
- Stanley Road – Makuri Road to Croydon Road.
- Croydon Road – Stanley Road to Salisbury Road.

Recommended Reason

In order for the Taranaki Car Club to host a Tarmac Rally motorsport event, it is necessary to close the roads listed above for safety reasons, for the participants and for any spectators. The proposed road closures require a formal endorsement by a council resolution.

/
 Moved/Seconded

1. Purpose of Report

- 1.1 For any street event that requires a road closure, Schedule 10, Clause 11(e) of the Local Government Act 1974 requires a Council resolution to endorse the proposed road closure. This report seeks this endorsement for the purposes of allowing the Taranaki Car Club to close several roads, (shown above), on Sunday 7 July 2024 between the hours of 06:00am to 4:30pm.

2. Executive Summary

- 2.1 In order for the Taranaki Car Club to hold stages of The North Island Rally Series the car club has approached the Stratford District Council seeking permission to close the roads which form seven special stages. The organisers have indicated they have capped the number of entrants at 60.
- 2.2 As these roads are residential rural roads, with the exception of Miranda Street, the car club has undertaken a letter drop to all residents (**Appendix 1**) and provided the Council with a Traffic Management Plan (**Appendix 4**) and Safety Plan (**Appendix 3**) for the event. These have been included as attachments to this report. Also attached for your information is their Certificate of Liability Insurance (**Appendix 2**) and supplementary regulations (**Appendix 5**).

3. Local Government Act 2002 – Section 10

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

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

4. Background

- 4.1 The Taranaki Car Club was formed in the early 1950s and has a long history. The club aims to bring local, affordable events to the Taranaki landscape by running street sprints and hill-climbs. Street sprints are very popular with drivers and spectators and good examples of these are the Waitara Street Sprint and the Stratford Street Sprint (run by the South Taranaki Car Club).
- 4.2 The event that the Taranaki Car Clubs wishes to run in Stratford in July is a Tarmac Rally where drivers compete against the clock to complete seven special stages, two timed runs over the same roads. Referrals of interesting and remote roads are received from club members. The clubs consult with the local community and organises road closures and Motorsport New Zealand permits. It is the club's intention to develop this rally over time, in order to host a district wide event, similar to the well-known Targa Rally.
- 4.3 The Series is called the North Island Rally Series, with competitors and their teams coming from all over the North Island. This event is the only tarmac event in the five-round series. There are a good number from other rallying circles that are very keen on test their skills on tarmac roads, even though the roads which are proposed to be closed, have been used for other rally events. The entry field cap is 60 cars.

Apart from the rally entrants, there will be rally officials travelling from Auckland, Wellington, Tauranga, Hamilton, Masterton, who could possibly be staying in local motels. This event will be a big boost for Stratford and Taranaki as a whole. All Officials & competitor's will be staying in Taranaki for the weekend.

With each entrant, there is a service crew of between 2-6 people, again requiring local accommodation for the weekend of the event.

The Taranaki Car Club will be making sure that all the businesses in Stratford know of the Event. They intend to advertise the event using posters in shop windows with permission of the shop owners.

- 4.4 The Taranaki Car Club has submitted a request to the Stratford District Council seeking permission to close the roads outlined in the recommendation above. The date of the event is Sunday 7 July 2024 and the proposed closures are from 6.00am to 4:30 pm. There have been numerous road racing events held in the district in past years, including, the Silver Ferns Rally, The Targa Rally, the Toko Road Bent Sprint and the annual Street Sprint Event within the Stratford township. This event is another one to add to the list.

5. Consultative Process

5.1 Public Consultation - Section 82

The Taranaki Car Club is required to liaise with all residents affected by the proposed road closure. This proposed road closure was advertised in Central Link on Wednesday 17 April with the objection cut-off date of Friday 24 May 2024. The event was also publicised on SDC's website from Friday 17 May to Friday 17 May 2024. A second notice will be published in the Stratford Press on Wednesday 21 June 2023, subject to the recommendations outlined above being endorsed by Council.

Attached is a copy of the letter delivered to the residents and businesses affected by this proposal (**Appendix 1**). To date the Council has not received a written objection from any of the residents visited by the car clubs. As this event must be approved by Motorsport New Zealand, the emergency services are formally notified of the event and are listed in the Safety Plan.

To date no written objections have been received by the Council.

5.2 Māori Consultation - Section 81

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

6. Risk Analysis

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

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

- 6.1 In order for the Taranaki Car Club to host this motorsport event in a safe manner on public roads, it is essential that these roads are closed for the times stated in the recommendation. This will safeguard the participants in the event, spectators and any residents wishing to travel along the roads listed in the recommendation above during the time of the road closure.

- 6.2 Within the safety plan of the event (**Appendix 3**), there is a risk assessment matrix provided by the event organisers. We have been provided with a copy of the Safety Plan for the 2023 event as a guide. The updated report for this event will be provided to Council 2 weeks prior to the event. The reason for the delay is that they have not yet finalised the names of the marshal's and this needs to be added to the plan.

- 6.3 **Council Risk Register – Risk No. 29: Health, Safety and Wellbeing; Public Events.** If health and safety accidents or incidents occur during events, then increased costs can occur to the events, reputation is damaged.

For this particular event, the Taranaki Car Club has third party public liability insurance to cover the cost of repair for any property damage, such as fences. The entrants will carry their own insurance for their vehicles should they have an incident when undertaking the time trial.

There are specific requirements for the entrants noted in the Supplementary Regulations (**Appendix 5**).

Council Risk Register – Risk No. 70: Health, Safety and Wellbeing; Dangerous Roads due to weather events. If there are dangerous road conditions that are not managed and communicated to the public appropriately, then there is a higher potential for car accidents and possible road fatalities.

The control for this risk is that council officers can undertake an inspection of the roads to be closed prior to the event and inform the organisers if the road is safe for them to hold the event. If SDC officers deem the road to be unsafe due to a weather event, we will notify the organisers during the week preceding the event.

The Clerk of the Course will drive the rally route on the day before the rally, to tape off accesses that are not the main point of access for the residents, as well as checking the condition of the road to ensure it is safe for the participants of the rally.

7. Decision Making Process – Section 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes. This event provides an opportunity to demonstrate the uniqueness of the Stratford district by allowing a Tarmac Rally being held on several scenic rural roads.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This report supports the performance of Council by providing a regulatory function in accordance with the Local Government Act 2002.

7.2 Data

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

Yes, the times of the proposed road closures are outlined in the recommendation above. There is an expectation that approximately 60 vehicles will participate in this tarmac rally event, with each participant having two attempts at a timed pass along the roads mentioned throughout the day.

7.3 Significance

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

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

7.4 Options

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

The options to be considered for this report are:

- Option 1.** Do not approve the closing of the roads listed in the recommendation. If this is the option chosen, then the Taranaki Car Club will not be able to host a round of the 2024 North Island Rally Series.
- Option 2.** Approve the proposed road closures as outlined in recommendation 2 above to indicate support for this event. This will have a positive impact for Stratford. **This is the recommended option, as this is consistent with other similar requests for closing roads for motorsport events.**

7.5 Financial

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

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

7.6 Prioritisation & Trade-off

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

The Taranaki Car Club has engaged Downer to prepare the traffic management plan as well as installing the traffic management on the day of the event, should the recommendation above be approved.

7.7 Legal Issues

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

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

7.8 Policy Issues - Section 80

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

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

Attachments:

Appendix 1	Letter to Residents/businesses of all roads affected / FAQ's
Appendix 2	Certificate of Liability Insurance
Appendix 3	Safety Plan for the event
Appendix 4	Traffic Management Plan
Appendix 5	Supplementary Regulations



Debbie Taplin
Roading Engineer



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 21 May 2024

Appendix 1



Notice of application for Road and Footpath closures Sunday 7th July 2024

Dear Resident,

The Taranaki and South Taranaki Car Clubs are applying to Stratford District Council to close roads and footpaths to hold a tarmac rally in your area.

The road closure notices will be advertised in the Stratford Press newspaper on 16th April and submissions regarding the road closure will need to be received by Stratford District Council on Friday 10th May. The club appreciates the position of residents and we do not take your cooperation for granted.

There will be tape put across driveways, gates and road junctions This is a requirement of our motorsport permit and the road closure.

The below roads are the ones we are applying to close on Sunday 7th July 2024 for the running of the rally, in which drivers have to negotiate the roads against the clock. Most stages are repeated twice. Although there will be a small gap in between the stages where there will be little or no activity the road is still closed and can't be used.

Taranaki Tarmac Rally Sunday 7th July 2024 Road Closures.

SS1 & SS3 – BIRD	06:30 – 12:00	Total Closure: 5.5 Hours
Cheal Road, from Skinner Road to Wingrove Road. Wingrove road from Cheal Road to Waihapa Road. Waihapa Road from Wingrove road to Bird Road. Bird Road from Waihapa Road to Skinner Road. All Side Roads off the above closed roads will be marshalled.		
SS2 – STANLEY	08:00 – 16:30	Total Closure: 8.5 Hours
Mohakau Road, from SH 43 to Makuri Road. Makuri Road from the intersection with Mohakau Road and Akama Road to Stanley Road. Stanley Road from Makuri Road to Cross Road.. All Side Roads off the above closed roads will be marshalled.		
SS4 & SS6 – DOUGLAS	10:30 – 16:00	Total Closure: 5.5 Hours
Mohakau Road, from SH 43 to Makuri Road. Makuri Road from the intersection with Mohakau Road and Akama Road to Douglas Road. Douglas Road, from the intersection of Makuri Road and Douglas North Road to SH 43. All Side Roads off the above closed roads will be marshalled.		
SS5 & SS7 – CROYDON	11:00 – 16:30	Total Closure: 5.5 Hours
Wawiri Road, from Ahuroa Road to Makuri Road. Makuri Road from the intersection with Wawiri Road to Stanley Road. Stanley Road from the intersection with Makuri Road to Croydon Road. Croydon Road to Salisbury Road All Side Roads off the above closed roads will be marshalled.		

Note that pre-taping may be done on the stages on Saturday 6th July. Pre-taping will only be done on gates that are not a main access to residents. Driveways and main accesses will have tape tied to one side ready to be hung on the morning of the rally. By doing this, it quickens the process for the taping crews on the Sunday of the rally, which could in turn have the road opened to the public earlier. This will in no way restrict residents or other person's access on Saturday 6th July.

Should you have a necessary reason to move the tape, please do so as our taping crews will be re-checking tape the following day. Tape crews will check and complete taping over driveways and gates on Sunday 7th July.

This is a Motor Sport New Zealand Safety Requirement. We thank you for your co-operation with this.

Contact Sean Bryce, Event Organiser, 027 469 6677, if you have any concerns regards pre-taping.

Information on the day.

For the safety of all concerned, **Please do not** stand or park vehicles on intersections, gateways or driveways that competitors may have to use as an escape road if they run into difficulty. Also **do not** stand on the outside of corners as you may be in the way should a competition vehicle leave the road or skids up loose objects off the road surface.

Once the Safety Car, with lights flashing and siren sounding has passed your position **NOBODY** must enter onto the rally route. **THIS IS FOR YOUR SAFETY AND THE COMPETITORS SAFETY.**

The road will be finally reopened to the public by a vehicle with a flashing light and a door flash displaying **“SWEEPER CAR” a 2nd time, and the tape is removed.**

If there is a gap in the cars but you haven't seen or heard the SWEEPER CAR please do not drive on the road. Gaps sometimes occur in-between cars. If you are not sure call the Clerk of the Course on 0800 725593 and he can tell you whether the road is clear or not. It is better to be sure so that no one gets hurt. In this event there WILL be gaps

If you see an emergency situation during the period of Road Closure – Please phone our 0800 number, as we have paramedics at the start of each special stage and throughout the event. We will be able to respond immediately. If you require assistance, please don't hesitate to call us on the number below.

0800 RALLYE (0800 725593)

If any damage occurs to your property, as a result of our event, by a competitor or official of the rally, a fencing contractor will be following through to carry out any necessary repairs. Should the damage be too big to repair on the day, the fencer will make temporary repairs (stock proof at least), and return during the week to complete repairs. If any damage has been overlooked please contact the undersigned and repairs will be arranged.

We will send out a reminder letter 2 weeks before the event.

If you have any concerns or queries please do not hesitate to contact myself as below.

Regards,

Sean Bryce
Event Organiser
027 469 6677





Notice of application for Road and Footpath closures Sunday 7th July 2024

Dear Business,

The Taranaki and South Taranaki Car Clubs are applying to Stratford District Council to close roads and footpaths to hold a tarmac rally in your area.

The road closure notices will be advertised in the Stratford Press newspaper and submissions regarding the road closure will need to be received by Stratford District Council by Friday 24th May. The club appreciates the position of businesses and we do not take your cooperation for granted.

There will be tape put across driveways, gates and road junctions. This is a requirement of our motorsport permit and the road closure.

The below roads are the ones we are applying to close on Sunday 7th July 2024 for the service park for the rally.

Taranaki Tarmac Rally Sunday 7th July 2024

Road Closures

Service Park

06.00am to 6.00pm

Total Closure: 12 Hours

Miranda Street, from Fenton Street to no 49, beside the Fire Station. All access roads off the above closed road will be closed at their junction with Miranda Street and including the south entrance of Prospero Place.

Information on the day.

For the safety of all concerned, please keep clear of all moving cars. The service park is where the cars and service crews are based for the rally and there will be crews working on cars, vehicle movements and spectators in the area.

If you see an emergency situation during the period of Road Closure – Please phone our 0800 number, as we have paramedics at the start of each special stage and throughout the event. We will be able to respond immediately. If you require assistance, please don't hesitate to call us on the number below.

0800 RALLYE (0800 725593)

If any damage occurs to your property, as a result of our event, by a competitor or official of the rally, it will be repaired. If any damage has been overlooked please contact the undersigned and repairs will be arranged.

We will send out a reminder letter 2 weeks before the event.

If you have any concerns or queries please do not hesitate to contact myself as below.

Regards,

Andrew Larsen
Service Park Manager
0275 775118

Appendix 2



Insurance Certificate		
	Client ID	Agent No
Public & Products Liability	43826	8000014

We, the Insurers, Vero Liability Insurance Limited confirm that Public & Products Liability insurance has been effected on the following basis:

POLICY NUMBER	HO-LPL-6171359	
THE INSURED	Motorsport New Zealand Inc and Member Clubs in respect of Permitted Events Only	
BUSINESS DESCRIPTION	Administration, Governance and Regulation of Motor Sport in New Zealand	
POLICY PERIOD	From	4.00pm 31 December 2023
	To	4.00pm 31 December 2024
LIMIT OF INDEMNITY	\$ 10,000,000	any one Occurrence and for any one Period of Insurance in respect of Products Hazard
EXCESS	\$ 3,500	per Occurrence
POLICY WORDING	VL POL PL-032022	
FIRE PROTECTION COSTS	Limit of Indemnity \$2,000,000 any one claim and in the annual aggregate, subject to an excess of \$3,500 each and every claim	

This certificate is issued as a matter of information only and is subject to the terms and conditions of the issued policy.
Signed for and on behalf of Vero Liability Insurance Limited

SBT GROUP TARANAKI TARMAC RALLY

SAFETY PLAN

JUNE 25 2023



Taranaki Tarmac Rally Sunday June 25th, 2023

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Taranaki Tarmac Rally Sunday June 25th, 2023

Page 3

1. INTRODUCTION

1.1 Authority:

In accordance with the current Motorsport New Zealand Manual, Appendix Two Schedule H this plan sets out the systems that are in place and specifies the processes to use in the event of any injury accident for competitors, officials, and the public.

1.2 Rally base / Headquarters:

- Rally Control is established at the Stratford Showgrounds, Flint Road, Stratford.
- Clerk of the Course, Rally Control ACoC's and Competitor Tracking Officer will be stationed there.

1.3 Emergency Services:

- NEMS will be providing medical cover for the event
- FIRENZ and NZ Police have been notified of the event and road closures, their services will be available via 111.

1.4 Resources Available:

The following emergency resources are available throughout the event:

- An MIV equipped and staffed by NEMS will attend the start of each stage.
- A First Aid Officer will attend the service park.

1.5 Radio Networks:

- A VHF Radio network will be established, this will include all Rally Officials and terminate in Rally Control
- A Radio Log will be maintained in Rally Control, the ACOC operating the radio will be responsible for these entries

2. EMERGENCY NUMBERS

Rally Control Room Direct		027 230 9601
Rally Emergency Number	0800 RALLYE	0800 725593
St John Ambulance		111
Fire – FIRENZ	Stratford Station Direct	06 765 7542 or 111
Police	New Plymouth Station	111

3. RALLY CONTROL

3.1 Location

Rally Control is established at the Stratford Showgrounds, Flint Road, Stratford. Ph 027 23-0 9601
Or
0800 Rallye – 0800 725593

3.2 Operational Hours

Rally Control will be established in accordance with the following schedule:

- Rally Control will open at 0800hrs on the 25th June 2023 and close when the sweeper arrives at the final time control at the end of the day.



Taranaki Tarmac Rally Sunday June 25th, 2023

Page 4

4. OFFICIALS CONTACT DETAILS

Clerk of the Course	Steve Foster	027 230 9601
Assistant Clerks of the Course	Andrea Bourhill Ross Twyman Greg Prouse Aaron Young Andrew Larsen Glen Bublitz	021 689 061 021 195 9933 027 477 7164 027 224 0254 027 577 5118 027 412 5495
Competitor Relations Officer	Mike Cameron	027 303 6446
Chief Scrutineer	Kylie Jury	027 229 5911
Chief Safety Officer	Jim Matangi	027 614 6493
Chief Timekeeper	Donald Welsh	029 201 5044
Communications Chief	Brian Littlewood	027 593 5097
Judge of Fact		
Noise	Chief Scrutineer	
Alcohol Testing	Clerk of the Course	
Start Judges	Start Line Marshals	
Medical Co-ordinator	Nigel Dawson	027 491 9604
Rallysafe Representative	Graham Buchanan	027 497 5675
Motorsport NZ Stewards	Kelvin Booth (Chair) Harry McKee	027 475 9610 N/A
Secretary of Event	Helen Cameron	027 243 9096

5. SAFETY SERVICES

5.1 Medical Services On Rally Route

Taranaki Base Hospital - Phone: 06 753 6139
David Street,
West Town,
New Plymouth

5.2 MIV Locations

Stage	Stage Name	1 st Car	Length	Start
1	Douglas 1	10:45	19.78	MIV1
2	Croydon 1	11:20	20.00	MIV2
Stratford Service		11:50	First Aider	
3	Douglas 2	13:05	19.78	MIV1
4	Croydon 2	13:40	20.00	MIV2
Stratford Finish		14:20	First Aider	



Taranaki Tarmac Rally

Sunday June 25th, 2023

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5.3 MIV EQUIPMENT LIST - AS APPROVED BY THE CHIEF MEDICAL OFFICER, Airway Management Equipment

Qty	Description	Qty	Description
1	Laryngoscope (with medium and large blades)	1 each	Laryngeal mask airway (size 4 and 5)
1 set	Spare batteries for laryngoscope	1	Cricothyrotomy kits (blade and size 5.0 ETT or equivalent)
1	Magill's forceps (adult)	2 each	Nasopharyngeal airways (size 7.5)
2 each	Cuffed endotracheal tubes (sizes 8.0, 9.0)	1 tube	Water soluble lubricant
1 each	Cuffed endotracheal tubes (sizes 6.0, 7.0)	1	Hand powered suction device
1	Adult ETT intubating stylet	2	Endotracheal suction catheters
1	Intubating bougie	2 each	Oropharyngeal airways (sizes 3 & 4)
1	Cuff syringe	1 each	Oropharyngeal airways (sizes 1 & 2)
1	Thomas ETT holder (adult)		

Breathing Equipment

Qty	Description	Qty	Description
2	Portable oxygen cylinders (size A)	1	Nebuliser mask
2	Oxygen regulators and flowmeters	1	Adult manual ventilation bag
2	Oxygen tubing	Qty	Resuscitator masks (paediatric through to adult sizes)
2	Adult high concentration oxygen masks (with reservoir)	1	Chest decompression kit (containing 2 x 12G or 14G angiocaths)
1	Nebuliser chamber		

Immobilisation Equipment

Qty	Description	Qty	Description
2	Leg splints	2	Paediatric multi-fit rigid cervical collars
2	Arm splints	1	Stretcher
2	Adult multi-fit rigid cervical collars	1	KED

Assessment Equipment

Qty	Description	Qty	Description
1	Adult cuff sphygmomanometer	1	ECG monitor/defibrillator or automated external Defibrillator
1	Stethoscope	1	Capillary blood glucose meter and qty lancets

Intravenous Equipment

Qty	Description	Qty	Description
1	Tourniquet	Qty	Syringes (2 x 30mL, 4 x 10mL, 4 x 5mL, 2 x 3mL, 2 x 1mL)
4	1000mL bags 0.9% NaCl	Qty	Needles (2 x 25g, 2 x 20g, 5 x blunt 18g)
1	500mL bag 10% glucose	1	Contaminated sharps container
1	High flow IV giving sets	4	Occlusive IV dressings
3 each	Angiocaths (14g, 16g, 18g, 20g)	1 roll	2.5cm tape
4	Luer plugs		Inter-Oestrous 1 Cooks needle or EZIO
Qty	Alcohol based injections wipes		

Wound Care

Qty	Description	Qty	Description
2	Arterial tourniquet (CAT)	6	Elasticised roller bandages (2 x 5cm, 2 x 10cm, 2 x 15cm)
5	Large absorbent dressings	2	Triangular bandages
4	0.9% NaCl (30ml)	1	Roll surgical tape (5cm)
	Non adherent sterile dressings	2	Nylon suture with curved needles

Miscellaneous

Qty	Description	Qty	Description
Qty	Vinyl examination gloves (assorted sizes)	2	Instant cold packs
1	Bottle hand cleaner/disinfectant (alcohol based)	1	Rolls of clingfilm (for burns)
2	Foil hypothermia blankets	2	Blankets
1	Pairs of clothing shears	4	Towels
1	Sterile scalpel blade with handle	1	Yellow biohazard waste bag
2	Medium sized forceps (sterile)		



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5.3 MIV Equipment List continued

Medicine

Qty	Description	Qty	Description
3 amps	Adenosine 6mg/2ml	Qty	Loratidine 10mg tablets
10 amps	Adrenaline 1 mg	2 kits	Methoxyflurane 3ml / Pentrox kit
4 amps	Amiodarone 150mg	2 amps	Midazolam 15mg / 3ml
Qty	Aspirin tablets	5 amps	Morphine 10mg / 1ml
6 amps	Atropine 0.6mg	5 amps	Naloxone 0.4mg/1ml
2 vials	Calcium Chloride 1,000mg/10ml	3 amps	Ondansetron 4mg/2ml injection
2 vials	Ceftriaxone 1gm	1pkt	Ondansetron 4mg wafers
5 amps	Fentanyl 100mcg/2ml	1 amp	Oxytocin 10iu/1ml
1 vial	Glucagon 1mg/1ml	Qty	Paracetamol 500mg tablets
1 spray	GTN 0.4mg	Qty	Prednisone 20mg tablets
2 sachets	Hypogel 18gm	3 amps	Rocuronium 50mg/5ml
Qty	Ibuprofen 200mg tablets	5 nebulas	Salbutamol 5mg/2.5ml
5 nebulas	Ipratropium 0.5mg/2ml	2 bottles	Sodium bicarbonate 8.4%/100ml
2 amp	Ketamine 200mg/2ml	2 amps	Suxamethonium 100mg/2ml
2 amps	Lignocaine 1%/5ml	1pkt	

Safety & Rescue Equipment

Qty	Description	Qty	Description
1	Reflective hazard warning triangle	1	Crowbar
2	Battery powered torches	1	Hacksaw
1	Rope (minimum length 10 metres)	1	Axe
2	Securing strops	1	Shifting spanner (crescent) (medium size)
2	Safety helmets	1pr	Bolt cutters
1set	Screwdrivers	1pr	Pliers

5.4 Vehicle Access and Egress to Stages

SS1/3 Douglas and SS2/4 Croydon, Access via Stage start and egress via stage Finish

5.5 Helicopter Services

If required will be accessed via 111

6. ITINERARY & ROAD CLOSURE SCHEDULE

6.1 Itinerary

SBT Taranaki Tarmac Rally 25 th June 2023						
TC SS	Location	Distances			Target Time	First car Due
		Stage Kms	Tour Kms	Total Kms		
TC0	Stratford Start					10:00
TC1			36.90	36.90	0:40	10:40
SS1	Douglas 1	19.78				10:45
TC2			7.47	27.25	0:30	11:15
SS2	Croydon 1	20.00				11:20
			13.63	33.63	0:30	11:50
Service Stratford A&P Show Grounds		(39.78)	(58.00)	(97.78)	0:30	
TC3			36.90	36.90	0:40	13:00
SS3	Douglas 2	19.78				13:05
TC4			7.47	27.25	0:30	13:35
SS4	Croydon 2	20.00				13:40
TC4A	Stratford Finish		13.63	33.63	0:30	14:10
		(39.78)	(58.00)	(97.68)		
	Totals	79.56	115.60	195.46		



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6.2 Road Closure Authorities

STAGE		FIRST CAR	CLOSURE TIMES	COUNCIL
Number	Name			
1	Douglas 1	10:45	09:25 to 15:30	Stratford District Council
2	Croydon 1	11:20	09:55 to 16:00	
3	Douglas 2	13:05	09:25 to 15:30	
4	Croydon 2	13:40	09:55 to 16:00	

6.3 Road Closure Strategy as per the below schedule

- Timing Crews and marshals will be on site to secure the Road Closure
- The Chief Safety Officer will traverse the stages in order and ensure adherence to the safety Plan 90mins before first car.
- Safety car will traverse the stages 50mins before first Car
- MSNZ Stewards can enter the stages up to 45mins before first Car
- 00 Car will check compliance and enter the stage 20 mins before first Car
- 0 Car will check compliance and enter the stage 10mins before first Car

6.4 Road Closure and Official Car Schedule

Stage		Length Km	Road Closed to Public	Timing, Marshals on site	Chief Safety	Safety Car	Entry closed Stewards	00 Car	0 Car	First Car	Road Open to Public
Number	Name										
1	Douglas	19.78	09.30	09.00	09:30	09:55	10:00	10:25	10:35	10:45	
2	Croydon	20.0	10.00	09.35	10:00	10:25	10:35	11:00	11:10	11:20	
3	Douglas	19.78			11:50	12:10	12:20	12:45	12:55	13:05	15:30
4	Croydon	20.0			12:25	12:40	12:55	13:20	13:30	13:40	16:00

7. SPECIAL STAGE SECURITY

7.1 Preparation

- (a) Vehicle access will be controlled by: Block Marshalls stationed at Stage start, intersecting roads and finish

- Start timing crew
- Block marshals at intermediate intersections
- Finish timing crew

NB: block marshals will supplement the timing crews.

- (b) All relevant vehicle access points will also be taped to the following policy

- Side roads and tracks
- Entrances and driveways
- Other gates that appear to be in use

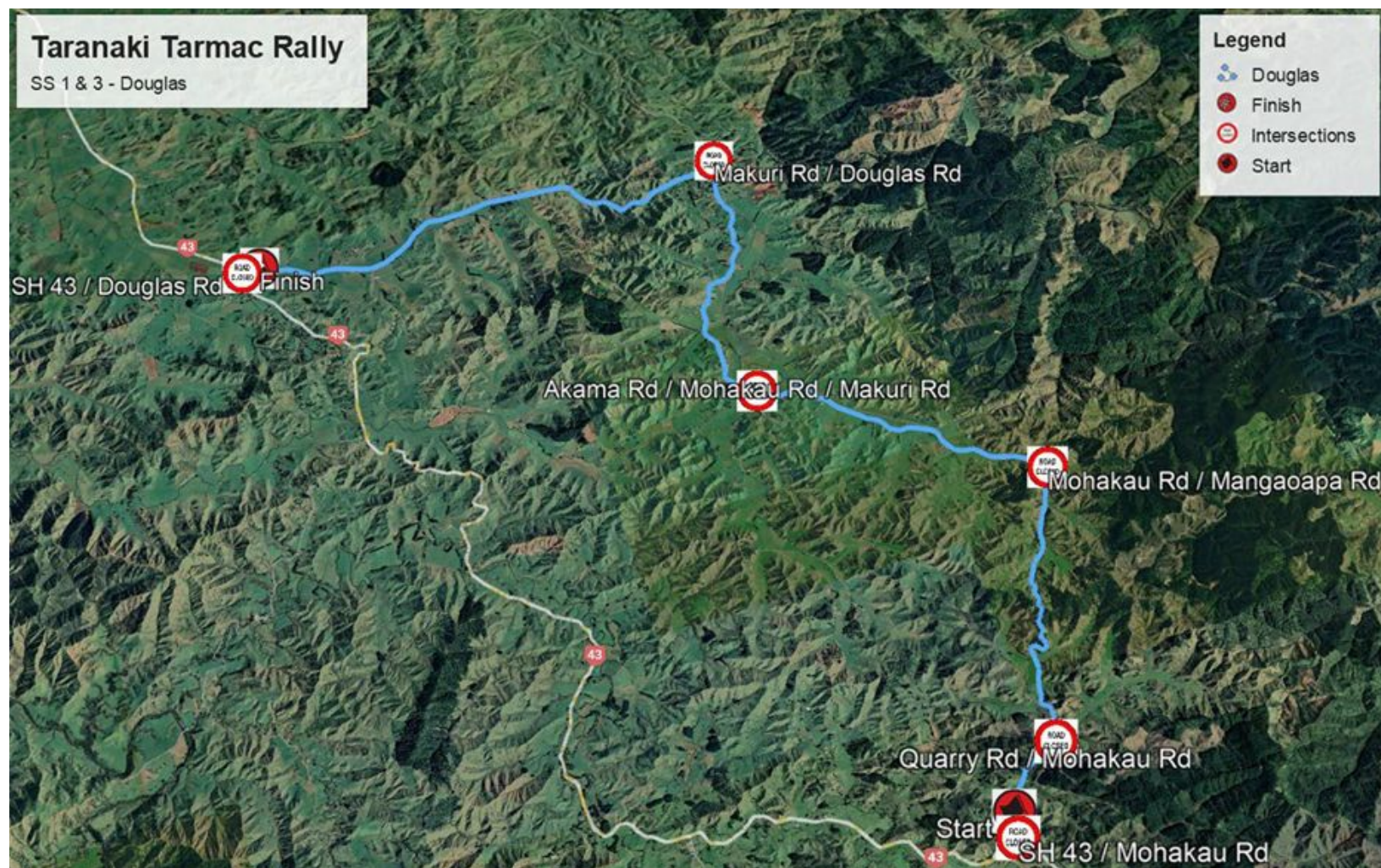
Stage		Length Km	Road Closed to public	Taping and Arrowing crews Enter Time	First Car	Road Open to Public
Number	Name					
1	Douglas	19.78	09.30	09.00	10:45	
2	Croydon	20.0	10.00	09.35	11:20	
3	Douglas	19.78			13:05	15:30
4	Croydon	20.0			13:40	16:00

- (c) Notices will be placed on parked vehicles and uncontrolled (no marshals) tracks as appropriate.



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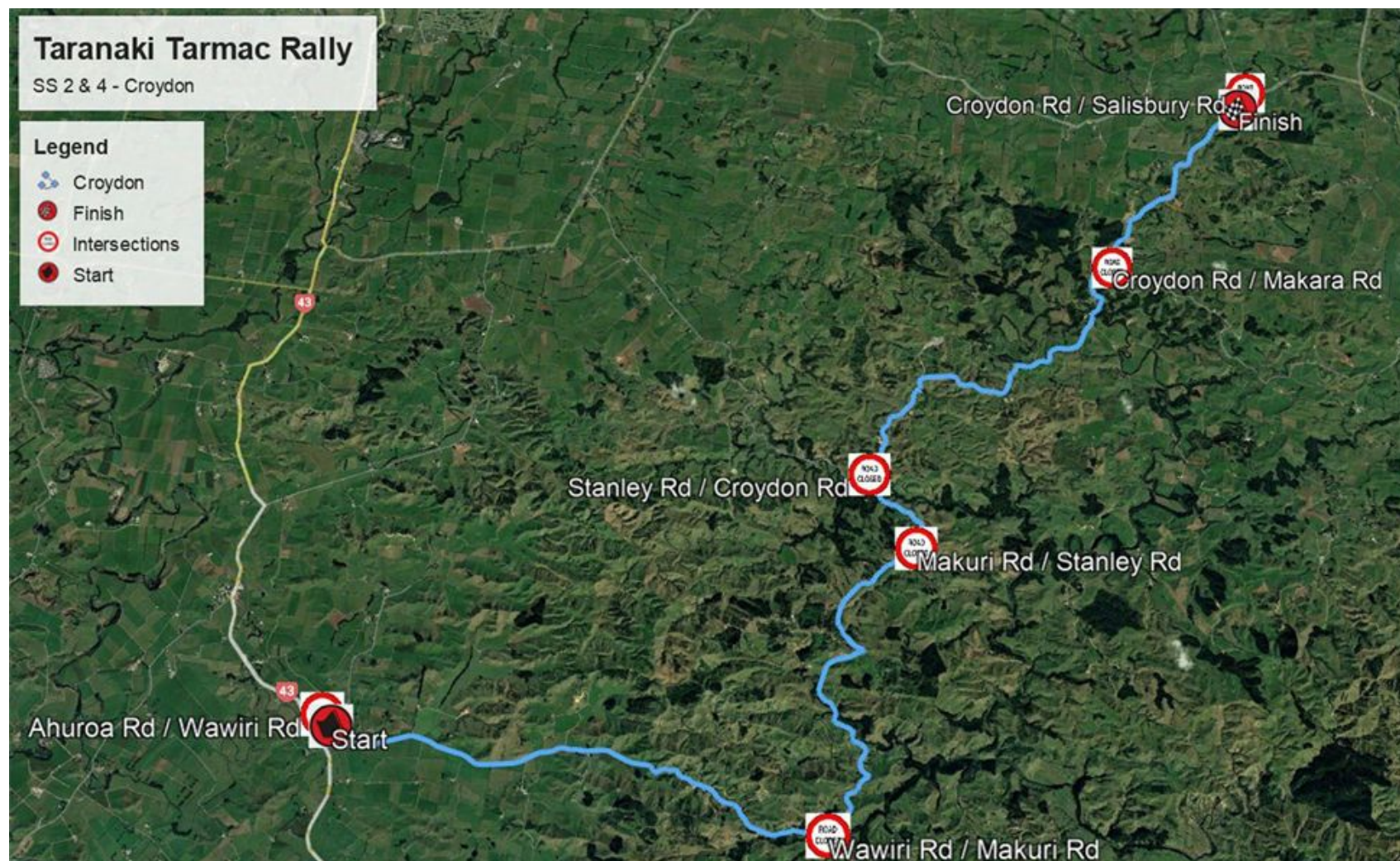
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7.2 Official & Marshal Manning Specification

Sunday June 25 th SS 1 & 3 Douglas											
Time Schedule											
Stage	Stage Name	Length Km	Road Closure	Timing, Marshals	Chief Safety	Safety Car	Stewards Deadline	00 Car	0 Car	First Car	Road Open
1	Douglas	20.0	09.30	09.00	09.30	09.40	09.50	10.10	10.20	10.30	N/A
3	Douglas	20.0	In Place	Onsite	11.30	12.00	12.10	12.30	12.40	12.50	14.20
Safety Team											
ACOC	Greg Prouse	027 477 7164				MIV A	Craig Hughes		021 441 841		
STMS	Pat Adams	027 204 5566				Sweeper A	Doug Peach		021 532 234		
Marshals											
Location	Description						Name		Mobile Phone No.		
1	Marshal #1 (Mohako Road)						Neil Cowley		027 496 2881		
2	Marshal #2 (Quarry Road)						Nathan Carrington		027 352 2797		
3	Marshal #3 (Mangaoapa Road)						Shane & Graham Dixon		027 824 5450		
4	Marshal #4 (Mangaoapa Road)										
5	Marshal #5 (Heao Road)						Melissa Garlick		027 823 6755		
6	Marshal #6 (Akama Road)						Merv & Leone Adams		06 762 3886		
7	Marshal #7 (Douglas North Road) Safety Check Point						Paul Black & son		021 261 3024		
8	Marshal #8 (Makuri Road)										
9	Marshal #9 (Makuri Road)						Greg Hirst		027 344 9574		
10	Marshal #10 (Douglas Road - Finish)						Dave Fern		022 048 4580		
Timing Team											
Post Chief	Kenneth Trockler			027 475 9665		Finish	Bernie Keith		027 889 880		
Event Emergency						Public Emergency					
Rally Control Room 0800 725 593						Fire Police Ambulance					
											





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Sunday June 25 th SS 2 & 4 Croydon											
Time Schedule											
Stage	Stage Name	Length Km	Road Closure	Timing, Marshals	Chief Safety	Safety Car	Stewards Deadline	00 Car	0 Car	First Car	Road Open
2	Croydon	20.0	10.00	09.55	10.05	10.15	10.25	10.45	10.55	11.05	N/A
4	Croydon	20.0	In Place	Onsite	12.25	12.35	12.45	13.05	13.15	13.25	15.05
Safety Team											
ACOC		Aaron Young		027 224 0254		MIV B		Nigel Dawson		027 491 9604	
STMS		William Adlam		027 355 9846		Sweeper B		Mike Foreman		027 492 9155	
Marshals											
Location	Description						Name		Mobile Phone No.		
1	Marshal #1 (ACotC) (Wawiri Road)						Luke Roberts		021 081 60497		
2	Marshal #2 (Wawiri/Makuri Rds.)						Urban Clark & Son		027 271 3175		
3	Marshal #3 (Wawiri/Makuri Rds.)						As above		As above		
4	Marshal #4 (Makuri/Stanley Rd)						Kelvin Gifford		027 239 5225		
5	Marshal #5 (Makuri/Stanley Rd)						Denise Lansker		027 699 5198		
6	Marshal #6 (Stanley/Croydon)						Mike Peterson		027 324 8085		
7	Marshal #7 (Stanley/Croydon) Safety Check Point						Grant Lowry		027 465 6356		
8	Marshal #8 (Makara Road)						Craig & Richard Bryant		027 502 2665		
9	Marshal #9 (Makara Road)						As above				
10	Marshal #10 (Croydon Road - Finish)						Tony Stirling		021 030 1042		
Timing Team											
Post Chief		Peter Martin		027 452 5643		Finish		Phillip Dravitski		027 289 325	
Event Emergency						Public Emergency					
Rally Control Room 0800 725 593						Fire Police Ambulance					
											



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7.3 Special Stage Clearance

- The Chief Safety Officer will ensure that the stages are set up according to the Safety Plan and all security is in place
- The CotC will give approval to commence competition to both Post Chiefs and provide a green time
- 00 Car (Warning Car) will recheck conformity with the Safety Plan and advise CotC and Finish Post Chief
- 0 Car (Warning Car) will recheck security compliance of the stage and advise CotC.

7.4 Continuity Check of Competing Cars

A Rallysafe network will be established using in car tracking units to monitor the flow of cars through stages. The Rallysafe in car units report any abnormal occurrence via satellite or wifi networks to a monitor that is located in Rally Control.

Dedicated staff will monitor the Rallysafe system and report incidents to the Clerk of the Course and Assistant Clerk of the Course.

All tracking computers are powered laptops with battery backup

8. CARS STOPPED IN SPECIAL STAGE

8.1 Procedure

All competing cars have been issued with a sign panel with a red SOS (requesting immediate assistance) or a green OK (advising no assistance required). They are instructed to show these to the next 5 cars.

8.2 Notification

- Notification of a car missing in a stage will come from either the finish crew or Rally Control via Rallysafe tracking system.
- When a car is identified as being missing the Finish Post Chief will be requested to check with the following cars and keep Rally Control continually informed.
- When all information is available Rally Control will direct any additional search actions, if required.

INSTRUCTION REGARDING STAGE STOPPING WILL BE AT THE SOLE DIRECTION OF THE CLERK OF THE COURSE.

8.3 Assistance Required

If a competitor arrives at the finish of a Special Stage and reports an injury accident NEEDING OUTSIDE ASSISTANCE, the following actions are to be taken:

- Rally Control to be notified of situation
- Finish Post Chief to hold competitor and complete Injury Accident Information Check List (copy on next page)

THE CLERK OF THE COURSE WILL ASSUME IMMEDIATE AND ABSOLUTE CONTROL OF THE SITUATION

- ❑ Instruct the stage Start Post Chief to halt the stage.
- ❑ Instruct the Assistant Clerk of Course to proceed into stage with Paramedic after delegating stage control to Start Post Chief
- ❑ Alert and maintain communications with stage start and officials at scene of incident.
- ❑ Determine, in association with qualified medical personnel at scene, action to be taken to extract injured persons (if necessary).
- ❑ Obtain full report from Post Chief on prevailing conditions and determine if stage is to be restarted or abandoned.



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9. SERVICE PARK



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9.1 Service Park

There is one main Service Park at Stratford A & P Showgrounds, and the following will be available at the Service Park during the rally.

- An Assistant Clerk of the Course
- A Competitor Relations Officer
- First Aider
- Fire extinguishers
- Marshalls

10. INTERSECTION & SPECTATOR AREAS

10.1 Overview

Marshals will prepare special stages by closing and taping all gates and driveways. All roads entering the Special Stages will be closed and fenced off with rally tape and safety marshal supervision will be used. Safety Marshals will endeavour to ensure that spectators are placed in safe locations and are aware of the dangers if a car should get out of control.

Marshals are to be on site and in place at road closure.

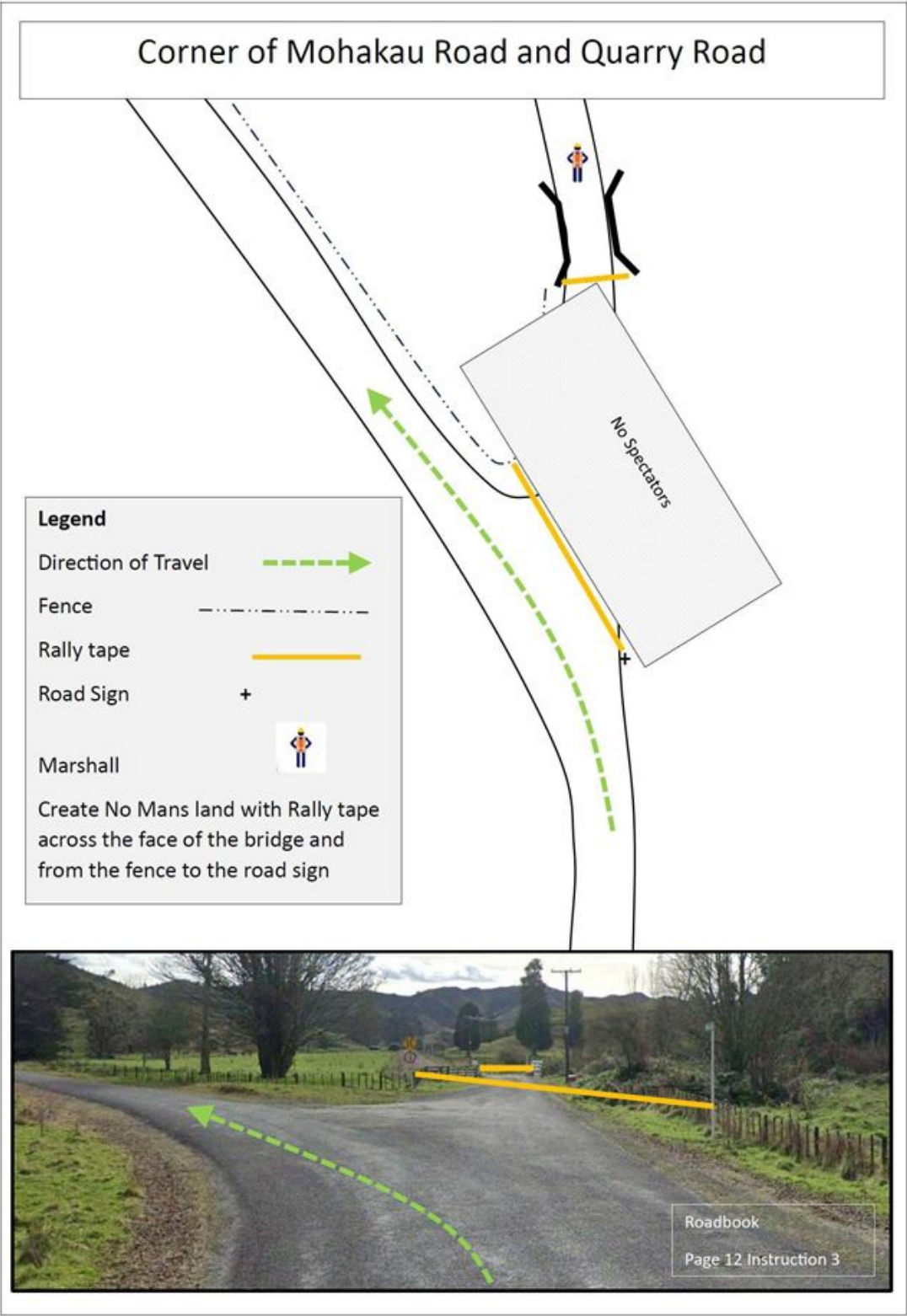
All marshals are briefed to ensure that all officials controlling the event and particularly those at spectator viewing points are fully aware of safety requirements.

10.2 Area & Major Intersection Setup Plans

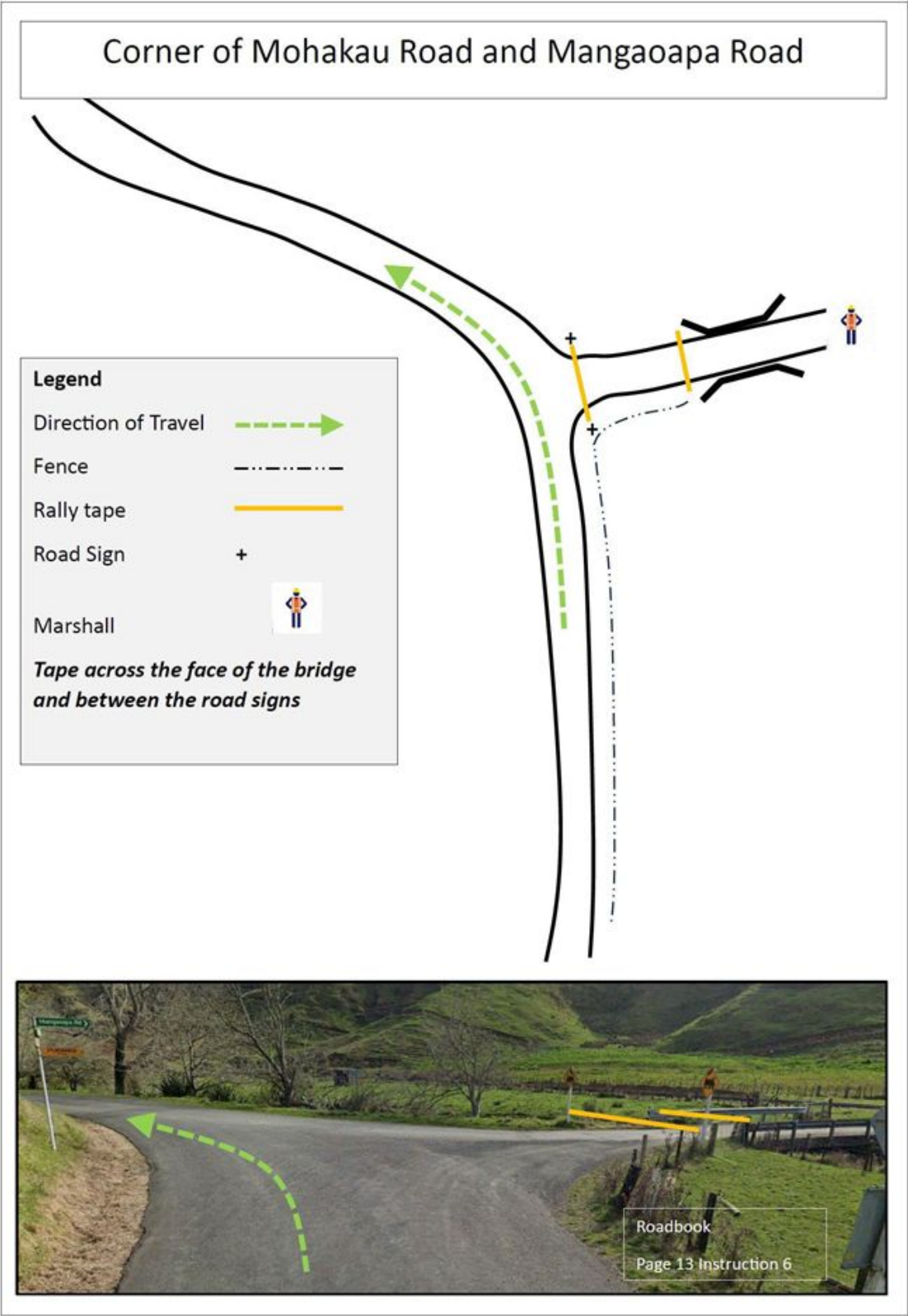
The following criteria have been adopted for all points where public could enter special stages

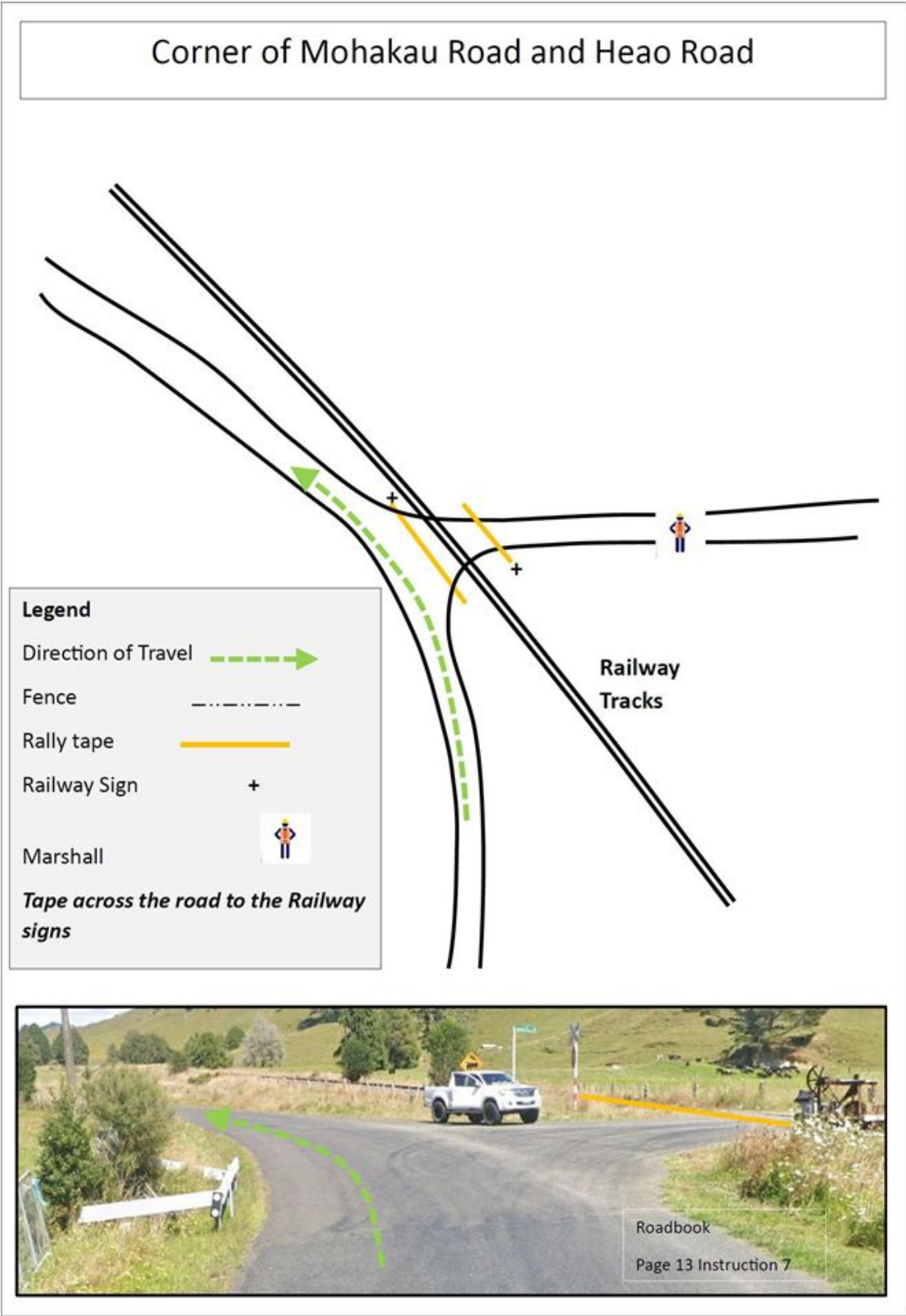
- All gates are to be closed and taped
- All driveways to be taped
- Every exterior intersection to have at least one marshal in place
- All roadways to be blocked with tape






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Corner of Makuri Road and Akama Road

Legend

Direction of Travel 

Fence — . . — . . — . . — . .

Rally tape

Railway Sign +

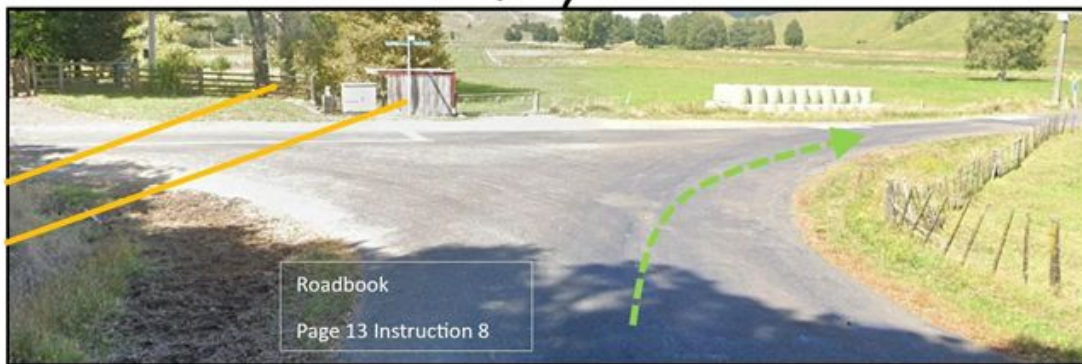
Marshall

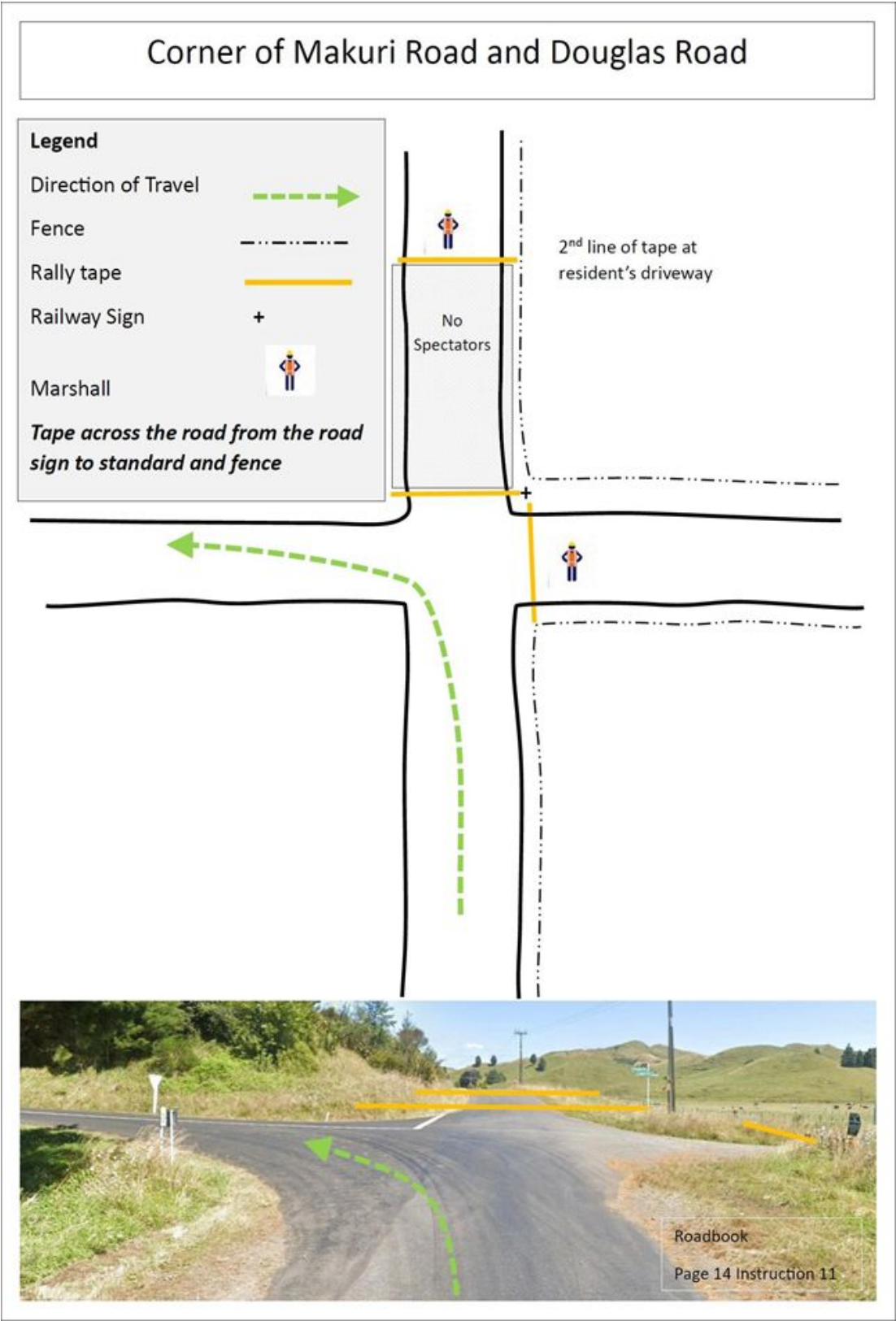
Tape across the road from the road sign to Standard

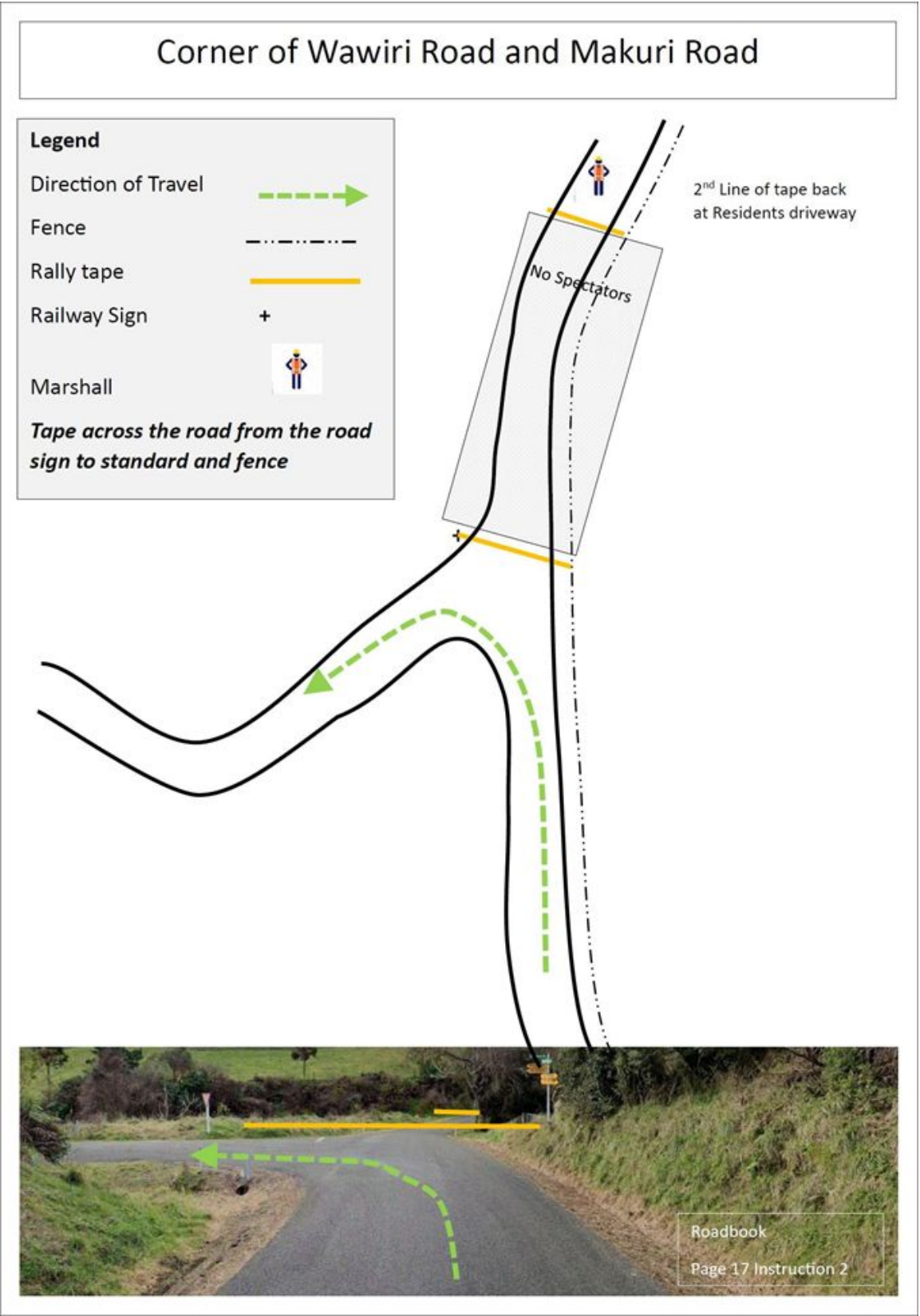
Marshall to track vehicles past his point. Will record Competing cars as they pass and maintain a log of the running order.

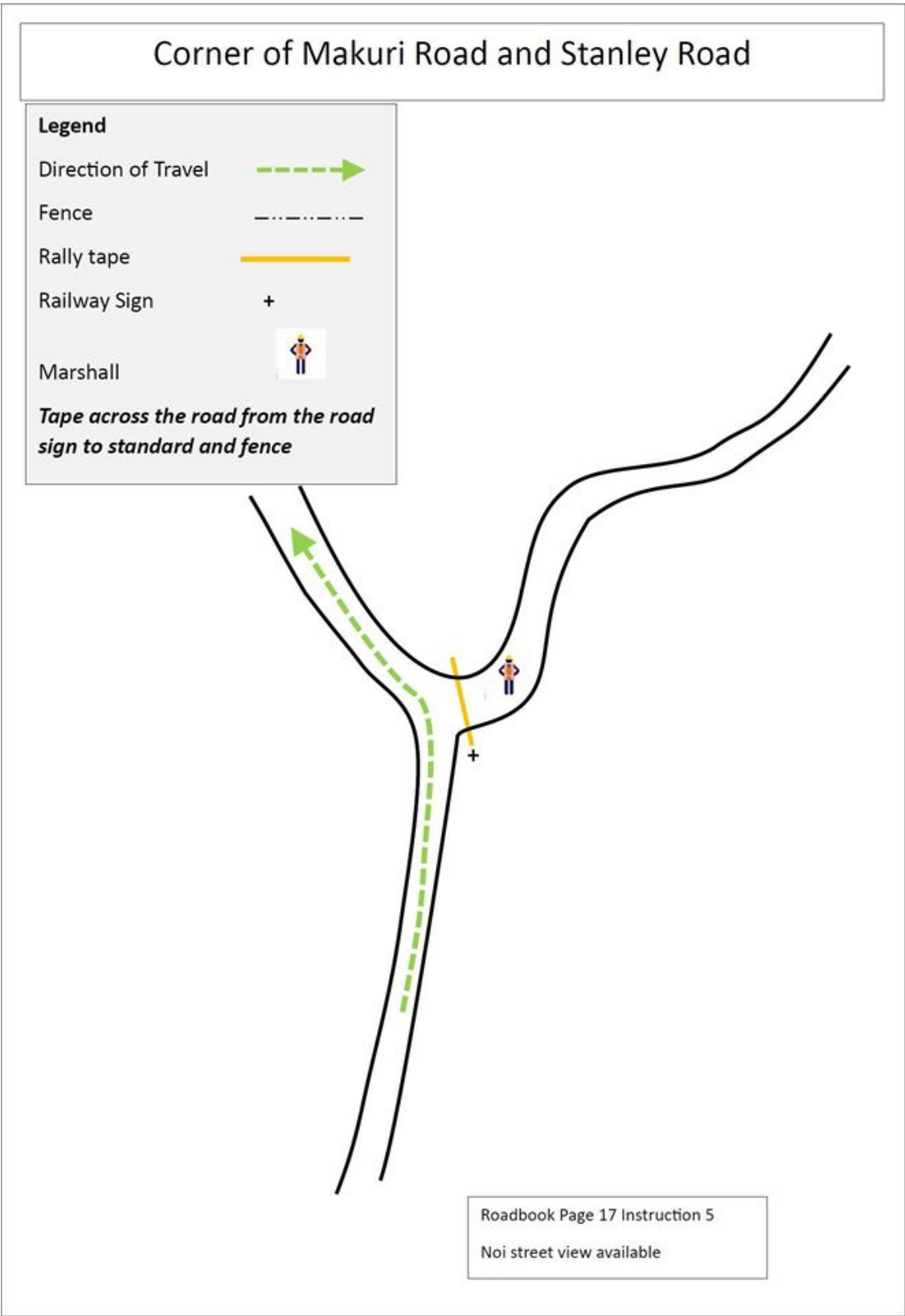
Equipped with Radio this Marshall will be in contact with Rally Control.

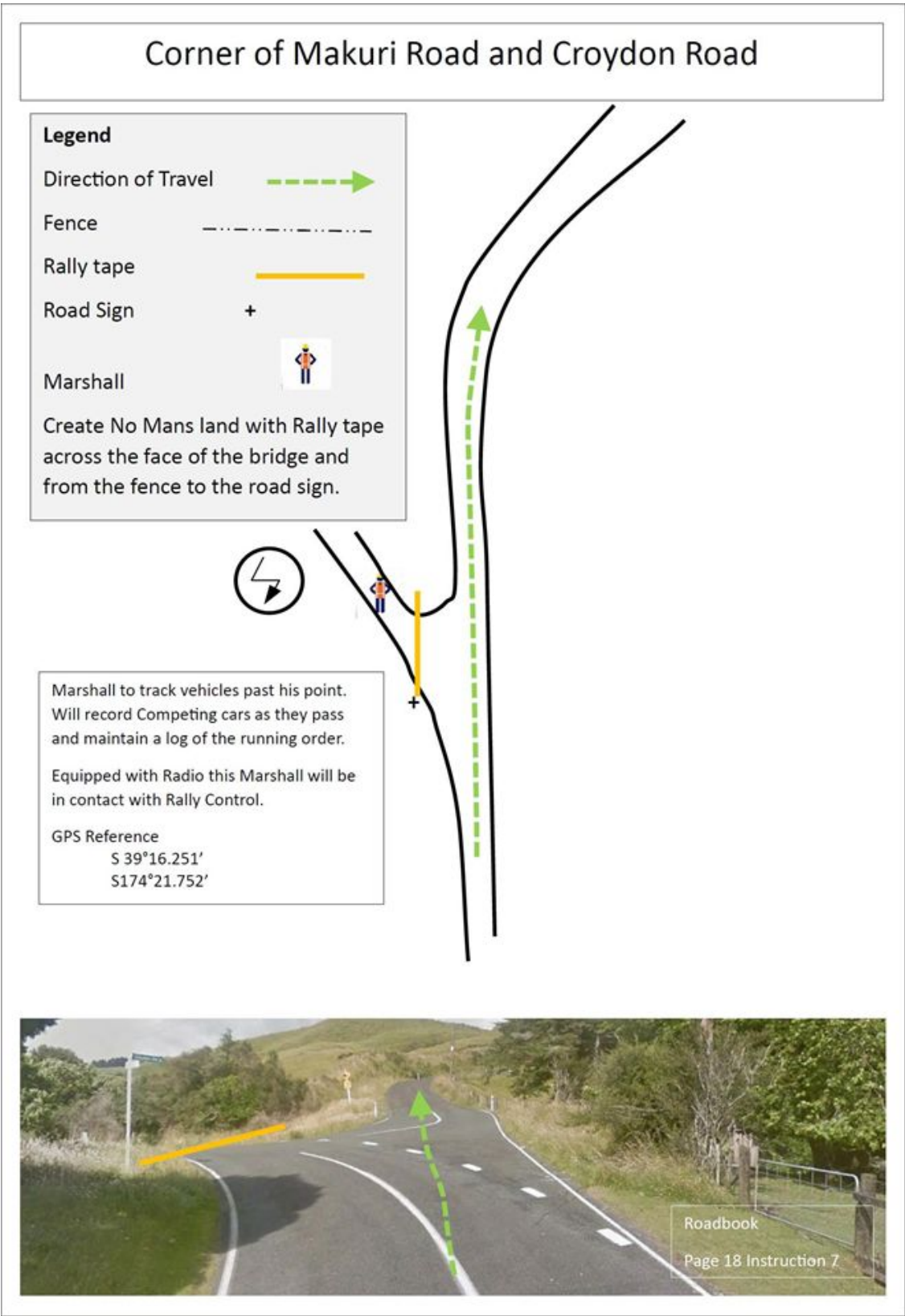
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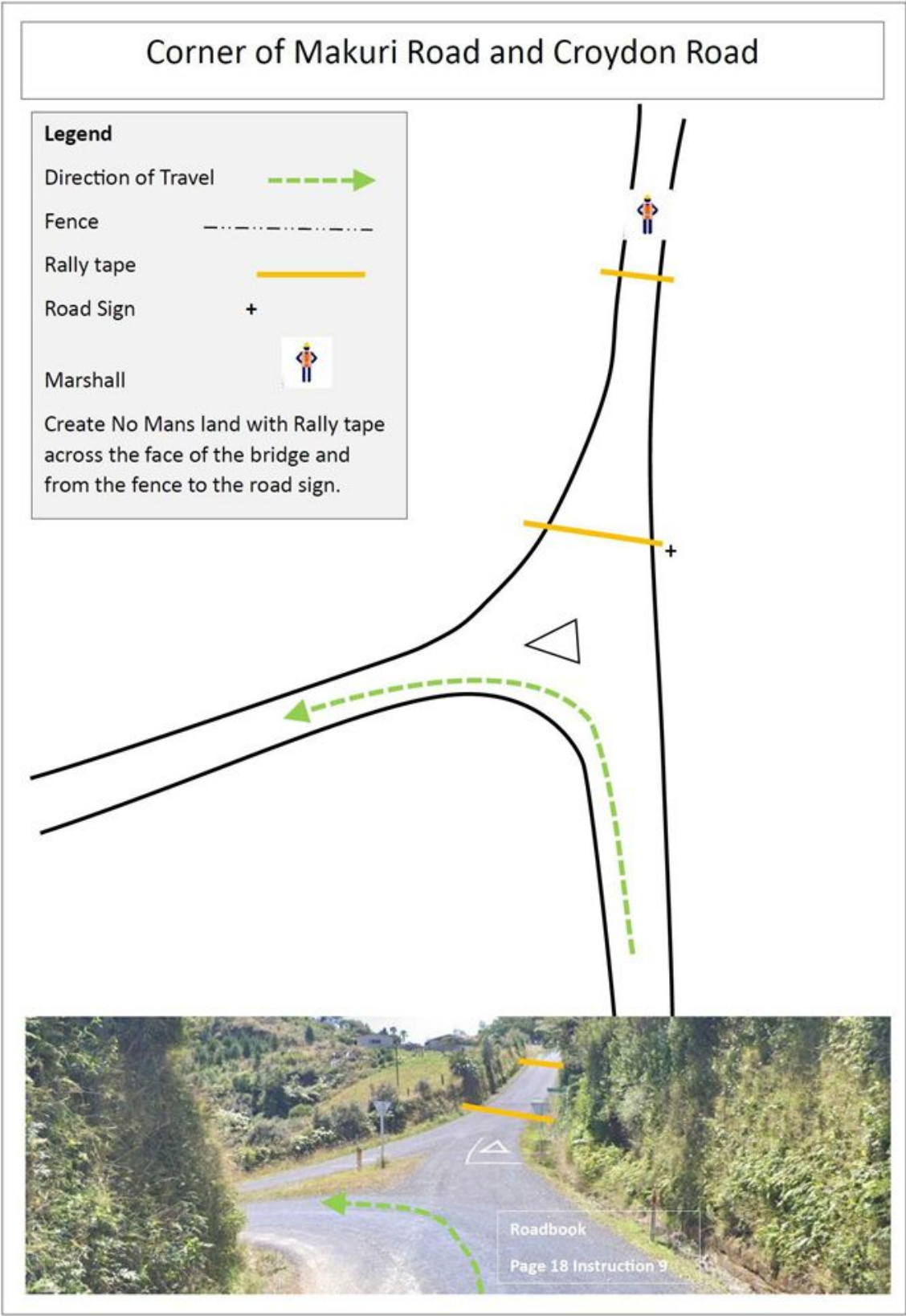












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11. SUPPLEMENTARY INFORMATION

11.1 Safety Training Course Aim

- To provide training to personnel involved in the control of stages and spectators so that the event can proceed with no danger to either competitors or spectators.
- An understanding of the sport of rallying assists those not normally involved to comprehend details such as vehicle speed and “cutting” corners.

Involvement

- Members of the public drawn from Hawkes Bay Car Club and Volunteers.

Delivered

- Assistant Clerk of the Course The following are the areas covered:
 1. Taranaki Tarmac Rally organisation with emphasis on volunteer activity.
 2. Organisation of Safety effort.
 3. Duties of Safety Marshals.
 4. Identification of officials.
 5. Equipment used on event.
 6. Setting up a stage.
 7. Dealing with the public with emphasis on dispute resolution.

Duration

Approximately 1 hour



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11.2 Marshal Information Summary

1. Use your vehicle as a “block” vehicle to block side roads – but park well clear of the rally track and have room to move in case of emergency.
2. You will be allocated an area/intersection to control. If there is more than one person – SPREAD OUT.
3. You will be asked to assist with erecting tape on side roads and taping driveways and gates. **Never drive a vehicle the wrong way in a Stage.** There are Authorised and Official Vehicles proceeding in the direction the stage will be run.
4. ALWAYS wear the **Official “Safety” Bib** to identify yourself to both spectators and other rally officials.
5. If in doubt about anything, ask any of the “Safety” cars moving through the stage by indicating to them that you need them to stop and talk to you as per the adjacent diagram.
6. Set up your area according to the SET UP PLAN. Use Safety Tape as a “barrier” to guide people into safe areas and to mark out the safe areas to stand in. Make sure arrows and signs stay in place and are not obscured while the stage is running.
7. Marshals should walk a distance each way to check for **additional safe vantage points**, to inform spectators.
8. Check where the nearest telephone (mobile coverage ?) is so that in an emergency you can contact Rally Control.
9. If an accident occurs, keep spectators clear and check that the road is clear for emergency vehicle access (eg via side roads). **Do not** make any statements to the media. All enquiries must be referred to Rally Control.
10. Make sure that spectators stand **well clear** of the road, preferably on high ground, on the **inside of a corner**, and stay behind safety tape.
11. Media – **Media wearing a Bib.** These media take responsibility for their own safety. However, if they are in a position that is causing concern they can be asked to move. If they refuse to co-operate please take a note of their media number and pass it on to Rally Control.
12. Clean up the area before you leave.
13. **All equipment is to be returned** to the equipment shed.
14. **Do not leave** until the “Sweeper” car passes.
15. **YOUR SAFETY** – Remember at all times that you are responsible for your own safety. Please keep this in mind before dealing with any incidents or emergencies.



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Marshalls Certificate of Appointment

This certificate serves to confirm that _____ is an Official of the Taranaki Tarmac Rally. and has been appointed for the purposes of ensuring safety standards during the running of the competition stages.

The bearer of this Certificate has completed a prescribed training course in spectator safety and marshal control. It would be appreciated by the Organisers if you could kindly assist the official by obeying the instructions given as to the locations to stand and observe the event.

Please help us to maintain a high safety record by following the officials' instructions.

Steve Foster

Steve Foster
Clerk of the Course
Taranaki Tarmac Rally



Appendix 4





Appendix 5



SBT Group Taranaki Tarmac Rally 2024 Held in conjunction with Generator Rental Services 2024 North Island Rally Series SUPPLEMENTARY REGULATIONS Part One

1. JURISDICTION

This event is a 3 permitted event. Clubman's, National and Tarmac Rally, promoted by the Taranaki Car Club Inc. in conjunction with the South Taranaki Car Club Inc. and will take place on Sunday 7th July, 2024 in the Stratford Area.

MotorSport NZ Permit No: 2040113 2040114

The Rally will be held under these Supplementary Regulations, and the MotorSport NZ National Sporting Code and its Appendices and Schedules particularly Appendix Three, Schedule R being the Standing Regulations for all Rallies and Appendix Two, Schedule A – Driver and Vehicle Safety Requirements.

Tarmac Rally entrants Schedule R sections 1.2.(1)(e) and then Schedule A 7.3.(4)(a),(b). Allowing an unrestricted 4wd class. Please note the requirement to meet manufactures curb weight referenced www.carfolio.com

The organizers are voluntarily applying a 200km speed restriction to all competitors as a proactive safety step following a spate of accidents at tarmac rally events in the Australasian area of recent.

2. MAJOR OFFICIALS

Clerk of Course
Assistant Clerks of the Course

Steve Foster
Andrea Bourhill
Ross Twyman
Greg Prouse
Aaron Young
Glen Bublitz
Andrew Larsen
Patrice Everett-Hood

Secretary of Event

Chief Safety	Jim Matangi
Chief Scrutineer	Kiley Jury
Chief Timekeeper	Donald Welsh
Competitor Relations Officer	Helen & Mike Cameron
MotorSport NZ Stewards	
NEMS Medical	Nigel Dawson
Communication Officer	Brian Littlewood
Organizing Committee – Chairman/Members	Sean Bryce (Co-chairman), Ross Twyman (Co-chairman), Glen Bublitz, Helen Cameron, Mike Cameron Andrew Larsen, Phil Harrison and Aaron Young.

Address and contact phones for all matters pertaining to the event are as follows:

Patrice Everitt-Hood

Email: rallysecretary@aranakicarclub.org.nz

Mobile: 021 1753359

3. THE EVENT

3.1 Venue: The event is a National/Tarmac/Clubmans Rally starting and finishing at the War Memorial Car Park Miranda Street Stratford.

3.2 The Clubman's Rally: Comprises 4 Special Stages totaling 80km's and approx 136km's of touring. A full stage description is appended to these regulations.

3.3 First Clubman's Car Starts: From Stratford War Memorial car park at approximately 1100hrs dependant National rally field.

3.4 First Car Finishes: At approximately 1530hrs at the Final Control which is at Stratford War Memorial car park.

3.5 The National/Tarmac Rally: Comprises of 7 Special Stages totaling 133km's with 192km's touring. A Full stage description is appended to these regulations.

3.6 First Regional/Tarmac Car Starts: From the Stratford War Memorial at 8am.

3.7 First Regional/Tarmac Car Finishes: At approximately 2.45pm.

4. ENTRIES

4.1 The Supplementary Regulations can be found on the Taranaki Car Club Website and Sporty. <https://www.taranakicarclub.org.nz> Entries are Via MSNZ Sporty. (<https://online.motorsport.org.nz>) Any entry will not be deemed valid until payment is received.

Payment can be made directly into the Taranaki Car Club Rally account.

The account number is: **TSB 15-3942-0004244-01**. This number is also on the Entry Form.

Entries received after the normal closing date, but received prior to Midnight on Monday 19th June will be subject to the late fee.

Entry Acceptance: Entries shall be made online via Sporty and accompanied by the appropriate fee. Acceptance will be at the organizing committee's discretion. The organizers reserve the right to refuse any entry in accordance with the prescribed provisions of the National Sporting Code. Preference will be given to regular Taranaki and South Taranaki Car Club competing members, then to North Island Rally Series registered competitors and then to everyone else.

4.2 Opening and Closing: These open with the publication of these regulations and close at Midnight on Monday 24th June.

4.3 FEES:

- | | |
|--|---------------------|
| (1) All Competing Vehicles in Clubman's event: | \$600 including GST |
| (2) All Competing Vehicle in the National Rally event: | \$850 including GST |
| (3) All Competing Vehicle in the Tarmac Rally event: | \$850 including GST |
| (4) Late Entry Fee Additional to above entry normal entry: | \$100 including GST |
| (5) Entry fee includes rally safe unit but excludes notes | |

Refunds: Any Competitor who withdraws from the event later than 5pm Monday 24th June 2024, but prior to 7pm Saturday 29th June 2024, will forfeit 25% of their entry fee.

Any Competitor who withdraws from the event later than 7pm Saturday 29th June, but prior to the commencement of documentation, will forfeit 50% of their entry fee.

Any competitor who withdraws after the commencement of documentation will forfeit 100% of their entry fee.

- 4.4 Number of Starters:** The organizers reserve the right to abandon the event if less than 40 entries are received at the normal closing date. The maximum number of starters will be 60.
Any additional entries received will be placed on the reserve list in order of receipt.

4.5 Acceptance of Entry: (Supplementary Regulations Part Two)

These will be notified by Saturday 29th June, 2024, together with the seeded start list.

4.6 Competitor Requirements:

- (1) **Knowledge and Understandings:** In submitting the entry, competitors (Entrant and Drivers) are deemed to fully understand the Motorsport NZ National Sporting Code and its relevant Appendices and Schedules. Particularly,

- (a) The National Sporting Code articles pertaining to protests and competitors obligations, and
- (b) Appendix Three Schedule R articles pertaining to Stage notes, Pace notes and Reconnaissance.

- (2) **License Requirements:** Both the No.1 and No.2 drivers shall hold a R1 or R2 Grade or higher Motorsport NZ issued Competition License.

If the Entrant is other than a Driver, an Entrants License in the name of the Entrant is required.

- (3) **New Competitors:** Any driver(s) who are competing at one of their first three rallies events, or is competing for the first after a period of two years must attend the new competitor briefing, at the Stratford TET Stadium at 6.30pm, Saturday 6th July. Please note that you need to ensure to either arrive early for Safety Audit/documentation or arrange for your service crew to complete the audit.

5. ELIGIBLE VEHICLES

- 5.1 Compliance:** All vehicles shall comply with Appendix Two Schedule A and Appendix Three Schedule R of the current Motorsport Manual, unless stated otherwise in these supplementary regulations.

- 5.2 Classes:** Vehicles will be divided into the following classes:

A	2WD 0 – 1300cc
B	2WD 1301 – 1600cc
C	2WD 1601 – 2000cc
D`	2WD 2001cc & over
E	2WD Classic 25yrs old & over
F	4WD 1601 – 2000cc
G	4WD 2001cc & over
H	Subaru H6
I	Pre '96 4WD
J	Unrestricted 4WD

6. DOCUMENTATION AND SAFETY AUDIT 4pm-7pm 6th July

All competitors must present themselves at documentation at VTNZ site 134 Juliet street Stratford between 4pm and 6pm on Saturday 6th July for the checking of licenses and documents. Rally safe units will be issued along with competition numbers and applicable advertising material and needs to installed/attached prior to presenting the car for a safety audit (if not done so prior, **PLEASE MAKE EVERY EFFORT TO USE THE REMOTE SAFETY AUDIT**).

Cars will not be cleared to compete until all of the numbers and advertising requirements are firmly affixed in the appropriate places on the vehicle. The NIRS decals shall be displayed prominently on Both Sides of the vehicle (i.e. not on top of the bonnet, boot or roof).

Competitors may arrange with one of the Scrutineers on the list below to perform a Safety Audit within the two weeks prior to the event. Inspections must be carried out between 21st June – 5th July 2024.

Dave Robb	Auckland	027 511 1375	zrallysport@xtra.co.nz	Up to 27 th of June
David Loughlin	Tauranga	021 917 866	davidloughlin@outlook.co.nz	
Don Brunt	Thames	0274 739 185	bruntfarms@hotmail.com	
Alistair Steele	Taupo	0274 343 500	alistair.steele48@gmail.com	
Stuart McChesney	Napier/Hastings	0274 400 962	stu.mcchesney@gmail.com	
Garry Traves	Glenfield	021 0505 753	garry@hotmail.co.nz	
Justin Scelly	Matamata	021 356 002	justin@baigent.co.nz	
Sean Elder	Hamilton	027 487 5680	elderclan@xtra.co.nz	
Kiley Jury	New Plymouth	027 708 5911	a.v.s.ltd@me.com	
Greg Dietschin	Hawera	027 454 5304	greg.dietschin@xtra.co.nz	
Blair Gray	Wanganui	027 633 1686	kooter.motorsport@hotmail.com	
Stu Andrews	Masterton	027 544 3336	stuandrews52@gmail.com	
Daniel Feck	Dannevirke	021 374 268	fecksfx@gmail.com	
Leon Cast	Wellington	027 699 6838	mowogeditor@yahoo.com	

7. OFFICIALS IDENTIFICATION

Officials of the event will be identified as detailed below.

- (a) Marshals Will wear bibs
- (b) Stage Control (Post) chief Will wear bibs
- (c) Scrutineers Name Identification
- (d) Other Officials Name Identification

8. OFFICIAL BULLETINS

Official Bulletins may be issued in accordance with the provisions of the National Sporting Code.

9. OFFICIAL NOTICE BOARDS

These will be at any of the following venues:

- * Outside Secretary's Office at Documentation
- * Rally Headquarters
- * Online at www.chrissport.co.nz

10. RESULTS:

Results will be progressively published on www.chrissport.co.nz

11. STAGE NOTES

The use of Safety Notes **is permitted for National Rally/Tarmac Rally entrants only and is strictly forbidden for the Clubman's Rally.**

There may be checks for Safety Notes. Any vehicle or crew found to be carrying Safety Notes, Schedule P A3R.10 will apply.

12. RE-JOINING

The Road Book contains a "Temporary Withdrawal" form, a "Final Withdrawal" form and a "Re-joining" form or such notice can be phoned to Rally Headquarters.

No competitor will be permitted to restart the rally if they have handed in a "Final Withdrawal" form.

If a competitor wishes to re-join the event, they can do so at a Stage Start Control. They must re-join at a time that does not cause any delay to the event. They must hand the re-join form to the Post Chief or ACotC at the Stage Start Control.

All cars that have suffered accident damage must be checked and cleared by a scrutineer **before re-joining.**

13. SERVICING

There is only one service area at the Stratford War Memorial Car Park and adjacent Miranda Street.

Servicing will only be permitted in areas designated in the road book. All competitors must service on a ground sheet and remove all rubbish.

14. OPTIONAL FUELING STOP

With close to 100km total distance from rally start back to the service park we are allowing refueling on the touring between stages 1 & 2 at the Toko Fire Station, 10km east of Stratford for those requiring a top up.

15. RALLYSAFE

"Rally safe" tracking and timing technology will be used by all competitors at this event. An overview of the system which provides significant safety benefits can be found at www.rallysafe.com.au

A "one off" cost of approximately \$200 to purchase the wiring kit, brackets and aerials that can be used at multiple events. These must be ordered directly from Rally safe – <https://shop.statusas.com/shop/category/rallysafe/>.

An event cost for all competitors is included in the entry fee.

16. RECOVERY

There will be two four-wheel drive winch trucks travelling through each stage behind the Sweeper vehicle. They will enable you to get clear of the stage as appropriate.

You can negotiate an appropriate fee with them.

17. GENERAL:

A Fuel: Competitors are reminded to ensure that they are familiar with and abide by the MotorSport NZ Code of Practice – Fuel Handling. This can be found on the MotorSport NZ website – www.motorsport.org.nz

B CHANGE OF CO-DRIVER

Change of Co-driver is permitted at Stage Start Controls. The replacement Co-driver must have completed all Documentation and Safety Audit requirements. Competitors wanting to change co-driver must prior to the change, advise the Clerk of the Course via an Assistant Clerk of the Course or CRO.

NOTE: Competitors wishing to make this change are advised as per Motorsport NZ Manual Schedule R Article 3. "No entry which has engaged in substitution of the co-driver will be classified as a finisher". "At no time will the replacement co-driver be permitted to drive the vehicle".

C Food

Some stalls may be available in the service area. It is also only one Street back for Stratford's main street and CBD.

D Hans Devices: Reminder to all competitors it is a now a requirement to use an approved device for clubman's rallying along with stricter overalls/gloves/balaclava wearing.

E Restrictor Requirements. The National Rally event is run under the current Motorsport NZ Manual Appendix 2 Schedule A Part 1, Art 7.3 (1)(a). North Island Rally Series entrants must adhere to these regulations.

F Glass Breaker/belt cutter is now a required part of the additional rallying equipment (These were special at Repco in the \$10 tools bins).

18. Prize Giving. Will be held at the TET Stadium shortly after the last competitors have completed the rally.

19. Rubbish. Please remove and leave the service park as you have found it.

SAFE TRAVELLING AND ENJOY OUR REGION

STAGE DESCRIPTIONS

SS1 & 3 Bird

An ideal warm up at 12.10km. Starts off flat and open then turning onto a narrow windy section then opens out again before a bumpy bridge and a couple of back to back saddles with a downhill run to the finish line.

SS2 Stanley

Welcome to the main event! With just under 30km of the best Tarmac Rally Roads in the Naki and perhaps NZ. It combines parts of SS4 and 5 including the infamous and car wrecking railway crossing S bend yump then takes you past Strathmore golf course which is the local's favorite viewing location with good reason, so please no fairway excursions or green fees will be applied. Back to the driving when you finally get on to Stanley Road you will be treated with great cambers, a massive blind crest and a wish the road could go on forever.

SS4 & 6 Douglas

Starting at the beginning of the Te Wera Valley and working back towards Douglas Road, the Stage starts off very tight and technical and is not the place to test the adhesion levels of your tires!!! Do Not Cut or Go Wide for the first 3kms of this stage will be your safest approach. The stage then opens up once you are on Makuri Rd, into a classic Taranaki Tarmac stage, with a number of raised railway crossings to get airborne. However, be aware, the landings can be your undoing, with one of these crossings claiming 3 vehicles in one rally! The stage then turns onto Douglas Road with another crossing and fast straights.

SS5 & 7 Croydon

"WOW, what a stage!" is what you will hear from inside the car at the finish line. Starts off very fast before climbing up hill and over a steeply cambered saddle, then back into the twisting valley before turning on another part of Makuri Road and over another tight twisting saddle and out onto Stanley Road before hitting the uphill twisting saddle of Croydon Road which will take you on a ridge top ride before heading back toward the mountain and the stage then opens up a little for a faster flowing finish.

MONTHLY REPORT

Assets Department



F22/55/04 – D24/20508

To: Policy and Services Committee
From: Director – Assets
Date: 28 May 2024
Subject: Assets Monthly Report for April 2024

Recommendation

THAT the report be received.

/_____
Moved/Seconded

1. Highlights

Roading

- Repairs to two retaining walls located on Mangaotuku Road and Croydon Road continued in April.
- Works continued on the Cardiff Road to undertake a geometric alignment of the road as it approaches the bridge over the Patea River.

Water Supply

- No water treatment issues were experienced during this reporting period.
- The 'uninterruptible power supply' unit at the Stratford Water Treatment plant failed during this reporting period and a replacement unit has been ordered. The failure of the UPS unit did not affect water treatment plant operations after it was bypassed.

Wastewater

- Wastewater oxidation pond monitoring and sampling are ongoing. Influent and effluent sampling are ongoing and remains compliant with resource consent conditions.
- 24-hour influent composite sampling is being undertaken as this method provides a true picture of the influent phosphate levels each day.

Trade Waste

- Trade Waste Consents – one new consent issued.

Stormwater

- There were no stormwater reticulation issues during this reporting period.
- The Victoria Park pond silt was excavated over five days, and the silt material has been stockpiled in two bunded areas at a clean-fill on Victoria Road. The material will be screened after it has dried out and then spread in the adjacent clean-fill paddock.

Solid Waste

- Officers have noted an upward surge in the amount of dumping incidents and are working on a campaign to reduce fly tipping/dumping in the district.
- A sustainability workshop was held with Elected Members on the 23 April 2024 to present the collective responses of the face-to-face survey. This will inform a *draft Sustainability Policy* to be completed in due course.

Parks and Reserves

- Three trees located on Hamlet Street & Broadway South have been identified as having Ganoderma Brackets (white rot) and are programmed for removal.

Special Projects

- A hydrology review of the sports fields at Victoria Park has commenced. Field investigations occurred in April. A draft Hydrology report has been received and is currently being reviewed.
- Wetlands assessment at the Flint Road proposed Subdivision has commenced.

2. Roding

2.1 Level of Service and Performance Measures

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

Roding Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2023/2024 YTD
Safe Roding 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 April.
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.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved - 92% (as at 2022/23). 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 been completed with the final site on Brewer Road being sealed during the month.
	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 April.
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.
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	• Roding Network	>80%	Not Achieved – The results for the first quarter are 19% satisfied and 50% dissatisfied. The second quarter results are: 36% satisfied, 32% dissatisfied.
	• Footpaths	>80%	Not Achieved - The results of the first quarter are 50% satisfied and 19% dissatisfied. The second quarter results are: 57% satisfied, 17% dissatisfied.

¹The reseal for the year has been completed. The length of sealed roads resealed is 11.82km. Our target length is 20.3km.

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.

2.2 Customer Requests

There are no outstanding CRMs for the month of April.

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 Sealed Various sites. AWPT – Granular completed on Mangaotuku Road Dig-out completed on Brewer Road Uneven Abutment join level done on Junction Road Cardiff Road now completed will be on May claim
2	Unsealed Roads	<ul style="list-style-type: none"> Potholes filled with shell rock – Waingongoro Road, New Road, Toko Road, Raupuha Road, Kota Road, Manu Road
3	Drainage Repairs	<ul style="list-style-type: none"> Cleared silt and leaves on SH 3 (2 Broadway)
4	Signs/Furniture & Structures	<ul style="list-style-type: none"> Cleaned Signs on Orlando Street, Skinner Road, Portia Street, Lear Street, Cordelia Street South, Hills Road, Exeter Street, Warwick Road West, Hathaway Street, Fenton Street, Regan Street West, Finnerty Road, Palmer Road South, Cardiff Road Installed Signs on Romeo Street West, Cardiff Road Reinstated posts down – Swansea Road, Cardiff Road Reinstated twisted and leaning signs on Manaia Road North, Bird Road, Brecon Road South, Opunake Road, Denmark Terrace, Manaia Road South Edge Marker Posts – placed on Cardiff Road Cleared Graffiti off signs Juliet Street and SH3 (2 Broadway) Replace damaged BEM on Finnerty Road
5	Environment	<ul style="list-style-type: none"> Collected dumped rubbish on Portia Street Central, Pembroke Road East, York Road, Portia Street Central, Skinner Road Swept Loose metal on Wingrove Road, Croydon Road Cleared Leaves on Fenton Street & Miranda Street with sucker truck Cleared broken glass Juliet Street Graffiti removed on Juliet Street
6	Bridges	<ul style="list-style-type: none"> Bridges cleared – Cardiff Road, Finnerty Road, Hastings Road North, Junction Road, Manaia Road North, Mangaoapa Road, Matau North Road, Matau Road, Palmer Road North, Palmer Road South
7	Footpaths	<ul style="list-style-type: none"> Potholes on Page Street filled with QPR and Emulsion
8	Shoulders	<ul style="list-style-type: none"> Edge breaks filled with QPR & Emulsion on Bredow Road, Brewer Road, Denbigh Road, Denmark Terrace, Douglas Road, Hastings Road North, Mangaotuku Road, Mohakau Road, Palmer Road South, Standish Road, Stanley Road, Toko Road, Warwick Road East, Wingrove Road Brewer Road low shoulder Mangaotuku Road – Prep and Seal 200-400mm - LHS Potential to extend 25 meters to include edge breaks if required.
9	Vegetation	<ul style="list-style-type: none"> Manaia Road Special Reach Mowed both sides of SPR Road RP 0 – 5743 Pembroke Road Special Reach mowed both sides of SPR RP 0-8146 Mohakau Road Hazardous tree limb removed
10	Railings	<ul style="list-style-type: none"> Sight Rails Repaired/painted Opunake Road, Finnerty Road
11	Emergency Works	<ul style="list-style-type: none"> Whangamomona Road - RJ Adamson Contracting -cut back trees and vegetation to allow better vehicle access. WM and GJ Pease Contracting worked on the road to fill major bog holes and clear slips, this will have to be redone as motorcyclists and 4x4 enthusiasts have gone through and ripped road up again. Cardiff Road RFS inspected and client contacted nothing that needed to be done Tree branches removed on Manaia Road Special Flooding on Opunake Road
12	Inspections	<ul style="list-style-type: none"> Bridge, culvert, and network inspections continue
13	Complaints/Compliment	<ul style="list-style-type: none">

2.4 Illegal Dumping

During the month, approximately \$160 was spend on the collection and disposal of illegally-dumped rubbish.



Figure 1: Illegally dumped rubbish on Portia Street



Figure 2: Dumped rubbish on York Road.

2.5 Damage by Forestry Activity

During April officers received a call from a Forestry Management company to inform that during the felling of some roadside trees, one tree fell across the road damaging the road and a retaining wall – See *Figure 4*. A follow up inspection of the site was undertaken by our structural engineering consultants, who determined the wall needed to be replaced, due to the extensive damage caused by the errant tree. Officers have obtained a quote from the contractor who is currently re-building some retaining walls on Mangaotuku Road and Croydon Road. His quote amounted to \$110,200. This has been forwarded to the forestry company to inform their insurance company.

Further to the damage that occurred to the bridge located at the end of Puniwhakau Road in February and March 2022, the temporary handrail that was erected at the request of Worksafe New Zealand has also been damaged, as shown in *Figure 3*. A temporary repair will be undertaken to make the bridge safe. A contract to repair the deck, replace the underlying beams and handrail has been put to the market for pricing with tenders closing on 17 May 2024. Due to funding constraints, we are unable to commence work on the bridge until after 1 July 2024.



Figure 3: Damage to the temporary handrail and supporting beams.



Figure 4: Damage to a retaining wall and road on Matau Road.

2.6 Budgets

At the end of April, Council has spent \$2,420,607 on maintenance activities. With NZTA's approved allocation being \$2,107,200, an overspend of \$313,407 has occurred to date. The anticipated total overspend for maintenance by June 2024 is \$513,407.

Renewals expenditure to date is \$2,201,104 out of an approved allocation of \$3,375,001. The remaining \$1,173,897 is allocated to, pavement strengthening on Beaconsfield Road, drainage renewals and the replacement of the retaining walls. Works anticipated for May, weather dependent, include:

- Beaconsfield Road (Hick's Corner) – pavement rehabilitation and safety improvements.
- Mangaotuku Road – Retaining wall replacement; and
- General routine maintenance activities like those mentioned in the table above.

2.7 Cost Reimbursement Contract.

The Roding team is working with Fulton Hogan to explore the benefits of amending the basis of payment for the roading maintenance contract from **Measure and Value** to **Cost Reimbursement** for the final two years of the contract. This will be undertaken as a trial to evaluate the pro's and con's of this basis of payment, before the re-write of the new contract.

The main advantage of a Cost Reimbursement contract is transparency of costs as well as potential savings to be had from Fulton Hogan's purchasing power, management of sub-contractors (paid at cost with no added percentages, and no quarterly cost escalations to contract rates).

2.8 Ready Response Works

There were no callouts during April.

2.6 Capital Works

- Replacement of two retaining walls located on Mangaotuku Road RP5.0 and Croydon Road RP11.86 commenced in April.
- The widening of Cardiff Road on the approach to the bridge over the Patea River was completed in April.

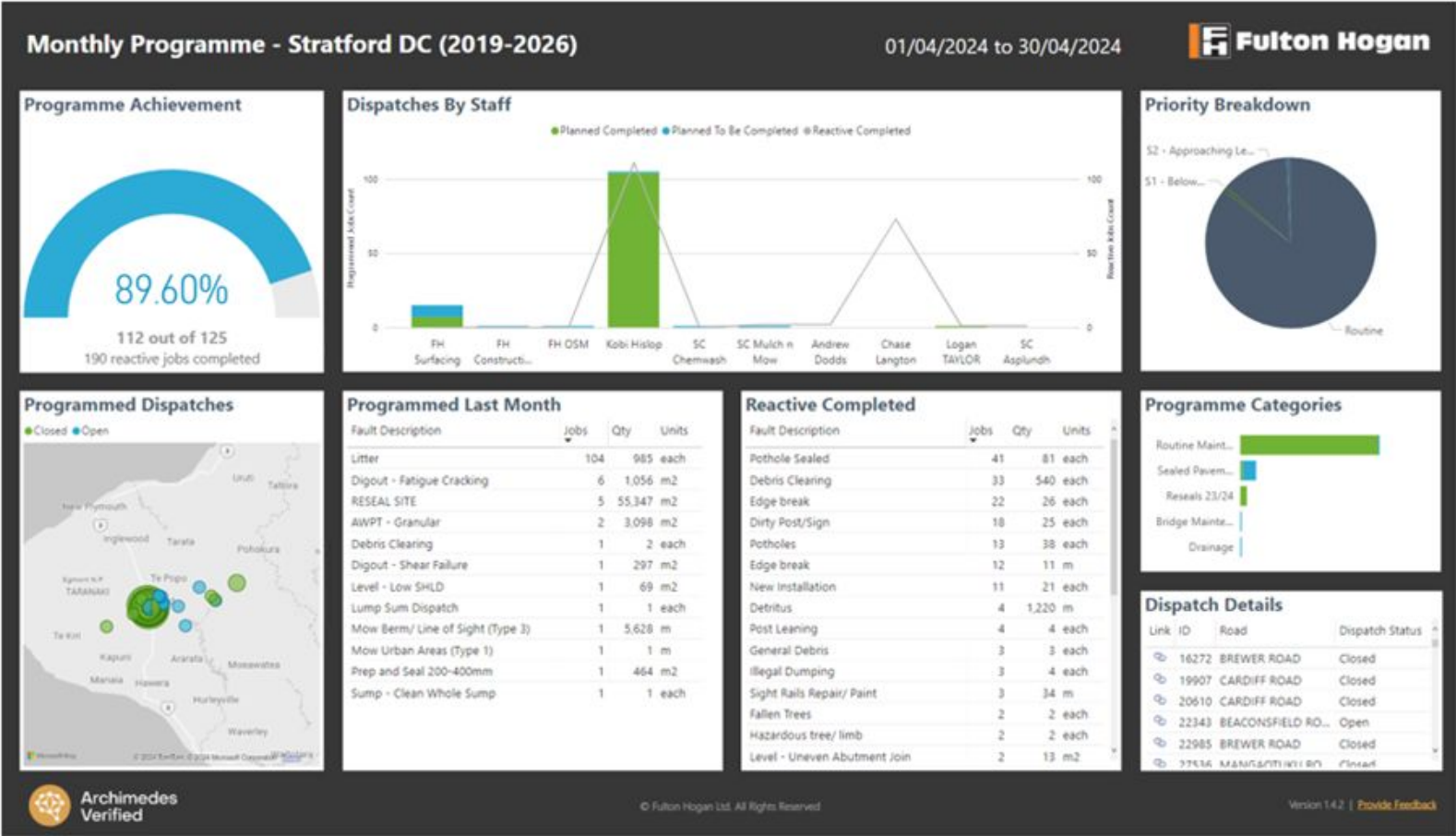
2.7 Building Consents, Resource Consents and LIMS

Roding assessments were made for a total of:

- Seven (7) building consent applications;
- Two (2) resource consent applications; and
- Two (2) LIM reports.

2.8 Roding Activities

A snapshot of the programmed and reactive works completed in April is shown in **Figure 5**.



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:	DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Achieved
• Drinking Water Standards	DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Achieved
• Maintenance of Reticulation	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:	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 10 mins
	• Resolution for urgent call-out	8 hrs	Achieved 4 hr 08 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 11 hrs 46 mins
	• Resolution non urgent call-out	5 working days	Achieved 3 days 20 hrs 55 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;	<32	0
	• Drinking Water Taste;		0
	• Drinking Water Odour;		0
	• Drinking Water Pressure or Flow;		0.66
	• 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

3.1.1 Water Treatment

- No water treatment issues were experienced during this reporting period.
- The 'uninterruptible power supply' unit at the Stratford Water Treatment plant failed during this reporting period and a replacement unit has been ordered. The failure of the UPS unit did not affect water treatment plant operations after it was bypassed.

3.1.2 Water Reticulation

- For a period of five days, outflows from the Stratford Water Treatment plant increased by 50 m³ per hour above normal expected levels; over each 24-hour period 1,200,000l was seemingly being lost.

The water treatment plant treatment process was sped up to cope with the increased demand.

Inspections of the trunk-mains, pipe bridges, PRV stations, and water lines around Stratford were undertaken but no leaks were found. Water meters were also checked but no high usage was identified.

After five days, the outflows returned to normal expected levels and no cause of the outflows could be identified.

During inspections of the PRV stations it was found that valves down pipe from the Regan Street PRV station had been closed around where road resealing works had occurred and therefore no flow was occurring through the PRV station; Pembroke Road PRV station was essentially providing all supply to the eastern side of Stratford Town. One padlock on the Pembroke Road PRV stations had been removed at some stage but no theft of equipment or damage was found inside the cabinet.

Contactors are assessing valve positions around the PRV stations and the 'set-points' of the PRV stations are to be recalibrated to even the flow to the east side of Stratford Town.

- Two rider-main isolation valves on either side of Broadway at the corner of Celia Street were replaced as the eastern valve failed during April, and the western valve was previously found to be broken in the open position, meaning if any leaks occurred a large area of Stratford would have needed to have been shutdown to isolate the break.

3.1.3 Capital Works

- The raw water delivery line and grit tank design tender process has closed and contract negotiations are occurring prior to the contract being awarded.
- Installation of manifolds for universal water metering was delayed until May due to a contractor delay in supplying Council with a programme of works, meaning affected properties would have had limited notification time.
- The installation of a Generator and associated work at the WTP is nearing completion.

3.1.4 Building Consents, Resource Consents and LIMs

- Assessments were made for a total of:
 - Thirteen (13) Building Consent applications;
 - One (1) Resource Consent application; and
 - Three (3) LIM reports.



Figure 6: Eastern Valve Replacement



Figure 7: Western Valve Replacement

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:		
	• 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
	• 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
	• Sewage odour		0.33
	• Sewerage system faults		0.66
	• Sewerage system blockages		5.1
Trade Waste Complaints Response times	• Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.	2 working days	Achieved 1 YTD (April – 0)
Trade Waste Consent Processing	• Percentage of trade waste consent applications processed within 15 working days.	100%	Achieved (April – 1)

3.2.1 Operations

Wastewater Treatment

- No major issues were experienced at the wastewater treatment plant.

Wastewater Reticulation

- There were no major issues relating to wastewater reticulation during this reporting period.
- The sewer level monitors were relocated during this reporting period.

Health and Safety

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

Oxidation Pond Influent and Effluent Sampling

- Monthly influent and effluent sampling of the wastewater treatment ponds is ongoing in accordance with resource consent conditions.
- Compliance was maintained during this reporting period.
- 24-hour influent composite sampling is being undertaken as this method provides a true picture of the influent phosphate levels each day.

3.2.2 Capital Works

- Bird scaring operations are ongoing at the WWTP.
- Pipeline remediation works have finished for this financial year and will commence again after 1 July 2024.

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 April:

3.3.1 Trade Waste Consents

- A new consent was issued to discharge washdown water from a newly established home kill site on Cordelia Street. Conditional consent was granted to allow for control of nutrients entering the Council system. No whole blood will be accepted as this is removed from site for further processing outside of district.

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. One operator sampled for annual monitoring during the April period. No issues identified. Ongoing attempts are being made to sample the remaining operators overdue.

3.3.3 Permitted Activities

- An ongoing non-compliant food business has been inspected 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. Training has been arranged for this operator and his staff to enable better compliance going forward.

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	2023/2024
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.) 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	
	<ul style="list-style-type: none"> Abatement notices; 		
	<ul style="list-style-type: none"> Infringement notices; 		
	<ul style="list-style-type: none"> Enforcement orders; and 		
	<ul style="list-style-type: none"> Convictions. 		
Response and Resolution Times	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1hr	0hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system.	< 8	0

3.4.1 Operations

- There were no major issues relating to stormwater operations during this reporting period.
- The Victoria Park Pond silt was excavated over five days, and the silt material has been stockpiled in two bunded areas at a clean-fill on Victoria Road.

The material will be screened after it has dried out and then spread in the adjacent clean-fill paddock.

Three excavators, three trucks and a moxy tracked vehicle were used during the excavation works. To create access at the second staging area trees and vegetation had to be removed, which has created a new viewing area looking towards the pond inlet.

Three pumps were used to bypass pump the inflows in accordance with resource consent conditions. Eels and crayfish were captured and relocated downstream during the works, in accordance with lwi requirements.

180 truck movements occurred to relocate the silt material, which amounted to approximately 1,800 m³ of silt material.

Prior to, and during the works litter was removed from the pond bed; approximately 15 road cones, 15 scooters, three bikes, a cash register, a pram, 2 bike park signs, 1 skate park bin and a plethora of glass and plastic drinks bottles, drinks cans, and sweet wrappers were removed. More will be removed when silt screening operations occur after it has dried out.

3.4.2 Matters Outstanding

- There are no matters outstanding for this reporting period.



Figure 8: Removed Litter



Figure 9 and 10: Bunded Silt Stockpiles at Victoria Road Clean-fill



Figure 11: Silt and Sediment Controls at Pond Outlet Figure 12: Recovered crayfish



Figure 13: Creating Second Staging Area Access



Figure 14: New Access/Viewing Area



Figure 15: Three Excavators and a Moxy Working



Figure 16: Works Nearly Complete - Looking South from Pond Inlet

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: April results show an estimated 48.5kg/hh with an expected result of 490kg per household per annum (Figure 17)
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Not Achieved April result of 20%
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Achieved to date 82%

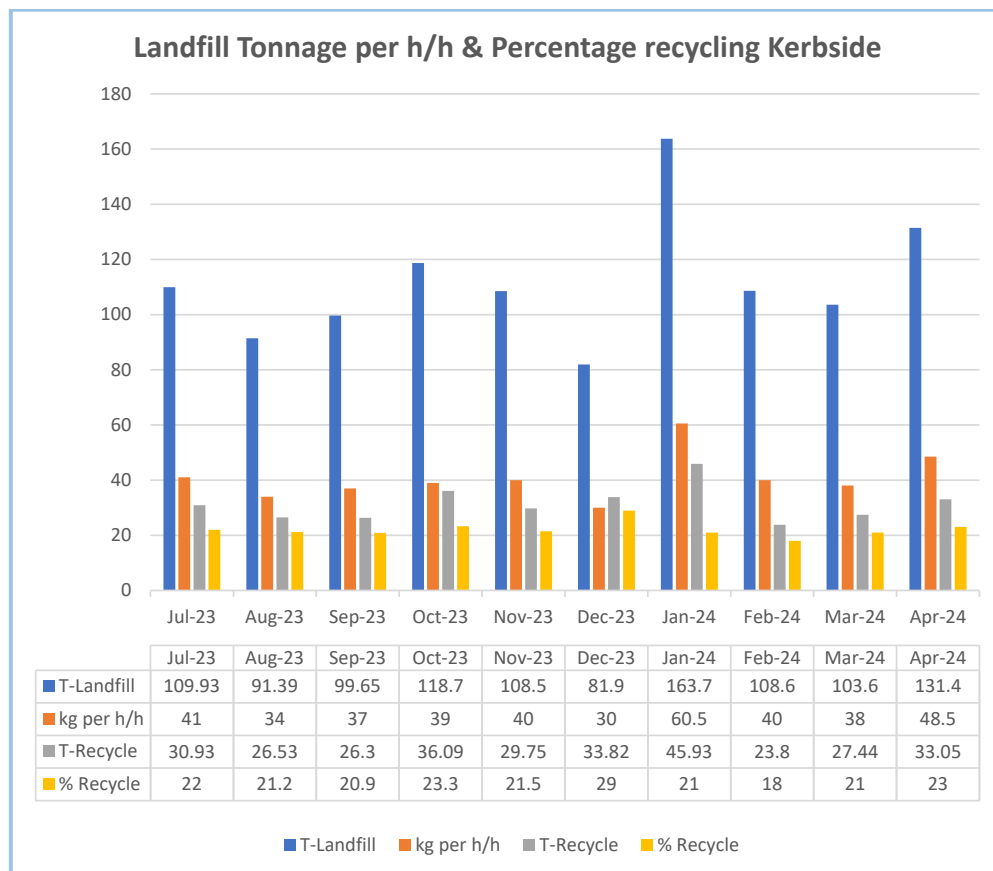


Figure 17: Total Tonnage of Kerbside Collection

Customer requests in the first three months of 2024 show a trending increase 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.

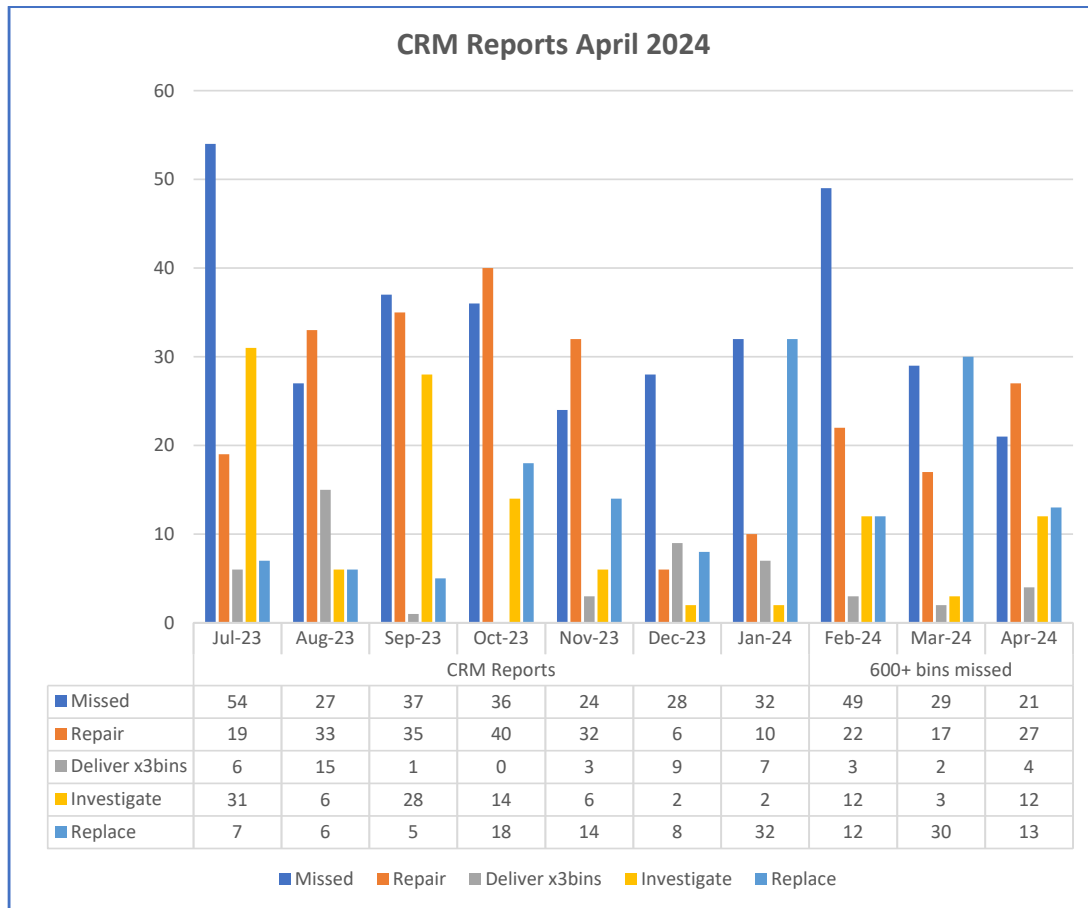


Figure 18: Customer Requests trends

3.5.1 Planning – Strategies, Policies, Plans and Bylaws

- The Kerbside Collection Policy has been reviewed; draft to be presented to the Policy and Services Committee for approval in due course.
- The Solid Waste Management and Minimisation Bylaw is being reviewed to align with legislative requirements, including the new national requirements for better data collection and the new regional kerbside contract. This is to ensure it is fit for purpose and that solid waste collectors, transporters and disposal operators are being licenced, monitored and providing accurate solid waste district data when required.

3.5.2 Sustainability Policy

A Council workshop was held on 23 April to reflect to Elected Members their collective responses to the face-to-face survey. The workshop also provided examples from other councils on the difficult decisions that now impact local government processes due to severe weather events.

The next step is to present the draft Sustainability Policy, informed by survey responses, to a workshop for discussion.

3.5.3 Contamination Levels of Kerbside Recycling

A total of 49 education packs were issued as the Weekly audits were completed by Council officers.

- 36 Education letters for minor contaminations;
- 9 First notifications for major contamination;
- 4 Second notifications for major contamination;

Two properties still have their collection service for recyclables suspended.

These results showed an increase of around 30% on last month due to a more intensive auditing process being carried out with over 800 properties audited. The bin auditing and condition survey has been completed with 2,718 properties checked. A full report will be available with results of findings in due course.

3.5.4 Waste and Water Minimisation Education

- Officers are working closely with internal teams and with the Regional Waste Minimisation Officer on a programme/campaign to reduce fly tipping/dumping in both Stratford urban and rural areas. There has been an upward surge in the number of dumping incidents. A number of communication tools will be deployed for this campaign, including media; fridge magnets with a dumping hotline number to report dumping. Collection and disposal of illegally dumped waste is not only costly, but time consuming for Officers.
- Officers will be attending the annual WasteMINZ conference in Hamilton, at the end of May 2024.

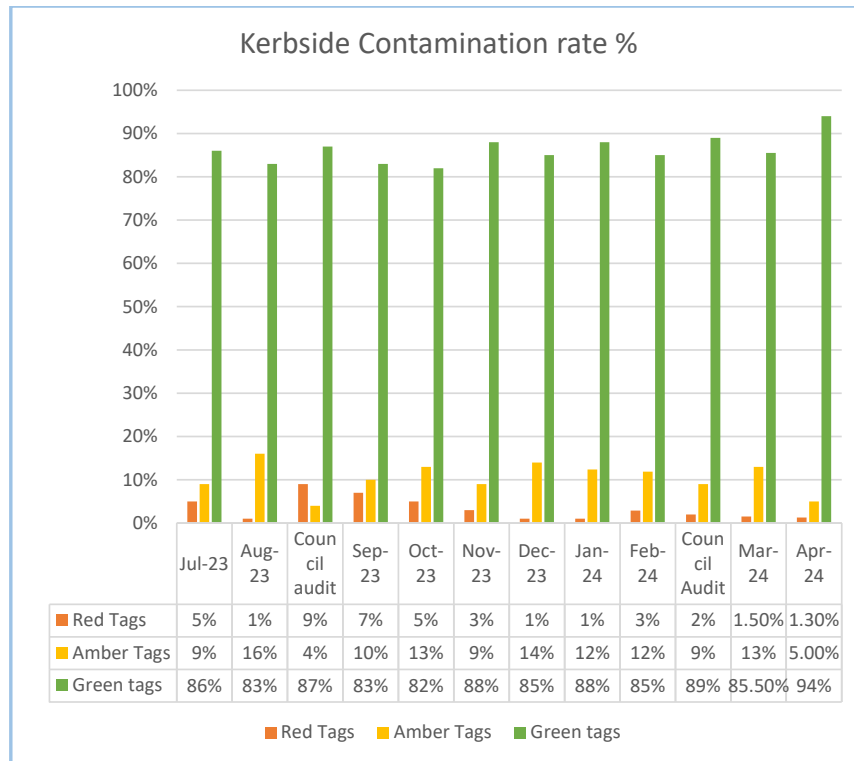


Figure 19: Monthly Waste, Percentage Contamination and Proportion of Recycling Bins

3.5.5 Kerbside Collection Contamination Report

- The combined (red and amber tag) contamination rate in April 2024 is **6.30%**
- The target set in the WMMP is **<12%**.

3.5.6 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 13 weeks. To date over 2,548 kerbside bins have been audited.
- Audit results so far shows that:
 - Over 50 properties have multiple bins being collected.
 - Over 1,600 recycling bins need their lids changed to yellow (total bin number 2718);
 - Some properties were not being charged solid waste rates. This has been rectified where identified and will be ongoing;
 - Several multiple dwellings with multiple receptacles are currently charged on a single targeted rate – this is currently under investigation;
 - Approximately 10% of bins are in poor condition and need repairs or replacement.
- This audit has been completed 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.

3.5.7 Water Conservation Messaging

- The water restrictions were lifted on April 15, 2024.

3.5.8 Waste Levy Contestable Fund

- 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 \$16,890.00 was awarded to 5 applicants with four applications being unsuccessful.
- Successful applicants were:
 - Avon Kindergarten - \$350.00
 - Ngaere School - \$9,540.00
 - Pregnancy Help Stratford - \$1500.00
 - Republic of Whangamōmona - \$4,500.00
 - Toimata Foundation- \$1,000.00
- Officers, not involved in the decision-making process, met and wrote a recommendation report, and worked with the applicants to ensure all the information required was submitted to the decision-making committee for their assessment.
- Officers are working on a *Waste Levy Contestable Fund* process map so that there is a clear process for the awarding of this fund to recipients. A draft has been developed and once this is finalised it will be included in the information provided on the council website, for potential applicants to the fund, alongside the *Waste Levy Contestable Fund Policy* and recipient report templates.

3.5.9 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. New targeted rate has been developed.

4 Property

Council officers have successfully completed the Property Asset Management Plan, which is under review as part of the LTP consultation documents. Consultation period closes on the 1 May 2024.

The Property Officer manages several community facilities including the Aerodrome; Civic Amenities; Rental and Investment properties and land. The Customer service request history for the property activity is shown in **Figure 20** below.

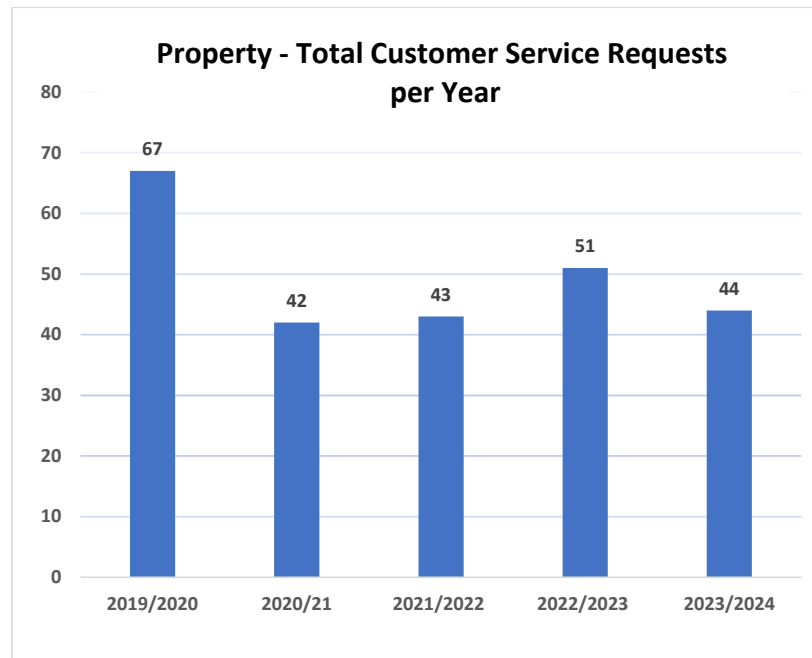


Figure 20: Customer service request history – April 2024

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

Elected Members held a workshop in April to discuss the Aerodrome Strategic Development Plan. Council Officers were requested to update the plan to reflect the potential growth of the Aerodrome within its current footprint, or if there are any financial benefits by increasing the footprint slightly. A reviewed plan will be presented in due course.

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.

The next Aerodrome User group and Safety Committee meeting is on 22 May 2024.

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	1438

Below is a summary of April activities at the Aerodrome (**Figures 21 & 22**).

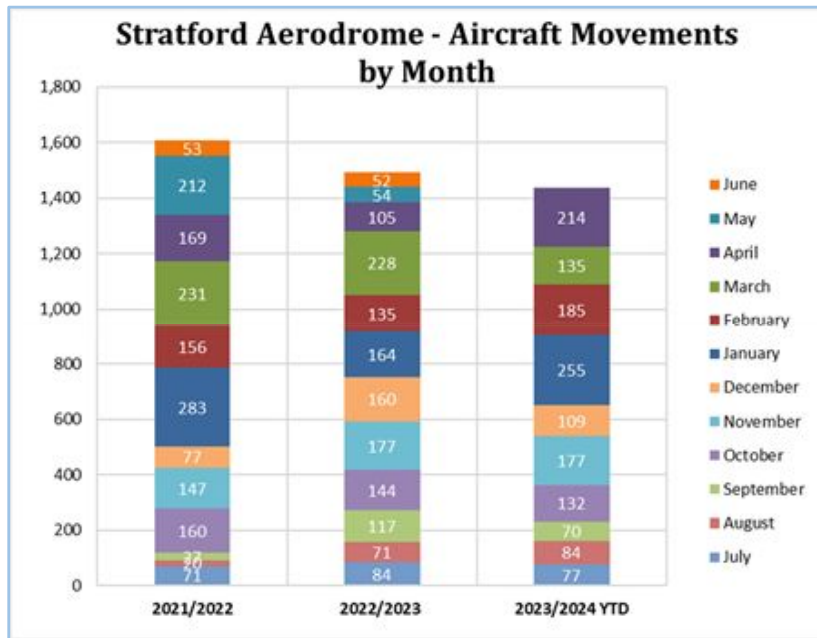


Figure 21: Stratford Aerodrome Aircraft Movements – April 2024

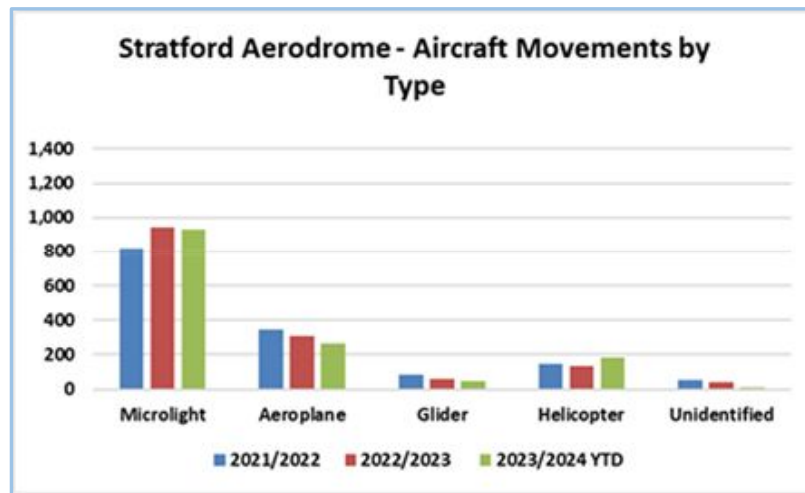


Figure 22: Stratford Aerodrome Aircraft Movements by Type – April 2024

4.2 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	276
	Annual booking of Centennial Restrooms.	>200	175
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	Expected to achieve
	Annual Occupancy rate.	>95%	90%
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 Persons

The Housing for Older Persons Policy was adopted by Council in April. Amendments to the Policy include:

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

In April Contractors carried out preventative maintenance, painting of the eaves of the 10 Page Street Units.

4.2.2 War Memorial Centre

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

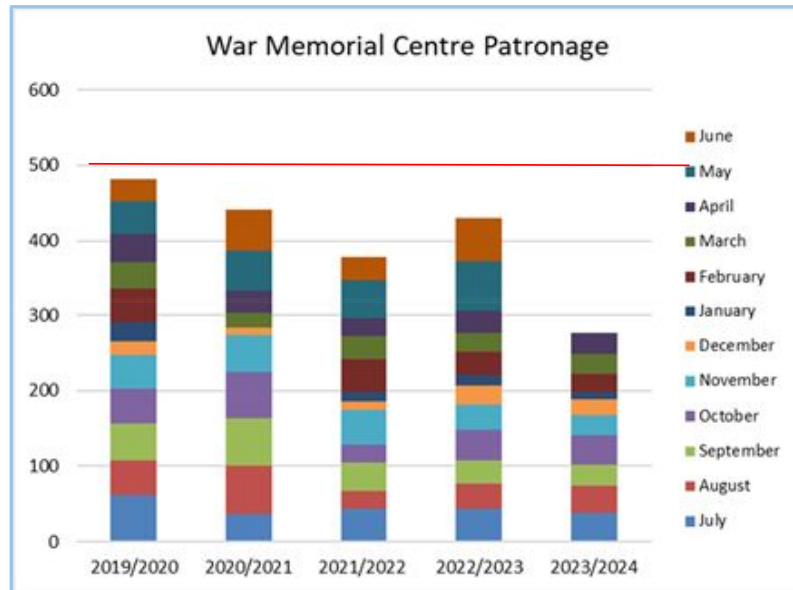


Figure 23: War Memorial Centre Patronage – April 2024

4.2.3 Centennial Restrooms

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

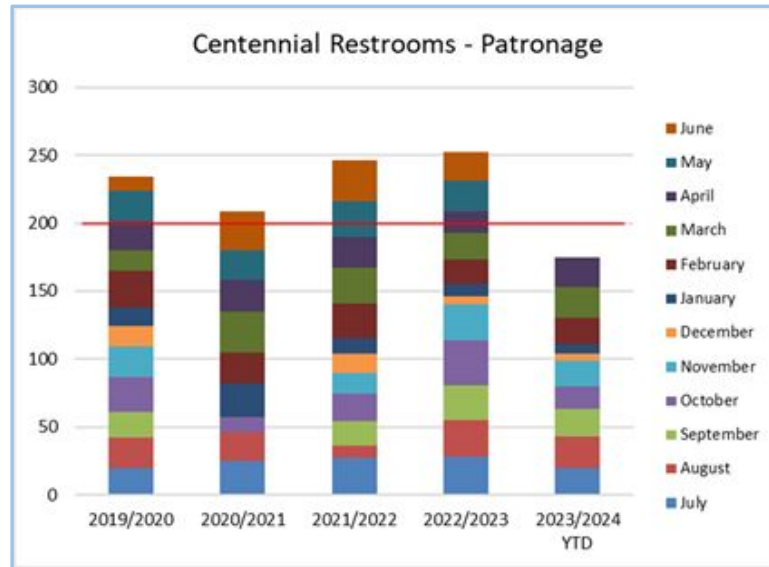


Figure 24: Centennial Restrooms Patronage – April 2024

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	141,409.8 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

- April milk production increased by 3.7% compared to April last year. This season's milk production total is 141,409.8 KgMS which is an increase of 3.9% compared to last season.
- The history of the Farm milk production is shown in **Figure 25** below.

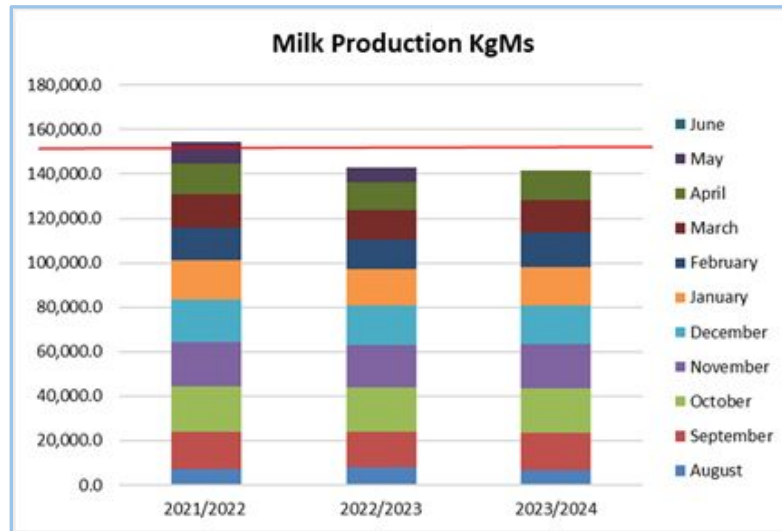


Figure 25: Milk Production KgMs

4.4 Key Property Projects

- **The TET Multisport Stadium - Entrance and Gymnasium Door Upgrade:** This project has commenced in this financial year but is due to be complete in early 2024/2025.
- **The Glockenspiel (Clock Tower) - Repainting of the Lower Section and Repairing the Surrounding Verandah Post.** This project is currently out to the market, and due to close on the 23 May 2024.
- **Farm – Ensuite Alteration** – Due to be completed by the end of May 2024

4.5 Operational Budget Update

The operational budget as at the end of April 2024 year-to-date has been overspent. This is primarily due to the CPI Key Task increase being 9.32%.

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	95
	Percentage of Stratford residents satisfied with:		
	Parks;	>80%	Achieved - 90%
	Sports fields;	>80%	Not achieved – 74%
	Cemeteries.	>80%	Not Achieved – 72%
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.

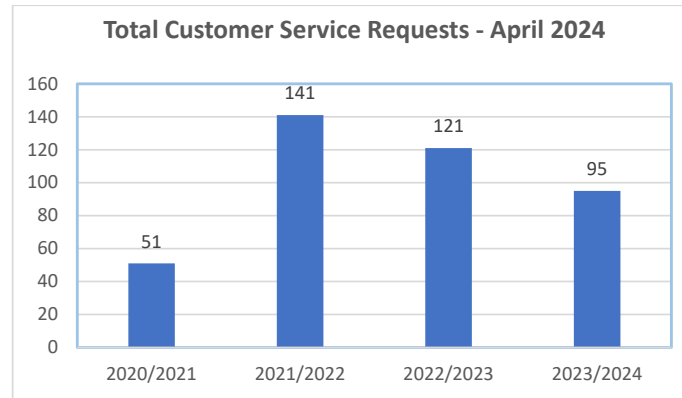


Figure 26: Total Customer Service Requests – April 2024

	2020/2021	2021/2022	2022/2023	2023/2024 (YTD)
Parks	10	24	31	19
Structures	2	32	17	14
Sports grounds	5	5	7	8
Playgrounds	1	14	7	6
Cemeteries	5	11	12	4
Street Trees	15	24	28	35
Walkways	13	31	19	9
Total	51	141	121	95

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 The King Edward Park Reserve Management Plan

- Elected Members requested officers to seek feedback from key stakeholders on potential use of the green space next to Wai o Rua – Stratford Aquatic Centre. This arose following the submissions of the Croquet and Rugby and Sports Clubs, who had proposed to use the space for their sporting activities. The letters were sent to the organisation on Wednesday 24 April, no feedback has been received.

5.2 Capital Projects Summary - Victoria Park Drainage Project

- A hydrology review of the sports fields at Victoria Park has commenced. Field investigations occurred in April. A draft Hydrology report has been received and is currently being reviewed.

5.3 Operational Budget Update

- Tree maintenance continues to negatively impact the operational budget with three notable trees identified for removal due to health and safety concerns. The 3x trees have been identified as having Ganoderma Brackets (white rot) which weakens the trees structure from the inside, meaning that there is no indication as to how weak these trees are, or when the branches or trunk will fail. The trees are located on Hamlet Street & Broadway South, with costings coming in at \$22,122 (exc. GST) for removal.
- The operational budget report as of the end of April 2024 year-to-date has been overspent. There is expected to be an overspend of \$45,000 by June ending. This is primarily due to the CPI Key Task increase being 9.32% and the *Ready Response* budget being overspent on tree maintenance.

6 Capital Projects

Progress updates on some of Council's key projects, as of **30 April 2024**.

6.1 Wai O Rua - Stratford Aquatic Centre

Officers are continuing to work with the Engineer to the Contract to close off this project. A walkover is scheduled in May with the Engineer to the Contract and the Contractor to remedy the remaining issues.

6.2 Better off Funding Projects

The Council received an allocation of \$2.57M of the \$2.5b support package, as part of the *Three Water Reforms*. Council received correspondence from the Minister for Local Government directing Councils to divert uncommitted funding to 3 Waters projects. A decision report to Council at the May Ordinary meeting will identify projects that the remaining \$2.313M could fund.

Of the projects that are currently under the Better off Funding package:

- **The Brecon Road Extension** - A consultant has been commissioned to produce a **Point of Entry** report, to determine NZTA's interest in the project. If NZTA will consider the project for future funding, a Business Case will be developed to support project delivery. This project will be affected if the Better off Funding is diverted to 3 Waters projects only.
- **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 (RfP)** will be advertised in this financial year to procure a Landscape Designer to develop design drawings for Council review and adoption as well as lighting consideration for Broadway.

Negotiations with the landowner for the purchase of green space (Prospero Place) is ongoing. This project will be affected if the Better off Funding is diverted to 3 Waters projects only.

- **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 Campground at one time, but this has not affected the costing of the project.

It is anticipated that \$90,000 will be spent this financial year on purchasing the materials for the replacement of the Septic Tank. This will leave approximately \$45,000 unspent in this financial year. A further \$75,000 has been requested within the Internal Submission to the draft LTP for the 2024/25 financial year to complete this project.

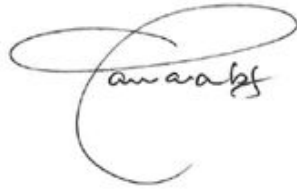
6.4 Proposed Subdivision

Two areas of the proposed subdivision land have been identified as 'wetlands'. A Request for Proposal (RFP) to delineate the areas of concern (amongst others) was advertised on the Government Electronic Tending System (GETS) and closes in April 2024.

7 Resource Consents

Several resource consent applications have been lodged with the Taranaki Regional Council (TRC) as shown below.

RC Number	Location	Description	Stakeholders	Update
1276-3	Midhirst Te Popo Water Take	To take water from the Te Popo Stream, a tributary of the Manganui River for community public water supply purposes	Fish and Game NZ, Te Atiawa, Ngāti Ruanui, Ngāruahine, Ngāti Maru, Okahu Inuawai, Manataiao Hapū, Pukerangioraha Hapū	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.



Victoria Araba
Director – Assets



[Approved by]
Sven Hanne
Chief Executive

Date 21 May 2024

MONTHLY REPORT

Community Services Department



F22/55/04-D24/20346

To: Policy and Services Committee
 From: Director – Community Services
 Date: 28 May 2024
 Subject: Community Services Monthly Report – April 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	12
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)

The Youth Council have completed the Strengths training session (on personal strengths and how that assists understanding each other).

In their projects meeting they designed and planned how to achieve the events for Youth Week. The events are:

- Murder Mystery Night/ Badge Battle (Lead by Library in collaboration with SDYC) – 23 May
- On the Bus – Inline skating and Pizza – 24 May
- Pool Party Showdown – Lead by SDYC in collaboration with Wai O Rua – 26 May

SDYC will be completing two more training sessions, governance (in May) and planning (date tbc). These workshops will be facilitated by The Wheelhouse.

SDYC made a submission to the Stratford District Council LTP and to the Whanganui District Council LTP. They have requested to speak at both.

Upcoming meetings and events:

- SDYC Projects meeting – 14 May
- Ordinary meeting – 7 May and 4 June 2024
- Youth week activity – 20 – 26 May

2.3 Civic and Community Events

Complete:

- Wreath Making Workshop - 23 April
- ANZAC Parade and Dawn Service - 25 April
- Prospero Market - 27 April

Coming up:

- PowerUp Masterclass – Investment 101 – a partnership with Venture Taranaki – 2 May
- SDYC On The Bus – 24 May
- Youth week activity – 20 – 26 May
- Prospero Market – 25 May
- Positive Ageing Forum 5th June

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 for a minimum of 30 hours per week *)	18	28

Registrations

	April	YTD
Young People Registered	6	129
Businesses Registered	1	12

Employment

	April	YTD
People placed into employment	1	38
Young people who are employed but require assistance with upskilling	2	27
People who registered with MTFJ who are in school or training	1	26
People who received support and found work themselves	1	17

Highlights April

- 1 person was helped into employment in April. This was an apprenticeship.
- 2 MTFJ job seekers were helped with support through MTFJ SDC driver training programme this month.
- Promotion of MTFJ in March through: Women in Trades at TET Stadium Inglewood, YMCA Spotswood hui and BA5 at Pioneer Village.
- After several meetings with employers in the past month, opportunities have stalled in various sectors. The coordinator is working to find employment experience placements for several job seekers who are currently in training. This might lead to future full-time work once hiring picks up.
- Promotion of MTFJ in April through: Network of Trades, Taranaki Taiohi Collective wānanga.

Mayors' Taskforce for Jobs Outcome Agreement Amendment

Officers have received an amended contract for Year 1, period ending 30 June 2024 from 38 to an adjusted minimum target of 28 suitable outcomes.

The Year 2 target is 80% of the original 38 outcomes, however this can be negotiated if there is a need to reduce it.

2.5 **Funding**

2.5.1 Creative Communities Scheme

The recent Creative Communities Scheme funding round received eight applications, requesting a total of \$15,029.01. Seven applications were success in their funding request with a total \$11,368.00 allocated.

2.5.2 Sport New Zealand Rural Travel Fund

The recent Sport New Zealand Rural Travel funding round received seven applications, requesting a total of \$11,830.00. A total of \$9,830 was granted which saw all applicants allocated funding. The next funding round opens in September 2024.

2.5.3 TOI Funding 2024

Council has been granted \$175,000. This is made up of: Programme and Events: \$135,000 (\$105,000 Swimming Lessons and \$30,000 Events), and Capital Projects \$40,000.

The capital projects funding is a contribution towards the three projects submitted which were: Library Acoustic Pod (\$24k), Powerbox for Rhododendron Dell (\$50k), and Wellbeing Exercise Equipment (\$98k) at the aquatic centre totalling \$172,000. When considering the capital projects that have the greatest benefit to the most amount of people officers recommend the capital projects grant is used for the Library Acoustic Pod, with the balance to be used for Wellbeing Exercise Equipment at the aquatic centre.

2.6 **Positive Ageing**

The next Positive Ageing Forum will be held on 5 June 2024. The theme will be personal safety with Fire, Police and St John Alert Alarm staff presenting.

2.7 **Stratford Business Association**

Memberships	
New	
Current total	145

Upcoming Activity:

Committee meetings

- Monday 13 May
- Monday 10 June
- Monday 8 July
- Monday 12 August
- Monday 9 September
- Monday 14 October – *Annual General Meeting*

Ba5 events

- Wednesday 5 June – Percy Thomson Gallery

Lunch + Learn

- Tuesday 14 May - Cyber Security for business - Proformac Technologies
- Tuesday 11 Jun – Employment Law - GQ
- Tuesday 16 July – Financial Goal Setting – CMK
- Tuesday 13 August – HR 101 – Trace Consulting

3. Communications

3.1 External communications

Four Central Link updates were produced in April. 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 April:








- Stratford commemorations for Anzac Day 2024
- Shakespeare Festival
- draft Long Term Plan 2024-34 consultation
- Meeting schedule - April
- Reduce your dog registration fees. Apply to become a Select Owner
- PowerUp Masterclass – Raising Capital 101
- Water restrictions are still in force
- It's Taranaki Pride Week!
- Fitness and fun at Wai o Rua
- Low-cost and FREE holiday activities
- Who should be able to postpone their rates, or pay less in rates? Have your say!
- Water restrictions lifted
- Are you a Customer Service Superstar? Join the whānau!
- Playground maintenance is underway
- Proposed Temporary Road Closure - North Island Rally Series
- Tobies to be replaced in Stratford as water metering streams ahead
- Anzac Day opening hours for facilities
- Meeting schedule May 2024
- Extension of road closure - Cardiff Road
- Closure of Croydon Road from Stanley to Salisbury Roads

Alongside our business-as-usual communications activity, we also promoted the consultation period for the draft Long Term Plan. As part of this we delivered the following:

- Dedicated web page: www.stratford.govt.nz/LTP
- 4 Full page adverts in the Stratford Press on 3, 10, 17 and 23 April
- Radio advertising
- Facebook (organic and paid)
- Emails to the Community Directory database and Long Term Plan subscribers
- Media releases
- Public meetings, Whangamomona, War Memorial Centre and Whakaahurangi Marae.
- Drop-in sessions at the Library
- Drop-in session at the Prospero Market on Saturday 27 April
- Antenno App messages

3.2 Digital channels

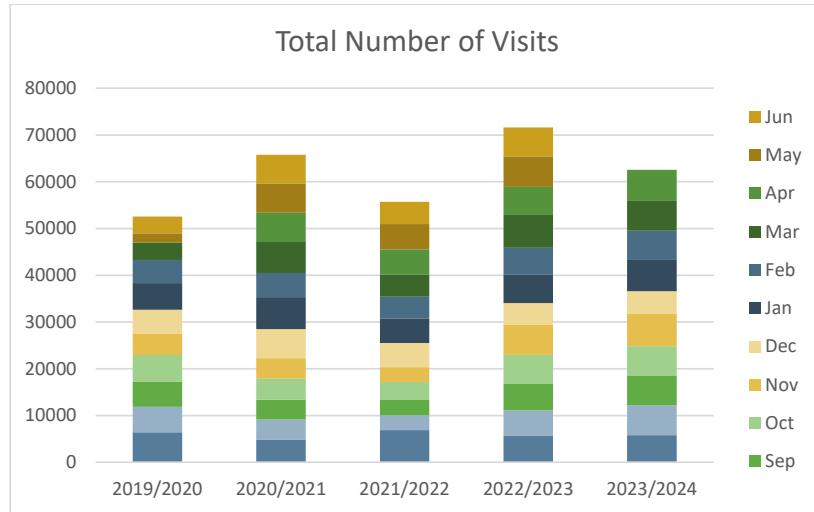
April snapshot:




Website		Social Media	
	7,100 ↑ 1,100 Users		20 New Facebook followers /stratforddistrictcouncil 4,434 people follow Council's page.
	21,474 ↑ 1,767 Page views		11,400 ↑ 89 People reached The number of people who saw any of Council's posts at least once this month.
	11,057 ↑ 1,683 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.		5 New Instagram followers /stratford_nz 1,138 people follow Council's account.
Antenno			
	24 installs 11 uninstalls Devices using Antenno. 1,210 devices are currently using Antenno in the Stratford District	27 posts sent out 30 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	6,893
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	53,914
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	3,850

**Visitors/Users per service**

Service	April	Year to date (2023/24)
 Information Services (brochures/maps/ event tickets etc)	474 ↓28	4,000
 Vehicle/Driver licensing	666 ↑153	6,893
 Programme and Events	423 ↓79	3,850

Library services - Items Issued

Service	April	Year to date (2023/24)
 In person	4747 ↑60	46,888
 Online	672 ↓6	7,026

Programme/Event Users

Age group		April	Year to date (2023/24)
65+	Seniors	53 ↑28	371
18+	Adults	30 ↓35	513
13-17	Secondary School	0 ↓↑	18
5-12	Primary School	278 ↓47	2,092
<5	Pre-School	31 ↓56	541

4.1 Highlights for April

- April was a busy month in the Library and Visitor Information Centre, with a 10% increase in doorcount compared to April 2023.
- Outreach programmes included a monthly visit to Whangamōmona, a visit to Maryann Residential Care Home and Hospital and regular delivery of books to housebound patrons.
- 174 tamariki participated in library School Holiday Programme activities during the April school holidays.
- A number of individuals, groups and organisations used library spaces in April including the Justice of the Peace service desk, MTFJ, Hāwera Budget Advisory Service, Progress to Health, Deaf Aotearoa and Taranaki Regional Council. Three LTP consultation sessions were held in the library.

5. Pool Complex

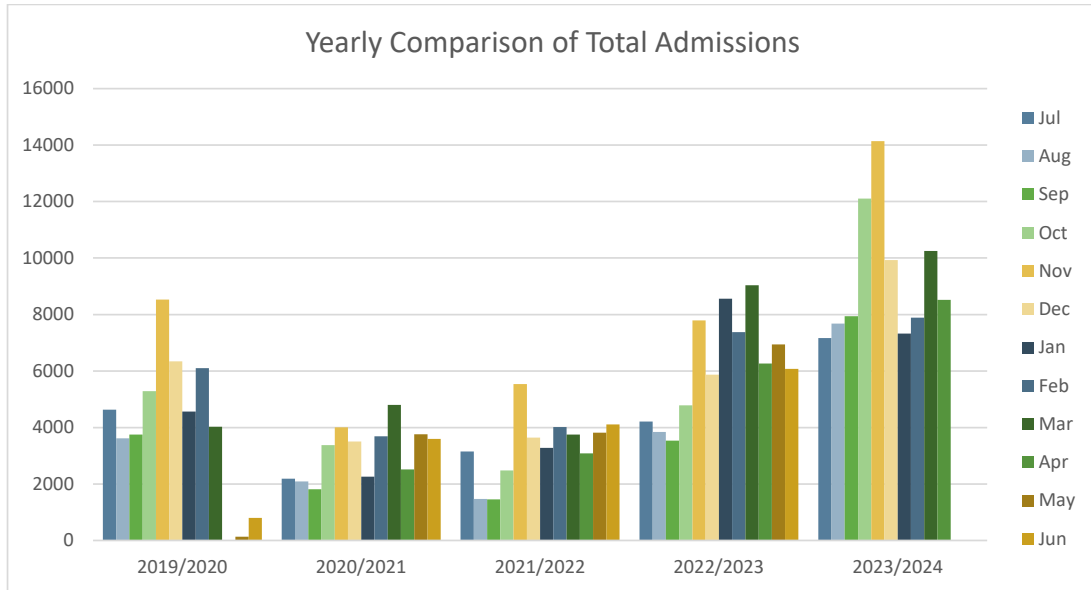
Level of Service Category	Performance Measure	Target	2023/24 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	85
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	Pool Safe accreditation 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	92,929

5.1 Highlights for April

- April 2024 saw 8,516 Customers through the facility.
- The Centre welcomed the following organisations and schools in the month of April: Down Syndrome Association, Taranaki Swimming, Stratford Baptist Church, Age Concern group, Vertical Horizon, Conductive Education Taranaki, Central Taranaki Safe Community Trust, Waitoriki School, and Tūtaki Youth.

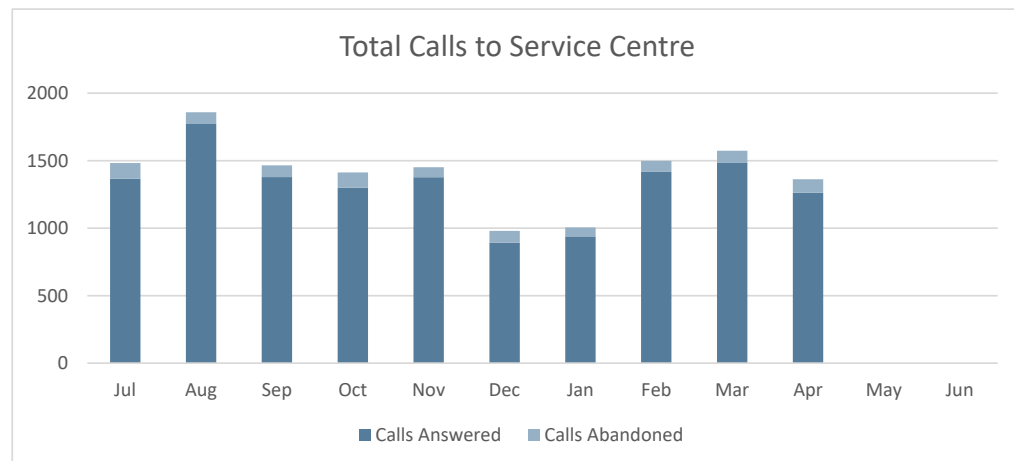
5.2 Matters Outstanding

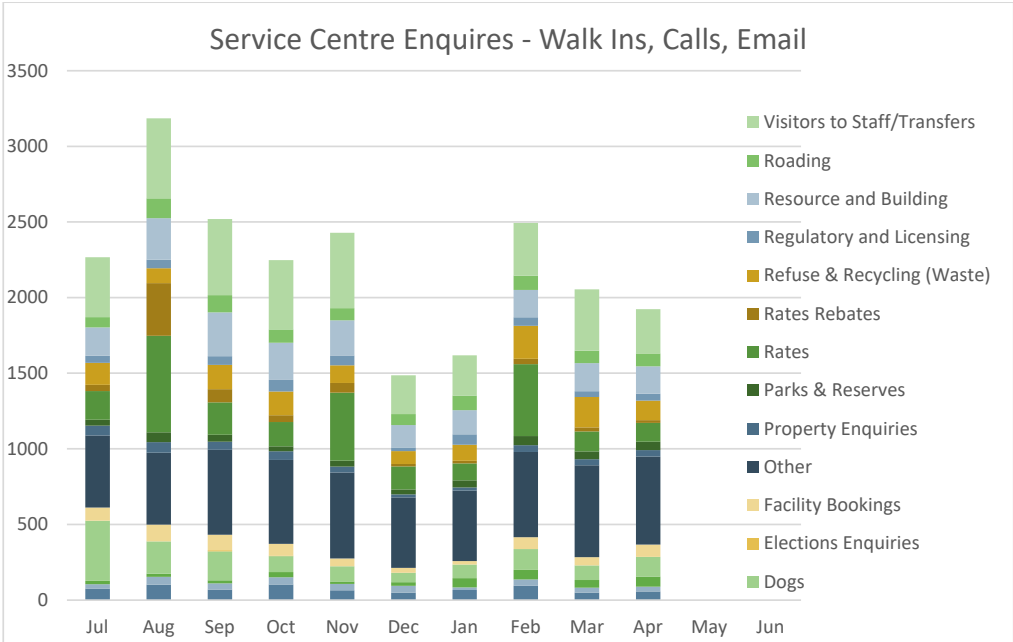
- It is acknowledged that officers have been instructed to complete and present to elected members a business plan on Wai o Rua – Stratford Aquatic Centre. Because of the nature of the activity, as well as the activities within the facility, and the cross section across departments this requires input from several areas, resourcing was prioritised to complete the Long Term Plan process. This will remain in this report as an outstanding item to assure elected members that it remains a priority.



6. Service Centre

Over April there was a steady flow of customers and enquiries through Service Centre. There were a total of 1,923 customer interactions recorded through phone calls, emails and counter enquiries. April 2023 was 1,774.





Kate Whareaitu
Director - Community Services

[Approved by]
Sven Hanne
Chief Executive

Date: 21 May 2024

MONTHLY REPORT

Environmental Services Department



F22/55/04– D24/17175

To: Policy and Services Committee
From: Director – Environmental Services
Date: 28 May 2024
Subject: Environmental Services Monthly Report – April 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

Twenty-seven applications for building consent were received in April 2024. These included 15 log fires, three new residential dwellings, two accessory buildings, two relocated buildings, one alteration/extensions to existing buildings, one pool application and three commercial alteration/extension to an existing building. There were also a further five amendments to existing building consents. We also received nine applications for resource consent.

April is traditionally a month when we receive an increase in the number of applications for building consent. This is driven by the beginning of cooler weather leading people to replace log fires before winter. This year is showing a similar pattern. While the total number is an increase from last month it is likely a result of that seasonal trend rather than a change in the overall level of the market. In April we received more land use consents than subdivision consents which is unusual for this district. There is no obvious cause for that at this stage but it will be something to monitor in coming months to see whether a trend emerges.

2. Strategic/Long Term Plan Projects

Work has recently recommenced on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy after being paused while some matters related to the New Plymouth District Plan were resolved.

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 Apr
Building Consent Authority	
Building Consent Applications	27
Building Consent Amendment Applications	5
Building Consents Issued	16
Building Consent Amendments Issued	6
Inspections completed	112
Code Compliance Certificate Applications	21
Code Compliance Certificates Issued	19
Code Compliance Certificates Refused	2
Number of Building Consents Received in Hard Copy	0
Number of Building Consents Received Digitally	32
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	6
Land Use Consents Granted	3
Subdivision Consents Received	3
Subdivision Consents Granted	1
223/224 Applications Received	2
223/224 Applications Granted	4
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	9
Resource Consent Applications Placed on Hold or Returned	4
LIM's Received	3
LIM's Granted	3
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	9
Health or Food Act Complaints Received and responded to	0
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	3
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	8
Bylaw Complaints Received and responded to	30
Dog Complaints Received and responded to	31

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%	32 of the 32 (100%) applications in April were processed within 20 working days.
	Percentage of inspection requests completed within 24 hours of request.	100%	111 of the 112 (99%) inspections in April were completed within 24 hours of the request. The one that that wasn't, was due to being booked more than 24 hours in advance.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	19 of the 19 (100%) CCCs issued in April were issued within 20 working days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	Three of the three (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%	Achieved. The result of the third wave of the customer satisfaction survey is 86%. This result is affected by a small number of survey respondents (6).

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 we are currently working through options for this project.
	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%	Four of the four (100%) applications in April 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%	Four of the four (100%) applications in April were processed within 20 working days.
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	Achieved. The result of the third wave of the customer satisfaction survey is 100%. This result is affected by a small number of survey respondents (2).

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 April 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 April 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

An Engineering New Zealand presentation and training afternoon in relation to what good engineering documentation and best practice looks like under the Engineering Act 2002 has been scheduled for July and will be held at Whanganui District Council.

5.1.5 Internal audit/external audit timetable

During April audits were undertaken in relation to regulations:

- Reg 7(2)(d)(v) Procedure for lapsing consents
- Reg 12 Procedure for choosing and using contractors.

5.2 Territorial Authority

5.2.1 Audits

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.

During March MBIE responded requesting some further information, which has been provided.

5.2.2 Compliance Schedules/Building Warrants of Fitness

Three onsite BWoF audit was undertaken during April 2024. One existing Compliance Schedule was 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. All swimming pools are now compliant. The next round of swimming pool inspections is scheduled to commence August 2025.

5.2.4 Earthquake-Prone Buildings

During April three reports were received from the owners of buildings that have been identified as potentially being earthquake prone. To date eighteen reports have been received which have confirmed thirteen 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 April 2024.

5.2.6 Notices to Fix/Other Compliance as a Territorial Authority

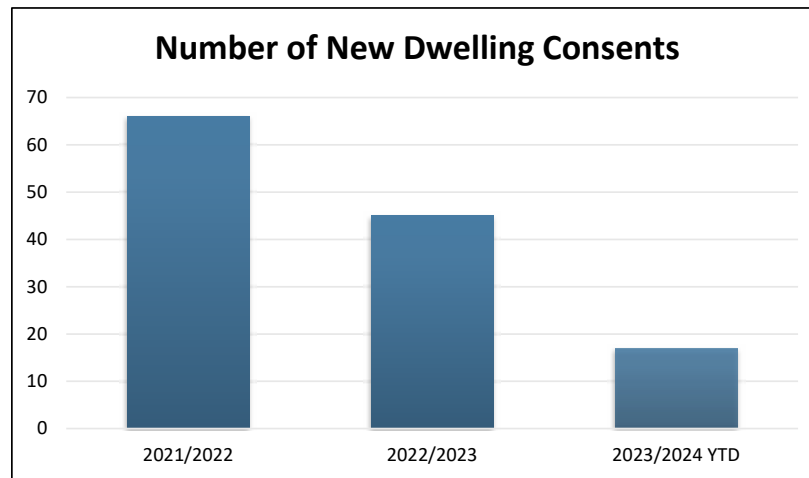
One Notice to Fix for was issued by the Territorial Authority during April 2024.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

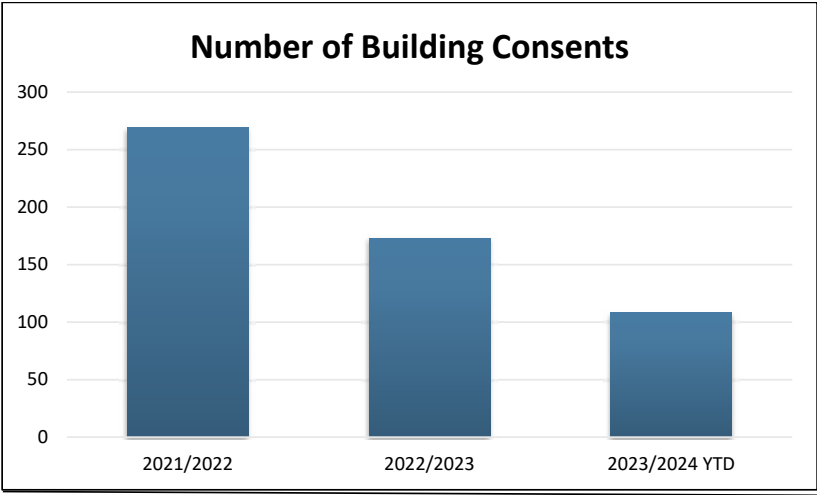
Type	Apr 2024	Apr 2023	2023/ 2024	2022/2023 Whole Year
New residential dwellings		7	15	44
New duplex dwellings		0	2	0
Relocated dwellings		1	7	15
Relocated buildings other than dwellings		0	0	0
Fires		5	39	55
Pole sheds/accessory buildings		2	21	26
Additions/alterations – residential		0	12	13
New Commercial buildings		1	2	5
Additions/alterations – commercial		0	5	10
Other/miscellaneous		0	5	5
Total/s		16	108	173

New House indicator by year



Year	New Dwellings
2021/2022	66
2022/2023	45
2023/2024 YTD	18

Consent numbers by year



Year	Building Consents
2021/2022	269
2022/2023	173
2023/2024 YTD	108

Blair Sutherland
Director - Environmental Services

[Approved]
Sven Hanne
Chief Executive

Date: 21 May 2024

MONTHLY REPORT

Corporate Services Department



F22/55/04 – D24/17581

To: Policy and Services Committee
From: Director – Corporate Services
Date: 28 May 2024
Subject: Corporate Services Monthly Report – April 2024

Recommendation

THAT the report be received.

/_____
Moved/Seconded

1. Financial Management

Reports attached, as at 30 April 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 April Year to Date (YTD)

Revenue

Total Revenue for the YTD is \$1,239,149 over budget, at **\$20,389,416**. Operating Revenue (excluding extraordinary revenue) is on par with the budget, at **\$19,092,213**. 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 \$1,089,978 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 by central government. The \$7,700,000 of related capital expenditure will no longer be spent.

Expenditure

Total Expenditure for the YTD is \$354,327 over budget, at **\$20,998,447**. Direct Operating Expenditure is over budget for the YTD by \$776,739, at \$15,012,526.

Detailed explanations for activities with significant budget variances are provided below.

Roading

The annual roading budget for 2023/24 is highly unlikely to be sufficient with regards to 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 \$500,000 by year end. We previously advised \$600,000, however the Roothing Manager has made significant cut backs in certain areas to reduce spend and further drawing from the Roothing reserve.

Wai o Rua - Stratford Aquatic Centre

Expenditure for the YTD is over budget by \$348,712, and over the previous YTD by \$633,384. Expenditure is over budget in all key areas including staff over by \$150,639, at \$917,183 for the year to date. Additionally, building maintenance (over by \$66,201), insurance, stock purchases, chemicals, and staff training.

Actual cleaning costs are under budget by \$28,489 for the year to date. Revenue is over budget for the YTD by \$241,935 and includes a Toi Foundation grant of \$154,235 and swim school revenue unbudgeted for. This leaves a net operating cost variance of \$106,777 for the YTD.

Water Supply

Expenditure is over budget by \$142,609 for the YTD. Chemicals is over budget by \$35,648 – 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.

Solid Waste (Rubbish and Recycling)

Expenditure is over budget for the YTD by \$112,352 due to the following:

- Significant number of bin replacements due to the age of the current bin stock and treatment. Replacement includes cost of the bin plus cost for assembly and delivery, and collection and disposal of the old bin.
- Contract price increases due to inflation.
- Recycling income streams, which are netted off expenditure are minimal due to low prices, if any – recycled paper is \$0, and recycled plastics price has dropped significantly.

Revenue is \$114,634 over budget for the year to date due to fees received from the Ministry for the Environment, and relate to the increased Waste Levy.

Wastewater

Expenditure is over budget by \$65,144 for the YTD. There have been a number of unplanned sewage blockages which have resulted in increased ready response and contractor works, some of which have required the use of a sucker truck to be brought in from New Plymouth, and traffic management services. Additionally, expenditure includes significant cost for compliance monitoring of sewerage discharge and treatment from Taranaki Regional Council.

Civic Amenities

The net cost of this Activity is over budget by \$56,562 for the year to date. Expenditure is \$47,001 over budget, largely due to the seismic assessment consultancy work undertaken that was not budgeted for. Additionally, the key tasks monthly contract payment inflation increase was not budgeted for.

Parks and Reserves

Expenditure is over budget for the YTD by \$49,931, and by \$65,609 on the previous year. Contract services is over budget due to repairs on the tracks to the Rhododendron Dell and as a result of the upkeep of trees. The key tasks contract is over budget as the CPI increase was not expected to be 9.32% - affecting fixed monthly price for the full year. 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. Additionally, two notable trees were removed from Hamlet Street in

April and one at Broadway South totalling \$22,123 plus the cost for the resource consent and replacement trees.

Library

The net Library cost is over budget by \$58,931, a portion of this can be offset by the net Information Centre cost being under budget by \$28,089. 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, and is now fully rates funded, and some building maintenance work.

Resource Consents

Revenue from resource consents is currently below budget by \$51,577 for the year to date, and at \$53,423 for the year to date, is significantly less than the previous YTD revenue of \$106,318. This is because fewer applications for resource consents are being received, due to current economic conditions, where developers are facing significant difficulty in raising finance to proceed with developments.

This is the lowest level of YTD resource consent revenue in the past five years.

1.2 Capital Expenditure Report

The capital expenditure budget for the 2023/24 financial year was originally \$16,457,145.

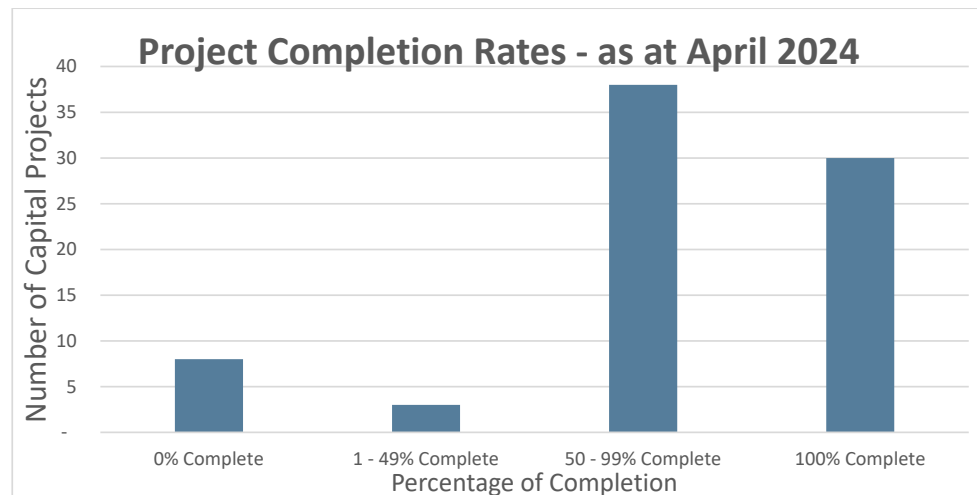
However, after adjusting for carry-forwards and budget adjustments – the total capital budget available for the year is **\$14,598,197** (adjusted capital budget). Of the total budget available:

- \$6,146,700 is for replacing existing assets,
- \$7,325,166 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 **\$5,794,146** or **40%** of the adjusted budget.

The capital budget is further refined on a monthly basis, and the updated estimated capital expenditure for 2023/24 is now expected to be **\$8,939,611**, or **65%** of the adjusted capital budget.

The below graph shows that the majority of capital projects have been completed or are close to completion, and out of the 77 capital projects expected to be completed this financial year, 11 have not yet started or have been cancelled or postponed.



1.3 Treasury Management

Summary

Borrowings (LGFA)	\$	36,700,000
Term Deposits	\$	6,000,000
A&P Association Loan	\$	7,180,000
Net Debt	\$	23,520,000

Net debt is \$25,020,000 after deducting financial investments comprising of \$6,000,000 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 30 April 2024.

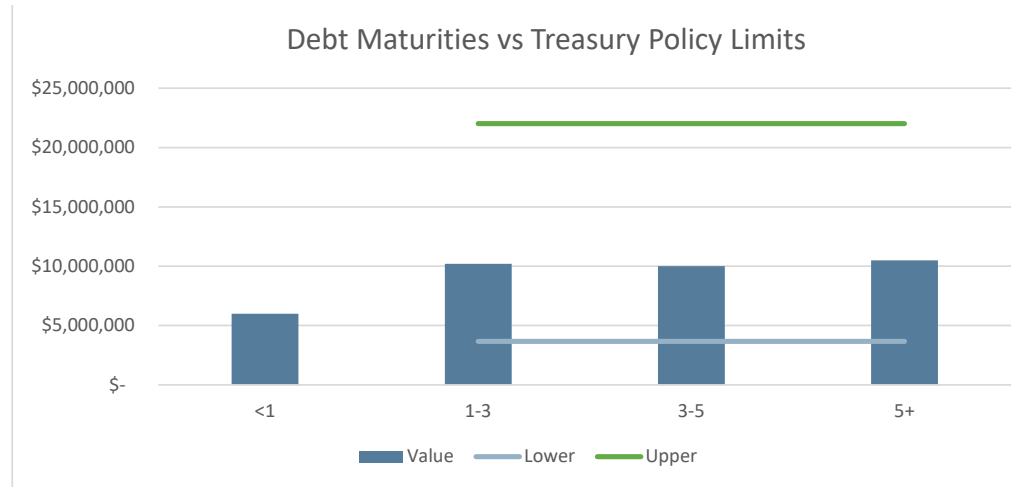
	Actual	Policy
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	32%	10-60%
Fixed 3-5 years	34%	10-60%
Fixed >5 years	29%	5-60%
Debt Matures 1-3 years	32%	10-60%
Debt Matures 3-5 years	34%	10-60%
Debt Matures > 5 years	29%	10-60%
Borrowing Costs to Revenue Ratio	4.9%	<10%
Borrowing Costs to Rates Revenue Ratio	6.2%	<15%
Net Debt to Revenue Ratio	96%	<115%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 2,315	<\$3,000
Net Debt per Ratepayer	\$ 4,642	N/A

Borrowings

All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed and within Treasury Policy limits. Net Debt could increase by a further \$4,000,000, to \$28,000,000 based on current annual forecast revenue.

In April, Council refinanced \$1,000,000 of debt, previously at 1.14%, and now financed at 5.41% for a 4 year term. Council also had a \$2,000,000 loan maturing on 10 May 2024, currently at 2.53%, and was refinanced at 5.56% for a 6 year term.

The weighted average interest rate across all Council debt was at 3.57% at 30 April, and is currently sitting at **3.74%**. 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%.



Investments

The weighted average interest rate of all term deposits is **6.20%** (February 2024: 5.88%). We are currently recalibrating our term deposit programme to have four sets of \$1,500,000, at 12 month terms. The investment programme has recently been updated to allow for long term investments (maximum 12 months) to take advantage of higher interest rates. The current \$6,000,000 is invested with ASB, Westpac, TSB and ANZ, and we are seeing a higher level of interest in our term deposits at these longer terms, and more competitive rates.

Cashflow Forecast

As at 30 April 2024, Council had \$931,125 (March 2024: \$3,327,661) of cash on hand. This is expected to stay consistent by the end of April 2025.

Council is expecting to borrow an additional \$3,000,000 in the next 12 months – around October 2024 and April 2025.

2.0 Revenue Management

2.1 Rates

We currently have **37%** of ratepayers paying by Direct Debit (1,867 out of 5,063 rateable units), and **24%** of ratepayers receiving their invoices by email.

Rates Arrears (owing from 2022/23 year and earlier) \$55,497

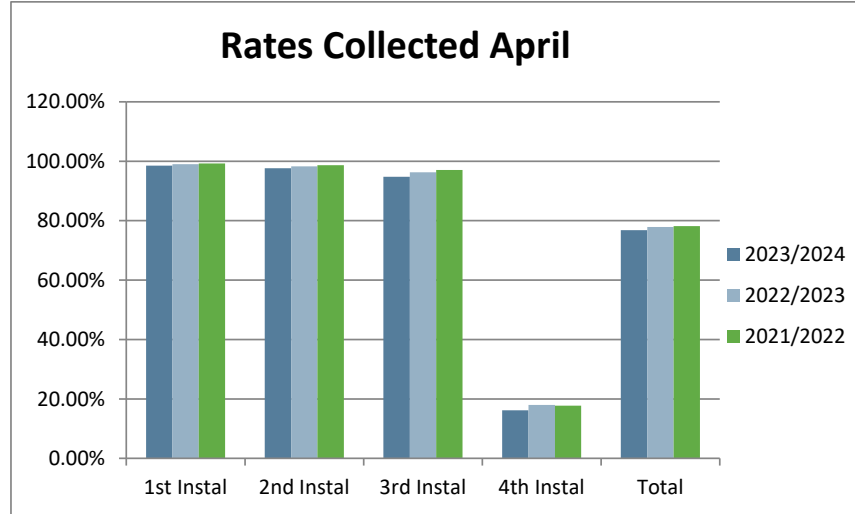
As at 30 April 2024, 86% of rates in arrears has been collected since 1 July 2023 (2023: 90%). Currently 47 ratepayers owe rates from the previous year and earlier.

The property rating sale at Swansea Road is still awaiting to go out to the market. The courts have approved the tender documentation, however the real estate agent has withdrawn from selling the property, and the legal process to market the property for sale has had to be recommenced.

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 30 April 2024, 77% of rates has been collected (2023: 78%).



2.2 Outstanding Debtors

The Outstanding Debtors report as at 30 April is attached to this report, showing total debtors of \$195,176 (10% of total debtors) are overdue for payment. Overdue debtors largely relate to rates, water charges, infringements, and cemeteries.

The Revenue Manager is currently reviewing the Debt Collection and Management Policy (internal policy) to insert additional controls around granting credit.

3.0 Information Technology

3.1 Information Technology Update

- The ERP system upgrade project (Authority 7.1) is on target, with Go Live still expected in early June 2024.

3.2 Information / Archives Management

Shared drives

- Retention and disposal is in progress on shared drives to bring them in line with the Information and Records Management Policy
 - SDrive – Changes to permissions are still in progress. Files accessed from shared drives create tmp files which require Modify permissions which also allow users to change the folder structure and delete folders/files which does not support best practice in retention and disposal. Civica is exploring options
 - ODrive (Pool) – Data migration complete, access to ODrive has been removed from all users
 - IDrive (Community) – Migration planning underway, this will initially focus on Community Services folders rather than Communications folders

Archives

- SLT has recommended consulting with Elected Members regarding the future direction of the Community Archives. Current state and policy will be presented with a range of options moving forward. This will be scheduled in a few months.

Training

- Content Manager training for all pool coordination staff has been completed
- Learning Management System (Safety Hub) - Content is ready to be pushed out to staff pending Single Sign On, this is with IT

3.3 Business Efficiency

- Content Manager folder structure review for Wai o Rua is waiting on feedback from the Pool Team
- Content Manager folder structure review for Contract Management folder has been completed by the Assets Team with input from IM Team, new structure is being trialled
- Property File Request CRM
- An additional step for the Finance Team to indicate payment status is functional, some opportunities for finetuning are with IT
- Email reply directly from the CRM is waiting on feedback from Civica
- Product review: Flowingly as a process mapping tool. Findings will be reported to IT Manager May 2024
- Draft AI Policy sent to IT Manager
- Draft Naming Convention Guidelines sent to IT Manager and Director Corporate Services
- Kopuatama Cemetery Burial warrants have been digitised. IM Team and Customer Service Team Leader to discuss value of digitising supplementary cemetery records (warrant applications etc)

3.4 Official Information Requests

For the 2024 calendar year, Council has received 30 Local Government Official Information and Meetings Act (LGOIMA) requests. The below table includes the LGOIMA's received for April 2024.

Received date	From	Query	Date responded	Days
8/04/2024	Antony DeGreat	LGBTQI+ entertainers - Events and payments	24/04/2024	12
15/04/2024	Chris Lord - Height Project Management	Pools and Poolsafe	24/04/2024	7
16/04/2024	Daisy McWedge - Fair Go	Parking fines	1/05/2024	10
24/04/2024	Kim Hobson - Access Security	Electronic office products and database software usage		

4.0 Health and Safety / Civil – Defence Update

5.0 Lone Worker Devices

The majority of our current lone worker devices will become obsolete with the shutdown of the 3G network, likely in March 2024. The contract with the current provider expires in February 2024. We will undertake a review of our current needs for these devices, together with our colleagues at neighbouring councils, prior to determining the most appropriate replacement solution.

6.0 Regional Contractor Pre-qualification and other shared services

A regional workshop with Health and Safety leads from the 4 councils was held on Friday 10 May hosted by SDC to develop an opportunity brief for improved collaboration across the region. Topics suggested for exploration included contractor pre-qualification, co-ordination of staff training provision, sharing of expertise and knowledge, streamlining of policies and processes and shared information systems for Health and Safety. There was recognition of the importance of continuing to have a face-to-face Health and Safety presence within the individual councils and their work areas.

7.0 Health and Safety Manual

A first draft of a substantial review of the SDC Health and Safety Manual is currently with the Senior Leadership Team for review.

8.0 Recent H&S Events

There have been 10 health and safety events in the last month. The two most significant involved a serious medical event happening to a member of the public at the ANZAC parade and a member of staff collapsing at work at Wai o Rua. The member of staff involved in the second incident has made a full recovery and the incident is still under investigation at time of writing.

With regards to the ANZAC parade, learnings from the incident will influence preparation procedures for future council events, with ambulance / medic staff to be present throughout ANZAC events going forward.



Tiffany Radich
Director - Corporate Services



Approved By:
Sven Hanne
Chief Executive

Date: 21 May 2024

Statement of Comprehensive Revenue and Expense

For the Year to Date - April 2024

	April '24 Actual YTD	April '24 Budget YTD	Variance YTD	Total Budget 2023/24	April 23 Actual YTD
Operating Revenue					
Finance Revenue	\$418,343	\$270,000	\$148,343	\$324,000	\$305,584
Waka Kotahi NZTA Roding Subsidy	\$3,350,668	\$3,808,333	(\$457,665)	\$4,570,000	\$4,951,072
Rates Revenue - excl water consumption rate	\$11,915,326	\$11,769,750	\$145,576	\$15,693,000	\$10,879,981
Water Supply - Consumption Charge	\$279,558	\$368,250	(\$88,692)	\$491,000	\$348,592
Sundry Revenue	\$49,557	\$39,767	\$9,790	\$55,000	\$45,637
Farm Milk Proceeds	\$577,946	\$513,333	\$64,613	\$616,000	\$524,370
User Charges for Services	\$2,500,815	\$2,277,833	\$222,982	\$2,638,000	\$2,786,367
Total Operating Revenue	\$19,092,213	\$19,047,267	\$44,946	\$24,387,000	\$19,841,603
Extraordinary Revenue					
Grant Funding	\$1,089,978	\$0	\$1,089,978	\$6,611,000	\$2,121,406
Financial Contributions	\$61,304	\$0	\$61,304	\$0	\$96,848
Other Revenue	\$18,500	\$0	\$18,500	\$0	\$24,236
Dividends	\$127,421	\$103,000	\$24,421	\$103,000	\$28,099
Total Extraordinary Revenue	\$1,297,203	\$103,000	\$1,194,203	\$6,714,000	\$2,270,589
Total Revenue	\$20,389,416	\$19,150,267	\$1,239,149	\$31,101,000	\$22,112,192
Operating Expenditure					
Personnel Costs	\$5,118,752	\$4,787,058	(\$331,694)	\$5,789,000	\$4,384,277
Other Direct Operating Costs	\$9,893,774	\$9,448,729	(\$445,045)	\$11,687,000	\$9,857,083
Total Operating Expenditure	\$15,012,526	\$14,235,787	(\$776,739)	\$17,476,000	\$14,241,360
Other Operating Expenditure					
Depreciation	\$4,915,024	\$5,374,167	\$459,143	\$6,449,000	\$4,607,453
Finance Costs	\$998,457	\$1,034,167	\$35,710	\$1,241,000	\$772,500
Sundry Expenditure	\$72,440	\$0	(\$72,440)	\$0	\$34,118
Total Other Expenditure	\$5,985,921	\$6,408,333	\$422,412	\$7,690,000	\$5,414,071
Total Expenditure	\$20,998,447	\$20,644,121	(\$354,327)	\$25,166,000	\$19,655,431
Net Surplus (Deficit)	(\$609,031)	(\$1,493,854)	\$884,823	\$5,935,000	\$2,456,761
<i>Capital Revenue/Expenditure is made up of:</i>					
NZTA Funding for Roding capital projects	\$1,794,357	\$2,698,903			
Community Grants and Donations	\$0	\$0			
	<u>\$1,794,357</u>	<u>\$2,698,903</u>			
Adjusted Net Surplus/(Deficit)*	(\$2,403,388)	(\$4,192,756)	\$1,789,368		

*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 30 April 2024

	April '24 Actual YTD	April 23 Actual YTD
Assets		
<u>Current Assets</u>		
Cash and Cash Equivalents	\$931,125	\$585,273
Short Term Deposits	\$6,000,000	\$5,000,000
Receivables	\$1,896,124	\$1,196,811
Prepayments	\$35,959	\$20,044
LGFA Borrower Notes	\$32,000	\$24,000
Current Assets Total	\$8,895,208	\$6,826,128
<u>Non-Current Assets</u>		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$818,000	\$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	\$8,832,508	\$16,451,812
Property, Plant & Equipment / Intangibles	\$455,023,552	\$438,739,953
Non-Current Assets Total	\$472,454,038	\$463,593,923
Assets Total	\$481,349,246	\$470,420,051
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	\$1,472,869
Restricted Reserves	\$1,323,484	\$1,248,721
Targeted Rate Reserves	\$904,571	\$367,042
Asset Revaluation Reserves	\$233,607,627	\$226,366,136
Retained Earnings	\$200,558,464	\$199,641,587
Equity Total	\$442,259,010	\$434,713,981
<u>Liabilities</u>		
Current Liabilities		
Borrowings (maturing less than one year)	\$8,000,000	\$5,506,902
Provision for Landfill Aftercare	\$7,028	\$6,902
Employee Entitlements	\$322,736	\$281,909
Payables and Deferred Revenue	\$2,053,759	\$2,197,499
Non-Current Liabilities		
Borrowings	\$28,700,000	\$27,700,000
Provision for Landfill Aftercare	\$6,713	\$12,858
Liabilities Total	\$39,090,236	\$35,706,070
Liabilities & Equity Total	\$481,349,246	\$470,420,051

Expenditure and Revenue by Activity

For the Year to Date - April 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

	April '24 Actual YTD	April '24 Budget YTD	Variance YTD	Total Budget 2023/24	April 23 Actual YTD
<u>Recreation and Facilities</u>					
Aerodrome					
Expenditure	\$124,224	\$139,526	\$15,302	\$135,000	\$91,140
Revenue	\$23,715	\$22,500	\$1,215	\$27,000	\$24,266
Net cost of activity	\$100,509	\$117,026	\$16,517	\$108,000	\$66,874
Civic Amenities					
Expenditure	\$496,525	\$449,525	(\$47,001)	\$529,000	\$430,108
Revenue	\$35,439	\$45,000	(\$9,561)	\$54,000	\$52,623
Net cost of activity	\$461,086	\$404,525	(\$56,562)	\$475,000	\$377,485
Pensioner Housing					
Expenditure	\$89,625	\$102,662	\$13,037	\$121,000	\$108,557
Revenue	\$59,853	\$64,167	(\$4,314)	\$77,000	\$55,058
Net cost of activity	\$29,772	\$38,495	\$8,723	\$44,000	\$53,499
Library					
Expenditure	\$479,943	\$414,016	(\$65,927)	\$495,000	\$535,786
Revenue	\$19,496	\$12,500	\$6,996	\$15,000	\$24,520
Net cost of activity	\$460,447	\$401,516	(\$58,931)	\$480,000	\$511,266
Parks and Reserves					
Expenditure	\$657,048	\$607,117	(\$49,931)	\$724,000	\$591,439
Revenue	\$5,673	\$7,500	(\$1,827)	\$9,000	\$5,557
Net cost of activity	\$651,375	\$599,617	(\$51,758)	\$715,000	\$585,882
Cemeteries					
Expenditure	\$182,548	\$174,288	(\$8,260)	\$209,000	\$168,565
Revenue	\$124,495	\$120,833	\$3,662	\$145,000	\$107,965
Net cost of activity	\$58,053	\$53,455	(\$4,599)	\$64,000	\$60,600
Wai O Rua Aquatic Centre					
Expenditure	\$2,006,251	\$1,657,539	(\$348,712)	\$1,976,000	\$1,372,867
Revenue	\$568,602	\$326,667	\$241,935	\$392,000	\$300,765
Net cost of activity	\$1,437,649	\$1,330,872	(\$106,777)	\$1,584,000	\$1,072,102
<u>Democracy and Corporate Support</u>					
Expenditure	\$1,088,772	\$1,066,987	(\$21,785)	\$1,279,000	\$1,044,031
Revenue	\$202,801	\$98,100	\$104,701	\$140,000	\$156,254
Net cost of activity	\$885,971	\$968,887	\$82,916	\$1,139,000	\$887,777
<u>Community Development</u>					
Community Services					
Expenditure	\$517,774	\$420,333	(\$97,441)	\$496,000	\$544,941
Revenue	\$574,991	\$0	\$574,991	\$0	\$502,456
Net cost of activity	-\$57,217	\$420,333	\$477,550	\$496,000	\$42,485
Economic Development					
Expenditure	\$458,927	\$522,039	\$63,112	\$626,000	\$485,637
Revenue	\$121,187	\$0	\$121,187	\$0	\$99,891
Net cost of activity	\$337,740	\$522,039	\$184,299	\$626,000	\$385,746
Information Centre					
Expenditure	\$186,213	\$209,539	\$23,326	\$251,000	\$171,800
Revenue	\$58,929	\$54,167	\$4,762	\$65,000	\$57,327

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*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

	April '24 Actual YTD	April '24 Budget YTD	Variance YTD	Total Budget 2023/24	April 23 Actual YTD
Net cost of activity	\$127,284	\$155,373	\$28,089	\$186,000	\$114,473
Rental Properties					
Expenditure	\$37,711	\$37,228	(\$484)	\$44,000	\$38,906
Revenue	\$31,445	\$30,833	\$612	\$37,000	\$27,002
Net cost of activity	\$6,266	\$6,394	\$128	\$7,000	\$11,904
Farm					
Expenditure	\$285,368	\$289,345	\$3,977	\$345,000	\$319,360
Revenue	\$705,367	\$616,333	\$64,613	\$616,000	\$524,370
Net cost of activity	-\$419,999	-\$326,988	\$68,590	-\$271,000	-\$205,010
Holiday Park					
Expenditure	\$2,013	\$1,667	(\$346)	\$2,000	\$2,053
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$2,013	\$1,667	(\$346)	-\$1,000	\$2,053
<u>Environmental Services</u>					
Building Control					
Expenditure	\$854,040	\$840,514	(\$13,526)	\$1,008,000	\$745,003
Revenue	\$440,457	\$435,833	\$4,624	\$523,000	\$365,880
Net cost of activity	\$413,583	\$404,681	(\$8,902)	\$485,000	\$379,123
District Plan					
Expenditure	\$183,083	\$205,000	\$21,917	\$746,000	\$165,973
Net cost of activity	\$183,083	\$205,000	\$21,917	\$746,000	\$165,973
Resource Consents					
Expenditure	\$276,799	\$294,415	\$17,616	\$353,000	\$266,399
Revenue	\$53,423	\$105,000	(\$51,577)	\$126,000	\$106,318
Net cost of activity	\$223,376	\$189,415	(\$33,961)	\$227,000	\$160,081
Food and Health					
Expenditure	\$171,940	\$157,600	(\$14,340)	\$189,000	\$188,142
Revenue	\$28,876	\$17,500	\$11,376	\$35,000	\$32,088
Net cost of activity	\$143,064	\$140,100	(\$2,964)	\$154,000	\$156,054
Alcohol Licensing					
Expenditure	\$105,782	\$103,333	(\$2,449)	\$124,000	\$108,821
Revenue	\$22,899	\$28,333	(\$5,434)	\$34,000	\$23,563
Net cost of activity	\$82,883	\$75,000	(\$7,883)	\$90,000	\$85,258
Parking and Other Bylaws					
Expenditure	\$129,332	\$128,333	(\$999)	\$154,000	\$107,161
Revenue	\$1,243	\$833	\$410	\$1,000	-\$14,798
Net cost of activity	\$128,089	\$127,500	(\$589)	\$153,000	\$121,959
Animal Control					
Expenditure	\$197,982	\$196,069	(\$1,913)	\$235,000	\$164,217
Revenue	\$172,243	\$167,000	\$5,243	\$167,000	\$123,020
Net cost of activity	\$25,739	\$29,069	\$3,330	\$68,000	\$41,197
Civil Defence					
Expenditure	\$399,691	\$380,755	(\$18,936)	\$431,000	\$271,281
Net cost of activity	\$399,691	\$380,755	(\$18,936)	\$431,000	\$271,281
<u>Assets</u>					
Roading					
Expenditure	\$3,325,233	\$3,375,117	\$49,884	\$4,021,000	\$3,860,907
Revenue	\$3,921,176	\$4,418,333	(\$497,157)	\$5,208,000	\$5,463,193

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**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

	April '24 Actual YTD	April '24 Budget YTD	Variance YTD	Total Budget 2023/24	April 23 Actual YTD
Net cost of activity	-\$595,943	-\$1,043,217	(\$447,274)	-\$1,187,000	-\$1,602,286
Stormwater					
Expenditure	\$194,433	\$165,681	(\$28,753)	\$198,000	\$166,612
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$194,433	\$165,681	(\$28,753)	\$198,000	\$166,612
Wastewater (Sewerage)					
Expenditure	\$544,048	\$478,904	(\$65,144)	\$572,000	\$509,800
Revenue	\$32,145	\$29,167	\$2,978	\$35,000	\$29,744
Net cost of activity	\$511,903	\$449,737	(\$62,166)	\$537,000	\$480,056
Solid Waste					
Expenditure	\$941,424	\$829,072	(\$112,352)	\$1,001,000	\$792,215
Revenue	\$256,301	\$141,667	\$114,634	\$170,000	\$194,747
Net cost of activity	\$685,123	\$687,405	\$2,282	\$831,000	\$597,468
Water Supply					
Expenditure	\$1,075,797	\$989,184	(\$86,614)	\$1,178,000	\$989,639
Revenue	\$367,058	\$368,250	(\$1,192)	\$491,000	\$348,592
Net cost of activity	\$708,739	\$620,934	(\$87,806)	\$687,000	\$641,047
Total Activity Expenditure	\$15,012,526	\$14,235,787	(\$776,739)	\$17,442,000	\$14,241,360
Total Activity Revenue	\$7,827,814	\$7,110,517	\$692,876	\$8,370,000	\$8,610,401
Net Cost of Activities	\$7,184,712	\$7,125,271	(\$83,862)	\$9,072,000	\$5,630,959

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CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 30 APRIL 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	6,284	100,000	1,026,331	50%	By 30 June 2024.	Consultant appointed to identify the extent of wetlands, which can be used to formalise the subdivision design.
Total Growth Expenditure		1,049,000	77,331	1,126,331	6,284	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	133,424	588,366	0	85%	By 30 June 2024	Speed management programme completed. School speed limits take effect in May 2024. Cardiff Road realignment completed. Beaconsfield Road to see if it can proceed this financial year.
Roading	Walking and Cycling Strategy - footpath improvements	156,000	0	156,000	170,804	170,804	(14,804)	100%	Complete	
Solid Waste	Healthy homes upgrade	7,000	0	7,000	1,833	3,150	3,850	100%	Complete	Waiting for final invoice.
Stormwater	Reticulation Capacity Increase	143,300	177,322	320,622	68,659	80,000	240,622	85%	Carry Forward	Results from Stormwater modelling have been received. Analysis underway. \$100k to be carried forward.
Stormwater	Silt retention lake bypass	265,400	0	265,400	19,508	150,000	115,400	100%	By 30 June 2024	Works complete for this financial year. Screening and sereeding of silt to be done in next financial year due to drying out of material.
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	85%	By 30 June 2024	Ongoing as required.
Wastewater	Reticulation capacity increase	159,300	200,223	359,523	21,504	200,000	100,000	30%	By 30 June 2024	Stage 1 of the wastewater model complete. Waiting on Stratford Park results for Stage 2 of the modelling.
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	0	0	25,074	37,000	(37,000)	95%	By 30 June 2024	Existing network model built. Stratford Park implications being investigated.
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	458,544	458,544	(177,092)	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 investigating further options.
Water Supply	Water meter upgrade	337,100	509,751	846,851	170,217	400,000	446,851	20%	Carry Forward	Contract awarded. Works to commence in May. The remaining \$446,851 to be carried forward.
Water Supply	Steetwork ridermain	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	164,879	250,000	1,718,698	55%	By 30 June 2024	Detailed design underway.
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	22,898	25,000	(15,181)	95%	By 30 June 2024	Wiring and venting of Generator underway.
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	17,969	20,000	0	85%	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 - Better off Funding (\$95,912) and Toi Foundation (\$75,575).
Parks and Reserves	Drainage upgrade - Victoria Park	0	0	0	30,673	30,673	(30,673)	100%	Complete	Fully grant funded - Better off Funding.
Parks and Reserves	Park development	13,600	0	13,600	0	16,000	(2,400)	100%	Complete	Report received for Hydrology Review of Victoria parks sports fields. Waiting on invoice.
Parks and Reserves - Cemetery	Midhirst cemetery pathway upgrade	31,400	0	31,400	35,052	35,052	(3,652)	100%	Complete	

2024 - Agenda - Policy & Services - May - Open - 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
Swimming Pool	Remaining Pool project completion costs	0	0	0	143,724	143,724	(143,724)	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%	In progress / May not proceed	Council purchase of land causing delays to project. Request for Proposal for Detailed design to be advertised in April. Physical works are to be funded from Better Off Funding in 2024/25, however this is likely to be withdrawn by the new government if not started.
Civic Amenities	WMC - carpark lighting upgrade	57,600	0	57,600	41,635	41,635	15,965	100%	Complete	
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	28,098	28,098	1,402	100%	Complete	
Farm	Water lines and trough upgrade	12,600	0	12,600	2,092	8,000	4,600	85%	By 30 June 2024	Sharemilker carries out works as and when required.
Farm	Landscaping / riparian planting	3,700	0	3,700	0	1,100	2,600	85%	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	-2,474,979	7,325,166	2,241,810	3,564,666	3,700,977			

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	578,687	800,000	(381,476)	100%	Complete	
Roading - Financially assisted NZTA	Drainage Renewals	680,000	(80,000)	600,000	365,938	600,000	0	85%	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	41,999	608,001	100%	Complete	Budget transferred to Unsealed Road Metalling and Sealed Road resurfacing
Roading - Financially assisted NZTA	Structure Components Replacement	530,000	376,477	906,477	525,052	700,000	206,477	75%	By 30 June 2024	Retaining wall replacement on Croyden Road and Mangaotuku Road. Underway.
Roading - Financially assisted NZTA	Traffic Services Renewals	130,000	(20,000)	110,000	38,188	70,000	40,000	85%	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	
Roading - Financially assisted NZTA	Low cost low risk safety	575,000	46,614	621,614	330,066	800,000	(178,386)	50%	By 30 June 2024	Cardiff Road realignment completed. Investigation underway for Beaconsfield Road to see if it can proceed this financial year.
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	0	60,000	60,000	0	60,000	0	100%	Complete	
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	5,000	5,000	100%	Complete	
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	85%	By 30 June 2024	Ongoing - replacement of signs etc.
Roading - Financially assisted NZTA	Low cost low risk safety - Special purpose roads	0	54,458	54,458	0	54,458	0	0%	By 30 June 2024	Widening Manaia Road where possible without disturbing native vegetation to avoid a lizard (and Kiwi) management plan.
Stormwater	Reticulation Renewals	56,000	101,983	157,983	1,162	50,000	107,983	85%	By 30 June 2024	Ongoing as required.
Wastewater	Step / aerate treatment renewals	31,800	0	31,800	0	31,800	0	85%	By 30 June 2024	Ongoing as required.
Wastewater	Pumps and electrics	31,800	0	31,800	0	31,800	0	85%	By 30 June 2024	Ongoing as required.
Wastewater	Bulk discharge	0	18,262	18,262	0	18,262	0	85%	By 30 June 2024	Ongoing as required.
Wastewater	Infiltration renewals	194,300	157,495	351,795	279,011	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	2,036	32,500	0	85%	By 30 June 2024	Ongoing as required.

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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	278,670	278,670	(7,970)	100%	Complete	
Water Supply	Infrastructural general - Stratford	26,100	0	26,100	4,927	26,100	0	85%	By 30 June 2024	Ongoing as required.
Water Supply	Infrastructural general - Midhirst	3,400	0	3,400	0	3,400	0	85%	By 30 June 2024	Ongoing as required.
Water Supply	Toko bore	0	134,500	134,500	0	0	134,500	85%	Will not proceed	Not required anymore.
Water Supply	Reservoir overflow to pond	0	74,042	74,042	4,488	15,000	59,042	90%	Will not proceed	Will not proceed. Will be managed in the unlikely event of an overflow occurring.
Water Supply	Infrastructural general - Toko	1,800	0	1,800	0	1,800	0	85%	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	Reservoir inspection complete. Awaiting final report from Contractor.
Water Supply	Midhirst reservoir	0	26,838	26,838	0	4,050	22,788	50%	By 30 June 2024	Reservoir inspection complete. Awaiting final report from Contractor.
Water Supply	Membranes	0	146,044	146,044	0	150,000	(3,956)	50%	By 30 June 2024	Ordered new membranes.
Water Supply	Meter replacements	53,100	57,750	110,850	547	10,000	100,850	85%	By 30 June 2024	Ongoing as required.
Water Supply	Midhirst resource consent	106,200	197,040	303,240	12,125	15,000	288,240	80%	By 30 June 2024	Iwi report received and submitted to TRC - Ongoing
Water Supply	Hydrants	15,700	0	15,700	4,684	15,700	0	85%	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	75%	Carry Forward	Procuring materials for installation in 2024/25 financial year. An additional budget of \$75,000 has been added to the LTP to allow for completion.
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	85%	By 30 June 2024	Replacement as required
Civic Amenities	Broadway LED sign replacement	0	0	0	24,132	24,132	(24,132)	100%	Complete	Fully grant funded.
Miranda Street Office	Furniture Replacement	3,100	0	3,100	4,525	4,525	(1,425)	85%	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	15%	By 30 June 2024	Repairs underway to fix existing roof instead of replacing.
Corporate	Computers/Peripherals/ Software	131,000	0	131,000	158,129	160,000	(29,000)	85%	By 30 June 2024	Replacement as required / programmed
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	42,068	(22,068)	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	85%	By 30 June 2024	Ongoing as required.
Total Replacement Expenditure		5,608,000	649,474	6,146,700	3,546,053	5,274,945	871,755			
TOTAL EXPENDITURE		\$16,457,145	-\$1,748,174	\$14,598,197	\$5,794,146	\$8,939,611	\$5,599,063			

CASHFLOW FORECAST FOR THE YEAR ENDED APRIL 2025

	Apr-24	Actual Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	12 Month
OPENING BALANCE	3,327,661	3,327,661	931,125	2,310,434	1,436,488	506,488	2,666,488	1,319,507	795,204	2,387,635	1,662,689	316,689	2,191,689	257,689	931,125
Rates	620,000	478,365	3,500,000	655,000	620,000	4,000,000	710,000	710,000	3,500,000	710,000	500,000	3,500,000	570,000	480,000	19,455,000
NZTA Refunds	261,709	261,709	380,783	300,000	500,000	500,000	450,000	450,000	450,000	450,000	160,000	160,000	160,000	270,000	4,230,783
Fees and Charges	380,000	430,663	450,000	430,000	400,000	500,000	500,000	500,000	500,000	500,000	500,000	550,000	200,000	430,000	5,460,000
Interest Revenue	30,000	44,542	15,000	53,019	36,000	20,000	53,019	20,000	20,000	53,019	20,000	25,000	81,000	45,000	441,057
Total Cash In	1,291,709	1,215,279	4,345,783	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	1,011,000	1,225,000	29,586,840
Salaries and Wages / Elected Members	666,000	639,228	540,000	560,000	666,000	540,000	540,000	666,000	560,000	666,000	666,000	560,000	560,000	640,000	7,164,000
Payments to Suppliers - Operating	900,000	390,218	700,000	900,000	800,000	820,000	820,000	820,000	820,000	820,000	700,000	600,000	850,000	850,000	9,500,000
Major contract payments	800,000	808,310	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	1,200,000	800,000	13,800,000
Interest Expense	245,753	274,059	290,652	51,965	-	-	-	218,303	197,569	51,965	-	-	-	275,000	1,085,454
GST Paid / (Received)	-	-	164,178	-	120,000	-	200,000	-	200,000	-	260,000	-	335,000	-	550,822
Total Cash Out	2,611,753	2,111,815	2,466,474	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	2,945,000	2,565,000	32,100,276
(Increase)/Reduce Financial Investments	- 1,500,000	- 1,500,000	- 500,000	-	-	-	-	-	-	-	-	-	-	-	500,000
Borrowing /(Repaying) Loans	-	-	-	-	-	-	-	1,000,000	-	-	-	-	-	2,000,000	3,000,000
CLOSING BALANCE	507,617	931,125	2,310,434	1,436,488	506,488	2,666,488	1,319,507	795,204	2,387,635	1,662,689	316,689	2,191,689	257,689	917,689	917,689
Net Debt	23,520,000	23,520,000	23,020,000	23,020,000	23,020,000	23,020,000	23,020,000	24,020,000	24,020,000	24,020,000	24,020,000	24,020,000	24,020,000	26,020,000	
Gross Debt	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	37,700,000	39,700,000	
Investments - Term Deposits	6,000,000	6,000,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	
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	

LIABILITIES AND INVESTMENTS STATEMENT AS AT 30 APRIL 2024**Public Debt Statement**

Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
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	5.41%	4	12/04/2024	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	3.57%			

Internal Debt Register

Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,190,795	2013	N/a	3.57%	Water treatment plant
Farm	\$ 1,909,228	2016	N/a	3.57%	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	5.77%	100	31/01/2024	10/05/2024
Westpac	\$ 1,500,000	6.35%	183	12/04/2024	12/10/2024
Westpac	\$ 1,500,000	6.30%	325	26/02/2024	16/01/2025
TSB	\$ 1,500,000	6.30%	365	12/04/2024	12/04/2025
ANZ	\$ 500,000	6.30%	365	18/04/2024	18/04/2025
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	\$ 13,180,000	3.76%			

Shareholdings Statement

	No. of Shares	Share Price	Value of Shares
Fonterra	158,716	\$ 2.45	\$ 388,854
Ravensdown	21,820	\$ 1.00	\$ 21,820
Civic Financial	65,608	\$ 0.99	\$ 64,952
			\$ 475,626

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 30 April 2024

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$490,253	\$55,497	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 will be up for rating sale in May once the High Court has approved the advertising and tender process, 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	\$382	\$39	Relates to one debtor who is on stop credit until the debt is cleared
Cemeteries	\$38,070	\$33,425	Overdues relate to 17 debtors, 14 of which have payment arrangements with council. 1 debtor still waiting on probate to be granted.
Rental Properties	\$16,736	\$8,074	Overdue relates to 2 debtors, 1 has a payment arrangement in place the other debtor is in contact with Council in regards to payment of the invoice.
Pensioner Housing	-\$6,732	\$0	Rent in advance.
Planning and Regulatory	\$860	\$347	Overdues relates to two debtors, 1 has been sent to the debt collector and other will be sent at the end of May if debt is not cleared.
Facility Hire	\$2,584	\$0	
Sundry Debtors	\$497,402	\$11,169	Overdues is mostly made up of smaller debtors who are with debt collectors.
Legal Fees	\$9,977	\$9,977	Relating to property rating sale, expect to recover through sale process.
Targeted Rates after Strike	\$2,101	\$1,980	Overdues relate to 5 debtors for services added after rates strike, which they have until the end of the financial year to pay.
Debtors Accruals	\$365,091	\$0	Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.
NZTA	\$380,783	\$0	
Swimming Pool	\$1,761	\$0	
Resource Consents	\$17,921	\$2,643	Overdue made up of 2 debtors, all relating to subdivision fees. Currently liaising with debtors in regards to payment.
Building Consent Revenue	\$19,338	\$11,222	The overdue balance relates to two debtors for building consents. One debtor makes up the majority and was invoiced in January for a change of use consent to existing commercial building, further invoices have been issued to them since. The Building Consent is being withheld until payment is received.
Infringements	\$36,004	\$36,004	Majority of debtors are < 3 years overdue and with the Ministry of Justice for collection. Dog registration infringements are largely outstanding.
Wastewater Discharge	\$5,422	\$1,539	Overdues relate to 2 debtors for septic tank discharge. One debtor has been sent to the debt collector. The other is under arrangement
Water Billing	\$23,260	\$23,260	All overdue debt relates to previous financial years. 2 Properties will have demand sent to bank in June. 1 is under arrangement with Council
TOTAL	\$1,901,213	\$195,176	



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.