



Our reference
F19/13/03-D21/26182

16 November 2022

Policy and Services Committee

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

Timetable for 22 November 2022 as follows:

1.45pm	Afternoon tea
2.00pm	Elected Members Training - Introduction to Council Financials (continued)
3.00pm	Policy and Services Committee

Yours faithfully

Sven Hanne
Chief Executive

2022 - Agenda - Policy & Services - November Open



22 November 2022 03:00 PM

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12. Questions

13. Closing Karakia

202

AGENDA

Policy and Services Committee



F19/13/05 – D22/25498

Date: Tuesday 22 November 2022 at 3.00 PM
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

1.1 Opening Karakia
D21/40748 Page 7

1.2 Health and Safety Message
D21/26210 Page 8

2. Apologies

3. Announcements

4. Declarations of members interest

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

5. Attendance Schedule

Page 9

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

6. Confirmation of Minutes

6.1 Policy & Services Committee – 27 September 2022
D22/37381 (Open) & D22/37381 (PE) Page 10

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, including the public excluded section, held on Tuesday 27 September 2022 be received.

/
Moved/Seconded

7. Matters Outstanding

D16/47 Page 23

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. Information Report – Economic Development Quarterly Report – Quarter One
D22/42927 Page 24

Recommendation

THAT the report be received.

/_____
Moved/Seconded

9. Information Report – Summary of Domains and their Uses
D22/42216 Page 42

Recommendations

1. THAT the report be received.
2. THAT the information contained within the report is duly noted.

Recommended Reason

This report provides information relating to the continued operation and ownership of numerous domains located within the Stratford district. This matter was raised as a discussion point for the during the adoption of Domains Policy at the Policy and Services Committee meeting on 27 September 2022.

/_____
Moved/Seconded

10. Decision Report – Proposed Road Closure – Tāpoi Taranaki Cycle Event
D22/44204 Page 53

Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) Schedule 10 clause 11(e) of the Local Government Act 1974, Council approves the closure of the following roads on Saturday 28 January 2023 during the times stated below for the purpose of the Tāpoi Taranaki Round the Mountain Cycle Race:
 - Manaia Road from the National Park Boundary to Dawson Falls Lodge between the hours of 09:30am to 12:00 noon;
 - Pembroke Road from The Mountain House to the Plateau Carpark between the hours of 11:00 to 13:00.

Recommended Reason

The organisers of the cycle race approached Stratford District Council officers in May 2022 seeking our approval to close both Manaia Road and Pembroke Road for the purposes of a round the mountain cycle race which also incorporates four hill climbs. This event replaces the historical Round the Mountain Cycle Challenge, previously organised by Selwyn Brown.

/_____
Moved/Seconded

11. Monthly Reports

11.1 Assets Report
D22/38540 Page 143

Recommendation

THAT the report be received.

/
Moved/Seconded

11.2 Community Services Report
D22/41460 Page 166

Recommendation

THAT the report be received.

/
Moved/Seconded

11.3 Environmental Services Report
D22/38341 Page 177

Recommendation

THAT the report be received.

/
Moved/Seconded

11.4 Corporate Services Report
D22/44132 Page185

Recommendation

THAT the report be received.

/
Moved/Seconded

12. Questions

13. Closing Karakia
D21/40748 Page 202



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 2022 Policy & Services Committee meetings (including Hearings).

Date	22/11/22										
Meeting	PS										
Neil Volzke											
Steve Beck											
Grant Boyde											
Annette Dudley											
Jono Erwood											
Ellen Hall											
Amanda Harris											
Vaughan Jones											
Min McKay											
John Sandford											
Clive Tongaawhikau											
Mathew Watt											

Key	
PS	Policy & Services Committee Meeting
H	Hearing (heard by Policy & Services Committee)
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick
AV	Meeting held, or attended by, by Audio Visual Link

MINUTES

Policy and Services Committee



F19/03/05 – D22/37381

Date: Tuesday 27 September 2022 at 3.00PM
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors G W Boyde, R W Coplestone, P S Dalziel, J M S Erwood, A K Harris, V R Jones, M McKay (*part meeting*) and W J Sandford

In attendance

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Assets – Mrs V Araba, the Director – Corporate Services – Mrs T Radich, the Director – Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson (*part meeting*) the Asset Management Coordinator/Waste Minimisation Officer – Mrs L Campbell (*part meeting*), the Roding Asset Manager – Mr S Bowden (*part meeting*), the Parks and Reserve Officer – Mrs M McBain (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*), and one member of the media (Stratford Press).

1. Welcome

The opening karakia was read.

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

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

2. Apologies

An apology was received from Councillor G M Webby.

Recommendation

THAT the apology be received.

BOYDE/McKAY
Carried
P&S/22/130

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.

Councillor Harris declared an interest in item 8, Policy Reviews, in particular the Management of Domains Policy.

5. Attendance Schedule

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

6. Confirmation of Minutes

6.1 Policy & Services Committee – 23 August 2022
D22/32840 (Open) & D22/32305 (PE) Page 13

Recommendation

THAT the minutes of the Policy and Services Committee Meeting, including the public excluded section, held on Tuesday 26 July 2022 be confirmed as a true and accurate record.

HARRIS/JONES
Carried
P&S/22/131

7. Matters Outstanding

D16/47 Page 22

Recommendation

THAT the Matters Outstanding be received.

BOYDE/COPLESTONE
Carried
P&S/22/132

8. Decision Report – Policy Reviews – September 2022

D22/34990 Page 23

Recommendations

1. THAT the report be received.

ERWOOD/SANDFORD
Carried
P&S/22/133

2. THAT the attached, updated and new policies, being the:

- *Credit Card Policy*
- *Elizabeth Maree Watson Estate Fund Policy*
- *Allocation and use of Sports Grounds Policy*
- *Management of Domains policy*
- *Street Trees Policy*
- *Trade Waste Policy*

be adopted.

DALZIEL/McKAY
Carried
P&S/22/134

3. THAT the *Appointment & Remuneration of Directors for Council Organisations Policy* be withdrawn.

DALZIEL/BOYDE
Carried
P&S/22/135

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.

The Chief Executive noted the following points:

- There were no significant changes proposed for any of the policies presented.
- The changes that have been made are due to operational experience and feedback during the lifetime of the policy.
- Credit Card Policy
 - New template
 - Removal of purchase orders
 - Clarification that credit cards are not to be used with vendors who council holds an account with
 - Authorisation of expenditure now to be from the Director – Corporate Services or the Chief Executive.
 - Cheques removed as a method of payment.
- Elizabeth Watson Fund
 - Payment method changed from cheque to direct credit. It was noted payment is made directly to the service provider and not the applicant.
- Allocation and use of Sports Ground Policy
 - New template. No change.
 - It was clarified that any changes to sports grounds are amended through the Fees and Charges as reviewed annually by Council.

Councillor Harris left the table at 3.09pm

- Management of Domains Policy
 - Clarification that Council Officers will support the process for establishment of grazing licenses.
 - Amendment to 4.1 *The committee must comprise a minimum of 3 members, one of whom must be an elected member of Council.*
 - It was requested that a review of the domains be held with Elected Members. It was clarified that to remove from council ownership there are legal requirements due to the domains being reserves which include community and ministerial consultation.

Councillor Harris re-joined the table at 3.14pm

- Street Streets
 - Has had an appendix included which lists suitable species for planting.
 - Councillor Sandford raised his concern with the inclusion of deciduous trees noting the on-going issues currently experienced by residents with leaves and also with leaves blocking stormwater. There was also a health and safety element with leaves falling on roads.
 - It was noted that fruit trees had been considered previously but were ultimately decided against due to the mess of fruit falling on footpaths and roads.
 - It was clarified that this policy purely related to street trees and did not impact plantings in reserves and parks.
 - The District Mayor spoke against removing deciduous trees from the list as there would be an inconsistency if a current tree needed to be replaced.
 - Councillor Jones noted that this policy only provided a guideline.
 - There were 2 votes for removing deciduous trees from the species list and 8 for leaving them in. This remained unchanged.

The Property Officer joined the meeting at 3.20pm

- Trade Waste Policy
 - Clarification on the process followed in the case of non-compliance by users.

The Communications Manager joined the meeting at 3.24pm

- Appointment and Remuneration of Directors for Council Organisations
 - The Chief Executive noted he had been unable to find a time that this policy had been utilised. It currently does not apply to any council activities, management, or the Council Controlled Organisation.
 - It was noted that this policy was not applicable in relation to the Percy Thomson Trust. The Trust Deed has a provision for the Mayor to make an appointment if a chair resigned, and all appointments to the council controlled organisation are council endorsed.

9. [Decision Report – Rooding Network Procurement Strategy 2022-2025](#)
D22/35202 Page 52

Recommendations	
1. <u>THAT</u> the report be received.	ERWOOD/JONES <u>Carried</u> <u>P&S/22/136</u>
2. <u>THAT</u> the Rooding Network Procurement Strategy is endorsed by council.	
3. <u>THAT</u> the Committee allow the amendment of the Rooding Network Procurement Strategy to be undertaken by Officers, from time to time, as required by legislation or Waka Kotahi, being a living document. Such amendments will be of a minor nature not requiring the entire strategy to be re-endorsed by council.	
4. <u>THAT</u> the Rooding Network Procurement Strategy is made publicly available on the Stratford District Council website.	COPLESTONE/JONES <u>Carried</u> <u>P&S/22/137</u>
Recommended Reason	
Waka Kotahi requires all Approved Organisation to have a procurement strategy that documents our long-term integrated approach to the procurement of transport activities funded under Section 20 of the Land Transport Management Act and Amendment Act 2013. This strategy replaces the existing expired Road Procurement Strategy.	

The Rooding Asset Manager noted the following points:

- Every three years a procurement strategy is specifically written for rooding purposes. This is required to be endorsed by council prior to being sent to Waka Kotahi for approval.
- The strategy sets how council procures rooding contracts and signals what is coming up, paints a picture of who is available in the local market and issues faced by local contractors.
- The strategy is required to also include the government's broader outcomes in terms of procurement and opportunities being provided to businesses who may not have had a chance before.
- If this strategy is not completed then no contracts can be let for projects co-funded by Waka Kotahi.
- The strategy has been sent to Waka Kotahi for feedback. In principle they are happy with the strategy but there may be some minor changes following their review.

The Services Asset Manager joined the meeting at 3.32pm

Questions/Points of Clarification:

- It was clarified that the longer term contracts referred to maintenance contracts, for which smaller companies were often not able to fulfil. The strategy signals that there are not a lot of contractors in the region. One of the requirements for large contractors is to have a base in Stratford which results in a lot of investment required from the company. As a result when the big contracts are put to the market there are only the companies who are already present in the region who submit a tender. It was noted the expiry of contracts do not align with the other councils to put them to the market at the same time with the exception of street lighting which will be joint with New Plymouth District Council to make it more viable.
- An amendment was noted for the first paragraph of the strategy, under inductions. State Highway 4 should be *State Highway 3*.
- The District Mayor questioned if the strategy looked towards big contractors to gain cost efficiencies or smaller and local contractors to give them a chance. The Director – Assets noted that Waka Kotahi wants council to demonstrate that it is a fair entity and that it provides for all types of suppliers. This document outlines that there will be some contracts for Tier 1 entities and some for the local and smaller ones.
- Councillor Boyde noted the lack of Tier 1 contractors and his concern that supply and demand impacts the cost and also resulted in performance issues. He asked if Waka Kotahi had looked at increasing the funding supplied and if a shared service with New Plymouth District Council would provide the opportunity to reduce costs. Mr Bowden noted that the Financial Assistance Rate (FAR) was only reviewed when they set the three year budget. It was noted that split maintenance programmes would require additional resource to manage them.
- It was clarified performance can be reviewed when the contracts come up for renewal (3 years plus two plus two) and an extension not offered if the contractor is not performing.

10. Decision Report – Waste Levy Contestable Fund – Deliberation and Adoption
D22/25341 Page 100

Recommendations

1. THAT the report be received.

SANDFORD/HARRIS
Carried
P&S/22/138

2. THAT the Committee approves the new Waste Levy Contestable Fund Policy from 5 October 2022.
3. THAT the Committee approves the implementation of the Waste Levy Contestable Fund at \$25,000 per annum for 2022/2023 and 2023/2024 only, for eligible groups to apply for funding of waste minimisation initiatives within Stratford District.

BOYDE/DALZIEL
Carried
P&S/22/139

Recommended Reason

To provide the community the opportunity to apply for local funding to implement waste minimisation initiatives within Stratford district.

The Asset Management Coordinator/Waste Minimisation Officer noted the following points:

- This report seeks approval a new Waste Levy Contestable Fund of \$25,000 for the next two years.
- Approval is sought for the maximum available to allocate with either a \$7,500 cap, \$10,000 cap or no cap at all.
- This fund does not impact the existing solid waste budget and will come out of the reserve which has built up to \$68,000 and is available to be used for this purpose.

Questions/Points of Clarification:

- It was requested that it be clarified that the decision on funding will be made by an advisory group and not a committee as this will not be a council committee. A small group will be established to consider applications. It was intended that the make-up of the group and any delegations will be approved the Policy and Services Committee in the future.
- It was agreed to have no cap to allow for possible large applications for really worthwhile projects. Decisions will be made at the discretion of the advisory/assessment group.

11. Monthly Reports

11.1 Assets Report
D22/36122 Page 108

Recommendation

THAT the report be received.

McKAY/ERWOOD
Carried
P&S/22/140

The Director – Assets noted the following points:

- The second trunk main project is nearing completion.
- The Diatomix project is ongoing.

Questions/Points of Clarification:

- Councillor Boyde commended the EnviroSchools Project which 10/13 schools in the Stratford District participating in the programme.
- Councillor Boyde noted that the production on the farm was 9% higher than August 2021 which was a result of all the work completed in the past year.
- It was clarified that a date for the opening of the Whangamomona Walkways would be circulated as soon as possible.
- It was noted the Better off Funding application was being uploaded today.
- It was noted that wet weather had impacted the work being undertaken on Fenton Street and Swansea Road. It was expected that completion was still another month away.
- It was noted that planning was underway to close the TSB Pool Complex this Sunday to give staff adequate training at the new facility. A blessing of the new facility has been booked for 10am on Monday 10 October and invitations will be circulated soon. There are still a number of variables being addressed before an official opening date can be given.
- It was noted that school holidays provide the best opportunity to close the facility as this does not disrupt the swim programmes. A closure is required prior to opening to move equipment and give thorough staff training. Officers are working towards providing an open day either during the day, or afterhours, to allow the public to look at the full facility when not in use.
- Councillor Dalziel commended all those involved in the Aquatic Centre project. He noted it was very seldom that projects of this scale were completed ahead of time, within budget and to the quality that is being seen.
- It was clarified that the back log of customer requests didn't relate to the actual work but that these were waiting to be closed off in the system.

The Services Asset Manager, Asset Management Coordinator/Waste Minimisation Officer, Property Officer and Parks and Reserves Officer departed the meeting at 4.03pm.

11.2 Community Services Report
D22/33581 Page 139

Recommendation

THAT the report be received.

HARRIS/BOYDE
Carried
P&S/22/141

The Director – Community Services noted the following points:

- The report contains an update on the Communication and Engagement Strategy.
- The school holiday programme for the upcoming holidays is jam-packed and includes the first birthday party for the children’s bike park.

Questions/Points of Clarification:

- It was clarified that the report following the Stratford Business Association meeting and the subsequent discussion on the memorandum of understanding had not been completed in time for this agenda. The memorandum represents the current relationship and how the association may operate in the future. This will be presented to the next available meeting.
- Councillor Sandford was congratulated on his appointment as Chairman of the Stratford Positive Ageing Group.

11.3 Environmental Services Report
D22/30480 Page 149

Recommendation

THAT the report be received.

BOYDE/JAMIESON
Carried
P&S/22/142

The Director – Environmental Services noted the following points:

- The number of applications for building consents is still at a low level, however resource consents are not following the same pattern which is very unusual.
- Subdivision consents have stabilised but have not dropped in numbers.

Questions/Points of Clarification:

- It was clarified that a building consent is to build a structure and a resource consent (also known as a planning consent) deals with the use of the land such as a subdivision.
- Swimming pool inspections have recommenced with the lower number of building consent inspections required. While gathering evidence a number of pools that were advised as being removed have proven to be still in existence.

11.4 Corporate Services Report
D22/35714 Page156

Recommendation

THAT the report be received.

ERWOOD/DALZIEL
Carried
P&S/22/143

The Director – Corporate Services noted that the report highlighted it had been business as usual for the second month of the financial year.

Questions/Points of Clarification:

- The District Mayor noted that council had been previously advised that with the 3 water reforms the new entities would take over any debt relating to these services. They are now indicating that this is not likely to be the case. Mrs Radich clarified that in this instance the debt would remain on council's books but the entity would service the loans and plan on repaying loans as they fall due. This would effectively be on-lending to the entity and they would make sure there were no additional costs or covenant problems from this approach. The District Mayor noted his concern that with the loss of revenue and asset values this could affect the ability to borrow. Mrs Radich will provide details of how this could look with council's debt without the assets and revenue to the next Audit and Risk Committee.
- It was clarified there was no maximum limit for term investments and that there was currently a minimum of \$6 million invested to cover reserves, any surplus cash is also invested on short term deposits.
- It was requested that a more in-depth breakdown be provided on the sundry debtors and clarified that the amount as at 31 August included outstanding Fonterra milk payments.

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: 13 and 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
Purchase of land	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.
Purchase of land	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.

BOYDE/DALZIEL
Carried
P&S/22/144

The Roding Asset Manager and the media departed the meeting at 4.20pm

14. Public Excluded Item - Decision Report – Proposed Purchase of land addition to Kopuatama Cemetery
D22/35752 Page 173

Recommendations

1. THAT the report be received.

JAMIESON/JONES
Carried
P&S/22/145

2. THAT, Council acquire the land adjoining Kopuatama Cemetery being Part Section 110 Block II Ngaere Survey District containing 2.7300 hectares in area (subject to survey) and shown as Lots 2 and 3 on the plan accompanying this report for the sum of [REDACTED] [REDACTED] pursuant to Section 17 of the Public Works Act 1981 for addition to the cemetery.

3. THAT staff progress the sale of the Stanley Road block to be brought back to council.

BOYDE/JAMIESON
Carried
P&S/22/146

Recommended Reason

The existing cemetery is estimated to be devoid of room for further single depth burials in approximately 5 to 7 years, necessitating either expanding the cemetery or developing a new facility elsewhere. Expansion of the existing facility is the preferred option.

The Chief Executive noted the following points:

- The question regarding space at the existing cemetery has been raised. The assumption has been that there was the option to use the Stanley Road block which council acquired some time ago, however it has since been discovered that this land is not suitable for use as a cemetery due to the ground water table.
- Staff had commenced negotiations with the neighbouring property of the existing cemetery as there is only one property that is suitable due to the river and the state highway.
- The Stanley Road block has been loosely valued and it is expected that its sale would financially offset the acquisition of this land meaning that this purchase will have no financial implications on council.

Questions/Points of Clarification:

- Councillor Boyde noted his support for the purchase and noted that leasing it back to the current owner will ensure the land is kept clean and tidy until it is needed.
- It was noted the resolution correctly referred to Lots 2 and 3 but that there was an error in the report where it referred to Lots 1 and 2.
- A recommendation was requested to be added to ask staff to progress the sale of the Stanley Road block. This has been added, the actual sale will however be brought back to council for approval.
- It was clarified that the purchase of this land will be funded from the Asset Sale Proceeds reserve with the sale proceeds from Stanley Road going back into the same reserve. It was confirmed there are enough funds in this reserve to cover this.

15. Public Excluded Item - Decision Report – Proposed Purchase of land for a further residential development
D22/35747 Page 180

Recommendations

1. THAT the report be received.

SANDFORD/McKAY
Carried
P&S/22/147

2. THAT Council acquire the land at 41 Flint Road being Part Lot 4 DP 2373 and Part Lot 2 DP 566648 containing 4.7242 hectares in area (subject to survey) and shown as Lot 1 on the plan accompanying this report for the sum of [REDACTED] to both deliver on Council's plans to carry out a further residential development and to facilitate infrastructure provision to the future residential growth area of town.

3. THAT immediately following settlement, work commence on the development to ensure sufficient infrastructure is in place by March 2024 to facilitate development of the adjoining land to the east in accordance with conditions of the sale and purchase agreement.

BOYDE/SANDFORD
Carried
1 Against
P&S/22/148

Recommended Reason

The subject property has been identified as ideally situated to facilitate the extension of water, wastewater and roading infrastructure to enable residential development at the northern end of town which is emerging as the future growth area from the District Plan revision currently underway and to facilitate a further Council-led residential development as provided for in the Long Term Plan 2021 - 2031.

The Chief Executive noted the following points:

- As part of the Long Term Plan elected members chose to include a further council subdivision in the overall programme of works. This was included in the public consultation.
- Land accrual had been planned for Year 1 but the process has taken a bit longer with negotiations initially beginning following the adoption of the Long Term Plan.
- The most suitable piece of land identified for a subdivision is the block of land presented in this report. It continues the existing subdivision and closes the gap between Pembroke and Flint Roads including allowing infrastructure to follow through to Flint Road. There has been significant growth on Flint Road and the infrastructure is inadequate for what is occurring.
- There is an indicative, high level budget included in the report which shows how officers anticipate this would work financially and indicates this could work similarly, or better, than the last project which broke even.

Questions/Points of Clarification:

- Councillor Dalziel noted he had been supportive of a subdivision right through and was pleased to see a proposal presented. He questioned the estimated sale price of each section noting that it was on average \$208,000 per section where the previous subdivision had averaged \$130,000. He also noted his concern of going to the market at the same time as the private developer neighbouring this block. The Chief Executive noted that this proposal was purely for the procurement of the land and from an advisory position would suggest that council did not propose to deliver 45 sections immediately into the market but rather a smaller number – if any. He noted a staged approach should be considered with a delay to let the market recover.
- It was clarified that the private development is expected to be a mix of [REDACTED] and other developments.
- It was noted that the developer has owned this land since 2008, as well as multiple properties around Stratford, therefore development of the land may not occur quickly. The proposal for the private land is also for very small sections which is different to council's plans and therefore will not compete for the same market.
- It was noted that the Flint Road, State Highway 3 intersection needs significant work. State highway requires Waka Kotahi to complete these required upgrades. The District Mayor noted the Regional Transport Committee has raised this intersection as part of the New Plymouth to Hawera safety project and is optimistic this will be addressed in the report that is due to be released as it is a known problem that will increase due to development in the area.
- Council is required to complete the initial infrastructure requirements within 18 months, however the wording clarifies "best endeavours" in case the work is not completed within this timeframe.
- Councillor McKay noted council was in a good position to acquire the land and do the infrastructure work required and that the land could be held if the market was not right or if other developers came to town. She noted her support that the land acquisition was progressing.

Councillor McKay departed the meeting at 4.46pm.

- Councillor Boyde noted he believed in opportunity and saw this as a connector for Pembroke Road and the Brecon Road bridge. He had initially considered acquisition of the land should have been made under the Public Works Act but noted he felt this was a smart decision to purchase. He noted his concern that he felt the price was high. He also noted his concern that completing the subdivision could take away an opportunity from someone else and noted other economic development opportunities should also be considered such as a retirement village.
- The Deputy Mayor noted his opposition to this purchase. He felt the price was a vendor generated value and felt the supply of infrastructure would only benefit the private developer. He noted that the hospital grounds had been discussed for social housing with Ngāti Ruanui and felt this was where council should be heading and he noted his support for that project.
- Councillor Jones questioned if a decision was required today? The Chief Executive noted that staff were behind the Long Term Plan timetable with this project. As the decision to proceed with an additional subdivision, and public consultation, had been completed by this council it was felt that this decision should be presented to the current council to make. The highest risk of not making a decision today was the vendor walking away.
- The District Mayor noted that a subdivision would benefit the entire district as it would spread the rating burden among more people. If the infrastructure was to be established via the Public Works Act then the cost would fall on existing rate payers, however through this model the costs would be shared across the new properties.

The Director – Community Services departed the meeting at 4.56pm.

- Councillor Dalziel noted that this decision was important to him, this is logical and he believed it would work financially. He felt a subdivision of this nature only added to Midsummer Avenue but he did feel a bit concerned about the section next door. He asked the Chief Executive if he was supportive of this purchase? Mr Hanne noted that it was important to ensure this was an elected member decision but that he was supportive of the decision. He would be very cautious about delivering the project in one swoop. A master plan would need to be developed with a logical start point.

- Councillor Sandford supported the recommendation. He noted that the ratepayers had been asked through consultation and the public had supported this. There had been nothing but good comments about the current subdivision and this purchase would make sense as it would give council the ability to get through to Flint Road. He commended staff who had been involved in the negotiation process.
- Councillor Coplestone agreed with the Chief Executive with the take it slowly approach. He felt the important part was the joining up to Flint Road and infrastructure. He supported the purchase but not for the reason of providing housing.
- Councillor Harris noted her support for the recommendation with the main point being the synergies to the current subdivision and to Flint Road. Being able to take the pressure off the Flint Road intersection will be amazing as will being able to control what happens to this piece of land.
- The Deputy Mayor voted against the resolution.

16. Public Excluded Item

Recommendation

THAT the open meeting resume.

ERWOOD/HARRIS
Carried
P&S/22/149

17. Closing Karakia

D21/40748 Page 186

The closing karakia was read.

The meeting closed at 5.06pm.

A L Jamieson
Chairman

Confirmed this 4th day of October 2022.

N C Volzke
District Mayor

Policy and Services Committee Matters Outstanding Index

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Street Numbering - Pembroke Road - Ariel Street (raised 26 May 2020)		Blair Sutherland	Ongoing	Update in Monthly Report item 10.3
Future of Page Street Swimming Pool Complex		Sven Hanne		Annual Plan/Long Term Plan
Sundry Debtors – further detail to be added to Monthly Report	P&S 27/9/22	Tiffany Radich	Complete	Monthly Report – item 10.4 (attachment 7)
Management of Domains – Review of Domains	P&S – 27/9/22	Melanie McBain	Complete	Item 9

QUARTERLY REPORT



F22/55/04-D22/42927

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

Recommendation

THAT the report be received.

Moved/Seconded

1. Executive Summary

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

2. Venture Taranaki

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

Key Highlights:

Q1	Q1	Q1
15	289	3
Referrals and connections between Stratford District people and enterprises.	Client support engagements with Stratford District people and enterprises.	Startup clients met in Stratford.
Q1	Q1	Q1
5.29k	\$14M (up 12.2% compared to same period 2021)	3
Capability Development Vouchers distributed to Stratford enterprises.	Visitor stats in Stratford. Average Visitor Spend in Q1 (Sum of the Annual Spend).	Mentor Matches

3. Local Tourism and Promotion

3.1 Website Engagement

Website visits	Q1	YTE 2022/2023
Users	15,000	15,000

3.2 Events

Quarter One events:

Completed:

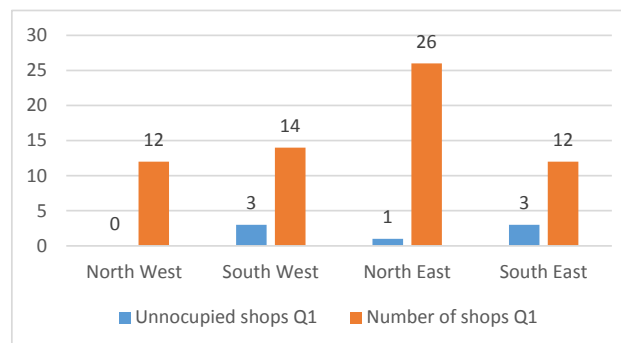
- Prospero Market: 27 August. July and September were cancelled due to weather.
- Te Wiki o Te Reo Māori (Māori Language Week): 13-19 September
- MTFJ/Feildtorque joint BA5 event: 21 September
- International Day of the Older Persons event: 30 September

Coming up:

- School Holiday Programme: 3 – 14 October
- Bike Park 1 year Birthday Party: 3 October
- Scarecrow Making Workshop: 5 October
- SDYC Free Movie Session (Super Pets): 5 October
- SBA AGM: 10 October
- NZ Defence Force Community Open Day: 14 October
- SDYC On the Bus – Mega Bounce: 14 October
- SDYC Free Movie Session (Lyle the Crocodile): 16 October
- Taranaki Pioneer Village AGM: 16 October
- Prospero Market: 29 October
- Stratford Scarecrow Trail: 28 October – 13 November
- Trade Graduation Ceremony: 3 November
- PAG Forum: 24 November
- Stratford A&P Show: 26/27 November
- Stratford Christmas Parade, Market, and Carols: Friday 2 December

4. Development

4.1 Unoccupied Shops



Changes in the last quarter include:

- SPCA Op Shop (north west) where Perera's Paper Power was previously located.
- Land Pro (south west) where Colour Plus was previously located.
- A new business, NZAB a financial consulting service located in an upstairs office on the North East side of Broadway.
- Govett Quilliam has taken over Rod Gordon Lawyers.

4.2 2035 Projects

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

Project	Status	Comments
Replacement Aquatic Indoor Facility	Complete	Wai O Rua – Stratford Aquatic Centre officially opened on Thursday 13 October.
Whangamomona walkways	In progress	Project is nearly complete. Due to wet weather the project has experience some delays. Once completed a formal opening will be arranged.
Stratford Discovery Trail	Continual	No additional activity delivered in quarter one. In quarter two, officers will explore opportunities for increased engagement and participation i.e. additional signage, interactive activity and artwork.
Strategies and Plans	In progress	Draft documents were presented to elected members in August for initial discussion. Officers have since worked through the feedback provided and will present the Community Development Strategy back to council in quarter three. The intention for the Town Centre Plans is to have them as part of council's A&P Show display for early community engagement and feedback. The Economic Development Strategy requires additional consideration and will be presented back to council in 2023.

4.3 Stratford Business Association

Membership: 142

Completed events/activity

Networking events:

Wednesday 20 July – BA5 - Stratford Community House

Wednesday 17 August – BA5 - TET Kings Theatre

Wednesday 21 September – BA5 – Fieldtorque/Mayors Taskforce for Jobs

Wednesday 24 August – Business Talk (AM)

Wednesday 31 August – Women in Business *with guest speakers Sorcha and Elle discussing work life balance.*

Workshops:

Monday 29 August – Get the best out of your team

Monday 19 September - Instagram growth

Upcoming events/workshops

Monday 3 October - Canva 101

Monday 17 October - MailChimp & Canva

Wednesday 16 November – BA5 – GMC Chiropractor Stratford

Friday 2 December – Stratford Christmas Parade

4.4 Consents Granted

Type	Q1
New Dwellings	12
Relocated dwellings	3
Relocated buildings other than dwellings	0
Fires	9
Pole sheds/accessory buildings	5
Additions/alterations – residential	1

New Commercial buildings	1
Additions/alterations – commercial	5
Other/miscellaneous	1
Certificate of Acceptance (not in total)	3

4.6 Property Sales

Location	Median Price		Volume Sold	
	21/22 Q1	22/23 Q1	Q1	22/23 YE
New Plymouth District	July		315	315
	\$599,000	\$675,000		
	August			
	\$632,000	\$692,000		
South Taranaki	September		67	67
	\$608,000	\$640,000		
	July			
	\$435,000	\$460,000		
Stratford District	August		21	21
	\$449,000	\$545,000		
	September			
	\$400,000	\$390,000		
Stratford District	July		21	21
	\$430,000	\$560,000		
	August			
	\$520,000	\$560,000		
Stratford District	September		21	21
	\$530,000	N/A		

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

4.7 Mayors Taskforce for Jobs programme

Registrations

	Q1	YTD
Young People Registered	29	29
Businesses Registered	5	5

Employment

	Q1	YTD
Young people placed into employment	1	1
Young people who are employed but require assistance with upskilling		
Young people registered onto programme and straight in study	11	11*
Young people received support and found work themselves	1	1
Total		

*several of those supported with training will be placed into employment once completed.

Attachments:

Appendix 1 - Venture Taranaki - Quarter One Report



Chade Julie
Community Development Manager



Endorsed By
Kate Whareaitu
Director – Community Services



Approved by
Sven Hanne
Chief Executive

DATE: 14 November 2022

Stratford District Council Quarterly Report 2022/23

Quarter One (July to September 2022)



Appendix 1

venture
TARANAKI
Te Puna Umanga

Contents

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Message from CE

Tēnā koutou

Our business community has again faced a challenging quarter. Some areas have felt the pinch more than others, while other sectors are starting to kick back into gear with the reopening of borders. The likes of the international education sector and their contribution to the Taranaki economy are significant, and since July, we've welcomed over 120 international students back to the region. International trade is resuming, and the international visitor market is coming back online, along with migrant workers being able to return to our shores.

This quarter saw the launch of the Coastal Arts Trail, a tourism experience jointly created by Venture Taranaki, Whanganui & Partners, and Central Economic Development Agency. The Trail is a leisurely, self-driving, art-lovers tour across the lower West Coast of the North Island and is New Zealand's newest and most extensive regional arts tourism experience - featuring over 50 stops throughout the three regions. The Coastal Arts Trail is an excellent example of a collaborative product development that has returned exponential value to all regions, contributing to visitor sector resilience, encouraging further regional visitation, and strengthening our region's creative reputation.

Another large project in the works is a collaboration with South Taranaki District Council, a gamification app for promoting exploration of the Taranaki region. A need was identified to help support local economic development by getting locals and visitors to travel and 'voyage' more around the region, providing economic benefits to local businesses and communities. The proposed prototype Trail route will run along State Highway 45 between New Plymouth and Pātea and will go live at the end of November, ready for the Summer of 2022/23.

Energy transition continues to be a strategic focus for VT as we leverage our energy expertise and partnerships to catalyse low-emissions energy opportunities for the region. For example, we've been involved in the South Taranaki Offshore Wind opportunity alongside several other projects to ensure Taranaki continues to play a key role in New Zealand's energy future, utilising many of the complementary skills and resources in region that services the existing energy sector in Aotearoa.

Other recent projects of note include the launch of Branching Out's informative investor-ready blueprints. The blueprints detail food and fibre value chain opportunities focused on diversifying the region's existing food and fibre offerings. These blueprints represent a tremendous opportunity for Taranaki and act as the next step in building investor confidence. The blueprints have been well received and have been downloaded over 2,000 times since the July launch.

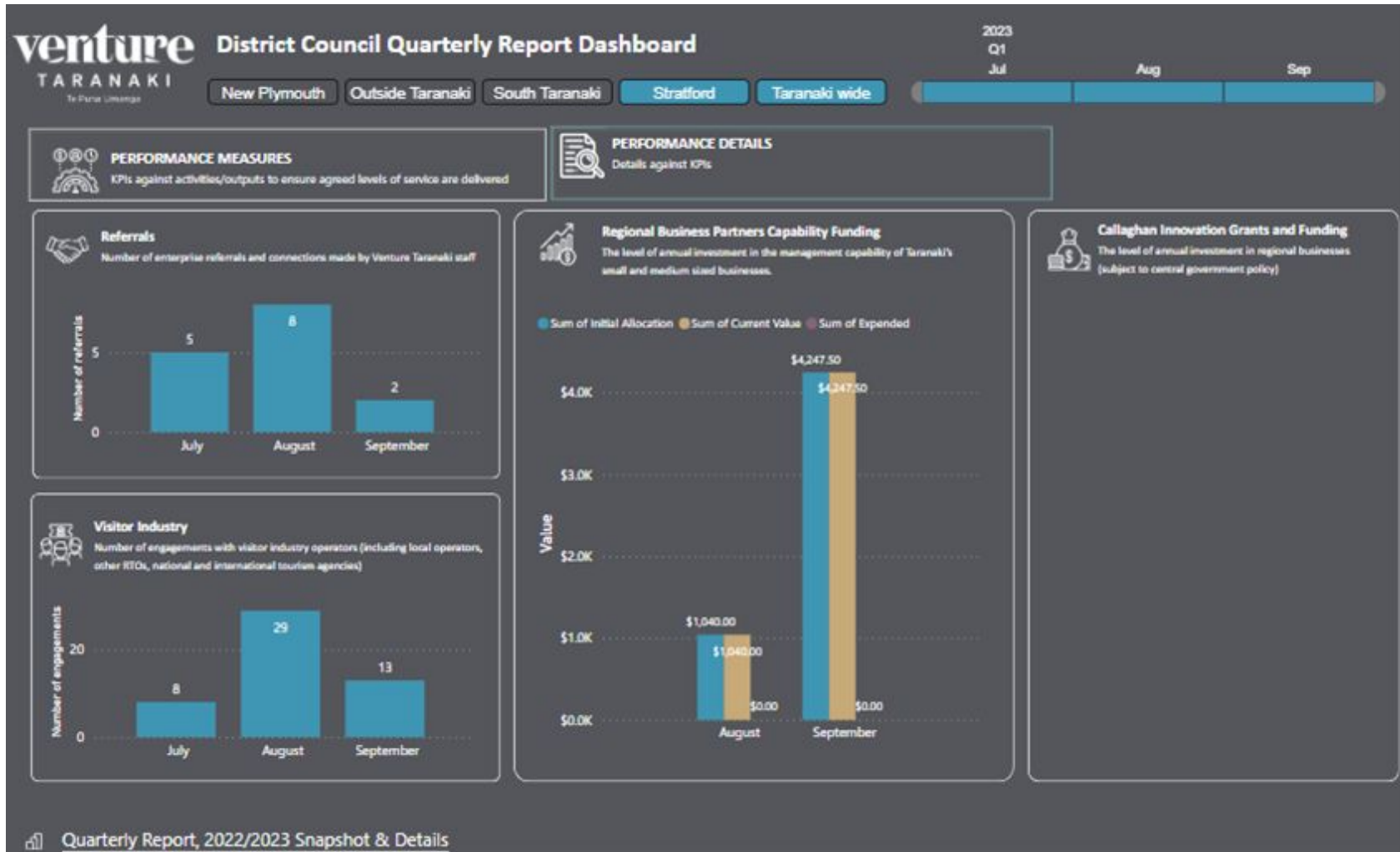
Kelvin Wright, CE Venture Taranaki



Key performance snapshot in Q1



Key performance snapshot in Q1



Investment Initiatives

Attracting investment into Taranaki

Highlights from the quarter include:

Branching Out investment blueprints launched and phase two planning underway

The launch of the investment blueprints from phase one has been well received and are proving useful resources for interested parties. Close to 1,800 investor blueprints were downloaded from the Venture Taranaki web site during Q1.

Energy transition

Planning towards an Energy Strategy for Aotearoa is under early planning by MBIE. Venture Taranaki has registered interest and is monitoring developments. A Gas Transition Plan is also under development, which will feed into the Energy Strategy. Engagement with Offshore Wind companies and potential developments has been maintained during the quarter through informal meetings, sponsorship and VT's presentation at the NZ Wind Energy Conference and the Offshore Wind Wananga. VT is also a member of the Offshore Wind Working Party and is on the working party of the skill and capability (transferability) analysis being led by COP. Supported by an AGMARDT grant, VT publicly launched the rural energy project, and future developments that could build upon the H2 Taranaki Roadmap are subject to ongoing discussion by VT.

Leveraging science knowledge and funding to benefit the region

Curious Minds Taranaki (Participatory Science Programme) and Massey University have a range of projects and client engagements underway in the region.

Investment dashboard

A dashboard of investment prospects is maintained and there are a number of enquiries being assisted.

Branching Out

Highlights from the quarter include:

Launching the investment blueprints from phase one has been well received and is a valuable resource for interested parties. Close to 1,800 investor blueprints were downloaded from the Venture Taranaki website during Q1. This total is distinct from the document ‘views’ – which would be even higher.

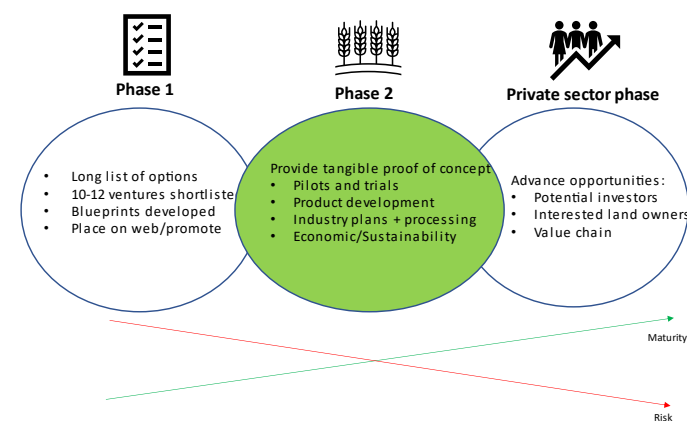
Phase two planning is underway, with funding proposals submitted to potential project partners, including active discussion with MPI’s Sustainable Food and Fibre fund (SFFF) fund. We will be notified of funding outcomes during Q2. Nearly \$1m is being sought from Government; \$775,564 of regional co-funding cash, and significant in-kind contribution from a range of growers, food producers and value chain contributors, CRI’s and Universities as well as industry specialists and associations.

Phase Two will comprise a three-year programme focusing on the advancement of selected ventures identified in Phase One, including pilots, product development advancement and value chain development which would help to de-risk and incentivise investment even further.

\$1m towards capital expenditure for Branching Out (hemp decorticator and commercial dryer) was successfully secured via the Three Waters Better Off Grant Funding allocated to NPDC (\$8m). This will accelerate and de-risk the opportunities further through funding processing facilities for industrial hemp (e.g. underpinning potential sustainable housing product development) and the drying of high-value medicinal herbs, or similar.

In September, an event was held in Stratford for the Grains, Legumes, and Vegetables opportunity, with more than 70 attendees, including landowners (potential growers) and enterprises (potential buyers of those raw materials). Nick Pyke, from Leftfield Innovation, guided the event. He outlined crops that could be grown in a four-year rotation in Taranaki and demonstrated how they could add value and diversity to farming incomes and potentially enhance soil quality through restorative crops.

Phase Two: What is Proposed?



Measuring Success:

- Minimum \$8m increase in investment
- 50 new jobs
- 300 hectares in diversified land
- New Product Development in four of the selected ventures
- Skills/Capability Development to support the development of the regional industries
- Engagement: investors, rural, iwi / Māori, private enterprise, industry bodies and the scientific community.

Highlights from the quarter include:

Venture Taranaki collaborated with New Zealand Trade & Enterprise to provide a Supply Chain and Logistics event for our local exporters in Q1. We have been receiving feedback recently from our export clients that they are struggling with logistics, so the purpose of the event was to bring these businesses together to learn how they could tackle the issue. We provided expert speakers from New Zealand Trade & Enterprise, as well as local freight and transportation representatives, and customs staff. Attendees heard from a local business who has successfully overcome their supply chain issues.

Digital Boost Facilitation Scheme:

In May 2022, Venture Taranaki was appointed as the Regional Partner for the Ministry of Business Innovation and Employment (MBIE) to support the delivery of the national Digital Facilitation Scheme Pilot for Taranaki. The Digital Boost programme was designed in partnership with industry experts and small businesses to facilitate the government's vision for New Zealand to have the most digitally engaged small business sector in the world.

During Q1, the Enterprise Team reached out to its networks (industry associations, business networks, community groups, and business services providers) inviting them to apply to be a Business Intermediary under the Digital Boost Facilitation Scheme and receive funding (\$20,000 per intermediary) to deliver customised programmes of facilitated training and support, as well as peer-to-peer learning opportunities to approved cohorts of businesses using the Digital Boost platforms over the next 6-9 months.

COVID-500:

The fund has now been fully allocated, with another 21 businesses across New Plymouth District and Stratford receiving this one-off support grant to help them address some specific COVID-related lasting issues. This NPDC initiative has supported 80 businesses across New Plymouth District and Stratford District (8 for Stratford), as well as 20 businesses in South Taranaki District, with those in accommodation, hospitality, retail and tourism accessing the majority of the fund.

Entrepreneurship and Enterprise Support

Referrals and Engagements

There were 191 (15 for Stratford) referrals made during Q1, including 34 of the referrals delivered to Māori businesses.

Demand for support from businesses requiring advisory support remained steady through the first quarter. The main areas of coaching and support were HR (retention and attraction of key personnel, improving work culture with emphasis on Professional Development, access to training, career progression), strategy planning including succession, financial training and streamlining systems, as well as an ongoing appetite for digital marketing coaching. The total amount of Regional Business Partners Capability funding for the 22-23 FY is still to be confirmed by MBIE.



3

Start-up Clients
in Q1



3

Mentor Matches
in Q1

Visitor and Major Events Fund

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

Events Funded in Q1		
1	Feastival Taranaki	1-4th September 2022

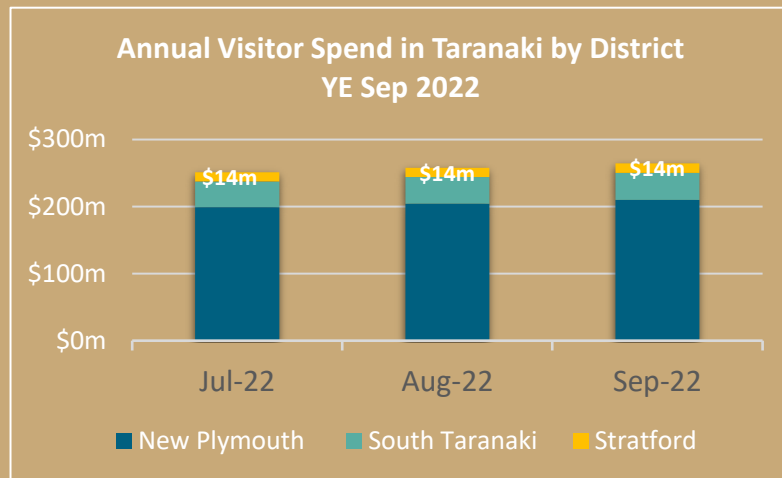
Events Contracted in Q1		
1	WOMAD 2023	March 2023
2	Festival of Lights 2022/23	17 December 2022 - 22 January 2023



Fenton Street Gin



Fanny Fantham's Long Lunch



Visitor Stats in Stratford

\$ 14M
Average Visitor Spend in Q1
(Sum of the Annual Spend)

4450
Average Guest Night in Q1

+12.2%
Average Visitor Spend YE Sep
compared to same period 2021

2.25
Average Nights Stayed Per
Guest in Q1

Visitor Futures

Highlights from the quarter include:

A comprehensive range of visitor promotion campaigns are on track for delivery before the end of the calendar year across traditional and digital channels. These campaigns leverage VT's existing partnerships with Air New Zealand and AA Traveller. VT also created a 30-second TV commercial, which ran on TVNZ Channel One on 11 September, with five scheduled slots.

[Click here to view full advert](#)

Phase Two of the spring events and visitation digital campaign ran through July, August and September, and will continue through October, with promotion for Festival, Spiegel Fest, Coastal Five, and NZ Tattoo & Art Festival.

A contract extension has been provided for Product Development components of the Visitor Futures investment plan submitted to MBIE, with all components of Destination Management, and Marketing to be completed by end of December in line with our original agreement.

The programme remains on track, and there is forward planning to be done in partnership with mana whenua to identify further product development opportunities that support the aspirations of hapu and iwi.

Both the Project Manager, and Visitor Comms Adviser roles will end in December and additional support will be contracted as required to complete the remaining project strands.



Performance Measures 2022/23

Summary of results – Quarter One

Performance Measure	Target	Q1	Q2	Q3	Q4	YTD Result	Status
Number of major events attracted or retained (funded in accordance with the criteria of the major events fund).	4	3					●
Undertaking initiatives to support investment into Taranaki.	5	4					●
The level of annual investment in regional businesses (subject to central government policy).	\$1m	\$205,798					●
The annual percentage of clients satisfied with Venture Taranaki business support services.	>85%	93%					●
The level of annual investment* in the management capability of Taranaki's small and medium sized businesses.	\$240k	\$105,915					●
Number of enterprise referrals** and connections made by Venture Taranaki staff.	200	191					●
Number of client interations.		413					●
Number of engagements*** with visitor industry operators (including local operators, other RTOs, national and international tourism agencies).	1000	329					●
The number of talent initiatives to facilitate the retention, growth or attraction of talent (human resource) into Taranaki.	2	3					●

* Investment includes capability development funding as part of the nationwide Regional Business Partner programme.

** Referrals are instances where a business or organisation is referred to a resource of which they were previously unaware. This may be a funding opportunity, programme, cluster group etc. A connection is an instance where two contacts are introduced to one another for a specific purpose that is likely to be mutually beneficial.

*** Engagement is defined as an interaction by staff with an external party and includes meetings, workshops, activity-focused emails, phone and video-conferencing conversations.

● On Target

● Achieved

● Target not met

Coming up in Q2:

- An update on the Energy Strategy and Gas Transition Plan for Aotearoa
- An update on the rural energy project, supported by AGMARDT
- Curious Minds Taranaki (applications close 21 October 2022)
- Taranaki Regenerative Agriculture Project, support by Massey University Pivot Fund
- Rebuild of the International Education sector in Taranaki (event planned for 27 October 2022)
- Update from the Regional Skills Leadership Group



Feedback

Client satisfaction: 93%



Client satisfaction survey completed in July 2022 :
42% satisfied, 51% very satisfied.

"We are meeting weekly, we start with a coffee then get straight into it. I like the structure around mentoring. He sets me homework and that keeps me accountable. I appreciate his time and style of mentoring, I am very happy with this match. "

- Construction business in Stratford

"Thank you for all your help. As usual you have been brilliant. Always great to have a discussion and some support on how to address challenges. Much appreciated."

- Agriculture business in Stratford

"The start up clinic was immensely informative and helpful. I am now more sure than ever that starting up my own business is definitely the way to go and am even more confident that it should succeed. I am afraid life has intervened again. My landlord has sold up, and there are simply no rentals available in the area. "We are meeting weekly, we start with a coffee then get straight into it. I like the structure around mentoring. He sets me homework and that keeps me accountable. I appreciate his time and style of mentoring, I am very happy with this match. " Once I manage to get my housing sorted I will get back to getting the business started."

- Start up client in Stratford

INFORMATION REPORT



F22/55/04 – D22/42216

To: Policy and Service Committee
From: Parks and Reserves Officer
Date: 22 November 2022
Subject: Summary of Domains and their Uses

Recommendations

1. THAT the report be received.
2. THAT the information contained within the report is duly noted.

Recommended Reason

This report provides information relating to the continued operation and ownership of numerous domains located within the Stratford district. This matter was raised as a discussion point for the during the adoption of Management of Domains Policy at the Policy and Services Committee meeting on 27 September 2022.

Moved/Seconded

1. Purpose of Report

- 1.1 The purpose of this report is to provide Elected Members with a summary of all the Domains within the Stratford District. The report outlines the current status of the 11 domains, as well as providing an outline of their current use.

2. Executive Summary

- 2.1 In 1983 the Crown di-vested their responsibility of managing and administering public domains by passing this responsibility to local councils by the Commissioner of Crown Lands. Since 1983 the governing management and administration of the domains has been undertaken by the Stratford District Council. Between August 2013 and June 2015, applications were received from the Incorporated Hall Societies registering their intent to manage the respective domains within their community.
- 2.2 The current 'Management of Domains Policy' was adopted on 5 October 2022 with a proposed review date of 2024/2025.

3. Local Government Act 2002

Under section 10 of the Local Government Act 2002, the Council's purpose is to "enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future"

Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:

Yes

Social	Economic	Environmental	Cultural
✓			✓

- 3.1 The Local Government (Community Well-being) Amendment Act 2019 section 10 states that the purpose of local government is *“to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future”*. The provision of domains could be considered as a function of Council under this Act.
- 3.2 However, the Stratford District Council have entered into Management Agreements appointing the nominated body to manage the domain on our behalf.

3. Background

- 4.1 In 1983 Council, at the request of the Commissioner of Crown Lands, agreed to take over administration of these reserves and the control and management of them was duly vested in Council, effective from the date of the expiry of the respective Boards.
- 4.2 Throughout the District there are 11 rural domains that, prior to 1983, were owned by the Crown. The domains were administered by the Domain Boards appointed under the provisions of the former Reserves and Domains Act 1953, and reporting to the then Department of Lands and Survey. In 1977, with the passing of the Reserves Act of that year, the government repealed the Reserves and Domains Act and set about restructuring the administration of reserves. The former Domain Boards continued to administer the reserves until their terms of appointment expired, most in the mid 1980's.
- 4.3 It was previously suggested that Council might wish to appoint the existing Boards as Management Committees of Council, thus allowing the local communities to retain an interest in the reserves and continue the management under Council's supervision. While the Council would be ultimately responsible for the control there would be no real change in the administration with the existing Boards becoming the Management Committees. This proposal was submitted to the Audit Office for comment. The Audit Office determined that there was no objection to this scenario and advised that:
 - (a) Existing Board members become Committee of Management of the Council – appointment pursuant to Section 104 of the Local Government Act 1974.
 - (b) All financial matters be left to the Committees, and at the end of the year the Council undertake an audit of the books and incorporate to the Council accounts – subject to normal tests by Government Audit as part of Council audit. This audit is undertaken by the council's accountant with any issues or concerns brought to the attention of the Parks and Reserves Officer. To date no issues or concerns have been raised or identified.

5. Information Summary

- 5.1 Informal meetings were conducted with local representatives and committees between 2013 and 2015 to take on the responsibility of managing and administering these domains on behalf of Council. These discussions lead to both parties signing the Management Agreements allowing public use of the reserves and the creation of the management structure. The management and administration of the domains are as follows:

York Road and Rowan Domain

These domains have been reverted to Council as they have no public use and the committees effectively disbanded – these domains are now used as grazing sites, with an official grazing 'Licence to Occupy'. If Council decide to remove these grazing licenses, there will be a cost to Council to keep these areas maintained.

Tahora Domain

Effective from 1 January 2014 the Tahora Public Hall Association Incorporated manage the Tahora Domain. The Domain consists of 3.0236 (two separate sections) hectares of land, with the Tahora Hall sitting on private land. Currently the land (which is land banked) is leased for grazing, which expires on 30 December 2022. The Tahora Public Hall Association has requested that this land be restored as reserve land, when the lease expires.

Midhirst Domain

From 1 January 2014 the management of the Midhirst Domain is managed by an incorporated society – Midhirst Combined Sports Club Incorporated.

The Domain consists of 4.0658 hectares of land, one sports hall and two smaller storage sheds. The outer areas of the domain are utilised for grazing, in which the rental payments are made to the Midhirst Combined Sports Club.

Douglas Domain

From 1 March 2014 this domain is managed by an incorporated society – Douglas Hall Society Incorporated.

The Domain consists of 3.3296 hectares of land and one sports hall. Currently the land is used for grazing, with many notable trees (Scarlet Oaks) on-site. In 1952 the former Stratford County Council acquired the domain “for the purposes of establishing a park and recreation reserve at Douglas as a War Memorial”. This reserve was not derived from the Crown. Accordingly, in terms of the Reserves Act 1977, should Council ever decide that the reservation status should be revoked then, subject to section 40 of the Public Works Act 1981, it is free to deal with the land as it sees fit.

However, given the land was effectively donated for a specific purpose, that being a War Memorial, a trust could be created for the future management of this reserve.

Te Popo Domain

From 1 July 2015 this domain is managed by an incorporated society – Te Popo Social Club Incorporated.

The Domain consists of 1.3987 hectares of land, with one hall (previously Te Popo Primary School) and an outdoor pool. The pool is compliant under the Building Act 2004 and is being maintained by the Te Popo Social Club. During summer months the pool can be used by the community and general public.

Tututawa Domain

Managed by an incorporated society – Tututawa Domain Society Incorporated.

The Domain consists of 7.5854 (three separate sections) hectares of land, with one hall (previously Tututawa Primary School), an outdoor pool (non-compliant and unused), tennis courts and one sports hall.

Huiroa Domain

From 1 September 2014 this domain is managed by an incorporated society – Huiroa Hall and Domain Society Incorporated.

The Domain consists of 6.6447 (two separate sections) hectares of land, with one hall.

The Hall and Domain Society have previously liaised with TRC and created a biodiversity plan for the Huiroa Reserve, under the Key Native Ecosystem (KNE). The objective of the KNE is to protect the native biodiversity and habitat from invasive plants and animals. Huiroa Hall and Domain Society are also collaborating with TRC and Stratford District Council on a habitat restoration project.

Toko Domain

From 1 November 2014 this domain is managed by an incorporated society – Toko Domain Management Society Incorporated.

The Domain consists of 2.9701 hectares of land, with one sports hall, tennis courts and one storage shed. The public toilet shed was demolished, due to deterioration. The Toko Rugby Football Club utilise both the sports field and the hall and the hall can also be hired for private functions.

Croydon Domain

This domain is leased to the Taranaki Off-Road Club Incorporated.

The Domain consists of 4.262 hectares of land and a clubhouse (previously Croydon Primary School) and two smaller storage sheds. The lease for the Taranaki Off-Road Club Incorporated is for a term of 10 years (expiring on 30 June 2035).

Whangamomona Domain

From the 1 April 2014 this domain is managed by an incorporated society – Whangamomona Domain Board Incorporated.

The Domain consists of 2.94 (three separate sections) hectares of land. The first section is known as the Whangamomona Campground, with one hall (previously Whangamomona Primary School), a tennis court, an outdoor pool (non-compliant and unused) and two storage sheds. Section two houses a sports field and closed cemetery and section three is utilised for grazing (previously the township's tennis courts).

6. Strategic Alignment

6.1 Direction

The domains are all currently administered by legally constituted bodies, incorporated under the provisions of the Incorporated Societies Act 1908. There is no Council input into how these committees are elected, no Council representation on them and very limited oversight by Council of their actions or accounts. Council's current policies in regard to management of these reserves is that the committees submit their financial records for review by Council every two years (by the 30 June in every year that ends with an odd number) and that the committees liaise with Council regarding any upgrades or changes that are intending.

Apart from York Road and Rowan Road domains, (grazing licenses), the remaining nine domains located in the Stratford District are utilised for the purpose of providing areas for the recreation, sporting activities, the physical welfare and enjoyment of the public. These domains provide for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and outdoor recreational activities. The domains also play a vital role in protecting flora and fauna and heritage values.

6.2 Annual Plan and Long-Term Plan

The Council has the ability to revoke the reserve status on these domains should it chose to do so by following the requirements of Section 40 of the Public Works Act 1981. This could have a bearing on any future Annual Plans or Long Term Plans.

6.3 District Plan

This matter does not affect the District Plan

6.4 Legal Implications

The management of the domains as indicated above, has to be undertaken by legally created incorporated bodies or societies. Should their status change, there could be legal proceedings required to dissolve the Management Agreement between the Stratford District Council and the management body/society concerned. As mentioned in 6.2 above, if council decides to remove the reserves status on these parcels of land, there will be legal implications on Council.

6.5 Policy Implications

The Management of Domains Policy governs this activity and any changes to this management approach or ownership would need to be reflected in this policy.

7. Options

7.1 As this is an information report, there are no options to consider.

Attachments:

Appendix 1 - Aerials of Domains



Melanie McBain
Parks and Reserves Officer



[Endorsed by]
Steve Bowden
Acting Director – Assets



[Approved by]
Sven Hanne
Chief Executive

Date 14 November 2022

Appendix 1

York Road Domain



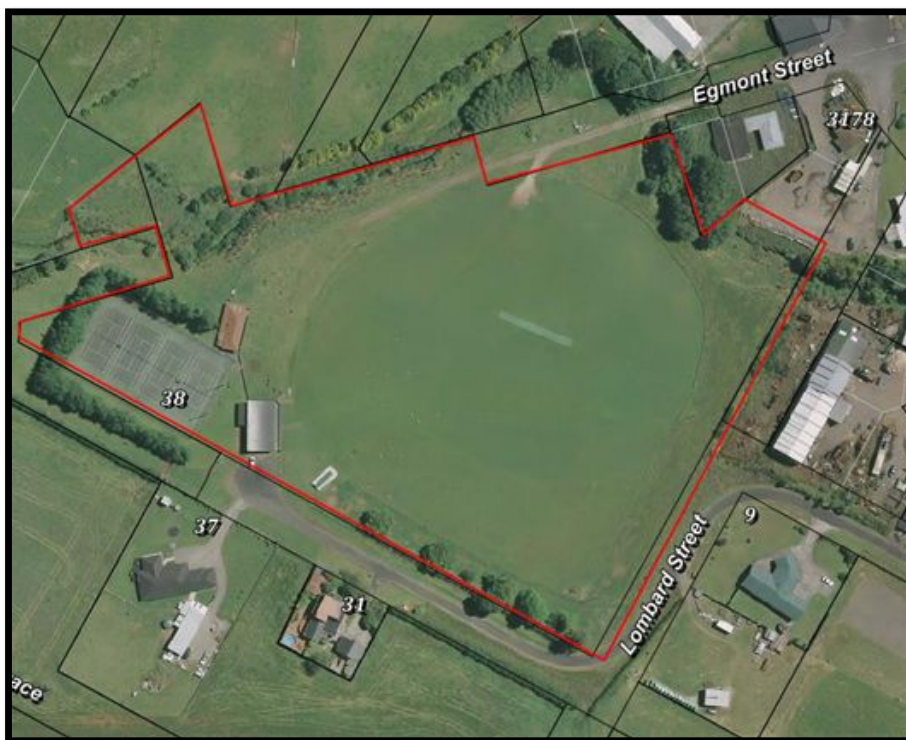
Rowan Domain



Tahora Domain



Midhirst Domain



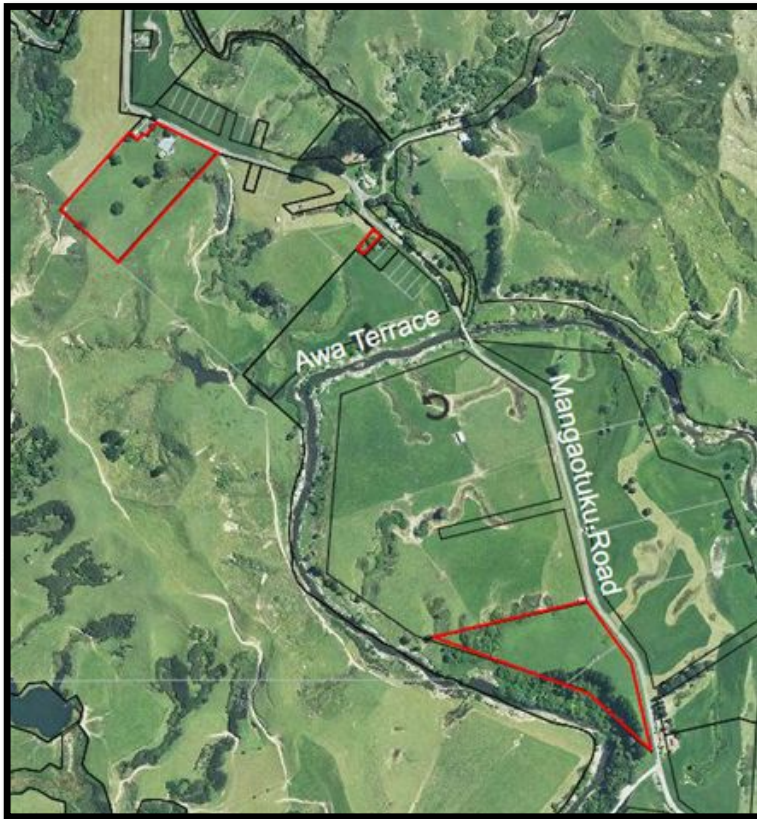
Douglas Domain



Te Popo Domain



Tututawa Domain



Huiroa Domain



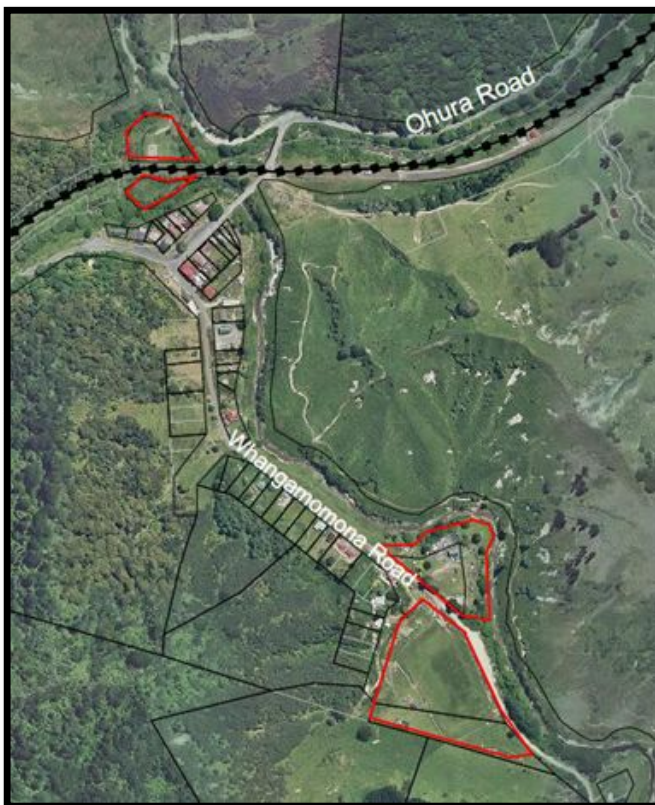
Toko Domain



Croydon Domain



Whangamomona Domain



DECISION REPORT



F22/55/04 – D22/44204

To: Policy and Services Committee
From: Rooding Asset Manager
Date: 22 November 2022
Subject: Proposed Road Closures – Tāpoi Taranaki Cycle Challenge.

Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) Schedule 10 clause 11(e) of the Local Government Act 1974, Council approves the closure of the following roads on Saturday 28 January 2023 during the times stated below for the purpose of the Tāpoi Taranaki Round the Mountain Cycle Race:
 - Manaia Road from the National Park Boundary to Dawson Falls Lodge between the hours of 09:30am to 12:00 noon;
 - Pembroke Road from The Mountain House to the Plateau Carpark between the hours of 11:00 to 13:00.

Recommended Reason

The organisers of the cycle race approached Stratford District Council officers in May 2022 seeking approval to close both Manaia Road and Pembroke Road for the purposes of a round the mountain cycle race which also incorporates four hill climbs. This event replaces the historical Round the Mountain Cycle Challenge, previously organised by Selwyn Brown.

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 Stratford District Council to close:
 - Manaia Road from the National Park Boundary to Dawson Falls Lodge between the hours of 09:30am to 12:00 noon;
 - Pembroke Road from The Mountain House to the Plateau Carpark between the hours of 11:00 to 13:00.

2. Executive Summary

- 2.1 In order for the event to be safely undertaken, it is proposed to close:
 - Manaia Road from the National Park Boundary to Dawson Falls Lodge between the hours of 09:30am to 12:00 noon;
 - Pembroke Road from The Mountain House to the Plateau Carpark between the hours of 11:00 to 13:00.

Included in the Traffic Management Plan, are temporary speed limits of 30km/h for motor vehicles at key intersections along the route of the cycle event, these include Opunake Road/Manaia Road intersection and 200m section of Pembroke Road at the Cardiff Road/Monmouth Road/Pembroke Road intersection. A copy of the approved traffic management plan has been included as **Appendix 3** to this report.

3. Local Government Act 2002 – Section 10

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

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

4. Background

- 4.1 Coastal Five contacted the Stratford District Council regarding a proposal to close two roads which lead up the Maunga for the purposes of a Round the Mountain Cycling Challenge which also takes in four ascends of the Maunga, The initial e-mail contact has been included in the report as **Appendix 1**.
- 4.2 This is a new cycling event that is open to all level of cyclist from the weekend warrior to the elite. For 2023 the organisers are planning three events. The first is a revamp of the Around the Mountain Challenge originally organised by Selwyn Brown and Events Taranaki. Selwyn is no longer planning this event and he is happy for Coastal Five to start an event of their own on this date.
- 4.3 The second event is The Pinnacle. Marketed as the toughest cycling event in New Zealand this is a 225km cycle taking in the same route as the Around the Mountain but including the four climbs of Taranaki Maunga – Pukeiti, Dawson Falls, Stratford and North Egmont with an elevation gain of 3000m.
- 4.4 A third event is the Te Kiri Challenge, which is a cycle race from New Plymouth along SH3, around Stratford to Manaia Rd, then onto Kaponga and along Eltham Road to Te Kiri.

An outline of the event has been included in the report as **Appendix 2**.

5. Consultative Process

5.1 Public Consultation - Section 82

An advertisement was placed in Central Link in the Stratford Press on 26 October 2022, and was loaded onto Council’s website on 21 October 2022. Notice for objections closed on Friday 04 November 2022.

To date, Stratford District Council has not received any written objections to this proposal.

5.2 Māori Consultation - Section 81

As this event has an impact on the Maunga by virtue of closing the roads for the times stated in the recommendation, Officers have requested the organisers of the event liaise with Iwi and the Department of Conservation as both are affected by this proposal.

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 **Risk 29 and Risk 87.** A full Health and Safety Management Plan and Traffic Management Plan have been prepared for this event. As this is a cycling event, the likelihood that any assets belonging to the district council will be damage is very low. The Safety Management Plan for the event has been included as **Appendix 4** in this report.

6.2 The organisers have provided assurance that the third party public liability insurance will be in place for the event. Given that this event is for one day only in January, the period of the cover will be for 30 days. This insurance cover will be applied for closer to the event.

7. Decision Making Process – Section 79

7.1 Direction

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	Yes. As there will be cyclists passing through Stratford, there will be the opportunity for spectators to visit Stratford if they chose to do so.
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

- 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 times of the proposed road closures are outlined in the recommendation above.

The proposed road closures will be to restrict the access to motor vehicles going up the Maunga. If visitors to the Maunga are already parked at either Dawson Falls carpark or the Plateau carpark, they will be able to leave. However, they could be directed by the traffic management contractor on site at the time of their departure, in order to avoid a potential incident with the cyclists riding up the Maunga. The finer details as to how this will work are still under discussion with the Department of Conservation and the traffic management contractor.

At the time of preparing this report, the organisers have indicated that they have 200 entrants for “the Pinnacle” and further 600 entrants will be participating in a mixture of either The Round the Mountain Cycle Challenge or the Te Kiri Challenge.

As this is the first year this event has been held, the organisers have restricted the number of entries for The Pinnacle, to make sure the event is safe for the cyclists. If this is a success, then the numbers may increase for future events in subsequent years.

Officers have been informed that if another event is held in 2024, then Coastal Five are considering either February or March, so that the date falls outside the Department of Conservation’s busy tourist season for visitors to the Maunga.

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	As there are time limited closures to Manaia Road and the upper section of Pembroke Road above The Mountain House.

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

7.4 **Options**

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

The options to be considered for this report are:

- Option 1** Do not approve the closing of Manaia Road and Pembroke Road. If this is the option chosen, then the Tāpoi Taranaki Cycling Challenge - “The Pinnacle” cannot be held, thus leaving the other events only.
- Option 2** Endorse the proposed road closure as outlined in recommendation 2 above to indicate our support for this event. This will have a positive impact for Stratford. **This is the recommended option, as this is consistent with other similar requests for closing roads for street events.**

7.5 **Financial**

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

The cost of providing the traffic management will be met by the Coastal Five the organisers of this event. 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 organisers have engaged to Traffic Management Solutions Ltd 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** – E-mail from Coastal Five requesting the road closure.
- Appendix 2** – Document outlining the Tāpoi Taranaki Event
- Appendix 3** – Traffic Management Plan
- Appendix 4** – Safety Management Plan for the event



Stephen Bowden
Acting Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 14 November 2022

Appendix 1

From: [REDACTED]
Sent: Thursday, 5 May 2022 4:18 p.m.
To: Stephen Bowden <SBowden@stratford.govt.nz>
Subject: Road closure request

Hi Steve,

I would like to put a request forward for the following road closures:

Date: Saturday 28th January 2023

Closures:

1. Manaia Road from the entrance to the National Park. 9:45am-12:00pm.
2. Pembroke Road from the gate above the Stratford Mountain House. 11am-1:00pm.

We will advise the construction company working at Dawson Falls Lodge in the lead up to the event about the road closure times and work with them to avoid any conflict.

For the road up to the Stratford Mountain House we plan to have traffic control in place but the road will not be closed. We can also work with Stratford Mountain House to ensure that guests can access the accommodation entrance that is above the gate if required.

The road closure request is for a cycling event Tapoi Taranaki. The event includes The Pinnacle a 225km cycling challenge as well as the classic Round the Mountain 148km challenge. The race will be heavily promoted outside the region and will particularly showcase the mountain encouraging participants to come back and visit again.

Please let me know if you need further information.

Regards,



Suzanne McCarthy
Director Coastal Five
Phone [REDACTED]
Web www.coastalfive.co.nz
Email [REDACTED]



Appendix 2



With hundreds of events happening around the country every year, it takes something disruptive to get the cycling community buzzing.

Enter Tāpoi Taranaki – a fresh remake of the legendary Around the Mountain Cycle Challenge; the 148km single day cycling event circumnavigating Taranaki Maunga. For 2023 Tāpoi Taranaki will be bringing a fresh twist to the Challenge - the Pinnacle event. Marketed as New Zealand’s toughest cycling challenge the Pinnacle covers 225 km and an elevation gain of almost 3,000m.

The Pinnacle includes the Around the Mountain course with the additional four climbs of Taranaki Maunga – Pukeiti, Dawson Falls, Stratford and North Egmont. Competitors will compete not only for the fastest time around the course but to be awarded the honour of the King and Queen of the Mountain – the fastest cumulative ascents of the day.

Launching in Taranaki in January 2023 this one day cycling adventure is set against the backdrop of the mighty Taranaki Maunga and spectacular Taranaki coastline and is truly a cycling event like no other.

Tāpoi Taranaki is the creation of Suzanne McCarthy and Mark Turner who launched the successful Coastal Five running event in Taranaki in 2021. Suzanne and Mark’s vision is to create world class endurance events in Taranaki and build the region’s profile as a lifestyle destination.

The ambition is to launch a new cycling challenge in Taranaki that would appeal to locals and visitors alike. “After living overseas and coming back to Taranaki, you can appreciate that it’s a hidden gem with so much to offer adventurous Kiwis who are keen to get out there and explore their own backyard. We want to showcase this natural playground to the rest of New Zealand while creating a cycling event that the Taranaki community can really own. We’ve had great support from the local Council and businesses who are working with us to ensure the event offers an awesome experience for the cyclists, families and local community”, says Race Director, Suzanne McCarthy.

By fusing the spectacular scenery on offer in Taranaki with an innovative new cycling challenge, the event hopes to attract 800 participants in it’s first year, building on the previous success of the Around the Mountain Challenge.

Mark Turner comments: “Whether you’re a serious cyclist and want to compete for the overall title, or if you just want to set yourself a new challenge, we have something for everyone. The event kicks off from TSB Stadium from 6:00am on Saturday 28th January with the first finishers expected at 10:30am and the final competitor at 4:00pm. Rogan Street will be closed for the race so we’re aiming to create a fun atmosphere where you can dress up, cheer on the cyclists, and get amongst the local festival-like vibe.

Appendix 3



RCA consent (eg CAR/WAP) and/or RCA contract reference

TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM

Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.

Organisations /TMP reference	TMP reference: T22553 - Multisport - Around the Mountain Cycle Race	Contractor (Working space): Tapoi Taranaki	Principal (Client): Tapoi Taranaki		
		Contractor (TTM): TMS	RCA: New Zealand Transport Agency New Plymouth District Council South Taranaki District Council Stratford District Council		
Location details and road characteristics	Road names and suburb	House no./RPs (from and to)	Road level	Permanent speed	

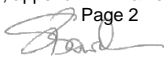
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 Stephen Bowden
 STMS Number 112296

 31 October 2022



RCA consent (eg CAR/WAP) and/or RCA contract reference

Rogan Street	RP 0.000 to 0.397	L1	50km/hr
Ridge Lane	0.214 to 0.245	L1	50km/hr
Gover Steet	0.317 to 1.012	L1	50km/hr
Liadet Street	0.320 to 0.490	L1	50km/hr
Fillis Street	0.314 to 0.333	LV	50km/hr
Gilbert Street	0.406 to 0.461	L1	50km/hr
Cameron Street	0.553 to 0.631	L1	50km/hr
Bell Street	0.000 to 0.080	L1	50km/hr
Pendarves Street	0.410 to 0.458	L1	50km/hr
Lemon Street	0.245 to 0.303	L1	50km/hr
Dawson Street	0.505 to 0.680	L1	50km/hr
Devon Street West	0.945 to 1.038	L1	50km/hr
Vivian Street	0.000 to 0.058	L1	50km/hr
Powderham Street	0.000 to 0.060	LV	50km/hr
Morley Street	0.854 to 0.945	L1	50km/hr
Carthew Road	0.000 to 0.094	LV	50km/hr
Old South Road	0.000 to 0.093	LV	50km/hr
Victoria Street	0.426 to 0.679	LV	50km/hr
Riverside Drive	0.188 to 0.208	LV	50km/hr
Egmont Street	13.604 to 13.583	LV	50km/hr
Manaia Road	0.000 to 0.225	LV	100km/hr
Manaia Road (1 Northh of Opunake Road)	0.000 to 0.225	LV	100km/hr
Opunake Road	11.886 to 12.424	LV	100km/hr
Pembroke Road (2 Rural)	3.341 to 3.688	LV	100km/hr
Cardiff Rod	4.135 to 4.466	LV	100km/hr
Monmouth Road	0.000 to 0.159	LV	100km/hr
Kent Road	0.164 to 0.089	LV	100km/hr
Coronation Avenue	0.000 to 0.065	L1	50km/hr

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	State Highway 3	003-0240-B/0.518 to 003-0241-B/0.921 (Eliot St/Coronation Ave) 003-0269-B/7.845 to 003-0269-B/8.273 (Mountain Rd) 003-0240-B/2.440 to 003-0240-B/2.615 (Junction Rd) 003-0240-B/4.366 to 003-0240-B/5.880 (Junction Rd) 003-0240-B/9.187 to 003-0240-B/9.552 (Junction Rd) 003-0240-B/9.113 to 003-0240-B/9.607	L1	100km/hr. 70km/hr. 50km/hr.
	State Highway 45	045-0000-I/0.190 to 045-0000-I/0.456 (Leach St) 045-0000-D/1.170 to 045-0000-D/1.821 (Powderham St) 045-0000-D/1.745 to 045-0000-D/1.828 (Vivian St) 045-0000-B/1.913 to 045-0000-B/2.107 (Devon St West) 045-0015-B/11.400 to 045-0015-B/11.580 (South Rd/Carthew Rd) 045-0048-B/14.089 to 045-0048-B/14.257 (Tasman St) 045-0048-B/16.217 to 045-0048-B/16.434	L1	100km/hr. 70km/hr. 50km/hr.
Traffic details (main route)	AADT Various	Peak flows 07:00 – 09:00 and 16:00 – 18:00 Monday to Friday		
Description of work activity				

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RCA consent (eg CAR/WAP) and/or RCA contract reference

Taranaki Cycle Challenge

This event will be held on Saturday the 28th January 2023, as follows:

- Around The Mountain (148km): 06: 00am start time
- The Pinnacle (233km): 07:30am start time
- Te Kiri Challenge (233km): 11:00am start time

VMS Boards must be installed the night before the event begins, and must be in place the day of the event.

- VMS Board 1: Will be placed on Manaia Road heading towards Dawson Falls
Messages to be displayed during the event: "Road Closed to Dawson Falls" and "Cycle Race in Progress".
- VMS Board 2: Will be placed on Pembroke Road heading towards the Mountain House
Messages to be displayed during the event: "Please drive carefully" and "Cycle Race in Progress".
- VMS Board 3: Will be placed on Egmont Road heading towards the visitors centre
Messages to be displayed during the event: "Road Closed to Visitors Center" and "Cycle Race in Progress".

Prizegiving will be held in the Event Village at TSB Stadium at 4:00pm.

Planned work programme

Start date	28 th January 2023	Time	1:00am	End date	28 th January 2023	Time	11:00pm
Consider significant stages, for example:	<ul style="list-style-type: none"> • road closures • detours • no activity periods. 						
	A 50km/hr. Temporary Speed Limit is to be installed with Hazard signs (TW 2) and 'Cycle Race' supplementary signs (TW 2.13.1) at each transition point. Cyclists must obey normal road laws e.g. Giveaway rules for traffic at intersections, riding on the left hand side of the road etc. Sites will be attended by Marshals, and all sites to be uninstalled/removed completely from the road as soon as the last cyclists has completed the section.						

Alternative dates if activity delayed	TBA						
--	-----	--	--	--	--	--	--

Road aspects affected (delete either Yes or No to show which aspects are affected)

Pedestrians affected?	No	Property access affected?	No	Traffic lanes affected?	Yes
Cyclists affected?	No	Restricted parking affected?	No	Delays or queuing likely?	No

Proposed traffic management methods





RCA consent (eg CAR/WAP)
and/or RCA contract reference

<p>Installation <i>(includes parking of plant and materials storage)</i></p>	<p>Before leaving for site:</p> <ul style="list-style-type: none"> - All required equipment will be loaded onto the installation vehicle in the correct order for offloading. - The STMS is to check and record that all equipment is in acceptable condition. - Vehicle on road compliance and equipment is to be confirmed at this time and documented. <p>Prior to installation the STMS is to carry out the following at a pre-arranged meeting point:</p> <ul style="list-style-type: none"> - Identify site specific issues & all potential hazards etc. that need to be addressed and documented & Amendments to the TMP will be adjusted if required. - Other environmental factors that could distract road users - Weather conditions that can affect sign visibility - Work crews will be instructed how to enter/exit site. - Confirm understanding of TTM crew roles. <p>Installation procedure: Installation equipment/personnel L1 roads.</p> <p>A single installation vehicle fitted with amber flashing beacons and a T1A sign and RD6 on the rear with a driver and 2 crew members.</p> <ul style="list-style-type: none"> - Install signage on side roads after pre-site check if required. - Install left hand signs starting with the advanced warning sign (also side friction cones if required). - Loop. - Install signs on opposite side of the road and delineation if required. - Install initial taper, Safety Zone Delineations & Taper End Treatments if required. <p>Before contractors enter the worksite the STMS will conduct a site check to confirm the site is:</p> <ul style="list-style-type: none"> - Safe and any issues are recorded. - Additional hazards have been identified plans have been put in place to mitigate them. - All signs are clear and visible to the road users. - Any redundant equipment is to be removed from site. <p>Note: Vehicles are to loop at designated roads advised by the onsite STMS. Upon completion of the installation, the STMS will make a drive through check of the site.</p>
<p>Attended (day)</p>	<p>The correct site plan will be selected for the site, while providing a safe and clear work zone an allowing the best possible traffic flow through the site.</p> <p>The site will be attended during the day by a minimum Level 1 STMS.</p> <p>All staff on the site shall be briefed on the Traffic Management requirements before any work on the site will begin.</p> <p>A site meeting is to be held at the start of each day where all hazards and mitigation measures are to be discussed. This will be noted in the site documentation and signed by all staff and subcontractors on site.</p> <p>Sites will be attended by race marshals and are to be removed once the last runner has completed the stage.</p>

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RCA consent (eg CAR/WAP) and/or RCA contract reference

Attended (night)	<p>Sections run during the night will be treated the same as “Attended (night)”.</p> <p>Please note: At any time Manual Traffic Controllers (MTC’s) are to be used in low light situations, artificial lighting is required to illuminate the working space, safety zones, all plant and all MTC’s on site.</p> <p>The lights must be positioned as not to blind/dazzle road users. Where arrow boards are to be used, bulbs must also be dimmed as to not blind/dazzle road users.</p> <p>Sites will be attended by race marshals, and will be removed once the last runner has completed the stage.</p>
Unattended (day)	<p>Where the Temporary Traffic Management is to be left unattended, the site is to reduced in size as much as possible with the removal of any unnecessary signs and cones.</p> <p>Anything that is left will be removed out of the live lane as much as possible and will be left barricaded and/or coned off.</p> <p>All unattended sites will be checked by the STMS prior to leaving to ensure that it is complies with CoPTTM requirements. This will be noted within site documentation.</p> <p>“No Parking” signs/cones may be left out during this period in anticipation for times where on-street parking may cause issues with the event.</p>
Unattended (night)	<p>All “Unattended (night)” sites are to be treated the same as “Unattended (day)” sites.</p> <p>“No Parking” signs/cones may be left out during this period in anticipation for times where on-street parking may cause issues with the event.</p>
Detour route	<p>No detour required for this event.</p>
	<p>Does detour route go into another RCA’s roading network? Yes No (delete either Yes or No) If Yes, has confirmation of acceptance been requested from that RCA? Yes No (delete either Yes or No) Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.</p>
Removal	<p>All Traffic Management equipment will be removed following the last rider along the path of the race. Removal procedure will be completed in sections, Starting with the last sign placed to be removed first, followed by the remainder of signs in anti-clockwise order of layout.</p> <p>The STMS will carry out a final check of the site and complete the on-site record to record when the site was disestablished.</p>

Proposed TSLs (see TSL decision matrix for guidance)

	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 (List speed, length and location)	Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or traffic management diagrams)
	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p style="color: red; font-weight: bold; font-size: 1.2em;">APPROVED</p> <p style="color: red; font-size: 0.8em;">CAR E096955 Stephen Bowden STMS Number 112296 31 October 2022</p> </div>			



RCA consent (eg CAR/WAP) and/or RCA contract reference

<p>Attended day/night</p>	<p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 82m situated between RP 0.346 and RP 0.428 on Gover Street.</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 166m situated between RP 045-0000-I/0.265 and RP 045-0000-I/0.431 on State Highway 45 (Leach St).</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 72m situated between RP 0.370 and RP 0.442 on Liardet Street.</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 74m situated between RP 045-0000-I/1.305 and RP 045-0000-I/1.379 on State Highway 45 (Vivian St).</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 75m situated between RP 0.555 and RP 0.630 on Dawson St</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 33m situated between RP 045-0000-I/1.795 and RP 045-0000-I/1.828 on State Highway 45 (Vivian St).</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 51m situated between RP 045-0000-D/1.770 and RP 045-0000-D/1.821 on State Highway 45 (Powderham St).</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 43m situated between RP 0.852 and RP 0.895 on Morley St.</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 190m situated between 045-0015-B/11.451 and 045-0015-B/11.530 on State Highway 45 (South Road/Carthew Rd).</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 43m situated between RP 0.000 and RP 0.043 on Old South Rd.</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 44 situated between RP 0.000 and RP 0.044 on Carthew Rd.</p>	<p>1:00am to 11:00pm</p>	<p>28/01/2023</p>	<p>TMD 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18</p>
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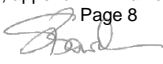
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 045-0015-B/11.451
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 STMS Number 112896

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RCA consent (eg CAR/WAP) and/or RCA contract reference

<p>Attended day/night</p>	<p>A temporary maximum speed limit of 50km/h is hereby fixed for motor vehicles travelling over the length of 92m situated between RP 045-0048-B/14.123 and RP 045- 0048-B/14.215 on State Highway 45 (Tasman St).</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 75m situated between RP 0.000 and RP 0.075 on Manaia Rd (1 North of Opunake Rd).</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 105m situated between RP 0.000 and RP 0.105 on Manaia Rd (South of Opunake Rd).</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 238m situated between RP 12.036 and RP 12.274 on Opunake Rd.</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 197m situated between RP 3.416 and RP 3.688 on Pembroke Rd (2 Rural).</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 76m situated between RP 4.390 and RP 4.466 on Cardiff Rd.</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 202m situated between RP 4.097 and RP 4.293 on Monmouth Rd (West of SH3).</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 84m situated between RP 0.000 and RP 0.084 on Monmouth Rd (West of SH3).</p> <p>A temporary maximum speed limit of 50km/h is hereby fixed for motor vehicles travelling over the length of 160m situated between RP 003-0269-B/7.920 and RP 003-0269-B/8.123 on State Highway 3 (Mountain Rd).</p>	<p>1:00am to 11:00pm</p>	<p>28/01/2023</p>	<p>TMD 1 ,2, 3, 4, 5, 6, 7, 8, 9,10, 11, 12, 13, 14, 15, 16, 17, 18</p>
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RCA consent (eg CAR/WAP) and/or RCA contract reference

<p>Attended day/night</p>	<p>A temporary maximum speed limit of 50km/h is hereby fixed for motor vehicles travelling over the length of 160m situated between RP 003-0240-B/0.606 and RP 003-0240-B/0.871 on State Highway 3 (Coronation Ave).</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 78m situated between RP 0.000 and RP 0.036 on Bell St.</p> <p>A temporary maximum speed limit of 30km/h is hereby fixed for motor vehicles travelling over the length of 265m situated between 003-0240-B/0.606 and 003- 0240-B/0.871 on State Highway 3 (Coronation Ave).</p>	<p>1:00am to 11:00pm</p>	<p>28/01/2023</p>	<p>TMD 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18</p>
<p>Unattended day/night</p>	<p>Not Required</p>			
<p>TSL duration</p>	<p>Will the TSL be required for longer than 12 months? <i>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</i></p>			<p>Yes No</p>
<p>Positive traffic management measures</p>				
<p>Required measures:</p> <ul style="list-style-type: none"> - Reducing the spacing of delineation devices. <p>Additional measures available to the STMS:</p> <ul style="list-style-type: none"> - Side friction by the use of cones or other delineation devices narrowing lane widths (as per existing or Temporary Speed Limit) prior to or adjacent to the working space. - Placing of cones on the edge line from the TSL to the initial taper. - When approaching the MTC position, the cone threshold is an example of side friction. <p>Delineation offset (Cones in a channel must be offset by a minimum of 10m where the direction changes to allow for heavy vehicles to manoeuvre without hitting the cones. On all cone thresholds, 10m must be left between the closure and the cone threshold to allow for heavy vehicles to manoeuvre). Refer to C8.2.12</p>				
<p>Contingency plans</p>				

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<p>Generic contingencies for:</p> <ul style="list-style-type: none"> major incidents incidents pre planned detours. <p><i>Remove any options which do not apply to your job</i></p>	<p>Major Incident</p> <p>A major incident is described as:</p> <ul style="list-style-type: none"> Fatality or notifiable injury - real or potential Significant property damage, or Emergency services (police, fire, etc) require access or control of the site. 	<p>Actions</p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> stop all activity and traffic movement secure the site to prevent (further) injury or damage contact the appropriate emergency authorities render first aid if competent and able to do so notify the RCA representative and / or the engineer under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so Comply with any obligation to notify WorkSafe.
	<p>Incident</p> <p>An incident is described as:</p> <ul style="list-style-type: none"> excessive delays - real or potential minor or non-inquiry accident that has the potential to affect traffic flow structural failure of the road. 	<p>Actions</p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> stop all activity and traffic movement if required secure the site to prevent the prospect of injury or further damage notify the RCA representative and / or the engineer STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.
	<p>Detour</p> <p>If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:</p> <ul style="list-style-type: none"> excessive delays when using an alternating flow design for TTM redirecting one direction of flow and / or total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. <p>The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.</p> <p>The detour and route must be designed including:</p> <ul style="list-style-type: none"> pre- approval form the RCA's whose roads will be used or affected by the detour route ensure that TTM equipment for the detour - signs etc are on site and pre-installed. 	<p>Actions</p> <p>When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:</p> <ul style="list-style-type: none"> Notify the RCA and / or the engineer when the detour is to be established Drive through the detour in both directions to check that it is stable and safe Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.

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		Note also the requirements for no interference at an accident scene: In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:		
		<ul style="list-style-type: none"> • save a life of, prevent harm to or relieve the suffering of any person, or • make the site safe or to minimise the risk of a further accident; or • maintain the access of the general public to an essential service or utility, or • prevent serious damage to or serious loss of property, or • follow the direction of a constable acting in his or her duties or act with the permission of an inspector. 		
Other contingencies to be identified by the applicant <i>(i.e. steel plates to quickly cover excavations)</i>	Emergency Services: - Emergency Services will be given priority at all times and assisted where possible through the closure. The STMS on site will ensure emergency services priority.			
	The use of Manual Traffic Controllers in low light situations: - At any time Manual Traffic Controllers (MTC's) are to be used in low light situations, artificial lighting is required to illuminate the working space, safety zones, all plant and all MTC's on site. - The lights must be positioned as not to blind/dazzle road users. Where arrow boards are to be used, bulbs must also be dimmed as to not blind/dazzle road users.			
	Spills: - The STMS will suspend all works and the spill will be contained using the onboard Spill Kits, Emergency TTM will be installed as required. The STMS will also call 0800 USPILL.			
	Works running late: An extended end time has been applied for as a contingency should the event run late. Should this contingency time need to be extended for any reason, the STMS must: 1) Contact Day/Night Shift Supervisors (0800 630 7200) 2) Notify TMC for the affected network. 3) Call 0800 Jammed to advise public of issues			
Authorisations				
Parking restriction(s) alteration authority	Will controlled street parking be affected?	Yes No	Has approval been granted?	Yes No
Authorisation to work at permanent traffic signal sites	Will portable traffic signals be used or permanent traffic signals be changed?	Yes No	Has approval been granted?	Yes No
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	Yes No	Has approval been granted?	Yes No
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	Yes No	Has approval been granted?	Yes No
Authorisation to use portable traffic signals	Make, model and description/number			
	NZTA compliant?	Yes No	<i>(delete either Yes or No)</i>	
EED				
Is an EED applicable?	Yes No <i>(delete either Yes or No)</i>	EED attached?	Yes	

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Delay calculations/trial plan to determine potential extent of delays	
Delays will be kept to a minimum as Stop/Go will only be in place as cyclists cross the road. RCA to advise if delay calculations are required.	
Public notification plan	
Newspapers have been used to notify the wider public, along with the distribution of flyers throughout the wider communities. The event has also largely been discussed and advertised on https://tapoitaranaki.co.nz/	
Public notification plan attached?	No
On-site monitoring plan	
Attended (day and/or night)	STMS to check the site prior to the start of work and document the times that the site layout was started, when it was completed, and also the times any Temporary Speed Limits were erected. The STMS is to remain on site at all times, unless carrying out checks of which
Unattended (day and/or night)	The site will not be left unattended.
Method for recording daily site TTM activity (eg CoPTTM on-site record)	
STMS will use and complete CoPTTM's On-Site Record (attached).	
Site safety measures	
<ul style="list-style-type: none"> - All Traffic Management staff will be in communication at all times via radios. Should distance or lack of signal be an issue, mobile phones will be utilised. - All permanent signage that no longer applies during the work phase must be covered to avoid confusion. - Advance Warning and Protection leading into the site/event will be implemented. - Mobile vehicles will be fitted with Amber Flashing Beacons. - Sites will always be implemented in accordance with the 'Code of Practice'. - All TTM signage and equipment on used site will be compliant with CoPTTM 4th Edition, Section B. - All TTM signage must be removed upon completion of the section. 	
Other information	
<ul style="list-style-type: none"> - All TMP changes are to be recorded immediately on the CoPTTM On-Site Record. - Should any significant changes be required, the STMS will contact the TMC immediately to seek permission for the proposed changes. 	

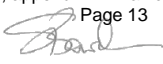
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Site specific layout diagrams					
Number	Title				
TMD 1	Start finish overview				
TMD 2	Rogan St Close Up				
TMD 3	Coronation Ave Close Up				
TMD 4	Gover Street to SH45				
TMD 5	SH45 Past Council Building				
TMD 6	SH45 through Dawson Street				
TMD 7	SH45 through to Devon Street				
TMD 8	Okato Roundabout				
TMD 9	Opunake Section				
TMD 10	Te Kiri Hall Start Point				
TMD 11	Opunake/Manaia Road Intersection				
TMD 12	Dawson Falls Entrance				
TMD 13	Dawson Falls Top				
TMD 14	Mountain House Entrance				
TMD 15	Mountain House Top				
TMD 16	Cardiff/Monmouth/Pembroke Intersection				
TMD 17	Visitors Center Entrance				
TMD 18	Visitors Center Top				
F4.10	Inspection Activities				
F4.4	Mobile Operations				
F4.7	Mobile Operations				
Contact details					
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	Tapoi Taranaki Suzanne McCarthy	027 206 3936			

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TMC	Waka Kotahi Neville Boag	027 471 0823	47422	STMS (A,B)	09/12/24	
	New Plymouth District Council Luke Snellgrove	027 858 4600	75269	STMS L1 R	18/11/23	
	South Taranaki District Council Caroline Kuklinski	027 689 0022	68354	STMS (A,B) NP R	25/05/25	
	Stratford District Council Stephen	027 426 5515	112296	STMS (A,B) NP R	16/07/24	
Engineers' representative						
Contractor	Tapoi Taranaki Suzanne McCarthy	027 206 3936				
STMS	Thomas Henderson	027 825 2271	140146	STMS L1	01/12/23	
	Kim Vollmer	027 231 0878	1166587	STMS L1	14/05/24	
TC	TBA					
Others as required						
TMP preparation						
Preparation	K VOLLMER	5/08/22		116587	STMS L1	14.05.24
	<i>Name (STMS qualified)</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
This TMP meets CoPTTM requirements			Number of diagrams attached			
TMP returned for correction (if required)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Engineer/TMC to complete following section when approval or acceptance required						
Temporary safety barrier system	The attached temporary road safety barrier design has been independently reviewed as being fit for purpose				Yes No Not required	
TMP Approved						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Acceptance by TMC (only required if TMP approved by engineer)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Qualifier for engineer or TMC approval						

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RCA consent (eg CAR/WAP) and/or RCA contract reference	
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Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.

This TMP is approved on the following basis:

1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.
3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.
4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.

Notification to TMC prior to occupying worksite/Notification completed

Type of notification to TMC required		Notification completed	Date	<input type="text"/>
			Time	<input type="text"/>

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TMP or generic plan reference

Worksite monitoring

TTM to be monitored and 2 hourly inspections documented below.

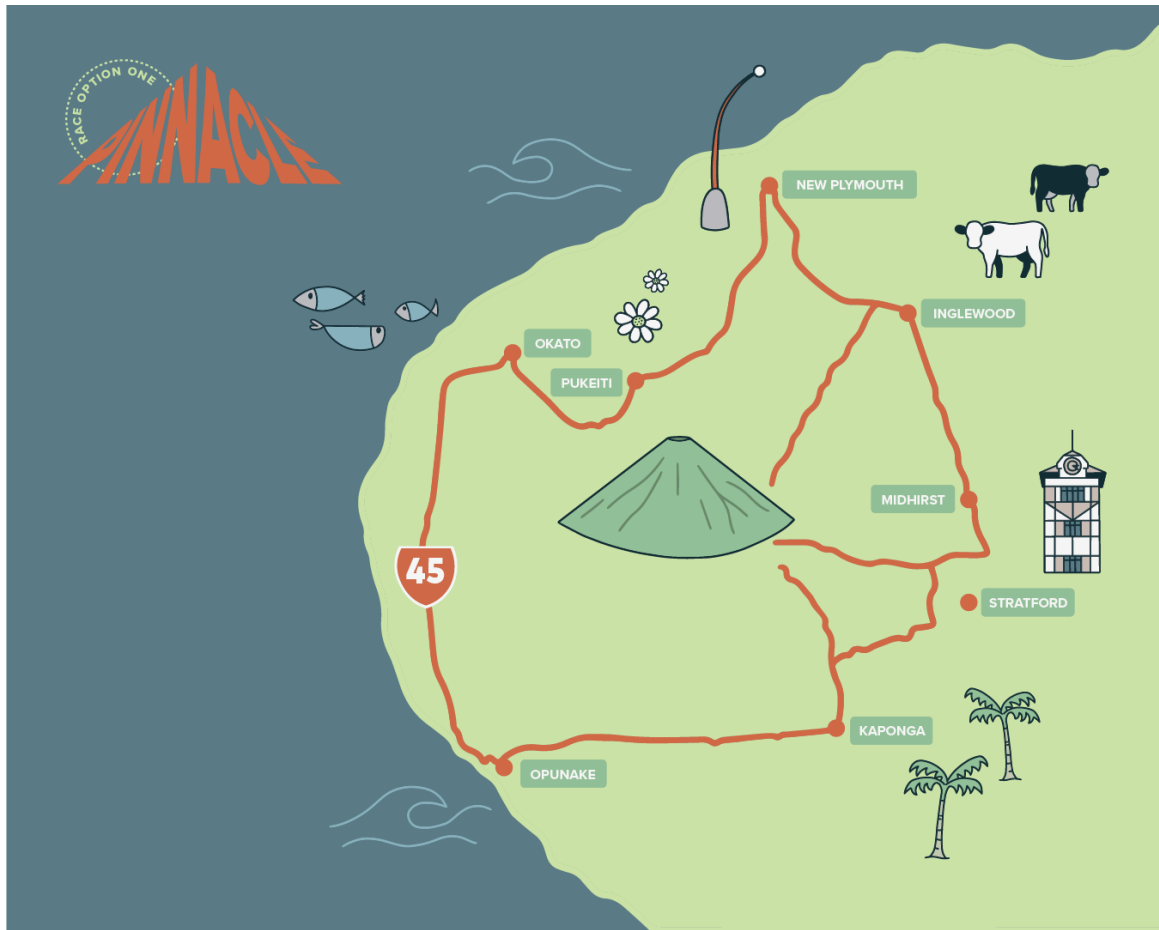
Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs positioned as per TMP?							
Conflicting signs covered?							
Correct delineation as per TMP?							
Lane widths appropriate?							
Appropriate positive TTM used?							
Footpath standards met?							
Cycle lane standards met?							
Traffic flows OK?							
Adequate property access?							
Barrier deflection area is clear?							
<i>Add others as required</i>							
Time inspection completed:							
Signature:							
Comments:							
Time	Adjustment made and reason for change						

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TMP or generic plan reference



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Appendix 4

World Multisport Events

Tāpoi Taranaki



Tāpoi Taranaki

Safety Management Plan

2022

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Additional Documents Available on Request :

- Traffic Management Plan
- Marshal Plan
- Crowded Spaces Self-Assessment

Health and Safety Policy

World Multisport Events is committed to the safety of staff, volunteers, contractors and participants. There are many hazards that exist in the outdoor environment, and the nature of these events exposes people to these hazards. A proactive approach is taken to identify the hazards and manage them appropriately. Elimination of natural hazards is often not possible. Outdoor events by definition exposes people to risk, both real and perceived.

World Multisport Events will:

- Assess the skillset of workers (including volunteers) to determine whether they have the appropriate skills and experience for the task they are assigned
- Provide training to workers where required
- Communicate expectations to workers clearly
- Take all practicable steps to ensure the safety of workers at the event
- Ensure that staff have all the necessary safety equipment
- Comply with any legislation regarding health and safety, and any other regulatory requirements such as relevant codes of practice

World Multisport Events requires its workers to:

- Take all practicable steps to ensure their own safety and the safety of others involved in World Multisport Events.
- Work in a responsible manner, and use all safety equipment provided
- Clearly communicate to World Multisport Events directors if they feel they do not have the skills for any task
- Proactively identify hazards and work to manage them

All operations of the World Multisport Events and its employees and contractors shall be in compliance with the Health and Safety at Work Act 2015(HSWA). This act promotes the health and safety of everyone at work, and of other people in or around places of work. It requires employers to take all practicable steps to identify, communicate, manage and/or eliminate any hazards in the workplace which may cause harm or injury to customers, employees, contractors or other people. It recognises that employees and contractors have a valuable role to play in this process, and that they should be included in health and safety processes. World Multisport Events supports these aims unreservedly, and will make every effort to include both employees and contractors in the health & safety decision making process.

Safety is the responsibility of the event management and any employees, volunteers and contractors.

Name: Suzanne McCarthy Position: Director

Signature:   Date: 10/08/2022

Name: Mark Turner Position: Director

Signature:   Date: 10/08/2022

World Multisport Events Safety Management Plan Document Control/Contact/Location

Document Control and Review	
Document Title	World Multisport Events Safety Management Plan
Version Number:	Version 2022
Effective Date:	8 August 2022
Review Period:	This Health and Safety Document & Policy will be reviewed annually
Policy Audience:	All Workers and Contractors
Responsible Role:	Event Director

Contact and Responsibility <i>see appendix 17 for full contact list</i>		
Key Personnel	Designation/Responsibility	Mobile Number
Mark Turner	Event Owner	027 212 6667
Suzanne McCarthy	Event Owner	027 206 3936

Company Details	
Company Details	World Multisport Events
	Company Number: 6316862
Physical Address	10 Aubrey Street, New Plymouth 4310
Postal Address	10 Aubrey Street, New Plymouth 4310
Phone Number	027 206 3936
Email	info@tapoitaranaki.co.nz

World Multisport Events Safety Management Plan
Event Details

Event Details	
Name of Event	Tāpoi Taranaki
Date of Event	28 January 2023
Location	Event Village: TSB Stadium, New Plymouth Cyclists Route: New Plymouth - Oakura/Pukeiti - Okato - Opunake - Kaponga - Midhurst - Inglewood - New Plymouth including out and back climbs up Taranaki Maunga via Manaia Road, Pembroke Road and Egmont Road.
Website	https://tapoitaranaki.co.nz
Expected Numbers	Athletes 500 Spectators 100 Volunteers 50
Description of Event	Tāpoi Taranaki is a cycling event with three distances: 1. 230km The Pinnacle 2. 148km Around the Mountain 3. 74km Half the Mountain
The Events	<p>THE PINNACLE The Pinnacle is arguably the toughest cycle event in New Zealand. With 230km of climbing and 3,200m of vertical gain this is not for the faint hearted. The route for the Pinnacle includes much of the Around the Mountain course plus the four climbs of the Egmont National Park - Pukeiti, Dawson Falls, Stratford and North Egmont.</p> <p>AROUND THE MOUNTAIN The 148km Around the Mountain event starts in New Plymouth and travels around the coast of South Taranaki before returning via State Highway 3.</p> <p>HALF THE MOUNTAIN The Half the Mountain course gives cyclists the option of a shorter event. It starts at Te Kiri and follows the same course as the Around the Mountain.</p>

Schedule

EVENT SCHEDULE	
Friday 27th January	
Time	Activity
2.00pm - 7.00pm	Rider Check-In and Late Entries
Edit	
Saturday 28th January	
Time	Activity
5.00am - 7.00am	Rider Check-In
6.00am	Race Start - Pinnacle Wave 3
6.45am	Race Start - Pinnacle Wave 2
7.00-7.20am	Race Start - Round the Mountain
7.30am	Race Start - Pinnacle Wave 1
10.00am	Event Village Opens
11.00am	Expected First Cyclist - Around the Mountain
11.10am	First cut-off point for the Pinnacle at corner of Opunake and Manuka Road
12.15pm	Second cut-off point for the Pinnacle on Cardiff Road at Pembroke
2.00pm	Expected First Cyclist for the Pinnacle
2.45pm	Third cut-off point for the Pinnacle at Lepper Road Upper, Inglewood
4.00pm	Prizegiving - Event Village
Edit	

SAFETY MANAGEMENT PLAN
Section 1 – Health and Safety Policy

Events Commitment to Safety Management Practices

The Tāpoi Taranaki & World Multisport Events operates in a diverse environment. Safety is of prime importance and The Event is committed to ensuring the health and safety of all workers, volunteers, athletes and contractors as documented in the Health and Safety Policy.

World Multisport Events will ensure compliance to health and safety legislation, regulation, relevant codes of practice, guidelines, safe operating procedures, standards and organisational requirements.

The World Multisport Events has an active and consultative commitment to all areas of health and safety management.

Event Commitment






World Multisport Events will;

- Set annual health and safety objectives.
- Comply with all relevant legislation, regulations, approved codes of practice, guidelines and industry standards of New Zealand.
 - Health and Safety at Work Act 2015
 - Gas and Electrical Standards including Electricity Act 1992
 - Traffic Management Plan in accordance with NZTA and COPTM
 - Accident Compensation Regulations 2002
- Ensure that all workers are made aware of, and understand the Health and Safety Policy and Procedures and are given reasonable opportunities to have an input into Health and Safety matters.
- Where applicable reward excellence in health and safety.
- Gain approval from New Plymouth District Council, South Taranaki, Stratford District Council and relevant authorities to operate the event

SAFETY MANAGEMENT PLAN
Section 1 – Health and Safety Policy

Objectives/Goals

SMART Health and Safety objectives and performance criteria are to be set and reviewed annually by the Event Director.

	<p>You goal should be as specific as possible and answer the questions: What is your goal? How often or how much? Where will it take place?</p>
	<p>How will you measure your goal? Measurement will give you specific feedback and hold you accountable.</p>
	<p>Goals should push you, but it is important that they are achievable. Are your goals attainable?</p>
	<p>Is your goal and timeframe realistic for the goal you have established?</p>
	<p>Do you have a timeframe listed in your SMART goal? This helps you be accountable and helps in motivation.</p>

2022/2023 Objectives:

1. Safety Meetings are held before the start and end of each day and documented
2. Incident Management – Any incidents are logged and reviewed post event.
3. Follow the Events Sector Voluntary COVID code

Compliance

World Multisport Events is committed to ensuring that all workers have adequate knowledge and specialist advice of current and relevant Health and Safety legislation, regulations, approved codes of practice, guidelines and industry standards to ensure compliance and an understanding of management responsibilities for health and safety.

This Health and Safety Operations Manual provides guidance, however where specialist advice is required it will be sought and initiated. Corrective actions will be developed where non-compliances are identified.

Communication of Health & Safety Policy

To ensure that all staff, volunteers and contractors are made aware of, and understand the Health and Safety Policy and Procedures for the event the following will be carried out:

- Completion of the Health and Safety Induction by all workers
- Attendance at the Volunteer briefing by all volunteers
- Induction of contractors when they come onto the venue.

SAFETY MANAGEMENT PLAN

Section 2 – Health & Safety Planning, Review and Evaluation

Health & Safety Planning, Review and Evaluation

The Safety Management Plan has been developed to meet the requirements of the Health and Safety at Work Act 2015 and supports continuous improvement of health and safety in the workplace, this will be carried out by World Multisport Events through planning, review and evaluation:

- Annually review health and safety objectives
- Annually review health and safety policies and procedures
- Review health and safety policies and procedures post ‘Notifiable injury or illness Injuries’ and ‘Potential Notifiable injury or illness Incidents’
- Review health and safety policies and procedures when any new legislation is introduced
- Review health and safety policies and procedures when any new codes of practice or guidelines are released

Review

World Multisport Events will review this safety management plan annually to ensure compliance to changes in Legislation, Regulations and Codes of Practice. They will also consider Industry Guidelines where relevant.

World Multisport Events will review this safety management plan after a notifiable injury or illness incident, potential notifiable injury or illness injury, a change in Safe Operating Procedures/Safe Work Procedures or introduction of new equipment.

Document Approval, Control and Filing

Any changes to the World Multisport Events Health and Safety Policy and Operating procedures are to be approved by the Event Director prior to release, they will be dated and have a version attached to ensure the control of outdated documents.

Master copies of all documents are available electronically and a hard copy will be available onsite during the event.

SAFETY MANAGEMENT PLAN
Section 3 – Worker Participation

Worker Participation in Health and Safety Management

To ensure that World Multisport Events workers and volunteers are engaged in health and safety. They are to be given an opportunity to participate in improving health and safety on an ongoing basis.

World Multisport Events will;

- Communicate health and safety matters to all staff and volunteers
- Allow staff and volunteers opportunities to give feedback on improving health and safety procedures

This is facilitated by;

- Documented monthly health and safety meetings for the 3 months prior to the event. For last 2 months a meeting will be held fortnightly.
- Onsite pre race meetings during event setup and the event itself
- Providing reasonable opportunities for workers to have an input into health and safety matters – includes during event, inductions and post event debrief
- Providing health and safety induction prior to the event each year (Induction Checklist). Refer to appendix 14 for staff contacts and induction information
- Briefing volunteers pre event on Friday 27 January 2023 - Location and time TBC.
- Event Debrief post event – February 2023

SAFETY MANAGEMENT PLAN

Section 4 – Hazard and Risk

Hazard and Risk Identification, Assessment and Management

The purpose of this section is to outline World Multisport Events approach to hazard management. It outlines the means of identifying hazards associated with the event.

It is World Multisport Events policy to identify hazards in the event. Identified hazards are then managed appropriately and controls are identified in the Risk Register.

World Multisport Events will;

- Systematically identify all existing and new hazards and determine likelihood and consequence of harm the hazard may cause, which will determine the level of risk.
- So far as is reasonably practicable, eliminate or minimise the hazards so as to reduce the risk as low as is reasonably practicable
- Ensure that all workers, volunteers and contractors are made aware of the hazards and hazard controls in their work area.
- Monitor the controls to ensure that an acceptable level of risk has been achieved.
- Review the control after the event and update documents where appropriate.
- Provide appropriate personal protective equipment (PPE) and adequate instruction for its use, inspection and maintenance
- Provide safe plant and equipment
- Provide for the safe handling and use of hazardous substances

Hazard Definition - A hazard is any activity, situation or substance that can cause harm or loss.

New Hazards

Any new hazard identified should be reported to the Event Director who will make a note of it and review it as part of the post event tasks.

Volunteers and event staff may need to make quick decisions regarding hazards and take quick actions to manage new hazards. Where possible the Event Director is notified to authorise these changes. In some cases, volunteers may have to use common sense to deal with a given situation.

This is included in the staff, volunteer and the competitor briefings

Risk Assessments and Management

Using the Risk Matrix below identify all your hazards and how they will be controlled. The risk matrix is used to assess the likelihood and consequence (potential harm) of the identified hazard.

The methodology below sets out how to assess and assign a risk rating based on likelihood (how likely is this hazard to happen) and potential harm (what harm may result). Controls are then put in place to reduce the risk.

Likelihood	Potential Harm				
	Insignificant	Minor	Moderate	Major	Critical
Almost certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

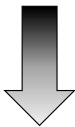
Potential Harm	Description of Harm	Likelihood	Description of Likelihood
Insignificant	No treatment required	Rare	Will only occur in exceptional circumstances
Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
Moderate	Injury requiring medical treatment or lost time	Possible	May occur within the foreseeable future, or within the project lifecycle
Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	Likely	Likely to occur within the foreseeable future or within the project lifecycle
Critical	Loss of life, permanent disability or multiple serious injuries	Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Controls will need to be in place before the activity is undertaken
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety

Control the Risk

1. List the hazards/risk you have identified
2. Rate their risk level
3. Detail the appropriate control measures you will implement to control the risk.

Note: Control measures should be implemented in accordance with the preferred hierarchy of control

Hierarchy of Controls	
Most effective  Least Effective	Elimination: Remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Engineering control: making an event safer separate people from the hazard (e.g. safety barrier)
	Administration: putting rules, signage or training in place to make the event safer (e.g. Induction, route plan, safety training)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. Helmets, mouth guards, high-vis)

2022 - Agenda - Policy & Services - November Open - Decision Report - Proposed Road Closure - Tapoi Taranaki Cycle Event

		Before Controls are in place			Level of Control					After Controls are in place			Management of Risk		
What could go wrong		Potential Harm	Likelihood	Risk Level	Eliminate	Substitute	Engineer Control	Admin Control	PPE	Controls	Potential Harm	Likelihood	Risk Level	Person responsible	What will we do if it happens?
Hazard or Risk Identified	Impact of the Risk	Insignificant Minor Moderate Major Critical	Rare Unlikely Possible Likely Almost Certain	Low Medium High Extreme						How will we prevent it?	Insignificant Minor Moderate Major Critical	Rare Unlikely Possible Likely Almost Certain	Low Medium High Extreme		
Sunburn/heat exhaustion Athlete fatigue	Sunburn Heat stroke Dehydration Collapsed athlete	Major	Possible	High			✓	✓		<ul style="list-style-type: none"> ● Sunscreen at water stations on cycle course. ● First aiders available ● Water to be made available to all event team and volunteers ● Sunscreen to be provided to all event team and volunteers ● Participants told to be prepared for all weather ● Athlete cut off time imposed on course ● Any athletes wishing to withdraw during the event will be picked up by the course crew from the nearest aid station. 	Critical	Unlikely	High	<ul style="list-style-type: none"> ● Event Director ● Course Manager 	<ul style="list-style-type: none"> ● Onsite race day medical support. ● Isolate area to ensure no further harm
Adverse weather conditions	Course requiring changes due to unsafe conditions for athletes	Moderate	Possible	High	✓			✓		<ul style="list-style-type: none"> ● Weather to be monitored in the lead up to the race. ● Contingency Committee for event will meet daily in the 3 days leading up to the event to monitor the weather and decide if any contingencies need to be put in place. 	Minor	Possible	Medium	Contingency Committee	<ul style="list-style-type: none"> ● Contingency plan. ● Onsite medical or 111 for an emergency
Cold Weather	<ul style="list-style-type: none"> ● Hypothermic participants or workers and requiring medical treatment and/or hospitalisation ● Negative experience at event 	Major	Unlikely	Medium			✓	✓	✓	<ul style="list-style-type: none"> ● Event held in mid-summer ● Manager workers hours and exposure to elements of cold weather ● Weather monitored for cold and athletes warned to wear clothing for the conditions ● Pick-up vehicles driving course to collect athletes as they withdraw 	Major	Unlikely	Medium	<ul style="list-style-type: none"> ● Event Director ● Course Manager ● Medical team ● Participant 	<ul style="list-style-type: none"> ● Onsite medical team and hospital treatment if required. ● Reduce course if assessed by Contingency Committee and decided too dangerous

Inability to attract or retain volunteers	Reduced number of volunteers available for event	Major	Possible	High			✓	<ul style="list-style-type: none"> ● Determine roles and numbers early in planning phase ● Ensure volunteers are looked after on event day ● Promote the role of the volunteers in media 	Major	Rare	Low	<ul style="list-style-type: none"> ● Volunteer Manager ● Event Director 	Move volunteers from another lower responsibility into key positions. Recruit short term labour to cover key positions.
Volunteer drop out / 'no show'	Not enough volunteers to fill all roles at the event	Major	Likely	High		✓	✓	<ul style="list-style-type: none"> ● Recruit in excess of requirement ● Recruit through organisations (use organisations to manage attendance) ● Assign a 'manager' within each group ● Pool of multi tasked 'senior marshals' ● Quality pre-event briefing (include weather related) 	Minor	Possible	Medium	<ul style="list-style-type: none"> ● Volunteer Manager ● Event Director 	Move volunteers from another lower responsibility into key positions. Use pool of 'spare' volunteers to be moved into other position.
Electrical equipment onsite	Electrocution Electrical Fault	Critical	Unlikely	High	✓		✓	<ul style="list-style-type: none"> ● All equipment to have current testing certification 	Critical	Rare	Medium	<ul style="list-style-type: none"> ● Venue Manager ● Electrician ● Event Director 	<ul style="list-style-type: none"> ● Isolate power and area until power is de-energised. ● Use onsite first aid or call 111 for medical emergency ● Contact WorkSafe if required
Large structures onsite Pop Up Tents Finish Arch	Structure collapsing or being affected by wind gusts and injuring person	Major	Possible	High			✓	<ul style="list-style-type: none"> ● Pop up tents to be weighted down prior to event in operation. 	Major	Rare	Medium	<ul style="list-style-type: none"> ● Event Director ● Venue Manager 	<ul style="list-style-type: none"> ● Disassemble any tents that are threat or have been blown in the wind ● Onsite medical team or 111 in an emergency

General Waste	<ul style="list-style-type: none"> ● Rubbish left at venue ● Event doesn't comply with Council consent 	Moderate	Almost Certain	High	✓	✓	✓	<ul style="list-style-type: none"> ● Rubbish and recycling options available at all venues and aid stations ● Highlight in athlete briefing notes that littering is prohibited and appropriate rubbish and recycling bins located at all venues and aid stations. ● Course and venues swept for litter post event 	Minor	Rare	Low	<ul style="list-style-type: none"> ● Course Director ● Event Director ● Waste Management 	<ul style="list-style-type: none"> ● Litter to be picked up from the location by staff or volunteers ● Course sweep will occur after the event ● Communication with affected party to ensure that they are happy with the area once cleaned
Exposed cords and other obstacles around the venue	Slips, trips and falls	Moderate	Almost Certain	High		✓	✓	<ul style="list-style-type: none"> ● Power cables covered ● Tent pegs to be covered or clearly visible 	Minor	Possible	Medium	<ul style="list-style-type: none"> ● Venue Manager ● Contractors ● Event Director 	<ul style="list-style-type: none"> ● Onsite race day medical support. ● Isolate area to ensure no further harm and amend as able to remove hazard
Striking an underground power line during setup	<ul style="list-style-type: none"> ● Electrocution resulting in significant injury or fatality ● Damage to power network ● Damage to equipment ● Cancellation of event due to worksafe investigation 	Critical	Possible	High	✓		✓	<ul style="list-style-type: none"> ● Powerlines to be marked out prior to setup ● Location of these to be included in staff and contractor inductions ● Event Director to monitor ● Contact details for person to isolate power 	Critical	Rare	Medium	<ul style="list-style-type: none"> ● Council ● Event Director 	<ul style="list-style-type: none"> ● Isolate power and area until power is de-energised. ● Use onsite first aid or call 111 for medical emergency ● Contact WorkSafe if required
Striking water system during setup	<ul style="list-style-type: none"> ● Damage to venue and infrastructure ● Damage to equipment ● Potential delay in start of festival ● Minor injury to persons ● Negative media attention 	Minor	Possible	Medium	✓		✓	<ul style="list-style-type: none"> ● Water to be marked out prior to setup ● Location of these to be included in staff and contractor inductions ● Event Director to monitor ● Contact details for person to isolate water 	Minor	Rare	Low	<ul style="list-style-type: none"> ● Council ● Event Director 	<ul style="list-style-type: none"> ● Isolate water and the affected area until remedied by water care services ● Use onsite first aid or call 111 for medical emergency ● Contact WorkSafe if required

Vehicle and bike collision on course	<ul style="list-style-type: none"> ● Injury to person which could be fatal ● Negative media attention ● WorkSafe investigation 	Critical	Possible	High		✓	✓	<ul style="list-style-type: none"> ● Event-wide communication system ● Participants and volunteers briefed prior to event day on safety and traffic awareness ● Volunteers all required to wear Hi-Viz vests while 'on course' and advised not to put themselves in harms way. ● Reduced speed in hazardous areas ● TMP in place for entire event 	Critical	Possible	High	Event Director	<ul style="list-style-type: none"> ● Onsite race day medical support ● Isolate area to ensure no further harm
Collision between cyclists	<ul style="list-style-type: none"> ● Injury to person which could be fatal ● Negative media attention ● WorkSafe investigation 	Critical	Likely	Extreme		✓	✓	<ul style="list-style-type: none"> ● Event-wide communication system ● Participants briefed prior to event day on safety and traffic awareness ● TMP in place for entire event 	Critical	Likely	High	Event Director	<ul style="list-style-type: none"> ● Onsite race day medical support ● Isolate area to ensure no further harm
Unknown medical conditions of athletes	<ul style="list-style-type: none"> ● Fatality ● Cardiac arrest etc ● Negative media attention ● Delay or disruption to event 	Critical	Possible	High		✓	✓	<ul style="list-style-type: none"> ● Volunteers and staff inductions to include information of what to do in a medical emergency. ● Onsite medical team with AED available ● Staff with first aid training ● Participants are asked to inform event of any known health conditions prior to event 	Critical	Possible	High	<ul style="list-style-type: none"> ● Workers ● Participants ● Event Director 	<ul style="list-style-type: none"> ● Follow athlete fatality procedure ● Isolate area ● Identify any new hazard that may have caused the fatality. ● Isolate and remedy to prevent any further risk. ● 111 for medical assistance then work with onsite medical staff ● Media policy to be implemented
Athlete taking a wrong turn on the course during any part of race	Missing and/or injured participant	Moderate	Possible	High		✓	✓	<ul style="list-style-type: none"> ● Athletes receive course information prior to starting. ● Course directional signage and marshal placement at critical intersections on cycle courses. 	Moderate	Unlikely	Medium	<ul style="list-style-type: none"> ● Course manager ● Participants ● Marshals on Course 	<ul style="list-style-type: none"> ● Refer to lost participant policy ● Onsite medical team or 111 in an emergency

SAFETY MANAGEMENT PLAN

Section 4 – Hazard & Risk

Traffic Management

A Traffic Management Plan (TMP) has been prepared by Traffic Management Solutions in consultation with the World Multisport Events and New Plymouth District Council. It will be implemented by Traffic Management Solutions to ensure that all reasonable efforts have been made to provide a safe course for the participants while providing for traffic movement during the event.

The TMP employs a range of techniques to achieve effective traffic management, including;

- For some sections there will be full road closures and other areas with managed traffic.
- There will be access for emergency and event vehicles during the event on closed road sections.
- Signage to provide effective direction;
- The use of event marshals to assist with traffic points, and to assist traffic that may need to access their business or residence

All businesses and residents along the course will be notified of the event and of any road closures through:

- A traffic advisory mail drop to all residents and businesses on the course or affected by the course, 6 months prior to the event and again a minimum of 7 days prior.

Volunteer marshals are stationed along the course at key intersections and potential hazardous areas.

Marshals are provided with a pre-event training and information session on Friday 19 November that details and explains their specific tasks on event day. Each marshal will wear a hi-viz jacket/vest and will be at least 18 years of age if working on a road.

Vehicle Movement Policy

Due to operational requirements vehicles moving within the event area during event build up and during event day is required.

During setup there will be a mixture of foot traffic and must be managed carefully by observing the following points;

- All vehicles required to move within event area must activate **hazard lights** at all times and restrict speed to no more than **5 kms** (appropriate signage to be placed at entrance to the venue)
- Any vehicle that must move among people must be preceded by a staff member walking in front to warn. Staff member must be wearing high visibility clothing.
- All drivers of **ANY** vehicle must hold the appropriate licenses/endorsements to operate the vehicle.
- All vehicles must possess a current Warrant of Fitness, Registration and be in an overall safe condition (refer Vehicle Check Form) in accordance with New Zealand laws.

SAFETY MANAGEMENT PLAN

Section 4 – Hazard & Risk

COVID 19 Planning

If New Zealand is at orange setting or higher the following will be carried out at this event to assist with management of COVID19. The Ministry of Health website and government requirements will be checked regularly for any changes. Key areas that will be included in the event planning:

1. Commitment to COVID-19 Ministry of Health Guidance
 - Regularly and consistently stay up to date with the Ministry of Health guidance.
 - This will be done by monitoring the Ministry of Health website: <https://www.health.govt.nz/>
2. Contact Tracing
 - Participants will be informed how contact tracing will be carried out at the event, why we are doing this and how long their information will be kept, the following statement will be included during the registration process:

“As an event we are following the Event Sector Voluntary Code and should the Ministry of Health and/or the District Health Board request participant details for contact tracing purposes we will supply this to them. This will include your Name, contact phone number and contact email. This information will only be supplied to the Ministry of Health should it be requested within 4 weeks of the event.”
 - This information will be collected for participants during the entry process, and so long as you can prove that a participant turned up on the day, this can be used as the contact tracing register for the participants. E.g. – cross checking your entry list with who has collected their race pack, or comparing to the timing as to whom has started/finish the event.
 - Volunteers and Spectators will be encouraged and reminded to carry out their own record keeping of their whereabouts, posters for the NZ Government COVID tracer App/QR code will be displayed around the event.
3. Retaining Records
 - Attendance records will be maintained for 4 weeks and can be later supplied to the Ministry of Health should they need to use them for contact tracing.
4. Health of Attendees
 - We will remind people attending the event to carry out good hygiene, this will be through signage at the event around registration areas and toilet facilities and will be included in pre-event information for staff and participants. Reminding everyone about washing their hands, coughing and sneezing into their elbow, not sharing equipment etc.
 - Volunteers and Spectators will be encouraged and reminded to carry out their own record keeping of their whereabouts, posters for the NZ Government COVID tracer App/QR code will be displayed around the event.
 - There will be sufficient facilities onsite for good hygiene practices, such as hand washing facilities, hand sanitizer, waste management etc.
 - Volunteers, spectators and participants will be reminded to stay home if they are unwell, this will be included in all pre-event information for staff and participants.
 - Any incidents will be recorded, including cases of people feeling unwell.

- If someone presents at the event, that has COVID19 symptoms they will be asked to leave the venue and the Ministry of Health will be contacted on 0800 358 5453.

It is important to note that at any time New Zealand could move to a new alert level, or the government could put restrictions on gathering numbers should an outbreak occur. The event organiser is committed to staying up to date with the latest information from the Government and Ministry of Health and will adjust plans where required to meet those restrictions or guidelines.

<https://covid19.govt.nz/>

<https://www.majorevents.govt.nz/resource-bank/covid-19-advice-for-event-organisers/>

Information Pre-event

COVID-19 information will be included in the event manuals for all participants.

Crowded Places Assessment

The nature of crowded places means they pose extra risks to people, as they can be a target for attacks. Everyone has a role to play in keeping crowded places safe, whether they are government officials, owners and operators of crowded places, community organisers or members of the public.

The New Zealand Government has developed this strategy to help owners and operators of crowded places protect the lives of people working in, using and visiting their crowded place.

A self-assessment was carried on this event, using the New Zealand Governments Self-Assessment Tool (see additional document) and the risk rating was 19 which equates to: *it seems likely that your location and attendees may not be highly attractive to would-be attackers.*

Given this self-assessment there will be no additional mitigations put in place for the event, aside from the fencing that is already in place around the finish line and transition areas.

Within the briefings we will include the NZ Police advice of:



SAFETY MANAGEMENT PLAN
Section 5 – Training & Briefings

Induction, Information, Training and Supervision

World Multisport Events is committed to ensuring that our workers and volunteers receive the appropriate training to do their job safely and are adequately supervised when doing their role. This includes Induction Training, Internal Safety Training and Specialised Training by external providers where applicable.

World Multisport Events we will provide workers with the information, training, instruction and supervision necessary to protect everyone from risks to their safety and health that may arise from our operations. We will ensure that workers receive appropriate training, including:

- Licencing/Qualification for the use of equipment and machinery
- Use of PPE where applicable
- Hazard identification, control and management
- Worker Health and Safety induction
- First Aid procedures
- Emergency procedures

Information Distribution

Health and Safety information is distributed to workers through:

- Worker Inductions and volunteer briefings prior to the event
- Pre-event safety meetings onsite
- Monthly (in the final three months leading up to the event) Health and Safety meeting minutes, to be saved and shared with management team.

SAFETY MANAGEMENT PLAN
Section 5 – Training & Briefings

Volunteer Briefing

All volunteers will be provided with event information including a timeline, job description information on what to wear/bring and information on locations and tasks that are required to be completed. Volunteers will be required to attend briefing on Friday 18 November (Location to be confirmed) prior to the event. At the briefing they will be given details on how to respond in an emergency situation and have the chance to ask any question relating to their role and tasks. If they cannot attend the briefing they will be given one on Sunday by their section leader.

External Safety Training

Where it is recognised that there are no workers with the skills or experience to provide specialised internal training, external training providers will be selected.

External Safety Training is provided to workers where it is required to carry out their job safely and to meet legislation requirement. The preferred training providers will ensure competency of trainees through written/oral test, certifications, or practical skill demonstrations.

Athlete Briefing

Athletes will receive general event information via email and website about safety and event details prior to arriving onsite. Additional to this we will hold safety briefings 15mins prior to each start which will give updated information on any changes or hazards that the athletes need to be aware of.

SAFETY MANAGEMENT PLAN

Section 6 – Contractors

Contractor Management

At times our activities and business operations will interact with other PCBU's. It is important that we so far as reasonably practicable, consult, cooperate and coordinate activities with all other PCBUs we share overlapping duties with.

Examples of how we will manage our shared /overlapping duties include but are not limited to;

- Consult with other PCBU's prior to an activity or interaction takes place by meeting prior to and discussing hazards and risks that relate to each party
- If new hazards are identified as a result of our interaction, we will jointly identify, document and mitigate the risk associated with the hazards
- Where possible directly prior to interacting, each PCBU's representative will consult to ensure any new hazards or 'hazards on the day' are identified and mitigated. Examples of these may include
 - o Changes in environmental conditions
 - o Changes in client numbers partaking in the activity

To maintain a safe environment for all workers, athletes, volunteers and contractors. We will appropriately manage and supervise all contractors working for World Multisport Events. The event uses the following external contractors annually:

- St Johns
- Traffic Management Solutions
- OneTime
- Kiwi Hire Group
- Withers Coachlines

When each contractor arrives onsite they will be given a briefing on any changes for the day, hazards they should be aware of and what the emergency procedures are.

- Contractors are required to report any incidents/injuries/hazards to the Event Director as soon as possible
- Contractors will be monitored during the event and reviewed post event.
- Where there are any identified health and safety issues they must be addressed and resolved with the contractor to ensure that the event is safe and that everyone is working safely.
- Should it be deemed the contractor did not perform at a standard that was acceptable and they introduced risk to the event, they will be consulted with and if required replaced in future events.

SAFETY MANAGEMENT PLAN

Section 6 – Contractors

Vendor and Stall Holder Management

Permits & Requirements

- All stalls and concessions must possess the required permits and approvals in order to operate their business.
- They must be operated in accordance with the District Plan, Council bylaws and legislative requirements.
- If providing food or drink they must operate in accordance with the Food Hygiene Regulations 1974.
- As part of the New Plymouth District Council requirements all stallholders and vendors must have a food safety plan.

Electrical & Gas:

- ALL electrical leads/multi boxes/appliances must be tested and tagged inclusive of those operating within an RCD circuit.
- All electrical appliances must be in good safe working order.
- All vehicles inclusive of caravans brought onto site must be road legal and in position well before the event begins.
- Where cooking with either Electrics or Gas takes place a fire extinguisher or fire blanket suitable for the type of fire that may be encountered must be on hand at all times.

SAFETY MANAGEMENT PLAN

Section 7 – Environmental

Environmental – Waste Management

The operators of the World Multisport Events are committed to the implementation of a sustainable and fully integrated strategy for management of wastes that are generated by the operation of the event.

This strategy consists of the reduction, reuse, recycling and recovery of all wastes generated by the event.

The event will be adopting the New Plymouth District Council Zero Waste Policy and details can be found in additional document.

SAFETY MANAGEMENT PLAN

Section 8 – Electrical & General Equipment

Electrical Safety

To ensure that all legislative and organisational requirements are met. World Multisport Events utilise Electrical Tagging as a means of ensuring that electrical equipment , appliances and general equipment are safe.

Electrical Testing and Tagging

All electrical equipment or appliances that ‘Plug in’ to a power source are to be tested by a qualified tester at intervals that reflect the likelihood of damage or wear and tear and display a current test tag. The Tester must test in accordance with AS/NZS 3760.

Tagging Frequency

In accordance with AS/NZS 3760 and is dictated by environment and use as follows:

- **6 monthly** – Factory, workshops and manufacturing environments
- **12 monthly** – In an environment where the power cord is subject to flexing in normal use (e.g. power tools, extension cords) or is open to abuse or in a hostile environment (i.e. when the power cord is located where it may be damaged).
- **5 yearly** – In an environment where the power cord is **NOT** subject to flexing in normal use (e.g. computer or fridge) or is **NOT** open to abuse and is **NOT** in a hostile environment (i.e. the power cord is located where it is unlikely to be damaged).

Visual Inspection

Testing and tagging is vital as it can detect faults that will not be apparent from visual inspection alone. However, it is only an inspection on the day that the testing takes place. It is up to all World Multisport Events workers to visually inspect electrical equipment and appliances before they use them and to report any obvious faults as hazards that require immediate attention. **Any faulty electrical equipment is to be immediately removed from use until repaired or replaced**

New Equipment

All new electrical equipment or appliances that ‘Plug in’ to a power source must be tested and tagged in accordance with AS/NZS 3760 prior to use at the Event.

Hire Equipment

All hire equipment must be inspected prior to taking delivery/collection to ensure it has a current test tag and has current certification as required.

SAFETY MANAGEMENT PLAN
Section 9 – Media Interaction

Media Policy

World Multisport Events is committed to portraying a positive image at all times and ensuring any interaction with any media personnel, agency or medium provides the best possible outcome for World Multisport Events.

World Multisport Events has the following Media Policy in place which applies to all staff members and is inclusive of all parties associated with the event and subcontractors.

This policy outlines the coordination of contact between World Multisport Events and the media. It applies to all staff without exception. It is designed to ensure that in all dealings with the media, World Multisport Events acts in a professional, coordinated manner and that all statements made are accurate and appropriate.

For the purposes of this policy, media contact includes: providing information via media releases or statements, letters to the editor, responding to media enquiries over the phone and via email, interviews or briefings, disclosing information to the media, comments on talkback radio, addressing a seminar or conference where the media are present, and media activities for events, reports, and launches.

Media Strategy:

All media relations' activity will be undertaken with the recognition that the media play an important role in influencing positive attitudes towards and perceptions of World Multisport Events .

Media Spokesperson:

The Media Manager is responsible for approving all external content for media including media releases, media statements and letters to the editor. They are the official spokesperson and will coordinate all contact with the media. For the World Multisport Events the Media Manager will be Suzanne McCarthy.

SAFETY MANAGEMENT PLAN
Section 9 – Media Interaction

General Media Contact:

Staff will not under any circumstances initiate media contact. If any person other than the Media Spokesperson is contacted directly by a journalist, they will request the journalist's name, contact details, and what they are requesting – for example, a quote, statement, or background briefing and immediately forward to the Media Manager.

Journalists are to be treated respectfully and courteously by all staff at all times.

Media responses should always be 'on the record'. They will be truthful and accurate, and not include speculation, guesswork or personal opinion. They will not include disparaging comments about other organisations or individuals.

Confidentiality:

Personal or contact details of staff, athletes, sponsors, ambassadors, board members or any other person or entity associated with World Multisport Events will not be provided to the media without prior consent.

Issues Management:

All staff will report emerging issues of potential media and public sensitivity relating to the organisation to the immediate attention of the Media Manager. Prior to any release going out to the media or the public this will be approved by the Media Manager.

SAFETY MANAGEMENT PLAN

Section 10 – Drugs and Alcohol Policy

Drugs and Alcohol Policy

Policy

World Multisport Events will operate a workplace free of impairment from drugs and alcohol. All individuals working at World Multisport Events are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Additional details as follows:

- No alcohol is to be consumed on the Company's premises and Event Sites without the approval of a Manager.
- No prohibited drugs are to be brought into the Company's premises and Event Sites or consumed during working hours.
- Anyone on prescription drugs which may impair their personal safety, or the safety of other persons, should report the matter to their Manager to allow a proper evaluation to be made.
- Anyone who is suspected of having consumed alcohol or prohibited drugs and who, in the opinion of their Manager, is not capable of satisfactorily performing normal duties will be stood down without pay, pending further investigation and possible disciplinary action.

SAFETY MANAGEMENT PLAN

Section 11– Personal Protective Equipment (PPE)

Issue and Use of Personal Protective Equipment (PPE)

PPE shall be supplied by World Multisport Events to their workers who are carrying out tasks or working in an environment where there is risk of injury or harm to health.

PPE should not be solely relied upon to protect people from injury, there should be additional controls in place. Wherever reasonably practicable Elimination must first be considered, then minimise. **PPE is the lowest level of control.**

The suitability of PPE should be evaluated based on the level of risk associated with the task, the type of hazards, e.g. chemical, physical, etc., and;

- The task requirements
- The duration of use
- The potential for the PPE to fail
- Maintenance requirements
- The durability of the PPE
- The physical attributes of the user (e.g. fit, comfort)

Participant PPE

Participants will be asked to wear clothing appropriate for the weather. Should there be a weather event predicted the participants will be reminded in their briefing that they need to dress accordingly. E.g. – sun protection, warm clothes, wet weather gear etc.

SAFETY MANAGEMENT PLAN

Section 12 – Injury and Incident Reporting

Injury and Incident Reporting, Recording and Investigation

The Event is committed to ensuring the accurate and timely reporting and recording of all workplace injuries/safety and incidents to fulfil our obligations in regard to:

- Require the accurate and timely reporting and recording of all workplace injuries and incidents
- Investigate all reported injuries and incidents to ensure that all contributing factors are identified and implement appropriate corrective actions. Notifiable injury or illness Injuries and Potential Notifiable injury or illness Incidents will be investigated by trained safety investigators independent to the site where incidents occur.
- All accidents and incidents are to be reported to the Event Director. All accidents and incidents will be recorded by the Event Director and reviewed after the event.
- All accidents and 'near hits' are investigated in order to discover the causes and causal factors involved, and identify corrective actions that should be taken to prevent the accident happening in future events.

Notification of Notifiable Harm

Your first responsibility is to the safety and wellbeing of the injured worker or person.

All notifiable injuries (refer S:23 HSWA 2015) shall be notified to Worksafe New Zealand as soon as possible and generally within 1-2 hours of the accident occurring by Management or selected staff members.

Notification shall be by phone or fax and recording shall be in the prescribed format – see form register or notification of accident or serious harm.

DO NOT interfere with the accident scene unless it is necessary to save life or prevent harm to any person, maintain access to an essential service and prevent serious damage to or loss of property. Only the Workplace Safety Inspector from the WorkSafe New Zealand has the authority to free the scene and allow business to recommence.

For all other notifications the [“Notify WorkSafe Tool”](#) will be used

SAFETY MANAGEMENT PLAN

Section 12 - Accident & Incident Reporting and Investigation

Accident Reporting Procedure

All accidents or incidents involving injury or illness to people, fires and explosions, property damage, loss or delay to product or process and all hazardous substances, spills and discharges will be reported to management as soon as practicable and no later than 24 hours after the occurrence. A failure to report an injury accident could mean the accident is not accepted as work-related.

- All accidents described above will be recorded on the incident and accident form
- Every occurrence of serious harm to a worker or contractor at work shall be recorded on the prescribed WorkSafe NZ serious harm notification form.
- All notifiable injuries (refer S:23 HSWA 2015) shall be notified to WorkSafe New Zealand as soon as possible after the event arising. Notification shall be by phone or in writing (includes email) and must be given by the fastest possible means in the circumstances. If notification has been made by phone a written notice of the incident will be provided within 48 hours to WorkSafe New Zealand.

The injury/incident report and investigation forms shall be reviewed by the Event Director to ensure corrective actions have been implemented and remain effective.

Investigation

Where appropriate and unless directly involved, World Multisport Events will investigate accidents as soon as possible in conjunction with the injured party, witnesses and other appropriate personnel.

If deemed necessary external assistance with the investigation may be sought.

The investigation should be recorded on the accident and incident form. The investigation needs to:

- Identify corrective actions, responsibilities and time-lines for implementing actions
- Feed back into the hazard management process, identification and management of risks
- Provide feedback for updating processes and policies for future events

Updating Procedures and Policies for Future events

Data is collated annually post event from the incident form. This information will be taken into consideration when reviewing the hazard management process and any other procedures.

SAFETY MANAGEMENT PLAN

Section 13 – Medical Plan

Medical Plan

Purpose

To ensure all workers, participants and contractors receive the medical assistance they require in a timely fashion. To provide medical support, surveillance and supervision of the athletes participating in all races at the Event.

Medical Team

First Aid Providers will be onsite to provide professional medical assistance to participants, workers and spectators for the duration of the event. The medical team will be advised.

- The Medical Team will be available on the course and the finish line/venue area and will be ready to start at least 30 minutes prior to the start of the Event.
- The Medical Team Leader will be given an Event Team Radio
- The Local hospital is notified of the Event
- The medical team are able to remove any participant from the event if they deem they are a risk to themselves or other participants.

Frontline Ambulance has been contracted, of which the details are as follows:

Event Medical Services - 0530-1800hrs approx.
3 x Ambulance Double crewed; 3 x EMT or higher; 3 x First Responder

Nearest Hospital:

The nearest hospital is the Taranaki Base Hospital located on David Street, New Plymouth. All patients requiring hospital level care will be transported to Taranaki Base Hospital. The emergency department will be notified about the event.

Non-Emergency Out-Patient Care

Any athlete requiring further investigation or treatment, which is not considered to be an emergency, will be given the contact details of the Central Medical Centre, 72 Vivian Street, New Plymouth.

Health Information

To participate in this event, participants are asked at the time of entry to disclose any illness or medical concerns they may suffer from that may affect their performance or be relevant if any medical treatment is required. This information will assist medical personnel to administer appropriate treatment should this become necessary during the event. They will be reminded that they should stay home if they have any signs of COVID19 symptoms.

SAFETY MANAGEMENT PLAN

Section 14 – Event Communications

Communication Plan

A key element to the success of an event is an effective communication system both during normal operations of the event and during an emergency. The following outlines the communication procedures for this event

Prior to the event taking place the following takes place:

Community Communication

Local businesses and residents in the immediate area will be advised of the event through a traffic advisory mail drop.

Participant Communication

Athletes will receive general event information via email and website about safety and event details prior to arriving onsite.

A safety briefing will be held prior to each race start to give updated information and any changes.

During Event Procedures

There is cellphone coverage throughout the entire course and a few handheld radios will be used for key staff and officials for communication.

Prior to the event starting, the Event Director will ensure that each section of the course is cleared and ready for the race to start. This will occur 30minutes prior and then 10 minutes prior. The start will be delayed should a section not be ready for the start.

Athlete Tracking

Athletes will be wearing timing chips which will allow the event to know when all athletes have completed the event.

SAFETY MANAGEMENT PLAN
Section 14 – Event Communications

Radio Operations and Protocols

When operating the radio:

- Be brief - speak slowly and clearly
- Keep radio chatter to event-related information
- Turn radio on and volume up so you can hear!
- Make sure you are on the right channel and know who you can speak to
- Don't interrupt an active call unless it's an emergency
- Don't keep your PTT button down as it blocks channel
- Confirm with EOC on arrival and departure from shift that you are ON Radio
- In the event of sensitive information, it is best practice to use Cell Phone

Usage	Action
Operation	<i>PRESS and Hold the Push to Talk (PTT) button PAUSE before speaking – there is a delay in transmission SPEAK into the microphone</i>
Initiating & Receiving a Radio Call	<i>"Their Call Sign, Their Call Sign, this is Your Call Sign, over." "Your Call Sign, receiving, over."</i>
Incident & Emergency Response	Should you require urgent or immediate assistance radio EOC using the word BREAK (repeated x3) <i>"BREAK, BREAK, BREAK,, this is Your Call Sign, over."</i>
Accident / Medical Response	If you require medical assistance to your location from St Johns please radio EOC using the word MEDICAL (repeated x3) <i>"MEDICAL, MEDICAL, MEDICAL, this is Your Call Sign, over."</i> Upon hearing the ACTION or MEDICAL call, all other users on the channel must refrain from making calls over the radio until advised to (RADIO SILENCE)
General Terms	OVER – I have finished talking – receiver can talk now OUT – I am ending this conversation STAND BY – Wait a minute REPEAT – Please repeat the conversation I missed that COPY – I understand

Appendix 1 – Emergency Procedures

Medical Emergency

Medical Emergency

1. Check for hazards and secure the area so no further harm
2. If an emergency (cardiac arrest, collapsing etc) call St Johns on your mobile phone;
3. Identify yourself and your location;
4. Identify the situation (status of patient);
 - a. Competitor Number & Name
 - b. What happened and extent of injury
 - c. Location (be very specific)
 - d. Condition of competitor
 - e. Competitors age (if you can get it)
 - f. Stay with the competitor until the nearest medic arrives, assist if required
5. The nearest event medic will be instructed to attend.
6. Stay with the patient until the nearest medic arrives, assist if you can
7. No staff, volunteers or officials are authorised to speak to the media with the Media Manager the exception – as per media policy page 29-30
8. The Event Director is the only persons authorised to call next of kin
9. In the unlikely event of a death. Police will make this call.

Minor Medical Situation

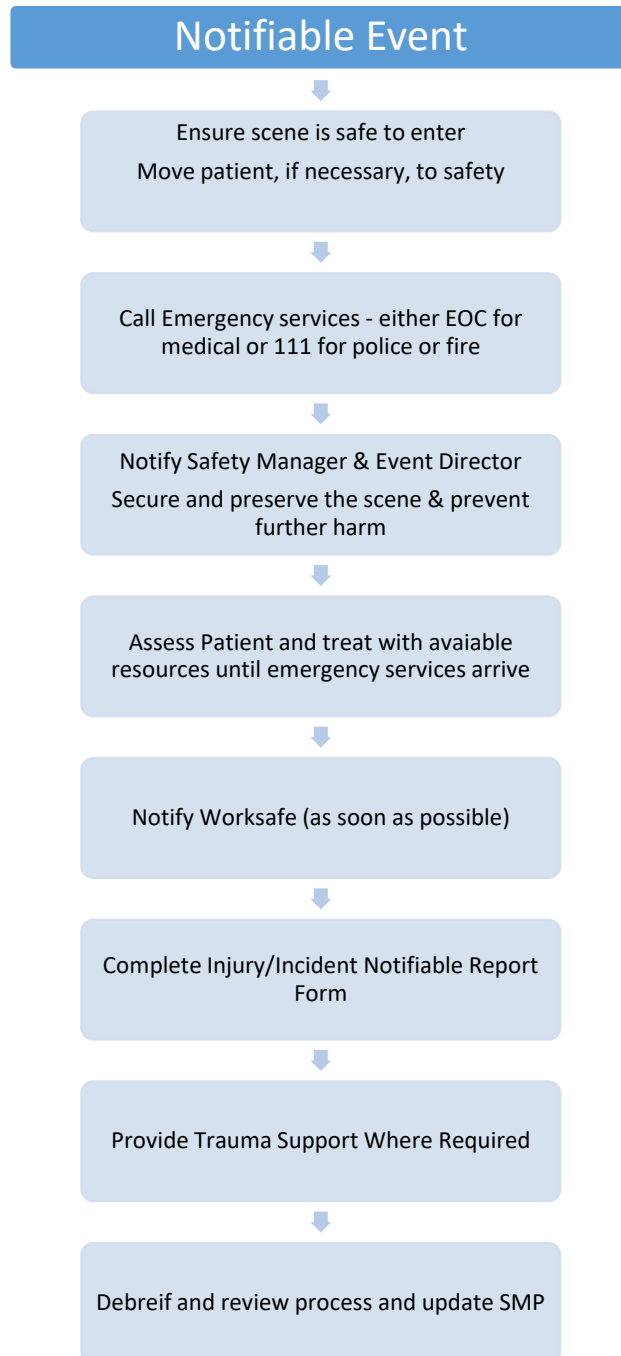
1. Check for hazards and secure the area;
2. If a minor injury (trip, sprain, abrasion, fatigue);
3. Call Suzanne and advise of the situation;
4. Suzanne to put the appropriate procedures in place;
5. The nearest event medic will be instructed to attend;
6. Note: if the minor status escalates to emergency status call Suzanne again and say the situation has escalated.

Appendix 1 – Emergency Procedures

Athlete Fatality Procedure

- Ensure the safety of yourself and other people in the vicinity. Make the scene as safe as possible
- Ring 111 and request Ambulance. Inform the operator you are part of the World Multisport Events event in New Plymouth and give your exact location. Inform the operator that it is a fatality and request that they notify Police immediately. Do not hang up until told to do so by the emergency service
- Establish (or confirm) leadership and ensure control over the situation. Contact the Event Director so they can come and assist with the situation. Cordon off the area to ensure the privacy of the person and Next of Kin.
- Co-ordinate the safe evacuation of competitor/other Event Staffs present as appropriate, taking note of the following, where a competitor is involved, and prior to the Police arriving, Event Director to locate and communicate information to support crew in a private manner.
- The Event Director or delegated person to advise relevant staff. Police will contact the family. The Event Director (or any other staff) should not make the first contact with the family.
- Event Director to organise critical incident stress counselling as appropriate.
- As per the media policy no worker, volunteer or contractor is authorised to speak to, or release photographic or film media in any format whatsoever to any person or agency except for the Event Director.
- As soon as practicable the Event Director to inform WorkSafe on 0800 030 040 of the fatality and WorkSafe will work through the process with the Event Director

APPENDIX 1 – Emergency Procedures
Notifiable Injury/Accident Flowchart



Appendix 1 – Emergency Procedures Missing Athlete & Lost Child Procedures

Lost Competitor or not recorded as having finished.

1. Establish (or confirm) leadership and ensure control over the situation
2. Complete a hasty search of surrounding course.
3. Attempt to make phone contact with the Participant or Event Staff or Emergency contact to get location of the person
4. Event Director to re-check knowledge of participants or event staffs whereabouts and to check presence of participants support team
5. If person not located using the above steps contact the Police who will establish control of the search and rescue operation

Lost Child procedure

1. World Multisport Events Staff in co-ordination with NZ Police will manage the lost person and facilitate notification of lost children or misplaced parents.
2. World Multisport Events Event Staff management will make use of the public announcement system to notify the public of the lost person and the location where they must go to. No names will be used during the announcement.
3. The person collecting the lost person must provide photo ID and if there is any doubt to the persons bone fides the lost person team are to the police immediately. The NZ Police appoint a person to assist and review the procedure at the collection point
4. Recording details of the person collecting the children including identification used (i.e. driving license number etc.) is to be recorded on the register attached to this plan

Two people will stay with the lost person at a specified known location at the event.

In accordance with the NZ Police requirements those people placed in charge of the lost person area are to provide their full name, address and details to the Event Management Team and to the NZ Police upon request. World Multisport Events Event Team is to review and appoint only those people deemed appropriate for the role and where practicable these people may have experience with the management of young people.

If a child is not united with their family or caregiver by the end of the procession the NZ Police will take charge of the child.

Appendix 1 – Emergency Procedures
Missing Athlete Report Form

Date:	Time:
Report written by:	
Information about missing person	
Name	
Address	
Age	
Phone number	
Last know point	
Description of Missing Person	
Gender	
Ethnicity	
Clothing description	
Unique physical features	
Information about Party reporting missing person	
Name	
Address	
Phone Number	
ID Viewed and Checked	
Complete when missing person is found	
Location person was found	
Who found person	
Date:	Time:

Appendix 1 – Emergency Procedures
Missing LOST Child Report Form

Date:	Time:	Report Written by:
Information about missing Child Lost		
Name		
Address		
Age		
Vulnerable Comment		
Phone number		
Last know point		
Description of missing Child		
Gender		
Height/Weight		
Ethnicity		
Clothing description		
Unique physical features		
Information about Party reporting missing Child		
Name		
Address		
Phone Number		
Relationship with missing child/person		
ID Viewed and Checked		
Complete when missing Child is found		
Location missing child/Vulnerable person was found		
Who found child/person		
Released into the care of: Name/Relationship/ID		
Notify Event Comms/Emergency Services (if applicable)		
Date:	Time:	

**Appendix 1 – Emergency Procedures
FOUND Child - Report Form**

Date:	Time:	Report Written by:
Information about missing Child/ Vulnerable Person Found		
Name		
Address		
Age		
Vulnerable Comment		
Phone number		
Last know point		
Description of missing Child/ Vulnerable Person Found		
Gender		
Height/Weight		
Ethnicity		
Clothing description		
Unique physical features		
Assign Staff Member as Guardian		
Name		
Address		
Phone Number		
ID Viewed and Checked		
Complete when parent/guardian or Caregiver is FOUND		
Name of Parent/Guardian		
Relationship to Child/Vulnerable person		
Address		
Phone Number		
ID Viewed and Checked		
Notify Event Comms/Emergency Services (if applicable)		
Date:	Time:	

Appendix 1 – Emergency Procedures
Fire Plan

R

Raise – the alarm and remove people from immediate danger

A

Alert – contact emergency services, dial 111

C

Confine the fire – if possible and safe to do so

E

Extinguish – if considered safe to do so

Fire Emergency Checklist	Precautions
<ol style="list-style-type: none"> 1. Raise the alarm 2. Evacuate people from the area 3. Activate any emergency shut down systems 4. Call emergency services (dial 111) 5. Call the Safety Manager or Event Director 	<ul style="list-style-type: none"> • Do not endanger yourself • Make sure you have an escape route • Do not use water on petroleum or electrical fires • Do not leave the site unattended if there is a risk of further outbreak • Advise the Safety Manager or Event Director of the incident

Assembly Points

- As shown on map on previous pages and following page

General points:

- If the fire is small try to contain by removing, where possible, any further sources of fuel for the fire to feed on, and eliminate where appropriate with a water source.
- Only attempt to extinguish the fire if it is safe to do so, and use the appropriate extinguishing method for the appropriate fire.
- If an electrical fire, turn the power supply off before trying to extinguish.

Earthquake Procedures

If inside a BUILDING

1. Move away from windows and brick walls.
2. Take shelter under a doorway or solid furniture.
3. Only if instructed by the safety wardens, vacate the building, following the evacuation procedures and assemble as instructed.
4. At all times follow the instructions of the Safety Warden, Safety Manager or Event Director/Staff or civil defence offices.
5. Fire alarms may be activated during an earthquake. Await instructions from the safety warden prior to vacating the building.

If in main event VENUE

1. Move away from any structures, lighting, electrical equipment
2. Once away from immediate danger, stay there until the shaking stops.
3. Only if instructed by the Safety Manager or Event Director/Staff, evacuate the area and assemble at the assembly areas, or other designated safe area.
4. At all times follow the instructions of Safety Manager or Event Director/Staff or civil defence offices.

After the quake:

1. Make sure you are safe and unhurt.
2. Check to see if you need to help others.
3. Watch for broken glass, fires, live electric cables, and gas and water leaks.

Power Failure

In the Event of Power Failure ensure all equipment is turned off at the power source.

Electrocution

Whatever the cause of electrical injury NEVER TOUCH THE CASUALTY with bare hands until you are sure there is no further danger to yourself and that the casualty is no longer in contact with the source.

In the case of injury from high-voltage electricity, do not approach the casualty until the police or similar authority inform you that it is safe to do so

- Break the current or remove the casualty from the source if it is safe to do so
- If the casualty is unconscious, open the airway and check breathing
- Complete CPR if required and place the casualty in the recovery position
- Treat any burns if appropriate
- Arrange relocation to hospital
- Complete a Notifiable Injury Form

LPG Gas Leak

Precautions

- Do not endanger yourself
- Make sure you have an escape route
- Keep hands and face clear of any escaping gas or liquid
- No smoking. Keep ignition sources at least 20 metres away until the area is safe
- Do not use equipment again until it has been inspected
- Do not leave the site unattended if there is a risk of a further leak
- Advise Safety Manager or Event Director of the incident

Leak suspected with cylinder or appliance

- If there is any possibility of cylinder(s) being engulfed by fire, evacuate adjacent areas
- Call the Fire Service, advise the location of the cylinder or appliance, that it is LPG and the cylinder size
- Keep cylinder cool with a water hose, sprayed from maximum possible distance
- Remove or extinguish sources of ignition and cordon off area
- Remove from heat source if it is possible and safe to do so
- Stop the leak by shutting the cylinder valve, if it is safe to do so.
- Do not interfere with any part of a fixed installation and contact a qualified supplier to check the appliance/Cylinder.
- Do not use the cylinder or appliance again until clearance has been given.

How to Respond to an Active Shooter *(from homeland security)*

When an active shooter is in your vicinity quickly determine the most reasonable way to protect your own life. Customers and Clients are likely to follow the lead of employees and managers during an active shooter situation

In the event of an attack

<p>ESCAPE</p>  <p>Move quickly and quietly away from danger, but only if it is safe to do so</p>	<p>HIDE</p>  <p>Stay out of sight and silence your mobile phone</p>	<p>TELL</p>  <p>Call the Police by dialling 111 when it is safe</p>
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 www.police.govt.nz/crowdedplaces New Zealand Government
English

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

- Information you should provide to the Law Enforcement or 111 Operator**
- Location of the victims and the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by the shooter/s
 - Number of potential victims at the location

Appendix 1 – Emergency Procedures
Emergency First Aid

Have the product label or safety data sheet available and read the instructions on what to do in an emergency

<p>Control of bleeding</p> <ol style="list-style-type: none"> 1. Apply direct pressure to wound – use your hand(s) (wear gloves) 2. Elevate (raise) the limb 3. Apply a pad and firm bandage 4. If necessary, use clean rags or clothing <p>Remember Always check circulation below the bandage If there is tingling, numbness, or blueness, loosen the bandage</p>	<p>Poisoning</p> <ol style="list-style-type: none"> 1. Seek medical advice or call an ambulance <p>Remember Do not make the person vomit without advice from a medical professional Do not give fluids without advice from a medical professional</p>
<p>Foreign bodies in the eye(s)</p> <ol style="list-style-type: none"> 1. Wash the eye(s) with clean cool water 2. If the foreign body is stuck to the eye surface Do not attempt to remove it 3. Place a covering over both eyes and send for, or take the person to, medical aid 	<p>Chemicals in the eye</p> <ol style="list-style-type: none"> 1. Wash the eye(s) with clean cool water for at least 15 minutes 2. Wash from near the nose outwards and always wash under the upper eyelid 3. Send for, or take the person to, medical aid Seek medical advice or call an ambulance
<p>Management of minor wounds</p> <ol style="list-style-type: none"> 1. Clean the wound with soap and water 2. Cover lightly with clean dressing 3. Seek medical help, if necessary 	<p>Breathing difficulties</p> <ol style="list-style-type: none"> 1. If a person is breathing but unconscious, turn them onto their side 2. Clear airway of obstructions, such as tongue or vomit 3. Seek medical help, if necessary
<p>Management of burns</p> <ol style="list-style-type: none"> 1. Cool the burnt area with cool water for 10-15 minutes 2. If necessary, cover the burn with a clean dressing or plastic wrap before removing person to medical aid <p>Remember Do not burst blisters Do not remove clothing that is stuck Do not apply creams</p>	<p>Management of chemical burns</p> <ol style="list-style-type: none"> 1. Protect yourself from the substance 2. Avoid skin and eye contact 3. Brush off dry chemicals, flush liquids from the skin using cool running water for 15 minutes or more 4. Remove any contaminated clothing 5. Treat for shock if faint, pale, shallow, rapid breathing 6. Wrap area with a dry sterile dressing or clean cloth 7. Protect from pressure and friction 8. If the skin has blisters or if there is an overall body reaction, get medical help immediately

Appendix 3 – Contingency & Emergency Planning

Should there be an incident on the course or the weather causes health and safety concerns for participants there are various options that the event team can use to alter the event. Should there be no alternative to the situation the event will be cancelled. The Critical Incident Team shall consist of Mark Turner, Suzanne McCarthy.

The Critical Incident Team will also consult with Medical, Traffic Management and any other professional services where required.

The Critical Incident Team will meet on Friday, Saturday and Sunday prior to the event to discuss any extreme weather patterns/other inclement conditions for race day and review plans in the event of cancelling or altering any component/s of the race. If the Committees decision is to change the advertised event format this will be advised to athletes on the day of this decision through the event briefing or at when the athletes check in at transition.

The event team will be monitoring the weather forecast from 7 days prior to the start of the event. An updated weather forecast is obtained for the area and monitored throughout the day. During the race briefing participants will be advised on the expected race weather conditions and if there are any major changes to the course for the day.

Traffic Management and the Event Team will be in contact with emergency services should there be an accident that will affect the event prior to and during the race. The event can be stopped at any time if needed.

The STMS will advise the Event Director if, due to the incident/accident or circumstances, there is a need to postpone, cancel or modify operations specifically relating to the need for a short term deployment of additional TC Person(s). In the event of a course modification involving use of public roads the STMS will advise the Event Director if they are still able to comply with any TMP granted for the event. If unable to continue to deliver safety for the above reason the Event Director will immediately stop the event. This may involve reassigning Event Staff to assist.

Appendix 4 - Glossary

Accident

An unplanned and undesired event that results in injury to people or damage to property

Aid Station

A location in an Event where supplies such as water are given to participants.

Briefing

A verbal or written account of the Event to participants. It will include a safety briefing which will point out risks to the participants.

Competent

A person, able (through knowledge, training and/or experience) and willing, to perform an assigned task

Competitor/Participant

A person who takes part in the Event

Contingency Plan

An alternative plan devised for a specific situation.

Contractor

Refers to a person who works as a Sole Trader, Corporate Entity, or on some basis other than as a worker.

A Contractor has duties under the Health and Safety at Work Act 2015

Emergency

Is an unexpected extreme event that poses an immediate risk to health, life, property or the environment.

Escalation Point

The person who is referred to for assistance, leadership or decisions by a particular Event Staff or needs to be advised in the event of a specific situation (i.e. a Serious accident).

Event

All the activities and specific races that make up the full event schedule, including the set up and pack down operations that ensure that the scheduled races can occur.

Event Director

This role is varied; it can be as extensive as being responsible for the entire Event from planning through to event delivery and the debrief process to simply planning, overseeing of the event and debrief.

Event Staff / Event Team

All those working on or at the Event. This does not include contractors who will come under their own companies' Health and Safety Manual.

Event Venue

Every building, land, park and water area utilized by Event Staff and Participants during the operations of the event. The Event Venue may at any given time include or exclude certain parts as necessary, for example the registration area may be closed after registration has ceased. The event Venue does not include the Field of Play

Hazard Register

Also known as 'Risk Register' or 'Risk Identification Schedule'

Where a Risk is identified and managed appropriately (eliminated, or minimized)

Incident

An unplanned and undesired event which, under slightly different circumstances, could have resulted in an accident

Injury

Harm or damage to a person

Marshal

A person who is responsible for maintaining the flow of the event, keeping control of spectators and traffic, or maintaining security. They will be a minimum of 18 years of age if located on a road.

Marshal Management Plan

A document which identifies the numbers and locations of marshals to be assigned to an event along with the duties of the marshals assigned to these various locations. The plan should also record the names and contact numbers of the marshals assigned.

Mandatory

It is a legislative duty, it must happen.

Medical Team

A team of professional medical personnel that can include a Doctor, St Johnss/Paramedics and other people with specific training to deal with injuries likely to occur during the event and with training that enables them to assist and stabilize injured persons. Ideally this would include the ability to transport injured persons, if needed, to the nearest hospital.

Near Miss

Any incident that almost caused 'Notifiable injury or Illness' to someone, but fortunately did not, is considered a 'near miss injury or Illness Incident'

Notifiable Event

Under the Health and Safety at Work Act 2015 (HSWA) you must notify WorkSafe NZ when certain work-related events occur. A notifiable event is when any of the following occurs as a result of work:

- A Death (immediately call WorkSafe NZ 0800 030 040)
- Notifiable illness or injury
- A notifiable incident

Permit to Work

A written order giving permission to perform hazardous work, e.g. hot work, confined spaces; having considered the risk, agreed how the work will be performed safely and the emergency response plan.

Personal Protective Equipment (PPE)

Means all clothing and equipment which is intended to be worn or used by a person to protect them from risks to health and safety while at work.

Policy

The general principals or intentions of agreed behaviour in a particular situation

Principal

Refers to the person who has engaged a person, or another business as a contractor. A Principal to a contract has duties under the Health and Safety at Work Act 2015.

Procedure

How the organization implements the policy

Operations Manager

The person responsible for the contractors and event setup

Race HQ

A control centre should be established at each event that functions as a central point for communication, decision making and

Risk

An occurrence, situation or substance that could occur to cause harm or injury to person or loss or damage to property during the preparation for, running of, and pack-down of an event.

Risk Management

A process of identifying and managing risks in order to prevent an accident, incident or loss

Run Sheet

A timeline of key activities that need to occur in order to ensure that the Event is delivered on time and that serves to remind people about key activities and the timing of these.

Safe

In relation to a person, means not exposed to any Risks; and in every other case, means free from Risks, "unsafe" and "safely" have corresponding meanings.

Section Director

A member of the Event Staff that oversees Event Staff and in some cases event delivery of certain portions of an Event

Security Team

Event Staff that are specifically assigned to ensure that security is maintained as needed throughout the delivery of the event, this may include overnight security or security for finish areas.

STMS

Site Traffic Management Supervisor and at the appropriate level for the volume and Level of roads at the Event

Tail End Charlie

An assigned Event Staff member, who is responsible for travelling along the course behind the last participant in order to ascertain that all participants have either completed the course or withdrawn and are no longer on the course or in need of assistance.

TMP

Traffic Management Plan

Workers

Event staff for the event and volunteers

Appendix 5 – Incident & Accident Report Form

PARTICULARS OF ACCIDENT / INCIDENT (please circle which)			
Date:	Time:	Location:	
Weather Conditions <input type="checkbox"/> Fine <input type="checkbox"/> Rain <input type="checkbox"/> Wind <input type="checkbox"/> Calm <input type="checkbox"/> Snow <input type="checkbox"/> Hail <input type="checkbox"/> Ice <input type="checkbox"/> Stormy <input type="checkbox"/> Sun strike <input type="checkbox"/> N/A as inside		Course/Venue Conditions <input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Dust <input type="checkbox"/> Damp <input type="checkbox"/> Dark <input type="checkbox"/> Dim <input type="checkbox"/> Light <input type="checkbox"/> Bright <input type="checkbox"/> Slippery <input type="checkbox"/> Cluttered <input type="checkbox"/> Confined <input type="checkbox"/> Ice <input type="checkbox"/> Cold <input type="checkbox"/> Hot	
DETAILS OF PERSON(S) INVOLVED			
Name	Age	Phone Number	Race Number
Address			
Name	Age	Phone Number	Race Number
Address			
THE ACCIDENT/INCIDENT			
Description of Accident/Incident:			
What Action did you take? (any management of hazards/was medical attention administered)			
What action did any others take?			
If a car was involved record the following:			
Make	Registration Number:	Number of passengers:	
TREATMENT			
Was medical assistance called for? Y / N		Name of First Aider:	
Type of treatment given:	<input type="checkbox"/> None	<input type="checkbox"/> First Aid	<input type="checkbox"/> Taken to Hospital
If an athlete did they continue	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
WITNESSES – if present record names and details			

Appendix 7 - Pre-Setup Safety Meeting Template

Date: _____ Time: _____

Location: _____

Attendees:

Name	Role	Signature

Items discussed *(tick as appropriate)*

- Plan for the day
- Who is doing what roles
- Communication procedures to be used for the day
- Identify any hazards for the day (known or new)
- Effect controls for the hazards identified (Eliminate or minimize)
- Updates/changes to the plan as outlined below

Notes from the meeting:

Course updates – any changes to the course

Incidents – any incidents that need to be reported? *(remember to complete an incident report)*

Staff updates – any outstanding areas that need completing, concerns/issues, health and well-being etc.

Timeline/Plans for next day – updates from all staff with time that they will be onsite and plans for race day

Other Updates

Appendix 9: Contractor Sign In Form

Company Name	Person Name	Understand H & S onsite (tick)	Signature	Time In	Time Out

Appendix 10: Staff Induction

Name:..... **Date Completed:**

Please tick off each item after you are satisfied you have full understanding of the area and have asked any questions you need answered	√
General Health & Safety – Your responsibilities	
Hazards, reporting, control (eliminate, minimise) and control forms	
Accidents and Incidents	
Athlete withdrawal	
Personal Protection Equipment	
Media Policy	
Drugs & alcohol policy	
Sustainability/environmental guidelines	
Code of conduct	
Use of business property	
Hours of work	
Vehicles/class of licence and traffic management	
Emergency plans, weather	
First aid kits & medical during setup and event	
Staff contacts	
Radio protocol	
Staff Uniform	

Person Conducting Induction:.....

Staff Member Signature:.....

Emergency Contact Name:
.....

Emergen
.....

Do you have a current first aid certificate? YES/NO

Appendix 11: Hazard Identification and Control Form

If you have identified a hazard at the event, please complete this form and hand to the Event Director for actioning. If you are unsure or do not wish to deal with the hazard yourself, ask for assistance from EOC or the Event Director or Safety Manager.


Name: _____ Date of hazard: _____

Where was the hazard located:

Describe the hazard:

I suggest (or carried out) the following controls to remove/mitigate the hazard:

ELIMINATE – SUBSTITUTION – ENGINEER – ADMIN - PPE (circle one)

Hierarchy of Controls	
Most effective  Least Effective	Elimination: Remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Engineering control: making an event safer separate people from the hazard (e.g. safety barrier)
	Administration: putting rules, signage or training in place to make the event safer (e.g. Induction, route plan, safety training)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. Helmets, mouth guards, high-vis)

OFFICE USE	
Further description on how the Hazard was Remedied:	
Added to Hazard Register by Whom:	DATE: / /
Review Completed by Whom:	DATE: / /
Further Controls Required: YES / NO (if yes please state)	
Risk Rating Before Control	Risk Rating After Controls

Appendix 13: Drone Policy

Drones or UAV's (unmanned aerial vehicles) are becoming more common in and around events and fall into two categories, authorized and unauthorized.

Authorized – contracted by our organisation and must:

- Have all Local Government or CAA permits in place
- Aircraft must not be operated within 10 meters of any residential boundaries and buildings.
- Aircraft must not be operated within 10 meters of any overhead power or telecommunication cables.
- Aircraft must not be flown fly within 10 meters of any other users of the land it is being operated on.
- Aircraft must not operate within 10 meters of or over any buildings or structures on the land it is being operated on.
- Aircraft must only operate over the land authorised at all times and not over any road or roadway.
- All safety features (which shall include rotor guards on drones) are to be installed and maintained while in use.

CAA Part 101 25kgs and under

- Not operate an aircraft that is 25 kg or larger and always ensure that it is safe to operate
- At all times take all practicable steps to minimize hazards to persons, property and other aircraft (ie, don't do anything hazardous)
- Fly only in daylight
- Give way to all crewed aircraft
- Be able to see the aircraft with your own eyes (eg, not through binoculars, a monitor, or smartphone) to ensure separation from other aircraft (or use an observer to do this in certain cases)
- not fly your aircraft higher than 120 meters (400 feet) above ground level (unless certain conditions are met)
- Have knowledge of airspace restrictions that apply in the area you want to operate
- Not fly closer than four kilometres from any aerodrome (unless certain conditions are met)
- When flying in controlled airspace, obtain an air traffic control clearance issued by Airways
- Not fly in special use airspace without the permission of the administering authority of the area (eg, military operating areas or restricted areas)
- Have consent from anyone you want to fly above
- Have the consent of the property owner or person in charge of the area you are wanting to fly above.

Unauthorized – The operating of unauthorized UAV's in or near our event is prohibited as it presents a risk to our Health and Safety and presents a risk to public safety. Anyone operating an unauthorized UAV will be asked to stop. If they fail or refuse the Police will be informed and asked to act under the auspice of endangering Public Safety.

Appendix 14: Changes to SMP

Date Changes Made	Version changed	Details of Changes
10/08/2022	1.0	Created document for new event
24/08/2022	1.1	Added Contractor for First Aid. Updated risk matrix.

MONTHLY REPORT

Assets Department



F22/55/04 – D22/38540

To: Policy and Services Committee
From: Director – Assets
Date: 22 November 2022
Subject: Assets Monthly Report for September and October 2022

Recommendation

THAT the report be received.

/
Moved/Seconded

1. Highlights

Roading

- Work continued on Puniwhakau Road with the placing of AP100 metal and AP65 to fix the soft spots and pavement damage caused by the forestry traffic.
- Repairs to Salisbury Road were undertaken during October to fix the damage caused when the road was used as a diversion route for the SH3 pavement rehabilitation work undertaken prior to Christmas in 2021. The cost of the repairs will be refunded by Waka Kotahi.
- An unseasonal cold front passed through the district at the beginning of October which resulted in Manaia Road and Pembroke Road being closed to traffic for the morning. It even snowed in Stratford!
- The replacement of the kerb, channel and footpath in Elsinore Street began in September.

Water Supply

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

Wastewater

- Wastewater oxidation pond monitoring and sampling are ongoing. Influent and effluent sampling are ongoing and remains compliant with resource consent conditions.
- Dissolved oxygen probes have been maintained and have shown compliance is being maintained.
- Algal sampling of the wastewater is ongoing for the Diatomix project.
- Pond 4 is receiving 8 litres of Diatomix nutrients per week, and ponds 2 and 3 are receiving 4 litres each.
- Bird scaring operations have resumed.

Trade Waste

- Trade Waste Consents – One new consent to report. New vacuum sucker truck operator consented to discharge to Esk Road. Application processed within 15 working days. One business proposal enquiry has been processed.

Stormwater

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

Solid Waste

- Recycling Bin Audit results for July shows 93% green tags, 4% amber and 3% red tags.
- The car seat recycling event was held on 28 August with only 11 seats brought in.

Special Projects

- Construction of the Second Trunk Main is completed with minor remedial works to finish off.

- Better off Funding – Application under review by DIA. We expect to hear the result of the application in Late November.

2. Rooding

2.1 Level of Service and Performance Measures

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

Rooding Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2021/2022 YTD
Safe Rooding Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. (2020/2021 DSI was 1, new target is 0)	-1	Not Achieved. There were two DSI crashes in October. One was a motorcyclist being thrown from his motorcycle, the other the driver fell asleep at the wheel. Both received serious injuries.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved - 63%
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved - 94%
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not started ¹
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Not Achieved ²
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%	To be confirmed. Another condition survey of the footpaths has been recently completed. Further analysis of the results will be carried out in the forthcoming months.
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long-term plan.	>88%	Achieved to date - 100%.
	• Rooding Network	>80%	Not Achieved – 39%

¹ The sealing programme for the 2022/23 will commence in the summer months.

² Our target is to use 10,000m³ of metal or the equivalent of 25km (12%) of unsealed roads, assuming a 100mm overlay on a 4m wide road. During October we applied 288m³ of metal to Junction Rd over a length of 7.4km. Rd This brings the total to 1986m³ or 11.65km of road metalled. Our target length is 14.35km.

Level of Service	Performance Measure	Target	2021/2022 YTD
Customer Satisfaction	<ul style="list-style-type: none"> Footpaths 	>80%	Not Achieved - 61% ³

2.2 Customer Requests

A concerted effort has been made during September and October to clear the late CRM's. The repairs had been undertaken, it was a matter of updating the comments in Authority for the individual CRM's in question.

2.3 Routine Maintenance

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

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

Puniwhakau Road.

The cost of the work undertaken in September to repair soft spots and pavement damage was \$98,923. This brings the total to almost \$500,000 spent on this one road over the last three years.

The rates for the current year are \$64,645, of which \$32,117 is for forestry blocks. There are eight blocks of land that do not generate any rates as these are owned by SDC (1), DOC (6) and QEII (1).

For 2021/22 the rates revenue was \$44,780 (\$13,313 forestry) and for 2020/21 it was \$39,320 (\$11,343 forestry). As can be seen the expenditure on this particular road affected by the forestry industry is not compensated by the revenue from the forestry rate.

2.4 Ready Response Works

There was a call out in September to attend to a tree which had fallen onto a ute. Luckily the occupants of the ute were uninjured. A second call out was to a vehicle crash on Climie Road in October, where the driver of vehicle may have fallen asleep at the wheel, lost control and crashed into a roadside drain.

³ The 2022 customer satisfaction survey, indicated that 61% of those surveyed were satisfied with the condition of the footpaths.



Figure 1: A tree fell on a passing Ute on Matau Road

2.5 Capital Works

Work began in Elsinore Street to replace the kerb, channel and footpath. This particular road is reasonably flat with very little gradient to convey the stormwater run-off to the two roadside sumps located at the southern end of the road. In order to improve this, we have raised the height of the kerb to improve the drainage of the road.

Work continued on Swansea Road with the school safety project which has been affected by the inclement weather over the period. The contractor has indicated he anticipates the project being completed by the second week of December.

During October, Fulton Hogan repaired the damage to Salisbury Road, which was caused when the road was used as the diversion route for the SH3 rehabilitation work undertaken approximately 12 months ago. The cost of the repairs is in the order of \$72,000 which Waka Kotahi have agreed to pay.

2.6 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- 7 building consent applications;
- 13 resource consent applications; and
- 14 LIM report.

2.7 Matters Outstanding

2.6.1 Speed Management Plan – Schools

The consultation period with the wider community on our plans to reduce the speed limits outside urban and rural schools closed in September. To date Officers have received two responses to the proposed speed limit changes, both of which are in favour of variable speed limits outside the schools.

In accordance with the Setting of Speed Limits 2022, officers have to prepare an Interim Speed Management Plan (ISMP) to be endorsed by Council before the ISMP is sent to Waka Kotahi for certification. This will extend the timeframes for the implementation of the revised speed limits outside our urban and rural schools. The next step is to seek the view of Iwi before writing a report to the Policy and Services Committee.

2.8 Roading Activities

A snapshot of the programmed and reactive works completed in September and October is shown in *Figure 2 and 3*.

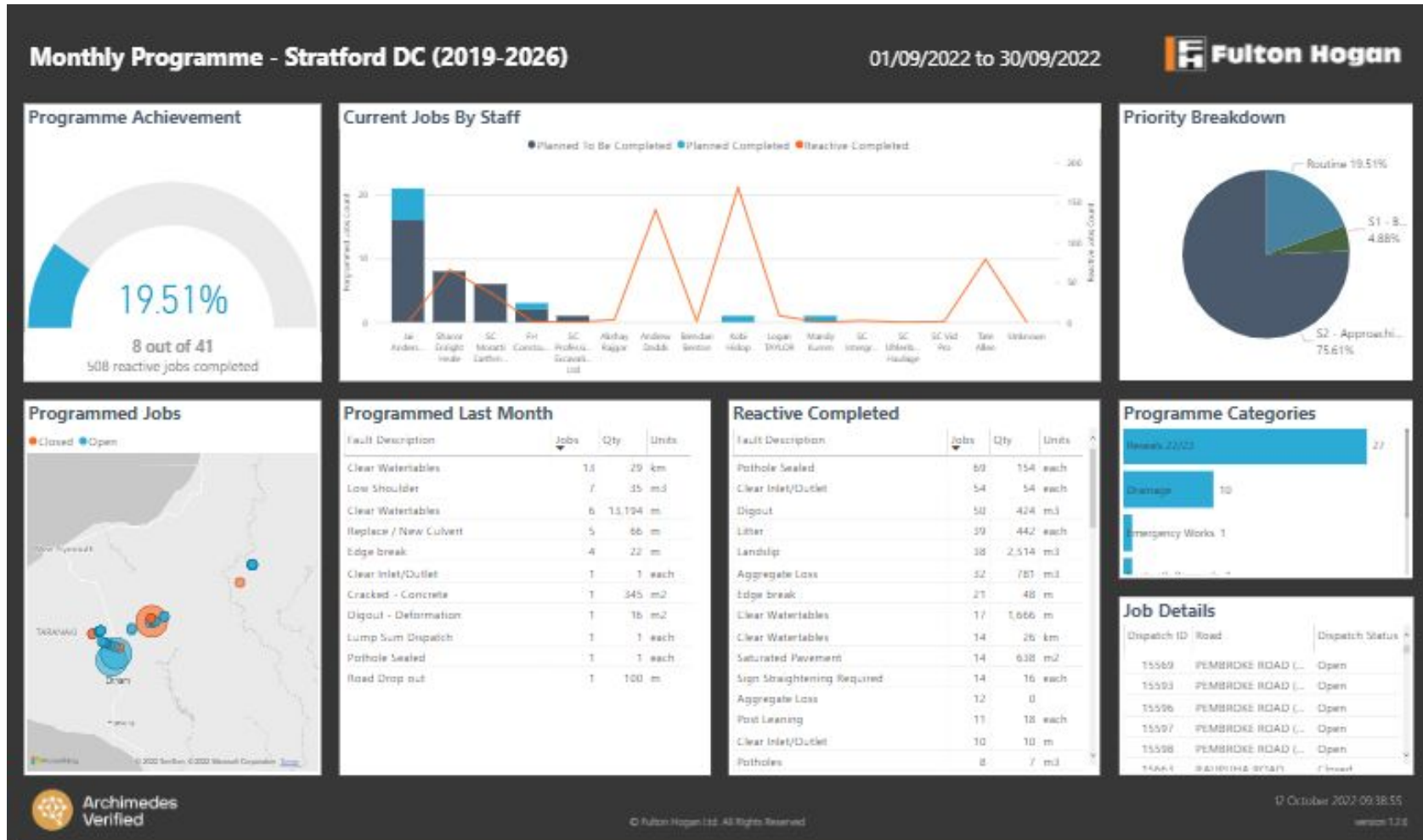


Figure 2: September Programme Achievement Chart

Programme Achievement

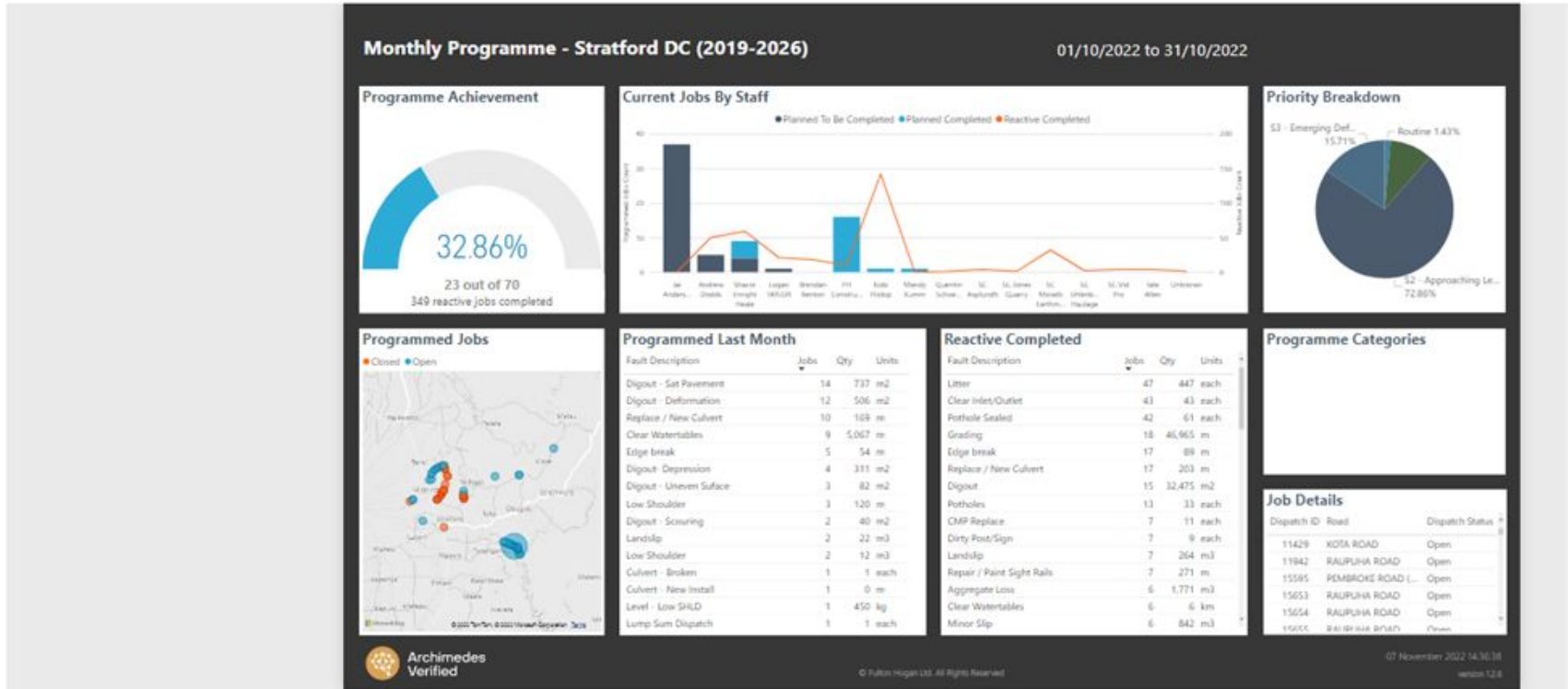


Figure 3: October Programme Achievement Chart

3. Services

3.1 Water Supply

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

Water Supply Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2023/2023 YTD
Safe Drinking Water: <ul style="list-style-type: none"> • Drinking Water Standards; • Maintenance of Reticulation 	DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	Achieved to date
	DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	Achieved to date
	Water Loss – The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured 2021/2022 Achieved - 17.3%*
A Reliable Water Supply: <ul style="list-style-type: none"> • Response Time; • Unplanned Disruptions 	Urgent Response Times – The performance measure targets for the median response time for urgent attendance and resolution <ul style="list-style-type: none"> • Attendance for urgent call-out 	1 hr	Not Achieved 1 hr 18 mins
	<ul style="list-style-type: none"> • Resolution for urgent call-out 	8 hrs	Not Achieved 18 hr 28 mins
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution <ul style="list-style-type: none"> • Attendance non urgent call-out 	2 working days	Not Achieved 5 days 21 hrs 52 mins
	<ul style="list-style-type: none"> • Resolution non urgent call-out 	5 working days	Achieved 8 days 9 hrs 13 mins
	Unplanned Disruptions - The performance measure target for disruptions. <ul style="list-style-type: none"> • Minor disruptions (between 5 and 50 connections affected) 	< 5	Not Achieved 7**
	<ul style="list-style-type: none"> • Major disruptions (more than 50 connections affected) 	<2	Achieved 0
	Demand Management Water Consumption – The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured
	Customer Satisfaction Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for: <ul style="list-style-type: none"> • Drinking Water Clarity; • Drinking Water Taste; • Drinking Water Odour; • Drinking Water Pressure or Flow; • Continuity of Supply 	<32	Achieved 1*** 0 0 0 0.3****

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

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

** Mains breaks on Craig Street, affecting Titania Street also, the pipe is being prioritised for renewal. Hunt and Pembroke Roads affected by shutdown for the trunk main tie in due to incorrectly exercised valve.

***Dirty water experienced after trunk main shutdown for tie-in of the new trunk main.

****Email complaint received regarding the mains breaks on Craig Street.

3.1.1 Operations

Water Treatment

Stratford water treatment plant experienced water quality monitoring instrument failure due to air locks after the new trunk main tie-in; the air was bled and the instruments began to function. A bleed valve has since been installed on the water line feeding the treated water instrument shed and the incident was reported to Taumata Arowai. The flow meter on the old trunk main also began to read erroneously, likely due to air cavitating around the probe; the flow meter on the new trunk main confirmed the increased flow readings were not caused by leaks in the reticulation network.

Water Reticulation

Another mains break on the AC pipe at Craig Street occurred, affecting supplies to Craig and Titania Streets, this pipe has been prioritised for replacement. A mains break occurred on the old PVC trunk main at Regan Street. Minor leaks were experienced around several tobies within Stratford Township.

3.1.2 Capital Works

22/23 Watermain Renewal

Broadway (between Romeo St and Celia St) is programmed for February / March 2023. Quotes have been sought for Craig Street and Biron Place water line renewals.

New Water Trunk Main

Completed with minor remedial works to finish off.

Water Treatment Plant Upgrade

- Final design for the replacement of the Pātea raw water delivery line and the associated grit removal tank is being independently reviewed.
- Generator – Procurement underway to appoint Engineer to design the Foundation Pad to withstand earthquakes etc.
- Reservoir overflow to backwash pond – Scope of works finalised; design consultant engaged.
- Stratford WTP wheel wash – Existing infrastructure investigations completed; scope of works created; Council owned submersible pump has been inspected.

3.1.3 Building Consents, Resource Consents and LIMs

Assessments were made for a total of:

- 15 Building Consent applications;
- 4 Resource Consent application; and
- 10 LIM reports.



Figure 1: New Trunk Main Tie-in.

3.2

Wastewater

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

Wastewater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
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 0.38*
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0
	• Convictions.		0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		

Level of Service	Performance Measure	Target	2022/2023 YTD
	<ul style="list-style-type: none"> Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site. 	1 hour	Achieved 0 hrs 47 mins
	<ul style="list-style-type: none"> Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault. 	8 hours	Achieved 0 hrs 55 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Not Achieved
	<ul style="list-style-type: none"> Sewage odour 		0
	<ul style="list-style-type: none"> Sewerage system faults 		10.7
	<ul style="list-style-type: none"> Sewerage system blockages 		0.38
Trade Waste Complaints Response times	<ul style="list-style-type: none"> Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site. 	2 working days	Achieved
Trade Waste Consent Processing	<ul style="list-style-type: none"> Percentage of trade waste consent applications processed within 15 working days. 	100%	Achieved

3.2.1 Operations

Wastewater Treatment

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

Wastewater Reticulation

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

Health and Safety

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

Oxidation Pond Influent and Effluent Sampling

- Monthly influent and effluent sampling of the wastewater treatment ponds is ongoing in accordance with resource consent conditions.
- Compliance was maintained during this reporting period.

3.2.2 Capital Works - Wastewater Treatment Upgrade

- Algal sampling of the wastewater is ongoing for the Diatomix project.
- Dosing volumes have been changed, ponds 2 and 3 are receiving 4 litres of Diatomix nutrients each per week, and ponds 4 is receiving 8 litres per week, in accordance with instruction from Council's Diatomix Consultant.
- Bird scaring operations have resumed and are proving effective.

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 September and October:

Trade Waste Consents - One new consent was received and issued. New vacuum sucker truck operator consented to discharge septage to Esk Road. One business proposal enquiry processed. This

is a proposal to run a micro-abattoir within the Stratford township. Research underway and assisting the customer with their queries.

Trade Waste Consent Holders

- Attempts to inspect and sample operators continues.
- Sampling of a funeral business was undertaken and processed by Hills Laboratory. Results received which show levels of formaldehyde above the permitted level in the Bylaw. Consideration is underway as to whether a conditional consent is required by the business for the management of their waste.
- Esk Road disposal site showed minimal use over the September and October period however there was one complaint from an operator about the unacceptable state of the facility. This was followed up with the company who used the site prior and they have implemented a new procedure when they use the facility.
- Conditional Consent for a spraying business surrender required. Compliance scoping visit to new owner of site TRC was held. Some actions are required to ensure their compliance with the bylaw going forward with respect to stormwater ingress.
- Annual site inspection of wash bay at a contracting business undertaken. Sample taken and results pending.
- One complaint from consent holder received regarding the unacceptable state of Esk Road disposal site. Investigation undertaken but unable to validate the complaint.

Permitted Activities

- Nil activity to report. Grease trap consented under Building Act for local Retirement village (they were requested by Trade Waste Officer to install at an inspection the previous year). Inspection to be undertaken once installation completed.

3.4 **Stormwater**

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

Stormwater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
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. 		

Level of Service	Performance Measure	Target	2022/2023 YTD
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 storm water infrastructure during this reporting period.
- There were no health and safety incidents during this reporting period.

3.4.2 Matters Outstanding

There are no matters outstanding for this reporting period.

3.5 Geographical Information System (GIS)

- Capitalization - at the end of each financial year all the infrastructure assets purchased are capitalized within AssetFinda and Authority. This is currently an ongoing project.
- Benchloss – Information provided to assess the annual percentage loss of potable water produced in the district.
- New Address numbers - with the increased number of subdivisions the quantity of applications for address numbers have increased accordingly.
- LGOIMA – Medium Rates of Residential Area in Stratford for Fair Go.
- IntraMaps – Updated the queries to reflect the 2023 property ratable amounts.

3.5 Solid Waste

The Levels of Service for the Solid Waste Collection Activity are measured using the performance indicators shown in the table below.

Solid Waste Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (phh) (municipal kerbside collection only) (kgs per annum)	<600kg	Achieved to date – average monthly total 480kgs (Sept - 447kgs phh) *(Oct - ??kgs phh) *Due to staff losses at Envirowaste this data has not been provided
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved to date - average monthly result 24% (Sept - 26%) *(Oct - ??%) *Due to staff losses at Envirowaste this data has not been provided

Level of Service	Performance Measure	Target	2022/2023 YTD
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Achieved as per the 2022 Survey 83%

3.6.1 Planning – Strategies, Policies, Plans and Bylaws

- The Waste Levy Contestable Fund Policy was adopted in September 2022. Staff are now working with the Communications Department on completing a media release and getting the information out to the public to advise that the fund will be open to applications in Feb 2023 and will stipulate the eligibility. A Waste Levy Advisory Group made up with an elected member, a waste officer and an assets manager will be formed to consider all applications to this fund.
- The regional waste services contract (15/SW01), which includes the kerbside collection service and transfer station operations, expires on 30 September 2024. Given the complexity and large scope of the contract, the three Councils have engaged the services of Morrison Low who are consultants with waste services expertise for this project. The project is a regional collaboration with each individual Council responsible for the technical specifications relating to their service. The Procurement Plan has been completed and the request for tender will be created from this.
- Consultation Stage Two for the development of the WMMP in collaboration with NPDC and STDC has commenced with a survey developed for community input into the visions and goals for the WMMPs. This will be completed in November 2022

3.6.2 Contamination Levels at the MRF

Figure 6 provides the contamination levels at the MRF for the previous 12 months, which is reported at 23% for September. Unfortunately as a result of staff losses within Envirowaste the figure for October has not been provided. Council is working with Envirowaste to obtain this information for future months..

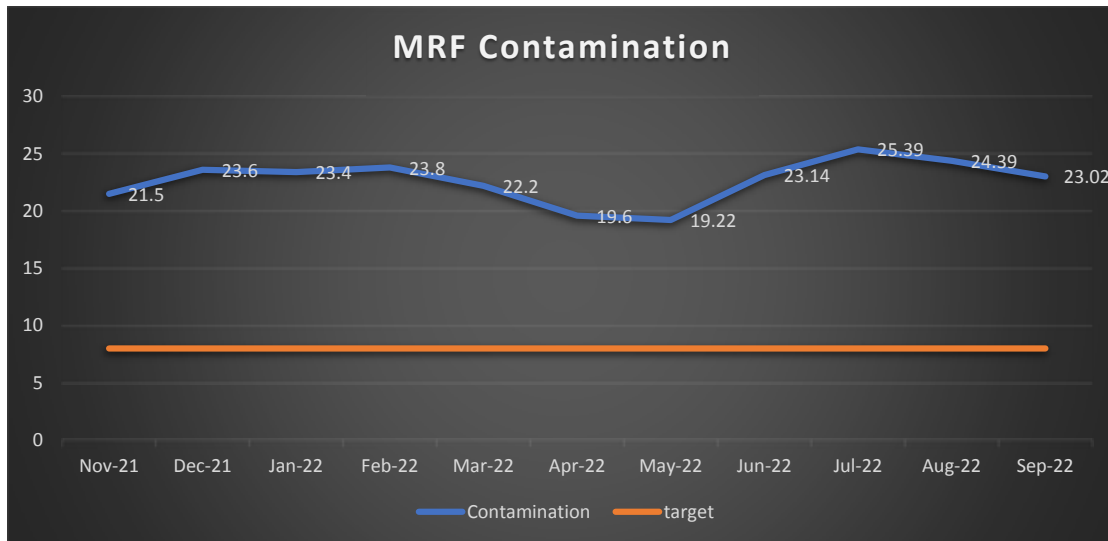


Figure 2: Regional Contamination at the MRF

3.6.3 Waste Minimisation - Current Initiatives

September

- Council hosted two workshops on the 29 September with Kate Meads, the first being on Waste Free Parenting with 50% attendance and the second workshop being on Foodwaste reduction which had a 110% attendance. Feedback was positive and these may become annual events.



Figure 3: Waste Minimisation workshop with Kate Meads

- **Bintainers** Research was carried out in September looking into options for public recycling stations that could be movable and if needed semi-permanent. A procurement plan has now been submitted and decisions are still to be finalized. These bintainers have been chosen as a replacement for the current outdated and worn recycling station currently being used at events and will allow more education to be included.

The proposal is to take the station to all school pet/gala days and community events with the Education Officer to increase the message and knowledge around the need for uncontaminated and recyclable product streams.

- **Online Wananga** The Education Officer has completed online wananga with Para Kore to develop further understanding of the Te Ao Māori viewpoint on waste generation and minimisation. There are three wananga to the course: *Te Orokohanga; (the beginning)*, *Nga Rawa Māori (The Maori Way, the resources)*, and *Te Punaha Hoko mea (where to next – future direction)* and these concepts will be included in future education plans and actions. The Education Officer is also working with ParaKore South Taranaki and Central Taranaki representatives from Para Kore around the feasibility and planning of community garden option to be initiated in early 2023.
- **Did You Knows** – These will be replaced over the month of October and the messaging will be based around the phase out of plastics from 1 October with social media and Central link adverts
- As well as the messaging around the Repair café event to be held Nov/Dec



- The repair café planning is now underway and early responses have been good with 6 repair volunteers coming forward. Further messaging will target specific skills required.

Both NPDC and STDC have asked if they can attend this event and look to developing a regional approach for 2023/24.

- Planning is still underway for an education campaign on planting for spring, identifying what plants and trees and flowers need less water over the coming summer months.

October

- At the start of the school holidays in week 1 of October a Kai zerowaste competition was marketed with this event also being published in the daily news under a reporters byline. Although the marketing was extensive no entries were received. An investigation as to why this may have happened is underway with support from the regional education officer.
- Early October also seen the Stratford bike Park anniversary which was attended by both the waste officers. A competition was run based around strategies that protected our environment. Sixty five entries were received with 5 winners presented with waste free packs.

Which of these helps to reduce our waste? AND PROTECTS OUR PLANET

<p>Noodle Pots</p> 	<p>Stop dripping taps</p> 	<p>Metal Drink bottles</p> 	<p>Grow your own Food</p> 
<p>Re use or donate old clothes</p> 	<p>Plastic Toys</p> 	<p>Beeswax Wraps</p> 	<p>Only use plastic #1 #2 or #5</p> 



Figure 4: Winners of Zerowaste competition at Bike Park.

3.6.4 **Amber tags and labelling.** A new education plan and strategy to help reduce contamination has been started. This is a two pronged approach with part 1 being that recycling bins that have been amber tagged or are in high contamination areas, having a new recyclable products sticky label attached with what can be recycled including plastics type 1,2 and 5 stickers and what cannot be recycled. The second part of the approach is a new “**education letter**”(D22/34954) and a “Everything you need to know” pamphlet will be sent to all addresses that receive multiple amber warnings to help them understand what can be recycled and how, before they receive a red sticker and receive warning notifications.

3.6.5 **Education Strategy.** (D22/32826) This has been drafted and will be presented to elected members at a workshop early 2023.

3.6.6 **Number of Households Serviced through Kerbside Collection.** From July 2021 to current has seen an increase of 53 Households (2%). This equates to approximately 1.4T per year extra waste to landfill.

3.6.7 **Organic Waste Facility Feasibility Study**
Elected Members approved the progression of Option 5 - *Commercial and community network of multiple facilities* in the Policy and Services Meeting held 26 July 2022. The continuation of collaboration with Iwi and applying to government funding through the National Waste Minimisation fund was also approved. This has been passed back to the project team and further work will be reported on in the coming monthly reports.

3.6.8 **Weekly Recycling Bin Audits**

The monthly recycling audit summary from 1 January 2022 to 31 October 2022 is provided in *Figure 9*. In summary, for September, the amber and red tags were at 4% and 1% respectively and Green was at 95%. The Education and Waste Minimisation Officers are working on local campaigns to educate the community more regularly on correct recycling. The waste officers meeting in October requested that the contractor has a focus on quality of bin audits rather than quantity to gauge a better understanding of why bin audit results differ considerably from contamination rates found at the MRF

3.6.9 **Recycling Bin Service Suspensions**

Currently one property has had their recycling service suspended for three months due to three strikes of contamination in accordance with Section 12.6 of the Solid Waste Management and Minimisation Bylaw. Bin services are restored at the expiry of the 3-month suspension period.

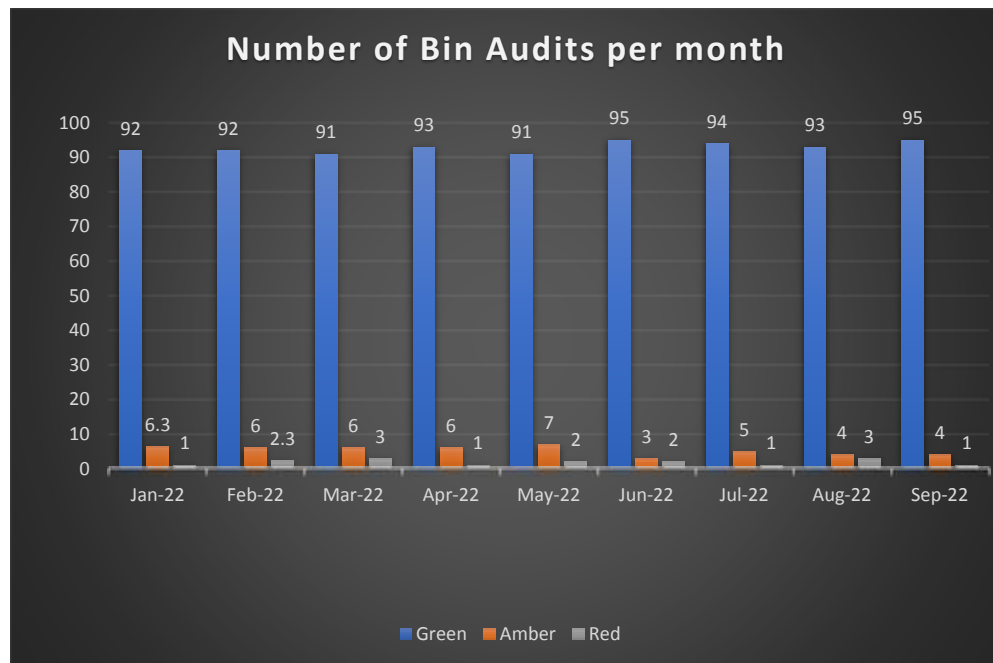


Figure 5: Monthly results for recycling bin audits for 2022

4 Property

The Council manages a number of community facilities including the Aerodrome; Civic Amenities; and Rental and Investment properties.

The Customer service request history for the property activity is shown below.

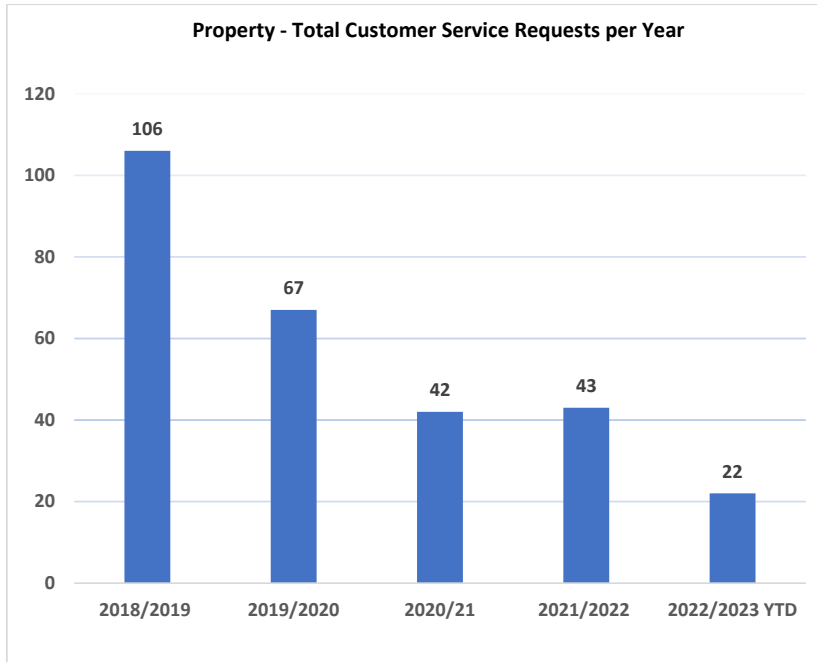


Figure 6: Customer service request history – Property – September and October 2022

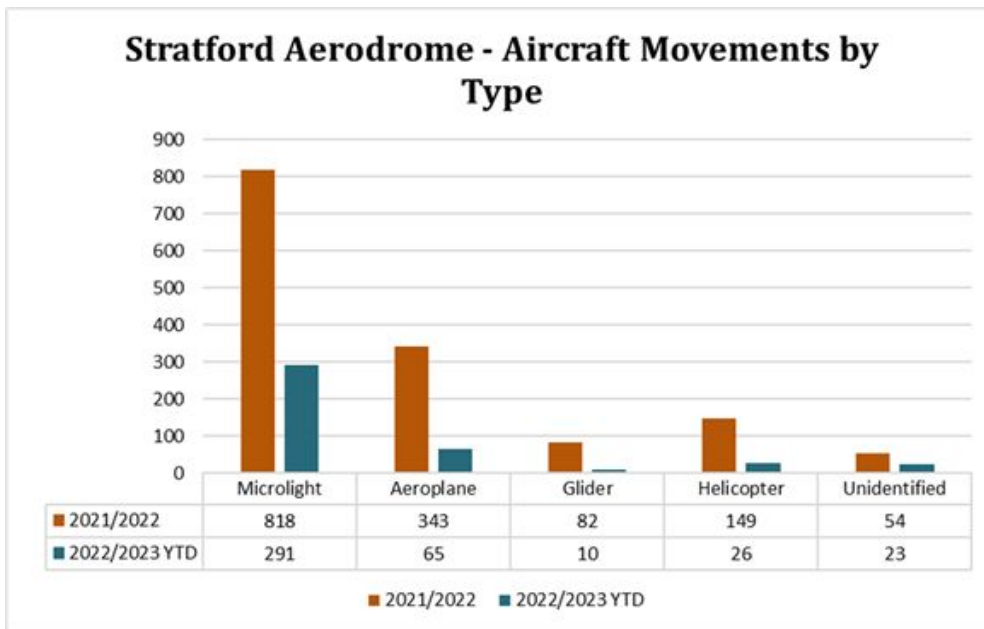
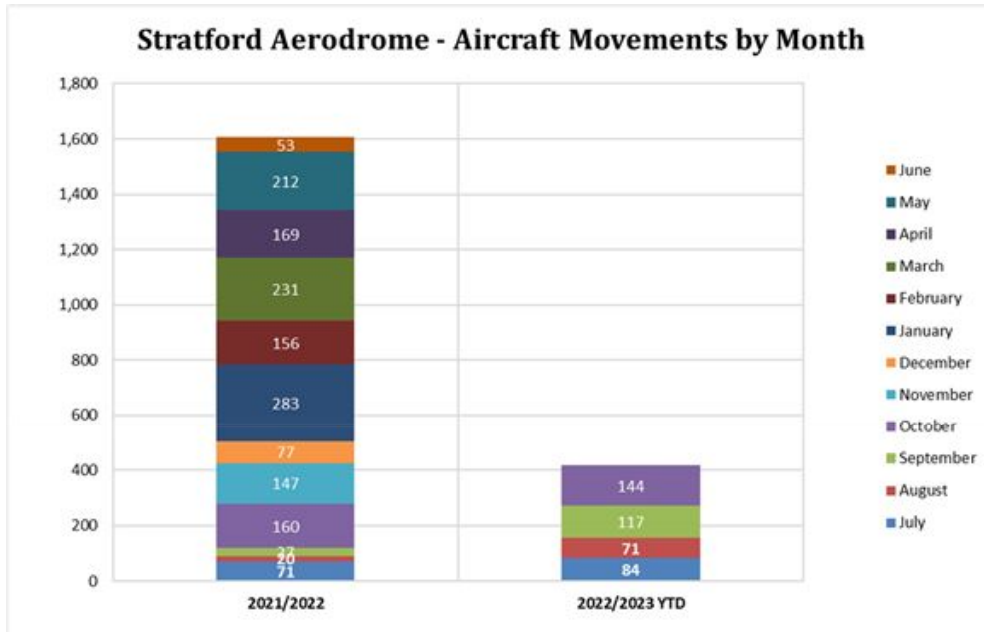
Capital Works Programme

Below is a summary of capital projects underway.

- TET Multi Sports Staidum Emergency Lighting and Doors Design – Underway with design expected in December 2022.
- Farm Milking Parlour – Painting of the milking parlour has been pushed out to November, due to poor weather conditions; and
- Bell Tower reinstatement – Garden constructed and planting is expected to be completed in November. Carpark reinstatement will commence in November now the weather has improved.
- Percy Thomson Building Roof replacement – Currently working on procurement documents with an aim to have contract out in the market late November.

4.1 Aerodrome

- 4.1.1 Civil Aviation Authority are currently investigating an incident involving a small aircraft. More information will be provided once the investigation has been completed.
- 4.1.2 A review of the Aeroclub Management Plan is currently underway with expected completion in early 2023 after consultation with Aerodrome Users and Committee.
- 4.1.3 RD Petroleum Aviation building consent has been approved. Due to weather, installation of the Jet A1 fuel dispensing facility at the Aerodrome will commence in November.
- 4.1.4 Customer satisfaction of the condition and maintenance of the Aerodrome facility is greater than 70%. This is measured annually and reported at the end of the financial year.



4.2 Civic Amenities

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

- Housing for the elderly;
- War Memorial Centre;
- Centennial Restrooms; and
- Public toilets.

The Levels of Service provision including the Performance Measures is based on the condition of the assets and associated customer satisfaction. The performance of these services is annually measured and reported at the end of the financial year.

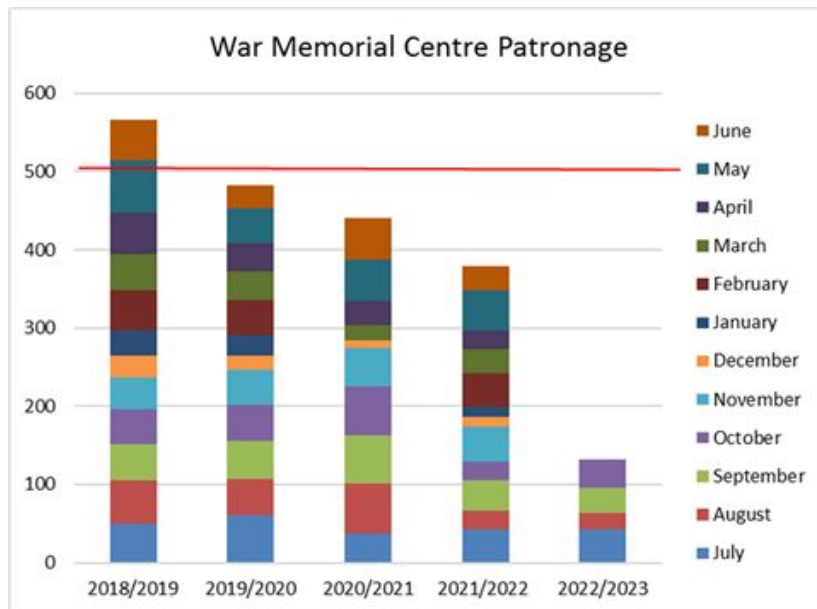
Level of Service	Performance Measure	Target	2022/2023 YTD
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	100%
	Annual booking of War Memorial Centre.	>500	132
	Annual booking of Centennial Restrooms.	>200	114
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	93%
	Annual Occupancy rate.	>95%	100%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>80%	89%

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

4.2.1 Housing for the Elderly

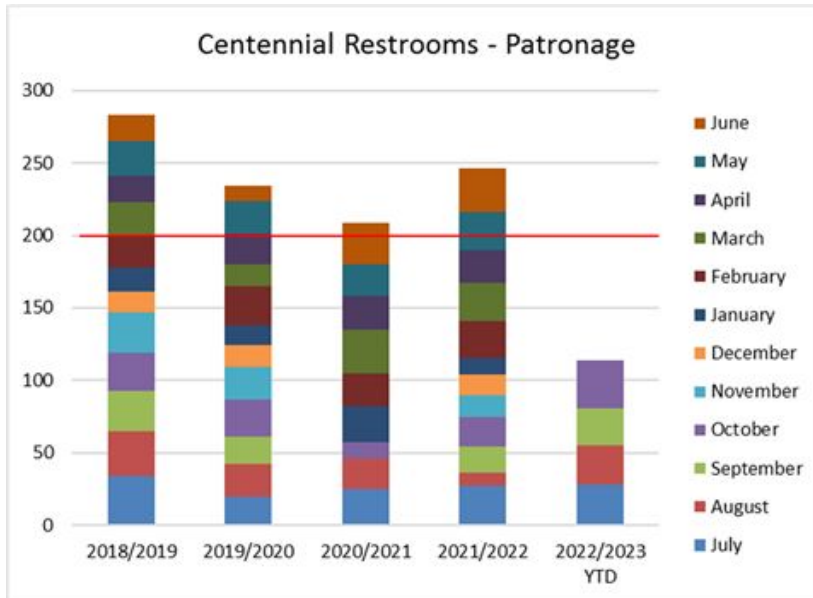
The current occupancy rate for the month October is 100% and therefore achieves the performance measure of >95 %.

4.2.2 War Memorial Centre



9 bookings were cancelled during the months of September and October.

4.2.3 Centennial Restrooms



4 booking were cancelled during the months of September and October.

4.3 Rental and Investment Properties

The Council's Rental and Investment Properties are:

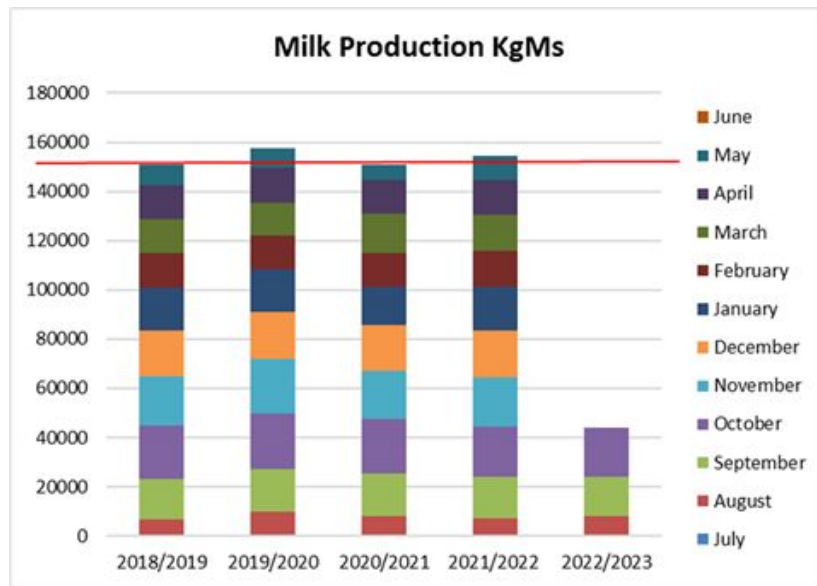
- the Farm;
- the Holiday Park (operated by a third party, with a formal lease on the land); and
- Rental properties (urban and rural land, and commercial properties).

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

Level of Service	Performance Measure	Target	2022/2023 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	43,844.9 Kg
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Compliance	Expected to achieve
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5	0

4.3.1 The Farm

- Last season riparian planting is now completed. In November TRC will be undertaking an audit to identify the planting gaps.
- In December Fonterra will complete a site visit to update Taiki Farm Environment plan.
- During the months of September and October a total of 35,863.8 KgMS were produced, which is a 1.4% decrease from last season. Overall we are still on track to meet the target of 150,000 KgMS at the end of the season.
- The history of the Farm milk production is shown in the chart below.



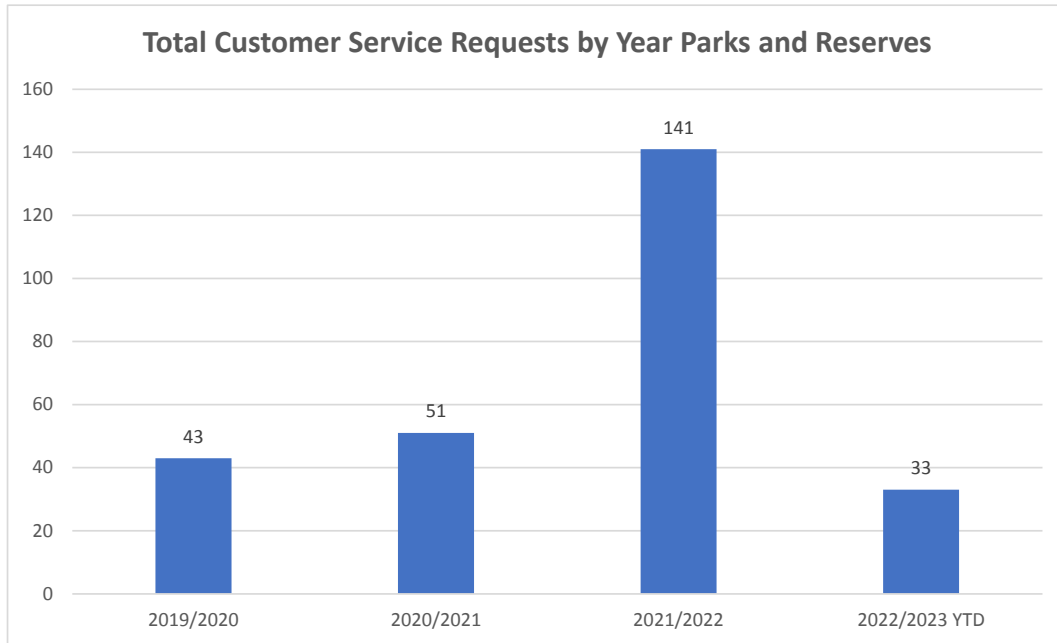
5. Parks and Reserves

The performance of Council's parks and reserves activities are measured using the targets shown in the table below. These are measured annually and will be reported on at the end of the financial year.

The Arboretum project (in conjunction with the Percy Thomson Trust) is programmed in for next financial year to align with the Windsor Park Reserve Management Plan, which has just now been approved.

Level of Service	Performance Measure	Target	2022/2023
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40	33
	Percentage of Stratford residents satisfied with:		
	Parks;	>80%	
	Sports fields;	>80%	
	Cemeteries.	>80%	
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	

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



	2019/2020	2020/2021	2021/2022	2022/2023 YTD
Parks	3	10	24	8
Structures	9	2	32	1
Sports grounds	3	5	5	3
Playgrounds	1	1	14	3
Cemeteries	5	5	11	3
Street Trees	11	15	24	6
Walkways	11	13	31	9
Total	43	51	141	33

5.1 Whangamomona Septic Tank Upgrade

A preliminary investigation has determined that a septic tank with an effluent bed is the preferred option due the expense of emptying a holding tank.

Design is underway for a Resource Consent to be lodged with Horizons Regional Council. Once this has been obtained, the installation can commence.

5.2 Skate Park

Feedback from the Youth Council and community has been collated and is currently under review so a proposal, to design a new feature as a replacement for the bowl, can be issued to specialist Skate Park designers.

6. Special Projects

Below is an update on the progress of some of the key projects that the Council is currently undertaking as at **31 October 2022**.

6.1 The Replacement Aquatic Facility

Construction is completed and facility has officially been opened. Minor remedial works are underway to complete project.

6.3 Second Water Trunk Main

This is the 3-Waters Stimulus funding project currently partly funded by central government. The project is now completed with minor remedial works underway to complete project.

6.4 The Whangamomona walkways

Easements have now been registered against the relevant titles and the Walking Access Commission has formally appointed Council as controlling authority. Signage has been erected and some track tidy up work has completed. A tidy up of the carpark will be required when the weather improves ahead of a formal opening.

6.5 Connecting our Communities Strategy

Consultation on the Connecting our Communities Strategy closed on 19 August and feedback from the public and identified stakeholders. Feedback from the consultation is underway, including discussions with Waka Kotahi for the Interim Speed Management Plan. It is expected a revised strategy will be reported to Council in the new year.

6.6 Better off Funding

The Better off funding is a \$2.5b support package, as part of the Water Reforms, for local authorities. The purpose of the package is to ensure no councils are worse off as part of the reform. The following criteria is required for all projects to meet:

- Building resilience to climate change and natural hazards
- Enable housing development and growth
- Support local place-making and improvements in community well-being.

SDC has been assigned \$10.27 million:

- \$2.57 million available from now until 30 September 2022
- \$7.70 million available from July 2024.

Projects to be included in the application are listed below:

- The Brecon Road Extension - \$0.75 M;
- Town Centre Development - Prospero Place, Broadway Beautification, Skate Park development and Victoria Park Drainage Project - \$1.67 M;
- Enabling Wastewater Infrastructure for the Stratford Park - \$0.15 M.

The application has been lodged and is under review by the Department of Internal Affairs. We expect a decision on our application in late November.

6.7 Transport Choices Package

The Minister of Transport announced a \$350 million package for Road Controlling Authorities to fast-track projects that will help reduce Vehicle Kilometres Travelled (VKT).

Further discussion with Waka Kotahi has highlighted those projects involving treatment outside and linking schools are preferred. All projects funded by this package is expected to be completed by June 2024.

Officers have refined for submission, the following projects:

- Crossing opportunities for SH.3 to link the primary schools on the western side of the State Highway to Stratford High School (SHS) on the eastern side of town.

- Traffic calming treatment outside Avon School, St Joseph's Catholic School and Stratford Primary School, similar to the works outside SHS that is currently under construction.
- Improved walking and cycling connection between the three primary schools and State Highways.

Funding applied for is \$7.8 million. Due to a large number of applications, the timeframe for a decision is unknown at this stage.

7. Resource Consents

There are several resource consent applications that are currently under preparation for submission, or being processed by Regional Council. Stakeholder engagement is underway; a summary is provided below:

RC Number	Location	Description	Stakeholders	Update
1276-3	Midhirst Te Popo Water Take	To take water from the Te Popo Stream, a tributary of the Manganui River for community public water supply purposes	Fish and Game NZ, Te Atiawa, Ngāti Ruanui, Ngāruahine, Ngāti Maru, Okahu Inuawai Manataiao Hapū, Pukerangioraha Hapū	Application with TRC, awaiting Cultural Impact Assessment to be commissioned by Iwi
0409-3	Stratford Public Swimming Pool, Page St, Stratford	To discharge from the Stratford Public Swimming Pool into the Patea River on one occasion per year up to a total of 550 cubic metres of swimming pool water to empty the pool for maintenance	Fish and Game NZ, Ngāti Ruanui, Ngāruahine	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.
1337-3	East Road, Toko	To take and use groundwater from a bore in the vicinity of the Toko Stream in the Patea catchment for Toko rural water supply purposes	Ngāti Ruanui, Ngāruahine, Ngāti Maru	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.
6605-1	East Road, Toko	To discharge treated filter backwash water from the Toko Water Treatment Plant into a soak hole adjacent to the Manawawiri Stream	Ngāti Ruanui, Ngāruahine, Ngāti Maru	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.
6468-1	Cordelia Street, Stratford	To erect, place and maintain a culvert in an unnamed tributary of the Kahouri Stream in the Patea catchment for flood control purposes	Ngāti Ruanui, Ngāruahine	Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC.



Steve Bowden
Acting Director Assets



[Approved by]
Sven Hanne
Chief Executive

Date 14 November 2022

MONTHLY REPORT

Community Services Department



F22/55/04-D22/41460

To: Policy and Services Committee
 From: Director – Community Services
 Date: 22 November 2022
 Subject: Community Services Monthly Report – September & October 2022

Recommendation

THAT the report be received.

/
 Moved/Seconded

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e., Community 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

- Bike Park 1 year Birthday Party: 3 October
- NZ Defence Force Community Open Day: 14 October
- Wai O Rua Opened
- Council was granted \$230,000 from the TET

2. Community and Economic Development

Performance Measures (*Performance Measures in bold*)

	Target	2022/23 YTD
Deliver or facilitate community events	>5	11
Percentage of residents feeling a sense of community	80%	
Number of client interactions with Venture Taranaki's Business Advisory Services	100%	
Mentor matches made as requested	100%	

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

2.2 **Stratford District Youth Council (SDYC)**
 The SDYC helped with running the BBQ at the Bike Park's 1st Birthday Party, which was a huge success. The SDYC put on 2 free movie sessions at the TET Kings Theatre during the School Holidays. Both sessions exceeded the 100-person limit on the free tickets. As this is a great way to support the theatre as well as engage with the community, more funding may be required in the future to extend the ticket limits and put on more sessions during the year.

The SDYC finished off the School Holidays with hosting an On the Bus event. This time they took the bus to Mega Bounce in New Plymouth and enjoyed pizzas before heading back to Stratford. The event was successful with great feedback from those who attended.

Key appointments and achievements to note:

- A youth councillor won both the Senior and Year 11 speech competitions for Stratford High School.
- A youth councillor won the Junior speech competition for Stratford High School.

Upcoming meetings and events:

- Youth Council Ordinary meeting: 4 November
- Youth Council Projects meeting: 15 November
- Stratford A&P show: 26 & 27 November
- Participating in the Stratford Christmas Parade: 2 December
- Youth Council Christmas Dinner: 6 December

2.3 **Civic and Community Events**

Completed:

- Te Wiki o Te Reo Māori (Māori Language Week): 13-19 September
- MTFJ/Fieldtorque joint BA5 event: 21 September
- Prospero Markets: 24 September
- International Day of the Older Persons event: 30 September
- School Holiday Programme: 3 – 14 October
- Bike Park 1 year Birthday Party: 3 October
- Scarecrow Making Workshop: 5 October
- SDYC Free Movie Session (Super Pets): 5 October
- SBA AGM: 10 October
- NZ Defence Force Community Open Day: 14 October
- SDYC On the Bus – Mega Bounce: 14 October
- SDYC Free Movie Session (Lyle the Crocodile): 16 October
- Taranaki Pioneer Village AGM: 16 October
- Prospero Market: 29 October

Coming Up:

- Scarecrow Trail: 28 October – 13 November
- Trade Graduation Ceremony: 3 November
- PAG Forum: 24 November
- A&P Show: 26 – 27 November
- Mayoral Gifts (Nominations): 1 – 13 December
- Christmas Parade: 2 December

2.4 **Community Projects and Activity**

2.4.1 Mayors' Taskforce for Jobs (MTFJ)

Registrations

	October	YTD
Young People Registered	13	42
Businesses Registered	3	8

Employment

	October	YTD
Young people placed into employment	3	4
Young people who are employed but require assistance with upskilling		
Young people registered onto programme and straight in study	3	14*
Young people received support and found work themselves	1	1
Total		

*several of those supported with training will be placed into employment once completed.

A training and development programme has been created to support year 12 and year 13 school leavers wanting to enter into the aquatics industry. The programme aims to

train and develop local young people who will be offered employment opportunities at Wai O Rua prior to them leaving for university. The learned skills can then provide a pathway for employment over summer when returning back to Stratford and/or seeking employment at other aquatics facilities across the country.

A partnership between Tūtaki and FloJo has been developed to support those seeking employment within the hospitality sector. The on-the-job training will provide experience as a barista, customer services and pastoral care support over a 11 week period.

2.4.2 Community Relationships Framework

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

Coming up

- Incorporated Societies Act 2022 Workshop – what the changes mean for your society: 15 November
- Introduction to the finance (Intermediate): 30 November

Stratford Business Association

A partnership agreement has been drafted and will be presented to council in January 2023 for discussion and confirmation of support.

The association held its AGM on 10 October and saw several new members elected onto the committee alongside the confirmation of Matthew Dimock as Chairperson and Caleb Robinson as Deputy Chairperson.

Taranaki Pioneer Village

A support package has been confirmed with the committee which fits within current Community Development resourcing.

Support includes;

- External financial review to highlight the effect covid has had on the organisation over the past 3 years
- Customer engagement piece to help inform a new visitor attraction and marketing strategy
- Recruitment of new committee members

The organisation held its AGM on 16 October and saw all of the previous committee re-elected. New additional members will be co-opted onto the committee once a process has been established that aligns with the new changes being made to the Incorporated Societies Act 2022.

2.4.3 Stratford Strategies and Town Centre Plans

Draft documents were presented to elected members in August for initial discussion. Officers have since worked through the feedback provided and will present the Community Development Strategy back to council in quarter three. The intention for the Town Centre Plans is to have them as part of council's A&P Show display for early community engagement and feedback. The Economic Development Strategy requires additional consideration and will be presented back to council in 2023.

2.5 Funding

2.5.1 Creative Communities Scheme

The Creative Communities Scheme funding round closed on 2 September 2022. The Committee met on Wednesday 21 September and [awarded 6 projects funding](#).

2.5.2 Sport New Zealand Rural Travel Fund

The next Sport New Zealand Rural Travel Fund closed on 28 October 2022. The Committee meet on 24 November to determine funding allocation.

2.5.3 TET Funding

An application to the over \$100,000 TET grants was made in August. The application was for \$329,000 and included five projects which were: Economic Development and business support, Victoria Park drainage upgrade, pool inflatables, youth projects and event delivery. Council was granted \$230,000.

2.6 Positive Ageing

The Positive Ageing Group held their international day of the older person event on Friday September 30. It was a successful event with games of Bingo, Live Music from Jack Moser and a Sing-a-long hosted by Estelle Barnes from Age Concern. The event ended with Lunch and socialising. Feedback after the event was very positive.

The Stratford Positive ageing group recently received \$10,000 in funding from TET. The funding will ensure they can still host their Quarterly Forums and Ordinary meetings.

Upcoming meetings and events:

- Positive Ageing Forum: 24 November 10.30am
- Positive Ageing Ordinary meeting & Christmas Lunch: 14 December 10.30am

2.7 Stratford Business Association

Memberships	
August total	139
New	1
October total	140

Completed events/activity:

- Monday 19 September: Instagram growth (workshop)
- Wednesday 21 September: MTFJ/Fieldtorque joint BA5 event
- Monday 3 October: Canva 101 (workshop)
- Monday 10 October: Annual General Meeting

- Chairman: Matthew Dimock
- Co-Chair: Caleb Robinson
- Committee: Sharon Mackie–Langton, Matthew McDonald, Richard Williams, Steve Roberts.

- Monday 17 October: Canva & Mailchimp (workshop)
- Wednesday 2 November - How to create video content on smartphones – *postponed until 2023*

Upcoming events/workshops:

- BA5 – GMC Chiropractor – Wednesday 16 November
- Christmas Parade, Market and Carols – Friday 2 December
- Santa’s Cave – December

3. Communications

3.1 News Media

Eight Central Link updates were produced in September and October. These are printed in the Stratford Press and shared online at stratford.govt.nz and on Council’s Facebook page weekly.

Central Link focus for September and October:

- New pipe bridge installed for second water trunkmain
- Te Wiki o Te Reo Māori
- Winter Warmer Winners (Library competition)
- Farewell to the Queen/Public Holiday announcement
- Facemasks update
- Elections vote campaign
- Bike Park party







- Scarecrow Trail registrations
- October school holiday programme
- Skate Park feedback opportunities
- Antenno App
- Education Officer Did you know? series
- Waste free workshop
- Zero waste kai competition
- Sport NZ Rural Travel Fund
- Planned water shutdown – 10 October 2022
- TSB Pool Complex closing
- Wai o Rua – Stratford Aquatic Centre opening
- NZ Army in town – open day advertisement
- Stratford repair café volunteer call out
- Farewell to councillors
- Creative Communities successful recipients
- Zero Waste survey
- Prospero Markets
- Public notices (Meeting schedule –September/October 2022, Elizabeth Watson Fund, Proposed Temporary Road Closure – Christmas Parade, Proposed Temporary Road Closure – Tāpoi Taranaki Cycling event, Weed spraying on rural roads)

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







- Mayor Volzke’s statement of the passing of Queen Elizabeth II
- Face masks no longer required at Council sites
- Have a wheelie good time at Bike Park birthday party
- Something to crow about – register for Stratford’s Scarecrow Trail
- Take one last dip in the TSB Pool Complex
- Throw out old ideas of food waste with Zero Waste Kai Competition
- Planned water shutdown for Stratford
- Are we on our way to zero waste?
- Calling all handy people, Stratford Repair Café needs you
- Wai o Rua – Stratford Aquatic Centre getting closer to opening
- Stratford’s new aquatic centre set to make a splash this week
- Wai o Rua – Stratford Aquatic Centre officially open
- Final election results – five new councillors for Stratford
- Have you recently completed a trade certificate?
- Local arts projects receive over \$12k in Creative Communities funding
- Mayor and Councillors sworn in
- Congrats to the winners of our Zero Waste Competition!
- The hunt is on! Stratford Scarecrow Trail starts today
- Cemeteries and Crematoria Week 2022

3.2 **Digital channels**

September snapshot:

Website		Social Media	
	5,000 ↓300 Users		See October update.
	16,876 ↓3,939 Page views		18,394 ↓77% People reached The number of people who saw any of our posts at least once this month.
	7,376 ↓989 Total sessions (visits) A session is the period of time a user is actively engaged with our website.		See October update.

October snapshot:

Website		Social Media	
	8,700 ↑3,700 Users		116 New Facebook followers /stratforddistrictcouncil 3,944 people follow our page.
	34,650 ↑17,774 Page views		24,616 ↑30% People reached The number of people who saw any of our posts at least once this month.
	13,547 ↑6,171 Total sessions (visits) A session is the period of time a user is actively engaged with our website.		19 New Instagram followers /stratford_nz 1,042 people follow our account.

3.3 Official Information Requests

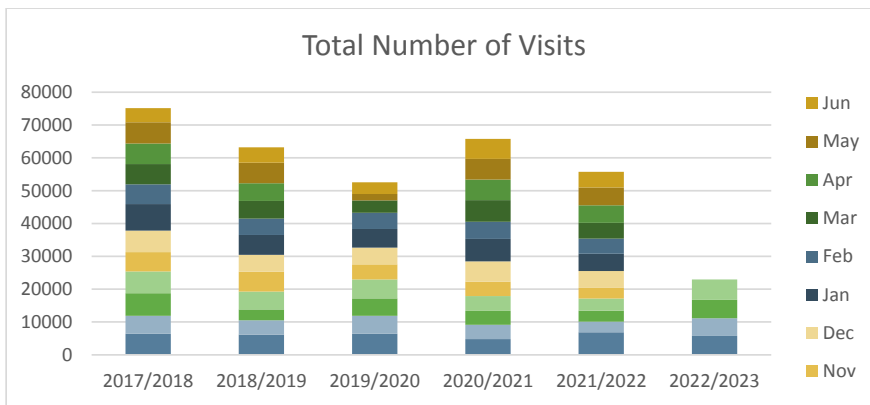
For the 2022 calendar year, Council has received 50 Local Government Official Information and Meetings Act (LGOIMA) requests.

The below table includes the LGOIMA's received for the months of September and October 2022.




Date Received	Query	Due Date	Date Responded	Days to Respond
1/09/2022	Reserve Land Sale	29/09/2022	22/09/2022	15
2/09/2022	Bike Park	30/09/2022	20/09/2022	12
12/09/2022	NZ Urban Water Pricing	11/10/2022	19/09/2022	5
19/09/2022	Stratford District Projections	18/10/202	7/10/2022	14
30/09/2022	Mistakes in electoral processes		4/10/2022	2
3/10/2022	Reserve Land Sale - additional request	31/10/2022	21/10/2022	14
3/10/2022	Bike Park - additional request	31/10/2022	20/10/2022	13
6/10/2022	Building Consents for last five years	4/11/2022	28/10/2022	15
12/10/2022	NZ Urban Water Pricing	10/11/2022	21/10/2022	7
13/10/2022	District Licencing processes	11/11/2022	18/10/2022	3
7/10/2022	Building Consents for last six years	7/11/2022	28/10/2022	14
20/10/2022	Current consents issued in the name of Waka Kotahi NZ Transport Agency, NZTA or Transit NZ.	17/11/2022	4/11/2022	11
28/10/2022	Freedom Camping Regulatory	25/11/2022	28/10/2022	1
31/10/2022	Consent list for Higgins Family Holdings Ltd	28/11/2022	2/11/2022	2

4. **Visitor Information and Library Services**
Performance Measures (*Performance Measures in bold*)



	Target	2022/23 YTD
Number of users of AA Agency Service is measured	>10,000	2,775
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	20,926
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	1,089



Visitors/Users per service

Service	September/October	Year to date (2022/23)
 Information Services (brochures/maps/ event tickets etc)	220/322 ↑13/↑102	1,003
 Vehicle/Driver licensing	764/692 ↑69/↓72	2,775
 Programme and Events	173/350 ↓99/↑177	1089

Library services - Items Issued

Service	September/October	Year to date (2022/23)
 In person	4,570/4,485 ↓164/↓85	18,794
 Online	520/534 ↑3/↑14	2,132

Programme/Event Users

Age group	September/October	Year to date (2022/23)
65+ Seniors	7/2 ↓44/↓2	103
18+ Adults	19/18 ↓14/↓1	176
13-17 Secondary School	0	0
5-12 Primary School	28/242 ↑5/↑214	420
<5 Pre-School	73/76 ↓6/↑3	274

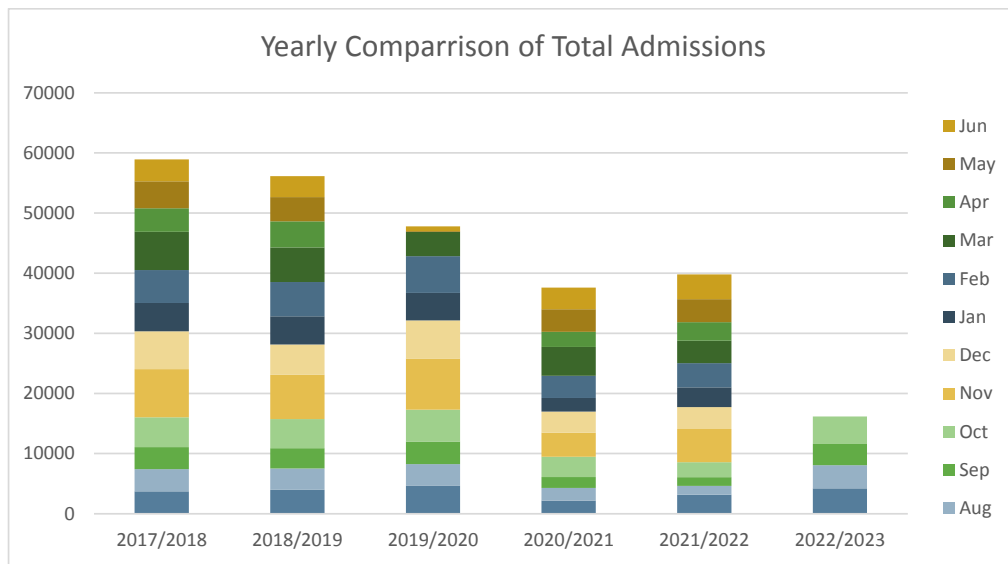
- Library activity in September and October included regular visits from early childhood services and schools and the Spring school holiday programme. There were some very well attended pop in activity sessions with over 55 children per session.
- The Library celebrated Te Wiki o Te Reo Māori by launching te kete kupu which are a resource kit for whānau to explore simple kupu together at home. These kete can be issued for free to anyone holding a library card. A special Tot Time was held as well as a visit from Stratford Parents Centre with a story in te reo Māori during the week. There were also some sessions for people to come and play Tākaro.
- The Library is now able to provide an improved printing facility to the public to print from their own devices with an upgrade to the management system. This has been a frequent request from the public.
- New clear directional signage has been installed in Prospero Place indicating the location of library, visitor information and AA services.
- Community groups using the facility in September and October included the regular Justice of the Peace service desk, Workbridge, Stratford Writer's Group, Age Concern and the NZ Army as well as our usual book and craft groups, and digital classes.
- Staff have been busy with an increased number of visitors buying event tickets and travel bookings.

5. Pool Complex

Level of Service Category	Performance Measure	Target	2022/23 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	15
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	PoolSafe accreditation is met	100%	
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	16,175

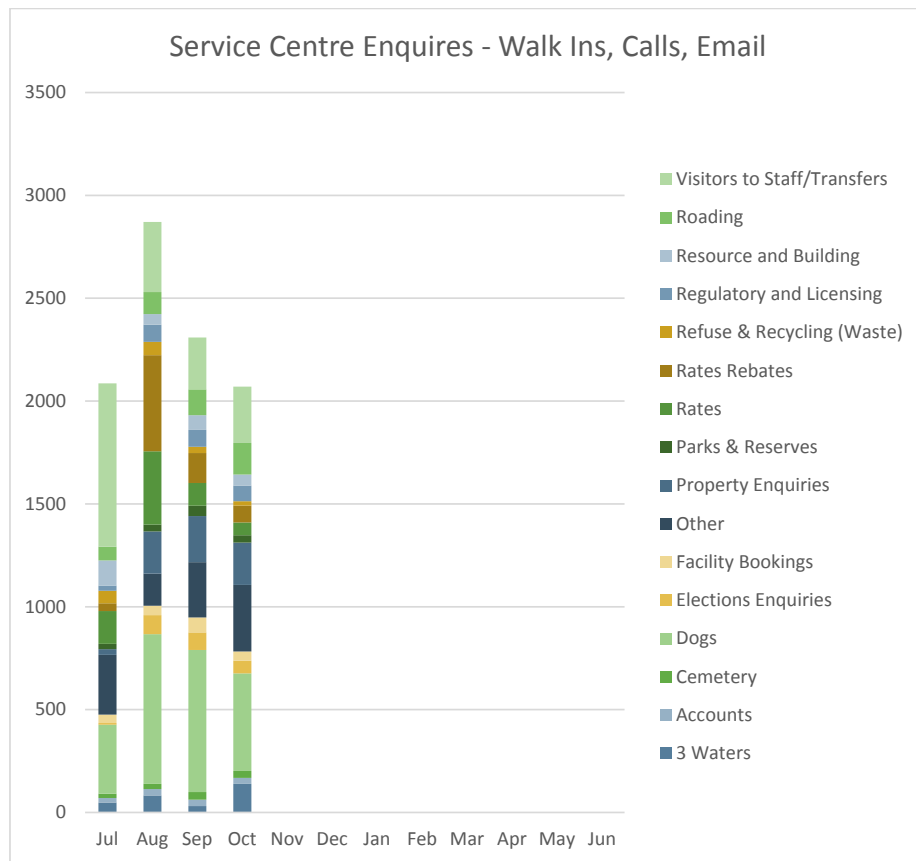
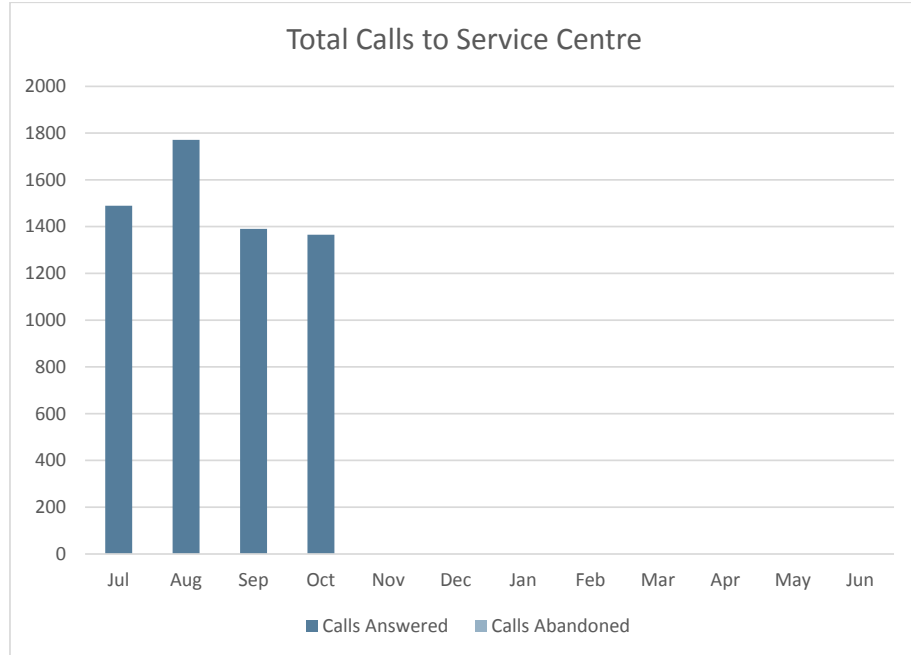
5.1 Highlights for September and October

- September and October saw 8,119 patrons through our facilities. (TSB Pool Complex & Wai O Rua – Stratford Aquatic Centre)
- October was a busy month, considering the facilities were closed for 2 weeks of it! There were 4,524 patrons through from the opening day.
- A new Group Fitness class (Deep Water Aerobics) has started.



6. Service Centre

The focus for the past two months has been responding to dog reminder letters and dog infringements which have been sent out. There has been an increase of Cemetery enquiries both for interments of ashes and purchasing of plots, with residents unsure of how many plots remain available. Elections and special votes also added to enquiries.



A handwritten signature in black ink, appearing to read 'K Whareaitu'.

Kate Whareaitu
Director - Community Services

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

Sven Hanne
Chief Executive

Date: 14 November 2022

MONTHLY REPORT

Environmental Services Department



F22/55/04 – D22/38341

To: Policy and Services Committee
From: Director – Environmental Services
Date: 22 November 2022
Subject: Environmental Services Monthly Report – September/October 2022

Recommendation

THAT the report be received.

/
Moved/Seconded

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

1. Overview

Nineteen applications for building consent were received in September 2022. These included three log fires, one pole shed, 10 new residential dwellings, two accessory buildings, one relocation, one repiling an existing dwelling and one extension/alteration to a commercial building.

Not included in the monthly figure are a further five amendments, one application for a Certificate of Acceptance (COA), and three Exemptions (one for insulation installation and two to replace Dawson Falls stairs and steps on Fanthams Peak).

A further 18 applications for building consent were received in October 2022. These included Three log fires, two pole sheds, seven new residential dwellings, one relocation, and three extension/alterations to residential dwelling and two others (secondary septic system and septic/water tanks to a rural property).

Not included in the monthly figure are a further five amendments, and one Exemption (install new suspension bridge across Manganui Gorge adjacent to ski area).

The number of applications for building consent has rebounded to a similar level to pre-winter. It is unusual that we saw a drop off in applications for building consent without a similar drop in applications for resource consent. We are now also seeing an increase in applications for Special Licences. This is usual over the summer months as clubs and community groups are typically more active, but is a sector that saw a significant decrease with the arrival of Covid 19 and has not recovered until now. This is an encouraging sign for our hospitality sector.

2. Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy started late last year and is still in an information gathering phase. Work on the formal part of the process will start later this year once New Plymouth District Council are ready for it to commence.

The last remaining road naming and numbering project relates to Pembroke Road which has been delayed to allow completion of the Gambling Venues and TAB Venue Policies. The roading naming project will come back to elected members in the new year.

Dashboard – All Business Units

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

Activity	Result Sept	Result Oct
Building Consent Authority		
Building Consent Applications	20	17
Building Consents Issued	8	29
Inspections completed	108	125
Code Compliance Certificate Applications	14	20
Code Compliance Certificates Issued	19	18
Code Compliance Certificates Refused	3	5
Number of Building Consents Received in Hard Copy	0	0
Number of Buildings Consents Received Digitally	20	17
Building Act Complaints received and responded to	1	1
Planning		
Land Use Consents Received	4	1
Land Use Consents Granted	2	3
Subdivision Consents Received	3	7
Subdivision Consents Granted	7	5
223/224 Applications Received	4	6
223/224 Applications Granted	9	4
Resource Consent Applications Received in Hard Copy	0	1
Resource Consent Applications Received in Digital Form	7	7
Resource Consent Applications Placed on Hold or Returned	8	10
LIM's Received	7	3
LIM's Granted	4	5
Environmental Health		
Registered Premises Inspected for Compliance under the Food or Health Act	6	6
Health or Food Act Complaints Received and responded to	0	0
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	0	0
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	9	13
Bylaw Complaints Received and responded to	34	17
Dog Complaints Received and responded to	25	21

3. Key Performance Indicators – All Business Units

3.1 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%	September 100%, 9.3 average processing days. October 100%, 5.7 average processing days.
	Percentage of inspection requests completed within 24 hours of request.	100%	September 106 out of 108 (98%) October 122 out of 125 (98%) inspections were within 24 hours of the request. The five that weren't were due to being booked more than 24 hours in advance.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	September 17 out of 19 (98%) October 18 out of 18 (89%) The two that took longer than 20 working days were historic applications found in the system.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	100%
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Achieved.
48	Percentage of customers using building consent processes are satisfied with the service provided.	>80%	The customer service survey will be undertaken later in the year.

3.2 Planning and Bylaws

Level of Service	Performance Measure	Target	Status
To promote the sustainable management and use of land and public spaces.	To undertake a comprehensive review of the district plan, with notification within statutory timeframes.	N/A in Year 2	Not required at this time.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	100% review within timeframes	Polices and bylaws for review have been identified and are currently in progress, beginning with bylaws.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	82% Fourteen out of seventeen applications were processed within 20 working days. This is a result of multiple staff absences.
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	100%
	% of S223 and S224 applications processed within 10 working days.	100%	100%
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	The customer service survey will be undertaken later in the year.

3.3 Community Health and Safety

Level of Service	Performance Measure	Target	Status
To fulfil obligations to improve, promote and protect public health	Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	100%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	94.2%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	100%
To ensure dogs are controlled	Percentage of known dogs registered	95%	97.5%
	Percentage of dog attack/wandering dog complaints responded to within an hour	100%	100%

4. Detailed Reporting Building Services

4.1 Building Control Authority (“BCA”)

4.1.1 Compliance/Notices to Fix issued as a BCA
No Notices to Fix were issued by the BCA in September or October.

4.1.2 Lapsed Consents
Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 10 months previously, against which no inspections have been recorded. The check has been undertaken and one building consent was lapsed. No warning letters were issued in September/October 2022.

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

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

4.1.4 Training needs analysis
There are upcoming changes to NZ building code clauses and changes to regulations that training has been identified. On 3 November the first stage for the changes to H1 – Energy efficiency came into force (Low E glazing). Training has been provided on what is required for processing consents, and CCC certification. The second change is scheduled for May 2023 which involves an increase in insulation requirements. The Council is part of the Building Officials Institute of New Zealand central cluster group which meets every 3 months. A training course on the upcoming changes is scheduled for early 2023. BCAs involved in the cluster group are:

- Palmerston North City Council
- Manawatu District Council
- Whanganui District Council
- Rangitikei District Council
- Ruapehu District Council
- Horowhenua District Council
- Central Hawkes Bay District Council
- Stratford District Council
- South Taranaki District Council

- 4.1.5 Internal audit/external audit timetable
During September/October five internal audits were undertaken by the Quality Manager. They related to:

Reg17(3a)	Complaints about practitioners
Reg 17(2)(d)	Operational review
Reg 11(2)(e)	Supervision
Reg 7(2)(f)	Monitoring CCC at 24 months
Reg 7(2)(b)	Receiving BC applications

The internal audits went well with some minor recommendations made which will be actioned in the next couple of months. A follow up audit is scheduled for January 2023.

4.2 Territorial Authority

- 4.2.1 Compliance Schedules/Building Warrants of Fitness
Two new Compliance Schedules (for 43 Brewing and Egmont Rod & Custom Club) and one amended Compliance Schedule (for Stratford Fire Station) were issued in September and October 2022. No notifications were issued for Warrant of Fitness renewal.

Officers are in the process of joining the Central Districts Cluster Group for Independently Qualified Persons. The group has reviewed our current list of registered IQPs and provided their assessment back. It is expected to receive all documentation by the end of November to formalise our joining of the cluster group.

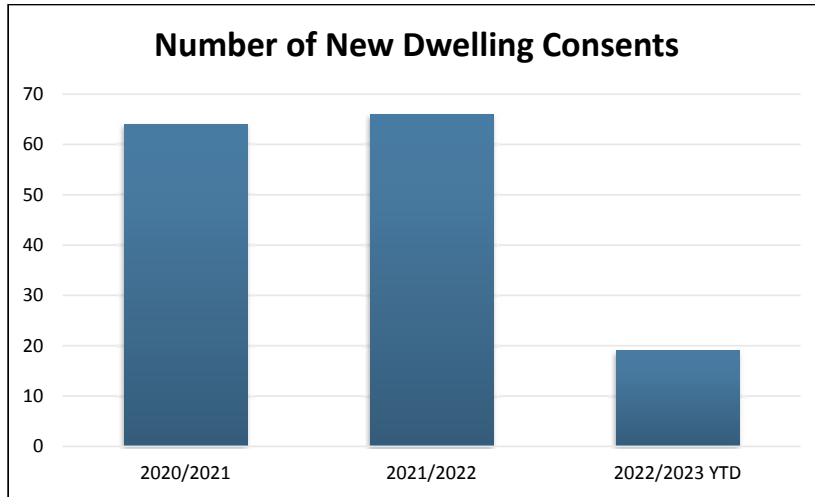
- 4.2.2 Swimming Pools
Eight swimming pool inspections were undertaken in September/October of which five were non-compliant.
- 4.2.3 Non-Standard Site Register Maintenance
No new sites were added to the non-standard site register in September/October 2022.
- 4.2.4 Notices to Fix/Other Compliance as a Territorial Authority
One Notice to Fix was issued by the Territorial Authority in September/October 2022, for unauthorised building works.

4.3 Trends Analysis

- 4.3.1 Consents applied for by type:

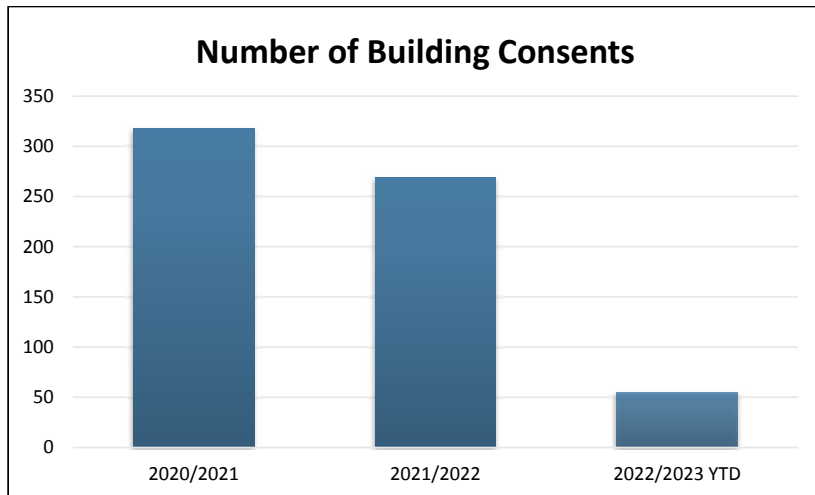
Type	Sept 2022	Oct 2022	Sept 2021	2022/2023 Year to Date	2021/2022 Whole Year
New Dwellings	10	7	4	19	66
Relocated dwellings	1	1	1	4	9
Relocated buildings other than dwellings	0	0	0	0	0
Fires	3	3	6	12	83
Pole sheds/accessory buildings	3	2	5	7	50
Additions/alterations – residential	0	3	1	4	22
New Commercial buildings	0	0	2	1	10
Additions/alterations – commercial	1	0	4	5	14
Other/miscellaneous	1	2	1	0	15
Certificate of Acceptance (not in total)	1	0	1	3	12
Total/s	19	18	24	55	281

New House indicator by year



Year	New Dwellings
2020/2021	64
2021/2022	66
2022/2023 YTD	19

Consent numbers by year



Year	Building Consents
2020/2021	318
2021/2022	269
2022/2023 YTD	55



Blair Sutherland
Director - Environmental Services



[Approved]
Sven Hanne
Chief Executive

Date: 14 November 2022

MONTHLY REPORT

Corporate Services Department



F22/55/04 – D22/44132

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

Recommendation

THAT the report be received.

_____/_____
Moved/Seconded

1. Financial Management

Reports attached, as at 31 October 2022, are:

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

1.1 Summary of Financial Results and Progress for October 2022 YTD

Revenue

Total Revenue is \$1,012,217 over budget, at **\$7,776,842** for the year to date. Total Operating Revenue (excluding extraordinary revenue) is over budget by \$653,841, at **\$7,418,466**.

The Waka Kotahi subsidy (Roading) is over by \$132,093 due to increased emergency reinstatement works in the rural roading network due to weather events. Fees and Charges is over budget by \$432,155, largely due to operational grant funding, i.e. the Mayor's Taskforce for Jobs (allocated to the Community Services Activity) which wasn't budgeted for, and funding from the Taranaki Electricity Trust towards events, and economic development initiatives – also unbudgeted for.

Expenditure

Total Expenditure is \$573,917 over budget, at **\$8,070,724** for the year to date. Direct Operating Expenditure is over budget by \$501,505. The Swimming Pool is over budget by \$160,233, largely due to additional staffing costs. Roading is over budget by \$237,279 as referred to above.

Actual depreciation will be determined once the 2021/22 audit is complete and asset carrying values are agreed and confirmed.

Although all Council debt is fixed, Council had to borrow/refinance \$6,000,000 in August 2022 at an average interest rate of 4.19% (average term of >3 years). The interest rate assumption for the budget was significantly lower at 2.20%. This is expected to result in a \$200,000 variance over budget for interest expense.

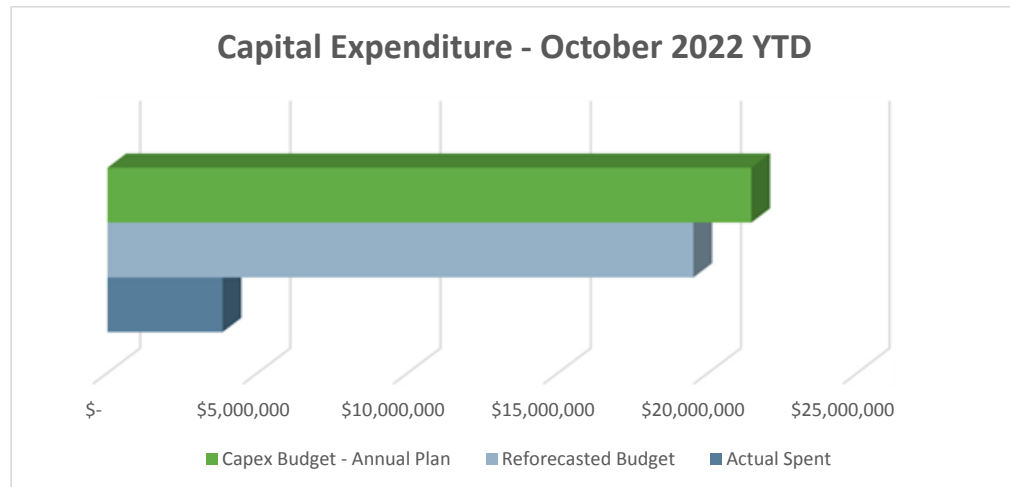
1.2 Capital Expenditure Report

In August 2022, Council agreed to carry forward \$3,969,880 of uncompleted capital projects from the previous financial year to 2022/23 to enable funding so the projects budgeted for could be completed.

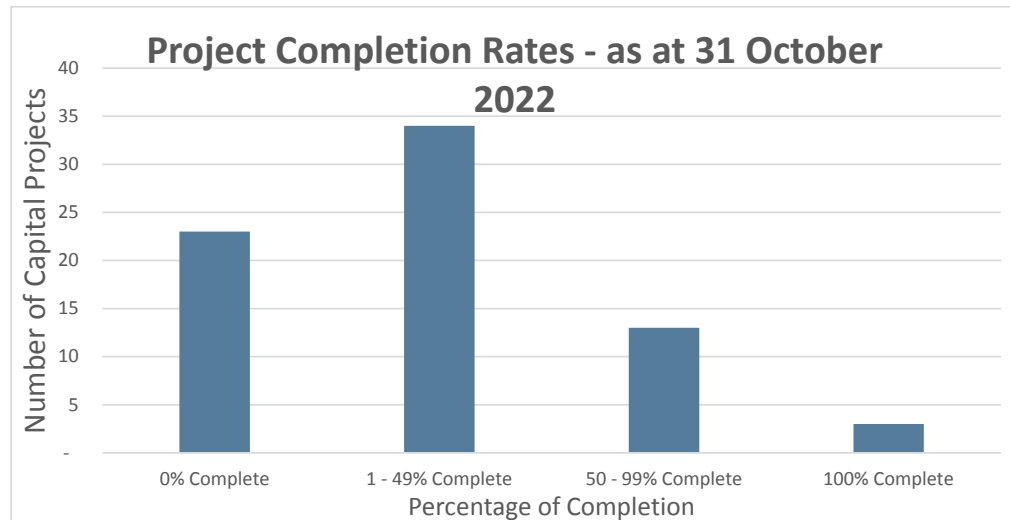
Total capital expenditure funds available for the 2022/23 financial year is **\$21,433,087**. Of this:

- \$7,000,239 is for replacing existing assets,
- \$12,213,873 is for new assets or improving existing assets, and
- \$2,218,975 is to cater for district growth.

Total actual capital expenditure for the year to date, is \$3,832,460, or 18% of the total budget.



The project completion percentages in the graph below relate to where capital projects are at in terms of delivery of the scope of the project (note Council has 73 projects in its capital work programme for 2022/23, including projects carried forward from the previous year, and new projects).



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

1.3 Treasury Management

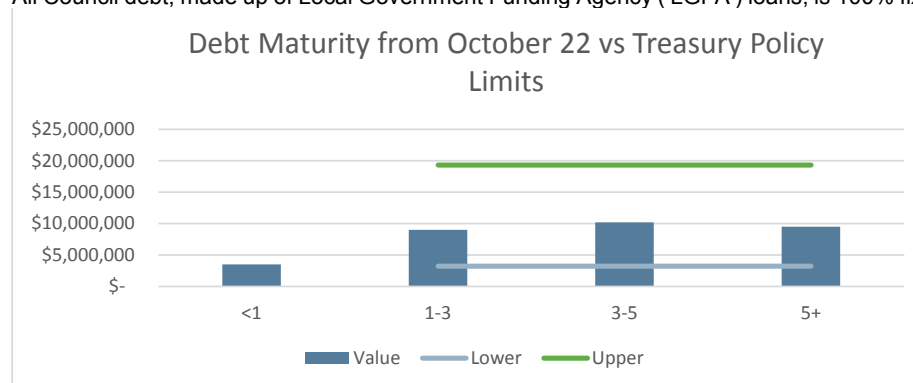
Gross Council debt as at 31 October 2022 was \$32,200,000. Net debt is \$20,020,000 after netting off financial investments comprising of \$5,000,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

Gross debt is allocated by Activity, and the areas with the larger debt balances include:

- Three Waters Activities - \$10,711,017
- Swimming Pool - \$12,315,304
- Farm - \$1,968,533
- A&P Association Stratford Park loan - \$7,180,000
- Library - \$795,086
- Solid Waste (Rubbish and Recycling) - \$877,769

The Net Debt to Revenue ratio is currently at 76% (Council's limit is 130%). Based on estimated annual revenue for 2022/23 of \$26,470,000, **Net Debt** could increase to \$34,411,000 before breaching Council's limit as per the Treasury Management Policy.

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



It is expected that Council will carry a minimum of \$6,000,000 of term deposits to cover reserves¹, additionally surplus cash on hand will be invested for an appropriate term if it does not put Council in short term liquidity risk. In October 2022 there was a short term cash need to retain the \$1,000,000 term deposit that matured, however, this will be reinvested in November.

	Actual	Policy
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	23%	10-60%
Fixed 3-5 years	32%	10-60%
Fixed >5 years	26%	5-60%
Debt Matures 1-3 years	23%	10-60%
Debt Matures 3-5 years	32%	10-60%
Debt Matures > 5 years	26%	10-60%
Debt Servicing to Revenue Ratio	4%	<10%
Net Debt to Revenue Ratio	76%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 2,026	<\$3,000
Net Debt per Ratepayer	\$ 4,226	N/A

¹ As at 30 June 2022 (interim results), reserves balances totalled \$8,408,078 including General Asset Renewals Reserve \$4,523,813, Contingency Reserve \$504,500, Asset Sale Proceeds Reserves \$1,183,143, Targeted Rate Reserves \$854,562, and Financial Contributions Reserve \$1,012,098.

Cashflow Forecast

It is forecast that no additional borrowings will be required over the next 12 months. Term deposits is expected to remain at the \$6,000,000 level over the next 12 months.

1.4 Annual Report 2021/22 - Audit Update

The year-end audit commenced on 17 October and is still currently in full swing. The auditors are behind schedule and this is partly due to resourcing at Deloitte's end, and partly due to the familiarisation process they need to go through, being new auditors to Stratford District Council.

At this stage no issues have been identified that warrant raising with elected members.

However, the delay in the audit is concerning and management are pushing for audit completion and presentation of the final audit report to Council on 13 December, and before 31 December, being the final date by which the Annual Report must be adopted.

2.0 Revenue Collection

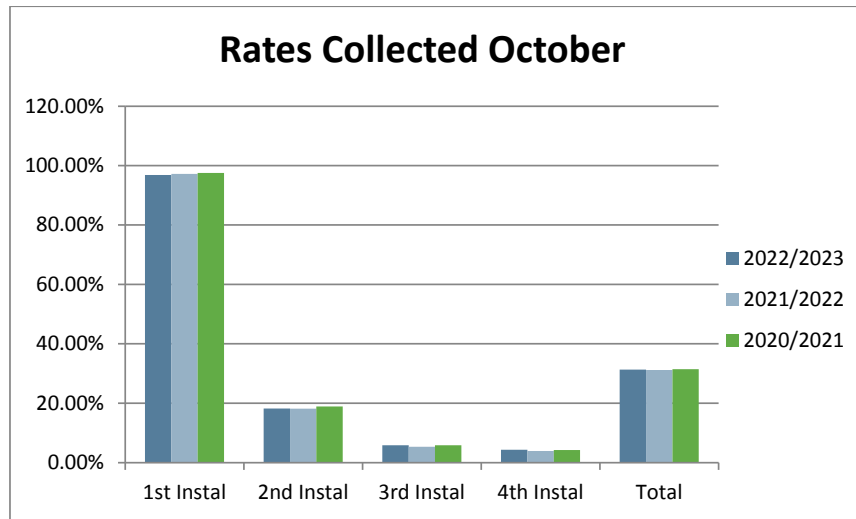
2.1 Rates

Rates Arrears (owing from 2021/22 year and earlier) \$99,291

As at 31 October 2022, 70% of rates in arrears have been collected since 1 July 2022 (2021: 63%).

Current Year Rates

As at 31 October 2022, 31% of rates had been collected (2021: 31%).



2.2 Outstanding Debtors

Of the total debtors as at 31 October 2022 of \$1,449,441, 17%, or \$247,488, was overdue. Total infringements is all overdue at \$80,060 and includes overdue dog registrations and parking fines. The water consumption accounts, at \$22,288 and overdue rates of \$99,291 make up the majority of the remaining overdue debtors.

3.0 Information Technology and Records

Information Technology Update

- Staff have completed installation of the Envibe software at the new swimming pool and are now looking to roll this out at the Library. This enables efficiency in bookings and payments.
- All access points to the Council administration building will have sign-in iPad for staff and contractors. Directors and fire wardens will have app access to the signed in list at all times on their mobile phones (or laptops). This will also be rolled out to the new swimming pool front and back doors.
- The tender for the iPads is complete, and 10 iPads were sold for a total of \$2,300. A tender is now out for 16 iPhones.
- Elected member training was undertaken and the new iPad fleet was rolled out. These iPads will be supported and in place for the next six years.

Records Management Update

- Approximately 350 property files remain to be digitized.
- The scanning and restorage of loose building plans is complete. The project of cataloguing artworks held around the building and within the archives room is over 50% complete.
- The property files that have been scanned, remain in off-site storage as a temporary measure as a safeguard for potential incomplete electronic files. A final sample audit of the electronic files against the physical records will be undertaken and if there are no issues it is proposed that the physical records be destroyed.



Tiffany Radich
Director, Corporate Services



Approved By:
Sven Hanne
Chief Executive

Date: 14 November 2022

Statement of Comprehensive Revenue and Expense

For the Year to Date - October 2022

	October '22 Actual YTD	October '22 Budget YTD	Variance YTD	Total Budget 2022/23	October 21 Actual YTD
Operating Revenue					
Finance Revenue	\$111,766	\$77,333	\$34,433	\$232,000	\$62,793
Waka Kotahi NZTA Roding Subsidy	\$1,822,426	\$1,690,333	\$132,093	\$5,071,000	\$1,393,151
Rates Revenue - excl water consumption rate	\$3,628,105	\$3,590,000	\$38,105	\$14,360,000	\$3,439,053
Water Supply - Consumption Charge	\$107,208	\$121,250	(\$14,042)	\$485,000	\$40,671
Sundry Revenue	\$9,929	\$7,667	\$2,262	\$53,000	\$10,031
Farm Milk Proceeds	\$185,169	\$156,333	\$28,836	\$469,000	\$169,850
Other Direct Activity Operating Revenue	\$1,553,863	\$1,121,708	\$432,155	\$2,332,000	\$1,087,318
Total Operating Revenue	\$7,418,466	\$6,764,625	\$653,841	\$23,002,000	\$6,202,867
Extraordinary Revenue					
Grant Funding - Capital Other	\$257,406	\$0	\$257,406	\$3,450,000	\$4,796,994
Financial Contributions	\$72,065	\$0	\$72,065	\$0	\$116,674
Other Revenue	\$16,677	\$0	\$16,677	\$0	\$0
Dividends	\$12,228	\$0	\$12,228	\$19,840	\$12,488
Total Extraordinary Revenue	\$358,376	\$0	\$358,376	\$3,469,840	\$4,926,156
Total Revenue	\$7,776,842	\$6,764,625	\$1,012,217	\$26,471,840	\$11,129,023
Operating Expenditure					
Personnel Costs	\$1,755,666	\$1,654,615	(\$101,051)	\$4,780,000	\$1,537,288
Other Direct Operating Costs	\$4,212,646	\$3,812,191	(\$400,455)	\$10,562,400	\$3,710,554
Total Operating Expenditure	\$5,968,312	\$5,466,807	(\$501,505)	\$15,342,400	\$5,247,842
Other Operating Expenditure					
Loss (gain) on disposal of assets	\$0	\$0	\$0	\$0	\$0
Depreciation	\$1,785,000	\$1,785,000	\$0	\$5,355,000	\$1,553,333
Finance Costs	\$309,065	\$245,000	(\$64,065)	\$735,000	\$162,422
Sundry Expenditure	\$8,347	\$0	(\$8,347)	\$0	\$183
Total Other Expenditure	\$2,102,412	\$2,030,000	(\$72,412)	\$6,090,000	\$1,715,938
Total Expenditure	\$8,070,724	\$7,496,807	(\$573,917)	\$21,432,400	\$6,963,780
Net Surplus (Deficit)	(\$293,882)	(\$732,182)	\$438,300	\$5,039,440	\$4,165,243
Other Comprehensive Revenue and Expense					
Gain/(Loss) on Infrastructure Revaluation	\$0	\$0	\$0	\$1,341,000	\$0
Total Other Comprehensive Revenue and Expense	\$0	\$0	\$0	\$1,341,000	\$0
TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR	(\$293,882)	(\$732,182)	\$438,300	\$6,380,440	\$4,165,243

*The budgeted YTD net deficit includes un-funded depreciation - mainly roading as 61% of capital projects are subsidised, and some Council buildings.

Statement of Financial Position

As at 31 October 2022

	October '22 Actual YTD	October 21 Actual YTD
Assets		
Current Assets		
Cash and Cash Equivalents	\$1,204,029	\$2,662,059
Short Term Deposits	\$5,000,000	\$8,000,000
Receivables	\$1,449,441	\$1,553,582
Prepayments	\$0	\$6,358
LGFA Borrower Notes	\$40,000	\$32,000
Current Assets Total	\$7,693,470	\$12,253,999
Non-Current Assets		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$675,000	\$415,000
Shares	\$547,000	\$681,575
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$27,192,692	\$13,862,803
Property, Plant & Equipment / Intangibles	\$423,908,250	\$328,506,667
Non-Current Assets Total	\$459,503,052	\$350,646,155
Assets Total	\$467,196,522	\$362,900,154
Liabilities & Equity		
Equity		
Renewal Reserves	\$5,160,000	\$5,195,697
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,363,568	\$1,343,582
Restricted Reserves	\$1,191,064	\$889,875
Targeted Rate Reserves	\$343,000	\$94,458
Asset Revaluation Reserves	\$226,367,000	\$133,904,000
Retained Earnings	\$200,278,044	\$194,315,024
Equity Total	\$435,207,176	\$336,247,136
Liabilities		
Current Liabilities		
Borrowings (maturing less than one year)	\$3,500,000	\$2,000,000
Provision for Landfill Aftercare	\$6,766	\$7,000
Employee Entitlements	\$243,298	\$243,000
Payables and Deferred Revenue	\$3,020,847	\$4,133,018
Non-Current Liabilities		
Borrowings	\$25,200,000	\$20,200,000
Employee Entitlements	\$0	\$52,000
Provision for Landfill Aftercare	\$18,435	\$18,000
Liabilities Total	\$31,989,346	\$26,653,018
Liabilities & Equity Total	\$467,196,522	\$362,900,154

Expenditure and Revenue by Activity

For the Year to Date - October 2022

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

Revenue excludes Rates, Interest, and Extraordinary Revenue as per Comprehensive report

	October '22 Actual YTD	October '22 Budget YTD	Variance YTD	Total Budget 2022/23	October 21 Actual YTD
Recreation and Facilities					
Aerodrome					
Expenditure	\$35,245	\$32,912	(\$2,333)	\$96,000	\$30,732
Revenue	\$11,851	\$9,000	\$2,851	\$27,000	\$12,558
Net cost of activity	\$23,394	\$23,912	\$518	\$69,000	\$18,174
Civic Amenities					
Expenditure	\$186,298	\$203,839	\$17,541	\$518,000	\$132,226
Revenue	\$28,039	\$17,333	\$10,706	\$52,000	\$9,064
Net cost of activity	\$158,259	\$186,505	\$28,246	\$466,000	\$123,162
Pensioner Housing					
Expenditure	\$40,950	\$43,465	\$2,515	\$110,000	\$36,772
Revenue	\$18,138	\$26,333	(\$8,195)	\$79,000	\$21,707
Net cost of activity	\$22,812	\$17,131	(\$5,681)	\$31,000	\$15,065
Library					
Expenditure	\$227,446	\$201,065	(\$26,381)	\$589,000	\$208,977
Revenue	\$17,957	\$4,667	\$13,290	\$14,000	\$25,825
Net cost of activity	\$209,489	\$196,399	(\$13,090)	\$575,000	\$183,152
Parks and Reserves					
Expenditure	\$243,090	\$227,383	(\$15,707)	\$655,000	\$223,477
Revenue	\$3,359	\$3,000	\$359	\$9,000	\$2,656
Net cost of activity	\$239,731	\$224,383	(\$15,348)	\$646,000	\$220,821
Cemeteries					
Expenditure	\$66,233	\$60,419	(\$5,814)	\$180,000	\$56,900
Revenue	\$51,504	\$34,667	\$16,837	\$104,000	\$28,043
Net cost of activity	\$14,729	\$25,752	\$11,023	\$76,000	\$28,857
Swimming Pool					
Expenditure	\$507,890	\$347,657	(\$160,233)	\$989,000	\$320,575
Revenue	\$80,557	\$80,333	\$224	\$241,000	\$50,123
Net cost of activity	\$427,333	\$267,324	(\$160,009)	\$748,000	\$270,452
Democracy and Corporate Support					
Expenditure	\$448,771	\$418,063	(\$30,708)	\$1,243,000	\$372,772
Revenue	\$64,631	\$31,000	\$33,631	\$138,000	\$44,295
Net cost of activity	\$384,140	\$387,063	\$2,923	\$1,105,000	\$328,477
Community Development					
Community Services					
Expenditure	\$210,429	\$142,333	(\$68,096)	\$437,000	\$122,235
Revenue	\$298,214	\$11,333	\$286,881	\$34,000	\$313,800
Net cost of activity	-\$87,785	\$131,000	\$218,785	\$403,000	-\$191,565
Economic Development					
Expenditure	\$203,665	\$200,533	(\$3,132)	\$598,000	\$183,833
Revenue	\$88,404	\$0	\$88,404	\$0	\$0
Net cost of activity	\$115,261	\$200,533	\$85,272	\$598,000	\$183,833
Information Centre					
Expenditure	\$75,609	\$95,932	\$20,323	\$283,000	\$79,082
Revenue	\$19,195	\$13,000	\$6,195	\$39,000	\$14,789

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

Revenue excludes Rates, Interest, and Extraordinary Revenue as per Comprehensive report

	October '22 Actual YTD	October '22 Budget YTD	Variance YTD	Total Budget 2022/23	October 21 Actual YTD
Net cost of activity	\$56,414	\$82,932	\$26,518	\$244,000	\$64,293
Rental Properties					
Expenditure	\$19,158	\$20,753	\$1,595	\$52,000	\$19,494
Revenue	\$9,361	\$12,000	(\$2,639)	\$36,000	\$9,249
Net cost of activity	\$9,797	\$8,753	(\$1,044)	\$16,000	\$10,245
Farm					
Expenditure	\$110,277	\$104,819	(\$5,458)	\$295,000	\$75,078
Revenue	\$185,169	\$156,333	\$28,836	\$469,000	\$169,850
Net cost of activity	-\$74,892	-\$51,515	\$23,377	-\$174,000	-\$94,772
Holiday Park					
Expenditure	\$732	\$667	(\$65)	\$2,000	\$576
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$732	\$667	(\$65)	-\$1,000	\$576
Environmental Services					
Building Control					
Expenditure	\$298,158	\$333,791	\$35,633	\$994,000	\$351,110
Revenue	\$139,038	\$144,333	(\$5,295)	\$433,000	\$136,316
Net cost of activity	\$159,120	\$189,457	\$30,337	\$561,000	\$214,794
District Plan					
Expenditure	\$68,158	\$69,333	\$1,175	\$208,000	\$48,488
Net cost of activity	\$68,158	\$69,333	\$1,175	\$208,000	\$48,488
Resource Consents					
Expenditure	\$96,498	\$80,799	(\$15,699)	\$240,000	\$65,169
Revenue	\$42,088	\$40,333	\$1,755	\$121,000	\$39,206
Net cost of activity	\$54,410	\$40,466	(\$13,944)	\$119,000	\$25,963
Food and Health					
Expenditure	\$70,999	\$55,733	(\$15,266)	\$166,000	\$55,665
Revenue	\$18,536	\$15,500	\$3,036	\$31,000	\$14,406
Net cost of activity	\$52,463	\$40,233	(\$12,230)	\$135,000	\$41,259
Alcohol Licensing					
Expenditure	\$51,407	\$36,733	(\$14,674)	\$109,000	\$36,637
Revenue	\$12,864	\$11,333	\$1,531	\$34,000	\$13,582
Net cost of activity	\$38,543	\$25,400	(\$13,143)	\$75,000	\$23,055
Parking and Other Bylaws					
Expenditure	\$46,665	\$47,333	\$668	\$142,000	\$45,872
Revenue	\$57	\$333	(\$276)	\$1,000	-\$102
Net cost of activity	\$46,608	\$47,000	\$392	\$141,000	\$45,974
Animal Control					
Expenditure	\$73,937	\$68,333	(\$5,604)	\$205,000	\$69,533
Revenue	\$150,549	\$126,875	\$23,674	\$145,000	\$112,414
Net cost of activity	-\$76,612	-\$58,542	\$18,070	\$60,000	-\$42,881
Civil Defence					
Expenditure	\$91,947	\$104,000	\$12,053	\$342,000	\$172,627
Net cost of activity	\$91,947	\$104,000	\$12,053	\$342,000	\$172,627
Assets					
Roading					
Expenditure	\$1,771,946	\$1,534,667	(\$237,279)	\$3,824,000	\$1,489,869
Revenue	\$2,262,757	\$2,174,000	\$88,757	\$5,722,000	\$1,842,358

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

Revenue excludes Rates, Interest, and Extraordinary Revenue as per Comprehensive report

	October '22 Actual YTD	October '22 Budget YTD	Variance YTD	Total Budget 2022/23	October 21 Actual YTD
Net cost of activity	-\$490,811	-\$639,333	(\$148,522)	-\$1,898,000	-\$352,489
Stormwater					
Expenditure	\$71,817	\$60,667	(\$11,150)	\$182,000	\$59,766
Revenue	\$0	\$0	\$0	\$0	\$0
Net cost of activity	\$71,817	\$60,667	(\$11,150)	\$182,000	\$59,766
Wastewater (Sewerage)					
Expenditure	\$199,893	\$220,000	\$20,107	\$660,000	\$207,078
Revenue	\$14,698	\$25,000	(\$10,302)	\$75,000	\$24,817
Net cost of activity	\$185,195	\$195,000	\$9,805	\$585,000	\$182,261
Solid Waste					
Expenditure	\$300,761	\$331,565	\$30,804	\$1,000,000	\$319,023
Revenue	\$54,421	\$39,333	\$15,088	\$118,000	\$47,391
Net cost of activity	\$246,340	\$292,232	\$45,892	\$882,000	\$271,632
Water Supply					
Expenditure	\$450,333	\$424,013	(\$26,320)	\$1,224,000	\$407,552
Revenue	\$107,208	\$121,250	(\$14,042)	\$485,000	\$40,671
Net cost of activity	\$343,125	\$302,763	(\$40,362)	\$739,000	\$366,881
Total Activity Expenditure	\$5,968,312	\$5,466,807	(\$501,505)	\$15,343,000	\$5,191,118
Total Activity Revenue	\$3,678,595	\$3,097,292	\$581,303	\$8,410,000	\$2,973,018
Net Cost of Activities	\$2,289,717	\$2,369,515	\$79,798	\$6,933,000	\$2,218,100

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CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 OCTOBER 2022

Grant funded

Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
GROWTH - to meet additional demand										
Economy	Proposed Council subdivision	1,025,000	1,193,975	2,218,975	475	2,218,975	0	1%	By 30 June 2023	Agreements for sale and purchase have been executed, and council has approved the purchase at \$2.1m, now awaiting on vendor to enable title exchange. No timeframe has been given, but this will likely require new lending.
Total Growth Expenditure		1,025,000	1,193,975	2,218,975	475	2,218,975	0			
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level										
Roading	Brecon Road Extension	257,700	0	257,700	0	257,700	0	0%	By 30 June 2023	Waiting for a decision on the Better Off funding before work commences.
Roading	Road to Zero	0	917,381	917,381	225,263	917,381	0	24%	By 30 June 2023	Some projects have rolled over into this financial year - including the Stratford High School safety project.
Roading	Walking and Cycling Strategy - footpath improvements	140,400	136,500	276,900	62,137	276,900	0	22%	By 30 June 2023	This is for the upgrade to the southern footpath on Fenton Street between Swansea Road and Cordelia Street. The old cycleway has been removed.
Stormwater	Reticulation Capacity Increase	139,700	70,672	210,372	0	210,372	0	55%	By 30 June 2023	Achilles and Miranda Street design complete, Achilles Street contract has been written and is going out for tender, easement to be obtained, Miranda Street Contract is being written.
Stormwater	Modelling	31,000	0	31,000	0	31,000	0	10%	By 30 June 2023	One proposal was received and evaluated, along with the wastewater modelling, however the price quoted was \$150,000 over budget, so a change of scope is likely.
Stormwater	Safety improvements	121,400	117,370	238,770	903	238,770	0	15%	By 30 June 2023	Work required for rock armouring of a storm water culvert off Pembroke Road, quotes being sought, resource consent requirements have increased the scope of works and therefore cost. No works can commence until November due to consent requirements. Assessments of access to storm water infrastructure to occur.
Wastewater	Reticulation capacity increase	155,200	67,381	222,581	9,805	222,581	0	10%	By 30 June 2023	Two wastewater model proposals are being evaluated.
Wastewater	Modelling	51,700	0	51,700	0	51,700	0	10%	By 30 June 2023	Two proposal applications were received, these are currently being evaluated.
Wastewater	Inflow and infiltration programme	155,200	142,719	297,919	1,391	297,919	0	10%	By 30 June 2023	The three year network investigation and pipelining contract is near completion and is to be tendered prior to end of November.
Wastewater	Treatment plant upgrade	0	394,979	394,979	68,830	394,979	0	80%	By 30 June 2023	Diatomix dosing has commenced and agal sampling is ongoing.
Water Supply	Water meter upgrade - change existing to electronic meters	361,400	196,870	558,270	1,269	558,270	0	55%	By 30 June 2023	Procured water meters are being installed in Midhirst and the remaining meters will be installed in Toko.
Water Supply	Electronic water reading software	0	51,500	51,500	0	51,500	0	75%	By 30 June 2023	Software and data incorporation is due to be trialled when meter installation is complete.
Water Supply	Raw water delivery line	2,000,000	0	2,000,000	480	2,000,000	0	20%	By 30 June 2023	Final design has been given to an independent consultant for review prior to contract writing and initiating the tender process.
Water Supply	Raw water analyser	95,000	0	95,000	0	95,000	0	30%	By 30 June 2023	Procurement of the associated equipment is progressing.

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Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Water Supply	Generator for treatment plant	105,000	0	105,000	0	105,000	0	15%	By 30 June 2023	Generator requirements and associated infrastructure for Stratford WTP are being investigated prior to procurement. Confirmation has been obtained that confirms no building consent is required for a structure to house the generator.
Water Supply	Street work rider mains	301,700	0	301,700	0	301,700	0	50%	By 28 February 2023	Surrey Street renewal has been completed. Broadway renewal programmed for January. Due to several recent failures the AC pipe on Craig Street has been identified for replacement.
Water Supply	Second trunkmain (Council funded)	486,450	0	486,450	0	486,450	0	0%	By 30 November 2022	Council funds will be utilised once grant funding is spent.
Water Supply	Second trunkmain	1,024,650	0	1,024,650	399,619	1,024,650	0	75%	By 30 November 2022	All 3 pipe installation stages have been completed and the pipeline is supplying water to Stratford Township. Reinstatement works have commenced with the farmland.
Parks and Reserves	Broadway Roundabout Gardens upgrade	0	60,000	60,000	0	60,000	0	0%	By 30 June 2023	Awaiting completion of Broadway Town Centre Plans.
Parks and Reserves	Walkway development	10,000	0	10,000	0	10,000	0	5%	By 30 November 2022	A quote has been accepted and work will commence on 14 November 2022.
Parks and Reserves	Victoria Park drainage	60,000	0	60,000	0	60,000	0	10%	By 30 April 2023	The tender documents have been prepared, and are now out for quotes.
Parks and Reserves	Park development	6,400	0	6,400	0	6,400	0	5%	By 30 June 2023	This funding will be spent on a lime chip path in Victoria Park, and awaiting quotes for the work.
Parks and Reserves	Trees of Significance - Walkway	0	5,000	5,000	0	5,000	0	0%	By 30 June 2023	Waiting for iwi confirmation on signage.
Parks and Reserves - Cemetery	Kopatama cemetery entrance upgrade	76,800	0	76,800	0	76,800	0	0%	By 30 June 2023	Working with Community Services Department on design concept.
Swimming Pool	Pool development	3,410,000	0	3,410,000	1,339,179	1,400,000	2,010,000	99%	By 10 October 2022	Funding of \$1.4m from Provincial Growth Fund, the balance is council funded. Total project expenditure to date is \$21,136,900. The pool was officially opened in October 2022, and minor defects works are underway.
Civic Amenities	Stratford 2035	520,000	459,056	979,056	0	979,056	0	1%	By 30 June 2023	Concept plans are currently being designed for Prospero Place, that will go out for community feedback in November, prior to a final decision by council. Total project costs to date is \$34,758.
Civic Amenities	WMC - kitchen and cabinetry upgrade	0	12,481	12,481	8,465	8,465	4,016	100%	Completed	
Civic Amenities	WMC - appliance upgrade	0	5,164	5,164	4,389	4,389	775	100%	Completed	
Civic Amenities	TET Stadium improvements	51,300	0	51,300	2,447	51,300	0	5%	By 30 June 2023	The emergency lighting and floor design contract has been awarded and work is underway.
Farm	Water lines and trough upgrade	12,300	0	12,300	3,940	12,300	0	32%	By 31 December 2022	Sharemilker currently mapping out where troughs are to go and obtaining quotes for water lines. Installation will commence late November.
Farm	Landscaping / riparian planting	3,500	0	3,500	0	3,500	0	10%	By 30 June 2023	Last season's plants have been planted. TRC to complete an audit in November to identify gaps for planting.
Total Level of Service Expenditure		9,576,800	2,637,073	12,213,873	2,128,117	10,199,082	2,014,791			
REPLACEMENTS - replaces an existing asset with the same level of service provided										
Roading - Financially assisted NZTA	Unsealed Road metalling (includes forestry roads)	780,000	60,000	840,000	262,193	700,000	140,000	37%	By 30 June 2023	Funding reduced to pay for the rehabilitation programme

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Roading - Financially assisted NZTA	Sealed Road resurfacing	890,000	3,034	893,034	59,502	893,034	0	7%	By 30 June 2023	It is expected that half of this project will be completed before the Christmas close down.
Roading - Financially assisted NZTA	Drainage Renewals	700,000	0	700,000	304,128	700,000	0	43%	By 30 June 2023	Kerb and channel replacement on Swansea Road, Elsinore Street and Surrey Street.
Roading - Financially assisted NZTA	Pavement Rehabilitation	750,000	0	750,000	440,839	890,000	(140,000)	49%	By 30 June 2023	Opunake Rd/Palmer Rd completed. Remainder for Monmouth and Flint Roads
Roading - Financially assisted NZTA	Structure Components Replacement	941,500	(294,500)	647,000	58,835	647,000	0	9%	By 30 June 2023	Sites still to be confirmed with consultants.
Roading - Financially assisted NZTA	Traffic Servcies Renewals	75,275	37,725	113,000	42,950	113,000	0	38%	By 30 June 2023	Works will be less than what is required due to limited budget against increased costs.
Roading - Financially assisted NZTA	Footpath renewals	170,000	0	170,000	0	170,000	0	0%	By 30 June 2023	Work has commenced on Elsinore Street and Surrey Street.
Roading - Financially assisted NZTA	Low cost low risk safety	855,000	(333,858)	521,142	44,016	521,142	0	8%	By 30 June 2023	Beaconsfield Road improvements, and Dunn's Bridge re-alignment
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	60,000	54,000	114,000	0	175,000	(61,000)	0%	By 30 June 2023	Pembroke Road reseals programmed for early 2023. Have brought forward 2023/24 allocation of funding, to do as one contract.
Roading - Financially assisted NZTA	Unsealed Road resurfacing-Special purpose	0	10,000	10,000	0	10,000	0	0%	By 30 June 2023	Approved allocation from Waka Kotahi - special purpose roads include parts of Manaia and Pembroke Rd within Taranaki Maunga area (100% funded by Waka Kotahi).
Roading - Financially assisted NZTA	Drainage renewals-Special purpose	0	10,000	10,000	0	10,000	0	0%	By 30 June 2023	Approved allocation from Waka Kotahi - special purpose roads include parts of Manaia and Pembroke Rd within Taranaki Maunga area (100% funded by Waka Kotahi).
Roading - Financially assisted NZTA	Traffic services renewals-Special purpose	0	5,000	5,000	3,162	5,000	0	63%	By 30 June 2023	Installation of sight rails (long white wooden safety reflectors on side of road)
Roading - Financially assisted NZTA	Low cost low risk safety - Special purpose roads	20,000	19,695	39,695	0	60,000	(20,305)	0%	By 30 June 2023	Safety improvements by Dawson Falls carpark. Survey and design before liaising with Ngaruahine and DOC. The 2023/24 funding will also be brought forward for the one bigger project.
Solid Waste	Transfer Station - Building renewals	10,300	0	10,300	4,260	10,300	0	30%	By 30 June 2023	Quotes received and one has been accepted, timing of works to reduce the impact on Transfer Station operations are being considered.
Stormwater	Reticulation Renewals	55,000	46,983	101,983	0	101,983	0	10%	By 30 June 2023	Achilles and Miranda Street design complete, Achilles Street contract has been written and is going out for tender, easement to be obtained, Miranda Street Contract is being written.
Wastewater	Step / aerate treatment renewals	31,000	19,800	50,800	24,349	50,800	0	50%	By 30 June 2023	This is an ongoing programme of works as required.
Wastewater	Bulk discharge	31,000	0	31,000	0	31,000	0	10%	By 30 June 2023	Works planned to remediate areas around the pump station that eroded during heavy rain; subsequently exposing power and camera cables.
Wastewater	Infiltration renewals	189,400	155,586	344,986	17,060	344,986	0	10%	By 30 June 2023	The three year network investigation and pipelining contract is near completion and is to be tendered prior to end of November.
Water Supply	Laterals	31,600	30,600	62,200	0	62,200	0	0%	By 30 June 2023	Ongoing programme of works
Water Supply	Stratford street work rider mains	263,900	105,000	368,900	273,382	368,900	0	50%	By 28 February 2023	Surrey Street renewal has been completed. Broadway renewal programmed for January. This is an ongoing programme of works.

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Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
Water Supply	Infrastructural general - Stratford	25,800	0	25,800	0	25,800	0	15%	By 30 June 2023	Waterline under a stream at Biron Place is to be replaced, a quote has been obtained, programming of works being considered.
Water Supply	Infrastructural general - Midhirst	3,100	3,000	6,100	0	3,000	3,100	0%	By 30 June 2023	Ongoing as required.
Water Supply	Toko bore	134,500	0	134,500	0	134,500	0	2%	By 30 June 2023	Ongoing as required.
Water Supply	Reservoir overflow to pond	77,600	0	77,600	0	77,600	0	10%	By 30 June 2023	Scope of works has been written and electrical engineers have inspected the existing Council owned submersible pump.
Water Supply	Pipe bridges	103,500	0	103,500	0	103,500	0	75%	By 30 June 2023	Patea River pipe bridge is being replaced, the Hunt Road pipe bridge has been upgraded.
Water Supply	Infrastructural general - Toko	1,600	0	1,600	0	1,600	0	0%	By 30 June 2023	Ongoing as required
Water Supply	Stratford reservoir	30,000	15,536	45,536	0	45,536	0	0%	By 30 June 2023	Cleaning requirement to be assessed at the completion of the second trunkmain project. Total project cost to date is \$14,464.
Water Supply	Midhirst reservoir	15,000	15,000	30,000	0	30,000	0	0%	By 30 June 2023	Cleaning requirement to be assessed. Total project cost to date is NIL
Water Supply	Toko reservoir	5,000	1,500	6,500	0	6,500	0	0%	By 30 June 2023	Cleaning requirement to be assessed. Total project cost to date is NIL
Water Supply	Membranes	150,000	0	150,000	0	150,000	0	0%	By 30 June 2023	Membranes to be procured throughout this financial year if they are available. Discussions with the supplier have indicated that none may be available this financial year.
Water Supply	Meter replacements	51,700	6,050	57,750	0	57,750	0	50%	By 30 June 2023	Procured water meters are being installed in Midhirst; the remaining meters will be installed in Toko; and more have been ordered.
Water Supply	Midhirst resource consent	103,500	93,540	197,040	0	197,040	0	10%	By 30 June 2023	Iwi are providing assessment reports to determine the need for a cultural impact assessment.
Water Supply	Hydrants	15,300	14,800	30,100	0	30,100	0	0%	By 30 June 2023	One hydrant on Broadway has been replaced. Work ongoing as required.
Parks and Reserves	Replace septic tank - Whangamomona Camp Ground	0	45,699	45,699	9,402	45,699	0	15%	By 30 April 2023	A concept design has been agreed upon, and contractors are providing a more detailed scope of works. Total project cost to date is \$11,264.
Civic Amenities	WMC - replace furniture	3,200	0	3,200	0	3,200	0	0%	By 30 June 2023	Ongoing
Civic Amenities	Storage shed	0	26,699	26,699	22,721	26,699	0	96%	By 30 November 2022	In November contractors are programmed in to connect drain pipes of the shed to drain onsite.
Farm	House - hot water cylinder	0	0	0	7,728	7,728	(7,728)	100%	Completed	The hot water cylinder required replacing urgently due to it failing.
Miranda Street Office	Furniture Replacement	3,200	0	3,200	0	3,200	0	0%	By 30 June 2023	Ongoing
Corporate	Computers/Peripherals/ Software	162,000	50,875	212,875	129,341	212,875	0	0%	By 30 June 2023	Ongoing
Corporate	Vehicle Replacement (after trade in)	39,500	0	39,500	0	39,500	0	0%	By 30 June 2023	Replacement programme currently being reviewed
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	0%	By 30 June 2023	As required
Total Replacement Expenditure		6,798,475	201,764	7,000,239	1,703,868	7,086,172	(85,933)			
TOTAL EXPENDITURE		\$17,400,275	\$4,032,812	\$21,433,087	\$3,832,460	\$19,504,229	\$1,928,858			

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 OCTOBER 2022					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 1,000,000	1.55%	3	7/04/2020	15/04/2023
LGFA	\$ 1,500,000	3.47%	5	24/05/2018	24/05/2023
LGFA	\$ 1,000,000	4.12%	1	12/08/2022	15/08/2023
LGFA	\$ 1,000,000	1.14%	3	19/04/2021	15/04/2024
LGFA	\$ 2,000,000	2.53%	5	10/05/2019	10/05/2024
LGFA	\$ 2,000,000	3.38%	7	27/08/2018	15/04/2025
LGFA	\$ 4,000,000	4.22%	3	12/08/2022	15/04/2025
LGFA - A&P	\$ 3,700,000	1.04%	5	21/12/2020	21/12/2025
LGFA	\$ 1,000,000	1.67%	5	19/04/2021	15/04/2026
LGFA	\$ 1,000,000	2.02%	6	7/04/2020	15/04/2026
LGFA	\$ 1,000,000	1.38%	7	11/05/2020	15/04/2027
LGFA	\$ 2,000,000	4.17%	5	14/04/2022	15/04/2027
LGFA	\$ 1,500,000	3.65%	9	27/08/2018	15/04/2027
LGFA	\$ 1,000,000	2.12%	7	19/04/2021	15/05/2028
LGFA	\$ 1,000,000	4.23%	6	12/08/2022	15/05/2028
LGFA	\$ 2,000,000	4.26%	6	14/04/2022	15/05/2028
LGFA	\$ 2,000,000	4.30%	9	14/04/2022	15/05/2031
LGFA - A&P	\$ 3,500,000	1.87%	12	21/12/2020	21/12/2032
	\$ 32,200,000	2.90%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,270,795	2013	N/a	2.90%	Water treatment plant
Farm	\$ 1,865,286	2016	N/a	2.90%	As at 1 July 2022
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 3,000,000	3.65%	120	12/08/2022	10/12/2022
Westpac	\$ 2,000,000	3.84%	122	9/09/2022	9/01/2023
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	\$ 12,180,000	2.53%			
LGFA	\$ 16,000	1.15%	1103	7/04/2020	15/04/2023
LGFA	\$ 24,000	3.06%	1826	24/05/2018	24/05/2023
LGFA	\$ 25,000	3.72%	368	12/08/2022	15/08/2023
LGFA	\$ 25,000	0.74%	1092	19/04/2021	15/04/2024
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 100,000	3.82%	977	12/08/2022	15/04/2025
LGFA	\$ 92,500	0.64%	1826	21/12/2020	21/12/2025
LGFA	\$ 25,000	1.27%	1822	19/04/2021	15/04/2026
LGFA	\$ 16,000	1.62%	2199	7/04/2020	15/04/2026
LGFA	\$ 16,000	0.98%	2530	11/05/2020	15/04/2027
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
LGFA	\$ 50,000	3.82%	1827	14/04/2022	15/04/2027
LGFA	\$ 50,000	3.91%	2223	14/04/2022	15/05/2028
LGFA	\$ 25,000	1.72%	2583	19/04/2021	15/05/2028
LGFA	\$ 25,000	3.83%	2103	12/08/2022	15/05/2028
LGFA	\$ 50,000	3.95%	3318	14/04/2022	15/05/2031
LGFA	\$ 87,500	1.47%	4383	21/12/2020	21/12/2032
	\$ 715,000	2.53%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 2.64	\$ 419,010		
Ravensdown	21,820	\$ 1.00	\$ 21,820		
Civic Financial Services Ltd	65,608	\$ 0.99	\$ 64,952		
			\$ 505,782		
Other Investments					
	Date Drawn	Amount	Interest Rate	Details	
Vendor loan to EBS Trust	2020	\$ 190,000	Nil	Repayable on maturity July 2023	

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

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CASHFLOW FORECAST FOR THE YEAR ENDED OCTOBER 2023

	Actuals														
	Oct-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	12 Month
OPENING BALANCE	1,267,942	1,267,942	1,271,220	3,803,375	2,836,410	1,819,990	3,853,990	3,128,990	1,812,937	3,261,633	2,274,733	1,211,733	2,960,733	1,705,733	1,408,362
Rates	450,000	476,242	3,500,000	540,000	380,000	3,150,000	500,000	500,000	3,000,000	500,000	450,000	3,500,000	500,000	500,000	17,020,000
NZTA Refunds	649,847	649,847	273,548	600,000	215,000	490,000	840,000	800,000	350,000	270,000	172,000	750,000	600,000	650,000	6,010,548
Fees and Charges	370,000	679,465	320,000	400,000	300,000	350,000	415,000	250,000	350,000	400,000	315,000	300,000	300,000	400,000	4,100,000
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Revenue	1 9,830	9,830	-	45,000	21,000	10,000	45,000	10,000	10,000	45,000	10,000	10,000	45,000	10,000	261,000
PGF Funding - pool	2 -	-	1,400,000	-	-	-	-	-	-	-	-	-	-	-	1,400,000
Other Revenue	3 391,000	-	391,000	-	-	-	-	-	-	-	-	-	-	-	391,000
Total Cash In	1,870,677	1,815,384	5,884,548	1,585,000	916,000	4,000,000	1,800,000	1,560,000	3,710,000	1,215,000	947,000	4,560,000	1,445,000	1,560,000	29,182,548
Salaries and Wages / Elected Members	450,000	466,652	566,000	450,000	450,000	566,000	450,000	450,000	566,000	450,000	450,000	566,000	500,000	500,000	5,964,000
Payments to Suppliers - Operating	670,000	762,374	600,000	650,000	600,000	600,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	8,050,000
Major contract payments	1,500,000	1,411,682	1,200,000	1,400,000	1,000,000	800,000	1,500,000	1,500,000	1,500,000	1,000,000	1,200,000	1,500,000	1,200,000	1,400,000	15,200,000
Interest Expense	171,397	171,398	168,000	51,965	-	-	-	226,053	168,669	51,900	-	45,000	-	-	711,587
GST Paid / (Received)	-	-	(181,607)	-	(117,580)	-	(125,000)	-	(673,364)	-	(340,000)	-	300,000	-	1,137,551
Total Cash Out	2,791,397	2,812,106	2,352,393	2,551,965	1,932,420	1,966,000	2,525,000	2,876,053	2,261,305	2,201,900	2,010,000	2,811,000	2,700,000	2,600,000	28,788,036
(Increase)/Reduce Financial Investments	1,000,000	1,000,000	1,000,000	-	-	-	-	-	-	-	-	-	-	-	1,000,000
Borrowing /(Repaying) Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CLOSING BALANCE	1,347,222	1,271,220	3,803,375	2,836,410	1,819,990	3,853,990	3,128,990	1,812,937	3,261,633	2,274,733	1,211,733	2,960,733	1,705,733	665,733	29,335,990
Net Debt	19,020,000	20,020,000	19,020,000	19,020,000	19,020,000	19,020,000	19,020,000	19,020,000	19,020,000	19,020,000	19,020,000	19,020,000	19,020,000	19,020,000	19,020,000
Gross Debt	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000	32,200,000
Investments - Term Deposits	5,000,000	5,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000
Investments - A & P Loan	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000

Notes re Cashflow Forecast:

1. A&P Interest on Loan due every quarter
2. Ministry for Business Innovation and Employment funding for the pool due in November 2022.
3. Department of Internal Affairs funding of \$138,000 and Mayors Taskforce for Jobs funding of \$253,000 (receipts delayed).

Outstanding Debtors as at 31 October 2022

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$243,044	\$99,291	The overdue balance for rates debtors is what is owed for previous financial years. All outstanding rates are charged a 10% penalty on what is outstanding at the end of each quarter. Advice has been sent to bank for collection of some overdue accounts, one is with the solicitors for a property rating sale.
Transfer Station	\$652	\$0	
Cemeteries	\$36,270	\$16,620	Overdues relate to 14 debtors, of which all have payment arrangements with council. Eleven are compliant, with three being followed up.
Rental Properties	\$5,678	\$2,415	One property is on a monthly payment arrangement.
Pensioner Housing	-\$5,606	\$0	
Planning and Regulatory	\$11,091	\$7,306	This relates to 7 debtors, that are all actively being pursued by debt collectors.
Facility Hire	\$11,605	\$150	Have contacted debtor. They are looking in to charge.
Sundry Debtors	\$429,856	\$4,041	Largely relates to Govt funding invoiced but not yet received (Mayors Taskforce for Jobs \$248,400 and DIA 3 Waters funding \$138,000). Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement.
Legal Fees	\$6,220	\$6,220	Charged for services in connection with outstanding rates. These fees are expected to be recovered via legal proceedings eg. Rating sale. The fees date back to November 2019.
Targeted Rates after Strike	\$469	\$469	Services added after 1 July 2022 via debtor invoice. Due 30 June 2023. Outstanding amount is one debtor, that has been contacted and we are awaiting payment.
Debtors Accruals	\$181,134	\$0	
Debtors Control	\$622	\$0	
Private Works	\$15,609	\$0	
NZTA	\$273,547	\$0	
Swimming Pool	\$216	\$0	
Resource Consents	\$18,002	\$900	One debtor is being pursued by regulatory team.
Building Consent Applications	\$23,770	\$7,728	Regulatory team investigating one debtor.
Building Control - Other	\$2,200	\$0	
Infringements	\$80,060	\$80,060	All debtors are overdue and with the Ministry of Justice for collection. Largely outstanding dog registrations.
Wastewater Discharge	\$6,540	\$0	
Water Billing	\$108,464	\$22,288	A number of properties are being investigated for leaks.
TOTAL	\$1,449,441	\$247,488	



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.