



Our reference
F19/13/03-D21/26182

17 May 2023

Policy and Services Committee

Notice is hereby given that the Policy and Services Committee of Council will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 23 May 2023** beginning at 3.00pm.

Timetable for 23 May 2023 as follows:

2.00pm	Workshop - WMMP
2.45pm	Afternoon tea for Councillors
3.00pm	Policy and Services Committee

Yours faithfully

Sven Hanne
Chief Executive

2023 - Agenda - Policy and Services - May Open

23 May 2023 03:00 PM



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198

AGENDA

Policy and Services Committee



F22/55/05-D23/13095

Date: Tuesday 23 May 2023 at 3.00 PM
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

1.1 Opening Karakia
D21/40748 Page 9

1.2 Health and Safety Message
D21/26210 Page 10

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 11

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

6. Confirmation of Minutes

6.1 Policy & Services Committee – 18 April 2023
D23/17197 Page 12

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 18 April 2023 be confirmed as a true and accurate record.

/
Moved/Seconded

7. Matters Outstanding

D16/47 Page 20

Recommendation

THAT the Matters Outstanding be received.

/
Moved/Seconded

8. [Decision Report – Proposed Road Closures for a Tarmac Rally Event](#)
D23/20578 Page 21

Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council approves the closure of the following roads on Sunday 25 June 2023 between the hours of 09:30am to 3:00pm for the Taranaki and South Taranaki Car Clubs to host a Tarmac Rally motorsport event.

Special Stage 1 and 3.

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

Special Stage 2 and 4.

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

Recommended Reason

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

/
Moved/Seconded

9. [Decision Report – Te Ara o Maru Walkway, Whangamomona](#)
D23/20589 Page 108

Recommendations

1. THAT the report be received.
2. THAT a further trail comprising part of the Te Ara o Maru Walkway, being the one closest to the Whangamomona township, be opened to the public and this be done as soon as possible following the erection of suitable signage and gazettal of the walkway and formal appointment of Council as the controlling authority by the Walking Access Commission.
3. THAT officers liaise further with the Taranaki Trails Trust and Kingheim Limited in regards to the remaining trail, being that on the northern side of Mangare Road and the Forgotten World Highway, to determine its best use and with a view to opening to the public as soon as practicable.

Recommended Reason

It is now approximately 8 years since these trails that comprise the Te Ara o Maru Walkway were developed by Kingheim Limited and, since the first was opened to the public in 2021, the Whangamomona community is seeking to have the others opened as soon as possible to meet demand for walking and mountain bike trails in the area.

/
Moved/Seconded

10. Information Report – Croquet Club Location Options
D23/19984 Page 131

Recommendations

THAT the report be received.

Recommended Reason
This will enable the Council to consider the request by the Stratford Croquet Club to relocate their activity to a bigger council reserve, capable of accommodating up to 4 croquet courts.

/

Moved/Seconded

11. Monthly Reports

11.1 Assets Report
D23/17999 Page 143

Recommendation

THAT the report be received.

/

Moved/Seconded

11.2 Community Services Report
D23/18465 Page 163

Recommendation

THAT the report be received.

/

Moved/Seconded

11.3 Environmental Services Report
D23/15596 Page 173

Recommendation

THAT the report be received.

/

Moved/Seconded

11.4 Corporate Services Report
D23/20520 Page 180

Recommendation

THAT the report be received.

/
 Moved/Seconded

12. Questions

13. Resolution to Exclude the Public

RECOMMENDATION

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

Agenda Item No: 14

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

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
Easement	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.

/
 Moved/Seconded

14. Public Excluded Item

Recommendation

THAT the open meeting resume.

/
Moved/Seconded

15. Closing Karakia
D21/40748 Page 198



Our reference
F19/13/03-D21/40748

Karakia

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

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



Our reference
F19/13/03-D22/17082

Health and Safety Message

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

If there is an earthquake, please drop, cover and hold where possible. Remain indoors until the shaking stops and you are sure it is safe to exit or remain where you are until further instruction is given.

5. Attendance schedule for 2023 Policy & Services Committee meetings (including Hearings).

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

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

MINUTES

Policy and Services Committee



F22/55/05 – D23/17197

Date: Tuesday 18 April 2023 at 3.00PM
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

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

In attendance

The Acting Chief Executive and Director – Corporate Services – Mrs T Radich, the Director – Assets – Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Acting Director – Community Services – Mr C Julie, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Sustainability Advisor – Mrs V Dombroski (*part meeting*), the Community Development Officer – Mrs A Kingston (*part meeting*), the Community Development Officer – Mrs V Fischer (*part meeting*), the Roding Asset Manager – Mr S Bowden, the Parks and Reserves Officer – Mrs M McBain (*part meeting*), the Project Engineer/Manager – Mr S Taylor (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), the Environmental Health Manager – Ms R Otter (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*).

1. Welcome

The opening karakia was read.

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

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

2. Apologies

An apology was received from the Chief Executive – Mr S Hanne

Recommendation

THAT the apology be noted.

ERWOOD/TONGAAWHIKAU
Carried
P&S/23/50

3. Announcements

The District Mayor requested Councillors remain behind following the meeting to discuss the upcoming LGNZ Conference and Zone 3 meeting.

4. Declarations of members interest

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

5. Attendance Schedule

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

6. Confirmation of Minutes

6.1 Policy & Services Committee – 28 March 2023 D23/12257 Page 9

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 March 2023 be confirmed as a true and accurate record.

BOYDE/HALL
Carried
P&S/23/51

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

- Page 17, fourth bullet point 5-7% amend to \$5-\$7.

7. Matters Outstanding

D16/47 Page 22

Recommendation

THAT the Matters Outstanding be received.

SANDFORD/HARRIS
Carried
P&S/23/52

The Acting Chief Executive noted that the Assets Monthly report provided a partial update on an ongoing investigation for the Stratford Croquet Club.

The Roading Asset Manager noted the following points:

- A business case for Whitianga Road is being compiled to be submitted to Waka Kotahi for funding. The ideal solution would be three retaining walls costing between \$85,000 to \$100,000.
- A short term solution would be a road retreat, it is very unstable ground and contractors are picking up debris from the bank every winter. Photos of this damage has been presented in previous monthly reports. A retreat would not be a permanent fix.
- There are a lot of slips around the district so it is about prioritising which ones need to be repaired and finding the funds to do the repairs. To fix immediately would require another job to be cancelled.
- There is alternative access to Whitianga Road via Kohuratahi Road.

Questions/Points of Clarification:

- The District Mayor noted he had written to the Croquet Club with council's request for the club to investigate other options with other sporting codes. He did receive a visit from club members noting there were no alternative options and he felt the idea had been dismissed before being explored any further. He noted he had made it very clear to the Taranaki Daily News reporter that council would not be funding the \$400,000 for the relocation.
- Councillor Boyde noted his concern regarding the concept design for the possibility of relocating the croquet courts and noted council had not agreed to anything.

8. Decision Report – Draft Class 4 Gambling Venues Policy and Draft TAB Venue Policy
D23/10396 Page 23

Recommendations

1. THAT the report be received.

DUDLEY/VOLZKE
Carried
P&S/23/53

- ~~2. THAT the committee review and approve the amendments to the *draft* Class 4 Gambling Venues Policy as recommended at the Policy and Services meeting held on the 28 June 2022.~~
- ~~3. THAT the committee release the *draft* Class 4 Gambling Venue Policy and Statement of Proposal for public consultation.~~
- ~~4. THAT the committee release the *draft* TAB Venue Policy and Statement of Proposal for public consultation.~~

Recommended Reason

On 28 June 2022, the Policy and Services committee reviewed the *draft* Class 4 Gambling Venues Policy and the *draft* TAB Venue Policy. As a result of the review, the committee recommended amendments to the *draft* Class 4 Gambling Venue Policy prior to the public release of the policy, and approved the TAB Venue Policy with no changes.

The recommended amendments have been made to the *draft* Class 4 Gambling Policy and the committee is now required to review the changes and release both policies and their statement of proposals for public consultation.

Questions/Points of Clarification:

- Page 31, clause 6 – amend bullet points to read a, b and c.
- The Deputy Mayor questioned what would happen if a business changed ownership. Mrs Otter clarified that under the policy presented once a business leaves a premises a new applicant would not be able to apply for a license. The sinking lid means once a business stops operating the new business owner could not apply. These machines are then removed completely from the district's number. The Deputy Mayor noted that this was potentially a big income stream for these business owners and questioned if a business remains the same, but under new ownership, could that allow a license to be applied for? Ms Otter clarified that this can be done, for example, with an off-license application but not for gaming machines.
- It was clarified the current proposed policy did not allow a business to relocate due to growth or business expansion.
- The terms of the policy can be adapted, including looking at the relocation policy on a case by case basis for example if a business was relocating due to expansion of the overlying business. However the sinking lid would not allow a new business owner to apply for a license, the current cap at 36 allows a new entity to apply for a license.
- It was noted that New Plymouth has a sinking lid in Waitara but a cap for the rest of the district. A number of councils were opting to have sinking lid policy, some with a variation to a capped number, to help control harm within their communities. Ms Otter thought South Taranaki did have a cap, but this could be different for other towns within its district.
- It was confirmed a sinking lid policy aimed to reduce the number of machines and harm within a community.

Points noted in discussion:

- The District Mayor noted that when this policy had been first introduced there were 54 gaming machines in the district. There was no cap and no sinking lid, however the number has naturally reduced to 36 at which point a cap was introduced. At the time the cap was introduced there were nine machines at the New Commercial, 18 machines at the Empire and nine machines available which were taken up by the Stratford Club when it reopened. When the club closed those nine machines were then available for a licensed premises. The goal when reviewing this policy at that time was to reduce the cap to 27, however while it was being considered the Midhirst Tavern took the opportunity to apply for the available nine machines. The sinking lid policy had been suggested so the total number of machines would sink to 27 if an operator were to close. He agreed with the Deputy Mayor that this would have the effect of lowering the value of a business considerably when they came to sell.
- The District Mayor suggested an amendment to the Class 4 Gambling Venues Policy to replace the two current objectives with:
 - To prevent and minimise the harm caused by gambling in the Stratford District and to control the location of Class 4 gambling venues and the number of gaming machines.
 - A sinking lid policy will apply in the Stratford District until the total number of gaming machines that may be operated in Class 4 Gambling Venues is reduced to 27. Once there are no more than 27 gaming machines operating in the District, the maximum number that may be operated will be capped at 27.
- He noted this would control growth and reduce the number of machines and operators but would allow a new entity to take over a license.
- Councillor Erwood supported the amendments but noted council needed to do the best it can to reduce harm in our community.
- The Deputy Mayor reiterated her concern about existing businesses. She acknowledged the need to reduce harm but overnight this policy could slash the value of businesses which would create more harm. She requested that the relocation policy allow for a business to seek a change of venue due to business growth.
- Councillor Hall agreed with the concern regarding existing businesses and those business owners livelihoods, but noted she would be happy to see zero gambling machines due to the harm that they cause. She questioned if the cap at 27 was agreed upon then would it be 27 forever, or reviewed again in a number of years with the view to reduce it a further?
- Councillor Boyde agreed with the Mayor's amendments. He noted there are good mechanisms and regulations with machines, however there is no control with online gambling, online TAB and online Lotto. He felt there needed to be more discussion regarding the amendment to the relocation policy.
- The District Mayor suggested to protect existing businesses the sinking lid could be retained with an exemption for existing licenses to allow a new operator to proceed with a continuation of existence.
- Councillor Beck supported the sinking lid policy as he saw this as a way for the district to head to zero machines. He supported the compromise as suggested by the Mayor. He noted he no longer attended the Midhirst Tavern due to the addition of gaming machines.
- Councillor Sandford reminded councillors that not everybody who uses the gaming machines is a problem gambler. There are methods within these facilities to identify problem gamblers and that some people simply liked to have a beer and a play on the machines. He reiterated that there were no controls for online gambling and noted that he had asked professional agencies this over and over again. Gaming Machines are also an entertainment factor in a controlled environment. He noted there were rumours that TAB facilities would be moved out of venues here which would impact revenue for these businesses. He supported a sinking lid to 27.
- Councillor Harris supported the amendments suggested by the Mayor and acknowledged the impact on the value of a business when it was being sold. She noted that the relocation policy was only permitted if a venue was unfit due to natural disaster or fire. She questioned if this could be delegated to an officer to deem the building was unfit which could also be due to building deterioration or growth of the business. Ms Otter noted that this could be delegated to an officer to look at on a case by case basis. Councillor Harris noted she would support the approval for a business to move due to growth as it would also provide more employment opportunities.
- **Changes to the Draft Class 4 Gambling Venues Policy**
 - Changes as proposed to Objectives 1.1 and 1.2
 - 5.1 – amend to *No new or additional machines*.
 - An exemption to the sinking lid policy for an existing business changing ownership.
 - Relocation classification to be considered on a case by case basis.
- It was clarified that if a business closed the limit will sink to 27.

- It was clarified that this policy is reviewed every three years.
- The statements of proposals would be updated to reflect the changes to the policies.
- Changes to the Draft TAB Venue Policy
 - Objective 1.1 and 1.2 to be replaced by:

To prevent and minimise the harm caused by gambling in the Stratford District and to control the location of new TAB venues.

Recommendations

2. THAT the committee review and approve the amendments to the *draft* Class 4 Gambling Venues Policy as recommended at the Policy and Services meeting held on the 28 June 2022 and with the amendments above.
3. THAT the committee release the *draft* Class 4 Gambling Venue Policy and Statement of Proposal for public consultation.
4. THAT the committee release the *draft* TAB Venue Policy and Statement of Proposal for public consultation.

DUDLEY/McKAY
Carried
P&S/23/54

Recommended Reason

On 28 June 2022, the Policy and Services committee reviewed the *draft* Class 4 Gambling Venues Policy and the *draft* TAB Venue Policy. As a result of the review, the committee recommended amendments to the *draft* Class 4 Gambling Venue Policy prior to the public release of the policy, and approved the TAB Venue Policy with no changes.

The recommended amendments have been made to the *draft* Class 4 Gambling Policy and the committee is now required to review the changes and release both policies and their statement of proposals for public consultation.

The Environmental Health Manager left the meeting at 3.44pm

9. Monthly Reports

9.1 Assets Report D23/11876 Page 46

Recommendation

THAT the report be received.

BOYDE/ERWOOD
Carried
P&S/23/55

Questions/Points of Clarification:

- Councillor Boyde noted his concern that the report noted that the construction is complete at the Wai o Rua – Stratford Aquatic Centre but minor remedial work and landscape work was with the architects for concept design. He did not think any discussion had been held regarding an outdoor facility including the relocation of the croquet club which was included in the concept design. He

noted there was an additional \$2 million allocated to the swimming pool through loan funding and did not think spending a further cent was warranted in the current climate.

- Mrs Radich noted that council had set a \$22 million budget with \$20.5 million spent for the year to date. Consideration for the remaining funds could be held for design work. The Director – Assets noted the Chief Executive had instructed staff for no additional work with the remaining funds now. The outdoor facility would look at landscaping to enhance the look of the area and the use of the pool with the concept design purely to show what could be done. Officers were instructed to look at council owned land to see where the four croquet courts could be accommodated and this is what was being done. At this stage all that has been commissioned is a landscaping plan to help answer the question of whether the croquet club could be accommodated on this site.
- It was clarified that the doors could be opened to allow access to an outdoor area at the pool but it would not be left open, it was questioned if opening the door would increase power consumption. Mrs Araba noted that landscaping would not cost a lot but would make the area a nice green space.
- The Project Engineer/Manager clarified that at this stage the design was purely to see if the croquet club and an outdoor area could fit in the area. Having a design in place would also mean officers could apply for funding if an opportunity arose.
- Councillor Sandford noted council had been told that as the pool area was a controlled atmosphere it would have huge savings. He also noted his concern that creating an outdoor area would attract vandalism and create a security risk for access into the facility.
- Councillor Hall questioned if the committee could decide to not spend any more of the allocated budget on the capital at the pool? Mrs Radich confirmed they could.
- Councillor Tongaawhikau questioned if the funds would sit there for future advantage or if it was tagged for this specific project? Mrs Radich noted that budget had been set for a specific amount, some of this had been grant funded and the remainder was to be loan funded as it was spent. She noted \$1.4 million had not yet been spent so this had not yet been borrowed. She noted the question was now whether to halt spending. There was a small cafeteria area and some other work within the building also proposed. Councillor Tongaawhikau noted his support for halting spending.
- Councillor Hall noted feedback from staff would be required if there were things required that would help grow the revenue of the facility over the coming year.
- Councillor Jones questioned the timeframe for the concept design as he noted council had already made the decision to look at this for the croquet club. Mr Taylor noted that the design was expected by the end of April and this would then be presented to council for further discussion.
- It was clarified that the issue for the waste water contractor timing of response would always be in deficit for this year due to the statistics where the targets were not met during the August storms. The Services Asset Manager confirmed contractors were meeting response times now. It was requested that both the water and waste water level of service tables be updated to include monthly results as well as the year to date totals.

The Property Officer, the Parks and Reserve Officer, and the Services Asset Manager left the meeting at 3.59pm.

9.2 Community Services Report
D23/12589 Page 66

Recommendation

THAT the report be received.

HALL/HARRIS
Carried
P&S/23/56

Questions/Points of Clarification:

- The District Mayor noted the request for the names of those making official information requests had been added to this report. He noted the names were in line with what he suspected and expressed the amount of time and money this costs council to answer these questions.
- Councillor Harris noted that the Sport New Zealand Rural Travel Fund had met at the beginning of this month. There had been an additional \$3,500 allocated to the next two years by Sport New

Zealand so there was a total of \$12,325 to allocate in this funding round although the total amount of funding requested from applicants was \$16,000.

- Councillor Sandford acknowledged and thanked the District Mayor for stepping in for him with his role in Stratford Positive Ageing Group while he had been unavailable. He noted that the process for changing signatories for a group or organisation with TSB had become that difficult the group was struggling to find volunteers to be a signatory. As a result the group has decided to add two council staff members alongside the volunteers.

The Community Development Officers, the Sustainability Advisor and the Project Engineer/Manager left the meeting at 4.02pm.

9.3 Environmental Services Report
D23/11467 Page 75

Recommendation

THAT the report be received.

ERWOOD/McKAY
Carried
P&S/23/57

9.4 Corporate Services Report
D23/13090 Page 82

Recommendation

THAT the report be received.

DUDLEY/BOYDE
Carried
P&S/23/58

Questions/Points of Clarification:

- Councillor Boyde requested clarification on the outstanding debtors noting the cost recovery related to the farm implied the debtors were related to the council farm. Mrs Radich clarified that sundry debtors was funding expected to be received with some of this being overdue, she noted that one was due to an overdue invoice from one of the contractors for damage and one was related to the farm. The debtor accruals were reported on each month and this is largely attributed the revenue accrued from interest on term deposits however this was not paid until the investment matured. This also included the Fonterra milk revenue which is related to the portion of the milk production that has not yet been paid as Fonterra pays a small portion of the milk price through the year and catches up in September which is after the closing date for yearend for council.
- It was clarified that the one off payment from Fonterra of \$79,000 was budgeted for rate mitigation in the next financial year and would be received in the next financial year so it would be used straight away.
- It was clarified that the revenue was above budget largely due to the capital grant funding through the Transport Choices Project and Better Off funding that had not been budgeted for.
- It was clarified that a large amount of the infringements were outstanding dog registrations. All these were sitting with the Ministry of Justice and some of them did date back many years. These have to be handed over to the Ministry for collection. Some of these were being paid back on small weekly payments. The District Mayor questioned if these could be written off in council's book as it is showing as debt council would receive, he noted that it had been reported in the paper recently that council had \$53,000 of outstanding debt but a lot of this would not be collectable and the reality is some of it would never be paid. Mrs Radich noted that staff could go through these and see which ones had not had any payments at all and would look into what can be done in terms of looking to write infringements off if they were older than three years.

- Councillor Jones noted his concern regarding the \$6 million in term investments. He noted the biggest spend for the cashflow forecast was \$3.7 million but the term investments could not be used due to their terms. He questioned the point of having debt and investment and questioned at what point was council going to break those deposits and repay debt. Mrs Radich clarified that there was no current plan to not have term investments as they were held as reserve funding. She noted this could not be changed unless the Treasury Policy was changed.
- It was noted that borrowing requires a month notice but could be completed in a matter of weeks. Borrowing is usually only carried out once a year due to the paperwork and involvement of lawyers in the process.

The Director Assets left the meeting at 4.13pm.

- Councillor Jones noted the investments had been sitting at that level for a while without being required to be broken and with interest rates rising he felt it might be time to reinvestigate that option. Mrs Radich reiterated that the purpose of the investments was to fund reserves, the term investments were not to be used for capital projects. She noted that proposing to use the investments to repay debt would mean council was not financially backing its reserves. She also clarified that currently council was able to get better interest rates for term investments than lending rates therefore there was a slight profit rate on what is borrowed and invested. The District Mayor noted that council's situation was different to other commercial entities as it could borrow from a government agency and invest on a commercial level.
- Councillor Boyde questioned when the Treasury Policy was coming up for review as he reiterated there were funds sitting there that could be used to repay the debt and felt with rising interest rates there could be a huge benefit in doing this. Mrs Radich noted that that she could look at how the balance sheet is structured and look at all investments and returns from all assets such as the farm.
- The Deputy Mayor questioned the increase on recycling revenue. This would be added to the matters outstanding for clarification.

10. Questions

There were no questions.

11. Closing Karakia

D21/40748 Page 99

The closing karakia was read.

The meeting closed at 4.20pm.

M McKay
Chairperson

Confirmed this 23rd day of May 2023.

N C Volzke
District Mayor

Policy and Services Committee Matters Outstanding Index

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Street Numbering - Pembroke Road - Ariel Street (raised 26 May 2020)		Blair Sutherland	Ongoing	Update in Monthly Report item 11.3
Future of Page Street Swimming Pool Complex		Sven Hanne		Annual Plan/Long Term Plan
Stratford Croquet Club – investigation of potential sites	Ordinary 14 March	Victoria Araba	Complete	Item 10 – Information Report – Croquet Club Options
Kingheim Mountain Bike – Controlling Authority	Ordinary 14 March	Victoria Araba	Complete	Item 9 – Decision Report – Te Ara o Maru Walkway, Whangamomona
Pool - Expected revenue from new lane hire fee - clarification on if opening the outside door would increase power consumption - Halt any further spending at the pool.	P&S 18 April	Chade Julie	Complete	Monthly Report, Item 11.2 (section 5)
Water and Waste Water KPIs – update to include monthly results in addition to YTD.	P&S 18 April	Victoria Araba	Complete	Monthly Report Item 11.1 Section 3.1.1 (Water) Section 3.2.1 (Wastewater)
Recycling Revenue – clarification on reason for increase	P&S 18 April	Tiffany Radich	Complete	Monthly Report, item 11.4 (section 1.1)

DECISION REPORT



F22/55/04 – D23/20578

To: Policy and Services Committee
From: Roothing Asset Manager
Date: 23 May 2023
Subject: Proposed Road Closures for a Tarmac Rally Event.

Recommendations

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council approves the closure of the following roads on Sunday 25 June 2023 between the hours of 09:30am to 3:00pm for the Taranaki and South Taranaki Car Clubs to host a Tarmac Rally motorsport event.

Special Stage 1 and 3.

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

Special Stage 2 and 4.

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

Recommended Reason

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

/
Moved/Seconded

1. Purpose of Report

- 1.1 For any street event that requires a road closure, Schedule 10, Clause 11(e) of the Local Government Act 1974 requires a Council resolution to endorse the proposed road closure. This report seeks this endorsement for the purposes of allowing the Taranaki and South Taranaki Car Clubs to close several roads, (shown above), on Sunday 25 June 2023 between the hours of 09:30am to 3:00pm.

2. Executive Summary

- 2.1 In order for the Taranaki and South Taranaki Car Clubs to hold the Tarmac Rally the car clubs has approached the Stratford District Council seeking permission to close the roads which form four special stages. This is the first Tarmac Rally which has been jointly organised between the South Taranaki Car Club and the Taranaki Car Club. The organisers have indicated they have 55 entrants registered for the event.
- 2.2 As these roads are residential rural roads, the car clubs have undertaken a letter drop to all residents (**Appendix 1**) and provided the Council with a Traffic Management Plan (**Appendix 4**) and Safety Plan (**Appendix 3**) for the event. These have been included as attachments to this report. Also attached for your information are the supplementary regulations (**Appendix 5**).

3. Local Government Act 2002 – Section 10

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

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

4. Background

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

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

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

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

There will be a gold coin collection at the gate for everyone attending. This includes the public and the drivers. It's an extra way of fundraising for the Stratford Park development.

Both car clubs are hoping that people from near and far will come along to show their support for the Stratford Park Development and to see the rally cars up close and personal.

Any surplus from running this event will be put towards the Stratford Park Development.

- 4.4 The Taranaki and South Taranaki Car Clubs have submitted a request to the Stratford District Council seeking permission to close the roads outlined in the recommendation above. The date of the event is Sunday 25 June 2023 and the proposed closures are from 9:30am to 3:00 pm. There have been numerous road racing events held in the district in past years, including, the Silver Ferns Rally, The Targa Rally, the Toko Road Bent Sprint and the annual Street Sprint Event within the Stratford township. This event is another one to add to the list with the long-term ambition the event grows to have more than four special stages.

5. Consultative Process

5.1 Public Consultation - Section 82

The Taranaki and South Taranaki Car Clubs are required to liaise with all residents affected by the proposed road closure. This proposed road closure was advertised in Central Link on Wednesday 10 May with the objection cut-off date of Friday 19 May 2023. The event was also publicised on SDC's website from Friday 5 May 2023 to Friday 19 May 2023. A second notice will be published in the Stratford Press on Wednesday 21 June 2023, subject to the recommendations outlined above being endorsed by Council.

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

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

5.2 Māori Consultation - Section 81

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

6. Risk Analysis

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

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

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

- 6.2 Within the safety plan of the event (**Appendix 3**), there is a risk assessment matrix provided by the event organisers.

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

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

There are specific requirements for the entrants noted in the Supplementary Regulations (**Appendix 5**), which cover health and safety.

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

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

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

7. Decision Making Process – Section 79

7.1 Direction

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

7.2 Data

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

Yes, the times of the proposed road closures are outlined in the recommendation above. There is an expectation that approximately 55 vehicles will participate in this tarmac rally event, with each participant having four attempts at a timed pass along the roads mentioned throughout the day.

7.3 Significance

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

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

7.4 **Options**

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

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

The options to be considered for this report are:

- Option 1.** Do not approve the closing of the roads listed in the recommendation. If this is the option chosen, then the Taranaki and South Taranaki Car Clubs will not be able to host a round of the 2023 North Island Rally Series.
- Option 2.** Approve the proposed road closure as outlined in recommendation 2 above to indicate support for this event. This will have a positive impact for Stratford. **This is the recommended option, as this is consistent with other similar requests for closing roads for motorsport events.**

7.5 **Financial**

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

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

7.6 **Prioritisation & Trade-off**

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

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

7.7 **Legal Issues**

- | |
|--|
| <ul style="list-style-type: none">• 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**

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

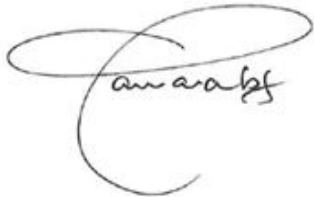
This report is consistent with the policy for Temporary Road Closures.

Attachments:

- Appendix 1** Letter to Residents of Toko Road / FAQ's
- Appendix 2** Certificate of Liability Insurance
- Appendix 3** Safety Plan for the event
- Appendix 4** Traffic Management Plan
- Appendix 5** Supplementary Regulations



Stephen Bowden
Roading Asset Manager



[Endorsed by]
Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 8 May 2023

Appendix 1



Dear Resident

This letter is to inform you of the times and procedures of the **Taranaki Tarmac Rally, Sunday 25th June 2023**. (Please be sure to read both sides of this letter).

The below roads will be **closed on the 25th June 2023** for the running of the rally, in which drivers have to negotiate the roads against the clock. All stages are repeated twice. Although there will be a small gap in between the stages where there will be little or no activity, **the road is still closed and can't be used**.

The closed roads & times are:

Taranaki Tarmac Rally Sunday 25th June 2023 Road Closures

SS1 & SS3 – DOUGLAS ROAD	<u>09:25 – 15:25</u>	Total Closure: 6 Hours
-------------------------------------	-----------------------------	-------------------------------

Mohakau Road, from SH43 to Makuri Road.
Makuri Road from the intersection with Mohakau and Akama Roads to Douglas Road.
Douglas Road, from the intersection of Makuri and Douglas Roads to SH43.

All side roads off the above closed roads will be marshalled.

SS2 & SS4 – CROYDON ROAD	<u>09:55 – 15:55</u>	Total Closure: 6 Hours
-------------------------------------	-----------------------------	-------------------------------

Wawiri Road, from Ahuroa Road to Makuri Road.
Makuri Road from the intersection with Wawiri Road to Stanley Road.
Stanley Road from the intersection with Makuri Road to Croydon Road.
Croydon Road to Salisbury Road

All side roads off the above closed roads will be marshalled.

Pre-taping may be done on the stages on Saturday 24th June. Pre-taping will only be done on gates that are not a main access for residents. Driveways and main accesses will have tape tied to one side ready to be hung on the morning of the rally. By doing this, it quickens the process for the taping crews on the Saturday of the rally, which could in turn have the road opened to the public earlier. This will in no way restrict residents or other persons' access on Saturday 24th June

Should you have a necessary reason to move the tape, please do so as our taping crews will be re-checking tape the following day. Tape crews will check and complete taping over driveways and gates on Sunday 25th June. This is a Motor Sport New Zealand Safety Requirement. We thank you for your co-operation with this. Contact Glen Bublitz (Event Organiser) on 027 412 5494, if you have any concerns.

The tape will be removed by our personnel after the conclusion of the event and an inspection of the road will be completed on the Sunday after the event.

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

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

The road will be reopened to the public when a vehicle with a flashing light and a door flash displaying **"SWEEPER CAR"** passes a second time, and the tape is removed.

PTO

If there is a gap in the cars but you haven't seen or heard the SWEEPER CAR please do not drive on the road. Gaps will occur in-between cars. If you are not sure, call the Clerk of the course on 0800 725 593. The Clerk can advise whether the road is clear or not. It is better to be sure so that no one gets hurt. In this event there WILL be gaps.

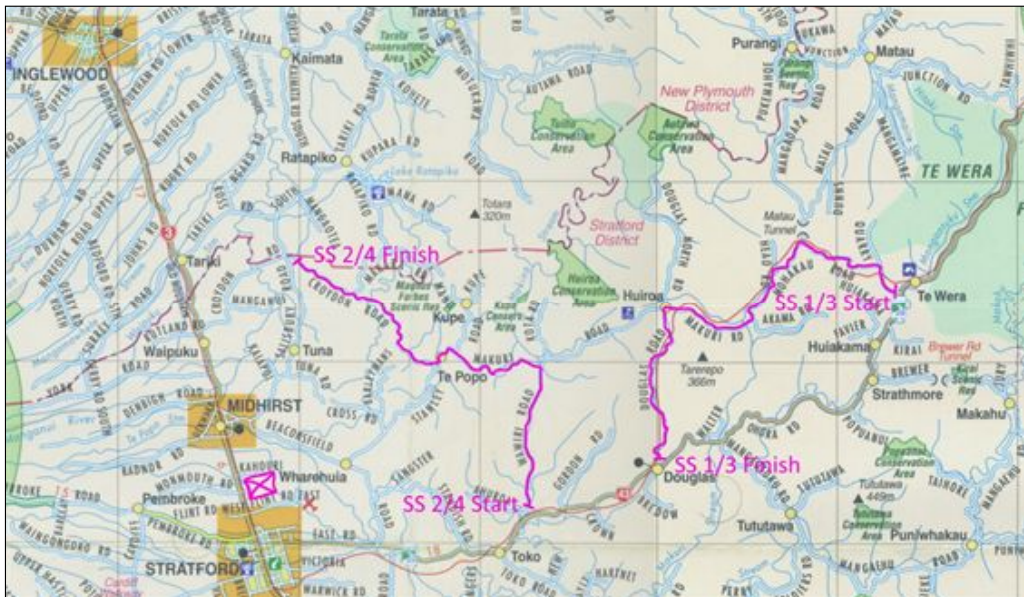
If you see an emergency situation during the period of Road Closure, please phone our 0800 number, as we have paramedics at the start of each special stage and throughout the event. We will be able to respond immediately. If you require assistance, please don't hesitate to call us on the number below.

0800 RALLYE (0800 725 593)

If any damage occurs to your property, as a result of our event, a fencing contractor will be following through to carry out any necessary repairs. Should the damage be too big to repair on the day, the fencer will make temporary repairs and return during the week to complete a full repair. If any damage has been overlooked, please contact Glen Bublitz (Event Organiser).

We thank you sincerely for your co-operation and hope you and your family have already chosen a good viewing position.

Yours faithfully
Glen Bublitz
Organiser Taranaki Tarmac Rally 2023
027 412 5494



Appendix 2



Level 22, ANZ Centre
 23-29 Albert Street
 Private Bag 92055
 Auckland 1142, New Zealand
 Telephone +64 9 306 0350
 www.veroliability.co.nz

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

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

POLICY NUMBER	HO-LPL-6171359	
THE INSURED	Motorsport New Zealand Inc and Member Clubs in respect of Permitted Events Only	
BUSINESS DESCRIPTION	Administration, Governance and Regulation of Motor Sport in New Zealand	
EFFECTIVE DATE	From 4.00pm	31 December 2022
	To 4.00pm	31 December 2023
LIMIT OF INDEMNITY	\$ 10,000,000	any one Occurrence and for any one Period of Insurance in respect of Products Hazard
EXCESS	\$ 3,500	per Occurrence
POLICY WORDING	VL POL PL-032022	

This certificate is issued as a matter of information only and is subject to the terms and conditions of the issued policy.

Signed for and on behalf of Vero Liability Insurance Limited

Authorised Officer
 DTL



16 December 2022

Appendix 3

SAFETY PLAN FOR TARANAKI RALLY 25th June 2023 PLAN CONTENTS

1. INTRODUCTION

- 1.1 – Authority
- 1.2 – Rally base/headquarters
- 1.3 – Emergency services
- 1.4 – Resources available
- 1.5 – Radio networks
- 1.6 – Rallysafe

2. EMERGENCY NUMBERS

3. RALLY CONTROL

- 3.1 – Location
- 3.2 – Operational hours

4. OFFICIALS CONTACT DETAILS

5. SAFETY SERVICES

- 5.1 – Medical Services on rally route
- 5.2 – FIV location plan
- 5.3 – FIV equipment list
- 5.4 – Vehicle access and egress to stages
- 5.5 – Helicopter services
- 5.6 – Stage maps

6. ITINERARY & ROAD CLOSURE SCHEDULE

- 6.1 – Itinerary
- 6.2 – Road closure authorities
- 6.3 – Road closure strategy
- 6.4 – Road closure schedules

7. SPECIAL STAGE SECURITY

- 7.1 – preparation
- 7.2 – official & marshal manning specification
- 7.3 – clearance
- 7.4 – continuity check of competing cars
- 7.5 – Super Special Stage arrangements N/A

8. CARS STOPPED IN SPECIAL STAGE

- 8.1 – Procedure
- 8.2 – Notification
- 8.3 – Assistance required
- 8.4 – Injury accident information checklist

9. SERVICE PARKS

10. INTERSECTION AND SPECTATOR AREA SET UP PLANS

- 10.1 – Overview
- 10.2 – Area & major intersection setup plans

11. SUPPLEMENTARY INFORMATION

- 11.1 – Safety training course
- 11.2 – Marshal information summary
- 11.3 – Marshal certificate of appointment

11.4 – Safety pamphlet

1.

INTRODUCTION

1.1 Authority:

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

1.2 Rally base / Headquarters:

There will be one Rally Base/Headquarters in operation for the duration of the event, which is located at the Stratford A & P showgrounds main hall, Flint Road, Stratford

The rally base will be manned at all times by the following personnel or their deputies:

- Clerk of the Course TBD
- Assistant Clerk of the Course TBD
- Rally Secretary TBD
- Communications Officer ???
- Results Chief ???

All radio networks are terminated at the Rally Base.

1.3 Emergency Services:

The NZ Police, Fire Service, St Johns Ambulance and the Taranaki Rescue Helicopter have all been notified of the event and supplied with relevant information regarding road closures and emergency procedures to be carried out by rally personnel.

Wellington Free Ambulance Service will be providing personnel for the FIV vehicles.

1.4 Resources Available:

The following emergency resources are available throughout the event:

- Assistant Clerks of the Course and Wellington Free Ambulance Paramedic's at the start of each Special Stage.
- Intermediary FIV points on stages 1, 4 and 8.
- Wellington Free Ambulance X 2 Ambulances moving around with the event

1.5 Radio Networks:

We will be using Fleetlink radio communications for all communications between officials and communication between start and finish controls and results if required.

- a) Between timing crews located at stage starts, finishes, results (for transmitting of results information and vehicle tracking) and Rally Base.
- b) All Rally Officials, Asst Clerks of the Course, Safety/Warning Car Groups, FIV and Ambulances, Sweeper Team and Rally Base
- c) Dave Davies and Tracey Stringer will be responsible for coordinating all Radio communications.

1.6 RallySafe:

All competing vehicles as well as five official vehicles will have RallySafe tracking and timing system fitted allowing real time tracking via satellite.

This system also incorporates a SOS system that can be activated by the competitor. This is monitored in HQ

2. EMERGENCY NUMBERS

RALLY EMERGENCY PHONE NUMBER: 0800 RALLYE 0800 725 593

THE CLERK OF THE COURSE NUMBER: XXXXXXXXX

EMERGENCY SERVICES CONTACT NUMBERS

AMBULANCE:	111	
FIRE:	111	
POLICE:	06 759-5500 (New Plymouth) / 111	
RESCUE HELICOPTER:	0274 338 024 (On Call Duty Pilot)	
	026 119 200 (Call out pager)	
	111	
ELECTRIC POWER LINES:	Power Co Ltd	0800 27 27 27
	Genesis	0800 300 400
	Trust Power	0800 87 87 87
GAS:	Power Co Ltd	0800 111 848
	Firstgas Ltd	0800 73 45 67
	Nova Gas Ltd	0800 668 242

ALL SERVICES EMERGENCY NUMBER: - 111

3. RALLY CONTROL

3.1 Location

The Rally Control/Headquarters will be established in:

Stratford A & P Showgrounds
Flint Road
Stratford

3.2 Operational Hours

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

Rally HQ will be open on

Sunday 25th June 2023 from 07:30 – 17:00hrs

4. OFFICIALS CONTACT DETAILS

TITLE	NAME	PHONE	MOBILE
Clerk of the Course			
Assistant Clerks of the Course:			
Chief Medical Officer:			
Chief Marshall			
Competitor Relations Officer	MIKE CAMERON		027 3036446
Chief Scrutineer			
Communications Officer			
MotorSport NZ Officials			
Chairman of Stewards	TBA		
Stewards	TBA		

5. SAFETY SERVICES

5.1 Medical Services On Rally Route

Avon Medical Centre, 137 Miranda Street, Stratford Ph 06 765-5454 or 06 765 5300(a/h)

All start lines will have Ambulance officers with the Assistant Clerk of the Course.

There are 2 Ambulances, which will move around the Rally route

There will be Medical personnel near the Service Area's

All Medical Services Listed have been advised of the event

5.2 FIV Locations

Stage No		1 st Car	Length (km)	Start Line	F.I.V. on site	Mid Point Radio Point
1	Otaraoa Rd	8.40am	35.34	FIV # A	7.20am	FIV # B @15.85
2	Cheal Rd	10.10am	10.21	FIV # C	8.55am	
3	Wawiri Rd	10.40am	16.54	FIV # D	9.25am	
4	Barrett Rd	12.30pm	24.82	FIV # E	11.10am	FIV # B @9.76
START LINE FIV'S WILL TRAVEL WITH ACotC						

5.3 FIV Equipment List

As approved by the Chief Medical Officer,

Wellington Free Ambulance will be supplying Medical equipment for the FIV and Ambulances.

5.4 Vehicle Access and Egress to Stages

SS 1 Otaraoa Rd

Access from New Plymouth, north past Waitara on State Highway 3.
Turn right onto Otaraoa Rd, follow this road for ~8kms. Access is through stage.
Egress to end of stage then turn right on State Highway 3 to travel to Inglewood, onto New Plymouth.

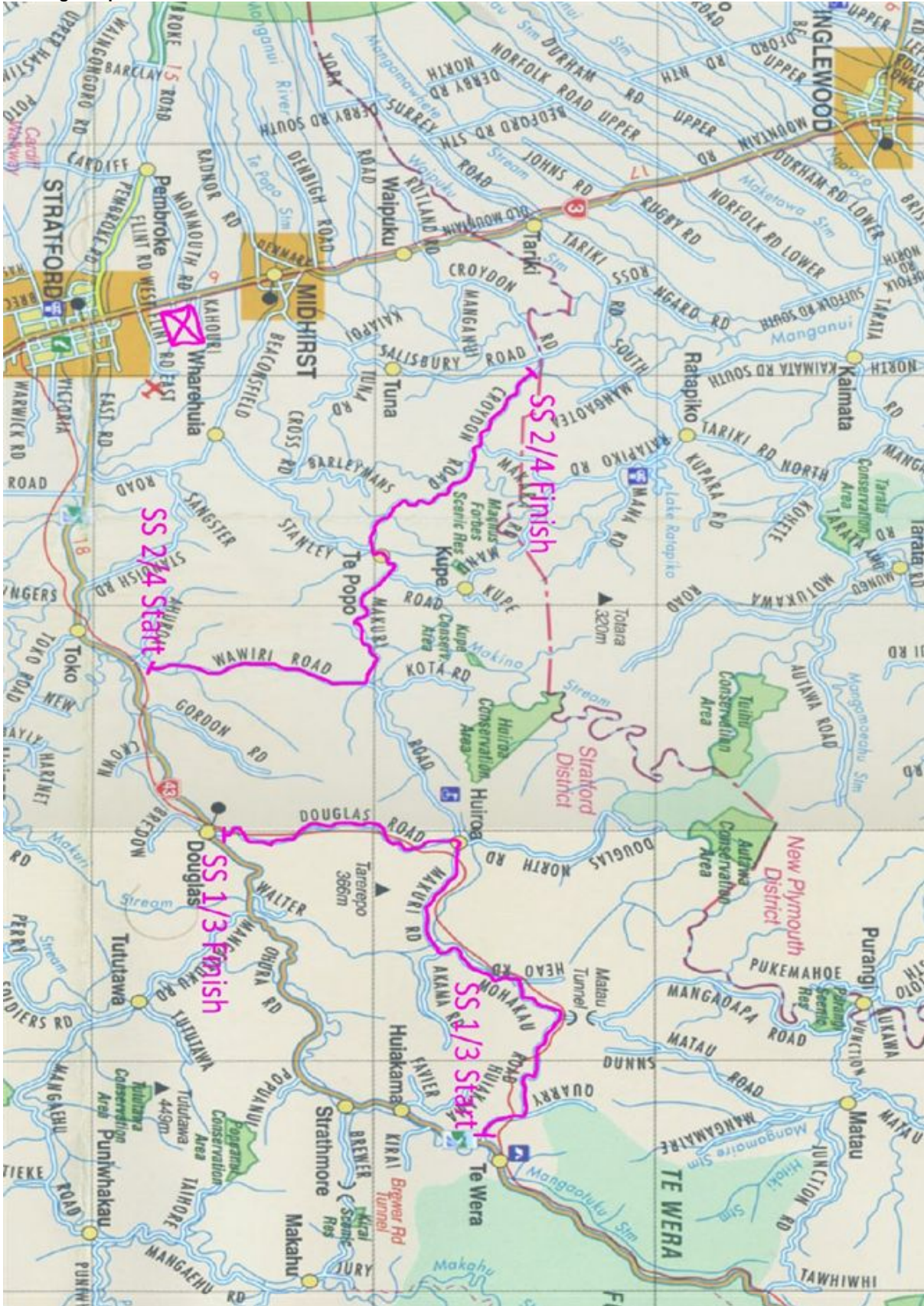
SS 2 Cheal Rd

Access from New Plymouth via State Highway 3 then left into Cheal Road.
Access through stage.
Egress to end of stage then continue on Bird Road to State Highway 3, then right to New Plymouth.

5.5 Helicopter Services

GPS locations of all stage starts and finishes together with stage maps will be provided to rescue Helicopter services by the organisers

5.6 Stage Maps



6. ITINERARY & ROAD CLOSURE SCHEDULE

6.1 Itinerary

6.2 Road Closure Authorities

STAGE NO	FIRST CAR	CLOSURE TIMES	COUNCIL
1 OTARAOA / TARATA / TIRIKI / RATAPIKO / MAKARA / CROYDON RD's	8.40am	7.00am-12.00pm	Stratford District Council
2 WAWIRI / MAKURI / STANLEY RD's	10.10AM	8.00am-1.30pm	Stratford District Council
3 CHEAL / WINGROVE / WAIHAPA / BIRD RD's	10.40am	9.00am-2.00pm	Stratford District Council
4 BARRETT / CARRINGTON / UPPER PITONE RD'S	12.30pm	10.30am-4.00pm	Stratford District Council

6.3 Road Closure Strategy

Taping and Arrow Party

2 hours before 1st car

Stage Control

Between 60 - 80 minutes before the 1st car (dependant on stage conditions)

Start and Finish Control Marshals on site.

Chief Marshal

Between 60 – 80 minutes before the 1st car (dependant on stage conditions)

Confirm all block marshals, stage communication and safety / FIV points set up.

Safety Car

Between 60 -70 minutes before the 1st car (dependant on stage conditions)

Confirm compliance with the Safety Plan

Warn spectators by siren and loudspeakers.

Police Safety/Stewards

Between 30 - 50 minutes before the 1st car (subject to spectator numbers and stage length).

Stop if necessary to reinforce marshals authority.

Safety 00

Between 10 - 15 mins before the 1st car (dependant on stage conditions)

Confirm compliance with the Safety Plan

Warn spectators by siren and loudspeakers.

Safety 0

Between 5 - 10 mins before the 1st car (dependant on stage conditions)

Confirm compliance with the Safety Plan

Warn spectators by siren and loudspeakers.

Sweeper Car

Clear the Stage for reopening to the public.

6.4 Road Closure and Official Car Schedule

Stage No & Name	Length of Stage	Road Closed to Public	Timing Crews on Site	Chief Safety/ Marshal Officers	Safety Car	Entry closed to Police & Stewards	Car 00	Car 0	Stage starts	Road open to Public
1 Otaraoa Rd	35.34km	7.20am	7.20am	7.25am	7.30am	7.55am	8.25am	8.30am	8.40am	11.30am
2 Cheal Rd	10.21km	8.55am	8.55am	9.00am	9.05am	9.30am	9.55am	10.00am	10.10am	1.10pm
3 Wawiri Rd	16.54km	9.25am	9.25am	9.25am	9.30am	9.55am	10.25am	10.30am	10.40am	1.40pm
4 Barrett Rd	24.82km	11.10am	11.10am	11.15am	11.20am	11.45am	12.15pm	12.20pm	12.30pm	3.00pm
5 Dover Rd	14.25km	11.45am	11.45am	11.45am	11.50am	12.20pm	12.50pm	12.55pm	1.05pm	4.10pm
6 Kahui Rd	10.76km	1.05pm	1.05pm	1.10pm	1.15pm	1.40pm	2.10pm	2.15pm	2.25pm	5.30pm
7 Warea Rd	10.49km	1.35pm	1.40pm	1.45pm	1.50pm	2.15pm	2.40pm	2.45pm	2.55pm	6.00pm
8 Saunders Rd	18.09km	2.00pm	2.00pm	2.10pm	2.15pm	2.45pm	3.10pm	3.15pm	3.25pm	6.30pm

7. SPECIAL STAGE SECURITY

7.1 Preparation

(a) Vehicle access will be controlled by:

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

NB: block marshals will supplement the timing crews.

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

- Side roads and tracks
- Entrances and driveways
- Other gates that appear to be in use
- This will be done by at least 20 minutes before Road closure.
- A crew will be following each stage to remove all tape.

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

(d) Prior to a stage commencing preparation vehicles will enter the stage in the following sequence:

- Arrow crew
- Taping party
- Block marshals
- Midpoint FIV
- Chief Marshall
- Chief safety officer
- Safety car
- Police safety car/ Stewards if necessary
- 00 warning car
- 0 warning car

7.2 Official & Marshal Manning Specification

- **Start**

An Assistant Clerk of the Course will be at, or close to the Start
A timing crew under control of a Post Chief
A radio operator in direct communication with stage finish and Rally Base
A Paramedic in a FIV vehicle

- **Through stages**

There will be block marshals stationed at all intermediate road junctions as well as all identified spectator viewing points.
FIV with Paramedic at designated points (in stages 1, 4 and 8)

- **Finish**

A timing crew under control of a Post Chief
A radio operator in direct communication with stage start and Rally Base

7.3 Special Stage Clearance

The Chief Marshall and the Safety Car will ensure that all planned safety requirements are in place and the Safety Car will advise the Finish Post Chief, who in turn will advise the Start Post Chief that Clearance from the Safety Car has been obtained. This will be done prior to the first Competing Car starting the stage.

The Clerk of the Course, or his approved delegate at Rally Base, will give permission before the Start of any competition.

00 and 0 Warning cars will enter each stage with flashing lights and siren. Their role is to do a final check, checking that spectators and Marshals are in a safe position in accordance with the Safety Plan.

7.4 Continuity Check of Competing Cars

Details of competing cars entering and exiting stages will be radioed to Rally Base

At the Finish Control of a Special Stage

If a car does not come out of the Stage when it should, the Finish Control is to ask the crews of subsequent cars if they have sighted the missing car, where it is and for evidence that the crew do not require assistance (Safety Triangle and OK sign displayed)

The RallySafe tracking system will also be used to identify any vehicles stopped in a stage. This will be monitored in Rally HQ.

7-5 Super Special Stage Arrangements

We have no Super Special Stage

8. CARS STOPPED IN SPECIAL STAGE

8.1 Procedures

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

8.2 Notification

Notification of a car missing in a stage will come from either the Finish crew or Rally Base tracking check sheet. When a car is identified as being missing the Finish Post Chief will be requested to check with subsequent cars finishing the stage.

When all information is available Rally Base will direct any additional search actions, if required.

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

8.3 Assistance Required

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

Rally Base will be notified of situation

Finish Post Chief is to hold competitor and complete Injury Accident Information Check List (copy on next page)

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

The report for assistance may also come for the Rallysafe system.

THE CLERK OF THE COURSE WILL:

Instruct relevant FIV to proceed with urgency to the scene.

Instruct the stage start Post Chief to halt the stage.

Instruct the Assistant Clerk of Course to proceed into stage with relevant FIV and Paramedic after delegating stage control to Post Chief.

Alert and maintain communications with stage start and officials at scene of incident.

Determine, in association with qualified medical personnel at scene action to be taken to extract injured persons (if necessary).

Obtain full report from Post Chief on prevailing conditions and determine if stage is to be restarted or abandoned.

In the absence of the Assistant Clerk of the Course the Start Post Chief will assume responsibility for the Stage.

8.4 Injury Accident Information Check List

INJURY ACCIDENT INFORMATION CHECKLIST		
<p>Information: This form is for use by finish control marshals at Rallies and Rallysprints to quickly and accurately record the information required by Rally Control Base (for Rallies) or Event Control (for Rallysprints). The control marshals immediately on ascertaining the information from a competitor shall ensure it is transmitted to the control as a matter of urgency.</p>		
The number of the stage and of the last instruction completed before arriving at the scene of the accident is:		
Stage:	Instruction:	
The distance from the start of the stage to the accident is:	Distance:	
The number(s) of the cars(s) involved in the accident are:	Car No(s):	
The situation at the incident scene is: <i>[is the road blocked / are cars off road / down gullies / are recovery vehicles required to rescue occupants, please be specific but brief]</i>	Car(s) on road;	
	Clear of road:	
The number of people requiring urgent medical attention is:	Number requiring attention:	
The reported nature of the injuries to each person injured are:		
Reported by: <i>[name of competitor]</i>	Car No:	Time:
Reported to: <i>[name of official]</i>	Information radioed at: <i>[enter time that radio transmission was acknowledged by rally Control base]</i>	
THIS INFORMATION IS TO BE IMMEDIATELY TRANSMITTED TO RALLY BASE		

9. SERVICE PARKS

We are using 3 Service Areas venues, one in Stratford, Inglewood and Okato.
 The following officials will be located at the Service area:
 An Assistant Clerk of the Course.
 A Competitor Relations Officer.
 First Aid personnel

10. INTERSECTION & SPECTATOR AREAS

10.1 Overview

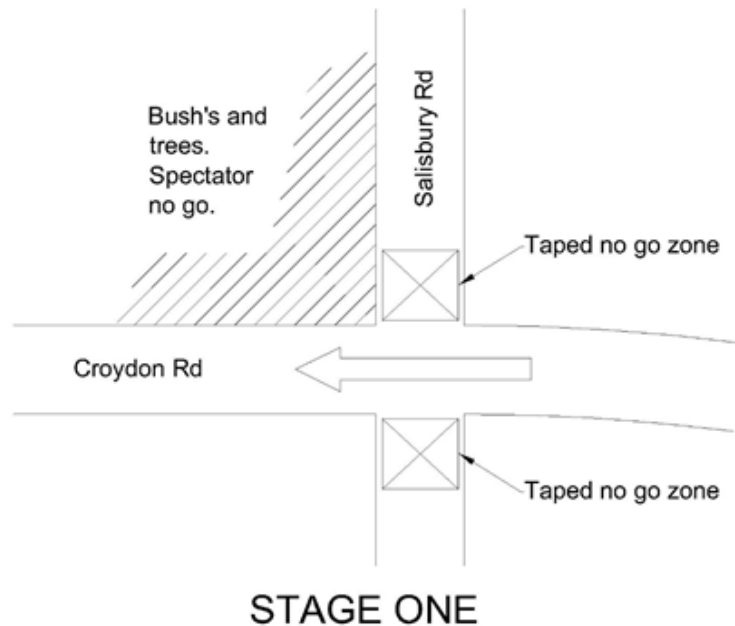
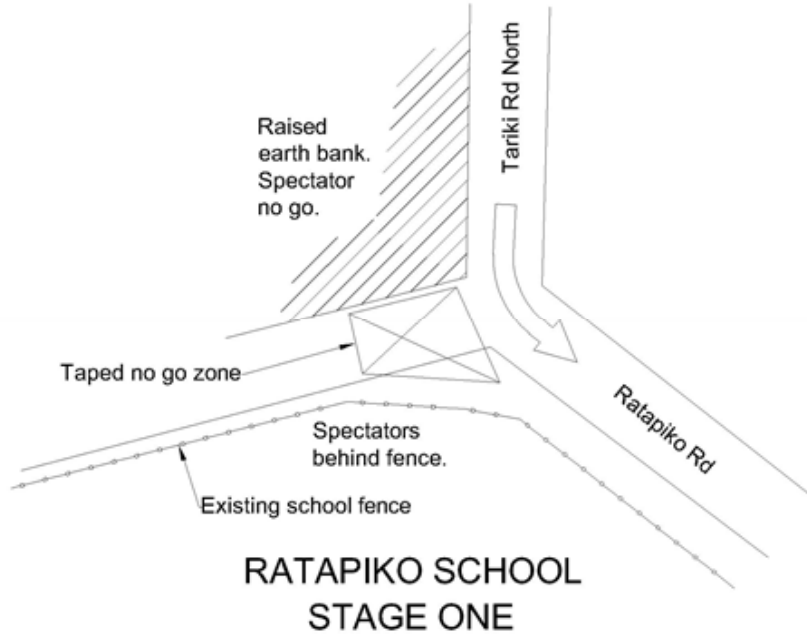
Spectator safety plans have been prepared with detailed drawings of each spectator point showing how spectators will be managed.

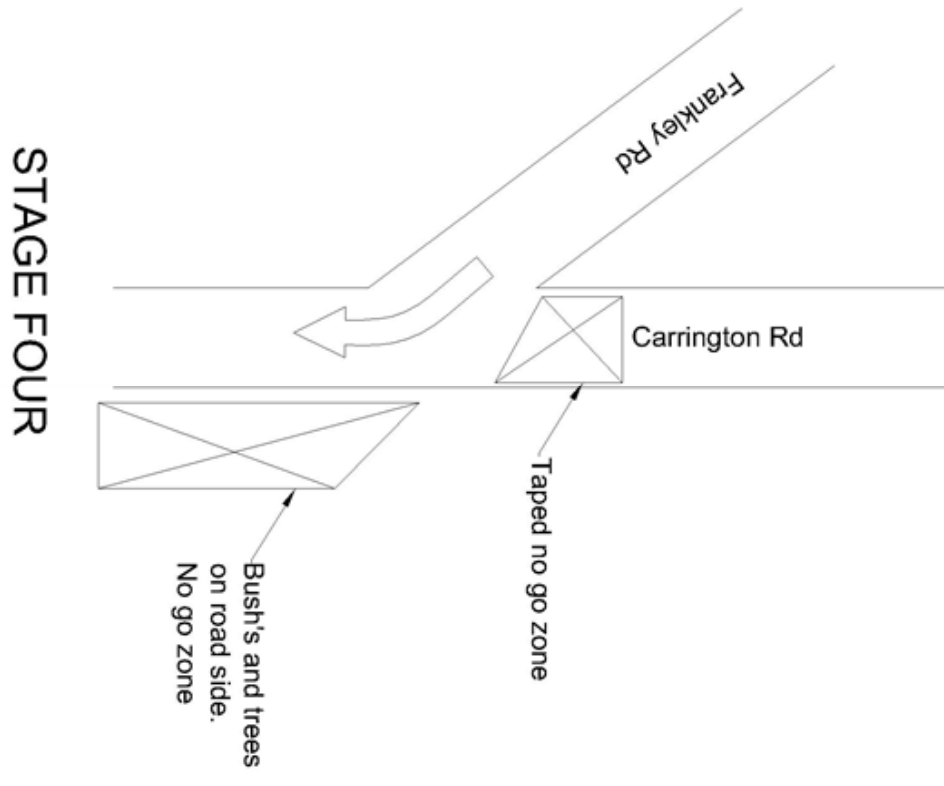
Marshals will prepare stages by closing and taping all gates and driveways. All major roads entering the stages will be closed off with Rally Safety Tape. A marshal will also be positioned at each such intersection. Safety marshals will be identified by wearing bibs with Safety printed on the back.

Where it is necessary to move spectators across the route crossings will be established with marshals to control the movement of people.

10.2 Area & Major Intersection Setup Plans

MAP OF AREAS THAT WILL BE ADVERTISED AS SPECTATOR AREAS





11. SUPPLEMENTARY INFORMATION

11.1 Safety Training Course

On Thursday 10th July a training session will be held at The Quality Hotel

The following are the areas covered:

- Duties of Stage Safety Marshals
- Duties of Chief Marshal/Safety Officer
- Identification of officials
- Equipment used on event
- Setting up a Stage
- Dealing with the public

11.2 Marshal Information Summary

1. Use your vehicle as a "block" vehicle to block side roads – but park well clear of the rally track and have room to move in case of emergency.
2. You will be allocated an Area/Intersection to control. If there is more than one person – SPREAD OUT.
3. You will be asked to assist with erecting Tape on side roads and taping driveways and gates. **Never drive a vehicle the wrong way in a Stage.** There are Authorised and Official Vehicles proceeding in the direction the stage will be run.
4. ALWAYS wear the **Official "Safety" Bib** to identify yourself to both spectators and other rally officials.
5. If in doubt about anything ask the following:
 - The Senior Marshal at the area
 - A "Safety" car moving through the stage
6. Set up your area according to the SET UP PLAN. Use Safety Tape as a "barrier" to guide people into safe areas and to mark out the safe areas to stand in. Make sure arrows and signs stay in place and are not obscured while the stage is running.
7. Marshals should walk a distance each way to check for **additional safe vantage points**, to inform spectators.

8. Check where your nearest Radio Point is and locate the nearest telephone (mobile?) so that in an emergency you can contact Rally Headquarters.
9. If an accident occurs, keep spectators clear and check that the road is clear for emergency vehicle access (eg via side roads). **Do not** make any statements to the media. All enquiries should be referred to Rally Headquarters.
10. Make sure that Spectators stand **well clear** of the road, preferably on high ground, on the **inside of a corner**, and stay behind Safety Tape.
11. Media – **Media wearing a Bib**. These media take responsibility for their own safety. However, if they are in a position that is causing concern they can be asked to move. If they refuse to co-operate please take a note of their media number and pass it on to HQ.
12. Clean up the area before you leave. "Kleen Saks" will be provided.
13. **All equipment is to be returned** to HQ
14. **Do not leave** until the "Sweeper" car passes.

11.3 Marshal Certificate Of Appointment

CERTIFICATE OF APPOINTMENT

This certificate serves to confirm that

_____ is an Official of the "Taranaki Rally" and has been appointed for the purposes of ensuring safety standards during the running of the competition stages.

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

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

DAVE DAVIES
Clerk of the Course

11.4 SAFETY PAMPHLET



APPENDICES

ACCIDENT INVESTIGATOR

a. Dealing with Accidents and incidents

A fully written report, on Motorsport NZ Accident Report Form, is required following any accident or incident at an Event, which results in any party requiring medical attention.

The Accident Investigator's basic duties are:

Immediately on being advised of an accident which may involve injury, proceed at all possible speed to the place of the accident, try and assess generally what has happened and then proceed to speak to as many witnesses as possible.

- A. From each witness obtain the name, address and status of the witness, eg official, driver, spectator etc;**
- B. Make notes of what these people have said;**
- C. Ask the chief official in the area in which the accident occurred, in consultation with their staff, to prepare written reports of the events leading up to the accident;**
- D. Endeavour to make a very rough and quick sketch plan of the area, showing approximately where impacts with other vehicles, barriers, or whatever, occurred and where the vehicles , etc came to rest, and the position of witnesses at the time;**
- E. The investigator should examine the road or track for any possible contributing causes of the accident, factors such as:
 - 1) Sudden change of camber or bumps or depressions in the surface.**
 - 2) Oil or other slippery materials on the surface should be noted;****
- F. Consult with medical personnel at the venue and try and ascertain the extent of the injuries;**
- G. Ask the Scrutineer to re-check the vehicle(s) as soon as practicable, to try and ascertain if any mechanical failure contributed to the accident;**

At this point the Investigator should consult with the Stewards of the Meeting and together they should decide whether any further is necessary. This decision will depend entirely on whether or not serious injury or death has occurred. If there is no serious injury or death, no likelihood of this happening, then the Investigator can prepare the report, and pass the information to the Stewards for inclusion in their report; the Investigator has then completed their duties.

ACCIDENT INVESTIGATOR cont'd

b. Dealing with a fatal or serious accident which may later result in death

In the case of a fatal accident, the Police become involved.

In this case, the Accident Investigator's duties are:

- A. The same basic duties as before, and;**
- B. Contact all witnesses and the Scrutineer and advise them that they are likely to be required to attend an official enquiry to be held as soon as possible.**
- C. Proceed to ensure that a plan of the whole area is drawn up using the sketches previously made, showing points of impact and all other relevant details, with measurements wherever possible.**
- D. Immediately impound any vehicle involved in the incident.**
- E. If death occurred, immediately inform the Police;**
- F. Ensure the President and/or General Manager of MotorSport NZ are informed.**
- G. Take steps in conjunction with the Clerk of the Course and the Stewards to set up an official Court of Enquiry into the accident. (Guidance Notes are available from MotorSport NZ. Rally HQ will have a copy available)**
- H. Request from the Scrutineer a written report of the vehicle;**
- I. Prepare a report, summarising all information obtained:**
 - i. Unless the investigator is a direct witness of the accident, they should not attempt to describe the accident, except in general terms sufficient to convey to the Court of Enquiry a general statement of the type of accident investigated;**
 - ii. It would not be within the province of the investigator to allocate or assess responsibility for the accident. The sole purpose in relation to the accident is to obtain all possible data, collate it in a systematic form and present a report to the Court of Enquiry;**
 - iii. Where personal injury either to competitors or official of the meeting or the public is concerned, the fullest details of names and addresses, extent of injuries and any possible repercussions, should be included in the report.**
- J. Obtain from the Secretary of the meeting the entry forms of all competitors involved and also the relevant Scrutineering Forms for all the competing vehicles involved.**

At this point it is likely that the Police will be wanting as much information as possible to prepare their file for the Coroner, and it is suggested that the Clerk of the Course, the Stewards and the Accident Investigator talk to the Police Officer in charge, to give them as much information as is required, also to provide copies (not the originals), of all documentary evidence in connection with the accident which may be held by any of these people. The Police will then obtain statements from various witnesses. They will not provide copies of these statements for the purposes of the enquiry but will usually allow the investigator or the Stewards or the Clerk of the Course to look at the statements they have obtained. It is good policy to inform the Police of the procedures involved in our own enquiry, telling them what has been done up to this point, and what is going to be done. It is also likely that the Police will take control of any vehicles involved in the accident, but they are usually quite happy for Scrutineers or some such people to go and inspect the vehicle. It should always be remembered that enquiries made by the Police on behalf of the coroner take priority over MotorSport NZ investigations. It is therefore important that enquiries made by the Stewards should proceed in parallel with and never impede those undertaken by the Police.

Taping Crew

Function:

To set up each Special stage taping off of gateways and side roads.

Responsibilities:

To proceed through each stage taping as per the duties below, keeping to time as per the schedule.

Duties:

- Be familiar with the Road Book and the requirements of the Motorsport Manual for setting up a Rally stage.
- Be aware of the rally timetable, and especially of the time each special stage should be completed.
- All side roads are to be taped off – before road closure leave the tape tied to one side of the road only.
- All entrances without gates are to be taped, and all gates likely to be used during the event are also to be taped.
- If any unattended vehicles are on the side of the stage, endeavour to locate the driver and have it shifted. If no driver can be found, tape the doors and affix the supplied warning notice to the windscreen in the drivers vision.
- **Keep Rally HQ informed of your progress, and of any concerns along the route- and when each Special Stage is completed.**

COURSE CAR- CHIEF MARSHALL/SAFETY

Function:

- To ensure the entire route is negotiable to competitors.
- To ensure all arrows, caution boards are in the correct place and that taping is correctly done.
- To check each block marshals are in place

Responsibilities:

- To drive the complete route well ahead of the first competing car and check that the requirements above are met.
- To keep Rally HQ informed of your location.

Duties:

- Be familiar with the Road Book and the requirements of MotorSport Manual for setting up a stage.
- Be aware of the Rally timetable, and especially of the time each Special Stage should be entered and exited.
- Use a flashing roof light when travelling through each Special Stage.

SAFETY CAR

Function:

- To ensure the entire route is negotiable to competitors.
- To ensure all Controls, block marshals, arrows and signs are in their correct position.
- Ensure that all gateways are taped
- Ensure that any spectator points are set up as per the Safety Plan.
- To check each Special Stage is safe and ready for use.

Responsibilities:

- To drive the complete route well ahead of the first competing car and check that the requirements above are met.
- To sign a “Clearance Certificate” for each Special Stage, certifying that the Stage is properly setup, and safe to use.
- To keep Rally HQ informed of your location and any issues on any of the stages.

Duties:

- Be familiar with the Road Book and the requirements of MotorSport Manual for setting up a stage.
- Be aware of the Rally timetable, and especially of the time each Special Stage should be entered and exited.
- Use a flashing roof light when travelling through each Special Stage.
- **Complete a Clearance Certificate for each Special stage, and hand to the Post Chief at the Finish Control.**

WARNING CARS – ‘00’ & ‘0’

Function:

- To warn the public that competing cars are due soon
- To look for any changes in conditions, signs or arrows since the Safety Car cleared the stage.
- To assist in training of timing crews.

Responsibilities:

- To drive the complete route ahead of the first competing car and provide a warning that the first competitor is due shortly, to check that Special Stages are still safe.
- To complete all paperwork, as if a competitor, to give Control groups a dummy run.
- To keep Rally HQ informed of your location.
- Warning cars must enter Stages in plenty of time to be sure they reach the Finish line ahead of the first competitor.

Duties:

- Be familiar with the Road Book and the requirements of MotorSport Manual for setting up a stage.
- Be aware of the Rally timetable, and especially of the time each Special Stage should be entered and exited. If the scheduled time does not seem realistic, advise HQ of the time you wish to enter the Stage.
- Use a flashing roof light and siren when travelling through each Special Stage.
- If you break down in a Special Stage, and cannot contact HQ by radio – show an OK sign to the next few rally cars.
- Wear correct safety apparel and helmets on all Special Stages.
- Portray a responsible attitude at all times – your job is to travel ahead of the rally, and you cannot do this if you leave the road through travelling too fast!
- **Only enter a stage after being given authority to do so by HQ.**

SWEEPER CAR

Function:

- To account for every competitor in each and every stage
- To advise residents, block marshals and spectators that the Special Stage is concluded and the road is open for use again.
- To collect the paperwork from Control Groups and deliver to Rally HQ.

Responsibilities:

- To drive the complete route behind the last competing car and account for all competitors by completing the Sweep Vehicle Check List/Log
- To collect all paperwork, and deliver it to Rally HQ.
- Keep Rally HQ informed of your location, the details of any withdrawals from the Rally, and when entering and leaving Special Stages.

Duties:

- Be familiar with the road book and the Rally route
- Be aware of the rally timetable, and especially of the latest time each Special Stage should be entered and exited.
- Use flashing roof light when travelling through each Special Stage
- Obtain a "Withdrawal Form" or "Temporary Withdrawal" from all competitors unable to continue in the rally and notify details to Rally HQ.
- Account for all vehicles that started each Special Stage either by ascertaining that all cars completed the stage or locating any competitors that expired or crashed in the stage.
- Do not waste time at any competitor stationary in a Special Stage. (There may be another competitor in need of medical attention further in the stage).
- Do not tow any competitor – leave vehicle recovery to the Recovery Crew.
- Collect the paperwork from all Control Groups (including Start Line and Flying Finish) and complete the Check List / Log for each stage.
- Deliver all paperwork to Rally HQ or where directed to by HQ as soon as possible
- The Sweeper car shall visit all Service Parks in the correct sequence to collect any relevant paperwork and advise of any withdrawals etc.

SWEEPER VEHICLE CHECK LIST / LOG

<u>Rally Sweeper Log</u>				
Stage Number		Number of Cars in		Last Car Number
Time entered stage ____:____				
WITHDRAWALS				
Car Number	Reason for withdrawal	Temporary Withdrawal	Permanent Withdrawal	Road Book Instruction Number
Number of Withdrawals		Number of Cars in Rally		
Last Car Number: _____				
All cars accounted for? Yes / No				
Time exited stage ____:____				

BLOCK MARSHALS

Being a Block Marshal is not a glamorous job – but it is Absolutely Vital to the safe conduct of the rally – Thank you for taking it on.

The following information should ensure that you don't forget anything and to help you do your job. Wrap up warmly – you can't do the job sitting in a car. Good luck and Enjoy.

PLACE:

- Know precisely where to be and how to get there.

TIME:

- Know when to be in position and be there by that time – usually by Road Closure.
- Know the Road Closure time.
- Know when you can expect to leave your position but remember, **YOUR JOB DOES NOT FINISH UNTIL THE SWEEPER CAR HAS PASSED YOU BY.**

RALLY ROUTE:

- Know where rally cars will come from and go to, i.e. the **Direction of travel**
- Know where you must prevent rally cars going – where you must prevent the public going.

SETTING UP:

- ENSURE THAT THE TAPE IS TIED ACROSS THE ROAD(S) YOU ARE BLOCKING.
- Park your vehicle across the side road well back from the intersection.
- Wear the bib to identify yourself as a Rally Official.

SPECTATORS:

- Know where it is safe for spectators and where it is dangerous. Give advise.
- Help the public to enjoy the Rally safely.

PUBLIC RELATIONS:

- You may well be the only 'Rally Person' that people see. Our reputation is in your hands.
- Be polite – pass information and advice, insist on safety, do your job.
- Before leaving a Block, please clean up any litter left by officials or spectators. We know this is asking a lot, but the effects on residents of a cleaned up rally route helps us get stages again.

THE FOLLOWING OFFICIAL CARS go through the stage BEFORE the first rally car.

- 'Stage Preparation Party'. Perhaps before you are in position – they place arrows & warning signs and tape across driveways.
- 'Course Car'. Checking all Block Marshals and arrows are in place.
- 'Safety Car'. It checks that all Block Marshals are in position. When you hear/see it coming, get out where you can be seen and give a thumbs-up so he need not stop. This will save valuable time.
- 'Warning(Zero) Cars' They warn everybody that the first rally car is not far behind. How far behind depends on the length of the Stage and where you are on it.
- 'Sweeper Car' convoy will arrive after (possibly a long time after) the last rally car. When the Sweeper Car convoy arrives and not before, the road is open to the public again.

PUBLIC USE OF CLOSED ROADS:

- It is against the Law for public to use roads closed by the district Council for the Rally.
- You have the authority to prevent the public driving on closed roads – **USE THIS AUTHORITY**

EMERGENCY USE OF CLOSED ROADS:

In the case of an emergency (Fire or Accident) where closed roads have to be used, remember to:

- First, try to persuade people to wait until Stage is finished.
- Have someone phone the **EMERGENCY NUMBER** to stop the Stage. **Do not let anybody enter the stage until the stage is stopped.**
- If a vehicle must use a closed road, it **must travel with** the Rally, not against it.

STAGE CANCELLATION:

- There have been occasions where Block Marshals have left their positions after being told the stage has been cancelled by rally drivers or spectators.
- **Ignore such dangerous statements.**
- It is vital that you continue to do your job until officially told of any cancellation.
- The **ONLY OFFICIAL** who can authorise you to leave your position are: - the Safety Car, the Sweeper Car, the Clerk of the Course, an Assistant Clerk of the Course – **NO ONE ELSE**

RALLY CARS LEAVING STAGE:

- Do not permit a rally car (who has given up) to leave the Stage through your block while the stage is in progress.
- They must park where they can be seen by other competitors and display their warning triangle.
- They may not leave the Stage until the Sweeper Car has passed them.

ADDITIONAL INFORMATION – attached are:

- Copies of the “Road Closure” Notices.
- Copies of “Letters to Residents”.
- Road Closure information.
- A map of the Rally route.
- An Entry List.
- A Log Sheet.

RALLY EMERGENCY PHONE NUMBER

0800 RALLYE (0800 725 593)



69 Hutt Road
 Thorndon, Wellington 6035
 P O Box 3793
 Wellington 6140
 Phone: +64-4-815-8015
 Fax: +64-4-472-9011
 Email: admin@motorsport.org.nz
 Website: www.motorsport.org.nz

MotorSport New Zealand Accident Report

This form is to be completed by the investigators of the accident such as the organisers/ Clerk of the Course, as soon as an accident has occurred. Attached to this form should also be a copy of the Steward's report and any relevant photos or documentation if available. If there were any injuries sustained, a copy of the on site medical assessment form and clearance to compete form (if applicable) must also be attached and forwarded immediately to MotorSport NZ in Wellington.

1. Event Details	2. Accident Details
<p>Date:</p> <p>Permit Number:</p> <p>Organising Club:</p> <p>Event Location:</p> <p>Please circle:</p> <p style="padding-left: 40px;">Race / Rally / ClubSport / Historic/Classic</p> <p>Stewards:</p> <p>Event Director/Clerk of Course:</p> <p>Accident Investigator:</p>	<p>Involving: Competitor / Event Official / Public</p> <p>Consequence: Non-injury / Injury / Fatal</p> <p>Accident: Date / / Time _____ am / pm</p> <p>Accident Locality:</p> <p style="font-size: small;">e.g. Hairpin / Higgins / Castrol Corner / Pits / Midway between points 6 and 7 / etc</p> <p>Session: Testing / Practice / Racing</p> <p>Weather: Fine / Light Rain / Heavy Rain / Strong Wind</p> <p>Track: Dry / Wet / Slippery</p> <p>Notes:</p>
3. Driver Details	4. Details of Co-Driver/ Other Persons Involved
<p>Name:</p> <p>Address:</p> <p>Phone No's:</p> <p>Date of Birth: / /</p> <p>Competition Licence Number:</p> <p>Competition Licence Grade:</p> <p>Competition Licence Expiry Date:</p> <p>Injuries (brief): Nil / Minor / Serious / Fatal</p> <p>.....</p> <p>Treated at: Venue / Other</p> <p>Treated by:</p> <p style="font-size: small; padding-left: 40px;">Ambulance / On site medic etc</p> <p>Other:</p> <p>Stood Down from Competition: Yes / No</p>	<p>Name:</p> <p>Address:</p> <p>Phone No's:</p> <p>Date of Birth: / /</p> <p>Competition Licence Number:</p> <p>Competition Licence Grade:</p> <p>Competition Licence Expiry Date:</p> <p>Injuries (brief): Nil / Minor / Serious / Fatal</p> <p>.....</p> <p>Treated at: Venue / Other</p> <p>Treated by:</p> <p style="font-size: small; padding-left: 40px;">Ambulance / On site medic etc</p> <p>Other:</p> <p>Stood Down from Competition: Yes / No</p>

RESTRICTED CIRCULATION

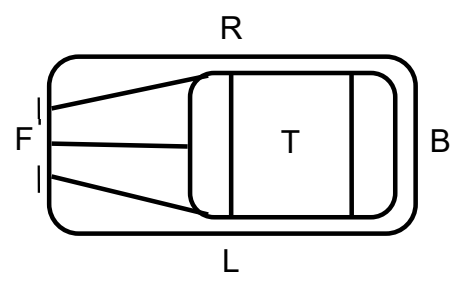
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5. Vehicle Details

Make / Model: **Class:**
Tranzam / Formula Ford etc

Competition Number: **Damage Severity:** Nil / Minor / Moderate / Extensive / Fire

DAMAGE LOCATION



Removed to: Pits / Impounded / Other **Other:**
Where impounded / Authority etc

6. Accident Diagram

Sketch a diagram of the accident scene, and try to include arrows indicating which way the car/s were travelling, and obstacles and other relevant information that contributed to the accident

Blank area for sketching the accident scene.


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9. Safety Features of the Vehicle/Driver		
Were Helmet & Head/Neck Restraints worn:		Y / N
Was the vehicle fitted with a Roll Cage:		Y / N
Competition Seats	Type:	
Safety Belts	Type:	Expiry:
Comments:	
10. Scrutineer/Technical Notes		
Name:	Licence Number:
Event Official Title:	
Comments:	

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11. Independent Witness Statements or Other Notes	
Name:	Forenames Surname
Residential Address:	Phone:
Business Address:	Phone:
Notes:	
Name:	Forenames Surname
Residential Address:	Phone:
Business Address:	Phone:
Notes:	
12. Declaration	
I declare that the information contained in this report is true and correct	
Signed:	
Title:	
Report compiled by:	
Date: / /	
	

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Appendix 4



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: HL/DOWNER/001	Contractor (Working space): Taranaki Car Club		Principal (Client): Taranaki Car Club			
		Contractor (TTM): Taranaki Car Club		RCA: Stratford District Council Waka Kotahi			
Location details and road characteristics	Road names and suburb			House no./RPs (from and to)	Road level	Permanent speed	
	Croydon Road			RP 5.400 – 5.550	LV	100kmh	
	Salisbury Road			RP 1.420 - 7.870	LV	100kmh	
	Makara Road			RP 0.000 – 0.150	LV	100kmh	
	Stanley Road			RP 6.085 – 7.645	LV	100kmh	
	Makuri Road			RP 5.120 – 5.270	LV	100kmh	
	Ahuroa Road			RP 0.050 – 0.380	LV	100kmh	
	State Highway 43			RP 043-0000-B/11.635 - 11.960	LV	100kmh	
Traffic details (main route)	AADT 160 @ 11% heavy on Croydon Road, Stratford Source: mobileroad.org			Peak flows 16 VPH on Croydon Road, Stratford			
Description of work activity							
Full Road closure on Croydon, Makuri and Wawiri Road Stratford for a motorsport event.							
Planned work programme							
Start date	25/06/23	Time	0600	End date	25/06/23	Time	1800
Consider significant stages, for example:	TMD 1 to 6: <ul style="list-style-type: none"> No access onto Croydon Road from Salisbury or Makara Road No access onto Wawiri Road from Ahuroa Road. Marshalls parked in cars stationed at road closure point. There will be a letter drop to affected residents / businesses. Emergency access: Start/finish will be manned with marshals, each in radio contact with the clerk of the course. Local traffic will be given access through the closure, subject to waiting for Clerk of the Course clearance. 						
Alternative dates if activity delayed	Alternative date(s) to be confirmed if work is unable to progress on given dates.						
Road aspects affected (delete either Yes or No to show which aspects are affected)							
Pedestrians affected?	No	Property access affected?	Yes	Traffic lanes affected?	Yes		
Cyclists affected?	No	Restricted parking affected?	No	Delays or queuing likely?	No		



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

Proposed traffic management methods	
Installation <i>(includes parking of plant and materials storage)</i>	<p>Installation of the traffic management equipment must be set up in a way that it does not conflict with other signs, does not create a hazard to the road users, and is installed safely. Before starting installation, if the site and approved TMP do not fit, the STMS must make CoPTTM compliant minor changes or contact the TMC and project manager to agree on actions to be taken.</p> <p>Vehicles must have a minimum of one amber rotating flashing beacon that is visible for 360 degrees. All active vehicles undertaking the mobile operation will have the relevant signs or omit what is not required as shown on the mobile diagrams.</p> <p>Use of mobile operations F4.5 and M5 (attached) for set up. Use of A L1 arrow board truck, pilot / shadow vehicle for setup and dismantling, and provide STMS / TCs.</p> <p>Installation procedure:</p> <ol style="list-style-type: none"> 1. Complete toolbox 2. Install signs as per relevant to which stage is being done 3. Install delineation. Delineation to be installed from side of truck, use of harness where appropriate. Use of shadow vehicle when personnel are on foot or working from back of truck in live lane. 4. Complete drive through to check the site 5. Complete the on-site record
Attended (day)	<p>Site attended by Downer / Traffic Safe STMS who will be monitoring traffic flow over the worksite. STMS to do 2 hourly checks to ensure adherence to TMP and all signs and delineation are in correct positions. If the site needs changed the STMS is to be notified prior to amendments being made, work will be stopped and the new requirements evaluated. The hazards/risks will be re-assessed and the TMC notified for approval. If approved the site will be amended and work can proceed. If not approved the site will be dismantled and a new TMP applied for.</p>
Attended (night)	N/A
Unattended (day)	N/A
Unattended (night)	N/A
Detour route	<p>N/A</p> <p>Does detour route go into another RCA's roading network? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(delete either Yes or No)</i> If Yes, has confirmation of acceptance been requested from that RCA? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(delete either Yes or No)</i> Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.</p>



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

Removal	<p>Vehicles must have a minimum of one amber rotating flashing beacon that is visible for 360 degrees. All active vehicles undertaking the mobile operation will have the relevant signs or omit what is not required as shown on the mobile diagrams.</p> <p>Use of mobile operations F4.5 and M5 (attached), use of A L1 arrow board truck, pilot / shadow vehicle, and STMS / TCs.</p> <p>The advance warning signage will be removed last to give advance warning of the removal process.</p> <p>Removal procedure:</p> <ol style="list-style-type: none"> 1. Complete toolbox briefing for site removal 2. Delineation is removed first. Use of shadow vehicle whenever personnel is in live lane either on foot or on back of truck. Use of harness when necessary. 3. Remove signs; advance warning signs are the last to be removed 4. Remove advance warning signs 5. Complete drive through to check all TTM equipment removed 6. Complete the on-site record
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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)
Attended day/night	A temporary maximum speed limit of 30kmh is hereby fixed for motor vehicles travelling over the length of:			
Unattended day/night	A temporary maximum speed limit of is hereby fixed for motor vehicles travelling over the length of: situated between			
TSL duration	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>			No

Positive traffic management measures

Guidance from CoPTTM examples is included in site specific diagrams.

Where/if required, the STMS may deploy additional delineation or as may be required to better guide road users.

Where significant additional measures may be perceived as required or desired, the STMS will discuss with the Contractor and relevant RCA (TMC) for any immediate approvals.

In addition, where such measures may be required/desired the Contractor will institute amendment of the TMP to reflect such changes

Contingency plans



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

<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 from 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.



RCA consent (eg CAR/WAP) and/or RCA contract reference	
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	<p>Note also the requirements for no interference at an accident scene:</p> <p>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:</p> <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>	<p>Plant and machinery to quickly be halted if necessary due to noise which could hamper communication and safety.</p> <p>STMS to monitor visibility i.e. inclement weather. If visibility is reduced the STMS will liaise with Crew Leader to safely halt work and re-asses site. If work can progress with alterations to TMP, i.e. reducing the site, the TMC is to be notified for approval. If approved the site will be amended and work can proceed. If not approved the site will be dismantled and a new TMP applied for.</p>			
Authorisations				
Parking restriction(s) alteration authority	Will controlled street parking be affected?	No	Has approval been granted?	Yes No
	N/A			
Authorisation to work at permanent traffic signal sites	Will portable traffic signals be used or permanent traffic signals be changed?	No	Has approval been granted?	Yes No
	N/A			
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	No	Has approval been granted?	Yes No
	N/A			
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	No	Has approval been granted?	Yes No
	N/A			
Authorisation to use portable traffic signals	Make, model and description/number	N/A		
	NZTA compliant?	Yes	No	<i>(delete either Yes or No)</i>
EED				
Is an EED applicable?	No <i>(delete either Yes or No)</i>	EED attached?	N/A	
Delay calculations/trial plan to determine potential extent of delays				
N/A				
Public notification plan				
Letter drop to affected residents.				
Public notification plan attached?	No <i>(delete either Yes or No)</i>			
On-site monitoring plan				



RCA consent (eg CAR/WAP) and/or RCA contract reference	
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Attended <i>(day and/or night)</i>	On-site record (attached): STMS to conduct 2 hourly checks to monitor: Traffic speed, traffic flow, sign and delineation device placement, all workers on site to be wearing correct high-vis, conflicting signs are covered, and road surface monitored. If the site needs changed the STMS is to be notified prior to amendments being made, work will be stopped and the new requirements evaluated. The hazards/risks will be re-assessed and the TMC notified for approval. If approved the site will be amended and work can proceed. If not approved the site will be dismantled and a new TMP applied for.
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Unattended <i>(day and/or night)</i>	N/A
--	-----

Method for recording daily site TTM activity (eg CoPTTM on-site record)

CoPTTM On-site record; details must be recorded of STMS, location, TSL speed, length and location, worksite monitoring to be carried out 2 hourly and recorded, any adjustments to site or TMP must be recorded.

Site safety measures

Mandatory PPE:
High Visibility Clothing, Long sleeves and pants, Safety Footwear, Hard Hat, Safety Glasses
STMS Vest for STMS

As Needed:
Gloves, Wet Weathers when necessary

When personnel are in live lane for installation / removal purposes either on foot or on back of truck, a shadow vehicle must be used. Use of compliant harness when working from back of truck.

First Aid Kits are to be kept in all work vehicles and checked prior to work commencing for inventory; STMS to inform all workers and traffic controllers on site of the nearest medical centre and safety plan if injury occurs.
2.5KG Fire Extinguishers are to be kept in the Traffic Control Truck and checked prior to work commencing; STMS to delegate assembly point on site for precaution and fire safety.
Spill kit(s) are to be kept in traffic truck for use on spills.

Temporary safety barrier system	Will a temporary safety barrier system be used at this worksite?	No	If yes, has the temporary safety barrier system been designed by an installation designer and independently reviewed as being fit for purpose?	Yes No
	Statement from temporary safety barrier installation designer attached			Attached Not attached

Other information

N/A

Site specific layout diagrams

Number	Title
TMDs 1 to 6	Worksite diagrams
TMD 7	TMD locations
Fig 1	Layout distances
F4.5	Mobile operations for installation and Removal of site
M5	Mobile operation - person on back of work vehicle

Contact details

Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date



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

Principal	Taranaki Car Club					
TMC	Stratford District Council – Steve Bowden	067656099				
	Waka Kotahi – Usha Desireddy	0272732651	126904	TTMP - P	25/01/2026	
Engineers' representative	N/A					
Contractor	N/A					
STMS	Braden Brooks	0275364883	104868	L1 STMS	25/01/2026	
TC	As required					
Others as required						
TMP preparation						
Preparation	Hannah Weatherall	26/04/2023		119297	TTMP-P	09/09/9999
	<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	7	
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						



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

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

	<p>Waka Kotahi Taranaki</p> <ol style="list-style-type: none"> 1. The applicant shall notify the TMC of all planned work for the following week (including Saturday and Sunday) BY 8AM EACH FRIDAY via email to SHR.NZTaranakiTMP@wsp.com (email subject heading TNOC weekly work notification and attaching the completed weekly tab of the attached spreadsheet. 2. Twenty four hours prior to undertaking planned highway works the Applicant shall notify the TMC by 8am EACH DAY via email to SHR.NZTaranakiTMP@wsp.com. If works are not advised on the weekly notification spreadsheet, then the works cannot be undertaken and failure to follow this process may result in works being put on hold, declined, and/or non-conformance notices being issued 		<p>Date <input style="width: 100%;" type="text"/></p> <p>Time <input style="width: 100%;" type="text"/></p>
Type of notification to TMC required		Notification completed	



TMP or generic plan reference

ON-SITE RECORD On-site record must be retained with TMP for 12 months.	Today's date	
--	---------------------	--

Location details	Road names(s):	House number/RPs:	Suburb:
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Working space

Person responsible for working space		
	<i>Name</i>	<i>Signature</i>

Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below

TTM

STMS in charge of TTM					
	<i>Name</i>	<i>TTM ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>

Worksite handover accepted by replacement STMS					
	<i>Name</i>	<i>ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>
	Tick to confirm handover briefing completed				

Delegation

Worksite control accepted by TC/STMS-NP					
	<i>Name</i>	<i>ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>
	Tick to confirm briefing completed				

Temporary speed limit

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				



TMP or generic plan reference	
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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						



TMP or generic plan reference

LEVEL 1 LAYOUT DISTANCES TABLE

Permanent speed limit or RCA-designated operating speed (km/h)	≤50	60	70	80	90	100		
Traffic signs								
A Sign visibility distance (m)	50	60	70	80	90	100		
B Warning distance (m)	50 or 30*	80	105	120	135	150		
C Sign spacing (m)	25 or 15*	40	50	60	70	75		
Safety zones								
D Longitudinal (m)	10 or 5*	15	30	45	55	60		
E Lateral (m)	1	1	1	1	1	1		
Tapers								
G Taper length (m) [#]	30	50	70	80	90	100		
K Distance between tapers (m)	40	50	70	80	90	100		
Delineation devices								
Cone spacing in taper (m)	2.5	2.5	5	5	5	5		
Cone spacing: Working space (m)	5	5	10	10	10	10		
<p>* Larger minimum distances apply on all state highways and also on all multi-lane roads. The smaller minimum distances may be applied on other roads to accommodate road environment constraints.</p> <p># On non-state highways with speeds 50km/h or less, a 10m taper (with cones at 1m centres) may be used when there are road environment constraints (eg intersections and commercial accesses). On all roads where shoulder width is less than 2.5m and the activity does not affect the live lane, a 10m shoulder taper is permitted (with at least 5 cones at no greater than 2.5m centres). A taper of 30m (with cones at 2.5m centres) must be used where manual traffic control (stop/go), portable traffic signals or priority give way are employed.</p>								
Lane widths								
Speed (km/h)	30	40	50	60	70	80	90	100
F Lane width (m)	2.75	2.75	3.0	3.0	3.25	3.25	3.5	3.5

Except for delineation device spacings, which are maximum values, the distances specified in the above tables are minimum values.

TMP or generic plan reference

Protection Framework | Overview

Constant controls at all levels:

- Stay home if you're unwell
- Scan/sign in to track where you've been
- Follow Government requirements for face-coverings on public transport and in public venues
- Hygiene controls – wash your hands and cough/sneeze into your elbow
- Maximise ventilation of shared work-spaces
- Implement Business Continuity Planning to limit impact of a positive COVID-19 case on wider operations (e.g. restrict mixing of crews/teams)

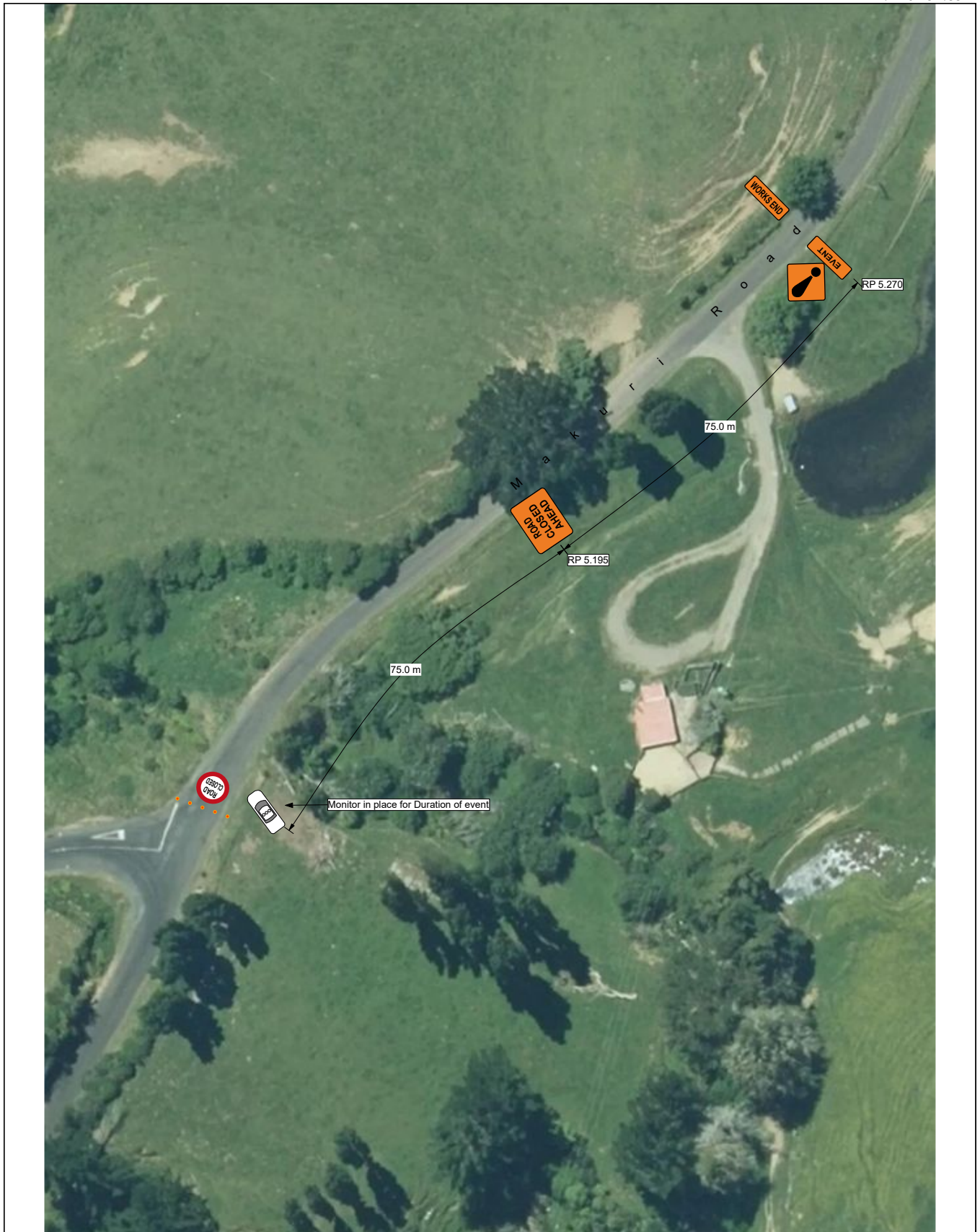
	Red Level	Orange Level	Green Level
<p>Face coverings at work</p>	<ul style="list-style-type: none"> Any shared indoor workspace (mixed work bubbles) If unable to maintain physical separation from people of different 'work bubbles' at the worksite (indoors or outdoors) 	<ul style="list-style-type: none"> Any small shared indoor workspace (mixed work bubbles) Any shared indoor workspace (mixed work bubbles) If unable to maintain physical separation from people of different 'work bubbles' at the worksite (indoors or outdoors) 	<ul style="list-style-type: none"> Not required When entering any supplier/customer premises not operating with mandatory vaccine requirements
<p>Physical distancing</p>	<ul style="list-style-type: none"> Minimum 1m separation between people of different 'work bubbles' 	<ul style="list-style-type: none"> Visitors to maintain minimum 1m separation Minimum 1m separation between people of different 'work bubbles' 	<ul style="list-style-type: none"> Not required Minimum 1m separation between people of different 'work bubbles'
<p>Gathering limits for business continuity</p>	<ul style="list-style-type: none"> Work from home where possible Up to 100 people, separated by 1m 	<ul style="list-style-type: none"> No restrictions No indoor social/team-building activities For other activities, up to 50 people, separated by 1m 	<ul style="list-style-type: none"> No restrictions Up to 100 people, separated by 1m
<p>Inter-regional travel**</p>	<ul style="list-style-type: none"> Limit inter-regional travel where possible Restrictions may apply to travel out of a region at 'Red' level as per current Government Order. 	<ul style="list-style-type: none"> No restrictions 	<ul style="list-style-type: none"> No restrictions

** If you are travelling from one level to another for work purposes, always follow the restrictions of the higher level; e.g. if you live in a Red level and work in an Orange level, you follow the red rules while on-site.

*Note that this includes worksites that are not controlled by Downer, unless confirmed that a COVID Vaccine Certificate is mandated.



	Title: Croydon Road	Plan Scale	 TMD 1	Legend Barrel
	Author: Hannah Weatherall	 1 : 2056 (1cm = 21m) TM signs and devices not to scale		



	Title: Croydon Road Author: Hannah Weatherall	Plan Scale 1 : 929 (1cm = 9m) TM signs and devices not to scale	TMD 2 	Legend Barrel
	71			



	Title: Croydon Road	Plan Scale	 TMD 3	Legend Barrel
	Author: Hannah Weatherall	 1 : 840 (1cm = 8m) TM signs and devices not to scale		



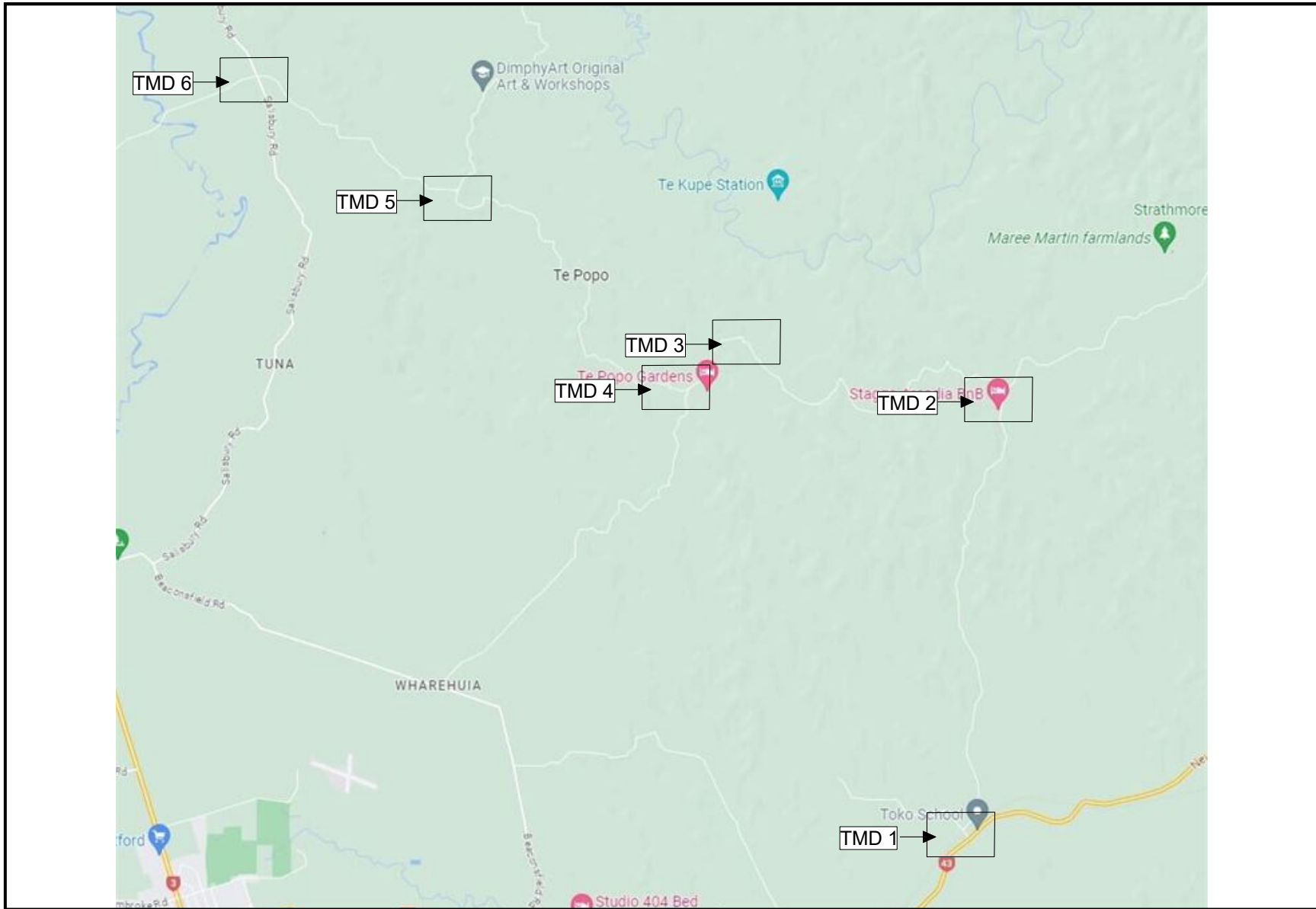
	Title: Croydon Road	Plan Scale	 TMD 4	Legend ● Barrel
	Author: Hannah Weatherall	 1 : 840 (1cm = 8m) TM signs and devices not to scale		



	<p>Title: Croydon Road Author: Hannah Weatherall</p>	<p>Plan Scale 1 : 840 (1cm = 8m) TM signs and devices not to scale</p>	<p>TMD 5 ▲</p>	<p>Legend ● Barrel</p>
--	--	--	--------------------	----------------------------



	Title: Croydon Road Author: Hannah Weatherall	Plan Scale 1 : 1912 (1cm = 19m) TM signs and devices not to scale	TMD 6 	Legend Barrel
	75			



Downer

Title: Croydon Road TMD locations

Author: Hannah Weatherall

Plan Scale



1 : 613 (1cm = 6m)

TM signs and devices not to scale

TMD 7



Legend

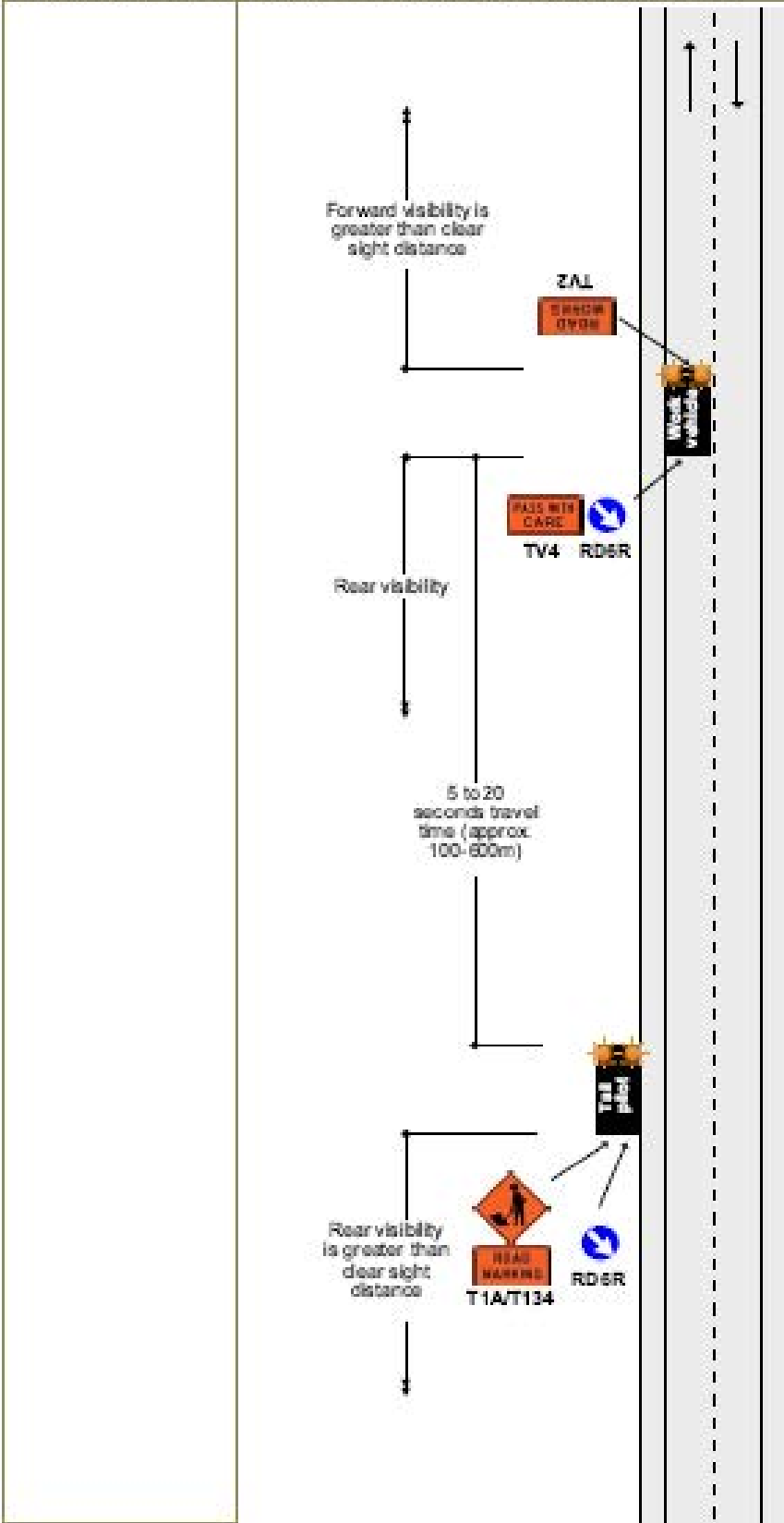
Mobile operations

TWO-WAY TWO-LANE ROAD

Work vehicle is in a lane

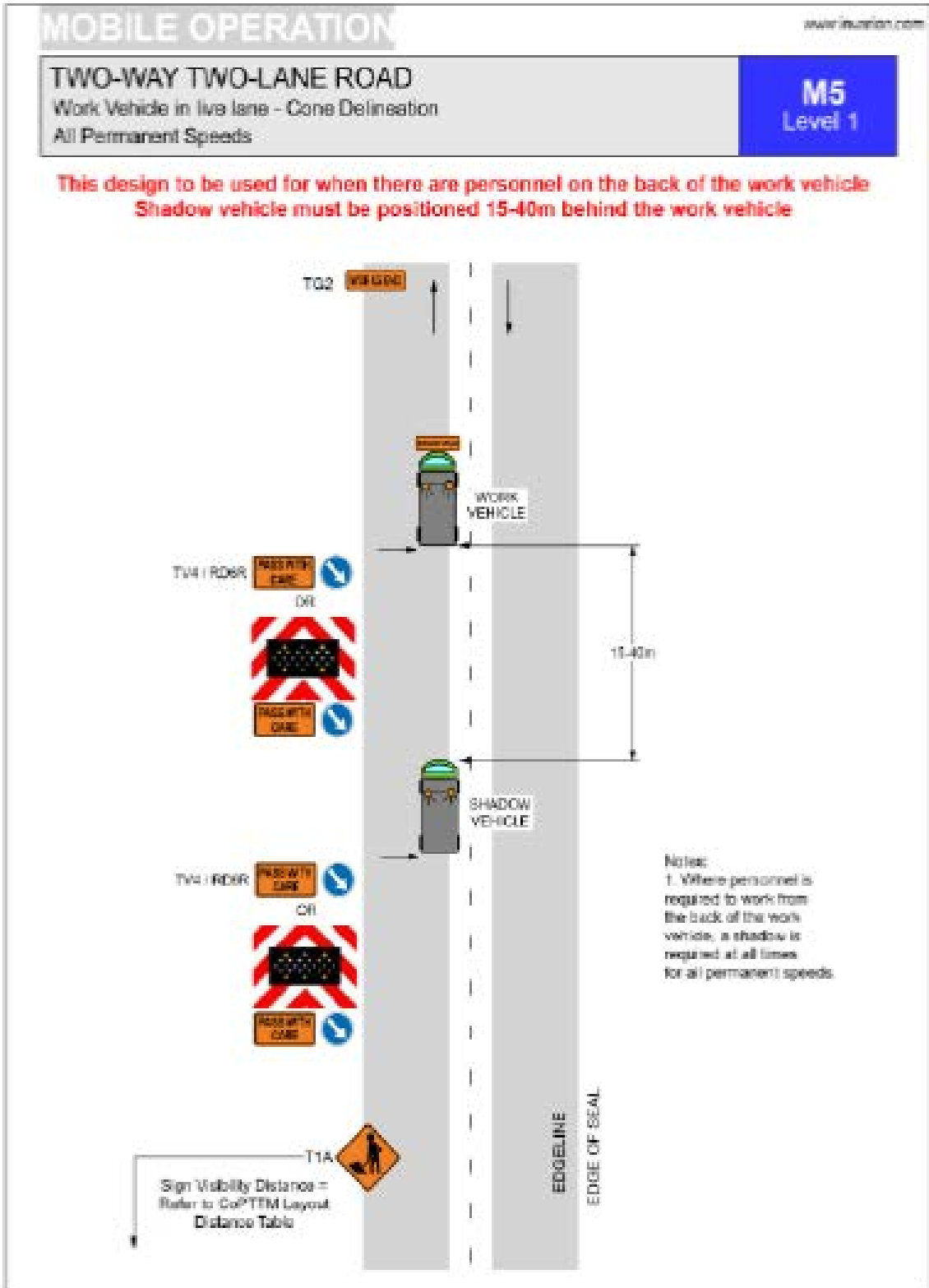
Permanent speed over 65km/h - CSD forward visibility to work vehicle

F4.5
Level 1





TMP or generic plan reference





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: TTR2023	Contractor (Working space): South Taranaki Car Club	Principal (Client): South Taranaki Car Club				
		Contractor (TTM): South Taranaki Car Club	RCA: Stratford District Council Waka Kotahi				
Location details and road characteristics	Road names and suburb		House no./RPs (from and to)	Road level	Permanent speed		
	State Highway 43		RP 043-0015-B/2.725 - 043-0032-B/3.090	LV	100kmh		
	Makuri Road		RP 11.240 – 11.390	LV	100kmh		
	Douglas North Road		RP 0.000 – 0.150	LV	100kmh		
	Bredow Road		RP 0.000 – 0.150	LV	100kmh		
	Akama Road		RP 0.000 – 0.150	LV	100kmh		
	Heao Road		RP 0.000 – 0.150	LV	100kmh		
	Mangaoapa Road		RP 0.000 – 0.150	LV	100kmh		
	Quarry Road		RP 0.000 – 0.150	LV	100kmh		
Traffic details (main route)	AADT 193 @ 12% heavy on Douglas Road, Stratford Source: mobileroad.org		Peak flows 19 VPH on Douglas Road				
Description of work activity							
Full Road closure on Douglas, Makuri and Mohakau Road Stratford for a motorsport event.							
Planned work programme							
Start date	25/06/23	Time	0600	End date	25/06/23	Time	1800
Consider significant stages, for example: • road closures • detours • no activity periods.	TMD 1 to 7: <ul style="list-style-type: none"> No access onto Mohakau and Douglas Road from State Highway 43 Marshalls parked in cars stationed at road closure point. There will be a letter drop to affected residents / businesses. Emergency access: Start/finish will be manned with marshals, each in radio contact with the clerk of the course. Local traffic will be given access through the closure, subject to waiting for Clerk of the Course clearance. 						
Alternative dates if activity delayed	Alternative date(s) to be confirmed if work is unable to progress on given dates.						
Road aspects affected (delete either Yes or No to show which aspects are affected)							
Pedestrians affected?	No	Property access affected?	Yes	Traffic lanes affected?	Yes		
Cyclists affected?	No	Restricted parking affected?	No	Delays or queuing likely?	No		



RCA consent (eg CAR/WAP) and/or RCA contract reference	
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Proposed traffic management methods	
Installation <i>(includes parking of plant and materials storage)</i>	<p>Installation of the traffic management equipment must be set up in a way that it does not conflict with other signs, does not create a hazard to the road users, and is installed safely. Before starting installation, if the site and approved TMP do not fit, the STMS must make CoPTTM compliant minor changes or contact the TMC and project manager to agree on actions to be taken.</p> <p>Vehicles must have a minimum of one amber rotating flashing beacon that is visible for 360 degrees. All active vehicles undertaking the mobile operation will have the relevant signs or omit what is not required as shown on the mobile diagrams.</p> <p>Use of mobile operations F4.5 and M5 (attached) for set up. Use of A L1 arrow board truck, pilot / shadow vehicle for setup and dismantling, and provide STMS / TCs.</p> <p>Installation procedure:</p> <ol style="list-style-type: none"> 1. Complete toolbox 2. Install signs as per relevant to which stage is being done 3. Install delineation. Delineation to be installed from side of truck, use of harness where appropriate. Use of shadow vehicle when personnel are on foot or working from back of truck in live lane. 4. Complete drive through to check the site 5. Complete the on-site record
Attended (day)	<p>Site attended by Downer / Traffic Safe STMS who will be monitoring traffic flow over the worksite. STMS to do 2 hourly checks to ensure adherence to TMP and all signs and delineation are in correct positions. If the site needs changed the STMS is to be notified prior to amendments being made, work will be stopped and the new requirements evaluated. The hazards/risks will be re-assessed and the TMC notified for approval. If approved the site will be amended and work can proceed. If not approved the site will be dismantled and a new TMP applied for.</p>
Attended (night)	N/A
Unattended (day)	N/A
Unattended (night)	N/A
Detour route	<p>N/A</p> <hr/> <p>Does detour route go into another RCA's roading network? Yes No <i>(delete either Yes or No)</i> If Yes, has confirmation of acceptance been requested from that RCA? Yes No <i>(delete either Yes or No)</i> Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.</p>

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Removal	<p>Vehicles must have a minimum of one amber rotating flashing beacon that is visible for 360 degrees. All active vehicles undertaking the mobile operation will have the relevant signs or omit what is not required as shown on the mobile diagrams.</p> <p>Use of mobile operations F4.5 and M5 (attached), use of A L1 arrow board truck, pilot / shadow vehicle, and STMS / TCs.</p> <p>The advance warning signage will be removed last to give advance warning of the removal process.</p> <p>Removal procedure:</p> <ol style="list-style-type: none"> 1. Complete toolbox briefing for site removal 2. Delineation is removed first. Use of shadow vehicle whenever personnel is in live lane either on foot or on back of truck. Use of harness when necessary. 3. Remove signs; advance warning signs are the last to be removed 4. Remove advance warning signs 5. Complete drive through to check all TTM equipment removed 6. Complete the on-site record
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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)
Attended day/night	A temporary maximum speed limit of 30kmh is hereby fixed for motor vehicles travelling over the length of:			
Unattended day/night	A temporary maximum speed limit of is hereby fixed for motor vehicles travelling over the length of: situated between			
TSL duration	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>			No

Positive traffic management measures

Guidance from CoPTTM examples is included in site specific diagrams.

Where/if required, the STMS may deploy additional delineation or as may be required to better guide road users.

Where significant additional measures may be perceived as required or desired, the STMS will discuss with the Contractor and relevant RCA (TMC) for any immediate approvals.

In addition, where such measures may be required/desired the Contractor will institute amendment of the TMP to reflect such changes

Contingency plans





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

<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 from 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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	<p>Note also the requirements for no interference at an accident scene:</p> <p>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:</p> <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. 			
<p>Other contingencies to be identified by the applicant <i>(i.e. steel plates to quickly cover excavations)</i></p>	<p>Plant and machinery to quickly be halted if necessary due to noise which could hamper communication and safety.</p> <p>STMS to monitor visibility i.e. inclement weather. If visibility is reduced the STMS will liaise with Crew Leader to safely halt work and re-asses site. If work can progress with alterations to TMP, i.e. reducing the site, the TMC is to be notified for approval. If approved the site will be amended and work can proceed. If not approved the site will be dismantled and a new TMP applied for.</p>			
Authorisations				
<p>Parking restriction(s) alteration authority</p>	<p>Will controlled street parking be affected?</p>	No	<p>Has approval been granted?</p>	Yes No
	N/A			
<p>Authorisation to work at permanent traffic signal sites</p>	<p>Will portable traffic signals be used or permanent traffic signals be changed?</p>	No	<p>Has approval been granted?</p>	Yes No
	N/A			
<p>Road closure authorisation(s)</p>	<p>Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?</p>	No	<p>Has approval been granted?</p>	Yes No
	N/A			
<p>Bus stop relocation(s) – closure(s)</p>	<p>Will bus stop(s) be obstructed by the activity?</p>	No	<p>Has approval been granted?</p>	Yes No
	N/A			
<p>Authorisation to use portable traffic signals</p>	<p>Make, model and description/number</p>	N/A		
	<p>NZTA compliant?</p>	Yes No	<i>(delete either Yes or No)</i>	
EED				
<p>Is an EED applicable?</p>	No <i>(delete either Yes or No)</i>	<p>EED attached?</p>	N/A	
Delay calculations/trial plan to determine potential extent of delays				
N/A				
Public notification plan				
Letter drop to affected residents.				
<p>Public notification plan attached?</p>	No <i>(delete either Yes or No)</i>			
On-site monitoring plan				

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Attended <i>(day and/or night)</i>	On-site record (attached): STMS to conduct 2 hourly checks to monitor: Traffic speed, traffic flow, sign and delineation device placement, all workers on site to be wearing correct high-vis, conflicting signs are covered, and road surface monitored. If the site needs changed the STMS is to be notified prior to amendments being made, work will be stopped and the new requirements evaluated. The hazards/risks will be re-assessed and the TMC notified for approval. If approved the site will be amended and work can proceed. If not approved the site will be dismantled and a new TMP applied for.
Unattended <i>(day and/or night)</i>	N/A

Method for recording daily site TTM activity (eg CoPTTM on-site record)

CoPTTM On-site record; details must be recorded of STMS, location, TSL speed, length and location, worksite monitoring to be carried out 2 hourly and recorded, any adjustments to site or TMP must be recorded.

Site safety measures

Mandatory PPE:
High Visibility Clothing, Long sleeves and pants, Safety Footwear, Hard Hat, Safety Glasses
STMS Vest for STMS

As Needed:
Gloves, Wet Weathers when necessary

When personnel are in live lane for installation / removal purposes either on foot or on back of truck, a shadow vehicle must be used. Use of compliant harness when working from back of truck.

First Aid Kits are to be kept in all work vehicles and checked prior to work commencing for inventory; STMS to inform all workers and traffic controllers on site of the nearest medical centre and safety plan if injury occurs.
2.5KG Fire Extinguishers are to be kept in the Traffic Control Truck and checked prior to work commencing; STMS to delegate assembly point on site for precaution and fire safety.
Spill kit(s) are to be kept in traffic truck for use on spills.

Temporary safety barrier system	Will a temporary safety barrier system be used at this worksite?	No	If yes, has the temporary safety barrier system been designed by an installation designer and independently reviewed as being fit for purpose?	Yes No
	Statement from temporary safety barrier installation designer attached			Attached Not attached

Other information

N/A

Site specific layout diagrams

Number	Title
TMDs 1 to 7	Worksite diagrams
TMD 8	TMD locations
Fig 1	Layout distances
F4.5	Mobile operations for installation and Removal of site
M5	Mobile operation - person on back of work vehicle

Contact details

	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
	Stephen Bowden				

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Principal	South Taranaki Car Club Helen Cameron - Secretary	027 243 9096				
TMC	Stratford District Council – Steve Bowden Waka Kotahi – Usha Desireddy	067656099 0272732651	126904	TTMP - P	25/01/2026	
Engineers' representative	N/A					
Contractor	Downer - David Hjorring	027 839 4222				
STMS	Downer - Ross Twyman	021 195 9933	01778	L1 STMS	05/2024	
TC	As required					
Others as required						
TMP preparation						
Preparation	Hannah Weatherall Name (STMS qualified)	26/04/2023 Date	 Signature	119297 ID no.	TTMP-P Qualification	09/09/9999 Expiry date
This TMP meets CoPTTM requirements			Number of diagrams attached		8	
TMP returned for correction (if required)	Name	Date	Signature	ID no.	Qualification	Expiry date
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	Name	Date	Signature	ID no.	Qualification	Expiry date
Acceptance by TMC (only required if TMP approved by engineer)	Name	Date	Signature	ID no.	Qualification	Expiry date
Qualifier for engineer or TMC approval						

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

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	<p>Waka Kotahi Taranaki</p> <p>1.The applicant shall notify the TMC of all planned work for the following week (including Saturday and Sunday) BY 8AM EACH FRIDAY via email to SHR.NZTaranakiTMP@wsp.com (email subject heading TNOC weekly work notification and attaching the completed weekly tab of the attached spreadsheet.</p> <p>2. Twenty four hours prior to undertaking planned highway works the Applicant shall notify the TMC by 8am EACH DAY via email to SHR.NZTaranakiTMP@wsp.com. If works are not advised on the weekly notification spreadsheet, then the works cannot be undertaken and failure to follow this process may result in works being put on hold, declined, and/or non-conformance notices being issued.</p>	Notification completed	<p>Date : <input type="text"/></p> <p>Time : <input type="text"/></p>
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TMP or generic plan reference

ON-SITE RECORD On-site record must be retained with TMP for 12 months.			Today's date	
Location details	Road names(s):	House number/RPs:	Suburb:	

Working space	
Person responsible for working space	Name
	Signature
<i>Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below</i>	

TTM					
STMS in charge of TTM	Name	TTM ID Number	Warrant expiry date	Signature	Time
Worksite handover accepted by replacement STMS	Name	ID Number	Warrant expiry date	Signature	Time
	Tick to confirm handover briefing completed				

Delegation					
Worksite control accepted by TC/STMS-NP	Name	ID Number	Warrant expiry date	Signature	Time
	Tick to confirm briefing completed				

Temporary speed limit					
Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				

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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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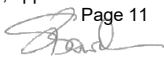


TMP or generic plan reference

LEVEL 1 LAYOUT DISTANCES TABLE

Permanent speed limit or RCA-designated operating speed (km/h)	≤50	60	70	80	90	100		
Traffic signs								
A Sign visibility distance (m)	50	60	70	80	90	100		
B Warning distance (m)	50 or 30*	80	105	120	135	150		
C Sign spacing (m)	25 or 15*	40	50	60	70	75		
Safety zones								
D Longitudinal (m)	10 or 5*	15	30	45	55	60		
E Lateral (m)	1	1	1	1	1	1		
Tapers								
G Taper length (m) [#]	30	50	70	80	90	100		
K Distance between tapers (m)	40	50	70	80	90	100		
Delineation devices								
Cone spacing in taper (m)	2.5	2.5	5	5	5	5		
Cone spacing: Working space (m)	5	5	10	10	10	10		
* Larger minimum distances apply on all state highways and also on all multi-lane roads. The smaller minimum distances may be applied on other roads to accommodate road environment constraints. # On non-state highways with speeds 50km/h or less, a 10m taper (with cones at 1m centres) may be used when there are road environment constraints (eg intersections and commercial accesses). On all roads where shoulder width is less than 2.5m and the activity does not affect the live lane, a 10m shoulder taper is permitted (with at least 5 cones at no greater than 2.5m centres). A taper of 30m (with cones at 2.5m centres) must be used where manual traffic control (stop/go), portable traffic signals or priority give way are employed.								
Lane widths								
Speed (km/h)	30	40	50	60	70	80	90	100
F Lane width (m)	2.75	2.75	3.0	3.0	3.25	3.25	3.5	3.5

Except for delineation device spacings, which are maximum values, the distances specified in the above tables are minimum values.

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TMP or generic plan reference

Protection Framework | Overview

Constant controls at all levels:

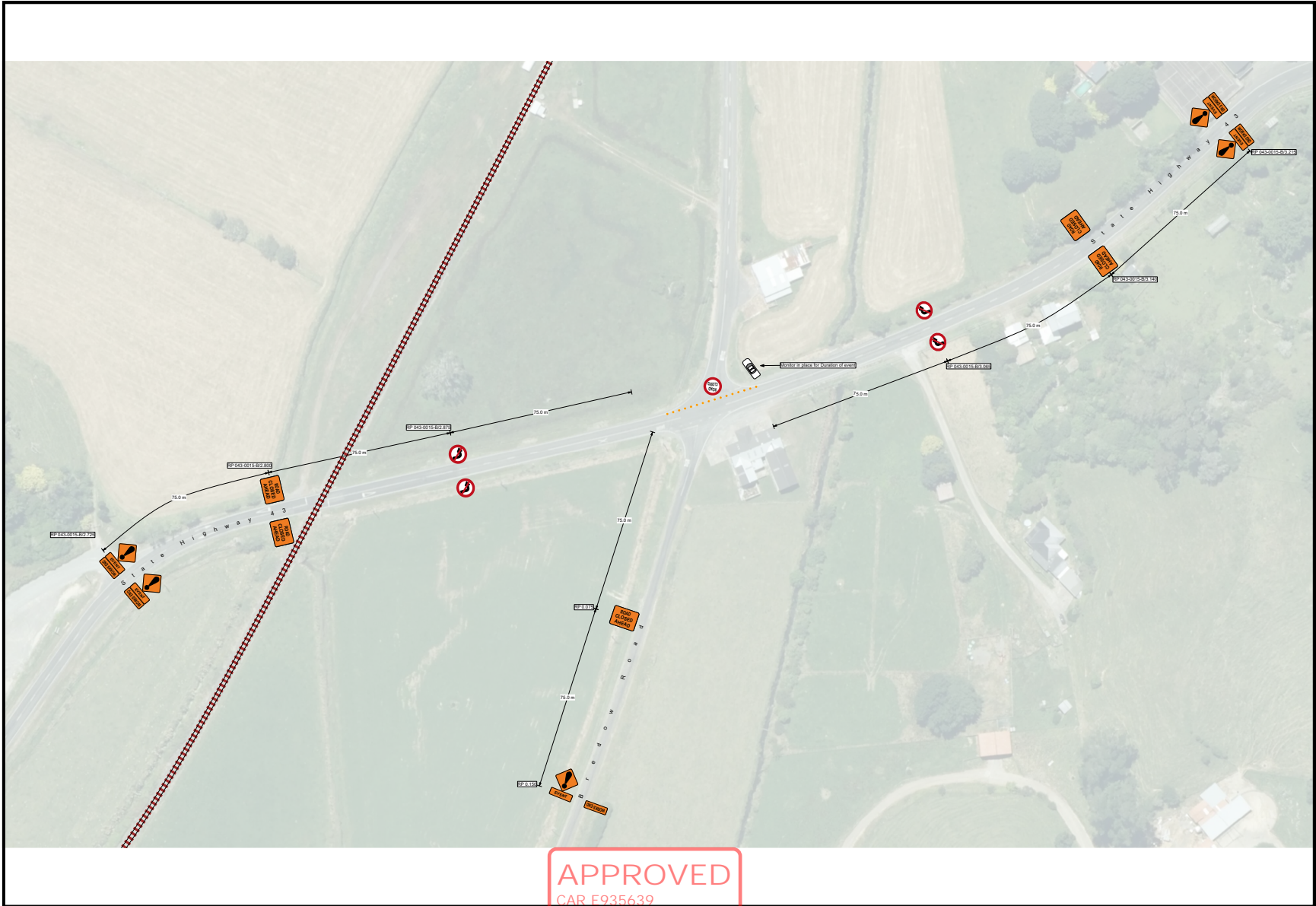
- Stay home if you're unwell
- Scan/sign in to track where you've been
- Follow Government requirements for face-coverings on public transport and in public venues
- Hygiene controls – wash your hands and cough/sneeze into your elbow
- Maximise ventilation of shared work-spaces
- Implement Business Continuity Planning to limit impact of a positive COVID-19 case on wider operations (e.g. restrict mixing of crews/teams)

	Red Level	Orange Level	Green Level
<p>Face coverings at work</p>	<p>Fully vaccinated worksite mandated</p> <ul style="list-style-type: none"> • Any shared indoor workspace (mixed work bubbles) • If unable to maintain physical separation from people of different 'work bubbles' at the worksite (indoors or outdoors) 	<p>Fully vaccinated worksite mandated</p> <ul style="list-style-type: none"> • Any small shared indoor workspace (mixed work bubbles) • Any shared indoor workspace (mixed work bubbles) • If unable to maintain physical separation from people of different 'work bubbles' at the worksite (indoors or outdoors) 	<p>Fully vaccinated worksite mandated</p> <ul style="list-style-type: none"> • Not required • When entering any supplier/customer premises not operating with mandatory vaccine requirements
<p>Physical distancing</p>	<ul style="list-style-type: none"> • Minimum 1m separation between people of different 'work bubbles' 	<ul style="list-style-type: none"> • Visitors to maintain minimum 1m separation • Minimum 1m separation between people of different 'work bubbles' 	<ul style="list-style-type: none"> • Not required • Minimum 1m separation between people of different 'work bubbles'
<p>Gathering limits for business continuity</p>	<ul style="list-style-type: none"> • Work from home where possible • Up to 100 people, separated by 1m 	<ul style="list-style-type: none"> • No restrictions • No indoor social/team-building activities • For other activities, up to 50 people, separated by 1m 	<ul style="list-style-type: none"> • No restrictions • Up to 100 people, separated by 1m
<p>Inter-regional travel**</p>	<ul style="list-style-type: none"> • Limit inter-regional travel where possible • Restrictions may apply to travel out of a region at 'Red' level as per current Government Order. 	<ul style="list-style-type: none"> • No restrictions 	<ul style="list-style-type: none"> • No restrictions

** If you are travelling from one level to another for work purposes, always follow the restrictions of the higher level; e.g. if you live in a Red level and work in an Orange level, you follow the red rules while on-site.

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Title: Douglas Road
Author: Hannah Weatherall

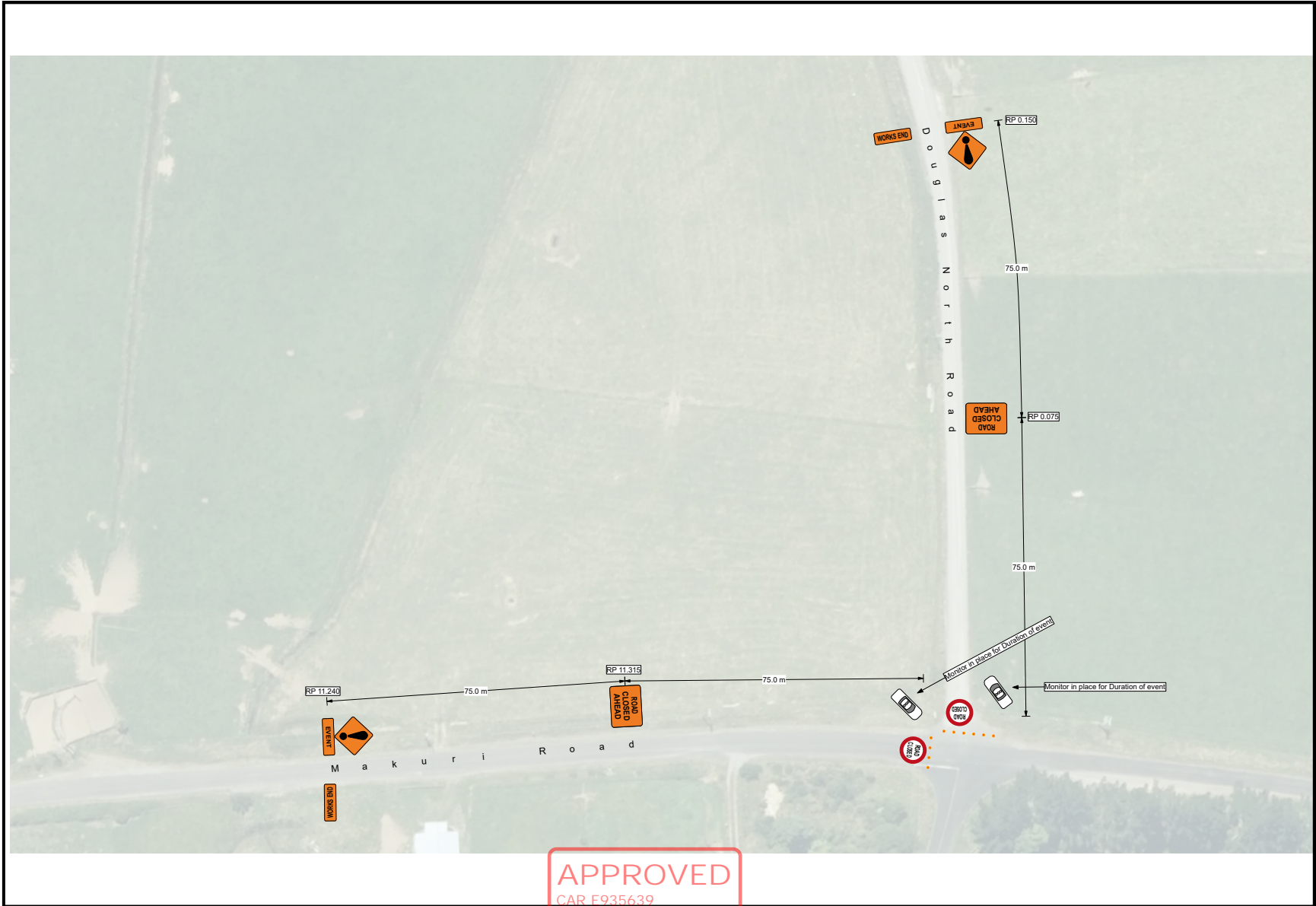
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Plan Scale

 1 : 2033 (1cm = 20m)
 TM signs and devices not to scale

TMD 1

Legend
 Barrel



Title: Douglas Road
Author: Hannah Weatherall

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Plan Scale

 1 : 1265 (1cm = 13m)
 TM signs and devices not to scale

TMD 2

Legend
 Barrel



Title: Douglas Road
Author: Hannah Weatherall

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Plan Scale

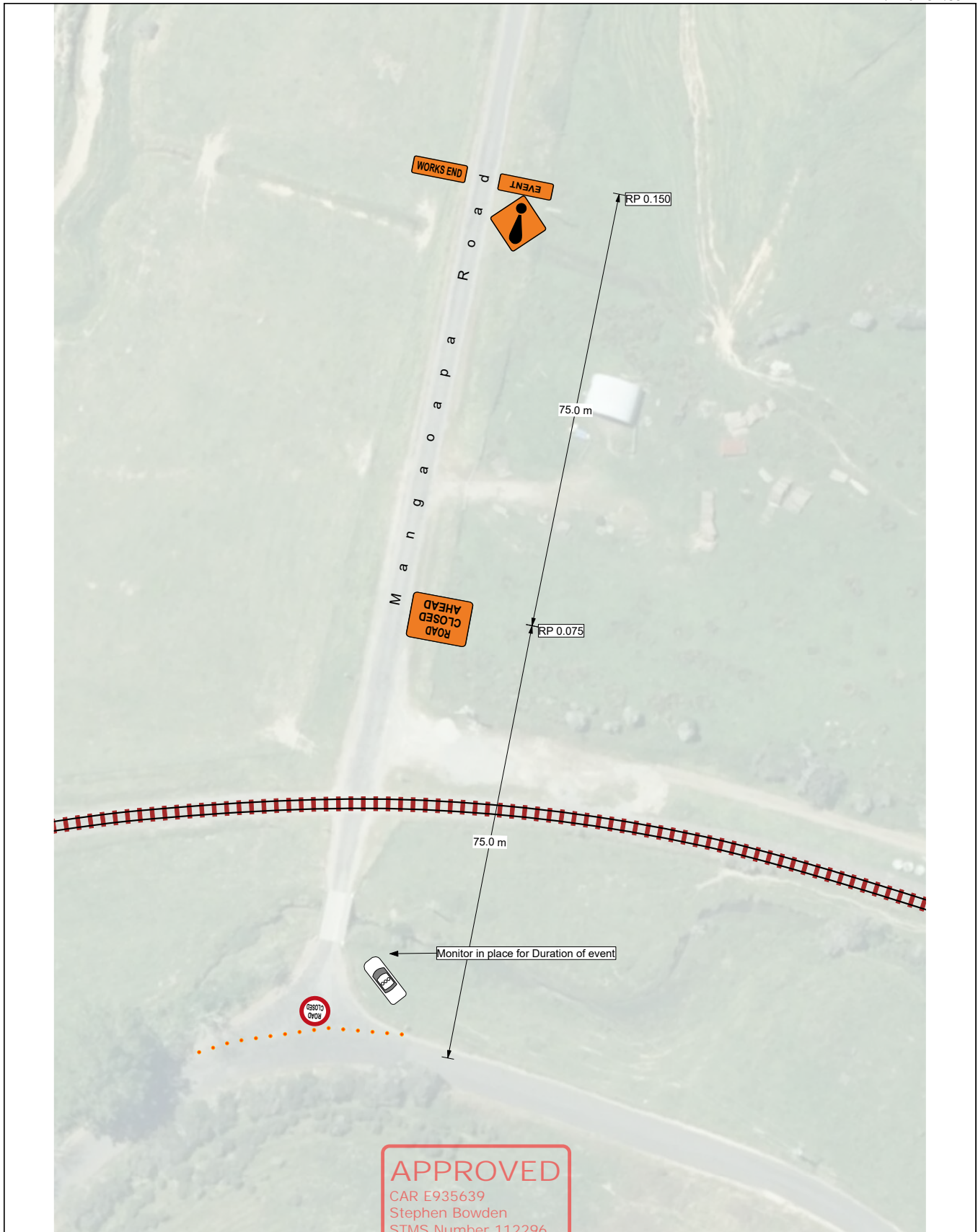
 1 : 824 (1cm = 8m)
 TM signs and devices not to scale

TMD 3

Legend
 Barrel



	Title: Douglas Road	 Plan Scale 1 : 840 (1cm = 8m) TM signs and devices not to scale	 TMD 4	Legend Barrel
	Author: Hannah Weatherall			



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Title: Douglas Road
 Author: Hannah Weatherall

Plan Scale
 1 : 840 (1cm = 8m)
 TM signs and devices not to scale

TMD 5

Legend
 Barrel





APPROVED
 CAR E935639
 Stephen Bowden
 STMS Number 112296
 Stratford District Council
 11 May 2023

Downer

Title: Douglas Road
 Author: Hannah Weatherall

Plan Scale

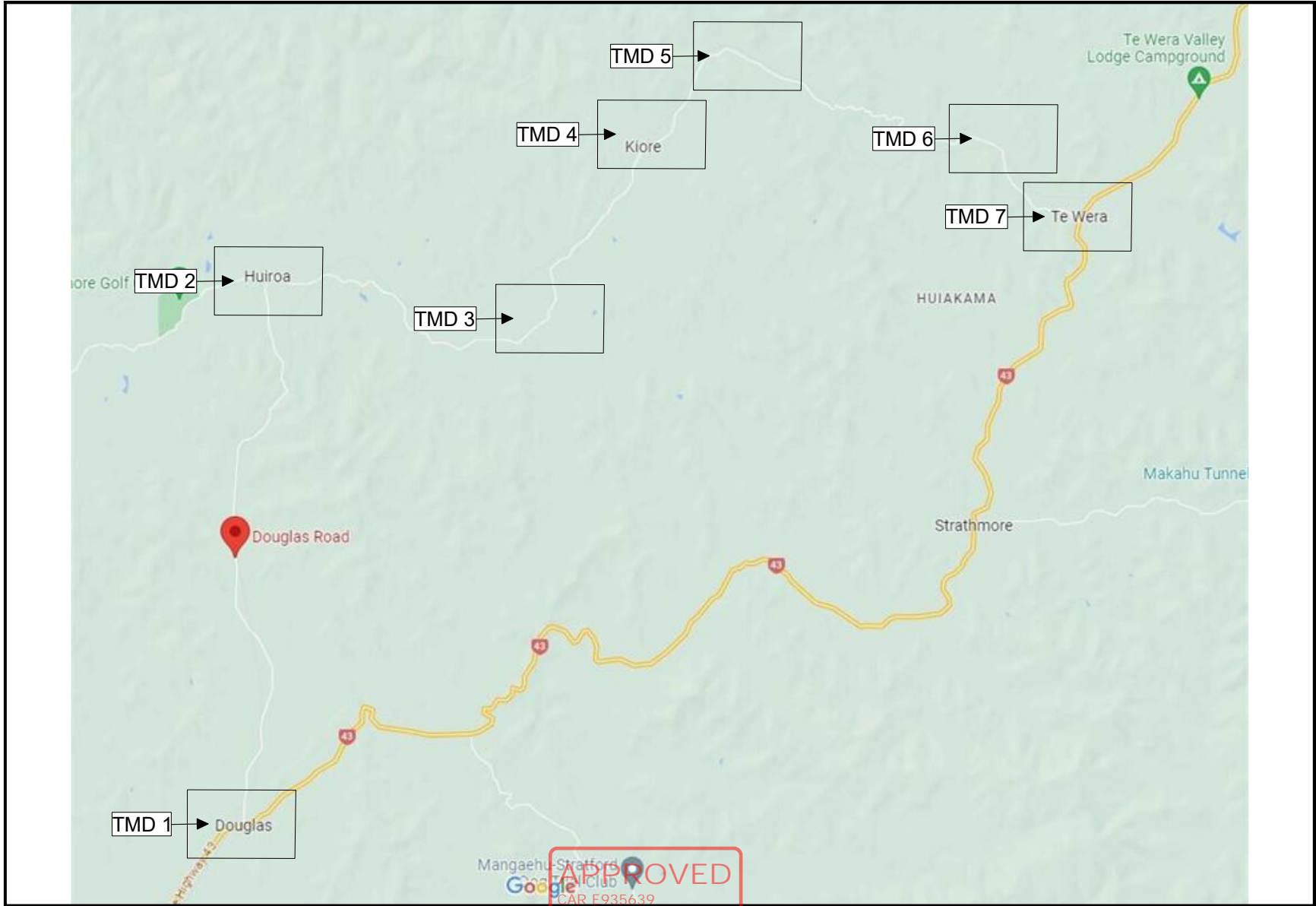
 1 : 840 (1cm = 8m)
 TM signs and devices not to scale

TMD 6

Legend



	<p>Title: Douglas Road Author: Hannah Weatherall</p>	<p>APPROVED CAR E935639 Stephen Bowden STMS Number 112296 Stratford District Council</p>	<p>Plan Scale 1: 1850 (1cm = 18m) TM signs and devices not to scale</p>	<p>TMD 7 ▲</p>	<p>Legend ● Barrel</p>
	<p>11 May 2023</p>				



Downer

Title: Douglas Road TMD locations

Author: Hannah Weatherall

APPROVED
 Stephen Bowden
 STMS Number 112296
 Stratford District Council
 11 May 2023

Plan Scale



1 : 591 (1cm = 6m)

TM signs and devices not to scale

TMD 8



Legend

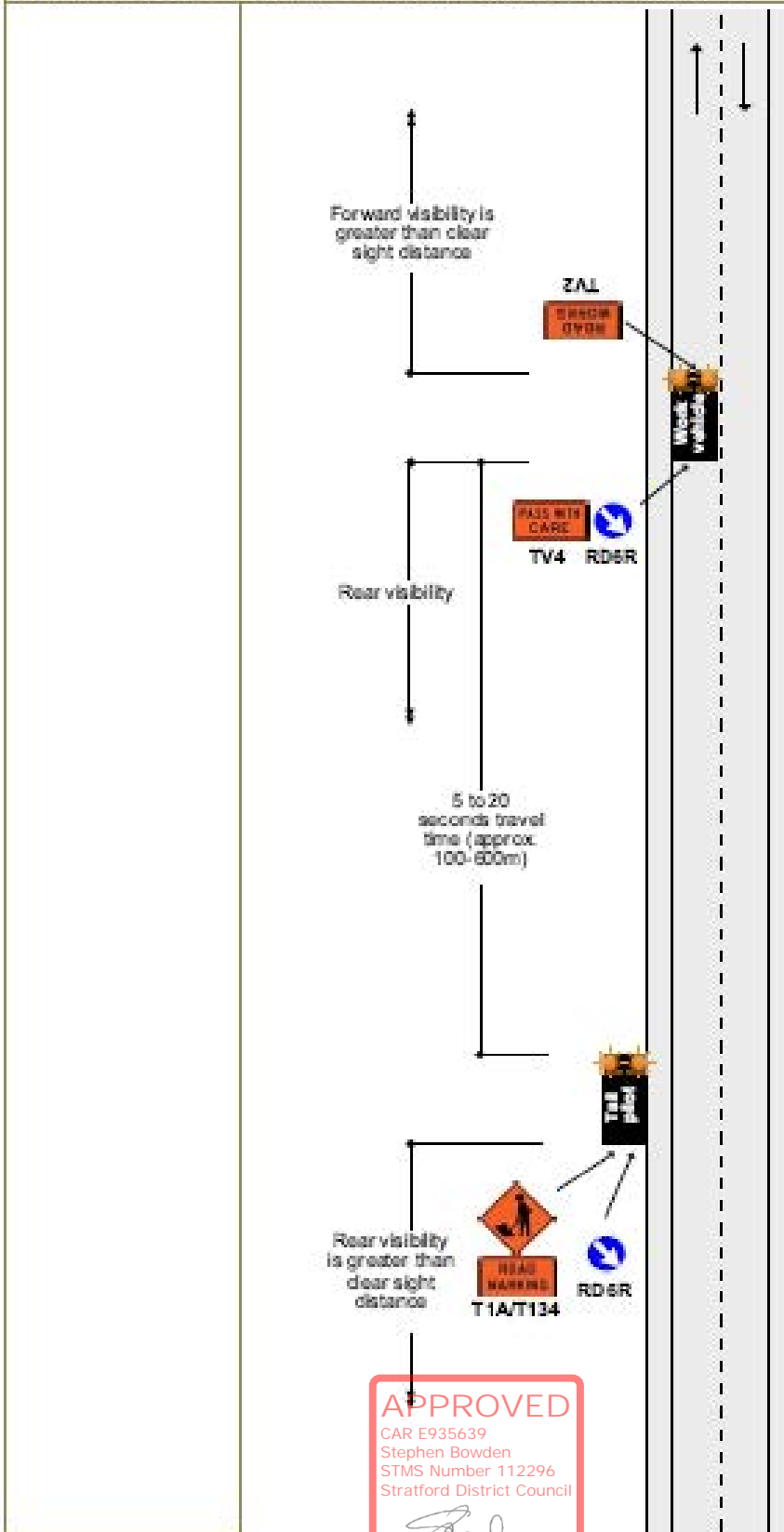
Mobile operations

TWO-WAY TWO-LANE ROAD

Work vehicle is in a lane

Permanent speed over 65km/h - CSD forward visibility to work vehicle

F4.5
Level 1

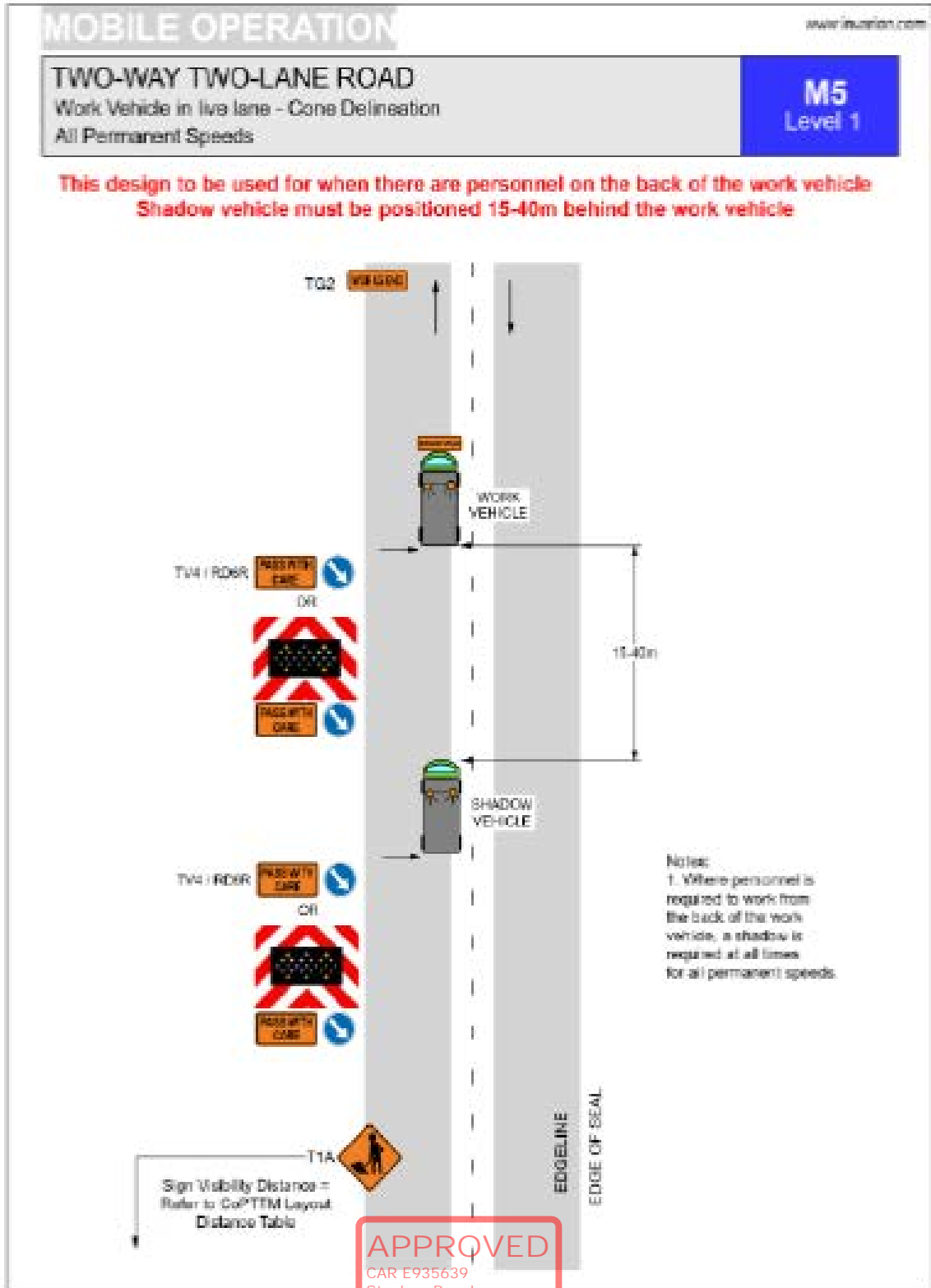


APPROVED

CAR E935639
Stephen Bowden
STMS Number 112296
Stratford District Council



TMP or generic plan reference



Appendix 5



2023 Winmax Brake Pads North Island Rally Series

Round Organizers: Taranaki Car Club & South Taranaki Car Club

MotorSport NZ Permit No: 230131

SUPPLEMENTARY REGULATIONS PART ONE

1. JURISDICTION

This event is a Clubmans Rally, promoted by the Taranaki Car Club Inc. in conjunction with the South Taranaki Car Club Inc. and will take place on Sunday 25th June, 2023 in the Stratford Area.

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

2. MAJOR OFFICIALS

Clerk of Course	Ross Twyman
Assistant Clerks of the Course	Greg Prouse / Sheree Shelton / Jim Matangi/Aaron Young
Secretary of Event	Helen Cameron
Chief Scrutineer	Kiley Jury
Chief Marshal	Earle Sutcliffe
Competition Relations Officer(s)	Mike Cameron
MotorSport NZ Stewards	TBA
MotorSport NZ Technical Officers	N/A
MotorSport NZ Observer	N/A
Organizing Committee – Chairman/Members	Sean Bryce (Chairman), Glen Bublitz (Chairman), Ross Twyman, Helen Cameron, Mike Cameron & Norma Bryce.

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

Helen Cameron

Email: sthtarcarclub@gmail.com

Mobile: 027 243 9096

Address: South Taranaki Car Club, P O Box 310, HAWERA 4640

Additional Officials will be advised in Supplementary Regulations Part Two – Acceptance of Entry

3. THE EVENT

3.1 Venue: The event is a Tarmac Rally starting and finishing at Stratford A & P Showgrounds, 9 Flint Road, Stratford.

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

3.3 First Car Starts: From Stratford A & P Showgrounds at 10.00am

3.4 First Car Finishes: At approximately 2.10pm at the Final Control which is at Stratford A & P Showgrounds.

4. ENTRIES

4.1 The Supplementary Regulations and Entry Form can be found on the Taranaki Car Club Website:

<https://www.taranakicarclub.org.nz> Please fill in and scan back to Helen Cameron, email: sthtarcarclub@gmail.com

Any entry will not be deemed valid until payment is received.

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

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

Entries received after the normal closing date, but received prior to 5pm on Monday 19th June will be subject to the late fee.

Entry Acceptance: Entries shall be made on the correct form and to be deemed valid, must be complete in all details and **accompanied by the appropriate fee.** Acceptance will be at the organizing committee's discretion. The organizers reserve the right to refuse any entry in accordance with the prescribed provisions of the National Sporting Code.

Preference will be given to regular Taranaki and South Taranaki Car Club competing members, then to North Island Rally Series registered competitors and then to everyone else.

4.2 Opening and Closing: These open with the publication of these regulations and close at 5pm on **Monday 12th June.**

4.3 FEES:

(1) All Competing Vehicles: (includes Rally Safe Fee of \$150.00) \$600 including GST

(2) Late Entry Fee: \$700 including GST

Refunds: Any Competitor who withdraws from the event later than 5pm Monday 12th June 2023, but prior to 5pm Monday 19th June 2023, will forfeit 25% of their entry fee.

Any Competitor who withdraws from the event later than 5pm Monday 19th June, but prior to the commencement of documentation, will forfeit 50% of their entry fee.

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

4.4 Number of Starters: The organizers reserve the right to abandon the event if less than 35 entries are received at the normal closing date. The maximum number of starters will be 50.

Any additional entries received will be placed on the reserve list in order of receipt.

4.5 Acceptance of Entry: (Supplementary Regulations Part Two)

These will be notified by Monday 19th June, 2023, together with the seeded start list.

Priority Entry to this event will be given by the organizers to competitors registered in the Series; provided the competitor's entry is received before normal entries close and it not be a late entry.

4.6 Competitor Requirements:

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

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

(2) Licence Requirements: Both the No.1 and No.2 drivers shall hold a R1 or R2 Grade or higher MotorSport NZ issued Competition Licence.

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

(3) New Competitors: Any driver(s) who have not previously competed in three or more rallies must attend the New Competitor Special Briefing. Details of venue and time will be announced in Supplementary Regulations Part 2.

5. ELIGIBLE VEHICLES

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

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

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

6. DOCUMENTATION AND SCRUTINEERING AUDIT

Competitors must present themselves at documentation for the checking of licenses and documents, issuing of competition numbers and applicable advertising material prior to presenting the car for audit scrutineering (if not done so prior) and for those cars with forced induction engines, restrictor inspection.

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

The venue for this will be at the Stratford A & P Showgrounds, 9 Flint Road, Stratford on the **morning** of the event. The time will be advised in Supplementary Regulations Part 2.

Your actual report time to documentation will also be advised in Supplementary Regulations Part 2.

Competitors may arrange with one of the Scrutineers on the list below to perform a Scrutineering Audit within the two weeks prior to the event. Inspections must be carried out between 12th June – 22nd June, 2023.

Dave Robb	Auckland	027 511 1375	zrallysport@xtra.co.nz
David Loughlin	Tauranga	021 917 866	davidloughlin@outlook.co.nz
Don Brunt	Thames	0274 739 185	bruntfarms@hotmail.com
Alistair Steele	Taupo	0274 343 500	alistair.steele48@gmail.com
Stuart McChesney	Napier/Hastings	0274 400 962	stu.mcchesney@gmail.com
Garry Traves	Glenfield	021 0505 753	gary@hotmail.co.nz
Justin Scelly	Matamata	021 356 002	justin@baigent.co.nz
Sean Elder	Hamilton	027 487 5680	elderclan@xtra.co.nz
Kiley Jury	New Plymouth	027 229 5911	a.v.s.ltd@me.com
Greg Dietschin	Hawera	027 454 5304	greg.dietschin@xtra.co.nz
Blair Gray	Wanganui	027 633 1686	kooter.motorsport@hotmail.com
Stu Andrews	Masterton	027 544 3336	corina-stu@xtra.co.nz
Daniel Feck	Dannevirke	021 374 4268	fecksfx@gmail.com
Leon Cast	Wellington	027 699 6838	mowogeditor@yahoo.com

7. OFFICIALS IDENTIFICATION

Officials of the event will be identified as detailed below.

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

8. OFFICIAL BULLETINS

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

9. OFFICIAL NOTICE BOARDS

These will be at any of the following venues:

- * Outside Secretaries Office at Documentation
- * Rally Headquarters
- * Online at www.chrissport.co.nz

10. RESULTS:

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

11. STAGE NOTES

The use of Safety Notes is **NOT** permitted throughout this Event.

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

12. RE-JOINING

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

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

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

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

13. SERVICING

There is only one service area at the Stratford A & P Showgrounds.
Servicing will only be permitted in areas designated in the road book.
All competitors must service on a ground sheet and remove all rubbish.

14. RALLYSAFE

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

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

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

15. RECOVERY

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

You can negotiate an appropriate fee with them.

16. GENERAL:

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

B CHANGE OF CO-DRIVER

Change of Co-driver is permitted at Stage Start Controls. The replacement Co-driver must have completed all Documentation and Scrutineering requirements. Competitors wishing to take this option must advise the Clerk of the Course via an Assistant Clerk of the Course.

NOTE: Competitors wishing to make this change are advised as per Manual 36 Sch R Article 3. “No entry which has engaged in substitution of the co-driver will be classified as a finisher”. “At no time will the replacement co-driver be permitted to drive the vehicle”.

C FOOD

Please support the food providers.

More details will be in Supplementary Regulations Part 2.

STAGE DESCRIPTIONS

SS1 & 3 Douglas

Starting at the beginning of the Te Wera Valley and working back towards Douglas Road, the Stage starts off very tight and technical and is not the place to test the adhesion levels of your tyres!!! Do Not Cut or Go Wide for the first 3kms of this stage will be your safest approach. The stage then opens up once you are on Makuri Rd, into a classic Taranaki Tarmac stage, with a number of raised railway crossings to get airbourne. However, be aware, the landings can be your undoing, with one of these crossings claiming 3 vehicles in one Rally! The stage then turns onto Douglas Road with another crossing and fast straights. Navigators, be on your toes here, as it will be easy to exceed the 200km maximum speed limits and we really don't want you lining the MSNZ coffers!!

SS2 & 4 Croydon

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

Congratulations, Rinse and Repeat...

DECISION REPORT



F22/55/04 – D23/20589

To: Policy & Services Committee
From: Special Projects Manager
Date: 23 May 2023
Subject: Te Ara o Maru Walkway, Whangamomona

Recommendations

1. THAT the report be received.
2. THAT a further trail comprising part of the Te Ara o Maru Walkway, being the one closest to the Whangamomona township, be opened to the public and this be done as soon as possible following the erection of suitable signage and gazettal of the walkway and formal appointment of Council as the controlling authority by the Walking Access Commission.
3. THAT officers liaise further with the Taranaki Trails Trust and Kingheim Limited in regards to the remaining trail, being that on the northern side of Mangare Road and the Forgotten World Highway, to determine its best use and with a view to opening to the public as soon as practicable.

Recommended Reason

It is now approximately 8 years since these trails that comprise the Te Ara o Maru Walkway were developed by Kingheim Limited and, since the first was opened to the public in 2021, the Whangamomona community is seeking to have the others opened as soon as possible to meet demand for walking and mountain bike trails in the area.

/
Moved/Seconded

1. Purpose of Report

Following a public forum presentation by the Taranaki Trails Trust, elected members instructed officers to provide a report detailing the process to become the controlling authority on the second trail on the Te Ara o Maru Walkway.

The purpose of this report is to seek Council's approval to open the remaining trails comprising the Te Ara o Maru Walkway, one now and the other following further liaison with the Taranaki Trails Trust to determine its best use, walking and/or mountain biking.

2. Executive Summary

As a condition of the consent granted by the Overseas Investment Office ("OIC") to the purchase of land at Whangamomona the purchaser, Kingheim Limited was required to create and upgrade trails on the land for walking, horse trekking and mountain biking. In total, approximately 12 kilometres of trails are being made available either on or in association with forestry access tracks. and, to date, approximately 3 kilometres have been formalised and opened to the public.

In accordance with its role in promoting and providing leadership in the creation of walking (primarily) and other recreational access across the country, the Walking Access Commission negotiated with the landowner in order to obtain formal public access easements over these trails and in 2018 Council agreed to be appointed as controlling authority over the easements and to administer the trails once they are created.

In 2021 the first of the trails, amounting to approximately 3 kilometres available for walking and horse trekking, was formalised and opened to the public with Council determining to hold off formalising and opening the remainder until there was clarity around just how much demand for them there is.

That demand appears to be materialising, indicating the need to formalise and open the remainder progressively.

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 formalising and opening of these additional trails will enable Council to provide further good quality recreational facilities in the district and, more particularly, the Whangamomona area.

4. Background

- 4.1 In April 2012 Kingheim Limited (“Kingheim”), an Austria and UK based forestry company, received Overseas Investment Office (“the OIC”) consent to acquire substantial landholdings in the Whangamomona and Tahora areas for forestry purposes. Conditions of that consent required Kingheim to consult with the Walking Access Commission (“the Commission”) and create or upgrade trails on the land for walking, horse trekking and mountain biking and to open them for public use, subject to limitations on use as a result of operational, safety or fire issues.
- 4.2 Kingheim and the Commission duly engaged in consultation with a view to creating formal public access easements over the Whangamomona land in accordance with the Walking Access Act 2008. The Commission’s role is primarily to promote the walking access concept and lead negotiations in this regard, following which they seek to appoint either public or private bodies as controlling authorities under the Act. Council was approached in this regard in 2014 and an agreement in principle was provided to the Commission.
- 4.3 The trail project was initially required by the OIC to be completed by 18 April 2016 however, the trails construction, surveying and the formalizing of the legal easements took some years to complete. Accordingly, the OIC granted an indefinite extension of time based on Council’s agreement in principle.
- 4.4 The trails are over either old farm or new forestry tracks that will continue to be maintained by Kingheim for both their use in forestry operations and public use for recreational purposes. The controlling authority’s ongoing obligations will be towards the provision of adequate directional, interpretation and safety warning signage.

In this regard a Memorandum of Understanding (“MOU”) was developed in conjunction with Kingheim that was intended to form the basis of the easement agreement. This MOU provides that:

- Kingheim will maintain the walkways to a standard whereby the public can safely access on foot, keep vegetation controlled through a spray program so as to maintain a clear track width of at least 3 metres, maintain water tables and culverts so as to keep the track clear of standing water and clear in a timely manner slips and slumps affecting access.
- Council, as controlling authority, will install and maintain signage as deemed necessary for the benefit of the public using the walkway and install and maintain any ancillary facilities such as seating, rubbish bins, toilet or car parking as necessary.

- 4.5 In April 2018, Council resolved as follows in respect of the trails:

THAT Council consent to being appointed pursuant to Section 35 of the Walking Access Act 2008 as Controlling Authority of the trails being developed over forestry land in Whangamomona owned by Kingheim Limited.

THAT the only trail to be opened initially to the public be the western-most of the two on the southern side of Mangare Road and this be done as soon as possible following the erection of suitable signage and development of a car parking facility.

THAT other trails be opened to the public for walking, mountain biking and/or horse trails if and when demand determines it is appropriate and, in the case of mountain bike and horse trails, when agreement is reached with relevant organisations in regard to the use, maintenance and development beyond the responsibility of the land owner.

- 4.5 The reasoning behind only initially opening the western-most trail of the two on the southern side of Mangare Road was that, as there is over 12 kilometres of trails in three sections and an absence of any indication of great demand for their use, it was considered appropriate to open them progressively in order to gauge their popularity and limit Council's exposure to financial risk. This was perfectly acceptable to the Commission that advised "as controlling authority they have a lot of flexibility in managing the walkways; they can close it, or parts of it, pending formation, maintenance, establishing signs or whatever and open the walkway to the public progressively".

This trail was the most logical trail to open first as it is a loop track around a lake with an off-shoot to the top of a ridge offering spectacular views across a number of valleys, is a relatively easy 1 hour walk with the off-shoot providing another 1 hour return journey and is easily accessible, totalling approximately 3 kilometres in length.

Accordingly, this trail was formally gazetted as a walkway (Te Ara o Maru Walkway) and Council appointed as the controlling authority on 21 December 2021 and subsequently opened to the public. This portion of the Te Ara o Maru Walkway is shown as areas F, G, R and S on the plan attached at Appendix 1.

- 4.6 The functions of a Controlling Authority are as set out in Section 37 of the Walking Access Act 2008, namely:

"(a) *erecting and maintaining poles, markers or other suitable indicators to mark the line of the walkway;*
(b) *erecting and maintaining, at the controlling authority's discretion, -*
(i) *any stiles, fences or other structures that are necessary or desirable to enable members of the public to use the walkway*
(ii) *notices warning members of the public who use the walkway not to trespass on any land adjoining the walkway;*
(c) *providing for the proper control and use of the walkway;*
(d) *generally promoting and maintaining the walkway for the pleasure, safety and welfare of members of the public."*

- 4.7 In regard to the other trails that form the balance of the walkway, the eastern-most of the two originally on the southern side of Mangare Road was subsequently withdrawn in agreement between the Commission and Kingheim and replaced with an alternative closer to Whangamomona township that was already unofficially utilised by members of the community. This is shown on the plan attached (**Appendix 1**) as areas H, I, J, K, L, M, N and O. This is intended to be a walking trail only.

The other trail (shown as areas A, B, C, D, E, P, Q, and T on the plan) has all along been intended as a combined walking, mountain bike and possibly horse trail, however demand has been uncertain up until recently. The Commission had some preliminary discussions with horse trekking groups and the New Plymouth Mountain Bike Club with a view to involving them in the further development and ongoing maintenance of the trails for their use, however until recently there has not been a great degree of interest shown.

5. Consultative Process

5.1 Public Consultation - Section 82

No public consultation is considered necessary prior to opening the second of these trails, however further consultation with the Taranaki Trails Trust and other relevant organisations if necessary is considered appropriate to determine the future use of the larger of the three trails.

5.2 Māori Consultation - Section 81

As Maori are not directly or separately affected by the recommendations herein, specific consultation relative to this proposal is not considered necessary in this instance. However, the Walking Access Act 2008 requires the Commission to take account of the views of iwi in respect to the naming of any walkway.

Council duly initiated this on behalf of the Commission and in 2018 Ngati Maru sought the name Te Ara o Maru for the walkway. This name translates as “the pathway of Maru” and speaks of a well-trodden path and the seasonal movements of the Ngati Maru people. This name was duly adopted by the Commission and formalised with the gazettal of the first trail. The remaining trails will also take the name and together form the walkway.

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?

The only real risk to Council is if the trails are not developed and maintained to a standard suitable for the purpose they are designed for, leaving Council with some residual responsibility for these costs. Discussions with Kingheim Limited's forestry representatives and the Commission indicate this is not a likely risk as both parties have demonstrated a real desire to see these trails successful.

Council's position is further safeguarded through the MOU, the conditions of which have been embodied in the easement agreement between the land owner and the Commission for the first trail and will similarly be embodied in the easements formalising the remaining trails. At the end of the day, if these conditions are not being met Council, as controlling authority can simply close the walkway and involve the Commission as grantee of the easement in negotiations with the landowner.

No legal opinion is considered necessary in this instance.

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?	The recommendation is consistent with LTP, in particular the Community Outcomes of “Connected Communities” where Council’s role is to “enable positive healthy lifestyles through access to recreational services” and “Enabling Economy” where Council’s role is to “promote opportunities to visit, live and invest in the district”.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	None directly.

7.2 Data

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

The recommendations herein are based on a review of all available data. There are some assumptions built into the equation, principally around the demand for public access in the area and over the land in question, although some of these trails have been used informally for some time. The worst case scenario is that if the trails prove unpopular and receive little use they can be closed and the easements revoked.

7.3 Significance

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

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

7.4 **Options**

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

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

The options available to Council are:

- Option 1** Maintain the status quo and limit the walkway to the currently established trial.
- Option 2** Go ahead and formalise and open the other two trials immediately, or
- Option 3** Formalise and open one further trail now and conduct further liaison and investigations in respect of the other in accordance with the recommendation herein.

In regard to the first option, there is obviously no further cost to Council but it would not meet community expectations and in due course result in both the OIC and the Commission questioning Council's role and resolve.

In regard to the second option, there would be cost to Council in the provision of signage (at this stage unquantified but estimated to be in the region of \$15,000). However, there are still a number of questions around the northern-most trail, its use solely as a mountain bike trail or as a combined mountain bike and walking trail, where the best access points are and carparking availability and, until these questions are answered through further discussions with potential user organisations, this option is not recommended.

However, there is no issue with formalising and opening the shorter walking trail on the south side of the Forgotten World Highway closest to the Whangamomona township, particularly given it is already used informally. Costs to Council would only be in the region of a couple of thousand dollars in the provision of signage.

The last and largest of the trails however, requires some further investigation as indicated above, hence Option 3 is recommended.

7.5 **Financial**

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

There will be an impact on the budget, current and future, in the form of funding required to undertake the obligations of controlling authority as outlined in 4.6 above. However, it is not expected that this will have a significant affect on expenditure. As the trails are over forestry tracks that will continue to be maintained by the forestry company, it is anticipated track maintenance will be minimal, particularly as they will be basic in nature and primarily for people with a reasonable level of fitness. The majority of funding necessary will be for the installation and maintenance of signage.

7.6 **Prioritisation & Trade-off**

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

There is no issue with Council's capacity to undertake this role and further deferral is not recommended, the consequence of which would be accusations of unnecessary procrastination.

7.7 **Legal Issues**

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

There are no legal issues inherent in this transaction and a legal opinion is not considered necessary in this instance.

7.8 **Policy Issues - Section 80**

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

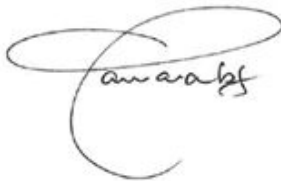
There are no policy issues inherent herein.

Attachments:

Appendix 1 Title Plan



Neil Cooper
Special Projects Manager



[Endorsed by]
V Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 16 May 2023

Appendix 1



Title Plan - LT 536373

Survey Number	LT 536373
Surveyor Reference	15NZFCur
Surveyor	Steven Paul Archer
Survey Firm	A & C Surveys Ltd (Wanganui)
Surveyor Declaration	I Steven Paul Archer, being a licensed cadastral surveyor, certify that: (a) this dataset provided by me and its related survey are accurate, correct and in accordance with the Cadastral Survey Act 2002 and the Rules for Cadastral Survey 2010, and (b) the survey was undertaken by me or under my personal direction. Declared on 24 Nov 2020 03:19 PM

Survey Details

Dataset Description	Walkway easement over Lot 2 DP 446110, Lot 2 DP 433116, Lot 2 DP 445093, and Sections 2, 4, 7, 170, 175, 177 and 180 Block I Mahoe SD		
Status	Approved as to Survey		
Land District	Taranaki	Survey Class	Class B
Submitted Date	24/11/2020	Survey Approval Date	11/12/2020
		Deposit Date	

Territorial Authorities

Stratford District

Comprised In

RT 561752
RT 526553
RT 559106
RT TNH2/527
RT TNG2/63

Created Parcels

Parcels	Parcel Intent	Area	RT Reference
Area T Deposited Plan 536373	Easement		
Area A Deposited Plan 536373	Easement		
Area B Deposited Plan 536373	Easement		
Area C Deposited Plan 536373	Easement		
Area E Deposited Plan 536373	Easement		
Area F Deposited Plan 536373	Easement		
Area G Deposited Plan 536373	Easement		
Area H Deposited Plan 536373	Easement		
Area I Deposited Plan 536373	Easement		
Area J Deposited Plan 536373	Easement		
Area K Deposited Plan 536373	Easement		
Area L Deposited Plan 536373	Easement		
Area M Deposited Plan 536373	Easement		
Area N Deposited Plan 536373	Easement		
Area O Deposited Plan 536373	Easement		



Title Plan - LT 536373

Created Parcels

Parcels	Parcel Intent	Area	RT Reference
Area P Deposited Plan 536373	Easement		
Area Q Deposited Plan 536373	Easement		
Area D Deposited Plan 536373	Easement		
Area R Deposited Plan 536373	Easement		
Area S Deposited Plan 536373	Easement		
Esplanade Strip AA Deposited Plan 536373	Esplanade Strip		
Esplanade Strip AB Deposited Plan 536373	Esplanade Strip		
Esplanade Strip AC Deposited Plan 536373	Esplanade Strip		
Esplanade Strip AD Deposited Plan 536373	Esplanade Strip		
Esplanade Strip AE Deposited Plan 536373	Esplanade Strip		
Area U Deposited Plan 536373	Easement		
Esplanade Strip AF Deposited Plan 536373	Esplanade Strip		
Esplanade Strip AG Deposited Plan 536373	Esplanade Strip		
Esplanade Strip AH Deposited Plan 536373	Esplanade Strip		
Esplanade Strip AI Deposited Plan 536373	Esplanade Strip		
Esplanade Strip AJ Deposited Plan 536373	Esplanade Strip		
Esplanade Strip AK Deposited Plan 536373	Esplanade Strip		
Total Area		0.0000 Ha	

Schedule / Memorandum



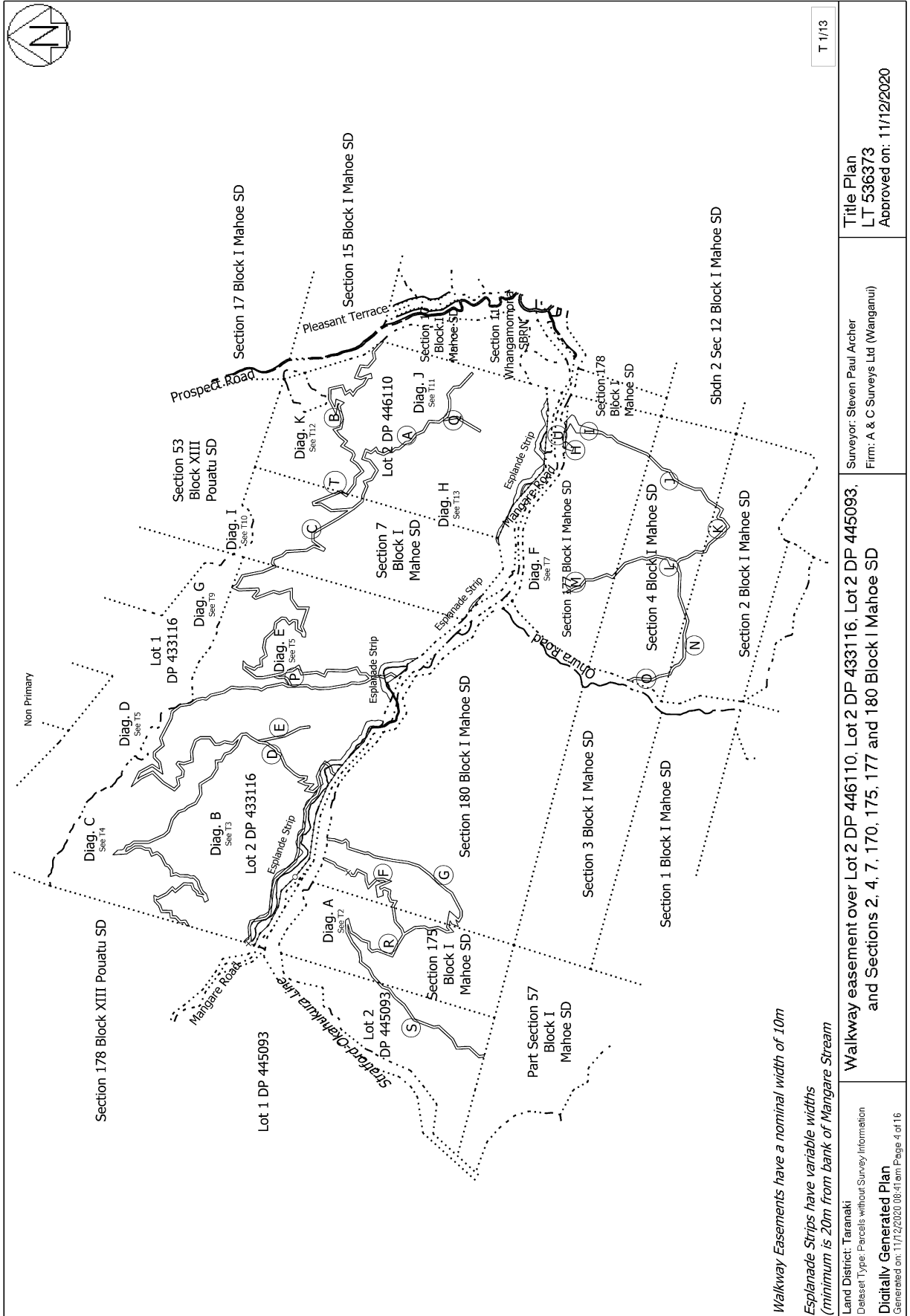
DP 536373

Land Registration District:
Territorial Authority:

Taranaki
Stratford District

Schedule of Easements in Gross

<u>Purpose</u>	<u>Shown</u>	<u>Servient Tenement (Burdened Land)</u>	<u>Grantee</u>
Walkway (under the Walking Access Act 2008)	A, B, Q, T	Lot 2 DP 446110	Stratford District Council
	C	Section 7 Block I Mahoe SD	
	D, E, P	Lot 2 DP 433116	
	F, G	Section 180 Block I Mahoe SD	
	H, I, M	Section 177 Block I Mahoe SD	
	J, L, O	Section 4 Block I Mahoe SD	
	K, N	Section 2 Block I Mahoe SD	
	R	Section 175 Block I Mahoe SD	
	S	Lot 2 DP 445093	
	U	Section 170 Block I Mahoe SD	



Walkway Easements have a nominal width of 10m
 Esplanade Strips have variable widths
 (minimum is 20m from bank of Mangare Stream)

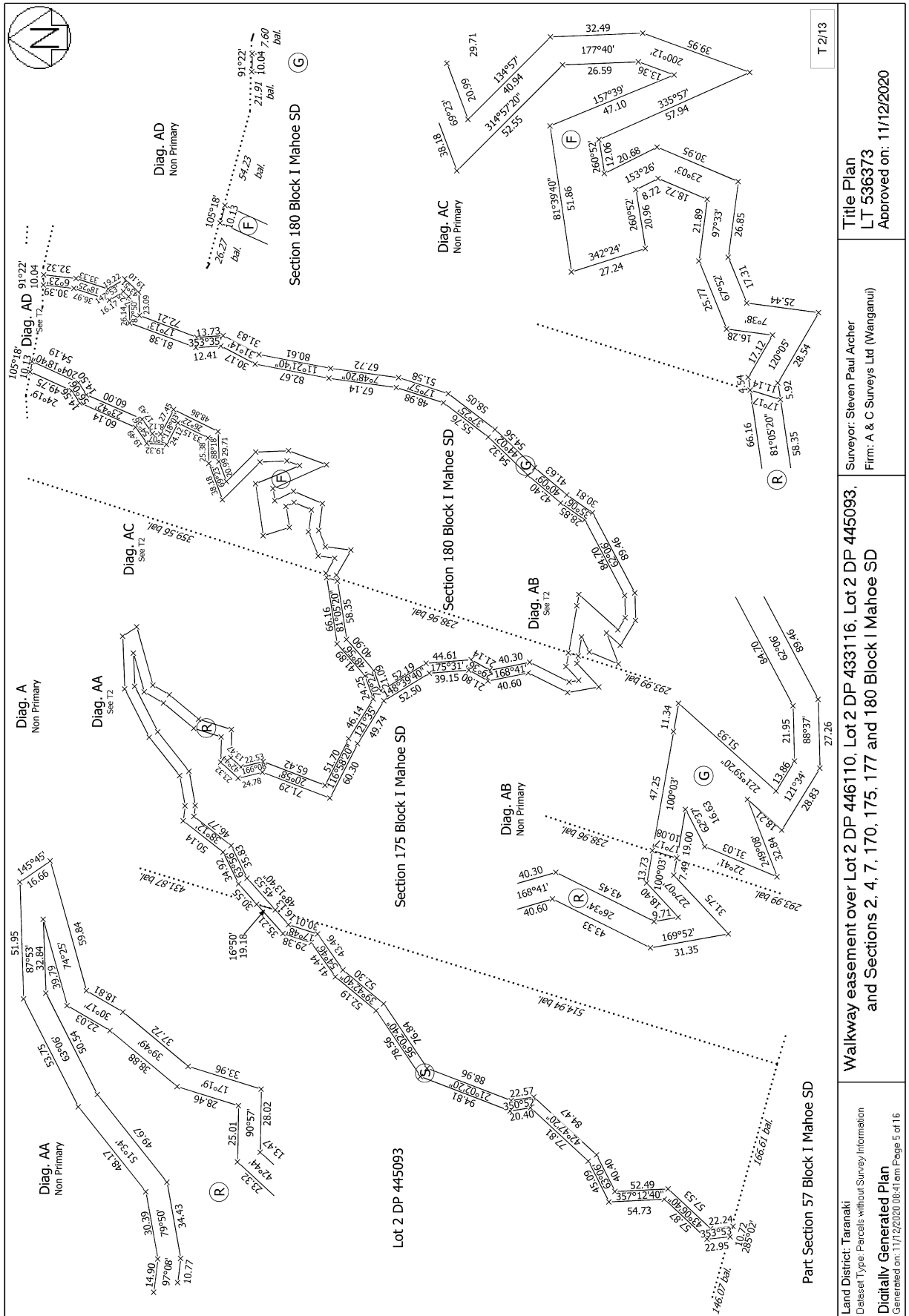
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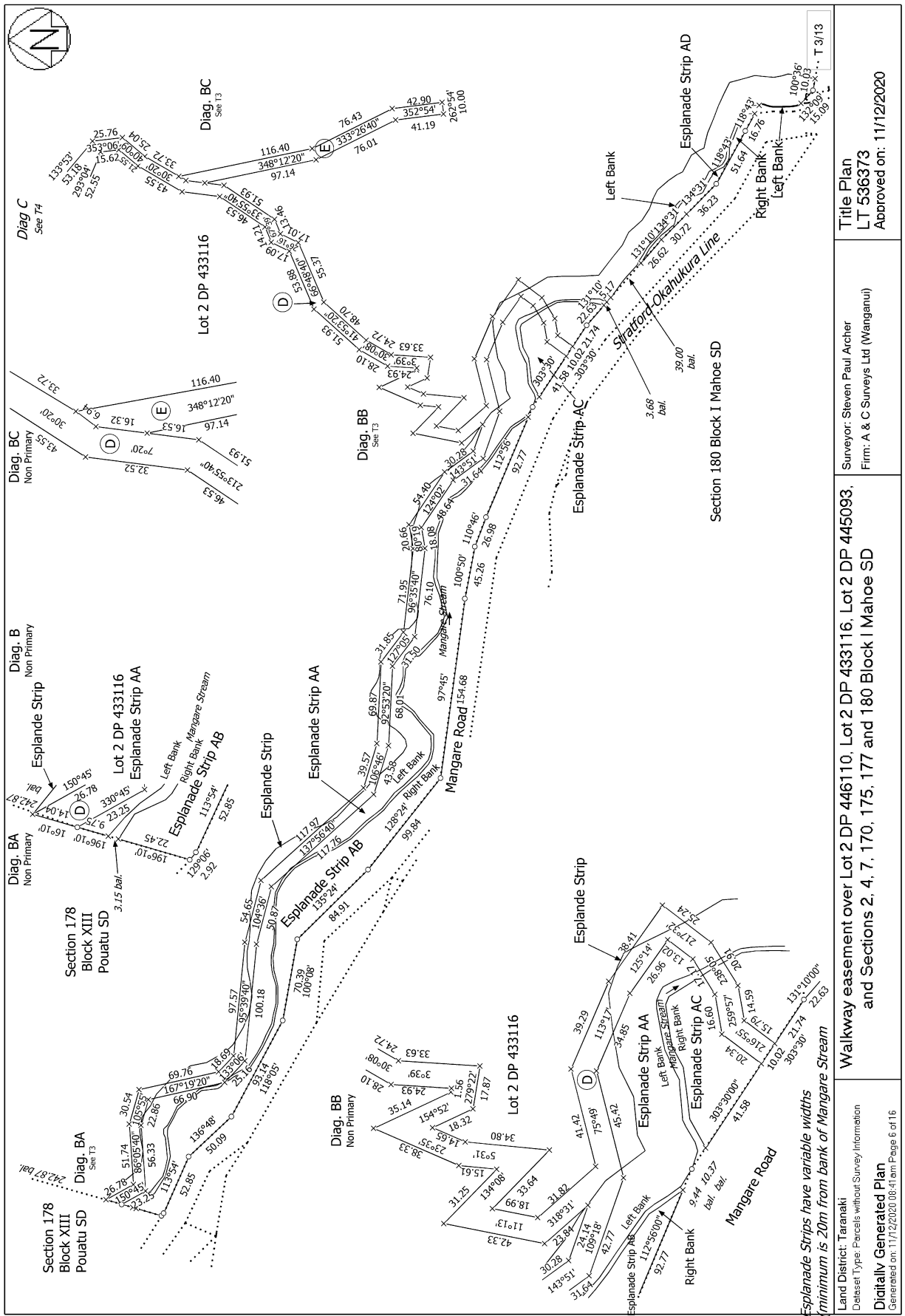
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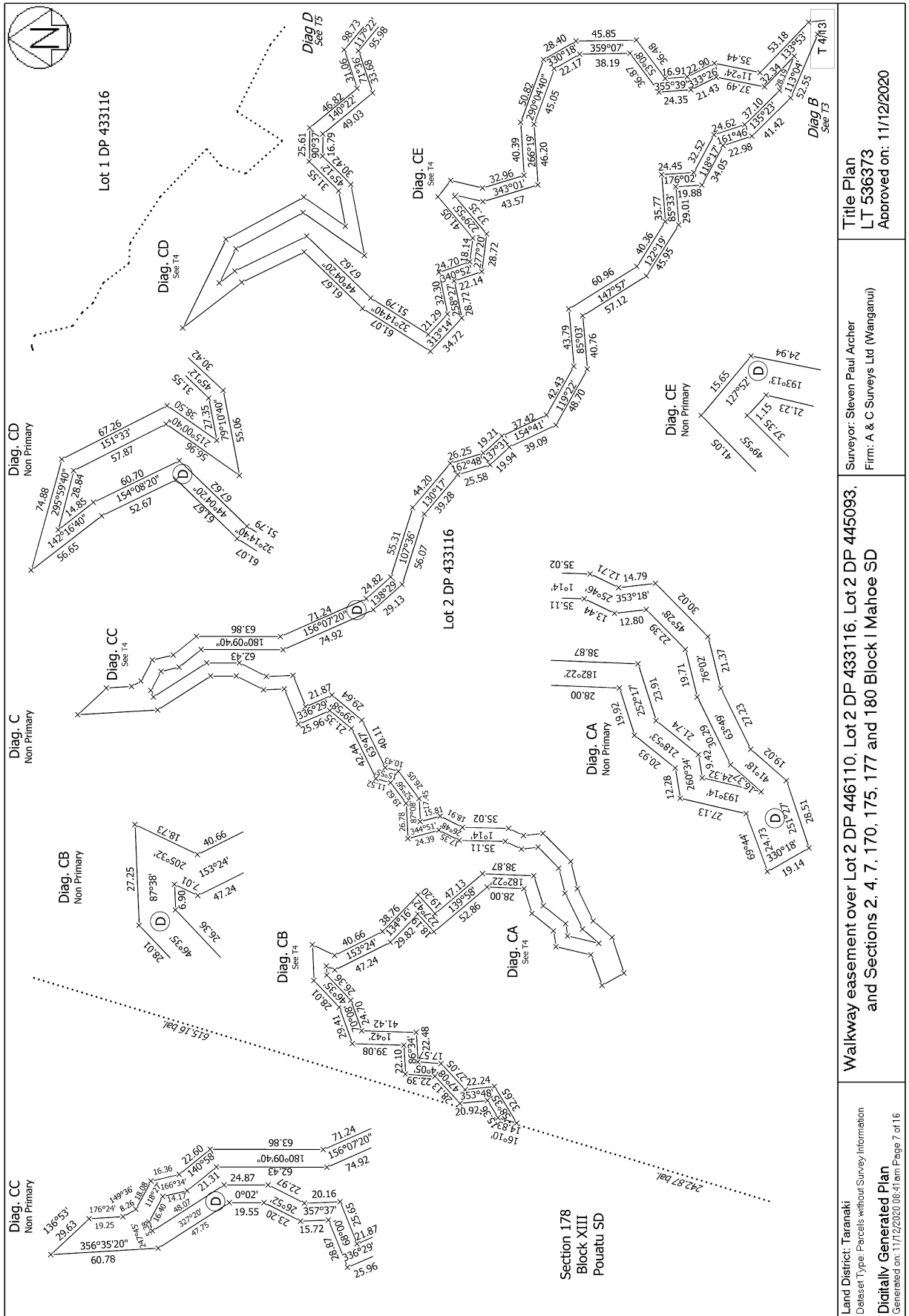
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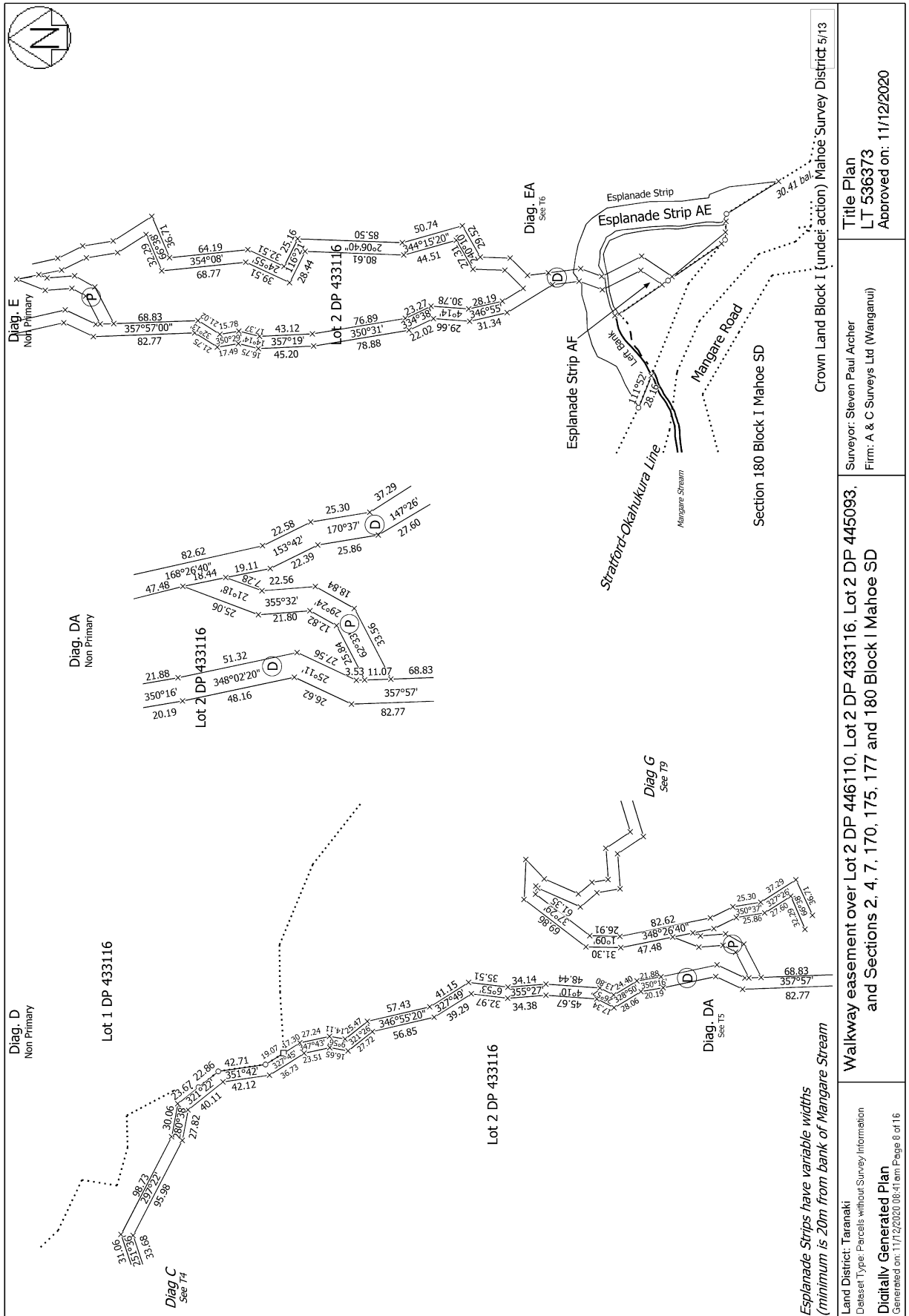
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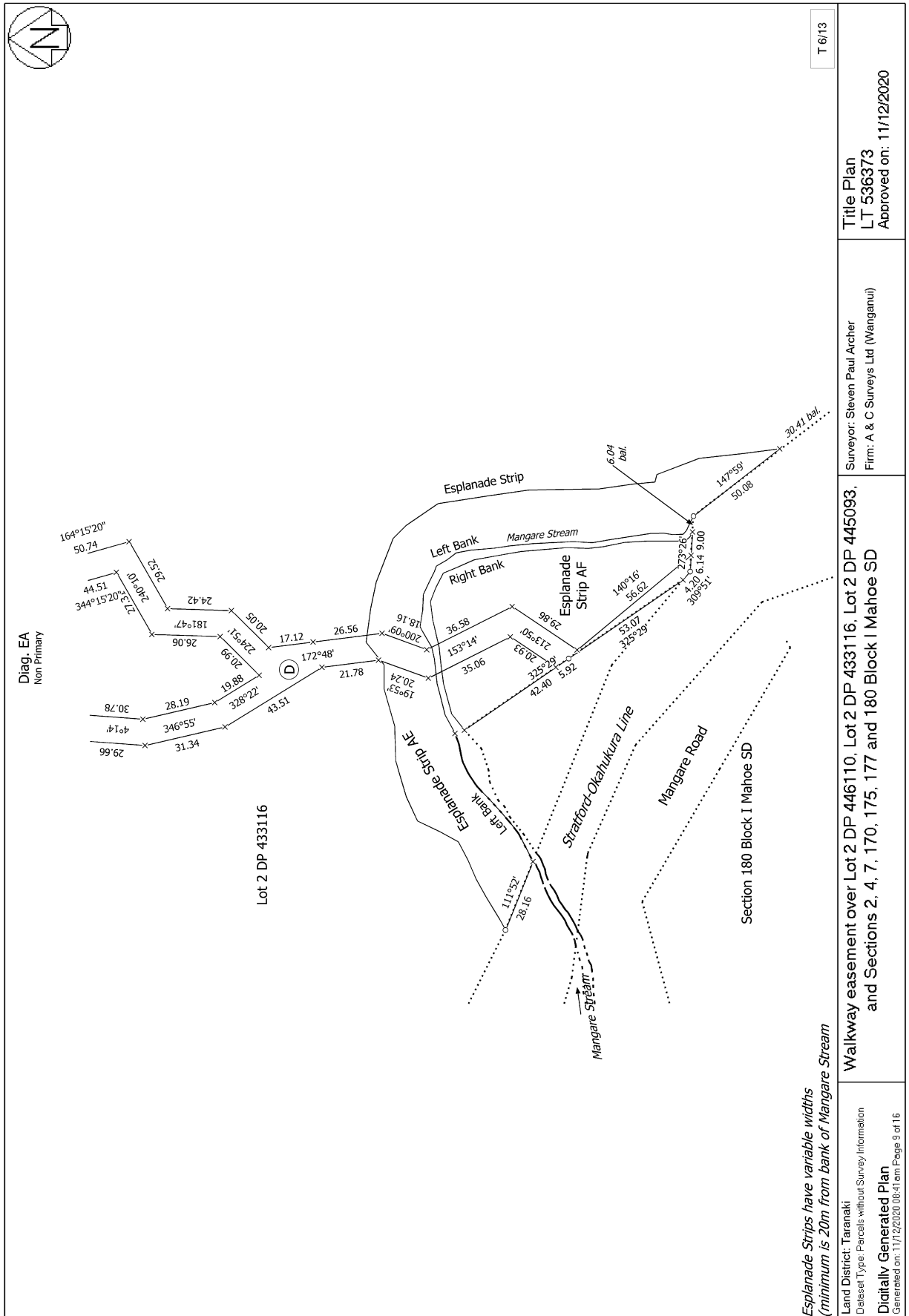
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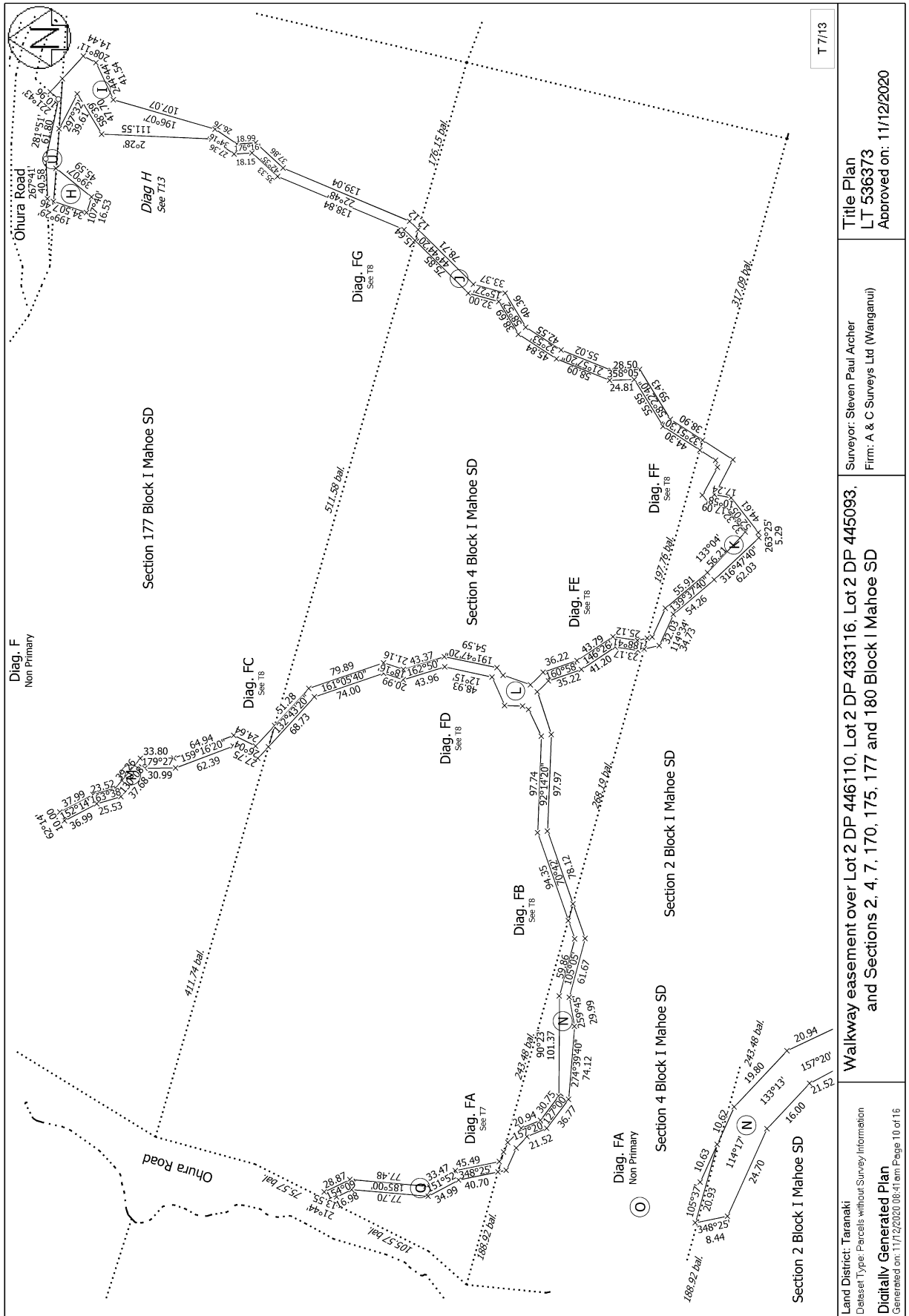
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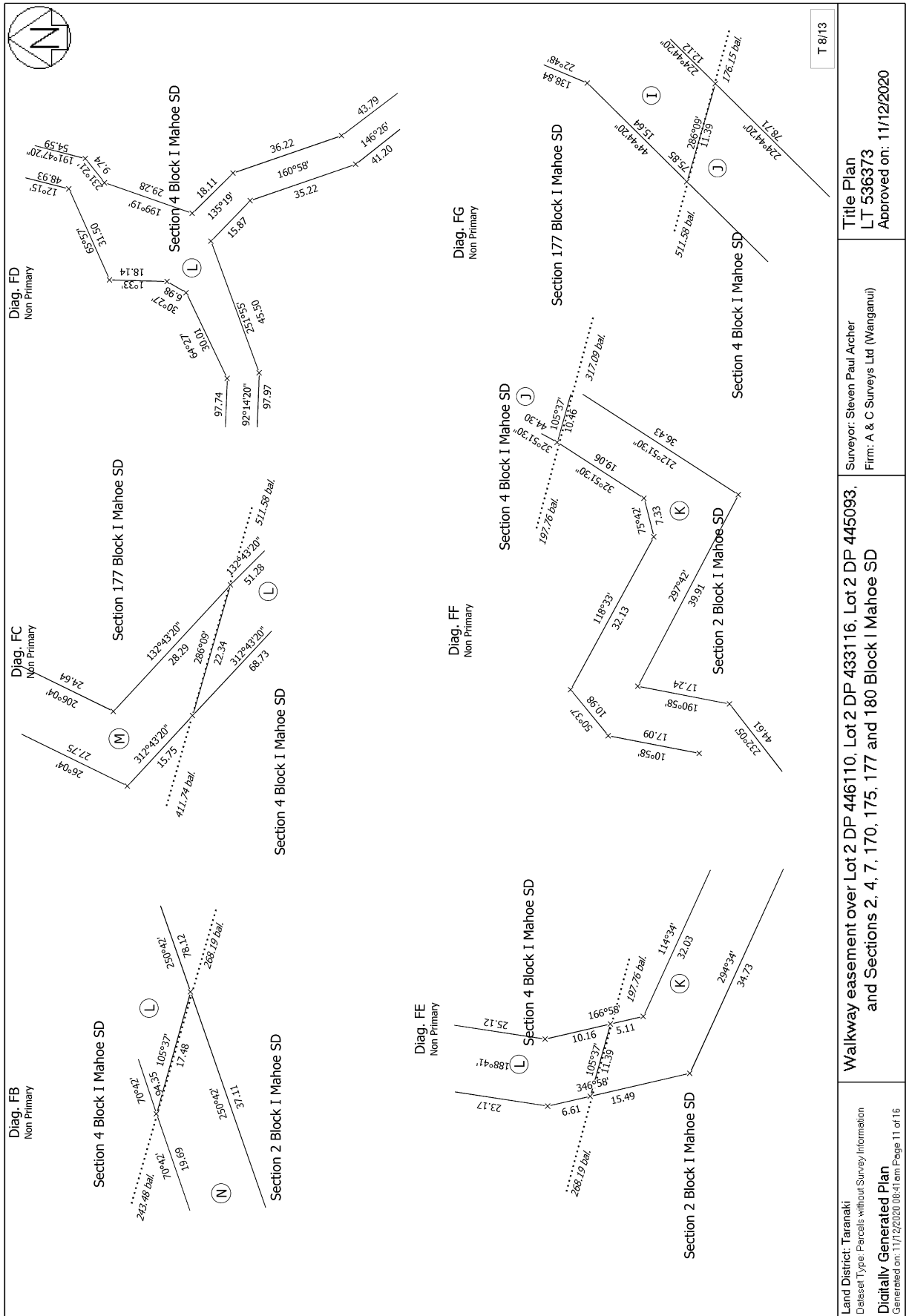
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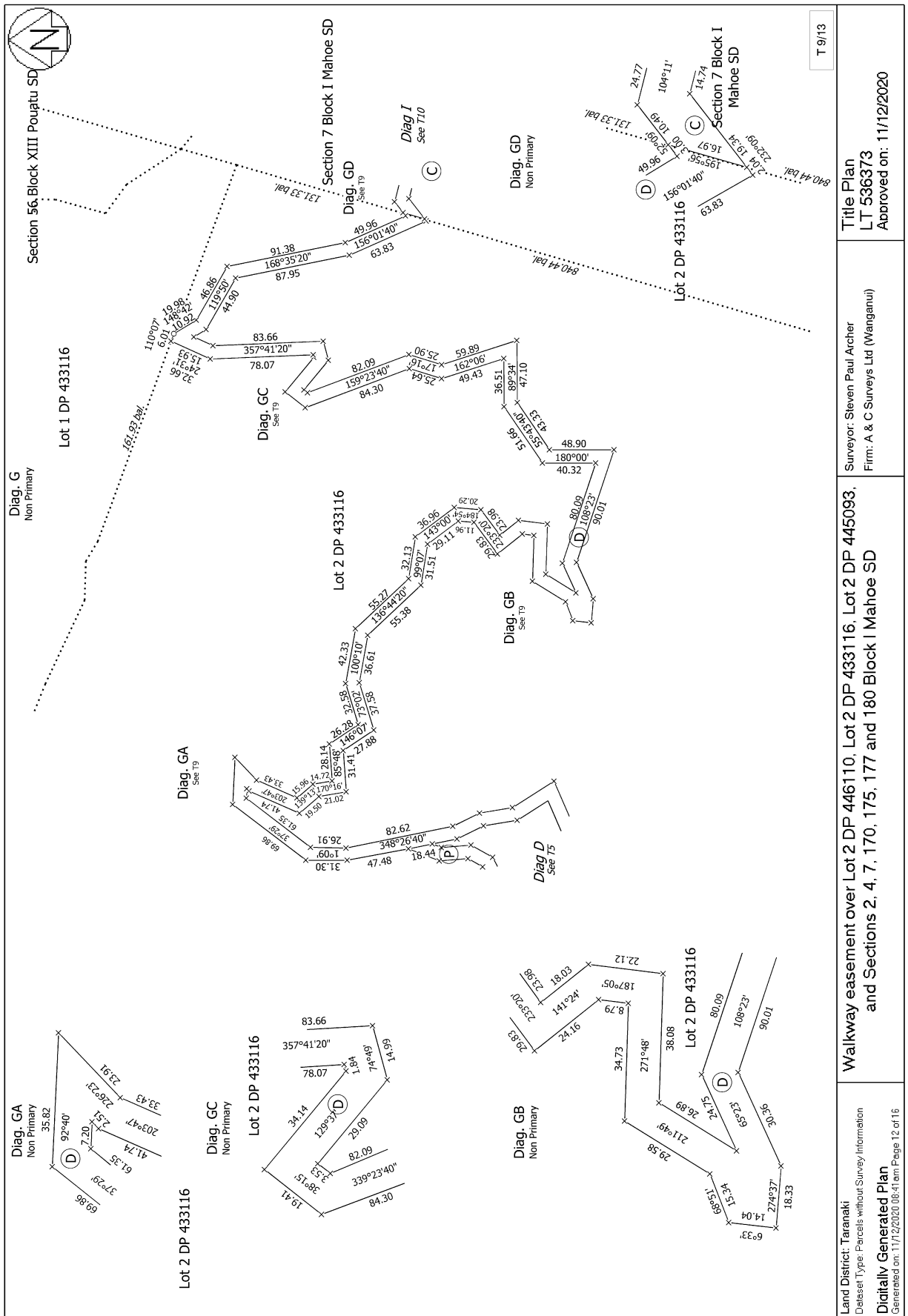
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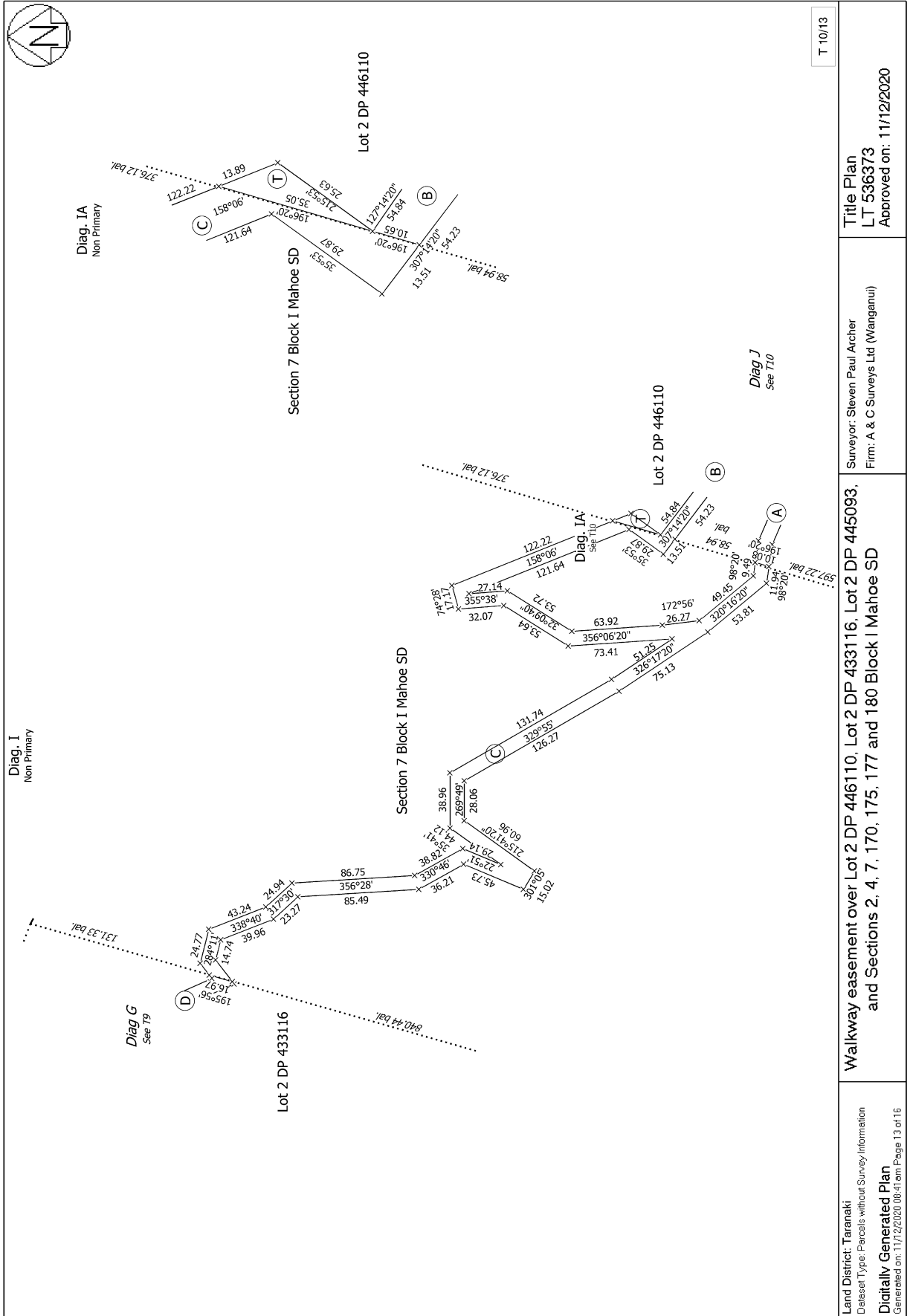
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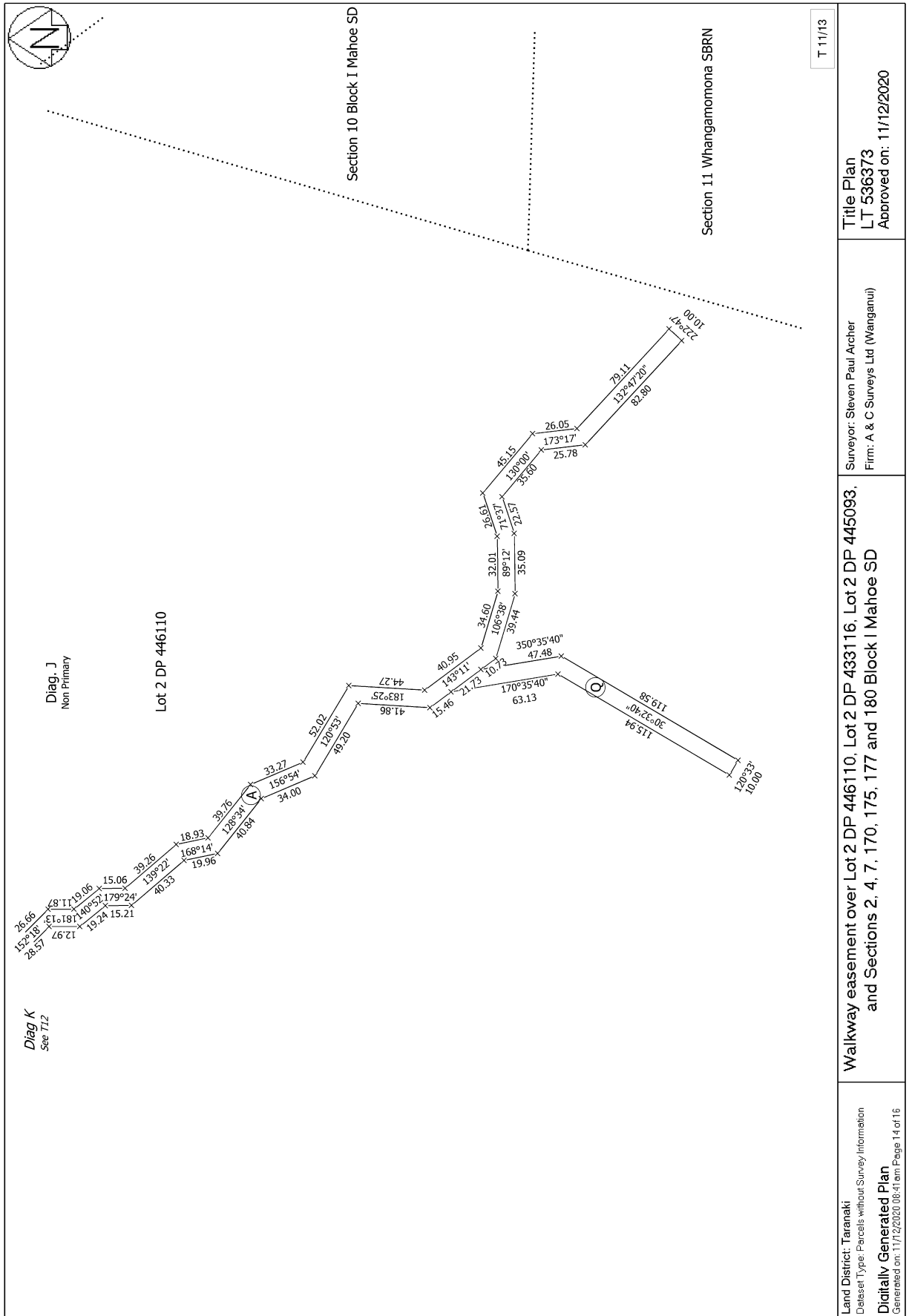
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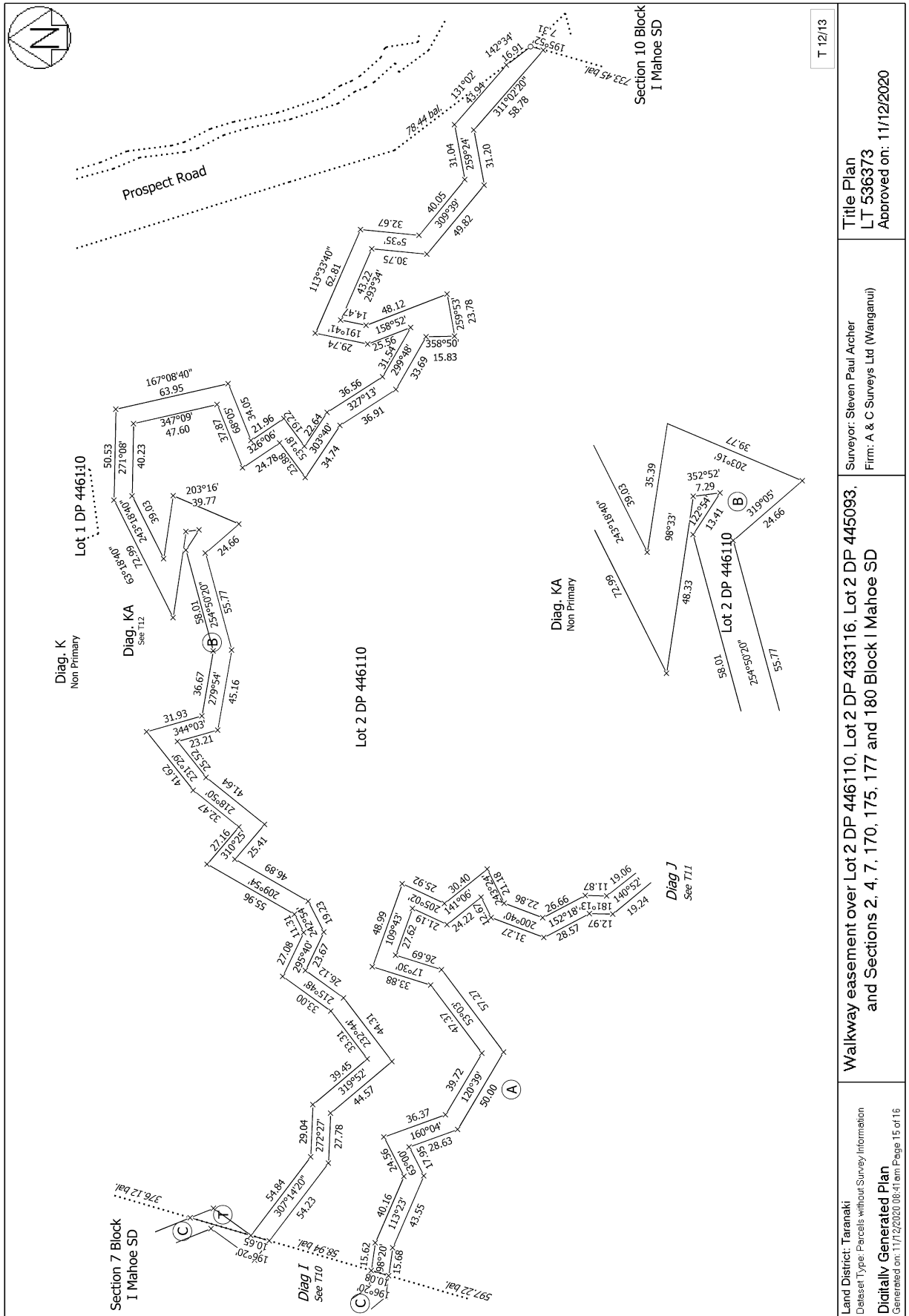
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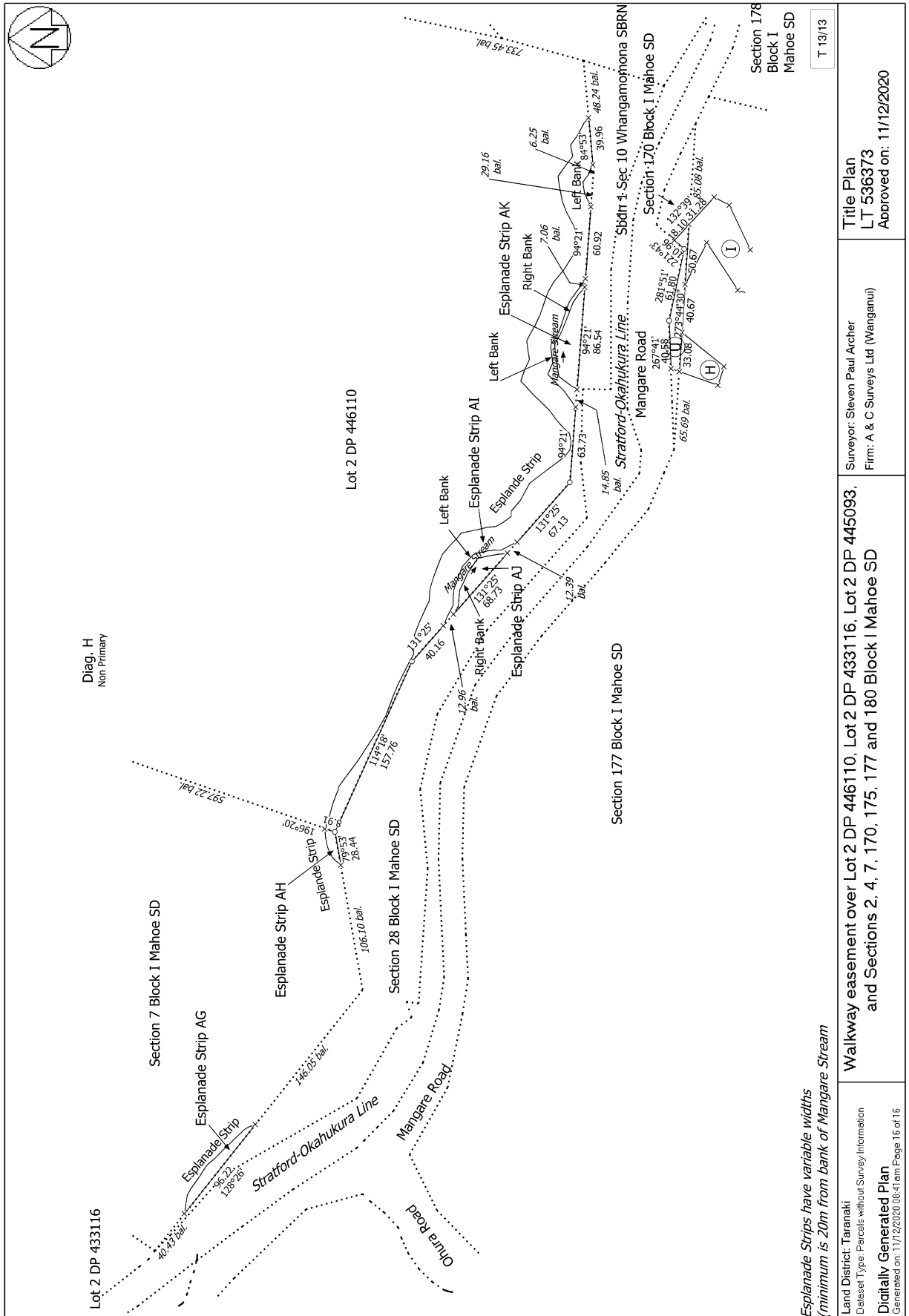
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Title Plan
 LT 536373
 Approved on: 11/12/2020

INFORMATION REPORT



F22/55/04 – D23/19984

To: Policy and Services Committee
From: Projects Manager
Date: 23 May 2023
Subject: Croquet Club Location Options

Recommendations

THAT the report be received.

Recommended Reason

This will enable the Council to consider the request by the Stratford Croquet Club to relocate their activity to a bigger council reserve, capable of accommodating up to 4 croquet courts.

Moved/Seconded

1. Purpose of Report

- 1.1 The purpose of this report is to present Elected Members with possible council reserve locations in the district, to enable further discussions to be held regarding the possible relocation of the Stratford Croquet Club (SCC) from their current home at the Victoria Park reserve.

2. Executive Summary

- 2.1 This report provides options for the committee to consider whether to support the relocation of the Croquet Club from its current location at the Victoria Park.
- 2.2 At the Public Forum held on Tuesday, 14 March 2023, the SCC requested that Council consider assisting the organisation to relocate from its current home at the Victoria Park reserve (**Appendix 1**), to a bigger facility able to accommodate **up to** 4 courts.
- 2.3 The current facility supports 2 courts, with no space for expansion. SCC considered that its membership had grown, and there had arisen a need for additional courts to support this growth.
- 2.4 Elected Members discussed SCC's request at the Ordinary Meeting following the Public Forum, where they instructed Officers, as a start, to investigate possible suitable Council-owned sites in the district.
- 2.5 Officers came up with the following 5 options:
- **Option 1:** Do Nothing. Retain the current situation for SCC;
 - **Option 2:** Re-locate the SCC to the Cassandra Reserve with the provision of two courts;
 - **Option 3:** Re-locate the SCC to the Victoria Park reserve with the provision of three courts;
 - **Option 4:** Re-locate the SCC to King Edward Park reserve, with the provision of four courts.
 - **Option 5:** Re-locate the SCC to King Edward Park (former TSB Pool) with the provision of four courts.
- 2.6 It is considered that relocating SCC from its current location in the Victoria Park reserve will free up space to allow further development of the Bike Park and Playground.

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 This application will support the promotion of social benefits to the community. The relocation of SCC will allow the club to grow its member base as well as provide opportunities to hold (or co-hold) tournaments and events.

4. Information Summary

- 4.1 Officers assessed seven urban reserves, to determine the number of Croquet fields each one could accommodate (**Appendices 2 - 8**).
- 4.2 Based on the attached figures, this Committee now has the necessary information to inform the next phase of their decision making. The reserves considered not suitable for the purpose of this request have been discounted and include the:
- Adrian Reserve;
 - Celia Reserve; and
 - Pembroke Reserve.
- 4.3 As with any increased level of service, any increase in the number of Croquet courts will attract additional operational expenditure in terms of maintenance and operations. While SCC currently pays \$420 p.a. to hire the Croquet courts, as per the current fees and charges, it is estimated that an additional \$30,000 annually will be needed to support the operations of an additional 2 courts.
- 4.4 It is noted that relocating SCC from its current location in the Victoria Park reserve will free up space to allow further development of the Bike Park.
- 4.5 Below are the 5 Options identified by Officers as capable of accommodating the SCC request.

Option 1: Do nothing - Retain the current situation for SCC (Appendix 1).

This could potentially limit the growth of the club and the associated opportunities to expand Stratford's main playground at Victoria Park.

For growth, SCC will need to explore other options. According to the New Zealand Croquet Association, there are examples around the country where clubs share facilities with other sporting codes e.g., Mount Maunganui share with the Bowling and Pétanque Club, but still have dedicated courts due to different grass types and holes left in the court from the hoops.

Option 2: Relocate SCC to Cassandra Reserve, provide 2 courts (Appendix 5).

This option will allow the Council to explore opportunities to expand the Victoria Park playground when required and expected to be a cost-neutral move.

This option will, however, be of no benefit to SCC, as there is no growth potential and does not fulfil the any of their objectives.

Option 3: Relocate SCC to Victoria Park, provide 3 courts (Appendix 6).

This option will allow the Council to explore opportunities to expand the Victoria Park playground when required, there is expected to be an additional annual operating cost component of approximately \$15,000 as a result of this move.

This option will provide growth potential for the SCC, allowing them to host club events.

Option 4: Relocate SCC to King Edward Park (next to Wai-O-Rua), provide 4 courts (Appendix 7).

This option will allow the Council to explore opportunities to expand the Victoria Park playground when required, there is expected to be an additional annual operating cost component of approximately \$30,000 because of this move.

According to the New Zealand Croquet Association, a minimum of eight courts would be required to host a national tournament, so having four courts in Stratford would allow SCC to co-host with another club in Hawera that also has four courts.

This option will provide growth potential for the SCC, allowing them to host club events. It will also provide opportunities to co-host regional and national events with clubs in Hawera and Eltham.

Re-locating SCC to this location will complete the transition of this section of King Edward Park into the Sporting Hub for Stratford, while creating Victoria Park (north of the lake) as the Play Hub for Stratford.

This option may however negatively effect future development of Wai o Rua – Stratford Aquatic Centre.

Option 5: Relocate SCC to King Edward Park (site of the former TSB Pool), provide 4 courts (Appendix 8).

The assessment of this option is similar to that of Option 4 above without the potential to infringe any future development related to Wai o Rua – Stratford Aquatic Centre.

5. Strategic Alignment

6.1 Direction

This report relates to providing a local public service for the Stratford community.

6.2 Annual Plan and Long-Term Plan

This report is consistent with Parks, Reserves and Cemeteries: Section 1.2 of the 2022/23 Annual Plan

6.3 District Plan

No applicable

6.4 Legal Implications

There are no legal issues or legal opinion is required.

6.5 Policy Implications

There are no policy issues or conflicts with Council policies.

Attachments:

Appendix 1	Option 1 – Existing location of the Croquet courts in the Victoria Park reserve
Appendix 2	The Adrian Reserve (one court)
Appendix 3	The Celia Reserve (one court)
Appendix 4	The Pembroke Reserve (one court)
Appendix 5	Option 2 – Re-location of SCC to the Cassandra Reserve (two courts)
Appendix 6	Option 3 – Re-location of SCC to the Victoria Park reserve (three courts)
Appendix 7	Option 4 – Re-location to King Edward Park (four courts) – Next to Wai-O-Rua
Appendix 8	Option 5 – Re-location to King Edward Park (four courts) – former TSB Pool



Prepared by
Steve Taylor
Projects Manager



Victoria Araba (endorsed)
Director – Assets

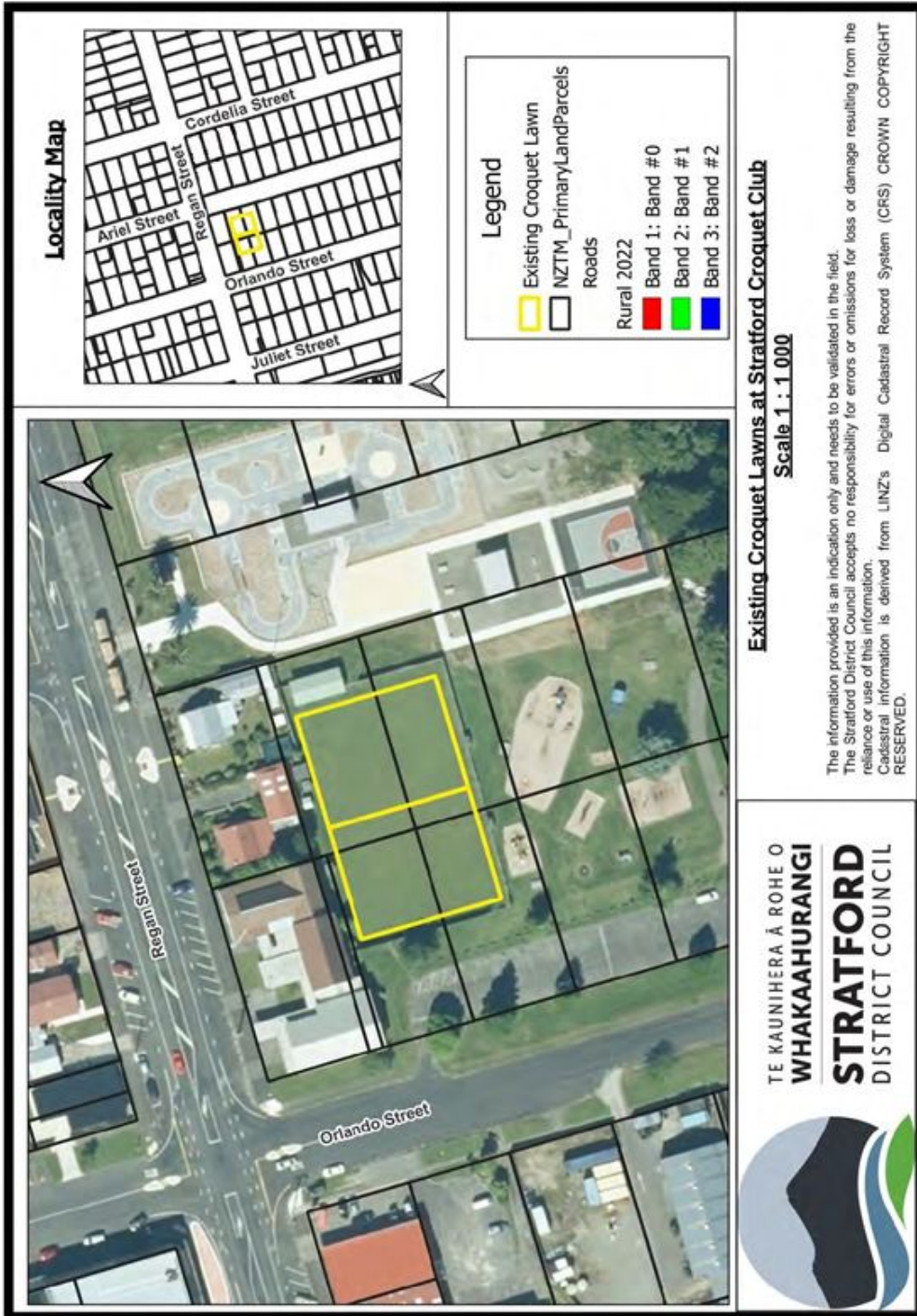


[Approved by]
Sven Hanne
Chief Executive

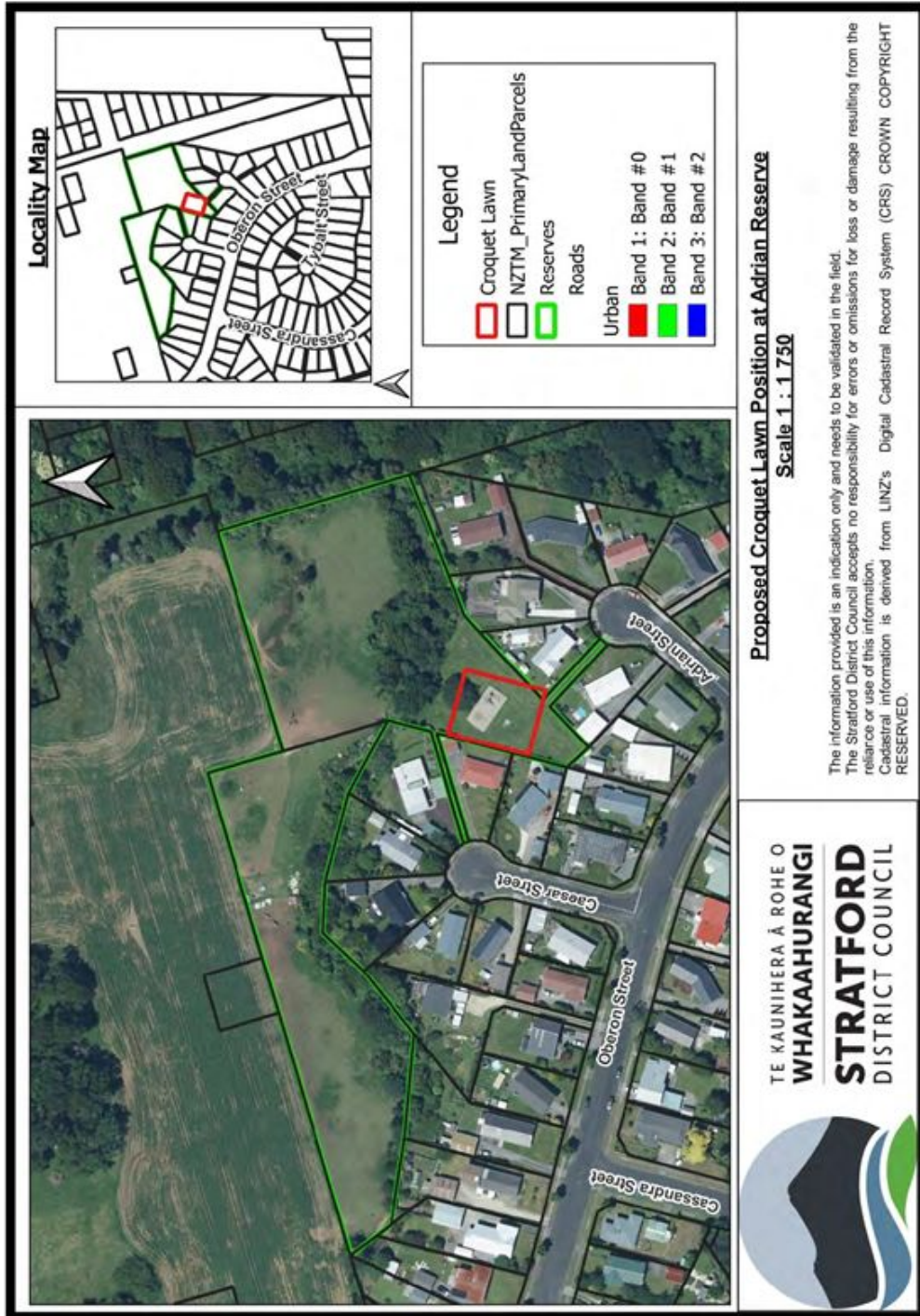
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APPENDIX 1

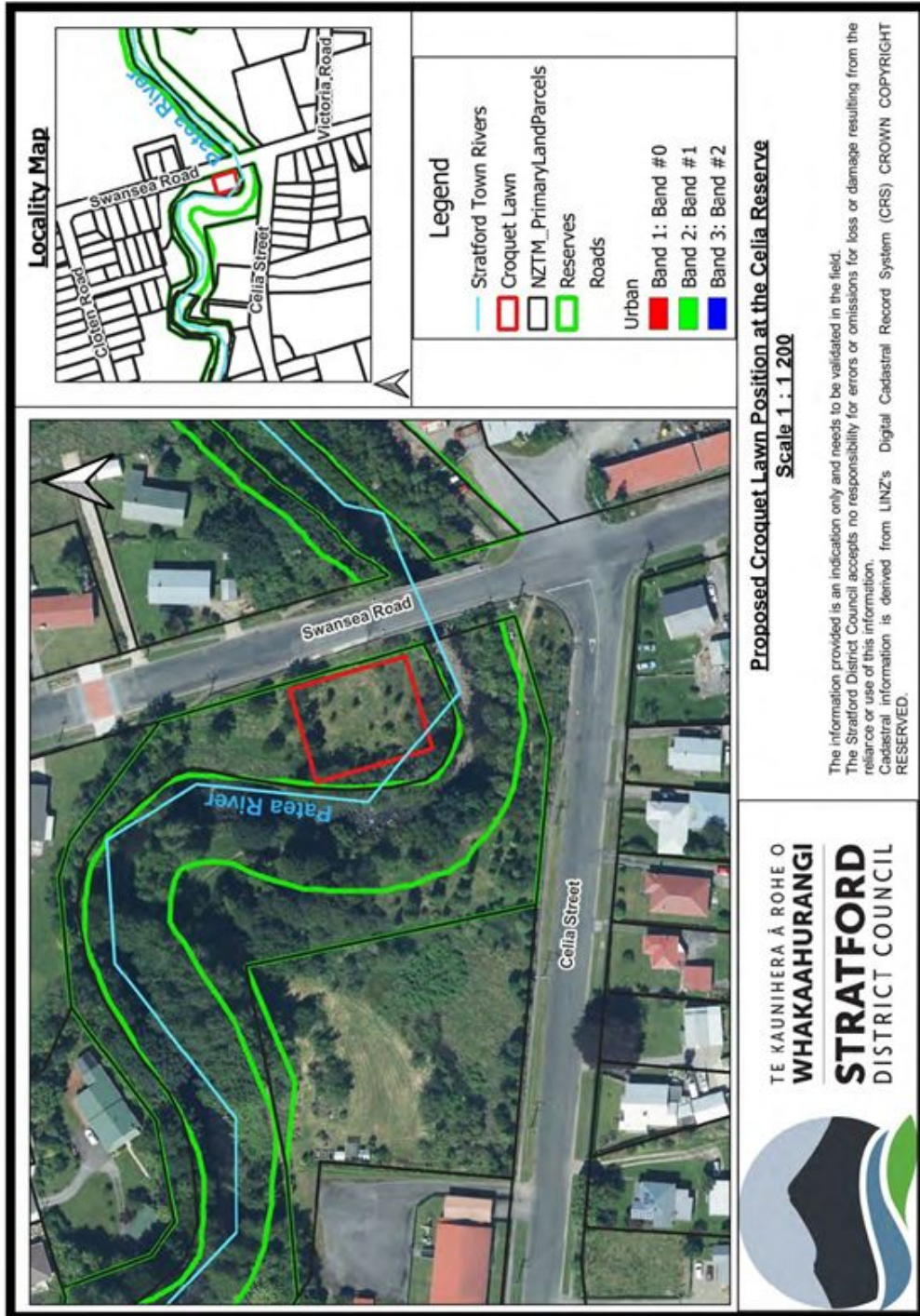
Option 1 – Existing location of Croquet Courts



APPENDIX 2 The Adrian Street Reserve



APPENDIX 3 The Celia Street Reserve

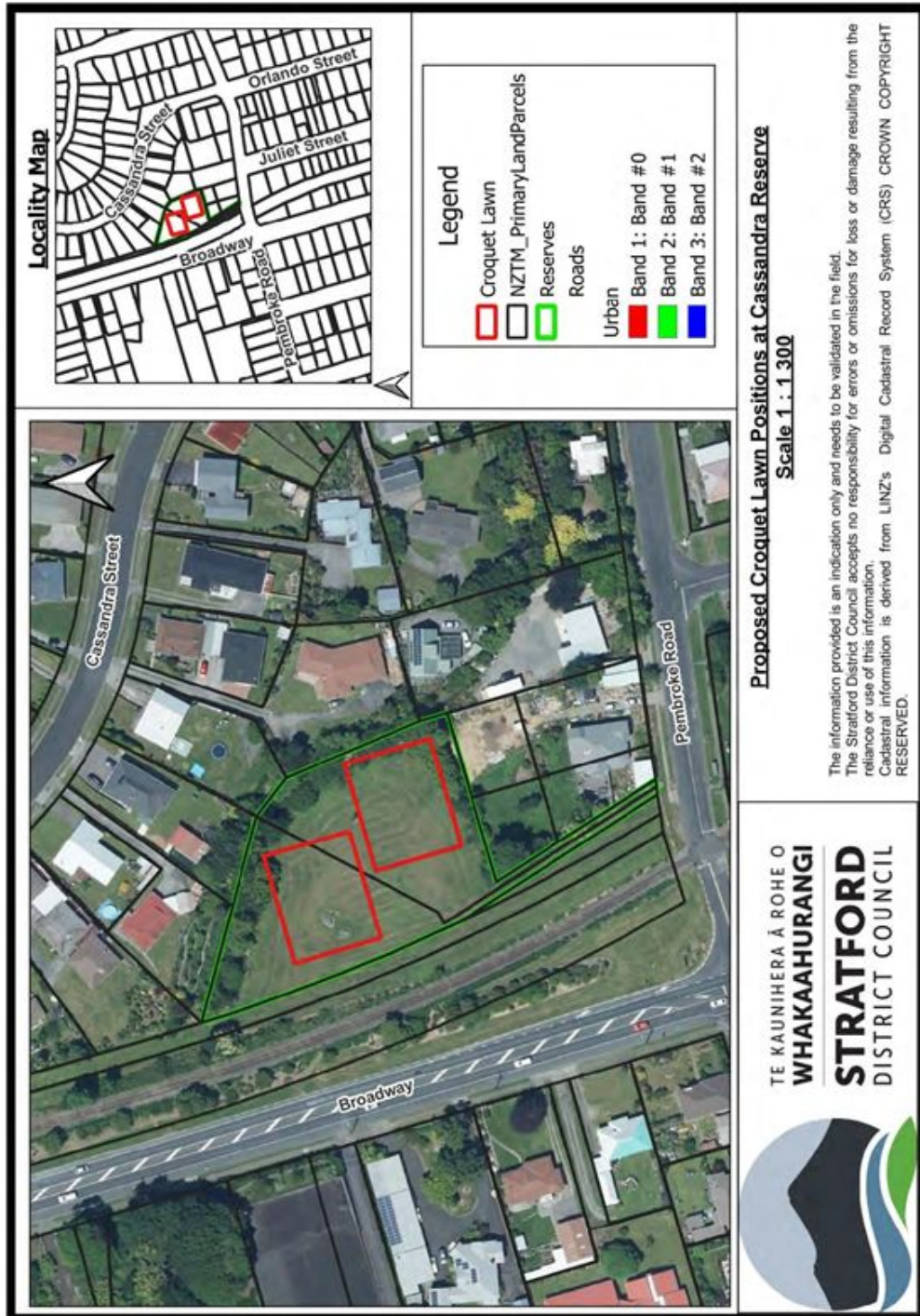


APPENDIX 4 The Pembroke Road Reserve



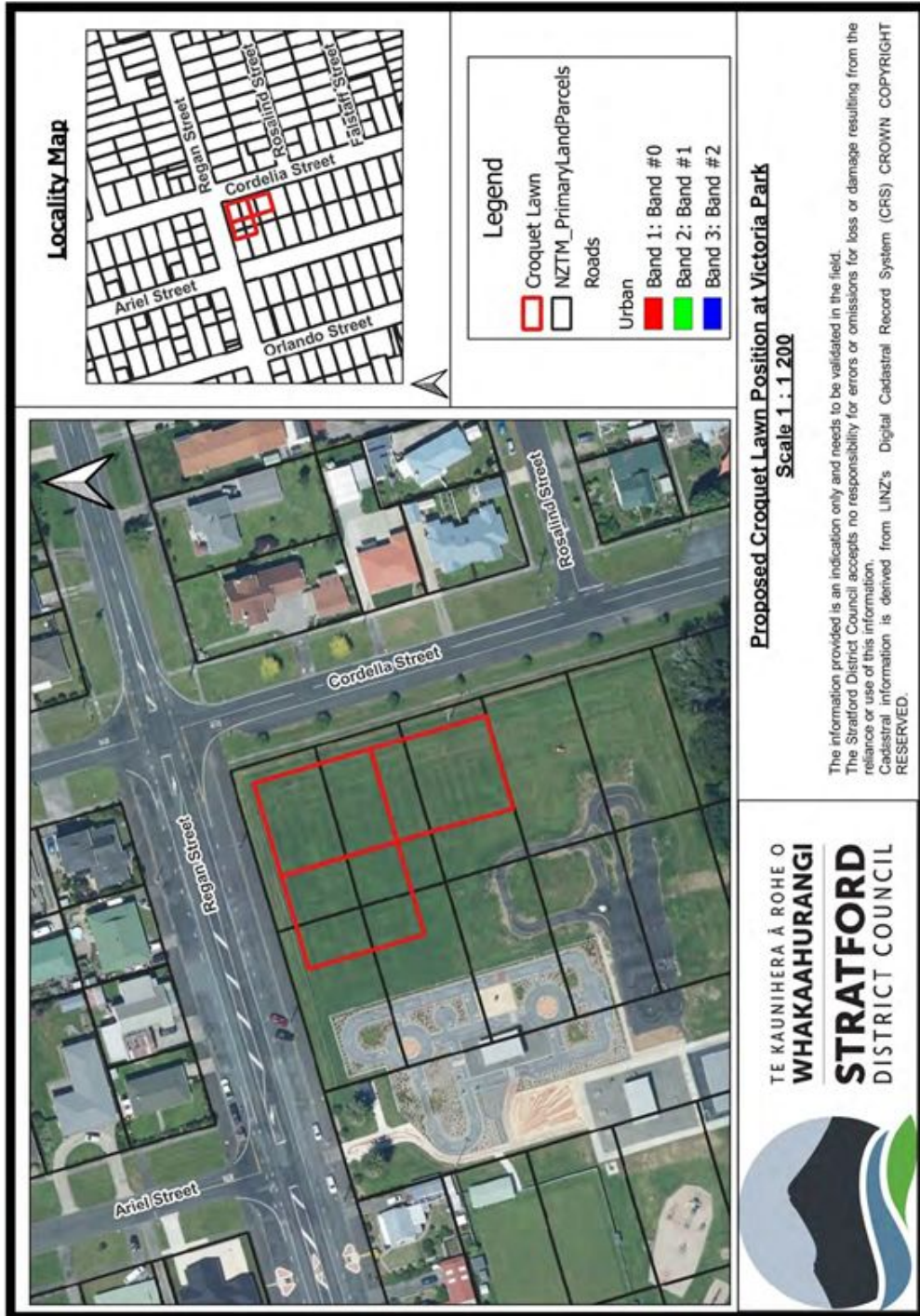
APPENDIX 5

Option 2 – Re-location of SCC to Cassandra Reserve (two courts)



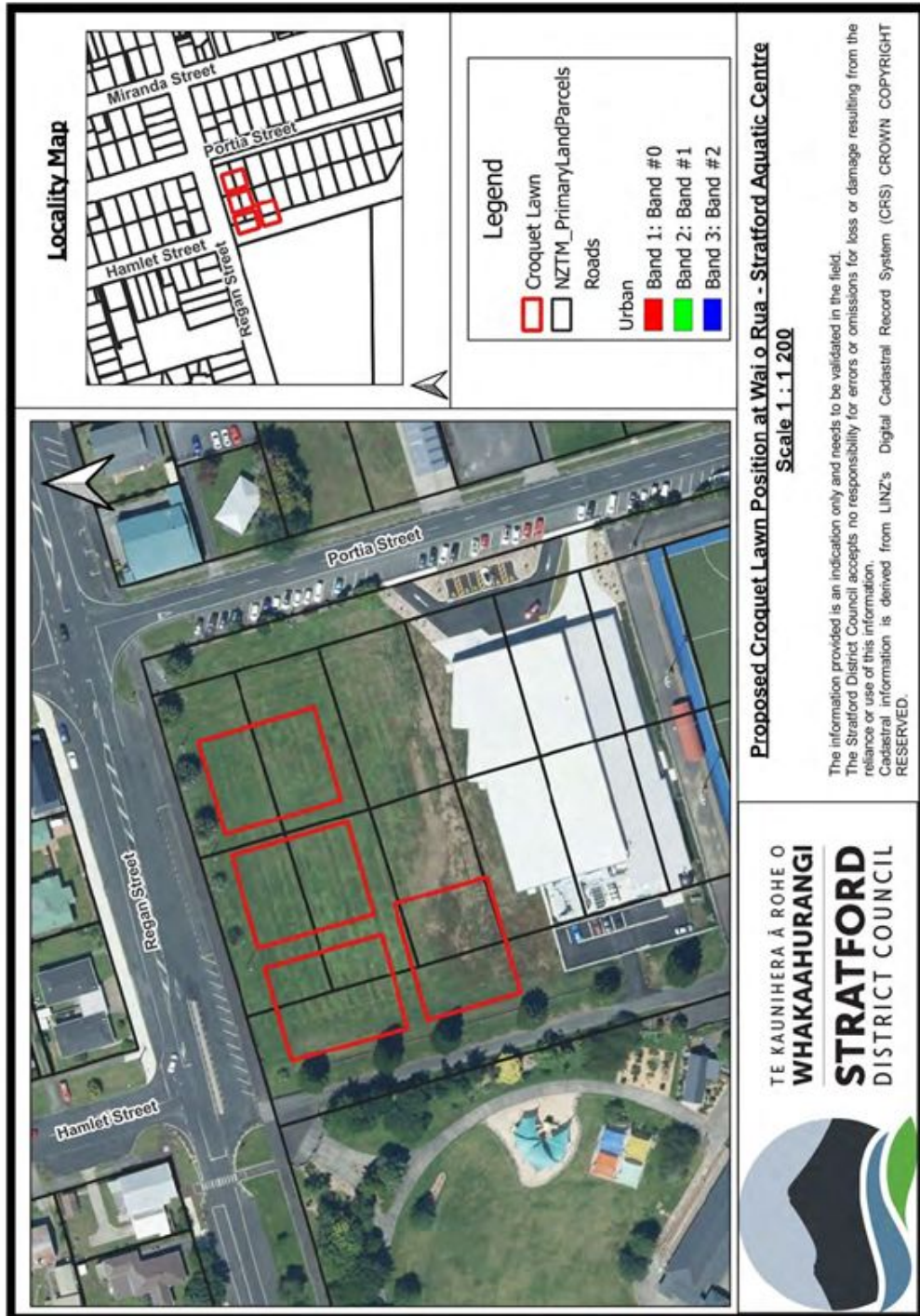
APPENDIX 6

Option 3 – Re-location of SCC to Victoria Park (three courts)



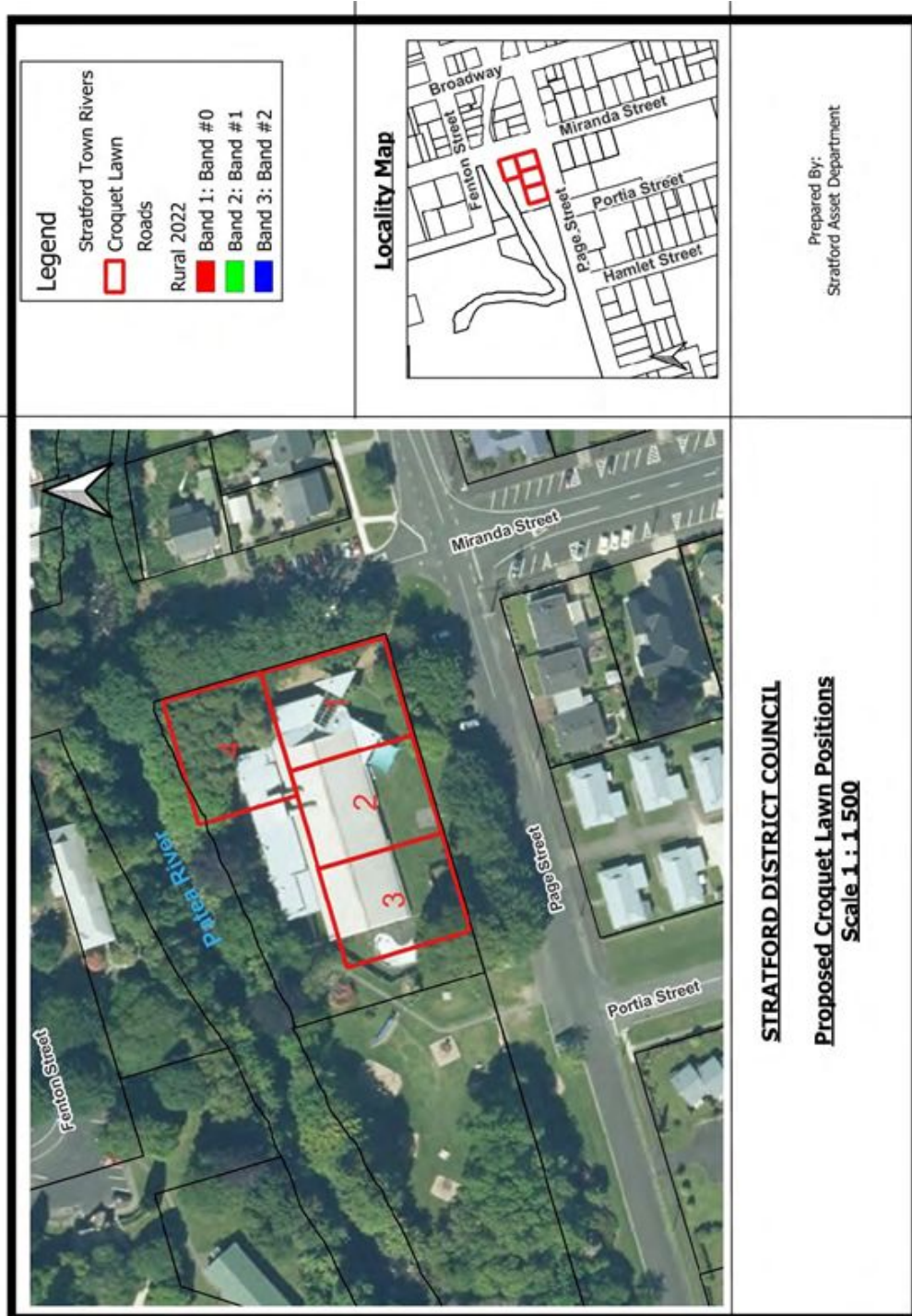
APPENDIX 7

Option 4 – Re-location of SCC to King Edward Park (four courts) – next to Wai-O-Rua



APPENDIX 8

Option 5 – Re-location of SCC to King Edward Park (four courts) – former TSB Pool



MONTHLY REPORT

Assets Department



F22/55/04 – D23/17999

To: Policy and Services Committee
From: Director – Assets
Date: 23 May 2023
Subject: Assets Monthly Report for April 2023

Recommendation

THAT the report be received.

/
Moved/Seconded

1. Highlights

Roading

- Pavement repair works continue on Brewer and Mangaehu Roads.
- **Road 2 Zero** improvement works outside Avon School have been completed.
- Work commenced at the beginning of April to repair the damage to the side walls of the Kiore Tunnel.
- Repair works to Dunn's Bridge on Opunake Road are underway; the diversion is expected to last for approximately 10 weeks.

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 show full compliance.
- Algal sampling of the wastewater is ongoing for the Diatomix project.

Trade Waste

- Trade Waste Consents – no new consents were issued.
- Esk Road disposal site continues to see an increase in use by operators.

Stormwater

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

Solid Waste

- Officers are developing proposed targets and actions to implement the proposed revised Waste Management and Minimisation Plan.
- Waste audits undertaken in April revealed 5.3% (12 no) red tags were issued.

Parks and Reserves

- Victoria Park Drainage reinstatement underway; Skate Park project works commenced.
- Whangamomona Septic Tank – Concept design report has been completed, works to start in the next financial year.
- Kopuatama Cemetery Entrance Upgrade – Request for Quote (RFQ) closed 4th May.
- Kopuatama Cemetery extension - Gazette notice was published on 13 April.

Special Projects

- Better off Funding and Transport Choices projects are underway. Tranche 2 of the Better off Funding package has been withdrawn following the changes to the Affordable Waters Scheme.

2. Roading

2.1 Level of Service and Performance Measures

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

Roading Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
Safe Roading Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. The number of DSI's for 2021/2022 was 6. Our target is 5 a reduction of 1.	-1	Achieved to date There have been two DSI crashes in the year to date. No further crashes have occurred during April 2023.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Not Achieved - 63% (as at 2021/22). A new survey is due in 2023/24.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Achieved - 94% (as at 2021/22). A new survey is due in 2023/24.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not Achieved ¹ The reseal programme for the year has been completed, a total of 16km (4%) has been sealed.
	Unsealed Road maintenance ² - The percentage of the unsealed road network that has been metal dressed.	≥7%	Achieved – 8%
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%	Not yet Achieved 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
Customer Satisfaction	• Roading Network	>80%	Not Achieved – The results of the survey over the last three quarters are: 29% (Q1), 33% (Q2), to 35% (Q3).
	• Footpaths	>80%	Not Achieved - The results of the survey over the last three quarters are: 58% (Q1), 57% (Q2), to 65% (Q3).

¹ Our target length for resealing is 20km per year. We have sealed 16km of the sealed road network this year. Two sites have been deferred to the 2023/24 programme due to pavement failures requiring attention. A 500m section Swansea Road outside the High School has been sealed in April, bringing this year's programme to an end.

²Our 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. No maintenance metalling was undertaken in April.

2.2 Customer Requests

A concerted effort has been made by the Roading Engineer to reduce the number of outstanding CRM's from 39 to four, three of which relate to abandoned vehicles. The other CRM relates to standing water on Cardiff Road

2.3 Routine Maintenance

Day-to-day maintenance activities continued throughout April 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 bins;
- Grading;
- Clearing water tables;
- Attending to fly tipping on Opunake Road– see Figure 1 below.



Figure 1: Two truckloads of rubbish collected from the road chip storage area on Opunake Road

2.4 Ready Response Works

There have been no call outs to incidents during April.

2.5 Capital Works

- **Fenton Street** – The area of road that was once the cycle lane was sealed in April. All the footpath works have been completed.
- **Swansea Road** – This project is now completed, following the resealing of the street and the application of the roadmarkings.
- **Opunake Road** - Repair works to Dunn's Bridge are underway, the diversion is expected to last until 5 May. Thereafter the road will be open from 6pm to 8am. The expected completion date for the improvements is 26 May, weather permitting. The contractor has requested an extension to construction period due to the wet weather.
- **Avon School** - Road 2 Zero improvement works are complete outside Avon School.
- **Mangaoapa Road**– Repairs to the Kiore Tunnel are in progress, along with constructing a retaining wall at an underslip located to the north of the tunnel. These works are

expected to take 10 weeks to complete. Width restrictions are being installed to prevent further damage by oversized vehicles driving through the tunnel.

- **Mangaehu and Brewer Roads and other Forestry Roads** - Works continue on these roads and are expected to be completed by the end of May. Cost estimate so far is \$192,337. Since the 1 July 2022, Council has spent approximately \$975,000 fixing numerous roads that have been used extensively by the forestry industry. Note that during this time, Fulton Hogan's loading shovel also suffered from vandalism, including the theft of lights, batteries and draining fuel from the diesel tank.
- **Climie Road– Diversion for SH3 Rehabilitation Works** - Following the diversion of state highway traffic onto Climie Road, to support the rehabilitation works on the SH3, Fulton Hogan assessed and identified \$75,000 of damage to the road. Whilst council will undertake the works using our maintenance contractor, the cost will be recovered from Waka Kotahi at 100%.

2.6 Building Consents, Resource Consents and LIMS

Roading assessments were made for a total of:

- 9 building consent applications;
- 1 resource consent applications; and
- 5 LIM reports.

2.7 Roading Activities

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

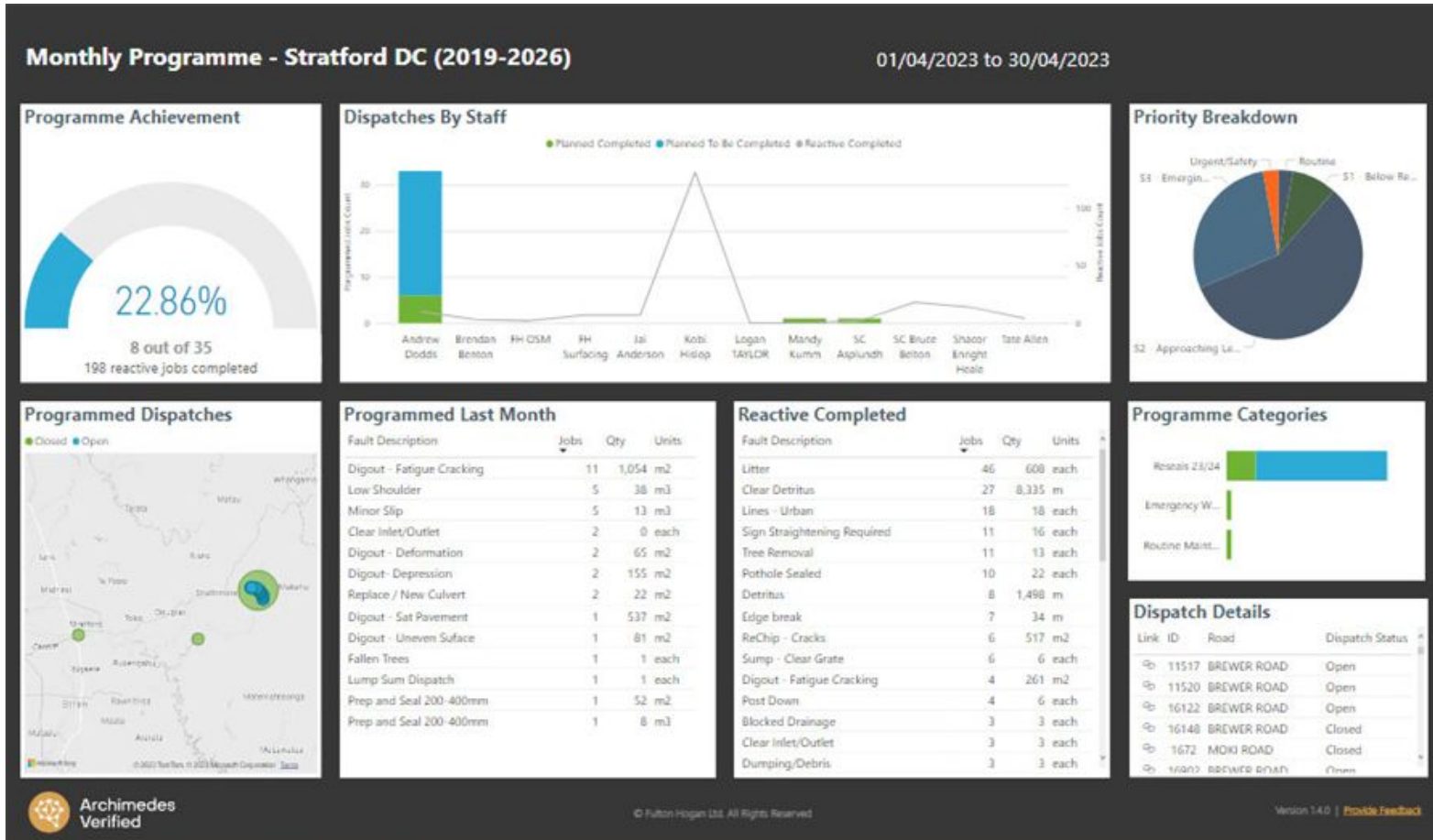


Figure 2: April 2023 Monthly Programme Achievement Chart

3. Services

3.1 Water Supply

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

Water Supply Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
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		
	• Attendance for urgent call-out	1 hr	Not Achieved 2 hr 17 mins
	• Resolution for urgent call-out	8 hrs	Not Achieved 14 hr 0 mins
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	Not Achieved 2 days 2 hrs 31 mins
	• Resolution non urgent call-out	5 working days	Achieved 3 days 5 hrs 31 mins
	Unplanned Disruptions - The performance measure target for disruptions.		
	<ul style="list-style-type: none"> • Minor disruptions (between 5 and 50 connections affected) • Major disruptions (more than 50 connections affected) 	< 5 <2	Not Achieved 7 Achieved 0
Demand Management	Water Consumption – The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured*
Customer Satisfaction	Number of complaints – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:	<32	Achieved
	• Drinking Water Clarity;		1
	• Drinking Water Taste;		0
	• Drinking Water Odour;		0
	• Drinking Water Pressure or Flow;		0.6
	• Continuity of Supply		0.6

Level of Service	Performance Measure	Target	2022/2023 YTD
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

3.1.1 Operations

April Response Times

As per Elected Members' request, the April response times were as follows:

- Urgent Attendance Response – Achieved in 9 minutes (Target - 1-hour);
- Urgent Resolution Response – Achieved in 2 hours 6 minutes (Target - 8-hours);
- Non-urgent Attendance Response – *Not* Achieved in 2 days 18 hours 52 minutes (Target – 2 day); and
- Non-urgent Resolution Response – Achieved in 4 days 14 hours 57 minutes (Target – 5 days).

Water Treatment

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

Water Reticulation

- Minor leaks were experienced around tobies within Stratford.

3.1.2 Capital Works

22/23 Watermain Renewals

Broadway watermain renewal (between Romeo St and Celia St) has commenced.

Water Treatment Plant Upgrade

- The replacement of the Pātea raw water delivery line and the associated grit removal tank is progressing.
- Generator has been delivered to Stratford and is being stored until the concrete pad and shed are built; quotes for the works have been received and accepted.
- The raw water analyser equipment quotes have been received and one supplier has been chosen.

3.1.3 Building Consents, Resource Consents and LIMs

Assessments were made for a total of:

- 10 Building Consent applications;
- 1 Resource Consent application; and
- 6 LIM reports

3.2 **Wastewater**

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

Wastewater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
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 1.11
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0
	• Convictions.		0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hour	Not Achieved 6 hrs 19 mins
	• Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	8 hours	Not Achieved 8 hrs 2 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Not Achieved
	• Sewage odour		0.38
	• Sewerage system faults		12.2
	• Sewerage system blockages		5.5
Trade Waste Complaints Response times	• Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.	2 working days	May – 1 - Achieved
Trade Waste Consent Processing	• Percentage of trade waste consent applications processed within 15 working days.	100%	Achieved

3.2.1 Operations

April Response Times

As per Elected Members' request, the April response times were as follows:

- Sewerage Overflows Attendance – Achieved in 16 minutes (Target – 1 hour);
- Sewerage Overflows Resolution – Achieved in 2 hours 15 minutes (Target - 8-hours).

Wastewater Treatment

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

Wastewater Reticulation

- A private contractor at a composting facility on Victoria Road displaced a manhole cover under a compost stockpile which caused treated wastewater to discharge to land, council contractors redirected the flow back into the bunded site and undertook to rectify the damage and compost blockage within the pipeline. The costs have been on-charged to the compost site operator and the stockpiles are to be moved away from the manhole riser.
- A logging truck washing down at the Stratford saleyards effluent dump station caused a blockage. Council contractors cleared the blockage and the costs have been on-charged to the company responsible.

Health and Safety

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

Oxidation Pond Influent and Effluent Sampling

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

3.2.2 Capital Works - Wastewater Treatment Upgrade

- Algal sampling of the wastewater is ongoing for the Diatomix project.
- Bird scaring operations are ongoing.
- Requests for fencing proposals have been advertised on GETS, due to close mid-May.

3.2.3 Matters Outstanding

- There are no matters outstanding for this reporting period.

3.3 Trade Waste

The following provides a summary of Trade Waste Activities for the month of April:

3.3.1 Trade Waste Consents

- No new consents were issued.

3.3.2 Trade Waste Consent Holders

- Programme to inspect and sample operators continues. Since a number of operators rarely use (or have never used) the Esk Road facility, some sampling has not always been able to be completed within timeframes specified in their consents.
- Esk Road disposal site showed an increase in use over the April reporting period compared with previous months.

3.3.3 Permitted Activities

- Planning for audit of grease management systems in high-risk food premises is ongoing. This is to confirm compliance with the permitted activities within the district.
- A scoping investigation was undertaken for a local funeral home embalmer to determine if conditional consent required to discharge waste. Following an assessment and laboratory testing it was determined that no consent is required at this point but will be monitored going forward.

3.3.4 General

- Diatomix project update – ongoing monitoring continues with no exceptions to report.
- Further Water New Zealand (WNZ) online training for the Trade Waste Officers was completed. Backflow training has now been 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. 		
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. A large void was discovered behind a sump off Celia Street caused by two collapsed pipes feeding the sump, Council contractors undertook to repair the pipe and back-fill the void.
- There were no health and safety incidents during this reporting period.

3.4.2 **Matters Outstanding**

There are no matters outstanding for this reporting period.

3.5 Solid Waste

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

Solid Waste Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2022/2023 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (phh) (municipal kerbside collection only) (kgs per annum)	<600kg	Achieved YTD 540kgs.
	Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only).	>20%	Achieved to date - average monthly result YTD 24.8% (March achieved 23.0%)
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>80%	Not achieved- to date*

* As per the Customer Satisfaction Survey Verbatim Report April 2023, 53 comments were recorded. 25% of these were *positive*; 32% were neutral with suggestions for improvements i.e.: green-waste, organic waste and expanding services to rural areas. 43% were negative with 93% directed to our regional contracted services, i.e., Inconsistent pickups and drivers' actions around damaging bins.

3.5.1 Planning – Strategies, Policies, Plans and Bylaws

The Sustainability Project

- The Sustainability Advisor is developing a 4-year work plan that will incorporate a sustainability policy, strategy and carbon assessment.

The WMMP Project

- Officers are preparing the **draft** Targets and Actions Council's Waste Management and Minimisation Plan (WMMP), for discussion at a workshop with Elected Members.
- The last round of consultations was completed in April. The Education Officer met with a representative from the Department of Conservation (DOC). Their major interest is how the Council will manage and minimise/eliminate the incidence of fly tipping in the district, education and better enforcement. They were also keen to see better management of waste entering our waterways. Consultation with Iwi and Hapu groups was conducted on 28th April.

- **Waste Levy Contestable Fund** - Applications for the \$25,000 *Waste Levy Contestable Fund* closed on 10 March 2023, with application requests totalling over \$57,000.00. The *Waste Levy Advisory Group* selected five applications to be funded, totalling \$24,270.00. The priority being given to those projects that diverted the greatest amount of waste from landfill and involved and engaged the community.

3.5.2 Contamination Levels Kerbside

- A total of two hundred and twenty-five (225) bins were audited in April with twelve (12) red tags and thirty-five (35) amber tags issued (Figure 3).
- The issued red tags correspond to only 5.3% which does not align well with the indicated contamination rate at the materials recovery facility (MRF) however this may also be due to an intensive education and monitoring program in place over March and April having an effect.

3.5.3 Contamination Report from the Materials Recovery Facility (MRF)

Reports were received for audits conducted showed that contamination rate in

- November 2022 was 16.74% contamination; and
- January 2023 was 23.0% contamination rate.

Officers are not receiving regular data from the MRF and are in ongoing talks with EnviroWaste.

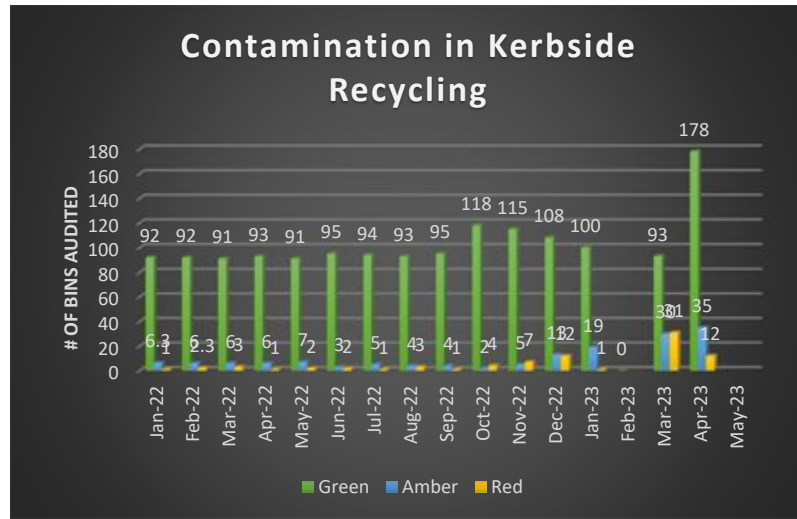


Figure 3: Contamination rate of recycling bins. Please note that due to lack of a Bin Auditor, Jan and Feb figures are lower than actual; April figures are more representative.

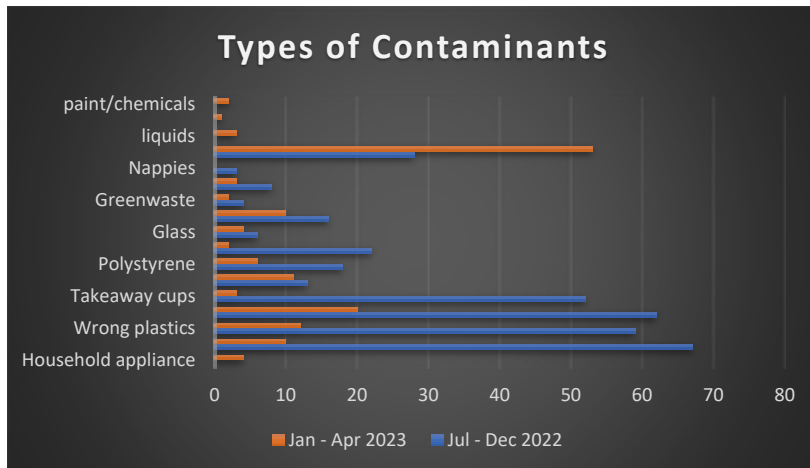


Figure 4: Most common types of contaminants – Comparison Jul-Dec 2022 v Jan- April 2023

3.5.4 Waste Minimisation - Current Initiatives

- The Education Officer is developing resources for schools to incorporate into their *STREAM*³ curriculum.
- Two waste minimisation events were held in April:
 - The 1st *My Walk-in Wardrobe* event was held in Stratford on 16 April. A total of 18 stallholders attended with 802 items (average of 45 items per stall) with a sales average of \$568.25 per stall (turnover of over \$10,200.00). Officers have negotiated two more of these events for 2023. These are 29 July - winter wardrobes and 28 October - Spring/summer wardrobes. This event supports the recycling and repurposing of textiles, shoes and fashion items.
 - The 2nd *Repair Café* event, ran with the support of Council, was held on the 29 April. Community Committee has been formed to run future events. This event saw 33 items brought in for repair. 21 items were fixed on the day, with volunteers repairing another 6 items at a later date, a conversion rate of 81%.
- **Bintainers** – Officers are considering the use of 'bintainers'⁴ to replace the recycling station used at community and sporting events in the district.

³ Science, Technology, Robotics, Engineering, Art and Mathematics

⁴ *Bintainers* are easily identifiable and branded bin covers for events

3.5.5 **Education Strategy** – The Education Strategy has been drafted and is ready to be workshopped and adopted in mid-2023.

3.5.6 **Recycling Bin Service Suspensions**

- Currently one property has a bin suspension notice in accordance with Section 12.6 of the Solid Waste Management and Minimisation Bylaw. Bin services are restored at the expiry of the 3-month suspension period however this property is on their third suspension and the bin will be retained until Council is confident that it will be used correctly (clause 12.7 Solid waste management bylaw service reinstatement).
- A second bin suspension notice has been issued 29 April however as this is their first suspension the service will resume at the end of July.
- In April five properties received second notifications about contaminated recycling with the main contaminants being soft plastic, lids left on bottles and food scraps. These contaminants were a focus in 2021/2022 and the message seems to have slipped. A new education plan will start in May targeting these problematic types.

4 **Property**

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

The Customer service request history for the property activity is shown in Figure 5 below.

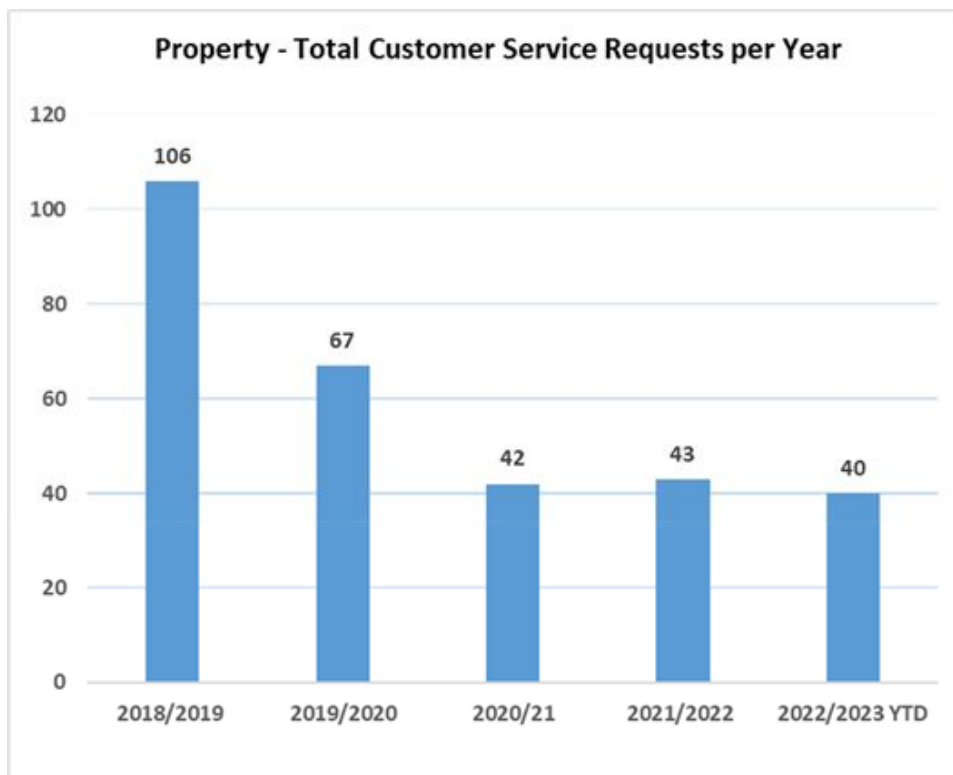


Figure 5: Customer service request history – Property – April 2023

Capital Works Programme

Below is a summary of capital projects update.

- The TET Multi Sports Stadium *Entrance Door and Gymnasium Door Upgrade* – The Request For Proposal (RFP) is due to close on the 11 May, 2023;
- The Percy Thomson Building *Roof Replacement Project* – Pricing received and are discussions ongoing with the Percy Thompson Trust;

- Farm race kerbing - Quotes are currently being sought for this work.
- Seismic Reports have been received for the:
 - War Memorial Centre (WMC) building – Detailed Seismic Assessment (DSA);
 - TET stadium building - DSA;
 - Clock Tower (Glockenspiel) – Initial Seismic Assessment (ISA); and
 - TSB Pools – High Level Seismic Assessment (HLSA).

These reports show that all buildings are risk-prone, being below 34% New Building Standard (NBS) for their respective Importance Level (IL) categories. A report is before the Audit and Risk (A&R) Committee to gauge the Council’s risk appetite and guide the next steps.

4.1 Aerodrome

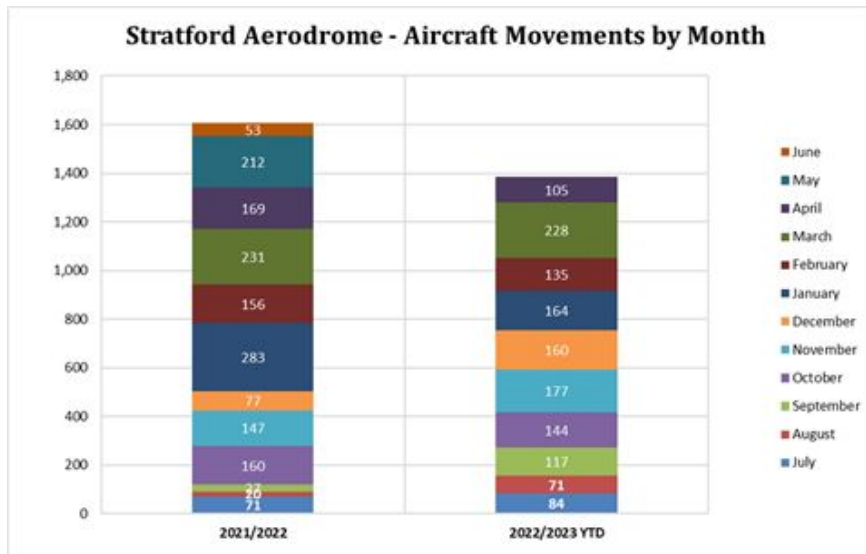
A summary of Aerodrome activities in April include:

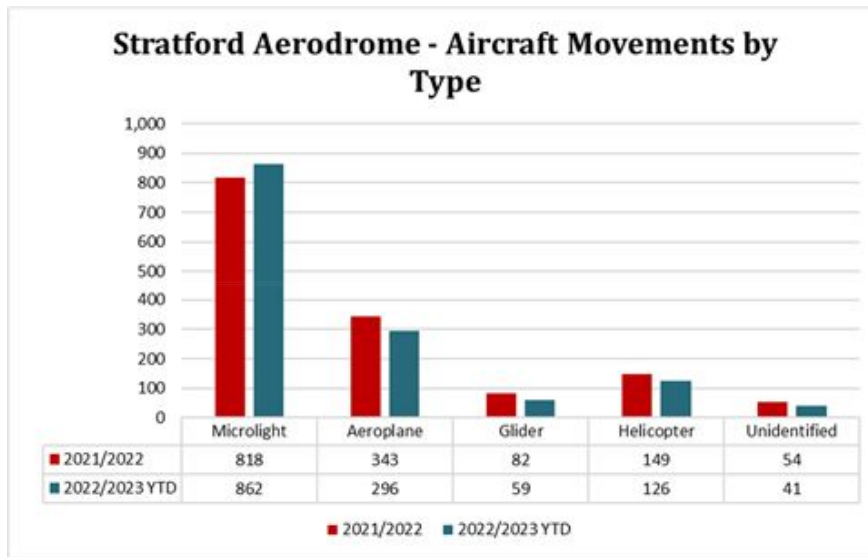
- The next Aerodrome User Group (AUG) meeting will be held on 24 May, 2023, where a Aerodrome Safety Committee will be established.
- Rabbit Control will be commencing in May 2023.
- Building consent for the Aero club’s new hangar has been approved and construction has commenced.



Figure 6: New Aero Club hangar construction in progress

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;
- TET Stadium
- 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.

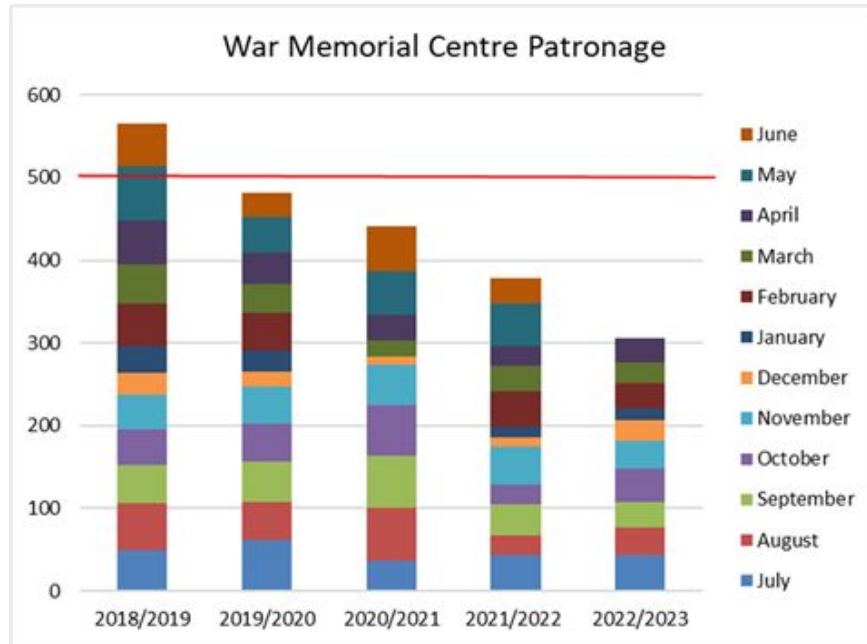
Level of Service	Performance Measure	Target	2022/2023 YTD
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%	100%
	Annual booking of War Memorial Centre.	>500	306
	Annual booking of Centennial Restrooms.	>200	193
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%	93%
	Annual Occupancy rate.	>95%	100%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>80%	89%

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

4.2.1 Housing for the Elderly

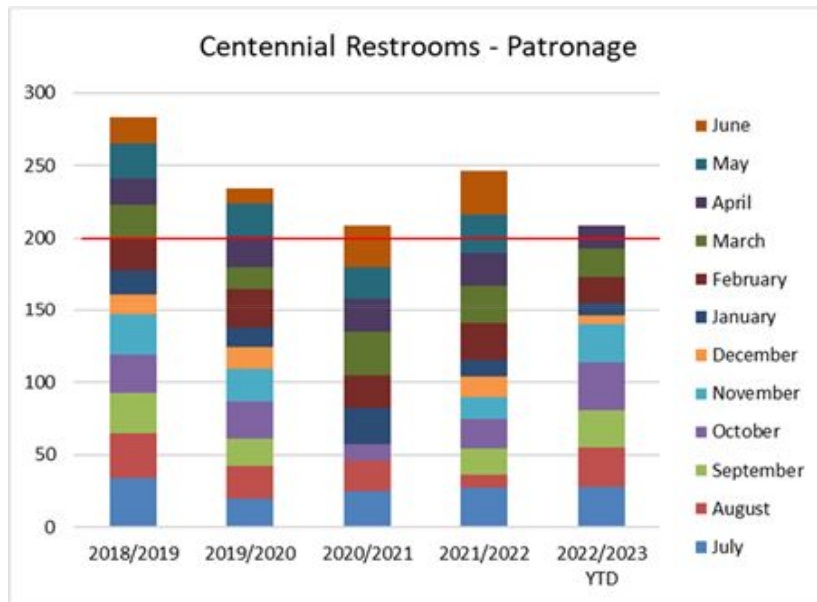
The current occupancy rate for the month of April is 100% and therefore achieves the performance measure of >95 %.

4.2.2 War Memorial Centre



Five bookings were cancelled during the month of April.

4.2.3 Centennial Restrooms



Two bookings were cancelled during the month of April.

4.3 Rental and Investment Properties

The Council's Rental and Investment Properties are:

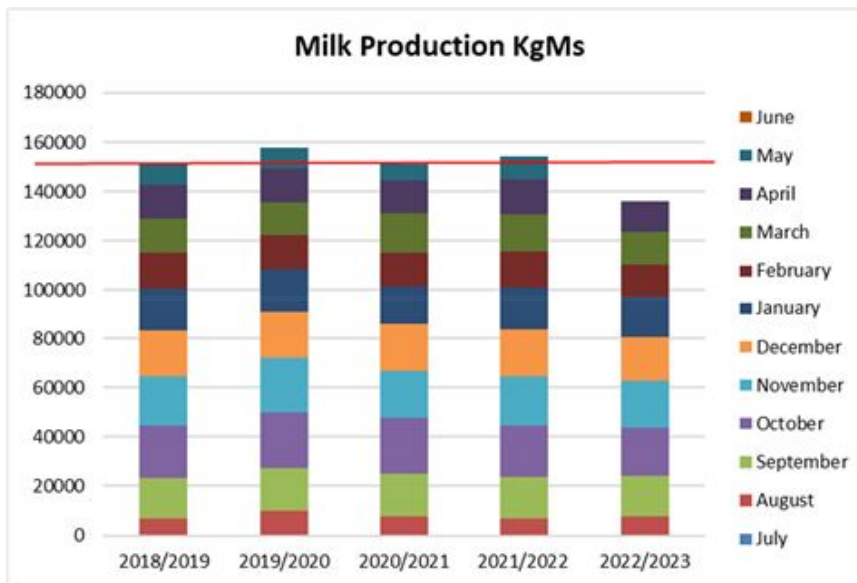
- the Farm;
- the Holiday Park (operated by a third party, with a formal lease on the land); and
- Rental properties (urban and rural land, and commercial properties).

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

Level of Service	Performance Measure	Target	2022/2023 YTD
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg	136,148.1 kg
The Council is meeting national Environmental standards.	The Council farm's Environmental Plan is reviewed annually	Compliance	Expected to achieve
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5	0

4.3.1 The Farm

- Riparian plants for this season have been ordered and will be available for planting at the end May
- During the month of April, a total of 12,560.3 KgMS was produced, which brings the overall total production to 137,325.1 KgMS. This is a 6.1% decrease from last season.
- The history of the Farm milk production is shown in the chart below.



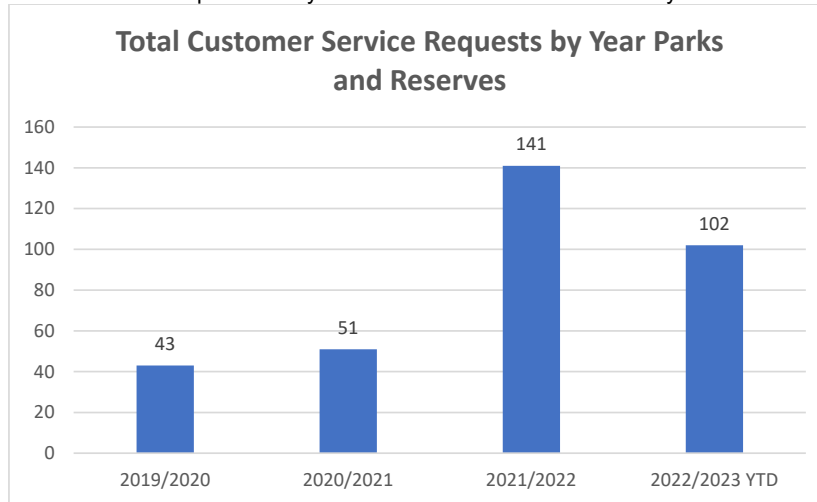
5. Parks and Reserves

The performance of Council's parks and reserves activities are measured using the targets shown in the table below. Measurement is done annually and reporting at the end of the financial year.

The Arboretum project, in conjunction with the Percy Thomson Trust, is nearing completion.

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	102
	Percentage of Stratford residents satisfied with:		
	Parks;	>80%	92%
	Sports fields;	>80%	83%
	Cemeteries.	>80%	70%
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	Full Compliance	Full compliance
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	Full Compliance	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	30
Structures	9	2	32	14
Sports grounds	3	5	5	5
Playgrounds	1	1	14	6
Cemeteries	5	5	11	9
Street Trees	11	15	24	21
Walkways	11	13	31	17
Total	43	51	141	102

6. Capital Projects

Progress updates on some of Council's key projects, as at **30 April 2023**.

6.1 Wai O Rua Stratford Aquatic Centre

Construction is complete. The building is in its *Defects Liability Period* until October 2023.

6.2 The Whangamomona walkways

The walkway on the left side of Mangaere Road (around the lake) is complete, with signage installed in late March 2023. This is now open to the public.

Taranaki Trails Trust has requested for Council to be the Controlling Authority for the Mountain Bike Trail from Mangaere Road to Whangamomona. Officers are considering all associated cost and risks associated with this request. This is presented at item 9 of this agenda.

6.3 Better off Funding

The Council has been allocated \$2.57 million (Tranche 1) of the \$2.5b support package, as part of the *Three Water Reforms* – a package intended to support councils to ensure they are not worse off due to the reforms process. The \$7.70 million Tranche 2 funding has since been withdrawn by Central Government as a result of the changes to the *Affordable Waters Reform*.

The Tranche 1 projects are underway and include:

- The Brecon Road Extension – discussions with potential consultants and Waka Kotahi is ongoing.
- Town Centre Development including the Prospero Place and Broadway Beautification – Project team has been established to oversee concept designs. Smaller Project teams will be determined once projects are finalised.
- Skate Park development – Construction of a Skate Bowl is underway. An overall concept plan is under development to create opportunity for external funding.
- Victoria Park Drainage Project – Construction is complete, with reinstatement underway.
- Enabling Wastewater Infrastructure for the Stratford Park – Modelling of existing capacity in Stratford's wastewater network is underway, to allow an impact assessment on the existing network. This is an on-going contract, with completion due in 2026.

6.4 Connecting our Communities Strategy

Consultation on the Connecting our Communities Strategy closed on 19 August and feedback from the public and identified stakeholders received. Evaluation of Feedback from the consultation is underway, including discussions with Waka Kotahi for the Interim Speed Management Plan. This strategy will also incorporate Waka Kotahi's direction for encouraging alternative modes of transport, and projects approved for the Transport Choices Package fund (final EOI). A revised strategy is expected to be finalised in June 2023.

6.5 Transport Choices Package

The Minister of Transport announced a \$350 million package for Road Controlling Authorities to fast-track projects that will help reduce Vehicle Kilometres Travelled (VKT). Stratford District Council successfully applied for \$7.8 m for schools' safety improvement works and \$180k for *Bikes in Schools* Project for the three urban schools.

The Council's project has been nominated as a '*Flagship*' School project featuring the school safety improvements and the reallocation of road space to connect the three Primary Schools. This is to be supported by the introduction of *Bikes in Schools* installations. The project is to be delivered in phases and stages, commencing with Stage 1 of Phases 1 & 2 - the other stages will be included in our Walking and Cycling Strategy Implementation Plan and implemented as funds are available.

Specialist consultants have been procured and an overall network plan was independently reviewed to determine the best routes and priorities. Regular meetings with Waka Kotahi are being held to better understand the projects to align with Central Government's objectives and targets. Scoping, facilitated by Waka Kotahi, is underway for many of the projects. Concept designs are being finalised for some projects.

A Communication Strategy is being developed to guide stakeholder engagement. Consultation has concluded for traffic calming treatment outside Stratford Primary School - 2 responses were received and feedback from Waka Kotahi will be incorporated in the final design. Regular meetings with Waka Kotahi are being held to better understand the projects to align with Central Government's objectives and targets. Scoping, facilitated by Waka Kotahi, is underway for many of the projects. Concept designs are being finalised for some projects.

An Evaluation and Monitoring Plan is being developed as part of the reporting requirements to Waka Kotahi. Meetings were undertaken in March and April with the three primary schools to help determine needs and barriers to walking and cycling in Stratford. A questionnaire will be developed in Term 2 to determine how students travel to school and why.

All projects are expected to be completed by June 2024.

7. Resource Consents

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

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



Victoria Araba
Director - Assets



[Approved by]
Sven Hanne
Chief Executive

Date 16 May 2023

MONTHLY REPORT

Community Services Department



F22/55/04-D23/18465

To: Policy and Services Committee
 From: Director – Community Services
 Date: 23 May 2023
 Subject: Community Services Monthly Report – April 2023

Recommendation

THAT the report be received.

 Moved/Seconded

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e., Community and Economic Development, Communications, Library and Visitor Information Centre, Pool and Service Centre. The Long-Term Plan 2021 - 2031 sets the performance measures for these activities and this report presents, in tabular form, the progress measured to date against the target for each performance measure.

1. Highlights

- School Holiday Programme – participation numbers across activity and facilities
- Wai o Rua and Stratford Library and Visitor Information Centre - patronage

2. Community and Economic Development

Performance Measures (*Performance Measures in bold*)

	Target	2022/23 YTD
Deliver or facilitate community events	>5	Achieved - 19
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)

This month the SDYC held a team building and training camp out at Te Wera on 1 April. The day included; team building exercises, learning about Stratford District Council from District Mayor Neil Volzke, reviewing and amending their terms of reference and completing thought exercises.

On 4 April SDYC held their AGM where new roles were appointed;

- Co-Chairs – Zoe Pitcher and Victoria Payne
- Secretary – Achim Hanne
- School Liaison's – Ciara Staines-Hurley and Tatjana Hanne
- Media Representative – Lara Abraham
- Games Co-Ordinator's – Justin Salisbury and Ellie Brady.

School Holiday Programme

- SDYC funded a free movie (Super Mario Brothers) for children 18 and under at the TET Kings Theatre. This has become an annual activity and continues to be very popular. Ticket allocations exceeded the 100 free entry limit that

resulted in the Theatre increasing and covering this to allow for greater participation. In total there was just under 150 children that attended the free movie session. The Theatre deemed it a great success as it also resulted in high sales from food and drink purchases and ticket sales for those over 18 years.

- SDYC On the Bus, attendees were taken to ZEAL in New Plymouth who had the choice of participating in a hip hop/learn to dance workshop or an art workshop. The session finished with a series of hip-hop dance routines and the art class participants showcasing their work through video performances and storytelling of their art creations.

Upcoming meetings and events:

- Youth Week 15-21 May
- SDYC Ordinary Meeting followed by the Project meeting – 6 June, 4.30pm

2.3 Civic and Community Events

Completed:

- Shakespeare Festival (Council supported) 1 – 15 April
- School Holiday Programme 10 – 21 April
- Anzac Day Commemoration Dawn Service – 25 April

Coming Up:

- Youth Week 15-21 May

2.4 Community Projects and Activity

2.4.1 Mayors' Taskforce for Jobs (MTFJ)

Registrations

	April	YTD
Young People Registered	8	95
Businesses Registered	2	28

Employment

	April	YTD
People placed into employment	4	42*
Young people who are employed but require assistance with upskilling	1	17
Young people registered onto programme and straight in study	0	13
People who received support and found work themselves	3	29

*total number has been adjusted if comparing to the March report due to three individuals not achieving the three month sustainable outcome.

Highlights

Workforce coordinator joined the Taranaki Taiohi Collective. This group assists in connecting groups working with young people across Taranaki. The groups includes representation from; Ministry of Social Development, Wisegroup, Tui Ora, NPDC and the YMCA alongside many others. April's meeting highlighted several challenges including;

- lack of housing for young people in emergency situations
- lack of youth obtaining a driver licence
- mental health support in an emergency
- youth disengaging in school from 12-years-old or younger.

General Statistics and Observations

- The programme needs to achieve 8 more sustainable placements to meet the contractual obligation of 50 total placements.
- Apprenticeship opportunities are slowing down especially in construction as the industry is slowing. There is also concern amongst businesses that the slowing

of the economy is making it harder for business to take on apprentices or any new employees. Apprenticeship opportunities that are being advertised are for small one-man band operations.

- The increase in minimum wage has also been noted as a deterrent to employers taking on staff without any previous experience. Some businesses have indicated they have taken on staff closer to retirement or past retirement due to them being skilled and experienced.

2.4.2 Community Relationships Framework

Stratford Business Association

Placed on hold until after the section 17a reviews are completed.

Taranaki Pioneer Village

No change from previous month update.

2.4.3 Stratford Strategies and Town Centre Plans

Stratford 2035 project teams have been established with meetings underway. No change from previous month update.

2.4.4 Economic Development Strategy

A discussion with elected members on the strategy will be scheduled in the coming months to confirm direction and future aspirations.

2.5 Funding

2.5.1 Creative Communities Scheme

The Creative Communities Scheme Committee met on 26 April to determine funding allocations for the recent round. Nine applications were received and eight were successful in receiving funding, totalling \$9,814.00. Expressions of interest for new committee members has been advertised in April and closes 12 May 2023.

2.5.2 Sport New Zealand Rural Travel Fund

The recent Sport New Zealand Rural Travel funding round received eight applicants, seven were successfully provided funding for their chosen activities, totalling \$12,325. The next funding round opens in October 2023.

2.5.3 Toi Foundation

The recent application resulted in SDC receiving \$180,000 to support annual event activity and primary school swimming lessons.

2.6 Positive Ageing

The committee has been experiencing ongoing challenges with loading and approving payment in the new TSB system. To assist, it has been confirmed that the Community Development Manager and Community Development Officer has been provided with delegation on behalf of the committee to complete this process when necessarily.

Upcoming meetings and events:

- Positive Ageing Ordinary Meeting: Wednesday 14 June, 10.30am
- Positive Ageing Forum: Thursday 27 July, 10.30am-12.30pm

2.7 Stratford Business Association

Memberships	
New	
Current total	144

Upcoming workshops:

- **Monday 22 May, 5:30pm** - *Mindfulness as a way of life - How 'mindful business' can change the way you relate to stressful times*
- **Wednesday 7 June, 12noon** - *Welcome to your Creative Process - 5 steps to understanding your creative style in business*
- **Thursday 22 June, 8:00am** - *Mindset for success - Understanding two ways of thinking in business*

Upcoming BA5 events:

- Wednesday 17 May – Stratford Park
- Wednesday 21 June – Govett Quilliam (Stratford)

3. Communications

3.1 External communications







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

Focus for April:

- Anzac Day commemorations
- Select Dog Ownership process and responsible dog owner reminders
- School Holiday activities
- Shakespeare Festival
- Sustainable Fashion Market – My Walk in Wardrobe
- Antenno App
- Repair Café is back
- Free technology classes at the Library
- Prospero Markets
- Creative Communities Scheme committee member expressions of interest
- Public notices (Meeting schedule –April & May, Easter Opening Hours, Temporary Road closures for Anzac Day and Celia Street, Applications for Select Dog Ownership Open)

3.2 Digital channels

April snapshot:

Website	Social Media
 <p>7,400 ↑1,700 Users</p>	 <p>14 New Facebook followers /stratforddistrictcouncil 4,093 people follow Council's page.</p>
 <p>22,649 ↑1,893 Page views</p>	 <p>15,464 ↑90% People reached The number of people who saw any of Council's posts at least once this month.</p>
 <p>11,177 ↑2,019 Total sessions (visits) A session is the period of time a user is actively engaged with Council's website.</p>	 <p>1 New Instagram followers /stratford_nz 1,091 people follow Council's account.</p>

3.3 Official Information Requests

For the 2023 calendar year, Council has received 26 Local Government Official Information and Meetings Act (LGOIMA) requests.

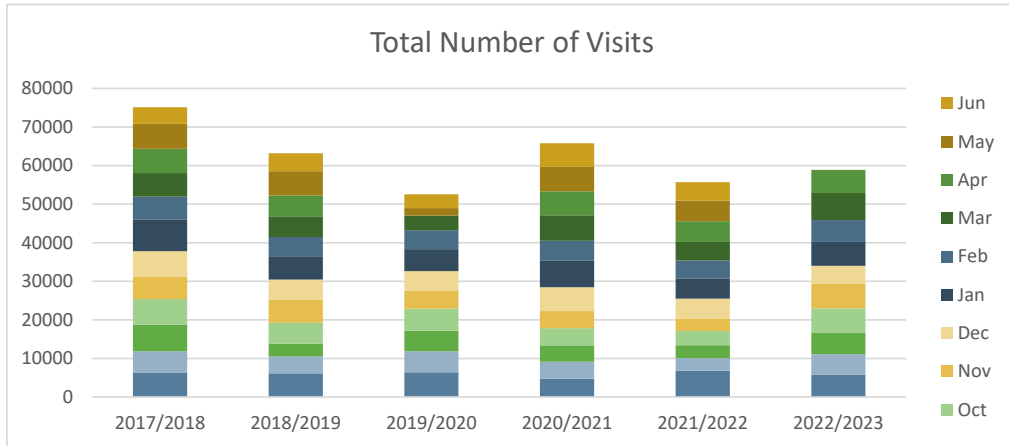
The below table includes the LGOIMA's received for the month of April 2023

Date Received	Query	Requested by	Due Date	Date Responded	Days to Respond
11/04/2023	Taxpayers Union	Office space, working from home and stationary	10/05/2023	17/04/2023	4
18/04/2023	Rowena Bendall	Consents for a neighbouring property's shed	17/05/2023	21/04/2023	3
18/04/2023	Graham Smith	Settlement House prices	17/05/2023	19/04/2023	1
18/04/2023	Stacey Harrison - Tauranga City Council	Capital Projects commitment / capacity	17/05/2023	12/5/2023	17
18/04/2023	Toby Marsh - University of Canterbury student	Sites and Areas of Significance to Māori	17/05/2023	21/04/2023	3
20/04/2023	Taxpayers Union	Music Licenses	19/05/2023	27/04/2023	4
24/04/2023	Taxpayers Union	Suspensions	23/05/2023	4/05/2023	7
24/04/2023	Taxpayers Union	Graphic Design	23/05/2023	4/05/2023	7
24/04/2023	Taxpayers Union	Redundancies	23/05/2023	4/05/2023	7
24/04/2023	Lorna-Marie Hobo	Wai o Rua - Stratford Aquatic Centre statistics	23/05/2023	11/05/2023	12
27/04/2023	Simon Bendall	Consent process details for a Stratford property	25/05/2023	10/05/2023	9




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	6,982
Percentage customers are satisfied with the Information Centre	>80%	
Number of items (including digital) issued annually	>40,000	51,778
% of library users satisfied with library services	>80%	
Number of people participating in library events and programmes	>1,200	2,778



Visitors/Users per service

Service	April	Year to date (2022/23)
 Information Services (brochures/maps/ event tickets etc)	459 ↓188	3,317
 Vehicle/Driver licensing	575 ↓219	6,982
 Programme and Events	456 ↑36	2,778

Library services - Items Issued

Service	April	Year to date (2022/23)
 In person	4,385 ↓520	46,114
 Online	529 ↓92	5,664

Programme/Event Users

Age group		April	Year to date (2022/23)
65+	Seniors	29 ↓25	263
18+	Adults	53 ↓6	473
13-17	Secondary School	0	0
5-12	Primary School	314 ↑55	1288
<5	Pre-School	29 ↓20	528

4.1 **Highlights for April**

- The major focus for April was the school holiday programme which was extremely well attended. Activities were based on the five senses – touch (slime), taste (sherbet), smell (scented candles), sight (rock painting) and hearing (musical instruments). 294 tamariki attended events in the library over the school holidays.
- Some wonderful contributions for the Wall of Poppies community art installation were received. This was assembled in the corner of the Kōwhai room.
- A Qualmark assessment of the site services was undertaken in April. A full report is expect in May, however, initial feedback was positive.
- Groups using the library as a meeting space during April included the Justice of the Peace service desk, the Northern Health School, Hāwera Budget Advice, Ngaruahine Iwi Health Services, Te Aho o Te Kura Pounamu, (formerly known as The Correspondence School), Te Pūkenga and Workbridge as well as the regular craft, book and writing groups. The library continues to be a valuable hub for the Stratford community.

5. **Pool Complex****Matters Outstanding**

Item of Matter	Meeting Raised	Response
Expected revenue from the new lane hire fee	Policy & Services 18 April 2023	Email response provided on 4 May 2023 (attached)
Clarification on opening the outside door would increase power consumption	Policy & Services 18 April 2023	Email response provided on 4 May 2023 (attached)
Halt of further spending on the pool	Policy & Services 18 April 2023	Noted. There are however activity with suppliers and contractors already underway and are under contractual obligation to complete.

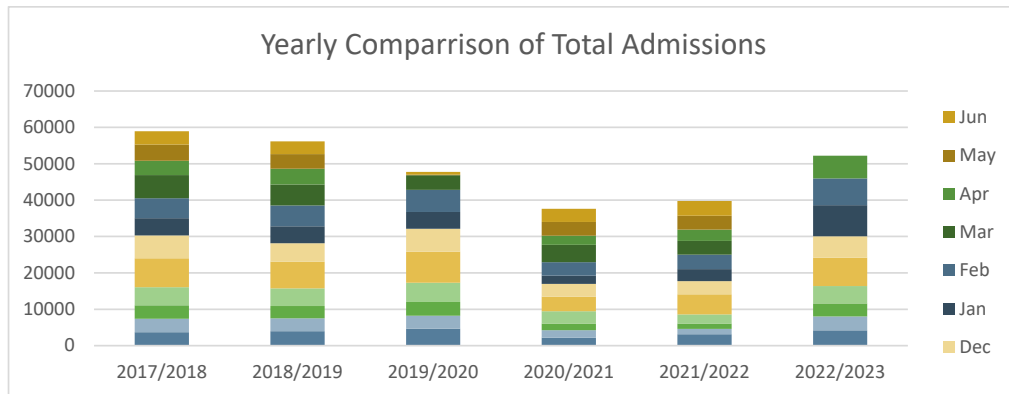
Level of Service Category	Performance Measure	Target	2022/23 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	73
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
	Pool Safe accreditation is met	100%	100%
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	52,238

5.1 Highlights for April

- April saw 6,263 patrons through the facility.
- The facility was busy over April with planned school holiday programme activity and external full facility bookings. This included;
 - the easter hunt on April 10 that saw 243 patrons engage in the activity
 - water safety awareness programs including, Safe Boating and River safety
 - External facility booking for Vertical Horizons school holiday programme that saw over 200 people through the facility
- During this time the facility also hosted the Central Taranaki Safe Community Trust swimming lessons. These lessons run every school holidays and are fully funded for those that wish to participate, this saw just over 150 admissions over the whole week

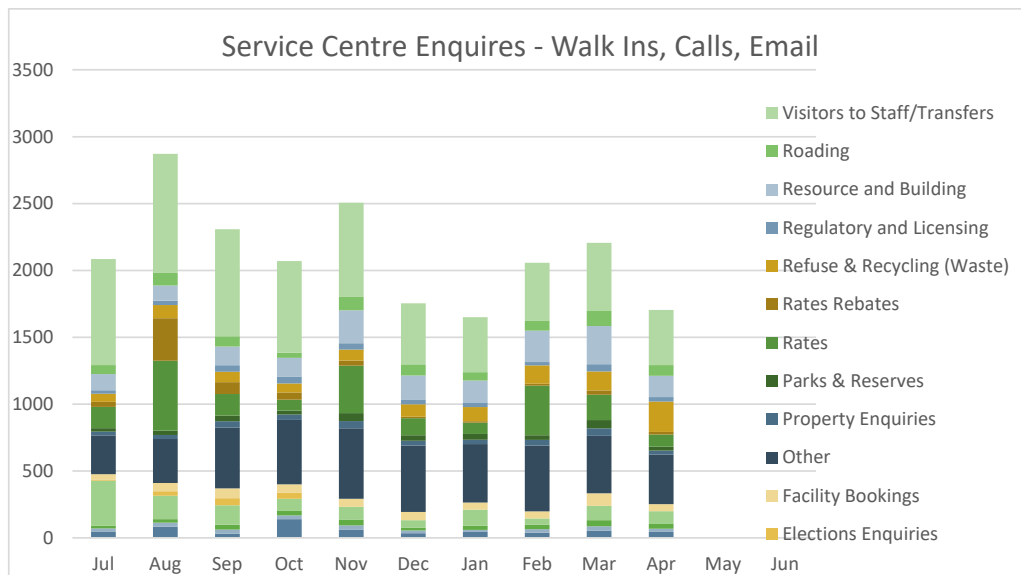
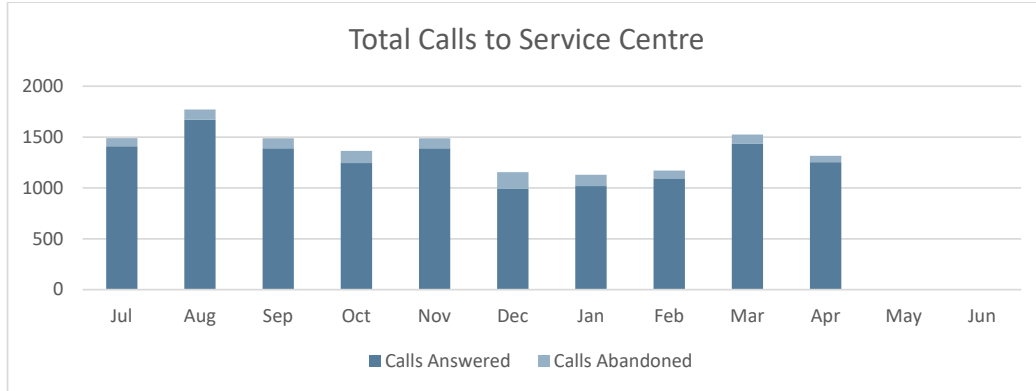
New Activity

- To maximise the use of the facility, officers are developing a range of programmes and activity to cater for various groups within the community. This includes;
 - Additional group fitness classes that target and/or partner with agencies who support the ageing population 65+
 - Introducing reduced sensory quiet hour sessions



6. Service Centre

Calls coming into the Service Centre have been quieter over April. However, the centre did receive over 120 CRMs due to general refuse bins not being collected on their scheduled days. Another 40 CRM's have been entered for split bins and to investigate missing bins as well as an additional 20 CRM's logged for repairs on bins. A combined total of 228 counter Walk Ins, calls and emails been received for this service.



Attachments:

Appendix 1 Email responding to Matters Outstanding

Chade Julie
Acting Director - Community Services

[Approved by]
 Sven Hanne
Chief Executive

Date: 16 May 2023

Appendix 1



Chade Julie
To: NZ_Stratford_Councillors_External; NZ_Stratford_Councillors_Internal
Cc: Sven Hanne; Tiffany Radich; Erin Bishop

☺ Reply Reply All → Forward ...
Thu 4/05/2023 11:56 AM

Kia ora,

Question: What is the expected revenue from the new lane hire fee

- The answer is \$25,000 (gst ex) which is based on the assumption of approx. 29 lane hour bookings per week, give or take. You should be able to find this in your resource centre as it was included in the annual plan fees and charges pool presentations.

Question: Can you provide clarification on opening the outside door and if it would increase power consumption

- The facility was designed as a controlled environment and opening the doors (occasionally or for longer periods of time) would certainly increase power consumption as the automated system would try to mitigate the changes caused by the open doors. It is however not possible for us to estimate an approximate financial or energy consumption increase as the system was simply not designed for this scenario. More significant than the increase in power cost would be that it would fundamentally affect the system's ability to operate and maintain the desired air temperature and it would likely take hours after a disturbance for this system to return to a balanced operation including air temperature and filtration – or in extreme cases require manual intervention. It would also impact water temperature, water heating cost and evaporation – which is all part of the controlled environment.

One of the exit doors has been opened to support an event once before, however, this was for a short period of time and not intended as a long term solution or extended periods of time. We consider the impact reasonable and manageable where it supports a large event for a limited period of time, however the impact from causal outdoor use would go against the design parameters of a modern pool.

Furthermore, accessing the facility from the park side would significantly add to grass and dirt being brought into the facility which will impact overall ambience, cleaning and water clarity and filtration.

Ngā mihi

Chade Julie (Pronounced Chad)
Acting Director - Community Services
Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

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MONTHLY REPORT

Environmental Services Department



F22/55/04– D23/15596

To: Policy and Services Committee
From: Director – Environmental Services
Date: 23 May 2023
Subject: Environmental Services Monthly Report – April 2023

Recommendation

THAT the report be received.

/
Moved/Seconded

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

1. Overview

Sixteen applications for building consent were received in April 2023. These included five log fires, one relocated dwelling, one pole shed, one accessory building, seven new residential buildings and one new commercial building. There were also a further three amendments to existing building consents, one exemption from requiring a building consent and one application was withdrawn.

Now that the number of applications for both building and resource consents has reduced, officers are making some improvements to processes and systems. Officers are currently reviewing delegations under the Resource Management Act 1991 and expect to bring something to elected members in the future recommending some changes to delegations. We have also been monitoring compliance with resource consents, starting with some performance bonds that we are holding. Going against the trend is an increase in the number of applications for Special Licences. In both March and April, we received four applications for Special Licences. By comparison, in 2022 we received one in March and none in April.

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 with some information gathering. Work on the formal part of the process will start once New Plymouth District Council are ready for it to commence.

Officers have recommenced work on the Pembroke Road naming project following the release of the TAB Venues and Class Four Gaming Venues Polices for consultation. Communication is being prepared for affected people which will be released in the next fortnight. Following receipt of the feedback a report will be prepared recommending a course of action.

3. Dashboard – All Business Units

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

Activity	Result Apr
Building Consent Authority	
Building Consent Applications	16
Building Consent Amendment Applications	3
Building Consents Issued	9
Building Consent Amendments Issued	4
Inspections completed	81
Code Compliance Certificate Applications	17
Code Compliance Certificates Issued	11
Code Compliance Certificates Refused	4
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	15
Building Act Complaints received and responded to	1
Planning	
Land Use Consents Received	4
Land Use Consents Granted	1
Subdivision Consents Received	2
Subdivision Consents Granted	5
223/224 Applications Received	3
223/224 Applications Granted	2
Resource Consent Applications Received in Hard Copy	0
Resource Consent Applications Received in Digital Form	6
Resource Consent Applications Placed on Hold or Returned	3
LIM's Received	6
LIM's Granted	5
Environmental Health	
Registered Premises Inspected for Compliance under the Food or Health Act	5
Health or Food Act Complaints Received and responded to	2
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	5
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	7
Bylaw Complaints Received and responded to	15
Dog Complaints Received and responded to	31

4. Key Performance Indicators – All Business Units

4.1 Building Services

Level of Service	Performance Measures	Targets	Status
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	April 15 of the 15 (100%), applications granted were granted within 20 working days. 4.0 average processing days.
	Percentage of inspection requests completed within 24 hours of request.	100%	April 79 of the 81 (98%) inspections were within 24 hours of the request. The three that weren't, were due to being booked more than 24 hours in advance.
	Percentage of code compliance certificate applications determined within 20 working days.	100%	April 11 of the 11 (100%) CCC's issued were issued within 20 working days. 5.3 average processing days.
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes.	100%	100%
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Achieved.
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided.	>80%	The customer service survey will be undertaken later in the year.

4.2 Planning and Bylaws

Level of Service	Performance Measure	Target	Status
To promote the sustainable management and use of land and public spaces.	To undertake a comprehensive review of the district plan, with notification within statutory timeframes.	N/A in Year 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	Bylaws have all been completed and we are beginning work on Policies.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	100%
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	100%
	% of S223 and S224 applications processed within 10 working days.	100%	100%
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	The customer service survey will be undertaken later in the year.

4.3 **Community Health and Safety**

Level of Service	Performance Measure	Target	Status
To fulfil obligations to improve, promote and protect public health	Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	100%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	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%

5. **Detailed Reporting Building Services**

5.1 **Building Control Authority (“BCA”)**

5.1.1 Compliance/Notices to Fix issued as a BCA
No Notices to Fix were issued by the BCA in April 2023.

5.1.2 Lapsed Consents
Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 11 months previously, against which no inspections have been recorded. The check has been undertaken and no consents were lapsed in April 2023.

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

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

5.1.4 Training needs analysis

One Building Control Officer is continuing studying towards a Diploma in Building Surveying with the next block course (which relates to undertaking inspections) scheduled for May.

On 1 May 2023 the second stage of the changes to building code clause H1 – Energy Efficiency came into force. Online training has been undertaken by Council officers. On the 27 May there is additional training being held at the next Central Region BOINZ (Building Officials Institute of New Zealand) meeting which officers will be attending.

Competency Assessments are due for renewal for two Building Control Officers. It is hoped to add Code Compliance Certificate certification and processing for Res 1 consents to broaden their scope of competency.

5.1.5 Internal audit/external audit timetable

During April the internal process audits listed below were scheduled and undertaken by the Council's Quality Manager. Recommendations identified from these audits have been added to the BCA continuous improvement register.

Reg 7(2)(f) monitoring CCCs
Reg 7(2)(f) compliance schedules
Reg 7(2)(f) notices to fix
Reg 10(1) establishing competence of applicants for employment
Reg 10(2) and (3) competency assessments
Reg 11(2)(a) to (d) training

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness

One existing Compliance Schedule was amended in April 2023.

No notifications were issued for Warrant of Fitness renewal.

5.2.2 Swimming Pools

We currently have 86 swimming pools on our swimming pool register. All 86 pools have been inspected in the last 12 months and we now only have 12 that require any form of remediation work. We are working closely with the owners of these pools to ensure the work is completed and the pools are safely fenced.

5.2.3 Non-Standard Site Register Maintenance

No new sites were added to the non-standard site register in April 2023.

5.2.4 Notices to Fix/Other Compliance as a Territorial Authority

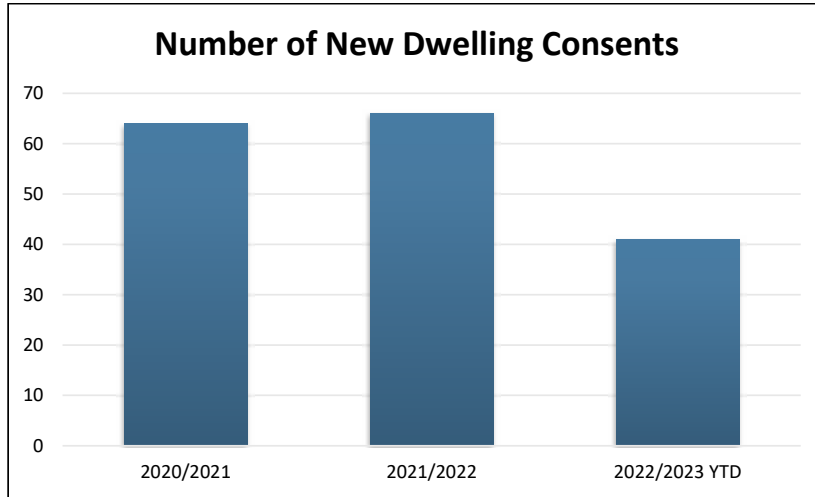
No Notices to Fix for unauthorised building works were issued by the Territorial Authority in April 2023.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

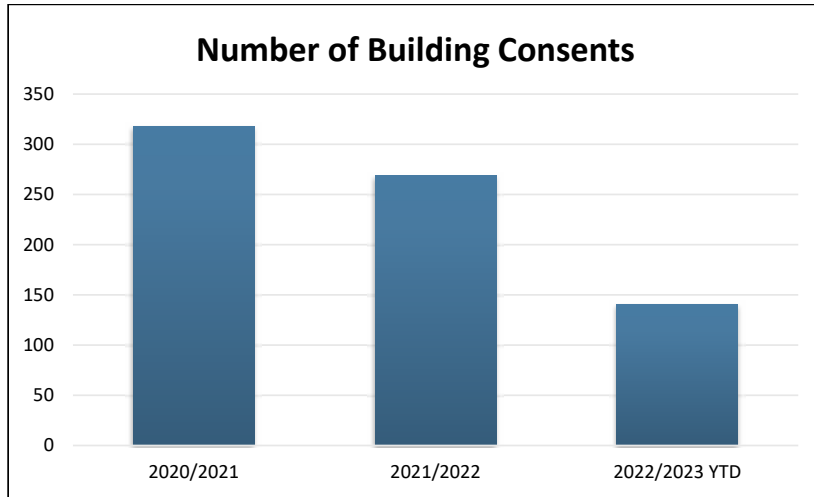
Type	Apr 2023	Apr 2022	2022/2023 Year to Date	2021/2022 Whole Year
New Dwellings	7	10	34	66
Relocated dwellings	1	1	11	9
Relocated buildings other than dwellings	0	0	0	0
Fires	5	13	34	83
Pole sheds/accessory buildings	2	4	19	50
Additions/alterations – residential	0	1	10	22
New Commercial buildings	1	0	4	10
Additions/alterations – commercial	0	1	8	14
Other/miscellaneous	0	0	5	15
Total/s	16	30	125	269

New House indicator by year



Year	New Dwellings
2020/2021	64
2021/2022	66
2022/2023 YTD	41

Consent numbers by year



Year	Building Consents
2020/2021	318
2021/2022	281
2022/2023 YTD	141

Blair Sutherland
Director - Environmental Services

[Approved]
Sven Hanne
Chief Executive

Date: 16 May 2023

MONTHLY REPORT

Corporate Services Department



F22/55 – D23/20520

To: Policy and Services Committee
From: Director – Corporate Services
Date: 23 May 2023
Subject: Corporate Services Monthly Report – April 2023

Recommendation

THAT the report be received.

Moved/Seconded

1. Financial Management

Reports attached, as at 30 April 2023, are:

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

1.1 Summary of Financial Results and Progress for April 2023 YTD

Revenue

Total Revenue is \$4,111,967 over budget, at **\$22,112,192** for the year to date. Total Operating Revenue (excluding extraordinary revenue) is over budget by \$1,841,378, at **\$19,841,603**.

- The Waka Kotahi subsidy (Roading) is over by \$725,239 due to additional funding being approved for roading projects, in addition to expenditure in the three year work programme being brought forward.
- Other Direct Activity revenue is over budget by \$769,659.
 - Operational grant funding towards community and economic development initiatives received that was unbudgeted for.
 - Revenue from the Pool is up by \$99,932 due to increased visitor numbers.
 - Farm milk proceeds revenue is up by \$133,537 due to forecast milk price higher than budget expectations – note revenue for the year to date is lower than the previous year.
 - Rubbish and Recycling revenue is up on budget by \$96,414. Revenue from the transfer station is \$28,232 higher than budget (reflected in the new budget for 2023/24). Revenue from the Ministry for Environment is \$65,352 over budget and is a reimbursement of 50% of the waste disposal levy (currently \$30 per tonne) charged to Council for waste disposal, and is at a higher rate than was budgeted for. Overall, revenue for this activity is \$56,000 higher than the previous year to date.

Expenditure

Total Expenditure is \$1,745,457 over budget, at **\$19,655,431** for the year to date. Direct Operating Expenditure is over budget by \$1,406,386, with personnel costs being over budget by \$431,585, and other direct costs being over budget by \$974,802.

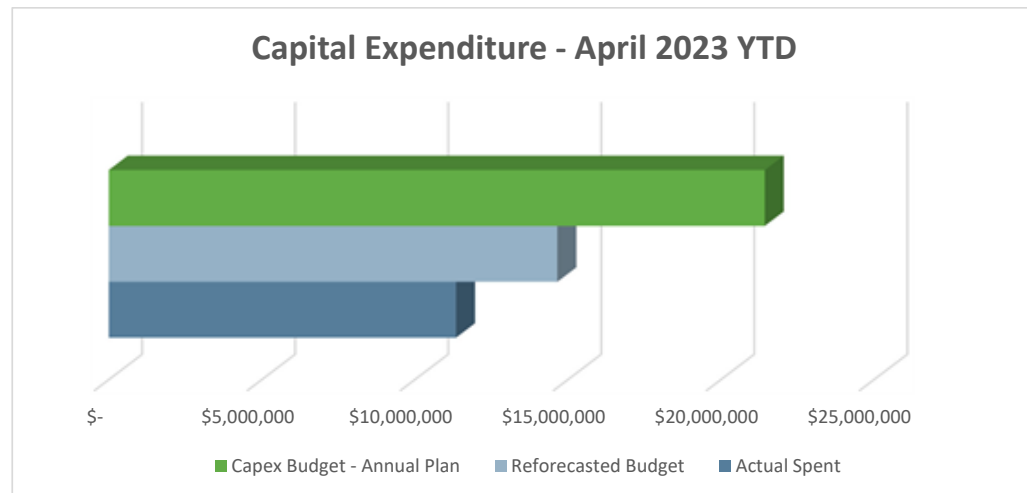
- The Swimming Pool is over budget by \$544,203 (excluding depreciation and interest), due to increased operational costs associated with the new swimming pool. These increased costs have been factored into the budget for Annual Plan 2023/24.
- Roading expenditure is over budget by \$609,240 with some expenditure being brought forward from 2023/24. Of this, 61% is subsidised by Waka Kotahi, who have approved an additional \$285,000 of subsidised expenditure for weather related damage from 1 July 2022, minimising the impact from reallocating expenditure from other roading maintenance projects.
- Resource Consents expenditure is \$66,199 over budget due to consultants and legal costs.
- On the other hand, Building Control expenditure is under budget by \$89,345 due to unrequired additional staff and nil expenditure on auditing which was budgeted for.

1.2 Capital Expenditure Report

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.

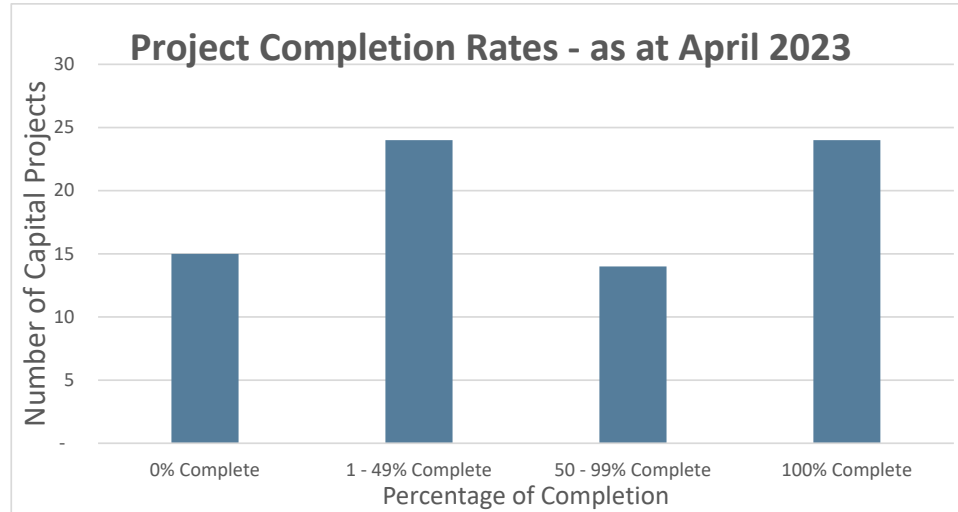
Total actual capital expenditure for the year to date, is \$11,343,594, or 53% of the total budget.



Reforecasted annual capital expenditure is now **\$14,656,239 (68% of total budget)**, being a significant underspend on budgeted capital expenditure for the financial year.

The project completion percentages in the graph below relate to where capital projects are at in terms of delivery of the scope of the project (note Council has 77 projects in its capital work programme for 2022/23, including projects started in the previous year, and new projects added that were not previously budgeted for).

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



1.3 Treasury Management

Summary

Gross Debt (LGFA)	\$	33,200,000
Term Deposits	\$	5,000,000
A&P Association Loan	\$	7,180,000
Net Debt	\$	21,020,000

Gross Council debt as at 30 April 2023 was \$33,200,000, down from \$34,200,000 from the previous month. Refinancing of a loan maturing in April was carried out in March due to the requirement in March to increase borrowings up from \$32,200,000.

Net debt is \$21,020,000 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.

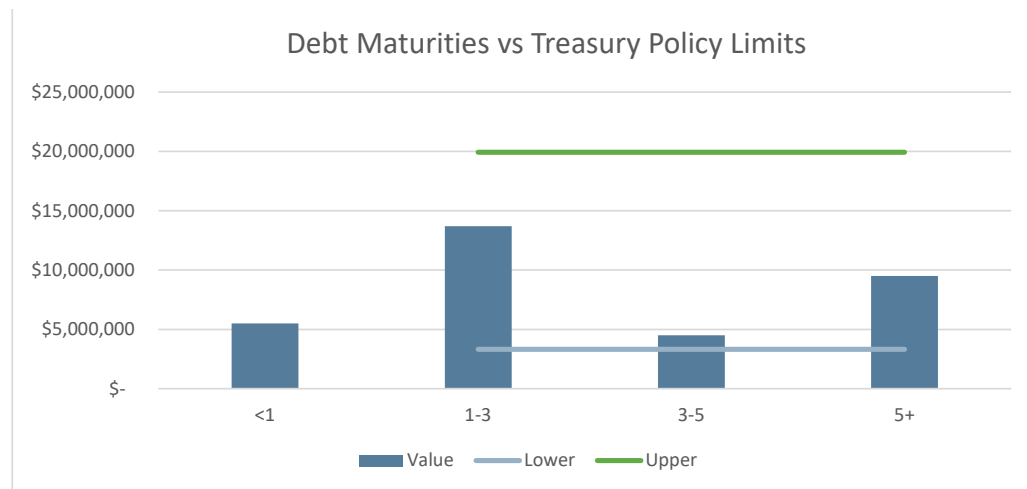
	<i>Actual</i>	<i>Policy</i>
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	41%	10-60%
Fixed 3-5 years	14%	10-60%
Fixed >5 years	29%	5-60%
Debt Matures 1-3 years	41%	10-60%
Debt Matures 3-5 years	14%	10-60%
Debt Matures > 5 years	29%	10-60%
Debt Servicing to Revenue Ratio	3%	<10%
Net Debt to Revenue Ratio	79%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 2,128	<\$3,000
Net Debt per Ratepayer	\$ 4,265	N/A
Maximum Investment with Counterparty	\$ 4,000,000	N/A

Borrowings

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

In March, Council borrowed an additional \$2,000,000 short-term (120 days) at 5.40%. It was planned to borrow these funds short term at lower rates to then mature prior to the three waters transition, so that all three waters debt can be settled by Council with the LGFA and passed on to Entity B at 1 July 2024. However, with new changes to the three waters reform programme, it is now prudent to change that tactic and look to fixing this debt at the lowest rates that can be achieved.

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.



The latest LGFA borrowing rates as at 11 May 2023 are:

- 1 year 5.85%
- 5 years 5.09%
- 10 years 5.33%

The current weighted average interest rate across all Council debt is currently **3.09%**. The interest rate used for budgeting purposes for the Annual Plan 2023/24 is 3.45%.

Investments

It is expected that Council will carry a minimum of \$6,000,000 of term deposits to cover reserves¹, additionally surplus cash on hand will be invested for an appropriate term if it does not put Council in short term liquidity risk.

The weighted average interest rate of all term deposits is **5.26%**.

Elected Members have asked to consider the cost vs benefit of using the existing term deposits, currently at \$5,000,000, to repay debt. The reason behind this request is based on the premise that reducing debt would reduce finance costs, i.e. interest. The rationale was that new lending could be obtained fairly easily and quickly as needed, and so council did not need to be holding on to surplus cash. However, the following points need to be considered:

- The term deposits are a reflection of the reserves balances on Council's balance sheet, providing for financial backing of the reserves that Council has accumulated over time.

¹ As at 1 July 2022, reserves balances totalled \$8,691,661 including Asset Renewals Reserves \$5,196,401, Contingency Reserve \$504,500, Asset Sale Proceeds Reserves \$1,164,000, Targeted Rate Reserves \$94,906, and Financial Contributions Reserve \$1,034,000.

- Total Council debt in the balance sheet would not be affected by repaying gross debt, as the balance sheet is a true account of the actual funding required and used, as Council's policy still requires that capital expenditure for service level improvements or growth be loan funded. Using term deposits to repay gross debt, would be treated as an internal loan from reserve funding and each Activity would still incur an interest cost reflective of its actual borrowing funded requirement.
- Council is able to receive a higher interest rate on investments than what it pays on its loans. For example, on 12 April 2023, Council made a 120 day investment, receiving 5.52%. At that time, the 4 month lending rate was 5.49%, and a 5 year lending rate was 5.18%.
- There may be more benefit in conducting a full review of all Council's assets of marketable value ie. the council farm, and including the reserves themselves e.g. asset sales proceeds reserve, and whether they could be used to repay debt.

Credit Rating – Standard and Poors

An investigation into the cost vs benefit of obtaining a credit rating with Standard and Poors was recently undertaken. The cost of A\$49,000 for the first year, and a similar annual cost going forward, is highly unlikely to provide Council with the financial benefits needed. This cost would not offset the discount provided from LGFA. Councils rated AA- receive a discount of 0.15% on the interest rate, and Councils rate AA+ receive a discount of 0.20% on the interest rate.

Council debt would have to exceed \$45,000,000 in order to achieve a financial benefit. Additionally, the discount would only apply to new debt.

2.0 Revenue Collection

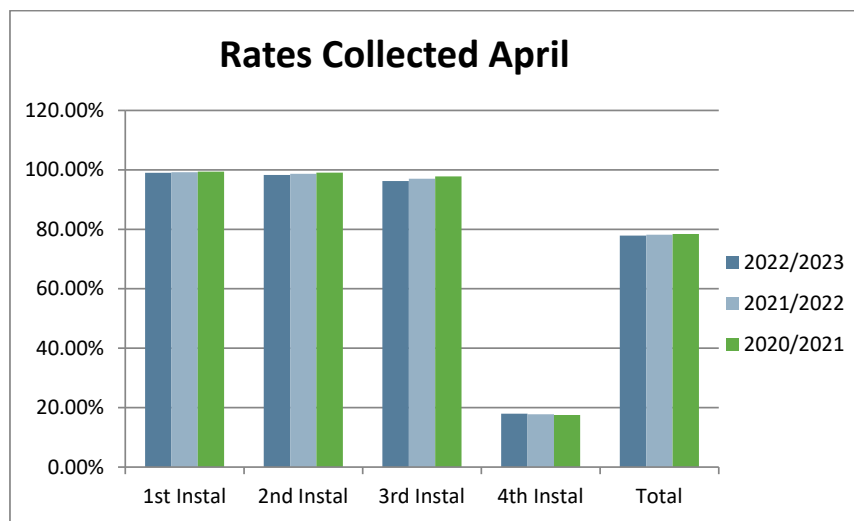
2.1 Rates

Rates Arrears (owing from 2021/22 year and earlier) \$32,813

As at 30 April 2023, 90% of rates in arrears have been collected since 1 July 2022 (2022: 89%).

Current Year Rates

As at 30 April 2023, 78% of rates had been collected (2022: 78%).



2.2 Outstanding Debtors

Of the total debtors outstanding as at 30 April 2023 of \$1,196,811, 12%, or \$148,523, was overdue. For clarification of a question asked at a previous meeting, there are no outstanding instalments in 2022/23 from forestry ratepayers.

Infringements – in April 2023, all infringements over three years old (which totalled \$23,738) were written off the Council books. They are still sitting with Ministry of Justice as collectible.

3.0 Information Technology and Records

Information Technology Update

- Go Live for the new Azure environment occurred on 1 May. Migration of data and systems began at 5:30 pm Friday, April 28, and finished on the 1 May. IT staff are now working with Civica to resolve some Go Live issues; however, there have been no showstopper issues, and disruption to Council services on Go Live day was minimal.
- The Firewall at the Stratford water treatment plant has been upgraded. The previous device could no longer be upgraded to the latest software versions; therefore, replacing it with a newer model of Firewall will enable the latest software to be deployed, bringing features and security enhancements with it.



Tiffany Radich
Director, Corporate Services



Approved By:
Sven Hanne
Chief Executive

Date: 16 May 2023

Statement of Comprehensive Revenue and Expense

For the Year to Date - April 2023

	April '23 Actual YTD	April '23 Budget YTD	Variance YTD	Total Budget 2022/23	April '22 Actual YTD
Operating Revenue					
Finance Revenue	305,584	193,333	112,251	232,000	164,902
Waka Kotahi NZTA Rooding Subsidy	4,951,072	4,225,833	725,239	5,071,000	4,241,407
Rates Revenue - excl water consumption rate	10,879,981	10,770,000	109,981	14,360,000	10,319,302
Water Supply - Consumption Charge	348,592	363,750	-15,158	485,000	318,522
Sundry Revenue	45,637	39,767	5,870	53,000	45,191
Farm Milk Proceeds	524,370	390,833	133,537	469,000	580,436
Other Direct Activity Operating Revenue	2,786,367	2,016,708	769,659	2,332,000	2,019,205
Total Operating Revenue	19,841,603	18,000,225	1,841,378	23,002,000	17,688,965
Extraordinary Revenue					
Grant Funding - Capital Other	2,121,406	-	2,121,406	3,450,000	6,021,814
Financial Contributions	96,848	-	96,848	-	229,428
Other Revenue	24,236	-	24,236	-	56,814
Dividends	28,099	-	28,099	19,840	20,424
Total Extraordinary Revenue	2,270,589	-	2,270,589	3,469,840	6,328,480
Total Revenue	22,112,192	18,000,225	4,111,967	26,471,840	24,017,445
Operating Expenditure					
Personnel Costs	4,384,277	3,952,692	-431,585	4,780,000	3,910,556
Other Direct Operating Costs	9,857,083	8,882,281	-974,802	10,562,400	8,973,589
Total Operating Expenditure	14,241,360	12,834,974	-1,406,386	15,342,400	12,884,145
Other Operating Expenditure					
Loss (gain) on disposal of assets	-	-	0	-	699
Depreciation	4,607,453	4,462,500	-144,953	5,355,000	4,285,661
Finance Costs	772,500	612,500	-160,000	735,000	416,269
Sundry Expenditure	34,118	-	-34,118	-	20,562
Total Other Expenditure	5,414,071	5,075,000	-339,071	6,090,000	4,723,191
Total Expenditure	19,655,431	17,909,974	-1,745,457	21,432,400	17,607,336
Net Surplus (Deficit)	2,456,761	90,251	2,366,510	5,039,440	6,410,109
Other Comprehensive Revenue and Expense					
Gain/(Loss) on Infrastructure Revaluation	-	-	0	1,341,000	-
Total Other Comprehensive Revenue and Expense	-	-	0	1,341,000	-
Expense	-	-	0	1,341,000	-
TOTAL COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR	2,456,761	90,251	2,366,510	6,380,440	6,410,109
Capital Revenue/Expenditure is made up of:					
NZTA Funding for Rooding capital projects	3,022,025	2,698,903			
Community Grants and Donations	2,121,406	-			
	5,143,431	2,698,903			
Adjusted Net Surplus/(Deficit)*	- 2,686,670	- 2,608,651	- 78,019		

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

Statement of Financial Position

As at 30 April 2023

	April '23 Actual YTD	April '22 Actual YTD
Assets		
Current Assets		
Cash and Cash Equivalents	\$585,273	\$2,161,973
Short Term Deposits	\$5,000,000	\$10,000,000
Receivables	\$1,196,811	\$1,317,288
Prepayments	\$20,044	\$9,661
LGFA Borrower Notes	\$24,000	\$40,000
Current Assets Total	\$6,826,128	\$13,528,922
Non-Current Assets		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$675,000	\$525,000
Shares	\$547,048	\$681,575
Loan to Stratford A and P Association	\$7,180,000	\$7,180,000
Trust Settlements	\$110	\$110
Work in Progress	\$16,451,812	\$26,279,464
Property, Plant & Equipment / Intangibles	\$438,739,953	\$391,704,281
Non-Current Assets Total	\$463,593,923	\$426,370,430
Assets Total	\$470,420,051	\$439,899,352
Liabilities & Equity		
Equity		
Renewal Reserves	\$5,113,126	\$4,509,727
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,472,869	\$1,458,243
Restricted Reserves	\$1,248,721	\$1,015,566
Targeted Rate Reserves	\$367,042	\$854,562
Asset Revaluation Reserves	\$226,366,136	\$199,752,785
Retained Earnings	\$199,641,587	\$196,314,623
Equity Total	\$434,713,981	\$404,410,006
Liabilities		
Current Liabilities		
Borrowings (maturing less than one year)	\$5,506,902	\$7,000,000
Provision for Landfill Aftercare	\$6,902	\$6,766
Employee Entitlements	\$281,909	\$243,298
Payables and Deferred Revenue	\$2,197,499	\$3,020,847
Non-Current Liabilities		
Borrowings	\$27,700,000	\$25,200,000
Provision for Landfill Aftercare	\$12,858	\$18,435
Liabilities Total	\$35,706,070	\$35,489,346
Liabilities & Equity Total	\$470,420,051	\$439,899,352

Expenditure and Revenue by Activity

For the Year to Date - April 2023

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

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

	April '23 Actual YTD	April '23 Budget YTD	Variance YTD	Total Budget 2022/23	April '22 Actual YTD
Recreation and Facilities					
Aerodrome					
Expenditure	\$91,140	\$80,228	(\$10,912)	\$96,000	\$82,757
Revenue	\$24,266	\$22,500	\$1,766	\$27,000	\$24,859
Net cost of activity	\$66,874	\$57,728	(\$9,146)	\$69,000	\$57,898
Civic Amenities					
Expenditure	\$430,108	\$439,460	\$9,352	\$518,000	\$255,810
Revenue	\$52,623	\$43,333	\$9,290	\$52,000	\$24,745
Net cost of activity	\$377,485	\$396,126	\$18,641	\$466,000	\$231,065
Pensioner Housing					
Expenditure	\$108,557	\$93,366	(\$15,191)	\$110,000	\$67,699
Revenue	\$55,058	\$65,833	(\$10,775)	\$79,000	\$60,040
Net cost of activity	\$53,499	\$27,533	(\$25,966)	\$31,000	\$7,659
Library					
Expenditure	\$535,786	\$492,016	(\$43,770)	\$589,000	\$515,327
Revenue	\$24,520	\$11,667	\$12,853	\$14,000	\$75,284
Net cost of activity	\$511,266	\$480,350	(\$30,916)	\$575,000	\$440,043
Parks and Reserves					
Expenditure	\$591,439	\$548,096	(\$43,343)	\$655,000	\$538,121
Revenue	\$5,557	\$7,500	(\$1,943)	\$9,000	\$17,278
Net cost of activity	\$585,882	\$540,596	(\$45,286)	\$646,000	\$520,843
Cemeteries					
Expenditure	\$168,565	\$150,105	(\$18,460)	\$180,000	\$141,273
Revenue	\$107,965	\$86,667	\$21,298	\$104,000	\$109,505
Net cost of activity	\$60,600	\$63,438	\$2,838	\$76,000	\$31,768
Swimming Pool					
Expenditure	\$1,372,867	\$828,664	(\$544,203)	\$989,000	\$867,103
Revenue	\$300,765	\$200,833	\$99,932	\$241,000	\$139,693
Net cost of activity	\$1,072,102	\$627,831	(\$444,271)	\$748,000	\$727,410
Democracy and Corporate Support					
Expenditure	\$1,044,031	\$1,036,766	(\$7,265)	\$1,243,000	\$951,767
Revenue	\$201,891	\$110,600	\$91,291	\$138,000	\$126,023
Net cost of activity	\$842,140	\$926,166	\$84,026	\$1,105,000	\$825,744
Community Services					
Community Development					
Expenditure	\$544,941	\$325,833	(\$219,108)	\$437,000	\$444,726
Revenue	\$502,456	\$28,333	\$474,123	\$34,000	\$57,647
Net cost of activity	\$42,485	\$297,500	\$255,015	\$403,000	\$387,079
Economic Development					
Expenditure	\$485,637	\$498,633	\$12,996	\$598,000	\$490,987
Revenue	\$99,891	\$0	\$99,891	\$0	\$0
Net cost of activity	\$385,746	\$498,633	\$112,887	\$598,000	\$490,987
Information Centre					
Expenditure	\$171,800	\$236,233	\$64,433	\$283,000	\$174,204
Revenue	\$57,327	\$32,500	\$24,827	\$39,000	\$38,957
Net cost of activity	\$114,473	\$203,733	\$89,260	\$244,000	\$135,247
Rental Properties					

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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

	April '23 Actual YTD	April '23 Budget YTD	Variance YTD	Total Budget 2022/23	April '22 Actual YTD
Expenditure	\$38,906	\$44,188	\$5,282	\$52,000	\$39,029
Revenue	\$27,002	\$30,000	(\$2,998)	\$36,000	\$24,544
Net cost of activity	\$11,904	\$14,188	\$2,284	\$16,000	\$14,485
Farm					
Expenditure	\$319,360	\$247,455	(\$71,905)	\$295,000	\$287,608
Revenue	\$524,370	\$390,833	\$133,537	\$469,000	\$580,436
Net cost of activity	-\$205,010	-\$143,379	\$61,631	-\$174,000	-\$292,828
Holiday Park					
Expenditure	\$2,053	\$1,667	(\$386)	\$2,000	\$1,430
Revenue	\$0	\$0	\$0	\$3,000	\$0
Net cost of activity	\$2,053	\$1,667	(\$386)	-\$1,000	\$1,430
Environmental Services					
Building Control					
Expenditure	\$745,003	\$828,948	\$83,945	\$994,000	\$813,763
Revenue	\$365,880	\$360,833	\$5,047	\$433,000	\$366,800
Net cost of activity	\$379,123	\$468,114	\$88,991	\$561,000	\$446,963
District Plan					
Expenditure	\$165,973	\$173,333	\$7,360	\$208,000	\$122,516
Net cost of activity	\$165,973	\$173,333	\$7,360	\$208,000	\$122,516
Resource Consents					
Expenditure	\$266,399	\$200,200	(\$66,199)	\$240,000	\$182,745
Revenue	\$106,318	\$100,833	\$5,485	\$121,000	\$84,097
Net cost of activity	\$160,081	\$99,367	(\$60,715)	\$119,000	\$98,648
Food and Health					
Expenditure	\$188,142	\$138,433	(\$49,709)	\$166,000	\$134,640
Revenue	\$32,088	\$15,500	\$16,588	\$31,000	\$29,689
Net cost of activity	\$156,054	\$122,933	(\$33,121)	\$135,000	\$104,951
Alcohol Licensing					
Expenditure	\$108,821	\$90,933	(\$17,888)	\$109,000	\$87,574
Revenue	\$23,563	\$28,333	(\$4,770)	\$34,000	\$29,238
Net cost of activity	\$85,258	\$62,600	(\$22,658)	\$75,000	\$58,336
Parking and Other Bylaws					
Expenditure	\$107,161	\$118,333	\$11,172	\$142,000	\$118,477
Revenue	-\$14,798	\$833	(\$15,631)	\$1,000	\$667
Net cost of activity	\$121,959	\$117,500	(\$4,459)	\$141,000	\$117,810
Animal Control					
Expenditure	\$164,217	\$170,833	\$6,616	\$205,000	\$160,560
Revenue	\$123,020	\$140,375	(\$17,355)	\$145,000	\$141,281
Net cost of activity	\$41,197	\$30,458	(\$10,739)	\$60,000	\$19,279
Civil Defence					
Expenditure	\$271,281	\$285,000	\$13,719	\$342,000	\$323,913
Net cost of activity	\$271,281	\$285,000	\$13,719	\$342,000	\$323,913
Assets					
Roading					
Expenditure	\$3,860,907	\$3,251,667	(\$609,240)	\$3,824,000	\$3,535,266
Revenue	\$5,463,193	\$4,835,000	\$628,193	\$5,722,000	\$4,767,841
Net cost of activity	-\$1,602,286	-\$1,583,333	\$18,953	-\$1,898,000	-\$1,232,575
Stormwater					
Expenditure	\$166,612	\$151,667	(\$14,945)	\$182,000	\$168,088
Revenue	\$0	\$0	\$0	\$0	\$0

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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

	April '23 Actual YTD	April '23 Budget YTD	Variance YTD	Total Budget 2022/23	April '22 Actual YTD
Net cost of activity	\$166,612	\$151,667	(\$14,945)	\$182,000	\$168,088
Wastewater (Sewerage)					
Expenditure	\$509,800	\$550,000	\$40,200	\$660,000	\$469,535
Revenue	\$29,744	\$62,500	(\$32,756)	\$75,000	\$48,854
Net cost of activity	\$480,056	\$487,500	\$7,444	\$585,000	\$420,681
Solid Waste					
Expenditure	\$792,215	\$828,913	\$36,698	\$1,000,000	\$774,718
Revenue	\$194,747	\$98,333	\$96,414	\$118,000	\$138,761
Net cost of activity	\$597,468	\$730,580	\$133,112	\$882,000	\$635,957
Water Supply					
Expenditure	\$989,639	\$1,024,003	\$34,364	\$1,224,000	\$1,028,186
Revenue	\$348,592	\$363,750	(\$15,158)	\$485,000	\$318,522
Net cost of activity	\$641,047	\$660,253	\$19,206	\$739,000	\$709,664
Total Activity Expenditure	\$14,241,360	\$12,834,974	(\$1,406,386)	\$15,343,000	\$12,777,822
Total Activity Revenue	\$8,656,038	\$7,036,892	\$1,619,146	\$8,410,000	\$7,204,761
Net Cost of Activities	\$5,585,322	\$5,798,082	\$212,760	\$6,933,000	\$5,573,061

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CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 30 APRIL 2023

Grant funded

Council Activity	Project Description	2022/23 Annual Plan Budget (a)	Carry-forwards and adjustments	Total Funds Available (a + b)	2022/23 Actual Expenditure YTD	Projected year end forecast	2022/23 Projected under/(over) spend	Project Completion %	Expected Project Completion Date	Status of each Project
GROWTH - to meet additional demand										
Economy	Proposed Council subdivision	1,025,000	1,193,975	2,218,975	2,141,644	2,218,975	0	50%	By 30 June 2023	The purchase of land has been completed, titles issued in Council's name and development planning is underway. There is currently no services e.g. water, wastewater, available in the area purchased. The total budget for the project is \$3,270,000, with \$2,141,644 already spent with the land purchase and associated costs.
Parks and Reserves - Cemetery	Additional land purchase	0	0	0	510,119	510,119	(510,119)	100%	Complete	The cemetery land purchase has been funded from the asset sales proceeds reserve.
Total Growth Expenditure		1,025,000	1,193,975	2,218,975	2,651,763	2,729,094	(510,119)			
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	0	257,700	0%	Not Required	Funding approved by Better Off Funding package, business case will be undertaken in 2023/24 as operational expenditure.
Roading	Road to Zero	0	917,381	917,381	752,388	917,381	0	75%	By 30 June 2023	Swansea Rd, by Stratford High School is complete; roadside barrier on Opunake Road to be installed with the balance of the funds.
Roading	Transport Choices	0	0	0	78,639	100,000	(100,000)	80%	By 30 June 2023	Finalising the pre-implementation report for Waka Kotahi to approve, prior to the release funds for construction.
Roading	Walking and Cycling Strategy - footpath improvements	140,400	136,500	276,900	298,766	298,766	(21,866)	100%	Completed	Footpath replaced on Fenton Street.
Stormwater	Reticulation Capacity Increase	139,700	70,672	210,372	500	60,000	150,372	5%	Carry Forward Proposed	Achilles Street stormwater upgrade programmed for May 2023. Modelling of stormwater network occurring which will identify capacity restraints.
Stormwater	Modelling	31,000	0	31,000	0	20,000	11,000	10%	By 30 June 2023	Consultant engaged and modelling work has commenced. GIS data provided to build base data.
Stormwater	Safety improvements	121,400	117,370	238,770	2,874	10,000	228,770	20%	Carry Forward Proposed	Rock armouring of stormwater culvert on Pembroke Road is deferred due to rising costs and TRC requirements. Repair of void around tunnel entrance at Celia Street has been completed.
Wastewater	Reticulation capacity increase	155,200	67,381	222,581	13,668	50,000	172,581	30%	Carry Forward Proposed	Ongoing, wastewater model which is currently being built will identify capacity constraints.
Wastewater	Modelling	51,700	0	51,700	141	51,700	0	50%	By 30 June 2023	Ongoing, model is being built.
Wastewater	Inflow and infiltration programme	155,200	142,719	297,919	73,615	297,919	0	50%	By 30 June 2023	Ongoing - Sewer Lining is occurring throughout Stratford
Wastewater	Treatment plant upgrade	0	394,979	394,979	69,210	394,979	0	40%	By 30 June 2023	Diatom dosing and agal sampling is ongoing as per resource consent requirements. The balance of funds will be spent on the security fence around the wastewater ponds.
Water Supply	Water meter upgrade - change existing to electronic meters	361,400	196,870	558,270	50,846	75,000	483,270	50%	Carry Forward Proposed	Procured water meters have been installed in Midhurst and Toko, meter reading routes are being established and the technology is to be trialled this financial quarter. The contract is being written to upgrade tobiies in Stratford.
Water Supply	Electronic water reading software	0	51,500	51,500	12,082	12,082	39,418	100%	Completed	Due to be trialled once meters are installed
Water Supply	Raw water delivery line	2,000,000	0	2,000,000	18,133	100,000	1,900,000	5%	Carry Forward Proposed	Final design with consultant
Water Supply	Raw water analyser	95,000	0	95,000	4,007	95,000	0	30%	Carry Forward Proposed	Equipment has been selected and will be installed this financial year.
Water Supply	Generator for treatment plant	105,000	0	105,000	49,440	105,000	0	35%	By 30 June 2023	Generator purchased. Waiting on shed construction.
Water Supply	Street work ridermains	301,700	0	301,700	62,788	303,000	(1,300)	25%	By 30 June 2023	Broadway upgrade in progress

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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	Second trunkmain (Council funded)	486,450	0	486,450	0	0	486,450	0%	Completed	See below.
Water Supply	Second trunkmain	1,024,650	0	1,024,650	663,874	663,874	360,776	100%	Completed	The project has been completed, and is now under the defects liability period. The total cost of the project was \$4,320,000, of which \$2,390,000 (55% of the cost) was funded from the Three Waters Service Reforms funding, through the Department of Internal Affairs.
Parks and Reserves	Broadway Roundabout Gardens upgrade	0	60,000	60,000	0	60,000	0	0%	Carry Forward Proposed	Awaiting completion of Broadway Town Centre Plans. Discussions have started around the CBD Beautification and a project team has been established to coordinate the different funding opportunities for this project (Transport Choices, Better off Funding etc.)
Parks and Reserves	Walkway development	10,000	0	10,000	10,562	10,562	(562)	100%	Completed	This budget was to install a 50 metre concrete path behind the TET stadium towards the Dell.
Parks and Reserves	Skate Park upgrade - Victoria Park	0	0	0	14,088	150,000	(150,000)	20%	By 30 June 2023	The designer/contractor has been appointed and has commenced the concept plan for an overall design and construction of a new skate bowl which will be placed at the south end of the skate park.
Parks and Reserves	Victoria Park drainage	60,000	0	60,000	0	110,000	(50,000)	90%	By 31 May 2023	Physical works have been completed, with reinstatement to be completed in May 2023. The extra costs will be funded through the Better Off Funding package.
Parks and Reserves	Park development	6,400	0	6,400	7,146	7,146	(746)	100%	Completed	
Parks and Reserves	Trees of Significance - Walkway	0	5,000	5,000	0	0	5,000	0%	Not Required	Project on hold until LTP 2024.
Parks and Reserves - Cemetery	Kopuatama cemetery entrance upgrade	76,800	0	76,800	0	76,800	0	20%	By 30 June 2023	A request for tender has closed, and currently going through the approval process.
Swimming Pool	Pool development	3,410,000	0	3,410,000	1,565,064	1,565,064	1,844,936	100%	Completed	The pool is now operational, and was officially opened in October 2022. The total cost of the project to date is \$20.7m, there is still some remaining work to be completed e.g. outdoor furniture for the outdoor area next to the pool. Discussions with a landscape architect is arranged for March to explore concept designs for this area, however this may be deferred to the Long Term Plan.
Civic Amenities	Stratford 2035	520,000	459,056	979,056	0	0	979,056	5%	Carry Forward Proposed	Unlikely to spend any of the budget this financial year. Discussions have started around the CBD Beautification and a project team has been established to coordinate the different funding opportunities for this project (Transport Choices, Better off Funding etc.) First priority is to action and complete the sale and purchase of the privately owned land in Prospero Place to enable development.
Civic Amenities	WMC - kitchen and cabinetry upgrade	0	12,481	12,481	8,852	8,852	3,629	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	20,992	51,300	0	20%	By 30 June 2023	Building consent has been granted for the upgrade of fire services and doorways at the TET. A tender will be issued for the construction of these works.
Farm	Water lines and trough upgrade	12,300	0	12,300	12,175	12,300	0	80%	By 31 May 2023	A total of 20 troughs were purchased, and three yet to be installed, pending maize harvesting.
Farm	Landscaping / riparian planting	3,500	0	3,500	200	3,500	0	10%	By 30 June 2023	Planting will commence in May 2023.
Total Level of Service Expenditure		9,576,800	2,637,073	12,213,873	3,794,439	5,614,614	6,599,259			
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	657,261	700,000	140,000	80%	By 30 June 2023	Balance to be used on Puniwhakau Road.

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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
Roading - Financially assisted NZTA	Sealed Road resurfacing	890,000	3,034	893,034	608,977	608,977	284,057	100%	Completed	
Roading - Financially assisted NZTA	Drainage Renewals	700,000	0	700,000	951,624	951,624	(251,624)	100%	Completed	
Roading - Financially assisted NZTA	Pavement Rehabilitation	750,000	0	750,000	1,164,209	1,250,000	(500,000)	95%	By 30 June 2023	Flint Road east to be undertaken.
Roading - Financially assisted NZTA	Structure Components Replacement	941,500	(294,500)	647,000	102,919	102,919	544,081	100%	Completed	
Roading - Financially assisted NZTA	Traffic Services Renewals	75,275	37,725	113,000	53,882	70,000	43,000	75%	By 30 June 2023	Balance to replace any damaged road signs.
Roading - Financially assisted NZTA	Footpath renewals	170,000	0	170,000	224,370	224,370	(54,370)	100%	Completed	
Roading - Financially assisted NZTA	Low cost low risk safety	855,000	(333,858)	521,142	177,496	600,000	(78,858)	14%	By 30 June 2023	Dunn's Bridge re-alignment started.
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	60,000	54,000	114,000	154,810	154,810	(40,810)	100%	Completed	Pembroke Road reseals have been completed. 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	10,096	10,096	(5,096)	100%	Completed	
Roading - Financially assisted NZTA	Low cost low risk safety - Special purpose roads	20,000	19,695	39,695	0	0	39,695	0%	Carry Forward Proposed	Drawings for a footpath leading to Dawson Falls track have been sent to DOC for review, to be constructed in 2023/24.
Solid Waste	Transfer Station - Building renewals	10,300	0	10,300	11,900	11,900	(1,600)	100%	Completed	
Stormwater	Reticulation Renewals	55,000	46,983	101,983	0	50,000	51,983	15%	By 30 June 2023	Achilles Street stormwater upgrade programmed for May 2023. Modelling of stormwater network occurring which will identify capacity restraints.
Wastewater	Step / aerate treatment renewals	31,000	19,800	50,800	46,753	46,753	4,047	100%	Completed	
Wastewater	Bulk discharge	31,000	0	31,000	814	31,000	0	20%	By 30 June 2023	This is to be used for the scouring of the surrounding area on Esk Road that has exposed power and camera cables, associated with the dump station. Costs to date are for site visits and to scope the works.
Wastewater	Infiltration renewals	189,400	155,586	344,986	88,921	344,986	50,000	20%	By 30 June 2023	Ongoing - Sewer Lining is occurring throughout Stratford
Water Supply	Laterals	31,600	30,600	62,200	0	62,200	0	0%	By 30 June 2023	Budget available if required.
Water Supply	Stratford street work rider mains	263,900	105,000	368,900	368,900	368,900	0	100%	Completed	Mercade Close and Surrey Street have been replaced.
Water Supply	Infrastructural general - Stratford	25,800	0	25,800	0	25,800	0	0%	By 30 June 2023	Budget available if required.
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	0	134,500	0%	Carry Forward Proposed	No issues have been experienced with the bore to date.
Water Supply	Reservoir overflow to pond	77,600	0	77,600	437	10,000	67,600	20%	Carry Forward Proposed	Waiting for Trunkmain reinstatement to take before investigations will begin.
Water Supply	Pipe bridges	103,500	0	103,500	0	0	103,500	100%	Completed	Patea River pipe bridge was replaced and the Hunt Road pipe bridge was upgraded, as part of the second trunkmain project.
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	6,867	10,000	35,536	5%	Carry Forward Proposed	Unable to get contractor to assess reservoir contamination levels this year

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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	Midhirst reservoir	15,000	15,000	30,000	3,162	5,000	25,000	5%	Carry Forward Proposed	Unable to get contractor to assess reservoir contamination levels this year
Water Supply	Toko reservoir	5,000	1,500	6,500	0	0	6,500	100%	Not Required	Reservoir cleaned by Council staff using Council equipment.
Water Supply	Membranes	150,000	0	150,000	3,956	3,956	146,044	5%	Carry Forward Proposed	Membranes procurement ongoing. Discussions with the supplier have indicated that none may be available this financial year.
Water Supply	Meter replacements	51,700	6,050	57,750	0	57,750	0	0%	By 30 June 2023	Procured water meters have been installed in Midhirst and Toko, meter reading routes are being established and the technology is to be trialled this financial quarter. The contract is being written to upgrade tobies in Stratford.
Water Supply	Midhirst resource consent	103,500	93,540	197,040	0	197,040	0	10%	Carry Forward Proposed	Iwi are providing assessment reports to determine the need for a cultural impact assessment.
Water Supply	Hydrants	15,300	14,800	30,100	21,939	30,100	0	70%	By 30 June 2023	Work ongoing as required.
Parks and Reserves	Replace septic tank - Whangamnomona Camp Ground	0	45,699	45,699	20,186	20,186	25,513	30%	Carry Forward Proposed	Concept design and report received. Design and build will occur early FY2023-24. Total of \$121k budgeted in Annual Plan 2023/24.
Civic Amenities	WMC - replace furniture	3,200	0	3,200	1,554	3,200	0	50%	By 30 June 2023	Ongoing
Civic Amenities	Storage shed	0	26,699	26,699	24,341	24,341	2,358	100%	Completed	
Civic Amenities	Demolish Bell Tower	0	0	0	15,792	18,500	(18,500)	100%	Completed	Awaiting invoice for line painting.
Farm	House - hot water cylinder	0	0	0	11,148	11,148	(11,148)	100%	Completed	The hot water cylinder required replacing urgently due to it failing.
Miranda Street Office	Furniture Replacement	3,200	0	3,200	7,489	10,000	(6,800)	100%	By 30 June 2023	An office chair audit was completed in December 2022 which identified that some office chairs are required to be replaced. Additional furniture has been purchased due to new staff starting.
Corporate	Computers/Peripherals/ Software	162,000	50,875	212,875	157,589	212,875	0	65%	By 30 June 2023	Ongoing
Corporate	Vehicle Replacement (after trade in)	39,500	0	39,500	0	39,500	0	0%	By 30 June 2023	New vehicle to be purchased by end of financial year.
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	4,897,392	6,312,531	737,708			
TOTAL EXPENDITURE		\$17,400,275	\$4,032,812	\$21,433,087	\$11,343,594	\$14,656,239	\$6,826,848			

LIABILITIES AND INVESTMENTS STATEMENT AS AT 30 APRIL 2023					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 1,500,000	3.47%	5	24/05/2018	24/05/2023
LGFA	\$ 2,000,000	5.40%	0.33	23/03/2023	21/07/2023
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
	\$ 33,200,000	3.09%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,270,795	2013	N/a	3.09%	Water treatment plant
Farm	\$ 1,965,100	2016	N/a	3.09%	As at 31 December 2021
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 1,000,000	5.03%	122	10/02/2023	12/06/2023
Westpac	\$ 1,000,000	5.08%	120	13/02/2023	13/06/2023
ASB	\$ 1,000,000	5.31%	122	10/03/2023	10/07/2023
Westpac	\$ 1,000,000	5.37%	122	10/03/2023	10/07/2023
Westpac	\$ 1,000,000	5.52%	120	12/04/2023	10/08/2023
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	3.16%			
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	\$ 2.77	\$ 439,643		
Ravensdown	21,820	\$ 1.00	\$ 21,820		
Civic Financial Services Ltd	65,608	\$ 0.99	\$ 64,952		
			\$ 526,415		
Other Investments					
	Date Drawn	Amount	Interest Rate	Details	
Vendor loan to EBS Trust	2020	\$ 190,000	Nil	Repayable on maturity July 2023	

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

CASHFLOW FORECAST FOR THE YEAR ENDED APRIL 2024

	Apr-23	Actual Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	12 Month
OPENING BALANCE	1,376,379	1,376,379	436,883	1,901,548	1,235,746	256,110	2,349,510	1,097,176	191,123	1,366,123	233,789	508,455	2,368,455	1,341,140	13,286,060
Rates	620,000	451,073	3,200,000	600,000	600,000	3,500,000	500,000	500,000	3,500,000	320,000	320,000	3,200,000	620,000	500,000	17,360,000
NZTA Refunds	523,060	523,060	330,785	270,000	500,000	750,000	600,000	650,000	275,000	600,000	500,000	600,000	1,100,000	550,000	6,725,785
Fees and Charges	350,000	378,678	370,000	400,000	450,000	300,000	300,000	400,000	500,000	300,000	400,000	350,000	415,000	380,000	4,565,000
Sale of Assets	1 -	-	-	190,000	-	-	-	-	-	-	-	-	-	-	190,000
Interest Revenue	2 31,299	31,854	-	63,932	35,698	30,000	73,000	30,000	30,000	73,000	30,000	30,000	53,019	30,000	478,649
Other Revenue	3 -	456,000	-	87,500	-	-	-	-	-	-	-	-	-	-	87,500
Total Cash In	1,524,359	1,840,665	3,900,785	1,611,432	1,585,698	4,580,000	1,473,000	1,580,000	4,305,000	1,293,000	1,250,000	4,180,000	2,188,019	1,460,000	29,406,934
Salaries and Wages / Elected Members	525,334	470,731	566,000	525,334	525,334	566,000	525,334	560,000	560,000	525,334	525,334	400,000	525,334	500,000	6,304,004
Payments to Suppliers - Operating	1,000,000	894,426	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	800,000	900,000	1,000,000	900,000	9,200,000
Major contract payments	2,035,000	1,188,951	1,200,000	1,000,000	1,000,000	1,200,000	1,200,000	1,000,000	1,200,000	1,200,000	1,200,000	1,000,000	1,400,000	1,200,000	13,800,000
Interest Expense	226,053	226,053	168,669	51,900	-	20,600	-	226,053	170,000	-	-	20,000	-	-	657,222
GST Paid / (Received)			(198,550)	-	340,000	-	300,000	-	500,000	-	450,000	-	290,000	-	1,681,450
Total Cash Out	3,786,387	2,780,162	2,436,119	2,277,234	2,565,334	2,486,600	2,725,334	2,486,053	3,130,000	2,425,334	2,975,334	2,320,000	3,215,334	2,600,000	31,642,676
(Increase)/Reduce Financial Investments	1,000,000	1,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans	-	- 1,000,000	-	-	-	-	-	-	-	-	2,000,000	-	-	-	2,000,000
CLOSING BALANCE	114,351	436,883	1,901,548	1,235,746	256,110	2,349,510	1,097,176	191,123	1,366,123	233,789	508,455	2,368,455	1,341,140	201,140	13,050,318
Net Debt	21,020,000	21,020,000	21,020,000	21,020,000	21,020,000	21,020,000	21,020,000	21,020,000	21,020,000	21,020,000	23,020,000	23,020,000	23,020,000	23,020,000	
Gross Debt	34,200,000	33,200,000	33,200,000	33,200,000	33,200,000	33,200,000	33,200,000	33,200,000	33,200,000	33,200,000	35,200,000	35,200,000	35,200,000	35,200,000	
Investments - Term Deposits	6,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	
Investments - A & P Loan	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	7,180,000	

Notes re Cashflow Forecast:

1. Spite Strip Payment - vendor loan due relating to Council subdivision
2. A&P Interest on Loan due every quarter
3. DIA Transitional Funding, and Transport Choices funding expected. Toi Foundation \$180K and Mayors Taskforce \$276K Received in April

Outstanding Debtors as at 30 April 2023

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$290,233	\$32,813	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
Library	\$0	\$0	
Transfer Station	\$554	\$32	1 Debtor being contacted.
Cemeteries	\$32,245	\$17,220	Overdues relate to 13 debtors, of which 11 have payment arrangements with council. Two are waiting on probate and will then be cleared.
Rental Properties	\$9,534	\$0	
Pensioner Housing	-\$4,936	\$0	Rent and bond in advance.
Planning and Regulatory	\$8,162	\$7,926	This relates to 10 debtors, that are all with debt collectors. Four of these may need to be written off, due to the length of time outstanding - and relate to invoices issued to exacerbators, ie. on-charge of costs Council has incurred on their behalf e.g. removal of rubbish, towing of vehicle etc
Facility Hire	\$6,412	\$0	
Sundry Debtors	\$41,092	\$4,493	Sundry debtors includes a number of small accounts relating to a variety of activities that don't fit within the other categories. Overdue debtors include two potential uncollectible amounts relating to animal control
Legal Fees	\$6,220	\$6,220	Relating to property rating sale, expect to recover through sale process.
Targeted Rates after Strike	\$2,261	\$0	Services added after 1 July 2022 via debtor invoice. Due 30 June 2023.
Debtors Accruals	\$184,911	\$0	Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.
Private Works	\$4,362	\$0	
NZTA	\$330,785	\$0	
Swimming Pool	\$10,379	\$0	
Resource Consents	\$33,787	\$20,383	Three overdue debtors are being pursued, one is to be referred to debt collectors. The resource consents have already been issued.
Building Consent Applications	\$56,792	\$850	The overdue amount relates to on-charges relating to an application that has since been revoked. It is unlikely that this amount will be collected.
Infringements	\$25,819	\$25,819	All debtors are < 3 years overdue and with the Ministry of Justice for collection. Largely, outstanding dog registrations.
Wastewater Connections	\$0		
Wastewater Discharge	\$8,317	\$1,302	One debtor has been contacted.
Water Billing	\$149,882	\$31,465	A number of properties are being investigated for leaks. One property has been sent to first mortgagee.
TOTAL	\$1,196,811	\$148,523	



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.