



**STRATFORD
DISTRICT COUNCIL**

61-63 Miranda Street
PO Box 320, Stratford, 4352
Phone 06 765 6099
Fax 06 765 7500
www.stratford.govt.nz

Our reference

Inquiries to:

5 February 2020

ORDINARY MEETING OF COUNCIL

Notice is hereby given that the **Ordinary meeting of Council** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 11 February 2020 at 4.00pm.**

Timetable for 11 February 2020 as follows:

2pm	Workshop for Councillors <ul style="list-style-type: none">- LTP Mission, Vision & Values- Pembroke Road Renumbering- Community Groups Policy- Community Archives
3.45pm	Afternoon tea for Councillors
4pm	Ordinary Meeting

Yours faithfully



Sven Hanne
CHIEF EXECUTIVE

2020 - Agenda - Ordinary - February (11/02/2020)

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ORDINARY MEETING OF COUNCIL
TUESDAY 11 FEBRUARY 2020 AT 4.00 PM

A G E N D A

1. **WELCOME**
Health and Safety Message
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**
Attendance schedule for Ordinary and Extraordinary Council meetings.
6. **CONFIRMATION OF MINUTES**
 - 6.1 **Ordinary Meeting – 12 December 2019**
D19/33813 (Pages 7-19)

RECOMMENDATION

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 12 December 2019 be confirmed as a true and accurate record.

_____/_____
Moved/Seconded

- 6.2 **Audit and Risk Meeting – 17 December 2019**
D19/34500 (Pages 20-30)

RECOMMENDATIONS

1. **THAT** the unconfirmed minutes of the Audit and Risk Meeting of Council held on Tuesday 17 December 2019 be received.
2. **THAT** the recommendations in the minutes of the Audit and Risk Meeting of Council held on Tuesday 17 December 2019 be adopted.

_____/_____
Moved/Seconded

6.3 **Policy and Services Meeting – 28 January 2020**
D20/2022 (Pages 31-40)

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Policy and Services Meeting of Council held on Tuesday 28 January 2020 be received.
2. THAT the recommendations in the minutes of the Policy and Services Meeting of Council held on Tuesday 28 January 2020 be adopted.

_____/_____
Moved/Seconded

7. **DECISION REPORT - AMERICARNA ROAD CLOSURES**
D20/1948 (Pages 41-47)

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 proposes to close the following roads on Friday 21 February 2020, between the hours of 7.00am and 1.30pm for the purpose of the 2020 Americarna event.
 - State Highway 3 Broadway between Seyton Street and Fenton Street
 - Regan Street between Miranda Street and Juliet Street between the hours of 9am to 1.30pm
 - Miranda Street between the Seyton Street and Fenton Street
 - Fenton Street between Juliet Street and State Highway 3 Broadway
3. THAT the Council approves the alternative route detailed below:
 - Southbound traffic – left into Seyton Street, right into Juliet Street, left onto Celia Street and right onto Orlando Street to return to State Highway 3 via Hills Road to the south of Stratford.
 - Northbound traffic – left onto Fenton Street, right onto Portia Street, right onto Seyton Street and left to re-join State Highway 3 at Seyton Street/State Highway 3 intersection.

Recommended Reason

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

_____/_____
Moved/Seconded

8. **DECISION REPORT – DRAFT CONTROL OF DOGS BYLAW 2020**
D20/74 (Pages 72-77)

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the *draft* Control of Dogs Bylaw 2020 be adopted and released for public consultation.

Recommended Reason

The recommendation of the Council is required to initiate the public consultation process required by Sections 82 and 83 of the Local Government Act 2002 to seek comments from the public on the amendments to the *draft* Control of Dogs Bylaw 2020.

_____/_____
Moved/Seconded

9. **DISTRICT MAYOR’S REPORT**
D20/2039 (Pages 93-97)

RECOMMENDATION

THAT the District Mayor’s report be received.

_____/_____
Moved/Seconded

10. **QUESTIONS**



Health and Safety Message

In the event of an emergency, please follow the instructions of Council Staff.

Please exit through main entrance.

Once you reach the footpath outside please turn left and walk towards the Bell tower congregating on lawn outside the Council Building.

Staff will guide you to an alternative route if necessary.

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

Attendance schedule for 2019-2020 Ordinary and Extraordinary Council meetings.

Date	29/10/19	12/11/19	10/12/19	11/02/20	10/03/20	14/04/20	12/05/20	09/06/20	14/07/20	11/08/20	08/09/20	13/10/20	10/11/20
Meeting	I	O	O	O	O	O	O	O	O	O	O	O	O
Neil Volzke	✓	✓	✓										
Grant Boyde	✓	✓	✓										
Rick Coplestone	✓	✓	✓										
Peter Dalziel	✓	✓	✓										
Jono Erwood	✓	✓	✓										
Amanda Harris	✓	✓	✓										
Alan Jamieson	✓	✓	✓	A									
Vaughan Jones	✓	✓	✓										
Min McKay	✓	✓	✓										
John Sandford	✓	✓	✓										
Gloria Webby	✓	✓	✓										

Key	
O	Ordinary Meeting
E	Extraordinary Meeting
I	Inaugural Meeting
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick

MINUTES OF THE ORDINARY MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 10 DECEMBER 2019 AT 4.20 PM

PRESENT

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

IN ATTENDANCE

The Chief Executive – Mr S Hanne, the Director – Corporate Services – Mrs T Radich, the Director Assets – Mrs V Araba, the Director Environmental Services – Mr B Sutherland, the Director Community Services – Ms K Whareaitu, Executive Administration Officer – Ms R Vanstone, the Rooding Asset Manager – Mr S Bowden (*part meeting*), the Community Development Manager – Mr C Julie (*part meeting*) the Communications Manager – Ms G Gibson (*part meeting*), three members of the media (Stratford Press & the Daily News), and three members of staff of Venture Taranaki.

1. **WELCOME**

The District Mayor welcomed the Chief Executive, Councillors, staff, members of the media and Venture Taranaki. He reminded Councillors to familiarise themselves with the Health and Safety message included in the agenda.

2. **APOLOGIES**

No apologies were received.

3. **ANNOUNCEMENTS**

Councillors agreed to move item 7 *Information Report – Economic Development Quarterly Report – Quarter One* of the agenda forward to come after the conclusion of item 5 *Attendance Schedule* in order to allow for Venture Taranaki to make their presentation and head away.

In accordance with standing order 9.12, the Chief Executive sought Council's approval to introduce an additional item into the meeting agenda. The item was not initially included in the agenda as final clarification on the matter was received after close-off of the agenda.

Regarding item 13 *Decision Report - Ngāti Maru Treaty Settlement*, the Chief Executive advised that there was some urgency with regards to the matter being brought in front of council as it related to treaty settlement processes currently under way and likely to progress further prior to the next meeting of council. Councillors agreed that the matter would follow the last item on the agenda.

In accordance with standing order 9.14, the Chief Executive also determined that due to the commercial sensitivity of the matter to the other party or parties affected by the matter, item 13 would be discussed under public excluded.

RECOMMENDATION

THAT the Decision Report - Ngāti Maru Treaty Settlement be dealt with as an additional late item at today's Ordinary meeting of council.

BOYDE/HARRIS
Carried
CL/19/119

6.1

The District Mayor noted that some recommendations from the Policy and Services Committee minutes being sought for adoption would require amendment prior to adoption.

4. **DECLARATIONS OF MEMBERS INTEREST**

The District Mayor requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda.

Councillor Coplestone declared a conflict with item 8 *Decision Report - Trade Waste Bylaw Review*.

Councillors were reminded that the monthly update for the declaration of members interest would be circulated for them to update and sign.

5. **ATTENDANCE SCHEDULE**

The Attendance Schedule for Ordinary and Extraordinary Council meetings was attached. Attendance was noted at 100%.

6. **CONFIRMATION OF MINUTES**

6.1 **Ordinary Meeting – 12 November 2019**
D19/31690 (Pages 8-16)

RECOMMENDATION

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 12 November 2019 be confirmed as a true and accurate record.

BOYDE/WEBBY
Carried
CL/19/120

The Executive Administration Officer undertook to:

- Delete one entry of Councillor Erwood who appears twice in the list of those present.
- Insert Table 1 into the recommendation concerning item 10 *Committee Appointments*.

6.1.1 Notes from the Public Forum – 12 November 2019
D19/31284 (Pages 17-18)

The notes from the public forum are attached for Councillors information.

The District Mayor noted that he had written to the Chief Executive of Sport Taranaki, Mr Michael Carr and thanked him for his presentation.

6.2 **Policy and Services Meeting – 26 November 2019 (Bylaw Hearings)**
D19/33085 (Pages 19-25)

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Policy and Services Meeting of Council held on Tuesday 26 November 2019 be received.

DALZIEL/COPLESTONE
Carried
CL/19/121

2. THAT the recommendations in the minutes of the Policy and Services Meeting of Council held on Tuesday 26 November 2019 be adopted with the following amendments:

Item 7 Parks and Reserves Bylaw –

- That dogs shall only be permitted, if controlled by a leash or lead, on:
 - a) part of the Western Loop track of the Carrington Walkway; and
 - b) the area around the Scout Den and netball courts.
- Reword all Clauses in Section 14 as per the following:

14.1 On any area of any reserve, except on those areas described in and where special approval is granted by an Authorised Officer no persons shall:

- a) Park, ride or drive any motor vehicle or motorcycle; or
- b) Drive, ride, or lead any horse, or other animal.

14.2 Only the riding of bicycles, scooters and mobility are allowed.

14.3 No person shall ride or drive any bicycles, scooters or mobility scooters in any reserve at a speed in excess of 10 km/h.

14.4 No person shall ride or drive any bicycles, scooters or mobility scooters in any reserve without due care and attention or without reasonable consideration for other persons using, or driving in, the reserve.

14.5 No person shall ride or drive any bicycles, scooters or mobility scooters in any reserve in such a manner as to cause damage to the surface or to any part of such reserve or other land.

Note:

- All bicycles include e-bikes and scooters include e-scooters; and
- Mobility scooters are allowed on all parks and reserves subject to the Land Transport (Road user) Rule 2004.

- Revise Clause 13.2 as per the following:
 - 1.1 Notwithstanding any provision in the Dog Control Bylaw, dogs shall only be permitted, if controlled by a leash or lead, on:
 - a) parts of the Western Loop track of the Carrington Walkway; and

- b) the area around the netball court,
as shown in
- Revise Appendices 2 & 3 as per the body of the report.
 - Include a new map in Appendix 3 as per the body of the report.

McKAY/DALZIEL
Carried
CL/19/122

6.1

The District Mayor noted that, as previously announced, some recommendations from the Policy and Services Committee bylaw hearing minutes being sought for adoption would require amendment prior to adoption.

Item 7 Parks and Reserves Bylaw

- With regards to the deliberation and adoption of the *draft* Parks and Reserves Bylaw 2020, the recommendations were withdrawn and replaced with:
 - THAT dogs shall only be permitted, if controlled by a leash or lead, on:
 - c) part of the Western Loop track of the Carrington Walkway; and
 - d) the area around the Scout Den and netball courts.
- In accordance with the discussion and resolution, the following amendments will be made to the bylaw:
 - Reword all Clauses in Section 14 as per the following:
 - 15.1 On any area of any reserve, except on those areas described in and where special approval is granted by an Authorised Officer no persons shall:
 - c) Park, ride or drive any motor vehicle or motorcycle; or
 - d) Drive, ride, or lead any horse, or other animal.
 - 15.2 Only the riding of bicycles, scooters and mobility are allowed.
 - 15.3 No person shall ride or drive any bicycles, scooters or mobility scooters in any reserve at a speed in excess of 10 km/h.
 - 15.4 No person shall ride or drive any bicycles, scooters or mobility scooters in any reserve without due care and attention or without reasonable consideration for other persons using, or driving in, the reserve.
 - 15.5 No person shall ride or drive any bicycles, scooters or mobility scooters in any reserve in such a manner as to cause damage to the surface or to any part of such reserve or other land.
 - Note:
 - All bicycles include e-bikes and scooters include e-scooters; and
 - Mobility scooters are allowed on all parks and reserves subject to the Land Transport (Road user) Rule 2004.
 - Revise Clause 13.2 as per the following:
 - 1.2 Notwithstanding any provision in the Dog Control Bylaw, dogs shall only be

permitted, if controlled by a leash or lead, on:

- c) parts of the Western Loop track of the Carrington Walkway; and
- d) the area around the netball court,

as shown in

- o Revise Appendices 1 and 2; and



As per Section 14 of this bylaw, the Council allows the following activities in the areas identified in the table below.

	Park / Reserve	Activity Allowed
1.	The skating area within the Victoria Park Reserve	Riding of Skateboards, Scooters and E-scooters
2.	All Parks and Reserves	Riding of Bicycles, E-bikes, Scooters, E-scooters and Mobility Scooters.

- o Include a new map in Appendix 3 (for clarity):



- In addition to the above, Council officers will:
 - o revise the wording of the Management Responses ready to be sent through to all submitters, as per the discussions; and
 - o look into a project to determine the suitable locations for appropriate signage for the dogs on leash areas.
- Councillor Sandford noted that, on page 22, he had emphasised that people were scared when dogs are unleashed, not that people are scared when rushed at by dogs. The District Mayor responded that the minutes could not be altered by this committee but that this amendment would be noted to address this when these minutes come to the Policy and Services Committee for adoption.

6.3 **Policy and Services Meeting – 26 November 2019**
D19/32939 (Pages 26-40)

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Policy and Services Meeting of Council held on Tuesday 26 November 2019 be received.

JAMIESON/WEBBY
Carried
CL/19/123

2. THAT the recommendations in the minutes of the Policy and Services Meeting of Council held on Tuesday 26 November 2019 be adopted with the following amendments:

Item 13 Solid Waste Management and Minimisation Bylaw Review –

- The new Clause 10.1(a) of the *draft* Solid Waste Management and Minimisation Bylaw is proposed to read:
'The weights, sizes, numbers, types and contents of approved containers for disposal of refuse and recyclable refuse
- The existing wording concerning the hours of operation in Appendix B, Section 7.0 of the *draft* Solid Waste Management and Minimisation Bylaw be replaced by the following:
The opening hours for the council transfer station are as provided on the Council website and amended by Council Resolution from time to time, as the case may be.

Item 9 Proposed Revocation of Reserve and Disposal of Land –

- THAT an equivalent of the proceeds from the sale of the reserve be spent on beautifying the remainder of the reserve including the planting of native plantings.

ERWOOD/JONES
Carried
CL/19/124

The District Mayor noted that a minor addition to Clause 10.1(a) of the *draft* Solid Waste Management and Minimisation Bylaw (item 13) be made.

- The new Clause 10.1(a) of the *draft* Solid Waste Management and Minimisation Bylaw is proposed to read:
'The weights, sizes, numbers, types and contents of approved containers for disposal of refuse and recyclable refuse
- Specifically, Council's Waste Collection and Management Contractors have notified the Council that there is a restriction to the size of recyclables that the Material Resource Facility (MRF) in New Plymouth, which receives all our recyclables, can handle. Until further upgrades are made to the MRF, any recyclable material greater than 5 litres cannot be collected at the kerbside and so should not be deposited in the recycle bin.

The District Mayor sought clarification with respect to the hours of operation in Appendix B, Section 7.0 of the bylaw, and Council Officers will make the following changes to ensure that the bylaw does not require further alteration when Council transfer station opening hours alter.

o **Existing wording:**

The opening hours for the Council transfer station are:

- *Monday, Tuesday, Thursday and Friday 2 pm to 5 pm;*
- *Wednesday 10 am to 1 pm;*
- *Weekend days and Statutory Holidays 1pm to 5 pm;*
- *Good Friday closed;*
- *Christmas Day closed.*

Located at the southern end of Cordelia Street (06) 768500

o **Proposed wording:**

The opening hours for the council transfer station are as provided on the Council website and amended by Council Resolution from time to time, as the case may be.

In further discussion, Councillor Jamieson noted an additional recommendation to item 9 *Proposed Revocation of Reserve and Disposal of Land – Broadway South*, which was not included in the minuted resolution. Therefore, the following recommendation would be added to the minute:

- o THAT an equivalent of the proceeds from the sale of the reserve be spent on beautifying the remainder of the reserve including the planting of native plantings.

McKAY/SANDFORD
Against JAMIESON
Carried

6.4 **Sport NZ Rural Travel Fund Assessment Committee – 19 November 2019**
D19/32911 (Pages 41-43)

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Sport NZ Rural Travel Fund Assessment Committee held on Tuesday 19 November 2019 be received.

SANDFORD/JONES
Carried
CL/19/125

2. THAT the recommendations in the minutes of the Sport NZ Rural Travel Fund Assessment Committee meeting held on Tuesday 19 November 2019 be adopted.

SANDFORD/McKAY
Carried
CL/19/126

The District Mayor welcomed the Sport New Zealand Rural Travel Fund Assessment Committee Chair, Councillor Sandford to comment on the meeting.

Councillor Sandford noted the following:

- Five new members were welcomed and all contributed to the decision making process.
- Summer is traditionally a quiet time in terms of application numbers while winter is exceptionally high.
- Two out of 4 applications received funding in this round.

6.1

- Of the two unsuccessful applications, funding was being sought for team sports being played by Stratford children outside of Stratford and were therefore ineligible for funding. Advice sought from the national funding agency supported these decisions.

7. **INFORMATION REPORT – ECONOMIC DEVELOPMENT QUARTERLY REPORT – QUARTER ONE**

D19/31745 (Pages 44-49)

6.1

RECOMMENDATION

THAT the report be received.

ERWOOD/COPLESTONE
Carried
CL/19/127

The Director Community Services noted that the reshaped cover report represented the first quarter in terms of economic development and included data from the website, I-Site and property sales. Feedback on the new format from elected members was welcome.

The Venture Taranaki Chief Executive, Ms Justine Gilliland noted that the redeveloped reporting was more succinct. The presented report was an activity one while the next six monthly report would focus on performance measures as well as activity.

Questions/Points of Clarification:

- Ms Whareaitu agreed with Councillor Dalziel that a year to date column in the property sales data would be helpful in making comparisons.
- Councillor Dalziel congratulated Venture Taranaki on the improved report.
- Councillor Boyde questioned the membership of the Stratford Business Association at 125 out of 1,500 businesses in Stratford as noted in the report. Councillor Dalziel responded that the total number of businesses included trusts and farms and noted that the association's membership was growing and now sitting around 150.
- Councillor Jamieson asked about the Duco Regional Events Strategy and whether this would signal events likely to come to Stratford in the next year. Ms Gilliland noted that the strategy, to be completed in March looks at the types and categories of events from a range of factors including facilities and competition. The Duco strategy focuses on economic benefits while Venture Taranaki works closely with sporting groups to this end. She noted that Stratford has excellent facilities.
- Councillors and officers watched a short video (yet to be released) promoting Taranaki's food industry.

The Community Development Manager and the Communications Manager departed the meeting at the conclusion of this item.

8. **DECISION REPORT - TRADE WASTE BYLAW REVIEW**

D19/31151 (Pages 61-67)

RECOMMENDATIONS

1. THAT the report be received.

HARRIS/ERWOOD
Carried
CL/19/128

2. THAT the *draft* Trade Waste Bylaw 2020 be adopted and released for public consultation.

BOYDE/DALZIEL
Carried
CL/19/129

Recommended Reason

The recommendation from the Committee is required to initiate the consultation process for the bylaw. Public consultation is required to seek comments from the public on the amended and new parts of the *draft* Trade Waste Bylaw 2020. Consultation to be undertaken will be the special consultative procedure (SCP), pursuant to Sections 82 and 83 of the Local Government Act 2002.

Councillor Coplestone left the table at 4.56pm.

The Chief Executive noted that the complete *draft* Trade Waste Bylaw 2020 attachment was emailed to elected members on Sunday 8 November following an incomplete bylaw being uploaded onto Diligent. Mr Hanne thanked Councillor Jones for his observation.

The Director Assets noted that the current bylaw lapsed in 2018 and has been reviewed. The purpose of the bylaw is to regulate the receiving of trade waste in the district. If agreed, the draft bylaw would be released for community consultation.

Questions/Points of Clarification:

- Councillor Jones questioned the determination of Schedule 2 - Prohibited Characteristics in the schedule at the back of the bylaw and noted that most councils have the same characteristics.
- Mrs Araba responded that the adopted characteristics are a combination of the NZ Standards and MPS2017. An external consultant reviews the document taking into account the treatment capacity of the districts' waste water ponds. This is a best practice guide used by most councils in their determination.
- Mayor Volzke added that he would expect a degree of consistency amongst councils and considers it reassuring that this is the case. He would expect a national standard to apply to what can be put in waste water systems.
- Mrs Araba added that the council is under no obligation to accept trade waste which cannot be treated through the ponds because we have a resource consent from Taranaki Regional Council which determines waste treatment. All of this is taken into account in determining the maximum concentration acceptable at the ponds.

Councillor Copelstone returned to the table at 5.02pm.

9. **DECISION REPORT - SUMMER NIGHTS ROAD CLOSURE**
D19/32745 (Pages 112-117)

RECOMMENDATIONS

1. THAT the report be received.

ERWOOD/HARRIS
Carried
CL/19/130

6.1

2. THAT pursuant to Section 342(1) (b) Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close Brecon Road from the intersection of Regan Street to Maryann Rest Home on Saturday 18 January 2020, between the hours of 12:00pm, (noon), and 8:00pm for the purpose of the Summer Nights concert in King Edward Park.

DALZIEL/JAMESON
Carried
CL/19/131

Recommended Reason

At previous Summer Nights events, Brecon Road has been used to provide accessibility parking close to the event. For this to remain in place for the 2020 event, the Stratford District Council is proposing to close Brecon Road from its intersection with Regan Street to the Maryann Rest Home. Access to Maryann Rest Home as well as residents of Brecon Road will be available throughout the duration of the road closure. The proposed road closure requires formal endorsement by a Council resolution.

The Roading Assets Manager noted the following points:

- In order to provide parking for those less mobile in the community wishing to attend the Summer Nights events in King Edward Park in January, approval is sought to close the specified roads for a time.
- Letter drops were conducted in the area and the proposed road closures were advertised. No objections were received.
- Councillor Jamieson expressed his concern for the St John Ambulance Service having uninhibited access into and out of their ambulance base at the Maryann Rest Home.
- Mr Bowden responded that as part of the consultation process, the Police, Fire Service and St John Ambulance are notified.

10. **DISTRICT MAYOR'S REPORT**

D19/32951 (Pages 119-124)

RECOMMENDATION

THAT the District Mayor's report be received.

McKAY/VOLZKE
Carried
CL/19/132

The District Mayor noted the following points:

- He attended an informative Rural and Provincial Sector meeting with a number of government ministers speaking about the government's freshwater reforms. Ministers expressed that reforms would proceed despite the views being articulated.
- The council's submission referenced and supported the LGNZ submission. Ministers received from this council and the Taranaki Regional Council the very clear message that there were differences amongst the various catchment areas and that these differences ought to be considered. Ministers appeared to take this message on board.

Questions/Points of Clarification:

- Councillor Boyde expressed his disappointment that despite the 17,500 submissions received, there would be no opportunity to be heard.

- Regarding the hockey test series, Councillor Boyde noted that the Hockey Federation reported that Stratford ticket sales were a lot higher than forecast, supporting the view that Stratford's turf is a world class facility.

11. QUESTIONS

No questions were asked.

The media and Council officers departed the meeting at 5.11pm.

12. RECOMMENDATION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

Agenda Item No. 13

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
Commercial Activity – Ngāti Maru Treaty Settlement – Joint Right of First Refusal for Ngāti Maru, Te Korowai o Wainuiārua, Ngāti Hāua over the named lands for the purpose of Treaty Settlement as part of the Crown's settlement of their Treaty of Waitangi claim.	The disclosure of information enables the parties to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6 or section 7 (except section 7(2)(f)(i) of the Act). (Section 48(1)(a) Local Government Official Information and Meetings Act 1987.

ERWOOD/WEBBY
Carried
CL/19/133

**13. PUBLIC EXCLUDED ITEM – DECISION REPORT - NGĀTI MARU
TREATY SETTLEMENT**

D19/33372

RECOMMENDATIONS

1. THAT the report be received.

DALZIEL/HARRIS
Carried
CL/19/134

2. THAT Council acknowledges and supports the establishment of a Joint Right of First Refusal for Ngāti Maru, Te Korowai o Wainuiārua, Ngāti Hāua over the following lands for the purpose of Treaty Settlement:

- Section 17 Block VI Pouatu Survey District
- Sections 44, 46,47,48, 65 and Part Section 45 Town of Tahora (Tahora Domain)
- Section 20 Block XVI Pouatu Survey District (Kohuratahi Gravel Reserve)

BOYDE/WEBBY
Carried
CL/19/135

Recommended Reason

The subject lands have been identified as of cultural significance and have been sought as cultural redress as part of Treaty Claim. The Crown either owns or is able for any reason to resume ownership of the lands in order to use them in part satisfaction of the claim.

The District Mayor reminded councillors that they had received two emails with reports attached. The first email with a draft report attached was sent on Sunday 8 November and the second email with the final report attached was sent just prior to this meeting.

The District Mayor noted that Ngāti Maru is the last Taranaki iwi to settle historic treaty claims.

The Chief Executive noted the following points:

- The key differences between the reports were the additions of a legal description of the Kohuratahi Gravel Reserve and paragraph 4.4 outlining the process where Council wishes to dispose of any of the reserves in the future.
- Mayor Volzke added that a previous agreement had vested interest with Ngāti Maru however the blocks in question were now being disputed by neighbouring iwi. Mr Hanne added that the disputes arose because the blocks were traditionally used by three different groups of people.

Questions/Points of Clarification:

- Councillor Dalziel sought clarity on a settlement date. Mr Hanne responded that final settlement would be agreed by March 2020.
- Councillor Boyde whether hapū could also bring a claim. Mayor Volzke confirmed that this was a possibility.

RECOMMENDATION

THAT the open meeting resume.

SANDFORD/ERWOOD
Carried
CL/19/136

6.1

The meeting closed at 5.25pm.

N C Volzke
CHAIRMAN

Confirmed this 11th day of February 2019.

N C Volzke
DISTRICT MAYOR

MINUTES OF THE AUDIT & RISK COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 17 DECEMBER 2019 AT 4.00 PM

6.2

PRESENT

K Denness (the Chairman), the District Mayor N C Volzke, the Deputy Mayor A L Jamieson, Councillors P S Dalziel, M McKay and J M S Erwood.

IN ATTENDANCE

The Acting Chief Executive – Ms K Whareaitu, the Director Corporate Services – Mrs T Radich, the Director Assets – Mrs V Araba, the Director Environmental Services – Mr B Sutherland, the Executive Administration Officer – Ms R Vanstone, Councillor G W Boyde, the Health & Safety /Emergency Management Advisor – Mr M Bestall (*part meeting*), the Corporate Accountant – Mrs C Craig (*part meeting*), the Roading Asset Manager – Mr S Bowden (*part meeting*), the IT Manager – Mr B Coles (*part meeting*), Mr A Michl and one member of the media (the Daily News).

1. WELCOME

The Chairperson Ms K Denness welcomed the District Mayor, Councillors and Staff and Mr A Michl from the Local Government Funding Agency.

2. APOLOGIES

An apology was noted from the Chief Executive – Mr S Hanne.

3. ANNOUNCEMENTS

There were no announcements.

4. DECLARATION OF MEMBERS INTEREST

There were no declarations of interest.

5. ATTENDANCE SCHEDULE

The attendance schedule for 2019 – 2020 Audit and Risk Committee meetings was attached.

6. PROGRAMME OF WORKS

D19/32844 Page 8

RECOMMENDATION

THAT the Audit and Risk Committee's programme of works for 2020, including two additional items on Civil Defence Readiness and Self-Review, be received.

DENNESS/JAMIESON
Carried
A&R/19/23

6.2

The Chair noted that Civil Defence Readiness – an update report in July, and Self-Review – an annual report in November, be added to the Programme of Works for 2020.

Questions/points of clarification:

- Mayor Volzke had signalled in the Audit and Risk meeting of 17 September 2019, his intention to raise the issue of a stocktake of Council's environmental initiatives in order to assist in the development of a strategic document where Council's response to climate change could be monitored and improved. There was discussion about whether this should lie within the Audit and Risk Committee responsibilities. The Chair and the Director of Corporate Services agreed that a Climate Change Response Report be placed on matters outstanding for further discussion with the Chief Executive on the appropriate reporting forum.

7. CONFIRMATION OF MINUTES

7.1 Audit and Risk Committee Meeting Minutes – 17 September 2019
D19/27273 (Pages 9-16)

RECOMMENDATION

THAT the minutes of the Audit and Risk Committee Meeting held on Tuesday 17 September 2019 be confirmed, with any amendments, as a true and accurate record.

DENNESS/DALZIEL
Carried
A&R/19/24

The Executive Administration Officer undertook to make the following amendments:

- With regards to the last bullet point of Questions/points of clarification of item 11 Information Report – Treasury Report as at 31 August 2019 (page 13) noted incorrectly, “that the downward trench was unlikely to improve any time soon” – and should be amended to ‘trend’.

Questions/points of clarification:

- The District Mayor sought clarification on whether there had been a response from the swim school with regard to information sharing following an incident where an instructor had experienced a seizure and fallen into the pool (page 12). Mr Bestall responded that he had endeavoured to get a response from the school for the incident which occurred in September and would follow up again.
- Mayor Volzke clarified that pool incidents (page 12), previously reported to the Policy and Services Committee, be reported to the Audit and Risk Committee.
- Mrs Radich clarified that money had been returned to Council following the joint landfill project (page 13).
- Mr Bestall clarified that no progress had been made on driver training under the Taranaki Road Safety Workplace charter.

8. **MATTERS OUTSTANDING**

D18/27474 (Page 17)

There were no matters outstanding.

9. **PRESENTATION – LOCAL GOVERNMENT FUNDING AGENCY**

D19/33100 (Pages 18-19)

Mrs Radich introduced Mr Andrew Michl, Senior Manager, Credit and Client Relations of the Local Government Funding Agency (LGFA) to present to the Audit and Risk Committee given that the council is moving toward becoming a guarantor so that it can borrow over the \$20 million threshold, particularly for the purpose of the pool development. Currently the council is a borrower. The costs of becoming a guarantor are approximately \$5-7,000 in legal costs.

Mr Michel noted the following points:

- The LGFA is a council-controlled organisation which operates under the Local Government Act 2002. It was established to assist central government with local infrastructure development.
- The LGFA specialises in financing the local government sector at favourable terms because it can raise money for lending at a cheaper rate than banks and has very high credit ratings at AA+ (the highest rated NZ bank has a credit rating of AA-).
- Central government is the largest shareholder at 20% and 30 councils hold an 80% shareholding. The LGFA is governed by a board of 6 directors – independent directors are elected by a Shareholders Council.
- There are fifty three guarantors – all of which receive a slightly lower interest rate. Sixty five councils are currently signed up as borrowers.
- Locally, the Taranaki Regional Council has just become a guarantor along with New Plymouth and South Taranaki District Councils’.

Questions/points of clarification:

- Mayor Volzke asked how a member council became a shareholder. Mr Michel clarified that in 2012 councils who wished to, became shareholders. LGFA does not need to issue shares so the only way of becoming a shareholder is to buy shares off one of the existing shareholders.
- Mr Michel clarified that shareholders receive an annual dividend of 2% over LGFA’s cost of funds. Where a council holds 100,000 shares, the dividend is \$4,000. The

interest savings that are of greatest benefit for council members. On a debt of between \$20-30 million, the council would save \$100,000 in interest compared with alternative financing sources.

- Councillor Boyde asked about the risk to Stratford District Council becoming a guarantor given that Auckland and Christchurch are two of the highest borrowers. Mr Michl clarified that councils are guaranteeing the financial obligations of LGFA (not the debt of other councils). No council has ever defaulted on its debt. If it did so, the LGFA has security over the council's rate income. Another mitigate is the financial covenants required to be complied with. For Stratford as at 2019, the net debt as a percentage of total revenue was 55%. In theory, Stratford District Council could treble their debt and still comply with the covenants. In addition, a statutory manager can be put in place and the money would be recoverable over time depending on affordability. The LGFA has many options available in terms of access to liquidity including crown money. The OAG and Department of Internal Affairs has oversight also.
- Mr Michl clarified that there are no restrictions on how borrowings can and can't be spent. There is an expectation of budget balancing through the LTP cycle though.
- Mrs Radich noted that some councils have credit ratings giving them access to even lower interest rates. She asked at what level of debt would it make sense to get a credit rating? Mr Michl clarified that a loan of \$40-50 million would justify a borrower to obtain a credit rating and further basis points.
- Mayor Volzke asked whether the government, as a 20 per cent shareholder, took 20 per cent responsibility for the guarantor. Mr Michl clarified that central government sits outside the guarantee but does sit on the Shareholders Council and lends LGFA other 'administrative' support.
- Councillor Dalziel commented that the banks could not compete and Councillor McKay added that array of mitigates and the history of nil defaults gave good confidence.
- Mayor Volzke suggested that this committee make a recommendation to commence the process to become a guarantor. Mrs Radich clarified that the Treasury Management Policy which was adopted in February 2019 did allow for council to become a guarantor and that the timing seemed appropriate to make this a reality.
- Mr Michel confirmed that it is possible to get out of the commitment however some time would need to pass before re-entering.

RECOMMENDATION

THAT the Audit and Risk Committee recommend to Council to commence the process to become a guarantor of the Local Government Funding Agency.

VOLZKE/DALZIEL

Carried
A&R/19/25

10. DECISION REPORT – AUDIT AND RISK COMMITTEE TERMS OF REFERENCE REVIEW

D19/33115

(Pages 20-29)

6.2

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the Terms of Reference for the Audit and Risk Committee be reviewed and amended to the proposed Terms of Reference as per **Appendix 1**.
3. THAT the Committee recommend to Council that the proposed changes to the Terms of Reference be adopted and incorporated into the Council's Delegations Policy.

ERWOOD/JAMIESON
Carried
A&R/19/26

Recommended Reason

The current Terms of Reference for the Audit and Risk Committee require a review of the Terms of Reference at least every two years.

The Director Corporate Services noted the timely review of the committee's terms of reference in this post-election phase and with a new committee membership in place.

- With regards to the proposed changes to the terms of reference, the following changes were discussed and agreed:
 - Electronic presence in meetings goes against Council's standing orders and therefore affects the quorum and would be changed.
 - The Audit and Risk Committee would meet 5 times a year as opposed to four.
 - Mayor Volzke welcomed the significant improvement which saw the appointment of a deputy chair when the chair is unavailable. He noted that the March 2019 meeting was cancelled due to the unavailability of the independent chair. The Chair added that she was in hospital at this time.
- Councillor Dalziel noted that the chair is appointed for a 3 year term. This Chair's term will expire in March 2020 and a reappointment process would commence.

11. INFORMATION REPORT – RISK REVIEW

D19/33129

(Pages 30-34)

RECOMMENDATIONTHAT the report be received.JAMIESON/ERWOODCarried
A&R/19/27**RECOMMENDED REASON**

To provide an update of any changes to the risk register to the Audit and Risk Committee and advise of any incidents in relation to the Top 10 Risk Register from the previous quarter.

6.2

The Director Corporate Services noted that two new risks have been added to the risk register in the last quarter - bribery and corruption (of particular relevance in the procurement space – brought to our attention by Audit NZ) and fatigue management (a recommendation from the health and safety committee).

Points of clarification/questions:

- Councillor McKay sought clarification on the vehicle use policy. Mr Bestall confirmed that the policy is yet to be adopted, should apply to both council vehicles and those conducting council business in their own vehicle.
- Mayor Volzke sought clarification around the fraud officer role (page 32) which is currently held by the Director Corporate Services and responsible for receiving and investigating complaints on bribery and corruption. He noted that it appeared counter intuitive to have the Director with presumably the most awareness of the organisation's finances to hold the fraud officer role. Councillor Erwood recommended that the reporting line should also include the Chief Executive.
- In response, the Director Corporate Services added that the fraud policy outlines the responsibilities of the fraud officer and does state that others can be reported to including the Chief Executive, the District Mayor and the Chair of the Audit and Risk Committee. She also noted that bribery and corruption occurred most frequently by council officers responsible for granting contracts.
- It was clarified that the council farm and council controlled organisations should have a risk register. Mrs Radich clarified that the council risk register was reasonably high level but that there was an expectation that the farm would have its own health and safety policy and risk register.
- Councillor Dalziel sought clarification on the lone worker residual score of 3. He considered this to be too low, especially where the animal control officer or lone farm workers were concerned. Mr Bestall noted that he would revisit this point and investigate the effectiveness of controls in place for lone workers. Mrs Radich confirmed that an update would be provided to the next committee meeting.

12. **QUARTERLY REPORT – HEALTH AND SAFETY**

D19/33343

(Pages 52-54)

RECOMMENDATION

THAT the report be received.

McKAY/JAMIESON

Carried

A&R/19/28

6.2

The Health & Safety/Emergency Management Advisor noted the following points:

- Near miss reporting was steady and ten events were logged in the last quarter.
- It was pleasing to see that the positive reinforcement action of staff was also being reported as this started to build the organisational culture.
- Mr Bestall noted that contractors were a significant risk to the organisation.
- The Chair sought clarification on whether council systems had the capacity to identify the contractor involved when incidents were logged. Mr Bestall confirmed that this was the case.
- Councillor Boyde sought clarification on the health and safety policy of the aerodrome. It was noted that this matter would receive further attention at the Aerodrome and Farm Committee meetings.

The Chair departed the meeting briefly at 5.31pm and the District Mayor took over chairing the meeting.

13. **INFORMATION REPORT – STAFF WELLBEING**

D19/33345

(Pages 55-58)

RECOMMENDATION

THAT the report be received.

McKAY/ERWOOD

Carried

A&R/19/29

Recommended Reason

The report provides an update to the Audit and Risk Committee on staff wellbeing as per the 2019 work programme.

The Director Community Services noted the following points:

- This report provides the committee with an update on council's staff wellbeing work as per the 2019 programme of work. It follows this committee's adoption of health and safety wellbeing as a risk category but also the organisations desire to continue to be a good and best practice employer.
- Earlier this year council committed to establishing a wellbeing programme for staff and steps have been taken to establish a wellbeing strategy and action plan. This work is

being led by the Chief Executive and the Senior Leadership Team along with the staff Health and Safety Committee.

- To date the group has adopted a vision and completed a staff survey.
- There is a high level summary within the report on the survey (5.4). The data is yet to be fully analysed. The overall weighted average of 78% is being seen as favourable but there are definitely a few items to work on.
- The group met last Friday to hear a high-level overview and discussion on the initial results of the survey and they will meet again in January to finalise their thoughts to be built into the strategy and action plan.
- Some initiatives have started like staff garden in the court yard and wellness workshops however this piece of work is about putting a framework around the wellbeing activities.
- Next steps are covered under paragraph 5.5 and we are looking forward to reporting back to the committee on the progress being made.

The Chair returned to the meeting at 5.34pm.

Points of clarification/questions:

- The chair congratulated council on the progress made to date. The staff survey percentages were overall positive and staff seem to be positive about the initiatives.
- Councillor Boyde asked whether elected members, the Percy Thomson Gallery staff and the council farm contractors and staff are included in the initiatives. Ms Whareaitu clarified that the focus is on council employees only at present.

14. INFORMATION REPORT – CYBER UPDATE

D19/33332

(Pages 59-63)

RECOMMENDATION

THAT the report be received.

VOLZKE/DALZIEL
Carried
A&R/19/30

RECOMMENDED REASON

The report provides the Audit and Risk Committee with information on how cyber risk is currently being managed and outlines further work that can be done to reduce cyber risk.

The IT Manager returned to the meeting at 5.39pm.

The IT Manager noted the following points:

- A number of tasks were completed since the last report to the Audit and Risk Committee in June. A penetration test was completed gleaning positive results. An external company was engaged to identify entry points to council’s network. No methods of access were identified although some issues with the GIS software were highlighted. Work in this space will be resolved by the new year. This work will be useful to be conducted on an annual basis and consideration is being given to Wi-Fi testing also.

- Awareness of cyber issues and risks is highlighted in the regular staff newsletter and in testing scenarios. A live phishing scam recently went out to all elected members and staff and is being considered to be run on a regular basis.
- Cyber insurance comes up for annual review in the next quarter and the IT Technical Use Policy will be reviewed in January 2020.
- An audit of cloud providers has commenced.

Questions/points of clarification:

- Both the Chair and Councillor Dalziel commented on a good report which provided reassurance.
- Mr Coles clarified that phones, iPads and any other technology managed on a mobile device network were frequently monitored and checked and that filters prevented content of a certain type being access on council's IT systems.

The IT Manager left the meeting at 5.51pm.

15. INFORMATION REPORT – FINANCIAL RISK MANAGEMENT REPORT DECEMBER 2019

D19/33332

(Pages 64-66)

RECOMMENDATION

THAT the report be received.

DALZIEL/McKAY
Carried
A&R/19/31

The Director Corporate Services noted the following points:

- This report provides the committee with an update on council's financial risk at the end of November 2019.
- The Treasury Management Policy states that council will invest up to \$3 million with one bank. Council currently has \$4 million invested with Westpac who are returning the highest rates. These investments are on a one month rotation. In January \$1 million will come off term deposit, therefore the breach is only temporary.
- Mayor Volzke, in referring to appendix 1 on page 67, noted that it was reassuring and pleasing to see that council is compliant with its own benchmarks and policies. In addition, he noted appendix 2 on page 68 which references the sale of subdivision sections. He felt that it was an optimistic view to sell all sections by the end of 2020 and thought that this position should perhaps be reviewed early in 2020. The Chair shared this view.

16. AUDIT NEW ZEALAND CORRESPONDENCE

- Audit NZ – Report to the Council on the Audit of Stratford District Council
D19/33147 (Pages 69-104)

RECOMMENDATION

THAT the correspondence be received.

DENNES/JAMIESON
Carried
A&R/19/32

- Councillor Erwood noted an error on page 88 of the report which refers to Southland District Council. Mrs Radich added that she had requested and received an amended report.

17. INFORMATION REPORT - ANNUAL REPORT 2019/20 – AUDIT OUTCOMES

D19/33146 (Pages 105-111)

RECOMMENDATION

THAT the report be received.

DENNESS/ERWOOD
Carried
A&R/19/33

Recommended Reason

This report informs the Committee of the issues identified in the final Audit New Zealand Management Report for the 2018/19 Annual Report, and summarises their findings and the actions to be taken by Council officers to respond to audit recommendations.

The Director Corporate Services noted the following points:

- Council had received an unmodified audit opinion at the conclusion of the 2018/19 audit. Several actions were outstanding and these would be updated at each Audit and Risk meeting.
- Council's process for dealing with complaints is an urgent piece of work. A temporary solution has been set up with the service centre logging calls as they come in.

Questions/points of clarification:

- Mayor Volzke congratulated the team on the small number of relatively minor issues. He noted particularly the auditor's comments on the variables – the appropriate accounting process around the subdivision for instance, and how issues were dealt with by council officers in relation to the central landfill.
- Councillor Dalziel sought clarification on the management override of potential fraud in the finding, as noted on page 84, and whether this should be an inclusion on the risk

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D19/34500*

register? Mrs Radich confirmed that this would be discussed by the Senior Leadership Team.

- The Chair noted the useful publications for reading.

18. GENERAL BUSINESS

The Chair wished all elected members and council staff a happy and safe festive season.

The meeting closed at 6.04pm.

K Denness
CHAIRMAN

Confirmed this 17th day of March 2020.

N Volzke
DISTRICT MAYOR

MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 28 JANUARY 2020 AT 3PM

PRESENT

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors M McKay, J M S Erwood, R W Coplestone, P S Dalziel, W J Sandford, A K Harris and G M Webby.

IN ATTENDANCE

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Assets – Mrs V Araba, the Director Corporate Services – Mrs T Radich, the Director Environmental Services – Mr B Sutherland, the Executive Administration Officer – Ms R Vanstone, the Communications Manager – Ms G Gibson, the GIS Officer – Ms M McClure, the Roading Asset Manager – Mr S Bowden (*part meeting*), the Services Asset Manager – Mr M Oien, the Engineering Officer – Mr P Jacobs and three members of the media (Stratford Press & Taranaki Daily News).

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, Chief Executive, Councillors, staff, and the media to the first meeting of council of 2020. He reminded Councillors to familiarise themselves with the Health and Safety message included in the agenda.

2. **APOLOGIES**

A leave of absence was noted for Councillor V Jones. An apology was noted from the Director Community Services – Ms K Whareaitu.

3. **ANNOUNCEMENTS**

The Chief Executive requested that Councillors remain after the conclusion of the meeting for the continuation of the Councillors workshop.

4. **DECLARATIONS OF MEMBERS INTEREST**

The Deputy Mayor requested Councillors 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. Councillor Boyde noted that his leave of absence for the meeting of 26 November 2019 had not been recorded.

6. **CONFIRMATION OF MINUTES**

6.1 **Policy and Services Committee Meeting (Bylaw Hearings) – 26 November 2019**
D19/33085 Pages 9-16

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting (Bylaw Hearings), held on Tuesday 26 November 2019, be confirmed as a true and accurate record.

HARRIS/WEBBY
Carried
P&S/20/1

6.2 **Policy and Services Committee Meeting – 26 November 2019**
D19/32939 Pages 17-31

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 November 2019, be confirmed as a true and accurate record.

ERWOOD/COPLESTONE
Carried
P&S/20/2

7. **MATTERS OUTSTANDING**

D16/47 Page 32

RECOMMENDATION

THAT the matters outstanding be received.

COPLESTONE/McKAY
Carried
P&S/20/3

8. **DECISION REPORT – TRIENNIAL AGREEMENTS**

D20/663 Pages 33-37

RECOMMENDATION

THAT the District Mayor be authorised to sign the final Taranaki Regional Council and Horizons Regional Council Triennial Agreements on behalf of the Stratford District Council.

BOYDE/COPLESTONE
Carried
P&S/20/4

The Chief Executive noted that triennial agreements are a legal requirement setting out the rules of engagement between neighbouring councils at the commencement of each triennium.

Questions/Points of clarification:

- Mayor Volzke noted that there was no way of enforcing the terms of triennial agreements where the parties did not adhere. Mr Hanne suggested the Mayoral Forum as an avenue to take up the discussion.

6.3

9. **DECISION REPORT – POLICY REVIEWS 2018/19 & 2019/20 – EIGHTH TRANCHE**

D19/31602

Pages 55-61

RECOMMENDATIONS

1. THAT the report be received.

ERWOOD/SANDFORD
Carried
P&S/20/5

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

Petitions in Council Buildings Policy
Conferences, Seminars, Tours Policy
Privacy Policy

be adopted.

HARRIS/DALZIEL
Carried
P&S/20/6

3. THAT the attached policies, being the:

Declaration of Members Interests Policy
Elected Members Remuneration Policy
Voting System Policy

be deleted.

ERWOOD/WEBBY
Carried
P&S/20/7

Recommended Reason

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

The Chief Executive noted the following:

- *Petitions in Council Buildings Policy*
 - This policy outlines the ability of the public to place a petition into a council facility supporting a cause to either lobby the government, the council or another party. Currently approval is sought from the Chief Executive in consultation with the District Mayor following due consideration.
 - The policy remains unchanged as there were no views expressed to the contrary.
- *Conferences, Seminars, Tours Policy*
 - This policy outlines the approval process for elected members' training and networking opportunities. Currently approval is sought from council via the meeting cycle. Due to the timing of meetings, there is potential for opportunities to be missed.
 - It was recommended that the policy be amended so that approval is sought from the Chief Executive in consultation with the District Mayor and include a financial limit of \$2,000 per annum.
 - Councillor Dalziel added that the policy should not restrict the District Mayor's ability to attend events as he felt the \$2,000 limit would be too limiting for the Mayor.
 - Mr Hanne undertook to establish the approval process for the District Mayor and if affected by this policy, to amend the wording as required to not apply the financial cap to the Mayor.
- *Privacy Policy*
 - This policy governs the collection, use and disclosure of personal information and data in accordance with legislation. The current policy aligns with national best practice and largely focuses on online data and therefore should be updated.
 - The reviewed policy is more comprehensive and includes any other way information is collected.
 - Mayor Volzke sought clarification, in referring to page 65 which makes reference to the use of the website and cookies, about whether the council website warns users about the use of cookies. Mr Hanne would seek clarification on this matter and requested that the item be added to matters outstanding.
- *Declaration of Members Interests Policy*
 - The current policy covers half of what the Local Authorities (Members' Interest) Act 1968 requires and does not address other non-financial conflicts.
 - Mr Hanne therefore recommends withdrawal of the policy as elected members comprehensively subscribe to items covered by the legislation through the Code of Conduct. Duplicated effort via a policy is therefore not required and serves no purpose.
 - There were no views to the contrary and the Declaration of Members Interest Policy will be deleted.
- *Elected Members Remuneration Policy*
 - The current policy provides a cover paper attaching the determination of the Remuneration Authority. The same information is available on the Remuneration Authority website. Duplicated effort via a policy is therefore not required and serves no purpose.
 - Mr Hanne recommends withdrawal of the policy.
 - Mayor Volzke, in referring to page 71 recommended retaining the job descriptions of elected members at Appendix A of the policy for future reference and possibly publishing on the council website.
 - There were no views to the contrary and the Elected Members Remuneration Policy will be deleted.

- *Voting System Policy*
 - The current policy addresses the method of voting, if required, for the appointment of deputy mayor, chairs and other roles.
 - Mr Hanne recommends withdrawal of the policy given that elected members at the time will determine the most appropriate voting system to these positions.
 - There were no views to the contrary expressed and the Voting System Policy will be deleted.

10. **DECISION REPORT – ADOPT LOCAL GOVERNANCE STATEMENT**

2020

D20/653

Pages 82-86

RECOMMENDATIONS

1. THAT the report and the attached Local Governance Statement is received.

McKAY/BOYDE
Carried
P&S/20/8

2. THAT the Local Governance Statement be adopted with the following amendments:
 - A wording change - “*Electors vote for their preferred candidate(s) up to the maximum number of Elected Members per ward, and those with the most votes are elected*” (page 94 refers).
 - “Stratford Ward” be changed to “Urban Ward” (page 94 refers).
 - Mayor as ex-officio be added to council committees (page 109 refers).
 - Delete reference to the Deputy Mayor as a member of the Creative Communities Assessment Committee (page 110 refers).

HARRIS/BOYDE
Carried
P&S/20/9

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

The Director Corporate Services noted the following points:

- It is a legislative requirement that council adopt an updated Local Governance Statement within six months of local body elections.
- The statement reports the processes used by council during the course of representing the citizens of the district.

Questions/Points of clarification:

- Mayor Volzke suggested, in referring to page 94, a change to the wording where “*Electors vote for their preferred candidate(s) up to the maximum number of Elected Members per ward, and those with the most votes win*” to “*...those with the most votes are elected*”.
- Councillor Webby noted, in referring to page 94, that the reference to “Stratford Ward” be changed to “Urban Ward” and that Stratford District Council currently has no community boards and that this reference should be removed.

- Mayor Volzke noted that, in referring to page 109, the ex-officio status of the Mayor on some, if not all, of the council committees be added for accuracy.
- Mrs Radich noted that the Creative Communities Assessment Committee does not include the Deputy Mayor and that this reference be removed, in referring to page 110.
- Mr Sutherland clarified that the Mobile or Travelling Shops Bylaw would be reviewed this year.

11. DECISION REPORT – LIBRARY/I-SITE CO-LOCATION AND ENTRANCE OPTIONS

D20/711 Pages 111-116

RECOMMENDATIONS

1. THAT the report be received.

SANDFORD/COPLESTONE
Carried
P&S/20/10

2. THAT the Stratford Visitor Information Services i-SITE co-locate with the Stratford Library building as soon as possible with no or little change to the existing building until the developments neighbouring Prospero Place are further progressed.

McKAY/ERWOOD
Against BOYDE
Carried
P&S/20/11

Recommended Reason

The co-location of the Stratford Library and visitor information services within the Stratford Library is scheduled to happen, however with the developments neighbouring Prospero Place currently underway, now is an opportune time to consider entrance options to the library building.

The Chief Executive noted the following points:

- Following the decision by elected members to co-locate the i-SITE services within the library, council must now decide where the entranceway to the library should sit in relation to the Prospero Place redevelopment and when this work should proceed.

Questions/Points of clarification:

- Councillor Boyde expressed his concerns about co-locating both parts of the business before the redevelopment work is understood. He added that council had one opportunity to get the move right. Councillor Boyde therefore supported option 3.
- Councillor McKay’s view was that a move now rather than later would be a cost saving and that changing the entranceway from its existing location did not add huge value. She added that an entranceway at the front of the library detracted from the ambience of the grassed area.
- Councillor Coplestone agreed with Councillor McKay to get the co-location underway before considering where the entranceway should be located.
- While Councillor Webby was in agreeance with Councillors McKay and Coplestone in relation to getting the co-location underway, she felt that the current entranceway should be reconsidered now due to the expected increase in foot traffic. Councillor Webby therefore supported option 2.

- Councillor Dalziel was interested in the cost saving from terminating the i-SITE lease as well as staff costs. Mr Hanne advised that the i-SITE operating hours would be a future decision for council.
- Councillor Jamieson supported option 1.
- Councillor Boyde sought clarification on whether the internal layout would change and hoped that the co-location would not prove dysfunctional. Mr Hanne confirmed that there would be some layout changes in terms of moving furniture but that there would be further interior structural changes at this time.

12. MONTHLY REPORTS

12.1 ASSETS REPORT

D20/719

Pages 121-149

RECOMMENDATION

THAT the report be received.

BOYDE/McKAY
Carried
P&S/20/12

The Director Assets noted the following points:

- Draft bylaws are currently under consultation for waste water, solid and trade waste bylaws.
- One health and safety issue has been reported in the last 2 months.
- A raft of activities have occurred in the waste minimisation space.

Questions/Points of clarification:

- Councillor Jamieson, in referring to page 125, corrected the adoption and release date of the Walking and Cycling Strategy from 2002 to 2020.
- Councillor Sandford sought a completion date for the Seyton Street curbing project. He has fielded many complaints from residents who have been unable to access their driveways for 4 months, adding that the situation was very unsatisfactory.

The Roading Assets Manager joined the meeting at 3.25pm.

- Mr Bowden responded that Fulton Hogan expected the project to be completed by the end of February and would pass Councillor Sandford's comments on to the senior management of Fulton Hogan. He could not defend Fulton Hogan's poor performance in this project.
- Councillor Boyde sought clarification from Mrs Araba on the future of waste minimisation activities and in particular, food waste. Mrs Araba confirmed that internal thinking was progressing on the topic. Mr Hanne added that food waste requires a more sophisticated approach and that community education about home composting etc may be a viable alternative.
- Mayor Volzke asked how much more revenue is received when the government increased the waste levy by 600 per cent recently. Mrs Araba clarified that the waste levy is currently under consultation and it is not clear yet how much would come back to council. Mayor Volzke commented that this was a further example of the effects of government changes on ratepayers where there has been little to no consultation with the community.

-

- Councillors Boyde and Sandford commented on the lifting pavement where cars were turning in the subdivision.
- Councillor Jamieson, referring to pages 132-133, sought clarification on the wastewater level of services and performance measures and in particular whether the target for odour and system faults should be zero as opposed to 6. Mr Hanne responded that the target is acceptable practice.
- Councillor Boyde commented, with reference to page 143, that the council farm was starting to severely dry out but overall was in good shape.
- Councillor Harris noted, in referring to photos of the recent logging truck accident on Junction Road, the unsuitability of the vehicles for these sorts of roads.

The Roading Assets Manager left the meeting at 3.35pm.

12.2 **COMMUNITY SERVICES REPORT**

D19/33801

Pages 150-166

RECOMMENDATION

THAT the report be received.

BOYDE/SANDFORD
Carried
P&S/20/13

The Chief Executive noted the following highlights from the report including a successful school holiday programme, the scarecrow trail and mayoral Christmas gifts. It was noted that a number of elected members were present at the trade graduation ceremony.

Questions/Points of clarification:

- Councillor Jamieson congratulated the winners of the scarecrow trail.
- Councillor Boyde sought clarification on the rationale for having wifi on Broadway. Mr Hanne responded that Primo Wireless, a community minded company, were making a push into communities and becoming more visible. Further detail would be available in the next report.
- Mr Hanne clarified that Baldricks Big Day Out, traditionally hosted every second year, was struggling to put an event together for 2020.

12.2.1 Council Organisation and Council Representatives on Other Organisations

- Mayor Volzke reported back on a meeting with the Tututawa community which he attended with Councillor Harris the previous Friday. The community voiced concerns over the lengthy delays on roadworks occurring on the Tututawa saddle. The road had been partially completed and left 'half done' for many months. The Mayor was able to give assurances that the work was about to recommence. The lesson here was that council must communicate and consult with the community well ahead of time on large and potentially disruptive projects. This would ensure local input and knowledge could be taken into account. These issues were raised with the Chief Executive and a report will be returned to council on communication and engagement.

12.3 ENVIRONMENTAL SERVICES REPORT

D20/18 Pages 167-175

RECOMMENDATIONTHAT the report be received.McKAY/COPLESTONE
Carried
P&S/20/14

6.3

The Director Environmental Services noted the following points:

- In referring to the series of graphs starting on page 173, Mr Sutherland clarified that the columns represented the same period of each year and he would ensure that the labelling on the graphs is clearer in future reports.
- The GoGet trial is proceeding well with good acceptance by those trialling the software. A full rollout will proceed in the coming months.
- Bylaw issues are consistent with the season.

12.4 CORPORATE SERVICES REPORT

D20/651 Pages 176-190

RECOMMENDATIONTHAT the report be received.HARRIS/BOYDE
Carried
P&S/20/15

The Director Corporate Services noted that council is behind on spend for this time of year however upcoming roading projects would bring spend back in line.

Questions/Points of clarification:

- Councillor Dalziel, in reviewing capital expenditure, sought clarification on whether it was possible to spend \$5 million in what is left of the financial year. Mrs Radich confirmed that these figures had been reviewed with activity managers.
- Councillor Dalziel, in referring to page 180, sought clarification on whether the reported overspend of \$50,000 in the Revenue Expense Statement was correct. Mrs Radich will investigate.
- Councillor Boyde, referring to page 177, sought clarification on the increase in personnel costs. Mr Hanne explained that the increase was due to several factors. Firstly, the water treatment activity, previously provided by South Taranaki District Council, has now been brought in house with an additional 3 full-time equivalent positions now on the payroll. Secondly, a number of roles have had a \$10-15,000 annual salary discrepancy compared to other councils. This is particularly apparent when there is a national shortage of some skillsets. When a replacement is sought and found, it is costing council this much to meet the market rate. Thirdly, there is an ever increasing 'passing down' of central government responsibilities to local government resulting in more staff being required. Mr Hanne added that officers will come back to council in an Annual Plan Workshop with projected costs.

- Councillor Jamieson asked how staff retention was being tackled in the organisation. Mr Hanne responded that Strategic Pay, a database of comparable roles which councils consult, is reviewed when an employee departs the organisation for career opportunities. Annual salary reviews are also conducted. He noted that there are some highly specialised roles where there are not enough people available in the market for.
- Mrs Radich added that the council is also developing a wellbeing programme – promoting it as a good place to work.
- Mr Hanne noted that one positive of the competitive job market was the potential for shared services across councils and the associated savings that these arrangements bring (those savings do not show in this cost centre however).
- Mr Hanne expected titles for the council subdivision to be issued by the end of the following week.

6.3

13. **QUESTIONS**

There were no questions from elected members.

The meeting closed at 4.23pm.

A L Jamieson
CHAIRMAN

Confirmed this 25th day of February 2020.

N C Volzke
DISTRICT MAYOR

DECISION REPORT



S19/130 – D20/1948

TO: Council

FROM: Roading Asset Manager

DATE: 10 February 2020

SUBJECT: AMERICARNA 2020 – PROPOSED ROAD CLOSURES

7

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 proposes to close the following roads on Friday 21 February 2020, between the hours of 7.00am and 1.30pm for the purpose of the 2020 Americarna event:
 - State Highway 3 Broadway between Seyton Street and Fenton Street
 - Regan Street between Miranda Street and Juliet Street between the hours of 9am to 1.30pm
 - Miranda Street between the Seyton Street and Fenton Street
 - Fenton Street between Juliet Street and State Highway 3 Broadway
3. THAT the Council approves the alternative route detailed below:
 - Southbound traffic – left into Seyton Street, right into Juliet Street, left onto Celia Street and right onto Orlando Street to return to State Highway 3 via Hills Road to the south of Stratford.
 - Northbound traffic – left onto Fenton Street, right onto Portia Street, right onto Seyton Street and left to re-join State Highway 3 at Seyton Street/ State Highway 3 intersection.

Recommended Reason

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

Moved/Seconded

1. **PURPOSE OF REPORT**

For any street event that requires a road closure, Schedule 10 of the Local Government Act 1974 requires a Council resolution to endorse the proposed road closure. This report seeks this endorsement for the purposes of allowing the Stratford Business Association (“SBA”) to close the roads in order to host Americarna on Friday 21 February 2020, between the times specified in the recommendation.

2. **EXECUTIVE SUMMARY**

2.1 In order for Americarna to be held in Stratford, the SBA has requested that several roads are closed to enable the entrants to exhibit their vehicles for public viewing between 10:20am and 12:15pm. As Statement Highway 3 (“SH3”) Broadway has on street parking, the SBA has requested SH3 Broadway is closed from 7am to reduce the possibility of Stratford residents parking on the street before the American cars start arriving from 10am. Alternative routes for northbound and southbound traffic along SH3 will be sign posted for the duration of the static display.

2.2 Two temporary bus stops will be provided on Portia Street to the rear of the council building for the duration of the closure for the patrons of the Hāwera to New Plymouth Connector bus service.

3. **LOCAL GOVERNMENT ACT 2002 - SECTION 10**

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
- Is it for the performance of a good quality regulatory function? If so, why?; **OR**
- Is it for the performance of a good quality local public service?

AND

- Is it in a way that is most cost-effective to businesses and households? If so, why?

Good quality means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

Local public service means, a service provided for the community which is for the benefit of the District.

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 SBA approached the organisers of Americarna to request the event is brought to Stratford for a public static display of the vehicles participating in the event. The most appropriate location for the static display is Broadway, from Seyton Street to Fenton Street.

4.2 At the time of writing this report, Americarna have indicated there will be in the order of 850 people who have registered to participate in the event. Considering the number of vehicles that will require sufficient area to park for the public display, the SBA

have also requested to close Miranda Street from the Seyton Street through to Fenton Street, as an overspill area for the static display. There will be marshalls placed at the closure points to assist with directing traffic. Access to and from the Z Service Station will only be available after 9:30 am via Regan Street from the west.

- 4.3 The alternative routes for SH3 traffic for the duration of the road closure are as follows:
- Southbound traffic – Left into Seyton Street, right into Juliet Street, left onto Celia Street and right onto Orlando Street to return to SH3 via Hills Road to the south of Stratford.
 - Northbound traffic – Left onto Fenton Street, right onto Portia Street, right onto Seyton Street and left to re-join SH3 at Seyton Street/SH3 intersection.
- 4.4 As SH3 Broadway is a designated High Productivity Mass Vehicle (“HPMV”) route, Stratford District Council is required to issue a memorandum to all HPMV permit holders using SH3 providing haulage companies consent to use the alternative routes outlined above.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

The SBA are required to liaise with all residents and traders affected by the proposed road closure.

Americarna’s road closure was advertised in the Stratford Press on Wednesday 30 October 2019 with the objection cut-off date Friday 29 November 2019. A second notice will be placed in the Stratford Press on Wednesday 19 February 2020, subject to the recommendations outlined above being endorsed by Council. There have been no objections.

A letter drop will be made to all businesses on Broadway and Miranda Streets and residents of Miranda Street by Friday 7 February 2020 informing them of the proposed road closure and Americarna event. All emergency respondents have been informed.

To date no written objections have been received by either the SBA or Stratford District Council.

The SBA has contacted the Police, Fire Service, St John’s Ambulance and the Road Transport Authority (“RTA”) seeking their approval for the proposed road closure. The Police, Fire Service and RTA have no objections to the proposed road closure. No response has been received from St John’s Ambulance.

Stratford District Council has contacted the New Zealand Transport Agency concerning this proposed road closure. The Traffic Management Plan for the event has been approved by NZTA.

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**

Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.

- Is there a:
 - financial risk;
 - human resources risk;
 - political risks; or
 - other potential risk?
- If there is a risk, consider the probability/likelihood of it occurring.
- Is there a legal opinion needed?

6.1 In order for Americarna to be held 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 Americarna as well as the public wishing to look at the vehicles in the static display.

Americarna have developed their own Traffic Safety Plan, as this is a festival which travels to several towns within the Taranaki region.

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 brings the opportunity to develop a vibrant and prosperous CBD, as well as creating a "feel good factor" during the summer months.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This report supports the performance of Council by providing a regulatory function in accordance with the Local Government Act 2002.

7.2 **Data**

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

Yes, the times of the proposed road closures are outlined in the recommendation above. The only unknown factor at the time of writing this report, is the number of American vehicles in the static display.

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?	Yes	Some traders may be affected by Americarna. However, the Business Association have encouraged the traders along Broadway to embrace the event as this could have some benefits by virtue of the entrants and possible visitors coming to Stratford.

In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance?		
HIGH	MEDIUM	LOW
		X

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 above. If this is the option chosen, then the Stratford Business Association will not be able to host Americarna. This could have a negative impact on Stratford as a place to hold street events. There would also be an impact on the SBA members and fellow traders seeing that approximately 800 - 850 vehicles plus occupants will not be stopping in Stratford for two hours.
- Option 2.** Endorse the proposed road closures as outlined in recommendation 2 above to indicate our support for this event. This will have a positive impact for Stratford.

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 SBA. 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 SBA has sought the assistance of Traffic Management Solutions Limited to draft a Traffic Management Plan, along with providing and monitoring that plan throughout the event.

7.7 **Legal Issues**

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

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

7.8 **Policy Issues - Section 80**

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

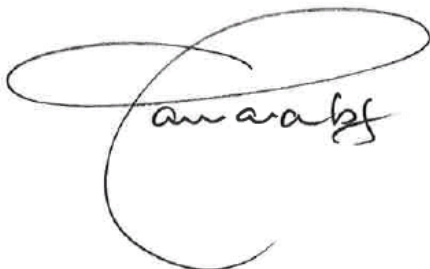
This report is consistent with the policy for Temporary Road Closures.

Attachments:

- Appendix 1** Traffic Management Plan
- Appendix 2** Police reply
- Appendix 3** Road Haulers Association reply



Stephen Bowden
ROADING ASSET MANAGER



[Endorsed by]
Victoria Araba
DIRECTOR - ASSETS



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

DATE 4 February 2020

APPENDIX 1

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



Traffic Management solutions Ltd | PO Box 193 | NEW PLYMOUTH | ph: 0272 540918 | sheryl@tmstaranaki.co.nz

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TRAFFIC MANAGEMENT PLAN

Date Submitted: 24th September 2019
 Proposed Works: Americarna
 Contractor: Stratford Business Association
 Due Date: Friday 21st February 2020
 Location: Stratford
 TMS Ref No: T19389



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 CAR E627618
 Hima Shankar Madasu
 STMS Number 116599
 NZTA - Taranaki
 M. Hima Shankar
 07 January 2020

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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:	T19389	Contractor (Working space):	Traffic Management Solutions				Principal (Client): Stratford Business Association	
			Contractor (TTM):	Traffic Management Solutions				RCA: NZTA and Stratford District Council	
Location details and road characteristics	Road names and suburb		House no./RPs (from and to)	Road level	Permanent speed				
	ROAD CLOSE								
	Broadway Stratford SHWY 3		003-0269-B/10.141 to 003-0279-B/0.377	L1	50km				
	Regan Street		between Juliet and Miranda Street	L1	50 Km				
Miranda Street		From Seyton Street to Fenton Street	L1	50 Km					
DETOUR				L1	50km				
North bound from Fenton Street to Seyton Street using Portia Street				L1	50 Km				
South bound from Seyton to Fenton using Seyton, Juliet, Celia, Orlando Streets and Hill Road									
Traffic details (main route)	AADT	14029	7-9am-4-6pm						
Description of work activity									
Road closure for AmeriCARna vehicles to be parked for display on Broadway between Seyton and Fenton Streets (and Miranda St) from 7am to 1.30pm (unless road is cleared earlier) on Friday February 21 st , 2020.									
Planned work programme									
Start date	Fri 21 st Feb 2020		Time	7.00am	End date	Fri 21 st Feb 2020		Time	1.30pm
Consider significant stages, for example:	Road closure and detour route for duration of event *see attached images/maps <ul style="list-style-type: none"> • road closures 2 Marshals: Seyton/Broadway & Miranda/Seyton. • detours AmeriCARna vehicles are scheduled to start arriving at 10.20am and departure will start at approx 12.30pm. Any vehicles that arrive prior to JR – are to be turned to Miranda off Broadway • no activity periods. Regan Street Closed from 9.00am to 1.30pm (once school traffic eased in morning) Z Petrol Station entrance only open on Regan/Miranda Street entrance. Marshals at intersections of Juliet Regan Street to direct traffic around detour – not through closure. All vehicles entering Z Petrol Station to exit same way entered – Miranda St side exit. Cone off the Exit of Z Petrol Station onto Broadway to be coned off.								

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RCA consent (eg CAR/WAP) and/or RCA contract reference					
	<p>No stopping cones from 18 to 39 Miranda Street</p> <p>Cone off car park entrance on Miranda Street (next to SDC)</p> <p>4 car parks for mobility car parking in CarPark next to War Memorial on Miranda St.</p> <p>Temporary Bus Stop moved to outside TET Centre (See TMD5)</p> <p>2 man Stop/GO Operation at Fenton & Broadway intersection/roundabout at 12.30pm to</p>				
Alternative dates if activity delayed	N/A				
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?	Yes	Restricted parking affected?	Yes	Delays or queuing likely?	No
Proposed traffic management methods					
Installation (includes parking of plant and materials storage)	<p>VMS Boards to be on site and displaying road closure and detour message from 19.02.20</p> <p>Two crews will set up both detours simultaneously.</p> <p>21.02.20 place advanced warning then direction and protection signs, with end of works signs placed at the end of the detour. Delineation will be placed last.</p> <p>Cones will be placed to prevent traffic into the display area, however a 'lane' will be left available for emergency services should it be required.</p> <p>The site will be inspected upon completion to check that it is safe and compliant.</p>				
Attended (day)	Seven STMS/TC qualified staff will be in attendance for the duration of the event.				
Attended (night)	N/A				
Unattended (day)	N/A				
Unattended (night)	N/A				
Detour route	<p>*Note: See attached images/maps</p> <p>Southbound traffic will be diverted off Broadway, left onto Seyton Street, right onto Juliet Street, left onto Celia Street, right onto Orlando Street, right onto Hills Road back onto Mountain Road SH3.</p> <p>Northbound traffic will be diverted at Fenton Street, left onto Fenton right onto Portia, right onto Seyton Street and left onto Broadway.</p> <p>Fire Station to use alternative exit in the case of emergency call outs, to allow for full Miranda Street closure.</p>				
	<p>Does detour route go into another RCA's roading network? Yes NZTA and Stratford District Council</p> <p>If Yes, has confirmation of acceptance been requested from that RCA? No</p> <p>Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.</p>				
Removal	<p>In the reverse of installation</p>				

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APPENDIX 1

RCA consent (eg CAR/WAP) and/or RCA contract reference				
Proposed TSLs (see TSL decision matrix for guidance)				
	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 5 of Land Transport Rule: Setting of Speed Limits 2003, Rule 54001 (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 km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)	N/A	N/A	N/A
Unattended day/night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)	N/A	N/A	N/A
TSL duration	Will the TSL be required for longer than six months? <i>If yes, attach the completed checklist from section 1-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</i>			N/A
Positive traffic management measures				
<p>**Miranda Street will be closed from Fenton Street to the Fire Station to prevent traffic blocking the Fire Station exit. The Northern section will remain open to allow the fire service ease of egress in the event of an emergency.</p> <p>VMS board on site 3 days prior to event to warn of road closure and detour.</p> <p>STMS/TC staff on site at each end of the detour and each end of the road closure to assist and monitor.</p> <p>Event advertising to be undertaken by Stratford Business Association</p>				
Contingency plans				

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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 form the RCA's whose roads will be used or affected by the detour route • ensure that TTM equipment for the detour - signs etc are on site and pre-installed. 	<p>Actions</p> <p>When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:</p> <ul style="list-style-type: none"> • Notify the RCA and / or the engineer when the detour is to be established • Drive through the detour in both directions to check that it is stable and safe • Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared • Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.

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RCA consent (eg CAR/WAP) and/or RCA contract reference				
	<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>				
Authorisations				
Parking restriction(s) alteration authority	Will controlled street parking be affected?	Yes	Has approval been granted?	Yes
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?	N/A
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	Yes	Has approval been granted?	Yes
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	No	Has approval been granted?	N/A
Authorisation to use portable traffic signals	Make, model and description/number			
	NZTA compliant?	No		
EED				
Is an EED applicable?	No	EED attached?		
Delay calculations/trial plan to determine potential extent of delays				
Public notification plan				
Public notification advertising will be made by the Stratford Business Association VMS Boards will be placed in advance of the event at either end of the detours				
Public notification plan attached?	No			
On-site monitoring plan				
Attended (day and/or night)	Site to be monitored 2 hourly by the on-site STMS. The inspection to be documented on the onsite record. A site check will be done before work starts.			

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STMS Number 116599
NZTA Tararaki

M. Hima Shankar

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RCA consent (eg CAR/WAP) and/or RCA contract reference					
Unattended <i>(day and/or night)</i>	N/A				
Method for recording daily site TTM activity (eg CoPTTM on-site record)					
On-site record and daily-monitoring form					
Site safety measures					
<p>All site personnel and any visitors will be expected to wear appropriate PPE in relation to their particular work activity.</p> <p>All persons on site to wear Hi visibility clothing.</p> <p>STMS to give a briefing to all affected parties outlining the temporary traffic management requirements and reporting procedures for the site.</p> <p>Any changes to approved safety arrangements to be documented and communicated to all parties affected by the change.</p> <p>Miranda Street will be closed from Fenton Street to Seyton Street. The Fire Station to use alternative exit to allow ease of egress in the event of an emergency.</p>					
Other information					
Site specific layout diagrams					
Number	Title				
1	Parking Layout and Emergency Accessway				
2	F 2.25 Two way/Two lane road - Road Closure and Detour				
3-4	SH3 Detour Route				
5	Mobility Parking – War Memorial Car Park				
Contact details					
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	Chade Julie Stratford Business Association	06 765 6099			
TMC	Neville Boag Courtney Devlin	0274710823 027 545 2774	92449	L1 STMS	04.04.20

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NZTA Tapanui

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07 January 2020

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RCA consent (eg CAR/WAP) and/or						
Engineers' representative						
Contractor	Traffic Management Solutions	0272540918	116586	L1 STMS	18/07/21	
STMS	Sheryl Haynes	0272540918	116586	L1 STMS	18/07/21	
	Holly Stevens	0276477749	80896	L1 STMS	06/04/20	
	Andre Kopu	0223594292	116578	L1 STMS	22/08/21	
	Adrian Coutts	0277469576	82758	L1 STMS	25/03/21	
	Allen Juffermans	021916528	8531	L1 STMS R	06/04/21	
	GJ Pike	0272024041		L1 STMS	25/02/21	
Troy McAllister	0272040867	79930	L1 STMS R			
TC						
Others as required						
Preparation	Sheryl Haynes	24/09/19		116586	L1 STMS	18.07.21
	Name (STMS qualified)	Date	Signature	ID no.	Qualification	Expiry date
This TMP meets CoPTTM requirements				Number of diagrams attached		3
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						
Approved by TMC/engineer (delete one)	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						
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:						
<ol style="list-style-type: none"> To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM. 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. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. 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						

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 M. Hima Shankar
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RCA consent (eg CAR/WAP) and/or			
Type of notification to TMC required		Notification completed	Date

ON-SITE RECORD			Today's date	
On-site record must be retained with TMP for 12 months.				
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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 STMS Number: 116599
 AITTA - Tarpaki

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APPENDIX 1

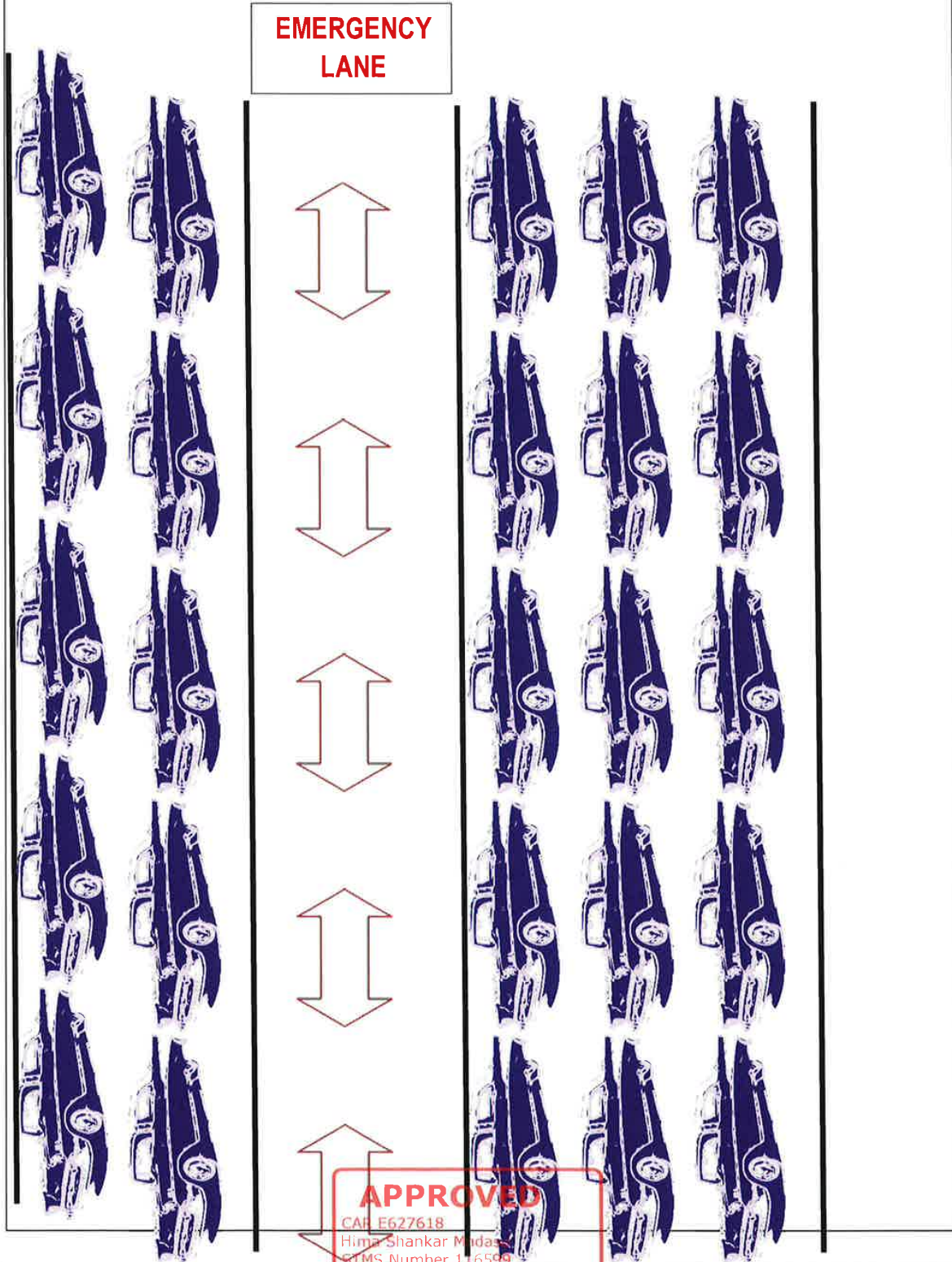
RCA consent (eg CAR/WAP) and/or							
Worksite monitoring							
TTM to be monitored and 2 hourly inspections documented below.							
Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs 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?							
<i>Add others as required</i>							
Time inspection completed:							
Signature:							
Comments:							
Time	Adjustment made and reason for change						

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RCA consent (eg CAR/WAP) and/or

Diagram 3 – Parking layout and Emergency accessway



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TMP or generic plan reference

e-temp-traffic-management/docs/Section-F-level-LV-and-L1-example-diagrams-

COMBINED LEVEL LV & 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		
G LV roads taper length (m)**	25	30	35	40	45	50		
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 LV roads the longitudinal and lateral safety zones may be reduced, or eliminated, in order to retain a single lane width. Positive traffic management and an appropriate TSL must be used.								
** 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.								
*** LV roads: double the cone spacing alongside working space (eg 5 = 10, 10 = 20).								
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

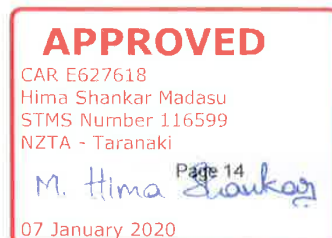
Except for delineation device spacings, which are maximum values, the distances specified in the above tables are minimum values.

LV/low risk roads

Working on roads designated as LV/low-risk roads (less than 250vpd - less than 20 vehicles per hour), with clear sight distance to the operation and an operating speed of less than 65km/h:

- use an appropriate advance warning sign (static installation) and amber flashing beacon(s) on working vehicle when on the shoulder
- consider stop/go or give way control of traffic when activity encroaches onto lane.

If the above requirements cannot be achieved, the operation must be modified to comply with the requirements of a higher risk rating.



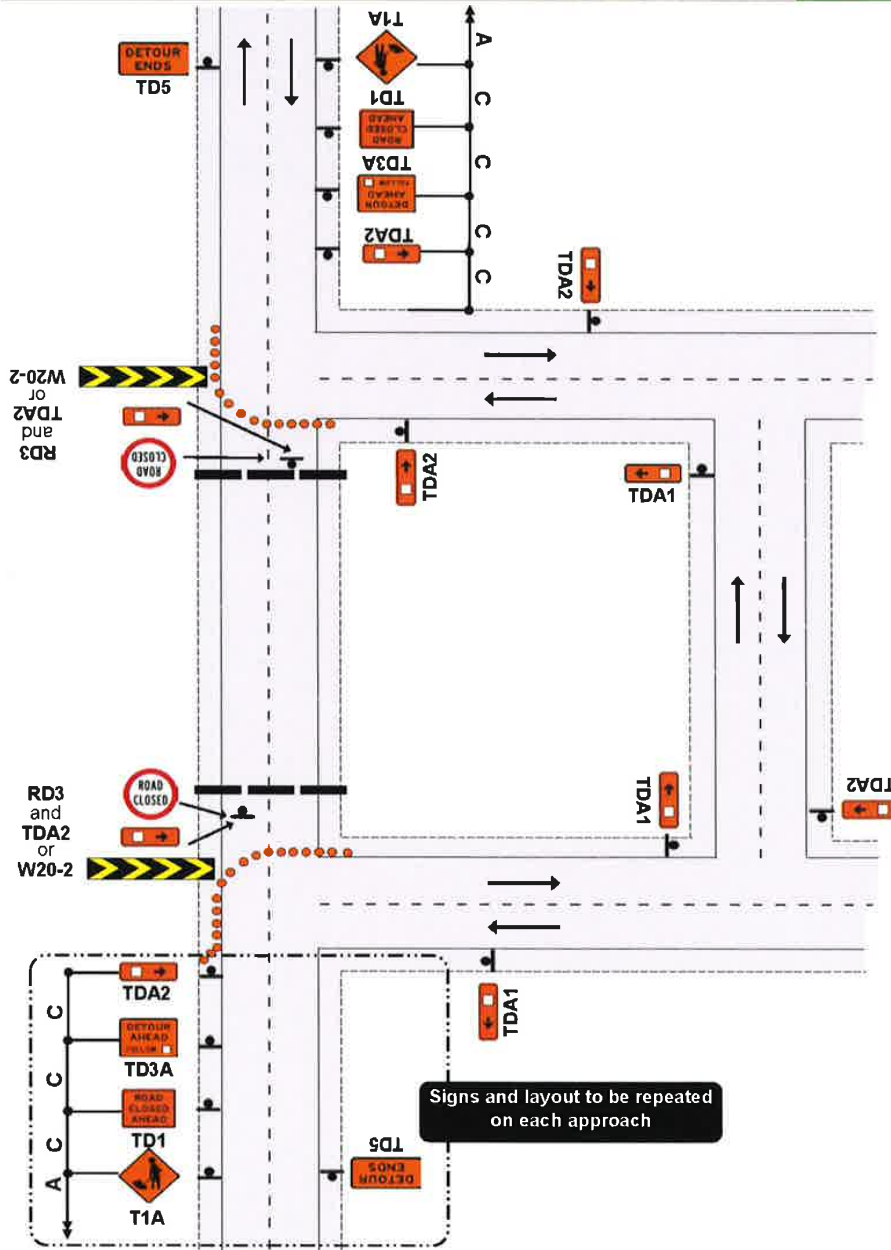
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TMP or generic plan reference

Static operations

TWO-WAY TWO-LANE ROAD - Road closures and detours
 Typical detour route signing
 Example

F2.25
Level 1

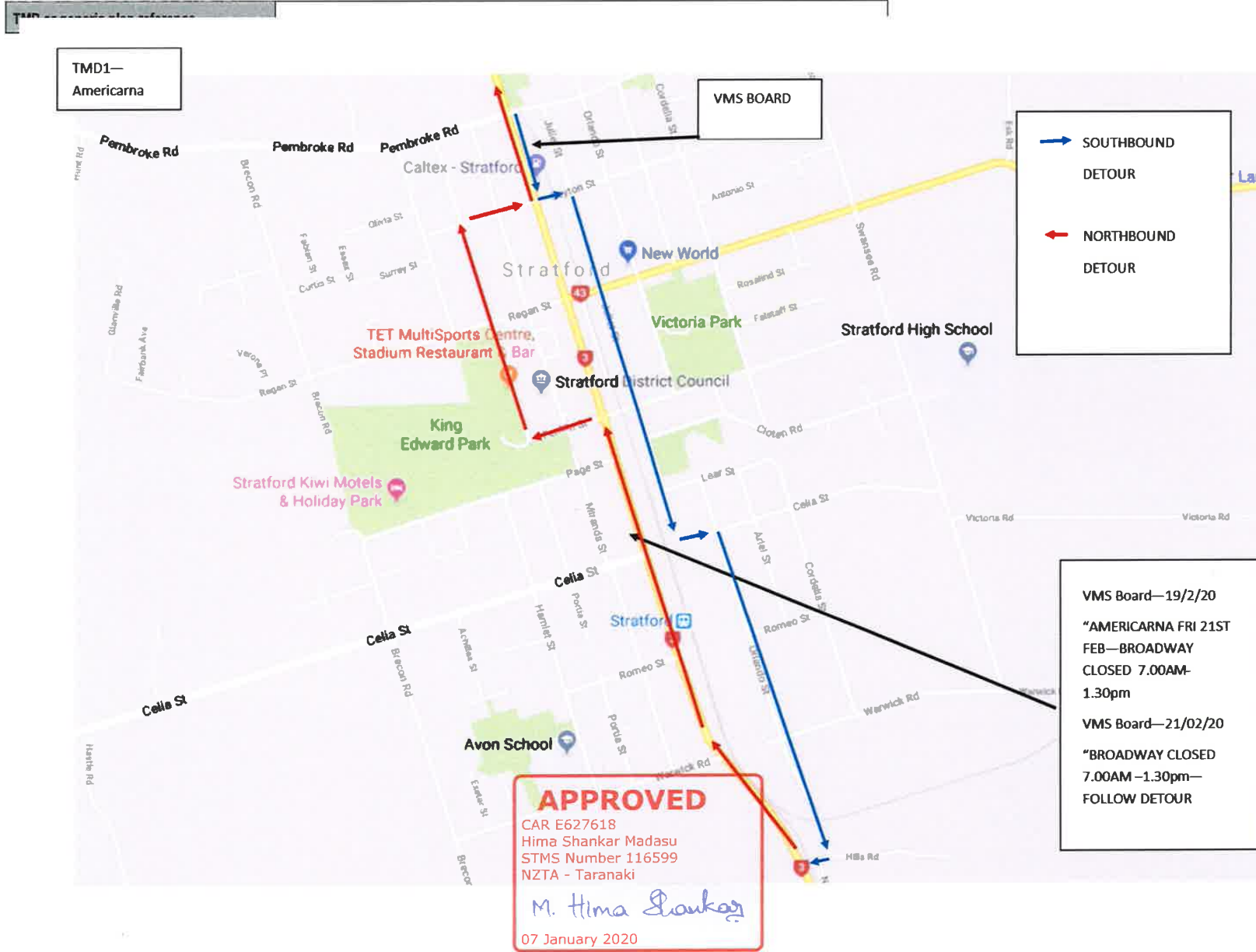


Notes

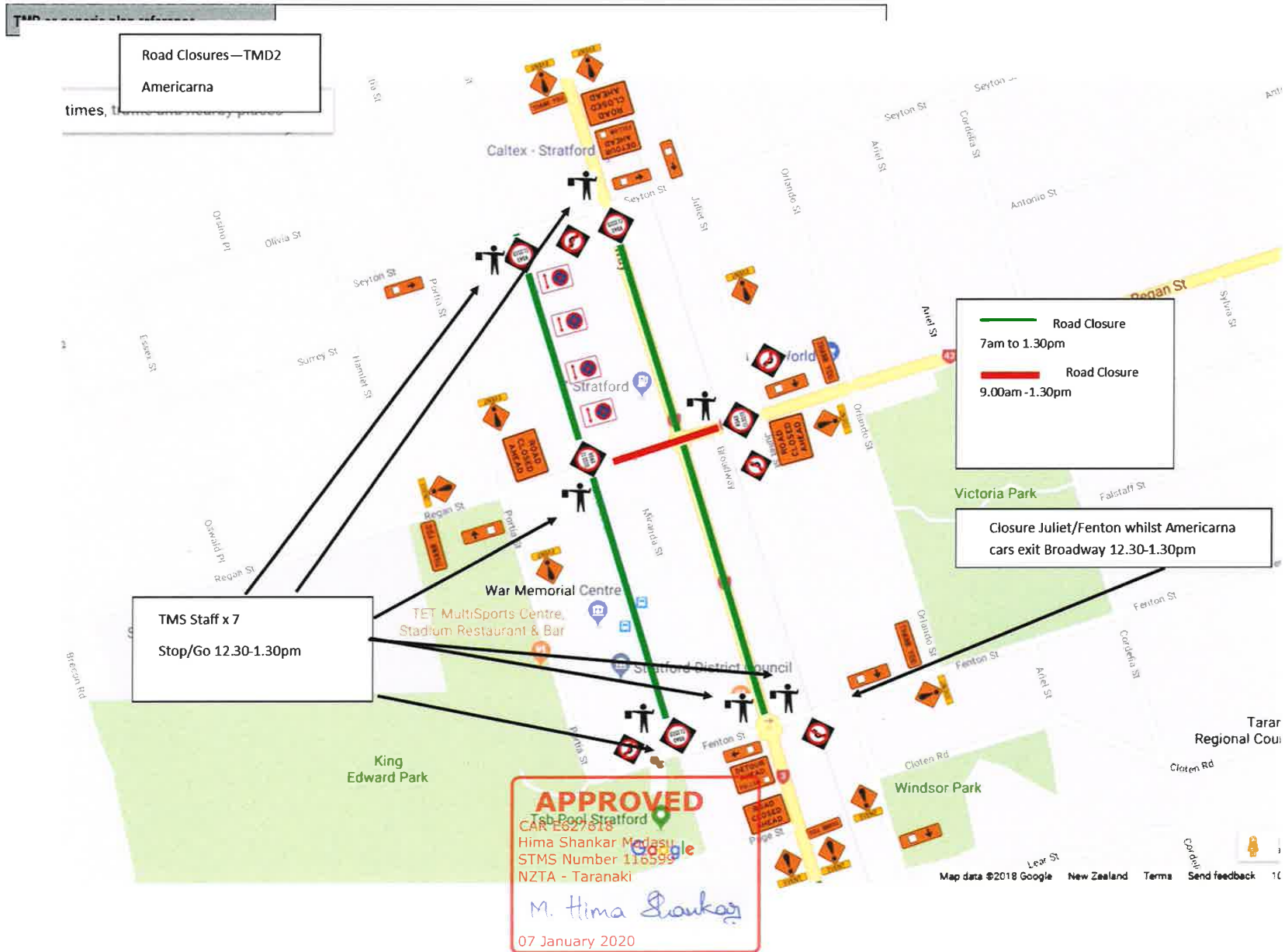
1. Signpost all intersections to return diverted traffic back to normal/intended route:
 - Use appropriate sign to indicate detour ahead (eg TD3A)
 - Use appropriate route signs before each intersection and on long straights (eg TDA1)
 - Use TD5 signs to advise end of detour
2. If detour to operate for more than 48 hours:
 - Use chevron sight board to direct traffic
 - Add destination signage as appropriate

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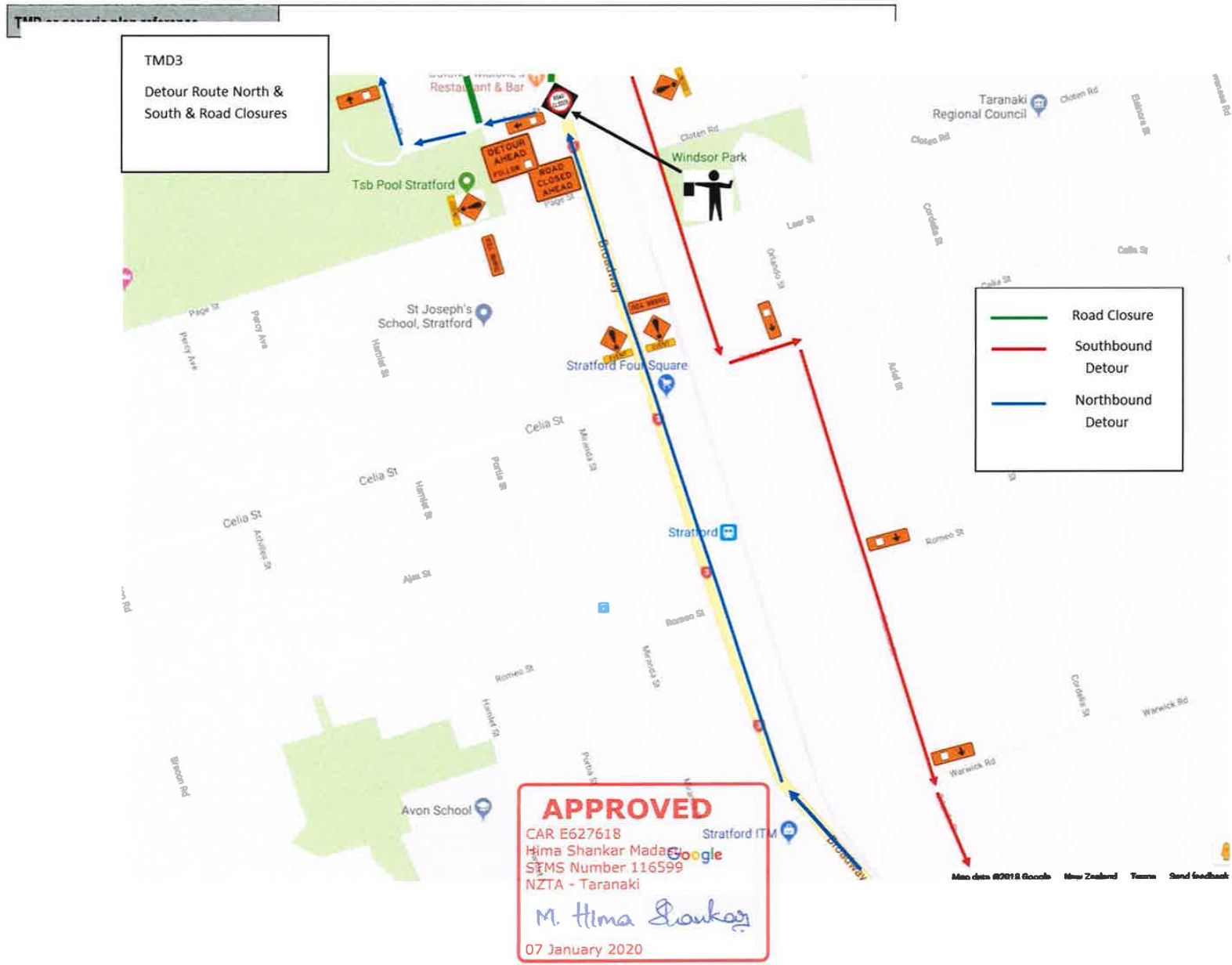
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APPENDIX 1



APPENDIX 1



APPENDIX 1



APPENDIX 1

TMD 5 - Mobility Parking and temporary Bus Stop

Mobility Parking and temporary
Bus Stop —TMD5



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STMS Number 116599
NZTA - Taranaki
M. Hima Shankar
07 January 2020

APPENDIX 2

7

Madasu, Hima

From: WHALEY, Allan <Allan.Whaley@police.govt.nz>
Sent: Tuesday, 7 January 2020 10:10 a.m.
To: Chade Julie; DREWERY, Paula; Jonathan Erwood
Subject: RE: Americarna 2020 - TMP

Good morning Chade,

The proposed closure plan is fine by me thanks.

From: Chade Julie [mailto:CJulie@stratford.govt.nz]
Sent: Tuesday, 7 January 2020 9:20 a.m.
To: DREWERY, Paula <Paula.Drewery@police.govt.nz>; WHALEY, Allan <Allan.Whaley@police.govt.nz>; ERWOOD, Jonathan (Jono) <Jonathan.Erwood@police.govt.nz>
Subject: FW: Americarna 2020 - TMP

Hi all,

Happy New Year – I hope you all had a safe and enjoyable festive season.

Confirming that there were no issues/comments regarding the proposed TMP? I am needing confirmation so that it can be sent onto NZTA as support of the event.

Please do not hesitate to contact if you have any questions.

Thanks,
Chade

From: Chade Julie
Sent: Wednesday, 16 October 2019 12:35 p.m.
To: 'Paula.Drewery@police.govt.nz' <Paula.Drewery@police.govt.nz>
Subject: FW: Americarna 2020 - TMP

Hi Paula,

Sending through to you in Allan's absence.



APPENDIX 2

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Please do not hesitate to give me a call if you have any questions.

Thanks,
Chade

From: Chade Julie
Sent: Wednesday, 16 October 2019 12:33 p.m.
To: 'dion.howells@fire.org.nz' <dion.howells@fire.org.nz>; 'doug_ashby@hotmail.com' <doug_ashby@hotmail.com>; 'allan.whaley@police.govt.nz' <allan.whaley@police.govt.nz>; 'chris.clarke@trc.govt.nz' <chris.clarke@trc.govt.nz>
Cc: Courtney Devlin <CDevlin@stratford.govt.nz>
Subject: Americarna 2020 - TMP

Hi,

I hope everyone is well.

Please find attached a copy of the submitted TMP to support the 2020 Americarna event here in Stratford. Would you be able to cast your eyes over the attached and provide **feedback/comment by 22 November 2019**.

Samara is no longer with the organisation so if you have any questions please do not hesitate to contact me directly.

Thanks, and look forward to hearing from you soon.

Regards,
Chade

Ngā mihi

Chade Julie | **Community Development Manager**
Stratford District Council | 61 – 63 Miranda Street | PO Box 320 | Stratford 4352
(06) 765 6099 | 027 287 9944
www.stratford.govt.nz | [Facebook](#)



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David Jensen
STMS Number 119697
NZTA - Taranaki
3

08 January 2020

APPENDIX 3

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Madasu, Hima

From: Tom Cloke <tom.cloke@natroad.co.nz>
Sent: Wednesday, 16 October 2019 1:10 p.m.
To: Chade Julie
Subject: HPE CM: RE: Americarna 2020 - TMP

Follow Up Flag: Follow up
Flag Status: Flagged

Excellent, our approval, hope the event goes of well and the sun shines

Tom C

From: Chade Julie <CJulie@stratford.govt.nz>
Sent: Wednesday, 16 October 2019 12:56 PM
To: Tom Cloke <tom.cloke@natroad.co.nz>
Cc: Courtney Devlin <CDevlin@stratford.govt.nz>
Subject: RE: Americarna 2020 - TMP

Hi Tom,

Thanks for your quick reply.

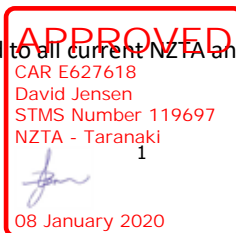
Please see below the response from Courtney;

Southbound traffic – Seyton Street, Juliet Street, Fenton St.
Northbound traffic – Fenton Street, Portia Street, Seyton Street.

These detours will be in place during the time of the closure and are approved for HPMV travel.

Closer to the event (approximately January 2020), a memo will be issued to all current NZTA and Stratford District Council HPMV permit holders advising of the above.

Regards,



APPENDIX 3

Chade

From: Tom Cloke <tom.cloke@natroad.co.nz>
Sent: Wednesday, 16 October 2019 12:35 p.m.
To: Chade Julie <CJulie@stratford.govt.nz>
Subject: RE: Americana 2020 - TMP

Good Afternoon Julie

Could you please confirm the detour route are approved for "High Productivity Motor Vehicles" (HPMV)
Steve Bowden should be able to confirm, unless they are approved we can not give our approval for the SH closure

Thank you Tom C

Should you have any queries please do not hesitate to contact me.

Tom Cloke
Executive Officer | National Road Carriers Assn
T: 0800 686 777 | **PH:** [021] 1933555 | **E:** tom.cloke@natroad.co.nz | **W:** www.natroad.co.nz
'Supporting those who choose to make a living in the Road Transport Industry' Since 1936

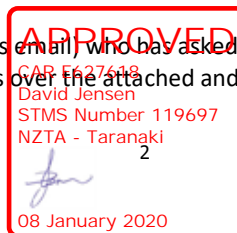


From: Chade Julie <CJulie@stratford.govt.nz>
Sent: Wednesday, 16 October 2019 12:28 PM
To: Tom Cloke <tom.cloke@natroad.co.nz>; 'swalker@rtanz.co.nz' <swalker@rtanz.co.nz>
Cc: Courtney Devlin <CDevlin@stratford.govt.nz>
Subject: Americana 2020 - TMP

Hi Tom, Sandy

I hope you both are well.

Your details have been passed onto me by Courtney Devlin (cc'd into this email, who has asked me to provide you with a copy of the TMP submitted for the 2020 Americana event here in Stratford. Would you be able to cast your eyes over the attached and provide **feedback/comment by 22 November 2019**.



APPENDIX 3

Samara is no longer with the organisation so if you have any questions please do not hesitate to contact me directly.

Thanks, and look forward to hearing from you soon.

Regards,
Chade

Ngā mihi

Chade Julie | Community Development Manager
Stratford District Council | 61 – 63 Miranda Street | PO Box 320 | Stratford 4352
(06) 765 6099 | 027 287 9944
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DECISION REPORT



F19/13 – D20/74

TO: Council

FROM: Director – Environmental Services

DATE: 10 February 2020

SUBJECT: DRAFT CONTROL OF DOGS BYLAW 2020

8

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the *draft* Control of Dogs Bylaw 2020 be adopted and released for public consultation.

Recommended Reason

The recommendation of the Council is required to initiate the public consultation process required by Sections 82 and 83 of the Local Government Act 2002 to seek comments from the public on the amendments to the *draft* Control of Dogs Bylaw 2020.

Moved/Seconded

1. PURPOSE OF REPORT

The purpose of the report is to obtain the Council's approval for the adoption and release for public consultation of the *draft* Control of Dogs Bylaw 2020, which is developed for regulating dog control in the Stratford district.

2. EXECUTIVE SUMMARY

- 2.1 The recommendation is to adopt and release for public consultation, the *draft* Control of Dogs Bylaw 2020.
- 2.2 Section 20 of the Dog Control Act 1996 allows Council in accordance with the Local Government Act 2002 to make bylaws for the control of dogs. The draft Control of Dogs Bylaw has been prepared with consideration to the criteria of section 20. The bylaw reinforces the Stratford District Council Dog Control Policy and provides provisions for compliance and control of dogs that are outside the scope of the policy.
- 2.3 The following amendments have been made to the draft bylaw:
 - Minor amendments to wording of the bylaw for clarity.
 - Changes to statutory provisions for clarity.
 - Deletion of clauses considered no longer necessary.

- The draft Bylaw also proposes to remove the restriction of dogs from the Central Business District (“CBD”) and Prospero Place and will allow dogs to be leashed in these areas.
 - The Bylaw now includes maps to define dog exercise, on leash and restricted areas.
- 2.4 In addition to the above changes, the draft Bylaw schedule has been updated to include leash controlled areas and exercise areas to come in-line with Dog Control Policy and Council’s Parks Bylaw. Maps will be tabled at the meeting defining the dog control areas.
- 2.5 The draft Bylaw, including tracked changes is provided in **Appendix A**.

3. **LOCAL GOVERNMENT ACT 2002 - SECTION 10**

How is this proposal applicable to the purpose of the Act?

- Is it for the provision of good quality local infrastructure? If so, why?; **OR**
- Is it for the performance of a good quality regulatory function? If so, why?;

OR

- Is it for the performance of a good quality local public service?

AND

- Is it in a way that is most cost-effective to businesses and households? If so, why?

Good quality means, infrastructure, services, and performance that are efficient and effective, and appropriate to present and anticipated future circumstances.

Local public service means, a service provided for the community which is for the benefit of the District.

- 3.1 This Bylaw is for the *performance of a good quality regulatory function and public service*.

4. **BACKGROUND**

- 4.1 The Stratford District Council’s Control of Dogs Bylaw 2008 (“the current Bylaw”) lapsed on 13 July 2018. The Local Government Act in Section 159 requires that the Council review its bylaw no later than 10 years after it was last reviewed.
- 4.2 Section 160A allows a Bylaw to continue in its effect, no more than 2 years after the date on which the bylaw should have been reviewed. Therefore, the Control of Dogs Bylaw must be adopted by July 2020 before it can be revoked.
- 4.3 Stratford District Council also has a Dog Control Policy that is required by the Dog Control Act 1996. This policy is also under review. The proposed bylaw reinforces the provisions of the policy.
- 4.4 A *Statement of Proposal* is attached in **Appendix C**, as required by Section 83(a) (i) of the Local Government Act.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

The *draft* Control of Dogs Bylaw requires the special consultation process pursuant to the Local Government Act. Special consultation cannot commence until the Committee recommendation is adopted by Council. This report seeks the approval from Council to undertake consultation with the community.

5.2 **Māori Consultation - Section 81**

No pre-consultation with Māori is required as part of this process.

6. **RISK ANALYSIS**

Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.

- Is there a:
 - financial risk;
 - human resources risk;
 - political risks; or
 - other potential risk?
- If there is a risk, consider the probability/likelihood of it occurring.
- Is there a legal opinion needed?

6.1 There is no risk associated with the *draft* Control of Dogs Bylaw 2020.

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 Long Term Plan includes a commitment to performing regulatory services cost effectively. This bylaw would support that commitment and the affordable, quality services and infrastructure outcome.

What relationship does it have to the communities' current and future needs for infrastructure, regulatory functions, or local public services?	The bylaw would support the community's need for a well resourced regulatory function relating to the control of dogs.
---	--

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? |
|--|

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.

Option 1:

The Council adopts and releases the *draft* Control of Dogs Bylaw with recommended changes and Statement of Proposal for consultation.

Option 2:

The Council adopts the release of the current Control of Dogs Bylaw with no changes.

Council officer’s preferred option is Option 1.

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? e.g. rates, reserves, grants etc.

The adoption for release of the Control of Dogs Bylaw has no impact on funding and debt levels.

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 impact to the current service provided by Council staff and contractors.

The Bylaw must be adopted before July 2020 pursuant to Section 160A of the Local Government Act.

There is no value in deferring the adoption and release for consultation of this draft Bylaw.

7.7 **Legal Issues**

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

No legal opinion was obtained in the preparation of the Bylaw. The Bylaw has been written to align with the relevant legislation.

7.8 **Policy Issues - Section 80**

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

There are no policy issues.

Attachments:

Appendix A – The *Draft* Control of Dogs Bylaw - Review - 2020

Appendix B – The current Control of Dogs Bylaw 2008

Appendix C – Statement of Proposal - *Draft* Control of Dogs Bylaw 2020



Blair Sutherland
DIRECTOR – ENVIRONMENTAL SERVICES



[Approved by]
Sven Hanne

CHIEF EXECUTIVE

DATE

4 February 2020

CHAPTER 10



STRATFORD
DISTRICT COUNCIL

CONTROL OF DOGS

Date in force:

~~**Scope:** This bylaw is made pursuant to section 20 of the Dog Control Act and 145 of the Local Government Act 2002.~~

Purpose: This bylaw gives effect to the Council's Dog Control Policy, the objective of which is to enable people to enjoy the benefits of responsible dog ownership and provide for the exercise and recreational needs of dogs and their owners, whilst minimising danger, distress, and nuisance to the community generally and native wildlife.

Review date:



APPENDIX A

1001 Title

1001.1 This bylaw is made pursuant to section 20 of the Dog Control Act and 145 of the Local Government Act 2002 and shall be known as the Stratford District Council Control of Dogs Bylaw 2020

1002 Commencement

1002.1 This Bylaw shall come into force on

1003 Repeal

1003.1 As from the day this Bylaw comes into force, the previous Control of Dogs Bylaw 2008 shall be repealed

1004 Application of Bylaw

1004.1 This Bylaw shall apply to the Stratford District

1005 Scope

1005.1 This Bylaw is made under the authority of the Local Government Act 2002 and section 20 of the Dog Control Act 1996 and any other enabling the Council to make bylaws and regulate the control of dogs.

1006.4 Interpretation

1006.4.1 This Bylaw is to be read in conjunction with the Stratford District Council Dog Control Policy.

1006.4.2 In this Bylaw, unless the context otherwise requires:

Authorised Officer means any person authorised by Council to carry out or exercise any powers, duties or functions under this Bylaw or any part thereof and includes any Police Officer.

1006.4.3 “**Continuous Control**” means the owner has sufficient control over the dog to prevent the dog causing a nuisance to other animals or members of the public, or damage to property.

1006.4.4 “**Dog Exercise Area**” means a public place which has by resolution of Council, pursuant to the Dog Control Act 1996 S20(1)(d), been designated as a dog exercise area under the Dog Control Policy.

1006.4.5 “**Leash**” means a lead which is capable of restraining a dog.

1006.4.6 “**Owner**” means, in relation to any dog, every person who

- (a) Owns the dog; or
- (b) Has the dog in his or her possession, whether the dog is at large or in confinement, otherwise than for a period not exceeding 72 hours for the purpose of preventing the dog causing injury, damage or distress, or for the sole purpose of restoring a lost dog to its owner; or

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- (c) The parent or guardian of a person under the age of 16 years who:
- (i) Is the owner of the dog pursuant to paragraph (a) or (b) of this definition; and
 - (ii) Is a member of the parent or guardian's household living with and dependant on the parent or guardian: -

but does not include any person who has seized or taken custody of the dog under this Act or the Animals Protection Act 1960 or the National Parks Act 1980 or the Conservation Act 1987 or any order made under the Dog Control Act 1996 or the Animals Protection Act 1960.

~~1001.7~~ **"Prohibited Public Place"** means a public place which has by resolution of Council, pursuant to the Dog Control Act 1996 S20(1)(a), been designated as a prohibited public place under the Dog Control Policy.

~~1001.8~~ **"Public Place"**:

- ~~(a)~~ ~~(a)~~ — Means a place that, at any material time, is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from that place; and
- (b) Includes any aircraft, hovercraft, ship or ferry or other vessel, train or vehicle _____ carrying or available to carry passengers for reward.

~~1002~~ PERIOD OF CONFINEMENT

~~1002.1~~ ~~The owner or any person in charge or having control of any dog in the district, shall, during the period commencing half an hour after sunset on each day and ending half an hour before sunrise on the next day, keep such dog securely tied up or otherwise effectively confined or under his direct control.~~

~~1007~~3 **Prohibited Public Places**

~~1007~~3.1 No owner of any dog shall permit their dog to be in any prohibited public place.

~~1008~~4 **Leash Controlled Public Places**

~~1008~~4.1 No owner of any dog shall permit their dog to be in a leash controlled public place except when that dog is controlled on a leash.

~~1009~~5 **Dog Exercise Area**

~~1009~~5.1 The owner of a dog that is within a dog exercise area shall keep the dog under continuous control but shall not be obliged to keep the dog on a leash.

~~1010~~6. — **Temporary Designations**

~~1010~~6.1 Council may from time to time either impose or suspend a designation as a prohibited or leash controlled public place for a specified period, occasion or event.

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101006.2 Council shall give public notice of such a change in designation by way of a public notice in the Stratford Press and appropriate signage in the area concerned.

~~1007~~ ACCOMMODATION OF DOGS

~~1007.1 During the said period mentioned in Clause 1002.1 hereof every owner of a dog so confined or controlled as aforesaid shall ensure that the said dog is provided with adequate shelter and that no unnecessary suffering is caused to such dog by the manner of the said confinement or control.~~

~~1007.2 No owner of any dog shall keep it in any kennel or place of confinement within one metre to any boundary of neighbouring premises. This clause does not apply to dogs confined within a dwelling house.~~

101108 Keeping Of More Than Two Dogs

~~101108.1 It shall not be permissible to keep or permit to suffer to be kept on any premises/property within the district (not being a in a Rural area) more than two dogs of a greater age than three months—except in pursuance of and in conformity with a licence from the Council so to do. No person may keep or allow to be kept more than two dogs that are older than three months, unless they are kept on land zoned Rural or as an urban dog owner, holds a licence from the Council to keep a greater number of dogs.~~

~~101108.2 Every application for any such licence shall be in writing addressed to the Council, and signed by the applicant but no such application, and no payment of or receipt for any fee paid in connection with such application or licence or for any renewal of licence shall confer any right, authority or immunity on the person making such application or payment. Every applicant for such a licence shall give to the Council or its officers such further information as it or they may require.~~

~~101108.3 Any such licence -~~

- ~~(a) shall be issued or renewed only upon the payment of fees of such licence fee as may be prescribed by Council by resolution;~~
- ~~(b) shall be issued only upon receipt of the consent of the occupiers of the adjoining properties;~~
- ~~(c) may be issued upon or subject to such terms, conditions or restrictions as the Council or its duly authorised officer may impose in any particular case, (whether as to the maximum number of dogs which may be kept on the premises, precautions to be taken to prevent their becoming a nuisance or to prevent a nuisance arising, or otherwise);~~
- ~~(d) shall remain in force from the time it is granted until the 30th day of June next following, and shall be renewable annually on the 1st day of July in each year.~~

~~101108.4 The Council may refuse to renew or may suspend, revoke or cancel any licence which it may previously have granted if it is satisfied that the licensee has allowed a nuisance to exist on the premises, or where there has been a failure to comply with all or any of the terms, conditions or restrictions of the licence or any subsequent notice issued by Council.~~

101209 Responsibility To Remove Faeces

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101209.1 The owner of any dog that defecates on a public place or on land or premises other than that occupied by the owner, shall immediately remove the faeces.

10130 **Confinement Of Bitches In Season**

10130.1 The owner of any bitch shall keep the animal confined but adequately exercised whilst in season.

10144 **Impounding Of Dogs At Large**

10144.1 Any dog found at large in any public place in contravention of any of Clauses 10032 through Clause 1006 hereof, whether or not it is wearing a collar having the proper registration tag attached, may be seized and impounded by any person duly authorised by Council.

~~1012 **DOGS BECOMING A NUISANCE OR INJURIOUS TO HEALTH**~~

~~1012.1 The owner of the dog or the owner or the occupier of any premises whereon any dog or dogs are customarily kept shall take adequate precautions to prevent the dog or dogs, or the keeping thereof, from becoming a nuisance or injurious to health.~~

~~1012.2 If, in the opinion of the Council, the dog or dogs or the keeping thereof on such premises has become or is likely to become a nuisance or injurious to health, the Council or any person duly authorised in that behalf by the Council may, by notice in writing, require the owner or occupier of the premises within a time specified in such notice to do all or any of the following:~~

~~(a) — reduce the number of dogs kept on the premises;~~

~~(b) — construct, alter, reconstruct or otherwise improve the kennels or other buildings used to house or contain such dog or dogs;~~

~~(c) — require such dog or dogs to be tied up or otherwise confined during specified periods;~~

~~(d) — take such other action as the Council deems necessary to minimise or remove the likelihood of nuisance or injury to health.~~

~~1012.3 Any person to whom notice is given under the preceding provision of this clause who fails to comply with such notice within the time therein specified shall be guilty of an offence against this Part of this Bylaw.~~

1015 **Neutering Of Dogs**

~~1015.1 In addition to the provisions of the Dog Control Act 1996, for the requirement of the neutering of dogs by classified owners, dog owners who have been infringed for failure to control and confine a dog on three or more occasions in the period of one year, will require to have that dog neutered.~~

10163 **Mangy Or Diseased Dogs**

10163.1 No person owning or having control or charge of any mangy or diseased dog shall take ~~it~~ into any public place or allow such dog to enter or remain in a public place or wander free and at large.

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10174 Custody Of Dogs

10174.1 As soon as practicable after any dog has been impounded, where to owner of the dog is known to Council, the Council shall ~~in the case of a dog wearing a current registration tag or where the owner of the dog is known through some other means,~~ give written notice to the owner that the dog has been impounded and that unless the dog is claimed and any fee referred to herein paid within seven days of the receipt of such notice, it may be sold, destroyed or otherwise disposed of in such manner as the Council thinks fit; ~~and after the expiry of that period the Council may so dispose of the dog.~~

10174.2 Where the owner of the dog is not known and cannot be identified from the dog registration tag, Council may, after the expiration of seven days after the date of seizure of the dog, sell, destroy or otherwise dispose of the dog in such manner as it thinks fit.

10174.3 Any dog impounded shall only be released to the owner upon the owner paying to Council:

- (a) Fees for the sustenance of the dog; ~~and-~~
- (b) The Poundage Fee; ~~and-~~
- (c) The cost of giving notice of the impounding to the owner; ~~and-~~
- (d) The cost of any newspaper advertisement placed for the purpose of notifying the owner of impounding.

1018 Fees

1018.1 Refer to the Stratford District Council's current fees and charges relating to dog control fees.

1019 Additional Provisions

1019.1 Stratford District Council may require a dog owner to undertake measures that in the opinion of the territorial authority are necessary or desirable in the control dogs. These include but are not limited to:

- Obedience training
- Fencing repairs
- The use of barking devices
- The use of a muzzle in a public place

APPENDIX A**SCHEDULE****Prohibited Public Placesno DOG AREAS**

- ~~1. In Broadway (including the footpaths thereof) between the northern roundabout situated at the intersection of Broadway and Regan Street and the southern roundabout situated at the intersection of Broadway and Fenton Street.~~
- ~~2. Prospero Place.~~
- ~~3. The public area surrounding the front entrance of TSB Swimming Pool Complex is a prohibited area.~~

53. Within 20 metres of any children's playground equipment which is on land controlled by Council except any public road or footpath adjacent such an area.
64. Egmont National Park except with a Department of Conservation permit.
75. Whanganui National Park except with a Department of Conservation permit.
86. Areas gazetted as **CONTROLLED DOG AREAS** under the Conservation Act 1987, except with a Department of Conservation permit.
97. Pembroke Road, from the Egmont National park Gate to the Plateau carpark being the entire length of the road which is bounded on both sides by the National Park.
108. Manaia Road, from the Egmont National Park Gate to the Dawson Falls Road end carpark, being the entire length of the road which is bounded on both sites by the National Park.

Leash Controlled Public Places

Dogs must be **CONTROLLED ON A LEASH** in the following areas:

- Any part of any footpath or berms adjacent to a footpath within the district.
- Broadway, including the footpaths, between the northern roundabout, at the intersection of Broadway and Regan Street, and the southern roundabout, at the intersection of Broadway and Fenton Street.
- Prospero Place.
- The entrance to King Edward Park from the Colonel Malones gates and includes the Scout Den, Netball Courts, tennis courts and surrounding area as indicated on the attached map.
- Along the Carrington Walkway (Western Loop) of King Edward Park as indicated on the attached map.
- Any part of any street or public place that has for the time being been so declared by any resolution of Council.

Dog Exercise Areas

Dogs may be exercised **UNLEASHED BUT UNDER CONTINUOUS CONTROL** in all areas of the Stratford District except those specified above. Every such area shall be a **DOG EXERCISE AREA**.

Dogs may be exercised without a Department of Conservation permit and subject to

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certain conditions in the following OPEN DOG AREAS:

- Areas gazetted as open dog areas under the Conservation Act 1987. Every such area shall be a DOG EXERCISE AREA.

CHAPTER 10

CONTROL OF DOGS

1001 **INTERPRETATION**

1001.1 This Bylaw is to be read in conjunction with the Stratford District Council Dog Control Policy.

1001.2 In this Bylaw, unless the context requires:

1001.3 “Continuous Control” means the owner has sufficient control over the dog to prevent the dog causing a nuisance to other animals or members of the public, or damage to property.

1001.4 “Dog Exercise Area” means a public place which has by resolution of Council, pursuant to the Dog Control Act 1996 S20(1)(d), been designated as a dog exercise area under the Dog Control Policy.

1001.5 “Leash” means a lead which is capable of restraining a dog.

1001.6 “Owner” means, in relation to any dog, every person who

- (a) Owns the dog; or
- (b) Has the dog in his or her possession, whether the dog is at large or in confinement, otherwise than for a period not exceeding 72 hours for the purpose of preventing the dog causing injury, damage or distress, or for the sole purpose of restoring a lost dog to its owner; or
- (c) The parent or guardian of a person under the age of 16 years who:
 - (i) Is the owner of the dog pursuant to paragraph (a) or (b) of this definition; and
 - (ii) Is a member of the parent or guardian’s household living with and dependant on the parent or guardian: -

but does not include any person who has seized or taken custody of the dog under this Act or the Animals Protection Act 1960 or the National Parks Act 1980 or the Conservation Act 1987 or any order made under the Dog Control Act 1996 or the Animals Protection Act 1960.

1001.7 “Prohibited Public Place” means a public place which has by resolution of Council, pursuant to the Dog Control Act 1996 S20(1)(a), been designated as a prohibited public place under the Dog Control Policy.

1001.8 “Public Place”:

- (a) Means a place that, at any material time, is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from that place; and

- (b) Includes any aircraft, hovercraft, ship or ferry or other vessel, train or vehicle carrying or available to carry passengers for reward.

1002 **PERIOD OF CONFINEMENT**

1002.1 The owner or any person in charge or having control of any dog in the district, shall, during the period commencing half an hour after sunset on each day and ending half an hour before sunrise on the next day, keep such dog securely tied up or otherwise effectively confined or under his direct control.

1003 **PROHIBITED PUBLIC PLACES**

1003.1 No owner of any dog shall permit their dog to be in any prohibited public place.

1004 **LEASH CONTROLLED PUBLIC PLACES**

1004.1 No owner of any dog shall permit their dog to be in a leash controlled public place except when that dog is controlled on a leash.

1005 **DOG EXERCISE AREA**

1005.1 The owner of a dog that is within a dog exercise area shall keep the dog under continuous control but shall not be obliged to keep the dog on a leash.

1006. **TEMPORARY DESIGNATIONS**

1006.1 Council may from time to time either impose or suspend a designation as a prohibited or leash controlled public place for a specified period, occasion or event.

1006.2 Council shall give public notice of such a change in designation by way of a public notice in the Stratford Press and appropriate signage in the area concerned.

1007 **ACCOMMODATION OF DOGS**

1007.1 During the said period mentioned in Clause 1002.1 hereof every owner of a dog so confined or controlled as aforesaid shall ensure that the said dog is provided with adequate shelter and that no unnecessary suffering is caused to such dog by the manner of the said confinement or control.

1008 **KEEPING OF MORE THAN TWO DOGS**

1008.1 It shall not be permissible to keep or permit to suffer to be kept on any premises/property within the district (not being a in a Rural area) more than two dogs of a greater age than three months – except in pursuance of and in conformity with a licence from the Council so to do.

1008.2 Every application for any such licence shall be in writing addressed to the Council and signed by the applicant but no such application, and no payment of or receipt for any fee paid in connection with such application or licence or for any renewal of licence shall confer any right, authority or immunity on the person making such application or payment. Every applicant for such a licence shall give to the Council or its officers such further information as it or they may require.

1008.3 Any such licence -

- (a) shall be issued or renewed only upon the payment of such licence fee as may be prescribed by Council by resolution;

- (b) shall be issued only upon receipt of the consent of the occupiers of the adjoining properties;
- (c) may be issued upon or subject to such terms, conditions or restrictions as the Council or its duly authorised officer may impose in any particular case, (whether as to the maximum number of dogs which may be kept on the premises, precautions to be taken to prevent their becoming a nuisance or to prevent a nuisance arising, or otherwise);
- (d) shall remain in force from the time it is granted until the 30th day of June next following, and shall be renewable annually on the 1st day of July in each year.

1008.4 The Council may refuse to renew or may suspend, revoke or cancel any licence which it may previously have granted if it is satisfied that the licensee has allowed a nuisance to exist on the premises, or where there has been a failure to comply with all or any of the terms, conditions or restrictions of the licence or any subsequent notice issued by Council.

1009 **RESPONSIBILITY TO REMOVE FAECES**

1009.1 The owner of any dog that defecates on a public place or on land or premises other than that occupied by the owner, shall immediately remove the faeces.

1010 **CONFINEMENT OF BITCHES IN SEASON**

1010.1 The owner of any bitch shall keep the animal confined but adequately exercised whilst in season.

1011 **IMPOUNDING OF DOGS AT LARGE**

1011.1 Any dog found at large in any public place in contravention of any of Clauses 1002 through Clause 1006 hereof, whether or not it is wearing a collar having the proper registration tag attached, may be seized and impounded by any person duly authorised by Council.

1012 **DOGS BECOMING A NUISANCE OR INJURIOUS TO HEALTH**

1012.1 The owner of the dog or the owner or the occupier of any premises whereon any dog or dogs are customarily kept shall take adequate precautions to prevent the dog or dogs, or the keeping thereof, from becoming a nuisance or injurious to health.

1012.2 If, in the opinion of the Council, the dog or dogs or the keeping thereof on such premises has become or is likely to become a nuisance or injurious to health, the Council or any person duly authorised in that behalf by the Council may, by notice in writing, require the owner or occupier of the premises within a time specified in such notice to do all or any of the following:

- (a) reduce the number of dogs kept on the premises;
- (b) construct, alter, reconstruct or otherwise improve the kennels or other buildings used to house or contain such dog or dogs;
- (c) require such dog or dogs to be tied up or otherwise confined during specified periods;
- (d) take such other action as the Council deems necessary to minimise or remove the likelihood of nuisance or injury to health.

1012.3 Any person to whom notice is given under the preceding provision of this clause who fails to comply with such notice within the time therein specified shall be guilty of an offence against this Part of this Bylaw.

1013 **MANGY OR DISEASED DOGS**

1013.1 No person owning or having control or charge of any mangy or diseased dog shall take the same into any public place or permit or suffer such dog to enter or remain thereon or wander free and at large.

1014 **CUSTODY OF DOGS**

1014.1 As soon as practicable after any dog has been impounded, the Council shall in the case of a dog wearing a current registration tag or where the owner of the dog is known through some other means, give written notice to the owner that the dog has been impounded and that unless the dog is claimed and any fee referred to herein paid within seven days of the receipt of such notice, it may be sold, destroyed or otherwise disposed of in such manner as the Council thinks fit; and after the expiry of that period the Council may so dispose of the dog.

1014.2 Where the owner of the dog is not known and cannot be identified from the dog registration tag, Council may, after the expiration of seven days after the date of seizure of the dog, sell, destroy or otherwise dispose of the dog in such manner as it thinks fit.

1014.3 Any dog impounded shall only be released to the owner upon the owner paying to Council:

- (a) Fees for the sustenance of the dog.
- (b) The Poundage Fee.
- (c) The cost of giving notice of the impounding to the owner.
- (d) The cost of any newspaper advertisement placed for the purpose of notifying the owner of impounding.

SCHEDULE

NO DOG AREAS

1. In Broadway (including the footpaths thereof) between the northern roundabout situated at the intersection of Broadway and Regan Street and the southern roundabout situated at the intersection of Broadway and Fenton Street.
2. Prospero Place.
3. Within 20 metres of any children's playground equipment which is on land controlled by Council except any public road or footpath adjacent such an area.
4. Egmont National Park except with a Department of Conservation permit.
5. Whanganui National Park except with a Department of Conservation permit.
6. Areas gazetted as **CONTROLLED DOG AREAS** under the Conservation Act 1987, except with a Department of Conservation permit.
7. Pembroke Road, from the Egmont National park Gate to the Plateau carpark being the entire length of the road which is bounded on both sides by the National Park.
8. Manaia Road, from the Egmont National Park Gate to the Dawson Falls Road end carpark, being the entire length of the road which is bounded on both sites by the National Park.

APPENDIX C



Draft

8

This Statement of Proposal has been prepared as part of the Special Consultative Procedure (SCP) in accordance with Section 83 of the Local Government Act (LGA) 2002.

The *draft* Control of Dogs Bylaw should be read in conjunction with the *draft* Stratford District Council Dog Control Policy that has been approved for public consultation.

Pursuant To Section 146 (a)(ii) and (b) (iii) of the LGA 2002, the Stratford District Council ('Council') has reviewed the *draft* Control of Dogs Bylaw to regulate dog control in the Stratford District in accordance with the Dog Control Act 1996. The Control of Dog Bylaw should be read in conjunction with Stratford District Council Dog Control Policy that is also under review and has been released for public consultation.

The Stratford District Council's Control of Dogs Bylaw 2008 ("the current Bylaw") is required to be reviewed by June 2020 or is automatically revoked.

This Statement of Proposal includes a copy of the proposed *draft* Control of Dogs Bylaw 2020.

Minor amendments have been proposed as part of this review, that include removal of some statutory provisions, the re-wording of some clauses for clarity and the deletion of clauses considered no longer necessary. The draft Bylaw also proposes to remove the restriction of dogs from the CBD and Prospero Place.

Pursuant to Section 155 of the LGA, the Council must determine the following three things in making a bylaw:

- Whether a bylaw is the most appropriate way of dealing with the issue;
- Whether the bylaw is in the most appropriate form; and
- Whether the bylaw has any inconsistencies with the New Zealand Bill of Rights Act 1990.

The requirements of Section 155 have been considered. This *draft* Control of Dogs Bylaw is:

APPENDIX C

- Along with the Dog Control Policy, the most appropriate way of dealing with the control of dogs within the Stratford District.
- in the most appropriate form of bylaw; and
- Consistent and does not raise any implications with the New Zealand Bill of Rights Act 1990.

The majority of provisions in the *draft* Control of Dogs Bylaw are either already budgeted for in Council's Long Term Plan (LTP) 2018-2028 or are subject to Council's *Fees and Charges*. Any new cost recovery provisions will be included in the Council's *Fees and Charges* and consulted on as part of the 2020/2021 Annual Plan.

Draft

This *Draft* Control of dogs Bylaw and the Statement of Proposal are available upon request at the following locations:

- The Council Offices @ 61-63 Miranda Street, P O Box 320, Stratford;
- The Stratford Library @ Prospero Place, Stratford West 4332; and
- The Council's website @ www.stratford.govt.nz.

Any person or organisation has a right to be heard in regard to this proposal and the Council would encourage everyone with an interest to do so.

Submissions should be addressed to:

Director, Environmental Services
Stratford District Council
P O Box 320, STRATFORD 4352

No later than Friday 20 March 2020 at 4.30pm. The Council will then convene a hearing, which it intends to hold on 14 April 2020, at which time any party who wishes to do so can present their submission in person. Equal weight will be given to written and oral submissions.

The Council will permit parties to make oral submissions (without prior written material) or to make a late submission, only where it considers that special circumstances apply.

Every submission made to the Council will be acknowledged, copied and made available to the public, in accordance with the Local Government Act. Every submission will be heard in a meeting which is open to the public.

Section 82 of the Local Government Act sets out the obligations of the Council in regard to consultation and the Council will take all steps necessary to meet the spirit and intent of the law.

MONTHLY REPORT



TO: District Council

FROM: District Mayor

S19/130 – D20/2039

DATE 11 February 2020

SUBJECT: REPORT FOR THE MONTHS OF DECEMBER 2019 & JANUARY 2020

RECOMMENDATION

THAT the District Mayor's report be received.

Moved/Seconded

1. WELCOME TO THE NEW DECADE

It is good to be back to work in 2020. The new decade has begun and a busy year lies ahead for council as we work through a number of significant projects and the District Plan review. Behind the scenes there will also be a large volume of preparatory work undertaken to inform our next Long Term Plan decisions. No doubt, the political year will be dominated by the pending general election and the effects of government policies now and into the future on local government, and will be of real interest to people in this community.

2. SH 43 STAKEHOLDERS MEETINGS

Following the funding announcement for the sealing of 12 kilometres of State Highway 43 through the Tangarakau Gorge, project planning work has commenced. The New Zealand Transport Agency that will oversee and deliver this project is gearing up and their future work programme is aimed at commencing physical site works within the next six months.

The planning stages include advancing the consenting process and facilitating community consultation in the Eastern Districts. As a key stakeholder, the Stratford District Council has attended two stakeholders meetings in the last two months and we have been kept well informed on the developments to date and the proposed timeline for the future work. It is very encouraging to see the positive commitment that NZTA has made to this project. Also encouraging is the support received for this project from representatives of Ngati Maru iwi who have fully embraced the benefits that this sealing project will eventually bring to this region.

3. TUTUTAWA RESIDENTS MEETING

Last month Councillor Harris, the Roading Asset Manager and myself were invited to a residents meeting at Tututawa. Residents wanted to raise their concerns over the lack of progress on the roading project on the Tututawa saddle and in more general terms the road conditions in the area. We were able to provide an update on the saddle project and give a timeline for work to re-commence and a projected completion date. Many questions followed and general criticisms made were accepted and addressed. There were some clear learnings and I will be following these up at the appropriate time.

The impact on roads of logging activity was again raised as a major concern for the local residents who have to endure the problems caused by the heavy trucks that damage the roads. Pot holes, rutting, contour, blind corners, lack of metal and safety concerns all came in for some scrutiny and there were numerous examples of these issues provided at the meeting.

There was also some praise for the improvement work done previously and the community are generally understanding of the funding demands placed upon our ratepayers. It was a useful consultation meeting and something I will be recommending we do more frequently across the District.

4. MAYORAL XMAS GIFTS

The annual appeal for gifts was again very successful and prior to Xmas I had the privilege of delivering some of these gifts to needy families in the Stratford area. As always the families and particularly the children were very grateful to receive a basket full of gifts, in what is a stressful time of year for many of them. I thank those who made donations and helped make the lives a little more cheerful for the less fortunate in our community.

5. SUMMER NIGHTS CONCERT

This years' concert in the Dell was a popular community event that attracted a good sized crowd including many visitors to the town. The crowd really enjoyed the performances and the family nature of the event. Blessed with a warm, sunny day and a beautiful park setting the scene was set to have a great time and everyone did just that, despite the lack of a big name feature act. The concert event went without a hitch thanks to the great work of Community Services team, our thanks to them.

6. DRINKING WATER FOUNTAIN AT CHILDRENS PLAYGROUND

In nearly every community survey we have conducted over recent years there have been requests for the installation of drinking water fountains at various locations within our parks. So it was particularly pleasing that the Stratford Rotary Satellite Group made up of young people from the Stratford area took up the challenge and raised money for the first of the fountains to be installed at the children's playground in Victoria Park. The fountain will be well used and appreciated by the playground users. My thanks to the Satellite Group for providing this and other items for the community of Stratford to use.

7. BYLAWS SIGNED

Following a formal review of each, the Parks and Reserves Bylaw, the Cemeteries Bylaw and the Speed Limits Bylaw were signed off on 31 January 2020 and came into effect the next day. The review schedule will see several more bylaws revisited over the next twelve months, each of which will be the subject of public consultation.

8. SUBMISSIONS TO THE INQUIRY INTO THE 2019 LOCAL ELECTIONS

The Justice Committee has opened submissions on the Inquiry into the 2019 Local Elections. Local Government New Zealand will complete a submission on behalf of its members, but there is also an opportunity for the Stratford District Council or individual councillors to submit, should they choose to do so. Submissions close on 29 February 2020.

9. CORRESPONDENCE

- Letter of Support – Thumbs Up New Zealand Petition
- Refer to attached.

10. SOME EVENTS ATTENDED

- Attended the SCSS Stadium Committee meeting
- Attended various Xmas Functions (x7)
- Attended St John's Prize giving
- Attended Stratford Xmas Parade
- Hosted Mayoral Reception
- Attended Taranaki Diocesan School Prize Giving
- Attended Positive Aging meeting
- Attended Taranaki Mayoral Forum
- Attended SH43 Stakeholders Meeting (x2)
- Attended Council Xmas Function
- Meeting with A & P Show Association representative
- Attended meeting of Tapuae Roa Steering Group
- Distributed Mayoral Xmas Gifts
- Attended AGM's TET Holdings and Age Care Central Limited
- Attended public meeting with Tututawa Residents
- Attended Summer Nights Concert
- Officiated at the unveiling of the Drinking Fountain at Children's Playground
- Attended Rotary Club Memories meeting
- Attended funeral - Ken Bedford
- More FM Interview (x3)
- Radio NZ Interview (x1)
- Daily News Interview (x1)
- Attended Council Meetings (x4)
- Attended Council Workshops (x2)



**N C Volzke JP
DISTRICT MAYOR**

The Stratford fire brigade responded to 18 calls in December 2019

- 01-12-19 Car fire Beconsfield Road
- 02-12-19 Motor vehicle accident van rolled Beconsfield Road
- 02-12-19 Motor vehicle accident SH 3 near Norfolk Road Stood down before arrival
- 03-12-19 Motor vehicle accident car vs. ditch SH 3 North of Monmouth Road
- 04-12-19 Investigate smell of gas Opunake Road / Manaia Road assist Kaponga fire brigade nothing found
- 07-12-19 Two car motor vehicle accident Opunake Road near Cardiff Road Scene protection
- 08-12-19 Two car motor vehicle accident SH 3 South of Warwick Road assisted by the Eltham fire brigade
- 14-12-19 Assist ambulance with medical call Regan Street
- 14-12-19 Small rubbish fire under bridge behind Mitre 1 0
- 17-12-19 Building fire Inglewood Timber processors Cutfield Street Assist Inglewood and other fire brigades
- 18-12-19 Power lines down inside Stratford racecourse
- 20-12-19 Motor vehicle accident East Road car rolled assist Toko fire brigade
- 20-12-19 Assist ambulance medical call Fenton Street
- 21-12-19 Building Fire Bridge / Stanners Street Eltham Assist Eltham and other fire brigades
- 22-12-19 Assist ambulance with medical call Celia Street stood down before arrival
- 26-12-19 Assist ambulance with medical call Maryanne rest home stood down before arrival
- 28-12-19 Car vs. motorbike accident East Road / Beaconsfield Road scene protection
- 30-12-19 Oil spill from tractor Celia Street / Broadway scene protection

The Stratford fire brigade responded to 22 calls in January 2020

- 02-01-20 Assist ambulance with medical call Broadway
- 04-01-20 Person trapped under farm bike in drain on a farm at Salisbury Road 1 Fatal
- 06-01-20 House fire A'Court Street Hawera assist Hawera and other fire brigades
- 07-01-20 Landing zone required for rescue helicopter Victoria Park
- 08-01-20 Tanker required implement shed fire Oeo Road Stood down before arrival
- 08-01-20 Alarm activation Stratford primary school Regan Street
- 10-01-20 McKechnie Aluminium Paraite Road Bell Block Assist New Plymouth and several other fire brigades at a 5th alarm incident
- 13-01-20 Assist ambulance medical call Essex Street
- 15-01-20 Alarm activation Stratford high school Swansea Road
- 17-01-20 Investigate rubbish fire on a farm behind Stratford high school
- 17-01-20 Hay baler on fire Hunger Road
- 18-01-20 Alarm activation Stratford high school
- 19-01-20 Extinguish rubbish fire causing smoke nuisance Celia Street
- 21-01-20 Garden shed on fire Lear Street
- 25-01-20 Investigate rubbish fire SH 3 near Monmouth Road
- 26-01-20 Person trapped in stock car at Stratford Speedway
- 26-01-20 Motor vehicle accident SH 3 Tahora Assist Toko fire brigade, stood down before arrival
- 26-01-20 Investigate smoke nuisance near Countdown
- 28-01-20 Investigate rubbish fire Pembroke Road
- 30-01-20 Rubbish Fire Achilles Street
- 31-01-20 Vegetation fire East Road Assist Toko fire brigade, Eltham fire brigade tanker also assisted at the incident
- 31-01-20 Urgent landing zone required for rescue helicopter Stood down due to change of plans by ambulance staff