
**MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF
THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL
CHAMBERS, STRATFORD DISTRICT COUNCIL, MIRANDA STREET,
STRATFORD ON TUESDAY 27 OCTOBER 2020 AT 3.03PM**

PRESENT

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

IN ATTENDANCE

The Chief Executive – Mr S Hanne, the Director – Community Services – Ms K Whareaitu, the Director – Environmental Services – Mr B Sutherland, the Executive Administration Officer – Mrs E Bishop, The Parks & Reserves Officer – Mrs M McBain (*part meeting*), the Trade Waste Officer – Mr J Cooper (*part meeting*), the Revenue Manager – Mrs J Erwood (*part meeting*), the Services Asset Manager – Mr M Oien (*part meeting*), the Community Development Officer – Mr P Boyd (*part meeting*), the Corporate Accountant – Mrs C Craig (*part meeting*) and two members of the media (Stratford Press and Taranaki Daily News).

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, the Chief Executive, Councillors, staff, and the media. He reminded Councillors to ensure they are familiar with the health and safety message including evacuation procedures.

2. **APOLOGIES**

An apology for lateness was received from Councillor J M S Erwood and an apology noted from the Director – Corporate Services – Mrs T Radich.

RECOMMENDATION

THAT the apologies be received.

BOYDE/McKAY
Carried
P&S/20/154

3. **ANNOUNCEMENTS**

There were no announcements.

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 was attached.

6. **CONFIRMATION OF MINUTES**

6.1 **Policy and Services Committee Meeting – 22 September 2020**
D20/25880 PE – D20/27891 OPEN Pages 9-21

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 22 September 2020, including those in the public excluded section, be confirmed as a true and accurate record.

HARRIS/WEBBY
Carried
P&S/20/155

7. **MATTERS OUTSTANDING**

D16/47 Page 22

RECOMMENDATION

THAT the matters outstanding be received.

VOLZKE/BOYDE
Carried
P&S/20/156

8. **INFORMATION REPORT – ELECTED MEMBERS UPDATE ON LTP AND OTHER KEY PROJECTS**

D20/27929 Pages 23-32

RECOMMENDATION

THAT The report be received.

COPESTONE/JONES
Carried
P&S/20/157

Recommended Reason

Well into the third and final year of the Long Term Plan, it is important to give Elected Members another progress report on projects set in the Long Term Plan as well as others considered of key importance. This is a recurring update and Elected Members are welcome to identify any additional projects they would like to see covered in future updates. As a result of central government economic stimulus funding following the COVID19 pandemic, there have been a number of timeframe and funding changes since the last update as well as the inclusion of a project that was not specifically allowed for in the LTP.

The Chief Executive noted the following points:

- The significant change from the previous report is the amount of projects that have now moved into the completed section.
- He noted that generally in year 3 of a Long Term Plan there would not have been projects added, however this year is different with the amount of the projects that have received government funding post COVID-19
- It was noted that the Victoria Park drainage project had been completed with operational measures and had not required the full \$200,000 budgeted for drain pipes to be installed. This measure will continue to be successful as long as the ongoing maintenance continues.
- The upgrade to the waste water plant achieved everything it set out to do with the key objective being the new resource consent and the required operational and capital projects including the creation of a trade waste officer's role within Council. Future physical improvements will be managed through the normal capital works budget.

The Community Development Officer joined the meeting at 3.11pm.

- All sections at the Council subdivision now have a sales and purchase agreement against them. Should the remaining agreements not go unconditional the demand in the market indicates there would be buyers for any remaining sections.
- The Roading improvements at Dawson Falls was abandoned due to the funding application being unsuccessful.
- All but three of the land parcels in the Midhirst issue have settled. Of the three remaining – two are under negotiation. This project was cost neutral to Council with a small surplus occurring due to cautious budgeting.
- It was noted that there had been examples of the discovery trail project loaded into the resource centre in Diligent.

Questions/Points of Clarification:

- Councillor Boyde congratulated staff on the work with the waste water treatment plant, particularly with the significant amount of savings made.
- It was noted that the waste water treatment was completely compliant with all conditions imposed within the consent. There was no New Zealand standards as such and consents were granted with conditions by the Taranaki Regional Council who included those conditions as part of their discussions with Iwi, Fish and Game New Zealand and dependent on the nature of the river the discharge was released into. It was clarified this consent would lapse in 2035.
- It was noted that the budget for the Victoria Park drainage project had been loan funded, therefore the \$190,000 that was not spent had not been drawn down by Council and therefore had not impacted ratepayers.

9. **DECISION REPORT – POLICY REVIEWS – ELEVENTH TRANCHE**
D20/25239 Pages 33-114

RECOMMENDATIONS

1. THAT the report be received.

SANDFORD/McKAY
Carried
P&S/20/158

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

- ~~• *Delegations Policy*~~
- ~~• *Care of Children and Youth in Council Facilities Policy*~~
- ~~• *Procurement Policy*~~

~~_____~~
~~_____~~ be adopted.

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 Community Development Officer and the Services Asset Manager departed the meeting at 3.20pm.

Delegations Policy

The Chief Executive noted the following points:

- The quorum requirements have been amended due to the previous policy referring to the standing orders. The standing orders were updated last year and no longer have the quorum requirements. The updated wording in the Delegations Policy reflects the intent of the previous standing orders and have been duplicated for each committee. This can be amended if Council wished to have a quorum set differently, or differently for individual committees.
- It was clarified that the quorum requirements referred to those physically present. This is consistent with the Local Government Act, however the amendment made in the COVID-19 legislation allows for those attending via video link to be included as present and be able to vote and overrides this limitation. This will no doubt be tidied up through legislation.
- It was noted that Farm and Aerodrome was missing from the list of standing committees on page 47.
- It was noted that the Farm and Aerodrome had been added to the committees and its terms and references summarised.
- It was noted that under the Resource Management Act there are certain powers that Council cannot delegate to the Chief Executive to sub-delegate to staff as was done in the previous policy. Therefore this now delegates those specific powers to the relevant positions to adhere to the legislation.
- There were a couple of additions to the building control delegations which arose during the IANZ audit.
- It was noted there were currently a number of processes to complete before a debtor can be written off if outstanding debt is unable to be collected. It has therefore been suggested that a \$10,000 limit be allocated to the Chief Executive and a \$5,000 limit be allocated to the Director – Corporate Services provided there is written confirmation there are no further

logical steps to get that revenue. Any debt above \$10,000 would still be brought to Council. It was agreed that this amount be amended to \$5,000 for the Chief Executive and \$2,500 for the Director – Corporate Services.

Councillor Erwood joined the meeting at 3.26pm.

The Parks and Reserves Officer joined the meeting at 3.27pm.

RECOMMENDATIONS

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

- *Delegations Policy*

be adopted with the amendments as noted.

BOYDE/DALZIEL
Carried
P&S/20/159

The Director – Community Services noted this was a new policy and was as a result of an issue in one of Council facilities. It provides acknowledgement that Council want children and young people in its facilities in a safe and pleasant environment but also offers a tool to be used by staff.

It was clarified that training for staff members was required under the Vulnerable Children’s Act to be completed every two years. Council’s policy was almost due for review and training would be provided at the same time.

RECOMMENDATIONS

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

- *Care of Children and Youth in Council Facilities Policy*

be adopted.

COPLESTONE/McKAY
Carried
P&S/20/160

The Chief Executive Noted the following points:

- Audit NZ raised the issue of the current process for sign off of expenditure by the Mayor and Chief Executive who currently signed each others expenditure off. Audit had suggested that the chair of Audit and Risk be responsible to sign off the Mayor’s expenditure, however as this is an external chair it could prove difficult. The agreed alternative was that the Mayor remains authorising the Chief Executive expenditure and the Mayor’s expenditure will be signed off by two directors and verified three monthly by the Audit and Risk Chair.
- It was clarified that the TET referred to in the policy was for the Tender Evaluation Team.
- It was requested, and agreed, that “seek local procurement where practical” or similar be added to the list of procurement principles.

RECOMMENDATIONS

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

- *Procurement Policy*

be adopted with the amendments as noted.

ERWOOD/COPLESTONE
Carried
P&S/20/161

10. **DECISION REPORT – TRADE WASTE BYLAW 2020 AMENDMENTS**

D20/23889

Pages 115-205

RECOMMENDATIONS

1. THAT the report be received.

BOYDE/WEBBY
Carried
P&S/20/162

2. THAT subject to agreement, the Trade Waste Bylaw 2020 amendments be adopted.

HARRIS/BOYDE
Carried
P&S/20/163

Recommended Reason

Section 156(2)(a) of the Local Government Act (LGA) 2002 allows that the Stratford District Council ('Council') may, by resolution publicly notified, make minor changes to, or correct errors in a bylaw, but only if the changes or corrections do not affect - (i) an existing right, interest, title, immunity, or duty of any person to whom the bylaw applies; or (ii) an existing status or capacity of any person to whom the bylaw applies.

The Trade Waste Officer noted the following points:

- The majority of the changes are to tidy up wording and amend a few errors throughout the document.
- Where there were identified inconsistencies the more lenient element has been applied.
- A key amendment was amending the 'no waste from outside the district' element to allow for livestock trucks which if not excluded would create a major issue for the sale yards.

Questions/Points of Clarification:

- It was clarified the only amendment to 25.3.3 (a) was the inclusion of the table 1.4 being referenced in the clause.

The Trade Waste Officer departed the meeting at 3.39pm.

11. **DECISION REPORT – PROPOSED REDUCTION OF SPORTSGROUNDS FEES**

D20/28919

Pages 206-211

RECOMMENDATIONS

1 THAT the report be received

BOYDE/DALZIEL
Carried
P&S/20/164

~~2 THAT Council approves the reduction of the sportsground fees for the Stratford and Eltham Rugby Sports Club (SERSC) for the 2019/20 financial year by 50% being \$1,610.~~

~~0#~~

2 THAT Council declines the request for a reduction in the sportsground fee for the Stratford and Eltham Rugby Sports Club (SERSC) for the 2019/20 financial year.

McKAY/SANDFORD
1 against
Carried
P&S/20/165

Recommended Reason

The SERSC has experienced a significant decrease in revenue as a result of loss in sponsorship, bar takings and player subscriptions, due to the shortened rugby season, as a result of the Covid-19 lockdown. Reducing the sportsground fees for the SERSC would assist with keeping the club running and getting them through this difficult time.

Councillor Erwood declared an interest in Item 11 and removed himself from the table at 3.42pm.

The Chief Executive noted the following points:

- COVID-19 had an obvious impact on sports organisations. Sports Taranaki have assisted with most of those impacts and funding was provided to a large number of organisations including the Stratford Eltham Rugby Sports Club.
- SERSC received \$26,000 from Sports Taranaki funding related to COVID-19 impacts.
- Council has made two exceptions for sports organisations ground fees subsidy requests where the organisation did not fit the criteria of Sport Taranaki funding. There have been no other requests from any other sports organisations.

Questions/Points of Clarification:

- Councillor Jones noted this request was essentially an organisation asking for funding and he noted his concern that he felt it was lacking documentation generally attached to any funding application. He had requested further information from the SERSC and received the financial documents today which he had forwarded to all Councillors. He requested the report be tabled until Councillors had had sufficient time to read the additional financial documentation.
- The Parks and Reserves Officer noted confirmation via email from Sport Taranaki noting the funding had been awarded to SERSC for power, insurance, rates, affiliation fees, van hire, after match function costs, telephone expenses and strapping and physio costs. She noted ground hire fees had been included in the application but excluded due to the club reaching their maximum allowance with the other items.

- Councillor Sandford noted the decision was for a yes or no answer for a reduction in fees. He did not support tabling the report.
- The District Mayor summarised the financials received from SERSC noting a \$44,000 surplus was due to a \$65,000 grant from Taranaki Electricity Trust which without would have resulted in an operating loss of \$20,000. It was clarified the confirmation of funding from Sport Taranaki had been sent on 4 September 2020 therefore was outside of their financial year and would not have been included in the financials provided.
- Councillor Jones reiterated his view that all funders require financials to be considered before allocating grants. He noted the Stratford Golf Club had applied to Sport Taranaki and did not see restrictions on what aspects of the application the funding was to be spent on.
- Councillor Dalziel noted that other sports were impacted by COVID-19 as well – soccer, hockey, netball etc. If one application for reduction in fees was applied then all should be agreed to. He noted he was leaning towards not supporting this request.
- It was clarified that the topic would not be workshopped if tabled, it would simply be brought back to the committee at a later date.
- Councillor Sandford noted he did not support the request as the grants totalling \$26,000 from Sport Taranaki was a lot more support than other organisations within the District had received. He did not support the ratepayers subsidising the ground fees for sports groups should this application be successful and further requests then be received.
- Councillor McKay supported declining the application as a principle decision as the costs were for the members of the club to absorb and not the rate payers.

Councillor Erwood re-joined the table at 3.52pm and the Parks and Reserves Officer departed the meeting at 3.52pm.

12. **MONTHLY REPORTS**

12.1 **ASSETS REPORT** D20/26748 Pages 212-236

RECOMMENDATION

THAT the reports be received.

BOYDE/WEBBY
Carried
P&S/20/166

The Director – Assets noted that the highlight of the report was noting the on-going projects for example the children’s bike park, the new pool complex, the community hall projects and the roading work on Manaia Road, Palmer Road, Toko Road.

The Revenue Manager joined the meeting at 3.54pm.

Questions/Points of Clarification:

- The audit completed on the Materials Recovery Facility (MRF) undertaken by Envirowaste was noted. It was requested that these results are brought back in a future report. The Director – Assets noted that she understood a lot of the contamination at the moment was not from the collections and this was reflected in the weekly bin audit undertaken in Stratford. Currently there were only 8% red and 12% amber tags issued however there is 35% contamination coming from the MRF. This is being investigated further. The results of the audit will be included in the monthly report when they are available.
- It was clarified that a back flow installation was the cost of the landowner and not Council.
- Councillor Sandford noted he had been approached by a resident who had complained regarding Dunns Bridge and the pavement leading up to it. He questioned if the outstanding

customer requests are reported on and how long a complaint sat before becoming outstanding. This would be referred to the Roading Asset Manager and reported on in the next monthly report.

12.2 COMMUNITY SERVICES REPORT

D20/22882

Pages 237-246

RECOMMENDATION

THAT the reports be received.

ERWOOD/HARRIS
Carried
P&S/20/167

The Director – Community Services noted the following points:

- The Community Development Team was very busy during September with a lot of events completed.
- After 23 years of service Trish Dent was farewelled from the iSITE.
- There has been a lot of pre-engagement undertaken for the Long Term Plan and she thanked Councillors for their participation with this.
- Public feedback was currently being sought on the A&P Association loan proposal.

Council Organisations and Council Representatives on Other Organisations

- The Deputy Mayor noted that Nigel Latta had presented to rural communities through the Central Taranaki Safe Community Trust. He gave very entertaining talks and focused on stresses and how to relieve those. He was extremely well received by full audiences. The tour concluded at Whangamomona. He noted the AGM of the Trust was to be held in the Council Chambers tomorrow and noted all were welcome.
- Councillor Webby noted the Stratford Positive Ageing Group AGM had been held in October and reported that 12 community group representatives were part of the committee. She noted that last month the group took part in organisation development training run by the Community Development Officer, Peter Boyd, and was timely as the group led up to reviewing its strategy. The last forum for the year would be held on 19 November.
- Councillor Webby noted the Percy Thomson Trust held its AGM in October. She noted the gallery was now open every day during the summer months and they had seen an increase in the number of visitors to the gallery and Percy's Place, it was noted most viewers had been from outside of the District. The Fibre Group had their exhibition which would be on during the Garden Festivals and was an amazing exhibition to view.

Questions/Points of Clarification:

- It was noted that since the launch of the Mayors Taskforce for Jobs programme, Lisa Holland had been employed as the Workforce Coordinator. She has met with a number of visitors and held a workshop at Stratford High School with the Ministry of Social Development. This resulted in 74 young people signed up for further information and programmes including assistance with CV writing.
- Councillors were encouraged to collate and email feedback collected during the pre-engagement conversations so that this could be presented to Council when the sessions had been completed. Councillor Boyde noted that there had been really positive comments made but also a couple of reoccurring issues arising.
- The District Mayor noted that there had been a number of planning meetings held with the Mayoral Forum and Regional Leadership Group. There were currently multiple plans for the economic future of our region and there is now work being undertaken to merge these documents – such as the Tapuae Roa and Transition 2050 and the COVID Economic

Recovery Plan. A reorganisation of the Regional Leadership team was also underway and would be re-established with a new structure aimed at casting a broader net and including Iwi groups across the region and other major stakeholders. This would be brought back to Council for ratification when complete.

- Councillor McKay was congratulated on her appointment as Deputy Chair of the Stratford Business Association and Tutaki Youth Inc. She noted that Councillor Dalziel, Ash Rowlands and Jason Kowalewski had been farewelled as long standing committee members of the Stratford Business Association at its AGM last week. Marcia Millard, Stan Chesswas and Caleb Robinson had joined as new committee members. The presentations on the evening were on the Long Term Plan and Justin Gilliland had presented on statistics from the District. She reiterated the invitation for Councillors to attend BA5's. Councillor Dalziel congratulated Councillor McKay on the success of the ladies lunch hosted by the Stratford Business Association and noted it was planned on continuing as a regular event.

12.3 **ENVIRONMENTAL SERVICES REPORT**

D20/26792

Pages 247-254

RECOMMENDATION

THAT the reports be received.

McKAY/BOYDE
Carried
P&S/20/168

The Director – Environmental Services noted the following points:

- The heightened activity in the building consents activity over the past few months had been documented in the monthly report and shows there have been the equivalent of an extra months' worth of consents post the COVID-19 lockdown.
- There were still a strong number of enquiries regarding subdivision.
- Indications show there is a good period of development ahead.
- He noted the bylaw review programme would move to accommodate the liquor bylaw as quickly as possible and work was being undertaken now. There was no definite timeframe at this point due to the amount the of work required to construct a new bylaw.

Questions/Points of Clarification:

- Councillor McKay noted the new building consent process had a really good online portal and the service centre staff were really helpful.

The Corporate Accountant joined the meeting at 4.19pm.

12.4 **CORPORATE SERVICES REPORT**

D20/28557

Pages 255-271

RECOMMENDATION

THAT the reports be received.

McKAY/DALZIEL
Carried
P&S/20/169

The Corporate Accountant noted this was the normal monthly report for September.

Questions/Points of Clarification:

- It was clarified the revenue for quarter one was above budget due to money from the Provincial Growth Fund received and the funding for the Mayors Taskforce for Jobs project.
- It was noted there was a delay in the re-valuations and had been advised a new date would be sent in the next couple of weeks. Councillors will be notified when this is confirmed. It was important to reiterate to ratepayers that a percentage increase was not reflected in their rate payments – e.g. a 20% increase did not mean a 20% increase in rates.
- It was noted that it had been indicated that the loan from the LGFA for the A&P Association project would not count towards Council's debt level if the loan was fully serviced by the association and it did not receive any further funding from Council.

13. **QUESTIONS**

There were no questions.

14. **RECOMMENDATION TO EXCLUDE THE PUBLIC**

RECOMMENDATION

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

Agenda Items No: 15

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
Rates Remission	The withholding of the information is necessary for commercial sensitivity	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)b(ii) of the Local Government Official Information and Meetings Act 1987.

BOYDE/McKAY
Carried
P&S/20/170

The media departed the meeting at: 4.20pm

15. **PUBLIC EXCLUDED ITEM – RATES REMISSION**

RECOMMENDATION

THAT the open meeting resumes.

ERWOOD/McKAY
Carried
P&S/20/173

The meeting closed at 4.25pm.

A L Jamieson
CHAIRMAN

Confirmed this 24th day of November 2020.

N C Volzke
DISTRICT MAYOR