



8 July 2021

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 13 July 2021* at *3.30pm* .

Timetable for 13 July 2021 as follows:

1.30pm	Workshop for Councillors - Swansea Road - Representation Review
3.15pm	Afternoon tea for Councillors
3.30pm	Ordinary Meeting

Yours faithfully



Sven Hanne
CHIEF EXECUTIVE

2021 - Ordinary - July

13 July 2021 03:30 PM - 05:00 PM



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ORDINARY MEETING OF COUNCIL
TUESDAY 13 JULY 2021 AT 3.30 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 of Council – 8 June 2021**
D21/19404

RECOMMENDATION

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 8 June 2021 be confirmed as a true and accurate record.

_____/_____
Moved/Seconded

6.2 **Farm & Aerodrome Committee – 15 June 2021**
D21/20787

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Farm & Aerodrome Committee meeting held on Tuesday 15 June 2021, be received.

2. THAT the recommendations in the minutes of the Farm & Aerodrome Committee meeting held on Tuesday 15 June 2021, be adopted.

_____/_____
Moved/Seconded

6.3 **Audit & Risk Committee – 22 June 2021**
D21/21217

RECOMMENDATIONS

1. **THAT** the unconfirmed minutes of the Audit & Risk Committee meeting held on Tuesday 22 June 2021, be received.
2. **THAT** the recommendations in the minutes of the Audit & Risk Committee held on Tuesday 22 June 2021 be adopted.

_____/_____
Moved/Seconded

6.3.1 **Sensitive Expenditure Policy**
D21/15757

Changes documented and attached for Council's information.

6.4 **Policy & Services Committee – 22 June 2021**
D21/21264

RECOMMENDATIONS

1. **THAT** the unconfirmed minutes of the Policy & Services Committee meeting held on Tuesday 22 June 2021, be received.
2. **THAT** the recommendations in the minutes of the Policy & Services Committee held on Tuesday 22 June 2021, be adopted.

_____/_____
Moved/Seconded

6.5 **Extraordinary Meeting of Council (2021-2031 Long Term Plan Adoption) – 22 June 2021**
D21/17525

RECOMMENDATION

THAT the minutes of the Extraordinary Meeting of Council held on Friday 22 June 2021 be confirmed as a true and accurate record.

_____/_____
Moved/Seconded

6.6 **Taranaki Solid Waste Committee – 20 May 2021**

RECOMMENDATION

THAT the unconfirmed minutes of the Taranaki Solid Waste Committee held on Thursday 20 May 2021 be received.

6.7 **Taranaki Regional Transport Committee – 2 June 2021**

RECOMMENDATION

THAT the unconfirmed minutes of the Taranaki Regional Transport Committee held on Wednesday 2 June 2021 be received.

6.8 **Taranaki Civil Defence Emergency Management Joint Committee – 3 June 2021**

RECOMMENDATION

THAT the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Joint Committee held on Thursday 3 June 2021 be received.

7. **DISTRICT MAYOR'S REPORT**
D21/24669

RECOMMENDATION

THAT the District Mayor's report be received.

_____/_____
Moved/Seconded

8. **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.

2021 - Ordinary - July - Attendance Schedule

5. Attendance schedule for 2021 Ordinary and Extraordinary Council meetings.

Date	<u>09/02/21</u>	<u>09/03/21</u>	<u>23/03/21</u>	<u>13/04/21</u>	<u>11/05/21</u>	<u>21/05/21</u>	<u>08/06/21</u>	<u>22/06/21</u>	<u>13/07/21</u>	<u>10/08/21</u>	<u>14/09/21</u>	<u>12/10/21</u>	<u>09/11/21</u>	<u>14/12/21</u>
Meeting	O	O	E	O	O	EM	O	E	O	O	O	O	O	O
Neil Volzke	✓	✓	✓	✓	✓	✓	✓	✓						
Grant Boyde	✓	✓	✓	✓	✓	AV	✓	✓						
Rick Coplestone	✓	✓	✓	✓	✓	✓	✓	✓						
Peter Dalziel	✓	✓	✓	✓	✓	AV	A	A						
Jono Erwood	A	✓	✓	✓	✓	✓	✓	✓						
Amanda Harris	✓	✓	✓	✓	✓	✓	✓	✓						
Alan Jamieson	✓	✓	✓	✓	✓	✓	✓	✓						
Vaughan Jones	A	✓	✓	A	✓	✓	✓	✓						
Min McKay	✓	✓	✓	✓	✓	✓	✓	✓						
John Sandford	✓	✓	✓	✓	✓	✓	✓	✓						
Gloria Webby	✓	✓	✓	✓	✓	✓	✓	✓						

Key	
O	Ordinary Meeting
E	Extraordinary Meeting
EM	Emergency Meeting
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick
(AV)	Meeting held, or attended by, by Audio Visual Link

MINUTES OF THE ORDINARY MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 8 JUNE 2021 AT 3.30PM

PRESENT

The District Mayor N C Volzke (the Chairman), the Deputy Mayor A L Jamieson, Councillors G W Boyde, P S Dalziel, J M S Erwood, R W Coplestone, A K Harris, V R Jones, M McKay, W J Sandford 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 Environmental Services – Mr B Sutherland, the Director – Corporate Services – Mrs T Radich, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson and one member of the media (Taranaki Daily News).

1. **WELCOME**

The District Mayor welcomed the Chief Executive, Councillors, staff, members of the public, and the media.

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

2. **APOLOGIES**

There were no apologies.

3. **ANNOUNCEMENTS**

The District Mayor thanked Councillors for their attendance at the Emergency Meeting on 21 May which was called at short notice. He acknowledged the work that had been done behind the scenes on the Long Term Plan with the hearing and document updates and acknowledged the Executive Administration Officer for her work with the minutes.

He reminded Councillors that the Stratford District Youth Council were presenting to Council at 4.00pm.

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. There were no declarations of interest.

The declaration of member's interest was circulated for updating.

5. **ATTENDANCE SCHEDULE**

The Attendance Schedule for Ordinary and Extraordinary Council meetings was attached.

6. **CONFIRMATION OF MINUTES**

6.1 **Ordinary Meeting of Council – 11 May 2021**
D21/16361

RECOMMENDATION

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 11 May 2021 be confirmed as a true and accurate record.

BOYDE/HARRIS
Carried
CL/21/47

6.2 **Policy & Services Committee – 18 May 2021 - Hearing**
D21/17306

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Policy & Services Committee meeting, to hear and consider submissions to the 2021-2031 Long Term Plan, held on Tuesday 18 May 2021, be received.

JAMIESON/WEBBY
Carried
CL/21/48

2. THAT the recommendations in the minutes of the Policy & Services Committee, to hear and consider submissions to the 2021-2031 Long Term Plan, held on Tuesday 18 May 2021, be adopted.

BOYDE/SANDFORD
Carried
CL/21/49

The District Mayor noted that the discussion regarding Māori Wards during this meeting had not resulted in a resolution, therefore no decisions regarding this were being adopted with the resolutions from the Policy and Services Committee minutes.

6.3 **Ordinary Meeting of Council (Emergency Meeting) – 21 May 2021**
D21/17525

RECOMMENDATION

THAT the minutes of the Emergency Ordinary Meeting of Council held on Friday 21 May 2021 be confirmed as a true and accurate record.

ERWOOD/McKAY
Carried
CL/21/50

6.4 **Policy & Services Committee – 25 May 2021**
D21/17965 – PE D21/18327 – Open

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Policy & Services Committee meeting held on Tuesday 25 May 2021 be received.

McKAY/JONES
Carried
CL/21/51

2. THAT the recommendations in the minutes of the Policy & Services Committee meeting, including those in the Public Excluded section, held on Tuesday 25 May 2021 be adopted.

McKAY/HARRIS
Carried
CL/21/52

7. **DISTRICT MAYOR'S REPORT**
D21/18471

RECOMMENDATION

THAT the District Mayor's report be received.

VOLZKE/JAMIESON
Carried
CL/21/53

The District Mayor noted the following points:

- The District Mayor noted that the consent for the sealing of the Tangarakau Gorge had now been granted which now clears the way for work to begin when weather permits. He noted he had attended the blessing at the Manawawiri Stream for the work about to commence for the culvert replacement, as part of this trip they were also given an insight into the design for the Kahouri Stream bridge replacement with the new road beginning at the Beaconsfield Road intersection and finishing at the top end of the cemetery – this will be a two lane bridge. He also noted the cultural significance of the area by the cemetery and this development will enable work to be done to tell this story.
- He noted Council would now undergo a representation review following the decision to establish a Māori ward. This would involve decisions regarding boundaries, wards and numbers of representatives for each ward. The Director – Corporate Services confirmed a

workshop was scheduled in July for Councillors to discuss different options which would be followed by a report to Council.

Questions/Points of Clarification:

- Councillor Boyde commended the work done by those involved in the construction of the new St Johns building and noted this provided security for the service in the town.
- It was clarified by the Director – Community Services that a funding application had been submitted to the Mayor’s Taskforce for Jobs and included provision for one careers expo a year. Councillor Boyde noted the second half of the year was an appropriate time to hold one as students were thinking about their futures following the end of the school year and noted that timing was crucial for these events. He noted he was still receiving positive feedback from this event.

8. **QUESTIONS**

The meeting closed at 3.44pm

N C Volzke
CHAIRMAN

Confirmed this 13th day of July 2021.

N C Volzke
DISTRICT MAYOR

**MINUTES OF THE FARM & AERODROME COMMITTEE MEETING
OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL
CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 15
JUNE 2021 AT 12 NOON**

PRESENT

Councillors G W Boyde (the Chairman), the District Mayor, N C Volzke, V Jones and Committee Members the Director Corporate Services – Mrs T Radich and the Acting Property Officer – Mrs M McBain.

IN ATTENDANCE

The Deputy Mayor – A L Jamieson, Councillor W J Sandford, the Chief Executive – S Hanne, the Director Community Services – Ms K Whareaitu, the Director Environmental Services – Mr B Sutherland and the Executive Administration Officer – Mrs E Bishop, the Health and Safety/Emergency Management Advisor – Mr M Bestall, the Special Projects Manager – Mr N Cooper, the Administration & Communication Support Officer – Ms R Vanstone (*part meeting*), the Farm Sharemilkers – Mr A & Mrs F Riddick, one member of the media (Stratford Press).

1. WELCOME

The Chairman welcomed the District Mayor, the Chief Executive, Councillors, the Sharemilkers, staff and the media to the meeting of the Farm and Aerodrome Committee.

He reminded those present to ensure they were familiar with the health and safety notice at the start of the agenda.

2. APOLOGIES

Apologies were received from Councillor P S Dalziel and the Director – Assets – Mrs V Araba.

RECOMMENDATION

THAT the apologies be received.

BOYDE/JONES
Carried
F&A/21/12

3. ANNOUNCEMENTS

There were no announcements.

4. DECLARATION OF MEMBERS INTEREST

There were no declarations of interest relating to the agenda items.

5. ATTENDANCE SCHEDULE

The attendance schedule for Farm & Aerodrome Committee meetings was attached.

6. CONFIRMATION OF MINUTES

- 6.1 Farm and Aerodrome Committee Meeting – 16 March 2021
D21/8645 (Pages 7-14)

RECOMMENDATION

THAT the minutes of the Farm and Aerodrome Committee Meeting, held on Tuesday 16 March 2021, be confirmed as a true and accurate record.

BOYDE/VOLZKE
Carried
F&A/21/13

7. MATTERS OUTSTANDING

D20/11504 (Page 15)

RECOMMENDATION

THAT the matters outstanding be received.

BOYDE/JONES
Carried
F&A/21/14

The following points were noted:

- It was noted that the outstanding debt on the farm was covered in the reports. This matter was now complete.
- It was requested the minutes from the Sharemilker quarterly meetings be shared with the committee. The Acting Property Officer confirmed these would be circulated when complete. A folder will be created in the resource centre for these.

The Deputy Mayor joined the meeting at 12.06pm.

8. **PROGRAMME OF WORKS**

D20/28552 (Page 16)

RECOMMENDATION

THAT the programme of works be received.

VOLZKE/BOYDE
Carried
F&A/21/15

The Director – Corporate Services noted the following points:

- The Aerodrome Business plan noted in the programme of works for June had not been prepared. She sought further clarification from the committee on the request for a business plan as the activity contributed to the social outcomes of Council rather than an economic/business one. It was confirmed this activity was included in the Property Asset Management Plan and agreed by the committee that a separate business plan for this activity was not required due to being a recreational site rather than a business activity.

The Administration & Communications Support Officer joined the meeting at 12.11pm.

9. **DECISION REPORT – APPROVE (DRAFT) FARM BUSINESS PLAN/REPORT 2021**

D21/19204 (Page 17-40)

RECOMMENDATIONS

1. THAT the report be received.

BOYDEJONES
Carried
F&A/21/16

2. THAT the Committee approves the Draft Farm Business Plan/Report 2021, with actual results for the year ended 30 June 2021 to be reported back to the Committee in September 2021.

JONES/BOYDE
Carried
F&A/21/17

Recommended Reason

So that the Committee can approve the final budget for 2021/22, the draft report for 2021 is being presented, as actual results for year end 2020/21 are yet to be finalised.

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D21/20787*

The Director – Corporate Services noted that this report was still in draft format as the year end results were still being finalised (closing 30 June 2021). It was still subject to change following it being audited.

Mr Riddick noted the following points:

- It was noted they were really appreciative of the way the farm is at the moment and the infrastructure that is now in place. He felt that the farm would attract top sharemilkers with the way it is now.
- The priority has been setting up the farm with the conversion of the Campbell farm into one operation. They can now focus on the farming operation and feel they will be up around 160,000 kgs/ms over the next two years.
- They will be working on getting the cows accustomed to the in-shed feeding system and felt expenses would now be minimal. This was a farm Council should be proud of.

Questions/Points of Clarification:

- The District Mayor noted the pride should sit with the sharemilkers and the work they have done over the past 12 months. Production is outstanding and the environmental aspects have been right up there with the riparian planting and fencing. He felt this was a 100% success story.
- The Chairman noted the seven years had gone quickly and there had been a massive transition for the sharemilkers since they entered the farm including new land, bridges etc. He thanked them for their work on behalf of Council.
- The split of the profit between rate mitigation and loan repayments in the plan were questioned. Mrs Radich clarified she required direction from the committee on how to split the profit between the three main areas being \$50,000 minimum to rates mitigations, rates reserve funding and debt repayment. She noted she had not recommended to fund the rates reserve this year and repay debt due to rising interest rates and proposed the capital expenditure be loan funded.
- Councillor Jones felt more should be put towards rate mitigation to ease the burden on the community and felt the loan could be spread over a wider generation like the pool loan would be.
- It was clarified the contribution towards rates this year could not be increased but an amount could be put into the reserve to mitigate rates from Year 2 of the Long Term Plan.
- It was clarified that the Revenue and Financing Policy does not permit Council to fund for capital expenditure from revenue which was why a higher proportion had been suggested to be put towards debt repayment.
- The District Mayor requested that the rate mitigation amount be noted as \$50,000 *minimum* in the plan. He noted there had been a common theme of expenditure this year not having set budgets and felt some provision for capital works needed to be included to ensure work does not have an impact on the current situation. He felt some of this year's profit should be put into the rates reserve to have a higher rate mitigation next year and some into debt repayment.
- It was suggested that \$75,000 be put into the rates reserve, \$50,000 used for this year's rate mitigation and the remaining be put into debt repayment. Mrs Radich noted that this would mean the loan would increase by \$69,000 due to the planned capital works. Mrs Radich would bring the updated report back in September for adoption.
- Questions pre-circulated by Councillor Dalziel noted the budget was conservative based on a \$6.25 payout but the revenue was based on an \$8 payout and felt that surplus should be thought about now. He noted the sharemilkers 5 year contract would overlap

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the introduction of freshwater regulations, methane reduction targets and felt this needed to be planned for in the future contract. There is significant work and research going into Regenerative Agriculture and while it is not yet known how this can be applied to the farm operation it still needed to be considered at this point. It was noted the sharemilkers were already working towards these targets.

- Councillor Jones noted his disappointment that Council had approved capital works this year without them coming through this committee and wanted to move that this committee endorse the budgets and have input into capital activity.
- It was clarified that the expiring consent for the effluent pond noted on page 35 was in regards to the decommissioned effluent pond on the Campbell Farm. It was requested that this be clearly noted in the report.
- Councillor Jones noted the dividend forecast meant Council held the risk with Fonterra Shares and felt this would need to be reviewed when it is clear what Fonterra's plans were.
- It was clarified that with the sharemilkers contract up for review next year it would be preferable to have someone in place by the end of this year. There would be a workshop in September to work on items such as contracted terms, with a desire to have someone in place by December. Once the committee had approved the terms it would be undertaken by Officers as an operational task.
- Councillor Jones noted his concern that the in-shed feed system had just been installed and yet the report noted limitations with supplement being brought in.

10. **INFORMATION REPORT – RISK REVIEW**

D21/18644 (Pages 41-49)

RECOMMENDATION

THAT this report be received.

BOYDE/VOLZKE
Carried
F&A/21/18

Recommended Reason

To provide an update to the Farm and Aerodrome Committee of any changes to the Farm Risk Register and advice the Committee of any incidents in relation to the Top Seven Risk on the Risk Register from the previous quarter.

The Acting Property Officer noted the following points:

- This report provides the Committee an update on the Farm and Aerodrome risk registers and any incidents that had occurred in relation to the top seven risks.
- There were no incidents or threats in relation to the top seven risks since the last committee meeting and no changes to the register.

11. **QUARTERLY REPORT – FARM AND AERODROME BUSINESS
AND FINANCIAL REPORT**

D21/18357 (Pages 50-59)

RECOMMENDATION

THAT the report be received.

JONES/VOLZKE
Carried
F&A/21/19

Recommended Reason

This report provides a quarterly update to the Farm and Aerodrome Committee. It highlights the milk production from the current season at the farm and also reports on the key activities at the Aerodrome.

The Acting Property Officer noted the following points:

- Farm milk production currently sits above the target of 150,000 kgs/ms.
- Riparian planting has been underway and is nearing the end now. There were some trees that have not survived which is why the percentage remains the same as this time last year. There will be an officer from the Taranaki Regional Council going onsite to complete a report. The Regional Council will also be supplying contractors to plant trees free of charge.
- The new recording system at the Aerodrome has resulted in lower numbers in regards to movement, however this is a much more accurate reading. Officers are still liaising with the aero club and gliding club to ensure the results match theirs.

Questions/Points of Clarification:

- The Special Projects Manager noted that the contract for the new yard had been let and demolition of the current yard began in the weekend as well as the top soil excavation for the new loading race.
- The Chairman requested a workshop be held in the future regarding strategic alignment with this committee and getting certainty for where the farm is heading.
- Councillor Jones noted his concern with clearing the sides of the race which could cause the race to de-stabilise then cause more lame cows. Mr Riddick clarified this was only clearing some of the edges to ensure the water can get out.
- The Chairman noted the graphs showing the amount of feed going into the farm and that there were a lot less crops which resulted in less walking for cows and felt this was heading in the right direction.
- Mr Riddick clarified there was a crop of oats to hold the cows in a month's time. He noted they could not fit into the Campbell shed as it has now been decommissioned, if the yard is not complete there is the option of going into the oats early or put the cows on two day breaks. This will only affect one winter while this is being built. He noted the new yard will hold the whole herd.
- The District Mayor noted his concern that the proposed landing fees had not been communicated properly with the Aerodrome users. He had been led to believe there had been discussions with these users and the feedback he has received was that this did not occur. The Chief Executive noted that there were a number of unaffiliated

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parties that have different levels of contacts. The main contact is the aero club. Any changes to these charges would now have to be made at the Annual Plan time and would give the opportunity for further conversations to be had.

12. **QUARTERLY REPORT – HEALTH AND SAFETY**
D21/18380 (Pages 60-61)

RECOMMENDATION

THAT the report be received.

BOYDE/VOLZKE
Carried
F&A/21/20

The Acting Property Officer noted there were no recorded incidents at the farm or at the aerodrome.

Questions/Points of Clarification:

- It was noted the Council's Health and Safety/Emergency Management Advisor did have a meeting booked in with the sharemilkers. At this point they would be discussing the chemical register and changing hazard numbers which is a change to ensure chemicals are globally recognised.

13. **QUESTIONS**

The meeting closed at 1.08pm

G W Boyde
CHAIRMAN

Confirmed this 21st day of September 2021.

N 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 22
JUNE 2021 AT 1.30PM**

PRESENT

P Jones (the Chair), the District Mayor N C Volzke, the Deputy Mayor A L Jamieson, Councillors J M S Erwood and M McKay.

IN ATTENDANCE

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Corporate Services – Mrs T Radich, the Director Environmental Services – Mr B Sutherland, the Director Assets – Mrs V Araba, Councillors G W Boyde, R W Coplestone, A K Harris, V R Jones, G M Webby, and W J Sandford, the Administration & Communication Support Officer – Ms R Vanstone, the Health & Safety and Emergency Management Advisor – Mr M Bestall (*part meeting*), the Corporate Accountant – Mrs Christine Craig, and two members of the media (Taranaki Daily News & Stratford Press).

1. WELCOME

The Chair welcomed the District Mayor, Councillors, staff and the media to the meeting.

2. APOLOGIES

RECOMMENDATION

THAT an apology be received from Councillor P S Dalziel.

JAMIESON/ERWOOD
Carried
A&R/21/13

3. ANNOUNCEMENTS

No announcements were made.

4. DECLARATION OF MEMBERS INTEREST

The Chair requested councillors to declare any real or perceived conflicts of interest relating to items on this agenda.

There were no declarations of interest relating to items on this agenda.

5. ATTENDANCE SCHEDULE

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

6. PROGRAMME OF WORKS

D21/6382 Page 8

RECOMMENDATION

THAT the Audit and Risk Committee's rolling programme of works up to the end of 2022 be received.

JAMIESON/McKAY
Carried
A&R/21/14

The Chair noted that a framework for this committee's self-evaluation (report to the November 2021 meeting) will be informally discussed at the July meeting.

7. CONFIRMATION OF MINUTES

7.1 Audit and Risk Committee Meeting Minutes – 16 March 2021

D21/9431 (Pages 9-19)

RECOMMENDATION

THAT the minutes of the Audit and Risk Committee Meeting held on Tuesday 16 March 2021 be confirmed, with any amendments, as a true and accurate record.

JONES/ERWOOD
Carried
A&R/21/15

No amendments were noted.

8. MATTERS OUTSTANDING

D18/27474 (Page 20)

RECOMMENDATION

THAT the matters outstanding be received.

JONES/JAMIESON
Carried
A&R/21/16

The Chief Executive noted that the both outstanding matters were being dealt with in this agenda.

9. **DECISION REPORT – SENSITIVE EXPENDITURE POLICY**

D21/15747

(Pages 21-31)

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the Committee endorses the new Sensitive Expenditure Policy for approval by the Policy and Services Committee, with any amendments proposed by this Committee.

Recommended Reason

Audit New Zealand have strongly recommended that Council has a Sensitive Expenditure Policy in place. The Audit and Risk Committee has a role in reviewing policies which address Council risks.

McKAY/JONES
Carried
A&R/21/17

The Director Corporate Services noted that aspects of sensitive expenditure were currently being dealt with under individual policies. However it had become evident that any aspects of council spending which have the potential to create the perception of risk should be in one place/one policy.

Questions/Points of clarification:

- The District Mayor commented on the comprehensive coverage of what is sensitive expenditure. He noted a correction required on page 26 regarding the effect date. Mayor Volzke asked with regards to finance and social club activities whether the contribution of up to \$500 pertained to the staff or the elected members social club or both? If the staff social club was being referred to, this required clarification. With reference to gifts (page 30), elected members ought to be included here. Mrs Radich noted that these oversights would be rectified in the policy.
- The Deputy Mayor suggested a wording change to allow for flexibility and cost-effectiveness (page 27) under the travel clause. This was supported by the Chair.
- The Chair sought clarification around checked-in luggage as on occasion the policy must allow for discretion where there is a demonstrated need. This was supported by Councillor Erwood.
- Councillor McKay asked how sensitive spending would be monitored. Mrs Radich responded that once the policy is approved at council level, staff training will be provided and the risk register updated by SLT. The Chief Executive noted that travel bookers will be aware of any changes to the policy.
- Councillor McKay sought clarification as to whether alcohol, even one glass of wine or beer per person per day (page 28) was necessary when travelling on council business. The Chair noted that a number of councils have a strict policy of no alcohol. Mr Hanne was supportive of this stance. The Deputy Mayor spoke in favour of allowing an alcoholic beverage with a meal, however Councillor McKay asked whether ratepayers would think it necessary for council to pay for alcohol. The District Mayor considered it appropriate that, when travelling on council business, council pay for the meal in these situations and the individual pays for any alcohol consumed. The Deputy Mayor reiterated his stance adding that he saw no

reason to lower the standard in this situation. The Chair clarified the question – what would the ratepayer think? The Chair concluded the discussion that for now, the clause would be removed from the policy accepting that there would be further discussion on the topic when the policy comes back before council. Councillor McKay acknowledged that special circumstances should remain and that where there is a requirement, this should be pre-approved. Councillor Boyde agreed.

- Regarding credit cards (page 28) the Chair sought clarification on the credit limit which he considered at a high level and asked whether it was appropriate that cards are issued to specific council officers. Mr Hanne explained that officers held credit cards purely for online bookings and purchases hence the credit limit of \$10,000. The Chair sought clarification on how council officers, when outside of council, access credit when required. Mr Hanne responded that officers will use their own credit card and seek reimbursement on occasion – this is then repaid back to the officer within the week. Council also has a petty cash facility for small purchases such as parking. Councillor McKay noted the pressure placed on the individual to have a personal credit card with enough credit available. The District Mayor added that the largest expense is accommodation and travel – either of which are booked by the organisation and/or charged back to the organisation. The Chair also noted that he does, on occasion, approve reimbursement back to the Mayor, most of which is for parking and therefore a relatively low value.
- The Chair, in referring to the gifts clause (page 30) asked about potential loopholes. Mrs Radich explained the use of the gifts register for gifts with a value of either \$2 or \$40. The Chair clarified that a ‘gift’ is considered a regular ‘token’ thus creating a relationship. Councillor McKay asked that the one-off gift nuance be expressed in the policy.

10. DECISION REPORT – INTERNAL AUDIT PLAN 2021

D21/15839

(Pages 32-40)

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the Internal Audit Plan 2021 be approved.

Recommended Reason

The Audit and Risk Committee is tasked with reviewing and monitoring the internal audit activities of Council on behalf of elected members.

JONES/ERWOOD

Carried

A&R/21/17

Questions/Points of clarification:

- The District Mayor asked when the results of the internal audit would be presented to council. Mrs Radich noted that this committee would receive a report in September.
- The Chair noted that it was unusual for a council to conduct its own audit and he looked forward to the outcome.

11. INFORMATION REPORT – HEALTH AND SAFETY REPORT

D21/15781

(Pages 41-44)

RECOMMENDATION

THAT the report be received.

VOLZKE/JONES
Carried
A&R/21/18

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

- Skins checks were completed this week and well received by those staff who accessed the service.
- Mr Bestall welcomed the committee’s earlier conversation around alcohol.

Questions/Points of clarification:

- The District Mayor noted the lack of enthusiasm by some local contractors to comply with health and safety rules and asked at what point does council no longer tolerate this?
- Mr Bestall noted that this was an area that required further work.
- The Chair suggested giving contractors a long lead-time to comply with minimum standards and a firm deadline. Some contractors were playing by the rules, which carries significant costs, while those that do not comply are getting an advantage. There is significant risk to council in allowing this situation to continue. His suggestion was that contracts after 1 October must demonstrate a health and safety process.
- Mr Hanne noted that there were a combination of factors at play however he acknowledged that the best outcome would be take the stance – ‘no approval – no work’.
- Mrs Radich noted that the process of not paying invoices of a non-prequalified contractor (unless signed off by the advisor or the Chief Executive) saw far fewer non-prequalified contractors these days.
- The Chair did not disagree with the approach but considered that a risk assessment to both council and contractor be completed prior to the non-prequalified contractor carrying out work. Mr Bestall noted that a documented JSA process provided a ‘band aid’ not a real solution and for the smaller contractor (who tended to be more available than the larger contractor) conducting minor work, this was reasonably satisfactory. Mr Hanne noted that an exception to the accreditation policy was required and a limit be put on JSAs.
- Councillor McKay asked if there was an opportunity here to help facilitate a process for the local contractors, in collaboration with SBA perhaps. Mr Bestall and Mr Hanne will continue this conversation offline.
- Councillor Boyde considered that a line needed to drawn in the sand no matter the size of the contractor or the work being carried out.
- Mr Hanne noted the committee’s direction on this matter, adding that a report would be bought to the next meeting.

12. INFORMATION REPORT – RISK REVIEW

D21/15578

(Pages 45-66)

RECOMMENDATION

THAT the report be received.

Recommended Reason

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

McKAY/JONES
Carried
A&R/21/19

Questions/Points of clarification:

- Councillor Boyde noted that the quantity of information being provided to elected members for reading could be considered a risk, in terms of quality decision making. Mrs Radich noted that some guidance in this area would be helpful. The Chair agreed and noted that this very issue has been reported in the press in relation to Tasman District Council and the Waimea Dam decision. Mrs Radich will look at a control around risk 72 in terms of elected members decision making.
- The Chair noted that risk 12 was quite topical at present. One of the mitigating controls is the insurance policy however with insurance either becoming unavailable or too expensive, what other controls were being provided for and could council afford to carry the risk itself? Mrs Radich responded that cyber security controls were provided to insurers at the time of renewal however she would endeavour to report back to this committee on the outcome of insurance renewal conversations to be held soon and on the topic of cyber security, the IT manager could update the committee.
- Councillor Boyde, in referring to risk 83, asked how council could be proactive in ensuring safe conditions at the aerodrome. Mr Hanne responded that this particular point is really the only one that council can have some control over. There are many risks that come with an unmanned airfield.

13. INFORMATION REPORT – FINANCIAL RISK MANAGEMENT REPORT

D21/14266

(Pages 67-78)

RECOMMENDATION

THAT the report be received.

ERWOOD/McKAY
Carried
A&R/21/20

The Director Corporate Services noted the following points:

- The reported information was now out of date due to the deferral of the May meeting. More current information was discussed at the recent Policy and Services meeting.
- Capital expenditure is well below budget, the most significant portion of that is the pool which is planned for completion in the next financial year.
- The Maximum Investment with Counterparty limit breach was approved by the District Mayor and the Chair of this committee.

Questions/Points of clarification:

- The District Mayor noted that the Maximum Investment with Counterparty limit breach process worked well.
- The District Mayor used the opportunity to ask elected members if they were satisfied with this process and the decisions regarding investment levels (with one institution). There were no objections.
- The Chair noted the net debt calculation in paragraph 2.1 (page 69 refers). Mrs Radich confirmed that she had sought advice from the LGFA around this and they were satisfied.

The Health & Safety and Emergency Management Advisor left the meeting at 2.39pm.

14. INFORMATION REPORT – STAFF WELLBEING

D21/14266

(Pages 79-99)

RECOMMENDATION

THAT the report be received.

Recommended Reason

The report provides an update to the Audit and Risk Committee on staff wellbeing.

McKAY/ERWOOD

Carried

A&R/21/21

The Chief Executive noted the following points:

- The report owner is the Chief Executive, not the Director Community Services as noted.
- This is the second year of measuring or reporting on staff wellbeing at this council.
- There have been some notable improvements and some indicators have slipped.
- Mr Hanne noted his caution around using staff absenteeism data as an indicator of wellbeing.
- A long list of wellbeing initiatives are slowly being delivered. The most recent, skin checks, received positive comments from staff. The staff leave bank, a staff initiative, has been utilised on two occasions.
- Councillor McKay noted that zero formal complaints of bullying and sexual harassment have been received in the last two reporting years and asked if staff were aware of how to report such instances. Mr Hanne responded that this indicator had been broken down further this year to give more insight. The formal process for sexual harassment and bullying reporting was through Vault and these came

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D21/21217*

directly to Sven. This facility has not been used and no direct approaches to senior management have been reported. Any complaint about the Chief Executive goes to the District Mayor. Mr Hanne considers it appropriate that the Deputy Chief Executive role is held by a female.

- The Chair noted that he regularly sees untaken annual leave in organisations and asked how this was managed, especially when employees felt that they could not take leave because they are too busy. He has seen leave get up to the 9-10 week mark which is not good in terms of wellbeing or internal control. Mr Hanne responded that annual leave is reported on at SLT level each quarter. Mrs Radich confirmed that all managers could see staff leave at a glance and talk to staff directly about a clear plan for leave use.
- Councillor Boyde noted also that holiday accrual presented a financial risk to the organisation.
- Mr Hanne acknowledged that the year had been a busy one for staff with LTP, projects, accreditations and audits all adding to fatigue and general wellbeing.

15. INFORMATION REPORT – CIVIL DEFENCE PROGRESS AND READINESS REPORT

D21/15788

(Pages 100-144)

RECOMMENDATION

THAT the report be received.

Recommended Reason

It is a function of this committee to stay abreast of Council's readiness and ability to meet its requirements and obligations as laid out in the Taranaki Civil Defence Group's constituting agreement.

JONES/VOLZKE

Carried

A&R/21/22

Questions/Points of clarification:

- The Chair noted the extreme risk on page 132. Mr Hanne acknowledged that there were challenges around filling civil defence roles at any time for an organisation the size of ours however he believed that strong collaborative relationships within the region were a plus and had got us through Covid. He accepted though that the council was not currently compliant. The matter is a constant agenda item at regional meetings.
- The District Mayor noted that this report is being looked at a higher level and the joint (CDEM) view was that progress was being made.
- The Deputy Mayor noted that there had not been a TEMO presence at the Central Taranaki Safe Community Trust meetings.

16. AUDIT NZ CORRESPONDENCE

- PWC – Proposal for targeted indirect tax evaluation (Pages 145-151)
 - Audit NZ – Report to Council on the Audit of Stratford District Council’s Consultation Document for its 2021-2031 Long Term Plan (Pages 152-174)
- The Chair noted his expectation that asset management plans and other matters concerning the LTP would be discussed at the next meeting, in the presence of an Audit NZ representative if this was at all possible.

17. GENERAL BUSINESS

No general business was discussed.

18. QUESTIONS

No questions were asked.

The meeting closed at 3.07pm.

P Jones
CHAIRMAN

Confirmed this 20th day of July 2021.

N Volzke
DISTRICT MAYOR

STRATFORD DISTRICT COUNCIL

POLICY: <u>SENSITIVE EXPENDITURE POLICY</u>	
DEPARTMENT: Corporate Services	RESPONSIBILITY: • Director – Corporate Services
SECTION:	
REVIEW DATE: New	NEXT REVIEW: May 2024
VERSION:	APPROVAL DATE: TBC

PURPOSE

The purpose of this policy is to ensure ‘sensitive expenditure’ is appropriately controlled. It addresses issues referred to in the Controller & Auditor-General’s good practice guide, “Controlling sensitive expenditure: Guide for public organisations” (October 2020). The purpose is to ensure that all Council expenditure is undertaken in ways that are transparent, appropriate to the circumstances, and provide value for money for ratepayers.

SCOPE

This is a new policy that is to come into effect from ~~August~~ June 2021.

This policy applies to expenditure by staff and elected members that is reimbursed or paid for by the Stratford District Council.

DEFINITIONS

For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
Sensitive Expenditure	Sensitive expenditure is any spending by Council that could be seen to be giving private benefit to a staff member, their family, or friends. It risks harming Council’s reputation – for example, if the expenditure could lead to concerns that the spending is inappropriate or lacks a legitimate business reason. Even a small amount can raise concerns if it appears to be improper. In plain English, it is expenditure that could be perceived as a wasteful or extravagant use of ratepayer funds.
Public Money	Funds/Money collected by either central or local government

PRINCIPLES

As councils are dealing with “public money”, expenditure should be subject to the highest standards of probity and financial prudence, expected of a public entity. These expectations are higher than those that exist in the private sector.

- (a) Expenditure decisions should be made with these principles applied together and no one principle should be treated as more important than another:
- Have a justifiable business purpose.
 - Preserve impartiality.
 - Be made with integrity.
 - Be moderate and conservative when viewed from the stand point of the public and having regard to the circumstances.
 - Be made transparently.
 - Be appropriate in all respects and made with the proper authority.
- (b) Sensitive expenditure approvals should:
- Be given only when there is a justified business purpose.
 - Where practical, be given before expenditure is incurred.
 - Be within delegated authority and statutory limits.
 - Be subject to budget provision.
 - Be given by a person in a more senior position, and who will not personally benefit.

TRAVEL

Travel may be required by Council staff to attend meetings, conferences, or offered to staff as part of the learning and development opportunities Council provides. Consideration should be made in the first instance to online, technology enabled alternatives as an alternative to travel. The following principles / guidelines apply:

- If travel by air is required, the employee is expected to take the ~~cheapest-most cost~~ effective option unless flexibility in travel times or dates is required.
- It is expected that travel will be on the same day of any course or meeting if it is deemed possible for the employee to reach the destination on time. However if same day travel is not practical then travel to the destination the night before, or return travel the next day may be more appropriate, convenient and result in lower flight costs with any additional costs for accommodation to be approved by the Director or CEO.
- Any extension to travel, such as an extra day or night, will be at the employee's expense and leave will be required to be taken.
- Council will not pay for check-in baggage for overnight travel as carry-on luggage is considered sufficient for most staff members' needs. In special circumstances, check-in baggage may be approved for a one night stay at the CEO's discretion. For stays longer than two nights, one item of check-in baggage may be covered by Council at the staff members request.
- There may be occasions where travel by car is more appropriate, or the only way to go. Car-pooling should always be considered and use of Council owned vehicles (rather than rentals) will generally be more economic.
- The use of private vehicles for Council business is not encouraged and all employees must make use of the available Council pool vehicles in the first instance. Where a Council vehicle is not available, then mileage reimbursement will be granted at the Inland Revenue Department mileage rates for statutory bodies and local authorities covered by the Fees and Travelling Allowances Act 1951 and prior approval from the staff member's direct manager and the fleet manager is required.
- Overseas travel must always be approved by the Chief Executive and economy fares taken in all cases.
- Where no additional expense is incurred by Council, airpoints earned may be credited to employee's accounts. In this situation, there is no loss to Council, the airpoints are

generally of minimal worth, and this is some form of recognition of the impact of travelling for work on individuals private time.

- Koru Club membership will not be paid for by Council.
- Council employees are expected to obey all parking and speeding rules and laws. Consequently any fines incurred by Council employees will not be paid for or reimbursed by Council. Any costs billed directly to Council will be on-charged.

Travel must be booked and authorised by completing the Training Form (D18/35224).

MEALS/ALCOHOL

- When travelling on Council business, depending on the time away from Stratford, employees may have breakfast, lunch and an evening meal provided.
- Cost of such meals should not be excessive. A maximum of \$25 for breakfast, \$30 for lunch, and \$50 for dinner should be used as guidance.
- Morning or afternoon tea are considered a personal expense and will not be paid for or reimbursed.
- After hours drinking is permitted with meals and on other appropriate occasions such as at Council functions, conferences and entertaining clients and guests, however alcohol will not be paid for at Council's expense. However, in special circumstances where there is an element of hosting guests, and pre-approval from the CEO or Mayor is obtained, Council may incur alcohol related expenditure, however this must not be excessive. Except in special circumstances no more than one glass of wine or beer per person per day on travel should be consumed at the Council's expense.
- The use of mini bars for either drinks or snacks will not be paid for or reimbursed.
- Tipping is not a recognised practice or requirement in New Zealand or Australia and will be regarded as a personal expense if made. It will not be paid for or reimbursed.

ACCOMMODATION

- Accommodation should be booked in a safe, clean facility that does not exceed the mid-range pricing for that location. This will vary from location to location and could be influenced by where the conference/meeting is being held and what else is happening in that town or city at the time.
- If the conference/meeting is being held at a place that offers accommodation, preference should be given to that venue as accommodation to avoid the staff or elected member from incurring additional expense and time travelling between the accommodation and meeting venue.

CREDIT CARDS

Credit cards can provide a more efficient, convenient method of making low-value purchases. There are also situations where payment in advance by credit card is a requirement by some vendors, e.g travel bookings, conferences.

- Credit cards will be issued to Council officers at the discretion of the Chief Executive.
- The credit limit on each card may be up to \$10,000 - the limit is to be authorised by the Chief Executive at the time of application. The maximum limit for each transaction is \$2,500, but may be waived by the Chief Executive prior to incurring the expenditure.
- All credit card expenditure must be supported by original GST acceptable documentation that states the transaction date, amount paid, and description of items purchased. If the transaction is less than \$50, a till receipt is acceptable.
- Expenditure must be consistent with Council's Procurement Policy.

All officers who are issued a credit card must sign the Credit Card Use Declaration as agreement to Council's Credit Card Policy and Sensitive Expenditure Policy.

SALE OF SURPLUS ASSETS TO STAFF AND ELECTED MEMBERS

- Department Managers should investigate the likely market value of any asset considered surplus to requirements, in a manner appropriate to the asset value and significance.
- Assets must not be disposed of directly to an individual Council employee or elected member. However, an internal tender process may be initiated by the Department Manager in control of the particular asset.
- The objective of the tender approach will be to gain the highest disposal price at the lowest cost to Council. A reserve price that is comparable to current fair market value must be set by the Department Manager.
- The maximum estimated asset value for an internal tender process is \$20,000. The Chief Executive must authorise the disposal of any asset internally where the estimated asset value exceeds \$1,000.

INFORMATION SYSTEMS

- Personal use of Council's information systems is allowed providing it is reasonable and appropriate and does not impact on staff productivity.
- Reasonable and appropriate personal use is allowable on Council supplied mobile devices, as it is considered burdensome for staff that are required to have Council phones to carry around more than one phone. Restrictions apply as follows:
 - Personal use must not cause Council any additional costs or impact staff productivity.
 - Mobile devices must not be used for private purposes while overseas, and work use must be limited unless the use has been authorised by the Director and the IT Manager is notified.

CLOTHING

- Staff will not be entitled to expenses (e.g. dry cleaning) related to work clothing provided for normal business activity.

FINANCING SOCIAL CLUB ACTIVITIES

- Council will make annual contributions (of up to \$500) to the [Staff](#) Social Club to host an event(s) or initiative(s). The decision on how the contribution is to be spent is to be made by the Social Club Committee.

PRESENTATIONS TO ELECTED MEMBERS AND STAFF

- Expenditure on farewells and recognition of long service will be made in accordance with the Presentations to Elected Members and Staff Policy. Any other presentations or functions will be at the discretion of the Chief Executive (staff) and District Mayor (elected members).
- Other gifts may be made with specific pre-approval by the Chief Executive.

FUNCTIONS

Occasionally, the Council will organise functions for staff and elected members that are paid for by Council. This includes staff breakfasts and Christmas functions. Council will generally use Council owned facilities, and catering should not be more than \$50 per person. Availability of alcohol will be limited.

Catering for staff during work hours, such as for staff meetings or training purposes, may be used where meetings are at least 2 hours, and a Director has approved beforehand. The cost should not exceed \$10 per person for morning teas, or \$15 per person for lunch for in-house catered meals.

GIFTS

Receiving Gifts

It is important to avoid any suggestion of potential bribe or inducement arising from the acceptance of gifts to employees from companies or individuals. Public office has a level of accountability that is different from the private sector.

In all cases where gifts are accepted, the staff member must fill in the gift register (D20/2532).

Staff and elected members must disclose details of any gifts accepted with a value of over \$50, in all cases, to their Director, or to the CEO (if a Director), or the Mayor (the Mayor must disclose to the Deputy Mayor and CEO). This must be followed up by an acknowledgement in writing thanking the person, with the Director, (or CEO, Mayor, Deputy Mayor or a combination), copied in, and the acknowledgement filed in Content Manager within a week of receiving the gift.

In no case should a gift of cash of any amount be accepted, this includes cash equivalents such as bank transfers, credit, cheques, and vouchers.

Where the gift relates to the perceived performance of a Department or a Team of employees, it is best if it can be shared amongst everyone. There is no problem with accepting gifts such as calendars, diaries, appointment books, low value food items such as chocolates, morning teas etc as these items are common, low-value items used by businesses to acknowledge the business relationship and these items are generally expected to be utilised in the staff member's work environment. therefore no declaration is required. However, if any of these types of gifts become regular, or perceived to be of a regular nature, then the staff member must disclose this to their Director, CEO or Mayor, and elected members must disclose to the Mayor.

Giving Gifts

Council staff may give gifts – such as a thank you for a speech or presentation, or when giving gifts is customary (for koha, refer to the additional guidance below). However, giving gifts presents significant risks, including that:

- the value or nature of a gift is inappropriate or excessive to the occasion or the reason for giving it;
- the gift is given in explicit or implicit expectation of favour in return; and
- the gift is given in substitution for legitimate payment or remuneration.

Koha is a gift, token, or contribution given on appropriate occasions including:

- tangihanga;
- attendance at an event/meeting;
- for use on or for a marae; and
- kaumātua support for pōwhiri, mihi whakatau meetings, blessings or other events.

The probity issue associated with koha is that it is discretionary and usually un-receipted expenditure. Any koha given must be approved in advance by the Chief Executive and must not exceed \$1,000.

There must be clear documentation of the date the koha was given, the amount, description of event or purpose, and the name of the individual person (and organisation) the koha was given to.

Donations can include any money given out by a Council staff member that does not directly result in a service or good being received.

- Grant funding must be made in line with Council’s Community Relationships Policy and approved budgets.
- Donations for work or goods provided are to be in line or less than the market value of the goods or services provided.

Employee / Elected Member Expense Reimbursements

Claims should be made using the *Claim for Expenses* form and must comply with this Policy and should:

- Clearly explain the business purpose for the expenditure - where this is not clear from supplier documentation a written statement should be included
- Be accompanied by original supporting documentation such as tax invoices (credit card statements are not adequate).
- Be submitted soon after expenditure is incurred.
- Include a description, date and amounts where receipts are not available for minor expenditure (eg. parking meters).

Severance Payments

A severance payment is any payment that is made in addition to the employee’s contractual entitlements as part of an agreement to end their employment. Severance payments are made to help resolve an unsatisfactory employment situation or might be agreed to bring the employee’s employment to an end for other reasons.

The amount of any severance payment must be reasonable, although this is, by necessity, an imprecise requirement. Settlements larger than an award in comparable cases decided by the Employment Relations Authority or the courts will be given greater scrutiny, and the public organisation will need to have good reasons for the amount. Good reasons for a comparatively higher payment might include the seniority of the employee, the effect of any publicity on all the people involved, the sensitivity of the dispute, and the value of certainty and speed of resolution. These factors can justify a higher settlement because the outcome is more advantageous than a judicial outcome.

A Council’s Annual Report must:

- state the amount of any severance payments made in the year to any person who vacated office as Chief Executive of the Council;
- the number of employees of the Council to whom severance payments were made in the year; and
- the amount of every such severance payment.

References	Location
Credit Card Policy	D19/10
HR Policy	D19/9905
Asset Disposal Policy	D19/3278

IT Acceptable Use Policy	D17/18445[v1]
Wellbeing Strategy	D20/22832
Presentations to Elected Members and Staff Policy	D19/22992

**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 22 JUNE 2021 AT 3.20PM**

PRESENT

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors M McKay, V R Jones, R W Coplestone, G W Boyde, W J Sandford, A K Harris, J M S Erwood, 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 Director – Corporate Services – Mrs T Radich, the Director – Assets – Mrs V Araba, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Environmental Health Manager – Ms R Otter (*part meeting*), the Environmental Compliance Officer – Mr K Best (*part meeting*), the Roading Assets Manager – Mr S Bowden (*part meeting*), the Trade Waste Officer – Mr J Cooper (*part meeting*) and two members of the media (Stratford Press and Taranaki Daily News)

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, 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 was received from Councillor P S Dalziel.

RECOMMENDATION

THAT the apology be received.

BOYDE/COPLESTONE
Carried
P&S/21/79

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 – 18 May 2021 (Hearing)**
D21/17306 Page 11

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 18 May 2021, to hear and consider submissions to the 2021-2031 Long Term Plan, be confirmed as a true and accurate record.

HARRIS/BOYDE
Carried
P&S/21/80

6.2 **Policy and Services Committee Meeting – 25 May 2021**
D21/17965PE and D21/18327 Open Page 37

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 May 2021, including the Public Excluded section, be confirmed as a true and accurate record.

SANDFORD/ERWOOD
Carried
P&S/21/81

7. **MATTERS OUTSTANDING**
D16/47 Page 48

RECOMMENDATION

THAT the matters outstanding be received.

BOYDE/COPELSTONE
Carried
P&S/21/82

The Chief Executive noted that this list had grown as a result of points raised during the Long Term Plan submissions. Quite a number of these have been completed as part of today's agenda and the District Plan items will be removed and added to a register for District Plan items to be addressed during the review.

The Director – Community Services noted that the budgets for the Library and iSITE were still separate despite being co-located. She noted the increase to the revenue for the Library was as a result of the funding received from the National Library Programme which has funded one and a half full time employees and their activities. The iSITE revenue has decreased which is mostly due to less souvenir and interislander sales.

8. **DECISION REPORT – REVIEW – HOUSING FOR THE ELDERLY
POLICY**

D21/19855 Page 49

RECOMMENDATIONS

1. THAT the report be received.

JONES/WEBBY
Carried
P&S/21/83

2. THAT Council adopts the *reviewed* Housing for the Elderly Policy

COPLESTONE/BOYDE
Carried
P&S/21/84

Recommended Reason

The current policy lacks the necessary robustness to allow a proper and appropriate allocation of Council-owned housing units to the elderly persons intended in the district. Therefore, changes have been made to the Eligibility Criteria, amongst others, to facilitate the appropriate allocation to take place.

The Director - Assets noted the following points:

- This report is a result of it being raised by Elected Members on how well Council considers special circumstances for the Housing for the Elderly.
- There have been a few changes made to the policy in the area of eligibility and a reduction to the threshold for assets to \$50,000. The purpose was also updated to ensure it captures what the policy is about.

Questions/Points of Clarification:

- It was noted that the approval date would be amended to July 2021 following adoption by Council. Clause 3.2 would be updated to reference the correct numbering.
- The criteria noting applicants must currently reside in the District or have family who have resided in the District for a certain timeframe was questioned as it had been intended to give priority to Stratford residents. This would be amended to read “ *Applicants must have resided in the District for at least five years over the previous 20 years or have family who had resided in the District for at least two years*”.
- It was clarified that this was specifically noted as residents and not rate payers as some applicants may not have owned a house but would have subsequently paid rates through rent.
- It was noted the Elsie Fraser fund was still in operation.
- It was clarified that assessments are undertaken when a vacancy arises.

9. **DECISION REPORT – RENAMING PART OF REGAN STREET**

D21/19855

Page 57

RECOMMENDATIONS

1. THAT the report be received.

HARRIS/ERWOOD
Carried
P&S/21/85

2. THAT the Council approve the renaming of Regan Street from the intersection with Fairbank Avenue to the intersection with Glanville Road to allow for the correction of street numbering along Regan Street and Glanville Road.

BOYDE/ERWOOD
Carried
P&S/21/86

Recommended Reason

Land Information New Zealand (LINZ) has directed the Council to correct inconsistencies in street numbering within the Stratford District.

The Environmental Health Manager noted the following points:

- LINZ have notified Council to correct historic street numbering inconsistencies that are not compliant with New Zealand Standards.
- Street numbering inconsistencies have been discussed with Councillors at previous workshops and Officers have taken on board feedback from these and provided a preferred option within this report that was developed in conjunction with LINZ.
- Residents that are affected by this change have been personally advised of the changes, with the majority commending Council for this change and noting the current confusion for postal and delivery services.
- The sign at Elizabeth Grove was displayed showing the directional signage that would be used at Fairbank Avenue to clearly show Regan Street/Glanville Road.

Questions/Points of Clarification:

- Councillor Boyde noted his support and noted it was common sense.
- The Environmental Compliance Officer noted that the odd and even numbers were on the opposite sides to the odd and even numbers on Regan Street so that the whole of Glanville Road did not need to be changed to follow the same system and therefore affecting the least amount of people with this change.

10. **DECISION REPORT – DRAFT MOBILE OR TRAVELLING SHOPS
BYLAW 2021 AND STATEMENT OF PROPOSAL**

D20/35986

Page 64

RECOMMENDATIONS

1. THAT the report be received.

McKAY/JONES
Carried
P&S/21/87

2. THAT the *draft* Mobile or Travelling Shops Bylaw 2021 be adopted and released for public consultation.

VOLZKE/BOYDE
Carried
P&S/21/88

Recommended Reason

The recommendation of the Committee 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* Mobile or Travelling Shops Bylaw 2021.

The Environmental Health Manager noted the following points:

- Along with the Roading Asset Manager, they had canvassed the District to determine appropriate locations for trading businesses in relation to road safety matters and external agency requirements.
- It has been some time since these changes to the bylaw were socialised with Elected Members at a workshop but the feedback from then has been taken into consideration when drafting the bylaw – in particular the restrictions to the CBD.
- This bylaw addresses trading businesses on public places, roads and any council owned property but did not address businesses trading on private property that may be governed by the District Plan or other legislation.
- The bylaw will allow traders to operate in Stratford outside of the restricted areas and in accordance with a licence that now provides greater measures of control. It will also provide exemptions in certain circumstances.

Questions/Points of Clarification:

- It was clarified that should a food truck operate on private property (for example in the car park of the Empire Hotel) this bylaw would not apply however the signage bylaw would cover this if signage was an issue and also any food outlet is governed by the Food Act so the truck's registering authority can be contacted for any issues with compliance.
- It was clarified that Council could not approach a business trading on private property to ascertain if it had permission to be there. If a complaint was received regarding a business trading on private property then the owner of the property would be contacted.
- It was clarified that a business can be asked to move if they were parked on Council property or parked on the edge of private property causing issues for public safety or causing a nuisance.
- It was clarified that the Local Government Act allows bylaws to be created for certain situations and can be quite prescriptive of what can be regulated. Private property could not be included in this bylaw.

11. **DECISION REPORT – AMENDMENT TO STANDING ORDERS**

D21/18403

Page 83

RECOMMENDATIONS

1. THAT the report be received.

WEBBY/JONES
Carried
P&S/21/89

2. THAT the 2019 Local Government New Zealand Standing Orders, as adopted in November 2019, be amended to include the provision for meetings by audio visual link.

McKAY/BOYDE
Carried
P&S/21/90

Recommended Reason

The Local Government Act 2002 requires Councils to provide for the use of audio link or audio visual link in its standing orders. A vote of no less than 75% of members present is required to make an amendment to the Standing Orders.

The Executive Administration Officer noted the following points:

- This report was as a result of the Mayor requesting a review be undertaken of the current Standing Orders in relation to attendance of Council meetings by audio visual link.
- When the Standing Orders were adopted in 2019 this specific provision was removed due to Council not currently having the ability to allow members to attend meetings in this manner. Concern was also noted at this time regarding time delays, volume issues and members choosing this option as a preference for attending meetings.
- During the COVID-19 pandemic an exemption was granted under the COVID-19 Epidemic Preparedness Notice which overrides both the Local Government Act and the Council Standing Orders and allows members to attend by audio visual link. The current extension to this notice is to 20 September 2021. Should this notice not be extended members would not be able to attend meetings via audio visual link as it is not permitted in the current Standing Orders.
- Council now has the ability to allow members to join a meeting via audio visual link and has successfully done this on multiple occasions. The issues with volume have been a trial and error but at the recent Emergency Meeting on 21 May 2021 two members attended via audio visual link and even with a large public attendance they were able to be heard clearly and could hear the meeting clearly. Delay issues would be determined by the connection where a member is dialling in from and therefore would need to be taken into consideration by that member when requesting to attend in this manner.
- The suggested amendments are the standard clauses issued by Local Government New Zealand and are compliant with the Local Government Act.
- It was note that under these clauses a member attending by audio visual link does not count towards a quorum which is different to the current situation under the notice.
- If the Chair attends via audio visual link then the chairing duties would need to be undertaken by the Deputy Chair.
- To pass an amendment to the Standing Orders a vote in favour of no less than 75% of the members present is required.

Questions/Points of Clarification:

- It was clarified that if these amendments were passed then the Preparedness Notice would still override until such time it is not renewed. The Preparedness Notice currently allows members attending via audio visual link to contribute towards the quorum but this cannot be mirrored in the Standing Orders as this restriction is stipulated in the Local Government Act.

The Environmental Health Manager and the Environmental Compliance Officer departed the meeting at 3.55pm.

12. **DECISION REPORT – POLICY REVIEWS**

D21/20175 Page 173

RECOMMENDATIONS

1. THAT the report be received.

McKAY/HARRIS
Carried
P&S/21/91

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

- *Delegations Policy*
- *Privacy Policy.*
- *Wastewater Connections Policy*
- *Health & Safety Policy*

be adopted.

JAMIESON/SANDFORD
Carried
P&S/21/92

Recommended Reason

This is part of the regular policy review process. 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 points:

- The Delegations Policy is where Elected Members pass their powers under legislation onto the Chief Executive or a specific role within Council. It was identified during the last Building Control audit that there were some specific delegations not covered and further to that some specific delegations to specific roles were also required. It is envisioned that there will be a move from this document towards an electronic database in the near future. Reports to Council would be brought on an annual cycle or for a specific delegation.
 - It was clarified that S67A related to pool fencing.
 - It was clarified that the Parks and Property Officer delegations would be separated out when moving to the new system.

The Administration & Communications Support Officer joined the meeting at 3.58pm.

- The Privacy Policy had been brought as a result of new legislation (Privacy Act 2020). The key difference in this policy is the requirement to inform affected parties if Council has a

privacy breach. Other changes were minor and included more modern elements such as cookies.

- The Wastewater Connection Policy will require new properties in the urban areas to connect to existing infrastructure rather than having a septic tank in town.
 - It was clarified the policy mirrors the District Plan and any enforcement would be done under the District Plan.
 - Councillor McKay noted there had been a theme with the Long Term Plan submissions regarding water meters and the urge for Council to promote residents to collect their own water. Mr Hanne noted that following a process of identifying what Elected Members wanted to encourage with water use/collection then the policy could be reviewed at that time.
- The Health and Safety Policy was due for review and includes no changes. It reflects the current legislative processes and environment but is generic as the working health and safety documents being ever evolving and further descriptive.

13. **DECISION REPORT – ELECTED MEMBERS UPDATE ON LTP AND OTHER KEY PROJECTS**

D21/18403

Page 249

RECOMMENDATION

THAT The report be received

HARRIS/ERWOOD
Carried
P&S/21/93

Recommended Reason

Coming to the end of the 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 COVID-19 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 Administration & Communications Support Officer departed the meeting at 4.09pm.

The Chief Executive noted that this report provided a snapshot of the key projects which are all going extremely well.

Questions/Points of Clarification:

- Councillor Boyde noted his appreciation for these reports as they provide an update and it is enlightening to see so many projects happening and being delivered on time.
- Councillor Erwood requested that the Victoria Park drainage be revisited due to the condition of the fields over the past couple of weekends including the number 1 field being unavailable to play on last Saturday. He requested this be added to matters outstanding.

14. **MONTHLY REPORTS**

14.1 **ASSETS REPORT**

D21/17663 Page 258

RECOMMENDATION

THAT the reports be received.

SANDFORD/WEBBY
Carried
P&S/21/94

Questions/Points of Clarification:

- It was noted that the roading performance measure regarding customer satisfaction could not be broken down to urban, rural and state highway as this was a performance measure as set in the Long Term Plan and therefore controlled by the special consultative procedure. However Mr Bowden noted he would separate out complaints and compliments in this manner. He noted he had forwarded all state highway comments received in the Customer Satisfaction Survey to Waka Kotahi New Zealand Transport Agency.
- Mrs Araba noted the excessive water consumption noted in the report was a complicated issue and would be brought to Council when a solution was established.
- Councillor Sandford noted he was pleased to see a price for the work to Dunns Bridge and requested it be undertaken as soon as possible.
- The Deputy Mayor noted that the AgRecovery event had gone really well. Future events will be advertised.
- Councillor Erwood noted the reduction in red tags on recycling bins when there was more advertising.

The Roding Asset Manager and the Trade Waste Officer departed the meeting at 4.17pm

14.2 **COMMUNITY SERVICES REPORT**

D21/18105 Page 286

RECOMMENDATION

THAT the reports be received.

ERWOOD/AHRRIS
Carried
P&S/21/95

The Director – Community Services noted the following points:

- The success of the Careers Expo was reiterated.
- The Accessibility Expo was also a highlight.
- There have been a lot of library activities which are going from strength to strength which is a combination of the fantastic team and National Libraries Partnership funding.
- It was noted that some of the door counts will not reach their KPIs this year due to COVID-19 and the Library/iSITE relocation.

Questions/Points of Clarification:

- Councillor Sandford noted he had received really good feedback about the privately run board game meets at the library.
- The Deputy Mayor commended the projects and promotions that were coming out of the library that had not been seen before or expected – such as the internet banking sessions.
- It was clarified that the opening of the Bike Park had been delayed to allow for the pump track and other buildings to be completed to open all as one. There will be a formal opening but it is hoped there will be attendance by the Minister who's availability has not yet been provided.

Council Organisations and Council Representatives on Other Organisations

- Councillor Webby noted the Percy Thomson Gallery had had a very successful year and had reached its annual target of 20,000 visitors by the end of May with Percy's Place recording 6,000 visitors through the year.
- Councillor McKay noted the Women in Business Networking event in June went well with good numbers, although the speaker was unable to attend. BA5s were being held consistently each month and the first draft of the memorandum of understanding between the Council and the Stratford Business Association has been provided for review. This will be brought to Council for approval at some stage. There were also a series of events coming up in July for members only which will focus on taking their business online and how to start.

14.3 **ENVIRONMENTAL SERVICES REPORT**

D21/18443

Page 295

RECOMMENDATION

THAT the reports be received.

BOYDE/McKAY
Carried
P&S/21/96

The Director – Environmental Services noted the following points:

- This report highlights that it has been 12 months of heightened development activity with full end of year figures to be brought next month.
- There has been a couple of notices to fix issued. Both are under control and both have building consents.
- It was noted that IANZ would be undertaking the July audit remotely.

14.4 **CORPORATE SERVICES REPORT**

D21/19817 Page 286

RECOMMENDATION

THAT the reports be received.

SANDFORD/HARRIS
Carried
P&S/21/97

The Director – Corporate Services noted the following points:

- Corporate Services will be heading into an internal audit which will be followed by a tax audit and then the Annual report audit.
- She encouraged Councillors to keep an eye out for little tests being undertaken by the IT Department.

15. **QUESTIONS**

The meeting closed at 4.26pm

A L Jamieson
CHAIRMAN

Confirmed this 27th day of June 2021.

N C Volzke
DISTRICT MAYOR

MINUTES OF THE EXTRAORDINARY MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 22 JUNE 2021 AT 4.30PM

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, A K Harris, V R Jones, M McKay, W J Sandford 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 Environmental Services – Mr B Sutherland, the Director – Corporate Services – Mrs T Radich, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Corporate Accountant – Mrs C Craig, the Revenue Manager – Mrs J Erwood, Mr C Webby (Audit NZ *via audio visual link, part meeting*) and two members of the media (Taranaki Daily News).

1. **WELCOME**

The District Mayor welcomed the Chief Executive, Councillors, staff, members of the public, and the media.

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

2. **APOLOGIES**

An apology was received from Councillor P S Dalziel.

RECOMMENDATION

THAT the apology be received.

HARRIS/WEBBY
Carried
CL/21/54

3. **ANNOUNCEMENTS**

The District Mayor noted the summary of changes to the Long Term Plan Document and supporting documents had been circulated to Elected Members.

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. There were no declarations of interest.

5. **ATTENDANCE SCHEDULE**

The Attendance Schedule for Ordinary and Extraordinary Council meetings was attached.

6. **DECISION REPORT – ADOPTION OF 2021-2031 LONG TERM PLAN**
D21/19200

RECOMMENDATIONS

1. THAT the report be received.

SANDFORD/ERWOOD
Carried
CL/21/55

2. THAT the supporting documentation that was consulted on be adopted as final, subject to any amendments required by Audit NZ and acknowledging the documents will undergo a full design process following adoption:

Documents contained within the Long Term Plan 2021-31

- Community Outcomes
- Financial Strategy
- Revenue and Financing Policy
- Significance and Engagement Policy
- Development and Financial Contributions Policy
- Financial Statements
- Accounting Policies
- Forecast Assumptions
- Funding Impact Statements
- Infrastructure Strategy

Additional supporting documentation

- Fees and Charges
- Parks, Reserves and Cemeteries Asset Management Plan
- Solid Waste Asset Management Plan
- Stormwater Asset Management Plan
- Wastewater Asset Management Plan
- Water Supply Asset Management Plan
- Property Asset Management Plan
- Roading Asset Management Plan

BOYDE/JAMIESON
Carried
CL/21/56

3. THAT the 2021-2031 Long Term Plan is adopted, subject to any amendments required by Audit NZ and acknowledging the documents will undergo a full design process following adoption.

JAMIESON/BOYDE
Carried
CL/21/57

Recommended Reason

Council is required to adopt a Long Term Plan pursuant to Section 93 of the Local Government Act 2002 (LGA).

The Director – Corporate Services noted the following points:

- The changes to the documents were noted and included corrections to typing errors, ensuring Community Development related to the group and Community Services to the activity, updating the Accounting Policies to reflect new guidance released on 17 June 2021 (wording changes only), clarification on the definition of serviceable properties for targeted rates for water supply and waste water (updated in the rates resolution for the next item) and an update to the Disclosure Statement adding the previous years figures as a comparison in each of the graphs.

Mr Chris Webby of Audit NZ noted the following points:

- Council staff were thanked for their work on this massive job, particularly with what has been going on in the Local Government space along side this.
- He noted his was the best job he had been on with Council.
- He noted if Council adopted the Long Term Plan then he was in the position to issue an unmodified audit opinion which he noted did not provide assurance that forecasting plans will be achieved and the uncertainty over the 3 waters reform.

Questions/Points of clarification:

- It was noted that Council had treated the 3 waters as business as usual because of the uncertainty and confirmed that all other Councils that were impacted by the 3 waters reform had taken the same approach.

Points noted in discussion:

- It was clarified that in relation to the rates limit of 6% it would need to be declared that this was exceeded in the pre-election report which is published before each election. This can include wording to explain why it was exceeded.

Mr Webby departed the meeting at 4.47pm.

7. DECISION REPORT – SETTING OF RATES, DUE DATES AND PENALTIES REGIME FOR 2021/22

D21/18100

RECOMMENDATIONS

1. THAT the report be received.

VOLZKE/ERWOOD
Carried
CL/21/58
2. THAT the Stratford District Council sets the following rates, due dates, and penalties regime under the Local Government (Rating) Act 2002, in accordance with the relevant provisions of the Long Term Plan 2021-31 and Funding Impact Statement, on rating units in the Stratford District for the financial year commencing 1 July 2021, and ending 30 June 2022.

Important: All charges are GST inclusive, and funds raised are GST exclusive.

GENERAL RATE

Council set a general rate under section 13 of the Local Government (Rating) Act 2002 (“LGRA”) calculated on the capital value of each rateable rating unit within the district.

The general rate is set with no differential.

The rate (in cents per dollar of capital value) for 2021/22 is 0.13200 cents, raising \$3,991,276.

General rates will be used to fund all activities that are not covered by the uniform annual general charge, targeted rates or other funding mechanisms outlined in the Revenue and Financing Policy.

UNIFORM ANNUAL GENERAL CHARGE

Council set a UAGC under section 15 of the LGRA in respect of every separately used or inhabited part of a rateable rating unit within the district.

The UAGC for 2021/22 is \$767.00 per SUIP, raising \$3,253,935.

DEFINITION OF SUIP

A SUIP is a separately used or inhabited part of a rating unit and includes any part of a rating unit that is used or inhabited by any person. This definition applies to the application of UAGCs, the Solid Waste targeted rate, Wastewater targeted rate, and the Community Centre targeted rate.

This definition includes separately used parts, whether or not actually occupied at any particular time, which are provided by the owner for rental or other form of occupation on an occasional or long term. For the purpose of this definition, vacant land and vacant premises are separately used by the owner as a property available for separate sale, or provided by the owner for rental (or other form of occupation).

For a commercial rating unit (other than motels/hotels), this includes a building or part of a building that is, or is capable of being, separately tenanted, leased or subleased, and is not integral to the commercial operation. Motels/hotels are treated as one SUIP even if each accommodation unit may be capable of separate habitation.

For a residential rating unit, this includes a building or part of a building which is used, or is capable of being used, as an independent unit. An independent unit is any unit containing either separate cooking and living facilities, or a separate entrance; and that has its own toilet or bathroom facilities.

Separate parts of buildings, after the first, that are uninhabitable and declared unsanitary under the Health Act 1956 or the Building Act 2004 are not SUIPs.

TARGETED RATE – ROADING

Council set a targeted rate under section 16 of the LGRA in respect of roading and street services based on the capital value of each rating unit within the District.

The roading rate (in cents per dollar of capital value) under section 16 for 2021/22 is 0.10593 cents, raising \$3,203,000.

The roading rate will be used to fund roading and street services activities within the District.

TARGETED RATE – SOLID WASTE

Council set a targeted rate under section 16 of the LGRA for refuse collection on the basis of an amount per each separately used or inhabited part of a rating unit from which Council is prepared to collect a container of refuse, as part of its normal refuse disposal service, in the Stratford and Midhirst domestic collection area.

The solid waste rate under section 16 for 2021/22 is \$334.00, raising \$755,644.

The solid waste rate will be used to fund the urban domestic refuse collection activity.

TARGETED RATE – WASTE WATER (SEWERAGE)

Council set a targeted rate under section 16 of the LGRA for sewerage as a fixed amount per separately used or inhabited part of a rating unit which is connected to a public sewerage drain, and a targeted

rate under Schedule 3, Clause 8 of the LGRA as a fixed amount per rating unit for serviceable properties. Serviceable properties are properties that have Council waste water reticulation services adjacent, contiguous or nearby to the serviceable properties and the property boundary is within 30 metres of a public wastewater drain, but are not connected.

The Waste Water rate for properties connected is \$389.00, and for serviceable properties is \$194.50, being 50% of the targeted rate.

For all non-commercial properties the differential factor is 1 (base) and the amount is \$389.00 per SUIP.

Commercial properties are differentiated by use as follows:

Commercial base category (all commercial rating units not included in any other commercial category) and the differential factor is also 1 (base) and the amount is \$389 per SUIP.

- Commercial 2 (commercial rating units used for an activity requiring 2 toilets) differential factor 150% of base and the amount is \$583.50 per SUIP.
- Commercial 3 (commercial rating units used for an activity requiring 3 toilets) differential factor 200% of base and the amount is \$778.00 per SUIP.
- Commercial 4 (commercial rating units used for an activity requiring 4 toilets) differential factor 225% of base and the amount is \$875.25 per SUIP.
- Commercial 5 (commercial rating units used for an activity requiring 5 toilets) differential factor 250% of base and the amount is \$972.50 per SUIP.
- Commercial 6 (commercial rating units used for an activity requiring 6 toilets) differential factor 275% of base and the amount is \$1,069.75 per SUIP.
- Commercial 7 (commercial rating units used for an activity requiring 7 toilets) differential factor 300% of base and the amount is \$1,167.00 per SUIP.
- Commercial Large (commercial rating units used for an activity requiring 8 or more toilets) differential factor 325% of base and the amount is \$1,264.25 per SUIP.

The Waste Water system rate for 2021/22 is to raise \$935,998 and will be used to fund the waste water activity.

TARGETED RATES - WATER SUPPLY

Council set a targeted rate under section 16 of the LGRA for water supply on the basis of an amount per rating unit connected to the Stratford, Midhirst, or Toko Water Supply, and a targeted rate under Schedule 3, Clause 8 of the LGRA as a fixed amount per rating unit for serviceable properties. Serviceable properties are properties that have Council water reticulation services adjacent, contiguous or nearby to the serviceable properties and the property boundary is within 100 metres of a water main, but are not connected.

The Water Supply rate for properties connected is \$552.00, and for serviceable properties is \$276.00, being 50% of the targeted rate, is raising \$1,430,083.

In addition, Council set a targeted rate for extraordinary water supply under section 19 of the LGRA on the basis of an amount per unit of water supplied in the Stratford Water Supply Area, the Midhirst Water Supply area, and the Toko Water Supply Area to any rating unit which has been fitted with a water meter.

The Stratford water supply rate under section 19 for 2021/22 is \$1.94 per cubic metre of supply in excess of 250 cubic metres per annum, raising \$364,110.

The Midhirst water supply rate under section 19 for 2021/22 is \$1.94 per cubic metre of supply in excess of 250 cubic metres per annum, raising \$9,246.

The Toko water supply rate under section 19 for 2021/22 is \$1.94 per cubic metre of supply in excess of 250 cubic metres per annum, raising \$2,306.

The water supply rates will be used to fund the water supply activities in the Stratford, Midhirst and Toko areas.

TARGETED RATES - COMMUNITY CENTRES

Council sets targeted rates under section 16 of the LGRA for community centres on the basis of an amount per separately used or inhabited part of a rating unit in the listed community areas. This rate uses a fixed charge based on the location of the rating unit.

The community centre rates for 2021/22 are:

- A fixed charge of \$23.00 within the Wharehuia/Te Popo Community Centre area per SUIP collecting \$2,700.
- A fixed charge of \$13.80 within the Pembroke Road Community Centre area per SUIP collecting \$1,524.
- A fixed charge of \$34.50 within the Toko Community Centre area per SUIP collecting \$4,410.
- A fixed charge of \$17.25 within the Pukengahu Community Centre area per SUIP collecting \$810.
- A fixed charge of \$17.25 within the Midhirst Community Centre area per SUIP collecting \$4,560.
- A fixed charge of \$11.50 within the Makahu Community Centre area per SUIP collecting \$500.
- A fixed charge of \$30.00 within the Cardiff Community Centre area per SUIP collecting \$2,269.

The community centres rate will be used to fund the operating costs of the community centres and will raise \$16,774.

PAYMENT DUE DATES AND PENALTIES

All rates, except those for metered water supply, will be payable in four equal instalments due on:

- 1st Instalment: 25 August 2021
- 2nd Instalment: 24 November 2021
- 3rd Instalment: 23 February 2022
- 4th Instalment: 25 May 2022

Pursuant to Sections 57 and 58 of the LGRA the following penalties on unpaid rates (excluding metered water rates) will be added:

- A charge of 10% on so much of any instalment that has been assessed after 1 July 2021 and which remains unpaid after the due date for that instalment. The penalty will be added on the following dates:
 - 1st Instalment 1 September 2021
 - 2nd Instalment 1 December 2021
 - 3rd Instalment 2 March 2022
 - 4th Instalment 1 June 2022
- A charge of 10% on so much of any rates assessed before 1 July 2021 which remain unpaid on 1 July 2021. The penalty will be added on 12 July 2021.
- A continuing additional penalty of 10% on so much of any rates assessed before 1 July 2021, to which a penalty has been added under the immediately preceding bullet point, and which remain unpaid six months after the previous penalty was added. The penalty will be added on 10 January 2022.
- Penalties imposed are exempt from GST.

Payment Due Dates for Metered Water Supply

A charge of 10% on any amount outstanding which remains unpaid on the following dates will be added on the dates below:

<u>Period</u>	<u>Due Date</u>	<u>Penalty Date</u>
1 July to 30 September 2021	10 December 2021	17 December 2021

1 October to 31 December 2021	11 March 2022	18 March 2022
1 January to 31 March 2022	10 June 2022	17 June 2022
1 April to 30 June 2022	9 September 2022	16 September 2022

EARLY PAYMENT

Sections 55 and 56 of the Local Government (Rating) Act 2002 empowers Council to allow for the early payment of rates.

- Council proposes to accept early payment of all rates assessed for the 2021/22 year, but no discount will be applied for early payment. (Section 55).
- Council proposes to accept early payment of all rates assessed for the 2022/23 and subsequent years, but no discount will be applied for early payment. These payments will be applied to general rates or individual targeted rates if requested by the ratepayer, otherwise they will be applied against future general rates. (Section 56).

PAYMENT LOCATIONS – ALL RATES AND CHARGES

Direct Debits are our preferred method of payment. Direct Debit Authority Forms are available at our Council office, or alternatively online.

Payments can be made online by going to <https://www.stratford.govt.nz> and clicking on “Pay Online”.

Mail and electronic payments shall be deemed to be received at the Council Office on day of receipt.

The Council accepts payments by cash, eftpos or credit card between the hours of 8.30 am to 4.30 pm, Monday to Friday, at the Council offices, Miranda Street, Stratford

JAMIESON/HARRIS
Carried
CL/21/59

Recommended Reason

The Long Term Plan 2021-31 contains the activities and associated costs of Council and the funding mechanisms, including rates, to meet those costs. The Rates to be set above are consistent with the Funding Impact Statement in the Long Term Plan 2021-31, as required by law. Council is required by law to adopt a Long Term Plan by 30 June of the year in which the Plan commences, and set rates for the year.

The Director – Corporate Services noted the following points:

- This report has to be completed after the adoption of the Long Term or Annual Plan.
- The resolution needs to match the Funding Impact Statement in terms of the rates that are charged and the definitions. The resolution has been amended to include the clarification for the definition of serviceable properties for water and waste water.

8. QUESTIONS

There were no questions.

The meeting closed at 4.51pm

N C Volzke
CHAIRMAN

Confirmed this 13th day of July 2021.

N C Volzke
DISTRICT MAYOR



Date: 20 May 2021, 10.30am
Venue: Taranaki Regional Council, 47 Cloten Road, Stratford
Document: 2779117

Present	Councillors	D N McIntyre B Roach M Chong	Taranaki Regional Council South Taranaki District Council New Plymouth District Council
	Mayor	N Volzke	Stratford District Council
Attending	Ms	A Matthews	Taranaki Regional Council
	Miss	T West	Taranaki Regional Council
	Miss	L Davidson	Taranaki Regional Council
	Ms	V Araba	Stratford District Council
	Ms	L Campbell	Stratford District Council
	Mr	A Green	Envirowaste
	Ms	K Hope	New Plymouth District Council
	Ms	J Dearden	New Plymouth District Council
	Mr	H Denton	South Taranaki District Council
	Mr	J Beeslaar	South Taranaki District Council
	Ms	B Rymer	South Taranaki District Council
	Mr	D Hopkins	The Junction
	Mr	S Francis	The Junction
	Mr	P Scouller	The Junction
		One member of the media Mr M Watson, Taranaki Daily News.	
Apologies	Apologies were received from Councillors N W Walker (TRC), R Handley (NPDC) A Jamieson (SDC), Ms Rebecca Martin (STDC) and Mr Mike Oien (SDC).		
	Chong/McIntyre		
Notification of Late Items	There were no late items.		

1. Appointment of Chairperson

- 1.1 Ms A Matthews, Taranaki Regional Council, opened the meeting and called for nominations of Chairperson due the apologies of Councillors N W Walker, Chairperson and A Jamieson, Deputy Chairperson.
- 1.2 Councillor D McIntyre nominated Councillor B Roach, South Taranaki District Council to chair the meeting.

Resolved

That the Taranaki Solid Waste Management Committee of the Taranaki Regional Council:

- a) appoints Councillor B Roach to chair the Taranaki Solid Waste Management Joint Committee meeting held on Thursday 20 May 2021.
McIntyre/Volzke

2. Confirmation of Minutes – 25 February 2021

Resolved

That the Taranaki Solid Waste Management Committee of the Taranaki Regional Council:

- a) takes as read and confirms the minutes and resolutions of the Taranaki Solid Waste Management Committee meeting held in the Taranaki Regional Council chambers on Thursday 25 February 2021 at 10.30am
- b) notes that the unconfirmed minutes of the Taranaki Solid Waste Management Committee held at the Taranaki Regional Council, 47 Cloten Road, Stratford on Thursday 25 February 2021 at 10.30am have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for receipt and information.
McIntyre/Chong

Matters arising

There were no matters arising.

3. Regional Waste Minimisation Officer's Activity Report

- 3.1 Ms J Dearden, New Plymouth District Council, spoke to the memorandum informing the Committee members of significant activities undertaken by the Regional Waste Minimisation Officer, in collaboration with the district council officers of New Plymouth District Council, Stratford District Council and South Taranaki District Council.
- 3.2 The Ag-Recovery one stop shop events were very successful with 75 farmers visiting throughout the region. Good feedback has been received so far and feedback on improvements for next time.

Recommended

That the Taranaki Solid Waste Management Committee of the Taranaki Regional Council:

- a) receives the memorandum and notes the activities of the Regional Waste Minimisation Officer.
Volzke/Chong

4. The Junction – Reuse Shop and Education Programme

- 4.1 Steve Francis, Doug Hopkins and Paul Scouller, The Junction, spoke to the memorandum and gave a presentation on activities undertaken by the Junction.
- 4.2 It was noted that the committee would be interested in a Junction Tour.

Recommended

That the Taranaki Solid Waste Management Committee of the Taranaki Regional Council:

- a) receives the memorandum and notes the activities of the Junction.
McIntyre/Volzke

4. Commercial Waste Reduction

- 4.1 Ms K Hope, New Plymouth District Council, spoke to the memorandum updating the Committee members on the progress of the New Plymouth District Council to reduce commercial and industrial waste to landfill in Taranaki under the Waste Management and Minimisation Plan.
- 4.2 It was suggested that there be more education on options for where items can go if they are not able to be taken by general transfer stations.

Mayor Volzke left the meeting at 11.54am

Recommended

That the Taranaki Solid Waste Management Committee of the Taranaki Regional Council:

- a) receives the memorandum and notes the activities of the New Plymouth District Council.
Roach/Chong

5. General Business

5.1 Aaron Green, Envirowaste, provided an update to the committee on Envirowaste Activities:

- Currently continuing to work through updating the fleet.
- Working through options to have a chemical waste satellite facility in Taranaki.
- It was noted that composting seems to be an important focus in Taranaki at the moment so looking at how we can move forward with a commercial composting facility in the future, also talking to Councils around green waste.
- Working to update equipment and ensure adequate staffing levels to be better prepared for the next year.
- It was noted that the electric vehicles only have 4-6 hours operating power so are unable to take these out of New Plymouth for collections. However, the technology is evolving daily so hopefully in the future there will be options for longer power life in electric vehicles.

There being no further business, Committee Chairperson, Councillor B Roach, declared the meeting of the Taranaki Solid Waste Management Committee closed at 12.10pm.

Confirmed

Chairperson _____

N W Walker

12 August 2021



Date 2 June 2021, 9am
Venue: Taranaki Regional Council, 47 Cloten Road, Stratford
Document: 2786476

Present	Councillors	M McDonald	Taranaki Regional Council (Chairperson)
		T Cloke	Taranaki Regional Council
	Mayors	N Volzke	Stratford District Council
		P Nixon	South Taranaki District Council
	Councillor	H Duynhoven	New Plymouth District Council
	Ms E Speight	Waka Kotahi NZ Transport Agency	
Attending	Messrs	M Nield	Taranaki Regional Council
	Ms	S Hiestand	Taranaki Regional Council
	Ms	F Ritson	Taranaki Regional Council
	Miss	L Davidson	Taranaki Regional Council
	Ms	L Stewart	Waka Kotahi NZ Transport Agency
	Mr	R I Anson	Waka Kotahi NZ Transport Agency
	Mr	S Bowden	Stratford District Council
	Mr	R Leitao	New Plymouth District Council
	Mr	S Knarston	New Plymouth District Council
	Mr	D Langford	New Plymouth District Council (<i>part meeting</i>)
	Ms	A Sanson	Waka Kotahi NZ Transport Agency
	Ms	S Downs	Waka Kotahi NZ Transport Agency (<i>part meeting</i>)
	Mr	P Ledingham	Taranaki Regional Council
	Inspector	A Gurney	NZ Police (<i>part meeting</i>)
	Sgt	A Wong-Too	NZ Police (<i>part meeting</i>)

One member of the media, Mr M Davey, Taranaki Daily News and submitters being heard.

Apologies There were no apologies received.

Notification of Late Items Ahititi Stock Effluent Disposal facility.

1. **Hearing of submissions on the Regional Land Transport Plan 2021/22-2026/27**
- 1.1 Councillor Mr MJ McDonald, spoke to the memorandum introducing the submissions on the draft *Regional Land Transport Plan 2021/22-2026/27* (the draft Plan), hear those submitters who wish to speak to their written submission and to recommend any changes to the Plan.
- 1.2 The following submitters were heard by the committee:
 - **Kaitake Community Board** – Doug Hislop – Submission number 47
 - **Hiringa Energy** – Dion Cowley - Submission number 56
 - **Urs Signer** – Submission Number 35 (Zoom)
 - **NZ Automobile Association** – Ralph Broad – Submission number 37
(Councillor H Duynhoven, New Plymouth District Council, declared an interest in this submission as he is a member of the NZ Automobile Association)
 - **Taranaki Trails Trust** – Stacey Hitchcock and Charlotte Littlewood – Submission Number 38
 - **Barbara Hammonds** – Submission Number 44 (zoom)
 - **New Plymouth District Council** – Neil Holdom – Submission Number 46
 - **Sport Taranaki** – Andrew Moffat and Anna Crawford – Submission Number 51
 - **Climate Change Taranaki** – Emily Bailey – Submission Number 52 (Zoom)
- 1.3 As NPDC have removed Wairau Road from their Long-Term Plan, all reference to it will be removed from the RLTP.
- 1.4 Ms F Ritson, Taranaki Regional Council, spoke to the Officers report and a proposed track-changes copy of Section 4 [Strategic Framework] of the Plan. The following changes were made to the officer's recommendations:
 - **Headline targets – Improving Safety** – A 40% reduction in deaths and serious injuries.
 - **Policies and measures (methods)**
 - Objective 1 – Remove last two bullet points related to rail. It was noted that Councillor H Duynhoven, New Plymouth District Council was against this recommendation.
 - Objective 3 – point 8 change the word contrasting to differing.
 - Objective 3 – point 9 add “and be evidence based” to the end.
 - Objective 6 – point 8 remove the reference to EV's
 - Objective 6 – point 10 remove reference to EV and use reference to low emission instead.
- 1.5 Acknowledgement was given to the Policy Team especially Fiona Ritson for the work that she has put in to this process which was a lot more challenging that previous years.

Resolved

That the Taranaki Regional Transport Committee:

- a) receives and acknowledges with thanks the submissions forwarded in response to the draft Plan
- b) adopts the recommendations contained within the attached Officer's Report subject to any changes requested by the Committee and, as a result of submissions, amends the draft Plan to give effect to those recommendations
- c) notes the amended Plan will then be adopted at the 29 June 2021 Ordinary Meeting
- d) notes that the adopted Plan must be submitted to Waka Kotahi by 30 June 2021.
Cloke/Duynhoven

The meeting was adjourned at 12.25pm and reconvened at 12.45pm.

2. Confirmation of Minutes – 3 March 2021

Resolved

That the Taranaki Regional Transport Committee:

- a) takes as read and confirms the minutes of the Taranaki Regional Transport Committee meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford on Wednesday 3 March 2021 at 10.30am
- b) notes that the unconfirmed minutes of the Taranaki Regional Transport Committee held at the Taranaki Regional Council on Wednesday 3 March 2021 at 10.30am, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.
Cloke/Nixon

Matters arising

- Mr R Leitao, New Plymouth District Council, provided an update on the Colson Road extension it was noted that the project is not safety related as there have been no accidents. The issues in that area are congestion issues. The first three years of the Long-Term Plan will look at the business case for the project.
- NZTA have no changes to the network planned in relation to the Egmont Road SH3 intersection.

3. Regional Transport Advisory Group Minutes

Resolved

That the Taranaki Regional Transport Committee:

- a) receives the confirmed minutes of the Regional Transport Advisory Group meeting held on Wednesday 28 April 2021

- b) receives the unconfirmed minutes of the Regional Transport Advisory Group meeting held on Wednesday 12 May 2021.

Volzke/Nixon

Matters arising

- 28 April - STDC update – Nukumarū Station Road – Should be started next financial year.

4. State Highway 3 Working Group Minutes

Resolved

That the Taranaki Regional Transport Committee:

- a) receives the unconfirmed minutes of the State Highway 3 Working Group meeting held on 23 April 2021 at 10.30am at the St Johns Rooms, Mokau.

McDonald/Duynhoven

Matters arising

It was noted that the Councillor M J Cloke and Mr R I Anson are to catch up regarding the prioritisation of the SH3 North improvements.

5. Active Transport (Walking and Cycling) Update

- 5.1 Ms L Beck, New Plymouth District Council provided a presentation on walking and cycling activities in the New Plymouth District.
- 5.2 Ms C Littlewood, Taranaki Trails Trust provided a verbal update on Trails Trust activities.
- 5.3 Ms S Downs, Waka Kotahi NZ Transport Agency, Provided a presentation on Waka Kotahi activities.

Resolved

That the Taranaki Regional Transport Committee:

- a) receives with thanks the update provided by the New Plymouth District Council on walking and cycling activities in their district
- b) receives with thanks the verbal update provided by the Taranaki Trails Trust on their activities.
- c) receives with thanks the presentation provided by Waka Kotahi NZ Transport Agency on their activities.

Cloke/Duynhoven

6. Submissions for Endorsement

- 6.1 Mr M J Nield, Director – Corporate Services, spoke to the memorandum, seeking formal endorsement from the Committee on the following regional submissions that have been undertaken since the last meeting:
- Submission on *Waikato Draft Regional Land Transport Plan 2021-2051*
 - Submission on *Horizons Draft Regional Land Transport Plan 2021*
 - Transport-focused submission on the *Climate Change Commission Draft Advice 2021*.

Resolved

That the Taranaki Regional Transport Committee:

- a) receives the memorandum entitled *Submissions for endorsement*
- b) adopts the following submissions:
 - Submission on *Waikato Draft Regional Land Transport Plan 2021-2051*
 - Submission on *Horizons Draft Regional Land Transport Plan 2021*
 - Regional Transport Committee Submission on the *Climate Change Commission Draft Advice 2021*.

Volzke/Duynhoven

7. Future Transport Related Consultations by Government

- 7.1 Mr M J Nield, Director – Corporate Services, spoke to the memorandum, advising Members of other consultations underway that the Committee may wish to consider submitting on:
- *Hikina te Kohupara – Transport Emissions: Pathways to Net Zero by 2050*
 - *Land Transport Rule: Setting of Speed Limits 2021*
 - Public Transport Operating Model review.

Resolved

That the Taranaki Regional Transport Committee:

- a) receives the memorandum entitled *Future transport related consultations by Government*
- b) submits on the *Land Transport Rule: Setting of Speed Limits 2021*.

Cloke/McDonald

8. Waka Kotahi New Zealand Transport Agency Update

- 8.1 Ms E Speight, Waka Kotahi NZ Transport Agency, introduced Ms Linda Stewart, who is the new Director Regional Relationships for Manawatu, Whanganui, Taranaki, Hawke’s Bay and Gisborne.

- 8.2 Ms E Speight, provided a presentation updating the Committee on the Waka Kotahi New Zealand Transport Agency's activities nationally and regionally and answered questions arising.
- 8.3 Concerns were raised by the Committee around the setting of speed limits rule. Especially the current poor condition of the Taranaki State Highways.
- 8.4 The Mayoral Forum is having a meeting with Waka Kotahi Board deputy chair and it was suggested that the Regional Transport Committee Chairperson, Councillor M McDonald be invited to attend the meeting.
- 8.5 Committee Chairperson, Councillor M McDonald, thanked Ms E Speight for her participation in the Regional Transport Committee meetings over the past year.

Resolved

That the Taranaki Regional Transport Committee:

- a) receives with thanks the presentation provided by Waka Kotahi New Zealand Transport Agency.
McDonald/Nixon

9. Territorial Authorities Updates

- 9.1 Mr S Bowden, Stratford District Council, spoke to the report updating the committee on transport activities within the Stratford District.
- 9.2 Mayor P Nixon, South Taranaki District Council, spoke to the report updating the committee on transport activities within the South Taranaki District.
- 9.3 Mr R Leitao, New Plymouth Council, spoke to the report updating the committee on transport activities within the New Plymouth District.

Resolved

That the Taranaki Regional Transport Committee:

- a) receives the update provided by the Stratford District Council on its transport activities
- b) receives the update provided by the South Taranaki District Council on its transport activities
- c) receives the update provided by the New Plymouth District Council on its transport activities.
Clove/Duynhoven

10. Public Transport Operational Update for the Quarter Ending 31 March 2021

- 10.1 Ms S Hiestand, Transport Manager, spoke to the memorandum, providing members of the Regional Transport Committee with an operational report on public transport services for the quarter ending 31 March 2021.

Resolved

That the Taranaki Regional Transport Committee:

- a) receives the report *Public Transport Operational Report for the Quarter Ending 31 March 2021*
- b) notes the operational report of the public transport services for the quarter ending 31 March 2021.

Cloke/Nixon

11. Log Movement on Rail in Taranaki-Whanganui Feasibility Study Report June 2020

- 11.1 Mr M J Nield, Director – Corporate Services, spoke to the memorandum, providing the Committee with the commissioned report on the feasibility study undertaken to consider rail movement of logs in Taranaki as provided by Kiwirail in May 2021.

Resolved

That the Taranaki Regional Transport Committee:

- a) receives the Log Movement on Rail in Taranaki-Whanganui Feasibility Report June 2020.

McDonald/Volzke

12. General Business

12.1 Police Update

Inspector A Gurney, NZ Police provided a brief update to the committee on Police activities within the District. The following points were noted:

- There have been no road deaths in the Taranaki region in the last six months.
- Police presence on roads will be increased over Queens Birthday weekend.
- An exercise is being undertaken in conjunction with Z Inglewood over Queens Birthday Weekend. There will be police present at the fuel station as well as the potential for media to be around.
- There is a Bill going through parliament at the moment for Police to implement roadside drug testing. Once it has been confirmed it will be about 12 months before testing can start.

12.2 Ahititi Stock Effluent Disposal

Ms E Speight, Waka Kotahi New Zealand Transport Agency, provided an update on the Ahititi Stock Effluent Disposal facility:

- The current facility will be closed as the resource consent has expired.

- The cost estimate that came in was significantly over the budget approved for the project. The team are currently working through the budget and design.
- Elected members expressed serious concerns around the site being closed. This could cause overflows from trucks on to roads which poses a massive safety risk and urged Waka Kotahi New Zealand Transport Agency to work options to have the facility available at the site until the new facility is complete.

There being no further business the Committee Chairperson, Councillor M J McDonald, declared the Regional Transport Committee meeting closed at 3.33pm.

Confirmed

**Taranaki Regional Transport
Committee Chairperson:**

_____ **M J McDonald**

Wednesday 1 September 2021



Committee: Taranaki Emergency Management Group Joint Committee

Date: 3 June 2021, 2pm

Venue: Taranaki Regional Council, 47 Cloten Road, Stratford

Document: 2785927

Present	Councillor Mayors	M Cloke P Nixon N Volzke N Holdom	Taranaki Regional Council (<i>Chairman</i>) South Taranaki District Council Stratford District Council New Plymouth District Council
Attending	Ms Messrs Ms Mr Ms Ms Mr Mr Miss	L Poutu S Ruru S Hanne W Crockett C Williamson T Velvin T Gordon A Newman M Meads G Genet C Morris S Parrish L Davidson	Tokomaru Representative Taranaki Regional Council Stratford District Council South Taranaki District Council New Plymouth District Council Taranaki Emergency Management Taranaki Emergency Management Taranaki Emergency Management National Emergency Management Agency National Emergency Management Agency National Emergency Management Agency Taranaki District Health Board Taranaki Regional Council

One member of the media, Mr M Watson, Taranaki Daily News.

Opening Karakia The meeting opened with a group Karakia.

Apologies Kelvin Wright - New Plymouth District Council and Leanne Horo - Kurahaupō Representative.

Notification of Late Items There were no late items.

1. Confirmation of Minutes – 10 March 2021

Resolved

Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) takes as read and confirms the minutes and resolutions of the Taranaki Civil Defence Emergency Management Group Joint Committee held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford on Wednesday 10 March 2021 at 10.30am
- b) notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Joint Committee held at the Taranaki Regional Council on Wednesday 10 March 2021 at 10.30am, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.
Volzke/Nixon

Matters arising

There were no matters arising.

2. Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Minutes - 13 May 2021

Resolved

Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Meeting held in the Taranaki Regional Council Chambers on Thursday 13 May 2021 at 10.30am
- b) adopts the recommendations therein.
Cloke/Volzke

Matters arising

- 2.1 Mr S Hanne, Taranaki Civil Defence Emergency Management Co-ordinating Executive Group, Chairperson, spoke to the minutes.
- 2.2 It was noted that in the Quarterly report Officers expressed that the figures for staff trained in CDEM response are incorrect. Mr T Velvin, CDEM Regional Manager, informed that staff are working with the District Councils to get these figures up to date and correct.

3. Advisory Group Minutes

Resolved

Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the unconfirmed minutes of the meeting of the Readiness & Response Advisory Group (RARAG) held on 21 April 2021

- b) receives the unconfirmed minutes of the meeting of the Risk Reduction Advisory Group (RRAG) held on 29 April 2021
- c) receives the unconfirmed minutes of the meeting of the Rural Advisory Group (RAG) held on 3 May 2021
Nixon/Holdom

Matters arising

3.1 Mr T Velvin, CDEM Regional Manager, spoke to the Advisory group minutes. It was noted that CDEM have been looking at the structure of the advisory groups, mostly the Lifelines, Rural and Wellness groups and how to get the best response out of these groups. Members will hopefully start to see some changes with better outputs coming through from these groups.

4. Verbal COVID-19 Update

- 4.1 Mr S Parrish, Taranaki District Health Board, provided an update on COVID-19 vaccination programme.
- 4.2 Taranaki District Health Board are just finishing up vaccinating group two and are about to start vaccinating group three. Currently working on how to invite those in group three to be vaccinated.
- 4.3 In Taranaki 7,100 people have been vaccinated so far and expecting to vaccinate 14,000 by the end of June.
- 4.4 By the end of July the aim is to be vaccinating 8,000 a week including at pharmacies, GP clinics and through Tui Ora.
- 4.5 Mobile sites will be set up throughout Taranaki from Mōkau to Pātea and around the maunga. Waverley is being covered by the Whanganui District Health Board.
- 4.6 It was acknowledged that services need to be provided in Stratford and Eltham areas as there are a lot of people in these towns who are not registered with a GP as there is a high demand.
- 4.7 Communication to the public is important, the Health Board will be using a range of media to get messages out in to the community and will also be using relevant community groups. Due to the large number of people for group three a booking centre will be set up so people can book online or by phone.
- 4.8 Tui Ora and Ngāti Ruanui and Ngāruahine will be involved in mobile deliveries as well as it would help get in to the communities.

5. Quarter Three Performance Report 2020/21

- 5.1 Mr T Velvin, CDEM Regional Manager, spoke to the memorandum presenting the 2020/21 Quarter Three Performance Report for the Taranaki Civil Defence Emergency Management Group.
- 5.2 Staff are working to get the figures correct for the Council volunteer numbers.
- 5.3 From Tuesday 8 June TEMO will be fully staffed for the first time in a long time.
- 5.4 CDEM have been successful in securing resilience funding to start up TURRNIP. The first part of this will be to increase volcanic literacy within the community. There will

also be mapping of hazards and infographics to use as communication for the public. Chris Morris, NEMA, is the Volcano Planner assisting with volcanic response planning.

- 5.5 It was noted that the Professional Services Budget is currently unused, however, there have been a few recent invoices come in that will use that budget.
- 5.6 The Group Plan is a five year plan and it was clarified that Taranaki Civil Defence will not be able to achieve all the activities in the plan due to events that have occurred e.g. COVID-19. Mr T Velvin is working with staff on individual work plans. Those items that are not going to be completed in timeframes will be communicated back to the Committee.
- 5.7 It was highlighted that there is still a high risk for Taranaki Civil Defence not having an Alternate Group Recovery Manager appointed. Taranaki Civil Defence are aware of the need to succession plan for this risk. 5.10

Resolved

Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the memorandum, *Quarter Three Performance Report 2020/21*.
Clope/Holdom

6. Building update

- 6.1 The completion of the building has been delayed a few weeks and is now looking like it will be completed on 16 June.
- 6.2 It is likely that the final cost will be slightly over budget. Taranaki Civil Defence have some excess CAPEX budget that could be used to fund this additional cost.

7. Roles and Responsibilities

- 7.1 Mr T Velvin, CDEM Regional Manager, noted that work is underway to get the Roles and Responsibilities documentation complete and ensure it is easy to understand.

8. Policy for Statutory Appointments

- 8.1 Mr T Velvin, CDEM Regional Manager, spoke to the memorandum clarifying the appointments of Controllers (Group and Local) and Recovery Managers (Group and Local) for the Taranaki Civil Defence Group.
- 8.2 A paper will be presented to the next committee meeting to approve a new group controller.

Resolved

Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the Memorandum *Policy for Statutory Approvals*
- b) approves the policy for *Statutory Approvals*.
Clope/Nixon

9. National Emergency Management Agency (NEMA) Engagement with CDEM Groups

- 9.1 Ms M Meads, NEMA, introduced Ms G Genet NEMA Senior Leadership Team, and Mr C Morris, NEMA Volcanic Planner.
- 9.2 Ms G Genet, gave a presentation updating the Committee of NEMA's Senior Leadership Team activities.
- 9.3 NEMA are working to strengthen relationships with CEG and Joint Committees. Senior Leadership members will provide updates to meetings in the future.
- 9.4 It was noted that within New Zealand there are a lot of different communities and some of those are hard to reach when telecommunications are down. 9.6 Kin Kura are not aware of the messaging around events as they are not in mainstream schooling, it was noted that Taranaki Civil Defence can work with Iwi Representatives on a strategy to get those messages out to that community.
- 9.5 Mr C Morris, NEMA Volcanic Planner gave an overview of his position it was noted that there is an aim to create more of a link between regional and national volcanic planning.

Resolved

Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the memorandum *National Emergency Management Agency (NEMA) Engagement with CDEM Groups* and the presentation from the SLT representative
- b) receives the Letter to Chairs of the CDEM Joint Committee and CEGs dated 29 April 2021
- c) welcomes a NEMA Senior Leadership Team representative to future meetings of the Taranaki Civil Defence Emergency Management Group Joint Committee.
Clove/Holdom

10. National Emergency Management Agency (NEMA) Correspondence and Update

- 10.1 Ms M Meads, NEMA, spoke to the memorandum providing the *Taranaki Civil Defence Emergency Management Group Joint Committee* of correspondence received from NEMA and to receive an update from NEMA's Regional Emergency Management Advisor.
- 10.2 Ms M Mead introduced Chris Morris, who was appointed to the role of Regional Volcanic Planner the position covers regional and national volcanic planning with a focus on Taranaki and broader volcanic planning across Taranaki.
- 10.3 The NEMA conference was held last week if there is any feedback from any of those who attended please pass on to Malinda.

Resurgence Planning - Alert Level Boundary/ Checkpoint Planning

- 10.4 The COVID-19 Response Group (DPMC) has recognised the work that has been completed in the Taranaki region by TEMO and other agencies including NZ Police. Alert Level Boundary and Checkpoint planning continues to be looked at by the COVID-19 Response Group for future changes in alert levels.
- 10.5 The focus of this is to look at possible Alert Level boundaries for specific regions, i.e. those regions where there are Managed Isolation and Quarantine facilities i.e. Hamilton, Rotorua, Wellington and Christchurch.

10.6 At this stage, DPMC are not intending to hold workshops with all regions, as the risk of a resurgence is low. DPMC are adopting a new approach to developing Alert Level boundaries, based on the following principles:

- Boundaries are appropriate and proportionate to support a public health response to COVID-19 that prevents and limits the spread of COVID-19 (primary consideration).
- Boundaries minimise the need for people to travel between areas at different Alert Levels to go to work, a place of learning, or to receive medical treatment.
- Boundaries are practical and safe to enforce.
- Boundaries minimise economic disruption to business and supply chains – e.g. ensuring businesses can continue to operate if safe to do so.
- Boundaries minimise equity impacts – e.g. access to life critical services such as food.

10.7 There is also an ability to develop bespoke boundaries that would be appropriate and proportionate to a specific outbreak based on transmission information.

10.8 It's important to note that although the aim is to have the boundaries ready to include in cabinet papers, the final version is not guaranteed and will depend on the public health advice at the time of an outbreak. Ultimately Cabinet will decide where a boundary is placed.

Results of the National Warning System Test

10.9 On Thursday 8 April 2021, NEMA tested the National Warning System (NWS).

10.10 The total number of recipients increased from 627 to 1,217, since this time last year. This was in response to COVID-19 Resurgence planning where there was a need to add Mayors, Chief Executives and statutory CDEM roles. 941 recipients (78%) received and acknowledged the message within 30 minutes.

NEMA to launch refreshed earthquake and tsunami campaign.

10.11 The NEMA Communications Unit are about to launch an earthquake and tsunami campaign with a special focus on reaching those less likely to know the correct life safety action to take in an earthquake and tsunami event.

Post-Event Report for the March 5 Hikurangi and Kermadec Islands Earthquakes

10.12 The Hikurangi Kermadec Islands Earthquakes, 5 March 2021 Post Event Report was released on Tuesday 18 May. The report reflects that this was a complex series of events, and provides an overview of the NEMA response to the earthquakes and subsequent tsunami threats.

Changes in the Regional Partnerships Unit

10.13 NEMA have recently conducted a review of the structure of the Regional Partnerships Unit. The following is a summary of the key decisions that came in effect on 7 May:

- 'REMA' team will change to the "Regional Engagement Team".
- A new "Team Leader, Regional Engagement" role will be established (Wellington-based). The current Regional Coordinator roles will be disestablished.
- Three new REMA roles will be established to work alongside the existing Senior REMAs to broaden the career developmental path for emergency management professionals in both NEMA and the wider EM Sector.
- SREMA support through Malinda remains unchanged however, she now also supports the Northland CDEM Group.

Resolved

Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives and notes the correspondence received from NEMA
- b) receives and notes the verbal update provided by Malinda Meads.
Holdom/Volzke

11. General Business

11.1 Recovery workshop – 10 June 2021

There are about 40 RSVP's so far. It is highly encouraged that Councils have some representation in attendance to have input on how to build the recovery plan for the region.

There being no further business the Group Chairperson M J Cloke thanked attendees and declared the Taranaki Civil Defence Emergency Management Group Joint Committee Meeting closed at 3.27pm

Confirmed

Chairperson _____

M J Cloke

19 August 2021

MONTHLY REPORT



F19/13/04-D21/24669

TO: District Council

FROM: District Mayor

DATE: 13 July 2021

SUBJECT: REPORT FOR THE MONTH OF JUNE 2021

1. WAKA KOTAHI MEETING

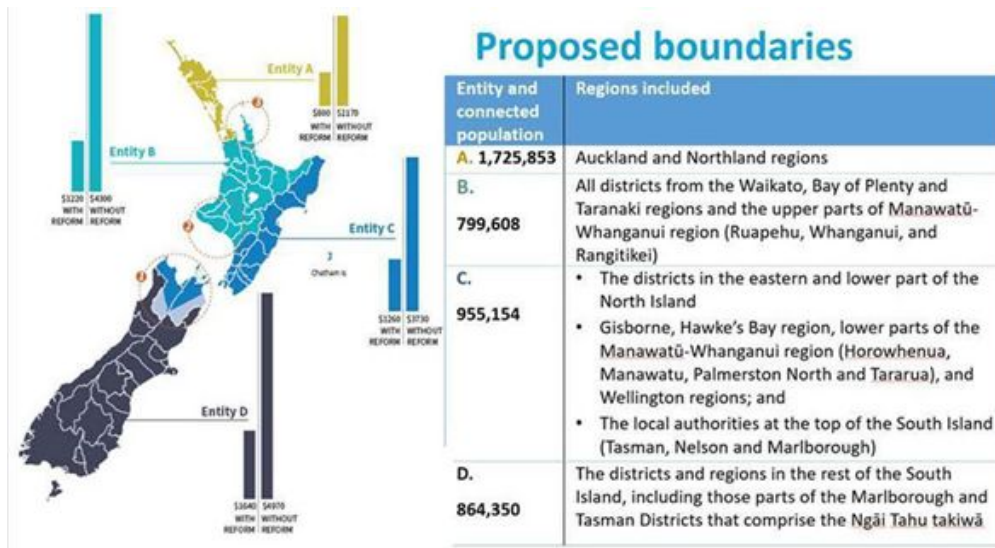
In response to an invitation from the Taranaki Mayoral Forum, we met in person with the Deputy Chairperson of Waka Kotahi NZTA. The purpose of the meeting was to provide an opportunity to voice our collective concerns over the poor condition, the lack of maintenance and sub-standard quality of repairs that are occurring on SH3 in particular.

We also raised concerns about the last minute funding cuts that were announced in June, which was just prior to signing adopting our Long Term Plans, that trimmed large amounts of subsidy dollars from our respective roading budgets. Also discussed was the ongoing delays and lack of progress on the SH 3 New Plymouth to Waitara safety upgrade, along with a number of smaller issues experienced over the last 12 months.

The growing discontent that is evident among community leaders and the general public was made clear and we hope this message will be conveyed back to her fellow decision makers in Wellington. While we fully understand the financial constraints the agency is experiencing, we will continue to highlight the fact that Taranaki's highways are falling apart under the pressure from increased traffic volumes and the much heavier trucks that have become the norm.

2. THREE WATERS REFORMS

More information about the Three Waters Reforms has been released. When the government adopts the proposed Three Waters Reforms; the drinking, waste and storm water services currently being delivered by New Zealand's 67 councils, will be amalgamated into four huge entities. These are based on scale and population size, with Stratford included in **Entity B**, as shown on the below map. This Entity will have a connected population of around 800,000.



The government says there will be many benefits arising from the creation of these new, enormous water entities and these will save households thousands of dollars a year in water bills. The main benefits are expected to come from economies of scale and operating efficiencies. Other all-encompassing changes that will occur include: the ownership and governance arrangements of the entities, new iwi partnerships, along with different funding and borrowing opportunities.

The Minister Nanaia Mahuta says “The data shows the case for change is compelling”. This is a generally accepted view across the local government sector and also across political parties. Where the argument truly lies is with the actual reform proposals the government has put forward as the solution.

There are many who argue the benefits of scale are not convincing and that we will end up with more problems than solutions. There is a risk here. The result of water services amalgamation will create large provider entities that may be so cumbersome, bureaucratic and lacking in local knowledge, they may simply fail to deliver on the promises made.

Furthermore, there will be no turning back.

With a great deal of detailed information yet to be released and analysed, at present it is difficult to assess the advantages and disadvantages as they effect this District. We will need to take some time to digest the information as it comes to hand.

Background information and reports are available on the Department of Internal Affairs website.

3. CITIZENS AWARDS

Next month the annual Citizens Awards to be presented. There was an excellent response to the call for nominations and the number of good quality nominations received meant the selection committee had some quite difficult choices to make. The four people chosen for awards in 2021 have all been strong contributors to this community and have committed huge amounts of volunteer hours to the respective organisations they are involved with.

The awards remain a fitting way to acknowledge their individual contribution to the Stratford District.

4. TARANAKI REGIONAL TRANSPORT COMMITTEE MEETING

The committee met in June. Draft meeting minutes are available in this agenda.

5. TARANAKI CIVIL DEFENCE JOINT COMMITTEE MEETING

The committee met in June. Draft meeting minutes are available in this agenda.

6. CORRESPONDENCE - See attached.

7. SOME EVENTS ATTENDED

- Attended – Youth Council meeting
- Attended – Nga Kaiwhakatere o Taranaki meeting
- Attended – Taranaki Regional Land Transport Committee meeting
- Attended – LGNZ Three Waters Update Webinar (x3)
- Attended – Taranaki Civil Defence Joint Management Committee meeting
- Attended – Citizens Awards Committee meeting
- Attended – Ngati Maru Forestry Training Graduation Ceremony
- Attended – LGNZ Rural and Provincial Sector meeting in Wellington
- Attended – Venture Taranaki Power Up evening
- Attended – SCSS Committee meeting
- Met with Audit New Zealand representatives
- Met with Mayoral Forum and Waka Kotahi Board Deputy Chairperson
- Attended – Mayoral Forum meeting
- Filmed Citizens Award Interview
- Met with Taranaki District Health Board representative
- Attended - Ostlers Gardens Trust Annual General Meeting
- Stratford Press Interviews and Articles (multiple)
- Daily News Interviews (multiple)
- Filmed sign language video
- Attended Regional Mayors and Chairs meeting (x2)
- Attended Council Pre-Agenda meetings (x2)
- Attended Council Workshops (x1)
- Attended Council Meetings (x5)



N C Volzke JP
DISTRICT MAYOR

Stratford Volunteer Fire Brigade Call Outs

June 2021

Calls this month

18

Calls this year

132



Fire related calls

- | | |
|---|---|
| <p>03-06-21 Investigate report of house fire, false alarm good intent, steam thought to be smoke – Breacon Road</p> <p>03-06-21 Alarm activation Subway – Broadway</p> <p>05-06-21 Assist Police at Antonio Mews, stood down before arrival – Broadway</p> <p>11-06-21 Alarm Activation Stratford Primary School – Regan Street</p> <p>11-06-21 Alarm activation Bees and Trees – Orlando Street</p> <p>12-06-21 House fire, assisted by the Toko and Inglewood fire brigades – Denbigh Road Midhirst</p> <p>19-06-21 Alarm Activation Stratford Primary School – Regan Street</p> | <p>20-06-21 Property fire Amity Court Motel Broadway North</p> <p>26-06-21 Alarm Activation Elizabeth R Hospital Elizabeth Grove</p> <p>28-06-21 Alarm activation Stratford High School Swansea Road</p> <p>30-06-21 House fire Lear Street Assisted by the Toko, Eltham and New Plymouth fire brigades</p> |
|---|---|



Motor vehicle accidents

- 15-06-21** Car in ditch –East Road
- 20-06-21** Car rollover assist with scene protection – Cardiff Road
- 26-06-21** Single car motor vehicle accident – Juliet Street



Medical calls

- 20-06-21** Assist ambulance with medical call – Miranda Street
- 21-06-21** Assist ambulance with medical call Z Stratford stood down before arrival
- 25-06-21** Assist ambulance with medical call stood down before arrival – Cordelia Street



Other emergencies

- 30-06-21** Inglewood attended a one car accident in Midhirst, while the Stratford crews responded to a house fire.



Media release

Ministry releases summary of submissions into refresh of death, funerals, burial and cremation legislation

21 June 2021

A refresh of the Burial and Cremation Act 1964 and related legislation is another step closer with a new [summary of submissions](#).

An initial report from the New Zealand Law Commission found the 1964 legislation needed a significant refresh to modernise the law that governs death, burial, cremation and funerals in New Zealand.

The Ministry's Director of Public Health Dr Caroline McElnay says we need legislation that is modern and fit for purpose.

"The Ministry of Health has received almost 200 submissions on the proposals, many focused around the process of death certification, auditing of death certification and regulation of the funeral services sector."

A summary of those submissions has now been published on the Ministry of Health website, as part of the refresh of legislation.

"It's good to see people have been highly engaged in this process and we've received lots of feedback. Death unfortunately affects everyone and it's been really important to us to gather as much feedback as possible to ensure we get this refresh right.

"We want the legislation to be fit for purpose now – but we want to ensure it's future proofed and can adapt to changing beliefs and attitudes towards death and how we care for our deceased in New Zealand.

Dr McElnay says many of the submitters have correctly pointed out how outdated the current legislation is and have focussed on the need for more environmental sustainability, cultural awareness and a timely approach to death certification.

"Death certification drew some of the strongest submissions with a majority of submitters agreeing bodies should be disposed of without undue delays – we are looking at introducing a 24 hour timeframe for death certificates in most cases; and expanding the pool of certifying practitioners.

"There was also interest in the idea of auditing death certification to ensure information about how people die is accurate, but also doesn't cause delays for family and friends to farewell

their loved ones.”

People were also keen to see national registration of funeral directors and more information about the costs of funerals.

“There was good support for removing unnecessary duplication between Councils and the Ministry of Health in managing burial grounds and crematoria, and for clarifying how burial grounds and ashes are managed.”

“The Ministry recognises the importance of updating this legislation and I know how important these submissions have been to enable the Ministry to work on the new legislation.”

It's expected some of the draft legislation will be ready and presented to parliament by the end of the year.
