



16 June 2021

POLICY & SERVICES COMMITTEE MEETING

Notice is hereby given that a **Policy & Services Committee Meeting of Council** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on **Tuesday 22 June 2021 at 3.00pm**.

Timetable for 22 June 2021 as follows:

9.45am	Morning tea for Councillors
10.00am	Workshop for Councillors - Organisational Risk - Risk documents
1.00pm	Lunch for Councillors
1.30pm	Audit and Risk Committee Meeting (<i>deferred from 18 May 2021</i>)
2.45pm	Afternoon tea for Councillors
3.00pm	Policy and Services Committee Meeting
4.00pm (approx.)	Extraordinary Meeting – to adopt the 2021-2031 Long Term Plan

Yours faithfully

Sven Hanne
CHIEF EXECUTIVE

2021 - Policy & Services - June

22 June 2021 03:00 PM - 04:00 PM



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15. Questions

POLICY AND SERVICES COMMITTEE MEETING
TUESDAY 22 JUNE 2021 AT 3.00PM

F19/13/05-D21/12685

A G E N D A

1. **WELCOME**
- Health & Safety Message

2. **APOLOGIES**

3. **ANNOUNCEMENTS**

4. **DECLARATIONS OF INTEREST**

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

5. **ATTENDANCE SCHEDULE**

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

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.

/_____
Moved/Seconded

- 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.

/_____
Moved/Seconded

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

RECOMMENDATION

THAT the matters outstanding be received.

/_____
Moved/Seconded

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

D21/19855 Page 48

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council adopts the *reviewed* Housing for the Elderly Policy

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.

_____/_____
Moved/Seconded

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

D21/19855 Page 56

RECOMMENDATIONS

1. THAT the report be received.
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.

Recommended Reason

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

_____/_____
Moved/Seconded

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

D20/35986

Page 63

RECOMMENDATIONS

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

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.

_____/_____
Moved/Seconded

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

D21/18403

Page 82

RECOMMENDATIONS

1. THAT the report be received.
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.

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.

_____/_____
Moved/Seconded

12. **DECISION REPORT – POLICY REVIEWS**

D21/20175 Page 172

RECOMMENDATIONS

1. THAT the report be received.
2. THAT the attached, updated and new policies, being the:
 - *Delegations Policy*
 - *Privacy Policy.*
 - *Wastewater Connections Policy*
 - *Health & Safety Policy*

be adopted.

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.

Moved/Seconded

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

D21/18403 Page 248

RECOMMENDATION

THAT The report be received

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.

Moved/Seconded

14. **MONTHLY REPORTS**

14.1 **ASSETS REPORT**
D21/17663 Page 257

RECOMMENDATION

THAT the reports be received.

Moved/Secoded

14.2 **COMMUNITY SERVICES REPORT**
D21/18105 Page 285

RECOMMENDATION

THAT the reports be received.

Moved/Secoded

14.3 **ENVIRONMENTAL SERVICES REPORT**
D21/18443 Page 294

RECOMMENDATION

THAT the reports be received.

Moved/Secoded

14.4 **CORPORATE SERVICES REPORT**
D21/19817 Page 302

RECOMMENDATION

THAT the reports be received.

Moved/Secoded

15. **QUESTIONS**



Health and Safety Message

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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.

5. Attendance schedule for 2021 Policy & Services Committee meetings, including hearings.

Date	26/01/21	23/02/21	23/02/21	23/03/21	27/04/21	27/04/21	18/05/21	25/05/21	22/06/21	27/07/21	24/08/21	28/09/21	26/10/21	23/11/21
Meeting	P&S	H	P&S	P&S	H	P&S	H	P&S	P&S	P&S	P&S	P&S	H	P&S
Neil Volzke	✓	✓	✓	✓	✓	✓	✓							
Grant Boyde	✓	✓	✓	✓	✓	✓	✓							
Rick Coplestone	✓	✓	✓	✓	✓	✓	✓							
Peter Dalziel	✓	✓	✓	✓	✓	✓	✓							
Jono Erwood	✓	✓	✓	✓	✓	✓	✓							
Amanda Harris	✓	✓	✓	✓	✓	✓	✓							
Alan Jamieson	✓	✓	✓	✓	✓	✓	✓							
Vaughan Jones	✓	✓	✓	✓	✓	✓	✓							
Min McKay	✓	✓	✓	✓	✓	✓	✓							
John Sandford	✓	✓	✓	✓	✓	✓	✓							
Gloria Webby	✓	✓	✓	✓	✓	✓	✓							

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

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 18 MAY 2021 AT 9.00AM TO HEAR AND CONSIDER SUBMISSIONS TO THE 2021-2031 LONG TERM PLAN

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 Services Asset Manager – Mr M Oien (*part meeting*), the Asset Management Coordinator – Mrs L Campbell (*part meeting*), the Revenue Manager – Mrs J Erwood (*part meeting*), the Corporate Accountant – Mrs C Craig (*part meeting*), the Community Development Manager – Mr C Julie (*part meeting*), the Community Development Officer – Mrs S Shepherd, the Roading Asset Manager – Mr S Bowden (*part meeting*), the Administration & Communication Support Officer – Ms R Vanstone, three members of the media (Stratford Press, Te Korimako o Taranaki & the Taranaki Daily News) and 57 members of the public (throughout the meeting)

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, Councillors, staff, the media and those in the public gallery. He read the health and safety message including evacuation procedures.

It was reinforced to Councillors that the purpose of this meeting is to hear submissions on the 2021-2031 Long Term Plan. Councillors were asked to hear all submissions with an open mind, to restrict their question time to the submitters to points of clarification or issues pertaining to subject matter. Councillors were requested not to get into direct dialogue with submitters as there the timeframe scheduled for the day is tight. Councillors may take notes whilst submitters are speaking.

2. **APOLOGIES**

An apology was received from Councillor P S Dalziel.

RECOMMENDATION

THAT the apology be received.

BOYDE/McKAY
Carried
P&S/21/52

3. **ANNOUNCEMENTS**

The Chief Executive noted that due to the clash of events (Long Term Plan Hearing) and the unavailability of the Chairman, the Audit and Risk Meeting scheduled for 2.00pm today has been cancelled and will be deferred to Tuesday 22 June 2021. The time of this meeting will be publicly notified.

The Chief Executive noted all Councillors had been provided with a hard copy of the agenda front page which includes an updated list of speakers for the day. This includes withdrawals and a couple of minor changes. There has also been one additional speaker, John Hooker of Ngāruahine, who will speak at 9.35am following Ngāti Ruanui. This will slightly change the time frames of speakers. The Chief Executive, in conjunction with the Chairman and District Mayor had approved this request.

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:

- The District Mayor – submission 27 – K Davidson
- The Deputy Mayor – Central Taranaki Safe Community Trust (submission 94), Stratford Business Association (submission 98) and Rotokare Scenic Reserve (submission 113).
- Councillor Erwood - Central Taranaki Safe Community Trust (submission 94)
- Councillor Webby - Central Taranaki Safe Community Trust (submission 94)
- Councillor McKay - Stratford Business Association (submission 98)

5. **ATTENDANCE SCHEDULE**

The Attendance Schedule for Policy and Services Committee meetings was attached.

6. **ACKNOWLEDGEMENT OF SUBMISSIONS**

Pages 7-9 – List of submitters
Pages 21-372 – Submissions

Attached are the 114 submissions received.

RECOMMENDATIONS

1. THAT each of the 114 submissions to the 2021-2031 Long Term Plan be received.

BOYDE/JONES
Carried
P&S/21/53

2. THAT each submitter be individually advised of the outcome of their submission, and notified that the minutes of the Policy & Services Committee Meeting, and subsequent meetings, are available on Council's website.

WEBBY/ERWOOD
Carried
P&S/21/54

Recommended Reason

So that each submission is formally received and the submitter provided with information on decisions made.

7. SUBMITTERS TO BE HEARD

Fourteen submitters requested to heard in support of their submission. Three of these had withdrawn their request.

Submitters will be given 10 minutes to speak which includes time to answer questions from Elected Members.

Sub# 101	John Snook	Western Institute of Technology – Te Kura Matatini o Taranaki
<p>Points noted in discussion:</p> <ul style="list-style-type: none"> • WITT wants to be part of the Carbon Zero 250 and see vocational education as a key change agent in that process by looking at the primary, construction and transport industry and seeing the transformation of that workforce. • The future of work productivity report shows the need for education and training to evolve as the nature of work changes which will involve part time study for full time workers. • Would like to do this in partnership with the community of Stratford and the broader community of Taranaki. Have made a submission to all three District Councils and the Taranaki Regional Council with a similar presentation that will try to promote WITT as a campus that has points presence around the mountain. • He recognised the regional leaders group and their input in allowing WITT to get to this point. They have a cloak of knowledge that they want to wrap around the community providing lifelong learning, sustainability and employment outcomes which they are putting out via schools, Māori enterprises, primary technology, nursing, engineering and infrastructure. • Would like to support the Stratford Park as currently proposed and would like to be part of any development there and is wanting to talk to the community about what their education requirements would be. Have spoken about equine in the submission and he noted WITT had begun discussions on partnering with Massey to provide vet nursing schools. • Stratford District Council is encouraged to support the Taranaki Regional Council in changing to hydrogen buses to ensure Taranaki has a modern energy public transport system. • Stratford District Council is encouraged to support South Taranaki District Council with its innovation hub concept. • Would see Stratford linking with New Plymouth District Council in a centre for sustainable tourism and biodiversity which could possibly be centred at TOPEC which is viewed by WITT as a jewel in the region and is under utilised as it could be the greenest school in the region and teach kids as part of their schooling curriculum. • He noted WITT is Taranaki’s community college and it has been too small for too long. Similar communities have polytechs three times the size of WITT which has been around the 1,000 learner mark up until this year when it has increased to 1,700 but it should be around 3,000. • Want to be the education provider for this region. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • Mr Snook clarified he saw Stratford District Council taking a leadership role as governors of this District with the Stratford Park project and noted he felt iwi involvement was also critical to the leadership of this project to ensure the park becomes a proper community park which will involve iwi, education and the community. 		

Sub# 100	Graeme Young	Te Rūnanga o Ngāti Ruanui
<p>Points noted in discussion:</p> <ul style="list-style-type: none"> • Mr Young thanked council for the opportunity to speak to the Long Term Plan. He noted this was done with extreme disappointment and a heavy heart due to the decision not to introduce Māori Wards. • The introduction of Māori wards is all about long term planning and about the future and what is the heart of what is required for long term policy and important decision making for Māori. • Ngāti Ruanui was shocked to have heard about the decision to not introduce Māori wards through the media which is felt to be reflective of the relationship with Stratford District Council. • The District Mayor had been asked for a formal explanation for the decision on 14 April 2021 and noted the reply was sent on 12 May 2021. • This move makes Stratford the outlier in regional Local Government as the only Council in Taranaki not to have adopted Māori wards. • This shows Council is out of touch with Tangata Whenua who invest in our region. • It has been too long that Local Government has had limited partnership and felt consultation was used to shift engagement but has become a tick box or window dressing. Are Tangata Whenua nothing more than tokenism for a dial up powhiri. • Māori have been faced with an unfair electoral system. Since 2002 22 Councils have voted to introduce Māori wards but these decisions have been overturned by referendums but the Government has now overturned that. • He acknowledged the engagement with Officers but did not feel this was through true willingness for decision making. • The introduction of Māori wards is a bold step towards trying to meet Treaty obligations. The time is right to do this as other local government in the region know this. Stratford District Council needs to act now. • The collective voice of iwi has never been louder than today. Has Stratford District Council been listening? It has talked about needing to consult while making the decision to introduce Māori words and needing to listen before consulting. • There are five reasons to urgently change this decision: <ul style="list-style-type: none"> ◦ It is the right move to remove racism around system of power – too long Māori have been oppressed with power. ◦ It is the right move to stop majorities deciding how minorities should be represented – this is not a tenable position anymore. Non-Māori residents do not know how oppressed Māori are. ◦ It is the right move to create the right balance where Māori have been woefully underrepresented. ◦ It is the right move to have a Council representative directly elected by those on the Māori electoral roll to ensure presence in this Council. ◦ It is the right move for better perspectives at the decision making table to lead better processes and better decisions. It is beneficial for land use decisions. • Māori representation in Local Government means working in partnership and empowering them to be part of Local Government. It is essential for long term planning and a Māori ward is just one way this can happen. • As a result of that single decision they feel disgust and a loss of goodwill and it has undermined all the engagement achieved to date. • The time is right. Council needs to act now and still can if it wishes to do so. The power is in your hands and he pleaded Council to make the right decision who should be encouraging and not limiting Māori's voice. 		

<p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> Councillor Coplestone noted that he felt a Māori ward would give a voice but no power. He questioned if consultation in a group situation rather than with one seat had been considered. Mr Young noted that putting someone in a seat at the table is a step in the right direction. It was not a request for power but one for partnership. They have been engaging with Council for ten years with no power and there is no example he could point to now or in the future that would give that. This is just one step, not all the steps, in the right direction. 		
	John Hooker	Te Korowai o Ngāruahine
<p>Points noted in discussion:</p> <ul style="list-style-type: none"> He noted his past having been raised in South Taranaki but remembered playing against a range of Stratford rugby teams being Stratford, Stratford Old Boys and also on the Māori rugby team against Ngaere. He has always been impressed that Stratford was a community that rolls up its sleeves and gets on with the job. He noted the Marae DIY as an example where all the community rolled up their sleeves and got into the kaupapa there. He noted that six years ago, as iwi Māori, they were against Māori wards and were concerned about how it was compiled and the gerrymandering going on, however seeing the way they are now rolling out and developing he noted his iwi was now definitely in favour of Māori wards. He noted an email sent to all of the Te Korowai board members last night had an overwhelming response that Māori wards needed support in all of our rohe. He noted their whanau had spoken to South Taranaki District Council face to face like now. Most of that council they had grown up with and it was unanimous voting in favour of establishing a Māori ward even though the recommendation had been to defer it to next year. 85% of Ngaruahine hapu have boundaries and areas within the Stratford District and significant treaty assets in our area. He noted the recent subdivision and that iwi were now looking to the future and how they could start maximising on their own opportunities in the future. Māori wards were a thing that need to be done. It was not a matter of if a Māori ward would be the only method of engaging it would give a face at the governance level and staff would still meet on a management level. He urged Council to roll up its sleeves and get the job done. 		
Sub# 64	Monica Newmarch	
<p>Points noted in discussion:</p> <ul style="list-style-type: none"> She noted her concern regarding water meters which Council intend to install over the next three years. She does not personally have a problem with meters/user pay systems and by all means install them over the latter part of the ten year plan but felt there has not been enough done to get ratepayers on board to respect this commodity. She noted she was a new resident to Stratford and may have missed getting to this point which she considers a last resort to conserve water. She noted there was only two options presented to residents – the status quo or what Council wanted. She did not want to see a wastage of water but that comes out of ignorance and felt more needed to be done with education to instil a moral sense of understanding as to why residents need to change their ways and attitude. She noted she had not seen any workshops to educate on ways of saving water. There are many people in the community who have seriously good suggestions through research or their own experience. She felt the lack of consultation on this implied the respect and appreciation for other people is lacking. She noted some people do not like change but suggested when questioned that it is not so much that they want to stay the same but the only opportunity given is not what they feel will solve the problem. Attitudes towards so many things need to be changed but water is a crisis commodity and she noted while Stratford gets good rainfall every year but weather patterns are not the same as they were 10 or 20 years ago. 		

- She noted only twice, when on rainwater tanks, had she had to buy water in – once after visiting family and once after getting the tank cleaned. They took ownership of harvesting and storage and were more conscious in looking after water and fixing leaks.
- She requested that Council show its residents their input is important and that this exercise has not been a waste of time and effort.
- She noted adding the bill will be a burden in some instances mainly on small businesses and large families and questioned if Council would then be spending a lot of money chasing unpaid accounts.
- Was this suggestion of installing meters for financial gains or to change to behaviours?
- She noted the graph from the Midhirst consumption should have been for usage over 12-24 months as it was only the first months usage on it.
- Suggested that all homes require a rain water tank with rain water as a primary source of water and then fed from the town supply at a cost.
- Suggested positive incentives for grey water tanks for new builds would reduce the demand on the river source and ease urgency for upgrades to the reservoir.
- Felt Council will do what it wants to do and suggested two or three meetings a year where public can attend as she would attend these meetings.
- She noted she would also like to provide feedback on the numbering of several roads in the District.
- She noted that when questioned at the Marae presentation on the Economic Development targeted rate Mr Hanne had responded that Council was consulting on who pays not what it was spent on.

Questions/Points of Clarification:

- Councillor Boyde noted his agreeance that education was a vital part of conservation but noted that through many years of water restrictions water flow did not change at all. Education was one element but people did need to take personal ownership of it as well.
- The District Mayor noted that every meeting of Council was open to the public and members of the public can also approach any of the elected members at any time. He noted, in response to questioning if Council listened to feedback, that during the last Long Term Plan process Council changed their proposal to spend \$6 million on repairing and upgrading the current pool facility to including \$15 million in the budget to build a new complex which was as a result of public feedback. He noted he had read the concern in the submission regarding the Midhirst water usage graph and had found that over the past year there had been a steady level with one exception which was found to be a major water leak in the system and since that was repaired in March water has returned to its steady level.

Sub# 90	Brian Jeffares
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- Points noted in discussion:
- He noted he was really opposed to the introduction of water meters on a number of premises. He felt it was a crude way to punish those who turn on their taps and is revenue gathering not efficient use of water.
 - Installation of meters will result in almost everyone paying more and felt it would shift the relationship from rate payers (all in this together) to a servant/master relationship.
 - The costs in the consultation document did not paint the full picture of costs. A house of six or more would go to about \$1,110 almost doubling the existing cost.
 - He noted bathing, toilets, laundry and kitchens equated to 75% of water use in a survey done on 51 random houses in Auckland and if Council was serious about water conservation they could concentrate the energy to these areas. A dual flush toilet would provide 67% water savings and built in flow restrictions could add significant savings by slowing the flow of taps. He encouraged Council to take another look at what could be achieved.
 - He suggested Council follow the Auckland example and randomly select 50 houses to test water use and then introduce conservation measures to then quantify the changes.
 - With 2 meters of rainfall annually he felt that installing water meters should be a last resort as there will be resentment for paying for what falls from the sky.

- He noted a lot more education was needed to achieve a far better use of water resources.
- He noted the Stratford Power Station had consent to use 29,440 cubic meters of water a day which over a year would be about 700,000 cubic meters and work out to 1/10 of our water use.
- Waste minimisation – happy to accept this proposal but questioned if the other bin could be taken away as his household did not produce much rubbish.
- He noted his support for the Economic Development Targeted Rate and would be in favour to put this as a core service of Council.
- He noted his support for a Council led subdivision but asked that social housing be considered.
- He noted this was his first appearance to Council since he was Mayor and only did it due to his opposition to water meters. He felt this is perhaps one of the best Councils there has been for some time as it was well led in management and governance noting that the funding received for the State highway 43, Children’s Bike Park and Pool had only been accessed due to the cases being put together so well. He felt really encouraged by the A&P Association plans and congratulated Council on their role in that.
- He noted there were some incredible challenges coming up, not just around water, but with other issues we are facing.

Questions/Points of Clarification:

- Councillor Boyde clarified that it would not be a money making exercise as by law water can only be charged for recovery and delivery of water. Mr Jeffares noted that Statford was the sixth highest cost of water delivery in New Zealand and he did not want to see that go any further.
- The District Mayor noted the outcome in Kapiti saw 75% of people seeing a reduction in their water bills. Mr Jeffares noted that the fact remains that 75% of water used was still inside and even if sprinklers were turned off there was still a huge amount being use inside. He suggested a scheme such as the smoke alarm project that educated people on how best to use water inside.
- It was clarified that the 14 other Councils using water meters referred to are Councils that have over 80% of their properties metered. He noted it had been a debate of this Council for years and it had never got to a point to apply it as an economic and efficient process to go through.

Sub# 79	Charlotte Littlewood	Taranaki Trails Trust
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Points noted in discussion:

- The trust was established in December 2019 following a study done by Lincoln University that looked at trails and the potential for trails throughout the country. She noted the strategy of the trust was part of the submission.
- A lot of work is going to talk to the Councils and it is very important to promote what they have been doing with the map of all the trails we have already and promoting to people wanting to visit.
- A video was played showing the current trails, the future trails, and the ultimate goal for Taranaki wide trails.
- It was noted the long term vision with the Stratford to the maunga via York Road plan and linking this to the New Plymouth ‘Taranaki Traverse’ trail.
- She noted the Forgotten World Adventure’s plans to turn the railway tracks into a cycle way which would be able to link in with the track being planned along the cream trail which will link to the Whanganui River and the Bridge to Nowhere ride.
- It was noted they were working with Council officers in terms of what the visions are.
- It is the aim of the trust to advocate for trails and that they were at this hearing to say they want to continue working and building our regional trails vision giving amazing experiences and an authentic nature experience.

Questions/Points of Clarification:

- Councillor Boyde encouraged Ms Littlewood to visit the new Children’s Bike Park before leaving.
- It was noted the trust does organise community rides and was hosting one in Waitara this weekend.

Sub# 97	Lauree Jones	Toimata Foundation
<p>Points noted in discussion:</p> <ul style="list-style-type: none"> • It was noted she was speaking as the coordinator for Taranaki EnviroSchools, a representative of the Toimata Foundation and as an employee of the Taranaki Regional Council. • She noted Council’s visit to Toko Primary School and Huiakama Primary School and how nice it was to see Council fully immersed with what they are doing. • She noted EnviroSchools was founded in Hamilton in the 1990s and still has the same Chief Executive today. There was a real need for a focus on environmental education for sustainability and that the kaupapa was designed to meet local government outcomes. Councils are putting in 20-25% across the country to run this kaupapa. • EnviroSchools have been in Taranaki since 2003 and the Stratford District Council has been number one supporters the whole way through. There is also an in-kind relationship with Kindergarten Taranaki which covers the three enviroSchool kindergartens in the Stratford District. • The organisation has run out of garages, kitchens, as part of Sustainable Taranaki, back to garages and in the Taranaki Regional Council’s last Long Term Plan they took them on as part of their commitment to education. 15/16 EnviroSchools throughout the country are run through their regional councils with West Coast being the only one that does not. It means the Taranaki Regional Council employs the coordinator, supplies the administration, stationary and car and they are really excited about the enviroSchool kaupapa and want to see it grow. • There is a really strong presence in Stratford which includes the first and second green/gold EnviroSchool. • She noted they were now working with all of the principals and all of the schools to target key projects depending on where the school wants to focus. There is a wait list in Stratford to join. • The Taranaki Regional Council has challenged the District Councils and will match an increase in funding dollar for dollar. At the moment the people in the District dollar value per capita is the highest through Taranaki and the foundation is asking for an increase of funding from \$10,000 per annum to \$15,000 as it will take \$30,000 to run it as it is in the moment which has been made possible by a short term TSB Community Trust grant to see it through the transition period and will disappear in 2022. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • The Deputy Mayor noted the great work being undertaken with the EnviroSchools and that the benefits will be seen for years to come. • Councillor Boyde noted the visits to Toko and Huiakama Schools were brilliant. He noted it was instilling sustainability at a very young age and agreed the benefits will be seen in the future. There is a real opportunity to have 100% EnviroSchools in the Stratford District. • It was clarified with an increase to funding the foundation would be able to approach more schools (Avon Primary and Taranaki Diocesan) and there is also a plan for their fully trained facilitators to open up the learnings to the community outside of schools and kindergartens. 		
Sub# 82	Tom Vos	
<p>Points noted in discussion:</p> <ul style="list-style-type: none"> • Parliament and what is called ‘Local Government’ is being protected by this church canopy of a failing example of the truthful way of living. • Stop mortgage servicing as well as voting for centralisation and that goes for plastics, texting and motors on wheels, creating economic complication and social confusion as byproducts. • Requests that a committee be arranged that focusses on this church-council predicament as other councils have already started to settle unfinished business. • As the last council to open up on agreed Māori-European relations you are uniquely placed to the correct the silence on this subject by Shakespeare and by Martin Luther. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • Councillor Boyde noted he agreed with the submitter’s point in his written submission regarding using local timber and adding value here rather than send it offshore. 		

The meeting adjourned at 10.24am and reconvened at 10.50am.

Sub# 113	Allen Juffermans	Rotokare Scenic Reserve
<p>Points noted in discussion:</p> <ul style="list-style-type: none"> • Mr Juffermans noted he had become part of the reserve a number of years ago to provide an escape mid week and initially became involved checking fences every Wednesday and fell in love with the place which resulted in more tasks and responsibilities. • He noted volunteers become tour guides as the reserve is very busy in the weekends with a full carpark and use of the campgrounds. • The reserve does welcome freedom camping which they feel helps with keeping boy racers and vandals away. It is one of the closer freedom camping locations to Stratford and he has found a range of people staying there from out of town, staying in Stratford or passing through. • He noted while the location fell inside the South Taranaki District the benefit is just as much for the Stratford District because the township is closer to the reserve than Hawera. • He noted Eastern Taranaki Experience had arranged an event which tapped into the night tours provided at the reserve which are pretty much booked for the remainder of the season. He noted this particular group were staying in, or were from, Stratford. • Other benefits for the Stratford District were the educational experiences provided to the schools and 12 out of 13 schools in Central Taranaki are involved with either visiting or through NCEA level papers which the volunteers help with. There is a fantastic educator and it is often praised by parents for how much the kids love it there. She also did a series of YouTube videos over lockdown with the Taranaki Regional Council to keep the public energised and remind of what can be achieved with Predator Free 2050 – of which Stratford is part of that goal. • A major project is coming up with a subdivision consent currently with South Taranaki District Council to take on another 25 hectares on the north side of Rotokare which will join to the Totara block and Mangamingi township and comes onto the banks of the Patea River. • The goal is to see the river flourish with the hope it will become a avenue for our taonga bird species to settle back and with good predator controls it is hoped they will make it up the river through to Stratford and to Maunga Taranaki. • The camping experience offers toilet facilities and a shower (cold) and water supply but under the South Taranaki District Council’s bylaw there is a limit of three vehicles at any one time. The largest number of vehicles in one night was 16 which can cause issues the next morning as it is full of vehicles which are quickly replaced later in the morning by visiting families. • Lower decile schools have also enjoyed exposing kids to conservation and have seen the change and fascination with what they have achieved. • He requested a contribution from Stratford District Council be considered to provide a regular income/base fund to help to ensure bills can be paid. There is funding available for projects but these funds do run out when the projects have been completed. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • Councillor Coplestone noted the reserve was marvellous and that he spends a lot of time out there and has resulted in him doing his own QE2 reserve and agreed that going out to the Patea River there will be benefits seen in the Stratford District. • It was clarified that educational benefits saw the mahi begin at home and that the goal of predator free will be done through the work of volunteers and seeing the impact good trapping systems can have the kids take these ideas home and want to protect their homes and see bushland flourish. • It was noted without wages around 50-60% of expenditure by the reserve was done in the Stratford District through building supplies, food, farm supplies, sprays, chemicals and catering and would work out to around \$100,000 to \$120,000 annually. • It was noted that the Taranaki Regional Council withdrew funding for Wild For Taranaki. A submission was presented last week to try and get that fund back, however they do assist with in-kind support with man-power and resources. 		

<ul style="list-style-type: none"> Mr Juffermans noted the benefits for regional growth included a list of species they wish to introduce and this will result in the reserve becoming more and more popular. He clarified there was no intention on having accommodation on site. 		
Sub# 112	Andy Basset & Stacey Hitchcock	Creative Taranaki
<p>Points noted in discussion:</p> <ul style="list-style-type: none"> Stratford was congratulated on a great Long Term Plan which showed continued support for creative arts especially around galleries the outcomes including vibrancy. This group has been around for a little while and the goal is to establish a regional development for Taranaki for a strong and vibrant regional creative community. This will include more efficient collaboration around the Maunga to stop silos and involve advocating on a national level. As part of the plan for 2050 art was one of the sectors, which Taranaki currently punches above its weight in. There were three workshops held which identified there was no regional arts strategy. The group was created from this and includes representatives from all across Taranaki. To create the arts plan will require knowing exactly what the sector wants. An online survey was sent out which had 254 respondents and was followed by hui held around the Maunga. Out of these questions on how to access funding were raised and it was felt there were barriers stopping the creative sector from moving to a business model. From here funding was provided by New Plymouth District Council (report in submission) and part of that report was speaking with other regional arts organisations around the country. There were a lot of common factors with the four other organisations spoken such as the trust set up, relationship with councils and they were all run by artists and creative people. Some of the advice included ensuring there was a good cultural strategy and policy – which New Plymouth District Council didn't have. They encouraged following the sports model as sports seem to get funding at all levels. Now the plan is to ensure arts are as important in uniting the community as sports are. The group also aims to deliver assistance with funding application, provide capability workshops and provide a place for these people to physically go to seek advice. The group was given a seat at the national table with Regional Arts Aotearoa which Ms Hitchcock attended. They found here that there was Ministry of Cultural and Heritage funding available and other national funding opportunities that they did not know about and are able to point people to. It also provided learnings about sharing resources across New Zealand and now as a collective they are going to the Minister to look at something similar to the sports model for the creative arts. They have partnered with Venture Taranaki to apply to the minister for funding for capability and capacity building which will be set up in the future in Waitara, Stratford, Hawera, Opunake and New Plymouth. New Plymouth District Council have allocated funding in Year 2 of their Long Term Plan. At this stage the group is looking to start building relationships with Stratford District Council with potential funding of \$10,500 to be considered next year during the Annual Plan process. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> The District Mayor congratulated the group for identifying the need in terms of regional strategies for which sports is well represented and arts are not. He noted Council annually contributed \$50,000 to the Percy Thomson Trust which runs the gallery so it does recognise the need to support that area. He welcomed the submission that there should be a regional strategy that will enable groups to apply for funding from other sources. It was clarified that the group would like to have a key councillor and a key staff member to build the relationship and become the point of contact. Once funding has been granted then they will be activating very quickly. 		

Sub# 81	Richard Pratt
<p>Points noted in discussion:</p> <ul style="list-style-type: none"> • He noted this submission was what he had presented to Council at the Whangamomona meeting to request Council consider creating a heritage precinct in the village of Whangamomona. • He noted the Whangamomona Hotel was currently a Heritage 2 status and felt the way forward was to create a heritage status on 8-9 other key buildings in the village to protect their facades. • He noted the suggestion made at the meeting of the opportunity for Stratford to establish a hot pool complex which are currently being built in Methven and was a result of government funding being an alpine region – which he considered Stratford to also be. The report on Stuff noted it was a \$15 million project which had received \$7.5 million loan and was expected to create 120 jobs and add \$162 million to the economy over the next decade. This would be a fantastic opportunity as there is nothing in Taranaki currently. • He requested Council consider a 25 meter set back from the highway to preserve the Forgotten World Highway as a spectacular piece of tourism facing pressure with forestry and felt a lot of this could be lost to forestry over the next 40 years of which no one would benefit from – particularly tourism. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • It was clarified that Mr Pratt had not discussed the idea of the heritage statuses to the owners of the other buildings in a public forum but they were aware of where he was progressing with this idea. 	

Due to two submitters not being able to present till the afternoon the hearing was suspended and deliberations began.

Water Conservation

Points noted in discussion:

- Councillor McKay noted a common theme that had arisen from submissions was the economic cost for larger families or low income families and questioned if there was anything that could be put in place to protect these people? The Deputy Mayor questioned if the costs were up for negotiation. The Chief Executive noted that Elected Members had considered a few options leading up to this point on how to split the fixed and variable costs. Examples were taken from around the country and the scenario for this proposal was at the more extreme end. This could be moved through the scales with the more you use the more you pay. Most of the variable use is for outside use. Summer consumption versus winter consumption rates only change because of outside use. The key principle for the water activity was that it is meant to be cost recovery at the end of the exercise but the money needed to be spent upfront and collected from someone who benefits from the activity.
- Councillor McKay noted the numerous references to the introductions of water tanks to new builds as residents own collection of water long term would be massive and could find residents going that way naturally and questioned if it could be part of the building consent process? Mr Hanne noted that reticulated water is the biggest public health benefit of the century and the use of rainwater topped up with town supply would deem all testing and treating to be meaningless if it went to residents via a tank. There is a grey area from where Council needs to protect the water to the space where it could be exposed to a breeding space of microorganisms. It could definitely be doable for garden use and was a condition for the council subdivision but there would be significant costs to bring rainwater up to drinking standard and it would lose any cost benefits. He would strongly discourage Elected Members to promote rain water use in place of the reticulated system. He noted pollution was much higher in town due to being a higher density resulting in a higher level of contamination compared to rural homes collecting rain water. A tank would also require pumps and result in higher electricity costs and then would not be that far away from the costs of metered water. The Director – Environmental Services noted this could be done through the District Plan process or incentive programme but not through building consents. Councillor McKay noted that the issue was water conservation and not the cost of water.

- It was noted that water metering would mean the rate for water would go down but then extra usage added. A percentage of the total rate would be fixed with the variable charge based on estimated consumption per year. Year 3 figures were based on a 45% fixed with the rest of the charge on consumption. The fixed cost in the plan was brought down to a level to get some real change but could be changed.
- It was noted the fixed fee this year was \$575 and Councillor Coplestone questioned if an average household would change based on average consumption and it was noted that it would due to the costs incurred for installing meters, reading of meters and the employment of staff.
- Councillor Boyde reiterated Councillor McKay's concerns but noted he was a big believer in water meters. He did note the concern of hardship and would like to see what could be done in this area. He noted everyone has the opportunity to conserve water and felt Council could do more work on education. There were three years before this would start being charged and felt the District Plan discussions did need to include water tanks and noted overseas these are used for garden and toilets.
- The District Mayor noted that households were currently using 250 cubic meters per year which is almost unlimited use charged at \$575. The figure in the consultation document indicated this would increase to \$740. He noted the problem was conserving water to meet consent requirements and ensure that Council has enough water to deliver to people. He noted the introduction of water meters was universally recognised for reducing consumption – Kapiti showed a 26% reduction of use and a 96% reduction in leaks. This is reflected by Water Care NZ and the experience with meters in Tauranga. In Stratford approximately a quarter of connections are already metered so there won't be the same level of results but there is still the potential to see great savings. He noted the submitters referring to the heavy rainfall in the District but clarified that the reality was residents did not take as much water out when it was raining. Stratford's current storage facility allowed for 2.2 days of supply and although there had been suggestions to increase storage or create a dam or lake he questioned how much would this take to create sufficient resilience to make these viable solutions. The only way to go was conservation and this is incentivised by charging for use. He noted there had been a common theme in opposition to this regarding large or poor families. He noted that all costs were increased with having a large family and this would be a charge amongst all the others. In a true hardship situation there were grants to assist with these sorts of costs. He noted he had done an example of a family with two adults and two children who didn't quite trigger the 250 cubic meter use and if consumption stayed the same then in two years time they would be paying \$660 rather than \$740 fixed fee which is less and based on water consumption. He agreed with the suggestions made by Mr Jeffares for aids to reduce water use inside and felt these could be encouraged as well as encouraging the use of tanks – although he did not agree Council should be paying for these as they would be creating their own savings by installing these. He did not think compulsory tanks were the answer but the incentive to install them based on being charged for water would suffice. He noted that there should be thought given to the 3 waters reform which should have a decision by the end of this year which may be forced on Council or it may opt to be involved meaning Council may no longer provide the service so noted any spending in this activity should be held off until the outcomes of the reforms are known. A lot of planning can be done in the mean time.
- It was clarified that large users, such as the Stratford Power Plant, were already metered so if the fixed charge was lowered and the higher proportion being consumption then they could potentially pay more – however it was noted the rate was proposed to reduce from \$1.97 to \$1.67. this could be changed to a staggered rate. The rate has been consulted on with examples in the Consultation Document and submissions have been presented based on those. As there was still a lot of time before charging regimes would be coming into use the rates could be discussed during the Annual Plan process and consulted on at that point. Any change to those rates would impact the full cost directly.
- Councillor Jones noted his support for water meters but questioned where the cost to put the meters in, staff to read the meters and interest costs would be added to rates. Mr Hanne noted that if the predictions of a 20% drop in water consumption were correct then it would effectively become a cost neutral exercise with approximately a \$500,000 difference between the installing of hardware versus the cost of that 20% of water going through the Water Treatment Plant. The interest would also come out of those savings.
- It was clarified that those currently on water meters received 250 cubic meters per year within their fixed fee.

- Councillor Sandford noted that the need for education was strong within the submissions. He supported the ability to relook at pricing during the Annual Plan process and noted the submission from Chrissy Darth that provided alternative charges. He also supported mock bills being sent before the charges began to let them know what they could be charged and prepare earlier. He felt more discussion was needed around charging but supported meters due to our resource consent requirements and the huge results with leak identification.
- Councillor Harris noted her support of water meters to incentivise water conservation. She noted the request for more education but felt water restrictions were a huge platform for education but were not adhered to. She supported the idea for a mock bill to be sent to residents to prepare them.
- The District Mayor referred to the Midhirst example and noted the use of water meters in terms of leak identification that might otherwise have gone undetected should not be underestimated. He noted the identification and repair of leaks could alone provide water conservation and make savings based on that alone.
- Councillor Webby noted the reading of meters is a big expense but felt that changing technology would allow users to see how much they were using, being charged and assist with the reading of them.
- It was noted that Midhirst universal metering was done over a long period with much bigger users so could not provide the data to prove that it was a cost neutral project.
- The Chief Executive clarified with Elected Members that the one change was not to make an investment until the outcome of 3 Waters Reform was known. The budget could remain in Year 1 and be used in the latter part of the year or carry forward to Year 2. He noted a charge needed to be established for properties that are unable to be connected to a meter.
- It was agreed that it would be irresponsible to implement universal water metering without the knowledge of the 3 Waters Reform outcomes. It was not known if these would include the implementation of water meters.

RECOMMENDATIONS

1. THAT it is recommended that the decision regarding Issue 1 – Water Conservation be option 1.

BOYDE/JAMIESON
Carried
P&S/21/55

The meeting adjourned at 12.03pm and reconvened at 12.46pm.

Waste Minimisation

- Councillor McKay noted her support for this option providing the right location to put the green waste is found as she was not a fan of transporting it outside of the region. She felt this was a huge step towards the future in dealing with green waste and will help people feel better that their waste is not going to landfill. Assuming there is a hot compost site that can turn it into something then it will bring value to home gardeners and be put back to the land to revitalise the soil.
- Councillor Boyde questioned the opportunity to opt out if residents were already using their green waste and food waste in their gardens. He noted the proposed 240 litre bin was huge and would be far too heavy for elderly to move. He noted his concern regarding the Eltham Landfill project and worried this process may repeat itself. Mr Hanne clarified the location was not yet set so this question could not be answered. The intent is for it to be regionally based between New Plymouth and Hawera. He noted the outcomes of both South Taranaki District Council and New Plymouth District Council's decisions were still to come so it was unknown who will be part of this or not and who will own it – he noted the current pricing structure assumed Council would be a customer. He noted the ability to opt out would have a direct impact on the cost of the service. If this particular service had an opt out option then that would require significant administration which would then have the service competing directly with the private market which was not a desired outcome of this activity. Councillor Boyde reiterated his reservations especially as it can cost only \$8 a fortnight to have a monthly collection through a private contractor and therefore felt an opt out option was needed.

- Councillor Coplestone noted his reservation in regards to the active ingredient in sprays called Picloram. This is used on sports grounds and if it goes into compost it lasts a long time which he noted would not be an attractive option to buy. He noted the composting society of New Zealand had come across this issue and were trying to get legislation through at the moment as this can last up to (or more) than 12 months in lawn clippings. There would be no way of proving who is dumping the compost in the bins. He supported the idea in principle but noted the operational side was very technical.
- It was clarified that the 65,000 tonnes referred to in the community meetings was the amount estimated to go to the Te Roti landfill if this had gone ahead. There was no minimum amount that has been set for the greenwaste project.
- Councillor Sandford noted the feedback he had received was this was an unfair system for a lot of the District's ratepayers. He questioned if the goal was to reduce greenwaste to landfill could fines be issued for this going in bins or could the fee at the transfer station be waived for residents if they can prove they are a Stratford District resident. He noted he was weary going into another three Council facility following the landfill situation and was not prepared today to support a greenwaste collection.
- Councillor Jones noted his opposition to the preferred option as it was another cost to add to ratepayers. He noted only 63% supported this proposal but a large amount were already doing composting themselves. He felt the amount of people wanting to opt out did not make it a viable activity.
- The Deputy Mayor noted his support due to the waste minimisation aspect to reduce waste going to landfill.
- Councillor Boyde noted he agreed with the concept of it but also noted the Enviroschools work being undertaken around sustainability, composting and growing everything. He noted that this generation was starting to think differently and this will have a flow on effect for the future.
- Councillor Erwood did not support the option due to the cost. He reinforced the education concept with starting this process in residents own back yards. Kids through Enviroschools are doing their own things and will realise the impact fertiliser and sprays can have on compost and damage for future growth.
- The Director – Assets reminded Elected Members that this proposal had come about due to the need to reduce waste going to the landfill – currently 41% of waste going to landfill from the Stratford District is green and good waste. The only way to reduce this would be to have a separate collection to divert it to another use. There will be higher disposal rates coming if it isn't reduced.
- The Deputy Mayor noted he supported the proposal which had 53 responses in support and only 30 against.
- Councillor Coplestone felt that education needed to be done first and responsibility taken for residents own waste.
- Councillor Boyde noted he supported the concept but without the knowledge of what the other two Councils were doing it was hard to make an informed decision. Mrs Araba noted that New Plymouth District Council already collected food waste separately and that South Taranaki District Council had an arrangement with local contractors to collect green and food waste. Stratford was the highest generator of general waste and it was because the green and food waste was not separated.

RECOMMENDATIONS

2. THAT it is recommended that the decision regarding Issue 2 – Waste Minimisation be option 1 with provision Council knew what the regional facility will look like .

McKAY/JAMIESON

For 3

Against 7

Lost

P&S/21/56

Economic Development Targeted Rate

- The District Mayor noted that throughout this whole consultation process this had been the most misunderstood item. There had been criticism around the amount of detail on what the money would be spent on which then spilled over to who should pay. He noted Council already spent money on Economic Development and would continue to do so with the \$190,000 extra a year to be spent on the same activities currently being done plus enhancements. There had been little argument against the increase as it had been focused on who should pay. He noted that under the new regime everyone would continue to contribute to this activity however it had been an attempt to shift the ownership/spread of who pays and load it a little more on the businesses as they receive the greatest benefit from this activity. Another argument had been that by rating the property owner this would then be put onto the tenant but he noted that this would just become another business cost like any other. There had been legitimate questions around the map and the urban area when there were clearly businesses that would also benefit in Midhirst, Toko and Whangamomona – he agreed this was a discussion that needed to be held.
- Councillor Boyde noted his support for this proposal. He noted he had gone straight to business owners and not one business owner on the main street said they were not keen on economic development but didn't believe the targeted rate should be just in the main street. He noted discussing it with farmers they had questioned why they should be funding the whole amount. He agreed that those who benefited the most should be paying.
- Councillor Coplestone noted that commercial properties in Stratford were quite cheap and there were several owners that lived in New Plymouth or Auckland but hold their properties here due to the low cost. He couldn't say the new cost was cheap but it was a necessity. He noted as a spraying contractor that has little to do in town he was not opposed to it.
- Councillor Sandford noted he had seen targeted rates in the past that were hard to understand but he felt this one was clear. He clarified this was not going to be collected to enhance buildings in the township. He noted he supported the proposal.
- The Deputy Mayor noted he supported the concept but the map was wrong and felt if Council was going to target businesses then they should all come under that umbrella.
- Councillor Jones did not support the proposal. He felt the map was not clear enough and there had been confusion as to what everyone would be getting. If the whole community gets the benefits then everyone benefits. He noted businesses are approached locally for sponsorship and they put back into the community in these ways. There needed to be more clarity on how much is being targeted and clearly define who is being targeted.
- Councillor McKay noted that she had been supportive to begin with, however she questioned if it was the right time to target our businesses right now when it couldn't be clearly articulated to the community what they will gain from the Economic Development increase. Part of this increase would be used to develop the strategy to know how to implement this in the future and she felt Council needed to wait until it could show businesses how it is going to be targeted and how it is going to be spent. She suggested to hold off until the next Long Term Plan and she agreed the map needed to include the whole District.
- Councillor Erwood did not support the proposal. Economic Development benefits everyone in the community and flows through from being a business owner to a customer. He also questioned the businesses working from home who would get the benefits and should be paying for it also.
- Councillor Sandford questioned if the whole District was included then would farmers fall into that category as they are a business and if not how would you distinguish farms and businesses. Councillor McKay noted another discussion would need to be held to clarify what was in and what was out.
- The District Mayor noted that Council was currently delivering this service and this increase was about improving and expanding this service and increasing Council's participation at a regional level as there are more and more demands on Council to pay its share into the regional development. He noted sectors such as accommodation would benefit greatly from this regional work with increased visitor attraction.
- Councillor Boyde noted there is a fundamental difference between the businesses who benefit directly from this and those that don't such as farming. Discussion noted that farmers would benefit from shopping in the town.

The discussion on Issue 3 – Economic Development Targeted Rate was paused to allow the last two speakers to present to Council

Sub# 69	Alena Hojdelewicz	Stratford District Youth Council
<p>Points noted in discussion:</p> <ul style="list-style-type: none"> • She noted this submission had been made at the request of Councillors to participate in the process and was compiled during a series of debates at Youth Council meetings as well as at the Youth Council camp. • They agreed with water meter installation but had concerns that it could negatively affect families which could impact on ability to pay other fees. Proposed that a large family leeway be considered which would only cost after a set amount of water is used. Smart meter installations would help families know how much water they were consuming instead of waiting for the bill to arrive and allow them to enact water savings themselves. • Waste Minimisation – agreed with the green waste collection but had concerns with the bins and believe residents would see a way of removing excess waste resulting in bins not being able to be emptied into the right waste streams. • The Youth Council noted their concern that there was no reference to youth, kids or children in the document. They felt this group was not being discussed enough and requested that this be considered for future documents. <p>Questions/Points of Clarification:</p> <ul style="list-style-type: none"> • Councillor Boyde congratulated Miss Hojdelewicz on her presentation. He noted it could be very daunting to present to Council. He agreed youth were not well represented in the documents. He reiterated a previous invitation for the Youth Council to regularly present to Council and Miss Hojdelewicz confirmed they would be presenting at the public forum on 8 June. 		
Sub# 99	Mark Hooper	Taranaki Federated Farmers
<p>Points noted in discussion:</p> <ul style="list-style-type: none"> • The three broad topics they wanted to cover off cover roading, three waters infrastructure and yellow bristle grass. • Roading was the key infrastructure Taranaki Federated Farmers members were concerned about. There was a lot of discussion at a recent meeting regarding logging trucks with the primary concern about this activity and the pressure on the road network. It was questioned if Council had considered a differential rate for forestry. They also questioned if a forward looking approach could be implemented to avoid Council contractors and logging trucks working simultaneously and get work completed before the heavy traffic will be operating. They also requested consideration be given to community meetings to update on the roading activity. • Freshwater in general is a major issue faced by all in some form or another. For the rural community the freshwater regulations would have a major impact. Their perspective was that this issue needs to take precedent in the plan particularly around the management of rate rises to ensure these are fair and equitable and to ensure borrowing capacity was maintained in order to make provision for what may arise from the 3 Waters Reform. There needed to be a clear focus on the future to ensure provision is there and felt the rates rise was not high but with the 3 waters infrastructure asked if it was appropriate at this time. • Yellow Bristle Grass – this issue has been raised with all of the Councils. Recently a group called the Taranaki Catchment Communities was established which brought together 14 different catchment groups with more also looking to join. The common theme raised by this group was the spread of yellow bristle grass. He noted they were taking this opportunity to give clear guidelines around the management of this which included the ceasing of glyphosate roadside spraying as bare ground going into summer gives the perfect seed bed for yellow bristle grass. He noted there was only a narrow opportunity to use this between mid-May to winter. He suggested a vegetative barrier to prevent the spread into paddocks and noted he was happy to discuss in more detail with Council staff moving into the spraying season. 		

Questions/Points of Clarification:

- Councillor Boyde noted that logging was currently a permitted activity so differential rating is difficult but he agreed with the concerns. He requested this be raised during the District Plan discussions.
- It was noted the yellow bristle grass was widespread throughout Taranaki and there was a map available from the Taranaki Regional Council to show identified areas.
- It was clarified that hill country farmers had expressed their support for a differential rate for forestry and that there had been some good examples throughout the country and suggested that Ruapehu District was a good model which is being well supported and functioning well.
- The District Mayor noted the submission was opposed to a residential subdivision as it was not core business and he noted that this activity contributed to both the economic and social wellbeings and would also help spread the rate burden over a number of new properties. Mr Hooper noted his concerns were regarding the core roles of Council around freshwaters and felt that if sales took a long time then debt being carried when access is needed for borrowing is a risk.
- The District Mayor clarified that the rate increased proposed was 4.25% and an average of 4.69% over the ten years.
- It was clarified that you can ask Council to not spray outside your property.

Economic Development Targeted Rate – continued.

- Councillor Jones noted you could not definitely define who benefits – motels benefit yes but felt the whole district benefits when businesses are doing well which is reflected in sponsorship. He noted that as a farmer he would support this charge as if the town is doing well then it is vibrant but as we cannot agree on how it is being defined then he currently did not support the proposed option.

RECOMMENDATIONS

3. THAT it is recommended that the decision regarding Issue 3 – Economic Development be option 2.

McKAY/JONES
*For 6
Against 4
Carried
P&S/21/57*

It was clarified that this would retain the status quo with the activity spread across the whole District and still included the additional \$190,000.

Residential Subdivision

- Councillor Coplestone noted that the support through the submissions show that people are in favour of it. Council does need to be cautious where it buys but at least if the opportunity arises then it would be prepared and ready to move on it. There are a number of subdivisions going on at the moment which may see opportunities for land slide by.
- Councillor Boyde confirmed his support for this proposal. There was a common theme that Council look at affordable housing.
- Councillor Harris noted her support for the proposal and agreed that the themes from the submissions of affordable housing and social housing needed to be looked at.
- The District Mayor supported the proposal. He noted the request was to borrow of around \$3 million to do a development. This could be a couple of smaller ones or one larger one. This would be borrowed and repaid when sections were sold to be cost neutral to the ratepayers. He noted one of the outcomes from the recent subdivision was the confidence it gave private developers to

go ahead with their own subdivisions. He agreed the discussion of location benefits, public housing and linking Flint Road to the new subdivision all needed to be factored in when the approval to proceed has been given. There would be good opportunity for these discussions in workshops over the next few weeks.

RECOMMENDATIONS

4. THAT it is recommended that the decision regarding Issue 4 – Residential Subdivision be option 1 .

VOLZKE/BOYDE
Carried
P&S/21/57

Other matters

The Chief Executive noted these were significant projects added to the Consultation Document but included projects that were currently underway.

District Plan

- Councillor McKay noted this was a key opportunity to tidy up big issues around the District, in the township and with roading and Broadway and she was looking forward to having this discussion.
- Councillor Boyde noted that there was also the opportunity to look at the heritage status requests through this process and set backs for forestry could be added to the District Plan as well.
- The District Mayor noted that Council had to have this discussion and plan but noted the \$1.5 million budget was the most ridiculous expense Council has ever embarked on.

RECOMMENDATIONS

5. THAT the proposed budget for the District Plan be approved.

JAMIESON/McKAY
Carried
P&S/21/58

Whangamomona Road Upgrade

- Councillor Sandford noted that Mr Smith had made good comments in his submission. He agreed something needed to be done and Council had to take ownership of it as it owned the road.
- The Roading Asset Manager noted this had been pushed out to Year 3 to give time to get a bylaw in place which would restrict the type of vehicle permitted to go down the road and also to allow time for the funding application to have been processed.
- Mr Bowden clarified that it was currently a public road with no restrictions on access. By restricting access it would make the road more trafficable while retaining the rustic character of the road. There is \$200,000 of structural repairs to be done on two tunnels and bridges and there are also a few failed culverts and deep bog holes needing repairs. It is planned that the primary reason for use will be walking, trekking, cycling, trail biking and 4x4s and the national 4x4 clubs are on board with that.

RECOMMENDATIONS

6. THAT the proposed budget for Whangamomona Road be approved.

BODYE/HARRIS
Carried
P&S/21/59

Changes to how Council applies Rates

- Mr Hanne noted that this covers community hall rates and changes how the water and waste water is charged to properties within the rated area but are not serviced as a choice of the property owner. He requested that the Council's internal submission regarding the removal of Ngaere Hall from the community centres be considered during this time. This was as a result of it having been sold.
- The Director – Corporate Services noted this issue had been raised to clearly define community boundaries so residents are now aware of whether or not they are within that zone or not.
- It was clarified that the Douglas Hall and Whangamomona Hall had not requested a targeted rate. The money is collected by Council at the request of the hall who sets the dollar amount and to increase or decrease that amount is done by submission.

Community Centres

RECOMMENDATIONS

7. THAT the proposed changes to the targeted rating areas as per the maps published for each hall be approved and the targeted rate for the Ngaere Hall be removed.

VOLZKE/JAMIESON
Carried
P&S/21/60

Water and Waste Water

- This is to cover properties that are able to access the pipes but do not connect for various reasons. This will be half of the connection fee.

RECOMMENDATIONS

8. THAT properties able to connect to the water or wastewater reticulation, but choose not to be, be charged a rate equivalent to 50% of the fixed rates component for the relevant source.

McKAY/BOYDE
Carried
P&S/21/61

External Funding/Support Requests

Toimata Foundation/Enviroschools

- Councillor McKay noted her support for this project especially to continue the education through the schools on disposal options for green waste.
- Councillor Boyde questioned if an increase of \$5,000 was enough as the benefits will be huge in the future.
- Councillor Harris noted her support to increase this contribution particularly with the Taranaki Regional Council pledge to meet the increase dollar for dollar.

RECOMMENDATIONS

9. THAT the Toimata Foundation contribution is increased to \$15,000 per annum
McKAY/HARRIS
Carried
P&S/21/62

Creative Taranaki

- Agreed to support.
- Councillor Sandford requested a workshop be held on this to develop an Arts Policy.

Stratford Park Project (Future Support)

- Councillor Boyde noted Council had already supported the project and wanted to see it progress but there had been no specifically defined requests for further support at this time.

WITT Support

- It was agreed to form a partnership with WITT for endorsement of projects although no specific commitment requested at this point.
- The District Mayor noted that if WITT was planning to be part of the Stratford Park Project then that should be supported by Council as an organisation.

The Deputy Mayor, Councillor Webby and Councillor Erwood departed the table at 2.24pm, the District Mayor took on the role of Chairman.

Central Taranaki Safe Community Trust

- Agreed to continue support of \$15,000 annually.
- Councillor Sandford noted the fantastic job done by the Trust with a number of neighbourhood support projects and that this fit well within Council's wellbeings.
- The District Mayor noted the outstanding work done by the Trust during the COVID-19 outbreak.

Councillor Erwood and Councillor Webby rejoined the table at 2.25pm

Rotokare Scenic Reserve

- The District Mayor noted there was no question in the value of the work that this group does. It was pointed out that they perceive Stratford as a beneficiary for the services they provide in terms of visitor attraction and through education for schools. This would result in an extra cost to Stratford ratepayers.
- Councillor Sandford noted that community grants had been removed years ago. He noted that he completely supported the project but did not feel ratepayers should have to pay especially having heard about vulnerable and poorer families earlier in the day.
- Councillor Webby noted the increase of the contribution to Enviroschools was for education.
- Councillor Boyde agreed with the points raised but felt there were other ways Council could support such as advertising and helping promote events. He noted this did not stop individual rate payers supporting the reserve directly.
- Councillor Jones noted his disappointment that the Taranaki Regional Council did not support this project as he felt it was more in line with their outcomes.

- Councillor Coplestone noted the benefits received in his area but noted the boundary had to be drawn somewhere and the reserve was in South Taranaki.
- It was agreed to not support financially but offer in-kind support through promotional material.

The Deputy Mayor returned to the table and resumed chairing at 2.30pm

Museum and visitor Centre in Le Quesnoy

- There was no support for this request for funding.

Internal Submission

- The Chief Executive requested the Committee consider a 0.5 FTE position to increase education for water and waste as there was no capacity to do this beyond what is currently being done.
- It was clarified that this would be funded through both the water and waste activities.

RECOMMENDATIONS

10. THAT a 0.5 FTE position be approved to provide education to ratepayers on water conservation and waste minimisation.

BOYDE/JAMIESON
Carried
P&S/21/63

Other Matters

- Councillor Sandford noted his concern that direct questions by residents were not being addressed as highlighted in Debbie McKinlay's submission number 89. Mr Hanne noted that operational issues were passed onto the right department. Most of the submissions were straight forward and related to the content of the Consultation Document and that the outcomes would be communicated to those submitters. Engaging in submissions not related to the Long Term Plan were outside of the scope of this hearing.

Councillors went through each of the submissions and discussed the management response.

Questions, clarifications or changes to management response were discussed below.

Submission 10

- Management could not answer the question relating to Economic Development targeted rate as the outcome of the hearing was unknown at this time. The outcome will be communicated.

Submission 19

- There were specific comments regarding dirty shops and dirty windows and the owners being held accountable. It was noted that this was outside of the scope of Council as these were privately owned.
- The use of images on empty shops was discussed and it was acknowledged this was expensive to do but could be done. Painting grants had been offered in the past to building owners and only one had been taken up.

Submission 23

- It was clarified that Council must list heritage buildings in the Heritage Inventory in the District Plan. Being an old building did not necessarily mean it met the criteria to receive a heritage status. It was noted that the submitter's own building had recently been added but was not currently included in the District Plan but would be when the plan was reviewed. The only way to ensure no buildings were missed would be to undertake a comprehensive assessment of heritage buildings. Mr Hanne noted that a heritage status then it does heavily restrict what can be done to that building, therefore Council generally leaves that decision to building owners rather than proactively identifying buildings for this.

- Note that submissions are taken into account when decisions are made and note that two proposed items were withdrawn as a result of this process – Economic Development Targeted Rate and Green and Food Waste.

Submission 28

- There was no support for a softball pitch.
- It was noted that parameters could be put in place on a future subdivision to ensure affordable housing.

Submission 34

- It was noted a water fountain was being installed.
 - Management response
 - No to softball pitch.

The meeting was adjourned at 3.00pm and reconvened at 3.29pm.

Submission 58

- It was clarified that in order to enhance the safety and the viewing ability for the Glockenspiel it had been planned to move the pedestrian crossing as part of Waka Kotahi New Zealand Transport Agency's planned works along Broadway. However as this work had been significantly scaled down it would be at Council's own cost if it was to continue with this plan. This would be discussed at a future Policy and Services Committee meeting.

Submission 62

- Add promotes water conservation to the management response.

Submission 64

- Note two key issues were removed following public feedback.
- Add note about water conservation incentives regarding the education position approved at this meeting.

Submission 69

- Look to engage more with the Youth Council regarding plans.
- Encourage members to submit and to encourage other youth to submit to be part of the process in the future.

Submission 71

- Note that it is part of the Taranaki Regional Council rates that contribute to Yarrow Stadium and not part Stratford District Council's rates.

Submission 75

- It was clarified that a Bio-fuel plant is a very appropriate add on to a landfill or compost facility however it would depend on the type of composting plant being developed. If there was an obvious by product then this would be considered during the design of the facility. This point will be taken into account during the design process if Stratford District Council is part of those discussions.

Submission 78

- Note that Stratford District Council is unlikely to be the decision making body regarding fluoridation of drinking water due to legislation going through parliament at the moment.

Submission 79

- Note Stratford District Council will continue the principle of the Taranaki Trails.
- It was clarified the cycle trail that comes down from Inglewood through Matau is part of a New Zealand cycletrail that has been in place for a number of years.

Submission 82

- It was clarified that there was no supporting infrastructure in Midhirst or Toko for a subdivision as in a commercial project it would be the preferred choice to have all facilities available to the developer. However the point is relevant and for those who would like to be self-servicing there is no stopping developments in those towns.

Submission 83

- Mrs Araba noted that she had received costings to provide a monthly collection from Toko, Douglas and Whangamomona which were \$6,200 plus GST (Toko), \$6,700 plus GST (Douglas) and \$9,000 plus GST (Whangamomona). This would involve a contractor spending an hour at each point to collect recycling and then take to the transfer station as the only way to avoid contamination.
- It was agreed that this would need to be funded by the users and may not be supported. This option should be put out to the community to discuss at a later stage.
- Councillor Harris noted a community led scheme to take recycling to the transfer station could be a better option.
- Note the significant costs in the reply to the students.

Submission 81

- It was noted that Mr Pratt had not spoken to the other property owners. The appropriate next step would be to discuss with those owners this suggestion as part of the District Plan review.
- Forestry set backs would also be discussed as part of the District Plan review.
- It was agreed that the Hot Pools suggestion should be a private investment.

Submission 89

- It was noted that there had been no requirement for the new owner of the strip of land at the Malone Reserve to do anything other than fencing. Council will complete its planting programme there in the next planting season.
- There were a number of points within this submission that needed to be referred to the right Officer as they were operational issues.

Submission 90

- Note the approval of a an education facilitator role to follow through with education for conservation of water.

Submission 96

- The Director – Community Services noted that in the last 10 years there had been two drownings in the Stratford District both of which were NZ European with one between the ages of 35-40 and the other 65 plus. It was noted that this submission was likely to have been a generic one sent to all Councils.
- Note the water safety programmes that are run through the TSB Pool Complex in response.

Submission 94

- Note the benefits of what the Trust is doing in Council's response.

Submission 93

- The District Mayor noted that this requested Council be aware of the direct impact its decisions can have on health particularly in regards to water, waste and provision of exercise areas. He noted the request for consideration of distance of exercise areas and parks from those who are unable to drive to these locations and compared it to the Taranaki District Health Boards response regarding the closure of the maternity home in Stratford being that the distance to New Plymouth for women in labour was not significant.

Submission 99

- Mr Hanne noted that Council did not target yellow bristle grass but would be utilising processes to avoid further spread.
- Councillor Harris noted she had requested a copy of the map from Taranaki Regional Council and thought areas of concern should be concentrated on.
- Councillor Coplestone noted that he had seen it on almost every roadside and that it was a very expensive exercise to undertake. Getting rid of it was relatively cheap on roadsides but the practice of doing it was the difficult bit – not spraying the glyphosate would be the best deterrent as it does not like being choked out by other weeds.
- Mowing was also an issue as it spread the seed. Mowing was undertaken as a safety measure for road users. Councillor Coplestone noted that this can be undertaken as long as it was not when the grass was in seed which was end of March to May.
- It was requested that Officers look into what can be done to contain it.
- It was requested that Officers look into options for differential rating for forestry roads.

Submission 100

- Councillor Sandford did not feel this was up for discussion due to it not being a long term plan issue.
- Councillor McKay noted that the relationship held with Iwi would have a direct implication on Council business long term and questioned what a damaged relationship would look like. Mr Hanne noted Officers have put a lot of effort into these relationships over a number of years and noted the genuine benefit in those relationships enabling conversations to be held on a regular basis. Depending on the Iwi view on the outcome of Māori wards then there could be negative impacts on Council's work but encouraged Councillors to look at this relationship from a mutual benefits approach.
- Councillor Erwood noted it had been discussed several times and the decision had been deferred not dismissed.
- The Deputy Mayor noted that Councillors had discussed this when they had thought there was time on their sides and when the time was brought forward they were not prepared to be able to work within that extension.
- The District Mayor noted the submissions were direct and clear in their point. It has already affected Council's relationship with Iwi. Mr Young referenced the email sent by himself explaining that Council had decided not to review Maori representation in August last year and then through the legislation change had decided not to review it March and wait until 2024. He pointed out that Council's reason for doing this was because it was unsure of the position of Iwi at that time and had requested to get their view, input and guidance as to how they best saw Maori representation. Two Iwi have expressed that today although he acknowledged that conversation had not been held with the five other Iwi in the Stratford District and did not feel he could make the assumption that everyone thought the same. He noted Christchurch and Southland had decided not to establish Māori wards as a direct request by Iwi. He noted this would not stop Council from proceeding with trying to build relationships around partnership and potentially look at other forms of representations such as committees or on standing committees. He noted that if the Māori ward decision was to be had then the deadline for a decision was Friday 21 May 2021. He noted that the Mayoral Forum had been part of the abolitions of the poll provisions in legislation by giving their support to the Minister. He noted that there was still a lot of work to do to continue to build relationships and this decision to date has taken Council a step backwards. He noted Council had a lot more in common with Iwi than it does have differences.

- Councillor Boyde felt consultation had been dropped on this and noted that Council did not know Ngāti Maru's view on Māori wards.
- Councillor Coplestone noted the ward system would give a voice but not more power and did not feel one chair would achieve anything as it was just one voice at Council. He questioned that Stratford had seven Iwi and would have to consult with all of those seven Iwi. He felt Māori had been duped by Central Government as yes it was representation but not really representation at all.
- Councillor Erwood noted Council's position had not changed since the decision in March. Council needs to increase its interaction with Iwi and felt this discussion fell outside of the Long Term Plan.

The media from Taranaki Daily News and Te Korimako o Taranaki left the meeting at 4.21pm.

Submission 103

- The Deputy Mayor noted he would like to see more work done on finding another water supply. The District Mayor felt that conservation would need to be tried before a consent would be issued for a future water take. Mr Hanne noted that the bore at Hawera was not used as it was too expensive to treat that supply. He felt this would become a Long Term Plan discussion at some point in the future.

Submission 112

- Note happy to proceed with relationship building. Advise that Council does support the arts through its contribution to the Percy Thomson Trust of \$50,000 annually.

Submission 111

- Councillor Harris noted that this highlights the points that have been raised over a number of years that there are a number of properties that are unfairly labelled as separately used and therefore attract a separate UAGC. She noted in Stratford there were properties that had multiple uses but only attracted one charge and this had not been transferred into the rural communities with land used for one business unit and vital to that business unit. She requested a review be undertaken of the rates remission policy.
- Mrs Radich noted that the policy was different to others in New Zealand as it did not give remission for properties that are not contiguous properties. She noted if the owner was able to demonstrate that it was used for one business unit then a remission could be added but there would still need to be a definition of how far down the road this property may be.
- The rates remission policy would be brought to Council for review.

8. CONSIDERATION OF SUBMISSIONS

RECOMMENDATIONS

11. THAT it is recommended that decisions regarding other issues raised during consultation be as noted in the comments above.
12. THAT the proceeding amendments be adopted and recommended to Council for inclusion in the 2021 - 2031 Long Term Plan.

BOYDE/ERWOOD
Carried
P&S/21/64

Recommended Reason

The Draft 2021-2031 Consultation Document has been through a rigorous consultation process and scrutiny by both Council and the public.

It was noted that with the changes made during the hearing the average rate increase was now reduced to 4.63% in Year 1.

The meeting closed at 4.46pm.

A L Jamieson
CHAIRMAN

Confirmed this 22nd day of June 2021.

N C Volzke
DISTRICT MAYOR

**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 25 MAY 2021 AT 3.00PM**

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, P S Dalziel 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 Community Development Manager – Mr Chade Julie (*part meeting*), the Community Development Officer – Mrs A Kingston (*part meeting*), the Rooding Asset Manager – Mr S Bowden (*part meeting*), the Special Projects Manager – Mr N Cooper (*part meeting*), the Parks & Reserves Officer – Mrs M McBain (*part meeting*), the Senior Engineer Advisor – Mr M Oien (*part meeting*), Mrs J Gilliland, Mrs J Patterson, Mr S Davies, Ms M Jordan (Venture Taranaki, *part meeting*), and one member of the media (Stratford Press)

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**

No apologies were received.

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 – 27 April 2021 (Hearing)**
D21/13766 Pages 9-11

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 27 April 2021, to consider submissions to the Draft Public Places and Nuisances Bylaw, be confirmed as a true and accurate record.

BOYDE/McKAY
Carried
P&S/21/65

6.2 **Policy and Services Committee Meeting – 27 April 2021**
D21/13787 Pages 12-16

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 27 April 2021 be confirmed as a true and accurate record.

ERWOOD/HARRIS
Carried
P&S/21/66

7. **MATTERS OUTSTANDING**
D16/47 Page 17

RECOMMENDATION

THAT the matters outstanding be received.

WEBBY/HARRIS
Carried
P&S/21/67

Points noted in discussion:

- UAGC review amend to rural *non*-contiguous properties.
- It was clarified there was no provision in the District Plan regarding vehicles on private properties. This could be discussed during Year 2 and Year 3 of the Long Term Plan when the District Plan is set for review.

8. **INFORMATION REPORT – QUARTERLY ECONOMIC
DEVELOPMENT – QUARTER 3**

D21/14890 Pages 18-55

RECOMMENDATION

THAT the report be received.

McKAY/DALZIEL
Carried
P&S/21/68

Ms Gilliland and Mrs Patterson noted the following points in their presentation:

- Taranaki Trends was released in Quarter 4 and is focussed on smaller communities in the region which has highlighted median households incomes are reasonably low in those communities. This dispels the view that Taranaki is a wealthy region overall.
- There was a very successful Growth Capital workshop co-hosted by NZTE which is part of the investment piece and was great workshop with a number of local enterprises.
- The Food and Fibres Alumni event was held last week which was very successful and had a number of Māori food and fibre participants.
- Tech Week is underway this week with a number of great events going on.
- The Taranaki Story is being launched tonight. A sneak preview of the video was shown to Councillors.
- Live and Work Campaign is being launched in June and features Stratford residents Laine and Alicia Cameron.
- The six monthly business survey is about to launch and it will be interesting to see results post COVID and Government Budget announcements.
- Food tourism studies has been finalised and is going through the actions.
- Looking at food technical facilities for those food businesses who are too big for a home kitchen but not big enough for a commercial kitchen – looking at a solution to help with that bridge.
- Looking at offshore wind as part of the low emissions journey and what can be done with that energy with new options.
- The new Venture Taranaki website was shown to Councillors.

Questions/Points of Clarification:

- It was clarified the conference delegates at the Regional Partners Conference visited TrackIT, Whizzbang, Juno Gin, Egmont Honey and the 3 Sisters Brewery as they needed to be within 20 minutes of the conference site. These businesses gave insight to the diversity of what is operating in Taranaki and broke down perceptions of what goes on in the region.
- It was clarified that Venture Taranaki had not been part of the Mayors Taskforce for Jobs project but had been aware of the success and had directed people to this.

The Venture Taranaki representatives and the Community Development Officer left the meeting at 3.26pm.

9. **DECISION REPORT – CENTRAL LANDFILL JOINT COMMITTEE AGREEMENT**

D21/15575 Pages 56-114

RECOMMENDATIONS

1. THAT the report be received.

WEBBY/BOYDE
Carried
P&S/21/69
2. THAT Council approves the new Joint Committee Agreement (Appendix 1) to incorporate a “Holding Period” while waste is disposed of at an out of region landfill;
3. THAT Council agrees to re-establish the Central Landfill Joint Committee for effective governance on regional waste disposal;
4. THAT Council delegates authority to the Chief Executive Officer to sign the Joint Committee Agreement;
5. THAT Council adopts the Central Landfill Joint Committee Terms of Reference (Appendix 2);
6. THAT Council delegates authority to the Central Landfill Joint Committee to:
 - a) Oversee the initial development, operation, closure and aftercare of the Central Landfill;
 - b) Approve the annual budget and business plan for the Central Landfill;
 - c) Determine the prices to be charged for depositing solid waste at the Central Landfill;
 - d) Determine (subject to any consent conditions) the types of solid waste that will be accepted at the Central Landfill;
 - e) Determine the date of permanent closure of the Central Landfill;
 - f) Determine during the Holding Period,
 - i. An annual review of activities and approval of the budget
 - ii. The viability of Central Landfill
 - iii. Whether Central landfill would need to accept waste on 1 July 2024 and if so, ensure timelines to facilitate this are met;
7. THAT Council resolves that the Central Landfill Joint Committee not be discharged at the Triennial election (Schedule 7 (Clause 30(7)) of the Local Government Act);
8. THAT Council appoints the *District Mayor* as the Stratford District Council’s representative and the *Deputy Mayor* as an Alternate Representative on the Joint Committee

BOYDE/HARRIS
Carried
P&S/21/70

Recommended Reason

The recommendations in this report is to allow the Central Landfill Joint Committee to oversee the initial development and the operation, eventual permanent closure and aftercare of the Central Landfill.

The Central Landfill Joint Committee was disestablished in 2019, pursuant to Schedule 7 Clause 30(7) of the Local Government Act, therefore, its reestablishment is required by resolution in Council. Accordingly, a new Joint Committee Agreement must be

completed prior to the establishment of the Committee. The Terms of Reference, which supplement the Joint Committee Agreement, must be adopted by Council.

The Director – Assets noted the following points:

- This report sought approval to re-establish the central landfill joint committee which was disestablished in 2019 following the local government elections which was in accordance with the Local Government Act.
- Being re-established will allow the committee to re look at the central landfill for disposal of general waste in the region.
- The resolutions also seek approval of the joint committee agreement and terms of reference and appointment of representatives to the committee being the Mayor and an alternative.

Questions/Points of Clarification:

- The Deputy Mayor noted that he had been the representative on the Central Landfill Joint Committee. He had been involved in establishing and decommissioning the Central Landfill and noted that Stratford received a full vote on the committee. This committee could re-establish the central landfill project but also continue with consents and the extensions of these consents.
- It was clarified that this committee would make a recommendation to Council on the continuation of the Bonny Glen contract when it is up for renewal in 2024.
- It was clarified that should the consents lapse it could be considerable costs to have them issued again or they may not be issued or issued with different restrictions. Work will be undertaken on this before the consents lapse in 2025.

The Special Projects Manager joined the meeting at 3.33pm

- The District Mayor noted the committee had been structured so that it automatically lapsed at each election. This report looks to re-establish the committee and change the structure so that it would continue past elections. The suggested representative was the Mayor which would remain with the position should that change post-election. He suggested that the Deputy Mayor continue as the alternative representative and would attend the meetings rather than the Mayor. He noted that the percentage towards the costs of this committee was 6.5% which is lower than the general 8% for Stratford contributions towards regional joint committees. He noted that Stratford still had a full vote which was equal to the others.
- Councillor Boyde supported the reestablishment of the committee to make sure the targets have been met that were initially proposed with transporting waste to Bonny Glen.

10. MONTHLY REPORTS

10.1 ASSETS REPORT D21/14290 Pages 115-147

RECOMMENDATION

THAT the reports be received.

McKAY/ERWOOD
Carried
P&S/21/71

Questions/Points of Clarification:

- The Roading Asset Manager noted that the setting of the speed limit on Opunake Road was still underway as the new rules through the transport agency would not come into effect until the end of this year. The speed limit setting rule will aim to do a regional setting of speed limits rather than adhoc or by one road at a time. The agency is promoting that by 30 June 2024 40% of school areas will have been reduced to 30km and rural 60km limits with a review to be undertaken in 2029. There will need to be a workshops on setting of speed limits as it is fairly far reaching and could result in some push back from residents.
- It was clarified that the repairs to McBride's bridge cost \$64,602 To date \$350,000 has been spent on this bridge.
- It was requested that Mr Bowden report to Waka Kotahi NZ Transport Agency on the danger of the pedestrian crossing on Broadway given the change in scope to the Broadway works have resulted in the crossing not being moved as initially planned. Mr Bowden noted that the relocation was tied up as part of the Prospero Place and Broadway upgrades and noted that he could approach Waka Kotahi about this but to keep in mind it was part of a bigger 2050 project. He anticipated that it would cost between \$30,000 - \$40,000 to move the crossing.
- The District Mayor noted the parking issues at Stratford Primary School including the bus stop and next to the King Edward Park. He suggested any discussion that needed to be held regarding parking should be held sooner rather than later. Mr Bowden noted there was still a bit of time but this could begin now and could include the relocation of the pedestrian crossing by the Hamlet Street intersection to further along Regan Street. He noted that this review would tie in with the walking and cycling strategy.
- It was clarified that the safety work along Swansea Road was to reduce the natural speed along by the High School by markers/signs on the road, changing the parking to angle parking and putting a centre line down the road. This, as well as widening of footpaths, will restrict the width of the road and drive down speeds naturally.
- It was noted feedback had been received regarding the footpath repairs being undertaken outside Stratford Primary School during term time. Mr Bowden noted it had been planned for work to be done during the school holidays but was delayed due to upgrades being done at the school during the holidays. Where possible work is done through the holidays.
- Councillor Dalziel noted that the green waste collection had been removed from the Long Term Plan budget and questioned what would be done to remove green waste from the general waste collection. It was clarified that Council had approved a 0.5 FTE to provide education to the community on reduction of waste as well as increasing the budget to EnviroSchools.
- It was clarified the graph for the Aerodrome usage was accurate with the new recording system which was providing a much more detailed report. It was noted that since COVID there had been a decline in numbers.
- Councillor Boyde noted that the farm had exceeded its target of 150,000 milk solids and finished on 159,980 for the year.
- It was clarified that the residents suspended for contamination of recycling bins had been warned and continued to offend. The recycling would have to go into the general waste for three months but this was a better outcome than contamination of the whole collection.

The Senior Engineering Advisor, the Parks & Reserves Officer and the Communications Manager left the meeting at 3.59pm.

10.2 COMMUNITY SERVICES REPORT

D21/14014 Pages 148-156

RECOMMENDATION

THAT the reports be received.

WEBBY/McKAY
Carried
P&S/21/72

The Director – Community Services noted the following points:

- The highlights show a full month for the Community Services team.
- It was noted a debrief on ANZAC day was to be held next month.
- It was noted that since the report the total of employments with the Mayors Taskforce for Jobs was now at 64 (target was 50). The careers expo was held Friday 16 May and was very successful. An application has been submitted to continue this programme for a second year.
- As part of the community engagement the Library is holding digital banking sessions which is provided in partnership with Department of Internal Affairs and the TSB Bank. Eight people attended the session at Whangamomona and more will be held at the library to give residents the opportunity to practice digital banking with the removal of cheques from circulation.

Questions/Points of Clarification:

- Councillor Boyde noted the careers expo was fantastic and acknowledged the Workforce Coordinator for her work with this. Being independent from the schools was brilliant and it was very well attended by businesses.
- It was clarified that the digital banking partnership was between the Department of Internal Affairs and banks throughout the country and noted that in Taranaki this partnership was with the TSB.
- Ms Whareaitu noted the new Council website would be launched next week and a demonstration could be given to Councillors at the conclusion of the meeting.

Council Organisations and Council Representatives on Other Organisations

- Councillor McKay noted the Stratford Business Association's next 'Women in Business' networking lunch was being held next week and Lisa Tamati was the speaker. She noted a date had been set for the Romeo Awards which is 11 September 2021.
- The Deputy Mayor noted the next meeting of the Central Taranaki Safe Community Trust was to be held tomorrow and all Councillors were welcome to attend.

The Community Development Manager left the meeting at 4.05pm.

10.3 ENVIRONMENTAL SERVICES REPORT

D21/14189 Pages 157-163

RECOMMENDATION

THAT the reports be received.

WEBBY/DALZIEL
Carried
P&S/21/73

The Director – Environmental Services noted the following points:

- It was noted this report is still telling a similar story of strong development which is reflected over the past 12 months.
- It was noted there were some building consents that had gone over time which had impacted on the performance measures. A new consultant was now being used to process these and the average processing time is now reducing. There were also four building inspections that had a slightly longer wait which was related directly to staffing issues.

Questions/Points of Clarification:

- The District Mayor noted the total of 11 new dwellings for the month was outstanding especially compared to the total of 13 new dwellings total for the previous year. He noted this was an incredible change and the impact this had on the economy would be substantial from tradesmen to suppliers. He noted the pressure that this extra work would have on staff was understandable.
- It was clarified that the District Plan review had been removed from the monthly report as it was due to be undertaken in Years 2 and 3 of the Long Term Plan. There were changes proposed to the Resource Management Act which is also indicating changes to District Plans which was factored into the decision to delay this review.

10.4 **CORPORATE SERVICES REPORT**

D21/16492 Pages 164-183

RECOMMENDATION

THAT the reports be received.

McKAY/BOYDE
Carried
P&S/21/74

The Director – Corporate Services noted the following points:

- Revenue is over budget – user charges are almost at the full year budget and building control activity is up.
- The farm is doing well and the payout is up.
- All expenditure items are over budget with the exception of interest. Further explanations of these were in the report.
- Debt is currently at \$22.2 million (\$15 million if the A&P Association loan is excluded) which is why interest is under budget as the budget was for \$24 million.

Questions/Points of Clarification:

- It was clarified that the reserves were now cash-backed and that aligns with the balance sheet.
- Clarification was sought to the makeup of the sundry debtors. This will be included in next month's report.
- Further clarification was sought on the increased revenue at the Library and reduced revenue at the iSITE. This would be added to matters outstanding.

11. **QUESTIONS**

- The District Mayor questioned if Council wished to review the Standing Orders given that the decision to remove the provision for digital engagement in a meeting (attendance via audio/visual link) had originally been removed due to Council not having the capability to provide this option at that time. The Epidemic Preparedness (COVID-19) notice currently gave the ability for those attending by audio/visual link to vote and contribute to the quorum of the meeting – until it expires. It was requested the Officers bring a report to Council with this amendment to the standing orders.

12. **RECOMMENDATION TO EXCLUDE THE PUBLIC**

RECOMMENDATION

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

Agenda Items No: 13

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

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
Sale of land	The withholding of the information is necessary for commercial sensitivity	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)b(ii) of the Local Government Official Information and Meetings Act 1987.

ERWOOD/BOYDE
Carried
P&S/21/75

The Roading Asset Manager and the media left the meeting at 4.20pm.

13. **PUBLIC EXCLUDED ITEM**
D21/16618 Pages 184-190

RECOMMENDATION

THAT the open meeting resume.

DALZIEL/SANDFORD
Carried
P&S/21/78

The meeting closed at 4.27pm

A L Jamieson
CHAIRMAN

Confirmed this 22nd day of June 2021.

N C Volzke
DISTRICT MAYOR

POLICY & SERVICES COMMITTEE MATTERS OUTSTANDING INDEX

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Street Numbering - Pembroke Road - Ariel Street (raised 26 May 2020)		Blair Sutherland	On-going	Update in Environmental Services Monthly Report item 13.3 and report for Regan Street/Glanville Road as item 9.
Housing for the Elderly Policy review	Policy & Services – 27 April 2021	Victoria Araba		Report item 8.
Rates Remission Policy – rural non-contiguous properties (UAGC charge)	Policy & Services – 18 May 2021	Tiffany Radich		Workshop scheduled for 24 August 2021 following investigation of options for non-contiguous properties and options for remission for 50% water and waste water charges.
Forestry damage to road – differential rates	Policy & Services – 18 May 2021	Tiffany Radich		Work is currently being undertaken on areas for potential damage, potential cost, and options for rating forestry block owners – workshop scheduled for October
Forestry – set backs	Policy & Services – 18 May 2021	Blair Sutherland		District Plan Review
Heritage buildings – review list and Whangamomona status	Policy & Services – 18 May 2021	Blair Sutherland		District Plan Review
Arts Policy	Policy & Services – 18 May 2021	Kate Whareaitu		Will be added to the departments programme of works
Parking from Brecon Road – King Edward Park (Stratford Primary School)	Policy & Services – 25 May 2021	Steve Bowden		Review to be undertaken (Item 13.1, 1.8C)
Clarification on revenue with Library and iSITE activities	Policy & Services – 25 May 2021	Kate Whareaitu		Will be added to the departments programme of works
Standing Orders – review of audio visual link clauses	Policy & Services – 25 May 2021	Erin Bishop		Report item 10
Representation Review	Emergency Meeting - 21 May 2021	Tiffany Radich		Workshop scheduled for 13 July 2021.

DECISION REPORT



F16/1008 – D21/19855

TO: Policy and Services Committee

FROM: Acting Property Officer

DATE: 22 June 2021

SUBJECT: REVIEW - HOUSING FOR THE ELDERLY POLICY

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council adopts the *reviewed* Housing for the Elderly Policy

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.

Moved/Seconded

1. **PURPOSE OF REPORT**

The purpose of this report is to seek approval for the *reviewed* Housing for the Elderly Policy.

2. **EXECUTIVE SUMMARY**

- 2.1 This is a *draft* policy to ensure the allocation of Council-owned housing units to elderly persons in the district is undertaken in a manner that delivers on the intended purpose.
- 2.2 The purpose of the *reviewed* Housing for the Elderly Policy is to facilitate the allocation of Council-owned housing units, as they become available, to elderly persons in the district, subject to the prescribed eligibility criteria.
- 2.3 This policy is intended to:
 - provide a fair and consistent robust approach to the allocation of units to successful applicants; and
 - clarify circumstances under which applications may be prioritised for applicants on the waiting list.

- 2.4 In line with the policies and practices in other Councils, the criteria for eligibility has been revised to support the robust and fair allocation of housing units to the intended elderly persons in the district.
- 2.5 The *reviewed* Housing for the Elderly Policy is not a legislative requirement of the Local Government Act (LGA) 2002.

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

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

This policy will contribute to the *performance of a good quality local public service*.

4. **BACKGROUND**

- 4.1 Council owns 10 housing units for the elderly on the corner of Page and Portia Streets. Four of these units were built in 1986 from funds bequeathed by Elsie Fraser to Council “for the purposes of a home for the aged in Stratford” while the other six were built between 1989 and 1991 funded by a loan from the, then, Housing Corporation.
- 4.2 Council’s current policy for allocation of units is on a first come first served basis, whereby, applications are processed and applicants added to the *Primary* or *Secondary Waiting list*, as the case may be. This current process does not allow officers to consider special circumstances, particularly where needs are dire. Also, the policy currently sets a high threshold for eligibility, in terms of the asset value owned by applicants, which may have unintended consequences.
- 4.3 In line with the policies and practices in other Councils, changes have been made to the policy to support the robust and fair allocation of housing units to the intended elderly persons in the district.
- 4.4 The key changes made to the policy are highlighted in **Appendix A**, attached to this report, and include the:
 - *Purpose* – A new purpose has been added that describes the intention of the housing unit allocation;
 - *Eligibility Criteria* – the current criteria have been amended and further qualified to allow the consideration of special circumstances in the allocation process. The Asset ownership threshold has also been reduced from \$150,000 to \$50,000 in line with practices of similar-sized Councils in the country.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

Public Consultation is not required.

5.2 **Māori Consultation - Section 81**

Separate Māori Consultation is not necessary as this policy does not specifically have an effect on Tangata Whenua.

6. **RISK ANALYSIS**

<p>Refer to the Council Risk Register - available on the Council website.</p> <ul style="list-style-type: none"> • Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating? • Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks. • Is there a legal opinion needed?
--

6.1 The key risk relevant to this policy is the ‘*Reputational and Conduct – Elected Members Decision Making*’, which describes the risk of making decisions based on inaccurate or insufficient information / biased influences, etc. This risk will be transferred to the CE/ Director-Assets if the policy is approved.

Action: Once the *reviewed* Housing for the Elderly Policy is approved, Council officers will develop risks with controls around the policy, ensuring fairness and equality to all applicants.

7. **DECISION MAKING PROCESS - SECTION 79**

7.1 **Direction**

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	Policies form the basis of a variety of council functions including the provision of infrastructure, regulatory functions and the provision of a local public service.
What relationship does it have to the community’s current and future needs for infrastructure, regulatory functions, or local public services?	Policies in many cases form the basis and framework to how these needs are identified, addressed and met. This policy specifies Council’s position with regards to how elderly persons must meet certain eligibility criteria to secure their name on the Housing for the Elderly waiting list.

7.2 **Data**

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

7.3 **Significance**

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

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

7.4 **Options**

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

There are 3 Options:

Option 1

The Council adopts the *reviewed* Housing for the Elderly Policy, in which case, enable the achievement of the purpose of the policy as stated in Sections 2.2 and 2.3 of this report.

Option 2

The Council does not adopt the *reviewed* Housing for the Elderly Policy.

Option 3

The Council adopts the reviewed Housing for the Elderly Policy with further amendments.

7.5 **Financial**

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

No financial implications.

7.6 **Prioritisation & Trade-off**

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

There is no issue relative to capacity to deliver nor is there any significant consequence relative to a deferral.

7.7 **Legal Issues**

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

Legal opinion sought confirms that there are no legal issues to the implementation of this policy.

7.8 **Policy Issues - Section 80**

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

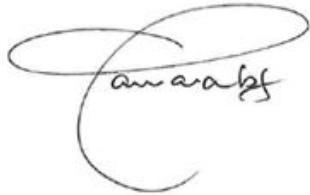
There are no policy issues.

Attachments

Appendix A The *reviewed* Housing for the Elderly Policy



(Prepared By)
Melanie McBain
ACTING – PROPERTY OFFICERS



(Endorsed By)
Victoria Araba
DIRECTOR - ASSETS



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

DATE 15 June 2021

APPENDIX A

STRATFORD DISTRICT COUNCIL

POLICY: <u>HOUSING FOR THE ELDERLY</u>	
DEPARTMENT: Assets	RESPONSIBILITY:
SECTION: Parks and Property	<ul style="list-style-type: none"> • Director Assets • Property Officer
REVIEW DATE: 2020/2021	NEXT REVIEW: 2023/2024
VERSION: 3	APPROVAL DATE: June 2021

1. PURPOSE

The purpose of this policy is facilitate the allocation of Council-owned housing units, as they become available, to elderly persons in the district.

The policy states:

- The eligibility criteria for applicants who apply for pensioner housing;
- The two types of waiting list maintained by staff to fill pensioner housing vacancies; and
- The special conditions that apply to the successful applicant.

2. ELIGIBILITY CRITERIA

To be eligible to apply for any rental unit:

- 2.1 Applicants must be 65 years of age or older at the date of the application.
- 2.2 Applicants must be currently residing in the District, or have family in the District who have been here for at least 2 years as rate-payers, or have previously resided in the District for at least 5 years within the previous 20 years.
- 2.3 Applicants must not have a weekly income from all sources, including NZ Superannuation, in excess of the adult minimum wage for a 40 hour week current at the time of tenancy commencement.
- 2.4 Applicants must not have assets (including cash, investments, shares, real property or other assets, but not including one motor vehicle, furniture and personal effects or a funeral plan to the value of up to \$10,000) exceeding \$50,000 in value.
- 2.5 In each of the above cases, applicants shall be required to provide evidence, or a statutory declaration to this effect, to show that all relevant criteria is met.

2.6 If an applicant turns down a unit due to personal reasons but wishes to stay on the waiting list, they will remain on the list, but will be transferred to the bottom of the list they are currently on.

2.7 Notwithstanding the order of priority on the waiting list an application may be prioritised when a unit becomes available where certain special circumstances prevail.

2.8 Special circumstances may include, but are not limited to the following:

- The applicant being in dire state of need; and/or
- The applicant being vulnerable and requiring urgent housing security; and/or
- Any other special circumstance supporting the need for prioritisation at the discretion of the Director, Assets or Chief Executive.

3. WAITING LIST

3.1 Vacancies will be filled from a *Primary* waiting list of eligible applicants, based on date of application, unless special conditions apply.

3.2 A *Secondary* waiting list shall be maintained of applicants who do not meet any of the criteria under 1.2 above. They must however, still meet criteria 1.1, 1.3 and 1.4. This waiting list may be used to fill a vacancy in the event such vacancy is unable to be filled from the *Primary* waiting list.

3.3 An applicant may request to be transferred from the Secondary waiting list to the bottom of the Primary waiting list upon meeting one of the criteria under 1.2 above.

4. SPECIAL CONDITIONS FOR TENANTS

The following conditions shall apply to any tenancy:

- The tenancy shall be subject to the Residential Tenancies Act 1986.
- No bond is required as part of the tenancy agreement.
- Rent shall be set each year in accordance with Council's Fees and Charges which are reviewed annually as part of the Long Term or Annual Plan process;

DECISION REPORT



F19/13/04 – D21/17951

TO: Policy and Services Committee
FROM: Environmental Health Manager
DATE: 22 June 2021
SUBJECT: RENAMING OF PART OF REGAN STREET

RECOMMENDATIONS

1. THAT the report be received.
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.

Recommended Reason

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

Moved/Seconded

1. PURPOSE OF REPORT

To seek approval by the Council to extend Glanville Road down Regan Street to the boundary of Fairbank Avenue, as shown on the map attached as **Appendix A**.

2. EXECUTIVE SUMMARY

- 2.1 Street numbering in every region throughout the country must follow the standard that is set by LINZ. LINZ can instruct the Council to change a street number if it does not meet the required standard.
- 2.2 For emergency services such as fire, police and ambulance, it is critical that properties on all streets are numbered consistently. This makes sure there is no delay in getting help where it is needed. Consistent numbering also helps other services like NZ post, couriers, and utility providers.
- 2.3 The Stratford District Council have been directed by LINZ to correct some historic inconsistencies in street numbering in the Stratford District.

- 2.4 As part of the request by LINZ, inconsistencies have been noted in terms of street numbering along Regan Street and Glanville Road. These inconsistencies can be seen on the map attached as **Appendix A** of this report. The original numbering is shown in black and the recommended corrections in red.
- 2.5 In this instance, the correction of street numbering along Regan Street and Glanville Road could be done by way of a minor extension to Glanville Road. In accordance with the Local Government Act 1974, if the Council determines to extend the name of a road, the council must as soon as practicable send a copy of the relevant resolution to LINZ.
- 2.6 The proposal to extend Glanville Road to the boundary of Fairbank Avenue has been endorsed by LINZ.

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

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

4. **BACKGROUND**

- 4.1 Inconsistencies have occurred in the way street numbers were allocated in the Stratford District as a result of historic subdivisions, and additional housing that extended boundaries in the days of the Stratford Borough and County Council. LINZ has directed the Council to correct the inconsistencies.
- 4.2 The residents affected by the numbering and road extension along Regan Street and Glanville Road have been contacted directly by Council Officers and provided with information and assistance to minimise the impact as much as practically possible.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

No public consultation is required as part of this process. Targeted consultation has been undertaken with affected residents.

5.2 **Maori Consultation - Section 81**

This is an administration procedure. No Iwi consultation is required as part of this process.

6. **RISK ANALYSIS**

<p>Refer to the Council Risk Register - available on the Council website.</p> <ul style="list-style-type: none"> • Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating? • Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks. • Is there a legal opinion needed?
--

6.1 No legal opinion is needed, the Council is required to meet the criteria of the Rural and Urban Addressing Standard (AS/NZ 4819:2011) as directed by LINZ. There are no other associated risks.

7. **DECISION MAKING PROCESS - SECTION 79**

7.1 **Direction**

	Explain
Is there a strong link to Council’s strategic direction, Long Term Plan/District Plan?	No
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	The current numbering is not in a logical or compliant sequence and has on occasion confused and impeded the response of emergency services and other service agents.

7.2 **Data**

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

A map attached as **Appendix A** indicating the incorrect numbering and corrections is attached to this report.

Residents that have been effected by the street numbering inconsistencies have supported the corrections.

Council officers are aware of a small number of verbal complaints from public service agencies who have been confused by the current street numbering.

7.3 **Significance**

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

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

7.4 **Options**

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

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

Option 1: The Council approve the extension of Glanville Road to allow for the correction of street numbering along Regan Street and Glanville Road.

Option 2: The Council consider renumbering all of Regan Street. This proposal would require LINZ approval and consultation with the residents and owners of Regan Street properties.

Council officers’ support **Option 1**. This option has been endorsed by LINZ and residents have supported the correction.

7.5 **Financial**

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

The proposal requires the relocation of the Glanville Road sign and is considered minor works.

7.6 **Prioritisation & Trade-off**

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

There is no benefit in deferring the road extension. The extension has been considered and approved by the appropriate authority.

7.7 **Legal Issues**

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

The Council has been directed by LINZ to correct street numbering. The Street numbering is required to meet the NZ Standards.

7.8 **Policy Issues - Section 80**

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

There are no Policy issues.

ATTACHMENTS

Appendix 1 Map



Rachael Otter
ENVIRONMENTAL HEALTH MANAGER



[Endorsed by]
Blair Sutherland
DIRECTOR – ENVIRONMENTAL SERVICES




Sven Hanne
CHIEF EXECUTIVE

DATE 15 June 2021

APPENDIX 1



 <p>STRATFORD DISTRICT COUNCIL</p>	<h3>Proposed Changes to Regan Street and Glanville Road</h3> <p><small>The information provided is an indication only and needs to be validated in the field. The Stratford District Council accepts no responsibility for errors or omissions or for loss or damage resulting from the reliance or use of this information. Geospatial information is derived from LINZ's Digital Cadastral Record System (CRS) CROWN COPYRIGHT RESERVED.</small></p>	<h3>Map Legend</h3> <ul style="list-style-type: none"> 123 Current Addresses 23 Proposed Addresses Affected Road/Street State Highways Railways 	<p>NORTH March 2021</p> <p>Map Version 6</p>
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DECISION REPORT



D20/35986

TO: Policy and Services Committee
FROM: Environmental Health Manager
DATE: 22 June 2021
SUBJECT: DRAFT MOBILE OR TRAVELLING SHOPS BYLAW 2021 AND STATEMENT OF PROPOSAL

RECOMMENDATIONS

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

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.

Moved/Seconded

1. **PURPOSE OF REPORT**

The purpose of the report is to obtain Council's approval for the adoption and release for public consultation of the *draft* Mobile or Travelling Shops Bylaw 2021, which regulates trading activities.

2. **EXECUTIVE SUMMARY**

- 2.1 The recommendation is to adopt and release for public consultation, the *draft* Mobile or Travelling Shops Bylaw 2021.
- 2.2 The intent of the bylaw is to regulate trading activities and the conduct of persons selling goods on streets, roads, footpaths and other public places; and setting general and specific conditions for trading in public places to ensure that appropriate standards of health and safety, pedestrian, vehicle access and visual amenity are maintained.

- 2.4 In the review of the Mobile Travelling Shops Bylaw 2008, clauses have been deleted that are obsolete due to amendments to central government legislation. The bylaw now includes provision for exemptions, prescriptive licence application requirements, word changes to clauses for clarity and a location map.
 - 2.5 The draft map identifies restricted and permitted areas for trading. The permitted and restricted areas were considered on a case by case basis in relevance to road safety, public safety, other council bylaws such as parking, government legislation and other controlling agency rules.
 - 2.6 This bylaw addresses the ability to trade on public places maintained and owned by the Council. The bylaw does not address trade on private property where permission has been given by the land owner. However, the operative Stratford District Plan and other legislation provide measures of control for permitted activities and enforcement should the activity on private land endanger the health or safety of the general public.
 - 2.7 The Draft bylaw was circulated to necessary Council departments for comment.
3. **LOCAL GOVERNMENT ACT 2002 - SECTION 10**

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

This Bylaw is for the *performance of a good quality local public service.*

4. **BACKGROUND**

- 4.1 The Stratford District Council’s Mobile or Travelling Shops Bylaw 2008 (“the current Bylaw”) lapsed on 1 July 2018. The Local Government Act in Section 159 requires that the Council review its bylaw no later than 10 years after it was last reviewed.
- 4.2 Section 160A allows a Bylaw to continue in its effect, no more than 2 years after the date on which the bylaw should have been reviewed. A further time extension has been granted by the Government as a result of Covid19 and this expires in June 2021.
- 4.3 The current bylaw has been operative since 2008. No significant amendments have been made during previous reviews of the bylaw.

4.4 The Mobile Shops Bylaw 2008, was previously presented at a workshop for Councillors. At this time a nationwide council bylaw comparison table was presented to councillors to consider options. The councillors preferred option at the time was a bylaw similar in content to that of Napier City Council's Mobile Shop Bylaw. All feedback generated from that workshop has been applied to the draft bylaw where appropriate. During the course of the review of the bylaw, a number of the bylaws presented at the Council workshop have been revoked or amended.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

The draft Mobile or Travelling Shops Bylaw 2021 requires the special consultation process pursuant to the Local Government Act. Special consultation cannot commence until the Committee recommendation is adopted by the Council. This report seeks the approval from the Committee to undertake consultation with the community.

A Statement of Proposal is attached in **Appendix C**, as required by Section 83(a) (i) of the Local Government Act.

5.2 **Maori Consultation - Section 81**

Separate Maori Consultation is not required as part of the review.

6. **RISK ANALYSIS**

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

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

A bylaw provides the Council with the ability to monitor and enforce safe trading activities in public areas.

7. **DECISION MAKING PROCESS - SECTION 79**

7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	The Long Term Plan includes a commitment to performing regulatory services cost effectively. This bylaw would support that commitment and an affordable, quality services.
What relationship does it have to the communities' current and future needs for infrastructure, regulatory functions, or local public services?	Yes, A bylaw is a regulatory function and would assist to maintain an attractive and safe environment.

7.2 **Data**

Data on the application of the current Bylaws is based on the officer's experience applying the Bylaw.

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

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?		
Is it: <ul style="list-style-type: none"> • considered a strategic asset; or 	No	However, the bylaw outlines activities that encroach or take place on public places that are owned, operated and maintained by the Council.
<ul style="list-style-type: none"> • above the financial thresholds in the Significance Policy; or 	No	
<ul style="list-style-type: none"> • impacting on a CCO stakeholding; or 	No	
<ul style="list-style-type: none"> • a change in level of service; or 	No	
<ul style="list-style-type: none"> • creating a high level of controversy; or 	No	
<ul style="list-style-type: none"> • possible that it could have a high impact on the community? 	No	

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

7.4 **Options**

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

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

Option 1

The Council adopts and releases the draft Mobile or Travelling Shops Bylaw 2021 and Statement of proposal for consultation.

Option 2

The Council adopts the release of the current Mobile or Travelling Shops 2008 with no changes.

Officer’s preferred option is **Option 1**. This option comes in-line with new legislation relating to the Food Act 2014. The draft bylaw restrictions and permitted areas have been considered by officers in relation to traffic and pedestrian safety. The bylaw allows for fair trading in the Stratford District.

7.5 **Financial**

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

The *draft* Mobile or Travelling Shops Bylaw 2021 will have no impact on funding and debt levels. Fees associated with this activity are included in the Council’s fees and charges.

7.6 **Prioritisation & Trade-off**

Have you taken into consideration the:

- Council's capacity to deliver;
- contractor's capacity to deliver; and
- consequence of deferral?

There is no impact to the current service provided by Council staff and contractors.

There is no value in deferring the adoption and release for consultation of this *draft* Bylaw. The Bylaw must be reviewed before July 2021 pursuant to Government time extension.

7.7 **Legal Issues**

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

The content of the Mobile and Travelling Shops 2021 is permitted under Section 146 (vi) of the Local Government Act 2002 which allows the Council to regulate trade in public places.

7.8 **Policy Issues - Section 80**

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

There are no policy issues.

Attachments:

Appendix A – The draft Mobile or Travelling Shops Bylaw 2021

Appendix B – The current Mobile or Travelling Shops Bylaw 2008

Appendix C - The Mobile or Travelling Shops Bylaw 2021 Statement of Proposal



Rachael Otter
ENVIRONMENTAL HEALTH MANAGER



[Endorsed by]
Blair Sutherland
DIRECTOR – ENVIRONMENTAL SERVICES



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

DATE 15 June 2021

APPENDIX 1



DRAFT MOBILE OR TRAVELLING SHOPS 2021

Date in force:

Purpose: To regulate trading activities and the conduct of persons selling goods on streets, roads, footpaths and other public places; and

Setting general and specific conditions for trading in public places to ensure that appropriate standards of health and safety, pedestrian and vehicle access and visual amenity are maintained.

Review date:

1 TITLE

- 1.1 This Bylaw is made under Section 145 of the Local Government Act 2002 and shall be known as the 'Stratford District Council Mobile or Travelling Shop Bylaw 2021'.

2 COMMENCEMENT

- 2.1 This Bylaw shall come into force on

3 REPEAL

- 3.1 As from the day this Bylaw comes into force, the previous Mobile or Travelling Shop Bylaw 2008 shall be repealed.

4 APPLICATION OF BYLAW

- 4.1 This Bylaw shall apply to the Stratford District.

5 SCOPE

- 5.1 This bylaw is made pursuant to section 145 of the Local Government Act 2002, which gives authority to the Council to adopt bylaws for the following general purposes:

- (a) Protecting the public from nuisance;
- (b) Protecting, promoting, and maintaining public health and safety;
- (c) Minimising the potential for offensive behaviour in public places.

And any other authority enabling the Council to make bylaws to regulate activities in Public Places.

6 INTERPRETATION

- 6.1 In this Bylaw, unless the context otherwise requires:

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

“Goods” means any product or service.

“Hawker” means any person who attempts to sell goods or services to any person without invitation or request for such service or prior orders.

“Licence” means the authority granted by the Stratford District Council allowing the holder to engage in the sale of goods or services from a mobile shop to stall, or the hawking of goods or services upon payment of fees and such terms and for any duration that the Council specifies, including inspections for health and safety regulations.

“Mobile Shop” means a vehicle, whether self-propelled or not, from which goods or services are offered or exposed for sale or from which goods or services may be ordered.

“Non-Profit Organisation” means a registered charity or community group or registered club.

“Nuisance” means to obstruct, annoy or interfere, be it intentionally or unintentionally.

“Permitted area” means an area permitted by the Council for trading with an approved licence.

“Public Place” means a place that is:

- (a) Under the control of the Council; and
- (b) Open to, or being used by, the public whether or not there is a charge for admission; and includes:
 - (i) Any part of a public place; and
 - (ii) Any reserve; or
- (c) A road, whether or not the road is under the control of the Council.

“Restricted Area” means those areas of the Stratford District which are designated on the Map attached as schedule 1.

“Service Delivery Vehicle” means any vehicle being used for the purpose of delivering goods to the premises of any business or organisation and does not involve the sale of goods to the general public in any Public Place.

“Sign” means any display or device which is visible from a public place and which is intended to attract attention for the purpose of identifying, advertising, informing or directing.

“Stall” means any structure or device, barrow, table, display board or portable stand established for the purposes of selling goods.

“Stratford District” means the territory contained within the Stratford District as defined in Schedule 1

“Trading” refers to commercial activities in mobile, temporary or movable premises.

7 Licence required

- 7.1 No person, in any public place, as outlined in the areas defined on the map attached as schedule 1 of this bylaw, shall engage in the sale of goods of any description without having first obtained a Licence from the Council, except where an exemption is provided in clause 16 of this bylaw.

Note: The possession of a Licence does not replace the need to also obtain the approval of the owner of private land or property where the sale of goods will take place and complying with any conditions such

as the owner may impose.

Note: No trading of any kind is to be undertaken on a State Highway located within the Stratford District without the permission of the appropriate agency.

8 Licence application

- 8.1 Every person, other than a person mentioned in clause 16 of this bylaw, who wishes to sell goods in a public place shall make written application to obtain a Licence.
- 8.2 The information to be supplied by the applicant may include any of the following, but not restricted to:
 - (a) Name and address of the applicant;
 - (b) Name and address of the person(s) selling the goods;
 - (c) The location/site;
 - (d) The telephone number of the applicant;
 - (e) The type of goods for sale;
 - (f) The days and hours the applicant intends to sell goods;
 - (g) The type of vehicle(s) and registration numbers if applicable;
 - (h) Evidence of good character;
 - (i) Where appropriate, the written approval of neighbors;
 - (j) Proposed signage, and any audible devices;
 - (k) Litter and cleanliness measures;
- 8.3 Every applicant shall comply with the operative Stratford District Plan rules governing the proposed activity.
- 8.4 An application for a Licence must be lodged five working days prior to the trading.

9 Licence conditions

- 9.1 The Authorised Officer may impose conditions in granting any Licence. The conditions imposed may include, but are not limited to the following:
 - (a) Time, location and duration of the Licence
 - (b) Types of Goods for sale;
 - (c) Area available for sale;
 - (d) Persons entitled to sell;
 - (e) Safety or hygiene requirements;
 - (f) Use of signage, and audible devices;
 - (g) Litter and cleanliness
 - (h) Display of Licence
 - (i) Requiring compliance with a traffic management plan

(j) Food Act registration.

9.2 The Council may, in issuing a Licence, prescribe additional conditions or amend the standard conditions where appropriate with which the Licence holder shall comply when carrying out their trade or business.

10 Production of Licence

10.1 When engaged in the sale of goods every Licence holder must carry a Licence at all times and show the Licence to any Authorised Officer on request.

11 Signage

11.1 A Licence holder shall have no more than one freestanding double sided sign associated with their mobile trade. The maximum area of the sign shall not exceed 2m².

11.2 The sign shall be located only where approved by Council. Council will approve the sign location at the time of the application.

11.3 Signs are prohibited from the following locations:

- (a) Median strip
- (b) Berm or street poles
- (c) Trees on road reserve

Any other signage must be directly attached to the mobile trade vehicle or table.

12 Moving on

12.1 Every Licence holder must, notwithstanding the conditions of the Licence, upon being requested to do so by an Authorised Officer or Police Officer, alter their position or place for sales to any other position or place as indicated by the Officer.

The reason for such a request include:

- (a) Safety
- (b) Avoidance of nuisance
- (c) Compliance with any Act "Regulation or Bylaw"

13 Breach of Licence

13.1 Any Licence holder who fails to comply with any such conditions of the Licence commits an offence against this bylaw.

13.2 The Council may suspend or cancel the Licence wholly or for such period as it thinks fit if satisfied:

- (a) That the Licensee is not of good character and reputation or otherwise not a fit and proper person to hold such a Licence; or
- (b) That the Vehicle or Vehicles used in connection with such Licence has or have become unsuitable for such use.

14 Licence not transferable

14.1 No Licence issued under the bylaw will be transferrable to any other person.

15 Fees

15.1 Council may, by resolution, prescribe fees for Licenses. Fees may differ for any class of Licence as prescribed. Classes are:

- (a) Hawker
- (b) Mobile or Travelling Shop
- (c) Street Stall
- (d) Temporary Commercial Promotion

16 Exemptions

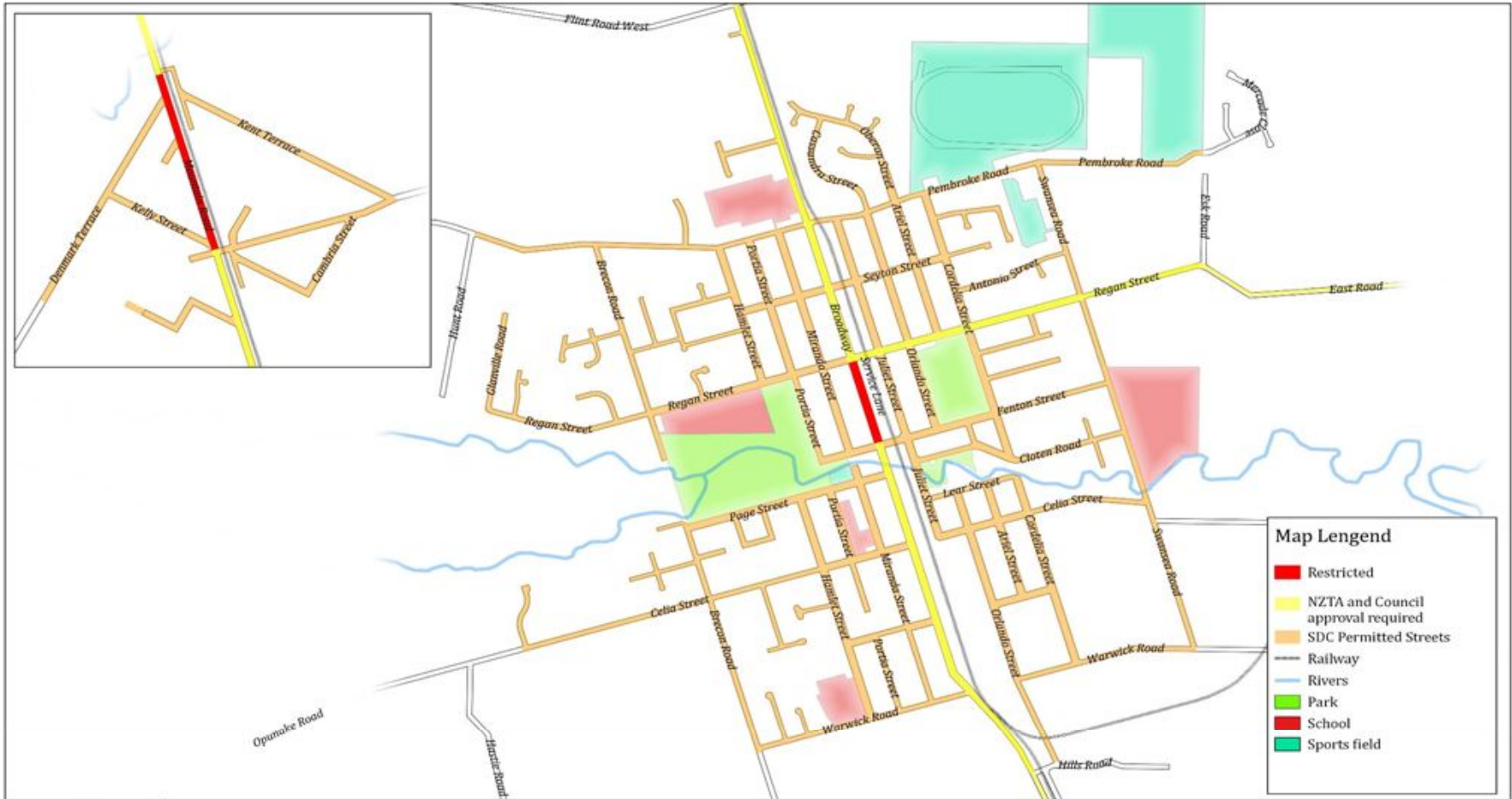
16.1 The exemptions allowed under this bylaw are as follows:

- (a) Service delivery vehicles or
- (b) Any market, stall or stand which has been approval by an Authorised Officer under any other bylaw, legislation, resource consent or approval of the Council.
- (c) A Non-profit organisation that raises funds for the benefit of the needy, a community group, and environmental causes approved by an Authorised Officer.

17 Recreation reserves

16.1 No mobile trader or hawker shall operate on any recreation reserve without additional separate approval from an Authorised Officer of the Council.

SCHEDULE 1



■	Restricted
■	NZTA and Council approval required
■	SDC Permitted Streets
	Railway
	Rivers
■	Park
■	School
■	Sports field



Stratford & Midhirst Mobile Shops Permitted Street Parking and Restricted Street Parking Map



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December 2020

APPENDIX 2

CHAPTER 3

MOBILE OR TRAVELLING SHOPS

301 LICENCE REQUIRED

301.1 No person, whether acting on his own account, or as the servant of another person, shall engage in the trade or calling of or carry on business in any manner or to any extent as a keeper of a mobile or travelling shop with respect to food for human consumption (except as provided in the preceding clause), without having first obtained a licence from the Council to do so.

302 APPLICATION

302.1 Every person desirous of obtaining a keeper's licence shall make application to the Authorised Officer and shall with such application furnish such evidence of good character as the Council may require, and in the case of any application for a keeper's licence shall state the number of vehicles to be used.

303 SALE OF FOOD FOR HUMAN CONSUMPTION

303.1 Every application under the last preceding clause shall also state whether the applicant is desirous of hawking or selling from a mobile or travelling shop articles of food for human consumption and whether with or without other goods, wares, or merchandise, and in any such case where a motor vehicle is to be used, shall specify the registered number of that vehicle.

303.2 If the applicant is desirous of selling articles of food for human consumption such application shall be accompanied by all licences which the applicant may be required to obtain under the provisions of any Act, regulation or bylaw relating to the licensing and regulation of certain trades and businesses.

303.3 Before issuing any licence for a keeper of a mobile or travelling shop, the Council shall be satisfied that any motor vehicle to be used in connection with selling food for human consumption, and that any premises to be used for the storage of such food, are suitable for the purpose.

304 FEES AND EXPIRY OF LICENCE

304.1 The Council may issue licences to trade and carry on business as keepers of mobile or travelling shops and every such licence, at whatever time of the year the same may be issued, shall terminate on the day and month then next ensuing as may be prescribed by resolution of the Council, and for every such licence there shall be paid to the Council such fee as the Council may by resolution from time to time prescribe for that particular class of licence.

305 **PRODUCTION OF LICENCE**

305.1 Every licensed keeper of a mobile or travelling shop shall at all times when selling from his mobile or travelling shop, carry his licence with him, and shall show the licence to any constable or authorised officer of the Council who shall demand production of the licence.

306 **NAME TO APPEAR ON VEHICLE**

306.1 Every licensed keeper of a mobile or travelling shop shall whilst selling from his mobile or travelling shop or exercising or carrying on his business, trade, or keeper of a mobile or travelling shop in some conspicuous place on the exterior of any vehicle or container in which he takes or carries his goods or wares, have his name legibly painted thereon in letters not less than 25 mm in height.

307 **MOVING ON**

307.1 Every licensed keeper of a mobile or travelling shop shall, upon being requested so to do by any constable, or duly authorised officer of the Council, and as often as so requested, alter his position and remove from the place in any street or public place where such keeper of a mobile or travelling shop may from the time being selling from his mobile or travelling shop to any other part or parts of such street or place, or to any other street or public place indicated by such constable, or officer of the Council.

The reason for such requests include:

- (a) Safety
- (b) Avoidance of nuisance
- (c) Compliance with any Act, "Regulation or Bylaw"

307.2 Any person who fails to comply with any request made by any constable or authorised officer of the Council pursuant to Clause 308.1 hereof shall be guilty of an offence against this bylaw.

308 **COUNCIL MAY PRESCRIBE CONDITIONS**

308.1 The Council may, either upon the issue of any licence to any keeper of a mobile or travelling shop or at any time by notice in writing under the hand of the Authorised Officer served on any keeper of a mobile or travelling shop:

- (a) Prescribe any condition or conditions in compliance with which such keeper of a mobile or travelling shop must carry on his trade or business, and any such hawker or keeper of a mobile or travelling shop who shall fail to comply in all respects with any such requirements within any period specified for compliance shall be guilty of an offence against this Part of this bylaw; or
- (b) Require such keeper of a mobile or travelling shop to discontinue the use of any vehicle so employed by him.

308.2 It shall be a condition of the licence where a vehicle is to be used for the storage or sale of food for human consumption that no vehicle other than that specified in that licence shall be used to the purpose without the approval of the authorised officer of the Council concerned.

309 **LICENCE NOT TRANSFERABLE**

309.1 No licence issued under this Part of this bylaw shall be transferable to any other person and no such licence shall authorise any person other than the person named therein to keep a mobile or travelling shop.

310 **CLEANLINESS OF VEHICLE**

310.1 Every licensed keeper of a mobile or travelling shop or any person operating on behalf of such keeper who takes or carries about any article of food for sale shall keep and maintain every vehicle, box, basket, pack or other container used or connected therewith in a thoroughly clean and sanitary condition to the satisfaction of the Council's Authorised Officer.

STANDS AND STALLS

311 **PERMIT REQUIRED**

311.1 No person shall without having first obtained a permit from the Authorised Officer so to do:

- (a) Stand in or occupy any portion of any public place with, or place or maintain on any portion of any public place, any stall, structure, or contrivance for the purpose of distributing or selling any food or refreshments, newspapers, lottery tickets, textiles, hardware; or
- (b) Stand in or occupy any portion of any public place with, or place/maintain on any portion of any public place any weighing, knife grinding, automatic vending, or slot entertainment machine or any other similar structure, apparatus or contrivance.

312 **APPLICATION**

312.1 Every application for a permit shall be in such form as the Council may require.

313 **CONDITIONS OF PERMIT**

313.1 Every permit shall be issued by the Council and shall be subject to such conditions as the Council may impose and shall state therein the term of expiry thereof, the portion of any public place on which the applicant is permitted to stand, the hours during which he may so stand, and the class of article of goods he proposed and is permitted to sell, and no person shall stand or sell except in conformity with the terms of such permit.

314 **PERMIT FEE**

314.1 For every permit except as given in 314.2 there shall be payable to the Council such fee as the Council may by resolution from time to time prescribe.

314.2 No such fee shall be payable by non profit charitable organisations, not being clubs.

315 **TRANSFER**

315.1 No person shall transfer his permit to any other person nor stand nor sell either under the authority of a permit issued to any other person or at a place not mentioned in his permit or directed by the Council.

APPENDIX 3



STRATFORD DISTRICT COUNCIL Statement of Proposal *Draft Mobile or Travelling Shops Bylaw 2021*

INTRODUCTION

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

Pursuant To Section 145, the Stratford District Council ("Council") has reviewed the *draft* Mobile or Travelling Shops Bylaw 2021 which regulates the control of advertising in the Stratford District.

WHY DOES THE COUNCIL NEED A MOBILE OR TRAVELLING SHOPS BYLAW?

The objective of the bylaw is to ensure that mobile operators are licensed to sell goods and that any vehicle or place used for the sale of goods, is suitable and safe for the purpose. It also ensures that street stalls and stands can be operated without causing a nuisance.

WHY IS THE COUNCIL REVIEWING THE MOBILE OR TRAVELLING SHOPS BYLAW 2008?

The Stratford District Council's Mobile or Travelling Shops Bylaw 2008 ("the current Bylaw") is required to be reviewed in accordance with legislation. The bylaw must be reviewed before it is automatically revoked in June 2021.

This Statement of Proposal includes a copy of the proposed *draft* Mobile or Travelling Shops Bylaw 2021.

WHAT IS THE COUNCIL PROPOSING IN THE MOBILE OR TRAVELLING SHOPS BYLAW 2021?

- The revision of clauses and deletion of clauses that have been superseded by legislation.
- The bylaw allows for exemptions.
- Licences are now required for trading in the Stratford District.
- The bylaw addresses mobile signage.
- The bylaw includes a location map outlining permitted and restricted areas for trading

WHAT MUST COUNCIL CONSIDER WHEN MAKING THIS BYLAW?

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

- Whether a bylaw is the most appropriate way of dealing with the issue;

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

The requirements of Section 155 have been considered. This *draft* Control of Advertising Signs Bylaw 2020 is:

- The most appropriate way of dealing with the control of advertising within the Stratford District.
- in the most appropriate form of bylaw; and
- Consistent and does not raise any implications with the New Zealand Bill of Rights Act 1990.

HOW WILL THE COUNCIL IMPLEMENT AND FUND THE BYLAW?

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

WHERE DO I GET COPIES OF THE *Draft* CONTROL OF ADVERTISING SIGNS BYLAW?

This *Draft* Mobile or Travelling Shops Bylaw 2020 and Statement of Proposal are available upon request at the following locations:

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

RIGHT TO MAKE SUBMISSIONS AND BE HEARD

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

Submissions should be addressed to:

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

No later than Saturday 14 August 2021 at 4.30pm. The Council will then convene a hearing, which it intends to hold on 24 August 2021, at which time any party who wishes to do so can present their submission in person. Equal weight will be given to written and oral submissions.

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

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

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

DECISION REPORT



TO: Policy & Services Committee
FROM: Executive Administration Officer
DATE: 22 June 2021
SUBJECT: AMENDMENT TO STANDING ORDERS

D21/18403

RECOMMENDATIONS

1. THAT the report be received.
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.

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.

_____/_____
Moved/Seconded

1. PURPOSE OF REPORT

The purpose of this report is to amend the Standing Orders to include the provision for meetings by audio visual link. Where a local authority wishes to permit the use of audio link or audio visual link it must first provide for this in its standing orders which is a requirement of the local authority in the Local Government Act 2002 (LGA).

2. EXECUTIVE SUMMARY

Council adopted its Standing Orders on 12 November 2019. At this point it was decided to remove the provision for audio visual attendance at meetings as Council did not have the technological ability to provide this option.

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

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

Democracy supports good quality decision making for all of the above services.

4. **BACKGROUND**

- 4.1 Schedule 7 of the LGA requires Council to have Standing Orders in place.
- 4.2 At the Council meeting in November 2019, Councillors considered three choices regarding different aspects of the Standing Orders being *Audio visual link*, *Casting Vote* and the *Default for Speaking and Moving Options*. At this meeting it was noted that Council did not currently have the equipment to provide members the option to join a meeting by audio visual link and it was agreed not to include this in the Standing Orders. The importance of attendance in person was also noted as a concern at this meeting.
- 4.3 Council now has the equipment available and has successfully had members join and participate in meetings via audio visual link which is currently permitted under the Epidemic Preparedness (COVID-19) Notice 2020. However when this notice expires the provision for attendance by audio visual link will cease.
- 4.4 Section 27 (5) of the LGA permits the use of audio visual link if it is provided for in the Local Authorities standing orders. Alterations to the Standing Orders are permitted under the Act if 75% of members present vote in favour of the alternation.
- 4.5 The proposed additions to the Standing Orders are as per the template originally supplied by Local Government New Zealand. It is important to note that with the addition of these clauses a quorum is still determined by the number of members physically present. The additions are as follows:

13.7 Right to attend by audio or audio visual link

Provided the conditions in standing orders 13.11 and 13.12 are met members of the local authority and its committees (and members of the public for the purpose of a deputation approved by the Chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.8 Member's status: quorum

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

cl. 25A (4), Schedule 7, LGA 2002.

13.9 Member's status: voting

Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

13.10 Chairperson's duties

Where the technology is available and a member is attending a meeting by audio or audio visual link, the Chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and*
- (b) Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other;*
 - ii. The member's attendance by audio or audio visual link does not reduce their accountability or accessibility of that person in relation to the meeting;*
 - iii. The requirements of Part 7 of LGOIMA are met; and*
 - iv. The requirements in these standing orders are met.**

If the Chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

cl. 25A (3) schedule 7, LGA 2002.

13.11 Conditions for attending by audio or audio visual link

Noting standing order 13.7, the Chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

- (a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;*
- (b) Where a member is unwell; and*
- (c) Where a member is unable to attend due to an emergency.*

13.12 Request to attend by audio or audio visual link

Where possible, a member will give the Chairperson and the chief executive at least 2 working days' notice when they want to attend a meeting by audio or audio visual link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or audio-visual link. However, the council has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local authority or its committees.

13.13 Chairperson may terminate link

The Chairperson may direct that an electronic link should be terminated where:

- (a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;*
- (b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;*
- (c) It is distracting to the members who are physically present at the meeting; and*
- (d) The quality of the link is no longer suitable.*

13.14 Giving or showing a document

A person attending a meeting by audio or audio visual link may give or show a document by:

- (a) Transmitting it electronically;*
- (b) Using the audio visual link; or*
- (c) Any other manner that the Chairperson thinks fit.*

cl. 25(A) (6) schedule 7, LGA 2002.

13.15 Link failure

Where an audio or audio visual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

13.16 Confidentiality

A member who is attending a meeting by audio or audio visual link must ensure that the meeting's proceedings remain confidential during any times that the public are excluded. At such times, the Chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

This does not require public consultation.

5.2 **Māori Consultation - Section 81**

No separate Māori consultation is required.

6. **RISK ANALYSIS**

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

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

6.1 The risk in not approving the alterations to the Standing Orders would be that members would not be able to attend a meeting via audio visual link which could impact on the decision making process.

7. **DECISION MAKING PROCESS - SECTION 79**

7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Standing Orders and the Code of Conduct are key governance requirements which are critical to the good governance of Council and decisions that effect communities needs.

7.2 **Data**

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

The relevant provisions to this decision in the LGA are:

Clause 27

STANDING ORDERS

- (3) After the adoption of the first Standing Orders of the local authority, an amendment of the Standing Orders or the adoption of a new set of Standing Orders requires, in every case, a vote of not less than 75% of the members present.

- (5) Where a local authority wishes to permit the use of audio link or audio visual link for the purposes of [clause 25A\(1\)\(a\)](#), the local authority—
 - (a) must first provide for this matter in its Standing Orders; and
 - (b) may include in its Standing Orders matters concerning the use of audio links or audio visual links at meetings, including, without limitation,—
 - (i) specifying the type or types of meeting at which members may participate by way of audio link or audio visual link; and
 - (ii) attendance requirements; and
 - (iii) prescribing any method or technology of audio links and audio visual links; and
 - (iv) any other requirements that the local authority considers are appropriate to maintain public confidence in the transparency and integrity of decision-making processes and the conduct of members during these processes; and
 - (v) specifying that any person wishing to participate in this manner must make prior arrangement with the local authority.

7.3 **Significance**

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

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

7.4 **Options**

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

Option 1 – Council approve the amendments and allows the provision for attendance by members via audio visual link.

Option 2 – Council does not approve the amendments.

The recommended option is **Option 1**. Council has successfully had members join and participate in meetings via audio visual link since 2020. Although this is not the preferred method of attendance it allows those unable to attend in person to contribute towards decision making.

7.5 **Financial**

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

There is no financial impact.

7.6 **Prioritisation & Trade-off**

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

There is no trade-off or prioritisation issues – no amendment would retain the status quo.

7.7 **Legal Issues**

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

No legal opinion is required.

7.8 **Policy Issues - Section 80**

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

There are no policy issues.

Attachments:

Appendix A – Stratford District Council's Standing Orders – with proposed additions in red.



Erin Bishop
EXECUTIVE ADMINISTRATION OFFICER



Sven Hanne
CHIEF EXECUTIVE

DATE 15 June 2021

APPENDIX 1



Standing Orders

Adopted: 14 November 2019

Preface

Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees and subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner.

In doing so the application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general.

These standing orders have been designed specifically for local authorities, their committees, subcommittees and subordinate decision-making bodies, and local and community boards. They fulfil the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 with regard to the conduct of meetings.

It is mandatory that councils adopt standing order for the conduct of their meetings and the meetings of any subordinate bodies, such as committees and subcommittees (see cl. 27 Schedule 7 of the Local Government Act 2002).

For clarity's sake whenever a question about the interpretation or application of these standing orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the Chairperson of each meeting to make a ruling.

All members of a local authority must abide by standing orders.

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1. Introduction

These standing orders have been prepared to enable the orderly conduct of local authority meetings. They incorporate the legislative provisions relating to meetings, decision making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with general matters.
- Part 2 deals with pre-meeting procedures.
- Part 3 deals with meeting procedures.

The Appendix, which follows Part 3, provides templates and additional guidance for implementing provisions within the standing orders. Please note, the Appendix is an attachment to the standing orders and not part of the standing orders themselves, consequently amendments to the Appendix do not require the agreement of 75% of those present. In addition the 'Guide to Standing Orders' provides additional advice on the application of the standing orders and are also not part of the standing orders.

1.1 Principles

Standing orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a local authority should:

- Conduct its business in an open, transparent and democratically accountable manner;
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- Make itself aware of, and have regard to, the views of all of its communities;
- Take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- Ensure that any decisions made under these standing orders comply with the decision-making provisions of Part 6 of the LGA; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

These principles are reinforced by the requirement that all local authorities act so that "governance structures and processes are effective, open and transparent" (s. 39 LGA 2002).

1.2 Statutory references

The Standing Orders consist of statutory provisions about meetings along with guidance on how those provisions should be applied in practice. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the standing orders apply throughout the period of a meeting, regardless of whether or not parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the standing orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information and Meetings Act 1987
LAMIA	Local Authorities (Members' Interests) Act 1968

1.4 Application

For the removal of any doubt these standing orders do not apply to workshops or meetings of working parties and advisory groups unless specifically included in their terms of reference.

2. Definitions

Adjournment means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item, may be adjourned for a brief period, or to another date and time.

Advisory group means a group of people convened by a local authority for the purpose of providing advice or information that is not a committee or subcommittee. These standing orders do not apply to such groups. This definition also applies to workshops, working parties, working group, panels, forums, portfolio groups, briefings and other similar bodies.

Agenda means the list of items for consideration at a meeting together with reports and other attachments relating to those items in the order in which they will be considered. It is also referred to as an 'order paper'.

Amendment means any change of proposed change to the original or substantive motion.

Audio link means facilities that enable audio communication between participants at a meeting when one or more of the participants is not physically present at the place of the meeting.

Audio visual link means facilities that enable audiovisual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Chairperson means the person presiding at a meeting – the presiding member.

Chief executive means the chief executive of a territorial authority or regional council appointed under section 42 of the LGA 2002, and includes, for the purposes of these standing orders, any other officer authorized by the chief executive.

Clear working days means the number of working days (business hours) prescribed in these standing orders for giving notice and excludes the date of the meeting and date on which the notice is served.

Committee includes, in relation to a local authority:

- (a) A committee comprising all the members of that authority;
- (b) A standing committee or special committee appointed by that authority;
- (c) A joint committee appointed under clause 30A of Schedule 7 of the LGA 2002; and
- (d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

Community board means a community board established under s.49 of the LGA 2002.

Contempt means being disobedient to, or disrespectful of, the chair of a meeting, or disrespectful to any members, officers or the public.

Council means, in the context of these standing orders, the governing body of a local authority.

Deputation means a request from any person or group to make a presentation to the local authority which is approved by the Chairperson and which may be made in English, te reo Māori or New Zealand Sign Language.

Electronic link means both an audio and audio visual link.

Emergency meeting has the same meaning as defined in cl. 22A of Schedule 7 of the LGA 2002.

Extraordinary meeting has the same meaning as defined in cl. 22 of Schedule 7 of the LGA 2002.

Foreshadowed motion means a motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

Internet site means, in relation to a local authority or other person or entity, an Internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

Joint committee means a committee in which the members are appointed by more than one local authority in accordance with clause 30A of Schedule 7 of the LGA 2002.

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of a local authority who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

Leave of absence means a pre-approved absence for a specified period of time consistent with the council policy should one be in place.

Local authority means in the context of these standing orders a regional council or territorial authority, as defined in s. 5 of the LGA 2002, which is named in these standing orders, and any subordinate decision-making bodies established by the local authority.

Mayor means the Mayor of a territorial authority elected under the Local Electoral Act 2001.

Meeting means any first, inaugural, ordinary, or extraordinary meeting of a local authority, subordinate decision-making bodies and any community or local board of the local authority convened under the provisions of LGOIMA.

Member means any person elected or appointed to the local authority.

Mihi whakatau means a brief welcome typically delivered by one person without any further formalities.

Minutes means the record of the proceedings of any meeting of the local authority.

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

Newspaper means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

Notice of motion means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these standing orders.

Open voting means voting that is conducted openly and in a transparent manner (i.e. enables an observer to identify how a member has voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

Order paper means the list of items for consideration at a meeting together with reports and other attachments relating to those items set out in the order in which they will be considered. An order paper is also referred to as an agenda.

Ordinary meeting means any meeting, other than the first meeting, of a local authority publicly notified in accordance with sections 46(1) and (2) of LGOIMA.

Petition means a request to a local authority which contains at least 20 signatures.

Powhiri means a formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

Present at the meeting to constitute quorum means the member is to be physically present in the room.

Presiding member means the person chairing a meeting.

Procedural motion means a motion that is used to control the way in which a motion or the meeting is managed as specified in standing orders 24.1 – 24.7.

Public excluded information refers to information which is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session and not yet been released as publicly available information. It includes:

- Any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the local authority; and
- Any other information which has not been released by the local authority as publicly available information.

Public excluded session, also referred to as confidential or in-committee session, refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in LGOIMA.

Public forum refers to a period set aside usually at the start of a meeting for the purpose of public input.

Public notice in relation to a notice given by a local authority, means one that is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's Internet site. And in addition, is published in at least one daily newspaper circulating in the region or district of the local authority, or one or more other newspapers that have a combined circulation in that region or district which is at least equivalent to that of a daily newspaper circulating in that region or district.

Publicly notified means notified to members of the public by a notice contained in a newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on a council's website.

Qualified privilege means the privilege conferred on member by s. 52 and s. 53 of LGOIMA.

Quasi-judicial means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

Quorum means the minimum number of members required to be present in order to constitute a valid meeting.

Regional Council Chairperson means the member of the governing body of a regional council elected as Chairperson of that regional council under cl.25 Schedule 7 LGA 2002.

Resolution means a motion that has been adopted by the meeting.

Right of reply means the right of the mover of a motion to reply to those who have spoken to the motion. (The right does not apply to an amendment).

Seconder means the member who seconds a motion.

Sub judice means under judicial consideration and therefore prohibited from public discussion elsewhere.

Subordinate decision-making body means committees, subcommittees, and any other bodies established by a local authority that have decision-making authority, but not local or community boards or joint committees.

Substantive motion means the original motion. In the case of a motion that is subject to an amendment, the substantive motion is the original motion incorporating any amendments adopted by the meeting.

Substantive resolution means the substantive motion that has been adopted by the meeting or a restatement of a resolution that has been voted on in parts.

Subcommittee means a subordinate decision-making body established by a council, or a committee of a council, local board or community board. See definition of "Committee".

Working day means a day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday;
- (b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- (c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

Should a local authority wish to meet between the 20th of December and the 10th of January of the following year any meeting must be notified as an extraordinary meeting, unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

Working party means a group set up by a local authority to achieve a specific objective that is not a committee or subcommittee and to which these standing orders do not apply.

Workshop, means in the context of these standing orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these standing orders do not apply. Workshops may include non-elected members. See definition of "advisory group". Workshops are also described as briefings.

General matters

3. Standing orders

3.1 Obligation to adopt standing orders

A council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. Local boards and community boards must also adopt standing orders. Standing orders must not contravene any Act.

cl. 27(1) & (2), Schedule 7, LGA 2002.

3.2 Process for adoption and alteration of standing orders

The adoption of standing orders and any amendment to standing orders must be made by the Council and by a vote of not less than 75% of the members present. Similarly, in the case of a local and community board the adoption of standing orders and any amendments also requires a vote of not less than 75% of the members of the specific board.

cl. 27(3) Schedule 7, LGA 2002.

3.3 Members must obey standing orders

All members of the local authority, including members of committees and subcommittees, must obey these standing orders. Local boards and community boards which have adopted these standing orders must also comply with them.

cl. 16(1) Schedule 7, LGA 2002.

3.4 Application of standing orders

These standing orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies. They will also apply to any local boards and community boards unless stated otherwise. This includes meetings and parts of meetings that the public are excluded from.

3.5 Temporary suspension of standing orders

Any member of a council, committee, subcommittee and subordinate body, and local and community board, may move a motion to suspend specified standing orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded, the Chairperson must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried.

cl. 27(4), Schedule 7, LGA 2002.

A motion to suspend standing orders may also identify the specific standing orders to be suspended. In the event of suspension those standing orders prescribed in statute will continue to apply, such as the quorum requirements.

3.6 Quasi-judicial proceedings

For quasi-judicial proceedings the local authority or a local or community board may amend meeting procedures. For example, committees hearing applications under the RMA 1991 have additional powers under the Commissions of Inquiry Act 1908.

3.7 Physical address of members

Every member of a local authority, local board and community board must give to the chief executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and local authority business may be sent or delivered. Members are to provide their address within 5 working days of the publication of the declaration of the election results.

4. Meetings

4.1 Legal requirement to hold meetings

The local authority must hold meetings for the good government of its city, district or region. The same requirement applies to local boards and community boards in respect of their communities. Meetings must be called and conducted in accordance with:

- (a) Schedule 7 of the LGA 2002;
- (b) Part 7 of LGOIMA; and
- (c) These standing orders.

A meeting can be adjourned to a specified time and day if required by resolution of the meeting.

4.2 Meeting duration

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting or transferred to an extraordinary meeting.

No meeting can sit for more than two hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.

4.3 Language

A member may address a meeting in English, te reo Māori or New Zealand Sign Language. A Chairperson may require that a speech is translated and printed in English or te reo Māori.

If a member intends to address the meeting in New Zealand Sign Language, or in te reo Māori when the normal business of the meeting is conducted in English, they must give prior notice to the Chairperson not less than 2 working days before the meeting.

Where the normal business of the meeting is conducted in te reo Māori then prior notice of the intention to address the meeting in English must also be given to the Chairperson not less than 2 working days before the meeting.

4.4 Webcasting meetings

Webcast meetings should be provided in accordance with the protocols contained in Appendix 5.

4.5 First meeting (inaugural)

The first meeting of a local authority following a local authority triennial general election must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give elected members not less than 7 days' notice of the meeting. However in the event of an emergency the chief executive may give notice of the meeting as soon as practicable.

cl. 21(1) - (4), Schedule 7, LGA 2002.

4.6 Requirements for the first meeting

The chief executive (or, in the absence of the chief executive, their nominee) must chair the first meeting until the Chairperson has made an oral declaration and attested the declaration (see cl. 21(4), Schedule 7 (LGA 2002)).

The business to be conducted at the first meeting following a general election must include the following:

- (a) The making and attesting of the declarations required of the mayor (if any) and members under cl.14, Schedule7, (LGA 2002);
- (b) The election of the Chairperson (if any) and the making and attesting of the declaration required of the Chairperson under cl. 14 Schedule7, (LGA 2002);
- (c) A general explanation, given or arranged by the chief executive, of:
 - i. LGOIMA; and
 - ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and sections 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.
- (d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and
- (e) The election of the deputy Mayor or deputy Chairperson in accordance with cl.17 Schedule7, (LGA 2002).

cl. 21(5), Schedule 7, LGA 2002.

It is common for councils to adopt standing orders at the first meeting; however this is not always necessary as, if not amended, standing orders will remain in force after each triennial election.

Please note that the election of a deputy mayor is not required if the Mayor has already made the appointment under s. 41A (3)(a) of the LGA 2002 prior to the meeting. Nothing limits a territorial authority from removing a deputy Mayor from office in accordance with cl.18 of Schedule 7 LGA 2002.

5. Appointments and elections

5.1 Mayoral appointment of deputy Mayor, committee chairs and members

A Mayor may appoint the deputy Mayor, the Chairperson and the members of each committee of the territorial authority. The names of any appointments made by the Mayor must be tabled at the first meeting of the council after the appointments are made. The Mayor may also appoint him or herself.

s. 41A (3) LGA 2002.

5.2 Council Discharge of a Mayoral Appointment

Nothing, however, limits or prevents a territorial authority from discharging deputy Mayor, a Chairperson or a member of a committee appointed by the Mayor. Any decision by the territorial authority to discharge a deputy Mayor shall follow the procedure in Standing Order 5.5.

If the Mayor declines to appoint a deputy Mayor or committee Chairpersons in accordance with s.41A LGA 2002, the council (or a committee, if so directed by the council) must elect those positions in accordance with standing order 5.4.

cl. 31, Schedule 7 LGA 2002.

5.3 Establishment of committees by the Mayor

The Mayor may establish committees of the territorial authority. Where a Mayor exercises this right a list of the committees and their terms of reference must be tabled at the next following meeting of the Council. Should the Mayor decline to establish committees under s. 41A then any decision to establish committees must follow the processes set out in these standing orders.

Nothing, however, limits or prevents a territorial authority from discharging or reconstituting, in accordance with cl. 30 of Schedule 7, LGA 2002, a committee established by the Mayor or appointing, more committees in addition to any established by the Mayor.

Please note that a Mayor is a member of every committee unless specific legislation provides otherwise, for example a committee established under s. 189 of the Sale and Supply of Alcohol Act 2012.

s. 41A (3) and (4) LGA 2002.

5.4 Elections of regional Chairpersons, deputy Mayors and deputy Chairpersons

The council (or a committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see standing order 5.6) when electing people to the following positions:

- The Chairperson and deputy Chairperson of a regional council;
- The deputy Mayor;
- The Chairperson and deputy Chairperson of a committee; and
- A representative of a local authority.

Please note, this provision does not apply in situations where a mayor has used their appointment powers under s.41A to appoint a deputy Mayor or committee chairs. See Appendix 9.

cl. 25 Schedule 7, LGA 2002.

5.5 Removal of a deputy Mayor

A deputy Mayor, whether appointed by the Mayor under standing order 5.1 or elected by the council, can only be removed in accordance with cl. 18, Schedule 7, of the LGA 2002. See Appendix 10.

cl. 18, Schedule 7, LGA 2002.

5.6 Voting system for chairs, deputy Mayors and committee chairs

When electing a regional council chair, a deputy Mayor or a committee chair the local authority must resolve to use one of the following two voting systems.

System A

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee who are present and voting. This system has the following characteristics:

- (a) There is a first round of voting for all candidates;
- (b) If no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) If no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

System B

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) There is only one round of voting; and
- (b) If two or more candidates tie for the most votes, the tie is resolved by lot.

cl. 25 Schedule 7, LGA 2002.

6. Delegations

6.1 Limits on delegations

Unless clearly stated in the LGA or any other Act, a council may, for the purposes of efficiency and effectiveness, delegate to a committee, subcommittee, subordinate decision-making body, community board, local board, member, or officer of the local authority, any of its responsibilities, duties, or powers except:

- (a) The power to make a rate;
- (b) The power to make a bylaw;
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- (d) The power to adopt a long-term plan, annual plan, or annual report;
- (e) The power to appoint a chief executive;
- (f) The power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement;
- (g) *Repealed*; and
- (h) The power to adopt a remuneration and employment policy.

cl. 32 (1) Schedule 7, LGA 2002.

6.2 Committees may delegate

A committee, subcommittee, subordinate decision-making body, local board, community board, member, or officer of the local authority, may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

cl. (2) & (3), Schedule 7, LGA 2002.

6.3 Use of delegated powers

The committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, duties are delegated may, without confirmation by the council, committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

cl. 32(2) & (3)(4) Schedule 7, LGA 2002.

6.4 Decisions made under delegated authority cannot be rescinded or amended

Nothing in these standing orders allows a council, committee and subcommittee to rescind or amend a lawfully made decision of a subordinate decision-making body carried out under a delegation authorising the making of that decision. The same requirement applies to a local board and community board in relation to any committees or subcommittees with delegated authority.

cl. 30 (6), Schedule 7, LGA 2002.

6.5 Committees and sub committees subject to the direction of the local authority

A committee, subcommittee or other subordinate decision-making body is subject in all things to the control of the local authority, and must carry out all general and special directions of the local authority given to them.

cl. 30 (3) & (4), Schedule 7, LGA 2002.

6.6 Duty to consider delegations to community boards

The council of a territorial authority must consider whether or not to delegate to a community board if the delegation will enable the community board to best achieve its role.

cl. 32(6) Schedule 7, LGA 2002.

Please note: A council is advised to delegate a range of decision-making responsibilities to its chief executive to cover the period from the day following the Electoral Office's declaration until the new council is sworn in. See the 2019 Guide to Standing Orders for further information.

7. Committees

7.1 Appointment of committees and subcommittees

A council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the council.

cl. 30(1) & (2), Schedule 7, LGA 2002.

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

- (a) A local authority may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body; and
- (b) A committee may discharge or reconstitute a subcommittee.

A committee, subcommittee, or other subordinate decision-making body is, unless a council resolves otherwise, discharged when members elected at a subsequent triennial general election come into office.

cl. 30 (5) & (7), Schedule 7, LGA 2002.

Please note: s.12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. This may also apply to District Licensing Committees (see SO Guide).

7.3 Appointment or discharge of committee members and subcommittee members

A council may appoint or discharge any member of a committee and, if established by the council, a subcommittee. A committee may appoint or discharge any member of a subcommittee appointed by the committee unless directed otherwise by the council.

cl. 31 (1) & (2), Schedule 7, LGA 2002.

7.4 Elected members on committees and subcommittees

The members of a committee or subcommittee may be, but are not required to be, elected members of a local authority. A council or committee may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of the council or committee, the person has the skills, attributes or knowledge to assist the committee or subcommittee.

At least one member of a committee must be an elected member of the council. In the case of a committee established by a local board or community board at least one member must be a member of that board. A staff member of the local authority, in the course of their employment, can be a member of a subcommittee but not a committee.

cl. 31(4) Schedule 7, LGA 2002.

7.5 Local authority may replace members if committee not discharged

If a local authority resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under cl. 30 (7) Schedule 7, LGA 2002, the local authority may replace the members of that committee, subcommittee or subordinate decision-making body after the next triennial general election of members.

cl. 31(5) Schedule 7, LGA 2002.

7.6 Membership of Mayor

The Mayor is a member of every committee of the local authority unless specific legislation provides otherwise, such as a committee established under s. 189 of the Sale and Supply of Alcohol Act 2012.

s. 41A (5), LGA 2002.

7.7 Decision not invalid despite irregularity in membership

For the purpose of these standing orders a decision of a local authority, committee, local board and community board is not invalidated if:

1. There is a vacancy in the membership of the local authority, committee, local or community board at the time of the decision; or
2. Following the decision some defect in the election or appointment process is discovered and/or that the membership of a person on the committee at the time is found to have been ineligible.

cl. 29, Schedule 7, LGA 2002.

7.8 Appointment of joint committees

A local authority may appoint a joint committee with another local authority or other public body if it has reached agreement with each local authority or public body. The agreement must specify:

- (a) The number of members each party may appoint;
- (b) How the Chairperson and deputy Chairperson are to be appointed;
- (c) The terms of reference of the committee;
- (d) What responsibilities, if any, are to be delegated to the committee by each party; and
- (e) How the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties.

cl. 30A (1) & (2), Schedule 7, LGA 2002.

7.9 Status of joint committees

A joint committee is deemed to be both a committee of a council and a committee of each other participating local authority or public body.

cl. 30A (5), Schedule 7, LGA 2002.

7.10 Power to appoint or discharge individual members of a joint committee

The power to discharge any individual member of a joint committee and appoint another member in their stead must be exercised by the council or public body that made the appointment.

cl. 30A (6)(a), Schedule 7, LGA 2002.

Pre-meeting

8. Giving notice

Please note; the processes described in this section (standing orders 8.1 – 8.13) apply as appropriate to local boards and community boards.

8.1 Public notice – ordinary meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of the current month, together with the dates, the times and places on and at which those meetings are to be held. In the case of meetings held on or after the 21st day of the month public notification may be given not more than 10 nor less than 5 working days before the day on which the meeting is to be held. (See Guide to Standing Orders for more information).

s. 46, LGOIMA.

8.2 Notice to members - ordinary meetings

The chief executive must give notice in writing to each member of the local authority of the date, time and place of any meeting. Notice must be given at least 14 days before the meeting unless the council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

cl. 19 (5), Schedule 7, LGA 2002.

8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

- (a) Resolution of the council, or
- (b) A requisition in writing delivered to the chief executive which is signed by:
 - i. The Mayor; or
 - ii. Not less than one third of the total membership of the council (including vacancies).

cl. 22 (1) Schedule 7, LGA 2002.

8.4 Notice to members - extraordinary meetings

The chief executive must give notice, in writing, of the time and place of an extraordinary meeting called under standing order 8.3, as well as the general nature of business to be considered to each member of the council at least 3 working days before the day appointed for the meeting. If the meeting is called by a resolution then notice must be provided within such lesser period as is specified in the resolution, as long as it is not less than 24 hours.

cl. 22 (3), Schedule 7, LGA 2002.

8.5 Emergency meetings may be called

If the business a council needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

- (a) The Mayor; or
- (b) If the Mayor is unavailable, the chief executive.

cl. 22A(1), Schedule 7 LGA 2002.

8.6 Process for calling an emergency meeting

The notice of the time and place of an emergency meeting, and of the matters in respect of which the emergency meeting is being called, must be given by the person calling the meeting or by another person on that person's behalf.

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the local authority, and to the chief executive, at least 24 hours before the time appointed for the meeting.

cl. 22A (2), Schedule 7 LGA 2002.

8.7 Public notice – emergency and extraordinary meetings

Where an emergency or extraordinary meeting of a local authority is called but the notice of the meeting is inconsistent with these standing orders, due to the manner in which it was called, the local authority must cause that meeting and the general nature of business to be transacted at that meeting:

- (a) To be publicly notified as soon as practicable before the meeting is to be held; or
- (b) If it is not practicable to publish a notice in newspapers before the meeting, to be notified as soon as practicable on the local authority's Internet site and in any other manner that is reasonable in the circumstances.

s. 46 (3) LGOIMA.

8.8 Meetings not invalid

The failure to notify a public meeting under these standing orders does not of itself make that meeting invalid. However, where a local authority becomes aware that a meeting has been incorrectly notified it must, as soon as practicable, give public notice stating:

- That the meeting occurred without proper notification;
- The general nature of the business transacted; and
- The reasons why the meeting was not properly notified.

s. 46 (6), LGOIMA.

8.9 Resolutions passed at an extraordinary meeting

A local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the local authority unless:

- (a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or
- (b) The extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

s. 51A, LGOIMA.

8.10 Meeting schedules

Where the local authority adopts a meeting schedule it may cover any period that the council considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA to also publicly notify each meeting.

cl. 19 (6) Schedule 7, LGA 2002.

8.11 Non-receipt of notice to members

A meeting of a local authority is not invalid if notice of that meeting was not received, or not received in due time, by a member of the local authority or board unless:

- (a) It is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and
- (b) The member concerned did not attend the meeting.

A member of a local authority may waive the need to be given notice of a meeting.

cl. 20 (1) & (2) Schedule 7, LGA 2002.

8.12 Meeting cancellations

The Chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

9. Meeting agenda

9.1 Preparation of the agenda

It is the chief executive's responsibility to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the chief executive should consult the Chairperson.

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the council, committee, subcommittee, subordinate decision-making body, local boards or community board and, in the case of all decision-making bodies other than the council, must also fall within the scope of their specific delegations. A process for requesting reports is described in Appendix 13.

9.3 Chief executive may delay or refuse request

The chief executive may delay commissioning any reports that involve significant cost or are beyond the scope of the committee that made the request. In such cases the chief executive will discuss options for meeting the request with the respective Chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

If a member makes a direct request to a chief executive asking that a report is prepared the chief executive may refuse. In such cases an explanation should be provided to the member.

9.4 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the Chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 12.

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

9.5 Chairperson's recommendation

A Chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a Chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained.

9.6 Chairperson's report

The Chairperson of a meeting has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda or which falls within the responsibilities of that meeting, as described in its terms of reference.

9.7 Public availability of the agenda

All information provided to members at a local authority, or local or community board, meeting must be publicly available except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

s. 5 & 46A, LGOIMA.

9.8 Public inspection of agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least 2 working days before a meeting, all agendas and associated reports circulated to members of the local authority and local and community boards relating to that meeting. The agenda:

- (a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the council's website, and:
- (b) Must be accompanied by either:
 - i. The associated reports; or
 - ii. A notice specifying the places at which the associated reports may be inspected.

s. 46A (1), LGOIMA.

9.9 Withdrawal of agenda items

If justified by circumstances an agenda item may be withdrawn by the chief executive. In the event of an item being withdrawn the chief executive should inform the Chairperson.

9.10 Distribution of the agenda

The chief executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

The chief executive may send the agenda, and other materials relating to the meeting or other council business, to members by electronic means.

9.11 Status of agenda

No matter on a meeting agenda, including recommendations, may be considered final until determined by formal resolution of that meeting.

9.12 Items of business not on the agenda which cannot be delayed

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the Chairperson provides the following information during the public part of the meeting:

- (a) The reason the item is not on the agenda; and
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

s. 46A (7), LGOIMA.

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the Chairperson.

Please note that nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA 2002 with regard to consultation and decision-making.

9.13 Discussion of minor matters not on the agenda

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

s. 46A (7A), LGOIMA.

9.14 Public excluded business on the agenda

Items that are likely to be discussed under public excluded must be indicated on each agenda and state the general subject of the item. The chief executive, however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

s. 46A (9), LGOIMA.

9.15 Qualified privilege relating to agenda and minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will or improper advantage has been taken of the publication.

s. 52, LGOIMA.

Meeting Procedures

10. Opening and closing

Local authorities, local boards and community boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Quorum

11.1 Council meetings

The quorum for a meeting of the council is:

- (a) Half of the members physically present, where the number of members (including vacancies) is even; and
- (b) A majority of the members physically present, where the number of members (including vacancies) is odd.

cl. 23 (3)(a) Schedule 7, LGA 2002.

11.2 Committees and subcommittee meetings

A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution provided that it is not less than two members. (See also 7.4).

In the case of subcommittees the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the council, or if established by a local board or community board, the relevant board.

cl. 23 (3)(b) Schedule 7, LGA 2002.

11.3 Joint Committees

The quorum at a meeting of a joint committee must be consistent with Standing Order 11.1. Local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each local authority or any party.

cl. 30A (6)(c) Schedule 7, LGA 2002.

11.4 Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

cl. 23(1) & (2) Schedule 7, LGA 2002.

11.5 Meeting lapses where no quorum

A meeting must lapse, and the Chairperson vacate the chair, if a quorum is not present within 30 minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the Chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

Should a quorum be lost the meeting will lapse if the quorum is not present within 15 minutes.

11.6 Business from lapsed meetings

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the Chairperson sets an earlier meeting and this is notified by the chief executive.

12. Public access and recording

12.1 Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the local authority, its committees, subcommittees, local boards and community boards, must be open to the public.

s.47 & 49(a), LGOIMA.

12.2 Grounds for removing the public

The Chairperson may require any member of the public whose conduct is disorderly, or who is creating a disturbance, to be removed from the meeting.

12.3 Local authority may record meetings

Meeting venues should contain clear signage indicating and informing members, officers and the public that proceedings may be recorded by the local authority and may be subject to direction by the Chairperson.

12.4 Public may record meetings

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings must be notified to the Chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require the Chairperson may stop the recording for a period of time.

13. Attendance

13.1 Members right to attend meetings

A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee.

cl. 19(2), Schedule 7, LGA 2002.

If the member of the local authority is not an appointed member of the meeting at which they are in attendance they may not vote on any matter at that meeting. However, they may, with the leave of the chair, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s.48 LGOIMA. Consequently, if the meeting resolves to exclude the public any members of the local authority who are present may remain unless they are lawfully excluded.

Please note: this section does not confer any rights to non-elected members appointed to committees of a local authority.

13.2 Attendance when a committee is performing judicial or quasi-judicial functions

When a committee is performing judicial or quasi-judicial functions members of the local authority who are not members of that committee are not entitled to take part in the proceedings.

13.3 Leave of absence

A council may grant a member leave of absence following an application from that member. The council may delegate the power to grant a leave of absence to the Mayor in order to protect a members' privacy.

The Mayor may approve a members' application, and the Council may approve an application from the Mayor. The Mayor will advise all members of the council whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

13.4 Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Mayor (or acting chair) must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may be recorded as absent on council business where their absence is a result of a commitment made on behalf of the council.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

13.5 Recording apologies

The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined and the time of arrival and departure of all members.

13.6 Absent without leave

Where a member is absent from four consecutive meetings of the council, local board or community board without leave of absence or an apology being accepted (not including extraordinary or emergency meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

cl. 5 (d) Schedule 7, LGA 2002.

13.7 Right to attend by audio or audio visual link

Provided the conditions in standing orders 13.11 and 13.12 are met members of the local authority and its committees (and members of the public for the purpose of a deputation approved by the Chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.8 Member's status: quorum

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

cl. 25A (4), Schedule 7, LGA 2002.

13.9 Member's status: voting

Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

13.10 Chairperson's duties

Where the technology is available and a member is attending a meeting by audio or audio visual link, the Chairperson must ensure that:

- (c) The technology for the link is available and of suitable quality; and
- (d) Procedures for using the technology in the meeting will ensure that:
 - v. Everyone participating in the meeting can hear each other;
 - vi. The member's attendance by audio or audio visual link does not reduce their accountability or accessibility of that person in relation to the meeting;
 - vii. The requirements of Part 7 of LGOIMA are met; and
 - viii. The requirements in these standing orders are met.

If the Chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

cl. 25A (3) schedule 7, LGA 2002.

13.11 Conditions for attending by audio or audio visual link

Noting standing order 13.7, the Chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

- (d) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;
- (e) Where a member is unwell; and
- (f) Where a member is unable to attend due to an emergency.

13.12 Request to attend by audio or audio visual link

Where possible, a member will give the Chairperson and the chief executive at least 2 working days' notice when they want to attend a meeting by audio or audio visual link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or audio-visual link. However, the council has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local authority or its committees.

13.13 Chairperson may terminate link

The Chairperson may direct that an electronic link should be terminated where:

- (e) Use of the link is increasing, or may unreasonably increase, the length of the meeting;
- (f) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;
- (g) It is distracting to the members who are physically present at the meeting; and
- (h) The quality of the link is no longer suitable.

13.14 Giving or showing a document

A person attending a meeting by audio or audio visual link may give or show a document by:

- (d) Transmitting it electronically;
- (e) Using the audio visual link; or
- (f) Any other manner that the Chairperson thinks fit.

cl. 25(A) (6) schedule 7, LGA 2002.

13.15 Link failure

Where an audio or audio visual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

13.16 Confidentiality

A member who is attending a meeting by audio or audio visual link must ensure that the meeting's proceedings remain confidential during any times that the public are excluded. At such times, the Chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.

14. Chairperson's role in meetings

14.1 Council meetings

The Mayor must preside at meetings of the council unless they vacate the chair for a part or all of a meeting. If the Mayor is absent from a meeting or vacates the chair, the deputy Mayor must act as chairperson. If the deputy Mayor is also absent the local authority members who are present must elect a member to be the Chairperson at that meeting. This person may exercise the meeting responsibilities, duties and powers of the Mayor for that meeting.

cl. 26(1), (5) & (6) Schedule 7, LGA 2002.

14.2 Other meetings

In the case of committees, subcommittees and subordinate decision-making bodies, the appointed Chairperson must preside at each meeting unless they vacate the chair for all or part of a meeting. If the Chairperson is absent from a meeting or vacates the chair, the deputy Chairperson (if any) will act as Chairperson. If the deputy Chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as Chairperson. This person may exercise the meeting responsibilities, duties and powers of the Chairperson.

cl. 26(2), (5) & (6), schedule 7 LGA 2002.

14.3 Addressing the Chairperson

Members will address the Chairperson in a manner that the Chairperson has determined.

14.4 Chairperson's rulings

The Chairperson will decide all procedural questions where insufficient provision is made by these standing orders and with regard to all points of order. Any refusal to obey a Chairperson's ruling or direction constitutes contempt.

14.5 Chairperson standing

Whenever the Chairperson stands during a debate members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the Chairperson without interruption.

14.6 Member's right to speak

Members are entitled to speak in accordance with these standing orders. Members should address the Chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the Chairperson.

14.7 Chairperson may prioritise speakers

When two or more members want to speak the Chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend to:

- (a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and/or
- (b) Move a motion to terminate or adjourn the debate; and/or
- (c) Make a point of explanation; and/or
- (d) Request the chair to permit the member a special request.

15. Public Forums

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of the local authority.

In the case of a committee, subcommittee, local or community board, any issue, idea or matter raised in a public forum must fall within the terms of reference of that body.

15.1 Time limits

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however this requirement may be waived by the Chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. No more than two speakers can speak on behalf of an organisation during a public forum. Where the number of speakers presenting in the public forum exceeds 6 in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions

The Chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums

At the conclusion of the presentation, with the permission of the Chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions

Following the public forum no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the 2019 Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

16. Deputations

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the Chairperson, or an official with delegated authority, five working days before the meeting. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

16.1 Time limits

Speakers can speak for up to 5 minutes, or longer at the discretion of the Chairperson. No more than two speakers can speak on behalf of an organisation's deputation.

16.2 Restrictions

The Chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- A speaker is repeating views presented by an earlier speaker at the meeting;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

16.3 Questions of a deputation

At the conclusion of the deputation members may, with the permission of the Chairperson, ask questions of any speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

16.4 Resolutions

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda and once a motion has been moved and seconded.

17. Petitions

17.1 Form of petitions

Petitions may be presented to the local authority or any of its committees, local boards or community boards, as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least 5 working days before the date of the meeting at which they will be presented.

Petitions must not be disrespectful, use offensive language or include malicious statements (see standing order 19.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.

17.2 Petition presented by petitioner

A petitioner who presents a petition to the local authority or any of its committees and subcommittees, local boards or community boards, may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The Chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. The petition must be received by the chief executive at least 5 working days before the date of the meeting concerned.

17.3 Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

- (a) The petition;
- (b) The petitioners' statement; and
- (c) The number of signatures.

18. Exclusion of public

18.1 Motions and resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in section 48 of LGOIMA (see Appendix 1).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

- (a) The general subject of each matter to be excluded;
- (b) The reason for passing the resolution in relation to that matter; and
- (c) The grounds on which the resolution is based.

The resolution will form part of the meeting's minutes.

s. 48 LGOIMA.

18.2 Specified people may remain

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the council for advice on the matter under consideration.

s.48 (6) LGOIMA.

18.3 Public excluded items

The chief executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

s.46A (8) LGOIMA.

18.4 Non-disclosure of information

No member or officer may disclose to any person, other than another member, officer or person authorised by the chief executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the chief executive has advised, in writing, that one or both of the following apply:

- (a) There are no grounds under LGOIMA for withholding the information; and
- (b) The information is no longer confidential.

18.5 Release of information from public excluded session

A local authority may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public. In addition the chief executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist. The chief executive will inform the subsequent meeting of the nature of the information released.

19. Voting

18.1 Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation or standing orders, the acts of and questions before a local authority (or local and community boards) must be decided at a meeting through a vote exercised by the majority of the members of that meeting voting.

cl. 24 (1), Schedule 7, LGA 2002.

18.2 Open voting

An act or question coming before the local authority must be done or decided by open voting.

cl. 24 (3) Schedule 7, LGA 2002.

18.3 Chairperson has a casting vote

The Mayor, Chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, has a casting vote.

cl. 24 (2) Schedule 7, LGA 2002.

18.4 Method of voting

The method of voting must be as follows:

- (a) The Chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the Chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the Chairperson will call a division;
- (b) The Chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and

- (c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the Chairperson who must declare the result.

18.5 Calling for a division

When a division is called, the chief executive must record the names of the members voting for and against the motion and abstentions and provide the names to the Chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted.

The Chairperson may call a second division where there is confusion or error in the original division.

18.6 Request to have votes recorded

If requested by a member immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters e.g. reason for the vote or abstention is not permitted.

18.7 Members may abstain

Any member may abstain from voting.

20. Conduct

20.1 Calling to order

When the Chairperson calls members to order they must be seated and stop speaking. If the members fail to do so, the Chairperson may direct that they should leave the meeting immediately for a specified time.

20.2 Behaviour consistent with Code of Conduct

No member, at any meeting, may act inconsistently with their Code of Conduct or speak or act in a manner which is disrespectful of other members, staff or the public.

20.3 Retractions and apologies

In the event of a member or speaker who has been disrespectful of another member or contravened the council's Code of Conduct, the Chairperson may call upon that member or speaker to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the Chairperson may direct that they should leave the meeting immediately for a specified time and/or make a complaint under the Code of Conduct.

20.4 Disorderly conduct

Where the conduct of a member is disorderly or is creating a disturbance the Chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues the Chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The Chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

20.5 Contempt

Where a member is subject to repeated cautions by the Chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's minutes.

20.6 Removal from meeting

A member of the police or authorised security personnel may, at the Chairperson's request, remove or exclude a member from a meeting.

This standing order will apply where the Chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the Chairperson's permission.

20.7 Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s.6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s.6.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded in which case they should leave the room.

Neither the Chairperson nor the meeting may rule on whether a member has a financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

s. 6 & 7 LAMIA.

20.8 Non-financial conflicts of interests

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member of a local authority (or local or community board) could be affected by some other separate interest or duty of that member in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter or any subsequent vote.

The member must leave the table when the matter is considered, but does not need to leave the room. The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Neither the Chairperson nor the meeting may rule on whether a member has a non-financial interest in the matter being discussed.

20.9 Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the local authority in accordance with the rules adopted by the local authority for guiding its proceedings is privileged, unless the statement is proved to have been made with ill will or took improper advantage of the occasion of publication.

s. 53, LGOIMA.

20.10 Qualified privilege additional to any other provisions

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies as a result of any other enactment or rule of law applying to any meeting of the local authority.

s. 53, LGOIMA.

20.11 Electronic devices at meetings

Electronic devices and phones can only be used to advance the business of a meeting.

Personal use may only occur at the discretion of the chair. A Chairperson may require that an electronic device is switched off if its use is likely to distract a meeting from achieving its business or a member is found to be receiving information or advice from sources not present at the meeting which may affect the integrity of the proceedings.

21. General rules of debate

21.1 Chairperson may exercise discretion

The application of any procedural matters in this section of the standing orders, such as the number of times a member may speak or when a chair can accept a procedural motion to close or adjourn a debate, is subject to the discretion of the Chairperson.

21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

- (a) Movers of motions when speaking to the motion – not more than 5 minutes;
- (b) Movers of motions when exercising their right of reply – not more than 5 minutes; and
- (c) Other members – not more than 5 minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

21.3 Questions to staff

During a debate members can ask staff questions about the matters being discussed. Questions must be asked through the Chairperson and how the question should be dealt with is at the Chairperson's discretion.

21.4 Questions of clarification

At any point of a debate a member may ask the Chairperson for clarification about the nature and content of the motion which is the subject of the debate and the particular stage the debate has reached.

21.5 Members may speak only once

A member may not speak more than once to a motion at a meeting of the council, except with permission of the Chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

21.6 Limits on number of speakers

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the Chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the Chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the Chairperson, announce whether they are speaking in support of, or opposition to, a motion.

21.7 Secunder may reserve speech

A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.

21.8 Speaking only to relevant matters

Members may speak to any matter before the meeting; a motion or amendment which they propose; and to raise a point of order arising out of debate, but not otherwise. Members must confine their remarks strictly to the motion or amendment they are speaking to.

The Chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

21.9 Restating motions

At any time during a debate a member may ask, for their information, that the Chairperson restate a motion and any amendments; but not in a manner that interrupts a speaker.

21.10 Criticism of resolutions

A member speaking in a debate may not unduly criticise the validity of any resolution except by a notice of motion to amend or revoke the resolution.

21.11 Objecting to words

When a member objects to any words used by another member in a speech and wants the minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The Chairperson must order the minutes to record the objection.

21.12 Right of reply

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive or substituted motion or at the end of the debate on a proposed amendment.

However, the original mover may reserve their right of reply and speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried the mover of the motion has the right of reply before the motion or amendment is put to the vote.

21.13 No other member may speak

In exercising a right of reply, no other member may speak:

- (a) After the mover has started their reply;
- (b) After the mover has indicated that they want to forego this right; and
- (c) Where the mover has spoken to an amendment to the original motion and the Chairperson has indicated that he or she intends to put the motion.

21.14 Adjournment motions

The carrying of any motion to adjourn a meeting must supersede other business still remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified committee or local or community board, is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

21.15 Chairperson's acceptance of closure motions

The Chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the Chairperson considers it reasonable to do so.

However, the Chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the Chairperson puts the motion or amendment to the vote.

22. General procedures for speaking and moving motions

22.1 Options for speaking and moving

This subsection provides three options for speaking and moving motions and amendments at a meeting of a local authority, its committees and subcommittees, and any local or community boards.

Option B applies unless, on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves [by simple majority] to adopt either Option A or Option C for the meeting generally, or for any specified items on the agenda.

22.2 Option A

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Only members who have not spoken to the original or substituted motion may move or second an amendment to it.
- The mover or seconder of an amendment whether it is carried or lost cannot move or second a subsequent amendment.
- Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.

- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.3 Option B (Default)

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.4 Option C

- The mover and seconder of a motion can move or second an amendment.
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.5 Procedure if no resolution reached

If no resolution is reached the Chairperson may accept a new motion to progress the matter under discussion.

23. Motions and amendments

23.1 Proposing and seconding motions

All motions and amendments moved during a debate must be seconded (including notices of motion). The Chairperson may then state the motion and propose it for discussion.

Amendments and motions that are not seconded are not valid and are not entered in the minutes.

23.2 Motions in writing

The Chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

23.3 Motions expressed in parts

The Chairperson, or any member, can require a motion that has been expressed in parts to be decided part by part.

23.4 Substituted motion

Where a motion is subject to an amendment the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

23.5 Amendments to be relevant and not direct negatives

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. An amendment cannot be a direct negative to the motion or the amended motion.

Please note that amendments that are significantly different must comply with the decision-making provisions of the Part 6, LGA 2002.

23.6 Chairperson may recommend amendment

A Chairperson, when moving the adoption of a recommendation from a committee or sub-committee to the council can include in the motion an amendment to the committee or sub-committee's recommendation.

23.7 Foreshadowed amendments

The meeting must dispose of an existing amendment before a new amendment can be foreshadowed. However, members may notify the Chairperson that they intend to move further amendments as well as the nature of the content of those amendments.

23.8 Lost amendments

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment.

23.9 Carried amendments

Where an amendment is carried the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may speak to the substantive motion, and may move or second a further amendment to it.

23.10 Where a motion is lost

In a situation where a motion that recommends a course of action is lost a new motion, with the consent of the Chairperson, may be proposed to provide direction.

23.11 Withdrawal of motions and amendments

Once a motion or amendment which has been seconded has been put to the meeting by the Chairperson the mover cannot withdraw it without the consent of the majority of the members who are present and voting.

The mover of an original motion, which has been subject to an amendment that has been moved and seconded, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

23.12 No speakers after reply or motion has been put

A member may not speak to any motion once:

- (a) The mover has started their right of reply in relation to the motion; and
- (b) The Chairperson has started putting the motion.

24. Revocation or alteration of resolutions

24.1 Member may move revocation of a decision

A member may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the council, subordinate body, local or community board. The notice must set out:

- (a) The resolution or part of the resolution which the member proposes to revoke or alter;
- (b) The meeting date when the resolution was passed;
- (c) The motion, if any, which the member proposes to replace it with; and
- (d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of the LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report.

24.2 Revocation must be made by the body responsible for the decision

If a resolution is made under delegated authority by a committee, subcommittee or subordinate decision-making body, or a local or community board, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation given to a subordinate body or local board or community board.

cl. 30 (6) Schedule 7, LGA 2002.

24.3 Requirement to give notice

A member must give notice to the chief executive at least 5 working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members of the local authority, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members. If the notice of motion is lost, no similar notice of motion which is substantially the same in purpose and effect may be accepted within the next twelve months.

24.4 Restrictions on actions under the affected resolution

Once a notice of motion to revoke or alter a previous resolution has been received no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.

Exceptions apply where, in the opinion of the Chairperson:

- (a) The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked;
- (b) By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local authority or the committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

24.5 Revocation or alteration by resolution at same meeting

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation 75 per cent of the members present and voting must agree to the revocation or alteration.

24.6 Revocation or alteration by recommendation in report

The local authority, on a recommendation in a report by the Chairperson, chief executive, or any committee or subcommittee, local or community board, may revoke or alter all or part of a resolution passed by a previous meeting. The chief executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

cl. 30 (6) Schedule 7, LGA 2002.

25. Procedural motions

25.1 Procedural motions must be taken immediately

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the Chairperson must put it to the vote immediately, without discussion or debate. A procedural motion to close or adjourn debate can be taken after two speakers have spoken for the motion and two against or, in the chairperson's opinion, it is reasonable to accept the closure motion.

25.2 Procedural motions to close or adjourn a debate

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

- (a) That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- (b) that the motion under debate should now be put (a closure motion);
- (c) That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;
- (d) That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired); and
- (e) That the item being discussed should be referred (or referred back) to the relevant committee or local or community board.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

25.3 Voting on procedural motions

Procedural motions to close or adjourn a debate must be decided by a majority of all members who are present and voting. If the motion is lost no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

25.4 Debate on adjourned items

When debate resumes on items of business that have been previously adjourned all members are entitled to speak on the items.

25.5 Remaining business at adjourned meetings

Where a resolution is made to adjourn a meeting, the remaining business will be considered at the next meeting.

25.6 Business referred to the council, committee or local or community board

Where an item of business is referred (or referred back) to a committee or a local or community board, the committee or board will consider the item at its next meeting unless the meeting resolves otherwise.

25.7 Other types of procedural motions

The Chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.

26. Points of order

26.1 Members may raise points of order

Any member may raise a point of order when they believe these standing orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

26.2 Subjects for points of order

A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:

- (a) Disorder – to bring disorder to the attention of the Chairperson;
- (b) Language – to highlight use of disrespectful, offensive or malicious language;
- (c) Irrelevance – to inform the chair that the topic being discussed is not the matter currently before the meeting;
- (d) Misrepresentation – to alert the chair of a misrepresentation in a statement made by a member, an officer or a council employee;
- (e) Breach of standing order – to highlight a possible breach of a standing order while also specifying which standing order is subject to the breach; and
- (f) Recording of words – to request that the minutes record any words that have been the subject of an objection.

26.3 Contradictions

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

26.4 Point of order during division

A member may not raise a point of order during a division, except with the permission of the Chairperson.

26.5 Chairperson's decision on points of order

The Chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The Chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

27. Notices of motion

27.1 Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the chief executive at least 5 clear working days before such meeting. [Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover].

Once the motion is received the chief executive must give members notice in writing of the intended motion at least 2 clear working days' notice of the date of the meeting at which it will be considered.

27.2 Refusal of notice of motion

The Chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the local authority or meeting concerned; or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of s.77-82 LGA 2002; or
- (f) Concerns a matter where decision-making authority has been delegated to a subordinate body or a local or community board.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate committee or board.

27.3 Mover of notice of motion

Notices of motion may not proceed in the absence of the mover unless moved by another member authorised to do so, in writing, by the mover.

27.4 Alteration of notice of motion

Only the mover, at the time the notice of motion is moved and with the agreement of a majority of those present at the meeting, may alter a proposed notice of motion. Once moved and seconded no amendments may be made to a notice of motion.

27.5 When notices of motion lapse

Notices of motion that are not moved when called for by the Chairperson must lapse.

27.6 Referral of notices of motion

Any notice of motion received that refers to a matter ordinarily dealt with by a committee of the local authority or a local or community board must be referred to that committee or board by the chief executive.

Where notices are referred the proposer of the intended motion, if not a member of that committee, must have the right to move that motion and have the right of reply, as if a committee member.

27.7 Repeat notices of motion

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion which, in the opinion of the Chairperson, may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by the local authority no other notice of motion which, in the opinion of the Chairperson has the same effect, may be put while the original motion stands.

28. Minutes

28.1 Minutes to be evidence of proceedings

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a Chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the *prima facie* evidence of the proceedings they relate to.

cl. 28 Schedule 7, LGA 2002.

28.2 Matters recorded in minutes

The chief executive must keep the minutes of meetings. The minutes must record:

- (a) The date, time and venue of the meeting;
- (b) The names of the members present;
- (c) The Chairperson;
- (d) Any apologies or leaves of absences;
- (e) The arrival and departure times of members;
- (f) Any failure of a quorum;
- (g) A list of any external speakers and the topics they addressed;
- (h) A list of the items considered;
- (i) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these standing orders;
- (j) The names of all movers, and seconders;
- (k) Any objections made to words used;
- (l) All divisions taken and, if taken, a record of each members' vote;
- (m) the names of any members requesting that their vote or abstention be recorded;
- (n) Any declarations of financial or non-financial conflicts of interest;
- (o) The contempt, censure and removal of any members;
- (p) Any resolutions to exclude members of the public;
- (q) The time at which the meeting concludes or adjourns; and
- (r) The names of people permitted to stay in public excluded.

Please Note: hearings under the RMA, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

28.3 No discussion on minutes

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

28.4 Minutes of last meeting before election

The chief executive and the relevant Chairpersons must sign, or agree to have their digital signature inserted, the minutes of the last meeting of the local authority and any local and community boards before the next election of members.

29. Keeping a record

29.1 Maintaining accurate records

A local authority must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.

All public records that are in its control must be maintained in an accessible form, so as to be able to be used for subsequent reference.

s. 17 Public Records Act 2005.

29.2 Method for maintaining records

Records of minutes may be kept in hard copy (Minute Books) and/or in electronic form. If minutes are stored electronically the repository in which they are kept must meet the following requirements:

- (a) The provision of a reliable means of assuring the integrity of the information is maintained; and
- (b) The information is readily accessible so as to be usable for subsequent reference.

s. 229(1) of the Contract and Commercial Law Act 2017.

29.3 Inspection

Whether held in hard copy or in electronic form minutes must be available for inspection by the public.

s. 51 LGOIMA.

29.4 Inspection of public excluded matters

The chief executive must consider any request for the minutes of a meeting, or part of a meeting, from which the public was excluded as if it is a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

Referenced documents

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Law Act 2017
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978

Appendix 1: Grounds to exclude the public

A local authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
 - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. Be likely otherwise to damage the public interest.
 - (d) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (f) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (g) Maintain legal professional privilege; or
 - (h) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or

- (i) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

See s.7 LGOIMA 1987.

Where A2 of this Appendix applies the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest, that the public not be excluded.

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

See s. 48 LGOIMA.

Appendix 2: Sample resolution to exclude the public

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is **moved**:

- 1 that the public is excluded from:
- The whole of the proceedings of this meeting; *(deleted if not applicable)*
 - The following parts of the proceedings of this meeting, namely; *(delete if not applicable)*

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out below:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— <ul style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ul style="list-style-type: none"> i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).

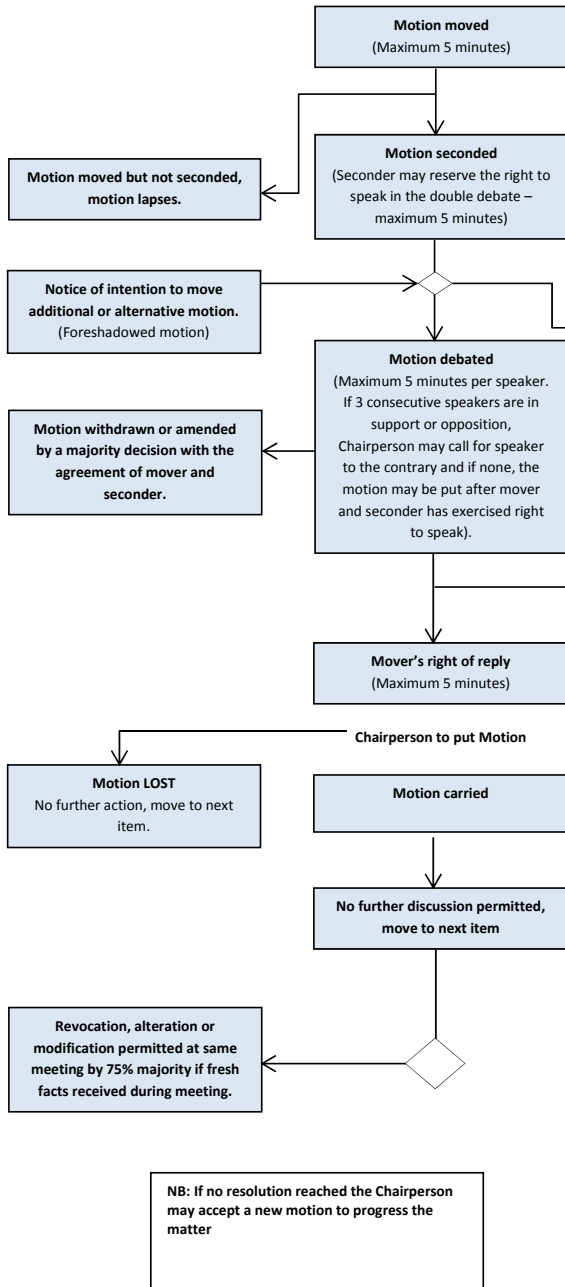
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ol style="list-style-type: none"> i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

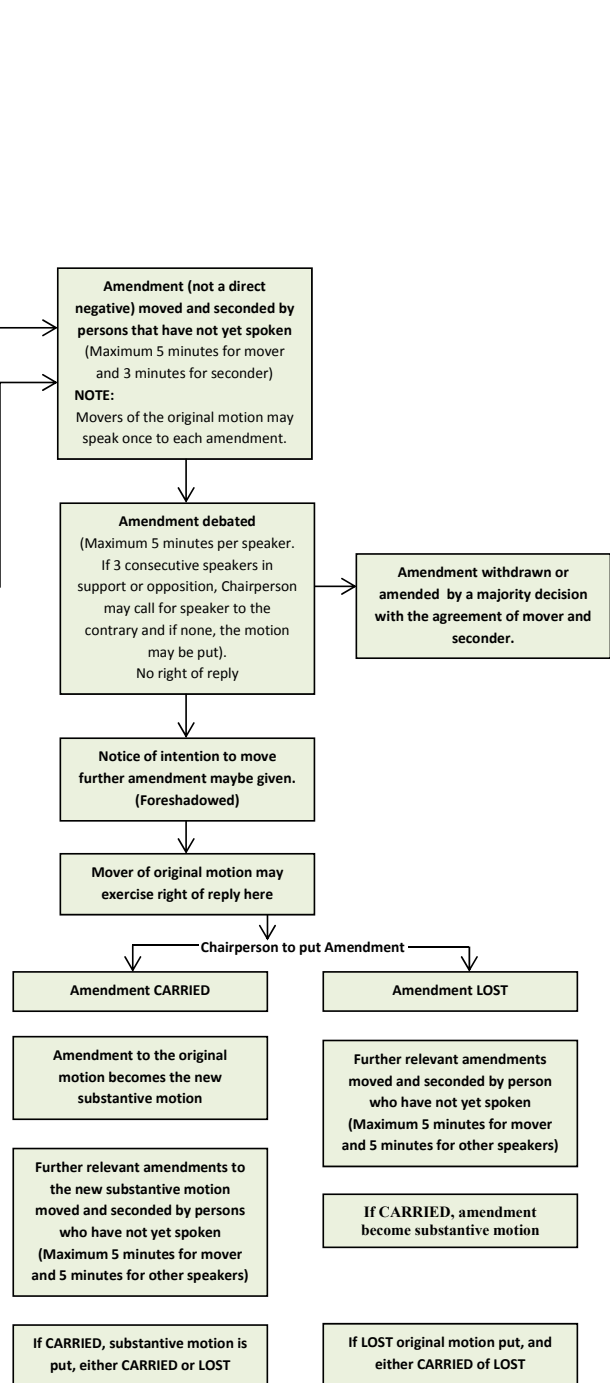
2. That *(name of person(s))* is permitted to remain at this meeting after the public has been excluded because of their knowledge of *(specify topic under discussion)*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*. *(Delete if inapplicable.)*

Appendix 3: Motions and amendments (Option A)

Motions without amendments

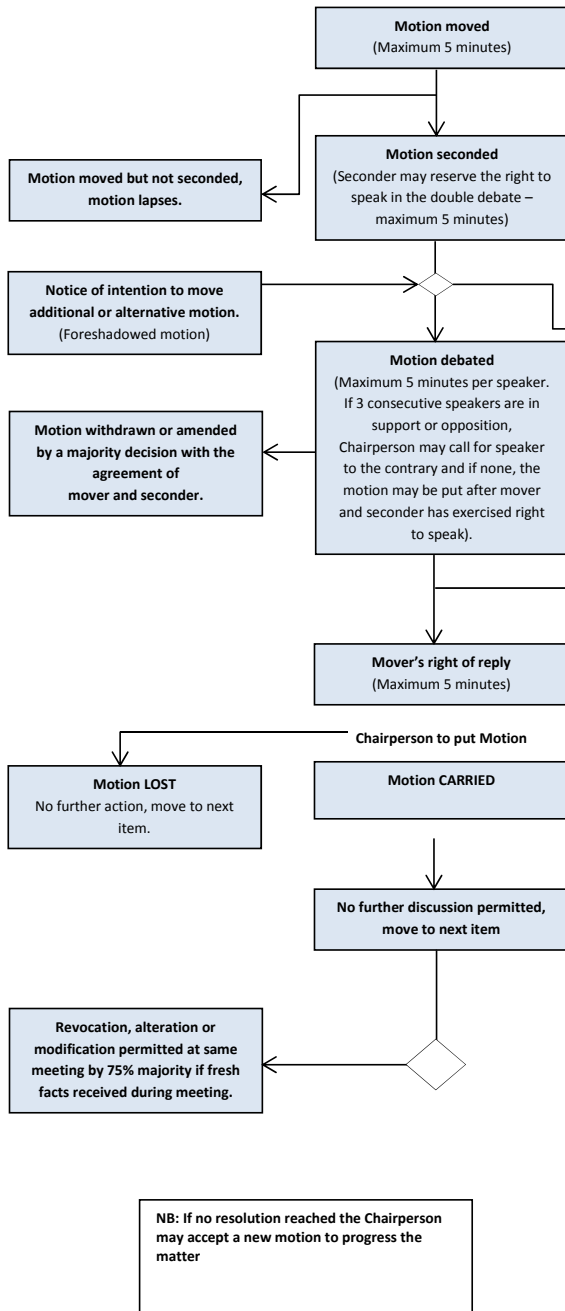


Motions with amendments

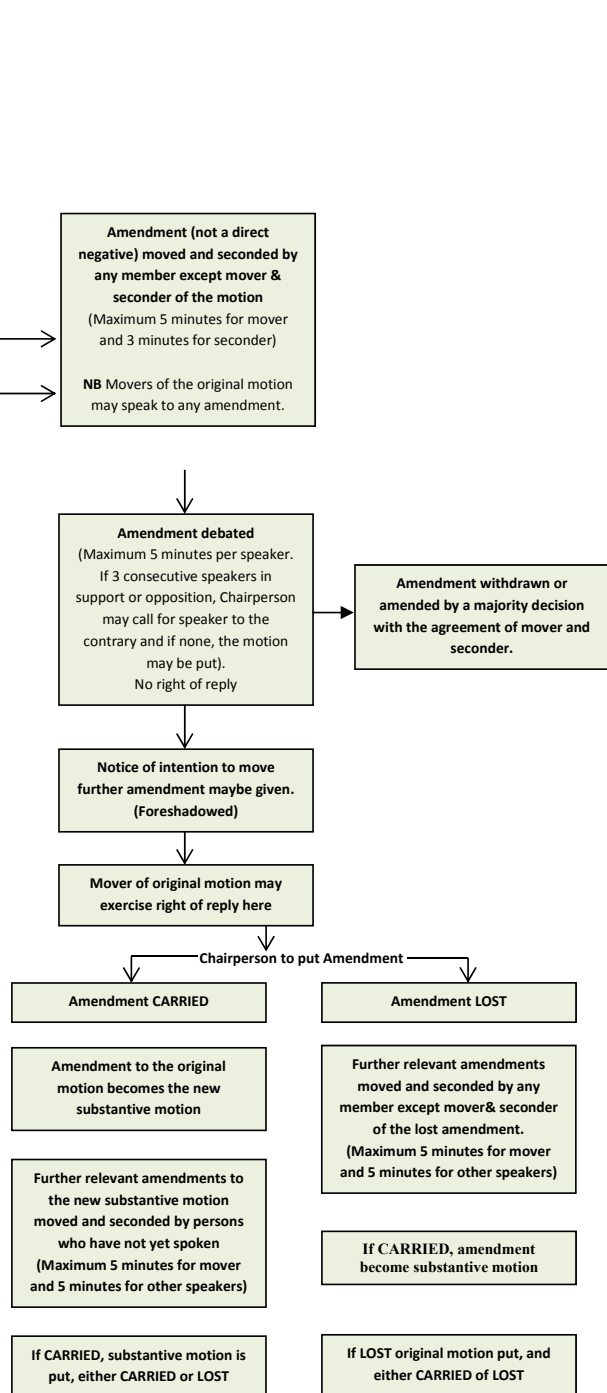


Appendix 4: Motions and amendments (Option B)

Motions without amendments

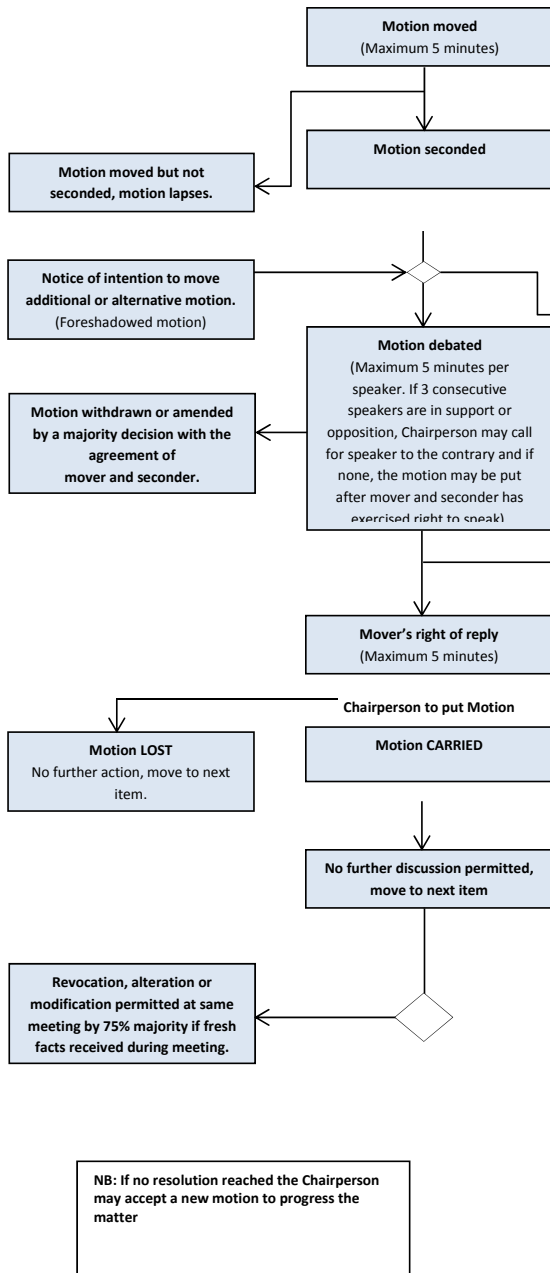


Motions with amendments

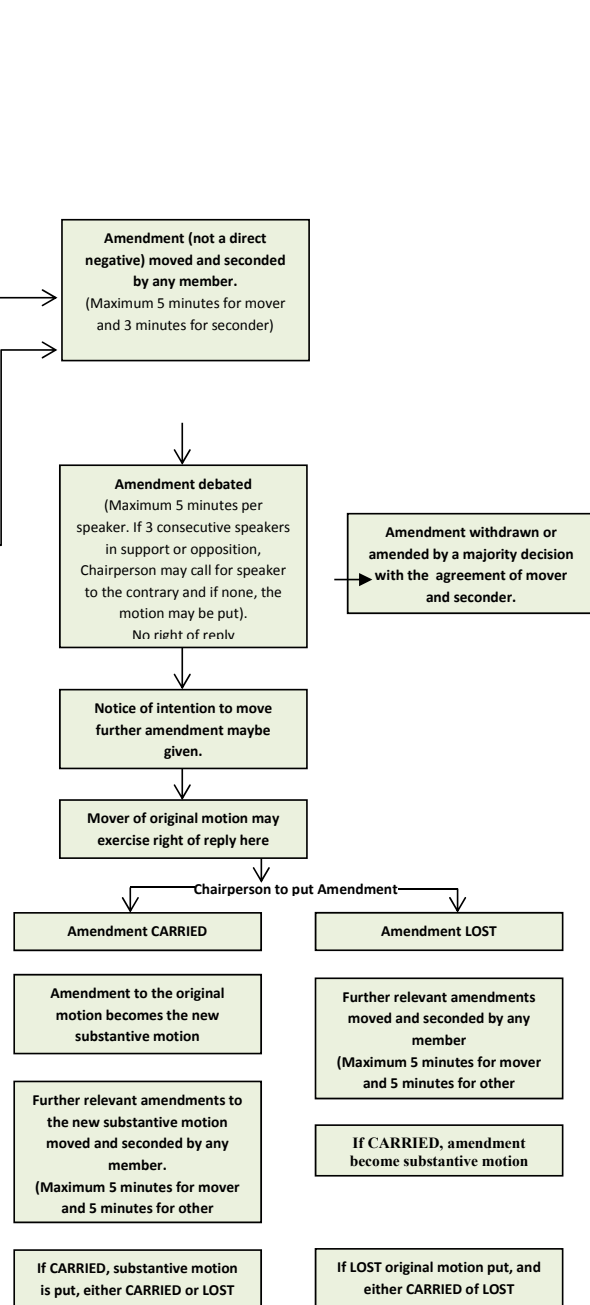


Appendix 5: Motions and amendments (Option C)

Motions without amendments



Motions with amendments



Appendix 6: Table of procedural motions

Motion	Has the Chair discretion to refuse this motion?	Is a second required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of Chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

Appendix 7: Webcasting protocols

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the Chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally interjections from other members or the public are not covered. However if the Chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the Chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

Appendix 8: Powers of a Chairperson

This Appendix sets out the specific powers given to the Chairperson contained in various parts of these Standing Orders.

Chairperson to decide all questions

The Chairperson is to decide all questions where these standing orders make no provision or insufficient provision. The Chairperson's ruling is final and not open to debate.

Chairperson to decide points of order

The Chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the Chairperson.

Items not on the agenda

Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the Chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's report

The Chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

Chairperson's recommendation

The Chairperson of any meeting may include on the agenda for that meeting a Chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

Chairperson's voting

The Chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where standing orders make such provision.

Motion in writing

The Chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts

The Chairperson may require any motion expressed in parts to be decided part by part.

Notice of motion

The Chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice;
or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect may be put again whilst such original motion stands.

Action on previous resolutions

If, in the opinion of the Chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the Chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Repeat notice of motion

If in the opinion of the Chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

Revocation or alteration of previous resolution

A Chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these standing orders.

Chairperson may call a meeting

The Chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next meeting; and
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition

The Chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words

The Chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Explanations

The Chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Chairperson rising

Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the Chairperson may be heard without interruption.

Members may leave places

The Chairperson may permit members to leave their place while speaking.

Priority of speakers

The Chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Minutes

The Chairperson is to sign the minutes and proceedings of every meeting once confirmed. The Chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.

Questions of speakers

The Chairperson may permit members to ask questions of speakers under public forum or deputations/presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

Withdrawal of offensive or malicious expressions

The Chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.

Chairperson's rulings

Any member who refuses to accept a ruling of the Chairperson, may be required by the Chairperson to withdraw from the meeting for a specified time.

Disorderly behaviour

The Chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the Chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting

If a member or member of the public who is required, in accordance with a Chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the Chairperson, any member of the police or officer or employee of the local authority may, at the Chairperson's request, remove or exclude that person from the meeting.

Audio or audio visual attendance

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the Chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other;
 - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting;
 - iii. The requirements of Part 7 of LGOIMA are met; and
 - iv. The requirements in these standing orders are met.

If the Chairperson is attending by audio or audio visual link then chairing duties will undertaken by the deputy chair or a member who is physically present.

Appendix 9: Mayors' powers to appoint under s.41A

The role of a Mayor is:

- (a) To provide leadership to councillors and the people of the city or district.
- (b) To lead development of the council's plans (including the long-term and annual plans), policies and budgets for consideration by councillors.

The Mayor has authority to:

- (a) Appoint the deputy Mayor.
- (b) Establish Council committees, their terms of reference, appoint the Chairperson of each of those committees and the members.
- (c) Appoint themselves as the Chairperson of a committee.
- (d) Decline to exercise the powers under clause a) and b) above but may not delegate those powers to another person.

The Council retains the ability to:

- (a) Remove a deputy Mayor appointed by the Mayor.
- (b) Discharge or reconstitute a committee established by the Mayor.
- (c) Discharge a committee Chairperson who has been appointed by the Mayor.

The Mayor is a member of each committee of the Council.

Appendix 10: Process for removing a Chairperson or deputy Mayor from office

1. At a meeting that is in accordance with this clause, a territorial authority or regional council may remove its Chairperson, deputy Chairperson, or deputy Mayor from office.
2. If a Chairperson, deputy Chairperson, or deputy mayor is removed from office at that meeting, the territorial authority or regional council may elect a new Chairperson, deputy Chairperson, or deputy mayor at that meeting.
3. A meeting to remove a Chairperson, deputy Chairperson, or deputy Mayor may be called by:
 - (a) A resolution of the territorial authority or regional council; or
 - (b) A requisition in writing signed by the majority of the total membership of the territorial authority or regional council (excluding vacancies).
4. A resolution or requisition must:
 - (a) Specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
 - (b) Indicate whether or not, if the Chairperson, deputy Chairperson, or deputy Mayor is removed from office, a new Chairperson, deputy Chairperson, or deputy Mayor is to be elected at the meeting if a majority of the total membership of the territorial authority or regional council (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The chief executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a Chairperson, deputy Chairperson, or deputy Mayor carries if a majority of the total membership of the territorial authority or regional council (excluding vacancies) votes in favour of the resolution.

cl. 18 Schedule 7, LGA 2002.

Appendix 11: Workshops

Definition of workshop

Workshops, however described, provide opportunities for members to discuss particular matters, receive briefings and provide guidance for officials. Workshops are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

Application of standing orders to workshops

Standing orders do not apply to workshops and briefings. The Chairperson or workshop organisers will decide how the workshop, briefing or working party should be conducted.

Calling a workshop

Workshops, briefings and working parties may be called by:

- (a) A resolution of the local authority or its committees
- (b) The Mayor,
- (c) A committee Chairperson or
- (d) The chief executive.

Process for calling workshops

The chief executive will give at least 24 hours' notice of the time and place of the workshop and the matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

- (a) State that the meeting is a workshop;
- (b) Advise the date, time and place; and
- (c) Confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

Public notice of a workshop is not required and workshops can be either open to the public or public excluded.

Record of workshop

A written record of the workshop should be kept and include:

- Time, date, location and duration of workshop;
- Person present; and
- General subject matter covered.

Appendix 12: Sample order of business

Open section

- (a) Apologies
- (b) Declarations of interest
- (c) Confirmation of minutes
- (d) Leave of absence
- (e) Acknowledgements and tributes
- (f) Petitions
- (g) Public input
- (h) Local and/or community board input
- (i) Extraordinary business
- (j) Notices of motion
- (k) Reports of committees
- (l) Reports of local and/or community boards
- (m) Reports of the chief executive and staff
- (n) Mayor, deputy Mayor and elected members' reports (information)

Public excluded section

- (o) Reports of committees
- (p) Reports of the chief executive and staff
- (q) Mayor, deputy Mayor and elected members' reports (information)

Appendix 13: Process for raising matters for a decision

Matters requiring a decision may be placed on an agenda of a meeting by a:

- Report of chief executive;
- Report of a Chairperson;
- Report of a committee;
- Report of a community and/or local board; or
- Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- Report of chief executive; or
- Report of Chairperson.

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the meeting chair.

DECISION REPORT



F19/13/04- D21/20175

TO: Policy and Services Committee
FROM: Chief Executive
DATE: 22 June 2021
SUBJECT: POLICY REVIEWS

RECOMMENDATIONS

1. **THAT** the report be received.
2. **THAT** the attached, updated and new policies, being the:
 - *Delegations Policy*
 - *Privacy Policy.*
 - *Wastewater Connections Policy*
 - *Health & Safety Policy*

be adopted.

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.

Moved/Seconded

1. **PURPOSE OF REPORT**

This report forms part of Council's ongoing review of its policies. This report presents a number of reviewed policies for adoption.

2. **EXECUTIVE SUMMARY**

Policies are an essential element of Council's business processes. These require periodic review.

Furthermore, it contains an indicative timetable covering all policies. The intent is to enable elected members to better prepare and contribute to the preparation and discussion of these policies, specifically in areas where they may have a particular interest.

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

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

Up to date policies enable council to perform a good quality local public service and good quality regulatory functions. The three policies in this report directly promote the social and economic well-beings.

4. **BACKGROUND**

4.1 At the start of this review, Council maintained 56 policies which set rules and processes for a wide range of council activities and or responsibilities. Some policies are required to be in place for compliance, while for others Council has a choice whether to have a policy or not. This number will fluctuate as new policies are introduced while existing policies may be amalgamated or deleted.

4.2 Policy review cycles vary notably and part of the review of each policy will be to ensure each policy has the appropriate review cycle attached. Review of policies can be triggered outside of the normal review cycle by a range of factors, including but not limited to legislative change, operational requirements identified by staff and request by elected members.

4.3 For the policies for adoption within this report, the following changes have been incorporated and are being recommended by staff:

4.3.1 **Delegations Policy – Appendix 1**
(existing policy, minor change)

4.3.1.1 The existing policy has been updated to incorporate detailed delegations related to PIMs, Building Consents, Compliance Schedules and a wide range of other activities undertaken as part of the regulatory activity.

4.3.1.2 Delegations are created from Council to the Chief Executive and then further delegated as appropriated. This mechanism is considered best practice where allowed by statute.

4.3.1.3 With regards to delegations, please note that Council is working to move from the current tabular, text based delegations register to an electronic register. Delegations will still require council approval under the new system but will be dealt with on a one-by-one basis rather than having to bring all delegations to even if the focus is on just one or a small subset of delegations.

4.3.2 **Privacy Policy – Appendix 2**

(existing Policy, minor changes due to legislative change)

4.3.2.1 The intent and majority of content remains unchanged. References to legislation have been updated due to a new act, the Privacy Act 2020, having come into force.

4.3.2.2 New in this policy is the reflection of the act’s requirement to inform affected parties if a serious data breach occurs.

4.3.3 **Wastewater Connection Policy – Appendix 3**

(new Policy, based on existing district plan)

4.3.3.1 This policy states council’s expectations with regard to properties connecting to the existing wastewater network. The intent of this policy is to minimise the use of septic tanks in urban areas for public health as well as urban design reasons. This policy will largely apply to new developments, but could also be triggered at the time of septic tank replacement.

4.3.3.2 This policy is fully supported by the existing district plan.

4.3.4 **Health & Safety Policy – Appendix 5**

(existing Policy, reviewed with no changes recommended)

4.3.4.1 This policy has been reviewed and been found to be in alignment with all necessary legislation and fit for purpose.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

Some policies will require public consultation, this determination will be made on a case-by-case basis in alignment with legislative requirements and Council’s Significance and Engagement Policy.

5.2 **Māori Consultation - Section 81**

Where appropriate, direct consultation will be undertaken with Māori.

6. **RISK ANALYSIS**

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

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

The key risk within this process is that legislative and or consultation requirements are overlooked or policy change creates undesired outcomes. This risk is addressed in Council’s Risk Register (Risk 4). These factors need to be managed on a policy-by-policy basis as part of the process.

7. **DECISION MAKING PROCESS - SECTION 79**

7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Policies form the basis of a variety of council functions including the provision of infrastructure, regulatory functions and the provision of a local public service.
What relationship does it have to the community's current and future needs for infrastructure, regulatory functions, or local public services?	Policies in many cases form the basis and framework to how these needs are identified, addressed and met.

7.2 **Data**

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

The review and preparation of each policy will incorporate the required research and where needed additional information and or data will be provided within the relevant context.

7.3 **Significance**

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

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

7.4 **Options**

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

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

There is overall no alternative to having key policies. For policies which are not legislatively required, consideration needs to be given whether the effort to develop a policy exceeds the potential benefit. Within each policy, council has options how to manage events and actions stipulated by that policy. These options will be discussed with elected members for each relevant policy.

7.5 **Financial**

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

There is no immediate impact other than through the actions triggered by each policy. This will be discussed on a policy-by-policy level where required.

7.6 **Prioritisation & Trade-off**

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

No trade-off is being undertaken, all policies will form part of the review cycle, as outlined in the original report on this matter.

7.7 **Legal Issues**

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

There are no legal implications at a high (all policies) level, individual policies will have to reflect current legislation.

7.8 **Policy Issues - Section 80**

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

The subject of this report is the review of policies, their alignment, legality and timely review.

Attachments:

Appendix 1 – Delegations Policy

Appendix 2 – Privacy policy

Appendix 3 – Wastewater Connections Policy

Appendix 4 – Health & Safety Policy



Sven Hanne
CHIEF EXECUTIVE

DATE 15 June 2020

APPENDIX 1

STRATFORD DISTRICT COUNCIL

POLICY: <u>DELEGATIONS POLICY</u>	
DEPARTMENT: Chief Executive	RESPONSIBILITY: • Chief Executive
SECTION:	
REVIEW DATE: 2019	NEXT REVIEW: 2021/22
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PART ONE – COUNCIL POLICY & DELEGATIONS

1. LEGISLATION

1.1 PURPOSE OF DELEGATIONS POLICY

This Delegations Policy sets out:

- The legal basis for delegations and sub-delegations
- The guiding objectives behind the policies
- The policies for achieving those objectives
- Council Committees
- Financial authorisations
- The Delegations Register

In doing so, this Delegations Policy provides a reference for each of the delegations and sub-delegations within Council and the legal basis for each delegation and sub-delegation.

1.2 LOCAL GOVERNMENT ACT 2002

Schedule 7, clause 32 of the Local Government Act 2002 states that:

“32. Delegations -

(1) Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except -

- (a) the power to make a rate; or*
- (b) the power to make a bylaw; or*
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or*
- (d) the power to adopt a long-term plan, annual plan, or annual report; or*
- (e) the power to appoint a chief executive; or*
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement.*

- (h) *the power to adopt a remuneration and employment policy.*
- (2) *Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in subclause (1).*
- (3) *A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the local authority or by the committee or body or person that makes the [original] delegation.*
- (4) *A committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, or duties are delegated may, without confirmation by the local authority or committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.*
- (5) *A local authority may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.*
- (6) *A territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.*
- (7) *To avoid doubt, no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.*
- (8) *The delegation powers in this clause are in addition to any power of delegation a local authority has under any other enactment.”*

1.3 **LEGAL BASIS**

ACTS

Permitted Delegations

The following legislation contains specific sections permitting delegations to officers:

- | | | |
|-----|---|---------------------|
| (a) | Building Act 2004 | - Section 232 |
| (b) | Civil Defence Emergency Management Act 2002 | - Section 12 |
| (c) | Impounding Act 1955 | - Section 63 |
| (d) | Local Government Official Information and Meetings Act 1987 | - Sections 42, 43 |
| (e) | Privacy Act 1993 | - Sections 124, 125 |
| (f) | Public Bodies Contracts Act 1959 | - Section 4 |
| (g) | Resource Management Act 1991 | - Section 34A(3) |
| (h) | Sale and Supply of Alcohol Act 2012 | - Section 198 |
| (i) | Health Act 1956 | - Section 23 |

In addition the Local Government Act 2002 Schedule 7, Clause 32 contains a general delegation and various restrictions that also cover other enactments.

Limitations on Delegations

Local Government (Rating) Act 2002

There are no officer delegations in the Local Government (Rating) Act 2002. Under Section 132 (2) a local authority must not delegate a) the power to delegate, and b) any function, power or duty conferred by subpart 2 of Part 1 or subpart 1 of Part 5 of the Act. The subparts relate to determining what is rateable land, and the replacement (or re-setting) of rates. This means that unless the Act mentions the Principal Administrative Officer or duly authorised officer etc. (who can be readily identified in this Delegations Register), then a Council action (other than an administrative task) must be delegated directly by Council unless specifically barred by virtue of Schedule 7, Section 32 of the Local Government Act 2002.

Reserves Act 1977

There are no officer delegations in the Reserves Act 1977. This means that unless the Act mentions the Principal Administrative Officer or duly authorised officer etc. (who can be readily identified in this Delegations Register), then a Council action (other than an administrative task) must be delegated directly by Council unless specifically barred by virtue of Schedule 7, Section 32 of the Local Government Act 2002.

Local Government Act 2002

Schedule 7, Section 32 of the Local Government Act 2002 states that the Council cannot delegate any of the following powers:

- (a) the power to make a rate; or
- (b) the power to make a bylaw; or
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- (d) the power to adopt a long-term plan, annual plan, or annual report; or
- (e) the power to appoint a chief executive; or
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement.
- (g) the power to adopt a remuneration and employment policy.

Resource Management Act 1991

Under the Resource Management Act 1991, the Council cannot delegate any of the following matters to officers:

- (a) The approval of a policy statement or plan or any change to a policy statement or plan.
- (b) The making of a recommendation on a requirement for a designation or a heritage order under Part VIII.
- (c) The granting of a resource consent for a non-complying activity in respect of any application which is notified in accordance with Section 93.
- (d) The power to hear and determine notified applications for Resource Consent.

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 the Council cannot delegate any of the following matters to officers:

- Pt 7 Local Authority Meetings
- S32 Recommendations made to the Council by the Ombudsman

REGULATIONS

Housing Improvement Regulations 1947

Regulation 22 of the Housing Improvement Regulations 1947 provides for the general or particular delegation of powers to officers, other than those to be exercised by special order or by resolution.

BYLAWS

Council has a wide range of bylaw making powers derived mainly from the Local Government Act 2002 and the Bylaws Act 1910. Specific bylaw making powers in accordance with other statutes may also be conferred to Council from time to time eg. Reserves Act 1977, Land Transport Act 1998, Health Act 1956, Dog Control Act 1996 and Prostitution Reform Act 2003. While some of these statutes do not have powers of delegation to officers, it is possible, by promulgating bylaws, to empower officers to make discretionary decisions (refer to Section 13 Bylaws Act 1910). However, the discretion left by the bylaw to an officer must not be so great as to be unreasonable.

The procedure for making bylaws is set out in Part 8, Sections 143 158 of the Local Government Act 2002.

2. DELEGATIONS OBJECTIVES & POLICIES

2.1. OBJECTIVES

- 2.1.1 Delegations should be made specifically to the lowest appropriate level, but they may also be exercised by all managers in a direct line above that position.

Delegations should be made directly to the position that will be exercising the authority as part of the role of the position and day-to-day responsibilities. All managers in a direct line of authority above that named position will also be able to exercise that delegation.

- 2.1.2 Delegations should reflect the separate roles of governance and management.

Strategy, policy, governance and major financial decisions beyond budgeted allowances are matters for elected representatives. Operational matters, not involving changes to policy are generally the responsibility of staff. Council ultimately decides on where the balance lies.

- 2.1.3 Delegations should provide for clear accountability and reflect the lines of responsibility in the organisation.

Greater powers and responsibilities should be held and exercised at progressively more senior levels of the organisation.

- 2.1.4 Delegations should be broadly defined to ensure flexibility whilst being sufficiently prescriptive so that the extent and nature of the authority is clearly defined.

Where possible, a principled approach should be taken in the drafting of delegations. However, sufficient detail should be given so that it is clear what the power, duty or function does and does not cover.

- 2.1.5 Delegations should be interpreted in a manner consistent with these objectives.

2.2. POLICY

- 2.2.1 Delegations shall be in writing.

The Delegation Policy, including the Delegations Register, shall record delegations made by council or committee and sub delegations from the Chief Executive.

- 2.2.2 Delegations shall be to defined positions.

Delegations will not be permitted to named officers or persons so that currency is maintained and to enable a person acting in a position to exercise delegated functions.

- 2.2.3 Delegations should be standardised, where possible, across classes of positions and bodies eg. all Department Directors should have similar financial signing limits and HR authorities.

- 2.2.4 Where powers, duties or functions are delegated to a specified position, the same authority applies to any person acting in that specified position. By default the direct manager of a person in a specified position may act on behalf of that person.

This provision allows for notified and non-notified absence of officers and chairpersons. Officers should record in writing that they have exercised the delegated authority in an acting capacity.

- 2.2.5 Officer delegations must first be delegated by Council to the Chief Executive. This does not apply to powers or authorities where such delegation is prohibited by law.

Council will not be permitted to delegate directly to officers (except where otherwise required by legislation) in order that the Chief Executive is able to manage delegations to staff.

- 2.2.6 The Chief Executive may delegate to any officers or persons, except where otherwise required by legislation.

The Chief Executive can delegate to specified staff positions and other persons. If delegating to a person outside of council extra care is to be taken to ensure that the person is appropriately qualified and suitable.

- 2.2.7 Officers, other than the Chief Executive, do not have the power to sub-delegate.

Clause 32B, Schedule 7 to the Local Government Act 2002 states that an officer cannot delegate the power to delegate under that clause. This has been interpreted as meaning that a power that has been sub delegated by the Chief Executive cannot be further delegated by an officer. There are similar provisions in other statutes, including the Resource Management Act 1991 and Local Government Rating Act 2002 which prevent sub delegation by any officers.

- 2.2.8 Any delegation to a committee or member or officer of the local authority does not restrict the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in Section 32 (1) of the Local Government Act 2002 (those powers and duties which cannot be delegated).

- 2.2.9 An entity or person in a specified position with delegated authority may seek advice from others on the exercise of that delegated authority in a particular case but ultimately must either exercise the power themselves or refer the matter back to the delegator or a manager in the direct line above their position to exercise the power.

In some circumstances, for example where there would be significant public interest in a matter or there is a potential conflict of interest, an officer may decide not to make a decision and refer to the matter back to the delegator or to a manager in the direct line above their position.

- 2.2.10 The power to exercise a function that has been delegated is held by the entity or person that delegated it and also by any manager in a direct line above a specified position to which a function has been delegated. However, such entities and persons should only exercise that function in cases where particular circumstances make that appropriate or when requested to do so by the delegation holder.

To allow for clarity and consistency a function should generally be exercised by the entity or position that has been specifically delegated responsibility for that function. But there may be occasions where the circumstances of the case make it more appropriate for the delegator or a more senior position to carry out a function.

- 2.2.11 Unless expressly provided in law, delegation or rules, a decision made under the exercise of a delegated authority cannot be overturned by another holder of that delegation. A new decision may be made if additional information is received.

Some legislation, including the Resource Management Act, and the Stratford District Council bylaws allow for appeal of certain decisions. Council also provides the ability to appeal a decision in delegations and/or, policy. Unless the ability to appeal a decision has been expressly provided, a decision cannot be overturned by a person or body senior to the delegate. However, if additional information is received, a new decision can be made, although it still must be made only by those who have delegated authority.

- 2.2.12 Delegations should not be exercised where a conflict of interest or perceived conflict of interest exists.

A person with either a personal prejudicial interest in a matter, or what would appear to be such an interest, must not be involved in decisions on that matter.

- 2.2.13 A delegate may exercise any ancillary powers necessary to give effect to a given delegation.

For example, a delegation to undertake financial transactions of up to a specified limit would include the ability to negotiate price, terms and conditions, authorise the contract, sign the contract etc.

- 2.2.14 Where a matter has not been delegated, a decision on that matter must be made by Council. The Chief Executive shall determine whether or not the matter is covered by a delegation.

Matters that do not appear to be delegated should be notified to the Chief Executive so that consideration can be given to whether it is covered by some other delegation or if a new delegation is required.

- 2.2.15 Unless specifically time-limited, a delegation continues in force until revoked, altered or varied by the delegator or Council.

For example, delegations may be required in relation to specific matters, where no broad delegation to deal with the type of matter exists. These delegations would be limited to eg. the time span of the project or contract. Individual delegations do not have to be specifically revoked where a subsequent delegation is made which alters or varies the previous delegation.

- 2.2.16 Decisions to make, revoke, alter or vary delegations by Council must be expressly stated in a Delegations report to the Policy and Services Committee.

- 2.2.17 A matter must be referred to the Chief Executive where:

- there is an apparent conflict of delegations; or
- the delegation is not clearly defined or does not appear to exist for a given matter; or
- a delegate's ancillary powers need to be clarified.

For clarity and consistency, it is best that there be a single point of interpretation of the delegations. In the absence of judicial consideration of the delegations the Chief Executive is the most obvious position to do this within Council.

- 2.2.18 Where the description of a delegated legislative function is ambiguous or appears to conflict with the wording of the legislation the wording of the legislation will prevail.

The wording used in the description of a delegated function is only a guide to the exact nature of the function and does not limit or expand the wording used in the legislation.

3. COUNCIL COMMITTEE STRUCTURE

3.1 BACKGROUND

The Stratford District Council has three standing committees and four special purpose committees.

The standing committees are:

- Policy and Services Committee.
- Audit and Risk Committee.
- Farm and Aerodrome Committee
- Executive Committee.

The special purpose committees are:

- Sport NZ Rural Travel Fund Committee
- Postponement of Rates for Extreme Financial Hardship Committee
- Postponement of Rates for Farmland Affected by Natural Disasters Committee
- District Licensing Committee

There are two Joint Committees and two Taranaki Regional Council committees which Council appoints representation to. These are as follows:

- Taranaki Solid Waste Management Committee (joint)
- Taranaki Civil Defence Emergency Management Group (joint)
- Taranaki Policy and Planning Committee
- Regional Land Transport Committee

In addition the Council delegates authority to the Mayor to convene a Citizens Award selection panel of five members comprising of the Mayor, two councillors and two citizens of the Stratford District to consider and determine Citizens Award nominations in line with the Citizens Awards Policy on an annual basis.

3.2 POLICY AND SERVICES COMMITTEE

3.2.1 Purpose

- To assist Council with the development of an appropriate strategic policy framework that is based on a comprehensive knowledge of the community and its requirements.
- To consider matters not the function of another committee.
- To assist Council with ensuring that its services are delivered in an effective and efficient manner that meets the needs of its communities.
- To monitor the Council's performance, progress and financial position against, and to ensure compliance with legislation, strategies, policies and plans.

3.2.2 Responsibilities

The Policy and Services Committee shall have responsibility to:

- Assess and provide advice to Council on the key strategic issues affecting the District and Council;
- Consider, and recommend to Council for adoption, governance and other policies that need to be approved by Council;
- Consider, and recommend to Council for adoption, bylaws that need to be approved by Council;
- Assist with the development of, and recommend to Council the adoption of, key policy and planning documents including the Long Term Plan, Annual Plan, and District Plan;
- Monitor and assess the outcomes of the services approved in the Long Term Plan and Annual Plan delivered by Council;
- Determine matters for which provision has not been made in the Long Term Plan or Annual Plan together with, where necessary, adequate financial provision;

- Hear, consider, assist with and provide advice to Council on community engagement and consultation processes in relation to Council policies, strategies and planning documents;
- The power to hear the revocation of any registration pursuant to Regulation 9 of the Health (Registration of Premises) Regulations 1966;
- Develop, and recommend to Council, submissions on National and Regional statements, policies and plans, legislative changes and other consultative processes, which may be of interest to the District;
- Consider and recommend policy on the triennial review of the representative and election process;
- Respond to Government's legislation proposals and policy issues.

3.2.3 Delegations

- There are no delegations for making decisions to this Committee.
- The Committee is delegated the power to conduct hearings to allow the carrying out of the above responsibilities.

3.2.4 Membership

- Mayor (*ex officio*)
- The chairperson shall be a member of Council
- Comprises all members of Council.

3.2.5 Relationships with Other Parties

The Chief Executive, and senior management shall be invited to attend all meetings. The Chief Executive may invite other staff as appropriate to provide specialist advice.

3.2.6 Frequency of Meetings

Meetings shall occur monthly.

3.2.7 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.2.8 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.2.9 Quorum

The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd.

3.2.10 Remuneration

Members will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.2.11 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.3 AUDIT AND RISK COMMITTEE

3.3.1 Purpose

- To ensure that the Council is delivering on agreed outcomes.
- To ensure that the Council is managing risk in an appropriate manner.

3.3.2 Responsibilities

- Monitoring performance against the approved Long Term Plan and Annual Plan.
- Overseeing the development of the Council's Annual Report.
- Overseeing the development of financial and treasury management strategies and policies.
- Considering and approving external audit arrangements and receiving Audit reports.
- Consider the outcome of internal and external audit reviews.
- Advise Council on matters of finance and risk and provide objective advice and recommendations for its consideration.
- Consider matters which are related to the quality assurance and internal controls in Council and ensure the financial management practices and processes comply with the Local Government Act 2002, other relevant legislation and Council's own policies.
- Consider, monitor and recommend (where appropriate) in respect to Council's interest in CCOs.
- Monitor key activities, projects and services (without operational interference in the services) in order to better inform the members and the community about key Council activities and issues that arise in the operational arm of the Council.

3.3.3 Delegations

The Audit and Risk Committee shall have delegated authority to:

- Review and consider all aspects of Financial Management and Reporting including liaising with the auditors.
- Oversee Council Controlled Organisations including reviewing the Statement of Intent and monitoring performance.
- Review Treasury Management including activity, the policy and investment options.
- Review the Revenue and Financing Policy and Financial Strategy as required and recommend changes to Council.
- Monitor all matters associated with Risk and Insurance.
- Review Statutory Compliance and legal matters to ensure Council implements legislative change and complies with existing legislation.
- Review of significant activities (including Section 17A reviews) and recommend any changes to Council.
- Undertake ad-hoc reviews as directed by Council.
- To make all decisions necessary to fulfil the responsibilities of the Committee.
- To recommend to Council and/or the Policy and Services Committee as it deems appropriate.

For the avoidance of doubt, this Committee has **not** been delegated the power to:

- Make a rate;
- Borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan;
- Adopt a Long Term Plan, Annual Plan or Annual Report;
- Adopt policies required to be adopted and consulted on in association with the Long Term Plan.

3.3.4 Membership

- Independent Member (Chairman)
- Mayor (Ex officio)
- At least 3 members of Council

3.3.5 Relationships with Other Parties

The Chief Executive, senior management and auditors shall be invited to attend all meetings. The chairman may invite other staff/parties as appropriate to provide specialist advice.

3.3.6 Frequency of Meetings

The Audit and Risk Committee shall meet 5 times per year, unless circumstances require a meeting to be held more frequently.

3.3.7 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.3.8 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.3.9 Quorum

The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd.

3.3.10 Remuneration

Members will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

The Independent Member will be engaged pursuant to their contract.

3.3.11 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.4 FARM AND AERODROME COMMITTEE

3.4.1 Purpose

- To provide oversight of the combined activities of the Council Dairy Farm and Stratford Aerodrome on behalf of Council and;
- To monitor the implementation of the farm business strategy at a governance level.

3.4.2 Responsibilities

The Farm and Aerodrome Committee is responsible for reporting to the Council on progress, annual results, and making recommendations to the Council of the following activities:

- Risk Management;
- Performance Management
- Strategy Development; and
- Other Significant Matters

3.4.3 Delegations

The Farm and Aerodrome Committee shall have delegated authority to:

- Managing and monitoring the Farm and Aerodrome risks including legislative, health and safety, financial, and environmental risks.
- Discuss incidents, and evaluate risk management controls.
- Give recommendation to the CEO on fixing the milk price under Fonterra's fixed milk price programme.
- Monitor financial performance against budget.
- Initiate the development of budgets and KPI's annually with assistance from Council finance staff, as requested, and report on these regularly at Committee meetings.
- Review the Farm and Aerodrome objectives in line with the changing environment and make recommendations to Council as required.
- Review the business model regularly to ensure objectives are able to be achieved.

- Consider specific matters of significance e.g. sale or purchase of land, or change in use of land.
- Advise on significant capital proposals.
- The Chair of the Farm & Aerodrome Committee has delegation to recommend a vote on behalf of Council for any shareholder decisions.

The scope of the Committee **does not** extend to operational matters. Operational matters include, but are not limited to, developing work programmes, procurement and approval of invoices, administration, physical works on the farm, and general day to day running of the Farm and Aerodrome.

3.4.4 **Membership**

- Elected Member (Chairman)
- 2 Elected Member (Committee Members)
- 2 Council Officers (non voting)

3.4.5 **Relationships with Other Parties**

The Chief Executive, senior management and auditors shall be invited to attend all meetings. The chairman may invite other staff/parties as appropriate to provide specialist advice.

Representatives from the Farm and Aerodrome will be invited to attend all meetings.

3.4.6 **Frequency of Meetings**

The Farm and Aerodrome Committee shall meet quarterly.

3.4.7 **Conduct of Affairs**

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.4.8 **Public Access and Reporting**

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.4.9 **Quorum**

The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd.

3.4.10 **Remuneration**

Members will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.4.11 **Funding**

Remuneration and expenses will be funded from the Democracy activity budget.

3.5 **EXECUTIVE COMMITTEE**

3.5.1 **Purpose**

To act on behalf of the full Council at any time when the urgency of a matter would make the delaying of a decision contrary to the best interests of the Council or its community.

3.5.2 **Responsibilities**

To make decisions when urgent matters so require.

3.5.3 Delegations

The Executive Committee shall have delegated authority:

- To make urgent decisions on behalf of Council.
- To act on behalf of the full Council at any time when the urgency of a matter would make the delaying of a decision contrary to the best interests of the Council or its community.
- To enact the powers and accept a final sale price and other terms and conditions for the sale of Council land, or purchase of property, or to sub delegate the authority to the Chief Executive.
- To enact all powers, duties and discretions under the Sale and Supply of Alcohol Act 2012, pursuant to Clause 32(1), Schedule 7 of the Local Government Act 2002 and Section 198 of the Sale and Supply of Alcohol Act 2012.
- To hear and decide on any appeal to a decision made pursuant to Section 100 of the Gambling Act 2003 or Section 65C of the Racing Act 2003 in consideration of an application for a Class 4 Gambling or NZ Racing Board Venue and in accordance with the Stratford District Gambling Venue Policy.

3.5.4 Membership

- Comprises five members of Council including the Mayor.
- The chairperson shall be the Mayor.

3.5.5 Frequency of Meetings

The Executive Committee shall meet when required.

3.5.6 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.5.7 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.5.8 Quorum

The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd.

3.5.9 Remuneration

Members will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.5.10 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.6 SPORT NZ RURAL TRAVEL FUND COMMITTEE

3.6.1 Purpose

To determine funding applications for physical activity and recreation activities in the Stratford community.

3.6.2 Responsibilities

To consider and determine funding grants.

3.6.3 Delegations

There are no delegations to this Committee.

3.6.4 Membership

- Comprises eight members including the Mayor, three Councillors and four citizens of Stratford District to be appointed by the Mayor.
- The chairperson shall be a member of Council and appointed by the Mayor.

3.6.5 Relationships with Other Parties

Sport NZ.

3.6.6 Frequency of Meetings

As required.

3.6.7 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.6.8 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council for ratification at the next meeting of Council.

3.6.9 Quorum

The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd.

3.6.10 Remuneration

Councillors will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.6.11 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.7 POSTPONEMENT OF RATES FOR EXTREME FINANCIAL HARDSHIP COMMITTEE

3.7.1 Purpose

To assess a ratepayer's application for rates postponement under Council's Rates Postponement for Extreme Financial Hardship Policy.

3.7.2 Responsibilities

To consider and determine the amount of rates to be postponed.

3.7.3 Delegations

Determination of amount of rates to be postponed.

3.7.4 Membership

- Comprises the Mayor, Deputy Mayor and Chief Executive.
- The chairperson shall be the Mayor.

3.7.5 Frequency of Meetings

As required.

3.7.6 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.7.7 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.7.8 Quorum

The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd.

3.7.9 Remuneration

Councillors will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.7.10 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.8 POSTPONEMENT OF RATES FOR FARMLAND AFFECTED BY NATURAL DISASTER COMMITTEE

3.8.1 Purpose

To assess a ratepayer's application for rates postponement under Council's Rates Postponement for Farmland Affected by Natural Disasters Policy.

3.8.2 Responsibilities

To consider and determine the amount of rates to be postponed.

3.8.3 Delegations

Determination of amount of rates to be postponed.

3.8.4 Membership

- Comprises the Mayor, Deputy Mayor, Chief Executive, and a non-voting representative from Taranaki Federated Farmers.
- The chairperson shall be the Mayor.

3.8.5 Frequency of Meetings

As required.

3.8.6 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.8.7 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.8.8 Quorum

The quorum at any meeting of the committee shall be half of the members physically present, where the number of members (including vacancies) is even; and a majority of members physically present, where the number of members (including vacancies) is odd.

3.8.9 Remuneration

Councillors will be reimbursed in accordance with Council's Policy on Elected Members Remuneration.

3.8.10 Funding

Remuneration and expenses will be funded from the Democracy activity budget.

3.9 DISTRICT LICENSING COMMITTEE

3.9.1 Purpose

To deal with licensing matters for the district.

3.9.2 Responsibilities

The District Licensing Committee shall have responsibility to (section references are to the Sale and Supply of Alcohol Act 2012):

- To consider and determine applications for licences and manager's certificates; and
- To consider and determine applications for renewal of licences and manager's certificates; and
- To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136; and
- To consider and determine applications for the variation, suspension, or cancellation of special licences; and
- To consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280; and
- With the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; and
- To conduct inquiries and to make reports as may be required of it by the licensing authority under section 175; and
- Any other functions conferred on licensing committees by or under this Act or any other enactment.

3.9.3 Delegations

This Committee can conduct its functions and make decisions as allowed for pursuant to section 188 of the Sale and Supply of Alcohol Act 2012.

3.9.4 Membership (all references to sections are to the Sale and Supply of Alcohol Act 2012):

- Commissioner appointed as Chair pursuant to section 193.
- Mayor (*Deputy Chair*) – to act in place of the chairperson if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reason.
- Comprises either the Chair sitting alone (pursuant to section 191(2)) or the Chair and two members on rotation from the list of members pursuant to section 192.

3.9.5 Relationships with Other Parties

The Chair may invite any other person to attend as appropriate to provide specialist advice.

3.9.6 Frequency of Meetings

The District Licensing Committee shall meet as required.

3.9.7 Conduct of Affairs

The committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968 and Standing Orders.

3.9.8 Public Access and Reporting

- Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders.
- The committee shall record minutes of all its proceedings and present them to Council at the next meeting of Council.

3.9.9 Quorum

The quorum at any meeting of the District Licensing Committee shall be as specified in section 191 of the Sale and Supply of Alcohol Act 2012.

3.9.10 Remuneration

Members will be reimbursed in accordance with section 195 of the Sale and Supply of Alcohol Act 2012.

3.9.11 Funding

Remuneration and expenses will be funded from the Liquor Licensing activity budget.

4. CHIEF EXECUTIVE

The Chief Executive is a statutory appointment under Schedule 7, Clause 33 and 34 Local Government Act 2002.

The Chief Executive is responsible pursuant to Section 42 of the Local Government Act 2002 to the Council for:

- (a) Implementing the decisions of the Council.
- (b) Providing advice to members of the Council.
- (c) Ensuring that all functions, duties and powers delegated to him or her or to any person employed by the Council, or imposed or conferred by any Act, regulation, or bylaw are properly performed or exercised.
- (d) Ensuring the effective, efficient, and economic management of the activities and planning of the Council.
- (e) Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council; and
- (f) Providing leadership for staff; and
- (g) Employing, on behalf of the Council, the staff (in accordance with any remuneration and employment policy); and
- (h) Negotiating the terms of employment of the staff (in accordance with any remuneration and employment policy).

The Chief Executive is the Principal Administrative Officer as defined in Section 42(4) of the Local Government Act 2002, and shall perform the duties and functions pertaining to this position except in cases where particular duties and functions have been delegated to another officer in writing, or by the Delegations Register.

5. WARRANTS OF APPOINTMENT

NOTE:

Each Warrant of Appointment is subject to approval by the Chief Executive and is only authorised whilst that person is contracted or employed by Council for the purposes of the relevant delegated authority.

The Chief Executive has the authority to:

WARRANT ENFORCEMENT OFFICERS

- Authority to appoint enforcement officers under Section 177 of the Local Government Act 2002.
- Authority to issue Warrants of Appointments under the Local Government Act 2002 or any other enactment under which the Council Officers may be warranted.

Warrants of appoint cover the following:

1. RESOURCE MANAGEMENT (Section 38 of the Resource Management Act 1991)		
S38	Enforcement Officers	Chief Executive, Other persons specifically appointed by the Chief Executive.
S38	Enforcement Officers specifically to exercise or carry out all of the functions and powers under Sections 327 and 328 of the Resource Management Act 1991 (which relate to excessive noise) for the Stratford District.	Officers specifically appointed by the Chief Executive.
2. BUILDING CONTROL (Section 174 of the Local Government Act 2002 and Section 222 of the Building Act 2004)		
S174	The authority to enter private land pursuant to S174 of the Local Government Act 2002	Officers specifically appointed by the Chief Executive.
S222	Authorisation to carry out all of the functions and powers of an authorised officer, including inspection of land, any building and any residential pool; as well as entering premises for the purpose of inspecting the building, determining whether the building is dangerous or insanitary and to determine whether the building or a part of the building is earthquake prone or potentially earthquake prone.	
3. ENVIRONMENTAL HEALTH (Section 174 of the Local Government Act 2002 and Section 23 of the Health Act 1956)		
S23	Environmental Health Manager	Officers specifically appointed by the Chief Executive.

4. LIQUOR LICENSING (Section 174 of the Local Government Act 2002 and Section 197 of the Sale and Supply of Alcohol Act 2012)		
S174	Licensing Inspector	Officers specifically appointed by the Chief Executive.
5. DOG CONTROL (Section 13 of the Dog Control Act 1996)		
S13	Dog Control Officer with specific authorisation under S14 to enter at any reasonable time onto the land or premises for the purposes set out in S14	Officers specifically appointed by the Chief Executive.
S12	Honorary Dog Ranger with specific authority to carry out duties on all lengths of road reserve within the boundaries of the Egmont National Park	Officers specifically appointed by the Chief Executive.
6. BYLAWS (Section 174 of the Local Government Act 2002)		
S174	Enforcement Officer with authority to enter any land, building or premises, except for a dwelling house pursuant to S171, S172, S173, S174	All Environmental Services Department staff, Officers specifically appointed by the Chief Executive.
S174	Enforcement Officer with specific authority to enter any land, building or premises, except for a dwelling house pursuant to S182 relating to water, wastewater and other utility services	Officers specifically appointed by the Chief Executive.
7. LITTER (Section 174 of the Local Government Act 2002, Section 5 of the Litter Act 1979)		
S5	Litter Control Officer	Officers specifically appointed by the Chief Executive.
8. PARKING & OTHER STATIONARY VEHICLE OFFENCES (Section 174 of the Local Government Act 2002, Section 128D of the Land Transport Act 1998)		
S128D	Parking Warden	Officers specifically appointed by the Chief Executive.
9. ANIMAL CONTROL (Sections 8 & 9 of the Impounding Act 1955)		
S8	Poundkeeper	Officers specifically appointed by the Chief Executive.
S8	Ranger	Officers specifically appointed by the Chief Executive.
S9	Deputy Poundkeeper	Officers specifically appointed by the Chief Executive.

6. AUTHORISATIONS FOR EXPENDITURE

6.1 GENERAL

- 6.1.1 Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002, and subject to such other limitations as may be imposed by the Council either generally or in any particular case from time to time, the Chief Executive is hereby granted the delegation to expend such sums of money as the Chief Executive thinks fit in order to carry into effect the annual budget as adopted by the Council in its Annual Plan or Long Term Plan.
- 6.1.2 Pursuant to clause 32(3) of Schedule 7 of the Local Government Act 2002 the Chief Executive may delegate generally to any other officer of the Council his/her financial delegation.
- 6.1.3 Any expenditure of Council funds must be undertaken in alignment with Council's procurement policy.

6.2. ACCEPTANCE OF TENDERS

- 6.2.1 All formal contracts involving the calling of tenders shall be accepted on behalf of Council by the Chief Executive.
- 6.2.2 Any contract above the financial threshold for reporting identified in part two of this policy, or which in the Chief Executive's opinion is of a major nature shall be reported to the respective Committee, through the Departmental Director's report as soon as practicable.

7. DELEGATIONS REGISTER

A. CHIEF EXECUTIVE OFFICER

1. DELEGATION TO CHIEF EXECUTIVE

That the Chief Executive be given authority to exercise the powers of the Council under the Local Government Act 2002, except the powers specified in paragraphs (a) to (g) of Schedule 7, Clause 32(1) and also be given authority to exercise any other power of the Council capable of being delegated under any other Act.

2. DELEGATION TO CHIEF EXECUTIVE FOR EXPENDITURE

That Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, and subject to such other limitations as may be imposed by the Council either generally or in any particular case from time to time, the Chief Executive is hereby granted the delegation to expend such sums of money as the Chief Executive thinks fit in order to carry into effect the annual budget as adopted by the Council in its Annual Plan or Long Term Plan.

3. CHIEF EXECUTIVE SUB-DELEGATIONS TO STAFF

To support the principle of authorising the Chief Executive to sub-delegate powers, it being noted that delegation will normally be to the lowest possible level at which the Chief Executive is satisfied that the work can be competently carried out, the Chief Executive may sub-delegate generally to any other officer of the Council his/her financial delegation and any other function unless specifically prevented from doing so either by legislation or by resolution of Council.

4. POWER TO ACT WHEN CHIEF EXECUTIVE ABSENT

To ensure that the responsibilities listed in Section 42(2) of the Local Government Act 2002 are maintained the Chief Executive has delegated his/her powers and duties to the Deputy Chief Executive whenever he/she is absent from duty for any cause. The appointment and any subsequent replacement of the Deputy Chief Executive Officer is to be announced at the next meeting of the Council following the appointment and recorded in the minutes of that meeting.

B. DELEGATIONS TO CHIEF EXECUTIVE WITHOUT SUB-DELEGATION

1. POWER TO REVOKE OR AMEND DELEGATIONS OR SUB-DELEGATIONS

Authority to withdraw, amend or impose such restrictions and/or qualifications on any of these delegations as he/she sees fit.

2. STAFF MATTERS

Responsibility for employing all managers and staff and negotiating their terms of employment. This will include any action, negotiation or settlement concerning managers and/or staff under (but not limited to) the following enactments:

1. Employment Relations Act 2000
2. Protected Disclosures Act 2000

3. PROCEEDINGS – AUTHORITY TO COMMENCE/DEFEND

Bylaws

Conduct/reach compromise on and conclude proceedings by way of settlement, withdrawal or a hearing under the Stratford District Council Bylaws.

Miscellaneous

Except as provided for in regard to rates arrears, to approve a prosecution/defence under any enactment including (but not limited to) the following Acts and Regulations subject to reporting to the next Council Meeting:

1. Resource Management Act 1991
2. Health Act 1956
3. Building Act 2004
3. Plumbers, Gas Fitters and Drainlayers Act 2006
5. Food Act 1981
6. Food Hygiene Regulations 1974
7. Food Regulations 1984
8. Dog Control Act 1996
9. Sale and Supply of Alcohol Act 2012
10. Hazardous Substances & New Organisms Act 1996
11. Local Government (Rating) Act 2002
12. Local Government Act 2002
13. Local Government Act 1974
14. Land Drainage Act 1908
15. Health and Safety at Work Act 2015

but excluding any proceedings, whether otherwise delegated or not, to be taken in the High Court that are not injunctive proceedings.

4. CLAIMS AGAINST COUNCIL – SETTLEMENT

Conduct/reach compromise on and conclude proceedings by way of settlement, withdrawal or a hearing.

5. COMMON SEAL

- 5.1 Authority to affix the Council's Common Seal is given to the District Mayor and Chief Executive (Deputy Mayor and Deputy Chief Executive in the absence of the above).
- 5.2 The Chief Executive is responsible for use of the Common Seal.
- 5.3 Each sealing of the Common Seal must be by resolution of the Council but the Chief Executive may, with the consent of the District Mayor, affix the seal in urgent circumstances. In such cases the action shall be reported to the Council at the next Ordinary Meeting of the Council.

6. COUNCIL LOGO

Authorisation to approve or decline applications for the use of the Stratford District Council logo taking into account:

- who is to use the logo
- the purpose for which the logo is to be used
- in what form the logo is to be used.

7. PRIVACY ACT REQUESTS

Pursuant to Section 124 of the Privacy Act 1993 the authorisation to make such decisions and provide such information as required of the Council.

8. SUBMISSIONS ON BEHALF OF COUNCIL

To make any submissions on behalf of Council in response to calls for submissions from any public body in response to proposals relating to any policies, regulations, enactments or other matters which may impact on Council's powers, duties and functions. Submissions should come back to Council for approval if time permits.

9. PETITIONS & REGISTERS

The decision to accept or decline the use of Council premises for the signing and/or display of any petition or register.

10. COUNCIL PROPERTY

10.1 LAND

- Authority, in consultation with the Executive Committee, to negotiate and accept a final sale price for the sale of Council land or purchase of property.
- Authority to lease any land (being land not subject to the Reserves Act 1977) or building or part thereof on such land for any period of up to six years (including renewals) provided the rental is no less than 10% below a current market rental assessed by a registered valuer and authority to exercise all rights as Lessor.
- Authority to approve lease rent reviews provided the rental is no less than 10% lower than a current market rental assessed by a registered valuer.

10.2 OTHER THAN LAND

- Let out on hire, on such terms as he/she thinks fit, any building (not land) or part thereof, or any equipment, machinery, furnishings or vehicles.
- Sell or otherwise dispose of, on such terms as he/she sees fit any equipment, furnishings or vehicles that are surplus to requirements.
- Any contract which in the Chief Executive's opinion is of a major nature made under this authority shall be reported to the respective Committee as soon as practicable.

11. DOG CONTROL

11.1 Hearing and reaching a decision in respect of an objection lodged as a result of a dog owner being classified as a:

- Probationary owner, pursuant to Section 22 of the Dog Control Act 1996
- Disqualified owner, pursuant to Section 26 of the Dog Control Act 1996

11.2 Hearing and reaching a decision in respect of an objection lodged as a result of a dog being classified as a:

- Dangerous dog, pursuant to Section 31(3), (4) & (5) of the Dog Control Act 1996
- Menacing dog, pursuant to Sections 33B & 33D of the Dog Control Act 1996

11.3 Hear and reach a decision in respect of an objection lodged as a result of the service of a barking dog notice, pursuant to Section 55(2), (3), (4), (5) & (6) of the Dog Control Act 1996.

12. RESOURCE MANAGEMENT

The appointment of a Certified Hearing Commissioner to hear, consider and decide on notified applications for which submissions have been received, as well as non-notified consents where Council is the applicant.

12.1 **SALE OF ALCOHOL**

12.2 The appointment of a Commissioner to chair the District Licensing Committee pursuant to section 193 of the Sale and Supply of Alcohol Act 2012.

12.3 The removal of a Commissioner as chair of the District Licensing Committee pursuant to section 194 of the Sale and Supply of Alcohol Act 2012.

C DELEGATIONS WITH SUB-DELEGATIONS (To be determined by Chief Executive)

GENERAL

	Delegation
1. MEDIA	
All media releases	District Mayor, Chief Executive.
Responses to media enquiries and comments in all formats, including print, radio, TV and social media.	District Mayor, Chief Executive.
Approval of enclosures with Rates Notices	Chief Executive.
2. BUDGET AMENDMENTS	
Make amendments to the Council's approved expenditure programme throughout the year subject to there being no reduction in the estimated credit balance for the year	Chief Executive.
3. OFFICIAL INFORMATION REQUESTS (Section 42 of the Local Government Official Information & Meetings Act 1987)	
Authorisation to make such decisions and provide such information as required of the Council under Parts II to V of the Act, except any powers specified in Section 32.	Chief Executive.
4. AFFIDAVITS	
Making such affidavits and laying such information on behalf of Council as may be considered necessary from time to time	Chief Executive.

FINANCE AND ADMINISTRATION

	Delegation
1. RECORDS	
1.1 Access to any records held by council.	Chief Executive.
2. RATES (Local Government Rating Act 2002)	
S27(5) Decisions on whether to divide rating units and on the methodology for division S28(2) Decision whether disclosure of the name of any person is necessary to identify a rating unit S29 Authority to determine objections to the RID S35(b) Authority to remove names from the RID S39 Authority to determine objections to rates records S40 Authority to correct errors in RID and Rates records S42(3) Authority to fix interest rate to be charged on re-assessed rates: <u>Council Policy</u> is to charge the day-to-day cash account interest rate, delegating the power of waiver to the Chief Executive. S54 Authority not to collect small amounts: <u>Council Policy</u> is not to collect rates where the amount payable in the financial year is less than \$5. S61(1) Authority to recover unpaid rates from persons other than owners S62 Authority to recover unpaid rates from owner S63 Authority to commence proceedings for unpaid rates S85 Authority to remit rates and penalties in accordance with the Council's Rates Remission Policy S99 Authority to apply for charging orders	Chief Executive

		Delegation
3. ACCOUNTS		
	Make arrangements with debtors to repay arrears over an acceptable period.	Chief Executive
	All money shall be paid by the Council in cash or by cheque, direct credit schedule or withdrawal notice signed by either two of the Chief Executive, Departmental Directors and Accountant.	Chief Executive
	Initiate action for the recovery of any unpaid account	Chief Executive
	Write-off debtor invoices (upon advice from Council Solicitor or Debt Management Consultant) up to the value of \$5,000	Chief Executive
4. TREASURY MANAGEMENT		
	Investment of District Council funds in the most appropriate manner, <u>subject to</u> reporting to the next Council Meeting. Roll-over existing debt and draw down new borrowings in line with the Annual Plan and Long Term Plan. Open and/or close bank accounts. Approval of authorised cheque/electronic signatories.	Chief Executive
5. SALE OF REDUNDANT ITEMS		
	Sale, trade or disposal of redundant items as per Council's Asset Disposal Policy	Chief Executive
6. WAIVER OF FEES AND CHARGES		
	Waive or reduce fees and charges in accordance with Council Policies. Reporting to council as per the requirements of the applied policy, or via the next monthly report of the relevant department if no reporting requirements stipulated in the applied policy.	Chief Executive
7. WARRANT OF ENFORCEMENT OFFICERS		
7.1	Authority to appoint enforcement officers under Section 177 of the Local Government Act 2002.	Chief Executive
7.2	Authority to issue Warrants of Appointment under the Local Government Act 2002 or any other enactment under which Council Officers may be warranted.	

ENVIRONMENTAL SERVICES

		Delegation
<p>1. RESOURCE MANAGEMENT (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 34A of the Resource Management Act 1991) All section references are to the Resource Management Act 1991</p>		
<p><u>General Delegation</u> All of the functions, duties and powers listed, thereby enabling Council to carry out its legislated role, <u>except</u> as specifically sub delegated:</p> <p><u>Waivers</u> S10 Determine extent of existing use rights S36(5) Remission of charges on application S37 Waive or extend time periods</p>		Chief Executive
<p><u>District Plan</u> S72 to S86 Powers, duties and discretions of the Council (other than the approval of a policy statement or plan or any change to a policy statement or plan or the hearing of submissions in relation to such matters) in respect of:</p> <p>(a) Notification of new district plans (reviews), changes and variations, and any summary of submissions or requests for changes to any new plan, review, change or variation;</p> <p>(b) Service of copies of proposed district plans, district rules, and policy statements, and approved district plans, district rules and policy statements;</p> <p>(c) Any other matters involved in the preparation and processing of district plans, district rules or policy statements.</p> <p><u>Notification of Resource Consents</u> S88 Determine the adequacy of an application S91 Deferral of an application pending additional applications S92 Request further information S95A Decide whether an application should be publically notified S95D Decide whether or not adverse effects are minor S94E Decide who may be considered an affected person S96 Submit on resource consent applications to other consent authorities</p> <p><u>Consent Hearings</u> S98 Provide applicants with a list of submissions received S99 Initiate and participate in pre-hearing meetings S100 Determine that a hearing is not required S101 Fix hearing dates S102 Decide to establish a joint hearing S103 Decide to establish a combined hearing</p>		Chief Executive
<p><u>Notification of Resource Consents</u> S92 Request further information S94E Decide who may be considered an affected person</p>		Chief Executive

<p><u>Consent Conditions</u> S104, S105A, S105B, S105C, S105D and S108 Make decisions on consent applications for which no hearing is required S109 Decide whether work which is the subject of a bond or covenant is completed satisfactorily S110 Refund money or land S114 Serve copies of applications and arrange public notification S125 Extend the period in which a resource consent lapses S126 Cancel a resource consent which has not been exercised S127(1) Change or cancel a consent condition S127(4) Decide from whom written approvals are required S128 to S132 Initiate and determine a review of consent conditions S138 Accept or refuse surrender of consent S139 Issue Certificate of Compliance S143 Undertake obligations in response to Ministerial direction</p> <p><u>Heritage & Designations</u> S166 to S198 Exercise of Council's powers, duties, functions and discretions in respect of Designations and Heritage Orders under Part VIII of the Resource Management Act 1991, <u>except</u> the hearing of submissions in relation to these matters.</p>	<p>Chief Executive</p>
<p><u>Subdivision</u> S221 Issue Consent Notice S222 Issue Completion Certificate S223 Approve Survey Plan S224 Certify Survey Plan</p> <p><u>Enforcement</u> S311 Application for a Declaration S316 Application for an Enforcement Order S325A Cancellation of an Abatement Notice S343C Power to reach a decision on any appeal lodged in regard to the payment of a fine associated with the issue of an infringement notice</p>	<p>Chief Executive</p>
<p>2. RESOURCE MANAGEMENT HEARINGS (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 34A of the Resource Management Act 1991)</p>	
<p>S100 to S108 Application for resource consent S166 to S198 Application for a Designation or a Heritage Order</p>	<p>Certified Hearing Commissioner appointed by Chief Executive</p>

		Delegation
3. BUILDING CONTROL (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 232 and Section 235 of the Building Act 2004 and must be read in conjunction with the Stratford District Building Consent Authority Quality Management documentation) <i>All section references are to the Building Act 2004.</i>		
<p><u>General Delegation</u></p> <p>S12(2) All of the functions, duties and powers listed, thereby enabling Council to carry out its legislated role as a Building Consent Authority, <u>except</u> as specifically sub delegated and that the following (<i>in italics</i>) powers, duties and functions are <u>not</u> delegated by Council:</p> <p><i>S131 Policy on dangerous and insanitary buildings</i></p> <p><i>S213 make arrangements for any other Building Consent Authority to perform any of Council's functions as a Building Consent Authority</i></p> <p><i>S219(1)(a) impose any fee or charge</i></p> <p><i>S233 transfer any of Council's functions, duties or powers to another territorial authority</i></p> <p><i>S235 accept the transfer of any functions, duties or powers to Council from another territorial authority.</i></p> <p><u>PIMs & BCs</u></p> <p>S33 Information required for PIM Applications</p> <p>S34 Issue PIMs</p> <p><u>S36 Authority to attach a development contribution notice to project information memoranda.</u></p> <p><u>S37 Authority to attach certificate advising a resource consent is required.</u></p> <p>S39 <u>Authority to notify Heritage New Zealand Pouhere Taonga in certain circumstances.</u></p> <p><u>S46 Authority to provide certain applications to Fire and Emergency NZ.</u></p> <p>S48 <u>Authority to request further reasonable information in respect of building consent applications.</u></p> <p><u>S49 Authority to grant building consents and to impose appropriate conditions.</u></p> <p><u>S50 Authority to refuse to issue building consents.</u></p> <p><u>S51 Authority to issue building consents.</u></p> <p>S52 <u>Authority to extend the period of time for a building consent.</u></p> <p>S54 <u>Authority to advise applicant of amount of levy payable</u></p> <p><u>S58 Liability of the BCA to pay levies to the Territorial Authority.</u></p> <p><u>S59 Liability of the Territorial Authority to pay levies to MBIE</u></p> <p>S67 <u>Authority to grant waivers or modifications and to impose appropriate conditions.</u></p> <p><u>S67A Authority to grant waivers or modifications and to impose appropriate conditions in relation to means of restricting access to residential pools.</u></p> <p><u>S68 Authority to notify MBIE if waivers or modifications granted.</u></p> <p><u>S71 Authority to refuse to grant a building consent on land subject to natural hazard.</u></p> <p><u>S72 Authority to grant a building consent on land subject to natural hazards in certain conditions.</u></p> <p><u>S73 Authority to impose a condition on building consents granted under s.72</u></p> <p><u>S74 Authority to revoke the certificate issued under s.72 where appropriate.</u></p> <p><u>S75 Authority to grant a project information memoranda (or building consent) subject to a condition requiring that allotments may not be</u></p>	<p>Chief Executive</p>	

<p><u>transferred or leased in conjunction with any specified other or others of those allotments.</u></p> <p><u>S77 Authority to issue a certificate imposing a condition on a building consent under S75.</u></p> <p>S83 <u>Authority to revoke a certificate issued under s.77</u></p> <p><u>S90 Authority for the BCA to authorise agents to inspect building work.</u></p> <p><u>CCCs</u></p> <p>S91 - S95A Decisions, issue and further information requests concerning Code Compliance Certificates</p> <p><u>Certificates of Acceptance</u></p> <p>S96 - S99 Decisions, issue and further information requests concerning Certificates of Acceptance</p> <p><u>Compliance Schedules</u></p> <p>S102 Authority to issue a compliance schedule <u>upon payment of the charge fixed by Council.</u></p> <p>S104 Authority to inform Territorial Authority of the issue of a compliance schedule.</p> <p><u>S104A Authority for the Territorial Authority to issue statement in relation to a compliance schedule.</u></p> <p>S106, S109 Compliance Schedule amendment</p> <p>S107 Compliance Schedule review</p> <p>S111 Inspections concerning Compliance Schedule</p>	
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	Delegation
<p><u>Alterations</u> S112 Consideration of alterations to existing buildings S113 Grant of Building Consent for a specified life of less than 50 years S115 Consideration of change of use S116 Authority to extend the life of a building with a specified life if <u>certain conditions are complied with.</u> S116A Authority to issue a certificate under s.224(f) of the RMA 1991 giving effect to a subdivision.</p>	Chief Executive
<p><u>Enforcement</u> S133AT Authority to grant building consent for alterations to a <u>building that is subject to an Earthquake Prone Building notice.</u></p>	
<p>S121 - S130 All actions in respect of dangerous or insanitary buildings S164 - S167 Notifications, issue and inspections in respect of Notices to Fix S168 Authority to initiate prosecution for an offence. S177 Application for Determination S218 Provision of information to Department of Building & Housing</p>	
<p><u>Accreditation / Registration</u> S215 Applications for accreditation and registration of BCA S219 Authority to impose a fee or charge. S220 - S221 Certification, application and cost recovery concerning carrying out building work on default S230, S372 Issue Infringement Notice</p>	
<p><u>Appointments</u> S222 Authority to enter land for the purpose of inspecting building work, determining whether a building is dangerous, insanitary or earthquake prone or inspecting a residential pool.</p>	
<p><u>IOPs</u> S438 Acceptance, withdrawal or refusal of acceptance of Independently Qualified person</p>	
<p><u>Miscellaneous</u> S363A Authority to authorise the use of a public premises. S363 Authority to initiate prosecution for an offence. S365 Authority to initiate prosecution for an offence. S366 Authority to initiate prosecution for an offence. S367 Authority to initiate prosecution for an offence. S368 Authority to initiate prosecution for an offence. S369 Authority to initiate prosecution for an offence. S371 Authority to determine whether to proceed under the Summary Proceedings Act 1957 or to issue an infringement notice. S372 Authority to issue infringement notices. S375 Authority to initiate prosecution for an offence. S377 Authority to lay information for an offence. 1st Schedule Authority to exempt building work from the requirement to obtain a building consent.</p>	
3a. AMUSEMENT DEVICES (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Regulation 11 of the Amusement Devices Regulations 1978	
Reg 11 Inspection of devices and decision and issue of licences	Chief Executive

<p>4. ENVIRONMENTAL HEALTH (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 23 of the Health Act 1956) all section references are to the Health Act 1956</p>	
<p>S23(b) Public health monitoring of the District. S23(c) Abatement of conditions likely to be offensive or injurious to health. S23(d) Enforcement of the requirements of regulations made under the Act: <ul style="list-style-type: none"> • Health (Burial) Regulations 1946 • Housing Improvement Regulations 1947 • Health (Registration of Premises) Regulations 1966 • Food Hygiene Regulations 1974 • Health (Hairdressers) Regulations 1980 • Camping Ground Regulations 1985 S41 Cleansing Order. S42 Closing Order. S45 Discretions relating to the cancellation of a Closing Order. S81 Disinfection of premises.</p>	<p>Chief Executive</p>

		Delegation
<p>5. LIQUOR LICENSING (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 198 of the Sale and Supply of Alcohol Act 2012 and must be read in conjunction with the Stratford District Sale of Liquor Policy) All section references are to the Sale and Supply of Alcohol Act 2012.</p>		
<p>S65 Registers S66 Records S67 Certification of extracts from register or record S71 Notification of Police S72 Issue of duplicate licence or certificate S102 Forwarding of objections to licence applications S103 Forwarding of licence applications for reports S128 Forwarding of objections to licence renewal applications S129 Forwarding of licence renewal applications for reports S139 Requiring notification of special licence applications S140 Forwarding of objections to a special licence S141 Forwarding of special licence applications for reports S186 Appointment of DLC S192 Establishing and maintaining DLC list S194 Removal of DLC list member S196 Secretary of DLC S221 Decisions of DLC being publicly available S220 Forwarding of certificate applications for reports S225 Forwarding of certificate renewal applications for reports</p>		<p>Chief Executive</p>
<p>S65 Registers S66 Records S67 Certification of extracts from register or record S71 Notification of Police S72 Issue of duplicate licence or certificate S102 Forwarding of objections to licence applications S103 Forwarding of licence applications for reports S128 Forwarding of objections to licence renewal applications S129 Forwarding of licence renewal applications for reports S139 Requiring notification of special licence applications S140 Forwarding of objections to a special licence S141 Forwarding of special licence applications for reports S221 Decisions of DLC being publicly available S220 Forwarding of certificate applications for reports S225 Forwarding of certificate renewal applications for reports</p>		<p>Chief Executive</p>

Delegation	
<p>6. DOG CONTROL (Schedule 7, Clause 32(1) of the Local Government Act 2002 and must be read in conjunction with the Stratford District Dog Control Policy) All section references are to the Dog Control Act 1996.</p>	
<p><u>Classification Of Probationary Owners</u> S21 Classify a person as a probationary owner and to serve notice to that effect. S23 Terminate any such classification. S23A Require a probationary owner to undertake training.</p> <p><u>Disqualification Of Owners</u> S25 Classify a person as a disqualified owner and to serve notice to that effect. S27 Make a submission in respect of an appeal to the District Court.</p> <p><u>Territorial Authority To Maintain And Provide Information</u> S30, 34, 35, 35A, 35AB, 36, 49 and 69 - Maintain and provide records.</p> <p><u>Territorial Authority To Classify Dangerous Dogs</u> S31 Classify a dog as a dangerous dog and to serve notice to that effect. S32 Such discretions as are required. S33 Consent to the disposal of a dog classified as a dangerous dog.</p> <p><u>Territorial Authority To Classify Menacing Dogs</u> S33A, S33C - Classify a dog as a menacing dog and to serve notice to that effect. S33 Consent to the disposal of a dog classified as a dangerous dog. S33E Such discretions as are required</p> <p><u>Registration Of Dogs</u> S39 Remit, reduce or refund fees. S40 Require information. S42 Such discretions as are required. S46 Issue registration discs.</p> <p><u>Barking Dogs</u> S70 Make a decision on and return a dog. S70 Make a submission in respect of an appeal to the District Court.</p> <p><u>Infringement Notices</u> S66 Issue infringement notices in respect of infringement offences and fees detailed in the Dog Control Policy.</p> <p><u>Impounding & Subsequent Disposal Of A Dog</u> S69 Give notice of impounding and dispose dogs.</p> <p><u>Retention Of Dog Threatening Public Safety</u> S71 Determine whether a dog which has been retained should be released. S71 Make a submission in respect of an appeal to the District Court.</p> <p><u>Waiving Infringement Notice Fines</u> The power to hear and reach a determination in respect of any objection lodged to the payment of an infringement fine under the Dog Control Act 1996.</p>	<p>Chief Executive</p>

		Delegation
7. BYLAWS (Schedule 7, Clause 32(1) of the Local Government Act 2002)		
The following powers and duties to the specified officers for each specified Bylaw: <ul style="list-style-type: none"> • The issue of any order, notice or licence pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw ○ Stratford District Council Water Supply Bylaw • Making such decisions and considering such approvals pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw ○ Stratford District Council Water Supply Bylaw • Entering any land, building or premises, other than a dwelling house, for the purpose of inspection pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw • Stratford District Council Water Supply Bylaw 		Chief Executive
Stratford District Council General Bylaws 2008		
Ch 2	Public Places	Chief Executive
Ch 3	Mobile or Travelling Shops	Chief Executive
Ch 4	Refuse	Chief Executive
Ch 5	Water Supply	Chief Executive
Ch 6	Advertising Signs	Chief Executive
Ch 7	Scaffolding & Deposit of Building Materials	Chief Executive
Ch 8	Amusement Devices & Shooting Galleries	Chief Executive
Ch 9	Nuisances	Chief Executive
Ch 10	Control of Dogs Includes authority to consider and make decisions on appeals to infringement fines and to refer unpaid infringement fines to the District Court.	Chief Executive
Ch 11	Keeping of Animals & Poultry	Chief Executive
Ch 12	Cemeteries	Chief Executive
Ch 13	Parks & Reserves	Chief Executive
Ch 16	Street Damage	Chief Executive
Ch 17	Parking Control Includes authority to consider and make decisions on infringement fine appeals and to refer unpaid infringement fines to the District Court.	Chief Executive
Ch 18	Wastewater Drainage	Chief Executive
Ch 19	Liquor Control	Council
Ch 20	Stock Control	Chief Executive
Ch 22	Trade Waste	Chief Executive
Ch 23	Beauty Therapy, Tattooing and Piercing	Chief Executive
	Speed Limits Bylaw	No delegation
	Water Supply Bylaw	Chief Executive

7a.	LITTER (Schedule 7, Clause 32(1) of the Local Government Act 2002, Section 7 and Section 13 of the Litter Act 1979)	
S7	General powers and duties	Chief Executive
S13	Infringement Notices	
7b.	PARKING & OTHER STATIONARY VEHICLE OFFENCES (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 128D, 128E and 139 of the Land Transport Act 1998)	
	Powers and duties in respect of all parking and other stationary vehicle offences	Chief Executive
8.	ABANDONED VEHICLES (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 356 and 357 of the Local Government Act 1974)	
S356 & S357	Take possession of, remove or dispose of any abandoned vehicle on a road reserve (excluding State Highways)	Chief Executive
9.	PROPERTY NUMBERS (Schedule 7, Clause 32(1) of the Local Government Act 2002, Section 319b of the Local Government Act 1974)	
S319B	Authority to allocate property numbers	Chief Executive
10.	GAMBLING (Schedule 7, Clause 32(1) of the Local Government Act 2002, S100 of the Gambling Act 2003, S65C of the Racing Act 2003 and must be read in conjunction with the Stratford District Gambling Venue Policy)	
	Determination of applications for Class 4 Gambling or NZ Racing Board Venue Consents	Chief Executive
11.	HAZARDOUS SUBSTANCES (Schedule 7, Clause 32(1) of the Local Government Act 2002, 82(b) of the Hazardous Substances & New Organisms Act 1996)	
S82(b)	power to access the Environmental Risk Management Authority Register of Test Certificates for such purposes as are outlined in Section 82(a)	Chief Executive

ASSETS

		Delegation
1.	ROADING (Schedule 7, Clause 32(1) of the Local Government Act 2002, Local Government Act 1974	
<u>Building Line Restrictions</u> S327A	Authority to cancel building line restrictions	Chief Executive
<u>Street Lighting</u> S334A	Authority to provide street lighting and to authorise necessary ancillary works	Chief Executive
<u>Vehicle Crossings</u> S335	Require payment for the cost of a vehicle crossing	Chief Executive
<u>Pipes and Drains under Roads</u> S337	Require the owner of any pipe, drain or apparatus of any kind or under a road to raise, lower or otherwise alter the same.	Chief Executive
<u>Granting of Easements</u> S338	Authorise easements for pipes and conduits under roads	Chief Executive
<u>Contribution to cost of railway, subway or bridge</u> S341A	Authority to enter agreement for allocation of the cost of work	Chief Executive
<u>Stopping and Closing of Roads</u> S342	Close any road or part of a road to any specified type of traffic under Clause 11 of the Tenth Schedule.	Chief Executive
<u>Gates and Cattle Stops Across Roads</u> S344	Permit the erection of a swing gate or a cattle stop across any road.	Chief Executive
<u>General Safety Provision as to Roads</u> S353	Take all such sufficient precautions for the general safety of the public and traffic and workmen employed on or near any road as they think fit and in particular those duties listed in Section 353	Chief Executive
<u>Construction of Cellar or Excavation in Vicinity of Road</u> S354	Construction of a cellar or making of an excavation is within 20 metres of any road subject to gaining the written consent of the adjoining property owner where the excavation or cellar is within 20 metres of a property boundary.	Chief Executive
<u>Overhanging Vegetation</u> S355	Require the owner of any land abutting on any road to do work as detailed in Section 355.	Chief Executive

2. DRAINAGE (Schedule 7, Clause 32(1) of the Local Government Act 2002, Local Government Act 1974)	
<u>Enforcement re damage to roads</u> S357 Authorisation to initiate action against any person in contravention of Section 357	Chief Executive
<u>Diversion etc. of Drainage Works</u> S451 Enter into an agreement with any person for diversion or alteration of drainage works subject to the restrictions of Section 451	Chief Executive
<u>Provision of Private Drains</u> S459 Require the owner of any land or building to carry out such drainage work as detailed in Section 459	Chief Executive
<u>Unlawful Connection of Private Drain</u> S467 Authorise any required removal, repair and reinstatement work concerning an unauthorised connection of any private drain, including recovering the full cost of such work, and when that amount is not in excess of \$500, may institute an action for its recovery	Chief Executive
<u>Tree Roots</u> S468 Authorise the requirement of trees to be removed where obstructing a drain	Chief Executive
<u>Obstructions to Drainage Channel or Watercourse</u> S511 Authority to require the removal of any obstruction to a drainage channel or watercourse	Chief Executive
3. DRAINAGE (Schedule 7, Clause 32(1) of the Local Government Act 2002, Drainage Act 1908)	
<u>Construct & Maintain Drains</u> S17 Authority to enter land and to construct and maintain drains and watercourses on that land S18 Authority to enter land	Chief Executive
<u>Remove earth</u> S19 Authority to remove earth or other materials as required for drainage works	Chief Executive
<u>Drains on Private Land</u> S23 Authority to make drains on private land	Chief Executive
<u>Release of Land or Contracts</u> S24 Authority to quit land or contracts under the Drainage Act 1908	Chief Executive
<u>Drainage Work</u> S26 Authorisation of other persons to work on Council drains	Chief Executive
<u>Removal of Trees</u> S27 Authorisation to require to be removed or to remove tree or parts of a tree obstructing drain	Chief Executive
<u>Obstructions to Drainage Channel or Watercourse</u> S62 Authority to require the removal or to remove any obstruction to a drainage channel or watercourse	Chief Executive
<u>Restrict Water Supply</u> S193 Authority to restrict the water supply to land or a building	Chief Executive
<u>Advances to Owners</u> S63A Authorise monetary advances to owners to enable completion of work, subject to limits of expenditure authorisation	Chief Executive

		Delegation
4. WATER (Schedule 7, Clause 32(1) of the Local Government Act 2002)		
<u>Restrict Water Supply</u> S193 Authority to restrict the water supply to land or a building		Chief Executive
<u>Stop Water Supply</u> S194 Authority to stop the water supply to land or a building		Chief Executive
5. WATER (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 647 of the Local Government Act 1974)		
<u>Fire Hydrants</u> S647 Authority to install fire hydrants		Chief Executive
6. PROPERTY (Schedule 7, Clause 32(1) of the Local Government Act 2002)		
<u>Urban Area Playing Fields</u> Such approvals, considerations or decisions as required by the Use of Playing Fields in the Urban Area Policy.		Chief Executive
<u>Pensioner Housing</u> Leasing of tenancies pursuant to the Housing for the Elderly Policy.		Chief Executive
<u>Licence to Occupy</u> Authority to grant a Licence to Occupy any land or buildings or part thereof on such land for any period provided such Licence can be terminated by Council for any reason on no more than 3 months' notice and authority to exercise all rights as Licensor.		Chief Executive

D. DIRECT STAFF DELEGATIONS

Under Section 34A (1b) of the Resource Management Act 1991 Council may delegate to staff but does not have the ability to delegate the power to delegate. Therefore under this section any RMA specific delegations also include the staff member who exercises the delegation within the Environmental Services department.

		Delegation
1. RESOURCE MANAGEMENT (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 34A of the Resource Management Act 1991) <i>All section references are to the Resource Management Act 1991</i>		
<u>District Plan</u> S72 to S86 Powers, duties and discretions of the Council (other than the approval of a policy statement or plan or any change to a policy statement or plan or the hearing of submissions in relation to such matters) in respect of: (a) Notification of new district plans (reviews), changes and variations, and any summary of submissions or requests for changes to any new plan, review, change or variation; (b) Service of copies of proposed district plans, district rules, and policy statements, and approved district plans, district rules and policy statements; (c) Any other matters involved in the preparation and processing of district plans, district rules or policy statements.		Director – Environmental Services
<u>Notification of Resource Consents</u> S88 Determine the adequacy of an application S91 Deferral of an application pending additional applications S92 Request further information S95A Decide whether an application should be publically notified S95D Decide whether or not adverse effects are minor		

<p>S94E Decide who may be considered an affected person S96 Submit on resource consent applications to other consent authorities</p> <p><u>Consent Hearings</u> S98 Provide applicants with a list of submissions received S99 Initiate and participate in pre-hearing meetings S100 Determine that a hearing is not required S101 Fix hearing dates S102 Decide to establish a joint hearing S103 Decide to establish a combined hearing</p>	
<p><u>Notification of Resource Consents</u> S92 Request further information S94E Decide who may be considered an affected person</p>	Planner

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PART TWO – CHIEF EXECUTIVE DELEGATIONS

1. AUTHORITIES FOR EXPENDITURE

This section lists the financial delegations for council positions. The financial limit allocated to a position indicates the procurement value up to which they are authorised to approve expenditure by another council officer.

1.1 MANAGEMENT AND ADMINISTRATION

Authorisation is to the level stated for that officer only in relation to the departmental duties of that officer and subject to any additional conditions and restrictions as the Chief Executive shall see fit to impose.

All Directors	- Up to \$250,000
CEO and one Director	- Over \$250,000

Any contracts awarded over \$500,000 must be reported to the next Policy and Services Committee meeting.

1.2 ASSETS DEPARTMENT

Authorisation is to the level stated for that officer only in relation to the departmental duties of that officer and subject to any additional conditions and restrictions as the Chief Executive shall see fit to impose.

Roading Asset Manager	- \$100,000
Services Asset Manager	- \$100,000
Parks and Property Asset Manager	- \$100,000
Plant Technician Team Leader	- \$15,000

Also note authority to Assets Department staff for swimming pool operation, repair and maintenance related expenditure within the Community Development Department's delegations.

1.3 **CORPORATE SERVICES**

Authorisation is to the level stated for that officer only in relation to the departmental duties of that officer and subject to any additional conditions and restrictions as the Chief Executive shall see fit to impose.

Corporate Accountant	- \$15,000
Information Technology Manager	- \$15,000
Revenue Manager	- \$15,000

Authorisation Limits for Regular/Routine Payment Processing

Through Council's accounts payable system, the Corporate Services Department has regular/routine payments which require authorisation prior to processing. Generally these types of payments are above the Corporate Accountant's authorisation limits.

In order to ensure processing authorisation is prepared by an independent person who has knowledge of the internal controls and documents requiring approval, the Corporate Accountant, in addition to the present authorisation limit, will have authority to authorise for approval for processing the following regular/routine payments. This does not include authority to enter into contracts relating to any of these payments:

- Inland Revenue Department
- Employee payments
- Telecommunications
- Energy retailers
- Fuel Suppliers
- Loan Interest & Bank charges
- Regular staff room and cleaning supplies

1.4 **ENVIRONMENTAL SERVICES DEPARTMENT**

Authorisation is to the level stated for that officer only in relation to the departmental duties of that officer and subject to any additional conditions and restrictions as the Chief Executive shall see fit to impose.

Quality Assurance Manager	- \$15,000
Building Services Manager	- \$15,000
Environmental Health Manager	- \$15,000

1.5 **COMMUNITY DEVELOPMENT DEPARTMENT**

Authorisation is to the level stated for that officer only in relation to the departmental duties of that officer and subject to any additional conditions and restrictions as the Chief Executive shall see fit to impose.

Customer and Leisure Services Manager	- \$100,000
Community Development Manager	- \$15,000
Communications Manager	- \$15,000
Library and Visitor Information Services Team Leader	- \$15,000
Pool Team Leader	- \$15,000
Customer Services Team Leader	- \$1,000
Senior Library Officer	- \$1,000
Senior Visitor Information Officer	- \$1,000

For the purpose of swimming pool operation, repair and maintenance:

Services Asset Manager	- \$100,000
Plant Technician Team Leader	- \$15,000

2. WARRANTS OF APPOINTMENT

NOTE:

Each Warrant of Appointment is subject to authorisation by the Chief Executive. The Chief Executive as authorised by council sub delegates the following:

		Sub-delegation
1. RESOURCE MANAGEMENT (Section 38 of the Resource Management Act 1991)		
S38	Enforcement Officers	Director Assets, Services Asset Manager, Plant Engineer, Roading Asset Manager, Director Environmental Services, Planner, Environmental Health Manager, Compliance Officer.
S38	Enforcement Officers specifically to exercise or carry out all of the functions and powers under Sections 327 and 328 of the Resource Management Act 1991 (which relate to excessive noise) for the Stratford District.	After-hours Service Officers.
2. BUILDING CONTROL (Section 174 of the Local Government Act 2002 and Section 222 of the Building Act 2004)		
S174	The authority to enter private land pursuant to S174 of the Local Government Act 2002	Director Environmental Services, Building Services Manager, Building Control Officers, Compliance Officer, Planner, Services Asset Manager, Plant Engineer, Roading Asset Manager, Roading Engineers.
S222	Authorisation to carry out all of the functions and powers of an authorised officer, including the authority to enter private land pursuant to S174 of the Local Government Act 2002.	
3. ENVIRONMENTAL HEALTH (Section 174 of the Local Government Act 2002 and Section 23 of the Health Act 1956)		
S23	Environmental Health Officer	Director Environmental Services, Environmental Health Manager.
4. LIQUOR LICENSING (Section 174 of the Local Government Act 2002 and Section 197 of the Sale and Supply of Alcohol Act 2012)		
S174	Licensing Inspector	Director Environmental Services, Environmental Health Manager.
5. DOG CONTROL (Section 13 of the Dog Control Act 1996)		
S13	Dog Control Officer with specific authorisation under S14 to enter at any reasonable time onto the land or premises for the purposes set out in S14	Director Environmental Services, Compliance Officer, Environmental Health Manager. After-hours Service Officers.

		Sub-delegation
6. BYLAWS (Section 174 of the Local Government Act 2002)		
S174	Enforcement Officer with authority to enter any land, building or premises, except for a dwelling house pursuant to S171, S172, S173, S174	Director Environmental Services, Director Assets, All Environmental Services Department staff, Roading Asset Manager, Services Asset Manager, Plant Engineer, Parks and Property Asset Manager, Roading Engineer,
S174	Enforcement Officer with specific authority to enter any land, building or premises, except for a dwelling house pursuant to S182 relating to water, wastewater and other utility services	Director Assets, Roading Asset Manager, Services Asset Manager, Plant Engineer Roading Engineer,
7. LITTER (Section 174 of the Local Government Act 2002, Section 5 of the Litter Act 1979)		
S5	Litter Control Officer	Compliance Officer
8. PARKING & OTHER STATIONARY VEHICLE OFFENCES (Section 174 of the Local Government Act 2002, Sections 128D, 128E and 139 of the Land Transport Act 1998)		
S7	Parking Warden	Environmental Health Manager, Compliance Officer.
9. ANIMAL CONTROL (Sections 8 & 9 of the Impounding Act 1955)		
S8	Poundkeeper	Compliance Officer.
S8	Ranger	Compliance Officer, After-hours Service Officers.
S9	Deputy Poundkeeper	Director Environmental Services.

3. SUB DELEGATIONS OF CHIEF EXECUTIVE

GENERAL

		Sub-delegation
1. MEDIA		
All media releases		Director Community Services
Responses to media enquiries and comments in all formats, including print, radio, TV and social media.		Director Community Services
Approval of enclosures with Rates Notices		Departmental Directors
2. BUDGET AMENDMENTS		
Make amendments to the Council's approved expenditure programme throughout the year subject to there being no reduction in the estimated credit balance for the year		Departmental Directors.
3. OFFICIAL INFORMATION REQUESTS (Section 42 of the Local Government Official Information & Meetings Act 1987)		
Authorisation to make such decisions and provide such information as required of the Council under Parts II to V of the Act, except any powers specified in Section 32.		No delegations.

Sub-delegation	
4. AFFIDAVITS	
Making such affidavits and laying such information on behalf of Council as may be considered necessary from time to time	Departmental Directors, All Environmental Services Department Staff.

FINANCE AND ADMINISTRATION

Sub-delegation	
1. RECORDS	
1.1 Access to non-confidential records in alignment with council’s Paper Records and Archives Policy	Information Management Specialist
1.2 Access to confidential records upon approval by the Chief Executive, in alignment with council’s Paper Records and Archives Policy.	
1.3 Access to historical files/records in alignment with council’s Paper Records and Archives Policy.	
1.4 Access to personnel files records in alignment with council’s Paper Records and Archives Policy.	Executive Administration Officer
2. RATES (Local Government Rating Act 2002)	
S27(5) Decisions on whether to divide rating units and on the methodology for division	Director Corporate Services, Revenue Manager (S35(b), S40, S61(1), S62 only)
S28(2) Decision whether disclosure of the name of any person is necessary to identify a rating unit	
S29 Authority to determine objections to the RID	
S35(b) Authority to remove names from the RID	
S39 Authority to determine objections to rates records	
S40 Authority to correct errors in RID and Rates records	
S42(3) Authority to fix interest rate to be charged on re-assessed rates: <u>Council Policy</u> is to charge the day-to-day cash account interest rate, delegating the power of waiver to the Chief Executive.	
S54 Authority not to collect small amounts: <u>Council Policy</u> is not to collect rates where the amount payable in the financial year is less than \$5.	
S61(1) Authority to recover unpaid rates from persons other than owners	
S62 Authority to recover unpaid rates from owner	
S63 Authority to commence proceedings for unpaid rates	
S99 Authority to apply for charging orders	

3. ACCOUNTS	
Make arrangements with debtors to repay arrears where: Full amount is paid by the 30th June Full amount is paid by 30 th June of following year	Revenue Manager, Director – Corporate Services
Full amount is repaid over a term longer than above	No sub delegation (remains with Chief Executive)
All money shall be paid by the Council in cash or by cheque, direct credit schedule or withdrawal notice signed by either two of the Chief Executive, Departmental Directors and Accountant.	Departmental Directors, Corporate Accountant.
Initiate action for the recovery of any unpaid account.	Departmental Directors, Revenue Manager
Write-off debtor invoices (upon advice from Council Solicitor or Debt Management Consultant) up to the value of:	
\$1,000	Revenue Manager
\$2,500	Director – Corporate Services
4. TREASURY MANAGEMENT	
Investment of District Council funds in the most appropriate manner, <u>subject to</u> reporting to the next Council Meeting.	Director Corporate Services, Corporate Accountant.
Roll-over existing debt and draw down new borrowings in line with the Annual Plan and Long Term Plan.	Director Corporate Services
5. SALE OF REDUNDANT ITEMS	
Sale, trade or disposal of redundant items as per Council’s Asset Disposal Policy	Departmental Directors.
6. WAIVER OF FEES AND CHARGES	
Waive or reduce fees and charges in accordance with Council Policies. Reporting to council as per the requirements of the applied policy, or via the next monthly report of the relevant department if no reporting requirements stipulated in the applied policy.	Director Environmental Services, Building Services Manager, Environmental Health Manager.

ENVIRONMENTAL SERVICES

Director Environmental Services Building Control Delegations

<p><u>3. BUILDING CONTROL (Schedule 7, Clause 32(1) of the Local Government Act 2002 and Section 232 and Section 235 of the Building Act 2004 and must be read in conjunction with the Stratford District Building Consent Authority Quality Management documentation) All section references are to the Building Act 2004.</u></p>	
<p>S33 <u>Information required for PIM Applications</u></p> <p>S34 <u>Issue PIMs</u></p> <p>S36 <u>Authority to attach a development contribution notice to project information memoranda.</u></p> <p>S37 <u>Authority to attach certificate advising a resource consent is required.</u></p> <p>S39 <u>Authority to notify Heritage New Zealand Pouhere Taonga in certain circumstances.</u></p> <p>S46 <u>Authority to provide certain applications to Fire and Emergency NZ.</u></p> <p>S48 <u>Authority to request further reasonable information in respect of building consent applications.</u></p> <p>S49 <u>Authority to grant building consents and to impose appropriate conditions.</u></p> <p>S50 <u>Authority to refuse to issue building consents.</u></p> <p>S51 <u>Authority to issue building consents.</u></p> <p>S52 <u>Authority to extend the period of time for a building consent.</u></p> <p>S54 <u>Authority to advise applicant of amount of levy payable</u></p> <p>S58 <u>Liability of the BCA to pay levies to the Territorial Authority.</u></p> <p>S59 <u>Liability of the Territorial Authority to pay levies to MBIE.</u></p> <p>S67 <u>Authority to grant waivers or modifications and to impose appropriate conditions.</u></p> <p>S59 <u>Liability of the Territorial Authority to pay levies to MBIE.</u></p> <p>S67A <u>Authority to grant waivers or modifications and to impose appropriate conditions in relation to means of restricting access to residential pools.</u></p> <p>S68 <u>Authority to notify MBIE if waivers or modifications granted.</u></p> <p>S71 <u>Authority to refuse to grant a building consent on land subject to natural hazard.</u></p> <p>S72 <u>Authority to grant a building consent on land subject to natural hazards in certain conditions.</u></p> <p>S73 <u>Authority to impose a condition on building consents granted under s.72</u></p> <p>S74 <u>Authority to revoke the certificate issued under s.72 where appropriate.</u></p> <p>S75 <u>Authority to grant a project information memoranda (or building consent) subject to a condition requiring that allotments may not be transferred or leased in conjunction with any specified other or others of those allotments.</u></p> <p>S77 <u>Authority to issue a certificate imposing a condition on a building consent under S75.</u></p> <p>S83 <u>Authority to revoke a certificate issued under s.77</u></p> <p>S90 <u>Authority for the BCA to authorise agents to inspect building work.</u></p> <p><u>CCCs</u></p> <p><u>S91 - S95A Decisions, issue and further information requests concerning Code Compliance Certificates</u></p>	<p><u>Director Environmental Services</u></p>

<p><u>Certificates of Acceptance</u> <u>S96 - S99 Decisions, issue and further information requests concerning Certificates of Acceptance</u></p> <p><u>Compliance Schedules</u> <u>S102 Authority to issue a compliance schedule upon payment of the charge fixed by Council.</u> <u>S104 Authority to inform Territorial Authority of the issue of a compliance schedule.</u> <u>S104A Authority for the Territorial Authority to issue statement in relation to a compliance schedule.</u> <u>S106, S109 Compliance Schedule amendment</u> <u>S107 Compliance Schedule review</u> <u>S111 Inspections concerning Compliance Schedule</u></p>	
<p><u>Alterations</u> <u>S112 Consideration of alterations to existing buildings</u> <u>S113 Grant of Building Consent for a specified life of less than 50 years</u> <u>S115 Consideration of change of use</u> <u>S116 Authority to extend the life of a building with a specified life if certain conditions are complied with.</u> <u>S116A Authority to issue a certificate under s.224(f) of the RMA 1991 giving effect to a subdivision.</u></p>	<p><u>Director Environmental Services</u></p>
<p><u>Enforcement</u> <u>S133AT Authority to grant building consent for alterations to a building that is subject to an Earthquake Prone Building notice.</u></p>	<p><u>Director Environmental Services</u></p>
<p><u>S121 - S130 All actions in respect of dangerous or insanitary buildings</u> <u>S164 Authority to issue notices to fix</u> <u>S167 Authority to inspect building work under a notice to fix</u> <u>S168 Authority to initiate prosecution for an offence.</u> <u>S177 Application for Determination</u> <u>S218 Provision of information to Department of Building & Housing</u></p>	<p><u>Director Environmental Services</u></p>
<p><u>Accreditation / Registration</u> <u>S215 Applications for accreditation and registration of BCA</u> <u>S219 Authority to impose a fee or charge.</u> <u>S220 Authority to enter land to do required work</u> <u>S221 Authority to recover costs</u> <u>S230, S372 Issue Infringement Notice</u></p>	
<p><u>Appointments</u> <u>S222 Authority to enter land for the purpose of inspecting building work, determining whether a building is dangerous, insanitary or earthquake prone or inspecting a residential pool.</u></p>	<p><u>Director Environmental Services</u></p>
<p><u>IQPs</u> <u>S438 Acceptance, withdrawal or refusal of acceptance of Independently Qualified person</u></p>	<p><u>Director Environmental Services</u></p>
<p><u>Miscellaneous</u> <u>S363A Authority to authorise the use of a public premises.</u> <u>S363 Authority to initiate prosecution for an offence.</u> <u>S365 Authority to initiate prosecution for an offence.</u> <u>S366 Authority to initiate prosecution for an offence.</u> <u>S367 Authority to initiate prosecution for an offence.</u> <u>S368 Authority to initiate prosecution for an offence.</u> <u>S369 Authority to initiate prosecution for an offence.</u> <u>S371 Authority to determine whether to proceed under the Summary Proceedings Act 1957 or to issue an infringement notice.</u></p>	<p><u>Director Environmental Services</u></p>

<p>S372 Authority to issue infringement notices. S375 Authority to initiate prosecution for an offence. S377 Authority to lay information for an offence. 1st Schedule Authority to exempt building work from the requirement to obtain a building consent.</p>	
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Building Control Manager Building Control Delegations

	Sub-delegation
<p><u>General Delegation</u> S12(2) All of the functions, duties and powers listed, thereby enabling Council to carry out its legislated role as a Building Consent Authority, <u>except</u> as specifically sub delegated and that the following (<i>in italics</i>) powers, duties and functions are <u>not</u> delegated by Council: <i>S131 Policy on dangerous and insanitary buildings</i> <i>S213 make arrangements for any other Building Consent Authority to perform any of Council's functions as a Building Consent Authority</i> <i>S219(1)(a) impose any fee or charge</i> <i>S233 transfer any of Council's functions, duties or powers to another territorial authority</i> <i>S235 accept the transfer of any functions, duties or powers to Council from another territorial authority.</i></p> <p><u>PIMs & BCs</u> S33 Information required for PIM Applications S34 Issue PIMs S36, S37 Attachment of Certificates S39 Authority to notify Heritage New Zealand Pouhere Taonga in certain circumstances. S46 Authority to provide certain applications to Fire and Emergency NZ.</p> <p>S48 Further Information Requests S48 - S51 Issue of Building Consent S52 Lapse of Building Consent S54 Determination of Levies S58 Liability of the BCA to pay levies to the Territorial Authority. S59 Liability of the Territorial Authority to pay levies to MBIE. S67 Waiver or modification S67A Authority to grant waivers or modifications and to impose appropriate conditions in relation to means of restricting access to residential pools. S68 Authority to notify MBIE if waivers or modifications granted</p> <p>S71 - S73 Grant of Building Consent on land subject to natural hazard and required notifications S74 Cancellation of S73 Certificate S75 Building across allotment boundaries S77 Authority to issue a certificate imposing a condition on a building consent under S75.</p> <p>S83 Cancellation of S75 Certificate S90 Authority to inspect building work</p> <p><u>CCCs</u> S91 - S95A Decisions, issue and further information requests concerning Code Compliance Certificates</p> <p><u>Certificates of Acceptance</u> S96 - S99 Decisions, issue and further information requests concerning Certificates of Acceptance</p> <p><u>Compliance Schedules</u></p>	<p>Building Control Manager, Building Control Officer</p>

S102	Authority to issue a compliance schedule	
S104	Authority to inform Territorial Authority of the issue of a compliance schedule.	
<u>S104A</u>	<u>Authority for the Territorial Authority to issue statement in relation to a compliance schedule.</u>	
S106, S109	Compliance Schedule amendment	
S107	Compliance Schedule review	
S111	Inspections concerning Compliance Schedule	

	Sub-delegation
<p><u>Alterations</u> S112 Consideration of alterations to existing buildings S113 Grant of Building Consent for a specified life of less than 50 years S115 Consideration of change of use</p>	Building Control Manager
<p>S116 Authority to extend the life of a building with a specified life if certain conditions are complied with.</p>	Building Control Manager
<p><u>Enforcement</u> S133AT Authority to grant building consent for alterations to a building that is subject to an Earthquake Prone Building notice.</p>	Building Control Manager,
<p><u>S124 Authority to exercise the powers in respect of buildings deemed to be dangerous, earthquake-prone, insanitary or affected buildings under ss.121-123</u> <u>S126 Authority to apply to the District Court for an order authorising the Council to carry out work in relations to dangerous, insanitary, earthquake-prone and affected buildings.</u> <u>S129 Authority to avert immediate danger or rectify insanitary conditions.</u> <u>S130 Authority to apply to the District Court for confirmation of the warrant.</u> <u>S164 Authority to issue notice to fix.</u> <u>S167 Authority to inspect building work under a notice to fix.</u> <u>S168 Authority to initiate prosecution for an offence.</u> <u>Accreditation / Registration</u> <u>S215 Applications for accreditation and registration of BCA</u> <u>S219 Authority to impose a fee or charge.</u> <u>S220 Authority to enter on to land to do required work.</u> <u>S221 Authority to recover costs.</u></p>	<u>Building Control Manager</u>
<p><u>Appointments</u> S222 Authority to enter land for the purpose of inspecting building work, determining whether a building is dangerous, insanitary or earthquake prone or inspecting a residential pool.</p>	Building Control Manager,
<p><u>Miscellaneous</u> <u>S363A Authority to authorise the use of a public premises.</u> <u>S363 Authority to initiate prosecution for an offence.</u> <u>S365 Authority to initiate prosecution for an offence.</u> <u>S366 Authority to initiate prosecution for an offence.</u> <u>S367 Authority to initiate prosecution for an offence.</u> <u>S368 Authority to initiate prosecution for an offence.</u> <u>S369 Authority to initiate prosecution for an offence.</u> <u>S371 Authority to determine whether to proceed under the Summary Proceedings Act 1957 or to issue an infringement notice.</u> <u>S372 Authority to issue infringement notices.</u> <u>S375 Authority to initiate prosecution for an offence.</u> <u>S377 Authority to lay information for an offence.</u> <u>1st Schedule Authority to exempt building work from the requirement to obtain a building consent.</u></p>	<u>Building Control Manager</u>

Building Control Officer Building Control Delegations

	<u>Sub-delegation</u>
<p><u>General Delegation</u> <u>S12(2) All of the functions, duties and powers listed, thereby enabling Council to carry out its legislated role as a Building Consent Authority, except as specifically sub delegated and that the following (<i>in italics</i>) powers, duties and functions are not delegated by Council:</u> <u><i>S131 Policy on dangerous and insanitary buildings</i></u> <u><i>S213 make arrangements for any other Building Consent Authority to perform any of Council's functions as a Building Consent Authority</i></u> <u><i>S219(1)(a) impose any fee or charge</i></u> <u><i>S233 transfer any of Council's functions, duties or powers to another territorial authority</i></u> <u><i>S235 accept the transfer of any functions, duties or powers to Council from another territorial authority.</i></u></p> <p><u>PIMs & BCs</u> <u>S33 Information required for PIM Applications</u> <u>S37 Attachment of Certificates</u> <u>S39 Authority to notify Heritage New Zealand Pouhere Taonga in certain circumstances.</u> <u>S46 Authority to provide certain applications to Fire and Emergency NZ.</u> <u>S48 Further Information Requests</u> <u>S48 - S51 Issue of Building Consent</u> <u>S52 Lapse of Building Consent</u> <u>S54 Determination of Levies</u> <u>S58 Liability of the BCA to pay levies to the Territorial Authority.</u> <u>S59 Liability of the Territorial Authority to pay levies to MBIE.</u> <u>S68 Authority to notify MBIE if waivers or modifications granted</u> <u>S71 - S73 Grant of Building Consent on land subject to natural hazard and required notifications</u> <u>S75 Building across allotment boundaries</u> <u>S77 Authority to issue a certificate imposing a condition on a building consent under S75.</u></p> <p><u>CCCs</u> <u>S91 - S95A Decisions, issue and further information requests concerning Code Compliance Certificates</u></p> <p><u>Certificates of Acceptance</u> <u>S96 - S99 Decisions, issue and further information requests concerning Certificates of Acceptance</u></p> <p><u>Compliance Schedules</u> <u>S102 Authority to issue a compliance schedule</u> <u>S104 Authority to inform Territorial Authority of the issue of a compliance schedule.</u> <u>S104A Authority for the Territorial Authority to issue statement in relation to a compliance schedule.</u> <u>S106, S109 Compliance Schedule amendment</u> <u>S107 Compliance Schedule review</u> <u>S111 Inspections concerning Compliance Schedule</u></p>	<p><u>Building Control Officer</u></p>
<p><u>Alterations</u> <u>S112 Consideration of alterations to existing buildings</u> <u>S113 Grant of Building Consent for a specified life of less than 50 years</u> <u>S115 Consideration of change of use</u></p>	<p><u>Building Control Officer</u></p>
<p><u>S116 Authority to extend the life of a building with a specified life if certain conditions are complied with.</u></p>	<p><u>Building Control Officer</u></p>

<p><u>Enforcement</u> <u>S133AT Authority to grant building consent for alterations to a building that is subject to an Earthquake Prone Building notice.</u></p>	<p><u>Building Control Officer</u></p>
<p><u>S164 Authority to issue notice to fix.</u> <u>S167 Authority to inspect building work under a notice to fix.</u> <u>S215 Applications for accreditation and registration of BCA</u> <u>S219 Authority to impose a fee or charge.</u> <u>S221 Authority to recover costs.</u></p>	<p><u>Building Control Officer</u></p>
<p><u>Appointments</u> <u>S222 Authority to enter land for the purpose of inspecting building work, determining whether a building is dangerous, insanitary or earthquake prone or inspecting a residential pool.</u></p>	<p><u>Building Control Officer</u></p>

Quality Assurance Officer Building Control Delegations

<p><u>General Delegation</u> <u>S12(2) All of the functions, duties and powers listed, thereby enabling Council to carry out its legislated role as a Building Consent Authority, except as specifically sub delegated and that the following (<i>in italics</i>) powers, duties and functions are not delegated by Council:</u> <u><i>S131 Policy on dangerous and insanitary buildings</i></u> <u><i>S213 make arrangements for any other Building Consent Authority to perform any of Council's functions as a Building Consent Authority</i></u> <u><i>S219(1)(a) impose any fee or charge</i></u> <u><i>S233 transfer any of Council's functions, duties or powers to another territorial authority</i></u> <u><i>S235 accept the transfer of any functions, duties or powers to Council from another territorial authority.</i></u></p> <p><u>PIMs & BCs</u> <u>S52 Lapse of Building Consent</u> <u>S54 Determination of Levies</u> <u>S58 Liability of the BCA to pay levies to the Territorial Authority.</u></p>	<p><u>Sub-delegation</u> <u>Quality Assurance Officer</u></p>
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Planner Building Control Delegations

<p><u>General Delegation</u> <u>S12(2) All of the functions, duties and powers listed, thereby enabling Council to carry out its legislated role as a Building Consent Authority, except as specifically sub delegated and that the following (<i>in italics</i>) powers, duties and functions are not delegated by Council:</u> <u><i>S131 Policy on dangerous and insanitary buildings</i></u> <u><i>S213 make arrangements for any other Building Consent Authority to perform any of Council's functions as a Building Consent Authority</i></u> <u><i>S219(1)(a) impose any fee or charge</i></u> <u><i>S233 transfer any of Council's functions, duties or powers to another territorial authority</i></u> <u><i>S235 accept the transfer of any functions, duties or powers to Council from another territorial authority.</i></u></p> <p><u>PIMs & BCs</u> <u>S33 Information required for PIM Applications</u> <u>S34 Issue PIMs</u></p>	<p><u>Sub-delegation</u> <u>Planner</u></p>
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<p><u>S36 Authority to attach a development contribution notice to project information memoranda.</u></p> <p><u>S37 Authority to attach certificate advising a resource consent is required.</u></p> <p><u>S39 Authority to notify Heritage New Zealand Pouhere Taonga in certain circumstances.</u></p>	
<p><u>Alterations</u></p> <p><u>S116A Authority to issue a certificate under s.224(f) of the RMA 1991 giving effect to a subdivision.</u></p>	

S128	Forwarding of objections to licence renewal applications	
S129	Forwarding of licence renewal applications for reports	
S139	Requiring notification of special licence applications	
S140	Forwarding of objections to a special licence	
S141	Forwarding of special licence applications for reports	
S221	Decisions of DLC being publicly available	
S220	Forwarding of certificate applications for reports	
S225	Forwarding of certificate renewal applications for reports	

		Sub-delegation
<p>6. DOG CONTROL (Schedule 7, Clause 32(1) of the Local Government Act 2002 and must be read in conjunction with the Stratford District Dog Control Policy) All section references are to the Dog Control Act 1996.</p>		
<p><u>Classification Of Probationary Owners</u> S21 Classify a person as a probationary owner and to serve notice to that effect. S23 Terminate any such classification. S23A Require a probationary owner to undertake training.</p> <p><u>Disqualification Of Owners</u> S25 Classify a person as a disqualified owner and to serve notice to that effect. S27 Make a submission in respect of an appeal to the District Court.</p> <p><u>Territorial Authority To Maintain And Provide Information</u> S30, 34, 35, 35A, 35AB, 36, 49 and 69 - Maintain and provide records.</p> <p><u>Territorial Authority To Classify Dangerous Dogs</u> S31 Classify a dog as a dangerous dog and to serve notice to that effect. S32 Such discretions as are required. S33 Consent to the disposal of a dog classified as a dangerous dog.</p> <p><u>Territorial Authority To Classify Menacing Dogs</u> S33A, S33C - Classify a dog as a menacing dog and to serve notice to that effect. S33 Consent to the disposal of a dog classified as a dangerous dog. S33E Such discretions as are required</p> <p><u>Registration Of Dogs</u> S39 Remit, reduce or refund fees. S40 Require information. S42 Such discretions as are required. S46 Issue registration discs.</p> <p><u>Barking Dogs</u> S70 Make a decision on and return a dog. S70 Make a submission in respect of an appeal to the District Court</p> <p><u>Infringement Notices</u> S66 Issue infringement notices in respect of infringement offences and fees detailed in the Dog Control Policy.</p> <p><u>Impounding & Subsequent Disposal Of A Dog</u> S69 Give notice of impounding and dispose dogs.</p> <p><u>Retention Of Dog Threatening Public Safety</u> S71 Determine whether a dog which has been retained should be released. S71 Make a submission in respect of an appeal to the District Court.</p> <p><u>Waiving Infringement Notice Fines</u> The power to hear and reach a determination in respect of any objection lodged to the payment of an infringement fine under the Dog Control Act 1996.</p>		<p>Compliance Officer</p>

		Sub-delegation
7. BYLAWS (Schedule 7, Clause 32(1) of the Local Government Act 2002)		
The following powers and duties to the specified officers for each specified Bylaw: <ul style="list-style-type: none"> • The issue of any order, notice or licence pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw ○ Stratford District Council Water Supply Bylaw • Making such decisions and considering such approvals pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw ○ Stratford District Council Water Supply Bylaw • Entering any land, building or premises, other than a dwelling house, for the purpose of inspection pursuant to the: <ul style="list-style-type: none"> ○ Stratford District Council General Bylaws 2008. ○ Stratford District Council Speed Limits Bylaw ○ Stratford District Council Water Supply Bylaw 		
Stratford District Council General Bylaws 2008		
Ch 2	Public Places	Compliance Officer, Parks and Property Asset Manager.
Ch 3	Mobile or Travelling Shops	Environmental Health Manager
Ch 4	Refuse	Services Asset Manager
Ch 5	Water Supply	Services Asset Manager
Ch 6	Advertising Signs	Compliance Officer, Planner.
Ch 7	Scaffolding & Deposit of Building Materials	Building Control Officer
Ch 8	Amusement Devices & Shooting Galleries	Building Control Officer
Ch 9	Nuisances	Environmental Health Manager
Ch 10	Control of Dogs Includes authority to consider and make decisions on appeals to infringement fines and to refer unpaid infringement fines to the District Court.	Compliance Officer
Ch 11	Keeping of Animals & Poultry	Compliance Officer
Ch 12	Cemeteries	Property Asset Manager, Customer Services Officer.
Ch 13	Parks & Reserves	Parks and Property Asset Manager
Ch 16	Street Damage	Roading Engineer

		Sub-delegation
Ch 17	Parking Control Includes authority to consider and make decisions on infringement fine appeals and to refer unpaid infringement fines to the District Court.	Compliance Officer
Ch 18	Wastewater Drainage	Services Asset Manager
Ch 19	Liquor Control	NZ Police
Ch 20	Stock Control	Compliance Officer
Ch 22	Trade Waste	Services Asset Manager
Ch 23	Beauty Therapy, Tattooing and Piercing	Environmental Health Manager
	Speed Limits Bylaw	No delegation
	Water Supply Bylaw	Services Asset Manager
7a.	LITTER (Schedule 7, Clause 32(1) of the Local Government Act 2002, Section 7 and Section 13 of the Litter Act 1979)	
S7	General powers and duties	Compliance Officer
S13	Infringement Notices	Compliance Officer
7b.	PARKING & OTHER STATIONARY VEHICLE OFFENCES (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 128D, 128E and 139 of the Land Transport Act 1998)	
	Powers and duties in respect of all parking and other stationary vehicle offences	Compliance Officer
8.	ABANDONED VEHICLES (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 356 and 357 of the Local Government Act 1974)	
S356 & S357	Take possession of, remove or dispose of any abandoned vehicle on a road reserve (excluding State Highways)	Compliance Officer
9.	PROPERTY NUMBERS (Schedule 7, Clause 32(1) of the Local Government Act 2002, Section 319b of the Local Government Act 1974)	
S319B	Authority to allocate property numbers	GIS Officer
10.	GAMBLING (Schedule 7, Clause 32(1) of the Local Government Act 2002, S100 of the Gambling Act 2003, S65C of the Racing Act 2003 and must be read in conjunction with the Stratford District Gambling Venue Policy)	
	Determination of applications for Class 4 Gambling or NZ Racing Board Venue Consents	Director Environmental Services
11.	HAZARDOUS SUBSTANCES (Schedule 7, Clause 32(1) of the Local Government Act 2002, 82(b) of the Hazardous Substances & New Organisms Act 1996)	
S82(b)	Power to access the Environmental Risk Management Authority Register of Test Certificates for such purposes as are outlined in Section 82(a)	Director Environmental Services

ASSETS

1. ROADING (Schedule 7, Clause 32(1) of the Local Government Act 2002, Local Government Act 1974)	
<u>Building Line Restrictions</u> S327A Authority to cancel building line restrictions	Roading Asset Manager.
<u>Street Lighting</u> S334A Authority to provide street lighting and to authorise necessary ancillary works	Roading Asset Manager.
<u>Vehicle Crossings</u> S335 Require payment for the cost of a vehicle crossing	Roading Asset Manager
<u>Pipes and Drains under Roads</u> S337 Require the owner of any pipe, drain or apparatus of any kind or under a road to raise, lower or otherwise alter the same.	Roading Asset Manager, Services Asset Manager
<u>Granting of Easements</u> S338 Authorise easements for pipes and conduits under roads	Roading Asset Manager
<u>Contribution to cost of railway, subway or bridge</u> S341A Authority to enter agreement for allocation of the cost of work	Roading Asset Manager
<u>Stopping and Closing of Roads</u> S342 Close any road or part of a road to any specified type of traffic under Clause 11 of the Tenth Schedule.	Roading Asset Manager, Services Asset Manager.
<u>Gates and Cattle Stops Across Roads</u> S344 Permit the erection of a swing gate or a cattle stop across any road.	Director Assets, Roading Asset Manager.
<u>General Safety Provision as to Roads</u> S353 Take all such sufficient precautions for the general safety of the public and traffic and workmen employed on or near any road as they think fit and in particular those duties listed in Section 353	Roading Asset Manager, Services Asset Manager, Director Environmental Services.
<u>Construction of Cellar or Excavation in Vicinity of Road</u> S354 Construction of a cellar or making of an excavation is within 20 metres of any road subject to gaining the written consent of the adjoining property owner where the excavation or cellar is within 20 metres of a property boundary.	Roading Asset Manager
<u>Overhanging Vegetation</u> S355 Require the owner of any land abutting on any road to do work as detailed in Section 355.	Roading Asset Manager, Compliance Officer.
2. DRAINAGE (Schedule 7, Clause 32(1) of the Local Government Act 2002, Local Government Act 1974)	
<u>Enforcement re damage to roads</u> S357 Authorisation to initiate action against any person in contravention of Section 357	Roading Asset Manager, Compliance Officer.
<u>Diversion etc. of Drainage Works</u> S451 Enter into an agreement with any person for diversion or alteration of drainage works subject to the restrictions of Section 451	Roading Asset Manager, Services Asset Manager.

	Sub-delegation
<u>Provision of Private Drains</u> S459 Require the owner of any land or building to carry out such drainage work as detailed in Section 459	Services Asset Manager, Director Environmental Services, Building Services Manager, Building Control Officer
<u>Unlawful Connection of Private Drain</u> S467 Authorise any required removal, repair and reinstatement work concerning an unauthorised connection of any private drain, including recovering the full cost of such work, and when that amount is not in excess of \$500, may institute an action for its recovery	Services Asset Manager.
<u>Tree Roots</u> S468 Authorise the requirement of trees to be removed where obstructing a drain	Services Asset Manager
<u>Obstructions to Drainage Channel or Watercourse</u> S511 Authority to require the removal of any obstruction to a drainage channel or watercourse	Services Asset Manager
3. DRAINAGE (Schedule 7, Clause 32(1) of the Local Government Act 2002, Drainage Act 1908)	
<u>Construct & Maintain Drains</u> S17 Authority to enter land and to construct and maintain drains and watercourses on that land S18 Authority to enter land	Services Asset Manager
<u>Remove earth</u> S19 Authority to remove earth or other materials as required for drainage works	Services Asset Manager
<u>Drains on Private Land</u> S23 Authority to make drains on private land	Director Assets
<u>Release of Land or Contracts</u> S24 Authority to quit land or contracts under the Drainage Act 1908	Director Assets
<u>Drainage Work</u> S26 Authorisation of other persons to work on Council drains	Services Asset Manager.
<u>Removal of Trees</u> S27 Authorisation to require to be removed or to remove tree or parts of a tree obstructing drain	Director Assets, Services Asset Manager
<u>Obstructions to Drainage Channel or Watercourse</u> S62 Authority to require the removal or to remove any obstruction to a drainage channel or watercourse	Services Asset Manager
<u>Restrict Water Supply</u> S193 Authority to restrict the water supply to land or a building	Services Asset Manager
<u>Advances to Owners</u> S63A Authorise monetary advances to owners to enable completion of work, subject to limits of expenditure authorisation	Services Asset Manager

		Sub-delegation
4. WATER (Schedule 7, Clause 32(1) of the Local Government Act 2002)		
<u>Restrict Water Supply</u>		Services Asset Manager
S193	Authority to restrict the water supply to land or a building	
<u>Stop Water Supply</u>		Services Asset Manager
S194	Authority to stop the water supply to land or a building	
5. WATER (Schedule 7, Clause 32(1) of the Local Government Act 2002, Sections 647 of the Local Government Act 1974)		
<u>Fire Hydrants</u>		Services Asset Manager
S647	Authority to install fire hydrants	
6. PROPERTY (Schedule 7, Clause 32(1) of the Local Government Act 2002)		
<u>Allocation and Use of Sports Grounds</u>		Parks and Property Asset Manager
Approvals, considerations or decisions pursuant to the Allocation and Use of Sports Grounds Policy.		
<u>Pensioner Housing</u>		Parks and Property Asset Manager.
Leasing of tenancies pursuant to the Housing for the Elderly Policy.		
<u>Licence to Occupy</u>		Parks and Property Asset Manager.
Authority to grant a Licence to Occupy any land or buildings or part thereof on such land for any period provided such Licence can be terminated by Council for any reason on no more than 3 months' notice and authority to exercise all rights as Licensor.		

APPENDIX 2

STRATFORD DISTRICT COUNCIL

SECTION: Corporate Services	
POLICY: <u>PRIVACY</u>	
RESPONSIBILITY: Chief Executive, Director Corporate Services	REVIEW DATE: October 2020
VERSION: 3	APPROVED DATE:
FILE NUMBER: D16/16748v3	NEXT REVIEW: October 2021
DELEGATIONS: Chief Executive	

BACKGROUND

The Stratford District Council respects and protects the privacy of all people Council deal with and who provide council with information. This policy sets out Council's approach to the privacy of personal information in accordance with the obligations under the Privacy Act 2020 ("the Act).

PURPOSE

This Policy provides guidance for the collection, use, retention and disclosure of personal information collected by the Council. Specifically, that only necessary personal information is collected and managed in a manner to protect from potential privacy breaches.

POLICY

1. What kind of personal information does Council collect?

Council only collects personal information it requires to provide its services including, but not limited to, customers names, date of birth, addresses, email addresses, telephone numbers, gender, information on use of services or facilities, including payment services and any other information provided in connection with, or specifically related to communications with council or, use of services or facilities. Council may also keep a record of any information requested in accordance with the Act.

2. Where Council collects personal information from

Council may collect personal information directly from the customers themselves or from someone acting on their behalf, and may be by the following means:

- a) communication through Council's Website;
- b) sign up to, and use, any of the online services or facilities available, including online payment services;
- c) subscribe to any newsletters or updating services;
- d) indirectly provide information through the use of Council Website and the services and functionality offered through it;

- e) complete and submit forms provided for applications for consents, licences, approvals, permits, funding or other authorisations; and
- f) prepare and submit a written submission, request or other feedback in relation to applications for consents, licences, approvals, permits, funding or other authorisations, or in relation to any form of draft or proposed plan, policy, bylaw or other document.

Council may also collect information from the agents and service providers that Council may engage to assist with the provision of products or services to you, or to carry out any of the functions mentioned above.

3. How Council uses personal information

Council may use personal information for the following purposes:

- a. to provide customers with online services or facilities;
- b. to positively confirm an individual's identity to avoid inappropriate release or use of information;
- c. to respond to correspondence or to provide information that has been requested;
- d. to process an application for any consent, licence, approval, permit or other authorisation;
- e. to process online payments received by, or made by council;
- f. to respond to requests, enquiries or feedback, or for customer care related activities;
- g. to provide to agents and service providers that Council engages to assist with the provision of online products or services, or to carry out any of the functions mentioned above;
- h. to comply with relevant laws and regulations;
- i. to carry out activities connected with the running of normal business operations such as personnel training, or testing and maintenance of computer and other systems; and
- j. for general administrative and business purposes.

4. Sharing personal information

Council may disclose personal information to third parties in the following circumstances:

- a) to any person engaged by council to provide products or services, where the personal information is necessary for the provision of those products or services;
- b) a third party if Council are required to do so under any laws or regulations, or in the course of legal proceedings or other investigations;
- c) a third party if Council determine that disclosure is necessary in connection with any complaint regarding use of Council's website;
- d) any person authorised to disclose personal information; and
- e) any person, if that information is held in a public register, e.g. information held on property files or the rating information database.

5. How long Council holds personal information

Council will retain personal information only for as long as necessary to achieve the purpose it was collected. When personal information is no longer required, and legislation does not require the document to be held, the information will be removed from the system.

The Public Records Act 2005 requires council to retain "protected records" indefinitely. In some circumstances, personal information may be included within a protected record, including submissions made in relation to bylaws, annual plans, and district or regional planning instruments. This information may be held onto indefinitely.

6. How Council stores personal information

Personal information is stored electronically and in paper form. The personal information is kept safe and secure using generally accepted standards of security. In some cases, third party service providers may store personal information on Council's behalf.

No data transmissions over the internet can be guaranteed as being completely secure. Accordingly, Council cannot warrant or guarantee the security of this information. However, Council will take such precautions to ensure the security of that information, as are reasonable to take in the circumstances, against loss, access, use, modification or disclosure except with the appropriate authority.

Council have processes, guidelines and policies for managing personal information that align with guidance from the Privacy Commissioner. In accordance with the requirements of the act, Council will notify all parties involved if a serious breach occurs.

7. Cookies and log files

Council may use "cookies" on the website to provide customers with access to tailored information and services.

A cookie is a small data file that the Website sends to the customer's browser, which may then store it on their system for later retrieval by the Website. Cookies track movements through different Websites; they do not record any other personal information. Cookies are widely used on Websites to help with navigation and to help personalise Website experiences.

Council do not use cookies to track internet activity before or after customers leave the Website, however any activity on the Website may be monitored. No other company has access to the Council Website cookies.

Council may also gather certain information automatically and store it in log files. This information may include internet protocol (IP) addresses, browser type, referring/exit pages, operating system, date/time stamp, and clickstream data.

Council may use non-personalised statistics about the use of the Council Website to monitor site traffic, analyse trends, to gather demographic information about the user base as a whole, improve the Website and to improve customer service. These statistics do not comprise personal information.

8. Third Party Websites

The Council Website may contain links to third party Websites. These Websites have not been prepared by and are not controlled by Council. They are provided for customer convenience only and do not imply that Council check, endorse, approve or agree with the privacy practices of the third party Websites. Council encourage customers to be aware when they leave the Website and to read the privacy statements of each and every Website that collects personal information.

9. Accessing and correcting your personal information

Customers may access personal information Council hold about them by emailing stratforddc@stratford.govt.nz. Requests under the Act will require identity verification and access will be given unless one of the grounds for refusal to do so under the Act applies. An organisation can refuse requests for personal information if another statute says that the organisation does not have to provide access, or one of the reasons in Sections 27-29 of the Act below:

- Security or defence
- Exchanges between governments
- Maintaining the law
- A danger to safety
- Breach of another's privacy
- Risk to mental health
- Evaluative material
- Harm to people under 16
- Legal professional privilege
- Vexatious, frivolous, trivial
- Information cannot be found or retrieved
- Neither confirm nor deny

Customers may request that the personal information Council hold about them be corrected by emailing council at stratforddc@stratford.govt.nz. If Council agree that the personal information is to be corrected Council will provide an updated record of the personal information upon request. There may be a charge for providing the updated record.

Customer rights of access to and correction of any personal information Council hold about them are subject to the procedures set out in the act.

10. Who you can contact for further information

For any queries about this Online Privacy Policy or personal information, Council have collected please contact:

Privacy Contact Person: Privacy Officer
Email address: stratforddc@stratford.govt.nz
Address: 61-63 Miranda Street,
STRATFORD 4332
Postal Address: PO Box 320
STRATFORD 4352

APPENDIX 3

STRATFORD DISTRICT COUNCIL

POLICY: <u>WASTEWATER CONNECTION</u>	
DEPARTMENT: Assets	RESPONSIBILITY: <ul style="list-style-type: none"> Director Assets Services Assets Manager
SECTION: Wastewater	
DOCUMENT REFERENCE: D20/31477	
DATE: 2020/2021	NEXT REVIEW: 2025/2026
VERSION: 1	APPROVAL DATE: xxxx

PURPOSE

To maximise infrastructure asset utilisation, this policy has been created to clarify the uptake requirements of new wastewater connection in the District Plan.

Where the Council has invested into sewerage infrastructure in close vicinity of the site, any new lot created as a result of subdivision or boundary adjustment will be required to connect to it.

POLICY

1. The District Plan in Section B2.1.14 requires that all lots or sites **must** be connected to a sewerage system, where possible.
2. The sewerage system in question refers the Council's sewerage infrastructure in close vicinity or at the boundary of the site.
3. The Developer at the time of subdivision must provide for the connection of all newly created lots.
4. The connection should be implemented in accordance with the provisions of NZS 4404:2010, Land Development and Subdivision Infrastructure Standard (Local Amendments Version 3).
5. Rates and charges apply as per the Fees and Charges schedule in the Long Term Plan.
6. An exception to this policy may apply where the Council considers it is impossible or unfeasible to achieve connection. The Developer must provide evidence that demonstrates this to the Council.
7. This exception shall be approved by the Director, Assets.

APPENDIX 4

STRATFORD DISTRICT COUNCIL

POLICY: <u>HEALTH AND SAFETY</u>	
DEPARTMENT: Office of the Chief Executive	RESPONSIBILITY: <ul style="list-style-type: none"> Chief Executive Health & Safety/Emergency Management Advisor
REVIEW DATE: 2020/21	NEXT REVIEW: 2022/2023
VERSION: 5 D19/21370	APPROVAL DATE:

BACKGROUND

Stratford District Council (SDC) considers the Health and Safety of its employees, volunteers, contractors and subcontractors to be of prime importance. SDC is committed to ensuring its operations are conducted in a safe and efficient manner that will not incur injury to personnel or damage to the environment. SDC will address this duty of care by complying with the Health and Safety at Work Act 2015 and relevant codes of practice, guidelines and standards that are affiliated with the Act.

PURPOSE

This Policy confirms the commitment of SDC to providing a safe healthy environment and wellbeing for staff, contractors, consultants and visitors.

1. SDC operates under the belief that all incidents, accidents and near misses are preventable.
2. Therefore SDC Management aims to achieve this by:
 - Allocating adequate resources in managing the physical well-being of individuals involved in or affected by SDC operations, with the commitment to establish measurable objectives and targets to ensure health and safety is recognised and maintained.
 - Developing appropriate policies and procedures that ensure continued improvement aimed at elimination of work-related injury and illness.
 - Educating and training personnel in our safety system as an integral part of business operations.
 - Encouraging and recognising ideas with a commitment to improving Occupational Health and Safety (OHS) performance.
 - Delegating OHS responsibilities in all roles within the organisation.
 - Ensuring that our health and safety policies and procedures are updated regularly to ensure these meet or exceed legal and regulatory requirements.

RESPONSIBILITIES

1. Health and safety in the workplace is the responsibility of all. Managers and Supervisors have a responsibility to provide effective supervision, to ensure the prevention of incidents, as well as for the effective implementation of our health and safety system.
2. Workers have a responsibility to ensure that they work in accordance with safe work practices and procedures. It is essential that we maintain the co-operation and active involvement of all workers to promote a safe workplace and culture by discouraging and reporting incidents of unsafe work practices.
3. With our strong commitment to health and safety, contractors, subcontractors, volunteers engaged to perform work, as well as visitors to our operations are expected to have a regard for our standards of health and safety, and are required to ensure that they and all persons under their supervision comply with the health and safety obligations, as well as safe work practices developed by SDC.
4. SDC has an approved contractor list. To be included on this list, contractors must be pre-qualified by providing Council with health and safety documentation to demonstrate their understanding and compliance with current health and safety regulations. A contractor's approval status will be valid for two years and only for the type of work assessed through the pre-qualification process. Only 'Approved' Contractors will be engaged to undertake any physical work for or on behalf of the SDC.
5. The success of achieving our purpose requires the dedication and involvement of individuals, in order to make safety management an integral part of our business operations. SDC encourages and expects the participation of all employees in the development and enhancement of Councils' management systems.

INFORMATION REPORT



TO: Policy and Services Committee

D21/20350

FROM: Chief Executive

DATE: 22 June 2021

SUBJECT: ELECTED MEMBERS UPDATE ON LTP AND OTHER KEY PROJECTS

RECOMMENDATION

THAT The report be received

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.

/_____
Moved/Seconded

1. **PURPOSE OF REPORT**

To give Elected Members greater visibility of the progress made on projects they approved and potentially allocated funding to as part of the 2018-2028 Long Term Plan (LTP). Additions, funding and time frame changes due to central government COVID-19 economic stimulus funding are included in this project.

2. **EXECUTIVE SUMMARY**

The attached document covers key projects currently being delivered within Stratford District Council (the Council).

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

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

Delivery on LTP and other council driven projects is core to the Council fulfilling its purpose.

4. **BACKGROUND**

A number of projects have been identified as part of the LTP process as deliverables. The report also sweeps up some projects that have arisen outside the scope of the LTP. It gives Elected Members a good progress report on projects they are aware staff are currently working on. These are key projects, not day-to-day operational matters.

5. **INFORMATION SUMMARY**

The relevant information is summarised in the attached tables by project. If required, the template can be adjusted for future reports to capture additional information if desired.

6. **STRATEGIC ALIGNMENT**

6.1 **Direction**

Most of the covered projects fall under infrastructure although at least one regulatory matter is covered. Overall, the matters covered traverse most of the areas the Council is involved in.

6.2 **Annual Plan and Long Term Plan**

This report is consistent with and directly aligned with the LTP.

6.3 **District Plan**

Most matters in the update have no direct linkage with the District Plan (DP) but equally are not in misalignment with it. The pending revision of the DP is in fact one of the matters covered.

6.4 **Legal Implications**

There are no legal implications associated with the subject matter of this report. This is not to say that no legal matters will arise throughout the delivery of the matters covered by this report. These will be addressed as and when required.

6.5 **Policy Implications**

There are no policy implications associated with the subject matter of this report, this is not to say that no policy matters will arise throughout the delivery of the matters covered by this report. These will be addressed as and when required.

Attachments:

Appendix 1 – LTP Project Update

Appendix 2 – Non-LTP Project Update

A handwritten signature in blue ink, appearing to read 'Sven Hanne', with a long horizontal stroke extending to the right.

[Approved by]

Sven Hanne

CHIEF EXECUTIVE

DATE

15 June 2021

APPENDIX 1**LTP PROJECT UPDATE**

Project Title:	New Swimming Pool / Aquatic Centre
Objective:	To investigate options for a new or refurbished pool within a \$20 million budget and subsequently deliver.
Deadline:	<ul style="list-style-type: none"> • Scope & location YR1 of LTP (2018/19) • Construction YR3 of LTP (2020/21) • Spade in ground February 2021 • Completion (indicative) November 2023
Budget:	\$15 million (max \$12 million Council, min \$3 million philanthropic funding) \$20 million (max \$12 million Council, \$ 8 million central government funding, plus any philanthropic funding available)
Cost to date:	\$3.1 million
Progress to date:	<ul style="list-style-type: none"> • Location agreed • Central government funding contract in place • Overall scope confirmed by elected members • Client adviser engaged (BECA) • Procurement process chosen (Design & Build) • Project tendered and contractor appointed • Design completed • Staged building consent stages 1&2 lodged • Building consent stage 2 approved (awaiting stage 1 consent) • Enabling works on-site and off-site underway
Upcoming milestones:	<ul style="list-style-type: none"> • Building consent stage 1 • Foundations
Narrative:	Elected Members have been actively involved in this process to date.

Project Title:	Bike park / Victoria Park improvements
Objective:	To create a place where young children can cycle safely and learn about road rules.
Deadline:	Design for construction purposes by 30 September 2019.
Budget:	\$22,000 design – No Council funding External funding of \$20,000 was received \$500,000 construction – No Council funding Wider scope including general recreational use improvements throughout Victoria Park: \$1.8 million (no council funding)
Cost to date:	\$667,000
Progress to date:	<ul style="list-style-type: none"> • Community input via A&P Show. • Successful in \$22,000 grant application to undertake design work. • Design work with working group underway. • \$60,000 grant funding towards construction awarded by TSB. Deemed insufficient to complete any elements of this project and therefore not uplifted. • \$1.8 million central government funding secured and funding contract in place • Pump track added to scope • Main contract tendered and let, work mostly complete • Pump track development had to be held back to enable crane access to work site but now under way
Upcoming milestones:	<ul style="list-style-type: none"> • Completion of main contract (bike park, basketball half-court and pavilions) • Pump track
Narrative:	Scope has been significantly broadened beyond the scope of just the bike park as a result of the funding commitment from central government. This project is directly pitched to local head and subcontractors to retain as much of this work within the district as possible. This aligns with the intent of the funder.

Project Title:	Prospero Place/Broadway/2035/Future of Broadway
Objective:	To beautify the public space in the centre of town and instil community feel and pride.
Deadline:	Ongoing, comprised of numerous smaller projects Inter-dependencies with private buildings and developments.
Budget:	\$50,000 (Council budget), \$80,000 carry-over (Council budget)
Cost to date:	\$18,000 in current financial year for grass and ancillary works
Progress to date:	<ul style="list-style-type: none"> • SBA garden/seating installation in Prospero Place. • Private developer north of Prospero Place has demolished their buildings. • LED sign at the northern entrance to town has been installed and commissioned. • The identity project support the work identified the theme of Shakespeare for the town. • Demolition of ANZ bank building, site grassed and now available and used as public space • Council lease and beautification of empty site next to Prospero Place - <i>underway</i> • Grassing of demolition site on northern side of Prospero Place and inclusion in Prospero Place for the time being.
Upcoming milestones:	<ul style="list-style-type: none"> • Town centre plans for Stratford, Toko, Midhirst and Whangamomona
Narrative:	<p>A number of smaller projects have been completed.</p> <p>The uncertainty coming from the neighbouring development (various design options) remains to a degree but there is also an opportunity for council to step in and control the future of this space.</p>

Project Title:	Discovery Trail
Objective:	This project looks to develop a walkway that takes in iconic points throughout the Stratford township.
Deadline:	June 2021
Budget:	<p>Year 1 – \$50,000 – No Council funding. Funding of \$50,000 was received from TET in 2018.</p> <p>Year 2 – \$102,000 – No Council funding. Funding of \$102,100 is being sought an external funding provider.</p> <p>Year 3 - \$100,000 – No Council funding.</p> <p>Where justified, some associated works will be funded via footpaths budget.</p>
Cost to date:	Minimal
Progress to date:	<ul style="list-style-type: none"> • The route has been confirmed. • Some paths have been upgraded in association with footpath improvements. • The up lighting of the Malone Gates is completed. • A reference group has been established. • The Identity Project was created and Council has adopted Shakespeare as a theme and identity for the town. • Following further reference group and stakeholder discussions the route has been adjusted and includes the Celia Street Reserve and Whakaahurangi Marae. • A public art work at the Centennial Rest Rooms has been completed. • The Discovery Trail Icon has been finalised, along with Shakespeare related icons, which follows the towns adopted primary theme of ‘Shakespeare’. • Designs for the icon hunt markers are completed, alongside the icon hunt activity sheets. • Discussions with stakeholders including Whakaahurangi Marae, Percy Thomson Trust, and the reference group continue. • Installation of community notice board at the Centennial Rest Rooms to advertise Discovery Trail. • Installation and launch of the Kids Icon Hunt • Finalising promotional

Upcoming milestones:	<ul style="list-style-type: none"> • Installation of photo frames at Victoria Park and King Edward Park. • Develop and confirm signage hierarchy to enable signage install (under way as part of part of re-branding exercise)
Narrative:	

Project Title:	Water Supply – Trunk Main duplication between Stratford WTP and town. Fast tracked due to economic stimulus funding.
Objective:	This project will mitigate the most significant single-point-of-failure risk for the Stratford Water Supply.
Deadline:	Yet to be confirmed, contract and milestones yet to be finalised.
Budget:	\$2.860 million (\$2.4 million central government funding, approximately \$450k council funding)
Cost to date:	Minimal
Progress to date:	<ul style="list-style-type: none"> • Indicative alignment • High level design • First stage (of 2) design completed
Upcoming milestones:	<ul style="list-style-type: none"> • Tender & Construction of stage 1 • Design completion, tender & construction of stage 2
Narrative:	This project has been on the books for a number of years, but due to other funding priorities was currently scheduled for year 7 of the current LTP – hence in another 4 years' time. Despite only being approximately 40 years into a 100 years design life, the existing pipeline life has caused ongoing issues and related outages and is considered a major risk to the resilience of the Stratford Water Supply. A second pipeline will have numerous operational benefits, including enabling maintenance and repair on either pipeline without a loss of service to the Stratford reticulation and associated impacts on the community.

Project Title:	Farm Yard upgrade & In-shed feeding (originally separate projects)
Objective:	To meet Fonterra supplier requirements and be able to fit the full herd into the yard. Also adds loading ramp and improved yard management features.
Deadline:	End of year / start of season
Budget:	Farm Yard: \$140,0000 (revised up from \$60,000) In-shed feed system: \$53,000
Cost to date:	0
Progress to date:	<ul style="list-style-type: none"> • Design • Tender & Award • Physical works under way
Upcoming milestones:	<ul style="list-style-type: none"> • Installation • Completion
Narrative:	Both projects were won by the same contractor, have therefore been combined for reporting purposes.

Completed LTP Projects:

Victoria Park drainage

This project served as a back-up should operational maintenance interventions fail to resolve the problems experienced with drainage. There is agreement between Council and users that additional and specialist maintenance has addressed the problem and the majority of this funding is not required, leading to a saving of \$190,000. Just under \$10,000 was spent on drainage required for the rebuilt cricket wicket, which has been completed.

Wastewater Treatment Upgrade

This project had two intrinsically linked objectives. To secure a new long-term discharge consent for the discharge of treated wastewater from the Stratford oxidation ponds into the Patea River AND to undertake the required capital works to support such a consent. The consent has been received and all capital and operational changes required to this point have been made. While there will be ongoing operational and capital improvements, this project is considered to be materially complete. Future upgrades will flow through the business-as-usual lines of the wastewater activity unless a step-change is required in the future, which will be reported on as and when required. This project was completed well below budget due to the adoption of a science-based, non-conventional approach.

Council Subdivision

This project is materially complete with all sections having agreements for sale & purchase in place. While not all of these have settled and some of the sections have deferred settlements due to Builders' Terms on them, there is very little that remains to be done. Should any of the existing agreements fail to materialise, there is plenty of interest in the market to quickly absorb any sections that may become available. This project has achieved a moderate surplus, which is in line with the original scope. There is potential for further income from the sale of spite strips allowing future neighbouring developments to pay for the privilege to take advantage of infrastructure installed as part of this subdivision. This was factored into the capacity of infrastructure installed for the development.

Discontinued/Abandoned Projects:

Roading Improvements Dawson Falls

This project was part of an application to MBIE's Tourism Infrastructure Fund (TIF) that was unsuccessful and all associated funds/costs have been removed from the Annual Plan as a result.

APPENDIX 2

NON-LTP PROJECTS UPDATE:

While the following projects did not feature in the LTP, they are sufficiently important that we use this medium to update elected members on their progress.

Project Title:	TET Stadium – future ownership
Objective:	To investigate the options available in respect of the future management of the stadium following Council assuming ownership of the building on the expiry of the current lease. The scope of this widened as it was considered for possible co-location for the new pool development.
Deadline:	End of lease is: 30 June 2019 Has since been run-on on a month-by-months basis.
Budget:	\$0 No budget and no budget requirement unless council chooses to own or contribute to the future upkeep or management of the facility.
Cost to date:	\$0 Staff time only
Progress to date:	<ul style="list-style-type: none"> • All relevant research completed. • Initial workshop with elected members held. • Council has approved future strategy for the management of the facility. • Lessee advised of council’s position and one meeting held to date to discuss process for initiating management change. • Council has ruled out co-location of pool on shared site • Meeting held with operator of restaurant to identify potential future alignment with pool operations despite not being co-located • Councillor workshop to discuss appetite for skin-in-the-game by Council going forward • Current lease “running on” in meantime. • Discussions held with councillors regarding future operating model
Upcoming milestones:	<ul style="list-style-type: none"> • Consultation about future operating model with sports society • Implementation of agreed model
Narrative:	<p>The current lease and management model does not seem to be achieving optimum use of the facility or be in the best interests of the sporting groups using the reserve. The expiry of the current lease presented an opportunity to establish an improved model and ensure future management is in the best interests of the relevant sporting groups and the community as a whole.</p> <p>The facility has also been identified as the most likely site for council’s civil defence welfare centre, this will be carried into any future arrangement.</p> <p>Discussions with elected members and the sports society to come to discuss future operating model.</p> <p>The facility will continue to be operated in its current form in the meantime.</p>

Completed Non-LTP Projects:

Farm Silage Pad

Identified as an urgent need during Year 3 and constructed with council budget approval.

Upgrade of town halls and war memorials

Provincial Growth Fund project to renovate and upgrade town halls and war memorials as part of the COVID-19 pandemic, providing economic stimulus.

Council Farm – Subdivision & Sale of Campbell house & Farmlot

This project was completed in 1999 with revenue exceeding budget expectations. This also included the relocation of a house onto the Council farm as future accommodation for the sharemilker, this has been completed and the sharemilker has moved in. Farm debt has been offset by the revenue.

Midhurst – resolution of historic land/boundary issues

This project has been materially completed. This project labelled as “possibly the worst decision council has ever made” by a prominent elected member, has however since resolved the boundary issues a large number of Midhurst properties experienced. Of the 42 land parcels in play, 39 have been sold to neighbouring owners for inclusion in their properties. There are discussions regarding the final three but whether they were to remain in council ownership for a period of time or not is immaterial to the successful conclusion of this project. Worst case it is expected that these remaining properties will be called upon next time the neighbouring properties change ownership. Due to conservative assumptions at the outset, this project has made a minor profit.

MONTHLY REPORT



F19/13/04-D21/17663

TO: Policy and Services Committee
FROM: Director - Assets
DATE: 22 June 2021
SUBJECT: REPORT FOR THE MONTH OF MAY 2021

RECOMMENDATION

THAT the report be received.

/_____
Moved/Seconded

HIGHLIGHTS:

A. Rooding

- Key Activities completed:
 - Replacement of the footpaths on Regan Street, opposite the Primary school;
 - Replacement of a water drive with a culvert on Puniwhakau Road.
- Key Activities Underway include:
 - Replacement of the footpaths on Orsino Place.

B. Water Supply

- Stage 1 design of the second trunk main has been finalised, Tender documentation is being finalised, tendering process to commence in late June; physical works to commence in August.
- Final design for the replacement of the Patea raw water delivery line and the associated grit removal tank are near completion.
- Maintenance activities ongoing at the 3 Water Treatment Plants;
- Lead Contamination monitoring on-going, results positive.

C. Wastewater

- Wastewater oxidation pond monitoring and sampling ongoing; influent and effluent sampling ongoing and compliant with resource consent conditions;
- The delivery line to the Esk Rd pump-station overflowed due to a blockage in the line. All required responses were carried out within the require time frames and standards.
- The Avian Invasion Control project at the oxidation pond is underway.

D. Stormwater

- There were no stormwater reticulation issues in the month of April.
- There were no health and safety incidents for the month during the period.

E. Trade Waste

- Trade Waste Site Inspections are ongoing - grease waste discharges along Broadway have been inspected.
- Trade Waste Consents – Discussions ongoing with senior management of the Stratford Livestock Saleyards.

F. GIS

- Aerial photography – Evaluation of Responses from tender will take place at the end of the month.
- LiDar – The capture of the district’s LiDar has begun at 8ppsm over Urban areas and 4ppsm in Rural. Preliminary processing and review of results for accuracy has begun.
- Land Information New Zealand (LINZ) has supplied current population figures from which new maps have been created and supplied to Corporate Services for the purpose of the full representation review.
- Capitalisation of assets for the 2020-2021 year end is underway for re-evaluation purposes.

G. Solid Waste

- Recycling Bin Audit results for the end of May shows 54% Green tags, 44% amber and 2% red tags;
- Auditing of contamination levels at the Materials Resources Facility (MRF) ongoing. Current level is at 26%. Acceptable level is 8%.
- The regional AgRecovery One Stop Shop events are completed and received just over seven tonnes of waste.

H. Property

- The farm achieved the milk production target of 150,918 Kgms;
- Yard upgrade and in-shed feed system installation projects have started with the demolition of the current yard.
- Various small capital expenditure projects are underway to be finished by end of June, including:
 - Miranda Street office floor coverings - complete; and
 - Transfer station building renovations.

I. Parks and Reserves

- Projects underway include:
 - Maintenance to the *Eastern Loop Walkway* (next to Oxidation Ponds) will be completed before the end of June;
 - Pruning and biannual maintenance of the Broadway trees (South) will be completed before the end of June;
 - Planting at Centennial Rest Rooms underway.

J. Special Projects

- Physical work on at the new Aquatic Centre project has commenced with full on-site establishment and the excavation of the main pool. Concrete pour of footings to commence this month.
- The Bike Park Project continues, expected completion date is August.

1. **ROADING**

1.1 **Level of Service and Performance Measures**

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

Roading Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2020/2021 YTD
Safe Roading Network	Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. (2019/2020 DSI was 5, new target is 4)	-1	Achieved to date - DSI = 1 There were no DSI crashes in May.
Road Condition	Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.	≥ 83%	Achieved (as at March 2020) - 88%. Another condition survey will be undertaken in March 2022.
	Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.	≥ 91%	Not Achieved (as at March 2020) - 78%. Another condition survey will be undertaken in March 2022.
Road Maintenance	Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:	≥5%	Not Achieved – 4.95% or 19.8km to date. (Target length = 20km) Reseals have been completed.
	Unsealed Road maintenance - The percentage of the unsealed road network that has been metal dressed.	≥7%	Ongoing - 1% or 2km to date. Target length = 14.5km Spot treatments of metal applied to various locations along Puniwhakau Road to address the potholes caused by the forestry traffic. The target is unlikely to be met for this year.
Footpaths	Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority’s relevant document.	>82%	On target - 62% This year’s condition survey has recently been completed. Once the results are delivered we will report the new percentage of footpaths that meet our LOS standard.
Customer Request Management Response	Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.	>86%	Achieved to date - 100%.
Customer Satisfaction	<ul style="list-style-type: none"> Roading Network 	>76%	The 2020 customer satisfaction survey, with a total of 488 responses, showed Good, Very Good and Excellent having a total of 75.4% , Fair having 18.24% and Poor having 6.35% .
	<ul style="list-style-type: none"> Footpaths 	>77%	The 2020 customer satisfaction survey, with a total of 492 responses, showed Good, Very Good and Excellent having a total of 73.58% , Fair having 21.75% and Poor having 4.67% .

1.2 **Outstanding Matters**

- **Customer Requests**

There is one outstanding CRM's for the month of May which relates to a safety concern on Toko Road. This will require further investigation before any remedial work is undertaken.

- **General Maintenance Work – Dunn's Bridge**

Officers have received a price estimate to repair the bridge and re-align the road approaches. This is in the order of \$260,000. As part of Council's "Road to Zero" funding bid to NZTA, this project has been submitted as part of this package of work. Officers will not know if this application for funds has been successful until the NLTP is announced/approved at the end of August.

1.3 **Routine Maintenance**

Day-to-day maintenance activities continued throughout May, typically comprising:

- Replacement of two culverts on Manaia Road within the national park (SPR),
- Installation of a new gate at the park boundary on Manaia Road.
- Clearing the water tables on Opunake Road;
- Sign cleaning and repairs;
- CBD cleaning;
- Clearing autumn leaf fall on Fenton Street, Miranda Street, Broadway;
- Spot grading and pavement repairs on Puniwhakau Road;
- Grading to Soldiers Rd, Perry Rd, Upper Mangaehu Road;
- Completing of the vegetation trim using the reach mower;
- Potholes filling; and
- Sight rails repairs and painting;

1.4 **Ready Response Works**

For the month of May there was one call out associated with localised flooding on Juliet Street.

1.5 **Capital Works**

The footpath replacement programme continued in May with work being completed on Regan Street. Two construction crews were used in order to reduce the duration of the works undertaken.

A water drive on Puniwhakau Road was replaced with a concrete culvert as the roof of the water drive was in danger of collapsing. This was undertaken over a weekend as the work required the road to be closed. Officers liaised with all the residents beyond the water drive and the logging contractor (GJ Sole), before the work began.



Figure 1: New Gate on Manaia Rd at the National Park Boundary



Figure 2: Preparation of foundation for the outlet headwall. Note, the existing water drive is indicated by the culvert marker post



Figure 3: Lowering the headwall into place at the outlet of the new culvert.



Figure 4: Culverts installed at the outlet

1.6 **Building Consents, Resource Consents and LIMS**

For the month of May, Roding Assessments were made for a total of:

- Twenty Six (26) Building Consent applications;
- Eleven (11) Resource consent applications; and
- Three (3) LIM reports.

1.7 **Health and Safety**

There were no incidents during the month of May.

1.8 **Roding Activities**

A. Contractor's Activities and Performance.

A snapshot of the programmed and reactive works completed in April by Fulton Hogan is shown in Figure 5.

B. Stratford Primary School Parking Issue.

Review the parking arrangement in front of the school in conjunction with the Swimming pool construction. Obtain parking plan from the Special Projects Manager and merge the parking proposal for the Primary School.

C. One Network Framework.

Officers have commenced the review of the districts roding classification in accordance with the One Network Framework. The majority of the roads within the district fall into either a Local Streets (Urban) or Rural Roads (Rural). This review has to be completed by 2 July 2021.

1.9 **Strategies, Policies, Plans and Bylaws under review or development**

A. Plans/Actions under review/development:

- Asset Management Plan (AMP) Improvement Actions (monthly review);
- School Safety Project; and
- Road Maintenance Intervention Plan.

B. Policies under review/ development:

- Asset Data Reliability Improvements;
- Traffic Count Policy; and
- License to Occupy/Occupation of Unused Road Reserve/ Fences on Road Reserve /Stock Underpasses/ Stock Crossing and Races.

C. Strategies under development:

- Footpath Strategy;
- Structural Assets Replacement Strategy (including Bridge and Retaining Walls);
- District Road Hierarchy (ONF and associated Level of Service);
- Unsealed Roads Strategy; and
- Roding Procurement Strategy.

D. Bylaws under development:

- Whangamomona Road Bylaw.

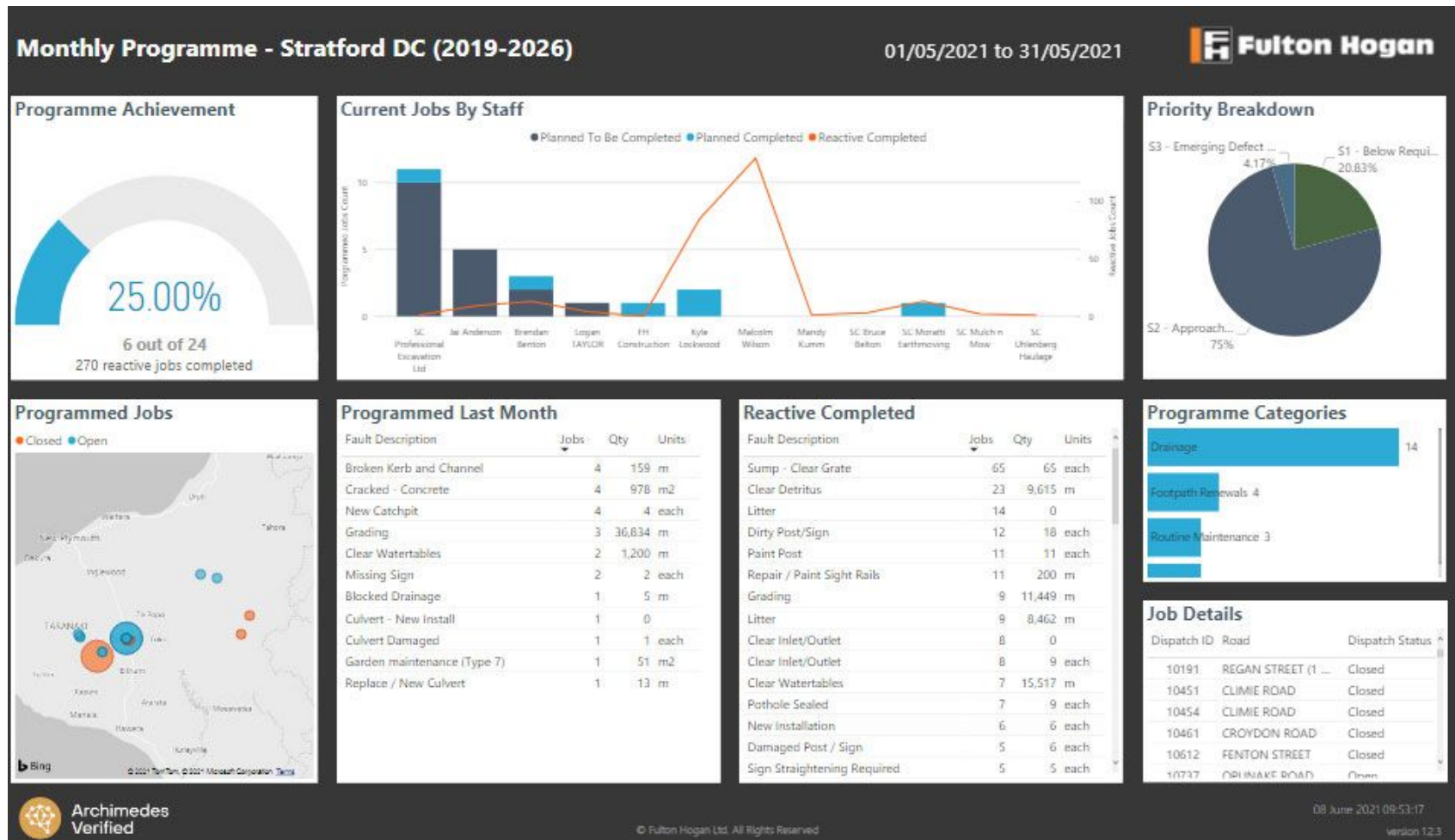


Figure 5: Monthly Programme Achievement Chart – May 2021

Note: As we are approaching the end of the financial year, the programme of work has been reduced in order to keep expenditure to a manageable level. It is likely that we will be slightly overspent (\$50,000 - \$100,000) at the end of the financial year.

2. SERVICES

2.1 Water Supply

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

Water Supply Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2020/2021 YTD
Safe Drinking Water:	DWSNZ Bacterial compliance - Compliance with Part 4 of the Drinking-water standards (bacteria compliance)	100%	On Target
	DWSNZ Protozoal compliance - Compliance with Part 5 of the Drinking-water standards (protozoal compliance)	100%	On Target
	Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)	<25%	Not yet measured
A Reliable Water Supply – • Response Time; • Unplanned Disruptions	Urgent Response Times - The performance measure targets for the median response time for urgent attendance and resolution		
	• Attendance for urgent call-out	1 hr	25 mins
	• Resolution for urgent call-out	8 hrs	3 hr 54 mins
	Non-urgent Response Times – The performance measure targets for the median response time for non-urgent attendance and resolution		
	• Attendance non urgent call-out	2 working days	8 hrs 34 mins
	• Resolution non urgent call-out	5 working days	13 hrs 44 mins
	Unplanned Disruptions - The performance measure target for disruptions.		
	• Minor disruptions (between 5 and 50 connections affected)	< 5	6
	• Major disruptions (more than 50 connections affected)	< 2	0
Demand Management	Water Consumption - The average consumption of drinking water per day per resident within the district	<275L / resident / day	Not yet measured
Customer Satisfaction	Number of complaints – The performance measure target for customer satisfaction is <32 per 1,000 complaints received for:		Not yet measured
	• Drinking Water Clarity;		5
	• Drinking Water Taste;		1
	• Drinking Water Odour;	<32 / 1000 complaints received	0
	• Drinking Water Pressure or Flow;		0
	• Continuity of Supply		0
	• Council’s response to any of these issues.		0

Level of Service	Performance Measure	Target	2020/2021 YTD
Water Pressure	Water Pressure – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets council specifications (flow>10l/min & pressure>350kpa)	100%	Not yet measured
NZFS Conditions	Fire Hydrants – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply	100%	Not yet measured

2.1.1 **Operations**

Water Treatment:

There were no major issues relating to the operations at the 3 water treatment plants. The Taranaki Regional Council completed their annual inspection of our intakes and also our discharges at all 3 plants.

Some of this month's maintenance activities include:

Stratford

- Installation of 12 sampling points around the district has commenced. These are set up inside a lockable box with stainless steel fittings so that they can be flamed and disinfected before taking the samples. There are 8 set up in Stratford, 2 in Midhirst and 2 at Toko.
- Replacement of the chlorine transfer pump at the Treatment Plant;
- Repair of several rack modules following the failure of a Membrane integrity test;
- Repair of the drain plate at the Stratford Raw water intake. At the same time we have fitted a Davit Arm and winch to enable us to enter the intake chamber safely to carry out repairs like this and to also clean the grit and other rubbish from the chambers.

Midhirst

- The Raw water pump at Midhirst has had a new housing around the impellor fitted, following a leak on the original house, caused by grit from the river.
- Replacement of surge protector on the reservoir following a lightning strike on or around the reservoir.
- Replacement of the chlorine dose pump head kit due to age.

Toko

- Maintenance on the chlorine system with a new injection point fitted and new fittings on the dose pump. The new reservoir is finally getting close to being ready to use.

Water Reticulation:

There were no water pipe failure issues of significance during the month of May.

Excessive Water Consumption:

Numerous properties within Stratford have been identified as having excessive water consumption due to leaks, the leaks are being investigated and where applicable remittance is being offered. One location is being investigated for cognitive non-payment for water used while on-selling it to a high water using club located within the site; it is suspected that it has been occurring for a number of years and 10's of thousands of dollars have been earned by the site owners.

Water Supply Health and Safety:

The monthly sampling and monitoring of lead levels in our drinking water supplies are ongoing. To date the majority of tests have come back as less than the detectable limits. The few that are more than the detectable limits are no cause for concern. Council is nowhere near the MAV (Maximum Allowable Value).

2.1.2 Planning - Long Term Projects**New Water Trunk Main**

This project received stimulus funding from central government and physical works is expected to commence in August 2021.

The project is in 2 stages. Stage 1 design has been finalised, Tender documentation is being finalised, tendering process to commence in late June. Stage 2 route alignment is being finalised subject to the outcome of the Stakeholder consultation; tendering to commence shortly after. Iwi liaison continues in particular regards to bridge works over the Patea River.

Water Treatment Plant Upgrade

Final design for the replacement of the Patea raw water delivery line and the associated grit removal tank are near completion.

2.2 Wastewater

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

Wastewater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2020/2021 YTD
System Adequacy	Dry weather sewerage overflows - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	<5 per 1,000	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of:	0	Achieved
	• Abatement notices;		0
	• Infringement notices;		0
	• Enforcement orders; and		0
	• Convictions.		0
Response and Resolution Times	Sewerage overflows - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured:		
	• Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	44 mins

Level of Service	Performance Measure	Target	2020/2021 YTD
	<ul style="list-style-type: none"> Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault. 	8 hr	1 hr 22 mins
Customer satisfaction	Complaints - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:	<5	Achieved to date
	<ul style="list-style-type: none"> Sewage odour 		
	<ul style="list-style-type: none"> Sewerage system faults Sewerage system blockages, and 		0.87 per 1000 11 received; 2 justified
	<ul style="list-style-type: none"> The territorial authority's response to issues with its sewerage system 		

2.2.1 Operations:

- **Wastewater Treatment** - There were no disruptions to the operation of the oxidation ponds.
- **Wastewater Reticulation** – The delivery line to the Esk Rd pump-station overflowed due to a blockage in the line. All required responses were carried out within the require timeframes and standards
- **Health and Safety** - There were no health and safety incidents for the month during the period.
- **Oxidation Ponds Monitoring** - Sampling and analysis of the wastewater moving through the wastewater treatment ponds has been ongoing.
- **Oxidation Pond Influent and Effluent Sampling** – Monthly influent and effluent sampling of the wastewater treatment ponds is ongoing in accordance with our Resource Consent conditions. Compliance is being maintained and TRC have been informed.
- **Oxidation Pond Oxygen Probes** - Maintenance of the dissolved oxygen probes is ongoing, the automatic cleaning schedule is functioning very well, algal growth on the probe faces has been minimal which has resulted in consistent and accurate readings; the compressed airline which controls the cleaning function has been repaired.
- **Oxidation Ponds Avian Invasion Control** – The equipment needed for the bird scaring devices has been delivered or purchased, fabrication of the stands and electrical infrastructure has commenced. The bird scaring laser lights have been engineered and installation has commenced, arrangements are being made with local gun owners to drive the birds off the ponds prior to switching on the lights; other methods of bird control are being investigated also.

2.2.2 Planning - Long Term Projects **Wastewater Treatment Upgrade**

Council is investigating the next phase in the wastewater oxidation pond upgrade, a condition of our Resource Consent. This installation is not due until May 2022.

2.3 Stormwater

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

Stormwater Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2020/2021 YTD
Stormwater system protects property from impacts of flooding.	System adequacy		
	<ul style="list-style-type: none"> The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.) 	0	0
	<ul style="list-style-type: none"> For each flooding event, the number of buildings in the central business zone affected by flooding. 	0	0
Discharge Compliance	Resource Consent Compliance – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:	N/A	N/A Council does not hold consent for Stormwater discharge
	<ul style="list-style-type: none"> Abatement notices; 		
	<ul style="list-style-type: none"> Infringement notices; 		
	<ul style="list-style-type: none"> Enforcement orders; and 		
	<ul style="list-style-type: none"> Convictions. 		
Response Time	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	1 hr	0 hrs
Customer satisfaction	Complaints - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system.	< 8	0

2.3.1 Operations

- There were no stormwater reticulation issues in May.
- There were no health and safety incidents during the period.

2.4 **Trade Waste**

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

- **Trade Waste Site Inspections** - Site inspections assessing trade waste discharges are ongoing; grease waste discharges have been inspected as permitted activities.
- **Trade Waste Consents** - The Stratford livestock Saleyards senior management have been met with, and consent expectations have been outlined to them; the consent report has commenced. Other Councils receiving and treating such livestock wastes have been contacted and the established arrangements and waste treatments have been discussed.
- **Screenings Waste Management** - The screening waste bins are been monitored and managed to ensure capacity remains at both locations; when required the wastes are being consolidated and transported to NPDC's WWTP prior to disposal at landfill.
- **Esk Road**- The person identified as illegally discharging septage wastes to sewer from an industrial bulk container responded to the letter seeking an explanation for the discharge, Council has accepted the explanation and agreed to temporarily accept such wastes while a septic treatment system is installed at the property.

2.5 **Geographical Information System (GIS)**

The following provides a summary of GIS Activities for the month of June.

- **Aerial photography** – Evaluation of Responses from tender will take place at the end of the month
- **LiDar** – This project is ongoing; LiDar capture of 66% of the area of interest has been completed; 43% of the test sites have been surveyed and processed; a sample data set covering 5sqkm of Hawera urban area has been processed and is under review by LINZ.
- **AssetFinda** - Creation of maintenance schedules nearly complete. Further product development has been requested, as the current maintenance structure does not allow for all additional criteria needed. This feature enhancement will be released by the end of June and will allow for the remaining schedules to be completed
- **LAPP** – LAPP insurance is under review. Council is currently updating and collating updated data for asset revaluation to support the insurance review.
- **Revaluation** – Capitalisation of assets for the 2020-2021 year end is underway.
- **Meshblocks** – Current (estimated) population figures have been requested from LINZ, they are not publically available. Map has been created and supplied to Corporate Services for the purpose of full representation review.
- **50% Service Rate** – Properties that are not currently connected to the water and wastewater supply but are within the Wastewater and Water zones are being identified in order to implement the 50% service charge for the next financial year.
- **LINZ** – Land Information New Zealand (LINZ) is currently undertaking a '*Comprehensive Addressing Project*' to analyse and validate address information that is kept between themselves and local authorities. Council is currently collating the information requested in the required format to LINZ.

2.6 Solid Waste

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

Solid Waste Level of Service (LoS) and Performance Measures

Level of Service	Performance Measure	Target	2020/2021 YTD
The levels of waste generated are reducing	Quantity of Waste to landfill per household (municipal kerbside collection only) (kgs per annum)	<700kg	Achieved to date – 520kg (Achieved in May at 578kgs phh)
	Percentage (by weight) of council controlled waste stream that is recycled (municipal kerbside collection only).	>25%	Not Achieved to date – 24% (Achieved April at 25%)
Customer Satisfaction	Percentage of customers satisfied with the service provided.	>90%	Achieved - 96% - as per the 2019/2020 Annual Report

2.6.1 Planning – Strategies, Policies, Plans and Bylaws

The *Regional Behaviour Change Strategy* is under development. This will provide a framework for education and community engagement initiatives to support waste minimisation.

2.6.2 Contamination Levels Coming in at the MRF

The following graph (*Figure 6*) covers the last 12 months contamination levels at the MRF. The contamination is based on general waste that arrives in the recycling trucks. EnviroWaste is completing truck audits and providing the data on the waste that gets sent to the landfill from the MRF to get these results. Contamination is at an average of 25.56% over the last 6 months. This level is still too high and initiatives urgently needed to see positive results (see Section 2.6.4).

The current *Taranaki Solid Waste Services Contract Management Plan* has been assessed to ensure the contamination going into the MRF is being managed as best as possible. The level of contamination in kerbside bins has also been reassessed. Any contamination over 10% of the bin content is considered gross contamination, red-tagged and not collected. Less than five non-recyclable items in the bin is now considered minimal and is green-tagged and collected.

As well as the monthly contract meetings with EnviroWaste, regular quarterly regional Kerbside Contract meetings are now being held. This facilitates a consistent regional approach to identifying and addressing issues.

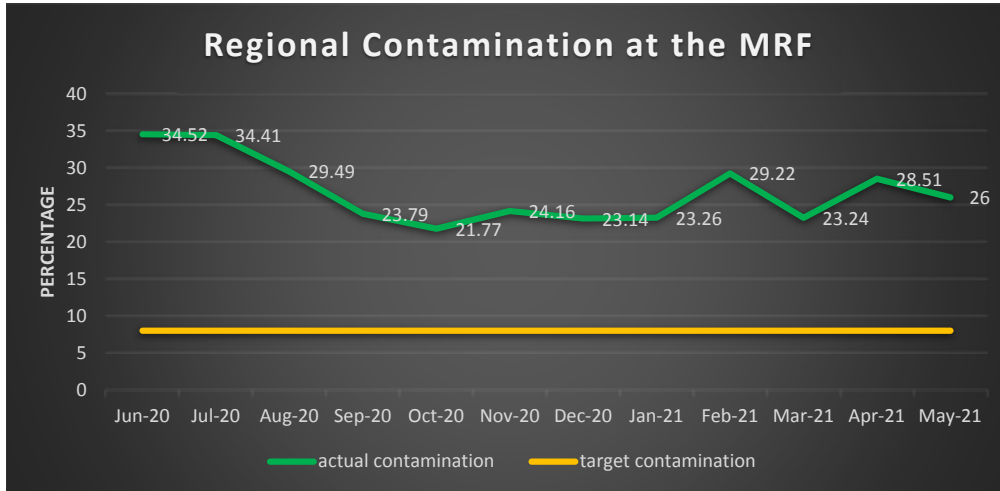


Figure 6 - Regional Contamination at the MRF

MRF Contamination is at 26% for May 2021. Below is a graph showing the last 12 months contamination. The MRF contamination is based on general waste that arrives in the recycling trucks.

2.6.3 AgRecovery Event

11 May 2021 - The morning event was held for the farmers of the district to facilitate the disposal of plastics and empty containers in an environmentally safe manner for the District's farmers. The event was held at A&P Showgrounds. Regionally Results are as follows:

	Population 2018 Census	Attendees	Weight (kg)					Total Weight	Percentage Population Presentation
			Containers	Drums	Pp bags	Chemical	Oil		
New Plymouth	80,679	35	500	490	280	657	226	2,153	0.04%
Hawera	27,534	28	450	655	140	1,009	1,528	3,782	0.10%
Stratford	9,474	12	250	290	80	157	325	1,102	0.13%
REGIONAL TOTALS (kg)			1200	1435	500	1823	2079	7037	

A total of just over seven tonnes of plastic waste, chemical and oil was removed from the regions farms and recycled or disposed of responsibly as a result of these 3 one stop shop even Stratford has the best population presentation rate.

Learnings for Stratford include:

- Better promotion to be planned to increase the registrations;
- Annual events so farmers can plan and store containers until the event

2.6.4 Upcoming Waste Minimisation Initiatives

2 June 2021 - District “Lids Off” Campaign

Council has pushed out a local campaign to educate the communities about taking the lids off bottles and containers before putting them in the recycling bin. This is preparation for the big regional campaign due 14 June 2021.

8 June 2021 - St Johns Cadet Presentation

Council staff will be providing some education on correct recycling to the cadets.

14 June 2021 - Regional “Lids Off” Campaign –

The Bin Auditor’s reports are showing high levels lids in the recycling bins.. A regional campaign to target this behaviour change will occur in June 2021.

July 2021 - Plastic Free July

Workshop through the library and information to be provided through Facebook and CentralLink.

Sept 2020 – Clean-Up Week

Consideration is being given to create a clean-up event in Stratford

2.6.5 Weekly Recycling Bin Audits

The weekly recycling audit summary from 1 July 2020 to 31 May 2021 is provided in Figure 4. As at the end of May, the Amber and Red tags are at 44% and 2% respectively. The results are varying dramatically every week but it is clear that there is one recurring contamination issue, which is getting worse, lids. Over the month of May, the percentage of lids alone in the recycling bins reported by the bin auditor is an average of 57%. The “Get Rid of the Lid” campaign running now is addressing that and this will be monitored to see if there is a change to the level of contamination.

2.6.6 Recycling Bin Service Suspensions

Currently six addresses in the Stratford District have had their recycling service suspended for three months due to three strikes of contamination. This in accordance with Section 12.6 of the Solid Waste Management and Minimisation Bylaw. The aim is to reduce contamination levels at the MRF and act as a deterrent to those residents that continue to contaminate their bins.

2.6.7 Waste Minimisation Activities Completed, Underway or Planned

Table 1 Waste Minimisation Activities

Waste Minimisation Activities Completed, Underway or Planned				
Month 2021	Activity	Description	WMMP Reference	Status
MARCH	“If in doubt leave it out” campaign	12-28/3/2021 - Interactive online game through WasteMINZ rolled out for the Rethinking Rubbish and Recycling campaign. Push out through SDC’s Facebook and CentralLink.	BC1 and BC5	Completed
APRIL	Bin Auditor Audit	12/04/21 - An audit was completed on our contractors bin auditor to ensure Health and Safety compliance and adherence to the tag criteria.	L1	Completed
MAY	AgRecovery Event	Support for an AgRecovery event at A&P Showgrounds for Farmers to bring their old farm chemicals and plastics for recycling and safe disposal.	L3	Completed
JUNE	Get Rid of the Lid Campaign	Central Link and Facebook posts released prior to the regional campaign	BC1	Underway
	St Johns Cadets Presentation	Presentation to St John Cadets on Tuesday night regarding recycling	BC1,CP3	Planned
	Regional Zero Waste Taranaki Behaviour Change Strategy - Education Plan review	A new regional strategy is being developed to outline how the 3 district councils will approach behaviour change to work towards Zero Waste in Taranaki. This fits in well with our Waste Management and Minimisation Plan and the behaviour change actions. The Education Plan will be included in the strategy as an action.	BC1-BC6	Underway
	Regional Lids Off Campaign	Campaign to reduce the number of bottles that have lids on at kerbside recycling.	BC1	Underway
JULY	Plastic Free July	A number of workshops and promotion	BC1	Planned
	Events and waste minimisation plans.	Process, application forms and website information being developed for event organisers to create a waste minimisation plan. This will be done in conjunction with the Community Development Manager.	CP6	Underway
SEPT	Clean up Week	Clean Up week promotion.	BC1	Planned

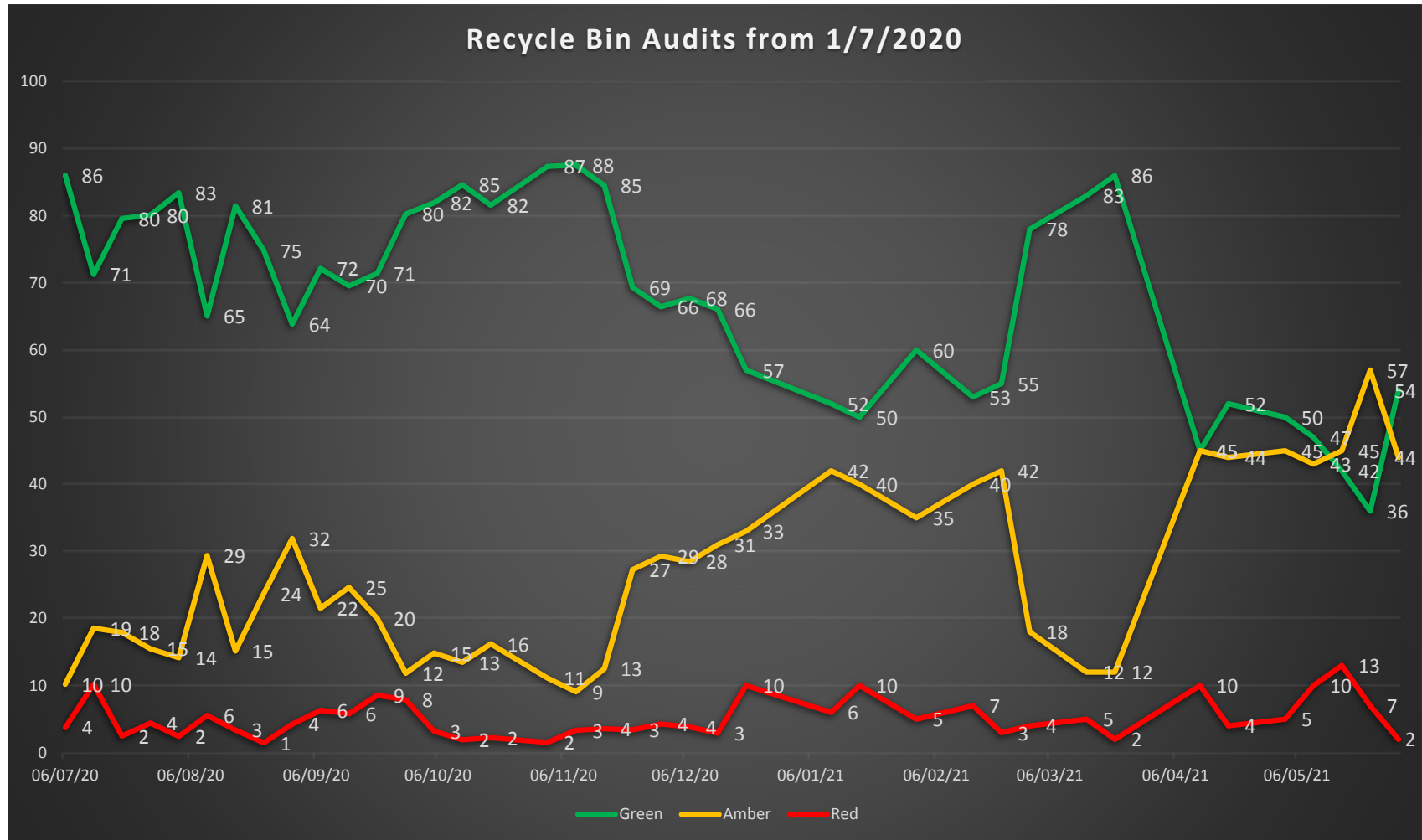


Figure 7 - Recycle Bin Audits from 1 July 2020

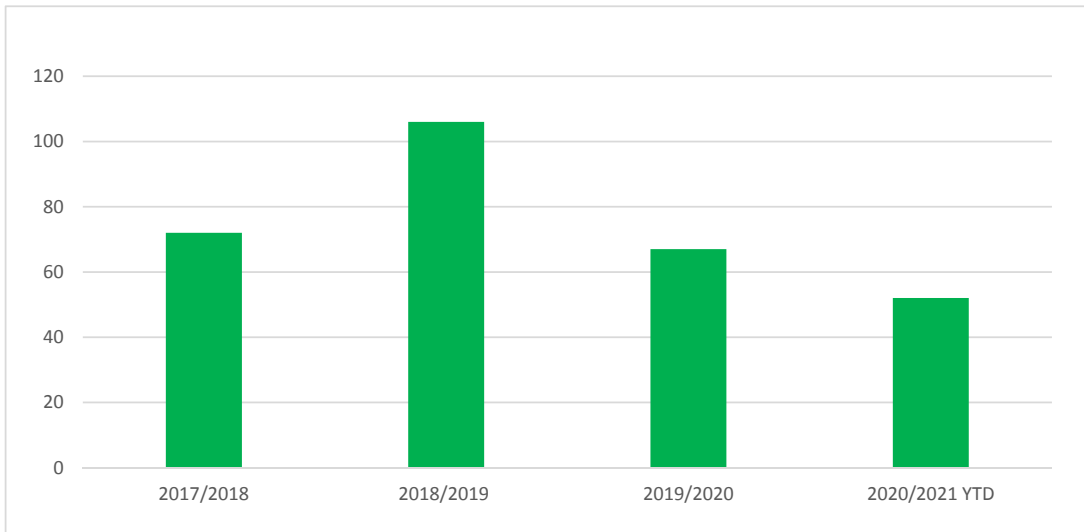
3. PROPERTY

The customer service request history for the Property Activity is shown below.

Table 2: Customer Service History

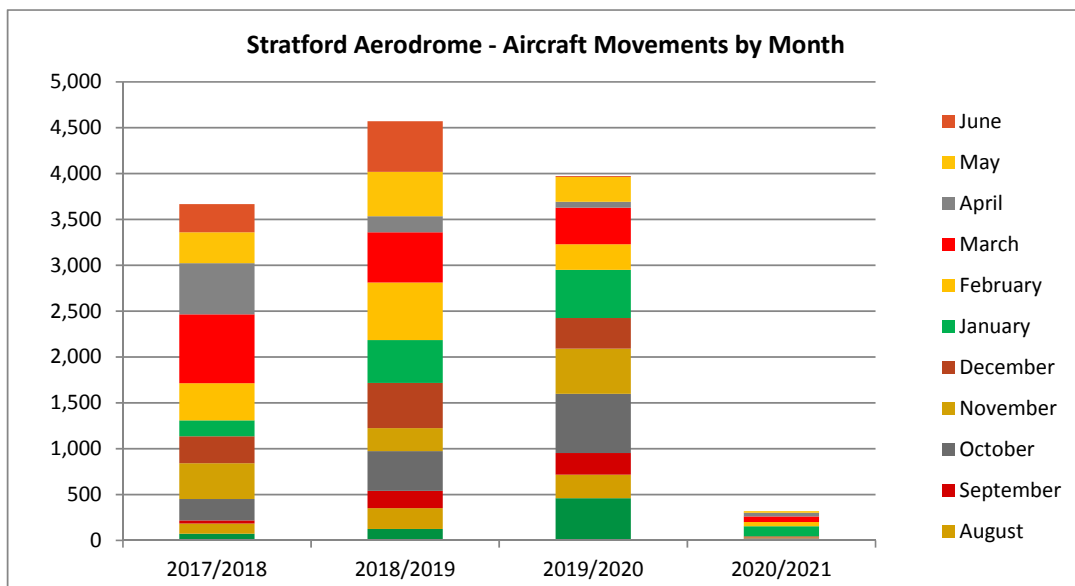
2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021 YTD
58	73	50	72	106	67	52

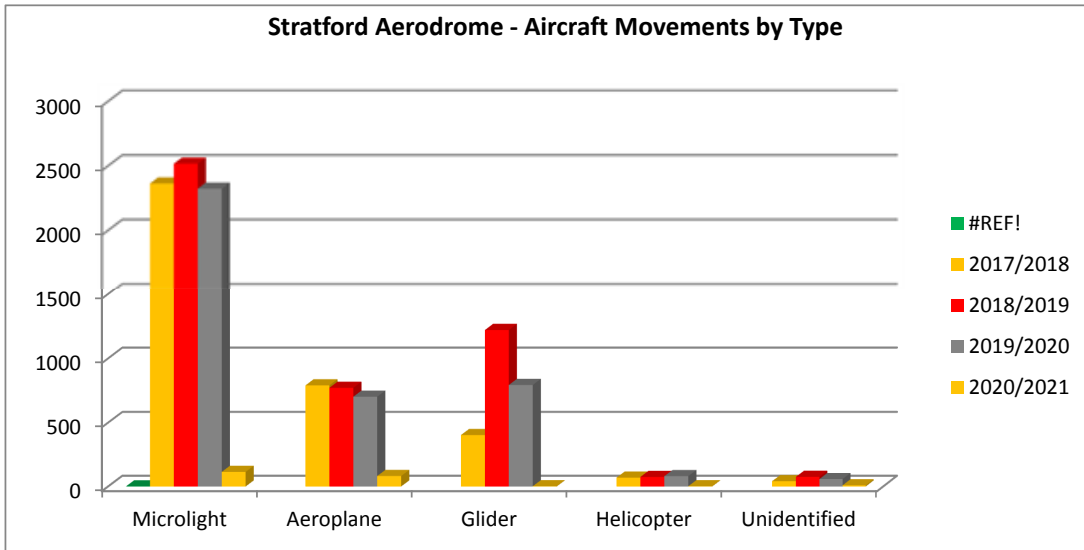
Total Customer Service Request



3.1 Aerodrome

The performance measure for the aerodrome is >70% customer satisfaction with the condition and maintenance of the facility. This is measured annually and reported at the end of the financial year. Aircraft movements at the Aerodrome by *Month* and *Type* are provided below.





3.2 Civic Amenities

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

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

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

Level of Service	Performance Measure	Target
To provide facilities that are well maintained and utilised.	Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times.	100%
	Annual booking of War Memorial Centre.	>500
	Annual booking of Centennial Restrooms.	>200
To provide suitable housing for the elderly.	Percentage of Customer satisfaction.	>89%
	Annual Occupancy rate.	>95%
To provide clean, well maintained toilet facilities.	Percentage of Stratford District residents satisfied with overall level of service of toilets.	>75%

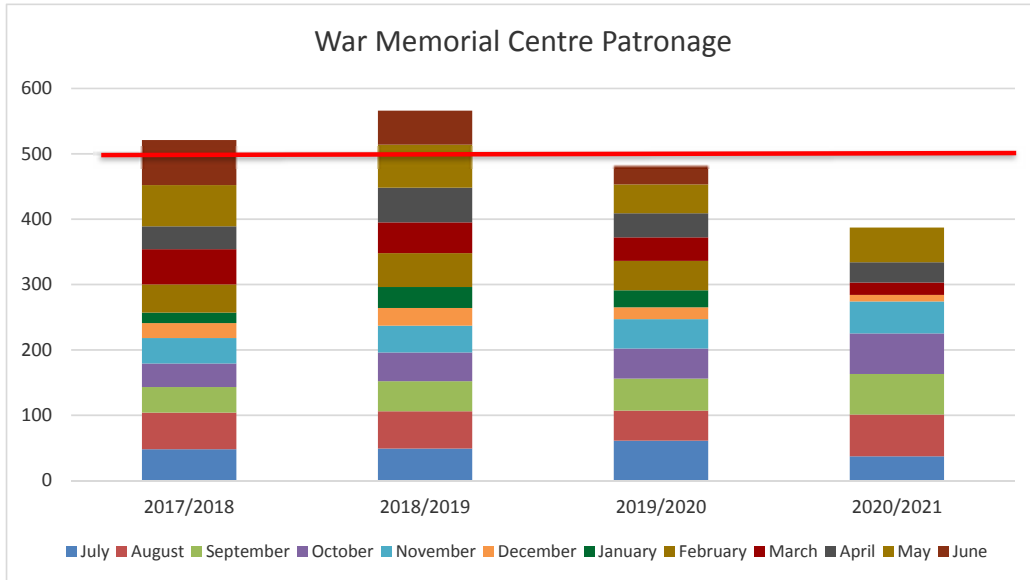
The Civic amenities occupancy rates / patronage are shown in the table and charts below.

3.2.1 **Housing for the Elderly Occupancy Rates**

The current occupancy rate for the months of April and May are 100% and therefore, achieve the performance measure of >95 %.

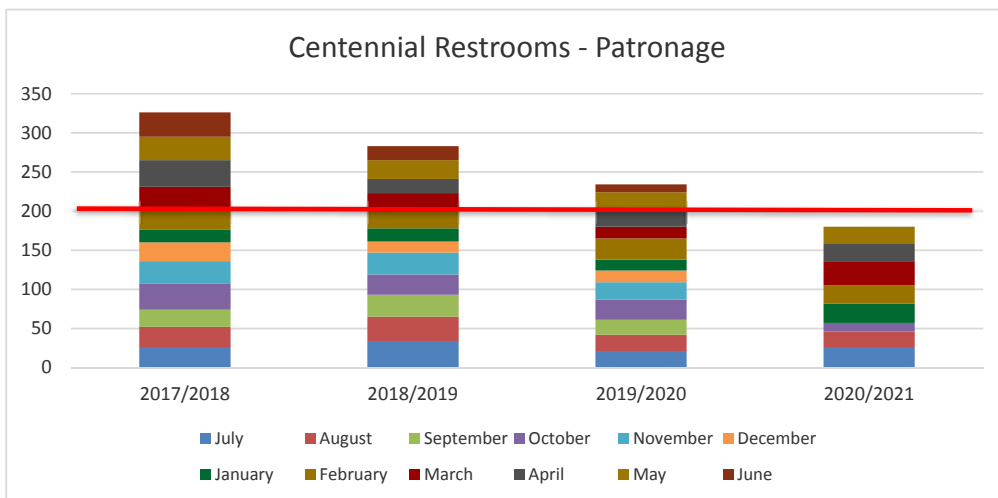
3.2.2 **War Memorial Centre**

- The bookings are now increasing and this month 53 booking were confirmed – this is despite coming into winter.



3.2.3 **Centennial Restrooms**

- An additional heater is being installed
- Window drapes will be installed before winter.



3.3 Rental and Investment Properties

The Council’s Rental and Investment Properties are:

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

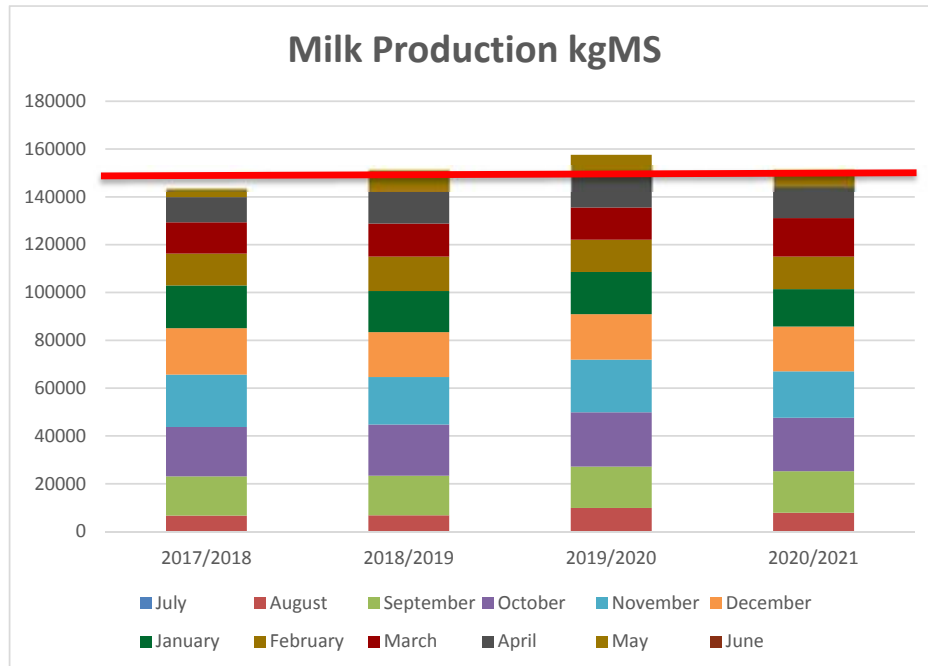
The Levels of Service are measured using the performance indicators shown in the table below. These are measured and reported at the end of the financial year - in the July 2020 report.

Level of Service	Performance Measure	Target
Maximum profits from the farm are returned to Council.	Milk production is maximised	>150,000 kg
Leased property is safe and fit for purpose.	Number of complaints from tenants.	<5

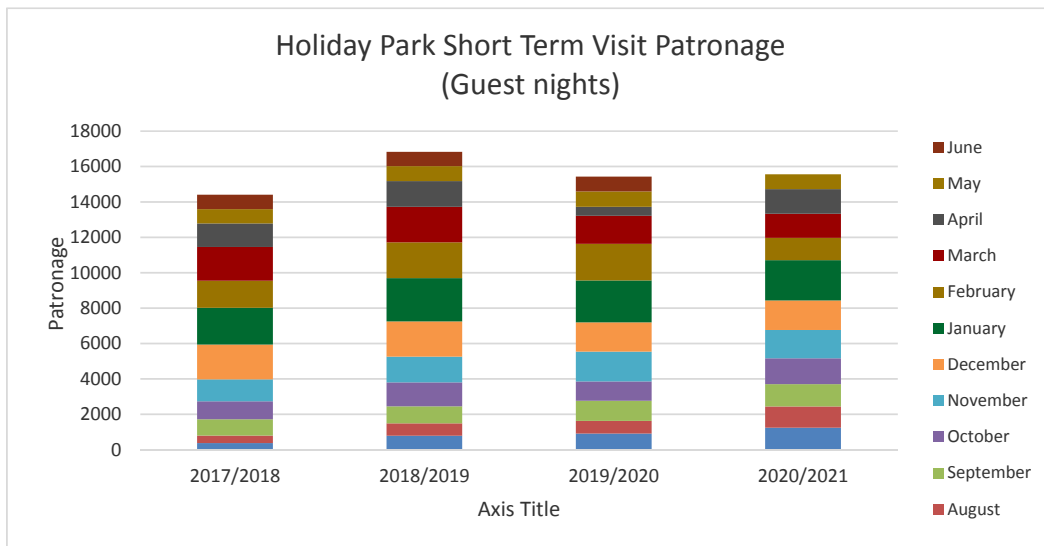
The history of the Farm milk production and the Holiday Park patronage and occupancy rates are shown in the two charts below.

3.3.1 The Farm

- Contracts have been let for the yard upgrade and installation of an in-shed feed system and work has commenced on the demolition of the current yard.
- The chart below shows how the farm has achieved the milk production target of 150,918kgms.



3.3.2 **The Holiday Park**



4.
3.

4. **PARKS AND RESERVES**

The performance of Council’s parks and reserves activities are measured using the targets shown in the table below. These are measured annually and will be reported on in July 2021, at the end of the financial year. Council will continue to meet the New Zealand Safety Standards for playgrounds and footbridges.

Updates on key activities programmed for the year is provided below.

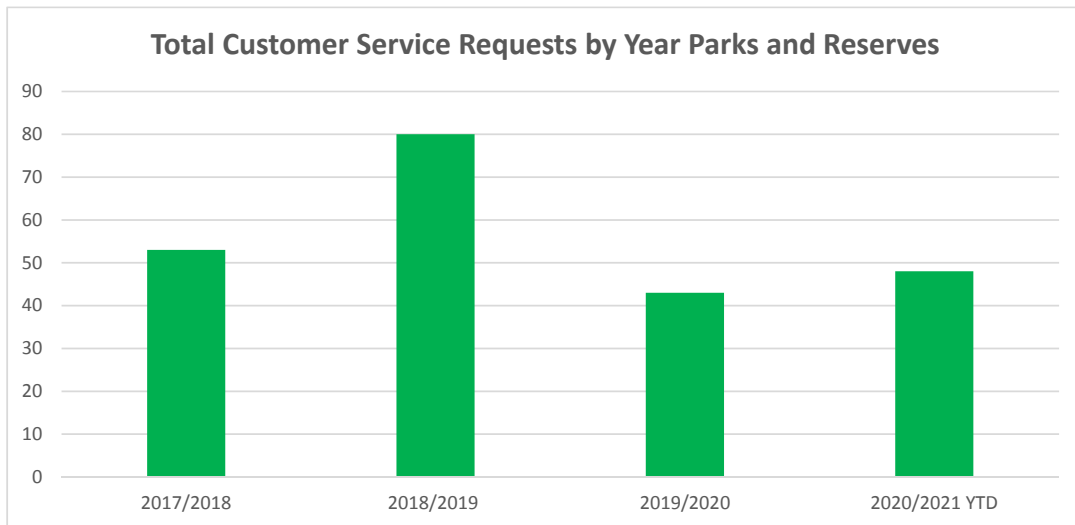
- Eastern Loop Walkway upgrade (next to Oxidation Ponds) – Underway;
- Cardiff Walkway stair upgrade (down to bridge) – To be completed next financial year;
- Centennial Restroom plantings/upgrade – Underway;
- Additional planting in Stratford hot-spots – Complete; and
- Arboretum Project (in conjunction with the Percy Thomson Trust) – to be rolled over to next financial year – as per Percy Thomson Trust’s request.

Level of Service	Performance Measure	Target
To provide parks, Sports fields and other open spaces that meet community demand	Number of complaints and requests for service.	<40
	Percentage of Stratford residents satisfied with:	
	• Parks;	>80%
	• Sports fields;	>80%
	• Cemeteries.	>80%
Safe playgrounds are provided	All playgrounds meet NZ Safety Standards.	100%
Foot Bridges are safe.	All foot bridges meet NZ Safety standards.	100%

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

Table 3: Customer Service History

	2017/2018	2018/2019	2019/2020	2020/2021
Parks	5	7	3	9
Structures	1	8	9	2
Sports grounds	2	0	3	4
Playgrounds	1	4	1	1
Cemeteries	2	5	5	5
Street Trees	32	41	11	15
Walkways	10	15	11	12
Total	53	80	43	48



5. SPECIAL PROJECTS

Below is an update on the progress of the key projects that the Council is currently undertaking as at **31 May 2021**:

- **Replacement Aquatic Facility**

Physical work on this project has commenced with full on-site establishment and the excavation of the main pool. Building consent to enable footing and foundation work to commence is expected early June to be followed by the first stage concrete pour.



- **Children's Bike Park**

Construction of the half basketball court is complete and ready for use while the cycling education track and ancillary facilities are complete apart from road markings and landscaping. Work on the pump track has commenced with the topsoil removal and trucking in of base metal while the public toilets are currently under construction off-site for installation on 13 July.



- **Whangamomona walkways**

The completion of this project is still delayed due to the inability of the Walking Access Commission to formalise their existence and Council's appointment as controlling authority. Apparently a change in the management of the Kingheim forest is part of the reason for this delay but communication between the parties has recently been re-established.

- **Midhirst abandoned land**

Settlement of all but three of the 45 areas of land has been completed. Negotiations are well in hand with the remaining adjoining occupying owners and formal agreements are awaited.

A handwritten signature in black ink, appearing to read 'Araba', with a large, stylized flourish above the letters.

Victoria Araba
DIRECTOR – ASSETS

A handwritten signature in blue ink, appearing to read 'S Hanne', with a large, stylized flourish above the letters.

[Approved]
S Hanne
CHIEF EXECUTIVE

DATE: 15 June 2021

MONTHLY REPORT



F19/13/04 – D21/18105

TO: Policy and Services Committee
FROM: Director – Community Services
DATE: 22 June 2021
SUBJECT: **REPORT FOR THE MONTH OF MAY 2021**

RECOMMENDATION

THAT the report be received.

/_____
Moved/Seconded

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e. Community Development, Promotions, Information Centre, Pool and Library. The Long Term Plan 2018 - 2028 sets the performance measures for these activities and this report presents, in tabular form, the progress measured to date against the target for each performance measure.

1. **HIGHLIGHTS**

- MTFJ Careers Expo – 14 May
- AgRecovery Event for Farmers – 10 to 16 May
- PAG Accessibility Expo – 27 May

2. **COMMUNITY AND ECONOMIC DEVELOPMENT**

2.1 **Council Organisations and Council Representatives on Other Organisations**

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

2.2 **Performance Measures** (*LTP Performance Measures in bold*)

	Target	2020/21 YTD
Number of community events organised	Minimum 2	<ul style="list-style-type: none"> • Puanga • Chunuk Bair Commemoration • MTFJ Workforce Programme Presentation • Scarecrow Trail • Trade Graduation Ceremony • Mayoral Gifts • MTFJ Work Ready Week • Summer Nights Concert (Summer Nights movie cancelled due to COVID-19) • MTFJ Essential Skills Week • MTFJ Careers Expo
Percentage of residents feeling a sense of community	>72%	
Number of projects successfully developed and implemented by youth with support from community development	4	<ul style="list-style-type: none"> • SDYC ‘Get Off the Bus’ Big Hero 6 and Robotics Workshop • Meet the Candidates Evening • Youth Council Thank You Evening • Easter Hunt
Events Council has provided or supported are measured	2	<ul style="list-style-type: none"> • Prospero Market • Keep NZ Beautiful Clean Up • Dirty Detours • Stratford A&P Show • Christmas Parade • Whangamomona Republic Day • AmeriCARna • Prospero Market – Shakespeare Festival
Business mentoring and economic development support is available	Venture Taranaki Quarterly Report received	3
Provide administration support to the Stratford Business Association meetings	11	7

2.3 **Youth Council**

Youth Council had a presence at the MTFJ Careers Expo on Friday 14 May. This allowed Youth Councillors to engage with their peers in a new environment and let the community know who they are and what they do.

On 18 May, co-chair Alena Hojdelewicz of the Youth Council spoke to their LTP submission at the Council hearing. It was well received by elected members and was followed by an article in the Stratford Press on her presentation.

Youth Council have an On The Bus event coming up on 11 May. They are taking 30 youth between the ages of 12 - 24 to Naki Nitro for go-karts and pizza.

2.4 Civic and Community Events

Completed:

- MTFJ Careers Expo – 14 May
- AgRecovery Event for Farmers – 10 to 16 May
- PAG Accessibility Expo – 27 May

Coming Up:

- SDYC On the Bus – Naki Nitro – 10 June
- Puanga Celebrations – 27 June to 10 July
- July Forum – 15 July
- School Holiday Programme – 12 to 23 July

2.5 Community Projects and Activity

2.5.1 Mayors' Taskforce for Jobs (MTFJ)

Registrations

	May	YTD
Young People Registered	1	175
Businesses Registered	4	34

Employment

	May	YTD
Young people placed into employment	4	43
Young people who are employed but require assistance with upskilling		5
Young people registered onto programme and straight in study		11
Young people received support and found work themselves		9
TOTAL		68

The programme continues to achieve great results by engaging both businesses and young people. A second year of funding support has been applied for to continue building on its successes.

Funding has now been exhausted and no additional young people or businesses will be supported until new funding has been confirmed. A final report confirming outcomes will be submitted to MTFJ at the end of June.

2.6 Funding

2.6.1 Creative Communities

The next application round for Creative Communities opens for a month from 2 August. Approximately \$20,000 is available annually to distribute over two rounds.

2.6.2 Sport New Zealand Rural Travel Fund

The Sport NZ Rural Travel Fund opens on 4 October summer round of funding. \$9,500 is available to distribute annually.

2.7 **Positive Ageing**

The Accessibility Expo was held on Thursday 27 May at the War Memorial Centre. There were 17 organisations/businesses that attended including ACC, Taranaki District Health Board, Mobility and More, Alzheimer’s Taranaki, Able Access, Taranaki Disabilities Information Centre, Stratford Library, TSB, Citizens Advice Bureau, MSD, RoadSafe Taranaki, U3A, Central Taranaki Safe Community Trust, the Heart Foundation, TSB Pool Complex and the Health Shuttle. There was a great response from both stall holders and the elderly community who attended.

Upcoming meetings and events;

- Ordinary Meeting – 9 June
- July Forum – 15 July

2.8 **Stratford Business Association**

Memberships

April total	137
New	4
May total	141

Business After Five events:

Stratford Community House – 19 May

This was a great opportunity for Stratford Community House to talk about the services they provide as well as to showcase their premises and rooms on offer to the community. The BA5 events are consistently well attended.

Coming up:

- 15 June – The Wheelhouse
- 21 July – Tūtaki Youth
- 17 August – Establishment 60

Wellness Series

4, 11, 18 May

The Wellness Series was a 3-part event focusing on how to achieve balance and overall wellbeing in life. There was a range of guest speakers which focused on 5 key areas – mental, professional, financial, physical and nutritional wellbeing.

As a business owner, it starts with you. There are often many hats and juggling those hats can at times be difficult. This workshop provided members with an opportunity to gain a few extra tools.

There was 15-20 attendees at each event.

Coming up:

- 3 June - Women in Business

3. COMMUNICATIONS

Performance Measures (*Performance Measures in bold*)

	Target	2020/21 YTD
The number of visitors accessing Council information and services via the internet is measured	Not less than previous year 2019/20 – 50,411	46,308
The community is satisfied with how Council keeps them informed	>85% 2019/20 – 79%	

3.1 Highlights

Four Central Link updates were produced in May. These are printed in the Stratford Press and shared online at www.stratford.govt.nz and on Council's Facebook page weekly.

Central Link focus for May:

- The Wheelhouse training
- Cheque free future
- LTP next steps
- Citizen Awards - nominations open
- Customer Satisfaction Survey
- Rates reminder
- Careers Expo
- TSB Pool Complex - looking for work
- Puanga Flag Comp
- LTP submissions heard
- Māori Ward announcement
- Positive Ageing Accessibility Expo
- Public notices (Meeting schedule - May 2021, Flush your taps, Rural Spray Round, Dog registration fees)

Media Releases posted to www.stratford.govt.nz for the month of May:

- Making payments in a cheque-free future
- Nominations for Stratford Citizen Awards now open
- Annual Customer Satisfaction Survey open now
- Stratford hosting Careers Expo this Friday
- Stratford Accessibility Expo
- Submissions on Long Term Plan to be heard
- Changes being made to Long Term Plan after submissions heard
- Council votes unanimously to establish Māori Ward
- Local sports teams benefit from Sport NZ Rural Travel Fund
- Local arts and cultural projects receive Creative Communities Scheme funding

Website Page Views for 1 – 31 May 2021

Total number of users for the month	5,245 ↑
Total number of page views for the month	16,530 ↓
Top 10 pages visited for month	Page views
Home Page	3,113
Library	794
Cemetery Search	553
Rubbish and Recycling	513
Long Term Plan	440
TSB Pool Complex	362
District Plan	328
Contact Us	304
Fees and Charges	297
Rates and Property Information	254

3.3 **Official Information Requests**

For the 2021 calendar year, Council has received 23 Local Government Official Information and Meetings Act (LGOIMA) requests.

The below table includes the LGOIMA's received for the month of April 2021:

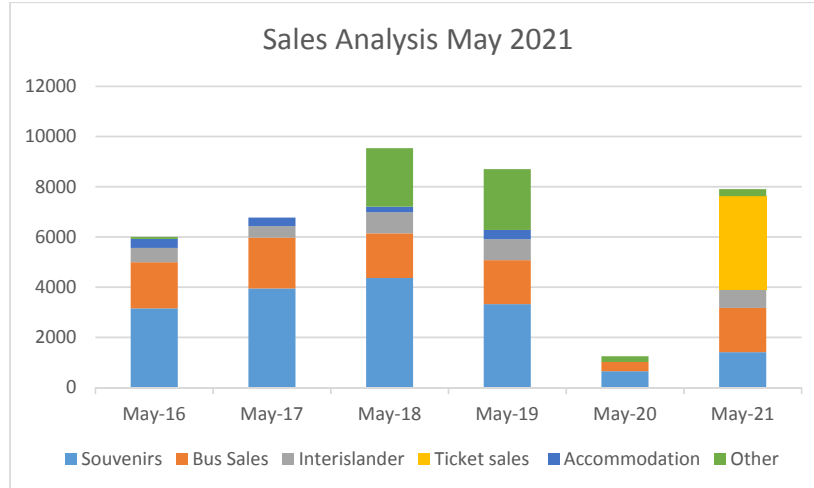
Date Received	Query	Due Date	Date Responded	Days to Respond
3/05/2021	Trade-waste Permit/Consent Records	31/05/2021	4/05/2021	1
11/05/2021	Tariki seismic survey	9/06/2021	14/05/2021	3
6/05/2021	Drug & alcohol pathology/testing	3/06/2021	17/05/2021	7
20/05/2021	Psychometric Testing	21/06/2021	TBC	
25/05/2021	Class 4 Grant Funding	24/06/2021	10/06/2021	11

4. **INFORMATION CENTRE**

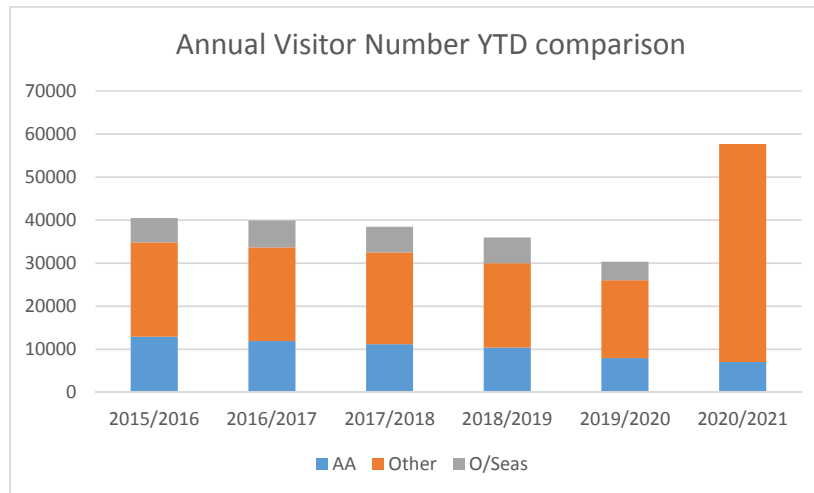
Performance Measures (*Performance Measures in bold*)

	Target	2020/21 YTD
Number of people into the Information Centre is measured	>40,000	57,669*
Number of users of AA Agency Services is measured	>10,000	7,041
Percentage customers are satisfied	>75%	

* Figure now includes library door count data.



Staff have freshened up the retail offering to target locals buying gifts to send domestically and overseas and as a result there has been an increase in sales. Ticket sales for the show Wicked have been strong.



Visitor numbers now include library users. Officers are observing library users may choose to seek travel advice here, and visitors to the area may use library services such as wifi or public computers. Cross training and certification of staff continues.

5. **LIBRARY**

Performance Measures (*Performance Measures in bold*)

	Target	2020/2021
Number of people visiting the library is measured	>90,000	59,462*
Users satisfied with library services	>80%	
Number of people accessing the Wi-Fi service is measured	>15,000	19,440 May figure available 10/5
Number of people accessing the People's Network is measured.	>10,000	5,494

*figure now includes i-SITE and AA visitors

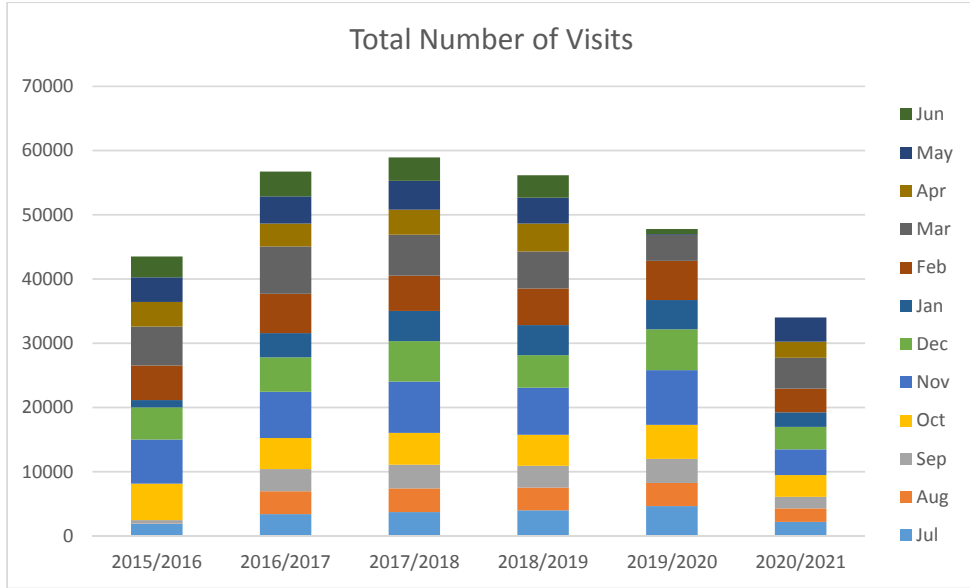
- A group of nine year 7 and 8 students from St Joseph's are participating in a 6 week STEAM programme in the library on Tuesday mornings. They complete experiments on topics like gravity, hydraulics and aerodynamics.
- During NZSL week staff organised a visit from Sharon Holt who performed a Te Reo Singalong with sign language. Two classes from Stratford Primary and two early childhood centres attended.
- The library participated in a National Simultaneous Storytime event. This involves libraries from around Australia and New Zealand reading the same book at the same time. The story was followed with a craft activity. 34 children and 2 teachers from St Joseph's attended this event.
- Community Engagement staff attended the Careers Expo and Positive Aging Forum. These events provide us with great feedback about what the community is looking for at the library facility.
- Stepping Up classes continue to be run and well attended. The Digital Banking programme is also attracting good numbers. This programme will continue through June.
- Regular library hosted craft, book, and children's groups continue to meet in the library as well as a number of community groups. The Justice of the Peace desk continues to be a popular service. The Budget Advice service, Northern Health School, Workbridge and other community groups have used the library as a place to meet with clients this month.
- The library participated in the Taranaki wide TechWeek by screening TechWeek TV.

6. POOL COMPLEX

Level of Service Category	Performance Measure	Target	2020/21 YTD
The pool complex will be a safe place to swim	Number of reported accidents, possible accidents and similar incidents per annum (pa).	<80	41
	Compliance with NZS5826:2010 NZ Pool Water Quality Standards	100%	100%
The pool facilities meet demand	Percentage of pool users are satisfied with the pool	>80%	
	Number of pool admissions per annum	>55,000	34,001

6.1 Highlights for May

- 3,764 patrons came through the pool facility in May.
- Council continued to advertise for lifeguards, birthday party instructors, group fitness instructors and a lifeguarding coordinator during the month.
- The team was participated in Fire Warden training.
- Issues with the boilers caused a drop in pool temperatures was quickly fixed within 24 hours.



Kate Whareaitu
DIRECTOR – COMMUNITY SERVICES

Sven Hanne
CHIEF EXECUTIVE

DATE: 15 June 2021

MONTHLY REPORT



TO: Policy and Services Committee

FROM: Director – Environmental Services

DATE: 22 June 2021

SUBJECT: REPORT FOR THE MONTH OF MAY 2021

RECOMMENDATION

THAT the report be received.

Moved/Seconded

This report presents a summary of the monthly progress and highlights for the main areas of activity within the Environmental Services department. The Long Term Plan 2018-2028 sets the performance measures and this report presents progress to date against the target for each performance measure.

1. **OVERVIEW**

Thirty eight applications for building consent were received in May. These included:

- Seven new dwellings, twelve log fires, one pole shed, two accessory buildings, three relocations, one consent for alterations/additions and four amendments.
- Four commercial applications, one new building, and three alterations/additions.

May has been another busy month in terms of development. There is often an obvious increase in applications for log fires during the cooler months, but even excluding the applications for log fires there were still 25 applications for other types of building work. This is a similar number of applications to May 2020 which was the first full month following the lock down. It is likely to start seeing less of an increase on last year's statistics now as we move into a more sustained period of development activity. Subdivision activity is also currently high which indicates that high levels of building activity are likely for several months yet.

2. STRATEGIC/LONG TERM PLAN PROJECTS

Work is continuing on reviewing the bylaw review programme. Drafting work is underway on the Mobile or Traveling Shops Bylaw, the Scaffolding and Deposit of Building Materials Bylaw and a new Alcohol Control Bylaw which is ready for some pre-consultation with key stakeholders.

Work is also continuing on the various street numbering and naming projects in the district. Elsewhere in this agenda is a report relating to the renaming of part of Regan Street which forms part of this project.

3. DASHBOARD- ALL BUSINESS UNITS

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

ACTIVITY	RESULT MAR
Building Control Authority	
Building Consent Applications	38
Building Consents Issued	37
Inspections completed	100
Code Compliance Certificate Applications	26
Code Compliance Certificates Issued	19
Code Compliance Certificates Refused	2
Number of Building Consents Received in Hard Copy	0
Number of Buildings Consents Received Digitally	38
Building Act Complaints received and responded to	0
Planning	
Land Use Consents Received	6
Land Use Consents Granted	1
Subdivision Consents Received	8
Subdivision Consents Granted	5
223/224 Applications Received	3
223/224 Applications Granted	3
Resource Consent Applications Received in Hard Copy	2
Resource Consent Applications Received in Digital Form	12
Resource Consent Placed on Hold or Returned	8
LIM's Received	5
LIM's Granted	3
Registered Premises Inspected for Compliance under the Food or Health Act	11
Health or Food Act Complaints Received and responded to	1
Licensed Premises Inspected for Compliance under the Sale & Supply of Alcohol Act.	7
Certificates and Licence Applications received under the Sale and Supply of Alcohol Act	6
Bylaw Complaints Received and responded to	15
Dog Complaints Received and responded to	23

4. KEY PERFORMANCE INDICATORS – ALL BUSINESS UNITS

4.1 Building Services

Level of Service	Performance Measures	Targets	Status
To process applications within statutory timeframes.	Percentage of building consent applications processed within 20 days.	100%	89% 33 out of 37 applications were processed within 20 days. We have the average processing time down to 13 days but there are some applications on high days still in the system from our previous consultant.
	Percentage of inspection requests completed within 1 working day of request.	100%	96% Four building inspections out of 100 have had a longer wait time because of a health related staffing issue.
	Percentage of code compliance certificate applications determined within 20 working days	100%	100%
To process LIMs within statutory timeframes	% of LIMs processed within statutory timeframes	100%	100%
To retain registration as a Building Consent Authority.	Current registration	Confirmed	Current
Service meets customer expectations.	Percentage of customers using building consent processes are satisfied with the service provided	>80%	78%

4.2 Planning and Bylaws

Level of Service	Performance Measure	Target	Status
To promote the sustainable management and use of land and public spaces.	To undertake a comprehensive review of the district plan, with notification no later than 2018/19.	Feedback on draft	Work on this project has been reprioritised to align this project with statutory requirements.
	To undertake a systematic review of bylaws and related policies as they reach their statutory review dates.	Drafting, notification / hearings	Polices and bylaws for review have been identified and are currently in progress, beginning with bylaws.
To process resource consents within statutory timeframes.	% of non-notified applications processed within 20 working days.	100%	100%
	% of notified applications processed within legislated timeframes for notification, hearings and decisions.	100%	100%
	% of S223 and S224 applications processed within 10 working days.	100%	100%
Service meets customer expectations.	Percentage of customers using resource consent processes are satisfied with the service provided	>80%	80%

4.3 Community Health and Safety

Level of Service	Performance Measure	Target	Status
To fulfil obligations to improve, promote and protect public health	Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance.	100%	100%
	Health nuisance and premise complaints are responded to within 1 working day.	100%	100%
To fulfil obligations as a District Licensing Committee	Percentage of licensed premises inspected.	100%	100%
	Percentage of applications processed within 25 working days (excluding hearings).	100%	100%
To monitor and enforce bylaws	Percentage of complaints responded to within 2 hours.	100%	100%
To ensure dogs are controlled	Percentage of known dogs registered	97%	96.7%
	Percentage of dog attack/wandering dog complaints responded to within an hour	97%	100%

5. DETAILED REPORTING BUILDING SERVICES

5.1 Building Control Authority (“BCA”)

5.1.1 Compliance/Notices to Fix issued as a BCA

No Notices to Fix were issued in May.

5.1.2 Lapsed Consents

Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 10 months previously, against which no inspections have been recorded.

No building consents have lapsed and no warning letters were issued in May.

5.1.3 Regulation 6A Compliance Dashboard

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

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

5.1.4 Training needs analysis

During May training on undertaking building inspections was provided to staff involved with building inspections.

5.1.5 Internal audit/external audit timetable

International Accreditation New Zealand (IANZ) will return in July for a further progress inspection before a full audit in November. Internal audits have been being undertaken in accordance with the audit timetable.

5.2 Territorial Authority

5.2.1 Compliance Schedules/Building Warrants of Fitness

No Compliance Schedules were issued in May 2021. No notifications were issued for Warrant of Fitness renewal.

5.2.2 Earthquake Prone Buildings

Currently Council officers are in the stock-take phase of identifying buildings. The report to the MBIE on our progress has been completed.

5.2.3 Swimming Pools

No inspections were completed in May 2021.

5.2.4 Non Standard Site Register Maintenance

No new sites were added to the non-standard site register in May 2021.

5.2.5 Notices to Fix/Other Compliance as a Territorial Authority

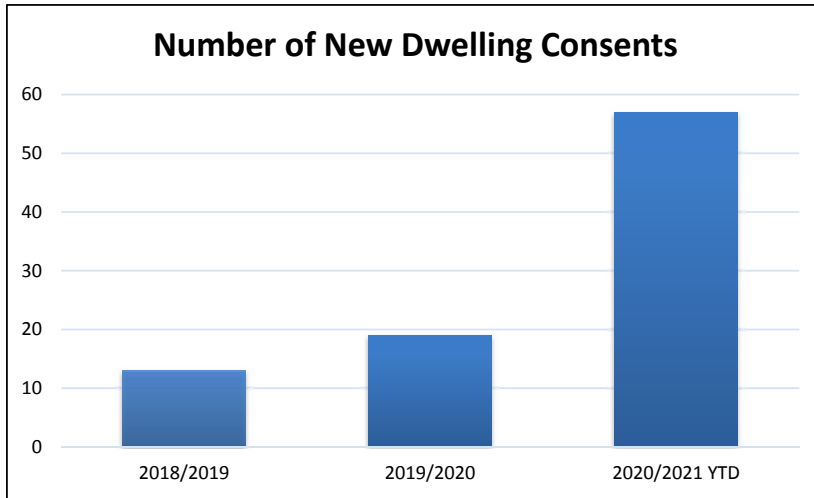
One Notice to Fix was issued in May and one action from an earlier Notice to Fix remains in place. The Notice to Fix issued in May relates to some building work taking place that was thought to be exempt from requiring a building consent, but actually requires consent. The building work has stopped and an application for building consent lodged.

5.3 Trends Analysis

5.3.1 Consents applied for by type:

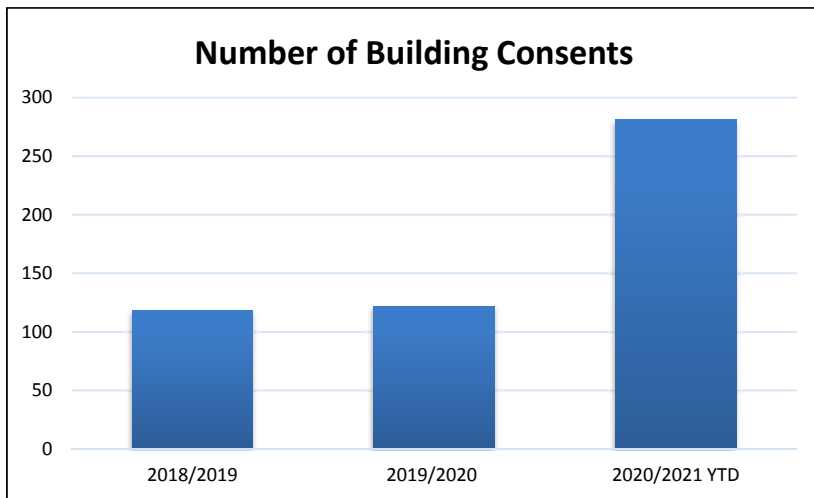
Type	This Month	May 2020	2020/2021 Year to Date	2019/2020 Whole Year
New Dwellings	7	7	55	29
Relocated dwellings	3	1	17	9
Relocated buildings other than dwellings	0	0	0	0
Fires	12	16	71	49
Pole sheds/accessory buildings	3	3	44	39
Additions and alterations – residential	1	5	38	45
New Commercial buildings	1	1	6	2
Additions and alterations – commercial	3	3	16	14
Other/miscellaneous		2	29	17
Certificate of Acceptance	0		5	0
Total/s	30	38	281	204

New House indicator by year



Year to date	New Dwellings
2018/2019	13
2019/2020	19
2020/2021 YTD	57

Consent numbers by year



Year to date	Building Consents
2018/2019	118
2019/2020	122
2020/2021 YTD	281



B Sutherland
DIRECTOR - ENVIRONMENTAL SERVICES



[Approved]
S Hanne
CHIEF EXECUTIVE

DATE: 15 June 2021

MONTHLY REPORT



TO: Policy & Services Committee

F19/13/04 – D21/19817

FROM: Director – Corporate Services

DATE: 22 June 2021

SUBJECT: CORPORATE SERVICES MONTHLY REPORT

RECOMMENDATION

THAT the report be received.

/_____
Moved/Seconded

1. FINANCIAL MANAGEMENT

Reports attached, as at 31 May 2021, are:

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

1.1 SUMMARY OF FINANCIAL RESULTS AND PROGRESS

Operational Results – May 2021 Year to Date (YTD)

Revenue is tracking above budget by \$8,093,350 at \$31,470,104, and will be a record high year for total revenue.

Expenditure is over budget by \$1,064,450, at \$18,573,430, resulting in a YTD net surplus of \$12,896,674, compared to a budgeted net surplus for the year of \$7,895,200.

The YTD net surplus is made up of capital revenue (\$11,854,186) including subdivision section sales, provincial growth funding, and NZTA funding. It also includes an accounting adjustment for the cost of subdivision sales of \$703,356, removing the remaining work in progress of the Council subdivision to cost of sales.

Revenue

User charges are up on budget for the YTD by \$427,194 – Receipts from building control and resource consent activities are higher than expected due to customer demand. Also, transfer station income, farm milk income due to high milk price, and cemeteries income, and grants under Economic Development and the Library to cover operational costs, all contribute to revenue being higher than YTD budget.

Finance revenue – this is \$26,458 higher than budget as Council has had higher than expected surplus cash to invest on term deposits, resulting in higher interest revenue, despite lower interest rates.

Extraordinary Revenue includes revenue not budgeted for such as provincial growth funding received of \$8,626,144 to date, financial contributions of \$71,087, and subdivision section sales of \$2,588,528.

Expenditure

Operating Expenditure is over budget by \$507,256. Personnel costs are over budget for the YTD by \$144,651 – this is partially offset by grant funding for the Community Engagement Librarians and Mayors Taskforce for Jobs Coordinator.

In terms of direct operating costs by Activity, Community Development expenditure is over budget by \$207,355 and includes Mayors Taskforce for Jobs expenditure that is grant-funded, also the Building Control activity expenditure is over budget by \$229,221 as consultants continue to be used to ensure the building control function is being delivered. The roading activity is also over budget by \$121,364, and solid waste activity over by \$63,447.

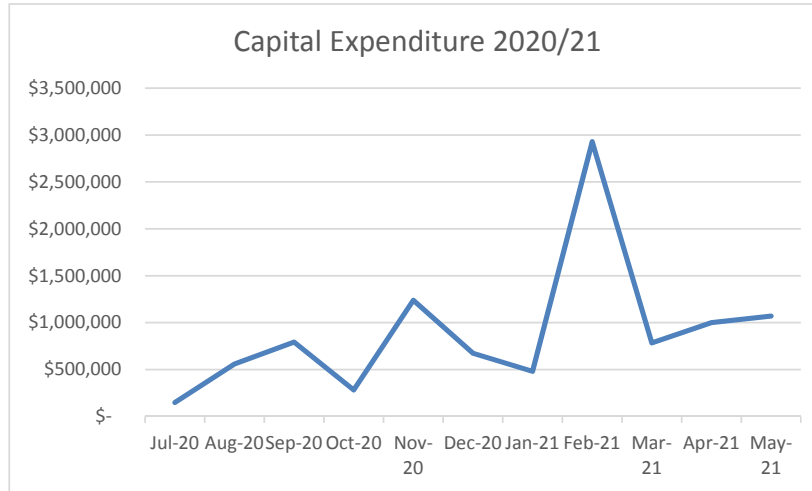
Other expenditure is also over budget, but this is due to the accounting adjustment for subdivision costs of \$703,356 that were required to be added back to work in progress (credited to 2019/20 expenditure) in the previous financial year, and are now able to be expensed with all the sections being sold. Finance costs (interest) are under budget by \$200,475 due to lower than expected interest rates.

Capital Expenditure Report

The total annual capital budget of \$26,086,092 has been reforecasted down to \$13,764,531. This is largely due to the new swimming pool project which has commenced but will not be completed by the end of this financial year.

As at 31 May, \$9,959,790 (72%) of the **reforecasted** capital budget has been spent. As the graph below shows, a significant chunk of this was spent in February 2021 with significant progress payments made for the Victoria Bike Park and the new Swimming Pool.

The capital expenditure report attached, outlines what stage each project is at.



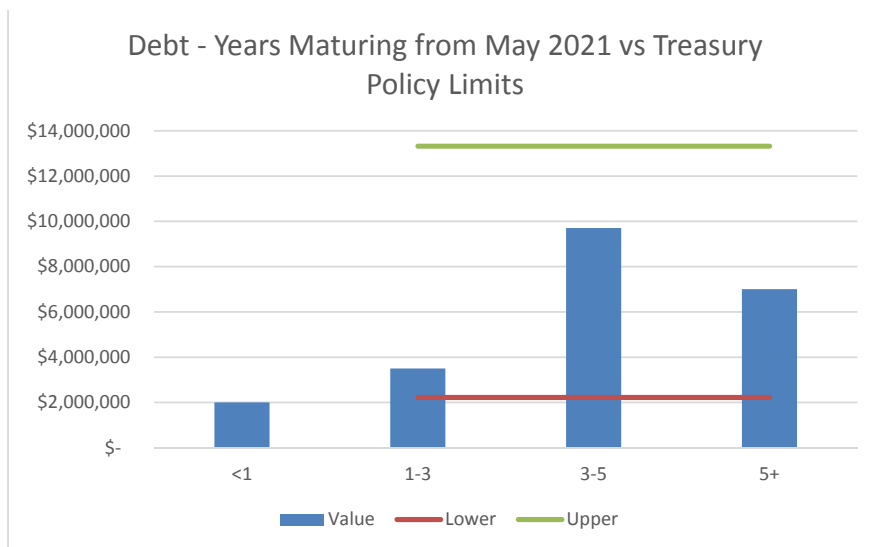
1.2 TREASURY MANAGEMENT

Gross Council debt as at 31 May 2021 was \$22,200,000. Net debt is \$9,020,000 after taking into account \$6,000,000 on term deposits with registered NZ banks, and the \$7,180,000 loan to the A&P Association.

The weighted average interest rate for debt is 2.18% (average 6 year term), and the weighted average interest rate for financial investments is 1.28% (average 2.7 year term).

All Council debt, made up of LGFA loans, is 100% fixed.

Refer to the attached Treasury Report for the updated loans schedule as at 31 May 2021.



2.2 Financial Investments

Council currently has a total of \$6,000,000 on term deposits with registered banks, of which \$5,000,000 is with Westpac bank.

It is expected that Council will carry a minimum of \$6,000,000 of term deposits to cover reserves¹, however surplus cash on hand will be invested for an appropriate term if available and doesn't put Council in short term liquidity risk. If there is a consistent need to go below the \$6,000,000 of term deposits, longer term debt will be considered as a more sustainable alternative.

The investments with Stratford Agricultural and Pastoral Association total \$7,180,000 and the second principal loan repayment invoice has been issued in June. Interest is charged quarterly and the first invoice was paid in April 2021 by the due date.

2.3 Covenant Compliance

All internal, and Local Government Funding Agency ("LGFA"), covenants were met as at 30 April 2021, except for the Maximum Investment with Counterparty limit. This limit has been breached as Council officers assessed the risk of doing so, against the benefit of the higher interest rates received and found that the risk was minimal – the term deposits are with Westpac bank and are all maturing within the next 120 days. The Chair of the Audit and Risk Committee and the District Mayor approves any breach on the day of the investment being made, in line with Council's Treasury Management Policy.

Also note that the investments with the Stratford Agricultural and Pastoral Association of \$7,180,000 also breaches the Treasury Policy. Audit and Risk Committee endorsement was received in October 2020, and Council approval given in November 2020 specifically for this loan.

	<i>Actual</i>	<i>Policy</i>
Actual Fixed Debt	100%	>60%
Actual Floating Debt	0%	<60%
Fixed 1-3 years	11%	10-60%
Fixed 3-5 years	39%	10-60%
Fixed >5 years	41%	5-60%
Debt Matures 1-3 years	11%	10-60%
Debt Matures 3-5 years	39%	10-60%
Debt Matures > 5 years	41%	10-60%
Debt Servicing to Revenue Ratio	2%	<10%
Net Debt to Revenue Ratio	33%	<130%
Liquidity Ratio	178%	>110%
Net Debt per Capita	\$ 913	<\$3,000
Net Debt per Ratepayer	\$ 1,904	N/A
Maximum Investment with Counterparty	\$ 5,000,000	\$ 4,000,000

¹ As at 30 June 2020, reserves balances include the Financial Contributions Reserve \$583,000, General Asset Renewals Reserve \$3,256,000, Contingency Reserve \$505,000, Asset Sale Proceeds Reserve \$1,024,000, Targeted Rate Reserves \$779,000, Staff Gratuities Reserve \$147,000.

Cashflow Forecast

There are no concerns about a shortfall in cash over the next 12 months. Council officers will invest any surplus cash on term deposits to ensure a safe return can be generated in the meantime, and borrow when necessary, ensuring Council reserves are funded adequately.

1.3 DEBTORS COLLECTION

At the May 2021 Policy and Services Committee meeting, an elected member queried what was included in sundry debtors. This category of debtors includes anything that doesn't fit under the other categories and includes targeted rates charged during the year, legal fees on-charged, and some fines or other costs on-charged. As at 31 May 2021 the bulk of the outstanding sundry debtors relates to:

Debtor Accruals	143,718
MBIE grant funding	4,717,021

Subdivision – there is still \$546,096 owing from section sales, this is due to some agreed delayed settlements.

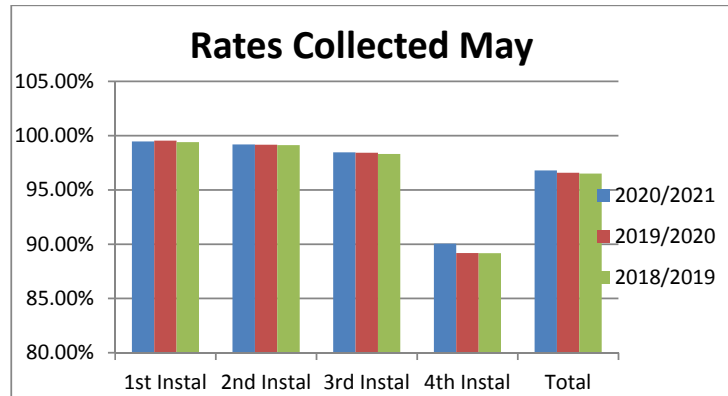
2.0 RATES

Rates revenue for the year is \$110,017 over budgeted rates revenue (excluding water meter rates) of \$12,876,000. This is due to additional properties (new subdivisions) added to the rating system after the rates model (budgets) was presented to Council for review and adoption as part of the Annual Plan 2020/21 process. It also will be a result of some properties requesting valuation increases, and additional TRC rates collected as a result of new properties created and valuation increases.

The final rates instalment was due 26 May 2021.

Rates Arrears (owing from 2019/20 year and earlier) \$13,371 – As at 31 May 2021, 94% of rates in arrears have been collected since 1 July 2020 (2020: 96%).

Current Year Rates – As at 31 May 2021, 97% of rates had been collected (2020, 97%).



3.0 INFORMATION TECHNOLOGY AND RECORDS

- The new website was successfully launched on 30 May alongside with Online Animal Registrations. Both have been very successful launches with the website receiving a lot of positive feedback and a good uptake of people choosing to register their dog online within the first week.
- GoGet (building consent administration software) was updated last week after hours. This was done with minimal disruption to staff and no issues experienced the following morning. This was done to provide the latest enhancements and bug fixes to the product.
- IT is currently working through upgrading onsite power backups to resolve battery capacity issues. The current batteries are now over 5 years old and beginning to show signs of failure. This work is scheduled for June and will allow for onsite network infrastructure as well as phones to continue running for up to an hour should the power go off. It will also provide better visibility and alerts around any power issues in the server room.
- On 27 May 123 boxes of scanned property files were transferred to Archives central in Fielding for storage. This arrangement will be reviewed annually until council is confident the digital records are adequate and the hardcopies can be destroyed.
- The IM Specialist has been working with Visitor, Information and Library Services Team leader to launch a Stratford *recollect* site. This is a community engagement tool that will enable SDC and members of the community to share Stratford archives on a public forum. Approximately 1500 photos from the Borough, County and District collection and a copy of David Walter's book have been sent to Micrographics for digitisation. These will be uploaded to recollect before launch. There is a tentative launch date of end of July/August 2021.



Tiffany Radich
DIRECTOR – CORPORATE SERVICES



Approved By:
Sven Hanne
CHIEF EXECUTIVE

DATE: 15 June 2021

Statement of Comprehensive Revenue and Expense

For the Year to Date - May 2021

	May '21 Actual YTD	May1 21 Budget YTD	Variance YTD	Total Budget 2020/21	May '20 Actual YTD
Operating Revenue					
Finance Revenue	\$153,600	\$127,142	\$26,458	\$138,700	\$86,999
NZTA Rooding Subsidy	\$3,671,698	\$3,360,317	\$311,381	\$3,665,800	\$3,238,536
Grants, Donations and other income	\$336,483	\$619,208	(\$282,725)	\$3,675,500	\$175,021
Rates Revenue other than Water Supply Rate	\$12,986,017	\$12,876,000	\$110,017	\$12,876,000	\$12,375,515
Water Supply Targeted Rate	\$363,991	\$333,450	\$30,541	\$444,600	\$276,052
Sundry Revenue	\$42,408	\$41,683	\$725	\$43,600	\$42,214
User Charges for Services	\$2,626,067	\$2,198,874	\$427,194	\$2,345,000	\$2,187,304
Total Operating Revenue	\$20,180,264	\$19,556,674	\$623,591	\$23,189,200	\$18,381,641
Extraordinary Revenue					
Provincial Growth Funding - Rooding	\$751,954	\$0	\$751,954	\$0	\$120,000
Provincial Growth Funding - Other	\$7,874,190	\$0	\$7,874,190	\$0	\$0
Financial Contributions	\$71,087	\$0	\$71,087	\$0	\$47,147
Dividends	\$4,081	\$0	\$0	\$0	\$54,930
Sale of land	\$2,588,528	\$3,816,000	(\$1,227,472)	\$3,816,000	\$1,415,259
Total Extraordinary Revenue	\$11,289,840	\$3,816,000	\$7,469,759	\$3,816,000	\$1,637,336
Total Revenue	\$31,470,104	\$23,372,674	\$8,093,350	\$27,005,200	\$20,018,977
Operating Expenditure					
Personnel Costs	\$3,981,882	\$3,837,231	(\$144,651)	\$4,157,000	\$3,699,002
Other Direct Operating Costs	\$9,327,270	\$8,964,665	(\$362,604)	\$9,781,000	\$8,712,898
Total Operating Expenditure	\$13,309,152	\$12,801,896	(\$507,256)	\$13,938,000	\$12,411,900
Other Operating Expenditure					
Loss (gain) on disposal of assets	\$6,295	\$0	(\$6,295)	\$0	\$319,229
Depreciation	\$4,141,366	\$4,097,500	(\$43,866)	\$4,507,000	\$3,971,001
Finance Costs	\$409,108	\$609,583	\$200,475	\$665,000	\$364,467
Cost of sales - residential subdivision	\$703,356	\$0	(\$703,356)	\$0	\$0
Impairment landfill costs	\$0	\$0	\$0	\$0	\$23,346
Sundry Expenditure	\$4,153	\$0	(\$4,153)	\$0	\$1,290
Total Other Expenditure	\$5,264,278	\$4,707,083	(\$557,195)	\$5,172,000	\$4,679,333
Total Expenditure	\$18,573,430	\$17,508,979	(\$1,064,450)	\$19,110,000	\$17,091,233
Net Surplus (Deficit)	\$12,896,674	\$5,863,694	\$7,028,899	\$7,895,200	\$2,927,744
<i>Capital Revenue/Expenditure is made up of:</i>					
NZTA Funding for Rooding capital projects	\$1,342,870	\$1,200,000			
Provincial Growth Funding	\$8,626,144	\$0			
Community Grants and Donations	\$0	\$0			
Sale of Land	\$2,588,528	\$3,816,000	More revenue came in, in previous year than anticipat		
Cost of sales - residential subdivision	(\$703,356)	\$0			
	\$11,854,186	\$5,016,000			
Net Surplus/(Deficit) after removing capital Revenue/Expenditure	\$1,042,488	\$847,694	\$194,794		

Statement of Financial Position

As at 31 May 2021

	May '21 Actual YTD	May '20 Actual YTD
Assets		
Current Assets		
Cash and Cash Equivalents	\$5,032,864	\$3,941,034
Short Term Deposits	\$6,000,000	\$4,000,000
Receivables	\$6,152,293	\$2,053,081
Inventory - assets held for resale	\$0	\$1,313,694
Other loans	\$0	\$18,670
Prepayments	\$6,358	\$10,511
Current Assets Total	\$17,191,515	\$11,336,990
Non-Current Assets		
Investment in Other Financial Assets		
LGFA Borrower Notes	\$447,000	\$248,000
Other loans	\$0	\$19,323
Shares	\$672,534	\$733,293
Community Loan	\$7,180,000	\$0
Trust Settlements	\$110	\$110
Work in Progress	\$9,536,869	\$6,755,149
Property, Plant & Equipment / Intangibles	\$325,152,852	\$315,755,166
Non-Current Assets Total	\$342,989,365	\$323,511,041
Assets Total	\$360,180,880	\$334,848,031
Liabilities & Equity		
Equity		
Renewal Reserves	\$4,365,775	\$3,613,761
Contingency Reserve	\$504,500	\$504,500
Other Council Created Reserves	\$1,219,268	\$1,053,912
Restricted Reserves	\$722,346	\$654,245
Targeted Rate Reserves	-\$212,681	-\$664,498
Asset Revaluation Reserves	\$133,904,734	\$133,991,956
Retained Earnings	\$193,189,824	\$177,712,804
Equity Total	\$333,693,766	\$316,866,680
Liabilities		
Current Liabilities		
Borrowings (maturing less than one year)	\$1,500,000	\$3,500,000
Provision for Landfill Aftercare	\$10,858	\$10,858
Employee Entitlements	\$182,888	\$117,006
Payables and Deferred Revenue	\$2,498,869	\$2,262,264
Non-Current Liabilities		
Borrowings	\$22,200,000	\$12,000,000
Employee Entitlements	\$49,359	\$47,264
Provision for Landfill Aftercare	\$45,140	\$43,959
Liabilities Total	\$26,487,114	\$17,981,351
Liabilities & Equity Total	\$360,180,880	\$334,848,031

Expenditure and Revenue by Activity

For the Year to Date - May 2021

Note: Expenditure excludes interest and depreciation allocated to each activity.Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report*

	May '21 Actual YTD	May 21 Budget YTD	Variance YTD	Total Budget 2020/21	May '20 Actual YTD
<u>Community Services</u>					
Aerodrome					
Expenditure	\$90,504	\$91,175	\$671	\$99,400	\$87,279
Revenue	\$21,172	\$19,708	\$1,464	\$21,500	\$22,332
Net cost of activity	\$69,332	\$71,466	\$2,134	\$77,900	\$64,947
Civic Amenities					
Expenditure	\$416,426	\$373,447	(\$42,979)	\$465,400	\$443,541
Revenue	\$52,516	\$61,249	(\$8,733)	\$65,500	\$41,607
Net cost of activity	\$363,910	\$312,199	(\$51,711)	\$399,900	\$401,934
Pensioner Housing					
Expenditure	\$63,626	\$71,786	\$8,160	\$77,500	\$66,777
Revenue	\$62,443	\$59,492	\$2,951	\$64,900	\$61,328
Net cost of activity	\$1,183	\$12,294	\$11,111	\$12,600	\$5,449
Community Development					
Expenditure	\$606,513	\$399,158	(\$207,355)	\$428,900	\$422,517
Revenue	\$55,692	\$20,500	\$35,192	\$20,500	\$29,118
Net cost of activity	\$550,821	\$378,658	(\$172,163)	\$408,400	\$393,399
Library					
Expenditure	\$548,374	\$500,612	(\$47,763)	\$545,500	\$500,984
Revenue	\$83,175	\$15,583	\$67,592	\$17,000	\$13,803
Net cost of activity	\$465,199	\$485,028	\$19,829	\$528,500	\$487,181
Parks and Reserves					
Expenditure	\$541,578	\$576,474	\$34,896	\$628,300	\$526,930
Revenue	\$6,877	\$8,158	(\$1,281)	\$8,900	\$6,171
Net cost of activity	\$534,701	\$568,316	\$33,615	\$619,400	\$520,759
Cemeteries					
Expenditure	\$164,450	\$156,525	(\$7,925)	\$170,700	\$178,585
Revenue	\$109,215	\$77,917	\$31,298	\$85,000	\$73,652
Net cost of activity	\$55,235	\$78,608	\$23,373	\$85,700	\$104,933
TSB Pool Complex					
Expenditure	\$840,422	\$822,959	(\$17,463)	\$896,200	\$759,816
Revenue	\$195,844	\$204,233	(\$8,389)	\$222,800	\$180,904
Net cost of activity	\$644,578	\$618,726	(\$25,853)	\$673,400	\$578,912
<u>Democracy and Corporate Support</u>					
Expenditure	\$1,025,944	\$1,004,454	(\$21,490)	\$1,095,400	\$1,034,214
Revenue	\$140,687	\$111,683	\$29,004	\$113,600	\$132,278
Net cost of activity	\$885,257	\$892,771	\$7,514	\$981,800	\$901,936
<u>Economy</u>					
Economic Development					
Expenditure	\$403,540	\$403,217	(\$323)	\$439,800	\$335,627
Revenue	\$42,760	\$0	\$42,760	\$0	\$0
Net cost of activity	\$360,780	\$403,217	\$42,437	\$439,800	\$335,627
Information Centre					
Expenditure	\$260,127	\$285,092	\$24,965	\$310,900	\$301,604
Revenue	\$62,880	\$84,608	(\$21,728)	\$92,300	\$66,971

2021 - Policy & Services - June - Monthly Reports

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

Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report

	May '21 Actual YTD	May 21 Budget YTD	Variance YTD	Total Budget 2020/21	May '20 Actual YTD
Net cost of activity	\$197,247	\$200,483	\$3,236	\$218,600	\$234,633
Rental Properties					
Expenditure	\$43,485	\$43,010	(\$475)	\$46,600	\$44,632
Revenue	\$26,811	\$29,333	(\$2,522)	\$32,000	\$28,185
Net cost of activity	\$16,674	\$13,676	(\$2,998)	\$14,600	\$16,447
Farm					
Expenditure	\$240,555	\$247,036	\$6,481	\$268,900	\$202,331
Revenue	\$530,394	\$465,025	\$65,369	\$507,300	\$504,077
Net cost of activity	-\$289,839	-\$217,989	\$71,850	-\$238,400	-\$301,746
Holiday Park					
Expenditure	\$1,555	\$2,933	\$1,378	\$3,200	\$14,742
Revenue	\$3,270	\$3,000	\$270	\$3,000	\$0
Net cost of activity	-\$1,715	-\$67	\$1,648	\$200	\$14,742
Environmental Services					
Building Control					
Expenditure	\$742,695	\$513,474	(\$229,221)	\$560,000	\$424,937
Revenue	\$293,134	\$234,667	\$58,467	\$256,000	\$250,692
Net cost of activity	\$449,561	\$278,808	(\$170,754)	\$304,000	\$174,245
District Plan					
Expenditure	\$128,566	\$154,825	\$26,259	\$168,900	\$108,305
Net cost of activity	\$128,566	\$154,825	\$26,259	\$168,900	\$108,305
Resource Consents					
Expenditure	\$199,671	\$164,483	(\$35,188)	\$179,400	\$171,080
Revenue	\$89,248	\$32,083	\$57,165	\$35,000	\$56,993
Net cost of activity	\$110,423	\$132,400	\$21,977	\$144,400	\$114,087
Food and Health					
Expenditure	\$144,901	\$141,642	(\$3,259)	\$154,500	\$111,711
Revenue	\$31,089	\$15,000	\$16,089	\$15,000	\$28,826
Net cost of activity	\$113,812	\$126,642	\$12,830	\$139,500	\$82,885
Alcohol Licensing					
Expenditure	\$96,850	\$105,525	\$8,675	\$115,100	\$135,294
Revenue	\$33,043	\$32,358	\$685	\$35,300	\$30,995
Net cost of activity	\$63,807	\$73,167	\$9,360	\$79,800	\$104,299
Parking and Other Bylaws					
Expenditure	\$122,675	\$129,067	\$6,392	\$140,800	\$151,309
Revenue	-\$808	\$917	(\$1,725)	\$1,000	\$280
Net cost of activity	\$123,483	\$128,150	\$4,667	\$139,800	\$151,029
Animal Control					
Expenditure	\$179,385	\$176,642	(\$2,743)	\$192,700	\$168,957
Revenue	\$138,653	\$141,500	(\$2,847)	\$141,500	\$141,021
Net cost of activity	\$40,732	\$35,142	(\$5,590)	\$51,200	\$27,936
Civil Defence					
Expenditure	\$237,532	\$210,467	(\$27,065)	\$229,600	\$110,744
Net cost of activity	\$237,532	\$210,467	(\$27,065)	\$229,600	\$110,744
Assets					
Roading					
Expenditure	\$3,601,250	\$3,504,242	(\$97,008)	\$3,819,900	\$3,732,733
Revenue	\$507,155	\$481,000	\$26,155	\$4,160,800	\$3,608,221

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

Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report

	May '21 Actual YTD	May 21 Budget YTD	Variance YTD	Total Budget 2020/21	May '20 Actual YTD
Net cost of activity	\$3,094,095	\$3,023,242	(\$70,853)	-\$340,900	\$124,512
Stormwater					
Expenditure	\$153,406	\$155,382	\$1,976	\$168,800	\$167,028
Revenue	\$0	\$0	\$0	\$0	\$178
Net cost of activity	\$153,406	\$155,382	\$1,976	\$168,800	\$166,850
Wastewater (Sewerage)					
Expenditure	\$576,971	\$582,192	\$5,222	\$634,000	\$551,425
Revenue	\$63,444	\$66,917	(\$3,473)	\$73,000	\$77,244
Net cost of activity	\$513,527	\$515,276	\$1,749	\$561,000	\$474,181
Solid Waste					
Expenditure	\$810,282	\$746,835	(\$63,447)	\$814,400	\$738,898
Revenue	\$119,781	\$75,625	\$44,156	\$82,500	\$113,178
Net cost of activity	\$690,501	\$671,210	(\$19,291)	\$731,900	\$625,720
Water Supply					
Expenditure	\$961,348	\$1,179,244	\$217,896	\$1,283,200	\$919,900
Revenue	\$363,991	\$333,450	\$30,541	\$444,600	\$276,052
Net cost of activity	\$597,357	\$845,794	\$248,437	\$838,600	\$643,848
Total Activity Expenditure	\$13,202,631	\$12,741,896	(\$460,735)	\$13,635,000	\$12,411,900
Total Activity Revenue	\$3,032,466	\$2,574,007	\$458,459	\$6,499,000	\$5,744,106
Net Cost of Activities	\$10,170,165	\$10,167,889	(\$2,276)	\$7,136,000	\$6,667,794

2021 - Policy & Services - June - Monthly Reports

CAPITAL EXPENDITURE SUMMARY BY ACTIVITY AS AT 31 MAY 2021

Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Pure Carry-forwards	Government grant funded								
GROWTH - to meet additional demand									
Economy	Proposed Council subdivision	0	300,000	300,000	93,141	93,141	206,859	Completed	Practical Completion Certificate has now been completed. The total project cost was \$4.4m - fully funded from section sales.
Total Growth Expenditure		0	300,000	300,000	93,141	93,141	206,859		
LEVEL OF SERVICE - to improve the level of service on an existing asset or provide an additional asset to increase a service level									
Roading - Provincial Growth Fund shovel ready projects	Various safety improvements	0	0	751,934	979,211	979,211	(227,277)	Completed	\$751,934 is funded from the Provincial Growth Fund. All projects have been completed, and the remaining funds not covered by PGF are to be drawn from the Rooding Reserve (overspend is not NZTA funded).
Roading	Low cost / low risk safety improvements	0	1,047,924	1,047,924	1,002,167	1,047,924	0	By 30 June 2021	We have a retreat on Upper Mangaehu Rd to come to charge in June. This should expend the remaining budget.
Stormwater	Reticulation Capacity Increase	110,700	0	110,700	0	0	110,700	N/A	This project is unlikely to be completed by the end of the financial year due to an inability to find a contractor to complete the works required.
Stormwater	Manhole Lid Safety Screens	123,100	0	123,100	0	0	123,100	N/A	This project is unlikely to be completed by the end of the financial year due to an inability to find a contractor to complete the works required.
Wastewater	Reticulation capacity increase	104,900	145,911	250,811	71,435	71,435	179,376	Completed	This budget was mainly for the Broadway upgrade.
Wastewater	Safety screens	33,900	0	33,900	0	33,900	0	By 30 June 2021	Road reserves safety screens will be installed by the end of the year.
Wastewater	Pump station telemetry	83,900	82,000	165,900	0	0	165,900	Not required	
Wastewater	Bulk discharge	0	51,300	51,300	1,050	51,300	0	By 30 June 2021	Replacement pump has been selected, job scheduled to be completed by June 2021
Wastewater	Stage 2 treatment - Oxidation Pond	262,100	0	262,100	1,131	10,000	252,100	By 30 June 2021	Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly. Depending on the outcome of the trial, the funds may or may not be required.
Water Supply	Water Meter Installation	346,000	0	346,000	147,790	200,000	146,000	By 30 June 2021	Ongoing, in conjunction with the zoning project.
Water Supply	Zoning	209,800	475,657	685,457	354,875	485,000	200,457	By 30 June 2021	Ongoing, in conjunction with the water meter installation project.
Water Supply	Second trunkmain	0	0	0	63,675	120,000	(120,000)	By 30 June 2021	This is for consultancy fees towards the design and route selection of the pipeline contract. Ground will be broken in July 2021, as part of stage 1.
Water Supply	Stratford street work rider mains	31,400	30,750	62,150	0	0	62,150	Not required	
Parks and Reserves	Park Development	15,600	0	15,600	12,683	15,600	0	Completed	Planting and lime chip path extension.
Parks and Reserves	Walkway development	15,600	0	15,600	16,850	16,850	(1,250)	Completed	This was for the eastern loop.
Parks and Reserves	Walkway signs	10,500	17,018	27,518	0	27,518	0	By 30 June 2021	The design phase for the signs is now in progress, in conjunction with the new branding.
Parks and Reserves	Plantings and signs	12,500	22,462	34,962	0	34,962	0	By 30 June 2021	The design phase for the signs is now in progress, in conjunction with the new branding.

2021 - Policy & Services - June - Monthly Reports

Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Pure Carry-forwards Government grant funded									
Parks and Reserves	Victoria Park improvements (including bike park and half basketball court)	521,300	11,698	532,998	667,548	1,357,000	(824,002)	By 30 June 2021	Funding of \$1,870,000 from Provincial Growth Fund approved. Stage 1 (bike park and half basketball court) has commenced; stage 2 (the pump track) has commenced, and a contract has been let for the construction of stage 3 (public toilets).
Parks and Reserves	Discovery Trail	104,200	0	104,200	31,222	31,222	72,978	Completed	The remainder of this project was dependent on external funding, however the application was declined.
Swimming Pool	Various Pool improvements	37,200	0	37,200	0	37,200	0	By 30 June 2021	On-going expenditure
Swimming Pool	Pool development	15,636,500	0	15,636,500	3,163,496	5,300,000	10,336,500	By February 2023	Funding of \$8m from Provincial Growth Fund approved, then with \$12m from loans, making a total project cost of \$20m, with further grant funding likely. Of this total, \$5.3m will be spent by 30 June 2021, and the balance over the following 20 months.
Civic Amenities	Stratford 2035	100,000	0	100,000	1,787	50,000	50,000	By 30 June 2021	\$50,000 was to be grant funded, however the application was not successful so expenditure has been updated to reflect this. Currently waiting on updated quotes from suppliers / contractors for flag trax and a lighting audit, which will then form the basis for the design and implementation of the lights.
Civic Amenities	Broadway / Prospero Place upgrade	0	80,629	80,629	46,155	80,629	0	By 30 June 2021	The major project to date is the Village Green development. The balance of funds will be spent on any further development work required for the village green space.
Civic Amenities	WMC - civil defence upgrade	50,000	0	50,000	0	0	50,000	Not required	
Farm	Calf bay	15,000	0	15,000	6,158	15,000	0	By 30 June 2021	Calf bay completed. Refurbishment to other calf bays will also be required.
Farm	Yard upgrade	30,000	0	30,000	0	30,000	0	By 30 June 2021	Three quotes for physical works have been requested, once evaluated and accepted, works will commence at the end of May.
Farm	Relocate concrete feed pad and lime chip turning area	0	0	0	52,986	52,986	(52,986)	Completed	This was going to be done in year 1 of the LTP however due to the issue around the temporary concrete pad, it was brought forward.
Farm	Race relocation	0	0	0	35,062	35,062	(35,062)	Completed	This was required due to the high number of stock injuries.
Farm	Landscaping / riparian planting	10,400	0	10,400	8,940	10,400	0	By 30 June 2021	Some remaining fencing work will be completed throughout the year.
Library	Information centre relocation	0	0	0	70,056	70,056	(70,056)	Completed	
Total Level of Service Expenditure		17,864,600	1,965,349	20,581,883	6,734,277	10,163,255	10,418,628		
REPLACEMENTS - replaces an existing asset with the same level of service provided									
Roading - Financially assisted NZTA	Unsealed Road metalling	795,000	(85,000)	710,000	248,292	250,000	460,000	By 30 June 2021	The underspend is to cover the cost of the works undertaken on Puniwhakau Rd.
Roading - Financially assisted NZTA	Sealed Road resurfacing	750,000	(70,000)	680,000	636,609	636,609	43,391	Completed	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract. Reseals are 50% completed for this year.

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Council Activity	Project Description	2020/21 Annual Plan Budget (a)	Funds Carried Forward (b)	Total Funds Available (a + b)	2020/21 Actual Expenditure YTD	Projected year end forecast	2020/21 Projected under/(over) spend	Expected Project Completion Date	Status of each Project
Pure Carry-forwards	Government grant funded								
Roading - Financially assisted NZTA	Drainage Renewals	525,415	(100,415)	425,000	372,935	412,935	12,065	By 30 June 2021	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.
Roading - Financially assisted NZTA	Pavement Rehabilitation	742,800	(62,800)	680,000	609,534	609,534	70,466	Completed	Beaconsfield Road rehabilitation has been completed.
Roading - Financially assisted NZTA	Structure Components Replacement	80,000	0	80,000	8,402	70,000	10,000	By 30 June 2021	This is for repairs to the retaining wall on Mohakau Road, and repairs to McBride's Bridge.
Roading - Financially assisted NZTA	Traffic Servcies Renewals	50,000	(518)	49,482	69,315	70,000	(20,518)	By 30 June 2021	Revised NZTA approved budget to allow for contractual lump sum items claimed in the maintenance contract.
Roading - Financially assisted NZTA	Sealed Road resurfacing-Special purpose	151,000	(50)	150,950	154,714	154,714	(3,764)	Completed	This was to undertake a substantial length of sealing on Pembroke Rd following the installation of the underground power cables to the Mountain House.
Roading non-subsidised	Underverandah lighting	12,500	0	12,500	12,750	12,750	(250)	Completed	This funding was used for the bus shelter extension on Miranda Street. As the Connector bus is becoming more popular, TRC approached Council to request the extension, and have contributed \$10,000 to the cost.
Solid Waste	Transfer Station - Building renewals	20,800	40,800	61,600	0	0	61,600	Not required	
Stormwater	Weather events emergency fund	2,600	0	2,600	0	2,600	0	By 30 June 2021	Ongoing
Stormwater	Reticulation Renewals	55,600	0	55,600	12,000	55,600	0	By 30 June 2021	Physical works ongoing
Wastewater	Step / aerate treatment renewals	31,500	0	31,500	0	31,500	0	By 30 June 2021	Work has now commenced on this project.
Wastewater	Treatment pond renewals	160,400	0	160,400	0	0	160,400	Completed	Ponds are completed. As part of the consent conditions, there is a one year trial which ends shortly, to ensure the bacteria survives. These funds may or may not be needed.
Wastewater	Bulk discharge	10,500	0	10,500	0	10,500	0	By 30 June 2021	This is part of the bulk discharge project above, in Level of Service.
Wastewater	Reticulation renewals	0	266,920	266,920	283,296	283,296	(16,376)	Completed	Physical works were undertaken via maintenance contracts. The majority of the project was for Central Broadway.
Water Supply	Laterals	32,100	0	32,100	17,473	20,000	12,100	By 30 June 2021	Ongoing
Water Supply	Stratford street work rider mains	267,400	202,087	469,487	0	0	469,487	Not required	
Water Supply	Midhurst street work rider mains	15,700	0	15,700	5,131	5,131	10,569	Not required	
Water Supply	Infrastructure general Stratford	26,200	0	26,200	28,377	28,377	(2,177)	Completed	
Water Supply	Infrastructure general Midhurst	3,200	0	3,200	0	3,200	0	By 30 June 2021	Ongoing
Water Supply	Infrastructure general Toko	1,600	0	1,600	1,170	1,600	0	By 30 June 2021	Ongoing
Water Supply	Grit tank replacement	0	248,495	248,495	75,098	80,000	168,495	By 30 June 2021	
Water Supply	Meter replacements	52,400	93,614	146,014	0	0	146,014	By 30 June 2021	This work will not be completed in the current year.
Water Supply	Patea delivery line	0	259,400	259,400	73,322	80,000	179,400	By 30 June 2021	
Water Supply	Hydrants	15,500	0	15,500	5,918	15,500	0	By 30 June 2021	On-going

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Pure Carry-forwards	Government grant funded								
Civic Amenities	WMC - replace furniture	3,100	0	3,100	2,415	3,100	0	By 30 June 2021	Due to the tables being damaged and worn over time, 15 tables have now been replaced with new trestle tables.
Civic Amenities	Community hall renewals	0	0	326,761	329,678	329,678	(2,917)	Completed	Funding of \$326,761 from Provincial Growth Fund approved, however this went over budget due to previously unknown structural and electrical issues. The additional costs will be funded from reserves.
Civic Amenities	CRR - various replacements	8,700	0	8,700	20,736	20,736	(12,036)	Completed	Once the PGF works were completed, wi-fi and a heat pump was installed. In addition, 2 air condition units were in a very poor state and needed to be replaced.
Library	Equipment	0	0	0	6,133	10,000	(10,000)	By 30 June 2021	Funding of \$10,000 from the National Partnership Programme has been approved
Farm	Yard repairs	30,000	0	30,000	0	30,000	0	By 30 June 2021	Two quotes for physical works have been requested, once evaluated and accepted, works will commence by 31 May.
Farm	Effluent pump replacement	0	0	0	15,710	15,710	(15,710)	Completed	The existing pump failed so a replacement was required immediately. The cost of this has partly been covered by insurance, less the excess.
Farm	House - fireplace and floor coverings	12,000	0	12,000	12,344	12,344	(344)	Completed	One fireplace has been installed in the sharemilkers house, and a fireplace was installed in the workers cottage.
Miranda Street Office	Furniture Replacement	3,100	0	3,100	648	3,100	0	By 30 June 2021	On-going
Miranda Street Office	Floor coverings	42,700	0	42,700	13,379	42,700	0	By 30 June 2021	Only selected floor coverings will be done now as many carpeted areas were assessed as being fine. The remainder of the budget will be used to replace heat pumps in the council chambers, and to replace the concertina door between the chambers and committee room. Quotes are being obtained for the heat pumps and door, and a carpet quote has been accepted. All work will be completed by 30 June 2021.
Miranda Street Office	Office renovations	0	0	0	1,150	1,150	(1,150)	By 30 June 2021	Alterations to extend office space are in progress.
Miranda Street Office	Dishwasher	2,100	0	2,100	0	0	2,100	Not required	This has been purchased at a much lower cost so the renewal budget is not required.
Corporate	Computers/Peripherals/ Software	80,000	0	80,000	37,612	80,000	0	By 30 June 2021	On-going
Corporate	AssetFinda and GIS software replacement	0	15,000	15,000	14,796	14,796	204	Completed	
Corporate	Civil defence equipment	10,000	0	10,000	0	10,000	0	By 30 June 2021	This will be determined when the potential upgrade to the War Memorial Centre is completed.
Corporate	Telephone System	0	25,000	25,000	17,571	17,571	7,429	Completed	Completed
Corporate	Website redevelopment	0	0	0	22,460	40,000	(40,000)	By 30 June 2021	Planning for this commenced in previous years, however finalisation of the new council website was pending the branding design for Council.
Corporate	Vehicle Replacement (after trade in)	31,000	0	31,000	23,404	23,404	7,596	Completed	A Toyota Corolla hybrid was purchased in December 2020 to replace a Mazda pool vehicle which was sold at the same time.
Corporate	Miscellaneous	20,000	0	20,000	0	20,000	0	By 30 June 2021	

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Pure Carry-forwards	Government grant funded								
Total Replacement Expenditure		4,044,915	832,533	5,204,209	3,132,372	3,508,135	1,696,074		
TOTAL EXPENDITURE		\$21,909,515	\$3,097,882	\$26,086,092	\$9,959,790	\$13,764,531	\$12,321,561		

LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 MAY 2021					
Public Debt Statement					
Lender	Amount	Interest Rate	Term (Years)	Date Drawn	Maturity Date
LGFA	\$ 2,000,000	2.81%	4	August 2018	April 2022
LGFA	\$ 1,000,000	1.55%	3	April 2020	April 2023
LGFA	\$ 1,500,000	3.47%	5	May 2018	May 2023
LGFA	\$ 1,000,000	1.14%	3	April 2021	April 2024
LGFA	\$ 2,000,000	2.53%	5	May 2019	May 2024
LGFA	\$ 2,000,000	3.38%	7	August 2018	April 2025
LGFA - A&P	\$ 3,700,000	1.04%	5	December 2020	December 2025
LGFA	\$ 1,000,000	1.67%	5	April 2021	April 2026
LGFA	\$ 1,000,000	2.02%	6	April 2020	April 2026
LGFA	\$ 1,000,000	1.38%	7	May 2020	April 2027
LGFA	\$ 1,500,000	3.65%	9	August 2018	April 2027
LGFA	\$ 1,000,000	2.12%	7	April 2021	May 2028
LGFA - A&P	\$ 3,500,000	1.87%	12	December 2020	December 2032
	\$ 22,200,000	2.18%			
Internal Debt Register					
Activity	Amount	Start Date	Term	Interest Rate	Details
Water Supply	\$ 1,430,000	2013	N/a	2.18%	Water treatment plant
Farm	\$ 2,190,521	2016	N/a	2.18%	Opening plus capex
Committed Cash Facilities					
Lender	Facility Value	Outstanding	Rate		
TSB Bank	\$ 1,000,000	\$ -	BKBM* + 3%		
	\$ 1,000,000				
Investment Statement					
Investee	Amount	Interest Rate	Term (Days)	Start	End
Westpac	\$ 2,000,000	0.73%	120	10/02/2021	10/06/2021
TSB Bank	\$ 1,000,000	0.90%	180	21/12/2020	21/06/2021
Westpac	\$ 1,000,000	0.77%	125	5/03/2021	8/07/2021
Westpac	\$ 1,000,000	0.68%	91	11/05/2021	10/08/2021
Westpac	\$ 1,000,000	0.88%	120	11/05/2021	8/09/2021
A&P Association	\$ 3,680,000	1.29%	1826	22/12/2020	22/12/2025
A&P Association	\$ 3,500,000	2.12%	4383	22/12/2020	22/12/2032
	\$ 13,180,000	1.28%			
LGFA	\$ 32,000	2.13%	1827	10/05/2019	10/05/2024
LGFA	\$ 32,000	2.41%	1326	27/08/2018	14/04/2022
LGFA	\$ 16,000	1.15%	1103	7/04/2020	15/04/2023
LGFA	\$ 24,000	3.06%	1826	24/05/2018	24/05/2023
LGFA	\$ 25,000	0.74%	1092	19/04/2021	15/04/2024
LGFA	\$ 32,000	2.98%	2423	27/08/2018	15/04/2025
LGFA	\$ 92,500	0.64%	1826	21/12/2020	21/12/2025
LGFA	\$ 25,000	1.27%	1822	19/04/2021	15/04/2026
LGFA	\$ 16,000	1.62%	2199	7/04/2020	15/04/2026
LGFA	\$ 16,000	0.98%	2530	11/05/2020	15/04/2027
LGFA	\$ 24,000	3.25%	3153	27/08/2018	15/04/2027
LGFA	\$ 25,000	1.72%	2583	19/04/2021	15/05/2028
LGFA	\$ 87,500	1.47%	4383	21/12/2020	21/12/2032
	\$ 447,000	1.64%			
Shareholdings Statement					
	No. of Shares	Share Price	Value of Shares		
Fonterra	158,716	\$ 3.38	\$ 536,460		
Ravensdown	17,920	\$ 1.00	\$ 17,920		
Civic Financial Services Ltd	65,608	\$ 0.93	\$ 61,015		
			\$ 615,396		

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

CASHFLOW FORECAST FOR THE YEAR ENDED MAY 2022

	May-21	Actuals May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
OPENING BALANCE	2,318,449	2,318,449	5,079,530	2,757,732	604,870	6,372,870	4,379,870	2,537,870	4,480,870	2,789,000	691,000	2,485,464	1,322,464	82,464
Rates	3,000,000	3,052,896	440,000	400,000	3,600,000	600,000	420,000	3,020,000	490,000	360,000	3,000,000	520,000	380,000	2,500,000
NZTA Refunds	371,175	371,175	180,000	300,000	250,000	250,000	370,000	320,000	550,000	550,000	450,000	620,000	460,000	300,000
Fees and Charges	300,000	397,516	350,000	360,000	300,000	400,000	300,000	300,000	300,000	300,000	360,000	450,000	300,000	300,000
Sale of Assets	-	-	111,202	116,521	-	-	-	240,000	111,130	-	106,464	-	-	-
Interest Revenue	8,000	7,378	37,000	8,000	8,000	37,000	8,000	8,000	37,000	8,000	8,000	37,000	5,000	8,000
Other Income	1 2,070,000	2,070,000	-	-	4,600,000	-	-	1,265,000	-	-	-	-	-	-
Total Cash In	5,749,175	5,898,965	1,118,202	1,184,521	8,758,000	1,287,000	1,098,000	5,153,000	1,488,130	1,218,000	3,924,464	1,627,000	1,145,000	3,108,000
Salaries and Wages / Elected Members	380,000	381,983	440,000	380,000	440,000	380,000	380,000	440,000	380,000	380,000	380,000	440,000	385,000	385,000
Payments to Suppliers - Operating	500,000	561,734	500,000	550,000	550,000	550,000	640,000	620,000	800,000	500,000	450,000	600,000	500,000	600,000
Major contract payments	2 2,800,000	1,927,056	2,500,000	2,000,000	2,000,000	1,800,000	1,800,000	2,000,000	2,000,000	2,000,000	1,300,000	1,500,000	1,500,000	2,000,000
Interest Expense	46,460	72,485	-	7,383	-	-	120,000	-	-	6,000	-	-	-	-
GST Paid	- 305,373	305,373	-	400,000	-	550,000	-	150,000	-	430,000	-	250,000	-	300,000
Total Cash Out	3,421,087	2,637,885	3,440,000	3,337,383	2,990,000	3,280,000	2,940,000	3,210,000	3,180,000	3,316,000	2,130,000	2,790,000	2,385,000	2,685,000
(Increase)/Reduce Financial Investments	3 -	1,000,000	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing /(Repaying) Loans	4 - 1,500,000	1,500,000	-	-	-	-	-	-	-	-	-	-	-	-
CLOSING BALANCE	3,146,537	5,079,530	2,757,732	604,870	6,372,870	4,379,870	2,537,870	4,480,870	2,789,000	691,000	2,485,464	1,322,464	82,464	505,464
Net Debt	8,020,000	9,020,000	9,020,000	9,020,000	9,020,000	9,020,000	9,020,000	9,020,000	9,020,000	9,020,000	9,020,000	9,020,000	9,020,000	9,020,000

Notes re Cashflow Forecast:

1. Second portion of funding for the pool has now been received
2. Delay in receiving the Pools May claim, will be processed in June.
3. Reduce in finance investments \$1,000,000 as some grant funding held is now being spent.
4. Repayment of the matured \$1.5m loan.

Outstanding Debtors as at 31 May 2021

Category	Total Outstanding	Overdue > 3 months	Notes relating to outstanding balances
Rates	\$130,034	\$13,371	The overdue balance for rates debtors is what is owed for previous financial years. The amount includes some rates where legal proceedings have commenced. All outstanding rates are charged a 10% penalty on what is outstanding at the end of each quarter. Advice has been sent to bank for collection of some overdue accounts.
Transfer Station	\$424	\$0	
Cemeteries	\$23,465	\$8,355	Overdues relate to 7 debtors, of which all have payment arrangements with council and are compliant.
Rental Properties	\$9,959	\$6,228	Overdue relates to one debtor. The lease of the property is changing hands on 11 June, and the overdue amount will be cleared then.
Pensioner Housing	-\$3,353	\$0	Credit as tenants pay two weeks in advance.
Planning and Regulatory	\$5,710	\$4,153	This relates to 4 debtors, that are actively being pursued by debt collectors, or the Regulatory team are making contact (initial phase).
Subdivision Sections	\$546,096	\$0	This figure relates to amounts due to Council for the subdivision section sales. However, none is outstanding, with agreed delayed settlement dates.
Facility Hire	\$2,378	\$0	
Sundry Debtors	\$4,952,410	\$7,496	Sundry debtors includes: MBIE invoices relating to pool grant funding, legal fees on-charged, targeted rates during the year, debtor accruals. Overdue debtors are actively being pursued by debt collectors. One account is in a payment arrangement.
NZTA	\$213,754	\$0	
Swimming Pool	\$6,292	\$0	
Resource Consents	\$26,330	\$230	
Infringements	\$56,619	\$56,619	All debtors are overdue and with the Ministry of Justice for collection.
Wastewater Discharge	\$42,125	\$7,421	The overdue amount relates to 2 debtors who use the Esk Rd discharge facility. One has now fully paid and the other is due to be trespassed in next few weeks.
Water Billing	\$140,051	\$9,543	An overdue debtor is on a payment arrangement and no longer using Council water. Reminder letters have been sent out. One property is being investigated for a leak. At the end of the financial year, we will send advice to the bank (mortgagee) for one overdue account.
TOTAL	\$6,152,293	\$113,416	