



Our reference  
F19/13/03-D21/26182

29 September 2022

**Extraordinary Meeting of Council**

Notice is hereby given that an Extraordinary Meeting of Council will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 4 October 2022 beginning at 3.30pm.**

**Timetable for 4 October 2022 as follows:**

2.00pm	Facility Tour for Councillors - Wai o Rua – Stratford Aquatic Centre
3.30pm	Extraordinary Meeting of Council

Yours faithfully

Sven Hanne  
**Chief Executive**

# 2022 - Agenda - Extraordinary - October - Open

04 October 2022 09:00 AM



<b>Agenda Topic</b>	<b>Page</b>
Notice of Meeting	1
Agenda	3
1. Welcome	5
1.1 Opening Karakia	5
1.2 Health and Safety Message	6
2. Apologies	
3. Announcements	
4. Declarations of Members Interest	
5. Attendance Schedule	7
6. Confirmation of Minutes	8
6.1 Ordinary Meeting of Council - 13 September 2022	8
6.1.1 Public Forum - 13 September 2022	12
6.2 Farm and Aerodrome Committee - 20 September 2022	15
6.3 Audit and Risk Committee - 20 September 2022	21
6.4 Policy and Services Committee - 27 September 2022	29
7. Questions	
8. Closing Karakia	39

# AGENDA

## Extraordinary



F19/13/05 – D22/30862

**Date: Tuesday 4 October 2022 at 3.30 PM**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

1. Welcome

**1.1 Opening Karakia**  
D21/40748 Page 5

**1.2 Health and Safety Message**  
D21/26210 Page 6

2. Apologies

3. Announcements

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

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

6. Confirmation of Minutes

**6.1 Ordinary Meeting of Council – 13 September 2022**  
D22/35049 Page 8

**Recommendation**

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 9 August 2022 be confirmed as a true and accurate record.

/  
Moved/Seconded

6.1.1 Public Forum  
D22/35050 Page 12

The notes from the public forum held on Tuesday 13 September 2022 were attached.

**6.2 Farm and Aerodrome Committee – 20 September 2022**  
D22/36048 Page 15

**Recommendations**

1. THAT the unconfirmed minutes of the Farm and Aerodrome Committee meeting held on Tuesday 20 September 2022 be received.
2. THAT members of this committee confirm the minutes of the Farm and Aerodrome Committee meeting held on Tuesday 20 September 2022 as a true and accurate record.
3. THAT the recommendations in the minutes of the Farm and Aerodrome Committee meeting, on Tuesday 20 September 2022 be adopted.

/  
Moved/Seconded

**6.3 Audit and Risk Committee – 20 September 2022**  
D22/36176 (Open) D22/36105 (PE) Page 21

**Recommendations**

1. THAT the unconfirmed minutes of the Audit and Risk Committee meeting held on Tuesday 20 September 2022 be received.
2. THAT members of this committee confirm the minutes of the Audit and Risk Committee meeting held on Tuesday 20 September 2022, including the public excluded section, confirmed as a true and accurate record.
3. THAT the recommendations in the minutes of the Audit and Risk Committee meeting, including those in the public excluded section, on Tuesday 20 September 2022 be adopted.

/  
Moved/Seconded

**6.4 Policy and Services Committee – 27 September 2022**  
D22/37381 (Open) D22/37253 (PE) Page 29

**Recommendations**

1. THAT the unconfirmed minutes of the Policy and Services Committee meeting held on Tuesday 27 September 2022 be received.
2. THAT members of this committee confirm the minutes of the Policy and Services Committee meeting held on Tuesday 27 September 2022, including the public excluded section, as a true and accurate record.
3. THAT the recommendations in the minutes of the Policy and Services Committee meeting, including those in the public excluded section, on Tuesday 27 September 2022 be adopted.

/  
Moved/Seconded

7. Questions

8. Closing Karakia  
D21/40748 Page 42

\*\*\*\*\*



TE KAUNIHERA Ā ROHE O  
**WHAKAAHURANGI**  
**STRATFORD**  
DISTRICT COUNCIL

**Our reference**  
F19/13/03-D21/40748

### **Karakia**

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

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



**Our reference**  
F19/13/03-D22/17082

### **Health and Safety Message**

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

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

### 5.5. Attendance schedule for 2022 Ordinary and Extraordinary Council meetings.

Date	08/02/22	08/03/22	12/04/22	10/05/22	14/06/22	28/06/22	12/07/22	09/08/22	23/08/22	13/09/22	4/10/22
<b>Meeting</b>	<b>O</b>	<b>O</b>	<b>O</b>	<b>O</b>	<b>O</b>	<b>E</b>	<b>O</b>	<b>O</b>	<b>E</b>	<b>O</b>	<b>E</b>
Neil Volzke	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Grant Boyde	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Rick Coplestone	✓	AV	✓	✓	✓	✓	✓	AV	✓	✓	
Peter Dalziel	✓	AV	✓	AV	✓	AV	✓	✓	✓	✓	
Jono Erwood	✓	AV	✓	✓	AV	✓	✓	✓	✓	✓	
Amanda Harris	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Alan Jamieson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Vaughan Jones	✓	AV	✓	✓	✓	A	✓	✓	✓	✓	
Min McKay	AV	AV	AV	✓	✓	✓	✓	✓	✓	✓	
John Sandford	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Gloria Webby	✓	AV	✓	✓	✓	✓	✓	✓	✓	✓	

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

# MINUTES

## Ordinary Meeting of Council



F19/13/05 – D22/30023

**Date: Tuesday 13 September 2022 at 3.30 PM**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

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

### In attendance

The Acting Chief Executive and Director – Community Services – Ms K Whareaitu, the Director Assets – Mrs V Araba, the Director – Corporate Services – Mrs T Radich, the Director Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, two members of the public and two members of the media (Stratford Press and Taranaki Daily News)

#### 1. Welcome

The District Mayor welcomed the Acting Chief Executive, Councillors, staff, members of the public and the media to the meeting. In acknowledgement of *Te Wiki o Te Reo Māori* this welcome formed part of his full pepeha.

##### 1.1 Opening Karakia D21/40748 Page 4

The opening karakia was read.

All those in attendance were asked to stand and a minutes silence was held to acknowledge the passing of Queen Elizabeth II.

##### 1.2 Health and Safety Message D21/26210 Page 5

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

#### 2. Apologies

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

#### Recommendation

THAT the apology be noted.

VOLZKE/HARRIS  
Carried  
CL/22/88

#### 3. Announcements

The District Mayor noted that as part of *Te Wiki O Te Reo Māori* all elected members had been invited to present their pepeha at the start of the Ordinary Meeting. Councillors Erwood, Harris and Boyde presented their pepeha.

#### 4. Declarations of Members' Interest

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



The declaration of members' interest was circulated for updating.

#### 5. Attendance Schedule

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

#### 6. Confirmation of minutes

##### 6.1 Ordinary Meeting of Council – 9 August 2022 D22/30023 Page 8

###### Recommendation

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 9 August 2022 be confirmed as a true and accurate record.

SANDFORD/WEBBY  
Carried  
CL/22/89

##### 6.2 Extraordinary Meeting of Council – 23 August 2022 D22/32186 Page 14

###### Recommendation

THAT the minutes of the Extraordinary Meeting of Council held on Tuesday 23 August 2022 be confirmed as a true and accurate record.

BOYDE/JAMIESON  
Carried  
CL/22/90

##### 6.3 Policy & Services Committee – 23 August 2022 D22/32840 (Open) D22/32305 (PE) Page 17

###### Recommendations

1. THAT the unconfirmed minutes of the Policy & Services Committee meeting, including the public excluded section, held on Tuesday 23 August 2022 be received.
2. THAT the recommendations in the minutes of the Policy & Services Committee meeting, including those in the public excluded section, held on Tuesday 23 August 2022 be adopted.

JONES/DALZIEL  
Carried  
CL/22/91

7. District Mayor's Report  
D22/33902 Page 26

**Recommendations**

1. THAT the report be received.

VOLZKE/ERWOOD  
Carried  
CL/22/92

2. THAT Council endorses the appointments of Mr Bruce Ellis, Mrs Helen Cloke and Mrs Deborah Clough as trustees of the Percy Thomson Trust for a three (3) year term expiring at the 2025 Annual General Meeting.

BOYDE/DALZIEL  
Carried  
CL/22/93

The District Mayor noted the following points:

- The second recommendation relates to three trustees of the Percy Thomson Trust who have now completed their three year term and are seeking a renewal period of a further three years. The Trust has recommended that these trustees remain on the trust but a council endorsement is required.
- It was noted that the statistics within the letter from the Mayoral Forum to the Minister of Transport, Honourable Michael Woods, were obtained from Waka Kotahi through a LGOIMA request and show the lack of maintenance across the whole roading network. A delegation of Mayors from across New Zealand are meeting with Waka Kotahi tomorrow to discuss the issue with the roading network.

Points noted in discussion:

- The Deputy Mayor requested that future letters from the Mayoral Forum clearly state they are from the forum and not from council, as the individual councils had not had the opportunity to receive or endorse the letters before they are sent. The District Mayor agreed and noted that the administration for the Mayoral Forum would be undertaken by the Stratford District Council for the next triennium.
- Councillor McKay asked if the Member of Parliament for Stratford had attended the recent meetings. The District Mayor clarified that the first meeting had been a visit from National Members of Parliament who had visited the region as a group and confirmed that she had not joined the meeting with the Minister Kieran McAnulty. He noted Mrs Lewis had recently been on parental leave.
- Councillor Dalziel noted that the letter to the Minister of Transport stated the average seal life for the roading network was down to 1.23 years and questioned if that puts a lot of the roads in deficit for the average to be so low. The District Mayor noted he would suggest Taranaki roads were in a deficit along with Northland and the East Coast from Napier through to Gisbourne.

8. Public Forum Response

**Speaker:** Philip Macey, Stratford Park Project Update

**Response:**

- An acknowledgement of the presentation will be sent.

Questions/Points of Clarification:

- Councillor Dalziel noted his concern that the cost forecast for the Stratford Park project must have risen compared to the initial projections three years ago. The District Mayor noted that the income that is being generated through the farm with grazing and selling grass and hay was above their projections and are doing well with that. The group has held their costs to what they have expected at this stage and are meeting the terms and conditions of their loan with council. In terms of development there will be additional funding and investment sought, but he noted that a number of the projects were not being undertaken by the steering group and potentially built by another party, for example the museum is being built by another group who is funding the project and will pay a ground lease for the space used.

9. Questions

- It was noted that the pool complex was progressing and work is being undertaken to open it as soon as possible. An open day for the public was suggested as an opportunity for the public to look through the whole facility while not in use.

10. Closing Karakia

D21/40748 Page 34

The closing karakia was read.

*The meeting closed at 3.55pm.*

N C Volzke  
**Chairman**

Confirmed this 4<sup>th</sup> day of October 2022.

N C Volzke  
**District Mayor**

# PUBLIC FORUM

## Notes



F19/13/05 – D22/35050

**Date: Tuesday 13 September 2022 at 3.00 PM**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

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

### In attendance

The Chief Executive – Mr S Hanne (*part meeting*), the Director – Community Services – Ms K Whareaitu, the Director Assets – Mrs V Araba, the Director – Corporate Services – Mrs T Radich, the Director Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Community Development Manager – Mr C Julie, the Community Development Officer – Mrs V Fischer, the Community Development Officer – Mrs A Kingston, the HR & Governance Administrator – Mrs C Reynolds, five members of the public and two members of the media (Stratford Press and Taranaki Daily News)

#### 1. Welcome

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

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

#### 2. Speakers

**Speaker:** Andrew Murphy and Philip Macey – Stratford Park Project Update

##### Points noted in discussion:

- Mr Macey introduced Mr Murphy as the newly appointed chair of the Stratford Park Steering Committee. He noted the attendance of Ian McCaul, a member of the steering group, and also Holly Sutich who has just been appointed as the Project Manager.
- It is important to remain conscious of the fact that this project is a multi use facility/park that will elevate Stratford, and Taranaki, to the rest of New Zealand, and the world.
- The facility will serve the community, for educational purposes, A&P, events and trade shows, motorsport, equestrian and environmental facilities such as walkways.
- A map of the proposed facilities showed the planned equestrian facilities, the A&P area and the motorsport areas. Driver training keeps coming up through our engagement with stakeholders as something that is really needed in Taranaki to be able to take the kids off the road to be taught in a safe environment.
- The structure of the Stratford Park was displayed. This is a joint venture between the Stratford A&P Association and the Taranaki Motorsport Facility Trust. The purpose of the Taranaki Motorsport Facility trust was to find land for motorsport in Taranaki. As the shareholders they have set up a governing board and this is now in the final stages of being completed with five of the up to eight board members in place. A potential independent board member has recently been interviewed and engagement with mana whenua is also being undertaken to have a representative on the board. There is a strong mix of governance, financial experience and motorsport representatives currently. The steering committee has been on a planned transition for the past year and is now in the process of filling the rest of this committee. Under the steering committee will be a number of subcommittees to work through the detailed plans.
- Over the past year significant land has been secured, founding partners have been brought on board, a founding document was signed, on-going community engagement and direct engagement with neighbours held and key stakeholder relationships developed. It was noted that the deputy chief executive of WITT is a board member and a memorandum of understanding has been signed with WITT to further investigate educational opportunities.
- It was noted that the second piece of land has just been purchased which is one of two parcels and was purchased by the Taranaki Motorsports Trust who are currently fundraising for the second piece within this block.

- Funding was received for a project manager, which up until now has all been undertaken by volunteers.
- Funds are now required for the moving of the equestrian facility and to finalise plans.
- Phase 1 of the driver training facility is now underway, the park will provide facilities that others can use and operate.

*The Chief Executive arrived at 3.12pm*

- The group will look at how it can access central government funding and are aware that this needs to be done in the right way so will be looking at getting themselves ready to approach this funding.
- The museum plans keep increasing, but this is one of the early facilities that will come online.
- The economic benefits to Stratford, and Taranaki, have been projected at around \$42 million for the capital build process which is also projected at creating around 400 FTE positions for this. Through the operation of the park it is projected that it would bring around \$3.4 million of GDP and create around 261 FTE positions. Event participation is projected at \$6.1 million for GDP and 83 FTE positions. There will also be social benefits such as camping, driver training and school excursions.
- Mr Murphy requested that Council continues to actively support the project and help with community awareness. That Council really thinks about what it would like to get out of this project and protects the future of the Stratford Park by acknowledging that this is not a two year project but a multi-year project that will need support long term. That councillors be champions of the project through their networks and pass contact details onto us. He noted the group has an open door and would be more than happy for councillors to join in on their meetings.

Questions/Points of Clarification:

- Councillor Dalziel questioned the revenue projections that were presented to Council 18 months ago and asked how they were looking now. It was noted that the forecasted revenue numbers have not changed and are still in line with initial investigations and have fed into the GDP forecast presented today. It was noted that short term cash flow and feasibility was important and the group wants to make sure the park is sustainable all the way through, nothing will get built unless they are sure it can generate enough money to cover its costs.
- It was clarified there was one more parcel of land to be purchased which the group had first right of refusal to purchase. The current owner was supportive but wanted to remain farming the land at this stage.
- Councillor Erwood questioned if there had been direct consultation with neighbours of the northern placed motorsport area. It was noted a letter drop was completed and there were some obvious concerns around noise – predominately for the drag strip. Part of the key planning will be noise mitigation. The resource management process/consenting process will outline what the operating rules and noise constraints will be and as they become known the group can see if it can be sustainable with those kinds of constraints.
- Councillor Boyde noted that a previous concern of his had been community engagement and over the past year the park has been right onto that with information to the public. He encouraged the group to return to future public forums. He suggested biodiversity should be included in the activities as this was up there with sustainability and will form part of the resource consent requirements.
- It was clarified the next big/visible step will be the moving of the equestrian facility and the driver training.
- It was clarified the group has continued to talk to the Stratford Racing Club but acknowledged that they have their own strategy. It has been reiterated to them that the door is always open if they would like to come on board with the project.
- The District Mayor noted that he and the Chief Executive have been attending the monthly meetings regularly and noted he would improve on communicating back to council regarding these.

*The meeting closed at 3.26pm.*

N C Volzke  
**Chairman**

Confirmed this 4<sup>th</sup> day of October 2022.

N C Volzke  
**District Mayor**

# MINUTES

## Farm and Aerodrome Committee



F19/13/05– D22/36048

**Date: Tuesday 20 September 2022 at 12noon**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

Councillor G W Boyde (the Chairman), the District Mayor N C Volzke, Councillors P S Dalziel and V R Jones, and Committee Members: the Director Corporate Services – Mrs T Radich, and the Property Officer – Mrs S Flight.

### In attendance

Councillors W J Sandford, and G M Webby.

The Chief Executive – Mr S Hanne, the Director – Assets – Mrs V Araba, the Director – Environmental Services – Mr B Sutherland and the Committee Advisor and Executive Assistant – Mrs E Bishop, one member of the public and one member of the media (Stratford Press).

#### 1. Welcome

The Chairman welcomed the Acting Chief Executive, Councillors, staff, the public and the media.

##### **1.1 Opening Karakia** D21/40748 Page 6

The opening karakia was read.

##### **1.2 Health and Safety Message** D21/26210 Page 7

The Chairman reiterated the health and safety message and emergency procedures.

#### 2. Apologies

An apology was noted from the Director – Community Services – Ms K Whareaitu

#### 3. Announcements

There were no announcements.

#### 4. Declarations of Members Interest

The Chairman 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 Farm & Aerodrome Committee meetings was attached.

## 6. Confirmation of Minutes

### 6.1 Farm and Aerodrome Committee Meeting – 21 June 2022 D22/21720 Page 9

#### Recommendation

THAT the minutes of the Farm and Aerodrome Committee Meeting held on Tuesday 21 June 2022 be confirmed as a true and accurate record.

VOLZKE/BOYDE  
Carried  
F&A/22/18

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

- Page 12, item 11, second bullet point amend *“there were only one or two hangars every ten years”* to *“there were only one or two hangars built every ten years”*.

Questions/Points of Clarification:

- It was clarified that the instruction had been to retain the status quo for the new sharemilking agreement. However if a new contract was created with a new sharemilker then the dividend payout would be the standard agreement with 100% being returned to the land owners (council).

## 7. Matters Outstanding D20/11504 Page 15

#### Recommendation

THAT the matters outstanding be received.

BOYDE/DALZIEL  
Carried  
F&A/22/19

## 8. Programme of Works D20/28552 Page 16

#### Recommendation

THAT the Programme of Works be received.

BOYDE/JONES  
Carried  
F&A/22/20

The Director – Corporate Services noted that the non-financial performance measures from the Fonterra Farm Insights report would be brought to the December meeting.



9. Decision Report – Approve Draft Farm Business Report 2022  
D22/34842 Page 17

**Recommendations**

1. THAT the report and draft Farm Business Report 2022 be received.  
DALZIEL/JONES  
Carried  
F&A/22/21
2. THAT the Committee makes a decision on the allocation of the remaining profit made in the 2021/22 financial year and allocates \$175,000 to loan repayment with the remaining profit balance being transferred to the farm reserve after the rates mitigation portion.

VOLZKE/DALZEIL  
Carried  
F&A/22/22

**Recommended Reason**

To uphold the Committee's responsibilities in relation to the Council farm.

The Director – Corporate Services noted the following points:

- This report asks the committee to decide the allocation of the funds from the profit for the year. This can be allocated to repaying some of the loan and/or allocating funds to the farm reserve. Last year \$96,000 was allocated to the farm reserve which was used for rate mitigation this year. This is excluding the \$50,000 already committed to rate mitigation.
- It was clarified that note 4.6 stated that the farm achieved the full 10 cents of the new Co-Operative Difference Payment, however this has not been confirmed and may be closer to 8.5 cents.

Questions/Points of Clarification:

- The District Mayor noted the observation that this has been an outstanding year financially and also as a result of outstanding production and an increased pay-out. The cost of capital investment has been significant but there is still a profit.
- The District Mayor suggested that \$175,000 be allocated for loan repayments with the remaining balance being allocated to the farm reserve. This will ensure that debt has not increased and will help with establishing funds in the reserve which is currently at a zero balance.
- The Chairman noted that the balance of the reserve had been used for rate mitigation this year which resulted in just over 1.5% off the rates increase.
- Councillor Dalziel supported clearing the debt incurred from last year as a result of the capital works with the balance being put into the reserve.
- Councillor Jones supported these figures. He noted that the sharemilking contract needed to be amended to be the Federated Farmers agreement as it was incorrectly referred to in the draft budget as the Fonterra agreement.
- It was clarified the lease for the aerodrome was not split with the sharemilkers. It was requested that this be added to matters outstanding.
- Councillor Jones queried the fact that the lease for the aerodrome has not increased for the 2023 budget and felt this was an opportunity to gain more income. Mrs Radich clarified that this was an internal journal from the aerodrome to the farm. Councillor Jones felt it was the right time to review the lease.
- The Chairman noted the increase to the sustenance figure but he noted that the right decision had been made regarding the feed as the consultant had noted at the previous meeting that modelling indicated the farm had been about 1.5 tonnes down in pasture which would have equated to around 25,000 kgs/ms (about \$32,000). He reminded the committee that it was important to keep an eye on these costs.
- The Chairman noted that average farm working expenses have risen by 32% over the past couple of seasons and that the budget had not been increased by this, however the farm was doing a good job of keeping control of the return from the supplements. He noted that the fertiliser budget had doubled, however this year would just be a maintenance spread following council's decision to lift the low performing paddocks to a higher level. Future dressings will still be required.

- It was noted that capital expenditure for this current season only included riparian planting and water lines and troughs. Councillor Jones queried if there were any further items the sharemilkers may require this year, with the committee having to change the budget part way through the year last year. The Chairman noted that the races, in-shed feed system, yard replacement and new loading ramp had all saved a massive amount of time and money in the long run. He noted there was a culvert to be replaced and some other repair work required.
- The Chairman noted that the achievement summary showing milk quality was at 45% was outside of council's control, however this may need to be discussed in the future as this is potential revenue and suggested this could be incentivised.
- Mrs Radich clarified that the figures from last year may still change following the final report being received.

10. Information Report – Risk Review

D22/33938 Page 40

**Recommendation**

THAT the report be received.

BOYDE/DALZIEL  
Carried  
F&A/22/23

**Recommended Reason**

To update the Farm and Aerodrome Committee of changes to both the Farm and Aerodrome Risk Registers and advise the Committee of any incidents in relation to the identified risks.

The Property Officer noted there had been no new risks or amendments made to the risk register.

- There has been no new risks or amendments made to the risk register.

Questions/Points of Clarification:

- The Chairman noted that inflationary increases would be considered along with risk 3, low pay-out. This could impact the farm working expenses and cause a farm to run on a maintenance only programme.
- It was clarified that the item number did not reflect the priority level of the risk as this was reflected by the risk score.

11. Quarterly Report – Farm and Aerodrome Financial Report

D22/32383 Page 47

**Recommendation**

THAT the report be received.

JONES/BOYDE  
Carried  
F&A/22/24

**Recommended Reason**

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

The Property Officer noted the following points:

- As a result of the cows maintaining their condition over winter and earlier calving the farm has produced over 7,000 kgs/ms in August which is a 9% increase on last year.
- The installation of the jet fuel is programmed to begin in October and to be completed by December in time for the next open day at the aerodrome.

Questions/Points of Clarification:

- It was clarified that note 4.1.6 should read that the painting was pushed out to November/December this year, and that calving started early.
- It was requested that the budget line for repairs and maintenance be clarified better as it currently suggests that \$24,600 has been allocated for house repairs.
- It was noted that the Property Officer would be holding a workshop/meeting with aerodrome users as a result of the poor response rate for the satisfaction survey. Attendees will complete the survey while they are in attendance at this meeting.

## 12. Quarterly Report – Health and Safety

D22/32382 Page 61

### Recommendation

THAT the report be received.

BOYDE/DALZIEL  
Carried  
F&A/22/25

The Property Officer noted there have been no incidents or accidents at the farm or aerodrome since the last meeting.

Questions/Points of Clarification:

- It was requested that the council's Health and Safety Advisor have a meeting with the sharemilkers to ensure they are following best practice. It was noted that the sharemilkers do take health and safety very seriously.

## 13. Questions

- Councillor Jones asked if there was any clarification on what capital works or maintenance is occurring at the aerodrome, or if any was required. The Property Officer clarified that the only work being undertaken was ground work such as mowing. The Chief Executive noted that the vast majority of infrastructure at the aerodrome was privately owned therefore there was not much maintenance required by council. It was noted there is an annual maintenance programme that includes drainage and if there was something additional required then it would need to be looked at to be included in the budget.
- The Chairman noted this was the last meeting prior to the local government elections and thanked retiring Councillor Peter Dalziel for his passion for the council farm and the way he has challenged and questioned decisions. He wished Councillor Jones all the best for the upcoming election and thanked staff and managers for the work that they do. The thanked the Committee Advisor and Executive Assistant for her help during his time as Chairman.

## 14. Closing Karakia

D21/40748 Page 64

The closing karakia was read.

*The meeting closed at 12.36pm*

G W Boyde  
**Chairman**

Confirmed this 20<sup>th</sup> day of September 2022.

N C Volzke  
**District Mayor**

# MINUTES

## Audit and Risk Committee



F19/13/06 – D22/36102

**Date:** Tuesday 20 September 2022 at 2pm  
**Venue:** Council Chambers, 63 Miranda Street, Stratford

### Present

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

### In attendance

Councillors G W Boyde, G M Webby and V R Jones

The Chief Executive – Mr Sven Hanne, the Director Assets – Mrs V Araba, the Director Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Health & Safety/Civil Defence Advisor – Mr M Bestall (*part meeting*), and one member of the media (Stratford Press).

#### 1. Welcome

The opening karakia was read.

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

The Chair reiterated the health and safety message and emergency procedures.

#### 2. Apologies

An apology was received from Councillor M McKay and the Director – Community Services – Ms K Whareaitu

### Recommendation

THAT the apologies be received.

ERWOOD/DALZIEL  
Carried  
A&R/22/34

#### 3. Announcements

There were no announcements.

#### 4. Declarations of Members Interest

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

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

5. Attendance Schedule

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

6. Programme of Works

D21/42807 Page 11

**Recommendation**

THAT the Audit and Risk Committee's rolling programme of works up to the end of 2023 be received.

JONES/DALZIEL  
Carried  
A&R/22/35

It was noted that the audit correspondence would be updated to Deloitte New Zealand.

7. Confirmation of Minutes

**7.1 Audit and Risk Committee – 19 July 2022**

D22/26022 Page 12

**Recommendation**

THAT the minutes of the Audit and Risk Meeting of Council held on Tuesday 19 July 2022 be confirmed as a true and accurate record.

JAMIESON/VOLZKE  
Carried  
A&R/22/36

8. Matters Outstanding

D18/27474 Page 21

**Recommendation**

THAT the matters outstanding be received.

ERWOOD/JONES  
Carried  
A&R/22/37

The Director – Corporate Services noted that the contract manager process was part of the internal audit process. The plan for the internal audit had been approved at the last Audit and Risk Committee Meeting. The timeframe for the internal audit has been extended due to time restraints but it was envisioned a report would be brought back to the next committee meeting.

9. Information Report – Health and Safety  
D22/32364 Page 22

**Recommendation**

THAT the report be received.

JAMIESON/DALZIEL  
Carried  
A&R/22/38

The Health and Safety/Civil Defence Advisor noted the following points:

- It was noted that the two incidents involving contractors being threatened by members of the public were two different contractors and two different situations.
- There had been a couple of staff injuries but none had required time off work.
- A fish filleting knife was found in the swimming pool changing room.
- There is still an issue with Civil Defence numbers and the ability to activate if required.
- There were three EAP referrals.
- The lone worker solution has been implemented. There are a couple of teething issue with the software with one of the pendants activating at 10.46pm last night at the library.

Questions/Points of Clarification:

- It was clarified that the three incidents that were not reported were considered minor such as a bleeding nose or a stubbed toe. It was requested that the table provided to the committee provide further detail such as major/minor to indicate the level of investigation and time required to enable the committee to gauge an understanding of the time required and to provide some consistency in the reporting. This could potentially include time off work, hospitalisation etc.
- The District Mayor noted the incidents with the contractors being threatened twice and the filleting knife at the pool and noted the increase in the nature of these incidents and the frequency was alarming and could happen at any of the council facilities. The Chief Executive noted that the new lone worker solution did have a panic button and was used within the facilities as well as being used offsite.

*The Health and Safety/Civil Defence Advisor left the meeting at 2.16pm.*

10. Information Report – Risk Management  
D22/32217 Page 25

**Recommendation**

THAT the report be received.

JONES/ERWOOD  
Carried  
A&R/22/39

**Recommended Reason**

To provide an update to the Audit and Risk Committee of any significant risks and any incidents or threats in relation to significant risks on Council's risk register from the previous quarter.

The Director – Corporate Services noted the following points:

- This report looks at the top ten risk register, notes any changes and highlights any incidents relating to the top ten risks that have been actively managed.
- A new risk was added to the full register regarding elections and council's compliance with the biggest risk being an election being deemed invalid and a by-election being required.
- The following risks required active management:
  - Contractor damage
  - 3 Waters
  - Attracting and retaining staff
  - Elected Member decision making
  - Natural disaster and fire
  - Critical Asset Failure

Questions/Points of Clarification:

- The District Mayor noted that elected members had questioned the Minister on his recent visit on the possibility of council being required to undertake the invoicing once the 3 waters entities are established. He noted he had an email from his office stating they were looking into this issue. The Chief Executive noted that he, the Director – Assets and the Director – Corporate Services attended a one day roadshow undertaken by the national transition unit. It was treated as a fact that there are a number of roles that the entity would not fulfil on day one, and billing was highly likely. The other one was the housing of staff, staff will have employment and location guarantees in the transition but there does not seem to be any intention to create offices or satellite offices. It was noted there could be an issue for council undertaking billing for an external provider.
- The chairman noted that the workload for the 3 waters was significantly behind where it should be and this could impact the intended start date of 1 July 2024. This could significantly impact council's Long Term Plan and this committee should be considering the risks surrounding this. Mrs Radich noted that the Taituara Financial Management Group she was a member of was seeking advice from the Office of the Auditor General regarding the inclusion of 3 waters in the Long Term Plan process.
- Councillor Boyde questioned council's ability to have good governance when information such as the Local Government Reforms, 3 waters reforms and the Resource Management Act changes impacted its ability to proceed with documents such as the District Plan. The Chairman questioned if the current residual risk score was adequate or did it need to be reviewed due to the significant uncertainties. The Director – Environmental Services noted there was a little bit of time before council would be required to make the decision on the District Plan.
- Mrs Radich noted that they have been advised that the debt relating to 3 Waters will not be repaid on takeover but have assured council that it will not be put into a worse situation and what is currently paid will be covered by entity B. The District Mayor noted his concern that effectively council would have debt in relation to assets it no longer owns.
- The District Mayor noted the sewerage overflows during storm events. There seems to some progress being made with pipe replacements, however he questioned if council should be penalising those who have deliberately piped their rain and storm water to go into the waste water system as this is causing issues for other residents and the environment, he felt a notice to fix was now inadequate. The Director – Assets noted that as part of addressing the issue a storm water model was underway to allow trouble shooting and identifying work that needs to be done. She noted the impact from climate change will see these issues happening more frequently and the model will consider climate change and determine how much is required in ensuring this doesn't affect our properties.
- It was clarified that Stratford does not provide storm water infrastructure and has limited stormwater primarily for roading infrastructure with residents largely relying on soak holes or other location specific solutions. There are a limited number of properties that disposal into the curb is permitted.
- The Chief Executive noted that network tests – both visual and smoke, are done as part of the stormwater maintenance programme.



11. Information Report – Annual Report Update

D22/32899 Page 37

**Recommendation**

THAT the report be received.

JAMIESON/DALZIEL  
Carried  
A&R/22/40

**Recommended Reason**

To provide an update to the Committee of the Annual Report 2021/22, including draft financial statements and adjusted net surplus.

The Director – Corporate Services noted that this report was to give the committee an update of the current Annual Report progress and draft financial statements. The interim audit has been completed with the final audit commencing 17 October 2022.

Questions/Points of Clarification:

- It was clarified that the total debt noted on page 39 (\$32 million) was gross debt. Net debt was approximately \$18 million.
- Mrs Radich confirmed she currently had no concerns that Deloitte would not be able to meet the statutory timeframes. She noted that some council's will be receiving a qualified opinion as a result of mandated performance measures but this is out of their control.

12. Decision Report – Section 17A Reviews – Approve Terms of Reference

D22/32248 Page 54

**Recommendations**

1. THAT the report be received.
2. THAT the Terms of Reference for the Section 17A reviews are approved.

ERWOOD/DALZIEL  
Carried  
A&R/22/41

**Recommended Reason**

The Committee's endorsement of the proposed plan for conducting the Section 17A reviews will enable Council officers to commence work on the reviews.

The Director – Corporate Services noted the following points:

- This programme will take up quite a bit of time as she would like to put a lot of effort and focus into it.
- The aim is to review all activities.
- This is a legislative requirement to be completed every six years and is due to be completed by this council by August 2023.
- The suggested project team is a mix of staff and elected members.

Questions/Points of Clarification:

- It was clarified that governance had not been included as the main cost is the elected members remuneration which is determined by the Remuneration Authority and would not be an area that could gain any cost efficiencies.
- The District Mayor complimented the addition of elected members to the project team which will allow elected members to influence this at the very beginning of the programme rather than critiquing the recommendations prior to the Annual Plan adoption. Elected members will then be able to see line by line how costs arise.
- It was clarified this review does not consider level of service and purely focuses on if the activity is being delivered in the most cost effective way. Mrs Radich noted that New Plymouth District Council would be completing their review at the same time so this would include how council can collaborate with other councils.
- It was clarified that should an activity change as a result of this review, such as outsourcing tasks, then this would fall under the procurement policy as a secondary outcome.
- Councillor Boyde felt the inclusion of elected members in this project team would need their roles clearly defined so not to proceed at a management level. Mr Hanne noted that the inclusion would mean elected members would have confidence that staff didn't unduly influence what activities were being looked at and elected members would be assured they have been selected objectively.
- It was requested that a template for both the deep dive review and the light review be brought back for approval by elected members once they have been established by the project team.
- Mrs Radich noted that these reviews will inform the 2024-2034 Long Term Plan.

*The media left the meeting at 3.07pm.*

13. Correspondence

- LGFA – Statement of Intent 2022-2025
- LGFA – Annual Report Letter

14. General Business

15. Questions

There were no questions

16. Resolution to Exclude the Public

**Recommendation**

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

Agenda Item No: 17

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
Insurance Renewal	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.

JAMIESON/VOLZKE  
Carried  
A&R/22/42

17. Public Excluded Item

**Recommendation**

THAT the open meeting resume.

ERWOOD/JAMIESON  
Carried  
A&R/22/44

18. Closing karakia

D21/40748 Page 178

The closing karakia was read.

*The meeting closed at 3.23pm.*

P Jones  
**Chairman**

Confirmed this 4<sup>th</sup> day of October 2022.

N C Volzke  
**District Mayor**

# MINUTES

## Policy and Services Committee



F19/03/05 – D22/37381

**Date: Tuesday 27 September 2022 at 3.00PM**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

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

### In attendance

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Assets – Mrs V Araba, the Director – Corporate Services – Mrs T Radich, the Director – Environmental Services – Mr B Sutherland, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson (*part meeting*), the Asset Management Coordinator/Waste Minimisation Officer – Mrs L Campbell (*part meeting*), the Roading Asset Manager – Mr S Bowden (*part meeting*), the Parks and Reserve Officer – Mrs M McBain (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), the Services Asset Manager – Mr J Cooper (*part meeting*), and one member of the media (Stratford Press).

### 1. Welcome

The opening karakia was read.

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

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

### 2. Apologies

An apology was received from Councillor G M Webby.

#### Recommendation

THAT the apology be received.

BOYDE/McKAY  
Carried  
P&S/22/130

### 3. Announcements

There were no announcements.

### 4. Declarations of members interest

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

Councillor Harris declared an interest in item 8, Policy Reviews, in particular the Management of Domains Policy.

### 5. Attendance Schedule

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

6. Confirmation of Minutes

6.1 Policy & Services Committee – 23 August 2022  
D22/32840 (Open) & D22/32305 (PE) Page 13

**Recommendation**

THAT the minutes of the Policy and Services Committee Meeting, including the public excluded section, held on Tuesday 26 July 2022 be confirmed as a true and accurate record.

HARRIS/JONES  
Carried  
P&S/22/131

7. Matters Outstanding  
D16/47 Page 22

**Recommendation**

THAT the Matters Outstanding be received.

BOYDE/COPLESTONE  
Carried  
P&S/22/132

8. Decision Report – Policy Reviews – September 2022  
D22/34990 Page 23

**Recommendations**

1. THAT the report be received.

ERWOOD/SANDFORD  
Carried  
P&S/22/133

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

- *Credit Card Policy*
- *Elizabeth Maree Watson Estate Fund Policy*
- *Allocation and use of Sports Grounds Policy*
- *Management of Domains policy*
- *Street Trees Policy*
- *Trade Waste Policy*

be adopted.

DALZIEL/McKAY  
Carried  
P&S/22/134

3. THAT the *Appointment & Remuneration of Directors for Council Organisations Policy* be withdrawn.

DALZIEL/BOYDE  
Carried  
P&S/22/135

**Recommended Reason**

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

The Chief Executive noted the following points:

- There were no significant changes proposed for any of the policies presented.
- The changes that have been made are due to operational experience and feedback during the lifetime of the policy.
- Credit Card Policy
  - New template
  - Removal of purchase orders
  - Clarification that credit cards are not to be used with vendors who council holds an account with
  - Authorisation of expenditure now to be from the Director – Corporate Services or the Chief Executive.
  - Cheques removed as a method of payment.
- Elizabeth Watson Fund
  - Payment method changed from cheque to direct credit. It was noted payment is made directly to the service provider and not the applicant.
- Allocation and use of Sports Ground Policy
  - New template. No change.
  - It was clarified that any changes to sports grounds are amended through the Fees and Charges as reviewed annually by Council.

*Councillor Harris left the table at 3.09pm*

- Management of Domains Policy
  - Clarification that Council Officers will support the process for establishment of grazing licenses.
  - Amendment to 4.1 *The committee must comprise a minimum of 3 members, one of whom must be an elected member of Council.*
  - It was requested that a review of the domains be held with Elected Members. It was clarified that to remove from council ownership there are legal requirements due to the domains being reserves which include community and ministerial consultation.

*Councillor Harris re-joined the table at 3.14pm*

- Street Streets
  - Has had an appendix included which lists suitable species for planting.
  - Councillor Sandford raised his concern with the inclusion of deciduous trees noting the on-going issues currently experienced by residents with leaves and also with leaves blocking stormwater. There was also a health and safety element with leaves falling on roads.
  - It was noted that fruit trees had been considered previously but were ultimately decided against due to the mess of fruit falling on footpaths and roads.
  - It was clarified that this policy purely related to street trees and did not impact plantings in reserves and parks.
  - The District Mayor spoke against removing deciduous trees from the list as there would be an inconsistency if a current tree needed to be replaced.
  - Councillor Jones noted that this policy only provided a guideline.
  - There were 2 votes for removing deciduous trees from the species list and 8 for leaving them in. This remained unchanged.

*The Property Officer joined the meeting at 3.20pm*

- Trade Waste Policy
  - Clarification on the process followed in the case of non-compliance by users.

*The Communications Manager joined the meeting at 3.24pm*

- Appointment and Remuneration of Directors for Council Organisations
  - The Chief Executive noted he had been unable to find a time that this policy had been utilised. It currently does not apply to any council activities, management, or the Council Controlled Organisation.
  - It was noted that this policy was not applicable in relation to the Percy Thomson Trust. The Trust Deed has a provision for the Mayor to make an appointment if a chair resigned, and all appointments to the council controlled organisation are council endorsed.

9. **Decision Report – Roothing Network Procurement Strategy 2022-2025**  
D22/35202 Page 52

**Recommendations**

1. THAT the report be received.

ERWOOD/JONES  
Carried  
P&S/22/136

2. THAT the Roothing Network Procurement Strategy is endorsed by council.

3. THAT the Committee allow the amendment of the Roothing Network Procurement Strategy to be undertaken by Officers, from time to time, as required by legislation or Waka Kotahi, being a living document. Such amendments will be of a minor nature not requiring the entire strategy to be re-endorsed by council.

4. THAT the Roothing Network Procurement Strategy is made publicly available on the Stratford District Council website.

COPLESTONE/JONES  
Carried  
P&S/22/137

**Recommended Reason**

Waka Kotahi requires all Approved Organisation to have a procurement strategy that documents our long-term integrated approach to the procurement of transport activities funded under Section 20 of the Land Transport Management Act and Amendment Act 2013. This strategy replaces the existing expired Road Procurement Strategy.

The Roothing Asset Manager noted the following points:

- Every three years a procurement strategy is specifically written for roading purposes. This is required to be endorsed by council prior to being sent to Waka Kotahi for approval.
- The strategy sets how council procures roading contracts and signals what is coming up, paints a picture of who is available in the local market and issues faced by local contractors.
- The strategy is required to also include the government's broader outcomes in terms of procurement and opportunities being provided to businesses who may not have had a chance before.
- If this strategy is not completed then no contracts can be let for projects co-funded by Waka Kotahi.
- The strategy has been sent to Waka Kotahi for feedback. In principle they are happy with the strategy but there may be some minor changes following their review.

*The Services Asset Manager joined the meeting at 3.32pm*



Questions/Points of Clarification:

- It was clarified that the longer term contracts referred to maintenance contracts, for which smaller companies were often not able to fulfil. The strategy signals that there are not a lot of contractors in the region. One of the requirements for large contractors is to have a base in Stratford which results in a lot of investment required from the company. As a result when the big contracts are put to the market there are only the companies who are already present in the region who submit a tender. It was noted the expiry of contracts do not align with the other councils to put them to the market at the same time with the exception of street lighting which will be joint with New Plymouth District Council to make it more viable.
- An amendment was noted for the first paragraph of the strategy, under inductions. State Highway 4 should be *State Highway 3*.
- The District Mayor questioned if the strategy looked towards big contractors to gain cost efficiencies or smaller and local contractors to give them a chance. The Director – Assets noted that Waka Kotahi wants council to demonstrate that it is a fair entity and that it provides for all types of suppliers. This document outlines that there will be some contracts for Tier 1 entities and some for the local and smaller ones.
- Councillor Boyde noted the lack of Tier 1 contractors and his concern that supply and demand impacts the cost and also resulted in performance issues. He asked if Waka Kotahi had looked at increasing the funding supplied and if a shared service with New Plymouth District Council would provide the opportunity to reduce costs. Mr Bowden noted that the Financial Assistance Rate (FAR) was only reviewed when they set the three year budget. It was noted that split maintenance programmes would require additional resource to manage them.
- It was clarified performance can be reviewed when the contracts come up for renewal (3 years plus two plus two) and an extension not offered if the contractor is not performing.

10. Decision Report – Waste Levy Contestable Fund – Deliberation and Adoption

D22/25341 Page 100

**Recommendations**

1. THAT the report be received.

SANDFORD/HARRIS  
Carried  
P&S/22/138

2. THAT the Committee approves the new Waste Levy Contestable Fund Policy from 5 October 2022.

3. THAT the Committee approves the implementation of the Waste Levy Contestable Fund at \$25,000 per annum for 2022/2023 and 2023/2024 only, for eligible groups to apply for funding of waste minimisation initiatives within Stratford District.

BOYDE/DALZIEL  
Carried  
P&S/22/139

**Recommended Reason**

To provide the community the opportunity to apply for local funding to implement waste minimisation initiatives within Stratford district.

The Asset Management Coordinator/Waste Minimisation Officer noted the following points:

- This report seeks approval a new Waste Levy Contestable Fund of \$25,000 for the next two years.
- Approval is sought for the maximum available to allocate with either a \$7,500 cap, \$10,000 cap or no cap at all.
- This fund does not impact the existing solid waste budget and will come out of the reserve which has built up to \$68,000 and is available to be used for this purpose.

Questions/Points of Clarification:

- It was requested that it be clarified that the decision on funding will be made by an advisory group and not a committee as this will not be a council committee. A small group will be established to consider applications. It was intended that the make-up of the group and any delegations will be approved the Policy and Services Committee in the future.
- It was agreed to have no cap to allow for possible large applications for really worthwhile projects. Decisions will be made at the discretion of the advisory/assessment group.

11. Monthly Reports

**11.1 Assets Report**  
D22/36122 Page 108

**Recommendation**

THAT the report be received.

McKAY/ERWOOD  
Carried  
P&S/22/140

The Director – Assets noted the following points:

- The second trunk main project is nearing completion.
- The Diatomix project is ongoing.

Questions/Points of Clarification:

- Councillor Boyde commended the Enviroschools Project which 10/13 schools in the Stratford District participating in the programme.
- Councillor Boyde noted that the production on the farm was 9% higher than August 2021 which was a result of all the work completed in the past year.
- It was clarified that a date for the opening of the Whangamomona Walkways would be circulated as soon as possible.
- It was noted the Better off Funding application was being uploaded today.
- It was noted that wet weather had impacted the work being undertaken on Fenton Street and Swansea Road. It was expected that completion was still another month away.
- It was noted that planning was underway to close the TSB Pool Complex this Sunday to give staff adequate training at the new facility. A blessing of the new facility has been booked for 10am on Monday 10 October and invitations will be circulated soon. There are still a number of variables being addressed before an official opening date can be given.
- It was noted that school holidays provide the best opportunity to close the facility as this does not disrupt the swim programmes. A closure is required prior to opening to move equipment and give thorough staff training. Officers are working towards providing an open day either during the day, or afterhours, to allow the public to look at the full facility when not in use.
- Councillor Dalziel commended all those involved in the Aquatic Centre project. He noted it was very seldom that projects of this scale were completed ahead of time, within budget and to the quality that is being seen.
- It was clarified that the back log of customer requests didn't relate to the actual work but that these were waiting to be closed off in the system.

*The Services Asset Manager, Asset Management Coordinator/Waste Minimisation Officer, Property Officer and Parks and Reserves Officer departed the meeting at 4.03pm.*

**11.2 Community Services Report**  
D22/33581 Page 139

**Recommendation**

THAT the report be received.

HARRIS/BOYDE  
Carried  
P&S/22/141

The Director – Community Services noted the following points:

- The report contains an update on the Communication and Engagement Strategy.
- The school holiday programme for the upcoming holidays is jam-packed and includes the first birthday party for the children’s bike park.

Questions/Points of Clarification:

- It was clarified that the report following the Stratford Business Association meeting and the subsequent discussion on the memorandum of understanding had not been completed in time for this agenda. The memorandum represents the current relationship and how the association may operate in the future. This will be presented to the next available meeting.
- Councillor Sandford was congratulated on his appointment as Chairman of the Stratford Positive Ageing Group.

**11.3 Environmental Services Report**  
D22/30480 Page 149

**Recommendation**

THAT the report be received.

BOYDE/JAMIESON  
Carried  
P&S/22/142

The Director – Environmental Services noted the following points:

- The number of applications for building consents is still at a low level, however resource consents are not following the same pattern which is very unusual.
- Subdivision consents have stabilised but have not dropped in numbers.

Questions/Points of Clarification:

- It was clarified that a building consent is to build a structure and a resource consent (also known as a planning consent) deals with the use of the land such as a subdivision.
- Swimming pool inspections have recommenced with the lower number of building consent inspections required. While gathering evidence a number of pools that were advised as being removed have proven to be still in existence.

**11.4 Corporate Services Report**  
D22/35714 Page156

**Recommendation**

THAT the report be received.

ERWOOD/DALZIEL  
Carried  
P&S/22/143

The Director – Corporate Services noted that the report highlighted it had been business as usual for the second month of the financial year.

Questions/Points of Clarification:

- The District Mayor noted that council had been previously advised that with the 3 water reforms the new entities would take over any debt relating to these services. They are now indicating that this is not likely to be the case. Mrs Radich clarified that in this instance the debt would remain on council's books but the entity would service the loans and plan on repaying loans as they fall due. This would effectively be on-lending to the entity and they would make sure there were no additional costs or covenant problems from this approach. The District Mayor noted his concern that with the loss of revenue and asset values this could affect the ability to borrow. Mrs Radich will provide details of how this could look with council's debt without the assets and revenue to the next Audit and Risk Committee.
- It was clarified there was no maximum limit for term investments and that there was currently a minimum of \$6 million invested to cover reserves, any surplus cash is also invested on short term deposits.
- It was requested that a more in-depth breakdown be provided on the sundry debtors and clarified that the amount as at 31 August included outstanding Fonterra milk payments.

12. Questions

There were no questions.

13. Resolution to Exclude the Public

**RECOMMENDATION**

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

Agenda Item No: 13 and 14

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution to each matter</b>	<b>Grounds under section 48(1) for the passing of this resolution</b>
Purchase 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.
Purchase 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.

BOYDE/DALZIEL  
Carried  
P&S/22/144

*The Roding Asset Manager and the media departed the meeting at 4.20pm*

14. Public Excluded Item

15. Public Excluded Item

**Recommendation**

THAT the open meeting resume.

ERWOOD/HARRIS  
Carried  
P&S/22/149

16. Closing Karakia

D21/40748 Page 186

The closing karakia was read.

*The meeting closed at 5.06pm.*

A L Jamieson  
**Chairman**

Confirmed this 4<sup>th</sup> day of October 2022.

N C Volzke  
**District Mayor**



**Our reference**  
F19/13/03-D21/40748

### **Karakia**

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

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