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**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 AUGUST 2020 AT 3:37PM**

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**PRESENT**

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

**IN ATTENDANCE**

The Chief Executive – Mr S Hanne, the Director – Community Services – Ms K Whareaitu, the Director – Assets – Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Director Corporate Services – Mrs T Radich, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Community Development Manager – Mr C Julie (*part meeting*), the Environmental Compliance Officer – Mr K Best (*part meeting*), the Special Projects Manager – Mr N Cooper (*part meeting*), the Roading Assets Manager – Mr S Bowden, V Fairly, M Jordan, J Conner-Patterson and L Grayling (Venture Taranaki, *part meeting*) and one member of the media (Stratford Press).

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, the Chief Executive, Councillors, staff, and the media. He reminded Councillors to ensure they are familiar with the health and safety message including evacuation procedures. He reiterated the main points for those members in attendance.

2. **APOLOGIES**

There were no apologies

3. **ANNOUNCEMENTS**

The Chief Executive noted that the financial assistance rate (FAR) had been reviewed and Council was notified today that this had increased from 57% to 61% which means Council's investment will go down to 39 cents per dollar which will result in almost \$250,000 more to invest in the District's roads or to come off rates.

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 relating to items on this agenda.

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 – 28 July 2020**  
D20/20513 Pages 10-21

**RECOMMENDATION**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 July 2020, including the public excluded section, be confirmed as a true and accurate record.

WEBBY/SANDFORD  
Carried  
P&S/20/115

7. **MATTERS OUTSTANDING**

D16/47 Page 22

**RECOMMENDATION**

THAT the matters outstanding be received.

ERWOOD/HARRIS  
Carried  
P&S/20/116

The Chief Executive noted the following points:

- An update has been provided in the Environmental Services monthly report (Item 14.3) on the street numbering matter.
- The Percy Thomson Investment matter will be brought to Council next month.
- The details of the reserve balances will be completed when the Annual Report has been audited. Audit NZ were currently onsite completing this task.
- The support for heritage structures would be moved from this list to a dedicated Long Term Plan projects list to ensure it is addressed as part of that discussion.

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

D20/19961 Pages 23-57

**RECOMMENDATION**

THAT the report be received.

BOYDE/VOLZKE  
Carried  
P&S/20/117

The Community Development Manager noted the following points:

- This report covers the previous quarter and closes off the last financial year.
- Updated project statuses are as follows:
  - Subdivision – 11 parcels of land have settled, two more are unconditional with a further 10 conditional.
  - Funding had been granted for the Children’s Bike Park. A design has been circulated to Councillors.
  - A number of quotes have been received for the iSITE relocation for the layout and desk design with a final one due in on Friday.

Questions/Points of Clarification:

- It was clarified that the current DOC display, brochures and promotional material would be transferred to the library space, however there were no plans at this stage for an additional DOC display or Stratford themed story boards. It is planned to develop the Stratford Story/History online and with brochures.

Ms Fairly and Ms Jordan presented the Quarter 3 Venture Taranaki Report to Council. Points noted in discussion:

- An apology from Chief Executive Justine Gilliland was noted.
- It was clarified that unemployment data was received retrospectively. Job seeker numbers are escalating and this data will be shared with Council when received by Venture Taranaki.
- There has been a noticeable shift with businesses and their way of working with an increased focus on digitisation and a necessity to look at things differently and implement improvements. Some organisations are becoming more comfortable with the prospect of remote working or flexi work as evidence proves it productive.
- The regional skills leadership group meets next week for the first time and one its first tasks will be determining what skills are going to be needed short and long term and what skills are transferrable to be redeployed into other forms of employment. There is a mix of businesses that have been taking on staff and having to let staff go.
- Biodiversity and capitalising on this is being targeted by highlighting a number of initiatives that are available in Taranaki such as the trapping programme on the mouna and other experiences such as Purangi. Taranaki's goal to be the first predator free region creates opportunities that have been realised and could be capitalised on. Venture Taranaki has received funding for tourism transition programme and it will be looking at product development and what can be grouped or brought together and one of these areas will be biodiversity.
- It was clarified that with the journey to lower emissions and the Ara Ake centre that it will be looking at the eco system and making decisions or forward planning for various structures in the region and how they can be utilised.
- The Enterprise team is working full force with the COVID-19 response. As at the end of last week there has been a demand in support requests around impacts due to COVID-19. During lockdown and the month following there was around three times the normal level of advisory support from the same time the previous year, this is still at around double the usual amount. Businesses are thinking about forward movement, digitisation and how to transition from manual approach. There has been up to \$1 million of additional funding going to support in negotiating the impacts and this has largely been allocated to professional services advice – with over half into financial management advice. The remainder of the support has been towards digital strategies, marketing and building awareness in changing markets. This funding is available for any business up to 100 full time employees which is the vast majority of businesses within Taranaki. There is also additional support around loan schemes that staff are working through the processes with businesses and banks.
- The Taranaki Business Community is made up of amazing resilient individuals and entities and have come out fighting and will continue to do so. There has been a limited number of closures and some redundancies but there have also been some real positives coming out.
- The Central Government funding support has been replenished and we are encouraging businesses to take advantage of this. The wage subsidies are coming to an end and the heightened alert levels will mean businesses will continue to require support. Infometrics have forecast job losses to spread until March 2021.
- Stratford businesses have accessed just over \$32,000 of the funding support – it is unsure if this because those businesses are navigating through ok or if the business community has not had overall impact or are just not taking up the support. More awareness of this fund needs to be pushed out in the community.
- Ahead of the Curve webinars have been extremely popular and have dealt with a range of topics. The next one is a live event and will be focused on wellbeing and will give people the

opportunity to share stories on how they are navigating through this time and provide practical tips and advice.

- The Go Local was brilliantly taken up around the region, Stratford was fantastic and very successful. There is a domestic campaign that will be launched later this month as there is a large ‘visiting friends and family’ market. A competition has been launched to make sure residents share hidden gems or activities and encourage visitors to come over the next few months.
- Ara Ake was launched and a Chief Executive appointed. This will be housed with Venture Taranaki until a venue is found.
- It was proposed that Venture Taranaki host a workshop with Councillors to introduce them to staff and the various roles undertaken by Venture Taranaki.

*Venture Taranaki staff departed the meeting at 4.07pm.*

9. **INFORMATION REPORT – DOG CONTROL POLICY & PRACTICES  
REPORT – YEAR ENDED 30 JUNE 2020**

D20/19677

Pages 58-62

**RECOMMENDATION**

THAT the Annual Report on Dog Control Policy and Practices for the year ending 30 June 2020 be received and contents noted.

BOYDE/McKAY

Carried

P&S/20/118

**Recommended Reason**

The report is required under section 10A of the Dog Control Act 1996.

The Director – Environmental Services noted the following points:

- This annual report is required to be produced every year.
- Page 62 – Numbers of Dogs Destroyed 2018/19 should be 16 not 61.
- Page 62 – number of infringement notices issued – 220 in 2018/19 and 128 in 2019/20 – the previous year was largely registration based infringements the total number of infringements is largely driven out of registration issues rather than behavioural matters but there is no clear reason why there is such a difference in the two years. There has been a better run of dog registrations this year compared to the previous year.

Questions/Points of Clarification:

- The number of menacing dogs was down by four from the previous year. It was noted that this classification is either by breed or by deed. This number may have been affected by registrations not disclosing the breed entirely (E.g. a Labrador cross with a pit bull registered as a Labrador cross). Dogs are not sighted when registering.
- The number of total registered dogs is trending down, it was noted that the key performance indicator was to have 98% of all known dogs registered and that there would always be dogs that were not known about.
- It was noted that there was one dangerous dog. This is classified by deed. There have been prosecutions over the past year and some have resulted in the dog being euthanized which would have been classed as a dangerous dog otherwise. Dog attacks on people were not graded.

*The Environmental Compliance Officer departed the meeting at 4.13pm.*

10. **INFORMATION REPORT – SUMMARY OF THE 2020 CUSTOMER SATISFACTION SURVEY RESULTS**

D20/21027

Pages 63-77

**RECOMMENDATION**

THAT the report be received.

McKAY/HARRIS  
Carried  
P&S/20/119

**Recommended Reason**

This is an information report only. It gives a summary of the results of the 2019/20 Customer Satisfaction Survey.

The Communications Manager noted the survey had been conducted later than usual due to COVID-19 but this did not affect the response rate compared to previous years. Online completions have tripled from last year.

Questions/Points of Clarification:

- It was clarified that every hard copy survey that was received was entered into survey monkey to be collated and reviewed as one summary. Answers were entered exactly as they were received.
- It was noted there was a common theme with the round-a-bouts and the comments regarding these.
- It was noted there was some really good feedback regarding the parks and walkways and queried if this had been as a result of higher usage.
- Overhanging growth from properties and overgrown grass on verges were raised as concerns. There are provisions to control this and noted that public notification is done throughout the year on how to pass this information onto Council. It is important to note the surveys cannot be responded to and residents are encouraged to put complaints through the proper channels for it to be recorded and actioned quickly. The surveys are also often not specific about areas that were of concern.
- It was noted the District Mayor thought the rating of 6.19 for Midhirst Cemetery was high and encouraged Councillors to go and have a look at it.
- It was noted that 96% stated that they did know how to get council information. This is especially pleasing due to comments regarding transparency made at the last election.

*The Special Projects Manager joined the meeting at 4.19pm.*

- It was also pleasing to note the high results for community ranking of Stratford.
- The Deputy Mayor noted that 69% of respondents got their information through the newspaper and that 64% of respondents were over 65 so it was important to keep the newspaper and not go just online.
- It was noted that if the public toilets were not broken down to the individual blocks then it would not be possible to identify a problem.
- Elected Members were currently participating in activity workshops for the planning of the Long Term Plan. This survey would help them identify areas to focus on or to review levels of service.
- It was noted that a minor change within the document could jeopardize the statistical integrity hence where possible questions were kept as-is long term. .
- Councillor Harris noted Customer Service had ranged overall as 99% helpful and friendly and that this was incredible and important to note.

- The District Mayor noted the comments regarding the cemetery were reflective of complaints he received and needed to be considered when discussing levels of service. This included the frequency of mowing and mowing without a catcher creating a mess.

## 11. **INFORMATION REPORT – LONG TERM PLAN UPDATE**

D20/21698

Pages 78-82

### **RECOMMENDATION**

THAT the report be received.

ERWOOD/SANDFORD

Carried

P&S/20/120

### **Recommended Reason**

Elected Members are updated on the status of the Long Term Plan (LTP) 2021 – 2031.

The Chief Executive noted the following points:

- This report was to reassure Council that the Long Term Plan was on track despite the COVID-19 disruptions.
- There is a push from Councils to delay the Long Term Plan by one year due to uncertainties and the 3 Waters Reform. He did not think that the positions would be any clearer in 12 months time.
- Officers have used the SOLGM document to produce a project plan that is in four stages – Planning, Assumptions and Stocktake, Information and Direction and Finalise.
- Council has completed state 1 and 2 and are currently working through the third stage with workshops on the different activities to present preliminary options for projects to go into the Long Term Plan.
- This process is currently on target but will require some half or full day workshops to keep on track.



13. **DECISION REPORT – ELECTORAL SYSTEM REVIEW**

D20/21027

Pages 93-108

**RECOMMENDATIONS**

1. THAT the report and the attached report titled “Electoral Decisions” be received.

COPLESTONE/DALZIEL  
Carried  
P&S/20/123

2. THAT pursuant to section 27 of the Local Electoral Act 2001 Council resolves for the 2022 Stratford District Council triennial elections to *Retain the First Past the Post electoral system*.

And that public notice be given by 19 September 2020 of the decision and of the right of electors to demand a poll on the electoral system to be used.

VOLZKE/SANDFORD  
Carried  
P&S/20/124

3. THAT pursuant to section 19ZA of the Local Electoral Act 2001 Council considers whether or not to introduce Maori representation for the Stratford District Council for the 2025 elections; and

4. THAT Council not undertake a representation arrangements review, as such a review is not legally required.

DALZIEL/McKAY  
Carried  
P&S/20/125

**Recommended Reason**

Consideration of the electoral system is required by 12 September 2020 under the Local Electoral Act 2001.

The Director – Corporate Services noted that there are three decisions to be made with the key one being the electoral system. As the decision is up to Councillors to decide only options were inserted as the resolutions. There is a lot of information on each of the options within the report.

Questions/Points of Clarification:

- It was noted the Representation Review was done every 6 years and would be required before 2024.
- The District Mayor noted his support to retain the First Past the Post system as this is the most commonly used and most easily understood method. He had not had anyone request a change and noted that this serves the need.
- Councillor Sandford did not support the establishment of a māori ward as it is local government not central, and he felt that Stratford residents had the right to say who they want around the table.
- Councillor Dalziel felt a lot of local bodies had failed to get māori onto Council and was of the view that the establishment of a māori ward was a good thing so that the candidate would represent māori specifically and not urban or rural. This would be of benefit to the māori in the District and would provide a deeper understanding and a good move for the future.
- Councillor McKay clarified that the decision today was whether or not the māori ward would be considered. This was confirmed and noted that a decision would need to be made by November which is very short timeframe.
- It was noted that every six years a decision must be made but a decision could also be made in the three years in-between.

- It was agreed to remove the '2022' election from the resolution and work with Iwi to get their input into representation and participation and then aim to have a decision for māori representation for the 2025 election.

*The Special Projects Manager departed the meeting at 4.37pm.*

## 14. **MONTHLY REPORTS**

### 14.1 **ASSETS REPORT** D20/20696 Pages 109-131

#### **RECOMMENDATION**

THAT the reports be received.

McKAY/HARRIS  
Carried  
P&S/20/126

The Director – Assets noted the following points:

- Changes to the report to be noted:
  - Page 118 the 2020/21 to date value for quality of waste should be 44kgs and not 634. The percentage of recycling is achieved and should read 28.7%.
  - Page 123, section 3.2.3 – the performance measure of >200 was achieved.
  - Page 126, Whangamomona Camping ground ha 8 powered sites and not 6 as reported.
- There have been no disruptions to operations this month.

Questions/Points of Clarification:

- Councillor Boyde noted the Council farm had 250 cows that had calved with 125 to go.

### 14.2 **COMMUNITY SERVICES REPORT** D20/20343 Pages 132-140

#### **RECOMMENDATION**

THAT the reports be received.

ERWOOD/JONES  
Carried  
P&S/20/127

The Director – Community Services noted the following points:

- There were not many changes to the iSITE and Library with the return to Level 2 but the pool has returned to reduced hours and is closed on Sunday.
- The first quarterly update was included with the rates notices. This was one of the identified actions in the communications strategy and she acknowledged the work of the Communications Manager in getting this actioned.
- Council was successful in an application for funding of \$500,000 to help young people get into jobs. This is a partnership with Mayors' Taskforce for Jobs and MSD to get 50 young people into employment. There are incentives for businesses to take them on and it includes budget to employ a coordinator to run the programme. The District Mayor noted this was an extremely positive result for the community and the funds will be able to be spent in a number of ways as well as highlighting the opportunity for partnerships. He noted he had met with representatives from Ngāti Maru and discussed the training schemes run via Feats and that they were discussing training opportunities with the Department of Conservation. To qualify

for this scheme it was required to be a new and sustainable position with a minimum of 30 hours per week.

#### Council Organisations and Council Representation on other Organisations

- Councillor McKay updated Council that the Farmers Market had been cancelled due to Level 2 restrictions. She said there was a need for produce sellers when the markets return. The next shop local campaign will launch in early September and there will be no cost for members to get involved. Committee members will ‘catch’ shoppers and give a voucher. There will be no BA5 this morning with no host coming forward, a coffee catch up on Friday will be held instead at Azure. There is a ladies lunch being planned for September to provide a platform for women in business in the Stratford District.
- The Deputy Mayor noted the Waste Minimisation Committee had recently met. \$124 million has been allocated by the government for community recovery but it is unsure how much of that will come to the region. The cost of rubbish collection will be increasing with an increase to waste levies being introduced. Reminded Councillors that the new plastic recycling will be items that are 1, 2 or 5.

#### 14.4 CORPORATE SERVICES REPORT

D20/21693 Pages 148-159

##### RECOMMENDATION

THAT the reports be received.

McKAY/DALIZEL  
Carried  
P&S/20/128

*The sequence of items was amended with the Corporate Services report being received before the Environmental Services Report.*

The Director – Corporate Services noted the following points:

- This is the first month of the financial year so information on the attached statements is a bit light. There will be more detail from next month onwards.
- The draft Annual Report is now with Auditors. She noted this was the earliest the document had been completed for audit and acknowledged the work put into this by the Finance team, the Corporate Accountant and the Executive Administration Officer.

#### 14.3 ENVIRONMENTAL SERVICES REPORT

D20/20502 Pages 141-147

##### RECOMMENDATION

THAT the reports be received.

HARRIS/WEBBY  
Carried  
P&S/20/129

The Director – Environmental Services noted the following points:

- July was another month of strong activity for the Environmental Services team being the third consecutive month of high application numbers post lockdown.
- There are good enquiries coming in for things such as subdivisions and there is still a reasonable number of LIMs being requested.

- The IANZ Audit is now complete and Council has retained its building control accreditation. There is a list of non-compliance items to work through and an action plan has to be completed by 12 September and the actions completed by mid November.

Questions/Points of Clarification:

- Councillor McKay noted she had received feedback that the LIM process was very easy and affordable through Stratford District Council.
- The District Mayor noted there had been an increase in new dwellings of 10 for this year. This is a positive sign. Prices in Stratford are around 50% less than the median house price in New Plymouth which means Stratford is a very affordable place to purchase. He was also pleased to see others looking into private subdivisions. Good growth is occurring at increased levels.
- It was noted that the District Plan was a very long process and could be expected to take between six and seven years. The next part will be a discussion as part of the Long Term Plan process. Meanwhile the one in place will remain in force until the new one is notified and then there will be a gradual switch of emphasis from the current plan to the new one.

15. **QUESTIONS**

- Councillor Webby questioned when the learnings from Tikanga Training could be introduced to Council meetings. The Chief Executive noted that as part of the Tikanga training discussions were noted on the best way to introduce this into our processes and to continue using Te Reo. Will discuss during a workshop how this can be incorporated.

*The Director – Corporate Services departed the meeting at 5.11pm.*

16. **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: 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:

<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>
Acquisition 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/McKAY  
Carried  
P&S/20/130

*The media departed the meeting at: 5.13pm*

17. **PUBLIC EXCLUDED ITEM**

**RECOMMENDATION**

THAT the open meeting resumes

DALZIEL/COPESTONE  
Carried  
P&S/20/133

*The meeting closed at 5.19pm.*

A L Jamieson  
**CHAIRMAN**

Confirmed this 25<sup>th</sup> day of August 2020.

N C Volzke  
**DISTRICT MAYOR**