
**MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF
THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL
CHAMBERS, STRATFORD DISTRICT COUNCIL, MIRANDA STREET,
STRATFORD ON TUESDAY 22 JUNE 2021 AT 3.20PM**

PRESENT

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

IN ATTENDANCE

The Chief Executive – Mr S Hanne, the Director – Community Services – Ms K Whareaitu, the Director – Environmental Services – Mr B Sutherland, the Director – Corporate Services – Mrs T Radich, the Director – Assets – Mrs V Araba, the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Environmental Health Manager – Ms R Otter (*part meeting*), the Environmental Compliance Officer – Mr K Best (*part meeting*), the Roading Assets Manager – Mr S Bowden (*part meeting*), the Trade Waste Officer – Mr J Cooper (*part meeting*) and two members of the media (Stratford Press and Taranaki Daily News)

1. **WELCOME**

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

2. **APOLOGIES**

An apology was received from Councillor P S Dalziel.

RECOMMENDATION

THAT the apology be received.

BOYDE/COPLESTONE
Carried
P&S/21/79

3. **ANNOUNCEMENTS**

There were no announcements.

4. **DECLARATIONS OF MEMBERS' INTEREST**

The Deputy Mayor requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda. There were no declarations of interest.

5. **ATTENDANCE SCHEDULE**

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

6. **CONFIRMATION OF MINUTES**

6.1 **Policy and Services Committee Meeting – 18 May 2021 (Hearing)**
D21/17306

RECOMMENDATION

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

HARRIS/BOYDE
Carried
P&S/21/80

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

RECOMMENDATION

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

SANDFORD/ERWOOD
Carried
P&S/21/81

7. **MATTERS OUTSTANDING**
D16/47

RECOMMENDATION

THAT the matters outstanding be received.

BOYDE/COPELSTONE
Carried
P&S/21/82

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

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

8. **DECISION REPORT – REVIEW – HOUSING FOR THE ELDERLY
POLICY**
D21/19855

RECOMMENDATIONS

1. THAT the report be received.

JONES/WEBBY
Carried
P&S/21/83

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

COPLESTONE/BOYDE
Carried
P&S/21/84

Recommended Reason

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

The Director - Assets noted the following points:

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

Questions/Points of Clarification:

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

9. **DECISION REPORT – RENAMING PART OF REGAN STREET**
D21/19855

RECOMMENDATIONS

1. THAT the report be received.

HARRIS/ERWOOD
Carried
P&S/21/85

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

BOYDE/ERWOOD
Carried
P&S/21/86

Recommended Reason

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

The Environmental Health Manager noted the following points:

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

Questions/Points of Clarification:

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

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

D20/35986

RECOMMENDATIONS

1. THAT the report be received.

McKAY/JONES
Carried
P&S/21/87

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

VOLZKE/BOYDE
Carried
P&S/21/88

Recommended Reason

The recommendation of the Committee is required to initiate the public consultation process required by Sections 82 and 83 of the Local Government Act 2002 to seek comments from the public on the amendments to the *draft* Mobile or Travelling Shops Bylaw 2021.

The Environmental Health Manager noted the following points:

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

Questions/Points of Clarification:

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

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

D21/18403

RECOMMENDATIONS

1. THAT the report be received.

WEBBY/JONES
Carried
P&S/21/89

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

McKAY/BOYDE
Carried
P&S/21/90

Recommended Reason

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

The Executive Administration Officer noted the following points:

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

Questions/Points of Clarification:

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

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

12. **DECISION REPORT – POLICY REVIEWS**

D21/20175

RECOMMENDATIONS

1. THAT the report be received.

McKAY/HARRIS
Carried
P&S/21/91

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

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

be adopted.

JAMIESON/SANDFORD
Carried
P&S/21/92

Recommended Reason

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

The Chief Executive noted the following points:

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

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

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

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

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

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

D21/18403

RECOMMENDATION

THAT The report be received

HARRIS/ERWOOD
Carried
P&S/21/93

Recommended Reason

Coming to the end of the final year of the Long Term Plan, it is important to give Elected Members another progress report on projects set in the Long Term Plan as well as others considered of key importance. This is a recurring update and Elected Members are welcome to identify any additional projects they would like to see covered in future updates. As a result of central government economic stimulus funding following the COVID-19 pandemic, there have been a number of timeframe and funding changes since the last update as well as the inclusion of a project that was not specifically allowed for in the LTP.

The Administration & Communications Support Officer departed the meeting at 4.09pm.

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

Questions/Points of Clarification:

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

14. MONTHLY REPORTS

14.1 ASSETS REPORT D21/17663

RECOMMENDATION

THAT the reports be received.

SANDFORD/WEBBY
Carried
P&S/21/94

Questions/Points of Clarification:

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

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

14.2 COMMUNITY SERVICES REPORT D21/18105

RECOMMENDATION

THAT the reports be received.

ERWOOD/AHRRIS
Carried
P&S/21/95

The Director – Community Services noted the following points:

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

Questions/Points of Clarification:

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

Council Organisations and Council Representatives on Other Organisations

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

14.3 **ENVIRONMENTAL SERVICES REPORT**

D21/18443

RECOMMENDATION

THAT the reports be received.

BOYDE/McKAY
Carried
P&S/21/96

The Director – Environmental Services noted the following points:

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

14.4 **CORPORATE SERVICES REPORT**
D21/19817

RECOMMENDATION

THAT the reports be received.

SANDFORD/HARRIS
Carried
P&S/21/97

The Director – Corporate Services noted the following points:

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

15. **QUESTIONS**

The meeting closed at 4.26pm

A L Jamieson
CHAIRMAN

Confirmed this 27th day of July 2021.

N C Volzke
DISTRICT MAYOR