

# MINUTES

## Policy and Services Committee

F22/55/05 – D23/41569

**Date:** Tuesday 26 September 2023 at 3.00PM  
**Venue:** Council Chambers, 63 Miranda Street, Stratford

### Present

The Deputy Mayor M McKay (the Chairperson), the District Mayor N C Volzke, Councillors: S J Beck, G W Boyde, A M C Dudley, J M S Erwood, A K Harris, E E Hall, V R Jones, W J Sandford, C M Tongaawhikau and M J Watt

### In attendance

The Chief Executive – Mr S Hanne, the Director – Corporate Services – Mrs T Radich, the Acting Director – Assets – Mr S Bowden, the Committee Advisor and Executive Assistant – Mrs E Bishop, the Communications Manager – Ms G Gibson, the Projects Manager – Mr S Taylor (*part meeting*), the Parks and Reserves Officers – Mrs M McBain (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), the Environmental Health Manager – Ms R Otter (*part meeting*), the Sustainability Advisor – Ms V Dombroski (*part meeting*) and the Project Engineer – Mr O Mabumbo (*part meeting*),

*Via Audio/Visual Link: Stacey Hitchcock and Brylee Flutey (Venture Taranaki (part meeting))*

#### 1. Welcome

The Deputy Mayor welcomed Elected Members, members of the public, staff and the media to the meeting.

The opening karakia was read.

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

#### 2. Apologies

Apologies were noted from the Director – Assets - Mrs V Araba, the Director – Environmental Services – Mr B Sutherland and the Acting – Director – Community Services – Mr C Julie.

#### 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.

The District Mayor declared an interest in item 12 – Draft Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice.

Councillor Erwood noted he had discussed a potential conflict of interest for item 11 with the Chair and Chief Executive and it was not believed there was a conflict.

#### 5. Attendance Schedule

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

## 6. Confirmation of Minutes

### 6.1 Policy and Services Committee –22 August 2023 D23/35474 Page 11

#### Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 22 August 2023 be confirmed as a true and accurate record.

DUDLEY/BOYDE  
Carried  
P&S/23/131

## 7. Matters Outstanding

D16/47 Page 23

#### Recommendation

THAT the Matters Outstanding be received.

WATT/ERWOOD  
Carried  
P&S/23/132

The Chief Executive noted the further discussions have been held regarding the issue with numbering on Arial Street.

## 8. Information Report – Economic Development Quarterly Report – Quarter Four

D23/39383 Page 24

#### Recommendation

THAT the report be received.

HALL/JONES  
Carried  
P&S/23/133

Stacey Hitchcock and Brylee Flutey presented on the Venture Taranaki Quarter 4 report. There were three highlights to note:

- Branching out was launched last quarter and a specialised education programme has been developed as part of this with eight schools across the region being involved, including one from Stratford.
- The quarter saw the end of the three year Visitor Futures programme which saw developments such as the Coastal Arts Trail and the Trip-to-app.
- A pilot was launched during Quarter 4 for Investment Clinics. These have an investment advisor to discuss start-ups and capital growth and help realise opportunities. More information on these will follow.

Points noted in discussion:

- The Chair noted how good it was to see some real outcomes coming out of the work being undertaken by Venture Taranaki.

### Recommendations

1. THAT the report be received.

DUDLEY/VOLZKE  
Carried  
P&S/23/134

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

- Sensitive Expenditure Policy (*with an amendment to \$60 for dinner in clause 6 Meals/Alcohol*)
- Pegging and maintenance of Roads and Bridges Policy

be adopted.

HARRIS/BOYDE  
Carried  
P&S/23/135

### 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:

#### Sensitive Expenditure

- It is best practice to have a sensitive expenditure policy for both auditors and staff to know what they should and shouldn't be doing.
- This review has seen a change to the amount of Koha and the addition for fuel cards, rental cars and professional membership as there are no formal policies regarding these.
- A few clauses were amended to refer back to the standalone policy that governs that area.

#### Questions/Points of Clarification:

- It was clarified there are approximately 65 FTE staff members at the moment, being approximately 100 in total when including casual and part time hours. Councillor Boyde noted the social club contribution could be increased to help recognise the work that staff do. Mr Hanne noted there were a number of initiatives in terms of wellbeing for staff that benefit all staff rather than the social club which is an opt in group.
- It was agreed to increase the limit for dinner (clause 6.1 Meals/Alcohol) to \$60 to recognise rising costs.
- It was noted that the reporting requirements for the Annual Report override the privacy act in regards to the disclosure of any severance pay. The number of employees and the total amount of severance payments need to be disclosed. The District Mayor noted his concern that this could lead to identifying specific persons in such a small council.
- It was clarified that there is a personal element of wearing clothes that council has paid for, so the uniform policy states when and where this can be worn.
- It was clarified the reason for disclosing gifts received via the gift register and to a manager is to ensure there is open and transparent communication regarding the gift.

#### Pegging and Maintenance of Roads and Bridges

- This policy defines where a council maintained road stops and an unformed road begins. Legal opinions state where council has spent any money on a road then it has an obligation to maintain it.
- It was clarified that this policy does not determine where the pegs are located.

The District Mayor left the table at 3.25pm.

## 10. Decision Report – Draft Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice

D23/4453

Page 67

### Recommendations

1. THAT the report be received.

DUDLEY/WATT  
Carried  
P&S/23/136

2. THAT the recommended changes to the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice be approved.

3. THAT the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023, the Code of Practice and statement of proposal be released for public consultation on 10 October 2023.

TONGAAWHIKAU/HALL  
Carried  
P&S/23/137

### Recommended Reason

The recommendation of the Council is required to initiate the public consultation process required by sections 82 and 83 of the Local Government Act 2002 on the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice.

The Environmental Health Manager noted the following points:

- This bylaw has been working well since its initial adoption.
- There are a few updates to the New Zealand standards but the changes do not have a significant impact on current operators.
- The Code of Practice expects work to be completed to a high level of hygiene, however operators can show council officers alternatives to the New Zealand standards as long as they can prove it will have the same outcome.

Questions/Points of Clarification:

- It was noted that the spelling correction for page 77, *Electroylsis* to *Electrolysis*, had not been done.
- It was clarified that massage was not required to be registered as this bylaw covers where there is a risk of breaking the skin. Councillor Dudley noted that the biggest claim for the ACC injuries were the massages, if people were not doing these properly then maybe they should be regulated as well. Ms Otter noted if a complaint is received regarding a massage business then this bylaw does allow council to register them because of the complaint and monitor them. Ms Otter noted there was a flow chart in the bylaw for businesses to see if they are required to be registered or not.
- Ms Otter clarified that when the bylaw was first enacted officers discussed it with all operators and went through a robust process to see what they wanted as part of the bylaw. Prior to this review all operators were contacted to ask what was working well, what wasn't and if there were any recommendations. There were no responses. Officers sit down and go through the procedures and expectations for reviews with any new applicants.
- Councillor Dudley noted operators she had spoken with liked having the regulations in place.

The District Mayor re-joined the meeting at 3.33pm.

### Recommendations

1. THAT the report be received.
2. THAT the Council adopts the *Collaborating for Active Spaces and Places* Framework to guide future decision making.
3. THAT the Council approves to make a fair share contribution to the Taranaki Facilities Consortium of approximately \$5,500.

BOYDE/DUDLEY  
Carried  
P&S/23/138

BOYDE/HALL  
Carried  
1 against  
P&S/23/139

### Recommended Reason

Adoption of the framework will allow Council to work with all partners to provide recreational facilities that have the capacity to benefit large and diverse areas of the community.

The framework provides a clear framework for decision making could increase the transparency to the community around how decisions on major facility expenditure is undertaken.

The Projects Manager noted this report followed on from the previous presentation on the Collaborating for Active Spaces and Places framework. The Taranaki Facilities Consortium (TFC) has requested adoption by all councils.

The Chief Executive noted that the TFC had offered to attend the meeting today to answer any further questions but it was felt unnecessary given the recent workshop. If councillors had any issues then the report could be left on the table and representatives brought into answer the questions.

### Questions/Points of Clarification:

- Councillor Harris asked the Chief Executive if he perceived any hindrance for council to move forward with a project such as a playground? Mr Hanne noted the threshold of \$50,000 would be more than replacing one piece of play equipment, but felt that the framework created a valuable sounding board and would be a useful tool rather than a hindrance.
- It was clarified that the Taranaki Regional Council did not contribute financially as their rate payers are the same ratepayers as the district councils. Stratford's share equates to 8%.
- Councillor Boyde noted one observation was the disadvantage when the TFC has a different view to what we do.
- Councillor Beck felt the disadvantages (page 147) outweigh the advantages for the Stratford community.
- The Deputy Mayor noted that this was a guideline that should be followed, but council could still proceed if they chose to with a project that was not recommended. It was noted this could impact external funding sources though.

### Points noted in discussion:

- The Deputy Mayor noted she likes the idea of the strategy as it gives the region a framework to work within, but also that we can opt out of the framework if it doesn't feel right for our community.
- Councillor Boyde noted he recognised some of the disadvantages but as they did not stop council from doing anything then collectively it is a great idea and will be a better use of the resources for the funders as well.
- Councillor Jones noted there had been no communication from the funders about how much they are backing this strategy and felt they could have a completely different view on this. The Deputy Mayor noted the funders are certainly involved as strategic and organisational leaders. The District Mayor noted that funders had been part of this since day 1 and that the origin of this document was a request from funders.
- The District Mayor noted that it is not a binding document and interest groups will put forward their case and use community or political pressure to do what is expected rather than the recommendation from the TFC. He noted it will be a useful tool in guiding funders.

## 12. Monthly Reports

### 12.1 Assets Report

D23/37249 Page 167

#### Recommendation

THAT the report be received.

HARRIS/JOMES  
Carried  
P&S/23/140

The Acting Director - Assets noted the reported incidents regarding hockey balls causing damage at the War Memorial Centre.

#### Questions/Points of Clarification:

- Councillor Boyde noted the Synthetic Turf Trust had held a meeting and discussed the nets surrounding the hockey turf. They are looking to increase the fencing all the way around and there are some new plans coming to go back to funders to mitigate the risk.
- Councillor Hall noted the slips on Mangaehu Road once again highlights another example of slash coming down the hill. She noted the footpaths on Cordelia Street look really good and asked how the water mains tenders went? The Projects Manager noted there were about four tenders for that project and confirmed it did come within budget.
- It was clarified that the Waste Minimisation Expo will be held on 28 October and will be a dress rehearsal for a regional expo. It will showcase some of the waste levy fund recipients from the community and give examples of how to empower the community.
- It was clarified that the booking cancellations at the War Memorial Centre were for mixed reasons, costs may prevent people from booking rather than cancelling a booking.
- It was clarified that an architect had been engaged to design the doors for the TET Multi Sports Centre as the current doors were not compliant with the fire safety standards. Architect drawings are required for building consent purposes.
- It was clarified that the hedge removed from Cordelia Street during the footpath upgrade will be replaced with a similar plant, however it will be moved in a little bit to stop it overhanging the footpath.
- Mr Taylor noted that a sample had been sent away of the material used for the Victoria Park drainage and it has raised some concerns. Officers have approached the contractor for feedback and their response is due this week. Stratford and Taranaki cricket have been notified that it is unlikely to be ready for 1 November.
- Councillor Beck noted that two weeks ago councillors requested to view the feedback for the transport choices project. Mr Bowden noted a report was being written for the Ordinary Meeting of Council on 10 October to make some tough decisions on how council will progress. All the information and designs will be with this report. He noted there was not time to hold a workshop prior to this meeting. The Minister has granted an extension by one month for submitting plans and an extra 12 months for construction (30 June 2025).
- Councillor Boyde noted once again the effect forestry and strengthening work is having on council's roading budget. It was clarified that if Waka Kotahi increased their contribution, then council would need to find its share as council has to provide 37%. Councillor Boyde noted his concern that 50% of budgets were being used for damage that was not expected and taking the funds away from other works.
- Councillor Boyde noted there were 27 cows left to calve on the council farm and production is 1% up on the month.

*The Projects Manager, Project Engineer, Sustainability Advisor, Property Officer and Parks and Reserve Officer left the meeting at 4.01pm.*

### Recommendation

THAT the report be received.

JONES/DUDLEY  
Carried  
P&S/23/141

The Communications Manager noted the following points:

- Prospero Markets are being held this Saturday and it is looking likely it will be moved indoors.
- There is an International Day of the Older Person event this Friday.
- All the school holiday programmes at the Library and Visitor Information Centre sold out well in advance of the school holidays.

Questions/Points of Clarification:

- Councillor Hall noted there had been 11 funding applications for a total of \$28,113 to round 1 of the creative communities scheme with \$10,932 awarded. There were also two applications for the new festival fund requesting \$7,818 with \$6,800 being granted.
- Councillor Boyde asked who paid for the new afterschool programmes at the Library as some people had alluded to it becoming a babysitting service. Ms Gibson noted these costs are within current budgets with expensive activities being avoided. Mr Hanne noted that these were one off sessions and were not a babysitting service. Charging for activities would mean they were not accessible for all. Materials are generally low cost.
- Councillor Beck noted he had visited the whole Ngaere site for the Eltham Drainage Board and that the network is quite extraordinary. There were a few repairs identified for repair by land owners. The meeting of the board was held yesterday – meetings are twice a year.
- Councillor Jones noted the agm of the TET Stadium Sports Trust was held two weeks ago and Bruce Cleland was elected as president. He noted the drive for the next couple of meetings was understanding the building and sporting requirements and the responsibilities of the trust and council for these.
- It was noted there has been no theme for the Christmas Parade announced yet.
- Councillor Tongaawhikau noted the Kahui Ako Kapa Haka event held on 21 September at the War Memorial Centre will become an annual event. It was good to celebrate diversity in Whakaahurangi and see all the schools involved. The District Mayor asked if the Community Services team could collaborate with the organisers to turn it into a community event with some reinforcement from council. This would help fulfil the community outcome of connectivity and inclusiveness and would also help with widening the audience.
- It was clarified that year to date figures for pool admissions were for the period starting 1 July 2023.

### Recommendation

THAT the report be received.

WATT/SANDFORD  
Carried  
P&S/23/142

Questions/Points of Clarification.

- Councillor Boyde requested confirmation of the total number of letters that were sent to earthquake prone buildings. This will be brought back to the next meeting.

*The Environmental Health Manager left the meeting at 4.14pm*

**Recommendation**

THAT the report be received.

HARRIS/ERWOOD  
Carried  
P&S/23/143

Questions/Points of Clarification:

- Clarification was sought on if dog registration notices were emailed, or if they have the ability to be emailed.
- It was confirmed that computer replacements are completed at five years to avoid failure or regular testing requirements. This is currently being reviewed.

13. Questions

There were no questions.

14. Closing Karakia

D21/40748 Page 215

The closing karakia was read.

*The meeting closed at 4.18 pm*

M McKay  
**Chairman**

Confirmed this 24<sup>th</sup> day of October 2023.

N C Volzke  
**District Mayor**