



4 November 2020

ORDINARY MEETING OF COUNCIL

Notice is hereby given that the **Ordinary Meeting of Council** will be held in the **Council Chambers, Stratford District Council, Miranda Street, Stratford** on *Tuesday 10 November 2020* at **4.00pm**.

Timetable for 10 November 2020 as follows:

2.00pm	Workshop for Councillors - Revenue & Financing Policy - Children's Bike Park
3.45pm	Afternoon tea for Councillors
4.00pm	Ordinary Meeting

Yours faithfully



Sven Hanne
CHIEF EXECUTIVE

2020 - Ordinary - November (10/11/2020)

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ORDINARY MEETING OF COUNCIL
TUESDAY 10 NOVEMBER 2020 AT 4.00 PM

A G E N D A

1. **WELCOME**

- [Health and Safety Message](#)

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 **[Audit and Risk Committee – 6 October 2020](#)**

D20/28222

(Pages 7-17)

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Audit and Risk Committee meeting held on Tuesday 6 October 2020 be received.
2. THAT the recommendations in the minutes of the Audit and Risk Committee meeting held on Tuesday 6 October 2020 be adopted.

/_____
Moved/Seconded

6.2 **Ordinary Meeting – 13 October 2020**

6.2.1 **[Ordinary Meeting – 13 October 2020](#)**

D20/28764

(Pages 18-28)

RECOMMENDATION

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 13 October 2020 be confirmed as a true and accurate record.

/_____
Moved/Seconded

6.2.1 **Public Forum – 13 October 2020**
D20/28765 (Pages 29-31)

RECOMMENDATION

THAT the notes of the Public Forum held Tuesday 13 October 2020 be received.

/_____
Moved/Seconded

6.3 **Policy and Services Committee Meeting – 27 October 2020**
D20/30218 (Pages 32-43)

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Policy and Services Committee meeting held on Tuesday 27 October 2020 be received.
2. THAT the recommendations in the minutes of the Policy and Services Committee meeting, including those in the public excluded section, held on Tuesday 27 October 2020 be adopted.

/_____
Moved/Seconded

7. **DISTRICT MAYOR'S REPORT**
D20/31572 (Pages 44-48)

RECOMMENDATION

THAT the District Mayor's report be received.

/_____
Moved/Seconded

8. **DECISION REPORT – ADOPTION OF 2020/21 MEETING SCHEDULE**

D20/28024 (Pages 49-59)

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council adopts the 2020/21 Meeting Schedule as presented.

Recommended Reason

Meetings are required to be held to effectively and efficiently conduct Council business in a clear and open manner.

It is the intention of this resolution to hold two-monthly Audit and Risk Committee Meetings, monthly Ordinary Council meetings, monthly Policy and Services Committee meetings and quarterly Farm and Aerodrome Committee meetings to ensure efficiency of implementing decisions made by all Committees.

Moved/Seconded

9. **DECISION REPORT – ROAD CLOSURE – 2020 CHRISTMAS PARADE**

D20/31258 (Pages 60-70)

RECOMMENDATIONS

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close the following roads on Friday 4 December 2020, between the hours of 4.30pm and 7.30pm for the purpose of the 2020 annual Christmas Parade:
 - Miranda Street between Regan Street and Fenton Street
 - Fenton Street between Portia Street and Broadway (State Highway 3)
 - Broadway (State Highway 3) between Seyton Street and Page Street
3. THAT Council approves the use of Seyton Street, Juliet Street, Celia Street, Orlando Street and Hills Road as the alternative route for SH3 traffic for both northbound and southbound traffic, whilst the Christmas Parade is in progress.

Recommended Reason

In order for the Stratford Business Association to hold its annual Christmas Parade, it is necessary to close the roads listed above. The proposed road closures require formal endorsement by a Council resolution.

Moved/Seconded

10. **QUESTIONS**



Health and Safety Message

In the event of an emergency, please follow the instructions of Council Staff.

Please exit through main entrance.

Once you reach the footpath outside please turn left and walk towards the Bell tower congregating on lawn outside the Council Building.

Staff will guide you to an alternative route if necessary.

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

5. Attendance schedule for 2019-2020 Ordinary and Extraordinary Council meetings.

Date	29/10/19	12/11/19	10/12/19	11/02/20	10/03/20	14/04/20	12/05/20	09/06/20	14/07/20	11/08/20	25/08/20	08/09/20	13/10/20	10/11/20
Meeting	I	O	O	O	O	O (AV)	O (AV)	O	O	O	E	O	O	O
Neil Volzke	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Grant Boyde	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Rick Coplestone	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Peter Dalziel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Jono Erwood	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Amanda Harris	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Alan Jamieson	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Vaughan Jones	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Min McKay	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
John Sandford	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Gloria Webby	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Key	
O	Ordinary Meeting
E	Extraordinary Meeting
I	Inaugural Meeting
✓	Attended
A	Apology/Leave of Absence
AB	Absent
S	Sick
(AV)	Meeting held by Audio Visual Link

MINUTES OF THE AUDIT & RISK COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 6 OCTOBER 2020 AT 3.07 PM

6.1

PRESENT

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

IN ATTENDANCE

The Deputy Chief Executive – Ms K Whareaitu, the Director Corporate Services – Mrs T Radich, the Director Environmental Services – Mr B Sutherland, the Director Assets – Mrs V Araba, Councillors G W Boyde, G M Webby, W J Sandford, the Administration & Communication Support Officer – Ms R Vanstone, the Health & Safety and Emergency Management Advisor – Mr M Bestall (*part meeting*), the Communications Managers – Ms G Gibson, the Corporate Accountant – Mrs C Craig (*part meeting*) and two members of the media (the Stratford Press & the Daily News).

1. WELCOME

The District Mayor Volzke introduced and warmly welcomed the Audit and Risk Committee's new chair, Mr Philip Jones, well known throughout local government circles and an experienced audit and risk committee chairperson.

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

2. APOLOGIES

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

A motion for lateness was received for Councillor McKay who was attending the meeting via audio visual link due to illness.

RECOMMENDATION

THAT an apology be received from Councillor M McKay.

VOLZKE/JONES
Carried
A&R/20/34

It is noted that this recommendation was amended to an apology as Councillor McKay was unable to attend the meeting via audio visual link due to technical issues.

3. ANNOUNCEMENTS

The Chair thanked attendees for the welcome and noted that he has served on seven audit and risk committees and has acted in governance advisory roles to councils on many occasions. Mr Jones looked to encourage good participation from committee members.

4. DECLARATION 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

D19/32844 (Page 8)

RECOMMENDATION

THAT the Audit and Risk Committee's programme of works for 2020 be received.

DALZIEL/ERWOOD
Carried
A&R/20/35

The Chair noted that he would review the programme of works in forthcoming meetings as he continues to assess the effectiveness of the committee. Mr Jones will work with the committee and staff to develop a robust work programme setting objectives for each meeting and for the remainder of the triennium.

7. CONFIRMATION OF MINUTES

7.1 Audit and Risk Committee Meeting Minutes – 21 July 2020
D20/20660 (Pages 9-17)

RECOMMENDATION

THAT the minutes of the Audit and Risk Committee Meeting held on Tuesday 21 July 2020 be confirmed, with any amendments, as a true and accurate record.

DALZIEL/JAMIESON
Carried
A&R/20/36

8. MATTERS OUTSTANDING

D18/27474 Page 18

RECOMMENDATION

THAT the matters outstanding be received.

ERWOOD/DALZIEL
Carried
A&R/20/37

It was noted that with the completion of the chair's appointment process, there were no further matters outstanding.

It was noted that item 9 would be deferred to give Councillor McKay, unable to attend the meeting via audio visual link due to technical issues, an opportunity to email feedback to the Deputy Mayor.

11. INFORMATION REPORT – RISK REVIEW

D20/25498 Pages 154-176

RECOMMENDATION

THAT this report be received.

RECOMMENDED REASON

To provide an update to the Audit and Risk Committee of any changes to the Council Risk Register and advise the Committee of any incidents in relation to the Top Ten Risk Register since the last Audit and Risk Committee meeting, held in May 2020.

JONES/DALZIEL
Carried
A&R/20/38

6.1

The Director – Corporate Services noted the following points:

- Since the agenda was distributed, there has been a water main burst on Broadway on 30 September resulting in discolouration to water. This was resolved in a few hours and did not affect the safety or availability of water.

The Health & Safety and Emergency Management Advisor joined the meeting at 3.17pm.

Questions/Points of clarification:

- Councillor Jamieson sought clarification with reference to the contractor breach (risk 58) at the library where a faulty water cylinder valve was installed. He asked whether the same contractor was bought in to rectify the issue given the workmanship was questionable. The Director – Assets confirmed that the initial plumber’s work was not overseen or signed off and consequently another plumber from the same company made the repair (at their cost).
- Councillor Dalziel noted that pre-qualification would not have mitigated the risk in this case.
- The Chair advised the committee that a number of councils use an external expert to complete tax reviews. Mr Jones sought clarification on whether this route could be part of the audit programme of this Council in the future? The Director – Corporate Services advised that this has been looked into in the past but it was a very expensive exercise and the costs outweighed the benefits as there are some internal controls in place. It was also thought that the Council had the capability to do so as both the Director and the Corporate Accountant were experienced in the area of tax from their previous work with the Inland Revenue. Mr Jones commented on the complexities of tax and the costly consequences of getting it wrong. He considered in the least a reference group to bounce ideas off as valuable. The Director – Corporate Services agreed to look into this again in the new year.
- The Chair discussed generally the difference between raw and residual risk and commented that Council could ask itself whether it was doing everything that could possibly be done with the available resources, was a useful situational scan. He also questioned whether the residual risk was reflective of the controls in place.
- The Chair noted the example of a council succumbing to ransomware when a backup had not functioned as expected. Mr Jones considered that backup testing would be useful and he would like to see such testing completed at some stage.

10. INFORMATION REPORT – HEALTH AND SAFETY REPORT

D20/25332

Pages 150-153

RECOMMENDATION

THAT the report be received.

ERWOOD/JAMIESON
Carried
A&R/20/39

The Health & Safety and Emergency Management Advisor noted the following:

- The vehicle policy review has been bought in line with the Taranaki Road Safety Charter. It was noted that the policy applies to everyone driving a council vehicle.

Questions/Points of clarification:

- The Chair noted the dramatic drop off in reported near misses for the period. The Health & Safety and Emergency Management Advisor responded that the figures were relatively difficult to decipher. He was unsure whether the COVID 'break' was a plausible cause. Education into near miss reporting would continue.

The Health & Safety and Emergency Management Advisor left the meeting at 3.35pm.

9. DECISION REPORT – ON-LENDING \$7,180,000 FOR LAND ACQUISITION

D20/26367

Pages 19-149

RECOMMENDATIONS

1. THAT the report be received.
2. THAT based on the risk assessment within this report, the Committee endorses the proposed decision by Council to borrow up to \$7,180,000 to on-lend to the Stratford Agricultural and Pastoral Association (A&P Association) to purchase land for an independent local economic venture, subject to receiving positive community consultation plus in addition that before Council makes a final decision that it receives and considers that the following four conditions are met:
 - 2.1 A detailed business case, including sensitivities completed to Council satisfaction
 - 2.2 A second valuation addressed to Council.
 - 2.3 A detailed assessment on the impact of Council's future borrowing capacity.
 - 2.4 An economic assessment report which supports the business case, to be critiqued by an independent third party.

Recommended Reason

The endorsement of this decision by the Audit and Risk Committee will give Council assurance that the risks associated with the loan have been considered and satisfactory mitigations are able to be implemented.

VOLZKE/JAMIESON
Carried
A&R/20/40

The Director – Corporate Services noted the following points:

- This report was being brought to this committee for endorsement to help inform the Council decision. There are plans to release the decision for public consultation tomorrow for a period of four weeks and to go to hearing on 23 November.

- The report noted the key risks with the project, most significantly the credit risk should the A&P Association not meet the interest or loan repayments. The conditions of any loan contract would need to cover the above scenario, to enable Council to call in security.
- The Chair sought clarification on whether because of the financial leverage that Council would have over the A&P Association, it could be deemed a Council Controlled Organisation (CCO) and therefore having to be bought under Council's reporting regime. It was noted that these additional responsibilities could be onerous on the entity. Mr Jones considered that advice from the Office of the Auditor-General would be useful here.
- The District Mayor clarified that Council is not looking to assume control or influence over the A&P Association in any way. However he considered this a question that should be asked alongside other conditions and questions which Council could get specific answers to for consideration at the next meeting and after submissions have closed. Mayor Volzke clarified that Council had already decided to release the decision to support the A&P Association's proposal and seek community feedback on it. That feedback will begin tomorrow and there will be a period for people to be informed and understand and make comment, including attending a public meeting. When feedback closes off Council will consider what the community has said before final approval is given to a loan. What is decided today in this committee could be fed into the Council's final decision.
- Councillor Dalziel was concerned at the lack of information being made available to the public and the lack of financial viability analysis being provided to Council.
- Mayor Volzke noted that the time constraints put upon Council by the A&P Association were in line with the conditional purchase of land. This committee is interested in the risk component and identifying the information gaps and to have the information to make the final informed decision. There is time to achieve this.
- The Chair noted that this committee's role is to clearly articulate the risks that the Council must consider with this project, such as, what is the clear process should there be a default. There should be no surprises to the A&P Association or ratepayers that an agreed action is taken in such a situation. Mr Jones added that the recommendation from this committee be that the report is endorsed (or not) subject to specified risks being clearly investigated and mitigated as part of the final decision making process by Council.
- Councillor Boyde sought clarification on a series of questions including:
 - Who pays the rates (or is a remission applicable)?
 - Who funds the \$50,000 needed for a credit rating (to access the loan) and would this be written up in the loan contract?
 - What is the financial impact to 3-waters reforms?
 - Are the current valuations available?
- Mrs Radich confirmed that rates had not been factored into the financial statements prepared by Baker Tilley however the A&P Association currently receives rates remissions and it is expected that any newly acquired land would receive relief if it was used for the community benefit and as per the conditions of the rates remission policy. This committee could consider the credit rating fee question. No analysis has yet been done on the cost of water reforms and their effect as the reforms will not be finalised until at least 12 months time. Valuation estimates have been provided.
- The Chair noted that it would be useful to seek alternative valuations, which was supported by Councillor Dalziel who requested that separate valuations be addressed to the Council rather than the A&P Association.

- Mayor Volzke noted also that the A&P Association’s stage 2 feasibility study, currently in draft, should be completed and provided to the Council as well as the ability of the A&P Association to make repayments of the loan principal.
- Mayor Volzke read an emailed comment from Councillor McKay which acknowledged *“the large risk to the Council in approving the lending scenario – mostly mitigated by the land on the south side which is very valuable for future development. Ultimately, there is also significant risk in Council not being involved in the project. All going well the Stratford Park will bring many levels of economic growth potential to our district. Without something like this what else would we do? I support the approval of the lending. Obviously final approval will be made after we see the next stage of feasibility and community feedback”*.
- The Chair noted the Council’s ability to access future borrowing as a further risk and asked whether this would require a change to the long term plan (LTP).
- The Deputy Chief Executive responded that the consultation being undertaken met the guidance that Council had received from Simpson Grierson and met Council’s own Significance and Engagement Policy. The ability to borrow had been addressed and was explicit in the consultation document.
- Mrs Radich added that a change in conditions must be significantly different from the LTP to require an amendment and advice from Simpson Grierson was that this statutory requirement had not been triggered.
- The Chair noted that a business case with some analysis around whether this project would be good for the Stratford district must also be presented by the A&P Association.
- The following conditions were presented for consideration:
 1. A detailed business case completed to Council satisfaction which should indicate the A&P Association’s ability to make principal repayments and development costs including revenue opportunities over a time period. It would be expected that some sensitivities are noted as well as the impact on the A&P Association to perform and the source of development funding.
 2. A second valuation (paid for by the A&P Association) and addressed to Council.
 3. A detailed assessment on the impact of Council’s future borrowing capacity.
 4. An economic assessment report which supports the business case to be critiqued by an independent third party.
- Mayor Volzke speaking in favour of the recommendation, noted sufficient mitigation should the A&P Association be unable to repay the loan, would involve the ownership of the land reverting to Council to be sold, redeveloped or used for other purposes.
- Councillor Dalziel added that this is a very conditional endorsement. This was supported by the Chair who noted that the A&P Association should receive the clear message that they should not accept this as a done deal. Councillor Boyde also noted his support for the conditional endorsement.
- Deputy Mayor Jamieson clarified that this report would be bought back to Council.

The Corporate Accountant left the meeting at 4.10pm.

12. INFORMATION REPORT – FINANCIAL RISK MANAGEMENT REPORT

D20/25782

Pages 177-183

RECOMMENDATIONTHAT the report be received.ERWOOD/DALZIEL
Carried
A&R/20/41

The Director – Corporate Services noted the following points:

- There is some variation between the actual and budgets given that we are only two months into the financial year.
- Council currently has \$6 million with one bank invested in surplus cash.

Questions/Points of clarification:

- Councillor Boyde sought clarification on the outstanding debts which remain uncollectable. Mrs Radich responded that these debts are held by a person that Council could not collect from and the other is older than six years and therefore the debt collection service could not take any action. The total of both debts is under \$5,000.
- Mr Jones sought clarification on the risk of not spending capital expenditure this year and the consequences of that - a standard question he poses to councils. He added, specifically now that there is a significant capital works programme with new money added by central government. Is there enough capacity in the organisation to deliver the capital works programme in a timely manner? The Director – Assets confirmed her confidence in being able to spend the money - the pool development, bike park and second trunk main were all projects which were on track.
- Mayor Volzke noted that he had received notification from the TSB Community Trust that they would not fund any applications from councils in this financial year unless there was a strong alignment with Māori or youth funding streams. He asked how much Council had budgeted for and what impact this cut in funding would have on the community. The Acting Chief Executive, Ms Kate Whareaitu clarified that Council had applied for \$1.5 million for the pool development and a number of other community based projects. Council would endeavour to continue to provide events to the community, albeit 'watered down' versions. She was unsure of the effect on the Percy Thomson Gallery programme. There was also a likelihood that some projects could not be delivered on. Funding was also being sought from the Taranaki Electricity Trust (TET).
- Councillor Dalziel clarified that the TSB Community Trust intended to engage with the Chief Executives of each council early next year to work through their requirements for the following financial year. The decision to limit funds to councils was for this financial year only as trust income had been severely impacted by Reserve Bank decisions and a significant decrease in Fisher Funds projected revenue - some of which had been recovered. The Councillor suggested that Council go back to the trust to discuss the capital requirements on the pool development.

13. **INFORMATION REPORT – ANNUAL REPORT 2018/19 –
PROGRESS ON AUDIT ISSUES**

D20/25487

Pages 184-190

6.1

RECOMMENDATION

1. THAT the report be received.
2. THAT the Audit & Risk Committee recommends that the reconciliation between general ledger and asset management system be undertaken on a quarterly basis.

Recommended Reason

This report informs the Committee of the issues identified in the final Audit New Zealand Management Report for the 2018/19 Annual Report, summarising the actions that have or intend to be taken by Council officers to respond to audit recommendation with respect to each issue raised.

JONES/DALZIEL

Carried

A&R/20/42

The Director – Corporate Services noted the following points:

- The Annual Report was ready to present to Council on 13 October and that there were no major issues.
- Outstanding issues are either being worked on or are a low priority.

Questions/Points of clarification:

- Mr Jones clarified that he would be satisfied with achieving a quarterly reconciliation (by June 2021) of asset values between AssetFinda and Authority, rather than a monthly one. He considered that a quarterly reconciliation to a higher standard was more efficient and effective for councils of this size.
- A recommendation was drafted with this outcome in mind. Speaking to this, Mr Jones said that a monthly reconciliation cycle meant that officers were in effect 'chasing their own tails'.
- Mrs Araba added that this outcome would ease pressure amongst Council officers.

14. INFORMATION REPORT – LONG TERM PLAN 2021-31 RISK MANAGEMENT/MINIMISATION

D20/25848

Pages 191-199

6.1

RECOMMENDATION

THAT the report be received.

Recommended Reason

To demonstrate fulfilment of the Committee's responsibility to proactively assess, monitor, and provide governance oversight of risks – in this case, with regard to the risks directly associated with the preparation of the Long Term Plan 2021-31 (LTP).

DALZIEL/JONES
Carried
A&R/20/43

Questions/Points of clarification:

- Councillor Jamieson was satisfied to see that decision making was rated a number 1 with higher risk.
- Mayor Volzke noted that Council is fulfilling the requirement that the LTP be visionary, achieve community outcomes and not merely a compliance exercise.
- Mr Jones sought clarification on the risks and mitigation of Council's Infrastructure Strategy and looked forward to this being brought back to the committee's next meeting. Mrs Araba confirmed that this was covered, would be reviewed by elected members in workshop and brought back to the next meeting.
- Mr Jones clarified the risk of councils going beyond the statutory compliance date is that rates cannot be set until the LTP has been adopted.
- In referring to strategic alignment, Mr Jones noted that there was no relationship between change of land use and the district plan (referring to paragraph 6.3 on page 199) which can have a significant financial impact on councils.

Councillor Sandford left the meeting at 4.54pm.

15. AUDIT NEW ZEALAND CORRESPONDENCE

- Audit NZ – Interim Audit for year ended 30 June 2020
D20/25530 pages 200-218

RECOMMENDATION

THAT the correspondence be received.

JONES/ERWOOD
Carried
A&R/20/44

*Audit & Risk Committee 06/10/2020
D20/28222*

The Chair noted that this council should have a Sensitive Expenditure Policy, which would be discussed in due course.

16. GENERAL BUSINESS

No general business was discussed.

The meeting closed at 4.56pm.

P Jones
CHAIRMAN

Confirmed this 1st day of December 2020.

N Volzke
DISTRICT MAYOR

MINUTES OF THE ORDINARY MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 13 OCTOBER 2020 AT 4.17PM

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 Jones, M McKay, W J Sandford 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 (*part meeting*), the Executive Administration Officer – Mrs E Bishop, the Communications Manager – Ms G Gibson (*part meeting*), the Special Projects Manager – Mr N Cooper (*part meeting*), the Corporate Accountant - (*part meeting*), the Environmental Services Manager – Ms R Otter (*part meeting*), the Community Development Officer – Mr P Boyd (*part meeting*), the Percy Thomson Trust Chairman – Mr B Ellis (*part meeting*), Mr C Webby (Audit New Zealand) and one member of the media (Stratford Press).

1. **WELCOME**

The District Mayor welcomed the Chief Executive, Councillors, staff, members of the public, and the media.

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

2. **APOLOGIES**

There were no apologies.

3. **ANNOUNCEMENTS**

The Chief Executive noted that the Customer & Leisure Services Manager had joined the meeting via audio visual link and would participate during the discussion for item 10.

The District Mayor requested permission to move item 8 – Percy Thomson Trust – Annual Report, and item 9 – Adopt Annual Report for Year Ended 30 June 2020 be moved to follow item 5 in order to allow the speakers to vacate the meeting. There were no objections.

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 member's interest was circulated for updating.

There were no real or perceived conflicts of interest relating to the items on the agenda.

5. **ATTENDANCE SCHEDULE**

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

8. **INFORMATION REPORT – PERCY THOMSON TRUST – ANNUAL REPORT**

D20/26789 (Pages 71-100)

6.2

RECOMMENDATION

THAT the Percy Thomson Trust Annual Report for the year ended 30 June 2020 be received.

WEBBY/HARRIS
Carried
CL/20/100

Recommended Reason

The Percy Thomson Trust is a Council Controlled Organisation of the Stratford District Council and the audit of their Annual Report for the year ended 30 June 2020 was completed by Audit New Zealand.

Mr Ellis noted the following points:

- It was noted the gallery had struggled from the effect of COVID-19 but was fortunate to have received the wage subsidy which made up quite a bit of the revenue shortfall.
- The Trust and gallery both continue to go from strength to strength and the work going into the variety of exhibitions result in both local and further afield visitors.
- It was noted the KPI was not met for visitors to the gallery but this was specifically as a result of COVID-19.
- The trust continues to be tight on funds and be reliant on the support of Council, the TSB Community Trust and Taranaki Electricity Trust. There have been some extra expenses over the past two years in relation to the roof of the facility and air conditioning within the building.
- In the upcoming months the Trust will be faced with replacing a tenant as the iSITE relocates.
- He noted the Chairman's report was more detailed in regard to property investments as there had been questions asked previously by Council.

The Community Development Officer departed the meeting at 4.25pm.

Points of Clarification/Questions:

- Councillor Boyde noted the excellent work done by the Gallery Director Rhonda Bunyan and noted that although the visitor numbers were down it was still a fantastic amount of people through which shows the support the gallery has.
- It was questioned if the Trust saw itself becoming self-sufficient in the future and the Chairman noted that an investment partner could allow it to and that this was permitted under the deed. He noted that this would be discussed.
- The Chairman noted that discussions had begun with McDonald Real Estate regarding the tenancy of the iSITE area.
- The change of policy from the TSB Community Trust was noted due to Local Authorities being unable to apply this year and the Trust having to apply with the Council as a Council Controlled Organisation. The Chairman noted he would discuss this further with the Director – Community Services as the TSB Community Trust funds the Emergence Awards and noted that this wouldn't be required this year as it is a biennial event.

- Councillor Dalziel noted the performance of the Bush Road investment was good. The Chairman noted that this was largely down to the timing when the property had been purchased. He noted that the Trust was potentially at the level where it wouldn't want to invest more in commercial properties and that this would be part of the discussion if it went towards a managed fund in the future.

The Percy Thomson Trust Chairman departed the meeting at 4.32pm

6.2

9. **ADOPT ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2020**
D20/26789 (Pages 101-251)

RECOMMENDATIONS

1. THAT this report be received.

JAMIESON/BOYDE
Carried
CL/20/102
2. THAT the Annual Report for the year ended 30 June 2020 be received and adopted.
3. THAT the Mayor and the Chief Executive be given authority to sign the Annual Report for the year ended 30 June 2020, incorporating any late, minor changes that may be required by Audit New Zealand.
4. THAT the Chief Executive be authorised to publish a Summary Annual Report for the year ended 30 June 2020 once the Audit Report to the Summary Report has been received from Audit New Zealand.

VOLZKE/BOYDE
Carried
CL/20/103

Recommended Reason

Section 98A of the Local Government Act 2002 requires Council to adopt the Annual Report 2019/20 by 31 December 2020. The Annual Report gives the community transparency on the Council's performance for the year.

It is a statutory requirement for a local authority to, within one month after the adoption of its Annual Report; make publicly available a summary of the information contained in its Annual Report.

Mr Webby noted the following points:

- The Independent Auditor's Report was tabled and circulated.
- Management and staff were thanked as it has been a challenging year but enabled audit to do the interim and final audit and it is a real achievement to have gotten to this point especially as the deadlines had been moved to 2 December.
- The key areas identified by audit to focus during this audit were:
 - The vesting of the TET Multi Sports Centre to Council which resulted in requiring a valuation to be undertaken.
 - The first year of the subdivisions where assumptions had to be made around inventory goods sold. Audit is satisfied the accounting treatment is correct.
 - Valuation of land and buildings was reviewed and discussed with an external valuer and managers. Audit is satisfied the accounting treatment is correct.

- In between valuations of infrastructure was not undertaken however it was identified that no valuation was required this year.
- Management override – no issues identified.
- COVID-19 impact – disclosures were added within the annual report and audit is satisfied these are appropriate.
- Following the adoption today, Audit is in a position to issue a clean audit opinion with a disclosure for readers to refer to the note disclosures relating to COVID-19.

Points of Clarification/Questions:

- It was clarified that other Councils allocated overheads and during the Long Term Plan process cost allocation models are brought up. Each Council is different in determining what the cost driver is and it is difficult to compare one Council with another due to sizes and different direct costs.
- It was noted that the TET Multi Sports Centre raised the surplus as it is treated as income even though it is a capital item. This is as a result of the accounting standards and an asset is required to go through the profit and loss and will show as significant revenue even though it was in the form of a building.
- It was noted the Council's current borrowing was within the restrictions in the Treasury Policy as decided by Council but Mr Webby noted that Council would need to considering its borrowing ability and the LGFA covenants during the Long Term Plan process and when planning capital works over the next ten years.

The Corporate Accountant departed the meeting at 4.46pm.

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting – 8 September 2020

D20/25263 (Open) D20/4502) (PE) (Pages 9-17)

RECOMMENDATION

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 8 September 2020, including the public excluded section, be confirmed as a true and accurate record.

ERWOOD/WEBBY
Carried
CL/20/104

The Executive Administration Officer undertook to make the following amendments:

- Page 13 – 7th bullet point remove “between”
- Page 14- 4th bullet point replace “lengthily” with “lengthy”

6.2 **Farm & Aerodrome Committee – 15 September 2020**
D20/25069 (Pages 18-24)

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Farm and Aerodrome Committee meeting held on Tuesday 15 September 2020 be received.

BOYDE/DALZIEL
Carried
CL/20/105
2. THAT the recommendations in the minutes of the Farm and Aerodrome Committee meeting held on Tuesday 15 September 2020 be adopted.

BOYDE/HARRIS
Carried
CL/20/106

6.2

6.3 **Policy and Services Committee Meeting – 22 September 2020**
D2025880 (PE) (Pages 25-37)

RECOMMENDATIONS

1. THAT the unconfirmed minutes of the Policy and Services Committee meeting held on Tuesday 22 September 2020 be received.

JAMIESON/McKAY
Carried
CL/20/107
2. THAT the recommendations in the minutes of the Policy and Services Committee meeting, including those in the public excluded section, held on Tuesday 22 September 2020 be adopted.

JAMIESON/BOYDE
Carried
CL/20/108

6.4 **Taranaki Solid Waste Committee – 20 August 2020**
(Pages 38-41)

RECOMMENDATIONS

- THAT the unconfirmed minutes of the Taranaki Solid Waste Committee meeting held on Thursday 20 August 2020 be received.
- JAMIESON/ERWOOD
Carried
CL/20/109

6.5 **Taranaki Regional Transport Committee – 9 September 2020**
(Pages 42-46)

RECOMMENDATIONS

THAT the unconfirmed minutes of the Regional Transport Committee meeting held on Wednesday 9 September 2020 be received.

VOLZKE/HARRIS
Carried
CL/20/110

The District Mayor noted that the committee was well down the track in developing its three yearly plan for the region. A lot time during the meeting, and before in the workshop, was spent establishing some of the priorities for funding and things wanted for the region. Considerable emphasis was made on safety.

6.6 **Taranaki Civil Defence Emergency Management Group Joint Committee – 10 September 2020**
(Pages 47-51)

RECOMMENDATIONS

THAT the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Group Joint Committee meeting held on Thursday 10 September 2020 be received.

VOLZKE/WEBBY
Carried
CL/20/111

The District Mayor noted that the highlight of this meeting was the adoption of the annual report and approval of the business plan for the forthcoming year. The annual plan was informative as it showed the prolonged impact from COVID-19

7. **DISTRICT MAYOR’S REPORT**
D20/27127 (Pages 52-70)

RECOMMENDATIONS:

1. THAT the District Mayor’s report be received.

VOLZKE/SANFORD
Carried
CL/20/112

2. THAT Gloria Webby be appointed as a Trustee of the Percy Thomson Trust for a three year term.

3. THAT Christine Craig be appointed as a Trustee of the Percy Thomson Trust for a three year term.

BOYDE/ERWOOD
Carried
CL/20/113

The District Mayor acknowledged the funding received from the Mayor’s Taskforce for Jobs of \$500,000 to contribute towards employment support. The goal is to assist 50 people into work. The Workforce Coordinator is now on board and her role will be to ensure this happens. Stratford was one of 23 Councils that received this fund.

He noted the additional resolutions to appoint Councillor Webby and Mrs Christine Craig for a further term as Percy Thomson Trustees and confirmed both were willing and eligible to be reappointed.

Points noted in discussion:

- Councillor Boyde noted the contribution of the farmers for the Fonterra Kick Start Breakfasts was \$1,000 each.

10. **DECISION REPORT – BUDGET AND DESIGN SCOPE FOR NEW AQUATIC CENTRE**
D20/27116 (Pages 252-260)

RECOMMENDATIONS

1. THAT the report be received.

VOLZKE/JONES
Carried
CL/20/114

A decision in this matter is required as a matter of urgency to enable this project to move to the procurement stage.

The Special Projects Manager noted the following points:

- Given the government funding received for the pool project, commencement on in-ground works needed to begin by February 2021.
- Officers have been working with BECA consultants on a design and build to enable this to take place however confirmation from Council is required on a number of aspects.

6.2

- The previous resolution approved a \$15 million budget with \$3 million to be externally funded \$15 million is unlikely to deliver the initial wish list as determined by Council but the \$8 million funding increases the budget to a level that allows for the desired features and functions of the facility. Therefore the resolution put to Council is to increase the budget to \$20 million.
- The second part of the report is to determine the facilities incorporated within the complex as these have never formally been resolved. Based on past workshops the list has been compiled on what was Council’s minimum requirements. The extra item in the fourth resolution were other options but would be unlikely to be achievable within the budget.
- The final resolution will set the guiding vision for what Council wants to achieve and to keep the design on track and has come out of discussions held during workshops.
- The Chief Executive noted that the vision was a starting point and Councillors could provide feedback and alterations as this would be included in any contracts related to the construction of the complex. He reminded Council that any design changes later into a contract would be extremely expensive.

Points of Clarification/Questions:

- The Deputy Mayor questioned the first objective in appendix 1 and felt competition should be included as the pool is highly used by competitors. It was clarified that the pool would meet specifications for competitions.
- It was clarified that the additional items Council were asked to prioritise would not be included in the initial design as they were unlikely to come within the budget.
- Councillor Dalziel noted he would like to see an objective that the complex is a well-designed, creative architectural design that the community will be proud of and not a big shed. The District Mayor noted this would be covered under objective 2. Councillor Sandford noted that the complex would also be required to handle the changing climate and weather conditions in Stratford.

RECOMMENDATIONS

2. THAT the loan financing contribution to the new aquatic centre budget be retained at *up to* \$12 million in accordance with the Long Term Plan, providing a total project budget of \$20 million.

BOYDE/WEBBY
Carried
CL/20/115

- It was clarified that should the final price be outside of the budget then it can be brought back to Council.
- It was noted solar heating would be considered and if need be would be brought back to Council to discuss trade-offs.
- It was noted it was not far enough into the project to confirm a contingency amount but that it would be included and would potentially be between \$1 and \$2 million. It was noted that the higher the contingency the lower the total amount available would be.

RECOMMENDATIONS

3. THAT the following components of the new aquatic centre be confirmed as included in the design:

- 8 lane, 25 metre main pool (25 x 20m)
- 20 x 15m learn to swim pool
- 20 x 15m hydrotherapy pool
- Toddler leisure pool and splash pad
- Changing facilities
- Clubroom for swimming club
- Birthday party/meeting room (combined with clubroom if possible)
- Foyer and retail
- Administration and staff room
- Control/first aid room
- Storage

BOYDE/JAMIESON
Carried
CL/20/116

- Councillor Jones noted the new Councillors had not been involved in the initial discussions and felt that it was important to note that at the foremost it is a pool. He questioned the design costs and not incorporating future options into the initial design to not incur extra expense if the extra facilities were able to proceed. He felt a spa pool and a hydroslide were more important than the other options in the fourth resolution.
- It was clarified that there is a contractual agreement that clubrooms were provided which may be able to be negotiated to be a shared room but that this was outside of the agreement at the moment and it would be a 'like for like' at a minimum.
- It was noted that the swimming club did pay a lease of \$1,000 per year but that this has been waived as part of the agreement to share the room. A lease would be reinstated should they be provided with their own room.
- It was confirmed seating for spectators would be part of the design.
- It was confirmed that a 50metre pool was well outside of the budget.
- It was noted that should the planned functions come outside of the budget examples to make it all work could include combining the hydrotherapy and learn to swim pool, however if this was the case it would be brought back to Council as it would be a change in the scope and therefore Council could amend the budget or approve the merge of the two pools.
- The Customer & Leisure Services Manager noted her support of the list of components.
- With regards to discussions around a café, it is an aim to retain the same space that is at the current facility to allow for an area to socialise. The current coffee machine is a result of requests from users and it was expected the new facility would have a minimalist coffee system in place at reception.

RECOMMENDATIONS

4. THAT the following potential components of the new aquatic centre be included in the design in the listed priority order if the budget allows:
1. Spa pool
 2. Café
 3. Gym/group fitness space
 4. Hydroslide

VOLZKE/McKAY
Carried
1 agaisnt
CL/20/118

- The District Mayor requested that Spa Pool be moved to the first priority and the gym space be moved to the third. He noted there were often requests for a spa pool and that competitive swimmers use them after they race.
- Councillor Boyde supported the spa pool as the number 1 priority.
- Councillor Erwood agreed with the District Mayor but requested a hydroslide be added as the fourth priority. The Customer & Leisure Services Manager noted hydroslides are very expensive to operate and maintain for the amount of use they get. She noted the additional items use would need to be considered and that it could be that a gym room would be used more than a single use spa pool or slide.
- It was noted the Whanganui and Manawatu hydroslides had been funded externally to secure naming rights but the operational and maintenance expenses remain with Council. It was noted the addition of a hydroslide to the list did not commit Council to this but rather set it as a priority. If budget was to allow any of these components to be included then a report would be brought back to Council for confirmation. Councillor Jones noted that the designers should be made aware to allow for these potential extras.
- It was noted that a hydroslide would change the whole configuration of the building.

RECOMMENDATIONS

THAT the resolution be amended to include a hydroslide as the fourth priority.

ERWOOD/DALZIEL
Carried
CL/20/117

The Director - Corporate Services departed the meeting at 5.32pm.

- The Chief Executive noted that a hydroslide would require a separate body of water so the plant room would increase by 35%. It would be inefficient to build a standalone plant room. Councillor Jones reiterated he would like to see two potential designs. The Chief Executive noted that this would incur a separate cost for both designs.

RECOMMENDATIONS

1. THAT the guiding vision for the design of the new aquatic centre be in accordance with the objective and outcomes set out in **Appendix 1** to this report with the amendments noted in discussion.

McKAY/ERWOOD

Carried
CL/20/119

- The first outcome be amended to: *Meets the current needs of the community*. This would ensure that competitive swimming was included in the needs.
- Add Education to be the second priority: *Activity to enable water safety education including Learn to Swim*. This wording would allow for all water safety education including learn to swim, boat safety and other school activities.
- It was clarified that the words “future proofed” in the vision meant the facility could be easily modified or added to in the future.
- Once adopted this will no longer be a DRAFT document.
- It was clarified that ‘older’ people were covered under meeting the needs of the community and under wellness in the priorities.

The Special Projects Manager departed the meeting at 5.48pm.

11. **QUESTIONS**

- The Deputy Mayor questioned if Council was able to facilitate or assist the man living in his car outside the centennial rest rooms. The District Mayor noted this was an operational matter and would not be discussed at a governance level.

The meeting closed at 5.49pm

N C Volzke
CHAIRMAN

Confirmed this 10th day of November 2020.

N C Volzke
DISTRICT MAYOR

NOTES FROM THE PUBLIC FORUM OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 13 OCTOBER 2020 AT 3.53 PM

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 Jones, M McKay, W J Sandford 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 Officer – Mr P Boyd, the Corporate Accountant – Mrs C Craig (*part meeting*), Audit NZ – Mr C Webby (*part meeting*), the Environmental Health Manager – Ms R Otter (*part meeting*), the Percy Thomson Trust Chair – Mr B Ellis, Ms L Jones (Taranaki Enviro Schools) and one member of the media (Stratford Press).

1. **WELCOME**

The District Mayor welcomed the Chief Executive, Councillors, staff, members of the media and Lauree Jones the Taranaki Enviro Schools regional coordinator.

2. **APOLOGIES**

No apologies were received.

3. **SPEAKERS**

Name: Lauree Jones
Subject: Taranaki Enviro Schools

Points noted in discussion:

- This presentation is to give Council an overview again of what Enviroschools is, what it is currently doing and where it is heading.
- Enviroschools is a long term holistic framework which is put into kindergartens, primary and secondary schools. There is an emphasis on it being a long journey and not a race and each programme is unique to its school or early childhood centre.
- The national hub is funded by the Ministry for the Environment and there are 16 regional coordinators, 140 facilitators and over 1350 Enviroschools.
- Over 80% of councils nationwide are partners and it was noted that Stratford District Council had funded the programme since its beginning in 2003 with no breaks. NPDC have funded for 16 years and STDC for 9 years.

The Corporate Accountant and Mr C Webby joined the meeting at 3.56pm.

- It was noted that everyone contributed to the programmes with a community return through 'in-kind' donations, goods donations etc.
- The programmes are specifically designed to meet Local Government outcomes and therefore meet the Council's KPIs with a twist. For example waste avoidance is promoted instead of waste minimisation in order to change the way of thinking from the start and encourage different behaviours.
- Community food resilience has been huge following COVID-19 and the big focus at the moment is helping schools and kindergartens develop gardens and increase their food resilience.
- The Taranaki programme is now housed at the Taranaki Regional Council which gives it a really good baseline and frees up funds that were used for administration, stationery, printing etc. The programme coordinator wages are paid by TRC.
- The facilitators in the schools are funding externally (e.g. Stratford District Council's contribution).
- In forming a relationship with Kindergarten Taranaki Association the programme has developed through their kindergartens with all of them now being enviroschools. There are three in Stratford.
- TSB Community Trust funding was secured this year meaning more schools will be able to come on board.
- There are 11 enviroschools in Stratford – 3 kindergartens that are supported by Taranaki Kindergarten Association and 8 schools supported by Stratford District Council and the TSB Community Trust. There are 4 more schools to come on board.
- Stratford led the way with Toko being the first enviroschool in Taranaki closely followed by Marco to get the green-gold enviroschool status. Stratford Primary will be going for this in the near future but have held off as they are working on their sustainable backyards.
- Midhirst Primary school is looking to expand on its enviroschools journey and have reached out to Whakaahurangi Marae to work closely with them and make connections. Midhirst would be a good location if an ESTA (Enviroschools Teach Aid) programme is developed here which promotes helping parents reenter the workforce, people coming out of long term unemployment etc. It provides training and in school experience and participants will gain their first aid certificate. These are 12 month long roles and help prepare participants with getting back into the workforce long term. The ESTA roles are not currently in Taranaki but there is a lot of background work going on to get this active.
- There are 5 schools in Taranaki participating in the sustainable back yards – Toko and Stratford Primary School in the Stratford District.
- It was noted Marlborough was the first District to have 100% schools on board and was driven by the District Council. This could be achieved in Stratford.

The Environmental Health Manager joined the meeting at 4.09pm.

- The transition between early childhood education, primary and secondary doesn't stop with enviroschools and it helps families understand sustainability is throughout the school systems.
- Work is being undertaken looking into regenerative agriculture with wai restoration etc.

- Funding will be sought from the TET Electricity Trust to help fund an initial ESTA position. There are some really strong schools in the TET area that would benefit from this.
- Need Stratford District Council to look at a bigger contribution. It was noted that some regions in the South Island (similar sizes to Stratford) contribute between \$15,000 and \$20,000 annually. She suggested the waste levy could be allocated to funding the programme and asked that this be considered during the Long Term Plan process.

Questions/Points of Clarification:

- It was requested the presentation be circulated to Councillors.
- It was noted that the enviroschools were working closely on the predator free goals with the predator free educator and although it was separate they were working well together as well as with the education coordinator at the Taranaki Regional Council.

The Public Forum closed at 4.15pm.

N C Volzke
CHAIRMAN

Confirmed this 10th day of November 2020.

N C Volzke
DISTRICT MAYOR

MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, STRATFORD DISTRICT COUNCIL, MIRANDA STREET, STRATFORD ON TUESDAY 27 OCTOBER 2020 AT 3.03PM

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 (*part meeting*), 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 Executive Administration Officer – Mrs E Bishop, The Parks & Reserves Officer – Mrs M McBain (*part meeting*), the Trade Waste Officer – Mr J Cooper (*part meeting*), the Revenue Manager – Mrs J Erwood (*part meeting*), the Services Asset Manager – Mr M Oien (*part meeting*), the Community Development Officer – Mr P Boyd (*part meeting*), the Corporate Accountant – Mrs C Craig (*part meeting*) and two members of the media (Stratford Press and Taranaki Daily News).

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.

2. **APOLOGIES**

An apology for lateness was received from Councillor J M S Erwood and an apology noted from the Director – Corporate Services – Mrs T Radich.

RECOMMENDATION

THAT the apologies be received.

BOYDE/McKAY
Carried
P&S/20/154

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 – 22 September 2020**
D20/25880 PE – D20/27891 OPEN Pages 9-21

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 22 September 2020, including those in the public excluded section, be confirmed as a true and accurate record.

HARRIS/WEBBY
Carried
P&S/20/155

7. **MATTERS OUTSTANDING**

D16/47 Page 22

RECOMMENDATION

THAT the matters outstanding be received.

VOLZKE/BOYDE
Carried
P&S/20/156

8. **INFORMATION REPORT – ELECTED MEMBERS UPDATE ON LTP AND OTHER KEY PROJECTS**

D20/27929 Pages 23-32

RECOMMENDATION

THAT The report be received.

COPLESTONE/JONES
Carried
P&S/20/157

Recommended Reason

Well into the third and 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 COVID19 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 Chief Executive noted the following points:

- The significant change from the previous report is the amount of projects that have now moved into the completed section.
- He noted that generally in year 3 of a Long Term Plan there would not have been projects added, however this year is different with the amount of the projects that have received government funding post COVID-19
- It was noted that the Victoria Park drainage project had been completed with operational measures and had not required the full \$200,000 budgeted for drain pipes to be installed. This measure will continue to be successful as long as the ongoing maintenance continues.
- The upgrade to the waste water plant achieved everything it set out to do with the key objective being the new resource consent and the required operational and capital projects including the creation of a trade waste officer's role within Council. Future physical improvements will be managed through the normal capital works budget.

The Community Development Officer joined the meeting at 3.11pm.

- All sections at the Council subdivision now have a sales and purchase agreement against them. Should the remaining agreements not go unconditional the demand in the market indicates there would be buyers for any remaining sections.
- The Roding improvements at Dawson Falls was abandoned due to the funding application being unsuccessful.
- All but three of the land parcels in the Midhirst issue have settled. Of the three remaining – two are under negotiation. This project was cost neutral to Council with a small surplus occurring due to cautious budgeting.
- It was noted that there had been examples of the discovery trail project loaded into the resource centre in Diligent.

Questions/Points of Clarification:

- Councillor Boyde congratulated staff on the work with the waste water treatment plant, particularly with the significant amount of savings made.
- It was noted that the waste water treatment was completely compliant with all conditions imposed within the consent. There was no New Zealand standards as such and consents were granted with conditions by the Taranaki Regional Council who included those conditions as part of their discussions with Iwi, Fish and Game New Zealand and dependent on the nature of the river the discharge was released into. It was clarified this consent would lapse in 2035.
- It was noted that the budget for the Victoria Park drainage project had been loan funded, therefore the \$190,000 that was not spent had not been drawn down by Council and therefore had not impacted ratepayers.

9. **DECISION REPORT – POLICY REVIEWS – ELEVENTH TRANCHE**

D20/25239

Pages 33-114

RECOMMENDATIONS

1. THAT the report be received.

SANDFORD/McKAY
Carried
P&S/20/158

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

- ~~• *Delegations Policy*~~
- ~~• *Care of Children and Youth in Council Facilities Policy*~~
- ~~• *Procurement Policy*~~

~~_____~~
~~_____ be adopted.~~

Recommended Reason

This is part of the policy review round currently under way. 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 Community Development Officer and the Services Asset Manager departed the meeting at 3.20pm.

Delegations Policy

The Chief Executive noted the following points:

- The quorum requirements have been amended due to the previous policy referring to the standing orders. The standing orders were updated last year and no longer have the quorum requirements. The updated wording in the Delegations Policy reflects the intent of the previous standing orders and have been duplicated for each committee. This can be amended if Council wished to have a quorum set differently, or differently for individual committees.
- It was clarified that the quorum requirements referred to those physically present. This is consistent with the Local Government Act, however the amendment made in the COVID-19 legislation allows for those attending via video link to be included as present and be able to vote and overrides this limitation. This will no doubt be tidied up through legislation.
- It was noted that Farm and Aerodrome was missing from the list of standing committees on page 47.
- It was noted that the Farm and Aerodrome had been added with the committees and its terms and references summarised.
- It was noted that under the Resource Management Act there are certain powers that Council cannot delegate to the Chief Executive to sub-delegate to staff as was done in the previous policy. Therefore this now delegates those specific powers to the relevant positions to adhere to the legislation.
- There were a couple of additions to the building control delegations which arose during the IANZ audit.
- It was noted there were currently a number of processes to complete before a debtor can be written off if outstanding debt is unable to be collected. It has therefore been suggested that a \$10,000 limit be allocated to the Chief Executive and a \$5,000 limit be allocated to the Director – Corporate Services provided there is written confirmation there are no further

logical steps to get that revenue. Any debt above \$10,000 would still be brought to Council. It was agreed that this amount be amended to \$5,000 for the Chief Executive and \$2,500 for the Director – Corporate Services.

Councillor Erwood joined the meeting at 3.26pm.

The Parks and Reserves Officer joined the meeting at 3.27pm.

RECOMMENDATIONS

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

- *Delegations Policy*

be adopted with the amendments as noted.

BOYDE/DALZIEL
Carried
P&S/20/159

The Director – Community Services noted this was a new policy and was as a result of an issue in one of Council facilities. It provides acknowledgement that Council want children and young people in its facilities in a safe and pleasant environment but also offers a tool to be used by staff.

It was clarified that training for staff members was required under the Vulnerable Children’s Act to be completed every two years. Council’s policy was almost due for review and training would be provided at the same time.

RECOMMENDATIONS

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

- *Care of Children and Youth in Council Facilities Policy*

be adopted.

COPLESTONE/McKAY
Carried
P&S/20/160

The Chief Executive Noted the following points:

- Audit NZ raised the issue of the current process for sign off of expenditure by the Mayor and Chief Executive who currently signed each others expenditure off. Audit had suggested that the chair of Audit and Risk be responsible to sign off the Mayor’s expenditure, however as this is an external chair it could prove difficult. The agreed alternative was that the Mayor remains authorising the Chief Executive expenditure and the Mayor’s expenditure will be signed off by two directors and verified three monthly by the Audit and Risk Chair.
- It was clarified that the TET referred to in the policy was for the Tender Evaluation Team.
- It was requested, and agreed, that “seek local procurement where practical” or similar be added to the list of procurement principles.

RECOMMENDATIONS

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

- *Procurement Policy*

be adopted with the amendments as noted.

ERWOOD/COPLESTONE
Carried
P&S/20/161

10. **DECISION REPORT – TRADE WASTE BYLAW 2020 AMENDMENTS**

D20/23889 Pages 115-205

RECOMMENDATIONS

1. THAT the report be received.

BOYDE/WEBBY
Carried
P&S/20/162

2. THAT subject to agreement, the Trade Waste Bylaw 2020 amendments be adopted.

HARRIS/BOYDE
Carried
P&S/20/163

Recommended Reason

Section 156(2)(a) of the Local Government Act (LGA) 2002 allows that the Stratford District Council ('Council') may, by resolution publicly notified, make minor changes to, or correct errors in a bylaw, but only if the changes or corrections do not affect - (i) an existing right, interest, title, immunity, or duty of any person to whom the bylaw applies; or (ii) an existing status or capacity of any person to whom the bylaw applies.

The Trade Waste Officer noted the following points:

- The majority of the changes are to tidy up wording and amend a few errors throughout the document.
- Where there were identified inconsistencies the more lenient element has been applied.
- A key amendment was amending the 'no waste from outside the district' element to allow for livestock trucks which if not excluded would create a major issue for the sale yards.

Questions/Points of Clarification:

- It was clarified the only amendment to 25.3.3 (a) was the inclusion of the table 1.4 being referenced in the clause.

The Trade Waste Officer departed the meeting at 3.39pm.

11. **DECISION REPORT – PROPOSED REDUCTION OF SPORTSGROUNDS FEES**

D20/28919

Pages 206-211

RECOMMENDATIONS

- 1
- THAT
- the report be received

BOYDE/DALZIEL
Carried
P&S/20/164

- 2
- ~~THAT Council approves the reduction of the sportsground fees for the Stratford and Eltham Rugby Sports Club (SERSC) for the 2019/20 financial year by 50% being \$1,610.~~

~~Or~~

- 2
- THAT
- Council declines the request for a reduction in the sportsground fee for the Stratford and Eltham Rugby Sports Club (SERSC) for the 2019/20 financial year.

McKAY/SANDFORD
1 against
Carried
P&S/20/165**Recommended Reason**

The SERSC has experienced a significant decrease in revenue as a result of loss in sponsorship, bar takings and player subscriptions, due to the shortened rugby season, as a result of the Covid-19 lockdown. Reducing the sportsground fees for the SERSC would assist with keeping the club running and getting them through this difficult time.

Councillor Erwood declared an interest in Item 11 and removed himself from the table at 3.42pm.

The Chief Executive noted the following points:

- COVID-19 had an obvious impact on sports organisations. Sports Taranaki have assisted with most of those impacts and funding was provided to a large number of organisations including the Stratford Eltham Rugby Sports Club.
- SERSC received \$26,000 from Sports Taranaki funding related to COVID-19 impacts.
- Council has made two exceptions for sports organisations ground fees subsidy requests where the organisation did not fit the criteria of Sport Taranaki funding. There have been no other requests from any other sports organisations.

Questions/Points of Clarification:

- Councillor Jones noted this request was essentially an organisation asking for funding and he noted his concern that he felt it was lacking documentation generally attached to any funding application. He had requested further information from the SESRC and received the financial documents today which he had forwarded to all Councillors. He requested the report be tabled until Councillors had had sufficient time to read the additional financial documentation.
- The Parks and Reserves Officer noted confirmation via email from Sport Taranaki noting the funding had been awarded to SESRC for power, insurance, rates, affiliation fees, van hire, after match function costs, telephone expenses and strapping and physio costs. She noted ground hire fees had been included in the application but excluded due to the club reaching their maximum allowance with the other items.

- Councillor Sandford noted the decision was for a yes or no answer for a reduction in fees. He did not support tabling the report.
- The District Mayor summarised the financials received from SERSC noting a \$44,000 surplus was due to a \$65,000 grant from Taranaki Electricity Trust which without would have resulted in an operating loss of \$20,000. It was clarified the confirmation of funding from Sport Taranaki had been sent on 4 September 2020 therefore was outside of their financial year and would not have been included in the financials provided.
- Councillor Jones reiterated his view that all funders require financials to be considered before allocating grants. He noted the Stratford Golf Club had applied to Sport Taranaki and did not see restrictions on what aspects of the application the funding was to be spent on.
- Councillor Dalziel noted that other sports were impacted by COVID-19 as well – soccer, hockey, netball etc. If one application for reduction in fees was applied then all should be agreed to. He noted he was leaning towards not supporting this request.
- It was clarified that the topic would not be workshopped if tabled, it would simply be brought back to the committee at a later date.
- Councillor Sandford noted he did not support the request as the grants totalling \$26,000 from Sport Taranaki was a lot more support than other organisations within the District had received. He did not support the ratepayers subsidising the ground fees for sports groups should this application be successful and further requests then be received.
- Councillor McKay supported declining the application as a principle decision as the costs were for the members of the club to absorb and not the rate payers.

Councillor Erwood re-joined the table at 3.52pm and the Parks and Reserves Officer departed the meeting at 3.52pm.

12. MONTHLY REPORTS

12.1 ASSETS REPORT D20/26748 Pages 212-236

RECOMMENDATION

THAT the reports be received.

BOYDE/WEBBY
Carried
P&S/20/166

The Director – Assets noted that the highlight of the report was noting the on-going projects for example the children’s bike park, the new pool complex, the community hall projects and the roading work on Manaia Road, Palmer Road, Toko Road.

The Revenue Manager joined the meeting at 3.54pm.

Questions/Points of Clarification:

- The audit completed on the Materials Recovery Facility (MRF) undertaken by Envirowaste was noted. It was requested that these results are brought back in a future report. The Director – Assets noted that she understood a lot of the contamination at the moment was not from the collections and this was reflected in the weekly bin audit undertaken in Stratford. Currently there were only 8% red and 12% amber tags issued however there is 35% contamination coming from the MRF. This is being investigated further. The results of the audit will be included in the monthly report when they are available.
- It was clarified that a back flow installation was the cost of the landowner and not Council.
- Councillor Sandford noted he had been approached by a resident who had complained regarding Dunns Bridge and the pavement leading up to it. He questioned if the outstanding

customer requests are reported on and how long a complaint sat before becoming outstanding. This would be referred to the Roding Asset Manager and reported on in the next monthly report.

12.2 **COMMUNITY SERVICES REPORT**

D20/22882

Pages 237-246

6.3

RECOMMENDATION

THAT the reports be received.

ERWOOD/HARRIS
Carried
P&S/20/167

The Director – Community Services noted the following points:

- The Community Development Team was very busy during September with a lot of events completed.
- After 23 years of service Trish Dent was farewelled from the iSITE.
- There has been a lot of pre-engagement undertaken for the Long Term Plan and she thanked Councillors for their participation with this.
- Public feedback was currently being sought on the A&P Association loan proposal.

Council Organisations and Council Representatives on Other Organisations

- The Deputy Mayor noted that Nigel Latta had presented to rural communities through the Central Taranaki Safe Community Trust. He gave very entertaining talks and focused on stresses and how to relieve those. He was extremely well received by full audiences. The tour concluded at Whangamomona. He noted the AGM of the Trust was to be held in the Council Chambers tomorrow and noted all were welcome.
- Councillor Webby noted the Stratford Positive Ageing Group AGM had been held in October and reported that 12 community group representatives were part of the committee. She noted that last month the group took part in organisation development training run by the Community Development Officer, Peter Boyd, and was timely as the group led up to reviewing its strategy. The last forum for the year would be held on 19 November.
- Councillor Webby noted the Percy Thomson Trust held its AGM in October. She noted the gallery was now open every day during the summer months and they had seen an increase in the number of visitors to the gallery and Percy's Place, it was noted most viewers had been from outside of the District.. The Fibre Group had their exhibition which would be on during the Garden Festivals and was an amazing exhibition to view.

Questions/Points of Clarification:

- It was noted that since the launch of the Mayors Taskforce for Jobs programme, Lisa Holland had been employed as the Workforce Coordinator. She has met with a number of visitors and held a workshop at Stratford High School with the Ministry of Social Development. This resulted in 74 young people signed up for further information and programmes including assistance with CV writing.
- Councillors were encouraged to collate and email feedback collected during the pre-engagement conversations so that this could be presented to Council when the sessions had been completed. Councillor Boyde noted that there had been really positive comments made but also a couple of reoccurring issues arising.
- The District Mayor noted that there had been a number of planning meetings held with the Mayoral Forum and Regional Leadership Group. There were currently multiple plans for the economic future of our region and there is now work being undertaken to merge these documents – such as the Tapuae Roa and Transition 2050 and the COVID Economic

Recovery Plan. A reorganisation of the Regional Leadership team was also underway and would be re-established with a new structure aimed at casting a broader net and including Iwi groups across the region and other major stakeholders. This would be brought back to Council for ratification when complete.

- Councillor McKay was congratulated on her appointment as Deputy Chair of the Stratford Business Association and Tutaki Youth Inc. She noted that Councillor Dalziel, Ash Rowlands and Jason Kowalewski had been farewelled as long standing committee members of the Stratford Business Association at its AGM last week. Marcia Millard, Stan Chesswas and Caleb Robinson had joined as new committee members. The presentations on the evening were on the Long Term Plan and Justin Gilliland had presented on statistics from the District. She reiterated the invitation for Councillors to attend BA5's. Councillor Dalziel congratulated Councillor McKay on the success of the ladies lunch hosted by the Stratford Business Association and noted it was planned on continuing as a regular event.

12.3 ENVIRONMENTAL SERVICES REPORT

D20/26792 Pages 247-254

RECOMMENDATION

THAT the reports be received.

McKAY/BOYDE
Carried
P&S/20/168

The Director – Environmental Services noted the following points:

- The heightened activity in the building consents activity over the past few months had been documented in the monthly report and shows there have been the equivalent of an extra months' worth of consents post the COVID-19 lockdown.
- There were still a strong number of enquiries regarding subdivision.
- Indications show there is a good period of development ahead.
- He noted the bylaw review programme would move to accommodate the liquor bylaw as quickly as possible and work was being undertaken now. There was no definite timeframe at this point due to the amount the of work required to construct a new bylaw.

Questions/Points of Clarification:

- Councillor McKay noted the new building consent process had a really good online portal and the service centre staff were really helpful.

The Corporate Accountant joined the meeting at 4.19pm.

12.4 CORPORATE SERVICES REPORT

D20/28557 Pages 255-271

RECOMMENDATION

THAT the reports be received.

McKAY/DALZIEL
Carried
P&S/20/169

The Corporate Accountant noted this was the normal monthly report for September.

Questions/Points of Clarification:

- It was clarified the revenue for quarter one was above budget due to money from the Provincial Growth Fund received and the funding for the Mayors Taskforce for Jobs project.
- It was noted there was a delay in the re-valuations and had been advised a new date would be sent in the next couple of weeks. Councillors will be notified when this is confirmed. It was important to reiterate to ratepayers that a percentage increase was not reflected in their rate payments – e.g. a 20% increase did not mean a 20% increase in rates.
- It was noted that it had been indicated that the loan from the LGFA for the A&P Association project would not count towards Council’s debt level if the loan was fully serviced by the association and it did not receive any further funding from Council.

13. **QUESTIONS**

There were no questions.

14. **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: 15

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
Rates Remission	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/20/170

The media departed the meeting at: 4.20pm

15. **PUBLIC EXCLUDED ITEM – RATES REMISSION**

RECOMMENDATION

THAT the open meeting resumes.

ERWOOD/McKAY
Carried
P&S/20/173

6.3

The meeting closed at 4.25pm.

A L Jamieson
CHAIRMAN

Confirmed this 24th day of November 2020.

N C Volzke
DISTRICT MAYOR

MONTHLY REPORT



F19/13/04-D20/31572

TO: District Council

FROM: District Mayor

DATE: 10 November 2020

SUBJECT: REPORT FOR THE MONTH OF OCTOBER 2020

RECOMMENDATIONS:

THAT the District Mayor's report be received.

Moved/Seconded

1. LOCAL GOVERNMENT NEW ZEALAND ZONE 3 MEETING

Last week I attended the two day NZ Local Government Zone meeting for the lower North Island councils. It was an opportunity for professional development and a six monthly update on what is happening at national level and across the zone. Each mayor gave a short speech about the happenings in their area and collectively it was staggering the amount of activity occurring.

There were many common issues and I take some comfort from the fact that we are not alone, as we look ahead to the major challenges like the three waters reforms, the effects of logging, earthquake prone buildings and changing land use trends.

But one subject that was on everyone's mind was the housing and rental shortages. The lack of housing is a well-documented national problem and most people acknowledge there are no quick fixes available, but it could not be said it is through lack of trying. Almost without exception, each council was able to report booming house construction and land subdivisions occurring, some on quite a large scale.

Another common theme was that the more rural orientated councils seem to have been less impacted by the effects of the Covid-19 economic downturn and are responding well in their attempts to get back to normal. Significant shovel ready projects are occurring all over the zone and because many of these are in the final part of planning stages, the true benefits from the cash injection and employment creation are yet to be realised. As these projects are rolled out over the next 12 months the economic stimulus benefits will help with recovery and bring more stability.

2. VENTURE TARANAKI PLAN REVIEWS

Over the last few months the Regional Leadership Group has been working with Venture Taranaki to review our regional economic development plans and strategies. It was felt there were a number of separate documents, developed over time that either overlapped or duplicated the contents of each other. This presented an opportunity to rationalise these plans and take a better, more focused approach. The revised draft plans are yet to be finalised or adopted.

There is also a similar re-think occurring on the governance structure for the implementation of these regional strategies. Various proposals are being considered and the Leadership Group will soon be in a position to socialise these with the stakeholder groups and seek endorsement as we move forward with the regions post Covid-19 economic recovery.

3. TUTAKI YOUTH INC

It was my pleasure to attend the Annual General Meeting of Tutaki Youth Inc. This organisation does an outstanding job by offering support and counselling to the many young people in our community who find themselves in difficult circumstances and needing guidance. The staff and Trustees are very committed to the cause and I can only admire their dedication and desire to offer outstanding youth support services in the way they do. It was also very encouraging to learn how well supported the on-site gym facilities are; this being a vital source of funding for the social services offered by Tutaki. Overall it is a great model that is working well.

4. NIGEL LATTA VISIT

Once again the Central Safe Trust was to the fore when it brought Nigel Latta back to our District for the second time in as many years. Nigel, in his familiar entertaining way, spoke at a series of events around the District and his key messages were very well received. We are very lucky to be able to secure the services of a person of calibre to promote awareness of mental health and wellness and the ways we can support those people in need.

5. LOCAL COUNCIL ASPIRANTS INCREASINGLY YOUNGER, FEMALE AND MĀORI

I thought it interesting to compare the 2019 Stratford District Council election demographics to the new national survey undertaken by LGNZ. Their survey confirmed the observation made at the time of last year's local elections that the face of local government is changing, and shows a significant increase in elected members who are younger, female, more educated and Māori.

The results of the survey confirmed what many thought, that there was a real injection of youth and diversity into local government at the last election, dispelling the notion that the sector is solely the domain of the pale, stale, male.

Over 41% of the successful candidate respondents stood for their first term in 2019, far greater than in the 27% who debuted after the 2016 elections. Additionally the number of candidates who had a graduate degree increased by 5%, to 23.5%, the biggest jump across all levels of member education, followed by those with PHDs.

Māori elected members increased to 13.5% in 2019, from just 5% in 2007. Māori members are also more likely to be younger and female than non-Māori members.

Interestingly, the age groups that have grown the most between 2016 and 2019 are at the extremes. The number of candidates aged 18 to 40 age has almost doubled, and those aged over 71 increased by 4% compared to 2016.

Obviously there is still work to do in getting more diversity across the board, but this survey shows really good progress towards that.

The survey also found the motivations of successful elected members varied greatly. Compared to other age's groups, more respondents in the 18-30 age group gave dissatisfaction with the way things are run, as a reason for standing, and compared to 2016, there was an increase in those under 40 citing the desire to gain political experience, perhaps reflecting an increase in younger members.

Last year we saw a lot of youth getting involved in political and social causes across the nation, and that has translated into more young people standing for local government

The proportion of respondents who stated that their main occupation was being an elected member also rose by from 30% in to 2016 to 35% in 2019. This may be because the remuneration has increased, and makes it actually viable for people to consider this as their chosen employment. Traditionally the low pay has meant that local government has favoured the self-employed or retired, but this is slowly changing.

Male respondents cited a motivation to improve roads and building regulations, and promote better value for council services, while women candidates who were surveyed more commonly cited addressing climate change, protecting and enhancing the natural environment, and advancing walking and cycling facilities as higher priorities.

6. CORRESPONDENCE - See attached.

7. SOME EVENTS ATTENDED

- Attended - International Day of the Older Person Function
- Attended - Meeting of the Ostler's Gardens Charitable Trust
- Attended – Powhiri for Steve Ruru at Taranaki Regional Council
- Attended - Meeting of the Justice of the Peace Association
- Attended – LTP Consultation meeting with Central Taranaki Young Farmers
- Met with representatives of Job Hop Taranaki
- Attended – Positive Aging Committee Meeting
- Attended – Tutaki Annual General Meeting
- Met with representatives of Chorus and Property Group
- Met with Road Safe Leadership Group (x2)
- Met with TDHB Covid-19 Response team
- Attended – Annual General Meeting of the Stratford Business Association
- Attended – LTP Consultation meeting at Whakaahurangi Marae
- Met with TET Trustees
- Met with Nigel Latta
- Attended – Venture Taranaki Economic Development Steering Group Workshop
- Hosted - Public meeting with Stratford A & P Association
- Attended – Regional Leadership Group Briefing
- Attended - Meeting of Te Kōpuka nà Te Awa Tupua committee
- Attended – Meeting of Local Government New Zealand Zone 3

- Attended – Councillor Sandford's 24 Years' Service Presentation
- Met with representatives of the Stratford A & P Association (x2)
- Daily News Interviews (multiple)
- Stratford Press Interviews (multiple)
- Attended Regional Mayors and Chairs meeting (x4)
- Attended Council Meetings (x3)
- Attended Council Workshops (x2)



N C Volzke JP
DISTRICT MAYOR

Stratford Volunteer Fire Brigade Call Outs October2020

The Stratford fire brigade responded to 10 calls in October 2020

02-10-20	Small shed fire Mercade Close
03-10-20	Power box on fire Swansea Road
05-10-20	Alarm activation St Mary's Diocesan school
11-10-20	Assist ambulance with medical call Flint Road
13-10-20	Assist with landing zone for Taranaki Rescue Helicopter at the Stratford Cricket club grounds
18-10-20	Motor vehicle accident car vs. fence Antonio Street
21-10-20	Two car motor vehicle accident Broadway North outside Northern Dairy
28-10-20	Fire in ceiling of house Achilles Street
29-10-20	House fire North Street Eltham, assist Eltham fire brigade
29-10-20	Standby Eltham fire Station

DECISION REPORT



F19/13/04-D20/28024

TO: Council

FROM: Executive Administration Officer

DATE: 10 November 2020

SUBJECT: ADOPTION OF 2020/21 MEETING SCHEDULE

8

RECOMMENDATIONS

1. THAT the report be received.
2. THAT Council adopts the 2020/21 Meeting Schedule as presented.

Recommended Reason

Meetings are required to be held to effectively and efficiently conduct Council business in a clear and open manner.

It is the intention of this resolution to hold two-monthly Audit and Risk Committee Meetings, monthly Ordinary Council meetings, monthly Policy and Services Committee meetings and quarterly Farm and Aerodrome Committee meetings to ensure efficiency of implementing decisions made by all Committees.

_____/_____
Moved/Seconded

1. PURPOSE OF REPORT

The purpose of this report is to recommend a schedule of meetings for the Council for the remainder of the 2020 year and the full 2021 calendar year.

2. EXECUTIVE SUMMARY

Council is presented with the meeting schedule annually to eliminate conflicts of appointments. This is brought to Council in November to ensure the schedule is adopted by the beginning of the calendar year.

Under Standing Order 8.1, adoption of this meeting schedule will constitute notification to each member of the committees. It does not replace the requirements under LGOIMA to publicly notify each meeting.

The meeting schedule can be amended at any point if required and notification will be given to all members.

A meeting can be cancelled by the Chairman in consultation with the Chief Executive should it be deemed necessary.

3. LOCAL GOVERNMENT ACT 2002 – SECTION 10

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

The adoption of a meeting schedule enables democratic local decision making for all well-beings and functions of a local authority.

4. BACKGROUND

4.1 Council’s Standing Orders, item 4.1 states:

The local authority must hold meetings for the good government of its city, district or region. Meetings must be called and conducted in accordance with:

- (a) *Schedule 7 of the Local Government Act 2002;*
- (b) *Part 7 of the Local Government Official Information and Meetings Act 1987; and*
- (c) *These standing orders.*

4.2 The meeting schedule has been set with Audit and Risk Committee Meetings to be held every second month on the third Tuesday of the month, Ordinary Meetings of Council to be held every second Tuesday of the month, the Policy and Services Committee to be held every fourth Tuesday of the month and the Farm and Aerodrome Committee held quarterly and on the third Tuesday of the month that quarter lands on.

The Executive Committee meets on an as needed basis for urgent business only.

4.3 An amendment to the 2020 meeting schedule was brought to Council in August 2020 to allow for a change to be adopted to the remaining Audit and Risk Committee meetings for the calendar year, at this meeting the dates for November and December meeting dates were confirmed but are included in this schedule for clarity.

4.4 Workshops have been scheduled prior to each Ordinary meeting and each Policy and Services Committee meeting. These have been prescheduled to allow Councillors to prepare their diaries, however, should these workshops not be required, the Chief Executive shall give notice to Councillors the week before the scheduled meeting.

- 4.5 Public forums are held prior to each Ordinary Meeting. Invitations for speakers are advertised with the monthly meeting schedule in Central Link. Speakers must have approval from the Mayor or Chief Executive. Councillors will be advised when there is not a public forum.
- 4.6 The Policy and Services Committee is delegated the authority to hear, consider and assist with and provide advice to Council on community engagement and consultation. Hearings are scheduled as required throughout the year and dates are presented for adoption at the time the item is presented for Council approval to be released for community consultation. Two hearings have been pre-scheduled for 2021 to hear and consider submissions to the Draft Signs Bylaw (23 February 2021) and the Draft Long Term Plan (18 May 2021).
- 4.7 Key dates of important events and relevant Council events have been included at the back of the schedule. These are not open for discussion but to ensure Councillors are aware, as early as possible, of these dates. This includes the annual Local Government New Zealand Conference 2021 which does not affect Stratford District Council's meeting schedule this year.

5. CONSULTATIVE PROCESS

5.1 Public Consultation - Section 82

This does not require public consultation.

5.2 Māori Consultation - Section 81

No separate Māori consultation is required.

6. RISK ANALYSIS

Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.

- Is there a:
 - financial risk;
 - human resources risk;
 - political risks; or
 - other potential risk?
- If there is a risk, consider the probability/likelihood of it occurring.
- Is there a legal opinion needed?

There is no risk in making the decision to agree to meetings to be scheduled. This allows Council, staff and the public to put these dates in their diaries.

7. DECISION MAKING PROCESS - SECTION 79

7.1 Direction

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes decisions need to be made at meetings.
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	Meetings are key to having decisions made.

7.2 Data

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

The schedule is attached as **Appendix 1**.

7.3 Significance

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

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

7.4 **Options**

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

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

Option 1

Adopt the meeting schedule as presented.

Option 2

The Council recommends amendments to the 2021 Meeting Schedule.

7.5 **Financial**

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

There are no financial impacts.

7.6 **Prioritisation & Trade-off**

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

Trade-offs are alternative dates and times for meetings.

7.7 **Legal Issues**

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

There are no legal issues.

7.8 **Policy Issues - Section 80**

- | |
|---|
| <ul style="list-style-type: none">• Are there any policy issues?• Does your recommendation conflict with Council Policies? |
|---|

There are no policy issues.

Attachments:

Appendix 1 – 2021 Meeting Schedule



Erin Bishop
EXECUTIVE ADMINISTRATION OFFICER



Sven Hanne
CHIEF EXECUTIVE

DATE 3 November 2019

APPENDIX 1**STRATFORD DISTRICT COUNCIL**

Council	Held monthly (2 nd Tuesday in that month)
Policy and Services Committee meeting	Held monthly (4 th Tuesday in that month)
Audit & Risk Committee Meetings	Held every second month (3 rd Tuesday in that month)
Farm and Aerodrome Committee Meetings	Held quarterly (3 rd Tuesday in that month with the exception of December 2021)
Public Forums	Public forums are scheduled at 3.30pm prior to each Council meeting. These forums are by request and more information can be located on Council's website.

All meetings are held in the Council Chambers unless otherwise stated

Meeting	Meeting Date	Meeting Time
NOVEMBER 2020		
Workshop for Councillors	Tuesday 10 November	2.00 pm
Public Forum (by request)	Tuesday 10 November	3.30 pm
Council Meeting	Tuesday 10 November	4.00 pm
Hearing <i>To hear and receive public feedback regarding the A&P Association options</i>	Tuesday 17 November	10.00 am
Extraordinary Meeting <i>A&P Association Decision</i>	Tuesday 24 November	12.30 pm
Hearing <i>To hear and consider submissions to the Keeping of Animals, Poultry & Bees Bylaw</i>	Tuesday 24 November	2.00 pm
Policy & Services Committee	Tuesday 24 November	3.00 pm
DECEMBER 2020		
Audit and Risk Committee	Tuesday 1 December	3.00 pm
Workshop for Councillors	Tuesday 8 December	2.00 pm
Public Forum (by request)	Tuesday 8 December	3.30 pm
Council Meeting	Tuesday 8 December	4.00 pm
Farm & Aerodrome Committee	Tuesday 15 December	11.00 am

Meeting	Meeting Date	Meeting Time
JANUARY 2021		
Policy & Services Committee	Tuesday 26 January	3.00 pm
FEBRUARY 2021		
Workshop for Councillors	Tuesday 9 February	2.00 pm
Public Forum (by request)	Tuesday 9 February	3.30 pm
Council Meeting	Tuesday 9 February	4.00 pm
Hearing – Signs Bylaw <i>To hear and consider submissions to the Signs Bylaw</i>	Tuesday 23 February	2.00 pm – <u>subject to change</u>
Policy & Services Committee	Tuesday 23 February	3.00 pm
MARCH 2021		
Workshop for Councillors	Tuesday 9 March	2.00 pm
Public Forum (by request)	Tuesday 9 March	3.30 pm
Council Meeting	Tuesday 9 March	4.00 pm
Farm & Aerodrome Committee	Tuesday 16 March	11.00 am
Audit & Risk Committee	Tuesday 16 March	2.00 pm
Workshop for Councillors	Tuesday 23 March	2.00 pm
Policy & Services Committee	Tuesday 23 March	3.00 pm
APRIL 2021		
Workshop for Councillors	Tuesday 13 April	2.00 pm
Public Forum (by request)	Tuesday 13 April	3.30 pm
Council Meeting	Tuesday 13 April	4.00 pm
<i>The April Ordinary Meeting of Council will be held in Whangamomona and will include community consultation on the Draft Long Term Plan.</i>		
Workshop for Councillors	Tuesday 27 April	2.00 pm
Policy & Services Committee	Tuesday 27 April	3.00 pm
MAY 2021		
Workshop for Councillors	Tuesday 11 May	2.00 pm
Public Forum (by request)	Tuesday 11 May	3.30 pm
Council Meeting	Tuesday 11 May	4.00 pm
Hearing <i>To hear and consider submissions to the 2021/31 Long Term Plan .</i>	Tuesday 18 May	10.00am – <u>subject to change</u>
Audit & Risk Committee	Tuesday 18 May	2.00 pm
Workshop for Councillors	Tuesday 25 May	2.00 pm
Policy & Services Committee	Tuesday 25 May	3.00 pm

Meeting	Meeting Date	Meeting Time
JUNE 2021		
Workshop for Councillors	Tuesday 8 June	2.00 pm
Public Forum (by request)	Tuesday 8 June	3.30 pm
Council Meeting	Tuesday 8 June	4.00 pm
Farm & Aerodrome Committee	Tuesday 15 June	11.00 am
Workshop for Councillors	Tuesday 22 June	2.00 pm
Policy & Services Committee	Tuesday 22 June	3.00 pm
JULY 2021		
Workshop for Councillors	Tuesday 13 July	2.00 pm
Public Forum (by request)	Tuesday 13 July	3.30 pm
Council Meeting	Tuesday 13 July	4.00 pm
Audit & Risk Committee	Tuesday 20 July	2.00 pm
Workshop for Councillors	Tuesday 27 July	2.00 pm
Policy & Services Committee	Tuesday 27 July	3.00 pm
AUGUST 2021		
Workshop for Councillors	Tuesday 10 August	2.00 pm
Public Forum (by request)	Tuesday 10 August	3.30 pm
Council Meeting	Tuesday 10 August	4.00 pm
Workshop for Councillors	Tuesday 24 August	2.00 pm
Policy & Services Committee	Tuesday 24 August	3.00 pm
SEPTEMBER 2021		
Workshop for Councillors	Tuesday 14 September	2.00 pm
Public Forum (by request)	Tuesday 14 September	3.30 pm
Council Meeting	Tuesday 14 September	4.00 pm
Farm & Aerodrome Committee	Tuesday 21 September	11.00 am
Audit and Risk Committee	Tuesday 21 September	2.00 pm
Workshop for Councillors	Tuesday 28 September	2.00 pm
Policy & Services Committee	Tuesday 28 September	3.00 pm
OCTOBER 2021		
Workshop for Councillors	Tuesday 12 October	2.00 pm
Public Forum (by request)	Tuesday 12 October	3.30 pm
Council Meeting	Tuesday 12 October	4.00 pm
Workshop for Councillors	Tuesday 26 October	2.00 pm
Policy & Services Committee	Tuesday 26 October	3.00 pm

Meeting	Meeting Date	Meeting Time
NOVEMBER 2021		
Workshop for Councillors	Tuesday 9 November	2.00 pm
Public Forum (by request)	Tuesday 9 November	3.30 pm
Council Meeting	Tuesday 9 November	4.00 pm
Audit and Risk Committee	Tuesday 16 November	2.00 pm
Workshop for Councillors	Tuesday 23 November	2.00 pm
Policy & Services Committee	Tuesday 23 November	3.00 pm
DECEMBER 2021		
Farm & Aerodrome Committee	Tuesday 7 December	11.00 am
Workshop for Councillors	Tuesday 14 December	2.00 pm
Public Forum (by request)	Tuesday 14 December	3.30 pm
Council Meeting	Tuesday 14 December	4.00 pm

Meeting	Meeting Date
Sport NZ Rural Travel Fund Committee	
Opening date for applications	Monday 22 February 2021
Closing date for applications	Friday 19 March 2021
Sport NZ Rural Travel Fund Committee Meeting	Tuesday 6 April 2021 at 3pm
Opening date for applications	Monday 4 October 2021
Closing date for applications	Friday 29 October 2021
Sport NZ Rural Travel Fund Committee Meeting	Tuesday 16 November 2021 at 4.30pm
Creative Communities NZ	
Opening date for applications	Tuesday 8 March 2021
Closing date for applications	Friday 9 April 2021
Creative Communities NZ Committee Meeting	Wednesday 28 April 2021 at 9.30am
Opening date for applications	Monday 2 August 2021
Closing date for applications	Friday 3 September 2021
Creative Communities NZ Committee Meeting	Wednesday 22 September 2021 at 9.30am
Citizen Awards	
Opening date for nominations	Monday 3 May 2021
Closing date for applications	Friday 28 May 2021
Citizen Awards Committee Meeting	Tuesday 8 June 2021 at 9.30am
Citizen Awards Presentation	Tuesday 3 August 2021 at 5.30pm
Other	
Trade Graduation Ceremony	Thursday 4 November 2021 at 5.30pm
Mayoral Reception	Saturday 4 December 2021 at 5.30pm
LGNZ Conference	14-17 July 2021 in Blenheim
Citizenship Ceremonies	
Citizenship Ceremony	Wednesday 2 December 2020 at 2.30pm
Citizenship Ceremony	Wednesday 17 March 2021 at 2.30pm
Citizenship Ceremony	Wednesday 16 June 2021 at 2.30pm
Citizenship Ceremony	Wednesday 15 September 2021 at 2.30pm
Citizenship Ceremony	Wednesday 15 December 2021 at 2.30pm

DECISION REPORT



STRATFORD
DISTRICT COUNCIL

F19/13/04 – D20/31258

TO: Council

FROM: Roading Asset Manager

DATE: 10 November 2020

SUBJECT: ROAD CLOSURE - 2020 CHRISTMAS PARADE

9

RECOMMENDATIONS

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close the following roads on Friday 4 December 2020, between the hours of 4.30pm and 7.30pm for the purpose of the 2020 annual Christmas Parade:
 - Miranda Street between Regan Street and Fenton Street
 - Fenton Street between Portia Street and Broadway (State Highway 3)
 - Broadway (State Highway 3) between Seyton Street and Page Street
3. THAT Council approves the use of Seyton Street, Juliet Street, Celia Street, Orlando Street and Hills Road as the alternative route for SH3 traffic for both northbound and southbound traffic, whilst the Christmas Parade is in progress.

Recommended Reason

In order for the Stratford Business Association to hold its annual Christmas Parade, it is necessary to close the roads listed above. The proposed road closures require formal endorsement by a Council resolution.

Moved/Seconded

1. PURPOSE OF REPORT

For any street event that requires a road closure, Schedule 10 of the Local Government Act 1974 requires a Council resolution to endorse the proposed road closure. This report seeks this endorsement for the purposes of allowing the Stratford Business Association to close the roads listed above on 4 December 2020 between the times specified in the recommendation.

2. **EXECUTIVE SUMMARY**

In order for the annual Christmas Parade to be held, for health and safety reasons the Stratford Business Association have requested that several road are closed for the purposes of gathering the parade floats together and for the route of the Christmas Parade. An alternative route for northbound and southbound traffic along State Highway 3 will be sign posted for the duration of the parade.

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

Under section 10 of the Local Government Act 2002, the Council’s purpose is to “enable democratic local decision making by and on behalf of communities; as well as promoting the social, economic, environmental, and cultural well-being of communities now and into the future”			
Does the recommended option meet the purpose of the Local Government 4 well-beings? And which:		Yes – This annual event brings together the community at a festive time of the year to participate in the parade as well as enjoying the spectacle of the event.	
Social	Economic	Environmental	Cultural
✓			

The report is for the purposes of providing good regulatory function, as street events such as this, require a Council resolution to endorse a proposed road closure.

4. **BACKGROUND**

4.1 Each year the Stratford Business Association request that State Highway 3 Broadway is closed to through traffic between Seyton Street and Page Street. The Stratford Business Association require all participants in the parade gather in the War Memorial car park with their decorative floats before proceeding in the parade. Attachment A shows the letter received from the Stratford Business Association requesting the road closure.

4.2 The parade route is from the War Memorial car park, south along Miranda Street, turning left onto Fenton Street to State Highway 3 at Broadway. At the southern roundabout, the parade turns left onto State Highway 3 Broadway, heading north towards Regan Street, circles the northern roundabout, before heading south on State Highway 3 Broadway to return to Fenton Street. At the southern roundabout (Fenton Street), the parade turns right into Fenton Street, proceeds along Fenton Street, turning right into Miranda Street to return to the War Memorial car park.

- 4.3 The alternative route for State Highway 3 traffic for the duration of the parade is Seyton Street, Juliet Street, Celia Street, Orlando Street and Hills Road. This route is available for all southbound and northbound traffic. As State Highway 3 Broadway is a designated High Productivity Mass Vehicle (HPMV), route, Stratford District Council is required to issue a memorandum to all HPMV permit holders using State Highway 3. This memorandum gives permission for the alternative route to be used as a HPMV route for the duration of the closure.

5. **CONSULTATIVE PROCESS**

5.1 **Public Consultation - Section 82**

The Stratford Business Association are required to liaise with all residents and traders affected by the proposed road closure. An advertisement was placed in the Central Link newspaper on 21 October 2020 and was placed on the Stratford District Council website on 21 October 2020. At the time of writing this report, no written objections have been received by the Stratford District Council.

Stratford Business Association has contacted the New Zealand Transport Agency, Police, Fire Service, St John's Ambulance and the Road Transport Authority seeking their approval for the proposed road closure. At the time of writing this report, no objections have been received.

5.2 **Maori Consultation - Section 81**

There are no known effects that this event is likely to have on local iwi issues.

6. **RISK ANALYSIS**

Please refer to the Consequence and Impact Guidelines at the front of the reports in this agenda.

- Is there a:
 - financial risk;
 - human resources risk;
 - political risks; or
 - other potential risk?
- If there is a risk, consider the probability/likelihood of it occurring.
- Is there a legal opinion needed?

In order for the Christmas Parade to be held in a safe manner on public roads, it is essential that these roads are closed for the duration of the Christmas Parade. This will safeguard the participants in the Christmas Parade as well as spectators along the route of the parade. Each entrant in the parade has to provide two people to walk alongside their float as a safety precaution. This is a requirement of the Stratford Business Association. This requirement has been included in their Safety Plan for the event.

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

7.1 **Direction**

	Explain
Is there a strong link to Council's strategic direction, Long Term Plan/District Plan?	Yes. This event brings the community together to participate in a fun activity during the festive season
What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services?	This report supports the performance of Council by providing a regulatory function in accordance with the Local Government Act 2004.

7.2 **Data**

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

Yes, the times of the proposed road closures are outlined in the recommendation above.

7.3 **Significance**

	Yes/No	Explain
Is the proposal significant according to the Significance Policy in the Long Term Plan?	No	
Is it:	No	
• considered a strategic asset; or	No	
• above the financial thresholds in the Significance Policy; or	No	
• impacting on a CCO stakeholding; or	No	
• a change in level of service; or	No	
• creating a high level of controversy; or	No	
• possible that it could have a high impact on the community?	Yes	Some traders may be affected by the parade. However, the Business Association have encouraged the traders along Broadway to be part of the late night shopping event.

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

7.4 **Options**

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

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

Option 1.

Do not approve the closing of the roads listed above. If this is the option chosen, then the Stratford Business Association will not be able to hold their annual Christmas parade. This could have a negative impact on this authority.

Option 2.

Endorse the proposed road closures as outlined in recommendation two above to indicate our support for this event. This will have a positive impact on Stratford.

7.5 **Financial**

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

The cost of providing the traffic management will be met by the Stratford Business Association. Stratford District Council’s officer time for approving the traffic management plan is met from current roading budgets.

7.6 **Prioritisation & Trade-off**

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

The Stratford Business Association has sought the assistance of Traffic Management Solutions, a company based in New Plymouth to provide and monitor the traffic management for the duration of the event.

7.7 **Legal Issues**

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

Pursuant to Section 342(1) (b) Schedule 10 clause 11(e) of the Local Government Act 1974, provides powers to Council to formally endorse a recommendation to close a road for the purposes of a street event.

7.8 **Policy Issues - Section 80**

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

This report is consistent with the policy for Temporary Road Closures.

Attachments:

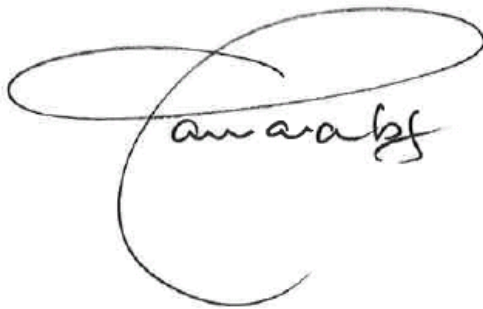
Appendix A – Letter of request from Stratford Business Association

Appendix B – Letter of indemnity

Appendix C – Letter to retailers (including road closure map)



Stephen Bowen
ROADING ASSET MANAGER



[Endorsed by]
Victoria Araba
DIRECTOR ASSETS



[Approved by]
Sven Hanne
CHIEF EXECUTIVE

DATE 3 November 2020

APPENDIX A



21 October 2020

Stephen Bowden
Stratford District Council
PO Box 320
STRATFORD

Dear Stephen

2020 Christmas Parade

The Stratford Business Association is planning the annual Christmas Parade to be held on Friday 4 December 2020 from 4.30pm to 7.30pm.

Our preferred route would be exiting the War Memorial carpark onto Miranda Street, left onto Fenton Street, north up Broadway from the Southern roundabout before doubling back from the Northern roundabout along the same route back to War Memorial carpark. This would allow north and south bound traffic to be diverted along the Juliet/Hills Road route. However, any other suggestions for the route would be welcomed.

We have engaged Traffic Management Solutions who will be completing the Traffic Management Plan and carrying out the work on the day.

Yours faithfully,

A handwritten signature in black ink that reads 'Amy Kingston'.

Amy Kingston
SECRETARY

APPENDIX B



21 October 2020

Stratford District Council
P O Box 320
STRATFORD

Attention: Stephen Bowden

Dear Stephen

2020 CHRISTMAS PARADE

The Stratford Business Association indemnifies the Stratford District Council and New Zealand Transport Agency against any claim whatsoever arising from the event of the 2020 Christmas Parade to be held on Friday 4 December 2020.

Please find a copy of our public liability insurance certificate. Please note this does expire on Thursday 29 October. We will have a renewal policy come in to effect following this date and I will provide you with a new certificate of insurance.

Yours faithfully,

A handwritten signature in black ink that reads 'Amy Kingston'.

Amy Kingston
SECRETARY



AMP General Insurance
10 Devon Street East
PO Box 8134
New Plymouth 4342

veronewplymouthsales@vero.co.nz
T: 06 759 4750
F: 06 759 4620

HTL Insurance
New Plymouth

2 November 2020

Certificate of Currency

This certificate confirms details of the insurance cover for

Name of insured	Stratford Business Association
Interest insured	Broadform Liability \$2M
Interest insured	Statutory Liability \$2M

Address	Anywhere in NZ
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Period of insurance	From 29/10/2020 to 29/10/2021 at 4pm
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Policy number	BIP.4126393
Special terms and conditions	

Please refer to the policy document and schedule for the full policy terms, conditions and exclusions which may limit the scope of this insurance cover.

Vero Central Region Sales

APPENDIX C



20 October 2020

Dear Retailer,

2020 CHRISTMAS PARADE AND FESTIVITIES

On Friday 4 December 2020, the Stratford Business Association will hold the 2020 Stratford Christmas Parade at 6.30pm. Along with the parade, a night market will be held from 5.30pm, in Prospero Place and carols will follow the parade.

As part of the festivities we are hoping businesses will get behind this initiative and stay open for late night shopping. This would be the perfect way to encourage members of the public to stay in town after the parade, and get started on their Christmas shopping, locally. If you would like a stall at the market please contact Amy.

The parade will follow the same route as previous years. **The areas for Road Closure are:**

- Miranda St between Regan St and Fenton St and the War Memorial Carpark
- Fenton St between Portia St and Broadway (SH3)
- Broadway (SH3) between Seyton St and Page St

The road closure will take place from approximately 4:30pm – 7:30pm. We appreciate that parking may be an issue for yourself and your staff, but we ask for your support in keeping Broadway free of as many parked vehicles as possible.

Please find attached a map of the road closure and detours for your reference.

We urge you to remind your staff and customers of the closures the week leading up to the parade – and encourage them to watch the parade then get some Christmas Shopping done afterwards. The Business Association will be promoting the parade and festivities through Facebook and the Stratford Press.

The public notice will be in this week's Stratford Press including details on who to contact if you have any objections to the proposal. Objections need to be made in writing before **9am, 4 November 2020** to the Stratford District Council on Miranda Street.

Yours faithfully,

A handwritten signature in black ink that reads 'Amy Kingston'.

Amy Kingston

SECRETARY

