
**MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF
THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL
CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 28
JANUARY 2020 AT 3PM**

PRESENT

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors G W Boyde, J M S Erwood, R W Coplestone, P S Dalziel, W J Sandford, A K Harris, M McKay 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 Corporate Services – Mrs T Radich, the Director Environmental Services – Mr B Sutherland, the Executive Administration Officer – Ms R Vanstone, the Communications Manager – Ms G Gibson, the GIS Officer – Ms M McClure, the Roading Asset Manager – Mr S Bowden (*part meeting*), the Services Asset Manager – Mr M Oien, the Engineering Officer – Mr P Jacobs and three members of the media (Stratford Press & Taranaki Daily News).

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, Chief Executive, Councillors, staff, and the media to the first meeting of council of 2020. He reminded Councillors to familiarise themselves with the Health and Safety message included in the agenda.

2. **APOLOGIES**

A leave of absence was noted for Councillor V Jones. An apology was noted from the Director Community Services – Ms K Whareaitu.

3. **ANNOUNCEMENTS**

The Chief Executive requested that Councillors remain after the conclusion of the meeting for the continuation of the Councillors workshop.

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, including Hearings was attached. Councillor Boyde noted that his leave of absence for the meeting of 26 November 2019 had not been recorded.

6. **CONFIRMATION OF MINUTES**

6.1 **Policy and Services Committee Meeting (Bylaw Hearings) – 26 November 2019**
D19/33085 Pages 9-16

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting (Bylaw Hearings), held on Tuesday 26 November 2019, be confirmed as a true and accurate record.

HARRIS/WEBBY
Carried
P&S/20/1

6.2 **Policy and Services Committee Meeting – 26 November 2019**
D19/32939 Pages 17-31

RECOMMENDATION

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 26 November 2019, be confirmed as a true and accurate record.

ERWOOD/COPELSTONE
Carried
P&S/20/2

7. **MATTERS OUTSTANDING**

D16/47 Page 32

RECOMMENDATION

THAT the matters outstanding be received.

COPELSTONE/McKAY
Carried
P&S/20/3

8. **DECISION REPORT – TRIENNIAL AGREEMENTS**

D20/663 Pages 33-37

RECOMMENDATION

THAT the District Mayor be authorised to sign the final Taranaki Regional Council and Horizons Regional Council Triennial Agreements on behalf of the Stratford District Council.

BOYDE/COPELSTONE
Carried
P&S/20/4

The Chief Executive noted that triennial agreements are a legal requirement setting out the rules of engagement between neighbouring councils at the commencement of each triennium.

Questions/Points of clarification:

- Mayor Volzke noted that there was no way of enforcing the terms of triennial agreements where the parties did not adhere. Mr Hanne suggested the Mayoral Forum as an avenue to take up the discussion.

9. **DECISION REPORT – POLICY REVIEWS 2018/19 & 2019/20 – EIGHTH TRANCHE**

D19/31602

Pages 55-61

RECOMMENDATIONS

1. THAT the report be received.

ERWOOD/SANDFORD
Carried
P&S/20/5

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

Petitions in Council Buildings Policy
Conferences, Seminars, Tours Policy
Privacy Policy

be adopted.

HARRIS/DALZIEL
Carried
P&S/20/6

3. THAT the attached policies, being the:

Declaration of Members Interests Policy
Elected Members Remuneration Policy
Voting System Policy

be deleted.

ERWOOD/WEBBY
Carried
P&S/20/7

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 Chief Executive noted the following:

- *Petitions in Council Buildings Policy*
 - This policy outlines the ability of the public to place a petition into a council facility supporting a cause to either lobby the government, the council or another party. Currently approval is sought from the Chief Executive in consultation with the District Mayor following due consideration.
 - The policy remains unchanged as there were no views expressed to the contrary.
- *Conferences, Seminars, Tours Policy*
 - This policy outlines the approval process for elected members' training and networking opportunities. Currently approval is sought from council via the meeting cycle. Due to the timing of meetings, there is potential for opportunities to be missed.
 - It was recommended that the policy be amended so that approval is sought from the Chief Executive in consultation with the District Mayor and include a financial limit of \$2,000 per annum.
 - Councillor Dalziel added that the policy should not restrict the District Mayor's ability to attend events as he felt the \$2,000 limit would be too limiting for the Mayor.
 - Mr Hanne undertook to establish the approval process for the District Mayor and if affected by this policy, to amend the wording as required to not apply the financial cap to the Mayor.
- *Privacy Policy*
 - This policy governs the collection, use and disclosure of personal information and data in accordance with legislation. The current policy aligns with national best practice and largely focuses on online data and therefore should be updated.
 - The reviewed policy is more comprehensive and includes any other way information is collected.
 - Mayor Volzke sought clarification, in referring to page 65 which makes reference to the use of the website and cookies, about whether the council website warns users about the use of cookies. Mr Hanne would seek clarification on this matter and requested that the item be added to matters outstanding.
- *Declaration of Members Interests Policy*
 - The current policy covers half of what the Local Authorities (Members' Interest) Act 1968 requires and does not address other non-financial conflicts.
 - Mr Hanne therefore recommends withdrawal of the policy as elected members comprehensively subscribe to items covered by the legislation through the Code of Conduct. Duplicated effort via a policy is therefore not required and serves no purpose.
 - There were no views to the contrary and the Declaration of Members Interest Policy will be deleted.
- *Elected Members Remuneration Policy*
 - The current policy provides a cover paper attaching the determination of the Remuneration Authority. The same information is available on the Remuneration Authority website. Duplicated effort via a policy is therefore not required and serves no purpose.
 - Mr Hanne recommends withdrawal of the policy.
 - Mayor Volzke, in referring to page 71 recommended retaining the job descriptions of elected members at Appendix A of the policy for future reference and possibly publishing on the council website.
 - There were no views to the contrary and the Elected Members Remuneration Policy will be deleted.

- *Voting System Policy*
 - The current policy addresses the method of voting, if required, for the appointment of deputy mayor, chairs and other roles.
 - Mr Hanne recommends withdrawal of the policy given that elected members at the time will determine the most appropriate voting system to these positions.
 - There were no views to the contrary expressed and the Voting System Policy will be deleted.

10. **DECISION REPORT – ADOPT LOCAL GOVERNANCE STATEMENT**

2020
D20/653

Pages 82-86

RECOMMENDATIONS

1. THAT the report and the attached Local Governance Statement is received.

McKAY/BOYDE
Carried
P&S/20/8

2. THAT the Local Governance Statement be adopted with the following amendments:
 - A wording change - “*Electors vote for their preferred candidate(s) up to the maximum number of Elected Members per ward, and those with the most votes are elected*” (page 94 refers).
 - “Stratford Ward” be changed to “Urban Ward” (page 94 refers).
 - Mayor as ex-officio be added to council committees (page 109 refers).
 - Delete reference to the Deputy Mayor as a member of the Creative Communities Assessment Committee (page 110 refers).

HARRIS/BOYDE
Carried
P&S/20/9

Recommended Reason

Section 40 of the Local Government Act 2002 requires that a Local Governance Statement be prepared and made publically available by Council within six months after each triennial election.

The Director Corporate Services noted the following points:

- It is a legislative requirement that council adopt an updated Local Governance Statement within six months of local body elections.
- The statement reports the processes used by council during the course of representing the citizens of the district.

Questions/Points of clarification:

- Mayor Volzke suggested, in referring to page 94, a change to the wording where “*Electors vote for their preferred candidate(s) up to the maximum number of Elected Members per ward, and those with the most votes win*” to “*...those with the most votes are elected*”.
- Councillor Webby noted, in referring to page 94, that the reference to “Stratford Ward” be changed to “Urban Ward” and that Stratford District Council currently has no community boards and that this reference should be removed.

- Mayor Volzke noted that, in referring to page 109, the ex-officio status of the Mayor on some, if not all, of the council committees be added for accuracy.
- Mrs Radich noted that the Creative Communities Assessment Committee does not include the Deputy Mayor and that this reference be removed, in referring to page 110.
- Mr Sutherland clarified that the Mobile or Travelling Shops Bylaw would be reviewed this year.

11. DECISION REPORT – LIBRARY/I-SITE CO-LOCATION AND ENTRANCE OPTIONS

D20/711

Pages 111-116

RECOMMENDATIONS

1. THAT the report be received.

SANDFORD/COPESTONE
Carried
P&S/20/10

2. THAT the Stratford Visitor Information Services i-SITE co-locate with the Stratford Library building as soon as possible with no or little change to the existing building until the developments neighbouring Prospero Place are further progressed.

McKAY/ERWOOD
Against BOYDE
Carried
P&S/20/11

Recommended Reason

The co-location of the Stratford Library and visitor information services within the Stratford Library is scheduled to happen, however with the developments neighbouring Prospero Place currently underway, now is an opportune time to consider entrance options to the library building.

The Chief Executive noted the following points:

- Following the decision by elected members to co-locate the i-SITE services within the library, council must now decide where the entranceway to the library should sit in relation to the Prospero Place redevelopment and when this work should proceed.

Questions/Points of clarification:

- Councillor Boyde expressed his concerns about co-locating both parts of the business before the redevelopment work is understood. He added that council had one opportunity to get the move right. Councillor Boyde therefore supported option 3.
- Councillor McKay's view was that a move now rather than later would be a cost saving and that changing the entranceway from its existing location did not add huge value. She added that an entranceway at the front of the library detracted from the ambience of the grassed area.
- Councillor Coplestone agreed with Councillor McKay to get the co-location underway before considering where the entranceway should be located.
- While Councillor Webby was in agreeance with Councillors McKay and Coplestone in relation to getting the co-location underway, she felt that the current entranceway should be reconsidered now due to the expected increase in foot traffic. Councillor Webby therefore supported option 2.

- Councillor Dalziel was interested in the cost saving from terminating the i-SITE lease as well as staff costs. Mr Hanne advised that the i-SITE operating hours would be a future decision for council.
- Councillor Jamieson supported option 1.
- Councillor Boyde sought clarification on whether the internal layout would change and hoped that the co-location would not prove dysfunctional. Mr Hanne confirmed that there would be some layout changes in terms of moving furniture but that there would be further interior structural changes at this time.

12. MONTHLY REPORTS

12.1 ASSETS REPORT D20/719 Pages 121-149

RECOMMENDATION

THAT the report be received.

BOYDE/McKAY
Carried
P&S/20/12

The Director Assets noted the following points:

- Draft bylaws are currently under consultation for waste water, solid and trade waste bylaws.
- One health and safety issue has been reported in the last 2 months.
- A raft of activities have occurred in the waste minimisation space.

Questions/Points of clarification:

- Councillor Jamieson, in referring to page 125, corrected the adoption and release date of the Walking and Cycling Strategy from 2002 to 2020.
- Councillor Sandford sought a completion date for the Seyton Street curbing project. He has fielded many complaints from residents who have been unable to access their driveways for 4 months, adding that the situation was very unsatisfactory.

The Roading Assets Manager joined the meeting at 3.25pm.

- Mr Bowden responded that Fulton Hogan expected the project to be completed by the end of February and would pass Councillor Sandford's comments on to the senior management of Fulton Hogan. He could not defend Fulton Hogan's poor performance in this project.
- Councillor Boyde sought clarification from Mrs Araba on the future of waste minimisation activities and in particular, food waste. Mrs Araba confirmed that internal thinking was progressing on the topic. Mr Hanne added that food waste requires a more sophisticated approach and that community education about home composting etc may be a viable alternative.
- Mayor Volzke asked how much more revenue is received when the government increased the waste levy by 600 per cent recently. Mrs Araba clarified that the waste levy is currently under consultation and it is not clear yet how much would come back to council. Mayor Volzke commented that this was a further example of the effects of government changes on ratepayers where there has been little to no consultation with the community.

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- Councillors Boyde and Sandford commented on the lifting pavement where cars were turning in the subdivision.
- Councillor Jamieson, referring to pages 132-133, sought clarification on the wastewater level of services and performance measures and in particular whether the target for odour and system faults should be zero as opposed to 6. Mr Hanne responded that the target is acceptable practice.
- Councillor Boyde commented, with reference to page 143, that the council farm was starting to severely dry out but overall was in good shape.
- Councillor Harris noted, in referring to photos of the recent logging truck accident on Junction Road, the unsuitability of the vehicles for these sorts of roads.

The Roading Assets Manager left the meeting at 3.35pm.

12.2 **COMMUNITY SERVICES REPORT**

D19/33801

Pages 150-166

RECOMMENDATION

THAT the report be received.

BOYDE/SANDFORD
Carried
P&S/20/13

The Chief Executive noted the following highlights from the report including a successful school holiday programme, the scarecrow trail and mayoral Christmas gifts. It was noted that a number of elected members were present at the trade graduation ceremony.

Questions/Points of clarification:

- Councillor Jamieson congratulated the winners of the scarecrow trail.
- Councillor Boyde sought clarification on the rationale for having wifi on Broadway. Mr Hanne responded that Primo Wireless, a community minded company, were making a push into communities and becoming more visible. Further detail would be available in the next report.
- Mr Hanne clarified that Baldricks Big Day Out, traditionally hosted every second year, was struggling to put an event together for 2020.

12.2.1 Council Organisation and Council Representatives on Other Organisations

- Mayor Volzke reported back on a meeting with the Tututawa community which he attended with Councillor Harris the previous Friday. The community voiced concerns over the lengthy delays on roadworks occurring on the Tututawa saddle. The road had been partially completed and left 'half done' for many months. The Mayor was able to give assurances that the work was about to recommence. The lesson here was that council must communicate and consult with the community well ahead of time on large and potentially disruptive projects. This would ensure local input and knowledge could be taken into account. These issues were raised with the Chief Executive and a report will be returned to council on communication and engagement.

12.3 ENVIRONMENTAL SERVICES REPORT

D20/18 Pages 167-175

RECOMMENDATION

THAT the report be received.

McKAY/COPESTONE
Carried
P&S/20/14

The Director Environmental Services noted the following points:

- In referring to the series of graphs starting on page 173, Mr Sutherland clarified that the columns represented the same period of each year and he would ensure that the labelling on the graphs is clearer in future reports.
- The GoGet trial is proceeding well with good acceptance by those trialling the software. A full rollout will proceed in the coming months.
- Bylaw issues are consistent with the season.

12.4 CORPORATE SERVICES REPORT

D20/651 Pages 176-190

RECOMMENDATION

THAT the report be received.

HARRIS/BOYDE
Carried
P&S/20/15

The Director Corporate Services noted that council is behind on spend for this time of year however upcoming roading projects would bring spend back in line.

Questions/Points of clarification:

- Councillor Dalziel, in reviewing capital expenditure, sought clarification on whether it was possible to spend \$5 million in what is left of the financial year. Mrs Radich confirmed that these figures had been reviewed with activity managers.
- Councillor Dalziel, in referring to page 180, sought clarification on whether the reported overspend of \$50,000 in the Revenue Expense Statement was correct. Mrs Radich will investigate.
- Councillor Boyde, referring to page 177, sought clarification on the increase in personnel costs. Mr Hanne explained that the increase was due to several factors. Firstly, the water treatment activity, previously provided by South Taranaki District Council, has now been brought in house with an additional 3 full-time equivalent positions now on the payroll. Secondly, a number of roles have had a \$10-15,000 annual salary discrepancy compared to other councils. This is particularly apparent when there is a national shortage of some skillsets. When a replacement is sought and found, it is costing council this much to meet the market rate. Thirdly, there is an ever increasing 'passing down' of central government responsibilities to local government resulting in more staff being required. Mr Hanne added that officers will come back to council in an Annual Plan Workshop with projected costs.

- Councillor Jamieson asked how staff retention was being tackled in the organisation. Mr Hanne responded that Strategic Pay, a database of comparable roles which councils consult, is reviewed when an employee departs the organisation for career opportunities. Annual salary reviews are also conducted. He noted that there are some highly specialised roles where there are not enough people available in the market for.
- Mrs Radich added that the council is also developing a wellbeing programme – promoting it as a good place to work.
- Mr Hanne noted that one positive of the competitive job market was the potential for shared services across councils and the associated savings that these arrangements bring (those savings do not show in this cost centre however).
- Mr Hanne expected titles for the council subdivision to be issued by the end of the following week.

13. **QUESTIONS**

There were no questions from elected members.

The meeting closed at 4.23pm.

A L Jamieson
CHAIRMAN

Confirmed this 25th day of February 2020.

N C Volzke
DISTRICT MAYOR