



Our reference  
F19/13/03-D21/26182

21 September 2023

**Policy and Services Committee**

Notice is hereby given that the Policy and Services Committee meeting of Council will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 26 September 2023** beginning at 3.00pm.

**Timetable for 26 September 2023 as follows:**

|         |  |
|---------|--|
| 11.00am | Workshop <ul style="list-style-type: none"><li>- Long Term Plan non-financial performance measures</li><li>- Long Term Plan communication plan</li></ul> |
| 12.30pm | Lunch for Councillors  |
| 1.00pm  | Workshop continues   |
| 2.45pm  | Afternoon tea for Councillors  |
| 3.00pm  | Policy and Services Committee  |

Yours faithfully

Sven Hanne  
Chief Executive

# 2023 - Agenda - Policy and Services - September

26 September 2023 03:00 PM



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13. Questions

14. [Closing Karakia](#)

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# AGENDA

## Policy and Services Committee



F22/55/05-D23/40070

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

1. Welcome

**1.1 Opening Karakia**  
D21/40748 Page 8

**1.2 Health and Safety Message**  
D21/26210 Page 9

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

Page 10

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

6. Confirmation of Minutes

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

**Recommendation**

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

/  
Moved/Seconded

7. Matters Outstanding

D16/47 Page 23

**Recommendation**

THAT the Matters Outstanding be received.

/  
Moved/Seconded

8. [Information Report – Economic Development Quarterly Report – Quarter Four](#)  
D23/39383 Page 24

**Recommendation**

THAT the report be received.

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/

Moved/Seconded

9. [Decision Report – Policy Reviews – September 2023](#)  
D23/40072 Page 54

**Recommendations**

1. THAT the report be received.
2. THAT the attached, updated policies, being the:
  - Sensitive Expenditure Policy
  - Pegging and maintenance of Roads and Bridges Policybe adopted.

**Recommended Reason**

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

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Moved/Seconded

10. [Decision Report – Draft Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice](#)  
D23/4453 Page 67

**Recommendations**

1. THAT the report be received.
2. THAT the recommended changes to the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice be approved.
3. THAT the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023, the Code of Practice and statement of proposal be released for public consultation on 10 October 2023.

**Recommended Reason**

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

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/

Moved/Seconded

11. [Decision Report – Collaborating for Active Spaces and Places Framework](#)  
D23/40130 Page 143

|  |
|--|
| <p><b>Recommendations</b></p> <ol style="list-style-type: none"><li>1. <u>THAT</u> the report be received.</li><li>2. <u>THAT</u> the Council adopts the <i>Collaborating for Active Spaces and Places Framework</i> to guide future decision making.</li><li>3. <u>THAT</u> the Council approves to make a fair share contribution to the Taranaki Facilities Consortium of approximately \$5,500.</li></ol> <p><b>Recommended Reason</b><br/>Adoption of the framework will allow Council to work with all partners to provide recreational facilities that have the capacity to benefit large and diverse areas of the community.</p> <p>The framework provides a clear framework for decision making could increase the transparency to the community around how decisions on major facility expenditure is undertaken.</p> <p style="text-align: right;">/<br/>Moved/Seconded</p> |
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12. [Monthly Reports](#)

12.1 **Assets Report**  
D23/37249 Page 167

|  |
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| <p><b>Recommendation</b></p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">/<br/>Moved/Seconded</p> |
|--|

12.2 **Community Services Report**  
D23/38454 Page 187

|  |
|--|
| <p><b>Recommendation</b></p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">/<br/>Moved/Seconded</p> |
|--|

12.3 **Environmental Services Report**  
D23/36267 Page 196

|  |
|--|
| <p><b>Recommendation</b></p> <p><u>THAT</u> the report be received.</p> <p style="text-align: right;">/<br/>Moved/Seconded</p> |
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**12.4 Corporate Services Report**  
D23/40092 Page 202

**Recommendation**

THAT the report be received.

/  
Moved/Seconded

13. Questions

14. Closing Karakia  
D21/40748 Page 215

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**Our reference**  
F19/13/03-D21/40748

### **Karakia**

Kia uruuru mai  
Ā hauora  
Ā haukaha  
Ā haumāia  
Ki runga, Ki raro  
Ki roto, Ki waho  
Rire rire hau Paimārire

I draw in (to my being)  
The reviving essence  
The strengthening essence  
The essence of courage  
Above, Below  
Within, Around  
Let there be peace.





**Our reference**  
F19/13/03-D22/17082

### **Health and Safety Message**

In the event of an emergency, unless guided to an alternative route by staff, please exit through the main entrance. Once outside the building please move towards the War Memorial Centre congregating on the lawn area outside the front of the council building.

If there is an earthquake, please drop, cover and hold where possible. Remain indoors until 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 2023 Policy & Services Committee meetings (including Hearings).**

| Date               | 24/1/23 | 28/2/23 | 28/3/23 | 18/4/23 | 23/5/23 | 27/6/23 | 25/7/23 | 25/7/23 | 22/8/23 | 26/9/23 | 24/10/23 | 24/10/23 | 28/11/23 |
|--------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|
| Meeting            | PS      | PS      | PS      | PS      | PS      | PS      | H       | PS      | PS      | PS      | H        | PS       | PS       |
| Neil Volzke        | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       |         |          |          |          |
| Steve Beck         | ✓       | ✓       | ✓       | ✓       | AV      | ✓       | ✓       | ✓       | ✓       |         |          |          |          |
| Grant Boyde        | A       | AV      | ✓       | ✓       | ✓       | S       | ✓       | ✓       | ✓       |         |          |          |          |
| Annette Dudley     | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       |         |          |          |          |
| Jono Erwood        | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       |         |          |          |          |
| Ellen Hall         | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       |         |          |          |          |
| Amanda Harris      | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       |         |          |          |          |
| Vaughan Jones      | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       |         |          |          |          |
| Min McKay          | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | A       |         |          |          |          |
| John Sandford      | ✓       | S       | S       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       |         |          |          |          |
| Clive Tongaawhikau | ✓       | ✓       | ✓       | ✓       | AV      | ✓       | ✓       | ✓       | ✓       |         |          |          |          |
| Mathew Watt        | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       | ✓       |         |          |          |          |

| Key |  |
|-----|--|
| PS  | Policy & Services Committee Meeting                |
| H   | Hearing (heard by Policy & Services Committee)     |
| ✓   | Attended   |
| A   | Apology/Leave of Absence                           |
| AB  | Absent   |
| S   | Sick   |
| AV  | Meeting held, or attended by, by Audio Visual Link |

# MINUTES

## Policy and Services Committee



F22/55/05 – D23/35474

**Date: Tuesday 22 August 2023 at 3.10PM**  
**Venue: Council Chambers, 63 Miranda Street, Stratford**

### Present

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

### In attendance

The Chief Executive – Mr S Hanne, the Director – Corporate Services – Mrs T Radich, the Acting Director – Community Services – Mr C Julie, the HR and Governance Administrator – Mrs C Reynolds, the Environmental Health Manager – Mrs R Otter, the Roading Asset Manager - Mr S Bowden, the Project Manager – Mr S Taylor (*part meeting*), the Projects Engineer – Mr O Mabumbo (*part meeting*), the Parks and Reserves Officer – Mrs M McBain (*part meeting*), the Property Officer – Mrs S Flight (*part meeting*), the Graduate Asset Engineer – Ms K van Hout (*part meeting*), the Communications Advisor – Mrs S Clarkson (*part meeting*), the Sustainability Advisor – Ms V Dombroski (*part meeting*), one member of the public and one member of the media (Stratford Press)

#### 1. Welcome

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

The opening karakia was read.

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

#### 2. Apologies

An approved leave of absence was noted for the Deputy Mayor – M McKay.

Apologies were noted from the Director – Assets - Mrs V Araba and the Director – Environmental Services – Mr B Sutherland.

#### 3. Announcements

There were no announcements.

#### 4. Declarations of members interest

Elected members were asked to declare any real or perceived conflicts of interest relating to items on this agenda.

Councillor Erwood declared a potential conflict of interest in Item 12 – Connecting our Communities Strategy.

#### 5. Attendance Schedule

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

6. Confirmation of Minutes

**6.1 Policy and Services Committee – 25 July 2023 – Hearing**  
D23/32590 Page 12

**Recommendation**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 July 2023, to hear and consider submissions to the draft Class 4 Gambling Venues Policy and the draft TAB Venues Policy, be confirmed as a true and accurate record.

HALL/WATT  
Carried  
P&S/23/112

**6.2 Policy and Services Committee – 25 July 2023**  
D23/32658 Page 19

**Recommendation**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 25 July 2023 be confirmed as a true and accurate record.

HARRIS/BECK  
Carried  
P&S/23/113

7. Matters Outstanding

D16/47 Page 29

**Recommendation**

THAT the Matters Outstanding be received.

BOYDE/BECK  
Carried  
P&S/23/114

8. Information Report – Stratford Licensing Committee – 2022/23 Annual Report

D23/30188 Page 30

**Recommendations**

1. THAT the Annual Report for Stratford District Licensing Committee for 2022/2023 be received and contents noted.

BOYDE/ERWOOD  
Carried  
P&S/23/115

2. THAT, subject to any amendments, the Annual Report will be forwarded to the Alcohol Regulatory and Licensing Authority.

VOLZKE/BOYDE  
Carried  
P&S/23/116

**Recommended Reason**

The report is required to be prepared by the Stratford District Licensing Committee as part of its duties under the Sale and Supply of Alcohol Act 2012.

The Environmental Health Manager noted that there is a correction to be made on page 34. Under District Licensing Committee Workload, it states 'A Chairperson will be appointed by Council in due course', this will be updated to state, 'A Deputy Chairperson will be appointed by Council in due course'.

Questions/Points of Clarification:

- Councillor Boyde questioned when a Deputy Chairperson will be appointed. It was noted a report is expected to be presented to the committee before the end of the year.
- Councillor Boyde questioned if the end of the year is soon enough? It was noted the soonest the report could be expected is November.

*The Parks and Reserves Officer joined the meeting at 3.09pm*

9. Information Report – Dog Control Policy and Practices Report – Year Ended 30 June

2023  
D23/30191 Page 37

**Recommendation**

THAT the Annual Report on Dog Control Policy and Practices for the year ending 30 June 2023 be received and contents noted.

DUDLEY/HALL  
Carried  
P&S/23/117

**Recommended Reason**

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

Questions/Points of Clarification:

- Councillor Hall sought clarification of the number of dogs impounded on page 40, was the figure the total amount of dogs impounded or the total amount of impounds e.g. if one dog is impounded 5 times will the number here be 1 (for one dog), or 5 (amount of impounds). It was clarified it was the latter, the total number of impounds.
- The District Mayor noted the statistics are not trending in the directions he would like to see continue.

10. **Decision Report – Renaming of Pembroke Road**  
D23/11634 Page 41

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| <p><b>Recommendations</b></p> <p>1. <u>THAT</u> the report be received.</p> <p>VOLZKE/SANDFORD<br/><u>Carried</u><br/><u>P&amp;S/23/118</u></p> <p>2. <u>THAT</u> the Council approve the renaming of Pembroke Road be renamed by adding East and West suffixes starting at the intersection from Broadway on State Highway</p> <p>JONES/BECK<br/><u>Carried</u><br/><u>P&amp;S/23/119</u></p> <p><b>Recommended Reason</b><br/>The Surveyor General has directed the Council to correct historic inconsistencies in street numbering along Pembroke Road.</p> |
|--|

The Environmental Health Manager noted the following points:

- Thanks to Pembroke Road residents who have been patient throughout this process.
- Kieran Best has been invited today to answer any questions, as he played a big part in this project during his time as Environmental Compliance Officer.

Questions/Points of Clarification:

- The District Mayor noted a point of clarification for Councillors that the recommendation is in regard to naming of Pembroke Road not the road numbering.
- Councillor Beck noted he believes this is the best outcome for Pembroke Road.
- Councillor Boyde agreed with Councillor Beck.
- Councillor Jones acknowledged that while he understood the resolution was not regarding the road numbering, he questioned where the rural datum point is the for their numbering and if rural properties get East and West Pembroke Road also? It was noted the datum point is from Broadway and the rural properties numbering starts from the rural boundary.
- Councillor Jones questioned if that would not be confusing for emergency services, can the numbering not be kept the same format as urban properties. It was confirmed the datum point is State Highway 3, and conveniently the rural boundary is approximately 1 kilometre from State Highway 3 which means the rural number does not need to be changed.
- Councillor Hall acknowledged the feedback from residents on page 42 and questioned if it is the same scenario on Flint Road or any other places in Stratford. It was noted that because of the datum point there is the possibility for a double up of numbers, however once people get used to using West and East it will not be an issue. It was noted there is no known issue with Flint Road.
- Councillor Dudley noted there is currently already a conflict of numbering on Pembroke Road, and believes East and West is a great solution.

*The Projects Engineer and the Property Officer joined the meeting at 3.09pm*

11. **Decision Report – Electoral System – First Past the Post or Single Transferable Vote**  
D23/32926 Page 50

|   |
|---|
| <p><b>Recommendations</b></p> <p>1. <u>THAT</u> the report be received.</p> <p style="text-align: right;">HALL/HARRIS<br/><u>Carried</u><br/><u>P&amp;S/23/120</u></p> <p>2. <u>THAT</u> the Committee resolves for the 2025 Stratford District Council triennial elections to:</p> <p style="margin-left: 40px;">I. Retain the First Past the Post electoral system;<br/>II. <del>Change to the Single Transferable Voting electoral system; or</del><br/>III. <del>Undertake a poll of electors on the electoral system;</del></p> <p>And that public notice be given by 19 September 2023 of the decision and of the right of electors to demand a poll on the electoral system to be used.</p> <p style="text-align: right;">BECK/SANDFORD<br/><u>Carried</u><br/><u>HALL Against</u><br/><u>P&amp;S/23/120</u></p> <p>3. <u>THAT</u> the Committee will not <del>considers whether to</del> undertake a full representation arrangements review or make any minor ward boundary alterations in 2024 for the 2025 triennial elections (under Sections 19H or 19JA of the Local Electoral Act 2001).</p> <p style="text-align: right;">VOLZKE/BECK<br/><u>Carried</u><br/><u>1 Against</u><br/><u>P&amp;S/23/121</u></p> <p><b>Recommended Reason</b><br/>Consideration of the electoral system is required by 12 September 2023, with a public notice required by 19 September 2023, under the Local Electoral Act 2001.<br/>Committee will not undertake</p> |
|---|

The Director – Corporate Services noted that it is a legislative requirement to work through which voting system to use.

Questions/Points of Clarification:

- Councillor Boyde noted a mistake on page 53 where option 2 has ‘Change to the Special Transferable Voting’ rather than ‘Single Transferable Voting’. He questioned how much more it would cost to use STV over first past the post. It was confirmed the additional cost has been asked but no response received.
- Councillor Beck noted he preferred option 1, as it is familiar to people in the Stratford District.
- Councillor Hall noted she had a different view to Councillor Beck and would like to see STV as recommended by the Future for Local Government task force. She listed a number of points to support her view. She referenced one of the arguments against STV is the simplicity of our current system, she noted she disagreed and that people will adapt.
- The District Mayor noted STV was a recommendation from the review however to date, this hasn’t been responded to by LGNZ or central government.
- Councillor Jones agreed with Councillor Beck. He acknowledged there are not enough candidates running for Council so it does not make sense to pay more to move to a complicated system.
- Councillor Erwood agreed with using first past post and believes there is currently a varied pool of Councillors.
- Councillor Sandford agreed with Councillor Beck.
- The District Mayor questioned if there is another chance to make minor boundary changes at a later state, for example if the Census is returned and shows an increase in urban and decrease in rural population, would this change the boundaries? It was noted the cautious answer would be no.
- Councillor Boyde if a review would look into the number of Councillors. It was confirmed it would.

- Councillor Boyde noted he believes it is time to look at the number of urban and rural representation around the table. He questioned if a full representation arrangement review is in the too hard basket? It was noted it was not, however if it is decided today to not undertake the review it was advised it would be unlikely there would be time before the 2025 election. It was confirmed a review only need to be completed every six years, even if the numbers in the wards change.
- Councillor Harris questioned if a decision is made today to consider looking into representation, when is the cut of to say yay or nay? It was confirmed before 1 March, however it is uncertain if it is agreed upon today, if it can be changed to a no in the future.
- Councillor Jones noted he was against the review and with the current workload of staff now, he does not see what benefit it would bring.
- Councillor Erwood questioned if there was a cost to the review. It was noted there would be costs for the initial proposal and objections however the biggest cost would be staff time.
- Councillor Jones questioned if there was a monetary figure? It was confirmed there was not, however the cost would be staff pressure and advertising.
- Councillor Erwood noted he was against the review.
- Councillor Boyde noted from the comments around the table he did not see much point in proposing a different recommendation however noted going forward he would like Councillors to question if Councillor numbers are still fit for purpose.

Councillor Erwood left the meeting at 3.37pm.

12. [Decision Report – Connecting our Communities Strategy](#)  
D23/34852 Page 63

|  |  |
|--|--|
| <b>Recommendations</b>   |  |
| 1. <u>THAT</u> the report be received.   | VOLZKE/WATT<br><u>Carried</u><br><u>P&amp;S/23/122</u> |
| 2. <u>THAT</u> the Committee recommend Council to adopt the Connecting our Communities Strategy.   | BOYDE/HALL<br><u>Carried</u><br><u>P&amp;S/23/123</u>  |
| <b>Recommended Reasons</b>   |  |
| 1. The Connecting our Communities Strategy has been amended following feedback from key stakeholders and the Community.  |  |
| 2. The Connecting our Communities Strategy in draft form has already been used as a reference to secure funding from the Ministry of Transport to provide safer walking and cycling facilities in parts of the Stratford township. |  |

The Roading Asset Manager noted the following points:

- The strategy process commenced in 2021, and feedback was received in 2022. The strategy has been dwarfed by Transport Choices but the feedback received has been taken onboard and adopted into the report.
- New figures for the tables on pages 82 and 83 have been received from ACC since the agenda was published. The figures show a decrease in cycling and pedestrian ACC claims between 2019 and 2022.

Questions/Points of Clarification:

- Councillor Hall questioned if the vision on page 75 could be worded better. It was decided that the word 'that' would be removed.
- Councillor Jones sought clarification if the bicycle accidents include road and off road incidents. It was noted ACC does not differentiate, so the figures will include all bicycle incidents.



- Councillor Jones questioned if the adoption of the strategy was delayed, when would it be delayed to? It was noted that any delay will affect the Roding Manager receiving future funding. In 2021 Council missed out on 100% of the funding that was applied as there was no policy.
- Councillor Jones questioned if it could be delayed until after the Transport Choices consultation. It was noted a funding bid needed to be in by Thursday the following week, if that is missed the wait till be another three years.
- The District Mayor noted on page 77 there is a map of the district which shows Egmont National Park, which is no longer it's name, it should be Te Papakura o Taranaki. The Roding Manager noted this and will amend.
- The District Mayor noted on page 78, 2.2.4 it states 'The Whangamomona Republic Day is now a major attraction with trains and tour buses running from Auckland', he believes the mention of trains should be removed.
- Councillor Harris agrees with the District Mayor and also believes that Auckland should also be removed, and it say visitors attend from outside the region.
- Councillor Sandford questioned on page 91 it has an opportunity to provide bike parking and storage, if the strategy is adopted is this set in concrete and where does this idea come from as there is no storage for any other type of transport. He also noted his concern for point 8.7, exploring heavy vehicle bypass options for the CBD. He questioned why Council would want to remove heavy vehicles from the state highway to Council roads. It was noted the heading was opportunities and nothing on the list is set in stone, or going to happen without council approval.
- Councillor Sandford noted on page 92 under external funding is reserves. It was noted this should be under the upper heading of internal funding.

*The Sustainability Advisor joined the meeting at 3.47pm.*

- Councillor Sandford noted he is comfortable for these items to stay as they are a wishlist which can be fought against when the time comes.
- It was clarified that the recommendation was to adopt the strategy rather than the projects which are used to deliver the strategy.

*Councillor Erwood rejoined the meeting at 3.56pm.*

13. **Decision Report – Adopt Vision and Community Outcomes**  
D23/34387 Page 110

**Recommendations**

1. THAT the report be received.

VOLZKE/HARRIS  
Carried  
P&S/23/124

2. THAT the Vision “*A Welcoming, Inclusive, Safe community – Te Pūmanawa o Taranaki*” (translated as ‘The Beating Heart of Taranaki’), for the Stratford District Council and Long Term Plan 2024-34, be adopted.

HALL/WATT  
Carried  
P&S/23/125

3. THAT the Community Outcomes as proposed below, for the Long Term Plan 2024-34 be adopted.

Community outcome: Welcoming

- We celebrate the unique stories of our district
- We are inclusive, and value our diversity
- Stratford is a friendly place where our visitors feel welcomed
- Our diverse community feels safe and supported
- We promote the district as the place to visit, live, play, learn and work

Community outcome: Resilient

- ~~We will empower the community to eliminate waste~~
- We consider our natural resources as taonga (treasures) and we will work with our treaty partners and the community to protect and look after them
- We support a low-emissions future for our community
- We enable our rangatahi (youth) to be sustainable leaders
- We *Strive to* have resilient infrastructure that meets the current and future needs of the district
- We respect and apply Te Ao Māori values and Mātauranga Māori in our mahi (actions/work)

Community outcome: Connected

- We provide opportunities for families and people of all ages to connect with others in the community
- Our community is engaged and actively participates in democracy
- We value local knowledge when making decisions
- We advocate for the services that our community needs to live safe and healthy lives
- We welcome opportunities to work in partnership with others to help achieve our community outcomes
- We are committed to fostering meaningful and genuine partnerships with Mana Whenua

Community outcome: Enabling

- We are a business friendly district
- We encourage a diverse and sustainable business community
- We enable economic growth by supporting business investment and development in our district
- We support the growth of employment opportunities within our community; with a particular focus on our rangatahi (youth)
- We carefully balance the needs and wants of our district when funding services and infrastructure
- ~~We encourage co-governance opportunities with Mana Whenua where it benefits the Stratford district~~
- We encourage partnerships to collaborate with Mana Whenua for the benefits of the Stratford district.

BOYDE/HALL  
Carried  
P&S/23/126

**Recommended Reason**

The Vision and Community Outcomes will guide the development of the Long Term Plan 2024-34.

The Director – Corporate Services noted the following points:

- Recommendation 2 is the Council's vision and recommendation 3 is the Community Outcomes, both of these will drive the Long Term Plan.
- The Vision and Community Outcomes come from community feedback, a workshop with Councillors and feedback from iwi.
- These have been tested by mapping them against the activities Council already undertakes.

Questions/Points of Clarification:

**Values:**

- Councillor Sandford noted his concern around the word safe, he believes in the world we live in today, telling people they are safe is a bold move. It was clarified it is vision Council would like to see for the community, not the current state.
- Councillor Hall noted she really liked the vision.
- Councillor Boyde noted he understood what Councillor Sandford was saying, however noted in the customer satisfaction survey the community felt they were safe so is personally quite happy for it to be in the vision.

*The Communications Advisor left the meeting at 4.03pm.*

**Community Outcomes**

- Councillor Boyde noted one area he is concerned about is 'We encourage co-governance opportunities'. He supports opportunities with Mana Whenua where it benefits the Stratford District. He noted community feedback is not supportive of co-governance, and he believes the word co-governance is very poorly understood. It was questioned if Councillor Boyde had an alternative suggestion.
- Councillor Boyde suggested Encourage strong working relationships with mana whenua.
- Councillor Hall sought clarification on if iwi have been consulted with, what the risk to the relationship is if the feedback is not listened to. The District Mayor noted there is no certain answer to that, however this would not exclude Māori.
- Councillor Hall noted she agreed some members of the community do not understand the word co-governance and get defensive when they see it. She noted she has gone backwards and forwards on the issue however believes it would be great if Council could lead through this space of uncertainty, leave the word co-governance in and explain what it means to the community.
- Councillor Beck agreed with Councillor Boyde and noted central government has ruined the work co-governance for everyone. He does not want to exclude māori but would like the word co-governance changed.
- Councillor Sandford noted he supported Councillors Beck and Boyde and does not believe it is the correct time to have co-governance listed.
- Alternatives to the co-governance was discussed, with 'We encourage partnerships to collaborate with Mana Whenua for the benefits of the Stratford district' being agreed upon.

*The Communications Advisor rejoined the meeting at 4.13pm.*

- Councillor Watt noted his confusion over the final bullet point under Resilient as he did not fully understand what Mātauranga Māori means and how it can apply to his work. He questioned if he was alone. It was advised Te Ao Māori values is connected to Māori world view and Mātauranga Māori is relates to knowledge.
- The District Mayor noted he believes 'empower the community to eliminate waste' belongs in the waste minimisation plan, not in community outcomes.

14. Monthly Reports

**14.1 Assets Report**  
D23/32682 Page 122

**Recommendation**

THAT the report be received.

VOLZKE/ERWOOD  
Carried  
P&S/23/127

The Roading Asset Manager noted the following point:

- In the highlights it mentions Waka Kotahi have offered additional funding for roads damaged by logging trucks. During a tour of five of the roads around \$3.8 million of damage was found.

Questions/Points of Clarification:

- Councillor Hall commended the Roading Manager for taking Waka Kotahi on the tour and securing the additional funding.
- Councillor Beck questioned if with the defects liability period for Wai o Rua expiring in December if everything is performing how it should be. It was noted it appears to be running as expected with just a few teething issues.

*The Project Manager, the Projects Engineer, the Parks and Reserves Officer, the Property Officer, the Graduate Asset Engineer and the Sustainability Advisor left the meeting at 4.30pm*

**14.2 Community Services Report**  
D23/33427 Page 144

**Recommendation**

THAT the report be received.

VOLZKE/SANDFORD  
Carried  
P&S/23/128

Questions/Points of Clarification:

- Councillor Hall noted it was fantastic to see the number of children enrolled in swimming lessons.
- Councillor Erwood noted his appreciation to Mr Julie and his team for attending the Team Hope event last month.
- Councillor Harris questioned in the MTFJ programme if in times people are registered but there is no where to put them, are other organisations being worked with to find them a placement. It was confirmed yes, that the best outcome for the person is the aim, whether it is sharing that with others or placing them somewhere ourselves.
- Councillor Sandford advised that at the Positive Aging AGM the decision was made to close the committee as the forums were great however there was no great participation at the meetings. It was decided at the AGM that Council would coordinate two Positive Aging forums each year. Councillor Sandford thanked the Community Services for their work with Positive Aging and those who had been on the committee.
- Councillor Hall invited Councillors to the new exhibition opening at the Percy Thomson Gallery on Friday night.

**14.3 Environmental Services Report**  
D23/31323 Page 152

**Recommendation**

THAT the report be received.

VOLZKE/SANDFORD  
Carried  
P&S/23/129

Questions/Points of Clarification:

- Councillor Boyde questioned what would happen to buildings after 12 months if a seismic assessment is not completed. It was clarified the end result would be the building eventually would be deemed as earthquake prone and treated accordingly, or council could complete the seismic assessment and then charge the building owner for the assessment.
- Councillor Boyde asked what the cost for a seismic report is as there are members of the community saying they are too expensive. It was clarified that the costs can be in the tens of thousands of dollars depending on the complexity of the buildings.
- Councillor Jones asked what defines who gets a letter? It was explained that the buildings were identified based on some factors determined by MBIE and including being used for commercial purposes, their number of stories and their construction type.
- The District Mayor advised if Councillors were fielding enquiries on this issue that they should not put themselves in the position of defending it as it is not Council's rule, it is a requirement by law.

*The Communications Advisor left the meeting at 4.44pm.*

**14.4 Corporate Services Report**  
D23/34725 Page 159

**Recommendation**

THAT the report be received.

VOLZKE/HARRIS  
Carried  
P&S/23/130

The Director – Corporate Services noted the annual report will be presented next month for adoption

Questions/Points of Clarification:

- It was noted there was recently a meeting between the District Mayor, the Chief Executive, the Director – Corporate Services, the Deputy Auditor General and one of their Directors, to discuss Council's audit fees after a letter was written to the Office of the Auditor General. Included in the meeting was pointing out data comparing Stratford District Council to other Councils, where Stratford's fees stood out with cost per rate payer etc. The meeting was constructive, and they listened. The first solution discussed was to discuss the issue with the auditors and go through line by line, look at the risk of Stratford District Council and how much time the auditors need to spend on the audit. It was noted there was no commitment to immediately reduce the audit fees, but to look at the hours spent and question why.
- Councillor Boyde noted this is once again taking away from Council's resources by taking up staff time and questioned if Council is going to be compensated for this? It was clarified it was mentioned in the meeting that it has taken up a lot of staff time, and the suggestion was made to take away some of the junior auditors charged times as it is their responsibility to ensure their auditors are skilled, not Councils.
- Councillor Boyde questioned when does the time come to write off the 173 infringements. It was noted that infringements will be written off when they are over 3 years old.
- Councillor Beck enquired if Council has budgeted for its share of the cost of Transport Choices if it goes ahead. It was noted the cost has been budgeted for, the remaining 20% will be loan or reserve funded.

15. Questions

There were no questions.

16. Closing Karakia

D21/40748 Page 174

The closing karakia was read.

*The meeting closed at 4.55pm*

N C Volzke  
**Chairman**

Confirmed this 26<sup>th</sup> day of September 2023.

N C Volzke  
**District Mayor**

**Policy and Services Committee  
Matters Outstanding Index**

| ITEM OF MATTER                     | MEETING RAISED | RESPONSIBILITY   | CURRENT PROGRESS | EXPECTED RESPONSE |
|------------------------------------|----------------|------------------|------------------|-------------------|
| Street Numbering<br>- Ariel Street | 26 May 2020    | Blair Sutherland |                  |                   |
|                                    |                |                  |                  |                   |
|                                    |                |                  |                  |                   |
|                                    |                |                  |                  |                   |
|                                    |                |                  |                  |                   |
|                                    |                |                  |                  |                   |

# QUARTERLY REPORT



F22/55/04 – D23/39383

**To:** Policy & Services Committee  
**From:** Community Development Officer  
**Date:** 26 September 2023  
**Subject:** Economic Development Quarterly Report – Quarter Four

## Recommendation

THAT the report be received.

\_\_\_\_\_  
 Moved/Seconded

### 1. Executive Summary

This report provides a combined summary of Economic Development activity over the past quarter in the Stratford District, a report on projects, and the quarterly Venture Taranaki report.

### 2. Venture Taranaki

The quarterly report from Venture Taranaki is attached as **Appendix 1**.

#### Key Highlights:

|   |   |  |
|---|---|--|
| <b>Q4</b><br><b>4</b>   | <b>Q4</b><br><b>64</b>  | <b>Q4</b><br><b>7</b>                    |
| <b>Referrals and connections</b> between Stratford District people and enterprises. | <b>Client support</b> engagements with Stratford District people and enterprises.                       | <b>Startup clients</b> met in Stratford. |
| <b>Q4</b><br><b>\$7,192.50</b>  | <b>Q4</b><br><b>\$17M</b>   | <b>Q4</b><br><b>1</b>                    |
| <b>RBP Capability Funding.</b> distributed to Stratford enterprises.                | <b>Visitor stats in Stratford.</b> Results are based on the accumulative spend from the past 12 months. | <b>Mentor Matches</b>                    |

### 3. Local Tourism and Promotion

#### 3.1 Website Engagement

| Website visits | Q4     | YTE 2022/2023 |
|----------------|--------|---------------|
| Users          | 17,000 | 64,000        |

Visitors to Stratford.govt.nz are consistently seeking information on Wai o Rua – Stratford Aquatic Centre, Cemetery Search, Rates Search, news, events and the Stratford Library and Visitor Information Centre. These sections of the website are within the top 10 pages visited for the last quarter. The events section of our website has had 8,443 views as of the end of Q4.



### 3.2 Community Events

#### Quarter Three Events:

##### Completed:

- Shakespeare Festival (Council supported): 1 – 15 April
- Puanga Celebrations: 11- 18 July
- A Starry Night: 13 July

##### Coming up:

- Stratford Scarecrow Trail: 27 October – 12 November
- Americarna (Stratford): 23 February
- Stratford Christmas Parade: 1 December

## 4. Development

### 4.1 Unoccupied Shops



### 4.2 2035 Projects

An advisory group has been pulled together that includes officers and two elected members. Key projects have been identified with actions to be determined over the next month.

The first priority and project identified is the sale and purchase of the leased land in Prospero Place. From this, next steps and the development of Prospero Place can be determined.

### 4.3 Stratford Business Association

Membership: 146

#### Completed Activity

- Video marketing: 13 April
- Mindfulness as a way of life: How 'mindful business' can change the way you relate to stressful times: 22 May
- 5 steps to understanding your creative style in business: 7 June
- Essential First Aid Course: 29 June
- Ba5: April - June

**Upcoming Activity**

Workshops

- Customer Service: A deep dive, *19 September*
- Security and your business: An information session, *28 September*
- Target Market & Buyer Personas: Understanding your audience, their pain points and how to talk to them with your marketing and website, *17 October*
- Phone photography and taking quality pictures for your business on your phone, *24 October*
- Google Ads: Running ads and getting return on your investment, *31 October*
- Chat GPT: How to use for your business, *17 November*

Events

- Bites, Brews & Banter: An event for the tradies, *26 September*
- Americarna (Stratford), *23 February*
- Stratford Christmas Parade, *1 December*
- Ba5: *September - November*

**4.4 Consents Granted**

| Type                                     | Q1 | Q2 | Q3 | Q4 |
|--|----|----|----|----|
| New Dwellings                            | 12 | 16 | 8  | 11 |
| Relocated dwellings                      | 3  | 5  | 2  | 4  |
| Relocated buildings other than dwellings | 0  | 0  | 0  | 0  |
| Fires                                    | 9  | 10 | 10 | 21 |
| Pole sheds/accessory buildings           | 5  | 5  | 7  | 7  |
| Additions/alterations – residential      | 1  | 5  | 3  | 3  |
| New Commercial buildings                 | 1  | 2  | 1  | 1  |
| Additions/alterations – commercial       | 5  | 2  | 0  | 2  |
| Other/miscellaneous                      | 1  | 3  | 2  | 0  |

**4.5 Property Sales**

| Location              | Median Price |            | Volume Sold |          |
|-----------------------|--------------|------------|-------------|----------|
|                       | 21/22 Q3     | 22/23 Q3   | Q4          | 22/23 YE |
| New Plymouth District | Apr          |            | 259         | 1047     |
|                       | \$ 700,000   | \$ 585,000 |             |          |
|                       | May          |            |             |          |
|                       | \$ 730,000   | \$ 606,342 |             |          |
| South Taranaki        | Jun          |            | 77          | 285      |
|                       | \$ 680,000   | \$ 635,000 |             |          |
|                       | Apr          |            |             |          |
|                       | \$ 480,000   | \$ 450,000 |             |          |
| Stratford District    | May          |            | 35          | 122      |
|                       | \$ 400,000   | \$ 367,345 |             |          |
|                       | Jun          |            |             |          |
|                       | \$ 480,000   | \$ 400,000 |             |          |
| Stratford District    | Apr          |            | 35          | 122      |
|                       | \$ 580,000   | \$ 565,000 |             |          |
|                       | May          |            |             |          |
|                       | \$ 565,000   | \$ 485,000 |             |          |
| Stratford District    | Jun          |            | 35          | 122      |
|                       | \$ 450,000   | \$ 450,000 |             |          |

*\*Information obtained from Real Estate Institute of New Zealand Inc (REINZ).*

#### 4.6 Mayors Taskforce for Jobs programme

##### MTFJ outcomes for the community: Financial year 2022/2023

- Total employment placements made: 53
- Total number of registered jobseekers: 107
- Total number of registered businesses: 46

##### Attachments:

**Appendix 1 -** Venture Taranaki - Quarter Four Report



Amy Kingston  
**Community Development Officer**



Endorsed By  
Chade Julie  
**Acting Director – Community Services**



Approved by  
Sven Hanne  
**Chief Executive**

**DATE:** 19 September 2023

# Quarterly Report 2022/23

*Quarter Four (April to June 2023)*



*Ahu Ahu villas*

**venture**  
TARANAKI  
Te Puna Umanga

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Stratford bike park

## Message from the CE

### Tēnā koutou

As we wrap up quarter four and the end to our financial year, we are delighted to have progressed our regional strategic priorities with several significant milestones reached.

A pivotal achievement during this quarter was the official launch of the Branching Out growing trials in June, with the planting of the first crop, garlic. This is a significant step in our long-term project to develop a diverse and resilient food and fibre sector for the region and to bolster the Taranaki economy with value-add market potential opportunities.

This quarter also marked the end of our Visitor Futures Programme funding. This 3-year investment enabled great developments in the visitor space including new drive journeys like the Coastal Arts Trail, future-focused product developments such as the Trip-to app, along with allowing us to tap into a new South

Island (Christchurch) growth market audience.

The visitor space was a hive of activity over this quarter, as we continued to support a vibrant region through major events such as Taste and Tales and the Right Royal Cabaret Festival, and led significant developments in Cruise, Film, and Visitor Trade. We also went to market with a brand-new visitor campaign, Fill Your Cup, to showcase everything Taranaki has to offer and encourage visitation through the off-peak season.

The changing landscape of business operations, particularly in our key farming and energy sectors has not gone unnoticed. This was explored at our 'Positioning for the Future – Economic Insights' event on 27 June. Panellists Trish Rankin, Justine Gilliland, Simon Craddock, and Mayor Neil Holdom discussed ways we can turn potential disruptors into growth opportunities to achieve economic success for our region, while the latest Winter Taranaki Trends results were

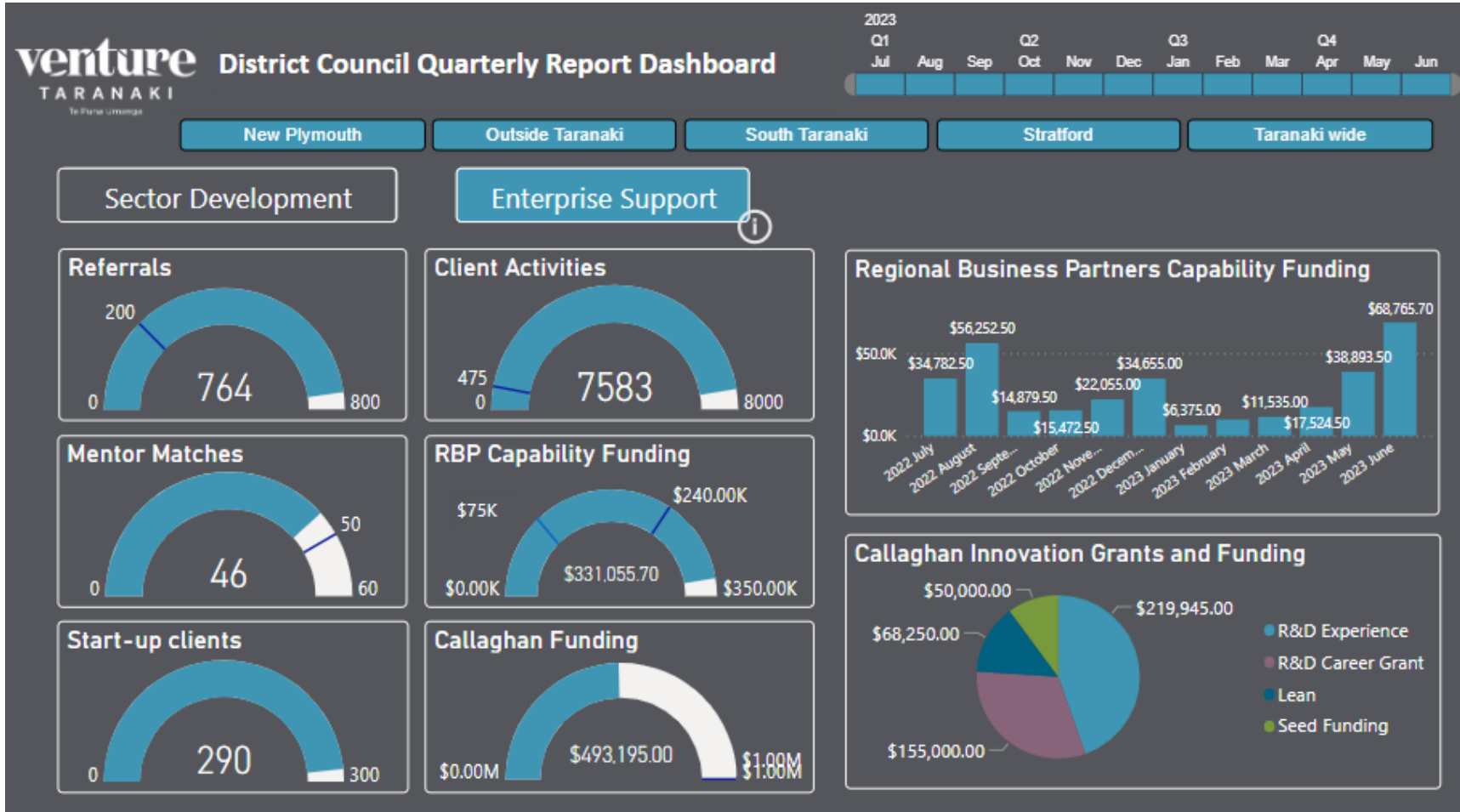
also shared.

Te Puna Umanga Venture Taranaki is well-placed to help local enterprises and individuals navigate through this period of uncertainty, with our range of enterprise support services and upcoming initiatives to drive forward our renewed strategic priorities.

**Kelvin Wright,**  
**CE Te Puna Umanga Venture Taranaki**



# Key performance snapshot in Q4



Venture Taranaki offers an interactive dashboard that provides a comprehensive overview of key performance metrics by district, month, and quarter. Click the above picture to see the live dashboard or alternatively visit the link below:

<https://www.venture.org.nz/regional-intelligence/performance-dashboard/>

*Note: The dashboard is for internal use only and is not linked to the public website.*

## Entrepreneurship and Enterprise Support

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### Business Advisory and Strategic Partnerships

#### Business Advisory

Many client businesses working with VT Enterprise Advisors are concerned about inflation and rising interest rates. They are also increasingly realising the importance of a digital presence as to attract new audiences and revenue streams.

Many of these client businesses have also been focusing more on human resources, particularly developing a culture to build loyalty, change management, supporting development of senior staff and recruiting.

#### Strategic Partnerships

During Q4, VT sponsored the Rebel Business School startup programme in partnership with South Taranaki District Council. This is a free, 10-day programme covering the basics of starting a business with no startup capital. It was attended by 10 entrepreneurs, some of whom went on to attend VT startup clinics to progress their ideas.

VT also sponsored the He Toronga Pakihi ki Taranaki Construction Consortium “Meet the Buyer” event in New Plymouth, co-hosted by Amotai. This was an opportunity for Māori and Pasifika trade businesses to meet and hear presentations from major construction firms and contractors in region, in order to help prepare for tender opportunities. Jenn Patterson, VT’s GM Economic Development attended and gave the opening address.



*Jenn Patterson giving opening address*



## Entrepreneurship and Enterprise Support

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### Callaghan Innovation grants and funding

Callaghan Innovation launched two new grants for innovation in Q4 for projects that can provide benefits to the New Zealand innovation ecosystem. **The Ārohia Innovation Trailblazer grant** has two parts; The **Ārohia Seed Grant** that offers up to \$25,000 to co-fund 50% of the validation of an innovation, and the **Ārohia Full Grant** which can provide up to \$4,000,000 to support 30% of the implementation of that innovation. One Taranaki company was among the first round of Ārohia Seed grant approvals in June 2023, and there are several businesses with applications in progress.

Venture Taranaki remains active in promoting and referring Taranaki enterprises to the innovation grants and support available from Callaghan Innovation, however the quantum of Callaghan grants issued in region for the year ended June 2023 has dropped significantly since Callaghan cut its 40% Research and Development (R&D) grants in favour of the 15% Research and Development Tax Incentive (RDTI) in June 2022 (see below for more information on RDTI). The replacement grant products described above are both contestable and have much tighter eligibility criteria. Advisors have responded to this challenge by exploring other sources of grants and funding for Taranaki enterprises.

One of these options is the Kānoa Regional Strategic Partnership Fund. Several Taranaki businesses have been approved for support from this fund contingent on also finding private sector investment to partner with. Additionally, Agmardt is another funding source for agritech innovators. Their budget was used up early this year, possibly due to the reduction in grant funding from other sources such as Callaghan Innovation. It is scheduled to be back online from August 2023.



### Research and Development Tax Incentive

IRD issued its first data on its Research and Development Tax Incentive (RDTI) in June 2023, for data collected since 2019.

Over the last four years, the cumulative total of eligible R&D expenditure in Taranaki was \$9,955,211, from which we can infer a 15% tax credit of approximately \$1.5m. The RDTI tax credit can be used to reduce the amount of income tax paid, and in some circumstances, businesses can receive a cash refund in place of a tax credit.

## Entrepreneurship and Enterprise Support

### Mentor Matches, Startups and New Business Clinics

#### Business Mentoring (BMNZ)

BMNZ ran a training session for mentors during Q4, facilitated by VT and was well attended. This was followed by the annual mentor appreciation event, at which long time mentor Wayne Brunton was awarded a Pin of Recognition for his outstanding contribution to the programme over 12 years of service.

VT Business Mentor Coordinator Kayleen Schoeman was also recognised for ten years of service in the role.

#### Startup and new business clinics

Demand remains high for the start-up service, offering an option of online or in person. Demand is increasing for in-person sessions, and the team will be offering weekly instead of fortnightly clinics from July to meet this demand.

#### Investment clinics

During Q4, VT launched a pilot Investment Clinic, run by Stephanie Laird. The clinic is targeted at established businesses requiring investment to realise an opportunity. Ten sessions were held over May and June, serving six different businesses.



*BMNZ annual mentor appreciation event*



*Kayleen Schoeman on the right*

## Entrepreneurship and Enterprise Support

### District updates



#### **New Plymouth District Council:**

21 NPDC businesses have had discovery meetings to understand their challenges and opportunities. They sought support on leadership development, staff retention, marketing and brand strategy, leadership & governance, managerial essentials, exploring new markets for growth and leading people through change. 17 of the 21 businesses were from New Plymouth, one from Inglewood, two from Ōakura and one from Egmont Village.

Startup clinics in New Plymouth met with 74 clients during the quarter, including five clients who travelled in from Stratford District to attend. Startup ideas from New Plymouth included car valet, print and art shop, bakery, home handyman, roofing, cyber security, farming, surf school, personal organiser and personal trainer.



#### **South Taranaki District Council:**

Four STDC businesses have had discovery meetings to understand their challenges and opportunities. They sought branding support, Health and Safety Management training, development support for a new venture, and strategic planning support to explore growth opportunities. Three of these businesses were from Hawera, and one was from Waitōtara.

Venture Taranaki sponsored Rebel Business School during the quarter, in partnership with South Taranaki District Council. Refer to the Strategic Partnerships section of this report for further detail.

Startup clinics in South Taranaki met with seven clients during the quarter, some of whom were part of the Rebel Business School. Startup ideas included security, magazine publishing, mānuka oil products, a retail shop, head lice treatments and clothing.



#### **Stratford District Council:**

One business had a discovery meeting to understand its challenges and opportunities. The business was seeking support for digital marketing.

Startup clinics in Stratford District met with two clients during the quarter, however, there were seven clients meeting with an advisor, including five Stratford clients who travelled to New Plymouth to attend the clinic there. Startup ideas included a petrol station, a retail shop and a nail technician.

# Entrepreneurship and Enterprise Support

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## PowerUp, Digital Boost

### PowerUp Business Ready

PowerUp Business Ready programme took place across six weeks in May and June. Thirteen participants engaged in a series of workshops led by trained facilitators, that covered topics including business planning, marketing, and financials. They had the unique opportunity to learn from seasoned local entrepreneurs, with guest speaker appearances from Juno Gin, Design Garage, GQ Law, and BDO.

Participants were all at different stages of their entrepreneurship journey and spanned a wide range of industries including Māori medicine, food and fibre products, HR, tourism, fashion, and energy.

*“Thank you for the opportunity. This course has shown there are plenty of people and businesses willing to help and support startups. Guest speakers were all excellent.”*

*- Participant quote*

### Digital Boost

VT supported MBIE’s Digital Boost Facilitation Scheme programme in Taranaki by funding a total of seven intermediaries to run facilitated workshops for cohorts of small businesses, to adopt and practically use the Digital Boost Platforms to digitally transform their businesses.

165 Taranaki businesses have taken part since late 2022 across 11 cohorts (10 NPDC / 1 STDC). Participants attend group workshops and have peer to peer learning opportunities throughout the programme, covering things like social media, digital marketing, branding, small business accounting and e-commerce.



*PowerUp Business Ready Workshop*

## Branching Out

### Microclimate project

During Q4, VT commissioned a report to provide a project plan to investigate and ground truth microclimates in Taranaki. Providing more detailed info about localised climates will support the continued diversification of land around the region. This project plan will include details about next steps, costs and timings to progress this work. The project plan is expected to be completed in Q1 FY23/24.

### Land Diversification Toolkit

A 'diversification tool kit' has been advanced during Q4 for farmers, land owners, and growers. This provides a structured decision-making process to assist identification and evaluation of land use options to achieve business diversification goals. The launch of this toolkit will be undertaken over the coming months, aligned with the Branching Out programme.

### Better Off Capex Funding agreement

This agreement was signed and work has begun on the investigation of Capex options and related business models.

### Pilot Trials

Expressions of Interest (EOI) to partake in the trials have closed. 255 submissions were received across all the crop trials, from 89 individual growers or grower groups including Hapū (kinship group/subtribe). A rigorous decision matrix has been developed to provide a structured and systematic approach to the selection process. Further, the grower locations for each EOI submission were mapped and overlaid with the ideal growing zones for that particular crop. Once this has been completed for all EOI submissions, the shortlist will be discussed with the relevant consultant to determine final locations for each crop.

Vanesa Martin joined the Investment team as an Agronomist in May, she will be leading our crop trials and gathering further information from around the region about specific growing conditions and suitability.

### Education Impact Programme

Garlic has been identified as a possible crop that could be incorporated into the existing farming system (through a 4-year crop rotation) to restore soil, increase sustainability, build resilience, and add value and diversity to farming incomes.

Supported by the LA Alexander Trust, a specialised education/training programme has been developed in partnership with Ross Redpath, Agricultural Education and Project Advisor across all high schools. The programme of work will see growing trials and harvesting of garlic at a number of schools around the region, using the crop to demonstrate the benefits and potential of value-addition. In late June, the garlic growing trials kicked off at eight schools from across the region, with 40 students participating.



*Garlic planting at Francis Douglas Memorial College*

## Sector Development

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### Energy Transition

VT commissioned and completed an Oil and Gas Industry Research report during Q4, which focused on employee flows (e.g. numbers entering and leaving the industry), changes post 2018, and future implications and scenarios for the Taranaki workforce as well as alignment with the Taranaki 2050 Roadmap. The work was funded by MBIE through the Just Transitions Unit/Partnership. It has already been used in discussions with various companies and agencies (e.g. the Regional Skills Leadership Group) as part of 'future of energy' workforce planning.

### Food and Fibre Transition

During Q4, VT held three events driven by VT's key focus within the food and fibre sector of enabling an ecosystem where new food businesses are able to emerge and grow:

1. Beverage and Food Gurus Workshop: Full day introductory workshop, facilitated by the Beverage and Food Gurus, walking participants through the product commercialisation process, focusing on many key barriers preventing growth. Topics included: product validation, packaging development, labelling compliance, margin analysis, and sales and distribution.
2. Food for Thought: An evening networking event held at Shining Peak with approximately 50 people in attendance. This event gave VT an opportunity to communicate more on the plans for the sector in the upcoming year, and included a panel session featuring Planta, Shining Peak and Van Dyck's about growing a business and operating in Taranaki.
3. Emerging Supplier Forum: Hosted in partnership with Foodstuffs North Island and the Food Innovation Network, this forum gave new and emerging food and beverage businesses an opportunity to meet with key supermarket stakeholders to understand the process for supplying retail and scaling business.

### High Tech and Niche Sectors

Rural Energy: In partnership with key regional players, VT supported the development of a two-year funding application to resource and accelerate Taranaki as a lead region for rural energy.



# Regional Intelligence

## Undertaking environmental scans and regional economic monitoring

VT hosted a “Positioning for the Future” Economic Insights event on 27 June, comprising an economic briefing and panel discussion on potential disruptions and opportunities. The event began with the launch of Taranaki Trends Winter edition followed by the release of VT’s Taranaki Business Survey Results and economic outlook for the following 12 months.

Panellists Trish Rankin, Justine Gilliland, Simon Craddock, and Mayor Neil Holdom further explored the future of the region and what economic success could look like in 2030, and how to leverage change and disruption to our advantage.

There were over 100 registered attendees, with positive feedback received. Through VT pitching to media, the event received coverage in Stuff News.

<http://www.stuff.co.nz/taranaki-daily-news/132435143/taranaki-economy-remains-resilient-despite-recession?cid=app-android>

Within the first four weeks of being available to download, the Taranaki Trends Winter edition and Taranaki Business Survey results received a number of views/downloads:



**Published in Q4**  
• 230 views  
• 180 download



**Published in Q4**  
• 82 views  
• 45 download



*VT's Anne Probert presenting*



*Panel session at Positioning for the Future event*

Both reports can be downloaded via the link at the bottom of the Regional Intelligence page: <https://www.venture.org.nz/regional-intelligence/>

## Talent Initiatives

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### International Familiarisation

VT hosted four International Education Agents for a three-day familiarisation of some of our kura (schools), and regional attractions and activities. These agents represented Korean, Japanese, Chinese and Indian markets.

### Study Taranaki

During Q4, VT also rebranded Study Taranaki and finalised the Study Taranaki Booklet. This is a resource for schools in this network, as well as international education agents to use at offshore events for International Education.

Study Taranaki webpage:

<https://www.taranaki.co.nz/live-work-and-learn/learn-here/international-support/>

Study Taranaki Booklet:

[https://www.taranaki.co.nz/assets/Uploads/Like-No-Other/Study-Taranaki\\_NZ.pdf](https://www.taranaki.co.nz/assets/Uploads/Like-No-Other/Study-Taranaki_NZ.pdf)







*School kids at Mimitangiatua river*



*ASEAN Scholars at Food and Agribusiness Value Chains course*

## Science, Technology, Engineering and Math Education

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### Curious Minds

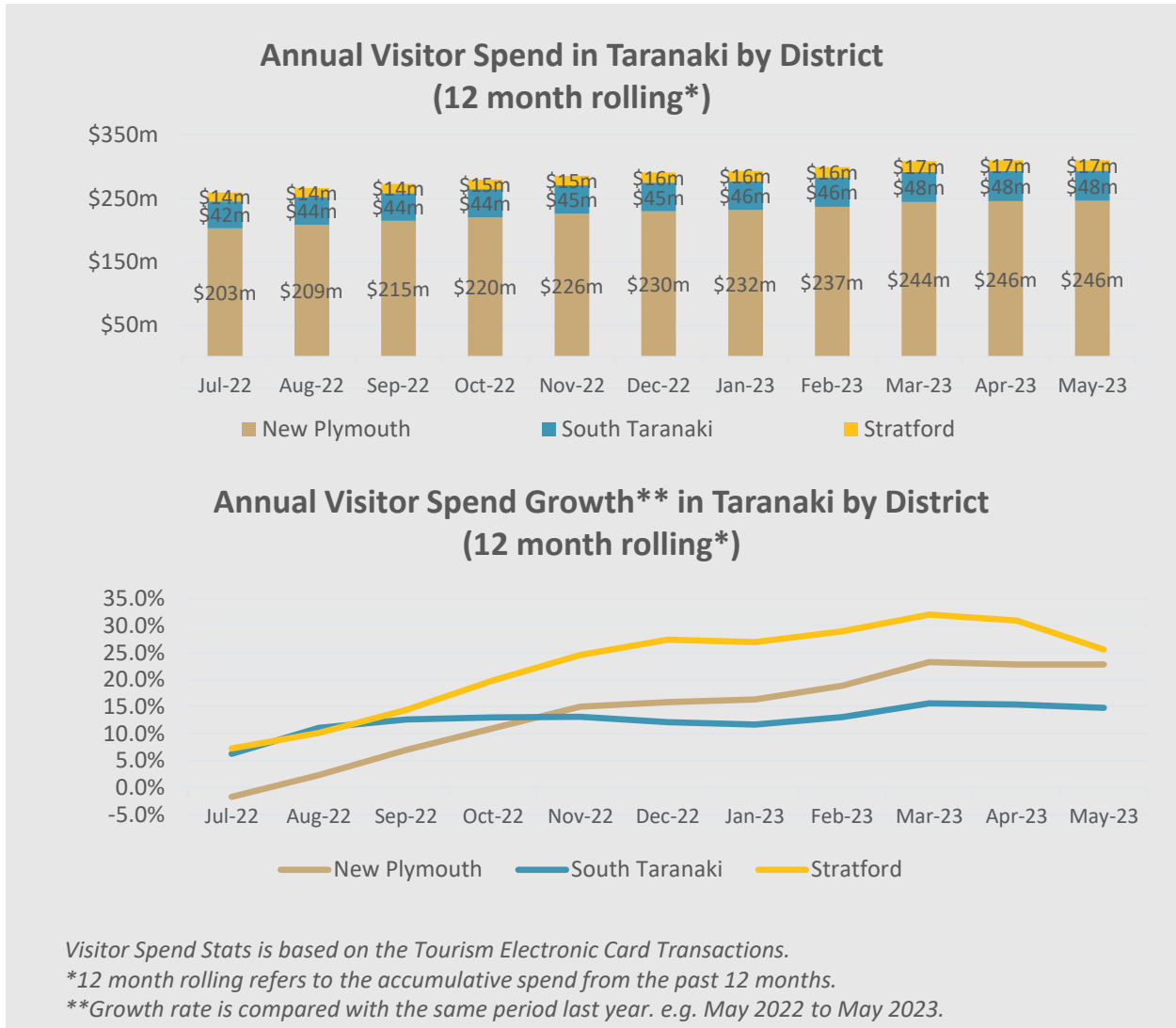
The latest funding round was wrapped up in Q4 with four new projects being selected for funding; Her Strength, Naturally Native, native space-planted systems in Taranaki via Verdantia, and Let's Not Beat Around the Bush.

### Massey University Partnership

In conjunction with Massey University, VT hosted 21 ASEAN Scholars undertaking a Food and Agribusiness Value Chains course delivered by Massey University in region in May, with visits to Taranaki businesses including Barton Holdings, Van Dyck Fine Foods, and Juno Gin.

## Destination: Visitor performance indicators

### Visitor growth and performance over time by district



**Visitor Spend** was sustained across all three districts after a lift in March 2023 from \$237m to \$244m in February 2023 across New Plymouth, which coincided with the return of WOMAD. Growth continued in New Plymouth into April, sustaining again in May. Both Stratford and South Taranaki lifted from \$16m and \$46m respectively in February 2023, to \$17m, and \$48m in March which was sustained in April-May. This is reflective of the shoulder season and a natural seasonal slowing on visitation.

**Growth in annual visitor spend growth** was up across all three regions compared to the same period in 2022. With Stratford reporting a growth rate of 25.5% compared to May 2022, South Taranaki 14.7%, and New Plymouth 22.8%. We suggest this is due to steady domestic visitation on the back of a softening of covid restrictions, as well as increased international visitation with borders reopening.

## Destination

### Convention Bureau: Business events and conferences

In June, VT representatives attended the Business Events Industry Aotearoa Convention Bureau trade event 'Meetings' in Wellington, where they represented the region and the region's events venues and conference centres to connect with Professional Conference Organisers (PCO's) to generate awareness of our regional business event venues and conference centres, and to attract further business events activity in region.

Te Puna Umanga/Venture Taranaki met with 25 Australasian Professional Conference Organisers (PCO's) (3 from Australia and 22 from New Zealand).



*Venture Taranaki and NP Event Venues*

The event generated multiple regional opportunities, with conversations and planning underway around the following:

- Charity event, 150 people for one night in September 2024, two venues suggested
- Association awards event, 250 people for two nights in 2024, considering two venues
- Well-known NZ business looking to host executive team meetings / workshops in region (14 held annually, 50 people)
- Tour group currently running tours to Taranaki (3 nights, 8-10 people) looking for new content
- Conference confirmed for Oct 2024, 200 people for 4 nights
- Conference confirmed for Feb 2024, 140 people for 3 nights



*Taranaki Meetings stand*

## Destination

### Visitor Trade and operator capability

#### Visitor Trade event and business development

In May, VT representatives attended the international tourism trade event 'TRENZ' in Ōtautahi Christchurch. The team connected with over 40 inbound tour operators (who on-sell tourism product at volume) bringing attention to all Taranaki has to offer, and connecting buyers with tourism product and our operators in region to support the growth of tourism through tourism trade over time. The team made many new connections, as well as building and nurturing existing, and the meeting also generated a trade familiarisation (famil) with a large Australasian coach tour inbounder (sells packaged product at volume), who prior to TRENZ was not considering the addition of Taranaki to their touring routes. We look forward to continuing to work with this inbounder to support the development of a Taranaki route.



#### Operator capability and trade-readiness

In April, VT partnered with Agritourism NZ to launch a 6-month Agritourism accelerator programme to introduce the opportunity agritourism presents to land-owners looking to diversify their existing land use and on-farm activities. The programme kicked off with a one-day workshop, and continues to be delivered online to the cohort of 13 via a monthly zoom call. The programme covers critical areas such as business planning and product development, health and safety, and marketing and promotions and is led by Agritourism expert Marijke Dunselman of Agritourism NZ.



VT engaged Tourism Recreative Conservation (TRC) to host a free workshop on 16 May that centred around packaging and pricing. The workshop was attended by 15 people and aimed to increase participants understanding and knowledge of effective packages that visitors are looking for. The workshop also covered visitor expectations and how to understand and build a value proposition of experiences to fit target markets, as well as what sustainable pricing looks like, what packages might work to strengthen the destination's positioning to create more compelling reasons to visit the region, and how these packages can be facilitated.

## Destination

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### Visitor Futures – externally funded by MBIE

The 3-year MBIE funded (Strategic Tourism Asset Protect Programme and Support, Recovery and Reset funding) Visitor Futures programme wrapped up in Q4, with the final report delivered to MBIE.

In Q4 delivery included the Taranaki Environment Centre Business Case, Cruise Taranaki Strategic action plan, Taranaki Visitor Food Box feasibility report, and a draft regional Ambassador programme.

### Spotlight on: Cruise Strategic Action Plan and industry development

With strong forecast growth in the cruise sector, significant untapped capacity in Port Taranaki and a desire to provide more consistent commercial robustness and potential for operators, VT identified an opportunity to sustainably boost tourism in the Taranaki region through a coordinated and aligned approach to cruise in Taranaki.

This involved the development of a regional Cruise strategy in Partnership with Port Taranaki and the clustering of key stakeholders and enablers, who attended a kick-off workshop on 7 June. Led by consultant and Cruise industry expert Tony Rogers the group contributed to a session that focused on identifying the strategic vision for Taranaki Cruise, as well as identifying the key strategic priority areas to develop a responsive and relevant action plan.

It was identified within the workshop that the formation of a steering group of key enablers and partners would be beneficial to continue progress on actions and momentum. With this group now confirmed, including representatives from Venture Taranaki, Port Taranaki, NDPC, Taranaki Chamber of Commerce, and Ngāti Te Whiti hapū, as well as tourism operator representatives from Weir Tours, Discover Taranaki, and Tranzit, the group moves to finalise and launch the strategy, and delivery the identified actions.



## Destination

### Regional film office

VT has been working with the New Zealand Film Commission (NZFC) to update the region's online image gallery providing a diverse range of imagery to ensure producers and directors have a broad view of all the region has to offer, from our Maunga, to our coastline cliff faces, and futuristic architecture.

During Q4, VT had one location request from NZFC for an American producer and have a familiarisation trip planned for early August.

This quarter, VT's Destination team attended the monthly Regional Film Offices of NZ meetings which are attended by all Film offices in New Zealand.

VT also confirmed a partnership agreement for Sachie's Kitchen Series 2 during the quarter. The partnership includes up to three stories showcasing the region's landscapes, towns, people, producers and food entrepreneurs. The Series will be broadcasted on:

- Stuff.co.nz (for three years)
- TVNZ 1 (Saturday mornings)
- TNVZ+ streaming for two years
- SBS Food Australia (primetime with rerun rights and streaming for three years).

Filming will take place in Q1 in the 2023/24 financial year with delivery in the fourth quarter.



## Destination: Major Events Fund\*

Attracting and supporting major events in New Plymouth district

| Number | Event Name                           | Event Contracted |
|--------|--------------------------------------|------------------|
| 1      | Americarna                           | Jul 2022         |
| 2      | Spiegel Fest                         | Jul 2022         |
| 3      | WOMAD                                | Aug 2022         |
| 4      | TSB Festival of Lights               | Sep 2022         |
| 5      | Summer Friends                       | Sep 2022         |
| 6      | Dream 11 Super Smash                 | Nov 2022         |
| 7      | Chiefs vs Reds                       | Nov 2022         |
| 8      | Taranaki Beer Festival               | Jan 2023         |
| 9      | FOL Winter Pop up                    | Feb 2023         |
| 10     | Taste & Tales                        | Feb 2023         |
| 11     | Tri Taranaki Festival World Cup 2023 | Feb 2023         |
| 12     | Oxfam Trailwalker                    | Mar 2023         |
| 13     | Matchbox 20 & the Goo Goo Dolls      | Mar 2023         |
| 14     | NZ Tattoo & Art Festival 2023        | Apr 2023         |
| 15     | Right Royal Cabaret Festival         | Apr 2023         |
| 16     | Taranaki Arts Trail                  | Apr 2023         |
| 17     | Taranaki Fringe Garden Festival      | Apr 2023         |
| 18     | Taranaki Sustainable Backyards Trail | May2023          |
| 19     | Tour of Taranaki                     | Jun 2023         |
| 20     | Re-imagine Festival                  | Jun 2023         |

\*Due to the reporting method, we have revised the event list according to the contracted date only

### WOMAD - March 2023

- 13,285 people attended
- 8,808 visitors to the region
- 29,456 visitor nights
- \$2.99m new operational spend in the Taranaki region
- \$6.5m GDP generated in the Taranaki region

### Festival of Lights – December 2022 – January 2023

- 140,000 people attended
- 39,000 visitors to the region
- For every \$1 spent by organisers, \$6.70 in additional expenditure was generated in the region = economic impact of \$8.3M (GDP \$4.3M)



## Destination: Promotions

### Fill your cup campaign

The Fill your cup campaign was in market from May to June 2023, with a focus on driving visitation to Taranaki outside of peak season. The campaign was aimed at visitors driving and flying to Taranaki, and featured on TVNZ, Stuff, NZ Herald, YouTube and socials. The Waikato region was further targeted with two billboards and one busback promotion. This campaign resulted in 560k+ impressions, 130k+ YouTube video views and 3.3K+ clicks to website, supporting regional awareness and visitation over time.

### Publications

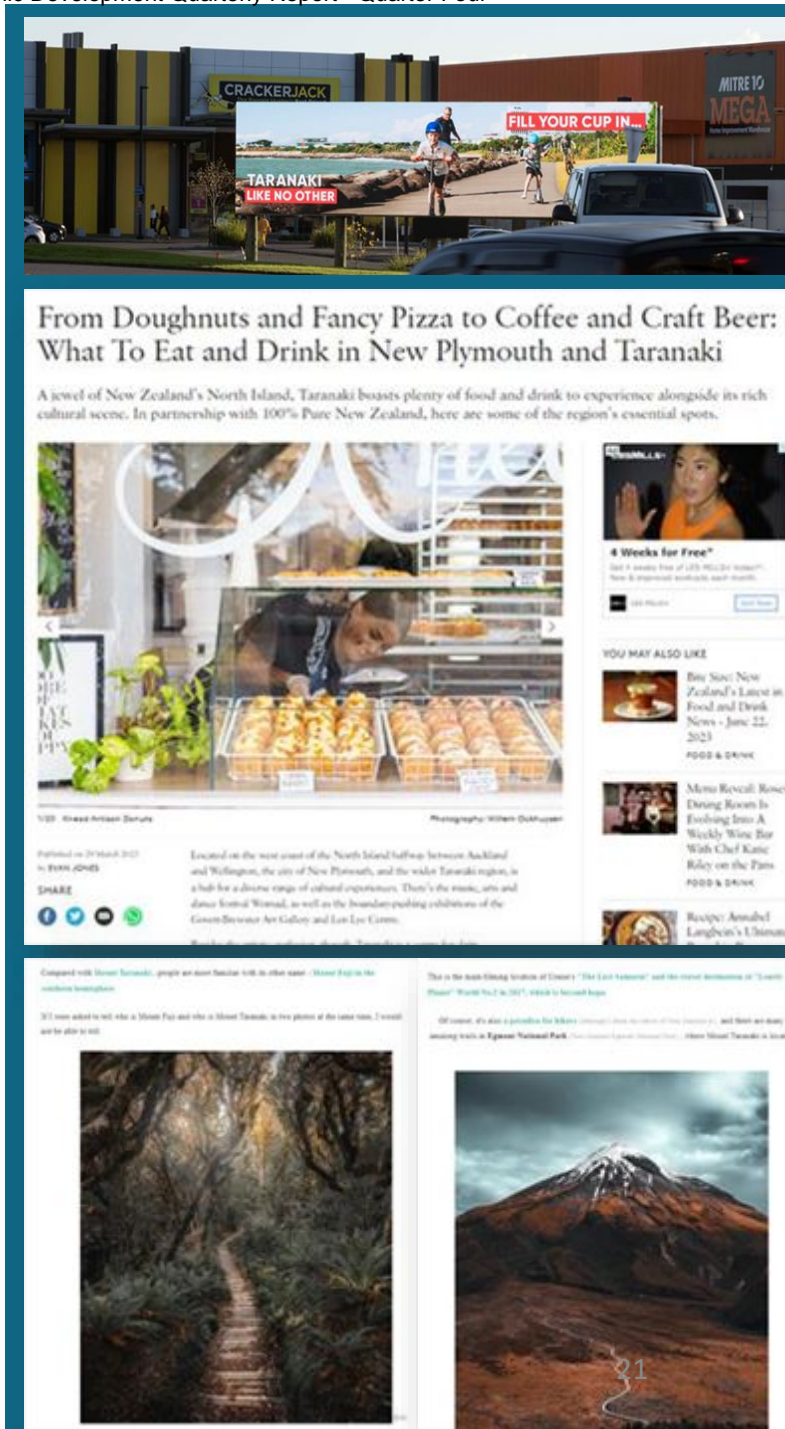
Total of four insertions in New Zealand publications during Q4:

- Two Partnership publications: half page in Capital magazine (May/June, Wellington target) and half page ad plus advertorial in NZ Motor Caravanner (June, NZ wide)
- One Right Royal Cabaret Festival programme (25,000 copies to Manawatu, Whanganui and Wellington)
- One full-page ad and digital banners in Wilderness Magazine (June/July, 7.7k circulated nationally and 55,000 website users)

### Partnerships

Tourism NZ (TNZ) partnership features (as reported by TNZ in Q4):

- In January Taranaki featured in a [travel feature on 'WeChat'](#) for the Chinese market as part of VT's TNZ Partnership (23,000 readership, \$12k value). This focused on Taranaki Maunga and Surf Highway45.
- A large feature in Broadsheet.com.au (Australian publication) where the Taranaki article was the top performer with 9k views (vs 5k benchmark) plus supporting social media activity.

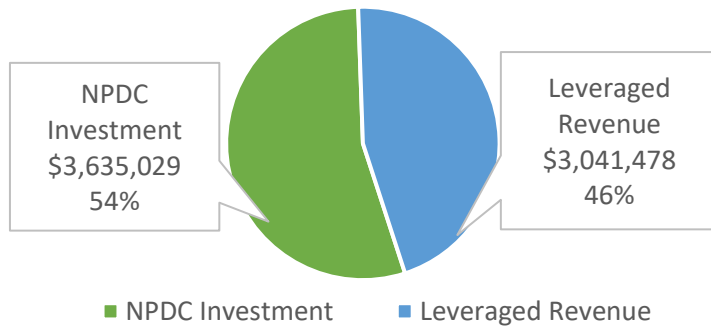




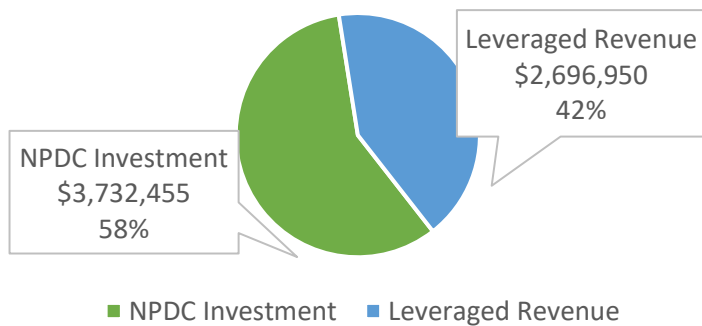
## Finance Summary 2022/23 – Quarter Four

| BUDGET SUMMARY      | Q4 2022-2023 Year Actual |                 |                   |             | Q4 2022-2023 Year Budgeted |                 |                   |             |
|---------------------|--------------------------|-----------------|-------------------|-------------|----------------------------|-----------------|-------------------|-------------|
| END OF Q4 2022-2023 | Total Revenue            | NPDC Investment | Leveraged Revenue | Expenditure | Total Revenue              | NPDC Investment | Leveraged Revenue | Expenditure |
| <b>Total</b>        | \$6,676,507              | \$3,635,029     | \$3,041,478       | \$6,693,007 | \$6,429,405                | \$3,732,455     | \$2,696,950       | \$6,381,650 |

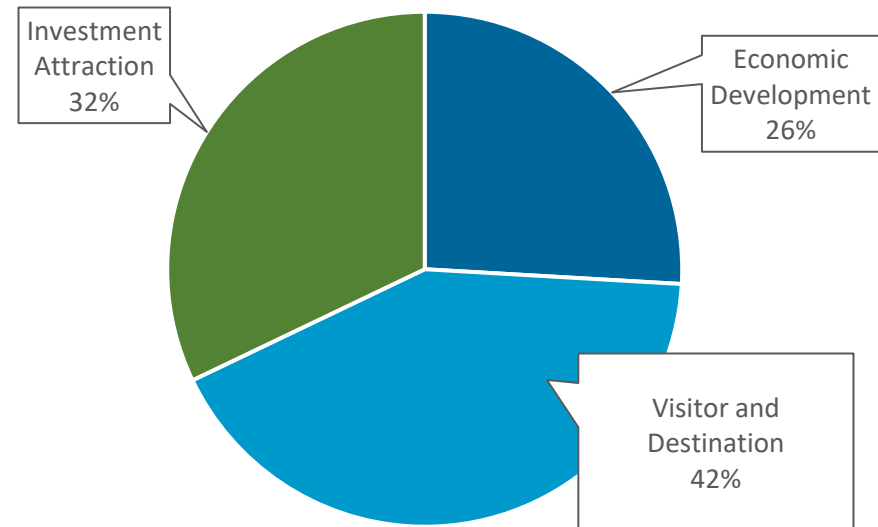
2022-2023 Year Q4 Actual



2022 - 2023 Year Q4 Budgeted



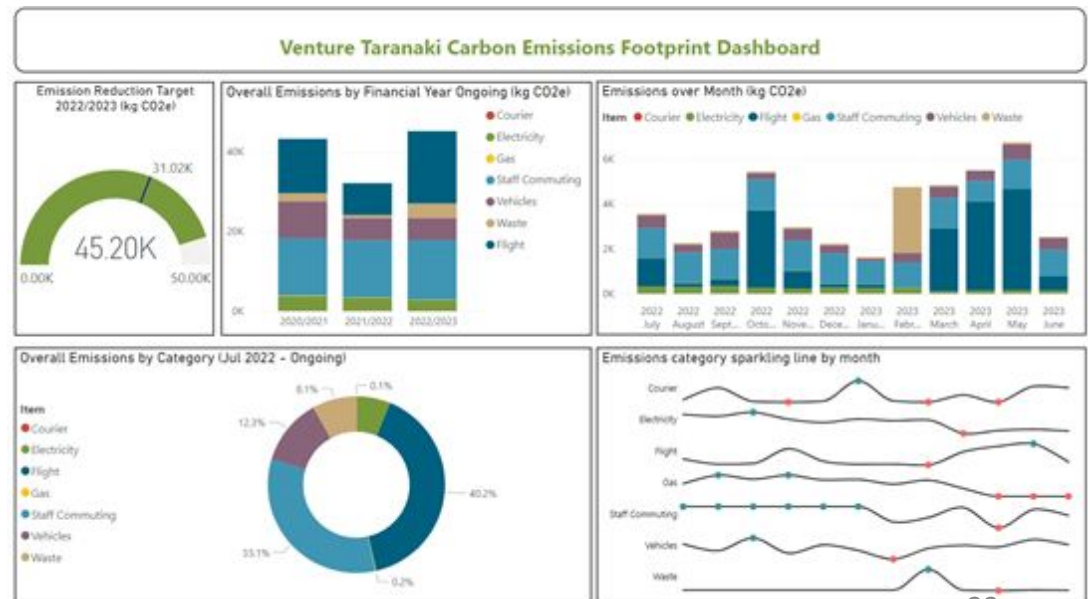
Year Investment of Effort Across the Impact Strategy



## Sustainability and Emissions Reduction Plan

Venture Taranaki has increased emissions slightly compared to the 2020/21 base year, and significantly compared to the 2021/22 financial year. The significant reductions recorded in 2021/22 were due largely to Covid-19 restrictions, and the 2022/23 year has been a “bounceback” year, with a higher than average level of events and activities. This is reflected in an increase in the number of flights taken, for a range of projects including TechWeek, Branching Out, Economic Development New Zealand (EDNZ) events and Te Unga Mai.

Waste disposal during the office move was also a core contributor to increased emissions this year.



## Customer Feedback

"Thank you so much for all of your work that went into the agent familiarisation. The agents that I spoke to were having a great time. I am also really excited about your enthusiasm for international education."

- Talent Attraction Contact in New Plymouth

"I just wanted to pass on that you are very good at guiding people through this process – it makes it so much easier for everyone involved. Thank you!"

- Business Support in New Plymouth

"We really appreciate your support for our business. VT have been great! I also want to thank the team for enabling us to have the opportunity to go to the Food show and for being part of the We Love Local food boxes"

-Business/Sector Support in South Taranaki

"Thank you so much for reaching out and following up and for recognising the need for further help for businesses in the Food and Beverage sector. Really appreciate your fantastic work!"

- Business Support in New Plymouth

"Thank you so much for inviting us to the Venture Taranaki familiarisation trip. Despite having an office in NZ, I haven't actually had many opportunities to visit or learn about the Taranaki region however, I came out with an in-depth knowledge of the schools we visited and as a result, I am able to better explain New Plymouth and recruit students accordingly. Post-Covid the international market for New Zealand has only just started moving (baby steps) and is not as active as it used to be prior to the pandemic, so it was incredibly encouraging to see Venture Taranaki actively taking steps to ensure agents felt supported."

-Talent Attraction Contact outside Taranaki

"<Mentor> has been a wonderful mentor and the programme has been valuable."

- Business Mentors New Zealand client in New Plymouth

"<Mentors> were just outstanding. They were never pushy and simply offered hints that may or may not help, it was always for me to decide. Sometimes it's not weekly meetings it just unlocking the right piece of info to set the fire ablaze."

- Business Mentors New Zealand client in South Taranaki

"Some of their ideas for a business are really good and some will find it challenging in developing and establishing their channels to market – we are so lucky in New Plymouth to be able to go to a course such as the PowerUp and get that first understanding on how to build a business. Well done to you, VT and the team."

- PowerUp Business Ready Client, Taranaki wide











"Thank you so much for this action plan, it's so helpful. Thanks again for the time with <VT contact>, she was amazing! We do hope to keep in touch on our progression."

- Startup Clinic Client in New Plymouth

"VT Support has been EPIC! VT have put us in touch with some incredible people, enabling us to grow our capacity to show up and make our dream more of a reality, much quicker than we had anticipated. Through the skilled programme/workshop, the connections, and the support that VT has provided us with, our enthusiasm has grown, while our knowledge on where to go next has given us greater direction to which we are incredibly grateful. The further networking opportunities (Power Up Business Ready, BFGs workshop and the after function at Shining Peak) has given us a network that without VT we would not have tapped into. The additional points that enable us to give thanks – is those conversations with our VT contact, to give me a boost of 'you got this'... keep going forward, and just ask for help and let's see where we can get some support! The extra conversations we are grateful for – is those with STDC, and then further, to allow us to be a part of the Taste and Tails Trail. Big love for all that VT have given us – we are so grateful for where we are as a result of these conversations and opportunities."

- Business, Sector and Destination Support in South Taranaki

## Performance Measures 2022/23 – Annual results

| Performance Measure  | Target | Q1           | Q2          | Q3          | Q4           | YTD          | Status  |
|--|--------|--------------|-------------|-------------|--------------|--------------|---|
| Number of major events attracted or retained (funded in accordance with the criteria of the major events fund)                                 | 4      | 5            | 2           | 6           | 7            | 20           |    |
| Undertaking initiatives to support investment into Taranaki  | 5      | 4            | 3           | 2           | 2            | 11           |    |
| The level of annual investment in regional businesses (subject to central government policy).*   | \$1m   | \$300,597.00 | \$82,598.00 | \$30,000.00 | \$80,000.00  | \$493,195.00 |    |
| The annual percentage of clients satisfied with Venture Taranaki business support services.  | >85%   | 87%          |             |             |              |              |    |
| The level of annual investment** in the management capability of Taranaki's small and medium sized businesses.                                 | \$240k | \$105,914.50 | \$72,182.50 | \$27,775.00 | \$125,183.70 | \$331,055.70 |    |
| Number of enterprise referrals*** and connections made by Venture Taranaki staff   | 200    | 191          | 171         | 136         | 266          | 496          |    |
| Number of engagements**** with visitor industry operators (including local operators, other RTOs, national and international tourism agencies) | 1000   | 369          | 742         | 150         | 606          | 1867         |    |
| The number of talent initiatives to facilitate the retention, growth or attraction of talent (human resource) into Taranaki                    | 2      | 3            | 3           | 3           | 2            | 11           |   |
| Number of Start-up clients.  |        | 87           | 64          | 54          | 85           | 290          |  |
| Number of Mentor matches*****  | 50     | 13           | 11          | 11          | 11           | 46           |  |


\* Reduced Callaghan Innovation funding from Government impacts our ability to meet this metric (see page 7)

\*\* Investment includes capability development funding as part of the nationwide Regional Business Partner programme.


\*\*\* Referrals are instances where a business or organisation is referred to a resource of which they were previously unaware. This may be a funding opportunity, programme, cluster group etc. A connection is an instance where two contacts are introduced to one another for a specific purpose that is likely to be mutually beneficial.

\*\*\*\* Engagement is defined as an interaction by staff with an external party and includes meetings, workshops, activity-focused emails, phone and video-conferencing conversations.

\*\*\*\*\* Mentor match targets are set by Business Mentors NZ, not by NPDC. These are designed to be stretch targets.

 On Target

 Achieved

 Behind target

## Coming up next quarter:

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- 27 – 30 July: 'Taste of Taranaki Collective' stand at Auckland Food Show
- July 2023: University of Canterbury graduate in region to progress hemp product development
- July – September 2023: Crop establishment for gin botanicals, medicinal plants, hemp and crop rotation
- 1 August: Callaghan Innovation Lean Workshop
- 2 August: Teacher consultation on STEM Ecosystem project
- 7 August: Major Events Fund funding round opens
- 8 August: Visitor Industry evening; South Taranaki operators
- 9 August: Talk by Miles Benton from Nanopore Technologies on science behind nanopore sequencing
- 11 August: International Education welcome event for Taranaki secondary students
- 14 August: Visitor Industry evening event in New Plymouth
- 18 August: NZ Cruise Conference
- 21 August: Curious Minds Taranaki funding round opens up
- 31 August - 3 September: Kia Ora magazine media familiarisation trip to write Taranaki feature
- August: Land diversification programme launch
- August: Cruise Industry Steering Group hui
- September: Major Events Taranaki hui
- 1 - 3 September: Techstars Startup Weekend in Hāwera
- 14 September: Tourism New Zealand Leadership team hui
- 18 September: Convention Bureaus meeting
- 18 - 20 September: Business Events Industry Association Conference



# DECISION REPORT



F22/55/04– D23/40072

**To:** Policy and Services Committee  
**From:** Chief Executive  
**Date:** 26 September 2023  
**Subject:** Policy Reviews – September 2023

## Recommendations

1. THAT the report be received.
2. THAT the attached, updated policies, being the:
  1. Sensitive Expenditure Policy
  2. Pegging and maintenance of Roads and Bridges Policybe adopted.

## Recommended Reason

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

/  
Moved/Seconded

## 1. Purpose of Report

This report is part of Council's rolling review of its policies. There are a small number of policies that are reviewed as part of other processes and will not form part of this review cycle – but the majority of policies are expected to be presented this way over time. Occasionally where a policy requires significant attention, this may be done via a separate report.

## 2. Executive Summary

Policies are an essential element of Council's business processes as they communicate elected members' expectations on general business matters to staff. These require periodic review to remain current.

### 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 |
| ✓  | ✓        | ✓             | ✓        |

Up to date policies enable council to perform a good quality local public service and good quality regulatory functions.

### 4. Background

4.1 Council has recently reviewed a large volume of policies which were due or overdue for review. Having overcome most of this backlog, it is important to maintain momentum to ensure policies are reviewed in the appropriate time frame.

4.2 Policy review cycles vary notably and part of the review of each policy will be to ensure each policy has the appropriate review cycle attached. Review of policies can be triggered outside of the normal review cycle by a range of factors, including but not limited to legislative change, operational requirements identified by staff and request by elected members.

4.3 For the policies for adoption within this report, the following changes have been incorporated and are being recommended by staff:

#### 4.3.1 Sensitive Expenditure Policy – Appendix 1

- 4.3.1.1 Move of policy to current template.
- 4.3.1.2 Koha has changed from \$1000 to \$400
- 4.3.1.3 Fleet fuel cards Section 17 is new
- 4.3.1.4 Rental cars section 18 is new
- 4.3.1.5 Professional Membership section 19 is new
- 4.3.1.6 Topics that are covered by a separate policy have been removed and replaced by a reference to the appropriate policy

#### 4.3.2 Pegging and Maintenance of Roads and Bridges Policy – Appendix 2

- 4.3.2.1 Move to current template.
- 4.3.2.2 Update of NZTA to Waka Kotahi New Zealand Transport Agency
- 4.3.2.3 Clarification of implications of subdivisions occurring along un-maintained road

### 5. Consultative Process

#### 5.1 Public Consultation - Section 82

Some policies will require public consultation, this determination will be made on a case-by-case basis in alignment with legislative requirements and Council's Significance and Engagement Policy.

#### 5.2 Māori Consultation - Section 81

Where appropriate, direct consultation will be undertaken with Māori.

## 6. Risk Analysis

|  |
|--|
| Refer to the Council Risk Register - available on the Council website.   |
| <ul style="list-style-type: none"> <li>Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating?</li> <li>Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks.</li> <li>Is there a legal opinion needed?</li> </ul> |

- 6.1 The key risk within this process is that legislative and or consultation requirements are overlooked or policy change creates undesired outcomes. These factors need to be managed on a policy-by-policy basis as part of the process.

## 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?   | Policies form the basis of a variety of council functions including the provision of infrastructure, regulatory functions and the provision of a local public service. |
| What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services? | Policies in many cases form the basis and framework to how these needs are identified, addressed and met.  |

### 7.2 Data

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

The review and preparation of each policy will incorporate the required research and where needed additional information and or data will be provided within the relevant context.

### 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?                           | 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.

There is overall no alternative to having key policies. For policies which are not legislatively required, consideration needs to be given whether the effort to develop and maintain a policy exceeds the potential benefit. Within each policy, council has options how to manage events and actions stipulated by that policy. These options will be discussed with elected members for each relevant policy.

#### 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 is no immediate impact other than through the actions triggered by each policy. This will be discussed on a policy-by-policy level where required.

#### 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?

No trade-off is being undertaken, all policies will form part of the review cycle, as outlined in the original report on this matter.

#### 7.7 Legal Issues

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

There are no legal implications at a high (all policies) level, individual policies will have to reflect current legislation.

#### 7.8 Policy Issues - Section 80

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

The subject of this report is the review of policies, their alignment, legality and timely review

**Attachments:**

**Appendix 1 –** Sensitive Expenditure Policy - D23/19787

**Appendix 2 –** Pegging and Maintenance of Roads and Bridges Policy - D22/6257



Sven Hanne  
**Chief Executive**

**Date** 19 September 303

# POLICY

## Appendix 1



|                          |                               |
|--------------------------|-------------------------------|
| <b>Policy:</b>           | <b>Sensitive Expenditure</b>  |
| <b>Department:</b>       | Corporate Services            |
| <b>Approved by:</b>      | Director – Corporate Services |
| <b>Effective date:</b>   | August 2023                   |
| <b>Next review date:</b> | August 2026                   |
| <b>Document Number:</b>  | D23/19787                     |

### 1. Purpose

- 1.1 The purpose of this policy is to ensure 'sensitive expenditure' is appropriately controlled. It addresses issues referred to in the Controller & Auditor-General's good practice guide, *Controlling sensitive expenditure: Guide for public organisations (October 2020)*.
- 1.2 The purpose is to ensure that all Council expenditure is transparent, appropriate to the circumstances, and provides value for money for ratepayers.

### 2. Scope

- 2.1 This policy applies to all expenditure by staff and elected members that is reimbursed or paid for by the Stratford District Council.

### 3. Definitions

- 3.1 For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

| Term                         | Definition   |
|------------------------------|--|
| <b>Sensitive Expenditure</b> | Sensitive expenditure is any spending by Council that could be seen to be giving private benefit to a staff member, their family, or friends. It risks harming Council's reputation – for example, if the expenditure could lead to concerns that the spending is inappropriate or lacks a legitimate business reason. Even a small amount can raise concerns if it appears to be improper. In plain English, it is expenditure that could be perceived as a wasteful or extravagant use of ratepayer funds. |
| <b>Public Money</b>          | Funds/Money collected from the public by either central or local government  |

### 4. Principles

- 4.1 As councils' expenditure is funded by public money, expenditure is subject to the highest standards of probity and financial prudence, expected of a public entity. These expectations are higher than those that exist in the private sector.
  - (a) Expenditure decisions should be made with these principles applied together and no one principle should be treated as more important than another:
    - Have a justifiable business purpose.
    - Preserve impartiality.
    - Be made with integrity.
    - Be moderate and conservative when viewed from the standpoint of the public and having regard to the circumstances.
    - Be made transparently.
    - Be appropriate in all respects and made with the proper **financial delegated authority and approved by the direct manager as a minimum.**

(b) Sensitive expenditure approvals should:

- Be given only when there is a justified business purpose.
- Where practical, be given before expenditure is incurred.
- Be within delegated authority and statutory limits.
- Be subject to budget provision.
- Be authorised by a person in a more senior position, and who will not personally benefit.

**5. Travel for work-related business**

5.1 Travel may be required by Council staff to attend meetings, conferences, or training offered to staff as part of learning and development. Consideration should be made in the first instance to online, technology enabled alternatives as an alternative to travel. The following principles / guidelines apply to travel for work-related business:

- If travel by air is required, the employee is expected to take the most cost-effective option unless flexibility in travel times or dates is required.
- It is expected that travel will be on the same day of any course or meeting if it is deemed possible for the employee to reach the destination on time. However, if same day travel is not practical then travel to the destination the night before, or return travel the next day may be more appropriate, convenient and result in lower flight costs with any additional costs for accommodation to be approved by the Director or CEO.
- Any extension to travel, such as an extra day or night, will be at the employee's expense and leave will be required to be taken.
- Council will not pay for check-in baggage for overnight travel as carry-on luggage is considered sufficient for most staff members' needs. In special circumstances, check-in baggage may be approved for a one-night stay at the CEO's discretion. For stays longer than two nights, one item of check-in baggage may be covered by Council at the staff member's request.
- There may be occasions where travel by car is more appropriate, or the only way to go. Car-pooling should always be considered, and use of Council owned vehicles (rather than rentals) will generally be more economic.
- The use of private vehicles for Council business is not encouraged and all employees must make use of the available Council pool vehicles in the first instance. Where a Council vehicle is not available, then mileage reimbursement will be granted at the Inland Revenue Department mileage rates for statutory bodies and local authorities covered by the Fees and Travelling Allowances Act 1951 and prior approval from the staff member's direct manager and the fleet manager is required.
- Overseas travel must always be approved by the Chief Executive and economy fares taken in all cases.
- Where no additional expense is incurred by Council, airpoints earned may be credited to employee's accounts. In this situation, there is no loss to Council, the airpoints are generally of minimal worth, and this is some form of recognition of the impact of travelling for work on individuals' private time.
- Koru Club membership will not be paid for by Council.
- Council employees are expected to obey all parking and speeding rules and laws. Consequently, any fines incurred by Council employees will not be paid for or reimbursed by Council. Any costs billed directly to Council will be on-charged.

5.2 Travel related to training must be booked using the Training Form (D21/20918), authorised by the direct manager, and forwarded to the Executive Assistant.

- 5.3 Council expects the use of taxis to be moderate, conservative, and cost effective relative to other transport options. Wherever practicable, shuttle, train or bus services are to be used in lieu of taxis. When taxi use will be required, the employee will notify the Finance Office 48 hours before it is required. A full chargeback taxi card will be provided to the employee for the dates specified for travel.

## 6. Meals/Alcohol

- 6.1 Council does not expect staff to be out of pocket when on Council business. Therefore, in most cases, food while on Council business will be reimbursed or provided, subject to the following conditions:
- When travelling out of Stratford on Council business, depending on the time away from Stratford, employees may have breakfast, lunch and an evening meal provided.
  - Employees will be required to fill out a reimbursement form (D22/47351) when claiming for meals on Council business.
  - Cost of such meals should not be excessive. A maximum of \$30 for breakfast, \$30 for lunch, and \$50 for dinner should be used as guidance.
  - Morning or afternoon tea are considered a personal expense and will not be paid for or reimbursed.
  - Alcohol will not be paid for at the Council's expense. However, in special circumstances where there is an element of hosting guests, and pre-approval from the CEO or Mayor is obtained, Council may incur alcohol related expenditure, however this must not be excessive.
  - The use of mini bars for either drinks or snacks will not be paid for or reimbursed.
  - Tipping is not a recognised practice or requirement in New Zealand or Australia and will be regarded as a personal expense if made. It will not be paid for or reimbursed.

## 7. Accommodation

- 7.1 Overnight accommodation is often required when travel outside of the Taranaki region on Council business is required. The following limitations apply:
- Accommodation should be booked in a safe, clean facility that does not exceed the mid-range pricing for that location. This will vary from location to location and could be influenced by where the conference/meeting is being held and what else is happening in that town or city at the time.
  - If the conference/meeting is being held at a place that offers accommodation, preference should be given to that venue as accommodation to avoid the staff or elected member from incurring additional expense and inconvenience travelling between the accommodation and meeting venue.

## 8. Credit Cards

- 8.1 Credit cards can provide a more efficient, convenient method of making low-value purchases. There are also situations where payment in advance by credit card is a requirement by some vendors, e.g travel bookings, conferences.
- 8.2 Refer to the Credit Card Policy - D22/3603.

## 9. Sale Of Surplus Assets To Staff And Elected Members

9.1 Disposal of Surplus Assets to Staff and Elected Members is allowed providing disposal is undertaken in an open, fair transparent and accountable manner.

9.2 Refer to the Asset Disposal Policy - D19/3278.

## 10. Information Systems

10.1 Personal use of Council's information systems is allowed providing it is reasonable and Appropriate and does not impact on staff productivity. Reasonable and appropriate personal use is allowable on Council supplied mobile devices.

10.2 Refer to the IT Acceptable Use Policy - D22/15669.

## 11. Clothing

11.1 Staff may be issued with a uniform and/or personal protective equipment with the aim to promote unity as one team, presenting a recognisable image to the community and protecting our people whilst carrying out their duties.

11.2 Refer to the Stratford District Council Uniforms Policy - D21/43614.

## 12. Financing Social Club Activities

12.1 Council will make annual contributions (of up to \$500) to the Staff Social Club to host an event(s) or initiative(s). The decision on how the contribution is to be spent is to be made by the Social Club Committee.

## 13. Presentations To Elected Members And Staff

13.1 Expenditure on farewells and recognition of long service will be made in accordance with the Presentations to Elected Members and Staff Policy. Any other presentations or functions will be at the discretion of the Chief Executive (staff) and District Mayor (elected members).

13.2 Other gifts may be made with specific pre-approval by the Chief Executive.

## 14. Functions

14.1 Occasionally, the Council will organise functions for staff and elected members that are paid for by Council. This includes staff breakfasts and Christmas functions. Council will generally use Council owned facilities, and catering should not be more than \$50 per person. Availability of alcohol will be limited.

14.2 Catering for staff during work hours, such as for staff meetings or training purposes, may be used where meetings are at least 2 hours, and a Director has approved the catering beforehand. The cost should not exceed \$10 per person for morning teas, or \$15 per person for lunch for in-house catered meals.

## 15. Gifts

### 15.1 Receiving Gifts from third parties

It is important to avoid any suggestion of potential bribe or inducement arising from the acceptance of gifts to employees from companies or individuals. Public office has a level of accountability that is different from the private sector.

In all cases where gifts are accepted, the staff member must fill in the gift register (D20/2532).

Staff and elected members must disclose details of any gifts accepted with a value of over \$50, in all cases, to their Director, or to the CEO (if a Director), or the Mayor (the

Mayor must disclose to the Deputy Mayor and CEO). This must be followed up by an acknowledgement in writing thanking the person, with the Director, CEO, Mayor, Deputy Mayor or a combination, copied in, and the acknowledgement filed in Content Manager within a week of receiving the gift.

In no case should a gift of cash of any amount be accepted, this includes cash equivalents such as bank transfers, credit, cheques, and vouchers.

Where the gift relates to the perceived performance of a Department or a Team of employees, it is best if it can be shared amongst everyone. There is no problem with accepting gifts such as calendars, diaries, appointment books, low value food items such as chocolates, morning teas etc as these items are common, low-value items used by businesses to acknowledge the business relationship and these items are generally expected to be utilised in the staff member's work environment, therefore no declaration is required. However, if any of these types of gifts become regular, or perceived to be of a regular nature, then the staff member must disclose this to their Director, CEO or Mayor, and elected members must disclose to the Mayor.

#### 15.2 Giving Gifts to third parties

Council staff may give gifts – such as a thank you for a speech or presentation, or when giving gifts is customary (for koha, refer to the additional guidance below). However, giving gifts presents significant risks, including that:

- the value or nature of a gift is inappropriate or excessive to the occasion or the reason for giving it;
- the gift is given in explicit or implicit expectation of favour in return; and
- the gift is given in substitution for legitimate payment or remuneration.

#### 15.3 Giving Koha

Koha is a gift, token, or contribution given on appropriate occasions including:

- tangihanga;
- attendance at an event/meeting;
- for use on or for a marae; and
- kaumātua support for pōwhiri, mihi whakatau meetings, blessings or other events.

The probity issue associated with koha is that it is discretionary and usually un-receipted expenditure. **Preferably, staff will request an invoice from the authority receiving the koha, and a remittance slip in an envelope will be passed over instead of cash.** Any koha given by cash must be approved in advance by the Chief Executive and must not exceed \$400.

There must be clear documentation of the date the koha was given, the amount, description of event or purpose, and the name of the individual person (and organisation) the koha was given to.

#### 15.4 Donations

Donations can include any money given out by Council that does not directly result in a service or good being received and has no conditions attached.

- Grant funding must be made in line with the Community Relationships Policy and approved budgets D18/36607
- Donations for work or goods provided are to be in line or less than the market value of the goods or services provided.

## 16. Employee/Elected Member Expense Reimbursements

- 16.1 Claims should be made using the *Claim for Expenses* form D22/47351 and must comply with this Policy, and should:
- Clearly explain the business purpose for the expenditure - where this is not clear from supplier documentation a written statement should be included.
  - Be accompanied by original supporting documentation such as tax invoices (credit card statements are not adequate).
  - Be submitted within one month after expenditure is incurred.
  - Include a description, date and amounts where receipts are not available for minor expenditure (eg. parking meters).

## 17. Fleet Fuel Cards

- 17.1 Fuel cards are provided in each Council-owned vehicle for the sole purpose of re-fuelling the fleet vehicle.
- 17.2 Fuel cards shall not be used for car washes or for fuelling private vehicles or for any other private expenditure.

## 18. Rental Cars

- 18.1 Rental cars are only to be used if it is impracticable or uneconomic to use a Council vehicle. Council requires that the most economical type and size of rental car be used, consistent with the requirements of the trip.
- 18.2 Any fine (parking or traffic offences) incurred while using a rental vehicle are the responsibility of the driver.
- 18.3 Personal use of a rental car is only permitted in exceptional circumstances and requires the express approval of the relevant Director or Chief Executive. All additional costs as a result of private use are the responsibility of the elected member or staff member.

## 19. Professional Memberships

- 19.1 Membership to a professional body is sensitive expenditure due to its personal nature. Payment of professional fees by Council on behalf of a staff member must be:
- Approved by the Director or Chief Executive
  - Clearly relevant to the performance of the staff member's duties and responsibilities
  - For the staff member alone and is not to cover members of their family or other non-staff members
  - For no longer than one-year in duration unless significant discounts are available, and it is reasonable to expect a two-year membership to be an advantage to the Council
  - For the benefit of the Council and are not intended to be a personal benefit to staff members, and accordingly are not liable for fringe benefit tax.

## 20. Severance Payments

- 20.1 A severance payment is any payment that is made in addition to the employee's contractual entitlements as part of an agreement to end their employment. Severance payments are made to help resolve an unsatisfactory employment situation or might be agreed to bring the employee's employment to an end for other reasons.



20.2 The amount of any severance payment must be reasonable, and comparable against other cases decided by the Employment Relations Authority. Good reasons for a comparatively higher payment might include the seniority of the employee, the effect of any publicity on all the people involved, the sensitivity of the dispute, and the value of certainty and speed of resolution. These factors can justify a higher settlement because the outcome is more advantageous than a judicial outcome.

20.3 A Council's Annual Report must:

- state the amount of any severance payments made in the year to any person who vacated office as Chief Executive of the Council;
- the number of employees of the Council to whom severance payments were made in the year; and
- the amount of every such severance payment.

## 21 References

| 21.1 | <b>References</b>                                 | <b>Location</b> |
|------|---|-----------------|
|      | Credit Card Policy                                | D22/3603        |
|      | HR Policy   | D19/9905        |
|      | Asset Disposal Policy                             | D19/3278        |
|      | IT Acceptable Use Policy                          | D22/15669[v3]   |
|      | Wellbeing Strategy                                | D20/22832       |
|      | Presentations to Elected Members and Staff Policy | D19/22992       |
|      | Stratford District Council Uniforms Policy        | D21/43614       |

# POLICY

## Appendix 2



|                   |  |
|-------------------|--|
| Policy:           | Pegging and Maintenance of Roads and Bridges |
| Department:       | Assets                                       |
| Approved by:      | Director - Assets                            |
| Effective date:   | 2023/2024                                    |
| Next review date: | 2026/2027                                    |
| Document Number:  | D22/6257                                     |

### 6. Purpose

- 1.1 Throughout the District, many roads, particularly in the rural area, extend beyond the point where road maintenance funded by Council and Waka Kotahi - New Zealand Transport Agency ends. The “pegging” of roads defines the point on a road where maintenance of roads and bridges funded by Council with financial assistance from Waka Kotahi finishes.
- 1.2 There is no physical peg in the ground, the position of the peg is identified as a distance from the start of the road to the peg, as detailed in the Road Asset and Maintenance Management (RAMM) database.

### 7. Policy

- 2.1 Roads, streets and bridges within the “peg” will be maintained to the standards required by Council’s Roading Activity Management Plan and Waka Kotahi’s One Network Framework system.
- 2.2 Roads, streets and bridges “beyond the peg” shall not be maintained by the Council. All day-to-day maintenance shall be done by the affected property owners, or parties who have an interest in the road, and at their expense. Council remains the Road Controlling Authority and may impose any conditions that are appropriate for the road.
- 2.3 Council maintains a register of maintained roads in its RAMM database. This database can be accessed any time by the public by contacting the Council.
- 2.4 Should a subdivision occur beyond the “peg” there is no requirement for council to take up the maintenance of a formerly un-maintained road by virtue of the presence of a residential development/dwelling. This will be notified to the developer at the time the development.

# DECISION REPORT



F22/55/04– D23/4453

**To:** Policy and Services Committee  
**From:** Environmental Health Manager  
**Date:** 26 September 2023  
**Subject:** Draft Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice

## Recommendations

1. THAT the report be received.
2. THAT the recommended changes to the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice be approved.
3. THAT the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023, the Code of Practice and statement of proposal be released for public consultation on 10 October 2023.

## Recommended Reason

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

/  
Moved/Seconded

## 1. Purpose of Report

- 1.1 The purpose of this report is to obtain the Council's approval for the release of the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023 and Code of Practice for public consultation.

## 2. Executive Summary

- 2.1 The bylaw was first adopted by the Council on 31 January 2018 and is due for its first review in accordance with the Local Government Act 2002.
- 2.2 The bylaw includes a Code of Practice. The Code of Practice outlines best practice that has been sourced from NZ Legislation, NZ standards, code of practices from established and registered practitioner groups and established codes of ethics from various institutions. The following changes to the Beauty Therapy, Tattooing and Skin Piercing Bylaw and Code of Practice clauses are recommended:
- 2.3 This bylaw was included in the Stratford District Council General Bylaws. This review would see the bylaw become a stand-alone bylaw.

### 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 bylaw affects all four well-beings, covering environmental health, economic investment, and social and cultural organisations. This Bylaw is for the *performance of a good quality local public service*.

### 4. Background

4.1 Beauty Therapy and Tattoo operator numbers grew in the Stratford District around 2015/2016. Because of the growth and health risk associated with the beauty therapy procedures, consideration was given to the requirement of a bylaw in 2017.

The Council can make bylaws to protect its community under the Health Act 1956 and the Local Government Act 2002 This bylaw reduces the hygiene and chemical risks associated with commercial services such as tattooing, body piercing, hair removal, and nail services. There are currently 11 registered premises operating in the Stratford District.

In 2017, the Stratford District Council and New Plymouth District Council combined resources in a joint approach to beauty therapy, skin piercing and tattooing. While the bylaws were adopted individually, emphasis was made on developing a bylaw that is consistent in its approach and standards that address hygiene and public safety.

In 2018 the Stratford District Council adopted its Beauty Therapy Bylaw and Code of Practice. The Code of Practice is a technical document which prescribes minimum standards that an operator is required to meet. While some procedures pose a higher risk than others, an operator can propose an alternative method or procedure that would meet the requirements of the standard for an activity that is deemed low risk.

As a result of this review, officers recommend the following changes to the Beauty Therapy, Tattooing and Skin Piercing Bylaw and Code of Practice clauses:

| Clause reference: | Page | Reason   |
|-------------------|------|--|
| Introduction      | 3    | Spelling mistake correction, change heath to Health              |
| Interpretation    | 6    | Spelling mistake correction, change Electrolysis to Electrolysis |





| Clause reference:                          | Page      | Reason  |
|--|-----------|---|
| External Reference in the Code of Practice | 46 and 53 | <p>The New Zealand standard AS/NZS: 3130 for Approval and Test Specification, Beauty Therapy Equipment has been removed as a standard .</p> <p>The standard prescribed the safety requirements for certain types of beauty therapy equipment powered by mains supply or batteries. This standard has been withdrawn by Standards New Zealand and can be removed.</p> <p>The operation of equipment powered by mains will come under the general requirement for electrical equipment under the WorkSafe New Zealand Act 2013, the Electrical (Safety) Regulations 2010 and the use of the device in accordance with manufacture instructions etc.</p> <p>No changes to the Code of Practice are required as a result of the removal of the standard .</p> |

## 5. Consultative Process

### 5.1 Public Consultation - Section 82

The *draft* Beauty Therapy Tattooing and Skin Piercing Bylaw requires the special consultation process pursuant to the Local Government Act. Prior engagement has been made with business operators earlier this year. No feedback from business operators has been received.

A *Statement of Proposal* is attached in **Appendix 3**.

### 5.2 Māori Consultation - Section 81

Separate Māori Consultation is not considered necessary. The bylaw exempts traditional/cultural tattoo practices.

## 6. Risk Analysis

|  |
|--|
| <p>Refer to the Council Risk Register - available on the Council website.</p> <ul style="list-style-type: none"> <li>Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating?</li> <li>Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks.</li> <li>Is there a legal opinion needed?</li> </ul> |
|--|

### 6.1 The review of the bylaw is noted on the Council's Risk Register (*Risk 4 – Compliance and Legislation (Bylaws and Policies)*) to ensure they are reviewed in the appropriate timeframe and are enforceable.

The Local Government Act states that a bylaw must be reviewed no later than five years after it was first adopted. This bylaw is now due for review. No legal opinion is required as part of this review.

## 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, The Long Term Plan includes a commitment to performing regulatory services cost effectively. This bylaw would support that commitment and an affordable, quality services. |
| What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services? | Yes, A bylaw is a regulatory function and assists to maintain the health and safety of the Stratford community.   |

### 7.2 Data

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

The Council currently has 11 registered premises performing various cosmetic or therapy procedures under this bylaw.

There has been no significant increase or decrease in the number of premises operating since the adoption of the bylaw. Premises are inspected annually, and inspections of premises indicate that general compliance with the bylaw is good. No complaints from the public have been received.

The beauty therapy industry is steadily growing in New Zealand and the type and scope of procedures and services evolve over time. Clause 7 and 8 of the bylaw allow for changes in industry procedures.

It is recognised that beauty therapy procedures and practices may pose a range of health risks to the public, which include but not limited to the following:

- blood-borne infection (e.g. hepatitis B and C, HIV)
- bacterial infections (e.g. staphylococcus)
- fungal infections (e.g. tinea, candida)
- gastrointestinal infection (e.g. campylobacter, E. coli)
- cancers (e.g. melanoma from sunbed use)
- allergic reactions and chemical poisoning (e.g. piercing metals, tattoo ink, glue/solvents, hair products)
- burning and damage to skin, tissue and eyes (e.g. laser, intense pulsed-light)
- physical injury to the body (e.g. damage to eyesight, tissue/organ damage, damage to lungs from inhalation of dust and/or solvents).

The following ACC data shows reported injuries resulting from treatments across New Zealand over a five-year period. This data range is from 2012 – 2016 and has been supplied from ACC to the Upper Hutt City Council. The data is compared to the previous five-year period in the % change column. Stratford District Council have requested recent statistics from ACC, however, officers have not received this data.



| Cause             | No. of injuries | % change      |
|-------------------|-----------------|---------------|
| Tattoo            | 676             | 20% increase  |
| Piercing          | 1,422           | 12% increase  |
| Massage           | 69,120          | 61% increase  |
| Manicure/Pedicure | 140             | 36% increase  |
| Acupuncture       | 1-3             | No change     |
| Electrolysis      | 1-3             | No change     |
| Hair removal      | 152             | 41% increase  |
| Exfoliation       | 23              | 100% increase |
| Sunbeds           | 3-9             | 8% increase   |
| Laser             | 78              | 7% increase   |

7.3 **Significance**

|   | Yes/No | Explain |
|---|--------|---------|
| Is the proposal significant according to the Significance Policy in the Long Term Plan? |        |         |
| 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.

Council has the option of either:

**Option 1      The Council releases the bylaw for the public consultation process.**

The committee release the bylaw for public consultation and consider community feedback at the end of the consultation process. The bylaw has been operating successfully since its adoption in 2018.

The bylaw addresses the need for operators to deliver a safe and suitable service to the Stratford Community and allows the Council to monitor for compliance with appropriate regulations and standards. Council officers recommend **Option 1**.

**Option 2      The committee delay the review of the bylaw to consider other options.**

The bylaw captures and addresses most developing procedures in the beauty therapy industry. However, if required, an amendment can be made to the bylaw at any time to address any new procedure that would be out of the scope of the bylaw.

There is no change to the level of service or increase in costs associated with the review of this bylaw. The bylaw is considered a good quality affordable regulatory service. There is no benefit in delaying the review of the bylaw.

**Option 3      The committee revokes the bylaw.**

The committee could consider revoking the bylaw and rely on the public health system to address any health-related risk. The public health system does not monitor operators for compliance with industry standards and Regulations. Having no bylaw relies on an incident being reported to the appropriate health services. This bylaw is also considered a risk prevention method.

The bylaw addresses the varying levels of risk associated with beauty therapy, skin piercing and tattooing activities and provides clear standards to address how operators will minimise and maintain the associated risk. The bylaw establishes standards to promote and protect public health locally.

A non-regulatory approach to this activity compared to other sectors that the Council monitors for compliance, is not considered a balanced approach to public health and safety.

**7.5      Financial**

- |  |
|--|
| <ul style="list-style-type: none"><li>• Is there an impact on funding and debt levels?</li><li>• Will work be undertaken within the current budget?</li><li>• What budget has expenditure come from?</li><li>• How will the proposal be funded? eg. rates, reserves, grants etc.</li></ul> |
|--|

There is no additional impact on funding and current debt levels because of this review. The current level of service provided by council staff is adequate. A beauty therapy or tattooing business that meets the assessment criteria of Code of Practice must register with the Stratford District Council to operate and pay the associated fee.

**7.6      Prioritisation & Trade-off**

- |  |
|--|
| Have you taken into consideration the: <ul style="list-style-type: none"><li>• Council's capacity to deliver;</li><li>• contractor's capacity to deliver; and</li><li>• consequence of deferral?</li></ul> |
|--|

There is no impact to the current service provided by Council staff.

There is no value in deferring the adoption and release of the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw for public consultation. The Bylaw must be reviewed in accordance with legislation.

7.7 **Legal Issues**

- |  |
|--|
| <ul style="list-style-type: none"><li>• Is there a legal opinion needed?</li><li>• Are there legal issues?</li></ul> |
|--|

The content of the *draft* Beauty Therapy, Tattooing and Skin Piercing Bylaw is permitted under Section 145 of the Local Government Act 2002, which allows the Council to make bylaws for the purpose of protecting, promoting, and maintaining public health and safety. The bylaw also meets the requirement for a bylaw under the Health Act 1956.

This is the first review of the bylaw and must be reviewed in accordance with s.158 of Local Government Act. No legal opinion is required as part of the review.

7.8 **Policy Issues - Section 80**

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

There are no policy issues related to this report.

**Attachments:**

**Appendix 1** – Draft Beauty Therapy, Tattooing and Skin Piercing Bylaw 2023

**Appendix 2** – Code of Practice

**Appendix 3** – Statement of Proposal



Rachael Otter  
**Environmental Health Manager**



Blair Sutherland  
**Director Environmental Services**



[Approved by]  
Sven Hanne  
**Chief Executive**

**Date:** 19 September 2023

## Appendix 1

# Beauty Therapy, Tattooing and Piercing Bylaw

## Stratford District Council

### 1. Title

- 1.1. ~~This bylaw is Chapter 23:~~ Beauty Therapy, Tattooing and Piercing ~~2023~~2017.

### 2. Purpose

- 2.1. The purpose of this part is to promote and protect public health by –
- a) requiring those persons and premises providing services of–
    - i) beauty therapy treatments; ~~or~~
    - ii) skin and body piercing; ~~or and~~
    - iii) tattooingto comply with minimum standards which reduce the risk of injury, transference of communicable diseases such as Hepatitis B and C, HIV/Aids, viral, bacterial or fungal skin or wound infections; and
  - b) requiring a licence for certain services which carry higher risk to the customer, including –
    - i) any commercial service that pierces the skin or any part of the body; ~~or~~
    - ii) any commercial service that risks breaking the skin; ~~or and~~
    - iii) any commercial service that risks burning the skin.

### 3. Commencement

- 3.1. This bylaw comes into force on ~~31 January 2018.~~
- 3.2. ~~Full compliance with this bylaw for existing premises operational before the bylaw comes into force is required on or before six months after the date the bylaw comes into force.~~
- 3.3. Any new premises operating from the day the bylaw comes into force shall comply immediately with this bylaw.

### 4. Authority

- 4.1. This bylaw is made under –
- a) Sections 23 and 64 of the Health Act 1956; and
  - ~~b) Section 145 of the Local Government Act 2002.~~
- 4.2. ~~This bylaw shall be in addition to the provisions of Chapter 1 Introductory of the Stratford District Council General Bylaw 1993 and if this bylaw is inconsistent with Chapter 1 Introductory then the provisions of this bylaw shall prevail.~~
- 4.2. This bylaw will be reviewed in accordance with section 159 of the Local Government Act 2002.

### 5. Interpretation

- 5.1. In this bylaw unless the context otherwise requires:

**Acupuncture** means the practice involving the insertion of filiform (very narrow) needles through the skin and tissues for the purpose of alleviating ailments or injuries.

**Beauty therapy** means the provision of various treatments aimed at improving a person's appearance or well-being.

**Body piercing** means a practice of piercing the skin or any part of the body for decorative purposes, inserting jewellery or implants to alter the appearance of the skin or body.

**Colon hydrotherapy** means a practice of introducing liquids into the rectum and colon via the anus and is intended to remove faeces and non-specific toxins from the colon and intestinal tract.

**Commercial service** means a service (whether from permanent premises, temporary premises or mobile premises) provided by one or more persons for another person(s) for monetary payment or any other consideration.

**Communicable disease** means any infectious disease, and any other disease declared by the Governor-General, by Order in Council, to be a communicable disease for the purposes of the Health Act 1956.

**Customer** or **client** means any person who is in receipt of a service.

**Derma rolling/stamping** means a practice of using micro needles to create tiny punctures in the skin intended to stimulate growth factors to enhance collagen production and better alignment of the collagen fibres.

**Ear-piercing** means a service of piercing the ear for decorative purposes, inserting jewellery or implants to alter the appearance of the skin.

**Electrolysis** means a practice involving the insertion of a sterilised needle into individual hair follicles to the root. An electric impulse is passed through the needle to the root area to aid in the removal of hair.

**Exfoliation** means a practice that intends to remove dead skin and can be performed using microdermabrasion, physical peels that have an abrasive action and chemical peels such as glycolic or enzyme.

**Extractions** means a practice for the removal of comedones (blackheads), pimples and ingrown hairs by manipulating the pores of the skin, either with fingertips or a tool, to remove sebum. Some extractions can involve penetration of the skin using sharp equipment such as a metal tool or lance.

**Hair removal** means the removal of hair by waxing (pulling the hair from the skin using soft wax, hot wax or glucose); threading (lifting the hair out from the follicle by entwined thread); or tweezing (grasping hairs and pulling them out of the skin, including epilation - a mechanical means of tweezing).

**Health practitioner** means a person who is, or is deemed to be, registered under the Health Practitioners Competence Assurance Act 2003 as a practitioner of a particular health profession.

**Laser treatment** means a practice involving the use of a laser device, which amplifies light and usually produces an extremely narrow beam of a single wavelength (one colour), intended to remove hair or for skin photo-rejuvenation.

**Licence** means a licence to do something under this bylaw and includes all conditions to which the licence is subject.

**Licensee** means the person to whom a licence has been issued under clause 8 of this bylaw in respect to a prescribed process.

**Manager** means –

- a) in the case of a permanent premises, a person who is usually present and who has specific responsibility for operator supervision; or
- b) in the case of a temporary premises, a person who has effective control over operators; or
- c) if no person meets the description in (a) or (b), **manager** has the same meaning as **operator**.

**Manicure** means beautification or enhancement of the hands and fingernails, including shaping and polishing (painting).

**Massage** means a practice of applying lotion, or soft wax, or stones, or pressure to another person's face or body for the purposes of relaxation or therapy.

**Mobile premises** means any location other than a permanent premises where any service is undertaken on an ongoing and regular basis by any person and can include a vehicle as defined in the Land Transport Act 1998.

**Operator** means a person who carries out a service.

**Pedicure** means the treatment or beautification of feet and toenails by the shaping and polishing toenails, and the puncturing, removal or exfoliation of skin or tissue from the feet.

**Permanent premises** means any property, land, dwelling, storehouse, warehouse, shop, cellar, yard, building, or part of the same, or enclosed space separately occupied where any service is undertaken.

**Piercing** refers to any prescribed process involving the intentional or otherwise piercing, cutting or puncturing of the skin or any other part of the human body, and includes such services as body piercing, commercial ear-piercing, tattooing, acupuncture, derma rolling/stamping, epilation (including electrolysis and waxing), extractions, red vein treatment, pedicure and manicure.

**Pulsed light** means a practice using a powerful flash of broad spectrum, non coherent light intended to remove hair and/or for skin photo-rejuvenation and may include but is not limited to Intense Pulsed Light and Variable Pulsed Light.

**Red vein treatment** means a practice of piercing a vein with a needle along the length of a damaged capillary, causing little dams or blockages along the vessel.

**Tattooing** means the practice of making indelible marks in human skin or tissue by inserting pigments or dyes into punctures made in the skin or tissues. Tattooing shall also include the processes known as cosmetic tattooing, pigment implantation, microblading and micropigmentation (cosmetic semi-permanent tattooing).

**Temporary premises** means any premises or any area set up to deliver a service for no more than five days at a time.

**Traditional tattooing** means the practice of making indelible marks in human skin or tissue by inserting pigments or dyes into punctures made in the skin or tissues, in procedures such as ta moko, Tatau, uhi or any other traditional tattooing practice that has recognised cultural significance.

**Working day** means working day as defined in the Interpretation Act 1999.

- 5.2. Explanatory notes and attachments are for information purposes, do not form part of this bylaw, and may be made, amended and revoked without any formality.

## 6. Beauty therapy, tattooing and piercing code of practice

- 6.1. The council may make, amend or revoke a code of practice that –
- a) relates to the operation of commercial services that pose an associated health risk to any persons using or accessing their services, products or business operation; and
  - b) establishes mandatory minimum standards with regard to the way premises are constructed, equipped and maintained, and in regard to the way operators conduct themselves when providing services; and
  - c) includes recommendations on the best practice to be observed with regard to the way premises are constructed, equipped and maintained, and in regard to the way operators conduct themselves when providing services.
- 6.2. The council must, before making, amending or revoking a code of practice in clause 6.1 –
- a) comply with the requirements under Subpart 1 of Part 6 of the Local Government Act 2002.
  - b) be satisfied that –
    - i) the standards are the minimum necessary to ensure that the purpose of the bylaw will be met; and
    - ii) the recommendations for best practice (if any) are appropriate.
  - c) have regard to –
    - i) the feasibility and practicality of effecting a transition from current practices to new practices and any adverse effects that may result from such a transition; and
    - ii) any other matters considered relevant by the council.
- 6.3. A beauty therapy, tattooing and piercing code of practice made, amended or revoked under clause 6.1 must be made publicly available.

## 7. Services subject to minimum standards

- 7.1. The operator of any of the following services must comply with the relevant minimum standards set by the council in a beauty therapy, tattooing and piercing code of practice made under clause 6.1 –
- a) any commercial service that pierces the skin or any part of the body, including but not limited to, tattooing, traditional tattooing, body piercing, ear piercing, acupuncture, electrolysis, extractions, red vein treatment, or derma rolling;
  - b) any commercial service that risks breaking the skin, including but not limited to, hair removal, manicure, pedicure, or exfoliation;
  - c) any commercial service that risks burning the skin, including but not limited to pulsed light or laser treatment; or
  - d) any other commercial service intended to improve, alter or cleanse a person's skin, complexion or body, including but not limited to makeup, tinting, facials, colon hydrotherapy, body therapy and massage, or glycolic peels.

## 8. Health and hygiene licence

- 8.1. This clause applies to the following services -
- a) any commercial service that pierces the skin or any part of the body, including but not limited to, tattooing, traditional tattooing, body piercing, acupuncture, electrolysis, extractions, red vein treatment, or derma rolling;
  - b) any commercial service that risks breaking the skin, including but not limited to, hair removal, manicure, pedicure, or exfoliation; or
  - c) any commercial service that risks burning the skin, including but not limited to, pulsed light, or laser treatment; or
  - d) any other commercial service which falls under sub clause 7.1 d) that has been notified by council that, in the opinion of an authorised officer, is not compliant with the beauty therapy, tattooing and piercing code of practice.
- 8.2. ~~Subject to subclause 3.2,~~ The manager of any premises offering a service described in subclause 8.1 a), 8.1 b) and 8.1 c) must -

- a) obtain a health and hygiene licence from the council before commencing operation; and
  - b) hold a valid health and hygiene licence from the council at all times that the commercial service is offered.
- 8.3.** The manager of any premises offering a service described in subclause 8.1 d) must –
- a) obtain a health and hygiene licence from the council within 20 working days of being notified by an authorised officer that they are not compliant with the beauty therapy, tattooing and piercing code of practice; and
  - b) hold a valid health and hygiene licence from the council for the period of time required by the authorised officer, at all times that the commercial service is offered.
- 8.4.** It is the health and hygiene license holder's responsibility to ensure compliance with the health and hygiene licence.
- 8.5.** The health and hygiene licence must be prominently displayed in an area that any member of the public can easily see when visiting the premises to which the licence relates.
- 8.6.** At the discretion of the council, and having regard to any controls made under subclause 10.1, health and hygiene licences may be declined, or granted subject to any conditions.
- 8.7.** If no controls are made about the duration of a health and hygiene licence under subclause 10.1, the health and hygiene license renewal date will be on the anniversary of the original licence issue date.
- 8.8.** The current licence remains valid whilst the licence renewal is being processed.
- 8.9.** A health and hygiene licence is personal to the manager who was issued the licence is not transferable.

## 9. Exemptions

- 9.1.** Clauses 7 and 8 does not apply to –
- a) any commercial service undertaken by health practitioners in the practice of their profession;
  - b) acupuncture undertaken by members of Acupuncture NZ or members of the New Zealand Acupuncture Standards Authority;
  - c) non-commercial traditional tattooing, including ta moko undertaken by artists on, or under the authority of, a marae under tikanga-māori; or
  - d) ear-piercing services undertaken in a pharmacy licenced by the Ministry of Health.

## 10. Controls, fees and cost recovery

- 10.1.** The council may by resolution regulate or make controls in respect of matters related to this bylaw, including the following –
- a) form of application for a licence;
  - b) the conditions that may be imposed on a licence;
  - c) the duration of a licence;
  - d) whether an exemption will be given to any standards in the code of practice;
  - e) a procedure for objecting to a decision to decline to grant a licence, including the objection period;
  - f) a procedure for objecting to a condition of a licence, including the objection period;
  - g) conducting inspections to ensure that a licence and its conditions are complied with;
  - h) reviewing a licence or its conditions;
  - i) refunding or waiving fees payable;
  - j) suspending or cancelling a licence; and
  - k) a procedure for objecting to a decision to review, suspend or cancel a licence, including the objection period.



- 10.2.** Section 150(1) of the Local Government Act 2002 allows the Council to set fees in accordance with that section. The council may set fees in respect of the following matters –
- a) an application fee for a licence; and
  - b) inspection necessary as part of the process of assessing an application for a licence.
- 10.3.** The council may recover its costs in relation to activities for which a licence is required under this bylaw, including –
- a) inspections undertaken to assess compliance with a licence;
  - b) an appeal made under clause 11.1 against a decision of the Council in relation to a licence;
  - c) processes to review, suspend or cancel a licence; and
  - d) processes to object to a decision of the Council in relation to the review, suspension or cancellation of a licence.

## **11. Appeals**

- 11.1.** Any manager may lodge an appeal with the Chief Executive Officer of the council against any decision or requirement made in respect of a health and hygiene licence within 21 working days of receiving the decision or requirement.
- 11.2.** On hearing the appeal the Chief Executive Officer of the council may confirm, reverse or modify the decision or requirement.
- 11.3.** The Chief Executive Officer of the council will give notice of the decision on the appeal and the reasons for the decision to the appellant.
- 11.4.** This right of appeal is in addition to any other statutory right available to the manager.

## **12. Enforcement**

- 12.1.** The council may use its powers under the Local Government Act 2002 and the Health Act 1956 to enforce this bylaw.

## **13. Offences and penalties**

- 13.1.** A person who fails to comply with this bylaw commits a breach of this bylaw and is liable to a penalty under the Local Government Act 2002 and/or the Health Act 1956.

## Appendix 2

Draft Beauty Therapy, Tattooing and Piercing Code of Practice for adoption – 2023

### Stratford District Council

### Beauty Therapy, Tattooing and Piercing Code of Practice

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#### CHANGE LOG

| Version                                 | Description of changes   | Date                               |
|---|--|------------------------------------|
| Consultation version                    | Code of practice out for public consultation in September-October 2017   | September 2017                     |
| Code of practice for adoption           | Track changes showing suggested changes as a result of public consultation, presented to Council for adoption. | December 2017<br>(current version) |
| <a href="#">Code of practice review</a> | <a href="#">Track changes showing suggested changes</a>  | <a href="#">2023</a>               |
|   |  |                                    |

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Draft Beauty Therapy, Tattooing and Piercing Code of Practice for adoption – 2023

## INTRODUCTION

This Beauty Therapy, Tattooing and Piercing Code of Practice (the Code) is made under the Stratford District Council Beauty Therapy, Tattooing and Piercing Bylaw 2017.

The Code seeks to protect public ~~health~~health in regards to the operation of commercial services that pose an associated health risk to any persons using or accessing their services, products or business operation. The Code sets mandatory minimum standards of hygienic and safe practices with regard to the way premises are constructed, equipped and maintained, and in regard to the way operators conduct themselves when providing services. It includes recommendations for best practice to encourage standards of care in addition to minimum standards.

Services that involve piercing the skin or any part of the body carry public health risks to do with the transference of blood-borne diseases and viral, bacterial or fungal infections from breaking or abrading the protective epidermal layer. Other services may be unlikely to puncture the skin or body but involve contact with skin or bodily fluids, and carry a public health risk of transferring bacterial and viral infections. Services that involve application of light to the body have the potential to burn the skin and carry a health risk of damage to DNA and longer term skin conditions, including skin cancer, as well as risks associated with abrading the protective epidermal layer. It is risks such as these which warrant council intervention to ensure such services are carried out in a hygienic and safe manner.

Failure to meet a mandatory minimum standard by those required to do so, or to obtain and operate in accordance with a health and hygiene licence (if one is required) is a breach of the Stratford District Council Bylaw 2017, Beauty Therapy, Tattooing and Piercing and is an offence under the Local Government Act 2002 and/or Health Act 1956. Penalties may include cancellation or suspension of a Health and Hygiene Licence (if applicable) or a Court fine of up to \$20,000.

The recommendations for best practice in this code are included to encourage higher standards of hygienic and safe practices. These best practice recommendations are voluntary.

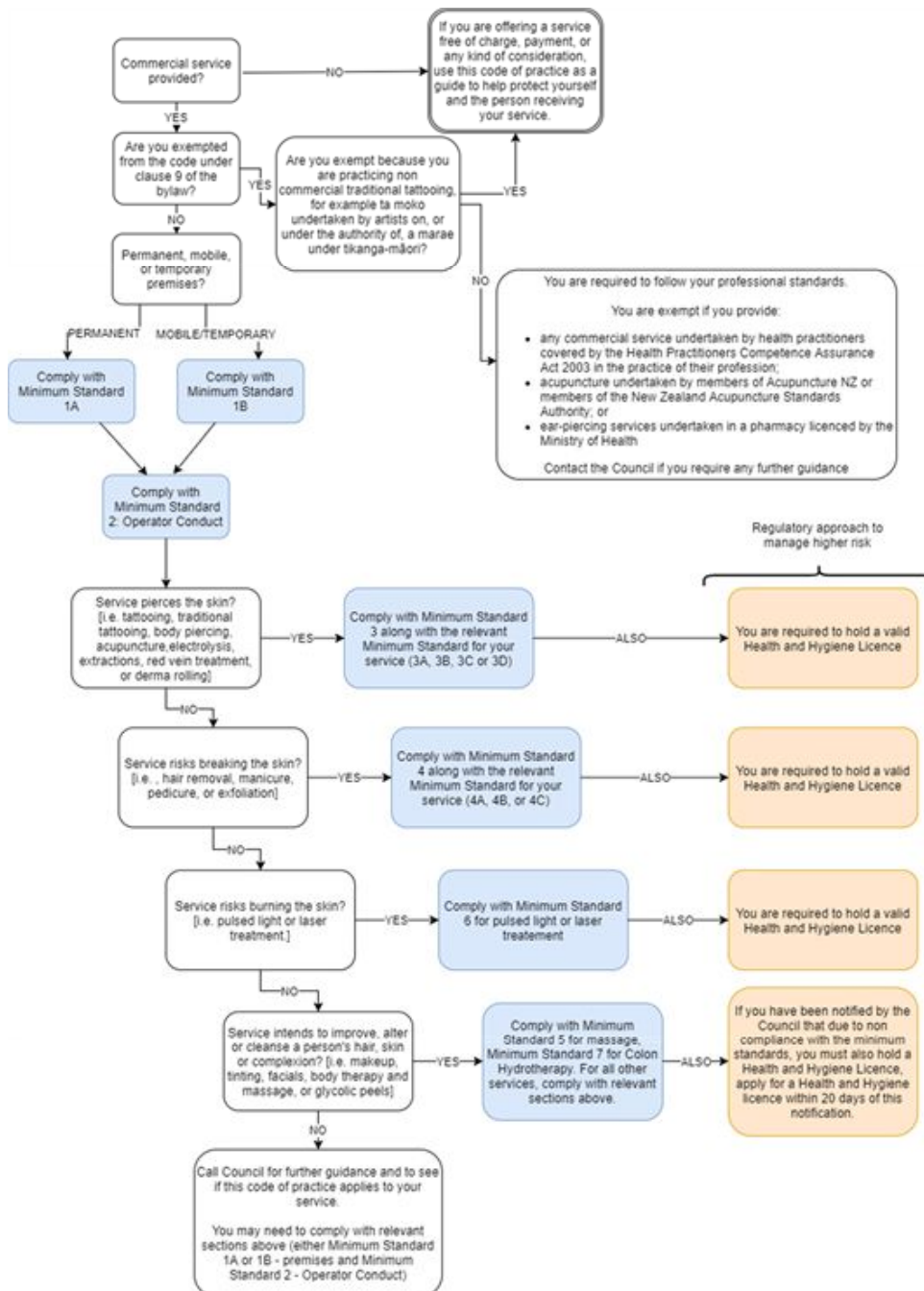
Many services are carried out in multi-use areas, such as within the same premises as a hairdresser, or in an at-home salon. The code provides standards for all premises, to ensure that customers at any of these places can expect and receive the same level of hygiene and cleanliness practices. Those operators sharing a premises with a hairdressing operation should be aware of the Health (Hairdressers) Regulations 1980 and the additional health and hygiene requirements found within them.

This Code of Practice has been developed in accordance with the Local Government Act 2002 and under clause 6 of the Stratford District Council Bylaw, Beauty Therapy, Tattooing and Piercing 2017.

Draft Beauty Therapy, Tattooing and Piercing Code of Practice for adoption – 2023

## HOW TO USE THE CODE

Each section of this code is broken down by topic. An operator delivering a service will need to meet multiple minimum standards in order to be compliant with the code of practice, and the flow chart below provides some guidance as to which sections apply. This is a guide only and all operators should review the code in full to ensure all relevant minimum standards are met.



Draft Beauty Therapy, Tattooing and Piercing Code of Practice for adoption – 2023

## INTERPRETATION

In this code of practice, unless the context otherwise requires,—

**Acupuncture** means the practice involving the insertion of filiform (very narrow) needles through the skin and tissues for the purpose of alleviating ailments or injuries.

**Antiseptic** means a solution containing 70% Isopropyl Alcohol.

**Beauty therapy** means the provision of various treatments aimed at improving a person's appearance or well-being.

**Body piercing** means a practice of piercing the skin or any part of the body for decorative purposes, inserting jewellery or implants to alter the appearance of the skin or body.

**Bylaw** means Chapter 23: Beauty Therapy, Tattooing and Piercing Bylaw 2017.

**Cleaning** means the physical removal of dirt, blood and other substances from surfaces by washing in detergent and warm water to reduce the number of microorganisms.

**Colon hydrotherapy** means a practice of introducing liquids into the rectum and colon via the anus and is intended to remove faeces and non-specific toxins from the colon and intestinal tract.

**Commercial service** means a service (whether from permanent premises, temporary premises or mobile premises) provided by one or more persons for another person for monetary payment or any other consideration.

**Communicable disease** means any infectious disease, and any other disease declared by the Governor-General, by Order in Council, to be a communicable disease for the purposes of the Health Act 1956.

**Council** means the Stratford District Council or any person appointed to act on its behalf such as an **Authorised Officer** or a **Medical Officer of Health**.

**Cupping** means a form of traditional Chinese medicine that involves placing cups containing reduced air pressure (suction) on the skin, most commonly on the back, intended to release muscle tension through stimulated blood flow.

**Customer** or **client** means any person who is in receipt of a service.

**Derma rolling/stamping** means a practice of using micro needles to create tiny punctures in the skin intended to stimulate growth factors to enhance collagen production and better alignment of the collagen fibres.

**Disinfection** means the killing of disease causing micro-organisms except bacterial spores.

Draft Beauty Therapy, Tattooing and Piercing Code of Practice for adoption – 2023

**Ear-piercing** means a service of piercing the ear for decorative purposes, inserting jewellery or implants to alter the appearance of the skin.

**Electrolysis** means a practice involving the insertion of a sterilised needle into individual hair follicles to the root. An electric impulse is passed through the needle to the root area to aid in the removal of hair.

**Exfoliation** means a practice that intends to remove dead skin and can be performed using microdermabrasion, physical peels that have an abrasive action and chemical peels such as glycolic or enzyme.

**Extractions** means a practice for the removal of comedones (blackheads), pimples and ingrown hairs by manipulating the pores of the skin, either with fingertips or a tool, to remove sebum. Some extractions can involve penetration of the skin using sharp equipment such as a metal tool or lance.

**Hair removal** means the removal of hair by waxing (pulling the hair from the skin using soft wax, hot wax or glucose); threading (lifting the hair out from the follicle by entwined thread); or tweezing (grasping hairs and pulling them out of the skin, including epilation - a mechanical means of tweezing).

**Health practitioner** means a person who is, or is deemed to be, registered under the Health Practitioners Competence Assurance Act 2003 as a practitioner of a particular health profession.

**Instrument** means any appliance, implement, needle or tool, of metal or non-metallic construction, which may come into contact with the skin or tissue on which the service is being carried out. It must also include any swab or dressing applied to the broken skin surface.

**Laser treatment** means a practice involving the use of a laser device, which amplifies light and usually produces an extremely narrow beam of a single wavelength (one colour), intended to remove hair or for skin photo-rejuvenation.

**Licence** means a licence to do something under the bylaw and includes all conditions to which the licence is subject.

**Licensee** means the person to whom a licence has been issued under clause 8 of the bylaw in respect to a prescribed process.

**Manager** means -

- a) in the case of a permanent premises, a person who is usually present and who has specific responsibility for operator supervision; or
- b) in the case of a temporary premises, a person who has effective control over operators; or
- c) if no person meets the description in (a) or (b), **manager** the same meaning as **operator**.

**Manicure** means beautification or enhancement of the hands and fingernails, including shaping and polishing (painting).

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Draft Beauty Therapy, Tattooing and Piercing Code of Practice for adoption – 2023

**Massage** means a practice of applying lotion, or soft wax, or stones, or pressure to another person's face or body for the purposes of relaxation and therapy.

**Mobile premises** means any location other than a permanent premises where any service is undertaken on an ongoing and regular basis by any person, and can include a vehicle as defined in the Land Transport Act 1998.

**Moxibustion** means a traditional Chinese medicine technique that is used in conjunction with Acupuncture intended to facilitate healing and involves the heating of individual acupuncture points or regions of the body by burning the herb Artemisia close to or on the inserted needle.

**Operator** means a person who carries out a service.

**Pedicure** means the treatment or beautification of feet and toenails by the shaping and polishing toenails, and the puncturing, removal or exfoliation of skin or tissue from the feet.

**Permanent premises** means any property, land, dwelling, storehouse, warehouse, shop, cellar, yard, building, or part of the same, or enclosed space separately occupied where any service is undertaken.

**Piercing** refers to any prescribed process involving the intentional or otherwise piercing, cutting or puncturing of the skin or any other part of the human body, and includes such services as body piercing, ear-piercing, tattooing, acupuncture, derma rolling/stamping, epilation (including electrolysis and waxing), extractions, red vein treatment, pedicure and manicure.

**Pulsed light** means a practice using a powerful flash of broad spectrum, non coherent light intended to remove hair and/or for skin photo-rejuvenation, and may include but is not limited to Intense Pulsed Light and Variable Pulsed Light.

**Red vein treatment** means a practice of piercing a vein with a needle along the length of a damaged capillary, causing little dams or blockages along the vessel.

**Specified service** means a service defined in clause seven of the bylaw.

**Sterilised**, in relation to an instrument or like article or container, means subjecting an instrument, article or container to a process, as a result of which all organisms and their spores present on the surfaces of the instrument, article or container are killed.

**Tattooing** means the practice of making indelible marks in human skin or tissue by inserting pigments or dyes into punctures made in the skin or tissues. Tattooing shall also include the processes known as cosmetic tattooing, pigment implantation, microblading and micropigmentation (cosmetic semi-permanent tattooing).

**Temporary premises** means any premises or any area set up to deliver a service for no more than five days at a time.



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**Traditional tattooing** means the practice of making indelible marks in human skin or tissue by inserting pigments or dyes into punctures made in the skin or tissues, using tools that are culturally traditional in structure and used in procedures such as ta moko, Tatu, uhi or any other traditional tattooing practice that has recognised cultural significance.

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## **MINIMUM STANDARD 1: PREMISES**

### **Introduction**

How premises used for specified services are constructed, equipped and maintained can help protect public health.

### **MINIMUM STANDARD 1A: Permanent Premises**

The minimum standards contained in this part of the code require that permanent premises are kept in clean and hygienic conditions to help protect public health.

#### **Minimum Standard 1A: Permanent Premises**

##### *Compliance with bylaws and building legislation*

- 1A-1** The premises must be well constructed in accordance with the bylaws of the council and in accordance with any applicable provisions of the Building Act 2004, the Resource Management Act 1991, the New Zealand Building Code and Building Regulations;

##### *Fit for purpose*

- 1A-2** The premises must be constructed, designed and arranged so as to be fit and suitable for its intended purposes;

##### *Repairs and cleanliness*

- 1A-3** The premises and all fittings, fixtures and appliances in the premises must be maintained in a state of good repair and in a clean and tidy condition, and free from any accumulation of rubbish or other materials that may harbour vermin or insects or that may become offensive or a nuisance;
- 1A-4** Any structural alterations, repairs, renovations, plumbing, or drainage work that may be undertaken or required must be carried out without unnecessary delay;
- 1A-5** All operators must establish and maintain a 'clean' work area and protect all surfaces and equipment from contamination by dust, dirt, members of the public or other such contaminants at all times;

##### *Walls, floors, ceilings, fixtures and fittings*

- 1A-6** The walls, ceilings, fixtures and fittings in any area connected with the carrying out of any specified service must be capable of being easily cleaned, and must be maintained in good repair. If the walls are liable to be wetted or fouled, they must be constructed of impervious material;

##### *Wet areas*

- 1A-7** All floors, walls, ceilings and other surfaces in and around showers, pools, steam rooms, and other areas liable to get moist or wet, including any room containing a toilet, bidet or urinal must be smooth, impervious and capable of being easily cleaned and floors must be adequately graded and drained to the requirements of the New Zealand Building Code;
- 1A-8** All floors and walls that become wet must be cleaned with a suitable sanitiser or disinfectant at regular intervals;

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*Water supply*

- 1A-9** All premises must be supplied with potable running water. Self-supply water must be tested before a business operates and a further test will be required if there is a change to that supply. Water testing must comply with the NZ drinking water standards.

*Ventilation*

- 1A-10** All parts of the premises must be adequately ventilated to the requirements of the New Zealand Building Code;

*Lighting*

- 1A-11** All parts of the premises must be provided with a lighting system capable of providing adequate illumination to facilitate cleaning and inspection. ~~Lighting of not less than 300 lux must be provided at all working surfaces adjacent to every place where customers are attended to and where instruments and tools are cleaned and sterilised;~~

*Toilet and wash-hand basin*

- 1A-12** Any toilet and wash-hand basin must be easily accessible, hygienic, clean and tidy;
- 1A-13** A wash-hand basin which is equipped with a piped supply of hot and cold tempered running water, soap and adequate hand drying facilities must be provided near toilets, bidets or urinals to the requirements of standard G1 of the New Zealand Building Code;
- 1A-14** All toilets and changing rooms must be regularly checked and cleaned throughout operating times;
- 1A-15** A wash-hand basin supplied with a constant supply of hot and cold water, or tempered running water at a temperature of not less than 38 degrees Celsius, soap, and single-use disposable paper towels or other approved hand-drying equipment must be provided in a readily accessible position where any operator carries out any specified service;
- 1A-16** The place where the wash-hand basin is situated must be such that it cannot become directly contaminated by the splashing of contaminants from the use of any basin provided in accordance with Minimum Standards 1A-17 or 1A-18 below;

*Cleaner's basin*

- 1A-17** A cleaner's basin equipped with a constant supply of hot and cold tempered running water must be provided on the premises for the sole purpose of being used in connection with cleaning of the floors, walls and similar fixed parts of the premises. The cleaner's basin must not be used except for such purpose;

*Piercing equipment basin*

- 1A-18** All premises undertaking specified services that pierce the skin or any part of the body must have suitable basins in addition to the basins in Minimum Standards 1A-13 and 1A-17 for the cleaning of piercing equipment;

*Exception re basins*

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- 1A-19** The requirement for a cleaner's basin or piercing equipment basin as specified in Minimum Standards 1A-17 and 1A-18 may be waived if the council thinks it is unnecessary because of the nature of the service being carried out, or alternative cleaning methods can be provided to the satisfaction of Council;

*Sterilisation facilities*

- 1A-20** All premises undertaking specified services that pierce the skin or any part of the body must provide a separate area or room for the purposes of cleaning and sterilising of equipment. This area must have good lighting, ventilation and be capable of being easily cleaned;
- 1A-21** Ultrasonic cleaners must be kept separately to sterilisation facilities and have a designated contamination area;

*Mattresses, squabs and cushion covers*

- 1A-22** All mattresses, squabs and cushions used on any chair, bed, table or the like, used in conjunction with the carrying out of a specified service must be provided with permanent impervious covers that are easily cleaned;

*Storage of linen and other supplies*

- 1A-23** All operators must provide sufficient facilities to adequately store all clean and used equipment, linen and waste products safely before and after use;

*Staff facilities*

- 1A-24** A separate room or suitable facilities for the storage of clothing and personal effects must be provided for all operators and members of staff.

*Animals*

- 1A-25** No animals except disability assist dogs are permitted to be in that part of the premises where the service takes place.

**Additional Standards**

In addition to the Minimum Standard 1A, several other legislative acts, guidelines and codes of practice are also relevant:

- The Building Act 2004 stipulates how buildings are to be designed and constructed, to ensure that people who use buildings can do so safely and without endangering their health.
- The New Zealand Building Code (Schedule 1 of the Building Regulations 1992) sets out how a building and its components must perform. The Building Code addresses health issues such as external and internal moisture, hazardous agents on site, substances and processes, personal hygiene facilities, laundering facilities, ventilation, internal temperature, adequate lighting, provision of clean and hot water and adequate waste facilities.
- The Prevention of Legionellosis in New Zealand: Guidelines for the control of legionella bacteria published by the Ministry of Health further aims to ensure public health and safety by setting guidelines to reduce the potential of an outbreak of Legionnaires disease.

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## **MINIMUM STANDARD 1B: Mobile or Temporary Premises**

The minimum standards contained in this part of the code aim to require that mobile and temporary premises are set-up in clean and hygienic conditions to help protect public health.

The separation of minimum standards for mobile and temporary premises from permanent premises recognises that it may not be possible to maintain the same standards as a permanent premises, and that the health risks may be greater due to a lack of control over the conditions.

### **Minimum Standard 1B: Mobile or Temporary Premises**

#### *Fit for purpose*

- 1B-1** The premises must be constructed, designed and arranged so as to be fit and suitable for its intended purposes;

#### *Repairs and cleanliness*

- 1B-2** The premises and all fittings, fixtures and appliances in the premises must be maintained in a state of good repair and in a clean and tidy condition, and free from any accumulation of rubbish or other materials that may harbour vermin or insects or that may become offensive or a nuisance;
- 1B-3** All operators must establish and maintain a 'clean' work area at the site and protect all surfaces and equipment from contamination by dust, dirt, members of the public or other such contaminants at all times;

#### *Walls, floors, ceilings, fixtures and fittings*

- 1B-4** The walls, ceilings, fixtures and fittings in any area connected with the carrying out of a specified service must be capable of being easily cleaned, and must be maintained in good repair. If the walls are liable to be wetted or fouled, they must be constructed of impervious material;
- 1B-5** The floor of any area connected with the carrying out of a specified service that pierces the skin or any part of the body, and risks breaking the skin or any part of the body must be surfaced with a smooth, durable material that is impervious to water and capable of being easily cleaned. The floor and the material with which the floor is surfaced must be maintained in good repair;

#### *Ventilation*

- 1B-6** All parts of the premises must be adequately ventilated;

#### *Lighting*

- 1B-7** All parts of the premises must be provided with a lighting system capable of providing adequate illumination to facilitate cleaning and inspection, ~~and-~~ **Lighting of not less than 300 lux** must be provided at all working surfaces adjacent to every place where customers are attended to and where instruments and tools are cleaned and sterilised;

#### *Mattresses, squabs and cushion covers*

- 1B-8** All mattresses, squabs and cushions used on any chair, bed, table or the like, used in conjunction with the carrying out of any specified service must be provided with permanent impervious covers that are easily cleaned;

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*Storage of linen and other supplies*

- 1B-9** All operators must provide sufficient facilities to adequately store all clean and used equipment, linen and waste products safely before and after use and while in transit;

*Hand-washing facilities*

- 1B-10** All operators must have direct access to hand-washing facilities with hot and cold running water provided preferably through a single spout, soap and means to dry with a single service towel or other approved hand-drying equipment. Alternatively, waterless alcohol-based antiseptic hand gels, foams, or liquids can be used by mobile operators only where it is physically impossible to have handwashing facilities with running water;

*Only sterile or single-use disposable instruments to be used for piercing*

- 1B-11** All operators must provide or use sufficient sterile equipment for the use on all customers undergoing any specified service that pierces the skin or any part of the body;
- 1B-12** If the mobile facility does not have sterilisation facilities then single-use disposable pre-sterilised equipment must be used.

*Animals*

- 1B-13** No animals except disability assist dogs are permitted to be in that part of the premises where the service takes place.

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## **MINIMUM STANDARD 2: OPERATOR CONDUCT**

The minimum standards contained in this part of the code aim to require that operators who are undertaking specified commercial services conduct their operations in a safe and hygienic manner so as to help protect public health.

Any procedure that invades someone's body in any way that is performed without permission may be regarded as assault. It is therefore important that a customer receiving such a procedure gives their consent.

### **Minimum Standard 2: Operator Conduct**

#### *Alcohol, drugs*

- 2-1** No operator may carry out any service on any person who they suspect is under the influence of alcohol, drugs or mind-altering substances except as prescribed for a medical condition;

#### *Hand hygiene*

- 2-2** All operators must at all times keep their clothing, hands, and fingernails clean and cover with an impermeable dressing any infected, damaged or inflamed skin;
- 2-3** All operators must thoroughly cleanse their hands by washing up to the wrist with soap or antibacterial cleansing agent, using an effective sterile barrier to operate taps to maintain cleanliness; by scrubbing their hands and nails when necessary and drying them with a single service towel or other approved hand drying equipment:
- (a) before and after commencing each specified service;
  - (b) immediately after using a toilet, using any handkerchief or nasal tissue or smoking;
- 2-4** All operators must wear clean well-fitting single-use disposable surgical gloves:
- (a) if the customer is bleeding;
  - (b) if the customer has open lesions or is known to have a contagious disease;
  - (c) if the operator has cuts or wounds on their hands or has a skin infection or lesion;
  - (d) if the operator is handling blood-soiled items, body fluids, excretions, and secretions, as well as surfaces, materials, and objects exposed to them;

#### *Accidents and bleeding*

- 2-5** All operators must have procedures for dealing with customers or staff where accidental exposure to another customer's blood or bodily fluids occurs.
- Procedures should also be in place to deal with incidents where prolonged or unexpected bleeding occurs. Such procedures must be kept on the premises in a form of a written policy and in view of the operator. All staff must be trained to comply with it;
- 2-6** All operators must record any incidents where exposure to another customer's blood or bodily fluids occurs, including the name and address of those exposed

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and the steps undertaken to respond to the incident. Records of such accidents involving exposure to another customer's blood or bodily fluids must be kept for a period of 3 years and made available to the council for inspection on request;

*Use of linen and other supplies*

- 2-7** Any towel, sheet, cloth, pillow, furniture covering, permanent cover of mattresses, squabs, cushions and any other protective garments must be clean and tidy, and disinfected as frequently as is necessary, but as a minimum at least after every customer;
- 2-8** An operator must not use a towel, sheet, cloth, pillow or any other protective garment or cover, on, or immediately under or over, a customer unless:
  - (a) it has not been previously used; or
  - (b) where it has been previously used, it has been laundered to render it clean and hygienic since last having been used;
- 2-9** Soiled linen may be laundered in a washing machine with laundry detergent or by a regular commercial laundry service;
- 2-10** Creams and lotions must be dispensed from the container with a disposable or disinfected applicator;
- 2-11** Sprays must be dispensed from a purpose-specific pump where possible;
- 2-12** All chemicals must be clearly labelled for identification and bottles must never be reused other than with the original product;

*Storage of linen and other supplies*

- 2-13** Adequate and separate storage lockers or other facilities must be provided for the storage of clean and soiled laundry, cleaning equipment, and other chemicals, products or materials;
- 2-14** Clean linen, tissue or single-use disposable paper products must be stored in a clean, enclosed and dust proof storage area until needed for immediate use;
- 2-15** Any used towel, sheet, cloth or any other protective garment must be stored in a closed or covered container until laundered or disposed of;
- 2-16** All premises must have a separate location or cupboard for the safe storage of all chemicals held on the premises, away from service areas and items used when performing a specified service;

*Sterile storage*

- 2-17** Suitable separate dust proof storage spaces must be provided for the storage of sterile dressings, sterilised instruments, and all sterile articles, including jewellery, used in connection with a specified service that pierces the skin or any part of the body;

*Sterilisation*

- 2-18** All instruments used for piercing the skin or any part of the body, or instruments as required elsewhere in this code, must be sterilised after each use by way of:



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- (a) thoroughly cleansing by washing in warm water and detergent or within an ultrasonic cleaner and exposed to steam in accordance with the following requirements:
  - i. exposure to steam must occur within a steriliser (autoclave) under the pressure indicated below:
    - o 103 KPa (15psi) – For at least 15 minutes at not less than 121 degrees Celsius;
    - o 138KPa (20psi) – For at least 10 minutes at not less than 126 degrees Celsius; or
    - o 206KPa (30psi) – For at least 3 minutes at not less than 134 degrees Celsius;  
*The times quoted above are holding times and do not include the time taken for the steriliser (autoclave) to reach the required temperature.*
  - ii. every steriliser (autoclave) must be fitted with time, temperature and pressure gauges;
  - iii. every time the steriliser (autoclave) is used, chemical indicator strips must be inserted to show that the temperatures as set out above have been attained during the autoclaving procedure. If the chemical indicator / integrator fails to meet the cycle parameters, all of the load contents must be reprocessed;
  - iv. during each use the gauges must be monitored to ensure that the correct times, temperatures and pressures are reached;
  - v. time, temperature and pressure readings must be recorded and noted after each usage;
  - vi. regular spore testing must be undertaken, at no less than 6 monthly intervals, and the results recorded; and
  - vii. the steriliser (autoclave) must be serviced at no less than 6 monthly intervals, and the results recorded. These records must be maintained for a minimum of 3 years and made available to the council for inspection on request; or
- (b) thoroughly cleansed by washing in warm water and detergent and exposed to dry heat for at least 60 minutes at not less than 170 degrees Celsius; or
- (c) thoroughly cleansed by washing in cold water and detergent and then totally immersed in a glass bead steriliser operating at 250 degrees Celsius for a minimum of 5 minutes; or
- (d) thoroughly cleansed by a method appropriate to the nature of the article concerned and then submitted to a process of sterilisation approved by the council;

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*Disposal of contaminated material*

- 2-19** Any sharps containers and bio hazard waste bins must comply with AS/NZS 4031: 1992, and operators must demonstrate that they have made appropriate arrangements to dispose of any sharps and bio hazard wastes.

*Consent*

- 2-20** All operators must gain the customers consent before providing treatment, and must be able to demonstrate to Council that the essential elements of consent are being met:
- (a) Consent is voluntarily given by the customer,
  - (b) Consent is based on full provision of information on risks to the customer,
  - (c) Consent is given by a customer who has the capacity to consent.

*Refreshments*

- 2-21** Where refreshments are served to clients, single use utensils are to be used unless approved dishwashing facilities are supplied, and reusable utensils are rendered clean and hygienic by an approved method by Council.

**Additional Standards**

In addition to Minimum Standard 2, several other legislative acts, guidelines and codes of practice are also relevant:

- The waste management requirements within this code of practice are based on the AS/NZS 4031: 1992 – “Australian and New Zealand standard for nonreusable containers for the collection of sharp items used in human and animal medical applications”.
- The Health and Safety at Work Act 2015 sets out principles, duties and rights in relation to workplace health and safety. Its guiding principle is that workers and others need to be given the highest level of protection from workplace health and safety risks, as is reasonable. It applies to all New Zealand workplaces, and specifies the responsibilities of employers, the self-employed, employees, principals and others who manage or control hazards. It requires the maintenance of safe working environments, and the implementation of sound practice.
- Employers and self-employed persons must notify WorkSafe as soon as possible of workplace accidents and occurrences of serious harm.

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## MINIMUM STANDARD 3: PIERCING

Piercing is any process involving piercing, cutting and puncturing the skin or any other part of the human body and includes such processes as acupuncture, body piercing, derma rolling/stamping, electrolysis, extractions, microblading, cosmetic tattooing, red vein treatment, and tattooing.

Services that pierce the skin or any part of the body may be considered high risk due to the significant hazards posed by contact with blood and body fluids, such as the risk of transmitting bloodborne viral diseases and the transference of communicable diseases including Hepatitis B, Hepatitis C and HIV.

The minimum standards contained in this part of the code aim to require operators who are undertaking commercial services that deliberately pierce or break the skin or any part of the body conduct their operations in a safe and hygienic manner so as to help protect public health.

As per the bylaw, before commencing operation, the manager of a business offering commercial services which pierce the skin or any part of the body must obtain a health and hygiene licence from the council; and hold a valid health and hygiene licence from the council at all times that the commercial service is offered.

### Minimum Standard 3: Piercing

*Operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)

#### *First aid*

- 3-1.** There must be at least one operator on the premises at all times when a commercial service is undertaken who holds a current St John's or Red Cross First Aid Workplace Certificate or an approved equivalent;

#### *Age restriction*

- 3-2.** All operators may only carry out any specified service that pierces the skin or any part of the body (except tattooing) on any person 16 years and over unless the written permission of that person's parent or guardian is first obtained;
- 3-3.** Operators must not carry out tattooing on any person under the age of 18, unless the operator has first obtained the written permission of that person's parent or guardian and that person's parent or guardian is present for the tattooing;

#### *Precautions, consent and aftercare*

- 3-4.** Prior to the commencement of any specified service that pierces the skin or any part of the body, the operator must in addition to Minimum Standard 2-20:

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- (a) advise the customer who wishes to undergo such service of the risks associated with the service and the potential for infection to occur during and after the service; and
  - (b) give written advice appropriate to the procedure to be undertaken, concerning precautions and post service procedures that should be taken by the customer who wishes to undergo the service;
- 3-5.** Before commencing any specified service that pierces the skin or any part of the body, a customer must:
- (a) sign a consent form with medical history; and
  - (b) be given the opportunity to inform the operator through a written and signed consent form prior to the commencement of any specified service, to establish if he or she knows or suspects that he or she:
    - i. is suffering from a communicable disease or skin disease;
    - ii. has a history of haemophilia (bleeding) or is taking medications such as anticoagulants which thin the blood or interfere with blood clotting;
    - iii. has a history of allergies or adverse reactions to pigments, dyes or other skin sensitivities; or
    - iv. has a history of epilepsy or seizures;
- 3-6.** The operator may decline to carry out any specified service based on such information or agree to carry out the service subject to such conditions and safeguards as are considered appropriate in the circumstance;

*Record keeping*

- 3-7.** All operators must keep records of:
- (a) a customer consent form;
  - (b) a record of service including:
    - i. the date on which the piercing service was undertaken;
    - ii. the type of the piercing service; and
    - iii. the location on the body where the piercing service was undertaken;
- 3-8.** Such records must be kept secure and confidential for a minimum of 3 years and made available to the council for inspection on request;

*Floors*

- 3-9.** The floor of any area connected with the carrying out of a specified service that pierces the skin or any part of the body must be surfaced with a smooth, durable material that is impervious to water and capable of being easily cleaned. The floor and the material with which the floor is surfaced must be maintained in good repair;

*Hand hygiene*

- 3-10.** All operators must thoroughly cleanse their hands by washing up to the wrist with soap or antibacterial cleansing agent, using an effective sterile barrier to

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operate taps to maintain cleanliness; by scrubbing their hands and nails when necessary and drying them with a single service towel or other approved hand drying equipment:

- (a) before and after commencing a specified service that involves piercing of the skin or any part of the body; and
- (b) before putting on and after removing clean well-fitting single-use disposable gloves when performing a specified service that involves piercing of the skin or any part of the body;

**3-11.** All operators must cover their hands with clean well-fitting single-use disposable surgical gloves:

- (a) before preparing the area in which to undertake a specified service;
- (b) before commencing a specified service on any customer; and
- (c) after touching any object which has not been subject to a process of cleansing and sterilisation unless an effective sterile barrier is used;

*Preparation*

**3-12.** All operators must evaluate the piercing site prior to each service and any medical condition that may lead to irritation must be discussed;

**3-13.** Prior to commencing any service that involves piercing, all operators must cleanse the piercing site by applying antiseptic using a clean, single-use applicators and maintain product-specific contact time;

*Only sterile or single-use disposable instruments to be used*

**3-14.** All instruments or like articles used for piercing the skin or any part of the body on any customer, must be:

- (a) single-use disposable; or
- (b) cleaned and sterilised in accordance with the provisions of Minimum Standard 2-18 and kept in such a manner to maintain its sterility;

**3-15.** All devices used on any mucous membrane of any customer, such as a marker pen, must be single-use and disposable;

**3-16.** Any articles having a hollow lumen must be single-use and disposable;

**3-17.** An instrument or like article may be used for piercing the skin or any part of the body on any customer if the instrument or article has been taken, in the presence of the customer, from a package that has been sealed by the manufacturer, being a package:

- (a) in an unbroken and undamaged condition;
- (b) to which the manufacturer has affixed a label containing a statement to the effect that the contents of the package have been sterilised;
- (c) the article or instrument, if steam sterilised, has been packaged according to AS/NZS 4187: 2014; and
- (d) has not been subjected to any contamination during storage;

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*After piercing*

- 3-18.** All operators must ensure that, after the completion of piercing:
- (a) all single-use needles/razors are immediately disposed of according to AS/NZS 4261: 1994 A1; or
  - (b) any reusable instrument or like article used in that process is thoroughly cleansed, disinfected and sterilised in accordance with the provisions of Minimum Standard 2-18 and kept in such a manner to maintain its sterility before use on any other customer or the same customer at a later time;
- 3-19.** All sharps containers and bio hazard waste bins must comply with AS/NZS 4031: 1992, and all operators must demonstrate that they have made appropriate arrangements to dispose of sharps and bio hazard wastes;

*Cleaning and disinfecting*

- 3-20.** All instruments that do not need to be sterile must be cleaned and then disinfected by a thermal or chemical disinfection procedure appropriate to the level of disinfection required and the item being disinfected maintaining the product-specific recommended contact time, to the satisfaction of the council;
- 3-21.** Ultrasonic cleaners must comply with AS 2773.1: ~~1998-2019~~ and AS 2773.2: ~~1999-2019~~ as appropriate;
- 3-22.** At the completion of any cleaning activity, all surfaces must be disinfected before beginning any pre-packaging or sterilisation activities;

*Sterilisation*

- 3-23.** All instruments used for piercing the skin or any part of the body must be sterilised after each use, in accordance with the provisions of Minimum Standard 2-18;
- 3-24.** All instruments used for piercing the skin or any part of the body, or like articles, must be individually packaged and marked "sterile" or display an indicator tape (or similar indicator) indicating sterility, be intact and kept in such a manner to maintain sterility;
- 3-25.** All operators must display, adjacent to every place in the premises where cleaning and/or sterilising of instruments and like articles is undertaken, written instructions setting out in clear and legible format the processes to be followed to ensure compliance with sterilisation and/or ultrasonic cleaning.

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**Additional Standards**

In addition to Minimum Standard 3, several other legislative acts, guidelines and codes of practice are also relevant:

- The New Zealand Association of Registered Beauty Therapists promotes professional beauty care and best practice in the beauty therapy industry in New Zealand. Members of the association adhere to the “Code of Ethics for Members of the New Zealand Association of Registered Beauty Therapists Inc”, “Code of Practice for Beauty Therapy Clinics, Spas and Training Establishments”, and “Rules of the New Zealand Association of Registered Beauty Therapists Inc”.
- The New Zealand Acupuncture Standards Authority (NZASA) promotes professionalism and best practice in Acupuncture and Chinese Medicine in New Zealand. Registered members adhere to NZASA “Standards of Acupuncture Practice”, “Code of Ethics”, and “Code of Safe Practice for Acupuncturists”.
- Acupuncture NZ promotes professionalism and best practice in Acupuncture and Chinese Medicine. Registered members adhere to the “Acupuncture NZ Code of Professional Ethics”, “New Zealand Register of Acupuncturists Clinical Procedures and Safe Clinical Practice” and “Acupuncture NZ Rules”.
- The waste management requirements within this code of practice are based on the AS/NZS 4031: 1992 – “Australian and New Zealand standard for nonreusable containers for the collection of sharp items used in human and animal medical applications”; and
- NZS 4304: 2002 – “New Zealand Standard for the management of healthcare waste”.
- The cleaning, disinfection and sterilising requirements within this code of practice are based on AS/NZS 4187: 2014 – “Australian and New Zealand standard for reprocessing of reusable medical devices in health service organisations”.

**Additional Recommended Best Practice**

- It is highly recommended that all operators undertaking tattooing or piercing should be immunised against Hepatitis B.
- It is highly recommended that all operators wear a protective garment or cover for every service of a suitable nature to prevent the operator’s clothing from becoming contaminated during any service that pierces the skin or any part of the body.
- It is highly recommended that eye protection / face shields should be worn when performing close-up procedures that may cause aerosols of blood or body substances.

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- It is important that hand gloves are:
  - changed between attending customers;
  - never washed or re-used;
  - discarded and replaced with new gloves if there is evidence of tearing or deterioration; and
  - removed and disposed of before leaving a customer for any reason.

*Accidents*

- The Ministry of Health “Guidelines for the Safe Piercing of Skin” outlines procedures to deal with bleeding, sharps injuries and contact with blood or body fluids.
- Employers and self-employed operators need to notify Worksafe as soon as possible of workplace accidents and occurrences of serious harm.

*Cleaning*

- The aim of cleaning is to remove microbial, organic and inorganic soil. Cleaning agents for manual cleaning should be biodegradable, non-corrosive, non-toxic, non-abrasive, low foaming, free rinsing and preferably liquid of mild alkali formulation. Alkaline detergents are much more effective at removing blood and fat than plain surfactant based detergents. Detergents should preferably be approved by Ministry of Primary Industries (MPI).
- Note that chlorine solutions may corrode metals. Glutaraldehyde and phenol are not recommended as disinfectants because of the health risks involved in their usage.
- Equipment should not be soaked in chemical disinfectants unless specified by the manufacturer’s instructions. Chemical disinfectants can have limited contact times and may become ineffective if left for long periods. The more items immersed in the disinfectant the less effective it will be. Fresh disinfectant should be prepared each time items are to be disinfected. The disinfectant should be discarded after use.
- To reduce the risk of cross contamination, cleaning and decontamination activities should not take place simultaneously with packaging and/or sterilisation activities.
- Ultrasonic cleaners clean but do not disinfect instruments and equipment. An ultrasonic cleaner should be operated with the lid closed to prevent emission of aerosols and should be isolated from the work area to reduce exposure to high frequency noise. No part of the body should be submerged into the water tank during operation as this is thought to cause long-term arthritic conditions. Indicator tape or other such products that indicate when a product has been properly sterilised should be used to identify reusable equipment that has been sterilised, to prevent non-sterile equipment being used by mistake. Please note,



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indicator tape may not be UV stable so equipment should be stored to protect from such exposure.

#### *Sterilisation*

- The times quoted above at Minimum Standard 2-18 are holding times and do not include the time taken for the autoclave contents to reach the required temperature. Bench top steam sterilisers without a drying cycle are only appropriate for the sterilisation of unwrapped items. Steam sterilisers should comply with a recognised national or international standard.

#### *Single use and disposable marker pens for mucous membrane*

- Minimum Standard 3-15 requires all instruments used on a mucous membrane to be single use and disposable, including marker pens. Piercing the mucous membrane has an increased risk of bloodborne infection and includes for example the eyes, inside of the nose, parts of the genital area, inside of the mouth, and tongue.
- As an alternative to purchasing single use and disposable marker pens, operators could instead use a single use and sterilised toothpick dipped in a small amount of appropriate decanted ink such as gentian violet to mark piercing sites on mucous membranes, whilst complying with all other relevant Minimum Standards in this code of practice.

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## MINIMUM STANDARD 3A: Body Piercing

Body piercing is a practice of piercing the skin for decorative purposes, inserting jewellery or implants to alter the appearance of the skin.

All commercial services that pierce the skin or any part of the body are required to comply with the general standards for piercing (Minimum Standard 3). The minimum standards contained in this part of the code are in addition to Part 3 and aim to require operators who are undertaking body piercing conduct their operations in a safe and hygienic manner so as to help protect public health.

### Minimum Standard 3A: Body Piercing

*All operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)
- Minimum Standard 3 (Piercing)

#### *Jewellery*

- 3A-1** No operator may use any instrument or like article, including any ear or body studs or rings, ear keepers or similar jewellery for or in connection with carrying out a service, unless immediately before the instrument or article is used or since the instrument or article was last used, the instrument or article has been cleaned and sterilised in accordance with the provisions of Minimum Standard 2-18 and kept in such a manner to maintain its sterility;
- 3A-2** All body piercing jewellery for primary piercing must be made of high quality 14 carat or 18 carat yellow or white gold, surgical grade stainless steel (316L or LVM), titanium, niobium, platinum or inert plastics;
- 3A-3** Jewellery that is damaged or scratched must not be used;
- 3A-4** All operators must ensure that no jewellery thinner than 16 gauge is used below the neck.

#### *Piercing guns*

- 3A-5** Piercing guns may only be used for lower lobe (non-cartilage) ear piercing. For piercing other parts of the body, a needle must be used.

#### **Additional Standards**

In addition to Minimum Standard 3A, several other legislative acts, guidelines and codes of practice are also relevant:

The Ministry of Health has published “Guidelines for the Safe Piercing of Skin” to help those in the body piercing industry better understand how to protect themselves and their customers from the risk of infection. In addition, it aims to encourage operators to reduce harm from body piercing and promote healthy body piercing practices.

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## MINIMUM STANDARD 3B: Tattooing

Tattooing is a process by which indelible marks are made in human skin or tissue by inserting pigments or dyes into punctures. Tattooing also includes the process known as cosmetic tattooing, pigment implantation, microblading or permanent makeup.

All commercial services that pierce the skin or any part of the body are required to comply with the general standards for piercing (Minimum Standard 3). The minimum standards contained in this part of the code are in addition to Part 3 and aim to require operators who are undertaking tattooing conduct their operations in a safe and hygienic manner so as to help protect public health.

### Minimum Standard 3B: Tattooing

*All operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)
- Minimum Standard 3 (Piercing)

### Training

**3B-1** All operators undertaking the commercial services known as tattooing, including cosmetic tattooing, pigment implantation, permanent makeup or microblading must have the knowledge and skills necessary, which can be achieved through the following:

- (a) a recognised national qualification for the commercial service, or;
- (b) commercial industry experience of five consecutive years or more, and evidence of professional development in the commercial service; or
- (c) evidence of training with a cosmetic tattooing, pigment implantation, permanent makeup or microblading training provider, and commercial industry experience of 12 months or more or
- (d) The operator provides evidence in support of their background experience and knowledge of commercial processes and practices for the approval of an authorised officer of the Council.
- ~~(e) —~~

### Sterilisation

**3B-2** All instruments must be sterilised in accordance with Minimum Standard 2-18;

**3B-3** The sterilisation of equipment used in tattooing must include, but not be limited to, the sterilisation of needles, needle bars, tubes and tube tips. A new sterilised needle set must be used for each new customer;

**3B-4** Single-use disposable items must not be reused for any reason. Tattoo needles are not reusable under any circumstances. After use, all needles, razors and other sharps must be immediately disposed of in sharps containers;

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*Skin preparation*

- 3B-5** The body area surrounding the skin to be tattooed must be draped with a single-use disposable paper product or clean linen;
- 3B-6** Ointments, lotions, lubricating gel and other products used to moisten the skin prior to the application of the stencil must be dispensed and applied to the area to be tattooed in a manner to prevent contamination of the bulk product;

*Use of dyes, pigments and solutions*

- 3B-7** All operators must, in carrying out tattooing on a customer:
- (a) use only dye, pigment or solution, that has been decanted into a clean sterilised container holding sufficient of the liquid for carrying out that tattoo on that customer only;
  - (b) use only that decanted dye, pigment or solution whilst the tattoo is being carried out; and
  - (c) use only pre-purchased ink specifically manufactured for tattooing purposes;

*Disposal of used dyes, pigments and solutions*

- 3B-8** All operators must ensure that on completion of the tattoo any decanted dye, pigment or solution residue is disposed of, and the container is either sterilised or discarded by an approved bio-hazard waste collection service. Any dye, pigment or solution residue remaining on the completion of a tattoo must not be used in connection with the tattooing of any other customer;

*Disposal of other materials*

- 3B-9** Any mattress, squab, cushion, or linen supply that comes into contact with blood or body fluids must be disposed of according to NZS 4304: 2002, and not reused.

**Additional Standards**

In addition to Minimum Standard 3B, several other legislative acts, guidelines and codes of practice are also relevant:

- The Ministry of Health has published “Guidelines for the Safe Piercing of Skin” to help those in the skin piercing industry (which includes tattooing) better understand how to protect themselves and their customers from the risk of infection. In addition, it aims to encourage operators to reduce harm from skin piercing and promote healthy skin piercing practices.
- The Ministry of Health provides “Customary Tattooing Guidelines for Operators”, primarily for Samoan Tattoo (Tatau), both in English and in Samoan. These guidelines address measures to improve the safety of customary tattooing and are of relevance to tattooists, public health units and Medical Officers of Health.

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***Additional Recommended Best Practice***

***Single-Use Disposable Barriers***

- It is highly recommended to cover instruments such as tattoo machines and associated clip cords with an effective sterile barrier, such as a single-use disposable plastic bag that is discarded after each use. This cover provides an extra level of hygiene and acts as a barrier, limiting the contaminants that may settle on the machine.

***Use of dyes, pigments and solutions***

- The Environmental Protection Agency (EPA) has a standard, the “Tattoo and Permanent Makeup Substances Group Standard”, to manage the chemical risks associated with tattoo and permanent makeup substances. The EPA has guidelines which include a list of substances that tattoo inks should not contain.
- It is recommended that tattoo artists confirm with suppliers that any products purchased fit within the standard. Any inks that contain hazardous properties, and therefore not within the standard, are not approved under the “Tattoo and Permanent Makeup Group Substances Standard”.
- No dye or pigment should be used that has passed its expiry date.

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### **MINIMUM STANDARD 3C: Acupuncture**

Acupuncture is the practice involving the insertion of filiform (very narrow) needles through the skin and tissues for the intended purpose of alleviating ailments or injuries. Acupuncture may be considered to carry an associated risk of transferring blood-borne infections.

All commercial services that pierce the skin or any part of the body are required to comply with the general standards for piercing (Minimum Standard 3). The minimum standards contained in this part of the code are in addition to Part 3 and to require operators who are undertaking acupuncture conduct their operations in a safe and hygienic manner so as to help protect public health.

#### **Minimum Standard 3D: Acupuncture**

*All operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)
- Minimum Standard 3 (Piercing)

*Single-use disposable needles only to be used*

**3C-1** All needles must be sterile and single-use disposable needles;

**3C-2** All needles must be removed from the packaging by the handle of the needle.

#### ***Additional Recommended Best Practice***

##### *Acupuncture*

- It is advisable that needles should be inserted swiftly using the correct needle technique. Needle points should not be re-palpated with bare fingers unless hands have been washed appropriately and alcohol gel has been used. Needles should not be entered into open wounds.

##### *Moxibustion*

- It is advisable for all operators to obtain written customer consent prior to moxibustion. Before commencing moxibustion directly on the skin, all operators should moisten the skin with a swab or cotton wool bud and clean water.
- A customer should never be left unattended at any stage during the procedure and care should be taken when performing moxibustion directly on the face or any sensitive area.

##### *Cupping*

- It is advisable for the operator to obtain written customer consent prior to cupping and the operator should advise the customer of the possibility of bruising.

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- The procedure of cupping should be explained to a customer before commencement and the operator should ask to be informed if the procedure becomes too uncomfortable for the customer.
- Care should be taken not to overheat the cups before placement on the body.
- All cups should be sterilised after use.

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### **MINIMUM STANDARD 3D: Electrolysis, Red Vein Treatment and Derma Rolling/ Stamping**

Electrolysis is a practice involving the insertion of a sterilised needle into individual hair follicles to the root. An electric impulse is passed through the needle to the root area to aid in the removal of hair. Derma rolling / stamping is a practice of using micro needles to create tiny punctures in the skin intended to stimulate growth factors to enhance collagen production and better alignment of the collagen fibres. Red vein treatment by needle is a procedure involving the injection or piercing of a vein intended to shrink red veins. The vein can be pierced with a needle along the length of the damaged capillary, causing little dams or blockages along the vessel.

All commercial services that pierce the skin or any part of the body are required to comply with the general standards for piercing (Minimum Standard 3). The minimum standards contained in this part of the code are in addition to Part 3 and aim to ensure that operators who are undertaking electrolysis, red vein treatment or derma rolling / stamping conduct their operations in a safe and hygienic manner so as to help protect to public health.

#### **Minimum Standard 3E: Electrolysis, Red Vein Treatment and Derma Rolling / Stamping**

*All operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)
- Minimum Standard 3 (Piercing)

#### *Training*

**3D-1** All operators must have the knowledge and skills necessary to provide electrolysis, red vein treatment and derma rolling / stamping, which can be achieved through the following:

- (a) National Certificate (or international equivalent) in:
  - i. Electrology for electrolysis;
  - ii. Electrology and commercial industry experience of 12 months or more for red vein treatment;
  - iii. Beautician and commercial industry experience of 12 months or more for derma rolling / stamping; or
- (b) commercial industry experience of five consecutive years or more, and evidence of professional development in the commercial service; or
- (c) evidence of training with an electrolysis, red vein treatment or derma rolling / stamping training provider, and commercial industry experience of 12 months or more;



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*Sterile and single-use disposable instruments only to be used*

**3D-2** All needles and blades, including clinical grade derma rollers above 0.5mm, must be sterile and single-use disposable;

*Re-usable derma rollers / stamps to be stored safely and securely*

**3D-3** Derma rollers / stamps of 0.5mm and below may be re-used on the same customer if stored in a manner as to prevent contamination from any other item;

**3D-4** All operators must ensure customers of re-usable derma rollers / stamps sign a disclaimer that the derma roller / stamp is only to be used on the same customer;

**3D-5** All re-used derma rollers / stamps must be disposed of within six months of opening;

*Protective face / eyewear when undertaking derma rolling / stamping*

**3D-6** All operators must wear protective eyewear and a mask when undertaking derma rolling / stamping;

*Use of creams and lotions*

**3D-7** All operators must ensure that creams and lotions are applied with single use disposable applicators before and after derma rolling / stamping;

*Record keeping*

**3D-8** All operators must keep records of maintenance and calibration of electrolysis equipment for 3 years and the records must be available to the council for inspection on request;

*Medical consent required*

**3D-9** All operators must obtain written medical consent to undertake electrolysis or red vein treatment in addition to Minimum Standard 2-20:

- (a) for the removal of hair from moles or the inside of ears or nostrils; and
- (b) on any customer who uses a hearing aid, or who has metal plates or pacemakers inserted in their body.

***Additional Recommended Best Practice***

*Electrolysis*

- It is also advisable that after electrolysis the treated area should not be touched. After care product should be applied for three to five days after the service to accelerate the healing of the underlying tissue.

*Derma rolling / stamping*

- The New Zealand Association of Registered Beauty Therapists recommends that single-use disposable paper towels should be suitably placed to catch any drops of blood serum from derma rolling/ stamping.

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## MINIMUM STANDARD 4: RISK OF BREAKING THE SKIN

Services that risk breaking the skin carry the risk of drawing blood and body fluids. These services may be considered to carry a moderate risk of transmitting blood-borne viral diseases and the risk of transferring fungal and bacterial infection. Such services include, but are not limited to, hair removal by waxing, threading and plucking, manicure and pedicure, and exfoliation.

The minimum standards contained in this part of the code require that operators who are undertaking commercial services that risk breaking the skin conduct their operations in a safe and hygienic manner so as to help protect public health.

As per the bylaw, before commencing operation, the manager of a business offering commercial services which pierce the skin must obtain a health and hygiene licence from the council; and hold a valid and unexpired health and hygiene licence from the council at all times that the commercial service is offered.

### Minimum Standard 4: Risk of Breaking the Skin

*All operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)

### *Precautions and aftercare*

- 4-1.** Prior to the commencement of any specified service that risks breaking the skin, the operator must in addition to Minimum Standard 2-20:
- (a) advise the customer who wishes to undergo such service of the risks associated with the service and the potential for infection to occur during and after the service; and
  - (b) give advice appropriate to the procedure to be undertaken, concerning precautions and post service procedures that should be taken by the customer who wishes to undergo the service;

### *Floors*

- 4-2.** The floor of any area connected with the carrying out of a specified service that risks breaking the skin must be surfaced with a smooth, durable material that is impervious to water and capable of being easily cleaned. The floor and the material with which the floor is surfaced must be maintained in good repair;

### *Only sterile or single-use disposable or disinfected instruments are to be used*

- 4-3.** All instruments or like articles used on any customer for any specified service that risks breaking the skin must be:
- (a) single-use disposable and immediately disposed of after use; or

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- (b) cleaned and sterilised in accordance with the provisions of Minimum Standard 2-18 and kept in such a manner to maintain its sterility; or
- (c) cleaned and then disinfected by a thermal or chemical disinfection procedure appropriate to the level of disinfection required and the item being disinfected maintaining the product-specific recommended contact time, to the satisfaction of the council.

**Additional Standards**

In addition to Minimum Standard 4, several other legislative acts, guidelines and codes of practice are also relevant:

- The New Zealand Association of Registered Beauty Therapists promote professional beauty care and best practice in the beauty therapy industry in New Zealand. Members of the association adhere to the “Code of Ethics for Members of the New Zealand Association of Registered Beauty Therapists”, “Code of Practice for Beauty Therapy Clinics, Spas and Training Establishments” and “Rules of the New Zealand Association of Registered Beauty Therapists”.

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## **MINIMUM STANDARD 4A: Hair Removal by Waxing, Tweezing or Threading**

Hair removal is the removal of hair by any means. This includes, but is not limited to, waxing (pulling the hair from the skin using soft wax, hot wax or glucose); threading (lifting the hair out from the follicle by entwined thread); or tweezing (grasping hairs and pulling them out of the skin, including epilation - a mechanical means of tweezing).

All commercial services that risk breaking the skin are required to comply with the general standards for risk of breaking the skin (Minimum Standard 4). The minimum standards contained in this part of the code require that operators who are undertaking hair removal conduct their operations in a safe and hygienic manner so as to help protect public health.

### **Minimum Standard 4A: Hair Removal**

*All operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)
- Minimum Standard 4 (Risk of Breaking the Skin).

#### *Gloves*

**4A-1** All operators must cover their hands with clean well-fitting single-use disposable surgical gloves:

- (a) before commencing hair removal on any customer; and
- (b) after touching any object which has not been subject to a process of cleansing and sterilisation unless an effective sterile barrier is used;

#### *Skin preparation*

**4A-2** The skin site must be evaluated prior to each service and any skin condition that may lead to skin irritation must be discussed;

**4A-3** Prior to commencing hair removal, all operators must cleanse the customer's skin by swabbing with an antiseptic using a clean, single-use swab and maintaining product-specific recommended contact time;

#### *Use of wax*

**4A-4** All operators must ensure that wax is not applied to broken skin or over an area where blood has been drawn;

**4A-5** All operators must use either of the two following methods to prevent cross contamination between customers:

- (a) pre-dispense the required amount of wax for each customer into single-use disposable pots and discard any unused product; or

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- (b) use single-use disposable wooden spatulas for wax application and not redip the spatula into the wax pot;

**4A-6** All operators must ensure wax that has been applied to a customer's body for hair removal is not re-used;

**4A-7** All operators must ensure pots of wax are kept covered between services;

*Use of thread*

**4A-8** New single-use cotton thread is to be used only.

***Additional Recommended Best Practice***

*Waxing*

Operators should ensure that their processes for waxing customers and management of equipment minimise the potential for cross contamination. The following is also advisable:

- Single-use disposable underwear should be offered to the customer for waxing involving the full leg, bikini and/or Brazilian waxing;
- Wax should be initially applied to the inside of the operator's wrist to test the temperature of the wax, then tested on the customer in the area to be treated;
- Hot wax should be applied with a spatula in thick strips and removed by hand. Warm wax should be applied with a spatula in a thin film and removed with a paper or muslin strip;
- A soothing product should be applied after the wax has been removed;
- Metal instruments should be initially cleaned using a wax solvent to remove all traces of wax before sterilisation.

*Threading*

- New single-use cotton thread should be twisted and rolled onto the surface of the skin to entwine the hair. When the hair is entangled with the thread it should be pulled off and the hair removed.

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## **MINIMUM STANDARD 4B: Manicure / Pedicure**

Manicure and pedicure is the beautification or enhancement of the hands and fingernails, as well as feet and toenails, and involves the shaping and polishing of nails, nail extensions such as gel and artificial acrylic nails, and exfoliation of skin or tissue from the feet.

All commercial services that risk breaking the skin are required to comply with the general standards for risk of breaking the skin (Minimum Standard 4). The minimum standards contained in this part of the code require that operators who are undertaking manicure or pedicure conduct their operations in a safe and hygienic manner so as to help protect public health.

### **Minimum Standard 4B: Manicure / Pedicure**

*All operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)
- Minimum Standard 4 (Risk of Breaking the Skin)

#### *Training*

**4B-1** All operators must have the knowledge and skills necessary to provide manicure / pedicure services, which can be achieved through the following:

- (a) National Certificate (or international equivalent) in Beautician or Nail Technology; or
- (b) commercial industry experience of five consecutive years or more, and evidence of professional development in the commercial service; or
- (c) evidence of training with a nail services training provider;

#### *Ventilation*

**4B-2** In addition to the premises being adequately ventilated to the requirements of the New Zealand Building Code; all operators must ensure there is adequate additional ventilation for the products used;

#### *Broken skin not to be treated*

**4B-3** No operator may undertake a manicure or pedicure on any customer if there are any exposed cuts or abrasions on the customer's hands and feet;

**4B-4** No operator may expose any skin that is broken during a manicure or pedicure to any further service;

#### *Skin preparation*

**4B-5** All operators must evaluate the skin site prior to each service and any skin condition that may lead to skin irritation must be discussed;

**4B-6** Prior to commencing a manicure or pedicure, all operators must cleanse the customer's skin by swabbing with an antiseptic using a clean, single-use swab and maintain product-specific recommended contact time;

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*Use of instruments*

**4B-7** All operators must be constantly aware of the heat created when using an electric nail file on a natural nail plate, as opposed to acrylic or gel nails;

**4B-8** All operators must ensure pedicure chair basins and pipes are disinfected in between customers;

*Use of supplies*

**4B-9** All operators must ensure that chemicals and products are stored in containers with air tight lids;

*Disposal of waste*

**4B-10** All operators must ensure that waste with absorbed products, such as tissue and paper towels, is placed in a sealed container with lining and then disposed of.

***Additional Recommended Best Practice***

*First aid*

- All operators should hold a current St John's or Red Cross First Aid Workplace Certificate or an approved equivalent.

*Ventilation*

- It is advisable that a ventilation system is installed near worktables when performing gel or acrylic nails, in addition to a ventilation system for the premises if applicable.
- Natural ventilation may be used with open doors and windows. If there is insufficient natural ventilation, artificial ventilation should be placed low down to be effective.

*Operators*

- All operators are advised to cover their hands with clean well-fitting single-use disposable surgical gloves:
  - (a) before carrying out a pedicure on any customer and before carrying out a pedicure on any other customer; and
  - (b) before touching any object including surfaces and instruments which may have become contaminated with blood or serum of any customer, or touching any object which has not been subject to a process of cleansing and sterilisation.
- All operators should take all practicable steps to prevent cuts and abrasions from filing and buffing.
- All operators are advised to wear dust masks when using an electric nail file or hand file as the dust from filing should not be inhaled. However, dust masks will not prevent against vapour inhalation.

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- If recommended by the manufacturer, operators should apply an oil or solution to the artificial nail before filing, which will make the dust heavier, improving the atmosphere and aiding salon cleanliness.



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## **MINIMUM STANDARD 4C: Exfoliation**

Exfoliation is a practice intended to remove dead skin and can be performed using microdermabrasion, physical peels that have an abrasive action or chemical peels such as glycolic or enzyme. Exfoliation procedures are generally safe because they usually involve the intact layer of the epidermis. However, there is a minimal risk of breaking the skin and infection when exfoliation is performed using microdermabrasion. Microdermabrasion is mechanical exfoliation that removes the uppermost layer of dead skin cells from the face, chest and hands and is associated with a risk of infection if equipment is not sterile or if the operator is not trained in the use of equipment.

All commercial services that risk breaking the skin are required to comply with the general standards for risk of breaking the skin (Minimum Standard 4). The minimum standards contained in this part of the code require that operators who are undertaking exfoliation conduct their operations in a safe and hygienic manner so as to help protect public health.

### **Minimum Standard 4C: Exfoliation**

*All operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)
- Minimum Standard 4 (Risk of Breaking the Skin)

### *Training*

**4C-1** All operators of microdermabrasion equipment must have the knowledge and skills necessary to provide microdermabrasion, which can be achieved through the following:

- (a) National Certificate (or international equivalent) in Beautician (Beauty Therapy) and commercial industry experience of 12 months or more; or
- (b) commercial industry experience of five consecutive years or more, and evidence of professional development in microdermabrasion; or evidence of training with a microdermabrasion training provider, and commercial industry experience of 12 months or more.

### ***Additional Recommended Best Practice***

- All operators should use new single-use sponges where facial towelling is necessary for exfoliation.
- The New Zealand Association of Registered Beauty Therapists recommends that only safety certified microdermabrasion equipment should be used.

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## MINIMUM STANDARD 5: MASSAGE

Massage is a practice of applying lotion, soft wax, stones or pressure to another person's face or body. Services which are unlikely to break the skin, but do involve contact with the skin, may be considered to carry public health risks, such as the transfer of bacterial and viral infections due to direct skin contact between customer and operator.

The minimum standards contained in this part of the code require that operators who are undertaking massage conduct their operations in a safe and hygienic manner so as to help protect public health.

### Minimum Standard 5: Massage

*All operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)

### *Precautions, consent and aftercare*

- 5-1.** Prior to the commencement of any massage service, the operator must, in addition to Minimum Standard 2-20:
- (a) consult the customer who wishes to undergo such service including medical history to make sure the service is suitable for that customer; and
  - (b) advise the customer who wishes to undergo such service of the risks associated with the service; and
  - (c) give advice appropriate to the procedure to be undertaken, concerning precautions and post service procedures that should be taken by the customer who wishes to undergo the service;

### *Skin preparation*

- 5-2.** All operators must evaluate the skin site prior to each service and any skin condition that may lead to skin irritation must be discussed;
- 5-3.** Before commencing any skin to skin contact, all operators must ensure that any cuts or abrasions on both the operator and the customer where there will be skin contact are covered. Any gloves used must be disposed of after each use;

*Only sterile or single-use disposable or disinfected instruments are to be used*

- 5-4.** Single-use disposable gloves are to be disposed of according to AS/NZS 4304: 2002
- 5-5.** Unless it is a single-use disposable instrument, all instruments or like articles must not be used on the skin of any customer, unless immediately before the instrument or article is used, or since the instrument or article was last used, the instrument has been cleaned, disinfected, and/or sterilised in between customers.

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**Additional Standards**

In addition to Minimum Standard 5, several other legislative acts, guidelines and codes of practice are also relevant:

- Massage New Zealand is an association that promotes best practice in massage. Members of the association adhere to the “Rules of Massage New Zealand (NZ) Incorporated”, “Constitution of Massage New Zealand (NZ) Incorporated” and “Code of Ethics”.

***Additional Recommended Best Practice***

- The physical, mental or emotional health, well-being or safety of a customer should not be endangered.
- The operator should communicate clearly with the customer so that they can respond to feedback during the service.
- The operator should be adequately trained, such as a minimum of Certificate of Relaxation Massage (or equivalent), to ensure the safety, professionalism and efficacy of the service.

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## MINIMUM STANDARD 6: PULSED LIGHT AND LASER TREATMENT

Pulsed light is a practice using a powerful flash of broad spectrum, non coherent light intended to remove hair and/or for skin photo-rejuvenation, and may include, but is not limited to, Intense Pulsed Light and Variable Pulsed Light. Laser treatment is a practice involving the use of a laser device, which amplifies light and usually produces an extremely narrow beam of a single wavelength (one colour), intended to remove hair and for skin photo-rejuvenation.

Services involving the use of pulsed light and laser treatment have the potential to burn the skin and lead to longer term skin conditions. Pulsed light may be considered to carry a risk of delayed recognition of skin cancers and mis-diagnosing malignant skin lesions, including melanoma. Lasers capable of breaking the skin, such as those used for laser tattoo removal, carry the risk of drawing blood. The use of lasers capable of breaking the skin may be considered to carry a risk of transmitting blood-borne diseases.

The minimum standards contained in this part of the code require that operators who are undertaking pulsed light and laser treatment conduct their operations in a safe and hygienic manner so as to help protect public health.

As per the bylaw, before commencing operation, the manager of a business offering commercial services which pierce the skin or any part of the body must obtain a health and hygiene licence from the council; and hold a valid and unexpired health and hygiene licence from the council at all times that the commercial service is offered.

### Minimum Standard 6: Pulsed Light and Laser Treatment

*All operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)

### *Training in the provision of pulsed light*

**6-1** All operators of pulsed light equipment must have the knowledge and skills necessary to provide pulsed light services, including skin type identification and the safe use of equipment, which can be achieved through the following:

- (a) National Certificate (or international equivalent) in Electrology, evidence of professional development in pulsed light services, and commercial industry experience of 12 months or more; or
- (b) commercial industry experience of five consecutive years or more using pulsed light equipment, and evidence of professional development in pulsed light services; or
- (c) evidence of training with a pulsed light training provider, and industry experience of 12 months or more;

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*Training in the provision of laser treatment*

- 6-2** All operators of lasers that risk breaking the skin must comply with Minimum Standard 4: Risk of Breaking the Skin;
- 6-3** All operators of lasers that risk breaking the skin, including those used for laser tattoo removal, must have the knowledge and skills necessary to provide laser services including:
  - (a) skin type identification; and
  - (b) safe use of lasers based on AS/NZS 4173: [2004-2018](#) and any updates, additions or amendments to that standard; and
  - (c) commercial industry experience of 12 months or more;
- 6-4** All operators of lasers that are designed to remove the skin must be a health practitioner and must be trained in the safe use of lasers based on AS/NZS 4173: [2004-2018](#) and any updates, additions or amendments to that standard;

*Display of qualifications*

- 6-5** Qualifications must be displayed in a prominent position so customers can read them, and must be in the name of the operator performing the procedure;

*Precautions, consent and aftercare*

- 6-6** Prior to the commencement of any pulsed light or laser treatment, the operator must, in addition to Minimum Standard 2-20:
  - (a) advise the customer who wishes to undergo such service of the risks associated with the service; and
  - (b) give written advice appropriate to the procedure to be undertaken, concerning precautions and post service procedures that should be taken by the customer who wishes to undergo the service;
- 6-7** Before commencing any pulsed light or laser treatment, a customer must sign a consent form including medical history and skin type;
- 6-8** Before commencing any pulsed light or laser treatment, all operators must identify if the customer is suitable for the service. Any customers with a family history of melanoma must be exempt from all pulsed light and laser treatment;
- 6-9** All operators must ensure that a patch test, or a trial exposure of a small area of representative skin and hair, is carried out to determine the parameters and to judge how the skin might react to full service. Test patch protocol should include which areas to test, the pulsed light or laser settings, how long to wait to judge skin response, and how to spot adverse reactions;

*Record keeping*

- 6-10** All operators must keep records of:
  - (a) a customer consent form with medical history and skin type;
  - (b) a record of service including:
    - i. the date on which the pulsed light or laser treatment was undertaken;

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- ii. the type of the service;
- iii. the location on the body where the pulsed light or laser was undertaken; and
- iv. equipment calibration and maintenance;

**6-11** Such records must be kept secure and confidential for a minimum of 3 years and made available to the council for inspection on request;

*Health practitioners to treat skin lesions / moles only*

**6-12** Skin lesions and/ or moles on any customer may be managed and removed by a health practitioner only;

*Medical consent required*

**6-13** All operators must obtain written medical consent to undertake pulsed light or laser treatment on any customer for the removal of hair from moles;

*Controlled area*

**6-14** All operators must ensure there is a 'controlled area' for the pulsed light or laser equipment, which will have:

- (a) clear and detailed safety rules which describe how to use the area correctly, any hazards the operator or customer might be exposed to, who is authorised to use the equipment, and what to do in the event of an accident;
- (b) no windows to prevent eye damage to any passerby;
- (c) no reflective areas such as mirrors;
- (d) clear signs or warning lights showing when it is safe to enter or when the laser/ intense pulsed light is on; and
- (e) suitable door locks or keypads;

*Protective eyewear*

**6-15** All operators must ensure suitable protective eyewear is worn by the customer and operator appropriate for the wavelength of light to be used. If the face is being treated the customer must wear opaque metal eyewear;

**6-16** All operators must ensure protective eyewear is either disinfected or, if disposable, completely replaced after use;

*Use of pulsed light equipment*

**6-17** All operators must ensure the pulsed light equipment is calibrated to make sure that it is working properly and accurately. The wavelength and service parameters of the equipment must be set according to skin type, hair type, test patch results, and previous service settings;

*Cleaning and disinfecting*

**6-18** All equipment that does not need to be sterile must be cleaned and then disinfected by a thermal or chemical disinfection procedure appropriate to the level of disinfection required and the item being disinfected maintaining the product-specific recommended contact time, to the satisfaction of the council

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### **Additional Standards**

In addition to Minimum Standard 6, several other legislative acts, guidelines and codes of practice are also relevant:

- ~~AS/ NZS 3130: 1995 “Australian and New Zealand Standard for approval and test specification – beauty therapy equipment”.~~
- AS/ NZS 3200.2.22: 1997 “Australian and New Zealand Standard for diagnostic and therapeutic laser equipment”.
- AS/ NZS 3760: 2010 “Australian and New Zealand Standard for in-service safety inspection and testing of electrical equipment”. The New Zealand Association of Registered Beauty Therapists does not recommend the use of Pulsed Light equipment that has not been inspected and tested annually.
- AS/ NZS 4173: ~~2004-2018~~ “Safe use of lasers and intense light sources in health care” “Guide to the safe use of lasers in health care”.
- Electricity (Safety) Regulations 2010
- Hairdressing and Beauty Industry Authority UK “Safe Use of Lasers and Intense Pulsed Light Equipment 2003”.

### **Additional Recommended Best Practice**

*Operators should:*

- seek formal instruction in the recognition of skin cancers;
- understand the importance of not treating pigmented lesions about which they have concerns;
- advise customers with such lesions to seek the advice of a registered health practitioner.

*Skin preparation for pulsed light*

The area to be treated should be:

- Cleansed and all make-up removed;
- Clean skin close-up photographed;
- Hair shaved or trimmed for hair removal;
- Adequately chilled.

*Use of pulsed light equipment*

- The light applicator should be placed onto the skin and a short pulse of light released.
- The applicator should be moved to the neighbouring area and the process repeated until the whole area is treated.

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*After pulsed light*

- The chilled gel should be removed, the treated area cleansed and soothing cream applied.
- The treated area should be close-up photographed.



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## **MINIMUM STANDARD 7: COLON HYDROTHERAPY**

Colon hydrotherapy is the practice of introducing liquids into the rectum and colon via the anus and is intended to remove faeces and non-specific toxins from the colon and intestinal tract. Colon hydrotherapy may carry considerable risk to the customer if the procedure is not undertaken by a trained operator or equipment is not properly disinfected and cleansed. Colon hydrotherapy involves body fluids able to transmit infection, including Hepatitis A, Hepatitis B, Hepatitis C and HIV.

The minimum standards contained in this part of the code require that operators who are undertaking colon hydrotherapy conduct their operations in a safe and hygienic manner so as to help protect public health.

### **Minimum Standard 7: Colon Hydrotherapy**

*All operators must also comply with the following standards:*

- Minimum Standard 1A (Permanent Premises) or Minimum Standard 1B (Mobile or Temporary Premises)
- Minimum Standard 2 (Operator Conduct)

#### *Training*

**7-1** Unless the operator is a health practitioner, all operators must be adequately trained in colon hydrotherapy;

#### *Age restriction*

**7-2** No operator may carry out colon hydrotherapy on any person under the age of 16 years unless with the written permission of that person's parent or guardian;

#### *Precautions, consent and aftercare*

**7-3** Prior to the commencement of any colon hydrotherapy service, the operator must in addition to Minimum Standard 2-20:

- (a) advise the customer who wishes to undergo such service of the risks associated with the service and the potential for infection to occur during and after the service; and
- (b) give written advice appropriate to the procedure to be undertaken, concerning precautions and post service procedures that should be taken by the customer who wishes to undergo the service;

**7-4** Before commencing any colon hydrotherapy service, operators must ensure the customer signs a consent form informing the operator of medical history;

#### *Record keeping*

**7-5** All operators must keep records of:

- (a) a customer consent form for the service to be undertaken, listing any medical conditions and signed consent;
- (b) the name and address of any customer who undergoes any colon hydrotherapy service; and
- (c) the date on which the colon hydrotherapy service was undertaken;

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- 7-6** Such records must be kept secure and confidential for a minimum of 3 years and made available to the council for inspection on request;

*Toilet, wash-hand basin and shower*

- 7-7** All premises must have a toilet, wash-hand basin and shower for the exclusive use of the customer and be located in the procedure room or as an ensuite;
- 7-8** The supply of hot and cold water to the wash-hand basin must be by way of elbow-operated taps, however other taps of the hands-off type, including foot operated, electronically controlled or knee operated taps may also be used;

*Floors*

- 7-9** The floor of any area connected with the carrying out of a colon hydrotherapy service must be surfaced with a smooth, durable material that is impervious to water and capable of being easily cleaned. The floor and the material with which the floor is surfaced must be maintained in good repair;

*Colon hydrotherapy systems*

- 7-10** All operators must ensure the colon hydrotherapy system is registered with the United States Food and Drug Administration or New Zealand Medicines and Medical Devices Safety Authority;
- 7-11** All operators must ensure the colon hydrotherapy system is properly installed and complies with AS/NZS 3500.1: [20032021](#), AS/NZS 3500.2: [2003-2021](#) and AS/NZS 3500.4: [20032021](#);
- 7-12** All operators must ensure water filters are properly fitted to the colon hydrotherapy system and that filters are replaced at the manufacturer's recommended intervals and as necessary;
- 7-13** All operators must ensure that there are no pumps, other pressure enhancing devices or suction facilities on the customer side of the water tank. Mechanisms for regulating water temperature must be installed at the mains and the tank;

*Only sterile or single-use disposable instruments are to be used*

- 7-14** All instruments or like articles used for colon hydrotherapy must be:
- (a) single-use disposable; or
  - (b) cleaned and sterilised in accordance with the provisions of Minimum Standard 2-18 and kept in such a manner to maintain their sterility;
- 7-15** All rectal tubes must be sterile and single-use disposable;

*Cleaning and disinfecting*

- 7-16** All re-usable equipment that does not need to be sterile must be cleaned and then disinfected by a thermal or chemical disinfection procedure appropriate to the level of disinfection required and the item being disinfected maintaining the product-specific recommended contact time, to the satisfaction of the council;
- 7-17** Single-use disposable paper towels must be placed on the customer couch and made available for each customer after the procedure;

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*Disposal of contaminated material*

- 7-18** All operators must ensure premises have one waste receptacle for clinical and related waste (for any item contaminated with blood) and another waste receptacle for other single-use items;
- 7-19** All operators must ensure clinical / biohazard waste is disposed of by an approved waste contractor.

**Additional Standards**

In addition to Minimum Standard 7, several other legislative acts, guidelines and codes of practice are also relevant:

- The International Association for Colon Hydrotherapy aims to implement best practice and heighten awareness of the colon hydrotherapy profession, and ensure continuing and progressive education in the field of colon hydrotherapy. The association recommends the use of registered equipment with the Food and Drug Administration or New Zealand Medicines and Medical Devices Safety Authority.

***Additional Recommended Best Practice***

It is also advisable for operators to keep records of the following:

- A checklist of equipment operation procedures, including a record of settings used on each customer;
- An equipment maintenance record including any related repair orders;
- An emergency procedure checklist in the event of any unforeseen circumstances; and
- The manufacturer's operation manual in close proximity to the colon hydrotherapy equipment.

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## EXTERNAL REFERENCES IN THE CODE OF PRACTICE

The following documents are referred to in the code of practice:

| Reference material  | Location in this code   |
|---|---|
| (Building Regulations) Schedule 1 of the Building Act 1992 – Building Code  | Minimum Standard 1A – Permanent premises  |
| Acupuncture NZ Clinical Guidelines  | Minimum Standard 3 – Piercing   |
| Acupuncture NZ Code of Professional Ethics  | Minimum Standard 3 – Piercing   |
| Acupuncture NZ Rules  | Minimum Standard 3 – Piercing   |
| Building Act 2004   | Minimum Standard 1A – Permanent premises  |
| Code of Ethics (Massage New Zealand)  | Minimum Standard 5 - Massage  |
| Code of Ethics (NZASA)  | Minimum Standard 3 – Piercing   |
| Code of Ethics for Members of the New Zealand Association of Registered Beauty Therapists Inc (The New Zealand Association of Registered Beauty Therapists) | Minimum Standard 3 – Piercing<br>Minimum Standard 4 – Risk of breaking the skin                         |
| Code of Practice for Beauty Therapy Clinics, Spas and Training Establishments (The New Zealand Association of Registered Beauty Therapists)                 | Minimum Standard 3 – Piercing<br>Minimum Standard 4 – Risk of breaking the skin                         |
| Code of Safe Practice for Acupuncturists (NZASA)  | Minimum Standard 3 – Piercing   |
| Constitution of Massage New Zealand (NZ) Incorporated (Massage New Zealand)   | Minimum Standard 5 - Massage  |
| Customary Tattooing Guidelines for Operators (Ministry of Health)   | Minimum Standard 3B –Tattooing  |
| <a href="#">Water Services (Drinking Water Standards for New Zealand) Regulations 2022</a>  | <a href="#">Schedule – Drinking water standards for New Zealand</a>                                     |
| Electricity (Safety) Regulations 2010   | Minimum Standard 6 – Pulsed Light and Laser Treatment   |
| Guidelines for the Safe Piercing of Skin (Ministry of Health)   | Minimum Standard 3 – Piercing<br>Minimum Standard 3A – Body piercing<br>Minimum Standard 3B – Tattooing |
| Health (Hairdressers) Regulations 1980  | Introduction  |

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|  |   |
|--|---|
| Health Act 1956  | Introduction  |
| Health and Safety at Work Act 2015   | Minimum Standard 2 – Operator conduct   |
| Health Practitioners Competence Assurance Act 2003   | Introduction  |
| List of communicable diseases declared by the Governor-General, by Order in Council, made under the Health Act 1956                    | Introduction  |
| Local Government Act 2002  | Introduction  |
| Resource Management Act 1991   | Minimum Standard 1A – permanent premises  |
| Rules of Massage New Zealand (NZ) Incorporated (Massage New Zealand)   | Minimum Standard 5 - Massage  |
| Rules of the New Zealand Association of Registered Beauty Therapists Inc (The New Zealand Association of Registered Beauty Therapists) | Minimum Standard 3 – Piercing<br>Minimum Standard 4 – Risk of breaking the skin |
| Safe Use of Lasers and Intense Pulsed Light Equipment 2003 (Hairdressing and Beauty Industry Authority UK)                             | Minimum Standard 6 – Pulsed Light and Laser Treatment                           |
| Standards of Acupuncture Practice (NZASA)  | Minimum Standard 3 – Piercing   |
| Tattoo and Permanent Makeup Substances Group Standard (EPA)  | Minimum Standard 3B – Tattooing   |
| The Prevention of Legionellosis in New Zealand: Guidelines for the control of legionella bacteria                                      | Minimum Standard 1A – permanent premises<br>Guidelines                          |

**New Zealand and Australian standards**

This code has used the following standards to inform the minimum standards set. Due to copyright restrictions, Council is unable to provide copies of these standards. They can be ordered from [www.standards.govt.nz](http://www.standards.govt.nz).

| Standard name   | Location in this code         |
|---|-------------------------------|
| AS 2773.4 <del>1998-2019</del> - Australian standard for ultrasonic cleaners for health <del>service organisations</del> <del>care facilities</del> <del>non-portable</del> . | Minimum Standard 3 – Piercing |
| AS 2773.2: <del>1999-2019</del> - Australian standard for ultrasonic cleaners for health <del>service organisations</del> <del>care facilities</del> .                        | Minimum Standard 3 – Piercing |

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|   |  |
|---|--|
| <del>AS/ NZS 3130: 1995 – Australian and New Zealand Standard for approval and test specification – beauty therapy equipment</del>  | <del>Minimum Standard 6 – Pulsed Light and Laser Treatment</del>                                 |
| AS/ NZS 3200.2.22: 1997 - Australian and New Zealand Standard for diagnostic and therapeutic laser equipment  | Minimum Standard 6 – Pulsed Light and Laser Treatment  |
| AS/ NZS 3760: 2010 - Australian and New Zealand Standard for in-service safety inspection and testing of electrical equipment   | Minimum Standard 6 – Pulsed Light and Laser Treatment  |
| AS/ NZS 4173: <del>2004-2018 - “Safe use of lasers and intense light sources in health care”</del> <u>Guide to the safe use of lasers in health care</u>  | Minimum Standard 6 – Pulsed Light and Laser Treatment  |
| AS/NZS 3500.1: <del>2003-2021</del> - Australian and New Zealand standard for plumbing and drainage – <u>Part 1</u> water services.   | Minimum Standard 7 – Colon Hydrotherapy  |
| AS/NZS 3500.2: <del>2003-2021</del> - Australian and New Zealand standard for plumbing and drainage – <u>Part 2</u> sanitary plumbing and drainage.   | Minimum Standard 7 – Colon Hydrotherapy  |
| AS/NZS 3500.4: <del>2003-2021</del> - Australian and New Zealand standard for plumbing and drainage – <u>Part 4</u> heated water services.  | Minimum Standard 7 – Colon Hydrotherapy  |
| AS/NZS 4031: 1992 - Australian and New Zealand standard for non-reusable containers for the collection of sharp items used in human and animal medical applications.                                | Minimum Standard 2 – Operator conduct<br>Minimum Standard 3 – Piercing                           |
| AS/NZS 4173: <del>2004-2018</del> - Australian and New Zealand standard for the <del>safe use of lasers in health care</del> – <u>“Safe use of lasers and intense light sources in health care”</u> | Minimum Standard 6 – Pulsed Light and Laser Treatment  |
| AS/NZS 4187: 2014 - Australian and New Zealand standard for reprocessing of reusable medical devices in health service organisations.   | Minimum Standard 3 – Piercing  |
| AS/NZS 4261: 1994 A1 - Australian and New Zealand standard for reusable containers for the collection of sharp items used in human and animal medical applications: Amendment 1.                    | Minimum Standard 3 – Piercing  |
| NZS 4304: 2002 - New Zealand Standard for the management of healthcare waste.   | Minimum Standard 3 – Piercing<br>Minimum Standard 3B – Tattooing<br>Minimum Standard 5 - Massage |

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## **Statement of Proposal**

### **Draft Beauty Therapy, Skin Piercing and Tattooing Bylaw 2023 and Code of Practice**

#### **Introduction**

This Statement of Proposal has been prepared as part of the Special Consultative Procedure (SCP) in accordance with Section 83 of the Local Government Act (LGA) 2002.

The Stratford District Council Beauty Therapy, Skin Piercing and Tattooing Bylaw has been reviewed. The Council now invites community feedback on the *draft* bylaw.

The purpose of this part is to promote and protect public health by –

- a) requiring those persons and premises providing services of–
  - i) beauty therapy treatments or
  - ii) skin and body piercing or
  - iii) tattooing

to comply with minimum standards which reduce the risk of injury, transference of communicable diseases such as Hepatitis B and C, HIV/Aids, viral, bacterial or fungal skin or wound infections; and

- b) requiring a licence for certain services which carry higher risk to the customer, including –
  - i) any commercial service that pierces the skin or any part of the body or
  - ii) any commercial service that risks breaking the skin or
  - iii) any commercial service that risks burning the skin

#### **Why does the Council have this bylaw?**

The bylaw and code of practice addresses the varying levels of risk associated with beauty therapy, skin piercing and tattooing activities and provides clear standards to address how operators will minimise and maintain associated risk. The bylaw establishes standards to promote and protect public health.

#### **Why is the Council reviewing the bylaw?**

This is the first review of the bylaw that was adopted in 2018. Bylaws must be reviewed in accordance with Local Government Act 2002.

#### **What is the Council proposing in this review of the bylaw?**

Minor amendments to the bylaw to address procedural matters are proposed. The bylaw operates in cooperation with the Code of Practice for Beauty Therapy, Skin Piercing and Tattooing.

The council is proposing minor amendments to the Code of Practice to allow for changes to New Zealand Standards that have either been removed or updated with new versions.

An amendment has been proposed to clause 1A-9 of the Code of Practice that will see a requirement for water testing if an operator is using unpotable water in any part of a procedure.

An amendment has been proposed to remove the Lux Value measurement from clauses 1A-11 and 1B-7 of the Code of Practice.



An amendment has been proposed to clause 3B-1 of the Code of Practice that relates to the training requirements for operators undertaking tattooing procedures. Currently the code only provides training standards to cosmetic tattooing procedures. With the inclusion of 3B-1(d), the code would require training for commercial operators who do body art tattooing.

A table outlining the changes to the *draft* Beauty Therapy, Skin Piercing and Tattooing Code of Practice is attached.

#### **What must the Council consider when reviewing this policy?**

Pursuant to Section 155 of the LGA, the Council must determine the following things in making a bylaw:

- Whether a bylaw is the most appropriate way of dealing with the issue;
- Whether the bylaw is in the most appropriate form; and
- Whether the bylaw has any inconsistencies with the New Zealand Bill of Rights Act 1990.
- Public submissions as part of the public consultation process.

#### **How will the Council implement and fund the bylaw?**

There is no cost associated with the policy other than administration fees to maintain the review of the policy.

#### **Where do I get copies of the bylaw?**

This *draft* Beauty Therapy, Skin Piercing and Tattooing Bylaw 2023, Code of Practice and Statement of Proposal are available upon request at the following locations:

- The Council Offices 63 Miranda Street, P O Box 320, Stratford;
- The Stratford Library Prospero Place, Stratford; and
- The Council's website @ [stratford.govt.nz](http://stratford.govt.nz).

#### **Right to make submissions and be heard**

Any person or organisation has a right to be heard in regards to this proposal and the Council would encourage everyone with an interest to do so.

Submissions can be completed by:

- Via the Council's website @ [stratford.govt.nz](http://stratford.govt.nz).
- By mail to the Stratford District Council, P O Box 320, Stratford 4352;
- Or by email to [submissions@stratford.govt.nz](mailto:submissions@stratford.govt.nz)

Submissions should be addressed to:

Director – Environmental Services  
Stratford District Council  
P O Box 320  
STRATFORD 4352

Submissions should be received by Council no later than Monday **13 November 2023 at 4.00pm**. The Council will then convene a hearing, which it intends to hold on Tuesday 28 November 2023, at which time any party who wishes to do so can present their submission in person. Equal weight will be given to written and oral submissions.

The Council will permit parties to make oral submissions (without prior written material) or to make a late submission, only where it considers that special circumstances apply.

Every submission made to the Council will be acknowledged, copied and made available to the public, in accordance with the Local Government Act. Every submission will be heard in a meeting which is open to the public.

Section 82 of the Local Government Act sets out the obligations of the Council in regards to consultation and the Council will take all steps necessary to meet the spirit and intent of the law.

| Clause reference:                       | Page                | Reason  |
|---|---------------------|---|
| <b>Introduction</b>                     | 3                   | Spelling mistake correction, change heath to Health   |
| <b>Interpretation</b>                   | 6                   | Spelling mistake correction, change Electrolysis to Electrolysis  |
| <b>1A-9 – Water supply</b>              | 10 and 51           | <p>Clause 1A-9 of the Code of Practice requires premises to supply potable water. Potable water is water which is filtered or treated properly and is free from all contaminants and harmful bacteria. Unpotable water can cause skin irritation and possible infection if used on broken skin or cause serious illness if used for drinking.</p> <p>Some business operating in the Stratford District may be using rural water supply. In this instance, the operator must show the Council officer that the water is potable. In this instance water testing would be required. We recommend that clarification around water testing be added to the Code of Practice to clarify to operator when water testing would be required.</p> <p>The Ministry of Primary Industries have recently amended their annual water testing requirement for operators of a food business to align with new standard guidelines. The ministry requires water testing before the opening of a business and again if there has been a significant change, e.g. from using bore water to rain water. We suggest a similar change to the Code of Practice as this will provide clarity for operators.</p> <p>A business that is located on a property that has unpotable water can propose an alternative method, such as bottled water for drinking, skin bathing and cleaning of surfaces. Water testing would not be required in this instance.</p> |
| <b>1A-11 and 1B-7 – Lighting</b>        | 10 and 12           | <p>Officers recommend the removal of the Lux Value measurement. This is a restrictive clause, and we consider the Lux value is not necessary. An Officer can adequately make an assessment to determine if lighting is sufficient at the site inspection.</p> <p>The equipment to undertake measurements would be required to be purchased and then calibrated on a regular basis. This would incur a cost which would likely exceed the benefit obtained from the reading.</p>   |
| <b>3-21 – Cleaning and disinfecting</b> | 21 and 52<br><br>23 | <p>Version of the Ultrasonic Cleaners for Health Care Facilities standards AS 2773.1. 1998 and AS 2773.2 1999 are superseded by the Australian standard for Ultrasonic Cleaners for Health Service Organisations 2019 version.</p> <p>The objective of this standard is to specify requirements for ultrasonic cleaners which are intended to clean reusable medical and surgical equipment used in health service organisations and in relation to this bylaw are used in piercing procedures.</p> <p>Page 23 of the Code of Practice provides further detail on how an Ultrasonic cleaner works.</p> <p>As a rule, a standard will provide the measures an operator should use as a minimum standard. In most cases, the use of the appliance in accordance with manufacturer instructions is sufficient. Where instructions are absent the operator can also identify a method that equally meets the requirement of the standard.</p> <p>No other changes are required to the Code of Practice as result of the updated standard.</p>   |



| Clause reference:                          | Page      | Reason  |
|--|-----------|---|
| External Reference in the Code of Practice | 46 and 53 | <p>The New Zealand standard AS/NZS: 3130 for Approval and Test Specification, Beauty Therapy Equipment has been removed as a standard .</p> <p>The standard prescribed the safety requirements for certain types of beauty therapy equipment powered by mains supply or batteries. This standard has been withdrawn by Standards New Zealand and can be removed.</p> <p>The operation of equipment powered by mains will come under the general requirement for electrical equipment under the WorkSafe New Zealand Act 2013, the Electrical (Safety) Regulations 2010 and the use of the device in accordance with manufacture instructions etc.</p> <p>No changes to the Code of Practice are required as a result of the removal of the standard .</p> |



**Submission form  
draft Beauty Therapy, Piercing and Tattooing Bylaw 2023  
and Code of Practice**

The Statement of Proposal for the Draft Beauty Therapy, Tattooing and Piercing Bylaw 2023, and Code of Practice is open to feedback from the community. We hope you will take advantage of this opportunity to comment.

**Please forward your submission addressed to:**

Director – Environmental Services  
Stratford District Council  
P O Box 320  
STRATFORD

**Submissions are to be received no later than Monday 13 November 2023 at 4.00pm. You also have the opportunity to speak to your submission. The hearing will be held on Tuesday 28 November 2023.**

|                    |                |
|--------------------|----------------|
| Your name:         | _____          |
| Contact address:   | _____<br>_____ |
| Contact telephone: | _____          |
| Contact email:     | _____          |

- I do not wish to speak to my submission at the hearing and ask that this written submission be considered.
- or
- I wish to speak to my submission at a hearing.

**\*\* Your submission may be written on this form and additional white A4 paper. \*\***



# DECISION REPORT



F22/55/04 – D23/40130

**To:** Policy and Services Committee  
**From:** Parks and Reserves Officer / Projects Manager  
**Date:** 26 September 2023  
**Subject:** Collaborating for Active Spaces and Places Framework

## Recommendations

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

## Recommended Reason

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

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

/  
Moved/Seconded

## 1. Purpose of Report

- 1.1 The **Taranaki Facilities Consortium** (TFC) is seeking that the Stratford District Council (the Council) adopts the **Collaborating for Active Spaces and Places** (CASP) Framework.
- 1.2 If adopted, the CASP framework will guide the Council's future decision making, with respective to active spaces and facilities in the district.
- 1.3 Once adopted, the Council will be required to pay a fair share of approximately \$5,500 fair to the TFC.

## 2. Executive Summary

- 2.1 CASP is a framework for the provision of spaces and places for sport, active recreation and play throughout all of Taranaki. Led by Sport Taranaki, it has been co-developed in collaboration with several key partners and stakeholders in the region.
- 2.2 The CASP framework has been developed to provide for the provision of recreation across the entire Taranaki region, promoting a collaborative approach between providers (asset owners and funders) and ensuring that all parties are better informed of community needs and a shared vision of best practice provision.
- 2.3 If adopted, the mechanism for ongoing Council involvement in the CASP will be through the TFC<sup>1</sup> and Council will have ongoing representation on the TFC through the *Planning and Community Partnerships* teams This is a group that provides strategic oversight and includes key stakeholders that are party to the CASP *Memorandum of Understanding* (MoU).

<sup>1</sup> The TFC is the successor to the Taranaki Regional Sport and Recreation Facilities Steering Group, which was formed in 2018

2.4 Two options are available for Council to consider:

- **Option 1: Adopt the CASP Framework** - The framework allows all partners to provide recreational facilities that have the capacity to benefit large and diverse areas of the community. It provides for clear decision-making that is transparent to the community regarding how decisions on major facility expenditure is undertaken.
- **Option 2: Do not adopt the CASP Framework** - Non-participation runs the risk of other councils and organisations taking their own route to recreation provision which doesn't take into account Stratford District's aspirations and requirements.

**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 |
| ✓  | ✓        |               |          |

**4. Background**

- 4.1 CASP is a framework for the provision of spaces and places for sport, active recreation and play throughout all of Taranaki. Led by Sport Taranaki, it has been co-developed in collaboration with several key partners and stakeholders in the region, including:
- Taranaki Regional Council
  - New Plymouth District Council
  - Stratford District Council
  - South Taranaki District Council
  - Taranaki Education Trust (TET)
  - Toi Foundation
  - New Zealand Community Trust (NZCT)
  - Venture Taranaki
- 4.2 Guidance is provided for the provision of recreation across the entire Taranaki region, promoting a collaborative approach between providers (asset owners and funders) and ensuring that all parties are better informed of community needs and a shared vision of best practice provision.
- 4.3 This document builds upon the previous iteration – Taranaki Regional Sports Facilities: A Strategic Approach to Future Planning (2018). Since that time, Council officers have been actively involved in the associated Steering Group that was established.
- 4.4 The work the steering group has been doing is beneficial to the provision of support for our recreation and sporting groups within the District and has provided opportunity to develop multi-use facilities within the District. In addition, support for sporting groups to amalgamate where appropriate to achieve efficiencies in administration and facilities provision has been developed.



- 4.5 The CASP incorporates refinements of several elements of spaces and places thinking including:
- Facilities values and principles.
  - Best practice planning approaches.
  - Te Tiriti partnership development.
  - Decision making principles.
  - Recognition of the importance of play
  - Leadership, endorsement, and funding frameworks.
- 4.6 The mechanism for ongoing Council involvement in the CASP will be through the TFC. This is a group that provides strategic oversight and includes key stakeholders that are party to the CASP Memorandum of Understanding including:
- District Councils
  - Taranaki Regional Council
  - Funders (including Toi Foundation, NZ Community Trust, Taranaki Electricity Trust)
  - Sport Taranaki
  - Sport New Zealand
  - Venture Taranaki
  - Iwi representation at the discretion of Taranaki Iwi Chairs.
- 4.7 The TFC is the successor to the Taranaki Regional Sport and Recreation Facilities Steering Group. Council will have ongoing representation on the TFC through the Planning and Community Partnerships teams.
- 4.8 The Taranaki Regional Facilities Framework sits as part of the CASP and provides identified guidance and triggers for when a project should be reviewed and assessed by the TFC and go through the CASP processes. The Framework provides much greater clarity on the roles and responsibilities of the CASP for both users and members and will provide surety going forward as to how and when CASP will be involved in projects.
- 4.9 Council officers have been involved alongside other Councils' and steering group members in the development of the CASP. The principles of the CASP and an outline of the process being undertaken in the preparation of the CASP was presented to the Mayoral Forum by the consultants preparing the report on 16 March 2023.

## 5. Consultative Process

### 5.1 Public Consultation - Section 82

There is no need for public consultation as all parties affected have been included in the collaboration for the creation of this Strategy.

### 5.2 Māori Consultation - Section 81

There is no need for Māori consultation as all parties affected have been included in the collaboration for the creation of this Strategy.

The CASP makes explicit provision for participation of Māori in the TFC decision making group and outlines an approach for inclusion of Māori in the wider framework of the document.

## 6. Risk Analysis

Refer to the Council Risk Register - available on the Council website.

- Does this report cover any issues that relate to any risks on the Council Risk Register, and if so which risks and what are the impacts and likelihood of eventuating?
- Does this report cover any issues that may lead to any new risks that are not on the Council Risk Register, and if so, provide some explanation of any new identified risks.
- Is there a legal opinion needed?

- 6.1 There is no risk on Council's risk register in relation to the adoption of this strategy.

## 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 strategy could impact Council's strategic direction to grow the district.                                    |
| What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services? | Any future sporting facilities as part of this strategy may impact future infrastructure needs (roading, 3 waters etc.) |

### 7.2 Data

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

No data is required for the consideration of adopting the strategy.

### 7.3 Significance

|   | Yes/No | Explain  |
|---|--------|--|
| Is the proposal significant according to the Significance Policy in the Long Term Plan? | No     | Adoption of this strategy will affect the future development of sporting facilities in the district. |
| Is it:  |        |  |
| • 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    |  |

| In terms of the Council's Significance Policy, is this proposal of high, medium, or low significance? |        |     |
|---|--------|-----|
| High  | Medium | Low |
|   |        | ✓   |

### 7.4 Options

|  |
|--|
| <p>An assessment of costs and benefits for each option must be completed. Use the criteria below in your assessment.</p> <ol style="list-style-type: none"> <li>What options are available?</li> <li>For <b>each</b> option:                             <ul style="list-style-type: none"> <li>explain what the costs and benefits of each option are in terms of the present and future needs of the district;</li> <li>outline if there are any sustainability issues; and</li> <li>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?</li> </ul> </li> <li>After completing these, consider which option you wish to recommend to Council, and explain:                             <ul style="list-style-type: none"> <li>how this option is the most cost effective option for households and businesses;</li> <li>if there are any trade-offs; and</li> <li>what interdependencies exist.</li> </ul> </li> </ol> |
|--|

**Option 1 Adopt the CASP Strategy**

Recreational facilities have the capacity to benefit large and diverse areas of the community. Well designed, fit-for-purpose spaces and places can contribute to health outcomes and reflection of unique space and place considerations. Active communities which engage with each other in communal spaces enhance the culture of a place and strengthen the ties and social precepts which allow people to get along together.

Taking a regional view of facilities should enable more efficient use of spaces and resources, and having a clear framework for decision making could increase the transparency to the community around how decisions on major facility expenditure is undertaken.

**Advantages:**

- Potential to reduce unnecessary duplication of facilities which serve a regional or district user base.
- Ability to partner with neighbouring councils, partners and stakeholders more easily.
- More focussed decision making within a clear framework.
- Greater opportunities to leverage external funding.
- A regional approach to provision and decision-making enhancing consistency of infrastructure and expectations.
- Regional facilities may have a greater chance of receiving support and shared resourcing from all regional councils.

**Disadvantages:**

- May reduce the decision-making autonomy of the elected members, technical and operational staff.
- Decisions may not consider the wider community and organisational contexts if the focus of the decision-making group is on sports and recreation provision.
- Council may find it difficult to adopt any facilities decisions which do not align with the strategy framework.
- The TFC may make recommendations which do not align with desires of decision makers, such as the need for a facility, the most appropriate location for any future facilities, or the wider community implications outside of a sports-centric view of any issues.

**Option 2 Do not adopt the CASP**

Non-participation runs the risk of other councils and organisations taking their own route to recreation provision which doesn't take into account the New Plymouth District.

Without the support of the TFC it may be more difficult to procure external project funding.

**Advantages**

- Retain complete autonomy of decision making without external influences.

**Disadvantages**

- Non-adoption would make it more difficult to take a regional view of facility and opportunity provision.
- Could make it harder to get support from external project funders.
- The entire strategy could be abandoned. Without the commitment of any of the Taranaki councils a regional approach becomes essentially meaningless.

**7.5 Financial**

- |  |
|--|
| <ul style="list-style-type: none"><li>• Is there an impact on funding and debt levels?</li><li>• Will work be undertaken within the current budget?</li><li>• What budget has expenditure come from?</li><li>• How will the proposal be funded? eg. rates, reserves, grants etc.</li></ul> |
|--|

There is no unforeseen financial implication if Council adopts the strategy. A fair share contribution of approximately \$5,500 has been requested.

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?

There is no unforeseen prioritisation implications if Council adopts the strategy.

7.7 **Legal Issues**

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

There is no unforeseen legal implications if Council adopts the strategy.

7.8 **Policy Issues - Section 80**

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

Adoption of the strategy may conflict with Council's Economic Development Strategy as future facilities will be dependent on facilities already existing in the Taranaki Region.

**Attachments**

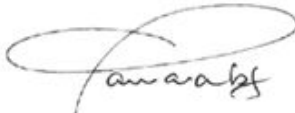
**Appendix 1 - Collaborating for Active Spaces and Places - Taranaki**



Melanie McBain  
**Parks and Reserves Officer**



Steve Taylor  
**Projects Manager**



[Endorsed by]  
Victoria Araba  
**Director - Assets**



[Approved by]  
Sven Hanne  
**Chief Executive**

**Date 19 September 2023**

## APPENDIX 1

A place for everyone

### **COLLABORATING for ACTIVE SPACES and PLACES - TARANAKI -**

**A strategic approach & framework for the provision of places and spaces  
for sport, active recreation, and play  
in Taranaki**

## **Contents.**

Foreword from Sport NZ

- 1.0 Introduction
- 2.0 Background
  - 2.1 Let's be Playful – the Place of Play
  - 2.2 Taranaki Different and Better
  - 2.3 Quality Spaces and Places Planning
- 3.0 Taranaki Values & Principles
- 4.0 Leadership
- 5.0 Facilities Framework & Decision Making
- 6.0 Securing support, guidance & funding for Spaces and Places projects
- 7.0 Te Tiriti Partnership Approach
- 8.0 Recommendations

Appendices

**Appendix 1.** Identified International, National and Regional Facilities in Taranaki

**Appendix 2.** Best Practice Case Studies

Supporting Documents

Memorandum of Understanding

**FOREWORD: Sport NZ.**

## 1.0 Introduction.

Being active is an important part of healthy lifestyles for young and old alike. While the physical benefits of regular activity are widely recognised, the importance of sport, active recreation and play to mental, social, and spiritual health is increasingly acknowledged as making a significant contribution to the wellbeing of individuals and communities. Taranaki has an opportunity to leverage these benefits through its unique environment (Te Taiao) that embraces our mountain (Maunga Taranaki), land (whenua), rivers (awa) and sea (moana).

*32% of adults in Taranaki meet the recommended guidelines of 30+ minutes of physical activity, 5 days per week. This ranks Taranaki as the 5<sup>th</sup> lowest region in NZ for adult physical activity (Sport NZ, Active NZ survey, 2021)*

*44.8% of NZ adults 65+ are physically active, however in Taranaki only 35.2% of adults 65+ are physically active (MoH, NZ Health Survey, 2017-20)*

The provision of appropriate facilities - spaces and places – is a critical component in ensuring that we are all able to realise our sport, physical activity and play aspirations and ambitions, maintain our health, and strengthen our communities

Challenges in developing and maintaining fit for purpose, sustainable, and accessible spaces and places necessitate the development of new approaches. Challenges include the duplication of provision exacerbated by a large number of single use facilities, lack of volunteers, changes in traditional sport participation trends and membership models. The funders and enablers, of sport, active recreation and play are increasingly seeking to ensure that the limited resources available are used effectively and efficiently in providing the best possible outcomes for communities and the greater Taranaki region.

Overcoming the challenges requires everyone to work together for the greater good. Enablers, such as councils and funding organisations are encouraged to work together to share information on parks, reserves, active recreation and sport developments, to discuss and agree aspirations, to set priorities and make decisions. Communities and sector organisations need to consider facility solutions that may include “hubbing” with others and/or repurposing of existing facilities.

Commitment from all stakeholders to the strategy and framework is critical to achieving success. As such, this strategy and framework recognises the mandate of individual organisations and provides for their autonomy, their requirements to comply with statutory requirements and their decision making processes, while promoting the greater good across the region.

The purpose of this strategy is to provide a pragmatic process for funders and enablers to work collaboratively and support sustainable spaces and places more effectively. Additionally, it sets out clear processes and key considerations for communities and applicants to develop quality projects and achieve success in addressing their facility challenges.

The processes outlined in the strategy are intended to become the default “go to”, the point of reference for funders, enablers, and the sector in seeking facility solutions. Through implementing this collaborative approach, we will ensure the limited resource and investment available is more effectively applied. This will deliver a more connected sector in Taranaki, a progressive shift from large numbers of single use facilities towards sustainable, multi-use spaces and places, and better meet the needs of communities across the Taranaki region.

By closely aligning Collaborating for Active Spaces Taranaki with the Taranaki Different & Better project, we are in a unique position in Aotearoa New Zealand in being able to deliver an integrated people and facilities solution for the Taranaki sport, active recreation and play sector.

This review builds on the great work of the existing strategy, Taranaki Regional Sports Facilities: A Strategic Approach to Future Planning (2018). This refresh has been developed through input from the sector and wider community in Taranaki. We are grateful to all our funders, enablers, sport, active recreation, play and other individuals and organisations for their contribution.

Note: Facilities in the context of this strategy are defined as buildings, places and spaces and environments where sport active recreation and play are planned to occur.

## **2.0 Background.**

This strategy, its framework and approaches seek to review, refine, and build on the existing strategy - *Taranaki Regional Sports Facilities: A Strategic Approach to Future Planning (2018)*.

The 2018 strategy enabled significant achievements in facility development in Taranaki. These include employment of operational resources through the Sport Taranaki Spaces & Places Lead, launching the Taranaki Facilities Steering Group consisting of stakeholder representatives to review and provide feedback on facility proposals, and the development of the Future Focus Fund (through Toi Foundation resourcing) to support sector organisations in exploring the best solutions to their facility challenges.

Note: The 2018 strategy also contains a detailed analysis of specific code needs which remain relevant and hence not within the scope of this review. For code by code analysis please refer to the 2018 strategy at <https://sportnz.org.nz/resources/taranaki-regional-sports-facility-strategy/>

Through review and evaluation of existing facility development leadership structures, stakeholder practices, decision making processes and systems, including their alignment to the existing strategy, this second iteration of a spaces and places strategy for Taranaki seeks to:

- Promote spaces and places leadership that engages all stakeholders in collaborating for the greater good of the Taranaki region, while maintaining their organisational autonomy;
- Establish a framework to allow priority projects to be identified and guide decision making to ensure optimal use of resources in providing sustainable sport and active recreation facilities in Taranaki;
- Promote and support sharing of information and development of play strategies across regional, district and local level facilities; and
- Develop processes that are clear, efficient, and effective for funders, enablers, communities, and sector organisations, and ensure support and guidance for these groups.

This strategy has been informed by:

- Literature review of local, regional and national documents relating to spaces, places and facility planning and provision for sport, active recreation and play;
- Interviews with stakeholders, Steering Group members, funders, enablers, and sector organisations;
- Analysis of Taranaki demographics, sport and active recreation sector trends and data,
- Evaluation of current practices, processes and tools; and
- Local knowledge of the consultants.



The scope of this strategy covers sport, active recreation and play and for the purposes of this strategy, the following Sport NZ definitions should be noted;

**Sport** has institutionalised rules, competition, and conditions of play. It has a formalised structure and a recognised body at a local club, regional, and/or national level. Participation in sport is typically defined by competition between people or teams.

**Active Recreation** is non-competitive physical activity for the purposes of wellbeing and enjoyment.

**Play** is intrinsically motivated, personally directed, freely chosen, fun, accessible, challenging, social and repeatable.

## 2.1 Let's be Playful – the Place of Play

Play and active recreation contribute significantly to individual and community wellbeing and, unlike sport, generally occur informally and in particular within parks and open spaces. Many of these settings are the responsibility of councils and schools.

This strategy recognises and acknowledges the role of district and regional councils and schools as owners and/or administrators of the majority of settings in which most informal play and active recreation occurs and their mandate in delivering positive experiences for their communities within regulatory frameworks. There are other existing community processes that establish aspirations and priorities around sport, recreation and play developed through Reserve Management Plans, Open Space Sport and Recreation Strategies and the like that will inform this strategy and associated decision-making.

The role of play at regional, district and local level will be considered through active sharing of information as strategies are developed and projects that evolve from those strategies are implemented.

In supporting healthy communities, councils are encouraged to develop Parks and Open Spaces (or similar) strategies that prioritise and plan for social infrastructure which will enable and encourage playful environments and active communities.

Such strategies could include (but are not limited to) a focus on:

- Improving the play and active recreation value of amenities, parks, and open spaces;
- Improving accessibility to play and recreation, including neighbourhood “within a walk” opportunities;
- Linking and connection of active recreation & transport corridors in urban and rural communities such as walkways and cycleways; and
- Opportunities for cultural expression and integrating mana whenua values and narratives.

While play and much active recreation is primarily in the environment of and the responsibility of councils, all organisations are encouraged to think about and look for ways to integrate, connect or even provide new play opportunities when working on existing or future facility projects.

## 2.2 Taranaki Different & Better.

Taranaki Different & Better is a change management project that looks at the ‘people systems’ in sport and recreation. The project seeks to increase participation by encouraging collaboration between sports codes and developing participant centred programmes and tools.

It is important that when facilities are built or upgraded the people structures and management systems that run the facility are considered. Ensuring that effective governance and operational structures are implemented will be critical to ensuring that community use is fully optimised.

Taranaki Different & Better consists of seven related workstreams represented in the diagram below.



When applied together, Taranaki Different & Better and Collaborating for Active Spaces and Places, Taranaki, present a powerful opportunity to provide integrated people and facility solutions that will serve the region and our communities well in the future. For more information about the Taranaki Different and Better framework please visit the Sport Taranaki website.

## 2.3 Quality Spaces and Places Planning.

Quality planning is essential to ensuring life-long sustainability and optimal use of sport and active recreation facilities. Often those with facility challenges skip straight to design and build without fully considering the options and opportunities, the feasibility of initial concepts and the operational models essential for delivering the most viable and achievable outcomes for community participation in sport and recreation.

Sport NZ's Sporting Facilities Framework identifies key facility planning and design elements with the aim of achieving a greater proportion of facilities that are affordable, efficient, effective and sustainable in delivering more sporting and recreation opportunities for New Zealanders.



This strategy and its approaches embrace the key planning and design elements within the Sport NZ Facilities Framework.

For more information about the framework go to: <https://sportnz.org.nz/media/1411/nz-facilities-framework.pdf>



1. **Concept:** Clearly identify need and provide supporting evidence, including consideration of the wider context of the Taranaki spaces and places network. Explore options including repurposing existing facilities, multi-use and partnering with others. For regional level facilities or facility development projects above \$200,000 it is desirable that an independent feasibility study is undertaken.
2. **Plan:** Establish working group, confirm preferred option, develop business case, engage potential partners and funders, consult mana whenua and enablers, identify risks, whole of life costs, ownership, governance and operating models.
3. **Design:** Develop detailed design and costings, establish funding plan, confirm governance and ownership, obtain consents.
4. **Build.** Construction phase.
5. **Operate.** Manage and maintain the facility, optimising use with effective operating model.
6. **Improve.** Continually evaluate and build on learnings.

**The Sport New Zealand – Facility Data Tool** is a digital solution to assist the regional planning process of sporting and recreation facilities. <https://sportnz.org.nz/spaces-and-places/sport-new-zealand-facility-data-tool/>. The Facility Data Tool supports the regional planning process by providing the ability to see information and visual mapping of facilities relevant to your customised search requests. The facilities tool is free to use, and it is recommended that partners to the strategy register to have access to the facilities tool to enable access to visual mapping and to maintain accurate up to date information about Taranaki Sport, Active Recreation and Play facilities.

### 3.0 Taranaki Values & Principles

The values express our strong beliefs in working towards our common purpose while the principles guide the ways in which we all work, underpinning and informing decision making.

We **VALUE** processes and facilities that promote:

#### **COLLABORATION, ACCESSIBILITY & SUSTAINABILITY**

The **PRINCIPLES** that guide our work and inform decision making are:

- **Greater Good** – drives this mahi.
- **Unity** is strength – a regional strategy which all funders and enablers endorse and apply in their setting.
- **Collaboration** between funders and enablers serves to optimise the use of available resources – the whole is greater than the sum of the parts.
- **Leadership** that supports the sector in the effective development of solutions to spaces and places challenges creates equity and easy pathways for organisations and volunteers.
- **Te Tiriti Partnership Approach** recognises the principles by which Māori worldview (Te Ao Māori), knowledge (Matauranga) and tikanga (practices) are included in the planning, design and implementation of Collaborating for Active Spaces and Places.
- **Prioritisation** of spaces and places projects and solutions that:
  - address an identified need, are well planned, environmentally and economically sustainable, and accessible to people of all ages, genders, ethnicities, and abilities;
  - explore repurposing, amalgamation, collaboration and sharing with other organisations in developing multiuse facility solutions;
  - promote social connection, community resilience and wellbeing through sport, active recreation, and play; and
  - contribute to the Taranaki facility network and are aligned to related plans e.g. council, RSO, NSO.

**Simplification** of the strategy - for funders, enablers, community and sector organisations and their volunteers.

## 4.0 Leadership.

Successful implementation of Collaborating for Active Spaces and Places - Taranaki requires formal leadership at organisational, strategic, and operational levels. It is critical that all stakeholders are committed to and are engaged in the leadership of this strategy – its framework and approaches.

**4.1 Organisational Leadership.** A regional strategy is only effective when all stakeholders, in particular funders and enablers of spaces and places development in Taranaki, endorse and apply the strategy within their individual organisations.

Stakeholders need to adopt the Values, Principles and processes embodied within Collaborating for Active Spaces and Places – Taranaki, and make every endeavour to apply these in their organisational setting and to identify champions / leaders to represent their organisation in the strategy.

**4.2 Strategic Leadership.** Strategic leadership is a critical factor in achieving the best outcomes for spaces and places development. This function is currently provided by the Taranaki Regional Sport and Recreation Facilities Steering Group (TRSRFSG) which is replaced by the **Taranaki Facilities Consortium (TFC)** in the refreshed strategy.

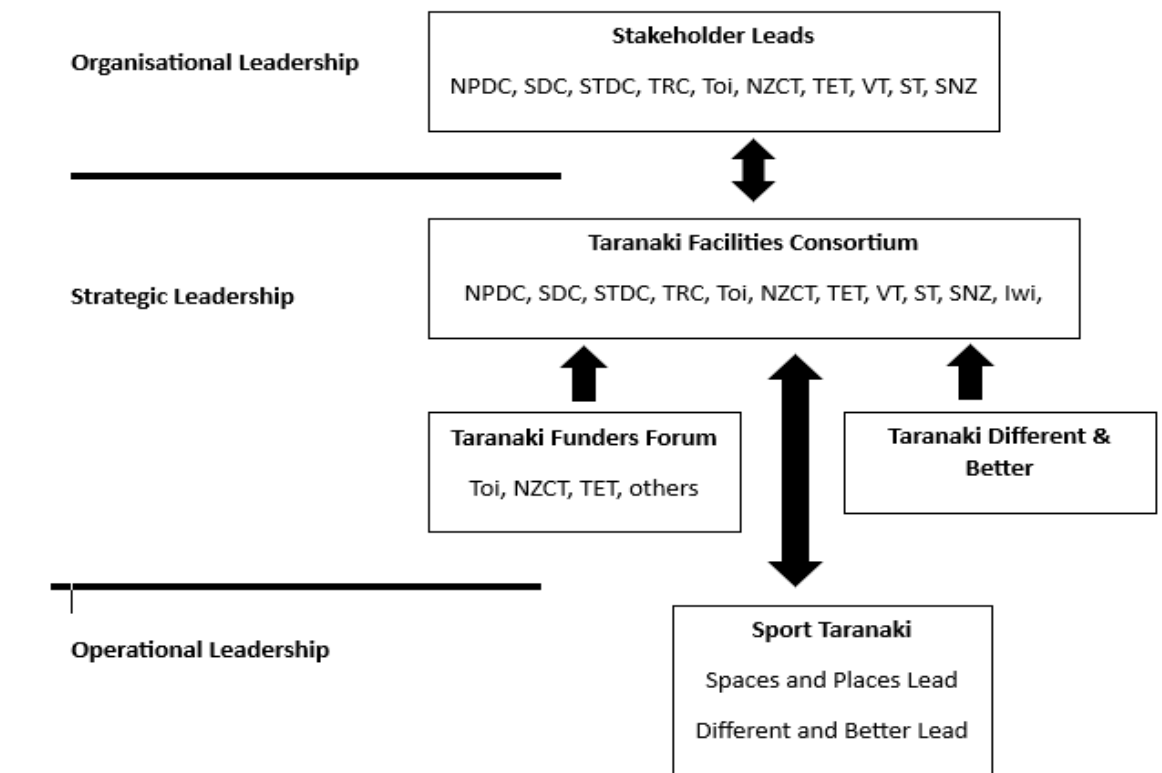
TFC will comprise key stakeholders that are party to the Collaborating for Active Spaces and Places MOU, a position available for iwi representation, at the discretion of Taranaki Iwi Chairs, and a channel for Taranaki Different & Better to inform its work.

Through a terms of reference, TFC will be responsible for receiving facility challenge submissions, the prioritisation of projects and decision making within the strategic framework.

A key component in this strategy is reducing duplication and ensuring the limited funding available is applied sustainably. **The Taranaki Funders Forum (TFF)** will provide greater visibility across projects seeking support throughout Taranaki, in particular for facility challenges that fall outside the triggers for TFC endorsement, and thus further inform the work of TFC.

**4.3 Operational Leadership.** Many of those charged with meeting facility challenges in the sport, active recreation and play sector are volunteers or administrators with little experience and expertise in facility development. To align with the strategy and achieve best outcomes, they require expert support in navigating the challenges.

The Future Focus Fund, resourced by Toi Foundation, administered by Sport Taranaki, and delivered by a network of local consultant expertise, is a good example of successful current practice in addressing the need for practical support of community volunteers and organisations. Sport Taranaki, through the Sport Taranaki Spaces & Places Lead, is the organisation best placed to deliver operational leadership and support to funders, enablers, and sector organisations in aligning with the strategy, including communication and education leadership.



## 5.0 Taranaki Regional Facilities Framework.

The Taranaki Regional Facilities Framework defines a hierarchy of facilities and provides a template that determines how TFC and the sector may determine the best ways forward in meeting facility challenges. The Framework is designed to deliver greater good for the Taranaki region, avoiding duplication, promoting collaboration and sustainability, while acknowledging and providing for the autonomy of stakeholder organisations to work in supporting their individual mandates and communities.

It provides triggers for TFC involvement and / or endorsement in projects and criteria for optimising developments that can be used to inform TFC decision making and prioritisation.

Taken together with the process diagram for securing support for spaces and places projects, the Framework provides a clear pathway and process for both TFC and the sector in developing optimal solutions when faced with facility challenges.

### Taranaki Regional Facilities Framework

| Spaces & Places Level            | Definition   |   | Criteria for prioritisation & decision making  | Identified Taranaki Facilities   |
|----------------------------------|--|---|--|--|
| <b>International</b>             | Capable of hosting international events in one or more sport or activity.  | <p><b>GREATER REGIONAL GOOD</b></p> <ul style="list-style-type: none"> <li>Requires TFC engagement &amp; endorsement.</li> <li>Independent Feasibility Study recommended.</li> </ul>  | <p>The ability to demonstrate consideration of;</p> <ul style="list-style-type: none"> <li>Part of an approved LTP, RMP or other strategic document</li> <li>Identified need.</li> <li>Accessibility</li> <li>Partnering with others</li> <li>Multi-use</li> <li>Place in wider network</li> <li>Repurposing / <u>hubbing</u></li> <li>NSO/RSO endorsement</li> <li>Alignment with national regional network plan (declining participation)</li> <li>Provision for active recreation</li> <li>Provision for play</li> <li>Provision for wider community</li> <li>Promotes wellbeing.</li> <li>Grassroots to elite</li> <li>Avoids or minimises duplication.</li> <li>Emerging and growth demographics i.e. Māori youth</li> <li>Ongoing operational costs</li> <li>Hapū / iwi engagement</li> <li>Impact on the environment</li> </ul> | <p>See Appendix 1:<br/>Identified International, National, Regional facilities in Taranaki for guidance.</p> |
| <b>National</b>                  | Capable of hosting national events in one or more sport or activity.   |   |  |  |
| <b>Regional</b>                  | Capable of hosting regional events in one or more sport or activity.   |   |  |  |
| <b>DISTRICT /LOCAL SOLUTIONS</b> |  |   |  |  |
| <b>District</b>                  | In the main, provides a sport, active recreation or play facility for participants in a region covered by a District Council | <p>Require TFC visibility &amp; funder collaboration.</p> <p><b>Triggers for TFC involvement and/or endorsement</b></p> <ul style="list-style-type: none"> <li>Scale – projects over \$50,000 and not part of an already approved LTP, RMP already completed community consultation or</li> <li>Codes or activities with declining participation or</li> <li>There is potential for collaborating with other groups.</li> </ul> | <p><b>Quality planning for Spaces &amp; Places</b></p> <ul style="list-style-type: none"> <li>Key planning steps:                             <ul style="list-style-type: none"> <li>Concept</li> <li>Plan</li> </ul> </li> <li>Key project steps:                             <ul style="list-style-type: none"> <li>Design</li> <li>Build</li> <li>Operate</li> <li>Improve</li> </ul> </li> </ul>   |  |
| <b>Local</b>                     | In the main, provides a sport, active recreation or play facility for participants in a local setting                        |   |  |  |

## 6.0 Securing support, guidance and funding for Spaces and Places projects.

Endorsement of your project by Taranaki Facilities Consortium (TFC) may be required by funders considering applications for grants supporting your spaces and places project.

This process is designed to ensure your project has the best chance of success and provide clarity on:

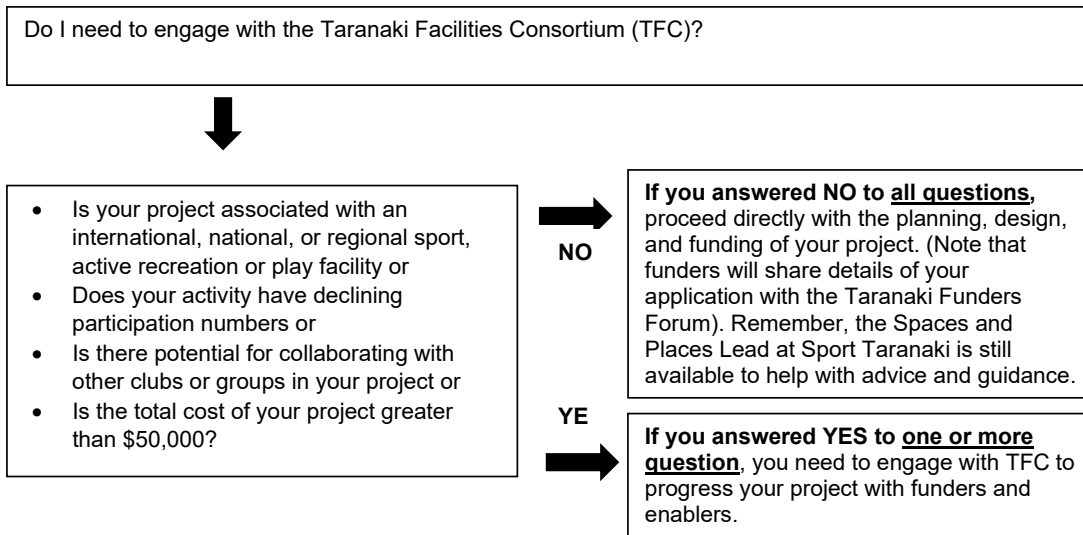
- i) the expectations of funders;
- ii) how to engage with TFC to obtain endorsement; and
- iii) how to access expert support.

TFC will consider your project and provide advice on the next steps. There is expert support and funding available through TFC to ensure your facility project has the best chance of success.

Included in the process is a Facilities Information Tool (FIT) which provides easy guidance on the information you need to provide when seeking funding.

**Note: Landowner engagement:** It is critical to engage with the appropriate landowner and/or administrator of the land on which your facility will be located prior to developing detailed plans. In many instances the landowner/administrator will be local and/or regional Council. If the land is a park or reserve the landowner may be hapū/iwi (out of Land Settlement legislation) with administration by Council, DOC or Regional Council. Landowner engagement will be a key criteria for TFC in considering your project for further support.

The decision tree below will help you through the required steps for progressing your project.



If you answered yes to one or more of the above questions, the actions you will need to submit your facility challenge and initial concept / ideas to TFC to access support and endorsement that will give your project the best chance of success with funders and enablers. Use the Facilities Information Tool (FIT) available **through the Sport Taranaki website** to do this. The questions at the bottom of this section will help you prepare for completing the tool.

TFC will respond to your submission outlining the next steps which may;

- ask for more information,
- direct you to the landowner for approval / endorsement of your project,
- require engagement with iwi and/or hapu as mana whenua



- link you with expert advice to move your project forward,
- require you to undertake a feasibility study (funding may be available on application),
- endorse your project to move to the planning stage with detailed design,
- endorse your project to apply directly to funders,
- not endorse your project and provide reasons for their decision and advise on alternative solutions.

If required, Sport Taranaki, through the Spaces and Places Lead will provide support for you in addressing any of the above requirements from TFC. Once you have appropriately responded to TFC requirements, you will re-submit to TFC who will re-consider your submission and again advise on next steps.

The following questions will help you prepare your initial submission to TFC through the Facilities Information Tool and ensure your submission has the best chance of gaining endorsement.

Considering and preparing answers to the following questions will help you provide information required by TFC:

- How have you identified the need for this project? Who will benefit from your project? Have you completed a needs assessment?
- What challenges are you trying to provide solutions for with this project?
- Can you outline the consultation and approval you have received from the appropriate landowner (local or regional authority and/or private landowner)?
- Is your project part of an Adopted LTP and RMP and/or other strategic document - if so reference this?
- Have you identified iwi and/or hapu interest as mana whenua and describe any engagement to date?
- Does your project consider duplication with other facilities or similar organisations nearby?
- What other partners could potentially be involved in benefitting through collaboration, amalgamation, creating a hub for other organisations, repurposing existing facilities etc?
- Does your project have the support of any RSO/NSO or other regional or national body with a mandate for your sport or recreation activity?
- How might you incorporate opportunities for active recreation or play into your facility and this

## 7.0 Te Tiriti Partnership Approach

It is critical to identify and engage mana whenua in spaces and places development. The process should prioritise the inclusion of Māori perspectives (Te Ao Māori), knowledge (matauranga) and practices (tikanga), and ensure that Māori wellbeing aspirations are defined adequately.

This can be achieved through:

- Ensuring Māori knowledge is included at every stage of the process. Identifying the right people at the right level(s) and providing for Māori to define for themselves how they want to be involved (which could include not being involved),
- Ensuring the partnership approach is consistently maintained and mana enhancing throughout the project.
- Valuing what mana whenua bring to the project as skilled experts alongside planners, engineers, architects etc and ensuring their knowledge is sought in good faith.

Note: District Councils generally have engagement channels with mana whenua and can provide advice and support to community organisations in this regard.

Consideration should also be given to;

### **Te Taiao** – the natural environment

- Understanding the significance, to Māori, of the relationship between people and land (whenua), water (wai), climate (ahuarangi) and living beings (koiora).
- Acknowledging the significant role that Māori play in the care and protection of the whenua.

### **Whakapapa** – at the heart of Māori identity

- Recognising and providing for the relationship of mana whenua to mountains (maunga), rivers (awa), and other cultural sites of significance,
- Acknowledging and educating about traditional stories and whakapapa through design, art, and cultural panels,
- Creating spaces that provide for and foster community and whānau togetherness,
- Integrating and making visible mana whenua values and narratives,
- Zero or low impact approaches to energy, water, and waste management,
- Focus on the use of sustainable materials.

### **Mana Motuhake** – Māori self-determination

- Including te reo Māori in names, places, and signage, ensuring they have a deeper meaning beyond a direct transliteration to ensure the story reflected in the names.
- Creating spaces that allow for the presence and practice of iwi, hapū, mana whenua.

### **Manaakitanga** – extending hospitality and reciprocity.

- Providing spaces to meet, greet and eat including kitchens and communal spaces,
- Providing defined entrances and gateways.

### **Wairua** – the spiritual dimension

- Creating an environment that invokes rest and contemplation,
- Providing a space that is spiritually uplifting.

## 8.0 Recommendations.

### 1.0 Organisational Leadership. It is recommended that;

- 1.1 key stakeholders, as members of the Taranaki Facilities Consortium, appoint a champion / leader of the strategy within their individual organisations and
- 1.2 this strategy is supported by an MOU / Partnership Agreement between key stakeholders.
- 1.3 through the MOU, stakeholder organisations adopt the Values, Principles and processes embodied in Collaborating for Active Spaces and Places – Taranaki and make every endeavour to apply these in their organisational setting.

### 2.0 Strategic Leadership. It is recommended that;

- 2.1 TRSRFSG be replaced by the **Taranaki Facilities Consortium** (TFC) consisting of the organisational leaders of individual stakeholder organisations party to the MOU.
- 2.2 Taranaki Facilities Consortium members would include; New Plymouth District Council (NPDC), Stratford District Council (SDC), South Taranaki District Council (STDC), Taranaki Regional Council (TRC), Sport Taranaki (ST), Venture Taranaki (VT), Toi Foundation (TF), New Zealand Community Trust (NZCT), Taranaki Electricity Trust (TET) and any other agencies such as Sport NZ as determined by the TFC.
- 2.3 A position on TFC is made available for iwi representation, at the discretion of Taranaki Iwi Chairs Forum.
- 2.4 TFC establish a formal channel for Taranaki Different & Better to connect to and inform its work and achieve effective integrated people and places solutions.
- 2.5 TFC be primarily responsible for receiving facility challenge submissions, the prioritisation of projects and decision making within the strategic framework.
- 2.6 The work of TFC be funded through a combination of;
  - 2.6.1 Current and future Sport NZ Spaces & Places investment,
  - 2.6.2 Contributions from partners to the MOU based on a per capita rate to District Councils and set levy to other partners.
- 2.7 TFC develop Terms of Reference to include;
  - 2.7.1 Election of an independent chairperson
  - 2.7.2 A MOU / Partnership Agreement binding TFC partners to the approaches of Collaborating for Active Spaces - Taranaki,
  - 2.7.3 A communication and education plan for the sector including establishing TLC as the first point of engagement for organisations exploring solutions to facility challenges,
  - 2.7.4 Processes for engaging iwi and hapū as mana whenua where appropriate,
  - 2.7.5 Resourcing the work of TFC,
  - 2.7.6 Meeting protocols including receiving reports from Taranaki Funders Forum (TFF),
  - 2.7.7 Future funding models for sport, active recreation and play facilities in Taranaki, including maintaining a regional facility rate (see Far North model).
- 2.8 TFC adopt the Taranaki Facility Framework embedded in Collaborating for Active Spaces and Places – Taranaki to guide prioritisation and decision making.
- 2.9 Sport Taranaki provide operational and administrative services as required and resourced by TFC partner organisations.
- 2.10 Development of a comprehensive communication and education programme into the sector through operational support.

- 2.11 A Taranaki Funders Forum (TFF)** is established to inform the work of the TFC and optimise funding outcomes. TFF to include representatives from Toi Foundation, NZCT, TET and other funders as determined from time to time. The TFF would:
- 2.11.1** share information on facility projects and grant applications, in particular applications under \$50k that fall outside TFC scope, to avoid duplication and maximise funding outcomes,
  - 2.11.2** report to the TFC,
  - 2.11.3** develop processes to support its function and improve the experience for volunteers and the sector, including common / shared application models or parts thereof.

**3.0 Operational Leadership.** It is recommended that;

- 3.1** Sport Taranaki is the organisation best placed to deliver operational leadership and support to funders, enablers, and sector organisations in aligning with the strategy, including communication and education leadership.
- 3.2** This operational leadership is delivered through the Sport Taranaki Spaces & Places Lead, including an implementation plan for Collaborating for Active Spaces and Places - Taranaki monitored by TFC.
- 3.3** The strategy is effectively engaged with the leadership and delivery of Taranaki Different & Better, providing collaborative facility and people solutions.
- 3.4** The Future Focus Fund, or a similar model as determined by TFC, be retained, strengthened, and resourced.

**Appendix 1.**

**Identified International, National and Regional Facilities in Taranaki.**

Hierarchy document attached

**Appendix 2.**

**Best Practice Case Studies.**

1. Kaitake Community Sports Hub as attached

DRAFT

Supporting Document .

## Memorandum of Understanding.

### COLLABORATING for ACTIVE SPACES and PLACES - TARANAKI -

A place for everyone

A strategic approach & framework for the provision of places and spaces for sport, active recreation, and play in Taranaki.

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As partners to the strategy, the framework and approaches of Collaborating for Active Spaces and Places – Taranaki, and as members of the Taranaki Facilities Consortium, we acknowledge that:

- sport, active recreation, and play make significant contributions to the physical, mental, social, and spiritual health of young and old alike, to the wellbeing Taranaki,
- the provision of appropriate, safe, fit for purpose and sustainable facilities - spaces and places – is a critical component in ensuring that we are able to provide opportunities for the wellbeing of our people, our whānau, and our communities,
- resource to achieve such provision are increasingly challenged. Funders and enablers are seeking to ensure that resources are used effectively and efficiently in providing the best possible outcomes for communities and the greater Taranaki region,
- commitment and collaboration from all stakeholders is critical in achieving the most effective, efficient and sustainable sport, recreation and play facility network for Taranaki.

Collaborating for Active Spaces and Places – Taranaki recognises the mandate of individual organisations and provides for their autonomy and decision making while promoting the greater good of the Taranaki region.

As such we agree to adopt the Values, Principles and processes embodied in Collaborating for Active Spaces and Places – Taranaki, and to make every endeavour to apply these in our organisational setting. We agree to contribute to their application in the wider Taranaki spaces and places development environment.

Signed by:

Position:

On behalf of: (Organisation)

Dated:

# MONTHLY REPORT

## Assets Department



F22/55/04 – D23/37249

To: Policy and Services Committee  
From: Director – Assets  
Date: 26 September 2023  
Subject: Assets Monthly Report for August 2023

### Recommendation

THAT the report be received.

/\_\_\_\_\_  
Moved/Seconded

## 1. Highlights

### Roading

- Council has spent a further \$140,000 applying AP65 as a strengthening metal to Mangaoapa Road in readiness for the forest harvesting that is expected to commence in October. As this is a 400-hectare block, a few years of forestry activity is expected to on this road.
- Work has commenced to replace the footpath on Cordelia Street between Regan Street (SH43) and Fenton Street.

### Water Supply

- Maintenance activities ongoing at the 3 Water Treatment Plants.
- Water Treatment Plant Upgrade works - procurement in progress

### Wastewater

- Wastewater oxidation pond monitoring and sampling are ongoing. Influent and effluent sampling are ongoing and remains compliant with resource consent conditions.
- Dissolved oxygen probes have been maintained and show full compliance.
- Algal sampling of the wastewater is ongoing for the Diatomix project.

### Trade Waste

- Trade Waste Consents – nil new consents issued.

### Stormwater

- There were no stormwater reticulation issues during this reporting period.

### Solid Waste

- Public Consultation on the proposed WMMP 2023 and the proposed change in collection service levels commenced on 16 August 2023 and closes 22 September 2023.

### Parks and Reserves

- Reinstatement of Stage 1 of the Victoria Park drainage project is complete.
- Stage 2 at Victoria Park works have started.

### Property

- The Aero Club's new hangar is now completed.
- Housing for the elderly units are undergoing *Healthy Homes upgrades* as per the new standard recently introduced by Tenancy Services.
- The Housing for the Elderly Policy is under review.

**Special Projects**

- Better off Funding and Transport Choices projects are ongoing.
- Feedback period for Phase 1 of the Transport Choices project closes on 8 September 2023. Phase 2 has been added, and the feedback period ends on 15 September 2023.

**2. Rooding**

**2.1 Level of Service and Performance Measures**

The Levels of Service for the Rooding Activity are measured using several performance indicators as shown in the table below.

**Rooding Level of Service (LoS) and Performance Measures**

| Level of Service                     | Performance Measure  | Target | 2023/2024 YTD   |
|--------------------------------------|--|--------|---|
| Safe Rooding Network                 | Road safety - The change from the previous financial year in the number of deaths and serious injury crashes (DSI) on the local road network, expressed as a number. The number of DSI's for 2021/2022 was 6. Our target is 5 a reduction of 1.                          | -1     | Achieved to date = 0<br>There were no DSI crashes in August.  |
| Road Condition                       | Urban Road condition – The average quality of ride on sealed urban road network, measured by smooth travel exposure.   | ≥ 83%  | Not Achieved - 54% (as at 2022/23). Waka Kotahi is undertaking nationwide data collection surveys as a part of their Consistent Data Collection Strategy.   |
|                                      | Rural Road condition- The average quality of ride on sealed rural road network, measured by smooth travel exposure.  | ≥ 91%  | Achieved - 92% (as at 2022/23). See comment above.  |
| Road Maintenance                     | Sealed Road maintenance – The percentage of the sealed road network that is resurfaced:  | ≥5%    | Not Achieved <sup>1</sup><br>The reseal programme for the year has not been started.  |
|                                      | Unsealed Road maintenance <sup>2</sup> - The percentage of the unsealed road network that has been metal dressed.  | ≥7%    | 0.6% Achieved to date   |
| Footpaths                            | Footpaths that fall within LoS Standard - The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document. | >72%   | The last survey achieved a result of 89% of the footpaths were above our intervention target of 10% defects per 100m of footpath.<br>No further survey has been undertaken or programmed. We need to determine if another survey is warranted given the financial constraints we are under this year. |
| Customer Request Management Response | Response to service requests - The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long-term plan.  | >88%   | Achieved  |
| Customer Satisfaction                | • Rooding Network  | >80%   | Not Achieved – The results for the first quarter will not be known until October.   |
|                                      | • Footpaths  | >80%   | Not Achieved - The results of the first quarter will not be known until October.  |

<sup>1</sup> Our target length for resealing is 20km per year.

<sup>2</sup>Our target is to use 10,000m<sup>3</sup> of metal or the equivalent of 25km (12%) of unsealed roads, assuming a 100mm overlay on a 4m wide road. To date we have re-metalled 1.3km of the unsealed network.



**2.2 Customer Requests**

There are ten outstanding CRMs for the month of August, two of which are abandoned or wrecked cars on road reserve, and seven are subdivision applications, the remaining CRM relates to some barrier damage on Mangaehu Road.

**2.3 Routine Maintenance**

Day-to-day maintenance activities continued throughout August typically comprising:

- CBD cleaning;
- Bridge cleaning;
- Pothole filling and fixing edge breaks;
- Sweeping up leaves in the urban area;
- Clearing sump tops;
- Litter collection;
- Grading;
- Clearing water tables; and
- Pavement repairs on un-sealed roads.

**2.4 Ready Response Works**

Council contractors undertook some snow clearing on Pembroke Road (**Figure 1**). Contractors also attended to a landslip on Mangaehu Road following a short but intense rain event (**Figure 2**).

**2.5 Capital Works**

Work has begun to replace the existing footpath along Cordelia Street between SH43 Regan Street and Fenton Street. The new footpath will be 2.4m wide and will form part of the walking and cycling network in Stratford (**Figure 3**).

**2.6 Building Consents, Resource Consents and LIMS**

Roading assessments were made for a total of:

- Nine building consent applications;
- Five resource consent applications; and
- Seven LIM reports.

**2.7 Stratford's Speed Management Plan.**

The proposed speed management plan maps have been sent to the Regional Council for publishing on their website as part of the consultation period for the Regional Speed Management Plan

**2.8 Roothing Activities**

A snapshot of the programmed and reactive works completed in August is shown in **Figure 4**.



*Figure 1: Snow on Pembroke Road*



Figure 2: Landslip on Mangaehu Road



Figure 3: The replacement footpath on Cordelia

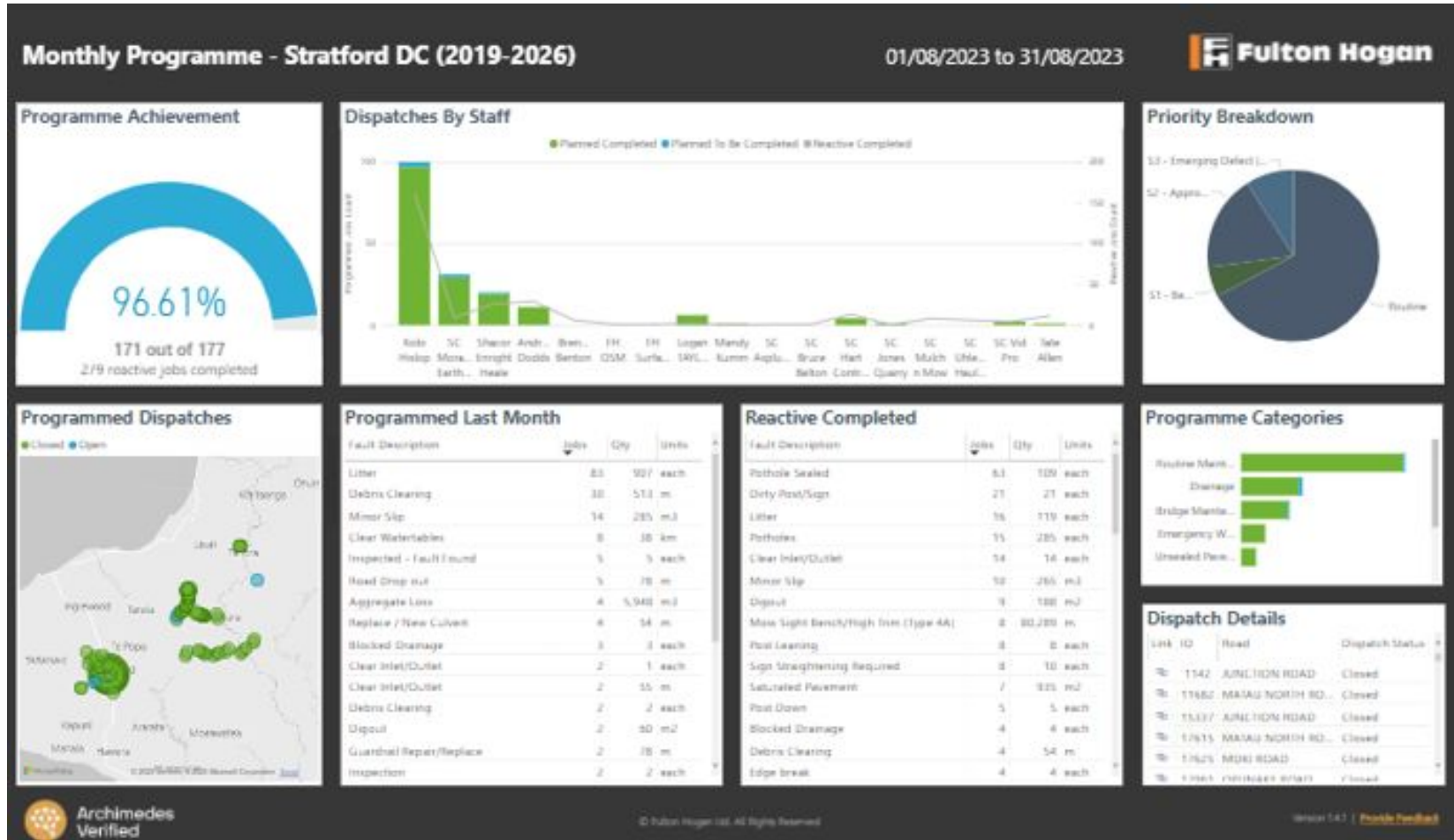


Figure 4: August 2023 Monthly Programme Achievement Chart

### 3. Services

#### 3.1 Water Supply

The Levels of Service for the Water Supply Activity are measured using several performance indicators as shown in the table below.

**Water Supply Level of Service (LoS) and Performance Measures**

| Level of Service   | Performance Measure  | Target                             | 2023/2024 YTD  |      |
|--|--|------------------------------------|--|------|
| <b>Safe Drinking Water:</b><br><br><ul style="list-style-type: none"> <li>• <b>Drinking Water Standards</b></li> <li>• <b>Maintenance of Reticulation</b></li> </ul> | DWSNZ Bacterial compliance – Compliance with Part 4 of the Drinking-water standards (bacteria compliance)  | 100%                               | Achieved   |      |
|  | DWSNZ Protozoal compliance – Compliance with Part 5 of the Drinking-water standards (protozoal compliance)   | 100%                               | Achieved   |      |
|  | Water Loss – The percentage of real water loss from the local authority’s networked reticulation system (including a description of the methodology used to calculate this)  | <25%                               | Achieved – 13.5%<br>Stratford – 15.3<br>Midhirst – 17<br>Toko – 8.2        |      |
| <b>A Reliable Water Supply:</b><br><br><ul style="list-style-type: none"> <li>• <b>Response Time</b></li> <li>• <b>Unplanned Disruptions</b></li> </ul>              | <b>Urgent Response Times</b> – The performance measure targets for the median response time for urgent attendance and resolution<br><br><ul style="list-style-type: none"> <li>• Attendance for urgent call-out</li> <li>• Resolution for urgent call-out</li> </ul>         | 1 hr<br>8 hrs                      | Achieved<br>0 hr 17 mins<br>Achieved<br>6 hr 7 mins                        |      |
|  | <b>Non-urgent Response Times</b> – The performance measure targets for the median response time for non-urgent attendance and resolution<br><br><ul style="list-style-type: none"> <li>• Attendance non urgent call-out</li> <li>• Resolution non urgent call-out</li> </ul> | 2 working days<br>5 working days   | Achieved<br>0 days 2 hrs 28 mins<br>Achieved<br>0 days 3 hrs 18 mins       |      |
|  | <b>Unplanned Disruptions</b> - The performance measure target for disruptions.<br><br><ul style="list-style-type: none"> <li>• Minor disruptions (between 5 and 50 connections affected)</li> <li>• Major disruptions (more than 50 connections affected)</li> </ul>         | < 5<br><2                          | Achieved<br>0<br>Achieved<br>0.33  |      |
|  | <b>Demand Management</b><br><br><b>Water Consumption</b> – The average consumption of drinking water per day per resident within the district  | <275L / resident / day             | Achieved<br>159 average<br>Stratford – 187<br>Midhirst – 143<br>Toko - 147 |      |
|  | <b>Customer Satisfaction</b><br><br><b>Number of complaints</b> – The performance measure target for customer satisfaction is <32 complaints per 1,000 connections received for:   | • Drinking Water Clarity;          | <32  | 0    |
|  |  | • Drinking Water Taste;            |  | 0    |
|  |  | • Drinking Water Odour;            |  | 0    |
|  |  | • Drinking Water Pressure or Flow; |  | 0.33 |
| • Continuity of Supply   |  | 0.33                               |  |      |

| Level of Service       | Performance Measure   | Target | 2023/2024 YTD |
|------------------------|---|--------|---------------|
| <b>Water Pressure</b>  | <b>Water Pressure</b> – The average water pressure at 50 properties within the water supply zone, including any that have complained about pressure and or flow meets Council specifications (flow>10l/min & pressure>350kpa) | 100%   | Achieved      |
| <b>NZFS Conditions</b> | <b>Fire Hydrants</b> – The performance measure targets the percentage of hydrants meeting the NZFS Code of Practice conditions regarding supply   | 100%   | Achieved      |

**3.1.1 Water Treatment**

Works have commenced on the bunds within the Stratford water treatment plant and will be completed during September. Raw water analyser was also installed in the raw water delivery line at the same water treatment plant. The generator shed has been built around the generator and works have commenced to wire it into the plant.

**3.1.2 Water Reticulation**

No major issues were experienced within the reticulation network during this reporting period.

**3.1.3 Capital Works**

**2023/2024 Watermain Renewals** - The Pembroke Road watermain renewal contract has been awarded. Works are planned to begin in September 2023.

**3.1.4 Building Consents, Resource Consents and LIMs**

Assessments were made for a total of:

- Ten (10) Building Consent applications;
- Two (2) Resource Consent applications; and
- Three (3) LIM reports.

**3.2 Wastewater**

The Levels of Service (LoS) for Wastewater Activity are measured using several performance indicators as shown in the table below. The overarching LoS is the management of wastewater without risk to public health.

**Wastewater Level of Service (LoS) and Performance Measures**

| Level of Service            | Performance Measure   | Target       | 2023/2024 YTD |
|-----------------------------|---|--------------|---------------|
| <b>System Adequacy</b>      | <b>Dry weather sewerage overflows</b> - The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.   | <5 per 1,000 | Achieved<br>0 |
| <b>Discharge Compliance</b> | <b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number, received by the territorial authority in relation to those resource consents, of: | 0            | Achieved      |
|                             | • Abatement notices;  |              | 0             |
|                             | • Infringement notices;   |              | 0             |
|                             | • Enforcement orders; and   |              | 0             |
|                             | • Convictions.  |              | 0             |

| Level of Service                             | Performance Measure  | Target         | 2023/2024 YTD                       |
|--|--|----------------|-------------------------------------|
| <b>Response and Resolution Times</b>         | <b>Sewerage overflows</b> - Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times are measured: |                |                                     |
|  | <ul style="list-style-type: none"> <li>Attendance time from the time that the territorial authority receives notification to the time that service personnel reach the site.</li> </ul>  | 1 hour         | Achieved<br>0 hrs 21 mins           |
|  | <ul style="list-style-type: none"> <li>Resolution time from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.</li> </ul>           | 8 hours        | Achieved<br>6 hrs 7 mins            |
| <b>Customer satisfaction</b>                 | <b>Complaints</b> - The total number of complaints, expressed per 1000 connections to the territorial authority's sewerage system, received by the territorial authority about any of the following:                                 | <5             | Achieved                            |
|  | <ul style="list-style-type: none"> <li>Sewage odour</li> </ul>   |                | 0                                   |
|  | <ul style="list-style-type: none"> <li>Sewerage system faults</li> </ul>   |                | 0.66                                |
|  | <ul style="list-style-type: none"> <li>Sewerage system blockages</li> </ul>  |                | 0                                   |
| <b>Trade Waste Complaints Response times</b> | <ul style="list-style-type: none"> <li>Attendance time: from the time the Council receives notification to the time that a Trade Waste Officer arrives on site.</li> </ul>   | 2 working days | Achieved<br>August – 0 – 1<br>YTD - |
| <b>Trade Waste Consent Processing</b>        | <ul style="list-style-type: none"> <li>Percentage of trade waste consent applications processed within 15 working days.</li> </ul>   | 100%           | Achieved<br>August – 0 -            |

### 3.2.1 Operations

#### Wastewater Treatment

- There were no major issues relating to wastewater treatment operations during this reporting period.

#### Wastewater Reticulation

- There were no major issues relating to wastewater reticulation during this reporting period. Fibre was drilled through two sewer laterals and Council contractors undertook repairs; this will be on-charged to the offending company.

#### Health and Safety

- There were no health and safety incidents during this reporting period.

#### Oxidation Pond Influent and Effluent Sampling

- Monthly influent and effluent sampling of the wastewater treatment ponds is ongoing in accordance with resource consent conditions.
- Compliance was maintained during this reporting period.

### 3.2.2 Capital Works - Wastewater Treatment Upgrade

- Algal sampling of the wastewater is ongoing for the Diatomix project.
- Bird scaring operations are ongoing.
- The fencing contract for the wastewater treatment ponds has commenced.

### 3.2.3 Matters Outstanding

- There are no matters outstanding for this reporting period.

3.3 **Trade Waste**

The following provides a summary of Trade Waste Activities for the month of August:

3.3.1 **Trade Waste Consents**

- No new consents issued.

3.3.2 **Trade Waste Consent Holders**

- Programme to inspect and sample operators continues. Since several operators rarely use (or have never used) the Esk Road facility, some sampling has not always been able to be completed within timeframes specified in their consents. Ongoing.
- One Conditional Consent holder had annual inspection and sampling for compliance monitoring. Inspection was satisfactory and laboratory results compliant with consent condition levels.

3.3.3 **Permitted Activities**

- Audit of grease management systems in high-risk food premises is underway. This is to confirm compliance with the permitted activities within the district. Four inspections were conducted during the August period with one of these not compliant and required corrective action.

3.3.4 **General**

- Diatomix project update – ongoing monitoring continues with no exceptions to report.
- New Zealand Trade and Industrial Waters Forum conference in Hamilton was attended by the Trade Waste Officer.

3.4 **Stormwater**

The Levels of Service for the Stormwater Activity are measured using several performance indicators as shown in the table below.

**Stormwater Level of Service (LoS) and Performance Measures**

| Level of Service   | Performance Measure  | Target | 2022/2023 |
|--|--|--------|-----------|
| <b>Stormwater system protects property from impacts of flooding.</b> | <b>System adequacy</b>   |        |           |
|  | <ul style="list-style-type: none"> <li>• The number of flooding events that occur in a territorial authority district. "Flooding" in this context means Stormwater entering a habitable floor</li> </ul>                   | 0      | 0         |
|  | <ul style="list-style-type: none"> <li>• For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's Stormwater system.)</li> </ul>          | 0      | 0         |
|  | <ul style="list-style-type: none"> <li>• For each flooding event, the number of buildings in the central business zone affected by flooding.</li> </ul>  | 0      | 0         |
| <b>Discharge Compliance</b>  | <b>Resource Consent Compliance</b> – Compliance with the territorial authority's resource consents for discharge from its Stormwater system measured by the number of:   | N/A    |           |
|  | <ul style="list-style-type: none"> <li>• Abatement notices;</li> </ul>   |        |           |
|  | <ul style="list-style-type: none"> <li>• Infringement notices;</li> </ul>  |        |           |
|  | <ul style="list-style-type: none"> <li>• Enforcement orders; and</li> <li>• Convictions.</li> </ul>  |        |           |
| <b>Response and Resolution Times</b>                                 | The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.  | 1hr    | 0hrs      |
| <b>Customer satisfaction</b>   | <b>Complaints</b> - The number of complaints received by a territorial authority about the performance of its Stormwater system, expressed per 1000 properties connected to the territorial authority's Stormwater system. | < 8    | 0         |

3.4.1 Operations

- There were no major issues relating to wastewater treatment operations during this reporting period.

3.4.2 Matters Outstanding

There are no matters outstanding for this reporting period.

3.5 Solid Waste

The Levels of Service for the Solid Waste Collection Activity are measured using the performance indicators shown in the table below.

The data for two months, July and August 2023, have been included in this report as July data wasn't available from the Contractor at the time of the previous report.

**Solid Waste Level of Service (LoS) and Performance Measures**

| Level of Service                           | Performance Measure  | Target                | 2023/2024  |
|--|--|-----------------------|--|
| The levels of waste generated are reducing | Quantity of Waste to landfill per household (kg/hh/annum) (municipal kerbside collection only)                   | <600kg<br>kg/hh/annum | Achieved to date:<br>July - 109.93T = 41kg per month – 492kg p/a<br>August – Achieved - 98.13T = 36kg per month – 462 p/a<br><b>(Figure 5 columns 1 &amp; 2)</b> |
|  | Percentage (by weight) of Council controlled waste stream that is recycled (municipal kerbside collection only). | >20%                  | Achieved to date.<br>July - 30.93T = 22%<br>August. - 26.53T = 21.2%<br><b>(Figure 5 columns 3 and 4)</b>  |
| Customer Satisfaction                      | Percentage of customers satisfied with the service provided.   | >80%                  | Not yet achieved to date - 17%*  |

\* As per the Customer Satisfaction Survey Verbatim Quarterly Report July 2023, 51 comments were recorded. 17% of these were positive; 19% were neutral with suggestions for improvements i.e.: green-waste, organic waste and expanding services to rural areas. 62.7% were negative with most directed to our regional contracted services, i.e., inconsistent pickups and drivers' actions around damaging bins.

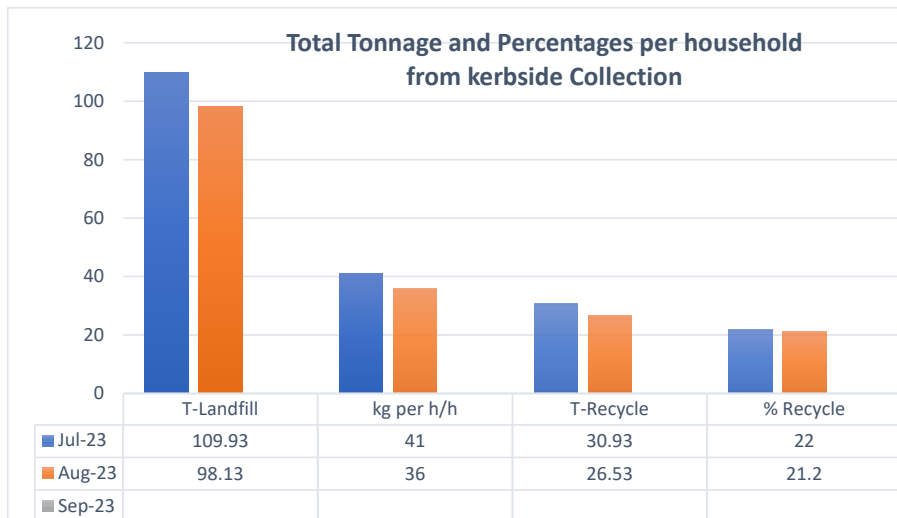


Figure 5: Total Tonnage of Kerbside Collection



3.5.1 **Planning – Strategies, Policies, Plans and Bylaws**

**The Proposed WMMP 2023 Consultation**

- The proposed WMMP 2023 was released for consultation on 16 August 2023; it closes on 22 September 2023.
- Officers attended Prospero Markets and Repair Café on 26 August and had conversations with members of the community about the consultation and the proposed changes. Many completed the surveys at the time, others did their feedback online.

**The Sustainability Project**

- The Audit and Risk (A&R) committee is seeking an Information Report on Climate Change resilience and what the associated Council risks and risk mitigations are. This is due in October for November A&R meeting. Officers will attempt to identify risks that haven't yet been identified in the high-level risk register and discuss this with elected members.

3.5.2 **Contamination Levels of Kerbside Recycling**

In **July**, a total of 25 education packs were issued, comprising:

- 13 education packs issued for *minor contamination*.
- 9 *First* notifications and education packs and
- 3 *Second* notifications with education packs were issued.

Waste Audit result - Red and Amber are at 1% and 16% respectively for July.

In **August**, a total of 48 education packs were issued, comprising:

- 33 education packs issued for minor contamination.
- 11 *First* notifications and education packs and
- 4 *Second* notifications with education packs were issued.
- 1 property has had bin collection service suspended due to three notifications of gross contamination. Currently there are 3 properties with suspended services.

Waste Audit result – Red and Amber tags are at 1% and 14% respectively.

*The low result is due to only 2 out of 5 bin audits completed in the month of July and only 2 out of 4 bin audits completed in the month of August. This issue has been raised with our Contractors.*

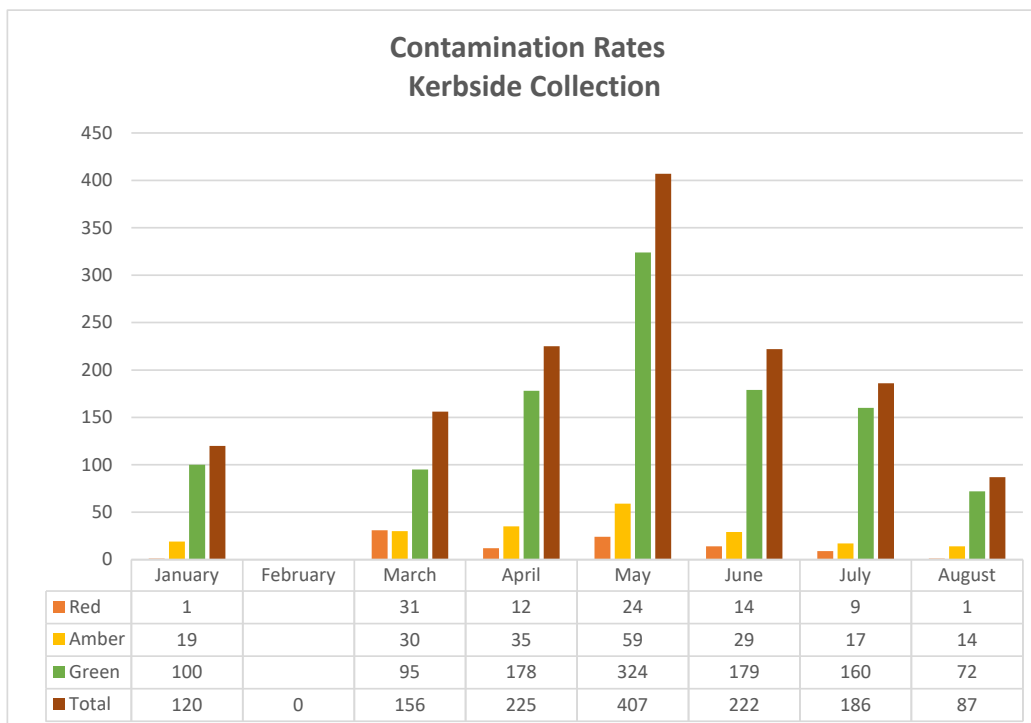


Figure 6 - Monthly Waste Contamination Proportion of Recycling Bins.

**3.5.3 Waste Minimisation**

In August, the following Education Officer activities were completed:

- **Consultation activities;**
- **Repair Café 26 August; and**
- **Prospero Place Markets**

August has seen planning, organising, and working with external groups for the community *mini waste minimisation strategies expo* to be held in October.

**3.5.4 Waste Levy Contestable Fund**

Council Officers are planning to open the second round of the SDC Waste Levy Contestable fund in October for decisions on recipients in February 2024.

**3.5.5 Regional Waste Services Contract**

The final version of this new Regional Waste Services Contract is being reviewed by Council Officers, to be completed and signed in due course.

The current Regional Waste Services Contract ends on 30 September 2024. Depending on the outcome of the WMMP consultation, new levels of service may be needed and provisions for this have been considered in the new Regional Waste Services Contract.

The new Regional Waste Services Contract will be in operative for 10 years. The start date for new service is expected on 1 October 2024.

**4 Property**

Council Officers manage several community facilities including the Aerodrome; Civic Amenities; and Rental and Investment properties. The Customer service request history for the property activity is shown in **Figure 7** below.



Figure 7: Customer service request history - August 2023

**4.1 Aerodrome**

Below is a summary of August activities at the Aerodrome (**Figures 8 - 10**).

- 4.1.1 The Aerodrome Management Plan revision commenced in July 2023. A draft has been provided and is being reviewed by Council Officers. The aim is to have the approved plan for the next Farm and Aerodrome Committee meeting in December 2023.
- 4.1.2 The Aerodrome User group met on 30 August where they discussed potential improvements and identified repair work necessary for the Aerodrome.
- 4.1.3 The Aero Club’s New Hangar is now completed.



Figure 8: Completion photos of the Aero Clubs new hangar - August 2023

The Levels of Service provision, including the Performance Measures is based on the condition and maintenance and associated customer satisfaction of the Aerodrome. This is measured annually and reported at the end of each financial year.

| Level of Service   | Performance Measure  | Target | 2023/2024           |
|--|--|--------|---------------------|
| The aerodrome meets the needs of users.                        | A high level of satisfaction amongst the users with the condition and maintenance of the aerodrome | >70%   | Expected to achieve |
| The aerodrome is used by the Stratford community and visitors. | Number of aircraft movements during the year   | >3,500 | Expected to achieve |

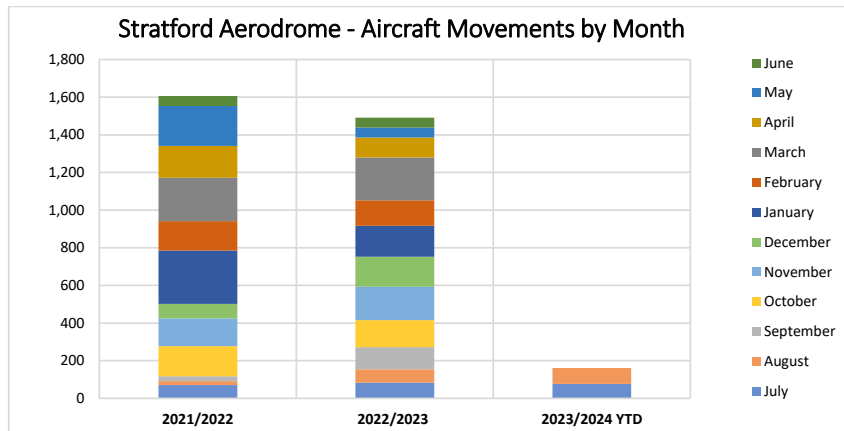


Figure 9: Stratford Aerodrome Aircraft Movements – August 2023

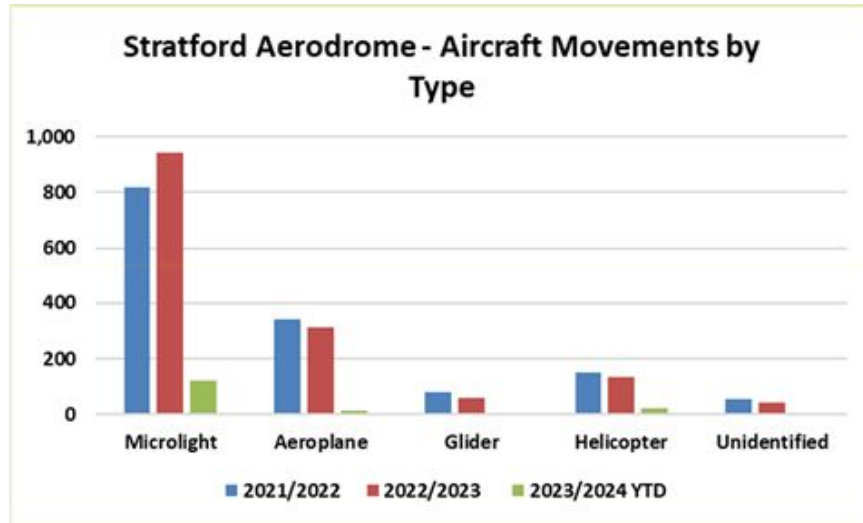


Figure 10: Stratford Aerodrome Aircraft Movements by Type – August 2023

#### 4.2 Civic Amenities

The Council’s Amenities portfolio include, but are not limited to:

- Housing for the elderly;
- TET Stadium
- War Memorial Centre;
- Centennial Restrooms; and
- Public toilets.

The Levels of Service provision, including the Performance Measures is based on the condition of the assets and associated customer satisfaction. The performance of these services is annually measured and reported at the end of the financial year.

| Level of Service   | Performance Measure   | Target | 2023/2024            |
|--|---|--------|----------------------|
| To provide facilities that are well maintained and utilised. | Buildings legally requiring a Building Warrant of Fitness (WoF) have a current Building WoF at all times. | 100%   | 100%                 |
|  | Annual booking of War Memorial Centre.  | >500   | 69                   |
|  | Annual booking of Centennial Restrooms.   | >200   | 43                   |
| To provide suitable housing for the elderly.                 | Percentage of Customer satisfaction.  | >89%   | Expected to achieve  |
|  | Annual Occupancy rate.  | >95%   | 100%                 |
| To provide clean, well maintained toilet facilities.         | Percentage of Stratford District residents satisfied with overall level of service of toilets.            | >80%   | Expected to achieve% |

The Civic amenities occupancy rates / patronage are shown in the table and charts below.

##### 4.2.1 Housing for the Elderly

The current occupancy rate for the month of July is 100% and therefore achieves the performance measure of >95 %. The Housing for the Elderly units are currently being updated to meet the new Healthy Homes standard, this is a new standard which Tenancy Services recently introduced.

**4.2.2 War Memorial Centre**

With the men’s hockey competition and the recent hockey tournament held at the TET Stadium, it has been identified that there is a danger of hockey balls being hit out of the hockey turf, over the current safety nets. Wai o Rua (Aquatic Centre) has dents in the exterior of the building and WMC has had two windows replaced. Just recently during the tournament with “near misses” reported, where hockey balls were hit over the safety nets and nearly hit members of the public. This “near miss” occurred three times, within two days.

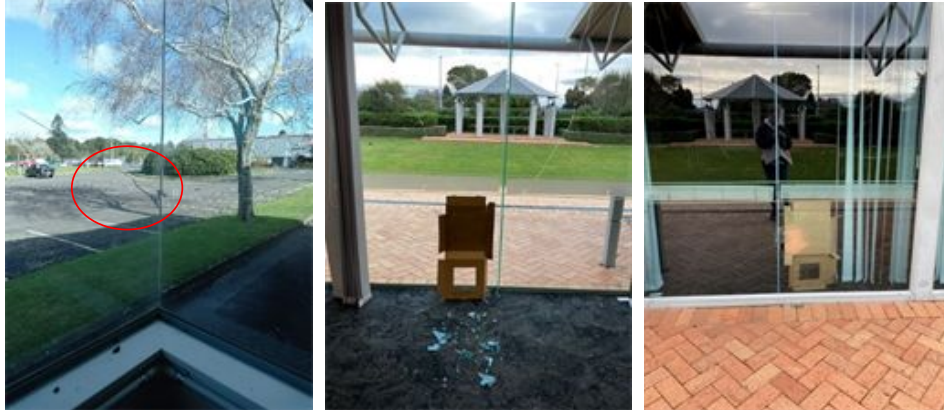


Figure 11: Smashed windows at WMC from hockey balls

Eight bookings were cancelled during the month of August.

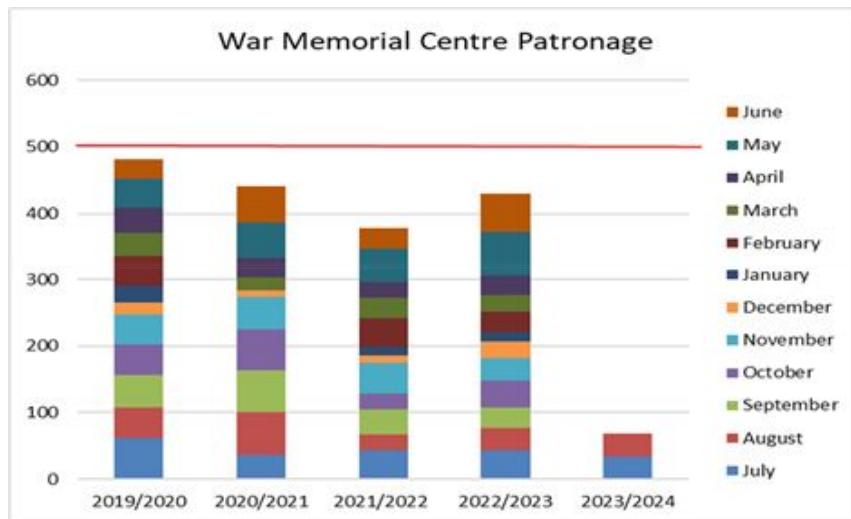


Figure 12: War Memorial Centre Patronage – August 2023

### 4.2.3 Centennial Restrooms

Three bookings were cancelled during the month of August 2023.

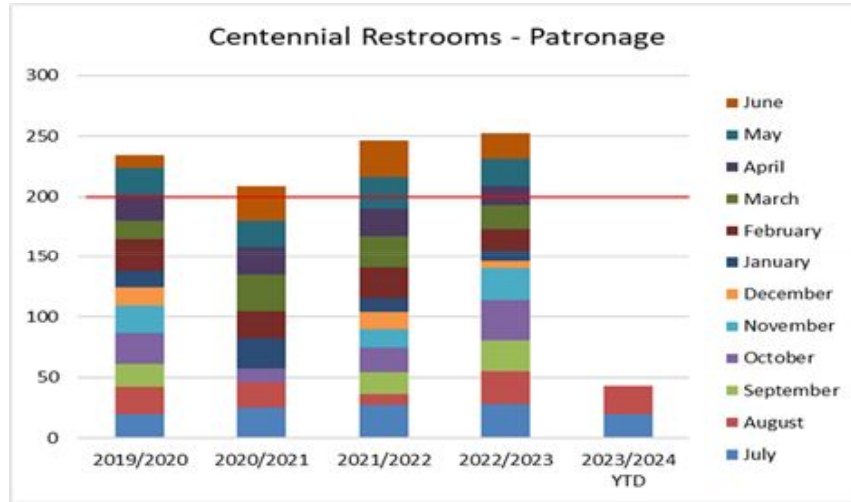


Figure 13: Centennial Restrooms Patronage – August 2023

### 4.3 Rental and Investment Properties

The Council's Rental and Investment Properties are:

- the Farm;
- the Holiday Park (operated by a third party, with a formal lease on the land); and
- Rental properties (urban and rural land, and commercial properties).

The Levels of Service are measured annually and reported at the end of the financial year, using the performance indicators shown in the table below.

| Level of Service   | Performance Measure  | Target      | 2022/2024 YTD       |
|--|--|-------------|---------------------|
| Maximum profits from the farm are returned to Council.   | Milk production is maximised                               | >150,000 kg | 6,853.9             |
| The Council is meeting national Environmental standards. | The Council farm's Environmental Plan is reviewed annually | Compliance  | Achieved            |
| Leased property is safe and fit for purpose.             | Number of complaints from tenants.                         | <5          | Expected to achieve |

#### 4.3.1 The Farm

4.3.1.1 The season has started off well with cow health; only 10 cases of mastitis and as of August a total of 6,853.9 kgMS has been produced.

4.3.1.2 In October, TRC will be completing an audit on the riparian plants to identify the gaps and finalise the riparian planting.

4.3.1.3 Fonterra reviewed the Tiaki Farm Environment Plan in June. Two out of the three identified actions are not a requirement therefore shouldn't be listed as an action. Fonterra has been advised and will update in September.

The history of the Farm milk production is shown in Figure 14 below.

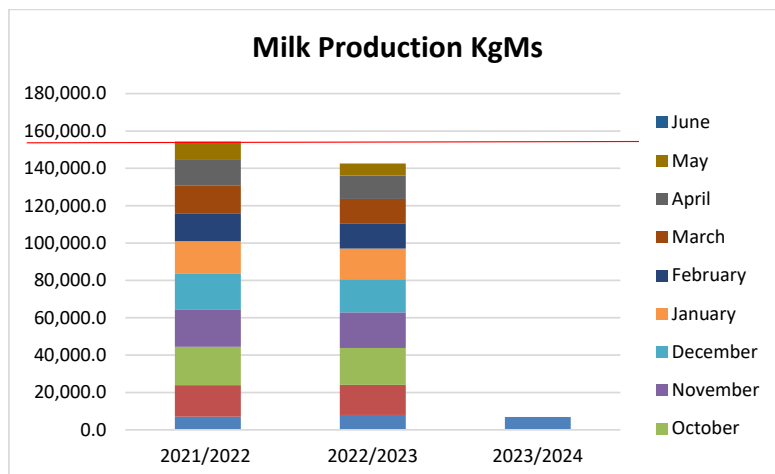


Figure 14: "Milk Production KgMs"

### 4.3 Capital Projects Summary

Below is an update on the capital projects:

- The TET Multicentre *Entrance Door and Gymnasium Door Upgrade* – Officers are working with the architect to make amendments to the design.
- The TET type 4 fire system upgrade will commence the first week of October.
- TSB Pool – Report is due to go to Council in September/October to seek direction of the TSB Pools future.
- The Clocktower – Detailed Seismic Assessment Contract will commence in September.
- TET and WMC – Recommendations from Audit and Risk is for Officers to obtain the cost of strengthening the buildings to bring both buildings up to the minimum of 34%. Officers are obtaining quotes from a Quantity Surveyor to complete costings.

## 5. Parks and Reserves

The performance of Council’s parks and reserves activities are measured using the targets shown in the table below. Measurement is done annually and reporting at the end of the financial year.

| Level of Service   | Performance Measure                               | Target          | 2023/2024 YTD             |
|--|---|-----------------|---------------------------|
| To provide parks, Sports fields and other open spaces that meet community demand | Number of complaints and requests for service.    | <40             | 10                        |
|  | Percentage of Stratford residents satisfied with: |                 |                           |
|  | Parks;  | >80%            | Achieved -92%             |
|  | Sports fields;                                    | >80%            | Achieved -83%             |
|  | Cemeteries.                                       | >80%            | Not Achieved -70%         |
| Safe playgrounds are provided  | All playgrounds meet NZ Safety Standards.         | Full Compliance | Achieved -Full compliance |
| Foot Bridges are safe.   | All foot bridges meet NZ Safety standards.        | Full Compliance | Achieved -Full compliance |

The customer service request history for the Parks and Reserves Activity is shown below.

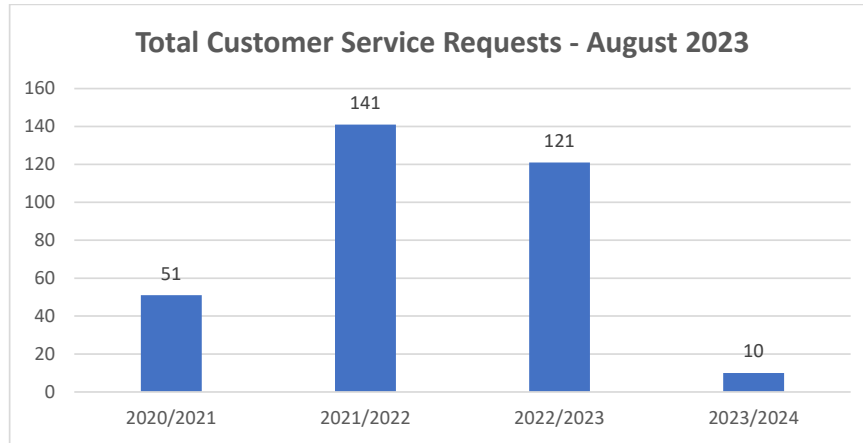


Figure 15: Total Customer Service Requests – August 2023

|                       | 2020/2021 | 2021/2022 | 2022/2023 | 2023/2024 (YTD) |
|-----------------------|-----------|-----------|-----------|-----------------|
| <b>Parks</b>          | 10        | 24        | 31        | 3               |
| <b>Structures</b>     | 2         | 32        | 17        |                 |
| <b>Sports grounds</b> | 5         | 5         | 7         | 1               |
| <b>Playgrounds</b>    | 1         | 14        | 7         | 2               |
| <b>Cemeteries</b>     | 5         | 11        | 12        |                 |
| <b>Street Trees</b>   | 15        | 24        | 28        | 3               |
| <b>Walkways</b>       | 13        | 31        | 19        | 1               |
| <b>Total</b>          | 51        | 141       | 121       | 10              |

#### Capital Projects Summary

- Victoria Park Drainage – Stage 2 underway with replacement of current main drain and reinstatement of ground;
- The Request for Quote (RFQ) for the Midhirst Cemetery – Pathway Upgrade will be completed this month, with work scheduled to start in November (weather permitting).

## 6. Capital Projects

Progress updates on some of Council's key projects, as of **31 August 2023**.

### 6.1 Wai O Rua Stratford Aquatic Centre

Construction is complete and the Certificate for Code of Compliance (CCC) has been granted. The building is in its *Defects Liability Period* until 14 November 2023.

### 6.2 The Whangamomona walkways

The Walking Access Commission is in the process of formalising Council's appointment as Controlling Authority as a walking trail.

Taranaki Trails Trust has requested for Council to be the Controlling Authority for the Mountain Bike Trail from Mangaere Road to Whangamomona. Officers are considering all associated costs and risks associated with this request.



### 6.3 Better off Funding

The Council has been allocated \$2.57 million (Tranche 1) of the \$2.5b support package, as part of the *Three Water Reforms* – a package intended to support councils to ensure they are no worse off due to the reforms process. The \$7.70 million Tranche 2 funding has since been withdrawn by Central Government because of the changes to the *Affordable Waters Reform*.

The Tranche 1 projects are underway. Projects and progress updates are given below:

- **The Brecon Road Extension.**  
Discussions with potential consultants and Waka Kotahi are ongoing for the development of a business case for future funding applications. A business case will be developed in the 2023/24 financial year so the project will be ready for any future funding opportunities.
- **Town Centre Development including the Prospero Place and Broadway Beautification.**

This project is included under the *Stratford 2035* banner. A Project team has been established to oversee its delivery and is meeting towards the end of August to identify projects for this financial year.

Negotiations with the landowner for the purchase of green space (Prospero Place) is ongoing.

- **Skate Park development**  
Construction of a Skate Bowl commenced in July 2023. This could take up to two months to construct due to weather.
- **Victoria Park Drainage Project**  
Construction is substantially complete. Remedial works are underway with completion anticipated before the start of the cricket season in October.

While the remedial works have been underway, concerns have been raised regarding the lack of water draining out of the exposed lateral drains. Officers have requested feedback from the designer as to why this is happening. A sample of the drainage material has been sent to the designer to determine if the material installed by the contractor was what was specified. This has delayed the restoration completion until November 2023.

Stratford Cricket have been advised on the actions taken.

- **Enabling Wastewater Infrastructure for the Stratford Park** – Modelling of existing capacity in Stratford's wastewater network is underway, to allow an impact assessment on the existing network. This is an on-going contract due for completion in 2026.

### 6.4 Transport Choices Package

#### *Current Update*

A survey went out in Term 2 to the three primary schools, asking questions based around:

- What is stopping you from letting your child walk or cycle to school?
- If it was safer to walk or cycle, would you let your child do so?
- Does your child have access to a bike and/or know how to ride a bike?

Council is currently seeking feedback from the community on:

- whether the new infrastructure will encourage an uptake in use of walking and cycling.
- the impact of the infrastructure for residents in the location of the infrastructure.

Drop-in sessions are held weekly from 18 August 2023 until 15 September 2023 in the Library on Friday mornings, and one-off community meetings were held at Stratford Primary School, St Joseph's Primary School, and the TET Multi Sports Centre in the last week of August 2023.

#### *Background Information*

The Minister of Transport announced a \$350 million package for Road Controlling Authorities to fast-track projects that will help reduce Vehicle Kilometres Travelled (VKT). Stratford District

Council successfully applied for \$7.8m for schools' safety improvement works and \$180k for the **Bikes in Schools** Project for the three urban schools.

The Council's project has been nominated as a '**Flagship**' School project featuring the school safety improvements and the reallocation of road space to connect the three Primary Schools. This is to be supported by the introduction of **Bikes in Schools** installations. The project is to be delivered in phases and stages, commencing with Stage 1 of Phases 1 & 2. Other stages will be included in the Connecting our Communities Strategy and implemented as funds are available.

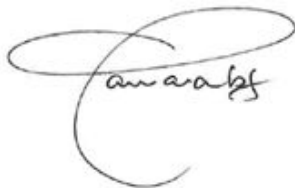
Specialist consultants have been procured and an overall network plan was independently reviewed to determine the best routes and priorities. Regular meetings with Waka Kotahi are ongoing to align with Central Government's objectives and targets. Design plans are being issued to Waka Kotahi after consultation and safety audits are completed.

All projects are expected to be completed by June 2024.

## 7. Resource Consents

Several resource consent applications have been lodged with the Taranaki Regional Council (TRC) as shown below.

| RC Number | Location                    | Description  | Stakeholders   | Update  |
|-----------|-----------------------------|--|--|---|
| 1276-3    | Midhirst Te Popo Water Take | To take water from the Te Popo Stream, a tributary of the Manganui River for community public water supply purposes                    | Fish and Game NZ, Te Atiawa, Ngāti Ruanui, Ngāruahine, Ngāti Maru, Okahu Inuawai Manataiao Hapū, Pukerangioraha Hapū | Application with TRC, awaiting Cultural Impact Assessment to be commissioned by Iwi         |
| 1337-3    | East Road, Toko             | To take and use groundwater from a bore in the vicinity of the Toko Stream in the Patea catchment for Toko rural water supply purposes | Ngāti Ruanui, Ngāruahine, Ngāti Maru   | Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC. |
| 6605-1    | East Road, Toko             | To discharge treated filter backwash water from the Toko Water Treatment Plant into a soak hole adjacent to the Manawawiri Stream      | Ngāti Ruanui, Ngāruahine, Ngāti Maru   | Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC. |
| 6468-1    | Cordelia Street, Stratford  | To erect, place and maintain a culvert in an unnamed tributary of the Kahouri Stream in the Patea catchment for flood control purposes | Ngāti Ruanui, Ngāruahine   | Iwi feedback received – no issues. Awaiting outcome of application processing from the TRC. |



Victoria Araba  
Director – Assets



[Approved by]  
Sven Hanne  
Chief Executive

Date 19 September 2023

# MONTHLY REPORT

## Community Services Department



F22/55/04-D23/38454

To: Policy and Services Committee  
 From: Director – Community Services  
 Date: 26 September 2023  
 Subject: Community Services Monthly Report – August 2023

### Recommendation

THAT the report be received.

/\_\_\_\_\_  
 Moved/Seconded

This report presents a summary of the monthly progress and any highlights for the main areas of activity within Community Services i.e., Community and Economic Development, Communications, Library and Visitor Information Centre, Pool and Service Centre. The Long-Term Plan 2021 - 2031 sets the performance measures for these activities and this report presents, in tabular form, the progress measured to date against the target for each performance measure.

### 1. Highlights

- Meet the Candidates Evening
- Increased and ongoing participation with activity delivered by the facilities
- KAltiaki Project: MTFJ supported

### 2. Community and Economic Development

**Performance Measures** (*Performance Measures in bold*)

|   | Target | 2022/23 YTD |
|---|--------|-------------|
| <b>Deliver or facilitate community events</b>   | >5     | 5           |
| <b>Percentage of residents feeling a sense of community</b>                             | 80%    |             |
| <b>Number of client interactions with Venture Taranaki's Business Advisory Services</b> | 100%   |             |
| <b>Mentor matches made as requested</b>   | 100%   |             |

2.1 **Council Organisations and Council Representatives on Other Organisations**  
 Councillors may take the opportunity to report back from Strategic and Community organisations on which they are a representative for Council.

2.2 **Youth Council**  
 In August the Youth Council co-hosted a 'Meet the Candidates' event alongside the Stratford Press and Stratford Positive Ageing. The event was an opportunity for the community to meet candidates of the Whanganui electorate for the upcoming General Election. Candidates from National, Labour, Act, Greens and New Zealand First attended. The event had a great turnout with over 70 people in attendance.

#### Upcoming meetings and events:

Free School Holiday movie, Sunday 24 September 3pm: Teenage Mutant Ninja Turtles – Mutant Mayhem. Due to ongoing popularity, entry has been increased from 100 to 120 tickets and is funded thanks to the support of TET.

2.3 **Civic and Community Events**

Coming Up:

- School Holiday Programme: 23 September – 8 October
- International Day of the Older Person: Friday 29 September
- Ba5: Wed 20 Sep – Creative Prints
- SBA workshops: September
- SBA AGM: Monday 9 October

Complete:

- Chunuk Bair Commemorations: 8 August
- Meet the candidates: Friday 18 August
- Ba5: Wednesday 16 August – Team Hope/ Inkpot Cafe

2.4 **Community Projects and Activity**

2.4.1 Mayors' Taskforce for Jobs (MTFJ)

**Registrations**

|                         | August | YTD |
|-------------------------|--------|-----|
| Young People Registered | 8      | 10* |
| Businesses Registered   | 1      | 1   |

**Employment**

|  | August | YTD |
|--|--------|-----|
| People placed into employment  | 2      | 3   |
| Young people who are employed but require assistance with upskilling | 0      | 0   |
| Young people registered onto programme and straight in study         | 0      | 0   |
| People who received support and found work themselves                | 0      | 0   |

\*Note - four newly registered job seekers were captured in July but didn't complete their registration until August.

Highlights

- Three full-time placements thus far against the 43 contract target.
- Six participants provided with driver training support in August. Professional driving lessons and learner licence one-on-one training. Two of these participants have also passed their restricted driving tests this month.
- New waste minimisation programme launched in Stratford with the support of MTFJ. KAltiaki composting run by Zeal is employing four NEETs (not in employment, education, or training) to run the project. The aim is to assist them with creating a composting business that will work with local cafes to collect food scraps which will be turned into compost. The project started in August at Te Popo Gardens and the four young people are currently working every Tuesday to set up the business along with creating vegetable gardens, learning about horticulture and planting for the season. Produce grown will be used in the café at Te Popo Gardens. Zeal are also approaching other partners to come on board to support the venture.
- The Workforce Coordinator connected with the MSD Partnership Programmes Team to utilise the Get Kiwis on Farm initiative and is now connected with the project coordinator at Federated Farmers. This partnership looks to identify and support opportunities to connect job seekers with local farmers.
- Connection made with Land Based Training to discuss the option for local young people to start agriculture training on local farms. They have several training opportunities that can be shared with job seekers who need training to progress into employment.
- The Workforce Coordinator attended the launch of te\_heru mapara (formerly Feats) at Kairau Marae in August. MTFJ is looking forward to working closely with this iwi owned training facility in Stratford to help rangatahi and the unemployed within the district.

2.4.2 Community Relationships Framework

No update or change for the month.

2.5 **Funding**

2.5.1 Creative Communities Scheme

The current funding round opened 31 July and will close 1 September. The Creative Communities Scheme Committee will meet on 20 September 2023 to assess the applications.

2.5.2 Sport New Zealand Rural Travel Fund

The next funding round opens 2 October 2023.

2.6 **Positive Ageing**

Over the past 12 months there has been a notable decline in participation and engagement with the committee which has led to ongoing challenges for the Community Development Officer to provide effective and efficient support. This included being able to authorize financial payments, make decisions and to recruit new members onto the committee to fill vacant positions. At the AGM on 9 August the committee were presented with three options and discussed their future direction. As a result, the committee decided to wind up the group with the support of Council's Community Development Team who will continue to deliver engagement activity for the elderly community.

Upcoming meetings and events:

- International Day of the Older Person celebration: 29 September, 10:30am – 12.30pm
- Positive Ageing Forum: 23 November 2023, 10:30am – 12:30pm

2.7 **Stratford Business Association**

| Memberships   |     |
|---------------|-----|
| New           |     |
| Current total | 146 |

Upcoming BA5 events:

- 20 September – Creative Printz
- 18 October – NZME
- 14 November – Meet the committee (SBA)

Upcoming activity:

- Customer Service: A deep dive – 19 September, 5:00pm
- Security and your business: An information session – 28 September, 5:00pm
- Target Market & Buyer Personas: Understanding your audience, their pain points and how to talk to them with your marketing and website - 17 October, 5:00pm
- Phone photography and taking quality pictures for your business on your phone - 24 October, 10:00am – 2:00pm
- Google Ads: Running ads and getting return on your investment - 31 October, 10:00am
- Chat GPT: How to use for your business - 7 November, 5:00pm
- Bites, Brews & Banter: An event for the tradies – 26 September, 4.30pm

### 3. Communications

#### 3.1 External communications







Five Central Link updates were produced in August. These are printed in the Stratford Press and shared online at stratford.govt.nz and on Council's Facebook page weekly. Much of the content within our weekly Central Link is also shared with local media (print and radio), published as news articles on our website and social media sites, and sent as an Antenno update.

##### Focus for August:

- Stratford Skate Park Bowl construction
- Creative Communities Funding
- Chunuk Bair Commemorations
- New 3.30pm club for kids at Library
- Zero Waste Tips
- Wai o Rua initiatives
- Citizens Award Recipients
- King Edward Park Management Plan feedback
- Waste Levy Fund recipient update – Avon Primary School
- Changes to kerbside waste collection and Waste Management and Minimisation Plan – Have your say
- Transport Choices Project – Have your say
- Venture Taranaki enterprise support
- Sinking Lid policy on gambling machines
- Emailed invoices and direct debit – the easy way to pay your rates
- Prospero Markets
- Antenno App
- Public notices (August meeting schedule, Urban kerb and channel spraying)

#### 3.2 Digital channels

##### August snapshot:

| Website   |  | Social Media   |   |
|---|--|--|---|
|  | <b>5,400</b><br>↓ 600<br>Users   |  | <b>19</b><br>New Facebook followers<br>/stratforddistrictcouncil<br>4,266 people follow Council's page.                   |
|  | <b>23,639</b><br>↑ 2,327<br>Page views   |  | <b>14,300</b><br>↓ 87%<br>People reached<br>The number of people who saw any of Council's posts at least once this month. |
|  | <b>8,984</b><br>↓ 616<br>Total sessions (visits)<br>A session is the period of time a user is actively engaged with Council's website. |  | <b>9</b><br>New Instagram followers<br>/stratford_nz<br>1,123 people follow Council's account.                            |

3.3 **Official Information Requests**

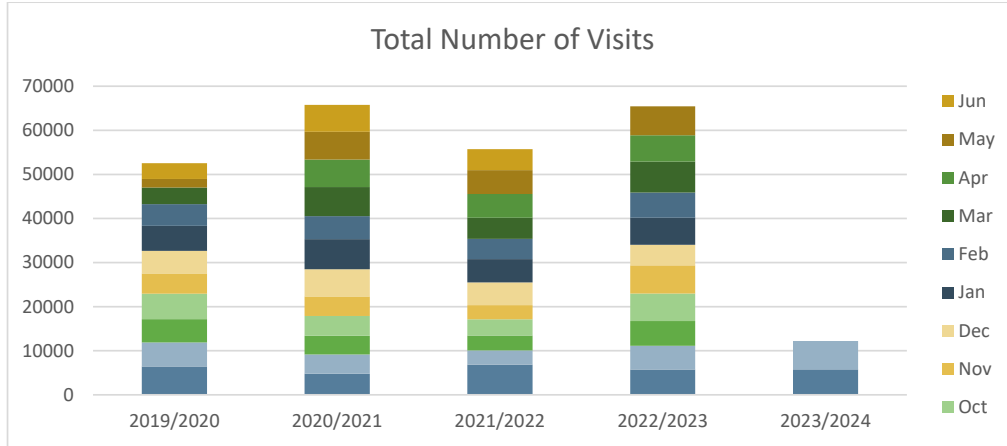
For the 2023 calendar year, Council has received 56 Local Government Official Information and Meetings Act (LGOIMA) requests.  
The below table includes the LGOIMA's received for the month of August 2023

| Date Received     | Requested by  | Query  | Due Date   | Date Responded   | Days to Respond |
|-------------------|---|--|------------|--|-----------------|
| <b>2/08/2023</b>  | Tanya Morrison - NZ Institute of Environmental Health | Appearance industry bylaw registrations                                  | 30/08/2023 | 7/08/2023  | 4               |
| <b>3/08/2023</b>  | Blyss Wagstaff - Heritage New Zealand                 | Property files for Otago Chambers, Municipal Buildings and Kings Theatre | 31/08/2023 | Initial response sent 4/8/2023 - hardcopy file inspected 14/8/2023 | 8               |
| <b>15/08/2023</b> | Rhys Hurley - Taxpayers Union                         | Cost associated with SDC new logo  | 12/09/2023 | 25/08/2023   | 9               |
| <b>17/08/2023</b> | Emma Abbot - Wotton Kearney Law                       | Liability insurance and Riskpool   | 14/09/2023 | 28/8/2023  | 7               |
| <b>21/08/2023</b> | Ryan W Jones  | Consent Processing   | 18/09/2023 | In progress  |                 |
| <b>25/08/2023</b> | Julian Williams                                       | Council funding to Māori organisations                                   | 22/09/2023 | In progress  |                 |
| <b>15/08/2023</b> | Kerry Moor  | Solar farms  | 12/09/2023 | 30/08/2023   | 12              |




4. **Visitor Information and Library Services**

**Performance Measures** (*Performance Measures in bold*)



|  | Target  | 2023/24 YTD |
|--|---------|-------------|
| <b>Number of users of AA Agency Service is measured</b>                | >10,000 | 1,461       |
| <b>Percentage customers are satisfied with the Information Centre</b>  | >80%    |             |
| <b>Number of items (including digital) issued annually</b>             | >40,000 | 11,106      |
| <b>% of library users satisfied with library services</b>              | >80%    |             |
| <b>Number of people participating in library events and programmes</b> | >1,200  | 608         |



#### Visitors/Users per service

| Service   | August             | Year to date (2023/24) |
|---|--------------------|------------------------|
|  Information Services<br>(brochures/maps/ event tickets etc) | <b>166</b><br>↓127 |                        |
|  Vehicle/Driver licensing                                   | <b>782</b><br>↑103 | <b>1461</b>            |
|  Programme and Events                                      | <b>318</b><br>↑28  | <b>608</b>             |

#### Library services - Items Issued

| Service   | August               | Year to date (2023/24) |
|---|----------------------|------------------------|
|  In person | <b>5,394</b><br>↑854 | <b>9,934</b>           |
|  Online    | <b>591</b><br>↑10    | <b>1,172</b>           |



**Programme/Event Users**

| Age group    |                  | August            | Year to date (2023/24) |
|--------------|------------------|-------------------|------------------------|
| <b>65+</b>   | Seniors          | <b>38</b><br>↑16  | <b>60</b>              |
| <b>18+</b>   | Adults           | <b>70</b><br>↓6   | <b>146</b>             |
| <b>13-17</b> | Secondary School | <b>0</b><br>↑↓    | <b>0</b>               |
| <b>5-12</b>  | Primary School   | <b>119</b><br>↓22 | <b>260</b>             |
| <b>&lt;5</b> | Pre-School       | <b>50</b><br>↑16  | <b>82</b>              |

**4.1 Highlights for August**

- August has been a quieter month in terms of domestic and international visitors, but demand for library services and AA Agent services remains strong.
- A new after school programme targeted at primary school aged children started and was very well received by the community with an average attendance of over 20 children each week. Library staff have since been contacted by South Taranaki libraries to ask if the programme could be replicated in South Taranaki.
- Year 7 and 8 students from St Joseph's Primary School have been visiting each week to participate in STEAM activities such as making slime, trigger launchers and electric circuits. Stratford Community Childcare and Wonder Kids both visited with groups of younger tamariki and a class from Stratford Primary School was hosted to celebrate a student reaching their target of 500 books read. School and early childhood centre visits provide the team with an opportunity to showcase the library's resources and services to families and after positive experiences in the library they are more likely to return in their own time.
- Preparation of statistics for Public Libraries NZ showed an increase from 194 programmes/activities in 2021-2022 to 303 programmes/activities in 2022-2023. Participation in programmes has increased by 42% over this period.
- 552 print jobs were released by library staff this month.
- Officers have received a lot of positive feedback from the community regarding the photos from Recollect published in the Stratford Press.
- Drop in sessions for Transport Choices were held in the library over August, joining our busy schedule of book clubs, craft groups, service desks and people using the library as a space to meet.

## 5. Pool Complex

| Level of Service Category                     | Performance Measure  | Target  | 2023/24 YTD |
|---|--|---------|-------------|
| The pool complex will be a safe place to swim | Number of reported accidents, possible accidents and similar incidents per annum (pa). | <80     | 5           |
|   | Compliance with NZS5826:2010 NZ Pool Water Quality Standards                           | 100%    | 100%        |
|   | Pool Safe accreditation is met   | 100%    | 100%        |
| The pool facilities meet demand               | Percentage of pool users are satisfied with the pool                                   | >80%    |             |
|   | Number of pool admissions per annum  | >55,000 | 6832        |

### 5.1 Highlights for August

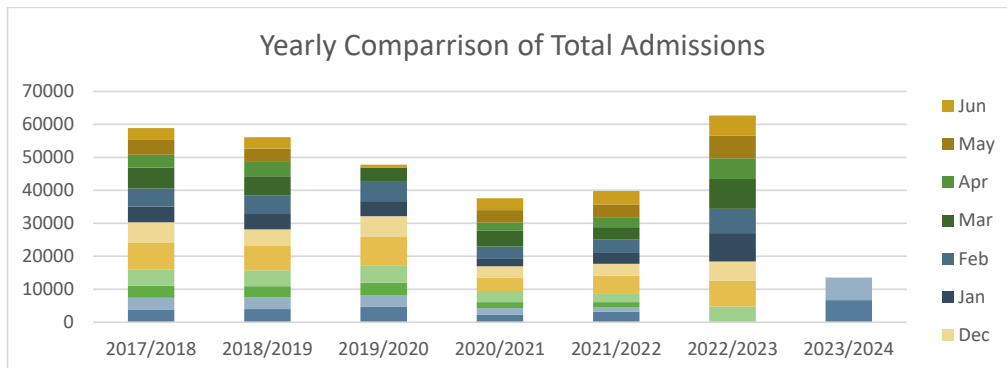
- August saw 6,832 patrons through the facility.
- The New Zealand Surf Life Saving ran their first interclub event at the facility. This was a successful day and a great experience to host that has now been booked as an annual event.
- The Swim School Programme has 105 new enrolments, taking the total for term 4 to 297 students to date with more expected.

Overall another busy month including continued growth in the group fitness and private swim lessons;

- Strength and Balance classes have increased again this month.
- Growth in the Pilates classes with requests for more classes in the evenings.
- 21 private swim lessons booked in weekly and continues to grow.

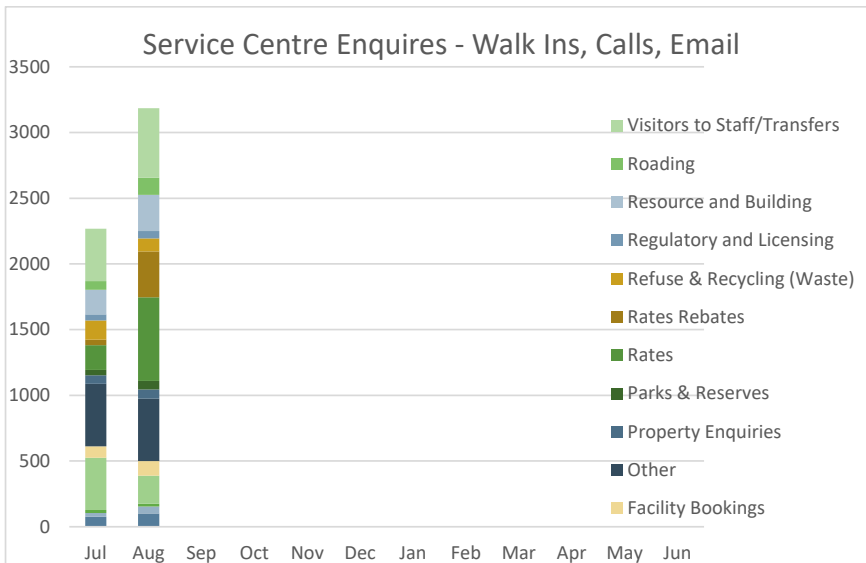
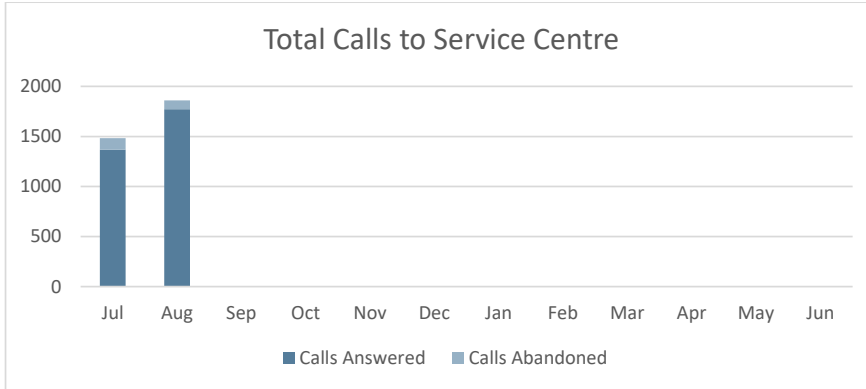
### Upcoming bookings (significant and new opportunities)

- School Holiday programme coming up, with an action packed two weeks of activity delivered by the team.
- Three outside organisations (Tūtaki Youth, Ngāruahine, Vertical Horizon) booked in that will be facilitating their holiday programmes at the facility.
- Vertical Horizon Adventure Centre Community Group have rebooked through till the end of 2024.
- Term 4 School Lessons completely booked, with term 4 looking to be a very busy time. This programme is funded through the support of the TOI Foundation.



**6. Service Centre**

August has been an extremely busy month with the reminder letters going out for rates and dog registrations. There were 3,185 customer interactions recorded through phone calls, emails and counter enquiries for July. An additional 918 compared to July. 544 of these were for counter enquiries only. This was 200 more than August 2022



Chade Julie  
**Acting Director - Community Services**

[Approved by]  
 Sven Hanne  
**Chief Executive**

**Date:** 19 September 2023

# MONTHLY REPORT

## Environmental Services Department



F22/55/04– D23/36267

**To:** Policy and Services Committee  
**From:** Director – Environmental Services  
**Date:** 26 September 2023  
**Subject:** Environmental Services Monthly Report – Aug 2023

### Recommendation

THAT the report be received.

/  
Moved/Seconded

This report presents a summary of the monthly progress and highlights for the main areas of activity within the Environmental Services department. The Long-Term Plan 2021-2031 sets the performance measures, and this report presents progress to date against the target for each performance measure.

#### 1. Overview

Fourteen applications for building consent were received in August 2023. These included two new residential buildings, five log fires, two pole sheds, one relocated dwelling, two alterations to residential dwellings, one new commercial building and one alteration to a commercial dwelling. There were also a further six amendments to existing building consents, two applications for exemptions from requiring building consent (for insulation) one application for a Project Information Memorandum, one Certificate of Acceptance and one Certificate of Public Use.

August has continued the relatively quiet start to the 2023/24 financial year that started in July. This is likely to be partly seasonal, but also partly influenced by economic conditions. Officers have also seen an increase of about 50% in the number of calls about animal-related issues in August. This is being driven by an increase in the number of calls about the same situations rather than an increase in nuisance effects caused by animals. Other Councils are reporting similar changes and it appears to be a result of reduced community tolerance rather than anything specific to Stratford.

#### 2. Strategic/Long Term Plan Projects

Work on the joint New Plymouth District Council and Stratford District Council Local Alcohol Policy started late last year with some information gathering. Work on the formal part of the process will start once New Plymouth District Council are ready for it to commence.

The Pembroke Road renaming project has now been completed. The only remaining area is Ariel Street, which is expected to be limited to renumbering and to involve fewer properties and will be completed once staff resourcing allows.

The Minister for the Environment and Minister of Conservation have released a draft National Planning Framework (NPF) proposal for targeted feedback from Iwi and local government. The NPF is over 500 pages and is an important element of the new Resource Management legislation as it includes much of the detail about how the new Resource Management system will operate. Council Officers are currently reading the draft NPF and will likely work with the other Taranaki Councils in putting together any feedback. Feedback must be provided by 13 December.

### 3. Dashboard – All Business Units

3.1 The following table summarises the main licencing, monitoring and enforcement activity across the department for the month:

| Activity   | Result Aug |
|--|------------|
| <b>Building Consent Authority</b>  |            |
| <b>Building Consent Applications</b>   | 14         |
| <b>Building Consent Amendment Applications</b>   | 6          |
| <b>Building Consents Issued</b>  | 17         |
| <b>Building Consent Amendments Issued</b>  | 3          |
| <b>Inspections completed</b>   | 104        |
| <b>Code Compliance Certificate Applications</b>  | 14         |
| <b>Code Compliance Certificates Issued</b>   | 13         |
| <b>Code Compliance Certificates Refused</b>  | 2          |
| <b>Number of Building Consents Received in Hard Copy</b>                                       | 0          |
| <b>Number of Buildings Consents Received Digitally</b>   | 20         |
| <b>Building Act Complaints received and responded to</b>                                       | 0          |
| <b>Planning</b>  |            |
| <b>Land Use Consents Received</b>  | 3          |
| <b>Land Use Consents Granted</b>   | 1          |
| <b>Subdivision Consents Received</b>   | 5          |
| <b>Subdivision Consents Granted</b>  | 4          |
| <b>223/224 Applications Received</b>   | 5          |
| <b>223/224 Applications Granted</b>  | 3          |
| <b>Resource Consent Applications Received in Hard Copy</b>                                     | 0          |
| <b>Resource Consent Applications Received in Digital Form</b>                                  | 8          |
| <b>Resource Consent Applications Placed on Hold or Returned</b>                                | 6          |
| <b>LIM's Received</b>  | 7          |
| <b>LIM's Granted</b>   | 9          |
| <b>Environmental Health</b>  |            |
| <b>Registered Premises Inspected for Compliance under the Food or Health Act</b>               | 4          |
| <b>Health or Food Act Complaints Received and responded to</b>                                 | 0          |
| <b>Licensed Premises Inspected for Compliance under the Sale &amp; Supply of Alcohol Act.</b>  | 0          |
| <b>Certificates and Licence Applications received under the Sale and Supply of Alcohol Act</b> | 10         |
| <b>Bylaw Complaints Received and responded to</b>  | 14         |
| <b>Dog Complaints Received and responded to</b>  | 43         |

### 4. Key Performance Indicators – All Business Units

#### 4.1 Building Services

| Level of Service                                     | Performance Measures  | Targets | Status  |
|--|---|---------|---|
| To process applications within statutory timeframes. | Percentage of building consent applications processed within 20 days.                     | 100%    | 19 of the 19 (100%) applications were processed within 20 working days.   |
|  | Percentage of inspection requests completed within 24 hours of request.                   | 100%    | 102 of the 104 (98%) inspections were within 24 hours of the request. The two that weren't, were due to being booked more than 24 hours in advance. |
|  | Percentage of code compliance certificate applications determined within 20 working days. | 100%    | 13 of the 13 (100%) CCC's issued were issued within 20 working days.  |

| Level of Service  | Performance Measures  | Targets   | Status   |
|---|---|-----------|--|
| To process LIMs within statutory timeframes             | % of LIMs processed within statutory timeframes.  | 100%      | Six of the six (100%) LIMs were processed within 10 working days.                          |
| To retain registration as a Building Consent Authority. | Current registration  | Confirmed | Achieved.  |
| Service meets customer expectations.                    | Percentage of customers using building consent processes are satisfied with the service provided. | >80%      | The results from the first wave of the customer satisfaction survey are not yet available. |

#### 4.2 Planning and Bylaws

| Level of Service   | Performance Measure   | Target                                    | Status  |
|--|---|---|---|
| To promote the sustainable management and use of land and public spaces. | To undertake a comprehensive review of the district plan, with notification within statutory timeframes.    | Notification of a proposed District Plan. | Work on this project has been delayed until a decision has been reached on participation in the first tranche of regions to develop plans under the new system. |
|  | To undertake a systematic review of bylaws and related policies as they reach their statutory review dates. | 100% review within timeframes             | There are no bylaws or policies currently outside their statutory review periods.   |
| To process resource consents within statutory timeframes.                | % of non-notified applications processed within 20 working days.  | 100%                                      | Five out of the five(100%) applications were processed within 20 working days.  |
|  | % of notified applications processed within legislated timeframes for notification, hearings and decisions. | 100%                                      | N/A   |
|  | % of S223 and S224 applications processed within 10 working days.   | 100%                                      | Three out of the three (100%) applications were processed within 10 working days.   |
| Service meets customer expectations.                                     | Percentage of customers using resource consent processes are satisfied with the service provided            | >80%                                      | The results from the first wave of the customer satisfaction survey are not yet available.  |

#### 4.3 Community Health and Safety

| Level of Service  | Performance Measure   | Target | Status |
|---|---|--------|--------|
| To fulfil obligations to improve, promote and protect public health | Percentage of registered premises registered under the Food Act, Health Act, Beauty and Tattoo Bylaw, to be inspected for compliance. | 100%   | 100%   |
|   | Health nuisance and premise complaints are responded to within 1 working day.   | 100%   | 100%   |
| To fulfil obligations as a District Licensing Committee             | Percentage of licensed premises inspected.  | 100%   | 100%   |
|   | Percentage of applications processed within 25 working days (excluding hearings).   | 100%   | 100%   |
| To monitor and enforce bylaws                                       | Percentage of complaints responded to within 2 hours.   | 100%   | 100%   |
| To ensure dogs are controlled                                       | Percentage of known dogs registered   | 95%    | 90.7%  |
|   | Percentage of dog attack/wandering dog complaints responded to within an hour   | 100%   | 100%   |

## 5. Detailed Reporting Building Services

### 5.1 Building Control Authority (“BCA”)

#### 5.1.1 Compliance/Notices to Fix issued as a BCA

No Notices to Fix were issued by the BCA in August 2023.

#### 5.1.2 Lapsed Consents

Section BC5 of the Quality Management System requires the BCA to check the files to identify consents issued 11 months previously, against which no inspections have been recorded. The check has been undertaken and no consents were lapsed in August 2023.

#### 5.1.3 Regulation 6A Compliance Dashboard

Clause 6A of the Accreditation Regulation requires BCAs to notify the Ministry of Business Innovation and Enterprise (“MBIE”) if any of the following incidents occur:

| Incident  | Occurrence this month |
|---|-----------------------|
| A significant change in the legal, commercial, or organisational status of the building consent authority or the wider organisation in which it operates:   | Nil                   |
| The departure of the building consent authority’s authorised representative or responsible manager:   | Nil                   |
| In any one quarter of a calendar year, a reduction of 25% or more of employees doing technical jobs who are not replaced with employees who have equivalent qualifications and competence:  | Nil                   |
| A transfer under section 233 or 244 of the Act of (i) 1 or more functions of the building consent authority to another building consent authority: (ii) 1 or more functions of another building consent authority to the building consent authority:  | Nil                   |
| An arrangement being made under section 213 of the Act for—(i) another building consent authority to perform a significant amount of the functions of the building consent authority: (ii) the building consent authority to perform a significant amount of the functions of another building consent authority: | Nil                   |
| A material amendment to the building consent authority’s policies, procedures, or systems required by these regulations.  | Nil                   |

#### 5.1.4 Training needs analysis

One Building Control Officer is continuing studying towards his Diploma in Building Surveying. This is the final year of this programme of study.

Training in the following areas is being delivered internally or we are awaiting training programmes to be delivered in conjunction with other Councils and will be delivered in coming months:

- AS/NZS1547:2012 On-site domestic wastewater management,
- Compliance Schedule/BWoF systems.
- CCC Certification with specified systems
- Undertaking BWoF Audits

#### 5.1.5 Internal audit/external audit timetable

During August no internal process audits were scheduled to be undertaken by the Council’s Quality Manager. Our next external audit by International Accreditation New Zealand Limited (IANZ) has been scheduled for 12-14 November 2023. The Quality Manager is scheduled to be onsite in September to undertake a pre-IANZ audit with the Building Control Manager to identify any obvious issues so they can be addressed before the IANZ audit.

5.2 **Territorial Authority**

5.2.1 **Compliance Schedules/Building Warrants of Fitness**

Two onsite BWoF audits were undertaken during August 2023. These related to Taranaki Diocesan School and Taranaki Regional Council. No existing Compliance Schedules were re-built in August 2023.

No notifications were issued for Warrant of Fitness renewal.

5.2.2 **Swimming Pools**

There are 86 swimming pools on the Council's swimming pool register. There is one that requires remediation work to achieve compliance.

5.2.3 **Earthquake-Prone Buildings**

We did not receive any reports about buildings that have been identified as potentially being earthquake-prone in August. To date we have received eight reports which have confirmed five buildings as being earthquake prone, and three buildings as being not earthquake prone.

5.2.4 **Non-Standard Site Register Maintenance**

No new sites were added to the non-standard site register in August 2023.

5.2.5 **Notices to Fix/Other Compliance as a Territorial Authority**

No Notices to Fix for unauthorised building works were issued by the Territorial Authority in August 2023.

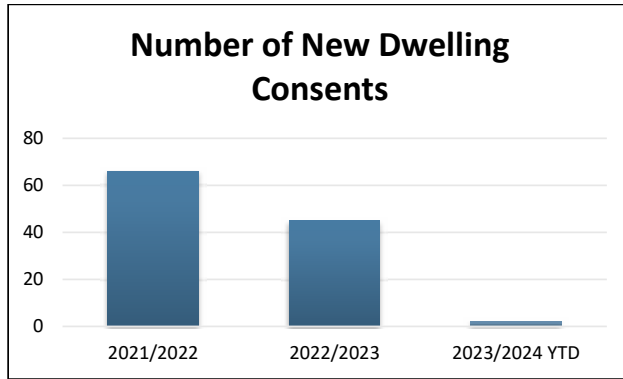
5.3 **Trends Analysis**

5.3.1 Consents applied for by type:

| Type  | Aug 2023  | Aug 2022 | 2023/2024 | 2021/2022 Whole Year |
|---|-----------|----------|-----------|----------------------|
| <b>New Dwellings</b>                            | 2         | 0        | 2         | 66                   |
| <b>Relocated dwellings</b>                      | 1         | 2        | 1         | 9                    |
| <b>Relocated buildings other than dwellings</b> | 0         | 0        | 0         | 0                    |
| <b>Fires</b>                                    | 5         | 2        | 8         | 83                   |
| <b>Pole sheds/accessory buildings</b>           | 2         | 1        | 4         | 50                   |
| <b>Additions/alterations – residential</b>      | 2         | 0        | 3         | 22                   |
| <b>New Commercial buildings</b>                 | 1         | 1        | 1         | 10                   |
| <b>Additions/alterations – commercial</b>       | 1         | 1        | 1         | 14                   |
| <b>Other/miscellaneous</b>                      | 0         | 0        | 0         | 15                   |
| <b>Total/s</b>                                  | <b>14</b> | <b>7</b> | <b>20</b> | <b>269</b>           |

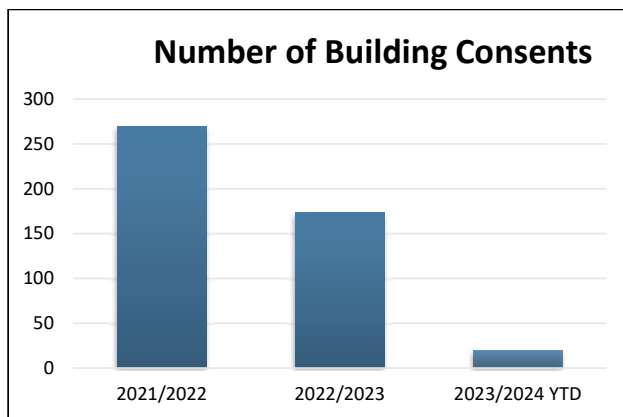


**New House indicator by year**



| Year      | New Dwellings |
|-----------|---------------|
| 2021/2022 | 66            |
| 2022/2023 | 45            |
| 2023/2024 | 2             |

**Consent numbers by year**



| Year          | Building Consents |
|---------------|-------------------|
| 2021/2022     | 269               |
| 2022/2023     | 173               |
| 2023/2024 YTD | 20                |

Blair Sutherland  
**Director - Environmental Services**

[Approved]  
 Sven Hanne  
**Chief Executive**

**Date:** 19 September 2023

# MONTHLY REPORT

## Corporate Services Department



F22/55/04 – D23/40092

To: Policy and Services Committee  
From: Director – Corporate Services  
Date: 26 September 2023  
Subject: Corporate Services Monthly Report – August 2023

### Recommendation

THAT the report be received.

\_\_\_\_\_  
Moved/Seconded

## 1. Financial Management

Reports attached, as at 31 August 2023, are:

- 1) Statement of Comprehensive Revenue and Expenses - YTD
- 2) Balance Sheet
- 3) Expenditure and Revenue by Activity - YTD
- 4) Capital Expenditure Report - YTD
- 5) Treasury Report
- 6) Cashflow Forecast
- 7) Debtors Report.

### 1.1 Financial Results for August Year to Date (YTD)

#### *Revenue*

Total Revenue for the YTD is \$985,736 more than budget, at **\$6,897,083**. Operating Revenue (excluding extraordinary revenue) is more than budget for the YTD by \$215,609, at **\$6,126,956**.

Grant funding includes a grant from the Toi Foundation of \$154,235 for swimming lessons for Wai-o-Rua, \$87,500 of provincial growth funding, and \$340,194 from Mayors Taskforce for Jobs.

#### *Expenditure*

Total Expenditure for the YTD is \$256,931 over budget; however this is primarily due to the expenditure related to the grant funding above.

### 1.2 Capital Expenditure Report

Total capital expenditure funds available for the 2023/24 financial year is **\$22,478,454**. This is made up of budgeted capital expenditure as per the Annual Plan 2023/24 of \$16,457,145 and budgeted amounts brought forward from the previous year of \$6,021,309. Of the total budget available:

- \$6,317,474 is for replacing existing assets,
- \$15,034,649 is for new assets or improving existing assets, and
- \$1,126,331 is to cater for district growth.

Actual capital expenditure for the YTD is \$1,782,810, being 8% of the funds available.

### 1.3 Treasury Management

#### Summary

|                      |           |                   |
|----------------------|-----------|-------------------|
| Gross Debt (LGFA)    | \$        | 34,700,000        |
| Term Deposits        | \$        | 6,000,000         |
| A&P Association Loan | \$        | 7,180,000         |
| <b>Net Debt</b>      | <b>\$</b> | <b>21,520,000</b> |

Gross Council debt as at 31 August 2023 was \$34,700,000 a reduction of \$1,000,000 from the previous month, due to the maturity of a loan in August 2023.

Net debt is \$21,520,000 after netting off financial investments comprising of \$6,000,000 on term deposits with registered New Zealand banks, and the \$7,180,000 loan to the Stratford A&P Association.

All debt covenants were met as at 31 August 2023.

|                                      | <i>Actual</i> | <i>Policy</i> |
|--------------------------------------|---------------|---------------|
| Actual Fixed Debt                    | 100%          | >60%          |
| Actual Floating Debt                 | 0%            | <60%          |
| Fixed 1-3 years                      | 34%           | 10-60%        |
| Fixed 3-5 years                      | 27%           | 10-60%        |
| Fixed >5 years                       | 30%           | 5-60%         |
| Debt Matures 1-3 years               | 34%           | 10-60%        |
| Debt Matures 3-5 years               | 27%           | 10-60%        |
| Debt Matures > 5 years               | 30%           | 10-60%        |
| Debt Servicing to Revenue Ratio      | 3%            | <10%          |
| Net Debt to Revenue Ratio            | 69%           | <130%         |
| Liquidity Ratio                      | 178%          | >110%         |
| Net Debt per Capita                  | \$ 2,118      | <\$3,000      |
| Net Debt per Ratepayer               | \$ 4,247      | N/A           |
| Maximum Investment with Counterparty | \$ 6,000,000  | N/A           |

#### Borrowings

All Council debt, made up of Local Government Funding Agency ('LGFA') loans, is 100% fixed and within Treasury Policy limits.

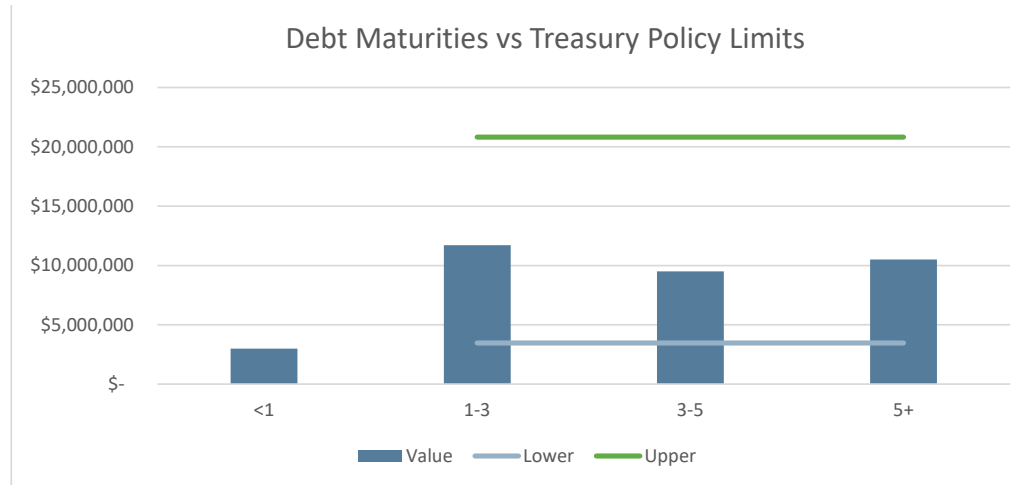
The Net Debt to Revenue ratio is currently at 69% (Council's limit is 130%). Based on budgeted annual revenue for 2023/24 of \$31,101,000, **Net Debt** could increase to \$40,431,300 before breaching Council's limit as per the Treasury Management Policy.

Interest rates have remained at a similar level to the previous month. The latest LGFA borrowing rates as at 30 August 2023 are:

- 1 year 6.04%
- 5 years 5.83%
- 10 years 5.97%

The weighted average interest rate across all Council debt is currently at **3.35%**. The interest rate used for budgeting purposes for the Annual Plan 2023/24 is 3.45%.

The weighted average interest rate of all term deposits is **5.87%**.



**Cashflow Forecast**

As at the end of August 2023, Council had \$2,732,281 in the bank, as a result of the first rates instalment becoming due, and term deposits increased to \$6,000,000

Further borrowing is expected over the next 12 months to cover cash shortfalls expected from October 2023 onwards.

**2.0 Revenue Management**

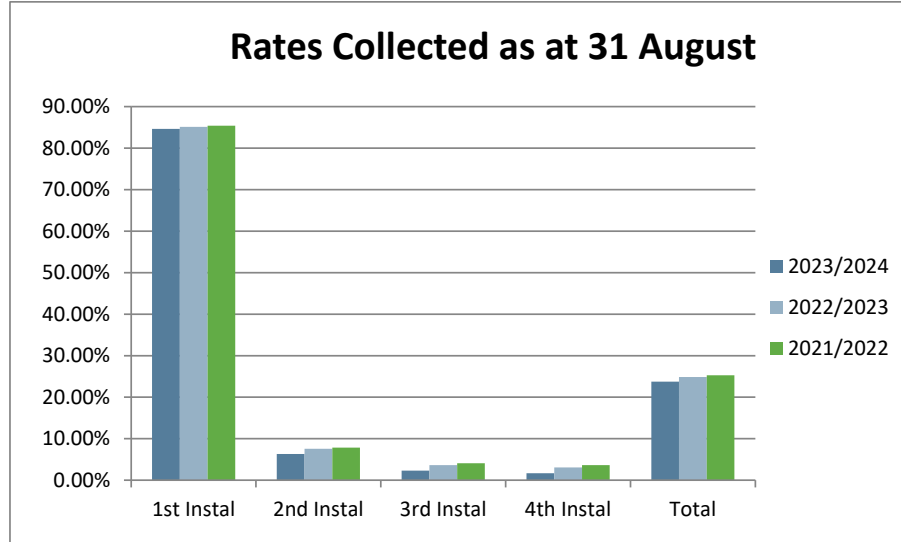
**2.1 Rates**

*Rates Arrears (owing from 2022/23 year and earlier) \$212,469.*

As at 31 August 2023, 48% of rates in arrears have been collected since 1 July 2023 (2022: 50%).

*Current Year Rates*

As at 31 August 2023, 24% of rates had been collected (2022: 25%). The graph below shows a downward trend in collection performance over the past three years by 1%. This may be a combination of the cost of living, and the shift towards direct debits which spreads the rates over a full year rather than to 31 May, if paid by any other method.



**2.2 Outstanding Debtors**

The Outstanding Debtors report as at 31 July is attached to this report. There are no areas for concern.

**3.0 Information Technology**

**Information Technology Update**

- A planned minor upgrade of the Envibe POS system at Wai O Rua pool will occur over two weeks starting 12 September. This upgrade will introduce several new features, including Group Fitness Module enhancements, Online Promo Codes, Improved reporting features, and some warranty fixes specific to Stratford.
- The team are scheduling a minor upgrade of GoGet (building consent system) in September, which will resolve a software bug with CCC 20-day clock issues to comply with legislative requirements and add new functionality for RFI response visibility.
- Officers are also continuing with the annual hardware replacement program for Computer desktops, laptops, and monitors. Equipment aged > 5 years is scheduled for replacement in September.
- A further 39 rural property files have been digitized. Approximately 105 remain to be completed.
- Privacy Act training was successfully rolled out to all staff.

Christine Craig  
Corporate Accountant

Approved By:  
Sven Hanne  
Chief Executive

Date: 19 September 2023

## Statement of Comprehensive Revenue and Expense

For the Year to Date - August 2023

|   | August '23<br>Actual YTD | August '23<br>Budget YTD | Variance YTD       | Total Budget<br>2023/24 | August 22<br>Actual YTD |
|---|--------------------------|--------------------------|--------------------|-------------------------|-------------------------|
| <b>Operating Revenue</b>                    |                          |                          |                    |                         |                         |
| Finance Revenue                             | \$67,607                 | \$54,000                 | \$13,607           | \$324,000               | \$55,117                |
| Waka Kotahi NZTA Roothing Subsidy           | \$1,026,711              | \$761,667                | \$265,044          | \$4,570,000             | \$1,056,557             |
| Rates Revenue - excl water consumption rate | \$3,931,152              | \$3,923,250              | \$7,902            | \$15,693,000            | \$3,628,546             |
| Water Supply - Consumption Charge           | \$1,777                  | \$122,750                | (\$120,973)        | \$491,000               | (\$3,515)               |
| Sundry Revenue                              | \$1,125                  | \$3,833                  | (\$2,708)          | \$55,000                | \$894                   |
| Farm Milk Proceeds                          | \$46,118                 | \$102,667                | (\$56,549)         | \$616,000               | \$54,938                |
| User Charges for Services                   | \$1,052,466              | \$943,181                | \$109,285          | \$2,638,000             | \$1,102,366             |
| <b>Total Operating Revenue</b>              | <b>\$6,126,956</b>       | <b>\$5,911,347</b>       | <b>\$215,609</b>   | <b>\$24,387,000</b>     | <b>\$5,894,903</b>      |
| <b>Extraordinary Revenue</b>                |                          |                          |                    |                         |                         |
| Grant Funding                               | \$769,041                | \$0                      | \$769,041          | \$6,611,000             | \$207,500               |
| Financial Contributions                     | \$1,086                  | \$0                      | \$1,086            | \$0                     | \$41,739                |
| Other Revenue                               | \$0                      | \$0                      | \$0                | \$0                     | \$10,677                |
| Dividends                                   | \$0                      | \$0                      | \$0                | \$103,000               | \$0                     |
| <b>Total Extraordinary Revenue</b>          | <b>\$770,127</b>         | <b>\$0</b>               | <b>\$770,127</b>   | <b>\$6,714,000</b>      | <b>\$259,916</b>        |
| <b>Total Revenue</b>                        | <b>\$6,897,083</b>       | <b>\$5,911,347</b>       | <b>\$985,736</b>   | <b>\$31,101,000</b>     | <b>\$6,154,819</b>      |
| <b>Operating Expenditure</b>                |                          |                          |                    |                         |                         |
| Personnel Costs                             | \$928,916                | \$890,615                | (\$38,301)         | \$5,789,000             | \$834,047               |
| Other Direct Operating Costs                | \$2,451,513              | \$2,228,877              | (\$222,636)        | \$11,687,000            | \$2,294,870             |
| <b>Total Operating Expenditure</b>          | <b>\$3,380,429</b>       | <b>\$3,119,493</b>       | <b>(\$260,936)</b> | <b>\$17,476,000</b>     | <b>\$3,128,917</b>      |
| <b>Other Operating Expenditure</b>          |                          |                          |                    |                         |                         |
| Depreciation                                | \$1,074,833              | \$1,074,833              | \$0                | \$6,449,000             | \$892,500               |
| Finance Costs                               | \$202,828                | \$206,833                | \$4,005            | \$1,241,000             | \$142,806               |
| <b>Total Other Expenditure</b>              | <b>\$1,277,661</b>       | <b>\$1,281,667</b>       | <b>\$4,005</b>     | <b>\$7,690,000</b>      | <b>\$1,035,306</b>      |
| <b>Total Expenditure</b>                    | <b>\$4,658,090</b>       | <b>\$4,401,160</b>       | <b>(\$256,931)</b> | <b>\$25,166,000</b>     | <b>\$4,164,223</b>      |
| <b>Net Surplus (Deficit)</b>                | <b>\$2,238,993</b>       | <b>\$1,510,188</b>       | <b>\$728,805</b>   | <b>\$5,935,000</b>      | <b>\$1,990,596</b>      |

*Capital Revenue/Expenditure is made up of:*

|  |           |           |
|--|-----------|-----------|
| NZTA Funding for Roothing capital projects | \$671,272 | \$539,781 |
| Community Grants and Donations             | \$0       | \$0       |
|  | \$671,272 | \$539,781 |

**Adjusted Net Surplus/(Deficit)\***                      \$1,567,721                      \$970,407                      \$597,313

\*The budgeted YTD net deficit includes un-funded depreciation - mainly roading as 61% of capital projects are subsidised, and some Council buildings.

## Statement of Financial Position

As at 31 August 2023

|   | August '23 Actual<br>YTD | August 22 Actual<br>YTD |
|---|--------------------------|-------------------------|
| <b>Assets</b>                               |                          |                         |
| <b>Current Assets</b>                       |                          |                         |
| Cash and Cash Equivalents                   | \$2,631,699              | \$1,795,172             |
| Short Term Deposits                         | \$6,000,000              | \$6,000,000             |
| Receivables                                 | \$1,950,045              | \$1,915,298             |
| Prepayments                                 | \$0                      | \$0                     |
| LGFA Borrower Notes                         | \$57,000                 | \$40,000                |
| <b>Current Assets Total</b>                 | <b>\$10,638,744</b>      | <b>\$9,750,470</b>      |
| <b>Non-Current Assets</b>                   |                          |                         |
| <b>Investment in Other Financial Assets</b> |                          |                         |
| LGFA Borrower Notes                         | \$743,000                | \$675,000               |
| Shares                                      | \$600,000                | \$547,000               |
| Loan to Stratford A and P Association       | \$7,180,000              | \$7,180,000             |
| Trust Settlements                           | \$110                    | \$110                   |
| Work in Progress                            | \$4,932,813              | \$26,081,105            |
| Property, Plant & Equipment / Intangibles   | \$460,145,000            | \$425,335,000           |
| <b>Non-Current Assets Total</b>             | <b>\$473,600,923</b>     | <b>\$459,818,215</b>    |
| <b>Assets Total</b>                         | <b>\$484,239,667</b>     | <b>\$469,568,685</b>    |
| <b>Liabilities &amp; Equity</b>             |                          |                         |
| <b>Equity</b>                               |                          |                         |
| Renewal Reserves                            | \$5,972,000              | \$4,969,601             |
| Contingency Reserve                         | \$504,500                | \$504,500               |
| Other Council Created Reserves              | \$968,000                | \$1,532,467             |
| Restricted Reserves                         | \$1,223,086              | \$1,160,739             |
| Targeted Rate Reserves                      | \$931,000                | \$580,000               |
| Asset Revaluation Reserves                  | \$233,608,000            | \$199,752,785           |
| Retained Earnings                           | \$202,975,760            | \$225,579,247           |
| <b>Equity Total</b>                         | <b>\$444,320,346</b>     | <b>\$434,079,339</b>    |
| <b>Liabilities</b>                          |                          |                         |
| <b>Current Liabilities</b>                  |                          |                         |
| Borrowings (maturing less than one year)    | \$3,000,000              | \$7,000,000             |
| Provision for Landfill Aftercare            | \$7,000                  | \$6,766                 |
| Employee Entitlements                       | \$322,000                | \$243,298               |
| Payables and Deferred Revenue               | \$4,883,321              | \$3,020,847             |
| <b>Non-Current Liabilities</b>              |                          |                         |
| Borrowings                                  | \$31,700,000             | \$25,200,000            |
| Provision for Landfill Aftercare            | \$7,000                  | \$18,435                |
| <b>Liabilities Total</b>                    | <b>\$39,919,321</b>      | <b>\$35,489,346</b>     |
| <b>Liabilities &amp; Equity Total</b>       | <b>\$484,239,667</b>     | <b>\$469,568,685</b>    |

## Expenditure and Revenue by Activity

For the Year to Date - August 2023

*\*Note: Expenditure excludes interest and depreciation allocated to each activity.*

*Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report*

|   | August '23<br>Actual YTD | August '23<br>Budget YTD | Variance YTD | Total Budget<br>2023/24 | August 22<br>Actual YTD |
|---|--------------------------|--------------------------|--------------|-------------------------|-------------------------|
| <b><u>Recreation and Facilities</u></b>       |                          |                          |              |                         |                         |
| <b>Aerodrome</b>                              |                          |                          |              |                         |                         |
| Expenditure                                   | \$21,969                 | \$24,188                 | \$2,219      | \$135,000               | \$17,888                |
| Revenue                                       | \$6,800                  | \$4,500                  | \$2,300      | \$27,000                | \$8,943                 |
| Net cost of activity                          | \$15,169                 | \$19,688                 | \$4,519      | \$108,000               | \$8,945                 |
| <b>Civic Amenities</b>                        |                          |                          |              |                         |                         |
| Expenditure                                   | \$141,876                | \$131,623                | (\$10,254)   | \$529,000               | \$132,226               |
| Revenue                                       | \$8,259                  | \$18,000                 | (\$9,741)    | \$54,000                | \$11,000                |
| Net cost of activity                          | \$133,617                | \$113,623                | (\$19,995)   | \$475,000               | \$121,226               |
| <b>Pensioner Housing</b>                      |                          |                          |              |                         |                         |
| Expenditure                                   | \$29,151                 | \$29,309                 | \$158        | \$121,000               | \$26,131                |
| Revenue                                       | \$12,307                 | \$12,833                 | (\$526)      | \$77,000                | \$12,229                |
| Net cost of activity                          | \$16,844                 | \$16,476                 | (\$368)      | \$44,000                | \$13,902                |
| <b>Library</b>                                |                          |                          |              |                         |                         |
| Expenditure                                   | \$122,959                | \$90,078                 | (\$32,881)   | \$495,000               | \$122,735               |
| Revenue                                       | \$7,599                  | \$2,500                  | \$5,099      | \$15,000                | \$15,947                |
| Net cost of activity                          | \$115,360                | \$87,578                 | (\$27,782)   | \$480,000               | \$106,788               |
| <b>Parks and Reserves</b>                     |                          |                          |              |                         |                         |
| Expenditure                                   | \$164,871                | \$139,586                | (\$25,285)   | \$724,000               | \$125,143               |
| Revenue                                       | \$2,493                  | \$1,500                  | \$993        | \$9,000                 | \$2,471                 |
| Net cost of activity                          | \$162,378                | \$138,086                | (\$24,292)   | \$715,000               | \$122,672               |
| <b>Cemeteries</b>                             |                          |                          |              |                         |                         |
| Expenditure                                   | \$42,343                 | \$35,439                 | (\$6,904)    | \$209,000               | \$34,992                |
| Revenue                                       | \$40,907                 | \$24,167                 | \$16,740     | \$145,000               | \$20,287                |
| Net cost of activity                          | \$1,436                  | \$11,273                 | \$9,837      | \$64,000                | \$14,705                |
| <b>TSB Pool Complex</b>                       |                          |                          |              |                         |                         |
| Expenditure                                   | \$424,920                | \$383,694                | (\$41,226)   | \$1,976,000             | \$197,095               |
| Revenue                                       | \$82,017                 | \$65,333                 | \$16,684     | \$392,000               | \$31,437                |
| Net cost of activity                          | \$342,903                | \$318,361                | (\$24,542)   | \$1,584,000             | \$165,658               |
| <b><u>Democracy and Corporate Support</u></b> |                          |                          |              |                         |                         |
| Expenditure                                   | \$250,629                | \$218,937                | (\$31,692)   | \$1,279,000             | \$223,634               |
| Revenue                                       | \$70,097                 | \$15,500                 | \$54,597     | \$140,000               | \$54,565                |
| Net cost of activity                          | \$180,532                | \$203,437                | \$22,905     | \$1,139,000             | \$169,069               |
| <b><u>Community Development</u></b>           |                          |                          |              |                         |                         |
| <b>Community Services</b>                     |                          |                          |              |                         |                         |
| Expenditure                                   | \$137,692                | \$70,667                 | (\$67,025)   | \$496,000               | \$101,662               |
| Revenue                                       | \$30,382                 | \$0                      | \$30,382     | \$0                     | \$252,339               |
| Net cost of activity                          | \$107,310                | \$70,667                 | (\$36,643)   | \$496,000               | -\$150,677              |
| <b>Economic Development</b>                   |                          |                          |              |                         |                         |
| Expenditure                                   | \$125,575                | \$106,197                | (\$19,378)   | \$626,000               | \$97,258                |
| Revenue                                       | \$121,187                | \$0                      | \$121,187    | \$0                     | \$0                     |
| Net cost of activity                          | \$4,388                  | \$106,197                | \$101,809    | \$626,000               | \$97,258                |
| <b>Information Centre</b>                     |                          |                          |              |                         |                         |
| Expenditure                                   | \$38,349                 | \$43,697                 | \$5,348      | \$251,000               | \$42,292                |
| Revenue                                       | \$11,582                 | \$10,833                 | \$749        | \$65,000                | \$9,059                 |



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\*Note: Expenditure excludes interest and depreciation allocated to each activity.

Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report

|                                 | August '23<br>Actual YTD | August '23<br>Budget YTD | Variance YTD | Total Budget<br>2023/24 | August 22<br>Actual YTD |
|---------------------------------|--------------------------|--------------------------|--------------|-------------------------|-------------------------|
| Net cost of activity            | \$26,767                 | \$32,863                 | \$6,096      | \$186,000               | \$33,233                |
| <b>Rental Properties</b>        |                          |                          |              |                         |                         |
| Expenditure                     | \$12,390                 | \$10,138                 | (\$2,253)    | \$44,000                | \$12,283                |
| Revenue                         | \$5,083                  | \$6,167                  | (\$1,084)    | \$37,000                | \$4,966                 |
| Net cost of activity            | \$7,307                  | \$3,971                  | (\$3,336)    | \$7,000                 | \$7,317                 |
| <b>Farm</b>                     |                          |                          |              |                         |                         |
| Expenditure                     | \$43,433                 | \$66,727                 | \$23,294     | \$345,000               | \$38,663                |
| Revenue                         | \$46,118                 | \$102,667                | (\$56,549)   | \$616,000               | \$54,938                |
| Net cost of activity            | -\$2,685                 | -\$35,940                | (\$33,255)   | -\$271,000              | -\$16,275               |
| <b>Holiday Park</b>             |                          |                          |              |                         |                         |
| Expenditure                     | \$411                    | \$333                    | (\$78)       | \$2,000                 | \$334                   |
| Revenue                         | \$0                      | \$0                      | \$0          | \$3,000                 | \$0                     |
| Net cost of activity            | \$411                    | \$333                    | (\$78)       | -\$1,000                | \$334                   |
| <b>Environmental Services</b>   |                          |                          |              |                         |                         |
| <b>Building Control</b>         |                          |                          |              |                         |                         |
| Expenditure                     | \$178,164                | \$170,570                | (\$7,594)    | \$1,008,000             | \$148,466               |
| Revenue                         | \$110,543                | \$87,167                 | \$23,376     | \$523,000               | \$72,916                |
| Net cost of activity            | \$67,621                 | \$83,403                 | \$15,782     | \$485,000               | \$75,550                |
| <b>District Plan</b>            |                          |                          |              |                         |                         |
| Expenditure                     | \$38,207                 | \$124,333                | \$86,126     | \$746,000               | \$34,550                |
| Net cost of activity            | \$38,207                 | \$124,333                | \$86,126     | \$746,000               | \$34,550                |
| <b>Resource Consents</b>        |                          |                          |              |                         |                         |
| Expenditure                     | \$62,445                 | \$60,076                 | (\$2,369)    | \$353,000               | \$45,426                |
| Revenue                         | \$8,061                  | \$21,000                 | (\$12,939)   | \$126,000               | \$21,080                |
| Net cost of activity            | \$54,384                 | \$39,076                 | (\$15,308)   | \$227,000               | \$24,346                |
| <b>Food and Health</b>          |                          |                          |              |                         |                         |
| Expenditure                     | \$40,454                 | \$32,000                 | (\$8,454)    | \$189,000               | \$40,206                |
| Revenue                         | \$14,581                 | \$17,500                 | (\$2,919)    | \$35,000                | \$11,956                |
| Net cost of activity            | \$25,873                 | \$14,500                 | (\$11,373)   | \$154,000               | \$28,250                |
| <b>Alcohol Licensing</b>        |                          |                          |              |                         |                         |
| Expenditure                     | \$22,650                 | \$20,667                 | (\$1,983)    | \$124,000               | \$27,511                |
| Revenue                         | \$3,679                  | \$5,667                  | (\$1,988)    | \$34,000                | \$4,558                 |
| Net cost of activity            | \$18,971                 | \$15,000                 | (\$3,971)    | \$90,000                | \$22,953                |
| <b>Parking and Other Bylaws</b> |                          |                          |              |                         |                         |
| Expenditure                     | \$24,743                 | \$25,667                 | \$924        | \$154,000               | \$22,326                |
| Revenue                         | \$80                     | \$167                    | (\$87)       | \$1,000                 | -\$194                  |
| Net cost of activity            | \$24,663                 | \$25,500                 | \$837        | \$153,000               | \$22,520                |
| <b>Animal Control</b>           |                          |                          |              |                         |                         |
| Expenditure                     | \$47,028                 | \$40,347                 | (\$6,681)    | \$235,000               | \$41,673                |
| Revenue                         | \$125,339                | \$122,014                | \$3,325      | \$167,000               | \$103,695               |
| Net cost of activity            | -\$78,311                | -\$81,667                | (\$3,356)    | \$68,000                | -\$62,022               |
| <b>Civil Defence</b>            |                          |                          |              |                         |                         |
| Expenditure                     | \$93,619                 | \$82,401                 | (\$11,218)   | \$431,000               | \$61,645                |
| Net cost of activity            | \$93,619                 | \$82,401                 | (\$11,218)   | \$431,000               | \$61,645                |
| <b>Assets</b>                   |                          |                          |              |                         |                         |
| <b>Roading</b>                  |                          |                          |              |                         |                         |
| Expenditure                     | \$691,005                | \$670,167                | (\$20,838)   | \$4,021,000             | \$1,003,537             |
| Revenue                         | \$1,521,049              | \$1,259,667              | \$261,382    | \$5,208,000             | \$1,475,381             |

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\*Note: Expenditure excludes interest and depreciation allocated to each activity.

Revenue includes user charges, water revenue by meter, and sundry revenue as per Comprehensive report

|                                   | August '23<br>Actual YTD | August '23<br>Budget YTD | Variance YTD | Total Budget<br>2023/24 | August 22<br>Actual YTD |
|-----------------------------------|--------------------------|--------------------------|--------------|-------------------------|-------------------------|
| Net cost of activity              | -\$830,044               | -\$589,500               | \$240,544    | -\$1,187,000            | -\$471,844              |
| <b>Stormwater</b>                 |                          |                          |              |                         |                         |
| Expenditure                       | \$55,179                 | \$36,403                 | (\$18,777)   | \$198,000               | \$37,472                |
| Revenue                           | \$0                      | \$0                      | \$0          | \$0                     | \$0                     |
| Net cost of activity              | \$55,179                 | \$36,403                 | (\$18,777)   | \$198,000               | \$37,472                |
| <b>Wastewater (Sewerage)</b>      |                          |                          |              |                         |                         |
| Expenditure                       | \$104,022                | \$106,520                | \$2,498      | \$572,000               | \$105,904               |
| Revenue                           | \$7,981                  | \$5,833                  | \$2,148      | \$35,000                | \$11,866                |
| Net cost of activity              | \$96,041                 | \$100,687                | \$4,646      | \$537,000               | \$94,038                |
| <b>Solid Waste</b>                |                          |                          |              |                         |                         |
| Expenditure                       | \$192,235                | \$165,814                | (\$26,421)   | \$1,001,000             | \$134,383               |
| Revenue                           | \$44,511                 | \$28,333                 | \$16,178     | \$170,000               | \$34,422                |
| Net cost of activity              | \$147,724                | \$137,481                | (\$10,243)   | \$831,000               | \$99,961                |
| <b>Water Supply</b>               |                          |                          |              |                         |                         |
| Expenditure                       | \$274,110                | \$233,918                | (\$40,193)   | \$1,178,000             | \$270,501               |
| Revenue                           | \$1,777                  | \$122,750                | (\$120,973)  | \$491,000               | -\$3,515                |
| Net cost of activity              | \$272,333                | \$111,168                | (\$161,166)  | \$687,000               | \$274,016               |
| <b>Total Activity Expenditure</b> | \$3,380,429              | \$3,119,493              | (\$260,936)  | \$17,442,000            | \$3,145,936             |
| <b>Total Activity Revenue</b>     | \$2,282,432              | \$1,934,097              | \$348,335    | \$8,370,000             | \$2,210,346             |
| <b>Net Cost of Activities</b>     | \$1,097,997              | \$1,185,396              | \$87,399     | \$9,072,000             | \$935,590               |

### CASHFLOW FORECAST FOR THE YEAR ENDED AUGUST 2023

|   | Aug-23            | Actual<br>Aug-23  | Sep-23            | Oct-23            | Nov-23            | Dec-23            | Jan-24            | Feb-24            | Mar-24            | Apr-24            | May-24            | Jun-24            | Jul-24            | Aug-24            | 12 Month          |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>OPENING BALANCE</b>                  | <b>1,970,527</b>  | <b>1,970,527</b>  | <b>2,732,281</b>  | <b>1,240,773</b>  | <b>384,720</b>    | <b>1,559,720</b>  | <b>437,720</b>    | <b>722,720</b>    | <b>2,582,720</b>  | <b>1,565,739</b>  | <b>525,739</b>    | <b>2,539,239</b>  | <b>438,609</b>    | <b>804,609</b>    | <b>15,534,587</b> |
| Rates                                   | 1,970,527         | 4,345,008         | 600,000           | 550,000           | 3,500,000         | 320,000           | 320,000           | 3,200,000         | 620,000           | 600,000           | 3,500,000         | 655,000           | 500,000           | 4,000,000         | 18,365,000        |
| NZTA Refunds                            | 763,484           | 776,183           | 404,539           | 650,000           | 275,000           | 600,000           | 500,000           | 600,000           | 1,100,000         | 550,000           | 330,000           | 290,000           | 1,100,000         | 700,000           | 7,099,539         |
| Fees and Charges                        | 415,000           | 242,019           | 300,000           | 400,000           | 500,000           | 300,000           | 400,000           | 350,000           | 415,000           | 380,000           | 450,000           | 430,000           | 400,000           | 250,000           | 4,575,000         |
| Interest Revenue                        | 1 35,000          | 18,148            | 73,000            | 30,000            | 30,000            | 73,000            | 30,000            | 30,000            | 53,019            | 30,000            | 3,500             | 46,000            | 36,000            | 20,000            | 454,519           |
| Other Revenue                           | 2 -               | 462,917           | -                 | -                 | -                 | 1,560,000         | -                 | -                 | 1,560,000         | -                 | -                 | 30,335            | -                 | -                 | 3,150,335         |
| <b>Total Cash In</b>                    | <b>3,184,011</b>  | <b>5,844,276</b>  | <b>1,377,539</b>  | <b>1,630,000</b>  | <b>4,305,000</b>  | <b>2,853,000</b>  | <b>1,250,000</b>  | <b>4,180,000</b>  | <b>3,748,019</b>  | <b>1,560,000</b>  | <b>4,283,500</b>  | <b>1,451,335</b>  | <b>2,036,000</b>  | <b>4,970,000</b>  | <b>33,644,393</b> |
| Salaries and Wages / Elected Members    | 566,000           | 627,586           | 515,000           | 560,000           | 560,000           | 515,000           | 515,000           | 400,000           | 515,000           | 500,000           | 500,000           | 500,000           | 500,000           | 630,000           | 6,210,000         |
| Payments to Suppliers - Operating       | 700,000           | 819,742           | 700,000           | 700,000           | 700,000           | 700,000           | 800,000           | 900,000           | 1,000,000         | 900,000           | 700,000           | 1,000,000         | 850,000           | 820,000           | 9,770,000         |
| Major contract payments                 | 1,200,000         | 1,614,594         | 1,200,000         | 1,000,000         | 1,200,000         | 2,760,000         | 1,200,000         | 1,000,000         | 2,960,000         | 1,200,000         | 1,100,000         | 2,000,000         | 1,200,000         | 1,500,000         | 18,320,000        |
| Interest Expense                        | 20,600            | 20,600            | -                 | 226,053           | 170,000           | -                 | -                 | 20,000            | -                 | -                 | 170,000           | 51,965            | -                 | 20,600            | 658,618           |
| GST Paid / (Received)                   | -                 | -                 | 454,048           | -                 | 500,000           | -                 | 450,000           | -                 | 290,000           | -                 | 200,000           | -                 | 120,000           | -                 | 1,614,048         |
| <b>Total Cash Out</b>                   | <b>2,486,600</b>  | <b>3,082,521</b>  | <b>2,869,048</b>  | <b>2,486,053</b>  | <b>3,130,000</b>  | <b>3,975,000</b>  | <b>2,965,000</b>  | <b>2,320,000</b>  | <b>4,765,000</b>  | <b>2,600,000</b>  | <b>2,270,000</b>  | <b>3,551,965</b>  | <b>2,670,000</b>  | <b>2,970,600</b>  | <b>36,572,666</b> |
| (Increase)/Reduce Financial Investments | - 1,000,000       | - 1,000,000       | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Borrowing /(Repaying) Loans             | - 1,000,000       | - 1,000,000       | -                 | -                 | -                 | -                 | 2,000,000         | -                 | -                 | -                 | -                 | -                 | 1,000,000         | -                 | 3,000,000         |
| <b>CLOSING BALANCE</b>                  | <b>667,937</b>    | <b>2,732,281</b>  | <b>1,240,773</b>  | <b>384,720</b>    | <b>1,559,720</b>  | <b>437,720</b>    | <b>722,720</b>    | <b>2,582,720</b>  | <b>1,565,739</b>  | <b>525,739</b>    | <b>2,539,239</b>  | <b>438,609</b>    | <b>804,609</b>    | <b>2,804,009</b>  | <b>15,606,315</b> |
| <b>Net Debt</b>                         | <b>23,520,000</b> | <b>21,520,000</b> | <b>21,520,000</b> | <b>21,520,000</b> | <b>21,520,000</b> | <b>21,520,000</b> | <b>23,520,000</b> | <b>23,520,000</b> | <b>23,520,000</b> | <b>23,520,000</b> | <b>23,520,000</b> | <b>23,520,000</b> | <b>24,520,000</b> | <b>24,520,000</b> |                   |
| <b>Gross Debt</b>                       | <b>33,700,000</b> | <b>34,700,000</b> | <b>33,700,000</b> | <b>33,700,000</b> | <b>33,700,000</b> | <b>33,700,000</b> | <b>35,700,000</b> | <b>35,700,000</b> | <b>35,700,000</b> | <b>35,700,000</b> | <b>35,700,000</b> | <b>35,700,000</b> | <b>36,700,000</b> | <b>36,700,000</b> |                   |
| <b>Investments - Term Deposits</b>      | <b>5,000,000</b>  | <b>6,000,000</b>  | <b>5,000,000</b>  | <b>5,000,000</b>  | <b>5,000,000</b>  | <b>5,000,000</b>  | <b>5,000,000</b>  | <b>5,000,000</b>  | <b>5,000,000</b>  | <b>5,000,000</b>  | <b>5,000,000</b>  | <b>5,000,000</b>  | <b>5,000,000</b>  | <b>5,000,000</b>  |                   |
| <b>Investments - A &amp; P Loan</b>     | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  |                   |

**Notes re Cashflow Forecast:**

1. A&P Interest on Loan due every quarter
2. DIA Transitional Funding, and Transport Choices funding expected. TET Funding, Creative Communities Funding, Sport NZ Funding, Borrowers Notes and MTFJ Funding Received Aug 23

### CASHFLOW FORECAST FOR THE YEAR ENDED JULY 2024

|   | Jul-23            | Actual<br>Jul-24  | Aug-23            | Sep-23            | Oct-23            | Nov-23            | Dec-23            | Jan-24            | Feb-24            | Mar-24            | Apr-24            | May-24            | Jun-24            | Jul-24            | 12 Month          |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>OPENING BALANCE</b>                  | <b>686,704</b>    | <b>686,704</b>    | <b>1,970,527</b>  | <b>2,197,411</b>  | <b>1,055,411</b>  | <b>199,358</b>    | <b>1,374,358</b>  | <b>252,358</b>    | <b>537,358</b>    | <b>2,397,358</b>  | <b>1,380,377</b>  | <b>340,377</b>    | <b>2,353,877</b>  | <b>253,247</b>    | <b>14,312,011</b> |
| Rates                                   | 700,000           | 472,156           | 3,500,000         | 600,000           | 550,000           | 3,500,000         | 320,000           | 320,000           | 3,200,000         | 620,000           | 600,000           | 3,500,000         | 655,000           | 500,000           | 17,865,000        |
| NZTA Refunds                            | 1,142,617         | 1,142,617         | 763,484           | 600,000           | 650,000           | 275,000           | 600,000           | 500,000           | 600,000           | 1,100,000         | 550,000           | 330,000           | 290,000           | 1,100,000         | 7,358,484         |
| Fees and Charges                        | 450,000           | 410,913           | 415,000           | 300,000           | 400,000           | 500,000           | 300,000           | 400,000           | 350,000           | 415,000           | 380,000           | 450,000           | 430,000           | 400,000           | 4,740,000         |
| Interest Revenue                        | 1 35,698          | 35,698            | 35,000            | 73,000            | 30,000            | 30,000            | 73,000            | 30,000            | 30,000            | 53,019            | 30,000            | 3,500             | 46,000            | 36,000            | 469,519           |
| Other Revenue                           | 2 -               | -                 | -                 | 1,560,000         | -                 | -                 | 1,560,000         | -                 | -                 | 1,560,000         | -                 | -                 | 30,335            | -                 | 4,710,335         |
| <b>Total Cash In</b>                    | <b>2,328,315</b>  | <b>2,061,383</b>  | <b>4,713,484</b>  | <b>3,133,000</b>  | <b>1,630,000</b>  | <b>4,305,000</b>  | <b>2,853,000</b>  | <b>1,250,000</b>  | <b>4,180,000</b>  | <b>3,748,019</b>  | <b>1,560,000</b>  | <b>4,283,500</b>  | <b>1,451,335</b>  | <b>2,036,000</b>  | <b>35,143,338</b> |
| Salaries and Wages / Elected Members    | 515,000           | 502,473           | 566,000           | 515,000           | 560,000           | 560,000           | 515,000           | 515,000           | 400,000           | 515,000           | 500,000           | 500,000           | 500,000           | 500,000           | 6,146,000         |
| Payments to Suppliers - Operating       | 900,000           | 840,962           | 700,000           | 700,000           | 700,000           | 700,000           | 700,000           | 800,000           | 900,000           | 1,000,000         | 900,000           | 700,000           | 1,000,000         | 850,000           | 9,650,000         |
| Major contract payments                 | 1,400,000         | 1,314,185         | 1,200,000         | 2,760,000         | 1,000,000         | 1,200,000         | 2,760,000         | 1,200,000         | 1,000,000         | 2,960,000         | 1,200,000         | 1,100,000         | 2,000,000         | 1,200,000         | 19,580,000        |
| Interest Expense                        | -                 | -                 | 20,600            | -                 | 226,053           | 170,000           | -                 | -                 | 20,000            | -                 | -                 | 170,000           | 51,965            | -                 | 658,618           |
| GST Paid / (Received)                   | 150,000           | 119,939           | -                 | 300,000           | -                 | 500,000           | -                 | 450,000           | -                 | 290,000           | -                 | 200,000           | -                 | -                 | 1,340,000         |
| <b>Total Cash Out</b>                   | <b>2,965,000</b>  | <b>2,777,560</b>  | <b>2,486,600</b>  | <b>4,275,000</b>  | <b>2,486,053</b>  | <b>3,130,000</b>  | <b>3,975,000</b>  | <b>2,965,000</b>  | <b>2,320,000</b>  | <b>4,765,000</b>  | <b>2,600,000</b>  | <b>2,270,000</b>  | <b>3,551,965</b>  | <b>2,550,000</b>  | <b>37,374,618</b> |
| (Increase)/Reduce Financial Investments | -                 | -                 | - 1,000,000       | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 1,000,000         |
| Borrowing /(Repaying) Loans             | -                 | 2,000,000         | - 1,000,000       | -                 | -                 | -                 | -                 | 2,000,000         | -                 | -                 | -                 | -                 | -                 | 1,000,000         | 2,000,000         |
| <b>CLOSING BALANCE</b>                  | <b>50,019</b>     | <b>1,970,527</b>  | <b>2,197,411</b>  | <b>1,055,411</b>  | <b>199,358</b>    | <b>1,374,358</b>  | <b>252,358</b>    | <b>537,358</b>    | <b>2,397,358</b>  | <b>1,380,377</b>  | <b>340,377</b>    | <b>2,353,877</b>  | <b>253,247</b>    | <b>739,247</b>    | <b>14,362,030</b> |
| <b>Net Debt</b>                         | <b>21,520,000</b> | <b>23,520,000</b> | <b>21,520,000</b> | <b>21,520,000</b> | <b>21,520,000</b> | <b>21,520,000</b> | <b>21,520,000</b> | <b>23,520,000</b> | <b>23,520,000</b> | <b>23,520,000</b> | <b>23,520,000</b> | <b>23,520,000</b> | <b>23,520,000</b> | <b>24,520,000</b> |                   |
| <b>Gross Debt</b>                       | <b>33,700,000</b> | <b>35,700,000</b> | <b>34,700,000</b> | <b>34,700,000</b> | <b>34,700,000</b> | <b>34,700,000</b> | <b>34,700,000</b> | <b>36,700,000</b> | <b>36,700,000</b> | <b>36,700,000</b> | <b>36,700,000</b> | <b>36,700,000</b> | <b>36,700,000</b> | <b>37,700,000</b> |                   |
| <b>Investments - Term Deposits</b>      | <b>5,000,000</b>  | <b>5,000,000</b>  | <b>6,000,000</b>  | <b>6,000,000</b>  | <b>6,000,000</b>  | <b>6,000,000</b>  | <b>6,000,000</b>  | <b>6,000,000</b>  | <b>6,000,000</b>  | <b>6,000,000</b>  | <b>6,000,000</b>  | <b>6,000,000</b>  | <b>6,000,000</b>  | <b>6,000,000</b>  |                   |
| <b>Investments - A &amp; P Loan</b>     | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  | <b>7,180,000</b>  |                   |

**Notes re Cashflow Forecast:**

1. A&P Interest on Loan due every quarter
2. DIA Transitional Funding, and Transport Choices funding expected.

| LIABILITIES AND INVESTMENTS STATEMENT AS AT 31 AUGUST 2023 |                      |               |                                       |                       |                       |
|--|----------------------|---------------|---------------------------------------|-----------------------|-----------------------|
| Public Debt Statement                                      |                      |               |                                       |                       |                       |
| Lender   | Amount               | Interest Rate | Term (Years)                          | Date Drawn            | Maturity Date         |
| LGFA   | \$ 1,000,000         | 1.14%         | 3                                     | 19/04/2021            | 15/04/2024            |
| LGFA   | \$ 2,000,000         | 2.53%         | 5                                     | 10/05/2019            | 10/05/2024            |
| LGFA   | \$ 2,000,000         | 3.38%         | 7                                     | 27/08/2018            | 15/04/2025            |
| LGFA   | \$ 4,000,000         | 4.22%         | 3                                     | 12/08/2022            | 15/04/2025            |
| LGFA - A&P   | \$ 3,700,000         | 1.04%         | 5                                     | 21/12/2020            | 21/12/2025            |
| LGFA   | \$ 1,000,000         | 1.67%         | 5                                     | 19/04/2021            | 15/04/2026            |
| LGFA   | \$ 1,000,000         | 2.02%         | 6                                     | 7/04/2020             | 15/04/2026            |
| LGFA   | \$ 1,000,000         | 1.38%         | 7                                     | 11/05/2020            | 15/04/2027            |
| LGFA   | \$ 2,000,000         | 4.17%         | 5                                     | 14/04/2022            | 15/04/2027            |
| LGFA   | \$ 1,500,000         | 3.65%         | 9                                     | 27/08/2018            | 15/04/2027            |
| LGFA   | \$ 1,000,000         | 2.12%         | 7                                     | 19/04/2021            | 15/05/2028            |
| LGFA   | \$ 1,000,000         | 4.23%         | 6                                     | 12/08/2022            | 15/05/2028            |
| LGFA   | \$ 2,000,000         | 4.26%         | 6                                     | 14/04/2022            | 15/05/2028            |
| LGFA   | \$ 1,000,000         | 5.50%         | 5                                     | 24/05/2023            | 15/05/2028            |
| LGFA   | \$ 1,000,000         | 5.49%         | 6                                     | 24/05/2023            | 20/04/2029            |
| LGFA   | \$ 1,000,000         | 5.66%         | 6                                     | 10/07/2023            | 20/04/2029            |
| LGFA   | \$ 3,000,000         | 5.67%         | 7                                     | 10/07/2023            | 15/05/2030            |
| LGFA   | \$ 2,000,000         | 4.30%         | 9                                     | 14/04/2022            | 15/05/2031            |
| LGFA - A&P   | \$ 3,500,000         | 1.87%         | 12                                    | 21/12/2020            | 21/12/2032            |
|  | <b>\$ 34,700,000</b> | <b>3.35%</b>  |                                       |                       |                       |
| Internal Debt Register                                     |                      |               |                                       |                       |                       |
| Activity   | Amount               | Start Date    | Term                                  | Interest Rate         | Details               |
| Water Supply   | \$ 1,190,795         | 2013          | N/a                                   | 3.35%                 | Water treatment plant |
| Farm   | \$ 1,909,228         | 2016          | N/a                                   | 3.35%                 | As at 1 July 2023     |
| Committed Cash Facilities                                  |                      |               |                                       |                       |                       |
| Lender   | Facility Value       | Outstanding   | Rate                                  |                       |                       |
| TSB Bank   | \$ 1,000,000         | \$ -          | BKBM* + 3%                            |                       |                       |
|  | <b>\$ 1,000,000</b>  |               |                                       |                       |                       |
| Investment Statement                                       |                      |               |                                       |                       |                       |
| Investee   | Amount               | Interest Rate | Term (Days)                           | Start                 | End                   |
| ASB  | \$ 1,000,000         | 5.90%         | 120                                   | 16/08/2023            | 14/12/2023            |
| ASB  | \$ 1,000,000         | 5.86%         | 112                                   | 24/08/2023            | 14/12/2023            |
| ASB  | \$ 1,000,000         | 5.83%         | 120                                   | 12/06/2023            | 10/10/2023            |
| ASB  | \$ 1,000,000         | 5.83%         | 117                                   | 15/06/2023            | 10/10/2023            |
| ASB  | \$ 2,000,000         | 5.93%         | 120                                   | 13/07/2023            | 10/11/2023            |
| A&P Association  | \$ 3,680,000         | 1.29%         | 1826                                  | 22/12/2020            | 22/12/2025            |
| A&P Association  | \$ 3,500,000         | 2.12%         | 4383                                  | 22/12/2020            | 22/12/2032            |
|  | <b>\$ 13,180,000</b> | <b>3.60%</b>  |                                       |                       |                       |
| Shareholdings Statement                                    |                      |               |                                       |                       |                       |
|  | No. of Shares        | Share Price   | Value of Shares                       |                       |                       |
| Fonterra   | 158,716              | \$ 2.47       | \$ 392,029                            |                       |                       |
| Ravensdown   | 21,820               | \$ 1.00       | \$ 21,820                             |                       |                       |
| Civic Financial  | 65,608               | \$ 0.99       | \$ 64,952                             |                       |                       |
|  |                      |               | <b>\$ 478,800</b>                     |                       |                       |
| Other Investments  |                      |               |                                       |                       |                       |
|  | Date Drawn           | Amount        | Interest Rate                         | Details               |                       |
| Vendor loan to EBS Trust                                   | 2020                 | \$ 190,000    | LGFA rate plus 0.25%, currently 6.24% | Repayable - June 2024 |                       |

\*BKBM - The Bank Bill Market Rate is a short term interest rate used widely in NZ as a benchmark for pricing debt.

## Outstanding Debtors as at 31 August 2023

| Category                    | Total Outstanding  | Overdue > 3 months | Notes relating to outstanding balances   |
|-----------------------------|--------------------|--------------------|--|
| Rates                       | \$741,567          | \$212,469          | The overdue balance for rates debtors is what is owed for previous financial years. All outstanding rates are charged a 10% penalty on what is outstanding at the end of each quarter. Advice has been sent to bank for collection of some overdue |
| Transfer Station            | \$337              | \$0                |  |
| Cemeteries                  | \$52,400           | \$16,825           | Overdues relate to 12 debtors, of which 11 have payment arrangements with council. One is waiting on probate and will  |
| Rental Properties           | \$17,444           | \$886              | Overdue relates to 1 debtor for a grazing lease from the previous financial year.  |
| Pensioner Housing           | -\$4,939           | \$0                | Rent and bond in advance.  |
| Planning and Regulatory     | \$2,775            | \$861              | This relates to 3 debtors.   |
| Facility Hire               | \$6,010            | \$30               | Overdue relates to 1 debtor. Charge for previous financial year.   |
| Sundry Debtors              | \$331,168          | \$10,939           | Sundry debtors includes secured debt, and a number of small accounts relating to a variety of activities that don't fit within the other categories.   |
| Legal Fees                  | \$6,220            | \$6,220            | Relating to property rating sale, expect to recover through sale process.  |
| Targeted Rates after Strike | \$733              | \$733              | Services added after rates strike processed via debtor invoice, all now overdue - 2 debtors. Currently working with the ratepayer on collection.   |
| Debtors Accruals            | \$260,377          | \$0                | Includes Fonterra milk revenue accrued (not yet paid), interest revenue receivable upon maturity - as the main items.  |
| NZTA                        | \$404,539          | \$0                |  |
| Swimming Pool               | \$7,050            | \$0                |  |
| Resource Consents           | \$10,435           | \$5,175            | Overdue made up of 4 debtors, all relating to subdivision fees.  |
| Building Consent Revenue    | \$16,989           | \$5,749            | The overdue balance relates to 5 debtors, 1 of these being for a building consent.   |
| Infringements               | \$24,134           | \$24,134           | All debtors are < 3 years overdue and with the Ministry of Justice for collection. Largely, outstanding dog registrations.   |
| Wastewater Discharge        | \$7,119            | \$336              | Trade waste consent event fee relating to 1 debtor for the previous financial year.  |
| Water Billing               | \$65,686           | \$25,019           | A number of properties are being investigated for leaks. One property has been sent to first mortgagee.  |
| <b>TOTAL</b>                | <b>\$1,950,045</b> | <b>\$309,375</b>   |  |



**Our reference**  
F19/13/03-D21/40748

### **Karakia**

Kia uruuru mai  
Ā hauora  
Ā haukaha  
Ā haumāia  
Ki runga, Ki raro  
Ki roto, Ki waho  
Rire rire hau Paimārire

I draw in (to my being)  
The reviving essence  
The strengthening essence  
The essence of courage  
Above, Below  
Within, Around  
Let there be peace.