



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Our reference
F19/13/03-D21/26182

3 October 2024

Meeting of Council

Notice is hereby given that the Ordinary Meeting of Council will be held in the **Council Chambers, Stratford District Council, 63 Miranda Street, Stratford** on **Tuesday 8 October 2024** beginning at **3.30pm**.

Timetable for 8 October 2024 as follows:

| | |
|--------|-----------------------------|
| 3.30pm | Ordinary Meeting of Council |
|--------|-----------------------------|

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Sven Hanne'.

Sven Hanne
Chief Executive

2024 - Agenda - Ordinary - October - Open

03 October 2024 03:30 PM



| Agenda Topic | Page |
|---|-------------|
| Notice of Meeting | 1 |
| Agenda | 3 |
| 1. Welcome | 6 |
| 1.1 Opening Karakia | 6 |
| 1.2 Health and Safety Message | 7 |
| 2. Apologies | |
| 3. Announcements | |
| 4. Declarations of Members Interest | |
| 5. Attendance Schedule | 8 |
| 6. Confirmation of Minutes | 9 |
| 6.1 Ordinary Meeting of Council – 10 September 2024 | 9 |
| 6.1.1 Public Forum – 10 September 2024 | 13 |
| 6.2 Executive Committee - 10 September 2024 | 15 |
| 6.3 Audit and Risk Committee – 17 September 2024 | 17 |
| 6.4 Farm Committee – 24 September 2024 | 43 |
| 6.5 Policy and Services Committee – 24 September 2024 | 47 |
| 7. District Mayor's Report | 56 |
| 8. Resolution to Exclude the Public | |
| 9. Public Excluded Item | |
| 10. Questions | |
| 11. Closing Karakia | 61 |

AGENDA

Ordinary Meeting of Council



F22/55/05 – D24/46005

Date: 8 October 2024 at 3.30 PM
Venue: Council Chambers, 63 Miranda Street, Stratford

1. Welcome

- 1.1 Opening Karakia
D21/40748 Page 7
- 1.2 Health and Safety Message
D21/26210 Page 8

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 8

Attendance schedule for Ordinary and Extraordinary Council meetings.

6. Confirmation of Minutes

- 6.1 **Ordinary Meeting of Council – 10 September 2024**
D24/43383 Page 9

Recommendation

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 10 September 2024 be confirmed as a true and accurate record.

/
Moved/Seconded

- 6.1.1 Public Forum – 10 September 2024
D24/43471 Page 13

The notes from the September public forum are attached for council's information

- 6.2 **Executive Committee - 10 September 2024**
PE D24/43469 Open D24/44474 Page 15

Recommendations

- 1. THAT the minutes of the Executive Committee meeting held on Tuesday 10 September 2024 be received.
- 2. THAT the recommendations, in the minutes of the Executive Committee meeting held on Tuesday 10 September 2024, including those in the public excluded section, be adopted.

/
Moved/Seconded

6.3 **Audit and Risk Committee – 17 September 2024**
D24/44570 Page 17

Recommendations

1. THAT the unconfirmed minutes of the Audit and Risk Committee meeting held on Tuesday 17 September 2024 be received.
2. THAT the recommendations, in the minutes of the Audit and Risk Committee meeting held on Tuesday 17 September 2024 be adopted.

/
Moved/Seconded

6.4 **Farm Committee – 24 September 2024**
D24/45129 Page 43

Recommendations

1. THAT the unconfirmed minutes of the Farm Committee meeting held on Tuesday 24 September 2024 be received.
2. THAT the recommendations, in the minutes of the Farm Committee meeting held on Tuesday 24 September 2024 be adopted.

/
Moved/Seconded

6.4 **Policy and Services Committee – 24 September 2024**
D24/45139 Page 47

Recommendations

3. THAT the unconfirmed minutes of the Policy and Services Committee meeting held on Tuesday 24 September 2024 be received.
4. THAT the recommendations, in the minutes of the Policy and Services Committee meeting held on Tuesday 24 September 2024 be adopted.

/
Moved/Seconded

7. **District Mayor's Report**
D24/38925 Page 56

Recommendations

1. THAT the report be received.

/
Moved/Seconded

8. Resolution to Exclude the Public

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

Agenda Item No: 9

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| General subject of each matter to be considered | Reason for excluding the public | Grounds under section 48(1) for the passing of this resolution |
|---|---|--|
| The Percy Thomson Trust Trustee Appointment | The withholding of the information is necessary to protect the privacy of a natural person. | To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)). |

/

Moved/Seconded

9. Public Excluded Item

Recommendation

THAT the open meeting resume.

/

Moved/Seconded

10. Questions

11. Closing Karakia



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 2024 Ordinary and Extraordinary Council meetings.

| Date | 13/02/24 | 12/03/24 | 9/04/24 | 14/05/24 | 20/06/24 | 25/06/24 | 11/06/24 | 9/07/24 | 23/07/24 | 13/08/24 | 10/09/24 | 8/10/24 | 12/11/24 | 10/12/24 |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Meeting | O | O | O | O | E | E | O | O | E | O | O | O | O | O |
| Neil Volzke | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Steve Beck | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Grant Boyde | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | A | A | ✓ | | | |
| Annette Dudley | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | A | ✓ | ✓ | ✓ | ✓ | | | |
| Jono Erwood | ✓ | A | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | A | | | |
| Ellen Hall | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Amanda Harris | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Vaughan Jones | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | A | ✓ | | | |
| Min McKay | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | A | ✓ | ✓ | ✓ | | | |
| John Sandford | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Clive Tongaawhikau | ✓ | A | A | A | A | ✓ | A | ✓ | ✓ | ✓ | ✓ | | | |
| Mathew Watt | ✓ | ✓ | ✓ | ✓ | A | ✓ | ✓ | ✓ | ✓ | ✓ | A | | | |

| Key | |
|------|--|
| O | Ordinary Meeting |
| E | Extraordinary Meeting |
| EM | Emergency Meeting |
| ✓ | Attended |
| A | Apology/Leave of Absence |
| AB | Absent |
| S | Sick |
| (AV) | Meeting held, or attended by, by Audio Visual Link |

MINUTES

Ordinary



Date: 10 September 2024 at 3:30 PM

Venue: Council Chambers, 63 Miranda Street, Stratford

Present

The District Mayor N C Volzke (the Chairman), the Deputy Mayor M Mckay, Councillors: G W Boyde, S J Beck, A M C Dudley, A K Harris, E E Hall, W J Sandford and C M Tongaawhikau.

In attendance

The Chief Executive – Mr S Hanne, the Director – Assets – Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Acting Director – Corporate Services – Mrs C Craig, the Acting Director – Community Services – Mrs E Bishop, the Committee Secretary – Ms E Coulton, the Communications Manager – Ms G Gibson, the Community and Economic Development Manager – Ms S Afzal, the Environmental Health Manager – Mrs R Otter, 1 member of the media And 3 members of the public.

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

Apologies were received from Councillor J M S Erwood and Councillor M J Watt.

Recommendation

THAT the apologies be received.

HARRIS/HALL
Carried
CL/24/112

3. Announcements

There were no announcements.

4. Declarations of Members Interest

Elected members to declare any real or perceived conflicts of interest relating to items on this agenda. It was noted that the District Mayor and the Deputy Mayor are listed within the Stratford District Licensing Committee 2023-24 annual report, but this does not qualify as a conflict of interest.

5. Attendance Schedule

The attendance schedule for Ordinary and Extraordinary Council meetings was attached.

6. Confirmation of Minutes

6.1 Ordinary Meeting of Council – 13 August 2024

Recommendation

THAT the minutes of the Ordinary Meeting of Council held on Tuesday 13 August 2024 be confirmed as a true and accurate record.

VOLZKE/HARRIS
Carried
CL/24/113

The Committee Secretary undertook to make the following amendments:

- Misspelling of Councillor Boyde's name, missing E.
- Page 11 – change retroactively to retrospectively.

6.2 Policy and Services Committee – 27 August 2024

Recommendations

1. THAT the unconfirmed minutes of the Policy and Services Committee meeting held on Tuesday 27 August 2024 be received.

DUDLEY/BECK
Carried
CL/24/114

2. THAT the recommendations, in the minutes of the Policy and Services Committee meeting held on Tuesday 27 August 2024 be adopted.

SANDFORD/BOYDE
Carried
CL/24/115

The Committee Secretary undertook to make the following amendments:

- Ostler Family – not Austin family.

7. District Mayor's Report

Recommendations

THAT the report be received.

VOLZKE/TONGAAWHIKAU
Carried
CL/24/116

The District Mayor noted the following:

- Within the report there is a large number of important correspondence such as a letter regarding the Māori Ward, a receipt for the regional land transport plan, a letter outlining the significant amendments to parking fines, a letter from the Mayoral Forum and a letter from the minister.

8. Information Report – Stratford District Licensing Committee – 2023/24 Annual Report

| |
|--|
| <p>Recommendation</p> <p>1. <u>THAT</u> the Annual Report for Stratford District Licensing Committee for 2023/2024 be received and contents noted.</p> <p style="text-align: right;">HALL/TONGAAWHIKAU <u>Carried</u> <u>CL/24/117</u></p> <p>2. <u>THAT</u>, subject to any amendments, the Annual Report will be forwarded to the Alcohol Regulatory and Licensing Authority.</p> <p style="text-align: right;">BOYDE/TONGAAWHIKAU <u>Carried</u> <u>CL/24/118</u></p> <p>Recommended Reason</p> <p>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.</p> |
|--|

Questions/Points of clarification:

- Councillor Boyde noted that because this is a shared policy with NPDC, it does not seem functional to have STDC excluded from the policy, he noted it would be more functional to have a united regional outlook on this matter. The Environmental Health Manager noted that she agrees with Councillor Boyde's comments and noted that regional would be great to showcase consistency across each district. She further noted that discussions at STDC are currently taking place about joining the policy and a report is going to their council shortly.
- The District Mayor highlighted that the statistics showcased within the report indicate stability, highlighting that there has been very little change over the 5 year period.

9. Information Report – Dog Control Policy & Practices Report – Year Ended 30 June 2024

| |
|---|
| <p>Recommendation</p> <p><u>THAT</u> the Annual Report on Dog Control Policy and Practices for the year ending 30 June 2024 be received and contents noted.</p> <p style="text-align: right;">HARRIS/JONES <u>Carried</u> <u>CL/24/119</u></p> <p>Recommended Reason</p> <p>The report is required under section 10A of the Dog Control Act 1996.</p> |
|---|

Questions/Points of Clarification:

- Councillor Boyde noted that information summary indicates that 98% of Stratford District dogs are registered, he questioned how this is monitored and how do we know that there are not

more dogs. Councillor Boyde additionally noted that there has been a significant decrease in dogs registered in comparison to previous years he asked if this is due to the updated fees and charges. The Environmental Health Manager noted that she is unsure as to how we can more accurately monitor the unregistered dogs, she also noted that the decrease in registered dogs is likely due to other circumstances not fees related.

- Councillor Hall noted that page 49 indicates that complaint numbers have increased, she asked if this is due to an increase of available platforms to do this or are there genuinely more reasons to complain. The Environmental Health Manager noted that she believes both play an important factor in this, this is because peoples tolerance levels have decreased and platforms have increased.
- Councillor Harris inquired whether the increase in dog attacks and incidents of dogs rushing at members of the public is a nationwide trend or specific to the Stratford district. The Environmental Health Manager responded that this is a national issue, potentially influenced by the COVID lockdowns. She explained that the rise in such incidents might be due to dogs not being properly socialised or due to insufficient consideration of pet ownership responsibilities when people returned to work after lockdown.
- The Environmental Health Manager explained the approach on reported dog attacks through SDC.

10. Questions

There were no questions.

The meeting closed at 3.55 pm.

N C Volzke
Chairman

Confirmed this 8th day of October 2024.

N C Volzke
District Mayor

PUBLIC FORUM

Notes



F22/55/05 – D24/43471

Date: Tuesday 10 September 2024 at 3.00pm

Venue: Council Chambers, Stratford District Council, 63 Miranda Street, Stratford

Present

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

In attendance

The Chief Executive – Mr S Hanne, the Acting Director – Community Services – Mrs E Bishop, the Director – Environmental Services – Mr B Sutherland, the Director – Assets – Mrs V Araba, the Corporate Accountant – Mrs C Craig, the Communications Manager – Ms G Gibson, the Community and Economic Development Manager – Ms S Afzal, the Environmental Health Manager – Mrs R Otter, one member of the media and one member of the public.

1. Welcome

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

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

2. Speakers

Speaker: Di Gleeson

Topic: Central Taranaki Safe Community Trust

Points noted in the presentation:

- Ms Gleeson thanked council for their support of the Central Taranaki Safe Community Trust.
- The Central Taranaki Safe Community Trust oversees community patrol across all of Central Taranaki, including Eltham and Kaponga. The community patrollers work closely with the police and act as a second set of eyes and ears for them. The Trust initially started with 8 patrollers, however the team has now grown to 35 members. Previously, community patrol only took place on Friday and Saturday nights, they now operate 24/7.
- The Trust is part of the Neighbourhood Support program, managing 1,122 participating households. This initiative fosters community connectedness, which proved crucial during COVID-19. Currently, efforts are underway to revamp the neighbourhood support system to ensure a more seamless experience for all participants.
- The Trust manages and facilitates free for everyone programmes across the district. One initiative that is free for members of the community is the Safer Plates programme, this programme offers the installation of tamper resistant screws to number plates to prevent plates being stolen. Another initiative is Safer Tools, the free programme offers personal engraving onto personal tools to prevent stealing. A popular free event run by the trust is the Neighbours Day, the trust provides a BBQ or a cup of tea pack for the streets interested in taking part, fostering connectedness and giving neighbours the opportunity to meet each other.
- Learn to Swim lessons is a popular programme facilitated through the Trust, January 2024 saw 190 children and 21 adults registered for classes.
- Safe Kids in Cars is another popular programme which came to fruition in 2019, offering a \$100 car seat cashback for those who purchase a new car seat for their Pepe and

get it fitted with one of their approved technicians. 266 cashbacks have been supplied so far along with 80 free car seats.

- The Trust also provides pink shirts for entire schools and classrooms for the Anti-bullying pink shirt day.
- A new project that has recently been undertaken by the Trust is the Save a Life Programme. The Save a Life programme provides free CPR and AED training to the community as well as the implementation of 24/7 access AEDs across the district. Ms Gleeson noted that in December 2023 there were only 5 24/7 AEDs across the district, now there are 24. The 24/7 access AEDs require a code to access, however this is easy to obtain by simply calling 111. This is an ongoing project with scope to increase as the rule is to be within a 2 minute proximity to an AED at all times.

Questions/Points of Clarification:

- The Deputy Mayor noted that she is blown away with the amount of projects the Trust facilitate. She inquired about the frequency of AED usage. Ms Gleeson noted that she does not have any statistics available currently to share on this, but noted that the use of an AED increases the chances of survival by a significant percentage.
- Councillor Boyde questioned if there was any projects in the pipeline for those rurally. Ms Gleeson noted that the Trust do focus on rural support as they aware they tend to miss out on certain urban perks, before the Save a Life project came into effect the rural community had no 24/7 AEDs, 10 have now been spread across rural halls in the district thanks to this programme. Ms Gleeson subsequently highlighted that Nigel Latta, did a rural tour organised by the Trust to share his knowledge with the rural community on mental health.
- Councillor Hall questioned if having the community patrol vehicle out 24/7 has impacted crime within the community. Ms Gleeson noted that whilst she does not have exact statistics, a study was undertaken that showed that if a criminal sees a patrol car it sets crime back 72 hours.
- Councillor Jones asked if there are dead patches during patrols where no one is out. Ms Gleeson noted that as long as there are two patrollers available the car goes out, she highlighted that the more patrollers they have on deck, the less dead patches there are.
- The District Mayor asked as to where the funding for the trust has come from. Ms Gleeson noted that they get funding through the TET, Toi, Lotteries and the community.

MINUTES

Executive Committee



Date: Tuesday 10 September 2024 at 2PM
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

The District Mayor N C Volzke (the Chairman), the Deputy Mayor M McKay, Councillors: G W Boyde and A K Harris.

In attendance

The Chief Executive – Mr S Hanne, the Director – Assets – Mrs V Araba, the Committee Secretary – Ms E Coulton and the Property Officer – Mrs S Flight.

1. Welcome

The District Mayor welcomed Elected Members and staff to the meeting.

The opening karakia was read.

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

2. Apologies

An apology was received from Councillor J M S Erwood.

Recommendation

THAT the apologies be received.

VOLZKE/McKAY
Carried
EC/24/1

3. Announcements

There were no announcements.

4. Declarations of Members Interest

Elected members to declare any real or perceived conflicts of interest relating to items on this agenda. There were no interests declared.

5. Resolution to Exclude the Public

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

Agenda Item No: 6

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| General subject of each matter to be considered | Reason for passing this resolution to each matter | Grounds under section 48(1) for the passing of this resolution |
|---|--|---|
| Sale of land | The withholding of the information is necessary to enable commercial negotiations. | The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). Section 7(2)(i) of the Local Government Official Information and Meetings Act 1987. |

VOLZKE/BOYDE
Carried
EC/24/2

6. Public Excluded Item

Recommendation

THAT the open meeting resume.

VOLZKE/McKAY
Carried
EC/24/5

7. Questions

There were no questions.

The meeting closed at 2.21pm

N C Volzke

Chairman

Confirmed this 8th day of October 2024.

N C Volzke

District Mayor

MINUTES

Audit and Risk Committee



F22/55/06 – D24/44750

Date: Tuesday 17 September 2024 at 2pm
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

Mr P Jones (the Chair), the District Mayor N C Volzke, the Deputy Mayor M McKay, Councillors: G W Boyde and V R Jones.

In attendance

Councillors: S J Beck, E E Hall and J Sandford.

The Chief Executive – Mr S Hanne, the Acting Director – Corporate Services – Mrs C Craig, the Director – Assets – Mrs V Araba, the Director – Environmental Services – Mr B Sutherland, the Acting Director – Community Services – Mrs E Bishop, the Committee Secretary – Ms E Coulton, the Projects Manager – Mr S Taylor, the Health and Safety/Emergency Management Advisor – Mr O Konkin (*part meeting*), and the Communications Manager – Ms G Gibson (*part meeting*).

1. Welcome

The opening karakia was read.

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

The Chair reiterated the health and safety message and emergency procedures.

2. Apologies

It was noted that Councillor J M S Erwood has an approved leave of absence.

3. Announcements

The Chief Executive Introduced Mrs Radich as the Audit and Risk Advisor assisting the committee for the time being.

4. Declarations of Members Interest

The Chair requested councillors to declare any real or perceived conflicts of interest relating to items on this agenda.

There were no conflicts of interest declared.

5. Attendance Schedule

Attendance schedule for Audit and Risk Committee meetings was attached.

6. Programme of Works

D21/42807

Page 10

Recommendation

THAT the Audit and Risk Committee's rolling programme of works up to July 2025 be received.

McKAY/BOYDE
Carried
A&R/24/36

The Chief Executive noted:

- Local Water Done Well (3 Waters) has been pushed out within the audit and risk space due to elected members recently undergoing an extensive workshop surrounding this matter. The intent is to have this discussed at the next meeting but it depends on what stage of the journey it is at.

Questions/Points of Clarification:

- The Chairman questioned if the annual report is on target. The Corporate Accountant noted that it is on target to be adopted on the 10th of December.
- The District Mayor noted that within the programme of works Local Water Done Well is still noted as 3 Waters.

7. Confirmation of Minutes

7.1 Audit and Risk Committee – 16 July 2024

D24/38200 Open D24/34064 PE

Page 11

Recommendation

THAT the minutes of the Audit and Risk Committee Meeting, including the public excluded section, held on Tuesday 16 July 2024 be confirmed as a true and accurate record.

McKAY/JONES
Carried
A&R/24/37

- The District Mayor noted that the 3rd bullet point on page 17 requires alteration. He noted that a portion of the sentence needs to be removed to make it make more sense.

8. Matters Outstanding

D18/27474

Page 26

Recommendation

THAT the matters outstanding be received.

P JONES /BOYDE
Carried
A&R/24/38

9. Information Report – Health, Safety and Wellbeing
D24/42629 Page 27

Recommendation

THAT the report be received.

V JONES/BOYDE
Carried
A&R/24/39

Questions/Points of Clarification:

- The Chief Executive highlighted that as per the committee's request, relevant risk events from around the country have been included within the report.
- Councillor Boyde questioned what the estimated cost is for the devices noted in 6.8. The Health and Safety/Emergency Management Advisor noted that the cost is dependent on the road council decides to take, whether the council purchases or hires the devices.
- Councillor Boyde inquired about the lack of use of lone worker devices by staff and whether it poses a concern. The Health and Safety/Emergency Management Advisor acknowledged that it could be an issue but pointed out that many staff members have alternative communication methods, like cell phones. Councillor Boyde further asked about liability if the Council provides the equipment and it isn't used but an incident occurs. The Health and Safety/Emergency Management Advisor confirmed that he has emphasised the importance of using the devices to the staff.
- The District Mayor questioned if not replacing the devices is an option moving forward due to the lack of staff utilizing them. He noted that due to cell phones, lone worker devices are only necessary for those travelling outside of cell phone coverage.
- Councillor Jones questioned if the suggested Sat Nav devices is included within the budget set for the year. The Chief Executive noted that the alternative devices suggested fit into the existing budget.
- The Chairman questioned if the frequency of contractor audits is sufficient. The Health and Safety/Emergency Management Advisor noted that he would like to see the number increase. The Chief Executive subsequently noted that it also depends on the time of year due to different time periods of work.

The Health and Safety/Emergency Management Advisor left the meeting at 2.22 pm.

10. Information Report – Audit matter Outstanding – Deloitte Annual Audit
D24/43069 Page 33

Recommendation

THAT the report be received.

Recommended Reason

This report informs the Committee of the issues identified in the final Deloitte Audit Management Report for the 2022/23 Annual Report and/or brought forward as outstanding from previous years audits, and current status.

McKAY/P JONES
Carried
A&R/24/40

The Audit and Risk Committee Advisor noted:

- The Report is a wrap up of the previous financial year.
- There has been no official response from the Percy Thomson Trust regarding the outstanding audit matters.

Questions/Points of Clarification:

- The Chief Executive noted that a meeting has been held with the Audit and Risk Chair and the auditors from Deloitte who produced an extensive spreadsheet breaking down the hours they were forecasted to undertake. He noted that the spreadsheet was rather in depth and highlighted the large amount of hours and people involved. It was noted that in this meeting it was emphasised that Council is being audited on the same level as councils 3 times our size.
- Councillor Boyde asked whether the departments with the highest audit costs had been examined and compared to those of other councils. The Chief Executive clarified that only the overall cost was available, not the breakdown by department.
- The Chairman noted that there are no lower auditing standards that can be applied to smaller councils now like in the past.
- Councillor Boyde questioned if there is a possibility of standards being changed so that there is not a yearly audit required. The Chief Executive noted that not in accordance with the current standards. The Chairman noted that there is hope that a lesser standard will be introduced for smaller councils in future.
- The District Mayor noted that the level of auditing is disproportionate to the size of the organisation, however he understands that size does not affect overall processes as much as adding in additional activities.

11. Information Report – Risk Management

D24/43070 Page 38

Recommendation

THAT the report be received.

Recommended Reason

To provide an update to the Audit and Risk Committee of any risk events or threats in relation to significant risks on Council's risk register, as part of Council's risk management processes.

McKAY/JONES
Carried
A&R/24/41

The Audit and Risk Committee Advisor noted:

- This report is an update on risks managed over the past months, there is nothing major to report.

Questions/Points of clarification:

- The Chairman asked as to where the council has ended up with budgets. The Chief Executive noted that the funding from NZTA has come through, and is slightly above the requested figure, however the funding for each category has been changed from what we requested. The Chairman questioned if it's possible to transfer between categories. The Chief Executive noted that it is dependent on what project it is used for, as it is a matter of politically supported budgets vs politically unsupported budgets.
- The District Mayor noted that they are currently clearing snow off Pembroke Road and as council are now responsible for special roads, this cost will fall onto us. The Chief Executive highlighted that this was budgeted for accordingly within the reactive maintenance budget.

12. Information Report – Capital Works Programme – Key Projects Update
D24/41408 Page 43

Recommendations

THAT the report be received.

Recommended Reason

To present an update on the progress of our key capital projects in the 2024/25 financial year.

BOYDE/McKAY
Carried
A&R/24/42

Questions/Points of Clarification:

- Councillor Boyde referenced the Whangamomona septic tank in section 5.1 and questioned whether Council had “dropped the ball” on this issue. He asked if lwi reports are now required for all septic tank resource consents or if this requirement only applies to this project. The Projects Manager clarified that the lwi report is specific to this project. The Director of Assets sought clarification on what Councillor Boyde meant by “dropping the ball.” Councillor Boyde explained that the problems with the septic tank were identified three years ago, but no actions were taken to mitigate the risk of failure, leading to the current situation.
- Councillor Boyde addressed the situation in section 5.3, Prospero Place, noting that it seems to be progressing very slowly. He mentioned that discussions began six years ago and questioned whether it’s time to move forward without focusing on obtaining the land.
- Councillor Boyde discussed the Flint Road subdivision, noting that the wetlands identified were not initially recognized. He inquired about when they would receive information regarding the impact on size, shape, and other factors. The Projects Manager mentioned that the survey has captured the footprint of the wetlands, and they are currently working on the concept design. He also pointed out that wetland regulations have changed since the land was purchased, which has created some challenges.
- Councillor Boyde raised concerns about the water meters, noting issues with the contractor who is on the verge of liquidation. He asked if this would lead to a significant increase in costs when retendering. The Projects Manager confirmed they have received notice of the contractor’s liquidation and are currently in the retendering process. While there may be cost implications, he pointed out that the original tender was quite low, so the increase shouldn’t be substantial. Councillor Boyde also inquired about the delivery timeline, asking if it would still be April 2025. The Projects Manager explained that the original schedule was set for November, but there might be a slight delay. They will have more clarity once the tenders come back, with the project expected to be completed by the end of June. Councillor Jones sought clarification on whether we are losing the contractor or the product. The Chief Executive clarified that we are supplying the product, therefore we are only losing the contractor.
- Councillor Beck questioned if council has been monitoring the installation of the water meters for quality control. The Projects Manager noted that yes we have been, but out of 160 meters installed only 2 have had to be revisited for repairs.
- The Deputy Mayor addressed item 5.3 regarding Prospero Place, stating that the last she was aware, there was a sale and purchase agreement in place, subject to certain work being completed. She asked if that situation had changed. The Chief Executive noted that the property owner has not yet signed the agreement, and there hasn’t been any recent progress. He also pointed out that the columns have not yet been signed off, raising concerns about risks, building consents, and that engineering has not approved one specific aspect. The Deputy Mayor asked as to at what point do we implement a withdraw in this deal. The Chief Executive noted that they are willing to do this at any point the elected members instruct them to.
- The Chairman noted that this is the first report for the financial year, he asked what is anticipated to be reported on in subsequent meetings. The Projects Manager noted that this

report will be reporting and monitoring projects, risk and consequences associated with the projects as well as progress. The Chairman sought direction from the committee regarding the content of these reports, he asked whether it is necessary to include every project at every meeting and if we should just focus on high risk projects as well as emerging risks. Councillor Boyde suggested a graph highlighting projected timelines and deliveries.

13. Tabled – Decision Report – Risk Management Policy – Audit and Risk Committee
D24/4427

Recommendations

1. THAT the report be received.
2. THAT the amended Risk Management Policy be reviewed and approved.

Recommended Reason

The Policy is due for review, and was last reviewed in August 2021.

BOYDE/McKAY
Carried
A&R/24/43

- The Audit and Risk Advisor noted that the tabled policy is due for a review and was raised to committee within a workshop setting previously. At this workshop it was discussed to add in an emerging risks section, aside from this there have been no other major changes.
- Councillor Hall questioned if there is an opportunity to incorporate a sustainability policy in this area, expressing her interest but uncertainty about the logistics. The Audit and Risk Advisor responded that she is not certain if sustainability is included in other councils risk management policies. She mentioned that adding sustainability to the policy would introduce another layer of consideration for assessing risks. The Audit and Risk Advisor noted that if there is appetite to explore the addition of this, we can investigate this.
- The Chairman noted that there was a review any appetite statements within the policy that state committee members comfortability with certain reoccurring risks. He noted that this may need readdressing. This matter was discussed further and was decided to be put on the programme of works to be readdressed at a later date.
- The committee noted that the policy is solid but want to explore sustainability further. The Chairman suggested that we receive the report and request that the current policy be brought back to the next committee meeting with considerations for sustainability included.

The Projects Manager left the meeting at 3.28 pm.

14. Correspondence

7.1 LFGA Quarterly Report to Shareholders

7.2 Letter – Proposed changed to the appointed Auditor for Stratford District Council

- The Chief Executive noted that within the letter received from the OAG it states that we asked for this change in auditors, however this is not the case as no formal process with the OAG was undertaken to change auditors. Regardless, Council staff are happy with the change and happy to move forward with the change to Audit New Zealand.
- The District Mayor highlighted that a response is required by the 20th of September, he queried whether the committee is required to give instruction or if this decision can be made at an executive level. The Deputy Mayor noted that she is comfortable for this decision to made at an executive level.

- The Acting Director - Corporate Services noted that Audit New Zealand is typically better versed in local government in comparison to Deloitte. The Chairman highlighted that only 5 councils are serviced out of Deloitte Wellington whereas Audit New Zealand is in the 20s.
- It was decided that the executive team will respond yes to this matter.

15. General Business

16. Questions

17. Closing karakia

The closing Karakia was read.

The Meeting closed at 3.37pm

Tabled Document
DECISION REPORT



F22/55/04 – D24/4427

To: Audit and Risk Committee
From: Audit and Risk Advisor
Date: 17 September 2024
Subject: Review Risk Management Policy

Recommendations

1. THAT the report be received.
2. THAT the amended Risk Management Policy be reviewed and approved.

Recommended Reason

The Policy is due for review, and was last reviewed in August 2021.

/
Moved/Seconded

1. Purpose of Report
 - 1.1 To review the current Risk Management Policy, and approve the proposed minor changes, and make any further changes as necessary.
2. Executive Summary
 - 2.1 The Risk Management Policy, and the appendices (Risk Management Framework and Risk Appetite Statement) were last reviewed in August 2021. At this time, the policy had been workshopped with this Committee and significant changes were made at that time, following feedback from Committee members.
 - 2.2 The Policy has been reviewed internally, and is considered to be still fit for purpose. Only minor changes are proposed, and the addition of a responsibility of the Committee to *"Provide insight (Chair), and request further information (Committee), on emerging risks."*
 - 2.3 The Policy does not specifically mention Sustainability and its interconnectedness with risk management, particularly as a way of building resilience across Council assets, people, and processes, to mitigate emerging risks. Now that a new Sustainability Policy has been adopted by Council, it may be an appropriate time for the policy to integrate Sustainability principles into this policy.

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 – managing risk is essential to ensuring ability to consistently and effectively deliver on council services. | |
| Social | Economic | Environmental | Cultural |
| x | x | x | x |

5. Background

5.1 The Risk Management Policy was first adopted by Council in June 2018, and underwent a major review in 2021. Since then, the policy has effectively guided Council decision making in relation to risk management. This includes the monitoring of risk, maintenance of Council’s risk register, and the reporting of risk to elected members.

5.2 Minor changes are proposed to the current policy. One of the changes proposed is to allocate responsibility to the Committee to:

- *Provide insight (Chair), and request further information (Committee), on emerging risks.*

Council values highly the contribution of the independent chair to the Audit and Risk Committee, and this addition to the policy highlights emerging risks in particular as being an area where the Chair can contribute insights from their experiences working with other local authorities. This addition also places responsibility on other Committee members to request further information on emerging risks as appropriate.

6. Consultative Process

6.1 **Public Consultation - Section 82**

N/A – this policy is more administrative than outwards focused.

6.2 **Māori Consultation - Section 81**

N/A – this policy is more administrative than outwards focused.

7. Risk Analysis

7.1 This policy specifically addresses how risk is managed by Council.

8. Sustainability Consideration

8.1 As mentioned previously, in 2.3 of this report, there is an opportunity for elected members to integrate some of the principles and objectives of the newly adopted Sustainability Policy into this policy to ensure alignment, and to consider the importance of building resilience as an important risk mitigation tool.

9. Decision Making Process – Section 79

9.1 **Direction**

| | Explain |
|--|---|
| Is there a strong link to Council's strategic direction, Long Term Plan/District Plan? | Yes – managing risk ensures Council can deliver on its strategic goals. |
| What relationship does it have to the communities current and future needs for infrastructure, regulatory functions, or local public services? | As above |

9.2 **Data**

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

Refer to the amended Risk Management Policy attached to this report.

9.3 **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 |
| | | X |

9.4 **Options**

Option 1 – Approve the amended Risk Management Policy, to then be adopted by Council.

Option 2 – As above, but make any further changes as required.

Option 3 – Request that council officers undertake a further review of the policy before bringing back to the Committee, noting this may include a workshop with elected members.

9.5 **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.

(Delete this box when this section is completed)

N/A

9.6 **Prioritisation & Trade-off**

N/A

9.7 **Legal Issues**

N/A

9.8 **Policy Issues - Section 80**

No other policies will be directly affected by the amendments proposed.

Appendix:

1. Risk Management Policy (amended with track changes)



Tiffany Radich
Audit and Risk Advisor



[Approved by]
Sven Hanne
Chief Executive

Date 13 September 2024

STRATFORD DISTRICT COUNCIL

| POLICY: <u>RISK MANAGEMENT</u> | |
|--|--|
| DEPARTMENT: Corporate Services | RESPONSIBILITY: Director - Corporate Services |
| DOCUMENT NO: D21/24914 | |
| REVIEW DATE: August 202 4 ⁴ | NEXT REVIEW: August 202 7 ⁴ |
| VERSION: 3 ² | FIRST APPROVAL DATE: June 2018 |

Purpose

The purpose of this policy is to provide an overview of Council’s risk management strategy and guidance to those involved in managing Council risk. It is expected that this policy will provide assurance to Stratford District Council stakeholders that appropriate systems are in place to identify and manage risks.

Scope

This policy must be adhered to by Council staff and elected members. Particular responsibilities are referred to later in this policy. However, there are other stakeholders that are affected by this policy, including contractors, the community, [tangata-manā](#) whenua, and lenders.

Principles

The key Risk Management principles that will guide risk management processes are set out below.

- **Adds or protects value** by contributing to the achievement of the Council’s objectives and improve or maintain performance.
- **Decision making** involves formal consideration of potential risks, and risk management.
- It is a **collective responsibility** in that all levels of the organisation must be involved in identifying and managing risks, to varying degrees.
- **Responsive to change** by ensuring regular reflection on the changing environment and emerging risks.
- **Pragmatic** by focusing on the most important risks and allowing informed risk taking based on Council’s risk appetite.
- **Continuous improvement** in the processes used in identifying and managing risks and opportunities.

Managing and Reporting Risks

To ensure the above principles are embedded in Council risk management processes, Council leadership has a responsibility to:

- Promote a culture that encourages transparent identification and open discussion of risks, threats and opportunities.
- Apply a consistent approach, using an agreed and widely understood method and language.

- Facilitate an appropriate level of monitoring, reporting, and escalation to inform decision making.
- Balance cost and effectiveness, ensuring that improvements in controls are viable and cost effective given the expected benefits or outcomes, and focus on what matters most.
- Provide assurance that key risks are adequately managed and that the Stratford District Council is able to plan for, rather than react to risk.
- Are dynamic, iterative and responsive to change, and are tailored to Council's needs.
- Incorporate audit and compliance disciplines as part of sound risk management.

To achieve this, Council will implement the *Risk Management Framework* (Appendix 1), which sets out the processes and procedures of risk management for Stratford District Council.

Specific Responsibilities

Council

- Approves Stratford District Council's Risk Management Policy.
- Approve decisions that sit outside agreed risk appetite.
- Ultimate responsibility for the management of risk.

Audit and Risk Committee

- Reviews the effectiveness of the implementation of the Risk Management Policy.
- Confirms the key risks and the risk treatments are in accordance with the agreed risk appetite.
- Reviews and monitors key risks, and their treatment, to ensure they are managed within the agreed risk appetite.
- Approves the Internal Audit plan, based on Council's risk register.
- Provide insight (Chair), and request further information (Committee), on emerging risks, as appropriate.

Chief Executive

- Manage reporting to the Audit and Risk Committee and Council to confirm that the risk management policy and framework are operating effectively.
- Set the tone and influence the culture of risk management across the Stratford District Council.

Senior Leadership Team

- Participate in and contribute to weekly discussion of risk identification and reporting of risk events at formal SLT meetings.
- Lead risk management processes within Council and ensure all staff members feel empowered, and are expected, to identify and communicate risks.
- Ensure risk management is embedded into new and existing organisational processes.

Director – Corporate Services

- Preparation of relevant reports to the Audit and Risk Committee as outlined in the Risk Management Framework.

- Maintain the Risk Management Framework and Policy.
- Co-ordinate and provide oversight of the risk register and related activity.

All staff

- Actively identify, assess, and control risks, threats, events and opportunities.
- Report risk events and threats to direct manager.
- ~~Ensure risk management is embedded into new and existing organisational processes.~~

Maintaining the Risk Management Policy

It is important that the policy (including appendices) remains relevant to the Stratford District Council's environment within which it operates in, and incorporates any changes to the risk management standard: AS/NZS ISO 31000 Risk Management - principles and guidelines. ~~For this reason, the Risk Management Policy will be reviewed every two years.~~

Next review date: August 202~~3~~

Appendices

- 1 Risk Management Framework
- 2 Risk Appetite Statement

APPENDIX 1

STRATFORD DISTRICT COUNCIL Risk Management Framework

Reviewed August 2024

Purpose

The purpose of this framework is to:

- Provide assurance to Council and the Audit and Risk Committee that the Stratford District Council has in place the necessary arrangements to ensure that effective risk management is implemented at all levels, and across all activities, of the organisation.
- Provide guidance and promote consistency in organisational risk management, and to describe the components of Stratford District Council's risk management system.
- Inform all Stratford District Council staff of the processes and expectations in regard to risk management.

The mandate and responsibilities for risk management comes from the Risk Management Policy. This Risk Management Framework supports compliance with the Policy and sets out the Council's arrangements for ensuring that robust, reliable risk management occurs throughout the organisation, and meets risk management governance obligations.

Background – Establishing Context

Risk management happens every day and everywhere at the Stratford District Council. It is a key business process and a key leadership competency. Business as usual, initiatives and opportunities all require us to take risks. It is important to understand what those risks are and Council's appetite for risk, so that staff can make informed decisions in areas of uncertainty.

Good practice risk management is embedded into an organisation's culture; its business planning, financial management, and performance management processes. It is not carried out as an isolated exercise. It links closely with internal and external auditing processes and business continuity arrangements.

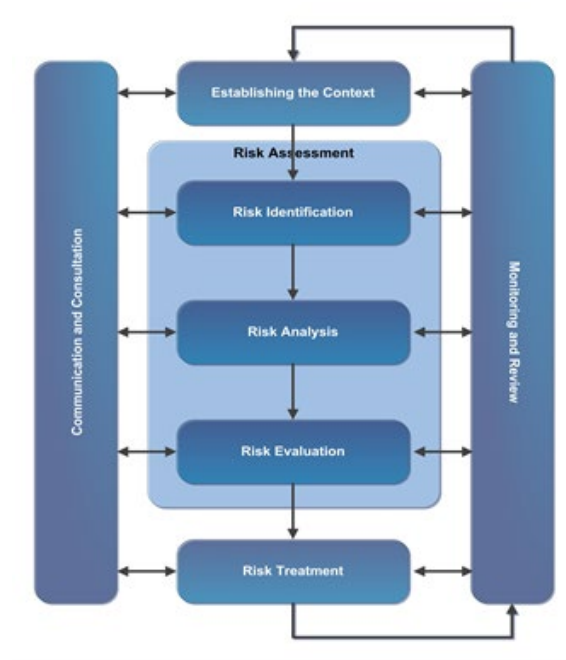
This framework contains the guidelines, processes & tools to enable a consistent approach for the identification, classification, treatment, and reporting of risks within the Stratford District Council. These must be applied across the Council to ensure consistency, coherence, and robustness.

Framework

Risk management activities at the Stratford District Council are based on the ISO31000 Risk Management Standard which directs governance and management responsibilities to:

- **FRAME** - Risk management practices are framed in the context of the Council's risk appetite; The Stratford District Council's strategic and business objectives; and the strategic, environmental and organisational context within which the Council operates and from which risks arise.
- **ASSESS** - what, why and how events may arise are identified, existing controls determined, and risks are analysed in terms of their likelihood and impact in the context of those controls.
- **RESPOND** – Stratford District Council develops and implements specific risk management plans - with controls and treatments in response to risks.
- **MONITOR** - Monitoring and review occurs throughout the risk management process, with oversight and review of Risk Registers and any changes that might affect them; this includes communication and reporting at all stages that enables the Council to minimise losses and capitalise on opportunities.

The following diagram gives an overview of the AS/NZS ISO 31000:2009 Risk Management process that Council will use.



Risk Assessment

The Council maintains a Risk Register to record and manage all identified risks. The Risk Register is stored and maintained in the Vault¹ system.

Risk Identification

All staff members should be empowered, and expected, to identify and communicate risks. Risks identified will be reported to the staff member's direct manager and their Director, who will report the identified risk to the weekly Senior Leadership Team meeting.

From there, the risk will be reviewed against the current Risk Register to determine if there is already a related risk, and if that risk needs to be amended, or if a new risk needs to be added to the risk register.

Questions that should be asked include:

What are the potential risks? When and where could they occur?

What would be the impacts?

What could prevent us from achieving our objectives and outcomes?

Who and what would be impacted by the risk?

¹ Council's online risk management and health and safety software.

Have all potential risks been considered?

Council's risk description will be stated with the risk first, and then the consequence, i.e "IF xxx occurs, THEN xxx will happen". For example *"IF a Manager uses their unique position to override internal controls, THEN fraud may occur, resulting in theft of Council assets/funds and incorrect/misleading financial statements."*

All risks on the risk register will be allocated to one of the following risk categories (however, they may relate to more than one of the categories):

- Data and Information
- Reputational and Conduct
- Operational
- Financial
- Health, Safety, and Wellbeing
- Legislation and Compliance

Risk Analysis

All new risks identified need to be analysed to determine potential causes, the likelihood of occurrence, and the potential consequences if they do occur. This is known as the *Inherent Risk*, prior to controls being implemented – refer to the *Risk Definition Table* below.

The below Risk Matrix is used for this purpose.

| | Minor | Important | Serious | Major | Catastrophic |
|----------------|------------|------------|------------|--------------|--------------|
| Almost Certain | 2-Moderate | 5-High | 7-High | 20-Extreme | 25-Extreme |
| Likely | 2-Moderate | 4-Moderate | 6-High | 16-Very High | 20-Extreme |
| Possible | 1-Low | 3-Moderate | 4-High | 12-Very High | 15-Very High |
| Unlikely | 1-Low | 2-Moderate | 3-Moderate | 8-High | 10-Very High |

| | | | | | |
|-------------|-------|-------|-------|------------|--------|
| Rare | 0-Low | 1-Low | 1-Low | 4-Moderate | 5-High |
|-------------|-------|-------|-------|------------|--------|

Risk Matrix Table

Below is the guidance on using the risk matrix table:

Likelihood

- Almost Certain 90% or greater chance of occurring in next 12 months
It would be unusual if this didn't happen
- Likely 60% to 90% chance of occurring in next 12 months
Will occur more often than not
- Possible 25% to 60% chance of occurring in next 12 months
Not likely, but don't be surprised
- Unlikely 2% to 5% chance of occurring in next 12 months
Would be a surprise if this happened
- Rare Less than 2% chance of occurring in next 12 months
Exceptional circumstances only

Consequence (may have one or some of these characteristics)

- Minor No impact on Community Outcomes and Wellbeing
Less than \$10,000 financial impact
No reduction in service delivery
No community interest or damage to reputation
- Important Little to no impact on Community Outcomes and Wellbeing
Between \$10,000 and \$100,000 financial impact
Some reduction in service delivery
Some community interest or little damage to reputation
- Serious Some impact on Community Outcomes and Wellbeing
Between \$100,000 and \$500,000 financial impact
Some reduction in service delivery
Significant community interest or damage to reputation
- Major Major impact on Community Outcomes and Wellbeing
Between \$500,000 and \$10,000,000 financial impact
Large reduction in service delivery affecting a number of
people
Significant and sustained community interest or damage to
reputation

Catastrophic Devastating impact on Community Outcomes and Wellbeing
 More than \$10,000,000 financial impact
 Reduction in service delivery affecting a significant portion of
 district
 Significant loss of trust and confidence from the community

Risk Evaluation

Analysed risks will be evaluated to determine whether a risk is tolerable in its current state or whether further action is required. The evaluation process will also determine what level of reporting is required, as per the table below.

| Overall Risk Rating | Actions for Risk Mitigation | Reporting of Risk Events |
|----------------------------|---|--|
| Extreme | Urgent and active management required. Risk treatment plan e.g. Business Continuity Plan, must be implemented immediately to reduce the risk exposure to an acceptable level. Regular reporting required. | Immediate notification to CEO, Mayor and Chair of Audit and Risk Committee. Report to Audit and Risk Committee Advise Director – Corporate Services to track risk. |
| Very High | Director attention is required. Risk treatment plan required. | Immediate notification to CEO Report to Audit and Risk Committee Advise Director – Corporate Services to track risk. |
| High | Management attention is required. Check controls are in place at least annually. | Immediate notification to CEO Notification to Director. Report to Audit and Risk Committee annually. |

| | | |
|----------|---|--|
| Moderate | <p>Management responsibility to monitor.</p> <p>Focus on ensuring internal controls are effective and review the ongoing risk at least every three years.</p> | Senior Leadership Team to review risk register periodically. |
| Low | <p>May be monitored using routine practices.</p> <p>Focus on ensuring internal controls are effective.</p> | Senior Leadership Team to review risk register periodically. |

Risk Response Table

The evaluation of risks will consider established risk tolerances for such risks, as well as any risk-specific factors. This will allow us to determine the *Target Risk*, or the risk level that Council is able to tolerate.

Risk Treatment

Council will identify opportunities to reduce the likelihood or consequence of the risk to achieve the *Target Risk* level – taking into account both the Council's risk appetite statement, and the potential costs of reducing the likelihood and consequence of the risk.

Risk treatment/controls will be developed to minimise the likelihood and consequence of a risk event occurring. The controls will be recorded in Vault, and will require a reconsideration against the risk matrix to determine the *Residual Risk*.

| Risk | Definition | Purpose of Assessment |
|---------------|--|---|
| Inherent risk | The initial assessment of the consequence and likelihood of a risk prior to considering any existing controls, or if existing controls failed. | The inherent risk assessment enables management to determine the level of resources (people, systems and processes) required to manage the risk to an acceptable level. |
| Residual risk | The assessment of the consequence and likelihood of a risk taking into account the existing controls and an assessment of their effectiveness. | The residual risk assessment enables management to determine where remediation of existing controls and/or new risk treatments are required and appropriate. |
| Target Risk | Target risk is the assessed risk rating which Stratford District Council can accept for the risk, consistent with | The target risk assessment enables management to understand the risk as if the proposed risk treatments /mitigations have been successfully |

| | | |
|--|--|---|
| | Stratford District Council's risk tolerance. | implemented by comparing it to a relevant benchmark or best practice indicator. |
|--|--|---|

Risk Definition Table

Monitoring and Reviewing Risks

To be effective, risk management must be embedded in Stratford District Council's systems and processes to ensure that it is part of 'the way we do business'.

Council Decision-Making

All Council decisions must be made with risk being one of the considerations. To this effect, the Council decision report template will require the following to be completed:

Refer to the Council Risk Register.

- *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?*

Senior Leadership Team

Risk Management is a permanent agenda item on the Senior Leadership Team meetings agenda. This is an opportunity for directors to bring identified risks, threats, events and opportunities from their respective departments for discussion. This is where the process to update the risk register is initiated.

Audit and Risk Committee

The role of the Committee is *"to assist the Council in discharging its responsibilities relative to risk management, and regulatory, legal and contractual conformance and compliance and managing risk in an appropriate manner"* (taken from the Committee's Terms of Reference).

The Committee members are able to monitor risk through the following methods:

Reviewing the risk review report, which is a standing item on the agenda.

Request information, either to be replied to directly at a Committee meeting, or to be placed on Matters Outstanding.

Request a deep dive into a particular risk area be added to the annual Programme of Works.

Definitions

The following definitions are consistent with international good practice as embodied in AS/NZS ISO 31000:2009 Risk management – Principles and guidelines:

Risk: The effect of uncertainty on achieving objectives.

Risk Event: An actual threat to Council or incident that has caused harm.

Consequence: Outcome of an event affecting objectives.

Likelihood: Chance of an event with consequences occurring.

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: The systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Framework: Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation. The framework is made up of Risk Management policy, risk management processes, risk management practices and tools.

Risk Appetite: An organisations approach to assess and pursue, retain, take or turn away from risk.

Risk Owner: Person or entity with the accountability and authority to manage a risk.

Risk Assessment: Overall process of risk identification, risk analysis and risk evaluation.

Risk Source: An element which either alone or in combination has the potential to give rise to risk.

Risk Treatment Plan: A formal plan to record controls and mitigations to minimise the likelihood and consequence of a risk event, to be signed off by the CEO.

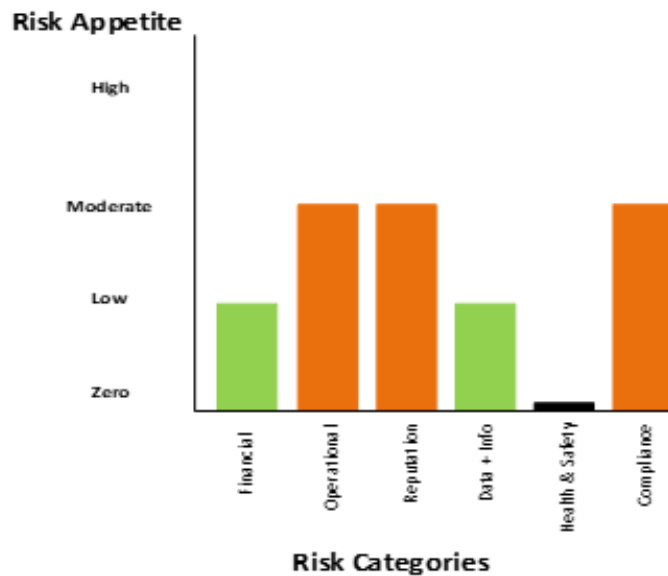
APPENDIX 2

STRATFORD DISTRICT COUNCIL
Risk Appetite Statement

Reviewed August 2024

The risk appetite statement sets out the various risk zones in which Council is willing to operate in, with respect to Council's risk categories. It is accepted that the risk appetite may change from time to time, depending on the threats and opportunities at the time.

| | |
|---------------|--|
| Zero Appetite | Council is not willing to accept any instance of this risk occurring. |
| Low Appetite | Council accepts a low amount of this risk occurring with active monitoring of risks in place. |
| Moderate | Council accepts that there may be risks from time to time, and that some controls are required. |
| High | Taking risks is acceptable if there is potential for beneficial outcomes for Council. |



Potential risk events that are beyond Council's risk appetite should be escalated to the Senior Leadership Team where a risk treatment plan can be developed and threats and actions can be monitored closely. Where a risk has been identified as more than a high risk at the residual risk level, reporting to the Audit and Risk Committee is also required.

Where Council has a zero to low level of risk appetite, resources should be prioritised towards minimising and controlling the likelihood and consequences of these risks.

Where Council accepts a moderate to high risk appetite, it is important that controls are in place and are working effectively, however resource allocation towards this will not be prioritised, unless there are significant consequences as a result of a risk event occurring. In this case, the risk appetite may be recalibrated specific to the situation.

MINUTES

Farm Committee



F22/55/05– D24/45129

Date: Tuesday 24 September 2024 at 12noon
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

Councillor G W Boyde (the Chairman), the District Mayor N C Volzke, Councillors S J Beck and V R Jones, and Committee Member - Property Officer – Ms S Flight.

In attendance

The Chief Executive – Mr S Hanne, Councillors A M C Dudley and E E Hall, The Director – Environmental Services - Mr B Sutherland, the Acting Director – Community Services – Mrs E Bishop, the Acting Director – Corporate Services – Mrs C Craig, The Acting Director - Assets – Mr S Bowden and the Committee Secretary– Ms E Coulton.

1. Welcome

The Chairman welcomed the Mayor, Deputy Mayor, Chief Executive, Councillors, and staff.

1.1 Opening Karakia

The opening karakia was read.

1.2 Health and Safety Message

The Chairman reiterated the health and safety message and emergency procedures.

2. Apologies

There were no apologies.

3. Announcements

There were no announcements.

4. Declarations of Members Interest

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

5. Attendance Schedule

The attendance schedule for Farm Committee meetings was attached.

6. Confirmation of Minutes

6.1 Farm and Aerodrome Committee Meeting – 18 June 2024

Recommendation

THAT the minutes of the Farm and Aerodrome Committee Meeting held on Tuesday 18 June 2024 be confirmed as a true and accurate record.

BOYDE/BECK
Carried
F&A/24/22

7. Matters Outstanding

Recommendation

THAT the matters outstanding be received.

VOLZKE/JONES
Carried
F&A/24/23

8. Programme of Works

Recommendation

THAT the Programme of Works be received.

BOYDE/BECK
Carried
F&A/24/24

9. Triannual Report – Farm Business and Financial Report

Recommendation

THAT the report be received.

Recommended Reason

This report provides a business and financial update on the farm activities, and highlights the milk production output for the current season.

JONES/BECK
Carried
F&A/24/25

Questions/Points of Clarification:

- The Chairman noted for the committees information that the Fonterra Farmgate Milk Price per kgMS sits between \$7.75 and \$9.25 with a median point of \$8.50. He noted that this is positive as the Council Farm has increased 22% year to date on production.
- The District Mayor noted the Fonterra Farm Insights report, noting various measures to be undertaken for optimisation. The Chairman emphasised that these are just

recommendations and these instances do not allow for other impacting issues such as weather, he noted that these can be used as a guide but no farm would be achieving all the suggested recommendations.

- The District Mayor noted a potential mistake in the reporting of the farm budgets, he noted that it needs an additional YTD collum.
- Councillor Hall noted the positive increase, she enquired as to what is contributing to the overall success. The Chairman noted that a number of things have been contributing to the general increase, the main reason being that it has been a fantastic start to spring with management capturing the opportunities well. He also noted that there has been a better use of fertilizer and the timing associated with that.
- The Chairman noted that TRC have completed their riparian fencing and planting audit. This audit indicated a change of scope from their perspective, however the farm has done a large bulk of planting. The Property Officer further noted that the standards have changed and we now require two wires minimum instead of the one previously.
- The Chairman noted that there has been significant damage to culverts recently, he notes that we may require more and potentially larger culverts. The Property Officer noted that this may require more funding. The Acting Director – Assets noted that any pipe greater than 900 m will require a resource consent, so therefore adding an additional cost. The Property Officer noted that she will come back with a full report on this matter to discuss budgets and culvert logistics.

10. Triannual Report – Health and Safety Update

Recommendation

THAT the report be received.

Recommended Reason

To update the Committee on Health and Safety matters from July to September 2024.

BOYDE/BECK
Carried
F&A/24/26

- The Property Officer noted that they are currently in the process of obtaining quotes for storm water analysis on the culverts that require attention, she expressed that once this is obtained they will bring this forward to committee to discuss funding.
- The Chairman drew attention to section 5.3, noting the helicopter incident that took place in August. He noted that this was a training accident where the helicopter flew over the cow shed, disturbing the stock and in turn resulting in stock being spooked and escaping. He emphasised that a discussion needs to be had with both parties about the incident. The Property Officer noted that she has communicated this to both parties.

11. Decision Report – Risk Register

Recommendation

1. THAT the report be received.

JONES/VOLZKE
Carried
F&A/24/27

2. THAT the Farm Risk Register be approved and adopted.

BOYDE/BECK
Carried
F&A/24/28

Recommended Reason

Identification of risks and associated controls in the Risk Register is necessary to monitor and manage the farm overall risks for continued service delivery at these facilities.

- The District Mayor noted that risk 2 is exclusive to Covid-19, he suggested that this risk should be altered to include all infectious diseases/sicknesses, as the same risk applies for all.
- Councillor Jones noted that risk 3 states that the sharemilkers have a run off, he was under the impression that we no longer have one in operation. The Chairman clarified that we do not have a run off and this will need to be updated.
- The Chief Executive noted that it may be worth while to include a severe weather event on the register. The District Mayor highlighted that severe weather is included within risk number 7, natural disasters. It was decided that due to severe weather being a high likelihood event, it requires its own separate risk.

12. Questions

- Councillor Jones enquired as to whether an update is available on the forestry matters. The Property Officer noted that there has been no progression as of yet. The Chairman queried if there is a plan for contacting a group on these matters. The Property Officer confirmed that there is plans, however no timeframe at current.

13. Closing Karakia

The closing Karakia was read.

The Meeting Closed at 12:28 pm.

MINUTES

Policy and Services Committee



F22/55/05 – D24/45139

Date: Tuesday 24 September 2024 at 3.00pm
Venue: Council Chambers, 63 Miranda Street, Stratford

Present

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

In attendance

The Chief Executive – Mr S Hanne, the Acting Director – Assets – Mr S Bowden, the Acting Director – Corporate Services – Mrs C Craig, the Acting Director – Community Services – Mrs E Bishop, the Director – Environmental Services – Mr B Sutherland, the Committee Secretary – Ms E Coulton, the Communications Manager – Ms G Gibson (*part meeting*), the Parks and Reserves Officer – Mrs M McBain, the Property Officer – Mrs S Flight (*part meeting*), the Sustainability Advisor – Mrs V Dombroski (*part meeting*), the Community and Economic Development Manager – Ms S Azal (*part meeting*), the Community Engagement and Development Lead – Ms A Crane (*part meeting*), the HR & Governance Administrator – Mrs C Reynolds (*part meeting*), the Projects Manager – Mr S Taylor (*part meeting*), Miss Hanne – SDYC Representative, one member of the public and one member of the media (Stratford Press).

1. Welcome

The opening karakia was read.

The Deputy Mayor welcomed the Chief Executive, Councillors, staff, and the media.

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

2. Apologies

An apology was received from Councillor J Sandford and an approved leave of absence was noted for Councillor J M S Erwood.

Recommendation

THAT the apologies be received.

HARRIS/DUDLEY
Carried
P&S/24/216

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. There were no conflicts of interest declared.

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 –27 August 2024

Recommendation

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 27 August 2024 be confirmed as a true and accurate record.

BOYDE/DUDLEY
Carried
P&S/24/217

The Committee Secretary undertook to make the following amendment:

- Page 17 Ostler family, not Austin family.

7. Matters Outstanding

Recommendation

THAT the Matters Outstanding be received.

VOLZKE/JONES
Carried
P&S/24/218

- The Chief Executive noted that the parking bylaw was set to be addressed at the September Policy and Services meeting, however we are still awaiting on the completion of the legal review.

8. Deputation – Stratford District Youth Council

Speakers: Tatjana Hanne – Stratford District Youth Council
Topic: Citizen Awards Policy

Points noted in the presentation:

- Stratford District Youth Council believes that the Citizen Awards are a great way to acknowledge those in the community who have contributed and achieved greatness.
- The Stratford District Youth Council would like to suggest an amendment to the current policy, to exclude the inclusion of the word longevity as a requirement to be eligible for this award.
- The inclusion of the term longevity could inadvertently disqualify deserving candidates from receiving this award. Miss Hanne pointed out that this requirement might exclude younger adults or those who have left the community for work, school, or other pursuits.
- Miss Hanne pointed out that even if individuals have moved away temporarily or for an extended period, their contributions to the community remain significant, regardless of their physical presence. It was noted that while those who move away may change their community, their actions typically remain the same, allowing their contributions to have a broader impact.
- It was emphasized that whilst longevity could be a factor in deciding the recipients of these awards, it should not be a requirement to qualify.

Questions/Points of Clarification:

- The District Mayor sought clarification on the specific Citizen Award Policy Stratford District Youth Council are referring to. Miss Hanne clarified that they are referring to the adult policy.

9. Decision Report – Policy Reviews – August 2024

| | |
|---|---|
| Recommendations | |
| 1. <u>THAT</u> the report be received. | BOYDE/HALL <u>Carried</u> <u>P&S/24/219</u> |
| 2. <u>THAT</u> the following, updated and new policies, being the: | |
| 1. Citizen Awards Policy, and the | BOYDE/HALL <u>Carried</u> <u>P&S/24/220</u> |
| 2. Solid Waste Kerbside Collection Policy | |
| be adopted. | MCKAY/DUDLEY <u>Carried</u> <u>P&S/24/221</u> |
| Recommended Reason | |
| This is part of council's rolling review of policies. Policies require review from time to time to ensure they still reflect current legislation and best practice, as well as elected members' views and meet the business needs of the organisation. Any policies recommended for withdrawal have either been found to be not required, amalgamated into an existing policy or replaced by a new policy as outlined in the body of this report. | |

The HR & Governance Administrator and The Community & Economic Development Manager left the meeting at 3.15 pm.

Citizen Awards Policy:

Questions/Points of Clarification:

- Councillor Jones expressed that since listening to the deputation above from SDYC he would like to propose that the policy is edited to remove the word longevity from the policy as a requirement. Councillor Hall expressed her support for this proposal.
- Councillor Watt countered the proposal, noting that the policy is a general guideline for nominations and candidates. He expressed that he believes it does not need to be edited as it is not noted as an expectation. The Acting Director – Community Services noted that the policy is just a guideline and the final decision is made by committee, she subsequently noted that the term longevity has been debated previously as there is no clear definition of what the term longevity means or looks like within the space of this policy. She suggested that demonstrating community involvement and commitment may suit the policy better.
- Councillor Boyde pointed out that section 4.7 may be considered obsolete as section 4.5 covers it well. The District Mayor agreed with this. It was decided by unanimous decision to remove section 4.7 from the policy.

- The District Mayor noted that within the policy, the term resident is noted a number of times, he proposed to change the term residents to person/people which was agreed upon around the table.

The Community Engagement and Development Lead left the meeting at 3.22 pm.

Solid Waste Kerbside Collection Policy:

Questions/Points of Clarification:

- The Chief Executive noted that elected members had this policy brought to them previously but asked staff to investigate the cost of the free kerbside collection for schools that we offer.
- Councillor Boyde noted that the clarity surrounding this matter is helpful, he questioned as to when Councillors put this through. The Chief Executive noted that it was decided by Councillors 7 years ago to provide free recycling kerbside collection for schools. Councillor Boyde noted that he currently does not support this due to the inequity between rural and urban schools.
- Councillor Beck noted that the updated clause 10.1 is well written and has everything councillors have asked for.
- The Deputy Mayor sought clarification on how many of these schools are Enviroschools. The Sustainability Advisor noted that she is unsure of the exact numbers, but expects at least 3 or 4.
- Councillor Hall noted that section 1.1.5 emphasis a fantastic outcome that is a major benefit to the community.
- Councillor Boyde questioned as to where the figure on what we get back from recycling goes and how much it typically is. The Corporate Accountant noted that it is included in the solid waste revenue.
- Councillor Dudley asked if waste bins are included for schools in this collection. The Sustainability Advisor clarified that they are not.
- The District Mayor noted that his concern was the cost of this initiative on Council and whether it was a high or low level cost with no recognition. He expressed that when dividing the cost between each school involved it is not an overly concerning or significant figure and he is comfortable to leave the initiative as is.
- Councillor Hall noted that she is stuck on the disparity between the rural and urban schools, she asked what can be done to support rural schools in the recycling space. The Sustainability Advisor noted that they are working on multiple initiatives to increase recycling in the rural sector, she noted projects such as the Waste Levy Contestable Fund and the development of a rural waste station. The Deputy Mayor noted that SDC also funds the Enviroschools programme which all schools have the opportunity to be involved, she noted that through funding this programme and the Waste Levy Contestable Fund, we are making an indirect impact on rural schools. The District Mayor noted that there are 6 schools missing from the kerbside collection roster due to their location, he suggested that the committee when conversing about distributing the Waste Levy Contestable Funds should take this into consideration.
- Councillor Hall noted that when looking at cost, it only takes 2,500 to support 16 schools which is great. She noted that approving this policy as is does not have to be the final end point for the discussion on the disparity between urban and rural schools, she expressed that we should carry on as is but actively look to find more ways to support rural schools.
- Councillor Harris noted that she believes the council deserves recognition for this initiative as it could be costing the schools a significant amount. She noted that she has spoken to various staff members within the schools not included on our recycling roster and emphasized that a lot of the staff, students and parents are utilizing their own time and resources to help the schools recycle.
- Councillor Harris noted that whilst the trailer is a good initiative, it is still currently not running due to a number of issues. She emphasised that the trailer is currently still in its infant stages and is disadvantaging a large portion of recyclers.
- Councillor Boyde noted that he agrees with Councillor Harris, but the Solid Waste Kerbside Collection Policy is not the place to address it. He emphasised that he is in support of investigating this matter further outside of this policy.
- The Chief Executive noted that they will draft up a decision report on this matter and if needed a workshop will be held to discuss solutions.

10. Decision Report – Stratford Aerodrome Strategic Development Plan 2024

Recommendations

1. THAT the report be received.

TONGAAWHIKAU/McKAY
Carried
P&S/24/222

2. THAT the Committee receives the Stratford Aerodrome Strategic Development Plan 2024 prepared by Eagle Aviation Consulting, dated July 2024.

3. ~~THAT~~ Committee ~~authorise the actions therein to be incorporated into the Aerodrome Management Plan.~~ That the committee authorise the recommendations from the Stratford Aerodrome Strategic Development Plan be taken into consideration in the upcoming update of the Aerodrome Management Plan.

VOLZKE/BOYDE
Carried
P&S/24/223

Recommended Reason

The ***Stratford Aerodrome Strategic Development Plan*** provides guidance and sets actions and recommendations for Officers to incorporate into the Aerodrome Management Plan for implementation. The aerodrome management plan will be presented to council for adoption in due course.

The Sustainability Advisor left the meeting at 3.53 pm.

The Projects Manager noted:

- This matter was first brought to elected members in a workshop previously. He noted that this report is asking for elected members to authorise actions so the officers are able to produce a draft Aerodrome Management Plan. The Aerodrome Management Plan will go through the standard process for adoption.
- The Chief Executive subsequently emphasised that not all recommendations from Eagle Aviation within their report will make it into the management plan.

Questions/Points of Clarification:

- The District Mayor noted that appendix 2 states the series of recommendations from Eagle Aviation.
- The District Mayor noted that risk 5 and risk 6 are effectively the same risk, different commentary, he suggests to combine the two.
- The District Mayor noted that risk 7 notes runway drainage, however does not make reference to the costs of this and the implications of said cost.
- The Chief Executive noted that at this current time it is appropriate to receive and accept that report as is and then choose what recommendations go into our management plan at a later date.

11. Decision Report – Stratford Aerodrome Revenue Potential Report

| | |
|---|--|
| Recommendations | |
| 1. <u>THAT</u> the report be received. | HARRIS/BOYDE Carried <u>P&S/24/224</u> |
| 2. <u>THAT</u> the Committee approves and adopts the Stratford Aerodrome Revenue Potential report and its recommendations, as prepared by Eagle Aviation Consulting and dated July 2024, to support further development considerations at the Aerodrome. | |
| 3. <u>THAT</u> the Committee authorises the Chief Executive to enter into negotiations with the commercial operator proposing the establishment of an aircraft operation at the Aerodrome taking into considerations the recommendations contained within the Stratford Aerodrome Revenue Potential report. | BOYDE/TONGAAWHIKAU Carried <u>P&S/24/225</u> |
| Recommended Reason | |
| The Eagle Aviation Consulting report will guide Officers to progress the proposal presented by a commercial operator to establish an aircraft operation at the Aerodrome. | |

The Projects Manager noted:

- Seeking authorisation to progress with negotiations with the company seeking to establish a commercial hangar at the Aerodrome.

Questions/Points of Clarification:

- The District Mayor questioned what the recommendations within the report they are adopting are. The Projects Manager noted that the objective is to give approval to location option 1, the rest of the recommendations are just guidance.
- Councillor Boyde noted that the Farm Committee have not been included in any discussions on this matter, he noted that he does not support any of these options. He questioned if the Aerodrome has space for the commercial operation and why the financial scope of the farm options have not been discussed. The Chief Executive noted that this matter has not gone through the Farm Committee as until today, the underlying Stratford Aerodrome Strategic Development Plan 2024 had not been presented to Council and that all the Farm Committee members attend the Policy and Services meetings. Councillor Boyde noted that he believes that this commercial addition will affect the operation of the farm and believes that there are alternatives that have not been considered.
- Councillor Hall questioned if when the options were considered, was there any communication with the committee and key stakeholders and if there was an option to discuss it further. The Deputy Mayor noted that adopting this report allows the officers to consult with the involved parties.
- The District Mayor noted during the workshop a number of important points were raised regarding the strict rules around approaching and departing. These rules are in place to comply with CAA regulations. Councillor Boyde stated that the option he presented would best suit the farm, and he would like to understand why it might not be viable. The Projects manager mentioned that Councillor Boydes option was on page 28 of the development plan, and would not work due to the north-south runway.

- The District Mayor emphasised that the commercial operation, when first approaching the council, noted that they have considered multiple locations across the site as well as consulted with Aerodrome Club members to come up with the preferred option 1.
- The Deputy Mayor noted that the information within this report has come from aircraft professionals and that the people on the Farm Committee are here for this meeting regardless. She emphasised that if members disagree on expanding the Aerodromes capacity she suggests that they do not support it going through now, she noted that she is unsure what will be achieved in taking the matter to the Farm Committee in 3 months times, unless not enough information has been provided today.
- Councillor Boyde noted that he has no issues in trusting the Chief Executive to make this decision and go through these negotiations, however he expressed that health and safety and the operation of the farm can be impacted by the outcome of this decision.

12. Monthly Reports

12.1 Assets Report

Recommendation

THAT the report be received.

HARRIS/DUDLEY
Carried
P&S/24/226

The Acting Director – Assets noted the following:

- The application for funding from NZTA for low cost low risk capital works has been reviewed and our approved funding is \$0. Due to this, the next step will be bringing forward a decision report to elected members to discuss the options going forward.

Questions/Points of Clarification:

- The District Mayor noted that section 2.8 of the report states that we have received \$3,435,000 from NZTA for capital works. The Acting Director – Assets noted that this figure is incorrect and it should be \$0, he emphasised that STDC are in the same boat.
- Councillor Beck questioned if within the decision report, a priority list of projects will be included. The Acting Director – Assets noted that he can construct a priority list with associated costings, however the associated costings will be self-funded by Council.
- The District Mayor inquired as to whether NZTA indicated as to where the money has been diverted to. The Acting Director – Assets noted that no context was provided.
- Councillor Hall noted that illegal dumping has cost \$590 in the last month, she asked what budget line that typically comes out of. The Acting Director – Assets noted that the recovery of illegal dumping typically comes out of the environmental maintenance budget.

The Communications Manager left the meeting at 4.35 pm.

- Councillor Harris noted the liquidation of the contractor responsible for the universal water metering project, she asked what, if any, is the financial impact on council for this. The Chief Executive noted that we have paid them for what has been achieved and they do not owe us anything.
- Councillor Harris sought clarification on what aspect of Prospero Place is requiring demolition. The Chief Executive noted that this involves the area directly adjacent to the Paper Plus building as well as the top of the wall of the building itself.

Councillor Tongaawhikau left the meeting at 4.37 pm.

- Councillor Beck noted that there has been major damage from weather events to the roads, he enquired as to whether a costing has been provided for the repairs. The Acting Director – Assets noted that as of yet there has been no cost projections as the slip is being assessed, hopeful of utilizing emergency works funding for this.

The Property Officer and the Projects Manager left the meeting at 4.41 pm.

12.2 Community Services Report

Recommendation

THAT the report be received.

BOYDE/JONES
Carried
P&S/24/227

The Acting Director – Community Services noted the following:

- Since the report has been published, 333 patrons were recorded in the library for the te reo Māori Programme. She noted that the Youth and Childrens Librarian also visited a rest home with this programme as well.
- The School Holidays begin next week as well as scarecrow trail.
- Te Matatini officially launched last week with a confirmed number of 5 teams staying in the Stratford area.

Questions/Points of Clarification:

- Councillor Boyde questioned as to how much funding we have received for the Toi funded swimming lessons. The Acting Director – Community Services noted that based on the fees and charges we are funded around \$150,000 to provide free lessons to all schools. The programme provides each student with 10 weeks of lessons with instructors in small groups in comparison to previous years where a shorter 6 week course was offered.
- Councillor Hall noted that given the figures and large sums of funding, should we be providing the schools with this information. The Acting Director – Community Services noted that currently we have not sent them this information at present, but we can provide it if requested. Councillor Hall noted that she thinks it would be good publicity and cool to share this figure with the schools and the community. The Acting Director – Community Services noted that there is a communications plan written up for this, however we can share the final cost if desired.
- The Deputy Mayor sought clarification as to what is involved in the measurement of statistics for Key Research. The Acting Director – Community Services noted that it is the majority councils.

12.3 Corporate Services Report

Recommendation

THAT the report be received.

McKAY/BOYDE
Carried
P&S/24/228

12.4 Environmental Services Report
D24/44375 Page 243

Recommendation

THAT the report be received.

HARRIS/HALL
Carried
P&S/24/229

Questions/Points of Clarification:

- The Deputy Mayor questioned that now that the parking infringement fines have increased in cost, are we planning to proactively monitor parking. The Chief Executive noted that it is at the elected members discretion as to what is done there.
- Councillor Boyde questioned what the timeframe is for earthquake prone buildings to submit their information. The Director – Environmental Services noted that the date for this has closed, if the council has not received any information from these buildings they will receive a notice stating their building is earthquake prone and told to strengthen it within the next 25 years.

13. Questions

14. Closing Karakia

The closing Karakia was read.

The Meeting closed at 5.06 pm.

M McKay
Chairperson

Confirmed this 22nd day of October 2024.

N C Volzke
District Mayor

MONTHLY REPORT

District Mayor



F22/55/04-D24/46304

To: Council
 From: District Mayor
 Date: 8 October 2024
 Subject: District Mayor Monthly Report – September 2024

Recommendation

THAT the report be received.

_____/_____
 Moved/Seconded

1. Trans Tasman Resources (TTR) Briefing

After hearing several presentations in recent weeks about the virtues of off shore wind electricity generation, the Mayoral Forum and others were able to hear a presentation from TTR on the virtues of their proposal for sea bed mining off the South Taranaki coast. Both of these activities are competing for space in the South Taranaki Bight and there have been many questions asked of each including, can the two co-exist as neighbours or in a shared location. The answers from both sectors are conflicting. The question of compatibility is critical to the consenting decisions that will follow in coming months and years.

TTR is engaged with the new fast track process and is awaiting outcomes from that. The Mayoral Forum has recently written to Ministers Shane Jones and Simeon Brown highlighting the concerns around compatibility and asking that this specific area be given a high level of scrutiny during any consenting process.

The Mayoral Forum has not taken a view on the advantages/disadvantages of either of these large scale investments, or made any comparisons between the two.

2. Tapuae Roa Economic Strategy

The regional economic development strategy review is well underway and the second draft was presented to iwi representatives and the Mayoral Forum in late September. Further changes were suggested and the final draft will be available in late October. A key point of difference in this review is the desire to include actions from the Taranaki 2050 transition plan, iwi plans and a variety of other documents, to be within the Tapuae Roa plan and keep that as a living document that will be under regular review.

3. Te Matatini Launch

The Chief Executive and myself attended the launch of the Te Matatini event that will be hosted in Taranaki in February next year. The launch was televised live and gave those present a great taste of what is to come to the region. Kapa Haka is growing rapidly in popularity, especially in schools and with our younger children. This event is a scale not seen in the region before and will be of significant cultural and economic benefit with large participant numbers and with very high visitor numbers expected as well.

4. Citizenship Ceremony

At the September Citizenship Ceremony nine individuals swore allegiance to the King and changed their citizenship from the country in which they were born to officially become New Zealanders. This included six from South Africa, one from the United States of America, one from Germany and one from Turkey.

5. Department of Corrections Visit

In September I met with a senior representative from the Department of Corrections. This was a routine information sharing opportunity, through their regional relationships policy, that provides solid data about their services in our district. Although the Department does not have a high profile locally, they are responsible for providing a range of services at a local level and the numbers suggest those services are definitely needed to support and accommodate the people they work with. Council does not have a direct role in this area but should acknowledge that, like all other communities, there are some troubled people living in our community.

6. Civil Defence Emergency Management Joint Committee

Minutes from the meeting held on 5 September are available on the Taranaki Regional Council website.

7. Regional Transport Committee

Minutes from the meeting held on 12 September are available on the Taranaki Regional Council website.

8. Correspondence

- Stratford Volunteer Fire Brigade Call Outs – September 2024
- Letter from Te Maruata

9. Some Events Attended

- Attended – Off Shore Renewables Regional Forum
- Attended – Water Reforms Presentation Update meeting
- Attended – Civil Defence Emergency Management Joint Committee meeting
- Attended – Taranaki Mayoral Forum meeting
- Attended – Hosted Citizenship Ceremony
- Attended – Taranaki Regional Transport Committee meeting
- Attended - LGNZ Leaders meeting (zoom)
- Attended - Stratford Health Trust Annual General Meeting
- Attended – Regional Deals Strategic Framework meeting (zoom)
- Attended – Central Primary Schools Kapa Haka Competition
- Attended – Launch event for Te Matatini
- Attended – TTR briefing with Venture Taranaki (zoom)
- Attended - MTFJ Promotional video recording
- Attended – Tapuae Roa action plan session at Venture Taranaki
- Attended – International Day of the Older Person event
- Met – with Chairman of Stratford Health Trust
- Met – with Minister Simeon Brown
- Met – with representatives of Health New Zealand
- Met - with Stratford Health Trust and Baker Tilly
- Met – with representatives of Stratford A & P Association
- Met – with representative of the Department of Corrections
- Radio Interview - Access Radio (x1)
- Radio Interview – More FM (x1)
- Newspaper - Stratford Press Interviews and Articles (multiple)
- Newspaper - Daily News (multiple)
- Attended - Regional Mayors and Chairs weekly meeting (x3)
- Attended - Regional Mayors and Chairs, Emergency Services meeting (x1)
- Attended - Council Pre-Agenda meetings (x4)
- Attended – Council Workshops (x1)
- Attended - Council Public Forums and Deputations (x1)
- Attended - Council Meetings (x5)

A handwritten signature in black ink, appearing to read 'N C Volzke', written in a cursive style.

N C Volzke JP
District Mayor

Date: 3 October 2024

Stratford Volunteer Fire Brigade Call Outs up to 26th September 2024

The Stratford Fire Brigade responded to 13 calls in September 2024

- 01-09-24 Assist resident with flooding Craig Street
- 01-09-24 Alarm activation Stratford High School Swansea Road
- 04-09-24 Alarm activation Stratford High School Swansea Road
- 07-09-24 Alarm activation Stratford War Memorial Hall Miranda Street
- 07-09-24 Four car motor vehicle accident with one car on fire Northern Roundabout
- 08-09-24 Lawn mower on fire Broadway South
- 12-09-24 Alarm activation Taranaki Diocesan School Pembroke Road West
- 13-09-24 Chimney Fire Denmark Terrace Midhurst
- 16-09-24 Assist ambulance with medical call Swansea Road
- 18-09-24 Alarm activation @ old TSB swimming pool Page Street, upon investigation deliberately lit fire found in the complex
- 20-09-24 Alarm activation Juliet Motel Juliet Street
- 21-09-24 Alarm activation @ old TSB swimming pool Page Street, upon investigation deliberately lit fire found in the complex
- 22-09-24 Investigate power lines sparking Curtis street



30 September 2024

E te Rangatira Mayor Neil Volzke,

E whai whakaaro ki te hunga kua hopukina e te kupenga a Taramainuku, koutou kua whetūrangitia, haere, okioki atu. He tātai whetū ki te rangi, mau tonu, he tātai whakapapa ki te whenua, nei ra ngā kupu whakamiha ki a koutou o te Kaunihera a rohe o Stratford District Council koutou i tautoko ki te hapai i ngā wāri Māori, nei ra mātou Te Roopu Whakahaere o Te Maruata e mihi nei, tēna koutou katoa.

On behalf of Te Maruata we would like to thank you and commend your council's decision to retain Māori Wards. We acknowledge the sensitive time in local government; however, your decision demonstrated inspiring leadership.

We acknowledge all your councillors for their consideration and their heartfelt speeches in support and to those who voted against, because all voices need a seat at the table to be heard, even if in opposition.

We mihi to the work of first-term Māori Ward councillors that have conveyed the enormous value of Te Ao Māori and the distinct contribution to better decision making for all in council, while paying respects to local manawhenua and tangata tiriti who filled chambers across the country, participating in local government processes.

At a time when we recently saw the nation come together to acknowledge the passing of Kingi Tuheitia and the ascension of Kuini Nga wai hono i te po, we witnessed the power of 'kotahitanga'. To echo our late King's message on unity, we all may have our differences, but we also recognise the humanity and mana to set aside differences to ensure the betterment of future generations. Your decision to retain Māori Wards is a demonstration of 'kotahitanga' in action and in the spirit of Te Tiriti partnership.

Thank you again and we wish you well in your activities in the lead up to next year's referendums. If you require any further support, we are happy to make ourselves available.

Ngā mihi

Iaeon Cranwell

A handwritten signature in black ink, appearing to read 'Iaeon Cranwell'.

Te Maruata Co-Chair

Toni Boynton

A handwritten signature in blue ink, appearing to read 'Toni Boynton'.

Te Maruata Co-Chair

Local Government New Zealand
Level 8 // 175 Victoria Street
Te Aro Wellington 6011 // Aotearoa
New Zealand // lgnz.co.nz



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

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.