



**The Ordinary Meeting of the  
Kawerau District Council will be held  
on Wednesday 30 October 2024  
in the Council Chambers  
commencing at 9.00am**

**A G E N D A**

## **GUIDELINES FOR PUBLIC FORUM AT MEETINGS**

1. A period of thirty minutes is set aside for a public forum at the start of each Ordinary Council or Standing Committee meeting, which is open to the public. This period may be extended on by a vote by members.
2. Speakers may address meetings on any subject. However, issues raised must not include those subject to legal consideration, or be issues, which are confidential, personal, or the subject of a formal hearing.
3. Each speaker during the public forum is permitted to speak for a maximum of three minutes. However, the Chairperson has the discretion to extend the speaking time.
4. Standing Orders are suspended for the duration of the public forum.
5. Council and Committees, at the conclusion of the public forum, may decide to take appropriate action on any of the issues raised.
6. With the permission of the Chairperson, members may ask questions of speakers during the period reserved for public forum. Questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

**The Ordinary Meeting of the Kawerau District Council  
will be held on Wednesday 30 October 2024  
in the Council Chambers commencing at 9.00am**

## **A G E N D A**

**1 Karakia Timatanga | Opening Prayer**

**2 Apologies**

**3 Leave of Absence**

*A Leave of Absence was received from Councillor Kingi for Wednesday 13 November 2024.*

**4 Declarations of Conflict of Interest**

**5 Meeting Notices**

**6 Nga Mihimihi | Acknowledgements**

**7 Public Forum**

**8 CONFIRMATION OF COUNCIL MINUTES**

**8.1 Ordinary Council – 25 September 2024**

**Pgs. 1 - 7**

**Recommendation**

*That the Minutes of the Ordinary Council Meeting held on 25 September 2024 be confirmed as a true and accurate record.*

**8.2 Extraordinary Council Meeting – 16 October 2024**

**Pgs. 8 - 9**

**Recommendation**

*That the Minutes of the Extraordinary Council meeting held on 16 October 2024 be confirmed as a true and accurate record.*

**9 RECEIPT OF COMMITTEE MINUTES**

**9.1 Regulatory and Services Committee Meeting – 16 October 2024**

**Pgs. 10 - 12**

**Recommendation**

*That the Minutes of the Regulatory and Services Committee meeting held on 16 October 2024 be confirmed as a true and accurate record.*

**9.2 Audit and Risk Committee Meeting – 7 October 2024**

**Pgs. 13 - 15**

**Recommendation**

*That the Minutes of the Audit and Risk Committee meeting held on 7 October 2024 be received.*

**9.4 Iwi Liaison Meeting – 16 September 2024**

**Pgs. 16 - 18**

**Recommendation**

*That the Minutes of the Iwi Liaison Meeting held on 16 September 2024 be received.*

**9.5 Crime Reduction Forum Meeting – 9 October 2024**

**Pgs. 19 - 21**

**Recommendation**

*That the Minutes of the Crime Reduction Forum meeting held on 9 October 2024 be received.*

**10 RECEIPT OF REGIONAL MINUTES**

**10.1 BOP Regional Transport Committee – 13 September 2024**

**Pgs. 22 - 30**

**Recommendation**

*That the Minutes of the BOP Regional Transport Committee meeting held on 13 September 2024 be received.*

**10.2 BOP Mayoral Forum – 16 September 2024**

**Pgs. 31 - 33**

**Recommendation**

*That the Minutes of the BOP Mayoral Forum meeting held on 16 September 2024 be received.*

**10.3 Eastern Bay of Plenty Joint Committee – 19 September 2024**

**Pgs. 34 - 39**

**Recommendation**

*That the Minutes of the Eastern Bay of Plenty Joint Committee meeting held on 19 September 2024 be received.*

**10.4 BOP Civil Defence Emergency Management – 27 September 2024**

**Pgs. 40 - 51**

**Recommendation**

*That the Minutes of the BOP Civil Defence Engagement Management Committee meeting held on 27 September be received.*

**11 Her Worship the Mayor's Report (101400)**

**Pgs. 52 - 60**

**Recommendation**

*That Her Worship the Mayor's report for the period Thursday 19 September to Wednesday 23 October 2024 be received.*

**12 Action Schedule (101120)**

**Pgs. 61 - 63**

**Recommendation**

*That the updated Action Schedule of resolutions/actions requested by Council be received.*

**13 Mayors Taskforce for Jobs End of Financial Year Report to 30 June 2024 (Chief Executive Officer) (101445)**

**Pgs. 64 - 75**

Attached is a report from the Chief Executive Officer covering the Mayors Taskforce for Jobs End of Financial Year Report to 30 June 2024.

**Recommendation**

*That the report “Mayors Taskforce for Jobs End of Financial Year Report to 30 June 2024” be received.*

**14 Funding for Economic Development (Toi-EDA) (Chief Executive Officer) (309101)**

**Pgs. 76 - 77**

Attached is a report from the Chief Executive Officer covering the Funding Economic Development (Toi-EDA).

**Recommendations**

- 1. That the report “Funding Economic Development (Toi-EDA)” be received.*
- 2. That Council transfer funding tagged for Toi-EDA to the general economic development budget.*

**15 Review of Council’s Investment Policy and Liability Management Policy (Group Manager, Finance and Corporate Services) (110551)**

**Pgs. 78 - 91**

Attached is a report from the Group Manager, Finance and Corporate Services covering the Review of Council’s Investment Policy and Liability Management Policy.

**Recommendations**

- 1. That the report “Review of Council’s Investment Policy and Liability Management Policy” be received.*
- 2. That Council adopts the “Investment Policy” and Liability Management Policy,” as presented in the appendixes to this report and the policies are effective 1 November 2024.*

**16 Adoption of Annual Report and Summary for year ended 30 June 2024 (Group Manager, Finance and Corporate Services) (201000)**

**Pgs. 92 - 94**

Attached is a report from the Group Manager, Finance and Corporate Services covering the Adoption of Annual Report and Summary for year ended 30 June 2024.

**Recommendations**

- 1. That the report “Adoption of Annual Report and Summary for the year ended 30 June 2024” be received.*
- 2. That Council adopts the Annual Report and Annual Report Summary for the year ended 30 June 2024.*
- 3. That the Mayor and Chief Executive Officer are delegated to sign the Annual Report for the year ended 30 June 2024 following the adoption by Council.*

## 17 Exclusion of the Public

### Recommendation

*That the public is excluded from the following part of the proceedings of this meeting, namely:*

1. **Minutes for Confidential Meeting Held on 25 September 2024**
2. **Refuse and Greenwaste Collection Contract Review**
3. **Proposed Subdivision and Lease of Circus Paddock**

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

<b>General Subject of the matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
1. <i>Minutes for Confidential Meeting held on 25 September 2024.</i> 2. <i>Refuse and Greenwaste Collection Contract Review</i> 3. <i>Proposed Subdivision and Lease of Circus Paddock</i>	<i>Maintain the effective conduct of public affairs through the free and frank expression of opinions.</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48 (1) (a) (i)</i>

*This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.*

## 18 Karakia Whakamutunga | Closing Prayer

M Godfery  
**Chief Executive Officer**

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**Minutes of the Ordinary Meeting of the Kawerau District Council  
held on Wednesday 25 September 2024  
in the Council Chamber commencing at 9.00am**

**Present:** Her Worship the Mayor F K N Tunui  
Deputy Mayor A Rangihika  
Councillor C J Ion  
Councillor B Julian  
Councillor R G K Savage  
Councillor W Godfery  
Councillor S Kingi  
Councillor R Andrews

**In Attendance:** Group Manager, Finance and Corporate Services (L Butler)  
Group Manager, Operations and Services (R Nel)  
Group Manager, Regulatory and Planning (M Glaspey)  
Economic & Community Development Manager (L Barton)  
Communications & Engagement Manager (T Humberstone)  
Administration Officer (L Kerei)

**1 Karakia Timatanqa | Opening Prayer**

*Pastor Mark Kingi opened the meeting with a prayer.*

**2 Apologies**

**Resolved**

*Apologies from Councillor Ross were received.*

**Councillors Kingi / Andrews  
CARRIED**

**3 Leave of Absence**

*No Leave of Absence were received.*

**4 Declarations of Conflict of Interest**

*No Declarations of Conflict of Interest were received.*

**5 Meeting Notices**

*Her Worship the Mayor gave notice of an order of business change that following agenda item 7, Public Forum, will be agenda item 11, Proposed Freedom Camping Bylaw – Hearing and Submissions Report so that we can hear from the submitters. Then will return to the agenda resuming at agenda item 8 Confirmation of Council Minutes.*

## 6 Nga Mihimihi | Acknowledgements

*Her Worship the Mayor congratulated those in the Kawerau Community who celebrated an entire season of dedication in sports. She also acknowledged those who have lost loved ones and sends her aroha | love.*

## 7 Public Forum

### **Brett Pacey**

*Mr. Pacey gave an update on his petition to Waka Kotahi New Zealand Transport Agency (NZTA) to have an extra cycle lane on the walkway on the Bridge that is over Tarawera River. The petition had 206 signatures and was sent to Deputy Mayor Rangihika, Chief Executive (CE) Morgan Godfery and NZTA personnel provided by CE Morgan Godfery.*

*The corner of Jellicoe Court and Onslow Street outside Hamertons Lawyers tends to flood when there is heavy rain which causes a hazard for the public.*

*He also gave the following requests for the town centre:*

- *Bi-cycle rack near the Hospice shop.*
- *Picnic area near the Bakehouse with a large chessboard.*
- *Public toilet on the other side of the town centre.*

## 8 Proposed Freedom Camping Bylaw – Hearing and Submissions Report (Group Manager, Regulatory and Planning) (320400)

Council discussed the report on the Proposed Freedom Camping Bylaw – Hearing and Submissions Report

### **Resolved**

1. *That the report “Proposed Freedom Camping Bylaw – Hearing and Submissions” be received.*
2. *That Council receive the written and oral submissions.*

*Submitter who was heard*

- *Christine Larsen*
3. *That Council commences deliberations on the Proposed Freedom Camping Bylaw following the hearing and receipt of the submissions.*
  4. *That Council notes legal advice has been sought to ensure the site assessments do not extend beyond the limits of s11 of the Freedom Camping Act as raised by a submitter.*
  5. *That Council notes a further meeting will be held on 16 October 2024 to complete the deliberations after receipt of a legal opinion on submission feedback.*
  6. *That Council notes the proposed Freedom Camping Bylaw will be amended to*



*to reflect the outcome of deliberations in preparation for adoption.*

**Councillor Savage / Deputy Mayor Rangihika  
CARRIED**

**9 CONFIRMATION OF COUNCIL MINUTES**

**9.1 Ordinary Council – 28 August 2024**

**Resolved**

*That the minutes of the Ordinary Council Meeting held on 28 August 2024 be confirmed as a true and accurate record.*

**Councillor Kingi / Deputy Mayor Rangihika  
CARRIED**

**9.2 Extraordinary Council – 11 September 2024**

**Resolved**

*That the minutes of the Extraordinary Council Meeting held on 11 September 2024 be confirmed as a true and accurate record.*

**Councillors Julian / Andrews  
CARRIED**

**10 CONFIRMATION OF COMMITTEE MINUTES**

**9.1 Regulatory and Services Committee Meeting – 11 September 2024**

**Resolved**

*That the minutes of the Regulatory and Services Committee Meeting held on 11 September 2024 be confirmed as a true and accurate record.*

**Councillors Ion / Godfery  
CARRIED**

**11 RECEIPT OF REGIONAL MINUTES**

**10.1 BOP Mayoral Forum – 16 August 2024**

**Resolved**

*That the minutes of the BOP Mayoral Forum meeting held on 16 August 2024 be received.*

**Councillors Julian / Kingi  
CARRIED**

**10.2 Tarawera Awa Restoration Strategy Group – 9 August**

**Resolved**

*That the minutes of the Tarawera Awa Restoration Strategy Group meeting held on 9 August 2024 be received.*

**Councillor Ion / Deputy Mayor Rangihika  
CARRIED**

**12 Her Worship the Mayor's Report**

**Resolved**

*That Her Worship the Mayor's report for the period Thursday 22 August to Wednesday 18 September 2024 be received.*

**Her Worship the Mayor / Councillor Kingi  
CARRIED**

**13 Action Schedule (Chief Executive) (101120)**

**Resolved**

*That the updated Action Schedule of resolutions/actions requested by Council is received.*

**Councillor Ion / Deputy Mayor Rangihika  
CARRIED**

**14 Annual Plan Performance for the year ended 30 June 2024 (Group Manager, Finance and Corporate Services) (110400)**

Council discussed the report on the Annual Plan Performance for the year ended 30 June 2024.

**Correction:**

Page 11 – Item 4 – Change the total for 2023/24 No. of Targets from 64 to 63.

**Resolved**

*That the report "Annual Plan Performance for the year ended 30 June 2024" be received.*

**Councillors Savage / Godfery  
CARRIED**

**15 Approval to raise a loan (2024) from Local Government Funding Agency (Financial Accountant) (206700)**

Council discussed the report on the Approval to raise a loan (2024) from Local Government Funding Agency.

**Resolved**

1. *That the report "Approval to raise a loan (2024) from Local Government Funding Agency" be received.*

2. *That Council approves the raising of \$2.0 million fixed term for a period to April 2029.*
3. *That Council delegates the Chief Executive authority to execute all the necessary documents for the raising of this loan.*

**Deputy Mayor Rangihika / Councillor Ion  
CARRIED**

**16 Draft Naming Policy, Receipt of Submissions and Deliberations (Group Manager, Regulatory and Planning) (110800)**

Council discussed the report on Draft Naming Policy, Receipt of Submissions and Deliberations.

**Resolved**

1. *That the report “Draft Naming Policy, Receipt of Submissions and Deliberations” be received.*
2. *That Council receive the written submissions on the draft naming policy; and*
3. *That Council deliberates on the draft naming policy and recommends any changes to the draft naming policy as a result of the deliberations; and*
4. *That Council notes a further meeting will be held on the 16<sup>th</sup> of October 2024, to approve the amended naming policy (based on deliberations) for adoption.*

**Councillors Kingi / Andrews  
CARRIED**

**17 DRAFT Regional Economic Development Strategy (REDS) (Economic and Community Development Manager) (309101)**

Council discussed the report on DRAFT Regional Economic Development Strategy (REDS).

**Correction:**

Page 169 – Item 2 – Paragraph 1 – Should be Sir Michael Cullen not David Cullen.

**Resolved**

1. *That the report “DRAFT Regional Economic Development Strategy (REDS)” be received.*
2. *That Council resolves to endorse the draft Regional Economic Development Strategy for consultation with the Kawerau community.*

**Councillor Ion / Deputy Mayor Rangihika  
CARRIED**

**18 Eastern Bay of Plenty Spatial Plan – Governance and Engagement (Group Manager, Regulatory and Planning) (104025)**

Council discussed the report on Eastern Bay of Plenty Spatial Plan – Governance and Engagement.

**Resolved**

1. *That the report “Eastern Bay of Plenty Spatial Plan – Governance and Engagement” be received.*
2. *That Council approve the amended Terms of Reference for the Eastern Bay of Plenty Spatial Plan Project Governance Group.*
3. *That Council delegate the Group Manager Regulatory and Planning authority to approve subsequent minor editorial changes to the Terms of Reference for the Eastern Bay of Plenty Spatial Plan Project Governance Group.*
4. *That Council note a workshop will be held on 2 October 2024 to provide and allow feedback into the engagement strategy for the Eastern Bay of Plenty Spatial Plan, which is set to be undertaken between 14 October 2024 to 17 November 2024.*

**Councillors Savage / Kingi  
CARRIED**

**19 Exclusion of the Public – 11.15am**

**Resolved**

*That the public is excluded from the following part of the proceedings of this meeting, namely:*

1. **Minutes for Confidential Meeting Held on 28 August 2024**
2. **Stoneham Park Residential Development Phase 2 Engineering**

**Councillors Ion / Andrews  
CARRIED**

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

<b>General Subject of the matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
1. <i>Minutes from Confidential Meeting held on 28 August 2024.</i>	<i>Maintain the effective conduct of public affairs through the free and frank expression of opinions.</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.</i>
2. <i>Stoneham Park Residential</i>		

<i>Development Phase 2 Engineering.</i>		<i>Section 48 (1) (a) (i)</i>
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*This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.*

***Councillor Andrews departed the meeting at 12.15pm***

**Karakia Whakamutunga**

**Pastor Mark Kingi closed the meeting with a Karakia at 12.48pm**

F K N Tunui

**Mayor**

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**Minutes of the Extraordinary Meeting of the Kawerau District Council  
held on Wednesday 16 October 2024  
commencing at 11.05am**

**Present:** Her Worship the Mayor F K N Tunui  
Deputy Mayor A Rangihika  
Councillor C J Ion  
Councillor W Godfery  
Councillor B Julian  
Councillor R G K Savage  
Councillor S Kingi  
Councillor J Ross

**In Attendance:** Chief Executive Officer (M Godfery)  
Group Manager, Finance and Corporate Services (L Butler)  
Group Manager, Regulatory and Planning (M Glaspey)  
Group Manager, Operations and Services (R Nel)  
Communications and Engagement Manager (T Humberstone)  
Economic and Community Development Manager (L Barton)  
Administration Officer (L Kerei)

**1 Karakia Timatanga | Opening Prayer**

*Pastor Dinal McMillan led the meeting in prayer.*

**2 Apologies**

**Received**

Apologies from Councillor Andrews were received.

**Councillors Kingi / Ross  
CARRIED**

**3 Leave of Absence**

*No Leave of Absence were received.*

**4 Declarations of Conflict of Interest**

*No Declarations of Conflict of Interest were received.*

**5 Meeting Notices**

*There were no Meeting Notices.*

**6 Nga Mihimihi | Acknowledgements**

*CE Godfery acknowledged those in the Finance and Corporate Services team and all of those who were involved in the audit process for their speedy work in ensuring we meet our statutory obligations.*

## 7 **Public Forum**

*No Public Forum*

## 8 **Adoption of the Naming Policy (Group Manager, Regulatory and Planning) (110800)**

Council discussed the report on the Adoption of the Naming Policy.

### **Corrections:**

Page 20 – Paragraph 3 – Remove the second ‘not’. It should read “Suggested names should not repeat...”.

Page 20 – Paragraph 3 – The word ‘anme’ should be ‘name’.

Page 20 – Paragraph 3 – Add a space between ‘than once’.

### **Resolved**

1. *That the report “Adoption of the Naming Policy” be received.*
2. *That Council adopts the Naming Policy effective from Monday, 21 October 2024; and*
3. *That Council authorizes the Group Manager, Regulatory and Planning, to make minor edits or changes to reflect decisions made by Council at this meeting.*

**Councillor Kingi / Deputy Mayor Rangihika  
CARRIED**

## 9 **Freedom Camping Bylaw – Receipt of Legal Advice (Group Manager, Regulatory and Planning) (320400)**

Council discussed the report on the Freedom Camping Bylaw – Receipt of Legal Advice.

### **Resolved**

1. *That the report “Freedom Camping Bylaw – Receipt of Legal Advice” be received.*
2. *That Council adopts Option 1, to place the Freedom Camping Bylaw Review on hold to reassess the site assessments; and*
3. *That Council acknowledges that once the site assessments have been reassessed, the Bylaw will be reviewed based on the new information, and brought back to Council for Consideration before further consultation is undertaken.*

**Councillors Ion / Savage  
CARRIED**

## 9 **Karakia Whakamutunga | Closing Prayer**

*Pastor Dinal McMillan closed the meeting with a Karakia at 11.27am*

F K N Tunui

**Mayor**

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**Minutes of the Regulatory & Services Committee  
held on Wednesday 16 October 2024  
commencing at 9.00am**

**Present:** Councillor C J Ion (Chairperson)  
Her Worship the Mayor F K N Tunui  
Deputy Mayor A Rangihika  
Councillor B Julian  
Councillor S Kingi  
Councillor W Godfery  
Councillor J Ross  
Councillor R G K Savage

**In Attendance:** Chief Executive Officer (M Godfery)  
Group Manager, Finance and Corporate Services (L Butler)  
Group Manager, Operations and Services (R Nel)  
Group Manager, Regulatory and Planning (M Glaspey)  
Communications and Engagement Manager (T Humberstone)  
Economic and Community Development Manager (L Barton)  
Administration Officer (L Kerei)

**1 Karakia Timatanga | Opening Prayer**

*Pastor Dinal McMillan opened the meeting with a prayer.*

**2 Apologies**

**Received**

*Apologies from Councillor Andrews were received.*

**Her Worship the Mayor / Councillor Ross  
CARRIED**

**3 Leave of Absence**

*No Leave of Absence were received.*

**4 Declarations of Conflict of Interest**

*No Declarations of Conflict of Interest were received.*

**5 Public Forum**

*No Public Forum was heard*

**PART A – REGULATORY**

**6 Monthly Report - Regulatory and Planning Services (Group Manager, Regulatory and Planning Services) (340000)**

The Committee discussed a report from the Group Manager, Regulatory and Services covering activities for the month of September 2024.

**Resolved**

*That the report from the Group Manager, Regulatory and Services for the month of September 2024 is received.*

**Her Worship the Mayor / Councillor Kingi  
CARRIED**

**PART B – NON REGULATORY**

**7 Monthly Report - Finance and Corporate Services (Group Manager, Finance and Corporate Services) (211000)**

The Committee discussed a report from the Group Manager, Finance and Corporate Services covering activities for the month of September 2024.

**Resolved**

*That the report from the Group Manager, Finance and Corporate Services for the month of September 2024 is received.*

**Councillors Savage / Julian  
CARRIED**

**8 Monthly Report - Operations and Services (Group Manager, Operations and Services) (440000)**

The Committee discussed a report from the Group Manager, Operations and Services covering activities for the month of September 2024.

**Resolved**

*That the report from the Group Manager, Operations and Services for the month of September 2024 is received.*

**Councillor Savage / Deputy Mayor  
CARRIED**

**9 Monthly Report - Economic and Community Development (Economic and Community Development Manager) (309005)**

The Committee discussed a report from the Economic and Community Development Manager covering activities for the month of September 2024.

**Resolved**

*That the report from the Economic and Community Development Manager for the month of September 2024 is received.*

**Councillors Ross / Godfery  
CARRIED**

**10 Monthly Report – Communications and Engagement (Communications and Engagement Manager) (340100)**

The Committee discussed a report from the Communications and Engagement Manager covering activities for the month of September 2024.

**Corrections:**

Page 23 – Item 2.1 – Table – Change of venue for the 22 October 2024 4.30pm – 6.00pm from “Concert Chamber, Kawerau” to “Rangi Delamere Centre, Kawerau”.

**Action Item:**

Elected Members have requested for a timeline of the Porritt Glade Lifestyle Village Development.

**Resolved**

*That the report from the Communications and Engagement Manager for the month of September 2024 is received.*

**Councillors Kingi / Ross  
CARRIED**

**11 Karakia Whakamutunga | Closing Prayer**

*Pastor Dinal McMillan closed the meeting with a prayer at 9.55am.*

C J Ion

**Chairperson**

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**Kawerau District Council Minutes of an  
Audit and Risk Committee held on 7 October 2024  
commencing at 1.00pm**

**Present:** Philip Jones – P J Associates (Chair)  
Her Worship the Mayor – F K N Tunui  
Deputy Mayor – A Rangihika - via Zoom  
Councillor C Ion  
Councillor B J Julian

**In Attendance:** Chief Executive Officer (M Godfery)  
Group Manager, Finance and Corporate Services (L Butler)  
Group Manager, Regulatory and Planning (M Glaspey)  
Group Manager, Operations and Services (R Nel)  
Administration Officer (L Kerei)

**Karakia Timatanga | Opening Prayer**

*Chief Executive Officer Godfery opened the meeting with a prayer.*

**Apologies**

*No Apologies were received.*

**Declarations of Conflict of Interest**

*No Conflicts of Interest were received.*

**1 CONFIRMATION OF AUDIT AND RISK COMMITTEE MINUTES**

**1.1 Audit and Risk Committee – 5 August 2024**

**Resolved**

*That the minutes of the Audit and Risk Committee Meeting held on 5 August 2024 be confirmed as a true and accurate record.*

**Her Worship the Mayor / Councillor Ion  
CARRIED**

**2 Health, Safety and Wellbeing Report for period – 1 July 2024 to 31 August 2024 (Group Manager, Regulatory and Planning (509500))**

Committee discussed the report from the Group Manager, Regulatory and Planning covering Health, Safety and Wellbeing Report for period – 1 July 2024 to 31 August 2024.

**Resolved**

*That the report “Health, Safety and Wellbeing Report for period – 1 July 2024 to 31 August 2024” be received.*

**3 Treasury Report to 31 July 2024 and 31 August 2024 (Group Manager, Finance and Corporate Services) (110551)**

Committee discussed the report from the Group Manager, Finance and Corporate Services covering the Treasury Report to 31 July 2024 and 31 August 2024.

**Resolved**

*That the report "Treasury Report to 31 July 2024 and 31 August 2024" be received.*

Councillors Ion / Julian  
CARRIED

**4 Annual Plan Performance for year ended 30 June 2024 (Group Manager, Finance and Corporate Services) (110400)**

Committee discussed the report from the Group Manager, Finance and Corporate Services covering the Annual Plan Performance for year ended 30 June 2024.

**Resolved**

*That the report "Annual Plan Performance for year ended 30 June 2024" be received.*

Her Worship the Mayor / Chair Jones  
CARRIED

**5 Draft Annual Report to 30 June 2024 Update (Group Manager, Finance and Corporate Services) (201000)**

Committee discussed the report from the Group Manager, Finance and Corporate Services covering the Draft Annual Report to 30 June 2024 Update.

**Resolved**

*That the report "Draft Annual Report to 30 June 2024 Update" be received.*

Chair Jones / Councillor Julian  
CARRIED

**6 Audit and Risk Review Timetable from October 2024 to August 2025 (Group Manager, Finance and Corporate Services) (101300)**

Committee discussed the report from the Group Manager, Finance and Corporate Services covering the Audit and Risk Review Timetable from October 2024 to August 2025.

**Resolved**

*That the report "Audit and Risk Review Timetable from October 2024 to August 2025" be received.*

**7 Council Bylaw and Policy Review Update (Group Manager, Regulatory and Planning) (320000 & 110800)**

Committee discussed the report from the Group Manager, Regulatory and Planning covering the Council Bylaw and Policy Review Update.

**Resolved**

*That the report "Council Bylaw and Policy Review Update" be received.*

Chair Jones / Her Worship the Mayor  
CARRIED

**8 Long Term Plan 2025 – 2034 Update (Group Manager, Finance and Corporate Services) (110555)**

Committee discussed the report from the Group Manager, Finance and Corporate Services covering the Long Term Plan 2025 – 2034 Update.

**Resolved**

*That the report "Long Term Plan 2025 – 2034 Update" be received.*

Councillors Julian / Ion  
CARRIED

**9 Insurance Policies Update (Group Manager, Finance and Corporate Services) (201000)**

Committee discussed the report from the Group Manager, Finance and Corporate Services covering the Insurance Policies Update.

**Resolved**

*That the report "Insurance Policies Update" be received.*

Chair Jones / Her Worship the Mayor  
CARRIED

**Karakia Whakamutunga | Closing Prayer**

*Chief Executive Officer Godfery closed the meeting with a karakia | prayer at 2:04pm.*

P Jones

**Chairperson**





16  
**Minutes of the Iwi Liaison Committee**  
**Held on Monday 16 September 2024**  
**Commencing at 9.30am**  
**In the Kawerau District Council Mayor's Office**

**Present:** Kahika | Mayor Faylene Tunui  
Iwi Liaison Cultural Advisor Te Haukakawa (Boycie) Te Rire  
Tumu Whakarae | CEO Morgan Godfery  
Kaiawhina | PA to Mayor and CEO Pari Maxwell

**1. Karakia Timatanga | Opening Prayer**

Te Haukakawa Te Rire

**2. Apologies**

Apologies from Koromatua Waha Tuara | Deputy Mayor Aaron Rangihika

**3. Confirmation of Minutes - 15 July 2024**

That the Minutes of the hui | meeting held on Monday, 15 July 2024 be received.

**4. Verbal Update on Council Mahi**

Kahika Tunui provided a verbal update to Council's Iwi Liaison Cultural Advisor Te Haukakawa Te Rire.

**4.1 Kawerau Cemetery**

- Name Board and Shelter – At the August meeting, Council confirmed to relocate the information boards and shelter next to the existing wharepaku building (toilet block) as recommended by the Iwi Liaison Cultural Advisor.
- Long Term Plan - Elected Members asked staff to look at a cemetery seating plan (moveable) and wharepaku (toilet) block upgrade.

**4.2 Tiwhatiwha and Piripiri Street Information Signs**

- Explanation of both street names was provided by the Iwi Liaison Cultural Advisor
- Local company Nexus was creating the QR codes for both the streets
- Once the QR codes are approved by the Committee, they will be installed under the street sign and a small ceremony held with residents of Tiwhatiwha and Piripiri
- Long Term– There is an ability to have the whakapapa | history of all streets, parks and reserves shared through the QR code technology.

**4.3 Marukaa**

- In 2021, the new owners of 294 River Road requested the removal of the Te Marukaa public plaque from their private property.
- The signage frame was erected by staff and the new plaque was installed by Kyle Mercer of Willets Funeral Services, free of installation cost to the ratepayers of Kawerau.
- It was agreed to hold a small relocation unveiling ceremony on Wednesday 25 September at 1pm
- The Iwi Liaison Cultural Advisor requested that the area of reserve where the plaque has been located to, be named after the Chief Marukaa.

#### 4.4 Naming Policy

- At the July meeting, Council received consultation feedback from the Community
- A report will now go to the September Council to approve the Policy. Included in the report will be a requirement for Council to consult with Tangata Whenua
- There is a public excluded process for private landowners naming their own land

#### 4.5 Bi-lingual Position Titles

- Staff were keen to support use of bilingual position titles from Iwi Liaison Cultural Advisor for staff use.
- Kahika Tunui will support Iwi Liaison Cultural Advisor with this work as many of the staff roles and positions do not necessarily translate into Te Ao Maori

#### 4.6 Te Reo, Waiata and Cultural Awareness lessons

- A proposal for celebrating Māori Language week, was considered and approved to share with staff and post on Facebook for the Community to participate in.
- Kahika Tunui acknowledged our Kawerau Kura, Te Whata Tau o Putauaki and Kawerau South School who were both participating in Taiopenga Tuwharetoa Kapa Haka held in Taupo. She wished them all the best and asked for the livestream to be made available for the community to watch on Facebook.

#### 4.7 Residential Development – update from September R&S meeting

##### 4.7.1 Porritt Glade – Piripiri Cres

- Of the two (2) Units – one (1) has settled with one (1) to settle

##### 4.7.2 Central Cove – Tiwhatiwha Cres

- Of the 12 sections left – three (3) sections will have spec homes built on them, leaving nine (9) undeveloped sections available.

##### 4.7.3 Stoneham Park Residential Development

- Kahika Tunui sought advice from Iwi Liaison Cultural Advisor on a potential development name.
- Iwi Liaison Cultural Advisor recommended “Tuwharetoa” as part of the development name.
- Kahika Tunui also asked about names for the streets. It was agreed to look at Māori and non- Māori names as well as historical and new names.

##### 4.7.4 Hine Te Ariki / Bell Street

- The duplex comprises of one (1) three-bedroom and one (1) two-bedroom unit.
- A Sales and Purchase agreement was being processed for the two-bedroom unit with a local buyer.

#### 4.8 Māori Wards – 2025 Elections

At the September Extraordinary, Council confirmed its initial proposal which was a “Mixed System” with eight (8) councillors plus the Mayor: comprising two (2) ‘at-large’ councillors, three (3) councillors representing the Kawerau Māori Ward and three (3) councillors representing the Kawerau General Ward, with both wards retaining the current district-wide geographic boundaries, and no community board.

#### 4.9 Eastern BOP Spatial Plan Governance Group – update from July Council

- Ngāti Tūwharetoa are yet to advise their Iwi representation.
- In the meantime, Kahika Tunui invited Te Haukākawa to attend the Governance Group hui with her as Council’s Iwi Liaison Cultural Advisor.

#### 4.10 WDC to KDC Boundary Change

- The landowners of Tuwharetoa Otorohanga, Putauaki, Manukorihi, Te Kori Ngaheu, Ruby Wetini and Tohia o te Rangi Marae were transferred from the Whakatane district into the Kawerau district on 1 September 2024.
- It was suggested to host a ceremony to acknowledge the transfer from the Whakatane district to the Kawerau district. This will be socialised with transferring landowners.

#### 4.11 Other Updates

##### 4.11.1 Kawerau Market Relocation to CBD proposal – update from September Workshop

Kahika Tunui sought feedback from the Iwi Liaison Cultural Advisor to consider a request from the Kawerau Market Committee to return the markets into the CBD area.

The Iwi Liaison Cultural Advisor was in support of the market returning to the CBD area noting the following:-

- If there is a tangihanga in the CBD are (Gateway, Concert Chamber, Town Hall) that there should be no market in respect to the whanau pani (grieving family).
- Staff were asked to convey this to the Market Coordinator so they can let the stall holders and community know as part of their returning to the CBD area planning.

##### 4.11.2 Kahika Tunui invited the Iwi Liaison Cultural Advisor to open and welcome the BOP Civil Defence Emergency Management Joint Committee to Kawerau, on Friday 27 September in the Council Chamber, which he accepted.

#### **Karakia Whakamutunga**

Te Haukakawa closed the meeting with a Karakia | Prayer at 12.30pm

F K N Tunui

**Kahika | Mayor**



**Minutes of the Crime Reduction Forum Meeting  
held on Wednesday 9<sup>th</sup> October 2024 in the Council Chamber  
commencing at 11.00 am**

**Present:**

Aaron Rangihika	Deputy Mayor (Chairperson)
Russ Torrie	Kawerau Community Patrol
Michaela Glaspey	Kawerau District Council
Mark Galia	Kawerau Corrections
Warwick Godfery	Councillor

**Via Zoom:**

Sela Kingi	Councillor
Nina van der Zanden	Tarnix Security
Rebecca Goodall	Tarnix Security

**In attendance:** Andrew Bluett      Kawerau District Council

**Apologies:**

Al Fenwick	Kawerau Police
Shane Grant	Kawerau Police
Nina Andrew	Tūwharetoa ki Kawerau Hauora
Wendy Peri	Kawerau Community Patrol

**Resolved** **Rangihika/Godfery**

That the apologies are received.

**Karakia**

The Chief Executive Officer's PA opened the meeting with a karakia.

**1. CCTV Update**

Andrew Bluett gave an update advising that Kawerau District Council has been awarded funding from central government which is being used on CCTV coverage in Kawerau. ANPR cameras will go up first. These have number plate recognition capacity and will be placed as follows:

Waterhouse Street  
The Mill overpass  
State Highway 34 where it meets with Valley Road

Part of the funding includes monitoring which is where Tarnix Security comes in. They operate out of Te Puke and have radio communication to Bay of Plenty Police.

The Chair requested confirmation that the initial 18 cameras in the primary locations are still included. Andrew confirmed that they were. The first funding stream will cover the 18 and the ANPRs and the second funding stream will pay for the monitoring.

Tarnix will work in conjunction with Council and the Police to respond to any community concerns, in terms of footage. Their monitoring system would also be available to Community Patrol who have access to Police radio.

Councillor Kingi asked whether the funding for the camera monitoring was sustainable. Andrew advised this was one off funding however, there is potential to gain support from other funding avenues.

The Chair will meet with Andrew and the Mayor outside of this meeting to ensure she is up to date with progress.

## 2. Minutes

### Resolved

### Rangihika/Godfery

That the Minutes of the Crime Reduction Forum meeting held on Monday, 10<sup>th</sup> June 2024 are confirmed as a true and accurate record.

## 3. Member Updates

### Kawerau Community Patrol

- 23 members in total now
- Still patrolling Edgecumbe and Te Teko at the request of the Police. This is continuing to go well.
- Police training has been undertaken for Safety Week. 13-14 people attended.
- BOP training in Rotorua next month.
- 2 foot patrollers in the CBD during school holidays.
- Undertaking gardening work in the community around the KEA centre.
- Still looking for funding
- Russ and Wendy will be working during the Christmas in the Park parade.

### Kawerau Police

- Nil

The Chair mentioned Nitrous oxide and the fact that nothing could be done as it is not an illegal product. Michaela advised that there has been mention of a law change around this.

### Corrections

- The Chair met with Corrections regarding utilising a work stream of teams into the community. Mark is working with community groups and will follow up on the paperwork.
- Mark (Acting Service Manager) leaves at Labour weekend and Angela Murray will be his replacement.
- There will be an early release for Christmas this year which will happen on the 3<sup>rd</sup> December, still checking numbers. It was agreed that external providers need to be made aware prior to this occurring.

Tūwharetoa ki Kawerau Hauora

No update.

Kawerau District Council

- Michaela advised that staff are still working through the Bylaws.
- There appears to be a reduction in violence notifications.
- The Chair asked what notice could have been given to Tarawera High School which went into shutdown mode during a recent gas cut. Michaela advised that an investigation is underway and she would provide more information when it came to hand.

**4. General Business**

- Councillor Kingi commented on the use of social media as a platform for posting photos of young offenders. The Chair suggested that he, Councillor Kingi and Michaela meet with Al Fenwick from Police to discuss.

The meeting closed at 12.10pm.

Next Meeting – to be confirmed.

**Aaron Rangihika**  
**Chairperson**

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# Regional Transport Committee

## Open Minutes

- Commencing:** Friday 13 September 2024, 9.30 am
- Venue:** Council Chambers, Regional House, 1 Elizabeth Street, Tauranga and via Zoom (Audio Visual Meeting)
- Chairperson:** Cr Lyall Thurston - Bay of Plenty Regional Council Toi Moana (BOPRC)
- Deputy Chairperson:** Cr Ken Shirley - BOPRC
- Members:** Mayor Faylene Tunui - Kawerau District Council, Mayor David Moore - Ōpōtiki District Council, Mayor James Denyer - Western Bay of Plenty District Council, Deputy Mayor John Scrimgeour - Alternate, Western Bay of Plenty District Council (via Zoom), Mayor Mahé Drysdale - Tauranga City Council (via Zoom), David Speirs - NZ Transport Agency Waka Kotahi (NZTA), Mayor Tania Tapsell - Rotorua Lakes Council (via Zoom), Cr Conan O'Brien - Alternate, Rotorua Lakes Council, Mayor Victor Luca - Whakatāne District Council, Angus Hodgson - KiwiRail (via Zoom, non-voting member)
- In Attendance:** External: Stacey Spall - NZ Automobile Association Advisor, Inspector Logan Marsh - NZ Police Road Safety Advisor, Cr Glen Crowther - Tauranga City Council
- BOPRC: Cr Kat MacMillan, Cr Jane Nees, Namouta Poutasi - General Manager, Strategy and Science, Oliver Haycock - Director, Public Transport, Andrew Williams - Manager, Transport Planning, Presenters - as listed in the minutes, Amanda Namana - Committee Advisor
- Apologies:** Chairman Doug Leeder - BOPC (ex-officio), Greg Pert - Freight Advisor, Dan Kneebone - Port of Tauranga Advisor

### 1. Apologies

#### Resolved

#### That the Regional Transport Committee:

- 1 Accepts the apologies from Chairman Doug Leeder, Greg Pert and Dan Kneebone tendered at the meeting.

**Thurston/Shirley  
CARRIED**

## 2. Chair's Statement

The Chair reminded all present that the meeting was livestreamed and recorded and would be made available on the Bay of Plenty Regional Council website following the meeting: [Regional Transport Committee Meeting - 13 September 2024](#).

## 3. Public Forum

The public forum item noted on the agenda was reclassified as a deputation in order for the Committee to formally receive the background information provided and be enabled to make a decision if desired.

## 4. Deputations

### 4.1 Julia Mclean - on behalf of NZ equestrians seeking formal recognition as a Vulnerable Road User

*Tabled Document 1 - Horse Riders' Near Misses and Letters of Support for Vulnerable Road Users: Objective ID A4774016* [⇒](#)

*Tabled Document 2 - Letter to NZ Mayors and Councillors: Objective ID A4774018* [⇒](#)

*Tabled Document 3 - Print Version Poster for Vulnerable Road User Awareness Rides: Objective ID A4774034* [⇒](#)

*Tabled Document 4 - Press Release - Vulnerable Road User Pass Wide and Slow Awareness Rides: Objective ID A4774036* [⇒](#)

#### **Key Points:**

- Speaking to every regional transport committee nationwide to provide consistent messaging, and request support in seeking an amendment to the Land Transport Management Act 2003 (LTMA)
- In New Zealand, transport literature did not include a formal definition of a vulnerable road user and horse riders were currently considered as 'other road users', meaning they were not included in road safety messaging or education
- Created specific road safety targeted messaging and partnered with NZ Police in having this publicised (**Tabled Documents 3 and 4**)
- The 'pass wide and slow' campaign held an international message - pass wide at a minimum of two metres and slow your vehicle down. On Saturday 21 September and Sunday 22 September a campaign ride would take place around the country, along with riders in South Africa, Australia, Canada, America, Ireland and the United Kingdom
- A petition being formally lodged with central government on 15 October 2024 already had cross party political support
- Near miss data was being collected via a survey as this was not currently captured by any authority.

#### **In Response to Questions:**

- The 'pass wide and slow concept' was a behavioural change, rather than a specified speed to reduce to
- Multi-use pathways were being used successfully around the world
- Sought inclusion and understanding over consistently being left out of planning decisions
- Regulation had to be practical and common sense - legislation that was fit for purpose.

## Resolved

### That the Regional Transport Committee:

- **Receives the Deputation, NZ Equestrians seeking formal recognition as a Vulnerable Road User in legislation and treatment;**
- **Delegates authority to the Chair to review and sign a letter to the Minister of Transport in support of recognising horse riders as Vulnerable Road Users.**

Shirley/Luca  
CARRIED

## 5. Order of Business

Item 7.4 - Proposed UNISA position paper on the national significance of a resilient and efficient Upper North Island supply chain, was taken following Item 7.1 - Chairperson's report to accommodate the availability of the Committee Champion.

## 6. Declaration of Conflicts of Interest

None declared.

## 7. Minutes

### Minutes to be Confirmed

### 7.1 Regional Transport Committee Minutes - 22 May 2024

#### Resolved

#### That the Regional Transport Committee:

- 1 **Confirms the Regional Transport Committee Minutes - 22 May 2024 as a true and correct record.**

Moore/Speirs  
CARRIED

## 8. Reports

### 8.1 Chairperson's Report

*Tabled Document 5 - NLTP Final Decision letter to the Bay of Plenty Regional Transport Committee, dated 3 September 2024: Objective ID A4774039 [⇨](#)*

*Tabled Document 6 - Briefing Note to Members on Key Outcomes from the NLTF 2027-2027: Objective ID A4774041 [⇨](#)*

*Tabled Document 7 - Response letter from Hon Simon Bridges regarding median barrier installation on State Highway 2, dated 5 September 2024: Objective ID A4778781 [⇨](#)*

Presented by: Oliver Haycock – Director, Public Transport

#### Key Points:

- A briefing note was provided (**Tabled Document 6**), summarising the outcomes from the submission of the Regional Land Transport Plan (RLTP).

**Key Points - Members:**

- Following the decision from the Minister of Transport (**Tabled Document 7**) regarding median barriers and right-turn functionality on remaining intersections in the State Highway 2 (SH2) Waihi to Ōmōkoroa corridor, affected residents were still deeply concerned over the safety issues that remained and would no longer be addressed.

**In Response to Questions:**

- Public transport focused analysis regarding the RLTP outcomes would be provided to the next meeting of the Public Transport Committee on 24 September 2024, noting that there was sufficient funding to maintain current service levels across the region but limited funding for improvement activities.

## **Resolved**

### **That the Regional Transport Committee:**

- 1 Receives the report, Chairperson's Report.**

**Thurston/Tunui  
CARRIED**

## **8.2 Proposed UNISA position paper on the national significance of a resilient and efficient Upper North Island supply chain**

Presented by: Andrew Williams – Manager, Transport Planning

**Key Points:**

- At this early stage, staff considered the position paper required further balance across the UNISA partners, with some specific additions being requested
- KiwiRail had been in contact regarding their position on the paper and staff would work together with them on this
- At present the paper was in its development and the Committee would have an opportunity to review the draft.

**Key Points - Members:**

- The paper appeared strongly focused on Auckland and north - supported further focus on the Bay of Plenty
- Highlighted the previous studies that analysed and reported on this subject and questioned the necessity of local government repeating this exercise with the same information.

## **Resolved**

### **That the Regional Transport Committee:**

- 1 Receives the report, Proposed UNISA position paper on the national significance of a resilient and efficient Upper North Island supply chain;**

- 2 **Notes that officers will refine the details of the statement in line with agreed UNISA positions and Bay of Plenty Regional Council policy positions;**
- 3 **Notes that the UNISA position paper will be brought back to the Committee for endorsement once the final version is prepared.**

**Thurston/Denyer**  
**CARRIED**

10.15 am - The meeting **adjourned.**

10.35 am - The meeting **reconvened.**

### **8.3 NZ Transport Agency Waka Kotahi Quarterly Update**

*Presentation: NZ Transport Agency Waka Kotahi Quarterly Update - September 2024: Objective ID A4774044 [↗](#)*

Presented by: David Speirs - Director Regional Relationships

#### **Key Points:**

- Highlighted outcomes from the NLTP, including a record investment of \$32.9B in the land transport network during the delivery period
- \$6.4B for public transport services was primarily focused on Auckland, Wellington and Christchurch, the national ticketing system and continuing existing programmes. Noted there was minimal allocation for new programmes or infrastructure investment
- Delivering Roads of National Significance (RoNS) was a substantial proportion of NLTP investment and alternative sources of funding, revenue and investment tools were being looked at
- Outlined the allocation of the \$1.9B forecast to be invested in the Bay of Plenty region during the 2024-27 NLTP period
- The Ōmanawa Bridge design would be future proofed for four lanes, it was also designed with flood resilience in mind
- The change to the Integrated Delivery Model (IDM) focused on targeting specialised work to large contractors that they alone could deliver, whilst reserving the ability to direct contract the smaller, less complex work to Tier 2 and Tier 3 contractors
- Time of use legislation was currently being drafted by central government, which would enable time of use charging by NZTA and local authorities
- The National Ticketing Solution (Motu Move) was being rolled out, starting in Canterbury late 2024 with all other regions being transitioned by the end of 2026
- Expected that all safety cameras would have been transferred to NZTA from NZ Police by July 2025
- State Highway 29 Tauriko enabling works had been underway from March 2024 and were expected to take approximately three years, with Cambridge Road works commencing this month
- Outlined progress on Takitimu North Link (TNL) - SH2/Fifteenth Ave
- Provided a Waihi to Ōmokoroa safety improvements project update following the recent NZTA Board decision on median barriers.

#### **Key Points - Members and Councillors:**

- Feedback from the public regarding tolling consultation highlighted that it needed to be clarified and was being misinterpreted. There was an

assumption that using the whole network in a trip could have the potential to be tolled three times.

**In Response to Questions:**

- Although \$32.9B was a substantial amount of investment, it needed to be considered within the context of the market and the deliverability amidst challenges
- \$1.7B for road safety promotion and policing did not include revenue from income generated through fines etc.
- Consents for TNL Stage 2 and State Highway 1 Cambridge to Piarere expressway would be lodged for fast-track consenting
- Capacity for deliverability was a strong consideration in looking at the maintenance and operations investment and the RoNS. This was also why they had been staged to start across a ten year period
- Acknowledged the impacts road closures and detours had on local roads, and the costs and trade-offs associated with these
- There were a range of technology options for time of use charging including cameras, prepaid devices in cars etc. The technology was costly and sensible investment would need to be considered e.g. main highways where there was existing infrastructure
- Detail on the expectation around variable speed signs and what would be required was not yet available
- If a decision to toll the TNL was made, a review would be undertaken of the tolling system and how it would work
- There was no single trigger to add right hand turns through wire barriers as a criteria of design, more a broader assessment of risk for each instance
- The completion timeframe for TNL had shifted from 2027 to 2028 due to delays caused by the 2023 flooding events
- Work was required and underway on how best to use Road User Charges (RUC) in a way that was fair but uncomplicated.

**Items for Follow Up:**

- Provide information to Mayor Luca on the amount of investment spend per year across the last four decades' NLTP
- Provide information on how much the increase in funding would cover the costs of increased services/inflation effects
- Provide a contact from the Ministry of Transport with RUC expertise to speak to the Committee at a future meeting.

**Resolved**

**That the Regional Transport Committee:**

- 1 Receives the report, NZ Transport Agency Waka Kotahi Quarterly Update.**

**Speirs/Tunui  
CARRIED**

**Decisions Required**

**8.4 Membership update and appointment of External Advisor for Environmental Sustainability**

Presented by: Andrew Williams – Manager, Transport Planning

**Minute Note:** Discussion related to this item occurred under Item 9 – Verbal Update Opportunity from Committee Members and Advisors

## **Resolved**

**That the Regional Transport Committee:**

- 1 Receives the report, Membership update and appointment of External Advisor for Environmental Sustainability;**
- 2 Notes the new members as appointed by Tauranga City Council:**
  - (a) Mayor Mahé Drysdale as the primary member**
  - (b) Deputy Mayor Jen Scouler as the alternate member;**
- 3 Notes that a public process will seek nominations for candidates to fill the role of Environmental Sustainability Advisor; and**
- 4 Appoints the Regional Transport Committee Chair and Regional Council's Director, Public Transport as a selection panel and delegates authority to the Chair to appoint an Environmental Sustainability Advisor.**

**Denyer/Shirley  
CARRIED**

## **Information Only**

### **8.5 Regional Land Transport Plan - Implementation Report**

Presented by: Andrew Williams – Manager, Transport Planning

**Key Points:**

- Noted that the appendix of the report was supported by staff at all Territorial Local Authorities (TLA's) and NZTA, with the commentary being a collaboration across regional transport sector staff
- In six months' time there would be a new version of the implementation report, which reflected the current 2024-2034 RLTP.

## **Resolved**

**That the Regional Transport Committee:**

- 1 Receives the report, Regional Land Transport Plan - Implementation Report**

**Thurston/Luca  
CARRIED**

12:04 pm - Mayor Tapsell **withdrew** from the meeting.

## **9. Verbal Update Opportunity from Committee Members and Advisors**

**Inspector Logan Marsh - NZ Police Road Safety Advisor****Key Points:**

- In the year to date, there had been 19 fatal accidents in the Bay of Plenty, with two occurring in the past week. Seven of these involved drivers suspected to be under the influence of alcohol, and 11 having a known or suspected cause of excess speed. 14 of these incidents occurred where the speed limit was 80 km/hr or above
- 291,000 breath screening tests were conducted across the region in the year ending June 2024. 32,000 speeding tickets had been issued, along with 6,700 people found not wearing seatbelts
- Provided an update on the Right Track programme, which had an 80% success rate with young offenders
- Bay of Plenty police were working on the Better Together road safety initiative, which was due to begin operating in November 2024. This initiative sought to bring together TLA's with NZTA and NZ Police to collaborate on a specific road safety issue, in this instance drink driving. Communications had been sent out and there was a strong desire for everyone to get involved.

**Key Point - David Speirs, Waka Kotahi:**

- Spoke in support of the Better Together programme and acknowledged the rare and important opportunity to pool resources and collaborate on a road safety initiative that could make a real difference.

**In Response to Questions**

- The Right Track programme was for driving offenders who had appeared before the court, ranging from 17 year old youth to recidivist offenders with multiple driving under the influence convictions.

**Stacey Spall - NZ Automobile Association (and AA research foundation trustee)****Key Points:**

- Currently focused on boy racer legislation, medical fitness to drive, vertical deflection devices (speed humps) and tolling
- Driver licensing research on the graduated licensing system had been launched.

**Angus Hodgson - KiwiRail (via Zoom)****Key Points:**

- The rail freight network was an alternative to trucks having to pay time of use (congestion) charging
- Endorsed the Ministry of Transport (MoT) providing updates on RUC pricing
- The Rail Network Investment Programme (RNIP) was not yet published as the Minister of Transport was undertaking a network economics exercise first - KiwiRail would provide a comprehensive update to the Committee early 2025.

**Mayor Victor Luca - Whakatāne District Council****Key Points:**

- Raised the question of whether an elected member could be appointed to the



vacant sustainability advisor position.

**In Response to Questions - Namouta Poutasi, General Manager Strategy & Science**

- The initial intent of appointing external advisors to the Committee was that they would provide impartial and independent advice.

**David Speirs - NZTA, Director Regional Relationships**

**Key Points:**

- Considered there was significant value in reviewing the process of the RLTP, noting that it was complicated and largely statutorily dictated
- The Government Policy Statement for Land Transport (GPS) not being released earlier during the development of the RLTP had a dramatic effect on the final outcome.

**Items for Staff Follow Up:**

- Provide guidance to members via email regarding whether an elected member was able to be appointed to the Committee as an external advisor
- Following a robust discussion regarding the processes and outcome of the RLTP, an additional roundtable meeting was requested to be held between NZTA and Eastern Bay of Plenty Mayors to discuss this, prior to 18 October 2024.

## **10. Recognition of David Speirs - Director, Regional Relationships, NZ Transport Agency Waka Kotahi**

The Chair acknowledged the work, knowledge and commitment of David Speirs throughout his time as NZTA voting member of the Committee, noting his departure date of the 18 October 2024.

**2.21 pm - the meeting closed.**

**CONFIRMED**

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Cr Lyall Thurston  
Chairperson, Regional Transport Committee



# Bay of Plenty Mayoral Forum

## Open Minutes

- Commencing:** Monday 16 September 2024, 3.00 pm
- Venue:** Zoom only – Audio Visual Meeting
- Chairperson:** Mayor Tania Tapsell – Rotorua Lakes Council
- Deputy Chairperson:** Mayor Victor Luca – Whakatāne District Council
- Members:** Chairman Doug Leeder – Bay of Plenty Regional Council  
Mayor Faylene Tunui – Kawerau District Council  
Mayor David Moore – Ōpōtiki District Council  
Mayor James Denyer – Western Bay of Plenty District Council
- In Attendance:** Staff: Fiona McTavish - Chief Executive - Bay of Plenty Regional Council; Julie Gardyne - Chief Executive - Taupo District Council; Stace Lewer - Chief Executive - Opotiki District Council; Morgan Godfery - Chief Executive - Kawerau District Council; Steven Perdia - Chief Executive - Whakatāne District Council; Dean Howie - Programme Manager, Regional Economic Development; Tone Nerdrum Smith – Senior Advisor Governance
- Nigel Tutt – Chief Executive Priority One
- Apologies:** Mayor Mahé Drysdale – Tauranga City Council; Mayor David Trewavas – Taupō District Council; Marty Grenfell - Chief Executive - Tauranga City Council; John Holyoake - Chief Executive - Western Bay of Plenty District Council; Andrew Moraes - Chief Executive - Rotorua Lakes Council

### 1. Opening Statement

Mayor Tapsell welcomed those present and advised that as this was a public excluded meeting, it was not livestreamed nor recorded.

### 2. Apologies

#### Resolved

#### That the Bay of Plenty Mayoral Forum:

- 1 **Accepts the apologies from Mayor Mahé Drysdale – Tauranga City Council; Mayor David Trewavas – Taupō District Council; Marty Grenfell - Chief**

**Executive - Tauranga City Council; John Holyoake - Chief Executive - Western Bay of Plenty District Council and Andrew Moraes - Chief Executive - Rotorua Lakes Council tendered at the meeting.**

**Moore/Denyer  
CARRIED**

### 3. Public Excluded Section

#### Resolved

#### Resolution to exclude the public

- 1 Excludes the public from the following parts of the proceedings of this meeting as set out below:**

**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:**

<b>Item No.</b>	<b>Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under Section 48(1) for the passing of this resolution</b>	<b>When the item can be released into the public</b>
3.1	Regional Infrastructure Projects List Update	Withholding the information is necessary to protect information where the making available of the information would be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.	48(1)(a)(i) Section 7 (2)(b)(ii).	To remain in public excluded.

- 2 That Nigel Tutt - Chief Executive Priority One be permitted to stay in the public excluded section of the meeting due to his knowledge of the matter under discussion, being Item 3.1: Regional Infrastructure Project List Update.**

**Moore/Denyer  
CARRIED**

### 4. Closing Karakia

A karakia was provided by Mayor Tapsell.

**3.34 pm - the meeting closed.**

**CONFIRMED**

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Mayor Tania Tapsell  
Chairperson, Bay of Plenty Mayoral Forum



# Eastern Bay of Plenty Joint Committee

## Open Minutes

- Commencing:** Thursday 19 September 2024, 1.00 pm
- Venue:** Kawerau District Council Chamber, Ranfurly Court, KAWERAU 3127
- Chairperson:** Cr Malcolm Campbell - Bay of Plenty Regional Council Toi Moana (BOPRC)
- Deputy Chairperson:** Mayor David Moore - Ōpōtiki District Council
- Members:** Mayor Faylene Tunui - Kawerau District Council  
Mayor Victor Luca - Whakatāne District Council  
Deputy Mayor Lesley Immink - Whakatāne District Council  
Cr Toi Iti, Alternate – Bay of Plenty Regional Council
- In Attendance:** Stace Lewer – Chief Executive Ōpōtiki District Council,  
Whakatane DC Steven Perdia – Chief Executive (Zoom), David Bewley – GM Development & Environment, Emlyn Hatch – GM People & Management, Danielle Caudwell – Manager, Economic Development Strategy.  
Paul Wilson, Acting Area Commander of Police, Namouta Poutasi – General Manager, Strategy and Science, BOP Regional Council, Pari Maxwell – Committee Secretary, Kawerau District Council
- Apologies:** Deputy Mayor Aaron Rangihika – Kawerau District Council, Cr Steve Nelson - Ōpōtiki District Council, Cr Jane Nees – Bay of Plenty Regional Council.  
Apologies were also noted for Doug Leeder – Chair, BOPRC, Fiona McTavish – Chief Executive, BOPRC, Morgan Godfery – Chief Executive, KDC,

### Declaration of Public Recording

The Chairperson advised those present that the meeting was being recorded and that the recording would be made available on the Kawerau District Council's website.

### 1. Opening Karakia

Mayor Faylene Tunui opened the meeting with a karakia.

## 2. Apologies

### Resolved

That the Eastern Bay of Plenty Joint Committee:

- 1 Accepts the apologies from Deputy Mayor A Rangihika, Cr S Nelson and Cr J Nees tendered at the meeting and lateness for Cr T Iiti.

Moore/Luca  
CARRIED

## 3. Public Forum

No requests received for Public Forum.

## 4. Items not on the Agenda

No further Items added to the Agenda.

## 5. Order of Business

### Resolved

That the Eastern Bay of Plenty Joint Committee:

- 1 Resolves to move Items 9.5 Toi-EDA and 9.6 Community Safety Update into Public Excluded.

Tunui/Moore  
CARRIED

## 6. Declaration of Conflicts of Interest

None declared.

## 7. Minutes

### Minutes to be Confirmed

### 7.1 Eastern Bay of Plenty Joint Committee Minutes – 10 November 2023

Deputy Mayor Immink informed that Cr Andrew Iles was no longer the alternate member to the Joint Committee.

### Resolved

That the Eastern Bay of Plenty Joint Committee:

- 1 Confirms the Eastern Bay of Plenty Joint Committee Minutes – 10 November 2023 as a true and correct record.

Campbell/Moore  
CARRIED

## 8. Reports

### 8.1 Global City Relationship with Jiangxi, China

Presented by: Danielle Caudwell, Manager Economic Development, Whakatane District Council



**Key Points:**

- Eight (8) volunteers from the Eastern BOP were heading to Jiangxi, China on 23 September 2024 for three (3) months.
- Eastern Bridge has been working with businesses in the Bay of Plenty, to strengthen trade between the Eastern Bay and Jiangxi.
- Eastern Bridge has also been working with Whakatane DC to receive a delegation from Jiangxi in 2025.

**In Response to Questions:**

- Costs for the eight (8) volunteers were covered by Jiangxi. An interview process was undertaken by Eastern Bridge to select eight (8) volunteers that met the criteria set by Jiangxi. The volunteers completed training in Chinese language, culture and practical skills with a focus on classroom management and English teaching.
- One of the trades being explored was Honey. Also discussed with interest was aquaculture and solar.
- Jiangxi was taking care of their own costs while visiting but welcomed an invitation from the Eastern Bay to host a dinner during their stay.

**Next Steps:**

- There was a willingness to keep the relationship with Jiangxi; however, the Committee acknowledged that its current priority was its economic development strategy which was linked to export.
- The Committee welcomed an update from the delegation on their return from Jiangxi to better understand what the relationship looks like post-COVID, given the impact COVID has had on the globe.
- There was also a desire from the Committee to better understand what overseas exchanges were already in place with our Eastern Bay Industries and Schools, so that relationships and support could be better aligned.

**Resolved****That the Eastern Bay of Plenty Joint Committee:**

- 1 Receives the Eastern Bay of Plenty Joint Committee Update Report**
- 2 That the Easterby Bay of Plenty Joint Committee agrees to continue the relationship is has with Jiangxi, China.**

**Luca/Moore  
CARRIED**

**9. Presentations and Verbal Updates****9.1 BOP Regional Growth Summit on Friday, 20 September**

Mayor Victor Luca provided an update on the upcoming Summit.

**Key Points:**

- The BOP Mayoral Forum unanimously agreed to submit seven (7) regional projects, with two being in the Eastern Bay.
- Mayor Tunui explained that businesses and Iwi entities could also apply directly to KANOA (Regional Economic Development and Investment Unit) if they had a project that met the criteria.
- While other Economic Development Agencies will speak on behalf of their Council, the Eastern Bay Councils will speak for themselves.
- Mayor Luca acknowledged both Opotiki and Kawerau Mayors for entrusting him to speak on behalf of the three (3) Councils.

## 9.2 Regional Deals

Presented by: Stace Lewer, CEO of Opotiki District Council.

### Key Points:

- The Government was inviting five (5) regions to provide proposals for a Regional Deal. The Strategic Framework has been released.
- There may be an opportunity for the Eastern Bay to apply to the Regional Deals.

### Next Steps:

- CEO Lewer suggested that the Committee keep this as a watching brief and if required, a future report will be provided.

## 9.3 Opotiki Harbour Presentation

Presented by: Stace Lewer, CEO Opotiki District Council (Attachment 1)

### Key Points:

- Updated the Committee on the 30-year vision as well as progress on the Harbour and future infrastructure requirements for delivering a nationally significant project
- Highlighted key parts to the Harbour, i.e. residential development, marine industrial zone, the processing factory and the public wharf, which all added to the success of the project.
- Discussed climate change to ensure the town was protected from flooding.

### In Response to Questions:

- A significant amount of employment was created through the establishment of the mussel farm and the construction of the processing factory
- Whakatōhea Mussels are sold in shops, but its largest market is the U.S.
- Iwi were exploring investment opportunities to develop the sea farms.
- Opotiki District Council collaborated with KANOA to upgrade the town wharf to enable the mussel boats to operate out of the Opotiki Harbour via the town wharf. The resource consent for the Marina industrial zone was recently approved.
- Housing development will take place through the Harbour construction and future growth area at Hukutaia, and will offer a range of housing options.

### Next Steps:

- Mayor Tunui congratulated Opotiki District Council on reaching this milestone and looked forward to witnessing the completion and celebrating at the Opening.
- Mayor Moore was giving his speaking allotment to former Mayor, John Forbes, in acknowledgement of his mahi with the Opotiki Harbour.

## 9.4 Civil Defence Emergency Management – Eastern BOP Readiness

Mayor Tunui as Chair of BOP Civil Defence Joint Committee acknowledged Elected Members' Emergency Management responsibility to their Communities, and asked how well prepared and ready was the Eastern Bay in a Civil Defence Emergency.

Cr Toi Iti further asked if there was an ability for Iwi and Councils to work together given that Iwi were already operating in that space with their hapu.

David Bewley explained that in his time, the Eastern BOP Emergency Managers met frequently. There was an understanding that the three councils would support each other in an emergency. Regarding Iwi – more Marae were standing up and helping their communities. Emergency officers have met with Iwi to see how they can best support.

### Next Steps:

Mayor Tunui asked that Civil Defence Training be made available to Elected Members annually, to keep them upskilled and refreshed on their responsibilities.

Mayor Moore suggested that it would be a great opportunity for the Eastern Bay Councils to visit Gisborne, one of its Zone Two members, to see firsthand how Iwi and Council work together. Mayor Moore noted that Gisborne has had 16 events in two and a half years. A visit will be of benefit to the Eastern Bay, to learn from Gisborne.

## 9.5 Eastern BOP Spatial Plan Presentation

Presented by David Bewley, General Manager, Development and Environment, Whakatane. (Attachment 2)

### Key Points:

- Updated on the progress of the Spatial Plan project and development options
- Public consultation from Monday 14 October to Sunday 17 November
- Sessions will be held around the three districts during the consultation period. Elected Members are invited to attend.
- Members discussed the impact that climate change adaptation and infrastructure affordability may have on the Eastern Bay.
- Members were willing to have those upfront conversations with their communities and asked staff to keep Elected Members well informed and updated.

### In Response to Questions:

- There wasn't a blanket approach to climate change. In some places there were solutions that enabled the risk level to be reduced; in other places there was an awareness, and still proceed. Land could still be developed if it met certain criteria.
- There was a cross-Council team working on the Eastern Bay Spatial Plan that will keep Elected Members up to date with information in advance as well as collective key messages.
- There was a communications team that will convey key information to the Community.

### Next Steps:

- Following the close of consultation period, the Governance Group will hear from people who want to speak; then recommendations will be shared to each Council on how consultation feedback will be addressed.
- Staff will draft the Spatial Plan and Implementation Actions and present this to the Governance Group and Councils
- A second consultation period will be held in mid-2025 with an aim to have the final draft plan to Councils to approve

## 10. Public Excluded Section

### Resolved

#### Resolution to exclude the public

- 1 Excludes the public from the following parts of the proceedings of this meeting as set out below:

**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:**

Item No.	Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution	When the item can be released into the public.
10.1	Toi-EDA	Withholding the information is necessary to protect information which if public would unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.	48 (1) (a) (i) Section 7(2)(b)	To remain in public excluded.

10.2	Community Safety Update	Withholding the information is necessary to protect information which is subject to an obligation of confidence where the making available of the information would be likely to prejudice the supply of similar information or information from the same source, where it is in the public interest that such information should continue to be supplied.	48 (1) (a) (i) Section 7(2)(c)	
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- 2 That Paul Wilson – Acting Area Commander, Police be permitted to be in the public excluded section of the meeting due to his knowledge of the matter under discussion, being Community Safety**

**Tunui/Luca  
CARRIED**

## **11. Closing Karakia**

Cr Toi Iti closed the meeting with a karakia.

**4.17 pm – the meeting closed.**

**CONFIRMED**

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Cr Malcolm Campbell  
Chairperson, Eastern BOP Joint Committee

# Bay of Plenty Civil Defence Emergency Management Group Joint Committee

## Open Minutes

- Commencing:** Friday 27 September 2024, 10:00 am
- Venue:** Kawerau District Council, Council Chambers, 2 Ranfurly Court, Kawerau and via Zoom (Audio Visual Meeting)
- Chairperson:** Mayor Faylene Tunui - Kawerau District Council (KDC)
- Deputy Chairperson:** Mayor James Denyer - Western Bay of Plenty District Council (WBOPDC) (Via Zoom)
- Members:**
- Ōpōtiki District Council (ODC):** Mayor David Moore
  - Tauranga City Council (TCC):** Cr Kevin Schuler
  - KDC:** Cr Aaron Rangihika
  - Whakatāne District Council (WDC):** Mayor Victor Luca
  - Rotorua Lakes Council (RLC):** Mayor Tania Tapsell
  - Bay of Plenty Regional Council Toi Moana (BOPRC):**  
Cr Malcolm Campbell
  - WBOPDC:** Deputy Mayor John Scrimgeour (via Zoom)
  - National Emergency Management Agency (NEMA):**  
Observer Lily Foulds - Regional Emergency Management Advisor
- In Attendance:**
- Emergency Management Bay of Plenty (EMBOP):** Mark Crowe - Director; Cara Gordon - Principal Advisor (via Zoom); Chris Brewer - Manager, Planning; Shell Brandt - Advisor, Planning; Ben Neave - Advisor, Planning; Theo Ursum - Advisor, Planning
  - BOPRC:** Fiona McTavish - Chief Executive; Reuben Fraser - General Manager, Regulatory Services; Namouta Poutasi - General Manager, Strategy and Science (via Zoom); Hayley Sheridan - Legal Counsel; Mark Ivamy - Senior Planner - Natural Hazards Policy (via Zoom); Merinda Pansegrouw - Committee Advisor
  - TCC:** Paula Naude - Manager, Community Development & Emergency Management
  - KDC:** Pari Maxwell - Personal Assistant, Mayor and Chief Executive
  - Te Puni Kōkiri (TPK):** Mii Keelan - Senior Advisor; Carl Cowley - Advisor
  - Guest:** Tuwharetoa ki Kawerau Kaumatua Te Haukakawa Te Rire

## **Apologies:**

Mayor Tania Tapsell (RLC) (for early departure at 12:00pm);  
Mayor Mahé Drysdale (TCC); Deputy Mayor Jen Scoular  
(Alternate - TCC); Deputy Mayor Lesley Immink (Alternate -  
WDC) and Cr Ron Scott (Alternate - BOPRC)

## **Declaration of Public Recording**

Committee members were reminded that the meeting was being recorded and that the recording would be made available on the BOPRC website and archived for a period of three years:

Recording of Meeting: [Civil Defence Emergency Management Group - Zoom Meeting - 27 September 2024 \(youtube.com\)](https://www.youtube.com/watch?v=...)

## **Opening Karakia and Mihi Whakataua**

Provided by Tuwharetoa ki Kawerau Kaumatua Te Haukaka Te Rire (Koro Boycie) with a reply provided by Chris Brewer.

## **Chairman's Opening Announcement**

The Chair welcomed everyone to the meeting, acknowledged the newly appointed Tauranga City Council alternate, Councillor Kevin Schuler, and congratulated Mark Crowe on his appointment as Director of Emergency Management Bay of Plenty.

## **1. Apologies**

### **Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Accepts the apologies from Mayor Mahé Drysdale; Deputy Mayor Jen Scoular (Alternate); Deputy Mayor Lesley Immink (Alternate); Cr Ron Scott (Alternate), and Mayor Tanya Tapsell for early departure, as tendered at the meeting.**

**Campbell/Moore  
CARRIED**

## **2. Declaration of Conflicts of Interest**

None advised

## **3. Minutes**

### **Minutes to be Confirmed**

#### **3.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 5 July 2024**

### **Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Confirms the Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 5 July 2024 as a true and correct record.**

**Tunui/Denyer  
CARRIED**

## **4. Reports**

### **Decisions Required**

#### **4.1 Membership Update: Confirmation of appointment to the Bay of Plenty CDEM Group Joint Committee**

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty.

#### **Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the report, Membership Update: Confirmation of appointment to the Bay of Plenty CDEM Group Joint Committee;**
- 2 Confirms Mayor Mahé Drysdale as the Tauranga City Council Representative to the Bay of Plenty Civil Defence Emergency Management Group Joint Committee, with Deputy Mayor Jen Scoular and Councillor Kevin Schuler as Tauranga City Council alternate representatives.**

**Tapsell/Moore  
CARRIED**

#### **4.2 Joint Committee Roles, Responsibilities, Delegations and CDEM System Overview**

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty and Cara Gordon, Principal Advisor, Emergency Management (via Zoom).

##### **Key Points:**

- In the context of the recent July 2024 Tauranga City Council Elections and having new members joining the Bay of Plenty CDEM Group Joint Committee, it was an opportunity to collectively brief/remind all members and provide an overview of roles, responsibilities, delegations between agencies and individuals, before, during and after emergencies
- Report offered a single reference document that provided an overview of all key roles, responsibilities, delegations within the emergency management space
- Emphasised the important role of Bay of Plenty CDEM Group Joint Committee Elected Officials during an emergency: had the critical task of leading communities. Mayors and Chair of Joint Committee and deputies tasked with additional responsibilities: declaring/extending states of local emergency

- Hard copy declaration packs were provided to Mayors in attendance. The intent was that these packs would be kept at members' homes to enable a declaration to be signed remotely if travel following an emergency was not possible.

**In Response to Questions:**

- A national statutory framework for emergency management addressed and mitigated potential fragmentation in emergency response efforts. However, the key difference lay in local arrangements, which varied slightly. Equally important was maintaining strong inter-agency relationships, as these were crucial for effective response and recovery. The strength, breadth, and depth of these relationships prior to an event significantly contributed to successful outcomes; the added value sat outside of the formal structure.

**Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 **Receives the report, Joint Committee Roles, Responsibilities, Delegations and CDEM System Overview.**

**Tapsell/Moore  
CARRIED**

**4.3 Bay of Plenty Civil Defence Emergency Management Group Statutory Appointments**

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty.

**Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 **Receives the report, Bay of Plenty Civil Defence Emergency Management Group Statutory Appointments; and**
- 2 **Approves the appointment of Stace Tahere, Operations Manager, Emergency Management Bay of Plenty as Alternative Group Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s26(2) of the CDEM Act 2002.**

**Campbell/Luca  
CARRIED**

**4.4 Amendment to Standing Orders: Virtual Attendance at Meetings**

Presented by: Merinda Pansegrouw, Committee Advisor.

**Key Points - Members:**

- Supported the ability to continue to virtually participate in meetings given the vastness of the Bay of Plenty region



- Noted the amendment that the Chair no longer needed to be physically present at hybrid meetings to undertake chairs' duties
- Expressed preference for a deputy Chair to have the ability to chair the meeting should the Chair be joining virtually since it was easier to chair a hybrid meeting when physically present
- Noted that Standing Orders did allow the flexibility for the Deputy Chair to chair a hybrid meeting should the Chair be attending virtually.

## **Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the report, Amendment to Standing Orders: Virtual Attendance at Meetings;**
- 2 Confirms the amended Standing Orders to be used for the conduct of its meetings, as adopted by the administering authority (Bay of Plenty Regional Council Toi Moana) at its meeting held on 12 September 2024, to allow for virtual attendance at meetings (Refer Attachment 1); and**
- 3 Notes that a 75% majority vote is required to adopt the amended Standing Orders.**

**Campbell/Tapsell  
CARRIED**

## **4.5 Appointment Policy for Controllers and Recovery Managers**

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty and Cara Gordon, Principal Advisor, Emergency Management (via Zoom).

### **Key Points:**

- Had developed the Bay of Plenty CDEM Controllers and Recovery Managers Policy (the Policy) in consultation with Controllers and Recovery Managers across the region
- Confirmed that the Coordinating Executive Group had endorsed the Policy
- Since Controllers/Recovery Managers/Advisors played a crucial role in facilitating and guiding communities through response and recovery before, during, and after emergencies, establishing a comprehensive development pathway was essential. This would enhance skills, knowledge, and abilities to effectively navigate the complex landscape of response and post-disaster recovery
- Proposed Policy outlined a structured development pathway to ensure appointees were well-equipped.

### **In Response to Questions:**

- Mentorship, as part of the agreed pathway development, would be undertaken by team members with more experience/staff who had the skills/ability to coach/lead.
- Confirmed that staff/Local Controllers would keep respective Elected Members proactively informed of the planned appointments of Controllers and Recovery Managers.

## **Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the report, Appointment Policy for Controllers and Recovery Managers;**
- 2 Notes the development of a Bay of Plenty CDEM Group Guide to the development of Controllers and Recovery Managers;**
- 3 Approves the Bay of Plenty CDEM Group Draft Policy for the Appointment of Controllers and Recovery Managers; and**
- 4 Revokes all previous Bay of Plenty CDEM Group Controller and Recovery Manager Appointment Policies.**

**Campbell/Moore  
CARRIED**

**4.6 Draft Bay of Plenty CDEM Group Annual Report 2023 - 2024**

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty and Theo Ursum - Advisor, Planning.

**Key Point:**

- Summarised activities of the Bay of Plenty CDEM Group over the 2023-2024 financial year against the outcomes of the Bay of Plenty CDEM Group Plan 2018-2023 and Annual Plan.

**Resolved****That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the report, Draft Bay of Plenty CDEM Group Annual Report 2023 - 2024; and**
- 2 Approves the Draft Bay of Plenty CDEM Group Annual Report 2023-2024.**

**Tapsell/Schuler  
CARRIED**

**4.7 Bay of Plenty CDEM Group Annual Plan 2024 - 2025**

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty and Theo Ursum - Advisor, Planning.

**Key Points:**

- The submission of the draft Bay of Plenty CDEM Group Annual Plan 2024-2025 to Joint Committee had been delayed; this postponement allowed for the incorporation of recently released reports, such as the Government Inquiry into the Response to the North Island Severe Weather Events (April 2024), and the delayed Councils' Long Term Plans. These additions would help better address and prioritise the CDEM Group's objectives for the next 12 months

- Confirmed Council engagement on the revised Annual Plan during the Coordinating Executive Group Local Authorities (CEG LA) meeting held in July 2024.

**In Response to Questions:**

- Given the demographic makeup of the region, reassured members that ongoing consultation/engagement with all communities across the Bay of Plenty had been undertaken as part of the development of the Group Annual Plan
- Confirmed that in the next round, consultation and engagement would begin early with the formation of working groups at territorial local authorities and iwi levels. Working Groups would proactively influence the work programme, aiming to identify common themes at the community level.

**Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the report, Bay of Plenty CDEM Group Annual Plan 2024 - 2025; and**
- 2 Approves the Draft Bay of Plenty CDEM Group Annual Plan 2024-2025.**

**Denyer/Tapsell  
CARRIED**

11:00am – Deputy Mayor Scrimgeour **withdrew** from the meeting.

**4.8 Bay of Plenty CDEM Group Training KPI Measurement**

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty.

**Key Points:**

- Report template had been reformatted to improve clarity and support an easy understanding of training and development performance
- Key changes included simplified reporting/inclusion of bar graphs showing staff training statistics/trends over the last reporting cycle
- Future reports would also feature financial performance related to training
- An out-of-the-box training solution was currently being trialled/tested, evaluating efficiency and effectiveness. Further information to follow.

**Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the report, Bay of Plenty CDEM Group Training KPI Measurement.**

**Tapsell/Tunui  
CARRIED**

**Information Only**

## 4.9 Presentation: Bay of Plenty Regional Council Natural Hazards Management

*Presentation 1 - 2024-09-27 CDEM Joint Committee - Natural Hazards Mapping  
Update: Objective ID A4780369*

Presented by: Mark Ivamy, Senior Planner –Natural Hazards, Policy BOPRC (via Zoom).

### **Key Points - Presentation:**

- Provided a snapshot of natural hazard mapping across the region; with a focus on progress made with mapping regional landslide and coastal erosion
- Had completed coastal hazard mapping, including coastal erosion/inundation. Work was currently being adapted into council processes/communication planning was underway. Was likely to be able to share information within the next two to four months
- Highlighted liquefaction and landslides as key geotechnical hazards. Both had been mapped for the region. Information was available on the Regional Council website's via the BayHazards Viewer: [BayHazards - Bay of Plenty Natural Hazards Viewer \(arcgis.com\)](#)
- To note the joint responsibility under the Regional Policy Statement (RPS) for Flooding: District Councils were responsible for stormwater flooding/Regional Council was responsible for river flooding
- Strategy for default mapping was based on providing new information for urban growth structure planning (to feed into district plans)
- Volcanic hazards scoping study had recommended undertaking regional ashfall modelling (programmed for the next one to two years)
- Was closely following GNS Science Research regarding risks from general volcanic activity and potential tsunami
- Elaborated on two recent projects undertaken:
  - Project 1: Regional Landslide Study
  - Project 2: Mapping Coastal Erosion for entire Bay shoreline
- BOPRC supported community based adaptation planning through funding
- Natural Hazards Commission/Toka Tū Ake was piloting roll-out of a national portal for natural hazards mapping; BOPRC data to be included in the portal for the test run
- Highlighted risk management advances/tools available to address natural hazards risk (based on an integrated, holistic approach):
  - Regional councils focused on maintaining stop banks and river maintenance work/relied on district councils to put in place controls for subdivisions/new developments and district plans/emergency management for evacuation
  - When considering larger events, district planning and emergency management became particularly prominent
  - Climate change adaptation applied across all work
- Updated members on hazards specific plan changes completed/nearly completed/planned or scoped under the direction of the Regional Policy Statement (RPS) natural hazard provisions
- For urban growth areas, considered all hazards relevant to development sites on a catchments-based approach; focus was to ensure low risk for new developments/ensuring resilience to natural hazards and climate change.

### **Key Points - Members:**

- Enquired about the process and timing for incorporating natural hazards mapping and associated risk data into Land Information Memorandum (LIM) reports, noting that modelling and mapping projects were multiyear projects
- Acknowledged the requirement for close collaboration between regional and district council staff
- Expressed the view that, where any work/mapping was underway, information needed to be reflected in Land Information Memorandum (LIM) reports
- Acknowledged the impact of natural hazards on the insurance sector.

**In response to Questions:**

- Since coastal erosion mapping would be of high interest to communities; appropriate communications processes would be undertaken: Information would be provided to territorial local authorities followed by either joint communication or territorial local authority lead communication.

**Item for Staff Follow Up:**

- Staff to provide follow-up information on the process/timing for incorporating natural hazards mapping and associated risk data into LIM reports: Tauranga City Council to be invited to showcase their processes applicable to LIM reports, particular in relation to flood management; to be shared with Mayors for information (either at a future Joint Committee or Mayoral Forum meeting).

**Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the report, Presentation: Bay of Plenty Regional Council Natural Hazards Management.**

**Tapsell/Moore  
CARRIED**

**4.10 Verbal Update: Director, Emergency Management Bay of Plenty**

Presented by: Mark Crowe - Director, Emergency Management Bay of Plenty

**Key Points:**

- Thanked Mayors Moore and Luca for attending meeting with members of the New Zealand Volcanic Science Advisory Panel (NZ VSAP) (multi-agency Volcanic Science Advisory Panel). Attendees included researchers from GNS Science (Volcano Geophysicist, Nico Fournier) and NEMA. Would continue regular contact and update BOP CDEM Group members and communities accordingly
- Acknowledged the following recent appointments within Emergency Management Bay of Plenty:
  - Stace Tahere - Manager, Operations
  - Chris Brewer - Manager, Planning
  - Shell Brandt - Advisor, Planning
  - Samme Moore - Advisor Communications

- Ministerial drop-in by Minister for Emergency Management and Recovery, Honourable Minister Mark Mitchell scheduled for 9 October 2024 (further detail to follow)
- Participation in ongoing Catastrophic Planning (CatPlan) work - with focus on response models.

## **Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the report, Verbal Update: Director, Emergency Management Bay of Plenty.**

**Tunui/Luca  
CARRIED**

### **4.11 National Emergency Management Agency (NEMA) Update Bay of Plenty CDEM Joint Committee - 27 September 2024**

Presented by: Lily Foulds, Regional Emergency Management Advisor NEMA.

#### **Key Points:**

- Space Weather - NEMA had been designated by the Minister for Emergency Management and Recovery as the lead response agency in developing a New Zealand Space Weather Response Plan; would support a system wide approach to Space Weather to be completed in November 2024. Key focus to be on impacts and managing support
- Review of Reviews: 2023 North Island Severe Weather Events Report to become available on 27 September 2024
- Annual CDEM Resilience Fund - Te Arawa Lakes Trust had been successful in their application
- Annual ShakeOut 2024 Event scheduled for Thursday 24 October.

## **Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the report, National Emergency Management Agency (NEMA) Update Bay of Plenty CDEM Joint Committee - 27 September 2024.**

**Tunui/Tapsell  
CARRIED**

### **4.12 Tauranga City Council Emergency Management Update Report - 27 September 2024**

Presented by: Paula Naude, Manager, Community Development & Emergency Management, TCC.

#### **Key Points:**

- Tsunami evacuation routes remained biggest challenge: WSP New Zealand had been engaged to complete a review of existing tsunami evacuation routes in the city, with a focus on Papamoa
- Relationship building with local marae and iwi groups continued to be a priority for the Emergency Management team
- With reference to item 4.9 and earlier mention made of “Land Information Memorandums (LIMs)”, for the information of members, mentioned that a recent Taituarā Webinar was held on including Natural Hazard Information in LIMS and building local authorities’ understanding of how to provide natural hazard information in LIMs. Pointed out that the Department of Internal Affairs (DIA) was currently consulting on draft regulations that would support councils to implement the recent amendments to the Local Government Official Information and Meeting Act 1987 (LGOIMA) aimed to improve natural hazard information disclosure in LIMs. Submissions were open until 30 October 2024.

**In Response to Questions:**

- Regarding the Tsunami Evacuation Routes in Pāpāmoa and ongoing housing development, the primary challenge was that tsunamis were not classified as natural hazards under the Building Act. Staff were currently exploring internal strategies to identify other proactive measures in the planning space, potentially including the use of green spaces.

**Key Points - Members:**

- Acknowledged the need for political advocacy to address the lack of mechanisms to halt housing development in tsunami-prone areas like Pāpāmoa. The upcoming visit by the Minister for Emergency Management and Recovery could be an appropriate opportunity to discuss this issue.

**Item for Staff Follow Up:**

- Provide Joint Committee members with information on coastal inundation line data sets/links.

**Resolved**

**That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the report, Tauranga City Council Emergency Management Update Report - 27 September 2024.**

**Campbell/Schuler  
CARRIED**

**5. Public Excluded Section**

**Resolved**

**Resolution to exclude the public**

- 1 Excludes the public from the following parts of the proceedings of this meeting as set out below:**

**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:**

<b>Item No.</b>	<b>Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under Section 48(1) for the passing of this resolution</b>	<b>When the item can be released into the public</b>
5.1	Public Excluded Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 5 July 2024	As noted in the relevant Minutes.	As noted in the relevant Minutes.	To remain in public excluded.
5.2	Whakaari White Island Coronial Inquiry	Withholding the information is necessary to maintain legal professional privilege.	48(1)(a)(i) Section 7 (2)(g).	On the Chief Executive of BOPRC's approval.

**Tunui/Luca  
CARRIED**

## 6. Consideration of General Business

- Acknowledgement of Clinton Naude, former Director Emergency Management Bay of Plenty
- Acknowledgement of Cara Gordon - Principal Advisor, Emergency Management Bay of Plenty, taking up a new role at the Victoria Department of Health as Manager Emergency Management, Sector Planning and Consequence Management.

### Closing Karakia

Provided by Tuwharetoa ki Kawerau Kaumatua Te Haukākawa Te Rire (Koro Boycie).

**12:51 pm - the meeting closed.**

**CONFIRMED**

\_\_\_\_\_  
Mayor Faylene Tunui  
Chairperson, Bay of Plenty Civil Defence  
Emergency Management Group Joint Committee



<b><u>Meeting</u></b>	Council
<b><u>Meeting Date:</u></b>	30 October 2024
<b><u>Subject:</u></b>	<b>Her Worship the Mayor's Report</b>
<b><u>File No.</u></b>	101400

## 1 **Purpose**

The purpose of this report is to outline meetings, functions and events that I have hosted, attended and/or participated in for the period Thursday, 19 September to Wednesday 23 October 2024.

### **September**

- |           |  |
|-----------|--|
| Thurs 19  | <ul style="list-style-type: none"> <li>• Meeting with Miles McConway re: CE Employee/Employment obligations, held in Mayor's Office.</li> <li>• Eastern BOP Joint Committee Meeting, held in Council Chamber</li> </ul>  |
| Fri 20    | <ul style="list-style-type: none"> <li>• Opening of Pākihikura (Ōpōtiki) Harbour Development Project</li> <li>• Bay of Plenty Growth Summit, hosting Deputy Prime Minister Winston Peters, Minister for Regional Development Shane Jones, Minister for Trade Todd McClay, Minister for Maori Development Tama Potaka, Associate Minister of Agriculture Mark Patterson, Parliamentary Under-Secretary to the Minister for Media and Communications Jenny Macroft, East Coast MP Dana Kirkpatrick, Deputy Chief and Head of Kānoa, Robert Pigou. Summit held at Baptist Church, Whakatane</li> </ul>  |
| Wed 25    | <ul style="list-style-type: none"> <li>• Council Monthly Meeting <ul style="list-style-type: none"> <li>○ Proposed Freedom Camping Bylaw – Hearing and Submissions</li> <li>○ Her Worship the Mayor's Report</li> <li>○ Action Schedule</li> <li>○ Annual Plan Performance for the Year Ended 30 June</li> <li>○ Approval to raise a loan from Local Government Funding Agency</li> <li>○ Draft Naming Policy, Receipt of Submissions and Deliberations</li> <li>○ DRAFT Regional Economic Development Strategy</li> <li>○ Eastern BOP Spatial Plan – Governance and Engagement Group</li> </ul> </li> <li>• <a href="#">COUNCIL AGENDA 2024.09.25-part1.pdf</a></li> <li>• <a href="#">COUNCIL AGENDA 2024.09.25-part2 0.pdf</a></li> <li>• Confidential Council Meeting <ul style="list-style-type: none"> <li>○ Stoneham Park Residential Development Phase 2 Engineering</li> </ul> </li> <li>• Relocation of Te Marukaa Plaque, relocated from 294 River Road to the Reserve near Pumphouse Springs unveiled</li> </ul> |
| Thur 26   | <ul style="list-style-type: none"> <li>• Tarawera Awa Restoration Strategy Group – Public Excluded Workshop, held at BOP Regional Council Whakatane</li> </ul>   |
| Friday 27 | <ul style="list-style-type: none"> <li>• BOP Civil Defence Emergency Management Joint Committee Meeting, held in Kawerau District Council Chamber</li> </ul>   |
| Mon 30    | <ul style="list-style-type: none"> <li>• Meeting with Selwyn McGarvey re: proposed League Tournament, held in Council Chamber</li> <li>• Meeting with Christine Rattray re: NZ Police community response, held in Mayor's Office</li> </ul>  |

**October**

- Tue 1 • Regional Land Transport Plan Review, held at Whakatane District Council.
- Wed 2 • Council Workshop, held in Council Chamber
- Kawerau Market Relocation Proposal
  - Food Waste Collection
  - Emergency Management
- Thurs 3 • Meeting with Marama Allan re: transfer station fees, held in Mayor's Office
- Thurs 3 • Attended Tangihanga of Davina Thompson in support of Mayors Taskforce for Jobs Coordinator Amy Hayes, held at Rangitahi Marae, Matata
- Fri 4 • Meeting with Alan Cook re: community recreational activities in Kawerau, held in Mayor's Office
- Mon 7 • Audit & Risk Committee Meeting, held in Council Chamber
- Health, Safety and Wellbeing report for June 2024
  - Treasury Report for 31 July and 31 August 2024
  - Annual Plan Performance for Year Ended 30 June 2024
  - Draft Annual Report to 30 June 2024 Update
  - Audit and Risk Review Timetable for October 2024 to August 2025
  - Council Bylaw and Policy Review Update
  - Long Term Plan 2025-2034 Update
  - Insurance Policies Update
- [AUDIT & RISK AGENDA 7 OCTOBER](#)
- Tues 8 • Visit from NZ First MP Andrew Fosters to BOP Civil Defence Emergency Management Group, held at BOP Regional Council Tauranga
- Tues 8 • Meeting with Kawerau Sports Club and Selwyn McGarvey re: proposed League Tournament, held at Kawerau Sports Club
- Wed 9 • Visit from Minister for Local Government Mark Mitchell to BOP Civil Defence Emergency Management Group, held at BOP Regional Council Tauranga
- Thur 10 • Invited to attend meeting with NZ First MP, Andy Coster re: NZ First Party Economic Priorities, held at Putauaki Trust
- Fri 11 • Meeting with Kiri Karekare re: proposed start up Trust to support rangatahi | young people.
- Mon 14 • Invited to join the Kawerau Youth Council to receive the New Zealand Children's Commissioner Dr Claire Achmad, supported by Jordaan Tuitama, Simulata Pope and Noel Woods, held in Council Chamber
- Wed 16 • Regulatory & Services Committee Meeting, held in Council Chamber
- Monthly Report – Regulatory and Planning Services
  - Monthly Report – Finance and Corporate Services
  - Monthly Report – Operations and Services
  - Monthly Report – Economic and Community Development
  - Monthly Report – Communication and Engagement
- [REGULATORY & SERVICES AGENDA.16 OCT 24](#)
- Wed 16 • Council Workshop, held in Council Chamber
- Refuse and Greenwaste Collection Contract Review
  - Stoneham Park Residential Development Update and BOP Housing Equity Fund presentation
  - Business Proposal

- Wed 16 • Extraordinary Council, held in Council Chamber
- Adoption of Naming Policy
  - Freedom Camping Bylaw – Receipt of Legal Advice
- [EXTRAORDINARY AGENDA 2024.10.16.pdf](#)
- Thurs 17 • Eastern BOP Alliance Kaumatua Olympics held in the Town Hall
- Mon 21 • Iwi Liaison Hui with Council Cultural Advisor, Te Haukakawa Te Rire, held in Mayors Office
- Kawerau Cemetery – Signage Board
  - Street Signs – QR Codes for Tiwhatiwha and Piripiri signs
  - Marukaa – Completion of Plaque and renaming of Reserve
  - Bilingual staff position roles and titles
  - Te Reo, Waiata and Cultural Awareness - 2025 Calendar
  - Stoneham Park – Development Name
  - Maori Wards – Local Body Elections October 2025
  - EBOP Spatial Plan – Tuwharetoa representation
  - WDC to KDC Boundary Change
  - Mihi Whakatau for Ara Taiohi on Thursday 31 October
- Wed 23 • Meeting with Kawerau Boxing Secretary, Lisa Ranapia re: Sponsorship, Donations, Funding and/or Fundraising for the Kawerau Boxing Club, held in Mayor's Office

## 2 Mayoral Correspondence

- Mon 23/9 Letter from Richard Wagstaff, President of NZ Council of Trade Unions re: the 2024-2027 National Land Transport Programme final decisions. (Attch 1)
- Wed 25/9 Invitation to Trust Horizon 30<sup>th</sup> Anniversary Celebration, Thursday, 31 October at 11.30am at Whakatane Library
- Fri 27/9 Letter from Hon Chris Bishop, Minister of Infrastructure re: National Infrastructure Plan (Attch 2)
- Letter from Hon Simeon Brown, Minister of Transport re: Setting of Speed Limits 2024. (Attch 3)
- Mon 7/10 Hand delivered Invoice received from Ron Ottema of \$200,000 for fluoridating the Kawerau water supply under the Bill of Rights Act
- Thur 17/10 Hand delivered Second Invoice from Ron Ottema of \$200,000 for fluoridating the Kawerau water supply under the Bill of Rights Act
- Fri 18/10 Letter from David Glover Chair of Toi-EDA re: review of its strategy and financial position.
- Wed 23/10 Notice from Janine of the House of Arabella re: Orders & Instructions for Immediate Action, for fluoridating the Kawerau water supply under the Bill of Rights Act

## 3 RECOMMENDATION

That Her Worship the Mayor's report for the period Thursday, 19 September to Wednesday 23 October 2024. be received.



Faylene Tunui  
**Kahika | Mayor**

20<sup>th</sup> September 2024

Sent via email

Tēnā koe Your Worship,

The NZCTU's concerns with the Government Policy Statement on Land transport 2024 – 2034 released in June, have been compounded by the September release by Waka Kotahi of the 2024 – 2027 National Land Transport Programme (NLTP) final decisions.

We believe that these documents represent significant risks for workers who depend on public transport, and for those who work in public transport.

In order to gain a greater understanding of the implications of this statement and programme, we would request from your organisation:

1. An estimate of the funding shortfall in your region that has resulted because of recent NLTF changes
2. An indication of the programmes and projects that will be affected by this cut in funding, and any re prioritisation that is being considered.
3. Any information you have on the groups most likely to be impacted by these changes.
4. Any economic or employment analysis you have undertaken of the likely losses caused by NLTP changes, both direct and indirect.
5. A description of the options being considered to make up any funding shortfalls

Thank you for assisting the NZCTU with this request.

Regards



*Richard Wagstaff*, NZCTU President

27 September 2024

MIN-CB-80

Dear Mayor/Chair,

**The Government has tasked the Infrastructure Commission with developing the National Infrastructure Plan (the Plan).** Local government organisations are responsible for providing important infrastructure services across New Zealand, and manage 26% of all infrastructure. We are writing to request your assistance in the Plan's development.<sup>1</sup>

**The Plan will bring together three key parts of New Zealand's capital intentions programme.** It will identify the gap between planned investment (using the National Infrastructure Pipeline) and long-term investment needs, and make recommendations on the actions, projects, and reforms needed to address that gap (see the attached diagram).

**The Plan will help inform infrastructure investment and policy decisions.** This will help provide more confidence to the infrastructure industry to invest in the people, technology, and equipment needed to improve outcomes. The Government expects the Plan to give New Zealanders greater confidence that the nation's infrastructure is safe, reliable, well planned, provides value for money, and meets the needs of today and tomorrow. Outputs of the Plan may also be used to support the development of Regional Deals.

**The Infrastructure Commission is working at pace to finalise the Plan by December 2025.** A draft will be submitted to the Government in June 2025 with public consultation at the same time. The Government will respond to the Plan in early 2026, using the process set out in the Infrastructure Commission's enabling legislation.

More information on the National Infrastructure Plan is available on the Infrastructure Commission's website at: <https://tewaihangā.govt.nz/national-infrastructure-plan>.

**The Government wants to ensure your region's activity and needs are represented in the Plan.** With the recent publication of most long-term plans, we anticipate councils and council-controlled organisations are in a strong position to provide up-to-date information to the Infrastructure Commission. There are two important ways for organisations to contribute:

**1. *The National Infrastructure Pipeline (the Pipeline)***<sup>2</sup>

The Pipeline is New Zealand's national dataset of infrastructure project information. It is an important evidence base, informing decision making across Government. Maintaining an up-to-date and complete Pipeline provides significant value beyond the Plan and reduces the need for duplicated information provision.

<sup>1</sup> Cabinet agreed that local authorities should be requested to assist in the development of the National Infrastructure Plan on 5 August 2024. *CAB-24-MIN-0277.02* refers.

<sup>2</sup> The Pipeline is delivered by the Infrastructure Commission under statutory functions required by the *New Zealand Infrastructure Commission/Te Waihangā Act 2019*.

The Pipeline:

- provides evidence to inform decisions on policy settings and programmes on employment, education, training, and is supporting the Ministry of Business, Innovation and Employment's work on workforce planning in the construction and infrastructure sectors;
- has established processes to collect and present information from across the infrastructure system on anticipated/expected projects and demand – a critical recovery function following events that disrupt services, which supports the National Emergency Management Agency<sup>3</sup> and Government; and
- supports coordination of project and programme planning, informing decisions on funding, prioritisation, and scheduling with an understanding of opportunities and market capacity constraints or delivery challenges (supporting the Department of Internal Affairs<sup>4</sup>, National Emergency management Agency, and wider Government).

Many local government organisations already provide some information to the Pipeline. Further detail is now required to accurately reflect intentions covering a 10-year view of current, planned, or anticipated infrastructure projects and maintenance programmes (irrespective of their funding or delivery certainty). The confidentiality of sensitive information provided to the Infrastructure Commission will be maintained.

More information on the National infrastructure Pipeline is available on the Infrastructure Commission's website at: <https://tewaihang.govt.nz/the-pipeline>.

## **2. The Infrastructure Priorities Programme (IPP)**

The Infrastructure Commission is now inviting IPP applications from local government organisations. The IPP provides structured independent reviews of nationally significant unfunded infrastructure problems or proposals in various stages of planning – from identifying the strategic case for investment through to funding-ready options, including initiatives that avoid the need for physical infrastructure. The IPP is not an investment decision-making process, but proposals endorsed through the IPP will be published as part of the Plan.

More information on the IPP is available on the Infrastructure Commission's website: <https://tewaihang.govt.nz/our-work/infrastructure-priorities-programme>.

A series of webinars have also been scheduled to provide an overview of the Plan, Pipeline and the IPP. If your team are interested in attending, more information is available at: <https://tewaihang.govt.nz/national-infrastructure-plan#webinars>.

**We encourage you to assign a lead contact for the Infrastructure Commission to engage with on the development of Plan.** This will ensure that your organisation's information is accurately presented in the Pipeline. You can confirm this person's contact details to the Infrastructure Commission by emailing [pipeline@tewaihang.govt.nz](mailto:pipeline@tewaihang.govt.nz).

Please forward this letter and request for assistance to council-controlled organisations with a role in infrastructure. The Infrastructure Commission has been working with the Ministry of

<sup>3</sup> NEMA has interests in disaster resilient infrastructure and the development of efficient operational mechanisms to support more effective recovery planning and delivery.

<sup>4</sup> DIA has interests in the deliverability of local government long-term plan infrastructure projects, including water infrastructure. We also note that territorial authorities are now developing Water Services Delivery Plans (WSDP). The Commission and the DIA consider that the information necessary to populate WSDPs will also help with the population of the Pipeline.

Business, Innovation and Employment, the Department of Internal Affairs, and the National Emergency Management Agency to align information requirements and to leverage from existing information, systems, and processes where possible.

We are immensely grateful for your support. Many of New Zealand's most pressing and intractable problems will benefit from a more coordinated approach to how we plan, design, build, and maintain our infrastructure.

If you have any further questions on the Plan or related matters, please do not hesitate to contact the Infrastructure Commission.

Yours sincerely,



Hon Chris Bishop

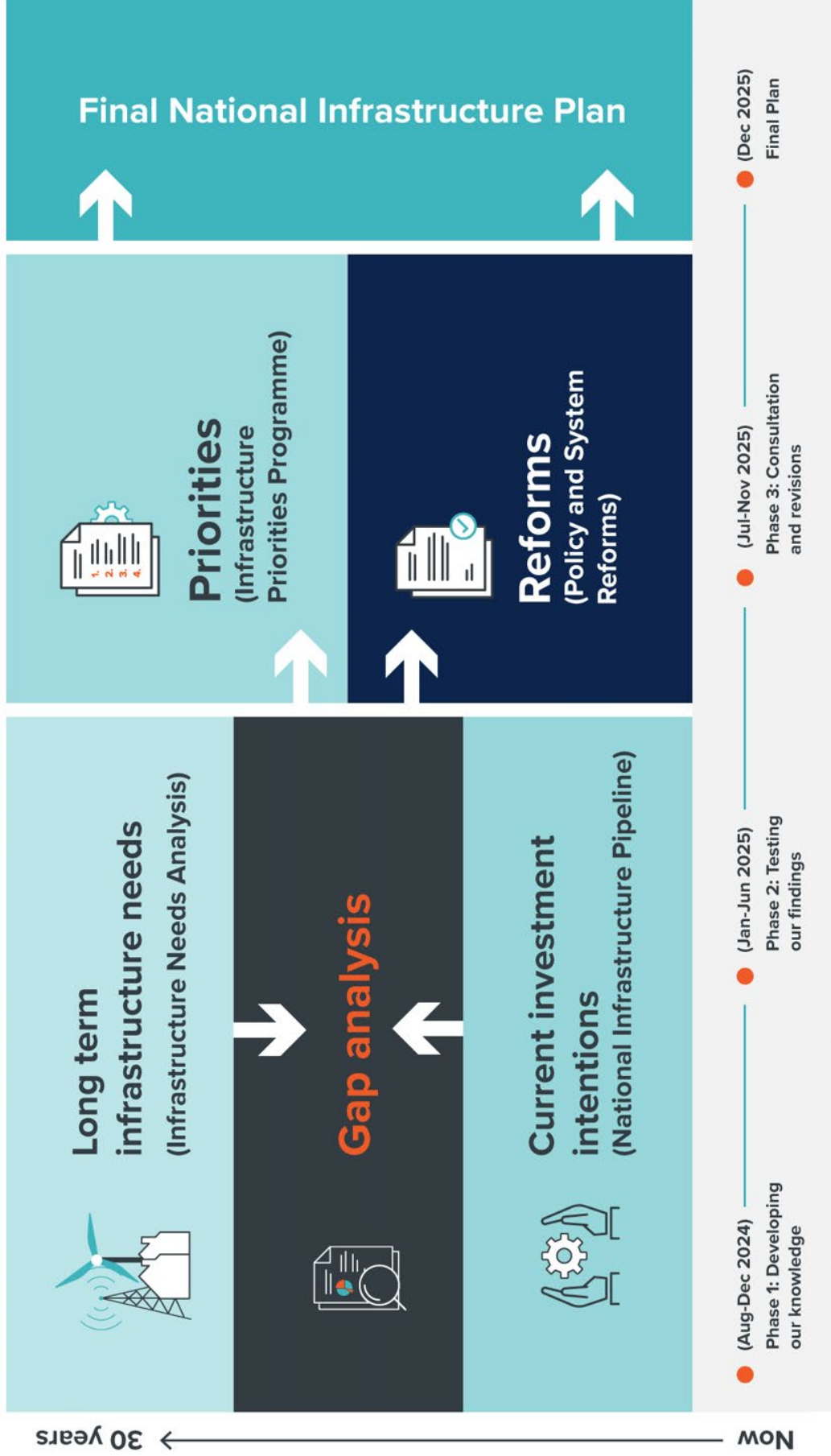
**Minister for Infrastructure**



Hon Simeon Brown

**Minister of Local Government**

# The Key Components of the National Infrastructure Plan







Minister for Energy  
Minister of Local Government  
Minister of Transport  
Minister for Auckland  
Deputy Leader of the House

Dear Mayor and Chief Executive

I am writing to inform you I have signed the new Land Transport Rule: Setting of Speed Limits 2024. The new Rule will deliver on the Government's commitment to reverse blanket speed limit reductions and introduce a more balanced approach to setting speeds.

As you will be aware, the draft Rule was open for consultation earlier this year. The Ministry of Transport received over 8,100 submissions on the Rule. There was overall support for the proposals. I have considered the feedback received and made some changes to the Rule in response. The key changes are:

- road controlling authorities (RCAs) are required to publish a cost benefit disclosure statement.
- the requirement for variable speed limits outside schools has been amended to allow more flexibility and the implementation deadline for school speed limits has been brought forward.
- the new Rule no longer includes the regional speed management plan approach, Speed Management Committee or the proposed Ministerial Speed Objective.

The new Rule comes into effect on 30 October 2024 and outlines the requirements to reverse certain speed limits. The key dates for RCAs are:

- By **1 May 2025**, RCAs must identify the roads subject to reversals and register the new speed limits.
- By **1 July 2025**, all reversed speed limits must be in force, with new signs and road markings in place (any stretches outside school gates must be variable).
- By **1 July 2026**, all roads outside school gates must have variable speed limits implemented.

The new Rule will be available on the NZTA website. The Ministry of Transport will publish the relevant Cabinet paper, summary of submissions and final Regulatory Impact Assessment on its website shortly.

Your sincerely

A handwritten signature in blue ink, appearing to read 'Simeon Brown'.

Hon Simeon Brown  
**Minister of Transport**



**Action Schedule**

<b>Meeting Date</b>	<b>Resolution / Action Requested</b>	<b>Action</b>	<b>Status</b>	<b>Comments</b>	<b>Estimated Date</b>
A&R 04.02.20	<p><b>Council's Risk Maturity Improvement Programme</b></p> <p>Arrange KPMG to review Council's Risk Management Maturity profile once the tasks in progress / underway are completed.</p>	GM F&CS	<p>Completed</p> <p>In Progress</p>	<p>Council completed all areas recommended for improvement and engaged a consultant to further assess Council's risk maturity. The risk register is reviewed regularly by Audit and Risk Committee.</p> <p>A potential provider was identified; however, the cost was significant and more than budgeted for the 2023/24 financial year. Staff investigated to see if there was a cost-effective option and approach.</p> <p>Completion of a risk assessment includes key input from a Governance and Senior Leadership perspective. With the change in CEO and GM Operations, the recommendation was to review in September 2024, when the new roles in the Senior Leadership were well established.</p> <p>Risk is now a standard reporting item to the Audit and Risk Committee, which includes a variety of risk formats. A workshop is booked for the 6<sup>th</sup> of November to update Elected Members of Council's full risk profiles and reporting, which will then provide an opportunity for feedback on further risk assessments that Council requires.</p>	November 2024

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
EC 22.11.23	<b>2025 Triennial Elections</b> Council resolved to establish one or more Māori wards for the Kawerau District in the 2025 and 2028 triennial elections.	C&EM	In Progress	Council will work through the review of representation arrangements. Consultation with Tangata Whenua, Iwi and the community has taken place for the initial proposal resolved on 17/7/24. 104 submissions received for the Initial Proposal which was heard and resolved on 11/9/24. The Final Proposal was resolved for public notification on 11/9/24 from 20 September to 4 November for appeals.	November 2024
R&S 15.05.24	<b>Monthly Report – Operations and Services</b> Staff to present to Elected Members the plans and costings of the new Dog Pound.	GM O&S	In Progress	The facility concepts have been received. Staff are currently reviewing the updated concepts.	January 2025
OC 29.05.24	<b>Hire Fee Options for Rangī Delamere Centre</b> Elected Members and Leadership Team to return to the table for a resolution and confirmation of block bookings.	CEO / GM F&CS	In Progress	The Hire Fee was approved at the May Council meeting. A further meeting was held with the CEO and the Netball Association. A report will be presented to investigate block bookings for regular users.	November 2024
OC 26.06.24	<b>Activity Review for Economic Development</b> Staff to return the report with additional information including the return on investment that Council makes to external partners and agencies.	ECDM	On Hold	Activity Review will be returned back to Council as part of Long Term Plan (LTP) process, with additional information as requested by Elected Members.	LTP process commences October 2024

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
OC 26.06.24	<p><b>Activity Review for Pensioner Housing</b></p> <p>Staff to return the report with additional information including history of the partnership between Council and Kawerau Social Services Trust (that operates Mountain View) and further detail on the implications of any future expansion plans.</p> <p><u>R&amp;S 16.10.24</u></p> <p>Staff to provide a timeline of the Porrit Glade Lifestyle Village Development.</p>	C&EM	On Hold	<p>Activity Review will be returned back to Council as part of Long Term Plan (LTP) process, with additional information as requested by Elected Members.</p> <p>The timeline will be provided as part of the Activity Review for Pensioner Housing.</p>	LTP process commences October 2024

Z:\KDC Taxonomy\Governance\Democratic Services\Meetings\Council\Reports\10 October 2024\24.10.30 R-Action Schedule-October.docx

OC: Ordinary Council      EC: Extraordinary Council  
GMF&CS: GM, Finance & Corporate Services  
C&EM: Communication & Engagement Manager

A&R: Audit & Risk Committee      R&S: Regulatory & Services Committee  
GMO&S: GM, Operations & Services      GMR&P: GM, Regulatory & Planning  
ECDM: Economic & Community Development Manager



**Meeting:** Council

**Meeting Date:** 30 October 2024

**Subject:** **Mayors Taskforce for Jobs End of Financial Year Report to 30 June 2024**

**File No.:** 101445

## 1 **Purpose**

The purpose of this report is to provide Council with the End of Financial Year report to 30 June 2024 for the Mayors Taskforce for Jobs (MTFJ) Community Employment Programme.

## 2 **Background**

The Ministry of Social Development partnered with MTFJ to lead the Community Employment Programme.

The Programme aims to place NEETS (young people not in education, employment, or training), people living with disabilities and other disadvantaged people into work.

Council employed Amy Hayes as the Mayors Taskforce for Jobs Coordinator to carry out the Community Employment Programme in Kawerau.

## 3 **End of Year Report to 30 June 2024**

Appended is the Mayors Taskforce for Jobs End of Financial Year Report to 30 June 2024.

## 4 **RECOMMENDATION**

That the report "*Mayors Taskforce for Jobs End of Financial Year Report to 30 June 2024*" be received.



Morgan Godfery  
**Chief Executive Officer**

# Employment Programme

End of Financial Year Report to  
30 June 2024

MTFJ: Kawerau District Council



## Introduction from Mayor Faylene Tunui



*As the Mayor of Kawerau, I am incredibly proud of the impactful work being done through the Mayor's Taskforce for Jobs (MTFJ) in our community. This year, we have achieved remarkable milestones, showcasing Kawerau as a Top Achiever in job creation and workforce development, which reflects our collective commitment to supporting our rangatahi.*

*I want to extend my heartfelt appreciation to our dedicated coordinator, Amy Hayes. Her tireless efforts and innovative approach have been instrumental in connecting local industry, businesses, iwi, and stakeholders. With Amy at the helm, we have not only launched successful training initiatives but have also seen significant improvements in job placements, empowering our young people to thrive in their careers.*

*The spirit of mahi tahi (collaboration) that we've cultivated is a testament to what we can accomplish together. Our partnerships have strengthened, enabling us to address local needs effectively and create a supportive environment for growth.*

*Let's continue this journey of growth and success as we work hand in hand to support our rangatahi and their aspirations. Together, we can build a brighter future for Kawerau, ensuring that every whānau has access to the opportunities they deserve.*

## Outcomes for the Community

*Please include some high level outcomes here:*

- Total employment placements made: 84
- NEETs: 53
- Youth: 14
- Youth with Disability: 1
- Adults with Disability:
- Disadvantaged: 16
  
- Top 3 ethnicities of placements: Maori / NZ European / Maori – Pasifika
- Top 3 industries of placements: 1) Agriculture and Primary Industries, forestry, farming, fishing, food production. 2) Trade Services / Construction. 3) Manufacturing
- Total number of registered jobseekers: 287
- Total number of registered businesses: 40

# An Employment Story

## MTFJ Journey with Jones & Cole Electrical

*Elias Te Rire, a former MTFJ Electrical Apprentice at Jones & Cole, has successfully completed his apprenticeship and is now working towards taking over the business from owner Garry Cole. As the new owner, Elias has hired a new apprentice, Maia Bellas, who is also a MTFJ recruit. This success story showcases the longevity and sustainability of MTFJ supported placements, illustrating a full circle employment journey where an MTFJ apprentice qualifies, becomes the boss, and hires the next generation of MTFJ apprentices.*



**Jones and Cole Electrical**  
20 July 2023 · 🌐

Woo hoo, Well done Elias and Dave! Both sat and passed their Regulations exams yesterday passing with flying colours. All that work and study, over the last 3 and a half years, has now come to an end! Now the real learning begins!!

**Jones and Cole Electrical is** 🎉 celebrating success.  
17 July at 20:31 · 🌐

Awesome news today from our very own Te Mai Paul, who sat and passed the Regulations exam!

We are all incredibly proud to be apart of your journey and can't wait to celebrate tomorrow.

**Jones and Cole Electrical**  
5 December 2023 · 🌐

Thank you Amy for our Tshirts. The mayoral task force for jobs has given our apprentices a huge step up with tools and training to start their careers. Ka mihi to awhina, your help is appreciated!

**Jones and Cole Electrical**  
2 October 2023 · 🌐

Well that changed fast! Elias and I had a selection process to take on another apprentice. Inline with our kaupapa, we had 3 local rangatahi apply. All of them had spent time with us doing work experience and all came from Kawerau. Elias says it's been one of the hardest decisions he's had to make! They would all be great. In the end we went with Maia, who will be a great asset to our company and the area. Welcome! If anyone is looking for an apprentice we know of 2 that would fit the bill!



# A Driver Licence Story



## Kawerau Mayoral Taskforce for Jobs June 2024 report

Reporting Parameter	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Target
Number of Referrals This Month	10	5	6	13	8	-	5	29	9	13	13	1	112	-
Number of Enrolments This Month	10	5	6	12	7	-	5	31	9	13	10	1	112	-
Number of Withdrawals This Month	-	-	2	2	2	1	1	11	5	4	2	7	37	-
<b>Number Passed This Month</b>														
- Learners Licence		-	2	2	*5	-	-	-	12	3	8	0	32	
- Restricted		1	-	-	2	-	1	-	3	2	4	1	14	
- Full Licence		-	-	-	-	-	-	1	3	1	2	1	8	
<b>Total This Month</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>18</b>	<b>6</b>	<b>14</b>	<b>2</b>	<b>54</b>	
<b>Year to Date</b>		<b>1</b>	<b>3</b>	<b>5</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>32</b>	<b>38</b>	<b>52</b>	<b>54</b>	<b>54</b>	<b>65</b>

*\*(previous enrolments & passes for KMTFJ recorded incorrectly in our shared database, now added for accuracy)*

Note: Passes are progressing well with 54 completed at the end of June – we note a further 7 have passed in early July with the remaining 4 expected to complete in the next two weeks, achieving the full cohort for Year 1. We are already underway with the Year 2 cohort alongside TKKH and are confident in the collaborative approach we have developed alongside partners in Kawerau to meet Year 2 targets without concern.



# Ministry of Social Development Partnership

MTFJ Kawerau continue to work alongside our local MSD office to ensure positive outcomes for our community, we receive referrals for placements & collaborate on recruitment events as when possible. We believe this relationship will only continue to strengthen as we navigate the new financial year together.

**Kawerau Employment Expo**

MINISTRY OF SOCIAL DEVELOPMENT | WORK AND INCOME  
TE HIRANGA TAKIRATA

Wednesday 30 August  
10am - 2pm

Town Hall, 2 Ranfurly Court, Kawerau

- Meet employers
- Get support to land that job
- Check out various industries through virtual reality

Use the VR headsets to explore different industries.

Logos: KAWERAU DISTRICT COUNCIL, MTFJ KAWERAU, TOI EDA

**NEED MAHI?**  
MAYORS TASKFORCE FOR JOBS  
**KAWERAU**

Want to know more? Contact - Amy 027 404 0550

Scan the QR code to signup

SCAN ME

Logos: Te Kaitiaki Take Kōwhiri, MTFJ

**Kawerau Industrial Open Day**

**Matariki Day**  
Saturday 13 July, 10am - 2pm  
Manukorihī Drive, Kawerau

Market & Kai Stalls  
Entertainment  
Industrial Tours  
Recruitment Opportunities

Market or Kai stall: \$30  
Promotional Stall: No charge  
Book a space with Maxine 022 184 9558

Logos: MTFJ KAWERAU

**Connected**.govt.nz  
Employment, Education & Training

Post Event Report:  
**Kawerau Employment & Training Expo**

Wednesday 8 November, 10:00am - 12:30pm  
Whakatāne War Memorial Hall  
Whakatāne

**Whakatāne Retail & Hospitality Job Fair**

Explore the wide range of exciting job opportunities in retail & hospo!

- Meet employers who are looking to hire now
- Get support to land that job
- Use the VR Headsets to explore other industries
- Bring your CV - you could get a job on the day!

Connected.govt.nz

in partnership with:

Logos: Connected.govt.nz, Ministry of Social Development, Employment & Training

# Partnerships & Collaborations

## KAWERAU NEWS & LOCAL REPORTS

### KAWERAU MATARIKI INDUSTRIAL OPEN DAY - BRIDGING COMMUNITY AND INDUSTRY\*\*

THE MAYOR'S TASK FORCE FOR JOBS (MTFJ) Partnered with Industrial Symbolism Kawerau (ISK) to inspire local rangatahi (youth) to explore job opportunities and career paths at the Kawerau Industrial Open Day.

On Saturday 13 July, a vibrant gathering of local industrial businesses, food vendors, artisans, recruiters, and training providers took place along Manukorahi Drive to celebrate Kawerau's productivity, innovation, and community spirit. It marked the second consecutive year that ISK and MTFJ have collaborated on this event, building on the success of last year's initiative. "We aim to demonstrate that sustainable

**“ In terms of fostering collaboration between the community and industry, the event was a resounding success. ”**



employment is accessible right here in our town. We can connect individuals with businesses, offer pastoral care, and provide ongoing training," they shared. "The essence of the day is to unite the community with the industry."

Amy Hayes from MTFJ highlighted that the event, focused on guiding rangatahi into employment, was largely organised by the youth themselves. "Our entire event delivery team consisted of Kawerau DuskZone members, a program designed and executed for youth by youth, led by Sidney Waian under the Bay Leaders umbrella. Majeane Rogers and Iraia Nuku were also key contributors to the operations team," she explained.

Over 1,000 community members attended the open day, participating in industry tours and connecting with training providers, educational institutions, health services, and emergency responders. The talented MC, Majeane Rogers,



ensured everything ran smoothly, while local band Mellow and soloist Amber Paraha provided live music.

Local craft and food vendors were present, ensuring that the event directly benefited the Kawerau community. Attendees had the opportunity to sign up with training providers on-site, discuss career pathways, apply for job openings, and engage with businesses such as Allied Engineering, Mc Kays Limited, Sequel Lumber, and Mercury Energy. Essly hosted a fun competition to guess the number of toilet paper rolls in a 20X Mustang, and generously donated 2,592 rolls to attendees. The prize of 858 rolls, which filled the car, was awarded to two lucky locals who guessed correctly.

Rolly the dog also made a special appearance, distributing small Rolly toys and lollies to celebrate the upcoming Esbity project in Kawerau. "In terms of fostering collaboration between the community and industry, the event was a resounding success," the events team concluded.

**ABOVE:** Jacob Kijavala, ISK Chairman (KFL Chief Servant) on stage with Kawerau Mayor, Faylene Tunui.

**OPPOSITE PAGE (L)** Rolly the dog also made a special appearance. **(R)** From the left, Justah Hiraka, Te Ahoi Ramihere and Iraia Nuku giving the open day the thumbs up.

## Testimonials – Jobseekers

MTFJ is a valuable resource for rangatahi in Kawerau, it easy to get lost & disillusioned in the job market, it is brutal, lots of rejection or just not hearing back at all from applications you have put in is tough. Amy took away my doubts about what I could do, she worked with me to improve my CV, interview skills & she took me to visit multiple businesses to show me different industries & what they do & the opportunities available in Kawerau, it was really helpful, I discovered a love for Beauty therapy & with Amy's help secured an apprenticeship with local business Bella Me. Maraea

Working with Amy from MTFJ to get Mahi has been awesome! She is a good listener so it was easy to tell her my story & let her get to know me better to help find me a job that would stick. Ngā mihi Bella

Amy is cool, she does not judge & she is very encouraging. Doing interview practice with her helped me nail me nerves to secure my job at Mappro and I love it here! Ngahere



MINISTRY OF SOCIAL  
DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

MTFJ  
MAYORS TASKFORCE FOR JOBS



MTFJ has helped me so much, I am happy to have full time sustainable work and the opportunity to grow in the business. Amy knows absolutely everybody and she is well trusted in Kawerau. She has a special ability to place the right person in the right role. I have told all my mates that are not working to call her ASAP! Te Raina

Working with Amy at MTFJ is awesome; she is always available to help us work through issues, answers questions & encourage us. From getting this mahi to gaining our apprenticeships & funding the tools, we need to be successful & valued members of ISS. We appreciate her so much & our bosses love her! Robbie & the lads at ISS.

## Testimonials – Employer



### ISK and MTFJ COLLABORATION

Industrial Symbiosis Kawerau (ISK) is a charitable organization made up of 22 local industry members.

ISK is the forefront of Uniting Local Industry for Sustainable Growth.

ISK works with Industry for Industry and this is where the collaboration between ISK and MTFJ works so well.

Amy Hayes from MTFJ has an incredible connection with industry in Kawerau with her personality, drive, and share determination to help rangatahi of Kawerau. We work together ensuring that all her trainees have the right tools for the right job.

Here at ISK, I organise training courses not only for ISK members but for the rest of the community and MTFJ is a huge supplier of trainees. Having a First Aid certificate, Forklift OSH certificate and a Driver Licence is 3 things we encourage our rangatahi to obtain. MTFJ and Amy are true believers in giving every trainee the wrap around services needed to enable them to have belief in themselves, they are given the best opportunities for obtaining full time sustainable employment and having that ongoing support once in full time employment.

Matariki Industrial Open Day was a huge success thanks to MTFJ and ISK. We worked well together to organise and run a very successful Industry Day. MTFJ and ISK's connection with industry made the day all about "Industry in Kawerau". We had a number of industries, training providers, stall holders and food vendors all happy to be at our day.

A high light of the day was having our Mayor Mrs Faylene Tunui in attendance celebrating industry in Kawerau. Training providers were present providing information on different training courses for different jobs. A number of students signed up for courses and enjoyed the pathway planning they were shown.

MTFJ took names of those in the community looking for work or those wanting to up skill which was very good to see.

Amy Hayes is driven and loves our community of Kawerau and is always doing something for the good of our community.

Kia ora

Maxine Kaipara

ISK, Kawerau

Hi Amy,

Allied Industrial Engineering have found the following benefits of working MTFJ:

- assistance with pastoral care of young workers
- funding for learning aids such as laptops and fibre internet connections at home to enable the achievement of learning goals
- facilitation and support engaging with Kawerau's emerging workforce

Lester Muirfitt  
General Manager.

Thanks,  
Lester.



Hi Amy

Just following up with an email around our catch up from last week

I would like to thank you and the mayor for having the program MTFJ set up in our town

This funding has enabled me to carry out extra training that will at the end of the day make these young ones better in whatever the future holds for them.

Training courses completed with the help from MTFJ

Confined space training

Advanced heights

Forklift training

Class 1 & class 2 driver training

Mentoring & ongoing coaching training with myself and several of our older experienced workers.

Your commitment to the role & effort you put into these kids, isn't really seen in this day & age.

Your support & enthusiasm is contagious and you've been a pleasure to work alongside.

Next coffees on Me 😊

Kind Regards

### Graham Billings

BOP Area Manager

Industrial Site Services Co Ltd

+64 7 850 1240 +64 0275477168 0800 800 679

graham.billings@iss.co.nz www.iss.co.nz

P O Box 10234, Te Rapa | 2/4/Paora street Kawerau



## Conclusion

*A heartfelt thank you to MSD and the Mayor's Taskforce for Jobs for their incredible support through the MTFJ initiative. Their commitment to eliminating barriers for our smaller employers has proven invaluable. By being nimble and addressing immediate, practical needs, MTFJ has empowered these businesses to invest in essential training, PPE, tools, certifications, and driving licenses. This agility allows us to respond effectively to local demands, and we take immense pride in being recognized as facilitators of opportunity in Kawerau. By removing these initial obstacles, we are not just supporting employers; we are fostering a culture of investment in our youth. It's a privilege to contribute to our community's growth while also providing vital pastoral care.*

*This year has been a transformative journey for the MTFJ program, marked by significant successes and collaborations. We've successfully engaged numerous small employers, enabling them to overcome barriers to growth and invest in their workforce. A special shout out goes to MSD and the Mayor's Taskforce for Jobs for their unwavering support, which has been crucial in facilitating training, securing essential tools, and providing certifications.*

*We celebrated remarkable milestones, such as increasing job placements and enhancing the skills of our young people. The collaborative spirit within our community has truly shone through, and the willingness of local employers to invest in youth has been inspiring.*

*Looking ahead, our goal for next year is to expand our outreach, focusing on creating more tailored training programs that align with industry needs. We aim to strengthen partnerships and introduce mentorship initiatives that connect young talent with experienced professionals. Together, we can continue to break down barriers and empower our community's future.*



# Our Year in Pictures





NEWS

www.thedepot.co.nz | Friday, July 19, 2024 7



ON SHOW: Carvings by Bill Straker and food and craft markets were available for visitors. E4800-008



EQUIPMENT AND RECRUITMENT: Aaron McKay, Boston Kruger and Marley Boston testing out the DNH equipment at the Kawerau Industry Open Day. E4800-011

# Community meets industry

**Alison McLennan**  
Staff reporter

**MAYORS** TaskForce for Jobs (MTFJ) and Industrial Symbiosis Kawerau (ISK) have joined forces to encourage rangatahi into mahi and career pathways through the Kawerau Industry Open Day.

Kawerau's industrial businesses, food vendors, crafters, recruiters and training providers gathered at Manukorahi Drive on Saturday to celebrate productivity, innovation, and community spirit.

MTFJ's Amy Hayes said this was the second year of collaboration.

"We want to show people they don't have to leave town to get sustainable employment, we can connect them with businesses, pastoral care and ongoing training,"

she said.

"The idea of the day is to bring the community and industry together."

Ms Hayes said the event was run by youth.

"Our entire event delivery crew was made up of Kawerau Dusikzema members, a for youth by youth programme, designed and delivered by Sidney Waitari, under the umbrella of Bay Leaders. Majora Rogers (the MC) and Irena Nuku were also integral members of the operations team," she said.

Over 1000 community members visited the open day, engaging in industry tours, connecting with training providers, education, business and emergency services.

Live music was provided by local band Mellow and soloist Amber Paraha.

Event attendees were able to sign up with training providers on site, discuss pathway planning, apply for vacancies and engage with business including Allied Engineering, McKay, Sequal Lumber and Mercury Energy.

Essity ran a competition to guess how many rolls of toilet paper were in the 1XX Mustang, with two Kawerau people making the winning guess of 858.

Essity also donated 2502 rolls of toilet paper for distribution to attendees.

Rolly the dog was also in attendance, handing out small Rolly toys and lollies to celebrate the upcoming Essity project in Kawerau.

"As far as getting community and industry working together goes, it was a success," Ms Hayes said.



GUESS THE NUMBER: Radio DXK general manager Glen Smith and Kawerau Mayor Faylene Tunui at the guess the number challenge, sponsored by Essity. Photos Troy Baker E4800-024

<b><u>Meeting:</u></b>	Council
<b><u>Meeting Date:</u></b>	30 October 2024
<b><u>Subject:</u></b>	<b>Funding for economic development (Toi-EDA)</b>
<b><u>File No.:</u></b>	309101

## **1 Background**

Toi-EDA is the Eastern Bay of Plenty's regional economic development agency. The agency operates as a Council-controlled (and audit-exempted) trust with Kawerau District Council, Ōpōtiki District Council, Whakatāne District Council, Bay of Plenty Regional Council, and Te Rūnanga o Ngāti Awa making up the original settlers to the trust deed establishing the agency. Toi-EDA's objective, as per the trust deed, is to co-ordinate and promote subregional economic development.

On 15 August 2024 Council delivered written notice to the board of Toi-EDA confirming an intention to withdraw funding to the agency and return Council's economic development function in-house. Council cited several ongoing and unresolved issues including:

- The board's failure to formalise tangata whenua representation for Ngāti Tūwharetoa (despite a request from Council to do so in November 2022);
- Concern with declining service levels and an uncertain strategy; and
- In light of declining service levels and an uncertain strategy, the difficulty of justifying continuing investment during the cost of living crisis.

As a result it is proposed Council resolves to withdraw funding for Toi-EDA. In the financial year 2024/25 Council budgeted \$25,000 for the agency.

Although Council remains a settlor to the trust deed, the economic development function will return in-house. Council will continue working with Toi-EDA on an issue-by-issue basis including in the further development, adoption, and enactment of the Draft Regional Economic Development Plan.

## **2 Policy and Plan Considerations**

Council's Annual Plan 2024/25 included a \$25,000 provision for Toi-EDA. Given this funding was tagged for Toi-EDA as part of the Annual Plan a Council resolution is required to confirm that funding can be utilised for alternative economic development projects.

This paper proposes transferring that tagged funding and including it in the general economic development budget.

### 3 **Risks**

Although Council is withdrawing funding for Toi-EDA for the financial year 2024/25, and returning the economic development function in-house, the option remains to re-fund the agency in future years. This preserves choices for future Councils.

### 4 **Financial Considerations**

Toi-EDA invoices Council for its \$25,000 contribution on a quarterly basis. Council intends to honour the first quarter payment for the financial year 2024/25 of \$6,250.

This means Council proposes to release the remaining \$18,750 to the general economic development budget.

### 5 **Significance and Engagement**

Council is not proposing to wind down the Toi-EDA trust. Winding down the trust might constitute a governance decision that is significant enough to require engagement with the community. However, the proposal in this paper is primarily operational, seeking to redirect funding from one budget line to another. This does not meet the threshold for significance and engagement.

### 6 **RECOMMENDATIONS**

1. That the report "Funding for Economic Development (Toi-EDA)" be received.
2. That Council transfer funding tagged for Toi-EDA to the general economic development budget.



Morgan Godfery  
**Chief Executive Officer**

**Meeting:** Council

**Meeting Date:** 30 October 2024

**Subject:** **Review of Council's Investment Policy and Liability Management Policy**

**File No.:** 110551

## **1 Introduction**

The purpose of this report is to provide the updated Investment Policy and Liability Management Policy for Council's consideration and adoption.

These updated policies will be included in the Long Term Plan 2025-2034.

## **2 Background**

The Local Government Act 2002 requires that Council adopts an Investment Policy which specifies:

- The mix of investments.
- The acquisition of new investments.
- The procedures by which investments are managed and reported to Council.
- How risks associated with investments are assessed and managed.

The Local Government Act 2002 also requires Council to adopt a Liability Management Policy which specifies Council's policies in relation to:

- Interest rate exposure.
- Liquidity.
- Credit exposure.
- Debt repayment.

The updated Investment and Liability Management Policies were presented to the Audit and Risk Committee on 12 February 2024 and at the Council Workshop on 2 October 2024. The recommended changes by the Audit and Risk Committee and Council have been included in the amended policies as attached.

As Council prepared an Enhanced Annual Plan for 2024/25, the adoption of these policies was transferred to the 2024/25 year for inclusion in the Long Term Plan 2025-2034.

### 3 **Investment Policy**

Council reviewed and adopted the current investment policy in 2021 as part of the preparation of the 2021 – 2031 Long Term Plan.

A review and update of the Investment Policy has been undertaken and the updated policy is attached to this report.

The main elements of this policy are:

- (i) Council may make treasury investments with the following (credit worthy) financial institutions:
  - BNZ
  - ANZ
  - ASB
  - TSB
  - Kiwibank
  - Westpac
  - Rabobank
  - Local Authority Stock
  - Government Stock
  - Local Government Funding Agency (LGFA)
- (ii) All investments must be capable of being liquidated on demand
- (iii) No more than 50% of the total investments can be placed with any one institution apart from Council's principal bank (BNZ)
- (iv) Council does not adopt the use of hedging instruments for interest rate risk management on its investments.

Council has not invested in either Government or Local Authority stock to date. Principally because the returns are generally lower than investments in the bank, and also these investments are not as "liquid" as term deposits with banks.

The Investment Policy as attached, has no significant changes, however the following updates have been made:

- The order of the policy objectives has been changed to fairly reflect the priority of the objectives. An additional objective has been added - "Protection of Council's investments and minimise the risks associated with investments to avoid financial loss".
- An additional clause has been added regarding the new requirements under the Construction Contracts (Retention Money) Amendment Act 2023, whereby all retention funds are now held in a separate Trust account by Council to comply with the legislation.
- For the disposition of proceeds of sale of investment section, this additional clause has been added "However, proceeds from the disposal of investments are to firstly be applied to the repayment of loans raised to fund the investment". This is to ensure that a prudent financial approach is taken in managing both investments and debt.
- Under the procedures section the review of Council equity and property investments, the timing of reviews has been updated from the end of December

each year, to the end of June each year, as this coincides with Council's Long Term Plan and/or Annual Plan reviews.

- For investment risk assessment and management, bullet point 2, the following sentence was added, "For clarity, this means Council may have more than 50% of Council's funds held with Council's Principal Bank", as this has been an area not completely clear to the Auditors.
- New Zealand Local Government Funding Agency (LGFA) has been added to the list of creditworthy counter parties, as Council now has debenture investments with LGFA as part of Council's loans funded by LGFA.

#### **4 Liability Management Policy**

Council adopted the current Liability Management Policy when it adopted the 2021 - 2023 Long Term Plan.

A review and update of the Liability Management Policy has been undertaken and the updated policy is attached to this report.

The policy permits Council to borrow money to finance:

- Specific projects
- Purchase or construction of assets
- General operating expenses
- Any combination of the above

The policy covers finance leases or hire purchase arrangements for acquiring assets.

The policy specifies that Council will not have less than 60% of its borrowing at fixed rates. The policy also excludes Council from using hedging instruments without a specific resolution of Council.

Council may borrow from any registered bank, local authority and anyone by the issue of registered local authority stock including Local Government Funding Agency.

The maximum period for the repayment of debt is 50 years or the life of the asset (whichever is the lesser).

Council's limit for borrowing is that gross interest expense of all borrowings will not exceed 10% of total revenue (\$1.8 million for 2023/24) and to a maximum of 50% of Council's fixed assets. The policy specifies that security over loans will be a charge over Council's rates.

When the 2021 – 2031 Long Term Plan was adopted, it was anticipated that Council would need to borrow funds for the next six years to fund the water reticulation renewals. Council uplifted the first loan funds for the water reticulation in December 2022, with the second loan raised in October 2023. Council recently, in October 2024 uplifted the third loan of \$2m and the plans are to continue funding the water reticulation renewals with additional loans.

The Liability Management Policy as provided, has no significant changes, however the following updates have been made:

- For Interest Rate Exposure the following sentence has been added – “The objective is to minimise Council’s interest costs and uncertainty regarding the impact of interest rate fluctuations”.
- A new section “Debt Management” has been added which includes the limits on borrowing in the previous policy. There is further reference to debt profile and concentration and internal loans have been added to this section.
- The liquidity ratio note has been updated to also exclude current liabilities relating to Porritt Glade Residents Liability. With the reporting requirement to have the Porritt Glade Residents Liability treated as a current liability this has a significant impact on Council’s liquidity ratio calculation. Given it is unlikely that Council would have to repay the residents liability immediately, as the conditions of the occupation right agreements require a unit to be sold first, this liability will be excluded in Council’s liquidity ratio. The timeframe for the liquidity ratio has also been updated to be quarterly rather than monthly.
- For debt repayment the maximum period has been updated with the addition of the words “lesser of” for clarity.

## **5 Legal and Policy Requirements**

The Local Government Act 2002 requires Council to adopt an Investment Policy and a Liability Management Policy. The adoption of these policies does not require Council to use the special consultative procedure.

The Investment and Liability Management policies were last reviewed in 2021. The updated policies are consistent with the 2021 policies, with the changes made further supporting the existing policies. Overall, the policies are still considered to be robust and sound policies with minimal risk to Council and ratepayers.

## **6 RECOMMENDATIONS**

1. That the report “Review of Council’s Investment Policy and Liability Management Policy” be received.
2. That the Council adopts the “Investment Policy” and “Liability Management Policy,” as presented in the appendixes to this report and the policies are effective from 1 November 2024.



Lee-Anne Butler, CA, BMS

**Group Manager Finance and Corporate Services**

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# Council Policy

## Investment Policy

<b>Effective Date:</b>	<b>1 November 2024</b>
<b>Date First Adopted:</b>	<b>2003</b>
<b>Last Reviewed:</b>	<b>2021</b>
<b>Next Review Date:</b>	<b>2027 (Three Yearly Review)</b>
<b>Document Number:</b>	<b>Pol 12</b>
<b>Responsibility:</b>	<b>Group Manager, Finance and Corporate Services</b>
<b>Associated Documents:</b>	<b>N/A</b>

# 1. Policy Objectives

Council's broad objectives in relation to investing are as follows:

- Protection of Council's investments and minimise the risks associated with investments to avoid any financial loss.
- Management of the overall cash position of Council's operations, to support Council's liquidity requirements and ensuring appropriate flexibility.
- Investment of surplus cash in liquid and credit worthy investments
- Ownership of property investments for strategic and business needs
- Development and maintenance of professional relationships with the financial markets.
- Compliance with the Local Government Act and other relevant legislation

# 2. Policy Scope

When engaged in the investing activity, Council may:

- Use external advice, where there is a particular risk or where it is prudent to the management of a particular investment.
- Consider the value of its investments against the size of its debt burden.

Council is a risk averse entity. The "Prudent Person" rule from the Trustees Act applies to all investing activity engaged in by Council.<sup>1</sup> Activity which may be construed as speculative in nature is expressly forbidden.

# 3. Policy Statement

Council maintains investments in the following assets:

- **Equity investments** including shareholdings and loan advances to natural persons, trading and service enterprises, charitable trusts and incorporated societies (e.g. sporting and Community organisations). Council may invest in shares in New Zealand Local Government Funding Agency (LGFA) and may borrow to fund that investment.

<sup>1</sup> The "Prudent Person" rule means that Council must "use such diligence and care in the management of" investments "as person of ordinary prudence and vigilance would use in the management of their own affairs".

- **Property investments**, including land and buildings purchased as an investment and excluding property assets owned in the course of delivering a service or those that Council has already on the market for sale.
- **Treasury investments** including liquidity and longer-term investments.

For the purposes of complying with Council's statutory obligations under the Construction Contracts (Retention Money) Amendment Act 2023, all retention money must be held on trust. Council will hold all retention funds in a separate Trust Bank account with Council's Principal Bank, for the sole purpose of repayment of retention funds.

### 3.1 Mix of Investments

The mix of investments will not be determined or influenced by the funding needs of any particular function but must have regard to the overall funding needs of Council. Investment mix is also influenced by risk management considerations. Council may set up, alter or dissolve a fund for a particular purpose by ordinary resolution.

Treasury investments must be invested with a number of financial institutions.

### 3.2 Acquisition of New Investments

Equity and property investments may be acquired by resolution of Council and funded from Council's general funds, or whatever other source Council has available to it.<sup>2</sup> Monies from Funds Set Aside for Particular Purposes will not be used to fund equity or property investments that are inconsistent with the particular purposes of those funds.

When acquiring equity and property investments, Council seeks to:

- Improve business effectiveness and efficiency.
- Improve its strategic position to face a perceived future need.
- Further a social goal by providing loan assistance.

Treasury investments may be acquired under delegated authority to the Chief Executive Officer<sup>3</sup>.

When acquiring treasury investments, Council seeks to:

- Optimise investment return.
- Ensure investments are secure.

<sup>2</sup> Council shall be taken to mean full Council or any of its Committees or Sub-Committees acting under delegation.

<sup>3</sup> Chief Executive Officer – wherever this term is used it shall be taken to mean the Chief Executive Officer and whichever staff to whom the Chief Executive Officer may delegate.

- Ensure investments are liquid.
- Manage potential losses due to interest rate movements if investments need to be liquidated before maturity.

### 3.3 Disposition of Revenue from Investments

All dividend, interest, rentals, and other income from Council's investments will be available for Council's general use except in the following cases:

- Where Council has resolved that interest earned on the funds invested in an account shall be reinvested in that account.

### 3.4 Disposition of Proceeds of Sale of Investments

Equity and property investments may be disposed of by resolution of Council and the proceeds will be available for Council's general use, unless it resolves otherwise. However, proceeds from the disposal of investments are to firstly be applied to the repayment of loans raised to fund the investment.

Treasury investments may mature or be sold under delegated authority by the Chief Executive Officer and the proceeds will either be used to fund a purpose authorised by Council (e.g. as outlined in Council's Long-Term Plan or Annual Plan) or be reinvested. Funds from Council's Depreciation Funds account may only be spent on renewing assets or repaying debt.

### 3.5 Procedures

Equity and property investments will be reviewed by Council before the end of June in each year.

Treasury investments will be managed under delegated authority by the Chief Executive Officer.

Whenever acquiring a new treasury investment, excluding maturities that rollover and transfers between accounts at Council's bank, the acquisition proposal must be certified that the acquisition complies with this policy and takes sufficient account of predicted interest rate movements and demands for cash. This procedure could include:

- Using an investment model that assesses the risk of the investment in relation to its return.
- Obtaining external advice.

The certified proposal must then be reviewed by the Chief Executive Officer, or Group Manager Finance and Corporate Services.

Overdraft facilities are used as little as is practical.

All investing activity must be approved by the Chief Executive Officer, or Group Manager Finance and Corporate Services pursuant to this policy.

Council will receive a schedule of treasury investments regularly throughout the year.

### 3.6 Investment Risk Assessment and Management

Equity investments are subject to the risk of default. Risks are taken into account when these investments are reviewed. Property investments are subject to the risk of vacancy and devaluation. Risks are taken into account when these investments are reviewed.

Treasury investments are subject to the following risks:

- Credit risk – Council’s primary objective when investing is the protection of its investment. Accordingly, only credit worthy counter parties, eg banks, financial institutions, or other organisations that Council invests in, are acceptable (list below). Council may approve alteration to the list of credit worthy counter parties by ordinary resolution.
- Where total treasury investments exceed \$250,000, no more than 50% of the total investments can be placed with any one institution (other than Council’s banker) at the time of making the investment. For clarity, this means Council may have more than 50% of Council’s funds held with Council’s Principal Bank.
- Liquidity risk is minimised by ensuring that all investments, must be capable of being liquidated on demand.
- Interest rate risk is managed by the treasury investments review process above.
- Council does not adopt the use of hedging instruments for interest rate risk management on its investments. Maturity dates of treasury investments will be staggered to mitigate the effect of one-off market fluctuations.

### 3.7 Creditworthy Counter Parties

Council may make treasury investments with the following banks, financial institutions, which are deemed to be sufficiently creditworthy:

- Bank of New Zealand (Council’s Banker)
- ANZ Banking Group (New Zealand) Limited
- ASB Bank Limited
- Kiwibank
- Rabobank

- Taranaki Savings Bank
- Westpac Trust
- Local Body Stock
- NZ Government Stock
- New Zealand Local Government Funding Agency (LGFA)

The credit worthiness of any bank must be reviewed to ensure a strong credit rating at the time of making any investment.

# Council Policy

## Liability Management Policy

<b>Effective Date:</b>	<b>1 November 2024</b>
<b>Date First Adopted:</b>	<b>2003</b>
<b>Last Reviewed:</b>	<b>2021</b>
<b>Next Review Date:</b>	<b>2027 (Three Yearly Review)</b>
<b>File reference:</b>	<b>Pol 11</b>
<b>Responsibility:</b>	<b>Group Manager, Finance and Corporate Services</b>
<b>Associated Documents:</b>	<b>N/A</b>

# 1. Policy Objectives

Council's broad objectives in relation to liability management are as follows:

- Compliance with the Local Government Act 2002 and other relevant legislation.
- Develop and maintain professional relationships with the financial markets.
- Raise appropriate finance, in terms of both loan maturity and interest rate.
- Manage the overall cash position of Council's operations.

# 2. Policy Scope

When engaged in the borrowing activity, Council may:

- Use external advice, where there is a particular risk, or where it is prudent for the management of a particular borrowing.
- Consider the value of its investments against the size of its debt burden.

Council may borrow to finance:

- Specific projects
- The purchase or construction of assets
- Finance leases or hire purchases of assets<sup>1</sup>
- General operating expenses
- Any combination of the above

Council is a risk averse entity. Council intends to borrow prudently and maintain debt at a prudent level. Activity which may be construed as speculative in nature is expressly forbidden

# 3. Policy Statement

## 3.1 Interest Rate Exposure

Council's borrowing gives rise to direct exposure to interest rate movements. Given the long term nature of Council's assets, projects and intergenerational factors, Council's general tendency is to have a high percentage of fixed rate<sup>2</sup> borrowing. Council aims for no less than 60% of its borrowings outstanding at any given time to be at a fixed rate.

Interest rate risk is managed by adjusting the maturity of borrowings in line with interest

<sup>1</sup> This policy only applies to finance leases or hire purchase where the amount borrowed in any instance exceeds \$50,000.

<sup>2</sup> Fixed rate borrowing is generally taken to mean that borrowing where the interest rate does not vary more often than yearly. The interest rate on floating rate borrowing may alter every 90 days.



rate predictions. The objective is to minimise Council's interest costs and uncertainty regarding the impact of interest rate fluctuations.

All matters that can be lawfully delegated concerning borrowings are delegated to the Chief Executive Officer and must be reported back to Council as they occur.

The use of hedging instruments for interest rate risk management on Council's borrowing is not possible, as Council has insufficient debt to be using hedging instruments. Should hedging instruments be required, an ordinary resolution approving use of these instruments will be adopted by Council. Council may consider hedging instruments as Council's debt levels reach the maximum allowed under this policy and only if the benefits outweigh the costs of hedging.

## 3.2 Debt Management

To manage Council's overall debt Council's limit for borrowing is that:

- Total debt will not exceed 50% of Council's fixed assets; and/or
- Gross interest expense of all borrowings will not exceed 10% of total revenue (\$2.1 million for 2023/24).

Debt management includes Council's debt profile by spreading the concentration of debt, including re-financing, to reduce the risk that large concentrations of debt may mature when interest rates are high.

Where Council has a borrowing requirement for a specific project/asset, internal cash resources may be utilised first before funds are borrowed externally. Such internal loans are charged similar interest rates as Council's average return on bank investments and repayment periods for these loans may range from 1 to 15 years. Internal loan costs (interest and principal) are funded by the activity for which the loan was raised, and the corresponding revenue is recognised in interest revenue. Internal borrowings are eliminated on consolidation of activities in Council's financial statements.

## 3.3 Liquidity

To ensure funds are available for operational needs and the repayment of debt, maturities of investments and borrowings are matched through cash-flow forecasts and investments are maintained in liquid assets. Council aims for a liquidity ratio of not less than 1.5:1 at the end of each quarter<sup>3</sup>.

<sup>3</sup> This ratio measures Council's ability to generate cash from assets in order to meet its obligations. The liquidity or acid test ratio consists of the sum of cash, marketable securities, short-term notes and receivables divided by current liabilities (excluding the current portion of term debt and current liabilities relating to Porritt Glade Residents Liability).

### 3.4 Credit Exposure

Council's ability to readily attract cost effective borrowing is largely driven by its:

- Ability to maintain a strong balance sheet.
- Ability to rate.
- Credit worthiness and image in the market.
- Successful communications with bankers.

Council may borrow from itself, New Zealand Local Government Funding Agency (LGFA), any registered bank, local authority or anyone else, by the issue of registered local authority stock or in any other manner that it considers appropriate.

### 3.5 Debt Repayment

Council repays borrowings from its general funds.

Council must consider and record how it intends to effect repayment at the time of borrowing.

The term of repayment of any borrowing will be determined after considering:

- The intergenerational benefit of the assets being financed.
- The cost of finance.

The maximum period over which borrowings are repaid is the lesser of 50 years or the expected life of the asset financed.

**Meeting:** Council

**Meeting Date:** 30 October 2024

**Subject:** **Adoption of Annual Report and Summary for year ended 30 June 2024**

**File No:** 201000

## **1 Purpose**

The purpose of this report is to adopt the annual report and annual report summary for the year ended 30 June 2024 and provide a brief overview of Council's performance for the 2023/2024 year.

## **2 Background**

The Local Government Act 2002 requires that councils produce each year an annual report as well as annual report summary and these documents are audited. The annual report must comply with generally accepted accounting practices which includes the public benefit entity accounting standards.

Council, as a tier 2 entity (total expenses are less than \$30 million), has adopted the reduced disclosures regime for the preparation of the annual report. The annual report and annual report summary must be adopted by Council, within four months of the end of the financial year and within a month of adoption the reports must be available to the public.

At the time of writing this report, Council's auditors had not fully completed their final checks of the annual report and summary, therefore some minor amendments may still be required. If there are any subsequent amendments these will be tabled at the Council meeting.

## **3 Performance for the year ended 30 June 2024**

Council achieved 45 out of the 63 non-financial performance targets, 71% compared to 52% in 2022/23. The majority of Council's targets have improved results compared to 2022/23, however the 2022/23 results included the assessed performance through the triennial survey, which affected Council's overall performance due to a new service provider completing the survey. For some of the Environmental Services performance target there is reliance on third party contracts to meet these targets. The Roding performance targets were impacted by staff shortages.

In the Statement of Comprehensive Revenue and Expense, there was a deficit of \$1,102,264 compared to a budgeted deficit of \$784,050, with the main contributor to this increase being the higher depreciation of \$4,606,264 compared to the budget of

\$3,973,210, an increase of \$633,054. There is also a loss on disposal of assets of \$183,778, which is for write off of replacement assets. The operating deficit while higher than budget it is \$381k lower than the deficit in 2022/23.

Also contributing to the variances in the Statement of Comprehensive Revenue and Expenditure compared to budget are the following:

- The 2023/24 budget included grants income and expenditure for the Stoneham Park residential development, of \$4m, however the project timeline resulted in reduced expenditure and corresponding grants income. The majority of the Stoneham Park development expenditure and income is to be incurred in 2024/25.
- Personnel expenditure is higher than budgeted due the impact of inflationary payroll adjustments being higher than anticipated. Also, there have been additional staffing costs for solid waste and the aquatic centre.
- Other expenditure is lower than budget due to the budget including the Stoneham Park development, with most of the expenditure to be incurred in 2024/25. There are other expenditure items that were higher than budgeted which includes expenditure for water testing, reservoirs cleaning and electricity.

The Statement of Financial Position shows an increase of \$2.3m in Council's total assets compared to 30 June 2023. Council's liabilities have also increased which is due to the additional \$2m loan uplifted to fund water reticulation renewals and an increase in the Resident Liability for Porritt Glade, reflecting three occupation agreements being signed and possession taken during the financial year.

The Cashflow Statement shows a decrease of \$977,532 in Council's cash position, since the beginning of the financial year. The cash balances are lower due to investment of funds in inventory at the Bell Street duplex houses.

The funding impact statement for the whole of Council shows that Council had a surplus from operating funding of \$1,924,711, compared to the Annual Plan budget of \$2,272,600, a difference of \$347,889, the decrease in the budgeted funding surplus was due to higher payments to staff and suppliers, after adjusting for the reduced Stoneham Park expenditure. For the sources of capital funding, there was additional other capital funding received for Porritt Glade occupation right agreements.

The financial prudence disclosure statements (pages 53 – 58) show that for 2023/24 Council achieved its targets for:

- Rates (income) affordability
- Rates (increase) affordability
- Debt affordability benchmark
- Essential services benchmark
- Debt servicing benchmark
- Debt Control Benchmark

The financial prudence targets not achieved, were:

- Balanced budget benchmark – this displays Council’s revenue as a proportion of operating expenses, which includes depreciation. As Council does not fully fund depreciation on all its assets, it is unlikely that Council will achieve the balance budget benchmark, especially with increasing depreciation expenditure. Council’s result was 94%, compared to the target of 100% (91% in 2022/23).
- Operations control benchmark – this shows Council’s actual net cash from operations as a proportion of its planned net cash flow from operations. For 2023/24, Council’s actual net cash flow from operations was lower than budget due to reduce revenue from waste disposal fees and section sales.

Overall, Council is still in a reasonably strong financial position as at 30 June 2024.

#### **4 RECOMMENDATIONS**

1. That the report “Adoption of Annual Report and Summary for the year ended 30 June 2024” be received.
2. That Council adopts the Annual Report and Annual Report Summary for the year ended 30 June 2024.
3. That the Mayor and Chief Executive Officer are delegated to sign the Annual Report for the year ended 30 June 2024 following the adoption by Council.



Lee-Anne Butler, CA, BMS,  
**Group Manager, Finance & Corporate Services**

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