



KAWERAU DISTRICT COUNCIL

Te Kaunihera ā rohe o Kawerau

TAONGA O TE WHENUA - TREASURE OF THE LAND

**The Ordinary Meeting of the
Kawerau District Council will be held
on Wednesday 27 August 2025
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 27 August 2025
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 Deputy Mayor Rangihika for Wednesday 10 September 2025.

4 Declarations of Conflict of Interest

Any member having a “conflict of interest” with an item on the Agenda should declare it, and when that item is being considered, abstain from any discussion or voting. The member may wish to remove themselves from the meeting while the item is being considered.

5 Meeting Notices

6 Nga Mihi | Acknowledgements

7 Public Forum

8 CONFIRMATION OF COUNCIL MINUTES

8.1 Ordinary Council – 30 July 2025

Pgs. 1 - 7

Recommendation

That the Minutes of the Ordinary Council Meeting held on 30 July 2025 be confirmed as a true and accurate record.

9 RECEIPT OF COMMITTEE MINUTES

9.1 Kawerau Accessibility Group Meeting – 19 June 2025

Pgs. 8 - 9

Recommendation

That the Minutes of the Kawerau Accessibility Group meeting held on 19 June 2025 be received.

9.2 Iwi Liaison Committee Meeting – 21 July 2025

Pgs. 10 - 11

Recommendation

That the Minutes of the Iwi Liaison Committee meeting held on 21 July 2025 be received.

9.3 Audit and Risk Committee Meeting – 11 August 2025

Pgs. 12 - 16

Recommendation

That the Minutes of the Audit and Risk Committee meeting held on 11 August 2025 be received.

9.4 Regulatory and Services Committee Meeting – 13 August 2025

Pgs. 17 - 20

Recommendation

That the Minutes of the Regulatory and Services Committee meeting held on 13 August 2025 be confirmed as a true and accurate record.

10 RECEIPT OF REGIONAL MINUTES

10.1 Tarawera Awa Restoration Strategy Group Meeting – 8 August 2025

Pgs. 21 - 28

Recommendation

That the Minutes of the Tarawera Awa Restoration Strategy Group meeting held on 8 August 2025 be received.

11 Her Worship the Mayor's Report (101400)

Pgs. 29 - 31

Recommendation

That Her Worship the Mayor's report for the period Thursday 24 July to Wednesday 20 August 2025 be received.

12 Action Schedule (101120)

Pgs. 32 - 39

Recommendation

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

13 Approval to raise a loan (2025) from Local Government Funding Agency (Financial Accountant) (206700)

Pgs. 40 - 44

Attached is a report from the Financial Accountant covering the Approval to raise a loan (2025) from Local Government Funding Agency.

Recommendations

- 1. That the report "Approval to raise a loan (2025) from Local Government Funding Agency" be received.*
- 2. That Council approves the raising of \$2.0 million fixed term for a period to May 2028.*
- 3. That Council delegates the Chief Executive authority to execute all the necessary documents for the raising of this loan.*

14 Capital Projects 2024-25 (Group Manager, Operations and Services) (440100)**Pgs. 45 - 47**

Attached is a report from the Group Manager, Operations and Services covering the Capital Projects 2024-25.

Recommendations

1. *That the report "Capital Projects 2024-25" be received.*
2. *That Council roll over the following amounts to the 2025-26 financial year.*

	Budget Code	Project	Carry Over
1	30 01 02 7600	Water Supply Pipework Zone 2	\$ 240,417
2	403520 002	Wastewater Pipework Zone 1	\$ 504,758
3	403520 004	Milli Screen Renewals	\$ 40,326
4	403520 011	Wastewater Treatment Plant	\$ 272,380
5	404031 001	Club Rooms	\$ 31,950
6	404031 024	Pool Floor	\$ 15,330
7	405061 001	Extension of facilities	\$ 581,962
8	60 80 01 7600	Plant Renewals	\$ 56,072
9	404030 005	Library Shelving	\$ 2,880
10	404033 002	Museum Vernon Brower Project	\$ 5,225
11	406072 006	Document Management System	\$ 28,275
12	406072 005	CCTV Project	\$ 63,160
	Total Carry Forwards		\$ 1,842,735

15 Adoption and Hearing of Submissions to the Draft Waste Management and Minimisation Plan 2025-2031 (Communications and Engagement Manager) (406230)**Pgs. 48 - 105**

Attached is a report from the Communications and Engagement Manager covering the Adoption and Hearing of Submissions to the Draft Waste Management and Minimisation Plan 2025-2031.

Recommendations

1. *That the report "Adoption and Hearing of Submissions to the Draft Waste Management and Minimisation Plan 2025-2031" be received.*
2. *That Council hears the submitters to the Draft Waste Management and Minimisation Plan 2025-2031.*

16 District Plan Review – Post Government Stop Plan Amendments (Group Manager, Regulatory and Planning) (301012)

Pgs. 106 - 136

Attached is a report from the Group Manager, Regulatory and Planning covering the District Plan Review – Post Government Stop Plan Amendments.

Recommendations

1. *That the report “District Plan Review – Post Government Stop Plan Amendments” be received.*
2. *That Council acknowledges an application for an exception will be required to progress with the District Plan Changes required to enable the Boundary Changes.*
3. *That Council authorises the Group Manager, Regulatory and Planning to prepare and make an application, to the Minister for the Environment, for an exemption from the prohibition against notifying a draft planning instrument, to enable the boundary re-organisation plan change to proceed.*
4. *That Council approves Option 2, being to commence two separate district plan changes, being Plan Changes 5 – the implementation of the boundary re-organisation and Plan Option 6 – the implementation of the natural hazards section into the district plan.*
5. *That Council approves the incorporation of the proposed Māori Purpose Zone and the Significant Natural Areas as a part of Plan Change 5.*
6. *That Council approves Option B, being to progress the natural purpose section of the district plan, including all known natural hazards in Kawerau District.*
7. *That Council approves the draft Māori Purpose Zone for further consultation with the affected landowners, prior to a final draft being prepared for community consultation.*

17 Adoption of Sensitive Expenditure Policy (Group Manager, Finance and Corporate Services) (110820)

Pgs. 137 - 158

Attached is a report from the Group Manager, Finance and Corporate Services covering the Adoption of the Sensitive Expenditure Policy.

Recommendations

1. *That the report “Adoption of the Sensitive Expenditure Policy” be received.*
2. *That Council adopt the Sensitive Expenditure Policy (including any further amendments) as presented in Appendix A and the policy is effective from 1 September 2025.*

18 **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 30 July 2025**
- 2. Minutes for Confidential Audit and Risk Committee Meeting Held on 11 August 2025**

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:

<i>General Subject of the matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>1. Minutes for Confidential Meeting Held on 30 July 2025 2. Minutes for Confidential Audit and Risk Committee Meeting Held on 11 August 2025</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.

19 **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 30 July 2025
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 W Godfery
Councillor B J Julian
Councillor J Ross
Councillor R G K Savage

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

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

2 Apologies

Resolved

Apologies from Councillors Kingi and Andrews were received.

**Councillors Ross / Savage
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 apologies from the Chief Executive Officer as he is away today.

Group Manager, Finance and Corporate Services advised that an updated Mayors Report has been tabled.

6 **Nga Mihimihi | Acknowledgements**

Her Worship the Mayor acknowledged the current weather and road status and gives thought to all and advises for everyone to keep safe.

7 **Public Forum**

Derek Speirs raised the following:

- When certain Council's decided to no longer continue with their Local Government New Zealand (LGNZ) membership.
- In regards to the LGNZ conference that was held in July, Mr Speirs questioned those Elected Members that went, where they had the time to go to different workshops. There were lots of speakers, as stated on the LGNZ website.

Her Worship the Mayor queried if Mr Speirs had watched the Council Meeting that was held 28 May 2025 where the LGNZ membership was considered. Elected members also spoke on the impact and benefits of LGNZ. Unfortunately, Mr Speirs could not locate the recorded meeting but advises that he is biased on his position.

Elected Members advised that attendees from Kawerau District Council at the LGNZ conference discussed which workshops each person would attend. This approach ensured that only one individual participated in a workshop, allowing for better distribution among the different sessions.

Action Item:

- Group Manager, Finance and Corporate Services to send the link of the recorded Council Meeting that was held 28 May 2025 to Mr Speirs.
- Group Manager, Finance and Corporate Services to send the programme from the LGNZ conference that occurred on the 16-17 July 2025.

8 **CONFIRMATION OF COUNCIL MINUTES**

8.1 **Extraordinary Council – 18 June 2025**

Resolved

That the minutes of the Extraordinary Council Meeting held on 18 June 2025 be confirmed as a true and accurate record.

**Councillors Julian / Ion
CARRIED**

8.2 **Ordinary Council – 25 June 2025**

Group Manager, Finance and Corporate Services Corrections:

- Under Meeting Notices on page 6 replace “following is tabled” to “following has been tabled”. Also replace “Update Mayors Report” to “Updated Mayors Report”.

- On page 8 add the date of the meeting for the Audit and Risk Committee meeting, so should read “Audit and Risk Committee Meeting – 9 June 2025”.
- On page 8 under agenda item 9.2 replace “Iwi Liaison” to “Audit and Risk”.

Elected Members Corrections:

- Change the date from 2025/36 to 2025/26 for agenda item 14 on page 9.

Resolved

That the minutes of the Ordinary Council Meeting held on 25 June 2025 be confirmed as a true and accurate record.

**Deputy Mayor Rangihika / Councillor Godfery
CARRIED**

8.3 Extraordinary Council – 9 July 2025

Resolved

That the minutes of the Extraordinary Council Meeting held on 9 July 2025 is confirmed as a true and accurate record.

**Councillors Julian / Ion
CARRIED**

9 CONFIRMATION OF COMMITTEE MINUTES

9.1 Iwi Liaison Committee Meeting – 16 June 2025

Elected Members gave the following acknowledgement:

- To Te Haukakawa Te Rire, Council’s Iwi Liaison and Cultural Advisor for the work he does with Council. Elected Members’ advised of the importance of having Mr Te Rire and this committee.

Resolved

That the minutes of the Iwi Liaison Committee meeting held on 16 June 2025 be received.

**Deputy Mayor Rangihika / Councillor Ross
CARRIED**

9.2 Regulatory and Services Committee Meeting – 9 July 2025

Group Manager, Finance and Corporate Services Corrections:

- Under agenda item 8 on page 22 replace “Economic and Community Development” to “Group Manager, Operations and Services”.

Elected Members Corrections:

- Correct that the Chief Executive Officer “departed from the meeting” not “returned to the meeting”. This is noted before agenda item 10 on page 23.

Resolved

That the minutes of the Regulatory and Services Committee meeting held on 9 July 2025 is confirmed as a true and accurate record.

**Councillors Ion / Julian
CARRIED**

10 RECEIPT OF REGIONAL MINUTES**10.1 BOP Mayoral Forum – 3 July 2025****Resolved**

That the minutes of the Bay of Plenty Mayoral Forum meeting held on 3 July 2025 be received.

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

10.2 BOP Civil Defence Emergency Management Group Joint Committee – 4 July 2025**Resolved**

That the minutes of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee meeting held on 4 July 2025 be received.

**Councillors Ion / Savage
CARRIED**

11 Her Worship the Mayor’s Report

Tabled was an updated report with grammatical updates only.

Resolved

That Her Worship the Mayor’s report for the period Thursday 19 June to Wednesday 23 July 2025 be received.

**Her Worship the Mayor / Deputy Mayor Rangihika
CARRIED**

12 Action Schedule (Chief Executive) (101120)

Group Manager, Finance and Corporate Services Update:

- In response to the inquiry from Elected Members regarding the action items not included in the action schedule from the minutes, Manager Butler explained that it depends on the timing of finalising the draft minutes, compiling the agenda and ensuring the action items are picked up. Staff strive to complete this as promptly as they can, but there are occasionally timing delays based on when the agenda is due out and when the minutes are finalised.

Resolved

That the updated Action Schedule of resolutions/actions as updated and amended requested by Council be received.

**Councillors Ion / Savage
CARRIED**

13 Management of Street Trees Policy Review 2025 (Group Manager, Operations and Services) (408120)

Council discussed the report on the Management of Street Trees Policy Review 2025.

Action Item:

- An extension on the scope of the new Management of Street Trees Policy, to direct the link between the new Policy and the relationship with Kawerau District Councils Reserve Management Plan.

Resolved

1. *That the report "Management of Street Trees Policy Review 2025" be received.*
2. *That Council adopts, with any agreed amendments, the "Management of Street Trees Policy Review 2025" as present in Appendix B to this report, and the policy is effective from 31 July 2025.*

**Councillors Ross / Julian
CARRIED**

14 Elected Members' Remuneration – 2025/26 (Group Manager, Finance and Corporate Services) (101310)

Council discussed the report on the Elected Members' Remuneration – 2025/26.

Resolved

That the report "Elected Members' Remuneration – 2025/26" be received.

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

15 Exclusion of the Public – 10.20am

Resolved

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

- 1. Minutes for Confidential Extraordinary Council Meeting Held on 18 June 2025**
- 2. Minutes for Confidential Meeting Held on 25 June 2025**
- 3. Tarawera River Whitewater Walkway Repair**

**Councillors Godfery / Ross
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:

<i>General Subject of the matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>1. Minutes for Confidential Extraordinary Council Meeting Held on 18 June 2025</i> <i>2. Minutes for Confidential Meeting Held on 25 June 2025</i> <i>3. Tarawera River Whitewater Walkway Repair</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> <i>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.

16 Karakia Whakamutunga | Closing Prayer

Pastor Mark Kingi closed the meeting with a Karakia at 11.06am

F K N Tunui

Mayor

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**Minutes of the Kawerau Accessibility Group
Held on Thursday 19 June 2025
Commencing at 3.15pm
In the Kawerau Concert Chambers**

Present: Councillor W Godfery (Chair)
Councillor R Andrews – 3.20pm
Brian O'Malley
Raewyn Geary
Karla Montgomery – 3.42pm
Zara (THS/KYC Rep)

In Attendance: Liana Kerei (Administration Officer)

1. Apologies

Resolved

Apologies were received from A Emery from Tumanko Pre-School.

**Chair Godfery / Raewyn
CARRIED**

2. Confirmation of Minutes – 6 March 2025

Resolved

That the Minutes of the Kawerau Accessibility Group meeting held on Thursday 6 March 2025 are confirmed as a true and accurate record.

**Raewyn / Chair Godfery
CARRIED**

3. General Business

3.1 Footpaths

- Committee mentioned it was good to see the improvements to crossing by the Kawerau Enterprise Building.
- There are still a few footpaths around town that need to be looked at as they are tripping hazards.
- The Committee discussed looking at key priority areas that need attention in regard to footpaths.
- A query was raised about having a pedestrian crossing by Mountain View Resthome.

ACTION ITEM – Query to the Roding Manager for Council about having a pedestrian crossing by the Resthome. Request for Service to be raised.

3.2 Parks and Reserves

- The issue of dirt bikes and quads going onto the parks and reserves are still ongoing.

- There are currently no signs around town and in the parks and reserves stating that dirt bikes are not permitted. A suggestion was made to have the signs call Kawerau District Council with information.
- Issues with accessing the padlocks for wheelchair users to go into parks and reserves are still ongoing.

ACTION ITEM – Signs about dirt bike. Request for Service to be raised.

Next meeting confirmed for 7 August 2025

Meeting closed at 4.09pm

Councillor W Godfery

Chair

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**Minutes of the Iwi Liaison Committee
Held on Monday 21 July 2025
Commencing at 10.30am
In the Kawerau District Council Mayor's Office**

Present: Kahika | Mayor Faylene Tunui
Koromatua Waha Tuara | Deputy Mayor Aaron Rangihika
Iwi Liaison and Cultural Advisor Te Haukākawa (Boycie) Te Rire
Tumu Whakarae | CEO Morgan Godfery
Kaiawhina | Senior EA to Mayor and CEO Pari Maxwell
Kaitautoko | Mayoral Aide Majeane Rogers

1. Karakia Timatanga | Opening Prayer

Te Haukākawa Te Rire opened the hui | meeting with a Karakia | Prayer.

2. Apologies

None

3. Confirmation of Minutes – 16 June 2025

That the Minutes of the hui | meeting held on Monday, 16 June 2025 be received.

4. Verbal Update on Cultural Mahi

4.1 Te Marukaa (Te Puna Wai me te Pā o Marukaa)

4.1.1 Proposed change of Reserve name

Tumu Whakarae | CEO Godfery informed that a report was going to the Elected Member Briefing on Wednesday 23 July for discussion. Koro Te Haukākawa will attend the Briefing to share the korero | information on the Chief Te Marukaa and his pā site and spring.

4.1.2 QR Code on Marukaa Plaque

The korero | information provided by Koro Te Haukākawa will be used to create a QR Code and placed on the Marukaa Plaque, located near the water station.

4.2 Te Reo, Waiata, Powhiri, Poroporoaki, Cultural Awareness and Organisation Karakia

- Waiata Lessons – Iwi Liaison and Cultural Advisor Te Haukākawa Te Rire attended the waiata lessons at Tūwharetoa ki Kawerau Hauora and initiated a korero with Tumu Whakarae Kererua Savage if Council Kaimahi | staff can join their waiata lessons. Kererua welcomed the opportunity for Council staff to join the Hauora to learn and sing waiata together.

4.3 Local Body Elections 2025

- Nominations opened on Friday 4 July and close on Friday 1 August.
- While there were several enquiries about Māori Wards, no nominations had been received and only a few had been received for General Ward and At Large.
- Koromatua Waha Tuara | Deputy Mayor Rangihika advised that he was not re-standing but has made himself available to share with those thinking of standing for Council.

4.4 Stoneham Park Proposed Housing Development Name

- Tumu Whakarae | CEO Godfery will follow up with Ngāti Tūwharetoa Settlement Trust regarding alternate development names that were proposed by Tangata Whenua.
- The Committee also discussed Kawerau residents that had received either a Queen or King Service Medal and whether one of them would be a suggested name to go out to the Community for consultation.

ACTION: Staff to report to Council to formalise consultation with the Community on a proposed Development Name, pending other suggested names from Tangata Whenua.

4.5 Eastland Powerlines and Station

- Tumu Whakarae | CEO Godfery took Iwi Liaison and Cultural Advisor Koro Te Haukakawa and Kaiawhina | Senior EA Maxwell to have a look at the development of the geothermal power station and powerlines that had been erected near the wastewater treatment plant.
- The power station was scheduled to open late September. There will be a planned ceremony with an invitation from Eastland to the Mayor.

4.6 Foresta Kawerau

Kahika | Mayor Tunui and Tumu Whakarae | CEO Godfery met with Foresta Board of Directors on Wednesday 25 June regarding their planned turning of the soil ceremony scheduled for September at their site, leased from Putauaki Trust. An invitation will follow.

4.7 Hardie Avenue Housing Development - Ngāti Tūwharetoa Settlement Trust (NTST)

- Tumu Whakarae | CEO Godfery informed that staff had been working closely with NTST to ensure their housing development plans met Council's District Plan.
- He noted that Council was incorporating into its District Plan, Maori Purpose Zone which allowed Maori landowners better options for housing (papakainga).
- Following the recent announcement from Government to put a hold on District Plans, staff will need to re-engage with NTST to see how their housing development plans will align with the Government's new standards.
- Tumu Whakarae | CEO Godfery also sent the updated MOU back to NTST following korero from the Committee. He had received verbal feedback and was awaiting an email response as well as next steps regarding an MOU signing ceremony.
- Kahika | Mayor Tunui had also met with Chair Karilyn Te Riini who invited her to the upcoming Geothermal Conference in Taupo.

4.8 Council-Led Briefing on Local Water Done Well

- Council presented to Maori Investment Limited (MIL) on Wednesday 9 July. MIL was in support of Council's delivery option which was to deliver water services in-house.
- Ngāti Tūwharetoa Settlement Trust have invited Council to attend a hui | meeting on Tuesday 12 August to present on the Local Water Done Well.

4.9 LGNZ Te Maruata Hui – Tuesday 15 July, Ōtautahi | Christchurch

Kahika | Mayor Tunui shared about Elected Members invited to set their aspirations and goals for their Council and Community for the new Matariki year.

She conveyed that Kawerau Council's aspirations were:-

1. To RETAIN the Iwi Liaison Committee
2. To STRENGTHEN relationships with:
 - Ngāti Tūwharetoa Settlement Trust and Tuwharetoa ki Kawerau Hauora
 - Maori Landowners
 - Rautahi Community Marae
3. To OPERATIONALISE our cultural mahi in the organisation
4. To RETAIN the Iwi Liaison & Cultural Advisor role with Ngāti Tūwharetoa Tangata Whenua and be the link to our Pae, Pakeke and Kaumatua.

Kahika | Mayor Tunui also asked for a strategy for QR Information Codes to be implemented on all street and reserve signs, as a Matariki Tau Hou | New Year aspiration for the organisation. Council started with Piripiri, Tiwhatiwha and Te Marukaa, and it would be nice to continue with the rest of our streets and reserves.

Karakia Whakamutunga

Koro Te Haukakawa closed the meeting with a Karakia | Prayer at 12.20pm

F K N Tunui

Kahika | Mayor

**Kawerau District Council Minutes of an
Audit and Risk Committee held on 11 August 2025
commencing at 1.00pm**

Present: Philip Jones – P J Associates (Chair)
Her Worship the Mayor – F K N Tunui
Deputy Mayor – A Rangihika
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)
Mayoral Aide (M Rogers)

1 Karakia Timatanga | Opening Prayer

Chief Executive Officer opened the meeting with a karakia | prayer.

2 Apologies

No Apologies were received.

3 Declarations of Conflict of Interest

No Conflicts of Interest were received.

4 CONFIRMATION OF AUDIT AND RISK COMMITTEE MINUTES

4.1 Audit and Risk Committee – 9 June 2025

Resolved

That the minutes of the Audit and Risk Committee Meeting held on 9 June 2025 be confirmed as a true and accurate record.

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

5 Health, Safety and Wellbeing Report for period – 1 June 2025 to 30 June 2025 (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 June 2025 to 30 June 2025.

Action Item:

- The phrase “but do not include covid-19 cases” should be excluded from future reports, under the Events by Incident Types graph.

Resolved

That the report “Health, Safety and Wellbeing Report for period – 1 June 2025 to 30 June 2025” be received.

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

6 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 Council Bylaw and Policy Review Update.

Group Manager, Regulatory and Planning Update:

- The June/July 2025 date on page 24 of the agenda for Control of Stock, Poultry and Bees and Public Places was meant to be removed as both Bylaws are still current.

Committee Acknowledgement:

- The Committee acknowledges the work Group Manager, Regulatory and Planning has done on the Bylaws.

Resolved

That the report “Council Bylaw and Policy Review Update” be received.

**Deputy Mayor Rangihika / Her Worship the Mayor
CARRIED**

7 Treasury Report to 31 May 2025 and 30 June 2025 (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 May 2025 and 30 June 2025.

Resolved

That the report “Treasury Report to 31 May 2025 and 30 June 2025” be received.

**Chair Jones / Councillor Ion
CARRIED**

8 Review of Council’s Sensitive Expenditure Policy (Group Manager, Finance and Corporate Services) (110820)

Committee discussed the report from the Group Manager, Finance and Corporate Services covering the Review of Council’s Sensitive Expenditure Policy.

Group Manager, Finance and Corporate Services Update:

- The Group Manager gave a short summary of the key changes to the new policy. These changes can be found on page 36 and 37 of the agenda.

Action Items:

- That the Sensitive Expenditure Policy be updated with the following recommendations:
 - Under Clause 5.2 Motor Vehicles add the vehicle safety rating requirement and for drivers to have a current driver's license.
 - Add clarification on the Expenses for Elected members under scope that relates to the Remuneration Authority legislation.
 - For the mini-bar expenses that relate to food as a meal, that is under 5.1 General, paragraph 4, add “Approval Manager may approve retrospectively the mini-bar expenses”.
 - Add under 5.3 Air Travel an option for Koru Club Membership if there is a valid business case for this expenditure that is approved by the Audit and Risk Committee.
 - Under 5.7 Gifts add under frequency, the example of repeatedly being provided a coffee.
 - Under 5.8, point 4 add the word “recommended”, not in cash.
 - Add to Principles “the most effective and efficient means of undertaking your business-related work”.

Resolved

1. *That the report “Review of Council’s Sensitive Expenditure Policy” be received.*

2. *That the Audit and Risk Committee approve the updated Sensitive Expenditure policy including any further amendments for adoption by Council.*

Her Worship the Mayor / Councillor Julian
CARRIED

9 Audit and Risk Review Timetable from August 2025 to June 2026 (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 August 2025 to June 2026.

1.38pm **Chief Executive Officer** departed from the meeting.

Resolved

That the report “Audit and Risk Review Timetable from August 2025 to June 2026” be received.

Deputy Mayor Rangihika / Councillor Ion
CARRIED

10 Audit New Zealand – Audit Plan for the Annual Report to 30 June 2025 (Group Manager, Finance and Corporate Services) (201300)

Committee discussed the report from the Group Manager, Finance and Corporate Services covering the Audit New Zealand – Audit Plan for the Annual Report to 30 June 2025.

1.41pm **Chief Executive Officer** returned to the meeting.

Action Item:

- To check with Audit New Zealand regarding the overall materiality values on pages 71 and 83.

Resolved

That the report “Audit New Zealand – Audit Plan for the Annual Report to 30 June 2025” be received.

Councillors Julian / Ion
CARRIED

11 Exclusion of the Public – 1.50pm**Resolved**

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

1. **Minutes for the Confidential Audit and Risk Committee Meeting held on 9 June 2025**
2. **Fraud and Corruption Policy – Operational Update**

**Her Worship the Mayor / Deputy Mayor Rangihika
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:

<i>General Subject of the matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
1. <i>Minutes for the Confidential Audit and Risk Committee Meeting held on 9 June 2025</i> 2. <i>Fraud and Corruption Policy – Operational Update</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.

13 Karakia Whakamutunga | Closing Prayer

Chief Executive Officer closed the meeting with a karakia | prayer at 2.29pm.

P Jones

Chairperson

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**Minutes of the Regulatory & Services Committee
held on Wednesday 13 August 2025
commencing at 9.00am**

Present: Councillor C J Ion (Chairperson)
Her Worship the Mayor F K N Tunui
Deputy Mayor A Rangihika
Councillor R Andrews
Councillor W Godfrey
Councillor B J Julian
Councillor S Kingi
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, Regulatory and Planning (M Glaspey)
Group Manager, Operations and Services (R Nel)
Communications & Engagement Manager (T Humberstone)
Economic and Community Development Manager (L Barton)
Administration Officer (L Kerei)
Mayoral Aide (M Rogers)

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

2 Apologies

No Apologies were received.

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 were received.

PART A – REGULATORY**6 Monthly Report - Regulatory and Planning Services (Group Manager, Regulatory and Planning) (340000)**

The Committee discussed a report from the Group Manager, Regulatory and Planning covering activities for the month of July 2025.

Group Manager, Regulatory and Planning Update:

- Council has confirmed the contractor to provide the afterhours services and new processes are being put in place to improve services.

Elected Members Comments:

- An encouragement to those that are dealing with the District Plan Review to expedite the process, as it delays progress on work that has already taken place.

Action Item:

- A gentle reminder to go out to the community about reporting roaming dogs especially when out walking.

Resolved

That the report from the Group Manager, Regulatory and Planning for the month of July 2025 is received.

**Councillor Julian / Deputy Mayor Rangihika
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 July 2025.

Group Manager, Finance and Corporate Services Updates:

- A highlight for the month of July was the success of the Night Library event.
- Under the Request for Service (RFS) table it now shows how many of the requests related to Roading are for Streetlights that are referred to an external contractor.

Elected Members Comments:

- An encouragement to the community to continue to raise Request for Services on the different platforms that are available to do so.
- Acknowledgement to the Library team for their on-going successful work.
- Acknowledgement to the operational team for the Sweeping and Gutter Cleaning for the care and preventative measures that were taken.

Resolved

That the report from the Group Manager, Finance and Corporate Services for the month of July 2025 is received.

**Councillors Kingi / Andrews
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 July 2025.

Group Manager, Operation and Services Update:

- The Group Manager gave an update on the Pools. Council staff are looking to local industries for their expertise about the on-going problem with the steam production.

Action Item:

- For future reports include in the water usage for the New World tap and the Pumphouse tap the narrative of what is being filtered from each supply.

Resolved

That the report from the Group Manager, Operations and Services for the month of July 2025 is received.

**Her Worship the Mayor / Deputy Mayor Rangihika
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 July 2025.

Action Item:

- The Manager to advise Elected Members following the debrief session with the Ministry of Youth Development (MYD), the reasons the funding application was declined

Resolved

That the report from the Economic and Community Development for the month of July 2025 be received.

**Councillors Ross / Kingi
CARRIED**

10.00am **Councillor Ross** departed from the meeting.

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 July 2025.

Communications and Engagement Update:

- As of 31 July 2025, Kawerau has 91.1% of eligible voters enrolled which is 5,206 people. This then leaves 508 people yet to enrol and of the 508, 367 are aged 18 to 24 years. Those that are still not yet enrolled can still enrol up until the 10 October 2025 but will then need to do a special vote at the Council Office.

Action Item:

- Manager to check if enrolment details (how to enrol or check you are enrolled) are on the main page of the website for the community to easily access.

Resolved

That the report from the Communications and Engagement Manager for the month of July 2025 is received.

**Deputy Mayor Rangihika / Councillor Savage
CARRIED**

11 Karakia Whakamutunga | Closing Prayer

Pastor Mark Kingi closed the meeting with a prayer at 10.19am.

C J Ion

Chairperson

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Tarawera Awa Restoration Strategy Group

Ngā Meneti Open Minutes

Commencing:

Friday 8 August 2025, 9:35 AM

Venue:

Mataatua Room, Bay of Plenty Regional Council, 5 Quay Street, Whakatāne, and via Zoom (audio visual meeting)

Heamana

Chairperson:

Leith Comer (Te Mana o Ngāti Rangitihi Trust (TMoNRT))

Ngā Kopounga

Members:

Bay of Plenty Regional Council Toi Moana (BOPRC):

Chairman Doug Leeder

Kawerau District Council (KDC):

Mayor Faylene Tunui

Ngāti Mākino Iwi Authority:

Awhi Awhimate, Laurance Tamati (Alternate)

Ngāti Tūwharetoa (BOP) Settlement Trust:

Jim Schuster

Rotorua Lakes Council:

Cr Gregg Brown, Phill Thomass (Alternate)

TMoNRT:

Tiipene Marr (Alternate)

Te Rūnanga o Ngāti Awa (TRoNA):

Manu Glen (Alternate) (Via Zoom)

Whakatāne District Council (WDC):

Mayor Victor Luca, Deputy Mayor Lesley Immink (Alternate)

Te Hunga i Tae Ake

In Attendance:

BOPRC: Chris Ingle - General Manager Integrated Catchments, Shari Kameta - Committee Advisor

Via Zoom: Gemma Moleta - Senior Planner, Namouta Poutasi - General Manager Strategy & Science, Kerry Brown - Kaitohutohu Taiao Matua (Senior Advisor, Te Amorangi), Sharon Ainsworth - Project Manager, Rawiri Bhana - Senior Advisor Treaty, Margaret Courtney - Senior Advisor

KDC: Kaumatua Te Haukaka Te Rire - Cultural Advisor

TMoNRT: Alana Hunter - Kaiwhakahaere Matua/Operations Manager, Chris Clarke - Kaitiaki Taiao/Environmental Officer

WDC: Haimona Te Nahu - Treaty Relationships Lead

Staff/Presenters: As listed in the minutes

Ngā Hōnea

Apologies:

Cr Malcolm Campbell (Alternate)
Jade King-hazel (Director Regional Operations Eastern North
Island – Te Papa Atawhai Department of Conservation)
Deputy Chair Dr Pouroto Ngaropo (TRoNA)

1. Karakia Whakatuwhera Opening Karakia

A karakia was provided by Kaumatua Te Haukakawa Te Rire.

2. Chairman's Opening Statement

The Chair welcomed everyone to the meeting and noted the main kaupapa/topics on the agenda were to receive the latest revision of the draft Strategy Document and discuss proposed action planning.

3. Ngā Hōnea Apologies

Resolved

That the Tarawera Awa Restoration Strategy Group:

- 1 Accepts the apologies from Cr Malcolm Campbell, Jade King-hazel and Dr Pouroto Ngaropo tendered at the meeting.

Brown/Luca
CARRIED

4. Whakapuakanga o Ngā Take Whai Taha-Rua Declaration of Conflicts of Interest

None declared.

5. Ngā Meneti Minutes

Kia Whakaūngia Ngā Meneti Minutes to be Confirmed

5.1 Tarawera Awa Restoration Strategy Group Minutes - 9 May 2025

Resolved

That the Tarawera Awa Restoration Strategy Group:

- 1 Confirms the Tarawera Awa Restoration Strategy Group Minutes - 9 May 2025 as a true and correct record, subject to the following amendments:
 - Agenda page 8: correction to Kaumatua Te Haukakawa Te Rire's surname.

Luca/Brown
CARRIED

5.2 Extraordinary Tarawera Awa Restoration Strategy Group Minutes - 25 June 2025

Resolved

That the Tarawera Awa Restoration Strategy Group:

- 1 Confirms the Extraordinary Tarawera Awa Restoration Strategy Group Minutes - 25 June 2025 as a true and correct record.

Awhimate/Brown
CARRIED

6. Wāhanga Tūmataiti 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	Grounds under Section 48(1) for the passing of this resolution	When the item can be released into the public
6.1	Public Excluded Tarawera Awa Restoration Strategy Group Minutes - 9 May 2025	As noted in the relevant Minutes.	As noted in the relevant Minutes.	To remain in public excluded.
6.2	Te Rautaki Wai ki Tarawera - Revised Draft Strategy Document	Withholding the information is necessary to protect information which is subject to an obligation of confidence, or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source; and where the	48(1)(a)(i) Section 7 (2)(c)(i); 48(1)(a)(i) Section 7 (2)(c)(ii).	To remain in public excluded.

		making available of the information would be likely otherwise to damage the public interest.		
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**Luca/Brown
CARRIED**

During the Public Excluded section the Strategy Group further resolved to consider the following (Open) item with the public excluded:

Item No.	Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution	When the item can be released into the public
13.1	Presentation - Proposed Action Planning	Withholding the information is necessary to protect information which is subject to an obligation of confidence, or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source; and where the making available of the information would be likely otherwise to damage the public interest.	As noted in the relevant Minutes.	To remain in public excluded.

**Tunui/Brown
CARRIED**

11:35am – the meeting **resumed** in the open.

7. Ngā Pūrongo Reports

Hei Pānui Anake Information Only

7.1 Regional Biodiversity Strategy: Connecting people with nature

Presentation - Connecting People with Nature - Regional Biodiversity Strategy ➡

Presented by: Lisa Power – Senior Planner
Supported by Stephen Lamb – Natural Resources Policy Manager
and Chris Ingle – General Manager Integrated Catchments

Key Points:

- National Policy Statement for Indigenous Biodiversity required a regional wide biodiversity strategy to be developed in collaboration with territorial authorities, tangata whenua and stakeholders
- Staff were at the beginning of socialising this work and did not have any preconceptions of how the strategy might look, as the intention was for it to be developed through the engagement process
- Wished to gauge the Strategy Group's interest to be involved in the strategy's development and seek feedback on ways to reach/engage with partners and stakeholders
- The Strategy Group's primary kaupapa was connected to biodiversity, therefore considered that elements of the Group's Strategy Document (once completed) should be included in the development of the Regional Biodiversity Strategy.

Key Points - Members:

- Noted an alignment with the Strategy Group's work
- Sought consideration of a development pathway to advocate/recognise biodiversity improvements that were taking place on farms via biodiversity credits, as an alternative to the current Emissions Trading Scheme which was mainly driven towards the planting of pine trees.

Resolved**That the Tarawera Awa Restoration Strategy Group:**

- 1 Receives the report, Regional Biodiversity Strategy: Connecting people with nature.**

**Brown/Luca
CARRIED**

7.2 2025 Local Government Election Update

Presented by: Steve Groom – Governance Manager (Via Zoom)

Key Points:

- The report outlined the key steps to expect in the post-election process
- Nominations had closed on 1 August 2025 with 22% more nominations received than in the 2022 election and a contest in each of the regional council constituencies
- Noted that the Strategy Group's membership and local authority portfolios may change depending on election outcomes.

Key Points - Members:

- Sought for consideration the possibility of an informal briefing being scheduled in December 2025 for the Project Team to update members on progress made on action planning, prior to a formal meeting in February/March 2026. It was noted that an informal briefing would be depend on progress made and timing of post-election appointments.

- Raised for consideration knowledge sharing/briefings with new elected members that may be appointed to the Strategy Group following the election.

Resolved

That the Tarawera Awa Restoration Strategy Group:

- 1 Receives the report, 2025 Local Government Election Update.**

**Tunui/Brown
CARRIED**

12:00pm – Manu Glen withdrew from the meeting.

8. Whakahoutanga Kōrero Verbal Updates

8.1 Development of Financial Protocol

Presentation - Financial Protocols for Co-Governance ➡

Presented by: Stephen Lamb - Natural Resources Policy Manager

Key Points:

- Staff were looking to put in place some financial protocols for all co-governance committees that the Regional Council administers to ensure fiscal prudence/responsibility and a fair and simplified approach
- Draft protocols were being developed and would be reported back to the Strategy Group at a future meeting
- Sought further consideration for the Strategy Group to share and discuss on an annual basis each of the partner organisations' respective budget information and work plan intentions within the catchment. to help understand how each other's work programmes were progressing.

Key Points - Members:

- Te Mana o Ngāti Rangitihi wished to understand the current spend of Crown funding and what would be needed to progress to action planning.

Items for Staff Follow Up:

- Meet with Te Mana o Ngati Rangitihi's Operations Manager to discuss Crown funding expenditure.

8.2 Resource Management System Update

Presentation - RM System Update ➡

Presented by: Stephen Lamb - Natural Resources Policy Manager

Key Points:

- Outlined the current state of play with Central Government's Resource Management (RM) System reform and proposed hierarchy

- Noted Central Government's direction to local government to pause all plan notifications (excluding several exemptions), delaying Regional Council's freshwater plan notification to post-December 2027. While the pause has provided more time for the Strategy Group to develop its Strategy Document, it would delay any improvements within the environment
- Staff were maintaining a watching brief on the RM system reform and would provide the Strategy Group with updates on any developments
- No new information had been released on the system proposals and so the question remained on how the Regional Policy Statement (RPS) would be incorporated, along with legal weighting and steps for transition
- Ngāti Rangitihi carried the Treaty Settlement responsibility of talking to the Crown about the RPS equivalency for the Strategy Document and where this would fall within the RM system.

Key Points - Members:

- Having in depth understanding of the Treaty Settlement legislation would be important in regard to discussions with the Crown
- Ngāti Rangitihi would pursue the Crown in upholding and providing for Settlement redress.

Items for Staff Follow Up:

- Provide advice as to how Local Government Act references within the Treaty Settlement legislation are to take into account the Strategy Document. Noted that this had been raised at the meeting on 9 May 2025.

9. Ngā Whakamārama a Ngā Rōpū Update from Partners

9.1 Ngāti Rangitihi

No update to report.

9.2 Ngāti Māhino

No update to report.

9.3 Ngāti Tūwharetoa (Bay of Plenty) Settlement Trust

Clean up of sections along the Tarawera Awa was still in progress in collaboration with Oji Fibre Solutions.

9.4 Rotorua Lakes Council

The Tarawera sewerage scheme had been signed off with funding contributions from the Regional Council and Ministry for the Environment.

9.5 Kawerau District Council

Recognised that this was the last Strategy Group hui for the 2022-2025 triennium and acknowledged the participation of Strategy Group members that were retiring and standing again.

9.6 Whakatāne District Council

- Whakatāne District's Annual Plan was now adopted and complete.
- Eastern Bay of Plenty Spatial Plan (draft working document) and economic strategy were both complete
- A draft regional deal had been submitted to the Department of Internal Affairs
- The Environment, Energy and Resilience Committee meeting yesterday received a 6-monthly climate change update and climate change risk assessment
- Noted a reduction in Kainga Ora plans for housing in Whakatāne due to land and building costs. Discussions were being held in regard to property development
- Lots of discussion on what Local Government should look like
- Restoration report for the Ōhope West End track had become available.

9.7 Bay of Plenty Regional Council Toi Moana

No update to report.

10. Ngā Take Tōmuri Hei Whakaaroaro Consideration of Items not on the Agenda

The Chair and members acknowledged the participation and spirit around the table since the Strategy Group's establishment and thanked staff for the progress that had been made.

11. Karakia Kati Closing Karakia

A karakia was provided by Kaumatua Te Haukakawa Te Rire.

12:23pm – the meeting closed.

CONFIRMED

Leith Comer
Chairperson
Tarawera Awa Restoration Strategy Group

Meeting Council

Meeting Date: 27 August 2025

Subject: Her Worship the Mayor's Report

File No. 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, 24 July to Wednesday 20 August 2025.

July	
Thu 24	<ul style="list-style-type: none"> • Karakia/Waiata wānanga with Tūwharetoa ki Kawerau Hauora kaimahi staff, held at Tūwharetoa ki Kawerau Hauora. • Pre-meeting briefing with Jane Waldon and Frances Teinakore-Curtis re: changes to the strategy document in preparation for upcoming Tarawera Awa Restoration Strategy Group Hui on Friday 8 August, held in Mayor's office.
Fri 25	<ul style="list-style-type: none"> • Local Government briefing with BOPRC Councillor, Malcolm Campbell re: Local Body Elections 2025. • Meeting with Mayoral Aide Majeau Rogers re: Mayor's report and tasks, held in the Mayor's office.
Wed 30	<ul style="list-style-type: none"> • Ordinary Council Meeting, held in the Council Chambers, chaired by Mayor Tunui. <ul style="list-style-type: none"> ○ Confirmation of Council minutes ○ Her Worship the Mayor's Report ○ Action Schedule ○ Management of Street Trees Policy Review 2025 ○ Elected Members' Remuneration – 2025/26 • https://www.kaweraudc.govt.nz/sites/www.kaweraudc.govt.nz/files/documents/event-calendar/council_agenda_2025.07.30.pdf • Attended the launch of the draft Geothermal Strategy for New Zealand in support of Ngāti Tūwharetoa BoP Settlement Trust, held at Great Lakes Centre in Taupō.
Thu 31	<ul style="list-style-type: none"> • Attended the NZ Geothermal Association Stakeholder Breakfast, held at the Suncourt Hotel, in Taupō. • Meet and Greet with the new CEO of HUTEK, Tim Anderson, re: business update and engagement, held at HUTEK Kawerau.
August	
Wed 06	<ul style="list-style-type: none"> • Meeting with MTFJ Coordinator Amy Hayes, MTFJ National office Tammie Metcalfe, Kawerau Work and Income Manager Bobby Nyman and MSD representatives Maria Myleene, Ewa Betkier and Peter Treanor re: MTFJ/MSD contract, held at the Kawerau Work and Income office. • Attended the EBOP Housing Association meeting hosted by Te Rūnanga o Ngāti Awa re: housing in the EBOP, held at Ngāti Awa Social and Health Services in Whakatāne.
Thu 07	<ul style="list-style-type: none"> • Zoom meeting with Maria Owen, CEO of Impact Lab, re: Social Investment, held in the Mayor's office.
Fri 08	<ul style="list-style-type: none"> • Attended the Tarawera Awa Restoration Strategy meeting, held at the BOP Regional Council in Whakatāne. <ul style="list-style-type: none"> ○ Confirmation of previous meeting minutes ○ Regional Biodiversity Strategy: Connecting people with nature

	<ul style="list-style-type: none"> ○ 2025 Local Government Election Update ○ Development of Financial Protocol ○ Resource Management System Update ○ General updates from committee members <p>https://infocouncil.boprc.govt.nz/Open/2025/08/TARSG_20250808_AGN_4953_AT.PDF</p>
Mon 11	<ul style="list-style-type: none"> • Community Safety Meeting chaired by Deputy Mayor Aaron Rangihika, held in the Council Chambers. <ul style="list-style-type: none"> ○ Confirmation of previous committee minutes ○ Update from Kawerau Community Patrol ○ Update from Neighbourhood Support Kawerau ○ Update from Kawerau Police ○ Update from Hato Hone St John ○ Update from Kawerau District Council • Audit and Risk committee meeting – Council Chambers. <ul style="list-style-type: none"> ○ Confirmation of Audit & Risk committee minutes ○ Health, Safety and Wellbeing Report for period – 1 June 2025 to 30 June 2025 ○ Council Bylaw and Policy Review Update ○ 7 Treasury Report to 31 May 2025 and 30 June 2025 ○ Review of Council's Sensitive Expenditure Policy ○ 9 Audit and Risk Review Timetable from August 2025 to June 2026 ○ Audit New Zealand – Audit Plan for the Annual Report to 30 June 2025 <p>https://www.kaweraudc.govt.nz/sites/www.kaweraudc.govt.nz/files/documents/event-calendar/audit_risk_agenda_-_draft_25.08.11.pdf</p>
Tue 12	<ul style="list-style-type: none"> • Council-Led Briefing Hui Meeting with Ngāti Tūwharetoa (Bay of Plenty) Settlement Trust (NTST) re: Local Water Done Well update, held at the NTST office.
Wed 13	<ul style="list-style-type: none"> • Regulatory & Services meeting, chaired by Cr. Ion. <ul style="list-style-type: none"> ○ 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 <p>https://www.kaweraudc.govt.nz/sites/www.kaweraudc.govt.nz/files/documents/event-calendar/rs_agenda-compressed-2025.08.13.pdf</p> • Elected Member Briefing, held in the Council Chambers, chaired by Cr. Ion <ul style="list-style-type: none"> ○ KDC Youth Project Revamp
Thu 14	<ul style="list-style-type: none"> • Attended the Local Leadership meeting, held at the Rangi Delamere Centre with Ngāti Tūwharetoa BoP Settlement Trust, Tangata Whenua, Council, and Government Agency representatives. <ul style="list-style-type: none"> ○ Kawerau School Attendance Update ○ Ngāti Tūwharetoa (BOP) Settlement Trust re: Housing ○ Kawerau District Council - Overview of Housing Plan ○ Ministry of Housing and Urban Development re: government budget changes ○ Regional Public Service Commission update
Mon 18	<ul style="list-style-type: none"> • Iwi Liaison Committee, held in the Mayor's office. <ul style="list-style-type: none"> ○ Te Marukaa – (Te Puna Wai me te Pā o Marukaa) – proposed Reserve name change ○ Te Reo, Waiata, Pōwhiri, Poroporoaki and Cultural Awareness lessons ○ Local Body Elections 2025 ○ Stoneham Park Proposed Housing Development Name

	<ul style="list-style-type: none"> ○ Hardie Avenue Housing Development ○ Geothermal Week held in Taupō - update • Catch-up with Mayoral Aide Majeane Rogers re: governance support and general updates, held in the Mayor's office.
Tue 19	<ul style="list-style-type: none"> • Meeting with the Economic Development Steering Group and Infometrics CEO Brad Olsen and Principal Economist Dave Brunsdon re: Kawerau statistics and presentation, held in the Council Chambers.
Wed 20	<ul style="list-style-type: none"> • Elected Member Only Briefing, chaired by Mayor Tunui. <ul style="list-style-type: none"> ○ CEO Performance Review.

2 Mayoral Correspondence

24/07	Invitation received on behalf of Labour MP Tangi Utikere re: Bay of Plenty Visit, wanting to meet with EBOP Mayor's.
24/07	Email received from Allan Clarke re: Steam Bore for Kawerau Maurie Kjar Aquatics Centre.
25/07	Email received from Rotary re: Monthly bulletin.
25/07	Letter of thanks from National East Coast MP Dana Kirkpatrick for attending lunch with Hon Nicola Willis, Minister of Finance, Minister for Economic Growth and Minister for Social Investment, which was held on Friday, 11 August.
29/07	Email received from Civil Defence Emergency Management re: July weather update for Kutarere.
30/07	Email received on behalf of Rotary from Gail Dobbin re: Environment Enhancement Funding application going to BOPRC for their work in the Kawerau District with the priority project being Keith McKenzie Park.
31/07	Email received from the Eastern Bay Chamber of Commerce re: monthly bulletin.
01/08	Email forwarded from CEO Godfery re: DIA council performance metrics.
06/08	Email received from CE of CDEM writing that NEMA will now be transferring from the Department of the Prime Minister and Cabinet to the DIA.
07/08	Invitation received from Hon. Jo Luxton to meet in Kawerau to discuss potential challenges, potential solutions, and future policy considerations.
08/08	Letter of acknowledgment sent to Jones & Cole as an MTFJ provider, for their rangatahi youth support with Elevate Kawerau.
15/08	Email received from Director David Stone re: funding update for the Kawerau district.
15/08	Letter of thanks from The National Science Technology Roadshow Trust for attending The Roadshow at Whakatane Intermediate, held on Friday, 8 August.
18/08	Letter from Minister for Building and Construction, Hon Chris Penk re: announcements on two matters relating to Building Consent Authorities (BCAs).

3 RECOMMENDATION

That Her Worship the Mayor's report for the period Thursday, 24 July to Wednesday 20 August 2025 be received.



Faylene Tunui
Kahika | Mayor

Action Schedule

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
OC 26.06.24	<p>Activity Review for Economic Development</p> <p>Staff to return the report with additional information including the return on investment that Council makes to external partners and agencies.</p>	ECDM	In Progress	<p>Activity Review will be returned back to Council as part of Long Term Plan (LTP) process, with additional information as requested.</p> <p>Currently working through final stages and dates of EBOP Economic Development Strategy with neighbouring Councils. Aim is to have final draft tabled with EBOP Elected Members during April – May</p> <p><u>Update (18/06/2025)</u> EBOP Economic Development Refresh now adopted by all partner authorities.</p> <p>Internal KDC Economic Development steering group formed, including: CEO - M Godfery E&CDM - L Barton C&EM - T Humberstone MA – M Rogers SNR EA – P Maxwell</p> <p>Steering group will meet regularly and develop options and an ED plan for future consideration by Elected Members.</p>	September 2025

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
OC 26.06.24	Activity Review for Pensioner Housing 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.	C&EM	Timetable for upcoming workshop	Activity Review will be returned back to Council as part of Long Term Plan (LTP) process, with additional information as requested by Elected Members.	September 2025
	<u>R&S 16.10.24</u> Staff to provide a timeline for all Housing Developments.		In Progress	Suitable timeframe for the activity review to be returned. Timeline for the history of the housing development leading to Porritt Glade, will be provided as part of the S17A Activity Review for Pensioner Housing. An additional report will be provided with the history of other Council-led housing developments comprising Central Cove, Bell Street and Hine Te Ariki and Stoneham Park.	September 2025
OC 27.11.24	Adoption of Porritt Glade Lifestyle Village Performance Report for year ended 30 June 2024 Elected Members to be refreshed on Porritt Glade Lifestyle Village reporting and accounting principles through a meeting with Audit New Zealand.	GM, F&CS	In Progress	Working with Auditors when they are likely to be at KDC on site and when there is an opportunity to present to the new Council.	December 2025
R&S 11.12.24	Monthly Report - Economic and Community Development Staff to keep Elected Members updated on the outside basketball courts and skatepark progress.	ECDM	Completed	Elected Members were sent a copy via email of the proposal for the Recreation Centre.	

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
	<u>QC – 26.03.25</u> Staff to provide designs created by the previous Youth Council for the skatepark and basketball area. This will be added to and developed on.		In Progress	<p><u>Update 18/06/2025</u> Youth Projects Officer, ECDM and Sports BOP are meeting to combine youth and community engagement data and compile a report and presentation for Elected Members.</p> <p><u>Update 22/08/2025</u> Youth Council Members and Sports BOP personnel presented to Council at a workshop on 13/08/2025, covering recent engagement in the community to highlight the need to develop the skate park / bmx track / basketball court / playground and Rec Centre site.</p> <p>Staff are establishing a steering group, with a view to further youth sector engagement and developing concept plans, in preparedness for a feasibility study and funding plan.</p>	Completed
R&S 11.12.24	<p>Monthly Report – Communications and Engagement Staff to confirm whether the Porritt Glade AGM is open to the public.</p> <p>Staff to post a 'How to do a Request for Service to Council' on Council's social media as a refresher for the community.</p>	C&EM	Completed	This process has been communicated via social media and in the Council Newsletter.	
			In Progress	The process for the community to complete a Request For Service has been added to the regular rotation of messaging.	Ongoing
OC 28.05.25	Kawerau Accessibility Group Meeting – 6 March 2025 Staff to review the Terms of Reference for the Accessibility Group.	CEO	In Progress	Terms of Reference for the Accessibility Group will be reviewed as part of a suite of TORs	October 2025

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
OC 28.05.25	Annual Plan Performance for the nine months ended 31 March 2025 Page 235 of updated agenda - Staff to include additional comments about the on-going partnership with other Councils in the Eastern Bay and the progress in the Economic Development area.	GM, F&CS	In Progress	The additional comments will be added to the Annual Plan Performance for the year to 30 June 2025	September 2025
	Page 242 of updated agenda - Staff to add that it is Horizon Networks that repair the Streetlights for Kawerau.				
	Page 256 of updated agenda – Staff to include all the other halls and facilities that are available for hire into the Public Halls and Facilities section.				
R&S 09.07.25	Monthly Report – Regulatory and Planning Communication to go out to the community outlining the process when reporting incidents, particularly involving dogs, ensuring that all details remain confidential.	GM R&P	In Progress		August/ September
	More clarification on the revocation of the Health (Hairdressers) Regulations 1980, and where complaints go to.				
R&S 09.07.25	Monthly Report – Operations and Services Staff to include District Cleaning in the monthly report.	GM O&S		To be included in R&S report	Ongoing
	Staff to separately detail vandalism costs in the Performance Reporting.				
		GM, F&CS	In progress	The additional comments will be added to the Annual Plan Performance for the year to 30 June 2025	September 2025

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
R&S 13.08.25	Monthly Report – Regulatory and Planning Services Staff to send a gentle reminder to the community about reporting roaming dogs especially when out walking.	GM R&P	In Progress		August/ September
R&S 13.08.25	Monthly Report – Economic and Community Development Staff to advise Elected Members following the debrief session with the Ministry of Youth Development (MYD), the reasons the funding application was declined.	ECDM			

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OC: Ordinary Council EC: Extraordinary Council A&R: Audit & Risk Committee R&S: Regulatory & Services Committee
 GMF&CS: GM, Finance & Corporate Services GMO&S: GM, Operations & Services GMR&P: GM, Regulatory & Planning
 C&EM: Communication & Engagement Manager ECDM: Economic & Community Development Manager

Completed Items

R&S 14.05.25	Monthly Report – Operations and Services Item 3 Roadway – Staff to provide Elected Members with a Tree Strategy	The Management of Street Trees Policy was presented to Council and adopted at the Council Meeting on 30 July 2025.			
R&S 14.05.25	Monthly Report – Economic and Community Development Page 61 under Highlights – Staff to query the data in the wellbeing radar graph on the economic profile 2024 provided by Infometrics.	<p>Infometrics provided a summary explanation with ECDM and arranged an online meeting to demonstrate where data is sourced and what the indicators are for Wellbeing:</p> <ul style="list-style-type: none"> • <i>The radar diagram indicates that compared with the national average, Kaverau underperforms on all nine Wellbeing domains.</i> • <i>Comparing Kaverau with the national average is unfair, because it includes metro areas that generally do better on many wellbeing indicators. Comparing Kaverau with all rural areas, Kaverau does well on environmental and income/consumption indicators</i> • <i>The nine wellbeing domains shown in the radar diagram are made up of several indicators. The overall score for each domain is an average of the indicators.</i> • <i>Kaverau does well on indicators such as emissions per capita, drinking water quality, housing affordability, home ownership rate, average</i> 			

	<p>earnings, workplace injury rate, and internet access rate.</p> <ul style="list-style-type: none"> • Kauerau does poorly on a range of other indicators. • Wellbeing data is sourced from a wide range of sources. The data sources can be found on the Infometrics dashboard. Paid subscribers have access to compare with each other TA. • The data in the Wellbeing framework gives a broad understanding of different aspects of wellbeing. It's a useful resource but wellbeing is difficult to measure and there are aspects of wellbeing we have been unable to include in the framework due to a lack of data. <p>Infometrics have also offered to provide Elected members with a 30-minute overview of the functionality of the Infometrics dashboard.</p> <p><u>Update 22/08/2025</u></p> <p>Infometrics visited KDC in person on 19/08/2025. They provided an overview of the Infometrics product and freely answered questions on various topics.</p> <p>Infometrics will continue to provide data and analytic services to KDC, and the general public can view the online portal and basic regional economy data via a link on the KDC homepage.</p> <p>Specific, targeted and/or bespoke data can be provided on a case by case and set fee, if the detailed nature warrants in-depth research and expertise.</p> <p>A public URL link to the dashboard is on the KDC's website homepage, any member of the public can access this data.</p> <p>https://rep.infometrics.co.nz/kawerau-district</p> <p>Following feedback back from NZTA, Council delivered a letter to the residents on 8 July 2025 to advise there was no funding available except for the roading infrastructure. NZTA advised Council to monitor the area and impacts on the roading surfaces from the surrounding water table. Currently there are no issues.</p> <p>ECDM is exploring options to attend in person the Geothermal week in Taupo. The Economic Development Agency for Taupo, Amplify are the lead to organise the weeklong event.</p> <p>The NZ Geothermal week is 28/07-2/08/2025 and comprises a series of presentations, seminars and site visits.</p>
R&S 11.06.25	<p>Monthly Report – Operations and Services</p> <p>Staff to update the residents of Hardie Avenue and Julian Road on the drainage progress.</p>
R&S 11.06.25	<p>Monthly Report – Economic and Community Development</p> <p>Economic Development Steering Group to reach out to Taupō District Council's current Chief Executive Officer and Ngāti Tūwharetoa BOP Settlement Trust.</p>

		<u>Update 22/08/2025</u> ECDM did not attend NZ Geothermal week in Taupo. Mayor Tunui attended alongside NTGA and was present for the launch of the NZ draft geothermal strategy. ECDM will continue to build relationships with Amplify (Taupo) and Rotorua NZ regarding opportunities to collaborate for future Geothermal week activities.
OC 30.07.25	Public Forum – Derek Spiers Staff to send the link of the recorded Council Meeting held 28 May 2025. Staff to send the programme from the LGNZ conference that occurred on the 16-17 July 2025.	GM Finance & Corporate Services emailed the link of the Council Meeting of 28 May 2025 to Derek Spiers on 30/7/2025 GM Finance & Corporate Services emailed the full LGNZ conference programme to Derek Spiers on 30/7/2025
OC 30.07.25	Management of Street Trees Policy Staff to extend the scope of the new Management of Street Trees Policy, so that there is a direct link with Council's Reserve Management Plan.	GM Operations & Services has updated and published the Street Trees Policy.
A&R 11.08.25	Health, Safety and Wellbeing Report for period 1 June to 30 June 2025 Staff to exclude the phrase "but do not include covid-19 cases" from future reports, under the Events by Incident Types graph.	GM Regulatory & Planning has removed the Phrase "but do not include covid-19 cases" has been removed from the report.
A&R 11.08.25	Review of Council's Sensitive Expenditure Policy Staff to update the Sensitive Expenditure Policy with the following recommendations: <ul style="list-style-type: none"> Under Clause 5.2 Motor Vehicles add the vehicle safety rating requirement and for drivers to have a current driver's license. Add clarification on the Expenses for Elected members under scope that relates to the Remuneration Authority legislation. For the mini-bar expenses that relate to food as a meal, that is under 5.1 General, paragraph 4, add 	GM Finance & Corporate Services has incorporated all of the recommendations of the Audit and Risk Committee into the Sensitive Expenditure Policy as presented to Council for adoption at the Council meeting of 27 August 2025

	<p>“Approval Manager may approve retrospectively the mini-bar expenses”.</p> <ul style="list-style-type: none"> ○ Add under 5.3 Air Travel an option for Koru Club Membership if there is a valid business case for this expenditure that is approved by the Audit and Risk Committee. ○ Under 5.7 Gifts add under frequency, the example of repeatedly being provided a coffee. ○ Under 5.8, point 4 add the word “recommended”, not in cash. 	
A&R 11.08.25	Audit New Zealand – Audit Plan for the Annual Report to 30 June 2025 Staff to check with Audit New Zealand regarding the overall materiality values on pages 71 and 83 of the Audit Plan.	GM Finance & Corporate Services has confirmed with Audit NZ the materiality on page 83 for Porritt Glade Lifestyle Village, which had two values of \$23,500 and \$10,400,000. Audit confirmed there was a typo in their Audit Plan report and the overall materiality for Porritt Glade Lifestyle Village is \$23,500 and the overall materiality for the whole of Council is \$10,400,000.
R&S 13.08.25	Monthly Report – Operations and Services Staff to include under Water Supply Use - for the New World tap and the Pumphouse tap, a narration on what is being filtered from each supply.	GM Operations & Services has included the narration in the next R&S report.
R&S 13.08.25	Monthly Report – Communications and Engagement Staff to check if enrolment details (how to enrol or check you are enrolled) are on the main page of the website for the community to easily access.	The details of how to enrol, or for people to check their enrolment details is linked from the front page of the Council website. Additionally, details are also contained within the Council panui, on Social Media and contained within targeted radio advertising pre-election.

Meeting: Council

Meeting Date: 27 August 2025

Subject: **Approval to raise a loan (2025) from Local Government Funding Agency**

File No: 206700

1 Purpose

The purpose of this report is to obtain Council approval to raise a \$2 million loan from the Local Government Funding Agency (LGFA).

2 Background

Prior to raising a \$2.0 million loan in 2022, Council has not had to raise any loans since the 1990s apart from finance leases for the purchase of the copier/printers and the telephone system. The reason Council had not needed to raise loans prior to 2022, was because it has been funding the depreciation on its assets and being a relatively young town, much of the infrastructure has not needed renewing until recently.

Council has undertaken more renewals in recent years as well as the residential developments and other capital projects. It was projected that Council would initially need to borrow money early in 2021. However, due to additional funds being received for the 3 waters reforms and delays to some renewal projects, Council did not need to borrow funds until 2022.

Council became a member of LGFA in 2020 after consulting with the community in the 2020/21 Annual Plan. Council also consulted the community on renewing all the AC and steel water pipes and borrowing \$2.0 million annually (for 6 years) in the 2021 – 2031 Long Term Plan. Most submissions received supported the replacement of these pipes and the project has been underway since the beginning of 2021/22.

Council's first loan of \$2.0 million was raised on 15 December 2022 and another \$2.0 million a year later. Both of these loans matured on 15th April 2025, and a renewal loan for \$4.0 million was raised with an interest rate of 4.55% and a maturity date of 20 April 2029. The reason for the initial short loan periods was because of the uncertainty surrounding the 3 water reforms and the likelihood of interest rates falling. A third loan of \$2.0 million was raised on 10 October 2024 with an interest rate of 4.91%, also maturing 20 April 2029.

Funds are being set aside in a reserve for the repayment of these loans.

The LGFA was established approximately 10 years ago to assist local government throughout the country to borrow funds and to obtain lower interest rates for its members. LGFA is owned by NZ Government (20%) and 30 shareholder councils (80%). The majority of councils throughout the country are members.

The cash-flow budget in the Long Term Plan for 2025/26 anticipates that there will be a \$2.4 million deficit for the year before borrowing. Council had a cash balance of \$2.26 million at 1 July 2025. Council would just have sufficient funds for the year to meet its costs before borrowing. However, there will be projects carried forward from the previous year and some anticipated property sales included in the budget that still have to occur.

Therefore, it is recommended that Council borrow \$2.0 million as planned to ensure there are sufficient funds to meet its financial obligations for the remainder of the year.

3 Funds held to date

As at 31 July 2025, Council had the following funds:

BNZ (Cheque Account & On- call) \$1,440,071

Rabobank (On-call) \$23,121

Other Funds \$751

Total \$1,463,943

Council has recently sent out the first rate instalment and it is anticipated that it will receive approximately \$2.0 million in funds by the due date (22 August 2025).

4 Depreciation Reserves

For the last 25 years Council has been funding depreciation (from rates) for its significant assets and setting aside these funds in reserves.

The balance of the depreciation reserves at 31 July 2025 is \$3,648,220 and from these funds Council has used \$1,440,225 for internal loans to fund other capital projects where there was not sufficient reserves set aside. There are currently four internal loans with a total outstanding balance of \$1,446,261, as at 30 June 2025, with each loan's balance as follows:

- Firmin Lodge \$709,496 – repaid 30 June 2041
- Pool Changing Rooms \$336,055 – repaid 30 June 2041
- Museum Building \$374,219 – repaid 30 June 2042
- Pool Upgrade \$26,491 – repaid 30 June 2028

The current interest rate charged for these internal loans is 2.5%, which is the rate included in the Long Term Plan for investments and internal borrowing.

5 Current interest rates for borrowing

The following are the current fixed interest rates for Council to borrow funds:

- LGFA (up to 1 year) - 3.75% pa

- LGFA (up to 4.5 years) - 4.57% pa
- LGFA (up to 12.5 years max) - 5.66% pa
- Overdraft Interest (BNZ) – 8.0% pa (will only confirm once application is made) as well as a setup fee of \$10,000 and a facility fee of \$2,000 per month

Council would only use overdraft for a short period to cover a cash flow shortage.

There has been minimal changes to the interest rates since last year, but it is difficult to predict what the interest rates are likely to do in the future and whether a short term loan or a longer term is going to be better for Council. Essentially, this risk is built into the interest rates quoted.

Council will set aside funds for the repayment of these loans – usually spread over a 50 year repayment period.

6 Financial Considerations

There are three options available to Council:

- Borrow funds from LGFA for the short term (up to 1 year) when interest rates could possibly drop during this period.
- Borrow funds from LGFA for a longer term (1 to 12.5 years). Indicators are that interest rates may drop further in the short to medium term. However, if Council commits to a longer term fixed loan, future lower interest rates won't be available.
- Finally, arrange an overdraft facility with Council's banker so Council only pays interest on any overdraft that arises.

Council will need to borrow funds in the near future, but there are some unknowns, which makes it a little difficult to know exactly when (and for how long) a loan is raised. There is a table in the Appendix which shows the interest rates (both for fixed and floating) for each respective loan period. NB: Council is an unrated non-guarantor borrower.

The previous Government implemented the 3 water reforms which was to establish separate water entities by 1 July 2024, and there was Government funding available to ensure communities were no worse off/better off under these reforms.

The new Government repealed these reforms, however, they introduced new reforms to assist with the issues that many councils find themselves having. Council has adopted its preferred option for managing the water services, which is an in-house business unit. The final Water Services Delivery Plan will be submitted to DIA by 3 September 2025 and then Council will wait for DIA approval of the plan.

A conservative approach for Council may be to borrow \$2.0 million at fixed interest for a medium term (say up to 2.5 years), which balances the objective of minimising the interest cost and protection against possible interest rate rises during this period. This (2025) \$2 million loan would then mature in May 2028, which is prior to the existing \$6 million loans due in April 2029, spreading the concentration of debt re-financing with this earlier maturity date.

7 Policy and Plan Consideration / Consultation

Council stated in the 2025 – 2034 Long Term Plan that it would continue borrowing \$2.0 million annually for another 3 years to fund the AC and steel water pipe replacements (after initially consulting with the community).

Also, Council is a member of Local Government Funding Agency (LGFA), which was established to provide councils with greater access to loans at cheaper rates.

The proposal to borrow funds is consistent with Council's Financial Strategy and complies with Council's Borrowing Policy.

8 Appendix

Included in the Appendix are the latest interest rates on loans as provided by the Local Government Funding Agency (LGFA).

9 RECOMMENDATIONS

1. That the report "Approval to raise a loan (2025) from Local Government Funding Agency" be received.
2. That Council approves the raising of \$2.0 million fixed term for a period to May 2028.
3. That Council delegates the Chief Executive authority to execute all the necessary documents for the raising of this loan.



Peter Christophers, BBS, ACA
Financial Accountant

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APPENDIX

LGFA Council Borrowing Update

4 August 2025

Short term borrowing

Short term yields have moved lower relative to last week's pricing update. The fall in yields reflects the global rally in yields following weaker than expected US employment data last Friday night. The one-month rate is down 6bp, trading at 3.24% pa. The three-month rate is 4.5bp lower relative to last week's pricing update, trading at 3.15% pa and the one-year yield is down 7bp to 3.18% pa. The market is currently pricing 21bp of easing, or an 84% chance that the Official Cash Rate (OCR) will be cut to 3% at the next RBNZ meeting on 20th August. The terminal OCR is priced at 2.80% in May 2026.

Rates

Short Term loans	BKBM Base rate	Borrowing yield Rated councils	Borrowing yield Unrated councils
1 month	3.240%	3.390%	3.440%
2 month	3.195%	3.345%	3.395%
3 month	3.150%	3.300%	3.350%
4 month	3.143%	3.293%	3.343%
5 month	3.137%	3.287%	3.337%
6 month	3.130%	3.330%	3.380%
1 year	3.180%	3.380%	3.430%

Margins

Short term margins	30 to 181 days	182 to 364 days
Rated councils	15 bps over BKBM	20 bps over BKBM
Unrated councils	20 bps over BKBM	25 bps over BKBM

Long term borrowing

Domestic yields have moved lower this week following the disappointing US Payrolls data released on Friday night, causing US yields to move lower and the US dollar to weaken further. This week domestically, the key driver will be Wednesday's second quarter employment data release. The LGFA 27 bond is trading at 3.31% down 11bp relative to last week. The LGFA 37 bond is trading at 5.11%, down 13bp relative to last week. LGFA spreads to swap across the mid and long end of the curve have widened marginally over the week on offshore selling of LGFA bonds given their outperformance to NZGBs. The next LGFA Bond tender is scheduled for this Wednesday 6th August.

Fixed rate long term	Base yield	Borrowing yield AA+/AA rated councils	Borrowing yield AA- rated councils	Borrowing yield A+ and A rated councils	Borrowing yield Unrated guarantors	Borrowing yield Non-guarantors
15/04/2026	3.20%	3.45%	3.50%	3.55%	3.65%	3.75%
15/04/2027	3.31%	3.56%	3.61%	3.66%	3.76%	3.86%
15/05/2028	3.59%	3.84%	3.89%	3.94%	4.04%	4.14%
20/04/2029	3.80%	4.05%	4.10%	4.15%	4.25%	4.35%
15/05/2030	4.02%	4.27%	4.32%	4.37%	4.47%	4.57%
15/05/2031	4.25%	4.50%	4.55%	4.60%	4.70%	4.80%
14/05/2032	4.41%	4.66%	4.71%	4.76%	4.86%	4.96%
14/04/2033	4.61%	4.86%	4.91%	4.96%	5.06%	5.16%
15/05/2035	4.85%	5.10%	5.15%	5.20%	5.30%	5.40%
15/04/2037	5.11%	5.36%	5.41%	5.46%	5.56%	5.66%

Floating rate long term	Base margin	Borrowing margin AA+/AA rated councils	Borrowing margin AA- rated councils	Borrowing margin A+ and A rated councils	Borrowing margin Unrated guarantors	Borrowing margin Non-guarantors
15/04/2026	9 bps	34 bps	39 bps	44 bps	54 bps	64 bps
15/04/2027	24 bps	49 bps	54 bps	59 bps	69 bps	79 bps
15/05/2028	38 bps	63 bps	68 bps	73 bps	83 bps	93 bps
20/04/2029	48 bps	73 bps	78 bps	83 bps	93 bps	103 bps
15/05/2030	56 bps	81 bps	86 bps	91 bps	101 bps	111 bps
15/05/2031	66 bps	91 bps	96 bps	101 bps	111 bps	121 bps
14/05/2032	70 bps	95 bps	100 bps	105 bps	115 bps	125 bps
14/04/2033	79 bps	104 bps	109 bps	114 bps	124 bps	134 bps
15/05/2035	85 bps	110 bps	115 bps	120 bps	130 bps	140 bps
15/04/2037	99 bps	124 bps	129 bps	134 bps	144 bps	154 bps

Note: All the above borrowing yields and spreads are fully inclusive of the applicable base lending and credit margins outlined below

Margins

Long term base lending margin	Standard - Terms beyond 1 year 25 bps	GSS Loans - terms beyond 1 year 5 bps discount	CAL Loans - terms beyond 3 years 2 bps discount
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Long term credit margin (+ Base lending margin)	AA+ and AA 0 bps	AA- 5 bps	A+ and A 10 bps	Unrated guarantor 20 bps	Non-guarantor 30 bps
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Disclaimer: This is intended for information purposes only and contains commercially sensitive information, therefore please do not distribute. Borrowing margins and rates are indicative only and subject to change. For further information contact Andrew Michl, Sumitha Kaluarachi, Jane Phelan or Mark Butcher

Upcoming bond tender dates

6 August 2025
8 September 2025
1 October 2025
5 November 2025
10 December 2025

Meeting: Council

Meeting Date: 27 August 2025

Subject: Capital Projects 2024-25

File No.: 440100

1 **Background**

During the 2024-25 financial year, 72% of all capital projects, measured by total project value, successfully reached completion. This marks an increase from the 61% completion rate recorded in the preceding 2023-24 financial year.

It is important to note that several of these capital projects are expected to extend into the 2025-26 financial year. Consequently, any unspent funds allocated during the 2024-25 financial year will need to be carried over to the 2025-26 budget to ensure continuity of these projects.

Project rollovers are often necessary due to various timing issues that can impact the overall schedule. Additionally, challenges in project design and scoping can lead to longer timelines. Furthermore, some projects have specific long lead time requirements that can delay completion, resulting in carryover into the following financial year.

2 **Projects**

The monthly Regulatory & Services report provides an overview of the major projects that were planned in the financial year 2024-25. Unused funding from the 2024-25 financial year is identified in the table below. These projects are targeted to continue during the financial year 2025-26.

Project	TOTAL YEAR	YTD	Carry Over
Pipework Zone 2	3,579,936	3,339,519.00	240,417.00
Pipework Zone 1	1,400,000	918,347.00	480,000.00
Milli Screen Renewals	58,776	400.00	58,000.00
Wastewater Treatment Plant	369,670	97,290.00	280,000.00
Club Rooms	39,749	7,799.00	31,950.00
Pool Floor	23,030	7,700.00	15,330.00
Extension of facilities	596,502	14,540.00	581,962.00
Plant Renewals	249,200	193,128.00	56,072.00

The renewal of the water distribution system in Zones 5 and 6 represents a multi-year initiative anticipated to reach completion by December 2025. As of June 30, 2025, a total of \$3,339,519 has been expended on water-related renewals from a total budget of \$3,579,936. Consequently, an amount of \$240,417 in funding must be carried over from the 2024-25 budget to the 2025-26 financial year to facilitate the continuation of renewal efforts pertaining to this project.

The renewal of the wastewater distribution system is scheduled to commence in the 2025-26 financial year. As of June 30, 2025, \$895,242 has been utilised for wastewater related renewals, out of a total budget of \$1,400,000. Therefore, the remaining \$504,758 in funding is required to be carried over from the 2024-25 budget to the 2025-26 financial year to support the ongoing renewal work on the wastewater reticulation network.

The screening press associated with the Milliscreen project entails a lengthy lead time and is expected to be delivered in September 2025. Following the installation of the presses, the project will be formally concluded. The remaining budget of \$40,326 necessitates a rollover for the payment of the units upon their delivery.

The renewal of the Wastewater Rawpit is currently in progress. The remaining funds totalling \$272,380 need to be carried over from the 2024-25 budget to the 2025-26 financial year to complete this project.

The renovations of the Maurie Kjar Aquatic Centre club rooms and the main pool floor are scheduled for completion during the annual Aquatic Centre Shutdown in October 2025. The remaining funds of \$31,950 allocated for the club rooms and \$15,330 designated for the pool floor require rollover from the 2024-25 budget to the 2025-26 financial year to successfully conclude the planned renewal activities for these assets.

Staff members are in the process of compiling final estimates for the Dog Pound Renewal project. The remaining allocation of \$581,962 is to be rolled over to the 2025-26 financial year.

The remaining plant renewal budget amounting to \$56,072 must be carried over to the 2025-26 financial year for the successful completion of asset renewals.

For the Library shelving, the unspent budget of \$2,880 is to be carried forward to replace shelving units in the upstairs area. For the Museum Vernon Browser Project, while the bulk of the budget has been spent, the project is still in the creation phase, and the remaining budget of \$5,225 to be carried forward is for customisation and any necessary changes.

The Electronic Document Management System project is underway, with the configuration being developed, however this project has been impacted by resourcing shortage, therefore the need to carry forward the remaining budget of \$28,275 for the project to be completed.

For the CCTV project three key automatic number plate recognition (ANPR) cameras have been installed, with the remaining carry forward budget of \$63,160 to be spent on upgrading the CBD cameras to complete the project. This project has been funded from an external funding grant.

3

Financial Considerations

The amounts rolled over were not spent during the 2024-25 financial year and, as a result, will not impact the LTP or depreciation reserves.

4 **RECOMMENDATIONS**

1. That the report "Capital Projects 2024-25" be received.
2. That Council roll over the following amounts to the 2025-26 financial year:

	Budget Code	Project	Carry Over
1	30 01 02 7600	Water Supply Pipework Zone 2	\$ 240,417
2	403520 002	Wastewater Pipework Zone 1	\$ 504,758
3	403520 004	Milli Screen Renewals	\$ 40,326
4	403520 011	Wastewater Treatment Plant	\$ 272,380
5	404031 001	Club Rooms	\$ 31,950
6	404031 024	Pool Floor	\$ 15,330
7	405061 001	Extension of facilities	\$ 581,962
8	60 80 01 7600	Plant Renewals	\$ 56,072
9	404030 005	Library Shelving	\$ 2,880
10	404033 002	Museum Vernon Brower Project	\$ 5,225
11	406072 006	Document Management System	\$ 28,275
12	406072 005	CCTV Project	\$ 63,160
	Total Carry Forwards		\$ 1,842,735



Riaan Nel, B. Tech (Mech), Hon B.Sc

Group Manager, Operations & Services

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Meeting: Council

Meeting Date: 27 August 2025

Subject: **Adoption and Hearing of Submissions to the Draft Waste Management and Minimisation Plan 2025-2031**

File No.: 406230

1 Purpose

The purpose of this report is for Council to receive the formal submissions from the community to the Draft Waste Management and Minimisation Plan and to hear those submitters who wish to present to the elected members in person.

The consultation and engagement process with the community was undertaken by Council from 19 June to 20 July 2025, with a total of 79 formal submissions received.

Council wishes to acknowledge and thank the community for their input and support. The high level of engagement from the community and the breadth of information and feedback is evident in the accompanying appendices containing the summary of feedback, analysis of freetext answers and the table of submissions.

2 Background

Council is mandated under the Local Government Act of 2002 to provide sanitation services and develop a comprehensive waste management plan. Officially known as the Waste Management and Minimisation Plan (WMMP), this document is required by the Waste Minimisation Act of 2008. Council adopted the previous WMMP on April 14, 2012, and it must be reviewed every six years. However, evaluations conducted in 2018, along with a Waste Assessment in 2020, indicated no significant changes in the District's waste management needs, which led to a delay in the WMMP review.

It is now essential to update the WMMP and submit it to the Ministry for the Environment to ensure compliance with legal obligations and secure ongoing funding through the waste levy. The WMMP requires a Waste Assessment to accurately evaluate the waste management needs of the District.

Following a comprehensive review and update of the Waste Management and Minimisation Plan based on the recent Waste Assessment, the Council carried out consultation with the community as required under Section 44 of the Waste Minimisation Act of 2008, following the "Special Consultative Procedure" outlined in Section 83 of the Local Government Act of 2002.

The demographics of the Kawerau District and its waste management needs have remained consistent since the last Waste Assessment. Therefore, there are no significant updates to the Waste Management and Minimisation Plan (WMMP).

The 2025 WMMP has been revised with the following inclusions:

- This version incorporates changes required by the updated waste disposal levy regulations established in 2021 and introduces improved reporting tools.
- Updates stemming from the Waste Assessment 2025 have been considered and included.
- The revised WMMP also includes new guidance from the Ministry for the Environment on Waste Management and Minimisation Planning, released in 2015.

3 Consultation and Engagement Process

The consultation and engagement period was held from Thursday, 19 June 2025 to Sunday, 20 July 2025.

A consultation document “Korero Mai – Let’s Talk Waste” was delivered to every residential property at the start of the consultation period. It gave residents an understanding of the waste assessment with details of waste streams, volumes, costs and the planned improvements with glass recycling and the Transfer Station.

Information was posted regularly on the Council’s social media pages enabling an interactive question and answer basis, and the Council website contained all the background documents including the Draft Waste Management and Minimisation Plan, Waste Assessment, questionnaire and consultation document.

Council held multiple drop-in sessions for the community at the District Library, Rangi Delamere Centre and the Kawerau Markets (reconvened outside the Concert Chamber due to weather).

Submissions were received from the community from the printed survey delivered to homes, and via the online survey links on the website and social media.

4 Legal and Policy Considerations

Council is mandated under the Local Government Act of 2002 to provide sanitation services and develop a comprehensive waste management plan. Formally referred to as the Waste Management and Minimisation Plan (WMMP), this document is required by the Waste Minimisation Act of 2008.

Legislation requires the use of a special consultative procedure when developing and reviewing this policy.

The draft policy aligns with Council’s other policies and plans.

Council carried out a robust process of consultation and engagement that meets all regulatory requirements.

5 Risks

No risks were identified during the review of this Policy or the tabling of submissions.

6 Financial Considerations

There are currently no significant financial considerations with regard to the submissions being adopted and the Hearing taking place.

7 Significance and Engagement

The draft policy adheres to the special consultative procedure outlined in the Local Government Act 2002. Consultation was carried out from Thursday, June 19, 2025, with submissions closing on Sunday, 20 July 2025. The engagement process enabled the community to actively participate in the policy-making process.

Following the adoption of submissions, any deliberations required, the revised WMMP will be submitted to Council for formal adoption.

The timeline to date is as follows:

- Initial Workshop – 4 June 2025
- Consultation – 19 June 2025 – 20 July 2025
- Hearing for Submissions – 27 August 2025
- Deliberations and the revised WMMP adoption (timeline to be confirmed)

8 Conclusion

Solid waste is one of the biggest costs for Council with 16 cents in every dollar spent on collecting, processing and disposing of it. The overall cost of \$3 million will continue to increase with fuel, transport and waste levies all increasing.

The Draft Waste Management and Minimisation Plan outlines actions to improve the current recycling and greenwaste collections through a joint approach from the community and Council.

The key themes that emerged from the submission process include:

- Ongoing education and communication regarding recycling and waste reduction;
- Improved processes and infrastructure for kerbside collections and drop-offs to the Transfer Station;
- Partnering with businesses and supermarkets for waste reduction.

The consultation process ran in parallel with the roll-out of the changes with kerbside recycling, particularly the collection of mixed-coloured glass, and the change to free drop-off areas for sorted recycling at the Transfer Station.

Overall, there was great knowledge regarding what can be recycled kerbside, and what can be dropped to the Transfer Station.

The major issue highlighted during and since the consultation, has been regarding Council having to stop collecting paper kerbside due to the contamination occurring with the mixed glass recycling. This is still being communicated to the community as the current practice.

9 RECOMMENDATIONS

1. That the report "Adoption and Hearing of the Submissions to the Draft Waste Management and Minimisation Plan 2025-2031" be received.
2. That Council hears the submitters to the Draft Waste Management and Minimisation Plan 2025-2031.



Tania Humberstone

Communications and Engagement Manager

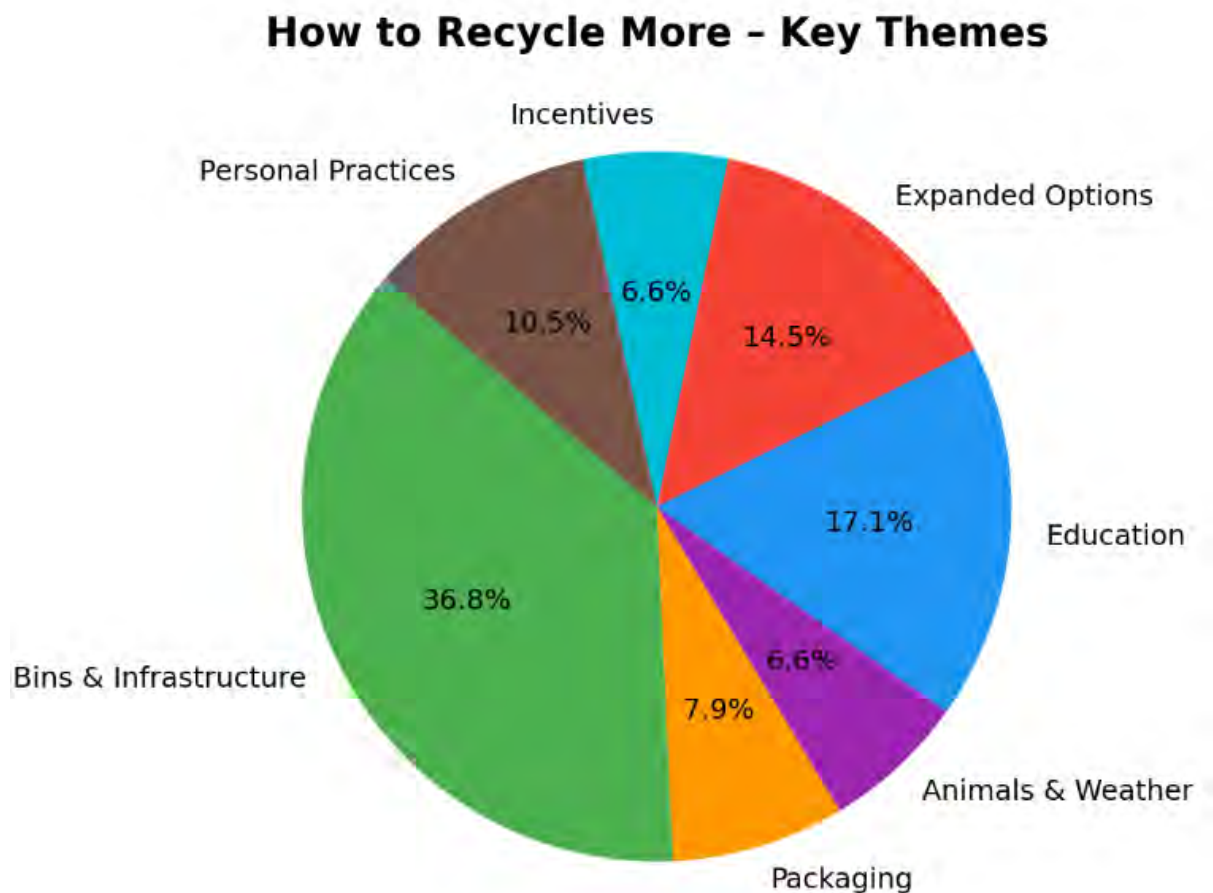
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DRAFT WASTE MANAGEMENT AND MINIMISATION PLAN 2025

ANALYSIS OF FREETEXT ANSWERS VIA SUBMISSIONS

1. "How to Recycle More in Kawerau – Key Themes"

Please note: each segment represents a category of suggestions received from the community, with the size indicating how frequently it was mentioned.



Notes:

1. The following summary of information is an expansion on the infographic above, summarising the feedback from the community to the questions "how can we improve recycling in Kawerau?", "what else can Council do to encourage recycling and waste minimisation?", and "any other feedback". The information and the extent of the engagement is to be acknowledged.

2. The changes at the Transfer Station to accept sorted recycling free and the collection of mixed glass kerbside were rolled out in parallel with the consultation timeframes.

2. Overview of the community feedback to the question of “how to increase and improve recycling in Kawerau?”

Bin Improvements and Infrastructure

- **Separate bins/crates for different materials (specific glass crate):** 10+ mentions (paper, glass, plastic, etc.).
- **Wheelie bins with lids:** 13+ mentions (to prevent dog interference and weather damage, ease of movement).
- **Broken or inadequate bins:** 3 mentions (sharp edges, using fish bins).
- **Crates/bins with clear signage:** 8+ mentions.
- **Better set up and lower fees at Transfer Station:** 10+ mentions

Education and Awareness 27+ mentions

- **Clear visual guidelines or definitions:** 7+ mentions.
- **Understanding what can/can't be recycled:** 6+ mentions.
- **Encouragement to reuse/repurpose:** 10+ mentions (including workshops or classes).

Expanded Recycling Options

- **Supermarket (soft plastics scheme):** 5+ mentions.
- **Set-up recycle/reuse centre at Transfer Station (i.e. Crew):** 3 mentions.
- **Expand options:** 6+ mentions incl. Higher-numbered plastics (3–5); aerosol cans/pressurised products, batteries, PVC pipes/spouting, Fabric and Clothing.
- **Six-monthly/Annual inorganic collection:** 2 mentions.

Packaging and Waste Reduction

- **Purchase items with less plastic packaging:** 5+ mentions.
- **Stop unnecessary purchasing:** 1 mention.

Animal and Weather Issues

- **Dogs getting into open crates:** 2 mentions.
 - **Wind blowing recyclables away:** 2 mentions.
 - **Weather damaging cardboard:** 1 mention.
-

Incentives and Systems

- **Reward schemes (points, vouchers):** 4+ mentions.
 - **Monthly recycling themes (e.g., Tech Tuesday):** 1 mention.
-

Personal Practices

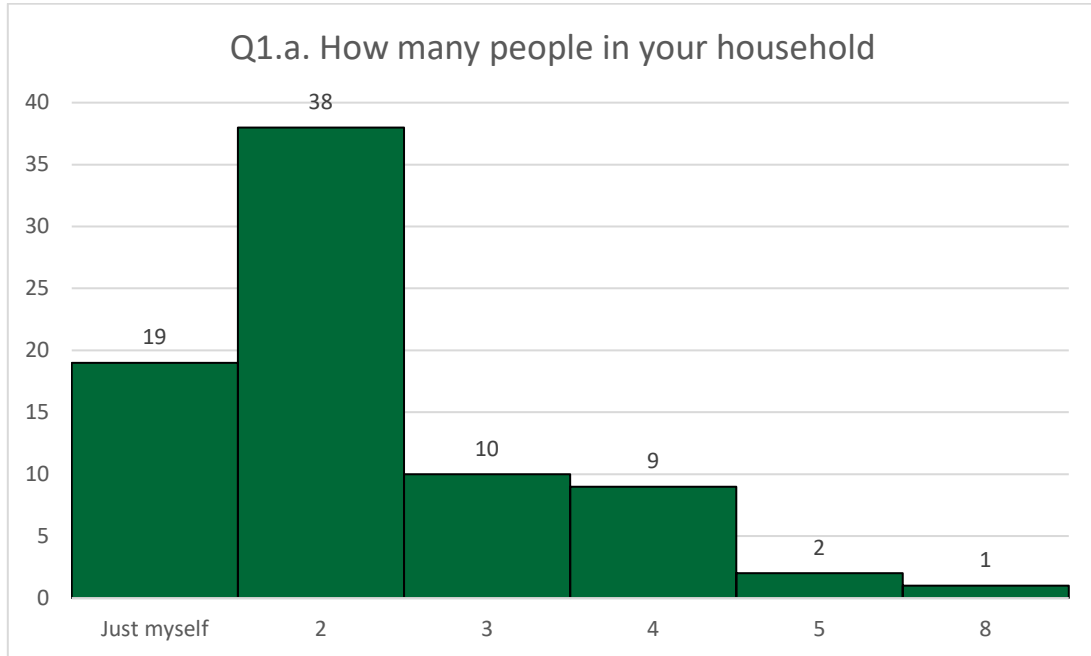
- **Already recycling well:** 4 mentions.
 - **Trying to reduce waste at purchase:** 2 mentions.
 - **Too lazy to take soft plastics to supermarket:** 1 mention.
 - **Burning in backyard:** 1 mention.
-

SUMMARY OF SUBMISSIONS – OVERALL RESPONSES

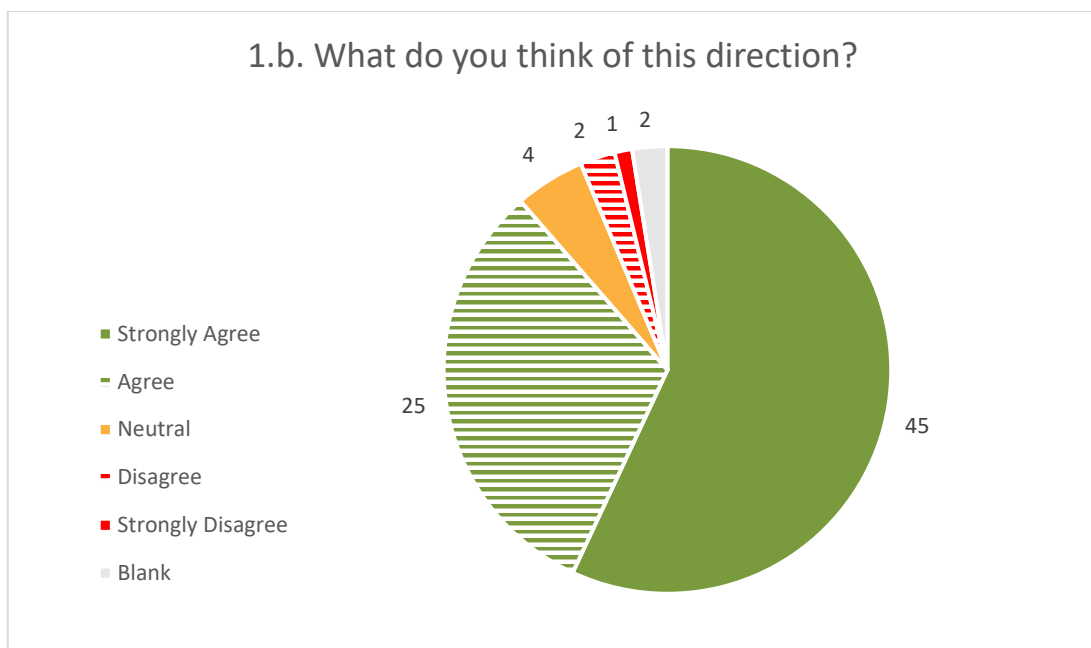
Analysis of the submission responses by question

1. Your Household

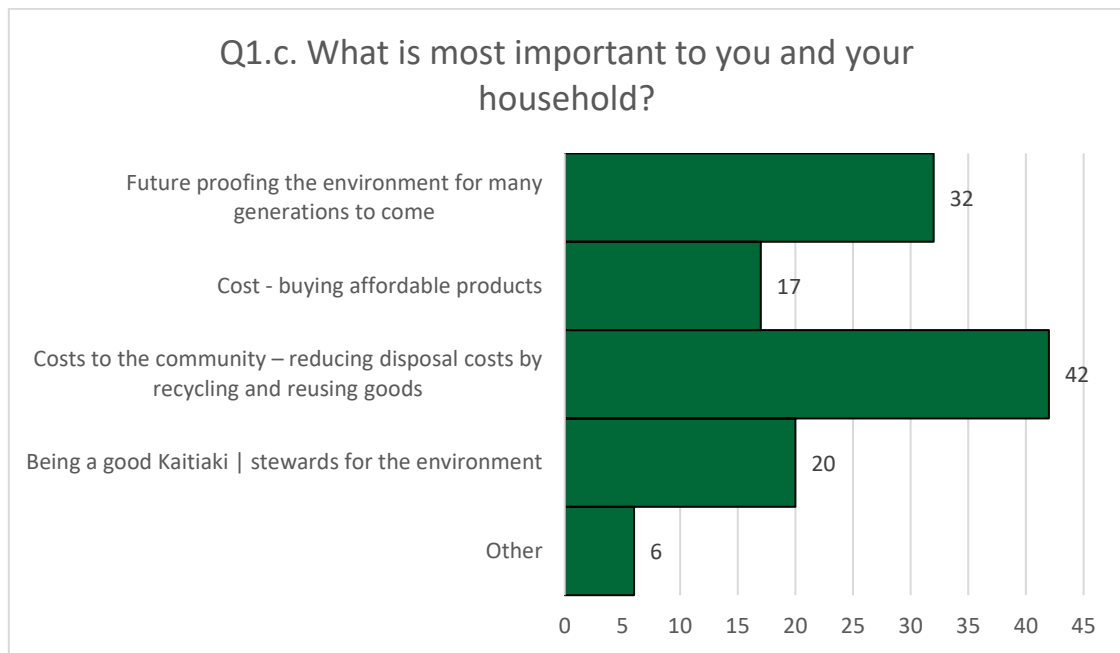
a. How many people in your household



- b. *The Draft Waste Management and Minimisation Plan is looking at ways to reduce waste being created and sent to landfill, with actions aimed at increasing the amount of waste we can divert through recycling or reusing. Overall, the goal is to keep resources in circulation and minimise harm and impact to our environment and community from waste. What do you think of this direction?*

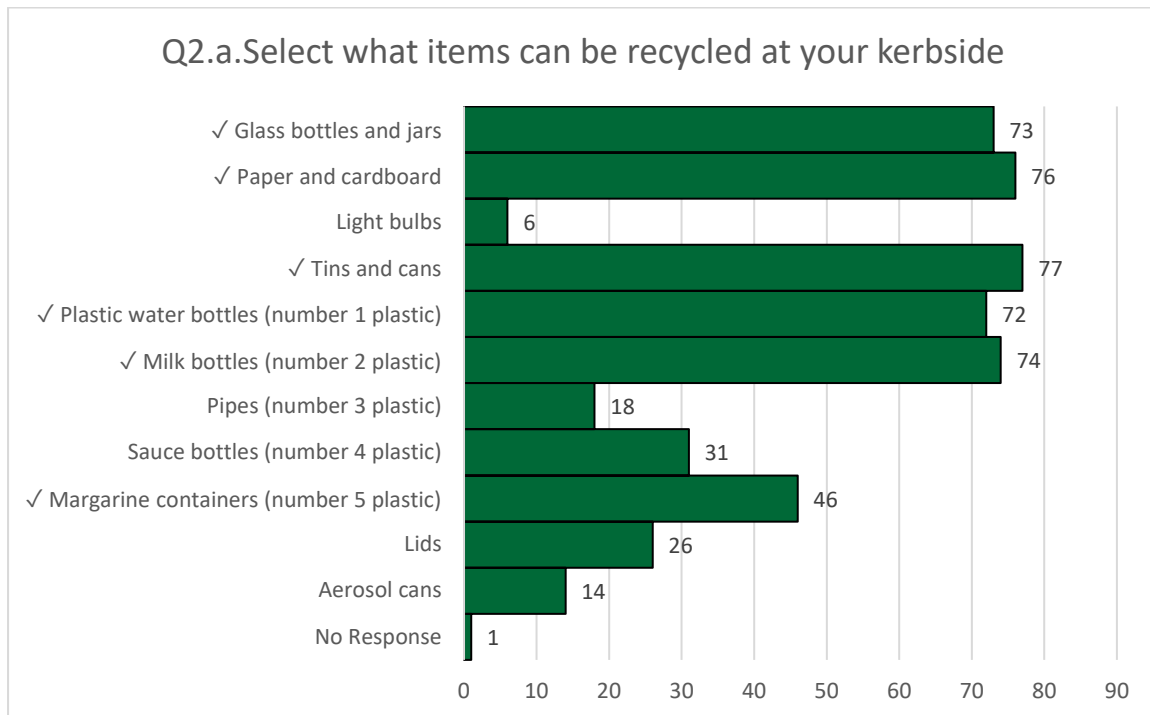


c. *What is most important to you and your household?*



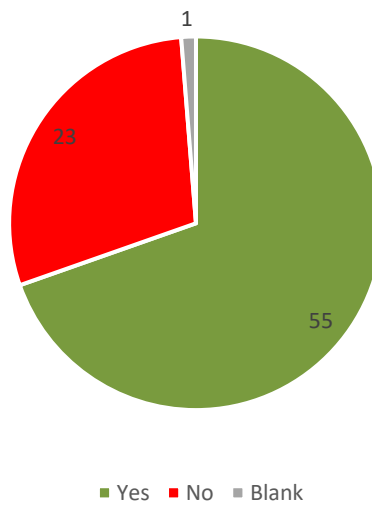
2. *Recycling*

a. *Select what items can be recycled at your kerbside*



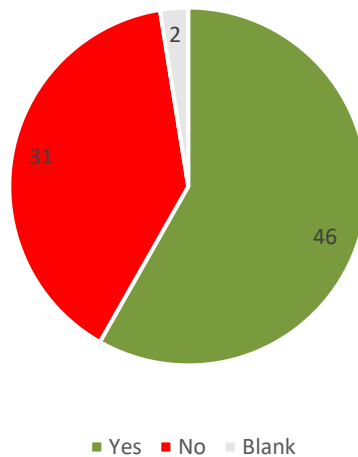
b. *Does the 45 litre recycling crate and weekly collection provide enough space for your household recycling?*

Q2.b. Does the 45 litre recycling crate and weekly collection provide enough space for your household recycling?



c. Do you already separate out your glass for kerbside recycling collection?

Q2.c. Do you already separate out your glass for kerbside recycling collection?



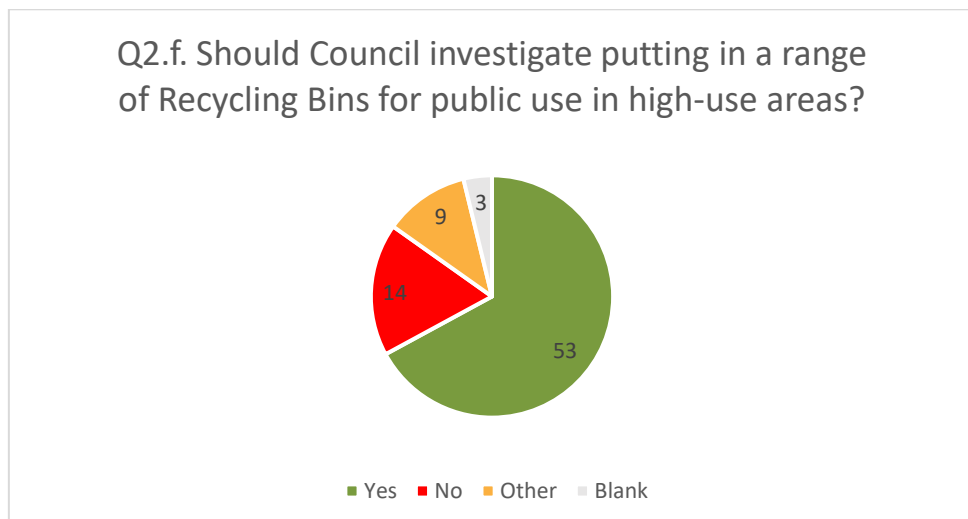
d. What would help your household recycle more?

Please refer to pages 1, 2 and 3 for the summary of answers.

e. When you are purchasing products do you consider (Tick all that apply)

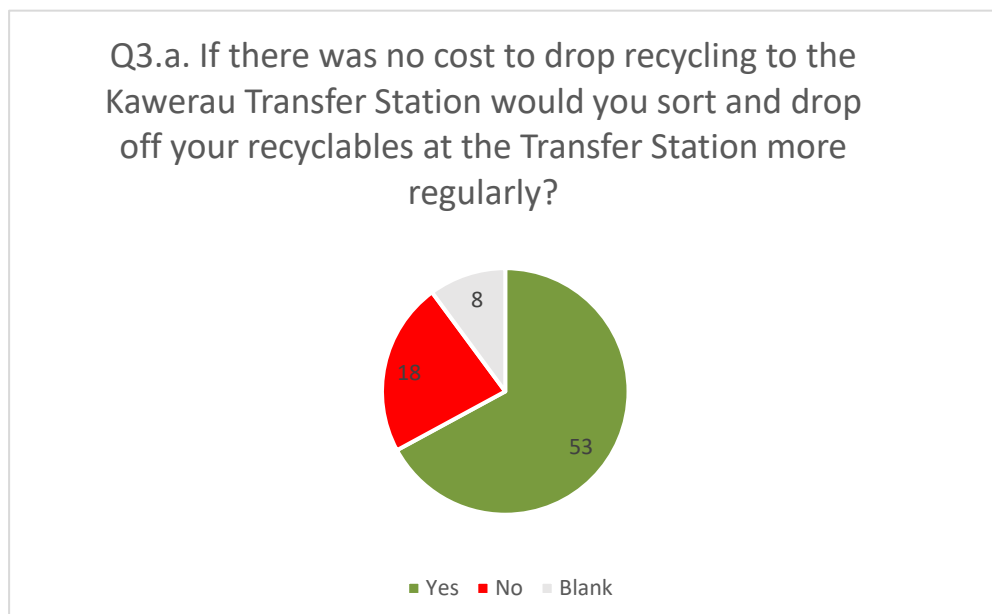


- f. *Should Council investigate putting in a range of Recycling Bins for public use in high-use areas?*

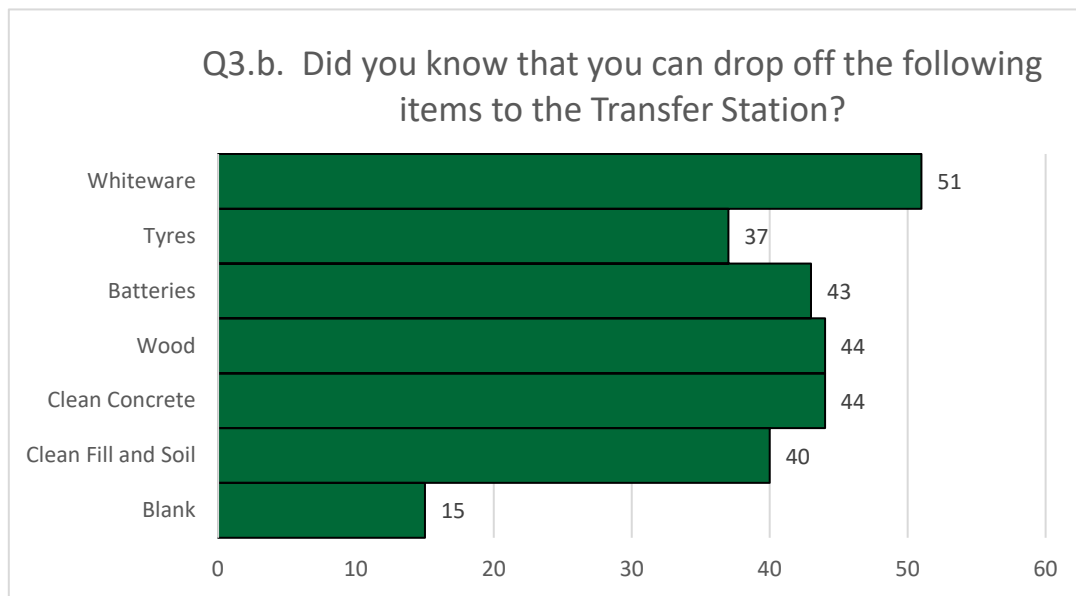


3. Kawerau Transfer Station Plans

- a. *If there was no cost to drop recycling to the Kawerau Transfer Station would you sort and drop off your recyclables at the Transfer Station more regularly?*



- b. *Tick all that apply. Did you know that you can drop off the following items to the Transfer Station?*

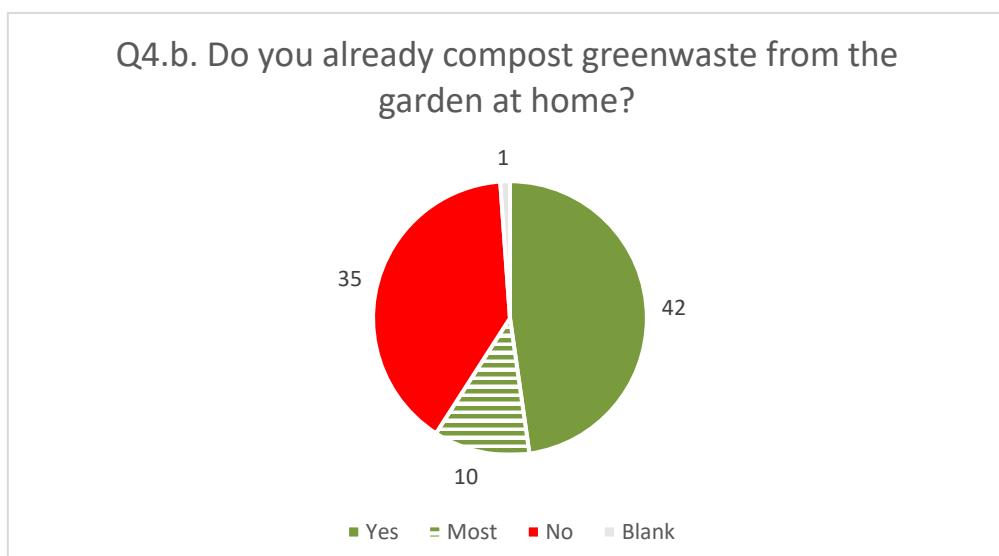


4. Greenwaste and Foodwaste

- a. *Do you already compost food waste at home?*

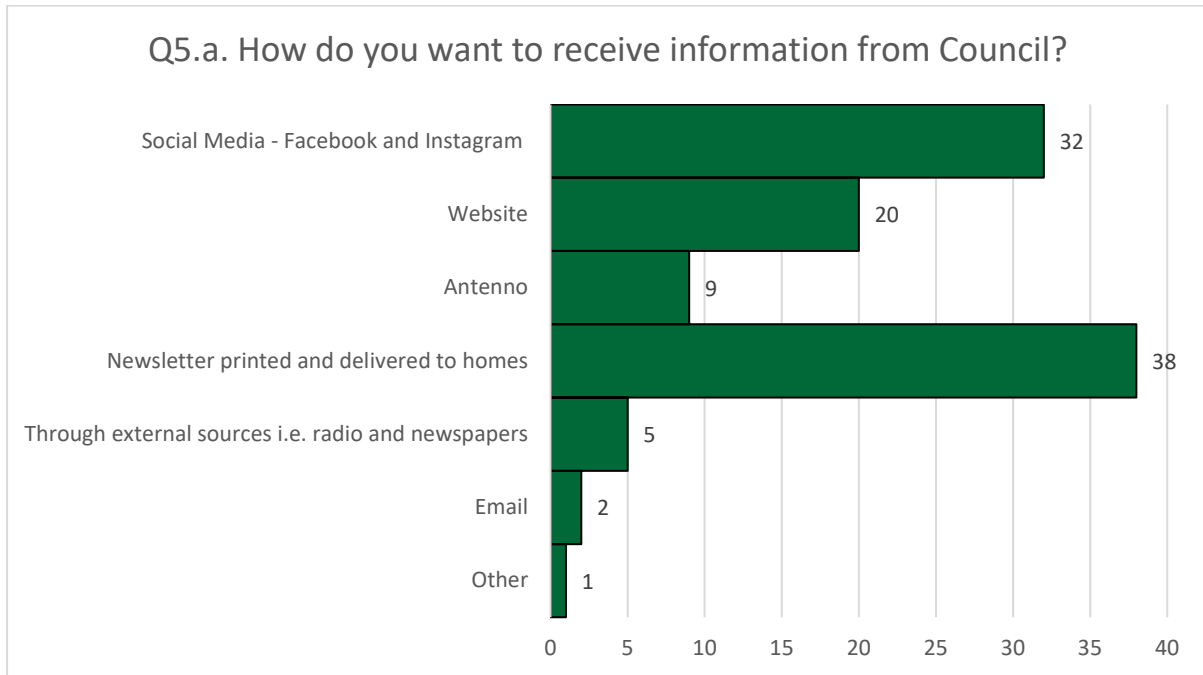


- b. *Do you already compost greenwaste from the garden at home?*



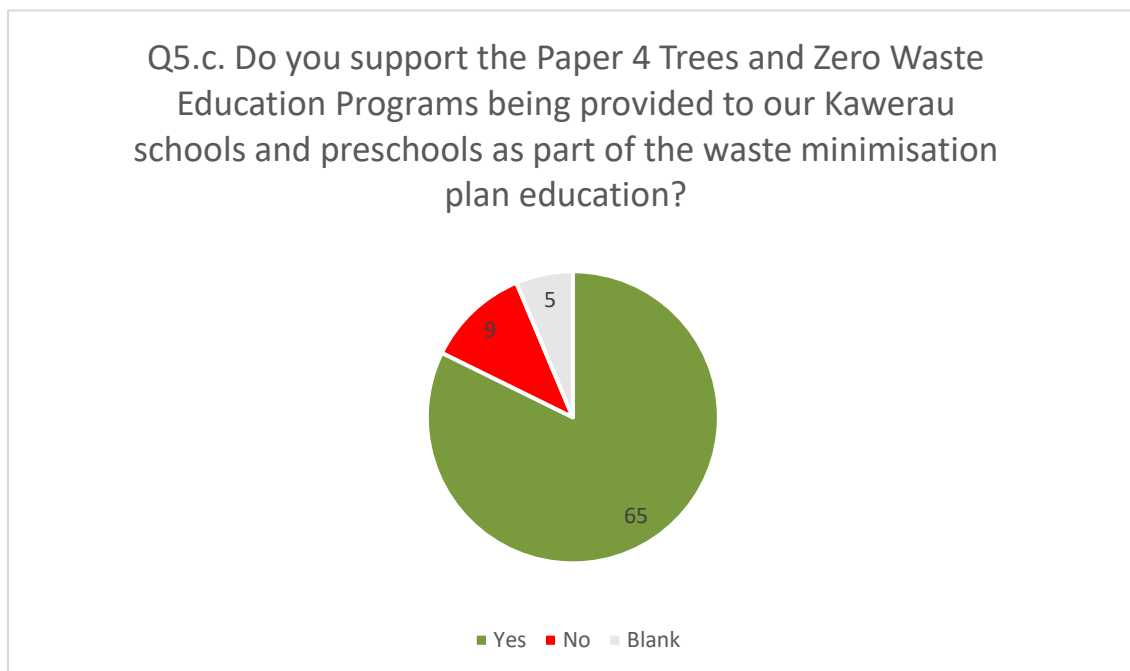
5. Education and Communication

a. How do you want to receive information from Council?



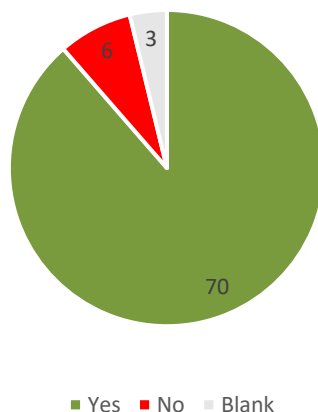
b. What else could Council do to encourage recycling, and waste minimisation?
Please refer to pages 1, 2 and 3 for the summary of answers.

c. Do you support the Paper 4 Trees and Zero Waste Education Programs being provided to our Kawerau schools and preschools as part of the waste minimisation plan education?



d. Council plans to invest in waste minimisation education at our Kawerau community – do you support this?

Q5.d. Council plans to invest in waste minimisation education at our Kawerau community – do you support this?



6. *Any other feedback*

- Workshops on composting
- Home compost bins / worm farms subsidised
- Use crushed glass for base course in roads
- Keep recycling and waste minimisation in the spotlight
- Stickers on offending bins
- Clearer bin labels on what is acceptable
- Partner with businesses / supermarkets
- Reuse centre at the Transfer Station
- Katikati has a mobile recycling unit they use at events and high-use areas (i.e., in summer, at Christmas in the Park, etc.) Great branding on the mobile trailer also.
- Colour codes for recyclables and/or recycling stickers on trucks

Please refer to pages 1, 2 and 3 for the summary of answers.

Meeting: Council

Meeting Date: 27 August 2025

Subject: **District Plan Review - Post Government Stop Plan Amendments**

File No.: 301012

1 Purpose

The purpose of this report is to provide an update on the District Plan review and determine the process going forward in light of the Resource Management (Consenting and Other System Changes) Amendment Act which passed into law on 20 August 2025 stopping district plan reviews except in limited circumstances.

2 Background

The current District Plan became operative on 1 May 2012. It has now been over 10 years since the last full review. Under the Resource Management Act 1991, the District Plan is required to be reviewed after 10 years, which was 1 May 2022.

In 2020, Council commenced Phase 1 of the required District Plan review, however this review was subsequently put on hold in 2021, following the announcement of the proposed Resource Management Act reform and the introduction of the COVID-19 Recovery Act 2020.

Placing the review on hold, allowed time to better understand the direction of the proposed RMA reform, and what effects this may have on Council requirements regarding the District Plan and any proposed implementation timeframes for the new legislation.

The RMA reform was completed, with the Natural and Built Environment Act 2023 (NBEA) and Spatial Planning Act 2023 receiving royal assent on 23 August 2023. Under the NBEA, for each region the requirement was to develop a comprehensive plan that will replace district and regional plans and policy statements. The implementation period for the NBEA was signalled to be around 10 years.

Although not required under the NBEA, to undertake a review of the district plan, it was recommended to recommence the review for the following reasons:

- It is expected that the region wide plan will not seek to completely overhaul the district plan rules where it is fit for purpose for a small district such as Kawerau.
- A review of the district plan will enable Council to ensure the provisions are fit for purpose and reflect the vision for the community.
- There are some key provisions that need reviewing to enable the district plan to meet the changing needs of society, for example:

- the housing crisis;
- the national direction to provide for increased urban development; and
- the need to consider how Kawerau will manage increasing demand for additional residential density.

On September 2023, Council resolved to recommence the full District Plan Review in light of the implementation timeframe.

In December 2023, after resolving to undertake a full review, the Government repealed the NBEA and Spatial Planning Act, indicating a further review would occur. Council continued with the review as this was again required under the Resource Management Act 1991.

In March 2025, Government announced its plans to replace the Resource Management Act 1991 with a Planning Act and Natural Environment Act, with aims to introduce the new Bills in late 2025. This update indicated a significant change to the current format of District Plans, with standardised zoning sections and one regional plan with each Council having a chapter for any specific District Rules.

At this stage, the scope of the District Plan was narrowed to focus on key provisions and the implementation of the boundary change.

On 16 July 2025, Government announced it had introduced legislation to stop works on District Plans with some limited exemptions.

3 Current Situation

The Resource Management (Consenting and Other System Changes) Amendment Act ('Act') was passed into law on 20 August 2025. This means all District Plan reviews that have not passed the hearing stage within 5 working days, must be withdrawn unless an exemption applies.

The Act enables two types of exemptions, automatic exemptions or through an application to the Minister for the Environment. The automatic exemptions apply to matters relating to Government priorities (such as housing growth and urban development and upholding treaty settlement obligations) and includes natural hazards.

Council planners have identified matters that need to be progressed and those that may continue under the automatic exemptions, as set out in the attached memo (Appendix A). The boundary reorganisation needs to be progressed and the natural hazards chapter has an automatic exemptions and needs to be considered due to our obligation under the Regional Policy Statement to include natural hazards provisions in our District Plan.

There is no automatic exemption for boundary reorganisation or the 10 yearly review. This means Council will need to apply for an exemption to enable any work to be progressed. Council has 90 days in which to make an application to the Minister to progress this plan change.

It is believed an exemption is likely to be approved, due to the legal requirement for the boundary reorganisation and the associated rezoning provisions (Māori Purpose Zone) are enabling the development of Māori-owned land.

The exemption application will include the Māori Purpose Zone and an updated Significant Natural Areas section. These two provisions are included due to the new significant natural areas being incorporated into our district and due to the engagement already undertaken with the landowners that moved into our District where there was significant interest in the concept Māori Purpose Zone. Government is preparing a National Environment Standard for Papakāinga, has indicated zoning for Māori Purpose in the RMA reform, and this is providing for Māori-owned development, so it is believe this may be approved as the boundary re-organisation package.

Attached is a draft concept for the Māori Purpose Zone. This was drafted for further engagement with our landowners, to help provide sufficient information to make an informed decision around zoning matters. Approval is sought to undertake further engagement on the concept draft, prior to zoning maps being prepared for community consultation.

4 **Options**

There are two options to consider in progressing the District Plan. In addition, there are two options for the processing of the natural hazard section.

The planner's memo sets out the preferred recommendation for Option 2 as outlined in their memo at sections 2 - 4, and the consideration for the natural hazard sections, these are not duplicated below.

Option 1 – One Plan Change – Combined Boundary Reorganisation and Natural Hazards

This approach is the most cohesive approach, completing the changes as one package. However, this approach could see the implementation of the boundary reorganisation being delayed, beyond the legal timeframe of September 2026. Flood mapping has not been completed and is not available and until these are received, we can only roughly draft the proposed natural hazards section. We do not want to rush the mapping or the community consultation in regards to this matter, it is important to get this right. It is unlikely this will be progressed sufficiently to meet the required timeframes.

This is the most cost effective approach. The same work is required for both approaches, however the benefit of one cohesive plan change is this will only require one hearing (if no appeal received).

Option 2 – Two Separate Plan Changes – Plan Change 5 - Boundary Reorganisation and Plan, Change 6 – Natural Hazards (Preferred Option)

Separating the two topics into separate plan changes will enable the boundary reorganisation plan change to progress on a relatively straightforward process, while

providing more time for the completion of the flood mapping and more extensive engagement with the community on what some may find to be a more contentious issue (natural hazards/flooding).

This option would better enable Council to meet required timeframes and provide for adequate engagement throughout both processes.

This will impact on the costs, due to the requirement for two separate hearings. There are sufficient funds in the current budget to enable this based on the reduced scope.

Option A – Natural Hazards – Flooding Only

For both options A & B, the flood maps will be held outside of the District Plan with a link provided for easy access. The District Plan will set out where there are risks and how they need to be addressed. For example, floor levels for new builds.

Flood mapping will provide Council and the Community with information currently not available on whether or not there are any areas of risk in a 1 in 100 year weather event. While there are other risks in Kawerau some are considered as part of the building process (landslides, liquefaction, geothermal), reducing the risk in some form.

Option B – Natural Hazards - All natural hazards in Kawerau District (Preferred Option)

Option B is the preferred option as it provides the information included in option A along with the full scope of hazards in Kawerau. This will provide those wanting to develop in Kawerau with more certainty around development requirements and likely costs involved. While many are considered as part of the building process, there are no clear planning instruments to guide appropriate standards for Kawerau District, such as distance in which building should be from a geothermal area. This information can provide added guidance and certainty.

5 Policy and Legislative Considerations

The Resource Management (Consenting and Other System Changes) Amendment Act, stops Council from notifying the District Plan review until December 2027, unless it meets an exemption.

We have a legal requirement under the Boundary Reorganisation Agreement to incorporate the boundary re-organisation into our district plan. This work must be continued, which will require an application for an exemption from the Minister of the Environment.

Natural hazards work can be progressed and notified based on the automatic exemption under the Resource Management (Consenting and Other System Changes) Amendment Act.

There are no inconsistencies with Council Policies.

6 **Significance and Engagement**

The table below indicates the degree of significance in relation to the decisions for the proposed plan changes.

	Degree of Significance							
	High							Low
Importance to the Kawerau District								
Importance to Tangata Whenua								
Consistency with Existing Policies and Strategies								
Community Interest								
Impact on Councils Capacity and Capability								

The Resource Management Act 2002 sets out the consultation process for any district plan review and Council will follow the required steps.

Early consultation has been undertaken in regards to the boundary re-organisation and this will continue throughout, providing affected land owners with significant opportunities to engage and opportunities to provide input.

Once flood maps have been finalised, engagement will be held with the community to ensure there is general understanding of the flood maps, their purpose and how they will be applied through the District Plan.

Consultation has been undertaken with those parties affected by the Boundary Re-organisation, with significant interest in the Māori Purpose Zone.

7 **Financial Considerations**

Council has budgeted for the District Plan review to be undertaken this year. There are sufficient funds to work through both processes, either individually or separately due to the reduced scope of the District Plan review.

The boundary reorganisation may be implemented within this financial year (or just after) if completed in isolation from the natural hazards section. This will be dependent on submissions received and whether appeals to the Environment Court are required. This is less likely to be contentious, and any disputes may be able to be resolved through the engagement process.

It is unlikely the natural hazards section will be able to be completed within this financial year, due to the mapping not currently being available, significant engagement being required and ensuring the legal process is completed correctly. This may be more contentious and is likely to result in more public interest and submissions. While we aim for any submissions being able to be resolved, where they cannot, this may result in an appeal to the Environment Court.

8 **RECOMMENDATIONS**

1. That the report “District Plan Review - Post Government Stop Plan Amendments” be received.
2. That Council acknowledge an application for an exception will be required to progress with the District Plan Changes required to enable the Boundary Changes.
3. That Council authorises the Group Manager, Regulatory and Planning to prepare and make an application, to the Minister for the Environment, for an exemption from the prohibition against notifying a draft planning instrument, to enable the boundary re-organisation plan change to proceed.
4. That Council approves Option 2, being to commence two separate district plan changes, being Plan Changes 5 – the implementation of the boundary re-organisation and Plan Change 6 – the implementation of the natural hazards section into the district plan.
5. That Council approves the incorporation of the proposed Māori Purpose Zone and the Significant Natural Areas as a part of Plan Change 5.
6. That Council approves Option B, being to progress the natural purpose section of the district plan, including all known natural hazards in Kawerau District.
7. That Council approves the draft Māori Purpose Zone for further consultation with the affected landowners, prior to a final draft being prepared for community consultation.



Michaela Glaspey

Group Manager, Regulatory and Planning

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Memo

To: Michaela Glaspey, Kawerau District Council
From: Ruth Feist, Principal Planner
Date: 21 August 2025
File Ref: 3261
Subject: Implications of Government direction stopping district plan reviews and plan changes, and proposed changes to National Policy Statements and National Environmental Standards

1. 'Stop plan changes' direction

Central Government recently announced a stop to plan changes and reviews before the proposed Planning Act and National Environment Act are in place. This is to be enacted through the Resource Management (Consenting and Other System Changes) Amendment Act, which received Royal Assent on 20 August 2025.

Governments' reason for this approach is to focus council resources on preparing for the new RM system. The timing for the new RM system is expected to be:

- Two new bills to be introduced to Parliament later in 2025:
 - Natural Environment Act (NEA) will focus on the use, protection, and enhancement of the natural environment. This includes our land, air, freshwater, coastal and marine water, and other natural resources.
 - Planning Act (PA) will focus on land-use planning to enable development and infrastructure.
- NEA and PA made into law by mid-2026.
- Development of new region-wide spatial plans and combined regional/district plans from late-2026.
- The current Kawerau District Plan is anticipated to remain in place until at least mid-2027.

The Amendment Act includes exemptions for some types of plan changes, either through automatic exemptions or via an exemption application to the Minister for the Environment. Plan changes that are automatically exempted are those that deliver on Government priorities (such as housing growth and urban development, or upholding Treaty settlement obligations) or is related to natural hazards will have pathways to continue. However, there is a 'catch all' in the Amendment Act that allows the Minister to consider plan changes that are necessary for other reasons.

Plan changes relating to boundary reorganisations will not have an automatic exemption. However, such a plan change is likely to be approved for exemption by the Minister,

particularly where the plan change includes rezoning provisions to enable the development of Māori-owned land.

This memo looks at the implications for the review of Kawerau District Plan.

2. Kawerau Plan Review and Plan Changes

The full review of the Kawerau District Plan is now not possible, and a plan change to 'fix up' or amend a variety of provisions across the District Plan is also not possible under the Amendment Act.

It is necessary to identify matters that need to progress either due to existing legal obligations (i.e. the boundary reorganisation) or are one of the automatic exemptions stated above (i.e. natural hazards). Natural hazards, in particular flooding, has been considered due to the obligation under the Regional Policy Statement for Kawerau District Council to include natural hazard provisions in the District Plan.

It is recommended that the components where plan changes to the District Plan could be progressed are split into two Plan Changes. The reason for two plan changes is to separate a potentially contentious issue (natural hazards – flooding maps) from a relatively 'straight forward' rezoning issue. Each plan change can progress separately through the statutory process and a more communications and engagement 'heavy' process can be used for a flooding plan change.

3. Boundary reorganisation matters (Plan Change 5)

An overview of a possible plan change relating to the boundary reorganisation is provided below.

Reason for plan change

Legal obligation to rezone land blocks that came into Kawerau District from Whakatane District. Currently the land blocks are zoned under the Whakatane District Plan and those zones and rules still apply. Those rules do not reflect strategic planning intentions, e.g. provide for the expansion of the Putauaki Industrial area.

Scope of Plan Change

1. Maps showing rezoning of land blocks brought into district from boundary reorganisation.
 - a. This will also affect parts of land blocks that were already in Kawerau District (i.e. the whole of the lot would be rezoned, not just the part from Whakatane District).
 - b. There are some land blocks owned by Ngati Tuwharetoa Settlement Trust (NTST) that are not affected by boundary reorganisation but where rezoning may be preferable. This will be discussed further with NTST. We consider that it would be justifiable to include these land blocks (if rezoning is sought by NTST) for consistency with their land blocks that are affected by the boundary reorganisation.
2. New Māori Purpose Zone chapter (objectives, policies and rules).

- a. Previous discussion with Trustees or owners of the affected land blocks indicated that many were interested in rezoning to Māori Purpose. We note that part of the Putauaki Trust block is anticipated to be zoned Industrial to provide for expansion of that industrial area and that area would be covered by existing Industrial zone provisions.
3. Replacement list of Significant Natural Areas (SNAs). This list would include the SNAs from the Whakatane District Plan that are now within Kawerau District via the boundary reorganisation and a 'tidy up' of the current list from the Kawerau District Plan. No new SNAs are otherwise included.

4. Natural Hazards (Plan Change 6)

An overview of a possible plan change relating to the natural hazards is provided below.

Reason for plan change

Under the Regional Policy Statement, Kawerau District Council must include provisions to regulate land use activities in the District Plan in relation to natural hazards. Council is currently progressing flood modelling. Once the flood modelling maps are available, Council has a legal obligation to make that information publicly available to affected property owners and include the information on LIMs.

A plan change is recommended to provide certainty for landowners and developers on:

- Where natural hazard risks are present (e.g. flooding); and
- The requirements for development (e.g. minimum floor level for buildings).

Scope of Plan Change

Options for the scope of a natural hazards Plan Change are explained below.

Option 1: Flooding only

- New Flooding chapter (objective, policies and rules), including permitted rules for low-risk areas (e.g. minimum floor level for buildings). Resource consent would be required for new buildings and subdivision in higher-risk areas where flood modelling shows flooding would be above set depth.
- Flood maps would sit outside the District Plan. This is to allow modelling to be updated as required. This is an accepted approach used by Tauranga City Council and other councils.

Option 2: All natural hazards relevant to Kawerau District

The list of relevant natural hazards to address is based on the list in the consultation material on a National Policy Statement for Natural Hazards.

New Natural Hazards chapter (objectives, policies and rules) to cover:

1. Flooding
 - a. Provisions as per Option 1 above.
2. Liquefaction
 - b. Risk managed through the Building Act and foundation designs for buildings in accordance with a geotechnical report for the site.

3. Active fault line
 - c. There is one (1) active fault line in the Kawerau District (see Figure 1 below).
 - d. Risks managed by regulating new building within 50m either side of the fault line.
4. Landslides
 - e. Risks managed by regulating new development and subdivision in areas identified as High and Moderate Landslide Susceptibility on Bay of Plenty Regional Council's Bay Hazards online maps (see Figure 1 below).
5. Geothermal hazards
 - f. Risks managed by:
 - i. Requiring building setbacks from geothermal surface features.
 - ii. Requiring building setbacks from geothermal bores unless the building is associated with renewable energy generation.
 - iii. Building Act provisions and foundation designs for buildings in the Kawerau Geothermal Field (see Figure 2 below) to address subsidence and geothermal hazards. This would be in accordance with a geotechnical report for the site.
 - g. The approach to geothermal hazards would be the same as has been taken by Rotorua Lakes Council.



Figure 1: Active Fault Line and Landslide Susceptibility (source: BOPRC Bayexplorer online maps)

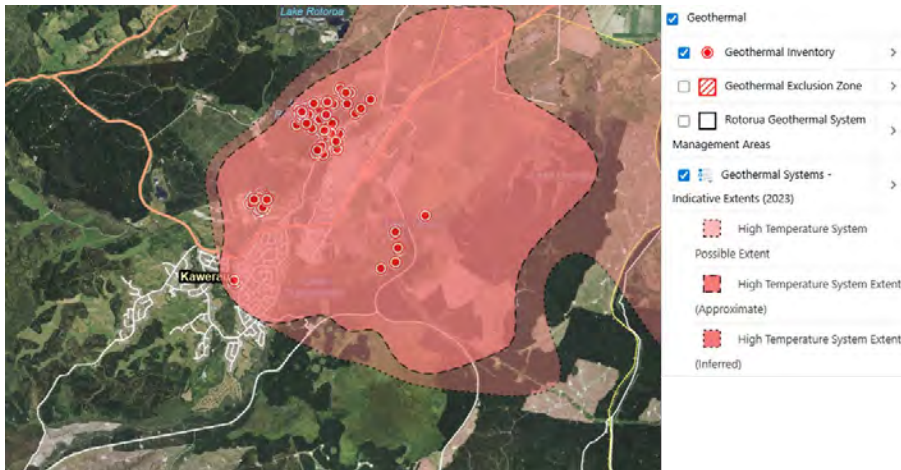


Figure 2: Geothermal field and surface features (source: BOPRC Bayexplorer online maps)

5. Upcoming changes to National Policy Direction

There are several changes to National Direction (National Policy Statements and National Environmental Standards) that have been consulted on by Central Government. An overview of the proposed changes that directly affect Kawerau District or land use activities regulated in the District Plan are provided below.

National Environment Standards (NES)

NES 'override' provisions in District Plans, so that specified activities are permitted or directly regulated under the NES. However, where a land use consent is required under the NES, then that consent is made to the relevant district/city council. The NES Freshwater controls activities relating to wetlands and regional councils consent activities under that NES.

The upcoming NES relevant to land use activities in Kawerau District are:

NES Papakāinga (new)

- Would permit papakāinga development of up to 10 homes on Māori land in residential and rural zones subject to specified standards (e.g. boundary setbacks, etc). Consent will be required for larger developments (11+ homes).
- Also includes ancillary activities including commercial activities of up to 100m², conservation activities, visitor accommodation up to eight guests, education and health facilities, sports/recreation activities, marae, urupā and māra kai.

NES Granny Flats (new)

- Will permit one small (up to 70m²), detached, self-contained, single storey house (minor residential unit) per site for residential use in residential and rural zones subject to meeting specified permitted activity standards (e.g. setbacks from boundaries).

Commented [MG1]: Missing word – not sure if this is correct

- This NES will prevent councils from requiring on-site car parking for a granny flat.

NES Electricity Transmission Activities (amendments)

- Updated regulations to permit a greater range of routine work on the electricity transmission network.
- New rules to establish the National Grid Yard and Subdivision Corridor to protect the transmission network (these will override the current rules in the District Plan and apply a standard approach across New Zealand).
- New permitted rules for activities and structures for electricity distribution network and EV charging infrastructure.

NES Telecommunications Facilities (amendments)

- New or updated regulations for structures (telecommunication poles, cabinets, etc), providing for renewable electricity generators for telecommunication facilities (for resiliency to natural hazards). Includes increased permitted height limits for poles and cabinets.

National Policy Statements (NPS)

NPS direct what provisions need to be included in district or regional plans and matters to consider when making decisions on resource consents on specified activities. However, it is not anticipated that the NPS changes listed below will affect the current District Plan as these would be implemented in new region-wide plans under the new resource management system. The strategic policy in a NPS is reflected in the relevant corresponding NES regulations (e.g. NPS on Electricity Transmission and NES Electricity Transmission Activities).

NPS for Infrastructure (new)

- Supports infrastructure development and maintenance, including 3 waters infrastructure and transport infrastructure.
- Provides direction on how consent decisions on infrastructure are made in an efficient manner.

NPS for Renewable Electricity Generation (amendment)

- New policies to enable renewable electricity generation and protect existing assets, while managing effects on the environment.
- New policy to recognise and provide for Māori interests in renewable energy generation (including geothermal energy).
- As noted above, *“The proposals will strengthen the directiveness of the NPS-REG policies so that decision-makers considering consent applications will be required to give greater weight to the NPS policies than local planning instruments.”*

NPS on Electricity Transmission (amendment)

- Will apply to the National Grid (Transpower) and local electricity distribution networks (e.g. Powerco).
- New policies to support the operational and functional needs of the electricity network, route selection processes and management of environmental interests.
- New policy on recognising and providing for Māori interests.
- Amended policy to provide greater protection of the electricity network.

NPS on Natural Hazards (new)

- Aims to ensure local authorities take a risk-based approach when managing natural hazards and respond proportionately to that risk in RMA decision-making on new development. Will require risk assessments for natural hazards, for example identify areas at 'high risk' from flooding or other hazards and apply appropriate regulation of activities in those areas.
- Would apply to the following hazards: flooding, landslips, coastal erosion, coastal inundation, active faults, liquefaction and tsunamis. But also allow councils to apply the risk-based approach to other hazards (e.g. geothermal hazards).
- This NPS is currently in 'draft' stage and some key detail is not yet available.

NPS on Highly Productive Land (amendment)

- Proposes to remove LUC 3 (land use capability) land from being classed as Highly Productive Land. LUC 1 and 2 classes would remain as Highly Productive Land with the associated regulations.
- Kawerau District has LUC 3 but no LUC 1 or 2. Removal of LUC 3 would also remove a hurdle to the development of Māori-owned land on rural land in Kawerau District.

Yours sincerely,
HAYSON KNELL LTD



Ruth Feist
Principal Planner

Māori Purpose Zone

MPZ - Māori Purpose Zone

Overview

The Kawerau District contains a significant area of Māori ancestral land and Treaty settlement land. It is recognised that this legal and governance framework for Māori land provides for a unique situation for mana whenua.

The Māori Purpose Zone recognises and provides for the relationship of Māori with Māori land as defined in the Te Ture Whenua Māori Act 1993.

The zone provides for the use and development of Māori land which can support the social, cultural and economic aspirations of mana whenua and enable a range of cultural and economic activities to be undertaken.

Council has responsibilities under Te Tiriti o Waitangi and Te Ture Whenua Māori Act to provide for the on-going use and development of Māori land.

The two sections of the District Plan that specifically relate to development on Māori land are:

- Papakainga - applies to papakainga development across the Kawerau District, including in the Māori Purpose Zone. Papakainga development includes residential units and some ancillary cultural and small scale commercial activities.
- Māori Purpose Zone - provides for a wide range of cultural and economic activities at a scale or nature not otherwise provided for in the Papakainga section.

Owners and Trustees of Māori land are able to use the provisions of both sections as relevant to proposed development.

Objectives

Objectives	
MPZ-O1	The Māori Purpose zone enables a range of social, cultural and economic development opportunities that support the occupation, use, development and ongoing relationship of tangata whenua with their lands.
MPZ-O2	Provide for partnership between mana whenua and Council in decision making processes that affect land within the Māori Purpose Zone.

Policies

Policies	
MPZ-P1	Mana whenua are represented in decision-making processes where an activity requires a resource consent in the Māori Purpose Zone. Where a consent

	application is publicly notified, a suitability qualified representative will be included on a hearing panel.
MPZ-P2	Enable a range of activities compatible with the role, function, and predominant character of the Māori Purpose Zone, while ensuring their scale and intensity is appropriate in the Zone and the wider environmental context of the site.
MPZ-P3	Avoid activities which are likely to be incompatible with the purpose of the MPZ - Māori Purpose Zone, unless a cultural impact assessment endorsed by the relevant iwi organisation demonstrates that the effects on the cultural values are acceptable or can be mitigated.
MPZ-P4	Where reticulated water, wastewater and stormwater networks are not available, ensure the scale and intensity of development can be serviced by on site water supply, non-reticulated wastewater and stormwater disposal methods.
MPZ-P5	<p>Provide for the use of development management plans to provide for comprehensive or mixed-use development on a land block or adjoining blocks within the MPZ - Māori Purpose Zone. The plans are to contain the level of detail necessary to ensure that comprehensive, coordinated and efficient development occurs, including:</p> <ul style="list-style-type: none"> a. A description of activities, buildings and structures existing, or b. proposed to be established within the development area; c. Integrated planning of papakainga and other cultural and economic development for the whenua. d. The bulk and location of any buildings and structures; e. How adverse effects resulting from proposed activities and development works, in particular at zone boundaries, will be avoided, remedied or mitigated; f. The provision of sufficient infrastructure to service the needs of all activities proposed to be established; g. The management of natural hazard risk at the site; and h. The protection of the mauri of any identified features potentially affected by any activities, buildings or structures proposed to be established.
MPZ-P6	<p>Manage the effects of land use activities in the Māori Purpose Zone that require resource consent to address the following matters, where relevant to the proposal:</p> <ul style="list-style-type: none"> a. the location, scale, bulk and height of buildings and structures; b. noise, light spill, traffic effects and signage; c. any setbacks, fencing, screening or landscaping required to address potential conflicts the boundary with other zones or other land uses; d. managing reverse sensitivity effects on adjacent land uses; e. the adequacy and capacity of available or planned development infrastructure to accommodate the proposed activity, or the capacity of the site to cater for on-site infrastructure associated with the proposed activity; f. managing risk from natural hazards;

	g. adverse effects on areas with indigenous biodiversity values or sites of significance to Māori.
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Rules

Advisory Notes:

- Refer to the Papakainga section of the District Plan for rules for papakainga development in the Māori Purpose Zone.
- The Flooding provisions apply to buildings and activities in the Māori Purpose Zone.
- The Transportation provisions apply to activities in the Māori Purpose Zone.

For the purposes of these Rules, Māori Purpose Activities means:

The use of land and/or buildings for a range of activities for Māori cultural, community and living purposes, and/or integrated Māori development, including, but not limited to, the following activities:

- *marae/pā;*
- *visitor accommodation for manuhiri;*
- *urupā;*
- *wānanga;*
- *mahinga kai;*
- *customary activities;*
- *pou whenua;*
- *home business;*
- *sale of produce, mahi toi and other products grown or manufactured on site;*
- *arts and cultural centres;*
- *health and medical centres;*
- *cultural education and research facilities;*
- *Māori cultural activities;*
- *Cultural tourism activities;*
- *childcare services, kohunga reo;*
- *events, markets and festivals;*
- *education and kura (schools);*
- *whare karakia (Māori church).*

MRZ-R1	New buildings or structures; extensions or alterations to existing buildings or structures; and accessory buildings	
Māori Purpose Zone	Activity status: Permitted Where: PER-1 The building or structure, or extension or alteration to an existing building or structure	Activity status where compliance not achieved with PER-1: Restricted Discretionary Matters of discretion are restricted to:

	complies with standards: <ul style="list-style-type: none"> • MPZ-S1 - Maximum height; • MPZ-S2 - Height in relation to boundary; • MPZ-S3 – Setbacks from road boundaries ; • MPZ-S4 – Setbacks from side and rear boundaries • MPZ-S5 - Site coverage; • MPZ-S6 - Services. • MPZ-S7 – Maximum noise levels • MPZ-S8 – Noise insulation standards for all noise sensitive activities • MPZ-S9 - Relocated buildings 	a. The matters of discretion of any infringed standard in relation to PER-1.
MPZ-R2	Māori Purpose Activities	
Māori Purpose Zone	Activity status: Permitted Where: PER - 1 <ol style="list-style-type: none"> 1. The building for the activity does not exceed 500m² in size or the addition to any existing building does not result in a building that exceeds 500 m² in size. Note: Rule MRZ-R1 also applies to buildings for the activity. PER-2 <ol style="list-style-type: none"> 1. The outdoor storage of materials, plant or equipment is screened from public view and other properties. 2. All manufacturing, altering, repairing, dismantling or processing of any materials or articles associated with an activity is carried out within a building. 	Activity status where compliance not achieved with PER-1 or PER-2: Restricted Discretionary Matters of discretion are restricted to: <ol style="list-style-type: none"> a. Compliance with any Development management plan in place for the site; b. Management of access, parking and traffic generation; c. Hours of operation; d. Noise management and lighting; e. Landscape measures. f. Provision of on-site infrastructure; and g. Potential reverse sensitivity effects on any adjoining activities.
MPZ-R3	Urupa	
Māori Purpose Zone	Activity status: Permitted Where:	Activity status where compliance not achieved: Discretionary

	1. The Urupā is under Te Ture Whenua Māori Act 1993 and private cemeteries under the Burial and Cremation Act 1964.	
MPZ-R4	Agricultural and Horticultural activities, excluding intensive indoor primary production	
Māori Purpose Zone	Activity status: Permitted	Activity status where compliance not achieved: Not applicable
MPZ-R5	Conservation and Recreational activities	
Māori Purpose Zone	Activity status: Permitted	Activity status where compliance not achieved: Not applicable
MPZ-R6	Greenhouse activities	
Māori Purpose Zone	<p>Activity status: Permitted</p> <p>Where: PER-1 The greenhouse structures comply with standards:</p> <ul style="list-style-type: none"> • MPZ-S1 - Maximum height; • MPZ-S2 - Height in relation to boundary; • MPZ-S3 – Setbacks from road boundaries; • MPZ-S4 – Setbacks from side and rear boundaries • MPZ-S5 - Site coverage <p>Advisory note: Greenhouse operations are considered to be different from Intensive indoor primary production. Refer to the Definitions for clarification.</p>	<p>Activity status where compliance not achieved with PER-1: Restricted Discretionary</p> <p>Matters of discretion are restricted to:</p> <p>a. The matters of discretion of any infringed standard in relation to PER-1.</p>
MPZ-R7	Intensive indoor primary production	
Māori Purpose Zone	<p>Activity status: Restricted Discretionary</p> <p>Matters of discretion are restricted to:</p> <p>a. Compliance with any Development management plan in place for the site;</p> <p>b. Bulk and location of buildings;</p>	Activity status where compliance not achieved: Not applicable

	<p>c. Management of traffic and parking;</p> <p>d. Landscape measures;</p> <p>f. Any impacts on the production values of the surrounding land;</p> <p>g. Effects on visual amenity and rural character; and</p> <p>h. Methods of water supply and effluent and stormwater treatment and disposal.</p> <p>Note: Odour is managed by Bay of Plenty Regional Council. Refer to the Regional Natural Resources Plan for relevant air quality rules.</p>	
MPZ-R8	Small scale renewable electricity generation activity attached to buildings or structures (new and upgrading)	
Māori Purpose Zone	<p>Activity status: Permitted</p> <p>Where:</p> <p>PER-1 It does not exceed the permitted maximum height standard for the zone, by more than 3m.</p>	<p>Activity status where compliance not achieved with PER-1: Restricted Discretionary</p> <p>Matters of discretion are restricted to:</p> <ul style="list-style-type: none"> a. visual domination, overshadowing, traffic, loss of privacy on adjoining sites, noise; b. loss of access to sunlight and daylight on adjoining sites; and c. the location and proximity of residential units and their associated outdoor areas on adjoining sites.
MPZ-R9	Free standing small scale renewable electricity generation activity (new and upgrading) including wind turbines	
Māori Purpose Zone	<p>Activity status: Permitted</p> <p>Where:</p> <p>PER-1 No structure, including any attachments or turbine blades, exceed a maximum height above ground level of 20m.</p> <p>PER-2 All structures occupy no more than a total area of:</p>	<p>Activity status where compliance not achieved with PER-1, PER-2, PER-3, PER-4, PER-5, PER-6 or PER-7: Restricted Discretionary</p> <p>Matters of discretion are restricted to:</p> <ul style="list-style-type: none"> a. adverse effects resulting from the increase in the scale of the building or structure; b. adverse effects on any area with cultural values or natural values, c. vegetation clearance;

	<p>a) 50m² where the lot size is 3,000m² or less.</p> <p>b) 150m² where the lot size is greater than 3,000m².</p> <p>PER-3 Any structure is setback at least three times the height of the structure from the boundary of any other site and is not within the notional boundary of any other site.</p> <p>PER-4 The setback from a road is at least three times the height of the structure and is not within the boundary of any other site.</p> <p>PER-5 Compliance is achieved with NZS 6808:2010 Acoustics - Wind farm noise for any proposal involving wind generation.</p> <p>PER-6 Where the site adjoins the General Residential Zone or a sensitive activity, the boundary with the adjoining site is landscaped, fenced or otherwise screened to a minimum height of 1.8m.</p> <p>PER-7 Written notice is provided to Council at least two weeks prior to the installation of the structure, or the upgrade of an existing structure. The written notice shall detail the location of the activity, details of ownership and management responsibilities.</p>	<p>d. visual domination, overshadowing, loss of privacy on surrounding sites;</p> <p>e. loss of access to sunlight and daylight on adjoining sites;</p> <p>f. the location and proximity of residential units and their associated outdoor areas;</p> <p>g. effects on the existing, planned or future use of the road or infrastructure;</p> <p>h. adverse effects on the natural character of the site or surrounding area; and</p> <p>i. shadow flicker and glare on surrounding sites, private and public roads.</p>
MPZ-R10	Temporary buildings or structures ancillary to construction of renewable energy generation site or geothermal bore drilling and testing	
Māori Purpose Zone	<p>Activity status: Permitted</p> <p>Where:</p> <p>PER-1</p>	<p>Activity status where compliance not achieved: Discretionary</p>

	<p>The temporary building or structure is located on the same site as the associated construction or testing activity.</p> <p>PER-2 The temporary building or structure is removed from the site upon completion of the associated construction works, or within 12 months from the date it was located on the site, whichever is the lesser.</p> <p>PER-3 The temporary building or structure must comply with the maximum height, height in relation to boundary, setback and coverage rule standards.</p>	
MPZ-R11	Temporary monitoring masts (new and upgrading) associated with renewable energy generation	
Māori Purpose Zone	<p>Activity status: Permitted Where:</p> <p>PER-1 The height of the mast does not exceed 80m.</p> <p>PER-2 No more than three masts are installed at any one time within a site.</p> <p>PER-3 A mast must be removed within 5 years of placement and the site remediated.</p> <p>PER-4 The building or structure is setback at least a distance equal to the height of the mast from the boundary of any other site.</p> <p>PER-5 Written notice is provided to Council at least 1 month prior to</p>	<p>Activity status where compliance not achieved with PER-1, PER-2, PER-3, PER-4 or PER-5: Restricted Discretionary</p> <p>Matters of discretion are restricted to:</p> <ol style="list-style-type: none"> 1. adverse effects resulting from the scale of the mast; 2. adverse effects on any area with historical or cultural values, natural values, or coastal values; 3. adverse effects on any waterbody ; 4. adverse effects on the values and purpose of any esplanade or marginal strip area; 5. adverse effects on planned or future use of the unformed public road; 6. vegetation clearance; and 7. colour scheme of buildings or structure(s), landscaping or screening.

	the installation of the building or structure, and any subsequent relocation of any mast. The written notice shall detail the location of the activity, details of ownership and management responsibilities.	
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MPZ-R12 Community scale or larger renewable electricity generation activity (new and upgrading)		
Māori Purpose Zone	Activity status: Discretionary Where: <ol style="list-style-type: none"> 1. Compliance is achieved with NZS 6808:2010 Acoustics - Wind farm noise for any proposal involving wind generation. 	Activity status where compliance not achieved: Not applicable.
MPZ-R13 Other activities (not otherwise identified in other rules)		
Māori Purpose Zone	Activity status: Discretionary	Activity status where compliance not achieved: Not applicable
Rules MPZ-R1 to MPZ-R13	Notification An application for resource consent for a Restricted Discretionary activity in the Māori Purpose Zone will be considered without public notification or limited notification, unless the Council decides that special circumstances exist under the Resource Management Act 1991.	

Standards

MPZ-S1	Maximum height	
Māori Purpose Zone	<p>The maximum height of a building or structure, or extension or alteration to an existing building or structure is 10m above ground level.</p> <p>This standard does not apply to:</p> <ol style="list-style-type: none"> i. Solar and water heating components not exceeding 0.5m in height above the building envelope on any elevation. ii. Chimney structures not exceeding 1.2m in width and 1m in height above the building envelope on any elevation. iii. Satellite dishes and aerials not exceeding 1m in height above the building envelope and/or diameter on any elevation. iv. Architectural features (e.g. finials, spires) not exceeding 	Where the standard is not met, matters of discretion are restricted to: <ol style="list-style-type: none"> 1. The distance of any building from the boundary. 2. The bulk of the building in relation to the bulk of the buildings in the immediate vicinity. 3. The potential for the building or structure to overshadow or overlook other buildings. 4. The visual appearance of building(s) and any proposed landscape mitigation.

	1m in height above the building envelope on any elevation.	
MPZ-S2	Height in relation to boundary (daylighting)	
Māori Purpose Zone	<p>1. No part of the building or structure shall project beyond a 45° recession plane 2.7 metres above the ground from the shortest horizontal distance between that part of the building and the nearest site boundary as shown in Diagram MPZ-1 below.</p> <p>Except where the site boundary adjoins a lawfully established accessway or access lot serving a rear site, the measurement shall be taken from the furthest boundary of the accessway or access lot.</p> <p>This standard does not apply to:</p> <ol style="list-style-type: none"> Solar and water heating components not exceeding 0.5m in height above the building envelope on any elevation. Chimney structures not exceeding 1.2m in width and 1m in height above the building envelope on any elevation. Satellite dishes and aerials not exceeding 1m in height above the building envelope and/or diameter on any elevation. Architectural features (e.g. finials, spires) not exceeding 1m in height above the building envelope on any elevation. 	<p>Where the standard is not met, matters of discretion are restricted to:</p> <ol style="list-style-type: none"> loss of privacy to adjoining sites, including potential loss in relation to vacant sites; shading and loss of access to sunlight to adjoining sites, including buildings and outdoor areas.
MPZ-S3	Setbacks from road boundaries	
Māori Purpose Zone	<ol style="list-style-type: none"> Where the site adjoins the Residential Zone, the minimum distance between any building or structure and the front boundary of the site is 5m. The minimum distance from the boundary with State Highway 34 is 13m. 	<p>Where the standard is not met, matters of discretion are restricted to:</p> <ol style="list-style-type: none"> Visual effects including bulk, scale and location of the building; and The provision of daylight and sunlight into neighbouring buildings; and

	<p>3. The minimum distance between any building or structure and the front boundary of the site in any other situation is 10m.</p> <p>Standard MPZ-S3 does not apply to:</p> <ol style="list-style-type: none"> Open fire escapes. Decks, terraces and porches where the floor is no higher than 0.6m above ground level. 	<p>(c) Effects on surrounding properties, character and amenity; and</p> <p>(d) Ability to soften the visual impact of the building from nearby properties and adjoining road boundaries, including retention of any existing mature trees and landscaping; and</p> <p>(e) Potential reverse sensitivity effects on any adjoining activities; and</p> <p>(f) Parking, manoeuvring and access; safety and efficiency, including the provision of sufficient off-street parking and the effects of traffic generation; and</p> <p>(g) Site and topographical constraints.</p>
MPZ-S4	Setbacks from side and rear boundaries	
Māori Purpose Zone	<p>The minimum setback for buildings from side and rear boundaries is:</p> <p>For buildings used for Māori Cultural Activities, 5m from a boundary with any other Zone.</p> <p>For buildings used for any other activity:</p> <ol style="list-style-type: none"> 25m from the boundary with the Residential Zone. 5m from boundary with any other Zone. <p>The side and rear setback distance can be reduced subject to the written consent of the owner of land whose boundary is affected. In the case of an access under shared ownership, written consent shall be required from all persons having legal interest in the access.</p> <p>Standard MPZ-S3 does not apply to:</p> <ol style="list-style-type: none"> Open fire escapes. Decks, terraces and porches where the floor is no higher than 0.6m above ground level. 	<p>Where the standard is not met, matters of discretion are restricted to:</p> <p>(a) Visual effects including bulk, scale and location of the building; and</p> <p>(b) The provision of daylight and sunlight into neighbouring buildings; and</p> <p>(c) Effects on surrounding properties, privacy, character and amenity; and</p> <p>(d) Ability to soften the visual impact of the building from nearby residential properties and adjoining road boundaries, including retention of any existing mature trees and landscaping; and</p> <p>(e) Potential reverse sensitivity effects on any adjoining activities.</p>

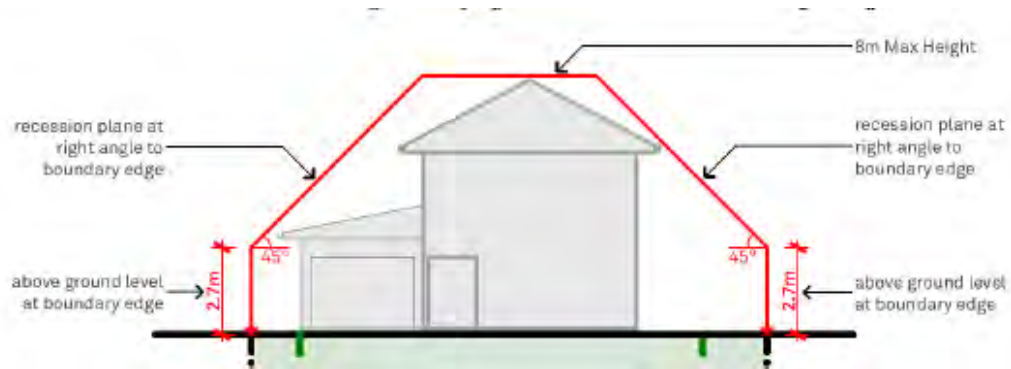
MPZ-S5	Site Coverage	
Māori Purpose Zone	The maximum area of a site covered by all buildings must not exceed 40% of the net site area.	<p>Where the standard is not met, matters of discretion are restricted to:</p> <ol style="list-style-type: none"> 1. The provision of adequate service infrastructure. 2. Any potential adverse visual cumulative effects. 3. Stormwater management and the ability for on-site disposal.
MPZ-S6	Services	
Māori Purpose Zone	<p><u>Water Supply</u></p> <ol style="list-style-type: none"> 1. Where a connection to Council's reticulated water supply systems is available, development must connect; 2. Where a connection to Council's reticulated water system is not available the development must provide an independent potable water supply for activities on the site; 3. All new development must have access to sufficient water supplies for fire fighting consistent with the SNZ PAS 4509:2008 New Zealand Fire Service Firefighting Water Supplies Code of Practice. This includes the location of fire hydrants in relation to proposed building platforms. <p><u>Stormwater Management</u></p> <ol style="list-style-type: none"> 1. All development shall be provided, within their site area, with a means for the disposal of 	<p>Matters of discretion are restricted to:</p> <p><u>Water supply</u></p> <ol style="list-style-type: none"> 1. adequacy of the supply of water to every building and activity; 2. adequacy of water supplies, and access for fire fighting purposes; and 3. the standard of water supply infrastructure installed and the capacity of the system. <p><u>Stormwater Management</u></p> <ol style="list-style-type: none"> 1. control of water borne contaminants, litter and sediments; 2. the capacity of existing and proposed stormwater disposal systems (refer also to the Council's various urban stormwater management plans and any relevant Bay of Plenty Regional Council stormwater discharge consents); 3. the effectiveness and environmental impacts of any measures proposed for avoiding or mitigating the effects of stormwater runoff, including low impact design principles; 4. the location, scale and construction of stormwater infrastructure; and 5. measures that are necessary in order to give effect to any stormwater catchment management plan that has been prepared for the area. <p><u>Wastewater management</u></p>

	<p>collected stormwater from the roof of all potential or existing buildings and from all impermeable surfaces, in such a way so as to avoid or mitigate any adverse effects of stormwater runoff on receiving environments, including downstream properties. This shall be done for a rainfall event with a 10% Annual Exceedance Probability (AEP).</p> <p>2. All stormwater management shall be in accordance with Whakatāne District Council Engineering Code of Practice 2008 (or most recent version).</p> <p><u>Wastewater management</u></p> <p>1. Where a connection to Council owned reticulated wastewater scheme is available, all development must connect;</p> <p>2. Where connection is not available, all development shall be provided with a means of disposing of wastewater within the site that complies with regional plan requirements; and</p> <p>3. All wastewater disposal to Council's reticulated systems shall be in accordance with Whakatāne District Council Engineering Code of Practice 2008</p>	<p>Note - Compliance with regional rules on wastewater discharge is required.</p>
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	(or most recent version).	
	<p><u>Exemptions</u></p> <p>This standard does not apply to activities for which water supply, wastewater disposal or stormwater management is not necessary.</p>	
MPZ-S7	Maximum noise levels	
Māori Purpose Zone	<p>The noise level arising from any activity measured with the boundary of any Residential Zone site or at the notional boundary of any Rural Lifestyle site, other than from the Māori Purpose Zone where the noise is generated, shall not exceed the following limits:</p> <p>a) 7.00 am to 10.00pm - 50dBA LA_{eq}</p> <p>b) 10.00pm to 7.00am - 40dBA LA_{eq}</p> <p>c) 10.00pm to 7.00am - 65dBA LA_{max}</p>	<p>Matters of discretion if compliance not achieved:</p> <ol style="list-style-type: none"> 1. ambient noise levels and any special character noise from any existing activities, the nature and character of any changes to the sound received at any receiving site and the degree to which such sounds are compatible with the surrounding activities; 2. type, scale and location of the activity in relation to any noise sensitive activities; 3. hours of operation, frequency and duration of activity; 4. the temporary or permanent nature of any adverse effects; 5. the ability to internalise and/or minimise any conflict with adjacent activities; and 6. any mitigation proposed, in accordance with the best practicable option approach (e.g. site layout and design, design and location of structures, buildings and equipment and the timing of operation); and 7. Where an educational facility is affected by the proposed activity, the effects on the learning environment and instruction from caregivers or teachers, interference with speech communications and mental activity.
MSZ-S8	Noise insulation standards for all noise sensitive activities	
<p>Māori Purpose Zone:</p> <p>Within 40m of SH34</p>	<ol style="list-style-type: none"> 1. Any habitable room in a new building used for a noise sensitive activity, or an alteration to an existing building that 	<p>Matters of discretion are restricted to:</p> <ol style="list-style-type: none"> 1. effects in the ability of existing or permitted activities to operate or establish without undue constraint;

<p>Adjacent to Commercial and Industrial zones</p>	<p>changes its use to a noise sensitive activity, must be designed, constructed, and maintained to achieve a maximum internal noise limit of 40dB LAeq(24h);</p> <p>2. Any bedroom within a new building used for a noise sensitive activity, or an alteration to an existing building that changes its use to a noise sensitive activity, must be designed, constructed, and maintained to achieve a maximum internal noise limit of 35dB LAeq(24h);</p> <p>3. Compliance with (1) above shall be achieved based on an existing noise level with a 2 decibel addition allowing for future traffic increase;</p> <p>4. Compliance with (1) above shall be achieved if, prior to the construction of any building containing a habitable room, an acoustic design certificate from a suitably qualified acoustic engineer is provided to the Council stating the design will achieve compliance with this standard. The building shall be designed, constructed, and maintained in accordance with the design certificate. The design certificate shall also state the</p>	<p>2. mitigation of noise achieved through other means;</p> <p>3. any topographical or other site constraints;</p> <p>4. any alternative solutions proposed by a suitably qualified acoustic engineer to achieve appropriate amenity for present and future residents of the site;</p> <p>5. any existing noise generating activities and the level of noise that will be received within any noise sensitive building;</p> <p>6. the primary purpose and the frequency of use of the activity; and</p> <p>7. the ability to design and construct buildings accommodating noise sensitive activities with sound insulation and/or other mitigation measures to ensure the level of noise received within the building is minimised particularly at night.</p>
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	<p>required HVAC design noise levels that are to be included in the ventilation design as well as any relevant assumptions; or</p> <p>5. Where design external noise levels in (2) above are greater than 55 dB LAeq(24h).</p> <p>Compliance with this clause shall be achieved if, prior to construction of any habitable room, a ventilation and HVAC design certificate is provided by a suitably qualified practitioner.</p>	
MPZ-S9	Relocated buildings	
Māori Purpose Zone	<ol style="list-style-type: none"> 1. The building must be located on permanent foundations approved by a building consent, no later than 2 months from the building being moved to the site. 2. Any relocated dwelling must be accompanied by a building inspection report that confirms the suitability of the building for use as a dwelling and identifies all reinstatement work required to the exterior of the building. 3. All work required to reinstate the exterior of any relocated building must be completed within 12 months of the building being moved onto the site. 	<p>Where the standard is not met, matters of discretion are restricted to:</p> <ol style="list-style-type: none"> 1. The timeframe for completion of any work.

Diagram MPZ-1 – Height to boundary (daylighting)

Meeting: Council

Meeting Date: 27 August 2025

Subject: Adoption of Sensitive Expenditure Policy

File No.: 110820

1 **Purpose**

The purpose of this report is for Council to review and adopt the updated Sensitive Expenditure Policy as presented.

2 **Background**

The Sensitive Expenditure Policy is essentially a guide for staff and Elected Members when dealing with expenditure that is deemed to be sensitive. All councils will have a Sensitive Expenditure Policy to mitigate as much as possible the risks associated with expenditure of a sensitive nature.

Examples of sensitive expenditure include:

- Travel and accommodation
- Hospitality
- Gifts

Council's current Sensitive Expenditure Policy was last presented to the Audit and Risk Committee on the 9th of August 2022, with the adoption of the reviewed policy by Council on the 30th of August 2022. The policy is now due for review to ensure the framework is meeting Council's policy objectives and aligns with best practice. Council's Auditors also recommend regular reviews of financial policies to ensure good practice elements are reflected in the policy.

Council expenditure is public money and therefore should withstand scrutiny by the public. The Sensitive Expenditure Policy in 2022 was revised to include recommendations detailed in the Office of the Auditor General Good Practice Guide.

The updated Sensitive Expenditure Policy (2025) as attached and detailed below was presented to the Audit and Risk Committee on the 11th of August 2025. The Committee supported the Sensitive Expenditure Policy and recommended the following amendments which are included in this revised policy:

- Add to Principles "the most effective and efficient means of undertaking your business-related work."
- Under Motor Vehicles add the vehicle safety rating requirement and for drivers to have a current driver's licence.
- Add clarification on the Expenses for Elected members under Scope that relates to the Remuneration Authority legislation.
- For the mini-bar expenses that relate to food as a meal, add "Approval Manager may approve retrospectively the mini-bar expenses".

- For Air Travel provide an option for Koru Club Membership if there is a valid business case for this expenditure that is approved by the Audit and Risk Committee.
- For Gifts add under frequency, the example of repeatedly being provided a coffee.
- For Koha add the word “recommended”, not in cash into point 4.

3 Sensitive Expenditure Policy

Council is reviewing a number of policies, with a new format which will provide a consistent presentation of all Council policies.

A review and update of the Sensitive Expenditure Policy has been undertaken, and the updated policy is attached in Appendix A, which also includes the Audit and Risk Committee recommendations. With the change in the format of the policy, plus the proposed amendments, Appendix B includes the current Sensitive Expenditure Policy to assist with illustrating the policy updates.

The updated Sensitive Expenditure Policy as provided has essentially the same principles and overall has a consistent intent with the current policy and information has been added to enhance the policy.

A summary of the key changes are as follows:

- The Background of the current policy has been included into other parts of the policy.
- The policy Purpose has been reworded, and the current policy exclusions have been moved under the Scope of the policy.
- The policy Principles are consistent with the previous policy, however some of the procedural processes that were detailed in this section have been moved to the Policy Statement section.
- The Scope of the policy is new and details the areas where the Sensitive Expenditure policy does not apply.
- Definitions and Guidelines have been added into a specific section.
- The reviewed Policy Statement is consistent with the previous policy and continues to specifically include guidance on:
 - Motor vehicles for business travel
 - Air travel
 - Accommodation and Meals
 - Telephones and Communications
 - Entertainment and Hospitality
 - Gifts
 - Donations and Koha
 - Farewells, Functions and Retirements
 - Reimbursement of Expenses Incurred by the Chief Executive Officer, Mayor and Elected Members
 - Sponsorship of Individual Staff and Staff Organisations

- Sale of surplus assets

The Policy Statement does consolidate procedure processes that were previously detailed throughout the policy under this section.

In addition to the recommendations above from the Audit and Risk Committee, the Policy Statement also includes the following key changes:

- For Motor Vehicles additional requirements have been added regarding using the most effective and efficient means of transport and further guidelines for the use of rental vehicles.
- The Air Travel has been updated to detail the staff authorised to complete the bookings and the requirement to ensure bookings are in advance to ensure a cost effective price. The ability to claim Airpoints has been allowed as there is no direct cost to Council. For Overseas travel the requirement for prior approval by Council has been added.
- For Accommodation and Meals, the expenditure limits have been increased to reflect the increased costs of meals. Lunch has been increased \$5 to \$35 and dinner \$10 to \$70.
- The Entertainment and Hospitality guide now defines the purpose of this type of expenditure. Also added is the requirement for any unusual or large expenditure for entertainment of employees to have prior approval by the CEO. Further guidance for hospitality provided to staff by a third party has been included.
- The Gifts Policy is relatively the same, however the receipt of gifts cards or vouchers has also been included as not acceptable gifts, as these are very similar to being gifted cash.
- For the Sale of Surplus Assets, additional criteria, guidelines and procedures have been included.
- A new section on the “Private Use of Council Assets” has been included to provide clear guidance that Council assets are not to be used for private benefit, unless approved by the CEO. This is a policy statement recommended for inclusion by the Office of the Controller and Auditor-General’s Sensitive Expenditure guide.
- The References and Relevant Legislation is a new section, providing a link to both legislation and other Council policy obligations.

4 Policy and Plan Considerations

There are no policies or plans that are inconsistent with this proposed revised policy.

5 **Legal Considerations**

There is no legal requirement for Council to adopt a Sensitive Expenditure Policy. However, Council's fundamental legal obligation is always to act fairly and reasonably, and in accordance with the law. To ensure that this always occurs when undertaking any sensitive expenditure, it is preferable that a policy is adopted to provide the necessary processes and guidance for staff and Elected Members to act fairly and reasonably.

6 **Financial Considerations**

While there is no additional cost to Council for the preparation of this policy, key to the Sensitive Expenditure Policy is ensuring that Council staff and Elected Members have high standards of probity and financial prudence when incurring expenditure and in particular, sensitive expenditure.

7 **RECOMMENDATIONS**

1. That the report "Adoption of Sensitive Expenditure Policy" be received.
2. That Council adopt the Sensitive Expenditure Policy (including any further amendments) as presented in Appendix A and the policy is effective from 1 September 2025.



Lee-Anne Butler CA BMS

Group Manager Finance and Corporate Services

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Council Policy

Sensitive Expenditure

Effective Date:	1 October 2025
Last Reviewed:	2022
Next Review Date:	2028 (Three Yearly Review)
Document Number:	Pol 22
Responsibility:	Group Manager, Finance and Corporate Services
Associated Documents:	N/A

1. Purpose

The purpose of this policy is to ensure that Council has a clear framework, which adheres to appropriate processes for the authorisation and control of sensitive expenditure. The framework must be consistently assessed, authorised and reviewed, to ensure responsible use of ratepayers' money and address any potential conflicts of interest or impropriety that may arise.

2. Principles

All money spent by Council is public money and is not the property of staff or Elected Members to do with as they wish. Consequently, expenditure should be subject to high standards of probity and financial prudence and be able to withstand scrutiny by the public or Parliament.

Under those standards, decisions made must apply the principles that the expenditure:

- Has a **justifiable business purpose**
- Maintains **impartiality**
- Is made with **integrity**
- Is **moderate and conservative**, taking into account the circumstances in which it is incurred
- Is made **transparently**
- Is **appropriate** in every respect.
- Is the most **cost effective** and **efficient** means of undertaking business-related work.

3. Scope

This policy shall apply to all business, service or activity conducted by Council, all employees of Council and Elected Members. It applies equally to all Council employees, whether permanent, temporary or contract.

The policy also sets out the rules for Elected Members claiming expenses and resources available to them during their term.

This policy does not apply to the following:

1. Elected Members' entitlement to remuneration, allowances, and hearing fees as determined under the Local Government Elected Members Determination Legislation, that is set by the Remuneration Authority.
2. Items specifically provided for in Employment Agreements.
3. Severance payments.

4. Definitions and Guidelines

Approval Manager – An employee's line manager or a manager higher in the organisational structure, with authority to approve the expenditure.

Conflict of interest – Any situation in which a private interest of personal consideration may affect or could be perceived to affect, an employee or elected member's judgement and/or ability to act in the best interest of Council.

Council – means the Kawerau District Council (KDC).

Entertainment Expenses – Expenditure on food, beverages, tickets for events, and the purpose of the expenditure is to represent the Council or provide reciprocity of hospitality or build business relationships in pursuit of Council goals.

Probity – means the quality of having strong moral principles, by acting ethically and fairly.

Sensitive Expenditure – any spending that could be seen to be giving private benefit to Elected Members and staff, that is additional to the business benefit to the Council. Sensitive expenditure is discretionary expenditure, which could be considered usual or controversial for the Council's purposes.

Staff – means all members, office holders, managers and employees of Kawerau District Council.

Supplier – A person, business, company or organisation that supplies or can supply goods, services or works to Council.

5. Policy Statement

In deciding whether sensitive expenditure is to be authorised, members of staff must apply all the above policy principles. No one principle should be regarded as being more important than, or applied in isolation from, the others.

In all cases, claims for reimbursement of expenditure must be made on Council's approved claim form, detailing people attending, the trip's destination and business purpose. All claims must be backed up by GST receipts where appropriate.

Claims relating to sensitive expenditure need to be submitted promptly after the expenditure is incurred. Claims relating to sensitive expenditure need to be in English or Te Reo Māori (or independently translated before payment).

If claims for sensitive expenditure required a business case and budget before the expenditure was authorised, an explanation should be provided for any incurred expenditure that is more than the agreed budget.

Expenditure must be a **justifiable business purpose** and be **moderate and conservative**.

Policies on specific types of expenditure which may be considered sensitive follow:

5.1 General

1. Expenses relating to attendance at courses, conferences and seminars relevant to an employee's duties will be reimbursed on an actual and reasonable basis.
2. Prior to attending any course, seminar or training there needs to be an initial consideration of technology-enabled solutions as opposed to travel in person. The physical attendance at a course/seminar by a staff member needs the prior approval of their Approval Manager.
3. All costs associated with the training must also be approved by the staff member's Approval Manager and there needs to be proof that the expenses are legitimate work expenses.
 - i. This will include meals, accommodation, travel, transport and any other associated costs.
 - ii. This is for costs charged directly to Council, and those reimbursed to the staff member.
 - iii. The Approval Manager must ensure that these costs comply with this policy and is within their delegation to approve.
4. Council will not reimburse any bar (including "mini-bar") expenses that are incurred by the staff member. These expenses should be paid for directly but if they are charged back to Council they are to be paid by the staff member. However, if a staff or elected member has incurred mini-bar expenses for food only as it was not easy to have a meal, then the employee's Approval Manager may approve retrospectively the mini-bar expenses.
5. All travel and accommodation must be approved in advance. The expenditure should be the most cost effective, practical, economical and efficient, considering purpose, distance, time, urgency and personal health, security and safety considerations.
6. Council will not pay round sum allowances to cover travel and accommodation.
7. Costs should be invoiced direct to Council whenever possible, otherwise they will be reimbursed to the individual (staff or elected member).
8. All claims for reimbursement must be submitted on Council's standard expenses claim form and include details of the business reason for the expense being incurred.
9. Relevant GST receipts for all expenditure must be attached to the form which will be approved and authorised by the relevant Approval Manager.

10. As a rule, Council will not reimburse tips given by staff. However, if staff or Elected Members are required to travel overseas where it is customary to give tips, then the cost of tips will be reimbursed, but must be reasonable and not extravagant.
11. Expenses will be measured against what is reasonable in the opinion of the employee's Approval Manager. In the event of any dispute, the final decision will lie with the Chief Executive Officer ("CEO").

5.2 Motor Vehicles

1. Staff are required to use the most effective and efficient means of transport suitable for the requirements of the trip.
2. Wherever possible and when one is available, staff should use a Council vehicle for business travel. All staff must have a current driver's licence for all work related to vehicle travel and ensure that vehicle meets safety requirements.
3. Rental cars are only to be used if it is impractical or uneconomic to use a Council vehicle. If use of a rental car is authorised, it must be booked through the Senior Executive Assistant to the Mayor and CEO or the PA to Managers. All rental car charges will be charged directly back to Council. The staff member driving the rental vehicle must have a current driver's licence.

The rental car hired will firstly have a high safety rating, then be the most economical type and size appropriate for the people carried and distance travelled. The car will be hired only for the duration of the business trip and may not be used for private purposes. Any fines (parking or traffic offences) incurred while using a rental vehicle are the responsibility of the driver.

4. In the event that an employee is authorised to use their own car, the actual distance travelled on Council business will be reimbursed at the approved IRD rate. **N.B.** If such a business journey commences from and/or finishes at the employee's home, IRD rules require that the normal distance travelled between home and work be deducted from the total distance travelled. Council accepts no liability for insurance incurred while using a private vehicle on Council business – this is strictly the responsibility of the driver.
5. Any parking fines or other traffic fines incurred during business travel will be the responsibility of the driver and will not be reimbursed by Council. The only exception will be if travel is undertaken in a Council vehicle and the fine results from an aspect of the condition of the vehicle that is outside the driver's control.
6. The cost of taxis or shuttles will be reimbursed for journeys between an airport and the business destination. If accommodation is not within walking distance of a business destination, taxis may be used only if public transport is unavailable or impractical.

5.3 Air Travel

1. All air travel must be approved in advance, in writing and be booked through the Senior Executive Assistant to the Mayor and CEO or the PA to Managers and be the lowest fare practical at the time of booking.
2. To the extent practicable, air travel is to be booked in advance of the actual travel date, so the expenditure is as cost-effective as possible.
3. Under normal circumstances, no subscription memberships will be paid to airline travel clubs, such as Koru Club or equivalent airlines. Where there is a valid business case justifying membership (with benefits outweighing the cost), the expenditure is to be approved by the Audit and Risk Committee.
4. For Airline Loyalty, Council staff or Elected Members may claim Airpoints for work related travel, however Council will not require staff to transfer these as the process outweighs the benefits (especially given the small number of staff who travel).
5. Any proposed international travel by Elected Members or Staff on Council business must have prior approval by Council, including the details of estimated cost and the expected benefit to Council and ratepayers. Overseas air travel will be in economy class for journeys.

5.4 Accommodation and Meals

1. Accommodation must be booked through the Senior Executive Assistant to the Mayor and CEO or the PA to Managers and will, whenever possible, be arranged at hotels offering special Government rates with chargeback facilities. Approval from the appropriate Approval Manager is required in advance of booking accommodation.
2. If a staff member stays with a friend or relative Council will not pay an allowance for accommodation. However, it will reimburse any reasonable additional costs that were incurred to stay with the friend or relative (such as taxi or bus fare) as long as these costs don't exceed the amount that would have been incurred for hotel accommodation.
3. Meals will be reimbursed on an actual and reasonable basis, unless they are provided as part of the accommodation or other package. Separate meal expenses will not be met by Council where a meal has been provided as part of the meeting conference, training, etc.

The following are expenditure limits for meals that will be paid for by Council:

- Breakfast \$30.00
- Lunch \$35.00
- Dinner \$70.00

If the conference or meeting necessitates expenditure for meals that exceed these limits, then approval can be given by the Chief Executive Officer.

Only expenses incurred by employees for business purposes will be met or reimbursed by Council. Should a staff member wish to take annual leave in conjunction with any business trip or have a spouse/partner accompany them to any function this must be authorised in advance. If authorisation is given, all costs in excess of the minimum required for the staff member's business purpose will be considered to be private costs and therefore the responsibility of the individual employee. Such costs include, but are not limited to, additional car hire or airfares, spouse/partner's travel, accommodation and meals.

5.5 Telephones and Communications

1. Staff will be supplied with a mobile phone to be billed to Council's account where it is required for their job.
2. Private calls, including to home, may be made using a Council mobile phone. Any charges that exceed the limit of Council's policy and/or are not reasonable will be charged to the individual.
3. Should a member of staff be delayed while returning from a business trip, calls made in order to advise the staff member's family of the delay and expected time of return will not be considered private calls.
4. Private use of Council telephones, internet or e-mail facilities during normal working hours, for example to deal with a family emergency, will be permitted, but must be kept to a minimum. Staff found to be abusing this privilege will be subject to disciplinary action.

Full guidance on what is considered appropriate and inappropriate usage can be found in the separate E-mail and Internet Management Policies.

5.6 Entertainment and Hospitality

Entertainment and Hospitality expenditure can be defined as for the purposes of:

- Building relationships.
- Representing the organisation.
- Reciprocating hospitality where there is a clear business purpose and that is within normal business bounds – accepting of hospitality is expected to be consistent with the principles and guidance for provision of hospitality.
- Recognition of significant business or community achievement.
- Facilitate investment and/or development for the district.

Supporting the Council's internal organisational development may also be legitimate business expenditure. This may include expenditure that promotes the health and wellbeing of employees.

The principles of a justified business purpose, **moderate**, **appropriate** and **conservative** expenditure shall be applied. The expenditure must detail the date, place and business reason for the entertainment, in addition to those present (including the relationship to Council).

Any unusual or large expenditure for entertainment of Council staff must have prior approval of the Chief Executive Officer. The Chief Executive Officer's expenses related to entertainment must be approved by the Mayor.

Guidance on permissible levels of expenditure should be sought in advance. All entertainment and hospitality expenditure must be pre-approved where practical and always be supported by clear documentation.

Staff meals in celebration of a special event will be considered reasonable and appropriate. If an all staff event, prior approval must be obtained from the Chief Executive Officer. It is expected that such events are unlikely to occur more frequently than one or two times a year for any member of staff/department.

Where a Manager of the Council entertains a prospective investor/developer, approval will be obtained from the Chief Executive Office and/or Mayor. The staff involved in the entertainment will need to ensure that costs are reasonable.

Although not involving expenditure by Council, when an employee is offered entertainment or hospitality by third parties, such as suppliers or contractors, the following matters have to be considered:

- i. Acceptance of entertainment or hospitality offered by a third party must be approved in advance by the CEO.
- ii. Entertainment or hospitality offered during a tender process by any third party who has submitted, or is likely to submit, a tender should be politely declined. The terms of this policy should be explained in order not to give offence by declining.
- iii. Any doubt on the appropriate response to an offer of entertainment or hospitality must be discussed with the employee's Approval Manager.

5.7 Gifts

As a general rule, Council does not offer gifts to third parties. However, Council may feel that a gift is necessary to facilitate an important relationship with a third party which will be to the future benefit of the district and ratepayers. In these circumstances the gift will need to be approved by the Mayor or Chief Executive Officer. The value of the gift should not exceed \$500.00.

The receiving of gifts is not strictly sensitive expenditure; however, it is nevertheless a sensitive issue, that can be perceived as a potential bribe or inducement from companies or individuals. Council staff and Elected Members' impartiality and integrity must be maintained when receiving gifts. In accepting a gift full consideration must be given to the; reason for the gift; value and importance; circumstances; frequency/repetitiveness (for example a coffee gifted every day) and any potential

adverse publicity. Where there is any doubt about the appropriateness of accepting a gift, the staff member must discuss this with their Senior Manager, or for an Elected Member discuss with the Chief Executive.

The following guidelines refer to the offer of gifts from third parties to Council employees.

1. One-off gifts, valued at \$100 or less, may be retained by an employee. Acceptance must be infrequent, being defined as no more than three times in any 12 month period.
2. A gift whose value exceeds the \$100 limit may be accepted, but only on behalf of the organisation and must be declared to the employee's Approval Manager and the CEO, who will decide on the most appropriate course of action. Depending on the nature of the gift, it may be retained for use by Council. All gifts received over \$100 must be recorded in the Council's gift register.
3. No gifts should be accepted during a tender process from any supplier/contractor who has submitted, or is likely to submit, a tender.
4. The receiving of cash gifts or monetary gift cards/vouchers is not acceptable in any circumstances and must be declined if offered.
5. When it is necessary to decline a gift, there should be a thank you for the gesture and an explanation that the reason for declining the offer of a gift is due to the terms of this policy in order to avoid giving any offence.

5.8 Donations and Koha

A donation, including the gifting of koha, is a payment made voluntarily without the expectation of receiving anything in return.

Donations and koha must be:

1. Lawful in all respects
2. For purposes consistent with Council's business
3. Of a size that is appropriate in the circumstances
4. Made by normal commercial means, recommended not in cash
5. Non-political

Approval of donations and koha are restricted to the CEO and Senior Leadership Team Managers.

5.9 Reimbursement of Expenses Incurred by the Chief Executive Officer, Mayor and Elected Members

Approval for reimbursement of expenses that are incurred while on Council business should be made by the individual that is “one-up” in the organisation.

Therefore, reimbursement of expenses that are incurred by the Chief Executive Officer will be approved by the Mayor. Expenses incurred by councillors will also be approved by the Mayor.

Reimbursement of expenses incurred by the Mayor will need to be approved by two Councillors.

5.10 Farewells, Functions and Retirements

Any expenditure on farewells, retirements and significant functions such as Christmas that are paid for by Council are to be pre-approved by the Chief Executive, and to be moderate, conservative and in-line with the number of years of service (for farewells/retirements).

Council may also contribute towards a farewell gift, the value of which will be dependent on the numbers of years of service. The amount must also be pre-approved by the Chief Executive.

5.11 Sponsorship of Individual Staff and Staff Organisations

Council may sponsor a staff member, if they are competing at a national or international level and there is a perceived benefit to the organisation. The sponsorship must be conservative, reasonable and approved by the Chief Executive.

Council will generally not sponsor staff organisations (such as staff sports teams) unless they are involved in a national competition or local government event and there is a perceived benefit to the organisation. The sponsorship must be conservative, reasonable and approved by the Chief Executive.

5.12 Sales of Surplus Assets

From time to time Council will dispose of assets, usually when they have reached the end of their useful lives or have become surplus to requirements. When disposing of assets the following is achieved:

- Disposal value is maximised
- Asset disposal procedures must be transparent and fair
- Risk associated with asset disposal is managed appropriately
- Opportunity for exploitation by individual employees, Elected Members, or any other individuals or organisations is minimised
- The method of asset disposal promotes efficient disposal practices proportionate to the approximate value of the item, minimising disposal costs

Whenever appropriate, assets may be traded in against their replacements.

Assets must not be disposed of directly to an individual Council staff member or Elected Member. However, with the approval of the Chief Executive an internal tender process may be initiated to dispose of a particular asset, that's estimated value is less than \$1,000. The objective of this approach would be to gain the highest disposal price at the lowest cost to Council. Assets to be disposed of should be valued in advance and the value declared for guidance, if market value is greater than \$500.

Staff and Elected Members may purchase an asset through an internal tender process, provided they have no decision-making involvement in the disposal process and Council is not exposed to potential or perceived conflicts of interest.

5.13 Private Use of Council Assets

Unauthorised private use of Council assets is theft and therefore Council assets may not be used for private purposes, unless such use is approved by the Chief Executive Officer or otherwise specifically provided for in the employee's contract of employment. This includes but is not limited to, private use of Council vehicles, plant and machinery, stationery, photocopiers, etc.

6. References and Relevant Legislation

1. The Controller and Auditor-General Sensitive Expenditure Guidance for Public Entities
2. Council Policies
 - a. Fraud and Corruption Policy
 - b. Staff Conduct Policy
 - c. Procurement Policy
3. Relevant legislation (but not limited to):
 - a. Local Authorities (Members' Interests) Act 1968
 - b. Local Government Act 2002 (S.100 and 101 – financial prudence)

COUNCIL POLICY

TITLE:	SENSITIVE EXPENDITURE POLICY
MEETING:	30 August 2022
OFFICER RESPONSIBLE	Group Manager Finance and Corporate Services
FILE REFERENCE:	112010
REVIEW:	30 June 2025

1. BACKGROUND

The money spent by Kawerau District Council ("Council") is public money and must meet standards of probity that will withstand scrutiny by the public and/or Parliament.

Sensitive expenditure is any expenditure incurred by Council that provides, has the potential to provide or may be perceived as providing some private benefit to an individual staff member in addition to its business purpose. It also includes expenditure which could be considered to be unusual for Council's purpose and function.

Examples of expenditure which may be regarded as sensitive include, travel, accommodation and hospitality, particularly, but not exclusively, on overseas trips.

2. PURPOSE

This policy has been developed in order to ensure that Council adheres to appropriate processes for the authorisation and control of sensitive expenditure.

Excluded from this policy are:

1. Elected Members' remuneration and expenses. Remuneration is governed by the Local Government Elected Members Determinations issued by the Remuneration Authority and reimbursement of expenses by Council's policy as approved by the Remuneration Authority.
2. Items specifically provided for in Employment Agreements.
3. Severance payments.

3. PRINCIPLES

All money spent by Council is public money and is not the property of elected members or members of staff to do with as they wish. Consequently, expenditure should be subject to high standards of probity and financial prudence and be able to withstand scrutiny by the public or Parliament.

Under those standards, decisions made must apply the principles that the expenditure:

- Has a **justifiable business purpose**
- Maintains **impartiality**
- Is made with **integrity**
- Is **moderate and conservative**, taking into account the circumstances in which it is incurred
- Is made **transparently**
- Is **appropriate** in every respect

In deciding whether sensitive expenditure is to be authorised, members of staff must apply all the above principles. None should be regarded as being more important than, or applied in isolation from, the others.

In all cases, claims for reimbursement of expenditure must be made on Council's approved claim form, detailing people attending, the trip's destination and business purpose. All claims must be backed up by GST receipts where appropriate. Claims relating to sensitive expenditure need to be submitted promptly after the expenditure is incurred.

Claims relating to sensitive expenditure need to be in English or Te Reo Māori (or independently translated before payment)

If claims for sensitive expenditure required a business case and budget before the expenditure was authorised, an explanation should be provided for any incurred expenditure that is more than the agreed budget.

Policies on specific types of expenditure which may be considered sensitive follow.

4. **TRAVEL AND ACCOMMODATION**

4.1 **General**

1. Expenses relating to attendance at courses, conferences and seminars relevant to an employee's duties will be reimbursed on an actual and reasonable basis.
2. Prior attending any course, seminar or training there needs an initial consideration of technology-enabled solutions as opposed to travel in person. The physical attendance at a course/seminar by a staff needs the prior approval of their manager.
3. All costs associated with the training must also be approved by the staff member's supervisor and their needs proof that the expenses are legitimate work expenses.

This will include meals, accommodation, travel, transport and any other associated costs.

This is for costs charged directly to Council, and those reimbursed to the staff member.

The supervisor must ensure that these costs comply with this policy and is within their delegation to approve.

4. Council will not reimburse any bar (including "mini-bar") expenses that are incurred by the staff member. These expenses should be paid for directly but if they are charged back to Council they are to be paid by the staff member. However, if a staff or elected member has incurred mini-bar expenses for food

as it was not easy to have a meal, then the employee's supervisor may approve the mini-bar expenses.

5. All travel and accommodation must be approved in advance.
6. Council will not pay round sum allowances to cover travel and accommodation.
7. Costs should be invoiced direct to Council whenever possible, otherwise they will be reimbursed to the individual (staff or elected member).
8. All claims for reimbursement must be submitted on Council's standard expenses claim form and include details of the business reason for the expense being incurred.
9. Relevant GST receipts for all expenditure must be attached to the form which will be approved and authorised by the relevant Manager.
10. As a rule Council will not reimburse tips given by staff. However, if staff or elected members are required to travel overseas where it is customary to give tips, then the cost of tips will be reimbursed but must be reasonably and not extravagant.
11. Expenses will be measured against what is reasonable in the opinion of the employee's Manager. In the event of any dispute, the final decision will lie with the Chief Executive Officer ("CEO")

4.2 Motor Vehicles

1. When one is available, staff should use a Council vehicle for business travel.
2. If use of a rental car is authorised, it must be booked through the Chief Executive Officer's Secretary ("CEOS").
3. The car hired will be the most economical type and size appropriate for the people carried and distance travelled.
4. The car will be hired only for the duration of the business trip and may not be used for private purposes.
5. In the event that an employee is authorised to use his/her own car, the actual distance travelled on Council business will be reimbursed at the approved IRD rate. **N.B.** If such a business journey commences from and/or finishes at the employee's home, IRD rules require that the normal distance travelled between home and work be deducted from the total distance travelled.
6. Any parking fines or other traffic fines incurred during business travel will be the responsibility of the driver and will not be reimbursed by Council. The only exception will be if travel is undertaken in a Council vehicle and the fine results from an aspect of the condition of the vehicle is outside the driver's control.
7. The cost of taxis or shuttles will be reimbursed for journeys between an airport and the business destination. If accommodation is not within walking distance of a business destination, taxis may be used only if public transport is unavailable or impractical.

4.3 Air Travel

1. All air travel must be approved in writing and be booked through the CEOS at the lowest fare available at the time of booking.
2. No subscriptions will be paid to airline travel clubs and no airpoints or similar benefits may be claimed on business travel.

Overseas air travel will be in economy class for journeys.

4.4 Accommodation and Meals

1. Accommodation must be booked through the CEOS and will, whenever possible, be arranged at hotels offering special Government rates with chargeback facilities.
2. If a staff member stays with a friend or relative Council will not pay an allowance for accommodation. However, it will reimburse any reasonable additional costs that were incurred to stay with the friend or relative (such as taxi or bus fare) as long as these costs don't exceed the amount that would have been incurred for hotel accommodation.
3. Meals will be reimbursed on an actual and reasonable basis, unless they are provided as part of the accommodation or other package.

The following are expenditure limits for meals that will be paid for by Council:

- Breakfast \$30.00
- Lunch \$30.00
- Dinner \$45.00

If the conference or meeting necessitates expenditure for meals that exceed these limits, then approval can be given by the Chief Executive Officer.

Only expenses incurred by employees for business purposes will be met or reimbursed by Council. Should an employee wish to take annual leave in conjunction with any business trip or have a spouse/partner accompany them to any function this must be authorised in advance. If authorisation is given, all costs in excess of the minimum required for the employee's business purpose will be considered to be private costs and therefore the responsibility of the individual employee. Such costs include, but are not limited to, additional car hire or air fares, spouse/partner's travel, accommodation and meals.

5. TELEPHONES & COMMUNICATIONS

1. Staff will be supplied with a cellphone to be billed to Council's account where it is required for their job.
2. Private calls, including to home, may be made using a Council cellphone. Any charges that exceed the limit of Council's policy and/or are not reasonable will be charged to the individual.
3. Should a member of staff be delayed while returning from a business trip, calls made in order to advise the employee's family of the delay and expected time of return will not be considered private calls.

4. Private use of Council telephones, internet or e-mail facilities during normal working hours, for example to deal with a family emergency, will be permitted, but must be kept to a minimum. Staff found to be abusing this privilege will be subject to disciplinary action.

Fuller guidance on what is considered appropriate and inappropriate usage can be found in the separate E-mail and Internet Management Policies.

6. ENTERTAINMENT AND HOSPITALITY

As Council's functions are not commercial in their nature, there are likely to be limited circumstances in which entertainment and hospitality expenses are incurred. Reciprocal hospitality when attending courses, conferences or seminars and staff entertainment, for example at Christmas or other special event, are occasions when such expenditure may occur. Also Council may need to entertain a third party in order to facilitate investment and/or development for the district.

The following guidelines are to be applied when incurring such expenditure.

1. Staff meals in celebration of a special event will be considered reasonable. It is expected that such events are unlikely to occur more frequently than one or two times a year for any member of staff/department.
2. An employee should obtain guidance on permissible levels of expenditure from the relevant Manager in advance.
3. Where a Manager or the Council entertains a prospective investor/developer, approval will be obtained from the Chief Executive Office and/or Mayor. The staff involved in the entertainment will need to ensure that costs are reasonable.

Although not involving expenditure by Council, when an employee is offered entertainment or hospitality by third parties, such as suppliers or contractors, the following matters have to be considered:

1. Acceptance of entertainment or hospitality offered by a third party must be approved in advance by the CEO.
2. Entertainment or hospitality offered during a tender process by any third party who has submitted, or is likely to submit, a tender should be politely declined. The terms of this policy should be explained in order not to give offence by declining.
3. Any doubt on the appropriate response to an offer of entertainment or hospitality must be discussed with the employee's Manager.

7. GIFTS

As a general rule, Council does not offer gifts to third parties. However, Council may feel that a gift is necessary to facilitate an important relationship with a third party which will be to the future benefit of the district and ratepayers. In these circumstances the gift will need to be approved by the Mayor or Chief Executive Officer. The value of the gift should not exceed \$500.00.

The following guidelines refer to the offer of gifts from third parties to Council employees.

1. One-off gifts, valued at \$100 or less, may be retained by an employee.
2. A gift whose value exceeds the \$100 limit may be accepted, but only on behalf of the organisation and must be declared to the employee's Manager and the CEO, who will decide on the most appropriate course of action. Depending on the nature of the gift, it may be retained for use by Council.
3. No gifts should be accepted during a tender process from any supplier/contractor who has submitted, or is likely to submit, a tender. So that the reasons for declining the offer of a gift are clearly understood, the terms of this policy should be explained in order to avoid giving any offence.
4. The receiving cash gifts is not acceptable in any circumstances and must be declined if offered.

8. DONATIONS AND KOHA

A donation, including the gifting of koha, is a payment made voluntarily without the expectation of receiving anything in return.

Donations and koha must be:

1. Lawful in all respects.
2. For purposes consistent with Council's business.
3. Of a size that is appropriate in the circumstances.
4. Made by normal commercial means, not in cash.
5. Non-political.

Approvals of donations and koha are restricted to the CEO and Managers.

9. REIMBURSEMENT OF EXPENSES INCURRED BY THE CHIEF EXECUTIVE, MAYOR AND ELECTED MEMBERS

Approval for reimbursement of expenses that are incurred while on Council business should be made by the individual that is "one-up" in the organisation.

Therefore reimbursement of expenses that are incurred by Chief Executive will be approved by the Mayor. Expenses incurred by councillors will also be approved by the Mayor.

Reimbursement of expenses incurred by the Mayor will need to be approved by two Councillors.

10. FAREWELLS, FUNCTIONS AND RETIREMENTS

Any expenditure on farewells, retirements and significant functions such as Christmas that are paid for by Council are to be pre-approved by the Chief Executive, and to be moderate, conservative and in-line with the number of years of service (for farewells/retirements).

Council may also contribute towards a farewell gift, the value of which will be dependent on the numbers of years of service. The amount must also be pre-approved by the Chief Executive.

11. **SPONSORSHIP OF INDIVIDUAL STAFF AND STAFF ORGANISATIONS**

Council will sponsor a staff member, if they are competing at a national or international level and there is a perceived benefit to the organisation. The sponsorship must be conservative, reasonable and approved by the Chief Executive.

Council will generally not sponsor staff organisations (such as staff sports teams) unless they are involved in a national competition and there is a perceived benefit to the organisation. The sponsorship must be conservative, reasonable and approved by the Chief Executive.

12. **SALE OF SURPLUS ASSETS**

From time to time Council will dispose of assets, usually when they have reached the end of their useful lives or have become surplus to its requirements. When disposing of assets, the procedures to be followed must be transparent, fair and designed to maximise the return to Council.

Whenever appropriate, assets may be traded in against their replacements. Otherwise, the following should be noted:

1. Assets to be disposed of should be valued in advance and the value declared for guidance.
2. Smaller value assets for sale, for example computers, will be advertised within the District on two occasions per year, when required.
3. Larger value assets, for example vehicles, may be auctioned off to the public by using an auction house or a site such as "Trade Me" if this is reasonably expected to yield a better price.