



**The Ordinary Meeting of the  
Kawerau District Council will be held  
on Tuesday 27 October 2020  
in the Council Chamber commencing  
at 9.00am**

**AGENDA**

### **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.

**Minutes of an Ordinary Meeting of the Kawerau District Council  
held on Tuesday, 29 September 2020  
in the Council Chamber commencing at 9.00am**

**Present:** His Worship the Mayor M J Campbell  
Councillor B J Julian  
Councillor C J Ion  
Councillor S Kingi  
Councillor W Godfery  
Councillor D Sparks  
Councillor R G K Savage  
Councillor A Rangihika

**In attendance:** Chief Executive Officer (R George)  
Manager, Operations & Services (H van der Merwe)  
Manager, Planning, Compliance & Capability (C Jensen)  
Manager, Finance & Corporate Services (P Christophers)  
Administration Officer (T Barnett)

**Apologies**

**Resolved** **His Worship Mayor Campbell / Councillor Kingi**

That apologies from Councillor Tunui are received.

**Leave of Absence**

**Resolved** **Councillors Kingi / Julian**

That Councillor Ion is granted a Leave of Absence from the 27 October 2020 Council meeting.

**Opening Prayer**

Pastor Paul Heke opened the meeting with a prayer.

**Public Forum**

**Raewyn Geary**

Informed Council of a human excrement incident located at Tarawera Park by the kayak course. Also raised the issue of no toilet in Stoneham Walk.

Asked the Manager, Operations and Services for an update in regards to a new door for the public toilets to assist disabled people. Manager, Operations and Services responded saying they looking at the cost for an automating door as this was the best option.

**Action Item:**

Enquire from the supplier of the Exeloo toilets to make inquiries into the lack of handrails and anti-skid flooring.

## **Alan Blackburn**

Would like Council to look into a toilet roll statue and slide to help promote Kawerau and encourage more tourism.

## **Anne Kubler**

Congratulated Council on the Town Centre renovations.

## **Alistair Holmes**

Would like Council to remove for the speed hump at top of Glasgow Street as it was too harsh on vehicles.

## **Declarations of Conflict of Interest**

No Conflict of Interest declared.

## **1 CONFIRMATION OF COUNCIL MINUTES**

### **1.1 Ordinary Council – 25 August 2020**

#### **Correction:**

- Page 2 – Item 3 – “attend ‘a’ meeting”.

#### **Resolved**

**Councillors Sparks / Rangihika**

*That the Minutes of the Council meeting held on 25 August 2020 are confirmed as a true and accurate record.*

## **2 RECEIPT OF COMMITTEE MINUTES**

### **2.1 Regulatory and Services Committee – 15 September 2020**

#### **Corrections:**

- Page 6 – Item 4 – Action Item – Correct ‘Director’ to ‘General Manager’ and ‘Maori Investments’ to ‘Putauaki Trust’.

#### **Resolved**

**Councillors Ion / Kingi**

*That the Minutes of the Regulatory and Services Committee meeting held on 15 September 2020 are confirmed as a true and accurate record.*

### **2.2 Audit and Risk Committee – 14 September 2020**

#### **Resolved**

**His Worship the Mayor / Councillor Sparks**

*That the Minutes of the Audit and Risk Committee meeting held on 14 September 2020 are confirmed as a true and accurate record.*

### **2.3 Community Grant Scheme Committee – 22 September 2020**

#### **Corrections:**

- Remove Councillor Sparks in apologies
- Page 13 – Item 4.7 – Change to ‘Suggestion made to support local contractors to complete work’.

#### **Resolved**

**Councillors Julian / Rangihika**

*That the Minutes of the Community Grant Scheme Committee meeting held on 22 September 2020 are confirmed as a true and accurate record.*

### **3 Action Schedule (101120)**

#### **Action Item:**

Staff arrange a meeting with Trustee of Rautahi Marae to discuss use of Marae for civil defence.

#### **Resolved**

**Councillors Kingi / Savage**

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

### **4 His Worship the Mayor’s Report**

#### **Resolved**

**His Worship the Mayor / Councillor Ion**

*That His Worship the Mayor’s report for the period Wednesday, 19 August to Tuesday, 22 September 2020 is received.*

### **5 Sewer Pipe Repair – Rautahi Marae to Cosmopolitan Club (Manager, Operations and Services) (405000)**

#### **Resolved**

**Councillors Julian / Savage**

1. *That the report “Sewer Pipe Repair – Rautahi Marae to Cosmopolitan Club” is received.*
2. *That \$40,686 plus GST is approved to undertake the sewer pipe and manhole replacement.*

### **6 Review of Code of Conduct (Manager, Finance and Corporate Services) (101300)**

Council discussed the report ‘Review of Code of Conduct’.

#### **Resolved**

**Councillors Julian / Sparks**

1. *That the report “Review of Code of Conduct” is received.*

2. *That Council adopts the amendments recommended by the Audit and Risk Committee to the Code of Conduct.*

**7 Council Meeting Schedule – 2021 (Manager, Finance and Corporate Services) 104000**

Council discussed the 'Council Meeting Schedule – for 2021'.

**Resolved**

**Councillors Ion / Julian**

1. *That the report "Council Meeting Schedule - 2021" is received.*
2. *That Council approved the meeting schedule for 2021 Council and Regulatory and Services Committee meetings.*
3. *That Council discuss with the Chair of the Audit and Risk Committee the meetings Proposed for 2021.*

**Meeting Closed 9.42am**

M J Campbell

**Mayor**

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**Minutes of the Regulatory & Services Committee  
held on Tuesday, 13 October 2020  
in the Council Chamber commencing at 9.00am**

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

**In Attendance:** Chief Executive Officer (R George)  
Manager, Finance & Corporate Services (P Christophers)  
Manager, Planning, Compliance & Capability (C Jensen)  
Manager, Operations & Services (H van der Merwe)  
Manager, Economic & Community Development (G Sutton)  
Events and Venues Manager (L Barton)  
Manager, Communications (T Humberstone)  
Administration Officer (T Barnett)

**Apologies**

No apologies were received.

**Public Forum**

**Anne Kubler**

Mentioned that the footpath from 4 Robinson Street to Grey Street is uneven and dangerous. A service request has been raised for the issue.

**Alistair Holmes**

Reiterated his concerns about the speed hump on Glasgow Street/Fenton Mill Road and suggested that a sign be erected to reduce speed to 10km per hour.

**Declarations of Conflict of Interest**

No conflict of interest were declared.

**PART A – REGULATORY**

**1 Monthly Report - Regulatory & Planning Services (340000)**

The Committee discussed a report from the Manager, Planning, Compliance & Capability covering activities for the month of September 2020.

**Resolved**

**Councillors Sparks / Savage**

*That the report from the Manager, Planning, Compliance & Capability on Regulatory and Planning Services activities for the month of September 2020 is received.*

**PART B – NON REGULATORY**

**2 Monthly Report - Finance & Corporate Services (211000)**

The Committee discussed a report from the Manager, Finance & Corporate Services covering activities for the month of September 2020.

**Resolved**

**Councillors Julian / Rangihika**

*That the report from the Manager, Finance & Corporate Services for the month of September 2020 is received.*

**3 Monthly Report - Operations & Services (440000)**

The Committee discussed a report from the Manager, Operations & Services covering activities for the month of September 2020.

**Resolved**

**Councillors Kingi / Julian**

*That the report from the Manager, Operations and Services for the month of September 2020 is received.*

**4 Monthly Report - Economic and Community Development (309005)**

The committee discussed a report from the Manager, Economic and Community Development covering activities for the month of September 2020. The Manager reported that the Community Garden had been vandalised.

**Action Items**

The Manager, Operations and Services to investigate the logistics in the installation of a roaming camera at the Community Garden.

**Resolved**

**Councillors Kingi / Tunui**

*That the report from the Economic and Community Development Manager for the month of September 2020 is received.*

**5 Monthly Report – Events and Community Activities (Events and Venues Manager) (340000)**

The Committee discussed a report from the Events and Venues Manager covering events and community activities for the month of September 2020.



**Resolved**

**Councillors Sparks / Savage**

*That the report from the Events and Venues Manager for the month of September 2020 be received.*

**The meeting closed at 9.50 am**

C J Ion

**Chairperson**

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**Minutes of the Community Awards Committee Meeting  
held on Tuesday, 8 September 2020 in the  
Committee Room commencing at 1.30pm**

<b>Present:</b>	His Worship the Mayor Councillor C J Ion - Chair Councillor D Sparks Councillor F Tunui Mr W Gibson (Bill)	Kawerau District Council Kawerau District Council Kawerau District Council Kawerau District Council Community Representative
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<b>In Attendance:</b>	Pari Maxwell	PA to Mayor and CEO
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**Apologies**

*Nil.*

**Declarations of Conflict of Interest**

Councillor CJ Ion declared a Conflict of Interest for the nomination of Anne Ion. Although Cr Ion remained in the meeting, she abstained from all discussion and the decision.

**1 Receipt of Nominations for a Community Award**

The Committee received the Nominations for the following recipients:

- Anne Ion – Individual Volunteer Work
- Majeau Rogers – Individual Contribution by a Young Person
- Kawerau Future Leaders – Group Contribution

**2 Community Award Nominations**

The Committee considered and resolved the Nominations of the recipients as follows:

**2.1 Anne Ion – Individual Award**

Due to Cr Ion declaring a conflict of interest, Mayor Campbell chaired the meeting for this item.

The Committee acknowledged Anne's voluntary work over 20yrs in the Community and with Senior Net and Grey Power.

**Resolved**

**Tunui / Gibson**

*That the Committee approves Anne Ion for a Community Award for her Volunteer Work.*

Cr Ion resumed the Chair.

## **2.2 Majeau Rogers – Individual Award**

The Committee acknowledged Majeau's involvement at Tarawera High School, and with Kawerau Blue Light and the Kawerau Youth Council.

Mayor Campbell also added that Majeau has attended and supported him with Council and Mayoral functions and stated that he was an exceptional young man.

**Resolved**

**Ion / Gibson**

*That the Committee approves Majeau Rogers for a Community Award for his Contribution as a Young Person.*

## **2.3 Kawerau Future Leaders**

The Chair highlighted the following to the Committee:

- The Committee received an unsigned 2020 Nomination Form by the Nominee
- Policy Statement 5.4 - Nominations will be invited from and can be made by any member of the Kawerau community other than a current Council elected or staff member.
  - The first nominator (Bridget Cassie) is not a member of the Kawerau community
- Award Criteria 2.3 – Nominations will not be accepted from any person who has nominated him/herself or a group of which s/he is a current member.
  - The first nominator is a member of the group being nominated.

Based on the above information, the Committee agreed that the Nomination form was invalid.

**Resolved**

**Sparks / Gibson**

*That the Committee declines Kawerau Future Leaders for a Community Award for Group Contribution.*

## **3 Advertising of Nominations**

The Committee requested that the Community Award Nominations be advertised with the Echo and Radio 1XX's Community Board as well as Council's facebook and web page.

## **4 Nomination Form**

The Committee requested that the Rules and Conditions on the Community Award Nomination Form be consistent with the Policy Statement and Award Criteria so that the public are fully aware when making a nomination.

The meeting closed at 1.55pm.

C J Ion  
**Chairperson**

## Action Schedule

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Completion Date
Council 26.06.18	<p><b>Eastern Bay Road Safety Committee</b></p> <p>Councillor Marjoribanks raised a concern about the poor quality of the railway crossing on SH34 and road dip Kawerau side of the SH34 at the overbridge. Councillor Julian mentioned the poor road quality of Tamarangi Drive (coming down the hill into Kawerau). The Manager, Operations &amp; Services to raise with NZTA.</p> <p><u>Council Meeting – 28 August 2018</u></p> <p>The Mayor noted a complaint about the railway crossing and stated NZTA should be advised that this is an issue and get it done urgently.</p>	MOS	Pending	<p>Some remedial work was carried out on the rail crossing and Tamarangi Drive had a reseal in 2019.</p> <p>Issues are regularly raised at any meetings with NZTA and at the Regional Land Transport Committee.</p>	Dependent upon NZTA.
R&S 12.02.19	<p><b>Monthly Report - Finance &amp; Corporate Services</b></p> <p>Advise Council whether insurance will be paid for the bridge repair work.</p> <p><u>26.05.20</u></p> <p>Staff were asked to contact Council's lawyers and request arbitration.</p>	MFCS	In progress	Further information is being sought by Council's lawyers from consultant (Opus) regarding whether the bridge could have been repaired in situ or required removal.	The report from Opus is due by the end of October.
Council 30.04.19	<p><b>Action Schedule</b></p> <p>Councillor Kingi noted the poor lighting between the Rautahi Marae drive-way to the other side of the Cosmopolitan Club</p>	MOS	In Progress	Investigation was completed in August. New Streetlights to be installed, NZTA funding applied.	2020/2021 Financial Year

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Completion Date
R&S 16.07.19	<p><b>Earthquake Prone Buildings</b></p> <p>The Committee expressed a desire to understand what was required for Rautahi Marae and then to discuss the issues with Trustees.</p> <p><b>Council 29.09.20</b></p> <p>Staff to arrange a meeting with Trustees of Rautahi Marae to discuss use of Marae for Civil Defence.</p>	MPCC	In Progress	A report on CDEM status will be provided to a Council workshop. Council can then determine their next steps.	November Workshop 2020
R&S 10.09.19	<p><b>Monthly Report – Operations &amp; Services</b></p> <p>Roading – Manager, Operations and Services to include for consideration a speed hump for Tuwharetoa Road as well as others previously identified.</p>	MOS	In Progress	Installation of speed humps to be completed in November 2020.	November 2020
A&R 17.12.19	<p><b>Review of Revenue and Financing Policy</b></p> <p>Amend Council's Revenue and Financing Policy for 2021/22 so that it matches the practice adopted by Council.</p>	MFCS	In Progress	Council will review the Revenue and Financing Policy as part of the preparation of the 2021 – 31 Long Term Plan	During 2020/21
A&R 04.02.20	<p><b>Council's Risk Maturity – Improvement Programme</b></p> <p>Arrange KPMG to review Council's Risk Management Maturity profile once the tasks in progress/underway are completed.</p>				
A&R 15.05.20	<p><b>Occupational Health and Safety Management System Status</b></p> <p>The Health &amp; Safety Officer will organise for the Engineering Manager to provide an update to Councilors on the status of the Netball Pavilion and preference for reinstatement or demolition.</p>	EM	In Progress	<p>An update was provided to Elected Members on 19 May 2020.</p> <p>A workshop to discuss options for reinstatement or demolition will be held in November 2020.</p>	November 2020

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Completion Date
Council 26.05.20	<b>Results of 2020 NRB Survey</b> Elected Members agreed to review the way in which Council engages community satisfaction.	CEO	Pending	The Leadership Team will review how to measure community satisfaction for 2022-2023 and report to Council.	March 2021
R&S 16.06.20	<b>Monthly Report – Operations &amp; Services</b> Elected Members requested a report on the downstairs ladies toilets.	EM	In Progress	A report will be provided to Elected Members in November.	November 2020
R&S 16.06.20	<b>Maurie Kjar Memorial Pool</b> Further discussion is needed and possible input from the community on the new hours.	PRM	In Progress	A workshop will be held with Elected Members once information is accumulated.	
R&S 16.06.20	<b>KDC Traffic Calming Measures</b> Elected Members requested a report to Council on the safety aspects of speed humps around Kawerau schools.	EM	In Progress	A report will be provided to Elected Members in November.	November 2020
R&S 14.07.20	<b>Monthly Report - Operations &amp; Services</b> Elected Members requested an update on the status of CCTV cameras, where vandalism had been occurring and a mobile camera be put in the carpark behind the Library. <b><u>R&amp;S 13.10.20 Monthly Report – Economic &amp; Community Development</u></b> The Manager, Operations & Services to investigate the logistics in the installation of a mobile camera at the Community gardens.	MFCs / MOS	In Progress	A verbal update was provided to Elected Members. A mobile camera has been installed in an area subject to repeated vandalism. A workshop will be held with Elected Members to discuss mobile cameras.	Completed  November 2020

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OC: Ordinary Council

A&R: Audit & Risk Committee

MPCC: Manager, Planning, Compliance & Capability

EC: Extraordinary Council

MOS: Manager, Operations & Services

ECDM: Economic & Community Development Manager

R&S: Regulatory & Services Committee

MFCs: Manager, Finance & Corporate Services





**Meeting** Council  
**Meeting Date:** 27 October 2020  
**Subject:** His 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 from the period Wednesday, 23 September to Tuesday 20 October 2020.

### September

- Eastern Bay of Plenty Joint Committee, Opotiki District Council
- Meet and Greet with Nick Clarke and Steven Gray of Mercury Energy
- Minister Twyford's visit to Eastern Bay, Mata Brewery
- Civil Defence Emergency Management Group, Western Bay of Plenty District Council
- Meeting with Alan Blackburn, Chair of Kowhai Residential Park
- Monthly Council Meeting
- Kawerau Community Awards for Anne Ion and Majeau Rogers

### October

- Tuwharetoa ki Kawerau Hauora opening of new building
- Meeting with Jacob Kajavala, Chair of Industrial Symbiosis Kawerau
- Regulatory & Services Committee Meeting
- Meeting with Steve Brine and Susan Flay of Norske Skog
- Climate Change Adaptation Regional Workshop, Te Puke
- Council Workshop

## 2 **RECOMMENDATION**

That His Worship the Mayor's report for the period Wednesday, 23 September to Tuesday 20 October 2020 be received.



Malcolm Campbell, JP  
**Mayor**



**Meeting:** Council

**Meeting Date:** 27 October 2020

**Subject:** Request for Closure of Alleyway – Fenton Street to Pollen Street

**File No:** 408140

## **1 Background**

Council has received a request to close the Pollen Street / Fenton Street alleyway.

This alleyway is designated 'Road Reserve'.

The owner of 22 Pollen Street has requested the closure of the alleyway between 22 and 24 Pollen Street. This alleyway goes from Fenton Street through to Pollen Street.

The owner of 22 Pollen Street reports issues arising from motorbikes trying to get through the alleyway, individuals urinating in the area and rubbish being deposited there.

The Kawerau Police have not indicated whether they support the proposal to close this alleyway, but did advise that they had no reported occurrences in this area within the last 6 months.

The property owners of 24 Pollen Street are also in favor of the closure, but do not wish to have the land incorporated into their property. A five-year Licence to Occupy would need to be drawn up for the owner of 22 Pollen Street if the closure proceeds.

The process that Council has followed in the past where alleyways have been closed (assuming that initially Council supports the request to close the alleyway) is to give the community, particularly users of the alleyway an opportunity to object to the proposed closure. Then if there is not significant opposition to the closure, resolve to close the alleyway and implement.

## **2 Options Considered**

The options available to Council:

1. Remain status quo
2. Proceed with the process to close the alleyway

## **3 Policy and Plan Considerations**

The option of closing the alleyway and issuing a 'Licence to Occupy' agreement is less time consuming and a more economical option than a formal stoppage.

This method of closing also gives Council the option of re-opening the alleyway should this be necessary in the future.

The closure of certain alleyways within Kawerau supports the community's vision of 'A Safe and Healthy Community'.

#### **4 Significance and Engagement**

Requests from the community to close alleyways have previously been supported by the Police. There is a demand from the community to close alleyways where criminal activity or repeated nuisance occurs.

If Council supports the request to close the alleyway, then a notice will be put at each end of the alleyway indicating Council's intention to close the alleyway and giving the public a month to object to this proposal. The proposal to close the alleyway will also be included in the Council newsletter and on the website.

#### **5 Financial Considerations**

There is a provision of \$2,800 in the budget for alleyway closures. There will only be minimal costs for Council associated with this closure.

#### **6 Legal Considerations**

Issuing a Licence to Occupy and blocking off an alleyway classified as a "Road Reserve" could be challenged, although Council has done this very effectively in the past.

Licences to Occupy are short term (up to 5 years) and will need to be reviewed at the end of each term.

#### **7 Appendix**

Map of Pollen / Fenton Street alleyway.

#### **8 RECOMMENDATIONS**

1. That the report "Request for Closure of Alleyway – Fenton Street to Pollen Street" be received.
2. That Council approves / not approves the request to close the alleyway and gives a period of one month for community feedback.

Paula Webb

**Corporate Services Manager**

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# Appendix

Google Maps



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**The Ordinary Meeting of the Kawerau District Council  
will be held on Tuesday 27 October 2020  
in the Council Chamber commencing at 9.00am**

**A G E N D A**

**Apologies**

**Leave of Absence**

**Opening Prayer**

**Public Forum**

A period of 30 minutes is set aside for public forum at the commencement of this meeting. Each speaker during the public forum section of the meeting may speak for 3 minutes.

**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 himself or herself from the meeting while the item is being considered.

**1 CONFIRMATION OF COUNCIL MINUTES**

**1.1 Ordinary Council – 29 September 2020**

**Pgs. 1 - 4**

**Recommendation**

*That the Minutes of the Ordinary Council meeting held on 29 September 2020 be confirmed as a true and accurate record.*

**2 RECEIPT OF COMMITTEE MINUTES**

**2.1 Regulatory and Services Committee – 13 October 2020**

**Pgs. 5 - 7**

**Recommendation**

*That the Minutes of the Regulatory & Services Committee meeting held on 13 October 2020 be confirmed as a true and accurate record.*

**2.2 Community Awards Committee – 8 September 2020**

**Recommendation**

**Pgs. 9 - 10**

*That the Minutes of the Community Awards Committee meeting held on 8 September 2020 be confirmed as a true and accurate record.*

**3 Action Schedule (101120)**

**Pgs. 11 - 13**

**Recommendation**

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

**4 His Worship the Mayor's Report (101400)**

**Pg. 15**

**Recommendation**

*That His Worship the Mayor's report for the period Wednesday 23 September 2020 to Tuesday 20 October 2020 be received.*

**5 Request for Closure of Alleyway – Fenton Street to Pollen Street (Customer Services Manager) (408140)**

**Pgs. 17 - 19**

Attached is a report asking Council to consider an application to close the alleyway between Fenton Street and Pollen Street.

**Recommendation**

- 1. That the report "Request for Closure of Alleyway – Fenton Street to Pollen Street" be received.*
- 2. That the Council approves / not approves the request to close the alleyway and gives a period of one month for community feedback.*

R B George

**Chief Executive Officer**

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