



**The Ordinary Meeting of the
Kawerau District Council will be held
on Tuesday, 29 September 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, 25 August 2020
in the Council Chamber commencing at 9.00am**

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

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

Apologies

Nil

Leave of Absence

Nil

Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

Declarations of Conflict of Interest

No Conflict of Interest declared.

1 CONFIRMATION OF COUNCIL MINUTES

1.1 Ordinary Council – 28 July 2020

Corrections:

- Councillor Rangihika attended the meeting
- Councillor Kingi seconded the Mayor's report – not Councillor Tunui

Resolved

Councillors Julian / Tunui

That the Minutes of the Council meeting held on 28 July 2020 are confirmed as a true and accurate record.

2 RECEIPT OF COMMITTEE MINUTES

2.1 Regulatory and Services Committee – 11 August 2020

Resolved

Councillors Ion / Tunui

That the Minutes of the Regulatory and Services Committee meeting held on 11 August 2020 are confirmed as a true and accurate record.

3 Action Schedule (101120)

Action Item

- Councillor's Godfery and Julian requested to attend meeting with Raewyn Geary to discuss accessibility issues in the community.
- Staff were requested to find out where the 3 CCTV cameras were being removed from the Library building.

Resolved

Councillors Kingi / Julian

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

4 His Worship the Mayor's Report

Resolved

His Worship the Mayor / Councillor Tunui

That His Worship the Mayor's report for the period Wednesday, 22 July to Tuesday, 18 August 2020 is received.

5 Dog Control – Policy and Practices Report 2019/20 (Manager, Planning, Compliance and Capability) (307000)

Council discussed the report 'Dog Control – Policy and Practices Report 2019/20'

Resolved

Councillor Ion / Kingi

1. *That the report "Dog Control – Policy and Practices Report 2019/2020" is received.*
2. *That Council adopts the Dog Control Policy and Practices report and forwards a copy to the Secretary, Department of Internal Affairs.*

6 Annual Plan Performance for the Twelve Months Ending 30 June 2020 (Manager, Finance and Corporate Services) (110400)

Council discussed the report 'Annual Plan Performance for the Twelve Months Ending 30 June 2020'

Resolved

Councillors Tunui / Kingi

That the report "Annual Plan Performance for the Twelve Months Ending 30 June 2020" is received.

7 2020/21 Carry Forwards Budget Approval (Manager, Finance and Corporate Services) (201000)

Council discussed the report '2020/21 Carry Forwards Budget Approval'.

Resolved

His Worship the Mayor / Tunui

That the report "2020/21 Carry Forwards Budget Approval" is received.

8 Review of Councils Fraud Policy (Manager, Finance and Corporate Services) (201000)

Council discussed the report 'Review of Councils Fraud Policy'

Resolved

Councillors Tunui / Ion

1. *That the report "Review of Councils Fraud Policy" is received.*
2. *That Council adopts the Fraud Policy with no further amendments.*

9 Porritt Glade Retirement Village – Progress Report (Manager, Finance and Corporate Services) (206700)

Council discussed the report 'Porritt Glade Retirement Village'.

Resolved

Councillors Julian / Ion

1. *That the report titled "Porritt Glade Retirement Village – Progress Report" is received;*
2. *That Council constructs a further six retirement units immediately.*

10 Three Waters Service Delivery Reform / Stimulus Programme (Manager, Operations and Services) (404960)

Council discussed the report 'Three Waters Service Delivery Reform / Stimulus Programme'

Resolved

Councillors Ion / His Worship the Mayor

1. *That the report "Three Waters Service Delivery Reform / Stimulus Programme" is received.*
2. *That Council agreed to sign the Memorandum of Understanding and Funding Agreement.*
3. *That Council nominated the Chief Executive Officer as the primary point of communication.*

4. *That Council agrees to delegate decisions in regards to allocation of regional funding to the Chief Executive Officer.*
5. *That Council authorises the Chief Executive Officer to finalise the Delivery Plan.*

Meeting Closed 10.06am

M J Campbell

Mayor

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**Minutes of the Regulatory & Services Committee
held on Tuesday, 15 September 2020
in the Council Chamber commencing at 9.05am**

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

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

Resolved

Councillors Ion / Tunui

That apologies from Councillor Savage are received.

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 August 2020.

Resolved

Councillors Julian / Kingi

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

Resolved

Councillors Kingi / Tunui

That the report from the Manager, Finance & Corporate Services for the month of August 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 August 2020.

Resolved

Councillors Tunui / Julian

That the report from the Manager, Operations and Services for the month of August 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 August 2020.

Action Items

The Manager, Economic and Development, to arrange a workshop with John O'Brien, Director of Maori Investments, to give an update on Putauaki Trust Industrial area.

Resolved

Councillors Rangihika / Sparks

That the report from the Economic and Community Development Manager for the month of August 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 August 2020.

Resolved

Councillors Kingi / Sparks

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

The meeting closed at 10.00am

C J Ion

Chairperson

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**Kawerau District Council Minutes of an
Audit & Risk Committee Meeting held on Monday 14 September 2020
In the Council Chamber commencing at 1.01pm**

Present: Philip Jones – P J Associates (Chair)
His Worship the Mayor M J Campbell (Deputy Chair)
Councillor F K N Tunui
Councillor C J Ion
Councillor A Rangihika
Councillor D Sparks

In attendance: Chief Executive Officer (R George)
Manager, Finance & Corporate Services (P Christophers)
Manager, Operations & Services (H van der Merwe)
Health and Safety Officer (P Snook)
Office Administrator (T Barnett)

Apologies

No apologies.

Declarations of Conflict of Interest

No conflicts of interest were received.

1 Confirmation of the Audit & Risk Committee Meeting Minutes dated 21 July 2020

The Committee considered the Minutes of the Audit & Risk Meeting on 21 July 2020.

Resolved **Councillors Sparks / Rangihika**

That the Minutes of the Audit & Risk Committee meeting held on 21 July 2020 is confirmed as a true and accurate record.

2 Occupational Health and Safety Management System Status (Health and Safety Officer) (509500)

The Health and Safety Officer provided an overview of his report.

Resolved **Councillors Sparks / Ion**

That the report "Occupational Health and Safety Management System Status" is received.

3 Treasury Report to 31 August 2020 (Manager, Finance and Corporate Services) (110551)

The Manager, Finance & Corporate Services explained that the Treasury report expanded on his monthly report to the Regulatory & Services Committee.

Resolved

Chair Jones / His Worship the Mayor

That the report "Treasury Report to 31 August 2020" is received.

4 Review of Code of Conduct (Manager, Finance and Corporate Services) (110820)

The Committee considered the Council's current Code of Conduct for adoption with amendments.

Resolved

Chair Jones / His Worship the Mayor

1. That the report "Review of Code of Conduct" is received.

2. The following amendments are recommended for Councillors Code of Conduct:

- Page 5 – The Auditor General can undertake an investigation where an unlawful act is suspected and charge the Elected Member for the cost of the investigation.*
- Page 7 – Further information on the process of overturning the Mayor's selection of a Deputy Mayor.*
- Page 9 – Relationships with Other Members – Fourth bullet point – Find alternative word for aggressive.*
- Page 10 – Rules apply for Media – Mayor is the primary contact for media but need to add protocols if he is unavailable.*
- Page 15 – Replace 'Audit Office' with 'Office of Auditor General'.*
- Page 15 – Local Government Official Information and Meeting Act 1987 – Third bullet point – Include any Chair elected outside of Council.*

5 Annual Plan Performance for the year ended 30 June 2020 (Manager, Finance and Corporate Services) (110820)

The Committee discussed the report Annual Plan Performance for the year ended 30 June 2020.

Resolved

Councillors Sparks / Rangihika

That the report "Annual Plan Performance for the year ended 30 June 2020" is received.

6 2021 – 2031 Long Term Plan Timetable (Manager, Finance and Corporate Services) (206700)

The Committee discussed the report 2021 – 2031 Long Term Plan Timetable.

Action Item:

That all Elected Members be informed that meetings will be programmed from 9.00am until 3.00pm for three Tuesdays each month.

Resolved

Mayor Campbell / Councillor Ion

That the report "2021 – 2031 Long Term Plan Timetable" is received.

The meeting closed at 1.54pm

P Jones

P J Associates

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KAWERAU DISTRICT COUNCIL

**The Meeting of the Community Grant Committee
was held on Tuesday, 22 September 2020 in the
Council Chambers commencing at 09.05am**

Present: Councillor B J Julian - Chair
Councillor A Rangihika
Councillor R G K Savage

In Attendance: P Christophers (Manager, Finance & Corporate Services)
T Barnett (Administration Officer)

Apologies:

Apologies from Councillor Godfery and Councillor Sparks were received.

Resolved **Councillors Julian / Rangihika**

Declarations of Conflict of Interest:

Councillor Julian declared a conflict of interest in Senior Forum Kawerau in which she is on the Committee.

1. Confirmation of the Community Grant Committee Minutes – 11 September 2019

Confirmed as a true and accurate record **Councillor Julian**

That the minutes of the Community Grant Committee meeting held on 11 September 2019 are confirmed as a true and accurate record.

2. Community Grants 2018/19 – Accountability Records

The Committee considered completed Accountability Records from:

1. Epilepsy Association of New Zealand
2. Kawerau Friendship Club
3. Victim Support Bay of Plenty
4. Alzheimer's Society
5. Kawerau Blue Light Ventures
6. Nga Ririki Early Learning Centre
7. Kawerau Golf and Squash Club
8. Kawerau Community Menzshed

Resolved **Councillor Julian / Rangihika**

That the Accountability Records information is received.

Purpose: Delivery of dementia services for family/whanau

Resolved

Councillors Rangihika / Savage

That the application for \$2,500.00 excluding GST is approved.

4.6 Friendship Club of Kawerau

Amount requested \$3,000.00 (GST exclusive)

Purpose Activity and travel subsidy for club members

Resolved

Councillors Julian / Savage

That an allocation of \$1,000.00 excluding GST is approved.

4.7 Putauaki Kindergarten

Amount requested \$2,000.00 (GST exclusive)

Purpose Maintenance and painting of Kindergarten

Approved on the condition that local contractors are sourced to complete work.

Resolved

Councillors Savage / Julian

That an allocation of \$1,900.00 excluding GST is approved.

4.8 Nga Ririki Learning Centre

Amount requested \$4,868.70 (GST exclusive)

Purpose Security Gates for Nga Ririki Learning Centre

Resolved.

Councillors Rangihika / Savage

That an allocation of \$3,000.00 excluding GST is approved.

4.9 Epilepsy Association of New Zealand

Amount requested \$500.00 (GST exclusive)

Purpose Epilepsy field support programme

Resolved

Councillors Rangihika / Julian

That an allocation of \$600.00.00 excluding GST is approved.

4.10 Seniors Forum Kawerau

Amount requested \$3,000.00 (GST exclusive)

Purpose Seniors medical travel assistance

Resolved **Councillors Rangihika / Savage**

That an allocation of \$1,500.00 excluding GST is approved.

4.11 Kawerau Blue Light Ventures

Amount requested \$2,291.61 (GST exclusive)

Purpose Visit to Moutohora Wild Life Sanctuary

Resolved **Councillors Savage / Rangihika**

That an allocation of \$2,000.00 excluding GST is approved.

4.12 Kawerau Boxing Club

Amount requested \$1,131.60 (GST exclusive)

Purpose Boxing equipment to assist in training sessions

Resolved **Councillors Julian / Savage**

That an allocation of \$1,131.00 excluding GST is approved.

The Manager, Finance and Corporate Services reported the total funds allocated amounted to \$19,931.00.

The Chair suggested that an assessment criteria sheet (similar to The Creative NZ form) to be used for the next round of funding.

Meeting closed at 10.45am

B J Julian
Chairperson

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Action Schedule

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Completion Date
Council 26.06.18	<p>Eastern Bay Road Safety Committee</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 & Services to raise with NZTA.</p> <p>Council Meeting – 28 August 2018</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>Monthly Report - Finance & Corporate Services</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. There has not been a response to date 18.08.2020	Ongoing
Council 30.04.19	<p>Action Schedule</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	Earthquake Prone Buildings The Committee expressed a desire to understand what was required for Rautahi Marae and then to discuss the issues with Trustees.	MOS	In Progress	A report is being prepared on the requirements and options for Council's consideration. A report on CDEM status will be provided to a Council workshop in October. Council can then determine next steps.	October Council workshop 2020
Council 27.08.19	Action Schedule <ul style="list-style-type: none"> Massey Street Speed hump. River Road, Tarawera High school speed hump. Pedestrian crossing on Galway Street outside Te Whata Tau o Putauaki <u>R&S Meeting – 10 September 2019</u> Roading – Manager, Operations and Services to include for consideration a speed hump for Tuwharetoa Road as well as others previously identified.	MOS	In Progress	Installations completed in February 2020. Further installation will be discussed and installed in the 2020/21 financial year. A report went to June Council to consider more speed humps. The next set of speed humps and pedestrian crossings will be discussed in September 2020.	September 2020
A&R 17.12.19	Review of Revenue and Financing Policy Amend Council's Revenue and Financing Policy for 2021/22 so that it matches the practice adopted by Council.	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	Council's Risk Maturity – Improvement Programme Arrange KPMG to review Council's Risk Management Maturity profile once the tasks in progress/underway are completed.	MFCS	In Progress	There are still a couple of tasks remaining Following their completion, a further review will be undertaken.	September 2020

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Completion Date
A&R 15.05.20	Occupational Health and Safety Management System Status The Health & Safety Officer will organise for the Engineering Manager to provide an update to Councillors on the status of the Netball Pavilion and preference for reinstatement or demolition.	EM	In Progress	An update was provided to Elected Members on 19 May 2020. A workshop to discuss options for reinstatement or demolition will be held in October 2020.	October 2020
Council 26.05.20	Results of 2020 NRB Survey 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	Monthly Report – Operations & Services 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	Maurie Kjar Memorial Pool 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	KDC Traffic Calming Measures 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 October.	October 2020
R&S 14.07.20	Monthly Report - Operations & Services 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.	MFCS / MOS	Ongoing	A verbal update was provided to Elected Members. A workshop will be held with Elected Members to discuss mobile cameras.	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

Completed Items

Meeting Date	Action	Comments
R&S 13.08.19	<u>Monthly Report - Operations & Services</u> Investigate the need of a speed hump in Tuwharetoa and Mawake Road.	A report went to November Council to consider speed humps on Tuwharetoa and Mawake Road, Massey Street, River Road, Galway Street, and pedestrian crossings.
R&S 11.12.18	<u>Monthly Report - Operations & Services</u> An update on the waste water treatment plant will be provided next year.	Three Waters Manager was appointed in December 2019. The waste water treatment plant was evaluated in order to create a work plan for 10 year maintenance. Budget allocated in 2019/20 financial year. Significant decrease in chemical use and increased resilience. Significant long term structural work identified. A presentation was made to the August Council by Three Waters Manager regarding future work.
	An update on the consent application for Holland Springs will be provided at the next meeting.	A report was included in the November Water workshop. A funding report was included in December. Physical works were designed in September 2020 A consent application will be processed in November 2020
R&S 12.05.20	<u>Monthly Report – Events and Community Activities</u> Councillor Tunui requested that a meeting be held with the Class 4 Gambling Trust Liaison (Licensing) Committee and the two Funders: NZ Community Trust and Lion Foundation.	NZ Community Trust met with Elected Members following the July Council meeting. Lion Foundation met with Elected Members via Zoom following the September R&S Meeting.
R&S 14.07.20	<u>Monthly Report - Operations & Services</u> Manager, Operations & Services to provide an update of complaints on the smell and taste of chlorine in the water.	Complaints regarding smell and taste of water are included in the Manager, Operations & Services R&S reports.

<p>R&S 11.08.20</p>	<p><u>Monthly Report - Economic and Community Development</u> The Committee requested an onsite meeting between Councillors and Kawerau Urban Food Forest to discuss options moving forward. Economic and Community Development Manager to provide an update in two weeks' time regarding Kiwi Rail's design and contracts. Councillor Julian requested that the i-Site items for sale be noted in the Community update.</p>	<p>A visit to KUJFF has been organised with the General Manager of Life Konnect for October 2020. David Turner (Director - KCT Co Ltd), update Elected Members on progress following the August Council meeting. The sale items were advertised on the Kawerau NZ (i-SITE) Facebook page.</p>
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Meeting Council
Meeting Date: 29 September 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, 19 August to Tuesday 22 September 2020.

August

- Local Government New Zealand AGM, via Zoom
- Regional Growth Leadership Group Meeting, Whakatane
- Monthly Council Meeting
- NZTA Public Transport Workshop, via Zoom

September

- Meeting with Haimona Waititi regarding TUIA Rangatahi Programme, via Zoom
- Meeting with Pamela Peters, via Zoom
- Bay of Plenty Mayors & CE's Three Waters Regional Fund Meeting, via Zoom
- Community Awards Committee Meeting
- Prime Minister Jacinda Ardern's visit to Whakatane Mill Ltd
- Opening of Kawerau Bowls
- Audit & Risk Committee Meeting
- Regulatory & Services Committee Meeting
- Meeting with Hoani Powell
- Meeting with BOP Regional Council and Waiū Dairy regarding wastewater treatment
- Meeting with Kawerau Social Services Trust Board regarding Porritt Glade
- Meet and Greet with Kevin Cowper, Area Commander for FENZ
- Meeting with Paul Charteris regarding Tarawera Cycle Trails
- Kawerau Trees for Babies
- Eastern BOP Joint Committee Meeting, Opotiki

2 **RECOMMENDATION**

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



Malcolm Campbell, JP
Mayor

Meeting: Council

Meeting Date: 29 September 2020

Subject: Sewer pipe repair – Rautahi Marae to Cosmopolitan Club

File No.: 405000

1 Background

The sewer pipe between the Rautahi Marae and the Cosmopolitan Club has failed due to geothermal degradation of the asbestos-cement (AC) pipe. The manhole in this line also degraded to the extent that it cannot be repaired and will need to be replaced. The sewerage in the pipe is removed through a temporary access point by sucker trucks every day. This cost is quickly escalating.

An emergency replacement of the pipe is underway and involves directional drilling with 220 mm poly-ethylene (PE) pipe and the replacement of the AC manhole with a PE manhole. The line further up-stream was inspected and it was found that the whole line is significantly damaged and will eventually fail. It was recommended to replace the whole line while the drilling equipment is set up. Quotations to replace the 92 m line and the manhole were requested. However, due to the accelerated waterworks being undertaken as part of the 'shovel-ready' programme in the region, most contractors were unable to make work teams available on such short notice:

Contractor	Comment	Quoted price
Goodrick Contracting Ltd	Unavailable	-
Draintech Ltd	Unavailable	-
Waiotahi Ltd	Unavailable	-
Opotiki Pumps & Irrigation	Directional drilling of line	\$32,015
Opotiki Drainlayers Ltd	Sub-contracted to Opotiki Pumps to supply manhole	\$8,671

The only quotes received were from Opotiki Pumps & Irrigation for a total price of \$40,686. Opotiki Pumps & Irrigation is the contractor that recently installed the valves at the reservoirs in preparation to replace the rising main and is also doing the Tarawera Bores head works upgrade. It is a trusted contractor with a good record for doing work for Council.

Recently quotes were received to install 32 m of 220 mm PE pipe for drinking water reticulation. The prices varied between \$32,000 and \$42,000 for the directional drilling option. The price quoted by Opotiki Pumps therefore appears to be reasonable as it is similar in price, however, three times the length. The manhole cost is similar to what Council paid for the manholes in the Tamarangi drive sewer replacement.

2 Options Considered

The pipe needs to be replaced and runs underneath some buildings. Directional drilling is the only option considered as other methods will require the installation of additional manholes which will be significantly more expensive.

Repair the pipe with lowest conforming quote

The lowest conforming quote is \$40,686 by Opotiki Pumps and Irrigation. A further \$2,000 will also be needed to hire a suction truck during the repair work.

3 Policy and Plan Considerations

The option is not contrary to any of Council's Policies and Plans.

4 Legal Considerations

There are no Legal Considerations with approving or declining to approve the additional expenditure.

5 Significance and Engagement

Obtaining the Community's views on this option is not considered necessary.

6 Financial Considerations

The cost of this repair of \$40,686 would be funded from Depreciation Reserves and \$2,000 (estimated) would be funded from the operational budget.

7 Conclusion

The AC-sewer pipes in geothermal areas in the District have started to fail and have not been included in annual and long-term plans. The actual state of the AC-sewer system in geothermal areas is not known and an amount of \$10,000 has been included in the Three Waters Stimulus Grant Delivery Plan to camera and evaluate all AC-lines in geothermal areas.

The work to repair the sewer line has already started and the manhole has been ordered. Council is requested to approve this repair retrospectively and allocate the required funding.

8 **RECOMMENDATIONS**

1. That the report "Sewer pipe repair – Rautahi Marae to Cosmopolitan Club" be received.

2. That \$40,686 plus GST be approved to undertake the sewer pipe and manhole replacement.



Hanno van der Merwe, MSc(Eng), PhD

Manager, Operations and Services

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Meeting: Council
Meeting Date: 29 September 2020
Subject: Review of Code of Conduct
File No.: 101300

1 **Purpose**

The purpose of this report is to review and consider the recommendations made by the Audit and Risk Committee to Council's code of conduct which governs the behaviour of elected members.

2 **Background**

In December 2003, Council adopted its first code of conduct for members of Council as required by the Local Government Act 2002. A new code of conduct was adopted at the beginning of the current triennium by Council (31 October 2019).

A copy of the code of conduct is attached and includes the amendments (highlighted) made by the Audit and Risk committee. Prior to the committee's review, the code was unchanged from previous codes apart from changes to legislation. Council's code of conduct sets out expectations of behaviour specifically for the elected members.

The adopted code may be amended, but cannot be revoked unless Council adopts a replacement code. Amendment of a code of conduct requires a 75 percent (or more) majority vote of the elected members present at the meeting.

Council is not required to consult the public on the content of a code of conduct.

3 **Code of Conduct**

The code of conduct sets out the standards of behaviour, understandings and expectations adopted by Council about the manner in which members may conduct themselves while acting in their capacity as members. This includes behaviour towards other members, staff and the general public.

The code of conduct reflects an agreement between elected members as to what they expect from one another. It therefore relies heavily on individual goodwill and the ability of Council to act as a collective to exert moral persuasion to deter individual members from behaviour that might breach the code.

The code of conduct is not a means of preventing elected members from expressing their views. It promotes effective working relationships within Council and between Council and the community. Also a code of conduct should promote free and frank debate, which should in turn promote good decision-making. Codes of conduct should not be used in a way that stifles debate.

The amendments recommended by the Audit and Risk Committee are:

- Page 5, include the following: *"The Auditor- General may undertake an investigation if an unlawful act by an elected member is suspected and the cost of that investigation can be charged to the elected member."*
- Page 7, include the process to overturn the Mayor's appointment of: Deputy Mayor, committees and committee chairs
- Page 9, whether there was a better word than *"aggressive"*
- Page 10 for media contact, need to include *"or when the Mayor is not available"*
- Page 15 the term Audit Office should be replaced with *"Office of the Auditor General"*
- Page 15, to include recognition that the Code also applies to *"appointed members"* of committees

4 Policy and Plan Considerations

The adopted code of conduct is not inconsistent with any other Council policy or plan.

5 Significance and Engagement

Council is not required to consult the public on the content of a code of conduct.

6 Financial Considerations

There are no financial implications in the code of conduct or associated with a decision to amend the code.

7 Legal Considerations

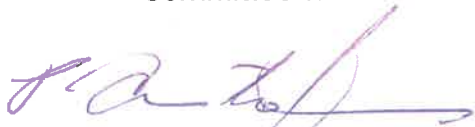
There is no statutory requirement to further review the code of conduct following its initial adoption, but there is an opportunity to make any changes so that it is line with best practice.

8 Appendix

Code of Conduct – adopted 31 October 2019 with the recommended amendments.

9 RECOMMENDATIONS

1. That the report “Review of Code of Conduct” be received.
2. That Council adopts the amendments recommended by the Audit & Risk Committee to the Code of Conduct.



Peter Christophers
Manager Finance and Corporate Services

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CODE OF CONDUCT

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Part 1: INTRODUCTION

The Local Government Act 2002 (the Act) requires each local authority to adopt a Code of Conduct. This Code of Conduct provides guidance on the standards of behaviour that are expected from the Mayor and Elected Members of the Kawerau District Council. The Code applies to Elected Members in their dealings with:

- One another
- The Chief Executive Officer
- All Staff employed by the Chief Executive Officer on behalf of the Council
- The Media
- The General Public

The objective of the Code is to enhance:

- The effectiveness of the Council as the autonomous local authority with statutory responsibilities for the good local government of the Kawerau District.
- The credibility and accountability of the Council within its Community.
- Mutual trust, respect and tolerance among the Elected Members as a group and between the Elected Members and Staff.

This Code of Conduct seeks to achieve its objectives by recording:

- An agreed statement of roles and responsibilities (recorded in Part Two of the Code).
- Agreed general principles of conduct (recorded in Part Three of the Code).
- Specific codes of conduct applying to particular circumstances or matters (also recorded in Part Three of the Code).

Elected Members are primarily accountable to the Electors of the District through the democratic process. However, members must note that the Auditor-General may hold them to account for unlawful actions, or expenditure, or for breaches of the Local Authorities (Members' Interests) Act 1968. [The Auditor-General may undertake an investigation where an unlawful act is suspected and can charged the elected member the cost of that investigation](#)

The Code of Conduct that follows is based on the general principles of good governance:

- **Public interest:** Members should serve only the interests of the District as a whole and should never improperly confer an advantage, or disadvantage on any one person.
- **Honesty and integrity:** Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
- **Objectivity:** Members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits.
- **Accountability:** Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with the scrutiny appropriate to their particular office.

- **Openness:** Members should be as open as possible about their actions and those of the Council and should be prepared to justify their actions.
- **Personal judgement:** Members can and will take account of the views of others, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.
- **Respect for others:** Members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability.
- **Duty to uphold the law:** Members should uphold the law and on all occasions, act in accordance with the trust the public places in them.
- **Stewardship:** Members must ensure that the Council uses resources prudently and for lawful purposes and that the Council maintains sufficient resources to meet its statutory obligations.
- **Leadership:** Members should promote and support these proposals by example and should always endeavour to act in the best interests of the Community.

Part 2: ROLES AND RESPONSIBILITIES

This part of the Code describes the roles and responsibilities of Elected Members, the additional roles of the Mayor and Deputy Mayor and the role of the Chief Executive Officer.

Elected Members

Elected Members, acting as the Council, are responsible for:

- The development and adoption of Council policy.
- Monitoring the performance of the Council against its stated objectives and policies.
- Prudent stewardship of Council resources.
- Employment of the Chief Executive Officer.
- Representing the interests of the residents and ratepayers of the Kawerau District.

Unless otherwise provided in the Local Government Act 2002, or in standing orders, the Council can only act by majority decisions at meetings. Each member has one vote. Any individual member (including the Mayor) has no authority to act on behalf of the Council, unless Council has expressly delegated such authority.

Mayor

The Mayor, as one of the Elected Members, shares the same responsibilities as other members of Council. The Mayor also has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders).
- Advocate on behalf of the Community. This role may involve promoting the Community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of Council.
- Provides leadership to other members and the people in the district.
- Leads the development of Council's plans (Long Term Plan and Annual Plan), policies and budgets for consideration by members.
- The Mayor has the following powers:
 - (a) To appoint the Deputy Mayor
 - (b) To establish committees of Council
 - (c) To appoint the chairperson of each committee(The Mayor cannot delegate any of these powers, however, these appointments can be subsequently overturned by Council by the process listed in Appendix 10 of Council's standing orders)
- Justice of the Peace (while the Mayor holds office).
- The Mayor is a member of each committee of Council

The Mayor must follow the same rules as other Elected Members about making public statements and committing the Council to a particular course of action, unless acting in accordance with the rules for media contact on behalf of the Council under a delegation of authority from the Council.

Deputy Mayor

The Deputy Mayor is selected by the Mayor or elected by the members of Council (if the Mayor elects not to make an appointment), at the first meeting of the Council. The Deputy Mayor exercises the same roles as other Elected Members and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties. The Deputy Mayor may be removed from office by resolution of Council- see process listed in Appendix 10 of Council's standing orders.

Committee Chairpersons

The Mayor (or Council, if the Mayor decides not to) may create one or more committees of Council and appoint the Chairperson(s). A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council and as set out in the Council's *Delegations Manual*. Committee chairpersons may be called on to act as an official spokesperson on a particular issue. They may be removed from office by resolution of Council.

Chief Executive Officer

The Chief Executive Officer is appointed by the Council in accordance with sections 42 of the Local Government Act 2002. The Chief Executive Officer is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council. In terms of section 42 of the Act, the responsibilities of the Chief Executive Officer are:

- Implementing the decisions of the Council.
- Providing advice to the Council and committees.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive Officer, or to any person employed by the Chief Executive Officer, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Managing the activities of the local authority effectively and efficiently.
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority.
- Providing leadership for the staff of the local authority.
- Employing staff on behalf of the local authority (including negotiation of the terms of employment for the staff of the local authority).

Under section 42 of the Local Government Act, 2002 the Chief Executive Officer employs all other staff on behalf of the local authority.

Part 3: RELATIONSHIPS AND BEHAVIOURS

This part of the code sets out the Council's agreed standards of behaviour. Some of the matters described in this part of the code reflect other legislation such as the Local Authorities (Members' Interests) Act 1968. The majority of the code is material that the Council has decided to include of its own initiative.

Relationships with Other Members

Successful teamwork is a critical element in the success of any democratically elected organisation. No team will be effective unless mutual respect exists between members. With this in mind, Elected Members will conduct their dealings with one another in ways that:

- Maintain public confidence in the office to which they have been elected.
- Are open and honest.
- Focus on issues rather than personalities.
- Avoid conduct which is overly aggressive, offensive or which may constitute unlawful or inappropriate harassment.

Relationships with Staff

The effective performance of Council also requires a high level of co-operation and mutual respect between Elected Members and Staff. To ensure that level of co-operation and trust is maintained, Elected Members will:

- Recognise that the Chief Executive Officer is the employer (on behalf of Council) of all Council employees and as such, only the Chief Executive Officer may hire, dismiss, or instruct, or censure an employee.
- Make themselves aware of the obligations that the Council and the Chief Executive Officer have as employers and observe those requirements at all times.
- Treat all employees with courtesy and respect (including the avoidance of conduct which is aggressive, offensive or may constitute unlawful or inappropriate harassment).
- Observe any guidelines that the Chief Executive Officer puts in place regarding contact with employees.
- Not do anything which compromises, or could be seen as compromising, the impartiality of an employee.
- Avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee.
- Raise concerns about employees only with the Chief Executive Officer, and concerns about the Chief Executive Officer only with the Mayor.

Elected Members should be aware that failure to observe this portion of the Code of Conduct might compromise the Council's obligations to act as a good employer and may expose the Council to civil litigation and audit sanctions.

Relationships with the Community

Effective Council decision-making depends on productive relationships between Elected Members and the Community at large.

Members should ensure that individual citizens are accorded respect in their dealings with the Council, have their concerns listened to and deliberated on, in accordance with the requirements of the Act.

Members should act in a manner that encourages and values community involvement in local democracy.

Contact with the Media

The media play an important part in local democracy. In order to fulfill this role, the media need access to accurate, timely information about the affairs of Council. From time to time, individual members will be approached to comment on a particular issue either on behalf of Council, or as an Elected Member in his/her own right. This part of the code deals with the rights and duties of Councillors when speaking to the media on behalf of Council, or in their own right.

The following rules apply for media contact *on behalf of Council*:

- The Mayor is the first point of contact for the official view on any issue. Where the Mayor is absent or not available, any matters will be referred to the Deputy Mayor or the relevant committee chairperson.
- The Mayor may refer any matter to the relevant committee chairperson or to the Chief Executive Officer for comment
- No other member may comment *on behalf of Council* without having first obtained the approval of the Mayor.

Elected Members are free to express a *personal view* in the media, at any time, provided the following rules are observed:

- Media comments must not state or imply that they represent the views of Council.
- Where an Elected Member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view.
- Media comments must observe the other requirements of the code of conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

Confidential Information

In the course of their duties members will occasionally receive information that may need to be treated as confidential. This will generally be information that is either commercially sensitive, or is personal to a particular individual, or organisation.

Elected Members must not use or disclose confidential information for any purpose, other than the purpose for which the information was supplied to the Elected Member.

Elected Members should be aware that failure to observe these provisions will impede the performance of Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose Council to prosecution under the Privacy Act 1993 and/or civil litigation.

Conflicts of Interest

Elected Members must be careful that they maintain a clear separation between their personal interests and their duties as Elected Members. This is to ensure that people who fill positions of authority carry on their duties free from bias (whether real or perceived). Members therefore need to familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 which concerns financial interests and with other legal requirements concerning non-financial conflicts of interest.

The Act provides that an Elected Member is disqualified from office, or from election to office, if that member is concerned or interested in contracts under which payments made by, or on behalf of the local authority exceed \$25,000 in any financial year, unless prior approval is obtained from the Office of the Auditor-General.

Additionally, Elected Members are prohibited from participating in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the member's spouse contracts with the authority or has a pecuniary interest. Members must declare their interests at Council meetings where matters in which they have a pecuniary interest arise.

Members must take a precautionary approach to all conflicts of interest. Members must ensure that where an audit office ruling is sought, under the Local Authorities (Members' Interests) Act 1968, the application for exemption is made on a timely basis. Where a conflict of interest is established, members must take no part in the discussion of the matter or the decision. In a case of doubt, a member should withdraw. Members withdrawing:

- Must leave the Council table and, as a minimum, sit in the public seating.
- Should (in protection of their own and the Council's interests) ensure that their actions are appropriately minuted.

If the member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest then the member should seek guidance from the Chief Executive Officer *immediately*.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could potentially invalidate the particular decision made, or the action taken, by Council. Failure to observe these requirements could also leave the Elected Member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction, Elected Members can be ousted from office.

Members shall annually make a general declaration of interest as soon as practicable after becoming aware of any such interests. These declarations are recorded in a register of interests maintained by Council.

The issue of conflicts of interest is a difficult one for members. Commonly issues may arise on short notice. Matters which seem straightforward at the outset can also commonly become less clear as a matter progresses. Vigilance by members is required. While the decision to disqualify is ultimately a matter for the member alone, members are encouraged to seek guidance and assistance from their colleagues, or the Chief Executive Officer.

Standing Orders

Elected Members must adhere to any Standing Orders adopted by Council under the Local Government Act 2002. These Standing Orders are subject to the same legal requirements as a Code of Conduct with regard to their adoption and amendment.

Ethics

The Council seeks to promote the highest standards of ethical conduct amongst its Elected Members. Accordingly, Elected Members will:

- Claim only for legitimate expenses as laid down by any determination of the Remuneration Authority then in force and any lawful policy of Council developed in accordance with that determination.
- Not influence, or attempt to influence, any Council employee to take actions that may benefit the member, or the member's family or business interests.
- Not use Council resources for personal business (including campaigning).
- Not solicit, demand, or request any gift, reward or benefit by virtue of their position.
- Immediately disclose to the Chief Executive Officer, an offer of a gift to the value of \$100 (or more) to the member, for inclusion in the publicly available register of interests.
- Notify the Chief Executive Officer if any gifts are accepted.

Disqualification of Members from Office

Elected Members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years' imprisonment, or if they cease to be or lose their status as an elector, or of certain breaches of the Local Authorities (Members' Interests) Act 1968.

Under the Local Government Act 2002, local authorities, when adopting a code of conduct, must consider whether or not they will require members to declare if they are an undischarged bankrupt. This Council believes that bankruptcy does raise questions about the soundness of a person's financial management skills and his/her judgement in general. The Council therefore requires Elected Members who are declared bankrupt to notify the Chief Executive Officer as soon as practicable after being declared bankrupt.

Part 4: COMPLIANCE AND REVIEW

This part deals with ensuring that Elected Members adhere to the Code of Conduct and mechanisms for the review of the Code of Conduct.

Compliance

Elected Members must note that they are bound to comply with the provisions of this Code of Conduct.

Members are also bound by the Local Government Act 2002, the Local Authorities (Members' Interests) Act 1968, the Local Government Official Information and Meetings Act 1987, the Secret Commissions Act 1910, the Crimes Act 1961 and the Securities Act 1978. The Chief Executive Officer will ensure that an explanation of these Acts is made at the first meeting after each triennial election and that copies of these Acts are freely available to Elected Members. Short explanations of the obligations that each of these has with respect to conduct of Elected Members are attached in the Appendix to this Code.

Compliance with the Code, by Members, will be monitored by Council.

Any allegation of a breach of a code of conduct must be in writing to the Mayor, making a specific allegation of a breach of the Code of Conduct and providing corroborating evidence.

If the allegation concerns the Mayor, the allegation should be made in writing to the Deputy Mayor.

The full Council will consider the allegation at its next available meeting.

Responses to Breaches of the Code

The exact nature of the action the Council may take depends on the nature of the breach and whether there are statutory provisions dealing with the breach.

Where there are statutory provisions:

- Breaches relating to members' interests render members liable for prosecution by the Auditor-General under the Local Authority (Members' Interests) Act 1968.
- Breaches which result in the Council suffering financial loss or damage may be reported on by the Auditor-General under the Local Government Act 2002, which may result in the member having to make good the loss or damage.
- Breaches relating to the commission of a criminal offence may leave the Elected Member liable for criminal prosecution.

In these cases, the Council may refer an issue to the relevant body, any member of the public may make a complaint, or the body itself may take action of its own initiative.

Where there are no statutory provisions, the Council may take the following action:

- Censure
- Removal of the Elected Member from Council committees and/or other representative type bodies.
- Dismissal of the Elected Member from a position as Deputy Mayor or Chairperson of a committee.

A decision to apply one or more of these actions requires a Council resolution to that effect.

Review

Once adopted, a code of conduct continues in force until amended by the Council. The Code can be amended at any time, but cannot be revoked unless the Council replaces it with another code. Once adopted, amendments to the Code of Conduct require a resolution supported by 75 per cent or more of the Members of the Council present.

Council will formally review the Code as soon as practicable after the beginning of each triennium. The results of that review will be presented to Council for consideration and vote.

Legislation Bearing on the Role and Conduct of Elected Members

This is a summary of the legislation requirements that has some bearing on the duties and conduct of Elected Members.

Local Authority (Members' Interests) Act 1968

This Act regulates situations where a member's personal interests impinge, or could be seen as impinging on his/her duties as an Elected Member.

The Act provides that an Elected Member is disqualified from office if that member is concerned, or interested in contracts under which payments made by, or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, Elected Members are prohibited from participating in any Council discussion, or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the member's spouse contracts with the authority or has a pecuniary interest.

Members may also contact the Audit Office for guidance as to whether that member has a pecuniary interest and if so, may seek an exemption to allow that member to participate, or vote on a particular issue in which he or she may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive Officer must also seek approval from the ~~Audit Office~~ Office of the Auditor-General for contractual payments to members, their spouses, or their companies that exceed the \$25,000 annual limit.

Failure to observe these requirements could also leave the Elected Member open to prosecution under the Local Authority (Members' Interests) Act 1968. In the event of a conviction, Elected Members can be ousted from office.

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements. Of particular importance for the roles and conduct of Elected Members is the fact that the Chairperson has the responsibility to maintain order at meetings, but all Elected Members should accept a personal responsibility to maintain acceptable standards of address and debate. No Elected Member or appointed members of Council committees should:

- Create a disturbance or a distraction while another Councillor is speaking.
- Be disrespectful when they refer to one another, or other people.
- Use offensive language about the Council, other Councillors, any employee of the Council or any member of the public.

Secret Commissions Act 1910

Under this Act it is unlawful for an Elected Member (or Officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to two years, or fines up to \$1000, or both. A conviction therefore would trigger the ouster provisions of the Local Government Act 2002 and result in the removal of the member from office.

Crimes Act 1961

Under this Act it is unlawful for an Elected Member (or Officer) to:

- Accept or solicit for themselves (or anyone else) any gift or reward for acting, or not acting in relation to the business of Council.
- Use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

These offences are punishable by a term of imprisonment of seven years or more. Elected Members convicted of these offences will also be automatically ousted from office.

Securities Act 1978

The Securities Act 1978 essentially places Elected Members in the same position as company directors whenever Council offers stock to the public. Elected Members may be personally liable if investment documents (such as a prospectus) contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

Kaverau District Council Meeting Dates 2021

	Regulatory & Services Committee <u>Tuesdays</u>		Ordinary Council <u>Tuesdays</u>		Council Workshops <u>Tuesdays</u>	Audit & Risk Committee * <u>Wednesdays</u>	
	Meeting Time: 9.00am		Meeting Time: 9.00am		Meeting Time: 9.00am	Meeting Time: 1.00pm	
	Meeting Date	Agenda Deadline	Meeting Date	Agenda Deadline	Meeting Date	Meeting Date	Agenda Deadline
February	9	3	23	17	16	24	18
March	16	10	30	24	23		
April	13	7	27	21	20	28	22
May	11	5	25	19	18		
June	15	9	29	23	22	23	17
July	13	7	27	21	20		
August	17	11	31	25	24	25	19
September	14	8	28	22	21		
October	12	6	26	20	19	27	21
November	16	10	30	24	23		
December	14	8	14	8		15	9

*Subject to confirmation with chair

**The Ordinary Meeting of the Kawerau District Council
will be held on Tuesday, 29 September 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 – 25 August 2020

Pgs. 1 - 4

Recommendation

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

2 RECEIPT OF COMMITTEE MINUTES

2.1 Regulatory and Services Committee – 15 September 2020

Pgs. 5 - 6

Recommendation

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

2.2 Audit and Risk Committee – 14 September 2020

Recommendation

Pgs. 7 - 9

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

2.2 Community Grant Scheme Committee – 22 September 2020

Recommendation

Pgs. 11 - 14

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

3 Action Schedule (101120)

Pgs. 15 - 19

Recommendation

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

4 His Worship the Mayor's Report (101400)

Pg. 21

Recommendation

That His Worship the Mayor's report for the period Wednesday 19 August to Tuesday 22 September 2020 be received.

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

Pgs. 23 - 25

Attached is a report for review and approval on the Sewer Pipe Repair – Rautahi Marae to Cosmopolitan Club.

Recommendation

- 1. That the report "Sewer Pipe repair – Rautahi Marae to Cosmopolitan Club" be received.*
- 2. That \$40,686 plus GST be approved to undertake the sewer pipe and manhole replacement.*

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

Pgs. 27 - 43

Attached is the report requesting Council to adopt changes recommended by the Audit and Risk Committee to the Code of Conduct

Recommendation

- 1. That the report "Review of Code of Conduct" be received.*
- 2. That the 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) (10400)**

Pgs. 45

Attached is a schedule of proposed meetings for 2021 for consideration.

Recommendation

- 1. That the report "Council Meeting Schedule - 2021" be received.*
- 2. That the Council approves the meeting schedule for 2021*

R B George

Chief Executive Officer

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