



**The Ordinary Meeting of the
Kawerau District Council will be held
on Wednesday 28 August 2024
in the Council Chambers
commencing at 9.00am**

A G E N D A

GUIDELINES FOR PUBLIC FORUM AT MEETINGS

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

**The Ordinary Meeting of the Kawerau District Council
will be held on Wednesday 28 August 2024
in the Council Chambers commencing at 9.00am**

A G E N D A

1 **Karakia Timatanga | Opening Prayer**

2 **Apologies**

3 **Leave of Absence**

4 **Declarations of Conflict of Interest**

5 **Meeting Notices**

6 **Nga Mihi | Acknowledgements**

7 **Public Forum**

8 **CONFIRMATION OF COUNCIL MINUTES**

8.1 **Ordinary Council – 31 July 2024**

Pgs. 1 - 7

Recommendation

That the Minutes of the Ordinary Council Meeting held on 31 July 2024 be confirmed as a true and accurate record.

8.2 **Extraordinary Council Meeting – 14 August 2024**

Pgs. 8 - 10

Recommendation

That the Minutes of the Extraordinary Council meeting held on 14 August 2024 be confirmed as a true and accurate record.

9 **RECEIPT OF COMMITTEE MINUTES**

9.1 **Regulatory and Services Committee Meeting – 14 August 2024**

Pgs. 11 - 13

Recommendation

That the Minutes of the Regulatory and Services Committee meeting held on 14 August 2024 be confirmed as a true and accurate record.

9.2 **Audit and Risk Committee Meeting – 5 August 2024**

Pgs. 14 - 16

Recommendation

That the Minutes of the Audit and Risk Committee meeting held on 5 August 2024 be received.

10 RECEIPT OF REGIONAL MINUTES

10.1 BOP Regional Transport – 22 May 2024

Pgs. 17 - 24

Recommendation

That the Minutes of the BOP Regional Transport meeting held on 22 May 2024 be received.

10.2 BOP Civil Defence Emergency Management – 5 July 2024

Pgs. 25 - 33

Recommendation

That the Minutes of the BOP Civil Defence Emergency Management meeting held on 5 July 2024 be received.

11 Her Worship the Mayor's Report (101400)

Pgs. 34 - 36

Recommendation

That Her Worship the Mayor's report for the period Thursday 25 July to Wednesday 21 August 2024 be received.

12 Action Schedule (101120)

Pgs. 37 - 38

Recommendation

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

13 Adoption of the Dangerous, Affected and Insanitary Policy 2024 (Group Manager, Regulatory and Planning) (320100)

Pgs. 39 - 55

Attached is a report from the Group Manager, Regulatory and Planning covering Adoption of the Dangerous, Affected and Insanitary Policy 2024.

Recommendations

- 1. That the report "Adoption of the Dangerous, Affected and Insanitary Policy 2024" be received.*
- 2. That Council adopts the Dangerous, Affected and Insanitary Buildings Policy 2024 effective 1 September 2024; and*
- 3. That Council authorises the Group Manager, Regulatory and Planning, to make minor edits or changes to reflect decisions made by Council at this meeting.*

14 Capital Projects 2023-2024 (Group Manager, Operations and Services) (440100)

Pgs. 56 - 58

Attached is a report from the Group Manager, Operations and Services covering Capital Projects 2023-2024.

Recommendations

- 1. That the report "Capital Projects 2023-24" be received.*

2. That Council roll over the following amounts to the 2024-25 financial year:

1	403001 030	Water Supply	Lime & Flouride System	\$203,857
2	403001 002	Water Supply	Reticulation Replacement - Zone 2	\$513,862
3	403001 003	Water Supply	Reticulation Replacement - Zone 6	\$470,000
4	403001 007	Water Supply	Refurbish Pump System	\$54,815
5	403001 021	Water Supply	Headworks	\$197,402
6	403520 002	Wastewater	Reticulation Replacement - Zone 1	\$635,946
7	403520 004	Wastewater	Milliscreens Renewals	\$58,776
8	403520 011	Wastewater	Waste Water Treatment Plant	\$369,670
9	404031 001	Pool	Club Rooms	\$39,749
10	404031 024	Pool	Pool Floor	\$23,030
11	404031 061	Pool	Filtration System	\$67,350
12	404036 009	Town Hall	Roof	\$50,000
13	405064 020	District Offices	Flashings and Spoutings	\$100,000
14	405061 001	Dog Pound	Extension of facilities	\$596,502
15	404030 005	Library	Library Shelving	\$2,000
16	404030 006	Library	Library Chairs	\$4,500

15 Cemetery Name Board: Shelter and Relocation (Group Manager, Operations and Services) (406050)

Pgs. 59 - 62

Attached is a report from the Group Manager, Operations and Services covering Cemetery Name Board: Shelter and Relocation.

Recommendations

1. That the report "Cemetery Name Board: Shelter and Relocation" be received.
2. That Council allocate the requested funds for the new shelter and relocation of the information boards of \$20,000 to be funded from depreciation reserves.
3. That Council confirm location for the information boards and shelter to be either option:
 - i. The area at the footpath entrance to the cemetery along Valley Road; or
 - ii. The area next to the ablution facility, right from the roadway into the cemetery.

16 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 31 July 2024**
2. **Rates Remission Application**
3. **Stoneham Park Earthworks and Civils Stage 1 Tender**
4. **Priority Wastewater Lines Renewal**

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:

General Subject of the matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. <i>Minutes for Confidential Meeting held on 31 July 2024</i> 2. <i>Rates Remission Application</i> 3. <i>Stoneham Park Earthworks and Civils Stage 1 Tender</i> 4. <i>Priority Wastewater Lines Renewal</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.

17 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 31 July 2024
in the Council Chamber commencing at 9.00am**

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

In Attendance: Chief Executive Officer (M Godfery)
Group Manager, Finance and Corporate Services (L Butler)
Group Manager, Operations and Services (R Nel)
Economic & Community Development Manager (L Barton)
Communications & Engagement Manager (T Humberstone)
Managers' PA (P Cooper)

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

2 Apologies

Resolved

Apologies from Councillor Andrews were received.

**Councillors Ross / Ion
CARRIED**

3 Leave of Absence

No Leave of Absence was received.

4 Declarations of Conflict of Interest

No Declarations of Conflict of Interest were received.

5 Meeting Notices

Chief Executive Godfery gave the following Meeting Notices:

- *Māori Wards passed through final reading in Parliament yesterday.*
- *One apology from Group Manager, Regulatory & Planning. Chief Executive Godfery will be presenting the Group Manager's two papers on the Draft Naming Policy and Draft Freedom Camping Bylaw.*

6 Nga Mihimihi | Acknowledgements

Her Worship the Mayor welcomed Janet White, Manager, Kawerau Preschool Learning Centre. Deputy Mayor Rangihika presented Janet with a Kawerau Community Award, acknowledged the strong backing behind her application and thanked her for her input into the community. Councillors Ross and Ion endorsed his comments.

Deputy Mayor left meeting at 9.10am
Deputy Mayor returned at 9.13am

7 Public Forum

Her Worship the Mayor welcomed members of the public to the meeting.

Brett Pacey

Mr. Pacey would like to organise a petition asking NZTA to add an additional walkway on the left side of the bridge over the Tarawera River. Mr. Pacey argues this will improve safety for cyclists and pedestrians.

Mr Pacey also highlighted tree removal in Boyce Park, erosion along the embankment of the Tarawera River, and closed with an acknowledgement of Council's efforts across the community and thanked her Worship the Mayor and Elected Members.

- *CEO Godfery will meet again with Mr Pacey to talk about processes for the above concerns, in particular around the walkway for the bridge.*

Lawrence Ward

Mr. Ward outlined various sections of Te Ture Whenua Māori Act 1993, posed questions regarding the Kawerau and Murupara Townships Act 1953, questioned the meaning of a Provident Fund in the Act, and drafted a Trespass Notice.

- *Her Worship the Mayor asked that details of the Trespass Notice attached to his presentation be shared with Elected Members.*
- *CEO Godfery advised that Council will formally respond to the questions raised.*

8 CONFIRMATION OF COUNCIL MINUTES

8.1 Ordinary Council – 29 May 2024

Resolved

That the minutes of the Ordinary Council Meeting held on 29 May 2024 be confirmed as a true and accurate record.

Councillor Ion / Councillor Savage
CARRIED

8.2 Extraordinary Council – 12 June 2024

Resolved

That the minutes of the Extraordinary Council Meeting held on 12 June 2024 be confirmed as a true and accurate record.

**Councillor Julian / Deputy Mayor Rangihika
CARRIED**

8.3 Ordinary Council – 26 June 2024

Resolved

That the minutes of the Ordinary Council Meeting held on 26 June 2024 be confirmed as a true and accurate record and abstained Councillor Kingi.

**Councillors Ross / Godfery
CARRIED**

8.4 Extraordinary Council – 17 July 2024

Resolved

That the minutes of the Extraordinary Council Meeting held on 17 July 2024 be confirmed as a true and accurate record.

**Deputy Mayor Rangihika / Councillor Kingi
CARRIED**

9 RECEIPT OF COMMITTEE MINUTES

9.1 Regulatory and Services Committee Meeting – 17 July 2024

Resolved

That the minutes of the Regulatory and Services Committee Meeting held on 17 July 2024 be confirmed as a true and accurate record.

Councillors Ion and Ross were not in attendance. Passed by those in attendance.

**Councillors Julian / Savage
CARRIED**

10 RECEIPT OF REGIONAL MINUTES

There were no receipt of Regional Minutes

11 Her Worship the Mayor's Report (101400)

**Councillor Ross left the meeting at 9.51am
Councillor Ross returned at 9.52am**

Resolved

That Her Worship the Mayor's report for the period Thursday 20 June 2024 to Wednesday 24 July 2024 is received.

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

12 Action Schedule (Chief Executive) (101120)

Council discussed a new date for the Civil Defence workshop for Elected Members. Her Worship the Mayor advised this would be done in coordination with the commencement of the new Director of Civil Defence.

Councillor Julian requested she be re-sent a summary of costs for Kawerau Christmas in the Park.

Councillor Kingi asked that estimated completion dates be included.

Resolved

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

**Councillors Kingi / Ion
CARRIED**

13 Elected Members' Remuneration – 2024/2025 (101310)

**Councillor Godfery left the meeting at 10.04am
Councillor Godfery returns at 10.05am**

The report informing members of the determinations by the Remuneration Authority for 2024/2025 was discussed. CE Godfery explained that the Remuneration Authority sets these determinations as an independent safeguard for the public sector.

Resolved

That the report "Elected Members' Remuneration – 2024/2025" be received.

**Councillor Savage / Deputy Mayor Rangihika
CARRIED**

14 Adoption of the Draft Freedom Camping Bylaw and Statement of Proposal for Public Consultation (320400)

Council discussed the report on the Adoption of the Draft Freedom Camping Bylaw and Statement of Proposal for Public Consultation. Councillor Ion acknowledged staff for extensive and thorough information.

Resolved

1. *That the report "Adoption of the Draft Freedom Camping Bylaw and Statement of Proposal for Public Consultation" be received.*

**Councillors Ross / Kingi
CARRIED**

2. *That Kawerau District Council:*

Resolved

- a) *Agrees that making a new Freedom Camping Bylaw is the most appropriate way to address freedom camping on Council owned land.*

**Councillor Ion / Deputy Mayor Rangihika
CARRIED**

Resolved

- b) *Adopts the Draft Freedom Camping Bylaw and Statement of Proposal as attached for public consultation.*

**Councillors Godfery / Kingi
CARRIED**

Resolved

- c) *Confirms the proposed Freedom Camping Bylaw as attached*
 i) *Is the most appropriate form of the Bylaw; and*
 ii) *Does not give rise to any implications under, and is not inconsistent with, the New Zealand Bill of Rights Act 1990.*

**Deputy Mayor Rangihika / Councillor Savage
CARRIED**

Resolved

- d) *Agrees that a summary of the information contained in the Statement of Proposal is necessary to assist in the public understanding the proposal.*

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

Resolved

- e) *Agrees that a summary of the site assessment be included for public understanding of the proposal.*

**Councillors Kingi / Ross
CARRIED**

Resolved

- f) *Approves the consultation for the period 5 August 2024 to 6 September 2024.*

**Deputy Mayor Rangihika / Councillor Julian
CARRIED**

Resolved

- g) *Authorises the Group Manager Regulatory and Planning to make any necessary minor drafting or presentation amendments to the Statement of Proposal to correct errors or omissions, or to reflect decisions made by council, prior to final printing and publication.*

**Deputy Mayor Rangihika / Councillor Ion
CARRIED**

15 Adoption of the Draft Naming Policy and Statement of Proposal for Public Consultation (110800)

Council discussed the report on adoption of the Draft Naming Policy and Statement of Proposal for Public Consultation and resolved with the inclusion of “Option 2” in 2 b) and “and/or Council’s cultural advisor” in 2 d).

Resolved

1. *That the report “Adoption of the Draft Naming Policy and Statement of Proposal for Public Consultation” be received.*
2. *That Kawerau District Council:*
 - a) *Agrees to making a new Naming Policy; (per Option 2)*
 - b) *Adopts the Draft Naming Policy and the Statement of Proposal as attached for public consultation.*
 - c) *Approves the consultation for the period 5 August 2024 to 6 September 2024.*
 - d) *Authorises the Group Manager Regulatory and Planning to make any necessary minor drafting or presentation amendments to the Draft Naming Policy and the Statement of Proposal to correct errors or omissions, or to reflect decisions made by Council and/or Council’s cultural advisor, prior to final printing and publication.*

**Councillor Ross / Deputy Mayor Rangihika
CARRIED**

16 Exclusion of the Public – 10:53am

Resolved

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

1. **Minutes for Confidential Meeting Held on 26 June 2024**
2. **License to Occupy Application**
3. **NTGA License Agreement**

**Councillors Ross / Ion
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:

General Subject of the matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution

<ol style="list-style-type: none"> 1. <i>Minutes from Confidential Meeting held on 26 June 2024.</i> 2. <i>License to Occupy Application.</i> 3. <i>NTGA License Agreement.</i> 	<p><i>Maintain the effective conduct of public affairs through the free and frank expression of opinions.</i></p>	<p><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></p> <p><i>Section 48 (1) (a) (i)</i></p>
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This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.

Karakia Whakamutunga

Pastor Mark Kingi closed the meeting with a karakia at 12.17pm

F K N Tunui

Mayor

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**Minutes of the Extraordinary Meeting of the Kawerau District Council
held on Wednesday 14 August 2024
commencing at 11.09am**

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

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

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi led the meeting in 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 Meeting Notices

Chief Executive Godfery gave the following Meeting Notice:

- *In the Electoral Processes and Decisions regarding the Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024 report under section 11 as well as in agenda item 8, under recommendations there is a minor change to the proposed resolution 2b where the word “retain” will become the word “reaffirm”.*

6 Nga Mihimihi | Acknowledgements

Her Worship the Mayor welcomed Pastor Mark Kingi and Pastor Jenny Reynolds who joined the meeting. Also welcomed Dale Ofsoske and Ben Roser from Election Services, Diane McCarthy from the Beacon and Paora Manuel from Radio 1XX who joined via Zoom.

Deputy Mayor Rangihika gave acknowledgement to Pastor Jenny Reynolds and her presence in previous and current meetings regarding the Māori Wards for Kawerau.

7 Public Forum

Jenny Reynolds

Pastor Jenny Reynolds spoke of the Māori Wards in Kawerau and her support of having them. Pastor Reynolds argued that Māori Wards will help better reflect the Treaty of Waitangi partnership with tangata whenua iwi and the demographics of Kawerau.

8 Electoral Processes and Decisions regarding the Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024 (Communications & Engagement Manager) (101200)

Council discussed the report on the Electoral Processes and Decisions regarding the Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024.

Resolved

1. *That the report “Electoral Processes and Decisions regarding the Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024” be received.*

**Councillors Ion / Ross
CARRIED**

Resolved

2. *That Council resolves to reaffirm Māori Wards as per the resolution made on 22 November 2023 for the 2025 triennial elections and holds a poll at the 2025 triennial elections asking the community if they wish to reaffirm Māori Wards or not as per the 2024 legislation.*

**Deputy Mayor Rangihika / Councillor Andrews
CARRIED**

9 Dangerous, Affected and Insanitary Policy Submission Received (Group Manager, Regulatory and Planning) (320100)

Council discussed the report on the Dangerous, Affected and Insanitary Policy Submission Received.

Corrections:

Page 7 – Item 1 – Purpose – Change “Insanity” to “Insanitary”.

Page 7 – Item 2 – Background – Paragraph 3 – Change year from “2022” to “2024”

Resolved

1. *That the report “Dangerous, Affected and Insanitary Policy Submission Received” be received.*
2. *The Council receive the submissions to the consultation document for the proposed Dangerous, Affected and Insanitary Policy; and*

3. *That Council have considered the submissions, deliberated and support the Staff Comment column in the body of the report in terms of a response to submitters and the informal external feedback received in regards to the proposed Dangerous, Affected and Insanitary Policy.*

**Councillors Kingi / Andrews
CARRIED**

9 Karakia Whakamutunga | Closing Prayer

Pastor Mark Kingi closed the meeting with a Karakia at 12.05pm.

F K N Tunui

Mayor

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**Minutes of the Regulatory & Services Committee
held on Wednesday 14 August 2024
commencing at 9.00am**

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

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

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

2 Nga Mihimihi | Acknowledgements

Chairperson Ion acknowledged those that have lost loved ones, thoughts and aroha to you.

3 Apologies

No Apologies were received

4 Leave of Absence

No Leave of Absence were received.

5 Declarations of Conflict of Interest

No Declarations of Conflict of Interest were received.

6 Public Forum

No Public Forum was heard

PART A – REGULATORY

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

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

Resolved

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

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

PART B – NON REGULATORY

8 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 2024.

Resolved

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

**Councillors Godfery / Ross
CARRIED**

9 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 2024.

Resolved

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

**Councillors Savage / Kingi
CARRIED**

10 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 2024.

Elected Members acknowledged the multiple landowners of the land that contributed to making the Off Highway Road possible.

Resolved

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

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

11 Monthly Report – Communications and Engagement (Communications and Engagement Manager) (340100)

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

Correction:

Page 23 – Item 2.1 – Change the closing date from 26 August 2024 to 6 September 2024

Page 23 – Item 2.2 – Change the closing date from 26 August 2024 to 6 September 2024

Resolved

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

**Councillors Kingi / Andrews
CARRIED**

12 Karakia Whakamutunga | Closing Prayer

Pastor Mark Kingi closed the meeting with a prayer at 9.55am

C J Ion

Chairperson

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**Kawerau District Council Minutes of an
Audit and Risk Committee held on 5 August 2024
commencing at 1.00pm**

Present: Philip Jones – P J Associates (Chair)
Her Worship the Mayor – F K N Tunui
Councillor C Ion
Councillor B J Julian

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

Karakia Timatanga | Opening Prayer

Chief Executive Officer Godfery opened the meeting with a prayer.

Apologies

Resolved

Apologies were received from Deputy Mayor Rangihika.

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

Declarations of Conflict of Interest

No conflicts of interest were received.

1 CONFIRMATION OF AUDIT AND RISK COMMITTEE MINUTES

1.1 Audit and Risk Committee – 10 June 2024

Resolved

That the minutes of the Audit and Risk Committee Meeting held on 10 June 2024 be confirmed as a true and accurate record.

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

2 Health, Safety and Wellbeing Report for Period 1 June – 30 June 2024 (Group Manager, Regulatory and Planning (509500))

Committee discussed the report from the Group Manager, Regulatory and Planning covering Health, Safety and Wellbeing report for period 1 June – 30 June 2024.

Resolved

That the report "Health, Safety and Wellbeing report for period 1 June – 30 June 2024" be received.

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

3 Top Emerging Kawerau District Council Risks (Chief Executive Officer) (105000)

Committee discussed the report from the Chief Executive Officer covering the Top Emerging Kawerau District Council Risks

Resolved

That the report "Top Emerging Kawerau District Council Risks" be received.

**Councillor Julian / Ion
CARRIED**

4 Treasury Report to 31 May 2024 and 30 June 2024 (Group Manager, Finance and Corporate Services) (110551)

Committee discussed the report from the Group Manager, Finance and Corporate Services covering the Treasury Report to 31 May 2024 and 30 June 2024.

Resolved

That the report "Treasury Report to 31 May 2024 and 30 June 2024" be received.

**Chair Jones / Her Worship the Mayor
CARRIED**

5 Audit and Risk Review Timetable from August 2024 to June 2025 (Group Manager, Finance and Corporate Services) (101300)

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

Resolved

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

**Chair Jones / Councillor Ion
CARRIED**

6 Long Term Plan 2025-2034 (Group Manager, Finance and Corporate Services) (110555)

Committee discussed the report from the Group Manager, Finance and Corporate Services covering the Long Term Plan 2024-2034.

Resolved

That the report "Long Term Plan 2025-2034" be received.

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

7 Interim Audit Management Report for Year Ended 30 June 2024 (Group Manager, Finance and Corporate Services) (201000)

Committee discussed the report from the Group Manager, Finance and Corporate Services covering the Interim Audit Management Report for Year Ended 30 June 2024.

Resolved

That the report “Interim Audit Management Report for Year Ended 30 June 2024” be received.

**Councillor Ion / Chair Jones
CARRIED**

8 Review of Council’s Procurement Policy (Group Manager, Finance and Corporate Services) (110551)

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

Resolved

1. *That the report “Review of Council’s Procurement Policy” be received.*
2. *That the Audit and Risk Committee recommend to Council that they consider adding into the policy a section on benefit to local suppliers.*
3. *That the Audit and Risk Committee recommend that the Chief Executive brings back to the Committee the process for managing non-compliance with the policy.*

**Chair Jones / Her Worship the Mayor
CARRIED**

Karakia Whakamutunga | Closing Prayer

Chief Executive Officer Godfery closed the meeting with a prayer.

P Jones

Chairperson

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Regional Transport Committee

Open Minutes

- Commencing:** Wednesday 22 May 2024, 9.30 am
- Venue:** Council Chambers, Regional House, 1 Elizabeth Street, Tauranga
- Chairperson:** Cr Lyall Thurston - Bay of Plenty Regional Council Toi Moana (BOPRC)
- Deputy Chairperson:** Cr Ken Shirley - BOPRC
- Members:** David Moore - Ōpōtiki District Council, Mayor James Denyer - Western Bay of Plenty District Council (WBOPDC), Deputy Mayor John Scrimgeour - Alternate, WBOPDC (via Zoom), Commissioner Stephen Selwood - Alternate, Tauranga City Council, David Speirs - NZ Transport Agency Waka Kotahi (NZTA), Cr Andrew von Dadelszen - Alternate, BOPRC (via Zoom), Cr Conan O'Brien - Alternate, Rotorua Lakes Council (via Zoom), Angus Hodgson - KiwiRail (non-voting - via Zoom)
- In Attendance:** External: Dan Kneebone - Port of Tauranga Advisor, Glen Crowther - Environmental Sustainability Advisor, Greg Pert - Freight Advisor, Inspector Logan Marsh - NZ Police Road Safety Advisor, Stacey Spall - NZ Automobile Association Advisor, Presenters - as listed in the minutes
- BOPRC: Fiona McTavish - Chief Executive, Cr Jane Nees (via Zoom), Michael Seabourne - Public Transport Director, Andrew Williams - Acting Manager, Transport Planning, Niki Carling - Senior Transport Planner, Dale Clarke - Senior Transport Planner, Amanda Namana - Committee Advisor
- Apologies:** Mayor Faylene Tunui - Kawerau District Council, Mayor Tania Tapsell - Rotorua Lakes Council, Cr Berice Julian - Alternate, Kawerau District Council, Deputy Mayor Lesley Immink - Alternate, Whakatāne District Council

Please note: This meeting was livestreamed and recorded, and can be accessed on Council's YouTube channel: [Regional Transport Committee Meeting - 22 May 2024 - YouTube](#)

1. Apologies

Resolved

That the Regional Transport Committee:

- 1 Accepts the apologies from Mayor Tunui, Mayor Tapsell, Cr Julian and Deputy Mayor Immink tendered at the meeting.**

**Thurston/Shirley
CARRIED**

2. Order of Business

Item 6.1 – NZ Transport Agency Waka Kotahi update was considered following Item 3 - Public Forum, due to containing matters of relevance and high interest to the public gallery.

3. Declaration of Conflicts of Interest

None declared.

4. Public Forum**4.1 Mike Williams – Work Road/ State Highway 2 Intersection**

*Tabled Document 1 - Correspondence with NZ Transport Agency Waka Kotahi:
Objective ID A4671721* [⇒](#)

Presentation: Work Road/ State Highway 2 Intersection: Objective ID A4679331 [⇒](#)

Presented By: Mike Williams, supported by Craig Fea and Kirsten Warbrooke

Key Points of Presentation:

- ‘Barriers across intersections divide communities’
- Proposed barriers would cause southbound traffic on State Highway (SH)2 being forced to travel an additional seven kilometres to access Work Road
- Additional time required for emergency services to access Work Road and other roads off SH2 affected by this proposal could prove life-threatening
- Additional danger posed by the proposed barriers was having gaps where people were likely to perform dangerous U-turns to avoid having to travel further
- Overall, Western Bay of Plenty residents were complimentary of the SH2 upgrades and safety improvements over recent years, however barrier installation across intersections would negatively impact the majority of road users
- Considered that data provided by NZTA may not have been updated to take into account recent safety improvements, and during public consultation the majority of submissions opposed the wire barriers
- Requested a two year moratorium on the installation of barriers, pending the assessment of the effects from other recent upgrades, and updated data to include Te Puna, Esdaile Road and Apata Station Road roundabouts
- Provided potential alternatives to the proposed barriers for the affected roads
- The proposed barriers would significantly increase costs for the avocado pest monitoring programme in the area, potentially making the work unfeasible
- Fire was a frequent risk in the area, and the additional time for fire services to gain access to any events created a higher risk of loss to property, life and industry
- Clarified that the majority of people using these roads were local residents and businesses/services operating in the area.

Key Points - Members:

- Katikati was historically the service centre for Work Road residents and their community connection to schools, shopping, churches and social events. The wire barrier proposal would shift this to Ōmōkoroa and sever these connections
- Concerned over the lack of information in the community surrounding these issues, including the research and rationale around reasons the barriers were proposed in favour of other options
- Acknowledged the trade-off between safety and functionality, highlighting the access requirements of all industry in the area, not just avocado and kiwifruit
- NZTA had briefed the Minister of Transport, Hon. Simeon Brown about the situation and would report back following the meeting. Also suggested bringing NZTA transport engineers to meet with residents and bridge the communication gap by providing further information and addressing any questions.

In Response to Questions:

- Noted a lack of fatalities or serious injury accidents recorded at these intersections, with none since the current safety improvements had been implemented
- Work Road had a small packhouse and many avocado and kiwifruit orchards, all of which required heavy vehicle use on a day to day basis.

10.06 am - The meeting **adjourned.**

10.11 am - The meeting **reconvened.**

5. Reports

Information Only

5.1 NZ Transport Agency Waka Kotahi Quarterly Update

*Presentation: NZ Transport Agency Waka Kotahi Quarterly Update - May 2024:
Objective ID A4675010 [⇒](#)*

Presented by: David Speirs - Director Regional Relationships

Key Points:

- Provided an update on the progress of works relating to Takitimu North Link (TNL) Stage 1
- An off-ramp completed at Minden Road Gully interchange provided contractors with the ability to move trucks and heavy vehicles within the project, rather than requiring the use of SH2 which expedited progress. Internal connections were critical as the majority of fill required for the project was sourced from within the project area
- The tolling feasibility assessment was underway as a requirement from central government for any new infrastructure roads. This was expected to be completed within the next month or two - with approval from the Minister of Transport, community consultation for tolling options would follow
- Once TNL Stage 1 was operational, Wairoa Bridge would no longer be a congestion area and the traffic flow would significantly improve with positive impacts on safety

- SH2 Waihi to Ōmōkoroa safety improvements were currently on track for completion in 2026.

10.16 am - the meeting **adjourned.**

10.19 am - The meeting **reconvened.**

Key Points (Continued):

- SH33 Te Ngae junction to Paengaroa safety improvements were in the final phase for completion by July 2024, road run-off being the most significant issue to address
- Undertaking major disruption works using total road closures and night works had been trialled with a high degree of success and support from frequent road users
- Outlined the new State Highway Investment Proposal (SHIP), its relation to the draft Government Policy Statement on Land Transport (GPS) and how this tied in with the Regional Land Transport Plan (RLTP)
- Noted that for many councils, there was less funding than expected for required cyclone repair work. NZTA were working with these councils to identify priorities for this and it was a significant issue for SH35 Ōpōtiki
- Decisions were continuing to be made using the current National Land Transport Fund (NLTF), pending the release of the new NLTF
- Outlined key aspects indicated from the Minister of Transport relating to the new Land Transport Rule for setting speed limits, which would be released for public consultation in coming months
- Provided an update on SH2 Waioeka Gorge Corridor Business Case and potential learnings which could be applied to the Bay of Plenty region
- Highlighted ongoing SH35 technical assessments and the areas identified across the region for resilience work consideration.

Key Points - Members:

- Expressed concern over the transfer of speed cameras from NZ Police to NZTA regarding councils losing the ability to monitor the cameras, and the financial barriers created to replace this activity. NZTA had met with Rotorua Lakes Council to discuss this and noted a signed agreement needed to be in place detailing how the data would be accessed to maintain the status quo

In Response to Questions:

- The central government intention for Roads of National Significance (RoNS) and Roads of Regional Significance was to bring them together in the same package of consideration. There were no new roads added, but there was a reconsideration of how they would be funded, governed and project managed
- Part of the system design for new roads included considering options for rest areas and facilities, including logical places to exit
- SH2 Katikati to Tauranga speed limit would likely be restored to 100 kilometres per hour once median barriers and other safety improvements were in place and the TNL was operational
- Further work was being undertaken on the Connecting Mount Maunganui business case, including addressing questions around design elements along with affordability considerations. An update would be provided to members via email prior to the next committee meeting.

Resolved

That the Regional Transport Committee:

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

**Speirs/Shirley
CARRIED**

10.57 am - The meeting **adjourned.**

11.16 am - The meeting **reconvened.**

6. Minutes

Minutes to be Confirmed

6.1 Regional Transport Committee Minutes - Regional Land Transport Plan Deliberations - 7 May 2024 (Distributed under separate cover)

Resolved

That the Regional Transport Committee:

- 1 **Confirms the Regional Transport Committee Minutes - Regional Land Transport Plan Deliberations - 7 May 2024 as a true and correct record.**

**Thurston/Selwood
CARRIED**

7. Reports (Continued)

Decisions Required

7.1 Changes to Regional Speed Management

Presented by: Dale Clarke - Senior Transport Planner and Andrew Williams - Acting Manager, Transport Planning

Key Points:

- Amended legislation for setting speed limits meant that this was no longer a mandatory requirement, and noted the inconsistency with speed management plans across the region
- Outlined reasons for ceasing progress on a regional speed management plan and the pending new Land Transport Rule for setting of speed limits.

Resolved

That the Regional Transport Committee:

- 1 **Receives the report, Changes to Regional Speed Management;**
- 2 **Agrees to discontinue the development of a Regional Speed Management Plan;**
- 3 **Notes that the future of Regional Speed Management Plans are subject to direction from the Minister of Transport.**

**Selwood/Moore
CARRIED**

7.2 Endorsement of the 2024 - 2034 Regional Land Transport Plan

Presentation: Endorsement of the 2024-34 Regional Land Transport Plan: Objective ID A4683651 [↔](#)

Presented by: Niki Carling – Senior Transport Planner and Andrew Williams – Acting Manager, Transport Planning

Key Points:

- Outlined changes to the draft RLTP as requested during deliberations, and how these had been incorporated
- Noted an error in the tracked changes RLTP document in the table on Page 6 that Stage 4 of the SH29/29A project had been omitted, which was to be added back in with a footnote referencing the endorsement by SmartGrowth to bring Stage 4 forward
- Some financial details would not be finalised until all relevant Long Term Plan (LTP) 2024-2034 processes were complete.

In Response to Questions:

- The changes to Objective 6 and the associated target were made with the intent of making it measurable, and needed to be considered as being more of an enabler than a target.

Further RLTP Amendments to be Actioned:

- Remove text referencing Te Puke Community Connect from the new section on smaller urban settlements and the transport issues they faced
- Amend Objective 6 Target to read 'Increase the number of new dwellings enabled by each significant activity in the RLTP'.

Resolved

That the Regional Transport Committee:

- 1 Receives the report, Endorsement of the Regional Land Transport Plan 2024 - 2034;**
- 2 Endorses the changes to the Regional Land Transport Plan 2024-2034 sent under separate cover (Attachment 1), and the additional changes as noted in the minutes;**
- 3 Delegates to the Manager, Transport Planning the authority to make any numerical and minor editorial or presentational amendments to the Regional Land Transport Plan 2024-2034 during finalisation of the document;**
- 4 Recommends consideration of the draft final Regional Land Transport Plan 2024-2034 document to Bay of Plenty Regional Council for adoption;**
- 5 Commended staff for their work undertaken during the Regional Land Transport 2024-2034 process.**

**Selwood/Moore
CARRIED**

Information Only

7.3 Regional Land Transport Plan - Annual Monitoring

Presented by: Dale Clarke – Senior Transport Planner

Key Points:

- There were a number of factors influencing results of the 27 KPI's in the RLTP
- Results showed that people were travelling more by cycling, walking and public transport, whilst travelling less in cars and single occupancy vehicles
- The cost of living contributed to people's travel behaviours.

Key Points - Members:

- Noted that the Regional Public Transport Plan Hearings Subcommittee had set a strongly aspirational target for mode share.

In Response to Questions:

- Mode share in the headline target KPI was in relation to the number of trips made and the data came from the household travel survey provided by the Ministry of Transport
- The collection of data in order to test the performance of transport investment was complicated, and further time and funding would be required to explore options for improving this.

Resolved

That the Regional Transport Committee:

- 1 **Receives the report, Regional Land Transport Plan - Annual Monitoring.**

**Thurston/Shirley
CARRIED**

7.4 Sub-Regional Road Safety Educational and Promotion Update

Resolved

That the Regional Transport Committee:

- 1 **Receives the report, Sub-Regional Road Safety Educational and Promotion Update.**

**Thurston/Selwood
CARRIED**

7 Verbal Update Opportunity for Committee Members and Advisors

Commissioner Stephen Selwood – Tauranga City Council:

- Acknowledged members and the work of the Committee, and noted the most significant challenge faced was identifying how to fund and finance transport investment into the future.

Mayor James Denyer - Western Bay of Plenty District Council:

- Adopted the Section 17A review for transportation earlier in the month.

Angus Hodgson - KiwiRail:

- Recognised the transport team for KiwiRail engagement during the RLTP process
- The Rail Network Investment Programme was still being progressed in response to the GPS.

Inspector Logan Marsh - New Zealand Police:

- There had been 13 fatalities in the year to date - the lowest in five years. Three of the incidents were believed to have involved alcohol impairment, with seven having speed as a factor
- Five were in the Taupō area, four in Rotorua, two in the Western Bay of Plenty and in one in the Eastern Bay of Plenty
- Staff had met most enforcement targets in the fiscal year already, including undertaking over 260,000 breath tests
- Noted the pilot of The Right Track programme in the region which targeted involving offenders' families in positive change.

Dan Kneebone - Port of Tauranga:

- Freight volumes continued to be challenging from a business perspective, particularly with kiwifruit and imports
- Continued to progress work toward getting consent resolved for berth extensions
- Appreciated the support and focus on progressing the Hewletts Road/ Totara Street sub-area.

10. Acknowledgements

The Chair acknowledged Tauranga City Council Commissioner Selwood and Public Transport Director Michael Seabourne for their contributions to the Committee and the region, wishing them well for the future.

12.18 pm - the meeting closed.

CONFIRMED

Cr Lyall Thurston
Chairperson, Regional Transport Committee

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

Commencing:	Friday 5 July 2024, 10:00am
Venue:	Rotorua Lakes Council, Council Chambers, 1061 Haupapa Street, Rotorua and via Zoom (Audio Visual Meeting)
Chairperson:	Mayor Faylene Tunui - Kawerau District Council (KDC)
Deputy Chairperson:	Mayor James Denyer - Western Bay of Plenty District Council (WBOPDC)
Members:	<p><u>Ōpōtiki District Council (ODC):</u> Mayor David Moore</p> <p><u>Tauranga City Council (TCC):</u> Commissioner Bill Wasley</p> <p><u>Whakatāne District Council (WDC):</u> Deputy Mayor Lesley Immink (via Zoom)</p> <p><u>Rotorua Lakes Council (RLC):</u> Deputy Mayor Sandra Kai Fong (Alternate)</p> <p><u>National Emergency Management Agency (NEMA):</u> Observer Lily Foulds - Regional Emergency Management Advisor)</p>
In Attendance:	<p><u>Emergency Management Bay of Plenty (EMBOP):</u> Stace Tahere - Acting Director; Cara Gordon - Principal Advisor, Emergency Management; Lisa Glass - Team Leader, Communications and Engagement; Julian Reweti - Principal Advisor, Recovery; Andrea Thompson - Executive Assistant</p> <p><u>TCC:</u> Marty Grenfell, Deputy Chair of Coordinating Executive Group (CEG) and Chief Executive</p> <p><u>Bay of Plenty Regional Council Toi Moana (BOPRC):</u> Reuben Fraser - Acting Chief Executive; Merinda Pansegrouw - Committee Advisor</p> <p><u>WDC:</u> David Bewley - General Manager Development and Environment Services (via Zoom)</p> <p><u>NEMA:</u> Jenna Rogers - Deputy Chief Executive Strategic Enablement (For Item 9.1) (Via Zoom)</p> <p><u>By Invitation:</u> Ben Green - Emergency Management Group Manager, Te Kaunihera O Te Tairāwhiti - Gisborne District Council (Via Zoom)</p> <p><u>Te Puni Kōkiri (TPK):</u> Shane Hona - Advisor/Kaitohutohu</p>
Apologies:	<p>Mayor Victor Luca (WDC)</p> <p>Mayor Tania Tapsell (RLC)</p> <p>Commission Chair Anne Tolley (TCC)</p>

Cr Malcolm Campbell (BOPRC)
Cr Ron Scott (Alternate) (BOPRC)

Declaration of Public Recording

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

Recording of Meeting: [BOP Civil Defence Emergency Management Group Joint Committee Meeting - 5 July 2024 \(youtube.com\)](https://www.youtube.com/watch?v=...)

Opening Karakia

Provided by the Stace Tahere – Acting Director, Emergency Management Bay of Plenty.

1. Apologies

Resolved

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

- 1 Accepts the apologies from Mayor Victor Luca, Mayor Tania Tapsell, Commission Chair Anne Tolley, Cr Malcolm Campbell and Cr Ron Scott (Alternate) tendered at the meeting.**

**Kai Fong/Denyer
CARRIED**

2. Order of Business

With the agreement of members, the order of business was amended as follows:

- Public Excluded Item 9.1 (Update - Whakaari/White Island) to be considered after item 6 (Public Excluded Business to be Transferred in to the Open).

3. Declaration of Conflicts of Interest

None declared.

10:07am – Mayor Moore **entered** the meeting.

4. 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
4.1	Update - Whakaari/White Island	Withholding the information is necessary to maintain legal professional privilege.	48(1)(a)(i) Section 7 (2)(g).	On the Chief Executive's approval.

**Wasley/Kai Fong
CARRIED**

5. Minutes

5.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 5 April 2024

Resolved

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

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

**Kai Fong/Denyer
CARRIED**

6. Reports

Decisions Required

6.1 Bay of Plenty Civil Defence Emergency Management Group Statutory Appointments

Presented by: Stace Tahere, Acting Director, Emergency Management Bay of Plenty.

Resolved

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

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Statutory Appointments; and

- 2 Approves the appointment of Dr Leny Woolsey, Manager Strategy and Performance, Whakatāne District Council as Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s30(1) of the CDEM Act 2002.**

**Immink/Wasley
CARRIED**

6.2 Bay of Plenty Civil Defence Emergency Management Group Assurance Framework

Presented by: Stace Tahere, Acting Director, Emergency Management Bay of Plenty.

Key Points - Staff:

- Following adoption of the Bay of Plenty Civil Defence Emergency Management (CDEM) Group Plan 2024-2029, (outlining monitoring and evaluation requirements to ensure alignment with strategic goals), the proposed Assurance Framework would provide guidelines for conducting assurance activities/supporting continuous improvement/reinforcing accountability
- Would assist both the CDEM Coordinating Executive Group and Joint Committee in overseeing implementation of its plan/ensuring progress towards objectives/goals.

Resolved

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

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Assurance Framework; and**
- 2 Approves the Bay of Plenty CDEM Group Assurance Framework 2024.**

**Denyer/Moore
CARRIED**

Information Only

6.3 Correspondence Received

Presented by: Stace Tahere, Acting Director, Emergency Management Bay of Plenty.

Julian Reweti, Principal Advisor - Recovery, Emergency Management Bay of Plenty was invited to join members at the table.

Key Points - Members:

- Congratulated Julian on his recent Australasian Institute of Emergency Services Commendation and acknowledged his mahi
- Thanked him for his contribution to Recovery and service to communities in Aotearoa/New Zealand
- Particular mention was made of Julian's work in the Bay of Plenty region and his contribution to major events to support recovery efforts such as the Edgumbe floods, the Whakaari/White Island eruption, the Auckland Anniversary floods, and Cyclone Gabrielle

- Commended Julian for his dedication and commitment.

Resolved

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

- 1 Receives the report, Correspondence Received**
- 2 Receives the letter from Hon Mark Mitchell, Minister for Emergency Management and Recovery, dated 10 June 2024, acknowledging Emergency Management Bay of Plenty, Principal Advisor, Recovery - Julian Reweti's recent Australasian Institute of Emergency Services Commendation.**

**Kai Fong/Wasley
CARRIED**

6.4 Government Inquiry into the Response to the North Island Severe Weather Events

Presentation Minister Brief - SIG EM System Workshop - 21-23 May 2024 - Key Points for BOPCDEMG Joint Committee 5 July 2024 PDF: Objective ID A4715781

Introduced by: Stace Tahere, Acting Director, Emergency Management Bay of Plenty; presented by Ben Green - Emergency Management Group Manager, Te Kaunihera O Te Tairāwhiti - Gisborne District Council (Via Zoom).

Key Points - Staff:

- Provided background to the final report of the Government Inquiry into the Response to the North Island Severe Weather Events (NISWE), publicly released by Minister for Emergency Management and Recovery, the Hon Mark Mitchell in April 2024
- Purpose of the inquiry was to ensure that the design of New Zealand's emergency management system was appropriate to support readiness/responses
- Department of Prime Minister and Cabinet (DPMC) was leading the work to deliver the Government's response to the NISWE Inquiry; CDEM Group Managers had been provided the opportunity to present to the DPMC on their perspectives on the report
- CDEM Group Managers agreed that the same presentation be presented to all CDEM Group Joint Committees. Ben Green, CDEM Group Manager for Tairāwhiti was in attendance to share the Emergency Management Special Interest Group's (EMSIG) views.

Minute Note: Copy of the speaking notes (PowerPoint Presentation) presented by Ben Green attached to the minutes.

Key Points - Ben Green:

- Was supportive of the key finding that the current emergency management system was not fit for purpose - for the range of risks it may face in the future, across all hazards
- The 2017 Ministerial Technical Advisory Group (TAG) Review was a good document and, while the Government's response in 2018 had some issues (only 72/81 recommendations were agreed to), overall, the findings were sound

- Investment had been made at the top of the system with the expectation that it would change the system; this however, was unsuccessful
- For transformational change to be delivered, the following changes needed to be made:
 - Design the system from the bottom (community level) up, not top down
 - Review investment component, particularly funding models
 - Invest through either a shared (Central and Local Government) funding model or a centralised (Central Government) funding model to ensure consistency of approach/inter-operability nationwide
 - In terms of future models, recommended a hybrid model (Mixed Central and Local Government Funding): would be easier to implement/cheaper than centralised model
- Highlighted quick wins which would require no significant funding
- Provided an overview of the conclusions.

Key Points - Members:

- With regard to funding settings (Recommendation 13) and the prioritisation of strategic investment in reduction and readiness activities, highlighted the need for communities to be able to access funding fast/immediately when the devastation/need was the highest
- Required stronger advocacy at a political level to ensure availability of immediate support.

In response to Questions:

- Confirmed that processes for implementing recommendations/enhancing the sector were continually being carried out at a local level
- Recommendation 12: critical infrastructure entities/river management systems: following the recent Wairoa Flood incident and in the context of the Environment Minister Penny Simmonds signalling a review into river management/flood response practices, assured members that rivers/lakes/streams within the Bay of Plenty area were well managed/regularly monitored and that consents were in place to enable immediate response to threats of floods. Close liaison between the BOPRC Flood Management Team and local territorial authority staff was ongoing.

Resolved

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

- 1 Receives the report, Government Inquiry into the Response to the North Island Severe Weather Events.**

**Kai Fong/Denyer
CARRIED**

**6.5 Bay of Plenty CDEM Group - Fourth Quarter Reporting Schedule
30 March – 30 June 2024**

Presented by: Stace Tahere, Acting Director, Emergency Management Bay of Plenty.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group - Fourth Quarter Reporting Schedule 30 March - 30 June 2024.**

**Wasley/Kai Fong
CARRIED**

6.6 Whakatāne District Council - Emergency Management Quarterly Report Q2 23-24

Introduced by Stace Tahere, Acting Director, Emergency Management Bay of Plenty (EMBOP), presented by David Bewley - General Manager Development and Environment Services (WDC) (via Zoom).

Key Points:

- WDC was currently undertaking a significant piece of work relating to its Climate Change Adaptation Programme; focussing on climate change risk screening would enable decision makers to make informed decisions on priorities/resource allocation and link with land use planning and emergency management functions
- Focus was on readiness/capability development across the 4 Rs (reduction, readiness, response and recovery): was increasing training levels/developing regional consistency in emergency management response activities.

In Response to Questions:

- EMBOP Staff confirmed that they supported/encouraged monitoring and reporting by member local authorities on progress of respective Local CDEM work programmes and invited the submission of quarterly progress reports to the Joint Committee
- Deputy Chair of Coordinating Executive Group (CEG) indicated that the view of CEG on the submission of quarterly progress reports by member local authorities to the Joint Committee could be revisited/endorsed by CEG.

Resolved

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

- 1 Receives the report, Whakatāne District Council - Emergency Management Quarterly Report Q2 23-24.**

**Immink/Tunui
CARRIED**

6.7 Update - Director Emergency Management Bay of Plenty

Presented by: Stace Tahere, Acting Director, Emergency Management Bay of Plenty (EMBOP).

In Response to Questions:

- Confirmed that New Zealand Response Team 16, currently based at the Tauranga Airport, was the only response team in the region. EMBOP current focus is on growing the capacity of NZRT-16, however, would investigate the need to establish further NZRT's across the Bay of Plenty (with a focus on the Eastern Bay of Plenty) once this work had progressed.

Resolved

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

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

**Wasley/Kai Fong
CARRIED**

6.8 National Emergency Management Agency (NEMA) Update Bay of Plenty CDEM Joint Committee 05 July 2024

Presented by: Lily Foulds Regional Emergency Management Advisor (NEMA)

Key Points:

- Information relating to the CDEM Resilience Fund, as included on page 72 of the agenda, had been superseded as NEMA had since finalised the Resilience Fund assessments and had allocated funds for to successful projects
- Te Arawa Lakes Trust had been awarded funding
- Would provide members with an updated report relating to the CDEM Resilience Fund and the outcome of the final decisions/approvals.

In Response to Questions:

- Acronyms for NCC/NCMC were as follows: National Coordination Centre (NCC) and National Crisis Management Centre (NCMC).

Resolved

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

- 1 Receives the report, National Emergency Management Agency (NEMA) Update Bay of Plenty CDEM Joint Committee 05 July 2024.**

**Kai Fong/Denyer
CARRIED**

7. General Matters

Key Points:

- Acknowledged Stephanie O'Sullivan, Chief Executive, Whakatāne District Council for her mahi and contribution - wished her well in her new role as Chief Executive at Waipā District Council
- Thanked Commission Chair Anne Tolley and Commissioner Bill Wasley for their valuable contribution/participation and wished them well

- Acknowledged the current local government elections processes at both Tauranga City Council and the Western Bay of Plenty District Council (By-Elections: Maketu-Te Puke and Ōmokoroa Community Board).

Closing Karakia

Provided by the Stace Tahere - Acting Director, EMBOP.

11:20am - the meeting closed.

CONFIRMED

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

Meeting Council

Meeting Date: 28 August 2024

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, 25 July to Wednesday 21 August 2024.

July

- Thurs 25
- Meeting with Trust Horizon Meeting sharing an update on Council's key strategic activities for Kawerau, held in Council Chamber
 - Meeting with Bea Maksimovic, Programme Coordinator of He Tamariki He Taonga Protective Behaviours NZ, re: pilot programme in 7 Eastern Bay Primary schools, including Kawerau, held in Mayor's Office
- Fri 26
- Invitation to National Science Technology Roadshow (STEM Science, Technology, Engineering and Maths) with rangatahi/youth workforce development kaimahi from Mayors Taskforce for Jobs, Tuwharetoa ki Kawerau Hauora and Eastbay REAP held at Tarawera High School
 - Farewell for departing Emergency Management BOP Director Clinton Naude cancelled due to Covid
 - Eastern BOP Mayors and CE's meeting re: Eastern BOP Spatial Plan, Regional Development and Regional Infrastructure Fund, held at Whakatane District Council
- Wed 31
- July 2024 Council Meeting Day, held in Council Chamber
 - Elected Members' Remuneration – 2024/2025
 - Adoption of the Draft Freedom Camping Bylaw
 - Adoption of the Draft Naming Policy
 - [COUNCIL AGENDA 2024.07.31- compressed.pdf \(kaweraudc.govt.nz\)](#)
 - Citizenship Ceremony completing DIA citizenship processes, held in the Council Chamber

August

- Thur 1
- LGNZ Conference Community Board Resilience Panel Briefing, held via Microsoft Teams
 - Catch-up with Zone 2 rep Carolyn Hamill re: LGNZ Conference Community Board Resilience Panel, held via Phone Call
 - Accessibility Committee Meeting held at the Concert Chambers
 - Kawerau Creative Communities Meeting, held in Committee Room
- Fri 2
- Catch-up with Opotiki Mayor David Moore re: Eastern BOP Spatial Plan, Regional Development and Regional Infrastructure Fund (apologies from Whakatane Mayor Victor Luca), Mayor's Office
 - Invitation to Tarawera High School's Matariki Degustation Lunch by the hospitality students, held at Tarawera High School
 - Tauranga City Council Inaugural Council and Swearing In Ceremony, held at University of Waikato, Tauranga Campus

- Mon 5
- Audit & Risk Committee Meeting, held in Council Chamber
 - Health, Safety and Wellbeing report for June 2024
 - Top Emerging Kawerau District Council Risks
 - Treasury Report for 31 May and 30 June 2024
 - Audit and Risk Review Timetable for August 2024 to June 2025
 - Long Term Plan 2025-2034
 - Interim Audit Management Report for Year Ended 30 June 2024
 - Review of Council's Procurement Policy
- [KAWERAU DISTRICT COUNCIL AUDIT & RISK AGENDA \(kaweraudc.govt.nz\)](https://www.kaweraudc.govt.nz)
- Tue 6 to
Wed 7
- Rangitaiki Kapa Haka Festival, hosted by Te Whata Tau o Putauaki Kura, held at Ron Hardie Recreation Centre
 - Meeting with David Turner Sequal re: Off-Highway Road opening
- Thur 8
- Representation Review Consultation with Senior Students, held at Tarawera High School
- Fri 9
- Tarawera Awa Restoration Strategy Group Hui, held at Rangitihi Marae
 - Representation Review Consultation with Grey Power, held at Concert Chambers
- Mon 12
- Local Water Done Well Information Session, via Microsoft Teams
 - Representation Review Consultation with KADAP, held at Concert Chambers
 - Eastern BOP Mayors and CE's Meeting re: Eastern BOP Spatial Plan, held at Whakatane District Council
- Tue 13
- Follow-up in person meeting with Zone 2 rep Carolyn Hamill re: speaking at the Community Board Conference on Thursday 22 August, held in Whakatane
 - Te Maruata Hui (Maori Council members) via Zoom
- Wed 14
- Regulatory & Services Committee Meeting, held in Council Chamber
 - Monthly Report – Regulatory and Planning Services
 - Monthly Report – Finance and Corporate Services
 - Monthly Report – Operations and Services
 - Monthly Report – Economic and Community Development
 - Monthly Report – Communication and Engagement
 - [REGULATORY AND SERVICES 2024.08.14 \(kaweraudc.govt.nz\)](https://www.kaweraudc.govt.nz)
 - Council Workshop
 - Cemetery Name Board: Shelter and Relocation
 - Council and Kowhai Park Body Corporate Exchange to fully realise the Stoneham Park Development
 - Extraordinary Council Meeting re: Representation Review 2024.
 - Electoral Processes and Decisions regarding the Local Government Amendment Act 2024
 - Dangerous, Affected and Insanitary Policy Submission Received
 - [EXTRAORDINARY 2024.08.14 \(kaweraudc.govt.nz\)](https://www.kaweraudc.govt.nz)
 - Invitation to join Department of Prime Minister and Cabinet meeting with Mayors and Chairs re: Emergency Management, held via Microsoft Teams
 - Local Water Done Well Information Session, held via Microsoft Teams
- Thur 15
- Meeting with Youth Projects Officer, in preparation for presentation to Bay of Plenty Mayoral Forum
 - Meeting with Toi-EDA Chair, David Glover and CE Donna Perese, held via Microsoft Teams
 - Eastern BOP Spatial Plan meeting, held at Whakatane District Council

- Fri 16 • Bay of Plenty Mayoral Forum, held at Western BOP District Council
- Mon 19 • Representation Review Consultation with Iwi and Tangata Whenua, held at Tohia o te Rangī Marae
- Tue 20 • Te Maruata Hui, Wharewaka Function Centre, Wellington
- Wed 21 – • LGNZ Conference, including LGNZ AGM, Mayors Taskforce for Jobs
Fri 23 AGM and Guest Speaker at Community Boards Conference

2 Mayoral Correspondence

- Fri 26/7 Invitation from Jono Marr, Hospitality Teacher at Tarawera High School
- Mon 29/7 Email from Fiona McTavish, CE of BOP Regional Council re: appointment of Marc Crowe as new Director of Emergency Management BOP.
- Wed 31/7 Trespass Notice served by Agent Lawrence Ward on behalf of Te Whiu Keehu, of Te Tawera Hapu

Invitation from Horticulture New Zealand to the 2024 Horticulture Conference Gala Dinner and Awards Evening
- Thur 1/8 Invitation from Sean Bolton, Executive Director for Department of the Prime Minister and Cabinet re New Zealand Emergency Management
- Fri 2/8 Letter from NZ Transport Agency Waka Kotahi (NZTA) Board re: funding for road safety promotion and footpath and cycle path maintenance.
- Mon 5/8 Email from Dot Mareroa, Tuwharetoa ki Kawerau Hauora Board Trustee re: Tuwharetoa ki Kawerau Hauora Transition Announcement

Invitation from Whakatane District Council to attend Paul Warbrick's farewell
- Tue 6/8 Invitation from Whakatane District Council to attend Steph O'Sullivan's powhiri
- Thur 8/8 Letter from Hon Simeon Brown re: enduring settings for local water done well
- Tue 13/8 Letter of Sponsorship from Kawerau Boxing Club
- Wed 14/8 Email from Whakatane Mayor Victor Luca advising of new CEO
- Thur 15/8 Letter to Chair of Toi-EDA re: formal notice of Council's decision to withdraw
- Tue 20/8 Invitation to Kawerau Bowling Club Summer Opening

3 RECOMMENDATION

That Her Worship the Mayor's report for the period Thursday, 25 July to Wednesday 21 August 2024 be received.

Action Schedule

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
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.	GM F&CS	Completed In Progress	<p>Council completed all areas recommended for improvement and engaged a consultant to further assess Council's risk maturity. The risk register is reviewed regularly by Audit and Risk Committee.</p> <p>A potential provider was identified; however, the cost was significant and more than budgeted for the 2023/24 financial year. Staff investigated to see if there was a cost-effective option and approach.</p> <p>Completion of a risk assessment includes key input from a Governance and Senior Leadership perspective. With the change in CEO and GM Operations, the recommendation was to review in September 2024, when the new roles in the Senior Leadership were well established. This will also provide time for staff to find a cost-effective option.</p>	September 2024
Council 28.06.22	His Worship the Mayor's Report Elected Members agreed to move the cemetery records from the toilet block area to another area of the cemetery.	GM O&S	In Progress	A report is included in the August Council agenda. The Community will be advised once installation is completed.	August 2024
EC 22.11.23	2025 Triennial Elections Council resolved to establish one or more Māori wards for the Kawerau District in the 2025 and 2028 triennial elections.	C&EM	In Progress	Council will work through the review of representation arrangements. Consultation with Tangata Whenua, Iwi and the community (via a survey) will take place.	March to September 2024
R&S 15.05.24	Monthly Report - Operations and Services Staff to present to Elected Members the plans and costings of the new Dog Pound.	GM O&S	Pending	Once the concept plans are finalised, a workshop will be arranged with Council.	October 2024

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
OC 29.05.24	Hire Fee Options for Rangī Delamere Centre Elected Members and Leadership Team to return to the table for a resolution and confirmation of block bookings.	CEO / GM F&CS	In Progress	The Hire Fee was approved at the May Council meeting. A further meeting was held with the CEO and the Netball Association. A report will be presented to investigate block bookings for regular users.	September 2024
OC 26.06.24	Activity Review for Economic Development Staff to return the report with additional information including the return on investment that Council makes to external partners and agencies.	ECDM	On Hold	Activity Review will be returned back to Council as part of Long Term Plan (LTP) process, with additional information as requested by Elected Members.	LTP process commences October 2024
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	On Hold	Activity Review will be returned back to Council as part of Long Term Plan (LTP) process, with additional information as requested by Elected Members.	LTP process commences October 2024

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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 GMR&P: GM, Regulatory & Planning
 C&EM: Communication & Engagement Manager ECDM: Economic & Community Development Manager

Completed Items

EC 15.05.24	Activity Review for Civil Defence Services Staff to hold a workshop to revisit Civil Defence (CEG) for Elected Members.	A workshop has been scheduled for Wednesday 4 September 2024.			
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Meeting: Council

Meeting Date: 28 August 2024

Subject: **Adoption of the Dangerous, Affected and Insanitary Policy 2024**

File No.: 320100

1 Purpose

The report seeks a decision of Council on the adoption of the proposed Dangerous, Affected and Insanitary Building Policy 2024.

2 Background

Section 131 of the Building Act 2004, requires Council to adopt a policy to manage dangerous, affected, and insanitary buildings and requires the Policy to be reviewed every five years. The last review of the current policy was undertaken in 2019.

Section 132 of the Building Act 2004 mandates the Policy may only be amended or replaced, in accordance with the special consultative procedure.

At the Extraordinary Council Meeting held on 12 June 2024, Council approved the draft Dangerous, Affected and Insanitary Building Policy for consultation.

While a number of changes were proposed, these largely related to amending the layout of the document for easy reading and updating definitions, incorporating the consideration of economic impact of the policy, updating Council priorities, outlining legislative requirements or processes to enhance understanding and setting out a disputes process.

Consultation on the draft Policy was undertaken during the period of 18 June to 19 July 2024. Two submissions were received from the public, and one person provided informal feedback. No parties wished to speak to their submissions.

Council received all submissions and deliberated on the submissions during the Extraordinary Council Meeting on 14 August 2024. Upon deliberation, Council agreed to making amendments based on the submissions received, in accordance with the recommendations by Council staff.

Council also agreed to have the draft Policy transferred to the new policy template to better standardise Council policies.

The key amendments incorporated as a result of public submissions are outlined in the table below.

Policy Section	Clause	Amendment
New Template		Transfer Policy into new template
Contents		Added Contents page
Introduction	1.2	Included "or use"
Introduction	1.3	Included "or a health risk"
Scope	3	Added new section
Defintions	5	Added definition of Building and Territorial Authority
Policy Approach	6.3	Inserted "...when a building poses an immediate risk.."
Policy Approach	6.4	Included "and occupants (where appropriate)"
Council's Priorities	8.1	Added Explanatory Note
Identifying Dangerous, Affected or Insanitary Building	9.1	Included "information and complaints received from a range of sources including but not limited to....local and central government government agencies including through...."
	9.2	Included "...and information received..."
Assessing Dangerous, Affected or Insanitary Buildings	10.1	Inserted "...123A..."
Taking Action on Dangerous, Affected and Insanitary Buildings	11.1	<p>Insert "b) Where appropriate, advise and liaise with building occupiers;"</p> <p>Ammend c) adding "Consider whether to do any or all of the following:...."</p> <p>Add ii) "Attach in a prominent place on, or adjacent to, the building a notice that warns people not to approach the building;"</p> <p>Reword iii) to read "Except in the case of an affected building, issue a notice that complies with section 125(1) requiring work to be carried out (within a set timeframe not less than 10 days) on the building to (a) reduce or remove the danger; or (b) prevent the building from remaining insanitary;"</p> <p>Add "iv) Issue a notice that complies with section 125(1A) of the Act restricting entry to the building for particular purposes or restricting entry to particular persons or groups of persons."</p>
	11.2	Insert new provision
	11.4	<p>Insert "... under section 129 of the Act..."</p> <p>Combined b & c to match added provision at 11.2</p>
Working With Building Owners	12.3	Replaced urgent with immediate

Policy Section	Clause	Amendment
Relationship with Other Building Act Provisions	13.1	Insert "...or change the use of a building...(as defined)..." Insert "...protection of other properties, sanitary facilities, structural performance and fire rating performance; and"
Relationship with Other Building Act 2004 Provisions	13.5	Insert "Under s123B of the Act, any action taken or notices issued prior to any emergency designation being declared during state of emergency or a transition period under the Civil Defence Emergency Management Act 2002, shall still apply."

Minor typos were also corrected in addition to the amendments as outlined.

The updated Dangerous, Affected and Insanitary Buildings Policy is attached for your reference.

It is recommended the proposed Dangerous, Affected and Insanitary Buildings Policy 2024 comes into force on 1 September 2024.

3 Options

3.1 Option 1: Adopt the Dangerous, Affected and Insanitary Building Policy 2024 – (Preferred Option)

Council underwent public consultation and received two formal submissions plus feedback from one other member of the public. Submissions were presented and deliberations held on 14 August 2024. The Policy has been updated based on submissions received and directions provided by Council during deliberations. Minor edits or changes can be made to reflect decisions made by Council during this meeting. Choosing this option will enable officers to implement the Policy.

3.2 Option 2: Do not adopt the Dangerous, Affected and Insanitary Buildings Policy as changes required are considered more than minor.

Where changes are considered to be more than minor, Council would need to undertake further consultation to ensure the community has a fair opportunity to provide feedback on any changes that are more than significant. While additional consultation can be undertaken this will delay the adoption of the proposed Policy.

4 Legal/Policy Considerations

Section 131 of the Building Act 2004 states Council is required to adopt a policy to manage dangerous, affected, and insanitary buildings. The policy must address the following:

- the approach that the territorial authority will take in performing its functions under this Part; and
- the territorial authority's priorities in performing those functions; and
- how the policy will apply to heritage buildings.

This policy meets the requirements of s131 of the Building Act 2004.

No inconsistencies have been identified with Council's other policies or plans.

5 **Financial Considerations**

Our Building Team currently oversees this policy and this will continue. There are no additional financial considerations for this policy.

6 **Conclusion**

The Policy is required under the Building Act 2004. The review of the Policy and the consultation that was undertaken met legislative requirements. The revised Policy will ensure that all legislative requirements are met.

7 **RECOMMENDATIONS**

1. That the report "Adoption of the Dangerous, Affected and Insanitary Policy 2024" be received.
2. That Council adopts the Dangerous, Affected, and Insanitary Buildings Policy 2024 effective from 1 September 2024; and
3. That Council authorises the Group Manager, Regulatory and Planning, to make minor edits or changes to reflect decisions made by Council at this meeting.



Michaela Glaspey

Group Manager Regulatory and Planning

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Council Policy **Dangerous,** **Affected and** **Insanitary Buildings** **Policy**

Effective date: 1 September 2024

www.kaweraudc.govt.nz

Dangerous, Affected and Insanitary Building Policy

Date First Adopted:	30 May 2006
Last Reviewed :	August 2024
Next Review Date:	August 2029
Engagement Required:	Special Consultative Procedure (s83 LGA)
Document Number:	POL 001
Responsibility:	Group Manager, Regulatory and Planning
Associated Documents:	Building Act 2024, Heritage New Zealand Pouhere Taonga Act 2014, Civil Defence Emergency Management Act 2002, Local Government Act 2002, Resource Management Act 1991, Health Act 1956



Kawerau,
Taonga o te whenua,
Treasure of the land.

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1. INTRODUCTION

- 1.1. This policy sets out Kawerau District Council's approach in respect to the identification, assessment and management of dangerous, affected and insanitary buildings.
- 1.2. A combination of aging buildings, lack of maintenance, overcrowding and unauthorised building alterations or use, can serious building problems for occupants and those who use buildings.
- 1.3. Failure to obtain a building consent or using a building for a purpose for which it is not suitable can also result in a building no longer complying with the Building Code and posing a danger or a health risk to the occupants, the general public and/or other properties.

2. POLICY PURPOSE

- 2.1. The purpose of this Policy is to meet the legislative requirements under section 131 of the Building Act 2004 ('the Act') which requires Council to adopt and maintain a policy on dangerous, affected and insanitary buildings.
- 2.2. This Policy sets out:
 - Council's approach to performing its functions under Part 2 of the Act; and
 - Council's priorities in performing those functions; and
 - How the Policy will apply to heritage buildings.

3. SCOPE

- 3.1. This policy applies to all buildings in Kawerau District.
- 3.2. This policy does not apply where the building is in an area that has been designated for emergency management of buildings, during a declared state of emergency or a transition period under the Civil Defence Emergency Management Act 2002.

4. POLICY OBJECTIVE

- 4.1. The objectives of this Policy are:
 - To improve the control of, and encourage better practice in design and construction; and
 - To reduce the potential risk posed to residents in the district by dangerous, affected or insanitary buildings;
 - To provide a clear framework on how Council will manage unsatisfactory building conditions.

5. DEFINITIONS

Act means the Building Act 2004 and its amendments.

Affected building has the meaning set out in section 121A of the Act

Explanatory notes

Section 121A of the Act, defines affected building as:

A building is an affected building for the purposes of this Act if it is adjacent to, adjoining, or nearby—

- (a) a dangerous building as defined in [section 121](#); or
- (b) a dangerous dam within the meaning of [section 153](#).

Note: There are no dams in Kawerau

Building has the meaning set out in section 8 of the Act

Explanatory notes

Section 8 of the Act, defines building, what it means and includes:

In this Act, unless the context otherwise requires, building—

- (a) means a temporary or permanent movable or immovable structure (including a structure intended for occupation by people, animals, machinery, or chattels); and
- (b) includes—
 - (i) a mechanical, electrical, or other system; and
 - (ii) any means of restricting or preventing access to a residential pool; and
 - (iii) a vehicle or motor vehicle (including a vehicle or motor vehicle as defined in [section 2\(1\)](#) of the Land Transport Act 1998) that is immovable and is occupied by people on a permanent or long-term basis; and
 - (iv) a mast pole or a telecommunication aerial that is on, or forms part of, a building and that is more than 7 m in height above the point of its attachment or base support (except a dish aerial that is less than 2 m wide); and
- (c) includes any 2 or more buildings that, on completion of building work, are intended to be managed as one building with a common use and a common set of ownership arrangements; and
- (d) includes the non-moving parts of a cable car attached to or servicing a building; and
- (e) after 30 March 2008, includes the moving parts of a cable car attached to or servicing a building....

For clarification the Building Act 2004 goes on to explain under s9 of the Act, what is not included in this definition. This information is available <https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306318>

Council means Kawerau District Council.

Dangerous Building

has the meaning set out in section 121 of the Act

Explanatory notes

Section 121 of the Act, defines dangerous buildings as:

- (1) A building is dangerous for the purposes of this act if, -
 - (a) in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause -
 - (i) injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property; or
 - (ii) damage to other property; or
 - (b) In the event of fire, injury or death to any persons in the building or to persons on other property is likely.
- (2) For the purpose of determining whether a building is dangerous in terms of subsection 1b) a territorial authority—
 - (a) may seek advice from employees, volunteers, and contractors of Fire and Emergency New Zealand who have been notified to the territorial authority by the board of Fire and Emergency New Zealand as being competent to give advice; and
 - (b) if the advice is sought, must have due regard to the advice.

Heritage Buildings

has the meaning set out in section 7 of the Act

Explanatory notes

Section 7 of the Act, defines Heritage Buildings as:

- (a) in subpart 6B of Part 2,—
 - (i) a building that is included on the New Zealand Heritage List/Rārangi Kōrero maintained under section 65 of the Heritage New Zealand Pouhere Taonga Act 2014; or
 - (ii) a building that is included on the National Historic Landmarks/Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu list maintained under section 81 of the Heritage New Zealand Pouhere Taonga Act 2014; or
 - (iii) a place, or part of a place, that is subject to a heritage covenant under section 39 of the Heritage New Zealand Pouhere Taonga Act 2014 and is registered under section 41 of that Act; or
 - (iv) a place, or part of a place, that is subject to a heritage order within the meaning of section 187 of the Resource Management Act 1991; or
 - (v) a place, or part of a place, that is included in a schedule of a district plan because of its heritage value.

Insanitary building

has the meaning set out in section 123 of the Act.

Explanatory notes

Section 123 of the Act, defines insanitary building as:

A building is insanitary for the purposes of this Act if the building -

- a) is offensive or likely to be injurious to health because -
 - i) of how it is situated or constructed; or
 - ii) it is in a state of disrepair; or
- b) has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or
- c) does not have a supply of potable water adequate for its intended use; or
- d) does not have sanitary facilities adequate for its intended use.

Notice

has the meaning set out in section 125 of the Act.

Explanatory notes

Section 125 of the Act, defines notice as:

- (1) A notice issued under section 124(2)(c) must—
 - (a) be in writing; and
 - (b) be fixed to the building in question; and
 - (c) be given in the form of a copy to the persons listed in subsection (2); and
 - (d) state the time within which the building work must be carried out, which must not be less than a period of 10 days after the notice is given or a period reasonably sufficient to obtain a building consent if one is required, whichever period is longer; and
 - (e) state whether the owner of the building must obtain a building consent in order to carry out the work required by the notice.
- (1A) A notice issued under section 124(2)(d)-
 - (a) must be in writing; and
 - (b) must be fixed to the building in question; and
 - (c) must be given in the form of a copy to the persons listed in subsection (2); and
 - (d) may be issued for a maximum period of 30 days; and
 - (e) may be reissued once only for a further maximum period of 30 days.
- (2) A copy of the notice must be given to—
 - (a) the owner of the building; and
 - (b) an occupier of the building; and
 - (c) every person who has an interest in the land on which the building is situated under a mortgage or other encumbrance registered under the Land Transfer Act 2017; and
 - (d) every person claiming an interest in the land that is protected by a caveat lodged and in force under section 138 of the Land Transfer Act 2017; and
 - (e) every statutory authority that has exercised a statutory power to classify or register, for any purpose, the building or the land on which the building is situated; and
 - (f) Heritage New Zealand Pouhere Taonga, if the building is a heritage building.
- (3) However, the notice, if fixed on the building, is not invalid because a copy of it has not been given to any or all of the persons referred to in subsection (2).

Owner

As defined in section 7 of the Act.

Explanatory notes

Section 7 of the Act, defines owner as:

In relation to land and any buildings on the land, -

- a) means the person who -
 - i) is entitled to the rack rent from the land, or
 - ii) would be so entitled if the land were let to a tenant at a rack rent; and
- b) Includes -
 - i) the owner of the fee simple of the land; and
 - ii) for the purposes of section 32, 44, 92, 96 97 and 176(c), any person who has agreed in writing, whether conditionally or unconditionally, to purchase the land or any leasehold estate or interest in the land, or to take a lease of the land, and who is bound by the agreement because the agreement is still in force.

Territorial Authority

As defined in section 7 of the Act.

Explanatory notes

Section 7 of the Act, defines Territorial Authority as:

- (a) means a City Council or District Council named in Part 2 of Schedule 2 of the Local Government Act 2002; and
 - (i) in relation to land within the district of the territorial authority, or a building on or proposed to be built on such land, means that territorial authority; and
 - (ii) in relation to any part of a coastal marine area (within the meaning of the Resource Management Act 1991) that is not within the district of the territorial authority, or a building on or proposed to be built on any such part, means the territorial authority whose district is adjacent to that part; **and**
- (b) includes the Minister of Conservation or the Minister of Local Government, as the case may be, in any case in which the Minister of Conservation or the Minister of Local Government is the territorial authority under section 22 of the Local Government Act 2002.

6. POLICY APPROACH

- 6.1. The provisions of the Act in regard to dangerous, affected or insanitary buildings reflect the Government's broader concern with safety of buildings. However, Council recognises that public safety must be balanced against the broader economic issues and in relation to other Council policies.
- 6.2. Council will continue to encourage the public to discuss their development plans with Council and obtain building consents prior to commencing building work. This is particularly important to help avoid creating dangerous or insanitary conditions or safety risks that may arise from a change in building use that could be injurious to the health of occupants.
- 6.3. Sections 124 to 130 of the Act provide the authority for Council to take appropriate action regarding dangerous, affected or insanitary buildings and sets out how this action is to be taken. This includes:
 - Inspecting and assessing buildings;
 - Issuing formal notices;
 - Requiring building owner(s) to carrying out remedial work;
 - Council undertaking the remedial work where required when a building poses an immediate risk; and/or
 - The demolition of buildings.
- 6.4. Council will seek immediate or early resolution of any defect to minimise potential risk to public health and safety and where possible will work pro-actively with building owners and occupants (where appropriate) to ensure the best outcome for all parties.

7. ECONOMIC IMPACT OF POLICY

- 7.1. In setting this Policy, Council has endeavoured to strike a balance between the risks proposed by dangerous, affected and insanitary buildings and the broader social and economic issues affecting the community.

- 7.2. Due to the lower number of dangerous, affected, or insanitary building encountered annually by Council, the economic impact of this Policy is, at this date, considered low.
- 7.3. Council will be conscious of the costs of any work required to remove dangerous, affected or insanitary conditions; however, this must be considered alongside the broader social and economic context for the community.

8. COUNCIL'S PRIORITIES

- 8.1. Council will give priority to buildings where it has been determined urgent action is necessary to fix dangerous, affected or insanitary conditions.

Explanatory Notes

The Building Act 2004, section 41(1)(c) sets out that building work is urgent where it is for the purpose of saving or protecting life or health or preventing serious damage to property.

- 8.2. Buildings determined dangerous, affected or insanitary, but not requiring urgent action, will be subject to timeframes in order to prevent the building from remaining dangerous or insanitary.
- 8.3. Where Council needs to prioritise work on buildings, the following matters will be taken into account:
- (a) The potential to cause harm to people and the likely degree of harm;
 - (b) The potential to damage other property and the likely level of damage;
 - (c) The building's importance to the community public e.g. a school, health facility, or marae;
 - (d) The number of people who use the building;
 - (e) The level of vulnerability of people who use the building;
 - (f) The location of the building in relation to key infrastructure;
 - (g) The size of the building; and
 - (h) The age of the building and its expected life.

9. IDENTIFYING DANGEROUS, AFFECTED OR INSANITARY BUILDINGS

- 9.1. Council recognises most dangerous, affected and insanitary buildings will be identified by information and complaints received from a range of sources including but not limited to occupants, members of the public, adjoining property owners, local and central government agencies including through investigations by Police or Fire Emergency New Zealand ('FENZ').
- 9.2. Council will actively respond and investigate all building complaints and information received, to identify dangerous, affected or insanitary buildings.

10. ASSESSING DANGEROUS, AFFECTED OR INSANITARY BUILDINGS

- 10.1. Council will investigate and assess every building identified as being potentially dangerous, affected or insanitary in accordance with sections 121, 121A, 123 and 123A of the Act.
- 10.2. During the assessment of any building, and prior to setting actions, Council may seek advice from:
 - A subject matter expert;
 - Fire and Emergency New Zealand (dangerous or affected buildings);
 - Medical Officer of Health/Health Protection Officer and Environmental Health Officers (insanitary buildings).
- 10.3. Where a building is assessed as being dangerous, affected or insanitary, the risk level of the building will be established, in accordance with Council's priorities.
- 10.4. The risk assessment, any required remedial work and guidelines for undertaking remedial work, including the timeframe for completion, will be recorded in a written report. Council will give the report to the building owner and include a copy on the relevant property file.

11. TAKING ACTION ON DANGEROUS, AFFECTED AND INSANITARY BUILDINGS

- 11.1. Where a building has been deemed to be dangerous or affected, in accordance with s124 and s125 of the Act, the Council will:
 - a) Liaise with building owner(s);
 - b) Where appropriate, advise and liaise with building occupiers;
 - c) Consider whether to do any or all of the following:
 - i) Require a hoarding or fence to prevent people approaching an unsafe building;
 - ii) Attach in a prominent place on, or adjacent to, the building a notice that warns people not to approach the building;
 - iii) Except in the case of an affected building, issue a notice that complies with section 125(1) requiring work to be carried out (within a set timeframe not less than 10 days) on the building to (a) reduce or remove the danger; or (b) prevent the building from remaining insanitary;
 - iv) Issue a notice that complies with section 125(1A) of the Act restricting entry to the building for particular purposes or restricting entry to particular persons or groups of persons.
 - d) Give copies of the notice/s to the building owner, occupier and to every person who has an interest in the land, or is claiming an interest in the land,

including Heritage New Zealand Pouhere Taonga where the building is a heritage building.

- e) On the expiry of any notice issued, Council will contact the owner in order to ascertain whether the notice has been complied with.
- 11.2. Where building work outlined in the notice, is not completed or not proceed within the time stated within the notice or any further time Council allows; Council may apply to the District Court for an order authorising Council to carry out the building work. Where this occurs:
- a) Prior to applying to the District Court, Council will give the owner of the building no less than 10 days' written notice.
 - b) Upon completing the work, Council may take action to recover those costs from the owner(s); and the costs will become a charge on the land in which the building is situated.
- 11.3. Where any building is assessed as requiring urgent work to address the dangerous, affected or insanitary conditions, the Council may not require a building consent. However, prior to any remedial action being taken, Council will require from owner/s, a written scope of work. The owner must, as soon as practicable after the completion of the building work, apply for a Certificate of Acceptance.
- 11.4. Where any building is assessed as immediately dangerous, affected or insanitary, under section 129 of the Act, Council under warrant issued by the Chief Executive may:
- a) Cause an action to be taken to remove the danger. This may include prohibiting persons using or occupying the building and/or the demolition of all or part of the building; and
 - b) Take action to recover costs from the owner(s) and the cost will become a charge on the land upon which the building is situated.
- 11.5. Where the danger is a result of non-consented building work, the owner will be formally requested to provide an explanation as to who carried out the work, and under whose instructions.
- 11.6. It is the building owner's responsibility is to undertake works required to reduce danger, by making the building safe and sanitary, including covering the financial responsibility for those works.

12. WORKING WITH BUILDING OWNERS

- 12.1. Council will take all reasonable steps to make contact with the owner(s) of any building assessed as dangerous, affected or insanitary, before any action is taken or notice issued under s124 of the Act.

- 12.2. Council will give the building owner(s) the opportunity to discuss and take into account, the owner(s) circumstances and future plans for the building. Where the expense of remedial work will place an unreasonable cost burden on the owner, this will be discussed with the owner and other alternatives, such as demolition or temporary hoardings will be considered.
- 12.3. Where a dangerous or insanitary building poses an immediate risk, Council may take remedial action first, where initial contact is unsuccessful, and then consult with the owner as soon as is practicable thereafter.

13. RELATIONSHIP WITH OTHER BUILDING ACT 2004 PROVISIONS

- 13.1. When a building owner applies for a building consent to alter an existing building or change the use of a building, Council may assess the building as dangerous or insanitary (as defined) and if the alterations would affect:
- The means of escape in the event of a fire, protection of other properties, sanitary facilities, structural performance and fire rating performance; and
 - The ability of disabled persons to use the building; and
 - The ability of the building to continue to meet the Building Code.
- 13.2. When a building owner applies for a building consent for remedial work required by a notice, Council will ensure the owner also makes the building compliant with Building Code requirements including those for people with disabilities.
- 13.3. A building owner will be required to comply with any outstanding notice before Council will issue a building consent for any work unrelated to the notice.
- 13.4. When a building is located in an area that has been designated as affected by an emergency under subpart 6B of the Act, during a declared state of emergency or a transition period under the Civil Defence Emergency Management Act 2002.
- 13.5. Under s123B of the Act, any action taken or notices issued prior to any emergency designation being declared during state of emergency or a transition period under the Civil Defence Emergency Management Act 2002, shall still apply.

14. DISPUTES

- 14.1. Building owners may appeal Council's decision, relating to Council's exercise of powers under the Act, by lodging an application for a determination with the Chief Executive of the Ministry of Building Innovation and Employment, in accordance with section 177(3)(f) of the Act.

15. RECORDING THE STATUS OF DANGEROUS, AFFECTED AND INSANITARY BUILDINGS

- 15.1. Council will keep a register of all dangerous, affected or insanitary buildings, recording the status of requirements to remedy, and remedies undertaken.
- 15.2. Where a building is identified as dangerous, affected or insanitary, a notice will be placed on the associated property file. This notice will remain on the file, along with any other information showing the requirements to remedy and the remedies undertaken.
- 15.3. Information relating to dangerous, affected or insanitary buildings will be included on any Land Information Memorandum (LIM) and Project Information Memorandum (PIM) produced for the associated properties, until all remedial actions have been completed and approved by Council.
- 15.4. In granting access to information concerning dangerous, affected or insanitary buildings, Council will comply with the requirements of the Local Government Official Information and Meetings Act 1987 and the Local Government Act 2002.

16. HERITAGE BUILDINGS

- 16.1. Kawerau district currently has no buildings classified as heritage and Council is yet to assess Kawerau's built heritage or develop a heritage strategy. While this is a reflection that Kawerau having a relatively young building stock, Council will consider the heritage values of each building on their merits.
- 16.2. Where a building is deemed dangerous, affected or insanitary and is considered to hold heritage values, it will be assessed in the same way as other potentially dangerous or insanitary buildings.
- 16.3. Council will work with the building owners and if appropriate, Heritage New Zealand Pouhere Taonga to identify mutually acceptable remedy for the building, while respecting the heritage values.
- 16.4. When considering heritage values under this Policy, consideration will be given to:
 - The importance of recognising any special traditional or cultural aspects of the intended use of the building; and
 - The need to facilitate the preservation and ongoing use of buildings and areas of significant cultural historical or heritage value.

Meeting: Council

Meeting Date: 28 August 2024

Subject: Capital Projects 2023-24

File No.: 440100

1 **Background**

During the 2023-24 financial year, 61% of all capital projects (by value) were completed. Some of the projects will continue into the 2024-25 financial year, and the funds not used in the 2023-24 financial year need to be carried over to the 2024-25 financial year.

Significant staff vacancies and high turnover during 2023-24 have impacted project delivery. Recruitment processes are ongoing to fill these vacancies.

2 **Projects**

Major projects completed in the 2023-24 fiscal year are outlined in the monthly Regulatory & Services report. Any deviations in cost and timeline from June 2024 are specified in the table below. These projects will utilise the remaining budget allocation during the 2024-25 fiscal year.

Activity	<u>Project</u>	<u>Budget</u> 2023-24	<u>Actual</u> 2023-24	<u>Budget Carry</u> <u>Over</u>	<u>New</u> <u>Completion</u> <u>Date</u>
Externally Funded Projects					
Water Supply	Lime & Flouride System	\$425,000	\$221,143	\$203,857	Aug-24
Council Funded Projects					
Water Supply	Reticulation Replacement - Zone 2	\$2,151,818	\$1,637,956	\$513,862	Nov-24
Water Supply	Reticulation Replacement - Zone 6	\$470,000	\$0	\$470,000	Dec-24
Water Supply	Refurbish Pump System	\$69,000	\$14,185	\$54,815	Dec-24
Water Supply	Headworks	\$400,000	\$202,598	\$197,402	Dec-24
Wastewater	Reticulation Replacement - Zone 1	\$1,176,100	\$540,154	\$635,946	Dec-24
Wastewater	Milliscreens Renewals	\$161,000	\$102,224	\$58,776	May-25
Wastewater	Waste Water Treatment Plant	\$854,500	\$484,830	\$369,670	Feb-25
Pool	Club Rooms	\$40,000	\$251	\$39,749	Mar-25
Pool	Pool Floor	\$30,000	\$6,970	\$23,030	Oct-25
Pool	Filtration System	\$93,000	\$25,650	\$67,350	Oct-25
Town Hall	Roof	\$50,000	\$0	\$50,000	Apr-25
District Offices	Flashings and Spoutings	\$100,000	\$0	\$100,000	Apr-25
Dog Pound	Extension of facilities	\$600,000	\$3,498	\$596,502	May-25
Library	Library Shelving	\$6,500	\$2,797	\$2,000	Sep-24
Library	Library Chairs	\$5,000	\$340	\$4,500	Nov-24

The contract was awarded for installing the fluoridation system, and the Ministry of Health approved funding. The work is scheduled for completion by August 2024. The ongoing replacement of the water distribution system in Zone 2/3 is expected to be completed by December 2024. As at June 30, 2024, a total of \$1,650,000 has been spent, and \$513,000 will need to be carried over from the 2023/24 budget to the 2024/25 financial year.

The current upgrades to the water treatment plant include enhancing and replacing the piping, refurbishing the pump system, and improving the headworks. These projects are scheduled to be completed by December 2024.

The planned work at the Wastewater Treatment plant has been completed. The final raw pit and screening press renewals should be completed by January 2025.

The spa pool floors and filtration system will be completed during the annual Aquatic Centre Shutdown in October 2024. The pool clubroom project has been completed, with additional minor works still pending. These actions will be carried out in the 2024/25 financial year.

The completion of the town hall roof and district office building flashings and spouting is scheduled for the 2024/25 financial year.

Staff and stakeholders are still developing the concept for the Dog Pound Extension, which must be rolled over to the 2024/25 financial year.

3 Financial Considerations

The amounts rolled over were not spent during the 2023-24 fiscal year and, as a result, will not impact the LTP or depreciation reserves.

4 RECOMMENDATIONS

1. That the report "Capital Projects 2023-24" be received.
2. That Council roll over the following amounts to the 2024-25 financial year:

1	403001 030	Water Supply	Lime & Flouride System	\$203,857
2	403001 002	Water Supply	Reticulation Replacement - Zone 2	\$513,862
3	403001 003	Water Supply	Reticulation Replacement - Zone 6	\$470,000
4	403001 007	Water Supply	Refurbish Pump System	\$54,815
5	403001 021	Water Supply	Headworks	\$197,402
6	403520 002	Wastewater	Reticulation Replacement - Zone 1	\$635,946

7	403520 004	Wastewater	Milliscreens Renewals	\$58,776
8	403520 011	Wastewater	Waste Water Treatment Plant	\$369,670
9	404031 001	Pool	Club Rooms	\$39,749
10	404031 024	Pool	Pool Floor	\$23,030
11	404031 061	Pool	Filtration System	\$67,350
12	404036 009	Town Hall	Roof	\$50,000
13	405064 020	District Offices	Flashings and Spoutings	\$100,000
14	405061 001	Dog Pound	Extension of facilities	\$596,502
15	404030 005	Library	Library Shelving	\$2,000
16	404030 006	Library	Library Chairs	\$4,500



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

Group Manager, Operations & Services

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Meeting: Council

Meeting Date: 28 August 2024

Subject: Cemetery Name Board: Shelter and Relocation

File No.: 406050

1 **Background**

The maps and information boards for the cemetery are currently located in the ablution building on site. Families have asked that Council move the boards to a more suitable location.

Council staff have worked with the community and the Kaumatua to find potential new sites for the information boards. After this consultation, two specific sites have been identified for a suitable structure to house the information boards. The two possible sites are shown on the attached map:

Option 1: The area at the footpath entrance to the cemetery along Valley Road

Option 2: The area next to the ablution facility, right from the roadway into the cemetery.

The community requested a sheltered option protected from rain where visitors can stand, find names on the name boards, and locate gravesites of loved ones from the maps. The Kaumatua and other community leaders recommended a simple structure.

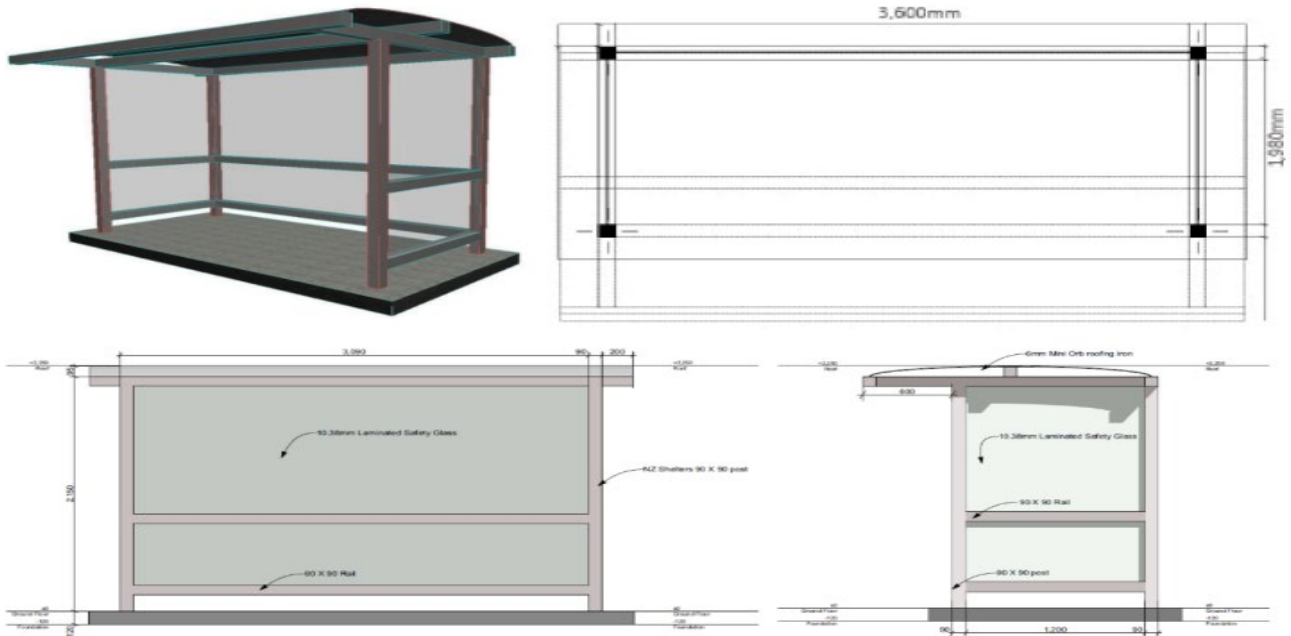
2 **Proposed Name Board Structure**

The proposed shelter details and drawings are shown below:

- Aluminium construction- 90mm posts & rails
- Mini rib galvanized steel roof
- Shelter side walls constructed with 10mm safety glass
- Open front
- Modular design
- Size: 3.6x1.98x2.58m (Width x Depth x Height)
- Perforated Aluminium – Provides shelter with vandal-resistant sides and the ability to see through
- Frame and roof colour to match the existing ablution facility

The shelter will be mounted onto a suitable concrete pad with 5 x 3m dimensions.

Specifications



3 Funding

The structure is a standard off-the-shelf item. Council staff will prepare a concrete pad. The estimated cost is \$20,000, including the concrete floor and footpath. Depreciation reserves will fund this.

4 Conclusion

The maps and information boards for the cemetery are currently housed in the ablution building on-site. There have been reasonable requests from our community to relocate these to a more appropriate location.

After consulting with staff and the community, a suitable shelter and possible locations have been identified to meet the requests and needs of the community for a more appropriate setting for the maps and information boards.

5 RECOMMENDATIONS

1. That the report "Cemetery Name Board: Shelter and Relocation" be received.
2. That Council allocate the requested funds for the new shelter and relocation of the information boards of \$20,000 to be funded from depreciation reserves.

3. That Council confirm location for the information boards and shelter to be either option:
- i. The area at the footpath entrance to the cemetery along Valley Road; or
 - ii. The area next to the ablution facility, right from the roadway into the cemetery.



Riaan Nel B. Tech (Mech) Hon B.Sc.
Manager, Operations & Services

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Legend

- Option 1
- Option 2



Kawerau District Council - Cemetery Aerial Map

HORIZONTAL DATUM: New Zealand Geodetic Datum 2000 For practical purposes, NZGD2000 equates to WGS84 VERTICAL DATUM: Mean Sea Level PROJECTION: New Zealand Transverse Mercator 2000 © Bay of Plenty Regional Council, 2013 © Sourced from Land Information New Zealand data. CROWN COPYRIGHT RESERVED



Projection: NZGD_2000_New_Zealand_Transverse_Mercator

SCALE 1: 600

Date Printed: 16 July 2024