



KAWERAU DISTRICT COUNCIL

Te Kaunihera ā rohe o Kawerau

TAONGA O TE WHENUA - TREASURE OF THE LAND

**The Ordinary Meeting of the
Kawerau District Council will be held
on Wednesday 30 July 2025
in the Council Chambers
commencing at 9.00am**

A G E N D A

GUIDELINES FOR PUBLIC FORUM AT MEETINGS

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

**The Ordinary Meeting of the Kawerau District Council
will be held on Wednesday 30 July 2025
in the Council Chambers commencing at 9.00am**

A G E N D A

1 Karakia Timatanga | Opening Prayer

2 Apologies

3 Leave of Absence

4 Declarations of Conflict of Interest

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

5 Meeting Notices

6 Nga Mihimihi | Acknowledgements

7 Public Forum

8 CONFIRMATION OF COUNCIL MINUTES

8.1 Extraordinary Council – 18 June 2025

Pgs. 1 - 4

Recommendation

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

8.2 Ordinary Council – 25 June 2025

Pgs. 5 - 15

Recommendation

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

8.3 Extraordinary Council – 9 July 2025

Pgs. 16 - 17

Recommendation

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

9 RECEIPT OF COMMITTEE MINUTES

9.1 Iwi Liaison Committee Meeting – 16 June 2025

Pgs. 18 - 19

Recommendation

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

9.2 Regulatory and Services Committee Meeting – 9 July 2025

Pgs. 20 - 23

Recommendation

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

10 RECEIPT OF REGIONAL MINUTES

10.1 BOP Mayoral Forum – 3 July 2025

Pgs. 24 - 29

Recommendation

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

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

Pgs. 30 - 40

Recommendation

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

11 Her Worship the Mayor's Report (101400)

Pgs. 41 - 45

Recommendation

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

12 Action Schedule (101120)

Pgs. 46 - 52

Recommendation

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

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

Pgs. 53 - 67

Attached is a report from the Group Manager, Operations and Services covering the Management of Street Trees Policy Review 2025.

Recommendations

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

14 Elected Members' Remuneration – 2025/26 (Group Manager, Finance and Corporate Services) (1010310)

Pgs. 68 - 87

Attached is a report from the Group Manager, Finance and Corporate Services covering Elected Members' Remuneration – 2025/26.

Recommendations

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

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

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
<i>1. Minutes for Confidential Extraordinary Council Meeting Held on 18 June 2025 2. Minutes for Confidential Meeting</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>

<i>Held on 25 June 2025</i> <i>3. Tarawera River Whitewater Walkway Repair</i>		
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This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.

16 Karakia Whakamutunga | Closing Prayer

M Godfery
Chief Executive Officer

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**Minutes of the Extraordinary Meeting of the Kawerau District Council
held on Wednesday 18 June 2025
commencing at 9.02 am**

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

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

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi opened the meeting with a karakia | prayer.

2 Apologies

Apologies from Councillor Andrews were received.

**Councillors Ross / Ion
CARRIED**

3 Leave of Absence

No Leave of Absence were received.

4 Declarations of Conflict of Interest

No Declarations of Conflict of Interest were received.

5 Meeting Notices

Chief Executive Officer gave a reminder that there is a Confidential Agenda

6 Nga Mihimihi | Acknowledgements

No Nga Mihimihi | Acknowledgements were received.

7 Public Forum

No Public Forum.

8 Receipt of Submissions and deliberations for the Local Water Done Well consultation and confirmation of preferred structure for the Draft Water Services Delivery Plan (Chief Executive Officer) (110555)

Council discussed the report on the Receipt of Submissions and deliberations for the Local Water Done Well consultation and confirmation of preferred structure for the Draft Water Services Delivery Plan.

Council heard from the following submitters:

- Jane Richards
- Patrick Condon

10.13am **Councillor Godfery** departed from the meeting.

Corrections:

- Have the full name spelt for submitter 34 as 'M Godfery' is Michael Godfery.
- The correct spelling for submitter number 42 is 'Borlase' not 'Boelase'.

10.16am **Councillor Godfery** returned to the meeting.

Resolved

1. *That the report "Receipt of Submissions and deliberations for the Local Water Done Well consultation and confirmation of preferred structure for the Draft Water Services Delivery Plan" be received.*

**Deputy Mayor Rangihika / Councillor Kingi
CARRIED**

Resolved

2. *That Council resolve to hear submitters who have indicated they wish to be heard and deliberate on the submissions.*

**Councillors Ross / Savage
CARRIED**

Resolved

3. *That Council resolve to confirm the preferred structure to deliver water services to the Kawerau Community via Option 1 – an internal or in-house business unit in the Draft Water Services Plan*

**Councillors Ross / Ion
CARRIED**

Resolved

4. *That Council continue to explore collaboration opportunities with its partners in Rotorua Lakes Council, Whakatane District Council, and Opotiki District Council.*

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

9 Adoption of the Draft Waste Management and Minimisation Plan 2025 for public consultation (Group Manager, Operations and Services) (406230)

Council discussed the report on the Adoption of the Draft Waste Management and Minimisation Plan 2025 for public consultation.

- 10.24am **Chief Executive Officer** departed from the meeting.
 10.27am **Chief Executive Officer** returned to the meeting.
 10.28am **Councillor Ross** departed from the meeting.
 10.30am **Councillor Ross** returned to the meeting.

Corrections:

- On page 74 of the agenda change the section number from eight to four
- On page 82 of the agenda change the section number from ten to five.

Resolved

1. *That the report "Adoption of the Draft Waste Management and Minimisation Plan 2025 for public consultation" be received.*
2. *That Council adopts the draft Waste Management and Minimisation Plan 2025 as presented for commencement of the special consultative procedure from 19 June 2025, with submissions closing at 5.00pm on Friday 18 July 2025.*

**Councillors Julian / Ion
CARRIED**

10 Exclusion of the Public – 10.33am

Resolved

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

1. Community and Regulatory Services Tender

**Councillors Kingi / Ross
CARRIED**

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

<i>General Subject of the matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>1. Community and Regulatory Services Tender.</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</i>

		<i>information for which good reason for withholding exists. Section 48 (1) (a) (i)</i>
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This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.

11 Karakia Whakamutunga | Closing Prayer

Pastor Mark Kingi closed the meeting with a karakia | prayer at 10.53am.

F K N Tunui

Mayor

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**Minutes of the Ordinary Meeting of the Kawerau District Council
held on Wednesday 25 June 2025
in the Council Chamber commencing at 9.05am**

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

In Attendance: Chief Executive Officer (M Godfery)
Group Manager, Finance and Corporate Services (L Butler)
Group Manager, Operations and Services (R Nel)
Group Manager, Regulatory and Planning (M Glaspey)
Communications & Engagement Manager (T Humberstone)
Economic and Development Manager (L Barton)
Administration Officer (L Kerei)
Mayoral Aide (M Rogers)
Spatial Plan Project Manager (Ben Petch)
Independent Chair of Project Leadership Group and Project
Governance Group (Vaughan Payne)

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

2 Apologies

Resolved

Apologies from Councillor Ross and Kingi were received.

**Councillors Julian / Andrews
CARRIED**

3 Leave of Absence

Resolved

A Leave of Absence was received from Councillor Ross for Wednesday 9 July 2025.

**Councillors Ion / Savage
CARRIED**

4 **Declarations of Conflict of Interest**

No Declarations of Conflict of Interest were received.

5 **Meeting Notices**

Chief Executive Officer advised that the following is tabled:

- *Update Mayors Report*
- *Latest version of the Long Term Plan document*
- *Summary of updates received from the Auditors*

Chief Executive Officer also gave notice that for the Adoption of the Eastern Bay of Plenty Spatial Plan report Spatial Plan Project Manager, Ben Petch and Independent Chair of Project Leadership Group and Project Governance Group, Vaughan Payne will be joining the meeting.

6 **Nga Mihi | Acknowledgements**

No Nga Mihi | Acknowledgements were received.

7 **Public Forum**

Derek Speirs raised the following:

- Mr Speirs spoke about the rates increase for Kawerau District Council and the impact on the Community. It was also mentioned that Whanganui District Council has had 2.2% rates increase.
- Expressed that Council needs to cancel their membership with Local Government New Zealand (LGNZ).
- Mr Speirs queried why in the last 15-20 years this Council had more expenditure than revenue.

Elected Members questioned if Mr Speirs had an understanding of how Whanganui District Council managed to achieve their rates increase, which Mr Speirs replied saying no.

Action Item:

- Chief Executive Officer to reach out to Whanganui District Council to understand how they managed to achieve 2.2% rates increase.

9.22am **Deputy Mayor Rangihika** departed from the meeting.

8 **CONFIRMATION OF COUNCIL MINUTES**

8.1 **Ordinary Council – 30 April 2025**

Action Item:

- Administrator to double check if the Cross-Regional Waste Strategy Report was circulated to Elected Members as mentioned on page four of the agenda.

Resolved

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

**Councillors Julian / Andrews
CARRIED**

8.2 **Ordinary Council – 28 May 2025**

9.24am **Deputy Mayor Rangihika** returned to the meeting.

Correction:

- The action item for the Kawerau Accessibility Group Meeting be amended as the query from Elected Members was if there are terms of reference to ascertain an actual quorum.

Resolved

That the minutes of the Ordinary Council Meeting held on 28 May 2025 be confirmed as a true and accurate record.

**Councillor Ion / Deputy Mayor Rangihika
CARRIED**

8.3 **Extraordinary Council – 4 June 2025**

Correction:

- That it be added that Chief Executive Officer gave assurance that the incorporation of the \$60,000 budget for concept plans for a Community Library and Research Centre into the next Long Term Plan will not get lost.

Resolved

That the minutes of the Extraordinary Council Meeting held on 4 June 2025 is confirmed as a true and accurate record.

**Councillors Ion / Julian
CARRIED**

8.4 Extraordinary Council – 11 June 2025

Resolved

That the minutes of the Extraordinary Council Meeting held on 11 June 2025 is confirmed as a true and accurate record.

**Councillor Andrews / Deputy Mayor Rangihika
CARRIED**

9 CONFIRMATION OF COMMITTEE MINUTES

9.1 Iwi Liaison Committee Meeting – 19 May 2025

Resolved

That the minutes of the Iwi Liaison Committee meeting held on 19 May 2025 be received.

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

9.2 Audit and Risk Committee Meeting

Resolved

That the minutes of the Iwi Liaison Committee meeting held on 9 June 2025 be received.

**Councillors Julian / Ion
CARRIED**

9.3 Regulatory and Services Committee Meeting – 11 June 2025

Resolved

That the minutes of the Regulatory and Services Committee meeting held on 11 June 2025 be confirmed as a true and accurate record.

**Councillor Ion / Andrews
CARRIED**

10 Her Worship the Mayor's Report

Tabled was an updated report.

Resolved

That Her Worship the Mayor's report for the period Thursday 22 May to Wednesday 18 June 2025 be received.

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

11 Action Schedule (Chief Executive) (101120)**Resolved**

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

**Councillors Julian / Ion
CARRIED**

12 Regional Economic Development Agency Trust exemption from the requirements of Auditing (Chief Executive Officer) (309102)

Council discussed the report on Regional Economic Development Agency Trust exemption from the requirements of Auditing.

Resolved

1. *That the report "Regional Economic Development Agency Trust exemption from the requirements of Auditing" be received.*
2. *That Council exempts the Eastern Bay of Plenty Regional Economic Development Trust (Toi-EDA) from the provision related to Council Controlled Organisations as provided under section 7 of the Local Government Act 2002, for a period of three years.*
3. *That Council review the exemption as part of the next Long Term Plan Cycle*

**Deputy Mayor Rangihika / Councillor Savage
CARRIED**

13 Pre-Election Report 2025 (Chief Executive Officer) (107000) – 9.55am

Council discussed the report on the Pre-Election Report 2025.

Resolved

That the report "Pre-Election Report 2025" be received.

**Councillors Ion / Savage
CARRIED**

14 Fees & Charges 2025/36 (Group Manager Finance and Corporate Services) (201600)

Council discussed the report on the Fees & Charges 2025/26.

Correction:

- Add 'per day' after casual hire for Firmin Field.

Resolved

1. *That the report "Fees & Charges 2025/26" be received.*

Councillor Julian / Andrews
CARRIED

Resolved

2. *That Council confirms, endorses and adopts the recommended schedule of fees and charges (including GST) for 2025/26 as detailed in Appendix A.*

Her Worship the Mayor / Councillor Savage
CARRIED

15 Adoption for Long Term Plan 2025 – 2034 (Group Manager, Finance and Corporate Services) (110553)

Council discussed the report on the Adoption for Long Term Plan 2025 – 2034.

Resolved

1. *That the report "Adoption for Long Term Plan 2025 – 2034" be received.*
2. *That Council resolves pursuant to Section 93 of Local Government Act 2002, to adopt the Kawerau District Council Long Term Plan 2025-2034 as presented.*

Councillor Julian / Deputy Mayor Rangihika
CARRIED

16 Setting and Adoption of Rates for the 2025/26 Financial Year (Group Manager, Finance and Corporate Services) (209900)

Council discussed the report on the Setting and Adoption of Rates for the 2025/26 Financial Year.

10.38am **Councillor Godfery** departed from the meeting.

10.40am **Councillor Godfery** returned to the meeting.

10.42am **Councillor Andrews** departed from the meeting.

10.43am **Councillor Andrews** returned to the meeting.

Elected Members gave the following acknowledgement:

- To the Group Manager, Finance and Corporate Services and her team for the work that has been undertaken.

Resolved

That the report "Setting and Adoption of Rates for the 2025/26 Financial Year" be received.

SETTING OF RATES FOR THE 2025/26 FINANCIAL YEAR (CHIEF EXECUTIVE OFFICER) (209900)

Following the adoption of the Long Term Plan 2025 -2034, Council is required to set the rates for the 2025/26 financial year.

RECOMMENDATIONS

1. *That Council sets the following rates under the Local Government (Rating) Act 2002, on the rating units in the district for the financial year commencing on 1 July 2025 and ending on 30 June 2026.*

(a) Uniform Annual General Charge

A uniform annual general charge of \$900.00 (including GST) per separately used or inhabited part of a rating unit, set under section 15 of the Local Government (Rating) Act 2002 on every rateable rating unit within the district.

(b) General Rate

A General Rate set under section 13 of the Local Government (Rating) Act 2002 on every rateable rating unit within the district, assessed on a differential basis as described below:

- *A rate of 0.4884 cents in the dollar (including GST) of capital value on every rateable rating unit zoned "residential", "rural lifestyle" and "reserve" in terms of Council's operative District Plan.*
- *A rate of 2.9885 cents in the dollar (including GST) of capital value on every rateable rating unit zoned "Commercial" and "Industrial" in terms of Council's operative District Plan.*

(c) Water Supply Rates

A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$129.60 (including GST) per separately used or inhabited part of a rating unit to which water is connected (excluding those properties that are supplied by water meter).

A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$0.41 (including GST) per cubic metre of water supplied to any rating unit on metered water supply.

(d) Wastewater Disposal Rate

A targeted rate for wastewater disposal, set under section 16 of the Local Government (Rating) Act 2002, of \$219.40 (including GST) per separately used or inhabited part of a rating unit that is connected to Council's wastewater disposal network.

(e) Refuse Collection Rate

Targeted rates for refuse collection set under section 16 of the Local Government (Rating) Act 2002 for rating units to which refuse collection services are provided and assessed as described below:

- *A rate of \$301.70 (including GST) per 60 or 80 litre residual waste bin.*
- *A rate of \$361.70 (including GST) per 120 litre residual waste bin.*

DUE DATES FOR PAYMENT OF RATES

2. *That all rates (except metered water) will be payable in four equal instalments due on:*

<i>Instalment 1</i>	<i>22 August 2025</i>
<i>Instalment 2</i>	<i>21 November 2025</i>
<i>Instalment 3</i>	<i>20 February 2026</i>
<i>Instalment 4</i>	<i>22 May 2026</i>

The due dates for metered water are as follows:

	<u>Reading Date</u>	<u>Payment Due Date</u>
1.	30 September 2025	22 October 2025
2.	31 December 2025	21 January 2026
3.	31 March 2026	22 April 2026
4.	30 June 2026	22 July 2026

PENALTIES

3. *That Council, applies penalties to unpaid rates (apart from metered water) as follows:*

- (i) *A penalty of 5 percent on the amount of any instalment assessed between 1 July 2025 and 30 June 2026 and which is unpaid after the due date for that instalment, to be added on the following dates:*

Instalment 1 penalty added – 25 August 2025
Instalment 2 penalty added – 24 November 2025
Instalment 3 penalty added – 23 February 2026
Instalment 4 penalty added – 25 May 2026

- (ii) *A further penalty of 3 percent on any rates assessed before 1 July 2025 including previously applied penalties, which remain unpaid on 2 July 2025 to be added on the 3 July 2025.*

- (ii) *A further penalty of 3 percent on any rates to which a penalty has been added under (ii) above if the rates remain unpaid on 5 January 2026 to be added 6 January 2026. and delegates authority to the Chief Executive Officer to add the penalties.*

PAYMENT OF RATES

4. *That rates shall be payable at the Offices of the Kawerau District Council, Ranfurly Court, Kawerau between the hours of 8:00am and 5:00pm, Monday to Friday except on Wednesday 8.30am and 5.00pm.*

**Councillor Ion / Julian
CARRIED**

11.09am **Meeting Adjourned**

11.09am **Deputy Mayor Rangihika** departed from the meeting.

12.05pm **Meeting Reconvened**

12.05pm **Spatial Plan Project Manager, Ben Petch and Independent Chair of Project Leadership Group and Project Governance Group, Vaughan Payne** joined the meeting for the Adoption of the Eastern Bay of Plenty Spatial Plan.

17 Adoption of the Eastern Bay of Plenty Spatial Plan (Group Manager, Regulatory and Planning (104025))

Council discussed the report on the Adoption of Eastern Bay of Plenty Spatial Plan.

Resolved

1. *That the report "Adoption of the Eastern Bay of Plenty Spatial Plan" be received;*
2. *That Council receives submissions; and*
3. *That Council deliberates on the submissions and recommends any changes;*
4. *That Council endorses and adopts the Eastern Bay of Plenty Spatial Plan; and*
5. *That Council note that following the Local Government elections in 2025, the Eastern Bay Councils will need to consider project governance for any further review of the Eastern Bay of Plenty Spatial Plan and Sub-Regional Economic Development Strategy.*
6. *That Council note that the Independent Chair of the Project Governance Group, being Vaughan Payne (in consultation with the Mayors and Chair) will forward a final copy of the adopted spatial plan to the Ministers of Transport, Housing and Urban Development, Regional Development, Local Government and Education and offer a briefing/tour the next time they are in the region; and*

7. *That Council note that:*

- a) *The spatial plan sets out a long-term framework for collaborative implementation leading to positive changes for the Eastern Bay; and*
- b) *Ongoing collaborative planning and implementation will be required to see these changes happen; and*
- c) *The spatial plan aligns with iwi aspirations communicated to the project and engagement feedback received from the community; and*
- d) *The spatial plan, implementation plan, and related investment decisions will need to adapt to changes and regular monitoring of indicators such as population and economic changes, decisions on infrastructure and planning, building consents approved, and capacity for residential development will enable this to happen.*
- e) *Review the Spatial Plan and determines further consultation will be undertaken as part of the implementation process (District Plan Review).*

8. *That Council delegates authority to the Group Manager Regulatory and Planning to approve any final changes, including those set out and not yet implemented in the change register at Appendix B, to the following documents:*

- a) *Appendix D: Our Places – The Eastern Bay of Plenty Spatial Plan.*
- b) *Appendix E: Our Places – Short Story*

**Councillors Godfery / Ion
CARRIED**

12.39pm **Spatial Plan Project Manager, Ben Petch and Independent Chair of Project Leadership Group and Project Governance Group, Vaughan Payne departed from the meeting.**

18 Exclusion of the Public – 12.39pm

Resolved

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

- 1. **Minutes for Confidential Meeting Held on 28 May 2025**
- 2. **Minutes for Confidential Audit and Risk Committee Meeting Held on 9 June 2025**

**Councillors Andrews / Julian
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
1. Minutes for Confidential Meeting Held on 28 May 2025. 2. Minutes for Confidential Audit and Risk Committee Meeting Held on 9 June 2025.	Maintain the effective conduct of public affairs through the free and frank expression of opinions.	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)

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

19 Karakia Whakamutunga | Closing Prayer

Pastor Mark Kingi closed the meeting with a Karakia at 12.47pm.

F K N Tunui

Mayor

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**Minutes of the Extraordinary Meeting of the Kawerau District Council
held on Wednesday 9 July 2025
commencing at 1.00pm**

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

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

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi opened the meeting with a karakia | prayer.

2 Apologies

Apologies from Councillor Kingi were received.

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

3 Leave of Absence

A Leave of Absence from Councillor Ross were received.

**Councillors Savage / Andrews
CARRIED**

4 Declarations of Conflict of Interest

No Declarations of Conflict of Interest were received.

5 Meeting Notices

Chief Executive Officer advised that tabled is an updated Gambling Venues Policy and the Social Impact Assessment.

6 Nga Mihimihi | Acknowledgements

No Nga Mihimihi | Acknowledgements were received.

7 **Public Forum**

No Public Forum

8 **Adoption of the Draft Gambling Venues Policy 2025 (Group Manager, Regulatory and Planning) (320400)**

Council discussed the report on the Adoption of the Draft Gambling Venues Policy 2025.

Group Manager, Regulatory and Planning Update:

- An updated Gambling Venues Policy was tabled due to recommendations by Council's lawyer to insert "if in its sole discretion believes that exceptional circumstances require relocation...".

Resolved

1. *That the report "Adoption of the Draft Gambling Venues Policy 2025" be received.*
2. *That Council confirms consideration was given to the Social Impact Assessment when undertaking decisions on the Draft Gambling Venues Policy 2025.*
3. *That Council resolves to adopt the Gambling Venues Policy 2025 with a commencement date of 14 July 2025.*
4. *That Council authorises the Group Manager, Regulatory and Planning to make the necessary minor drafting amendments to the Gambling Venues Policy to reflect decisions made today or correct minor errors or omissions.*
5. *That Council adopts the fees and charges as proposed, or determined by Council, for applications of relocation of gambling venues in exceptional circumstances.*

**Councillors Julian / Savage
CARRIED**

12 **Karakia Whakamutunga | Closing Prayer**

Pastor Mark Kingi closed the meeting with a karakia | prayer at 1.23pm.

F K N Tunui

Mayor

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Minutes of the Iwi Liaison Committee
Held on Monday 16 June 2025
Commencing at 10.30am
In the Kawerau District Council Mayor's Office

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

1. Karakia Timatanga | Opening Prayer

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

2. Apologies

Tumu Whakarae | CEO Morgan Godfery

3. Community Safety Forum Korero | Discussion – Māori Wardens

Koromatua Waha Tuara | Deputy Mayor Rangihika explained that as the Chair of the Community Safety Forum, a comment was made that there was no noticeable presence of Māori Wardens in the Kawerau Community and if there was an opportunity to develop something again.

In discussion with the Iwi Liaison Committee, Toa Te Poono of Ngā Maunga Whakahī | Eastern Bay of Plenty Māori Wardens was invited to the hui | meeting to give an update on the status of Māori Wardens in the Kawerau Community.

Toa provided the following update:

- Ngā Maunga Whakahī | Eastern Bay of Plenty Māori Wardens was established from the coming together of Kawerau, Taneatua/Ruatoki and Whakatane Māori Wardens to better support each other on the Marae, at events and in the wider communities.
- Māori Wardens were constituted by the Māori Community Development Act 1962.
- The Act empowered district Māori Councils to nominate and refer Māori Wardens to the Māori Development Minister for appointment.
- Te Puni Kokiri provided training and resources (uniform, equipment) for Māori Wardens
- At the 2019 National Conference, Māori Wardens agreed to move to full autonomy.
- Post COVID-19, several changes were made from central government, National Māori Council and Te Puni Kokiri, that have impacted Māori Wardens.
- As a result, Ngā Maunga Whakahī | Eastern Bay of Plenty Māori Wardens do not have the capacity to have a presence in our community of Kawerau.
- Toa has been invited to a meeting with East Coast MP Dana Kirkpatrick and Māori Development Minister Tama Potaka to discuss those changes and impacts.

Kahika | Mayor Tunui thanked Toa for his time and for providing an update that explained the challenges Māori Wardens were facing locally, regionally and nationally and offered to support Toa at his hui with East Coast MP and Māori Development Minister.

4. Confirmation of Minutes – 19 May 2025

That the Minutes of the hui | meeting held on Monday, 19 May 2025 be received.

5. Verbal Update on Cultural Mahi

5.1 Te Marukaa (Te Puna Wai me te Pā o Marukaa) – proposed change of Reserve name

- Koro Te Haukākawa received feedback from other Tūwharetoa kaumatua and the Draft korero | information was finalised.

- Staff will submit a report to Council seeking permission to change the name. The report will include the korero provided by Koro Te Haukakawa.
- Koro Te Haukakawa was invited to attend the meeting.

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

- Waiata Lessons – Tumu Whakarae | CEO Godfery was still to reach out to Kererua Savage, the new Tumu Whakarae | CEO of Tūwharetoa ki Kawerau Hauora, requesting if Council Kaimahi | staff can join their waiata lessons.
- Manawatia a Matariki – a Matariki calendar was created and shared on Council's webpage and social media platforms. The calendar also included community-led Matariki events (attached).

ACTION: CE Godfery to reach out to incoming CE of Tūwharetoa ki Kawerau Hauora requesting if KDC staff can join in on their waiata lessons.

5.3 Local Body Elections – Information Days and Nights

- The second public information evening will be held on Tuesday, 24 June at Rautahi Marae, commencing at 5.30pm.
- Nominations open on Friday 4 July and close Friday 1 August.
- Kahika | Mayor Tunui was working on setting up the Council Committee structure for the incoming Council, making the kaupapa (Terms of Reference) clearer.

5.4 Stoneham Park Proposed Housing Development Name

- Tumu Whakarae | CEO Godfery was not available to update on the status of the draft MOU between Council and Ngāti Tūwharetoa BoP Settlement Trust, or the alternate development names proposed by Tangata Whenua.

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

5.5 Long Term Plan and Local Water Done Well Consultations

- An Extraordinary meeting will be held on Wednesday 18 June to hear and consider the submissions on the Local Water Done Well consultation and confirm Council's preferred structure for the Draft Water Services Delivery Plan.
- Council-led briefings were still being coordinated with Ngāti Tūwharetoa BoP Settlement Trust and Maori Investment Ltd on Local Water Done Well.

5.6 Letters of Congratulations – Kings Service Awards and Manu Korero Competition

- Joint letters of congratulations were sent from the Eastern Bay of Plenty Mayors to the recipients of the Kings Honours – Sarah Walker for services to BMX and Sports Governance, Robert Edwards for services to Community and Governance, Gavin Dennis for services to Fire and Emergency New Zealand and the Community, Rosemary Sloman for services to the Community, and Diane Turner for services to Governance, Seniors and Maori.
- Eastern Bay of Plenty Mayors received a letter of appreciation from Matua Robert Edwards for the letter received.

Karakia Whakamutunga

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

**Minutes of the Regulatory & Services Committee
held on Wednesday 9 July 2025
commencing at 9.00am**

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

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

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

2 Apologies

No Apologies were received.

3 Leave of Absence

A Leave of Absence from Councillor Ross were received.

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

4 Declarations of Conflict of Interest

No Declarations of Conflict of Interest were received.

5 Public Forum

No Public Forum were received.

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

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

Group Manager, Regulatory and Planning Update:

- Acknowledgement was received from the Ministry of Business, Innovation and Employment (MBIE) for the high compliance rate to our inspection timeframes for food and hairdressing venues. Acknowledgement to Council's staff member Raiha Andrews and Council's contractor Annette Munday for their outstanding work on this.

Action Items:

- Communications to go out to the community outlining the processes when reporting incidents, particularly those involving dogs, and assuring that all details remain confidential.
- For there to be more clarification on the revocation of the Health (Hairdressers) Regulations 1980, on where complaints go to.

Resolved

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

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

PART B – NON REGULATORY**7 Monthly Report – Finance and Corporate Services (Group Manager, Finance and Corporate Services) (211000)**

The Committee discussed a report from the Group Manager, Finance and Corporate Services covering activities for the month of June 2025.

Group Manager, Finance and Corporate Services Update:

- Acknowledgment to the Library and Museum team for successful night at The Night Library which was held on Tuesday 1 July.
- The rainfall report will be a month behind moving forward due to the delays in the verification of the levels of rainfall. This is sourced from Bay of Plenty Regional Council.
- There was a payment to Audit New Zealand for the Long Term Plan of \$39,768.75 (GST inclusive). The full fee for the Long Term Plan is \$104,000. Also another payment was made to Audit NZ for the Audit of Annual Report 24/25 which was \$36,451.88 (GST inclusive). The total for the Audit of the Annual Report is \$174,000 a year excluding GST.

Resolved

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

Deputy Mayor Rangihika / Councillor Godfery
CARRIED

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

The Committee discussed a report from the Group Manager, Operations and Services covering activities for the month of June 2025.

Economic and Community Development Update:

- Update has been reviewed from New Zealand Transport Agency (NZTA) that NZTA funding for Hardie Avenue must only be used for the Roding corridor. A meeting with Engineering Design Consultants will review the project scope to increase passive drainage.

Action Item:

- A report on District Cleaning to be included in the Monthly Report for Operations and Services in next month Regulatory and Services agenda.
- The Performance Reporting to separately detail vandalism costs.

Resolved

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

Councillors Savage / Kingi
CARRIED

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

The Committee discussed a report from the Economic and Community Development Manager covering activities for the month of June 2025.

Economic and Community Development Update:

- The correct date for the Meet the Candidates Evening is on Saturday 13 September not the 13 August.

Resolved

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

Chair Ion / Councillor Kingi
CARRIED

10.25am **Chief Executive Officer** returned to the meeting.

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

The Committee discussed a report from the Communications and Engagement Manager covering activities for the month of June 2025.

Communications and Engagement Manager Update:

- In addition to the 24 June – Candidate Information Briefing at Rautahi, there was also one held on Wednesday 28 May at the Concert Chambers.

10.30am **Chief Executive Officer** returned to the meeting.

Resolved

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

**Councillor Julian / Deputy Mayor Rangihika
CARRIED**

11 Karakia Whakamutunga | Closing Prayer

Pastor Mark Kingi closed the meeting with a prayer at 10.33am.

C J Ion

Chairperson

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Bay of Plenty Mayoral Forum

Open Minutes

Commencing:	Thursday 3 July 2025, 1.02PM
Venue:	Regional House Chambers, 1 Elizabeth Street, Tauranga and via Zoom (Audio Visual Meeting)
Chairperson:	Mayor Tania Tapsell - Rotorua Lakes Council (RLC) - via Zoom
Deputy Chairperson:	Mayor Victor Luca - Whakatane District Council (WDC)
Members:	<p>Chairman Doug Leeder - Toi Moana Bay of Plenty Regional Council (BOPRC)</p> <p>Mayor Faylene Tunui - Kawerau District Council (KDC) - via Zoom</p> <p>Mayor David Moore - Ōpōtiki District Council (ODC)</p> <p>Mayor James Denyer - Western Bay of Plenty District Council (WBOPDC)</p> <p>Mayor Mahé Drysdale - Tauranga City Council (TCC)</p>
In Attendance:	<p><u>Staff:</u> Acting Chief Executive (CE) Reuben Fraser - BOPRC; CE Marty Grenfell - TCC; CE Stace Lewer - ŌDC; CE Morgan Godfery - KDC (via Zoom); CE Andrew Moraes - RLC; CE Steven Perdia - WDC; Adele Henderson - WBOPDC General Manager, Corporate Services</p> <p><u>BOPRC Staff:</u> Namouta Poutasi - General Manager, Strategy and Science; Adele Hadfield - Strategy and Planning Manager; Tone Nerdrum Smith - Senior Advisor, Governance; Claudia Cameron - Committee Advisor</p> <p><u>Presenters:</u> Vice-Chancellor Neil Quigley and Pro Vice-Chancellor Division of Health Joseph Lane - University of Waikato; Captain Hayden Smith and Trustee Jamie Reid - Sea Cleaners</p>
Apologies:	Mayor David Trewavas and CE Julie Gardyne - Taupō District Council (TDC); CE Fiona McTavish - BOPRC; Acting CE Miriam Taris - WBOPDC.

Mayor Victor Luca **assumed** the Chair.

Mayor Luca reminded those present that this meeting was being recorded and that the recording would be made available on the Bay of Plenty Regional Council website [Mayoral Forum - 3 July 2025](#).

1. Opening Karakia

A karakia was provided by Mayor Luca.

2. Apologies

Resolved

That the Bay of Plenty Mayoral Forum:

- 1 Accepts the apology from Mayor David Trewavas and CE Julie Gardyne - Taupo District Council; CE Fiona McTavish - BOPRC; Acting CE Miriam Taris - WBOPDC tendered at the meeting.

Drysdale/Moore
CARRIED

3. Minutes

Minutes to be Confirmed

3.1 Bay of Plenty Mayoral Forum Minutes - 6 March 2025

Resolved

That the Bay of Plenty Mayoral Forum:

- 1 Confirms the Bay of Plenty Mayoral Forum Minutes - 6 March 2025 as a true and correct record;
- 2 Confirms the Bay of Plenty Mayoral Forum Public Excluded Minutes - 6 March 2025 as a true and correct record.

Denyer/Moore
CARRIED

4. Presentations

4.1 Presentation: University of Waikato Medical School Update

Presentation: University of Waikato Medical School Update - 3 July 2025 [🔗](#)

Presented by: Vice-Chancellor Neil Quigley and Pro Vice-Chancellor Division of Health Joseph Lane – University of Waikato

Key Points:

- The New Zealand Graduate School of Medicine (Waikato Medical School) was to be a graduate entry medical school with potential benefits extending across the country
- Outlined the current workforce issues within the medical sector, particularly in primary care and regional / rural communities
- New Zealand was not currently training enough doctors to meet demand. There was a reliance on international doctors, however 80% of the internationally recruited doctors left after approximately two years
- Existing medical school model:

- Costs and time required to complete medical school were substantial
- Only two medical schools in the country (Auckland and Otago Universities)
- Not currently possible to take health science at a different university and transfer to a medical school
- Student selection process relied on college grades, disadvantaging some students
- Outlined the proposed model and the benefits, including:
 - Allowing students to be eligible to apply with any Bachelor's degree which provided a more holistic approach acknowledging prior education and skills
 - Higher focus on primary care, general practice and rural communities
 - Maintained the community connection through flexible training locations, as opposed to being based in a main centre for the majority of the course duration.

In Response to Questions:

- This model was the most popular pathway to study medicine in Australia
- The graduate entry point reduced the reliance on first year grades, neutralising some of the impact of schools with varying teaching quality or subjects offered
- It was currently 40% less expensive for graduates to study medicine in Australia, and due to the teaching pathway, many NZ medical graduates did not return to NZ for work
- Outlined the current pathway to become a General Practitioner, and the ways in which the new model would shorten those pathways
- The NZ Medical Council set the threshold to allow international doctors to practice medicine in NZ, this depended on the medical education pathway of the country of origin
- A direct entry Nurse Practitioner programme, to allow for a faster and more affordable education pathway was being explored
- A detailed business case was currently with central government awaiting a decision.

4.2 Presentation: Sea Cleaners

Presentation: Sea Cleaners Proposal - 3 July 2025 [⇒](#)

Presented by: Captain Hayden Smith and Trustee Jamie Reid – Sea Cleaners

Key Points:

- Work was underway but funds were needed to ensure the longevity of the project
- Highlighted the challenge of waste in the Bay of Plenty through stormwater and rivers flowing into the harbour and coastal areas
- Over 130,000 litres of rubbish had been collected in the Bay of Plenty since December 2024
- Acknowledged the support from BOPRC, TCC and WBOPDC as well as private funders who had helped get the boat in the water
- Highlighted the need for a coordinated, region-wide approach to waste management and minimisation.

In Response to Questions:

- Clear messaging, education and engagement had helped with ongoing support e.g. with skippers and schools across the region
- There had also been success through consumer and producer education, with less packaging and more eco-friendly options.

4.3 Presentation: Resource Management Reforms

Presentation: Resource Management Reforms - 3 July 2025 ➡

Presented by: Namouta Poutasi - General Manager, Strategy and Science (BOPRC)
and Adele Hadfield - Strategy and Planning Manager (BOPRC)

Key Points:

- Outlined at a high level the priorities of central government which had led to the Resource Management Reform programme: enabling growth, supporting economic development and simplifying processes
- Resource Management (Consenting and Other System Changes) Amendment Bill #2:
 - Currently at the Select Committee stage, with the expectation that it would be enacted in July / August 2025
 - Outlined aspects of the Bill and key changes
- National Direction Packages:
 - Outlined the key aspects of the packages and noted they were currently out for consultation
 - The duplication between packages was being reviewed by staff to ensure consistency
 - Outlined matters for consideration, e.g. the definition of infrastructure, aspects concerning highly productive land, the need for proactive response to potentially influence thinking in future rounds of reform
 - The 16 pieces of national direction would be gazetted and come into force at the end of 2025
- The Resource Management Act 1991 (RMA) would be replaced with two new Acts: the Natural Environment Act and the Planning Act
 - The Acts would have separate national policy direction but come together to form one Regional Spatial Plan containing chapters prepared by individual councils
 - The Regional Spatial Plans would set the strategic direction for growth, development and infrastructure, and have statutory weight.

In Response to Questions:

- It was uncertain how Māori-owned land and cultural values would be protected as a constraint in the new system, however there were not additional pressures for the development of Māori-owned land at this stage
- The Expert Advisory Group (EAG) on Resource Management Reform had been established to provide advice to Ministers in preparation for and during this reform, and was made up of specialists from across different sectors. It was noted that advice provided by the EAG would be key as the reforms moved forward
- The three already adopted spatial plans across the region had put the Bay of Plenty in a good position for working collaboratively to add value at a subregional level. The next stage would be to look to work together across the region where it made sense to do so.

Key Points - Members:

- Noted the challenge of the direction to have 30 years of land zoned for housing development and the need for a logical flow of development
- Storm water regulations had posed additional costs for some developers, there was a need for further cross-council operational consistencies.

5. Verbal Updates**5.1 Verbal Update/Discussion: Local Government Reorganisation Bay of Plenty - Next Steps**

Presented by: Mayor Mahé Drysdale (TCC)

Key Points:

- In the context of the changing operating environment through RMA reforms and regional deals, there was a need to be proactive with conversations regarding the potential for local government reorganisation
- Improved efficiency and effectiveness should be a key driver of change to deliver better outcomes and value for money for communities
- Amalgamation could improve ways of working and provide more weight when working with central government.

Key Points - Members:

- The close proximity to the upcoming local body elections meant the timing of this conversation was difficult but that the councils should continue to work together and look for opportunities for efficiencies
- Highlighted the need to talk to communities prior to making decisions at a governance level
- Supported better organisation and improved coordination through natural alignments and alliances to enable better collaboration e.g. water infrastructure, transport, community safety.
- Noted the Future for Local Government Report and associated LGNZ work and encouraged that to be a starting point
- The future role and function of local government should be better understood prior to discussions regarding its form.

5.2 Verbal Update: Local Water Done Well

Presented by: Chief Executive Andrew Moraes (RLC) and Mayor Tania Tapsell (RLC)

Key Points:

- Outlined the broad timeline for decisions regarding a Rotorua / Eastern Bay of Plenty Council Controlled Organisation (CCO) for water services
- There would also be a contingency option should the joint discussions not yield the outcome councils required to implement a shared services agreement
- A water services delivery plan was being put together including preparations for conversations with the community and elected members

- Outlined the anticipated process to gain Department of Internal Affairs approval and sign off from Local Government Minister Hon Simon Watts by September 2025, and the challenge of this tight deadline.

In Response to Questions:

- Emphasised that the final decision point would be with each individual Council in 2027, there had been no commitment to a joint water services CCO at this stage.

Key Points - Members:

- Conversations had been positive around the potential establishment of a water services CCO between TCC, WBOPDC and Thames-Coromandel District Council (TCDC).

6. Closing Karakia

A karakia was provided by Mayor Victor Luca.

3:12 pm – the meeting closed.

CONFIRMED

Rotorua Lakes Council - Mayor Tania Tapsell
Chairperson, Bay of Plenty Mayoral Forum

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

- Commencing:** Friday 4 July 2025, 10:00am
- Venue:** Tōtara Room, Whakatāne District Council, Ground floor, Commerce Street, Whakatāne and via Zoom (Audio Visual Meeting)
- Deputy Chairperson:** Mayor James Denyer - Western Bay of Plenty District Council, Chair for the purpose of this meeting
- Members:**
- Ōpōtiki District Council (ODC):** Mayor David Moore
 - Tauranga City Council (TCC):** Cr Kevin Schuler (Alternate); Deputy Mayor Jen Scoular (Alternate) (both via Zoom)
 - Whakatāne District Council (WDC):** Mayor Victor Luca, Deputy Mayor Lesley Immink (Alternate)
 - Rotorua Lakes Council (RLC):** Mayor Tania Tapsell (via Zoom)
 - Bay of Plenty Regional Council Toi Moana (BOPRC):** Cr Malcolm Campbell
 - National Emergency Management Agency (NEMA):** Lily Foulds - Regional Emergency Management Advisor
- In Attendance:**
- Emergency Management Bay of Plenty (EMBOP):** James Jefferson - Acting Director; Stace Tahere - Manager, Operations; Paul Greenshields - Manager, Planning; Julian Reweti - Principal Advisor, Recovery; Kieran Miller - Senior Advisor, Planning; Shell Brandt - Advisor, Planning; Esmay Wharewera - Kaiarahi Māori (Senior Advisor, Māori Engagement); Samme Moore - Advisor Communications; Andrea Thompson - Executive Assistant
 - TCC:** Marty Grenfell, Deputy Chair of Coordinating Executive Group (CEG) and Chief Executive
 - ODC:** Stace Lewer, Chief Executive
 - BOPRC:** Reuben Fraser - Acting Chief Executive; Namouta Poutasi - General Manager, Strategy and Science (via Zoom); Hayley Sheridan - Legal Counsel, Merinda Pansegrouw - Committee Advisor
 - Te Puni Kōkiri (TPK):** Carl Cowley - Advisor
 - Presenters:** As listed in the minutes
- Apologies:** Mayor Faylene Tunui - Kawerau District Council; Mayor Mahé Drysdale - TCC; 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: [Civil Defence Emergency Management Group - 4 July 2025](#)

Opening Karakia

Provided by Teua Chapman, Senior Whenua Māori Advisor, WDC.

1. Apologies

Resolved

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

- 1 Accepts the apologies from Mayor Faylene Tunui, Mayor Mahé Drysdale and Cr Ron Scott (alternate) as tendered at the meeting.**

**Campbell/Luca
CARRIED**

2. Declaration of Conflicts of Interest

None

3. Minutes

Minutes to be Confirmed

3.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 28 March 2025

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 - 28 March 2025 as a true and correct record.**

**Moore/Denyer
CARRIED**

4. Reports

4.1 Recognition of Service: David Bewley

Mayor Denyer welcomed David Bewley, General Manager Planning, Regulatory and Infrastructure Whakatāne District Council.

Key Points:

- David, as long-standing General Manager responsible for the Civil Defence Emergency Management portfolio for the majority of this time at WDC, had played a key role in establishing the Eastern Share Service Agreement and developing EMBOP
- David had extensive involvement in responses within the region for many years as the Eastern Bay of Plenty had more than their fair share of events: Matata, Edgecumbe Earthquake and Stopbank, Cyclones, Ōtarawairere land slips and Whakaari/White Island: David had played a major role in all of these events
- David's commitment often saw him working multiple shifts during crises. His contributions have been invaluable to the community.

Mayor Denyer presented David with a plaque to acknowledge his 37 years of dedicated service to civil defence, thanking him for his unwavering support and acknowledging the many years of service to Civil Defence Emergency Management in Whakatāne and across the Bay of Plenty Region.

Staff and colleagues honoured David with a waiata, expressing their gratitude for his support and service to the community.

Decisions Required

4.2 Bay of Plenty CDEM Group Statutory Appointments

Presented by: James Jefferson, Acting Director, EMBOP.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group Statutory Appointments;**
- 2 Approves the appointment of Namouta Poutasi, General Manager, Strategy and Science, Bay of Plenty Regional Council as Alternate Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group as defined under s29(2) of the CDEM Act 2002;**
- 3 Approves the appointment of Adele Hadfield, Strategy and Planning Manager, Bay of Plenty Regional Council as Alternate Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group as defined under s29(2) of the CDEM Act 2002;**
- 4 Approves the appointment of Paul Warbrick, Manahautū Te Arawa Partnerships, Rotorua Lakes 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;**
- 5 Approves the appointment of Lou Hunt, Manager, Climate Change and Resilience, Whakatane 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;**
- 6 Approves the rescindment of the appointment of Stace Tahere, Manager, Operations, Emergency Management Bay of Plenty as Alternate Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group as defined under s29(3) of the CDEM Act 2002;**

- 7 Approves the rescindment of the appointment of Mike Naude, Director, Civic Development, Tauranga City Council as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s27(1) of the CDEM Act 2002; and
- 8 Approves the rescindment of the appointment of Dr Leny Woolsey, General Manager, Strategy and Growth as Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group as defined under s30(1) of the CDEM Act 2002;

Luca/Campbell
CARRIED

10:10am – Cr Kevin Schuler joined the meeting (via Zoom).

4.3 Draft Bay of Plenty CDEM Group Annual Plan 2025-2026

Presented by: Paul Greenshields - Manager, Planning, EMBOP.

Key Points - Members:

- Discussed whether disaster mitigation efforts by councils would influence insurance premiums. Mention was made of national-level discussions through NEMA and the Natural Hazards Commission. Lily Foulds, Regional Emergency Management Advisor NEMA, undertook to follow up and report back on the latest national developments. She noted that the Group's five-year Strategic Plan would provide an opportunity to identify hazards, with annual plans outlining the appropriate mitigating actions
- Acknowledged the insurance challenges faced by residents
- Emphasised the need to integrate natural hazards, particularly fault lines, into planning systems. Noted that significant work on the natural hazards scape report was ongoing, with updates to be presented at a future meeting.

In Response to Question:

- Clarified that the purpose of annual plans was to outline key outputs, measures, and associated budget for the upcoming financial year, ensuring that the Group's activities were aligned with its strategic goals and objectives as set out in the CDEM Group Plan. Activities by Councils/Regional Council were not reflected in CDEM Group Annual Plans.

Resolved

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

- 1 Receives the report, Draft Bay of Plenty CDEM Group Annual Plan 2025-2026; and
- 2 Approves the proposed Bay of Plenty CDEM Group Annual Plan 2025 – 2026.

Moore/Campbell
CARRIED

4.4 Bay of Plenty CDEM Group Recovery Framework 2025

Presentation: CDEM Group Recovery Framework 2025 - 4 July 2025

Presented by: EMBOP Representatives Paul Greenshields - Manager, Planning and Julian Reweti - Principal Advisor.

Key Points:

- Brief overview of the purpose of the Bay of Plenty CDEM Group Recovery Framework 2025
- Outlined a sound recovery framework across the Bay of Plenty CDEM Group by confirming the recovery arrangements, including roles and responsibilities, structures, and processes, required to support recovery management, leadership and coordination, specifically at a Regional/Group level
- Framework primarily focussed on major to severe regional events
- CEG had approved the development of each Group Council's local recovery frameworks in alignment with the Group Recovery Framework subject to approval of the BOP CDEM Group Recovery Framework 2025 by Joint Committee
- Would supersede the Bay of Plenty Group Recovery Plan 2015.

In Response to Questions:

- Emphasised the importance of partnerships with iwi/Māori; noted that the Recovery Framework had included iwi/Māori at a regional leadership level; furthermore the framework was a subcomponent of the Bay of Plenty CDEM Group Plan, which acknowledged partnership with iwi, hapū and whānau as an important obligation and responsibility.

Key Point - Members:

- Raised concerns about perceived insufficient national-level initiatives to enhance resilience in water and energy systems.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group Recovery Framework 2025;**
- 2 Approves the rescindment of the "Bay of Plenty Group Recovery Plan 2015" and any of its subsequent amendments thereof;**
- 3 Approves the "Bay of Plenty CDEM Group Recovery Framework 2025"; and**
- 4 Notes that Bay of Plenty CDEM Group member councils to commence development of their respective Local Recovery Frameworks, aligned with the Bay of Plenty CDEM Group Recovery Framework 2025.**

**Moore/Denyer
CARRIED**

4.5 Draft Bay of Plenty CDEM Group Welfare Plan 2025-2030

Presented by: Stace Tahere, Manager Operations, EMBOP.

Key Points:

- Bay of Plenty CDEM Group was responsible for leading regional welfare planning and supporting local welfare arrangements to ensure a consistent approach to welfare service delivery across the region
- Primarily focused on an administrative review of the Welfare Plan 2025-2030 to ensure alignment with the Bay of Plenty CDEM Group Plan 2024-2029
- Highlighted key updates as follows: had included a formal recognition of mātauranga Māori; some tables within the local welfare plans had been removed as they were no longer required; inclusion of recognition and preparation for catastrophic scale emergencies as well as the inclusion of coordination of offshore islands.

Resolved

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

- 1 **Receives the report, Draft Bay of Plenty CDEM Group Welfare Plan 2025-2030;**
- 2 **Approves the adoption of the Bay of Plenty CDEM Group Welfare Plan 2025 – 2030; and**
- 3 **Approves the rescindment of the Bay of Plenty CDEM Group Welfare Plan 2019 – 2024.**

**Denyer/Luca
CARRIED**

Information Only

4.6 Bay of Plenty CDEM Group Office Quarterly Performance Monitoring Report 2024-2025 (Q4)

Presented by: Paul Greenshields - Manager, Planning, EMBOP.

Resolved

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

- 1 **Receives the report, Bay of Plenty CDEM Group Office Quarterly Performance Monitoring Report 2024-2025 (Q4).**

**Luca/Moore
CARRIED**

4.7 Bay of Plenty CDEM Group Training KPI Measurement

Presented by: Stace Tahere, Manager, Operations, EMBOP

In Response to Questions:

- Confirmed that multiple members of staff from across the Bay of Plenty Region, led by EMBOP's Group Recovery Manager, had been deployed to support the response and recovery phases of Cyclone Gabrielle in 2023
- Confirmed that learnings/insights from the Cyclone Gabrielle response/recovery had been captured in the relevant CDEM Group Annual Report compiled post Cyclone Gabrielle.

Resolved

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

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

**Luca/Campbell
CARRIED**

4.8 Bay of Plenty CDEM Group Tsunami Modelling Update

Presentation: Tsunami Register Dr Jean Roger Earth Science NZ CDEMG JC 2025-07-04

Presented by: EMBOP Representatives Paul Greenshields - Manager, Planning and Kieran Miller - Senior Advisor, Planning, and external presenter Dr Jean Roger - Tsunami Scientist from GNS Science/Earth Sciences New Zealand (via Zoom).

Key Points:

- EMBOP and BOPRC had contracted GNS Science/Earth Science NZ to conduct tsunami inundation modelling for the Bay of Plenty CDEM Group for the purpose of revising the region's tsunami evacuation zone. GNS Science has completed the modelling in March 2025
- EMBOP had begun working with BOPRC and territorial authorities to revise existing blue tsunami evacuation zones
- Dr Jean Roger, Tsunami Scientist from GNS Science/Earth Sciences New Zealand, provided a detailed PowerPoint Presentation on Tsunami Inundation Modelling for the Bay of Plenty. A copy of the presentation was included in the minutes as a tabled item. The presentation also available on YouTube via this link [Civil Defence Emergency Management Group - 4 July 2025](#) (at 54.18 minutes).

In Response to Questions:

- The report and data would be shared with Territorial Authorities in July 2025
- EMBOP and BOPRC were legally required to share natural hazard information to affected councils under the changes to the Local Government Official Information and Meetings Act 1987. This included uploading the data onto BOPRC's Bay Explorer portal
- Accordingly, tsunami inundation data would be accessible to the public before new evacuation zones and maps had been developed. Since this had the potential to cause some concern and confusion amongst the public, EMBOP was developing a communications strategy to mitigate the issue

- The final steps would be to create and deliver public facing updated tsunami evacuation maps once the evacuation zone had been revised.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group Tsunami Modelling Update.**

**Luca/Campbell
CARRIED**

10:30am - The meeting **adjourned**.

10:45am - The meeting **reconvened**.

4.9 Sharing Natural Hazards Information in LIMs

Presentation: Sharing Natural Hazards in LIMs CDEMG JC 2025-07-04

Presented by: Mark Ivamy - Senior Planner, Natural Hazards Policy (BOPRC) and Wayne Forlong - Team Leader, LIMs and Property Files (TCC).

Key Points:

- Report responded to an action arising from the CDEMG Joint Committee meeting held on 27 September 2024 on Natural Hazard Risk Management (Item 4.9): the action sought follow-up information on the process and timing for incorporating natural hazards mapping into Land Information Memorandum (LIM) reports as a result of new regulations under the Local Government Official Information and Meetings Amendment Act 2023
- Provided an update on the work of the Bay of Plenty LIM Working Group that was set up for Bay of Plenty councils to collaborate on ensuring best practice for sharing natural hazard information in LIMs
- In April 2025 new regulations were passed prescribing how natural hazard information was to be presented in the LIMs. The regulations would come into force on 17 October 2025
- Overview/update on new process sharing natural hazards information in LIMs and future steps
- Amendments and new regulations aimed to clarify the hazard information required in LIMs and enhance its presentation, benefiting both councils and customers with a more uniform and structured and timely format
- Highlighted next steps: BOPRC to share new information received from 1 July 2025 in a timely manner and provide plain language summaries to support end users to easily understand what the information means/Councils to implement new amendments/regulations through improved LIM processes by 1 October 2025.

Key Points - Members:

- Emphasised the importance of providing the best current knowledge whilst also acknowledging the inherent uncertainty in scientific information. Highlighted the need to clearly communicate the uncertainty to the public

In Response to Questions:

- Confirmed that the new regulations required the inclusion of summaries/explanatory wording to help the public understand the information better, i.e. using “plain language” summaries, with the emphasis on making information accessible and understandable, despite its complexity.

Resolved

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

- 1 Receives the report, Sharing Natural Hazards Information in LIMs.**

**Campbell/Moore
CARRIED**

4.10 National Emergency Management Agency (NEMA) Update Bay of Plenty CDEM Group Joint Committee - 4 July 2025

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

Key Points:

- Emergency Management Bill to be introduced in the second half of 2025, scheduled to be enacted in 2026. Nearly 400 submissions were received, of which the vast majority were substantive
- In relation to the Emergency Management System Improvement Programme (EMSIP), the Minister of Emergency Management and Recovery recently released the Roadmap for the ‘EMSIP’ priorities: [Emergency Management System Improvement Programme » National Emergency Management Agency](#)
- Purpose was to implement change in the emergency management system following the Government Inquiry into the Response to the 2023 North Island Severe Weather Events
- Roadmap set out the initiatives Cabinet had agreed were needed to change the emergency management system:
 - Regional support teams to provide surge support during and following emergencies and boost regional workforce capability
 - Refreshed and increased Resilience Fund to empower more communities to prepare for and respond to emergencies
 - Agreements and partnerships with businesses, iwi/Māori and community organisations to enhance local readiness
 - Professional pathways to expand the emergency management workforce and build capability
 - Proactive procurement and placement of critical equipment and supplies
 - Common Operating Picture to support shared situational awareness and decision-making
- Congratulated Resilience Fund 2025/26 recipients:
 - Whakatāne District Council - Tsunami evacuation planning
 - Whakakāia te kete rokiroki - Marae preparedness and resilience
- Tsunami Evacuation Guideline was available at: [Tsunami Evacuation Director's Guideline » National Emergency Management Agency](#)
- NEMA, the Natural Hazards Commission Toka Tū Ake (NHC), and the Insurance Council of New Zealand Te Kāhui Inihua o Aotearoa (ICNZ) have formed the Natural Hazards Resilience Partnership (the Partnership) to lift the coordination and cooperation in responding to and recovering from major disasters in New Zealand. The Partnership was a proactive step in

ensuring that New Zealand was better prepared to respond to and recover from major natural disasters.

Resolved

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

- 1 Receives the report, National Emergency Management Agency (NEMA) Update to the Bay of Plenty CDEM Group Joint Committee - 4 July 2025.**

**Luca/Moore
CARRIED**

4.11 Verbal Update: Director, Emergency Management Bay of Plenty

Presented by: James Jefferson – Acting Director, EMBOP.

Key Points:

- Recent EMBOP appointments: Paul Greenshields - Manager, Planning and Justin Young - Advisor, Operations
- Acknowledged EMBOP Director Mark Crowe's leadership and contributions, providing both a local and regional perspective; particularly his contributions to the Emergency Management Leadership Group (EMLG) for Group Controllers and Directors and a number of Special Interest Groups (SIGs). This was recently formally recognised by NEMA Director, John Price
- Controller and Recovery Manager vacancies: with reference to recent rescindments of a number of appointments in the recovery space, acknowledged the challenges of maintaining workforce capacity and capability in the rapidly changing local government environment. EMBOP staff would meet with respective Chief Executives/Leadership Teams around the region to understand how EMBOP could assist in this space
- Was encouraged by the new EMSIP Roadmap initiatives and highlighted some of the pending focus areas as follows: whole of society approach / supporting and enabling local delivery / professionalisation of emergency management workforce, capability and capacity / enabling system integration / providing a strategic investment and implementation focus
- Highlighted the potential impact as follows: development of public readiness programs and community investment / better local government resourcing for capacity and capability / full-time deployable surge support / expanded recovery function and investment / a national warning system and consistent public messaging / situational awareness improvement and strategic investment to deliver priority packages
- Minister for Infrastructure Chris Bishop had recently announced the Draft National Infrastructure Plan (NIP), with public consultation open until early August 2025.

Resolved

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

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

Luca/Campbell
CARRIED

5. Public Excluded Section

Resolved

Resolution to exclude the public

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

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

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
5.1	Public Excluded Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 28 March 2025	As noted in the relevant Minutes.	As noted in the relevant Minutes.	To remain in public excluded.
5.2	Bay of Plenty CDEM Whakaari/ White Island Coronial Inquiry Update 4 July 2025	Withholding the information is necessary to maintain legal professional privilege.	48(1)(a)(i) Section 7 (2)(g).	On CDEMG Chair and the Director EMBOP's approval.

Denyer/Luca
CARRIED

12:00pm – the public meeting closed.

CONFIRMED

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

Meeting Council

Meeting Date: 30 July 2025

Subject: Her Worship the Mayor's Report

File No. 101400

1 **Purpose**

The purpose of this report is to outline meetings, functions and events that I have hosted, attended and/or participated in for the period Thursday, 19 June to Wednesday 23 July 2025.

June	
Tue 24	<ul style="list-style-type: none"> • Meeting with Executive Director of Sequal Lumber David Turner re: Business Update and attending 10-year special tree planting ceremony, held at Sequal Lumber. • LGNZ online zoom meeting re: rates capping document presented by DIA, following the 2024 LGNZ conference in Wellington. • Kawerau Candidate Information Evening, held at Rautahi Marae.
Wed 25	<ul style="list-style-type: none"> • Ordinary Council Meeting – Council Chamber. <ul style="list-style-type: none"> ○ Confirmation of Council Minutes ○ Mayors Report ○ Action Schedule ○ Regional Economic Development Agency Trust exemption from the requirements of Auditing ○ Pre-Election Report 2025 ○ Fees & Charges 2025/26 ○ Adoption for Long Term Plan 2025 – 2034 ○ Setting and Adoption of Rates for the 2025/26 Financial Year ○ Adoption of the Eastern Bay of Plenty Spatial Plan • https://www.kaweraudc.govt.nz/sites/www.kaweraudc.govt.nz/files/documents/event-calendar/council_agenda_2025.06.25_compressed.pdf • Meet and Greet with Foresta Board of Directors re: Foresta Kawerau Project Commencement Ceremony in September 2025, held in the Council Committee room. • Meeting with Trust Horizon Trustee Edwina O'Brien re: Trust Horizon's request for support to amend their Trust Deed through a Private Bill, to broaden their charitable purposes beyond energy-related purposes, held in the Mayor's office.
Fri 27	<ul style="list-style-type: none"> • Supported Te Rūnanga o Ngāti Awa and Whakatane Mayor Victor Luca with the pōwhiri for Governor General, Cindy Kiro, official visit to the Eastern BOP, held at Te Mānuka Tūtahi Marae.
July	
Tue 01	<ul style="list-style-type: none"> • Attended the Kawerau Huritao Exhibition, celebrating Matariki, held in the KEA Centre. • Meeting with Deputy Mayor Aaron Rangihika re: Civil Defence Emergency Management, held in the Mayor's office.

Wed 02	<ul style="list-style-type: none"> • Elected Member Only Briefing, held in the Council Chamber, chaired by Mayor Faylene. <ul style="list-style-type: none"> ○ Local Body Elections ○ KDC CEO Review ○ Waste Management & Minimisation Plan • Meeting with Iwi Liaison & Cultural Advisor Te Haukakawa Te Rire and Ngā Maunga Whakahī Representative Toa Te Poono re: Māori Wardens in the Community, held in the Mayor's office. • Meeting with Tūwharetoa ki Kawerau Hauora Tumu Whakarae, Kererua Savage re: Buller / Kawerau declaration on the state of the NZ Health System, held at Tūwharetoa ki Kawerau Hauora.
Thu 03	<ul style="list-style-type: none"> • Bay of Plenty Mayoral Forum, joined via Zoom from Rotorua Lakes Council <ul style="list-style-type: none"> ○ Presentation: University of Waikato Medical School Update ○ Presentation: Sea Cleaners ○ Presentation: Resource Management Reforms ○ Verbal Update/Discussion: Local Government Reorganisation Bay of Plenty - Next Steps ○ Verbal Update: Local Water Done Well https://www.youtube.com/watch?v=1H4WRWYL8s
Fri 04	<ul style="list-style-type: none"> • Apologies tabled for the BOP Civil Defence Emergency Management Group meeting, held at Whakatāne District Council. <ul style="list-style-type: none"> ○ Special acknowledgement to David Bewley for his long service to the region in his capacity within Emergency Management.
Mon 07	<ul style="list-style-type: none"> • Meeting with Lee-Anne Butler re: Fees and charges for the local Maurie Kjar Aquatics Centre enquiry and Elected Member remuneration, held in the Mayor's office. • Meeting with Mayoral Aide Majeau Rogers re: general updates and prep for LGNZ conference in Christchurch, held in the Mayor's office. • Catch-up with MTFJ Coordinator Amy Hayes re: updates/statistics for Kawerau and MTFJ Celebration Dinner in Christchurch, discussed in the Mayor's office. • Meeting with Manager Riann Nel re: Maurie Kjar Aquatics Centre operations, held in the Mayor's office.
Tue 08	<ul style="list-style-type: none"> • Meeting with Sweet Cheeks Coordinator, Anne Clarke re: Fees and Charges for the Kawerau Aquatics Centre, held in the Mayor's office. • Meeting with Kawerau Work and Income Service Centre Manager Bobby Nyman re: MTFJ, held at the Kawerau Work & Income office.
Wed 09	<ul style="list-style-type: none"> • Regulatory & Services Meeting, held in the Kawerau Council Chambers, Chaired by Cr Ion. <ul style="list-style-type: none"> ○ Monthly Report - Regulatory and Planning Services ○ Monthly Report - Finance and Corporate Services ○ Monthly Report - Operations and Services ○ Monthly Report - Economic and Community Development ○ Monthly Report – Communication and Engagement https://www.kaweraudc.govt.nz/sites/www.kaweraudc.govt.nz/files/documents/event-calendar/rs_agenda_2025.07.09_0.pdf • Meeting with Māori Investment Limited (MIL) board members Graham Te Rire, Joeline Elliott, CEO Tiaki Hunia, Operations Manager Les Russell re: Local Water Done Well, held in the Council Chambers. • Extraordinary Meeting, held in the Council Chamber, chaired by Mayor Tunui. <ul style="list-style-type: none"> ○ Adoption of the Draft Gambling Venues Policy 2025 https://www.kaweraudc.govt.nz/sites/www.kaweraudc.govt.nz/files/documents/event-calendar/extraordinary_2025.07.09_0.pdf

Thu 10	<ul style="list-style-type: none"> • Meeting with East Coast MP Dana Kirkpatrick re: updates for Kawerau and central government, as well as preparation for business lunch with Hon Nicola Willis, held in the Mayor's office.
Fri 11	<ul style="list-style-type: none"> • Eastern BOP Joint Committee Meeting, held at the Ōpōtiki District Council. <ul style="list-style-type: none"> ○ Confirmation of Terms of Reference ○ Global City Relationship with Jiangxi, Verbal Updates ○ Eastern BOP Road Safety Operations Group, Verbal Updates ○ EBOP Spatial Plan, Verbal Updates ○ Regional Economic Development Strategy, Verbal Updates ○ Local Water Done Well, Verbal Updates • Invited and attended a business lunch with Minister of Finance Hon Nicola Willis, re: commercial business engagement and government finance updates, hosted by East Coast MP Dana Kirkpatrick at the Whakatāne Bowling Club.
Mon 14	<ul style="list-style-type: none"> • Invited and attended the KADAP Mid-Winter Soup and song, held in the Concert Chambers • Attended the funeral service of former Kawerau Councillor Russell Chase. Our deepest condolences go out to the whānau family during this difficult time. I would like to acknowledge Mr Chase's efforts and dedication to serving our people of Kawerau. Moe mai ra e te rangatira Rest in Peace. • Travelled to Rotorua to Christchurch with Cr Ross and Cr Kingi to attend the LGNZ conference in Christchurch.
Tue 15	<ul style="list-style-type: none"> • Attended the LGNZ Super Local Conference with Cr Kingi, Cr Ross, CE Godfery & MTFJ Coordinator Amy Hayes, held in Ōtautahi Christchurch. <ul style="list-style-type: none"> ○ Te Maruata Hui, attended by Māori elected members throughout Aotearoa New Zealand to discuss the Māori economy, held at the Christchurch Town Hall. ○ Welcome reception to network and greet members of the LGNZ membership, held at Te Pae Christchurch convention centre.
Wed 16	<ul style="list-style-type: none"> • Attended the Woman in Local Government Breakfast with Cr Kingi, held in the Waitaki room at Te Pae convention centre. • Attended the 2025 LGNZ AGM, held at Te Pae Christchurch convention centre. • Attended the LGNZ Super Local Conference Day 1, sitting in on key workshop discussions about Navigating reform: What it means for financial sustainability and Māori Wards and constituencies, held at Te Pae convention centre in Christchurch. • Attended and took part of the MTFJ 25 Year Celebration Ceremony recognising the efforts and mahi work completed by all MTFJ coordinators throughout New Zealand, held at Ilex Café, Christchurch Botanic Gardens.

Thu 17	<ul style="list-style-type: none"> • Attended the LGNZ Super Local Conference Day 2, sitting in on key workshop discussions about Funding & Financing tools to unlock housing growth and Strengthening council-iwi partnerships, held at Te Pae convention centre in Christchurch. • Attended the Super Local Awards sponsored by Fulton Hogan Gala, Beca & Air NZ, held at Te Pae convention centre in Christchurch. <ul style="list-style-type: none"> ◦ Acknowledgment to Palmerston North CC, Horizons RC, NZ Police, FENZ, DOC & Landlord's Association for their winning of the Super Collab Tū Kotahi Award for the Ada Street Safety Initiative – Reclaiming a community through collaboration. ◦ Acknowledgement to Waipā District Council for winning the Super Engaged Tū Hononga Award for their Ahu Ake, Waipā Community Spatial Plan. ◦ Acknowledgement to Environment Canterbury, Timaru DC, DOC, Te Rūnanga o Arowhenua for their Waitarakao Washdyke Lagoon catchment strategy. ◦ Acknowledgement to Buller DC for winning the Super Idea Tū Auaha Award for their Cutting our own Track project.
Mon 21	<ul style="list-style-type: none"> • Iwi Liaison Committee Hui, held in the Mayor's office. <ul style="list-style-type: none"> ◦ Te Marukaa – (Te Puna Wai me te Pā o Marukaa) – proposed Reserve name change ◦ Te Reo, Waiata, Pōwhiri, Poroporoaki and Cultural Awareness lessons ◦ Local Body Elections 2025 ◦ Stoneham Park Proposed Housing Development Name ◦ Ngāti Tūwharetoa (BOP) Settlement Trust Hardie Ave Housing Development ◦ LGNZ Te Maruata Hui ◦ Strategy for QR Codes on all Street Signs ◦ Acknowledgement to the CEO for bringing Māori Investment Ltd together with Council • Online Zoom with Ōpōtiki Mayor David Moore and Labour MPs Hon Ginny Anderson and Hon Jo Luxton re: Policing within the EBOP.
Tue 22	<ul style="list-style-type: none"> • Meeting with MSD Regional Commissioner Jacob Davies, Kawerau Manager Bobby Nyman and Advisor to the Regional Commissioner Julian Sewell re: Council/MSD Updates and MTFJ, held at the Kawerau MSD Centre. • Meeting with CEO of Tūwharetoa ki Kawerau Hauora Kererua Savage, MSD Regional Commissioner Jacob Davies, Kawerau MSD Manager Bobby Nyman and Advisor to Jacob Davies Julian Sewell re: Introducing the new CEO of Tūwharetoa ki Kawerau Hauora, held in the Mayor's office.
Wed 23	<ul style="list-style-type: none"> • Elected Member Briefing, held in the Council Chambers, Chaired by Cr Ross <ul style="list-style-type: none"> ◦ District Plan review – update July 2025 ◦ Renaming the Dump Reserve ◦ Draft Water Services Delivery Plan

2 Mayoral Correspondence

22/06	Email received from Rotary re: Matariki Bulletin.
24/06	Invitation from Te Rūnanga o Ngāti Awa chair Tuwhakairiora O'bien to join them to welcome NZ Governor General, Rt Hon Dame Cindy Kiro to Te Mānuka Tūtahi Marae.
26/06	Invitation from National East Coast MP Dana Kirkpatrick re: Post budget business lunch with Minister of Finance, Hon Nicola Willis, held at the Whakatāne Bowling Club.

27/06	Email received on behalf of Minister of Arts, Culture & Heritage, the Hon Paul Goldsmith to place our NZ flag down to half-mast to mark the burial of MP Takutai Moana Natasha Kemp.
01/07	Invitation received on behalf of Kawerau Blue Light to attend their community event Elevate Kawerau, sponsored by the Creative Communities Scheme on the 12th of July in the Kawerau Recreation Centre.
02/07	Email received recognising that the International Sign Language Day on the 23rd of September.
02/07	Email received from Mercury Energy Ltd re: Planned geothermal well clearing works on the 1st & 2nd of August, letting council know there may be some significant noise during this time.
02/07	Letter received on behalf of Mayor Alex Walker re: Signature support for a letter sent out to Minister Louise Upston on Youth Employment Concerns.
02/07	Invitation received by the Digital Natives Academy to their Open Day on 10 July in Rotorua. They support young people by providing their NCEA Level 1 in digital coding, e-sports and content creation.
04/07	Letter of Support provided to David Rattray re: Kawerau Bowling Club roof repairs.
04/07	Letter of Support provided to Trust Horizon's Chair David Glover and Trustee Edwina O'brien re: proposal for their trust deed to be amended through a private bill to parliament to cater to more community support for the EBOP.
09/07	Email received from Ōpōtiki Mayor David Moore re: invitation to meet with Labour MPs Hon Ginny Anderson & Hon Jo Luxton re: policing in the EBOP.
10/07	Email received from Taumata Arowai re: new Compliance Monitoring and Enforcement Strategy 2025-2028.
17/07	Email received from LGNZ recognising the winners for the 2025 Super Local Awards held in Christchurch.
22/07	Letter received from Minister Bishop re: Request for regular information contribution to the National Infrastructure Pipeline.

3 **RECOMMENDATION**

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



Faylene Tunui
Kahika | Mayor

Action Schedule

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

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
OC 26.06.24	<p>Activity Review for Pensioner Housing</p> <p>Staff to return the report with additional information including history of the partnership between Council and Kawerau Social Services Trust (that operates Mountain View) and further detail on the implications of any future expansion plans.</p> <p><u>R&S 16.10.24</u></p> <p>Staff to provide a timeline for all Housing Developments.</p>	C&EM	<p>Timetable for upcoming workshop</p> <p>In Progress</p>	<p>Activity Review will be returned back to Council as part of Long Term Plan (LTP) process, with additional information as requested by Elected Members.</p> <p>Suitable timeframe for the activity review to be returned tbc.</p> <p>Timeline for the history of the housing development leading to Porritt Glade, will be provided as part of the S17A Activity Review for Pensioner Housing.</p> <p>An additional report will be provided with the history of other Council-led housing developments comprising Central Cove, Bell Street and Hine Te Ariki and Stoneham Park.</p>	<p>LTP process commences October 2024</p> <p>September 2025</p> <p>September 2025</p> <p>September 2025</p>
OC 27.11.24	<p>Adoption of Porritt Glade Lifestyle Village Performance Report for year ended 30 June 2024</p> <p>Page 31 – Depreciation – Paragraph 5 – Elected Members have requested the correct spelling for “derecognised” in the Performance Report.</p> <p>Elected Members to be refreshed on Porritt Glade Lifestyle Village reporting and accounting principles through a meeting with Audit New Zealand.</p>	<p>C&EM</p> <p>GM, F&CS</p>	<p>Completed</p> <p>In Progress</p>	<p>Correct spelling has been added to the report.</p> <p>Working with Auditors when they are likely to be at KDC on site.</p>	<p>September 2025</p> <p>September 2025</p>

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
R&S 11.12.24	<p>Monthly Report - Economic and Community Development</p> <p>Item 2 – Staff to provide clear communication to the community about how the permits for the Tarawera Falls work and that it is Māori Investments Limited that have made it available for access not Kawerau District Council.</p> <p>Staff to keep Elected Members updated on the outside basketball courts and skatepark progress.</p> <p><u>OC – 26.03.25</u></p> <p>Staff to provide designs created by the previous Youth Council for the skatepark and basketball area. This will be added to and developed on.</p>	ECDM	Completed	Comms went out to the public on how permits for Tarawera Falls work and who makes it accessible.	July 2025
			In Progress	Staff coordinating with Tarawera High dates for tech software workshops for young people to produce concept designs	July 2025
			In Progress	Elected Members were sent a copy via email of the proposal for the Recreation Centre. <u>Update 18/06/2025</u> Youth Projects Officer, ECDM and Sports BOP are meeting to combine youth and community engagement data, and compile a report and presentation for Elected Members.	July 2025
R&S 11.12.24	<p>Monthly Report – Communications and Engagement</p> <p>Staff to confirm whether the Porritt Glade AGM is open to the public.</p> <p>Staff to post a 'How to do a Request for Service to Council' on Council's social media as a refresher for the community.</p>	C&EM	Completed	This process has been communicated via social media and in the Council Newsletter.	Ongoing
			In Progress	The process for the community to request for service has been added to the regular rotation of messaging.	Ongoing

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
R&S 14.05.25	Monthly Report – Operations and Services Item 3 Rooding – Staff to provide Elected Members with a Tree Strategy	GM O&S	In Progress	A report was considered at the 4 June Briefing and a final report will go to Council for adoption.	July 2025
R&S 14.05.25	Monthly Report – Economic and Community Development Page 61 under Highlights – Staff to query the data in the wellbeing radar graph on the economic profile 2024 provided by Infometrics.	ECDM	In Progress	<p>Infometrics provided a summary explanation with ECDM and arranged an online meeting to demonstrate where data is sourced and what the indicators are for Wellbeing:</p> <ul style="list-style-type: none"> <i>The radar diagram indicates that compared with the national average, Kawerau underperforms on all nine Wellbeing domains.</i> <i>Comparing Kawerau with the national average is unfair, because it includes metro areas that generally do better on many wellbeing indicators. Comparing Kawerau with all rural areas, Kawerau does well on environmental and income/consumption indicators</i> <i>The nine wellbeing domains shown in the radar diagram are made up of several indicators. The overall score for each domain is an average of the indicators.</i> <i>Kawerau does well on indicators such as emissions per capita, drinking water quality, housing affordability, home ownership rate, average earnings, workplace injury rate, and internet access rate.</i> <i>Kawerau does poorly on a range of other indicators.</i> <i>Wellbeing data is sourced from a wide range of sources. The data sources can be found on the Infometrics dashboard. Paid subscribers have access to compare with each other TA.</i> 	Ongoing

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
				<ul style="list-style-type: none"> <i>The data in the Wellbeing framework gives a broad understanding of different aspects of wellbeing. It's a useful resource but wellbeing is difficult to measure and there are aspects of wellbeing we have been unable to include in the framework due to a lack of data.</i> <p>Infometrics have also offered to provide Elected members with a 30-minute overview of the functionality of the Infometrics dashboard.</p> <p>A public URL link to the dashboard is on the KDC's website homepage, any member of the public can access this data.</p> <p>https://rep.infometrics.co.nz/kawerau-district</p>	
OC 28.05.25	Kawerau Accessibility Group Meeting – 6 March 2025 Staff to review the Terms of Reference for the Accessibility Group.	CEO	In Progress	Terms of Reference for the Accessibility Group will be reviewed as part of a suite of TORs	October 2025
OC 28.05.25	Annual Plan Performance for the nine months ended 31 March 2025 Page 235 of updated agenda - Staff to include additional comments about the on-going partnership with other Councils in the Eastern Bay and the progress in the Economic Development area.	GM, F&CS	In Progress	The additional comments will be added to the Annual Plan Performance for the year to 30 June 2025	September 2025
	Page 242 of updated agenda - Staff to add that it is Horizon Networks that repair the Streetlights for Kawerau.		In Progress	The additional comments will be added to the Annual Plan Performance for the year to 30 June 2025	September 2025
	Page 256 of updated agenda – Staff to include all the other halls and facilities that are available for hire into the Public Halls and Facilities section.		In Progress	The additional comments will be added to the Annual Plan Performance for the year to 30 June 2025	September 2025

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Date
R&S 11.06.25	Monthly Report – Operations and Services Staff to update the residents of Hardie Avenue and Julian Road on the drainage progress.	GM, O&S / C&EM	Pending	Awaiting feedback from NZTA regarding the engineering plans which are currently being reviewed. Once this feedback is received, Council will organise a letter to the residents in the area to advise status and timeframes of proposed work.	Pending NZTA review information
R&S 11.06.25	Monthly Report – Economic and Community Development Economic Development Steering Group to reach out to Taupō District Council's current Chief Executive Officer and Ngāti Tūwharetoa BOP Settlement Trust.	ECDM	In Progress	ECDM is exploring options to attend in person the Geothermal week in Taupo. The Economic Development Agency for Taupo, Amplify are the lead to organise the weeklong event. The NZ Geothermal week is 28/07-2/08/2025 and comprise a series of presentations, seminars and site visits.	August 2025

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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

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Completed Items

OC 28.05.25	Tarawera Awa Restoration Strategy Group Hui – 9 May 2025 Staff to circulate to Elected Members what is publicly available concerning the Kotuku agreements.	An email was sent to the administering Council and TARSG Project Team enquiring about what information is available to the public. An email was received from the TARSG Project Team and circulated to Elected Members.			
R&S 11.06.25	Monthly Report – Regulatory and Services Staff to provide an update on regulations for Hairdressers once it is available.	And update was provided in the July R&S Report.			
EC 11.06.25	Receipt of Submissions for the Draft Gambling Venue Policy Staff to circulate Te Whatu Ora Strategy to Elected Members. Staff to reword Clause 7 as the decision was to have no TAB venues.	Te Whatu Ora Strategy was emailed to Elected Members. An amended report will go to the July Council for adoption.			

	Staff to look into or receive legal advice if the wording should be 'will' or 'must' for 8.4 under Relocation Venues instead of 'Council may consider the following...'	
OC 25.06.25	<p>Public Forum – Derek Speirs</p> <p>Staff to reach out to Whanganui District Council to understand how they managed to achieve 2.2% rates increase.</p>	An email was sent to Mr Derek Speirs.

Meeting: Council

Meeting Date: 30 July 2025

Subject: Management of Street Trees Policy Review 2025

File No.: 408120

1 Purpose

The primary objective of this paper is to facilitate Council's review and adoption of the Management of Street Trees Policy 2025.

This policy serves as a guiding framework for Council's strategic approach to the planning, careful selection, ongoing maintenance, removal, and replacement of street trees throughout the Kawerau District.

By establishing a consistent and unified methodology, the policy aims to ensure that all street trees, ranging from mature specimens to newly planted saplings, are managed to optimise their ecological, aesthetic, and community value.

Moreover, the policy underscores Council's commitment to fulfilling its legal obligations under the Reserves Act of 1977, which entails responsible ownership and stewardship of street trees located in the district.

The Management of Street Trees Policy is separate from Council's Reserve Management Plan, although the strategic objectives can be regarded as complementary.

2 Background

In 2016, Council adopted the policy for the management of street trees, aimed at enhancing urban greenery and promoting biodiversity within its community (refer to Appendix A). As part of our commitment to maintaining a practical and relevant framework, we are now undertaking the next review of the policy life cycle.

This revised Policy has been structured using the newly established policy template, ensuring consistency and clarity in presentation. The following key revisions and enhancements have been made following the Briefing in June 2025:

1. Updated Background, Objectives and Principles:

The Background, Objectives, and Principles sections have been revised to reflect current environmental considerations, community needs, and strategic goals related to street trees. This update outlines our commitment to regulatory compliance, community needs and enhancing the aesthetic appeal of our streets. The role of climate considerations, tikanga, and health and safety have been emphasised.

2. Expanded Definitions:

The list of Definitions has been broadened to provide clear and precise terminology. This ensures that all stakeholders and community members have a clear

understanding of the terms used within the policy, such as 'Indigenous trees', 'native species', and 'streetscape'.

3. Inclusion of a Scope of the Policy:

A new Scope section has been added, which delineates the specific areas and contexts to which this policy applies. This section clarifies the guidelines for managing street trees across varying urban settings, from residential neighbourhoods to commercial districts. The scope also notes an exclusion in the form of trees on reserves (which are not part of the roading corridor).

4. Reviewed and Updated Policy Statements:

The Policy Statements have undergone a detailed review and updated to incorporate best practices in urban forestry management. These updated statements reflect a proactive approach to tree care, maintenance, and community engagement.

3 **Policy and Plan Considerations**

The draft policy aligns with Council's other policies, plans and bylaws.

Under the draft policy Council will also develop a database of street trees to ensure the species distribution is well understood, age is understood as best as possible, and best practice is applied in ongoing management. This database is now underway and will help inform future plans.

4 **Risks**

No risks were identified during the review of this Policy.

Council staff continually improve safe work methods for pruning and removing street trees.

5 **Legal Considerations**

Council is obligated under the terms of the Reserves Act 1977 to take ownership and responsibility for street trees in the district.

6 **Significance and Engagement**

There is no legal obligation to consult the community on the Management of Street Trees.

After consideration by Council in a briefing setting, the Chief Executive sought advice from Iwi Liaison and Cultural Advisor, Koro Te Haukawa Te Rire, who indicated a preference for street trees that suit Kawerau's local conditions. The "Succession" section of the policy reflects this preference. Under this section decisions to replace removed trees must take into account the local environment and which species perform well in Kawerau's unique conditions.

7 Financial Considerations

There are currently no significant financial considerations.

8 Conclusion

Council needs to establish an approved Management of Street Trees policy to take ownership and responsibility for all street trees situated within the District's roadway corridor, as well as trees located adjacent to footpaths and access routes.

There is no legal obligation to consult the community on the Management of Street Trees.

9 RECOMMENDATIONS

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



Riaan Nel, B. Tech (Mech), BSc (Hons)

Group Manager, Operations & Services

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COUNCIL POLICY

TITLE: **MANAGEMENT OF STREET TREES**

EFFECTIVE DATE: 1 June 2016

REVIEW DATE: June 2019

FILE REFERENCE: 408120

1 Background

Kawerau's street trees are considered by many to be an attractive asset of the town. It is therefore important that Council has a policy to guide the way in which they are managed.

2 Policy Objectives

The objective of this policy is to set out Council's approach to the selection, maintenance, removal and succession of street trees in the Kawerau District.

3 Principles

- Street trees are an important feature of Kawerau which should be preserved.
- Appropriate species of well-managed trees, planted in suitable sites, can enhance the look and feel of the town for residents and visitors.
- It is important to use best arboriculture practices to manage street trees.
- Inappropriate street trees can cause harm and nuisance to people and damage to property and infrastructure.
- The health and safety of people living close to street trees is the key consideration when making decisions about their management.

4 Definitions

Immediate vicinity means the area of the section or plot of land which a street tree is situated in front of, and the two adjoining sections or plots to the immediate left and right of that section or plot.

Inappropriate street tree means a street tree which can cause harm or nuisance to people, or danger to property or infrastructure.

Infrastructure means public services such as footpaths, kerbing, drains, overhead wires and underground services.

Property means public or privately owned buildings and vehicles, and privately owned landscape features such as fences, pergolas, driveways and footpaths.

5 Policy Statement

5.1 Selection

Council will identify the tree species it considers suitable for use on each street in the District.

Selection will be based on the species' appropriateness in terms of strength, longevity, colour, form, height, width, root structure, shading, and fall of leaves and other plant matter.

As part of the process of selecting street tree species, Council will engage with the residents and building occupants of the relevant street.

Once selected, trees of the chosen species will be used for first planting and succession planting in that street.

5.2 Maintenance

Street trees will be maintained to a standard which balances the following:

- Maximising tree health,
- Allowing the tree to grow true to form; and
- Minimising the potential for harm or nuisance to people, or damage to property or infrastructure.

5.3 Removal

Council may remove a street tree which is:

- Assessed by the Council arborist as an inappropriate tree for the site
- Diseased, dying or in an unattractive condition which treatment cannot effectively improve
- The subject of an unsolicited complaint by one or more neighbouring residents and building occupants because of harm or nuisance.

As part of making a decision about whether to remove a street tree, Council will engage with residents and building occupants in the immediate vicinity of where the tree is situated.

Council may give wood from a felled tree to the neighbour(s) in the immediate vicinity on request or to a Council-nominated community organisation for sale as firewood.

Council will dispose of all plant matter not suitable for firewood.

Tree stumps will be removed as soon as practicable and the site levelled and re-grassed.

5.4 Succession

Trees of the species selected for the relevant street will be used for replanting.

Tree planting will take place as soon as practicable after tree removal, subject to best arboriculture practice and the availability of tree stock.

Succession trees may not necessarily be planted in exact site from which a street tree was removed.

6 Delegated Responsibility

The Chief Executive Officer or his/her nominee has delegated authority for the implementation of this policy.

7 References and Relevant Legislation

Reserves Act 1977

Kawerau District Plan

Kawerau District Council Reserves Management Plan

Council Policy

Management of

Street Trees

Effective Date:	31 July 2025
Date First Adopted:	June 2016
Last Reviewed :	N/A
Next Review Date:	July 2030 (Five Yearly Review)
Engagement Required:	No Legislative Requirements
Document Number:	POL 03
Responsibility:	Group Manager, Operations & Services
Associated Documents:	Reserves Act 1977, Reserves Management Plan, District Plan

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1. INTRODUCTION

The street trees of Kawerau are widely regarded as a valuable asset to the community. Consequently, it is imperative for council to establish a comprehensive policy that governs street tree management. Street trees enhance the aesthetic appeal of the streets and berms, and they also play a vital role in cooling road surfaces and the surrounding environment during the warmer months.

However, street trees can also cause damage to footpaths and roads while potentially disrupting water supply, wastewater, and stormwater systems. Street trees can also pose risks to individuals, property, and vehicles when uprooted by strong winds. They may also interfere with overhead utility lines and impact the effectiveness of street lighting.

Indigenous trees hold particular significance as they provide essential habitat for native wildlife and contribute to the stabilisation of soil around footpaths and roadways. They can also carry cultural importance for tangata whenua representing certain pūrākau and histories.

The management of street trees can become a delicate issue. For example, the mix of Indigenous, native, and introduced species can lead to debates within the community. Debates can also occur where residents form special attachments to trees that may require removal.

Therefore, this policy is designed to provide a framework for the management of street trees within the Kawerau District.

2. STRATEGIC OBJECTIVES

The purpose of this policy is to clearly articulate Council's strategy concerning the selection, maintenance, removal, and succession of street trees within the District.

This policy aims to establish a consistent and unified framework that applies to all street trees throughout the District ensuring that the following strategic objectives guide decision-making:

- Environmental sustainability and climate considerations
- Aesthetic considerations
- Community values and tikanga

Where tikanga considerations are appropriate Council must seek the advice of its Iwi Liaison and Cultural Advisor.

The following guidelines will address criteria such as species selection based on growth habits, resilience to local climate conditions, and suitability for urban settings. In addition, the policy outlines best practices for tree maintenance, including pruning schedules, pest management, and irrigation needs.

For the removal of trees, the policy specifies circumstances under which a tree may be deemed hazardous, diseased, or detrimental to infrastructure, as well as the necessary procedures for replanting efforts. Finally, the succession plan emphasises the importance of

planting new trees to maintain and enhance the street trees, ensuring that future generations can enjoy the environmental and social benefits that well-maintained street trees provide.

3. PRINCIPLES

In implementing the strategic objectives regarding the management of street trees, Council will adhere to the following principles:

- **Preservation of Landscape:** Street trees are a vital component of Kawerau's urban landscape and ecological health, contributing to improved air quality, biodiversity, and aesthetic value. Therefore, it is imperative to preserve and maintain existing street trees as integral elements of the community.
- **Selection of Appropriate Species:** The selection of appropriate tree species must take into account local climate, soil conditions, and biodiversity. By choosing well-managed species that are suited to their planting sites, Council can significantly enhance the visual appeal and overall atmosphere of the town, benefiting both residents and visitors. Native species must be prioritised to promote local wildlife and reduce maintenance needs.
- **Best Practices in Arboriculture:** To ensure the effective management of street trees, it is essential to implement best practices in arboriculture. This includes regular health assessments, appropriate pruning techniques, and pest and disease management strategies tailored to specific species, as well as community engagement in tree care initiatives.
- **Mitigation of Risks and Nuisances:** The presence of inappropriate tree species—those that may be invasive, poorly suited to the urban environment, or prone to structural failure—can pose risks and nuisances such as falling branches or root damage to sidewalks and utilities.
- **Health and Safety Focus:** The health and safety of individuals residing near street trees is a primary consideration in all management decisions. This includes evaluating the potential impacts of tree growth on surrounding properties, pedestrian pathways, and infrastructure ensuring that appropriate action is undertaken to promote the health and safety of the community.

By adhering to these principles, Council aims to foster a sustainable and vibrant environment for all inhabitants of Kawerau.

4. DEFINITIONS

Immediate vicinity means the area of the section or plot of land in which a street tree is situated in front of, and the two adjoining sections or plots to the immediate left and right of that section or plot.

Inappropriate street tree	means a street tree that can cause harm or nuisance to people, or danger to property or infrastructure.
Infrastructure	means public services such as footpaths, kerbing, drains, overhead wires and underground services.
Property	means public or privately owned buildings and vehicles, and privately owned landscape features such as fences, pergolas, driveways and footpaths.
Street tree	means a tree growing on Council property near a street or footpath and is managed by Council.
Arboriculture	means the cultivation, management, and study of trees, shrubs, vines, and other perennial woody plants.
Streetscape	refers to the collective appearance of all buildings, footpaths, gardens, and landscaping along a street.
Native species	refers to plants or animals that naturally occur in a particular region or ecosystem, meaning they arrived and thrived there without human introduction or intervention.
Indigenous Trees	refers to plants that are only found in a specific region or ecosystem and have naturally evolved there.

5. SCOPE

This policy applies to street trees situated within the District's roadway corridor, as well as trees located adjacent to footpaths and access routes.

It is important to note that this policy excludes trees situated on private property or within Council reserves that are not part of the designated roadway corridor areas.

6. POLICY STATEMENT

This policy outlines the management process used to provide effective management of the District's street trees.

6.1. Streetscape Design

Wherever street trees are present or proposed, any potential conflicts with utility infrastructure and roadway assets will be evaluated prior to making decisions regarding the retention, maintenance, or removal of the trees.

Street trees are vital in diminishing the perceived expanse of a street and in effectively reducing excessive vehicle speeds. However, it is imperative that trees are planted and

maintained in a manner that does not obstruct drivers' visibility on both the berms and within the roadway.

Furthermore, trees must be readily accessible for necessary pruning and removal operations. All associated costs, including those related to traffic management plans and specialised equipment, must also be considered in this assessment.

6.2. Selection

Council evaluate and select tree species that are well-suited for planting along each street within the District. This selection process will be guided by a range of characteristics specific to each tree species, including their resilience to local environmental conditions, expected longevity, aesthetic qualities such as colour and form, mature height and width dimensions, root structure compatibility with urban infrastructure, shading capabilities to enhance public comfort, and the seasonal shedding patterns of leaves and other organic materials.

Council staff also gain input from local residents and building occupants who have a vested interest in the tree plantings along their respective streets. Their insights are invaluable in ensuring that the chosen species not only thrives in the urban landscape but also meets the needs and preferences of the community.

Once the appropriate tree species have been identified, the selected trees serve not only as the foundation for initial plantings, but will also be incorporated into future planting initiatives on that specific street.

6.3. Positioning

Street trees are typically positioned in the centre of road berms to maximise their ability to provide shade, improve air quality, and enhance the aesthetics of the neighbourhood. In residential neighbourhoods, it is standard practice to plant one street tree for each residence, ensuring that each home benefits from the environmental and social advantages of having greenery nearby.

The placement of street trees must adhere to specific minimum distance requirements to promote safety and functionality within the urban landscape. These requirements include:

- A minimum distance of 3.0 metres from any driveway to ensure unobstructed vehicle access and visibility.
- A distance of 8.0 metres from any streetlight, allowing for full illumination and visibility of the light source.
- A spacing of 6.0 metres from any intersection to enhance sightlines and facilitate safe navigation for pedestrians and vehicles.
- A minimum of 5.0 metres from any bus stop or school speed limit sign to prevent obstructions that could distract or impede the flow of traffic.

- A clearance of 1.5 metres from any underground services, such as water, gas, or electrical lines, if feasible, to avoid potential damage to essential infrastructure.

It is crucial to ensure that trees are not planted in locations that may pose a safety risk, such as areas with high pedestrian traffic or visibility obstructions.

Furthermore, only tree species that are guaranteed to achieve a maximum height of 3 metres at maturity shall be planted on berms located beneath overhead power lines. This precaution helps to prevent interference with power lines and ensures the ongoing safety and maintenance of both the trees and the overhead infrastructure.

6.4. Planting

Street trees will be planted at appropriate times to ensure that young plants are safeguarded against extreme weather conditions.

A comprehensive database will be maintained for all street trees, encompassing details such as species, planting date, condition, and estimated replacement date.

Council personnel will engage with Before-U-Dig to guarantee that no service utility infrastructure is compromised during the planting process.

Only trees that are well-branched, symmetrical, and healthy will be selected for planting. The designated arborist will verify that each tree is devoid of pests and diseases.

The planting of street trees will be conducted by qualified personnel or accredited contractors. Planting holes and soil preparation will be adequately sized to accommodate the root systems of the respective species. Appropriate stakes will be deployed according to the dimensions of each plant.

Council reserves the right to remove any tree planted within a street berm by individuals or groups not authorised by Council.

6.5. Maintenance

To ensure that street trees throughout the District remain visually appealing and are maintained in optimal condition, thereby mitigating any risks to individuals and property, the Parks and Reserves staff follow a scheduled seasonal programme for monitoring and maintenance. This programme is conducted under the expert guidance of a qualified arborist who possesses extensive knowledge in tree care and urban forestry.

The maintenance of street trees will adhere to arboriculture standards that carefully balance several key objectives:

- **Maximising Tree Health:** This involves regular assessments of tree resilience and disease prevention measures. Staff will implement practices such as proper mulching, pruning, and pest management to promote healthy growth.
- **Facilitating Natural Growth and Development:** Every effort will be made to support the natural structure and form of each tree. This includes strategic pruning to

encourage strong branch development and proper canopy formation, as well as monitoring for signs of stress or damage that may hinder growth.

- **Minimising Harm and Inconvenience to Individuals:** The maintenance protocol will include routine inspections to identify any potential hazards posed by overhanging branches or root encroachment on sidewalks and roadways. Any identified risks will be promptly addressed to ensure public safety and ease of access.
- **Preventing Damage to Property and Infrastructure:** A proactive approach will be taken to mitigate any potential risks that street trees may pose to nearby structures, utilities, and pathways. This includes root management strategies and careful assessments of tree placement in relation to buildings and paved areas.

Through these measures, the Parks and Reserves staff aim to maintain a healthy, safe, and aesthetically pleasing environment for the community, ensuring that street trees continue to thrive while minimising any disruptions they may cause.

6.6. Removal

Parks and reserves personnel will exercise due diligence to maintain an equilibrium between the removal of trees that pose problems and the planting of new street trees, thereby maintaining the aesthetic quality of our urban environments on a district-wide basis.

Assessments regarding the removal of street trees will be conducted by Parks and Reserves personnel. During this process, expert guidance from a qualified arborist may be sought to support the assessment.

Council may proceed with the removal of a street tree under the following circumstances:

- The tree has been evaluated by Council arborist and deemed inappropriate for the location.
- The tree poses safety concerns.
- The tree is diseased, dying, or in a condition that cannot be effectively improved through treatment.
- There have been complaints from one or more neighbouring residents or building occupants regarding substantive harm or nuisance caused by the tree.
- The tree's roots are damaging other infrastructure, including footpaths, irrigation systems, or overhead lines.
- Removal of the tree is necessary to facilitate other Council-approved works.
- The tree causes significant leaf, flower, seed, fruit, or branch fall onto private property.

Tree removal will require the authorisation of the Group Manager, Operations & Services.

Trees shall only be removed by Council Parks and Reserves team or an approved contractor.

In considering whether to remove a street tree, staff will engage with residents and building occupants in the immediate vicinity of the tree's location. Council may provide the wood from a felled tree to nearby neighbours upon request, or to a Council-designated community organisation for use as firewood.

All plant matter that is unsuitable for firewood will be disposed of by Council. Tree stumps will be removed at the earliest opportunity, and the area will be levelled and re-grassed accordingly.

6.7. Succession

The trees selected for the designated street will be specifically utilised for replanting purposes, ensuring that we contribute positively to the local ecosystem.

Tree planting will be conducted promptly following the removal of the existing trees, ideally within the same planting season, to minimise environmental disruption.

This process will adhere strictly to established arboriculture best practices, which includes selecting species resilient to local conditions and ensuring proper planting techniques are employed. The timing of the planting will also depend on the availability of high-quality, suitable tree stock that meets ecological and aesthetic criteria.

It is essential to understand that the new trees may not be replanted in the exact locations from which the street trees were removed. This decision will be based on the guidelines set out in section 6.3.

Meeting: Council

Meeting Date: 30 July 2025

Subject: Elected Members' Remuneration – 2025/26

File No.: 101310

1 **Purpose**

The purpose of this report is to inform members of the remuneration decisions by the Remuneration Authority for the period 1 July 2025 to the declaration date following the Council elections – 16 to 22 October 2025.

Also, the report informs members of the interim remuneration for elected members immediately following the elections.

The new Council will recommend the remuneration for elected members (excluding the Mayor's salary) from the remuneration pool after determining the positions of additional responsibility.

2 **Background**

The key features of the remuneration determinations are:

- The Remuneration Authority sets the base salaries for elected members.
- These base salaries including the Mayor's salary have been determined by a "size index" which is based on the size and complexity for each Council.
- The Remuneration Authority determines the Mayor's salary as well as the remuneration "pool" for the deputy mayor and other councillors. Each Council will be expected, from the period immediately following the elections, to determine how the whole pool will be used for elected members' remuneration – staff will submit a report to the new Council.
- Meeting fees are not an option for remunerating members.
- The salary determination once approved by the Remuneration Authority will be backdated to the declaration date.

3 **Remuneration determination 1 July 2025 to election declaration date**

The Remuneration Authority has determined the following remuneration (annual) for elected members from 1 July 2025:

<u>Office</u>	<u>Salary</u>
Mayor	\$115,440 (before deduction for vehicle)
Deputy Mayor	\$45,515

Committee Chair	\$40,639
Councillor	\$32,512

This determination is a 3.8% increase on the 2024/25 elected member salaries

4 Interim remuneration for Mayor and Councillors following 2025 elections

<u>Office</u>	<u>Salary (per annum)</u>
Mayor	\$121,954 (before deduction for vehicle)
Councillors	\$26,227*

*This will be the salary paid to elected members until Council has determined the new salaries (after determining positions of additional responsibility) from the remuneration pool and those salaries have been approved by the Remuneration Authority.

Remuneration Pool (for deputy mayor and councillors) \$288,497

The Remuneration Authority has stated that Councils must use all the funds in the pool to remunerate elected members. This is a further increase of approximately 2.6%, in elected members' remuneration following the elections.

5 Elected Members' Allowances

The Remuneration Authority also determines allowances for elected members, which will be:

- Vehicle mileage allowance for eligible travel is \$1.04 per kilometre for first 14,000 kms (includes ICE, hybrid and electric vehicles) and for mileage exceeding 14,000 kms: \$0.35 for ICE vehicles, \$0.21 for hybrid vehicles and \$0.12 for electric vehicles. There is no minimum distance before mileage may be claimed.
- Travel time allowance of \$41.30 per hour (after the first hour) is payable for time spent travelling on council business (as long as it is the quickest and most direct route). The Mayor is not eligible for this payment. There is a maximum of 8 hours that can be claimed in a 24 hour period.
- Hearing fees are payable when: conducting a hearing, formally deliberating, participating in a site inspection and preparing for a hearing (NB KDC appoints commissioners for hearings).
- Communication allowances (if Council decides not to provide the required communication devices) are as follows:
 - \$400 pa for PC, Laptop or tablet
 - \$250 pa for printer and consumables
 - \$700 pa for mobile phone and service

- \$800 pa for internet service

(To be eligible for these allowances, elected members must have these devices/services and Council has determined they are necessary for elected members to perform their functions).

- Childcare allowance up to \$7,500 may be paid to a member for costs incurred while member is engaged in council business. The child must be under 14 years and the carer is not the partner of the member. Satisfactory evidence of any childcare cost must be provided.
- Home Security Allowance may be payable following a security threat and risk assessment undertaken by Council. The Council may reimburse an elected member for actual costs incurred up to a maximum of:
 - (a) \$4,500 for installation of the system
 - (b) \$1,000 annually for monitoring, call outs and repairs

6 Reimbursement of Expenses

Council will reimburse elected members all reasonable expenses incurred when on council business as long as a receipt is provided.

7 Appendices

- Policy, Procedures and Timeline for setting Elected Members' Remuneration
- Local Government Elected Members Determination (2025/26)

8 RECOMMENDATION

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



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Group Manager, Finance & Corporate Services

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APPENDICES

Policy, Procedures and Timeline for Setting Elected Members' Remuneration following the October 2025 Local Elections

1. Please familiarise yourself with the **Local Government Elected Members (2025/26) Determination 2025 (the Principal Determination)** specifically:
 - **Clause 8(2)** – entitlement to remuneration on and from the day after the date on which the official result of the 2025 election was declared under section 86 of the Local Electoral Act 2001 in relation to your council;
 - **Schedule 3** – elected members remuneration from the 2025 local elections and the governance remuneration pool which is included in the guidance note for your council.

Mayors, Regional Council Chairpersons, Auckland Local Board Members and Community Board Members' Remuneration

2. **Mayors, Auckland local board members and community board members** must be paid according to the provisions set out in the Principal Determination on and from the day after the date on which the official result for your council or board was declared.
3. **Regional council chairpersons, Auckland local boards chairpersons and deputy chairpersons, and community boards chairpersons** must be paid according to the provisions set out in the Principal Determination on and from the day after the date on which the chairpersons and deputy chairpersons were elected to their respective roles.
4. Note the governance remuneration pools do not apply to mayors, regional council chairpersons, Auckland local board members (including chairpersons and deputy chairpersons) and community board members (including chairpersons).
5. Likewise, the pools do not apply to people who are appointed by the council to be members or chairpersons of council committees or to act as expert advisors to the council. The Remuneration Authority (the Authority) does not determine the remuneration of non-elected people or people who are not appointed to the council under section 117 of the Local Electoral Act 2001.
6. If your council delegates significant additional responsibilities to its community board(s) and therefore proposes an increase to the remuneration of its community board(s) members, the additional funds will come out of the governance remuneration pool for your council. If this is the case for your council, please contact the Authority for further advice.

Councillors' Remuneration

7. Councillors must be paid the councillor minimum allowable remuneration according to the provisions set out in the Principal Determination on and from the day after the date on which the official result was declared for your council.
8. If a councillor is also elected or appointed to a local board or a community board, the councillor is only entitled to receive the remuneration that is payable to the councillor as an elected or appointed¹ member of the governing body of the council (*see clause 8(3) of the Principal Determination*).

Governance Remuneration Pools

9. The Authority sets a governance remuneration pool for your council. The pool that applies to your council following the 2025 local elections is shown in the guidance note for your council listed in schedule 3 of the Principal Determination. The pool enables your council to differentially remunerate positions with additional responsibilities.
10. As soon as practicable after the date on which the official result of the 2025 election for your council was declared, your council must submit a proposal to the Authority on how it wishes to distribute its pool, amongst its councillors, according to its governance structure. Your council must ensure that its pool is fully allocated.

Setting Councillors' Remuneration

11. Schedule 3 includes the minimum allowable remuneration that your councillors must be paid. A councillor cannot be paid below the minimum allowable remuneration.
12. The difference between the total councillor minimum allowable remuneration payable and the total of the governance remuneration pool is then available to your council for remunerating its councillors who are assigned additional responsibilities **and/or** to increase the base payment for all councillors with no additional responsibilities.
13. Roles to which additional remuneration can be paid may include internal council roles (such as deputy mayor, committee chair or member of a committee) but also other positions representing the council on outside groups where significant work arises from being involved on community and cross-council groups.
14. Any fees paid to councillors for serving as directors on council-controlled organisations (CCOs) are not covered by the governance remuneration pool.

Calculating the Distribution of the Governance Remuneration Pool

15. Attached to this policy are the following Excel worksheets which will assist your council in fully distributing its pool amongst its councillors:
 - **Worksheet 1** – either use this worksheet to enter the dollar amounts to calculate councillors' remuneration; **or** alternately use
 - **Worksheet 2** – to enter the ratios to calculate the remuneration of councillors.

¹ Appointed under section 117 of the Local Electoral Act 2001.

Both worksheets contain detailed instructions for proposing the distribution of your council's pool.

Your Council's Proposal

16. Your council's proposal must include:
 - a. one of the completed worksheets (**NOT** a PDF or MS Word copy);
 - b. a description of each position with additional responsibilities;
 - c. a copy of the minute confirming the council's resolution(s) and/or evidence of your mayor's appointments (*under section 41A(3) of the Local Government Act 2002*) to the deputy mayor and committee chairperson positions;
 - d. a copy of the council's declaration, made under section 86 of the Local Electoral Act 2001, of the official result of the 2025 local election.
17. Your council must forward its proposal to the Authority who will consider it and make a determination that will amend the Principal Determination. The proposal must be emailed to info@remauthority.govt.nz by either of the dates shown in the timeline below (shaded boxes).

Amending Determination

18. Amending determinations will be backdated so that:
 - a. for a councillor with no additional responsibilities, remuneration determined by the Authority will take effect on and from the day after the date on which the official result of the 2025 election of members for your council was declared; and
 - b. for positions with additional responsibility, remuneration determined by the Authority will take effect:
 - in the case of the mayor using their powers under section 41A (3) of the Local Government Act 2002, on and from the day after the date the mayor appointed the deputy mayor and/or chair of each council committee; and/or
 - on and from the day after the date of your council's resolution of its proposal.

Payroll Considerations

19. Your council cannot pay the proposed new remuneration rates until the Authority has gazetted its amending determination which contains the new remuneration rates. However, it is important to note that councillors' remuneration will be backdated in the amending determination.
20. The minimum allowable remuneration rate for councillors as shown in schedule 3 is paid until the new rates have been gazetted.
21. Gazetted remuneration rates for positions with additional responsibility will then be backdated to the day after the mayor made appointments to the deputy mayor and chairperson of council committee positions and/or to the day after your council formally voted to confirm its proposal.

22. The gazetted remuneration rates for councillors with no additional responsibilities are backdated to the day after the date on which the official result for your council was declared.

Timeline

Action	By Whom	Date
Familiarisation by elected members and staff with the process	Councils	Until remuneration proposals submitted
Incoming councils formally propose remuneration for positions within the allocated pool and forward proposals to the Authority (round 1)	Councils	Proposals must be submitted by <u>Friday 14 November 2025</u> to meet deadline for the first amending determination
The Authority considers councils' proposals	Remuneration Authority	From 13 October to 19 November 2025
First amending determination drafted	Parliamentary Counsel Office	From 24 November to 12 December 2025
First amending determination gazetted	Remuneration Authority	Thursday 18 December 2025
Incoming councils which miss the 14 November 2025 deadline formally propose remuneration for positions within the allocated pool and forward proposals to the Authority (round 2)	Councils	Proposals submitted by <u>Friday 30 January 2026</u> to meet deadline for second amending determination
Remuneration Authority considers councils' proposals	Remuneration Authority	From 12 January to 4 February 2026
Second amending determination drafted	Parliamentary Counsel Office	From 9 February to 23 February 2026
Second amending determination gazetted	Remuneration Authority	Early March 2026

Local Government Elected Members (2025/26) Determination 2025

This determination is made by the Remuneration Authority under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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Determination

1 Title

This determination is the Local Government Elected Members (2025/26) Determination 2025.

2 Commencement

This determination comes into force on 1 July 2025.

3 Expiry

This determination expires at the close of 30 June 2026.

Interpretation

4 Interpretation

In this determination, unless the context otherwise requires,—

board means—

- (a) a community board of a territorial authority other than the Auckland Council; or
- (b) a local board of the Auckland Council

determination term means the period from the coming into force of this determination to its expiry

hearing has the meaning given to it by clause 5

hearing time has the meaning given to it by clause 6

local authority means a regional council or a territorial authority

member means, in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson)

on local authority business includes on the business of any board of the local authority

regional council means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002

RMA means the Resource Management Act 1991

territorial authority means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

5 **Meaning of hearing**

In this determination, **hearing** means—

- (a) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (b) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (a) or (c); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (g) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

6 **Meaning of hearing time**

In this determination, **hearing time** means the time spent on any of the following:

- (a) conducting a hearing;
- (b) formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place;
- (e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

*Transitional, savings, and related provisions***7 Transitional, savings, and related provisions**

The transitional, savings, and related provisions set out in Schedule 1 have effect according to their terms.

*Entitlement to remuneration, allowances, and hearing fees***8 Remuneration, allowances, and hearing fees payable***Remuneration*

- (1) For the period beginning on 1 July 2025 and ending on the close of the day on which the official result of the 2025 local election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority, a member of that local authority or a member of a board of that local authority is entitled to the applicable remuneration set out in Schedule 2 (adjusted under clause 10 if applicable).
- (2) On and from the day after the date on which the official result of the 2025 election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority, a member of that local authority or a board of that local authority is entitled to the applicable remuneration set out in Schedule 3 (adjusted in accordance with clause 10 if applicable).
- (3) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

Allowances and hearing fees

- (4) A member of a local authority or a board may also be entitled to—
 - (a) the applicable allowances payable under clauses 11 to 15:
 - (b) the applicable hearing fees payable under clause 16.

9 Acting mayor or chairperson

- (1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the local authority is not paying the remuneration or allowances that it would usually pay to the mayor or chairperson.
- (2) While the member is acting as mayor or chairperson, the local authority must pay the member the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

10 Motor vehicles for mayors and regional council chairpersons

- (1) A local authority may provide to the mayor or regional council chairperson of the local authority—

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- (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
 - (b) a vehicle-kilometre allowance under clause 11.
 - (2) If a local authority provides a motor vehicle to a mayor or regional council chairperson during the determination term, the maximum purchase price that the local authority may pay for the motor vehicle is,—
 - (a) in the case of a petrol or diesel vehicle, \$60,000; and
 - (b) in the case of an electric or a petrol hybrid vehicle, \$70,500.
 - (3) If a local authority provides a motor vehicle to a mayor or regional council chairperson for restricted private use, the local authority must not make a deduction from the annual remuneration payable to the mayor or regional council chairperson under Schedule 2 or 3 (as applicable) for the provision of that motor vehicle.
 - (4) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use or full private use,—
 - (a) the local authority must adjust the annual remuneration payable to the mayor or regional council chairperson under Schedule 2 or 3 (as applicable) in accordance with subclause (5) or (6) (as applicable); and
 - (b) the adjustment must take effect on and from—
 - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
 - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).
 - (5) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 10\%$$

where v means the purchase price of the vehicle.
 - (6) If a local authority provides a motor vehicle to a mayor or regional council chairperson for full private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 20\%$$

where v means the purchase price of the vehicle.
 - (7) In this clause,—

full private use means that—

 - (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and

- (b) the vehicle is available for the mayor's or regional council chairperson's unrestricted private use; and
- (c) the vehicle is used by the mayor or regional council chairperson for both local authority business and private use; and
- (d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson

partial private use means that—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is used by the mayor or regional council chairperson for both local authority business and private purposes; and
- (c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson; and
- (d) all travel in the vehicle is recorded in a logbook; and
- (e) the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year

purchase price means the amount paid for the vehicle,—

- (a) including goods and services tax and any on-road costs; and
- (b) after deducting the amount of any rebate that applied under the former clean car discount scheme, which ended on 31 December 2023, in respect of the purchase of the vehicle

restricted private use means that—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and
- (c) the vehicle is used solely for local authority business; and
- (d) all travel in the vehicle is recorded in a logbook.

Allowances

11 Vehicle-kilometre allowance

- (1) A local authority may pay to a member a vehicle-kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.
- (2) A member's travel is eligible for the allowance if—
 - (a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and

- (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member for eligible travel is,—
 - (a) for a petrol or diesel vehicle,—
 - (i) \$1.04 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 35 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (b) for a petrol hybrid vehicle,—
 - (i) \$1.04 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 21 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (c) for an electric vehicle,—
 - (i) \$1.04 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 12 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.
- (4) However, if a member of a local authority travels from a place where the member permanently or temporarily resides that is outside the local authority area to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.
- (5) Subclause (4) does not apply to the payment of a vehicle-kilometre allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
 - (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
 - (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.

12 Travel-time allowance

- (1) A local authority may pay a member (other than a mayor, a regional council chairperson, a member of the governing body of the Auckland Council, the

Christchurch City Council, or the Wellington City Council, or a chairperson of a local board of the Auckland Council) an allowance for eligible travel time.

- (2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—
 - (a) on local authority business; and
 - (b) by the quickest form of transport that is reasonable in the circumstances; and
 - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel-time allowance is \$41.30 for each hour (pro-rated in the case of a part of an hour) of eligible travel time after the first hour of eligible travel time travelled in a day.
- (4) However, if a member of a local authority permanently or temporarily resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel-time allowance for eligible travel time—
 - (a) after the member crosses the boundary of the local authority area; and
 - (b) after the first hour of eligible travel time within the local authority area.
- (5) Subclause (4) does not apply to the payment of a travel-time allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
 - (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
 - (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.
- (6) The maximum total amount of travel-time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
- (7) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

13 ICT allowances

Member uses local authority's ICT

- (1) If a local authority supplies ICT to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

Member uses own equipment and consumables

- (2) If a local authority determines that a member requires particular ICT equipment to perform their functions and requests that the member use their own equipment for those purposes, the local authority may pay an allowance.
- (3) The matters for which the local authority may pay an allowance, and the amounts that the local authority may pay for the determination term, are as follows:
 - (a) for the use of a personal computer, tablet, or laptop, including any related docking station, \$400;
 - (b) for the use of a multi-functional or other printer, \$50;
 - (c) for the use of a mobile telephone, \$200;
 - (d) for the use of ICT consumables, up to \$200.

Member uses own services

- (4) If a local authority requests a member to use the member's own internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of up to \$800 for the determination term.
- (5) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—
 - (a) an allowance for that use of up to \$500 for the determination term; or
 - (b) reimbursement of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

Pro-rating

- (6) If the member is not a member for the whole of the determination term, subclauses (3) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

where—

- a is the number of days that the member held office in the determination term
 - b is the number of days in the determination term
 - c is the relevant amount specified in subclauses (3) to (5).
- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special ICT where, because of distance or restricted access, normal communications connections are not available.
 - (8) In this clause, **ICT** means information or communication technology, including—

- (a) ICT equipment (for example, a mobile telephone and a laptop computer); and
- (b) ICT services (for example, a mobile telephone service and an internet service); and
- (c) ICT consumables (for example, printer or photocopy paper and ink cartridges).

14 Childcare allowance

- (1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- (2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if—
 - (a) the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
 - (b) the child is under 14 years of age; and
 - (c) the childcare is provided by a person who—
 - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
 - (ii) does not ordinarily reside with the member; and
 - (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.
- (3) A local authority must not pay childcare allowances to a member that total more than \$7,500 per child during the determination term.

15 Home security system allowance

- (1) Based on a security threat and risk assessment authorised by the local authority, a local authority may reimburse the expenses of having a security system installed and monitored at a member's primary place of residence within the local authority area up to a maximum of—
 - (a) \$4,500 for installing the system; and
 - (b) \$1,000 in any year for monitoring, call-outs, and repairs.
- (2) A member may also be reimbursed for additional expenses for the provision of supplementary security measures at their primary place of residence within the local authority area if—
 - (a) the security threat and risk assessment recommends that those supplementary security measures be provided to the member; and

- (b) the Remuneration Authority, on application from the local authority, approves reimbursement of the additional expenses arising from the provision of those supplementary security measures.

Hearing fees

16 Fees related to hearings

- (1) A member of a local authority or member of a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$130 per hour of hearing time related to the hearing.
- (2) A member of a local authority or member of a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$104 per hour of hearing time related to the hearing.
- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) This clause does not apply to—
 - (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 9(2); or
 - (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 9(2); or
 - (c) a member of the governing body of the Auckland Council, the Christchurch City Council, or the Wellington City Council; or
 - (d) a chairperson of a local board of the Auckland Council.

Revocation

17 Revocation

The Local Government Members (2024/25) Determination 2024 (SL 2024/124) is revoked.

Schedule 2

Local Government Elected Members (2025/26)
Determination 2025

Paekākāriki Community Board

Office	Annual remuneration (\$)
Chairperson	8,872
Member	4,435

Paraparaumu Community Board

Office	Annual remuneration (\$)
Chairperson	21,382
Member	10,690

Raumati Community Board

Office	Annual remuneration (\$)
Chairperson	16,292
Member	8,146

Waikanae Community Board

Office	Annual remuneration (\$)
Chairperson	19,449
Member	9,724

Kawerau District Council

Office	Annual remuneration (\$)
Mayor	115,440
Deputy Mayor	45,515
Chair—Regulatory and Services Committee	40,639
Councillor with no additional responsibilities	32,512
Councillor (minimum allowable remuneration)	22,567

Guidance note

The governance remuneration pool for the Kawerau District Council is \$281,224. See the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.

Schedule 3		Local Government Elected Members (2025/26) Determination 2025	
Waikanae Community Board			
Office		Annual remuneration (\$)	
Chairperson			20,227
Member			10,113
Kawerau District Council			
Office		Annual remuneration (\$)	
Mayor			121,954
Councillor (minimum allowance remuneration)			26,227

Explanatory memorandum

This memorandum is not part of the determination but is intended to indicate its general effect.

This determination comes into force on 1 July 2025 and expires at the close of 30 June 2026.

Methodology review

Because the triennial local elections are scheduled for later this year, the Remuneration Authority (the **Authority**) recently completed a full review of the framework for determining local government remuneration. All councils were regularly consulted throughout the review process. The Authority found that the current approach is working well and no changes have been made to the framework.

As part of the review process, the Authority was interested in the time allocated by elected members to their local government roles. The Authority asked councils to complete a return giving an indication of time spent by councillors undertaking council-related duties. Although the response rate was disappointing, the Authority did note that workload had increased across some councils and this, together with updated size indices data and legislated criteria, has resulted in variable increases in councils' governance remuneration pools, which will take effect following the October 2025 local elections.

Remuneration

Councils and local boards

Since 2019, when setting remuneration for mayors, regional council chairpersons, councillors, and local board members, the Authority has used a group of size indices covering territorial, regional, and unitary authorities and Auckland Council local boards. The relevant workload and responsibilities of each council are assessed using several criteria, and each council is placed within the relevant index.

Those size indices were updated with the most recent publicly available demographic, statistical, and economic data, and the updated size indices will apply for the triennium following the local elections in October 2025.

The size index is also used to assign a governance remuneration pool to each council. It provides a total amount to be allocated and paid in remuneration to the councillors. Each council submits proposals to the Authority on how its individual pool should be allocated according to that council's intended governance structure. Roles to which differential remuneration can be attached include internal roles such as deputy mayor, committee chair, etc, as well as roles representing the council on outside groups. Councils submit their proposals to the Authority and the Authority may request further information or make changes to the proposals it receives before making its determination.

The governance remuneration pools are included in the guidance notes in the schedules for each council.

Schedule 2 sets out the remuneration for each position to apply from 1 July 2025 until the close of the day on which the official result of the 2025 election is declared, and *Schedule 3* sets out the remuneration for each position that will apply on and after the day on which the official result of the 2025 local election of members for an individual council is declared.