

**Minutes of the Ordinary Meeting of the Kawerau District Council
held on Wednesday 26 November 2025
in the Council Chamber commencing at 9.00am**

Present: Her Worship the Mayor F K N Tunui
Deputy Mayor S Kingi
Councillor W Apiata
Councillor M Dowie
Councillor T Hill
Councillor B J Julian
Councillor G T Leokava-Taani
Councillor J Ross
Councillor A R Worsley

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)

1 Karakia Timatanga | Opening Prayer

Pastor Mark Kingi opened the meeting with a prayer.

2 Apologies

No Apologies were received.

3 Leave of Absence

No Leave of Absence were received.

4 Declarations of Conflict of Interest

No Declarations of Conflict of Interest were received.

5 Meeting Notices

The Chief Executive Officer gave the following meeting notice:

- *Tabled are the Mayor's Report and the Council Appointments to Committees and External Organisations.*

6 Nga Mihimihi | Acknowledgements

An announcement was made by the Government Tuesday 25 November regarding the “scrapping” of Regional Council. A meeting with Dana Kirkpartick will be held today and some understanding will be sought from Government and the impact it will have on the community and the wider Bay of Plenty.

7 Public Forum

Christine Larsen raised the following about dogs:

- Mrs Larsen proposes that there be an area in Kawerau where dogs must be on a leash. The area suggested is from Waterhouse Street to the Kawerau Golf and Squash club.
- Having an area for dog walkers to leash their dogs gives walkers a place to go and not be bothered by dog/s.
- Mrs Larsen advised that there are other places in the country that have dedicated areas for where dogs can be off leash.

Action Item:

- Chief Executive Officer thanked Christine for raising her concerns and giving suggestions for policy changes. CEO advised policy changes are done by elected members and Council will look into the proposals and suggestions made by Christine.

Bill Turnbull raised the following about Stormwater:

- There hasn't been any preventative maintenance regarding stormwater at Beattie and Hardie Avenue because the drains are clogged up in the dam area.
- Mr Turnbolls queried if there are any procedures for preventative maintenance. The suggestions given is to look at procedures in terms of productivity improvement.

Group Manager, Operations and Services advised all the stormwater infrastructure is being inspected. The ones that Mr Turnbull referred to are situated on private land, so those areas are not mowed by Council like parks and reserves. Council does 3 monthly, 6 monthly and 3 yearly inspections and monitor for silt build-up, rodents, blockages as well as tree trunks and shrubs growing in that area. There are currently blackberries growing so these will be sprayed.

Brett Pacey raised the following:

- There are still problems with the river embankments, and it is getting worse as caves are being dug into them by other members of the public. A suggestion of installing cameras along the riverbank was given to help monitor the riverbanks.
- There are no bins at Boyce Park. Mr Pacey proposed having bins that self-ignite when full so that they do not need to be emptied.
- When the trees at Boyce Park were blown down and then cut up, they left holes in the ground. Council will need to fill the holes.

Her Worship the Mayor invites Mr Pacey to put in a request for service with the customer service officers for the bin at Boyce park and holes from the trees at Boyce Park.

Chief Executive Officer advised that communications with Bay of Plenty Regional Council have been made and advised that they will be sending someone through to look at the river embankment. Considering the recent announcement from government this may be pushed back to 2026 but the Chief Executive Officer will follow this up.

8 CONFIRMATION OF COUNCIL MINUTES

8.1 Ordinary Council – 24 September 2025

Resolved

That the minutes of the Ordinary Council Meeting held on 24 September 2025 be confirmed as a true and accurate record.

**Councillor Julian / Deputy Mayor Kingi
CARRIED**

8.2 Ordinary Council – 29 October 2025

Resolved

That the minutes of the Ordinary Council Meeting held on 29 October 2025 be confirmed as a true and accurate record.

**Councillors Worsley / Ross
CARRIED**

8.3 Extraordinary Council – 12 November 2025

Resolved

That the minutes of the Extraordinary Council Meeting held on 12 November 2025 be confirmed as a true and accurate record.

**Councillors Julian / Apiata
CARRIED**

9 CONFIRMATION OF COMMITTEE MINUTES

9.1 Iwi Liaison Committee Meeting – 18 August 2025

Action Item:

- Chief Executive Officer to provide a timetable of waiata | song lessons to support Council's Iwi Liaison and Cultural Advisor in waiata.

Resolved

That the minutes of the Iwi Liaison Committee Meeting held on 18 August 2025 be received.

**Councillors Hill / Dowie
CARRIED**

9.2 Regulatory and Services Committee Meeting – 12 November 2025

Resolved

That the minutes of the Regulatory and Services Committee Meeting held on 12 November 2025 be confirmed as a true and accurate record.

**Deputy Mayor Kingi / Councillor Apiata
CARRIED**

10 CONFIRMATION OF COMMITTEE MINUTES

10.1 Regional Transport Committee Meeting – 19 September 2025

Resolved

That the minutes of the Regional Transport Committee Meeting held on 19 September 2025 be received.

**Councillors Ross / Julian
CARRIED**

10.2 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Meeting – 26 September 2025

Resolved

That the minutes of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee Meeting held on 26 September 2025 be received.

**Deputy Mayor Kingi / Councillor Worsley
CARRIED**

11 Her Worship the Mayor's Report

Resolved

That Her Worship the Mayor's report for the period Thursday 25 September to 19 November 2025 be received.

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

12 Action Schedule (Chief Executive) (101120)

Elected Members Comments:

- Elected Members queried if the target for street lights are set by Council or Horizon. Chief Executive Officer advised these targets are set by Council.

Action Item:

- The completed action item from "R&S 12.11.25 – Monthly Report – Operations and Services" to remain in the action schedule until the meeting with Horizon has taken place and assurance is given in the new negotiations.

Resolved

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

**Councillors Apiata / Julian
CARRIED**

13 Standing Orders 2025 – 2028 (Chief Executive Officer) (101105)

Council discussed the report on the Standing Orders 2025 -2028.

Resolved

1. *That the report "Standing Orders 2025 - 2028" be received.*
2. *That the Standing Orders as proposed are adopted as the Council's Standing Orders for the 2025 to 2028 triennium and shall apply to all meetings of the Council, its committees and subcommittees.*
3. *That Council confirms the amendments to the standing orders as follows:*
 - i. *That clause 28.4: Minutes of last meeting before election/Ngā meneti o te hui whakamutunga i mua i te pōtitanga, be amended to:*

The chief executive and the relevant chairpersons may sign, or agree to have their digital signature inserted, to the minutes of the last meeting of the local authority and any committee, local and community boards before or following the next election of members. If the relevant chairperson is not part of the new Council, it is appropriate that a reappointed Councillor as recommended by the Chief Executive can counter sign the minutes.

- ii. *That under clause 13.8: Member's Status: Quorum/Te tūnga a te mema: kōrama be amended to:*

Members who attend meetings by electronic link will be counted as present for the purposes of a quorum

**Deputy Mayor Kingi / Councillor Apiata
CARRIED**

14 Code of Conduct (Chief Executive Officer) (101300)

Council discussed the report on the Code of Conduct.

Resolved

- 1. That the report "Code of Conduct" be received.*
- 2. That Council adopts the Code of Conduct as presented with the amendment adding the following dress code to the Code of Conduct:*

Dress Code:

Elected members should maintain an appropriate standard of dress at meetings of Committees and Council.

It is recognized that the standard of dress will be in accordance with the level of formality of the meeting they are attending.

Some principles for guidance are:

- Casual dress is appropriate at briefing (workshops);*
- Committee meetings involve engaging with members of the public, therefore a neat and tidy standard of dress is appropriate;*
- Council meetings are a formal occasion therefore a more formal standard of dress is appropriate.*

**Councillor Ross / Deputy Mayor Kingi
CARRIED**

15 Annual Plan Performance for the three months ended 30 September 2025 (Group Manager, Finance and Corporate Services) (110400)

Council discussed the report on the Annual Plan Performance for the three months ended 30 September 2025.

Group Manager, Finance and Corporate Services Comments/Updates:

- The targets come straight out of the Long Term Plan and are set for the next 3 years.
- Some of the changes made to the Annual Plan Performance from the Long Term Plan are:
 - Dog and Noise complaints were changed to a priority system.
 - Library targets

Resolved

That the report "Annual Plan Performance for the three months ended 30 September 2025" be received.

**Councillors Julian / Apiata
CARRIED**

16 Adoption of Performance Report Porritt Glade Lifestyle Village for year ended 30 June 2025 (Group Manager, Finance and Corporate Services) (201000)

Council discussed the report on the Adoption of Performance Report Porritt Glade Lifestyle Village for year ended 30 June 2024.

Group Manager, Finance and Corporate Services Comments/Updates:

- There were no late audit changes to the Performance Report as presented.
- On page 212 of the updated agenda, onwards there is a breakdown of the Other Expenses that is stated on page 206.

Resolved

1. *That the report "Adoption of Performance Report Porritt Glade Lifestyle Village for year ended 30 June 2025" be received.*
2. *That Council adopts the Performance Report for Porritt Glade Lifestyle Village for year ended 30 June 2025.*
3. *That the Mayor and Chief Executive Officer are delegated to sign the Performance Report for the Porritt Glade Lifestyle Village for year ended 30 June 2025, following the adoption by Council.*

**Councillors Hill / Julian
CARRIED**

17 Recruitment for the Eastern Bay of Plenty District Licensing Committee (Group Manager, Regulatory and Compliance) (308000)

Council discussed the report on the Recruitment for the Eastern Bay of Plenty Districting Licensing Committee.

Resolved

1. *That the report "Recruitment for the Eastern Bay of Plenty District Licensing Committee" be received.*
2. *That Council approves the extension of the current Commissioner until the recruitment of the Commissioner role is concluded.*
3. *That Council approves the shortlisting of candidates by associated Group Managers from each of the Eastern Bay District Councils (Whakatane, Opotiki and Kawerau).*
4. *That Council nominates one Council member to undertake interviews of the shortlisted applicants.*

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

Her Worship the Mayor nominates Deputy Mayor Kingi to undertake interviews of the shortlisted applicants.

18 Council Appointments to Committees and External Organisations (Chief Executive Officer) (109000)

Council discussed the report on the Council Appointments to Committees and External Organisations.

Resolved

1. *That the report "Council Appointments to Committees and External Organisations" be adopted and received.*

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

19 Exclusion of the Public – 11.20am

Resolved

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

1. **Minutes for Confidential Meeting Held on 24 September 2025.**

**Councillors Ross / 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 24 September 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.

20 Re-admission of the Public

Resolved

That Council resume an open meeting and that the public be re-admitted to the meeting at 11.26am

Councillor Ross / Deputy Mayor Kingi

21 Karakia Whakamutunga | Closing Prayer

Pastor Mark Kingi closed the meeting with a Karakia at 11.28am.



F. K. N. Tunui

Mayor

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