NOTICE OF AN ORDINARY COUNCIL MEETING

Ōpōtiki District Council Chambers, 108 St John Street, Ōpōtiki
Tuesday, 15 September 2026
Commencing at 10.00am

This meeting will be livestreamed – the link will be available on Council's website and Facebook page on the morning of the meeting.

ORDER PAPER

OPENING KARAKIA / PRAYER / INSPIRATIONAL READING – COUNCILLOR WHAREWERA

APOLOGIES

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

PUBLIC FORUM

(Continued over page)

PUBLIC EXCLUDED BUSINESS

Chair:	**His Worship the Mayor – David Moore**
Members:	**Cr Maude Maxwell (Deputy Mayor)**
	Cr Shona Browne
	Cr Barry Howe
	Cr Curley Keno
	Cr Steve Nelson
	Cr Dean Petersen
	Cr Pāpā Wharewera
Committee Secretary:	**Gae Finlay**
Quorum:	**4**

LOCAL AUTHORITIES (MEMBERS′ INTERESTS) ACT 1968

Councillors are reminded that if you have a pecuniary or non-pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the Council chamber.

Stace Lewer

CHIEF EXECUTIVE OFFICER

MINUTES OF AN ORDINARY COUNCIL MEETING DATED, TUESDAY, 4 AUGUST 2026 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 10.00AM

PRESENT:

Mayor David Moore (Chairperson)
Deputy Mayor Maude Maxwell (Deputy Chairperson)
Councillors:
Shona Browne
Curley Keno
Dean Petersen
Pāpā Wharewera

IN ATTENDANCE:

Stace Lewer (Chief Executive Officer)
Nathan Hughes (Group Manager Service Delivery)
Antoinette Campbell (Group Manager Strategy and Development)
Rachael Burgess (Group Manager Business Support)
Billy Kingi (Finance Manager)
Peter Edwards (Building and Planning Manager)
Kurt Bledsoe (Resource Consents and Policy Planner)
Maheesha Silva (Governance Support Officer)
Ranjini Manoharan (Executive Support Officer)
Gae Finlay (Executive Assistant and Governance Lead)

The meeting commenced with a karakia from His Worship the Mayor, David Moore, who then addressed Council.

This is probably the biggest decision we are going to have to make as a Council. I am wearing the chains today and the first name on them is Mayor Elliott 1911-1913. I was looking and reflecting on those who were sitting with the chains on during the two World Wars which puts some perspective on today. This is a big day. It is a big decision ahead of us. We have a large agenda but we will keep flipping back to Item 11 [Simplifying Local Government Head Start Pathway Proposal] that has been forced on us. Not a decision we wanted to make today but one we are going to have to make, and a very tough one.

Councillor Petersen opened the meeting with an inspirational verse.

APOLOGIES

Councillor Howe, Councillor Nelson

RESOLVED

(1) That the apologies be sustained.

HWTM/Browne **Carried**

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

PUBLIC FORUM

Nil.

1. CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 9 JUNE 2026 p4

RESOLVED

(1) That the minutes of the Ordinary Council meeting held on 9 June 2026 be confirmed as a true and correct record.

HWTM/Browne **Carried**

2. CONFIRMATION OF MINUTES – EXTRA ORDINARY COUNCIL MEETING 29 JUNE 2026 p14

Councillor Keno was sure that Timeframe and Representation were also mentioned as concerns (page 21 of the agenda) and asked that they be added to the list of concerns.

RESOLVED

(1) That the minutes of the Extra Ordinary Council meeting held on 29 June 2026 be confirmed as a true and correct record.

HWTM/Wharewera **Carried**

3. MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 9 MARCH 2026 p23

RESOLVED

(1) That the minutes of the Risk and Assurance Committee meeting held on 9 March, and any recommendations therein, be received.

Petersen/HWTM **Carried**

4. DRAFT MINUTES – COAST COMMUNITY BOARD MEETING 30 JUNE 2026 p32

RESOLVED

(1) That the draft minutes of the Coast Community Board meeting held on 30 June 2026 and any recommendations therein, be received.

Wharewera/HWTM **Carried**

5. MINUTES – PERFORMANCE AND DELIVERY COMMITTEE MEETING 20 MAY 2026 p39

(1) That the minutes of the Performance and Delivery Committee meeting held on 20 May 2026, and any recommendations therein, be received.

Petersen/HWTM **Carried**

6. MINUTES – BAY OF PLENTY MAYORAL FORUM MEETING 11 JUNE 2026 p44

RESOLVED

(1) That the minutes of the Bay of Plenty Mayoral Forum meeting held on 11 June 2026 be received.

HWTM/Maxwell **Carried**

7. MINUTES – REGIONAL TRANSPORT COMMITTEE MEETING 26 JUNE 2026 p57

RESOLVED

(1) That the minutes of the Regional Transport Committee meeting held on 26 June 2026 be received.

HWTM/Browne **Carried**

8. MINUTES – BAY OF PLENTY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE MEETING 3 JULY 2026 p68

(1) That the minutes of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee meeting held on 16 April 2026 be received.

HWTM/Wharewera **Carried**

9. MAYORAL REPORT 30 MAY 2026-24 JULY 2026 p81

His Worship the Mayor highlighted attending the Zone 3 meeting in Napier with Kawerau Mayor, Faylene Tunui. That meeting was also attended by Minister Watts.

RESOLVED

(1) That the port titled "Mayoral Report 30 May 2026-24 July 2026" be received.

HWTM/Maxwell **Carried**

10. CORRECTION OF TYPOGRAPHICAL ERROR IN THE 2026/27 RATES RESOLUTION p87

RESOLVED

(1) That the report titled "Correction of Typographical Error in the 2026/27 Rates Resolution" be received.

(2) That Council notes that a typographical error occurred in the adopted 2026/27 Rates Resolution in relation to the connection Ōpōtiki/Hukutaia Water Supply targeted rate.

(3) That Council notes for the corrected statement to read: Ōpōtiki/Hukutaia Water Supply (Connected) "$644.79" per separately used or inhabited part, rather than "$664.79" per separately used or inhabited part.

(4) That the Ōpōtiki District Council, pursuant to the provisions of the Local Government (Rating) Act 2002, resolves to correct the adopted Rates Resolution of 29th June, to replace the incorrect figure of $664.79 with the corrected amount of $644.79 for Ōpōtiki/Hukutaia Water Supply (Connected), as per the corrected 2026/27 Rates Resolution details which are attached to the report as Appendix 1.

HWTM/Keno **Carried**

11. SIMPLIFYING LOCAL GOVERNMENT HEAD START PATHWAY PROPOSAL p96

The Chief Executive Officer acknowledged the difficult position Elected Members are faced with today and thanked them for engaging in the process which has been imposed by Central Government. He further acknowledged the Working Group who have undertaken a large amount of work in a short timeframe and under a lot of pressure. Iwi, the community and those who put in a submission were also acknowledged.

The Chief Executive Officer noted the following as risks:

- There are a number of risks, some of which are articulated in the report.

- There is still a lot of work to do to obtain the detail and understand what the impact on the community could be including transition costs, rates, how debt will be managed, timeframe and will there be an opportunity to exit once we are engaged in the Head Start process.
- The main risk is the potential impact on representation and local voice.
- The process is not currently in legislation.

Deputy Mayor Maxwell presented a petition with 369 signatures and a petition summary. She acknowledged Nina Pirihi who co-ordinated and delivered the submission. All of the signatories were against amalgamation, however if hands are tied, they would prefer an Eastern Bay approach. The petitioners also asked that the information provided with the petition is presented in any submissions or proposals that Council makes.

His Worship the Mayor asked that the petition be incorporated into the feedback received.

Councillors, individually, provided their feedback on the Head Start Pathway Proposal.

At the suggestion of Councillor Browne, it was agreed that delegation be given to His Worship the Mayor as well as the Chief Executive to make any final minor adjustments to the proposal document in consultation with the Kawerau and Whakatāne District Council Chief Executives if required.

RESOLVED

(1) That the report titled "Simplifying Local Government Head Start Pathway Proposal" be received.

(2) That Council approves the attached *Eastern Bay of Plenty Unitary Council Head Start Outline Proposal* for submission to the Ministry for Cities, Environment, Regions and Transport (formerly Department of Internal Affairs) as part of the Head Start Pathway; and

(3) That Council notes that the Eastern Bay of Plenty Unitary Council Outline Proposal is being considered for approval by Whakatāne District Council on 4 August 2026 and Kawerau District Council on 5 August 2026; and

(4) That Council supports a consistent wider regional view for three Unitary Councils including Eastern Bay, Western Bay, and Rotorua-Central configurations, and supports Head Start proposals and long-term aspirations of other councils on this basis; and

(5) That Council agrees to work with the other Councils, and the current Regional Council, in implementation planning and delivery should the Head Start proposals be approved; and

(6) That Council approves the Mayor signing, on behalf of the Council, a letter of endorsement from all Mayors of the Bay of Plenty acknowledging and supporting each other's sub-

regional proposals and preferences for a three Unitary Council structure in the Bay of Plenty; and

(7) That Council agrees to work with other councils to consider wider regional and cross boundary function delivery where appropriate in future unitary delivery models; and

(8) That Council provide delegation to the Opotiki District Council Mayor and Chief Executive to make any final minor adjustments to the proposal document in consultation with the Kawerau and Whakatāne District Council Chief Executives if required; and

(9) That Council acknowledges that unbudgeted resourcing may be requested for the next state of Head Start pathway, subject to a cabinet in-principle decision in support of the Eastern Bay of Plenty Unitary Council proposal.

HWTM/Petersen **Carried**

Against: Keno

12. PREPARING FOR THE BAY OF PLENTY REGIONAL SPATIAL PLAN p204

The Group Manager Strategy and Development advised that since the report was written the Select Committee has reported back on both the Planning Bill and the Natural Environment Bill and noted the following:

- Over 3,000 submissions were received which resulted in some changes.
- The Committee recommended revising the purpose of the Planning Bill and puts greater emphasis on the enjoyment of land.
- Nearly all submitters opposed the regulatory relief regime, however the Committee has retained it with minor amendments.
- Existing and initiated Mana Whakahono ā Rohe Agreements will no longer transfer into the new planning system.
- Transition timeframes to notify Regional Spatial Plans have been amended to within 21 months of enactment, rather than 15 months.
- Timeframes for notification of the Natural Environment Plans and Land Use Plans remain unchanged, however are to be notified within nine months of the adoption of Regional Spatial Plans and decisions required within 12 months of the notification.
- The Draft Programme Plan will be updated to reflect the new timeframes and will be reflected in the report to the Bay of Plenty Mayoral Forum on 10 September 2026.

RESOLVED

(1) That the report titled "Preparing for the Bay of Plenty Regional Spatial Plan" be received.

(2) That the approach to identifying key geographical areas, issues, and opportunities laid out in section 7 of the Process Agreement Options Report (Attachment 1) is appropriate.

(3) That the Spatial Planning Committee evaluation principles in section 8 of the Process Agreement Options Report (Attachment 1) are appropriate.

(4) That identified spatial planning committee options and recommended direction is appropriate for further consideration by the local authorities of the BOP Region based on the current Planning Bill.

(5) That there is understanding that the development of the first regional spatial plan for the BOP will be a collaborative exercise that recognises the roles and responsibilities of each local authority, sub-regional joint committee and the SPC and supports that these roles and responsibilities be clearly articulated in the Process Agreement and Terms of Reference of each part of the decision-making process.

(6) That there is acknowledgement that the local authorities of the BOP region, as the final decision makers on the Process Agreement, will be responsible for any further direction and decision making on the matters contained in this report after enactment of legislation, including agreeing the Terms of Reference for the Spatial Planning Committee (nothing a required update to the Mayoral Forum Terms of Reference).

HWTM/Wharewera **Carried**

The Building and Planning Manager and the Resource Consents and Policy Planner left the meeting at 11.15am.

13. CHIEF EXECUTIVE OFFICER'S UPDATE p234

The Chief Executive Officer made mention of the following:

- There have been a number of engagements around Simplifying Local Government.
- Ōpōtiki Rising Engagement – thanks were extended to the team who organised the engagement events and Elected Members who attended.
- The Eastern Bay of Plenty Chamber of Commerce is having more presence in Ōpōtiki.

RESOLVED

(1) That the report titled "Chief Executive Officer's Update" be received.

HWTM/Wharewera **Carried**

14. RESOLUTION TO EXCLUDE THE PUBLIC p241

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

15. Confirmation of In-Committee Minutes – Ordinary Council Meeting 9 June 2026.

16. In-Committee Minutes – Risk and Assurance Committee Meeting 9 March 2026.

17. Notes From Council Workshops.

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	General subject of each 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
15.	**Confirmation of In-Committee Minutes – Ordinary Council Meeting 9 June 2026.**	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)
16.	**In-Committee Minutes – Risk and Assurance Committee Meeting 9 March 2026.**	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)
17.	**Notes From Council Workshops**	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)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

15.	Protect the privacy of natural persons Protect information Protection from improper pressure or harassment Prevent disclosure or use of official information Carry out negotiations Maintain legal professional privilege Carry out commercial activities	Section 7(2)(a) Section 7(2)(b)(i) & (ii); (d) & (e) and Section 7(2)(c)(i) & (ii) Section 7(2)(f)(ii) Section 7(2)(j) Section 7(2)(i) Section 7(2)(g) Section 7(2)(h)
16.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment Prevent disclosure or use of official information Carry out commercial activities.	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii) Section 7(2)(j) Section 7(2)(h)
17.	Protection from improper pressure or harassment Prevent disclosure or use of official information	Section 7(2)(f)(ii) Section 7(2)(j)

Browne/Maxwell **Carried**

RESOLVED

(1) That the resolutions made while the public was excluded, be confirmed in open meeting.

(2) That the public be readmitted to the meeting.

Petersen/Keno **Carried**

RESOLVED

(1) That the in-committee minutes of the Ordinary Council meeting held on 9 June 2026 be confirmed as a true and correct record.

Maxwell/HWTM **Carried**

RESOLVED

(1) That the in-committee minutes of the Risk and Assurance Committee meeting held on 9 March 2026, and any recommendations therein, be received.

Petersen/HWTM **Carried**

RESOLVED

(1) That the report titled "Notes From Council Workshops" be received.

(2) That the Council agrees to publicly release the full notes related to the 15 June 2026, 8 July 2026 and 15 July 2026 workshops.

HWTM/Petersen **Carried**

Councillor Wharewera closed the meeting with a karakia.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.29AM.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE COUNCIL HELD ON 15 SEPTEMBER 2026

D G T MOORE
HIS WORSHIP THE MAYOR

MINUTES OF A CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE MEETING DATED, WEDNESDAY, 27 MAY 2026 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 3.19PM

PRESENT:

Mayor David Moore (Chairperson)
Deputy Mayor Maude Maxwell
Councillor Steve Nelson

Greg Tims (Independent Advisor), via Teams

IN ATTENDANCE:

Councillor Pāpā Wharewera

Stace Lewer (Chief Executive Officer)
Gae Finlay (Executive Assistant and Governance Lead)

The Chairperson opened the meeting and extended a welcome to everyone.

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

1. MINUTES – CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE MEETIING 9 SEPTEMBER 2025 **p5**

RESOLVED

(1) That the minutes of the Chief Executive's Performance Committee meeting held on 9 September 2025 be received.

HWTM/Maxwell **Carried**

2. **RESOLUTION TO EXCLUDE THE PUBLIC** **p10**

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

3. **In-Committee Minutes – Chief Executive's Performance Committee Meeting 9 September 2025.**
4. **Confirmation of Notes – Chief Executive's Performance Committee Informal Meeting 16 February 2026.**
5. **Chief Executive's KPIs 2026-2027.**

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	General subject of each 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
3.	**In-Committee Minutes – Chief Executive's Performance Committee Meeting 9 September 2025.**	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)
4.	**Confirmation of Notes – Chief Executive's Performance Committee Informal Meeting 16 February 2026.**	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)
5.	**Chief Executive's KPIs 2026-2027.**	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)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

3.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)
4.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)
5.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)

HWTM/Maxwell **Carried**

RESOLVED

(1) That the resolutions made while the public was excluded be confirmed in open meeting.

(2) That the public be readmitted to the meeting.

HWTM/Maxwell **Carried**

RESOLVED

(1) That the in-committee minutes of the Chief Executive's Performance Committee meeting held on 9 September 2025 be received.

HWTM/Maxwell **Carried**

RESOLVED

(1) That the notes of the Chief Executive's Performance Committee Information meeting held on 16 February 2026 be confirmed as a true and correct record.

HWTM/Nelson **Carried**

RESOLVED

(1) **That the Committee recommends to Council that the proposed 2026/2027 KPIs for the Chief Executive be adopted to take effect from 1 July 2026.**

HWTM/Maxwell **Carried**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.52PM.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE HELD ON 12 AUGUST 2026

D G T MOORE
HIS WORSHIP THE MAYOR, CHAIR

MINUTES OF A PERFORMANCE AND DELIVERY COMMITTEE MEETING DATED, MONDAY, 6 JULY 2026, IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 1.00PM.

PRESENT:

Councillor Dean Petersen (Chairperson)
His Worship the Mayor David Moore
Councillor Steve Nelson

IN ATTENDANCE:

Stace Lewer (Chief Executive Officer)
Rachael Burgess (Group Manager Business Support)
Nathan Hughes (Group Manager Service Delivery)
Nikki Maurirere-Emberson (Project Lead- Service & Delivery)
Ben Jacques (Project Coordinator- Service & Delivery)
Ranjini Manoharan (Executive Support Officer)
Maheesha Silva (Governance Support Officer)

APOLOGY

Nil.

DECLARATION OF CONFLICTS OF INTERESTS

Nil.

1. CONFIRMATION OF MINUTES – PERFORMANCE AND DELIVERY COMMITTEE MEETING 20 MAY 2026 **p5**

RESOLVED

(1) That the minutes of the Performance and Delivery Committee Meeting held on 20 May 2026 are confirmed as a true and correct record.

Nelson/HWTM **Carried**

2. PERFORMANCE AND DELIVERY – DELIVERY PROGRAMME UPDATE p10

The Group Manager Service and Delivery presented the report on behalf of the Programme Lead.

- A forecast has been developed for the full programme of work using a low-confidence grading approach.
- The total programme, including carryovers, is approximately $24m.
- Projects with a high likelihood of delivery next year total approximately $16.5m, which is about double this year's delivery programme.
- While there is a clear pathway to delivery, significant risks remain.
- There is limited time, with only one summer construction season remaining. Delays will impact project delivery.
- Some projects still require design completion and consents.
- Funding is generally sufficient although some projects may face budget pressures.
- Significant effort is being focused on coordination between assets, planning and delivery teams as well as securing appropriate internal and external resources.
- Additional project status reporting is being developed and will continue to be improved throughout the year.

As a response to a query raised by Cr Nelson regarding the forecasting scenarios and their impact on rates, the Group Manager Service and Delivery advised that the programme was already rated for, with some funding included in previous years. The Chief Executive Officer explained that any changes would be reforecast through the LTP, with rate impacts dependent on the timing of loan funding and project delivery.

Staff noted that several projects had recently been added to the programme, including externally funded projects. For example, Motu Slip clearance.

In response to a question raised by the Chairperson regarding contractor availability and programme delivery, the Group Manager Service and Delivery advised that a supplier briefing is planned for the end of this month. Staff also discussed managing NZTA funding risks and identifying alternative projects if required.

The Group Manager Service and Delivery reported that three years of resealing funding had been delivered within two years and that an additional $1.1 million of NZTA funding had been approved. He noted that a Council contribution was still required and sought views from the committee on the use of using unallocated seal extension funding if staff haven't already identified funding to cover that contribution.

The Chairperson queried reseal lifespans and future renewal requirements. The Group Manager Service and Delivery advised reseals generally lasted around 15-20 years however programmes are informed by condition assessments rather than age-based assumptions.

The Committee discussed the seal extension policy and the low uptake in recent years. The Group Manager Service and Delivery supported retaining the policy. The Chairperson questioned whether funding reserves should continue to be held. The Chairperson requested further information regarding seal extensions and associated budgets at a future meeting, which staff agreed to provide.

The Chief Executive Officer requested regular updates on Better Off funding projects, noting the importance of meeting funding deadlines. The Project Lead – Service and Delivery advised that reimbursement claims could take several months to process. Staff agreed that more detailed reporting would be provided to assist Committee oversight.

RESOLVED

(1) That the report titled "Performance and Delivery – Delivery Programme Update" be received.

Nelson/Petersen **Carried**

3. PERFORMANCE AND DELIVERY – TENDER AND PROCUREMENT SUB-COMMITTEE UPDATE **p31**

The Group Manager Service and Delivery presented the report highlighting:

- It was noted the report only included infrastructure related procurement. Future reports will include other items presented to the TPSC.
- Recent operational contract, including cleaning, toilet cleaning, toilet cleaning and rubbish collection services were not included in the report.
- Cleaning contract tenders attracted a good number of submissions, with pricing varying significantly but successful tenders remaining within budget.
- Facility maintenance budgets were increased slightly through the Annual Plan to account for inflation.
- The Procurement Policy is currently being reviewed and updated.
- It was noted an increase in procurement activity is progressing through the committee, supporting delivery of the work programme.
- Wastewater improvement works include desludging, installation of a baffle curtain, aerator relocation and broader treatment plant improvements.

- An Expression of Interest process for a wastewater project manager received 31 responses.
- Key upcoming procurement activities include wastewater projects, roading projects, the Duke Street stockpile shed, and the Ta kaha Water Treatment Plant works.
- Strong procurement oversight is required to balance value for money with timely project delivery.

The Chairperson asked whether any recent tenders had exceeded budget estimates. The Group Manager Service and Delivery confirmed none of the reported procurements had exceeded available budget, while the Chief Executive Officer noted that although some tender prices varied significantly, successful tenders remained within budget.

The Chief Executive Officer suggested future reports include operational procurement activities as well as capital works contracts. The Group Manager Service and Delivery acknowledged recent cleaning, toilet cleaning and rubbish collection contracts had not been included.

Mayor Moore asked about the wastewater desludging works and whether they were occurring earlier than expected. The Group Manager Service and Delivery explained the work forms part of the staged wastewater improvement programme and is required to enable installation of a baffle curtain and improve pond performance.

Members discussed sludge management, pond operations and the condition of existing wastewater infrastructure. The Chairperson raised concerns about potential impacts on pond liners during future sludge removal, The Group Manager Service and Delivery advised that moving to a multiple pond system will help manage risks associated with sludge management in the future.

The Chairperson asked about key procurement risks over the next six months. The Group Manager Service and Delivery identified wastewater programme works, major roading projects, procurement timing and design completion as the main risks. The Chairperson also asked whether land acquisition may be required for the detour route project. The Group Manager Service and Delivery advised he was unable to confirm this at the current stage.

RESOLVED

(1) That the report titled "Performance and Delivery – Tender and Procurement Sub-Committee Update" be received.

Petersen/Nelson **Carried**

4. COMMUNITY SATISFACTION SURVEY RESULTS 2025/26 p36

The Group Manager Business Support presented the report highlighting following key points:

- The Community Satisfaction Survey is undertaken quarterly by an independent provider and reported annually.
- The survey measures satisfaction across 27 council services using a mix of telephone, postal social media and online responses.
- Four services achieved a "good performance" rating:
  1. Library services -89% (up from 86%)
  2. Recovery centre – 78%
  3. Recreation facilities – 74%
  4. Parks and reserves – 71% (up significantly from 53%)
- Several services scored above the New Zealand benchmark.
- Dog Control remained one of the lowest-scoring services, decreasing from 24% to 20%.
  - Overall satisfaction decreased by 3% while:
  - Overall communication increased to 47% (+2%)
  - Overall leadership increased to 52% (+3%)
  - Overall management increased to 47% (+5%)
- Survey results are shared with managers and used to inform service planning and future KPI reviews.

Mayor Moore commented that the Dog Control results may not accurately reflect staff performance, as community concerns about roaming horses and governance decisions can influence responses. He noted there were positive outcomes achieved by the team that were not reflected in the survey results.

The Chairperson asked whether survey results were available by location. Staff advised that results can be broken down by area and used to help inform future planning and investment decisions.

Members discussed how survey results are used to improve services. The Chief Executive Officer noted that work is already underway in some lower-performing areas, including public toilets and building consent services, and that improvements in some areas may require additional investment.

Mayor Moore suggested a workshop to review lower-performing services in more detail. Staff agreed this could be incorporated into upcoming LTP discussions.

Cr Nelson asked whether recreation facilities included the harbour. Staff advised the harbour is not currently included in the survey measures but could be considered in future.

Members noted improvements in several survey measures, including leadership, management and communication.

RESOLVED

(1) That the report titled "Community Satisfaction Survey Results 2025/26" be received.

Nelson/HWTM **Carried**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 2.12PM.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE PERFORAMNCE AND DELIVERY COMMITTEE HELD ON 18 AUGUST 2026.

COUNCILLOR DEAN PETERSEN

CHAIRPERSON

MINUTES OF A ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE MEETING DATED, TUESDAY, 30 JUNE 2026 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 2.30PM.

PRESENT:

Cr Barry Howe (Chairperson) – Ōpōtiki District Council
Cr Dean Petersen – Ōpōtiki District Council
Cr Mawera Karetai – Bay of Plenty Regional Council
Dickie Farrar – Te Tāwharau o Te Whakatōhea
Peter Vitasovich - Whakatōhea Mussels Ōpōtiki Limited
Brent Chalmers – Kanoa Executive
Spike Petersen – Non-Commercial User Representative

IN ATTENDANCE:

Cr Steve Nelson – Ōpōtiki District Council

Stace Lewer (Chief Executive Officer)
Nathan Huges (Group Manager Service Delivery)
Garry Page (Operations Manager (Parks, Reserves and Harbour))
Reuben Fraser (Staff Representative BOPRC), via Teams
Ian Morton (Director - M Consulting Limited)
Gae Finlay (Executive Assistant and Governance Lead)
Maheesha Silva (Governance Support Officer)

Media

Diane McCarthy (Local Democracy Reporter)

The Chief Executive Officer opened the meeting with a Karakia.

Round-table introductions were conducted

APOLOGY

An apology from Mayor David Moore was noted.

DECLARATION OF ANY INTERESTS IN RELATION TO MEETING AGENDA ITEMS

Item 03: Marina Update

Brent Chalmers

Peter Vitasovich

1. TERMS OF REFERENCE - ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE **p3**

The Group Manager Service and Delivery presented the report and provided an overview of the process undertaken to establish the Committee.

Discussion focused on the Committee's role in relation to long-term budgets and work programmes. Committee members noted that the Committee's role is one of oversight, advice and feedback rather than direct responsibility for developing budgets or operational programmes.

Committee members suggested the wording of the Terms of Reference better reflect the Committee's advisory and oversight responsibilities.

It was agreed that suggested amendments be noted and referred back to Council for consideration.

RESOLVED

(1) That the report titled "Terms of Reference – Ōpōtiki Harbour Management Committee" be received.

Petersen/Karetai **Carried**

2. HARBOUR OPERATION UPDATE **p9**

Ian Morton provided an operational update on the harbour following the transition from construction to operations and maintenance.

Key matters discussed included:

- Establishment of standard operating procedures, including monthly inspections and resource consent compliance requirements.
- Completion of operational acceptance activities and asset handover processes.
- Monthly bathymetric surveys and quarterly UAV surveys to monitor channel performance, sediment movement, and erosion/accretion trends.
- Development of a Dredge Management Plan and commencement of a Registration of Interest process for future dredging services.

- Budget assumptions relating to future dredging requirements and associated operational costs.
- The significant contribution made by Bay of Plenty Regional Council through its funding commitment towards harbour operations.
- Progress on operational agreements with Bay of Plenty Regional Council and the Harbourmaster regarding responsibilities and health and safety management.
- Navigation aids and maintenance reporting processes.
- Potential future commercial opportunities and harbour usage growth.
- Stakeholder engagement, communications, and economic development opportunities associated with the harbour and marina developments.

Committee discussed the scope of the harbour operations and maintenance programme, including ongoing channel performance and sediment monitoring. Clarification was sought regarding Harbourmaster responsibilities, navigational safety and maintenance processes for navigation aids.

Committee discussed future harbour usage, including commercial and recreational users, marina development and potential funding or user-charge models to support long-term operations. It was noted the importance of monitoring economic outcomes associated with the harbour investment and supported the promotion of positive community, recreational and economic development stories arising from the project.

The committee encouraged continued stakeholder engagement and proactive communication to raise awareness of harbour activities, benefits, and future opportunities. Members acknowledged the progress made since handover and thanked staff for the comprehensive update.

RESOLVED

(1) That the report titled "Harbour Operation Update" be received.

Farrar/Chalmers **Carried**

3. MARINA UPDATE **Verbal Item**

The Group Manager Service and Delivery provided an update on behalf of Marina Development Director Chris Petersen, who was unable to attend the meeting.

Committee were advised that the marina development programme remained on schedule. Suitable rock for the project had been secured, and preliminary site works had commenced, including the establishment of access routes within the site. Excavation works were planned to commence during spring.

Staff advised that discussions were progressing regarding a renewed agreement between Council and the marina developers relating to the placement of suitable dredged material on adjoining land, replacing an earlier arrangement that had expired.

Discussion also covered future transport and access requirements associated with the marina development. Committee requested that future updates include information regarding any engagement with NZ Transport Agency Waka Kotahi and potential State Highway 2 improvements that may be required to support the development.

4. COMMITTEE STANDING ITEMS DISCUSSION **Verbal Item**

Committee discussed potential standing items for future meetings.

Committee supported receiving a regular marina development update at each meeting.

Committee also requested that future agendas include information relating to commercial and recreational harbour activity, operational matters affecting users, and updates from the Harbourmaster where appropriate.

Discussion took place regarding reporting on economic development outcomes, promotion of harbour benefits, stakeholder engagement activities, and communications initiatives. Committee agreed these areas would assist the Committee in understanding how the harbour contributes to wider community and economic outcomes.

Officers advised that feedback provided by the Committee would be considered when developing future meeting agendas and reporting formats.

5. ANY OTHER BUSINESS **Verbal Item**

The committee enquired about the decommissioned wave buoy and whether similar information would continue to be available. Ian Morton advised that wave and modelling information was being obtained through alternative monitoring arrangements and that work was continuing to ensure suitable data was available to support harbour operations.

Discussion took place regarding the availability of harbour cameras. The committee noted that a harbour entrance camera is currently operated by Outdoor Access, with Coastguard Ōpōtiki having access to the live feed. Opportunities to improve public access to harbour condition information were discussed.

The Committee discussed future meeting scheduling and noted the intention to continue meetings in accordance with the Terms of Reference.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.00PM WITH A KARAKIA.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE MEETING HELD ON THURSDAY, 27 AUGUST 2026.

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BARRY HOWE

CHAIRPERSON

ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE

MINUTES OF A COAST COMMUNITY BOARD MEETING DATED, TUESDAY, 11 AUGUST 2026 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 10.00AM.

PRESENT:

Cr Pāpā Wharewera (Chairperson)
Gaylene Dudek (Deputy Chairperson)
Tullulah Ross
Allen Waenga

His Worship the Mayor David Moore, via Teams

IN ATTENDANCE:

Stace Lewer (Chief Executive Officer)
Nathan Hughes (Group Manager Service Delivery)
Michael Fryer (Strategy and Policy Manager)
Billy Kingi (Finance Manager)
Joel Hingston (Principal Policy Analyst)
James Scott (Strategic Analyst)
Gae Finlay (Executive Assistant and Governance Lead)
Maheesha Silva (Governance Support Officer)

The Chairperson opened the meeting with a Karakia.

APOLOGIES

Board member Te Ataarangi Parata

RESOLVED

(1) That the apologies be sustained.

Dudek/Waenga **Carried**

DECLARATION OF ANY INTERESTS IN RELATION TO MEETING AGENDA ITEMS

Nil.

PUBLIC FORUM

Nil.

1. CONFIRMATION OF MINUTES – COAST COMMUNITY BOARD MEETING 30 JUNE 2026 **p3**

RESOLVED

(1) That the minutes of the Coast Community Board meeting held on 30 June 2026 be confirmed as a true and correct record.

Wharewera/Dudek **Carried**

2. GROUP MANAGERS' REPORT **p10**

Staff made the following points:

- A rates resolution correction was confirmed following a typographical error.
- Council's submission on the Simplifying Local Government Headstart Pathway - the Eastern Bay Proposal has been submitted.
  - Positive community feedback was received on the engagement process, including communication through Hono Mai, the Council website, community engagement events and the event held on 22 July 2026.
  - 18 submissions were received. Initial feedback is expected following the parliamentary sitting period ending on 24 September 2026.
- Regional Spatial Plan early work is underway to determine the overall purpose and framework.
- Consultation on the Parks and Reserves Coastal Recreation project has been extended to 21 August 2026 to allow engagement with Te Kaha school on 13 August 2026.
- Te Kaha playground project- Approximately 60 submissions were received, with Te Kaha currently the preferred location. A summary of consultation feedback, recommendations and design preferences will be presented at a future meeting.

The Board members requested further information prior to community engagement activities to support their involvement.

- Te Kaha Placemaking Strategy, in the early stages of development and is intended to help guide future investment, partnerships, improvements and development within the community.
- Establishment of a community office at the Resource Recovery Centre in Te Kaha.

The Board highlighted the importance of clearly communicating the purpose of the role, office location and office hours to the community.

- Pedestrian safety along Copenhagen Road – Actions underway include:
  - Increasing roadside mowing frequency.
  - Exploring opportunities to widen the road shoulder.

- Investigating options and costs for a potential footpath connection between Te Maara Pl, the State Highway, the medical centre and the bus stop.

The Board members noted safety concerns for children and the need to explore suitable improvements.

Board member Ross joined the meeting at 10.05am.

RESOLVED

(1) That the report titled "Group Managers' Report" be received.

Wharewera/Dudek **Carried**

3. COAST INITIATIVES FUND REPORT **p52**

RESOLVED

(1) That the report titled "Coast Initiatives Fund" be received.

Ross/Dudek **Carried**

4. COAST INITIATIVES FUND APPLICATION - WHERURERE LANDS TRUST – WHARAWHARA 13 EDUCATION RESERVE **p60**

The Board noted that the application related to the management and maintenance of a privately owned land block administrated by trustees. While the Board acknowledged and supported the conservation and land management work being undertaken, concerns were raised whether the project qualified under the Fund's criteria.

Following a discussion, the Board members agreed that the application did not meet the Fund's criteria and is to be declined.

RESOLVED

(1) That the report titled "Coast Initiatives Fund Application - Wherurere Lands Trust – Wharawhara 13 Education Reserve" be received.

(2) That the Board declines the funding application from Wherurere Lands Trust.

Waenga/Ross **Carried**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10.33AM WITH A KARAKIA.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSSEQUENT MEETING OF THE COAST COMMUNITY BOARD HELD ON TUESDAY, 22 SEPTEMBER 2026.

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PĀPĀ WHAREWERA

CHAIRPERSON

COAST COMMUNITY BOARD

MINUTES OF A CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE MEETING DATED, WEDNESDAY, 12 AUGUST 2026 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 1.00PM

PRESENT:

Mayor David Moore (Chairperson)
Councillors:
Shona Browne, via Teams
Steve Nelson

IN ATTENDANCE:

Stace Lewer (Chief Executive Officer)
Gae Finlay (Executive Support Officer)

The Chairperson opened the meeting.

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

1. CONFIRMATION OF MINUTES – CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE MEETING 27 MAY 2026 **p5**

RESOLVED

(1) That the minutes of the Chief Executive's Performance Committee meeting held on 27 May 2026 be confirmed as a true and correct record.

HWTM/Nelson **Carried**

2. RESOLUTION TO EXCLUDE THE PUBLIC **p6**

SETION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

3. **Confirmation of In-Committee Minutes – Chief Executive's Performance Committee Meeting 27 May 2026.**
4. **Chief Executive's 12-Month Performance Review: 1 July 2025-30 June 2026.**

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	General subject of each 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
3.	**Confirmation of In-Committee Minutes – Chief Executive's Performance Committee Meeting 27 May 2026.**	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)
4.	**Chief Executive's 12-Month Performance Review: 1 July 2025-30 June 2026.**	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)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

3.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)
4.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)

HWTM/Nelson **Carried**

RESOLVED

(1) That the resolutions made while the public was excluded, except for Clause 3 of Item 4 (Chief Executive's 12-Month Performance Review: 1 July 2025-30 June 2026)), be confirmed in open meeting.

(2) That the public be readmitted to the meeting.

Nelson/HWTM **Carried**

RESOLVED

(1) That the In-Committee minutes of the Chief Executive's Performance Committee meeting held on 27 May 2026 be confirmed as a true and correct record.

HWTM/Nelson **Carried**

RESOLVED

(1) That the report titled "Chief Executive's 12-Month Performance Review: 1 July 2025-30 June 2026" be received.

(2) That the Committee recommends there is a Council workshop, facilitated by Greg Tims, to discuss the Clause 35 [Schedule 7 Local Government Act 2002] end of first term review process, as outlined in a Discussion Paper prepared by Greg Tims, to formalise Council's approach and timing.

HWTM/Browne **Carried**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 2.26PM.

THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE HELD ON ____________ 2026

MAYOR DAVID MOORE

CHAIR

Regional Transport Committee

Open Minutes

Commencing: Friday 26 June 2026, 9.30 am

Venue: Council Chambers, Regional House, 1 Elizabeth Street, Tauranga and via Zoom (Audio Visual Meeting)

Chairperson: Cr Ken Shirley - Bay of Plenty Regional Council Toi Moana (BOPRC)

Deputy Chairperson: Cr John Scrimgeour – BOPRC

Members: Cr Matemoana McDonald – Chair, BOPRC, Cr Berice Julian – Alternate, Kawerau District Council (KDC), Mayor David Moore - Ōpōtiki District Council (ODC) (via Zoom), Mayor Tania Tapsell - Rotorua Lakes Council, Mayor Mahé Drysdale - Tauranga City Council (TCC), Deputy Mayor Jen Scoular – Alternate, TCC, Mayor James Denyer - Western Bay of Plenty District Council (WBOPDC), Cr Grant Dally – Alternate, WBOPDC, Mayor Nándor Tánczos - Whakatane District Council (WDC) (via Zoom), Deputy Mayor Julie Jukes – Alternate, WDC (via Zoom), Andrew Corkill - Waka Kotahi NZ Transport Agency (NZTA), Ngaire Atmore – Alternate, NZTA (via Zoom), Steve Zahorodny - Alternate, KiwiRail (non-voting) (via Zoom)

In Attendance: External Advisor: Phil Gillbanks – NZ Police Road Safety Advisor

BOPRC: Cr Tim Maltby, Cr Kat Macmillan, Oliver Haycock – Director, Public Transport, Staff Presenters – as listed in the minutes, Amanda Seath – Committee Advisor

External: Cr Glen Crowther – TCC, Public Forum Presenters – as listed in the minutes

Apologies: Mayor Faylene Tunui – KDC, Dan Kneebone – Port of Tauranga Advisor, Marie Rutherford – NZ Automobile Association Advisor

1. Apologies

Resolved

That the Regional Transport Committee:

1 Accepts the apologies from Mayor Tunui, Dan Kneebone and Marie Rutherford tendered at the meeting.

Julian/Denyer
CARRIED

2. Chair's Statement

The Chair reminded all present that the meeting was being livestreamed and recorded, and the recording would be made available on the Bay of Plenty Regional Council YouTube channel following the meeting: Regional Transport Committee 26 June 2026.

3. Order of Business

Agenda Item 7.3 - Matakana Island Ferry Financial Assistance - Options Assessment was to be taken following Agenda Item 6.1 – Confirmation of Previous Minutes, to accommodate members of the public who had travelled from Matakana Island.

Resolved

That the Regional Transport Committee:

1 Confirms the changes to the Order of Business as detailed above.

Scrimgeour/Tunui
CARRIED

4. Public Forum

4.1 Debs Turner - Bus Routes 20, 21, 22 and the OnDemand Service

Key Points:

- Frequent public transport patron - provided feedback based on personal observations/experiences:
  - The majority of bus stops were too far apart
  - Benefits would be gained from running some of the Tauranga routes anti-clockwise e.g. Routes 1, 5 and 2 - particularly on weekends where current scheduling caused missed connections to other routes
  - If Route 20 travelled down Girven Road to Maranui Street, then via State Highway 2 to Te Puke, passengers would save time not having to go to Bayfair
  - Mount Maunganui services would benefit from smaller vehicles (similar to the BayBus OnDemand model) due to the narrow streets. This would also provide improved accessibility given the long walking distances to bus stops
  - Route 21 needed a bus stop closer to the shops/cafes at the top end of town to make it more accessible
  - Disappointed at the OnDemand service ceasing as it was an important means of transport for many individuals and families with limited options
  - Simple changes and listening to the community was key in getting more people on buses
- Highlighted the efficiencies and ease of use with public transport in Christchurch, in relation to timetabling and connectivity to the main centre.

Key Points - Members:

- Commended Debs for her regular feedback which assisted staff to understand issues i.e. driver and scheduling errors, missed stops and identifying improvements to services.

<u>In Response to Questions:</u>

- Had provided feedback during public consultation prior to the December 2018 bus network redesign, however did not feel the majority of people supported changes that were ultimately implemented.

4.2 Lindsey Horne - The Future is Rail

Presentation: The Future is Rail

<u>Key Points:</u>

- A sold-out event held in May 2026 saw the return of a passenger train to The Strand in Tauranga, travelling through the Kaimai tunnel and taking passengers over the Matapihi Bridge, to Mount Maunganui and Ōmokoroa
- There was strong community support for the vision of train stations in Pāpāmoa, downtown Tauranga and other locations linking communities and reducing congestion
- Requested key considerations of the Committee:
  - Enabling regular event trains into the region this year for large events e.g. international cricket and concerts
  - Identify the rail corridor and station sites in the Regional Spatial Plan so future rail options were not prevented
  - A feasibility study for passenger rail be included in the Regional Land Transport Plan (RLTP) for funding, co-funded with NZTA
  - Advocate for central government to future-proof Kaimai tunnel and for electrification of the golden triangle.

<u>In Response to Questions:</u>

- Questions that a feasibility study would answer included funding options; operating/governance structure; service timetabling; phased timing e.g. whether inter-regional should be introduced first to enable metro services; which 'realised benefits' rail could enable e.g. addressing congestion, enabling housing and connecting Auckland, Hamilton, the Port etc.]

4.3 Heidi Hughes – The National Public Transport Month Campaign

Presentation: Bay of Plenty's Mode Shift Movement

Tabled Document 1 - Briefing Paper - Bay of Plenty's Mode Shift: A partnership to turn transport investment into transport habits

<u>Key Points:</u>

- The Wednesday Challenge was a behaviour change programme working with schools and commuters to encourage people to use alternative modes of transport, particularly during high peak times
- Currently received no funding from councils in the Bay of Plenty
- Provided statistics to date of the nationally expanding programme, sourced from live data
- Outlined foundation programmes and other campaigns underway – Public Transport Month and Walk to Work for Good
- Investment in the programme through the RLTP would multiply the benefits gained and the impact on people's transport habits.

Key Points - Members:
- Commended the positive impact observed with reduction of vehicles/congestion on Wednesdays, particularly around schools and noted the potential for extending these benefits.

Key Points – Staff:
- The RLTP development process ran in parallel with councils' Long term Plan (LTP) process, and would assist the Committee to determine priorities for the region. Any projects included in the RLTP must also be included in the relevant councils' LTP
- Whilst BOPRC chose not to make a provision for this initiative in transport budgets during the recent Annual Planning process, other council departments may have alternative options to assist with seed funding.

In Response to Questions:
- Noted a cultural shift in schools beyond the initial Wednesday Challenge, with changes evident in fuller bicycle stands and less occupied carparks
- Had a list of schools wanting to join once funding was secured – the annual cost to run the programme was approximately $2k per school.

4.4 Mr Maru Samuels – Barge Subsidy for Matakana Island and Rangiwaea Island Residents

Tabled Document 2 - Matakana Island - Connecting People to Life and Community

Key Points:
- Mr Samuels was joined by Matakana Island residents Pania Wilson and Pamela Tutaki
- Fully supported the recommendations in the report (Agenda Item 7.3 - Matakana Island Ferry Financial Assistance - Options Assessment), especially endorsing Option 5 (b)
- Every journey for residents of Matakana Island began with a ferry crossing as it was the primary connection to the mainland, connecting residents with work, education, healthcare and essential services
- These everyday trips enabled residents to connect with other communities, participate in society and contribute to the economy
- Acknowledged the conversations and visits undertaken by staff to engage with the community over the past 12 months and commended the process.

Key Points - Members:
- NZTA did not subsidise vehicles travelling on ferries as the priority was to subsidise people's movements, rather than vehicles.

In Response to Questions:
- Confirmed that the views and support expressed in the presentation were shared by the majority of the Matakana Island community
- Had considered the options in the report and the current budget allocation, with a preference for Option 5 (b). Did not support re-allocation of the current budget.

5. Declaration of Conflicts of Interest

None declared.

6. Minutes

Minutes to be Confirmed

6.1 Regional Transport Committee Minutes - 20 February 2026

Resolved

That the Regional Transport Committee:

1 Confirms the Regional Transport Committee Minutes - 20 February 2026 as a true and correct record.

Denyer/Scrimgeour
CARRIED

7. Reports

Decisions Required

7.1 Matakana Island Ferry Financial Assistance - Options Assessment

Presented by: Niki Carling – Manager, Transport Planning and Andrew Williams – Team Leader, Transport Strategy

Key Points:
Considered Option 5 (b) in the report as the best option for delivering within the existing budget and before the next financial year, whilst minimising administrative complexity.

Resolved

1 Receives the report, Matakana Island Ferry Financial Assistance - Options Assessment;

2 Notes the NZTA position on funding the transport of vehicles on ferries included in *Attachment 1;*

3 Endorses Option 5(b) as outlined within the report for further development and implementation;

4 Notes the inclusion of the Matakana Ferry as an integral (exempt) service in the draft Bay of Plenty Regional Public Transport Plan 2026-36.

Denyer/Scrimgeour
CARRIED

10.27 am – The meeting **adjourned.**

10.43 am – The meeting **reconvened.**

7.2 Chairperson's Report

Tabled Document 3 - Agenda Item 7.1, Attachment 5: Road safety education and promotion reports from sub regions

Presented by: Oliver Haycock – Director, Public Transport, Simon Bell – Manager, Transport Operations and Andrew Williams – Team Leader, Transport Strategy

Key Points:

- Whilst the Matakana Island Ferry was not currently eligible for SuperGold cardholder discounts, exemptions could be granted at ministerial discretion.

Key Points - Members:

- BOPRC was the only public transport authority that offered free bus services for school children.

In Response to Questions:

- Staff would circulate the latest BayBus OnDemand trial report to members via email following the meeting
- Feedback would be sought during future changes to the network which had potential for significant impact on patrons. Staff also held an extensive catalogue of feedback received, used to identify opportunities to incorporate during review processes
- Under the National Ticketing Solution (NTS), each region had the discretion to set their own fares
- NZTA guidance on the placement of urban bus stops was every 400 metres – the Regional Public Transport Plan (RPTP) contained a KPI to achieve 80% of residential dwellings within 500 metres of a bus stop.
- Express services would be a key consideration during future developments

Resolved

That the Regional Transport Committee:

1 **Receives the report, Chairperson's Report;**

2 **Endorses the draft letter to NZTA in Attachment 4, in support of Whakatāne District Council's request to retain the current 100% Funding Assistance Rate for all Special Purpose Roads, and delegates authority to the Chair to approve any minor amendments before signing the final letter on behalf of the committee;**

3 **Writes a letter to the Minister of Transport advocating for the Matakana Island Ferry service to be eligible for the SuperGold concessionary fare scheme, and delegates authority to the Chair to sign on behalf of the Committee.**

Denyer/Scrimgeour
CARRIED

Andrew Corkill **abstained** from voting.

Information Only

7.3 NZTA Waka Kotahi Quarterly Update

Presentation: Waka Kotahi NZ Transport Agency Quarterly Update

Andrew Corkill – Director Regional Relationships, Waikato and Bay of Plenty, NZTA

Key Points:
- Outlined the National Land Transport Programme (NLTP) development timeline and a potential drop in funding due to the fuel crisis/ effects on revenue gained through fuel excise taxes
- Provided an update on the State Highway Investment Proposal (SHIP), which depended on the release of the Government Policy Statement for Land Transport (GPS) to confirm priorities
- The National Ticketing System, Motu Move (NTS) was now being rolled out in greater Christchurch and a roadshow would come to the Bay of Plenty for the Committee to be involved
- Average speed safety cameras installed were observing greater driver compliance
- Community driver testing officers were being brought to the Eastern and Western Bay for people that faced barriers in obtaining their licence
- Summarised responses and works underway to rectify impacts from extreme weather events
- Provided updated on Takitimu North Link (Stages 1 and 2), Tauriko West and Ōmanawa Bridge replacement projects
- State Highway (SH) 29 safety improvements and maintenance had been completed
- SH2 safety improvements were underway, with a programme of works agreed upon in consultation with the community regarding the Appleton Road intersection, raised in the public forum of a previous meeting.

Resolved

That the Regional Transport Committee:

1 Receives the report, NZTA Waka Kotahi Quarterly Update.

Tapsell/Shirley
CARRIED

Decisions Required (Continued)

7.4 Draft Regional Public Transport Plan 2026-2036 - Approval for Public Consultation

Presented by: Andrew Williams – Manager, Transport Strategy and Tapuwaerenga Hall – Transport Planner

Key Points:
- The Regional Public Transport Plan (RPTP) provided was a working draft

- Highlighted a key risk of delaying consultation would cause misalignment with the RLTP development and future funding through the NLTP.

Key Points - Members:

- Highlighted the importance of specific iwi/hapū consultation during this process, particularly as landowners
- Noted that this was a large amount of mostly new information provided to the Committee following the merging of the Public Transport Committee.

In Response to Questions:

- Work on improving the Waihi Beach bus service was underway, however the RPTP process itself did not affect this or other service reviews e.g. Katikati to Ōmokoroa
- This was a strategic document with an action plan being the next step, which would feed into the RLTP process to support funding outcomes
- Acknowledged the large amount of information provided and reminded members that the process to date had been thorough, and undertaken by staff and elected members through the previous Public Transport Committee
- Within the RPTP there were short, medium and long term aspirations for each part of the subregions
- As the RPTP was a draft document, there was significant opportunity through the submission process to provide input on aspects members would like to see have a stronger presence/consideration in the document
- As part of consultation, direct communication would be sent to a stakeholder list which included iwi/hapū contacts and Hauora centres as additional avenues for receiving feedback.

Resolved

That the Regional Transport Committee:

1 **Receives the report, Draft Regional Public Transport Plan 2026-2036 - Approval for Public Consultation;**

2 **Approves the draft Regional Public Transport Plan 2026-36 for public consultation in accordance with s125 of the Land Transport Management Act 2003;**

3 **Authorises the undertaking of a special consultative procedure, as provided for under s87(2)(a) of the Local Government Act 2002, to consult on the Regional Public Transport Plan 2026-36;**

4 **Delegates the Director, Public Transport, in consultation with the Chair of the Regional Transport Committee where appropriate, to make any necessary minor amendments to the draft Regional Public Transport Plan 2026-36, prior to public release;**

5 **Approves Key Performance Indicators 2 and 17 for inclusion in the draft RPTP 2026-36.**

Scrimgeour/Denyer
CARRIED

6 **Appoints a subcommittee to undertake hearings and deliberations on the draft Regional Public Transport Plan 2026-36, for recommendation to the Regional Transport Committee, made up of the following members:**

- **Cr Ken Shirley – BOPRC**
- **Mayor Mahé Drysdale – TCC**
- **Mayor James Denyer - WBOPDC**
- **One member each to represent Whakatāne, Ōpōtiki and Kawerau District Councils, (with discretion to appoint an alternate member); to be advised to the Chair via email**
- **One member to represent Rotorua Lakes Council (with discretion to appoint an alternate member), to be advised to the Chair via email.**

Drysdale/Tapsell
CARRIED

Information Only (Continued)

7.5 Public Transport Procurement Programme Update

Presentation: Public Transport Procurement Programme Update

Presented by: Jen Proctor – Principal Advisor, Transport

Key Points:

- Noted that this was a complex programme with an ambitious timeline
- Outlined the procurement timelines and phases
- The reason for the 15 – 18 month implementation phase timeline was to enable mobilisation of services and zero emission fleets, supporting procurement of infrastructure, along with other operation requirements e.g. bus depots
- The process for the Eastern Bay was slightly different following a recent network review, and complimentary options to deliver higher outcomes were being explored
- Outlined programme considerations including unit structure, network design, contract length and funding
- Funding bids to the 2027-30 NLTP needed to be submitted by December 2026, with future funding levels not formally confirmed until late 2027.

Key Points - Members:

- Expressed concern over the timeframes, implications of local government reform and highlighted the importance of flexibility in the contracts to address these concerns.

In Response to Questions:

- Contract extensions had already been secured for Tauranga urban, Tauranga schools, the northern corridor and Rotorua. However, further contract extensions were unlikely to be successful
- Noted that extensions had also been made around delivery of the NTS to mitigate risk around this programme
- The 15 to 18 month guideline was to allow for new entrants to the region time to acquire land and resources, set up depots, driver resourcing/training etc. There were longer lead times associated with the capital works to deliver supporting infrastructure for zero-emission vehicles. Market engagement with suppliers supported these timeframes
- A targeted approach to engagement was being undertaken, along with broader consultation through the RPTP and RLTP processes

- Noted the additional dimension created by the local government reforms, and advice was being sought from NZTA and Department of Internal Affairs (DIA) in relation to the impacts on this process
- Moving to a zero emission fleet was not compulsory, however central government had a target for public transport to be zero emission by 2035. It was becoming increasingly challenging to source new diesel vehicles.

Resolved

That the Regional Transport Committee:

1 Receives the report, Public Transport Procurement Programme Update;

2 Notes the proposed changes to the public transport units and that these have been included in the draft Regional Public Transport Plan 2026-2036.

Julian/Denyer
CARRIED

8. Verbal Update Opportunity from Committee Members and Advisors

8.1 BOPRC Chair - Cr Matemoana McDonald

Key Points:

- Suggested a workshop covering the issues raised today in terms of public transport would be critical, and should also include the costs of public transport over the past three years and what was likely to occur in the transport portfolio moving forward.

8.2 Chairperson Cr Ken Shirley

Key Points:

- Agreed that a workshop should be scheduled to focus on the potential challenges, issues and financial implications for regional transport (especially public transport), in the context of the potential new entities that would come out of local government reform
- The workshop could include a presentation from public transport operators, along with an expert in the public transport space provided from NZTA.

8.3 Inspector Phil Gillbanks - NZ Police Road Safety Advisor

Key Points:

- There was a wider picture across the whole network that still needed considering for public transport and the future
- Although Bay of Plenty was sitting plus 1 on fatalities across the network, the highest number was currently sitting with the Waikato region

- Point to point cameras were working well and overall speeds looked to be reducing
- Oral fluid testing for drugs had begun to be rolled out with testing started and some positive results being shown.

12.46 pm – the meeting closed.

CONFIRMED

Cr Ken Shirley
Chairperson, Regional Transport Committee

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

Commencing: Friday 3 July 2026, 10:00am

Venue: Council Chambers, Regional House, 1 Elizabeth Street, Tauranga and via Zoom (Audio Visual Meeting)

Chairperson: Mayor Faylene Tunui - Kawerau District Council (KDC)

Members:

Ōpōtiki District Council (ODC): Mayor David Moore, Cr Curley Keno (Alternate) (via Zoom) (until 12:09pm)
Tauranga City Council (TCC): Deputy Mayor Jen Scoular (Alternate), Cr Kevin Schuler (Alternate) (both via Zoom)
Whakatāne District Council (WDC): Mayor Nándor Tánczos
Rotorua Lakes Council (RLC): Mayor Tania Tapsell (via Zoom) until 12:00pm
Bay of Plenty Regional Council Toi Moana (BOPRC): Deputy Chair Glenn Dougal, Cr John Scrimgeour (Alternate)
Western Bay of Plenty District Council (WBOPDC): Cr Shane Beech (Alternate)
National Emergency Management Agency (NEMA) Shona Morgan – Senior Regional Emergency Management Advisor

In Attendance:

Emergency Management Bay of Plenty (EMBOP): Jono Gracie – Regional Manager; Paul Greenshields - Manager, Planning; Stace Tahere - Manager, Operations; Shell Brandt – Advisor, Planning; Samme Moore – Senior Advisor, Communications and Engagement
TCC: Sarah Omundsen - General Manager Regulatory and Community Services
WDC: Leny Woolsey. General Manager Strategy and Growth
BOPRC: Reuben Fraser – General Manager, Regulatory Services; Merinda Pansegrouw - Committee Advisor
WBOPDC: Matt Potton, Chief Executive (Via Zoom)
Northland CDEM: Brendan Gray, Partnerships Manager - Emergency Management - Northland Emergency Management Group
Te Puni Kōkiri (TPK): Sasu Wihapi (via Zoom)
External: As listed in the minutes

Apologies: Deputy Chair Mayor James Denyer, Mayor Mahé Drysdale and Mayor Tania Tapsell for early departure at 12:00pm

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 Joint Committee Meeting - 3 July 2026]

Opening Karakia

Provided by: Stace Tahere - Manager, Operations, EMBOP.

Recognition of Cr Malcolm Campbell

- Acknowledged the significant service and contribution of Councillor Malcolm Campbell following his passing on 21 May 2026 after a short illness
- Recognised his more than 20 years of dedicated service to the Bay of Plenty Civil Defence and Emergency Management Group Joint Committee, including his roles as Mayor of Kawerau and Eastern Bay constituency Regional Councillor
- Noted his strong commitment to community wellbeing, regional collaboration, and resilience-building, and formally recorded its appreciation for his valued leadership and governance contributions
- A minute's silence was observed as a mark of respect. The Committee expressed its sincere condolences to Councillor Campbell's family, colleagues, and the wider community.

Recognition of Volcanologist Brad Scott

Brad Scott joined the meeting via Zoom.

- Acknowledged and thanked Brad Scott for his outstanding contribution over 52 years as a volcanologist with Earth Sciences New Zealand (formerly GNS Science)
- Recognised Brad's significant support to the Bay of Plenty CDEM Group, particularly his expertise in volcanic monitoring, risk assessment, emergency response, and his ability to communicate complex scientific information to decision-makers and communities
- Extended appreciation for his longstanding service and ongoing contribution to the science sector in his new Emeritus role.

Welcome

- Jono Gracie, Regional Manager, EMBOP
- Matt Potton, WBOPDC new Chief Executive
- Shona Morgan, Senior Regional Emergency Management Advisor, NEMA, standing in for Lily Foulds.

1. Apologies

Resolved

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

1 Accepts the apologies from Deputy Chair Mayor James Denyer, Mayor Mahé Drysdale and Mayor Tania Tapsell (for early departure at 12:00pm) as tendered at the meeting.

Moore/Dougal
CARRIED

2. Order of Business

The Order of business was changed to address agenda Item 8.1 at the commencement of the meeting to acknowledge Cr Malcolm Campbell and welcome the new BOPRC alternate representative, Cr John Scrimgeour.

3. Declaration of Conflicts of Interest

None advised.

4. Minutes

Minutes to be Confirmed

4.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 16 April 2026

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 - 16 April 2026 as a true and correct record.**

Tunui/Moore
CARRIED

2. Reports

Decisions Required

5.1 Acknowledgement of Councillor Malcolm Campbell and Bay of Plenty CDEM Group Joint Committee - Membership Update

Resolved

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

1. **Receives the report, Acknowledgement of Councillor Malcolm Campbell and Bay of Plenty CDEM Group Joint Committee - Membership Update.**
2. **Acknowledges with appreciation the significant contribution of Councillor Malcolm Campbell to the Bay of Plenty Civil Defence Emergency Management Group Joint Committee and expresses its sincere condolences on his passing;**
3. **Confirms the appointment of Councillor John Scrimgeour as an alternate member of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee, representing the Bay of Plenty Regional Council, as recommended by Regional Council at its Council meeting dated 25 June 2026; and**
4. **Welcomes BOPRC Alternate representative, Councillor John Scrimgeour to the Bay of Plenty Civil Defence Emergency Management Group Joint Committee.**

Moore/Tánczos
CARRIED

5.2 Bay of Plenty CDEM Group Statutory Appointments

Presented by: Jono Gracie EMBOP Regional Manager.

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. **Endorses the appointment of Jonathan Gracie, Regional Manager, Emergency Management Bay of Plenty as Alternate Group Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s26(2) of the CDEM Act;**
3. **Endorse the appointment of Stace Tahere, Manager Operations, Emergency Management Bay of Plenty as Group Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s26(1) of the CDEM Act;**
4. **Endorses the appointment of Sam Fellows, Group Manager, Organisational Performance and Innovation, Rotorua Lakes Council as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s27(1) of the CDEM Act 2002;**
5. **Endorses the appointment of Bradley Singh, General Manager, Infrastructure, Western Bay of Plenty District Council as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s27(1) of the CDEM Act 2002;**
6. **Endorses the appointment of Matthew Leighton, Planning and Policy Manager, Western Bay of Plenty District Council as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s27(1) of the CDEM Act 2002;**
7. **Endorses the appointment of Joel Hingston, Principal Policy Advisor, Opotiki District Council as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s27(1) of the CDEM Act 2002;**
8. **Rescinds the appointment of Mark Crowe, former Director, Emergency Management Bay of Plenty as Group Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s26(3) of the CDEM Act 2002;**
9. **Rescinds the appointment of Tom McEntyre, former employee of Tauranga City Council as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group; and**
10. **Rescinds the appointment of Adele Henderson as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group due to a change in role.**

Dougal/Tánczos
CARRIED

__Minute note:__ *Mayor Tánczos advised that Whakatāne District Council was preparing a formal request to the Joint Committee, seeking the rescindment of Mike Avery as a Local Controller. Accordingly, Mike Avery's name was removed from "**Schedule 1 – Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers**" signed by the Chair, pending receipt of the notification to be submitted to the Joint Committee for formal rescindment at the next meeting.*

5.3 The Final Draft of the Bay of Plenty CDEM Group Annual Plan for 2026-2027

Presented by: Paul Greenshields, EMBOP Manager, Planning.

Key Points - Staff:

- The draft 2026/2027 Annual Plan would operationalise the strategic direction set out in the Group Plan and aligned with its 12 strategic objectives and established the work programme for the 2026/27 year
- Mirrored the Four R's (risk reduction, readiness, response, and recovery) framework and structure of the Group Plan
- Activities would be led by EMBOP, with delivery requiring engagement and contribution from Group members and partner agencies
- Pointed out that activities had been assigned priorities of A, B or C, with A priorities representing the Group's highest-priority and core activities
- Progress on activities would be reported quarterly through governance reporting
- The 2026/27 Annual Plan contained 19 Priority A activities, representing a comprehensive work programme for the year
- Confirmed that since the Committee's previous consideration of the Annual Plan, the review of the Regional Fuel Plan had been elevated to a Priority A activity due to the significance of the current global fuel situation
- Subject to the approval of the Annual Plan, the Group Office would develop a coordination plan setting out timelines, quarterly milestones and lead responsibilities for implementation.

Key Points - Members:

- Sought clarification on how risks identified in the Annual Plan, particularly those relating to the proposed Emergency Management legislation and the changing operating environment, would be monitored and reported to the Committee
- Requested that members be kept informed of decisions affecting the Group that were being made externally
- Raised a question regarding including a priority in the plan relating to the coordination of central government funding, noting that discussions had already occurred between councils and relevant parties.

In Response to Questions:

- Advised that updates on identified risks would be provided through the regular performance reporting cycle
- The Emergency Management Bill was currently before Parliament and that further work programmes would be developed by NEMA as the legislation progressed
- Pointed out that legislative changes might influence how some activities and legislative requirements were delivered in the future
- Confirmed that that relevant updates from NEMA would be circulated to members through the usual communication channels as decisions were made
- Confirmed that the coordination of central government funding had been raised through the Co-ordinating Executive Group (CEG) as an action point, in close liaison with NEMA.

Items for Staff Follow Up:

- EMBOP to continue reporting on identified risks and legislative developments through the regular performance reporting cycle
- EMBOP to circulate updates from NEMA to Committee members as information became available regarding the Emergency Management Bill and related reforms
- To amend the draft 2026/2027 Annual Plan by incorporating a statement regarding the coordination of central government funding, which was presently being progressed as a CEG action point.

Resolved

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

1. **Receives the report, The Final Draft of the Bay of Plenty CDEM Group Annual Plan for 2026-2027;**
2. **Supports amending the Final Draft of the Bay of Plenty CDEM Group Annual Plan 2026-2027 to include a statement noting that the coordination of central government funding had been identified as an issue and was being progressed through the Co-ordinating Executive Group, in collaboration with NEMA and relevant national work programmes; and**

Tánczos/Tunui
CARRIED

3. **Approves the Final Draft of the Bay of Plenty CDEM Group Annual Plan for 2026-2027, subject to the inclusion of amendment contained in Resolution 2.**

Dougal/Beech
CARRIED

Information Only

5.4 Bay of Plenty CDEM Group Training KPI Report

Presented by: Stace Tahere, Manager, Operations.

Key Points:

- Since the April 2026 meeting, 11 training courses had been delivered across the region. Training had focused on intermediate and functional courses, supporting both new personnel entering the emergency management sector and the development of more senior operational capability
- Working closely with iwi partners to deliver joint training programmes involving council, iwi and emergency management personnel
- Coordinated Incident Management System (CIMS) training was being provided to partner agencies in response to identified increasing demand
- Increased demand for multi-agency coordination training reflected the growing frequency and complexity of emergency events
- A Tier 2 regional exercise was scheduled for September 2026, involving Bay of Plenty councils and partner agencies
- A national Tier 4 exercise, led by NEMA and focused on a Pacific tsunami scenario, was scheduled for October 2026

- The Bay 8 surge capability programme would continue in the coming financial year, providing a pool of trained council staff from across the region who could be deployed to support areas affected by emergencies
- The recent recruitment campaign for New Zealand Response Team 16 had attracted strong public interest and a high number of prospective volunteers. (New Zealand Response Team 16 was recognised as an important regional capability, providing volunteer support during emergencies, including community welfare assistance, flood response, road clearance and deployment to affected communities)
- The activities outlined, aligned with and supported delivery of the Annual Plan priorities.

Key Points - Members:

- Endorsed the continued focus on training and capability development and acknowledged the progress being made in this area
- Thanked staff for excellent work; invited liaison with Whakatāne District Council staff to include WDC's most recent training data in future reports.

Resolved

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

1. Receives the report, Bay of Plenty CDEM Group Training KPI Report.

Dougal/Tánczos
CARRIED

5.5 Bay of Plenty CDEM Group Office Annual Plan Performance Monitoring Quarterly (Q3) Report 2025-2026

Presented by: Paul Greenshields, Manager, Planning.

Key Points:

- Confirmed that steady progress had been made against the current Annual Plan for 2025-2026, despite weather events earlier in the year
- Reported that the activity to develop, complete and socialise a regional guideline for engagement in land-use planning processes would not be fully completed within the current financial year. To mitigate this delay, the focus for the current year had been narrowed to completing the development phase of the guideline. The remaining work would be carried forward into the 2026/27 Annual Plan as a Priority A activity
- Quarter 4 results would be reported through the Group Annual Report
- Apart from the land-use planning guideline activity, all Annual Plan activities had been completed
- The forthcoming Annual Report would outline completed activities, achievements and successes and would be presented through the next governance reporting cycle.

Resolved

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

1. Receives the report, Bay of Plenty CDEM Group Office Annual Plan Performance Monitoring Quarterly (Q3) Report 2025-2026.

Tunui/Beech
CARRIED

5.6 National Emergency Management Agency (NEMA) Update Bay of Plenty CDEM Group Joint Committee - July 2026

Presented by: Shona Morgan, Senior Regional Emergency Management Advisor, NEMA.

Key Points:

- The Emergency Management Bill (No 2) was expected to progress through its second reading in Parliament during this week
- Advised that, while the offshore island provisions were expected to commence following Royal Assent, NEMA's Policy Team had confirmed there would be sufficient time for implementation, engagement, and guidance before the provisions took effect
- Provided an update on progress with the Emergency Management Sector Operational Systems (EMS-OS) Programme Delivery project following the successful allocation of funding
- The regional EMS-OS workshop hosted by the BOPCDEM had been well attended by councils across the region
- Feedback from the workshop would help inform the next stage of the project and support development of the subsequent business case.

Resolved

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

1. Receives the report, National Emergency Management Agency (NEMA) Update Bay of Plenty CDEM Group Joint Committee - July 2026.

Tánczos/Beech
CARRIED

5.7 Emergency Management Bay of Plenty Regional Manager's Written Update

Presented by: Jono Gracie, Regional Manager, EMBOP.

Key Points:

- Outlined the implications of the Emergency Management Bill (No. 2) for Joint Committee members, with supporting information provided in the agenda pack
- Highlighted that emergency management was increasingly being recognised as a core council function, aligning with the Group's submission on the Bill
- Pointed out that not all matters raised in the Group's submission had been adopted, including the issue of offshore island responsibilities
- Reiterated the concern that shared responsibility for offshore islands could create uncertainty around accountability and decision-making during

emergencies. We expect to be contacted by the Department of Internal Affairs following EM Bill implementation to progress arrangements.
- The proposed multi-member Emergency Management Committee framework closely reflected the existing Joint Committee structure, with enhanced clarity regarding local responsibilities: the Bill would require committees to plan for emergency management, identify hazards and risks, and implement relevant aspects of regional emergency management plans
- Advised that Mayors would retain emergency declaration powers, with further clarification provided in the legislation regarding declaration arrangements and mayor-elect powers
- Information sheets in the agenda provided further details on the proposed multi-member Emergency Management Committee model and the role of mayors under the Bill
- Further training and guidance on the new legislative framework would be provided once the Bill was enacted.

Key Points - Members:

- Noted with concern that the issue of offshore island responsibilities had been raised through the Group's submission on the Emergency Management Bill and remained subject to ongoing discussions, including matters with legal implications. Acknowledged the efforts in advocating for greater clarity on accountability and responsibilities
- Pointed out that the request for clarification was being made on behalf of all Bay of Plenty communities and residents, not solely the Committee
- Reiterated the importance of clear roles, responsibilities and decision-making arrangements for emergency management in the Bay of Plenty
- Since greater clarity was still required regarding risk reduction responsibilities and the identification of accountability for offshore island emergency management, members welcomed indications that further clarity would be provided as the legislation progressed and following Royal Assent
- Expressed appreciation for the work undertaken to represent the interests of the Bay of Plenty region throughout the legislative review process.

Resolved

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

1. Receives the report, Emergency Management Bay of Plenty Regional Manager's Written Update.

Tánczos/Dougal
CARRIED

5.8 Regional Manager Recruitment Process

Presented by: Reuben Fraser - Bay of Plenty Regional Council Toi Moana General Manager, Regulatory Services

Key Points:

- Presented the report to the Committee in response to concerns raised at the previous meeting about the recruitment and appointment process for the Regional Manager position

- Outlined the legislative and governance framework that applied to the recruitment and appointment process
- Detailed the process that had been followed for the recruitment and appointment of the Regional Manager
- Purpose was to inform Committee members and facilitate discussion on potential improvements to future recruitment and appointment processes
- Invited feedback/identification of any opportunities to strengthen the process going forward.

Key Points - Members:

- Thanked staff for providing the report in response to concerns raised at the previous meeting regarding the Regional Manager recruitment process
- Acknowledged the administrative role undertaken by Bay of Plenty Regional Council; emphasised the importance of governance oversight/due diligence by Joint Committee members representing councils across the region
- Noted that, for other significant leadership appointments, governance representatives were typically involved in shortlisting or recruitment oversight processes
- While acknowledging that the current appointment process had been completed and welcoming the successful appointee, members expressed a desire for greater governance involvement in future recruitment processes
- Suggested that Joint Committee members be provided with an opportunity to contribute to recruitment discussions in a confidential setting, while respecting applicant privacy and sensitivities
- Noted the Joint Committee's governance responsibility for emergency management outcomes and the importance of being satisfied that robust recruitment and appointment processes had been followed
- Emphasised that the purpose of the discussion was to focus on strengthening future processes and providing assurance to Committee members, who held ultimate legal responsibility, while supporting an inclusive and collaborative approach
- Highlighted that future recruitment processes should provide confidence that candidates had the capability to lead and operate effectively across the entire Bay of Plenty region. Chair noted that her recent involvement on the appointment panel provided the assurance that this objective had been met.

Resolved

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

1. Receives the report, Regional Manager Recruitment Process.

Tapsell/Dougal
CARRIED

5.9 Verbal Update: "Simplifying Local Government" - Potential Models for Joint Committee/Emergency Management

Presented by: Reuben Fraser - Bay of Plenty Regional Council Toi Moana General Manager, Regulatory Services

Key Points - Staff:

- In response to a request from the Joint Committee Chair, offered observations on implications for emergency management as a result of the various options currently being considered as part of the Bay of Plenty Head Start local government reorganisation discussions
- Referenced fact sheets that had been included in the agenda as part of the EMBOP Regional Manager's update (item 8.7) as well as the various options that the Mayoral Forum was currently considering
- Acknowledged that each member council was independently considering the approach that would best meet the needs of its communities
- Outlined key considerations, advantages/disadvantages and trade-offs for each of the options under consideration by the Mayoral Forum, including a single regional unitary authority, three unitary authorities (with or without a CCO and/or Joint Committee), and two unitary authorities.
- Pointed out that the proposed Emergency Management Bill would place greater emphasis on governance arrangements through stronger accountability, planning, reporting and compliance requirements
- Effective emergency management relied on strong alignment with planning, hazard management, infrastructure and recovery functions. Fragmented governance structures could potentially increase duplication, reduce specialist capability and create coordination challenges during multi-district or region-wide emergencies
- Emphasised that, regardless of the governance model ultimately selected, emergency management capability should be protected, regional-scale functions preserved where appropriate, and integration with planning, infrastructure, hazard management and recovery built into the design
- Concluded that not all governance models carried the same level of emergency management risk, and that more fragmented structures would require deliberate shared governance, capability and regional settings to avoid degradation of performance over time.

Key Points - Members:

- Noted the information on the potential benefits, risks, advantages and disadvantages of the options under consideration
- Cautioned against making recommendations on preferred governance options, noting that councils were currently undertaking individual community engagement processes and elected members may hold differing views; it was critical for elected members to keep an open mind while continuing to consider the issues
- Acknowledged the role of staff in providing impartial advice on the implications and functions associated with each option, enabling member councils to make informed decisions
- Recognised that the proposed reforms provided an opportunity to reconsider CDEM boundaries and governance arrangements, including whether future regional arrangements should extend beyond current regional council boundaries
- Suggested that greater engagement between Ministers responsible for local government reform, resource management reform and emergency management would assist in understanding the implications of governance changes for the CDEM system
- Concern was expressed regarding the compressed timeframe for local government reform and the potential unintended consequences for emergency management arrangements
- The importance of recognising the dual roles of territorial authority staff during emergencies was highlighted, including the operational, emotional

and resource pressures associated with responding to emergencies while maintaining council functions
- Committee members expressed interest in understanding how similar issues were being considered across the national CDEM network and in learning from the experiences of other regions
- Noted that discussions were occurring nationally among CDEM Group Managers regarding the implications of reform, with a focus on identifying critical functions rather than preferred structural models
- The importance of maintaining strong local delivery of emergency management services and preserving community connections, regardless of future governance arrangements, was emphasised.

Items for Staff Follow Up:

- NEMA Representative Shona Morgan to convey the Joint Committee's comments and concerns to NEMA Leadership
- EMBOP to engage with the wider Civil Defence Emergency Management network and report back to the Joint Committee on any relevant feedback/findings.

Resolved

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

1. Receives the report, Verbal Update: "Simplifying Local Government" - Potential Models for Joint Committee/Emergency Management.

Dougal/Tánczos
CARRIED

6. 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
6.1	Public Excluded Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 16 April 2026	As noted in the relevant Minutes.	As noted in the relevant Minutes.	To remain in public excluded.
6.2	Bay of Plenty CDEM Whakaari/White Island Coronial Inquiry Update 3 July 2026	Withholding the information is necessary to maintain legal professional privilege.	48(1)(a)(i) Section 7 (2)(g).	On CDEMG Chair and the Regional Manager EMBOP's approval.
6.3	Government Inquiry into the Fatal Landslides in Tauranga	Withholding the information is necessary to maintain legal professional privilege.	48(1)(a)(i) Section 7 (2)(g).	On CDEMG Chair and the Regional Manager EMBOP's approval.

Tunui/Dougal
CARRIED

The Committee moved into the public excluded session at 11:42am and reconvened in public at 12:18pm.

Closing Karakia

Provided by: Stace Tahere – EMBOP Manager, Operations.

Next hui

Friday, 25 September 2026, at Western Bay of Plenty District Council Chambers.

12:20pm – the meeting closed.

CONFIRMED

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

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date	:	4 September 2026
To	:	Ordinary Council Meeting, 4 August 2026
From	:	His Worship the Mayor, David Moore
Subject	:	**MAYORAL REPORT 25 JULY 2026 – 4 SEPTEMBER 2026**
File ID	:	A1421380

EXECUTIVE SUMMARY

- This report provides an update to Council on meetings and events attended by His Worship the Mayor for the period 25 July 2026 to 4 September 2026.

RECOMMENDATION

1) **That the report titled "Mayoral Report 25 July 2026–4 September 2026" be received.**

PURPOSE

1. To provide an update to Council on meetings and events attended by His Worship the Mayor.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:

   ☒ Community Priority One: Strong relationships and partners

   ☐ Community Priority Two: Investment in our district

   ☐ Community Priority Three: Wellbeing is valued

   ☐ Community Priority Four: Our communities are resilient

   ☐ Community Priority Five: Growth is sustained over time

DISCUSSION

3. Since 25 July 2026 I have attended or met with the following:

27 July 2026

Eastern Bay of Plenty Mayors meeting, via Teams

Councillor/CEO catch up meeting

28-29 July 2026

Te Maruata meeting, Rotorua

Deputy Mayor Maxwell and Councillors Keno and Wharewera also attended this meeting.

29 July 2026

Bay of Plenty Mayors and Chair meeting re Simplifying Local Government, via Teams

31 July 2026

LGNZ Annual General Meeting, via Zoom

4 August 2026

Ordinary Council meeting

6-7 August 2026

Wellington

LGNZ Mayors Taskforce for Jobs Forum

LGNZ Rural Provincial Sector meeting

7 August 2026

LGNZ Rural Provincial Sector meeting, Wellington

10 August 2026

Council workshop

11 August 2026

Coast Community Board meeting

Interview with 1XX

Met with Ōpōtiki Coastguard

12 August 2026

Chief Executive’s Performance Committee meeting

17 August 2026

Water Services Working Group meeting, Rotorua

18 August 2026

Performance and Delivery Committee meeting

Met with Ōpōtiki College Student Leadership Group

LGNZ National Council briefing, via Zoom

19 August 2026

Property Advisory Group meeting

21 August 2026

Eastern Bay of Plenty Road Safety Operations Group meeting, via Teams

26 August 2026

LGNZ Te Maruata Monthly Whānui Wānanga, via Zoom

27 August 2026

Councillor/CEO catch up meeting

28 August 2026

Re-opening of Te Whare Ora o Kōpūārau – *Deputy Mayor Maxwell attended on my behalf*.

31 August 2026

Bay of Plenty Mayors and CEs meeting (Head Start debrief), via Teams

3 September 2026

LGNZ briefing: Pre-election Advocacy

Financial/budget considerations

4. There are no financial/budget considerations associated with this report.

Risks

5. There are no risks associated with this report.

Community wellbeing considerations

6. The purpose of Local Government now includes promotion of social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
7. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report.
8. There are no known social, economic, environmental, or cultural considerations associated with this matter.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

9. On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be. Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.
10. The level of significance related to the decision in this report is considered to be **low**. Because the decision is determined to have **low** significance in accordance with the policy, the corresponding level of engagement required is **Inform**.

Assessment of engagement

11. As the level of significance has been determined to be **low**, the level of engagement required is **Inform** according to the Engagement Framework of the Significance and Engagement Policy:

INFORM	To provide balanced and objective information to assist understanding about something that is going to happen.

12. The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

David Moore

HIS WORSHIP THE MAYOR

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date	:	3 September 2026
To	:	Ordinary Council Meeting, 15 September 2026
From	:	Group Manager Business Support, Rachael Burgess
Subject	:	**ADOPTION OF UPDATED TERMS OF REFERENCE ŌPŌTIKI HARBOUR MANAGEMENT COMMITTEE**
File ID	:	A1420103

EXECUTIVE SUMMARY

- The Ōpōtiki Harbour Management Committee received the Terms of Reference report at its inaugural meeting on 30 June 2026. Key feedback focused on clarifying the Committee's role as one of oversight, advice, and feedback, rather than direct responsibility.
- At its meeting on 27 August 2026, the Ōpōtiki Harbour Management Committee considered the updated Terms of Reference and recommended that they be submitted to Council for consideration and approval.

RECOMMENDATIONS

1) **That the report titled "Adoption of Updated Terms of Reference Ōpōtiki Harbour Management Committee " be received.**

2) **That Council approves the updated Terms of Reference for the Ōpōtiki Harbour Management Committee.**

PURPOSE

1. The purpose of this report is to seek Council approval for the updated Terms of Reference of the Ōpōtiki Harbour Management Committee.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:

   ☒ Community Priority One: Strong relationships and partners

   ☐ Community Priority Two: Investment in our district

   ☐ Community Priority Three: Wellbeing is valued

☐ Community Priority Four: Our communities are resilient

☐ Community Priority Five: Growth is sustained over time

BACKGROUND

3. On 30 June 2026, staff presented Terms of Reference for consideration by the Ōpōtiki Harbour Management Committee at their inaugural committee meeting.
4. Key feedback on the Terms of Reference included clarification of the committee's role, being one of oversight, advice and feedback as opposed to direct responsibility.
5. The changes were then submitted and endorsed by the committee at the 27 August 2026 Ōpōtiki Harbour Management Committee meeting.

OPTIONS

6. The options available to Council are to approve the updated Terms of Reference for the Ōpōtiki Harbour Management Committee, to amend the updated Terms of Reference prior to approval, or to not approve them.

OPTION 1: Approve the updated Terms of Reference for the Ōpōtiki Harbour Management Committee.	
Description	*Council approves the updated Terms of Reference for the Ōpōtiki Harbour Management Committee, as recommended by the Committee at its meeting on 27 August 2026 (attached as Appendix 1).*
Advantages	*This option provides clear governance direction for the Committee and clarifies that its role is one of oversight, advice and feedback rather than direct operational responsibility. Gives effect to the feedback provided by the Committee at its inaugural meeting and subsequently endorsed by the Committee on 27 August 2026. Provides an agreed framework for the Committee's ongoing operation.*
Disadvantages	*Council would be adopting the Terms of Reference in the form recommended by the Committee and would therefore need to make a subsequent amendment if it later determined that further changes to the Committee's role or operating arrangements were required.*
Impact on mana whenua	*No adverse impacts have been identified.*
Strategic alignment	*Supports Community Priority One: Strong relationships and partners, by providing a clear framework for collaborative governance, oversight and engagement in relation to the Ōpōtiki Harbour.*
Associated risks	*Adoption reduces governance risk by providing greater clarity about the Committee's role and responsibilities.*

OPTION 2: Amend the updated Terms of Reference prior to approval	
Description	*Council makes further amendments to the updated Terms of Reference before approving them. Any amendments would need to be clearly identified through Council's resolution.*
Advantages	*Enables Council, as the governing body, to address any matters it considers require further clarification or amendment before the Terms of Reference are approved. This provides an opportunity to ensure the Committee's purpose, role, membership and operating arrangements appropriately reflect Council's expectations.*
Disadvantages	*Further amendments may differ from the Terms of Reference considered and endorsed by the Committee on 27 August 2026. Depending on the nature or extent of the amendments, Council may consider it appropriate to refer the revised Terms of Reference back to the Committee for further consideration.*
Impact on mana whenua	*No adverse impacts have been identified.*
Strategic alignment	*Potentially supports Community Priority One: Strong relationships and partners, provided any amendments continue to support clear and effective governance and collaborative relationships.*
Associated risks	*The level of risk depends on the nature of the amendments. Material amendments made without further Committee consideration could create uncertainty or differing expectations regarding the Committee's role.*

OPTION 2: Do not approve the updated Terms of Reference for the Ōpōtiki Harbour Management Committee.	
Description	*Council do not approve the updated terms of Reference for the Ōpōtiki Harbour Management Committee (Attached as Appendix 1).*
Advantages	*Allows Council to defer approval if it considers that further work, clarification or discussion with the Committee is required before the Terms of Reference are finalised.*
Disadvantages	*The governance framework for the Committee would remain unresolved and the clarification sought by the Committee regarding its oversight, advice and feedback role would not be formally incorporated into approved Terms of Reference. This may create uncertainty regarding the Committee's role and responsibilities.*
Impact on mana whenua	*No direct impact has been identified.*
Strategic alignment	*Does not support Community Priority One: Strong relationships and partners to the same extent as approving a clear governance framework for the Committee.*
Associated risks	*Risk of ongoing ambiguity regarding the Committee's role, responsibilities and relationship with Council. This could result in differing expectations between Council, Committee members and staff.*

Financial/budget considerations

7. There are no significant financial implications associated with approving the Terms of Reference.

Policy and planning implications

8. The updated Terms of Reference support the overarching objectives of Council to enable effective decision-making.

Impact on mana whenua

9. None identified.
10. A representative of Te Tāwharau o Te Whakatōhea is on the membership of the Harbour Management Committee.

Climate impact considerations

11. None identified.

Risks

12. None identified.

Community wellbeing considerations

13. The purpose of Local Government now includes promotion of social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the four well-beings').
14. The subject matter of this report has been evaluated in terms of the four well-beings during the process of developing this report as outlined below.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

15. On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be. Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.
16. The level of significance related to the decision in this report is considered to be **low**. Because the decision is determined to have **low** significance in accordance with the policy, the corresponding level of engagement required is **inform**.

Assessment of engagement

17. As the level of significance has been determined to be **low**, the level of engagement required is **inform** according to the Engagement Framework of the Significance and Engagement Policy:

INFORM	To provide balanced and objective information to assist understanding about something that is going to happen.

18. The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

CONCLUSION

19. The approval of the updated Terms of Reference for the Ōpōtiki Harbour Management Committee will provide greater clarity regarding the Committee's role, which is one of oversight, advice, and feedback.

Rachael Burgess

GROUP MANAGER BUSINESS SUPPORT

APPENDIX 1

Ōpōtiki Harbour Management Committee

Terms of Reference

Purpose

The purpose of the Ōpōtiki Harbour Management Committee (the "Committee") is to provide advice, feedback and oversight to the Ōpōtiki District Council ("Council") in the good governance of the Ōpōtiki Harbour (the "Harbour"). Thus ensuring that the Harbour is well managed, all stakeholders are heard and that the commercial and non-commercial objectives of the Harbour are met.

The Primary areas of advice and feedback of the Committee are assistance with:

- Harbour use.
- Asset management.
- Financial management.
- Stakeholder engagement.
- Economic Development.

Advice, Feedback and oversight areas include:

- The development of long-term budgets and work programmes.
- The annual review of budgets and work programmes.
- The regular monitoring of budgets and work programmes to ensure objectives are achieved.
- Advising the Council on navigational and safety requirements for the Harbour.
- Engaging with stakeholders and to be a forum for user groups to report to.
- Promoting, to the maximum extent possible, integrated Harbour use.
- To continually review non-rate funding sources to reduce the reliance on ratepayers.
- To work collaboratively with all users to ensure the economic success of the Harbour.

Delegations

- Make recommendations to Council

Membership

The Committee will have a membership of 7 comprised of:

- Two Councillors (1 of which will be the Chair)
- One Kanoa Executive or CRHL board member.
- One Te Tāwharau o te Whakatōhea representative.
- One Bay of Plenty Regional Council representative.
- One commercial operator representative.
- One non-commercial user representative.

The committee can recommend inviting additional members join the committee. The decision to accept any additional members will reside with council.

Quorum

The quorum will be four.

Meeting frequency

The Committee will meet two monthly or more frequently depending on the need through the first six months establishment phase. The frequency to then be reviewed.

Terms of Reference approved:

Review date: the TOR must be reviewed every three years

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COUNCIL REPORT

Date : 4 September 2026

To : Ordinary Council Meeting, 15 September 2026

From : Chief Executive Officer, Stace Lewer

Subject : **NOMINATION OF JESSICA HUNTER FOR ENDORSEMENT AS ALTERNATE RECOVERY MANAGER**

File ID : A1419933

EXECUTIVE SUMMARY

- The Civil Defence Emergency Management (CDEM) Act 2002 Section 30(1) requires the statutory appointment of an Alternate Recovery Manager by the Bay of Plenty CDEM Group Joint Committee.

RECOMMENDATIONS

1) **That the report titled "Nomination of Jessica Hunter for Endorsement as Alternate Recovery Manager" be received.**

2) **That Council nominates Jessica Hunter as an Alternate Recovery Manager under the Civil Defence Emergency Management Act 2002.**

3) **That the Bay of Plenty Civil Defence Emergency Group (CEG) be advised that Jessica Hunter has been nominated by Opotiki District Council as an Alternate Recovery Manager.**

PURPOSE

1. To seek a resolution from Council to nominate Jessica Hunter as Civil Defence Alternate Recovery Manager.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long Term Plan 2021-2031:

☐ Development and protection of the natural environment.

☒ Services and facilities meet our needs.

☐ Fair and efficient leadership.

☐ A strong and effective community spirit.

☐ Purposeful work and learning opportunities.

☒ Development supports the community.

☐ Culture and history are treasured.

BACKGROUND

3. Under the Civil Defence Emergency Management Act 2002, Council needs to maintain the appropriate appointments to various Civil Defence positions.
4. All appointments of statutory positions are required to be nominated by the respective Local Authority, endorsed by the Bay of Plenty CDEM Co-ordinating Executive Group and appointed by the Bay of Plenty CDEM Group Joint Committee; they then formally make the appointment under the Civil Defence Emergency Management Act 2002.
5. Jessica Hunter is employed at Opotiki District Council as Regulatory Manager. Jessica has been considered for this role because she meets all the person specifications outlined in the Bay of Plenty Civil Defence Emergency Management Group Plan 2024-2029. She consistently demonstrates the capability, judgement, and professionalism required of a Recovery Manager, with a strong understanding of the operational and legislative context. This provides confidence in her ability to perform the role effectively and lawfully.

OPTIONS

OPTION 1: [Appoint Jessica Hunter as an Alternate Recovery Manager]	
Description	*Appoint Jessica Hunter as Alternate Recovery Manager.*
Advantages	*Fulfils our obligation under the Civil Defence Emergency Management Act.*
Disadvantages	*There are no identified disadvantages to this option.*
Impact on mana whenua	*No specific impact from this option.*
Strategic alignment	*Services and facilities meet our needs by supporting the provision of emergency management services.* *Contribution to community outcomes by ensuring that the Council and the Community are prepared for a civil emergency or rural fire event and adequate systems are in place to enable recovery following a civil emergency.*
Associated risks	*There are no identified risks to this option*

OPTION 2: [Do not appoint Jessica Hunter as Alternate Recovery Manager]	
Description	*Do not appoint.*
Advantages	*There are no identified advantages to this option.*
Disadvantages	*Not having an Alternate Recovery Manager present in an emergency event.*
Impact on mana whenua	*No specific impact from this option.*
Strategic alignment	*With a contracted or substitute Recovery Manager the strategic alignment would still be met, just not by a Council representative.* • *Services and facilities meet our needs.* • *Contribution to community outcomes.*
Associated risks	*We will be reliant on a contracted Recovery Manager to fill the role of local Recovery Manager.*

DISCUSSION

6. Recommendation for Option 1; this provides the best opportunity for Council to have an Alternate Recovery Manager on site with local knowledge of Council operations.

Financial/budget considerations

7. Training requirements will be met within existing training budgets

Policy and planning implications

8. There are no policy and planning implications associated with the recommendation of this report.

Impact on mana whenua

9. There are no identified impacts on mana whenua in relation to the recommendations in this report.

Climate impact considerations

10. The recommendation of this report has no specific climate impact

Risks

11. There are no risks associated with the recommendations of this report

COMMUNITY WELLBEING CONSIDERATIONS

12. There are no known social, economic, environmental, or cultural considerations associated with this matter.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

13. On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be. Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.
14. The level of significance related to the decision in this report is considered to be **low**. Because the decision is determined to have **low** significance in accordance with the policy, the corresponding level of engagement required is **Inform**

Assessment of engagement

15. As the level of significance has been determined to be **low**, the level of engagement required is **Inform** according to the Engagement Framework of the Significance and Engagement Policy:

INFORM	To provide balanced and objective information to assist understanding about something that is going to happen.

16. The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

CONCLUSION

17. It is recommended that Council proceed with Option 1 to nominate Jessica Hunter as an Alternate Recovery Manager.

Stace Lewer

CHIEF EXECUTIVE OFFICER

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date	:	9 September 2026
To	:	Ordinary Council Meeting, 15 September 2026
From	:	Group Manager Service Delivery, Nathan Hughes
Subject	:	**MULTI COUNCIL WATER SERVICE COUNCIL CONTROLLED ORGANISATION CONSULTATION DECISION**
File ID	:	A1421346

EXECUTIVE SUMMARY

- Investigation into a multi council Water Service Council Controlled Organisation (WSCCO) has been completed. This investigation was completed with partner councils Kawerau District Council (KDC), Whakatāne District Council (WDC) and Rotorua Lakes Council (RLC). A Waters Working Group (WWG) was established to provide oversight to this investigation with three elected members from each council assigned to the working group. For Ōpōtiki District Council (ODC) Mayor David Moore, Councillor Dean Petersen and Councillor Steve Nelson were members of the WWG.
- The WWG members confirmed that the technical report was complete to their satisfaction in August 2026, with each individual council now to confirm if they want to progress with consultation on a Joint WSCCO with all four parties (ODC, KDC, RLC and WDC). If councils agree to proceed with community consultation this will be completed in October / November 2026, final decision making would then come back to councils in December 2026 on whether to establish a joint WSCCO.
- In parallel with this Local Water Done Well (LWDW) process, government released Headstart reform in May 2026. ODC submitted an application to take part in Headstart alongside KDC and WDC. Cabinet are considering applications in September to determine which councils will proceed with Headstart.

RECOMMENDATIONS

1) **That the report titled "Multi Council Water Service Council Controlled Organisation Consultation Decision" be received.**
2) **That Council notes the report assesses the multi-council WSCCO against the In-house (status quo) option.**
3) **That Council notes that Water Working Group endorsed the final reports and noted that the report preferred option is to establish a joint Water Service Council Controlled Organisation as the alternative water service delivery model.**

4) **That the Council determines the preferred option for community consultation on a joint WSCCO for Ōpōtiki District Council as:**

   a. **Progress community consultation on a Multi-Council WSCCO with Rotorua, Whākatane and Kawerau**

   or

   b. **Defer decision making on community consultation on a Multi council WSCCO until a decision on Headstart is provided by government (expected late September 2026)**

5) **That Council notes consultation would occur during October 2026 with any hearings conducted in November 2026.**

6) **That Council notes that the other councils (RLC / KDC/WDC) still have to determine their preferred approach for consultation on a joint WSCCO and those decisions may impact the consultation approach.**

7) **That Council notes that if timelines are deferred then Council's Internal Business Unit continues operating according to its approved Water Service Delivery Plan.**

PURPOSE

1. The purpose of this report is for Council to receive and discuss the Final 'Joint WSCCO investigation' report from Martin Jenkins, and to determine if Council wishes to proceed with public consultation on the future delivery of water services using a Joint WSCCO.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:

   ☒ Community Priority One: Strong relationships and partners

   ☒ Community Priority Two: Investment in our district

   ☒ Community Priority Three: Wellbeing is valued

   ☒ Community Priority Four: Our communities are resilient

   ☒ Community Priority Five: Growth is sustained over time

BACKGROUND

3. In August 2025 the four participating councils – Rotorua Lakes Council, Whakatāne District Council, Kawerau District Council and Ōpōtiki District Council – each submitted Water Services Delivery Plans that continued in-house delivery while committing to investigate the feasibility of a joint multi-council water services organisation. The councils signed a Heads of Agreement in December

2025 and established the Waters Working Group (WWG) and supporting officer groups to undertake that investigation.

4. The Final Report brings together five main workstreams completed during 2026: strategic assessment, financial assessment, stormwater options, ownership representation governance design, and a high-level implementation plan. It compares the existing in-house model with alternative CCO structures and includes an Ōpōtiki specific assessment.
5. The sub-regional investigation has now reached the point where the WWG's technical investigation phase is complete, and the report has been referred back to the individual councils for their own consideration and decision-making.
6. Key findings of the report identified challenges with the current water service delivery model specifically in relation to increasing compliance obligations, workforce and capability constraints, ageing infrastructure, affordability pressures, and, in some districts, limited borrowing capacity. As a result, all four councils are expected to face increasing pressure from evolving drinking water, wastewater and stormwater standards, climate resilience requirements, and the need to fund major infrastructure renewals and upgrades.
7. The report identified a multi -council Water Services Council Controlled Organisation as the best structure to deliver water services. Martin Jenkins concluded that while the existing in-house model remains capable of delivering water services in the near term, an asset-owning three-waters WSCCO is better positioned to meet future regulatory requirements, improve financial sustainability, support infrastructure investment, enhance resilience, and deliver long-term affordability benefits. Key advantages include skills-based governance, economies of scale, and improved debt headroom.
8. The WWG member agreed the following resolutions at it's meeting on 17 August 2026 :
   - Endorse the final report as representative of the work and findings of the Joint Waters Working Group and note that the report's preferred option is to establish a Joint Water Services Council Controlled Organisation;
   - Refer the report to the Chief Executives to continue their respective Water Service Delivery Implementation programmes at each Council;
   - Recommend that a regional set of consistent key messages is produced to support communication and engagement by the Heads of Agreement Councils;
   - Agree to dissolve the Joint Waters Working Group as it has now completed its function under the Heads of Agreement; and
   - Recognise that, if councils choose to proceed, further work will be required as outlined in the Final Report.

9. For Ōpōtiki, the WWG outcome completes the sub-regional investigation and records a sub-regional preference for the CCO model however leaves consultation and the final delivery-model decision to ODC.

OPTIONS

10. The investigation initially considered three delivery models:
    - In-house business unit (IBU): Council retains ownership, governance and delivery responsibility, with water activities financially ring-fenced.
    - Asset-owning multi-council WSCCO: All four participating councils transfer water-service assets and service-delivery responsibility to a jointly owned water services CCO. (Note : High level scenarios on a three council WSCCO (WDC/ODC/KDC) were also considered through the technical analysis)
    - Service-delivery WSCCO: councils retain asset ownership while the WSCCO delivers services under contractual arrangements.
11. The service-delivery-only WSCCO was discounted through the high-level assessment. The WWG then confirmed that detailed assessment should compare the IBU and asset-owning WSCCO, and that the sub-regional WSCCO assessment should be on a three-waters basis, including stormwater.
12. Key matters were identified to compare the two options against, see below.

Matter	Internal Business Unit	Asset-owning WSCCO
Ownership and control	Water assets remain with ODC. Council remains the direct water services provider and retains governance and operational accountability.	Water-service assets and provider responsibility transfer to the jointly owned organisation, subject to the final transfer and foundation documents.
Finance and borrowing	Water investment remains on ODC's balance sheet and competes with other Council priorities within Council borrowing limits.	Water debt and future borrowing sit with the WSCCO under the modelled structure, increasing financing capacity and improving ODC balance-sheet headroom, while shareholder support/guarantee obligations would still need to be defined.
Capability and resilience	Local control and integration with other Council functions are strongest, but a small team is under increasing pressure from regulatory,	A larger organisational scale provides stronger specialist capability, procurement scale, and resilience, but requires effective interfaces with

Matter	Internal Business Unit	Asset-owning WSCCO
	workforce, and specialist-capability demands.	Council and the protection of local service requirements.
Pricing	ODC continues to set its own water charges through the Council framework.	The indicative design starts with district cost-to-serve pricing, with pricing reviewed after five years. Future pricing protections and decision rights remain important for ODC.
Local influence	Direct elected-member control through ODC.	Influence is exercised through shareholding, the representative forum, shareholder-reserved matters, and governance arrangements. ODC's indicative shareholding is relatively small; therefore, the detailed protections are important.
Stormwater	Remains integrated with Council roading, land-use and local drainage functions.	The regional preferred design is a three-waters WSCCO. ODC-specific stormwater/roading interfaces and mixed-asset boundaries would need to be clearly resolved before transfer.

13. Martin Jenkins assessed the IBU model and Water Service CCO (WSCCO) model against seven strategic objectives agreed by the Waters Working Group. These objectives were used to evaluate the ability of each model to deliver sustainable, compliant and affordable water services over the long term. A summary of the key differences against each strategic objective is noted below.

Strategic objective	Internal Business Unit	Asset-owning WSCCO
Efficient and financially sustainable delivery of water services	Meets short-term requirements but faces **increasing constraints from debt limits**, workforce capacity and affordability pressures.	Better positioned for long-term sustainability through greater borrowing capacity, **scale efficiencies** and specialist capability. Across all four councils ~\$185m capex and ~\$145m opex efficiencies (net of establishment and incremental operating costs) by FY54.

Strategic objective	Internal Business Unit	Asset-owning WSCCO
Protects and promotes public health and the environment	Can meet current standards but has uneven capacity across councils to fund and deliver future compliance upgrades.	Stronger ability to meet evolving regulatory requirements through coordinated planning, investment and **specialist expertise.**
Resilience to natural hazards and climate change	Resilience investment competes with other council priorities and is constrained by funding capacity.	Greater financing capacity supports treatment upgrades and consent renewals.
Integrated water services and infrastructure planning	Strongest integration with local land use, transport and growth planning within each district.	Stronger regional coordination and optimisation, but requires formal interfaces with council planning processes.
Affordable, fit-for-purpose services for communities	Maintains strong local accountability but results in higher long-term water charges and affordability pressures.	Delivers lower long-term costs and improved affordability, provided customer voice mechanisms are deliberately designed.
Council obligations to hapū and iwi are valued and honoured	Builds on established local relationships and existing Treaty settlement arrangements.	Requires new engagement arrangements but offers greater capacity to invest in outcomes supporting iwi and hapū interests.
Impact on remaining council operations and viability	Works best for councils with stronger balance sheets but leaves water debt competing with other council priorities.	**Improves council financial flexibility by transferring water debt**, though implementation and stranded costs must be managed.

14. Through the development of the MartinJenkins report the WWG were asked to provide advice on key design features for a joint WSCCO. The output of these WWG discussions are captured below.

Design element	Indicative WWG preference	Purpose / implication
Ownership	Jointly owned by Rotorua Lakes, Whakatāne, Kawerau and Ōpōtiki councils. Shareholding based on either net asset value or water connections.	Reflects each council's contribution and economic interest.

Design element	Indicative WWG preference	Purpose / implication
Representative oversight	Establish a Representative Forum with delegated shareholder functions.	Provides coordinated shareholder oversight and accountability.
Iwi participation	Representation of iwi on the Representative Forum, subject to further engagement and design.	Supports recognition of mana whenua interests and Treaty obligations.
Board governance	Independent, professional skills-based board comprising 5–7 directors.	Provides expert, depoliticised governance and strategic oversight.
Board appointments	Directors appointed and removed by the Representative Forum.	Ensures appointments are based on skills and capability requirements.
Reserved council decisions	Councils retain authority over major constitutional matters, shareholder entry or exit, and significant transactions.	Preserves owner control over key strategic decisions.
Operational decision-making	Board responsible for operational, financial, investment and asset management decisions.	Enables professional management and organisational independence.
Voting framework	Shareholder voting likely weighted by shareholding, with decision thresholds varying by significance.	Balances proportional ownership with protection for smaller councils.
Pricing approach	Cost-to-serve pricing at establishment, with review within five years.	Provides a fair transition while recognising differing asset, debt and cost profiles.
Borrowing and finance	WSCCO owns water assets and debt and borrows directly for investment.	Improves borrowing capacity and frees council debt headroom for other priorities.
Dividends	No dividends to shareholders.	Retains surpluses for infrastructure investment and affordability.

15. An assessment of the two options has been completed in the tables below, including the advantages and disadvantages of the two options.

OPTION 1: Joint WSCCO (ODC/KDC/WDC/RLC)	
Description	This option would see Ōpōtiki District Council and neighbouring councils form a new water services organisation. The options looked at a future Eastern grouping (Whakatāne, Ōpōtiki, Kawerau) and Rotorua. The new organisation would handle water services across all participating areas and take on each council's water-related debt and assets. A professional board of directors appointed by the councils, would run the organisation from day to day. While each participating council could guide the board through a Statement of Expectations and retain some key decisions, the Council wouldn't control every aspect of its work.
Advantages	• **Economies of scale and specialist expertise:** A larger combined organisation can realise operational efficiencies, build deeper technical capability, and manage assets and capital programmes more effectively than smaller standalone organisations. Approximately **$185 million in capital expenditure savings** and **$145 million in net operating expenditure savings** by FY54 (after establishment and ongoing entity costs). For ODC ratepayers there is estimated savings of $70 per annum by 2054. • **Enhanced financial sustainability:** By removing water-related debt from Council's balance sheet, debt-to-revenue ratios improve, increasing financial headroom and supporting investment in a broader range of Council priorities over the long term. This transfer of debt is significant of ODC, where there is currently heavy reliance on borrowing for three waters. • **Skills-based governance:** An independent, skills-based board can make decisions based on expertise, operational needs, and long-term priorities rather than political considerations or election-driven agendas. • **Consistency**. More consistent response to evolving regulatory requirements through a single, specialist water entity • **Greater capacity** to invest in support of obligations to hapū and iwi.
Disadvantages / Risks	• **Long term benefits realisation** The majority of WSCCO benefits are expected to be realised over the medium to long term, as efficiencies compound over time. Achieving the full benefits will depend on successful

OPTION 1: Joint WSCCO (ODC/KDC/WDC/RLC)	
	establishment and ongoing governance and asset management performance. • **Establishment and transition costs:** Upfront establishment costs would be incurred estimated at a total of $9 million between four partner councils. Details of the split of costs between the four councils has still to be determined. Some stranded costs may remain with councils after water services transfer to the WSCCO. The extent of these costs would depend on implementation decisions and could be mitigated through careful transition planning. • **Transition challenges**: Establishing the water organisation is a large task, and coordinating the transition of water services, staff and debt may be complex. We would also need to manage any impact on other council activities. • **Implementation uncertainty:** The detailed design of the WSCCO, including governance, representation and decision-making arrangements, remains to be finalised through negotiations between participating councils. • **Headstart uncertainty:** In addition, the Government's Head Start reform process may result in changes to local government structures that could affect the long-term composition and ownership of the proposed entity.

OPTION 2: In House Business Unit	
Description	Council would continue to manage and deliver water services on its own, without partnering with other councils. Council would be fully responsible for all day-to-day operations, maintenance, planning for future water needs, and repaying any water-related debt. A dedicated, ring-fenced water services business unit will be established by July 2027 and will continue to deliver water services within Council.
Advantages	• **Local decision-making**: The Council would decide on services and investments, solely focussed on the needs of the district. • **Seamless integration**: Water services can be easily coordinated with our other responsibilities (such as district planning and transport).

OPTION 2: In House Business Unit	
	• **Continuity of relationship with iwi and Hapū** : Communication remains straightforward, with us continuing to engage directly with residents on water issues. • **Familiar structure**: Day-to-day operations remain largely as they are now.
Disadvantages / Risks	• **Financing constraints:** Major water infrastructure investment will be required over the next 15 to 30 years, with borrowing limited by LGFA debt thresholds, potentially restricting investment in other Council services and infrastructure. • **Limited economies of scale:** Under the in-house model, councils would not realise the operating and capital efficiencies available through a WSCCO. • **Limited capacity to invest in resilience and respond to shocks** • **Increasing requirements**: New regulatory compliance costs fall on each council individually, with no economies of scale

Note : Scenarios were run on a three council WSCCOs as part of the technical analysis. The two scenarios were (i) WDC/KDC/ODC, and (ii) RLC/WDC/ODC. Details are contained in Appendix 2, Page 40. If Council decides to hold off on decision making until the Headstart direction is received, there is an option to explore more full an option that better aligns with the Headstart proposal (i.e. WDC/KDC/ODC).

DISCUSSION

16. Sub-Regional finding and Ōpōtiki context: The Final Report identifies the asset-owning multi-council WSCCO as the preferred sub-regional delivery model because it performs strongest against the seven agreed strategic objectives based on modelled efficiencies.
17. For Ōpōtiki the in-house model remains viable.
18. The choice is therefore between retaining the IBU and progressing the asset-owning CCO option for community consultation.

Financial/budget considerations

19. There are limited budget or risk considerations associated with the recommendations of this report which only commit Council to consultation on options. The funding of work to date on the LWDW is sourced from within existing Council budgets.
20. It is acknowledged that this report is part of a wider process that will lead to decisions that may have major financial considerations. The financial analysis and implications are a critical aspect of the decision-making process for this matter.

Policy and planning implications

21. The decision sought from this report is agreement to progress with community consultation (or not) for a Joint WSCCO. This is fully aligned with Council's LTP 2024-2034 and other Council policies.

Impact on mana whenua

22. Iwi were invited to attend the recent WWG meetings, relevant input was fed into the WWG recommendations.
23. If Council agrees to progress with public consultation an iwi engagement approach will be developed.

Climate impact considerations

24. There are limited climate change considerations associated with the recommendations of this report which only commit Council to consultation on options. Based on this climate change assessment, the decisions and matters of this report are assessed to have low climate change implications.

Risks

25. Key risk associated with agreement to progress consultation – If one (or more) of the four councils (KDC/ODC/WDC/RLC) do not agree to proceed with consultation. If this risk occurs it will impact all councils ability to progress consultation, and will result in rework.
26. Another key risk is associated with the Headstart Agreement. Direction from Government on Headstart is not expected until 24 September 2026, as a result of this timing, some councils may want to await this decision before proceeding with council decision making on LWDW – Joint WSCCO Consultation.

Community wellbeing considerations

27. There are limited community wellbeing considerations associated with the recommendations of this report which only commit Council to consultation on options. If council progresses with public consultation a full consultation report will be developed to support future council decision making.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

28. The recommendations in this report commit Council to progress with developing consultation collateral. While this decision is of **low** significance in isolation, it forms part of the broader process

of implementing a highly significant structural change to the delivery of water services within the district.

Assessment of engagement

29. Council will undertake a formal public consultation as per section 31 of the Local Government (Water Services) Act 2025 to ensure consideration of community views in the final decision.
30. A change proposal on the provision of water services must follow the process set out in Sections 27 - 33 of the Local Government Water Services Act.
31. The recommendations of this report are a required key step towards formal consultation – i.e. the formal approval of shortlisted options and the selection of a preferred option, will form the basis of the consultation conversation and consultation document.
32. It will include how the change proposal is likely to affect Council's rates, debt, and levels of service; and any charges for water services.

CONCLUSION

33. In conclusion, the final MartinJenkins Technical report identifies that a joint WSCCO is the best option for achieving the strategic outcomes identified.
34. Due to the timing for Headstart guidance from Government (due 24 September 2026) ODC needs to decide whether to proceed with consultation on a joint WSCCO now, or defer this decision until we get this Headstart direction.
35. Other partner councils are making decisions on whether to progress with consultation as follows:
    - WDC Council Meeting 17 September 2026
    - RLC Council meeting 23 September 2026
    - KDC Council meeting 30 September 2026.

Nathan Hughes

GROUP MANAGER SERVICE DELIVERY

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date : 31 August 2026

To : Ordinary Council Meeting, 15 September 2026

From : Asset Officer, Melissa Gebert

Subject : **ROAD NAMING CORRECTION REQUEST – HAU O TE RANGI LANE**

File ID : A1419593

EXECUTIVE SUMMARY

- An applicant has identified a spelling error in their original road name application that was approved by Council in June 2026.
- The applicant has requested a formal correction to the approved road name.
- It is recommended that Council acknowledge the application and approve the corrected road name as Hau o Te Rangi Lane.

RECOMMENDATIONS

1) **That the report titled "Road Naming Correction Request – Hau o Te Rangi Lane" is received.**

2) **That Council approve the correction of the previously approved road name to Hau o Te Rangi Lane, following a request from the applicant to rectify a spelling error.**

PURPOSE

1. The purpose of this report is to seek Council approval to correct the spelling of the road name from "Hou o Te Rangi Lane" to "Hau o Te Rangi Lane".
2. The correction has been requested by the applicant following the identification of a spelling error in the road name submitted as part of the original naming application and subsequently approved by Council in June 2026.

STRATEGIC ALIGNMENT

3. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:

   ☒ Community Priority One: Strong relationships and partners

   ☐ Community Priority Two: Investment in our district

   ☐ Community Priority Three: Wellbeing is valued

☐ Community Priority Four: Our communities are resilient

☐ Community Priority Five: Growth is sustained over time

BACKGROUND

4. In June 2026, Council approved a road name application for Hou o Te Rangi Lane. The approved name reflected the spelling provided by the applicant in the original road naming application. Following Council's decision, the applicant identified that the road name had been submitted with a spelling error and has requested that Council formally amend the approved name to reflect the correct spelling. The proposed correction does not alter the meaning or intent of the road name and is administrative in nature.

OPTIONS

5. The options available to Council are to either approve the correction or decline the correction.

OPTION 1: Approve the correction	
Description	*Council approves the correction to Hau o Te Rangi Lane. The correction reflects the applicant's intended road name and ensures Council records accurately reflect the correct spelling.*
Advantages	*Ensures the road name is recorded accurately and reflects the applicant's intended spelling.*
Disadvantages	*Requires minor administrative effort to update Council records.*
Impact on mana whenua	*This option has a positive impact on mana whenua as the corrected name reflects mana whenua engagement and recognise Whakatōhea whakapapa, ancestral associations, and local cultural history. Approval gives effect to the intent of the road naming process by supporting culturally appropriate names.*
Strategic alignment	*Aligns with Community Priority one.*
Associated risks	*The risks associated with this option are low. What will be required is staff time to update stakeholders.*

OPTION 2: Decline the correction	
Description	*Council declines the correction and retains the previously approved road name.*
Advantages	*Retaining the approved road name avoids administrative work.*
Disadvantages	*Retains a known spelling error and may lead to ongoing inaccuracies in Council records.*
Impact on mana whenua	*Retaining a known spelling error in a Māori road name may undermine the accurate representation of Māori language and cultural heritage. The impact may be viewed negatively by mana whenua and other stakeholders with an interest in the correct use of te reo Māori.*

OPTION 2: Decline the correction	
Strategic alignment	*Declining the correction would not give effect to the applicant's request to correct the Māori road name.*
Associated risks	*The risks associated with this option are high, because the road name was not intended to be spelt incorrectly.*

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

6. On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be. Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.
7. The level of significance related to the decision in this report is considered to be **low**. The decision relates to correcting the formal name of Hau o Te Rangi Lane; the applicant's intended spelling. This does not involve significant financial expenditure, a change to Council levels of service, the transfer or ownership of a strategic asset, or a matter expected to generate considerable community-wide interest. The spelling correction has been applied for by the original applicant. Because the decision is determined to have **low** significance in accordance with the policy, the corresponding level of engagement required is **Inform.**

Assessment of engagement

8. As the level of significance has been determined to be **low**, the level of engagement required is **Inform** according to the Engagement Framework of the Significance and Engagement Policy:

INFORM	To provide balanced and objective information to assist understanding about something that is going to happen.

CONCLUSION

9. The preferred option is to approve the corrected road name. The requested amendment is an administrative correction to a road name previously approved by Council in June 2026. Approving the correction will ensure Council records accurately reflect the applicant's intended road name, support the correct use of the Māori name and reduce any risk of inaccuracies. It is therefore recommended that Council approve the correction of the road name to Hau o Te Rangi Lane.

Melissa Gebert

ASSET OFFICER

COUNCIL REPORT

Date : 25 August 2026

To : Ordinary Council Meeting, 15 September 2026

From : Strategic Policy Analyst, Scott James

Subject : **GAMBLING AND TAB VENUES POLICY**

File ID : A1415600

EXECUTIVE SUMMARY

- Council has recently undertaken a Special Consultative Procedure with respect to the Class 4 Gambling Venue Policy 2021.
- Council received five (5) submissions on the draft policy, including one submitted a week after the consultation period had closed.
- Following consideration of the submissions and deliberations, Council must decide whether to adopt the draft Gambling and TAB Venues Policy with recommended amendments.

RECOMMENDATIONS

1) **That the report titled "Gambling and Tab Venues Policy" be received.**

2) **That Council notes the submissions received through the Special Consultative Procedure undertaken as part of this policy review were received for consideration at the Extra Ordinary Council Meeting on 15 September 2026.**

3) **That Council, having considered all submissions received through the Special Consultative Procedure and the deliberations of Council, adopt the draft Gambling and TAB Venues Policy with the recommended amendments (attached as Appendix 1).**

PURPOSE

1. The purpose of this report is to present the results of the Special Consultative Procedure undertaken on the proposed Gambling and TAB Venues Policy, summarise the submissions received, and seek Council's decision on whether to adopt the draft Gambling and TAB Venues Policy, to not adopt the policy as draft, or to retain the existing policy setting.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:

   ☐ Community Priority One: Strong relationships and partners

   ☐ Community Priority Two: Investment in our district

   ☒ Community Priority Three: Well-being is valued

   ☐ Community Priority Four: Our communities are resilient

   ☐ Community Priority Five: Growth is sustained over time

BACKGROUND

3. Council's Gambling Policy was due for review in 2024 but has not yet been updated. The current policy remains in force; however, it requires legislative and drafting amendments to align with current statutory requirements.
4. The Gambling Act 2003 and Racing Industry Act 2020 require Council to maintain and periodically review its gambling and TAB venue policies. As part of the review process, Council must undertake a Special Consultative Procedure (SCP) in accordance with the requirements of the Local Government Act 2002.
5. To meet these statutory obligations, Council prepared and approved a Statement of Proposal, undertook public consultation for a four-week period, provided an opportunity for submitters to be heard, and subsequently considered submissions.

   The review provided an opportunity for Council to update its policy framework, ensure alignment with current legislation, and determine the future direction of gambling and TAB venue regulation within the district. Following consultation and deliberations,

DISCUSSION

6. Council received four submissions through the Special Consultative Procedure, with one additional late submission received after the closing date. The submissions generally reflected two contrasting views: retaining the sinking lid approach to reduce gambling opportunities over time or introducing a cap-based system with greater flexibility for venue relocations.
7. Submitters supporting a cap-based approach highlighted the community funding generated through Class 4 gambling and argued that venue relocations could enable operators to move to more suitable locations. They also submitted that gaming machine numbers have reduced over time while problem gambling rates have not reduced at the same rate, suggesting that a sinking lid approach may not significantly reduce gambling harm.

8. In contrast, submitters supporting the sinking lid approach emphasised the social and public health impacts of gambling harm, particularly for Māori, whānau, and people living in areas of higher socioeconomic deprivation. These submitters considered that reducing opportunities to gamble remains an appropriate harm-minimisation measure and opposed policy changes that could enable the ongoing expansion of gambling opportunities.
9. In considering all feedback, Council staff placed significant weight on the potential harm gambling can cause to individuals, families, and communities. While views differed on the relationship between gaming machine numbers and gambling harm, it is considered that limiting the availability of gambling opportunities remains an appropriate and precautionary approach.
10. The role of relocation and merger provisions were also considered. While these provisions can provide flexibility for venue operators and enable venues to move to more suitable locations, removing them entirely may create unnecessary restrictions. On balance, it is considered that retaining the existing merger and relocation provisions alongside the sinking lid policy, provides an appropriate balance between harm minimisation and operational flexibility.
11. The sinking lid approach ensures gaming machine numbers can gradually reduce over time, while the existing relocation provisions provide limited flexibility in appropriate circumstances without undermining the overall intent of the policy.
12. The recommended policy therefore retains the current sinking lid approach and maintains the existing relocation and merger provisions. This balanced approach recognises the community benefits generated through Class 4 gambling, while placing greater emphasis on reducing gambling-related harm and supporting the long-term well-being of the Ōpōtiki community.

Gaming Machine Trends in Ōpōtiki:

13. Before Council makes a decision on the future direction of this policy, it is important to consider the available information relating to gaming machines within the district. The data presented below has been sourced from the Department of Internal Affairs and provides a snapshot of gambling activity and community funding outcomes in the Ōpōtiki district.
14. Key findings for 2025 include:
    - Approximately $2.5 million in Gaming Machine Profits (GMP) was generated from gaming machines operating in the Ōpōtiki District,
    - A total of $485,690 in Class 4 gambling grants was distributed within the district,
    - Ōpōtiki has 4 Class 4 gambling venues operating 49 electronic gaming machines. All venues are located within areas identified as having high levels of socioeconomic deprivation,

- Since September 2022, gaming machine proceeds have shown a general downward trend, indicating a gradual reduction in gambling expenditure within the district.

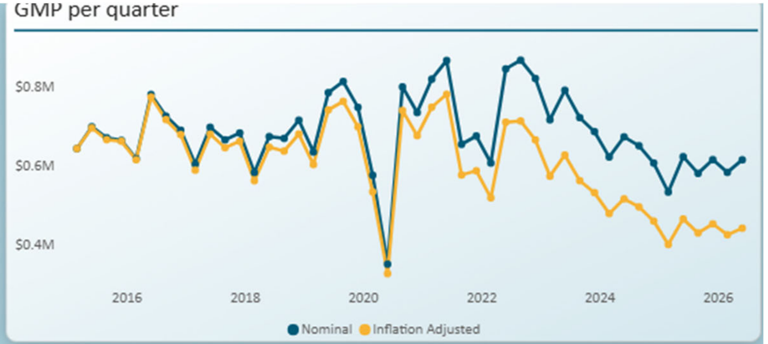
15. Further information is provided in The underlying data is also available through the following Department of Internal Affairs resources:
    - Class 4 Gambling Key Statistics
    - Pokie Grants Data

Class 4 Gambling Statistics in Ōpōtiki District:

	Nominal GMP		Inflation Adjusted GMP	
	Quarterly	Rolling 12 Month	Quarterly	Rolling 12 Month
Prior Quarter	$582,364.76	$2,398,768.75	$423,927.85	$1,767,842.83
Current Quarter	$614,196.11	$2,390,898.73	$440,519.4	$1,744,300.9
Δ	$31,831.35	($7,870.02)	$16,591.55	($23,541.93)
% Change	5.47%	-0.33%	3.91%	-1.33%

In nominal terms, GMP has increased by 5.47% or by $31,831.35 compared to the prior quarter. Rolling 12 month GMP as at June 2026 for Opotiki District has decreased by 0.33% or by $7,870.02.

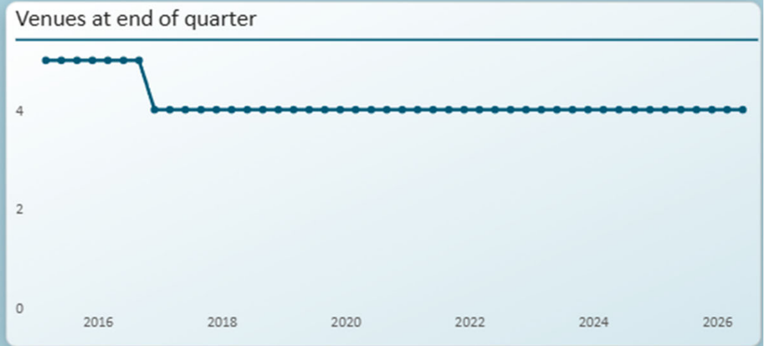
When adjusted for inflation, GMP has increased by 3.91% or by $16,591.55 compared to the prior quarter. Rolling 12 month GMP as at June 2026 for Opotiki District has decreased by 1.33% or by $23,541.93.

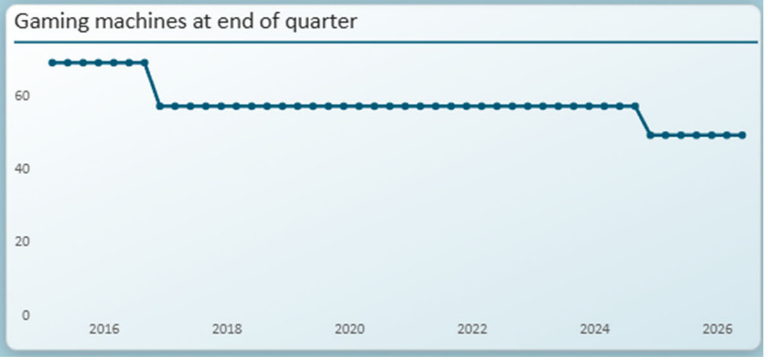


	Venues	Gaming Machines
Prior Quarter	4	49
Current Quarter	4	49
Δ	0	0
% Change	0.00%	0.00%

From June 2026, compared to the prior quarter, the number of gaming machines and venues in Opotiki District has not changed.

The data is provided for all venues and gaming machines licensed as at the last day of each quarter. Note: Data for venues without an active licence at this date are excluded. Please see the Notes to the Tables tab for more details.





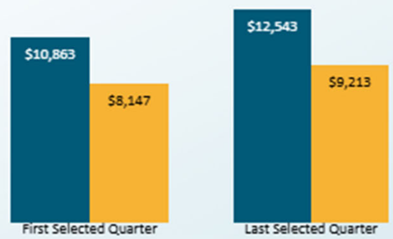
Yearly GMP (Year Ending)

	Nominal		Inflation Adjusted	
Dec-2024	$2,549,520.56		$1,946,094.01	
Dec-2025	$2,348,677.88		$1,743,120.4	
Δ	-$200,842.68	-7.9%	-$202,973.61	-10.4%

Quarterly GMP

	Nominal		Inflation Adjusted	
Mar-2025	$532,273.89		$399,205.42	
Dec-2025	$614,594.04		$451,434.61	
Δ	$82,320.15	15.5%	$52,229.19	13.1%

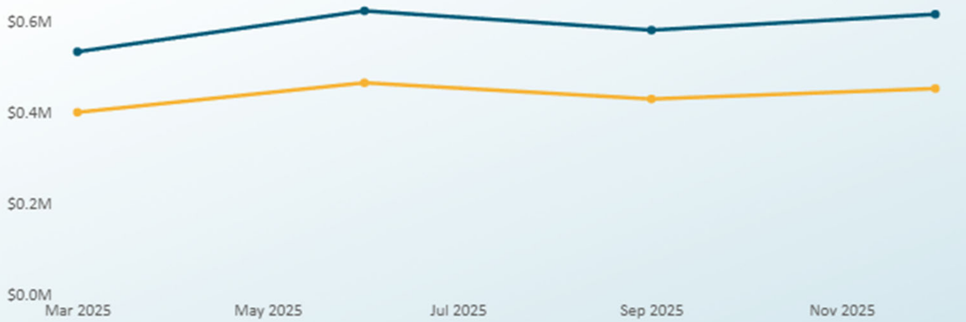
GMP Per EGM



Change

Nominal	15.5%
Inflation Adjusted	13.1%

GMP per quarter



GMP per year

Please note that you must select all quarters in a year for the full year to be displayed below.

- From 2015 to the current quarter, nominal GMP has continued to have an upward trend in the long term. Nominally, yearly GMP decreased by 7.9% between September-2023 and December-2025.
- From Mar-2025 to Dec-2025 quarters, nominal GMP for Opotiki District increased by $82,320.15, or by 15.5%. When adjusted for inflation, GMP for Opotiki District increased by $52,229.19, or by 13.1%.
- From year end Dec-2024 to year end Dec-2025, nominal GMP decreased by $200,842.68, or by 7.9%. Adjusted for inflation, GMP has decreased by $202,973.61, or by 10.4%.

Venues and Gaming Machines in Ōpōtiki District:

National Figures

# Venues	# EGMs
957	13,751

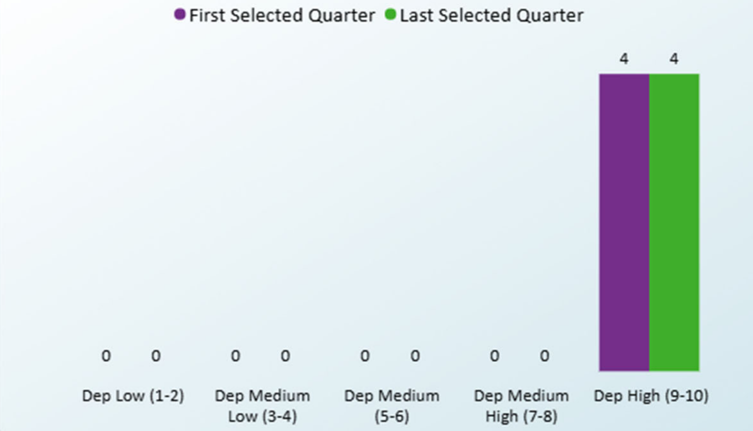
Venues and EGMs

	Venues		EGMs	
Mar-2025	4		49	
Dec-2025	4		49	
Δ	0	0.0%	0	0.0%

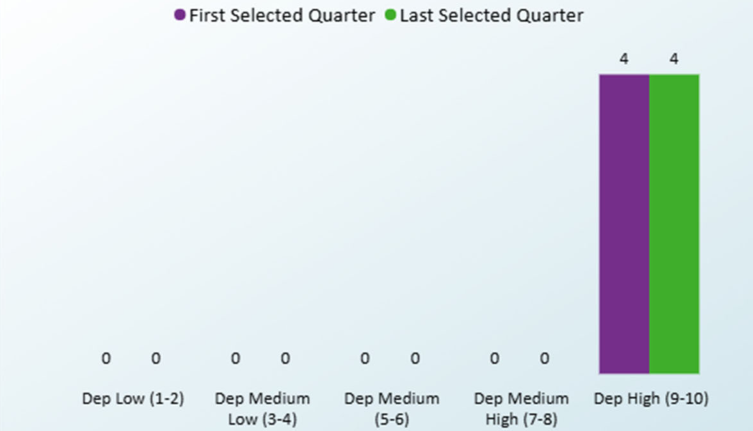
Number of venues

Number of EGMs

Number of venues by SA2 deprivation rating



Number of venues by SA1 deprivation rating



- From the March 2025 to the December 2025 quarters, the number of gaming machines and venues in Opotiki District has not changed.

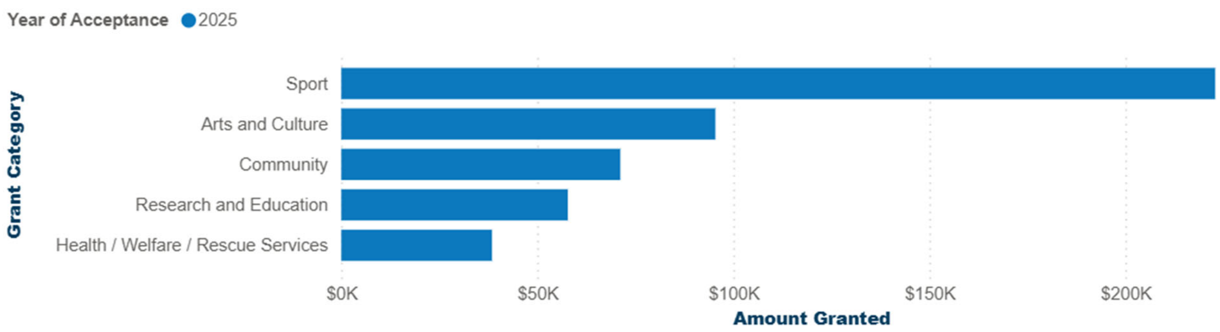
Pokie Grants within Ōpōtiki District:

Pokie Grants Overview | Pokie Grants by Society | **Pokie Grants by District**

Grants by District

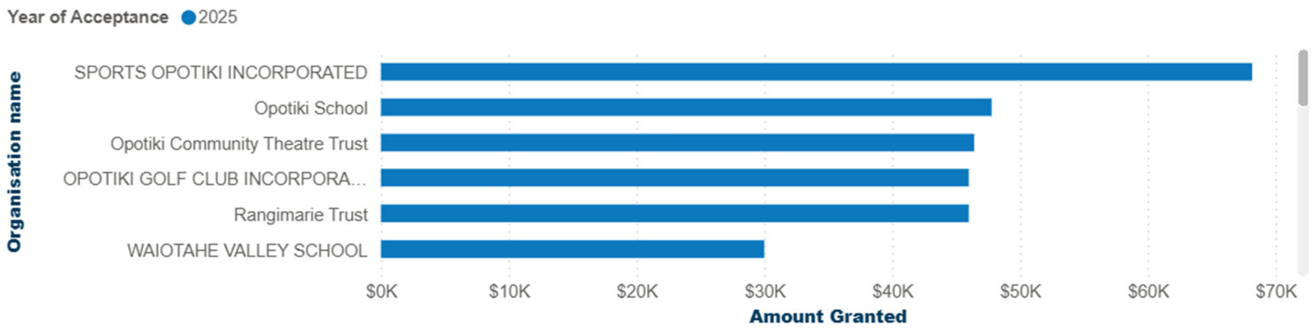
Filter by organisation: All
Filter by region: All
Filter by District: Opotiki District
Filter by year: 2025

Amount Granted by Category



Society Name	Amount Granted
Aotearoa Gaming Trust	$220,453
One Foundation	$13,174
The Lion Foundation	$252,063
Total	**$485,690**

Amount Granted by Organisation



OPTIONS

16. The options available to Council are to either:

    - Adopt the draft Gambling and TAB Venues Policy
    - Not adopt the draft Gambling and TAB Venues Policy, and redirect Council on the future of the Policy.

OPTION 1: Adopt the draft Gambling and TAB Venues Policy with the recommended amendments (Recommended)	
Description	*Adopt the draft Gambling and TAB venues Policy as consulted on, but with:* o *The track changed clauses included making reference to online gambling, Māori representation, and decision making.* o *No new Class 4 gambling venues,* o *No new TAB venues,* o *Retention of the existing merger provisions,* o *Retention of the existing venue relocation provisions,* o *Gaming machine numbers continuing to reduce over time as venues cease operating,* o *Closed venues unable to be re-established unless expressly permitted under the provisions of the policy.*
Advantages	*Supports harm minimisation by ensuring gaming machine numbers continue to reduce over time.* *Retains some flexibility for venue operators to relocate under exceptional circumstances.*
Disadvantages	*Community funding generated through Class 4 gambling may decline over time as gaming machine numbers reduce.* *Some submitters may consider the policy overly restrictive and limiting business opportunities.*
Impact on mana whenua	*None identified*
Strategic alignment	*Community Priority Three: Well-being is valued:*
Associated risks	*A gradual reduction in gaming machine numbers may reduce the amount of community funding available to local organisations.* *Gambling activity may increasingly shift towards online gambling platforms outside Council's regulatory influence.*

OPTION 2: Not adopt the draft Gambling and TAB Venues Policy, and redirect Council staff on the future of the policy.	
Description	*Do not adopt the draft Gambling and TAB Venues Policy and direct staff to investigate and report back on alternative policy approaches.*
Advantages	*Enables additional engagement with stakeholders before a final policy direction is confirmed.*
Disadvantages	*Delays completion of the policy review process.* *Requires additional staff time and resources to prepare further policy options and undertaken additional consultation.* *Delays implementation of updated policy provisions and amendments.*
Impact on mana whenua	*None identified*
Strategic alignment	*None identified*
Associated risks	*Additional costs associated with further policy development and consultation.*

Financial/budget considerations

17. There are no financial implications associated with either option. Any future policy reviews will be funded by existing budgets.

Policy and planning implications

18. Should the policy be adopted, it will be added to the policy review cycle and reviewed in 2029.

Impact on mana whenua

19. No identified impacts on mana whenua.

Climate impact considerations

20. No identified climate impacts.

Risks

21. No risks identified

Community wellbeing considerations

22. The purpose of Local Government now includes promotion of social, economic, environmental and cultural well-being of communities in the present and for the future ('the four well-beings').
23. The subject matter of this report has been evaluated in terms of the four well-beings during the process of developing this report as outlined below.

Social

24. The draft Gambling and TAB Venues Policy has potential social well-being implications for the Ōpōtiki community. Gambling-related harm can adversely affect individuals, whānau and communities through financial hardship, relationship breakdown, mental health challenges and reduced social connectedness. Conversely, community organisations within the district receive funding from Class 4 gambling proceeds, which supports a range of sporting, recreational and community initiatives that contribute positively to social well-being. The recommended policy option presented seek to balance the potential reduction of gambling-related harm with the ongoing social benefits derived from community grant funding.

Economic

25. Class 4 gambling venues generate community funding that is distributed to local organisations and projects throughout the district. Submissions noted that approximately $490,350 in grants was distributed within Ōpōtiki during 2024 through gambling proceeds, but $2.35 million of gaming machine profits were extracted from Ōpōtiki, meaning only 19% of that was returned via grants.

Cultural

26. Gambling-related harm can have cultural impacts, particularly where it affects whānau wellbeing, community cohesion, and participation in cultural activities. Submissions received highlighted that Māori are disproportionately affected by gambling harm and that consideration should be given to protecting Māori well-being and community outcomes.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

27. On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be. Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.
28. The level of significance related to the decision in this report is considered to be **medium**. Because the decision is determined to have **medium** significance in accordance with the policy, the corresponding level of engagement required is **Consult.**

Assessment of engagement

29. As the level of significance has been determined to be **medium**, the level of engagement required is **Consult** according to the Engagement Framework of the Significance and Engagement Policy:

CONSULT	To obtain public feedback abut ideas on rationale, alternatives, and proposals to inform decision making.

30. The level of engagement required for this decision is 'Consult'. Council has used public consultation methods including receiving submissions/holding a hearing/providing updates to the public about the decision.

CONCLUSION

31. A review of the Gambling and TAB Venues Policy and undertaken consultation in accordance with the requirements of the Local Government Act 2002 has been completed. Five submissions were received, presenting differing views on the future direction of gambling regulation in the district.
32. After considering the submissions, available gaming machine and community funding data, and the potential impacts on community well-being, it is considered that retaining the sinking lid approach and allowing mergers and relocations with the specified requirements is appropriate.
33. This approach balances harm minimisation with operational flexibility and supports the long-term wellbeing of the Ōpōtiki community while ensuring Council meetings its statutory obligations.

Scott James

STRATEGIC POLICY ANALYST

APPENDIX 1

POLICY	STATUS	AT	DATE	DOC ID
Gambling and TAB Venues Policy	*Draft*	*Ordinary Council Meeting*	*dd/mm/yyyy*	*A1415592*

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

ŌPŌTIKI DISTRICT COUNCIL

GAMBLING AND TAB VENUES POLICY

AMENDMENTS/REVIEW

No:	Amendment(s)/Review	Date	Carried out by / Authority
0.1	Full review. Inclusion of Racing Industry Act 2020	31/03/2026	Jessica Hunter
0.2	Reviewed	4/05/2026	Scott J

1. BACKGROUND

1.1. The Gambling Act 2003 requires Ōpōtiki District Council to have a policy that:

- Specifies whether or not Class 4 venues may be established in the territorial authority district and, if so, where they may be located; and
- May also specify any restrictions on the maximum number of gaming machines that may be operated at a Class 4 venue; and
- May include a relocation policy.

1.2. The Racing Industry Act 2020 requires territorial authorities to adopt a policy on TAB venues. The TAB venues policy must:

- Specify whether or not new TAB venues may be established in the territorial authority district and, if so, where they may be located.

1.3. In adopting both the Class 4 venues policy and a TAB venues policy, Council must consider the social impacts of gambling within the Ōpōtiki District. A social impact assessment completed in 2014 informed the development of this policy.

1.4. This policy applies to both Class 4 and TAB venues and is collectively referred to as the Gambling Venue Policy. Racing and sports betting, which are covered by the Racing Act 2003, do not fall within this classification.

1.5. Council acknowledges the increasing availability and accessibility of online gambling opportunities. While online gambling is regulated nationally and falls outside the scope of this policy, Council considered the potential impacts of online gambling on gambling participation and gambling-related harm during the review of this policy.

2. PURPOSE

2.1. Council recognises that gambling-related harm can have significant impacts on individuals, whānau, and communities, and that Māori are disproportionately affected by gambling harm. This policy seeks to minimise gambling-related harm and support community wellbeing.

2.2. To ensure Council and the community has influence over Class 4 gambling and the number of class 4 gambling machines in the Ōpōtiki District while:

- Considering the social impacts of gambling.
- Reducing the exposure and risk of exposure of people under 18 years of age to gambling opportunities and gambling promotion.
- Reducing the total number of licensed gaming machines in the District.
- Limiting the growth of gambling in the District.
- Preventing and minimising harm caused by gambling, including problem gambling.

2.3. Without limiting the provisions of the Gambling Act 2003, any application received by Council shall be assessed against this policy.

3. DEFINITIONS

3.1. **Class 4 Gambling** – defined in the Gambling Act 2003.

For clarity Class 4 Gambling is gambling that satisfies the following criteria:

(a) the net proceeds from the gambling are applied to, or distributed for, authorised purposes; and

(b) either –

(i) no commission is paid to or received by a person for conducting the gambling; or

(ii) the only commission that is paid to or received by a person for conducting the gambling is a commission payment to a venue operator that complies with regulations made under section 371(1)(dd); and

(c) there are game rules for the gambling; and

(d) the gambling, and the conduct of the gambling, satisfies relevant game rules; and

(e) either –

(i) the Secretary has categorised the gambling as class 4 gambling and not as another class of gambling; or

(ii) the gambling utilises or involves a gaming machine.

3.2. **Class 4 gambling venue –** a place used to conduct Class 4 Gambling.

3.3. **Gambling machine/gaming machine –** defined in the Gambling Act 2003. For clarity it means a device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for use in gambling. It is also commonly known as a 'pokie'.

3.4. **TAB venue** – Premises owned or leased by TAB NZ and where the main business carried on at the premises is providing race betting, sports betting, or other racing or sports betting under the Racing Industry Act 2020.

3.5. **Council** – Ōpōtiki District Council.

3.6. **District** – The area administered by Council.

3.7. **Primary Activity:** The activities primarily associated with and promoted by the venue.

4. POLICY

Where new Class 4 venues may be established

4.1. No new Class 4 venues may be established within the District. When an existing Class 4 venue closes, Council will not grant consent for another to be established.

Where new TAB venues may be established

4.2. No new TAB venues may be established within the District. When an existing TAB venue closes Council will not grant consent for another to be established.

Number of gaming machines to be allowed in the District

4.3. Venues with existing licensed gaming machines may be upgraded but permission for additional new gaming machines shall not be given.

Primary Activity of existing Class 4 gambling venues

4.4. The Primary Activity of any existing Class 4 gambling venue must be the sale of liquor and food under a liquor on-license (excluding bring-your-own licences), or the operation of a TAB NZ race and sports betting venue.

4.5. Gambling must not be the venue's Primary Activity.

Merging of Clubs

4.6. New TAB venues may be combined with existing Class 4 gambling venues.

4.7. When two or more clubs holding Class 4 and/or TAB venue licenses propose to merge into a single legal and physical entity, the following conditions apply:

- o The place where the two venues are being merged to hold a current Class 4 venue license, and
- o The maximum number of gaming machines allowed to operate will be the sum of the number of gambling machines specified in all the corporates societies' Class 4 venue licenses at the time of application, or 18 machines, whichever is lesser.

4.8. An applicant for the Council's consent under this policy must provide information as detailed in section 5.1 of this policy, and in addition must:

- o Meet any requirements specified in this policy,
- o Meet the fee requirements specified in Council's Fees and Charges Schedule, and
- o Comply with regulations set out in the Gambling Act 2003.

Relocation of existing Class 4 gambling venues and machines

4.9. Under exceptional circumstances - such as natural hazards, climate change impacts, or fire – Council may, at its discretion, allow the relocation of existing Class 4 gambling venues and machines.

4.10. In considering relocation requests, Council will assess:

- o The zoning of the proposed site;
- o Proximity to sensitive land uses, including schools, medical facilities, community facilities, places of worship, MSD offices, and marae;
- o Proximity to ATMs and existing Class 4 venues; and
- o The Deprivation Index of the proposed location.

Conditions applying to all Gambling venues under this policy

4.11. Class 4 gambling venues must not use the word 'casino', casino-related imagery, or any branding that may create the impression that venue operators as a casino.

4.12. Class 4 gambling venues must be designed and operated so that gambling activities are not visible from outside the premises. Gambling machines, gambling activities, gambling-related advertising, signage, branding, promotional material, jackpot information, and any other gambling inducements must be confined to the interior of the venue and must not be visible to the public from any external location, including public roads, footpaths, or other adjoining public spaces.

4.13. Class 4 gambling venues must not be associated with, or connected to, family-oriented or children's activities.

4.14. Class 4 gambling venues must not operate in premises where gambling is incompatible with other permitted activities within the approved zones.[1]

5. APPLICATIONS FOR CONSENTS

5.1. Applications for Council consent for the merging of clubs under this policy may be lodged at any time and must include the following information:

a) Name and contact details of the applicant clubs;
b) Street address and legal description of the venue into which the clubs propose to merge;
c) Copies of all current Class 4 venue licences held by all the merging clubs, confirming the number of gaming machines authorised at each venue;
d) Information about the venue operator, including:
    - Police clearance for owners and managers;
    - Ownership of the premises;
    - Description of all business operating from the premises.
e) Details and copies of:
    - Gambling Harm Minimisation Policy;
    - Host Responsibility policies and procedures;
    - Staff training programme.
f) An audited 12-month business plan or budget that:
    - Covers both gambling and non-gambling activities;
    - Clearly distinguishes the percentage of revenue from gambling and other activities;
    - Demonstrates that the venue is not primarily used for operating gaming machines.
g) A site plan detailing:
    - Each floor of the venue;
    - Areas for gambling and non-gambling activities;
    - The location and number of gaming machines.
h) Details of any alcohol licence(s) applying to the premises.
i) Details of any police attendance for public order or related issues at either of the existing premises
j) Evidence of compliance with the Council's District Plan or a copy of the relevant Resource Consent.

5.2. Applications for Council consent for relocation of existing Class 4 gambling venues and machines under policy may be lodged at any time and must include the following information:

a) Name and contact details of the applicant;
b) Street address and legal description of both the current venue and the proposed venue;
c) A copy of the current Class 4 venue licence, confirming the number of gaming machines authorised;
d) Information about the venue operator, including:
    - Police clearance for owners and managers;
    - Ownership of the premises;
    - Description of all business operating from the premises.
e) Evidence of distance to nearby sensitive sites, including (but not limited to):

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[1] An area of the district, defined as a zone in the Operative Ōpōtiki District Plan 2021 or any subsequent amendments.

- Schools and education facilities;
- Medical centres;
- Community facilities;
- Places of worship;
- MSD offices;
- Marae.

f) Evidence of distance to:
  - The nearest ATM(s);
  - Other existing Class 4 venues.

g) Evidence confirming the Deprivation Index score of the proposed location;

h) Details and copies of:
  - Gambling Harm Minimisation Policy;
  - Host Responsibility policies and procedures;
  - Staff training programme.

i) An audited 12-month business plan or budget that:
  - Covers gambling and non-gambling activities;
  - Clearly separates projected revenue from gambling and other activities;
  - Demonstrates that gaming machines are not the primary activity of the venue.

j) A detailed site plan showing:
  - All floors of the venue;
  - Areas for gambling and non-gambling activities;
  - Number and location of gaming machines.

k) Details of any alcohol licence(s) applying to the premises.

l) Details of any police attendance for public order or related issues at the existing venue.

m) Evidence of compliance with the Council's District Plan or a copy of the relevant Resource Consent.

6. DECISION MAKING

6.1. Council has 30 working days in which to determine a consent application.

6.2. Applications that meet all policy requirements may be determined by the Strategy and Development Group Manager under delegated authority.

7. RELEVANT LEGISLATION

- Local Government Act 2002
- Gambling Act 2003
- Racing Industry Act 2020

8. FEES AND CHARGES

8.1. The applicant must meet the fees and charges requirements specified in Council's fees and charges schedule.

9. REVIEW

9.1. This policy must be reviewed every three years in accordance with the special consultative procedure prescribed in the Local Government Act 2002.

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date : 27 August 2026

To : Ordinary Council Meeting, 15 September 2026

From : Strategic Policy Analyst, Scott James

Subject : **DOG CONTROL POLICY**

File ID : A1416722

EXECUTIVE SUMMARY

- Council has recently undertaken a Special Consultative Procedure with respect to the review of the Dog Control Policy.
- Council has received eight (8) submissions on this proposal.
- Council must decide to adopt or to not adopt the draft Policy.

RECOMMENDATIONS

1) **That the report titled "Dog Control Policy" be received.**
2) **That Council notes the submissions received through the Special Consultative Procedure undertaken as part of this policy review, were received for consideration at the Extra Ordinary Council Meeting on 15 September 2026.**
3) **That Council adopts the Dog Control Policy attached as Appendix 1.**

PURPOSE

1. To present the findings of consultation of the Dog Control Policy 'the Policy' and to seek a decision to adopt or to not adopt the Policy. Should this policy be adopted, the next review period will be in 2029. Should Council determine not to adopt the Policy, the existing Policy will remain in effect until a revised Policy can be developed, consulted on, and adopted.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:

☒ Community Priority One: Strong relationships and partners

☐ Community Priority Two: Investment in our district

☒ Community Priority Three: Well-being is valued

☐ Community Priority Four: Our communities are resilient

☐ Community Priority Five: Growth is sustained over time

BACKGROUND

3. Under s10 of the Dog Control Act 1996 (the Act), territorial authorities must adopt a policy in accordance with a special consultative procedure (SCP), a policy in respect of dogs in the district.
4. Council is required to undertake the following activities prior to any renewal taking place:
    - Prepare a Statement of Proposal,
    - Undertake a four-week consultation period,
    - Set aside a date for public hearings,
    - Council deliberations and decision-making.
5. At the Ordinary Council Meeting on 9 June 2026, Council resolved to adopt the Statement of Proposal and draft Dog Control Policy and noted the consultation would be undertaken from 18 June 2026 to 23 July 2026.
6. Council received eight submissions from the public. Of the eight submissions, all were in support of the draft Policy.

DISCUSSION

7. All eight submissions received during consultation supported the draft Dog Control Policy. While submitters were generally supportive of the Policy's direction, a number of common themes emerged. Key themes that emerged were:
    - Stronger enforcement of existing rules, particularly regarding roaming dogs, dog attacks, and nuisance barking. Several submitters expressed concern about loose dogs in the community and the risk they pose to people and other animals,
    - Improved public safety, including greater control of dogs in public areas, leash requirements, and reducing the number of uncontrolled dogs,
    - Promotion of responsible dog ownership, including registration, microchipping, desexing, and appropriate care of dogs,
    - Education-focused approaches, particularly educating dog owners about their responsibilities and improving public understanding of dog-related rules and rights,
    - Protection of wildlife, with suggestions for additional controls in wildlife habitats and recreational areas,
    - Recognition of disability assist dogs and ensuring their legal rights are understood and respected within the community.

8. To demonstrate that all submissions were considered as part of the consultation process, the table below summarises the key issues raised by submitters and how these matters have been addressed in the draft Dog Control Policy:

Submission Theme	Response
Barking and nuisance dogs	Already addressed in Section 6 of the Policy
Roaming dogs and public safety	Already addressed in Section 6
Dog owner education	Incorporated into section 9
Dog welfare and SPCA involvement	Incorporated into section 4
Wildlife protection	Partially addressed: additional area restrictions can be considered through current bylaw review
Disability assist dogs	Incorporated through definitions and registration provisions and prohibited areas.

OPTIONS

9. The options available to Council are to either:
   - Adopt the Dog Control Policy, or
   - Not adopt the Dog Control Policy.

OPTION 1: To adopt the Dog Control Policy with incorporated feedback	
Description	*Council adopts the Dog Control Policy with incorporated feedback*
Advantages	*Reflects feedback received through the SCP* *Provides clear and up-to-date guidance for dog management within the district* *Supported by all submitters who participated in the consultation process.*
Disadvantages	*None identified*
Impact on mana whenua	*None identified*
Strategic alignment	*Community Priority Three: Well-being is valued* *By promoting community safety and responsible dog ownership.*
Associated risks	*None identified*

OPTION 2: To not adopt the Dog Control Policy with incorporated feedback	
Description	*Council does not adopt the Dog Control Policy with incorporated feedback*
Advantages	*None identified*
Disadvantages	*Delays implementation of the updated Policy*

OPTION 2: To not adopt the Dog Control Policy with incorporated feedback	
	Does not give effect to the outcomes of the recent consultation
Impact on mana whenua	*None identified*
Strategic alignment	*Does not strategically align with Council community priorities*
Associated risks	*Risks that identified community concerns regarding roaming dogs, public safety, and responsible dog ownership are not addressed through an updated policy framework.*

Financial/budget considerations

10. There are no financial implications associated with either option. Any future policy reviews will be funded by existing budgets.

Policy and planning implications

11. Should the policy be adopted, it will be added to the policy review cycle and reviewed in 2029.

Impact on mana whenua

12. No identified impacts on mana whenua.

Climate impact considerations

13. No identified climate impacts.

Risks

14. No risks identified.

Community well-being considerations

15. The purpose of Local Government now includes promotion of social, economic, environmental and cultural well-being of communities in the present and for the future ('the four well-beings').
16. The subject matter of this report has been evaluated in terms of the four well-beings during the process of developing this report as outlined below.

Social

17. Having clear guidance on Council's approach to dog control improves compliance and community safety.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

18. On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be. Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.
19. The level of significance related to the decision in this report is considered to be **medium**. Because the decision is determined to have **medium** significance in accordance with the policy, the corresponding level of engagement required is **Consult.**

Assessment of engagement

20. As the level of significance has been determined to be **medium**, the level of engagement required is **Consult** according to the Engagement Framework of the Significance and Engagement Policy:

CONSULT	To obtain public feedback abut ideas on rationale, alternatives, and proposals to inform decision making.

21. The level of engagement required for this decision is 'Consult'. Council has used public consultation methods by way of a Special Consultative Procedure (SCP) that included receiving submissions, holding a hearing and will provide an update to the public about the decision.

CONCLUSION

22. Councils Dog Control Policy has undergone a SCP in accordance with legislative requirements, and feedback received from the community has been incorporated into the final Policy. Council staff is satisfied that the views and concerns of submitters have been appropriately considered and reflected where relevant. Accordingly, it is recommended that Council adopt the Dog Control Policy presented with this report.

Scott James

STRATEGIC POLICY ANALYST

APPENDIX 1

POLICY	STATUS	AT	DATE	DOC ID
DOG CONTROL POLICY	*Draft*	*Ordinary Council Meeting*	*14/05/2026*	*A1416672*

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

OPOTIKI DISTRICT COUNCIL

DOG CONTROL POLICY

AMENDMENTS/REVIEW

No:	Amendment(s)/Review	Date	Carried out by / Authority
0.1	Renewed	2022	
0.2	Renewed	14/05/2026	Scott J

TABLE OF CONTENTS

1. INTRODUCTION

1.1. This policy is made under section 10 of the Dog Control Act 1996, which requires the Council to adopt a dog control policy for the Ōpōtiki District.

1.2. The Consolidated Bylaws 2021, Part 9 Dog Control, supports this policy by regulating dogs to prevent danger, distress, and nuisance. This policy sets the direction for dog control in the District and is implemented through those bylaws.

1.3. Council is responsible for administering and enforcing the Act, including maintaining a register of all dogs.

1.4. In developing this policy, the Act requires Council to consider:
   - Minimising danger, distress, and nuisance to the community;
   - Preventing uncontrolled dog access to areas frequented by children;
   - Ensuring people can safely use public places without fear of attack or intimidation;
   - Meeting the exercise and recreational needs of dogs and their owners.

2. PURPOSE AND SCOPE

2.1. The purpose of this policy is to:
   - Meet the requirements of the Dog Control Act 1996;
   - Reduce nuisance and issues caused by dogs;
   - Keep the community safe through education and enforcement;
   - Promote and recognise responsible dog ownership and animal care;
   - Identify public places where dogs are permitted or prohibited.

2.2. This policy and the accompanying Bylaw have effect in all areas of the Ōpōtiki District and should be read alongside this policy.

3. DEFINITIONS

3.1. In this policy, unless the context otherwise requires, -

3.2. **Act** – Dog Control Act 1996.

3.3. **Bylaw(s)** – Ōpōtiki District Council Dog Control Bylaw 2021

3.4. **Council** – Ōpōtiki District Council.

3.5. **District** – The area administered by Ōpōtiki District Council.

3.6. **Disability Assist Dog** – a dog certified by an organisation listed in Schedule 5 of the Act as being trained, or in training, to assist a person with a disability.

3.7. **DOC** – Department of Conservation.

3.8. **Dog Control Officer/Officer** – someone appointed under section 11 of the Act and includes a warranted officer exercising powers under section 17 of the Act.

3.9. **Dangerous Dog** – a dog that has been classified as a dangerous dog under section 31 of the Act.

3.10. **Domestic Animal** – includes:
- Any animal (including a bird or reptile) kept as a domestic pet;
- Any working dog;
- Any other animal kept by any person for recreational purposes or for that person's occupation or employment.

3.11. **Neutered Dog** – given its meaning by section 2 of the Act.

3.12. **Owner** – given its meaning by section 2 of the Act.

3.13. **Public Place** – given its meaning by section 2 of the Act.

3.14. **Menacing Dog** – a dog that has been classified as a menacing dog under section 33A of the Act.

3.15. **Working Dog** – any working as defined under Section 2 of the Act.

POLICY STATEMENTS

4. DOG OWNERSHIP OBLIGATIONS

Registration and fees

4.1. Maintaining an effective dog registration system is a statutory requirement and essential for the efficient management of dog control.

4.2. All dogs over three months of age must be registered with Council annually. Registration runs from 1 July each year, and owners must complete the required registration forms or online declarations. An exception applies to puppies that reach three months of age during the registration year, for which the registration fee will be pro-rated.

4.3. Dog owners must notify Council of any change in ownership or address. Where a dog is transferred to a new owner, both parties are responsible for ensuring the transfer is recorded. Dogs moving into the District from another council must be re-registered, and existing registration tags must be surrendered. Where registration is current, a new Council-issued tag will be provided for a replacement fee as per Councils Fees and Charges schedule.

4.4. Owners must notify Council if a dog dies. A refund for the remainder of the registration year may be applicable upon written application for a refund.

4.5. Registration fees are set annually in Councils Fees and Charges and reflect the costs of registering and managing dogs. A discount fee applies for dogs registered before 1 August, and full registration fee applies for dogs registered after 1 August. Council may take enforcement action after 1 September each year where dogs are not registered or ownership details are not updated and may include the issuing of infringement notices.

4.6. Fees apply to the following categories:
- Entire (unneutered) dogs – full fee;
- Neutered dogs – reduced fee;
- Working dogs – reduced fee;
- Certified disability assists dogs – no charge

4.7. Council provides discounted registration fees to promote responsible ownership, reduce roaming and unwanted dogs, and support positive animal welfare outcomes. Eligibility for reduced fees may require supporting evidence, such as veterinary certification or signed declarations.

4.8. Owners seeking a reduced fee for working dogs must complete a declaration form. Working dogs include farm dogs and those primarily used for lawful hunting activities and that have completed avian awareness and aversion training.

Microchipping

4.9. All dogs registered for the first time from 1 July 2006 must be microchipped, except for working dogs kept solely or principally for herding or driving stock.

4.10. Owners must provide Council with proof of microchipping. If a dog is not microchipped, Council may:
- Issue a warning or infringement notice;
- Prosecute the owner;
- Microchip the dog if it is impounded and recover the cost from the owner or person reclaiming the dog.

Dog welfare

4.11. To support responsible dog ownership and promote public awareness of animal welfare obligations, Council will encourage compliance with the Animal Welfare Act 1999 and the Code of Welfare: Dogs. Council recognises that dog owners are responsible for ensuring dogs:
- Have access to adequate food and clean drinking water;
- Are provided with suitable shelter, housing, bedding, and a clean living environment;
- Have sufficient space to move freely and express normal behaviours;
- Receive appropriate exercise, socialisation, and mental stimulation;
- Receive prompt veterinary treatment when required; and
- Are not tethered or confined in a manner that compromises their welfare.

4.12. Dogs have specific physical and behavioural needs. Owners are responsible for ensuring their dog's welfare by providing:
- Proper care and attention;
- Adequate food and water;
- Suitable shelter;
- Enough exercise.

4.13. To support dog welfare, Council provides:
- Access to public places and appropriate spaces where dogs can be exercised safely;
- Offer education and information to help owners understand their responsibilities;
- Action when dogs are not properly cared for. This could include:
  - Investigating complaints about lack of food, water, or shelter;
  - Providing urgent care (food, water, shelter) if needed;
  - Referring welfare concerns to the SPCA or other relevant agencies.

4.14. To address breaches of dog welfare and control laws, Council may:
- Refer cases to the SPCA or other agencies;
- Issue warnings;
- Issue infringement notices.

5. PUBLIC PLACES AND DOG CONTROL

5.1. The Act allows Council to designate public places where dogs are prohibited, must be on a leash, or may be off leash. In the Ōpōtiki District, these areas are classified as:
- Dog exercise areas – dogs may be exercised off leash.
- Dog prohibited areas – dogs are not allowed, either at all times or only at specified times.

5.2. Dog exercise areas and dog prohibited areas are detailed in Schedule 1, Part 9 of the Bylaws.

Exercise areas

5.3. Dog exercise areas are:
- Beaches (except designated prohibited areas);
- Ōpōtiki Township stopbanks;
- Te Papa Tākaro o Whitikau (Volkner Island Reserve)

Prohibited areas

5.4. Dogs are prohibited at all times in:
- Public playgrounds (within 10 metres of plays equipment);
- Church Street (Kelly Street to Richard Street);
- Hukutaia Domain;
- Raniera Rangi Reserve (Rose Garden);
- Effluent ponds (Snell Road);
- Upton Park;
- Waioweka Spit (east end);
- Waiaua Spits (both sides of river mouth);
- Waiotahe Spit (dotterel breeding area).

5.5. Dogs are prohibited during organised sports events at:
- Rugby Park / Princess Street Reserve;
- Ōhui Domain (corner of Ōtara Road and Gault Road);
- Memorial Park.

5.6. This excludes any dog defined or being trained as a disability assist dog.

5.7. Council may temporarily prohibit dogs in areas because of potential conflict with people, domestic animals, or wildlife, or at the advice of DOC. Temporary prohibitions will be notified by signage placed at the points of entry to the areas and by way of public notice on Council's website.

Leash rules

5.8. Leash requirements:
- Dogs must be on a leash in all urban public places (Residential, Industrial, Town Centre, and Mixed Activity under the District Plan), unless in a designated exercise area.
- In all other public places, dogs must be under control, and owners must carry a leash at all times.

Access restrictions under other legislation

5.9. The Act requires this policy to identify land within the district that is subject to dog access restrictions under the:
- Conservation Act 1987 (controlled or open dog areas);
- National Parks Act 1980;
- Te Urewera Act 2014.

5.10. Only hunting dogs issued with a permit, guide dogs, and dogs used for authorised purposes (such as conservation management) may be taken onto conservation land. All other dogs are prohibited.

5.11. Within Department of Conservation (DOC) land east of Ōhiwa Harbour (East Coast Hawke's Bay Conservancy), dogs are not permitted in:
- Scenic reserves;
- Conservation areas;
- Raukūmara Forest Park

5.12. This includes named areas such as the Urutawa and Waioweka Conservation Areas, unless a permit is obtained from DOC.

5.13. Dog access to Te Urewera is restricted to hunting dogs issued with a permit. All other dogs are prohibited.

6. MANAGING RISK AND NUISANCE

Roaming dogs

6.1. Roaming dogs can cause nuisance and pose risks to people, animals, and wildlife. Council responds to complaints and undertakes patrols in urban areas to identify roaming dogs:
- If a registered dog is found roaming for the first time, it may be returned to its owner, and an infringement notice may be issued;
- Dogs found roaming may be impounded, with owners liable for impounding, daily care, and infringement fees;
- Repeat roaming offences may result in Council requiring the dog to be neutered.

Barking dogs

6.2. Complaints about barking dogs will be investigated by a Dog Control Officer.

6.3. If a dog is creating a nuisance through persistent or loud barking or howling, the officer may:
- Inspect the property, and
- Issue a written notice requiring the owner to take reasonable steps to stop the nuisance.

Dog faeces

6.4. Owners must immediately remove and hygienically dispose of any faeces left by their dog in a public place or on private property.

Limit of number of dogs

6.5. A maximum of two dogs over three months of age may be kept on a property in the following zones, unless a Council permit is obtained:
- Residential Zone;
- Mixed Activity Zone;

- Ōhiwa Harbour Zone;
- Coastal Settlement Zone.

6.6. This limit does not apply to:
- Boarding kennels;
- Veterinary clinics;
- The Duke Street Pound.

6.7. There is no limit on the number of dogs in the Rural Zone or Coastal Zone.

Bitches in season

6.8. Owners of bitches in season must keep them securely confined while ensuring they receive proper care, including adequate food, water, and exercise.

Diseased dogs

6.9. Dogs with infectious diseases must not be taken into public places. They must remain on the owner's property, except when being transported to a veterinary clinic for treatment.

7. DOG OWNER CLASSIFICATION

Probationary owners

7.1. Section 21 of the Act allows for classification as a probationary owner. An owner may be classified as a probationary owner for up to 24 months if they are convicted of an offence under the Act (or other specified legislation) or commit three or more infringement offences within a 24-month period.

7.2. A probationary owner:
- May not own any dogs other than those already owned and registered at the time of classification;
- Must dispose of any unregistered dogs within 14 days in a lawful manner;
- May be required to complete an approved dog owner education or obedience course at their own expense.

Disqualification of dog owners

7.3. A person may be disqualified from owning dogs for up to five years if they are convicted of a serious offence under the Act (or any other Act specified in section 25 of the Act) or commit three or more infringement offences within a 24-month period. Council may instead apply probationary status where appropriate.

7.4. A disqualified person:
- Must dispose of all dogs they own within 14 days in a lawful manner;
- Must not transfer ownership to anyone living at the same address;
- Must not own or keep a dog for the duration of the disqualification.

8. DOG CLASSIFICATIONS

Dangerous dogs

8.1. Adhering to section 31 of the Act, Council must classify a dog dangerous if:

- The owner of the dog has been convicted of a specified offence under the Act;
- Council has reasonable grounds to believe the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal, or protected wildlife based on sworn evidence that the dog has shown aggressive behaviour on one or more occasions.
- The owner admits in writing that the dog constitutes a threat to safety or any person, stock, poultry, domestic animal, or protected wildlife.

8.2. If a dog is classified as dangerous, the owner must:

- Must pay a higher registration fee as stipulated in Councils Fees and Charges;
- Keep the dog securely contained on their property, with dog-free access to at least one entrance to the dwelling;
- Ensure the dog is muzzled and, on a leash, when in any public place (unless in a designated exercise area);
- Neuter the dog (over three months of age) within one month of receiving notice;
- Ensure the dog is microchipped within two months;
- Not transfer ownership without Council's written consent.

8.3. Failure to comply may result in Council seeking a destruction order and the owner will face a maximum fine of $3,000. If an owner fails to comply with a court order to have the dog destroyed and does not produce a veterinarian's certificate stating that the dog has been destroyed, the owner will face a further fine of $3,000.

8.4. Complaints of dog attacks causing serious injury will be referred to the Police as a criminal matter.

Menacing dogs

8.5. As per section 33A of the Act, Council may classify a dog as menacing if it poses a threat or has shown aggressive behaviour towards people, animals, or wildlife. Dogs classified under the Act as prescribed breeds or types in Schedule 4 must also be classified as menacing.

8.6. If a dog is classified as menacing, the owner must:

- Ensure the dog is muzzled at all times when in a public place;
- Neuter the dog (over three months of age) within one month of receiving notice;
- Ensure the dog is microchipped within two months of classification.

8.7. All dogs classified as menacing, including those transferred from another district, must be neutered.

Menacing by breed or type

8.8. The list of dogs classified as menacing by breed or type can be found in Schedule 4 of the Act.

8.9. Where an owner disputes a breed or type identification, Council may consider relevant evidence provided by the owner, including veterinary assessments, breed documentation, or recognised DNA testing results. The final determination will be made by Council based on all available information.

8.10. Dogs classified as menacing by breed or type must be desexed within one month of notification, ownership, or by 12 months of age (for puppies).

8.11. Council may grant an exemption where the owner provides veterinary evidence that the dog is not fit to be desexed within this timeframe.

8.12. Owners of dogs classified as menacing by breed or type must:
  - Keep the dog in a secure area that allows safe access to at least one entrance of the dwelling;
  - Ensure the dog is muzzled in any public place unless confined in a vehicle or cage (in accordance with the Animal Welfare Act 1999);
  - Notify Council in writing within seven days of any change in ownership, including the new owner's details and address.

9. EDUCATION AND PREVENTION

Owner education

9.1. Council will educate dog owners and the wider community about responsible dog ownership through:
  - Printed materials (e.g. brochures);
  - Council communications, including the Pānui newsletter;
  - School and community education programmes.

9.2. Dog Control Officers will also work directly with dog owners where complaints or issues arise.

Dog training

9.3. Council encourages all dog owners to train and socialise their dogs, including attending puppy training and obedience classes.

9.4. Avian awareness and avoidance training is required for hunting dogs to be registered as working dogs and may also be required for access to certain DOC land. Owners could contact Council or DOC to arrange this training.

10. ENFORCEMENT

10.1. Council recognises that most dog owners are responsible, and that issues can often be resolved through education. This will generally be the first approach, except where an incident causes harm or distress to a person or animal. Enforcement action may also be taken to protect public safety and ensure compliance with dog control requirements.

Rehoming unclaimed/surrendered dogs

10.2. An unclaimed/surrendered dog that is assessed as suitable may be rehomed to an approved person or organisation at the discretion of Council.

10.3. Council will ensure any dog rehomed is microchipped and registered for the remainder of the current registration year.

10.4. Responsibility for the care, behaviour and management of a rehomed dog transfer to the new owner upon completion of the rehoming process. Council accepts no liability for matters arising after transfer.

Infringement notices

10.5. The Act authorises Dog Control Officers to issue infringement notices for offences.

10.6. Infringement offences and fees are prescribed by the Schedule 1 of the Act, and Council has no discretion to alter them.

Prosecution thresholds

10.7. Prosecution is at the discretion of Council, except for non-registration and dog attack offences.

10.8. The Strategy & Development Group Manager has delegated authority to proceed to prosecutions for non-registration and dog attack offences.

Euthanasia of dogs

10.9. Impounded dogs that are not claimed within seven days and are unsuitable for rehoming will be euthanised humanely. Dogs suitable for rehoming may also be euthanised if a suitable owner cannot be found.

10.10. Where an owner requests euthanasia of an impounded dog, this will be arranged at the owner's cost.

11. FEES AND CHARGES

11.1. Fees and charges are set in accordance with Council's Fees and Charges Schedule.

12. RELEVANT LEGISLATION

- Dog Control Act 1996
- Animal Welfare Act 1999
- Ōpōtiki District Council Consolidated Bylaws 2021
- Code of Welfare: Dogs
- Ministry for Cities, Environment, Regions and Transport. *Dog Control and Enforcement under the Dog Control Act 1996: Guidelines for New Zealand Territorial Authorities* (2026)

13. REVIEW

13.1. This policy must be reviewed every three years in accordance with the special consultative procedure prescribed in the Local Government Act 2002.

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date : 27 August 2026

To : Ordinary Council Meeting, 15 September 2026

From : Strategic Policy Analyst, Scott James

Subject : **POLICY REVIEW**

File ID : A1416676

EXECUTIVE SUMMARY

- Council undertakes regular reviews of its policies to ensure they reflect current legislative requirements and provide relevant, up-to-to date guidance for both the community and staff.
- This report presents four policies that are recommended for adoption. To improve clarity and reduce repetition, the policies have been consolidated into a single report. Each policy is discussed in its own section, outlining its amendments and key considerations. This approach ensures Council reviews all necessary information in a concise and accessible format while avoiding unnecessary duplication of content.
- The following policies included in this report for Council to review and readopt are:
  - Fraud and Corruption Policy (Appendix 1);
  - Appointment and Remuneration of Directors of Council Controlled Organisations Policy (Appendix 2);
  - Sensitive Expenditure Policy (Appendix 3); and
  - Compliance and Enforcement Policy (Appendix 4).
- The updated policies strengthen internal controls, improve clarity for staff and elected members, and support transparent and consistent decision-making.

RECOMMENDATIONS

1) **That the report titled "Policy Review" be received.**
2) **That Council adopts the Fraud and Corruption Policy.**
3) **That Council adopts the Appointment and Remuneration of Directors of Council Controlled Organisations Policy.**
4) **That Council adopts the Sensitive Expenditure Policy.**
5) **That Council adopts the Compliance and Enforcement Policy.**

PURPOSE

1. The purpose of this report is to recommend for Council to adopt four Council policies that have been reviewed and amended to ensure relevancy, clarity, and up-to-date guidance.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:

   ☒ Community Priority One: Strong relationships and partners

   ☒ Community Priority Two: Investment in our district

   ☒ Community Priority Three: Well-being is valued

   ☐ Community Priority Four: Our communities are resilient

   ☐ Community Priority Five: Growth is sustained over time.

BACKGROUND

3. As part of Council's three-year policy review programme, all policies presented in this report have been reviewed to ensure they remain current, relevant, and aligned with good governance practice.
4. These policies are primarily internal governance and accountability documents that guide Council's decision-making, ethical conduct, financial stewardship, and regulatory responsibilities. While the policies remain fundamentally sound, they have been reviewed and updated where necessary to improve clarity, reflect current practices, strengthen internal controls, and ensure alignment with legislative and governance expectations.
5. All policies have been considered by the Risk and Assurance Committee in June 2026, which provided governance oversight of the proposed amendments and subsequently recommended that the policies be presented to Council for readoption.

DISCCUSION

<u>Fraud and Corruption Policy</u>

6. Council's Fraud and Corruption Policy sets out the organisation's expectations, controls, and response mechanisms for preventing, detecting, and managing fraud and corruption.
7. The policy was last adopted in July 2023 and remains structurally sound. The review of the policy has confirmed that the core framework – including definitions, reporting pathways, investigation processes, and staff responsibilities – continues to reflect good practice.
8. Only several updates were required to ensure the policy remains contemporary and aligned with sector expectations. These include:
   - Strengthening emphasis on proactive prevention, internal controls, and staff awareness, and

- Clarification of roles and escalation pathways to support consistent application.

9. The proposed refinements modernise the policy and reinforce Council's commitment to ethical conduct, without alternating its underlying intent or operational approach.

<u>Appointment and Remuneration of Directors of Council Controlled Organisations Policy;</u>

10. Council's Appointment and Remuneration of Directors of Council Controlled Organisations Policy sets out the process for the selection, appointment, remuneration, and reimbursement of external appointees. Under section 57 of the Local Government Act 2002, Council must maintain a policy governing the appointment and remuneration of directors of Council organisations.
11. The current policy was last adopted in 2008. Since then, the review has identified the need for structural updates to ensure the policy reflects:
    - Current legislative requirements and governance expectations,
    - Council's evolving operating environment,
    - Contemporary practice for director recruitment, due diligence, remuneration setting, and performance expectations,
    - Clearer guidance for staff and elected members on roles, responsibilities, and decision-making processes.
12. The revised draft policy now provides a comprehensive, modern framework that supports transparent, consistent, and defensible appointment and remuneration decisions. It also strengthens Council's ability to manage risk and ensure high-quality governance.

<u>Sensitive Expenditure Policy;</u>

13. Council's Sensitive Expenditure Policy sets expectations for how employees and elected members spend public funds. The review for Council's Sensitive Expenditure Policy was in response to the Auditor-General's expectations that all councils maintain a policy on sensitive expenditure (Auditor-General's *'Controlling Sensitive Expenditure'*). The policy was last updated in July 2023.
14. The review focused on ensuring alignment with the Auditor-General's guidance while providing greater clarity for staff. Key updates include:
    - Clear articulation of the principles underpinning sensitive expenditure,
    - Introduction of guidance on the treatment of rewards, gifts, and prizes received in the course of Council business,
    - Inclusion of provisions relating to short-term accommodation, including services such as Airbnb; and
    - Enhanced operational guidance to support consistent decision-making and application of the policy by staff.

Compliance and Enforcement Policy;

15. Council's Enforcement Policy (proposed to be amended to Compliance and Enforcement Policy) outlines how enforcement and compliance activities are undertaken across regulatory functions. The policy was adopted in 2017. Since then, the policy and associated procedures no longer reflected current operational practice or contemporary regulatory expectations.

16. The review identified the need for significant updates to ensure the policy provides clear, consistent, and defensible guidance. Key updates include:
    - Establishing clearer and more relevant enforcement thresholds,
    - Strengthening operational guidance for staff,
    - Improving transparency for the community,
    - Aligning with current best practice.

OPTIONS

17. The options to Council are to either:
    - *Adopt or to not adopt the Fraud and Corruption Policy;*
    - *Adopt or to not adopt the Appointment and Remuneration of Directors of Council Organisations;*
    - *Adopt or to not adopt the Sensitive Expenditure Policy;*
    - *Adopt or to not adopt the Compliance and Enforcement Policy.*

Fraud and Corruption Policy;

OPTION 1a: To adopt the Fraud and Corruption Policy	
Description	*Council adopts the reviewed Fraud and Corruption Policy.*
Advantages	*Ensures the policy remains current and fit for purpose.* *Demonstrates Council's commitment to ethical conduct and good governance.* *Supports compliance with Auditor-General expectations and audit requirements.* *Reinforces staff and elected member awareness of fraud and corruption prevention responsibilities.*
Disadvantages	*None identified*
Impact on mana whenua	*None identified*
Strategic alignment	*Community Priority One: Strong relationships and partners.* *The reviewed policy helps build and maintain trust between Council, elected members, staff, and the wider community by promoting ethical behaviour, and by increasing confidence in Council's stewardship of public resources.*

OPTION 1a: To adopt the Fraud and Corruption Policy	
Associated risks	*None identified*

OPTION 1b: To not adopt the Fraud and Corruption Policy	
Description	*Council does not adopt the reviewed Fraud and Corruption Policy*
Advantages	*None identified*
Disadvantages	*Does not demonstrate that the policy has been formally reviewed and remains fit for purpose.* *May not meet Auditor-General expectations regarding the regular review of key governance policies.* *Misses an opportunity to reinforce awareness of fraud and corruption prevention responsibilities among staff and elected members.*
Impact on mana whenua	*None identified*
Strategic alignment	*Does not align with any strategic priorities*
Associated risks	*Increased reputational and audit risk if the policy is perceived as outdated or insufficiently maintained.* *Potential for reduced staff awareness and understanding of fraud and corruption prevention responsibilities.*

Appointment and Remuneration of Directors of Council Organisations;

OPTION 2a: To adopt the Appointment and Remuneration of Directors of Council Organisations	
Description	*Council adopts the reviewed Appointment and Remuneration Policy for Directors of Council Organisations*
Advantages	*Provides clear guidance on the appointment and remuneration of directors of Council organisations.* *Ensures continued compliance with legislative requirements and good governance principles.* *Aligns Council's policy with current sector practice and contemporary governance expectations.* *Updates the policy framework to reflect current approaches adopted by neighbouring councils, including Whakatāne District Council.* *Demonstrates that the policy has been formally reviewed and remains fit for purpose, nothing that it was last readopted in 2008.*
Disadvantages	*None identified*

OPTION 2a: To adopt the Appointment and Remuneration of Directors of Council Organisations	
Impact on mana whenua	*None identified*
Strategic alignment	*Community Priority One: Strong relationships and partners.* *The policy supports effective governance arrangements and accountability within Council organisations, helping maintain public confidence in Council's decision-making processes.*
Associated risks	*None identified*

OPTION 2b: To not adopt the Appointment and Remuneration of Directors of Council Organisations	
Description	*Council does not readopt the reviewed Appointment and Remuneration Policy for Directors of Council Organisations*
Advantages	*None identified*
Disadvantages	*Misses the opportunity to update and reaffirm Council's expectations regarding director appointments and remuneration.*
Impact on mana whenua	*None identified*
Strategic alignment	*Does not align with any strategic priorities*
Associated risks	*Increased governance risk arising from reliance on a policy that has not been formally reviewed and readopted.* *Potential reputation risk if appointment and remuneration decisions are perceived as lacking clear or current policy guidance.*

Sensitive Expenditure Policy;

OPTION 3a: To adopt the Sensitive Expenditure Policy	
Description	*Council adopts the reviewed Sensitive Expenditure Policy*
Advantages	*Ensures Council maintains a current and fit-for-purpose policy governing sensitive expenditure.* *Supports compliance with the Auditor-General's expectations and guidance on controlling sensitive expenditure.* *Provides greater clarity for staff on acceptable expenditure and approval requirements.*
Disadvantages	*None identified*
Impact on mana whenua	*None identified*

OPTION 3a: To adopt the Sensitive Expenditure Policy	
Strategic alignment	*Community Priority One: Strong relationships and partners.* *The policy promotes transparency, accountability, and prudent financial management, helping maintain public confidence in Council's stewardship of ratepayer funds.*
Associated risks	*None identified*

OPTION 3b: To not adopt the Sensitive Expenditure Policy	
Description	*Council does not adopt the reviewed Sensitive Expenditure Policy*
Advantages	*None identified*
Disadvantages	*May create uncertainty regarding the management of emerging expenditure matters, such as rewards, prizes, and short-term accommodation.* *May reduce assurance that Council's practices remain aligned with the Auditor-General's guidance.*
Impact on mana whenua	*None identified*
Strategic alignment	*Does not align with any strategic priorities*
Associated risks	*Increased financial, audit, and reputational risk if expenditure practices are perceived to be inconsistent with good governance expectations.* *Potential adverse findings from future audit reviews relating to sensitive expenditure controls.*

Compliance and Enforcement Policy;

OPTION 4a: To adopt the Compliance and Enforcement Policy	
Description	*Council adopts the reviewed Compliance and Enforcement Policy*
Advantages	*Provides clear and consistent guidance for staff undertaking regulatory functions.* *Improves transparency and understanding for the community regarding Council's compliance and enforcement approach.*
Disadvantages	*None identified*
Impact on mana whenua	*None identified*
Strategic alignment	*Community Priority Three: Well-being is valued.* *Effective compliance and enforcement activities contribute to community wellbeing by supporting public health, safety, environmental protection and a fair and equitable regulatory environment.*

OPTION 4a: To adopt the Compliance and Enforcement Policy	
Associated risks	*None identified*

OPTION 4b: To not adopt the Compliance and Enforcement Policy	
Description	*Council does not adopt the reviewed Compliance and Enforcement Policy*
Advantages	*None identified*
Disadvantages	*May result in continued reliance on a policy framework that does not fully reflect current operational practices or regulatory expectations.* *Misses the opportunity to provide clearer and more consistent guidance for staff.*
Impact on mana whenua	*None identified*
Strategic alignment	*Does not align with any strategic priorities.*
Associated risks	*Greater potential for complaints, disputes, or challenges to Council's regulatory decisions.* *Reduced confidence from the community and regulated parties in Council's regulatory functions.*

Financial/budget considerations

18. There are no financial implications associated with either option. Any future reviews will be funded by existing budgets.

Policy and planning implications

19. Adopting the policies included in this report will ensure they remain subject to Council's three-year review cycle, supporting alignment with Auditor-General expectations for key governance policies and promoting regular review of the remaining policies to ensure they remain current and fit for purpose.

Impact on mana whenua

20. There is no impact on mana whenua.

Climate impact considerations

21. There are no climate impact considerations.

Risks

22. Identified risks associated with each policy are outlined in the respective options assessment tables.

Community well-being considerations

23. The purpose of Local Government now includes promotion of social, economic, environmental and cultural well-being of communities in the present and for the future ('the four well-beings').
24. The subject matter of this report has been evaluated in terms of the four well-beings during the process of developing this report as outlined below.

Social

25. Council policies contribute to social well-being by promoting transparency, accountability, and ethical conduct. Strengthen governance frameworks, including fraud prevention and fair appointment processes, support public trust and confidence in Council decision-making.

Economic

26. The policies support economic well-being through stronger financial controls and oversight, reducing the risk of fraud, misuse of public funds, and inappropriate expenditure. This helps ensure prudent management of ratepayer resources and reinforces financial sustainability.

Environmental

27. The Compliance and Enforcement Policy contributes to environmental well-being by providing a clear and consistent framework for regulatory activities that protect the natural environment.

Cultural

28. While these policies are primarily governance and operational documents, they contribute to cultural well-being by supporting an organisational culture of integrity, accountability, and fairness.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

29. On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be. Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.
30. The level of significance related to the decision in this report is considered to be (**low**). Because the decision is determined to have (**low**) significance in accordance with the policy, the corresponding level of engagement required is (**Inform**).

Assessment of engagement

31. As the level of significance has been determined to be (**low**), the level of engagement required is **Inform** according to the Engagement Framework of the Significance and Engagement Policy:

INFORM	To provide balanced and objective information to assist understanding about something that is going to happen.

32. The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

CONCLUSION

33. The four policies in this report have been reviewed as part of Council's ongoing policy review programme to ensure they remain relevant. The reviews have identified a range of improvements that strengthen clarity, and consistency across Council's governance, operational, and regulatory functions.
34. This report therefore recommends to Council to adopt all four policies.

Scott James

STRATEGIC POLICY ANALYST

APPENDIX 1

POLICY	STATUS	AT	DATE	DOC ID
Fraud and Corruption Policy	*Draft*		*16/02/2026*	*A1396463*

ŌPŌTIKI DISTRICT COUNCIL

FRAUD AND CORRUPTION POLICY

AMENDMENTS/REVIEW

No:	Amendment(s)/Review	Date	Carried out by/ Authority
1	Drafted, revised and updated to current legislation	13/03/2026	Scott James

Part 1 - Background

1.1. Ōpōtiki District Council is committed to giving the community and staff confidence that ratepayer funds are managed responsibly. Council also works to protect its revenue, property, information and other assets from any form of fraud or corruption.

1.2. Council staff may also belong to professional bodies - such as the Institute of Professional Engineers and the Institute of Chartered Accountants of Australia and New Zealand – which require members of follow strict codes of ethical and professional conduct.

Part 2 - Purpose

2.1. This Policy is to:
- Prevent fraud and corruption,
- Promote responsibility and awareness among staff and elected members,
- Support a workplace where concerns can be raised and addressed,
- Ensure compliance with internal controls, and
- Provide clear guidance for responding to any allegations.

Part 3 - Definitions

3.1. **Policy** – is the Fraud and Corruption Policy

3.2. **Council** – is Ōpōtiki District Council.

3.3. **Council staff** - for the purpose of Policy includes:
- All council employees
- Contractors or consultants covered under their engagement agreements,
- Temporary agency staff,
- Seconded personnel, and
- Volunteers.

3.4. **Elected member** - is the mayor and any councillor elected to the Council.

3.5. **Fraud** – is an international act of deception[1] to gain an unjust or illegal benefit. This includes dishonesty such as:
- Forgery,
- Misappropriation of funds, assets, or equipment,
- Accepting or seeking valuables without proper approval, in accordance with the Sensitive Expenditure Policy,
- Unauthorised use or disclosure of council property or confidential information,
- Altering or destroying records, data, materials or assets for personal gain,
- Dishonest expense claims,
- Using insider information for personal advantage.

3.6. **Corruption** - is the abuse of entrusted power for private gain. Corruption is a form of fraud and includes bribery. Examples include:

[1] Deception has the same meaning given to it as under s 240(2) of the Crimes Act 1961.

- Improper use of one's position or access to information for personal benefit,
- Providing false or misleading information to bypass procurement requirements,
- Disclosing confidential information without consent,
- Accepting or seeking valuables from contractors or services.

3.7. **Investigation Officer** – is a person delegated by the chief executive or mayor to investigate an allegation(s).

Part 4 – Policy Statements

4.1. Council's Protected Disclosures Policy should be read in conjunction with this Policy. It provides guidance on reporting suspected fraud, corruption, and other serious wrongdoing, including the reporting options and protections available to those making a disclosure.

4.2. Council has zero tolerance for fraud and corruption. This Policy outlines the responsibilities for preventing, detecting, and investigating such behaviour, and Council will take all practicable steps to recover any losses.

4.3. Under the Local Government Act 2002, Council, elected members, and staff must ensure that all public funds are managed with financial prudence and meet standards of public accountability.

4.4. Council will fully investigate any suspected fraud, corruption, misappropriation, or similar irregularity, and all investigations will be thorough and fully documented.

4.5. The chief executive is responsible for investigating all allegations, with the ability to delegate this responsibility. If the allegation concerns the chief executive, the mayor assumes this responsibility.

4.6. This Policy applies to all elected members, independent chairs, the chief executive, and all Council staff.

4.7. The chief executive will notify the mayor of any reported allegation of fraudulent or corrupt behaviour and initiate an investigation.

4.8. Once an investigation is completed, the results will be reported to the mayor.

4.9. The chief executive will notify Council's audit provider and the Office of the Auditor-General.

4.10. Council may seek advice from the Serious Fraud Office regarding any allegation.

4.11. Where there are reasonable grounds to believe a crime may have occurred, the chief executive will contact the Police. Police will determine whether criminal proceedings will commence.

4.12. Council will take all reasonable steps, including seeking restitution through the courts or civil action, to recover any losses.

Part 5 - Fraud and corruption prevention

5.1. The primary way Council prevents fraud and corruption is by maintaining effective internal controls, supported by clear policies and procedures. These controls include, but are not limited to:

Activity	Actions
Promotion	• Promoting this policy and Council's fraud and corruption response. • Encouraging staff to report suspected fraud, corruption, or internal control weakness.
Training	• Induction training on fraud awareness and the Council's Code of Conduct. • Ongoing fraud awareness training for all staff. • Training on the purchase order system when necessary.
Monitoring	• Actively monitoring conflicts of interest, timesheets, and leave requests. • Utilising external parties to conduct regular fraud risk assessments. • Conducting annual assessments for activities or locations vulnerable to fraud, especially where cash or access to assets is involved.
Vigilant practice	• Standard recruitment processes, checking for criminal convictions, and appropriate pre-employment checks. • Ensuring all staff are trained in fraud prevention responsibilities. • Segregation of duties. • Strong controls for procurement, cash handling, asset management, fuel cards, expensive reimbursement, data security, leave applications, payroll and accounting. • Having appropriate processes for recording new suppliers, changing supplier details, bank account checking and monthly reporting. • Maintaining a centralised contract register. • Monthly financial reporting about results against budget, benchmarks and KIP's. • Maintaining a fraud risk register. • Restricting access to information and systems where appropriate. • Annual evaluation of internal controls by Council auditors, with weaknesses addressed as they arise.
Clear expectations	• Expectations set for staff behaviour in the Council's Code of Conduct. • Clear parameters in the procurement policy/manual and the delegation's manual/register.
Responding	• Safe, documented and accessible processes for reporting suspected fraud. • Timely, effective and appropriate responses towards allegations of suspected fraud and corruption. • Applying sanctions when fraud is proven.

	• Recovering lost funds or property wherever practical and appropriate.

5.2. All staff must follow Council's internal controls, and managers are required to ensure staff understand why these controls exist and the expectation that they be followed.

5.3. When an area of high risk is identified, Council will take steps to eliminate or mitigate it. This may involve strengthening existing procedures by establishing greater internal checks, increasing segregation of duties, improving written procedures, and implementing cross-checking.

5.4. Management will report to the Audit and Risk Committee on the areas of high risk in the Council and recommend actions to eliminate or reduce it.

Part 6 - Recognising fraud and corruption risks

6.1. Council recognises three common conditions that can contribute to fraud or corruption:

- **Incentives/pressures**: Situations where staff or external parties feel pressure or have a personal motive to commit fraud (for example, personal finance trouble)**.**
- **Opportunities**: Weak or ineffective internal controls that allow staff to commit or conceal fraud (for example, managers being able to approve and authorise their own expenditure).
- **Attitudes**: Personal belief or attitudes that can make committing fraud and corruption feel justified (for example, "everybody else is doing it" or "they made it easy").

Part 7 - Reporting suspected fraud, corruption, or other irregularities

7.1. Council staff who suspect or have knowledge of fraudulent or corrupt behaviour must immediately report it to the chief executive or their group manager. If someone other than the chief executive receives a report, they must advise the chief executive immediately.

7.2. If suspicious concerns the chief executive, then advise your group manager in the presence of the mayor.

7.3. The Protected Disclosures (whistleblowing) policy shall apply.

7.4. Unless consented by the chief executive or investigation officer, the person reporting the action/behaviour must not contact the suspected individual to seek information or demand repayment and must not discuss the case with anyone.

7.5. Enquiries relating to the investigation – from the suspected individual, their lawyer or representative, or any other party – must be directed to the chief executive or investigation officer.

7.6. All enquiries concerning the activities under investigation from the suspected individual, their lawyer, or representative, or any other enquires must be directed to the chief executive or investigation officer.

Part 8 - Investigation process

8.1. The chief executive or the mayor may delegate an investigation at their discretion.

8.2. If the allegation involves either the chief executive or the mayor, the investigation must be delegated to the independent chair of the Risk and Assurance Committee, who will follow this Policy's investigation process.

8.3. Evidence must be protected throughout the investigation. Immediate steps will be taken to prevent theft, alteration, or destruction of relevant digital and physical records. Such actions include, but not limited to:

8.4. In undertaking an Investigation care must be taken to secure and preserve the integrity of any evidence. Immediate action will be taken to prevent theft, alteration, or destruction of relevant digital and physical records, including:
  - Securing relevant records in a secure location
  - Restricting access to those records, and
  - Preventing the suspected individual from accessing them.

8.5. If the discrete enquires indicate suspected fraud or corruption, the investigation officer must notify the chief executive (or the mayor).

8.6. The chief executive or the mayor will inform the person(s) accused of the allegation, outline the details, and decide on the next steps.

8.7. The person(s) accused will be given 48 hours to respond, either orally or in writing, and may have a support person or legal representative.

8.8. Failure by an employee or elected member to cooperate may constitute a breach of the Code of Conduct.

8.9. At the end of the investigation, the investigation officer must prepare a confidential report documenting the findings. The report is provided to the chief executive (or the mayor if the allegation concerns the chief executive). If allegations are upheld, the report must include recommendations to help senior leadership prevent similar incidents in future.

Part 9 - Consequences of an investigation

9.1. An investigation may lead to a recommendation to end a supplier's, consultant's or contractor's contract. For employees, it may result in a disciplinary process, which could include dismissal where appropriate.

9.2. The following applies as appropriate:
  - Any decision to begin a disciplinary process, or to terminate an employment, will be made in consultation with the chief executive and human resources.
  - Fraud or corruption perpetrated against the Council will be reported to the Risk and Assurance Committee, group manager, human resources, chief executive, and others as appropriate.
  - Where suppliers are involved, the investigation officer's recommendations will be reviewed with the chief executive, relevant general manager, and with Council's legal advisors as appropriate, before any action is taken.

9.3. Council staff and elected members found guilty by Police of committing fraud or corruption may face penalties under the Crimes Act 1961 and/or the Secret Commissions Act 1910.

Part 10 - Confidentiality

10.1. Council acknowledges that allegations of fraud or corruption can affect the rights and reputation of individuals. Identities should be protected wherever possible without compromising Council's responsibilities.

10.2. All participants involved in an investigation under this Policy must keep the allegations, investigation and results confidential, unless disclosure is legally required or requested by the chief executive.

Part 11 - Relevant Legislation

Local Government Act 2002, sections 100 and 101 (financial prudence)
Local Authorities (Members' Interests) Act 1968
Protected Disclosures (Protection of Whistleblowers) Act 2022
Secret Commissions Act 1910
Crimes Act 1961, sections 99, 105, 105A and 240.
Council's Protected Disclosures Policy

Part 12 - Review

The chief executive will be responsible for reviewing this policy every three years.

Name of Document: Fraud & Corruption Policy

Summary of proposed changes made:

- Reformatted and alignment with other Council policies ensuring a consistent and standardised structure for both existing and future policies.
- Clearer articulation of Chief Executive vs Mayor responsibilities, particularly in situations where the Chief Executive is subject to an allegation.
- More explicitly sequencing of reporting, escalation, and decision-making processes, improving clarity and reducing ambiguity.
- Strengthened investigation requirements, including clearer steps for securing evidence and explicit restrictions on access, improving integrity and auditability of investigations.
- While the core control categories remain unchanged, they are now presented in a more structured and operational way, making expectations easier to apply in practice.
- Reinforced expectations that staff must follow internal control, with a stronger emphasis on management accountability for ensuring staff understanding compliance (shifting slightly from passive compliance to active oversight).
- Updated legislative alignment to the Protected Disclosures Act 2022, alongside updates to the Protected Disclosures Policy to ensure both documents remain consistent and complementary.

APPENDIX 2

POLICY	STATUS	AT	DATE	DOC ID
Appointment and remuneration of Directors of Council Controlled Organisations	*DRAFT*			*A85873*

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

ŌPŌTIKI DISTRICT COUNCIL

APPOINTMENT AND REMUNERATION OF DIRECTORS OF COUNCIL CONTROLLED ORGANISATIONS

AMENDMENTS/REVIEW

No:	Amendment(s)/Review	Date	Carried out by / Authority
0.1	Drafted	20/10/2025	J HINGSTON
0.2	Reformatted	5/06/2026	Scott J

Part 1 – Introduction

1.1. This policy outlines the process for the selection, appointment, remuneration, and reimbursement of external appointees. It applies to all appointments of directors made by Council-to-Council Organisations (COs), Council-Controlled Organisations (CCOs), and Council-Controlled Trading Organisations (CCTOs). Unless explicitly stated otherwise, the provisions of this policy apply equally to all current and future CCTOs, CCOs, and COs.

1.2. This policy does not apply to Council committees, including advisory panels or committees, whose appointment processes are governed by the Council's delegations register.

Part 2 - Background

2.1. This policy applies to both current and future organisations that are controlled by the Ōpōtiki District Council. Some CCOs may have their own director appointment procedures and therefore do not require a separate policy from Council. However, this policy is a legislative requirement under the Local Government Act 2002, which mandates that Councils must adopt a policy for the appointment of directors to their CCOs.

Part 3 - Objective

2.1. This policy has been developed in accordance with section 57 of the Local Government Act 2002. It ensures that the Ōpōtiki District Council follows an objective and transparent process for:

- Identifying and considering the skills, knowledge, and experience required of directors of a Council organisation;
- Appointing directors to a Council organisation; and
- Determining the remuneration of directors of a Council organisation.

Part 4 - Definitions

4.1. **Candidate** is a person who has submitted a written application for a director's position or has formally agreed to be considered for such a position.

4.2. **Council Organisation (CO)** is defined in Section 6 of the Local Government Act 2002. In broad terms, a CO is an organisation in which the Council has a voting interest or the right to appoint a director.

4.3. **Council Controlled Organisation (CCO)** is defined in Section 6 of the Local Government Act 2002. It is a CO in which one or more local authorities' control, directly or indirectly, 50% or more of the votes or has the right, directly or indirectly, to appoint 50% or more of the directors.

4.4. **Council Controlled Trading Organisation (CCTO)** is defined in Section 6 of the Local Government Act 2002. It is a CCO that operates a trading undertaking for the purposes of making a profit. Within this policy, the term CCO covers both a CCO and a CCTO.

4.5. **Directors** include company directors, trustees, managers or office holders (however described in that organisation).

Part 5 – Policy Statements

The Role of a Council-Controlled Organisation Director

5.1. The role of a Council-appointed director is to support the organisation in achieving its objectives and fulfilling the requirements outlined in its Statement of Intent.

Identification of Skills, Knowledge and Experience Required

5.2. The skills, knowledge, experience, and any other relevant attributes required of a director of a Council-Controlled Organisation (CCO) will be identified and documented before the appointment process begins.

5.3. The ability to guide the organisation effectively, considering the nature and scope of its activities, and to contribute meaningfully to the achievement of its objectives, will form the foundation of the required competencies.

5.4. Generally, the following skills and attributes are sought in CCO directors:
- Intellectual capability combined with practical judgment
- Strategic vision
- Understanding of governance principles
- Knowledge of Te Ao Māori and tikanga within a local context
- Business and/or other experience relevant to the organisation's activities
- Sound judgment
- High personal integrity
- Ability to work collaboratively and cooperatively within a team
- Awareness of the broader interests of the publicly accountable shareholder
- Ability to build and maintain relationships within the Ōpōtiki community

5.5. The composition of the CCO board will be considered in terms of skill mix, experience, and diversity. Efforts will be made to complement and strengthen existing capabilities, address any identified skill gaps, and enhance diversity where appropriate.

Eligible Candidates

5.6. External applicants who are appropriately qualified are eligible for consideration as candidates for director positions on CCO boards.
- Elected Members of the Ōpōtiki District Council are not eligible for appointment to CCO boards, except in exceptional circumstances.
- Employees of the Ōpōtiki District Council are not eligible for appointment to CCO boards except where Council expressly appoints them to the board as a representative of Council.
- Employees of a Ōpōtiki District Council CCO are not eligible for appointment to CCO boards, except in exceptional circumstances.

Part 6 - Appointment Process

Establishing the Appointment Panel

6.1. When a vacancy arises on a Council-Controlled Organisation (CCO) board, an Appointment Panel will be formed. The panel must be approved by the Chief Executive, following consultation with the Mayor.

Composition of the Appointment Panel

6.2. The Appointment Panel will consist of:
- Two elected members of the Ōpōtiki District Council;
- The current Chair of the relevant CCO (or their nominee);
- If the CCO board is being newly established, a second independent person will be appointed;
- One independent person with relevant expertise or experience to add value to the process.
- The Panel will appoint its own Chair, who will not hold a casting vote.

6.3. Council or CCO employees may not be appointed as members of the Appointment Panel but may act as advisors if required.

6.4. Panel members who are not elected members or CCO directors may be remunerated for their time and expertise. All members must declare any conflicts of interest and may not participate if such conflicts exist.

Responsibilities of the Appointment Panel

6.5. The Appointment Panel is responsible for:
- Approving the criteria for assessing candidates;
- Engaging an independent recruitment consultant or advisor if deemed necessary;
- Preparing a shortlist of candidates for interview;
- Interviewing shortlisted candidates and evaluating them against the approved criteria;
- Reporting its assessment and recommending appointments to Council.

Advertising Director Vacancies

6.6. In most cases, Council will publicly advertise director vacancies through appropriate channels to seek expressions of interest.

6.7. However, if a suitable candidate has already been identified and public advertising is unlikely to add value (e.g., due to specialist expertise), the Appointment Panel may choose not to advertise. In such cases, the Panel must document its rationale.

Candidate Disclosures

6.8. Applicants must disclose whether they:
- Are an immediate family member of an elected member, the Chief Executive, or a second-tier manager of the Ōpōtiki District Council or a CCO;
- Have been convicted of an offence punishable by imprisonment of two years or more (subject to the Criminal Records (Clean Slate) Act 2004);
- Have ever been declared bankrupt or served as a director of a company placed in receivership or involuntary liquidation.

6.9. Disclosures will be considered by the Appointment Panel and Council but do not automatically disqualify a candidate. Applicants must also disclose any actual or potential conflicts of interest. Significant conflicts may disqualify a candidate from consideration.

Appointment and Term

6.10. Council will make final decisions in a confidential committee meeting to protect the privacy of individuals. Public announcements will follow once appointments are confirmed.

6.11. Directors are typically appointed for a term of two to three years, with the possibility of renewal. However, total tenure must not exceed nine years. Staggered terms are preferred to avoid multiple vacancies at once.

6.12. A director may not be reappointed to the same board after serving nine years.

Reappointment Process

6.13. When a director's term expires and they seek reappointment, the Appointment Panel will consult confidentially with the Chairperson regarding:

- Tenure and performance;
- Team collaboration and contribution;
- Skills alignment with board needs;
- Opportunities to enhance board diversity;
- Succession planning.
- If the Chairperson is seeking reappointment, the Panel will consult confidentially with the board.
- Where reappointment is appropriate, the Appointment Panel may approve it without further Council decision. All reappointments will be reported to Full Council via the Chief Executive.

Appointment of the Chair

6.14. Council will appoint the Chair of each CCO board, considering the board's composition and consulting with the board on suitable candidates.

6.15. A Chair succession plan must be in place to ensure smooth leadership transitions. The current Chair is expected to identify and develop potential successors and notify the Appointment Panel.

6.16. If no suitable internal candidates exist, the Appointment Panel will follow the standard appointment process.

6.17. Additional skills sought in a Chair include:

- Strong leadership and collaboration abilities;
- Strategic and visionary thinking;
- Governance expertise;
- Accountability and commitment to delivering high-quality services.

Termination of Appointment

6.18. Directors serve at the pleasure of the Council and may be removed by Council resolution. Grounds for removal may include:

- Frequent unjustified absences from board meetings;
- Loss of confidence by the board or Council;
- Breach of ethical standards;
- Acting against the organisation's best interests;
- Breach of board confidentiality or public commentary without authority;

- Failure to uphold collective responsibility;
- Disqualification under section 151(2) of the Companies Act 1993

Conflict of Interest

6.19. The Ōpōtiki District Council expects that all directors appointed under this policy will actively avoid situations that may give rise to a conflict of interest.

6.20. Each CCO board must maintain a Conflict of Interest Register, which is regularly reviewed and updated to ensure transparency and accountability.

Part 7 - Remuneration

7.1. The Ōpōtiki District Council will determine whether directors serving on CCO boards are to be remunerated. Any remuneration will be set by Council resolution, taking into account the factors outlined below.

7.2. In exceptional circumstances, where elected members or Council employees are appointed as directors of a CCO, they will not receive remuneration unless explicitly approved by Council resolution.

7.3. The Council supports CCOs in providing directors with liability insurance and indemnification.

7.4. Travel costs for attending meetings are generally not reimbursed, except in exceptional circumstances approved by the Chair.

7.5. Where directors are remunerated, the level of remuneration will be determined based on:
- The need to attract and retain suitably qualified directors;
- Benchmarking against comparable organisations in Aotearoa New Zealand;
- The performance and evolving nature of the CCO;
- The size and scale of the organisation (e.g. turnover, asset value, staffing levels);
- The complexity and scope of operations;
- The level of accountability and public interest;
- The specific skills and expertise required;
- Any other relevant considerations.
- Remuneration levels will be reviewed at least once per triennium, or whenever there is a significant change in the CCO's performance or governance role.

Part 8 - CCOs and CCTOs with Minority Council Interest

8.1. Where the Ōpōtiki District Council holds a minority interest in a CCO or CCTO (i.e. where control is shared with other councils and Ōpōtiki does not hold a majority stake), the process for appointing and remunerating directors will be agreed upon with the other shareholder councils.

8.2. Governance arrangements for such entities are typically defined in shareholder agreements or similar documentation. These agreements take precedence over this policy. However, to the extent practicable, the Council expects that appointments will align with the principles and objectives of this policy.

Council Organisations – Non-Controlling Interest

8.3. The Council may hold non-controlling interests in Council Organisations (COs), which are generally not-for-profit entities.

8.4. Appointments to such organisations may be made to:
- Enable monitoring where Council has provided funding or grants;
- Respond to requests from the organisation for Council representation.

8.5. Appointments to COs where Council does not have a controlling interest are typically for a three-year term, aligned with the triennial election cycle.

8.6. Elected members may be appointed to these boards.

8.7. Remuneration for directors of these organisations is at the discretion of the CO. However, the Ōpōtiki District Council generally expects that no remuneration will be paid to Council-appointed directors in these cases.

Part 9 - Accountability

9.1. Ōpōtiki District Council and any CCO's are required to enact this policy.

Part 10 - Relevant Legislation

Local Government Act 2002
Criminal Records (Clean Slate) Act 2004
Companies Act 1993

Part 11 - Review

This policy shall be reviewed in line with the policy review plan for Ōpōtiki District Council.

Name of Document: Appointment and remuneration of Directors of Council Controlled Organisations Policy

Summary of proposed changes made:

Legislative alignment

- The policy is now explicitly aligned with the Local Government Act 2002 (s 57), strengthening its legal foundation and compliance requirements.

Clear policy objective:

- Introduces a defined objective found on transparency, objectively, and governance best practice, providing stronger direction and purpose.

Formal definitions:

- Includes clear, standardised definitions (e.g. CO, CCO, CCTO), improving clarity and reducing reliance on external interpretation.

Strengthened appointment process:

- Establishes a more rigorous and transparent process, including shortlisting, interviews, and documented selection criteria, significantly lifting the governance standard.

Skills and cultural competency:

- Introduces an expectation of Te Ao Māori and tikanga knowledge, reflecting local context and community demographics.

Defined terms and tenure:

- Formalises director appointment with fixed terms (2-3 years) and a maximum tenure of 9 years, supporting refreshment and continuity.

Enhanced risk and integrity controls:

- Strengthens governance through requirements for:
  - Conflict of interest registers,
  - Candidate disclosures (e.g. criminal history, insolvency, relationship).
  - Clearly defined grounds for removal of director.

Remuneration governance:

- Shifts from CEO-negotiated remuneration to Council-approved remuneration by resolution, improving transparency and oversight.

Regular review cycle:

- Introduces a structured policy review requirement, ensuring the policy remains current and effective over time.

Expanded scope and coverage:

- Broaden applicability to include CCOs, CCTOs, and minority-owned entities, providing clear guidance across different organisational structures.

APPENDIX 3

POLICY	STATUS	AT	DATE	DOC ID
Sensitive Expenditure Policy	*Draft*		*04/05/2026*	*A440953*

ŌPŌTIKI DISTRICT COUNCIL

SENSITIVE EXPENDITURE POLICY

AMENDMENTS/REVIEW

No:	Amendment(s)/Review	Date	Carried out by / Authority
0.1	Policy briefly reviewed.	01/02/2026	Joel H
0.2	Draft policy refined	04/05/2026	Scott J

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Part 1 - Introduction

1.1. The Sensitive Expenditure Policy sets expectations for how employees and elected members spend public money. From time to time, they may incur costs that are considered sensitive expenditure. These costs will only be reimbursed when incurred in the course of official Council business.

1.2. The purpose of this policy is to:
- Set out the principles and decision guidelines for sensitive Council expenditure.
- Set clear parameters for sensitive expenditure.
- Ensure that sensitive expenditure is undertaken in ways that are transparent, appropriate, conservative and has a justifiable purpose.

Part 2 – Definitions

2.1. **Council** - Ōpōtiki District Council.

2.2. **Sensitive expenditure** - any expenditure which could be seen to give an unjustifiable private benefit to an individual, beyond the Council benefit for which the expenditure is incurred. Examples of sensitive expenditure (including, but not limited to) travel to desirable locations, business class travel, expensive hotel stays, entertainment, employee recognition and gifts.

2.3. **Employee** - a person employed by Council on a temporary, part-time or full-time basis.

2.4. **Credit card** - includes petrol cards, purchase cards and equivalent cards used to obtain goods and services before payment is made.

2.5. **Elected member** - the mayor, any councillor or Council Community Board member.

2.6. **Supplier** - a current or potential provider of goods or services to Council.

2.7. **One-up approval** - approval granted by a person senior to the person who will benefit, or who might be perceived to benefit from a purchase. In most instances this will be the manager, group manager, or chief executive.

2.8. **Koha** - a gift, present, offering, donation, or a contribution. A Koha is often given as a sign of appreciation to maintain social relationships.

Part 3 - Application

3.1. This policy applies to both employees and elected members.

3.2. For employees this policy should be read in line with the Procurement Policy and the Safe Driving and Vehicle Usage Policy. For elected members this policy should be read alongside the Expenses and Allowances Policy, and code of conduct.

Part 4 - Principles and controls

4.1. Sensitive expenditure will usually have one or more of the following attributes:
- Results in a perceived or real private benefit to the individual;
- May be an unusual expenditure item for Council;

- Does not directly align with the core business of Council or has an unclear link to normal business purposes of Council;
- Usually a discretionary expenditure item;
- Is likely to be difficult to justify to the public;
- May involve a conflict of interest (legal or ethical);
- May be considered an extravagant or immoderate expenditure.

4.2. Council spends public money and, as a consequence, all expenditure is subject to the standard of probity and financial prudence expected of a local authority. Expenditure must be capable of withstanding public scrutiny.

4.3. Reimbursement claims for sensitive expenditure will only be accepted in English or Te Reo Māori.

Principles

4.4. Employees and elected members must exercise proper and prudent behaviour in relation to all expenditure. This will always be about balance in the context. The principles must also be applied as a set as all are equally important. This includes being honest, accountable and complying with expenditure controls. The lowest overall cost to the Council should generally be preferred.

4.5. Principles that underpin decision-making about sensitive expenditure decisions must:
- Have a justifiable business purpose;
- Preserve impartiality;
- Be made with integrity;
- Be moderate and conservative, having regard to the circumstances;
- Be made transparently;
- Be made with proper authority.

4.6. In the case of expenditure incurred by elected members (not explicitly approved by Council), this is subject to review by the chief executive for compliance with this policy.

Deciding when sensitive expenditure is appropriate

4.7. Improper expenditure could harm the reputation of, and trust in, Council. In deciding what appropriate sensitive expenditure is, elected members and employees need to take account of both individual transactions and the total amount of sensitive expenditure.

4.8. Even when sensitive expenditure decisions can be justified at the item level, the combined amount spent on a category of expenditure may be such that, when viewed in total, Council could be perceived as extravagant or wasteful.

Responsibilities

4.9. Overall responsibility for this policy rests with those at the top of Council, the mayor, elected members and Executive Leadership. To maintain public trust and confidence, this group must make it clear to staff what is and is not acceptable sensitive expenditure and model those behaviours to the highest standard.

4.10. The necessary behaviours of public servants to maintain the integrity of the public sector includes:
- Impartiality – to treat everyone fairly, without bias of favouritism;
- Accountability – to take responsibility for actions and decisions;
- Respect – to treat people with dignity, compassion, and humility; and

- o Responsiveness – to understand and meet the needs and expectations of the public.

4.11. To be truly effective, this sensitive expenditure policy, procedures and other controls must be embedded in the Council values, philosophy, practices and business processes. When this occurs everyone at Council becomes involved in the proper and prudent management of sensitive expenditure.

Controls and judgement

4.12. In the absence of a specific rule, good judgement must be exercised by considering the principles of this policy and the context of a given situation.

4.13. Senior Leadership, the mayor and elected members are required to ensure transparency in both sensitive expenditure and remuneration systems, to avoid any trade-off between the two. Items of expenditure that may not be justified under the principles of this policy should not be included as part of an employee's remuneration for the purposes of avoiding scrutiny against sensitive expenditure principles.

General controls

4.14. A digital scan of the original GST compliant invoices/ receipts and other supporting documentation must be maintained and submitted for all sensitive expenditure. Credit card statements do not constitute adequate documentation for reimbursement.

4.15. When an itemised receipt for minor expenditure (<$50) is unavailable (for example, a parking ticket from a vending machine) documentation must include the date, amount, description, and purpose.

4.16. The financial controller will exercise discretion when evidence cannot be produced to verify expenditure, and reimbursement may not be approved. Documentation must include the date, amount, description, and purpose. The Financial Controller will consider the purpose and measure it against similar expenditure.

Approval and reimbursement of sensitive expenditure

4.17. Authorisation must be given:
- o before the expenditure is incurred, wherever practicable;
- o by applying the one-up principle; and
- o where a justified business purpose is evident, in the opinion of the person giving approval.

4.18. Approval for sensitive expenditure must be granted on the one-up approval:

Position seeking approval	**Approval granted by**
All employees	Line Manager
3rd Tier Manager	Group Manager
Group Manager	Chief Executive
Chief Executive	Mayor
Mayor	Group Manager Business Support
Elected members	Mayor with oversight from the Group Manager Business Support

4.19. To determine the appropriateness/reasonableness of sensitive expenditure the principles in section 4.5. of this policy must be applied. In addition, the following questions should be considered:

- Does the expenditure support the Council's vision, mission and values?
- Could the expenditure be justified to a stakeholder, e.g. the public?
- Could publicity about the expenditure or occasion adversely affect the Council?
- Can the business purpose be achieved at a lower cost?

4.20. If the relevant approver is not available, then approval must be sought from someone within the department who holds a similar delegation of authority or higher in the organisational hierarchy.

4.21. Must be made strictly within their delegated authority in accordance with the delegation's manual and the financial delegations register.

4.22. All claims must be submitted promptly after the expenditure is incurred. Except in exceptional circumstances, this means within one month of the expenditure being incurred.

4.23. Sensitive expenditure will only be reimbursed if it is deemed to be reasonable, actual and has been incurred directly in relation to the Council business.

4.24. Finance will provide oversight to ensure that authorisation and documentation meet Council's policies and procedures prior to reimbursement being made.

Part 5 – Using credit cards and purchasing cards

Council credit cards

5.1. A total of four Council credit cards are issued, included one dedicated to online purchasing. All cards should generally be used where issuing a purchase order is impractical.

5.2. The Group Manager Business Support is not permitted to have a credit card issued in their name to maintain the impartiality of credit card use and monitoring.

5.3. If an employee requires use of a Council credit card, they must have first completed the relevant training and induction. If their training is up to date, then they will need to complete a credit card purchase form. Following the request being raised it will be reviewed by the relevant one-up approver. Approval must be in line with Council's normal procurement and purchase order process.

5.4. The card holder is responsible for the day-to-day management of the card, including its security. If the card is lost the holder is responsible for notifying the Group Manager Business Support soon as possible.

5.5. Before purchasing any item of expenditure online the card holder must check that they are purchasing through a reputable company known to the Council.

5.6. The Group Manager Business Support is responsible for the management of Council credit cards. If a new card needs to be issued, then a business case will be required for its issue. The business case will outline the need for the card, and the limit to be applied to the card.

5.7. The Group Manager Business Support is also responsible for the closing and destruction of cards. This will need to happen if there are changes to staff as each card is named for the holder.

5.8. There are two limits set on the card, the first is the individual transaction limit based on the financial delegation of the card holder. The second is the total transaction limit for the card. This is based on the business case and the use of the card. Any amendments to limits will need to be authorised by the Group Manager Business Support.

5.9. Copies of credit card transactions need to be kept by the card holder, these are to be uploaded into the Credit Card Purchase Form, within 3 working days of purchase. Finance will reconcile the total credit card payments each month. Any unauthorised transactions discovered by Finance must be reported to business and support group manager.

5.10. Unauthorised credit card use will not be tolerated and may be treated as serious misconduct as per the Employee Code of Conduct.

5.11. Cash advances from credit cards are not permitted.

5.12. Personal purchases on credit cards are not permitted.

5.13. Where the use of a personal credit card is necessary (e.g. in the event of travel) Council will reimburse employees and elected members at zero cost to the card holder/owner, provided that the costs claimed comply with this policy, and where practicable are pre-approved.

Part 6 – Expenses when travelling

General

6.1. Elected members and employees may need to incur costs while conducting Council business elsewhere in New Zealand or overseas. The principles of a justified business purpose, moderate and conservative expenditure, are particularly relevant for travel and accommodation expenditure.

6.2. All travel and accommodation arrangements must be made well ahead of the travel date, so the expenditure is cost effective.

6.3. Travel and accommodation expenditure should be economical and efficient, having regard to purpose, distance, time, urgency, personal health, and security and safety considerations.

6.4. Prior to travel being approved, consideration should be balanced against the benefit to the individual, group and/or organisation by attending in person against technology enabled alternatives.

6.5. When expenditure is incurred in a group, each individual must submit a claim for their respective expenditure. If claims are unable to be separated, then the most senior person must file the claim and list the other individuals to whom the expenditure relates.

Air Travel

6.6. Discounted economy or economy class and/or a discount airline is to be the first choice for journeys where the uninterrupted flight time is 5 hours or less, except where the distance or hours travelled, work schedule on arrival, or personal health, safety or security reasons make business class preferable, in which case prior approval of the chief executive is required.

6.7. Travel for the mayor or chief executive will often be more flexible fares to provide for the frequency that priorities change and flights need re-booking.

6.8. Air travel must be booked using the Air New Zealand Travel Card and raising a Purchase Order or the Council credit card using the credit card approval process. Approval for such bookings may only be granted by the Group Manager Business Support or their delegated authority.

6.9. Council does not provide for membership of airline clubs (e.g. Koru membership).

6.10. Airline loyalty rewards accruing to elected members or employees carrying out their official duties may remain with the relevant elected member, or employee provided the use of airlines supplying rewards does not result in Council incurring additional costs. Council is comfortable for elected members and employees to accrue air points given the amount gained is generally of low value.

6.11. Employees making the bookings will record the amount of air points accrued against the employee or elected member at the time of booking. Elected members or staff may be required to reimburse Council if the accrual is considered excessive by the chief executive or business support group manager.

6.12. Elected members and employees who claim rewards after the booking has been made must disclose and record the amount accrued.

Accommodation

6.13. The maximum amount to be spent on accommodation is $350.00 (including GST) per night, however those booking accommodation must also look for the most cost-effective option and consider the total cost of the stay, such as travel time to and from the chosen accommodation. One-up approval may be granted to exceed that limit if there is a clear reason, such as desire to stay at that location or within close proximity of the event.

6.14. Wherever possible accommodation should be booked using Councils preferred suppliers and negotiated corporate rates.

6.15. Where an employee chooses to stay in private accommodation (e.g. with family), an allowance of up to $60 per night can be claimed, at the discretion of the chief executive.

6.16. Discretionary entertainment expenses such as movies will not be reimbursed. However, Wi-Fi, and telephone call costs will be reimbursed if required for work purposes. Reasonable Wi-Fi and telephone associated costs for contacting family will be covered.

6.17. Accommodation check-out times are to be observed. Any additional costs of failing to check-out in time are the responsibility of the individual, unless unexpected events have occurred.

6.18. Where travel arrangements are extended to accommodate personal arrangements, all costs in addition to the business component of the trip are the responsibility of the individual.

Short-Term Accommodation Platforms

6.19. Short-term accommodation platforms, including Airbnb and similar services, may be used for Council business where they are demonstrably more cost-effective, safe, and appropriate than comparable hotel or motel accommodation, or where suitable commercial accommodation is not reasonably available.

6.20. As bookings through short-term accommodation platforms are typically made through individual user accounts, Council booking arrangements may not be available for all short-term accommodation providers. Where this occurs, employees may use their personal accounts to make bookings and seek reimbursement through the normal expense claim process.

6.21. Reimbursement will only be made where appropriate booking confirmations, receipts, and supporting records are provided and retained for audit purposes. All expenditure on short-term accommodation must comply with the other requirements of this policy.

Beverages

6.22. Council will reimburse beverage costs provided that the reimbursement is limited to one moderately priced non-alcoholic drink (breakfast and lunch), and two moderately priced non-alcoholic drinks per dinner meal, provided they are consumed with the meal.

6.23. Alcoholic-beverages will not be reimbursed. Minibar purchases will not be reimbursed, except for water where reasonably required.

6.24. In exceptional circumstances (for example, where no other food options are reasonably available due to late arrival, emergencies or similar situations), reasonable minibar food purchases may be incurred. These must be reasonable and clearly justified and are subject to review and approval.

Meals

6.25. Meal expenses may not be claimed if a meal is provided as part of another package paid by Council.

6.26. Actual and reasonable meal costs incurred during business travel will be met. As a guide, total costs (including beverages) should not exceed:
Breakfast - $50.00
Lunch - $ 50.00
Dinner - $90.00

Motor vehicles

6.27. Taxis, in relation to this policy, include any other alternative form of 'taxi' or rideshare available, such as Uber.

6.28. Council will pay for appropriate travel by taxi on Council business.

Corporate vehicles

6.29. Council vehicles (except for those provided explicitly under a remuneration arrangement) are not available for private use.

6.30. Council fleet vehicles should always be the first choice for any business travel.

Rental cars

6.31. Rental cars are only available for business conducted outside the district and require pre-approval from the chief executive.

6.32. The most economical type and size of rental, consistent with the requirements of the trip must be used.

6.33. Private use of the rental vehicle is only permitted in exceptional circumstances and requires approval from the group manager or chief executive. All additional costs of private use are the responsibility of the individual.

Fines incurred in relation to vehicles

6.34. Any fines (parking or traffic offences) incurred while using a Council vehicle or a rental vehicle are the responsibility of the driver, unless the fines relate to an aspect of the condition of the vehicle outside the driver's control.

Tipping

6.35. Tipping within New Zealand will not be reimbursed.

6.36. Appropriate tipping during international travel will be reimbursed only in places where tipping is a local practice. Council can provide staff members a daily allowance before travel to allow for this, and any unused funds are to be accounted for.

Private arrangements and stopovers

6.37. Employees and elected members with approval from group manager or mayor, or chief executive may undertake private travel before, during or at the end of Council travel, provided there is no additional cost, and the private travel is only incidental to the business purpose of the travel. If there are additional costs (such as a difference in the cost of flights) these costs must be covered by the individual.

6.38. As a general principle, travel cost for accompanying spouses, partners or other family members are a personal expense and will not be reimbursed by Council. In those rare instances where the involvement of a spouse directly contributes to a clear business purpose and pre-approval has been obtained, then Council may contribute to all or part of the additional costs.

6.39. The cost of stopovers will only be reimbursed when they are pre-approved by the group manager or chief executive and have a clear business purpose.

Part 7 - Entertainment and hospitality expenditure

7.1. Entertainment and hospitality can cover a range of items from tea, coffee, biscuits, or catering such as meals and alcohol. It also includes non-catering related items, such as entry to sporting or cultural events.

7.2. All entertainment and hospitality expenditure must be pre-approved where practical and always be supported by clear documentation. This documentation must identify the date, venue, costs, recipients and demonstrate at least one of the business purposes.

7.3. The business purposes of entertainment and hospitality are:

- building relationships;
- representing the organisation;

- reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance of this policy;
- recognising significant business achievement;
- building revenue.

7.4. Any entertainment or hospitality that will cost over $200 must be pre-approved by the chief executive.

7.5. In circumstances where pre-approval is not practicable, the most senior person present should approve and confirm the expenditure as being appropriate.

Staff functions and events

7.6. At the discretion of the chief executive, Council-wide functions may be provided during work time.

7.7. In relation to an end of year function, the amount of monetary contribution will be confirmed by the Executive Leadership Team on an annual basis. The budget allocation per staff member must not be exceeded.

7.8. Expenditure on alcohol will only be approved when consumed along with food and must not exceed $30 per head.

Team building and activities

7.9. From time to time, team building events may occur offsite, typically these should be limited and approved by the group manager. Any other events are expected to be held onsite. All events must be supported by an appropriate business reason or purpose.

7.10. Costs of these events are to be met from the activity managers or participating members' cost centre. Costs must be made within approved budgets and consider any expenditure which may be considered sensitive.

Internal events

7.11. Catering is generally only provided for meetings with external participants who are official representatives of their organisations. However, there may be times when it is appropriate and more cost effective and timesaving to provide food for meetings, events, forums or training days where only employees are present. This is typically, when the meeting is longer than three hours or spans a mealtime. On this occasion approval must be gained from the respective budget holder.

Part 8 – Gifts, donations, and Koha

8.1. For guidance on use of the gift register please refer to Appendix 1.

Employees giving gifts

8.2. A gift is usually given as a token of recognition of something provided by the recipient.

8.3. The giving of gifts up to $60 requires approval from the group manager. Any gift over this amount requires the approval of the chief executive and/or Council.

8.4. The giving of gifts must be modest, appropriate, and conservative, having a justified business purpose and must be perceived as an inducement or reward.

8.5. Any gifts given must be recorded in the gifts register.

Elected members giving gifts

8.6. Gifts may be given to promote international relations when gift-giving is customary, or when the mayor has assessed the specific purpose or occasion warrants gift-giving.

8.7. The value of the proposed gift must not be inappropriate or excessive to the occasion or reason for it being given.

8.8. Gifts with a monetary value over $100 must be pre-approved by the mayor and recorded in the gifts register.

Employee receiving gifts

8.9. The receiving of a gift is not strictly sensitive expenditure however it nevertheless is a sensitive issue. The guidance below should be followed to ensure employee's impartiality and integrity cannot be called into question as a result of receiving:
   - Employees are permitted to accept gifts if they are infrequent and inexpensive and are openly distributed by suppliers and clients. (e.g. pens, badges, calendars etc)
   - Infrequent is defined as no more than three times, from the same person, client or supplier, in any 12-month period. Inexpensive is defined as having a monetary value of less than $50.
   - In all instances staff must inform their manager that they have received a gift.
   - The acceptance of any gift with a monetary value exceeding $50 must have the express approval of the group manager for staff to retain it.

8.10. Acceptance of gifts which are culturally significant or have an intrinsic value (which makes it difficult to determine an appropriate monetary value) must be approved by chief executive and recorded in the gifts register. The chief executive will determine how it will be distributed.

8.11. Money, cash vouchers, shares, personal discounts or similar items and payments must not be accepted.

8.12. Gifts that have an estimated value over $50 must be recorded in the gifts register.

Receiving hospitality

8.13. From time-to-time elected members/employees may be invited to social events so that they can build appropriate business relationships. The decision as to whether to accept the invitation requires consideration of whether attendance would:
   - Benefit a business relationship, and
   - Be consistent with the guiding principles of this policy set out in section 4.5., and
   - Could be perceived as a means of influencing a Council-decision making process.

8.14. Elected members/employees must be aware of the line between appropriate relationship building and compromise and should consult with the mayor or chief executive in cases of doubt as to whether to accept an invitation to an event.

8.15. Any hospitality accepted or declined must be recorded in the gift register.

Elected members receiving gifts

8.16. Gifts must not be accepted by elected members if acceptance could be perceived as a means of influencing a Council decision-making process.

8.17. All gifts are the property of Council, as an organisation, the mayor and chief executive must be advised of the gift, except where an individual elected member is given an infrequent and inexpensive gift (e.g. pens, badges or flowers). Infrequent is defined as no more than three times, from the same person, client, or supplier, in any 12-month period. Inexpensive is defined as having a monetary value of less than $50.

8.18. Gifts with an estimated value of over $50 must be recorded in the gift register and the mayor in consultation with the chief executive will determine how it will be distributed.

8.19. Acceptance of gifts which are culturally significant or have an intrinsic value (which makes it difficult to determine an appropriate monetary value) must be approved by the mayor in consultation with the chief executive and recorded in the gifts register. The mayor in consultation with the chief executive will determine how it will be distributed.

8.20. Where it is necessary to decline a gift, the following steps should be taken in order to preserve the relevant working relationship of Council and the person or organisation involved:

- Thank the person or organisation for the gesture of the gift and acknowledge Council's appreciation; and
- Explain that due to the Council policy, the gift cannot be accepted.

8.21. Elected members must not accept money, cash vouchers, shares, personal discounts or solicit a gift by virtue of their position.

Donations and Koha

8.22. A donation/Koha is a payment (in money or by way of goods or services) made voluntarily and without the expectation of receiving goods or services in return.

8.23. Council requires donations to be:

- Lawful in all respects;
- Disclosed in aggregate in the Council's annual report;
- Appropriately documented;
- Made to a recognised organisation by normal commercial means (not to an individual);
- Not in cash (except as a Koha and with express approval from the chief executive); and
- Non-political.

8.24. The amount and type of Koha given on behalf of the Council should reflect the occasion and be pre-approved by the chief executive. An occasion that a Koha may be suitable for Council could include:

- Tangihanga;
- Attendance at an event/meeting;
- For use on or for a marae; and
- kaumātua support for pōwhiri, mihi whakatau meetings, or other events.

8.25. All instances of Koha will be reported to the Risk and Assurance Committee Meeting in a report prepared by the financial controller every 6 months. The report will outline the event, and the justification for the amount provided.

Part 9 – Goods and services expenditure

Goods and services

9.1. This section covers obtaining, disposing, or using goods and services that are not covered by individual employment agreements.

Disposal of surplus assets

9.1. As part of normal business Council will from time to time dispose of assets. Typically, this is when the asset has become obsolete, worn out or surplus to requirements. Council's disposals are intended to be both transparent and fair.

9.2. Council should consider the sustainability and cost of time to dispose of the asset. If the former is greater than the value of the item, then the asset may be offered to employees and elected members.

9.3. Without express prior approval from the chief executive, no asset with a market value of more than $500 per item will be sold directly to elected members, employees, or friends or acquaintances of elected members or employees. In any event the sale of a surplus asset must:

- Maximise the return for Council;
- Be valued and subject to a tender or other process that is appropriate to the value of the asset and not sold for less than that value.

Loyalty reward scheme benefits / Prizes

9.4. This section does not apply to airline loyalty rewards. Guidance on these kinds of rewards can be found under paragraph 6.6.

9.5. Loyalty rewards associated with transactions required to carry out Council duties are the property of Council. Individual employees are not permitted to accrue loyalty rewards to their personal accounts.

9.6. Where a reward/prize is obtained by chance and without inducement, it may be retained by the individual otherwise it will be the property of Council.

9.7. Generally, prizes from free competition entries obtained while undertaking Council business are generally treated as loyalty rewards. Exceptions are prizes received at training or conference events or through membership of professional bodies, which may be retained by the individual.

9.8. Staff involved in procurement decisions must not personally receive loyalty rewards from those decisions. Any rewards received must be recorded in the gifts register. Where a staff member has received a reward and is involved in decisions relating to a provider, a Conflict of Interest must be declared in line with the Procurement Policy.

9.9. In situations where receiving a prize or loyalty reward could be perceived as inappropriate then it must be declined.

Private use of Council assets

9.10. Any physical item owned, leased or borrowed by Council is considered an asset for the purpose of this policy. This includes photocopiers, telephones, laptops, tablets, cell phones, cameras, means of accessing the internet, vehicles, equipment and stationery.

9.11. The cost to Council of private use will be recovered unless it is impractical or uneconomic to separately identify these costs.

9.12. The use of Council assets in any private business that an employee or elected member may operate is strictly prohibited.

Council use of private assets

9.13. Council may decide that reimbursing staff for use of private assets is appropriate for reasons such as cost, convenience or availability. Council may also decide to do this in circumstances where it would not fully use an asset of the same type if it acquired it directly. Examples include private motor vehicles and mobile devices.

9.14. The main issue associated with Councils use of private assets is the risk of the Council paying or reimbursing amounts that inappropriately benefit the employee or elected member. Therefore, pre-approval by the chief executive is required. In assessing the request, the chief executive must consider the principles of this policy.

9.15. Employees must not approve or administer payments to themselves for the Councils use of their private assets.

Use of private vehicles

9.16. Council will not normally pay for travel by private vehicle when travel by other means is more practical and cost effective. Individuals must use a Council vehicle for Council business if there is one available.

9.17. Pre-approval by the chief executive is required for reimbursement for the use of a private vehicle.

9.18. Circumstances where the use of private vehicles may be considered appropriate include:

- An absence for a period of longer than 2 days, or
- No pool cars are available (it is the responsibility of the employee to ensure pools cars are booked as soon as possible to avoid this circumstance).

9.19. Reimbursement will be based on the distance travelled in the most direct route and will be made in accordance with the mileage rates set by Inland Revenue.

9.20. The vehicle owner must ensure that they have appropriate insurance cover as per the requirements of the Safe Driving and Motor Vehicle Usage Policy.

Private use of suppliers

9.21. Some Council suppliers may offer discounts to elected members and employees.

9.22. As employees may have access to some Council suppliers on the same basis as Council, they may receive preferential access to goods or services, and potentially at a preferential price, which is not available to the public. The risk is that the availability of the discount to staff will influence the choice of Council suppliers. The selection of suppliers must be in Council's interest and is not to be affected by the availability or possibility of purchasing privileges for employees.

9.23. Employees may not use Council purchasing privileges on behalf of any third party. This includes family members and friends.

9.24. Employees may make use of any preferential access to goods or services through Council's suppliers if the discount is offered to all Council employees and is in line with discounts offered to a similar group of people. Purchases must not be made during staff time.

Communication technology

9.25. IT equipment and services (including software) must be purchased for business purposes through the ICT Manager, who will coordinate arrangements with Council's approved service provider.

9.26. Communications technology – such as cell phones, telephones, email and internet access are widely used in the Council workplace. While some personal use of this technology may be unavoidable, excessive use incurs costs, including lost productivity to Council.

9.27. Council's guidance on general and personal use of communications equipment is contained within the Employee Handbook.

9.28. Where it is administratively possible and cost-effective Council will require reimbursement of excessive personal use.

Part 10 – Staff support and well-being expenditure

Clothing

10.1. Other than official uniforms and health and safety related clothing, employees will not be clothed at the Council's expense when they are engaged in a normal business activity.

Care of dependents

10.2. In exceptional circumstances, the chief executive may authorise the reimbursement of actual and reasonable costs. Examples of this might include when a staff member is unexpectedly required to perform additional duties at very short notice, or when a dependant unexpectedly requires additional care that the staff members cannot provide at that time due to the nature of their duties.

Financing social club activities

10.3. Council may make a prudent and reasonable monetary contribution to a social club(s). The contribution may be in the form of an all-purpose grant towards the club's annual budget, or it may be a grant or subsidy for a specific event.

10.4. Before approving a grant to be made the chief executive must be satisfied that there is a justified business purpose for the contribution. This purpose would typically be connected with organisational development and staff welfare.

Farewells and long service awards

10.5. Expenditure on farewells and long service includes spending on functions, gifts and other items and should not be extravagant or inappropriate to the occasion and be pre-approved by the chief executive.

10.6. The chief executive has the discretion to vary a function or award on a case-by-case basis.

10.7. There will be a maximum of one Long Service Presentation celebration held per year. The chief executive and human resources manager will arrange gifts and the presentation celebration. Each recipient will be entitled to an award and a combined presentation celebration.

10.8. Long service awards will be as follows:

Year of Service	Award
10 years	One of the following: Locally sourced Taonga (to the value of $50) or $50 Voucher or 1 Day Special Leave
15 years	One of the following: Locally sourced Taonga (to the value of $100), or $100 Voucher, or Native Tree (up to the value of $100) 1 Day Special Leave
20 years	One of the following: Locally sourced Taonga (to the value of $150), or $150 Voucher, or Native Tree (to the value of $150), or 2 Days Special Leave
25 years	One of the following: Locally sourced Taonga (to the value of $200), or $200 Voucher, or Native Tree (to the values of $200), or 2 Days Special Leave.
30+ years (subsequent years of service will be awarded at 5-year increments)	All of the following: Locally sourced Taonga (to the value $250), and $250 Voucher, and Native Tree (to the value of $250) or 2 Days Special Leave

- The cost of the presentation will come from the chief executive's budget.
- The cost of the gift will come from the relevant Group's budget.
- Special leave must be used within 6 months of it being awarded and cannot be cashed out.
- When a staff member who has more than 10 years of service leaves the Council's employment, the following may be contributed:

Years of service	Award
10-14 years	Council morning tea

	$50 towards a leaving gift
15-19 years	Council morning tea $100 towards leaving gift
20+	Council morning tea $200 towards leaving gift

- When a staff member with less than 10 years' service leaves Council's employment, the relevant manager may arrange a staff collection and morning tea at their discretion.

- If a staff member is leaving Council and is entitled to a Long Service Presentation and award this will be combined with and presented to them at their leaving function. A separate long service function will not be held.

Sponsorship of staff or others

10.9. Staff taking part in an activity that is not part of their job – such as a sporting event – may be sponsored by Council through the provision of, or payment for, goods or services (for example, a t-shirt or an entry fee).

10.10. Sponsorship should have a justified business purpose, which could include both publicity for the Council and its objectives and organisational development. The cost to Council must be moderate and conservative. If the sponsorship does not have a justified business purpose, the cost is a donation.

10.11. Sponsorship of people who are not staff must be undertaken in a manner that is transparent. It is also preferable that, if non-staff are sponsored, the sponsorship is of an organisation they belong to, rather than directly of the individual.

10.12. In most circumstances such sponsorship is best considered by Council as part of its grants budget allocation.

Part 11 - Relevant legislation

Local Government Act 2002 (section 100 and 101)
Local Authorities Act 2002
Public Audit Act 2001
Public Service Act 2020

Part 12 - Appendix 1

Gifts Register

12.1. The register records the following details:

- Date
- Name of person receiving
- Title
- Department
- External party offering the gift or hospitality
- Gift or hospitality
- Reason for gift/ hospitality being offered
- Estimated value

- Accepted or declined
- Reasons for accepting/ declining and who approved the acceptance
- If the gift has been accepted, how it has been dealt with
- Confirmation that the policy has been read and acceptance is compliant with the policy
- Other comments

12.2. It is the responsibility of the employee who has been offered the gift to record it in the register. This must be done prior to the receipt or within at least one week of receiving or declining the gift or hospitality.

12.3. The register will be available for all employees to be view.

12.4. The chief executive will be provided with a list of the register annually, each July, to review and approve. An approved list will be presented annually to the Risk and Assurance Committee.

Part 13 - Review

13.1. This policy will be reviewed every 3 years. The policy owner can be found in the policy index.

APPENDIX 4

POLICY	STATUS	AT	DATE	DOC ID
Compliance and Enforcement Policy	*Draft*		*14/05/2026*	*A1396466*

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

OPOTIKI DISTRICT COUNCIL

COMPLIANCE AND ENFORCEMENT POLICY

AMENDMENTS/REVIEW

No:	Amendment(s)/Review	Date	Carried out by / Authority
0.1	Readopted	2018	
0.2	Reviewed	14/05/2026	Jessica H
0.3	Renewal	14/05/2026	Scott J

1. INTRODUCTION

1.1. Local Government in New Zealand is responsible for ensuring compliance with a variety of laws and regulations that are aimed at achieving positive community and environmental outcomes.

1.2. Ōpōtiki District Council is responsible for the administration and regulation of a wide range of activities. These include matters such as land use and development under the Operative Ōpōtiki District Plan, carrying out of building work, preparation of food for sale at cafes, restaurants and other outlets, controls on the sale and consumption of alcohol in public places, gambling, controls on dogs, littering, freedom camping and parking.

1.3. The primary purpose of these regulatory activities is to protect the public, the environment and groups such as consumers and residents. The main statutes under which the Council has responsibilities for enforcing regulatory requirements are listed below

1.4. The Enforcement Policy sets out the general principles that Council intends to follow in relation to its regulatory obligations.

2. PURPOSE

2.1. The Compliance and Enforcement Policy is an operational document and is not binding on the Council. Council has discretion as to how it exercises its enforcement functions, and this policy provides a guideline for the exercise of enforcement discretion.

2.2. The purpose of this policy is to:

- Formalise the principles that underpin how the Council applies regulatory compliance and enforcement;
- Inform the general public of Council's approach to the compliance and enforcement of the various legislation it is responsible for enforcing;
- Outline the possible enforcement actions able to be administered by Council;
- Guide and assist Council officers in the performance of their compliance and enforcement functions; and
- Ensure consistent, appropriate and coordinated decision-making of compliance and enforcement matters.

3. OBJECTIVES

3.1. The regulatory activities Council is responsible for provide a range of health, safety and environmental benefits for the Ōpōtiki community. The key areas where Council has enforcement responsibilities are:

3.2. *Our environment* – We want everyone to be able to share in the benefits of living in a built and natural environment that contributes to the outcomes agreed in the Ōpōtiki District Plan.

3.3. *Buildings* – We want to have buildings that are compliant and provide the amenities expected by owners and users. We are concerned about buildings that expose owners, users and other affected parties to risks to their health or safety.

3.4. *Food* – We want to support local food businesses that meet the food safety standards and ensure people can enjoy food prepared and sold in the district. We are concerned about risks to people's health that can arise from poor food quality and safety standards when preparing food for sale at cafes, restaurants or other outlets.

3.5. *Alcohol* – We want people to enjoy public events and public spaces without being confronted by anti-social behaviour caused by excessive consumption of alcohol or alcohol being consumed by persons who are under-age.

3.6. *Dogs* – We want people to have the confidence they can live and carry out their businesses in the district without being distressed or intimidated by dogs that are not being properly controlled by their owners.

4. DEFINITIONS

4.1. For the purposes of this policy the following definitions apply:

4.2. **Council** – Ōpōtiki District Council.

4.3. **Acts** – Legislation under which Council has regulatory enforcement responsibilities.

4.4. **Non-compliance** – The general failure to follow a requirement, standard, rule, or expectation. This is broad and often administrative or regulatory, and may be informal, low-level or correctable.

4.5. **Breach** – A violation of a legally binding obligation, most commonly a contract, statutory duty or a license or permit condition. This is more serious and concrete than a non-compliance which usually has legal consequences but does not necessarily mean a crime was committed.

4.6. **Offence** – An act or omission that is explicitly prohibited by law, usually under criminal or regulatory offence provisions. This is the most serious of the three and is clearly defined in legislation and may result in criminal prosecution.

4.7. **Violation** – Used when referring to a Non-compliance, Breach or Offence.

5. PRINCIPLES OF ENFORCEMENT

5.1. The requirement to monitor and ensure compliance with the law is a mandatory obligation of most of the Acts that Council is obligated to implement on behalf of the communities it represents. These Acts provide the specific legislative framework for Council to enforce the rules and regulations. While these Acts provide the enforcement tools, how Council chooses to enforce remains largely at its discretion. This is necessarily so when considering that compliance and enforcement is complex in law and is usually complicated by many factors, which may have a bearing on an appropriate response. Council is accountable to the community for the manner in which it exercises this discretion.

5.2. A number of principles guide this exercise of discretion as follows:

- Fair, reasonable and proportional approach
- Consistency of process
- Transparent and collaborative
- Targeted
- Responsive and effective
- Evidence-based
- Education

5.3. *Fair, reasonable and proportional approach* – Council will apply regulatory interventions and actions appropriate for the situation. Council will use its discretion justifiably and ensure its decisions are appropriate to the circumstances and that interventions and actions will be proportionate to the risks posed to people and the environment, and the seriousness of the violation.

5.4. *Consistency of process* – Council's actions will be consistent with the legislation and within its regulatory powers. Compliance and enforcement outcomes will be consistent and predictable for similar circumstances. Consistency of process does not mean uniformity, it means taking a similar approach in similar circumstances to achieve similar ends, while allowing for the flexibility of discretion for case-by-case scenarios.

5.5. *Transparent and collaborative* - Transparency is important in maintaining public confidence in the Council's ability to regulate. It is about helping those who are regulated and other members of the community, to understand what is expected of them and what they should expect from Council. An integral component of transparency is making clear why a Council officer intends to take or has taken enforcement action. It also involves distinguishing between statutory requirements and providing advice or guidance about what is desirable or good practice but is not necessarily compulsory. Council will, where possible, work with all parties including sharing information with other regulators and stakeholders to ensure the best compliance outcomes for the Ōpōtiki District.

5.6. *Targeted* – Council will focus on the most important issues and problems to achieve the best environmental outcomes. It will target its regulatory intervention at poor performers and illegal activities that pose the greatest risk to the environment. The Regulatory team will apply the right tool for the right problem at the right time.

5.7. *Responsive and effective* – Council will consider all alleged violations to determine the necessary interventions and action to minimise impacts on the environment and the community and maximise deterrence. The Council will respond in an effective and timely manner in accordance with its legislative and organisational obligations.

5.8. *Evidence-based* – Council will make decisions that are informed by a range of sources including best scientific practice, technology, and information received from members of the public, industry, other regulators, and interest groups.

5.9. *Education* - Education is a crucial factor in providing an effective enforcement service. Ongoing education ensures that the public is aware of the current regulations as well as increasing public confidence in the service to enforce them.

6. THE ENFORCEMENT PROCESS

6.1. The following section outlines the enforcement process Council will undertake from discovery of a violation through to deciding the enforcement response.

6.2. Violations can come to Council's attention in a variety of ways, including:

- Compliance monitoring (reactive or proactive)
- Complaints from the public (in person, phone, email, Antenno app)
- Incidents

6.3. The response upon discovery of a violation will be largely dependent on several factors, including the need to deal with any ongoing adverse environmental effects, risk of continued offending/repeat offending and the seriousness of the violation. It is expected that the response will take the following staged approach:

Step 1: Response to effects

6.4. Upon discovery, the initial response is to assess the actual or potential effects, if any, resulting from the violation. Significant adverse effects will require an immediate response prior to any other action. This may include:
   - Prevention of further serious environmental damage from occurring. This may include issuing an abatement notice, infringement notice, enforcement, or interim enforcement order.
   - An immediate closure of the food premise, in the case of a serious food hygiene risk.
   - Seizure of an offending animal, in the case of a dog attack.

Step 2: Gathering information and evidence

6.5. Following any urgent intervention to deal with effects, the next stage is to conduct a formal investigation, including gathering information and evidence, interviewing witnesses and alleged offender/s.

6.6. The purpose of this is to determine how and why the violation occurred and to enable an informed enforcement decision to be made. The depth and scope of an investigation will be dependent upon the seriousness of the incident.

6.7. In less serious matters, it may be sufficient to write to the offending party or parties requiring written explanation as to why the violation occurred and the circumstances behind it and then determine an appropriate enforcement response.

6.8. In more serious matters, it is expected that the investigation will be more in depth and that detailed witness statements will be obtained and that liable parties will be interviewed under formal caution.

6.9. In some situations, the interview with an alleged offender may be recorded. In this case the Council officer must seek the permission of the interviewee prior to recording the interview.

6.10. Regardless of the level of violation, a response will ordinarily be sought from an offender. The exception to this would be matters of a very minor nature with nil environmental or other negative effects, or the person has confirmed that the effects have been remedied and it will not reoccur.

6.11. Upon receipt of any explanation, the final stage is to decide on an appropriate response to the violation through a sound decision-making process.

Step 3: Deciding the enforcement response

6.12. Providing the correct enforcement response, requires considerable skill. It also requires a sound knowledge or understanding of the relevant legislation involved. It is widely accepted across agencies that the Courts have provided helpful guidelines as to what factors are appropriate to consider determining the seriousness of a violation. Factors to consider are:

   - The actual adverse effects (effects that have occurred);
   - Any likely adverse effects (potential effects);
   - Whether it was deliberate, negligent or an accidental action;
   - The degree of due care taken/foreseeability of incident;
   - The value or sensitivity of the area affected;
   - The attitude of the offender toward the violation;

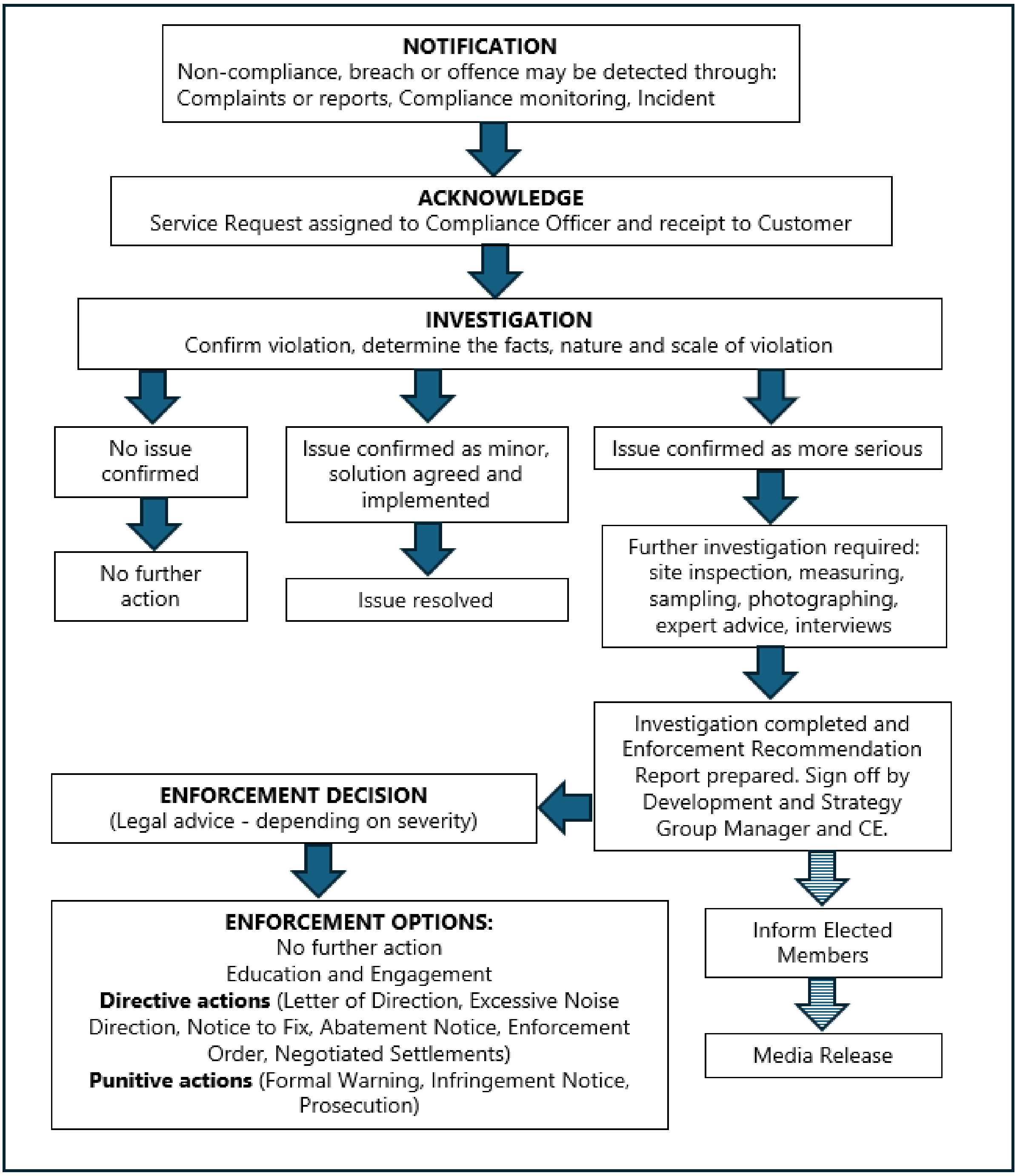
- Whether it was a repeat violation or if previous enforcement action was needed for a similar situation;
- Any effort made to avoid, remedy and/or mitigate the adverse effects;
- The effectiveness of any remediation or mitigation undertaken;
- Any profit or benefit gained by the alleged offender;
- Any relevant special circumstances – e.g. extreme weather event or other event outside the control of the party involved.

6.13. Not every factor will be relevant every time. On occasion one single factor may be so overwhelmingly aggravating, or mitigating, that it may influence the ultimate decision. Each case is unique and the individual circumstances need to be considered on each occasion to achieve a fair and reasonable outcome.

6.14. If the decision is to proceed to prosecution, Council will adhere to the standards of good criminal prosecution practice as outlined in the Solicitor-General's Prosecution Guidelines 2024 (Crown Law).

6.15. Depending on the type and severity of the violation and enforcement recommendation, the Chief Executive may need to brief the Elected Members of the situation, and a media release may be required. Figure 1 outlines the Enforcement Process.

Figure 1: The Enforcement Process



7. ENFORCEMENT OPTIONS

7.1. Council's Compliance Officers have a broad range of enforcement options available to them to address any violations. The tools that apply to the different regulatory functions are provided in Table 1 below. These tools can be categorised into three main types; informal, directive and punitive actions.

- *Informal* actions are focussed on providing education and incentive based responses to allow the person to become better informed and develop their own means to improve compliance.
- *Directive* actions are typically used when education or voluntary compliance is insufficient, and Council needs to give direction to manage risk or ensure compliance.
- *Punitive* actions are measures imposed by Council to penalise a violation with the aim of holding the parties accountable and deterring future violations.

Table 1: Type of Action by Regulatory Area

	Building	Planning and resource consents	Environmental Health	Liquor	Noise	Animal control	Bylaws
Education and Incentive							
Education and Engagement	X	X	X	X	X	X	X
Directive Actions							
Letter of Direction	X	X	X	X	X	X	X
Excessive Noise Direction					X		
Notice to Fix	X						
Abatement Notice		X			X	X	
Enforcement Order		X					
Negotiated settlements	X	X	X	X	X	X	X
Punitive Actions							
Formal Warning	X	X	X	X	X	X	X
Infringement Notice	X	X		X		X	X
Prosecution	X	X	X	X	X	X	X

7.2. Selecting the appropriate enforcement response will depend on such factors as the seriousness of the violation, the significance of adverse effect on people and/or the environment, and the level of remorse shown by the offender. A brief description of each of the relevant tools, impacts on the liable party, and the circumstances when Council might use these tools are described below in Table 2.

Table 2: Enforcement Response

Education and Incentive			
Action	**Description of action**	**Potential impacts on the liable party**	**When might this action be appropriate**
Education and Engagement	To prevent further breaches, or to remedy or mitigate the effects of non-compliance, Council can provide information or guidance around rules and regulations or aid and enable parties to achieve compliance.	This is an informal process and as such has no legal implications.	Education and other incentive-based interactions are reserved for dealing with cooperative parties, who are motivated to do the right thing but lack the knowledge or skills necessary to achieve and maintain compliance.
Directive Actions			
Action	**Description of action**	**Potential Impacts of the liable party**	**When might this action be appropriate**
Letter of Direction	To prevent further breaches, or to remedy or mitigate the effects of non-compliance, Council can give a written direction for a party to take or cease a particular action.	Such a direction is not legally enforceable.	Letter of directions should be reserved for dealing with cooperative parties, who are motivated to follow the direction, and where the breach is of a minor nature, consistent with a breach that would perhaps also receive a formal warning.
Excessive Noise Direction	These binding notices require excessive noise to be reduced to a reasonable level and can apply for a period of up to 72 hours. Directions can be given verbally or in writing.	If a direction is not complied with, officers can seize and remove, render inoperable or make unusable, any device causing excessive noise. Seizure of stereo equipment is usually conducted with the assistance of the Police.	Used in urgent cases where noise is causing immediate nuisance. Usually in response to complaint from neighbour or member of the public where, for example, a burglar alarm is sounding continuously, or a noisy party continues to an unreasonable hour.
Notice to Fix	A notice to fix is a formal, written directive. It is drafted and served by council instructing a specified person to correct an instance of non-compliance with the Building Code and/or Building Act. The form and content of the notice are specified in the Building Act.	A direction given through a notice to fix is legally enforceable. To breach a notice to fix is to commit an offence and make liable parties open to punitive actions or fines.	A notice to fix may be appropriate where a building warrant of fitness and/or compliance schedule requirements in the Building Act have not been adhered to or when Building Consent is not obtained for building work that requires a consent.

Abatement Notice	An abatement notice is a formal, written directive. It is drafted and served by Council instructing an individual or company to cease an activity or requiring them to do something (act). The form, content and scope of an abatement notice are prescribed in statute.	A direction given through an abatement notice is legally enforceable. To breach an abatement notice is to commit an offence and make liable parties open to punitive actions.	An abatement notice may be appropriate any time that there is a risk of further breaches of environmental regulation, remediation or mitigation is required as a result of non-compliance.
Enforcement Order	Enforcement orders offer more options than an abatement notice, including the ability to recover clean-up costs incurred or likely to be incurred in avoiding, remedying or mitigating any adverse effect on the environment.	To breach an enforcement order is to commit an offence and make liable parties open to punitive actions.	An enforcement order may be appropriate when an abatement notice has not been complied with as another way of achieving compliance.
Negotiated settlements	A person may approach Council with a proposal for settlement. Council are open to resolving non-compliance by agreement where a remedy is possible and where this is prompt, easily implemented and in the public interest.	A negotiated settlement typically requires the following – the person to admit that they have breached the law, to cease the non-compliant conduct, pay compensation, pay Council costs and may involve some publicity	A negotiated settlement will only be agreed to if it is in the public interest. Council is unlikely to agree to a negotiated settlement where the non-compliance has caused serious harm, the person is a repeat offender or activity resists compliance.
Punitive Actions			
Action	**Description of action**	**Potential impacts on the liable party**	**When might this action be appropriate**
Formal Warning	A formal warning is documented by way of a letter to a culpable party informing them that an offence against an Act or regulation has been committed, and that they are liable.	No further action will be taken in respect of that breach. However, the warning forms part of a history of non-compliance and will be considered if there are future incidents of non-compliance.	A formal warning may be given when: o An administrative, minor or technical breach has occurred; and o The environmental effect, or potential effect, is minor or trivial in nature; and o The subject does not have a history of non-compliance; and o The matter is one which can be quickly and simply put right; or

			○ A written warning would be appropriate in the circumstance.
Infringement Notice	An infringement notice is a written notice which requires the payment of a fine. The amount of the fine is set in law.	No further action will be taken in respect of that breach. However, the infringement forms part of a history of non-compliance and will be considered if there are future incidents of non-compliance.	An infringement notice may be issued when: ○ There is prima facie (on the face of it) evidence of a legislative breach; and ○ A one-off or isolated legislative breach has occurred which is of minor impact, and which can be remedied easily; and ○ Where an infringement notice is considered to be a sufficient deterrent.
Prosecution	A prosecution is a process taken through the criminal courts to establish guilt or innocence and, if appropriate, the court will impose sanctions. Matters are heard in either the District Court or Environment Court depending on the Act. All criminal evidence rules and standards must be met.	A successful prosecution will generally result in a conviction, a penalty imposed and consideration of the costs of the investigation. A prosecution forms part of a history of non-compliance and will be considered if there are future incidents of non-compliance.	A prosecution may be considered appropriate when the factors listed above indicate that the matter is sufficiently serious to warrant the intervention of the criminal law. Consideration will be given to the Solicitor-General's Prosecution Guidelines (2024).

8. COUNCIL OBLIGATIONS TO COMPLAINANT

8.1. Concerns or complaints can be received by Council through a variety of methods. This may be by presenting in person, phoning to Council offices, email or via the Antenno on-line app. Council will not follow up on social media complaints.

8.2. A service request is assigned to the Regulatory team for action. A Compliance officer will contact the complainant and ascertain the scale and nature of the alleged violation to determine the type of response required. In the event of an anonymous complaint a Council officer will act on the information received and follow up as required.

8.3. In order to triage a complaint, Council requires as much information as possible to be provided when the initial complaint is made. This should include the identity and address of complainant, the address at which the alleged violation has taken place, a description of the unauthorised activities and the harm that is considered to be caused.

8.4. Complainants will also be encouraged to send in dated photographs of the alleged violation in order to assist any investigation. In respect of complaints received, the following standards apply:

- All valid enquiries will be properly recorded through Council generated Service Request and investigated.
- Council uses a risk-based process to identify and assess the likelihood and potential impact of adverse effects resulting from the violation and prioritise the response accordingly. The personal details of the complainant will remain confidential.
- In cases of involving a serious and/or irreversible harm, the complaint will be investigated as a matter of priority, usually within 24 hours of receipt. Urgent action will be instigated to stop unlawful activity.
- Other than cases where immediate or urgent action may be required (see step 1 of the Enforcement Process above), an initial investigation is to be undertaken within five working days of receipt.
- The complainant will be updated as necessary.
- Staff will not take sides in any dispute; staff will however judge what action is appropriate according to the evidence, particular circumstances, impact on the environment, relevant policies, and legislation.
- Other agencies may be brought in to support Council as required e.g. Department of Conservation or Bay of Plenty Regional Council.

9. COUNCIL'S OBLIGATIONS TO OFFENDER

9.1. Under normal circumstances, prior to taking formal enforcement action, the officer concerned will fully and openly discuss the circumstances of the violation with those involved.

9.2. The alleged offender(s) will be contacted as soon as possible to discuss the alleged complaint. Generally, if a site visit is required the alleged offender(s) will be invited to attend so that Council Compliance Officers can discuss the situation with them. Compliance Officers may at this point provide direction on what action is required to avoid, remedy and/or mitigate the environmental harm identified. Further action may be required.

9.3. The officer will:

- Communicate clearly to the responsible party (or their agent), identifying the issue and that they may need to undertake action to achieve compliance, or remedy or mitigate the negative effects.
- Undertake an investigation to determine the level of enforcement action (if any) required.
- Where Compliance Officers consider there is a minimal effect, or the effects are satisfactorily addressed by mitigation measures, a reasonable period of time will be allowed for the submission of a retrospective consent application for the activity e.g. building consent, resource consent.
- Initiate formal enforcement action after being satisfied that there is a clear violation of the relevant piece of legislation, and/or there has been an adverse impact on the environment.
- In the case of formal action being authorised, the right of appeal will be explained to those in violation.

10. INFORMING THE PUBLIC

10.1. In the event of a prosecution the "Public Interest Test", as outlined in the Solicitor-Generals Prosecution Guidelines (2024), is important for ensuring that the discretion to prosecute is exercised in accordance with the rule of law and any relevant statutory requirements.

10.2. Council is committed to educating and informing members of the public in relation to the work carried out by its Regulatory Team. Council will attempt to strike a balance between informing the public about regulation through publishing articles in newsletters as well as publicising when formal action is taken via the media. Any media release must be authorised by the Strategy and Development Group Manager or the Chief Executive and must follow the requirements of the relevant Council's Communications and Social Media Policies.

10.3. It is considered important to highlight action that has been taken to discourage others from breaching regulations and to ensure the public have confidence in the Regulatory Team.

10.4. From time-to-time pro-active campaigns will be used to educate the public in relation to the targeted breaches of the specific regulations through Council publications and press releases. Local community groups may also be encouraged to assist in targeted campaigns in their particular area.

11. RELEVANT LEGISLATION

11.1. This policy relates to the exercise of Council's compliance and enforcement functions under various Acts, regulations, bylaws and other statutory instruments for which it has responsibility.

12. REVIEW

12.1. This policy will be reviewed every three years. Refer to policy index for policy owner.

Name of Document: Enforcement Policy

Summary of proposed changes made:

- Shift to a compliance-focused approach. The policy has been reframed from a primarily enforcement-based tool to a Compliance and Enforcement Policy, placing greater emphasis on education, prevention, and achieving sustained compliance outcomes, rather than reacting to the breaches after they occur.

- A structured hierarchy of non-compliance, then breach, then offence has been introduced. This provides clearer thresholds for decision-making and ensures both staff and the public understands how matters escalate in seriousness and response.

- More structured, risk-based enforcement process. The policy strengthens the enforcement framework by embedding a risk-based staged process including:
  - A defined 'response to effects' step prioritising immediate harm mitigation.
  - Greater emphasis on risk, impact, and repeat behaviour in decision-making. Reflecting a more modern, proportionate regulatory mode.

- The updated policy introduces clearer oversight provisions including:
  - The ability to brief elected members on significant cases.
  - Media engagement protocols requiring senior management approval. This strengthens transparency, accountability, and management of reputational risk.

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

COUNCIL REPORT

Date	:	15 September 2026
To	:	Ordinary Council Meeting, 15 September 2026
From	:	Regulatory Manager, Jessica Hunter
Subject	:	**DOG CONTROL POLICIES AND PRACTICES REPORT 2025/26**
File ID	:	A1416274

EXECUTIVE SUMMARY

- Council is required to publicly report on its dog control policies and practices each financial year under section 10A of the Dog Control Act 1996.
- The Dog Control Policies and Practices Report for the 2025/26 financial year is attached as Appendix 1.

RECOMMENDATIONS

1) **That the report titled "Dog Control Policies and Practices Report 2025/26" be received.**

2) **That the Dog Control Policies and Practices Report 2025/26, attached as Appendix 1, be adopted by Council and its availability is published on Council's website, in accordance with Section 10A(3) of the Dog Control Act.**

PURPOSE

1. To approve Council's annual report setting out Council's dog control policies and practices for the year 2025/26. The report is attached as Appendix 1.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:

   ☐ Community Priority One: Strong relationships and partners

   ☐ Community Priority Two: Investment in our district

   ☒ Community Priority Three: Wellbeing is valued

   ☐ Community Priority Four: Our communities are resilient

   ☐ Community Priority Five: Growth is sustained over time

BACKGROUND

3. Section 10A of the Dog Control Act 1996 requires territorial authorities to publicly report on dog control policies and practices on an annual basis. Section 10A states that a territorial authority "must, in respect of each financial year, report on the administration of –
   a) its dog control policy adopted under section 10;
   b) and its dog control practices."

OPTIONS

4. The report must include;
   - the number of registered dogs in the territorial authority district
   - the number of probationary owners and disqualified owners in the territorial authority district
   - the number of dogs in the territorial authority district classified as dangerous and the number of dogs in the territorial authority district classified as menacing
   - the number of infringement notices issued by the territorial authority
   - the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints
   - the number of prosecutions taken by the territorial authority under the Dog Control Act 1996.
5. Section 10A(3) specifies that the territorial authority must make the report publicly available as described by section 5(3) of the Local Government Act 2002 and published on Council's website.

DISCUSSION

6. The attached report sets out the information requirements of the Dog Control Act 1996 in terms of reporting. Highlighted below are some of the key statistics for the 2025/26 financial year, and reasoning for any notable changes.
7. The Animal Control team of two continue to be proactive within the community. They undertake a minimum of twice-daily patrols, respond to service requests and complaints, investigate aggressive dogs and dog attacks, uplift and impound dogs and feed and care for them, and maintain the pound. They also actively try to locate owners of impounded and roaming dogs, and work with the dog rehoming agencies to find suitable forever homes for many dogs and puppies, rather than euthanising them. They also spend time with customers on a one-on-one basis talking about the responsibilities of individual dog owners.
8. The statistics are summarised as follows:

- The number of dogs registered in the Ōpōtiki district has dropped by 5.5% from the previous year. This is largely attributed to the increase in reporting of deceased or relocated dogs during the year, and subsequent removal from the dog database.
- The total number of infringements issued has increased slightly, with 92.5% issued for failure to register a dog – a 16% increase from 2024/25. Of the 243 infringements issued, 141 were referred to the Ministry of Justice for non-payment and follow up through the Court process.
- Dog-related service requests have increased significantly by 33%, with 51.8% related to information and registration requests. Reports of aggressive dogs and attacks account for 15% with the remaining 33% reporting barking or roaming dogs.
- 200 dogs were impounded, 32 less than the previous year
- 74 (37%) of these were rehomed through rehoming agencies and 47 (23.5%) were returned to their owners, compared with 3% and 17% respectively in the previous year. This is a significant increase from the previous year, evidence of the hard work that the Animal Control team are doing to reunite dogs with their owners and rehome abandoned dogs and puppies, rather than euthanising them.
- 75 were euthanised – a considerable reduction (42.5%) from the previous year.

9. Council undertakes an annual Customer Satisfaction Survey which includes a question around the level of satisfaction with animal control. Results for the last five years are presented below:

	2022	2023	2024	2025	2026
Satisfaction with Dog Control	25%	34%	25%	24%	11%

10. There has been a significant decrease in residents' perceptions and satisfaction level for the animal control service in 2026. There has been an overall downward trend in satisfaction levels since the reporting began in 2013.
11. The number of dog-related service requests may be reflective of the community's concerns with the number of roaming dogs in the district with 33% of the service requests related to roaming or barking dogs, and a further 15% related to aggressive dogs or dog attacks.
12. The survey reported that 36% of respondents had contacted the Council about dogs, and of that 15% had contacted the Council on three or more occasions. Nearly two thirds (64%) had not contacted the Council regarding dogs in 2026.
13. The Animal Control team of 2 FTE's work very hard with limited resources and with little after hours support (only for dog attacks). Many of the complaints are received after hours therefore are not resolved until the following business day.

14. The statistics do not reflect the hard work that the Animal Control team puts into dealing with animal-related service requests and ODC often receives reports from satisfied customers after their interactions with the Animal Control team.

Financial/budget considerations

15. There are no financial implications in publishing the Dog Control Policies and Practices Report 2025/26 as a legislative requirement.

Policy and planning implications

16. There are no policy and planning implications identified in relation to this report.

Impact on mana whenua

17. There is no identified impact on mana whenua in relation to this report.

Climate impact considerations

18. There is no identified impact on climate change in relation to this report.

Risks

19. There are no risks identified in relation to this report.

Community wellbeing considerations

20. The purpose of Local Government now includes promotion of social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 well-beings').
21. The subject matter of this report has been evaluated in terms of the 4 well-beings during the process of developing this report as outlined below.

Social

22. Providing a safe community, free from roaming dogs that have the potential to be dangerous or menacing, contributes to community safety and social well-being.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

23. On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be. Council uses the Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

24. The level of significance related to the decision in this report is considered to be **low**. Because the decision is determined to have **low** significance in accordance with the policy, the corresponding level of engagement required is to **Inform**.

Assessment of engagement

25. As the level of significance has been determined to be **low**, the level of engagement required is **Inform** according to the Engagement Framework of the Significance and Engagement Policy:

INFORM	To provide balanced and objective information to assist understanding about something that is going to happen.

26. The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and the report will be made available on Council's website in accordance with Section 10A(3) of the Dog Control Act.

CONCLUSION

27. The Dog Control Act 1996 requires territorial authorities to report annually on a specified number of dog-related statistics within the Dog Control Policies and Practices Report. Council is required to make the report publicly available on its website.

Jessica Hunter

REGULATORY MANAGER

APPENDIX 1

Ōpōtiki District Council

Dog Control Policies and Practices Report 2025/26

Section 10A report in accordance with the Dog Control Act 1996

1 Introduction

Ōpōtiki District Council, as a territorial authority, is required to manage and enforce the provisions of the Dog Control Act 1996 (the Act). This report meets the requirements set under Section 10A of the Act which requires Council to report on its dog control policy and practices. This report contains information and statistics on the Council's dog control activity for the financial year 2025/26 (1 July 2025 to 30 June 2026).

2 Dog Policy, Objectives and Practices – Section 10A (1) (a)

The Act requires that Council has a Dog Control Policy that has regard to:

- The need to minimise danger, distress, and nuisance to the community generally.
- The need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults.
- The importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs.
- The exercise and recreational needs of dogs and their owners.

Council updated and re-adopted its Dog Control Policy in 2022. To ensure the policy remains current and fit for purpose, Council is currently undertaking a review in accordance with the Special Consultative Procedure, with final adoption anticipated in late 2026.

Dog registration and fees are charged annually and used to fund Council's dog control functions along with rates funding, in recognition of the wider public benefit that is derived from keeping the community safe.

3 Summary of Practices – Section 10A (1) (b)

The Animal Control function forms part of the Strategy and Development Group of Council.

During the reporting period Council has had two Full-time equivalent Animal Control Officers dedicated to monitoring and enforcing the Dog Control activity with limited after-hours support provided by a contractor.

The Ōpōtiki Town Centre is patrolled at least twice a day Monday to Friday. The purpose of these patrols is to identify non-compliance with the Dog Control Act, and the Dog Control Bylaw and Policy.

The patrols are also an opportunity to get out into the community and talk to dog owners about their responsibilities on an individual basis.

Patrols are also carried out to include the wider Ōpōtiki Township, Woodlands and East Coast settlements such as Te Kaha, Ōhiwa, Bryan's Beach and Paerata Ridge. East of Te Kaha patrols are undertaken on an as needs basis often through service requests or requests from NZ Police.

4 Dog Control Statistics

- 1372 dogs were registered during this financial year.

During the annual registration period Animal Control Officers contact dog owners to remind them about the discount rate that is applied to the registration fee if paid prior to 1 August each year and the need to have their dogs registered by the 1 September to avoid infringements being issued for unregistered dogs.

- 200 dogs were impounded. There has been an increase in puppy litters being surrendered and/or abandoned.
- Of the 200 dogs impounded, 75 of these dogs were euthanised – 110 less dogs than for the previous year.
- 74 dogs were rehomed during this financial year. The Animal Control team have been actively working with a number of rehoming agencies. It is challenging and difficult to rehome dogs and puppies. This is a nationwide problem as all rehoming facilities are near or at full capacity.
- 47 dogs impounded were returned to their owners.

Council procedures to microchip all dogs prior to releasing them from the pound has made it easier for Animal Control Officers to locate the owners of any impounded dogs.

There was one pound break-in during this financial year, and one attempted theft of property. It is likely that the installation of CCTV cameras and security patrols at the pound has acted as a deterrent to break-in or thefts from the pound building and wider compound area.

Section 10A (2) information

The following information is required under section 10A (2) clauses a – g.

Table 1: 2025/26 Dog Statistics

		2025/26	2024/25	2023/24	2022/23	2021/22
a.	Registered Dogs	1372	1453	1454	1447	1511
b.	Probationary/ disqualified owners	0	0	0	0	0
c.	Dogs classified as dangerous	0	1	4	4	4
d.	Dogs classified as menacing	53	67	66	63	69
e.	Number of infringements issued (Table 3)	243	237	281	219	134
f.	Dog related complaints	330	289	330	314	490
g.	Number of prosecutions taken by ODC	0	0	0	0	0

The number of registered dogs has decreased by 5.5%, however this can be largely attributed to the Animal Control team actively contacting dog owners throughout the year, and as a result declarations of deceased or relocated dogs has increased.

Pound Statistics

The table below shows the activity at the pound over the last five years. The number of dogs impounded has decreased in 2025/26 and the number of dogs returned to their owner or rehomed has significantly increased. Therefore, the number of dogs euthanised is less than half of that of previous years. These statistics do not include puppies less than 3 months old are they are not required to be registered until over 3 months.

Table 2: 2025/26 Pound Statistics

Activity	2025/26	2024/25	2023/24	2022/23	2021/22
Dogs euthanised (% of total)	75 (37.5%)	185 (80%)	211 (83%)	203 (66%)	58 (31%)
Dogs stolen from pound	1	0	1	1	3
Dogs returned to owner (% of total)	47 (23.5%)	39 (17%)	34 (13%)	61 (20%)	71 (38%)
Dogs rehomed (% of total)	74 (37%)	8 (3%)	9 (4%)	29 (9%)	56 (30%)
Other (incl. SPCA) (% of total)	4 (2%)				
Dogs impounded	**200**	**232**	**255**	**294**	**188**

Infringement notices

There were 243 infringement notices issued by the Animal Control Officers over the 2025/26 year. This is a slight increase from the previous year, with an increase in the number of "failure to register" infringements, and a reduction in the number of "failure to keep under control" infringements.

There were no prosecutions undertaken by Council in the 2025/26 year. There were 141 infringements referred to the Ministry of Justice for non-payment and follow up through the court process. It is unknown how many have resulted in prosecutions from this process.

Table 3 provides details on the type of infringements issued.

Table 3: Type of Infringements Issued

Type of Infringement	2025/26	2024/25	2023/24	2022/23	2021/22
Failure to register dog	225	188	250	169	83
Failure to keep dog under control	15	36	29	45	48
Wilful obstruction of dog control officer or ranger	0	2	1	2	1
Failure to comply with effects of classification of dog as dangerous dog/menacing dog	3	9	1	1	0
Failure to comply with a Bylaw	0	0	0	0	0
Falsely notifying death of a dog	0	0	0	1	0
Wilfully providing false information about a dog	0	2	0	1	0
Failure to implant microchip	0	0	0	0	0
Failure to advise change of address	0	0	0	0	2
TOTAL	**243**	**237**	**281**	**219**	**134**

Customer Service Requests

The number of animal control related service requests increased significantly in 2025/26 from previous years. However, prior to 2024 the types of service requests were reported differently therefore cannot be directly compared with the current period. For the 2024/25 and 2025/26 years the type of service requests were broken down to provide more information on the type of request that Council receives. More than 50% of the requests received are related to requesting or providing information on registration, reporting change of details, deceased dogs and status of dog etc. A third of all service requests are related to barking or roaming dogs and the remaining 12-15% are related to aggressive behaviour or dog attacks.

All service requests were closed off within the required timeframes.

Table 4: 2025/26 Requests for Service

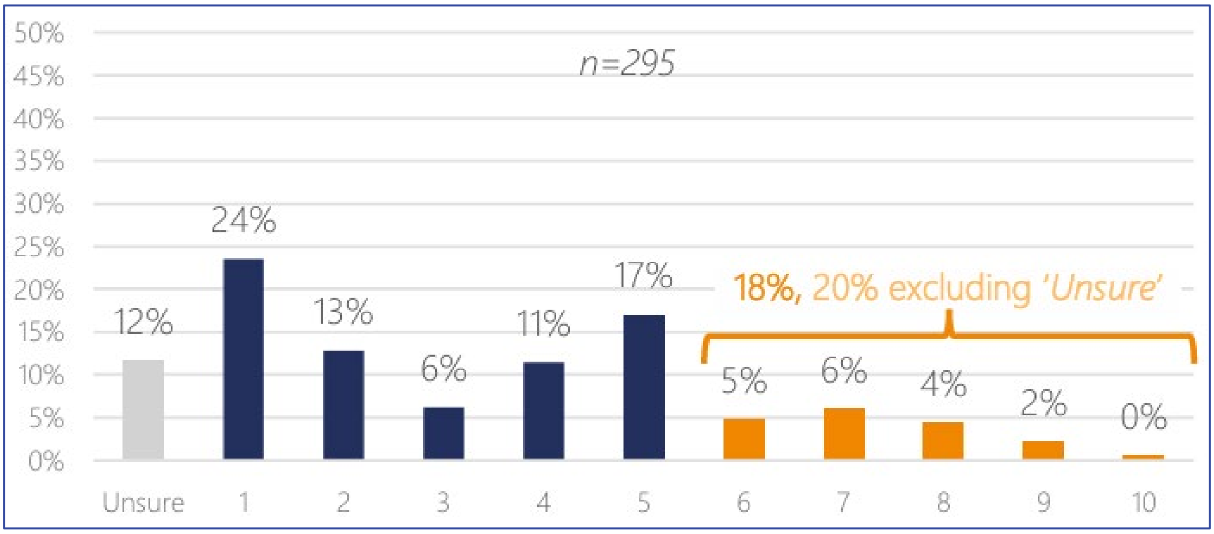
Service request type	2025/26	2024/25	2023/24	2022/23	2021/22
Attacks/Aggressive	104 (15.2%)	59 (12.9%)			
Barking/roaming	226 (33%)	142 (31.1%)			
Information Requests/ Rego etc	354 (51.8%)	255 (55.9%)			
TOTAL REQUESTS	**684**	**456**	**330**	**332**	**490**

Community Feedback*

Satisfaction with Council's Dog Control Activity

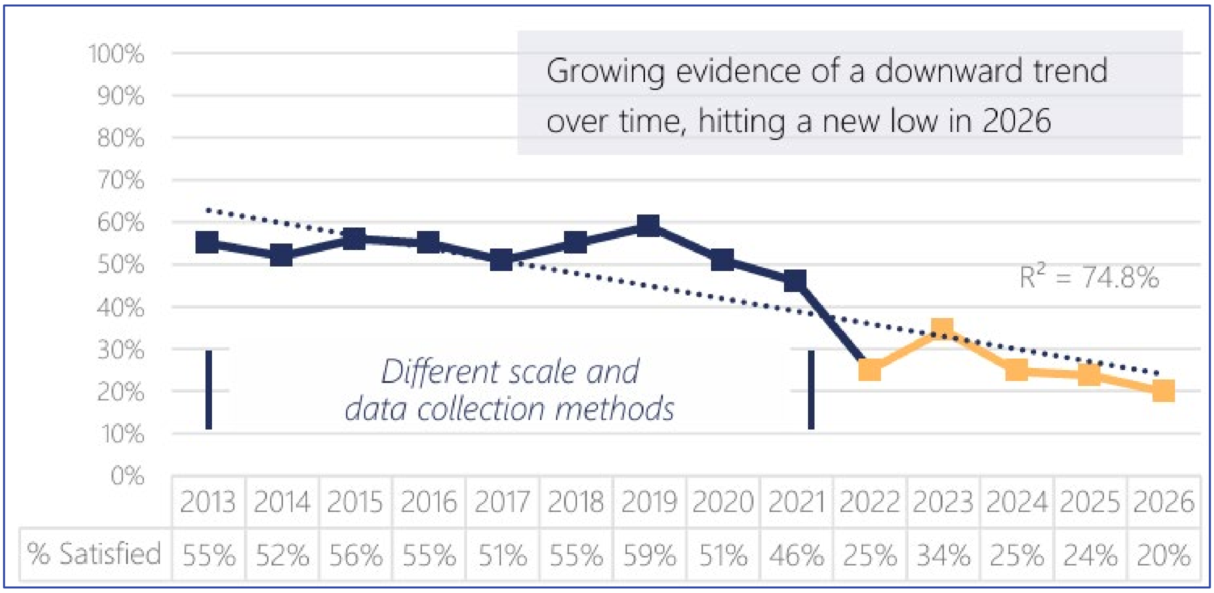
- In 2025/26, 36% of the residents surveyed reported contacting the Council about dogs.
- 1-in-4 (23%) of respondents selected the lowest rating (1 out of 10) – the most typical response for this measure in 2026 (and more than for other services).

Figure 1: Satisfaction with Council's Dog Control Activity



Respondents were asked to rate Council's dog control. Scale: 1-not at all well and 10-extremely well

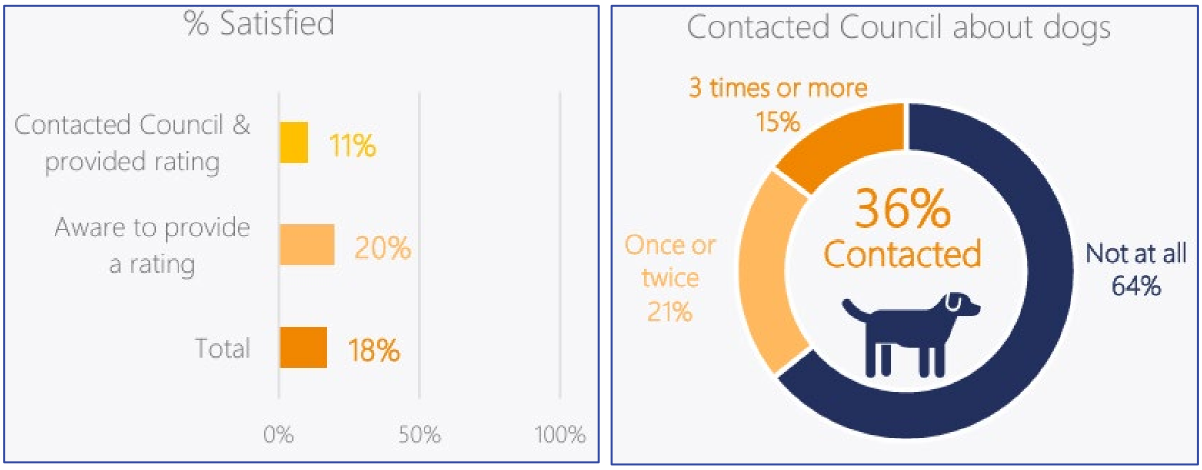
Figure 2: Satisfaction Trends Over Time



Contacted Council about Dogs

- 1-in-5 respondents (20%) rating dog control were satisfied with their experience or knowledge in 2026 (3.7 out of 10 average) – a new low for this service area, and the lowest rated in 2026. Satisfaction was lower still (just 11%) among those using the service.
- 15% contacted the Council 3 or more times and 64 % did not contact Council at all about dogs during the period.

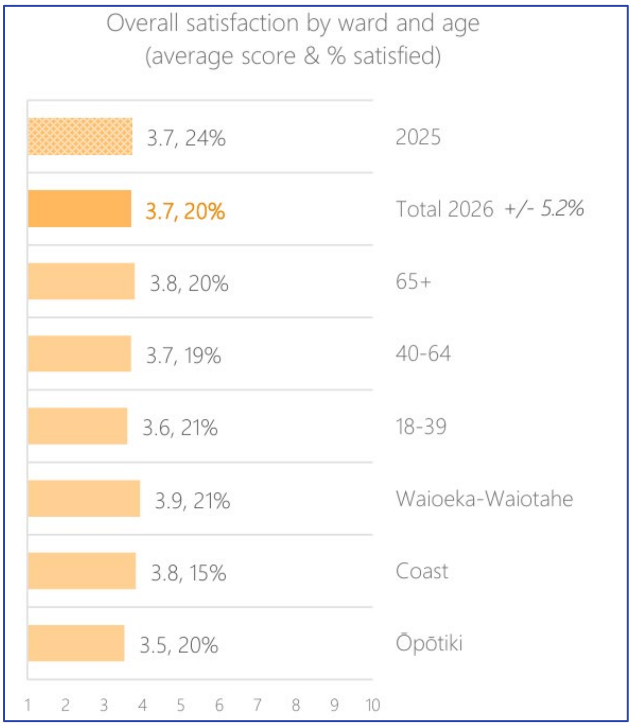
Figure 3: Contacted Council about Dogs



Overall satisfaction by ward and age (% satisfied and average score)

- Satisfaction was consistently low across the district, although representing a drop for Coast residents (15%, down from 49% in 2025; albeit low sample sizes limiting comparisons).
- Satisfaction also remained similarly low across age segments in 2026, and reaching a new low for older respondents aged 65+ (20%, down from 28% in 2025 and around 40% in previous years).

Figure 4: Overall satisfaction by ward and age (% satisfied and average score)



Respondents were asked to rate Council's dog control. Scale: 1-not at all well and 10-extremely well

- Residents dissatisfied with services overall had particularly low satisfaction for dog control (9%, compared to 32% of those satisfied overall).
- The highest reason for dissatisfaction with dog control was for widespread roaming, stray and unrestrained dogs (85%).
- Public safety (25%), irresponsible dog ownership (19%) and lack of Council response (18%) concerns continued to impact on satisfaction levels.

An important community priority for Council is 'well-being is valued'. Community safety is an important aspect of well-being and one of the ways we measure this is by having a target of responding to complaints of aggressive or threatening dogs within two hours from receipt of the complaint. In 2025/26 Animal Control Officers achieved 100% performance result and responded to all complaints within that timeframe. Total animal control requests from 1 July 2025 to 30 June 2026 was 684 and includes 104 dog attack or aggressive behaviour service requests (up from 59 in 2024/25). Our animal control team also continue to achieve our performance target of two patrols a day in the Ōpōtiki urban area, with more patrols as and when, and where, required.

**Reference: 2025-2026 Ōpōtiki District Council Resident Survey – SIL Research*

Ōpōtiki District Council
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COUNCIL REPORT

Date : 4 September 2026

To : Ordinary Council Meeting, 15 September 2026

From : Chief Executive Officer, Stace Lewer

Subject : **CHIEF EXECUTIVE OFFICER'S UPDATE**

File ID : A1421394

EXECUTIVE SUMMARY

- This report provides an update to Council on LGOIMA requests and meetings/events attended by the Chief Executive Officer for the period 25 July 2026 to 4 September 2026.

RECOMMENDATION

1) **That the report titled "Chief Executive Officer's Update" be received.**

PURPOSE

1. To provide an update to Council on LGOIMA requests and meetings/events attended by the Chief Executive Officer.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Ōpōtiki District Council's Long-Term Plan 2024-2034:

   ☒ Community Priority One: Strong relationships and partners

   ☐ Community Priority Two: Investment in our district

   ☐ Community Priority Three: Wellbeing is valued

   ☐ Community Priority Four: Our communities are resilient

   ☐ Community Priority Five: Growth is sustained over time

DISCUSSION

3. LGOIMA Requests

LGOIMA Tracking (08/09/2025-09/09/2026)

Month	Submitter	Subject	Due
July 2026	Damien Puddle	Playground Surfacing Data	10/08/2026
August 2026	Joe Kingi	Historical Records and Meeting - Te Kaha 78 and Te Kaha Water Supply	08/09/2026
	Tomlinson	Existing RCs and Number of Dwellings on Site - 1250 SH35 - 7630-104-00	14/09/2026
	RNZ	Rates relief figures	21/09/2026
September 2026	NZ Taxpayer Union	Expenditure on external advisors time & costs	29/09/2026

4. Meetings / Events Attended by the Chief Executive Officer – 25 July 2026 –4 September 2026:

27 July 2026

Councillor/CEO catch up meeting

28 July 2026

Simplifying Local Government – Council workshop

Bay of Plenty Chief Executives catch up meeting

29 July 2026

Catch up meeting with NZTA Waikato/Bay of Plenty Regional Relationships Director, Andrew Corkill

Wastewater Treatment Plant Upgrade Steering Group meeting

31 July 2026

CEs' meeting re Water Services, via Teams

4 August 2026

Ordinary Council meeting

6-7 August 2026

LGNZ Rural Provincial Sector meeting, Wellington

10 August 2026

Council workshop

11 August 2026

Coast Community Board meeting

12 August 2026

Water New Zealand CEs Forum, via Zoom

Chief Executive's Performance Committee meeting

14 August 2026

CEs' meeting re Water Services, via Teams

17 August 2026

Water Services Working Group meeting, Rotorua

18 August 2026

Performance and Delivery Committee meeting

LGNZ National Council briefing, via Zoom

19 August 2026

Councillor/CEO catch up meeting

Property Advisory Group meeting

20 August 2026

Catch up meeting with Emergency Management Bay of Plenty Regional Manager, Jonathan Gracie

24 August 2026

Tenders and Procurement Sub-Committee Procurement workshop

25 August 2026

Catch up meeting with Te Tāwharau o Te Whakatōhea CEO, Dickie Farrar

27 August 2026

Tenders and Procurement Sub-Committee meeting

Councillor/CEO catch up meeting

Ōpōtiki Harbour Management Committee meeting

28 August 2026

Bay of Plenty Civil Defence Emergency Management Co-ordinating Executive Group Meeting, Tauranga

31 August 2026

Bay of Plenty Mayors and CEs meeting, via Teams

1 September 2026

Ōpōtiki District Council staff Spring breakfast

2 September 2026

Health and Safety Roadshow – visit to isite

3 September 2026

LGNZ briefing: Pre-election Advocacy, via Zoom

Financial/budget considerations

5. There are no financial/budget considerations associated with this report.

Risks

6. There are no risks associated with this report.

Community wellbeing considerations

7. The purpose of Local Government now includes promotion of social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
8. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report.
9. There are no known social, economic, environmental, or cultural considerations associated with this matter.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

10. On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be. Council uses the

Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

11. The level of significance related to the decision in this report is considered to be **low**. Because the decision is determined to have **low** significance in accordance with the policy, the corresponding level of engagement required is **Inform**.

Assessment of engagement

12. As the level of significance has been determined to be **low**, the level of engagement required is **Inform** according to the Engagement Framework of the Significance and Engagement Policy:

INFORM	To provide balanced and objective information to assist understanding about something that is going to happen.

13. The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Council meeting and may include a combination of public notices in the newspaper and/or on Council's social media.

Stace Lewer
CHIEF EXECUTIVE OFFICER

REPORT

Date : 8 September 2026

To : Ordinary Council Meeting, 15 September 2019

From : Chief Executive Officer, Stace Lewer

Subject : **RESOLUTION TO EXCLUDE THE PUBLIC**

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

1. THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

20. Confirmation of In-Committee Minutes – Ordinary Council Meeting 4 August 2026.

21. In-Committee Minutes – Chief Executive's Performance Committee Meeting 27 May 2026.

22. Draft In-Committee Minutes – Chief Executive's Performance Committee Meeting 12 August 2026.

23. Investment Property Lease – 1A/103 Church Street.

24. Notes From Council Workshops.

25. Chief Executive's 2025/2026 Performance Review and 2026/2027 KPIs.

2. THAT the following person be permitted to remain at this meeting after the public has been excluded because of their knowledge of the subject item in relation to the following. This knowledge will be of assistance and is relevant to the matters to be discussed:

Name: **Larissa Reid**

Item: **23 (Investment Property Lease – 1A/103 Church Street)**

Business: **To provide Council with detailed information and updates in relation to Item 22 relevant to the leasing of 1A/103 Church Street**

Reason: **To assist with the accurate presentation of sensitive information to the Council and to provide responses to queries**

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	General subject of each 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
20.	**Confirmation of In-Committee Minutes – Ordinary Council Meeting 4 August 2026**	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)
21.	**In-committee Minutes – Chief Executive's Performance Committee Meeting 27 May 2026**	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)
22.	**Draft In-Committee Minutes – Chief Executive's Performance Committee Meeting 12 August 2026**	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)
23.	**Investment Property Lease – 1A/103 Church Street**	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)
24.	**Notes From Council Workshops**	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)
25.	**Chief Executive's 2025/2026 Performance Review and 2026/2027 KPIs**	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.	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

20.	Protect the privacy of natural persons Protect information Protection from improper pressure or harassment Prevent disclosure or use of official information Carry out negotiations Maintain legal professional privilege Carry out commercial activities	Section 7(2)(a) Section 7(2)(b)(i) & (ii); (d) & (e) and Section 7(2)(c)(i) & (ii) Section 7(2)(f)(ii) Section 7(2)(j) Section 7(2)(i) Section 7(2)(g) Section 7(2)(h)
21.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)
22.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)
23.	Carry out negotiations	Section 7(2)(i)
24.	Protection from improper pressure or harassment Prevent disclosure or use of official information	Section 7(2)(f)(ii) Section 7(2)(j)
25.	Protect the privacy of natural persons	Section 7(2)(a)