



AGENDA

Ordinary Council meeting Thursday, 15 August 2024

I hereby give notice that an Ordinary meeting of Council will be held on:

Date: Thursday, 15 August 2024

Time: 9.30am

**Location: Tauranga City Council
Ground Floor Meeting Rooms 1 & 1b
306 Cameron Road
Tauranga**

Please note that this meeting will be livestreamed and the recording will be publicly available on Tauranga City Council's website: www.tauranga.govt.nz.

**Marty Grenfell
Chief Executive**

Terms of reference – Council

Membership

Chairperson	Mayor Mahé Drysdale
Deputy Chairperson	Deputy Mayor Jen Scoular
Members	Cr Hautapu Baker Cr Glen Crowther Cr Rick Curach Cr Steve Morris Cr Marten Rozeboom Cr Kevin Schuler Cr Mikaere Sydney Cr Rod Taylor
Quorum	<u>Half</u> of the members physically present, where the number of members (including vacancies) is <u>even</u> ; and a <u>majority</u> of the members physically present, where the number of members (including vacancies) is <u>odd</u> .
Meeting frequency	As required

Role

- To ensure the effective and efficient governance of the City.
- To enable leadership of the City including advocacy and facilitation on behalf of the community.

Scope

- Oversee the work of all committees and subcommittees.
- Exercise all non-delegable and non-delegated functions and powers of the Council.
- The powers Council is legally prohibited from delegating include:
 - Power to make a rate.
 - Power to make a bylaw.
 - Power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan.
 - Power to adopt a long-term plan, annual plan, or annual report
 - Power to appoint a chief executive.
 - Power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement.
 - All final decisions required to be made by resolution of the territorial authority/Council pursuant to relevant legislation (for example: the approval of the City Plan or City Plan changes as per section 34A Resource Management Act 1991).
- Council has chosen not to delegate the following:
 - Power to compulsorily acquire land under the Public Works Act 1981.
- Make those decisions which are required by legislation to be made by resolution of the local authority.

- Authorise all expenditure not delegated to officers, Committees or other subordinate decision-making bodies of Council.
- Make appointments of members to the CCO Boards of Directors/Trustees and representatives of Council to external organisations.
- Consider any matters referred from any of the Standing or Special Committees, Joint Committees, Chief Executive or General Managers.

Procedural matters

- Delegation of Council powers to Council's committees and other subordinate decision-making bodies.
- Adoption of Standing Orders.
- Receipt of Joint Committee minutes.
- Approval of Special Orders.
- Employment of Chief Executive.
- Other Delegations of Council's powers, duties and responsibilities.

Regulatory matters

Administration, monitoring and enforcement of all regulatory matters that have not otherwise been delegated or that are referred to Council for determination (by a committee, subordinate decision-making body, Chief Executive or relevant General Manager).

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- 1 OPENING KARAKIA**
- 2 APOLOGIES**
- 3 PUBLIC FORUM**
- 4 ACCEPTANCE OF LATE ITEMS**
- 5 CONFIDENTIAL BUSINESS TO BE TRANSFERRED INTO THE OPEN**
- 6 CHANGE TO THE ORDER OF BUSINESS**

7 CONFIRMATION OF MINUTES

7.1 Minutes of the Inaugural Council meeting held on 2 August 2024

File Number: A16283768

Author: Anahera Dinsdale, Acting Team Leader: Governance Services

Authoriser: Anahera Dinsdale, Acting Team Leader: Governance Services

RECOMMENDATIONS

That the Minutes of the Inaugural Council meeting held on 2 August 2024 be confirmed as a true and correct record.

ATTACHMENTS

1. Minutes of the Inaugural Council meeting held on 2 August 2024



MINUTES

**Inaugural Council meeting
Friday, 2 August 2024**

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**MINUTES OF TAURANGA CITY COUNCIL
INAUGURAL COUNCIL MEETING HELD AT THE
UNIVERSITY OF WAIKATO CAMPUS, TE MANAWAROA ROOM,
101-121 DURHAM STREET, TAURANGA
ON FRIDAY, 2 AUGUST 2024 AT 2:30PM**

PRESENT: Mayor Mahé Drysdale (Chairperson), Cr Hautapu Baker, Cr Glen Crowther, Cr Rick Curach, Cr Steve Morris, Cr Marten Rozeboom, Cr Kevin Schuler, Cr Jen Scoular, Cr Rod Taylor

IN ATTENDANCE: Marty Grenfell (Chief Executive), Barbara Dempsey (General Manager: Community Services), Gareth Wallis (General Manager: City Development & Partnerships), Christine Jones (General Manager: Strategy, Growth & Governance), Sarah Omundsen (General Manager: Regulatory & Compliance), Alastair McNeil (General Manager: Corporate Services), Paul Davidson (Chief Financial Officer), Nic Johannson (General Manager: Infrastructure), Coral Hair (Manager: Democracy & Governance Services), Anahera Dinsdale (Acting Team Leader: Governance Services).

OPENING OF MEETING BY CHIEF EXECUTIVE

Key Points

- Declared the first meeting of Council for the new term open.
- Outlined the process the meeting would follow and the contents of the agenda.

1 MIHI WHAKATAU WITH KAUMATUA TAMATI TATA

Kaumatua Tamati Tata opened the meeting with a mihi whakatau and a karakia.

2 APOLOGIES

An apology from Cr Mikaere Sydney was received and accepted by the Chief Executive.

3 DECLARATION OF ELECTION RESULTS

The Chief Executive noted the Declaration of Result for the 2024 Triennial Elections for Tauranga City Council, as attached to the agenda.

4 BUSINESS

4.1 Declaration by the Mayor

The Chief Executive called for the Mayor Elect to come forward.

Mayor Mahé Drysdale made his oral declaration and signed the declaration in the presence of the Chief Executive.

The Mayor was presented with the Mayoral Cloak by Mr Josh Te Kani and the Mayoral Chains by Ms Keren Paekau.

The Mayoress was presented with the Mayoress Chains by Mr Josh Te Kani.

The Mayor assumed the Chair and congratulated the Councillors Elect, and then called each Councillor to make his or her declaration according to the Local Government Act 2002.

4.2 Declaration by Councillors

The Mayor called Elected Members, as listed in the following alphabetical order, to make their oral declarations and to sign the declarations.

Cr Baker made his oral declaration and signed the declaration in the presence of the Mayor.

Cr Crowther made his oral declaration and signed the declaration in the presence of the Mayor.

Cr Curach made his oral declaration and signed the declaration in the presence of the Mayor.

Cr Morris made his oral declaration and signed the declaration in the presence of the Mayor.

Cr Rozeboom made his oral declaration and signed the declaration in the presence of the Mayor.

Cr Schuler made his oral declaration and signed the declaration in the presence of the Mayor.

Cr Scoular made her oral declaration and signed the declaration in the presence of the Mayor.

Cr Taylor made his oral declaration and signed the declaration in the presence of the Mayor.

4.3 Address by the Mayor

Key points

- The Mayor addressed the meeting and expressed thanks to the many candidates who ran in the elections, kaumatua, family, friends, supporters and the community.
- The Mayor acknowledged his Grandfather, Sir Bob Owens, who was the Mayor of Tauranga serving from 1968 to 1977 and also the Mayor of Mount Maunganui from 1971 to 1974.

4.4 Address by Individual Councillors

Key points

- The councillors each addressed the meeting in turn, expressed thanks to family, friends, supporters and the community; and briefly outlined motivating factors, key objectives and challenges for the new Council term and their role as councillors.

4.5 Appointment of Deputy Mayor

Key points

- The Mayor announced the appointment of Councillor Jen Scoular as the Deputy Mayor.
- The Deputy Mayor was presented with the Deputy Mayor chains by the Mayor and Mr Josh Te Kani.

- The Deputy Mayor addressed the meeting and thanked the Councillors for placing their trust in her.
- The Deputy Mayor briefly outlined motivating factors, key objectives and challenges for the new Council term and their role as councillors.

COMMITTEE RESOLUTION INAC15/24/1

Moved: Mayor Mahé Drysdale

Seconded: Cr Steve Morris

That the Council:

- (a) Receives the report "Appointment of Deputy Mayor".
- (b) Acknowledges the appointment by Mayor Drysdale of Councillor Jen Scoular as Deputy Mayor.

CARRIED

4.6 Fixing of date and time of the first Council meeting

Staff Marty Grenfell, Chief Executive

Key points

- The report was taken as read.

COMMITTEE RESOLUTION INAC15/24/2

Moved: Mayor Mahé Drysdale

Seconded: Cr Glen Crowther

That the Council:

- (a) Receives the report "Fixing of date and time of the first Council meeting".
- (b) Approves the first meeting of the Tauranga City Council be held on Thursday, 15 August 2024 commencing at 9:30 am in the ground floor meeting room, Tauranga City Council office, 306 Cameron Road, Tauranga.

CARRIED

4.7 Legislative advice for the incoming Council

Staff Marty Grenfell, Chief Executive

Key points

- The report was taken as read.

COMMITTEE RESOLUTION INAC15/24/3

Moved: Cr Rick Curach

Seconded: Cr Hautapu Baker

That the Council:

- (a) Receives the report "Legislative advice for the incoming Council".
- (b) Notes the process for each elected member to declare any personal or financial interests that may at times conflict with their role as an elected member.

CARRIED

5 CLOSING KARAKIA WITH PUHIRAKE IHAKA

Kaumatua Puhirake Ihaka closed the meeting with a karakia.

The meeting closed at 3:33pm.

The minutes of this meeting were confirmed as a true and correct record at the Inaugural Council meeting held on 15 August 2024.

.....
Mayor Mahé Drysdale
CHAIRPERSON

8 DECLARATION OF CONFLICTS OF INTEREST

9 DEPUTATIONS, PRESENTATIONS, PETITIONS

Nil

10 RECOMMENDATIONS FROM OTHER COMMITTEES

Nil

11 BUSINESS

11.1 Leave of absence

File Number: A16267696

Author: Coral Hair, **Manager:** Democracy and Governance Services

Authoriser: Marty Grenfell, Chief Executive

PURPOSE OF THE REPORT

1. The purpose of the report is to grant a leave of absence to Councillor Mikaere Sydney.

RECOMMENDATIONS

That the Council:

- (a) Receives the report "Leave of absence".
- (b) Approves a leave of absence to Councillor Mikaere Sydney for the period 15 August 2024 to 31 December 2024.
- (c) Extends the Council's best wishes for a speedy recovery to Councillor Mikaere Sydney.

EXECUTIVE SUMMARY

2. Councillor Mikaere Sydney is unable to take up his duties as councillor for the Te Awanui Māori ward due to ill health.
3. The Council can grant a leave of absence to ensure that an extraordinary vacancy in the Te Awanui Māori ward does not occur and a by-election triggered.

STATUTORY CONTEXT

4. The Local Government Act 2002 (LGA) Clause 5(1)(d) of Schedule 7 states that an extraordinary vacancy is created if a member is absent without leave of the local authority from four consecutive meetings (other than extraordinary meetings).
5. Unless the Council grants a leave of absence covering the period when there are four ordinary council meetings (from 15 August 2024 to 31 December 2024), under the LGA the seat is vacated and a by-election triggered.
6. Standing orders 13.3 states that the Council may grant a leave of absence following an application from that member. The Council has delegated the power to grant a leave of absence to the Mayor in order to protect a members' privacy.
7. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

BACKGROUND

8. The Council is mindful of preserving the privacy of Councillor Sydney and balancing that with the public interest in knowing the circumstances surrounding Councillor Sydney's absence from the Council.

9. Councillor Sydney's ill health is preventing him from taking up his position as the Councillor for Te Awanui Māori ward at this point. His whanau support the leave of absence being granted to give Mikaere time to recover and take up his duties in the future.

OPTIONS ANALYSIS

10. The Council may grant a leave of absence or decline a leave of absence.
11. The Council may grant a leave of absence with or without remuneration. Councillor Sydney will be eligible for remuneration from the day after the election results were publicly notified, 24 July 2024, and this can be actioned when he takes up his position.
12. If Councillor Sydney is prevented from taking up his position as the Councillor for Te Awanui ward after 31 December 2024, then he will need to notify the Chief Executive that he wishes to extend the leave of absence or resign from his position. The Council will then consider an extended leave of absence if that was requested.

FINANCIAL CONSIDERATIONS

13. There are no financial impacts on this decision. Remuneration for elected members is included in the budgets.

NEXT STEPS

14. A leave of absence for Councillor Mikaere Sydney is recorded as an apology in the minutes.

ATTACHMENTS

Nil

11.2 Delegation to Chief Executive over election interregnum period

File Number: A16262103
Author: Marty Grenfell, Chief Executive
Authoriser: Marty Grenfell, Chief Executive

PURPOSE OF THE REPORT

1. This report provides information to the Council on any exercise of delegation by the Chief Executive during the election interregnum period.

RECOMMENDATIONS

That the Council:

- (a) Receives the report "Delegation to Chief Executive over election interregnum period".

EXECUTIVE SUMMARY

2. The Chief Executive has delegated power to act on any urgent matters during the period from the 24 July to 2 August 2024 and is required to report back at the First Council meeting of the new Council. There were no urgent decisions made under this delegation.

BACKGROUND

3. The Chief Executive has delegations under Standing Order 6.6 to enable the Council to operate effectively and efficiently and able to respond to any unforeseen or emergency circumstances that may arise during the election interregnum period.
4. The election interregnum period is the time when the new Council has been elected but members cannot act until they have made the required oral and written declarations under clause 14, Schedule 7 of the Local Government Act 2002 at the Inaugural Council meeting. The term of the Commission ended at the same time the new Council comes into office so there was a period between 24 July to 2 August 2024 where the Council cannot act.
5. The delegation is subject to a requirement that the Chief Executive may only act after consultation with the person elected to the position of Mayor and may only attend to those matters that cannot reasonably await the first meeting of the new Council.
6. The Chief Executive is required to report any decisions to the first meeting of the new Council.

DECISIONS UNDER THIS DELEGATION

7. I advise that I have not made any decisions under this delegation during the election interregnum period.

ATTACHMENTS

Nil

11.3 Governance structure and appointments 2024-2028

File Number: A16211161

Author: Mahé Drysdale, Mayor

Authoriser: Mahé Drysdale, Mayor

PURPOSE OF THE REPORT

1. To present the governance structure and appointments for 2024-2028.

RECOMMENDATIONS

That the Council:

- (a) Receives the report "Governance structure and appointments 2024-2028".
- (b) Acknowledges that the Mayor has exercised his powers under section 41A(3)(b) and (c) of the Local Government Act 2002 to establish standing committees and special committees of Council and appoint committee chairpersons.
- (c) Adopts the terms of reference for and makes the delegations to the standing committees and special committees as outlined in Attachment 1.
- (d) Confirms committee membership as follows:

Committee	Membership
Vision, Planning and Growth Committee	Chairperson: Deputy Chairperson: Councillors Mayor Mahé Drysdale (ex officio)
Project Planning and Monitoring Committee	Chairperson: Deputy Chairperson: Councillors Mayor Mahé Drysdale (ex officio)
Community, Transparency and Engagement Committee	Chairperson: Deputy Chairperson: Councillors Mayor Mahé Drysdale (ex officio)
Accountability, Performance and Finance Committee	Chairperson: Deputy Chairperson: Councillors Mayor Mahé Drysdale (ex officio)
Audit and Risk Committee	Chairperson: Independent to be appointed Deputy Chairperson: Councillors

	Mayor Mahé Drysdale (ex officio)
Tangata Whenua / Tauranga City Council Committee	Chairperson: Mr Anthony Fisher Deputy Chairperson: Councillors (5) Ms Matire Duncan Mr Puhirake Ihaka Mr Nathan James Ms Destiny Leaf Mr Whitiora McLeod Mr Buddy Mikaere
Wastewater Management Review Committee	Chairperson: to be appointed following a recommendation by the Committee Deputy Chairperson: to be appointed by the Committee Councillors (4) Mr Spencer Webster – Nga Potiki Ms Lara Burkhardt – Ngā Pōtiki Mr Whitiora McLeod - Ngāi Te Rangi Mr Des Heke - Ngāti Ranginui Ms Destiny Leaf (alternate member – Ngāti Ranginui)
Regulatory Hearings Panel	Ms Mary Dillon Mr Puhiraka Ihaka Mr Terry Molloy Mr Alan Tate

- (e) Adopts the following Joint Committees and confirms membership as follows:

Committee	Membership (Tauranga City Council)
SmartGrowth Leadership Group	
Bay of Plenty Civil Defence Emergency Management Group	
Regional Transport Committee	
Public Transport Committee	
Tauranga Public Transport Joint Committee	
Te Maru o Kaituna River Authority	

- (f) Appoints the following members to these advisory boards, external organisations and internal working groups:

Group/organisation	Membership (Tauranga City Council)
Ngā Poutiriao ō Mauao	
Waiāri Kaitiaki Advisory Group	
Matapihi Southern Pipeline Advisory Group	(one elected member) General Manager: Infrastructure (Nic Johansson) Manager: Strategic Māori Engagement (Stacey Mareroa-Roberts) Director of City Waters (Wally Potts)
Taumata Kahawai Governance Group	
Tauranga Moana Advisory Group	
Mount Air Quality Working Group	
Local Government New Zealand – Zone 2 representative	

DISCUSSION

- Section 41A of the Local Government Act 2002 (LGA) provides for the Mayor to establish committees of Council and to appoint the chairperson of each committee. This report is formal notification that Mayor Drysdale has exercised this power. The Mayor consulted with elected members prior to exercising this power.
- The new committee structure is outlined in the Governance Structure Terms of Reference Manual (Attachment 1).
- This report also addresses joint committees and appointments to external organisations.
- The Mayor will present the appointment of councillors to the various committees and organisations at the meeting.
- The contracts of the four external members of the Regulatory Hearings Panel expired on 30 June 2024. There are operational demands for the Panel to meet and as such the reappointment of the existing panel is recommended in the short-term.

Resolution of previous council

- On 11 June 2024, the Strategy, Finance and Risk Committee constituted under the previous council passed the following series of resolutions:

COMMITTEE RESOLUTION SFR4/24/1

Moved: Commissioner Bill Wasley

Seconded: Dr Wayne Beilby

That the Strategy, Finance and Risk Committee:

- (a) *Receives the report "Appointed members of Committee".*
- (b) *Recommends to the incoming Council when it develops and establishes its committee structure to take into account the following:*
 - (i) *That Tangata Whenua representatives, recommended by Te Rangapū Mana Whenua o Tauranga Moana and based on relevant skills and experience, be appointed to future Council committees as voting members to continue to provide value from a mana whenua perspective and enable opportunities for Māori to contribute to decision-making.*
 - (ii) *That independent membership with financial and audit expertise be appointed to the relevant committee as a voting member.*
 - (iii) *That the Chair of Te Rangapū Mana Whenua o Tauranga Moana be appointed as a member to the relevant committee to maintain the ongoing relationship.*
 - (iv) *That consideration is given to having a number of external members on the committee with a range of expertise relevant to the role and purpose of the committee.*

CARRIED

- 8. These resolutions were provided to the Mayor prior to the preparation of this report, and are provided to Council for its information.
- 9. Council's relationship with mana whenua is critical to the future of the city. Council has a number of valuable existing formal relationships with mana whenua. These include the Tangata Whenua / Tauranga City Council Committee, Te Rangapū Mana Whenua o Tauranga Moana Partnership, the Kaumātua Forum, and subject-specific committees or other bodies covering a range of topics (including, but not limited to, Mauao, Te Manawataki o Te Papa, the Waiāri water supply, wastewater management, and the Southern Pipeline).
- 10. The Governance Structure attached to this report intends the continuation of all of these committees, groups and forms.
- 11. The newly-elected council will need time to establish and implement its committee structure and to understand where, if at all, there are collective gaps in skills, experience or knowledge of the membership of individual committees. Any consideration of appointing mana whenua members to Council's standing committees will occur, in consultation with Te Rangapū Mana Whenua o Tauranga Moana Partnership, once that understanding is gained.

Tauranga Public Transport Joint Committee

- 12. At its meeting on 4 June 2024, the Tauranga Public Transport Joint Committee ("the TPT Joint Committee") considered a report recommending changes to the structure, functions and terms of reference for that committee, together with associated amendments to the terms of reference for the Public Transport Committee.
- 13. After consideration of that report, the TPT Joint Committee endorsed a revised terms of reference for the renamed "Tauranga/Western Bay of Plenty Joint Transport Committee" and referred those revised terms of reference to each Council (Tauranga City Council and Bay of Plenty Regional Council) and The New Zealand Transport Agency (NZTA) for consideration.
- 14. At its meeting on 10 June 2024, Council resolved that it:
 - Approves the recommendations from Tauranga Public Transport Joint Committee regarding the revised Term of Reference as set out in Attachment 1 and refers to the incoming Council for their endorsement.*
- 15. In accordance with the above resolution, this matter will be brought to the appropriate new committee for endorsement once the committee structure is finalised.

16. At the time of writing the Bay of Plenty Regional Council had not considered the recommendation from the TPT Joint Committee.
17. Because all Tauranga City Council and Bay of Plenty Regional Council processes have not been completed to effect the proposed change to the name and terms of reference of the TPT Joint Committee, Attachment 1 to this report references the current adopted terms of reference prior to the recommended changes.
18. For Council's information, the proposed revised terms of reference for the renamed TPT Joint Committee are included as Attachment 2 to this report, together with the consequential proposed changes to the Regional Public Transport Committee.

STATUTORY CONTEXT

19. Section 41A of the Local Government Act 2002 (LGA) allows the Mayor to establish committees of Council, and to appoint the chairperson of each committee.
20. In accordance with the LGA, a committee includes:
 - a committee comprising all the members of that local authority,
 - a standing committee or special committee appointed by that local authority,
 - a joint committee appointed under clause 30 of Schedule 7, and
 - any subcommittee of a committee.
21. The new committee structure is outlined in the Governance Structure (Attachment 1). The standing committees for 2024-2028 include:
 - Vision, Planning and Growth
 - Project Planning and Monitoring
 - Community, Transparency and Engagement
 - Accountability, Performance and Finance
 - Audit and Risk
 - Tangata Whenua / Tauranga City Council
 - District Licensing Committee.
22. The Mayor is a member of every committee (including standing, special, joint and subcommittees) of Tauranga City Council pursuant to section 41A(5) LGA, with the exception of the Regulatory Hearings Panel, being a quasi-judicial body.
23. The establishment of the District Licensing Committee is in accordance with clause 30(1)(a) of Schedule 7 of the LGA and section 186 of the Sale and Supply of Alcohol Act 2012. This committee is responsible for approving applications under the Sale and Supply of Alcohol Act 2012. Independent Commissioners have been appointed by Council and are reviewed as required.

ATTACHMENTS

1. **Governance Structure and Terms of Reference 2024-2028 - A16261682** [!\[\]\(79de0df6c6ddd2d4eb74f1cc5f48ec50_img.jpg\)](#) [!\[\]\(d4c9768318b38eff1042b07478e20b4c_img.jpg\)](#)
2. **Recommended TPTJC Structure and Functions - A16008610** [!\[\]\(27d314856359a9d7feca17161bc1f4a4_img.jpg\)](#) [!\[\]\(d355663486c698e3972a8b93ac8b2102_img.jpg\)](#)



Governance Structure Tauranga City Council

**Terms of Reference and Delegations Manual from
August 2024**

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Introduction

This manual includes the governance structure through which Council carries out its governance functions, and formally delegates its powers and responsibilities in accordance with the provisions and requirements of the Local Government Act 2002.

His Worship the Mayor is a member of every committee (including standing, special, joint and sub-committees) of Tauranga City Council pursuant to section 41A(5) of the Local Government Act 2002, excluding the Regulatory Hearings Panel which has quasi-judicial functions.

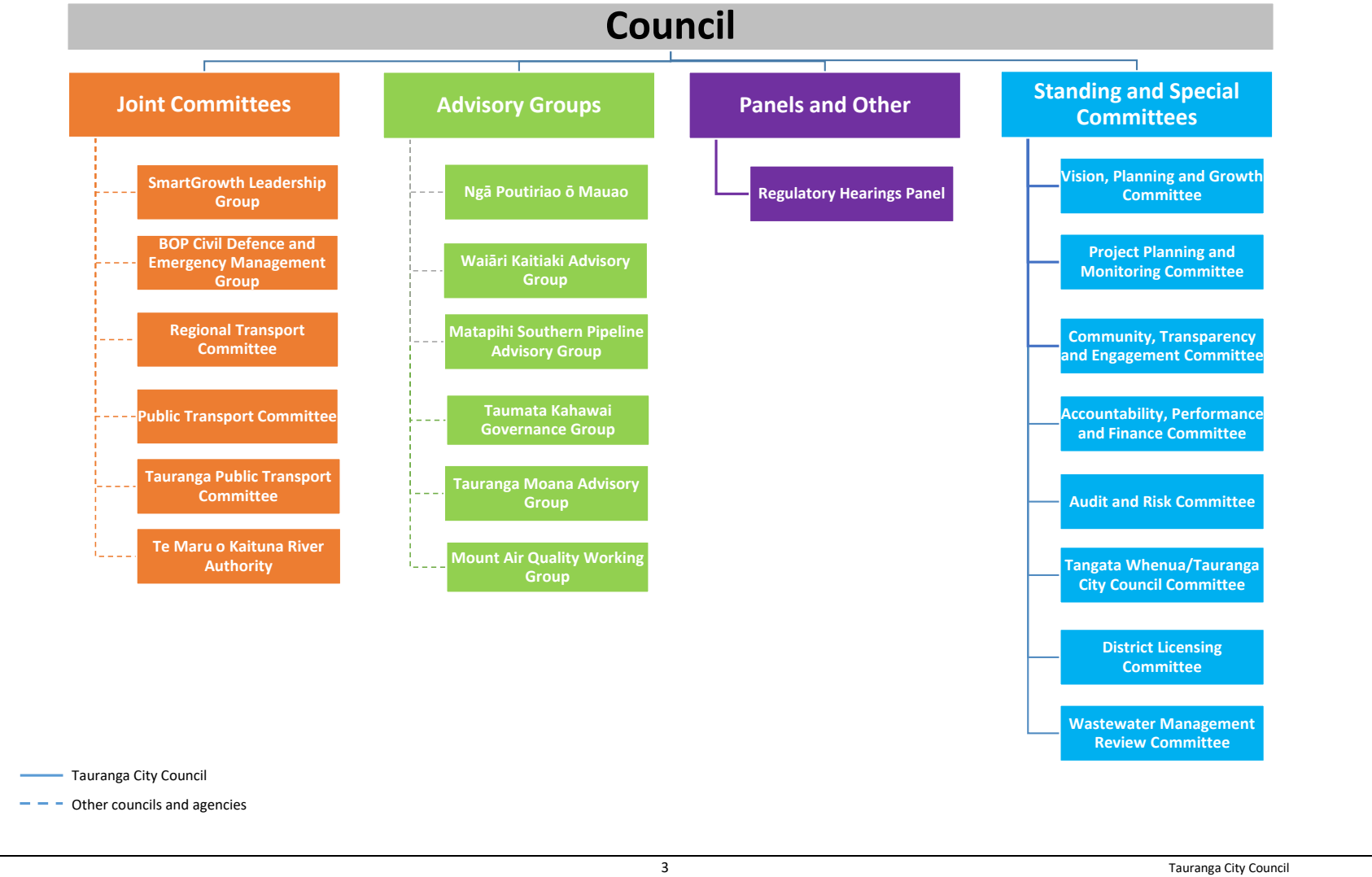
The quorum specified in the terms of reference for each body has been calculated in accordance with the legal requirements for a quorum. The legal requirements for a quorum are specified in clauses 23(3) (for committees and subcommittees) and 30A(6) (for joint committees) of Schedule 7 of the Local Government Act 2002, and section 191 of the Sale and Supply of Alcohol Act 2012 (for the District Licensing Committee).

If non-elected members are appointed to a committee, at least one elected member appointed to that committee needs to be present for there to be a quorum. This requirement does not apply to subcommittees or the District Licensing Committee.

A Council committee, subcommittee or other subordinate decision-making body is, unless Council resolves otherwise, deemed to be discharged on the coming into office of the elected members of the Council following the next triennial general election (in accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002).

Where applicable, the appointees of external representatives to Council committees and advisory groups shall be entitled to remuneration.

Governance Structure 2024





Council

Council

Membership

Chairperson	Mayor Mahé Drysdale
Deputy Chairperson	Deputy Mayor Jen Scoular
Members	Councillor Hautapu Baker Councillor Glen Crowther Councillor Rick Curach Councillor Steve Morris Councillor Marten Rozeboom Councillor Kevin Schuler Councillor Mikaere Sydney Councillor Rod Taylor
Quorum	<u>Half</u> of the members physically present, where the number of members (including vacancies) is <u>even</u> ; and a <u>majority</u> of the members physically present, where the number of members (including vacancies) is <u>odd</u> .
Meeting frequency	As required

Role

- To ensure the effective and efficient governance of the City.
- To enable leadership of the City including advocacy and facilitation on behalf of the community.

Scope

- Oversee the work of all committees and subcommittees.
- Exercise all non-delegable and non-delegated functions and powers of the Council.
- The powers Council is legally prohibited from delegating include:
 - Power to make a rate.
 - Power to make a bylaw.
 - Power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan.
 - Power to adopt a long-term plan, annual plan, or annual report
 - Power to appoint a chief executive.
 - Power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement.
 - All final decisions required to be made by resolution of the territorial authority/Council pursuant to relevant legislation (for example: the approval of the City Plan or City Plan changes as per section 34A Resource Management Act 1991).
- Council has chosen not to delegate the following:
 - Power to compulsorily acquire land under the Public Works Act 1981.
- Make those decisions which are required by legislation to be made by resolution of the local authority.
- Authorise all expenditure not delegated to officers, Committees or other subordinate decision-making bodies of Council.

- Make appointments of members to the council-controlled organisation Boards of Directors/Trustees and representatives of Council to external organisations.
- Undertake all statutory duties in regard to Council-controlled organisations, including reviewing statements of intent and receiving reporting, with the exception of the Local Government Funding Agency where such roles are delegated to the Accountability, Performance and Finance Committee. This also includes Priority One reporting.
- Consider all matters related to Local Water Done Well.
- Consider any matters referred from any of the Standing or Special Committees, Joint Committees, Chief Executive or General Managers.

Procedural matters

- Delegation of Council powers to Council's committees and other subordinate decision-making bodies.
- Adoption of Standing Orders.
- Receipt of Joint Committee minutes.
- Approval of Special Orders.
- Employment of Chief Executive.
- Other Delegations of Council's powers, duties and responsibilities.

Regulatory matters

Administration, monitoring and enforcement of all regulatory matters that have not otherwise been delegated or that are referred to Council for determination (by a committee, subordinate decision-making body, Chief Executive or relevant General Manager).



Standing Committees

Common Responsibilities and Delegations

The following common responsibilities and delegations apply to all standing committees.

Responsibilities of Standing Committees

- Establish priorities and guidance on programmes relevant to the Role and Scope of the committee.
- Provide guidance to staff on the development of investment options to inform the Long Term Plan and Annual Plans.
- Report to Council on matters of strategic importance.
- Recommend to Council investment priorities and lead Council considerations of relevant strategic and high significance decisions.
- Provide guidance to staff on levels of service relevant to the role and scope of the committee.
- Establish and participate in relevant task forces and working groups.
- Engage in dialogue with strategic partners, such as Smart Growth partners, to ensure alignment of objectives and implementation of agreed actions.
- Confirmation of committee minutes.

Delegations to Standing Committees

- To make recommendations to Council outside of the delegated responsibility as agreed by Council relevant to the role and scope of the Committee.
- To make all decisions necessary to fulfil the role and scope of the Committee subject to the delegations/limitations imposed.
- To develop and consider, receive submissions on and adopt strategies, policies and plans relevant to the role and scope of the committee, except where these may only be legally adopted by Council.
- To consider, consult on, hear and make determinations on relevant strategies, policies and bylaws (including adoption of drafts), making recommendations to Council on adoption, rescinding and modification, where these must be legally adopted by Council.
- To approve relevant submissions to central government, its agencies and other bodies beyond any specific delegation to any particular committee.
- Engage external parties as required.

Vision, Planning and Growth Committee

Membership

Chairperson	TBD
Deputy chairperson	TBD
Members	TBD
	Mayor Mahé Drysdale (ex officio)
Non-voting members	(if any)
Quorum	TBD
Meeting frequency	Five-weekly

Role

The role of the Vision, Planning and Growth Committee is:

- to consider strategic issues and opportunities facing the city and develop a pathway for the future
- to consider Tauranga's strategic responses at a sub-regional, regional, and national level as appropriate
- to ensure there is sufficient land supply for housing and for commercial and industrial purposes
- to ensure there is sufficient and appropriate housing supply and choice in existing and new urban areas to meet current and future needs
- to ensure that Tauranga's urban form and transport system enables, supports and shapes current and future sustainable, vibrant and connected communities
- to ensure there is a clear and agreed approach to achieve measurable improvement in transport outcomes in the medium to long-term including transport system safety, predictability of travel times, accessibility, travel choice, mode shift and improved environmental outcomes
- to enable Tauranga's urban centres to thrive and provide a sense of place
- to ensure that council and partner investments in Tauranga's built environment are economically and environmentally resilient.

Scope

- Development and ongoing monitoring and update of the Western Bay of Plenty Transport System Plan and associated programmes and network operating plans.
 - Development and ongoing monitoring and update of the Future Development Strategy and urban settlement patterns, including structure plans as required.
 - Development and oversight of urban centres strategies, neighbourhood plans and master-plans.
 - Development and oversight of the Compact City programme in support of higher development densities and the provision of a greater range of housing options.
 - Development of City Plan changes and related matters for adoption by Council.
 - Contribution to matters related to the SmartGrowth Strategy and input to the SmartGrowth Leadership Group.
 - Regular monitoring of strategic growth-related projects and strategic transport projects.
-

- Development of strategies, policies, plans and programmes for the medium to long term delivery of social, environmental, economic, cultural and resilience outcomes.
- Ensuring that social, environmental, economic and cultural wellbeings are promoted through all strategic work considered by the Committee.
- Consideration of significant natural hazards risks across the city, as they apply to current and future land-form and built environment.

Power to act

- To make all decisions necessary to fulfil the role, scope and responsibilities of the Committee subject to the limitations imposed.
- To establish sub-committees, working parties and forums as required.

Power to recommend

- To Council and/or any standing committee as it deems appropriate.

Project Planning and Monitoring Committee

Membership

Chairperson	TBD
Deputy chairperson	TBD
Members	TBD
	Mayor Mahé Drysdale (ex officio)
Non-voting members	(if any)
Quorum	TBD
Meeting frequency	Five-weekly

Role

The role of the Project Planning and Monitoring Committee is:

- to ensure that approved projects are effectively planned and delivered on a timely basis and in a way that provides good outcomes, including value-for-money, for the community.

Scope

- Provide input to operational proposals, options, and costs of projects as considered appropriate by the Committee having taken into account value, risk, and public interest (within scope and budgets approved through the Annual Plan or Long-term Plan process or separately by Council).
- Provide input to the proposed approach and options for procurement processes that the Committee considers significant having taken into account value, risk, and public interest.
- Take necessary steps to ensure that procurement processes provide value-for-money.
- Approval of tenders and contracts that are outside of approved staff delegations.
- Ensure that the design and delivery of projects reflect Council's strategic framework ("Our Direction") as appropriate including, but not limited to, the adopted community outcomes and Council's four lead strategies (Tauranga Taurikura – Environment Strategy; Tauranga Matarauui – Inclusive City Strategy; Connected Centres Programme; Western Bay Economic Strategy)
- Ensure that where projects have a potential negative environmental impact, appropriate mitigation is considered in design, delivery, and eventual operations.
- Monitor the delivery of projects. (Note that the 'Five Transportation Projects' will be reported to the Vision, Planning and Growth Committee, and the projects managed by Te Manawataki o Te Papa Ltd will be reported, alongside other council-controlled organisation reporting, to Council.)

Power to act

- To make all decisions necessary to fulfil the role, scope and responsibilities of the Committee subject to the limitations imposed.
- To establish sub-committees, working parties and forums as required.

Power to recommend

- To Council and/or any standing committee as it deems appropriate.

Community, Transparency and Engagement Committee

Membership

Chairperson	TBD
Deputy chairperson	TBD
Members	TBD
	Mayor Mahé Drysdale (ex officio)
Non-voting members	(if any)
Quorum	TBD
Meeting frequency	Five-weekly

Role

The role of the Community, Transparency and Engagement Committee is:

- to ensure community involvement in, and support for, Council projects, proposals, initiatives and services
- to review and determine the policy and bylaw framework that will assist in achieving the desired strategic and operational priorities and outcomes for the city
- to monitor delivery of Council-funded delivery by community-led organisations partnering with, or otherwise contracted to, Council.

Scope

- Develop a council-wide engagement strategy and monitor, including via community feedback, its implementation and success.
- Develop and review engagement plans for projects, proposals, initiatives and services that the Committee considers significant from a community interest perspective.
- Ensure appropriate and accessible information is available to the community on current and upcoming projects.
- Receive and consider the community's views on public transport and provide that information to relevant Committees.
- Develop and consider opportunities for Council to partner with the community, organisations, and other agencies to enable good outcomes for the city.
- Lead the development of relationships with community organisations, schools, businesses and other groups to broaden Council's reach into the community and use of available resources.
- Develop, review and approve policies, including as appropriate the development of community consultation material, the undertaking of community consultation, and the hearing of and deliberating on community submissions.
- Develop, review and approve for adoption by Council bylaws, including as appropriate community consultation material and processes, and the hearing of and deliberating on community submissions. (Note that the Committee will recommend the final adoption of a bylaw to Council as the Council can not legally delegate to a committee the adoption of a bylaw.)
- Ensure promotion of the community's trust and confidence in Council is embedded in Council's projects, proposals, initiatives and services.

- Where gaps are identified, develop proposals for new projects or services for recommendation to Council for inclusion in future Annual Plan or Long-term Plan processes.
- Receive and consider feedback that is fully representative of the community including, but not limited to, the annual residents' survey (undertaken in waves).
- Receive reporting by Mainstreet organisations as appropriate.
- Receive reporting against partnership agreements with key cornerstone organisations (as per the Community Funding Policy) and from other community-led organisations as appropriate.

Power to act

- To make all decisions necessary to fulfil the role, scope and responsibilities of the Committee subject to the limitations imposed.
- To establish sub-committees, working parties and forums as required.

Power to recommend

- To Council and/or any standing committee as it deems appropriate.

Accountability, Performance and Finance Committee

Membership

Chairperson	TBD
Deputy chairperson	TBD
Members	TBD
	Mayor Mahé Drysdale (ex officio)
Non-voting members	(if any)
Quorum	TBD
Meeting frequency	Five-weekly

Role

The role of the Accountability, Performance and Finance Committee is:

- To provide leadership and advice to Council with regard to Council's financial position and its prudent financial management practices
- To provide leadership and advice with regard to significant strategic and financial opportunities including, but not limited to, potential city or regional deals with the government
- To monitor the financial and non-financial performance of Council
- To monitor the performance of the Chief Executive.

Scope

- Consider strategic financing and funding risks and opportunities and report to Council on such for final decision-making.
- Provide oversight on the preparation of the Annual Report and other external financial reporting required by legislation.
- Review and make appropriate recommendations to Council on the adoption of key accountability documents (including, but not limited to, the Long-term Plan, Annual Plan, and Annual Report).
- Oversee Council's investments, debt management, and funds and liaison with key advisors on these matters.
- Act on Council's behalf for all matters related to the Local Government Funding Agency, including all statutory duties as a result of that organisation being a council-controlled organisation.
- Develop and review Council's Treasury Strategy.
- Review regular financial and non-financial performance reporting, including reporting against strategic outcomes, the Long-term Plan, the Annual Plan, and other strategic and implementation documents (including, for instance, action and investment plans adopted as part of Council's strategic framework, Our Direction).
- Lead the Chief Executive's performance review process and report on such to Council.

Power to act

- To make all decisions necessary to fulfil the role, scope and responsibilities of the Committee subject to the limitations imposed.
- To establish sub-committees, working parties and forums as required.

Power to recommend

- To Council and/or any standing committee as it deems appropriate.

Audit and Risk Committee

Membership

Chairperson	Independent (to be appointed)
Deputy chairperson	TBD
Members	TBD
	Mayor Mahé Drysdale (ex officio)
Non-voting members	(if any)
Quorum	TBD
Meeting frequency	Five-weekly

Role

The role of the Audit and Risk Committee is:

- to assist and advise the Council in discharging its responsibility and ownership of health and safety, risk management, internal control, and financial management practices, frameworks and processes to ensure that these are robust and appropriate to safeguard the Council's staff and its financial and non-financial assets.

Scope

- Oversee Council's relationship with the external auditor.
- Review with the external auditor, before the audit commences, the areas of audit focus and the audit plan.
- Review with the external auditor, representations required by elected representatives and senior management for the purposes of the audit.
- Receive and review the external auditor's report on the audit and management's responses to any issues raised.
- Make any recommendations necessary to the Office of the Auditor-General regarding the appointment or re-appointment of an external auditor.
- Review and approve an annual internal audit plan, including the integration of that plan with Council's risk profile, and monitor the implementation of that plan.
- Review the reports of the internal audit function, in particular considering findings, conclusions, and recommendations and management's response to such. Make any recommendations to Council on such as the Committee considers appropriate.
- Review, approve and monitor the implementation of Council's Risk Management Policy, including regular review of the corporate risk register.
- Review reporting of new or emerging risks as needed.
- Review the effectiveness of risk management and internal control systems including all material financial, operational, compliance, and other managerial controls.
- Review the effectiveness of health and safety policies and processes to ensure a healthy and safe workplace for representatives, staff, contractors, visitors and the public.
- Assist elected representatives and the Chief Executive to discharge their statutory roles as 'officers' in terms of the Health and Safety at Work Act 2015.

- Monitor compliance with laws and regulations as appropriate.
- Review and provide advice on policies relevant to the Committee's role including, but not limited to, policies addressing fraud, protected disclosures, and conflicts of interest.
- Review and monitor policy and processes to manage responsibilities under the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020 and any actions from any Office of the Ombudsman's report.
- Review and monitor current and potential litigation and other legal risks.

Power to act

- To make all decisions necessary to fulfil the role, scope and responsibilities of the Committee subject to the limitations imposed.
- To establish sub-committees, working parties and forums as required.

Power to recommend

- To Council and/or any standing committee as it deems appropriate.

Tangata Whenua / Tauranga City Council Committee

Membership

Independent chairperson	Mr Anthony Fisher
Deputy chairperson	TBD
Tauranga city council members	TBD
Tangata Whenua members 6 members from the Tauranga Moana Tangata Whenua Collective	Ms Matire Duncan Mr Puhirake Ihaka Mr Nathan James Ms Destiny Leaf Mr Whitiora McLeod Mr Buddy Mikaere
Quorum	<u>Half</u> of the members physically present, where the number of members (including vacancies) is <u>even</u> ; and a <u>majority</u> of the members physically present, where the number of members (including vacancies) is <u>odd</u>
Meeting frequency	Six meetings a year to be held on marae.
Members from Te Rangapū Mana Whenua o Tauranga Moana to attend meetings	Members from Te Rangapū Mana Whenua o Tauranga Moana are to be invited to all meetings. At the Chairperson's discretion, Te Rangapū Mana Whenua o Tauranga Moana members may speak to reports. To avoid doubt only members of the Committee can move or second recommendations or vote.
Hapū presentations	Hapū presentations to be held at the beginning of each meeting. The remainder of the business of the Tangata Whenua/Tauranga City Council Committee will be held at the conclusion of the hapū presentation.
Minutes	Minutes will be confirmed at each meeting.
Livestreaming of meetings	The meetings will be livestreamed. Livestreaming of presentations by hapū will be subject to permission from the marae.

**Rapua te huarahi whanui hei ara whakapiri
i nga iwi e rua i te whakaaro kotahi**

**Seek the broad highway that will unite the two peoples
toward a common goal.**

Membership

Partners Tauranga City Council and “nga hapu me nga iwi o Tauranga Moana” representing Tangata Whenua within the Tauranga City Council rohe (boundaries).

Tangata Whenua representatives are to be those with signed hapu protocols. One of the six Tangata Whenua representatives is to be a Kaumatua. Kaumatua representation is to have the ability to be shared between two Kaumatua if required.

Background

Council is committed to establishing and monitoring appropriate links with Tangata Whenua to enable effective relationships to develop and meet a number of legislative requirements including those under the Resource Management Act 1991 and the Local Government Act.

1. Tangata Whenua are deemed to be the respective Iwi and Hapū of Tauranga Moana.
2. The Local Government Act 1974 and Local Government Act 2002 contain provisions relating to the exercise of the powers, functions and duties of the Tauranga City Council.

Principles of the partnership

The Partners:

- Recognise the Treaty of Waitangi as the founding document of Aotearoa NZ.
- Will work with respect, goodwill, honesty, trust and integrity toward the other party and celebrate cultural diversity.
- Recognise that the relationship is a mutual two-way relationship and any changes of the agreement need to involve discussions and agreement between the partners.
- Recognise the need for Tauranga City Council to work within a legislative framework.
- Recognise the independence of each partner, including:
 - (a) The tangata whenua representatives as a voice for the Māori communities;
 - (b) Recognise the independence of hapū and iwi;
 - (c) The Council as a democratic decision maker, responsible to the community as a whole.

Role and scope

- To forge an ongoing effective and meaningful partnership between the Tauranga City Council and Tangata Whenua.
- To facilitate meaningful understanding of future impacts on key issues affecting Tangata Whenua and Māori that Council can influence.

The functions and key tasks are:

- (a) To bring to the other partner's attention issues / concerns in respect of existing strategy or policy.
- (b) To exchange information of mutual interest.
- (c) To discuss new initiatives approaches and directions.
- (d) Agree agenda topics for the following three consecutive meetings.

Communication

- To educate the wider community on Tangata Whenua issues.
- To establish and maintain communication and consultation channels within the Council organisation and Tangata Whenua groups.

Monitoring

- To regularly monitor projects, policies and strategies managed or under development by Council which affect Tangata Whenua.

- To regularly monitor progress of key issues identified by Tangata Whenua through reporting of Council and the Tangata Whenua Collective (Te Rangapū Mana Whenua o Tauranga Moana).
- To monitor the on-going development and process of the Standing Committee.

Power to recommend

- To Council or any Standing Committee as it deems appropriate.
- Reports to Council.

District Licensing Committee(s)

Membership

Commissioners	DLC 1 – Commissioner: Murray Clearwater DLC 2 – Commissioner: David Stewart DLC 3 – Commissioner: Beverley Edlin DLC 4 – Commissioner: Andrew Baker
Members	Alan Tate (List Member) Graeme Cushing (List Member) Matire Duncan (List Member) Turapaki Gardiner (List Member)
Quorum	Commissioner plus two members (for a Hearing) Commissioner (where no objection to an application has been filed and no matters of opposition raised in respect of an application for a licence or manager's certificate or renewal of a licence or a manager's certificate).

Role

- To consider applications and matters as set out in the Sale and Supply of Alcohol Act 2012.

Scope

- Hear and/or determine matters of a quasi-judicial nature in accordance with the Sale and Supply of Alcohol Act 2012.
- Undertake all functions, duties and obligations as set out in the Sale and Supply of Alcohol Act 2012 relevant to the District Licensing Committee.

Power to act

- Conduct hearings and make decisions on behalf of the Council in a quasi-judicial manner pursuant to the Sale and Supply of Alcohol Act 2012.
- Exercise the powers of a Commission of Inquiry under the Commissions of Inquiry Act 1908.
- All responsibilities, duties and powers of a District Licensing Committee conferred by the Sale and Supply of Alcohol Act 2012.

NB: *The Council will appoint and maintain a sufficient pool of members on the District Licensing Committee Members List to enable applications relating to alcohol licensing under the Sale and Supply of Alcohol Act 2012 to be heard within the statutory timeframes wherever possible. This may include running three District Licensing Committees concurrently.*



Special Committees

Wastewater Management Review Committee

Membership

Chairperson	Mr Spencer Webster – Ngā Pōtiki
Deputy Chairperson	TBD
Members	Council representatives TBD
Quorum	<p>Mr Spencer Webster – Ngā Pōtiki Ms Lara Burkhardt – Ngā Pōtiki Mr Whitiara McLeod - Ngāi Te Rangī Mr Des Heke - Ngāti Ranginui Ms Destiny Leaf (alternate member – Ngāti Ranginui)</p> <p>Four members with at least one member representing Tauranga City Council and one member representing Ngā Pōtiki</p>
Decision-making	<p>By consensus where possible. If consensus cannot be reached, by majority vote.</p> <p>If there is an equal number of votes, the member who is chairing the meeting has a casting vote.</p>
Meeting frequency	A minimum of twice yearly
Meeting venue	To alternate between marae and council venues; or as appropriate to a meeting agreed by the Chairperson and the Deputy Chairperson.

The Committee has a membership of eight, four of whom are elected members from Tauranga City Council (TCC) and four who are appointed as representatives of iwi, with one member each from Ngāti Ranginui and Te Runanga o Ngāi Te Rangī Iwi Trust and two members representing Ngā Pōtiki ā Tamapahore Trust Board.

The Wastewater Management Review Committee is established as a committee of Council under the Local Government Act 2002 and conditions imposed on Bay of Plenty Regional Council Coastal Permit # 62878.

Role

- To ensure Wastewater operations are in accordance with the Wastewater Management Review Committee Management Plan.

Scope

- To receive reports on the operation of the Wastewater Scheme, including reports in relation to monitoring and permit compliance, and to make recommendations to the Permit Holder on the development of Tauranga City Council's policies in relation to wastewater management, treatment and disposal, particularly following the review of wastewater treatment in light of new technologies and standards addressed in the Monitoring, Upgrade and Technology Review Report required by Condition 20 of Coastal Permit N° 62878.

- (b) To make decisions about the application of the Environmental Mitigation and Enhancement Fund established in accordance with Condition 19 of Coastal Permit N^o 62878.
- (c) To make recommendations to the Permit Holder as to physical measures and initiatives to address or compensate for actual or potential effects of the Tauranga City Wastewater Scheme (in the broadest environmental sense).
- (d) Without limiting the generality of function (c) above, to make recommendations to the Permit Holder as to the implementation of the works to be undertaken in accordance with Permit N^o 62881, namely:
 - (i) Decommissioning of the Te Maunga Sludge Pond and the future use of the pond.
 - (ii) Conversion of the Te Maunga Oxidation Ponds to wetlands.
- (e) To make recommendations to the Permit Holder in relation to the independent consultant to be appointed to undertake the Monitoring, Upgrade and Technology Review Report required by Condition 20 of Coastal Permit N^o 62878.
- (f) To make recommendations to the Permit Holder as to enhancing the involvement of tangata whenua in sampling, testing and monitoring.
- (g) Assessment of the scope and adequacy of sampling and monitoring.
- (h) Notification to appropriate parties of activities that may have adverse effects.
- (i) To receive, review and recommend action following receipt of wastewater reports.
- (j) To recommend the commissioning of reports and future Tauranga City Council actions on wastewater management, treatment and disposal issues and options, including:
 - (i) Development of alternatives to waterborne wastewater systems;
 - (ii) Options for further treatments;
 - (iii) Options for methods of disposal;
 - (iv) Monitoring effects on the environment.
- (k) To co-ordinate and oversee education of the community on wastewater management, treatment and disposal issues.
- (l) To identify and make recommendations to the Permit Holder as to sources of funding which may be available to supplement the Environmental Mitigation and Enhancement Fund established pursuant to Condition 19 of Coastal Permit N^o 62878 hereof and to be applied for the purposes specified in that condition.
- (m) To make recommendations to the Permit Holder as to changes to conditions of these permits pursuant to section 127 of the Resource Management Act 1991, in light of the exercise of the Review Committee's functions, including reports received and information received as a result of monitoring, etc. or to avoid, remedy or mitigate actual or potential adverse effects associated with the operation of the Wastewater Scheme.
- (n) To foster robust relationships and dialogue between the Review Committee, the Permit Holder, the Western Bay of Plenty District Council and Bay of Plenty Regional Council in relation to wastewater management, treatment and disposal, particularly following the review of wastewater treatment in light of new technologies.
- (o) To make recommendations to Bay of Plenty Regional Council as to amendments to the conditions of these permits which could be implemented via a review under section 128 of the Act in accordance with Condition 22 of Coastal Permit N^o 62878.
- (p) Prior to making any:
 - (i) Decisions as to the allocation of the Environmental Mitigation and Enhancement Fund in accordance with Condition 18.3(b) of Coastal Permit N^o 62878 hereof or,

- (ii) Recommendations to the Permit Holder in relation to physical environmental mitigation or enhancement or mitigation works in accordance with Condition 18.3(c) of Coastal Permit N^o 62878 hereof; -

the Review Committee will exercise its best endeavours to ascertain the existence of any persons or bodies who may have a particular interest or stake in the ecological health of the Tauranga Harbour (particularly the Upper Harbour/Rangataua Bay area) and to consult with those bodies or persons as to appropriate initiatives and measures to be so recommended (in accordance with Condition 18.3(b) of Coastal Permit N^o 62878) or undertaken (in accordance with Condition 18.3(c) of Coastal Permit N^o 62878). As a minimum, the Review Committee shall consult with

- Nga Potiki Kaitiaki Resource Management Unit hapu and iwi of Te Runanga o Ngaiterangi Iwi Trust, Ngati Ranginui and Ngati Pukenga and Te Arawa and their respective hapu which hold kaitiaki status over the wider Tauranga Moana district, including any Working Group established by those hapu or iwi;
 - Bay of Plenty Regional Council and the Western Bay of Plenty District Council in relation to issues which may affect those councils in accordance with their function under Condition 18.3(m) of Coastal Permit N^o 62878 hereof.
- (q) Not later than one month following the first anniversary of the commencement of these permits and on each anniversary thereafter, the Wastewater Management Review Committee shall forward to the General Manager, Bay of Plenty Regional Council, a report on the exercise of its activities and functions, including where appropriate a report on the effectiveness of measures undertaken pursuant to the Environmental Mitigation and Enhancement Fund.
- (r) Not less than six months following the first anniversary of this permit and each fifth anniversary thereafter, the Wastewater Management Review Committee's annual report shall contain a review of its activities over the previous five-year period and recommendations for appropriate initiatives over the next five-year period, including any recommendations for changes to conditions of these permits which may be considered necessary or desirable. This report shall be available at least three months prior to the date on which Bay of Plenty Regional Council is entitled to review the conditions of these permits in accordance with Condition 22 of Coastal Permit N^o 62878 hereof.
- (s) A copy of this report shall also be provided to the Chief Executive, Tauranga City Council.
- (t) As set out in Condition 18.1.3 of Coastal Permit N^o 62878, the Wastewater Management Review Committee Management Plan may be amended with the written approval of the Chief Executive of Bay of Plenty Regional Council or delegate.
- (u) Confirmation of Committee minutes.

Reporting

The Wastewater Management Review Committee reports to Council and the Chief Executive of the Bay of Plenty Regional Council.

Chairperson and Deputy Chairperson acting as Co-Chairs

The Chairperson and Deputy Chairperson of the Wastewater Management Review Committee (WWMRC) have a governance role to ensure that the WWMRC meets regularly and undertakes its role to monitor and provide advice to Tauranga City Council as the consent holder of Bay of Plenty Regional Council Coastal Permit # 62878 and ensure wastewater operations are in accordance with the Wastewater Management Plan.

- The Chairperson will be appointed by the Tauranga City Council following a recommendation of the Wastewater Management Review Committee.
- The Deputy Chairperson will be appointed by the Wastewater Management Review Committee.
- While these roles are separately appointed it is the intention that they act as co-chairs.

- Only one person can chair a meeting at any one time. The person chairing the meeting has the powers of the chairperson as set out in standing orders and has the option to use the casting vote in the case of an equality of votes.
- The rotation of the meeting chairs is at the discretion of the Chairperson and Deputy Chairperson and subject to their availability, however it is expected that they will alternate chairing meetings when possible.
- When the Deputy Chairperson is chairing the meeting, the Chairperson will vacate the chair and enable the Deputy Chairperson to chair the meeting. The Chairperson will be able stay and participate in the meeting unless they declare a conflict of interest in an item, in which case they will not participate or vote on that item.
- The Chairperson and Deputy Chairperson will attend pre-agenda briefings and split any other duties outside of meetings, e.g. spokesperson for WWMRC.
- The Chairperson and Deputy Chairperson will jointly oversee and co-ordinate all activities of the WWMRC within their specific terms of reference and delegated authority, providing guidance and direction to all members and liaising with Council staff in setting the content and priorities of meeting agendas.
- The Chairperson and Deputy Chairperson will be accountable for ensuring that any recommendations from the WWMRC are considered by the Tauranga City Council.

Refer to the position description for the Chairperson and Deputy Chairperson for more details.



Joint Committees

SmartGrowth Leadership Group

Membership

Chairperson	Andrew Turner
Tauranga City Council members (3 plus an alternate)	TBD
Western Bay of Plenty District Council members (3 plus an alternate)	Mayor James Denyer Deputy Mayor John Scrimgeour Cr Don Thwaites No alternate appointed
Bay of Plenty Regional Council members (3 plus an alternate)	Cr Jane Nees Cr Stuart Crosby Cr Paula Thompson Alternate: Cr Ron Scott
Tangata Whenua Representative (4 plus an alternate) <i>Nominated by the Combined Tangata Whenua Forum</i>	Matire Duncan Whitiora McLeod Riki Nelson Geoff Rice Alternate: Matemoana McDonald
Ministers of the Crown (3 plus an alternate)	Minister for Local Government: Hon. Simeon Brown Minister for Local Government Alternate: Richard Ward Minister for Housing: Hon. Chris Bishop Minister for Housing Alternate: Brad Ward Minister for Transport: Hon. Simeon Brown
Waka Kotahi (1; non-voting)	David Speirs Alternate: Jessica Andrew
Western Bay of Plenty Transport System Plan (1, non-voting)	Dean Kimpton Alternate: Shaun Jones
Priority One (1, non-voting)	Nigel Tutt Alternate: Todd Muller
Te Whatu Ora – Te Manawa Taki (1, non-voting)	Pauline McGrath Alternate: Jeff Hodson
Quorum	11 voting members
Meeting frequency	Quarterly, or as necessary and determined by the Independent Chairperson

Purpose

- The purpose of the Joint Committee (SmartGrowth Leadership Group) is to undertake and implement strategic spatial planning across the western Bay of Plenty sub-region¹ in accordance with the SmartGrowth Strategy, outcomes from the Urban Form and Transport Initiative
- The SmartGrowth Leadership Group carries out its purpose in accordance with the delegations set out in the Agreement.

General principles

The SmartGrowth Leadership Group operates under the following principles:

- Supporting an integrated approach to urban growth and strategic / spatial planning which incorporates cultural, economic, environmental and social well-being.
- Building on the SmartGrowth 'live, learn, work and play' vision.
- Reinforcing an integrated planning approach incorporating land use, all infrastructure and funding.
- Building on existing SmartGrowth work, including the outcomes from Urban Form and Transport Initiative, and the general SmartGrowth arrangements already in place.
- Adopting a shared evidence base so that all parties are using common data.
- Recognising and supporting the existing Urban Form and Transport Initiatives which will underpin the development of the 2023 SmartGrowth Strategy.
- Having an integrated SmartGrowth Strategy for the sub-region which includes the requirements for a future development strategy under the National Policy Statement on Urban Development.
- Taking account of the Western Bay of Transport System Plan and its priorities.
- Acknowledging the benefits of a collaborative approach to urban growth and spatial planning, and to share responsibility for such planning between parties.
- Supporting the values, and economic and social aspirations of tangata whenua while protecting cultural identity.
- Sustaining and improving the natural environment.
- Responding to climate change at a strategic level.
- Promoting affordable housing.

Monitoring and review

The SmartGrowth Leadership Group has responsibility for:

- Monitoring and reporting on the implementation of the Urban Form and Transport Initiative, including the key performance indicators.
- Reviewing and recommending any changes to the SmartGrowth Strategy if circumstances change.

Membership

That representation of the SmartGrowth Leadership Group be comprised of:

- Three elected member representatives each as appointed by the contributing local authorities, including the Mayors of Tauranga City and Western Bay of Plenty District - voting
- Four representatives to be nominated by tāngata whenua - voting
- An Independent Chairperson, to be appointed by the Leadership Group, to chair the Group – voting
- Up to three Ministers of the Crown – voting
- Additional Ministers, if and when relevant and required – non-voting
- One Te Whatu Ora – Te Manawa Taki representative – non-voting
- One NZTA representative – non-voting
- One Transport System Plan representative – non-voting

¹ The 'sub-region' refers to the territorial areas of Tauranga City Council and Western Bay of Plenty District Council.

- One Priority One representative– non-voting
- One alternate member per voting organisation

That the standing membership of the Leadership Group shall be limited to 22 members (including the Independent Chairperson), but the SmartGrowth Leadership Group has the power to co-opt up to a maximum of three additional non-voting members where required to ensure the effective implementation of any part or parts of the SmartGrowth Strategy.

Meeting frequency

Quarterly, or as necessary and determined by the Independent Chairperson.

Bay of Plenty Civil Defence Emergency Management Group

Membership

Members

Seven councils in the Bay of Plenty make up the Bay of Plenty Civil Defence Emergency Group:

Tauranga City Council
Bay of Plenty Regional Council
Kawerau District Council
Opotiki District Council
Rotorua District Council
Western Bay of Plenty Council
Whakatane District Council

TCC members

TBD

Observer

Lily Foulds (Representative from the National Emergency Management Agency)

Quorum

Four members consisting of the majority of a number of members

Purpose and Role

- The Bay of Plenty Civil Defence Emergency Management Group was established in accordance with Section 12 of the Civil Defence Emergency Management Act 2002, as a joint standing committee of the BOP member Councils under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002. Membership includes all local authorities in the Bay of Plenty region. The Group operates pursuant to a Constitution approved by the Councils.

Power to act

- The Civil Defence Emergency Management Group has a constitution and this specifies the functions and powers of the group.
- By virtue of section 12(2) of the Civil Defence Emergency Management Act 2002, this is a permanent committee is **not** deemed to be discharged at, and continues in existence following, local authority triennial elections.
- Under Section 23(1) of the Civil Defence Emergency Management Act 2002, the Bay of Plenty Regional Council is the Administering Authority for the Civil Defence Emergency Management Group.
- Bay of Plenty Civil Defence Emergency Management Group reports to the various councils
- For the full Terms of Reference for this Committee refer to the [Bay of Plenty Regional Council website](#).

Regional Transport Committee

Membership

Members	
Seven councils in the Bay of Plenty make up the Regional Transport Committee:	Tauranga City Council Bay of Plenty Regional Council Kawerau District Council Opotiki District Council Rotorua District Council Western Bay of Plenty Council Whakatane District Council
TCC members	TBD
External members (voting)	Waka Kotahi New Zealand Transport Agency
External member (non-voting)	KiwiRail
External advisors (non-voting)	Environmental Sustainability Advisor Freight Advisor Road Safety Advisor Port Advisor New Zealand Automobile Association
Quorum	Five members consisting of the majority of a number of members
Frequency	Quarterly

Purpose

- Section 105(1) of the Land Transport Management Act 2003 requires every regional council to establish a Regional Transport Committee for its region.

Role

- Prepare a regional land transport plan, or any significant variation to the plan, for the approval of the Regional Council.
- Approve any non-significant variation to the regional land transport plan.
- Adopt a policy that determines significance in respect of:
 - variations made to regional land transport plans under section 18D of the Land Transport Management Act 2003; and
 - the activities that are included in the regional land transport plan under section 16 of the Land Transport Management Act 2003.
- Monitor implementation of the regional land transport plan.
- Make recommendations in support of land transport activities that are eligible for national funding and align with the regional land transport plan.
- Consolidate individual road controlling, authority (RCA) speed management plans and prepare the regional speed management plan in accordance with the Land Transport Rule: Setting of Speed Limits 2022.
- Co-ordinate, integrate and adopt regional transport and land-use strategies and plans.

- Provide advocacy on strategic regional and inter-regional transport matters to Central Government and other key stakeholders as appropriate.
- Provide the Regional Council with any advice and assistance the Regional Council may request in relation to its transport responsibilities.
- Approve submissions to Central Government, local authorities and other agencies on Regional Transport Committee matters.
- Monitor and provide advocacy on regional road safety matters.

Committee Procedure

- Membership consists of two representatives of the Bay of Plenty Regional Council, the Mayor of each territorial authority in the region and a representative of the New Zealand Transport Agency.
- In the case of an equality of votes, the chair, or any other person presiding the meeting does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved).
- The Regional Transport Committee may appoint external advisors to assist it in the exercise of its specific responsibilities and delegated authority. For the purposes of clarity, external advisors may be given full speaking rights at the discretion of the committee, but are not entitled to vote on committee matters.
- Under the Local Government Act 2002, the Regional Transport Committee is not defined as a joint committee however, the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 concerning the meetings of committees of regional councils, so far as they are applicable and with the necessary modifications, apply in respect of meetings of the Regional Transport Committee.

Power to act

- For the full Terms of Reference for this Committee refer to the [Bay of Plenty Regional Council website](#).
- Administering entity: Bay of Plenty Regional Council.

Public Transport Committee

Membership

Members

The following councils in the Bay of Plenty make up the Public Transport Committee.

Bay of Plenty Regional Council
Rotorua Lakes District Council
Tauranga City Council (two representatives)
Western Bay of Plenty Council
Whakatāne District Council
and
Waka Kotahi (NZ Transport Agency) (non-voting)

TCC members

TBD

Quorum

Six members, consisting of more than half the number of voting members of which four must be BOPRC members

Meeting frequency

Quarterly

Purpose

- To set the strategic and operational direction for approved Regional Council public transport policy and strategy and monitor how it is implemented.

Role

- Prepare and review the Bay of Plenty Regional Public Transport Plan.
- Implement, monitor and review operational public transport policy and plans.
- Implement, monitor and review the Western Bay of Plenty Public Transport Implementation Plan.
- Advocate for public transport with NZTA, territorial authorities and central government.
- Set and monitor targets for public transport in the region.
- Receive reporting on the performance of the Passenger Transport Activity.
- In coordination with the work programme of the Regional Transport Committee, guide and review the public transport components of the Regional Land Transport Plan (RLTP) and make recommendations to Regional Transport Committee for incorporation into the RLTP.

Power to act

- For the full Terms of Reference for this Committee refer to the Bay of Plenty Regional Council website.
- Administering entity: Bay of Plenty Regional Council.

Tauranga Public Transport Joint Committee

Membership

Chairperson	Cr Andrew von Dadelszen
Deputy Chairperson	TBD
Members	Cr Paula Thompson
Bay of Plenty Regional Council	Cr Andrew von Dadelszen
Members	TBD
Tauranga City Council	
External Member (non-voting)	
Waka Kotahi NZ Transport Agency	Jessica Andrew <i>TBC – Alternate</i>
Quorum	Two members, consisting of half the number of members, of which one must be from each respective council.
Meeting frequency	Bi-monthly or as required by the need for decisions.

Appointment of the Chair and Deputy Chair and associated administrative support to be rotated between the two partner councils on an annual basis.

Purpose

Provide strategic and operational advice and direction for an integrated public transport system for Tauranga city and monitor implementation delivery.

The aim is to ensure that decisions in relation to all relevant parts of the transport system are taken collectively, and deliver outcomes that are greater than the sum of these parts. These outcomes are set out in the Urban Form and Transport Initiative (UFTI) Programme Business Case and Tauranga Transport System Plan (TSP).

Role

The Tauranga Public Transport Joint Committee is a joint committee of Bay of Plenty Regional Council and Tauranga City Council that report to their respective councils.

The area covered by the Joint Committee extends to the Tauranga City Council boundaries. The role includes:

- Enabling integrated decision making for Public Transport in Tauranga City.
- Preparing and reviewing a Tauranga City Integrated Public Transport Work Programme.
- The Work Programme to include:
 - Projects and business cases as outlined in Annex 1 (and prioritised accordingly).
 - Providing advice and guidance on Tauranga-specific content of the Regional Public Transport Plan (RPTP), for consideration by the Public Transport Committee.
 - RPTP policy implementation in relation to the Tauranga City Council area.
 - Tauranga city parking strategy and implementation.
 - Travel behaviour management programmes (including the Wednesday Challenge).

- Funding and financing (includes updates on Tauranga road pricing, bus fares, parking charges and third party funding).
- Monitor and review the implementation of the Work Programme.
- Receive reporting on the performance of public transport services and infrastructure, and making recommendations for improvement.
- Provide quarterly implementation updates to the Public Transport Committee.

For the avoidance of doubt, the Joint Committee's role does not include adopting, varying or renewing the Regional Public Transport Plan, which is a function of the Regional Council.

Reports to the Joint Committee will be prepared in partnership between the two councils. Where differences of view at officer level are apparent, these will be clearly set out in order for Councillors and Commissioners to make an objective and balanced decision.

Power to act

To make all decisions necessary to fulfil the role and scope of the Joint Committee, with relevant powers delegated from the respective council committees.

Any recommendations that impose financial commitments to either party are to be referred to the respective councils for approval.

Any variation to the Joint Committee's terms of reference are by formal agreement by both councils.

Power to recommend

The Joint Committee has a recommendatory power in relation to Tauranga City public transport matters to be considered as part of the Regional Public Transport Plan (RPTP) process.

Annex 1: Projects and business cases

Priority Projects

The following projects are to be implemented, commencing in the next six months:

- Tauranga CBD Interchange Temporary Relocation.
- Bus Stop Improvements.
- Bus Shelter Improvements.

The following projects are to be implemented, commencing in the next twelve months:

- Low Cost Low Risk projects relevant to public transport.
- Tauranga Network Refresh Phase 2.

Business Cases

The following business cases will be progressed, broadly in priority order:

- Tauriko Early Works.
- Arataki Bus Interchange.
- Public Transport Services & Infrastructure.
- Tauriko Long Term.
- Hewlett's Road Sub-area.
- Turret Road / 15th Avenue.
- Cameron Road Stage 2.
- Accessible Streets Area A (Mount / Pāpāmoa / CBD).
- Accessible Streets Area B (Otūmoetai / Bellevue / Brookfield).

Operations

Matters could include:

- Coordination of highway works to minimise bus service disruption.
- Bus service and work programme disruptions as a result of COVID-19.

Te Maru o Kaituna River Authority

Membership

Members

The Authority consists of eight members comprised of:

One member appointed by Tauranga City Council: TBD

One member appointed by the Tapuika Iwi Authority Trust

One member jointly appointed by Tapuika Iwi Authority Trust and Te Kapu o Waitaha

One member appointed by Te Tahuhu o Tawakeheimoa Trust

One member appointed by Te Pumautanga o Te Arawa Trust

One member appointed by Bay of Plenty Regional Council

One member appointed by Rotorua District Council

One member appointed by Western Bay of Plenty Council

Non-Voting Members

Two informal members with voting rights:

One informal member appointed by Te Komiti Nui o Ngati Whakaue

One informal member appointed by Bay of Plenty Regional Council

Quorum

In accordance with Te Maru o Kaituna standing orders the quorum for Authority meetings is:

The chairperson or deputy chairperson and two members appointed by iwi and two members appointed by the local authority appointing organisations

Meeting frequency

As set out in the meeting schedule

Purpose

- The purpose of the Authority as set out in the Tapuika Claims Settlement Act 2014 is the restoration, protection and enhancement of the environmental, cultural and spiritual health and wellbeing of the geographical area of the Kaituna River Catchment as shown on deed plan OTS-209-79.
- This is a permanent joint committee under the Local Government Act 2002 and co-governance partnership between local authorities and iwi that share an interest in the Kaituna River and must not be discharged unless all of the appointing organisations agree to the discharge.

Role

- To prepare and approve the Kaituna River document in accordance with sections 125 and 127 of the Act.
 - To monitor the implementation and effectiveness of the Kaituna River document.
-

- To support integrated and collaborative management of the river.
- To work with local authorities and crown agencies that exercise functions in relation to the Kaituna River:
 - to monitor the state of the river environment
 - to monitor the effectiveness of the management of the river
 - to engage with iwi in relation to their interests in the river and to consult them on
 - how to manage the river.
- To provide advice and recommendations to local authorities:
 - relating to projects, action or research designed to restore, protect or enhance the health and wellbeing of the river.
 - on appointment of commissioners to hear and decide applications for resource consents under the Resource Management Act 1991 that affect the river.
- To facilitate the participation of iwi in the management of the river.
- To monitor the extent to which the purpose of the Authority is being achieved, including the implementation and effectiveness of the Kaituna River document.
- To gather information, to disseminate information and to hold meetings.
- To take any action that the Authority considers is appropriate to achieve its purpose.
- The Authority may seek to obtain funds to enable it to perform its functions.
- Other iwi and local authorities may join the Authority through consensus of the Authority or through legislation.

Decision-making

- The Authority must make its decisions by a vote at a meeting and must seek to achieve consensus, be consistent with and reflect the purpose of the Authority and acknowledge the interests of iwi in particular parts of the Kaituna and its catchments.
- If the Chair or Deputy Chair considers that the meeting is unlikely to achieve consensus on a matter, the decision on the matter may be made only by a 70% majority of those present. The Chair and the Deputy Chair of the Authority may vote but do not have a casting vote.

Power to act

The Authority has discretion except as provided for in section 116(2) (a) of the Tapuika Claims Settlement Act to determine in any particular circumstances whether to perform any function specified and how and to what extent any function specified is performed.

Power to Recommend

- To the partner organisations on any matters within the Authority's delegated functions as it deems appropriate.
- The Te Maru o Kaituna River Authority members report directly to their respective organisations.



Hearings Panels and Advisory Groups

Regulatory Hearings Panel

Membership

Chairperson	Mary Dillon
Members	Puhirake Ihaka Terry Molloy Alan Tate
Quorum	At least two members
Meeting frequency	As required

Role

- To conduct hearings and make decisions of a quasi-judicial nature on regulatory matters through specific hearings and decision-making.

Scope

Regulatory matters

- To conduct hearings and make decisions of a quasi-judicial nature on behalf of the Council on any regulatory matter that the Council is legally:
 - empowered or obligated to hear and determine;
 - permitted to delegate to a subordinate decision-making body of Council under the Local Government Act 2002, or any other Act.
- To exercise this function in accordance with:
 - the applicable legislation;
 - the Council's corporate strategies, policies, plans and bylaws; and
 - the principles of administrative law and natural justice.
- Regulatory matters include (but are not limited to):
 - dog control matters;
 - matters arising from the exercise of Council's enforcement functions; and
 - regulatory matters that require a hearing under Council's policies (including, without limitation, Council's Gambling Venues Policy) and bylaws.

Matters excluded from scope

- The following are excluded from the scope of the Regulatory Hearings Panel:
 - matters relating to the sale and supply of alcohol;
 - matters under the Resource Management Act 1991; and
 - matters the Council is precluded from delegating to a subordinate decision-making body by the Local Government Act 2002, or any other Act.

Power to act

Regulatory matters

- All powers, duties and discretions necessary to conduct hearings and make decisions of a quasi-judicial nature on behalf of the Council on any regulatory matter that the Council is legally empowered or obligated to hear and determine, including (but not limited to):
 - All powers, duties and discretions necessary to hear and make decisions on behalf of the Council in respect of any matter that the Council is empowered or obligated to hear and determine under the Dog Control Act 1996, the Local Government Act 2002, the Local

Government Act 1974 and any regulatory matters that require a hearing under Council's policies and bylaws.

- For the avoidance of doubt, the above delegation includes authority to hear and make decisions on appeals under Council's Gambling Venues Policy, including to decline an application to appeal.
- The power to establish and amend hearings protocols relating to the general conduct of hearings and hearings related matters in accordance with the applicable legislation and the principles of administrative law and natural justice.
- The power to co-opt expert advice on an as required basis.

Matters excluded from power to act

- For the avoidance of doubt, the Regulatory Hearings Panel does not have the power to hear:
 - matters relating to the sale and supply of alcohol;
 - matters under the Resource Management Act 1991; or
 - matters that the Council is precluded from delegating to a subordinate decision-making body by the Local Government Act 2002, or any other Act.

Power to recommend

- The Regulatory Hearings Panel is unlikely to need to make recommendations to the Council as it has the power to conduct hearings and make decisions of a quasi-judicial nature on behalf of Council as per its powers to act. However, the Panel may make recommendations to the Council if, in the circumstances of a matter, it considers it appropriate to do so.

Note:

The Regulatory Hearings Panel is established as a subordinate decision-making body of Council and delegated the powers specified in its Terms of Reference under clauses 30 and 32 of Schedule 7 Local Government Act 2002 respectively. It is not a committee or subcommittee of Council.

Ngā Poutiriao ō Mauao

Membership

Members

The Joint Board is comprised of eight members being;

- Four representatives appointed by the Mauao Trust:

Dean Flavell (Chair) (Ngati Pukenga)
Antoine Coffin (Ngati Ranginui)
Josh Te Kani (Waitaha a Hei)
Takiri Butler (Ngati Te Rangi)
- Four representatives appointed by Tauranga City Council:

(these members will be appointed for a term subject to Council triennial elections):	TBD
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Quorum

Four members; comprised of at least two members who have been appointed by the Mauao Trust and at least two members appointed by Tauranga City Council.

Meeting frequency

The Joint Board shall meet as necessary in order to carry out its functions, but it will be no less than two times per year.
The Joint Board will also meet with the Mauao Trust together, and with Tauranga City Council at least once per year.

Scope

- The purpose of the Joint Board is to give effect to the purpose of the Mauao Trust to protect and preserve the mauri of Mauao to ensure the natural, physical and cultural integrity of Mauao is maintained. In achieving this purpose, the Board will:
 - Act in accordance with the guidance from the Mauao Trust on matters relating to mauri and tikanga of Mauao.
 - Act consistently with the principles of Te Tiriti o Waitangi/the Treaty of Waitangi (as outlined in the Tauranga City Council and Iwi/Hapu Protocols) and its statutory obligations under the Reserves Act 1977.
 - Cooperate in partnership with a spirit of good faith, integrity, honesty, transparency and accountability.
 - Actively work together using shared knowledge and expertise.
 - Engage early on issues of known interest to either of the parties.
 - Enable and support the use of te reo and tikanga Māori.
 - Acknowledge that the parties' relationship is evolving.
 - Have particular regard for the interests of the Tauranga community.

Purpose

- The functions of the Joint Board will be to:
 - Develop and review a Mauao Reserve Management Plan in accordance with the process outlined in the Memorandum of Understanding for Mauao Historic Reserve and Mauao Joint Administration Board (Nga Poutiriao o Mauao - The Guardians of Mauao) (the MOU).
 - Allocate funding provided to the Joint Board in accordance with the Funding Agreement in the MOU towards the implementation of projects that are in or consistent with the Mauao Reserve Management Plan and towards the day to day operation of Mauao.
 - Secure approval of the Mauao Trust to the Mauao Reserve Management Plan before the Joint Board approves the plan.
 - Ensure the contractual arrangements are being managed consistently with the policies, objectives of the Mauao Reserve Management Plan.
 - Identify, approve and oversee the implementation of projects either identified in or consistent with the objectives of the Mauao Reserve Management Plan.
 - Ensure the contractual arrangements are being managed consistently with the policies, objectives and strategies of the Joint Board and the Mauao Reserve Management Plan.
 - Provide to and/or seek advice from the Mauao Trust and Minister of Conservation on matters affecting Mauao and on achievement of the Mauao strategic objectives, in particular the Joint Board shall seek guidance from the Mauao Trust on tikanga related matters.
 - Consider and recommend to the Mauao Trust requests for concessions, leases and licences for all activities on Mauao and if the Mauao Trust approves the request, undertake the process for the issuing and administration of the concession, lease or licence for the particular activity.

Meeting procedures

- The Joint Board may regulate its own procedures, subject to:
 - The Joint Board operating on a preferred basis of consensus decision making. If this is not achieved, then resolutions may only be actioned by the Joint Board where this is agreed by a 75% majority of the members present and voting at a meeting.
 - No business shall be transacted at any meeting of the Joint Board unless at least a quorum of members (whether voting or not) is present at the meeting during the whole time at which business is transacted.

Power to recommend

- To Council, Mauao Trust and/or any standing committee as it deems appropriate.

Waiāri Kaitiaki Advisory Group

Membership

Co-chairs	Two members to be appointed as co-chairs. (council nomination); and Darlene Dinsdale - Mokopuna o Tia me Hei, Co-chair representative of iwi/hapū
Tauranga City Council representatives (2)	TBD
Western Bay of Plenty District Council representatives (2)	Mayor James Denyer Deputy Mayor John Scrimgeour
Iwi/ hapū representatives (4)	Raponi Wilson - Tapuika Iwi Authority Maru Tapsell – Te Kapu o Waitaha Darlene Dinsdale - Mokopuna o Tia me Hei Manu Pene - Ngāti Whakaue ki Maketu (Te Hononga)
Iwi/hapū representatives (alternates)	Tapuika Iwi Authority Te Kapu o Waitaha Mokopuna o Tia me Hei Ngāti Whakaue ki Maketu (Te Hononga)
Bay of Plenty Regional Council representative (non-voting)	Consents Manager
Quorum	Two representatives from the consent holders and two representatives from iwi/hapu, including one of the Co-chairs. However, where a major decision is required, the quorum will be one representative from each entity. The Bay of Plenty Regional Council representative is not counted towards quorum.
Decision-making	By consensus where possible. If consensus cannot be reached, by majority vote. If there is an equal number of votes, the Co-chair who is chairing the meeting has a casting vote.
Meeting frequency	Four times a year or as required by the group. Meetings to alternate between week and weekend days if possible.
Meeting venue	To alternate between marae and council venues; or as appropriate to a meeting agenda and agreed by the Co-chairs.

Advisory staff

Tauranga City Council

Chief Executive
General Manager: Infrastructure
Director: City Waters
Manager: Water Services
Manager: Water Infrastructure Outcomes
Manager: Strategic Māori Engagement

Western Bay of Plenty District Council

Chief Executive
Group Manager: Engineering
Utilities Manager

Bay of Plenty Regional Council

Compliance Officer with responsibility for Resource Consent #65637

Ko te wai te ora o ngā mea katoa

Background

- The Waiāri Kaitiaki Advisory Group (WKAG) was established by consent conditions to provide advice to Tauranga City Council (TCC) and Western Bay of Plenty District Council (WBOPDC) as the joint consent holders in relation to matters covered under Resource Consent #65637, which authorises the take and use of water from the Waiāri Stream for municipal supply.
- Resource Consent #65637 was granted in 2010; since then there has been significant consolidation of iwi interests in the region.
- Te Kapu o Waitaha (2013) and Tapuika Iwi Authority (2014) have signed historic Treaty Settlements and Te Runanga o Ngāti Whakaue ki Maketu (Te Hononga) are still in negotiations.
- Tauranga City Council has active protocol agreements with Waitaha, Tapuika and Ngāti Whakaue ki Maketu including addendums that set out items and areas of significance to each entity.
- The treaty settlements, protocols, addendums and any subsequent plans submitted by Waitaha, Tapuika and Ngāti Whakaue ki Maketu shall be considered as background and context to the operations of the WKAG.
- Te Maru o Kaituna River Authority was established by the Tapuika Claims Settlement Act 2014 for the purpose of restoration, protection and enhancement of the environmental, cultural and spiritual health and wellbeing of the geographical area of the Kaituna River Catchment. It is a permanent joint committee under the Local Government Act 2002 and co-governance partnership between local authorities and iwi that share an interest in the Kaituna River. Recommendations will be made to Te Maru o Kaituna River Authority where required.

Role

- To exercise kaitiakitanga in relation to the Waiāri Stream to restore, protect and enhance the awa.
- To provide advice and recommendations to Tauranga City Council and Western Bay of Plenty District Council, as the joint consent holders, in relation to matters covered under Resource Consent #65637 which authorises the taking of water from the Waiāri Stream for municipal supply.

Scope

- Provide advice and recommendations to the consent holders relating to projects, action or research designed to restore, protect or enhance the health and well-being of the Waiāri Stream.

- Consider the monitoring requirements and outcomes under conditions 7.1 and 7.2 of the consent. Discuss the results of other monitoring undertaken by the group, which may include monitoring the adverse effects on environmental, heritage, cultural, economic and recreational aspects.
- Determine the actions to be taken in response to monitoring reports and make recommendations to the consent holders as appropriate.
- Provide advice and make recommendations to the consent holders and the Bay of Plenty Regional Council in relation to Part 2 and, in particular, to sections 6(e) and 7(a) of the Resource Management Act 1991, as they relate to this consent.
- Inform the Bay of Plenty Regional Council of the effects of the water take authorised under the consent on the mauri and mauriora of the Waiāri Stream.
- Review and provide feedback to Tauranga City Council and Western Bay of Plenty District Council on the Water Conservation Strategy required to be submitted as a condition of the consent.
- Discuss any other relevant matters that may be agreed by the group.
- Work together with the Kaitiaki Group established under Resource Consent RM16-0204-DC.04; which authorises the Western Bay of Plenty District Council to discharge treated wastewater from the Te Puke Wastewater Treatment Plant to the Waiāri Stream.
- Provide advice and recommendations to the consent holders on the future governance model of the Waiāri Stream.
- Provide recommendations to Te Maru o Kaituna River Authority where required.

Reporting

- The Waiāri Kaitiaki Advisory Group will report to its member entities key discussion points, outcomes and actions following each formal meeting of the Advisory Group.

Co-chair selection process

- Co-chairs will be appointed every three years in alignment with the local government election cycle. The appointments will take place as soon as is reasonably practical following local government elections.
- The Co-chair representing the consent holder will be appointed by the Tauranga City Council and Western Bay District Councils.
- The Co-chair representing iwi/hapū will be appointed by the iwi/hapū representatives.

NB: Resource consent condition 10.2 defines the membership of the Waiāri Kaitiaki Advisory Group.

Resource consent condition 10.7 notes that the Waiāri Kaitiaki Advisory Group shall cease if all members of the group agree the group is to be disbanded. In such case Tauranga City Council and Western Bay of Plenty District Council (as consent holders)¹ shall give written notice of this to the Chief Executive of the Bay of Plenty Regional Council.

Advice notes from Resource Consent #65637 include:

- (10) *The Kaitiaki Advisory Group may make recommendations to the Regional Council to review conditions of this consent in accordance with condition 11 and s128 of the Resource Management Act 1991.*

For the avoidance of doubt, the Advisory Group is informal in nature and is NOT established as a committee, subcommittee or other subordinate decision-making bodies of Council under clause 30(1) of Schedule 7 of the Local Government Act 2002 and does not have any delegated decision-making powers.

¹ Insertion made for clarity

Matapihi Southern Pipeline Advisory Group

Membership

Four representatives appointed by the hapū, namely two representatives from Ngāti Tapu and two representatives from Ngāi Tūkairangi	Anthony Fisher (Ngāi Tūkairangi) Josh Gear (Ngāti Tapu) Puhirake Ihaka (Ngāti Tapu) Ngareta Timutimu (Ngāi Tūkairangi)
Four representatives appointed by Tauranga City Council ('Council') (these members will be appointed for a term subject to Council triennial elections and must include one appointed or elected representative)	(councillor TBD) General Manager: Infrastructure* - Nic Johansson Team Manager: Te Pou Takawaenga* - Keren Paekau Director of City Waters* - Wally Potts <i>* In respect of Council staff appointees, if the appointee is absent and another staff member has been appointed to act in their role, the person acting will be deemed to be the appointee's alternate</i>
Co-chairs	Two members appointed as co-chairs <ul style="list-style-type: none"> • Anthony Fisher • ..
Quorum	Four members comprised of at least: <ul style="list-style-type: none"> • Two hapū members - one representative from Ngāti Tapu and one representative from Ngāi Tūkairangi; • Two Council members - a Commissioner (or an elected member) and an appointed staff member.
Decision-making	Decision-making shall be made by a resolution at a meeting of the Advisory Group. If consensus cannot be reached then the discussions will continue.
Meeting frequency	Shall meet as necessary in order to carry out its functions, but it will be no less than four times per year.
Reporting	The Advisory Group will: <ul style="list-style-type: none"> • Meet with the hapū Ngāti Tapu and Ngāi Tūkairangi and Council's governing body (appointed or elected members) at least once per year. Will report on key discussion points, outcomes and actions following each meeting. • Any recommendations from the Advisory Group will be considered either by the Council and/or any standing committee as it deems appropriate. The Advisory Group has the discretion whether: <ul style="list-style-type: none"> • The minutes and agenda be made publicly available on Council's website.

	<ul style="list-style-type: none"> • Unconfirmed minutes be circulated to the hapū and Council members • Provide reports for the benefit of the wider Tauranga community by way of newsletter or other media communication in consultation and with the approval of Council's Community Relations Team and respective hapū Ngāti Tapu and Ngāi Tūkairangi.
Meeting venue	To alternate between marae and Council venues, or as appropriate to a meeting venue as agreed.

1. Background

A Memorandum of Understanding ("**MOU**") was signed between mana whenua hapū representatives from Ngāti Tapu and Ngāi Tūkairangi and the Council on 31 August 2022 to establish the Matapihi Southern Pipeline Advisory Group ("**Advisory Group**"). The MOU is attached to this Terms of Reference.

2. Ko ngā mātāpono (Guiding principles)

2.1 Ko ngā mātāpono hei Arataki i ngā whakahaere a te Advisory Group: *The Advisory Group is guided by the following principles:*

(a) Rangatiratanga

Ko Ngāti Tapu me Ngāi Tūkairangi ngā mana whenua o Matapihi. *The hapū Ngāti Tapu and Ngāi Tūkairangi have authority over Matapihi.*

(b) Kaitiakitanga

Te tino haepapa kia tiakina te oranga mana motuhake o Matapihi mō ngā uri whakatupu. *The obligation to care for and protect the health and wellbeing of Matapihi for future generations.*

(c) Wairuatanga / Mauri

Kei a Matapihi tonu tōna mauri, tōna wairua, hei oranga mōna. *Acknowledging and understanding that for tangata whenua, the existence of mauri and spiritual dimension to Matapihi requires attention and nourishment.*

(d) Whānaukatanga

Ka ū tonu ngā hononga i waenganui i ngā hapū me te kaunihera o Tauranga Moana i runga i te aronui me te mārāma ki ngā tumanako, me ngā uara o tētahi ki tētahi, me te mōhio anō he tino taonga a Matapihi. *Maintaining relationships between hapū and Council built on mutual respect and acceptance of each other's interests and values, including an acknowledgement that Matapihi is regarded as a significant place.*

(e) Tāutuutu

Te whai i te ara o te tāutuutu e taea ai e te katoa te tuku koha mai. Tū atu, tū mai. *Pursuing a unity of reciprocity where both parties are able and encouraged to contribute and speak.*

3. Purpose

3.1 The purpose of the Advisory Group is to provide strategic oversight and direction over the management of the Southern Pipeline. To achieve this, the Advisory Group will:

- (a) Recognise and acknowledge the history, character, landscape and unique contribution of Matapihi and what it has done for the wider Tauranga.
- (b) Build and maintain an ongoing relationship with the hapū Ngāti Tapu and Ngāi Tūkairangi and community at Matapihi as expressed by mana whenua in relation to the Matapihi peninsula.
- (c) Cooperate in partnership in conjunction with the guiding principles (above).
- (d) Actively work together using shared knowledge and expertise.
- (e) Engage early on issues of known interest to either of the parties.
- (f) Enable and support the use of te reo and tikanga Māori.
- (g) Acknowledge that the parties' relationship is evolving.
- (h) Have regard for the interests of the Tauranga community.

4. Functions

- 4.1 The Advisory Group is informal in nature and is NOT established as a committee, subcommittee or other subordinate decision-making bodies of Council under clause 30(1) of Schedule 7 of the Local Government Act 2002 and does not have any delegated decision-making powers.
- 4.2 The Advisory Group may make recommendations relating to the following:
 - (a) Advise and provide input into the maintenance, development, upgrade and overall day to day operation of the Southern Pipeline.
 - (b) Provide future planning solutions:
 - i. Consider and provide future planning solutions.
 - ii. Consider the schedule of upcoming works for the Southern Pipeline prior to works beginning.
 - iii. to Council through the Long-Term Plan and Annual Plan processes for the amount of funding to the Advisory Group to carry out its purpose and functions.
 - iv. to Council and/or any standing committee as it deems appropriate.
- 4.3 Maintain a relationship with the Wastewater Management Review Committee, including the Ngāi Te Rangi representative who is a member of that committee.
- 4.4 A report from Council to be provided to the Advisory Group informing:
 - (a) Council's future / long-term plans or view of Tauranga City in respect to wastewater and how it may impact the southern pipeline and Matapihi. This may include (although not an exhaustive list):
 - Predicted areas of growth;
 - Future housing development and infrastructure connection;
 - City plan changes or new legislative requirements;
 - Future plans for the pipeline.
 - (b) The report can be submitted as a staff update.
- 4.5 The Advisory group will be responsible for:
 - (a) Determining how the project funds and community purpose funds will be prioritised and allocated (refer to schedule 1 of the Memorandum of Understanding for details of the funding arrangements);
 - (b) Providing and presenting an annual monitoring report to council at the end of each financial year to identify how and why the fund has been allocated; and

- (c) Identify potential priorities for funding in the following financial year in the annual monitoring report.

5. Membership

- 5.1 The Advisory Group shall be comprised of eight members being:
 - (a) Four representatives appointed by the mana whenua hapū. These are two representatives from Ngāti Tapu and two representatives from Ngāi Tūkairangi; and
 - (b) Four representatives appointed by Council including at least a Commissioner (or an elected member) and appointed staff members.

6. Co-chairs

- 6.1 The Chairperson representing the Council will be appointed by the Council and the Chairperson representing the hapū will be appointed by the hapū.
- 6.2 Only one person can chair a meeting at any one time.
- 6.3 Given alternate venues between the Marae and Council venues, or as appropriate to a meeting venue as agreed, the corresponding host will chair the meeting.
- 6.4 Both Co-Chairs will:
 - (a) Attend pre-agenda briefings and split any other duties outside of meetings, e.g. spokesperson for the Advisory Group.
 - (b) Jointly oversee and coordinate all activities of the Advisory Group within their specific terms of reference and delegated authority, providing guidance and direction to all members and liaising with Council staff in setting the content and priorities of meeting agendas.
 - (c) Be accountable for ensuring that any recommendations from the Advisory Group are considered by the Council.

7 Powers

- 7.1 Power to Recommend
 - (a) To Council and/or any standing committee as it deems appropriate.

Memorandum of Understanding



between

Ngāti Tapu and Ngāi Tūkairangi

and

Tauranga City Council

**to establish the Matapihi Southern
Pipeline Advisory Group**

1

1. Background

Southern Pipeline

- 1.1 In 2005, Tauranga City Council ('**Council**') proposed to construct a sewer pipeline, the **Southern Pipeline**, to transfer wastewater flows from the parts of Tauranga to Te Maunga Wastewater Treatment Plant. The pipeline was to cater for the increased urban growth in Tauranga City and relieve pressure on the existing wastewater network.

In 2010, the Council obtained consents for two potential routes that would allow the pipeline to cross the Tauranga Harbour and exit at Matapihi peninsula before reaching Te Maunga. One route was a submarine pipeline constructed in a trench approximately two metres beneath the harbour bed that runs parallel to the existing railway bridge. The other route was to attach the pipeline to the railway bridge. However, both these options proved challenging as trenchless techniques were deemed too difficult to undertake, and that any attachment to the bridge required significant bridge strengthening by Kiwi Rail. Consultation was carried out by the Council with the hapū Ngāti Tapu and Ngāi Tūkairangi and residents of Matapihi, and a Cultural Impact Assessment had been undertaken.

In 2015, the Council sought new consents as the proposed new harbour crossing involved a different route as that already consented for. With trenchless technology becoming more efficient and accessible, the Council embarked on the option of a deep pipeline or multiple pipelines constructed via a trenchless method not less than 10 metres below the harbour bed. This application did not receive support from the Matapihi community, and hapū members, residents and landowners later met with the Council not only to discuss how the pipeline would cross over Māori land, but also Council's intention to install the pipeline over a paper road on an orchard. An injunction was sought from the Māori Land Court to stop the laying of the pipeline at Matapihi.

In 2019, the pipeline project was completed. The overall costs reached approximately \$107 million.

Reticulation

- 1.2 The Southern Pipeline supports wastewater flow from Maleme St Pump Station, Memorial Park Pump Station and suburbs like Welcome Bay and the Lakes at Tauriko. Yet, despite this, the community of Matapihi itself had no option for reticulated sewage and could not connect to the pipeline. Today, some Matapihi properties are connected via a pump station to the Southern Pipeline that fall inside the two rural marae community zones (Waikari and Hungahungatoroa) and include the two Marae, Te Kura o Matapihi, Te Kohanga Reo o Matapihi and the residential properties between the two zones. There have been some exceptions to these rules including several affected homes where the pipeline exits the harbour bed and some properties adjacent to the rural marae community zone.

Wastewater leak into the harbour and odour from vent

- 1.3 The Council has an obligation to safeguard the health of the community and environment, and this includes making sure the city's wastewater is regularly maintained. Assurances were made by the Council to the community and hapū of Matapihi that there would be no issues with the Southern Pipeline. In particular the community and hapū of Matapihi were concerned about any possible contamination into Tauranga Harbour and the impacts of the vent on neighbouring residences especially at Te Kura o Matapihi.

2

However, there have been issues with leakages of raw sewage and odour affecting residences and the taiao (environment). These events have been objected to by the community and hapū of Matapihi. In the same year the project had been completed, the pipeline leaked raw effluent onto Matapihi Road near Te Kura o Matapihi on several occasions. Then again in 2021, as a result of the air valve not being secured properly, saw raw wastewater spill directly into the harbour.

The vent installed opposite Te Kura o Matapihi is a significant concern to the community and hapū of Matapihi. The Southern pipeline requires air valves at various points to release gas, and the location by the kura was considered the highest point and therefore required for an air valve. Consequently, the valve regularly expels a foul odour and at times, the odour is so strong that the students of the kura cannot eat their lunch. Te Kura o Matapihi was founded in 1913 and since this time has continued to provide education to many generations of the Matapihi community.

Formation of Matapihi Southern Pipeline Advisory Group

- 1.4 With the Southern Pipeline causing problems over the years, coupled with the latest spill into the harbour and ongoing odour issues, in April 2021 the community sought a meeting with Council to discuss these issues. This took place at Waikari Marae.

At this meeting it was decided the community should get involved, forming a steering group that is made up of four Council members and tangata whenua representatives. In subsequent discussions with the hapū it was supported that two representatives should each come from the hapū Ngāti Tapu and Ngāi Tūkairangi. Those nominated were Hauata Palmer and Joshua Gear for Ngāti Tapu, and Ngareta Timutimu and Anthony Fisher for Ngāi Tūkairangi.

On 23 November 2021, the hapū representatives met with the Commissioners and Council staff at Waikari Marae to discuss the next steps around the formation of the group. A terms of reference was to be drafted and circulated and, the Commissioners were to discuss Council membership to the group.

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c) Wairuatanga / Mauri

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 - i. Consider and provide future planning solutions.
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4.3 Maintain a relationship with the Wastewater Management Review Committee, including the Ngāi Te Rangi representative who is a member of that committee.

4.4 A report from Council to be provided to the Advisory Group informing:

4

- a) Council's future / long-term plans or view of Tauranga City in respect to wastewater and how it may impact the southern pipeline and Matapihi. This may include (although not an exhaustive list):
 - Predicted areas of growth;
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 - b) The report can be submitted as a staff update.
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- 6.1 The Chairperson representing the Council will be appointed by the Council and the Chairperson representing the hapū will be appointed by the hapū.
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 - b) Jointly oversee and coordinate all activities of the Advisory Group within their specific terms of reference and delegated authority, providing guidance and direction to all members and liaising with Council staff in setting the content and priorities of meeting agendas.
 - c) Be accountable for ensuring that any recommendations from the Advisory Group are considered by the Council.

7. Schedule of upcoming works

- 7.1 Council (Infrastructure, City Waters, Drainage Services) is to provide a schedule of upcoming works for the Southern Pipeline to the Advisory Group prior to works beginning. This schedule can be provided at a meeting or by email to the members.

8. Meeting Procedures

- 8.1 The Advisory Group shall:
- a) Meet as necessary in order to carry out its functions, but shall meet no less than four (4) times per year.
 - b) A quorum of four members comprised of at least:
 - i. two hapū members - one representative from Ngāti Tapu and one representative from Ngāi Tūkairangi;
 - ii. two Council members - a Commissioner (or an elected member) and an appointed staff member.
 - c) Any decision making shall be made by a resolution at a meeting of the Advisory Group. If consensus cannot be reached then the discussion will continue.
 - d) No business shall be transacted at any meeting of the Advisory Group unless at least a quorum of members is present at the meeting during the whole time at which business is transacted.

9. Reporting Requirements

- 9.1 The Advisory Group will:
- a) Meet with the hapū Ngāti Tapu and Ngāi Tūkairangi and Council's governing body (appointed or elected members) at least once per year. Will report key discussion points, outcomes and actions following each formal meeting.
 - b) Any recommendations from the Advisory Group will be considered either by Council and/or standing committee as it deems appropriate.
- 9.2 The Advisory Group has the discretion whether:
- a) The minutes and agenda be made publicly available on Council's website.
 - b) Unconfirmed minutes be circulated to the hapū and Council members.
 - c) Provide reports for the benefit of the wider Tauranga community by way of newsletter or other media communication in consultation and with the approval of Council's Community Relations Team and respective hapū Ngāti Tapu and Ngāi Tūkairangi.

10 Resourcing and Funding

- 10.1 Council shall provide an annual amount of funding to the Advisory Group to carry out its purpose and functions, in accordance with the funding arrangements in Schedule 1. The funding amount will be determined by Council through the annual budget process. The provision of funding acknowledges the impact of the Southern Pipeline on the hapū and community of Matapihi.
- 10.2 In addition to the funding outlined in Schedule 1, Council shall provide the following support to the Advisory Group.
- a) Administration will be provided by the Council's Democracy Services team (i.e. preparation of agendas, minutes, organising venues, remuneration etc).
 - b) Meeting fees to the hapū representatives in accordance with the Tauranga City Council Tangata Whenua Remuneration Policy.
 - c) Technical assistance and access to information held by Council if requested. Requests for assistance or information shall be made to the Council's General Manager: Infrastructure and may include the following:
 - i. Provision of technical reports, data and GIS reports, and

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- i. Access to appropriate technical staff for assistance in answering technical questions.

10 Term of Agreement

- 11.1 Building, fostering and maintaining an ongoing relationship between hapū and Council is of great importance. While the Advisory Group does not need to be re-established at the next Council election, the current Advisory Group agree that membership may change overtime. As a result, a review or reconfirmation of membership should be carried out following each council election.

11 Key Contacts

- 12.1 The following people will be the key contacts for the parties for the purposes of this MOU and all correspondence shall be directed to them in the first instance:

- a) Advisory Group: Co-Chairs
- b) Tauranga City Council: Chief Executive

THIS Memorandum of Understanding dated the _____ day of _____

SIGNED for and on behalf of Ngāti Tapu by the hapū representatives:



Puhirake Ihaka



Joshua Gear

SIGNED for and on behalf of Ngāi Tūkairangi by the hapū representatives:



Ngareta Timutimu



Anthony Fisher

SIGNED for and on behalf of TAURANGA CITY COUNCIL by:



Commission Chair Anne Tolley



Chief Executive Marty Grenfell



SHADRACH ROLLESTON

Appendix

12 Additional signatories

CHARO ELLIS

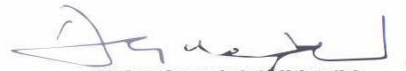
Name



Signature

D.G. CHAPLOW

Name



Signature

R. Chaplow

Name



Signature

Ngakumanga KEITH

Name



Signature

Wayne Keith

Name



Signature

M. Grey-Milne

Name



Signature



Name

Signature

Rawiri Dickson

Name



Signature

Tureiti Keith

Name



Signature

Melina Murray

Name



Signature

Anahera Dinsdale



Schedule 1 - Funding Arrangements

1 Tauranga City Council Funding

Tauranga City Council ('**Council**') provides an annual amount of funding to the Advisory Group to carry out its purpose and functions, in accordance with this MOU and Terms of Reference.

The amount of funding is determined by the Council through the Long-Term Plan ('**LTP**') and annual plan processes. The funding comprises:

- project funds,
- community purpose funds.

The Council is responsible for advising the Advisory Group of the funding amount available in both portions of the fund and rationale for this. This information will be provided each year at the time that the amount of fund is determined by the Council through the LTP and annual plan processes.

2 The Funding Objectives

In providing the funding, the Council requires that the operational and project components to be used in the following manner:

- the operation funds shall be used for the administration of the Advisory Group.
- the project funds shall be used to implement projects that are either identified in or are consistent with Matapihi regarding the Southern Pipeline.

3 Responsibilities of the Advisory Group in respect to the Fund

The Advisory Group is responsible each year for:

- determining how the fund will be prioritised and allocated.
- providing and presenting an annual monitoring report to Council at the end of each financial year to identify how the fund has been allocated. The Advisory Group will also use this opportunity to identify potential priorities for funding in the following financial year.

Taumata Kahawai Governance Group

(previously Dive Crescent Governance Group [DCGG])

Membership

Members	Independent Chairperson Alan Tate
Tauranga City Council	TBD
Otamataha Trust	Puhirake Ihaka
Quorum	Two members; comprised of one member from Tauranga City Council and one from the Otamataha Trust.
	The Taumata Kahawai Governance Group (TKGG) will have an independent chair.
Meeting frequency	Bi-monthly or as required

Role

- On 20 May 2010 Tauranga City Council (TCC) signed a memorandum of understanding (MoU) with the Otamataha Trust (the Trust) confirming the aspiration to apply for joint ownership and management of a portion of land alongside Dive Crescent. The MoU provides that a formal governance group will be established for the purpose of dealing with the management and development of the land.

Scope

- The objective of the Taumata Kahawai Governance Group (TKGG) is to work towards establishing a legally binding joint management agreement to represent the partnership between TCC and the Trust. It is independent from any groups, committees or boards that exist within TCC or the Trust.
- Once the joint management agreement is in place, the TKGG may decide to disestablish in lieu of forming a management group as dictated by the joint management agreement, or the DCGG may continue if it decides that the structure is sufficient for future management.

Purpose

- To develop and monitor the joint management including:
 - the guiding principles for long term ownership;
 - a cost/profit sharing arrangement that reflects the joint ownership and existing future investment in the land by either party;
 - Determine what development and permitted uses can occur on the land.
 - Agree the position in terms of inclusion, with respect to the development of the wider Dive Crescent area.

Process

- TKGG will meet at TCC office or Trust offices on a bi-monthly basis. TCC will provide a meeting schedule and notice of meeting as soon as practically possible to members of the TKGG. Ad hoc or more frequent meetings can be called by the TKGG when required and appropriate.
- The Co-Chairpersons are responsible for running the meeting and composing and gaining approval for the TKGG recommendation/s.
- The TKGG members will be provided with sufficient information on each agenda item to enable robust consideration and recommendations, this information will be provided by supporting staff from the trust and TCC.
- TCC staff will assist with the agenda setting in consultation with the TKGG members they will also coordinate, and register required actions into a master schedule which will be shared with the Trust.
- The TKGG can agree to amend these Terms of Reference during any meeting provided there is a quorum.

Managing potential conflicts of interest

- Where a member of the TKGG has a private or other interest in any potential development being considered for the land that may create a perceived conflict of interest, the potential conflict will be declared and the TKGG member will step aside from any involvement in TKGG discussion and recommendation on that project.

Appointments to groups and panels (both external and internal)

Group/Panel	Representative
Tauranga Moana Advisory Group (Previously named Te Awanui Tauranga Harbour Advisory Group)	TBD (2)
Mount Air Quality Working Group	TBD (2)

Attachment 3 – DRAFT Tauranga/~~Western Bay of Plenty~~ ~~Public~~ Transport Joint Committee Terms of Reference

Membership

Chairperson	Alternating <u>between BOPRC and TCC</u>
Deputy Chairperson	Alternating <u>between BOPRC and TCC</u>
Members Bay of Plenty Regional Council <u>(BOPRC) x 2</u> Tauranga City Council <u>(TCC) x 2</u> <u>Western Bay of Plenty District Council x 2</u>	Cr Andrew von Dadelszen Cr Paula Thompson Commission Chair Anne Tolley Commissioner Stephen Selwood <u>TBC</u>
External Member (non-voting) Waka Kotahi NZ Transport Agency	Jessica Andrew TBC - Alternate
Quorum	Three <u>two</u> members, consisting of half the number of <u>voting</u> members, of which one must be from each respective Council.
Meeting frequency	Bi-monthly or as required by the need for decisions.

Appointment of the Chair and Deputy Chair and associated administrative support to be rotated between TCC and BOPRC ~~the two partner councils~~ on an annual basis.

Purpose

Provide strategic and operational advice and direction for an integrated ~~public~~ transport system for the Tauranga/Western Bay of Plenty subregion ~~city~~ and monitor implementation delivery.

The aim is to ensure that decisions in relation to all relevant parts of the transport system are taken collectively and deliver outcomes that are greater than the sum of these parts. These outcomes are set out in the Urban Form and Transport Initiative (UFTI) Programme Business Case and Tauranga Transport System Plan (TSP).

Role

The Tauranga Public Transport Joint Committee is a joint committee of Bay of Plenty Regional Council, ~~and~~ Tauranga City Council ~~and Western Bay of Plenty District Council~~ that reports to their respective councils.

The area covered by the Joint Committee extends to the Tauranga/~~Western Bay of Plenty subregion City Council~~ boundaries.

The primary role of the Joint Committee is to provide strategic and operational advice and direction back to the respective Councils in order to achieve integrated transport and land use outcomes.

Matters within the scope of the Joint Committee includes, but are not limited to:

- Enabling integrated transport system thinking and decision making for the Tauranga/Western Bay of Plenty subregion.
- Ensuring transport decision making in the Tauranga/Western Bay of Plenty subregion delivers on the transport and land use outcomes set out in the Urban Form and Transport Initiative (UFTI) Programme Business Case and Tauranga Transport System Plan (TSP).
- Enabling integrated decision making for Public Transport in the Tauranga/Western Bay of Plenty subregion-City.
- Providing advice and guidance on Tauranga/Western Bay of Plenty-specific content of the Regional Land Transport Plan (RLTP), for consideration by the Regional Transport Committee.
- ~~Preparing and reviewing a Tauranga/Western Bay of Plenty -City~~ Integrated Public Transport Work Programme.
- The Public Transport Work Programme to include:
 - Projects and business cases as outlined in Annex 1 (and prioritised accordingly).
 - Providing advice and guidance on Tauranga/~~Western Bay of Plenty~~-specific content of the Regional Public Transport Plan (RPTP), for consideration by the Regional Public Transport Committee.
 - RPTP policy implementation in relation to the Tauranga/~~Western Bay of Plenty subregion-City Council area~~.
 - Tauranga/~~Western Bay of Plenty-city~~ parking strategy and implementation.
 - Travel behaviour management programmes ~~(including The Wednesday Challenge)~~.
- Funding and financing (includes updates on Tauranga/~~Western Bay of Plenty~~ road pricing, bus fares, parking charges and third party funding).
- Monitor and review the implementation of the Public Transport Work Programme.
- Receive reporting on the performance of the Tauranga/Western Bay of Plenty transport system, including public transport services and strategic infrastructure delivery, and making recommendations for improvement.

- Provide quarterly implementation updates on the Public Transport Work Programme to the Public Transport Committee.

For the avoidance of doubt, the Joint Committee's role does not include:

- transport matters considered to be of a routine nature related to the statutory functions of the respective Councils and not of collective interest.
- ~~-adopting, varying or renewing the~~ Regional Land Transport Plan or Regional Public Transport Plan, which ~~are~~is a functions of the Regional Council.

Reports to the Joint Committee will be prepared in partnership between the ~~two~~ councils. Where differences of view at officer level are apparent, these will be clearly set out in order for Councillors ~~and Commissioners~~ to make an objective and balanced decision.

Power to Act

To make all decisions necessary to fulfil the role and scope of the Joint Committee; with relevant powers delegated from the respective Council committees.

Any recommendations that impose financial commitments to any ~~either~~ party are to be referred to the respective councils for approval.

Any variation to the Joint Committee's terms of reference are by formal agreement by all ~~both~~ councils.

Power to Recommend

The Joint Committee has a recommendatory power in relation to:

- ~~-Tauranga-/Western Bay of Plenty City-~~ public transport matters to be considered as part of the Regional Public Transport Plan (RPTP) process; ~~and-~~
- Tauranga/Western Bay of Plenty land transport matters to be considered as part of the Regional Land Transport Plan (RLTP) process.

Attachment 4 – DRAFT Public Transport Committee Terms of Reference

Membership

Chairperson	Cr Andrew von Dadelszen
Deputy Chairperson	Cr Lyall Thurston
Members	Cr Malcolm Campbell Cr Jane Nees Cr Ken Shirley Cr Paula Thompson
External Members Two Tauranga City Council representatives One representative each: <ul style="list-style-type: none"> • Rotorua Lakes Council • Western Bay of Plenty District Council • Whakatāne District Council All of whom are voting members. One Waka Kotahi NZTA non-voting representative	Commissioner Stephen Selwood Commissioner Bill Wasley Cr Conan O'Brien <i>Mayor Tania Tapsell (Alternate)</i> Mayor James Denyer <i>Deputy Mayor John Scrimgeour (Alternate)</i> Cr Andrew Iles <i>Cr Gavin Dennis (Alternate)</i> Susan Collins Sarah Roberts (Alternate)
Ex Officio	Chairman Doug Leeder
Quorum	Six members, consisting of more than half the number of voting members of which four must be BOPRC members.
Meeting frequency	Quarterly

Purpose

Set the strategic and operational direction for approved Regional Council Public Transport Policy and Strategy, and monitor how it is implemented.

Role

- Prepare ~~and~~ review [and implement](#) the Bay of Plenty Regional Public Transport Plan.
- Implement, monitor and review operational public transport policy and plans.
- [Receive regular updates on implementation of](#), ~~monitor and review~~ the [Tauranga/Western Bay of Plenty Integrated Public Transport Work Programme Implementation Plan](#).
- Advocate for public transport with [the](#) New Zealand Transport ~~Agency~~ [Association](#) (NZTA), territorial authorities and Central Government.
- Set and monitor targets for public transport in the region.
- Receive reporting on the performance of the Passenger Transport Activity.
- In coordination with the work programme of the Regional Transport Committee, guide and review the public transport components of the Regional Land Transport Plan (RLTP) and make recommendations to Regional Transport Committee for incorporation into the RLTP.

Power to Act

To make all decisions necessary to fulfil the role and scope of the committee subject to the limitations imposed.

Power to Recommend

To Council and/or any standing committee as it deems appropriate.

The Public Transport Committee reports to the Regional Council.

11.4 Remuneration for elected members

File Number: A16243440

Author: Coral Hair, Manager: Democracy and Governance Services

Authoriser: Marty Grenfell, Chief Executive

PURPOSE OF THE REPORT

1. This report seeks approval from the Council for the allocation of the remuneration pool for Councillors based on the governance structure.

RECOMMENDATIONS

That the Council:

- (a) Receives the report "Remuneration for elected members".
- (b) Allocates the councillors remuneration pool of \$1,242,581 for submission to the Remuneration Authority as follows:
 - i) Councillors with no additional responsibilities \$xxx
and
 - ii) Positions with additional responsibilities
 - Deputy Mayor position of responsibility \$xxx
 - Chairperson position of responsibility \$xxx
 - Deputy chairperson position of responsibility \$xxx
 - Other position of responsibility \$xxx

EXECUTIVE SUMMARY

2. The Remuneration Authority (the Authority) requires the Council to recommend the allocation of the remuneration pool for councillors and those with positions of additional responsibility. The report presents an option as an example of a flat remuneration structure.
3. The Mayor will table an option at the meeting for consideration by members.
4. The report does not make a recommendation on how to allocate the pool as this is a decision for the elected members to make.
5. The total amount of the remuneration pool set by the Authority and the reduction in councillor numbers in this term makes it possible for the Council to compensate councillors with increased remuneration regardless of the option chosen.

BACKGROUND

6. The Authority is an independent body set up by Central Government to set out a process and approve the remuneration of key office holders like Members of Parliament and local government elected members. The Authority sets a remuneration pool for the Council to distribute. The Council has a pool of \$1,242,581 per annum and needs to decide:
 - Proposed remuneration for councillors with no additional responsibilities

- Positions which will have additional responsibilities e.g. deputy mayor, committee chairperson, committee deputy chairperson
 - Proposed additional remuneration for each position with additional responsibilities.
7. The Authority has set a minimum allowable remuneration for councillors at \$87,695. The Authority indicated that it would expect the base remuneration for councillors to increase but the Council cannot set it any lower.
 8. The pool does not apply to the Mayor, as their remuneration is set by the Authority at \$179,316 and sits outside the pool.
 9. The pool does not apply to non-elected people who are appointed to be members or chairpersons of council committees. Their remuneration is set by the Council.
 10. The remuneration must align with the governance structure for the 2024-28 term.
 11. Each member is entitled to one payment for additional responsibilities. Consequently, if a Councillor is undertaking two roles, they will get paid the additional remuneration for the higher paying role only.
 12. If the Council changes the governance structure during the term and the number of chairpersons and deputy chairpersons change as a result the Council can propose a new remuneration structure to the Authority for their approval.

STATUTORY CONTEXT

13. The Authority determines local government elected members remuneration under Clause 6 of Schedule 7 of the Local Government Act 2002 and the Remuneration Authority Act 1977. The Council is required to distribute the remuneration pool set by the Authority for Councillors and those with additional positions of responsibility.
14. The remuneration of mayors, the minimum allowable remuneration for councillors (Part 2) and the governance pool for distribution among councillors (Table 2 in the explanatory memorandum) is set by the Authority in the [Local Government Members \(2024/25\) Determination](#).
15. The Authority will issue a determination that includes the new remuneration recommended by the Council. The Council will need to wait until the determination is published in the New Zealand Gazette before it can pay the new remuneration rates, however these are backdated.

STRATEGIC ALIGNMENT

16. This contributes to the promotion or achievement of the following strategic community outcome(s):

	Contributes
We are an inclusive city	✓
We value, protect and enhance the environment	<input type="checkbox"/>
We are a well-planned city	✓
We can move around our city easily	<input type="checkbox"/>
We are a city that supports business and education	<input type="checkbox"/>

17. The purpose of local government is to enable democratic local decision making and action, by, and on behalf of communities. The Authority considers a range of factors when determining the remuneration for elected members to attract people with the capacity to lead and govern at a local level. One of these factors is *“the existence of a remuneration system that enables people from all sectors of the community to commit time and effort necessary to fulfil their responsibilities as elected members without being unduly disadvantaged.”*

OPTIONS ANALYSIS

OPTION 1 – FLAT REMUNERATION STRUCTURE

18. Option 1 is an example of a flat remuneration structure with a distinction between the Deputy Mayor only with all other councillors remunerated at the same rate for their additional responsibilities. There is no distinction between the chairperson and a deputy chairperson.
19. Option 1 is set out in attachment 1.
20. In this option the base Councillor remuneration would increase from \$87,695 to \$110,000.
21. This option recognises the additional responsibilities of the Deputy Mayor role which includes:
 - (a) Performing the duties and responsibilities of the Mayor with the consent of the Mayor during their absence or without the Mayor's consent if they are prevented by illness from undertaking their duties, or if there is a vacancy in the Office of the Mayor.
 - (b) Deputies for the Mayor when the Mayor has competing commitments which includes chairing Council meetings, attending joint committee meetings, addressing the media and representing the Mayor at civic events.
 - (c) Assists the Mayor and works closely with Councillors to ensure the smooth-running of the Council's decision-making processes.
22. This option sets the remuneration of a Chairperson of a Committee or a Deputy Chairperson of a Committee at the same level. This recognises the additional responsibilities for a chairperson which include:
 - (a) Preparing for Committee meetings including attending pre-agenda meetings.
 - (b) Chairing all meetings of their committee.
 - (c) Ensuring the Committee acts within the powers delegated to it by the Council.
 - (d) Spokesperson for the Council on relevant committee subject areas.
23. This option recognises the additional responsibilities of the Deputy Chairperson role which include but also acknowledges the deputising role.
 - (a) Preparing for Committee meetings including attending pre-agenda meetings.
 - (b) In the absence of the Chairperson, chairing all meetings of their committee.
 - (c) In the absence of the Chairperson, ensuring the Committee acts within the powers delegated to it by the Council.
 - (d) In the absence of the Chairperson, being spokesperson for the Council on relevant committee subject areas.
24. Option 1 reflects that all Councillors are equally responsible for the decisions of the Council and this option would promote greater equity among all Councillors, regardless of their positions of additional responsibility.
25. This option places greater emphasis on recognising the role of councillors who have collective responsibilities including:
 - (a) Council policy decisions that guide the activities and provide direction for the city's future
 - (b) Monitoring the performance of the Council against its stated objectives and policies
 - (c) Prudent stewardship of the Council's resources
 - (d) Representing the interests of the residents and ratepayers of Tauranga City
 - (e) Ensuring overall compliance by the Council with its obligations and responsibilities
 - (f) Employment and appraisal of the Chief Executive's performance

OTHER OPTIONS

26. The Council can allocate the pool in any way it wants, although the Authority will review the Council's recommendation and if it appears unbalanced, they will take a closer look and, if necessary, discuss the recommendation with the Council.
27. Previous councils have recognised the additional work undertaken by Deputy Mayors, Chairs, and Deputy Chairs of Committees, and proposed an increased percentage to the relevant members' remuneration for these roles. This is a common approach to setting remuneration across the local government sector.

FINANCIAL CONSIDERATIONS

28. The increase in the remuneration pool has been provided for in budgets.

LEGAL IMPLICATIONS / RISKS

29. The Council is required to allocate the entire remuneration pool set by the Authority. There is no risk associated with this process.

TE AO MĀORI APPROACH

30. Decisions on elected members' remuneration are not directly impacted by the Te Ao Māori approach.

CLIMATE IMPACT

31. Decisions on elected members' remuneration are not directly related to climate change impact.

SIGNIFICANCE

32. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's Significance and Engagement Policy. Council acknowledges that in some instances a matter, issue, proposal or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.
33. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
 - (a) the current and future social, economic, environmental, or cultural well-being of the district or region
 - (b) any persons who are likely to be particularly affected by, or interested in, the decision.
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
34. In accordance with the considerations above, criteria and thresholds in the policy, it is considered that the decision is of low significance.

ENGAGEMENT

35. Taking into consideration the above assessment, that the decision is of low significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

NEXT STEPS

36. A recommendation from the Council will go to the Authority for approval.
37. The Councillors will continue to receive a minimum allowable remuneration until the determination has been gazetted. All councillors will receive the councillor's remuneration from the day after the final results were publicly notified (24 July 2024). The remuneration for the positions of responsibility will take effect from the date of appointment i.e. Deputy Mayor (2 August 2024) and chairs and deputy chairs (15 August 2024).

ATTACHMENTS

1. **Option 1 - example of allocation of remuneration pool with flat structure - A16283009** [↓](#)




Proposed Remuneration for Councillors Using Dollar Amounts

Resulting from changes to a council's governance structure and position(s) of responsibility during a triennium

Use this worksheet to calculate the proposed remuneration for positions with additional responsibilities using DOLLAR amounts and/or adjusting the base remuneration for a councillor without additional responsibilities.

Before completing this worksheet, read the instructions sheet in the tab below for detailed guidance.



1) Enter legal name of local authority, as listed in schedule 2 of the Local Government Act 2002:

Tauranga City Council

2) Enter number of elected members (excluding the mayor or regional council chair) on the council:

9

3) Enter local authority's governance remuneration pool as shown in the current local government members determination (\$):

1,242,581

4) Enter councillor minimum allowable remuneration as shown in the current determination (\$):

87,695

5) Enter proposed remuneration for a councillor with no additional responsibility or if no change enter the remuneration as shown in the current determination (\$):

110,000

6) Enter date of local authority's resolution proposing the amendment to the position(s) of responsibility and/or councillors' remuneration:

15 August 2024

7)	8)		9)	Effective Date*	16 August 2024
Enter title of proposed position <u>with additional</u> responsibilities (ie: the title that will be displayed in the amending determination)	Enter number of members per position	Councillor with no additional responsibilities (\$)	Enter proposed additional remuneration (\$)	Proposed annual total remuneration per member (\$)	Total (\$)
Deputy Mayor	1	110,000	45,381	155,381	155,381
Chairperson	3	110,000	25,900	135,900	407,700
Deputy Chairperson	5	110,000	25,900	135,900	679,500
Councillor with no additional responsibilities	0	110,000	n/a	110,000	0

Grand total (\$): 1,242,581

* = the effective date is the day after the date of the local authority's resolution.

A brief description must be provided for each position of responsibility ie: specify the additional responsibilities over and above the base councillor role - covering duties, delegations, deputising and reporting obligations and the extra time involved in carrying out the additional responsibilities.

Return this completed worksheet together with a brief description of each position of responsibility to: info@remauthority.govt.nz

Balance of pool (\$): 0

2022/25

11.5 Elected Members' Expenses and Resources Policy

File Number: A16212322

Author: Jane Barnett, Policy Analyst
Coral Hair, Manager: Democracy and Governance Services

Authoriser: Christine Jones, General Manager: Strategy, Growth & Governance

PURPOSE OF THE REPORT

1. To adopt the Elected Members' Expenses and Resources Policy 2024

RECOMMENDATIONS

That the Council:

- (a) Receives the report "Elected Members' Expenses and Resources Policy".
- (b) Adopts Tauranga City Council's Elected Members' Expenses and Resources Policy 2024 (**Attachment One**) to take effect immediately.

EXECUTIVE SUMMARY

2. Each electoral term, Council reviews and adopts an Elected Members' Expenses and Resources Policy. This policy provides the rules for elected members' reimbursement for expenses they incur while on council business and payment of allowances.
3. The policy was considered by previous elected members to be working well and therefore only minor matters have been identified for consideration or change.
4. The recommended policy (**Attachment One**) includes new section on public transport options for elected members, provision for a media subscription and aligns hearings fees with the Remuneration Authority Determination and sets out the requirements under the Local Government Act 2002¹ for registering gifts received by elected members.

BACKGROUND

5. The Authority allows for elected members to receive the following allowances while undertaking their duties:
 - mileage (vehicle-kilometre allowance) travel time
 - information communications and technology (ICT)
 - childcare.
6. Allowances limits are reviewed annually by the authority and set out in the latest [Local Government Members Determination](#) (Determination) (**Attachment Two**).
7. All allowances are at the discretion of Council, within the limits set by the Authority.
8. The Authority also sets fees to be paid to elected members who act as a chairperson or member on hearings (defined in [section 5](#) of the Local Government Members (2024/25) Determination).

¹ The Local Government (Pecuniary Interests Register) Amendment Act 2022

9. Each electoral term, the Authority requires councils to adopt an elected members' expenses policy. Council does not need the Authority's approval for changes to the policy, provided their policy remains within the limits set by the Authority.
10. The current policy was considered by the previous democratically elected council to be working well. Staff have reviewed the policy and identified some areas of potential clarification and some matters for specific consideration by Council.
11. The current policy provides for:
 - ICT expenses to the level set out in the Determination, where the equipment is not provided by the council;
 - a contribution to childcare allowances to be paid when a member is engaged on council business up to the level set out in the Determination (there are criteria around who is providing childcare and these are included in the policy); and
 - mileage for travel on council business outside of the city's boundaries (the mileage amount is set in the Determination).

STATUTORY CONTEXT

12. The Authority requires Council to include all approved allowances for their elected members in an expenses policy and publish this on its website.

OPTIONS ANALYSIS

13. The main proposed changes to the policy are set out in the table below. Minor amendments are also proposed to be made to the policy to improve clarity and make corrections.

Proposed Change	Reason for Change
Inclusion of public transport travel section	To promote the use of public transport.
Provision for media subscription	To provide access to news content and analysis
Changes to fees for hearings	To align with the current Local Government Members Determination.
Changes to the receipt of gifts	To align with the pecuniary interest requirements in section 54F (1) (b) Local Government Act 2002.

Vehicle kilometre allowance

14. Council's policy (last adopted in 2020) includes provision for mileage only when this is outside of the city's boundaries. However, the Determination does provide for members' to receive mileage when undertaking council business within the city's boundaries.
15. Council has the option of changing the policy to extend mileage payment to council business within the city boundaries.

Travel time allowance

16. While the Authority allows for local authorities to pay elected members (other than a mayor or a regional council chairperson) an allowance for eligible travel time after the first hour, the current policy does not provide for this.
17. The Council has the option of keeping the current policy or reviewing and amending the policy.
18. **Attachment One** sets out the recommended changes to the 2020 Elected Members' Expenses and Resources Policy. There are no recommendations to amend mileage and travel time as this is a decision for elected members.
19. When making decisions on Council's position on expenses for elected members the following factors require consideration:

- balancing the demands of elected member roles with the remuneration provided by the Authority;
 - overall affordability to council; and
 - the potential allowances and expense reimbursement may make in encouraging diversity in local government election candidates.
20. Allowing mileage to be claimed for travel within the city's boundaries and providing an allowance for travel time may make the role of an elected member more affordable. The disadvantages are the community perception risks and that these changes have not be budgeted for.

FINANCIAL CONSIDERATIONS

21. The financial implications for the proposed policy are covered within existing budgets.

LEGAL IMPLICATIONS / RISKS

22. The expenditure that is subject to this policy is sensitive expenditure. The policy needs to withstand community scrutiny.
23. Each member's expenses are provided to the community on the council's website and audited annually by Audit New Zealand.
24. There are no identified legal implications with the proposed changes to the policy.

TE AO MĀORI APPROACH

25. Decisions on elected members' expenses are not directly impacted by the Te Ao Māori approach.

CLIMATE IMPACT

26. The proposed changes to the policy support the use of public transport including micro mobility vehicles (such as ebikes and escooters).
27. While there are cost efficiency reasons for this, it also demonstrates climate impact awareness and aligns with Council's commitment to reduce emissions.

SIGNIFICANCE

28. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's Significance and Engagement Policy. Council acknowledges that in some instances a matter, issue, proposal or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.
29. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
- (a) the current and future social, economic, environmental, or cultural well-being of the district or region
 - (b) any persons who are likely to be particularly affected by, or interested in, the decision.
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
30. In accordance with the considerations above, criteria and thresholds in the policy, it is considered that the decision is of low significance given it is an administrative matter.

ENGAGEMENT

31. Taking into consideration the above assessment, that the decision is of low significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

NEXT STEPS

32. The approved policy will be made available on the Council website.

ATTACHMENTS

1. **Draft Elected Members' Expenses and Resources Policy 2024 - A16237779** [!\[\]\(c6a8736a601a632e2c96605cf66055ed_img.jpg\)](#) 
2. **Expenses section of the 2024 Local Government Members Determination - A16446877**
[!\[\]\(9ba1c633ca37327550476fd7d0d00348_img.jpg\)](#) 

ELECTED MEMBERS' EXPENSES AND RESOURCES POLICY 2024



Policy type	City		
Authorised by	Council		
First adopted	20 December 2010	Minute reference	M10/84.2
Revisions/amendments	23 August 2011 30 October 2012 2 September 2013 9 May 2016 11 February 2020	Minute references	M11/62.4 M12/71.3 M13/56.4 M16/25.7 P03/20/4
Review date	Following the local election or as required by the Local Government Members Determination.		

1. PURPOSE

1.1 The purpose of this policy is to:

- identify elected members' allowances and entitlements
- set out the approval process for reimbursement of expenses incurred by elected members whilst undertaking their duties.

To clarify the expenses and allowances Elected Members may claim in undertaking their role, particularly in those circumstances where the determination enables councils to exercise discretion in the allowances payable.

2. SCOPE

2.1 This policy applies to all Elected Members of Tauranga City Council.

3. DEFINITIONS

Term	Definition
Absence without leave	A period of time when an elected member is not fulfilling their responsibilities as an elected member and is doing so without formal approval from the mayor.
Actual	Means as evidenced by the original receipt attached to the claim form.
Council business	Formal Council, committee meetings, workshops, seminars, statutory hearings, training courses, conferences, site visits, meetings with staff, meetings with community groups, meetings with members of the public and social activities where a member attends as a Council representative.

Determination	The most recent Local Government Members Determination issued by the Remuneration Authority.
Expenses	Personal money spent by elected members whilst going about their official duties as elected members and includes mileage claims.
Expense rules	The type of expenses that are able to be claimed because they have been approved by the Remuneration Authority.
Hearings	As defined in the most recent Local Government Members Determination issued by the Remuneration Authority.
Leave of absence	A period of time, approved by the mayor, for which a councillor is on leave from the duties of being an elected member and in the case of the mayor where the Council has approved an application by the mayor for a period of leave from duties.
Personal communications	Any communication that does not represent the official view of Council.
Reasonable	Within the amount specified by the policy or as deemed reasonable by the mayor and chief executive
Remuneration Authority	Independent body established under the Local Government Act 2002, part of whose responsibilities are to determine remuneration and expense rules for local authority members.
Resources	Goods and services normally used by Council to support its business, that are provided to elected members for their personal use to assist them in fulfilling their responsibilities as elected members.
Travel time allowance	The current definition and rate determined by the Remuneration Authority
Vehicle mileage allowance	The current definition and rate determined by the Remuneration Authority.

4. PRINCIPLES

- 4.1 Elected members should be reimbursed for actual and reasonable expenses they incur in carrying out their official duties.
- 4.2 Reasonable resources should be made available to elected members to enable them to more efficiently carry out their responsibilities.
- 4.3 Reimbursement of expenses and use of resources apply only to elected members personally and only while they are acting in their official capacity as elected members.
- 4.4 Elected members' expense expenditure must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, be made transparently and is appropriate in all respects.

- 4.5 Transparency and accountability guide the reimbursement of elected members' expenses.

5. POLICY STATEMENT

5.1 What Expenses May be Claimed?

Travel

- 5.1.1 Travel expenditure and travel-related expenditure should be economical and efficient, having regard to purpose, distance, time, urgency, and **consider the environment and safety and wellbeing of those travelling.** ~~personal health, security and safety considerations.~~ All travel and related expenditure must have a clear business purpose.
- 5.1.2 The table below outlines the air travel and accommodation and meal expenses elected members may claim while carrying out their official roles and duties.

Expense type	Description
Air Travel	Where practical, air travel should be booked well ahead of the actual travel, so that expenditure is the most cost-effective possible. The lowest practically priced airfare is to be used for all journeys (domestic and other) unless there is at least five hours or more of uninterrupted flight duration, a heavy work schedule on arrival, or personal health, known health conditions, safety, or security reasons, where premium economy may be used.
	International air travel paid for by council must be authorised by resolution of Council.
	Membership of any airline club is restricted to the mayor.
Accommodation and meals	<p>When it is necessary to stay away from home overnight on Council business, the actual and reasonable costs of accommodation, meals and parking (if not provided free by the accommodation provider) are paid for by Council.</p> <p>If an elected member chooses to stay at private accommodation, a maximum allowance of \$100.00 can be paid to the person who provided the accommodation.</p> <p>Accommodation, meals and incidental expenditure must have a clear business purpose, be cost-effective, and take into consideration the following:</p> <ul style="list-style-type: none"> the geographic location of the accommodation relative to where the elected member(s)' business is; the standard of accommodation; safety and security considerations; that additional mileage or taxi expenses are not usually required. <p>When meals do not form part of a 'package', they may be claimed on presentation of an actual and itemised receipt (not a credit card statement or photocopy). The following maximum limits for meals apply:</p> <ul style="list-style-type: none"> Breakfast - \$25.00 (GST inclusive) per elected member per meal. Any costs over this limit are the responsibility of the individual. Lunch - \$25.00 (GST inclusive) per elected member per meal. Any costs over this limit are the responsibility of the individual. Dinner– \$50.00 (GST inclusive) per elected member per meal. Any costs over this limit are the responsibility of the individual. <p>When meals are provided as part of a 'package', additional meal expenses cannot be claimed.</p>

Expense type	Description
	<p>In accordance with section 5.2.1 alcohol cannot be claimed as part of a meal expense.</p> <p>An elected member's ability to claim any daily or overnight accommodation expenses ends at the conclusion of the conference/forum or when the elected member leaves the conference/forum.</p>

Use of Private Vehicle

- 5.1.3 Elected members may only claim for mileage when using their own vehicle to travel outside of the Tauranga City Council area to undertake Council business. All claims for mileage must also meet the criteria for eligible travel as defined in the determination.
- 5.1.4 Council will not pay for travel by private motor vehicle where travel by other means is more practical and cost-effective.

Public Transport Travel

- 5.1.5 To promote alternative modes of transport apart from private vehicle use, elected members using public transport, including micro mobility vehicles (such as ebikes and escooters), when travelling for Council business, will be reimbursed for actual and reasonable costs on presentation of receipts or evidence satisfactory to the Manager: Democracy and Governance Services.
- 5.1.6 Elected members may be issued pre-paid public transport cards for example, Bay of Plenty Regional Council 'Bee Card' or other such cards. These pre-paid public transport cards can only be used:
- by the elected member it has been issued to; and
 - for travel to and from Council business.

Pre-paid travel cards remain the property of council and must be return at the completion of the term.

- 5.1.7 End of trip facilities for elected members using alternative modes of transport, such as biking to work, will be provided at Council's administration building.

Use of taxis and ridesharing services

- 5.1.8 Taxis or ridesharing services may be used for Council business, instead of private vehicle or public transport, for the following reasons:
- Work is past a reasonable hour;
 - Safety reasons;
 - When outside Tauranga on Council business if a taxi or ridesharing service is the most appropriate form of transport.
- 5.1.9 Costs must be paid for by the individual and will be reimbursed on presentation of actual receipts.

Other travel allowances

- 5.1.10 Elected members cannot claim a travel time allowance as travel time is considered to be a component of the remuneration for elected members.

- 5.1.11 Private travel before, during or at the end of travel paid for by Council is the responsibility of the individual and at no additional cost to Council. The cost of any stopover paid for by council must have a clear business purpose and be pre-approved by the mayor (or deputy mayor in the case of the mayor) and chief executive.

- 5.1.12 The Remuneration Authority's rules on the mayoral car are to apply.

Childcare

- 5.1.13 An Elected Member is entitled to claim a childcare allowance on an annual basis, as per the determination rules, as a contribution towards expenses occurred by the member for childcare provided while the member is on Council business. The claim must set out the actual costs incurred and paid by the member and must include a receipt or other appropriate record of payment of the annual amount paid for the childcare services provided.

Hearings

- 5.1.14 ~~An elected member who acts as a chairperson or a member who is sitting as part of a hearing is entitled to be paid a fee per hour of hearing time related to the hearing as per the relevant [Local Government Members Determination](#).~~

- 5.1.15 ~~Hearings fees as additional payment to remuneration are not available to the mayor or acting mayor.~~

~~Elected Members who participate in a hearing are entitled to claim a fee equivalent to the current Living Wage. As per the determination, a fee can be claimed for time taken to prepare for the hearing as well as the hearing itself.~~

5.2 What Expenses May Not be Claimed?

- 5.2.1 The following expenses are the responsibility of individual Elected Members and cannot be claimed:
- Medical insurance
 - Staff discounts
 - Life insurance
 - Accident insurance
 - Income replacement insurance
 - Travel, meals, and all entertainment incurred by the Elected Member's spouse or partner
 - Alcohol, including as part of meals and entertainment costs, and mini bars
 - Tips
 - Any fines (parking or traffic offences).

5.3 When Expenses May and May Not be Claimed

- 5.3.1 For the purpose of clarity, elected members may claim expenses approved by the Remuneration Authority, while carrying out council business, except those that:
- are incurred before they are sworn in as members of Council, or after they officially leave office
 - are incurred while not acting in their official capacity
 - are incurred on a trip outside of the sub-region without specific approval from the mayor or a standing committee prior to the travel
 - are incurred while on leave of absence
 - are incurred while absent without leave

- are incurred while holding office illegally
- are related to activities that are incidental to and not the main reason for a trip or event.

5.4 When Expenses Are Paid

- 5.4.1 Expenses claimed are to be paid monthly, to coincide with a payment of the elected member's salary, provided an elected members' Expenses Claim Form with receipts attached is received in sufficient time to be included in the normal process.
- 5.4.2 All claims must be made within 60 days of expenditure occurring with the aim to keep expenditure within the year in which it occurs and is budgeted for.
- 5.4.3 All expense claims, receipt of personal gifts, and mayoral credit card expenses are published on Council's website.

5.5 Use of Resources

- 5.5.1 The equipment requirements for elected members are deemed to be:
- A **mobile** phone (~~mobile and landline~~)
 - A laptop
 - A personal internet service
 - A compatible scanner and printer.
- 5.5.2 Elected members are provided with a laptop and mobile phone for all Council-related work. Elected members cannot claim an allowance for personal computer or personal mobile phone use.
- 5.5.3 Councillors may choose to be reimbursed for use of personal internet services and printer as per the current determination.
- 5.5.4 **Elected members are provided with the New Zealand Herald premium media subscription service.**
- 5.5.6 Elected members may use the following internal services to a reasonable level as determined by the chief executive:
- Word processing and secretarial services
 - Postage and external courier
 - GIS products
 - Property files
 - Photocopying
 - Information technology advice and assistance
 - **Meeting rooms**
 - ~~Use of a PC in the Councillors' Lounge~~
- 5.5.7 The above services, equipment or consumables are provided at no cost to elected members, to assist them in carrying out their official responsibilities and are available only:
- when holding office
 - when not on leave of absence
 - when not absent without leave.
- 5.5.8 None of the above is to be used by elected members for non-Council business, electioneering purposes, personal communications to or through any communications medium or any communications associated with Council-run referenda.

5.6 Authorisation for Conferences or professional development - New Zealand and Overseas

- 5.6.1 Attendance by elected members at conferences or professional development training in New Zealand or overseas, at Council's cost, is to be approved by the mayor or chief executive. Attendance by the mayor at conferences or professional development trainings will be approved by the deputy mayor or the chief executive.
- 5.6.2 Following attendance at a conference, elected Members must provide a monitoring report back to the relevant Council committee, including costs and a synopsis of the conference.

5.7 Car Parking

- 5.7.1 Allocated car parking adjacent to the Council offices at Willow Street is provided free of charge for elected members to use while on Council business at council buildings.
- 5.7.2 An authorised sticker must be displayed on the front windscreen and the vehicle registration number be provided to Democracy Services.

5.8 Receipt of Gifts

- 5.8.1 In accordance with the Local Government Act a description of each gift (including hospitality and donations in cash or kind but excluding any donation to cover expenses in an electoral campaign) received by the elected member must be recorded in the elected member's pecuniary interest register if:
 - the gift has an estimated value of \$500 or
 - the combined value of all gifts from the donor is more than \$500.

Gifts over the value of \$100.00 which have been presented to an Elected Member in the course of their duties and which are retained by an Elected Member personally must be recorded in the Elected Members' gift register.

5.9 Exceptions

- 5.9.1 There may be exceptional circumstances, or disputes, regarding elected members expenses and resources which need to be dealt with on a case by case basis. Such cases will be dealt with by the mayor and chief executive, and any exceptions be reported back to Council. If the case concerns the mayor, the case will be dealt with by the deputy mayor and chief executive.

6. RELEVANT DELEGATIONS

- 6.1 The chief executive has delegated authority to implement this policy and to sub delegate their authority.
- 6.2 All claims made under this policy are to be made using the appropriate form and authorised by the mayor and chief executive for the manager: democracy services to administer.
- 6.3 All claims made under this policy by the mayor are to be made using the appropriate form and authorised by the deputy mayor and one other elected member for the manager: democracy services to administer.

7. REFERENCES AND RELEVANT LEGISLATION

- 7.1 The following are the relevant references and legislation:
 - the most current Local Government Elected Members (Certain Local Authorities) Determination.

- Local Government Act 2002, Section 54 and Schedule 7, Section 6
- Controlling Sensitive Expenditure – Guidelines for Public Entities (Controller And Auditor General).

DRAFT

2024/124



Local Government Members (2024/25) Determination 2024

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

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Determination

1 Title

This determination is the Local Government Members (2024/25) Determination 2024.

2 Commencement

This determination comes into force on 1 July 2024.

3 Expiry

This determination expires at the close of 30 June 2025.

Interpretation

4 Interpretation

In this determination, unless the context otherwise requires,—

board means—

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

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

hearing has the meaning given to it by clause 5

hearing time has the meaning given to it by clause 6

local authority means a regional council or a territorial authority

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

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

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

RMA means the Resource Management Act 1991

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

5 Meaning of hearing

In this determination, **hearing** means—

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

6 Meaning of hearing time

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

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

Entitlement to remuneration, allowances, and hearing fees

7 Remuneration, allowances, and hearing fees payable

Remuneration

- (1) A member of a local authority or a board of that local authority is entitled to the applicable remuneration set out in the Schedule (adjusted under clause 9, if applicable).
- (2) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

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Allowances and hearing fees

- (3) A member of a local authority or a board is also entitled to—
 - (a) the applicable allowances payable under clauses 11 to 14;
 - (b) the applicable hearing fees payable under clause 15.

8 Acting mayor or chairperson

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

9 Motor vehicles for mayors and regional council chairpersons

- (1) A local authority may provide to the mayor or regional council chairperson of the local authority—
 - (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
 - (b) a vehicle-kilometre allowance under clause 11.
- (2) If a local authority provides a motor vehicle to a mayor or regional council chairperson during the determination term, the maximum purchase price that the local authority may pay for the motor vehicle is,—
 - (a) in the case of a petrol or diesel vehicle, \$55,000; and
 - (b) in the case of an electric or a hybrid vehicle, \$68,500.
- (3) If a local authority provides a motor vehicle to a mayor or regional council chairperson for restricted private use, the local authority must not make a deduction from the annual remuneration payable to the mayor or regional council chairperson under the Schedule for the provision of that motor vehicle.
- (4) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use or full private use,—
 - (a) the local authority must adjust the annual remuneration payable to the mayor or regional council chairperson under the Schedule in accordance with subclause (5) or (6) (as applicable); and
 - (b) the adjustment must take effect on and from—
 - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
 - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).

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- (5) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

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

where v means the purchase price of the vehicle.

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

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

where v means the purchase price of the vehicle.

- (7) In this clause,—

full private use means—

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

partial private use means—

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

purchase price means the amount paid for the vehicle,—

- (a) including goods and services tax and any on-road costs; and
- (b) after deducting the amount of any rebate that applies under the clean car discount scheme in respect of the purchase of the vehicle

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restricted private use means—

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

Allowances

10 Definition of member

For the purposes of payment of allowances under clauses 11 to 14, **member**, in relation to a territorial authority, includes a member of a board of the territorial authority.

11 Vehicle-kilometre allowance

- (1) A local authority may pay to a member a vehicle-kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.
- (2) A member's travel is eligible for the allowance if—
 - (a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
 - (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member for eligible travel is,—
 - (a) for a petrol or diesel vehicle,—
 - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 34 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (b) for a petrol hybrid vehicle,—
 - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 20 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (c) for an electric vehicle,—
 - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and

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- (ii) 11 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.
- (4) However, if a member of a local authority travels from a place where the member permanently or temporarily resides that is outside the local authority area, to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.
- (5) Subclause (4) does not apply to the payment of a vehicle-kilometre allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
 - (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
 - (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.

12 Travel-time allowance

- (1) A local authority may pay a member (other than a mayor or a regional council chairperson) an allowance for eligible travel time.
- (2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—
 - (a) on local authority business; and
 - (b) by the quickest form of transport that is reasonable in the circumstances; and
 - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel-time allowance is \$40 for each hour (pro-rated in the case of a part of an hour) of eligible travel time after the first hour of eligible travel time travelled in a day.
- (4) However, if a member of a local authority permanently or temporarily resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel-time allowance for eligible travel time—
 - (a) after the member crosses the boundary of the local authority area; and
 - (b) after the first hour of eligible travel time within the local authority area.
- (5) Subclause (4) does not apply to the payment of a travel-time allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—

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- (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
- (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.
- (6) The maximum total amount of travel-time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
- (7) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

13 ICT allowances

Member uses local authority's ICT

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

Member uses own equipment and consumables

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

Member uses own services

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

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- (3) A local authority must not pay childcare allowances to a member that total more than \$6,000 per child during the determination term.

Hearing fees

15 Fees related to hearings

- (1) A member of a local authority or member of a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$116 per hour of hearing time related to the hearing.
- (2) A member of a local authority or member of a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$93 per hour of hearing time related to the hearing.
- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) This clause does not apply to—
- (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2); or
 - (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 8(2).

Revocation

16 Revocation

The Local Government Members (2023/24) Determination 2023 (SL 2023/142) is revoked.

11.6 Appointment of the Chair to the Board of Te Manawataki o Te Papa Charitable Trust

File Number: A16210986

Author: Caroline Lim, CCO Specialist

Authoriser: Gareth Wallis, General Manager: City Development & Partnerships

PURPOSE OF THE REPORT

1. To make decisions regarding the appointment of the Chair to the Board of Te Manawataki o Te Papa Charitable Trust.

RECOMMENDATIONS

That the Council:

- (a) Receives the report "Appointment of the Chair to the Board of Te Manawataki o Te Papa Charitable Trust".
- (b) Appoints the Tauranga City Council Mayor, Mahé Drysdale, or his nominee, as the Chair to the Board of Te Manawataki o Te Papa Charitable Trust for his term of office, effective immediately.
- (c) Notes (in accordance with s80 of the Local Government Act 2002) that, while the process for appointing the Chair is inconsistent with Council's Appointment of Directors to Council Organisations Policy, the extenuating circumstances of the Te Manawataki o Te Papa Charitable Trust's Trust Deed provide sufficient rationale for this inconsistency. There is no intention to amend the Appointment Policy to accommodate this particular decision.

EXECUTIVE SUMMARY

2. Clauses 4.1 and 4.2 of the Second Schedule to the Te Manawataki o Te Papa Charitable Trust's Trust Deed outlines the Appointment of Trustees and Special Trust Advisers.
3. The Trust Deed states that "*Council shall have the power, exercisable by deed, to appoint up to two persons as Trustees who shall, where Council considers it to be practicable, be the Mayor and Chief Executive.*"
4. It also states that the "*Otamataha Trust shall have the power, exercisable by deed, to appoint up to two persons as Trustees.*"
5. This report seeks approval to appoint the Tauranga City Council Mayor, Mahé Drysdale – or his nominee where practicable – as the Chair to the Board of Te Manawataki o Te Papa Charitable Trust, until such time as he has completed his term of office, effective immediately.

BACKGROUND

6. In October 2022, Tauranga City Council established a new council-controlled organisation (CCO) with the Otamataha Trust, following consultation with mana whenua and the community.
7. The purpose of the CCO is to own the land referred to as Site A of the Te Manawataki o Te Papa Civic Precinct, to restore mana of the whenua to hapū and iwi, and to provide certainty for the future development and use of the land to the community so everyone benefits.
8. Otamataha Trust represents mana whenua from Ngāi Tamarāwaho, Ngāti Tapu and Te Materāwaho – direct descendants of those who originally released the land to the Church Missionary Society in 1838.

9. Site A is bounded by Willow Street, Wharf Street, Durham Street, and Hamilton Street. This land is culturally significant to mana whenua represented by the Otamataha Trust.
10. As part of the arrangement, the land was transferred to the CCO for a nominal sale price of \$1.00 and subject to a perpetual peppercorn ground lease back to Council. Council retains ownership of any improvements on the land, and is entitled to develop and construct further improvements on the land. This ownership structure is thought to be the first of its kind in the country.
11. Tauranga City Council obtained preliminary advice from Charities Services that it would be possible to settle a Charitable Trust for the proposed structure, subject to certain criteria being met for registration.
12. This included the careful drafting of the Trust Deed to ensure charitable purposes are clearly defined, that other criteria for registration as a Charitable Trust are met, and that the CCO is jointly governed by Council and Otamataha Trust, who are each responsible for appointing up to 50 percent of the trustees of the Trust.
13. The CCO Charitable Trust set up between Council and Otamataha Trust – Te Manawataki o Te Papa Charitable Trust – is a CCO operating within the powers conferred by its Trust Deed.
14. Clauses 4.1 and 4.2 of the Second Schedule to the Trust Deed outlines the Appointment of Trustees and Special Trust Advisers:

The Trust Deed states that “Council shall have the power, exercisable by deed, to appoint up to two persons as Trustees who shall, where Council considers it to be practicable, be the Mayor and Chief Executive.”
15. It also states that:

“Otamataha Trust shall have the power, exercisable by deed, to appoint up to two persons as Trustees.”

STATUTORY CONTEXT

16. Appointment of effective board members to CCOs, is one of Council's core responsibilities.
17. Council appoints trustees to CCOs under Tauranga City Council's [Appointment of Directors to Council Organisations Policy](#).

STRATEGIC ALIGNMENT

18. The Council appointment of Mayor Mahé Drysdale as Chair to the Board of Te Manawataki o Te Papa Charitable Trust will enable Council to continue to work in partnership with mana whenua and our community, to actively reflect Tauranga's culture and history throughout the city.
19. The Council appointment will also ensure the planning and development of our city incorporates the fundamental principles of inclusiveness, including equity, accessibility and diversity.

	Contributes
We are an inclusive city	✓
We value, protect and enhance the environment	<input type="checkbox"/>
We are a well-planned city	<input type="checkbox"/>
We can move around our city easily	<input type="checkbox"/>
We are a city that supports business and education	<input type="checkbox"/>

OPTIONS ANALYSIS**Option 1: Approve the appointment of Mayor Mahé Drysdale as the Chair to the Board of Te Manawataki o Te Papa Charitable Trust – RECOMMENDED**

20. Council approves the appointment of Mayor Mahé Drysdale as the Chair to the Board of Te Manawataki o Te Papa Charitable Trust, or his nominee where practicable, for the term of his respective appointment in his substantive role.

Advantages	Disadvantages
<ul style="list-style-type: none"> Aligns with the original purpose of enabling co-ownership of the land with the Otamataha Trust, which goes a long way toward righting the wrongs of the past, and providing certainty for how the land will be owned and used in the future, so that everyone in the community can benefit. Because of the significance of this piece of land, it is appropriate that the leaders of both Tauranga City Council and the Otamataha Trust are jointly and collaboratively involved in the decision making, rather than other trustees appointed in the usual manner as per the Appointment Policy. Provides an opportunity to keep building the relationship between Tauranga City Council and the Otamataha Trust since the CCO was established in late 2022, following the appointment of trustee/s from the Trust. Also, the Council appointment provides an opportunity to keep bringing in significant experience in the delivery of community outcomes. 	<ul style="list-style-type: none"> See legal implications / risks section below.

Option 2: Do not approve the appointment of Mayor Mahé Drysdale as the Chair to the Board of Te Manawataki o Te Papa Charitable Trust – NOT RECOMMENDED

21. Council does not approve the appointment of Mayor Mahé Drysdale as the Chair to the Board of Te Manawataki o Te Papa Charitable Trust, or his nominee where practicable, for the term of his respective appointment in his substantive role. Instead, trustees would be appointed in the usual manner, as per the Appointment of Directors to Council Organisations Policy.

Advantages	Disadvantages
<ul style="list-style-type: none"> Trustees would be appointed in the usual manner per the Appointment Policy. Maintains some independence by appointing trustees with the specific skills and experience required to govern Te Manawataki o Te Papa Charitable Trust. 	<ul style="list-style-type: none"> Provides less alignment with the original purpose of enabling co-ownership of the land with Otamataha Trust and provides less certainty for how the land will be owned and used in the future, so that everyone in the community can benefit. The leaders of Tauranga City Council and the Otamataha Trust would not be jointly and collaboratively involved in the decision making. Does not provide an opportunity to keep building the relationship between Tauranga City Council and the Otamataha Trust since the CCO was established in late 2022, following the appointment of trustee/s from the Trust.

FINANCIAL CONSIDERATIONS

22. Clause 4.10 of the Appointment Policy outlines the requirements for remuneration and indemnification of directors:

"In exceptional circumstances, where elected members and Council employees may have been appointed as directors of a CCO, they will not be remunerated for that role unless provided for by specific Council resolution."

23. Mayor Mahé Drysdale will not receive any remuneration as the Chair to the Board of Te Manawataki o Te Papa Charitable Trust.

LEGAL IMPLICATIONS / RISKS

24. Directors appointed by Council will be required to follow the provisions of the New Zealand Institute of Directors' Code of Ethics and of Council's Code of Conduct for Directors Appointed by Council to Council Organisations.
25. Council supports the payments by CCOs of directors' liability insurance and the indemnification of directors.

Requirements of the LGA and Appointments Policy

26. Section 80 of the Local Government Act 2002 specifies that:

If a decision of a local authority is significantly inconsistent with, or is anticipated to have consequences that will be significantly inconsistent with, any policy adopted by the local authority...the local authority must, when making the decision, clearly identify:

- a) the inconsistency; and*
- b) the reasons for the inconsistency; and*
- c) any intention of the local authority to amend the policy or plan to accommodate the decision.*

Council's resolution to make these appointments includes a resolution (c), detailing the matters in section 80(1), thus satisfying this requirement.

27. This decision is inconsistent with the [Appointment of Directors to Council Organisations Policy](#) in the following ways:
- (a) Clause 4.3 of the Appointment Policy states that elected members of Tauranga City Council are not eligible to be considered as candidates for director positions on CCO boards, other than in exceptional circumstances. It is suggested that the extenuating circumstances of establishing Te Manawataki o Te Papa Charitable Trust between Council and the Otamataha Trust in 2022, and the Charitable Trust's Trust Deed, provides sufficient rationale for this inconsistency.
 - (b) The principles of Council's Appointment Policy (clause 2) recognise that directors of council organisations should be appointed "*through a formal, objective and transparent process*", and there is some risk of a community perception that this is not the case. It is considered that the significant advantages (outlined in option 1 above) outweigh the risks in this instance.
 - (c) While the proposed appointment terms are inconsistent with the policy's appointment terms of one, two or three years, because the Mayor is to be appointed to the role of Chair in his capacity as an elected Mayor, and until such time as his respective term of office ends, it is considered appropriate in this instance.
 - (d) The Appointment Policy also outlines the process for the appointment of a director (clause 4.4) and chair (clause 4.7), which involves approving the list of skills, knowledge and experience required, establishing an appointment panel, and advertising the position. In this instance, the process for the appointment will be inconsistent with Council's policy. Again, it is considered that the advantages (outlined in Option 1 above) outweigh the risks in this instance.

TE AO MĀORI APPROACH

28. The appointment will support the partnerships and projects of the Te Manawataki o Te Papa civic precinct between Council and mana whenua, as we work together to restore trust and confidence, and to ensure that Tauranga's culture and history are well understood, embraced, and celebrated.

CLIMATE IMPACT

29. The matters addressed in this report are of a procedural nature and there is no need to consider the climate change impacts.

SIGNIFICANCE

30. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's Significance and Engagement Policy. Council acknowledges that in some instances a matter, issue, proposal or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.
31. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
- (a) the current and future social, economic, environmental, or cultural well-being of the district or region;
 - (b) any persons who are likely to be particularly affected by, or interested in, the decision; and
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.

In accordance with the considerations above, criteria and thresholds in the policy, it is considered that the decision to appoint a chair is of low significance.

CONSULTATION / ENGAGEMENT

32. It is not required or appropriate to consult on CCO board appointments under the Local Government Act.

ENGAGEMENT

33. Taking into consideration the above assessment, that the decision to appoint a chair is of low significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

Click here to view the [TCC Significance and Engagement Policy](#)

NEXT STEPS

34. Meeting resolutions will be made available to Te Manawataki o Te Papa Charitable Trust.
35. The Mayor will be invited to Chair future meetings of the Trust, which are held six monthly.

ATTACHMENTS

Nil

11.7 Meetings schedule August-December 2024

File Number: A16243442

Author: Coral Hair, **Manager:** Democracy and Governance Services

Authoriser: Christine Jones, **General Manager:** Strategy, Growth & Governance

PURPOSE OF THE REPORT

1. This report confirms the council and committee meeting dates for the rest of the year. This provides certainty for the elected members, external appointees and staff and transparency to the public and media on when meetings will be held and gives effect to the governance structure adopted at today's meeting.

RECOMMENDATIONS

That the Council:

- (a) Receives the report "Meetings schedule August-December 2024".
- (b) Adopts the meetings schedule for the period August-December 2024 as set out in Attachment 1.

EXECUTIVE SUMMARY

2. The Council can adopt a schedule of meetings that covers any future period. It is recommended that the Council adopts a meeting schedule for the period August-December 2024. This will provide certainty to elected members, external appointees and staff and transparency to the public and media on when meetings will be held and gives effect to the governance structure adopted at today's meeting.

BACKGROUND

3. Attachment 1 sets out the meetings schedule for August-December 2024 based on the governance structure and a five weekly meetings cycle.
4. Dates for joint committee meetings are co-ordinated with the Bay of Plenty Regional Council, the Western Bay of Plenty District Council, and other councils in the Bay of Plenty. The dates for 2024 have been set and are included in the meetings schedule.
5. The Local Government New Zealand Conference, Zone 2 and Metro meeting dates are included in the schedule.

STATUTORY CONTEXT

6. Clause 19(6) of Schedule 7 of the Local Government Act 2002 provides for the Council to adopt a meeting schedule to cover any future period.

OPTIONS ANALYSIS

Option 1 – Adopt the meetings schedule for August-December 2024 (preferred option)

7. The Council has the option of adopting a meetings schedule for the period August-December 2024.
8. This option enables the elected members, external appointees, staff, media and the public to know when meetings are scheduled which provides for openness and transparency.

9. It is recommended that the period August-December 2024 is the favoured time period to provide certainty from now to the end of the year. A meetings schedule for 2025 will be developed and recommended to a later council meeting and will include joint meetings with other councils (these dates have yet to be decided). For these reasons this option is preferred.

Option 2 – Adopt a meetings schedule for a different time period

10. The Council has the option of adopting a meetings schedule for a different time period; for example, to include a meetings schedule for 2025.
11. This option would still provide for certainty; however, joint meetings have not been set and the Council may wish to review meeting dates and times after four months. For these reasons this option is not recommended.

FINANCIAL CONSIDERATIONS

12. There are no financial considerations to adopting a meetings schedule.

LEGAL IMPLICATIONS / RISKS

13. The legislation provides for the adoption of a schedule of meetings.

SIGNIFICANCE

14. The Local Government Act 2002 requires an assessment of the significance of matters, issues, proposals and decisions in this report against Council's Significance and Engagement Policy. Council acknowledges that in some instances a matter, issue, proposal or decision may have a high degree of importance to individuals, groups, or agencies affected by the report.
15. In making this assessment, consideration has been given to the likely impact, and likely consequences for:
 - (a) the current and future social, economic, environmental, or cultural well-being of the district or region
 - (b) any persons who are likely to be particularly affected by, or interested in, the decision.
 - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
16. In accordance with the considerations above, criteria and thresholds in the policy, it is considered that the decision is of low significance.

ENGAGEMENT

17. Taking into consideration the above assessment, that the decision is of low significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

NEXT STEPS

18. Meetings schedule to be available on the Council's website.
19. Calendar requests will be sent out to elected members, any external committee members and relevant staff.

ATTACHMENTS

1. **Draft meetings schedule August-December 2024 - A16280892**  

August 2024			September 2024			October 2024			November 2024			December 2024		
Mon						1	No meetings					Mon		
Tue						2	No meetings					Tue		
Wed						3	No meetings					Wed		
Thu	1					4	No meetings		1			Thu		
Fri	2	Inaugural Council meeting Photos										Fri		
Sat	3					5			2			Sat		
Sun	4		1			6			3			Sun		
Mon	5		2			7	No meetings		4			Mon		
Tue	6		3	Community, Transparency & Engagement Committee		8	No meetings		5	Community, Transparency & Engagement Committee		Tue		
Wed	7		4			9	No meetings		6	Tga Public Transport Joint Cttee	4	Tangata Whenua/TCC Committee	Wed	
Thu	8		5			10	No meetings		7		5		Thu	
Fri	9		6	Tga Moana Advisory Group – 9.30am-12.30pm		11	No meetings		8	Regional Transport Cttee – 9.30am-2pm	6		Fri	
Sat	10		7			12			9		7		Sat	
Sun	11		8			13			10		8		Sun	
Mon	12		9	Vision, Planning & Growth Committee		14	Vision, Planning & Growth Committee		11	Vision, Planning & Growth Committee	9	Council	Mon	
Tue	13		10			15	Community, Transparency & Engagement Committee		12	Audit and Risk Committee	10		Tue	
Wed	14		11	Tga Public Transport Joint Cttee		16	Ngā Poutiriao ō Mauao - 9.30am-12pm		13	Matapihi Southern Pipeline Advisory Group	11		Wed	
Thu	15	First Council meeting – adopt governance structure	12			17			14		12		Thu	
Fri	16	Te Maru o Kaituna River Auth. – 9.30am-2pm Mayoral Forum - 10am-12.30pm	13	Regional Transport Cttee – 9.30am-2pm		18			15	Te Maru o Kaituna River Auth. – 9.30am-2pm	13	CDEMG – 10am-12.30pm	Fri	
Sat	17		14			19			16		14		Sat	
Sun	18		15			20			17		15		Sun	
Mon	19	Extraordinary Council	16	Project Planning & Monitoring Committee		21	Project Planning & Monitoring Committee		18	Accountability, Performance & Finance Committee	16	SmartGrowth Leadership Group – 8.30am-12.30pm	Mon	
Tue	20		17	Accountability, Performance and Finance Committee		22	Accountability, Performance & Finance Committee		19	Public Transport Cttee – 9.30am- 2pm	17		Tue	
Wed	21	LGNZ Conference	18	SmartGrowth Leadership Group – 8.30am-12.30pm		23			20		18		Wed	
Thu	22	LGNZ Conference	19			24			21		19		Thu	
Fri	23	LGNZ Conference	20			25	Mayoral Forum - 9.30am- 12.30pm		22	Tga Moana Advisory Group – 9.30am-12.30pm	20		Fri	
Sat	24		21			26			23		21		Sat	
Sun	25		22			27			24		22		Sun	
Mon	26	Extraordinary Council	23	Council meeting		28	Labour Day		25	Project Planning & Monitoring Committee	23		Mon	
Tue	27		24	Public Transport Cttee – 9.30am- 2pm		29	Council meeting		26		24		Tue	
Wed	28		25	Tangata Whenua/TCC Committee		30	Wastewater Mgt Review Committee		27	Waiāri Kaitiaki AG – 9.30am-12pm	25	Christmas Day Boxing Day	Wed	
Thu	29		26			31			28	Zone 2 LGNZ Regional meeting	26		Thu	
Fri	30		27	CDEMG – 10am-12.30pm					29	Zone 2 LGNZ Regional mtg	27		Fri	
Sat	31		28						30		28		Sat	
Sun			29								29		Sun	
Mon			30	No meetings							30		Mon	
Tue											31		Tue	
August			September			October			November			December		

12 DISCUSSION OF LATE ITEMS

13 PUBLIC EXCLUDED SESSION

Nil

14 CLOSING KARAKIA