

External Policy Register

Policy Name	Description	Status	Last Reviewed Date	Next Review Due	Comments	Policy Owner	RAG Status
Favourable or achieved	Unfavourable – looking like it may not be achieved	Unfavourable –not achieved					
<u>2018 Development Contributions Policy</u>	Sets out Council's policy on levying and spending Development Contributions including how much will be levied for each activity in each catchment.	Adopted	23/02/2018	23/02/2021	Adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
<u>Application of Sale Proceeds to Debt</u>	To ensure that the application of sales or other proceeds to debt is systematic, fair and transparent.	Adopted	28/03/2019	28/03/2022		GM Sustainable Growth and Investment	
<u>Citizens Awards Policy</u>	This Policy provides an assessment framework to assist the Citizens Awards Committee when determining successful recipients from the pool of nominees.	Adopted	30/06/2018	01/05/2021		GM Transformation and Engagement	
<u>Class 4 Gambling Venues Policy</u>	Controls the growth, integrity and fairness of gambling. The Policy provides the mechanism to limit opportunities for crime and dishonesty and ensures money from gambling benefits the community.	Adopted	30/09/2018	30/09/2021		GM Transformation and Engagement	
<u>Code of Conduct - Staff</u>	Policy deals with the way we go about our business and provides guidance on the standards of behaviour that are to be observed to ensure that these values are upheld.	Adopted	03/04/2017	03/04/2020	Currently under review	GM People & Capability	
<u>Code of Conduct Elected Members</u>	Provides guidance on standards of behaviour that are expected from the Mayor and elected members of the Kaipara District Council.	Adopted	26/02/2020	26/02/2023		GM Transformation and Engagement	
<u>Community Assistance Policy</u>	The Policy sets out criteria to assist decision making when allocating funds for community assistance to competing requests.	Adopted	29/04/2020	30/04/2023		GM Transformation and Engagement	
<u>Conflict of Interest - Staff</u>	The purpose of this document is to clarify for Council Staff and representatives what constitutes a Conflict of Interest, their obligation to declare any conflict when it arises, how conflicts will be managed and the potential consequences if Staff and/or representatives do not comply with their obligations.	Adopted	28/07/2016	28/07/2021		GM People & Capability	
<u>Early payment of rates for subsequent years P</u>	States Council's policy with regard to the early payment of rates and zero discounts. Also payment of subsequent years rates in relation to the MCWWS.	Adopted	30/11/2017	30/11/2020	Adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
<u>Easter Sunday Shop Trading Policy 2017</u>	This Policy is to allow shops the choice to trade on Easter Sunday if they wish to. The Policy neither requires shops to open, employees to work or individuals to shop on Easter Sunday.	Adopted	14/03/2017	14/09/2021		GM Transformation and Engagement	
<u>Elected Members allowances and recovery of expenses Policy</u>	This Policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.	Adopted	29/08/2019	30/08/2022		GM Transformation and Engagement	

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<u>Environmental Awards Policy</u>	The objective of these awards is to recognise and celebrate the people and/or organisations who have made a significant contribution to ensuring the natural environment thrives in the Kaipara District.	Adopted	26/02/2020	26/02/2023		GM Transformation and Engagement	
<u>Fraud Policy</u>	Objective is to ensure that the assets and reputation of Kaipara District Council and its staff are protected from fraudulent behaviour.	Adopted	30/05/2018	30/05/2020	Currently under review	GM People & Capability	
<u>Gift Register Policy</u>	The objective of this policy is to provide clear parameters for Council staff to ensure they are not open to influence or public criticism in relation to the receipt of gifts, hospitality and other personal benefits.	Adopted	31/08/2016	31/08/2021		GM People & Capability	
<u>Gifts for Elected Members Policy</u>	Provides clear guidance for Elected Members when considering whether to accept or decline a gift or hospitality. The policy also ensures the community has a clear sense of the Mayor's and Councillors decisions on these matters.	Adopted	30/11/2016	01/02/2020	Currently under review	GM Transformation and Engagement	
<u>Health and Safety Policy</u>	Sets out Health and Safety requirements for staff, managers, Health and Safety Committee members and representatives.	Adopted	06/12/2016	06/12/2019	Currently under review	GM People & Capability	
<u>Hearing Commissioners Policy</u>	Outlines how Council will appoint Independent Hearings Commissioners under the Resource Management Act 1991 (RMA).	Adopted	27/05/2020	30/05/2022		GM Transformation and Engagement	
<u>ICT Data and Information Compliance</u>	The purpose of this Policy is to ensure Council meets all legal and industry standard requirements pertaining to information and data that is either generated or held within our operation.	Adopted	30/06/2018	30/06/2021		GM Customer Experience	
<u>Legislative Compliance Policy</u>	To ensure that compliance with relevant statutes and regulations are met while undertaking the functions and duties of Local Government.	Adopted	21/04/2016	21/04/2019	Legislative update on Audit, Risk and Finance September agenda	GM Sustainable Growth and Investment	
<u>Maori Freehold Land Rates Postponement and Remission Policy</u>	This Policy is to ensure the fair and equitable collection of rates occurs from all sectors of the community. It is important to also recognise that Māori freehold land has particular conditions and ownership structures which may make it appropriate to provide relief from rates.	Adopted	30/11/2017	30/11/2020	Adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
<u>Petitions Policy</u>	Sets out definition and procedures around petitions in order to strengthen and improve Council's decision-making through community involvement	Adopted	31/10/2016	01/02/2020	Currently under review	GM Transformation and Engagement	
<u>Policy on Dogs and Dog Management Bylaw</u>	Sets out responsible dog ownership and community awareness to promote an environment where dogs and people can happily co-exist.	Adopted	30/06/2019	30/06/2029		GM Customer Experience	
<u>Private Road Seal Extension Policy</u>	The objective of this Policy is to set out, in a clear and transparent manner, Council's criteria for considering private seal extension requests from ratepayers and/or residents.	Adopted	29/11/2018	29/11/2023		GM Infrastructure Services	

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<u>Procurement Strategy</u>	Guides and direct our activities over the next five years which incorporates the next Long Term Plan (2021). This strategy relates to all activities in Kaipara including Capital (e.g. physical projects) and Operations (e.g digital transformation).	Adopted	30/12/2019	30/12/2023		GM Infrastructural Services	
<u>Rates Postponement and Remission Policy</u>	This Policy is to: provide financial assistance and support to ratepayers address rating anomalies address matters related to wastewater charges address matters related to excessive water rates	Adopted	17/11/2017	17/11/2020	Adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
<u>Reserves Contributions (Use of) Policy</u>	Defines Council's priorities for use of reserve contributions and uses these priorities to guide the development of a programme of works. A works programme will be consulted on as part of each year's Annual Plan process.	Adopted	23/05/2018	16/12/2020		GM Sustainable Growth and Investment	
<u>Revenue and Finance Policy</u>	This Policy sets out how Council funds each activity it is involved in and why. It forms part of the LTP.	Adopted	30/06/2018	30/03/2021	Adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
<u>Risk Management Policy and Framework</u>	Outlines the ongoing requirement for all staff to identify opportunities that may enhance Council's objectives and to address risks that may negatively impact on the achievement of Council's objectives.	Adopted	12/03/2020	12/03/2023		GM Sustainable Growth and Investment	
<u>Roading Policy</u>	Provides guidelines and rules for Kaipara's roading network.	Adopted	30/09/2002	30/11/2016	Will be reviewed this year in line with the Long Term Plan	GM Infrastructure Services	
<u>Sensitive Expenditure Policy</u>	This Policy controls sensitive expenditure and ensure that the standards of probity and financial prudence expected of a public entity are met and the expenditure is able to withstand public scrutiny	Adopted	23/03/2017	23/03/2020	Currently under review	GM People & Capability	
<u>Significance and Engagement Policy</u>	Guides the assessment of significance during decision-making and provides direction on the consideration of community views and the level of community engagement that might be desirable to enable Council to develop a clearer understanding of community views and preferences on an issue or proposal.	Adopted	30/12/2017	30/12/2020	Draft Policy has been adopted for consultation	GM Transformation and Engagement	
<u>Smokefree Kaipara Policy</u>	The object of this Policy is to outline how Council will be proactive and demonstrate leadership by promoting a smokefree lifestyle as being desirable throughout the Kaipara district.	Adopted	16/12/2016	16/12/2021		GM Transformation and Engagement	
<u>Totalisator Agency Board (TAB) Venue Policy</u>	Council is required to develop and implement policies relating to stand-alone TAB venues. Consent is required to establish new TAB venues (other than TAB agencies where the main business carried on in the premises is not racing betting or sports betting). Limiting the number of TAB venues that can be established gives Council the opportunity to exercise control over the impact of gambling within the District.	Adopted	27/07/2018	27/07/2021		GM Transformation and Engagement	

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<u>Treasury Policy</u>	This Policy also incorporates the Liability Management and Investment Policies. It outlines approved policies and procedures in respect of all treasury activities undertaken by Council.	Adopted	28/02/2018	28/02/2022	Currently under review	GM Sustainable Growth and Investment	
<u>Wastewater Drainage Policy and Bylaw 2016</u>	The purpose of this Policy is to state Council's position and provide the statutory framework for protecting Council's wastewater assets and preventing unacceptable discharges of wastewater. The bylaw provides the mechanism to enforce the Policy.	Adopted	30/09/2016	30/09/2026		GM Infrastructure Services	
<u>Whistleblowing Policy</u>	Outlines the disclosure and investigation of matters of serious wrongdoing and protecting Staff who make disclosures of information about serious wrongdoing.	Adopted	30/11/2017	30/10/2020	Due for adoption at September 2020 Audit, Risk and Finance meeting.	Chief Executive	