

Policy Name	Description	Status	Last Reviewed Date	Next Review Due	Comments	Policy Owner	RAG Status
External Policy Register							
Completed	Review commenced	Overdue					
2018 Development Contributions Policy	Sets out Council's policy on levying and spending Development Contributions including how much will be levied for each activity in each catchment.	Adopted	30/03/2021	30/01/2024	Review complete and will be adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
Citizens Awards Policy	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	1/05/2021	Currently under review	GM Transformation and Engagement	
Class 4 Gambling Venues Policy	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	
Code of Conduct - Staff	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	3/04/2017	3/04/2020	Currently under review	GM People & Capability	
Conflict of Interest - Staff	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	
Early payment of rates for subsequent years Policy	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	30/03/2021	30/01/2024	Review complete and will be adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
Easter Sunday Shop Trading Policy	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	
Financial Contributions Policy	The Local Government Act 2002 requires Council to have a policy outlining how it intends to fund additional or new infrastructure which is required by growth. Financial contributions under the Resource Management Act 1991, mainly consider the marginal impact of developments based primarily on environment effects assessments.	Adopted	6/01/2021	6/01/2024	Review complete and will be adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
Gift Register Policy	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	
Health and Safety Policy	Sets out Health and Safety requirements for staff, managers, Health and Safety Committee members and representatives.	Adopted	6/12/2016	6/12/2019	Currently under review	GM People & Capability	

ICT Data and Information Compliance Policy	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	Currently under review	GM Customer Experience	
Legislative Compliance Policy	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 agenda	GM Sustainable Growth and Investment	
Maori Freehold Land Rates Postponement and Remission Policy	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	30/03/2021	30/01/2024	Review complete and will be adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
Procurement and Contract Management Manual	Covers activities associated with purchasing goods and services by the Council.	Adopted	30/09/2014	30/09/2019	Procurement Strategy adopted February 2020. Manual currently under review	GM Infrastructure Services	
Land Sale and Acquisitions Policy	The purpose of this Policy is to ensure Council's property matters are managed/undertaken in an efficient and effective manner, balancing public accountability with commercial needs.	Adopted	28/04/2015	28/04/2020	Currently under review	GM Infrastructure Services	
Rates Postponement and Remission Policy	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	30/03/2021	30/01/2024	Review complete and will be adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
Reserves Contributions (Use of) Policy	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	Currently under review	GM Sustainable Growth and Investment	
Revenue and Finance Policy	This Policy sets out how Council funds each activity it is involved in and why. It forms part of the LTP.	Adopted	30/03/2021	30/01/2024	Review complete and will be adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
Roading Policy	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	
Significance and Engagement Policy	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	25/11/2020	25/11/2023	Review complete and will be adopted in conjunction with Council's Long Term Plan	GM Transformation and Engagement	
Totalisator Agency Board (TAB) Venue Policy	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	Currently under review	GM Transformation and Engagement	

Treasury Policy	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	30/09/2020	30/09/2023	Review complete and will be adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
-----------------	---	---------	------------	------------	--	--------------------------------------	--