

Policy Name	Description	Status	Last Reviewed Date	Next Review Due	Comments	Policy Owner	RAG Status
		Adopted by full Council			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	2/23/2018	2/23/2021	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	3/28/2019	3/28/2022		GM Sustainable Growth and Investment	
<u>Bullying and Harassment Policy</u>	Provides guidance and information to staff on how to identify, report and help prevent bullying or harassment occurring at KDC.	Approved	11/30/2015	11/30/2020		GM People & Capability	
<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	6/30/2018	5/1/2021		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	9/30/2018	9/30/2021		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	4/3/2017	4/3/2020		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	2/26/2020	2/26/2023		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	8/30/2017	8/30/2020		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	7/28/2016	7/28/2021		GM People & Capability	
<u>Customer Privacy Policy</u>	This Policy governs Council's collection, use and disclosure of customers personal information (as defined in the Privacy Act 1993 (Privacy Act)) and has been prepared in accordance with Council's obligations and the customers rights set out in the Privacy Act.	Approved	3/8/2018	3/8/2021		GM People & Capability	
<u>Disposal of Operational Assets Policy</u>	The objective of this policy is to provide clear guidelines on the circumstances in which operational assets may be disposed of and the methods that can be used in such disposal.	Approved	9/28/2017	9/28/2020		GM Transformation and Engagement	
<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	11/30/2017	11/30/2020	Adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	

Easter Sunday Shop Trading Policy 2017	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	3/14/2017	9/14/2021		GM Transformation and Engagement	
Elected Members allowances and recovery of expenses Policy	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	8/29/2019	8/30/2020		GM Transformation and Engagement	
EM customer queries process	Outlines how Councillors will handle complaints, feedback and issues of some contention from constituents and provides clarity for Councillors, staff and the community.	Approved	9/30/2019	9/30/2022		GM Transformation and Engagement	
Environmental Awards Policy	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	2/26/2020	2/26/2023		GM Transformation and Engagement	
Flexible Working Arrangements Policy	This Policy supports employees with personal responsibilities, for example; family obligations, study and personal health. The policy aims to accommodate the reasonable requirements of staff members' work, life and family requirements, wherever practicable.	Approved	10/31/2016	10/31/2019	Currently under review	GM People & Capability	
Fraud Policy	Objective is to ensure that the assets and reputation of Kaipara District Council and its Staff are protected from fraudulent behaviour.	Adopted	5/30/2018	5/30/2020		GM People & Capability	
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	8/31/2016	8/31/2021		GM People & Capability	
Gifts for Elected Members Policy	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	11/30/2016	2/1/2020	Review underway	GM Transformation and Engagement	
Health and Safety Policy	Sets out Health and Safety requirements for staff, managers, Health and Safety Committee members and representatives.	Adopted	12/6/2016	12/6/2019	Currently under review	GM People & Capability	
ICT Contractor Engagement and Exit	The purpose of this policy is to ensure that risk to our systems, software and hardware is minimised and the business remains operational and that the correct processes and procedures are employed when contracting IT services.	Approved	6/30/2017	6/30/2022		GM Sustainable Growth and Investment	
ICT Crime and Incident Policy	The purpose of this Policy is to ensure that the impact and risks associated with an event of IT crime or a security incident are minimised and contained, in order for Kaipara District Council (KDC) to continue business as usual. This policy should be read in conjunction with all other ICT policies.	Approved	5/31/2017	4/30/2022		GM Sustainable Growth and Investment	
ICT Data and Information Compliance	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	6/30/2018	6/30/2019		GM Customer Experience	

<u>ICT Equipment Purchases and BYOD (Bring Your Own Device)</u>	The purpose of this policy is to ensure that the correct processes and procedures are employed when purchasing, deploying, maintaining and replacing hardware and other equipment.	Approved	5/31/2017	5/31/2022		GM Sustainable Growth and Investment	
<u>ICT IT Asset Refresh Policy</u>	The purpose of this policy is to ensure that all desktop equipment is continually refreshed.	Approved	6/30/2017	7/31/2022		GM Sustainable Growth and Investment	
<u>ICT Staff Moves, Additions and Changes</u>	The purpose of this policy is to ensure staff and contractors have access to ICT tools and systems they need to complete their work in a timely manner and ensure that the organisation has an accurate view of its ICT Equipment and Software asset base.	Approved	5/31/2017	5/31/2022		GM Sustainable Growth and Investment	
<u>ICT Staff Moves, Additions and Changes Policy</u>	The purpose of this policy is to ensure staff and contractors have access to ICT tools and systems they need to complete their work in a timely manner and ensure that the organisation has an accurate view of its ICT Equipment and Software asset base.	Approved	5/31/2017	5/31/2022		GM Sustainable Growth and Investment	
<u>IT Change Control Policy</u>	Outlines the change management process for IT changes to ensure risk and costs are controlled	Approved	7/19/2017	7/19/2022		GM Sustainable Growth and Investment	
<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	4/21/2016	4/21/2019	Will be reviewed later in the year	GM Sustainable Growth and Investment	
<u>Local Election Hoardings Policy</u>	Provides additional clarity to those wishing to erect election hoardings in addition to those guidelines contained in the District Plan Rules.	Adopted	4/23/2019	4/23/2022	Approved by ET	GM Transformation and Engagement	
<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	11/30/2017	11/30/2020	Adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
<u>Misconduct and Disciplinary Policy</u>	Provides Staff with an understanding of what constitutes misconduct and Council's disciplinary process to manage it.	Approved	7/13/2016	7/13/2021		GM People & Capability	
<u>Mobile Phones Policy</u>	The purpose of this policy is to establish clear and consistent guidelines for the issuance and use of mobile/cell (mobile) phones to conduct official business on behalf of the Council	Approved	10/31/2016	10/31/2019	Currently under review	GM People & Capability	
<u>Parental Leave Policy</u>	This Policy outlines to all staff, Council's approach to parental leave and the obligations we have to the employee and the employee has to Council.	Approved	8/30/2016	8/30/2021		GM People & Capability	
<u>Performance Management Policy</u>	The purpose of the Performance Management Policy is to outline our procedure for resolving poor, non-effective or unsatisfactory performance via informal and formal performance management mechanisms.	Approved	10/31/2016	10/31/2019	Currently under review	GM People & Capability	
<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	10/31/2016	2/1/2020	Will be reviewed after the Standing Orders are adopted	GM Transformation and Engagement	
<u>Photocopier Usage Policy</u>	Outlines the access and use of the photocopiers within the organisation	Approved	10/27/2016	10/27/2021		GM People & Capability	
<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	6/30/2019	6/30/2029		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	11/29/2018	11/29/2023		GM Infrastructure Services	

<u>Procurement and Contract Management Manual</u>	Covers activities associated with purchasing goods and services by the Council.	Adopted	9/30/2014	9/30/2019	Once the Procurement Strategy is adopted the Manual will be reviewed	GM Infrastructure Services	
<u>Professional Development and Training Policy</u>	This Policy provides guidelines for administering professional development and training.	Approved	10/31/2016	10/31/2019	Remuneration Committee to review in future	GM People & Capability	
<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	11/17/2017	11/17/2020	Adopted in conjunction with Council's Long Term Plan	GM Sustainable Growth and Investment	
<u>Recruitment and Selection Policy</u>	Policy ensures all candidates applying for opportunities at Council are treated in the same way.	Approved	8/30/2016	8/30/2021		GM People & Capability	
<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	5/23/2018	12/16/2020		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	6/30/2018	3/30/2021		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	12/15/2012	12/15/2017	Due for adoption at March 2020 Audit, Risk and Finance meeting.	GM Sustainable Growth and Investment	
<u>Roading Policy</u>	Provides guidelines and rules for Kaipara's roading network.	Adopted	9/30/2002	11/30/2016	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	3/23/2017	3/23/2020		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	12/30/2017	12/30/2020	Must be reviewed as part of the LTP process.	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	12/16/2016	12/16/2021		GM Transformation and Engagement	
<u>Smokefree Workplace Policy</u>	This Policy supports the health and well-being of their employees and, indirectly, their families/whanau through providing an environment that fully supports its employees to become and remain smokefree.	Approved	6/12/2016	6/12/2021		GM People & Capability	
<u>Staff Election Protocols</u>	Sets out requirements staff need to be aware of given their position as local authority officers.	Approved	6/11/2019	3/30/2022	Was called Staff Involvement in Political Process Policy	GM Transformation and Engagement	

<u>Staff Induction Policy</u>	To enable all new employees to become effective and efficient in their role as quickly as possible they are supported through an on-boarding programme, The New Employee Journey, which covers their first three months of employment.	Approved	7/30/2016	7/30/2021		GM People & Capability	
<u>Staff Procurement Policy</u>	Provides Council employees guidelines on their ability to access procurement benefits through their employment relationship with Council.	Approved	7/29/2014	7/29/2019	Next approval by Remuneration Committee	GM People & Capability	
<u>Staff Uniform Policy</u>	The objective of this policy is to define the provision of Council-funded clothing for Council officers	Approved	11/6/2018	11/6/2023		GM People & Capability	
<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	7/27/2018	7/27/2021	Currently under review	GM Transformation and Engagement	
<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	2/28/2018	2/28/2022		GM Sustainable Growth and Investment	
<u>Vehicle Procedures Policy</u>	The purpose of this Policy is to provide a guide that outlines the procedures for operating and maintaining a Council vehicle. This Policy needs to be read in conjunction with Council's Remuneration Policy and with employees individual employment agreements.	Approved	10/31/2016	10/31/2019	Currently under review	GM People & Capability	
<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	9/30/2016	9/30/2026		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	11/30/2017	10/30/2020	Was previously called Protected Disclosures Policy and is currently under review	Chief Executive	