

I hereby give notice of the following Ordinary meeting:

<b>Meeting:</b>	Kaipara District Council
<b>Date</b>	Monday 11 December 2017
<b>Time</b>	09.00 am
<b>Venue</b>	Northern Wairoa War Memorial Hall, Hokianga Road, Dargaville.

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## **Open Agenda**

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### **Membership**

Chair: Councillor Peter Wethey (Deputy Mayor)  
Members: Councillor Anna Curnow  
Councillor Victoria Del la Varis-Woodcock  
Councillor Julie Geange  
Councillor Libby Jones  
Councillor Karen Joyce-Paki  
Councillor Jonathan Larsen  
Councillor Andrew Wade

Seán Mahoney  
**Democratic Services Manager**  
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**Ordinary Meeting of Kaipara District Council, Monday 11 December 2017 in  
Dargaville**

**1 Opening**

**1.1 Karakia**

**1.2 Present**

**1.3 Apologies**

**1.4 Confirmation of Agenda**

The Committee to confirm the Agenda.

**1.5 Conflict of Interest Declaration**

Elected Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as Councillors and any private or other external interest they might have. It is also considered best practice for those members to the Executive Team attending the meeting to also signal any conflicts that they may have with an item before Council.

**1.6 Resolution Register and Action Tracker**

**Kaipara District Council**  
**Resolutions Register as at 04 December 2017**

Outstanding resolutions from 2016/2017 (completed resolutions have been deleted)							
Meeting Date	Item Number	Item Name	Resolution Number	Details	Assigned	Status	Comments
13/02/2017	6.4	Establishment of Older Persons Committee	28	Will look at other ways of engaging with older members of the community.	SM	No Update	
04/04/2017	6.1	Baylys Beach Community Centre/Public Toilets Encumbrance	7	Recommends that the encumbrance registered on the title of 52 Seaview Road, Dargaville, permitting Council to develop public toilets, is removed; and	SH	In Progress	Baylys Beach Community Centre Trust undertaking the registration
08/05/2017	6.1	Annual Plan 2017/2018 – Consultation Document, reporting of feedback and recommended responses	12	That Kaipara District Council approves the rates increase should remain at 2.65% as per the Consultation Document for the Annual Plan 2017/2018 and instructs the Chief Executive to finalise the Annual Plan for adoption at the 26 June 2017 Council meeting on that basis.	HC	No Update	
08/05/2017	8.2	Electoral System 2019	26	Resolves to retain the Single Transferable Vote for the 2019 and 2022 Triennial elections; and	SM	No Update	
26/06/2017	7.2	Ruawai Stopbank Cycleway Memorandum of Understanding	17	Agrees in principle with the Memorandum of Understanding between Ruawai Promotions and Development Group Inc and Council to support this community led walking and cycling initiative, and delegates signing to the Chief Executive once the document has been converted to Council's Licence to Occupy Agreement format.	SH	In Progress	Draft License to Occupy has been developed and are currently awaiting project plan from Ruawai Promotions and Development Group to be included and then is ready for signing.
26/06/2017	7.3	Northlink (Formerly Rodney North Harbour Health Trust) Assignment of Lease	20	Approves the assignment of the lease from The Rodney North Harbour Health Trust Incorporated (now Northlink) to Rodney Health Charitable Trust Incorporated; and	JB	In Progress	
26/06/2017	7.3	Northlink (Formerly Rodney North Harbour Health Trust) Assignment of Lease	21	Delegates to the Chief Executive responsibility for execution of the Deed of Assignment on Council's behalf.	JB	In Progress	
26/06/2017	7.6	Kauri Coast Community Pool – Licence to Occupy and maintenance grant	34	Agrees to develop Terms of Reference for a joint Council/Trust Kauri Coast Community Pool Management Committee to investigate reducing operating costs, reviewing fee structure, seeking external funding for programmes, improving the range of programmes, improving dedicated times for the elderly and promoting the pool to achieve increased attendance; and	SH	In Progress	
26/06/2017	7.6	Kauri Coast Community Pool – Licence to Occupy and maintenance grant	35	Delegates the Chief Executive to negotiate a Licence to Occupy with the Kauri Coast Community Pool Trust on the standard terms and conditions; and	SH	In Progress	
26/06/2017	7.6	Kauri Coast Community Pool – Licence to Occupy and maintenance grant	37	Re-assesses its involvement in the Kauri Coast Community Pool after the 2017/2018 swimming season.	SH	In Progress	

**Kaipara District Council**  
**Resolutions Register as at 04 December 2017**

26/06/2017	7.7	Draft Kai Iwi Lakes Bylaw follow up	41	Directs the Chief Executive to keep in contact with Northland Regional Council through their draft Kai Iwi Lakes Navigational Safety Bylaw 2017 process, so any emerging issues for the Kaipara District Council can be investigated through the General Bylaw review, or if needed, a Kai Iwi Lakes Bylaw covering land-based activities.	VA	In Progress	
26/06/2017	7.8	Kauri Coast Recreational Society Inc. (Sportsville project) funding support	44	Instructs the Chief Executive to include \$70,000 as a grant to fund the project in the consultation document and source documents for the Long Term Plan 2018-2028.	SM	No Update	

**2017/2018 Resolutions**

Meeting Date	Item Number	Item Name	Resolution Number	Details	Assigned		Comments
11/07/2017	1.7.1	Notice of Motion 1	1,2 & 3	a) That Council approve all appointments to current and future plan hearing panels (including variations and changes); and b) That any current delegations be amended to reflect this approval requirement; and c) That these changes take effect immediately.		In Progress	
11/07/2017	1.7.2	Notice of Motion 2	4 & 5	1 ) That the Chief Executive develop a policy for the appointment of independent commissioners; and 2 ) That the policy include: a) the process for Council appointment to, and removal from the list of commissioners; and b) standardising of commissioner remuneration; and c) the requirement for Council approval of appointments of commissioners for resource consent hearings, and a procedure for appointment including: i) an alphabetical acceptance and refusal process to remove bias; and ii) a public register recording the process followed in point a); and iii) a process allowing applicants to refer disputes over appointments decisions to Council for resolution; and iv) mechanisms to allow qualified elected members to sit on hearing panels if Council decides to do so.	HA	In Progress	
			6	3 ) That the Chief Executive work with a committee to be recommended by the Mayor in developing the policy and procedure; and	HA	In Progress	
			7	4 ) That any related current delegations be amended to reflect policy; and	HA	In Progress	
			8	5 ) That the policy be presented to Council for approval at 09 October 2017 meeting.	HA	In Progress	
11/07/2017	1.7.4	Notice of Motion 4	10	1 ) That Council make its workshops open to the public (except as required under LGIOMA 1987); and		Complete	Actioned where possible

Resolutions Register as at 04 December 2017

			11	2 ) That Council uses its best endeavours to notify the details of workshops (date, time, location and subject) online and in local newspapers in conjunction with the details of Council meetings.		Complete	
11/07/2017	1.7.5	Notice of Motion 5	12	1 ) That the Mangawhai Endowment Lands Account (MELA) committee carries out a full review of the MELA policy; and		Complete	
			13	2 ) That the amended policy be brought to the Council at 14 November 2017 meeting for adoption.		Complete	
11/07/2017	1.7.6	Notice of Motion 6	14	1 ) That Council reviews its Reserves Contributions Fund Policy; and	HA	In Progress	
			15	2 ) That the Chief Executive work with Councillor Larsen (Chair), Wade and Del la Varis Woodcock on reviewing the policy; and	HA	In Progress	
			16	3 ) That the amended policy be presented to the 26 September 2017 Council meeting for approval.	HA	In Progress	Reviewed Policy seeking to be approved at Councils December 2017 meeting.
11/07/2017	5.1	Kaipara District Council Vision	22	3 Adopts the Vision, circulated with the above mentioned report, for use in the Long Term Plan 2018.	DM	Complete	
11/07/2017	5.2	Draft Long Term Plan 2018/2028 Engagement Strategy Adoption	25	3 Adopts the Long Term Plan 2018/2028 Engagement Strategy.	HC	No Update	
11/07/2017	5.3.2	Review of rating structure	32	3 Confirms the appropriateness of the current rating structure and directs the Chief Executive to prepare the Long Term Plan material on this basis at this point; and	AP	In Progress	
11/07/2017	6.2	Policy Register Review Programme	36	2 that the Mayor reviews and provides feedback for a further report to Council; and	DM	Complete	
11/07/2017	7.3	Private Seal Extension Policy Options	48	3 Provides feedback and confirms its preferred option for private seal extensions to allow staff to formulate a policy for Council's consideration.	CM	Complete	Revenue & Financing Policy required to be revised to include targeted rate funding source for seal extensions. To be undertaken as part of 2018/28 LTP development.
11/07/2017	9.1	Crown Support	58	3 Delegates to the Chief Executive to consult with and receive direction from the Crown Manager, subject to prior discussion with the Mayor and Deputy Mayor and communication to the full Council.	SM	Complete	
<b>Meeting Date</b>	<b>Item Number</b>	<b>Item Name</b>	<b>Resolution Number</b>	<b>Details</b>	<b>Assigned</b>		<b>Comments</b>
14/08/2017	2.1	Petition to ban single use plastic bags	4	Passes the petition to the appropriate minister and notes the Kaipara residents who supported the petition.	SM	Complete	
14/08/2017	6.1	Transportation Procurement Strategy 2017 to 2021	14	Delegates authority to the Mayor and Chief Executive to make changes, if required, to the Transportation Procurement Strategy 2017 to 2021 to reflect changes requested by the other three Northland councils that apply to their respective districts; and	CM	Complete	

Resolutions Register as at 04 December 2017

			15	Requests that NZ Transport Agency: a. Endorses this Transportation Procurement Strategy; and b. Approves the term of the Maintenance, Operations and Renewals contracts at 4+2+1+1 (8 years maximum); and c. Approves the use of the Northland Transportation Alliance, established as a Shared Services Business Unit, providing in house professional services to the four Northland councils.	CM	In Progress	Awaiting confirmation of NZTA's formal endorsement
14/08/2017	6.2	Mangawhai Community Plan Draft for Approval	18	Appoints a sub committee of Councillors Peter Wethey, Anna Curnow, Jonathan Larsen and Julie Geange, and that the sub committee will consult with Belinda Vernon and report back to the September Council meeting.	HA	Complete	
14/08/2017	6.3	Mangawhai Wastewater Scheme Extension Strategy and Options	21	Supports in principle option 4 which will be developed further in conjunction with the impending Long Term Plan 2018/2028, Option 4 being Additional Disposal - extend (existing) disposal system, plus new disposal system (e.g. Mangawhai Community Park or golf course) upgrade existing reticulation, extend reticulation (13 years), augment treatment plant, capacity 4,700 connections.	LO	Complete	Include in 2018/2028 LTP
14/08/2017	6.4	Kaipara Walking and Cycling Strategy: Adoption	24	Adopts the Kaipara Walking and Cycling Strategy, circulated as Attachment 1 to the above mentioned report subject to minor amendments.	SH	Complete	Minor amendments made and W&C strategy made available for public. Funding to begin implementing included in Draft LTP.
14/08/2017	6.5	Whistleblower Policy : Adoption and Implementation	27	Delegates the Audit, Risk and Finance Committee to review and adopt the final policy as amended at its next meeting.	HG	In Progress	On agenda for consideration by Council at meeting on 14 Nov 2017
14/08/2017	6.6	Quail Way Stormwater	30	Approves the provision of a new capital budget of \$500,000 + GST in the current 2017/2018 financial year for the provision of stormwater reticulation in Quail Way, Mangawhai.	CM	Complete	
14/08/2017	6.7	Community Grants Policy Review and Recommendations	33	Adopts the Community Assistance Policy (Attachment 1 of the above mentioned report); and	SM	Complete	
			34	Reviews the Rates Remission Policy before 2018; and	SM	Complete	
			35	Creates a clear set of community activities they would like to support in the Long Term Plan 2018/2028; and	SM	In Progress	
			36	Change the Committee's Terms of Reference to allow for delegation of decision-making on future Grants; and	SM	Complete	
			39	Instructs the Chief Executive to create a separate budget for resource and building consent grants and adjust Forecast One accordingly.	SM	In Progress	
14/08/2017	6.8	Budget Carryovers 2016/2017	42	Adopts the carryover of the following budgets from the 2016/2017 financial year to the 2017/2018 financial year (as per the report)	CM	Complete	Finance to add to AP budgets.

Resolutions Register as at 04 December 2017

14/08/2017	6.9	Proposed marine protection in Northland	45	Directs the Kaipara District Council Chief Executive to send a Letter of Support to the Northland Regional Council for: <input type="checkbox"/> a marine reserve in the Bay of Islands; <input type="checkbox"/> converting the existing Mimiwhangata Marine Park into a marine reserve; and <input type="checkbox"/> a mixed use marine park off the Tutukaka Coast.	HA	Complete	This item was lost
14/08/2017	6.10	Private Plan Change 3: North City Developments	49	Directs Council officers to amend the Operative District Plan (Rule 14.10.5, Rule 14.10.30, Planning Map 55 and any necessary consequential amendments) in accordance with the Independent Hearing Commissioner's Decision on Private Plan Change 3 dated 26 May 2017; and	HA	Complete	
			50	Resolves to delegate to the Chief Executive the authority to publicly notify the 'operative date' (intended to be 01 October 2017) at least five working days beforehand.	HA	Complete	
14/08/2017	6.11	Waste Management and Minimisation Plan Hearing Panel	53	Rescinds the 'Waste Management and Minimisation Plan Hearing Panel' resolution of 08 May 2017 that states "Appoints a Hearing Panel consisting of the following Councillors: Julie Geange, Anna Curnow and Victoria Del la Varis-Woodcock"; and	SM	Complete	
			54	Appoints a Hearing Panel consisting of the following Councillors: Julie Geange, Anna Curnow and Andrew Wade.	SM	Complete	
14/08/2017	6.12	Assignment of Lease - Dargaville Plunket	57	Approves the assignments of leases required to effect the transfer of leases from the existing Societies to Plunket National Society and then to the Plunket Charitable Trust once it has been established; and	JB	Complete	
			58	Delegates to the Chief Executive responsibility for the negotiation of the terms and conditions of the Deed of Assignments required; and	JB	Complete	
			59	Delegates to the Chief Executive responsibility for the execution of these Deed of Assignments.	JB	In Progress	Waiting Execution by Councillors
Meeting Date	Item Number	Item Name	Resolution Number	Details	Assigned		Comments
26/09/2017	6.1	Annual Report 2016/2017 for adoption	5	Adopts the Annual Report 2016/2017; and	RG	Complete	
26/09/2017			6	Notes that an audit report will be provided upon adoption of the Annual Report 2016/2017.	RG	Complete	
26/09/2017	6.2	Mangawhai Community Plan Draft	9	Approves the Draft Mangawhai Community Plan for public consultation; and	NR	Complete	
26/09/2017			10	Approves the continued guidance by the sub-committee for the Draft Mangawhai Community Plan until it is adopted by Council.	NR	In Progress	



Resolutions Register as at 04 December 2017

26/09/2017	6.3	Settlement Road Seal Extension – Approval to award Contract 834	13	Resolves to approve the award of Contract 834 to Huband Contractors Ltd for the sum of \$749,995.14 + GST.	HvZ	Complete	Contract has been awarded.
26/09/2017	6.4	Cyclones Cook and Debbie Emergency Slips – Additional Proposed Funding	16	Resolves to fund the local share of \$963,000 to remediate the cyclone induced slips within the 2017/2018 financial year. Funds to be reallocated from the provisional projects to generate the local share for emergency remedial works as follows: Project Budgeted Local Share (\$000) Committed Local Share (\$000) Balance (\$000) LED conversion of streetlights 390 195 195 Guardrail replacements 195 0 195 Molesworth Drive path Stage 1 343 0 343 Pre-reseal repairs - catch up 304 0 304 Total 1,232 195 1,037	HvZ	In Progress	Remedial investigations, designs and implementations are currently underway.
26/09/2017	6.5	Debt Parameters for the Long Term Plan 2018/2028	18	Instructs the Chief Executive to produce financial projections for the Long Term Plan 2018/2028 that include a debt reduction equivalent to 5% of rates income per annum.	SM	Complete	
26/09/2017	6.6	Stopbank reinstatement - land known as Section 73 75 part 44 Block XV of the Tokatoka Survey District	21	Delegates responsibility to the interim Chief Executive to complete any associated works for the stopbank reinstatement of Raupo Drainage District flood protection based on feedback from community consultation and expert advice; and	SP	In Progress	Council is currently waiting on scope from Engineers which is with Hammonds Law to approve
26/09/2017			22	Notes that the works are to be funded by Raupo Drainage Targeted Rate.	SP	In Progress	Scoping report sent to Opus on Council options for remediation - this is due early 2018
26/09/2017	6.7	Resource Management Act 1991 Delegations	25	Approves the revised Resource Management Act (RMA) Delegations, as specified in the RMA Schedule of Delegations circulated as Attachment 1 to the above mentioned report.	FM	Complete	
26/09/2017	6.8	Sale of Council Land : Section 1, SO 61790 , NA67C/989 (Mangawhai)	28	Declares that its property at Tomarata Road, Mangawhai described as Section 1, SO 61790 Certificate of Title NA67C/989 is surplus to its requirements; and	JB	Complete	Offer has been made
26/09/2017			29	Offers the land to all adjoining landowners at valuation for the purposes of s345(1)(a)(i) of the Local Government Act 1974; and	JB	Complete	Offer has been made
26/09/2017			30	Should the adjoining owners decline the offer to purchase the property, offer the land for sale generally to any other person(s); and	JB	In Progress	
26/09/2017			31	Delegates to the Chief Executive authority to negotiate terms and conditions and accept the best offer, provided that it is equal or greater than valuation.	JB	In Progress	
26/09/2017	6.9	Significance and Engagement Policy	32	That this item lie on the table and be presented at the December 2017 Council meeting, in conjunction with the Iwi Relationship Plan	SM	In Progress	Paper to December Council meeting
<b>Meeting Date</b>	<b>Item Number</b>	<b>Item Name</b>	<b>Resolution Number</b>	<b>Details</b>	<b>Assigned</b>		<b>Comments</b>

**Kaipara District Council**  
**Resolutions Register as at 04 December 2017**

14/11/2017	6.1	Northland Regional Council's Regional Recreational Facilities Rate – Kaipara's Projects	5	Commits in the draft Long Term Plan 2018/2028 to supporting Sportville at Memorial Park, Dargaville and Mangawhai Activity Zone at Mangawhai Community Park; and	DL	No Update	This is currently with NRC.
14/11/2017			6	Endorses the Kaipara District Council proposal to the Northland Regional Council Regional Recreational Facilities Rate for Sportville at Memorial Park and Mangawhai Activity Zone at Mangawhai Community Park.	DL	No Update	This is currently with NRC.
14/11/2017	6.2	Committee Appointments	9	Confirms the appointment of Greg Gent to the Raupo Drainage Committee as a ratepayer representative, effective 16 November 2017; and	SM	Complete	
14/11/2017			10	Confirms the appointment of Councillor Joyce Paki to the Taharoa Domain Governance Committee, of Councillor Larsen to the Raupo Drainage Committee and of Councillor Wade to the Remuneration and Development Committee, all effective 16 November 2017	SM	Complete	
14/11/2017			11	Confirms the appointment of Councillor Del la Varis Woodcock to be the alternate at the Regional Transport Committee.	SM	Complete	
14/11/2017	6.5	Northland Regional Council: Regional Plan - Kaipara District Council Submission 2017	19	Endorses the Kaipara District Council submission to Northland Regional Council's Proposed Regional Plan (as per Attachment 1 of the above mentioned report); and	NR	No Update	
14/11/2017			20	Nominates Councillors Wethey, Geange and Curnow to speak to this submission at the Hearings.	NR	No Update	
14/11/2017	6.6	Review of Rating Policy	23	Adopts the Early Payment of Rates policy, Maori Freehold Land Rates Postponement and Remission Policy and Rates Postponement and Remission Policy (as per Attachment 1 of the above-mentioned report.	SM	Complete	Included as finalised policy for LTP 2018/2028
14/11/2017	6.7	Whistleblowing Policy : Adoption and Implementation	26	Adopts the Whistleblowing Policy (circulated with the above mentioned report) for implementation.	HG	No Update	
14/11/2017	6.8	Mangawhai Endowment Lands Account Policy Review	29	Adopts the new 2017 Mangawhai Endowment Lands Account Policy, as circulated with the above-mentioned report.	AvP	No Update	

Resolutions Register as at 04 December 2017

14/11/2017	6.9	Selling of Road Reserve : 2 Wintle Street, Mangawhai	32	Agrees in principle to the stopping of a portion of the section of unformed Wintle Street in Mangawhai, as marked red on aerial map (see Attachment 2 to the above mentioned report) under s116 of the Public Works Act subject to reaching prior agreement with the purchaser on the terms and conditions of the Sale and Purchase Agreement, and that the purchaser meets all costs associated with the transaction.	HvZ	No Update	
14/11/2017	6.10	Stopping Road/Sale of Land, Hastie Lane, Kaiwaka	35	Agrees in principle to the stopping of a portion of the section of unformed Hastie Lane in Kaiwaka, under s116 of the Public Works Act subject to reaching prior agreement with the purchaser on the terms and conditions of the Sale and Purchase Agreement, and that the purchaser meets all costs associated with the transaction.	hVZ	No Update	
14/11/2017	6.11	Mangawhai Road Slips Remediation RP750, RP1050 and RP2000 – Approval to award Contract 876	38	Resolves to approve the award of Contract 876 to GHK Piling for the sum of \$1,148,735.00 plus GST.	HvZ	Complete	Contract has been awarded.
14/11/2017	6.12	Council Appointment to the Kaipara Community Health Trust	41	Re appoints James Foster to the Kaipara District Health Trust as the Dargaville Ward appointee with effect from 01 December 2017.	SM	Complete	Letter sent out to Trustee
14/11/2017	6.13	Northpower – Assignment of Lease	44	Approves the assignment of the grazing licence from Northpower to Highview Investments Limited; and	JB	In Progress	
14/11/2017			45	Delegates to the Chief Executive responsibility for execution of the Deed or Assignment on Council's behalf.	JB	In Progress	
14/11/2017	6.14	Dargaville Arts Association Licence to Occupy Variation for Municipal Building, Dargaville	46	That this item, 'Dargaville Arts Association Licence to Occupy Variation for Municipal Building, Dargaville' lie on the table, to be brought back to Council with a review of all Licences to Occupy.	DL	In Progress	Currently working through a process to capture all Licence to Occupies.
14/11/2017	6.15	Waste Management and Minimisation Plan 2017/2022 Adoption	50	Having considered the report and recommendations of the Waste Management and Minimisation Plan Hearings Panel, accepts those recommendations and adopts the amended Waste Management and Minimisation Plan 2017/2022, noting that section 1.3 'Current status of plan' will be updated to reflect Council's decision.	HvZ	Complete	Council accepted the report
14/11/2017	6.16	Kaipara District Council schedule of meetings for 2018	51	That this item, Kaipara District Council schedule of meetings for 2018, lie on the table until the December 2017 meeting.	SM	In Progress	Report back to December 2018 meeting

## **2 Deputations, Presentations and Petitions**

### **3 Confirmation of Minutes**

#### **3.1 Council Minutes 14 November 2017**

**Democratic Services Manager 1601.22**

#### **Recommended**

*That the unconfirmed Minutes of the meeting of Kaipara District Council held 14 November 2017, be confirmed as a true and correct record.*

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## **Kaipara District Council**

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# **Minutes**

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<b>Meeting:</b>	Kaipara District Council
<b>Date</b>	Tuesday 14 November 2017
<b>Time</b>	Meeting commenced at 9.01 am Meeting concluded 12.25 pm
<b>Venue</b>	Northern Wairoa War Memorial Hall, 37 Hokianga Road, Dargaville
<b>Status</b>	Unconfirmed

### **Membership**

Chair: Mayor Greg Gent

Members: Councillor Peter Wethey (Deputy Mayor)  
Councillor Anna Curnow  
Councillor Victoria Del la Varis-Woodcock  
Councillor Julie Geange  
Councillor Libby Jones  
Councillor Karen Joyce-Paki  
Councillor Jonathan Larsen  
Councillor Andrew Wade

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Unconfirmed



**Minutes of the ordinary meeting of Kaipara District Council,  
Tuesday 14 November 2017 in Dargaville**

**1 Opening**
**1.1 Karakia**

Councillor Joyce-Paki opened the meeting with a karakia.

**1.2 Present**

Name	Designation	Item(s)
Peter Tynan	Acting Chief Executive	All
Curt Martin	General Manager Infrastructure	All
Fran Mikulicic	General Manager Planning and Regulatory	All
Duncan McAulay	General Manager Strategy and Performance	All
Venessa Anich	General Manager Community	All
Peter Marshall	General Manager Corporate Services	All
Robert Nelson	Acting General Manager Finance	All
Darlene Lang	Parks and Community Manager	All
Natalie Robinson	Acting Policy Manager/Policy Analyst	All
Lisa Salter	Library Manager	6.3, 6.4
Rick Groufsky	Financial Services Manager	4.1
John Burt	Property and Commercial Advisor	All
Hannah Gillespie	Human Resources Manager	6.7
Brent Eastwood	Sport Northland	6.1
Sean Mahoney	Democratic Services Manager	All
Natalie Edwards	Administration Assistant	All
Lisa Hong	Administration Assistant	All (Minute-taker)

**Adjournments**

Reason	Start Time	Finish Time
Tea break	10.34 am	10.47 am

**1.3 Apologies**

Nil.

## 1.4 Confirmation of Agenda

The Committee confirmed the Agenda. Some items were taken out of order.

## 1.5 Conflict of Interest Declaration

Name	Conflict
Mayor Greg Gent	Item 6.2 – Member of the Raupo Drainage Committee as a ratepayer member (Mayor Gent left the room for the duration of the discussion and decision)
Councillor Julie Geange	Item 6.6 – Property owner of subdivided property that may be affected by change of UAGC remission conditions (Councillor Geange abstained from voting)
Councillor Anna Curnow	Item 6.12 – Chair of the Kaipara Community Health Trust

## 1.6 Resolution Register and Action Tracker

The Resolution Register and Action Tracker was circulated separately and noted.

## 2 Deputations, Presentations and Petitions

### 2.1 Sport Northland

Brent Eastwood spoke on behalf of Sport Northland in the public forum.

## 3 Confirmation of Minutes

### 3.1 Council Minutes 26 September 2017

Democratic Services Manager 1601.22

Moved Gent/Wethey

*That the unconfirmed Minutes of the meeting of Kaipara District Council held 26 September 2017 be confirmed as a true and correct record.*

**Carried**

## 4 Performance Reporting

### 4.1 Chief Executive's Report September 2017

Chief Executive 2002.02.18/September

Moved Larsen/Geange

*That Kaipara District Council receives the Chief Executive's Report for September 2017.*

**Carried**

#### 4.2 Quarterly Performance Measure – First Quarter Ending 30 September 2017

Administration Manager                      2002.02.18

**Moved      Curnow/Wethey**

*That Kaipara District Council receives the Administration Manager's report 'Quarterly Performance Measures – First Quarter Ending 30 September 2017'.*

**Carried**

### 5 Information Papers

#### 5.1 First Encounter 250

Democratic Services Manager                      1203.01

**Moved      Geange/Wade**

*That Kaipara District Council receives the Democratic Services Manager's report 'First Encounter 250' dated 01 November 2017.*

**Carried**

#### 5.2 Planning and Regulatory Portfolio Working Group

Democratic Services Manager                      1203.01

**Moved      Larsen/Wethey**

*That Kaipara District Council receives the Democratic Services Manager's report 'Planning and Regulatory Portfolio Working Group' dated 01 November 2017.*

**Carried**

**Council adjourned for morning tea at 10.34 am.**

**Council reconvened at 10.47 am.**

## 6 Decision Papers

### 6.1 Northland Regional Council's Regional Recreational Facilities Rate – Kaipara's Projects

**Parks and Community Manager 4702.0**

**Moved Geange/Wade**

*That Kaipara District Council:*

- 1 *Receives the Parks and Community Manager's report 'Northland Regional Council's Regional Recreational Facilities Rate – Kaipara's Projects' dated 31 October 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Commits in the draft Long Term Plan 2018/2028 to supporting Sportsville at Memorial Park, Dargaville and Mangawhai Activity Zone at Mangawhai Community Park; and*
- 4 *Endorses the Kaipara District Council proposal to the Northland Regional Council Regional Recreational Facilities Rate for Sportsville at Memorial Park and Mangawhai Activity Zone at Mangawhai Community Park.*

**Carried**

### 6.2 Committee Appointments

**Democratic Services Manager 1203.01**

[Secretarial Note: Mayor Gent declared conflict of interest for this item and left the room for the duration of the discussion and decision.]

**Moved Del la Varis-Woodcock/Curnow**

*That Kaipara District Council:*

- 1 *Receives the Democratic Services Manager's report 'Committee Appointments' dated 01 November 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Confirms the appointment of Greg Gent to the Raupo Drainage Committee as a ratepayer representative, effective 16 November 2017; and*
- 4 *Confirms the appointment of Councillor Joyce-Paki to the Taharoa Domain Governance Committee, of Councillor Larsen to the Raupo Drainage Committee and of Councillor Wade to the Remuneration and Development Committee, all effective*

16 November 2017;

- 5 Confirms the appointment of Councillor Del la Varis-Woodcock to be the alternate at the Regional Transport Committee.

**Carried**

### 6.3 Library+ Update

**Acting Policy Manager** 2124.04.06

**Moved** Jones/Curnow

*That Kaipara District Council:*

- 1 *Receives the Acting Policy Manager's report 'Library+ Update' dated 30 October 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Supports Council staff to investigate proposed options for a community hub in Dargaville, which will include a Library facility, through a feasibility study and report back to Council on the study's findings.*

**Carried**

### 6.4 Library Strategy

**Acting Policy Manager** 2124.04.06

**Moved** Larsen/Gent

*That Kaipara District Council:*

- 1 *Receives the Acting Policy Manager's report 'Library Strategy' dated 30 October 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Supports the Library Strategy (as per Attachment 1 of the above-mentioned report) in principle.*

**Carried**

## 6.5 Northland Regional Council: Regional Plan - Kaipara District Council Submission 2017

Policy Analyst 3820.06

**Moved Gent/Wade**

*That Kaipara District Council:*

- 1 *Receives the Policy Analyst's report 'Northland Regional Council: Regional Plan - Kaipara District Council Submission 2017' dated 30 October 2017; and*
- 2 *Endorses the Kaipara District Council submission to Northland Regional Council's Proposed Regional Plan (as per Attachment 1 of the above-mentioned report); and*
- 3 *Nominates Councillors Wethey, Geange and Curnow to speak to this submission at the Hearings.*

**Carried**

## 6.6 Review of Rating Policy

General Manager Finance 2304.03/LTP 2018 2028

[Secretarial Note: Councillor Geange declared a conflict of interest for this item and abstained from voting.]

**Moved Curnow/Wethey**

*That Kaipara District Council:*

- 1 *Receives the General Manager Finance's report 'Review of Rating Policy' dated 06 November 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Adopts the Early Payment of Rates policy, Maori Freehold Land Rates Postponement and Remission Policy and Rates Postponement and Remission Policy (as per Attachment 1 of the above-mentioned report.*

**Carried**

## 6.7 Whistleblowing Policy : Adoption and Implementation

Human Resources Manager 2206.3

**Moved Wethey/Gent**

*That Kaipara District Council:*

- 1 *Receives the Human Resources Manager's report 'Whistleblowing Policy : Adoption and Implementation' dated 31 October 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Adopts the Whistleblowing Policy (circulated with the above-mentioned report) for implementation.*

**Carried**

## 6.8 Mangawhai Endowment Lands Account Policy Review

Community Planner 2308.01

**Moved Geange/ Joyce-Paki**

*That Kaipara District Council:*

- 1 *Receives the General Manager Community's report 'Mangawhai Endowment Lands Account Policy Review' dated 31 October 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Adopts the new 2017 Mangawhai Endowment Lands Account Policy, as circulated with the above-mentioned report.*

**Carried**

### 6.9 Selling of Road Reserve : 2 Wintle Street, Mangawhai

Roading and Solid Waste Manager 4102.17

(NB: the Road Reserve will be merged with the existing Lot.)

**Moved Geange/Curnow**

*That Kaipara District Council:*

- 1 *Receives the Roothing and Solid Waste Manager's report 'Selling of Road Reserve : 2 Wintle Street, Mangawhai' dated 31 October 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Agrees in principle to the stopping of a portion of the section of unformed Wintle Street in Mangawhai, as marked red on aerial map (see Attachment 2 to the above-mentioned report) under s116 of the Public Works Act subject to reaching prior agreement with the purchaser on the terms and conditions of the Sale and Purchase Agreement, and that the purchaser meets all costs associated with the transaction.*

**Carried**

### 6.10 Stopping Road/Sale of Land, Hastie Lane, Kaiwaka

Roading and Solid Waste Manager 4102.20.02

**Moved Geange/Jones**

*That Kaipara District Council:*

- 1 *Receives the Roothing and Solid Waste Manager's report 'Stopping Road/Sale of Land, Hastie Lane, Kaiwaka' dated 31 October 2017, and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Agrees in principle to the stopping of a portion of the section of unformed Hastie Lane in Kaiwaka, under s116 of the Public Works Act subject to reaching prior agreement with the purchaser on the terms and conditions of the Sale and Purchase Agreement, and that the purchaser meets all costs associated with the transaction.*

**Carried**



### 6.11 Mangawhai Road Slips Remediation RP750, RP1050 and RP2000 – Approval to award Contract 876

Roading and Solid Waste Manager                      4107.876

**Moved      Wethey/Gent**

*That Kaipara District Council:*

- 1     *Receives the Roothing and Solid Waste Manager's report 'Mangawhai Road Slips remediation RP750, RP1050 and RP2000 – Approval to award Contract 876' dated 18 October 2017; and*
- 2     *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3     *Resolves to approve the award of Contract 876 to GHK Piling for the sum of \$1,148,735.00 plus GST.*

**Carried**

### 6.12 Council Appointment to the Kaipara Community Health Trust

Democratic Services Manager                      2105.45

[Secretarial Note: Councillor Curnow declared conflict of interest for this item.]

**Moved      Geange/Wade**

*That Kaipara District Council:*

- 1     *Receives the Democratic Services Manager's report 'Council Appointment to the Kaipara Community Health Trust' dated 05 November 2017; and*
- 2     *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of section 79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3     *Re-appoints James Foster to the Kaipara District Health Trust as the Dargaville Ward appointee with effect from 01 December 2017.*

**Carried**

### 6.13 Northpower – Assignment of Lease

Property and Commercial Advisor 5105.09

**Moved Geange/Curnow**

*That Kaipara District Council:*

- 1 *Receives the Property and Commercial Advisor's report 'Northpower Assignment of Lease' dated 31 August 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Approves the assignment of the grazing licence from Northpower to Highview Investments Limited; and*
- 4 *Delegates to the Chief Executive responsibility for execution of the Deed or Assignment on Council's behalf.*

**Carried**

### 6.14 Dargaville Arts Association Licence to Occupy Variation for Municipal Building, Dargaville

Parks and Community Manager 5105.09

**Moved Geange/Del la Varis-Woodcock**

*That this item, 'Dargaville Arts Association Licence to Occupy Variation for Municipal Building, Dargaville' lie on the table, to be brought back to Council with a review of all Licences to Occupy.*

**Carried**

**6.15 Waste Management and Minimisation Plan 2017/2022 Adoption****Roading and Solid Waste Manager                      3215.0****Moved        Geange/Wethey***That Kaipara District Council:*

- 1     *Receives the Roothing and Solid Waste Manager's report 'Waste Management and Minimisation Plan 2017/2022 Adoption' dated 11 October 2017; and*
- 2     *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3     *Accepts the report and recommendations of the Waste Management and Minimisation Plan Hearings Panel from its meeting on 12 September 2017; and*
- 4     *Having considered the report and recommendations of the Waste Management and Minimisation Plan Hearings Panel, accepts those recommendations and adopts the amended Waste Management and Minimisation Plan 2017/2022, noting that section 1.3 'Current status of plan' will be updated to reflect Council's decision.*

**Carried****6.16 Kaipara District Council schedule of meetings for 2018****Democratic Services Manager                      1203.01****Moved Larsen/Geange***That this item, Kaipara District Council schedule of meetings for 2018, lie on the table until the December 2017 meeting.***Carried**

## 7 Public Excluded Council minute items: 14 November 2017

Council went into Public Excluded session at 12.07 pm.

**Moved** Geange/Wethey

*That the public be excluded from the following part of the proceedings of this meeting namely:*

- Confirmation of minutes 26 September 2017
- Electricity – Contract Extension
- Chief Executive Recruitment - Verbal

*The general subject matter of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under s48(1) of the Local Government Official Information and Meetings Act, 1987 for the passing of this resolution are as follows:*

<b>General subject of each matter to be considered:</b>	<b>Reason for passing this Resolution</b>	<b>Ground(s) under Section 48(1) for the passing this resolution:</b>
Confirmation of minutes 26 September 2017	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Electricity – Contract Extension	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Chief Executive Recruitment (Verbal)	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

**Carried**

**8 Open Council minutes Tuesday 14 November 2017**

Council went into Open Session at 12.25 pm.

**Moved Gent/Wethey**

*That the public be re-admitted to the meeting and Item 8.1 resolution made whilst in Public Excluded be confirmed in Open Meeting, and Item 8.2 resolution be confirmed in Open Meeting once the relevant parties have been informed.*

**Carried**

**8.1 Council Minutes Public Excluded: 26 September 2017 (Agenda item 7.1)**

**Moved Gent/Wethey**

*That the Public Excluded minutes of the Council meeting held 26 September 2017 be confirmed as a true and correct record.*

**Carried**

**8.2 Electricity – Contract Extension (Agenda item 7.2)**

**8.3 Chief Executive Recruitment (Verbal) (Agenda item 7.3)**

[Secretarial Note: this was a verbal report in Public Excluded session, in which all staff, including the minute-taker, were asked to leave the room.]

**Closure**

The meeting concluded at 12.25 pm.

**Confirmed** .....

**Chair** .....

**Kaipara District Council  
Dargaville**

## **4 Performance Reporting**

### **4.1 Chief Executive's Report October 2017**

Chief Executive: 2002.02.18/October

#### **Recommended**

*That Kaipara District Council receives the Chief Executive's Report for October 2017.*



# **Chief Executive's Report**

**For the month of October 2017**

## **Part One**

- a) Chief Executive's overview**
- b) Activities report**
- c) Contract acceptances**
- d) Looking forward**

## **Part Two**

**Financial Report to 31 October 2017**

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## Part One:

**Aranga** – I am pleased to report that remediation has started. This is an example of a successful recovery. Council has agreed to contribute to the remediation up to a maximum of \$30,000 in order to expedite the process and ensure the road is able to be reopened. A paper is included seeking approval for this contribution.

**Long Term Plan 2018/2028** – We have consulted and discussed with Council the majority of areas needed before we move to a final draft consultation document. The most important aspects left are the financial models and capital project prioritisation.

**Draft Northland Regional Council (NRC) Hazard Maps** – These maps cover a 100 year threat of flooding due to sea level rise and potential for inundation which has wide-spread ramifications for our regulatory and infrastructure teams. Council officers are working through the issues. A briefing is planned for Councillors in December.

**UFB and mobile tower roll outs** – Presentations were made at the Forward Together briefing held 28 November 2017. It is an exciting plan which will enable greater “digitalness” to Kaipara. These projects will be seeking Council cooperation in identifying potential useable land for elements of the infrastructure. We are inviting the groups involved to present to Council on this.








**Internal staff reorganisation** – This is in progress with employee feedback due to close on Monday 04 December 2017 with any changes due to be announced after this.

**Forecast 1** – Our budget reforecast was presented to the Audit, Risk and Finance Committee on 01 December 2017. Pleased to say we are close to budget and our debt levels continue to reduce.


Finally this is the last Acting Chief Executives report for the year. I would like to take this opportunity to wish everyone well for the forthcoming holiday season. I know that staff are looking forward to a well earned break, with a view to launching into the full community consultation on the Long Term Plan, next year.









## a) Acting Chief Executive Overview – October

All of Council - Key Performance Indicators (all \$ in 000's)								
	Indicators	What is being tracked	MTD Target	Actual	YTD Target	YTD Actual		Comment
1	Debt Level	Net Bank debt tracked on a year to date basis	N/A	N/A	June 2018 \$57,712	Oct 2017 \$47,926		Construction season about to kick off which will increase debt levels
2	Resident survey satisfaction	Overall performance as measured by Key Research Group	N/A	N/A	Increasing trend	Oct 2017 70%		Target being that of the NZ Local Government average – measured quarterly next results for second quarter due January 2018
3	Surplus or deficit	Surplus/(Deficit) before loan payments and depreciation	\$216	\$604	\$727	\$4,679		As reported in October 2017 financial report. Refer forecast 1 papers re areas of variation.
4	Employee engagement	Overall perception	N/A	N/A	69%	59%		To be measured again with a pulse survey early 2018 with a survey update and full survey in May.
5	Legislative compliance	LGOIMA and LIMs responded to in statutory deadlines	N/A	43 LIMS	N/A	237 received, 100%		All LGOIMA's and LIM's responded within deadlines
				8 LGOIMA				
6	Building accreditation maintained and compliance with RMA	Blended result from resource and building consent along with BCA audits	100%	94%	100%	90%		Improved result on last month's number.
7	Activity profile performance metrics achieved	Tracking of performance measure to quarterly and annual targets	N/A	N/A	80%	78%		First quarter results for 2017 – second quarter results February 2018 meeting

**All of Council - Key Performance Indicators (all \$ in 000's)**

	<b>Indicators</b>	<b>What is being tracked</b>	<b>MTD Target</b>	<b>Actual</b>	<b>YTD Target</b>	<b>YTD Actual</b>		<b>Comment</b>
8	Capital works spend on track	Capital works spend on a year to date basis	N/A	800	22,603	2,969		Construction season off to a slow start for Capital works projects

Council Projects			
Indicators	What is being tracked/outcome of project		Commentary
Long Term Plan 2018/2028	Consultation document to be adopted in February 2018, with final document adopted in June 2018		On track, continual briefings and updates provided with three briefings held with Council in October 2017
Website Rebuild	Project to provide a up-to-date, relevant, secure website with functionality (e.g. payments and online queries) for a better user experience		Most pages have been developed with a soft 'go live' of site scheduled for January 2018
Skype for Business (SfB)	This system is needed to replace the failing current telephone system. It will also give staff greater mobility		Go live date 23 November 2017
Customer Interaction Centre (CIC)	System needed in conjunction with Skype for Business (SfB). Will offer better customer relations and reporting.		Go live date for new CIC programme 11 December 2017. System being tested by users ready for 'go live' date
Electronic Data and Records Management System (EDRMS)	Will bring Council in line with best practise industry standards in regards to records management		Staff currently building EDRM's sites – project placed on hold late November – staff resourcing needed for next phase of project
District Plan (DP) Changes	Due to RMA requirements, NRC's Regional Policy Statement (NRC-RPS) prescribes that some DP changes must be made. Other DP changes are driven as part of continuous improvement of the operative plan		Plan Change 3 is complete. Plan Change 4 awaits a decision due late 2017. In addition there are three more plan changes proposed in 2018 to give effect from NRC-RPS

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## **b) Activities Report**

### **1 Community Activities for October**

#### **Community Activities**

- Review of the Mangawhai Endowment Lands Account completed to ensure policy and criteria is more user friendly for the community;
- Maintenance work has been completed on the Notable Trees at Pahi;
- Pahi Motor Camp resource consent is in process for renewal;
- The Community Garden Day at Pou Tu Te Rangī Harding Park has been scheduled for 06 December;
- The UV system for Kai Iwi Lakes water treatment plant has been designed with work to begin in the new year after the peak. A water quality management plan is in place in the interim.
- Kai Iwi Lakes Campgrounds are busy with school camps and preparing for the holiday period;
- Council submitted on the Northland Regional Council's proposed Regional Plan;
- Council has made an initial proposal to the Department of Conservation in consultation with Te Roroa and FNDC, to establish a 'Great Walk' on the Kauri Coast;
- A review of the Reserves Contribution Policy has been undertaken and the sub committee is to meet to review this.

### **2 Roads and footpaths**

The results of the registration of interest for the new maintenance, operations and renewals have been finalised and five contractors short-listed.

Pre-seal repairs commenced in and around Dargaville including Pouto Road ahead of a relatively large reseal programme. Footpath repairs in Dargaville are programmed to commence in December and continue through to March 2018.

The Mangawhai Road slip remedial works have commenced. It was programmed to remediate the slip at the site where the road has been reduced to single-lane traffic prior to the busy Christmas/New Year period. Unfortunately, due to the requirement to relocate power supplies and the requisite notification period, this cannot be achieved. However, temporary works will be undertaken to reinstate two-lane traffic with the permanent works completed after the Christmas/New Year break.

There was good community engagement when consultation was undertaken in November regarding the Tara Road flooding issue when feedback was sought on the investigations carried out to date.

Capital Works Programme		
Contract	Name	Comment
682	Heavy Metalling 2017/18	57% complete. Second stage to commence in Autumn 2018
725	Reseals 201718	To commence late January 2018
834	Settlement Road Seal Extension	Physical works to commence in January 2018
835	Kaikohe Bridge replacement	Tender evaluation in progress
837	Baldrock RP 500-520 slips	Physical works in progress
839	Pukehuia RP9,650 slip	Physical works in progress
857	Bridge Structures and Components	Physical works to commence in December
870	Waihue Road Rehabilitation	Physical works in progress
873	Tara Road Footpath	Design in progress
881	LED Streelighting replacememt	LED light fittings ordered. Installation tender document being drafted
883	Kaiwaka-Mangawhai Road slip	Tender in progress
884	Bickerstaffe Road slip	Design in progress

### Road safety

The national road toll year to date is 325 compared to 281 at the same time in 2016.

Road Toll	Total for all 2011	Total for all 2012	Total for all 2013	Total for all 2014	Total for all 2015	Total for all 2016	End of October 2016	End of October 2017	Annual Average 2006 to 2010
Whangarei	1	6	9	10	11	9	8	7	13
Kaipara	0	4	3	1	2	9	8	5	4
Far North	6	4	9	7	10	9	8	16	13
Totals	7	14	21	18	23	27	24	28	30

## 3 Solid Waste

The Hakaru Transfer Station has now opened its second-chance shop where it is intended to sell reusable items to the public at a small price rather than dispose of these to landfill.

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Plastics recycling still continues to be an issue and options are being investigated.

## **4 Four Waters**





The source of a sustained water loss in Maungaturoto was located by areas of the Maungaturoto reticulation network being systematically shut off during the night. The leak was located opposite the Calla Street intersection on Whaka Street. The leak was promptly repaired and the treatment plant is now operating at normal volumes.

The two new Estuary Drive wastewater pump stations in Mangawhai have both been commissioned.

Monthly inflow to the Mangawhai Wastewater Treatment Plant for October was 16,413m<sup>3</sup> compared with 15,302m<sup>3</sup> the corresponding month last year i.e. a 7% increase.

The capital works programme for the year is on schedule with water and wastewater renewals at the design stage. The tender for the design of the upgrade of Dargaville's main wastewater pump stations 1 and 2 associated and rising main are currently being evaluated. The second stage of the Baylys Beach watermain renewal contract will be tendered shortly.

## 5 Planning and Regulatory – October 2017

Planning	October 2017				
	Received		% On Time	Average Working Days	YTD % On Time
	2016	2017			
Resource Consent Applications	43	51 	95%	17.29	98%
224 Applications	7	7	100%	1	100%
Service Requests	129	145 	100%		99%
<ul style="list-style-type: none"> <li>The measure is at 95% due to continued high workloads, complex applications and staffing shortage.</li> <li>10 additional lots, 6 in the Otamatea area and 4 in Mangawhai.</li> <li>Changes to the RMA came into force on 18 October 2017, which will require amendments to report templates and the introduction of a new mechanism for dealing with boundary activities such as setback breaches.</li> </ul>					
Building	October 2017				
	Received		% On Time	Average Working Days	YTD % On Time
	2016	2017			
Building Consent Applications	62	46 	97%	13.6	98%
CCC Applications			98%	1.62	99%
Service Requests	145	150 	96%		97%
<ul style="list-style-type: none"> <li>Two BC's issued over 20 days. One was due to a delay in required supervision (processed 21 days) whilst the other was due to a delay in allocation to the contracted processor (processed 22 days).</li> <li>One CCC issued over time due to new Technical Support Officer (TSO) entering the application and Building Control Team being unaware.</li> <li>The combined value of building consent projects total \$11,550,627.</li> </ul>					

Regulatory	October 2017				
	Received		% On Time	Average Working Days	YTD % On Time
	2016	2017			
Alcohol Applications	19	14		20	
Food Control Audits and Inspections	34	27	100%		73%
Service Requests	74	188	98%		99%

- There were five dog attacks reported of which two are still under investigation.
- There were 73 investigations carried out all of which were resolved informally.

BCA Accreditation	October 2017			
	Due	Completed		YTD % Completed
		YTD	October	
BCA Audits	2	35	5	87%
Competency Assessments	0	1		67%
BCA Training	1	1		100%

- One outstanding audit from the current month. This has since been completed by the QAM in November.
- One competency assessment from September is outstanding YTD, this is being chased by the BCM.

## 6 LIMs Overview

A Land Information Memorandum (LIM) is a property information report compiled by Council. It is typically obtained by a potential buyer when looking to purchase a property and must be issued within 10 working days of receipt.

In October 43 LIM applications were processed, all on time and taking an average eight working days.



## 7 LGOIMA Overview – 01 October to 31 October

Below is a list of requests received for information under the Local Government Official Information and Meeting Act 1987. Information requested as a LGOIMA must be answered in 20 working days from the day of receipt. All requests were processed within statutory timeframes.

Name	Update
NZ Institute Liquor Licence Inspectors	Training for Liquor Inspectors
Diane Lucca - Spokesperson for the Sanctuary	Concerns about proposed childcare centre
Bruce Rogan	Resignation of Mayor
Amber Garnett-BRANZ	Water Rates
MRRA	Amourguard and KDC contract
Peter Rothwell	Environmental benefit resource consents
Taxpayers Union	Fines for vehicles, dog and noise
Team Factors	Legal costs and staff

## 8 Corporate Services

### Human Resources

- FTE end of October - 108;
- Sick leave taken during October - 755 hours;
- Turnover rate for period 01 January to 30 October - 22%;
- Employee Assistance Programme launched at all staff meeting on 17 November;
- Proposal for change (realignment and delivery) presented to all staff on 17 November. Open for feedback until 04 December; and
- Recommendations of employee action groups (formed to identify measures to lift staff engagement) submitted to executive.

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### **Health and Safety**

- 17 minor accidents/incidents reported by Council contractors for October. No lost time injuries resulted; and
- 7 Audits conducted for the month – generally contractors demonstrated good risk identification and management, with one roading audit requiring significant remediation.

### **Customer Services**

- Good progress made on training staff and user acceptance testing in preparation for the implementation of the new contact centre software.

### **Information Systems**

- The MagiQ enterprise system was successfully upgraded from version 3 to 4 and we have been live on the new system since the 06 November;
- Skype for Business was successfully implemented across all three locations on desktops on the 23 and 24 November. Smart phones will be done during the week of 27 November; and
- There have been no system outages during the month of November.

## Contract Acceptances

Contract Number	Name	Commentary
865	Provision of Professional Engineering Consulting Services Investigation Rising Main Upgrade and Pump Station Upgrade Design 2017/2018	Awarded to Calibre Consultants Ltd for the tender price of \$96,500 (excl GST). Three submissions were received and evaluated using the Price Quality Method, and within approved terms of Council's 2017/2018 Water Services budget
839	Pukehuia Road Slip RP500-520 Remediation 2017/2018	Awarded to The Rintoul Group Ltd for \$167,831.40 (excl GST). Lowest price conforming of four tenders within Council's approved 2017/2018 Minor Improvements budget
870	Waihue Road RP9300-10200 & RP10480-10961 Rehabilitation 2017/2018	Awarded to Huband Contractors Ltd for \$933,031.30 (excl GST). Lowest price conforming of three tenders within Council's approved 2017/2018 Minor Improvements and Sealed Roads budgets
834	Settlement Road Seal Extension 2017/2018	Awarded to Huband Contractors Ltd for \$749,995.14 (excl GST). Price Quality Method of tendering with four tenders within Council's approved 2017/2018 Minor Improvements budget and development contributions
876	Mangawhai Road RP750, RP1050 and RP2000 Slip Remediation 2017/2018	Awarded to GHK Piling Ltd for \$1,058,735 (excl GST) and within Council's approved 2017/2018 Emergency Works budget. Two tenders assessed using the Price Quality Method

## Looking Ahead

December 2017									
	<b>11</b>		<b>12</b>		<b>13</b>		<b>14</b>		<b>15</b>
Council Meeting - Dargaville Taharoa Domain Governance Meeting - NW War Memorial Hall Citizenship Ceremony - NW War Memorial Hall		Council Briefing - TBC			Mayoral Forum - Far North				
	<b>18</b>		<b>19</b>		<b>20</b>		<b>21</b>		<b>22</b>
							Council Offices close at 12.30pm for Christmas break		
	<b>25</b>		<b>26</b>		<b>27</b>		<b>28</b>		<b>29</b>
<b>Council Offices Closed</b>									
January 2018									
<b>Monday</b>	<b>1</b>	<b>Tuesday</b>	<b>2</b>	<b>Wednesday</b>	<b>3</b>	<b>Thursday</b>	<b>4</b>	<b>Friday</b>	<b>5</b>
				Council Offices re-open at 8.00am					





## October 2017 Financial Report

This report covers:

- Whole of Council Overview;
- Statement of Operating and Capital Performance – whole of council
- Treasury position

### Whole of Council Overview

Key Indicators for September are set out in the tables below.

	Year to Date October 2017			Indicator	Full Year Budget
	Actual \$000's	Budget \$000's	Variance \$000's		
Total Rates	11,681	11,140	541	●	33,421
Operating Subsidies and Grants	1,524	1,965	(441)	●	5,895
Activity Revenue and Other Income	2,576	1,638	938	●	5,100
<b>Total Operating Income</b>	<b>15,781</b>	<b>14,743</b>	<b>1,038</b>	●	<b>44,416</b>
Employee Benefits	3,373	3,153	(220)	●	9,458
Contractors	2,747	3,617	870	●	10,835
Professional Services	1,514	1,493	(21)	●	4,479
Repairs and Maintenance	1,050	1,029	(21)	●	3,088
Finance Costs	971	1,056	85	●	3,167
Other Operating Costs	1,723	1,893	170	●	4,938
<b>Total Operating Costs</b>	<b>11,378</b>	<b>12,241</b>	<b>863</b>	●	<b>35,965</b>
<b>Operating Surplus / (Deficit) before Depreciation</b>	<b>4,403</b>	<b>2,502</b>	<b>1,901</b>	●	<b>8,451</b>
Capital Subsidies	1,172	1,219	(47)	●	8,287
Contributions	1,880	396	1,484	●	1,188
Other Capital revenue	8	150	(142)	●	150
<b>Total Capital Revenue</b>	<b>3,060</b>	<b>1,765</b>	<b>1,295</b>	●	<b>9,625</b>
<b>Total Capital Expenditure</b>	<b>2,784</b>	<b>3,540</b>	<b>756</b>	●	<b>20,128</b>
<b>Subtotal Capital</b>	<b>276</b>	<b>(1,775)</b>	<b>2,051</b>	●	<b>(10,503)</b>
<b>Surplus / (Deficit) before Loan Payments and Depreciation</b>	<b>4,679</b>	<b>727</b>	<b>3,952</b>	●	<b>(2,052)</b>

#### KEY

- Favourable
- Unfavourable within 10% of Budget
- Unfavourable over 10% of Budget

<b>Actual and Theoretical Debt Summary</b>			
	Jun-17	Oct-17	Jun-18
	\$000's	\$000's	\$000's
<b>Debt</b>			
Debt	62,127	52,000	58,295
Cash in bank (overnight deposits)	- 11,874	- 4,074	- 583
<b>Net debt</b>	<u>50,253</u>	<u>47,926</u>	<u>57,712</u>
<b>Reserves (future obligations)</b>			
General reserve funds committed	5,157		-
Targeted rates, council created and restricted reserves credit balances	14,884		13,360
<b>Total</b>	<u>20,041</u>		<u>13,360</u>
<b>Combined Debt</b>			
Debt	62,127		58,295
Future obligations	20,041		13,360
Gross Debt	<u>82,168</u>		<u>71,655</u>
Less cash in bank	- 11,874		- 583
Net Debt	<u>70,294</u>		<u>71,072</u>

### Statement of Operating and Capital Performance

**Rates Revenue:** Rates including penalties totalling \$3,000 were remitted during October in accordance with Council policy e.g. Uniform Annual General Charges (UAGC's) and Uniform Annual Charges (UAC's) for contiguous properties.

Targeted rates are ahead of budget in October due to higher water billings mainly in Dargaville. In addition penalties are ahead of budget for the year to date, however these will come closer to budget at year end when statute barred and abandoned land penalties are written back.

**Operating Subsidies and Grants:** Roading subsidies are below budget due to lower costs incurred in October. This is reflected in lower contractor spend. The recently completed forecast confirms the lower activity for the year.

**Activity Revenue and Other Income:** User fees and charges are ahead of budget in October and remain ahead of budget for the year to date mainly due to continued high levels of activity within regulatory. Bookings for Kai Iwi Lakes campground are strong with people booking for Christmas. Activity revenue for the year to date also includes \$129,000 of use of money interest from the Inland Revenue Department and an other income gain of \$405,000. This is part of the final receipts of an historic GST claim made in 2014.

**Operating Costs:** Overall costs are generally below budget for the month.

Contractor costs are below budget for the month of October and year to date. This mainly relates to roading. Preparation work is underway and they expect to ramp up physical works in the next two months. Costs in regulatory are also below budget.

Professional Services are ahead of budget for the month and year to date October. This is due to higher costs in district leadership in IT, chief executive and recruitment, also in regulatory. The higher expenditure has been partially offset by lower costs in the three waters.

Repairs and maintenance costs are below budget for the month and remain slightly ahead of budget year to date. This has arisen due to extra works undertaken within the waters activities, especially stormwater due to the wet winter and water supply in Dargaville. At this stage the overall budget is not expected to be impacted.

Finance costs remain below budget due to lower inter-period loan balances.

Other operating costs are below budget due to grants for Mangawhai Harbour Restoration Society and the swimming pool not being paid in October. These will be paid in the next month. Also lower computing costs, office administration costs, audit fees and property costs have kept operating costs below budget for the year to date. These are partially offset by lower roading recoveries.

Overall total operating costs are below budget for October with contractors 24% below, other operating costs 9% below, professional services 1% ahead and repairs and maintenance ahead of budget 2%.

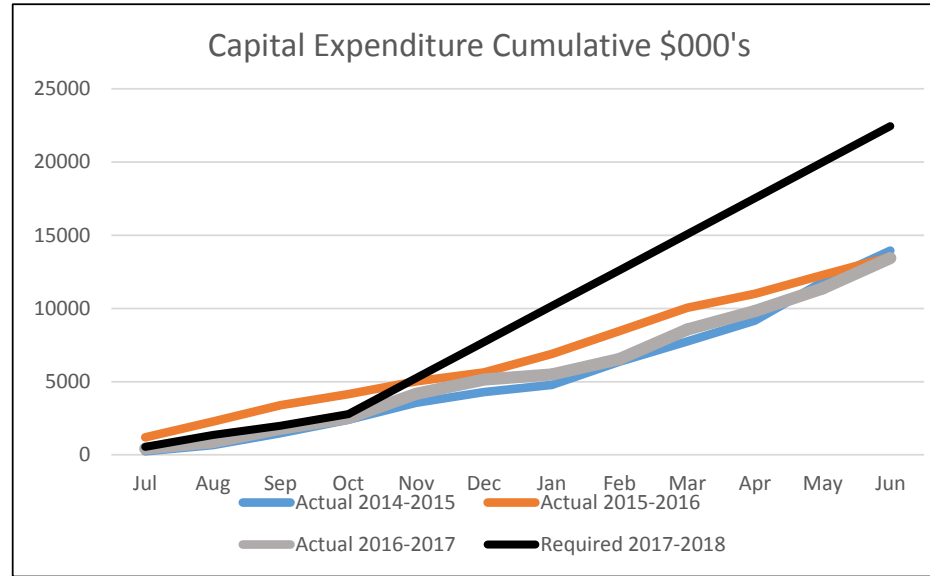
**Capital Revenue and Costs:** Capital subsidies in roading are tracking close to budget.

Development contributions for the year to date stand at \$930,000. Of this \$823,000 is for the Mangawhai Wastewater Scheme and the balance roading. The total annual budget was \$648,000.

Financial contributions for the year to date are \$951,000 compared to the whole year budget of \$540,000.

There were no land sales in the month, however the forestry land sales money was received in early November.

Capital expenditure was \$0.8 million for the month and is now \$2.8 million for the year to date compared to the budget to the end of October of \$3.5 million. The graph below shows the steep line of expenditure required to meet budget. In addition there was \$2.3 million of capex carried over at year end which is also scheduled to be completed in the year.



The graph below includes both the budget and carryover values from 30 June. With 33% of the year completed no activity has spent more than 33% of their adjusted budget. The best being district leadership and community activities both on 26%. While infrastructure activities generally have a higher concentration of their capex programme during the summer months any non-acceleration of expenditure should be viewed with caution.

**Public Debt**

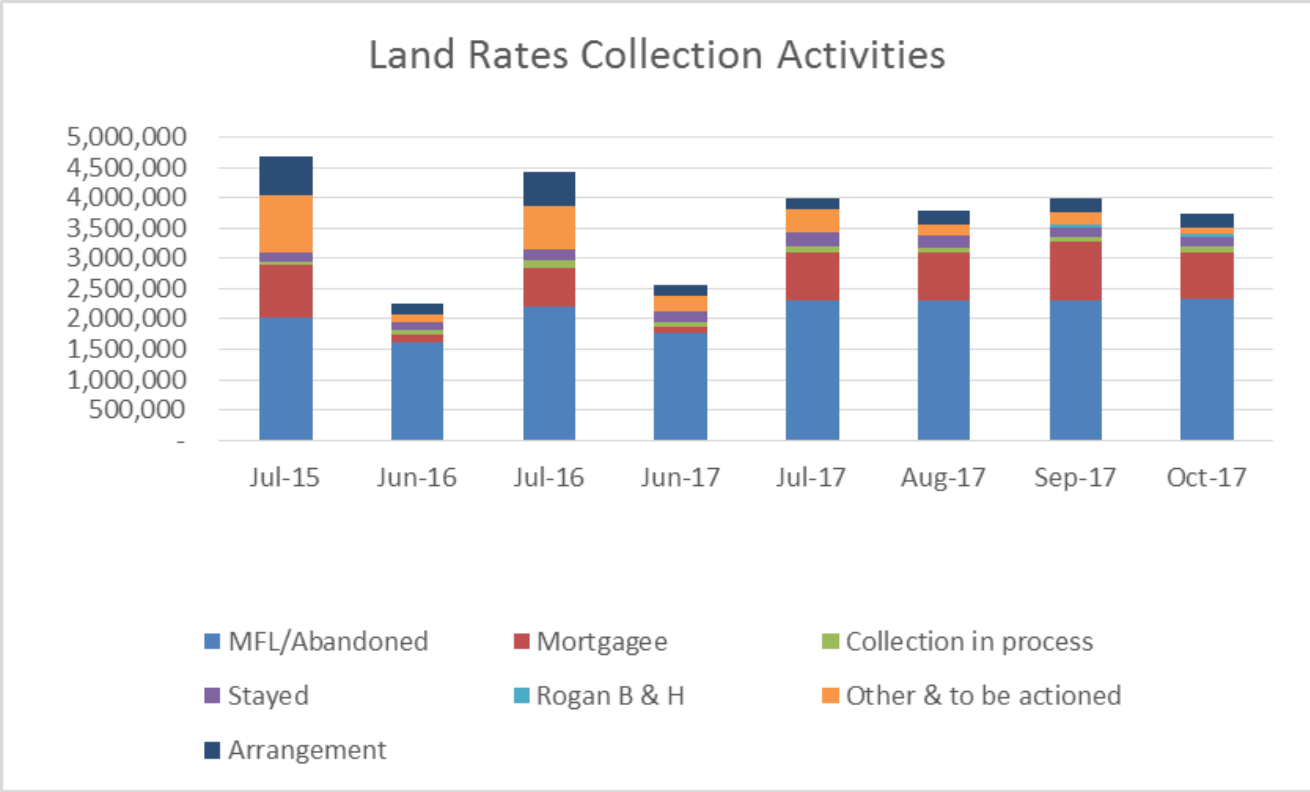
The public debt position at 31 October is \$52.0 million and the net debt position (debt less cash) is \$47.9 million.

**Debtors**

Land rates arrears over \$200 (prior years) at 31 October 2017 are \$1.9 million excluding \$2.2 million arrears for Maori freehold and abandoned land. At 30 September 2017 the arrears were \$2.8 million.

The below graph represents land rates arrears collection activities, in July 2017, the 2016/2017 current arrears were restated as prior years arrears.





Other debtors' arrears (older than 30 days) comprising mainly water rates debt, are \$0.9 million. The level of arrears has increased by \$0.1 million from September (resource and building consents).

## 5 Information Papers

**File number:** 4102.17 **Approved for agenda**

**Report to:** Council

**Meeting date:** 11 December 2017

**Subject:** **Roading Maintenance, Operations and Renewal Contract –  
Registration of Interest**

**Date of report:** 27 November 2017

**From:** Curt Martin, General Manager Infrastructure

**Report purpose**  **Decision**  **Information**

**Assessment of significance**  **Significant**  **Non-significant**

### Summary

Council's Rooding Maintenance, Operations and Renewal (MO&R) contract expires on 30 June 2018 and the procurement process for a new MO&R contract has commenced.

The Northland Transportation Alliance has undertaken a Registration of Interest process to enable an analysis of the capabilities of interested contracting parties with the purpose of shortlisting a number of contractors for the Northland district councils.

### Recommendation

*That Kaipara District Council receives the General Manager Infrastructure's report 'Rooding Maintenance, Operations and Renewal Contract – Registration of Interest' dated 27 November 2017 and the information contained therein.*

### Reason for the report

To inform Council of the outcome of the Registration of Interest for the Rooding Maintenance, Operations and Renewal Contract.

### Background

Council's Rooding Maintenance, Operations and Renewal (MO&R) contract expires on 30 June 2018 and the procurement process for a new MO&R contract has commenced.

The Northland Transportation Alliance (NTA) has undertaken a Registration of Interest (ROI) process to enable an analysis of the capabilities of interested contracting parties with the purpose of shortlisting a number of contractors for the Northland district councils to be confident they can successfully deliver exceptional performance in the maintenance, operation and renewals of their respective Rooding assets. These contracts are for a maximum eight (8) year term divided into four (4) separable portions (4+2+1+1).

Submissions were received from five (5) different contractors interested in undertaking these contracts. All submissions were reviewed and evaluated by a Tender Evaluation Team comprising of engineering representatives from each council. The evaluation was carried out on a Pass/Fail basis.

## ROI Outcome

To proceed through the ROI process, the tenderers needed to have attained the NZ Transport Agency (NZTA) Contractor Pre-qualifications specified below:

- Minimum of one Level A and one Level B for Category 1 (Routine and Minor Works) and Category 2 (Surfacing)\*; AND
- Minimum of Level B for Category 4 (Construction).

\* e.g. minimum prequalification of 1A and 2B OR 1B and 2A.

In addition, to be shortlisted for the Request For Tender stage (Stage II), the tenderers needed to have submitted a verifiable track record in the following key areas (aligned to the NZTA Prequalification work categories):

- i. Work Category 1 (Routine and Minor Works): Sealed pavement and corridor assets maintenance;
- ii. Work Category 1 (Routine and Minor Works): Unsealed road maintenance;
- iii. Work Category 2 (Surfacing): Resurfacing;
- iv. Work Category 4 (Construction): Pavement rehabilitation.

Five (5) ROI submissions were received as follows:

Submitting contractor	NZTA pre-qualifications	Track record
Higgins Contractors Ltd	Pass	Pass
HEB Construction Ltd	Pass	Pass
Broadspectrum (New Zealand) Ltd	Pass	Pass
Downer New Zealand Ltd	Pass	Pass
Fulton Hogan Ltd	Pass	Pass

## Factors to consider

### *Policy implications*

There are no known policy implications.

### *Financial implications*

The financial implications will be considered as part of the evaluation and award of the contracts.

### *Legal/delegation implications*

For information only.

## 6. Decision Papers

**File number:** 1203.01 **Approved for agenda**   
**Report to:** Council  
**Meeting date:** **11 December 2017**  
**Subject:** **Kaipara District Council schedule of meetings for 2018**  
**Date of report:** 01 December 2017  
**From:** Seán Mahoney, Democratic Services Manager  
**Report purpose**  **Decision**  **Recommendation**  **Information**  
**Assessment of significance**  **Significant**  **Non-significant**

**Summary**

The 14 November Council meeting received a report recommending the setting of dates for 2018 Council meetings. This report was resolved to lie on the table until the December meeting. Council requested consideration of a six weekly cycle for Council meetings. Given the setting of the Long Term Plan will be in June 2018 it is proposed to retain the monthly cycle for the first six months of 2018 and allow for a review and potential change to a six weekly cycle at that point. This would also allow a new Chief Executive and Mayor to work together on the accompanying Governance structure that may be needed to support this change. Setting the meeting dates for the first half of 2018 will provide for transparency and clarity as to when and where Council will conduct its business.

**Recommendation**

*That Kaipara District Council:*

- 1 *Receives the Democratic Services Manager's report 'Kaipara District Council Schedule of Meetings for 2018' dated 01 December 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Adopts the proposed Kaipara District Council meeting schedule for the first six months of 2018, detailed in the above-mentioned report and set out below, and publishes it on the Kaipara District Council website*

**Meeting dates**

Holds its **Ordinary meetings of Council at 09.00am** according to the schedule as follows:

Thursday 25 January 2018

Thursday 24 April 2018

Wednesday 28 February 2018

Wednesday 23 May 2018

Wednesday 28 March 2018

Wednesday 27 June 2018

Holds its meetings of the **Audit, Risk and Finance Committee** (time and venue to be advised) on the following dates:

Wednesday 14 February 2018

Wednesday 12 September 2018

Wednesday 13 June 2018	Wednesday 12 December 2018
<p>Holds its meetings of the <b>Taharoa Domain Governance Committee at 2.00pm</b> in the Northern Wairoa War Memorial Hall conference room, Dargaville on the following dates:</p>	
Thursday 08 February 2018	Thursday 9 August 2018
Thursday 10 May 2018	Thursday 15 November 2018
<p>Holds combined meetings of the <b>Harding Park Committee Pou Tu Te Rangi Joint Management Committee at 2.00pm</b> in the Lighthouse Function Centre Dargaville Museum Dargaville on the following dates:</p>	
Wednesday 7 March 2018	Wednesday 5 September 2018
Wednesday 6 June 2018	Wednesday 5 December 2018
<p>Holds its meetings of the <b>Raupo Drainage Committee at 10.00am</b> in the Raupo Drainage Board Office, Wharf Road, Ruawai on the following dates:</p>	
Thursday 15 February 2018	Thursday 16 August 2018
Thursday 17 May 2018	Thursday 15 November 2018
<p>Holds its meetings of the <b>Mangawhai Community Park Governance Committee at 10.00am</b> in the Council Offices, Mangawhai on the following dates:</p>	
Monday 19 February 2018	Monday 20 August 2018
Monday 21 May 2018	Monday 19 November 2018
<p><b>Reason for the recommendation</b></p> <p>Setting the meeting dates required for the Ordinary meetings of Council and the meetings of all Council Committees for the year provides transparency and certainty as to when Council will conduct its business for the forthcoming year.</p>	

### Reason for the report

Council needs to consider a programme for when it will meet during 2018. The Local Government Act 2002 (Schedule 7, Clause 19) outlines that Council must either adopt a schedule of meetings or the Chief Executive is required to give notice of each meeting no less than 14 days before each meeting date.

### Background

Setting the meeting dates required for the Ordinary meetings of Council and the meetings of all Council Committees for the coming calendar year, provides transparency and certainty as to when Council will conduct its business in 2018.

### Issues

Council Committees have been scheduled to meet four times a year though these decisions will also be endorsed by the relevant Committees.

Council has expressed its desire to move meetings around the district. Staff are proposing to hold the February, April, June, July, September and December meetings in Dargaville at the Northern Wairoa War Memorial Hall conference room, with the remainder to be spread throughout the district. Locations will be finalised before the 2018 meetings begin.

### Meeting dates

<i>Holds its <b>Ordinary meetings of Council at 09.00am</b> according to the schedule as follows:</i>	
<i>Thursday 25 January 2018</i>	<i>Thursday 24 April 2018</i>
<i>Wednesday 28 February 2018</i>	<i>Wednesday 23 May 2018</i>
<i>Wednesday 28 March 2018</i>	<i>Wednesday 27 June 2018</i>
<i>Holds its meetings of the <b>Audit, Risk and Finance Committee</b> (time and venue to be advised) on the following dates:</i>	
<i>Wednesday 14 February 2018</i>	<i>Wednesday 12 September 2018</i>
<i>Wednesday 13 June 2018</i>	<i>Wednesday 12 December 2018</i>
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<i>Thursday 17 May 2018</i>	<i>Thursday 15 November 2018</i>
<i>Holds its meetings of the <b>Mangawhai Community Park Governance Committee at 10.00am</b> in the Council Offices, Mangawhai on the following dates:</i>	
<i>Monday 19 February 2018</i>	<i>Monday 20 August 2018</i>
<i>Monday 21 May 2018</i>	<i>Monday 19 November 2018</i>

### Factors to consider

#### Community views

The community is likely to have an interest in Council and Committee meetings. Having a schedule that can be relied upon if they choose to attend supports their interest .



### ***Policy implications***

No implications.

### ***Financial implications***

No implications.

### ***Legal/delegation implications***

No delegation is required.

### **Options**

There are three options. Adopt the schedule of meetings, dates, times and venues; choose to not adopt a schedule at this point; or adopt a revised or amended schedule.

**Option A:** Adopt the recommended schedule of meeting dates, times and venues for the period through to June 2018.

Under Schedule 7 of the Local Government Act 2002 notification of a schedule of meetings constitutes a notification of every meeting on the schedule. This is considered best practice and will provide clarity and certainty.

**Option B:** Not adopt a new schedule of meeting dates, times and venues for the period.

Council could choose not to adopt the new dates however this would mean in effect that unless clause 22 of Schedule 7 of the Local Government Act 2002 applies, the Chief Executive must give notice in writing to each member of the time and place of a meeting not less than 14 days before the meeting. This is not considered best practice and does not provide certainty and clarity for the organisation or the community.

**Option C:** Adopt an amended schedule of meeting dates, times and venues for the period.

Council may elect to adopt an amended schedule of dates, times and venues. This would constitute a notification of every meeting on the schedule under Schedule 7 of the Local Government Act 2002 and would provide clarity and certainty to the community and organisation.

### **Assessment of options**

Options A and C would both ensure Council is compliant with the requirements of the Local Government Act 2002 with regards to notifications of meetings.

### **Assessment of significance**

Council is required to comply with the decision-making provisions outlined in Part 6 of the Local Government Act 2002. Council's Significance and Engagement Policy details thresholds and criteria that Council has determined it should consider in deciding whether a decision is significant.

Under Council's Significance and Engagement Policy, a decision in accordance with the recommendation is not considered to have a high degree of significance.

### **Recommended option**

The recommended option is **Option A**.

**Next step**

Details of the meetings for Committees will be presented to the relevant Committee for approval. All dates will be published on Council's website [www.kaipara.govt.nz](http://www.kaipara.govt.nz) .

**Attachment**

Nil

**File number:** 2303.24 **Approved for agenda**   
**Report to:** Council  
**Meeting date:** 11 December 2017  
**Subject:** Forecast One 2017/2018  
**Date of report:** 04 December 2017  
**From:** Rick Groufsky, Financial Services Manager  
**Report purpose**  **Decision**  **Information**  
**Assessment of significance**  **Significant**  **Non-significant**

### Summary

The starting point for Forecast One 2017/2018 is the Annual Plan 2017/2018 which in turn sits within the Long Term Plan 2015/2025, our current Long Term Plan (LTP).

Council's current financial management policy stance is to progressively move towards a more prudent and sustainable long term financial management position, in particular to fund current operating costs out of current income, reduce debt, increase financial resilience and improve the way Council delivers services over time. Having a surplus overall and decreasing debt each year is a particular focus. Our financial ratios are well within the parameters set by the Local Government Funding Agency (LGFA). We planned to continue our debt reduction throughout the life of the current LTP and last year we were able to accelerate the debt repayment programme. This is forecast to continue for the 2017/2018 forecast year.

This first forecast for 2017/2018 incorporates the actual results of the Annual Report 2016/2017, a comprehensive review of all budgets and actual revenues and expenditure for the year to date as at 30 September 2017.

Key movements in planned operating performance are:

- Decreased operating revenues in total of \$0.4 million due to lower roading subsidies of \$1.2 million partially offset by the higher level of resource and building consents forecast at \$0.1 million, higher Kai Iwi camp ground fees \$0.1 million and higher other revenue and investment income \$0.6 million;
- Reduced operating costs in total of \$0.5 million due to lower roading contractors costs of \$1.5 million and lower interest costs \$0.1 million. These reduced costs are partially offset by increases in professional services costs \$0.1 million, repairs and maintenance \$0.4 million, employee costs \$0.5 million and other \$0.1 million;
- Increased capital funding of \$7.1 million due to increased financial and development contributions \$1.3 million, sale of assets \$5.3 million and increased roading subsidies \$0.5 million; and
- Increased capital expenditure of \$2.3 million which is largely the works carried over at 30 June 2017. The Annual Plan budget was \$20.1 million. Within Forecast One there are increases for stormwater and wastewater offset by a reduction in roading. Total capital expenditure is forecast at \$22.4 million.

Debt in the Annual Plan was projected to reduce to \$58.3 million. The Forecast One operating surpluses, the historical GST refund, property sales and higher development contributions for the Mangawhai Community Wastewater Scheme (MCWWS) up to September 2017 will allow a further reduction of \$6.5 million. In addition, \$3.1 million from prior year surpluses is available to reduce debt. These items, if all utilised to reduce debt, will see the forecast year end debt balance being \$48.7 million at 30 June 2018.

This forecast will form the basis of the financials for the Long Term Plan 2018/2028.

### **Recommendation**

*That Kaipara District Council:*

- 1 *Receives the report from the Financial Services Manager 'Forecast One 2017/2018' dated 04 December 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provisions of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Approves the forecast as set out in the forecast sections in the above-mentioned report and its attachments, and determines that no further action is required at this point in time; and*
- 4 *Notes the revised forecast shows decreased operating revenues of \$0.4 million, reduced operating costs of \$0.5 million, increased capital funding of \$7.1 million and revision of the capital expenditure projects list; and*
- 5 *Approves the revised capital expenditure schedules listed in Attachment 4 (of the above-mentioned report); and*
- 6 *Approves the use of \$3.1 million of prior year surpluses and general reserves to reduce debt; and*
- 7 *Notes that forecast debt is currently projected in the order \$48.7 million which is a reduction from the Annual Plan of \$13.4 million compared with the planned \$3.8 million. The increased repayments are due to release of available general reserves, property sales and development contribution payments for the Mangawhai Community Wastewater Scheme (MCWWS).*

### **Reason for the recommendation**

It is prudent financial management for Council to monitor and update financial projections as new information comes to hand and to take remedial action as required.

### **Reason for the report**

This report outlines the results of Forecast One and requests Council to consider and approve the forecast.

### **Background**

The starting point for Forecast One 2017/2018 is the Annual Plan 2017/2018.

Council's current financial management policy stance is to progressively move towards a more prudent and sustainable long term financial management position, in particular to fund current operating costs out of current income, reduce debt, increase financial resilience and improve the way Council delivers services

over time. Having a surplus overall and decreasing debt each year is a particular focus. Our financial ratios are well within the parameters set by the Local Government Funding Agency (LGFA). We planned to continue our debt reduction throughout the life of the current LTP and last year we were able to accelerate the debt repayment programme. This is expected to continue for the 2017/2018 forecast year.

### Forecast One results

The results of Forecast One are set out in the sections below. The forecast incorporates the actual results from the Annual Report 2016/2017 and will provide the starting point for the LTP 2018/2028 source documents. Council staff have a reasonable level of confidence in the data at this point but note there are some areas that need constant monitoring. Forecast One is based on actuals to the end of September 2017.

### Forecast Overview

The key variances are set out below.

	Variances \$000's	
<b>Operating Revenues Increases</b>		
Rates (all)	17	
User fees and charges	112	Kai Iwi Camp Fees
	92	Regulatory consents
Other revenue	401	District Leadership
Investments	128	District Leadership
All other	61	
Subtotal	811	
<b>Decreases</b>		
Subsidies	1,173	Roading
Total	- 362	
<b>Operating Costs Decreases</b>		
Contractor costs	1,654	Roading
Professional services	37	Waste water
	80	Stormwater
	70	Water Supply
Finance	88	
Subtotal	1,929	

**Increases**

Contractor costs	34	Water supply
	23	Regulatory
Professional services	157	District Leadership
	130	Regulatory
Repairs & maintenance	75	Wastewater
	175	Stormwater
	84	Water Supply
Employee benefits	415	District Leadership
	189	Regulatory
Other operating costs	136	
All other	31	
Subtotal	<u>1,449</u>	
Total net operating cost decreases	480	

**Capital Funding Increases**

Subsidies	511	Roading
Development contributions	604	Mangawhai Wastewater
Financial contributions	656	Community Activities
	51	Roading
Sale of assets	<u>5,270</u>	District Leadership
Total	<u>7,092</u>	

**Capital Expenditure Increase**

	2,322	Carryover June 2017
	<u>- 28</u>	all other
	2,294	

**Explanation of changes:*****Increased / reduced operating revenues***

Overall a net reduction of \$0.4 million.

Kai Iwi Lakes camp ground revenue has been increased by \$0.1 million in Forecast One to match similar levels achieved last year.

Regulatory increased revenue of \$0.1 million. This reflects the continuing high levels of activity.

The receipt of GST payments from an historical claim have increased both other revenue and investments. As mentioned in earlier monthly reports \$0.5 million was booked as being receivable and \$1.0 million actually received including \$0.1 million use of money interest and a gain in the current year of \$0.4 million.

Roading subsidies have reduced by \$1.2 million to reflect the planned maintenance works now forecast.

***Reduced / increased operating costs***

Overall a net reduction in costs of \$0.5 million are forecast.

Contractor costs have reduced due to lower roading maintenance expenditure in the year \$1.7 million.

The reductions in Waters' professional services are a reclassification to repairs and maintenance as infrastructure inspections continue.

The cash holdings at year end have allowed for lower debt during the year. This in turn has reduced interest costs and there is a forecast saving of \$0.1 million for the year.

Professional services costs have increased by \$0.3 million mainly due to district leadership costs for IT, health and safety, legal costs, the upcoming election and administration. Higher costs within regulatory reflect the activity levels.

Repairs and maintenance costs have increased by \$0.3 million in the three waters. Part of the increase relates to a reclassification from professional services. The balance relates to remedial works undertaken in the winter due to weather conditions. The contract rates with the incumbent contractor are not allowing savings in this area.

Employee benefits have increased by \$0.6 million due to higher costs within regulatory due to additional staff required for the higher levels of activity. The increase in District Leadership reflects the recent changes in management personnel.

#### ***Increased capital funding***

Roading subsidies have increased by \$0.5 million due to higher capital expenditure and higher subsidy rates for lighting projects.

Both development and financial contributions have increased, by \$0.6 million and \$0.7 million respectively. This is due to continuing high levels of development activity within the district.

Asset sales included in the forecast are the first forestry tranche \$4.7 million and Opanake Road \$0.6 million which will settle once the subdivision is completed.

#### ***Increased capital expenditure***

The overall capital budget for the year is forecast to increase by \$2.3 million to \$22.4 million.

The total is due to the carry over values at June 2017 and approved by Council. However, there have been some changes within the activities mainly in stormwater and roading. The increase in stormwater is due to works planned to alleviate the flooding in Quail Way. The roading reduction reflects removing the extra works in the Annual Plan, which were contingent on NZTA funding approval later in the year. Instead, the local funds for these projects have been allocated to the emergency slip works. A summary is set out below and attached is a full list of projects (**Attachment 4**) for reference and review.

#### **Capex Summary - Forecast One 2017-2018**

\$000's

	<b>Annual Plan</b>	<b>Carry overs</b> (Approved August)	<b>Subtotal</b>	<b>Changes Forecast One</b>	
Community Activities	1,836	46	1,882	(84)	1,798
District Leadership	396	263	659	42	701
Flood Protection	400	123	523	(8)	515
Regulatory			0	0	
Wastewater	1,134	541	1,675	146	1,821
Stormwater	410		410	519	929
Water Supply	1,175		1,175	(36)	1,139
Solid Waste	600		600	0	600
Roading	14,177	1,349	15,526	(607)	14,919
Whole of Council	20,128	2,322	22,450	(28)	22,422

#### **Forecast One: Cash Impact**

We are forecasting external debt to be \$48.7 million at 30 June 2018, a reduction of \$13.4 million compared with the planned \$3.8 million. The \$48.7 million represents a transparent view of our commitments and

where the external debt could be at 30 June 2018.

### **Forecast debt**

It is proposed to reduce external debt by the following amounts:

Actual balance 30 June 2017		\$62.1 million
Planned reduction for 2017/2018	\$3.8 million	
Release higher surplus current year	\$0.1 million	
Release balance of historical GST	\$0.5 million	
Release higher DC's received for MCWWS	\$0.6 million	
Release higher land sales	\$5.3 million	
Release of prior year general reserves	<u>\$3.1 million</u>	
Subtotal of reductions		<u>\$13.4 million</u>
Forecast one external debt balance 30 June 2018		\$48.7 million

### **Cash position**

Cash is collected by Council with an obligation for future works to be completed. Examples are financial and development contributions, future expenditure, depreciation funded for replacements and targeted rates surpluses. It is appropriate to hold this money to reflect the future requirement.

At 30 June 2017 the following balances were funded within the \$11.8 million held:

Financial contributions	\$1.7 million	
Depreciation reserve	\$1.8 million	
Future expenditure provision	\$0.7 million	
Targeted rates	<u>\$1.3 million</u>	
A total of		\$5.5 million

The money received for development contributions for MCWWS are not required to be held as the work was completed in advance of the funding being received.

Cash held at 31 October 2017 was \$4.1 million. At June 2018 we will assess the level of funding required for funded reserves and ensure sufficient cash is held. With good cost control and management of the capital programme we have not identified any impediments to that objective.

### **Long Term Plan 2018/2028**

The effect of the changes above will have a roll-on effect into the LTP 2018/2028. The immediate change will be to debt reducing to \$48.7 million to account for the repayment above.

The net external debt figure at 30 June 2018 will be in the order of \$48.7 million which will mean that our Treasury Management Policy (TMP) limit for maximum fixed borrowing will be breached unless Council resolves otherwise in terms of clause 6.1.3 of the TMP. This position will be reviewed when the LTP 2018/2028 is adopted.

The level of debt and reserves over the longer term will be reviewed as part of the LTP 2018/2028.

Note: Forecast One is based on information correct at the time of presentation and may change as further information becomes available.



## **Factors to consider**

### ***Community views***

Council's financial position and the need for improvement is an issue that the community has a clear interest in.

### ***Policy implications***

This forecast indicates that Council is progressing in accordance with the direction set in the LTP 2015/2025.

### ***Financial implications***

Financial implications are discussed in the above Forecast sections.

### ***Legal/delegations implications***

The Forecast is an operational practice that has not generated the requirement for a significant decision and as such is within the ambit of Council to approve.

## **Options**

The options available to Council:

### ***Option A: Accept Forecast One***

Under this option Council would accept the Forecast One model which would then give staff authority to proceed on that basis.

This is the recommended option, given that the forecast represents the more accurate picture of Council's current position and provides more operational certainty going forward.

### ***Option B: Reject Forecast One***

Under this option Council would not approve the Forecast. This approach is not recommended as it is important to factor in new data, agree on amended courses of action and to monitor Council's financial position from the most up-to-date knowledgebase.

## **Assessment of significance**

Under Council's Significance and Engagement Policy, a decision in accordance with the recommendation is not considered to have a high degree of significance. The forecast process is a routine business practice issue.

Council staff are satisfied that the decision-making requirements of the Local Government Act 2002 have been met.

## **Recommended option**

**Option A**, Accept Forecast One as the recommended option.

## **Attachments**

- Attachment 1: Statement of Operating Performance and Capital Performance
- Attachment 2: Statement of Financial Position
- Attachment 3: Statement of Cash Flows
- Attachment 4: Capital Projects listing

For the period ended:	Year To Date				Whole Year Annual Plan	Whole Year Forecast	Variance
	30 September 2017	Actual \$'000	Budget \$'000	Variance \$'000 %	Budget \$'000	Forecast One \$'000	
<b>Statement of Operating and Capital Performance</b>							
<b>Whole of Council</b>							
<b>Operating Revenues</b>							
Rates (General)	5,339	5,323	16	0.3%	21,291	21,324	33
Rates (Targeted)	3,077	2,845	232	8.2%	11,380	11,363	-16
Rates (Penalties)	460	188	273	145.3%	750	750	0
User Fees and Charges	1,248	1,060	188	17.7%	4,460	4,668	208
Other Revenue	551	85	466	550.8%	339	805	466
Subsidies and Grants - Operational	1,171	1,474	-302	-20.5%	5,895	4,712	-1,183
Investments and Other Income	208	75	132	175.4%	302	433	131
<b>Total Operating Revenues</b>	<b>12,054</b>	<b>11,049</b>	<b>1,005</b>	<b>9.1%</b>	<b>44,416</b>	<b>44,054</b>	<b>-362</b>
<b>Operating Costs (excl. Depreciation)</b>							
Contractors	2,152	2,719	568	20.9%	10,835	9,260	1,574
Professional Services	964	1,120	156	13.9%	4,479	4,598	-119
Repairs and Maintenance	831	772	-59	-7.6%	3,088	3,504	-416
Other Operating Costs	1,336	1,407	71	5.0%	4,939	5,075	-136
Employee Benefits	2,472	2,365	-107	-4.5%	9,458	9,970	-511
Finance costs	734	792	58	7.3%	3,167	3,079	88
<b>Total Operating Costs (excl. Depreciation)</b>	<b>8,487</b>	<b>9,174</b>	<b>687</b>	<b>7.5%</b>	<b>35,965</b>	<b>35,485</b>	<b>480</b>
<b>Operating Surplus/(Deficit)</b> (before Depreciation)	<b>3,566</b>	<b>1,875</b>	<b>1,691</b>	<b>90.2%</b>	<b>8,450</b>	<b>8,569</b>	<b>119</b>
<b>Capital Funding</b>							
Subsidies and Grants - Capital	840	869	-29	-3.3%	8,287	8,798	511
Development Contributions	794	162	633	390.6%	648	1,252	604
Financial Contributions	852	135	717	531.2%	540	1,247	707
Rates (Capital)	0	0	0	0.0%	0	0	0
Sale of Assets	7	150	-143	-95.1%	150	5,420	5,270
<b>Total Capital Funding</b>	<b>2,494</b>	<b>1,316</b>	<b>1,178</b>	<b>89.5%</b>	<b>9,625</b>	<b>16,716</b>	<b>7,092</b>
<b>Total Capital Funding and Operating Surplus</b>	<b>6,061</b>	<b>3,191</b>	<b>2,870</b>	<b>89.9%</b>	<b>18,075</b>	<b>25,285</b>	<b>7,210</b>
<b>Capital Payments</b>							
Capital Expenditure	1,986	2,248	262	11.6%	20,128	23,372	-3,244
<b>Total Capital Payments</b>	<b>1,986</b>	<b>2,248</b>	<b>262</b>	<b>11.6%</b>	<b>20,128</b>	<b>23,372</b>	<b>-3,244</b>
<b>Funding Surplus/(Deficit) - prior to reserve allocations and before Depreciation, Provisions and Operating Funds</b>							
	<b>4,075</b>	<b>943</b>	<b>3,132</b>	<b>332%</b>	<b>-2,053</b>	<b>1,913</b>	<b>3,966</b>
<b>Non Cash Accounts</b>							
Depreciation	2,443	2,443	0	0.0%	9,771	9,732	
Provisions	0	23	23	100.0%	92	69	
Vested Assets	0	0	0	0.0%	0	0	
<b>Total Memo Accounts</b>	<b>2,443</b>	<b>2,466</b>	<b>-23</b>	<b>-0.9%</b>	<b>9,864</b>	<b>9,801</b>	

As at	2017-2018	2017-2018
30 September 2017	Annual Plan \$'000	Forecast One \$'000
<b>Statement of Financial Position</b>		
<b>Whole of Council</b>		
<b>Equity</b>		
Accumulated Funds	403,732	614,331
Asset Revaluation Reserve	212,860	0
Restricted Reserves	5,673	0
Council Created Reserves	-18,096	0
<b>Total Equity</b>	<b>604,169</b>	<b>614,331</b>
<i>represented by</i>		
<b>Current Assets</b>		
Cash and Cash Equivalents	583	4,310
Trade and Other Receivables	8,448	6,557
Accrued Revenue	1,875	1,875
Other Financial Assets	115	115
Non Current Assets Held for Sale	186	186
<b>Total Current Assets</b>	<b>11,207</b>	<b>13,043</b>
<i>less</i>		
<b>Current Liabilities</b>		
Trade and Other Payables	9,886	10,136
Provisions	139	139
Employee Entitlements	449	449
Public Debt	19,127	6,641
<b>Total Current Liabilities</b>	<b>29,601</b>	<b>17,365</b>
<b>Working Capital / (Deficit)</b>	<b>-18,394</b>	<b>-4,322</b>
<i>plus</i>		
<b>Non Current Assets</b>		
Property, Plant & Equipment	668,138	668,226
LGFA Borrower notes	688	643
Biological Assets	3,644	500
Derivative Financial Assets	0	0
Other Financial Assets	276	276
<b>Total Non Current Assets</b>	<b>672,746</b>	<b>669,645</b>
<i>less</i>		
<b>Non Current Liabilities</b>		
Public Debt	39,168	42,000
Provisions	4,567	4,796
Derivative Financial Liabilities	6,448	4,196
<b>Total Non Current Liabilities</b>	<b>50,182</b>	<b>50,992</b>
<b>Net Assets</b>	<b>604,169</b>	<b>614,331</b>
	0	0
Net Debt (Loans less bank)	57,712	44,331

For the year ended:	Annual Plan	Forecast One
30 September 2017	2017-2018	2017-2018
	\$'000	\$'000

## Cash Flow Statement

### Cash Flow from Operating Activities

#### Receipts:

Rates	33,421	33,437
Fees, charges and other	6,268	9,281
Grants and subsidies	14,182	13,510
Interest received	20	147
<i>sub total</i>	53,890	56,375

#### Payments:

Suppliers and employees	32,696	30,417
Taxes (including the net effect of GST)	0	0
Interest expense	3,167	3,079
<i>sub total</i>	35,863	33,496

<b>Net Cash Flow from/(to) Operating Activities</b>	<b>18,027</b>	<b>22,879</b>
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### Cash Flow from Investing Activities

#### Receipts:

Sale of Property, plant and equipment	150	5,420
LGFA Borrower notes	0	45
<i>sub total</i>	150	5,465

#### Payments:

LGFA Borrower notes	0	0
Property, plant and equipment purchases	20,128	22,422
<i>sub total</i>	20,128	22,422

<b>Net Cash Flow from/(to) Investing Activities</b>	<b>-19,978</b>	<b>-16,957</b>
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### Cash Flow from Financing Activities

#### Receipts:

Loans raised (Net)	0	0
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#### Payments:

Loans repayment (Net)	-3,832	-13,486
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<b>Net Cash Flow from/(to) Financing Activities</b>	<b>-3,832</b>	<b>-13,486</b>
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<b>Net Increase/(Decrease) in cash and cash equivalents</b>	<b>-5,783</b>	<b>-7,564</b>
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Cash and cash equivalents at beginning of period	6,366	11,874
Cash and cash equivalents at end of period	583	4,310

**Kaipara District Council**  
**Forecast One 2017-2018**  
**Capital Projects Summary**

<b>Project Number</b>	<b>Project Description</b>	<b>Total</b>
10258	Roading resurfacing - various sites	2,106,000
10752	LED conversion of streetlights	1,080,270
10730	Pouto Road section	774,000
10548	Settlement Road Seal Extension 2017/18	654,090
10027	Baylys trunk main Stage 2: 365 Baylys to SH12 Renewal 3650m and SH12	618,000
B10015	Quail Way SW Improvments	550,000
	Waihue Road (1) RP9330-10170	458,100
10732	FR Waihue Road	448,000
10774	Mangawhai Road RP2000	443,419
	Minor Improvements Professional Services	418,335
10772	Mangawhai Road RP750	383,579
	Kaikohe Road Bridge No. 228_11415	360,135
10256	Various - Major Drainage	359,241
10769	Upgrade PS-VA	350,000
10765	Waihue Road (2) RP10596-10961	342,303
10773	Mangawhai Road RP1050	313,791
10626	Wastewater Treatment Pond Desludging.	300,000
	WINTLE ST RP739-774	292,500
10761	Tara Road flooding	270,000
10731	FR Avoca Road	262,204
10163	P3: Catchment O SW investigation,Catchment analysis Design and constr	250,000
10723	Awakino Consent	250,000
10625	Estuary Drive Pumping Station.	242,000
	Pouto Road Minor Sections HM	236,800
	P8: WW Renewal - other than Reline - 152 Victoria St, 192 Hokianga St, 7	235,000
	Resurfacing Professional Services	234,000
10686	Pukehuia Road RP 9650 Slip	224,886
	GORGE RD RP1149-1167	222,570
10722	Hakaru Leachate Improvements	220,000
	BULL RD RP7754-7759	210,600
10796	Bickerstaffe Rd Slip RP5570	207,028
10519	Park Improvements (furniture/carpark/lighting/paths)	204,814
10169	P5: AC 150mm Fire main upgrade - Beach Rd - 995m	201,355
10704	Mangawhai Heads to Alamar Crescent walkway	200,000
10684	Baldrock Road RP500-520 Slip	198,230
10734	Bickerstaffe Road	183,500
10151	Traffic Services	171,589
	Emergency Works Professional Services 61%	162,940
10513	Library redevelopment - digital growth	160,000
10709	Dargaville Placemaking - additional costs	150,500
10087	Kai Iwi facilities	150,215
10059	Effluent Discharge Options	150,000
	GORGE RD RP957-974	145,800
10543	MCWWS Resource Consent Variation 2016/17	141,001
10751	Bee Bush / Aropohue / Hoyle Intersection	137,005
10762	Tara Road f/p safety impvmt	135,050
	Bickerstaffe capping	130,000

10512	Replacement Murphy/Bowers stop bank	130,000
10729	Oparakau Road	130,000
10228	Road Safety Promotion (Roadsafe Northland)	128,805
	New Public Toilet (replacing Jaycee Park)	120,000
10173	P9a: WW Renewal - Relining - 31 Kauri, 163 Hokianga, 43 Plunket, 6 Earl	120,000
10754	Garbolino Slip	118,119
	WAIRERE RD RP4000-4020	115,650
	Emergency Works Professional Services 81%	114,180
10797	Avoca Rd Culverts HM 17-18	107,641
	GIRLS HIGH SCHOOL RD RP5551-5563	104,850
10540	Floodgate 54 - Replacement	102,000
	Notorious West Road HM	100,500
10523	Mangawhai Community Park - implement Master Plan	100,399
10309	Fleet Replacement	100,000
10771	Backwash Discharge WTP	100,000
10201	Pump stations Renewal - PS2, PS1 Rising main	98,000
10770	Backwash Discharge WTP	96,000
	Bickerstaffe Road Sight Benching HM 17-18	95,929
	Parore Mamaranui WS Booster pUmps	95,000
10800	Kaiwaka Mangawhai Rd RP11974	90,150
10758	Waihue Rd pavement widening	90,000
B10724	Addition Cap Growth - Council Contribution 2017/2018	89,700
	Rehabilitation Professional Services	88,900
	Roading Infrastructure -Unsub Professional Services	83,424
	Implement Reserve Management Plan	82,000
	Waihue Road Sight Benching HM 17-18	81,040
10791	Devich Rd Bridge No. 549_1709	80,129
10528	Floodgate Replacement 2017/18 - PYRF	80,000
B10779	Testing Various Sites	79,506
	Robertson Road Bridge No. 417_2602	78,369
	BULL RD RP5819-5847	77,400
	Houto Road Bridge No. 224_186	75,426
	Opanake Road Route Improvements - Sight Benching @ RP12460, RP613!	74,932
10541	Floodgate 53 - Replacement	74,000
10235	Settlement Road	72,000
10733	FR Waimata Road	69,149
10041	Contact Centre	67,000
	Judd Road HM	65,600
10271	Website Redesign	65,000
10649	Mangawhai Office Extension	62,947
10801	Victoria/Gladstone Intersection	60,745
10103	Library Book replacements	60,304
10319	Public Toilets renewals - Glinks Gully and Pahi	60,000
	MILLBROOK RD RP3000-3017	59,400
10760	Tara Road flooding Invest	58,663
10524	Cycleway/Walkway - develop and implement strategy	57,704
10728	Settlement Road bridge no 249	55,682
	ARCADIA RD RP2231-2273	54,900
10755	Mangawhai Town Impvmts	54,247
	BULL RD RP3788-3798	54,000
10763	Removal of Dangerous trees	54,000
10223	Replaced equipment	52,068

10706	Implement Reserve Management Plan	52,000
	Bickerstaffe Road New Culverts HM 17-18	50,713
10326	Building Renewal and Earthquake stabilisation	50,000
	Electronic Document and Records Management 2017/2018	50,000
	Taharoa Domain RMP	48,482
10717	Magawhai server room and recabling	47,881
	Waihue Road Retaining Wall - New Construction HM 17-18	47,247
10172	P8: WW Renewal - other than Reline	46,000
10707	New tractor	45,480
10237	Settlement Road - Seal Extension	45,252
	Avoca North Road HM	45,058
10740	Paparoa-Oakleigh Rd Corner Easing #1 RP6770	45,008
10741	Paparoa-Oakleigh Rd Corner Easing #2 RP3500	45,008
10742	Paparoa-Oakleigh Rd Corner Easing #3 RP4000	45,003
10750	Opanaki Rd Slip (2) RP 4434-4460	45,000
10715	Telephony Upgrade	44,247
	Bridges and Structures Professional Services	43,627
10792	Golden Stairs Rd Bridge No. 367_9435	41,215
10038	Civic buildings renewals	40,000
10181	Pond curtain	40,000
10403	Tinopai Playground	40,000
10511	Stop bank improvements	40,000
10705	Public Toilets - Lake Waikare	40,000
B10776	Mangawhai Wastewater Reticulation Extensions- Moir Point Rd, Moir St	40,000
10510	Floodgate Replacements	39,000
	HILL RD RP2675-2695	37,350
	Moir Point Road Flooding remediation	33,871
	BOB TAYLOR RD RP616-624	33,750
10036	Cames Road route treatment	32,400
10775	Cyclone Damage Investigations	31,790
10522	Community Infrastructure - Mangawhai	30,080
	Hore Hore Floodgate Upgrade	30,000
10202	Pumpstation Storage	30,000
10520	Community Infrastructure - District	30,000
10521	Community Infrastructure - Dargaville	30,000
10648	Telephony Upgrade	27,353
10790	Cassidy Rd Bridge No. 353_304	25,049
10179	Playgrounds New	25,000
	New Equipment 2017/2018	21,636
10180	Playgrounds renewals	21,312
10795	Pukehuia Rd Slip RP15430	20,515
10799	Avoca Rd Sight Benching HM 17-18	20,047
10042	Contract Management / Project Accounting	20,000
10217	Renewals	20,000
10225	Reticulation renewal	20,000
10529	Floodgate Replacement 2017/18 - Rates funded	20,000
	Dunn Road Guardrail Adjustments and curve advisory signs	19,809
10203	Purchasing	19,000
10615	New Equipment 2016-17	18,602
10708	Harding Park RMP	17,956
10798	Avoca Rd Retaining Walls HM 17-18	17,856
10314	Replaced equipment	17,174

	P3: Conc Pipe (no joint) Renewal - Haimona St	17,153
	P5: AC 300mm Renewal - Beach Rd - 406m	16,645
	Waihue Road Bridge No. 269_1367	15,452
10794	King Rd Bridge No. 565_318	15,247
	Pukehuia Road RP9650 Slip	15,126
10713	NTA Development	15,000
	GIRLS HIGH SCHOOL RD RP8409-8417	14,850
10525	Playgrounds New - Kaiwaka	14,829
10637	Planning and Design - Library Re-development	14,000
	Waihue Road New Culverts HM 17-18	13,111
	Mangawhai server room and recabling	12,119
10613	Electronic Document and Records Management (EDRM) 2016/17	11,987
10052	Dargaville Offices equipment renewal	11,972
10060	Elderly Housing Renewals	11,000
	Oparakau Road Sight Benching HM 17-18	10,867
10168	P5: AC 150mm Renewal-Cobham,Haimona	10,316
10045	Cove Road E&W Barrier kerb - West	9,900
10046	Cove Road E&W Guardrail - East	9,900
10047	Cove Road E&W signs and delineation - West	9,900
10008	AC 200mm Renewal - Raw water main - 2nd 400m of 8Km	9,504
10685	Pukehuia Road RP7690 Slip	9,085
10030	Black Swamp Seal Extension	8,006
10562	Wairere/Causer/Paparoa Stn Road Inters/Bridge Appr 2016/17	7,740
10793	Hoyle Rd Bridge No. 132_9149	6,071
	Doctors Hill Road Scour/drainage remediation	5,986
	Bickerstaffe Road Retaining Wall - New Construction HM 17-18	5,695
10636	Electronic Document and Records Management 2017/18	5,449
10718	GIS Shared Service	3,870
	Paparoa Pram Crossings	3,623
10635	Mangawhai Community Park.	3,191
10557	Waihue Road 2016/17 (17/18)	3,048
B10777	Environmental compliance	2,500
B10778	Environmental compliance	2,500
B10784	Take consent compliance	2,500
10283	Compliance Drinking water standard	2,379
10719	New Equipment 2017/18	2,360
10603	Heavy metalling - Various roads	1,980
10160	P2 - 1: Conc Pipe (no joint) Renewal from CCTV -	1,893
10575	Opanaki Road - full length	1,719
10641	Blend Sites - Unsealed	1,687
B10785	NZDWS compliance	1,500
B10786	Water take consent compliance	1,500
B10787	Water take consent compliance	1,500
B10788	NZDWS compliance	1,500
B10789	Water take consent compliance	1,500
10591	Potential future sites (Storm damage)	1,438
10517	Pou Tu Te Rangi Harding Park	1,223
	Lusk Road HM	1,122
	Oparakau Road New Culverts HM 17-18	958
10570	Tinopai Road 2016/17	950
10257	Various Roads	773
	Mititai Road HM	674



10248	Tinopai Road		560
10573	Dunn Road 2017/18		560
10687	Pukehuia Road RP14000 Slip		531
10242	Tara Road Flooding Investigation		500
10594	Tinopai Road 2016/17		495
10764	Waihue Road (1) RP9330-10170		410
10561	Robertson Road 2016/17		390
10690	Bee Bush/Arapohue/Hoyle Intersection		300
10672	Gorge Road Footpath		270
10567	272 Tangowahine Valley road bridge no. 03 2016/17		200
10695	Kaikohe Bridge no.89		195
10749	Opanaki Rd Slip (2) RP 8511		179
10566	Possible sites yet unidentified (Bridges) 2016/17		150
10688	Paparoa-Oakleigh Corner Easing (RP6770,3500,4000,5800)		130
	Compliance Drinking water standards (renewal)		121
10631	Murray Road Realignment 16/17		105
10689	Tara Road 17/18 Designs		100
10558	Mangawhai Road 2016/17		90
10590	Tangowahine Valley Road		90
10564	276 Tangowahine Valley road bridge no. 07 - 2016/17		70
10743	Paparoa-Oakleigh Rd Corner Easing #4 RP5800		65
10587	Whitcombe Road/Whenuanui Reserve Road		54
10683	Arapohue Road Slip (RP3520-3565)	-	42
10313	Replaced equipment	-	208
10572	Dunn Road 2016/17	-	974
10651	Dargaville Placemaking - additional costs	-	1,108
10518	Taharoa Domain - implement Reserve Management Plan	-	1,697
10252	Treatment Plant, Pump Stations Electrical renewal	-	4,540
10166	P4:AC 100mm Rnwl-Lorne, Montgomery Av, Parore, Pirika St-1700m	-	9,524
10043	Core Financial and Council Services system improvements	-	15,000
10693	Swamp Road Bridge	-	16,345
	Total		22,422,001

**File number:** 4107.878 **Approved for agenda**   
**Report to:** Council  
**Meeting date:** 11 December 2017  
**Subject:** **Contract 878 Dargaville Water Renewals 2017/2018: Request for Authorisation to Delegate Authority to the Chief Executive and Deputy Mayor**  
**Date of report:** 13 November 2017  
**From:** Curt Martin, General Manager Infrastructure  
**Report purpose**  **Decision**  **Information**  
**Assessment of significance**  **Significant**  **Non-significant**

### Summary

Renewals for Dargaville Water include the renewals for Baylys Coast Road (second stage) and Beach Road. These two packages of work have been combined for the purposes of construction. This will likely allow for economy of scale and should be reflected in the tendered prices received. However due to the combination of the projects the value of the contract will surpass the delegation of the Chief Executive (CE). The budget for the combined project is \$826,000 which exceeds the delegated authority of the CE of \$500,000 for Capital expenditure on asset classes other than Rooding.

The physical works contract is currently being tendered, however the tender evaluation will not be finalised in time to meet the agenda deadline for Council's December 2017 meeting. Specific delegation to increase the financial delegation to \$826,000 for this contract would enable a timely process between selection of a preferred contractor and award of contract for this project.

### Recommendation

*That Kaipara District Council:*

- 1 *Receives the General Manager Infrastructure's report 'Contract 878 Dargaville Water Renewals 2017/2018: Request for Authorisation to Delegate Authority to the Chief Executive and Deputy Mayor' dated 13 November 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Delegates authority to the Chief Executive and Deputy Mayor to commit Council to financial transactions (or projects consisting of multiple transactions) relating to the award of Contract 878 Dargaville Water Renewals 2017/2018 to the preferred supplier up to the Annual Plan budget of \$826,000 plus GST.*

### Reason for the recommendation

The proposed financial delegation requires Council approval.

## **Reason for the report**

The purpose of this report is to request authorisation for the delegation of authority to the CE and Deputy Mayor to approve the award of a contract value above the CE's current delegated authority, up to the budget of this project of \$826,000. This will enable a timely process between the tendering process and award of contract for this project.

## **Background**

The Annual Plan includes several water lines located in Dargaville which are programmed for renewal in 2017/2018. The design of these renewals is complete and this renewal project is ready for tender. In order to streamline the process and take advantage of economy of scale it has been decided to combine the renewal projects into one construction contract. The combined value of the projects exceeds the CE's delegated authority of \$500,000. In order to expedite the award of the contract it would be beneficial to authorise delegated authority for the CE and Deputy Mayor to approve the award of the contract up to the budgeted amount of \$826,000.

## **Factors to consider**

### ***Community views***

The community's views have been considered during the development of the Long Term Plan 2015/2025 and Annual Plan 2017/2018.

### ***Policy implications***

Procurement will be undertaken in accordance with Council's Procurement Policy.

### ***Programming Implications***

There is a significant amount of work involved in the 2017/2018 water renewal project. It is important to maintain the programme schedule and delegating signing authority to the CE and Deputy Mayor will streamline the approval process.

### ***Financial implications***

There are no financial implications as the value of \$826,000 is a combination of existing Capex budgets.

### ***Legal/Delegation implications***

Specific Council approval is required to delegate authority to the CE and Deputy Mayor to commit Council to financial transactions relating to capital expenditure for the renewal of assets with a value greater than \$500,000 for asset classes other than Roadway.

## **Options**

The following options are available for consideration:

**Option A:** Council delegates authority to the CE and Deputy Mayor to commit Council to financial transactions (or projects consisting of multiple transactions) relating to the award of Contract 878 Dargaville Water Renewals 2017/2018 to the preferred supplier up to the Annual Plan budget of \$826,000 + GST.

**Option B:** Council declines to delegate authority to the CE and Deputy Mayor to commit Council to financial transactions (or projects consisting of multiple transactions) relating to the award of Contract 878 Dargaville Water Renewals 2017/2018 to the preferred supplier up to the Annual Plan budget of \$826,000 + GST.

#### **Assessment of options**

Option A would enable a timely process between the tendering process and award of the contract for this project.

Option B would delay the award of the contract.

#### **Assessment of significance**

Not significant in relation to the Significance and Engagement Policy as:

- It does not involve more than \$3,000,000 or more budgeted expenditure;
- It does not involve \$300,000 or more unbudgeted expenditure;
- The decision will not impact by increasing individual rate levies by 10%;
- There is no transfer of ownership or control of a strategic asset to or from Council; and
- The level of service will remain the same or be improved.

#### **Recommended option**

The recommended option is **Option A**.

#### **Next step**

Complete the tender of Contract 878 and award the contract to the preferred supplier as delegated.

**File number:** 3802.04  
**Report to:** Council  
**Meeting date:** 11 December 2017  
**Subject:** Mangawhai Community Plan Final  
**Date of report:** 22 November 2017  
**From:** Natalie Robinson, Acting Policy Manager

**Approved for agenda**

**Report purpose**  **Decision**  **Information**  
**Assessment of significance**  **Significant**  **Non-significant**

### Summary

The purpose of this report is to formally present to Council the final Mangawhai Community Plan (MCP) (**Attachment 1**) for adoption, following incorporation of feedback received during a period of community consultation that ran from 26 September 2017 to 11 October 2017.

The draft MCP was adopted for feedback by Council on 26 September 2017. A period of public consultation was undertaken, and this included online survey responses, public open days and the ability to offer feedback by email, telephone or post. There were 116 responses received from individuals or organisations. This feedback was then reviewed and considered by Council officers, a sub-committee of Council (comprised of Councillors Wethey, Curnow, Larsen and Geange), and then all of Council.

The draft MCP was amended accordingly, where appropriate, and the final version is now attached to this Report for adoption by Council.

### Recommendation

*That Kaipara District Council:*

- 1 *Receives the Acting Policy Manager's report 'Mangawhai Community Plan Final' dated 22 November 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Adopts the Mangawhai Community Plan (circulated as attachment 1 to the above-mentioned report) as a source document for the consultation document for the 2018/2028 Long Term Plan.*

### Reason for the recommendation

This Report will allow work to commence on implementation of the actions as planned in the MCP.

### Reason for the report

The purpose of this report is to formally present to Council the final Mangawhai Community Plan (MCP) following amendments made as a result of the consideration of community feedback, for adoption.

## Background

The background to the MCP has been traversed in detail in previous reports to Council, but in summary has followed the below timetable:

- 11 July 2017: The Community Advisory Panel presents its recommendations to Council;
- 14 August 2017: Council receives draft MCP, resolves to appoint a sub-committee to consult with the Community Advisory Panel chair and report back to Council;
- August – September 2017: The sub-committee considers the draft MCP and makes subsequent amendments;
- 26 September 2017: Council receives draft MCP for approval for feedback;
- September – October 2017: Public consultation period is run, seeking community feedback;
- October – November 2017: Council officers, the aforementioned sub-committee and Council consider feedback, and amend MCP where appropriate;
- 11 December 2017: Council receives final MCP for adoption.

## Issues

The final MCP addresses policy and development issues which will direct the formulation of Council's Long Term Plan 2018/2028 and act as a driver for changes to the Kaipara District Plan.

## Factors to consider

### *Community views*

Community views were compiled by the Community Advisory Panel during the preparation of the draft MCP.

Community views were then considered through a Council-run consultation and feedback period in late 2017. This feedback period ran from September to October 2017, and the community was encouraged to provide feedback via an online survey, as well as letters and emails. Two public open days in Mangawhai were also held on Saturday 30 September 2017 and Saturday 07 October 2017, and received over 100 people in attendance.

The community feedback was then summarised and presented to the sub-committee and Council for consideration, and amendments were then subsequently made to the MCP.

## Options

**Option A:** Adopt the final MCP.

**Option B:** Reject the final MCP.

## Assessment of options

Option A is recommended, as the final MCP has been through a robust process of Council and sub-committee input, and now community feedback which has been taken into consideration.

Option B is not recommended due to the significant work that has been undertaken on the MCP.

### **Recommended option**

The recommended option is **Option A**.

### **Next step**

Following adoption of the MCP, projects will be input into the Long Term Plan, and an analysis of the District Plan to review possible planning changes will commence.

### **Attachments**

- 1 Final Mangawhai Community Plan

## Draft Mangawhai Community Plan

# FEEDBACK SUMMARY

December 2017

### What we did

- Public consultation in September to October has provided Council with valuable feedback on the draft Mangawhai Community Plan and how you would like to see growth managed in Mangawhai.
- Feedback reviews to date highlight strong support for a Mangawhai Community Plan and mixed views on how to fund this Plan.

### How your feedback is being used

- Community feedback along with a range of technical assessments and the Community Advisory Panel's report is being used to evaluate the options proposed in the draft MCP. As a result of these evaluations, Council will approve a Mangawhai Community Plan that will be used to help manage growth in the area.
- We note that some community members expressed an interest in talking further about their feedback to Council. Hearings were not available for this Plan however opportunity to speak to any of the projects that end up in the Plan and subsequent Consultation Document for the LTP can be done as part of the LTP consultation due to take place early 2018.

### Engagement in numbers



**116** responses received from individuals or organisations



Of these **62** completed feedback online



**437** visits to the MCP project page on the website between 27 September and 23 October 2017



**100+** people attended the two Council Open Days



## What you told us on the following key moves:

### Key Move One: Slow Street from School to beach

#### Summary of community feedback

- Traffic management is important;
- Upgrading and maintaining the current roads rather than new builds is considered important also;
- Generally people support using roundabouts at the following intersections: Insley/Moir Street, Moir Street/Molesworth Drive, Wood Street/Molesworth Drive, Mangawhai Central;
- Majority of feedback received agreed with a slow street concept;
- Some feedback received did not support the reconnection of Old Waipu Road;
- Car parking is important and needs to be addressed;
- Community would like to be informed and consulted of the projects and detail prior to physical work being done.

### Key Move Two: Blue-Green Infrastructure

#### Summary of community feedback

- Support the use of biofiltration to manage stormwater and improve water quality;
- Support use of stormwater ponds at Mangawhai Golf Course and Mangawhai Community Park;
- General concern that the stormwater in Mangawhai is poor and discharges directly into the Harbour with no treatment;
- General concern around the cost required for stormwater;

### Key Move Three: Improve connectivity

#### Summary of community feedback

- Connectivity is important;
- Over 50% of the respondents supported a shared path along a slow street, a coastal walkway, connecting no exit street with walking and cycling and the idea of a through road via Old Waipu Road or an alternative route;
- Majority of feedback agreed with the proposed cycling and walking map;
- Other cycle routes were also proposed

## Key Move Four: Facilitating key developments

### Summary of community feedback

- It is important that the District Plan is enforced;
- Support to develop, use and enforce Urban design guidelines;
- Invite the community to be involved in planning and implementing of projects;
- Provide more recreational areas (playgrounds) within subdivisions.

## Key Move Five: Protecting coastal character and history

### Summary of community feedback

- Most agree or are neutral to the use of cultural signs;
- Agree removing private usage of public esplanades;
- Support for using different regulations within and outside the coastal environment boundary.

## Key Move Six: Providing for a choice of housing and lifestyle

### Summary of community feedback

- Support for a rural residential zone;
- Support large town centres with mixed residential/business use;
- Neutral or agree with smaller multi-lot subdivisions outside the coastal area;
- Neutral or agree with the use of urban design rules but ensuring that these rules are enforced.

**File number:** 5105.09  
**Report to:** Council  
**Meeting date:** 11 December 2017  
**Subject:** Mangawhai Museum Partial Surrender of Lease  
**Date of report:** 11 October 2017  
**From:** John Burt, Property and Commercial Advisor  
**Report purpose**  **Decision**  **Information**  
**Assessment of significance**  **Significant**  **Non-significant**

**Approved for agenda**

### Summary

This report is to obtain Council's approval for the partial surrender of its lease on land at the Mangawhai Community Park by the Mangawhai Museum.

Council has adopted the Mangawhai Community Park Master Plan (Master Plan). One of the principles or objectives in the Master Plan is that, where possible, entrances and vehicle parking in the park become shared facilities maintained by Council. Currently there is an historical village (the Pioneer Village) under development on an area of the Mangawhai Community Park adjacent to the Museum. In accordance with the Master Plan, Council has already developed a shared parking facility on a portion of the land previously leased to the Mangawhai Historical Society Inc. where it has built the Museum (known as Mangawhai Museum).

Mangawhai Museum wishes to surrender all of its leased area except for the footprint of its building and its curtilages. Once the surrender is approved Council will be responsible for the maintenance and potentially the upgrade of the existing carparks and other infrastructure on the land. This would include gardens and the campervan dump station.

It now requires a resolution of Council to approve the partial surrender of the lease so that deed can be executed on behalf of Council.

### Recommendation

*That Kaipara District Council:*

- 1 *Receives the Property and Commercial Advisor's report 'Mangawhai Museum Partial Surrender of Lease' dated 11 October 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Approves the Partial Surrender of the Lease by the Mangawhai Museum; and*
- 4 *Approves the grant to the Mangawhai Museum of a non-exclusive licence to use the surrendered area for the use permitted in its lease; and*
- 5 *Delegates to the Acting Chief Executive responsibility for the finalisation of the Deed of Partial Surrender of Lease.*

### **Reason for the recommendation**

The Mangawhai Community Park Master Plan includes as one of its principles or objectives that where possible entrances and vehicle parking in the park become shared facilities maintained by Council.

### **Reason for the report**

This report is to obtain Council's approval for the partial surrender of its lease on land at Mangawhai Community Park by the Mangawhai Museum.

### **Background**

Mangawhai Museum leases less than one hectare of Mangawhai Community Park and has developed and constructed a modern museum facility on a part of this leased area. The lease was granted by Council in 2009 to allow for the development to commence and runs for a period of 10 years from practical completion of the Museum in 2014.

At its meeting on 26 September 2016 Council approved an initial partial surrender of a small portion of the lease as a way of facilitating the desired outcome of a shared entrance and parking for both the Museum and the Pioneer Village.

### **Issues**

Council has adopted the Mangawhai Community Park Master Plan (Master Plan). One of the principles or objectives in the Master Plan is that where possible that entrances and vehicle parking in the park become shared facilities maintained by Council.

Mangawhai Museum has requested a partial surrender of its lease area and a Deed of Partial Surrender of Lease has been prepared. The Museum wishes to surrender all of its leased area except for the footprint of its building and its curtilages.

Once the partial surrender is approved Council will be responsible for the maintenance and potentially the upgrade of the existing carparks and other infrastructure on the land. This would include gardens and the campervan dump station. Options for these are being considered and extra costs may be included in the parks contract or funded by the Mangawhai Park improvements budget.

It now requires a resolution of Council to approve the partial surrender so that Council can also sign the Deed. A copy of the Deed of Partial Surrender of Lease is attached to this report (**Attachment 1**).

### **Factors to consider**

#### ***Community views***

Many in the community would be unlikely to have a strong view on this matter. Others will hold the view that Council should manage parks and reserves and not leave it to community organisations.

#### ***Policy implications***

There are no policy implications in respect of this report. Council's Community Assistance Policy now requires that occupation of Council land by community groups be approved by way of a Licence to Occupy.

### **Financial implications**

There will be additional costs incurred by Council as a result of this decision. Some of which could be funded from the Mangawhai Park improvements budget. Options for these are being considered and extra costs may be included in the parks contract or funded by the Mangawhai Park improvements budget.

### ***Legal/delegation implications***

Council would need to approve the partial surrender of the original lease as this responsibility has not been delegated to staff.

### **Options**

There are two options available to Council.

**Option A:** Approve the partial surrender of lease held by the Mangawhai Museum; or

**Option B:** Decline to accept the partial surrender of the lease held by the Mangawhai Museum.

### **Assessment of options**

If Council approves the partial surrender it will formally clarify responsibility for the development and maintenance of the shared carpark in the area around the Museum.

### **Assessment of significance**

Staff are of the opinion that the content and recommendations in this report are consistent with the requirements of the Local Government Act 2002 and that the decision-making requirements have been met. In terms of Council's Significance and Engagement Policy (dated October 2014) the partial surrender of the lease is not significant.

### **Recommended option**

The recommended option is **Option A**, approve the partial surrender of the lease held by the Mangawhai Museum.

### **Next step**

Acting Chief Executive to execute the Deed of Partial Surrender of Lease.

### **Attachments**

- Attachment 1 - Deed of Partial Surrender of Lease

**KAIPARA DISTRICT COUNCIL**  
(Lessor)

**MANGAWHAI MUSEUM AND HISTORICAL SOCIETY INCORPORATED**  
(Lessee)

**DRAFT**  
**DEED OF PARTIAL SURRENDER OF LEASE**

**BROOKFIELDS**  
LAWYERS

## DEED OF PARTIAL SURRENDER OF LEASE

DEED dated the                      day of                      2017

### PARTIES

1.     **KAIPARA DISTRICT COUNCIL ("Lessor")**
2.     **MANGAWHAI MUSEUM AND HISTORICAL SOCIETY INCORPORATED ("Lessee")**

### INTRODUCTION

- A.     The Lessor and the Lessee are the present parties to the Lease.
- B.     The parties have agreed to the Lessee's surrender of the Surrendered Area to the Lessor for the unexpired residue of the term created by the Lease on the basis that the Lessor agrees to grant the Lessee a non-exclusive licence to use the Surrendered Area for the Permitted Use from the Licence Commencement Date.
- C.     The parties now wish to record the terms and conditions of the Lessee's surrender of the Surrendered Area and the Lessor's agreement to grant the Lessee a non-exclusive licence over the Surrendered Area from the Licence Commencement Date.

**THIS DEED RECORDS that:**

#### 1.     **INTERPRETATION**

##### **Definitions**

- 1.1     In this deed, unless the context otherwise requires:

**"Lease"** means the Deed of Lease dated 8 October 2009 in respect of the Leased Area between the Lessor and the Lessee together with the Deed of Partial Surrender of Lease dated October 2016.

**"Leased Area"** means the land leased under the Lease less the part surrendered pursuant to the Deed of Partial Surrender of Lease dated October 2016.

**"Lessee"** includes the Lessee and its successors and permitted assigns.

**"Lessor"** includes the Lessor and its successors and assigns.

**"Licence Commencement Date"** means the date on which this deed is signed by all parties.

**"Mangawhai Park"** means Mangawhai Park, situated at Molesworth Drive, Mangawhai part of which comprises the Leased Area.

**"Permitted Use"** means the permitted use of the Surrendered Area containing gardens, campervan dump station, shared access and parking facilities in common with other users of Mangawhai Park and the public and any additional use approved by the Lessor acting reasonably.

**"Surrendered Area"** means all that part of Leased Area except for the footprint of the museum building and its curtilages as shown hatched on the plan attached to this deed as the First Schedule.

**"Surrender Date"** means the date on which this deed is signed by all parties.

1.2 Headings are for ease of reference only and do not affect the interpretation of this deed.

## 2. PARTIAL SURRENDER

2.1 The Lessee surrenders to the Lessor the Surrendered Area as from the Surrender Date to the intent that the unexpired residue of the term of years in respect of the Surrendered Area will merge and be extinguished in the Lessor's interest in the land.

2.2 In consideration of the fulfilment of the following covenants by the Lessee, the Lessor accepts the Lessee's surrender of the Surrendered Area from the Surrender Date.

2.3 The Lessee's surrender of the Surrendered Area pursuant to clause 2.1 does not prejudice or affect the rights of either the Lessor or the Lessee against the other in relation to any breaches of the Lease occurring prior to the Surrender Date.

## 3. LESSEE'S OBLIGATIONS

3.1 The Lessee remains liable for the rental and all outgoings in respect of the Leased Area and the due performance of all the covenants and conditions of the Lease up to the Surrender Date.

## 4. AGREEMENT TO GRANT LICENCE

4.1 Subject to clause 4.2, in consideration of the Lessee's surrender of the Surrendered Area as set out in clause 2, the Lessor agrees to grant the Lessee a non-exclusive licence to use the Surrendered Area for the Permitted Use from the Licence Commencement Date.

4.2 In respect of the licence referred to in clause 4.1, the Lessee acknowledges and agrees:

- (a) That it shall be in a form, and subject to terms and conditions, as the Lessor sees fit (acting reasonably) having regard to the non-exclusive nature of the licence, which shall include, but not be limited to, the following provisions:
  - (i) A licence fee of \$1 per annum (non reviewable) and a term which runs with and is co-terminous with the Lease and any renewal or extension of the Lease.
  - (ii) That it shall be lawful for any person to enter and for any reasonable period of time to remain as a spectator upon the Surrendered Area at all times and any person so entering or remaining on the Surrendered Area shall not so long as he or she conducts and behaves himself or herself in an orderly and seemly manner and refrains from hindering and obstructing the activities of the Lessee be deemed a trespasser;
  - (iii) That the Lessor shall at any time be entitled to permit other organisations and the public to use the Surrendered Area for the Permitted Use, and the Lessee consents to such use provided that the Lessor will use reasonable



endeavours to ensure that as little interruption as possible is caused to the Lessee in its use of the Surrendered Area for the Permitted Use.

- (b) To deliver a duly executed copy of such licence to the Lessor within 14 days of being presented with the execution copy of the same.

**5. LESSOR APPROVAL**

- 5.1 The Lessee acknowledges and agrees that the Lessor will need to pass all necessary resolutions and have complied with all necessary statutory and regulatory procedures to its satisfaction in all respects prior to executing this deed.

**6. COSTS**

- 6.1 Each party will pay its own costs of the preparation and execution of this deed.

**7. CONTINUANCE**

- 7.1 The covenants in the Lease remain in full force and effect except to the extent expressly modified or varied by this deed.

**EXECUTION**

**SIGNED** by )  
**KAIPARA DISTRICT COUNCIL** )  
 as Lessee by its duly authorised )  
 signatory acting under delegated )  
 authority in the presence of: )

DRAFT

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Name of Witness)

\_\_\_\_\_  
(Occupation of Witness)

\_\_\_\_\_  
(Address of Witness)

**THE COMMON SEAL of** )  
**MANGAWHAI MUSEUM AND** )  
**HISTORICAL SOCIETY** )  
**INCORPORATED** was affixed )  
in the presence of: )

\_\_\_\_\_  
(Signature of Trustee)

\_\_\_\_\_  
(Name of Trustee)

\_\_\_\_\_  
(Signature of Trustee)

\_\_\_\_\_  
(Name of Trustee)

DRAFT

**FIRST SCHEDULE**  
**Plan of Surrendered Area**

DRAFT

**File number:** 2304.09 **Approved for agenda**   
**Report to:** Council  
**Meeting date:** 11 December 2017  
**Subject:** Significance and Engagement Policy  
**Date of report:** 01 December 2017  
**From:** Seán Mahoney, Democratic Services Manager  
**Report purpose**  **Decision**  **Information**  
**Assessment of significance**  **Significant**  **Non-significant**

### Summary

Every Local Authority is required to have a Significance and Engagement Policy under the Local Government Act 2002. Council's current policy was adopted in 2014 and it has been reviewed as part of the Long Term Plan (LTP) review of policies. An initial draft policy was presented in September and Council requested further amendments be made before the document be re-presented. The revised draft policy is intended to be adopted for consultation and feedback before a final version is adopted at the February Council meeting and incorporated into the Long Term Plan consultation.

### Recommendation

*That the Kaipara District Council:*

- 1 *Receives the Democratic Services Manager's report " Significance and Engagement Policy" dated 01 December 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of section 79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Delegates to the Acting Chief Executive to make any minor amendments to the draft policy; and*
- 4 *Seeks consultation on the Draft Significance and Engagement Policy from December 2017 through to February 2018 and will provide a final version for adoption to the February 2018 Council meeting.*

### Reason for the recommendation

Council's current Significance and Engagement Policy was adopted in 2014. Where the Significance and Engagement policy is amended Council must consult unless it considers on reasonable grounds that it has sufficient information and preferences to enable the policy to be achieved. Given that the current policy was written during the Commissioner's term of office and the policy received no feedback, it is in the best interests of Council and the community to ensure that opportunities for feedback are provided before the adoption of a final policy.

### Reason for the report

To seek adoption of the draft Significance and Engagement Policy, incorporating earlier Councillor feedback, and an engagement process for community feedback before a final policy is considered for adoption in February 2018.

## **Background**

The 2014 amendments to the Local Government Act 2002, through the Local Government Act 2002 Amendment Bill (No 3) introduced Section 76AA and the requirement for Council to adopt a Significance and Engagement Policy by 01 December 2014.

In October 2014 Council adopted a Significance and Engagement Policy. This has been reviewed by management and was also briefed to Councillors as part of the LTP public briefings.

The revised policy which has come from feedback received does not make any fundamental changes to the existing policy but it does provide a modernised version of the engagement methods.

## **Issues**

The new policy introduces clarity around the role of engagement with mandated Iwi in the district. This will continue to be in line with any agreement Council has directly with Iwi and in addition to the process of community engagement.

The policy reaffirms and clarifies the list of strategic assets as required under the Act.

Assessments of significance need to be taken in a broad sense rather than a simple binary approach.

The policy advocates for assessing against four areas –

- The number of individuals or groups impacted
- The extent and length of the impact
- The financial impact
- Levels of public interest.

The financial thresholds remain the same as in the existing policy with a slight clarification around time periods for assessment.

Council could decide that the amendments and changes are not of the level that require consultation with the community. However the 2014 policy was adopted at a time when the Commissioners were in office and the amendments to the Act not well known in the community. Undertaking a short engagement process around this revised policy will allow for transparency around what is a cornerstone policy for Council. It also ensures any members of the community can provide feedback and suggest any improvements before Council adopt the policy. It is proposed that Council consult using Councils website, social media channels, newspaper advertisements and run a survey seeking feedback and comment. Council must if it deems the changes warrant it consult under section 82 of the Local Government Act. This requires amongst other things that Council provide information and seek views with an open mind. It is not however a special consultative procedure requiring hearings.

## **Factors to consider**

### ***Community views***

The community will be able to feedback on the draft policy before it comes back to Council. We will put the Draft policy on our website, send a link to our key LTP stakeholders, advertise it on social media and the local newspapers and ask for feedback from mid December 2017 through to early February 2018.

#### ***Policy implications***

Council is required to have a Significance and Engagement Policy.

#### ***Financial implications***

Nil

#### ***Legal/delegation implications***

Section 76AA of the Local Government Act requires all local authorities to adopt a policy.

#### **Options**

**Option A:** Adopt the draft policy subject to any amendments and seek feedback from the community.

**Option B:** Adopt the draft policy as the final policy without feedback from the community.

**Option C:** Retain the 2014 policy as the existing policy.

#### **Assessment of options**

Option A allows for the opportunity for the policy to be tested with the community and reflect any concerns they have. Options A and B both allow for the Council to adopt a policy that moves on from the Commissioner era. Option C retains the legal necessity of a requiring a policy and meet the requirements of the Local Government Act.

#### **Recommended option**

The recommended option is **Option A**

#### **Next step**

Finalise the draft policy and publish on the website. Seek feedback as mentioned above and report back to the February Council meeting.

#### **Attachments**

- Draft Significance and Engagement Policy.



# Significance and Engagement Policy

November September 2017

draft



Kaipara ki Oraonaki  
**Kaipara  
DISTRICT**  
The Oceans The Harbours



Document Control			
Version	Date	Author(s)	Comments
1 <sup>st</sup> commenced	2014	B Ware	
1.0	25/09/2014	S Mahoney	Periodic review, minor editing
<u>1.1</u>	<u>November 2017</u>	<u>S Mahoney</u>	<u>Long Term Plan Briefing</u>

## 1 Purpose

Kaipara District Council engages with its communities in a number of ways. Sometimes this is set in legislation, and the steps we follow need to be clear and transparent. Council's Significance and Engagement Policy is required under the Local Government Act 2002 S76AA.

This policy details:

- how Council determines the significance of its proposals in relation to issues, assets and other matters;
- any criteria or procedures used to assess the effects and extent of significance; and
- how community views on engagement are responded to and how we engage with communities.

Where Council considers there to be doubt over the significance of a proposal or decisions, then it should err on the side of caution and offer to engage with the community of interest ~~or impact~~.

## 2 Determining Significance

Significance is defined in the Local Government Act 2002 ([part 1 Schedule 5](#)) as *'the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for –*

- *the district or region;*
- *any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;*
- *the capacity of the local authority to perform its role, and the financial and other cost of doing so.'*

In determining the degree of significance, Council should consider whether an issue, proposal, decision or matter will:

- 1) impact negatively on Council's capability or capacity to carry out its role;
- 2) reduce Council's level of service in a major or irreparable way;
- 3) impact on Council's approved financial performance as agreed in the Long Term Plan and subsequent Annual Plans; or
- 4) impact on a community or area within the district in a way that may be considered major for that identified community of interest.
- 4)5) [Impact of the decision on the cultural values of the district's Maori community and their relationship to land and water.](#)

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### 3 Assessing Significance

Assessments of significance are always considered in context rather than in isolation. Significance is assessed on a continuum rather than as a binary. Issues may have low, medium or high significance for some communities and be different for others. Assessments of significance should reflect this rather than just a simple significant/non-significant answer. Council will consider an issue to ~~be determined~~ require special consultation where it is considered of 'high' significance. In addition, the impact of high significance must trigger more than one of the determining factors above.

Assessments of significance should consider:

- the number of individuals or groups impacted by the proposal or decision;
- the extent and timeframe of the impact of the proposal or decision on those individuals or groups;
- the financial impact (see below); and
- the levels of public interest.

### 4 Financial Impact

While the financial impact of a proposal or decision is not the only consideration of significance, it is one which can be easily quantified.

Council uses a guide to these financial thresholds for measuring the impact on an annualised basis as:

- Involving \$3,000,000 per annum or more budgeted expenditure;
- Involving \$300,000 per annum or more unbudgeted expenditure;
- Increasing annual rates or specific targeted rates by 10% or more;

Or

- Involving a transfer of ownership or control of one of Council's strategic assets.

### 5 Strategic Assets

In accordance with section 76AA(3) of the Local Government Act 2002, Council must list the assets it considers strategic assets. Strategic asset, *'in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community; and includes:*

- (a) *any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and*
- (b) *any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and*
- (c) *any equity securities held by the local authority in—*
  - (i) *a port company within the meaning of the Port Companies Act 1988;*
  - (ii) *an airport company within the meaning of the Airport Authorities Act 1966'.*

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Kaipara District Council considers, for the purposes of the Act, the following classes of asset to be strategic assets:

- the roading network;
- water supply schemes;
- wastewater schemes;
- reserves;
- cemeteries
- stormwater schemes; and
- Pensioner community housing.

Council will consider these assets as classes of assets, rather than individual assets within each class, when considering significance.

## 6 Procedure

Council officers are responsible in the first instance to assess whether engagement is required and, if so, the level of engagement necessary. The first test will be legislative requirements, and the second will be the significance of the matter.

Council reporting on proposals and decisions will contain a clear statement of that assessment and a recommendation if appropriate. The statement needs to contain a clear explanation of why significance has been triggered (if it has) and its implications. It should also consider any previous engagement on this matter and the potential costs and benefits of engagement.

## 7 Engagement

Engagement provides an opportunity for the public to express its views on the decision or proposal being considered by Council. The community views expressed through an engagement process will be considered and taken into account, along with other information such as costs and benefits, legislative requirements and technical advice. ~~Engagement may not necessarily result in a win/win situation, complete agreement or consensus. However, e~~Engagement should allow all relevant views and options to be identified and then considered before a decision is made.

Community engagement can allow for an exchange of information, points of view and options for decisions between affected and interested people and decision-makers before a decision is made.

Engagement does not mean that the decision will be delegated to those involved in the engagement process. It means that the decision made will have been informed and improved by the public's involvement.

### 7.1 Engaging with Maori

Council is committed to maintaining strong relationships with Maori communities in the Kaipara.

When engaging with Māori, Council will reflect the agreements in place, such as the Memorandum of Understanding (MoU) with Te Uri o Hau Settlement Trust, as starting points. Council recognises the importance of its relationships with Te Uri o Hau and Te Iwi O Te Roroa. We recognise there

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are wider Māori groups within the district and will also seek to engage with them where this is needed. This will result in better quality decision-making and clearer processes.

Council also has an Iwi relationship plan and hosts a Tangata Whenua forum for engaging with the wider Maori community 2 or 3 times a year.

**NB:** to refer to Māori engagement policy

#### **7.24 When Council will engage**

- a) When legislation requires that consultation be undertaken:  
Council will consult when it has a legislative requirement to consult (for example, as set out by the Local Government Act 2002, Resource Management Act 1991, Reserves Act 1977, Land Transport Management Act 2003). Council will undertake these consultation processes in accordance with the legislative requirements guiding them as the minimum. Council may choose to consult further depending on the level of significance of the matter being considered and notwithstanding the legislative requirements.
- b) When a significant proposal or decision is being considered:  
Subject to consideration of factors under section 7.2 of this Policy, Council will look to undertake what it considers to be an appropriate form of engagement whenever a 'significant decision' needs to be made.  
A significant decision is one which has been identified as such under this Policy.  
Note: a 'significant' decision will not automatically trigger application of the Special Consultative Procedure (SCP). For more information about the SCP, refer to the Local Government Act 2002 sections 83, 86, 87 and 93A.
- c) For some matters that are not considered significant:  
In general, where a matter is not considered significant under this Policy, consultation will not be undertaken. This is consistent with clauses 7.2 (a) and 7.2 (eh) of this Policy.

#### **7.23 When Council may not engage**

Information is always necessary for the decision-making process. However, there are times when it is not necessary, appropriate or possible to engage the community on a matter or decision. Council may also choose not to consult on a matter and, if so, will make this determination in accordance with the criteria below and notwithstanding any legislative requirements.

Council will not engage when:

- a) the matter is not of a nature or significance that requires consultation (s82(4)(c), LGA 2002);
- b) Council already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter (s82(4)(b), LGA 2002);
- c) there is a need for confidentiality or commercial sensitivity (s82(4)(d), LGA 2002);
- d) the costs of consultation outweigh the benefits of it (s82(4)(e), LGA 2002);
- e) the matter has already been addressed by Council's policies or plans, which have previously been consulted on;

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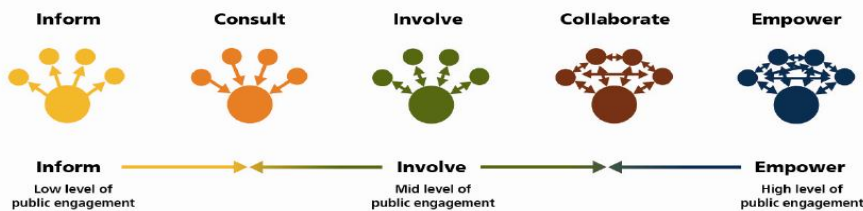
- f) an immediate or quick response or decision is needed or it is not reasonably practicable to engage;
- g) works are required unexpectedly or following further investigations on projects, already approved by Council;
- h) it is business as usual - the works required are related to the operation and maintenance of a Council asset and responsible management requires the works to take place; or
- i) when Council has consulted on the issue in the last 24 months.

Where the above-listed circumstances apply and consultation is not to be undertaken, Council is still required to give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter (LGA 2002 section 78(1)). The Local Government Act 2002 requires that this consideration be in proportion to the significance of the matters affected by the decision (section 79(1)).

**7.34 Methods for engagement**

This Policy sets out the engagement and decision-making principles which we will follow, our statutory consultation requirements and explains how we will go about determining significance.

All of these matters guide and inform the level and type of engagement that Council will undertake for any particular issue. Council follows the International Association of Public Participation (IAP2) approach (set out below) which indicates different engagement approaches on a spectrum from providing information through to community empowerment.



Council will seek opportunities to involve or collaborate with our communities, such as through Placemaking initiatives and community-led planning. The type and nature of the decision also guides how Council will go about communicating and engaging with our communities.

This table provides an indicative guide to this:

Type or nature of decision	Examples of how we may engage
<p><u>Small and simple</u> (low significance) (e.g. re-development community halls, minor park improvements, footpath and roadworks)</p>	<p>Localised promotion, through display boards, local papers, social media coverage and website updates.</p> <p>Targeted engagement through service users. Utilise local library space, Council offices or local noticeboards.</p> <p>Surveys, open days or informal information sessions may be appropriate.</p>

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<p><u>Medium</u> (e.g. walking and cycling portions, action plans, local area plans)</p>	<p>Targeted engagement, online engagement which may include a survey and social media. Hui or public information events. Information boards in libraries and service centres. Promotion through rates newsletters (if appropriate), the local media papers.</p>
<p><u>Large or complex</u> (high significance) (e.g. new roads, bridges, Long Term Plan, Community/Town Plans, Local Alcohol Policy changes)</p>	<p>Large-scale publicity and promotion. There could be an informal engagement/discussion phase plus a formal phase of consultation.  Likely to need consideration of different cultural styles and needs for engagement.  Likely to include a range of events and a focus on online activities including website, social media, surveys or e-newsletters.</p>

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### 7.45 Tools for community engagement

More than a third of our ratepayers are absentee owners. This fact is actively considered when Council engages with its residents and ratepayers. Where appropriate, more than one channel of communication is used to ensure a general awareness that Council is looking to engage and seeking feedback. We acknowledge that just as we have a responsibility to provide opportunities for people to engage with us, the community in turn has a responsibility to consider whether to accept them and engage with Council. We will respect every individual's right to choose or refrain from engagement with Council.

This table covers some of those tools and how they meet the aforementioned IAP2 scale:

Inform	Consult	Involve	Collaborate	Empower
- letter	- advertise in	- iwi, hui,	- iwi, hui,	- committees
- letterbox drop	local papers	community	community	- advisory
- advertise in	- iwi, hui,	leaders	leaders	panels
local papers	community	- media	- personal	- public
- media	leaders	- social media	briefings	meetings
releases	- media	- personal	- focus	
- Council	- social media	briefings	groups	
newsletters	- open letters	- focus	- committees	
- open letters	- committees	groups	- social media	
- community		- committees		
newsletters		- public		
		meetings		

In addition to the toolbox as outlined, additional methods of consultation and engagement can be potentially included such as:

- public meetings;
- resident and ratepayer survey;
- telephone survey;
- stakeholder contact lists;
- street survey (targeting demographic);
- texting;
- posters;
- rates notice;
- electronic newsletter;
- brochures;
- displays (e.g. pastoral shows);
- community roadshows;
- radio advertising;
- targeted education (e.g. schools);

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- cinema advertising;
- editorial; and
- user interface (e.g. sports groups).

**Appendix**

Appendix 1 – Information requirements, Council-provided feedback and length of engagement

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## Appendix 1 – Information requirements, Council-provided feedback and length of engagement

### 1.1 Information requirements

At a minimum, Council will provide the following information when conducting consultation or engagement activities:

- what is being proposed;
- why it is being proposed;
- what the options and consequences are for the proposal;
- if a plan or policy or similar document is proposed to be adopted – a draft of the proposed plan, policy, or other document;
- if a plan or policy or similar document is proposed to be amended – details of the proposed changes to the plan, policy, or other document;
- what impacts (if any) may occur if the proposal goes ahead;
- how submitters and participants can provide their views;
- the timeframe for consultation and engagement; and
- how submitters and participants will be informed about the outcome.

### 1.2 How Council will provide feedback to the community

Council will make available to submitters clear records, or descriptions of relevant decisions, made on an issue or matter. Explanatory material relating to the decision will be included e.g. references to reports used to reach a decision. Submitters will be notified of decisions or by letter, email, Council newsletter, media statement or public notice. Decisions and reports will be made available on the Council website, or hard copies supplied upon request, unless they contain confidential matters that are not able to be made available to the public.

### 1.3 Length of engagement

The length of engagement can and does differ. It will be directed by:

- The level of significance or timeframes, as determined by legislative obligations;
- The decision-making requirements and the possible effects of the decision that have not been deemed highly significant;
- The extent to which Council is already aware of the issue or views of the community;
- The level of community interest in proposed Council decisions; and/or
- The structure and demands of the decision-making process.

**File number:** 4102.17  
**Report to:** Council  
**Meeting date:** 11 December 2017  
**Subject:** Aranga Coast Road Risk Mitigation  
**Date of report:** 27 November 2017  
**From:** Curt Martin General Manager Infrastructure

**Approved for agenda**

**Report purpose**  **Decision**  **Information**  
**Assessment of significance**  **Significant**  **Non-significant**

### Summary

In August 2017 a landslide located approximately halfway up the Manganui bluff resulted in a number of large boulders to roll down the southern face of the bluff. A dozen of these boulders came to rest on, or immediately above, residential properties located on the northern side of Aranga Coast Road. Council reacted by issuing dangerous building notices to the affected buildings, and temporarily closed the portion of Aranga Coast Road at risk.

The Earthquake Commission has undertaken to mitigate the risk by removing the rockfall hazard and has approached Council for a cost contribution of \$30,000 + GST towards the cost of mitigating the risk.

### Recommendation

*That Kaipara District Council:*

- 1 Receives the General Manager Infrastructure's report 'Aranga Coast Road Risk Mitigation' dated 27 November 2017; and*
- 2 Believes it has complied with the decision-making provisions of the Public Works Act 1981 to the extent necessary in relation to this decision; and in accordance with the provision of s52 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 Delegates authority to the Chief Executive to contribute \$30,000 + GST to the Earthquake Commission towards the cost of mitigating the risk to the at-risk portion of Aranga Coast Road as a result of an adjacent landslip, to be funded via savings identified in the current 2017/18 financial year.*

### Reason for the recommendation

To seek Council approval to contribute towards the cost of mitigating the risk to the Aranga Coast Road.

### Reason for the report

The Earthquake Commission (EQC) has sought a cost contribution from Council towards the cost of mitigating the risk twelve dwellings and a portion of Aranga Coast Road at risk due to a localised landslip.

### Background

The Aranga Beach settlement is located at the base of a 220m high steeply-sided and heavily vegetated

escarpment known as Maunganui Bluff. In August 2017 a landslide located approximately halfway up the bluff resulted in a number of large boulders to roll down the southern face of the bluff. A dozen of these boulders came to rest on, or immediately above, residential properties located on the northern side of Aranga Coast Road.

Council reacted by issuing dangerous building notices to the affected buildings, and temporarily closed the portion of Aranga Coast Road at risk.

Tonkin & Taylor Ltd was commissioned to undertake a site visit and Quantitative Landslide Risk Assessment (QLRA) as a means of gaining an understanding of the nature of the rockfall and the residual risk to life for the residential properties below and the adjacent portion of Aranga Coast Road. The site visit identified that a significant boulder dam had formed approximately 100 metres up from the base of the bluff. This boulder dam contains approximately half of the rock mobilised by the August 2017 landslide and represents a significant risk to the twelve properties and residents below. The QLRA identified the near certainty that one or more dwellings will be impacted by large boulders should the boulder dam fail. The corresponding Loss of Life Risk was estimated to be extremely high and many times greater than the risk from a natural hazard that is typically deemed tolerable. It was concluded that the risk posed by the boulder dam needs to be mitigated.

The insured parties lodged claims with EQC who confirmed an imminent risk. Whilst the EQC's responsibilities are limited to imminent risk of the insured properties that have lodged a claim, Council's concern is for the greater affected area i.e. the risk to life, the uninsured properties and the portion of public road at risk.

### **Issues**

EQC has undertaken to mitigate the risk by removing the rockfall hazard and has approached Council for a cost contribution of \$30,000 + GST towards the cost of mitigating the risk.

### **Factors to consider**

The road users would expect Council to take all practicable steps to ensure that the risk is mitigated and that the public has unfettered use of the public road.

### ***Policy implications***

There are no known policy implications.

### ***Financial implications***

Savings of \$30,000 are required to be identified to fund the proposed contribution.

### ***Legal/delegation implications***

Council has a responsibility under the Local Government Act, The Resource Management Act and the Building Act to investigate possible options to remedy or mitigate against the risks posed by the landslips.

### **Options**

**Option A:** Delegate authority to the Chief Executive to contribute \$30,000 + GST to the Earthquake Commission towards the cost of mitigating the risk to the at-risk portion of Aranga Coast Road as a

result of an adjacent rockfall, to be funded via savings identified in the current 2017/18 financial year.

**Option B:** Decline to contribute \$30,000 + GST to the Earthquake Commission towards the cost of mitigating the risk to the at-risk portion of Aranga Coast Road as a result of an adjacent rockfall.

### **Assessment of options**

Option A: would be a fair contribution from Council towards the risk mitigation project to be undertaken by the EQC as the general ratepayer, tourists and other users of the portion of the public road at risk would benefit from the risk mitigation works.

Option B: would result in Council not contributing towards the cost of the risk remediation works.

### **Assessment of significance**

In accordance with Council's Significance and Engagement Policy the proposal has been assessed as not significant.

### **Recommended option**

The recommended option is **Option A**.

### **Next step**

Advise the EQC of Council's decision.

## 7 Public Excluded Council Agenda items: 11 December 2017

### Recommended

That the public be excluded from the following part of the proceedings of this meeting namely:

- Confirmation of minutes 14 November 2017
- Kaipara District Council Raw Water Supply Options
- Contract 820 Office Photocopiers: Acceptance and award of contract for new printing solution under AOG procurement I

The general subject matter of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under s48(1) of the Local Government Official Information and Meetings Act, 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered:</b>	<b>Reason for passing this Resolution</b>	<b>Ground(s) under Section 48(1) for the passing this resolution:</b>
Confirmation of minutes 14 November 2017	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Kaipara District Council Raw Water Supply Options	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Contract 820 Office Photocopiers: Acceptance and award of contract for new printing solution under AOG procurement	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

## **9 Open Council Agenda Monday 11 December 2017**

### **Recommended**

That the public be re-admitted to the meeting and resolutions made whilst in Public Excluded be confirmed in Open Meeting once the relevant parties have been informed.

### **Closure**

**Kaipara District Council**  
**Dargaville**