

Council Briefing

Date: Thursday 09 May 2019

Time: 9.30 am

Venue: Northern Wairoa War Memorial Hall – 37 Hokianga Road, Dargaville

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Kaiwaka and Te Kopuru Wastewater Update

Meeting: Kaipara District Council
Date of meeting: 09 May 2019
Reporting officer: Donnick Mugutso, Waters and Waste Manager

Purpose/Ngā whāinga

A brief update on the progress of the investigations completed and the options raised to address the resource consent non-compliances at the Kaiwaka and Te Kopuru Wastewater Treatment Plants (WWTPs).

Context/Horopaki

The discharges of treated effluent from the Kaiwaka and Te Kopuru WWTPs have been consistently outside of the discharge limits set by Northland Regional Council (NRC). Investigations have been undertaken to identify what is causing these issues and what we can do to rectify them.

Discussion/Ngā kōrerorero

Through testing and monitoring it has been identified that the WWTPs at Kaiwaka and Te Kopuru are operating outside of their consent limits. Pattle Delamore Partners (PDP) were commissioned to conduct an investigation as to possible causes and also what are likely solutions to these issues.

The highest priority is the Kaiwaka WWTP, as this has been operating outside of the consented limits for quite some time. The NRC has voiced its concerns over the ongoing non-compliance of this treatment plant, and warned that Kaipara District Council (KDC) would be issued with a breach of consent notice if the non-compliances are not resolved.

PDP has identified the following:

Kaiwaka WWTP: The resource consent discharge limits were never set with realistic limits. As such KDC is operating outside of the consent limits as the population of Kaiwaka currently connected to the wastewater system produces higher volumes than consented.

To rectify these issues they have outlined several solutions:

- 1) Chlorination – this option would allow the remediation of the outstanding issue of the high faecal coliforms in the discharge of treated effluent, though this process has potential side effects which we would need to discuss with NRC prior to applying to vary the resource consent to authorise this option.
- 2) UV disinfection – this process is moderately costly, though it would allow us to remediate the current issues. The current quality of the treated effluent in the pond may inhibit this process, which would then also require additional filtration.
- 3) Ozonation – this is a relatively costly process and currently puts it outside the affordability of the Kaiwaka Township.
- 4) Membrane filtration – Council officers are seeking quotations from suppliers to assess the viability of this option.

Te Kopuru WWTP: the treatment plant has been found to be performing well for the type of system (oxidation pond and constructed wetlands). There are some variations with ammoniacal nitrates but these are not outside of the norm. PDP has advised that the original discharge consent limits are far too restrictive, and to rectify these issues they have identified:

- 1) Vary the discharge consent limits to be more applicable to the current wastewater treatment system;
- 2) Install a larger aeration unit that is appropriately sized for the wastewater pond.

Next steps/E whaiake nei

Kaiwaka WWTP:

- 1) KDC will take the report to NRC and outline our proposed way forward;
- 2) KDC is looking for cost-effective alternative solutions (such as membrane filtration). If this is unsuccessful then chlorination is proposed to be installed with the consent of NRC, or alternatively a UV disinfection system (with a pre-filtration system) will be required.

Te Kopuru WWTP:

- 1) KDC will take the report to NRC and outline our proposed way forward;
- 2) KDC will apply to vary the existing consent to be more in line with the wastewater treatment system currently in place;
- 3) A larger aeration unit will be installed to help better manage the ammoniacal nitrate levels within the pond.

Attachments/Ngā tapiritanga

None.

Donnick Mugutso, 29 April 2019

2019/20 Draft Annual Plan

Meeting: Kaipara District Council briefing
Date of meeting: 09 May 2019
Reporting officer: Sue Davidson - GM Risk, Information Technology and Finance
Jason Marris - GM Governance, Strategy and Democracy

Purpose/Ngā whāinga

To update on progress with the 2019/20 Draft Annual Plan.

Context/Horopaki

Council is required to deliver an Annual Plan, adopted by the end of June each year. The approved Long Term Plan (LTP) is used as the basis for the Annual Plan, and any adjustments that need to be made are included in the Annual Plan process for that year.

Council received a briefing on the draft 2019/20 Annual Plan (the Annual Plan) on 06 December 2018 and a formal report for decision at the 20 December 2018 council meeting.

The following context was taken into account when discussing the Annual Plan in relation to the approved LTP:

- Additional costs (such as insurance, Mangawhai accommodation) of \$544,000 needed to be incorporated in the Annual Plan.
- Operational savings of \$544,000 were identified by staff (such as reducing the year's District Plan budget by \$100,000) to nullify the additional costs above.
- Staff highlighted that at the current budget and staffing levels, high resource consent demand would mean that council would not meet required statutory timeframes. The estimated additional funding to meet that need was estimated at \$520,000.
- Staff made adjustments to capital budgets (e.g. some bridges funded by loan) resulting in accommodating an estimated \$321,000 of that \$520,000 amount, leaving a \$169,000 shortfall.
- Council decided that the \$169,000 shortfall be funded with a reduction in the Chief Executive's legal services budget.

The resolution from the 20 December 2018 council meeting is provided overleaf.

After agreeing to the savings, council directed that the Annual Plan be aligned with the total rates increase of 5.26% (after taking into consideration 1% growth and exclusive of water supply rates) that was set via consultation on the LTP.

Council also agreed that there were no significant or material differences to the LTP for the draft Annual Plan, so consultation was not required.

Resolution from 20 December 2018 Council meeting

That Kaipara District Council:

- 1 *Receives the GM IT, Risk and Finance's and GM Governance, Strategy and Democracy's report 'Draft Annual Plan 2019/2020' dated 14 December 2018; 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 *Notes that the Long Term Plan 2018/2028 incorporated an average rates increase (after consideration for growth of 1% and exclusive of water supply rates) of 5.26% for the Annual Plan 2019/2020 year; and*
- 4 *Agrees that the Chief Executive prepares the draft Annual Plan 2019/2020 with an estimated average rates increase of 5.26% (after consideration for growth of 1% and exclusive of water supply rates), after reducing the Chief Executive's legal fees budget by \$169,000 to meet the shortfall and manage resource consent demand; and*
- 5 *Agrees that the estimated total rates increase of 5.26% (after consideration for growth of 1% and exclusive of water supply rates) for the draft Annual Plan 2019/2020 is not material and that formal consultation on the rates increase is not required; and*
- 6 *Agrees that a comprehensive communication and engagement plan be delivered to inform and educate the community on the draft Annual Plan 2019/2020.*

Carried

Discussion/Ngā kōrerorero

The Annual Plan (as set by the LTP) provides for a total rates increase of 5.26% (after taking into consideration 1% growth and exclusive of water supply rates).

The drivers behind this increase include:

Changes to targeted rates:

- Mangawhai Stormwater - Increased condition assessments are to be undertaken.
- Dargaville Wastewater - A desludging programme is planned spanning the next two financial years.

General rates:

- Resource consents – additional staff and consultants budgeted for to meet the pressure of growth on the district and our statutory deadlines.
- District Plan - Legal and other project costs to reflect the planned increased workload during this Annual Plan have been included. This planned workload is in addition to the provisions made at the December 2018 council meeting.
- Insurance.
- Additional lease costs.
- Software licences.

Capital Projects

The capital budget presented to council in December 2018 totalled \$19,792,000. Forecast Two (reported to the 02 May 2019 council meeting) identified that carry forwards are likely to be at least \$5,800,000.

Staff have reviewed the capital works to be undertaken as part of this Annual Plan.

Attachment A is a list of all the proposed capital expenditure for the 2019/20 year, along with how each project is funded.

Many of these projects are funded by reserves and development contributions however there are also those funded by loans and/or general rates.

This briefing will be informed by a presentation. The presentation will include draft financial information for the Annual Plan. Other relevant information such as the introduction of the Provincial Growth Fund will also be provided.

Next steps/E whaiake nei

The Annual Plan will be completed in line with the decisions made at the December 2018 council meeting. The actual draft Annual Plan document will be provided to the June council briefing on 06 June 2019, before a formal report recommending adoption of the Annual Plan is presented to the 27 June 2019 council meeting.

Attachments/Ngā tapiritanga

Number	Title
A	Capex projects 2018-2019

Jason Marris and Sue Davidson, 03 May 2019

ANNUAL PLAN 2019-2020		Activity subtotal	Carried forward or Part Carried forward into new project						
Capital projects budgets and funding									
	COST	DEVELOPMENT CONTRIBUTIONS	DEPRECIATION	FINANCIAL CONTRIBUTIONS	LOAN	RATES	PRIOR PERIOD FUNDING	SUBSIDY	
Community Activities	2,693,217		-326,000	-2,088,217	-279,000			0	
100 Kai Iwi Lakes - Camp Ground									
11055 Kai Iwi Camp Ground Facilities	100,000			-100,000					
114 Development Programme									
9999 114 Wood Street - Mainstreet redevelopment	400,000		-132,000	-132,000	-136,000				
122 Mangawhai Public Toilet Amenities									
11024 Public Toilets - Mangawhai Heads Road	100,000			-100,000					
9999 122 Public Toilets - Lincoln Street	150,000			-150,000					
151 Pensioner Housing General									
10060 Elderly Housing Renewals	11,000		-11,000						
166 District Parks & Reserves									
10179 Playgrounds New	25,000			-25,000					
10180 Playgrounds renewals	21,000		-21,000						
11004 Parks and Reserves - hard surface renewal programme	50,000			-50,000					
11035 Playgrounds renewals	25,000			-25,000					
11053 Park Improvements (furniture/bollards/lighting/paths)	50,000			-50,000					
11056 Baylys Beach boardwalk	250,000			-250,000					
9999 166 Community Infrastructure - District	30,000			-30,000					
172 District Public Toilet Amenities									
11017 Public Toilets - Renewal	70,000		-70,000						
11153 Maungaturoto Toilet	100,000			-100,000					
183 Libraries									
10513 Library redevelopment - digital growth	143,000			0	-143,000			0	
11069 Library book replacement	66,000		-66,000						
186 Pensioner Housing - Mangawhai									
11005 Elderly housing - Mangawhai	26,000		-26,000						
194 Mangawhai Parks & Reserves									
10704 Mangawhai Heads to Alamar Cres Walkway	50,000			-50,000					
11006 Pearl St to Sellars Reserve (Heads Loop) walkway	300,000			-300,000					
11007 Links through Estuary Estates	12,800			-12,800					
11008 Esplanade to Jack Boyd Drive link	12,000			-12,000					
11046 Mangawhai Domain development	0			0					
11065 Mangawhai Community Park - implement Master Plan	150,000			-150,000					
11070 Jack Boyd Drive to Thelma Rd link	8,667			-8,667					
11079 Thelma Rd to Thelma Rd link	47,750			-47,750					
11085 Mangawhai Coastal Tracks - links to existing network	120,000			-120,000					
11095 Community Infrastructure - Mangawhai - esplanade development	60,000			-60,000					
11105 Playground - new	25,000			-25,000					
209 Taharoa Domain									
11019 Implement Reserve Management Plan	100,000			-100,000					
240 Harding Park									
11023 Pou Tu Te Rangi Harding Park	100,000			-100,000					
249 Dargaville Parks & Reserves									
11003 Cycleway/walkway - implement strategy	60,000			-60,000					
11018 Community Infrastructure - Dargaville	30,000			-30,000					

	COST	DEVELOPMENT CONTRIBUTIONS	DEPRECIATION	FINANCIAL CONTRIBUTIONS	LOAN	RATES	PRIOR PERIOD FUNDING	SUBSIDY
District Leadership, Finance and Internal Services	2,175,080		-535,000		-1,515,680		-124,400	
119 Council Property - Other								
11032 Renew/Rectific/Seismic wrk Town Hall; Municipal Office Darg	300,000		-300,000					
157 Information Services								
10054 Data Warehouse and Management Reporting	99,400						-99,400	
10716 Microsoft Azure Cloud Migration	25,000						-25,000	
10718 GIS Shared Service	5,000				-5,000			
11013 IAAS and SAAS	115,220				-115,220			
11014 New equipment	30,000				-30,000			
11015 Replaced equipment	50,000		-50,000					
11016 Datawarehouse and Management Reporting	250,000				-250,000			
11031 Digital transformation	920,000				-920,000			
11096 Digital Workplace	65,460				-65,460			
9999 157 Digitisation Cloud Storage	50,000				-50,000			
9999 157 GNET	15,000				-15,000			
262 Chief Executive								
11061 Replacement vehicles	185,000		-185,000					
9999 262 New mayoral car	65,000				-65,000			
Flood Protection and Control Works	649,500				-48,375	-225,125	-376,000	
109 Land Drainage - District Wide								
11052 LD General Beach Rd	15,000					-15,000		
9999 109 LD General Sunnynook	30,000					-30,000		
179 Raupo Land Drainage Scheme								
10512 Replacement Murphy/Bowers stop bank	376,000						-376,000	
11009 McKinley F/G 29	25,000				-6,250	-18,750		
11044 NorthAsh F/G 36	103,500				-25,875	-77,625		
9999 179 Bellamy F/G 48	65,000				-16,250	-48,750		
9999 179 Double Gate F/G 44	35,000					-35,000		
Sewerage and the Treatment and Disposal of Sewage	2,911,459	-1,655,000	-523,959		-732,500			
165 Te Kopuru Wastewater Scheme								
11090 Environmental Compliance	2,500				-2,500			
9999 165 Treatment Plant Modifications	10,000				-10,000			
202 Dargaville Wastewater Scheme								
11020 Pipe Renewal from Condition assessment	150,000		-150,000					
11027 Pump Stations and rising mains	30,000		-30,000					
11059 Pump Station 1 & 2 upgrade	0		0					
11080 Environmental Compliance	5,000				-5,000			
9999 202 Safety Grills Pump Stations	5,000		-5,000					
9999 202 Treatment	50,000		-50,000					
207 Mangawhai Wastewater Scheme								
10543 MCWWS Resource Consent Variation 2016/17	0	0						
11010 Renewals Including Pump Stations	45,000		-45,000					
219 Kaiwaka Wastewater Scheme								
11000 Pipe Renewals from Condition assessment	150,000		-150,000					
11036 Environmental Compliance	2,500				-2,500			
9999 219 Pump Stations SCADA Upgrade	10,000				-10,000			
9999 219 Treatment	250,000				-250,000			
232 Maungaturoto Wastewater Scheme								

	COST	DEVELOPMENT CONTRIBUTIONS	DEPRECIATION	FINANCIAL CONTRIBUTIONS	LOAN	RATES	PRIOR PERIOD FUNDING	SUBSIDY
10202 Pumpstation Storage	20,000				-20,000			
11062 Environmental Compliance	2,500				-2,500			
11097 Treatment	163,959		-63,959		-100,000			
9999 232 Reticulation	30,000		-30,000					
9999 232 Safety Grills On Pump Stations	5,000				-5,000			
280 Mangawhai WW development								
10543 MCWWS Resource Consent Variation 2016/17	40,000	-40,000						
10769 Upgrade PS-VA	100,000	-100,000						
11040 Upgrade WWTP	800,000	-600,000			-200,000			
11041 Upgrade Existing Reticulation	1,000,000	-875,000			-125,000			
B11034 Additional Capacity for Growth - Council Contribution	40,000	-40,000						
Stormwater Drainage	215,738	-9,000	-32,869		-173,869			
101 Dargaville Stormwater Scheme								
11098 Dargaville SW	65,738		-32,869		-32,869			
131 Baylys Stormwater Scheme								
9999 131 Chases Gorge	150,000	-9,000			-141,000			
246 Mangawhai Stormwater Scheme								
9999 246 Mangawhai SW	0	0	0		0			
The Provision of Roads and Footpaths	14,407,568	-563,252	-1,800,738	-40,000	-746,704	-2,292,658	-200,000	-8,764,216
106 Bridges and Structures								
11152 Tomorata Bridge Repairs	1,450,000		0		-565,500	0		-884,500
9999 106 PGF Bridges (to be determined)	0							0
9999 106 Structures Component Replacements 19/20	0		0					0
B11054 Internal professional services	0		0					0
120 Road Works - Unsealed								
9999 120 Forestry Related Metalling 19/20	0		0					0
9999 120 Heavy Metalling 19/20	2,500,000		0			-975,000		-1,525,000
9999 120 PGF Heavy metalling	0							0
B11088 Internal professional services	120,000		195,000			-241,800		-73,200
B11103 Forestry Related Metalling 18/19	500,000		-195,000					-305,000
135 Road Works - Minor Improvements								
11125 Insley/Moir Intersection (Intersection 1)	540,000	-126,360				-84,240		-329,400
11146 Moir/Molesworth Intersection (Intersection 2)	540,000	-126,360				-84,240		-329,400
9999 135 Baylys Coast Road - High Risk Curves	54,000					-21,060		-32,940
9999 135 Bridge Replacements 19/20	0					0		0
9999 135 Dargaville High School	39,000					-15,210		-23,790
9999 135 Dargaville Intermediate	49,000					-19,110		-29,890
9999 135 Dargaville Primary	49,000					-19,110		-29,890
9999 135 FC programme	40,000			-40,000				
9999 135 KAIWAKA MANGAWHAI RD design 464_7332 Bridge Replaceme	50,000					-19,500		-30,500
9999 135 MCP Intersection 3	500,000	-117,000				-78,000		-305,000
9999 135 MCP Intersection 4	500,000	-117,000				-78,000		-305,000
9999 135 Minor Improvements/Safety/Resilience 19/20	1,532,985					-597,864		-935,121
9999 135 New Footpath 19/20	59,500	-5,801			-17,404			-36,295
9999 135 Paths; Walkways and Cycleways 19/20	560,000	-54,600			-163,800			-341,600
9999 135 POUTO RD 163_18787 Bridge Replacement	150,000					-58,500		-91,500
9999 135 WAIHUE RD 269_26345 Bridge Replacement	350,000					-136,500		-213,500
B11102 Internal professional services	206,807	-16,131				-64,524		-126,152

	COST	DEVELOPMENT CONTRIBUTIONS	DEPRECIATION	FINANCIAL CONTRIBUTIONS	LOAN	RATES	PRIOR PERIOD FUNDING	SUBSIDY	
164 Emergency Works and Preventative Maintenance									
9999 164 Emergency Works (local share only) 19/20	0					0			
B11028 Internal professional fees	0					0			
B11066 Emergency Works (local share only) 18/19	0					200,000	-200,000		
252 Road Works - Drainage									
11045 Internal professional fees	0		0					0	
9999 252 Drainage Renewals 19/20	800,000		-312,000					-488,000	
272 Road Works - Sealed Resurfacing									
11030 Internal professional services	0		0					0	
9999 272 Roads to be Determined 19/20	2,288,276		-892,428					-1,395,848	
275 Road Works - Sealed									
9999 275 Rehabs 19/20	1,354,000		-528,060					-825,940	
B11048 Internal professional services	0		0					0	
278 Roading Infrastructure - New and Improved									
9999 278 Pouto Road sealing	0							0	
9999 278 Waipoua River Rd Widening and sealing	0							0	
281 Traffic Services									
11060 Internal professional services	0		0					0	
9999 281 Traffic Services Renewals 19/20	175,000		-68,250					-106,750	
Water Supply	1,952,108		-1,685,429			-21,679		-245,000	
127 Dargaville Water Supply									
11037 Water Take Consent Compliance	2,500					-2,500			
11099 Baylys trunk main S3: Replace 1.5km	150,000		-150,000						
11101 Compliance with Drinking Water Standards	2,500					-2,500			
9999 127 Dargaville raw watermain river crossing Stage 1 of 2	200,000		-200,000						
9999 127 Normanby St Between Hokianga Intersection and Gladstone inters	220,000		-220,000						
9999 127 Racecourse SH14 watermain : Replace 2km 100mm ID from Awa	400,000		-400,000						
9999 127 Victoria St: Replace 150m of 100mm ID pipe from Kaipia St to Ho	30,000		-30,000						
9999 127 WTP	241,460		-241,460						
154 Maungatoroto Water Supply									
10771 Backwash Discharge WTP	9,179					-9,179			
11038 NZDWS Compliance	1,500					-1,500			
11042 Raw Watermain Renewal: Replace 200mm	350,000		-105,000					-245,000	
11067 Water Take Consent	1,500					-1,500			
158 Mangawhai Water Supply									
11001 Take Consent Compliance	1,500					-1,500			
161 Ruawai Water Supply									
11026 NZDWS Compliance	1,500					-1,500			
9999 161 WTP and reservoir	338,969		-338,969						
239 Glinks Gully Water Supply									
11039 Water Take consent compliance	1,500					-1,500			
Grand Total	25,004,670		-2,227,252	-4,903,995	-2,128,217	-3,517,807	-2,517,783	-700,400	-9,009,216

Election 2019: Elected Member Protocols

Meeting: Council Briefing
Date of meeting: Thursday 09 May 2019
Reporting officer: Jason Marris, GM Governance, Strategy and Democracy

Purpose/Ngā whāinga

To inform elected members on protocols for the 2019 triennial local body election.

Context/Horopaki

The election is being held on Saturday 12 October 2019. There is a specific period where elected members and the organisation must exercise caution in what they do with the election in mind. This is called the pre-election period which runs from 13 July 2019 until election day.

Staff are undergoing an education campaign which includes specific protocols that apply, to ensure political neutrality. This is so that the organisation does not provide an advantage to elected members over other candidates.

The normal business of council continues during the pre-election period, however, elected members also need to be aware of protocols to ensure that they separate their duties as elected members against being a candidate in the election (if this is your intention).

Discussion/Ngā kōrerorero

Auditor-General guidance

The Office of the Auditor-General (OAG) published the Good Practice for Managing Public Communications by Local Authorities in 2004 (available at this [link](#)), which is still very relevant. This provides two principles to guide the use of council resources and communications by and about elected members during the pre-election period.

The relevant principles are summarised below:

Principle 12 – A local authority must not promote, nor be perceived to promote, the re-election prospects of a sitting member. Therefore, the use of Council resources for re-election purposes is unacceptable.

Key points:

- Members cannot use council's communication facilities such as stationery, postage, internet, laptops, email or telephones explicitly for campaign purposes.
- Other uses of council communication facilities may also be unacceptable. For example, allowing members access to council resources to communicate with constituents, even officially, could create a perception that council is helping elected members promote their re-election prospects over other candidates.
- Mass communications facilities such as council funded newsletters, mayoral or mayor's columns in council funded publications should be suspended during the pre-election period.

Principle 13 – A Council's communication policy should also recognise the risk that communications by or about Members, in their capacities as spokespersons for Council, during a pre-election period could result in the Member achieving electoral advantage at ratepayers' expense.

Key points:

- The Chief Executive (or delegate) should actively manage the risk in accordance with the relevant electoral law. Routine council business must continue.
- The guidance states that, in particular, care needs to be taken with photographs or information that may raise the profile of a sitting member during the pre-election period, such as the annual report and pre-election report.

Elected member code of conduct

Additionally, the Kaipara District Council elected member code of conduct specifically refers to the pre-election period. The relevant extract is provided below:

8 Pre-election period

During the three months prior to polling date for local body elections, Council resources should not be used in any way that could be deemed to give any sitting Elected Member an advantage.

During this period Elected Members will:

- not use Council stationery, email, postage or facsimile/telephone facilities of any other Council resource explicitly for campaign purposes;
- not attempt to make any use of Council communications that could be construed as giving that Elected Member an unfair electoral advantage by raising their profile;
- abide by any Council policies adopted by the Governing Body relating to conduct during the pre-election period.

Elected member protocols

To help elected members understand their responsibilities with the election, elected member protocols have been drafted for use by the sector. These protocols have taken the OAG guidance into account. They have now been amended to reflect the Kaipara environment and are available at **Attachment A**.

Next steps/E whaiake nei

A presentation will accompany this report at the briefing. Elected members are to apply the protocols during the pre-election period.

Attachments/Ngā tapiritanga

Number	Title
A	Elected Member protocols

Jason Marris, 18 May 2019

Local government election protocols for elected members

Context

Local government elections are held every three years. The period leading up to an election is a time of high interest from parties including the media, members of the public, and electoral candidates.

As an incumbent elected member seeking re-election, you have two roles. You will continue to make the decisions of council as members of the council, while at the same time campaigning for re-election as a candidate.

These protocols provide guidance for you to balance this dual role.

Summary

1. If you are standing for re-election, you must clearly and transparently differentiate between activities conducted as an incumbent elected member (e.g. business-as-usual activities) and activities conducted while campaigning for re-election.
2. Resources owned by the council and made available to you should only be used for council purposes. The use of the council resources for election purposes is unacceptable. This includes council-owned computers, social media channels, email addresses and publications.
3. Council-run social media accounts are considered council resources and must remain politically neutral during the election. You must comply with the provided social media guidelines.
4. You will continue to have access to the information you need to do your job as an incumbent. Council staff will not provide assistance with electioneering activities.
5. These protocols have general application at all times, but are especially relevant in the three months before the local election, called the pre-election period. It is your responsibility to ensure your behaviour falls within these guidelines.

Protocol 1: Continuation of Council business

The normal business of council continues during the pre-election period. Incumbents seeking re-election must balance and differentiate between these two roles.

Leading up to the election, elected members continue to have the right and responsibility to govern and to make decisions.

However, you should be mindful of an increased level of media and public scrutiny during this period and make a clear and transparent distinction between your activities as an **elected member** and your activities as a **candidate**.

Protocol 2: Use of council resources

A local authority must not promote, nor be perceived to promote, the re-election prospects of a sitting member. The use of council resources for re-election purposes is unacceptable.

Council would be directly promoting a member's re-election prospects if it allows incumbent elected members to use the council resources¹ explicitly for campaign purposes. This includes all the council's communications facilities (such as council branding, business cards, stationery and postage, social media channels, and communications devices).

Council communications will be restricted during the pre-election period, to remove any perception that the council is helping incumbents to promote their re-election prospects over other candidates.

Therefore, during the pre-election period:

- Council resources must not be used for campaigning purposes (including for other elected positions not at Kaipara District Council). This includes council-supplied computers, social media channels, email addresses, mobile phones and telephone numbers.
- Any elected members' columns in council publications will be suspended.
- Any elected members' radio slots.
- Access to the council resources for members will be limited to what is strictly necessary to communicate current council business. Comments or quotations from the mayor, and chairs will continue to be used in media releases setting out the council's position on an issue (for example, where a decision has been made at a council meeting). Staff will comment on or issue media releases as required. Journalistic use of information that may raise the profile of a member will be discontinued.

Your council contact information will still be available (for example on the council website or in the Annual Report) so your constituents can contact you about council business. However, you should not be using your council-supplied email address for electioneering purposes. If someone contacts you regarding the election on either of these channels, **you should reply from your personal email address or mobile phone.**

Protocol 3: Social media

Council's social media channels are council resources and must remain politically neutral during the election. Elected members seeking re-election must follow any council social media guidelines for candidates at all times, and not comment on, share, or otherwise use council social media channels for electioneering.

Advice on how to effectively and safely use social media during the election period is at **Appendix 1** to this protocol.

Council's social media channels will remain neutral at all times. Council will promote elections and the importance of voting, but will not associate these posts with any candidates.

Please note that for the period of the election:

- Council's social media channels must not be used by anyone for campaigning purposes. Any campaign-related material (including posts related to nominations and candidacy) will be removed.
- Council social media accounts will not follow any candidates. This may result in your account being unfollowed.
- You may not reply to comments or posts on council's social media channels encouraging people to like or follow your social media accounts.

¹ Council resources include, but are not limited to, Council-owned or -controlled property and other resources including the council logo and branding, all council marketing and communication channels (including social media), council-supplied business cards, stationery, computers, email, mobile phones, photocopiers, cars, council venues (other than those available for hire to the general public), council funds, and council's human resources.

- You may not rate, review, check-in or tag the council's social media channels in your own posts or comments.

Protocol 4: Availability of information

Elected members will have access to the information they need to discharge their roles as incumbents and their council contact information will still be publicly available. However, council staff will not provide assistance with electioneering activities.

You will continue to be supported in your role as an incumbent elected member. However, information requests should be clearly related to council business and not for re-election purposes.

Information requests for election purposes are welcome. These should be made to the Governance team and will be carried out in accordance with the Local Government Official Information and Meetings Act 1987.

Where the council supplies information that is not already in the public domain to a candidate, the council may consider any broader interest in this information alongside the requirement that council resources are not used to give an electoral advantage to any candidate, and at its discretion make this information available to all other candidates.

Protocol 5: Use of Mayoral resources

Council resources provided for mayoral use should not be used for any electioneering activities associated with any candidate.

If an incumbent mayor is seeking re-election a clear and transparent distinction will be made between that mayor's business-as-usual activities and the mayor's campaigning activities.

The incumbent mayor will establish systems and protocols to ensure that any information or other requests from the public, media, other elected members or council employees during the pre-election period are identified as either business as usual or campaign related and to ensure that these are kept separate and responded to appropriately.

Application of protocols

As an elected member seeking re-election, it is ultimately your responsibility to ensure that your behaviour falls within these protocols.

If you are unsure as to whether a particular action or request is in breach of these protocols, you should seek advice from Governance team or our Electoral Officer as soon as possible.

Appendix 1

Social media election guidelines

Candidates must comply with the following guidelines for social media use and presence related to campaigning:

Things to be aware of:

- Election advertising, using any media, including social media, must identify the person under whose authority they have been produced, as per sections 113-115 of the Local Electoral Act 2001. This means in your profile photograph/bio, you must have a statement saying that all content/images on your social media channel are authorised by you or your agent. You must include a physical address in the authorisation statement.
- The council's social media accounts are not permitted to be used as a communications channel by anyone (candidates or members of the public) for promotion, electioneering or campaigning.
- The council's social media accounts are constantly monitored and any campaign related or electioneering content will be removed immediately.
- If the council already follows your public social media accounts, please note you will be unfollowed three months prior to the election date. This protocol is in line with the Local Electoral Act 2001.
- Any social media post – positive or negative – made by any individual specifically relating to their own – or someone else's – nomination, intention to run for the council, or election campaign, will be removed immediately.
- Candidates cannot reply to the council's social media posts or share with a comment encouraging people to like or follow their own social media accounts or any other electioneering tool. Any posts that do this will be removed immediately.
- Candidates must not link their own social media accounts (if they are used for campaigning purposes) to the council's social media accounts.
- Candidates cannot rate, review, check-in or tag the council's social media channels.
- The council's social media accounts will remain neutral. The council will promote elections and the importance of voting but will not associate these posts with any candidates.

Kaipara Climate Change Projections: Objectives and Progress

Meeting: Council Briefing
Date of meeting: 09 May 2019
Reporting officer: Mino Esfehani, Policy Advisor
Kathie Fletcher, Policy Manager

Purpose/Ngā whāinga

To inform Council of the progress with three months research on climate change projection in Kaipara.

Context/Horopaki

Kaipara District Council (KDC) has recently commenced a three-month research project on climate change in Kaipara investigating KDC's position in regards to climate change issues within the district. The project also identifies climate change adaptation action priorities. This research project has mainly focused on assessing the current position (assessment phase) with the aim to improve KDC's strategic planning.

Focusing on the importance of climate change impacts and issues in Kaipara, this report:

- a) outlines the progress of KDC's current position.
- b) provides initial direction for climate change adaptation action priorities in the district.

Discussion/Ngā kōrerorero

Currently we are investigating (Figure 1):

- a) KDC position: answering the questions "What do we know?" and "What do we not know?" about climate change in Kaipara (**Attachment A**), and identifying key concern areas related to adverse impacts as well as potential climate change opportunities in Kaipara.
- b) Key Adaptation Action Priorities: what are the climate change adaptation action priorities in Kaipara?

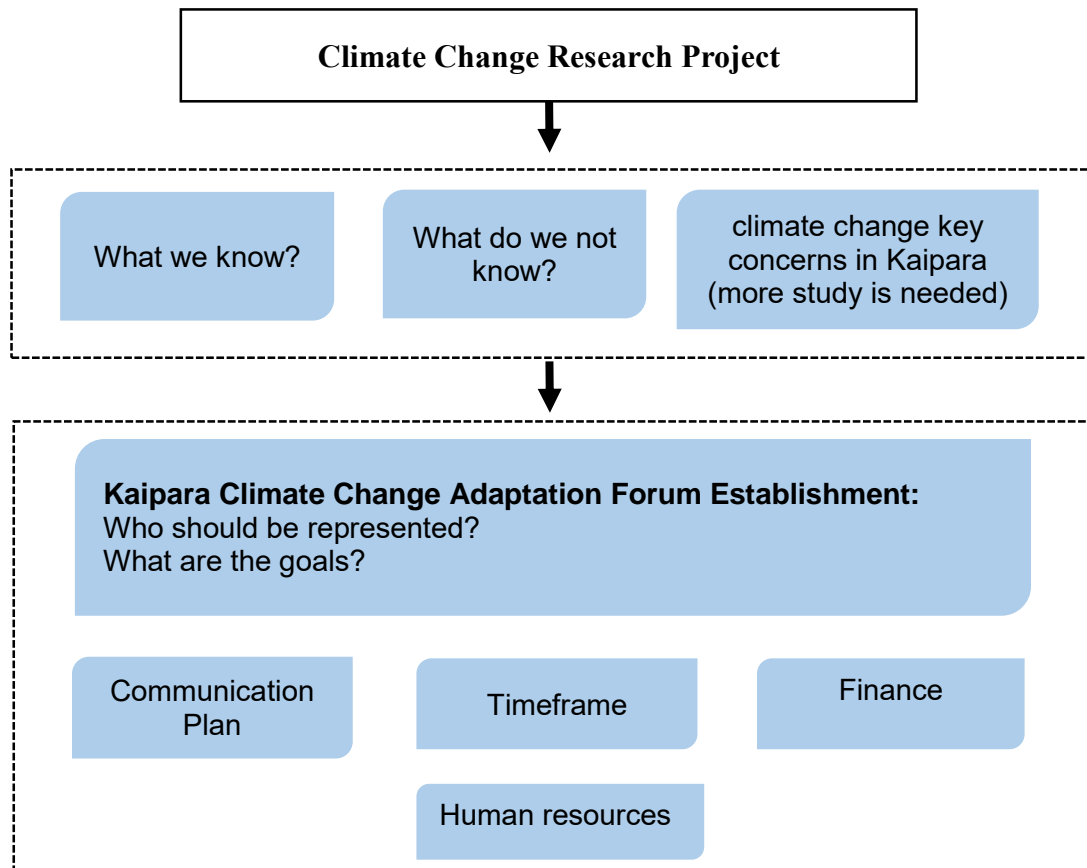


Figure 1: KDC Climate Change Research Project

Council Position (Assessment Phase)

Council position will be based on what we know and what we do not know? (See Attachment A).

Based on current investigation climate change key concerns in Kaipara are:

- 3-waters management (water supply, wastewater and stormwater).
- Coastal erosion and hazards.
- Climate change and cultural heritage.
- Maori/ Whenua response to climate change.
- Physical development consent (land use planning).
- Drought.
- Retreat and flood risk management.

Note: There are areas that have not yet been addressed sufficiently in Kaipara. For example, climate change and local industries or biological issues (pests, crops grow, etcetera). Due to the lack of information we do not know whether each one of these subjects would fall under the Key Concerns category. Therefore, more investigation is needed to identify the key concerns areas in Kaipara. This also applies to any opportunities that may arise from climate change e.g. new crops.

What are the adaptation action priorities in Kaipara?

Policy team recommends establishing a Kaipara Climate Change Adaptation Forum (KCAF) that will support the Council to fill existing knowledge gaps and implement actions across the district.

It is suggested that KCAF will operate directly under the climate change working group management/observation which works in collaboration with climate change steering group. Figure 2 shows the organisational chart of the Kaipara Climate Change Adaptation Projection Team. Next section provides more details on KCAF.

KDC Climate Change Adaptation Team

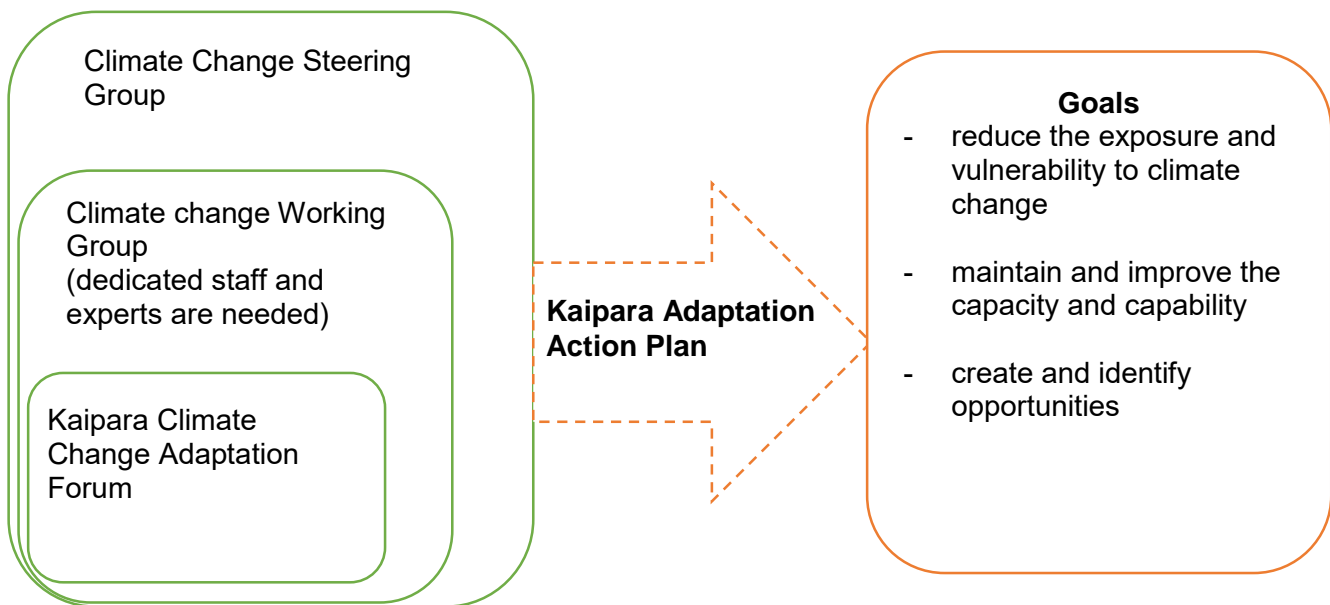


Figure 2, the organisational chart of the Kaipara Climate Change Adaptation Projection Team

Who should be represented in KCAF?

Selected staff (to be selected from the Council's operational departments) as permanent members, and representatives from different sectors outside the Council. To gain a comprehensive view towards climate change, it is highly important that this forum includes inputs from different local industries, Mana Whenua partners and Marae, academic and research entities, local knowledge, and Mātauranga Māori, local communities and businesses. The level and form of each group's engagement in the forum will be determined at the time according to the ongoing project(s).

Considering the wide range of internal and external relationships and responsibilities that KCAF will have to deal with, a dedicated project manager is required to ensure commitment to goals and timeframe.

The goals that the Council in collaboration with KCAF will focus on are:

- *reduce* the exposure and vulnerability of social and cultural systems, natural and built environment (including physical assets), and economy.
- *maintain and improve* the capacity of our social, cultural, environmental, physical and economic systems to adapt and resilience.
- *create and identify* opportunities to improve local businesses efficiency and capabilities against climate change and attract economic investments.

Notably, the Council's main focus will be to develop a **Kaipara Adaptation Action Plan** applying national and regional regulation and high level climate change strategies. **Kaipara Adaptation Action Plan** will be consistent with and draw from the National Adaptation Action Plan (NAP) 2017, and National Climate Change Assessment comprising:

- Specific vulnerability assessments (including cost/benefit analysis).
- Detailed priority setting (what should and what should not be done now?).
- Tool development, leading and training (local capacity development + the Community and stakeholders Engagement Pathway).
- Five-year action/implementation plans for key sectors/policy areas/regions/vulnerable communities (including responsible parties, activities and timelines).
- Sources of financing for adaptation initiatives.
- Integration of adaptation activities into existing plans/policies.
- Sharing and applying of good practice examples from across the country.
- Detailed monitoring and evaluation based on climate change indicators.
- Regular six-month and annual reviews of actions/priority.

Next steps/E whaiake nei

Next steps are to:

- a) Design the Communication Plan: who do we communicate with and what do we communicate including the Key Messages that Council is going to transfer to the stakeholders and partners.
- b) Develop Initial Priority Action timeframe.
- c) Understand what financial and human resources are needed.

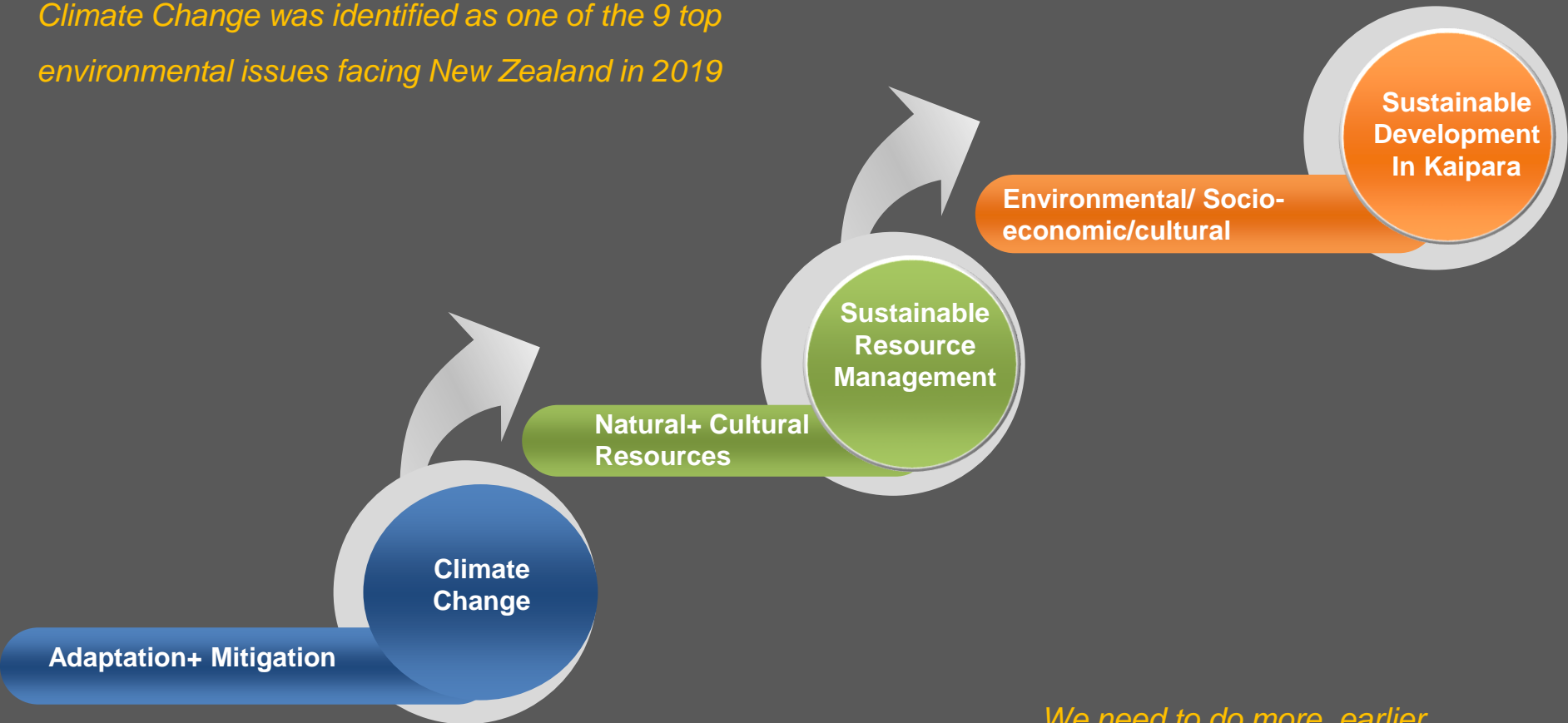
Attachments/Ngā tapiritanga

Number	Title
A	KDC Climate change Position; 2019

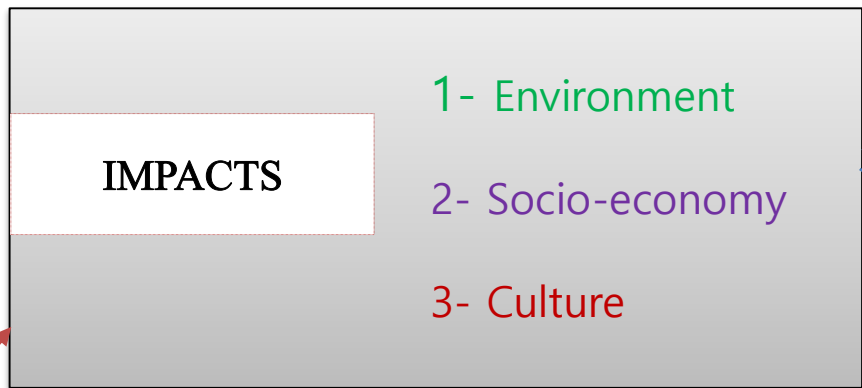
Minoo Esfehani, Policy Advisor
 Kathie Fletcher, Policy Manager, 29 April 2019

Kaipara Climate Change : Planning and Action for Sustainable Development

Climate Change was identified as one of the 9 top environmental issues facing New Zealand in 2019



We need to do more, earlier, and take action to reduce risks and build resilience to our changing climate.



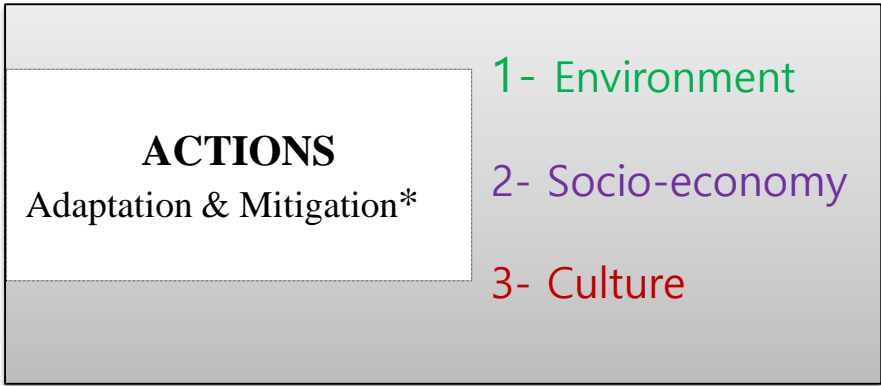
What do we know?

What do we not know?

**Climate Change
in Kaipara**



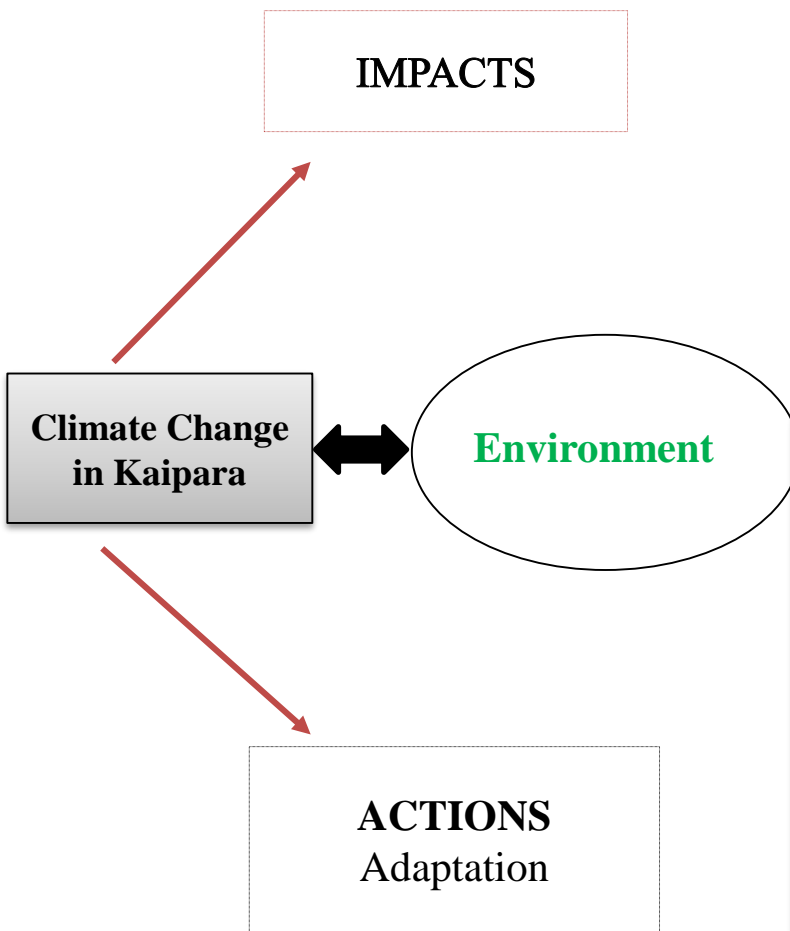
**Sustainable
Developments Goals
in Kaipara**



What do we know?

What do we not know?

* Mitigation is NOT addressed in this report



What Do We Know?

- Scientific projections on the present and future impacts on natural resources and landscapes (range of references are available).
- Practice cases (successful and failed ones) across NZ; e.g. Hawke's Bay Hazard Strategy & Mapua and Ruby Bay.
- Experience & approaches taken by LG as opportunities for KDC.

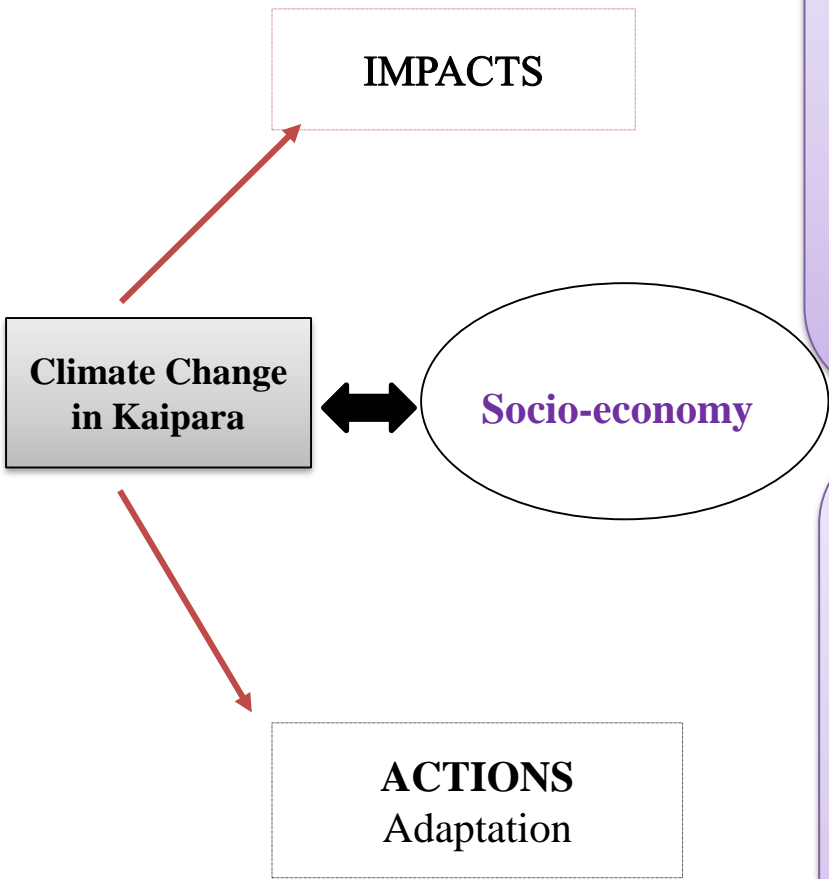
- Lack of regulation and supportive & leading policy & action plans.
- The key concerns in the area *3-waters management /Coastal erosion and hazards/CC and cultural heritage / Mana Whenua response to CC/ Physical development consent/ Drought/ Retreat & flood risk management.*
- Lack of scientific tools e.g. detailed hazard maps/ vulnerability & risk assessment on key assets.
- Need for better 3-waters management.
- Need to assess building consents.

What do we NOT know?

- Comprehensive knowledge on CC impacts at **local level** (Kaipara level) e.g. impacts on local food products, cultural landscapes and fire hazards
- CC impacts on parks & reserves (flood risk, land loss, and etc.)
- Comprehensive CC awareness and readiness level amongst Kaipara communities.
- What comprehensive policy is MFE going to impose on LG?
- The cost and human resource for upgrading and developing infrastructure e.g. stop banks.

What Do We Know?

What do we NOT know?



- Some info about the impacts on four CC sensitive industries in the area (Forestry, agriculture, fishery & tourism).
- Experience & approaches taken by other LG as opportunities for KDC.

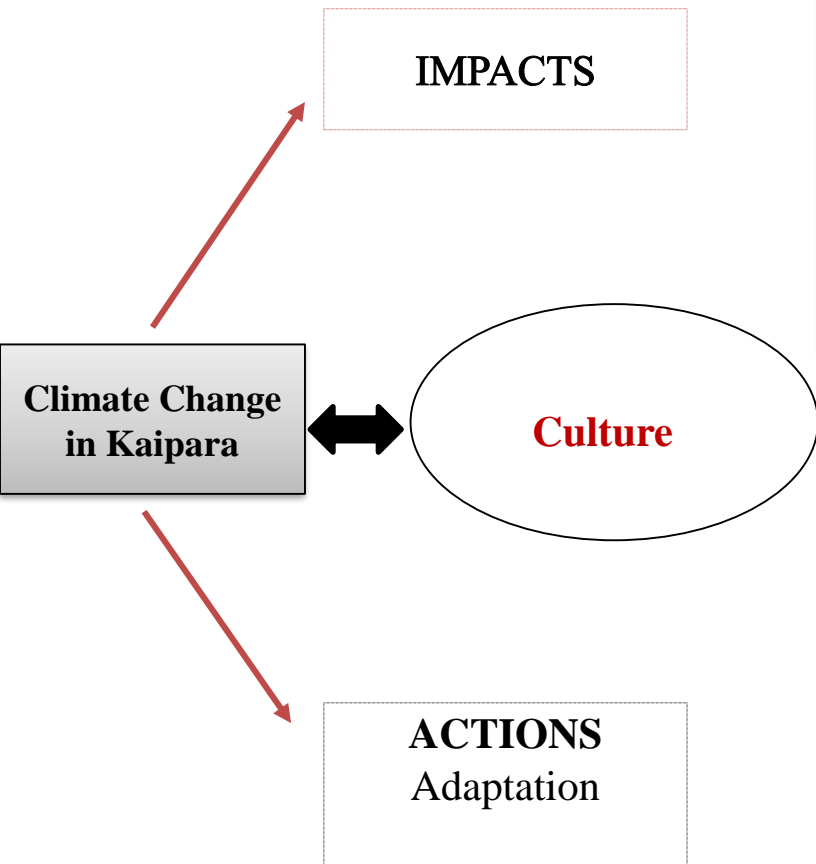
- Little info about how tourism growth and tourism businesses will be affected by CC.
- Little info on effects on fishery industry.

- Adaptation techniques and methods suggested and tested round the world & NZ, e.g. bio-farming, indigenous knowledge & businesses, & ecotourism, renewable energy, electric vehicles.
- The industry/business stakeholders.

- What are the the most practical techniques/methods to build resilience in Kaipara.
- What are industries/ businesses practically doing to address CC?

What Do We Know?

What do we NOT know?



- Limited information about CC impacts on cultural & spiritual setting of the area including both Maori and Pakeha heritage.
- Scattered research on CC and indigenous culture
- Mana Whenua is already addressing CC and they are interested in more engagement.

- What is the current CC social context in the region?
- CC impacts on cultural & spiritual heritage (tangible & intangible).
- CC impacts on Maori communities & businesses and their responses.

- Lack of regulation, supportive & leading policy & action plan(s).
- Lack of public awareness and educational activities.
- Community natural disaster plans exist.

- The best Maori responses to CC.
- How to apply Matauranga Maori to CC adaptation?

Conclusion

CC is constantly challenging sustainable development in Kaipara.

Policy and planning, human resources and financial gaps in Kaipara need urgent consideration.

KDC needs to apply an ongoing and consistent planned approach to CC adaptation.

Council needs to be informed, organized and take dynamic actions as soon as possible.

Kaipara Moana Remediation Programme update

Meeting: Council Briefing
Date of meeting: 09 May 2019
Reporting officer: Kathie Fletcher, Policy Manager

Purpose/Ngā hāinga

To update Council on the development of a business case for the remediation of the Kaipara Moana.

Context/Horopaki

The Treaty Settlement negotiations are ongoing. Council staff (Peter Tynan, Fran Mikulicic, Jess Hollis, Curt Martin, Kathie Fletcher, Francis Toko) and Elected Members, Mayor Jason Smith and Councillor Peter Wethey have been attending regular meetings over the last 12 months to represent Kaipara District Council's interests.

After much discussion at previous meetings throughout the last 6 months of negotiation an initial workshop was held on 26 November 2018 at Warkworth with Council staff and Kaipara Uri to develop a business case structure and milestones for a remediation programme for the Harbour. This work by Council staff and Kaipara Uri recognises that the remediation of the harbour requires ongoing funding from a number of key central government departments to ensure the success of the Treaty settlement. This remediation funding is not considered as part of the settlement funds to be received from the Office of Treaty Settlements.

The key elements of the business case, including material collated by Council staff, Kaipara Uri and Elected Members from Council partners (Auckland Council, Northland Regional Council, Whangarei District Council, Kaipara District Council) has been developed in workshops in 2018, February 2019, March 2019, and has also been drawn from the Kaipara Harbour Sediment Study, or gleaned from advice provided by Dr Mal Green and others. The Kaipara Moana Working Group, consisting of Kaipara Uri, Council staff, Elected Members is building and maintaining momentum, so we are ready to deliver a funding proposal to central government in October 2019. The recent boat trip (17 April 2019) on the harbour with Ministers, which Mayor Jason Smith and Fran Mikulicic embarked on, was organised to advocate the business proposal and provide Ministers with key messages. Central government representatives on this trip included:

- Hon David Parker - Minister for the Environment;
- Deputy Secretary Cheryl Barnes, Ministry for the Environment;
- Pip Lee, Senior Policy Analyst, Mana Taiao, Ministry for the Environment;
- Tamahau Rowe (Cultural Adviser), Ministry for the Environment;
- Hon Eugenie Sage - Minister of Conservation;
- Deputy Director-General Bruce Parkes, Department of Conservation;
- Neil Deans (Senior Adviser), Department of Conservation; and,
- Maureen Hickey, Ngāti Whātua Settlement Negotiations Manager, Te Arawhiti.

This boat trip was a follow up on a previous one in 2018, with Minister Little and government officials and included Mayor Jason Smith and Councillor Peter Wethey.

High level questions the Working Group is working towards answering with regards to the remediation of the harbour and the business case, are:

- Why do we need to act?
- What do we need to do?
- Where do we need government help?
- What are we asking for?
- What will our proposal deliver?
- Why is our proposal the best option?
- How is it aligned with the strategies of funding agencies and projects partners?

Discussion/Ngā kōrerorero

Financial implications

The business case provides a realistic budget for remediation that supports Councils without the requirement for rates to cover costs. It is important to understand that the monies sought from central government for the remediation programme are to be funded outside of the Treaty Settlement funds. The programme will be integral to the success of the Strategy that will be drafted by a new Kaipara Moana body comprising of Kaipara Uri, Councils and possibly one representative from central government to oversee the remediation. Kaipara District Council's staff and Elected Members will be required to dedicate time and policy, planning, regulatory and other technical expertise to the final drafting of the business case. Elected Members will need to keep abreast of the business case as it develops and dedicate time to actively advocate to Ministers for the funding of the remediation programme. Key messaging is being provided by the Kaipara Moana Working Group to enable Elected Members from all Council partners to collectively communicate consistent and relevant information. Our staff and Elected Members will therefore need resourcing as part of our usual business to be actively engaged.

Policy and planning implications

The business case proposed has grown out of ongoing Treaty Settlement negotiations and collaboration with all partners over the last two years. It also involved input from necessary scientific and technical expertise, both internal to Councils and external. However, it is only since November 2018 that the business case has begun to be fully articulated with the help of professional consultants contracted by Auckland Council to produce a high quality, formal business case.

Risks and mitigation

Central government may not fund the remediation programme as proposed in the next budget round. However, there is a strong sense Ministers are now certainly aware of the issues and are in discussion with central government staff on how to best support remediation. Kaipara Uri and Councils are committed to continue to seek funding at every budget opportunity. The risk for Kaipara District Council, if the business case for a long-term remediation programme is not properly funded by central government, is an ever-present polluted harbour which does not support a healthy and productive harbour for Kaipara's communities and visitors. This will have environmental, cultural, social and economic adverse impacts for current and future generations. At this stage all Council partners and Kaipara Uri are adamant and united in their position that the central government is responsible for funding remediation. Elected Members from all Council partners in collaboration with Kaipara Uri will need to mitigate any unsuccessful bids for funding by continuing to coordinate their advocacy to central government Ministers and in particular Treasury.

Next steps/E whaiake nei

Continue to collaborate with Kaipara Uri and Councils to finalise the business case.

General sequence of actions for 2019.

- January to May: Generate information necessary to populate the proposed structure for the business case (project partners i.e. councils, IKHMG, Kaipara Uri).
- January to May: Synthesise information into an outline business case, identify information needs and gaps and provide 'challenge' questions (independent provider, MartinJenkins).
- May: Review outline of business case, consider information requests and 'challenge' questions, workshop options (project partners).
- May to June: Provide additional information (project partners).
- January to June: Draft business case (independent provider, MartinJenkins).
- June: Review draft business case and draft options, (project partners).
- May to June: Council to receive draft strategic assessment
- October: Submit indicative central government budget bid (project partners)
- December: If bid approved finalise business case and proceed to budget process (independent provider, MartinJenkins).
- March 2020: Approval? (Central Government)
- May 2020: Budget announcement? (Central Government)

Kathie Fletcher, 01 May 2019