

Meeting	Kaipara District Council
Date	Thursday 25 July 2019
Time	9.30am
Venue	Ruawai Tokatoka War Memorial Hall – Ruawai Wharf Road, Ruawai

Open Agenda

Membership

Chair:

Mayor Jason Smith

Members:

Deputy Mayor Peter Wethey

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

Jason Marris
General Manager Governance, Strategy and Democracy

Contents

1	Opening	1
1.1	Karakia	1
1.2	Present	1
1.3	Apologies	1
1.4	Confirmation of agenda	1
1.5	Conflict of interest declaration	1
2	Presentations and petitions	3
2.1	Councillor Anna Curnow, Bike the Kaipara Trust	3
2.2	Graeme McCarrison, Spark New Zealand Trading Limited	3
3	Minutes	5
3.1	Confirmation of Open Council minutes 27 June 2019	5
3.2	Open Committee minutes confirmed in June 2019	25
4	Decision	41
4.1	Temporary Telecommunications Tower	43
4.2	Contract 923 – Tomarata Bridge (Insley Street) Repair 2019/2020	47
5	Information	63
5.1	Chief Executive's report for June 2019	65
5.2	Resolutions Register	89
6	Public Excluded Council agenda items 25 July 2019	99
6.1	Confirmation of Public Excluded Council minutes 27 June 2019	
6.2	Public Excluded Committee minutes confirmed in June 2019	
6.3	Lease Approval - Unit 9, the Hub, 6 Molesworth Drive, Mangawhai	
7	Open Council agenda 25 July 2019	101
	Closure	101

**Ordinary meeting of Kaipara District Council
Thursday 25 July 2019 in Ruawai**

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.

2 Presentations and Petitions

2.1 Councillor Anna Curnow, Bike the Kaipara Trust

2.2 Graeme McCarrison, Spark New Zealand Trading Limited

3 Minutes

3.1 Confirmation of Open Council minutes 27 June 2019

General Manager Governance, Strategy and Democracy 1601.23

Recommended

That the unconfirmed Open minutes of the Kaipara District Council meeting held 27 June 2019 be confirmed as a true and correct record.

Meeting	Kaipara District Council
Date	Thursday 27 June 2019
Time	Meeting started at 9.30am Meeting concluded at 2.11pm
Venue	Northern Wairoa War Memorial Hall – 37 Hokianga Road, Dargaville
Status	Unconfirmed

Open Minutes

Membership

Chair:

Mayor Jason Smith

Members:

Deputy Mayor Peter Wethey

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

Jason Marris
General Manager Governance, Strategy and Democracy

Contents

1	Opening	3
1.1	Karakia	3
1.2	Present	3
1.3	Apologies.....	4
1.4	Confirmation of agenda	4
1.5	Conflict of interest declaration	4
2	Presentations and Petitions	4
2.1	Graeme Ramsey, Baylys Beach Community Centre Trust	4
3	Minutes	4
3.1	Confirmation of Open Council minutes 30 May 2019.....	4
3.2	Open Committee minutes confirmed in May 2019	5
4	Decision	5
4.3	Fees and Charges 2019/2020: Annual Review Adoption	5
4.1	Annual Plan 2019/2020	6
4.2	Setting of Rates, Due Dates and Penalties Regime 2019/2020	6
4.4	Policy on Dogs and Dog Management Bylaw 2019 – Adoption.....	13
4.5	Delegations Register update June 2019	13
5	Information	13
5.1	Contract with AR & Associates for Spatial Planning for Key Urban Areas in the Kaipara District.....	13
5.2	Chief Executive's report for May 2019	14
5.3	Resolutions Register at June 2019	14
6	Public Excluded Council minute items 27 June 2019 (1)	15
7	Open Council minutes 27 June 2019	17
8	Public Excluded Council minute items 27 June 2019 (2)	17
9	Open Council minutes 27 June 2019	18
6.3	Telecommunications Sub-Licence	18
	Closure	18

**Minutes of the Ordinary meeting of
Kaipara District Council
Thursday 27 June 2019 in Dargaville**

1 Opening

1.1 Karakia

Councillor Joyce-Paki opened the meeting with a karakia.

1.2 Present

Mayor Jason Smith, Deputy Mayor Peter Wethey, Councillors Anna Curnow, Victoria del la Varis-Woodcock, Julie Geange (via audio link), Libby Jones, Karen Joyce-Paki, Jonathan Larsen and Andrew Wade

In Attendance

Name	Designation	Item(s)
Louise Miller	Chief Executive	All
Jim Sephton	General Manager Infrastructure	All
Fran Mikulicic	General Manager Regulatory, Planning and Policy	All
Sue Davidson	General Manager Risk, IT and Finance	All
Darla Blake	General Manager Community Customer Service	All
Jason Marris	General Manager Governance, Strategy and Democracy	All
Paul Cresswell	Financial and Corporate Planning Manager	4.1—4.2
Christine Toms	Revenue Manager	4.1—4.2
Michaela Borich	Project Manager and Business Analyst	4.1
Jasmine Horton	Web Content Editor/Graphic Designer	4.1
Michael Juer	Project Manager and Business Analyst Digital Transformation	4.1
Paul Waanders	District Planner	4.1—5.1
Paula Hansen	Policy Analyst	4.1—4.4
Mark Schreurs	Policy Analyst	4.1—4.4
Tanya Wilson	Governance Advisor	4.3
Gail Fotheringham	Community and Recreation Advisor	4.3
John Burt	Property and Commercial Advisor	4.5—Close
Lisa Hong	Governance Advisor	All (Minute-taker)

Adjournments

Reason	Start	Finish
Break	10.18am	10.20am
Morning tea	11.19am	11.29am
Lunch	12.11pm	12.45pm

1.3 Apologies

Nil.

1.4 Confirmation of agenda

Moved Smith/Curnow

That the Kaipara District Council confirms the agenda for the meeting held 27 June 2019.

Carried

1.5 Conflict of interest declaration

Name	Item
Councillor Joyce-Paki	Item 4.4 'Policy on Dogs and Dog Management Bylaw – Adoption' – Councillor Joyce-Paki disclosed that she is an employee of Department of Conservation. She advised that she did not participate in the formulation of the submission and will not take part in discussions around the endangered species in the Mangawhai Estuary.
Councillor Geange	Item 4.3 'Fees and Charges 2019/2020: Annual Review Adoption' – Councillor Geange disclosed that she is an employee of Federated Farms of New Zealand. She advised that she will not take part in the discussion nor vote on this item.

2 Presentations and Petitions

2.1 Graeme Ramsey, Baylys Beach Community Centre Trust

Graeme Ramsey and Grant Suckling spoke in the public forum.

3 Minutes

3.1 Confirmation of Open Council minutes 30 May 2019

General Manager Governance, Strategy and Democracy

1601.23

Moved Jones/Curnow

That the unconfirmed Open minutes of the Kaipara District Council meeting held 30 May 2019 be confirmed as a true and correct record.

Carried

3.2 Open Committee minutes confirmed in May 2019

General Manager Governance, Strategy and Democracy

16/Various

Moved Curnow/Jones

That Kaipara District Council notes the confirmed Open minutes of the following committee meetings:

- *Funding Committee for Rural Travel Fund meeting held 25 October 2018;*
- *Taharoa Domain Governance Committee meeting held 12 February 2019;*
- *Remuneration and Development Committee meeting held 13 February 2019; and*
- *Raupo Drainage Committee meeting held 21 February 2019.*

Carried

Meeting adjourned at 10.18am

Meeting reconvened at 10.20am

4 Decision

4.3 Fees and Charges 2019/2020: Annual Review Adoption

General Manager Regulatory, Planning and Policy

2301.07/2019-2020

[Secretarial Note: This item was taken out of order at the discretion of the Chair. Councillor Geange declared a conflict of interest for this item and did not participate in the discussion (via audio link) nor vote on this item.]

Moved Wethey/Jones

That Kaipara District Council:

- a) *Adopts the proposed Fees and Charges for 2019/2020 as outlined in the draft schedule, appended to the report as **Attachment A** and circulated in the agenda, with the following amendment:*
 - *Introduction of a dog registration fee of \$33 per working dog for the fourth and subsequent working dogs registered to the same owner*
 - *And that the late fee for fourth and subsequent working dogs registered to the same owner to be set at \$44*
 - *And that these costs to be offset by increase in registration of non-working dogs by \$2.00 per registration.*
- b) *Delegates the Mayor and Chief Executive the authority to make minor editorial changes to the Fees and Charges for 2019/2020.*

Carried

4.1 Annual Plan 2019/2020

General Manager Risk, Information Technology and Finance
General Manager Governance, Strategy and Democracy 2302.23.06

Moved Smith/Curnow

That Kaipara District Council:

- a) *Adopts the Annual Plan 2019/2020 (circulated as Attachment A to the 'Annual Plan 2019/2020' report).*
- b) *Delegates the Mayor and Chief Executive the authority to make minor editorial changes to the Annual Plan 2019/2020.*

Carried

Councillor Larsen requested that his vote against be recorded.

Meeting adjourned at 11.19am

Meeting reconvened at 11.29am

4.2 Setting of Rates, Due Dates and Penalties Regime 2019/2020

General Manager Risk, Information Technology and Finance 2306.18

Moved Smith/Wethey

That Kaipara District Council:

- a) *Receives the report from the General Manager IT, Risk and Finance, "Setting of Rates, Due Dates and Penalties Regime 2019/2020", meeting date 27 June 2019.*
- b) *Notes that it is required to make the resolution publicly available on the Council's internet site.*
- c) *Notes that the Setting of Rates Due Dates and Penalties Regime 2019/2020 report has been reviewed by Council's lawyers.*
- d) *Sets the rates, due dates for payment and penalties regime for the 2019/2020 financial year, as set out below:*

Rates resolution for the 2019/2020 financial year

The following rates are set for the period commencing on the first day of July 2019 and ending on the last day of June 2020. All rates and amounts are GST inclusive unless otherwise stated.

A. General rate

Under Section 13 of the Local Government (Rating) Act 2002 (the Act), a General Rate set for all rateable land within the district based on the land value of the land and at different rates in the dollar for different categories of land as set out in the table below.

Area	Differential category*	Rate in the Dollar (including GST)
Rest of district	Residential and small sized lifestyle properties	0.002648
	Other	0.004104
Mangawhai Harbour Restoration Area	Residential and small sized lifestyle properties	0.002669
	Other	0.004137

* The definitions of these differential categories can be found in the Funding Impact Statement - Rating Tools section of Council's Annual Plan 2019/2020.

B. Uniform Annual General Charge

Under Section 15 of the Act, a uniform annual general charge on all rateable land within the district of \$728.00 (including GST) per Rating Unit.

C. Targeted rates for Wastewater – networks

Under Section 16 of the Act, targeted rates for Wastewater in each of the networks referred to in the table below, for operating and maintaining Wastewater treatment plants and pump stations and reticulation repairs and minor upgrades, including renewals and extensions of the respective systems.

The rates are set on a differential basis based on the use to which the land is put and the provision or availability to the land of the Wastewater service provided by, or on behalf of, Council.

Each targeted rate is calculated as:

1. Properties not connected to the Wastewater network as at 30 June 2019, but capable of being connected (being situated within 30 metres of a public sewerage drain to which it is capable of being effectively connected, either directly, or through a private drain) "serviceable":
 - a. A fixed amount per Separately Used or Inhabited Part of a Rating Unit (SUIP) for all units used primarily as a residence; and
 - b. A fixed amount per Rating Unit for all other units.
2. Properties that are connected to the Wastewater network as at 30 June 2019 "connected":
 - a. A fixed amount per SUIP for all units used primarily as a residence; and
 - b. For all other units:
 - i. A fixed amount per Rating Unit; and
 - ii. A charge per pan (urinal or water closet) for each pan after the second.

Wastewater Network*	Differential Category*	Charge per Rating Unit (including GST)	Charge per SUIP (including GST)	Charge per pan (after the second) (including GST)
Dargaville	Residence and connected	-	\$1,012.90	-
	Residence and serviceable	-	\$759.70	-
	Other and connected	\$1,012.90	-	\$506.45
	Other and serviceable	\$759.70	-	-
Glinks Gully	Residence and connected	-	\$1,253.90	-

	<i>Residence and serviceable</i>	-	\$940.40	-
	<i>Other and connected</i>	\$1,253.90	-	\$626.95
	<i>Other and serviceable</i>	\$940.40	-	-
<i>Kaiwaka</i>	<i>Residence and connected</i>	-	\$1,162.50	-
	<i>Residence and serviceable</i>	-	\$871.90	-
	<i>Other and connected</i>	\$1,162.50	-	\$581.25
	<i>Other and serviceable</i>	\$871.90	-	-
<i>Mangawhai</i>	<i>Residence and connected</i>	-	\$1,285.90	-
	<i>Residence and serviceable</i>	-	\$964.40	-
	<i>Other and connected</i>	\$1,285.90	-	\$642.95
	<i>Other and serviceable</i>	\$964.40	-	-
<i>Maungaturoto Township and Maungaturoto Station Village</i>	<i>Residence and connected</i>	-	\$1,401.90	-
	<i>Residence and serviceable</i>	-	\$1,051.40	-
	<i>Other and connected</i>	\$1,401.90	-	\$700.95
	<i>Other and serviceable</i>	\$1,051.40	-	-
<i>Te Kopuru</i>	<i>Residence and connected</i>	-	\$636.90	-
	<i>Residence and serviceable</i>	-	\$477.70	-
	<i>Other and connected</i>	\$636.90	-	\$318.45
	<i>Other and serviceable</i>	\$477.70	-	-

* The definitions of each network, differential categories and a SUIP can be found in the Funding Impact Statement - Rating Tools section of Council's Annual Plan 2019/2020.

D. Targeted rates for Wastewater – capital contributions

Under Section 16 of the Act, targeted rates for all rateable land connected or capable of connection to the Mangawhai wastewater network as at 30 June 2013, based on where the land is situated, as defined on maps in the Appendix of the Annual Plan 2019/2020. The targeted rates for each of the four defined areas (A, D, E and F) are as follows:

Targeted rate*	Fixed amount per Rating Unit (including GST)
Mangawhai Wastewater Capital Contribution A	\$676.00
Mangawhai Wastewater Capital Contribution D	\$569.95
Mangawhai Wastewater Capital Contribution E	\$606.31
Mangawhai Wastewater Capital Contribution F	\$643.26

* The full definitions of the land subject to each targeted rate can be found in the Funding Impact Statement - Rating Tools section of Council's Annual Plan 2019/2020.

E. Targeted rates for Stormwater – networks

Under Section 16 of the Act, targeted rates for Stormwater in each of the following networks, for the purpose of running and maintaining each Stormwater network. The rate is the amount per dollar of the land value for all land situated in the respective Stormwater network.

Stormwater Network*	Rate in the Dollar (Land Value) (including GST)
Baylys	0.001740
Dargaville	0.002756
Kaiwaka	0.000870
Mangawhai	0.000821
Te Kopuru	0.001420

* The full definitions of the land subject to each targeted rate can be found in the Funding Impact Statement - Rating Tools section of Council's Annual Plan 2019/2020.

F. Targeted rate Land Drainage – Raupo

Under Section 16 of the Act, a targeted rate for all rateable land within the Raupo Land Drainage scheme, at different rates in the dollar for different categories of land based on where the land is situated. The rate is an amount per dollar of the land value of the land.

This rate is to fund work undertaken to maintain and improve the current capacity of the land drainage network and stopbanks.

Differential Category*	Rate in the Dollar (Land Value) (including GST)
Raupo District A	0.002379
Raupo District B	0.000201
Raupo Township	0.002859

* The full definitions of the land subject to each targeted rate can be found in the Funding Impact Statement - Rating Tools section of Council's Annual Plan 2019/2020.

G. Targeted rates for Land Drainage – other schemes

Under Section 16 of the Act, targeted rates for Land Drainage in each of the following schemes, for the purpose of maintaining and improving the capacity of the land drainage network and stopbanks. The rate is an amount per dollar of the land value for all land situated in the respective Land Drainage scheme.

Land Drainage Scheme*	Rate in the Dollar (Land Value) (including GST)
Aoroa	0.001413
Arapohue No1	0.000596
Arapohue No2	0.000437
Aratapu Village	0.000573

<i>Land Drainage Scheme*</i>	<i>Rate in the Dollar (Land Value) (including GST)</i>
<i>Awakino Point</i>	<i>0.000529</i>
<i>Awakino Valley</i>	<i>0.000541</i>
<i>Greenhill</i>	<i>0.000265</i>
<i>Hoanga</i>	<i>0.002046</i>
<i>Horehore</i>	<i>0.000633</i>
<i>Kaihu</i>	<i>0.000462</i>
<i>Kopuru Swamp</i>	<i>0.001324</i>
<i>Koremoa</i>	<i>0.000561</i>
<i>Mangatara</i>	<i>0.000454</i>
<i>Manganui</i>	<i>0.000114</i>
<i>Mititai</i>	<i>0.000504</i>
<i>Notorious</i>	<i>0.000809</i>
<i>Oruariki</i>	<i>0.001211</i>
<i>Otiria</i>	<i>0.001276</i>
<i>Owairangi</i>	<i>0.000494</i>
<i>Tangowahine No1</i>	<i>0.000437</i>
<i>Tangowahine No2</i>	<i>0.000739</i>
<i>Tangowahine Valley</i>	<i>0.000139</i>
<i>Tatarariki 1</i>	<i>0.000442</i>
<i>Tatarariki 2</i>	<i>0.002131</i>
<i>Tatarariki 3</i>	<i>0.000848</i>
<i>Te Hapai</i>	<i>0.002063</i>
<i>Tikinui</i>	<i>0.000908</i>
<i>Whakahara</i>	<i>0.000386</i>

* The definitions of each land drainage scheme can be found in the Funding Impact Statement - Rating Tools section of Council's Annual Plan 2019/2020.

H. Targeted rates for Water Supply

Under Sections 16 and 19 of the Act, targeted rates for Water Supply in each of the networks referred to in the table below, for operating and maintaining the Water Supply network. In particular, the costs associated in treating the water for domestic consumption.

The rates are set on a differential basis based on the provision or availability to the land of the water supply service provided by, or on behalf of, Council. Each targeted rate is calculated as:

Metered properties as at 30 June 2019:

- 1. A scale of charges based on the per cubic metre amount of water consumed.*

Other properties (except in the Mangawhai water supply network, where there is no rate set for "other properties"):

- 2. A fixed amount per rating unit.*

<i>Networks</i>	<i>Metered properties*</i>		<i>Other properties*</i>
	<i>Volumetric charge (up to and including the first cubic metre) (including GST)</i>	<i>Volumetric charge (per cubic metre beyond the first cubic metre) (including GST)</i>	<i>Fixed amount per Rating Unit (including GST)</i>
<i>Dargaville</i>	<i>\$123.52</i>	<i>\$3.03</i>	<i>\$92.64</i>
<i>Glinks Gully</i>	<i>\$335.11</i>	<i>\$1.56</i>	<i>\$251.33</i>
<i>Mangawhai</i>	<i>\$123.52</i>	<i>\$2.59</i>	<i>N/A</i>

Networks	Metered properties*		Other properties*
	Volumetric charge (up to and including the first cubic metre) (including GST)	Volumetric charge (per cubic metre beyond the first cubic metre) (including GST)	Fixed amount per Rating Unit (including GST)
Maungaturoto (Station Village)	\$291.43	\$4.36	\$218.57
Maungaturoto (Township)	\$268.72	\$3.85	\$201.54
Ruawai	\$180.44	\$3.68	\$135.33

* The full definitions of each network can be found in the Funding Impact Statement - Rating Tools section of Council's Annual Plan 2019/2020.

I. Targeted rate for Mangawhai Harbour Restoration

Under Section 16 of the Act, a targeted rate for all rateable land within the Mangawhai Harbour Restoration area of \$80.00 (including GST) per Rating Unit. A map of the Mangawhai Harbour Restoration area can be found in the Appendix of Council's Annual Plan 2019/2020.

J. Targeted rate for Ruawai Tokatoka Hall

Under Section 16 of the Act, a targeted rate for all rateable land within the Ruawai Tokatoka Hall targeted rate area of \$38.08 (including GST) per Rating Unit. A map of the Ruawai Tokatoka Hall targeted rate area can be found in the Appendix of Council's Annual Plan 2019/2020.

K. Targeted rate for Forestry Roding

Under Section 16 of the Act, a targeted rate for all rateable land within the Forestry Roding targeted rate area of 0.007345 (including GST) per dollar of the land value for all land situated in the area. A map of the Forestry Roding targeted rate area can be found in the Appendix of Council's Annual Plan 2019/2020.

L. Due dates

Under Section 24 of the Act, the rates, except targeted rates for metered water supply, will be payable in four equal instalments with the following due dates:

Instalment 1	20 August 2019
Instalment 2	20 November 2019
Instalment 3	20 February 2020
Instalment 4	20 May 2020

Metered water rates will be billed twice during the year. The due date for each billing is the 20th of the month following the delivery of the invoice. The billing and due dates for each area are:

Billing month	Area	Payment due date
July 2019 January 2020	Dargaville (Hokianga Road and side streets) and Glinks Gully	20 August 2019 20 February 2020
August 2019 February 2020	Dargaville (Station and Beach Roads) and Mangawhare	20 September 2019 20 March 2020
September 2019 March 2020	Dargaville (Township East)	20 October 2019 20 April 2020
October 2019 April 2020	Dargaville (Awakino Road and Main Street) and Ruawai	20 November 2019 20 May 2020

Billing month	Area	Payment due date
November 2019 May 2020	Dargaville (Ranfurlly, Plunket and Tirarau Streets); Maungaturoto Railway; Maungaturoto Township and Mangawhai	20 December 2019 20 June 2020
December 2019 June 2020	North Dargaville to Kaihu, Awakino Point and Baylys	20 January 2020 20 July 2020

M. Penalties

Under Sections 57 and 58 of the Act:

- i. A penalty of 10% of the rates (other than water-by-meter rates) assessed in the 2019/2020 financial year that are unpaid after the due date for each instalment will be added on the relevant penalty date for each instalment stated below, except where a ratepayer has entered into an arrangement by way of direct debit authority, or an automatic payment authority, and honours that arrangement. For each instalment the date the penalty will be added is as follows:

Instalment 1	21 August 2019
Instalment 2	21 November 2019
Instalment 3	21 February 2020
Instalment 4	21 May 2020; and
- ii. A penalty of 10% of the amount of all rates (including any penalties) other than water-by-meter rates from any previous financial years that are unpaid on 04 July 2019 will be added on 05 July 2019; and
- iii. A penalty of 10% of the amount of all rates to which a penalty has been added under b) and which remain unpaid will be added on 06 January 2020; and
- iv. A penalty of 10% of the amount outstanding for water by meter rates charged per invoice will be added on the relevant penalty date for each billing month and area stated below, except where a ratepayer has entered into an arrangement by way of direct debit authority, or an automatic payment authority, and honours that arrangement. For each billing month and area, the date the penalty will be added is as follows:

Billing month	Area	Penalty date
July 2019 January 2020	Dargaville (Hokianga Road and side streets) and Glinks Gully	21 August 2019 21 February 2020
August 2019 February 2020	Dargaville (Station and Beach Roads) and Mangawhare	21 September 2019 21 March 2020
September 2019 March 2020	Dargaville (Township East)	21 October 2019 21 April 2020
October 2019 April 2020	Dargaville (Awakino Road and Main Street) and Ruawai	21 November 2019 21 May 2020
November 2019 May 2020	Dargaville (Ranfurlly, Plunket and Tirarau Streets); Maungaturoto Railway; Maungaturoto Township and Mangawhai	21 December 2019 21 June 2020
December 2019 June 2020	North Dargaville to Kaihu, Awakino Point and Baylys	21 January 2020 21 July 2020

- e) Delegates authority to the Revenue Manager and the Revenue Operations Officer to apply penalties to unpaid rates according to the resolutions above

Carried

4.4 Policy on Dogs and Dog Management Bylaw 2019 – Adoption

Policy Analyst 3502.05

[Secretarial Note: Councillor Joyce-Paki disclosed an interest at this item. She did not participate in the discussion regarding endangered species at the Mangawhai Estuary, but voted on the adoption of the Policy and Bylaw as whole.]

Moved Smith/Curnow

That Kaipara District Council:

- a) *Adopts the Policy on Dogs and Dog Management Bylaw 2019 as presented in Attachment C to the circulated "Policy on Dogs and Dog Management Bylaw 2019 – Adoption" report; and*
- b) *Directs the Chief Executive to undertake a review of the effectiveness of the Policy on Dogs and Dog Management Bylaw 2019, 12 months after its adoption and to report back to Council on the review findings.*

Carried

4.5 Delegations Register update June 2019

Chief Executive 2304.15

Moved Joyce-Paki/Jones

That Kaipara District Council:

- a) *Approves the revisions to the Delegation Register as specified in the three referenced documents circulated as Attachments A, B and C to the 'Delegations Register Update June 2019' report*
- b) *Delegates the Mayor and Chief Executive the authority to make minor editorial changes to the revisions to the Delegations Register as agreed by the meeting.*

Carried

Meeting adjourned for lunch at 12.11pm

Meeting reconvened at 12.45pm

5 Information

5.1 Contract with AR & Associates for Spatial Planning for Key Urban Areas in the Kaipara District

District Planner 4107.926

Moved Smith/Curnow

That Kaipara District Council:

- a) *Notes the report 'Contract with AR & Associates for Spatial Planning for Key Urban Areas in the Kaipara District'.*

Carried

5.2 Chief Executive's report for May 2019

Chief Executive **2002.02.18/June**

[Secretarial Note: Attachment 1 'Commentary on capital projects for the period ended 31 May 2019'ⁱ and Attachment 2 'Commentary on significant capital projects for the period ended 31 May 2019'ⁱⁱⁱ were circulated separately'.]

Moved **del la Varis-Woodcock/Joyce-Paki**

That Kaipara District Council notes the Chief Executive's Report for May 2019.

Carried

5.3 Resolutions Register at June 2019

Governance Advisor **1202.05**

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

That Kaipara District Council notes the Resolutions Register dated 19 June 2019.

Carried

Unconfirmed

6 Public Excluded Council minute items 27 June 2019 (1)

The meeting went into Public Excluded session at 1.23pm

Moved del la Varis-Woodcock/Curnow

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

- Confirmation of Public Excluded Council minutes 30 May 2019;
- Public Excluded Committee minutes confirmed in May 2019; and
- Telecommunications Sub-Licence.

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:

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
Confirmation of Public Excluded Council minutes 30 May 2019	<p>S7(2)(a) to protect the privacy of natural persons, including that of deceased natural persons</p> <p>S7(2)(b) to protect information where the making available of the information would disclose a trade secret; or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>S7(2)(i) to enable any local authority holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)</p>	S48(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.

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
<i>Public Excluded Committee minutes confirmed in May 2019</i>	<p><i>S7(2)(a) to protect the privacy of natural persons, including that of deceased natural persons</i></p> <p><i>S7(2)(b) to protect information where the making available of the information would disclose a trade secret; or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</i></p> <p><i>S7(2)(i) to enable any local authority holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)</i></p>	<p><i>S48(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.</i></p>
<i>Telecommunications Sub-Licence</i>	<p><i>S7(2)(i) to enable any local authority holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)</i></p>	<p><i>S48(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.</i></p>

Carried

7 Open Council minutes 27 June 2019

The meeting returned to Open session at 2.05pm.

8 Public Excluded Council minute items 27 June 2019 (2)

The meeting returned to Public Excluded session at 2.06pm.

Moved Geange/Curnow

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

- *Telecommunications Sub-Licence.*

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:

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
<i>Telecommunications Sub-Licence</i>	<i>S7(2)(i) to enable any local authority holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)</i>	<i>S48(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.</i>

Carried

9 Open Council minutes 27 June 2019

[Secretarial Note: Council resolved that the decision and the report for item 6.3 'Telecommunications Sub-Licence' be made publicly available, with any commercially sensitive information to be redacted. The decision is stated below, and the redacted report was published onlineⁱⁱⁱ.]

6.3 Telecommunications Sub-Licence

Property and Commercial Advisor 5105.09.01

Moved Smith/Geange

That Kaipara District Council:

- a) Approves a variation of the lease to allow for subletting, a rent review in 2019 and a sub-lease for a communication tower at 209 Molesworth Drive to Spark New Zealand.
- b) Delegates to the Chief Executive responsibility for negotiating the terms and conditions of the variation to the Mangawhai Bowl(s) Club Lease and the sub-lease to the Mangawhai Club.

A division was called, and voting was as follows:

<u>For</u>	<u>Against</u>	<u>Absent</u>
	Councillor Curnow	
	Councillor del la Varis-Woodcock	
	Councillor Geange	
	Councillor Jones	
	Councillor Joyce-Paki	
	Councillor Larsen	
	Councillor Wade	
	Deputy Mayor Wethey	
	Mayor Smith	

The motion was declared LOST.

Closure

The meeting closed at 2.11pm.

Confirmed

Chair

Kaipara District Council

Dargaville

ⁱ Item 5.2 Attachment 1 'Commentary on capital projects for the period ended 31 May 2019'

ⁱⁱ Item 5.2 Attachment 2 'Commentary on significant capital projects for the period ended 31 May 2019'

ⁱⁱⁱ Item 6.3 'Telecommunications Sub-Licence' report – redacted for commercial sensitivity

3.2 Open Committee minutes confirmed in June 2019

General Manager Governance, Strategy and Democracy

16/Various

Recommended

That Kaipara District Council notes the confirmed Open minutes of the following committee meetings:

- *Combined Pou Tu Te Rangi Joint Management Committee and Harding Park Committee meeting held 05 March 2019; and*
- *Audit, Risk and Finance Committee meeting held 13 March 2019.*

Meeting	Combined Pou Tu Te Rangi Joint Management Committee and Harding Park Committee
Date	Tuesday 05 March 2019
Time	Meeting commenced at 2.05pm Meeting concluded at 3.22pm
Venue	Lighthouse Function Centre – 32 Mount Wesley Coast Road, Dargaville
Status	Unconfirmed

Minutes

Membership

Chair: Rex Nathan

Members: Robert Harding, Matiu Wati and Willie Wright
Councillors Victoria del la Varis-Woodcock and Karen Joyce-Paki

Staff and Associates:

Parks and Recreation Manager, Governance Advisor (Minute-taker)

Jason Marris
General Manager Governance, Strategy and Democracy

Contents

1	Opening	3
1.1	Karakia	3
1.2	Present.....	3
1.3	Apologies	3
1.4	Confirmation of Agenda	3
1.5	Conflict of Interest Declaration	3
2	Deputations and Presentations	3
3	Confirmation of Minutes	4
3.1	Minutes of the committee meeting held 05 December 2018	4
4	Decision	4
4.1	Historic River Walk – inclusion of Pou Tu Te Rangi Harding Park into walk	4
4.2	Mountain Bike Trail – Pou Tu Te Rangi Harding Park.....	4
5	Information	5
5.1	Pou Tu Te Rangi Harding Park Operations Update - December 2018 to February 2019.....	5
	Closure	5

Unconfirmed

**Minutes of the Combined Pou Tu Te Rangi Joint Management Committee
and Harding Park Committee meeting
Tuesday 05 March 2019, Dargaville**

1 Opening

1.1 Karakia

Rex Nathan opened the meeting with a karakia. The committee welcomed its newest member Robert Harding.

1.2 Present

Rex Nathan (Chair), Councillor Victoria del la Varis-Woodcock (4.2—close), Robert Harding, Councillor Karen Joyce-Paki and Willie Wright

Attendance

Name	Designation	Item(s)
Hamish Watson	Parks and Recreation Manager	All
Shelley Paniora	Infrastructure Officer	All
Francis Toko	Iwi Relations Manager	All
Tanya Wilson	Governance Advisor	All
Lisa Hong	Governance Advisor	All (Minute-taker)

1.3 Apologies

Nil.

1.4 Confirmation of Agenda

The committee confirmed the agenda.

1.5 Conflict of Interest Declaration

Nil.

2 Deputations and Presentations

Nil.

3 Confirmation of Minutes

3.1 Minutes of the committee meeting held 05 December 2018

General Manager Governance, Strategy and Democracy 1607.13

Moved Joyce-Paki/Nathan

That the minutes of the meeting of the combined Pou Tu Te Rangi Joint Management Committee and Harding Park Committee held 05 December 2018 be confirmed as a true and correct record.

Carried

4 Decision

4.1 Historic River Walk – inclusion of Pou Tu Te Rangi Harding Park into walk

[Secretarial Note: A new sign design was tabled. The new design matches existing signs at the park in terms of sizing, frame and post. The committee requested the final draft be brought back to the committee for final approval before the signs are placed in the park.]

Parks and Recreation Manager 4702.06

Moved Wright/Joyce-Paki

That Combined Pou Tu Te Rangi Joint Management Committee and Harding Park Committee:

- a) *directs the Chief Executive to develop an agreement with Amber Threads Tales and Trails regarding their Historic River Walk project for the installation of three signs within Pou Tu Te Rangi Harding Park.*

Carried

Councillor del la Varis-Woodcock joined the meeting at 2.24pm.

4.2 Mountain Bike Trail – Pou Tu Te Rangi Harding Park

Parks and Recreation Manager 4702.06

Moved Wright/del la Varis-Woodcock

That the Combined Pou Tu Te Rangi Joint Management Committee and Harding Park Committee:

- a) *approves the establishment of a mountain bike trail in Pou Tu Te Rangi Harding Park, in principle.*
- b) *directs the Chief Executive to provide a scoping and feasibility report for a mountain bike trail in Pou Tu Te Rangi Harding Park which, when completed, is to be brought back to the committee to make a recommendation to the Kaipara District Council.*

Carried

5 Information

5.1 Pou Tu Te Rangi Harding Park Operations Update - December 2018 to February 2019

Parks and Recreation Manager **4702.06/OR**

[Secretarial Note: The Parks and Recreation Manager tabled a letter from Ministry of Business, Innovation and Employment dated 04 March 2019ⁱ.]

Moved **Joyce-Paki/Harding**

That the Combined Pou Tu Te Rangi Joint Management Committee and Harding Park Committee:

- a) *notes the Parks and Recreation Manager's report 'Pou Tu Te Rangi Harding Park Operations Update - December 2018 to February 2019'.*
- b) *directs the Chief Executive to review funding options for the Pou Tu Te Rangi Harding Park.*

Carried

Closure

Meeting closed at 3.22pm.

Confirmed.....

Chair.....

Kaipara District Council
Dargaville

ⁱ Ministry of Business, Innovation and Employment letter dated 04 March 2019

Meeting	Audit, Risk and Finance Committee
Date	Wednesday 13 March 2019
Time	The meeting commenced at 10.09am The meeting concluded at 12.29pm
Venue	Gateway North Conference Room – 1999 State Highway 1, Kaiwaka
Status	Confirmed

Minutes

Membership

Chair: Stana Pezic
Members: Councillor del la Varis-Woodcock
Councillor Larsen
Councillor Wade
Deputy Mayor Wethey

Contents

1	Opening	3
1.1	Present	3
1.2	Apologies.....	3
1.3	Confirmation of Agenda.....	3
1.4	Conflict of Interest Declaration	4
2	Confirmation of Minutes	4
2.1	Open Audit, Risk and Finance Committee minutes 12 December 2018.....	4
3	Open agenda items 13 March 2019	4
3.1	Quarterly Finance Report	4
3.2	Legal Compliance update.....	4
3.3	Treasury Management	4
3.4	Stormwater asset data improvement.....	5
3.5	Health and safety update March 2019	5
4	Public Excluded Audit, Risk and Finance Committee agenda items 13 March 2019	6
5	Open Audit, Risk and Finance Committee meeting 13 March 2019	8
	Closure	8

Confirmed

**Minutes of the Ordinary meeting of the Audit, Risk and Finance Committee
Wednesday 13 March 2019 in Kaiwaka**

1 Opening

1.1 Present

Stana Pezic (Chair), Mayor Jason Smith, Deputy Mayor Peter Wethey, Councillor del la Varis-Woodcock and Councillor Jonathan Larsen

The Chair advised the meeting that Councillor Julie Geange had resigned from the Audit, Risk and Finance Committee, effective prior to the meeting on 13 March 2019.

In Attendance

Name	Designation	Item(s)
Jason Marris	General Manager Governance, Strategy and Democracy	All (Minute-taker for 4.4— close)
Sue Davidson	General Manager Risk, IT and Finance	All
Matt Smith	Four Waters Planning and Design Engineer	1—4.2
Prue Miller	Health and Safety Advisor	1—4.2
Tanya Wilson	Governance Advisor	1—4.3
Lisa Hong	Governance Advisor	1—4.3 (Minute-taker for 1—4.3)

1.2 Apologies

Moved Wethey/del la Varis-Woodcock

That the apology of Councillor Wade be received.

Carried

1.3 Confirmation of Agenda

Moved Smith/Wethey

That the committee confirms the agenda with the inclusion of the item 'Verbal Update - Investigation' as item 4.4 in the Public Excluded session of the meeting.

Confirmed

1.4 Conflict of Interest Declaration

Nil.

2 Confirmation of Minutes

2.1 Open Audit, Risk and Finance Committee minutes 12 December 2018

General Manager Governance, Strategy and Democracy 1610.07

Moved Smith/Wethey

That the Open minutes of the Audit, Risk and Finance Committee meeting held 12 December 2018 be confirmed as a true and correct record, with the minor grammatical corrections.

Carried

3 Open agenda items 13 March 2019

3.1 Quarterly Finance Report

General Manager Risk, IT and Finance 2304.15/AR&F 2018.2019/Mar

Moved Wethey/Larsen

That the Audit, Risk and Finance Committee notes the General Manager Risk, IT and Finance's report 'Quarterly Finance Report' dated 20 February 2019.

Carried

3.2 Legal Compliance update

General Manager Risk, IT and Finance 2304.15/AR&F 2018/2019/Dec

Moved del la Varis-Woodcock/Smith

That the Audit Risk and Finance Committee notes the General Manager Risk, IT and Finance's report 'Legal Compliance update' dated 18 February 2019.

Carried

3.3 Treasury Management

Finance Manager 2304.15/AR&F Sept 2018

Moved Smith/Wethey

That the Audit, Risk and Finance Committee notes the Finance Manager's report 'Treasury Management' dated 25 February 2019.

Carried

3.4 Stormwater asset data improvement

Waters and Waste Manager 44

Moved del la Varis-Woodcock/Smith

That the Audit, Risk and Finance Committee notes the Waters and Waste Manager's report 'Stormwater asset data improvement' dated 27 February 2019.

Carried

3.5 Health and safety update March 2019

Waters and Waste Manager 2209.09

Moved Smith/del la Varis-Woodcock

That the Audit, Risk and Finance Committee notes the Waters and Waste Manager's 'Health and safety update March 2019' and Attachment A 'Second Quarter Scorecard'.

Carried

Confirmed

4 Public Excluded Audit, Risk and Finance Committee agenda items 13 March 2019

The meeting went into Public Excluded session at 11.48am.

Moved Smith/Wethey

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

- *Public Excluded Audit, Risk and Finance Committee minutes 12 December 2018;*
- *Contract Monitoring and Reporting: Infrastructure, Planning and Regulatory;*
- *Potential claim*
- *Verbal update - Investigation*

The general subject matter of each matter to be considered while the public is excluded and the reasons for passing this resolution in relation to each matter and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered:	Reason for passing this resolution	Ground(s) under Section 48 (1) for the passing this resolution:
<i>Public Excluded Audit, Risk and Finance Committee minutes 12 December 2018</i>	<i>Section 7(2)(g) maintain legal professional privilege. Section 7(2)(i) enable any authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).</i>	<i>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.</i>
<i>Contract Monitoring and Reporting: Infrastructure, Planning and Regulatory</i>	<i>Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).</i>	<i>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.</i>

<p><i>Potential claim</i></p>	<p><i>Section 7(2)(g) maintain legal professional privilege.</i></p> <p><i>Section 7(2)(i) enable any authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).</i></p>	<p><i>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.</i></p>
<p><i>Verbal update - Investigation</i></p>	<p><i>Section 7(2)(a) protect the privacy of natural persons, including that of deceased natural persons</i></p>	<p><i>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.</i></p>

Carried

Confirmed



5 Open Audit, Risk and Finance Committee meeting 13 March 2019

The meeting returned to Open session at 12.29pm.

Closure

Meeting closed at 12.29pm

Confirmed 12 June 2019

Chair Stana Pezic

**Kaipara District Council
Dargaville**

Confirmed

4 Decision

Temporary Telecommunications Tower

Meeting: Kaipara District Council
Date of meeting: 25 July 2019
Reporting officer: John Burt, Property and Commercial advisor

Purpose/Ngā whāinga

This report is seeking Council approval for the temporary installation of a temporary telecommunications tower on the land leased to Mangawhai Bowls Club and sub-leased to the Mangawhai Club.

Executive summary/Whakarāpopototanga

Council land at 209 Molesworth Drive is leased/sub-leased to Mangawhai Bowls Club and Mangawhai Club.

Recommendation/Ngā tūtohunga

That Kaipara District Council:

- a) Approves the installation of a temporary telecommunications tower at 209 Molesworth Drive by Spark New Zealand on the land leased to Mangawhai Bowl(s) Club Lease and sub-leased to the Mangawhai Club from 01 August 2019 to 31 January 2020.
- b) Delegates to the Chief Executive responsibility for negotiating the terms and conditions of the agreement for the installation a temporary telecommunications tower at this location.

Context/Horopaki

Council is the owner of land at 209 Molesworth Drive which is leased/sub-leased to the Mangawhai Bowls Club and the Mangawhai Club respectively (Clubs). The lease was last renewed for a term of 21 years in January 2016, however the Clubs have perpetual rights of renewal.

Under the terms and conditions of the lease, the Lessee shall not unless expressly provided in the lease, alter or replace improvements *or construct new* improvements *without first* obtaining the consent in writing of the Lessor (Council). The lease also expressly excludes the ability to sublet or further sub-lease. The lease also requires the land is only utilised for a defined permitted use, which does not include telecommunications towers.

Mangawhai's population swells to double the numbers usually resident over summer particularly in late December and January. The Clubs requested Council approval to erect a temporary telecommunications tower on the land over the Christmas holidays. Notwithstanding the lease conditions approval was given for this to happen for a short term over summer 2018/2019 as it was considered to provide a community benefit.

At its meeting last month (27 June 2019), Council considered a request but declined to give approval for the installation of a permanent tower at this location.

Discussion/Ngā kōrerorero

The Clubs and Spark have requested that Council considers allowing them to install a temporary tower during the rugby world cup and summer.

Spark has advised:

Here is some background to the explain the issue of a temporary site for the Rugby World Cup (RWC) and Christmas.

Spark located a temporary site in the carpark of the Mangawhai Club in Christmas 2018, this site was only 3G and 4G capable. Spark's intention for the RWC and Christmas 2019 will be to install another temporary 3G and 4G capable facility known as a COW (Cell site on wheels), this is essentially the same as last year but with the equipment located on a trailer with the pole being telescopic and guyed off for support, rather than sitting on a plinth. Spark requires an area of approx. 25-30sqm to allow for a height of 15m.

Currently, most mobile traffic for Mangawhai Heads is through one sector (one of a possible three sectors) of the Spark site on the hill as you head towards Langs Beach, off Cove Road. In addition to voice and data, this sector currently services 146 wireless broadband users and is maxed out in terms of capacity, in fact it is one of the busiest sectors in the country.

Every Christmas Spark has experienced an increase in the capacity demands of mobile users (both voice and data) and wireless broadband, to keep up with this demand Spark needs to acquire an additional site or install a temporary one over these busy periods.

Spark sees this location in the Mangawhai Club carpark as ideal due to the availability of space and location in relation to the Chorus fibre in the Road on Molesworth Drive. This fibre connection allows the site to be integrated into the network. Furthermore, it is screened by natural vegetation which makes it less visually obtrusive. It is worth noting here that during the previous licence period 1 December 2018 to 31 January 2019 Spark had no complaints from the public. Nor the predominant users of the car park, namely the Mangawhai Club and the Bowls Club, for whom the Clubs had to seek consent from last Christmas for the Licence.

Spark views this temporary site as critical to the delivery of services for the RWC and Christmas.

Spark anticipates a licence period for the RWC from 1 August 2019 to 30 November 2019 and for Christmas 1 December 2019 to 31 January 2020

Options

- Option 1 Agree to the temporary installation of a telecommunications tower on the land leased to Mangawhai Bowls Club and sub-leased to the Mangawhai Club from 01 August 2019 to 31 January 2020.
- Option 2 Do nothing.

Assessment of Options

Option 1 - Agree to the temporary installation of a telecommunications tower on the land leased to Mangawhai Bowls Club and sub-leased to the Mangawhai Club from 01 August 2019 to 31 January 2020.

Criteria	Advantages	Disadvantages
Financial	Council and/or the clubs could benefit on a short term basis from the rental payable.	
Economic Development	Improvements to mobile broadband coverage will facilitate business development.	
Social/Community	Provides an opportunity to enhance digital accessibility for the community and particularly at a critical time during the Rugby World Cup.	

Option 1 – Do nothing

Criteria	Advantages	Disadvantages
Financial		Neither Council nor the two Clubs obtain any short term benefit from rental income.
Economic Development		Missing the opportunity that enhanced broadband could provide to business.
Social/Community		Missing the opportunity to enhance digital accessibility for the community and particularly at a critical time during the Rugby World Cup.

If Council chooses to do nothing, the community may miss out on the benefits that the installation of a temporary tower by Spark would provide over the Rugby World Cup and during summer.

Policy and planning implications

Council's Community Assistance Policy does not expressly provide for third party use of Council land where a community group has use of it. The National Environmental Standards allow for Telecoms to install telecommunications towers on rurally zoned land. Spark has already applied for and been granted a planning certificate for a tower at this location.

Financial implications

The applicant Spark and/or the two Mangawhai Clubs will be required to pay Council's legal costs in respect of any agreement for a temporary tower. Any agreement for the temporary tower should provide for Council to receive a share of any rental.

Risks and mitigations

The financial risk to Council has been mitigated by the requiring Spark or the Mangawhai Clubs to meet all costs associated with any licence agreement.

Legal risks will be mitigated by careful following of due process and having any variation sublicense documents reviewed by Council's Solicitors.

Any risk to Council's reputation would be mitigated by making a decision in the best interests of Council's ratepayers and the wider community. Given the community interest in 5G, any licence agreement will need to include a condition that precludes its use at this location over the temporary licence period.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy. The public will be informed via the Council meeting once the decision of Council has been made.

Although there is no requirement to notify iwi under the National Environmental standard for Telecommunications towers, Te Uri Ohau will be informally advised out of respect and to enhance our relationship.

Next steps/E whaiake nei

Negotiate agreement with Spark New Zealand and the Mangawhai Bowls club and Mangawhai Club.

John Burt, 15 July 2019

Contract 923 – Tomarata Bridge (Insley Street) Repair 2019/2020

Meeting: Kaipara District Council
Date of meeting: 25 July 2019
Reporting officer: Shakhin Sharma, NTA Renewals Lead

Purpose/Ngā whāinga

To seek Council's approval to award Contract 923 – Tomarata Bridge Repair and advise on the reallocation of funds from within the existing budgets.

Executive summary/Whakarāpopototanga

The Preferred Tenderer for the repair has been identified and the tender value is within the Engineer's Estimate but outside the currently approved budget. Funding is available from other maintenance categories (for both NZTA and local share).

There is an urgency to award the contract as this will allow works to be complete before the summer peak and avoid inconvenience and reputational risk.

Recommendation/Ngā tūtohunga

That Kaipara District Council:

- a) Approves the award of 'Contract 923 – Tomarata Bridge Repair' to Freyssinet New Zealand Ltd for the contract value of \$2,048,757.66.
- b) Notes the transfer of budget allocation from 'Roadworks – unsealed' to 'Bridges and Structures'.

Context/Horopaki

The 'Tomarata Road Bridge' (Bridge No. 296, located on Insley Street, Mangawhai) requires immediate bridge strengthening repairs due to concrete cover spalling and corrosion of the superstructure of the bridge. The bridge is currently restricted to a single lane (centrally down the bridge) as a temporary measure until repairs are complete.

Contract 923 was advertised on Tenderlink on 08 May 2019 with an Engineer's Estimate of \$2.6m. Tenders closed on 07 June 2019 with four submissions. The submissions were considered using the Price Quality Method, and all four submissions were assessed on the Non-Price Attributes (NPA) before the price envelope was opened.

One tenderer failed the NPA and was excluded from any further assessment. The Tender Evaluation Team (TET) provided Supplier Quality Premium (SQP) values to the three remaining tenderers in accordance with their NPA submission. After the NPA assessment, the price envelope was opened, and all prices were adjusted in accordance with the SQP values. Tender evaluation report is attached as **Attachment A**.

This contract needs to be awarded to complete the physical works prior Christmas: to avoid disturbance during peak holiday season, and to minimise the ongoing traffic management costs for the signalised single-lane traffic flow.

Discussion/Ngā kōrerorero

The bridge repairs will be carried out under the Council's Bridge and Structures work category. The estimated cost to repair the bridge (including professional services and 10% contingency) is \$2,365,000.

The current budget is \$1,450,000 which includes the NZTA subsidy of \$884,500. The deficit of \$915,000 will be addressed through the reallocation of maintenance funds.

Budget	Amount
Engineer's Estimate	\$2,600,000
Tender value	\$2,048,757.66
Total forecast (including fees and contingency)	\$2,365,000
Total shortfall	\$915,000 (\$356,850 local share)

NZTA have confirmed that funds from other works categories within the Maintenance and Operation Renewal Budget can be reprioritised to complete this project.

The local share will be transferred from the 'Roadworks – unsealed' to 'Bridges and Structures'. There are sufficient funds available as the subsidised 'Roading –unsealed' programme has been allocated (\$2.1m). There is no further NZTA subsidy in this category however NZTA have indicated that additional subsidy will be available in the 'Bridges and Structures' category.

Options

Option 1 – Award the contract to Freyssinet New Zealand Ltd to allow construction to commence before Christmas and reallocate balance funding to this project.

Option 2 – Do not award the contract and restrict traffic flow over the summer season.

The recommended option is **Option 1**.

Financial implications

The estimated cost to complete the project is \$2,365,000. We are seeking reallocation of local share funding for the balance from the heavy metalling budget which did not receive co-funding for 2019/2020.

For the avoidance of doubt, the heavy metalling programme approved by NZTA for 2019/2020 will not be affected by the reallocation.

Risks and mitigations

There is a risk that not completing this project will result in further deterioration of the bridge condition and possibly require closure or additional restrictions.

There is a risk that not completing this project before the end of 2019 will have community and reputational impact during peak holiday season due to the congestion it will create due to the current single lane traffic flow. Council will also keep accumulating ongoing signalised traffic management costs.

Mitigation of the above risks is to get the bridge repaired and open for both lane traffic flow prior to the holiday season.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

Award the Contract 923 to the preferred contractor. Staff will start programming discussion, stakeholder consultation and engage with NZTA to reallocate funding to this project.

Attachments/Ngā tapiritanga

	Title
A	Tender evaluation report

Shakhin Sharma, 16 July 2019



Kaipara te Oranganui • Two Oceans Two Harbours

Tender Evaluation Report

CONFIDENTIAL

Kaipara District Council Contract 923: Tomarata Bridge Strengthening Stage 2 Tender Report

12 July 2019

TABLE OF CONTENTS

1.0	Background and Purpose of Report.....	1
2.0	Scope of Work	1
3.0	Tender Evaluation Procedure.....	1
4.0	Tender Evaluation Team.....	2
5.0	Potential Conflict of Interest and Confidentiality.....	2
6.0	Registration of interest.....	2
7.0	Probity Auditor	3
8.0	Tender Procedure.....	3
8.1	Notices to Tenderers	3
8.2	Notices to Specific Tenderers	3
8.3	Submission of Tenders	3
9.0	Tenders Received	3
10.0	Submission Compliance Check.....	4
10.1	Programme	4
11.0	Tender Evaluation Procedure.....	4
12.0	Stage 1 - Tender Evaluation Results	4
12.1	Non-Price Attribute Summary (Total Scores).....	4
12.2	Supplier Quality Premium Review.....	5
13.0	Stage 2 - Tender Evaluation Results	5
13.1	Evaluation procedure.....	5
13.2	Price submissions	5
13.3	Tender clarification or Tags	6
14.0	Recommendation	6

APPENDICES

Appendix A: Appendix VII Form G – Price Quality Simple Spreadsheet

1.0 BACKGROUND AND PURPOSE OF REPORT

This Contract is for the appointment of a contractor for the Tomarata Bridge Strengthening project.

The purpose of this report is to seek approval of the Stage 2 Report from Kaipara District Council, so that the winning tenderer can be awarded the Contract.

2.0 SCOPE OF WORK

Kaipara District Council (KDC) has identified the existing 'Tomarata Road Bridge' (Bridge No. 296), located on Insley Street, requires immediate bridge strengthening repairs due to concrete cover spalling and corrosion of the superstructure infrastructure. The bridge is currently restricted to a single lane running (centrally down the bridge) as a temporary measure until repairs are complete. The Contract include (but are not necessarily limited to) the following:

- Project management and programming of the works;
- Traffic management;
- Environmental management;
- Site clearance;
- Establishment of Temporary works (such as working platforms and support beams).
- Scour void repair at the southern abutment;
- Hydro-demolition of the soffit and web of outer/inner beams for reinforcement repairs;
- Installation of sacrificial anodes;
- Cast repair concrete following repairs; and
- Reinstatement of disturbed areas.

The Contract is a Measure and Value contract.

3.0 TENDER EVALUATION PROCEDURE

The procedure outlined in the NZ Transport Agency (NZTA) Procurement Manual has been used for undertaking the tender evaluation for this project. The evaluation method is in accordance with Section 5.4 (Price Quality) of the Procurement Manual. The following attribute weightings were applied:

Relevant Experience	10%
Track Record	10%
Relevant Skills	15%
Methodology	25%
Price	40%

The tender base estimate is \$ [REDACTED] (including provisional sums of \$ [REDACTED]).

The tender was evaluated in two stages.

1. Stage 1: The evaluation of the non-price attributes (stage 1 report)
2. Stage 2: Evaluation of the price attributes (stage 2 report)

4.0 TENDER EVALUATION TEAM

The Tender Evaluation Team (TET) nominated for the evaluation is as follows.

- Lee McFadyen (Qualified Evaluator), TET lead, Stantec NZ Ltd
- Kathryn O'Reilly, TET Member, Stantec NZ Ltd
- Madu Manawadu, TET Member, GHD Project Manager

5.0 POTENTIAL CONFLICT OF INTEREST AND CONFIDENTIALITY

The TET confirmed that there was no conflict of interest in undertaking this evaluation.

6.0 REGISTRATION OF INTEREST

23 parties uplifted the contract documents via Tenderlink (Table 1 below).

Table 1- List of parties that downloaded the documents

	Tenderers Name	Address
1	Asset Construction Limited (ACL)	PO Box 464, Kumeu, Auckland 0841
2	Calibre Consulting (Aust) Pty Ltd	Ground Floor, 545 Queen Street, Brisbane, QLD 4000, AUSTRALIA
3	Concrete Solutions Ltd	PO Box 27 397, WELLINGTON
4	Conspec Construction Ltd	PO Box 9122, Greerton, TAURANGA 3142
5	Construction Techniques Limited	PO Box 51391, Pakuranga, AUCKLAND 2140
6	Downer New Zealand Ltd	130 Kerrs Rd, Wiri, AUCKLAND 2104
7	EARTHWORX RURAL & CIVIL LTD	192 Port Marsden Highway, RD1, WHANGAREI 0171
8	Freyssinet New Zealand Ltd	Unit A / 6 Polaris Place, EAST TAMAKI 2013
9	Fulton Hogan Corporate	PO Box 39185, Harewood, CHRISTCHURCH 8545
10	Goleman Group Holdings Ltd	PO Box 12690, Thorndon, WELLINGTON 6144
11	Infrastructure & Civil Works Ltd	P.O Box 301382, Albany, NORTH HARBOUR 0752
12	Joinlox Pty Ltd	U2/30 Walker Street, Tennyson, BRISBANE QLD 4105, AUSTRALIA
13	Land Development and Exploration Ltd	32 Grey Street, PO Box 671, GISBORNE 4010
14	MARINE & CIVIL MAINTENANCE PTY LTD	UNIT 9, 41-43 HIGGINBOTHAM RD, GLADESVILLE NSW 2111, AUSTRALIA
15	Marine Industrial Painting Ltd	260a Henderson Valley Road, Henderson, AUCKLAND 0612
16	Max Build Ltd	PO Box 45 029, AUCKLAND 0651
17	Rudolphs Limited	209 Port Road, WHANGAREI 110

18	SRG Global Services (Australia) Pty Ltd	Suite 3 75 Carnarvon Street, SILVERWATER NSW 2128, AUSTRALIA
19	Steve Bowling Contracting Ltd & GHK Piling	PO Box 1506, WHANGAREI 0140
20	Storm Electrical Ltd	15 Barker Rise, Northcross, NORTH SHORE CITY 0632
21	Streetworx Ltd	P.O. Box 101 169, Glenfield, NORTH SHORE 0745
22	TECHNOCRETE PTY. LTD.	6 Paperbark, Thurgoona, THURGOONA NSW 2640, AUSTRALIA
23	United Civil Construction Limited	P.O Box 6113, Otaika, WHANGAREI 0147

7.0 PROBITY AUDITOR

No Probity Auditor was appointed for this tender evaluation process.

8.0 TENDER PROCEDURE

8.1 Notices to Tenderers

Prior to tenders closing four (4) Notices to Tenderers (NTT) were issued to all tenderers via Tenderlink.

8.2 Notices to Specific Tenderers

Prior to tenders closing four (4) Notices to Specific Tenderers (NTST) were issued. One NTST was issued during the tender evaluation phase.

8.3 Submission of Tenders

Tenders closed at KDC's electronic online forum at 3.00 p.m., on Friday, 7 June 2019. Tender submissions were received from four (4) tenderers as described below.

9.0 TENDERS RECEIVED

The four tenders received are as follows:

Tenderer	Submission Type
Asset Construction Limited (ACL)	Conforming Tender
Concrete Solutions Ltd	Conforming Tender & Alternative Tender
Construction Techniques Ltd	Conforming Tender & Alternative tender
Freyssinet New Zealand Ltd	Conforming Tender & Alternative tender

10.0 SUBMISSION COMPLIANCE CHECK

An administrative check was performed on each tender received to ensure that only information submitted in accordance with the requirements of the Tender Documents was considered in the evaluation.

10.1 Programme

Tender programmes submitted by ACL, Freyssinet and Construction Techniques included a conforming programme and noted opportunities to reduce the programme duration in their alternative submission.

The TET noted the programme submitted by Concrete Solutions exceeded the contract duration of 115 days stipulated in the RFT by an additional 45 days. The TET unanimously agreed this was a non-conforming tender. Clause 105.10 of the RFT states alternative tenders which provide for a variation to the contract duration may not be considered. Considering client requirement to complete the project on time/ahead of schedule, the TET recommend the alternative submission not be considered further.

11.0 TENDER EVALUATION PROCEDURE

The tender evaluation procedure specified in the Tender Documents has been followed. The group tender evaluation meeting was held on 19 June 2019 to discuss and agree on the tender non-price attribute scoring.

12.0 STAGE 1 - TENDER EVALUATION RESULTS

Refer to Appendix A for non-price attribute summary.

12.1 Non-Price Attribute Summary (Total Scores)

The table below presents the total indices (function of the grades multiplied by the respective attribute weighting).

Tenderer	Weighted sum of NPA's	Supplier Quality Premium (SQP)
Asset Construction Limited (ACL) - Conforming Tender	40.15	\$ [REDACTED]
Concrete Solutions Ltd - Conforming Tender	Fail	N/A
Concrete Solutions Ltd - Alternative Tender	Fail	
Construction Techniques Ltd - Conforming Tender	46.18	\$ [REDACTED]
Construction Techniques Ltd - Alternative Tender	46.18	
Freyssinet New Zealand Ltd - Conforming Tender	47.28	\$ [REDACTED]
Freyssinet New Zealand Ltd - Alternative Tender	47.28	

12.2 Supplier Quality Premium Review

The TET agreed the SQP values noted in the above table were reflective of the quality of the submissions and in particular, gave consideration to the following project risks:

- The existing bridge is currently significantly under capacity due to loss of reinforcing and concrete, prompting the Council to restrict the bridge to a single lane of traffic only. The Contractor is required to maintain a single lane of traffic during the construction phase.
- The TET acknowledged there are significant risks associated with the above approach if the Contractor’s methodology does not adequately consider mitigation measures to address the further reduction in bridge capacity that would eventuate due to the nature of the strengthening works. The temporary support beams approach has been proposed specifically for this reason and is a critical item that is to be designed and constructed by the Contractor.
- Tidal effects – The site is subject to tidal effects, essentially restricting the working space below the bridge deck to approximately 0.2m. The TET noted the Contractor’s methodology needs to adequately address the risk of tidal effects interms of health & safety, environmental compliance and programme risks due to limited working time.

The tender evaluation team gave consideration to the above risks during the non-price attribute submission scoring and agreed the final SQP was reflective of the each of the Contractors understanding of site constraints, risks and proposed methodology to deliver the strengthening works in such a way that minimized the risk to all parties.

13.0 STAGE 2 - TENDER EVALUATION RESULTS

13.1 Evaluation procedure

Following the completion of the non-price evaluation (Stage 1 report) and KDC approval, the price submissions were opened at and the remaining sections of Form G were completed which is attached in Appendix A.

13.2 Price submissions

The tender prices received are summarised in the following table. All tenderers were checked for arithmetical errors. The price submission by Freyssinet was found to exclude the provisional sums and no value assigned to bonds/insurances in the schedule of prices. A NTST was issues to clarify the error and the value was increased to include the provisional sums only.

Tenderer	Tender Price
Asset Construction Limited (ACL) - Conforming Tender	\$ ██████████
Concrete Solutions Ltd - Conforming Tender	Fail
Concrete Solutions Ltd - Alternative Tender	Fail
Construction Techniques Ltd - Conforming Tender	\$ ██████████
Construction Techniques Ltd - Alternative Tender	\$ ██████████
Freyssinet New Zealand Ltd - Conforming Tender	\$ ██████████
Freyssinet New Zealand Ltd - Alternative Tender	\$ ██████████
Engineers Estimate	\$ ██████████

The engineers estimate was within 4% of the mean tender price received.

The following table shows the ranking of the tenderers, with the lowest adjusted price being the preferred tender:

Tenderer	Ranking	Price less supplier quality premium and provisional sums (\$)
Asset Construction Limited (ACL) - Conforming Tender	4	\$ [REDACTED]
Construction Techniques Ltd - Conforming Tender	3	\$ [REDACTED]
Construction Techniques Ltd - Alternative Tender	2	\$ [REDACTED]
Freyssinet New Zealand Ltd - Conforming Tender	1	\$ [REDACTED]
Freyssinet New Zealand Ltd - Alternative Tender	1	\$ [REDACTED]

The preferred tender is the conforming tender submitted by Freyssinet NZ Ltd.

The alternative tender price submission by Freyssinet includes multiple alternative products and construction methodologies that can be implemented to achieve cost and programme savings. However, these options require design calculations and require review/approval by the Structural Engineer. The TET agreed a review of alternative options can be carried out following contract award to review opportunities to reduce construction costs/duration.

13.3 Tender clarification or Tags

Nine tags were received from Freyssinet. The tags have been considered to be non-consequential and insignificant by the TET and have not been considered worthy of delaying the evaluation process.

14.0 RECOMMENDATION

The TET have undertaken the initial part of the evaluation in accordance with the RFT and agree unanimously on the current scores and values recorded in this report.

It is recommended that this Stage 2 Tender Evaluation Report be approved by KDC and that Contract 923 be awarded to Freyssinet New Zealand Ltd with a tender price of \$ [REDACTED], excl. GST. The Engineer to Contract and Principal may commence post award negotiations to agree on alternative materials and construction methodologies to achieve reduction in construction costs and early completion of works.

Signatories:



15/7/2019

Lee McFadyen (Qualified Evaluator), TET Lead, Stantec NZ Ltd

Date



15/7/2019

Kathryn O'Reilly, TET member, Stantec NZ Ltd

Date



15/07/2019

Madu Manawadu, TET Member, GHD

Date

Approved by

NAME

.....

Position

Date.....

Appendix A: Appendix VII Form G – Price Quality Simple Spreadsheet

Price Quality Method

Appendix VII

Physical Works Professional Services

Form G


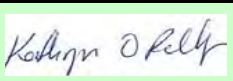

Contract For: Tomarata Bridge Strengthening Contract No: 923 Date: 19/06/2019	Base Estimate (1)	\$ [REDACTED]	Remove Provisional Sums (or any other Schedule fixed amounts in the RFT) from the Tender Prices and Estimate
	Less all Schedule Fixed Amounts	\$ [REDACTED]	
	Evaluation Estimate	\$ [REDACTED]	

Please fill in the green fields only

FILE 1 Non-Price Evaluation		Non-Price Tenderers Grades					Tenderers Indices (Grade x Weight)					
Weighting	Tenderer	ACL	Contech A	Contech B	Freyssinet A	Freyssinet B	ACL	Contech A	Contech B	Freyssinet A	Freyssinet B	
10%	Relevant Experience	52.0	79.5	79.5	67.1	67.1	5.20	7.95	7.95	6.71	6.71	
10%	Track Record	79.3	79.3	79.3	85.0	85.0	7.93	7.93	7.93	8.50	8.50	
15%	Relevant Skills	66.0	73.3	73.3	72.3	72.3	9.90	10.99	10.99	10.85	10.85	
0%	Resources						0.00	0.00	0.00	0.00	0.00	
25%	Methodology	68.5	77.3	77.3	84.9	84.9	17.13	19.31	19.31	21.23	21.23	
Non-Priced Attributes Weighted Sum		40.15	46.18	46.18	47.28	47.28	40.15	46.18	46.18	47.28	47.28	
Price Weight	40%	Lowest Weighted Sum					40.15					
Weighted Sum Margin		0.00	6.03	6.03	7.13	7.13	Each Tenderer's Weighted sum - Lowest Weighted sum					
Supplier Quality Premium (SQP)		\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	Weighted Sum Margin x Evaluation Estimate / Price Weight					
Final adjusted and justified SQP (or none)							Confirm SQP & record justification for any adjustments					
Tangible Cost Adjustment (TCA)							Value of Product Premium where provided for in RFT					
Alternative Tender Premium (ATP)							ATP evaluation must be shown and recorded					
SQP + ATP + TCA		\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	May not be altered once the price envelope is opened					

TET's agreement on the calculated or adjusted SQP, ATP and TCA, and calculations verified correct:

Authorisation to open price files:

TET Signature					Signature		
	Date	15/07/2019	15/07/2019	15/07/2019		Date	
	TET Name	Lee McFadyen	Kathryn O'Reilly	Madu Manawadu			Delegated Authority

FILE 2 Price Evaluation

Tender Price	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Less all Schedule Fixed Amounts	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Evaluation Price	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Adjusted Evaluation Price	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]

ACL	Tenderer's Full Name
ACL	Asset Construction Limited
Contech A	Construction Techniques Ltd (confor
Contech B	Construction Techniques (Alternativ
Freyssinet A	Freyssinet (Conforming)
Freyssinet B	Freyssinet (Alternative)

Lowest Lowest

Adjusted Evaluation Price is the Evaluation Price less the SQP, ATP and TCA. The preferred Tenderer is the Tenderer with the lowest Adjusted Evaluation Price

The assessment above reflects the evaluation of the TET. All TET members have completed and signed appendix IX – Potential Conflict of Interest/Bias Declaration:

TET Signature				
	Date	15/07/2019	15/07/2019	15/07/2019
	TET Name	Lee McFadyen	Kathryn O'Reilly	Madu Manawadu

Note: This spreadsheet allows up to 10 tenderers to be evaluated. First unprotect the worksheet by selecting "Tools", "Protection", "Unprotect". Highlight column I and N, and select "Unhide". Repeat the same for Column S and X, and row 35 and 40.
 (1) Refer to Terminology Section of CPM for definition of Base Estimate.

5 Information

5.1 Chief Executive's report for June 2019

Chief Executive **2002.02.18/July**

Recommended

That Kaipara District Council notes the Chief Executive's Report for June 2019.



Chief Executive's Report

For the month of June 2019

Part One

- a) Chief Executive's update
- b) Activities report
- c) Contract acceptances
- d) Looking ahead

Part Two

Financial Report to 30 June 2019

Part One

a) Chief Executive Update – June

As the financial year draws to a close, I reflect on our strategic priorities. I feel we've made great progress with 'engaging our communities' by gaining healthy feedback on people's needs and desires, partnering with groups to provide community assistance opportunities, consulting with local organisations to develop innovative community improvements plans and connecting people through events to enhance their social well-being.

In addition, we have been involved in many other initiatives to enhance our natural assets, create active spaces, and make our public areas safer. Over 2018/2019 our communities benefited from \$288,947 of grant funding to community, rural sports travel, creative communities and contracts for service, all supporting a better quality of life for many of our ratepayers, and a foundation for a healthier district.

On infrastructure, our roads are in better condition as we complete the first of a three year cycle in the Long Term Plan (LTP) with spend totalling \$19 million (with the NZ Transport Agency subsidy). We're well on track to go beyond the 75% target for the Four Waters programme, and our parks and reserves have been well maintained, made easier due to minimal rainfall and a dry autumn. We continue planting natives in designated areas around the district, and wonderful news, the Kauri at Kaiwaka Domain have been tested and are clear of Kauri Dieback. The walking tracks however, remain closed until we better understand how to protect the Kauri in to the future. The win of Tourism Infrastructure Funding for the Baylys Beach boardwalk and Matakahe and Maungaturoto toilets, will enable us to enhance these amenities over the next year, giving visitors (and residents) a better experience in the area.

As the district grows, our capacity to process resource consent applications has been stretched. An audit of our policy and planning processes commenced, using an independent provider to help us understand what we're doing well, and how we can improve to consistently meet statutory timeframes and customer expectations.

Two Provincial Growth Fund (PGF) contracts are now signed – Kai for Kaipara and Kaipara Wharves. The procurement approach and forward planning is underway. The roading contract remains elusive, now split in to two contracts with elements still to be agreed by all parties.

We welcomed John Ryan, Auditor-General, and contingency to Mangawhai. This was a great opportunity to re-engage and deliver an update of how Mangawhai is progressing. We presented the Mangawhai Community Plan and hosted a tour of the area, including a visit to the Mangawhai Wastewater Treatment Plant. They were impressed with the advancement of Mangawhai since here last, and the partnerships Council has formed with the community.

b) Activities Report

1 Provincial Growth Fund

Kaipara Kickstart Programme

There are now two signed contracts with MBIE. The Kai for Kaipara contract was signed by MBIE on 06 June and the Kaipara Wharves contract was signed by MBIE on 21 June. Payment requests for the first milestones within these contracts have been processed and the payment for the Kai for Kaipara contract, being \$50,000, has been received.

The roading contracts have been split into two contracts. The first contract covers the bulk of the physical works and the second covers the physical works for the unsealed network. Focus is on working with MBIE to complete the first contract so that work can get underway as soon as possible. The Council resolution to sign these contracts is expected to be presented to the August Council meeting, after a legal review has been completed.

After the Council Briefing on 06 June, the Programme Steering Group has been established and the first meeting was held on 02 July. The programme management plan, which provides the management framework for programme delivery was presented to the meeting and with minor revisions was approved.

The team are working on a programme stakeholder engagement approach, communications plans and high-level schedule, which are all expected to be presented to the next Programme Steering Group meeting on 16 July. Summary project updates are as follows: -

Kai for Kaipara Project Update: -

- Procurement management plans for topo-climate report have been approved by Steering Group and procurement underway.
- Establishing the Advisory Group to support the project is nearing completion with first meeting planned for 06 August.

Kaipara Wharves Project Update: -

- Identifying procurement approaches and developing procurement management plans.
- Proposed membership names for the Advisory Group are ready for presentation at the 16 July PSG meeting.

Roading Package Project Update: -

- The scope to deliver Phase 1 of the Centre of Excellence Unsealed Network is being identified.
- Resources to deliver the project are being identified and confirmed.
- Focus on finalising the contract negotiations and obtain Council resolution to sign.

2 Roads and footpaths

June highlights

The first year of the Long Term Plan (LTP) three-year cycle has now finished with the team successfully executing the delivery of the NZ Transport Agency's (NZTA) subsidised budget of just over \$19 million for the year. Total expenditure was \$11,000 over the total budget despite internal resource shortages and this being the first year of the new maintenance contracts.

Finances as at 30 June 2019

Programme	NZTA budget 2018/2019 \$	Total expenditure to date \$	% spent June	% spent YTD	Remaining Actuals vs NZTA \$
Local Road Maintenance	6,286,000	6,491,595	12.34	103.27	-205,595
Capital	11,718,743	11,349,496	7.56	96.84	369,247
Network Asset Management	1,378,687	1,553,331	14.00	112.66	-174,644
Grand Total	19,383,430	19,394,422	9.57	100.05	-10,992

The table above refers to the NZTA subsidy budget. In terms of the Annual Plan, there has been an Opex overspend of \$0.85 million and a Capex underspend of \$2.2 million. Capital projects which include works related to MCP will be delivered in years 2 and 3 of the Long Term Plan following completion of the design and consultation stages.

Operational and Maintenance

Contractor performance for June was up on the previous month and an overall improvement is still being observed. The contractors response time around completing routine works is currently a focus as we start to run the appropriate measures that allow us to have improvement evidence based conversations with the contractor. Previously roading staff have been manually addressing response time issues through the audit process.

Routine grading has been undertaken across the network by five graders, supplemented by potholing crews and metaling trucks running continuously throughout the month. In addition, there has been a focus on completing the year's heavy metaling programme and dangerous tree removals.

Capital

11 of the 16 contract projects for this year have been completed to Practical Completion including five projects that were carried over from last financial year. Five projects are being carried forward to the 2019/2020 financial year including the Mangawhai township upgrade, the LED streetlighting and the Tomarata Bridge remediation.

The Mangawhai Community Plan shared paths and intersection upgrades projects are subject to NZTA approval. The shared paths project is being incorporated into a single stage business case for NZTA's consideration and approval. Further discussions around the funding will happen after the evaluation. Construction has started on the Moir Street shared path.

Capital Project

Completed projects:

- Contract 835 Kaikohe Road Bridge Replacement
- Contract 876 Mangawhai Road Three Slips
- Contract 882 Wintle Street Slip
- Contract 884 Gorge Road Slips
- Contract 885 Garbolino Road Slip
- Contract 889 P-Cat LED Streetlight Conversion
- Contract 900 Tangowahine Valley Road Bridges
- Contract 902 Paparoa-Oakleigh Three Slips
- Contract 905 Bridge Structures Components
- Contract 919 New Footpaths – Separable Portion 1
- Contract 920 School Zone Improvements

Projects carried forward as Work In Progress:

- Contract 914 Pukehuia Road Slip. This is 2017/2018 project which was terminated due to contractor performance but due to legal implications the project was not completed under Contract 839.
- Contract 899 Tara Road Culvert Replacement: 97% complete, to be carried over as Work in Progress. Site shut down for winter. The concrete shoulders, stabilizing of the pavement and sealing to be completed next construction season.
- Contract 917 V-Cat LED Streetlight Conversion: Installation to be completed as a variation to Whangarei District Council installation contract.
- Contract 923 Tomarata Bridge: In evaluation process with physical works to start August.
- Contract 924 Mangawhai Community Plan Stage 1: Moir Street shared path – Physical works started mid-July.

Road Safety

This year the Northland Road Safety Trust successfully delivered the following programmes:

- Drive Soba programme for recidivist drink drivers;
- Child restraint education clinics;
- Young Driver Learner Licence programmes;
- Driver mentoring programmes using volunteers; and
- Drive Smarta a new speed education project to address the behavioural issues of high speed / high risk drivers.

The Kaipara Alcohol Accord group had a logo design competition involving 13 schools.

The road toll for the financial year end is five deaths with two on the local network and three on State Highways.

3 Parks and Reserves

Contract 860 Maintenance of Parks, Reserves, Cemeteries, Public Toilets, Buildings and Dargaville Gardens

With minimal rainfall and the dry autumn, mowing has been able to continue throughout the month. Annual cushion-fall top ups in the playgrounds happened this month. Planting has continued with infill planting also taking place. Some track maintenance on walkway 44 Picnic Bay-Mangawhai Heads carpark has begun due to damage caused by a heavy downpour of rain.

Taharoa Domain

Planting of native plants has continued throughout the month, with number of plants and locations being recorded. Camp site maintenance was done with soil being placed to even out the humps and hollows.

Pou Tu Te Rangi Harding Park

The quarterly Governance Committee meeting was held. Planting was approved for the hill area by the water tank. Vegetation clearance has continued.

Mangawhai Community Park

The exotic gum trees have been removed up behind the Ambulance and Fire Stations, staff are now working to develop an agreed planting plan to replace the exotics removed with natives. The Mangawhai Activity Zone (MAZ) variation to their licence to occupy has been signed.

Mangawhai Coastal Walkway

Two Open Days were held in Mangawhai. These were facilitated by Resilio and were to give the community an opportunity to provide input into the Feasibility portion of the project. Feedback from these days and the online feedback forms are currently being collated by Resilio.

Kaiwaka Domain

After the Kauri in this Domain were tested for Kauri Dieback by Northland Regional Council (NRC), and found to not be affected, 4Sight Consulting was engaged to prepare report on how Council can protect these Kauri in the future. The walking tracks have been closed until the future of these Kauri is decided. We have received a draft report on these trees along with how to upgrade the tracks. 4Sight Consulting has been given feedback from us and NRC and a final report is expected soon.

Capital Programme delivery

We were very excited to be successful with our Tourism Infrastructure Fund (TIF) funding (for Baylys Beach boardwalk, and Matakoho and Maungaturoto toilets). These projects, along with those not fully completed this year, will carry over to be completed in 2019/20.

There are a number of walkways in the Mangawhai area which have been developed and consulted upon. Further design development is required.

Capital Works summary

Project	Value	Committed Spend	% Progress
Mangawhai Coastal Walkway	\$494,000	\$375,133	76%
Mangawhai Walking Linkages	\$139,417	\$62,771	45%
Mangawhai Community Park	\$171,000	\$147,105	86%
Mangawhai Community Park MAZ carpark	\$45,000	\$36,700	82%
Mangawhai Heads Carpark	\$80,000	\$32,992	41%
Mangawhai Esplanade Development	\$60,000	\$64,413	107%
Matakohe Toilets (Contributions TIF \$103,584 Rooding \$138,275)	\$256,050	\$59,192	23%
Maungaturoto Toilet (Contributions TIF 149100)	\$292,450	0	0%
Public Toilets	\$175,000	\$33,950	19%
Playgrounds	\$50,000	\$25,833	52%
Park Improvements	\$50,000	\$37,798	76%
Baylys Beach Boardwalk (TIF contribution \$234,000)	\$368,740	\$20,909	6%
Hard Surface Renewal	\$50,000	\$50,000	100%
Taharoa Domain	\$174,000	\$115,572	66%
Kai Iwi Lakes	\$110,000	\$67,842	62%
Pou Tu Te Rangi Harding Park	\$100,000	\$86,000	86%
Cycleway/walkway implement strategy	\$99,000	\$76,488	77%
Community Infrastructure	\$30,000	\$27,460	92%
Dargaville Placemaking	\$25,000	\$25,000	100%
Total Spend	\$2,769,657	\$1,345,158	49%

4 Community Team Activities

- Three Governance Training workshops were held across the district in Dargaville, Maungaturoto and Mangawhai. These were very well received by the community.
- The Cames Road residents had a second workshop with the Rooding Team to update on road improvements carried out and longer term plans to address safety issues and road surfacing.
- Paparoa Connections had two community workshops to generate ideas and design a collaborative plan for the Village.
- A community workshop was facilitated in Maungaturoto to showcase and connect the volunteer sector in the local area.
- Coastal Walkway Community Open Days were held to capture community feedback on design options in the feasibility study.
- Auditor-General visit to Mangawhai – presentation on the Mangawhai Community Plan and site visits to key Council projects.
- Continue to review the Licence to Occupy Policy to ensure fair and equitable processes are developed.
- Working with the Baylys Beach Community Centre Trust to assist them with Council processes with the building of their Community Centre.
- Provided input into the Environmental Awards Policy and processes.

-
- Ministry of Social Development's Work Broker has been tasked with organising an employer's/educator's evenings. We are providing support to help create successful events.
 - The Kaiwaka Township Improvement Plan has been updated and is to be circulated to the community for review.
 - Baylys Beach residents and OPUS met to discuss issues faced within Baylys Beach such as parking and connectivity. Was great to have residents present, as they provided insight and knowledge that we would not normally have.
 - The Citizens Awards nominations closed on 31 May 2019 with 11 nominations received.
 - Met with the following organisations:
 - Te Whai Community Trust
 - Dargaville Community Development Board
 - Kaiwaka Can
 - The Mangawhai Opportunity Shop; The Factory and Mangawhai Shed to discuss their site options within the Mangawhai community
 - Kaiwaka Men's Shed and funding options
 - Whitebait Connections
 - Mangawhai Village Market stallholders to plan long term location options and address safety concerns with traffic management
 - Matakohe Bike Trail – to identify routes from Ruawai to Matakohe and share designs for the NZTA bridges project shared path currently being constructed
 - Progressive Paparoa monthly meeting – funding provided to create a landscape plan for the carpark and playground area in the Village
 - Stephen Mackay to review final stage design for Thelma North Reserve to include gabion seating/bike rack and second path to connect to Jack Boyd Drive
 - Te Kopuru Community Development Group. Working closely with this group to help strengthen their foundations and focus their direction
 - Tangiteroria Sports Complex Group's Chair to discuss finalising the Community Space
 - Dargaville's Network Meeting. Another good turnout, group has asked for next meeting to focus on youth.

5 Four Waters and Solid Waste

Highlights for June

We are preparing to hand over maintenance and operation of the Mangawhai Wastewater Treatment Plant to Broadspectrum as a variation to Contract 798. Broadspectrum has secured two Trility incumbents to stay on as operators at the plant and training by Trility of current Broadspectrum staff has occurred. Broadspectrum has completed the annual maintenance programme as part of the contract, which will restart in July 2019. Civil work on the pump station upgrade at the village in Mangawhai is complete with sub-contractor work to be completed.

Inflow to the Mangawhai Wastewater Treatment Plant for the month of June 2019 totalled 14,797m³, which is down approximately 22% when compared to June 2018's inflow.

In Land Drainage, the surveying of stopbanks to assess the existing stopbank levels and conditions to help prepare for climate change and sea level rise is progressing.

Solid waste - Both the Glinks Gully and Omamari refuse collection cages have been removed which has seen a noticeable drop in illegal dumping at these sites as kerbside collection is available to both communities. Omamari will need to be monitored closely over the summer season as it is a hotspot for freedom camping and all the rubbish that comes with that activity.

Capital works programme

We are on track to achieve well over the 75% target of our 2018/2019 Four Waters capital works programme with a number of projects complete or underway:

- Sewer Pump Station VA Mangawhai (CON909) construction work underway;
- Sewer Pump Station 2 and rising main in Dargaville (CON913) construction is complete with final connection only remaining;
- Baylys Coast Road to Logan Street watermain replacement (CON910.01) construction is near completion;
- Maungaturoto raw watermain replacement (CON911.01) construction is progressing with final connections scheduled for 04 July 2019;
- Montgomery Avenue and Ruawai watermain replacements (CON912) construction work is complete;
- Mangawhai Wastewater Treatment Plant Upgrade – plant and equipment ordered, awaiting the emptying of the CASS tank;
- Quail Way Stormwater improvements (CON879) construction is complete; and
- The Mangawhai Community Wastewater Scheme Irrigation extension (CON906) – construction has been completed.

Flood protection works are behind programme which is primarily due to the delays in being able to progress the Murphy Bower Stopbank. Further discussions with the landowner and their engineer are to take place in July.

Overall Committed Budget % for Four Waters and Solid Waste

Activity	Budget Total	Committed Funds	% Progress
Water Supply	\$1,798,198	\$1,556,614	87%
Wastewater	*\$5,126,595	\$4,057,739	79%
Stormwater	\$1,367,935	\$1,274,185	93%
Flood Protection	\$547,500	\$80,073	15%
Solid Waste	\$1,235,549	\$454,508	36%
Overall Committed Funds - 4 Waters	\$9,498,511	\$7,423,119	78%

*Wastewater budget includes additional \$577,266 from future years for Contract 913 Pump Station 2 and Rising Main (approved by Council in December 2018).

Focus for July

- A consultation document is being developed for the upcoming **solid waste** activity consultation round which will mainly focus on the kerbside collection service. A briefing will be presented to council in July prior to the consultation document for adoption.

- After a few minor teething problems with power supply the Hakaru leachate treatment trial is underway, we should start seeing some results for comparison within the next couple of weeks.
- The investigations of options to rectify the non-compliances at the Kaiwaka and Te Kopuru Wastewater ponds are complete. A contractor for the Kaiwaka Wastewater Upgrade has been appointed and a preferred solution for the Te Kopuru Wastewater Treatment plant is to add more aeration. Procurement for an aerator is underway.

6 Planning and Regulatory

June statistics

Note: Tables containing shaded cells do not contain calculations as these are not currently measured.

Planning	Received		% On Time	Average Working Days	YTD % On Time
	2018	2019			
Resource consent applications	31	23	79	20.3	71
224 applications	6	7	100	1.4	
Service requests	125	92	94		89

Three additional lots created last month, all in the Otamatea area. Resource consent processing timeframes have improved for June with the monthly processing percentage at 79%, slight improvement on the 2018/2019 year end figure to 71%. This is the second (and consecutive) month in the current financial year when the number of consents granted (24) has exceeded the number of consents received (23), resulting in a minor net reduction in the number of consents currently 'in process'.

Late consent penalty payments year to date have amounted to \$36,460.34.

Building	Received		% On Time	Average Working Days	YTD % On Time
	2018	2019			
Building consent applications	75	59	91	10.3	93
CCC applications	51	69	99	1.0	99
Service requests	127	94	88		90

The total number of building consents received for June was 59 (including amendments). The combined value of these projects totalled \$5,851,655 (including amendments). There were 11 new dwellings and relocates received for the month (excluding amendments) of which nine were within Mangawhai valued at \$2,700,250. There was one commercial consent application received with a total value of \$964,964.

Regulatory	Received		% On Time	Average Working Days	YTD % On Time
	2018	2019			
Alcohol applications	9	14		17.2	
Food control audits and inspections	17	4	100		85
Service requests	289	161	59		91

Overdue Food Premises verifications have reduced from 26 last month to 21 due to in-house resourcing constraints, based on the number of verifications needing completion. Contractors will be engaged again in August to address the remaining backlog, and have been assisting in addressing the follow-up reviews on corrective actions raised from the most recent verifications. Armourguard Service Request response times were not met in June. Work is progressing towards bringing the animal management function in-house over the upcoming quarter period.

BCA Accreditation	Due	Completed		YTD % Completed
		YTD	March 2019	
BCA audits	5	41	4	91
Competency assessments	1	20	1	05

Five Internal Audit Reviews were scheduled for June 2019, with four being completed. The remaining audit will be completed in July. There was one Competency review completed for the month. Quality Assurance has been contacted by other councils for assistance with their Environmental Health Quality Management Systems following recommendations being made by the accreditation authority (JAS-ANZ) to approach KDC as a point of reference.

Policy

Council collaboration across Tai Tokerau hopes to see a draft Kaipara Moana restoration business case completed this year. Cost estimates have been developed for Kaipara Uri and Te Arawhiti (previously the Office of Treaty Settlements) for Council's support to the new co-governance body and incorporation of the strategy into regional and district planning instruments.

District Plan review activities have included finalising the Significant Natural Areas (SNA) mapping, facilitating the initial data collection for spatial planning, organising the Mana Whenua rohe tour and communicating with affected landholders on Outstanding Natural Features that are either on or are in close proximity to their properties.

Bylaw reviews have seen the adoption of the Policy on Dogs and Dog Management Bylaw 2019. Research continues on the trade waste and stormwater bylaws.

SOLGM climate change forum was attended. Development of a research proposal is being drafted to seek the support of Deep South National Science Challenge to treat Tai Tokerau and Kaipara as possible future research case studies.

7 LIMs Overview

A Land Information Memorandum (LIM) is a property information report compiled by Council. This is typically obtained by a potential buyer when looking to purchase a property and must be issued within 10 working days of receipt. In June all 38 LIM applications received were processed on time, taking an average of six working days.

8 LGOIMA Overview – 01 June to 30 June 2019

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

Year to date we have received 128 LGOIMA requests to the end of June 2019.

Name	Subject	Time Taken	Number of Requests Year to Date	Number of days taken to respond
Marie Russell	Firing and shooting ranges in Kaipara	1 hour	1	19
Jess Algje	Refuse and recycling collection	1 hour	1	16

Name	Subject	Time Taken	Number of Requests Year to Date	Number of days taken to respond
Radio NZ - Laura Dooney	Tonnage of recycling to transfer stations	1 hour	2	17
Doug Blackall	Financial information for capital works programme	1 hour	1	20
Vicky Gillespie	Mangawhai Camp Ground lease details	1 hour	1	16
Craig Dunn	Management of dogs	1 hour	1	6
Steve Hull	Telephone recordings and complaints Dargaville Funeral Services	2 hours	2	19
John Wilson	E.Coli discharge and Dargaville Wastewater Treatment Plant discharge details	1 hour	1	17
Clive Boonham	Oldest debt first policy documents	3 hours	10	10
Taxpayers Union	Chief Executive remuneration from 2017 to 2019	30 mins	19	13
Ross Cook	Golf ball complaints	2 hours	2	20
Marius Botha	Roading maintenance	2 hours	1	16
Warren Fitzgerald	Data on types of waste discarded to landfill	1 hour	1	7
Taxpayers Union	Payments to David Duncliff, Titirangi Strategy Consulting Ltd or Stakeholder Strategies Ltd	5 mins	20	1

9 Customer Services and Library

Customer Services

In June 2019, Customer Services had six fulltime, one casual and one new team member training, with an average of 1.9 FTE available to answer calls, due to staff sickness, annual leave and external training. New team members are trained using the specific training programme developed for Customer Services staff, over a period of 12 weeks. Planned annual leave and external training in June is encouraged, prior to dog registration renewals and rates instalment one payments due. Recruitment is almost complete to replenish vacant positions as we have two new team members joining the team on 15 July 2019.

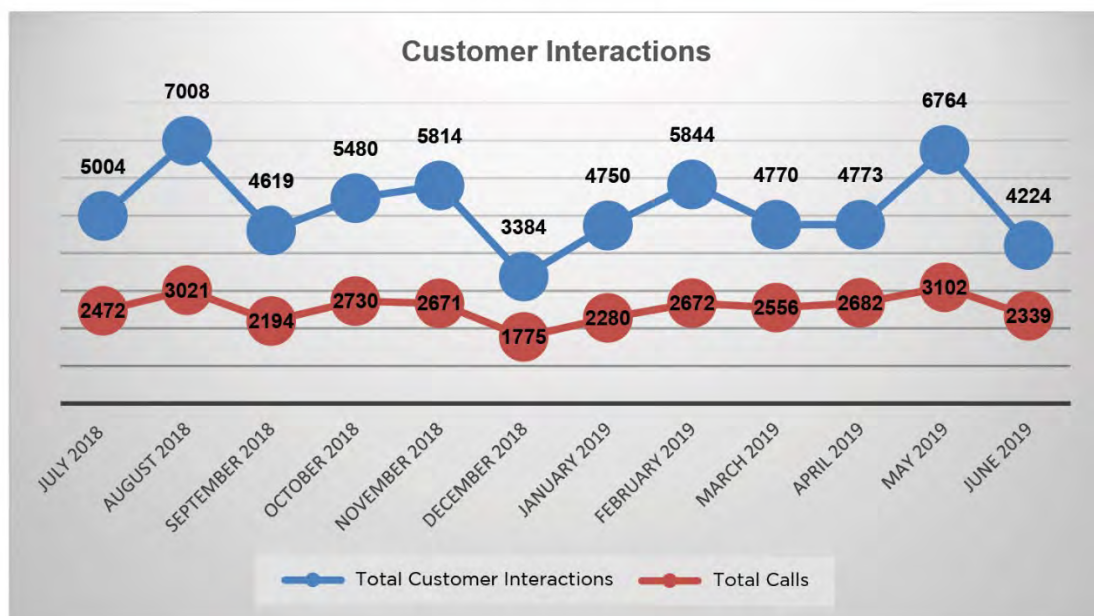
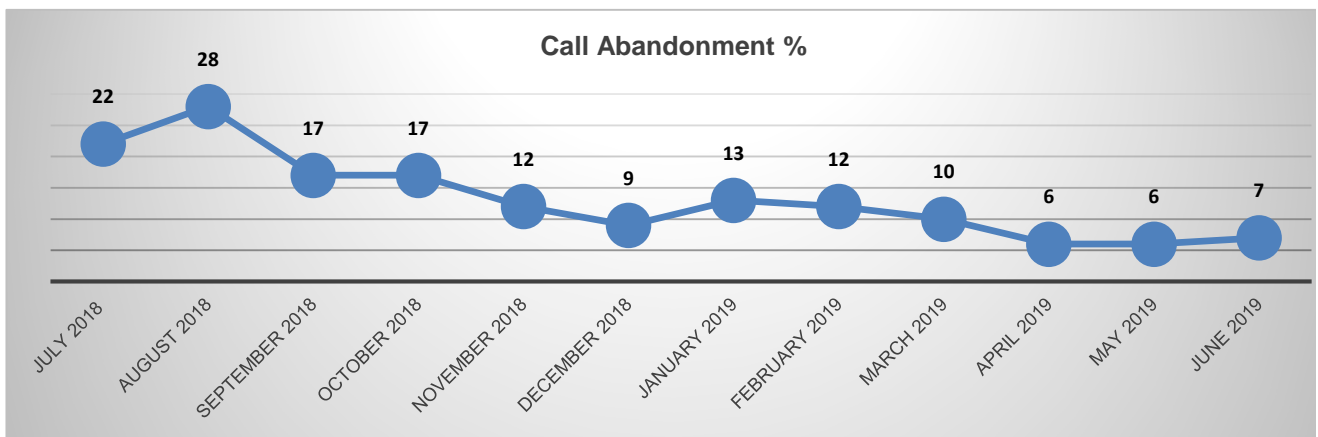
The quantity of overall customer interactions are comparable to the same period in 2018, although there was an increase of 51% in calls answered in June 2019. The highest number of enquiries received, were related to building inspections, rate rebates and payments, and approximately 82% were answered in full, at first point of contact.

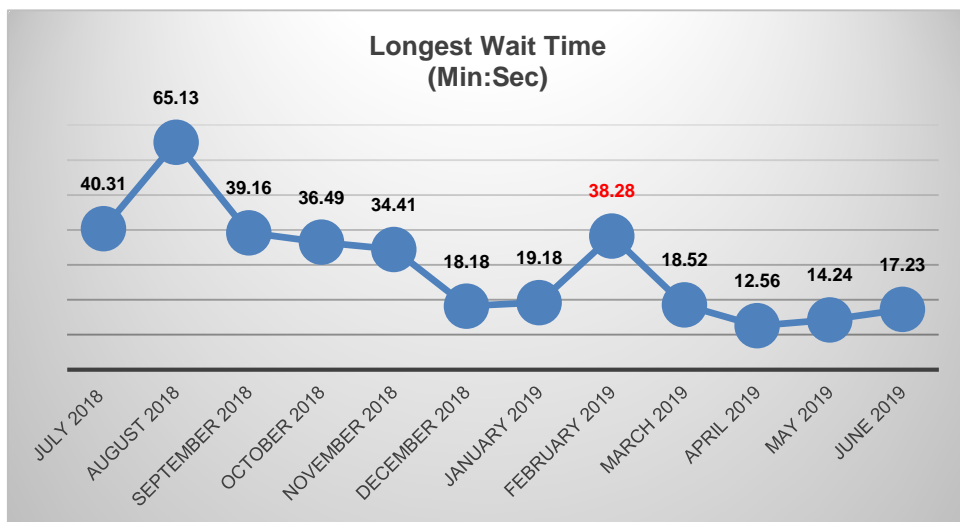
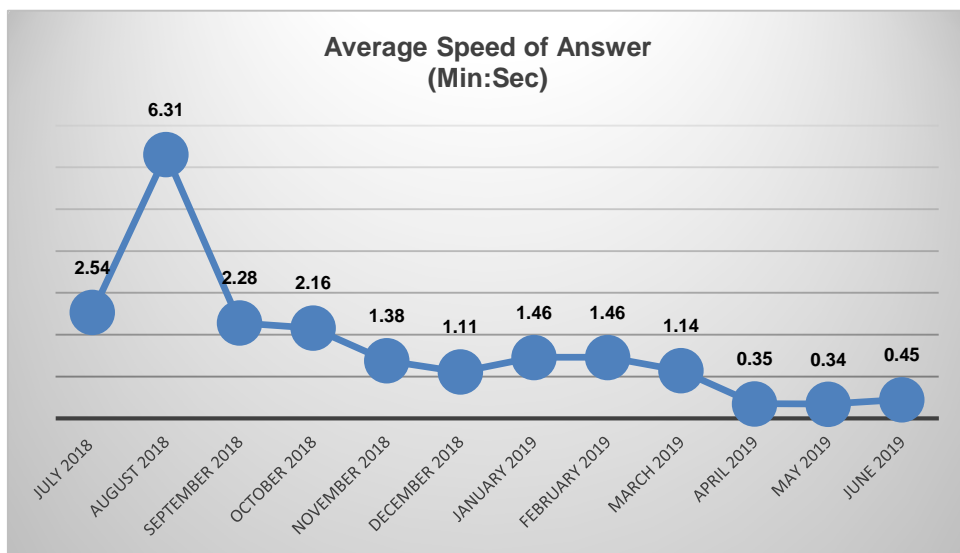
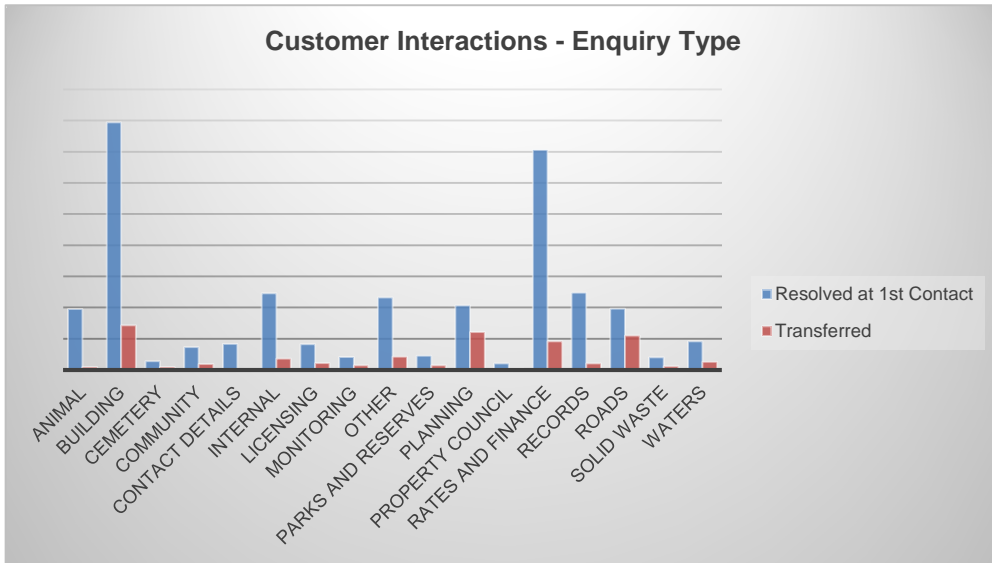
The average call abandonment was maintained at less than 10% and the average speed of answer maintained at less than 50 seconds. One caller experienced a wait time of 17 minutes 23 seconds on 10 June 2019 due to low staffing caused by planned leave, external training and staff sickness.

Refresher training is scheduled for early July to ensure all team members are familiar with all facets of dog registration and rates prior to our next busy period in late July and August. With every customer interaction, we aim to provide a complete service, ensuring we are pre-empting any additional questions that may also need to be addressed for our customers. We understand that while customer-centricity assists with building trust and a solid reputation within the community, quality assurance plays an equally important role as it assists with building customer satisfaction.

June Statistics

Total Customer interactions	Emails	Reception	Total Calls	Average speed answer (min:secs)	Average call abandonment (%)	Calls FTE	Longest wait time (min:secs)
4,224	785	1,097	2,339	0.45	7	1.9	17.23

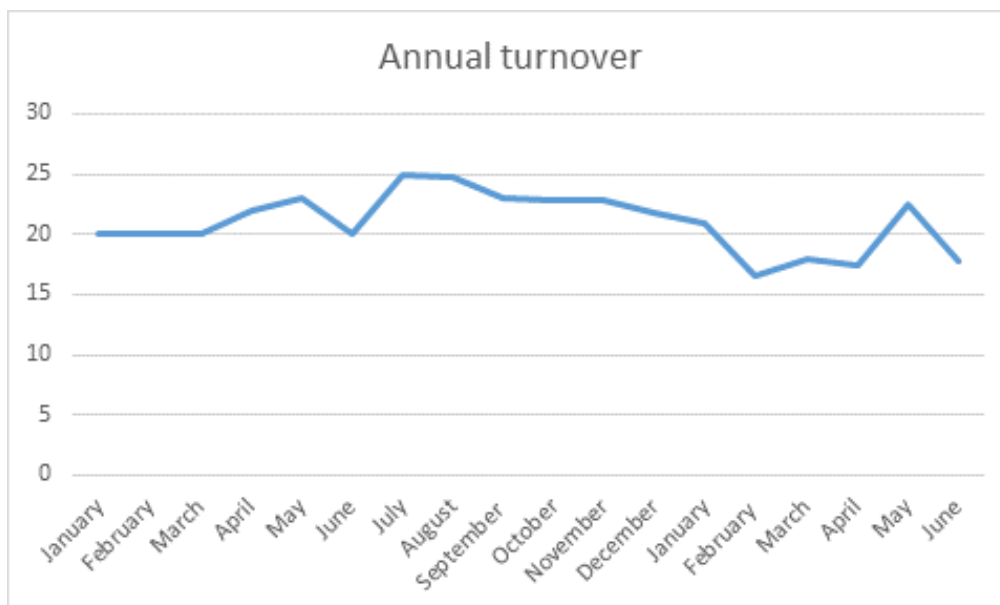
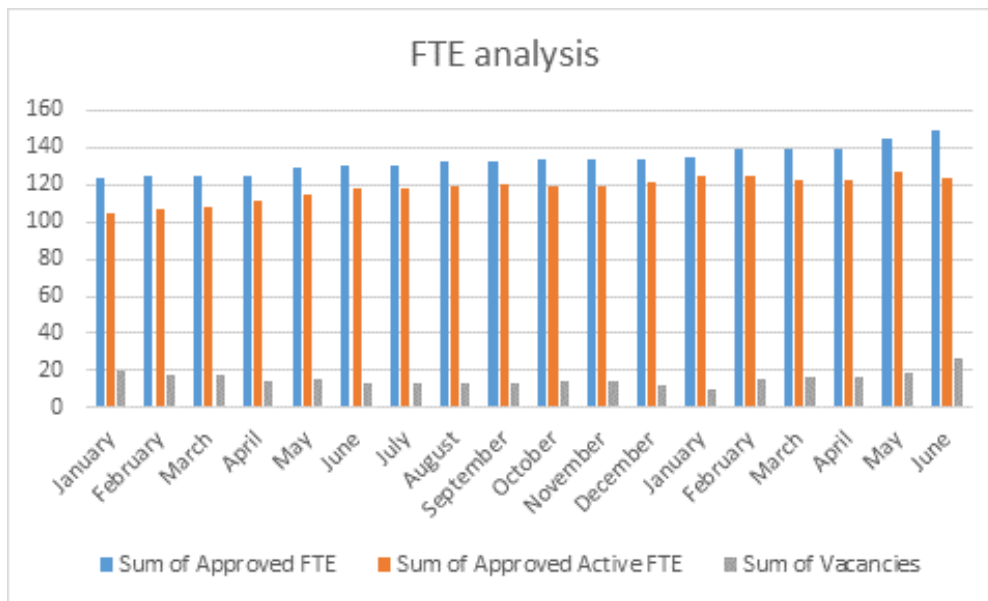




Library

- All libraries were recognised during Volunteers Week, acknowledging the work volunteers do for our libraries.
- Paparoa library reopened 4 June with a new committee, manager and volunteers. Things are going well.
- Paparoa and Dargaville libraries have July school holiday programmes planned.
- All libraries are participating in the New Zealand Book Awards children winter reading programme with rewards from Hell Pizza.

10 People and Capability



11 Health and Safety

Workplace Health and Safety Management Report (June 2019)

KDC Staff OH&S events

Incident type	Events for month
Near miss	0
Hazard	1
Unsafe act	1
Occupational violence	0
Property damage (motor vehicle)	0
Property damage (other)	0
Pain or discomfort	3
Occupational illness	0
First aid treatment	0
Medical treatment injury	0
Lost time injury	0
Notifiable event	0
Environmental incident	0

KDC Contractors OH&S events

Incident type	Events for month
Near miss/hazard reports	6
Property damage	8
Occupational violence	2
First aid case	1
Medical treatment injury	1
Lost time injury	0
Notifiable event	1
Environmental incident	0
Dangerous activity/unsafe act	2

c) Contract acceptances

Contract 924: Mangawhai Township Upgrading Stage 1

Price: \$524,501.75

Contract Manager: WSP Opus

Tender Method: Price Quality Method

Awarded to: Earthmoving Group Ltd

No. of Tenders: 2

Budget: \$600,000

d) Looking ahead

Thursday 01 August	Council Briefing	Mangawhai Club, Mangawhai	9.30am
Monday 05 August	MELA Committee	Council Offices, Mangawhai	2.00pm
Wednesday 14 August	Remuneration and Development Committee	Mangawhai Surf Club	2.00pm
Thursday 15 August	Raupo Drainage Committee	Ruawai	10.00am
Monday 19 August	Taharoa Domain Governance Committee	Dargaville Town Hall	2.00pm
Wednesday 21 August	Community Grants Committee	Council Offices, Dargaville	10.00am
Wednesday 28 August	Reserve Contributions Committee	Council Offices, Mangawhai	10.00am
Thursday 29 August	Council Meeting	Dargaville Town Hall	9.30am
Tuesday 03 September	Pou Tu Te Rangī Harding Park Committee	Lighthouse Function Centre	2.00pm
Thursday 05 September	Council Briefing	Dargaville Town Hall	9.30am
Wednesday 11 September	Audit, Risk and Finance Committee	TBC	10.00am
Tuesday 24 September	Funding Committee (RTF)	Dargaville Town Hall	2.00pm
Thursday 26 September	Council Meeting	Mangawhai Club	9.30am

Part Two -June 2019 Financial Report

Statement of Operating and Capital Performance

	Year to Date June 2019				Full Year	
	Actual \$000's	Annual Plan \$000's	Variance \$000's	Indicator	Annual Plan \$000's	Forecast Two \$000's
Total Rates	35,534	35,029	506	●	35,029	35,142
Operating Subsidies and Grants	5,038	4,584	453	●	4,584	1,965
Activity Revenue and Other Income	6,480	5,544	936	●	5,544	6,448
Total Operating Income	47,052	45,156	1,895	●	45,156	43,555
Employee Benefits	11,074	10,819	(255)	●	10,819	11,075
Contractors	9,251	8,706	(545)	●	8,706	8,989
Professional Services	5,693	4,924	(769)	●	4,924	6,223
Repairs and Maintenance	3,320	3,348	28	●	3,348	3,069
Finance Costs	2,510	2,950	440	●	2,950	2,549
Other Operating Costs	5,635	5,317	(318)	●	5,317	5,397
Total Operating Costs	37,483	36,063	(1,420)	●	36,063	37,301
Operating Surplus / (Deficit) before Depreciation	9,569	9,093	476	●	9,093	6,254
Capital Subsidies	7,115	8,276	(1,161)	●	8,276	8,156
Contributions	4,231	2,494	1,738	●	2,494	3,960
Other Capital revenue	453	175	278	●	175	292
Total Capital Revenue	11,799	10,945	854	●	10,945	12,407
Capital Expenditure	19,256	23,529	4,273	●	23,529	23,167
Total Capital Expenditure	19,256	23,529	4,273	●	23,529	23,167
Subtotal Capital	(7,457)	(12,584)	5,127	●	(12,584)	(10,759)
Surplus / (Deficit) before Loan Payments and Depreciation	2,112	(3,492)	5,603	●	(3,492)	(4,505)

Key: ● Within 5% of budget
 ● Over or under budget by 5 - 10%
 ● Over or under budget by more than 10%

Public Debt and Requirements

	Actual Jun-18 \$000's	Actual Jun-19 \$000's	Annual Plan Jun-19 \$000's
Debt			
Debt	46,000	45,000	46,270
Cash in bank (overnight deposits)	(3,641)	(1,926)	(500)
Net debt	42,359	43,074	45,770
Reserves (future obligations)			
Development Contribution Reserve	(24,648)	(24,648)	(26,829)
Other Reserves	16,946	16,946	13,360
Total	(7,702)	(7,702)	(13,469)
Debt Requirements			
Debt	46,000	45,000	46,270
Future obligations	16,946	16,946	13,469
Gross Debt Requirement	62,946	61,946	59,739
Less cash in bank	(3,641)	(1,926)	(500)
Net Debt Requirement	59,305	60,020	59,239

Statement of Operating and Capital Performance

Comments on major variances

Operating Income:

Account	Rationale	\$000
Rates Revenue	Rates - general are on budget for the month Rates - targeted are on budget for the month Penalties are ahead of budget for the year to date due to arrears penalties applied	506
Operating Subsidies and Grants	Increase in roading operating subsidies from NZTA as operational costs up on budget PGF funding for Kaipara Kickstart Programme	355 100
Activity Revenue and Other Income	Community Parks Mangawhai Camp - 25% share of campground revenue MBIE TIF paid for Matakoho toilets and footpath – reclass to Capital Subsidies and Grants as this is a capital project Receipt of MBIE Kai Iwi Lakes visitor amenities Pest Plant / Acacia Removal Programme Kai Iwi Lakes camp fees improved summer season	43 (61) 30 35 63
	District Leadership Data supply agreement with Northland Regional Council	104
	Regulatory Management Increase in consenting income	550

Operating Costs:

Account	Rationale	\$000
Employees	Increase in Regulatory costs over budget due to increased resource consents, approved December 2018	255
Contractors	Increase in roading unsealed pavement maintenance spend	635
Professional Services	Costs overall are over budget Regulatory is ahead of budget due to the higher levels of activity, but will be offset in other areas predominantly water services Budget is also offset by district plan costs not committed as yet-timing	1,214 (190) (170)
Repairs and Maintenance	Costs are on budget year to date	
Finance Costs	Below budget due to lower inter-period loan balances due to being behind capital expenditure programme	440
Other Operating Costs	Costs overall are over budget due to grant costs for Tinopai Community Hall	275

Capital Revenue:

Account	Rationale	\$000
Capital Subsidies	Lower due to less capital expenditure than budgeted	(1,161)
Contributions	The financial and development contributions are continuing to be above budget for year to date	1,738
Capital Revenue	Increase is due to sale of land on Tomarata Road and Tinopai Community Hall	444

Public Debt:

The public debt position at 30 June 2019 is \$45 million and the net debt position (debt less cash) is \$43.1 million.

Activities Net Cost for the period to 30 June 2019

Activity	Actual			Annual Plan Whole Year	Explanation of variances
	Actual Operating Income \$000s	Actual Operating Costs \$000s	Net Operating Surplus/ (Deficit) \$000s	Net Operating Surplus/ (Deficit) \$000s	
Community Activities	5,396	5,076	320	312	Increase in activity revenue – Kai Iwi Lakes camp ground revenue increase during the holiday season. Further 25% share of revenue received from Mangawhai Heads Camp Ground. Overall on budget for the financial year.
District Leadership	6,315	6,777	(462)	(2,150)	Finance costs remain below budget due to lower inter-period loan balances due to lower capital expenditure. Overall operating costs are lower than budget.
Regulatory Management	5,650	6,313	(663)	14	Income above budget due to increase in subdivisions consents income. Professional services costs are continuing to increase due to the higher levels of activities.
Roads and Footpaths	14,815	11,328	3,487	4,224	Increase in roading operating subsidies from NZTA. Contactors cost increase due to work done on unsealed roads surfacing. Professional services costs increase due to network management and design works for operational projects.
Flood Control	753	581	172	200	Costs for professional services are lower than budget to date.
Wastewater	7,705	3,527	4,178	3,872	On budget.
Solid Waste	1,398	951	447	316	On budget.
Stormwater	1,620	742	878	713	Costs for professional services are lower than budget to date.
Water Supply	3,400	2,176	1,224	1,592	Fonterra is to pay for some reticulation this year and capital expenditure has not yet begun.
Whole Council	47,052	37,471	9,581	9,093	

Attachments:

- Attachment 1 – Commentary on capital projects for the period ended 30 June 2019.
- Attachment 2 – Commentary on significant capital projects for the period ended 30 June 2019.

Attachments:

Attachment 1 - Commentary on capital projects for the period ended 30 June 2019.

Capital Projects - by Activity						
	Year to Date June 2019			Full Year		
	Actual \$	Budget (Forecast Two) \$	Variance \$	Budget (Forecast Two) \$	Budget remaining \$	
Activity - Work in Progress						
Community Activities	1,125,490	1,957,217	831,727	2,031,901	906,411	Delays in stage 1 Coastal Walkways, Pearl Street to Sellars Carpark, from further community consultation has occurred. A workshop has been held and now a survey is online for further community feedback. Restoration planting is underway at Taharoa Domain. Mangawhai Community Park, Exotic gum trees have been removed. Tourism Infrastructure Fund (TIF) projects are continuing, staff are waiting on some additional plans for Bayllys Beach, Matakoho is nearly complete and Maungaturoto staff are working with the community to finalise design concepts for toilet, these projects will carry over to next financial year.
District Leadership, Finance and Internal Services	920,612	1,315,000	394,388	1,312,551	391,939	Some of the Council's internal systems have undergone major software upgrades. In addition, two new projects have been completed that improve the customer experience and connect with the community; KDC's new Web site and the Antenna mobile application. Also a project to implement Isovist ePlan was kick-started. As a result KDC's District Plan will be online later in the year. The eScribe, HRIS and other digital transformation projects are progressing according to schedule.
Flood Protection and Control Works	19,497	158,500	139,003	28,000	8,503	Te Hapai, Horehore, Sunnynook and Lawrie floodgates all completed. Murphy Bowers stopbank - no further progress.
Regulatory Management	0	0	0	0	0	
Sewerage and the Treatment and Disposal of Sewage	2,671,636	3,703,500	1,031,864	3,920,637	1,249,001	Maungaturoto membrane filtration renewal contractor appointed, preferred contractor identified for Kaiwaka Wastewater Plant.
Solid Waste	470,536	800,000	329,464	529,553	59,017	Bickerstaffe Road closed landfill has reached practical completion.
Stormwater Drainage	1,073,938	170,000	-903,938	1,352,682	278,744	Quail Way contract has been completed.
The Provision of Roads and Footpaths	11,316,247	13,547,131	2,230,884	12,482,278	1,166,031	Tomarata Bridge and Mangawhai Community Plan stage 1 projects to be work in progress with bulk of funds being transferred to next financial year. Overall Roading was \$1.2m above that budgeted on unsealed roads work projects. The key area not completed this year was \$1m of roads sealed resurfacing work projects.
Water Supply	1,658,351	1,878,000	219,649	1,639,019	-19,332	Dargaville High School completed. Maungaturoto raw water main project progressing, possible extension of scope to utilise economies of scale. Work is progressing at Bayllys Coast Road watermain.
Grand Total	19,256,307	23,529,348	4,273,041	23,296,621	4,040,314	

Attachment 2 - Commentary on significant capital projects for the period ended 30 June 2019.

Significant Capital Projects	Year to Date June 2019			Full Year		Indicator
	Actual	Budget (Annual Plan YTD)	Variance	Budget (Forecast Two)	Budget remaining	
	\$	\$	\$	\$	\$	
Structures Component Replacements 2018/2019	772,004	742,500	-29,504	800,000	27,996	All physical works now completed.
Roads Resurfacing 2018/2019	3,228,986	2,136,000	-1,092,986	2,850,000	-378,986	All physical works now completed. Spend completed against NZTA approved budget. The overspend was due to increase in the programme. The over expenditure will be covered from the rehabilitation budget which has a significant saving of \$581,944 (NZTA approved Figure). The programme was increased to maximise the optimisation of the NZTA share.
Quail SW improvements	1,018,618	0	-1,018,618	1,197,935	179,317	Contract has now reached practical completion.
Dargaville WW PS1/PS2 Rising main from Pump Station 2 to Pump Station 1	1,228,238	596,000	-632,238	1,633,266	405,028	The rising main component of the contract is complete. Pumpwell and valve chamber installed. Excavation for holding tanks underway. Works Temporarily stopped 18/06/2019 due to ground movement, work resumed, programme for completion end of July.
Mangawhai Upgrade WWTP	134,080	1,000,000	865,920	550,000	415,920	Some procurement has begun and the contractor Mason Engineering have been appointed. Works to commence early July.
Drainage Renewals 2018/2019	714,859	784,000	69,141	740,000	25,141	Drainage works are progressing well and will continue till the end of the financial year.
LED conversion of streetlights	254,747	0	-254,747	224,609	-30,138	P Category contract is completed. V Category contract is work in progress with budgets transferred to next financial year. This year's overspend will be covered through reduction of next years allocation. The LED Programme was part of a 3 year renewal programme.
Hakaru Leachate Improvements	49,297	46,600	-2,697	106,600	57,303	The trial started on 11 June and will be finished in 3 months.
Dargaville Main under Dargaville High: Reroute/replace pipe	320,497	637,500	317,003	300,000	-20,497	Contract has now reached practical completion. The overspend was the result of some necessary additional works Kauri Street and in High School lane plus some omissions in the Hawthorne Geddes schedule, part of this ECI contract. Additional pipe (315 OD PE) left over from the project is stored over at Kevin Reid Ltd compound Beach Rd (BRS lease this). It is a small quantity and this can be used / incorporated in another project with the same spec pipe. The value will be inventoried at end of year which will go to offset the overspend.
Mangawhai WW Extend Irrigation System	354,047	950,000	595,953	437,388	83,341	The work has reached practical completion.
Mangawhai Wastewater Upgrade PS-VA	87,681	0	-87,681	500,000	412,319	Pump chamber has been delivered and installed, lower gravity connection installed. Electricians to connecting next week, programme for completion end of July.
Mangawhai Tara Road Box Culvert RP7270	666,536	0	-666,536	500,000	-166,536	Physical works are ongoing and this project will possibly be a carryover to next FY. Over spend was due to unexpected ground conditions encountered during excavation in the river bed.
MCP Moir/Molesworth Intersection (Intersection 2)	25,072	0	-25,072	10,000	-15,072	This project has been deferred to the new financial year. However we will be tendering a contract to procure a contractor for this upgrade. The project has been designed and ready for open market procurement however the design costs was underestimated initially.
MCP Insley/Moir Intersection (Intersection 1)	24,997	0	-24,997	10,000	-14,997	As above. This project has been deferred to the new financial year. However we will be tendering a contract to procure a contractor for this upgrade. The project has been designed and ready for open market procurement however the design costs was underestimated initially.
Mangawhai Cove Road RP0-1152 Rehab	345,991	0	-345,991	500,000	154,009	Physical works are now completed.
Digital transformation	668,233	1,015,000	346,767	1,037,551	369,318	This multifaceted project is progressing well. Rates modeling, Skype video conferencing, the new website, and the accompanying community engagement tool Antenna have been completed. The remaining projects such as EDRMs and Office365 are on-track, with a new Intranet and public sector meeting management software scheduled for delivery in Q1.
Total Significant Projects accounted for				11,397,349		

5.2 Resolutions Register

Governance Advisor 1202.05

Recommended

That Kaipara District Council notes the Resolutions Register at 17 July 2019.

Kaipara District Council
Resolutions Register at 17 July 2019

Ref	Meeting Date	Agenda Item Number	Item Name	Details	Assigned	Status	Comments	Due
1	11/07/2017	1.7.2	Notice of Motion 2	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.	GM RPP	In Progress	Terms of Reference for the Planning and Regulatory Working Group is under consideration by Councillors and included in the March 2018 Council agenda. The intention is that this Working Group review the policy. Working group met on 11 April 2018. Staff to create a policy based on guidance from this meeting. Policy Team is aiming to have a draft ready as soon as possible and no later than December.	Dec 2019
2				3) That the Chief Executive work with a committee to be recommended by the Mayor in developing the policy and procedure	GM RPP	Completed	As above	Feb 2019
3				4) That any related current delegations be amended to reflect policy	GM RPP	In Progress	As above. Policy team has made recommendations for updates to Delegations register, when policy adopted the delegations contained within this Policy will also need to be registered.	July 2019
4				5) That the policy be presented to Council for approval at 09 October 2017 meeting.	GM RPP	In Progress	Draft policy presented to Regulatory Working Group on 11 February 2019 for discussion. Draft Policy presented to Council at Briefing meeting 4 April 2019. Policy was workshopped again at Regulatory Working Group meeting on 17 April 2019. Final Draft Policy being reviewed by the Working Group in July, to be presented to full Council in August or September 2019.	September 2019
5	26/09/2017	6.6	Stopbank reinstatement - land known as Section 73 75 part 44 Block XV of the Tokatoka Survey District	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	GM I	In Progress	See update below. Date changed to reflect prolonged land access issues.	June 2020
6				Notes that the works are to be funded by Raupo Drainage Targeted Rate.	GM I	In Progress		
7	11/12/2017	6.5	Mangawhai Museum Partial Surrender of Lease	Approves the Partial Surrender of the Lease by the Mangawhai Museum	GM R,F&IT (JB)	Completed		
8				Approves the grant to the Mangawhai Museum of a non-exclusive licence to use the surrendered area for the use permitted in its lease	GM R,F&IT (JB)	In Progress	Report on the Museum lease variation request going to Mangawhai Community Park Governance Committee meeting on 15 July.	Dec 2019

9				Delegates to the Acting Chief Executive responsibility for the finalisation of the Deed of Partial Surrender of Lease	GM R,F&IT (JB)	In Progress	The Deed of Partial Surrender can be finalised now with updated plans. However, the Museum has advised they now want a new lease rather than a partial surrender. They have been advised the policy is now for LTO rather than lease. A draft LTO has been provided to the Museum for their consideration. 15 April, Museum agreed to sign lease if Council can seal ground the carpark area they are surrendering. An options report will be brought to the next Mangawhai Community Park Governance Committee meeting on 15 July 2019.	September 2019
10	25/01/2018	7.4	Reserve Contributions (use of) Policy: Adoption of reviewed Policy	Approves the reviewed Reserve Contributions (use of) Policy as amended at the Reserve Contributions Committee's meeting on 18 January 2018 (as Attachment 2 of the above mentioned report) and at this Council meeting on 25 January 2018	GM RPP	Completed		
11		Consults on the reviewed Policy as part of the draft Long Term Plan process		GM RPP	Completed	Adopted at May 2018 Council meeting.	June 2018	
12		Prioritises the review of Reserves and Open Space Strategy (ROSS)		GM RPP	In Progress	Review underway. Pre consultation with key stakeholders. A briefing to Council was provided in Nov 2018. A workshop was planned with Council in April, however due to staff capacity constraints, legal timeframes and required tasks for both the Dog Control Policy and Bylaw and Taharoa Domain Bylaw, review has been postponed this matter till later in the year.	Aug 2019	
13	23/05/2018	5.1.3	Issues and Options: Reserve Contributions	Adopts the Reserve Contributions (use of) Policy as consulted on in the Consultation Document for the Long Term Plan 2018/2028 effective from 01 July 2018		Completed	Approved as part of the LTP.	
14		Continues to fund the existing \$100,000 p.a. budgets (\$150,000 for Mangawhai Park for 2018/2019 year only) for each of the three priority parks from reserve contributions as a priority over other reserve projects (and without being required to participate in the contestable funding round), until an alternative funding source is arranged, subject to each governance committee providing a business plan that conforms to the funding criteria of the policy		GM R, IT&F, GSD (IL)	Completed	Approved as part of the LTP. Council agreed contestable funding and catchment funding on 02 May 2019. Criteria to be agreed for contestable fund on 30 May 2019.	May 2019	
15		Directs the Chief Executive to advertise the contestable funding round in July 2018 in accordance with the new policy		GM GSD (DL)	In Progress	This will be advertised in line with the approval provided at the May Council meeting. It will be advertised from July 2019.	July 2019	
16		Directs the Chief Executive to investigate the provision of alternative funding sources for the region's priority parks and other reserves on completion of the reviews of the Reserves and Open Spaces Strategy (ROSS) and the Reserve Management Plans to ensure there will be sufficient funding for their capital works programmes		GM R,IT&F	In Progress	Awaiting ROSS review.		
17		5.1.7	Issues and Options: Mangawhai Community Wastewater Scheme	Approves the inclusion of \$20.05 million in the Long Term Plan 2018/2028 for the upgrade and extension of the Mangawhai Community Wastewater Scheme to accommodate new connections	GM GSD	Completed	Approved as part of the LTP.	
18		Agrees that the \$20.05 million shall be funded through debt		GM GSD	Completed	Approved as part of the LTP.		
19		Agrees that the growth portion of \$20.05 million debt servicing and financing be levied on future connections with the associated revenue raised from development contributions		GM GSD	Completed	Approved as part of the LTP.		

20			Notes that investigations of future disposal options to provide additional disposal capacity will be undertaken concurrently and a preferred option recommended to Council for approval	GM I	In Progress	Looking to amend existing consent to increase capacity for future disposal as an initial option (estimate existing farm has 8-10 years' capacity). Drafting RFP document to procure a supplier to undertake assessment of and identify the preferred best practicable long term disposal option. Will then progress acquiring the necessary resource consents for the preferred long term disposal option.	February 2020
21	5.1.15	Issues and Options: Pensioner Housing	Approves the continued investigation of alternative options for the land it owns at Fagan Place in Mangawhai, including the possibility of working with external partners	GM R,IT&F (JB)	in progress	Council has approved a Request for Expressions of Interest (REOI) process to be run, inviting proposals from interested parties on alternative arrangements for the delivery of pensioner housing in Mangawhai.	Dec 2019
22			Requests the Chief Executive reports the results of the investigation to Council	GM R,IT&F (JB)	In Progress	The results of the above will be communicated to Council	Dec 2019
23	26/07/2018	4.11	Mangawhai golf course Reserve status exchange and Golf Club surrender of lease / variation of lease or grant of new licence	GM R,IT&F	In Progress	In negotiation with Golf Club on terms and conditions in respect of Surrender and LTO. Brookfields changing license for input from Golf Club. Revised LTO sent May 2019. Meeting was held with the Golf Club in June to discuss the last remaining substantive issue which is related to the rent review clause. The Club to provide a proposed revision in near future.	September 2019
24			Directs the Chief Executive to publically notify Council's intention to grant the Mangawhai Golf Club a new Licence to Occupy as required in section 119 of the Reserves Act 1977, and to report back to Council on the results of this consultation so that Council can consider any submissions received in accordance with section 120 of the Reserves Act 1977	GM R,IT&F	In Progress	Notification was done in August, No objections received. Once the LTO and Surrender deed are finalised this will be reported to Council for final decision.	September 2019
25	23/08/2018	4.5	Road stopping and amalgamation: 623 Golden Stairs Road, Paparaoa	GM I	In Progress	Deposit payment of \$3450.00 incl GST was received on the 6.11.2018. Waiting for the Purchaser to arrange the Legalisation Survey Plan for the subject Land at their cost. Once the Survey Office Plan is approved by LINZ the Purchaser is to pay the balance (\$4,800.00 + GST). 623 Golden Stairs Road – The Owner was to provide an approved survey plant within 6 months of the agreement dated 20.09.2018 but following a recommendation from The Property Group (formerly Crown Properties) a 3 month extension was granted.	June 2019
26			Delegates authority to the Chief Executive to finalise the sale of the stopped portion of road of the section of Golden Stairs Road in Paparaoa, as marked red on aerial map (see Attachment 2 to the afore mentioned report)	GM I	In Progress	As above	June 2019
27	20/11/2018	4.7	Murphy Bower Stopbank Options Report	GM I	In Progress	Meeting with landowner was requested but not accepted. Details sent to landowner's legal advisors. If no agreement can be reached with the landowner regarding approval to enter private property to undertake the works, then Council will need to proceed with statutory process to obtain authority to enter property to construct the public works. - No contact from the landowner as promised on 31 May. KDC engaged legal representation.	June 2020

28				Resolves to defer the following Raupo Drainage District capital works and operational projects to fund the proposed stopbank: a) \$128,000 to come from financial year capital works projects; b) \$50,000 from Management services (identified to start hydraulic modelling); c) \$42,000 from the stopbank maintenance budget	GM I	In Progress		June 2019
29				Resolves to approve an additional Raupo Drainage District capital budget of \$45,000 to be loan funded	GM I	In Progress		June 2019
30	20/12/2018	4.4	Draft Annual Plan 2019/20	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	GM R,IT&F GM GSD	Completed	Annual Plan has been compiled with this direction.	June 2019
31				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	GM R,IT&F GM GSD	Completed	Annual Plan has been compiled with this direction.	June 2019
32				Agrees that a comprehensive communication and engagement plan be delivered to inform and educate the community on the draft Annual Plan 2019/2020	GM GSD	In progress	Stage One of the engagement plan is underway, and once the Annual Plan is approved by Council the second information stage will be launched, running to August	August 2019
33	28/02/2019	4.1	Notice of Motion dated 28 February 2019	a) Establishes an award for Kaipara citizens (and/or organisations), who have contributed to the environmental good of the Kaipara District.	GM RPP	In Progress	Policy team currently researching similar award policies from other Territorial Authorities	Oct 2019
34				b) Agrees that this award is judged on environmental leadership and actions including (but not restricted to) the protection, enhancement, and kaitiakitanga of natural resources and ecosystems; sustainability in enterprise, and environmental education and awareness raising.	GM RPP	In Progress	The policy team are reviewing other Council environmental award programmes and will draft up a suitable one for KDC.	Dec 2019
35				c) Agrees that a committee of suitably informed and qualified members will be established for determining the award recipient(s)	GM RPP & GM GSD	In Progress	Once the parameters of the award programme are determined a recommendation for committee structure will be proposed.	Dec 2019
36				d) Requests that the Chief Executive i. drafts an Award Policy with the frequency (to be determined), categories, and criteria for this Kaipara Environmental Award; ii. drafts a Terms of Reference for the establishment of the aforementioned Committee; iii. brings the draft Policy and Terms of Reference back to Council for approval, with a report that includes any possible costs to council for the establishment of the Award and the Committee.	GM RPP & GM GSD	In Progress	Once the policy is drafted a terms of reference will be prepared for consideration.	Dec 2019
37		5.1	Fees and Charges 2019/2020: Annual Review	Approves the proposed draft Fees and Charges 2019/2020 as outlined in the schedule included in the Agenda for this Council meeting held 28 February 2019 (circulated with the above mentioned report 'Fees and Charges 2019/2020: Annual Review' as Attachment 1), for consultation to allow community comments to be received prior to formal adoption	GM RPP	Completed	Consultation occurred starting the week of 18th March 2019. Only one submission was received from Federated Farmers. The hearing for this was held on 6 June 2019. A recommendation following the hearing will be presented to Council meeting on 27 June 2019.	July 2019

38		5.4	Road Stopping and Inundation of an Unformed Legal Road: Roberts West Road, Dargaville	Agrees to the stopping of a portion of the section of Roberts West Road in Dargaville (approximately 1,538.6 metres of unformed road) as shown in Attachment 1 of the aforementioned report, under s342 of the Local Government Act 1974.	GM I	In Progress	Northland Fish & Game to consult with Te Roroa and Te Uri o Hau to seek agreement on the proposed inundation. Roberts West Road – Waiting for Fish & Game to approach Te Roroa and Te Uri o Hau as it is one of the condition in the contract agreement. We are waiting for written approval from the mentioned iwis.	Sep 2019
39	28/03/2019	4.3	Notice of Motion 3, Councillor Jonathan Larsen	a) That Council directs the Chief Executive to prepare a report on the feasibility of designing and building a pedestrian bridge or shared path (walking and cycling) bridge beside the Insley Street (Tomarata Road) bridge; and b) That the report include an assessment of requirements for community consultation to complete the bridge earlier than currently scheduled (after 2028) in the Mangawhai Community Plan (MCP) and any funding implications; and c) That the report be brought back to a subsequent Council meeting (to be determined by agreement abased on workload and resourcing).	GM I	In Progress	The scope for the Business Case (BC) is being developed following positive discussions with NZTA. The walking and cycling Business Case will include the corridor from Mangawhai Heads through to the Village and south of the bridge. The BC will include the bridge. It is noted that the structural capacity of the bridge (even following remediation) will not support a 'clip on' structure. It is more likely that a seperate structure will be required. It is expected that the Business Case will be completed this financial year. Once it has been confirmed whether the projct is a subsidised project or not (this will confirm Council's cost), we can consult with the community to confirm the priority of the shared path project and the Insley Street pedestrian bridge.	June 2020
40		5.1	Mangawhai Activity Zone Charitable Trust – Variation of Licence to Occupy	Approves the variation to the Mangawhai Activity Zone Charitable Trust's Licence to Occupy to extend the lease area by approximately 1,000 m2 behind the St John's site to provide for a proposed pump track, as shown in Attachment B.	GM I	Completed	Agreement has been signed by both parties.	May 2019
41				Approves the variation to the Mangawhai Activity Zone Charitable Trust's Licence to Occupy to allow for the operation of a small takeaway café.	GM I	Completed	Agreement has been signed by both parties.	May 2019
42				Delegates authority to the Chief Executive to negotiate the final terms and conditions of the variation of Licence to Occupy with Mangawhai Activity Zone Charitable Trust, for execution in line with the recommendation from the Mangawhai Community Park Governance Committee made on 21 January 2019.	GM I	Completed	Agreement has been signed by both parties.	May 2019
43	2/05/2019	4.3	Taharoa Domain Bylaw 2019 – Adoption	Adopts the Taharoa Domain Bylaw 2019 as presented in Attachment C to this Report.	GM RPP	Completed		
44				Delegates the Chief Executive to make the Taharoa Domain Bylaw 2019 operative when final signoff has been received by the Department of Conservation.	GM RPP	In Progress	DOC have been informed of the request. We are awaiting their response and formal sign off.	June 2019
45				Delegates the Chief Executive as an authorised Officer under the Taharoa Domain Bylaw 2019 and to exercise the powers of an Officer under Part 5 of the Reserves Act 1977.	GM RPP	Completed		
46				Delegates the Chief Executive to investigate appropriate and effective enforcement of the final Taharoa Domain Bylaw 2019, with appropriate delegations.	GM RPP	In Progress	Proposed workshop being established with Taharoa Committee, Harbourmaster, DOC, Mana Whenua and staff to establish an enforcement plan. Workshop to be held on 24 July 2019.	July 2019
47				Delegates to the Mayor and Chief Executive the authorisation to approve minor editorial changes as discussed at the meeting.	GM RPP	Completed		

48	30/05/2019	4.1	Notice of Motion, Deputy Mayor Peter Wethey	a) Contract an audit of the processes and procedures used by the Council's Regulatory team in their assessment of all resource consent applications that are received by Council. b) This audit to measure the efficiency by which these assessments are conducted so that Council can better gauge whether the current human resources allocated to this task match the work load generated by the volume of applications received. c) That a statistically relevant sample of applicants who have submitted consent applications to Council within the last 12 months, are surveyed as part of this audit and so determine Council's reputational standing for the handling of this activity. d) That the audit be carried out by a suitably qualified, independent, third party contractor. e) That the results of the audit be reported back no later than the Council meeting scheduled for 29 August 2019.	GM RPP	In Progress	Quality Audit - Paua Planning have been appointed to carry out the biannual review to assess the quality of decision making on RC applications. This review was initiated in April and is almost complete. It will provide comparison with the quality audit of 2017. Efficiency review - Barker and Associates have been appointed to undertake this review of the process and procedures and work will commence at the end of June. The output of this work is planned to come to the August Council meeting.	Aug 2019
49		5.2	Notices of Motion from 28 March 2019 Council Meeting	Requests the Chief Executive inform Mangawhai Activity Zone and Kaiwaka Sports Association of the process, once approved, to apply for funding from the pool of contestable funds	GM GSD	Completed	The organisations have been notified of the application process.	June 2019
50		5.4	Proposed Regional Plan Decisions	Resolves that no appeal is lodged against the decisions of the Northland Regional Council	GM RPP	In Progress	Not appealing as Whangarei District Council who were the lead appellant has decided against appealing. KDC will join any other appeal of interest to Council.	August 2019
51				Delegates to the General Manager Regulatory, Planning and Policy the decision to join as a section 274 party to any appeal that may be lodged	GM RPP	In Progress	Will Respond if appeals have been lodged in which Council has an interest.	August 2019
52		5.5	Temporary Road Closure Approval – Spirit of Matariki 2019	Approves the application for the temporary road closure of Victoria Street, Dargaville within the vicinity of the band rotunda and Central Hotel, and includes the intersection of Edward Street, Dargaville as shown on the proposed Traffic Management Diagram (Attachment A to this report) on Saturday 06 July 2019 from 3pm to 10pm. A condition of approval being the event organiser to do a letter drop to all businesses/residents located within the road closure	GM I	In Progress	Applicants have been notified of approval from Council and reminded of letter drop condition. We are currently awaiting confirmation of the letter drop.	July 2019
53	27/06/2019	4.1	Annual Plan 2019/2020	Adopts the Annual Plan 2019/2020 (circulated as Attachment A to the 'Annual Plan 2019/2020' report)	GM R,IT&F & GM GSD	Completed	The Annual Plan has been adopted and the final version (after approved editorial changes) is available online.	June 2019
54				Delegates the Mayor and Chief Executive the authority to make minor editorial changes to the Annual Plan 2019/2020	GM R,IT&F & GM GSD	Completed	The Annual Plan has been adopted and the final version (after approved editorial changes) is available online.	June 2019
55		4.2	Setting of Rates, Due Dates and Penalties Regime 2019/2020	Sets the rates, due dates for payment and penalties regime for the 2019/2020 financial year, as set out below [full resolution available in the minutes]	GM R, IT&F	Completed		

56	4.3	Fees and Charges 2019/2020: Annual Review Adoption	a) Adopts the proposed Fees and Charges for 2019/2020 as outlined in the draft schedule, appended to the report as Attachment A and circulated in the agenda, with the following amendment: <input type="checkbox"/> Introduction of a dog registration fee of \$33 per working dog for the fourth and subsequent working dogs registered to the same owner <input type="checkbox"/> And that the late fee for fourth and subsequent working dogs registered to the same owner to be set at \$44 <input type="checkbox"/> And that these costs to be offset by increase in registration of non-working dogs by \$2.00 per registration	GM RPP	Completed		
57			b) Delegates the Mayor and Chief Executive the authority to make minor editorial changes to the Fees and Charges for 2019/2020	GM RPP	Completed	Approved at Council meeting 27 June 2019. All followup actions completed.	
58	4.4	Policy on Dogs and Dog Management Bylaw 2019 – Adoption	Adopts the Policy on Dogs and Dog Management Bylaw 2019 as presented in Attachment C to the circulated “Policy on Dogs and Dog Management Bylaw 2019 – Adoption” report	GM RPP	Completed		
59			Directs the Chief Executive to undertake a review of the effectiveness of the Policy on Dogs and Dog Management Bylaw 2019, 12 months after its adoption and to report back to Council on the review findings	GM RPP	In Progress		
60	4.5	Delegations Register update June 2019	Approves the revisions to the Delegation Register as specified in the three referenced documents circulated as Attachments A, B and C to the ‘Delegations Register Update June 2019’ report	CE	Completed		
61			Delegates the Mayor and Chief Executive the authority to make minor editorial changes to the revisions to the Delegations Register as agreed by the meeting	CE	Completed		

6 Public Excluded Council agenda items 25 July 2019

Recommended

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

- *Confirmation of Public Excluded Council minutes 27 June 2019;*
- *Public Excluded Committee minutes confirmed in June 2019; and*
- *Lease Approval - Unit 9, the Hub, 6 Molesworth Drive, Mangawhai.*

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:

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
<i>Confirmation of Public Excluded Council minutes 27 June 2019</i>	<i>S7(2)(a) to protect the privacy of natural persons, including that of deceased natural persons S7(2)(b) to protect information where the making available of the information would disclose a trade secret; or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information S7(2)(i) to enable any local authority holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations)</i>	<i>S48(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.</i>
<i>Public Excluded Committee minutes confirmed in June 2019</i>	<i>S7(2)(g) to maintain legal professional privilege. S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>	<i>S48(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.</i>
<i>Lease Approval - Unit 9, the Hub, 6 Molesworth Drive, Mangawhai</i>	<i>S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>	<i>S48(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.</i>

7 Open Council agenda 25 July 2019

Closure

**Kaipara District Council
Dargaville**