

I hereby give notice of the following Ordinary meeting:

Meeting	Kaipara District Council
Date	Thursday 02 May 2019
Time	9.30am
Venue	Northern Wairoa War Memorial Hall – 37 Hokianga Road, Dargaville

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

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Ordinary meeting of Kaipara District Council
Thursday 02 May 2019 in Dargaville

1 Opening

1.1 Karakia

1.2 Present

1.3 Apologies

1.4 Confirmation of agenda

The Committee to confirm the agenda.

1.5 Conflict of interest declaration

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

1.6 Six-monthly update of register of members' interests

Kaipara District Council

Register of Members' Interests

Updated 23 April 2019

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1	Mayor Dr. Jason Smith	1
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1 Mayor Dr. Jason Smith

Mayor declared business interests	Mayor declared clubs and society roles	Declared interactions and transactions with Council
<ul style="list-style-type: none">Greenhill Stud Limited, DirectorJason Smith Family Trust, Trustee	<ul style="list-style-type: none">N/A	<ul style="list-style-type: none">N/A

2 Councillor Peter Wethey (Deputy Mayor)

Councillor or partner declared business interests	Councillor or partner declared clubs and society roles	Declared interactions and transactions with Council
<ul style="list-style-type: none">Archangel Trust, Beneficiary	<ul style="list-style-type: none">Mangawhai Golf Club, MemberMangawhai Boating & Fishing Club, MemberFriend of Mangawhai Museum, Member	<ul style="list-style-type: none">Mangawhai Harbour Water Quality Panel, Volunteer Community AdvisorMangawhai Community Wastewater Scheme Panel, Volunteer Community Advisor

3 Councillor Anna Curnow

Councillor or partner declared business interests	Councillor or partner declared clubs and society roles	Declared interactions and transactions with Council
<ul style="list-style-type: none"> • Sole Trader: Anna Curnow Consulting • Preston Farms Partnership Limited, my partner Garth Preston is a shareholder and director • Southern Sky Diaries Limited, my partner Garth Preston is a shareholder and director • Blue Mountain Dairies Limited, my partner Garth Preston is a shareholder and director • Ruawai Limited, my partner Garth Preston is a shareholder and director • RG Preston Family Trust, my partner Garth Preston is a Trustee 	<ul style="list-style-type: none"> • Kaipara Community Health Trust, Chair • Dargaville Community Development Board, Board member • Ruawai Promotions Development Group, Committee member • Northland Chamber of Commerce, member • Ruawai Rugby Club, my partner Garth Preston is the President • Ruawai Tokatoka War Memorial Hall, my partner Garth Preston is a Committee member 	<ul style="list-style-type: none"> • Nil

4 Councillor Victoria del la Varis-Woodcock

Councillor or partner declared business interests	Councillor or partner declared clubs and society roles	Declared interactions and transactions with Council
<ul style="list-style-type: none"> • Love Kaipara Ltd, sole shareholder and director - Love Kaipara Ltd receives \$10,000 (GST exclusive) per annum from Council for the provision of waste minimisation education and promotion services for the years 2017/2019 • Partner in the Del la Varis Woodcock Partnership • Robin Del La Varis Family Trust, Trustee 	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Current Building Consent lodged with Council BC141424 • As Love Kaipara Director, I interact with the Infrastructure Technical Officer about matters concerning waste recycling and minimisation, and promotion services provided by Love Kaipara Ltd under the Waste Minimisation Act 2008

5 Councillor Julie Geange

Councillor or partner declared business interests	Councillor or partner declared clubs and society roles	Declared interactions and transactions with Council
Nil.	Nil.	Nil.

6 Councillor Libby Jones

Councillor or partner declared business interests	Councillor or partner declared clubs and society roles	Declared interactions and transactions with Council
<ul style="list-style-type: none"> • Hames Jones Family Trust, Trustee • Manganui Farm Taipuha, Partner 	<ul style="list-style-type: none"> • Paparoa Medical Society, Deputy Chair (Lessor to the Paparoa Community Library) • Paparoa Sports and Recreation Association, Chair (and Pete Hames my husband, Committee member) • Paparoa Tennis, Committee member (and Pete Hames my husband, Treasurer) • Otamatea High School Board of Trustees, Deputy Chair • Friends of Kai Iwi Lakes, Committee member • Northland District Health Board, Director • Rural Support Trust, Trustee • Volunteering Northland, Trustee • Jigsaw North Family Services Whangarei, Manager part time • Paparoa Lions, Pete Hames my husband is Treasurer • Paparoa Progressive Inc, Pete Hames my husband is a Committee member • Paparoa Community Charitable Trust, Pete Hames my husband is a Trustee 	<ul style="list-style-type: none"> • Nil

7 Councillor Karen Joyce-Paki

Councillor or partner declared business interests	Councillor or partner declared clubs and society roles	Declared interactions and transactions with Council
<ul style="list-style-type: none"> • Department of Conservation (DOC), Senior Community/Iwi Ranger • Te Roroa, Relationship Manager/Co-ordinator for Treaty Settlements • Te Roroa, Te Toa Whenua Working Group DOC Rep • Te Uri o Hau, Relationship Manager/Co-ordinator for Treaty Settlements • Kaitiaki Kiwi (Community Group, Funds Manager (DOC Funding) • Nga Kaitiaki o Te Wai (Te Uri o Hau) Funds Manager (DOC Funding) • Public Services Association (PSA) Union Delegate on behalf of DOC PSA Members • Family member is an employee of Broadspectrum Pty Ltd 	<ul style="list-style-type: none"> • Justice of the Peace • Kauri Coast Justices, Secretary • Dargaville Club, Member • Northern Wairoa RSA, Member • Kapehu Marae, whanau • Naumai Marae, whanau • Oturei Marae, whanau • Te Houhanga Marae, whanau • Ripia Marae, whanau • Marriage Celebrant • Warranted Issuing Officer, Search Warrants working with Police and Corrections • William Paki, Husband (Police Officer, Dargaville) 	<ul style="list-style-type: none"> • Nil

8 Councillor Jonathan Larsen

Councillor or partner declared business interests	Councillor or partner declared clubs and society roles	Declared interactions and transactions with Council
<ul style="list-style-type: none"> • Mangawhai Heads Holdings Limited, Director/ Shareholder • Libertas Trustees Ltd, Director/Shareholder • Allinge Trustee Ltd, Director/Shareholder 	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Resource Consents

9 Councillor Andrew Wade

Councillor or partner declared business interests	Councillor or partner declared clubs and society roles	Declared interactions and transactions with Council
<ul style="list-style-type: none">• Director of Wade Concrete Products Ltd along with wife Jeanette• A & J Wade Business Trust, Trustee along with wife Jeanette	<ul style="list-style-type: none">• Baylys Beach Surf Lifesaving Committee, Committee member	<ul style="list-style-type: none">• Nil

2 Presentations and petitions

3 Minutes

3.1 Confirmation of Open Council minutes 28 March 2019

General Manager Governance, Strategy and Democracy 1601.23

Recommended

That the unconfirmed Open minutes of the Kaipara District Council meeting held 28 March 2019 be confirmed as a true and correct record.

Kaipara District Council

Open Minutes

Meeting	Kaipara District Council
Date	Thursday 28 March 2019
Time	Meeting commenced at 9.32am Meeting concluded at 4.52pm
Venue	Pahi Hall – Pahi Road, Pahi
Status	Unconfirmed

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

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**Minutes of the Ordinary meeting of
Kaipara District Council
Thursday 28 March 2019 in Pahi**

1 Opening

1.1 Karakia

Councillor del la Varis-Woodcock opened the meeting with a karakia.

Council observed a moment of silence for the Christchurch mosque shooting victims and their families, and sang the hymn Te Aroha.

1.2 Present

Mayor Jason Smith, Deputy Mayor Peter Wethey, Councillors Anna Curnow, Victoria del la Varis-Woodcock, Julie Geange, Libby Jones, Jonathan Larsen and Andrew Wade

In Attendance

Name	Designation	Item(s)
Louise Miller	Chief Executive	All
Jason Marris	General Manager Governance, Strategy and Democracy	All
Curt Martin	Chief Operating Officer and General Manager Infrastructure	All
Fran Mikulicic	General Manager Regulatory, Planning and Policy	All
Paul Cresswell	Financial and Corporate Planning Manager	All
Donnick Mugutso	Waters and Waste Manager	All
John Burt	Property and Commercial Advisor	7.6
Jackie Waymouth	Executive Assistant to Mayor and Chief Executive	1—7.2, 7.6
Tanya Wilson	Governance Advisor	1—7.2, 7.6
Lisa Hong	Governance Advisor	All (Minute-taker)

Adjournments

Reason	Start	Finish
Morning tea	11.07am	11.22am
Lunch	12.59pm	1.31pm
Afternoon tea	3.21pm	3.20pm
Afternoon tea	4.31pm	4.36pm

1.3 Apologies

Moved Curnow/Geange

That the apology of Councillor Joyce-Paki be received.

Carried

1.4 Confirmation of Agenda

Moved Smith/Wethey

That the Kaipara District Council confirms the agenda for the meeting held 28 March 2019, noting that item 7.5 'Contract 923 Tomarata Bridge (Insley Street) Strengthening – Award' was withdrawn by the Chief Executive.

Carried

1.5 Conflict of Interest Declaration

Nil.

2 Presentations and Petitions

2.1 Uncontrolled dogs in Dargaville petition and unsealed roads in Dargaville petition

[Secretarial Note: Written presentation from Graham Jones¹ (principal petitioner for the uncontrolled dogs in Dargaville petition) was tabled at his request.]

Governance Advisor 1203.01

Moved Curnow/Jones

That Kaipara District Council:

- a) *Receives the 'uncontrolled dogs in Dargaville petition' dated 28 February 2019.*
- b) *Receives the 'petition to start the process of completing the tarseal of Waihue, Nichols, Lawson and Middleton Roads, RD 2 Dargaville 0372' dated 27 February 2019.*
- c) *Requests the Chief Executive to investigate the issues contained in the petitions and report back to Council at the April 2019 meeting.*

Carried

3 Minutes

3.1 Confirmation of Open Council minutes 28 February 2019

General Manager Governance, Strategy and Democracy 1601.23

Moved Jones/del la Varis-Woodcock

That the unconfirmed Open minutes of the Kaipara District Council meeting held 28 February 2019 be confirmed as a true and correct record.

Carried

3.2 Open Committee minutes confirmed in February 2019

General Manager Governance, Strategy and Democracy

16/Various

Moved Smith/Curnow

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

- *Remuneration and Development Committee meeting held 06 April 2018;*
- *Raupo Drainage Committee meeting held 15 November 2018; and*
- *Taharoa Domain Governance Committee meeting held 15 November 2018.*

Carried

4 Notice of Motion

4.1 Notice of Motion 1, Councillor Jonathan Larsen

[Secretarial note: Councillor Larsen tabled a letter from the Mangawhai Activity Zone Chairman Colin Gallagher dated 14 March 2019ⁱⁱ.]

Moved Larsen/Geange

- a) That Council directs the Chief Executive to prepare a report on the feasibility of granting Mangawhai Activity Zone (MAZ) funds from the Reserve Contributions Fund, including options for making a grant; and*
- b) That the report take into account funding already committed to other projects, the Reserve Contributions (Use of) Policy, Reserve and Open Spaces Strategy, and any other documents and considerations deemed to be pertinent to the report; and*
- c) That the report be brought back to the 2 May 2019 or 30 May 2019 Council ordinary meeting (subject to available resourcing) for a decision.*

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 Joyce-Paki
Councillor Geange		
Councillor Jones		
Councillor Larsen		
Councillor Wade		
Councillor Wethey		
Mayor Smith		

The motion was declared CARRIED.

4.2 Notice of Motion 2, Councillor Jonathan Larsen

Moved Larsen/Geange

- a) That Council directs the Chief Executive to prepare a report on the feasibility of funding the purchase and installation of the Kaiwaka Fitness Trail equipment funded from the Reserve Contributions Fund, including options and recommendations for funding; and*
- b) That the report take into account funding already committed to other projects, the Reserve Contributions (Use of) Policy, Reserve and Open Spaces Strategy, and any other documents and considerations deemed to be pertinent to the report; and*
- c) That the report be brought back to the 2 May 2019 or 30 May 2019 Council ordinary meeting (subject to available resourcing) for a decision*

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 Joyce-Paki
Councillor Geange		
Councillor Jones		
Councillor Larsen		
Councillor Wade		
Councillor Wethey		
Mayor Smith		

The motion was declared **CARRIED**.

4.3 Notice of Motion 3, Councillor Jonathan Larsen

[Secretarial Note: Councillor Larsen tabled: letter from residents near the Insley Street Bridge dated 26 March 2019ⁱⁱⁱ; letter from Tern Point Recreation & Conservation Society Incorporated^{iv}; letter from Tara Iti Golf Club dated 27 March 2019^v; letter from Riverside Holiday Park dated 26 March 2019^{vi}; and letter from Mangawhai Beach School dated 21 March 2019^{vii}.]

Moved Larsen/Geange

- 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*
- 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*
- That the report be brought back to a subsequent Council meeting (to be determined by agreement abased on workload and resourcing).*

Carried

Meeting adjourned for morning tea at 11.07am.

Meeting reconvened at 11.22am.

5 Decision

5.1 Mangawhai Activity Zone Charitable Trust – Variation of Licence to Occupy

General Manager Infrastructure 4702.13.04

Moved Curnow/Wethey

That Kaipara District Council:

- 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.*
- Approves the variation to the Mangawhai Activity Zone Charitable Trust's Licence to Occupy to allow for the operation of a small takeaway café.*
- 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.*

Carried

5.2 Baylys Coast Road Watermain Renewals 2018.19 - Authorisation to Award Contract 910.02

General Manager Infrastructure 4107.910.02

Moved Smith/Wade

That Kaipara District Council:

- a) Approves the award of Contract 910.02 to Broadspectrum Limited for the contract price of \$654,056.07 excluding GST.

Carried

5.3 Temporary Road Closure Approval - Dargaville Veterinary Centre Run/Walk Series 14 April 2019

Corridor Access Coordinator 3208.0

Moved Larsen/Geange

That Kaipara District Council:

- a) Approves the application for the temporary road closure of part of Victoria Street, Dargaville between Hokianga Road and Normanby Street (State Highway 12), opposite where it intersects with Beach Road, on Sunday 14 April 2019 between 07:00am to 12:30pm. A condition of approval being the event organiser do a letter drop to all residents located within the closure.

Carried

6 Information

6.1 Crown Manager Six Monthly Report

General Manager Governance, Strategy and Democracy 1203.01

Moved Smith/Wethey

That Kaipara District Council:

- a) Receives the Kaipara District Council Crown Manager six monthly report covering the period from July 2018 to 16 March 2019.

Carried

6.2 Chief Executive's Report for the months of February 2019

Chief Executive 2002.02.18/March

Moved Smith/Geange

That Kaipara District Council receives the Chief Executive's Report for the months of February 2019 and the information contained therein.

Carried

Meeting adjourned for lunch at 12.59pm.

Meeting reconvened at 1.31pm.

6.3 Resolutions Register

Governance Advisor 1202.05

Moved Curnow/Jones

That Kaipara District Council receives the Resolutions Register dated 18 March 2019 and the information contained therein.

Carried

Unconfirmed

7 Public Excluded Council agenda items 28 March 2019

The meeting went into public excluded session 1.38pm.

Moved Smith/Curnow

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

- *Confirmation of Public Excluded Council minutes 28 February 2019;*
- *Public Excluded Committee minutes confirmed in February 2019;*
- *Contract 798 - 3 Waters Operations and Maintenance Contract Extension;*
- *Mangawhai Community Wastewater Scheme Operations and Maintenance Contract - Amended and Reinstated Project Deed;*
- *Civic building opportunities (item to be taken out of order to facilitate the external presenters); and*

That Phil Heatley of Northland Regional Council and architect Grant Harris remain for the item 7.6 'Civic building opportunities'.

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 28 February 2019</i>	<i>S7(2)(a) protect the privacy of natural persons, including that of deceased natural persons S7(2)(i) 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 February 2019</i>	<i>Section 7(2)(a) protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(b)(ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</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>Contract 798 - 3 Waters Operations and Maintenance Contract Extension</i>	<i>S7(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</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>

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>Mangawhai Community Wastewater Scheme Operations and Maintenance Contract - Amended and Reinstated Project Deed</i>	<i>S7(2)(i) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</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>Civic building opportunities</i>	<i>S7(2)(i) 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

Unconfirmed



8 Open Council agenda 28 March 2019

The meeting returned to open session at 4.51pm.

Closure

The meeting closed at 4.52pm.

Confirmed

Chair

**Kaipara District Council
Dargaville**

-
- ⁱ Written presentation from Graham Jones (received by Council on 21 March 2019)
 - ⁱⁱ Letter from the Mangawhai Activity Zone Chairman Colin Gallagher dated 14 March 2019
 - ⁱⁱⁱ Letter from residents near the Insley Street Bridge dated 26 March 2019
 - ^{iv} Letter from Tern Point Recreation & Conservation Society Incorporated
 - ^v Letter from Tara Iti Golf Club dated 27 March 2019
 - ^{vi} Letter from Riverside Holiday Park dated 26 March 2019
 - ^{vii} Letter from Mangawhai Beach School dated 21 March 2019

3.2 Open Committee minutes confirmed in March 2019

General Manager Governance, Strategy and Democracy

16/Various

Recommended

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

- *Funding Committee for Creative Communities Scheme meeting held 27 September 2018*
- *Combined Pou Tu Te Rangi Joint Management Committee and Harding Park Committee meeting held 05 December 2018*
- *Audit, Risk and Finance Committee meeting held 12 December 2018.*

Meeting	Funding Committee (Creative Communities Scheme)
Date	Thursday 27 September 2018
Time	Meeting commenced at 3.32pm Meeting concluded at 4.58pm
Venue	Lighthouse Function Centre – 32 Mount Wesley Coast Road, Dargaville
Status	Confirmed

Minutes

Membership

Allan Mortensen (Chair)
Councillor Victoria del la Varis-Woodcock
Nicola Everett
Olly Knox
John Pickworth

Staff and Associates:

Community Relationships Manager, Governance Advisor (Minute-taker)

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Closure	7

Confirmed

**Minutes of the meeting of Funding Committee (Creative Communities Scheme)
Thursday 27 September 2018, Dargaville**

1 Present

Allan Mortensen (Chair), Nicola Everett, Ollie Knox and John Pickworth

In Attendance

Name	Designation	Item(s)
Darlene Lang	Community Relationship Manager	All
Lisa Hong	Governance Advisor	All (Minute-taker)

2 Apologies

Moved Mortensen/Everett

That the apology of Councillor Victoria del la Varis-Woodcock be received.

Carried

3 Confirmation of Agenda

The Committee confirmed the Agenda.

4 Conflict of Interest Declaration

Name	Conflict
John Pickworth	Item 6.1 - John Pickworth is a member of the Mangawhai Artists Incorporated, a member of which is an applicant for the project 'Magical Mangawhai Goes Bush! One Moonlit Night...' He wished to disclose this to the Committee but did not consider the interest material.
Allan Mortensen	Item 6.1 - Allan Mortensen is the Director of Kaipara Lifestyler, where some applied funds are intended to be spent. He wished to disclose this to the Committee but did not consider the interest material.
Ollie Knox	Item 6.1 - Ollie Knox declared conflict of interest as he is an applicant for the project 'Tokafest 2019'. He left the room for the duration of the discussion and voting for this application.
Nicola Everett	Item 6.1 - Nicola Everett declared conflict of interest as a Committee member of the Mangawhai Artists Incorporated and was involved in the project 'Magical Mangawhai Goes Bush! One Moonlit Night...' Nicola Everett left the room for the duration of the discussion and voting for this application.

[Secretarial Note: John Pickworth withdrew his application for the project 'Dargaville Wearable Arts 2018', and therefore did not declare conflict of interest for that application.]

4.1 Public Forum – Ruawai Gazebo Project

Nicky Reid spoke in the public forum regarding the Ruawai Promotions and Development Group application for the project 'Ruawai Gazebo Project' and tabled the presentation¹.

5 Confirmation of Minutes

5.1 Confirmation of Funding Committee (Creative Communities Scheme) minutes 24 April 2018

Governance Advisor 1612.02

Moved Pickworth/Mortensen

That the unconfirmed minutes of the Funding Committee (Creative Communities Scheme) meeting held 24 April 2018 be confirmed as a true and accurate record.

Carried

6 Allocation of Funding

6.1 Creative Communities Scheme 2017/2018 Round One – R Kamphuis request to re-allocate surplus from grant received

Funding Co-ordinator 2109.06.03

Moved Pickworth/Knox

That the Funding Committee for the Creative Community Scheme:

- 1 *Receives the Community Funding Co-ordinator's report 'Creative Communities Scheme 2017/2018 Round One – R Kamphuis request to re-allocate surplus from grant received' dated 10 September 2018 and Attachments 1 and 2 (circulated separately); and*
- 2 *Believes it has complied with the Creative Communities Scheme's decision-making criteria of:*
 - *Access and Participation: Create opportunities for local communities to engage with and participate in local arts activities;*
 - *Diversity: Support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity;*
 - *Young People: Enable and encourage young people (under 18 years) to engage with and actively participate in the arts; and*
- 3 *Declines the re-allocation of the surplus of \$711.44 granted to Rosina Kamphuis in Round One of the 2017/2018 Creative Communities Scheme.*

Carried

6.2 Creative Communities Scheme Funding 2018/2019 Round One : Summary of Applications

Funding Co-ordinator 2109.06.03

[Secretarial Note: John Pickworth withdrew his application for the project 'Dargaville Wearable Arts 2018'. Due to multiple conflicts of interest declarations and the small number of applications, each application was decided separately.]

(1) Moved Mortensen/Pickworth

That the Funding Committee (Creative Communities Scheme):

- 1 *Receives the Community Funding Co-ordinators report 'Creative Communities Scheme Funding 2018/2019 Round One: Summary of Applications' dated 10 September 2018 and Attachments 1-2 (circulated separately); and*
- 2 *Believes it has complied with the Creative Communities Scheme's decision-making criteria of:*
 - *Access and Participation: Create opportunities for local communities to engage with and participate in local arts activities;*
 - *Diversity: Support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity;*
 - *Young People: Enable and encourage young people (under 18 years) to engage with and actively participate in the arts; and*

Carried

(2) Moved Everett/Pickworth

That the Funding Committee (Creative Communities Scheme) declines to grant Art Studio Ruawai for the project 'Workshop'.

Carried

[Secretarial Note: The Committee advised staff to inform Art Studio Ruawai to re-apply with greater detail.]

(3) Moved Pickworth/Knox

That the Funding Committee (Creative Communities Scheme) grants \$405.00 to Dargaville Quilters for the project 'Quilting Exhibition' for the following items only:

- *Fee to Muddy Waters Gallery for one month (\$180.00); and*
- *Flannelette fabric for backing 15 cot quilts (\$225.00).*

Carried

(4) Moved Pickworth/Everett

That the Funding Committee (Creative Communities Scheme) grants \$1,297.10 for Oliver Knox for the project 'Tokafest 2019'.

Carried

[Secretarial Note: Ollie Knox declared conflict of interest for this application. He left the room for the duration of the discussion and decision for this application.]

(5) Moved Pickworth/Knox

That the Funding Committee (Creative Communities Scheme) grants \$691.00 to Rosina Kamphuis for the project 'Documentary Film, Magical Mangawhai Goes Bush! One Moonlit Night...' for the following items only:

- *DVD in case x 50 – One-sided printing on disc, case and printed cover (\$230);*
- *DVD-R – Ink jet (\$31.00);*
- *Artist fee – Film maker (\$200.00);*
- *Artist fee – Rosina Kamphuis (\$200.00) and*
- *Presentation costs (\$30.00).*

Carried

[Secretarial Note: Nicola Everett declared conflict of interest for this application. She left the room for the duration of the discussion and decision for this application.]

(6) Moved Pickworth/Everett

That the Funding Committee (Creative Communities Scheme) grants \$1,837.93 to Te Kopuru School for the project 'Te Kopuru Performing Arts Festival'.

Carried

[Secretarial Note: The Committee deducted \$162.07 difference in the supplied quote and the application amount for rubbish removal costs.]

(7) Moved Mortensen/Knox

That the Funding Committee (Creative Communities Scheme) grants \$3,547.50 to Ruawai Promotion and Development Group for the project 'Ruawai Gazebo Project'.

Carried

(8) Moved Everett/Pickworth

That the Funding Committee (Creative Communities Scheme) declines to grant White Rock Gallery Paparoa' for the project 'Trash to Art Competition/Exhibition'.

Carried

[Secretarial Note: The Committee advised staff to inform White Rock Gallery Paparoa to apply in the next funding round in February 2019.]

Closure

The meeting closed at 4.58 pm.

Confirmed 27 March 2019
Chair Allan Mortensen

Kaipara District Council
Dargaville

ⁱ Ruawai Promotions and Development Group's presentation on the project 'Ruawai Gazebo Project'

Meeting	Combined Pou Tu Te Rangī Joint Management Committee and Harding Park Committee
Date	Wednesday 05 December 2018
Time	2.00pm
Venue	Lighthouse Function Centre – 32 Mount Wesley Coast Road, Dargaville
Status	Confirmed

Minutes

Membership

Chair: Rex Nathan

Members: Trish 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

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Confirmed

**Minutes of the combined Pou Tu Te Rangi Joint Management Committee
and Harding Park Committee meeting
Wednesday 05 December 2018, Dargaville**

1 Opening
1.1 Karakia

Francis Toko opened the meeting with a karakia.

1.2 Present

Rex Nathan (Chair), Councillors Victoria del la Varis-Woodcock and Karen Joyce-Paki

Attendance

Name	Designation	Item(s)
Hamish Watson	Parks and Recreation Manager	All
Mike Collins	Parks Officer	All
Darlene Lang	Community Relationships Manager	3—Close
Francis Toko	Iwi Relations Manager	All
Lisa Hong	Governance Advisor	All (Minute-taker)

1.3 Apologies

Moved Joyce-Paki/Nathan

That the apology of Willie Wright be received.

Carried

1.4 Confirmation of Agenda

The Committee confirmed the Agenda.

1.5 Conflict of Interest Declaration

Nil.

2 Deputations and Presentations

2.1 Sadie Parker

Ride or walk trails at the Pou Tu Te Rangi Harding Park

Sadie Parker spoke in the public forum and tabled photos of mountain bikingⁱ.

2.2 Kauri Coast Promotion Society (Sue Curtis and Raewyn Sills)

Historic River Walk signs at the Pou Tu Te Rangi Harding Park

Sue Curtis and Raewyn Sills spoke in the public forum and tabled a written version of their presentation and signage mockupsⁱⁱ.

3 Confirmation of Minutes

3.1 Minutes of the Extraordinary meeting held 23 October 2018

General Manager Governance, Strategy and Democracy 1607.13

Moved Joyce-Paki/del la Varis-Woodcock

That the minutes of the Extraordinary meeting of the combined Pou Tu Te Rangi Joint Management Committee and Harding Park Committee held 23 October 2018 be confirmed as a true and correct record.

Carried

4 Decision

4.1 Provincial Growth Funding Application for Pou Tu Te Rangi Harding Park

Community Relationships Manager 4702.06

[Secretarial Note: Community Relationships Manager tabled the draft Provincial Growth Fund application for Pou Tu Te Rangi Harding Park Re-Developmentⁱⁱⁱ.]

Moved del la Varis-Woodcock/Joyce-Paki

That Kaipara District Council:

- 1 *Receives the Community Relationships Manager's report 'Provincial Growth Funding Application for Pou Tu Te Rangi Harding Park' dated 21 November 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*

- 3 Approves the Provincial Growth Funding Application, to fund a feasibility study to identify potential opportunities for the Pou Tu Te Rangi Harding Park site, to be submitted to Ministry of Business, Innovation and Employment (MBIE).

Carried

5 Information

5.1 Operations Update: September 2018 – November 2018

Parks and Recreation Manager 4702.06

[Secretarial Note: The Committee requested that a new report on Historic River Walk signage to be brought to the Committee's meeting in March 2019, incorporating new information received from the Dargaville Promotional Society. The Committee also requested staff to investigate a possible mountain bike track, incorporating information received from Sadie Parker.]

Moved Nathan/Joyce-Paki

That the Combined Pou Tu Te Rangi Joint Management Committee and Harding Park Committee receives the Parks and Recreation Manager's report 'Operations Update: September 2018 – November 2018' dated 22 November 2018 and the information contained therein.

Carried

Closure

Meeting closed at 3.17pm.

Confirmed 05 March 2019

Chair Rex Nathan

Kaipara District Council

Dargaville

ⁱ Photographs of mountain biking (tabled by Sadie Parker)

ⁱⁱ Written version of Dargaville Promotional Society presentation and signage mockups (tabled by Sue Curtis)

ⁱⁱⁱ Draft Provincial Growth Fund application for Pou Tu Te Rangi Harding Park Re-Development (tabled by Community Relationships Manager)

Meeting	Audit, Risk and Finance Committee
Date	Wednesday 12 December 2018
Time	The meeting commenced at 10.00am The meeting concluded at 1.37pm
Venue	Meeting Room – Mangawhai Club, Molesworth Drive, Mangawhai
Status	Confirmed

Minutes

Membership

Chair: Stana Pezic

Members: Councillor del la Varis-Woodcock
Councillor Geange
Councillor Larsen
Councillor Wade
Deputy Mayor Wethey

Staff and Associates:

Chief Executive, Chief Operating Officer and General Manager Infrastructure, General Manager Regulatory, Planning and Policy, Financial and Corporate Planning Manager, Financial Services Manager, Revenue Manager, Property and Commercial Advisor, and Governance Advisor
(Minute-taker)

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**Minutes of the Ordinary meeting of the Audit, Risk and Finance Committee
Wednesday 12 December 2018 in Mangawhai**

1 Opening

Councillor del la Varis-Woodcock opened the meeting with a karakia.

1.1 Present

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

In Attendance

Name	Designation	Item(s)
Anna Curnow	Councillor	1-3.6
Louise Miller	Chief Executive	All
Curt Martin	Chief Operating Officer and General Manager Infrastructure	All
Fran Mikulicic	General Manger Regulatory, Planning and Policy	All
Jason Marris	General Manager Governance, Strategy and Democracy	All
John Burt	Commercial and Property Advisor	All
Paul Cresswell	Financial and Corporate Planning Manager	All
Violeta Kayryakova	Financial Services Manager	1—3.7
Christine Toms	Revenue Manager	1—3.7
Bryce Henderson	Council's appointed auditor, Deloitte	1—3.7
Vera Chian	Auditor, Deloitte	1—3.7
Lisa Hong	Governance Advisor	All (Minute-taker)

Adjournments

Reason	Start Time	Finish Time
Lunch	12.05pm	12.25pm

1.2 Apologies

Moved Wethey/Larsen

That the apology of Councillor Geange be received.

Carried

1.3 Confirmation of Agenda

Moved Smith/Wethey

That the Audit, Risk and Finance Committee confirms the agenda.

Carried

1.4 Conflict of Interest Declaration

Nil.

2 Confirmation of Minutes

2.1 Open Audit, Risk and Finance Committee minutes 12 September 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 September 2018 be confirmed as a true and correct record, with the following amendments:

Item	Report	Amendment
1.1	Present	Councillor Andrew Wade was incorrectly included in the list of Committee members present. His name will be removed from this list.
1.1	Present	Councillor Jonathan Larsen was incorrectly omitted from the list of Committee members present. His name will be added to the list.

Carried

3 Open Committee Items 12 December 2018

3.1 Legal Compliance update

General Manger Risk, IT and Finance 2304.15

Moved Wethey/Smith

That Audit Risk and Finance Committee receives the General Manager Risk, IT and Finance's report 'Legal Compliance update' dated 04 December 2018 and the information contained therein.

Carried

3.2 Quarterly Finance Report

General Manger Risk, IT and Finance 2304.15

Moved Wade/del la Varis-Woodcock

That Audit, Risk and Finance Committee receives the General Manager Risk, IT and Finance's report 'Quarterly Finance Report' dated 03 December 2018 and the information contained therein.

Carried

3.3 Treasury Management

Finance Manager 2304.15

Moved Smith/Wethey

The Audit, Risk and Finance Committee receives the Finance Manager's report 'Treasury Management' dated 27 November 2018.

Carried

3.4 Forecast One 2018/2019

General Manager Risk, IT and Finance 2304.15

Moved Wethey/Smith

That the Audit, Risk and Finance Committee:

- 1 *Receives the report from the General Manager, Risk IT and Finance, 'Forecast One 2018/2019' dated 11 December 2018 and its Attachments 1-4; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provisions of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Recommends to Council, the forecast as set out in the forecast documents attached to the aforementioned report, and determines that no further action is required at this point in time; and*
- 4 *Notes that the revised forecast shows increased operating revenues of \$1.1m but also increased costs of \$1.3m. Notes that forecast debt is currently projected in the order of \$49.6million which is greater than the 30 June Long Term Plan 2018/2028 Year 1 of \$46.3m; and*
- 5 *Notes that the capital expenditure forecast has been increased by \$5.5m; and*
- 6 *Notes that a second forecast is planned for the second half of the financial year.*

Carried

3.5 Policy Register Review Programme Update

Administration Manager 2128.01

Moved del la Varis-Woodcock/Smith

That the Audit, Risk and Finance Committee receives the Administration Manager's report 'Policy Register Review Programme Update' dated 27 November 2018 and the information contained therein.

Carried

3.6 Health and Safety Update December 2018

General Manager Infrastructure 2109.0

Moved Smith/Larsen

That the Audit, Risk and Finance Committee receives the General Manager Infrastructure's report 'Health and Safety Update December 2018' dated 30 November 2018, its Attachment 1, and the information contained therein.

Carried

Meeting adjourned for lunch at 12.05pm.

Meeting reconvened at 12.25pm.

3.7 Audit Constructive Management Report year ended 30 June 2018

General Manager Risk, IT and Finance 2304.15

Moved Smith/Wethey

That the Audit, Risk and Finance Committee receives the General Manager Risk, IT and Finance's report 'Audit Constructive Management Report' dated 27 November 2018 and its circulated Attachment 1, 'Constructive Report to Management year ended 30 June 2018' dated 19 November 2018.

Carried

3.8 Kaipara Building Consent Authority Accreditation Audit outcome

Building Manager 2304.15

Moved Smith/del la Varis-Woodcock

That the Audit, Risk and Finance Committee receives the Building Manager's report 'Kaipara Building Consent Authority Accreditation Audit outcome' dated 29 November 2018, its Attachments 1, and the information contained therein.

Carried

3.9 NZ Transport Agency Investment Audit Report

Roading Projects Engineer 4102.48

Moved Wade/del la Varis-Woodcock

That the Audit, Risk and Finance Committee receives the Roothing Project Engineer's report 'NZ Transport Agency Investment Audit Report' dated 30 November 2018, and its Attachment 1, and the information contained therein.

Carried

Confirmed

4 Public Excluded Committee Items 12 December 2018

The meeting went into Public Excluded session at 12.58pm.

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 September 2018;*
- *Contract Monitoring and Reporting: Infrastructure, Planning and Regulatory;*
- *Insurance Renewals;*
- *Contract 839: Pukehuia Slip RP9650 Repair 2017/2018; and*
- *Risk Register*

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 September 2018</i>	<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>	<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>
<i>Insurance Renewals</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>Contract 839: Pukehuia Slip RP9650 Repair 2017/2018</i></p>	<p><i>Section 7(2)(g) maintain legal professional privilege.</i></p> <p><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></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>Risk Register</i></p>	<p><i>Section 7(2)(g) maintain legal professional privilege.</i></p> <p><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></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

5 Open Committee Meeting 12 December 2018

The meeting returned to Open session at 1.36pm.

Closure

Meeting closed at 1.37pm.

Confirmed 13 March 2019
Chair Stana Pezic

Kaipara District Council
Dargaville

Confirmed

4 Decision

Forecast Two 2018/2019

Meeting: Kaipara District Council
Date of meeting: 02 May 2019
Reporting officer: Sue Davidson, General Manager Risk, IT, and Finance

Purpose/Ngā whāinga

To update Council on the revised financial position to the end of the financial year and get approval for the forecast.

Recommendation/Ngā tūtohunga

That Kaipara District Council:

- a) Approves the forecast as set out in this report and determines no further action is required at this point.

Executive summary/Whakarāpopototanga

Council has reviewed its future financial costs as at the end of February 2019.

Forecast Two proposes \$6,000 additional costs to the last Forecast One operating performance prepared for Council in November 2018.

Capital revenues have increased by \$1,360,000 predominantly as a result of development in the District and additional financial contributions. The grants from the Tourism Infrastructure Fund have also been added into Forecast Two as these had been approved subsequent to the last Forecast.

Capital expenditure has been reviewed downwards from \$29.6 million to \$25.4 million.

Capacity for capital works delivery is an issue for the Infrastructure team and this is now under review.

There will be carry forwards to next year and management believes that some of the projects detailed in the Annual Plan 2019/2020 will then need to be pushed out to 2020/2021. Staff have detailed \$5.9 million of carry forwards and the larger items are listed in this report. A revised programme of work will be presented to Council later in the year, when the Annual Plan is submitted for adoption.

Context/Horopaki

Issue this report addresses

This report allows Council to review its likely financial situation for the current year to 30 June 2019, given the Annual Plan financial statements were estimated over 18 months ago as part of the Long Term Plan (LTP) 2018/2028. There have been subsequent changes in rationale and these are discussed with Council as part of the reforecast.

Background

It is prudent for Council to review the likely financial impact for the year of providing activities and services for the public and to ensure Council is adhering to plan and has an explanation where there are any large variances from that originally planned.

Council's key financial driver is to reduce risk and to be financially resilient. Having a surplus overall and decreasing debt each year is a particular focus.

Financial ratios are within the parameters set by the Local Government Funding Agency (LGFA) and Council's Treasury Policy. These are reported quarterly to the Audit, Risk and Finance Committee.

Historically Council has had large debt but this has significantly reduced, predominantly due to scheduled repayments and to the proceeds from the sale of land allocated to debt. There has also been increased growth which has meant increased financial contributions. These have lowered external debt. External debt in the Annual Plan was at \$46 million, however it is now forecast to be slightly lower as capital expenditure which was planned has not occurred and there have been greater financial contributions. This is now forecast to be \$45 million.

Forecast Two is based on actual financial performance to February 2019 and management's assessments for the final four months of the year for operations and capital works.

There are many new staff and we have held finance training so there is a reasonable level of confidence in the data at this point but note there are some areas that need constant monitoring e.g. capital expenditure.

Key movements since Forecast One in operating performance are:

Activity	Rationale	Amount \$000
Income Camp Grounds	Mangawhai camp ground more revenue than anticipated	60
Income Grants	Tourism Infrastructure Funds added	486
Roading Subsidy and Cost	Additional NZ Transport Agency (NZTA) subsidy available 61% share	307
	Roading professional services and Roading maintenance budgets have been increased to meet NZTA budgets	-504
Building Consents	Increased building activity	146
	Utilising contractors but can only on-charge at staff rates, and AlphaOne charges increased which cannot be recouped until new fees and charges regime adopted	-207
Resource Consents	Activity stabilised to last year's levels, income reimbursed as a result of non-compliance with statutory timeframes \$25,000 YTD	-160
	Use of consultants has increased	-216
	Use of personnel is not up to headcount as recruiting has been challenging	200

Activity	Rationale	Amount \$000
PGF Response team	New PGF team has been appointed for the last four months of this financial year - employee cost	-60
	The assumption is costs will be detailed as reimbursable in the contracts eventually signed with central government	60
Employee Benefits	Increased staff for Rates (1), Governance (1), Business excellence (1), Quality Improvement Officer for Regulatory processes (1), additional recruiting costs	-250
Finance Costs	Reduced as interest rate reduced, but also because capital expenditure programme well behind	225
	Total explanations for larger variances	87

Key movements in capital revenue are:

Capital Subsidies and Grants - Reduced NZTA but increased Tourism Infrastructure Funds.

Financial Contributions - This is linked to the increased development in the District and has been increased by \$420,000.

Capital Expenditure has been reduced as it is acknowledged some projects will not be completed this year and will form part of the carry forwards list put to Council later in the year.

Discussion Ngā kōrerorero

Any increase in costs from the Forecast does not impact the rates this year as they have already been set but could impact on the following year's rates depending on what has caused the increase. Any increase does affect our cash reserves and retained earnings so it is important that this is scrutinised by elected members. Forecast Two is predicting a \$6,000 increase. Forecast One was completed based on February 2019 figures.

At Forecast One, Council approved a net increase in costs of \$195,000 along with the detail of the rationale for the increases and decreases.

The actual performance for the eight months to the end of March shows operating performance is positive by \$1.6m over the Annual Plan and this is difficult to reconcile to the Forecasts.

There are key one-off expenditures to occur in the last quarter:

District Plan projects	\$500,000
Infrastructure condition assessments	\$407,000
Chief Executive legal fees	\$250,000
Total one-off to come in last quarter	\$1,157,000

Managers may also be being very conservative as to their forecasting.

Forecast Two shows an operating surplus before depreciation of \$8,892,000 compared to Forecast One which shows \$8,898,000. The variance is \$6,000.

The key change to Forecast Two from Forecast One is providing for the costs of increasing growth of our district particularly in the east. Increased costs need to be provided for both resource and building consents which are not fully funded by the developers. New development

does however contribute to the whole community by way of financial contributions. These have increased and are planned to be used to improve reserves in the relevant catchment and they also fund District reserve improvements. Realistically we have to cope with this growth in demand which is really a good news story for the District. Many districts would like to have this problem.

Council can opt to reduce the additional roading expenditure but would lose the accompanying subsidy from NZTA. This would save a net amount of \$197,000 of the increase.

There have been savings in finance costs as a result of the reduced capital expenditure. Although this could be seen to be positive it means the work we promised the community we would do and rated them for has not been constructed as planned. The list of capital works to be completed has reduced from \$29.6 million to \$25.4 million.

Forecast Two now shows that the capital programme will not be able to be completed. In fact only \$9m of the \$29m capital programme has been completed to date (32%). Infrastructure has identified that they will need more staff to manage the delivery of increased projects.

Carry forwards to the 2019/20 year will be at least \$5.8m. Large projects that we know of that have been deferred to next year are as follows:

Insley/Moir Street Intersection	\$540,000
Molesworth Drive intersection	\$540,000
Raupo, Murphy Bower Stopbanks development	\$376,000
Mangawhai Sewerage – development	\$750,000
Tomarata/Insley Street Bridge	\$1,450,000
Kai Iwi Lakes Camp Ground	\$100,000
Dargaville Town Hall	\$150,000
Mangawhai Heads toilets	\$100,000
TIF projects (Baylys, Maungaturoto)	\$350,000
MCP Pearl Street to Sellars walkway	\$100,000

There will no doubt be more carry forwards of capital expenditure and the final amounts will be discussed with Council at the end of the financial year on one list.

There has been some work cancelled that is not needed:

Mangawhai Domain	\$200,000
Maungaturoto Wastewater Desludging	\$72,000
Mangawhai Wastewater	\$162,000
Solid Waste (postponed)	\$578,000

Trials are underway to confirm the proposed solution for the Hakaru Landfill and when a final resolution is found and costed, then Council will be informed by a report on this solid waste issue. The costs will come out of reserves.

The changes to operating surplus are minimal and will not change the Annual Plan however less capital expenditure completed means lower loans. It will also impact on our ratios for debt as we may find we have insufficient longer term debt to meet our Treasury Policy requirements.

Working capital is shown as negative as a result of increased creditors. This will only be short term as any large capital expenditure will ultimately impact on loan balances.

Options/Ngā kōwhiringa

Option A: Accept Forecast Two

Under this option Council would accept the Forecast Two model which would then give staff the authority to proceed on that basis. This is the recommended option given the Forecast represents the more accurate picture of Council's current position and provides more operational certainty going forward.

Option B: Identify other Savings

Council could recognise that the operational roading budget could be reduced by \$197,000 or request other reductions.

Option C: Reject Forecast Two

Under this option Council would not endorse or adopt Forecast Two. This approach is not recommended as it is important to add in new data which is to the best of staff knowledge.

Policy and planning implications

Forecast Two will not have any implications for the LTP except that capital expenditure will not be completed as was first envisaged and approved by Council.

Financial implications

Forecast Two accounts are attached.

Risks and mitigations

Only 32% of the Capital Expenditure programme has been completed to 31 March. There is a risk that the capital programme will not be completed as per Forecast Two. There is a risk that operational situation will be better than Forecast Two as year to date actuals are above that budgeted to date.

There are no further risks as officers have made their best estimates to costs to be incurred.

Significance and engagement/Hirahira me ngā whakapāpā

This item does not trigger any significance issues. It has been consulted on as part of the previous LTP. Current LTP projects are being progressed. The public will be informed via agenda publication on the Council website.

Next steps/E whaiake nei

Council will use the new Forecast Two as a guide. Final comparisons will be made to the Annual Plan when the Annual Report is prepared to 30 June 2019.

Attachments/Ngā tapiritanga

Number	Title
A	Forecast Two Statement of Operating and Capital Performance
B	Statement of Financial Performance (Balance Sheet)
C	Prospective Statement of Cashflows

Sue Davidson, 17 April 2019

Forecast Two
Statement of Operating + Capital Performance

Attachment A

16/04/2019 4:00 p.m

Kaipara District Council - Forecast report

		2018-2019				
		Annual Plan \$'000	Forecast 1 \$'000	Forecast 2 \$'000	F2 Variance to AP \$'000	F2 Variance to F1 \$'000
Whole of Council						
	Rates	35,029	35,150	35,137	109	-13
	Activity Revenue and Other Income	5,544	6,272	6,448	905	176
	Subsidies and Grants - Operational	4,584	4,861	5,116	532	256
	Total Operating Income	45,156	46,283	46,702	1,546	419
	Employee Benefits	10,819	10,892	11,195	-376	-303
	Contractors	8,706	9,040	8,995	-289	46
	Professional Services	5,004	5,534	6,241	-1,237	-707
	Repairs and Maintenance	3,348	3,332	3,069	279	263
	Finance costs	2,950	2,771	2,549	401	223
	Other Operating Costs	5,237	5,815	5,761	-524	54
	Total Operating Costs	36,063	37,385	37,810	-1,746	-425
	Operating Surplus/(Deficit) (before Depreciation)	9,093	8,898	8,893	-200	-6
	Capital Subsidies	8,276	9,407	10,346	2,070	940
	Contributions	2,494	3,552	3,972	1,478	420
	Other Capital Revenue	175	291	291	116	0
	Total Capital Revenue	10,945	13,250	14,610	-3,665	-1,360
	Capital Expenditure	23,318	29,097	25,352	-2,033	3,746
	Total Capital Payments	23,318	29,097	25,352	-2,033	3,746
	Subtotal Capital	-12,373	-15,847	-10,742	1,631	5,106
	Surplus/(Deficit) - before Loan Payments and Depreciation	-3,280	-6,949	-1,849	1,431	5,100

Kaipara District Council
Statement of Financial Position

As at 30 June	Annual Plan 2018-2019 \$'000	Forecast 2 2018-2019 \$'000
Accumulated comprehensive revenue and expense	412,449	401,908
Asset revaluation reserves	238,230	231,773
Restricted reserves	5,427	5,291
Council created reserves	-17,019	-12,270
Total net assets/equity	639,087	626,702
<i>represented by</i>		
Current assets		
Cash and cash equivalents	500	500
Trade and other receivables	6,778	6,313
Accrued revenue	2,875	3,438
Other financial assets	115	115
Non current assets held for sale	186	186
Total current assets	10,454	10,551
<i>less</i>		
Current liabilities		
Trade and other payables	10,015	13,032
Provisions - Current	145	148
Employee entitlements	458	1,103
Public debt	226	483
Total current liabilities	10,845	14,765
Working capital /(deficit)	-391	-4,213
<i>plus</i>		
Non current assets		
Property, plant, equipment	693,086	682,050
Biological assets	500	1,017
Cash and cash equivalents - non current	643	704
Derivative financial assets	0	0
Other financial assets - non current	276	278
Total non current assets	694,504	684,049
<i>less</i>		
Non current liabilities		
Public debt	46,044	44,021
Derivative financial liabilities	4,196	4,427
Provisions - non current	4,786	4,686
Total non current liabilities	55,026	53,134
Net assets	639,087	626,702

Kaipara District Council
Prospective Statement of Cash Flows

For period commencing: July	Annual Plan 2018-2019 \$'000	Forecast 1 2018-2019 \$'000	Forecast 2 2018-2019 \$'000
Operating Activities			
<i>Cash provided from:</i>			
Rates	35,029	35,150	35,137
Fees, charges and other	8,017	9,805	10,401
Grants and subsidies	12,860	14,267	15,463
Interest received	20	19	19
<i>sub total</i>	55,926	59,242	61,020
<i>Cash applied to:</i>			
Suppliers and employees	33,055	34,627	35,261
Taxes (including the net effect of GST)	0	0	0
Interest expense	2,950	2,771	2,549
<i>sub total</i>	36,005	37,399	37,810
Net Cash from/(to) Operating Activities	19,921	21,843	23,211
Investing Activities			
<i>Cash provided from:</i>			
Sale of Property, plant and equipment	175	291	292
<i>sub total</i>	175	291	292
<i>Cash applied to:</i>			
Property, plant and equipment purchases	23,529	29,097	25,352
<i>sub total</i>	23,529	29,097	25,352
Net Cash from/(to) Investing Activities	-23,354	-28,806	-25,060
Financing Activities			
Loan repayments (Net)	-1,969	3,822	-1,292
Net Cash from/(to) Financing Activities	-1,969	3,822	-1,292
Net Increase/(Decrease) in cash held	-5,402	-3,141	-3,141
Cash at 1 July	5,902	3,641	3,641
Cash at 30 June	500	500	500

Reserve contributions allocation

Meeting: Kaipara District Council
Date of meeting: 02 May 2019
Reporting officer: Sue Davidson, General Manager Risk, IT and Finance

Purpose/Ngā whāinga

To select the methodology of allocating reserve contributions so the community can understand the process going forward.

Executive summary/Whakarāpopototanga

The Long Term Plan (LTP) provides for identified community projects to be funded from reserves, and these need to be given priority for funding prior to any other allocation methodology.

There generally should be a linear relationship between growth in an area and projects undertaken in an area.

This paper recommends Option A (**Attachment A**) which is to have a contestable fund for the District with the balance of reserve contributions allocated to the relevant catchment, after providing for the stated Priority parks and LTP projects.

Recommendation/Ngā tūtohunga

That Kaipara District Council:

- a) Approves the allocation of financial contributions for reserves (reserve contributions) after 01 July 2018 to the relevant catchment.
- b) Approves allocations from existing reserves funds as at 30 June 2018 to projects in the Long Term Plan, then reallocation to catchments as required where there are insufficient funds, as per Option A on the Detailed Financial Sheet circulated as Attachment A.

Context/Horopaki

Issue this report addresses

Council wanted to review the distribution of reserve contributions with a fairer methodology, and also potentially provide for a contestable fund to which the community could apply for funding towards a project. With this in mind the Council adopted the Reserve Contributions (use of) Policy in May 2018.

Background

Council has reviewed all legislation, strategies and plans previously, and is aware that the premise is that reserve contributions must be used in 'reasonable accordance' with the purpose for which they were collected.

The key purpose of reserve contributions within the District Plan is to cater for the additional demand generated by new subdivision and developments. Demand could be generated within the general vicinity or in the wider community or district. There is a linear relationship between the amount of growth in an area and the amount of reserve contributions it receives.

The council collects the reserve contribution by levying a percentage of the valuation, so the contribution is not determined by detailing and committing to certain projects (unlike development contributions).

There is still some flexibility as to the allocation to where reserve contributions can be allocated. Council discussed this with the public during the LTP (2018/2028) and in conjunction with the LTP a proposal was put up with the allocation of at least 80% of funds to be allocated to the relevant catchment (four of these) and up to 20% available to be allocated to district funds, part of which may be contestable. The LTP lists a number of capital projects in Years 1 to 3 to be completed in relation to reserves, and thereafter generally capital budgets only for Years 4 to 10, which have been approved by Council.

In addition, there are various placemaking plans in place predominantly for Mangawhai and Dargaville which will detail projects the community wants fulfilled.

Council Resolution 23 May 2018

On 23 May 2018 Council resolved after considering LTP consultation feedback, to prioritise the funding of the three priority parks defined under the former policy until an alternative funding source is arranged.

23 May 2018 item 5.1.3 Reserve contributions resolution:

“That Kaipara District Council:

- 1 *Notes the public feedback received on the Long Term Plan 2018/2028; and*
- 2 *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; and*
- 3 *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; and*
- 4 *Directs the Chief Executive to advertise the contestable funding round in July 2018 in accordance with the new policy; and*
- 5 *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.”*

The Reserve Contributions Committee came back to Council with recommendations as to how the funds should be allocated. At its Council meeting of 28 September 2018, Council did not accept the Reserve Contributions Committee’s recommendation. This was the first meeting that Council had seen the calculations and they were made aware that there would be no contestable funds for Dargaville under the computations but they would get their LTP projects for the first 3 years. A number of Council briefings were subsequently held.

Elected members wanted to understand the legislation and the background to reserve contributions in order to move forward.

Long Term Plan projects and Community Plans

Council identified a number of strategic projects that could be funded out of reserve contributions. These are either detailed in the LTP 2018/28 or in other subsidiary plans like the Mangawhai Community Plan (MCP). The MCP contains approximately \$49.5million in projects of which at least \$5million should be designated to be funded from reserve contributions.

Council will want to be in a position to fund its strategic plans and projects that have already been socialised with the public before it takes on other projects.

Kaiwaka is in the process of developing a community plan and it is clear from the spreadsheets that there will be sufficient balance to encompass any agreed projects to be drawn from the reserves account. In discussions with the Community team they would like to provide \$150,000 in the draft annual plan for potential Kaiwaka projects. This will be put to Council as part of the annual plan 19/20 being prepared for consideration.

Discussion/Ngā kōrerorero

The plan to allocate at least 80% to one of four catchments and potentially have a district pool /fund of up to 20% has been consulted on. This was to be able to provide a contestable fund. This would only occur when the district portion is distributed and potentially where catchments have reserves funds left after their LTP projects have been completed.

Longer term funding for Priority Parks is likely to be affected. There is new legislation in 2022 which will mean only development contributions will be able to be imposed rather than financial contributions. Currently only three years funding is provided for priority parks. Funding will only be available if Council defines another source, as growth may not occur in all areas of the district, and unlikely at the same rate.

Options/Ngā kōwhiringa

Option A is the recommended option.

Reasons for Preferred Option

The reasons for selection of Option A are:

- Best strategic fit and ensures there are funds available to fund previously approved community plans where growth has occurred.
- There will be a small contestable fund of approximately \$300,000 funded by reserves for the next two years.

Option A: One District Contestable Fund

80% is allocated to each catchment with 20% going to a district pool which will be the only contestable fund available throughout the district.

Approved LTP projects are allocated out of each catchment and where there are insufficient funds in the catchment they are topped up from the district pool. The level of the district pool limits the distribution of contestable funds available for the district to around \$300,000 annually.

The order for funding will be

- Priority Parks
- District Pool 20% (contestable fund from this)
- LTP projects Years 1 to 3 (and where deficits occur reimbursed by District Pool)
- Balance allocated to strategic projects in future.eg MCP.

Table A1: Consideration of Option A

Criteria	Advantages	Disadvantages
Financial Cost	A reasonable balance is offered to the community as a contestable fund (\$300,000).	
Strategic Fit	Council needs to have a strategic plan for each community and this scenario is likely to ensure funds will be available for well thought out strategic projects. Both Dargaville and Mangawhai have partial plans.	Those that put their views in front of Council will be heard and projects may not be what the community wants or may be given priority over other previously agreed projects in placemaking plans or the LTP.
Administration / Health and Safety	Administration of a smaller fund is manageable.	Administration will now include following up on projects and how the community has expensed the funds and checking the health and safety practices are compatible with councils.
Community	Another fund can be applied tofor community projects.	

Table A2: Where the money would be spent

OPTION A	Priority Parks Projects \$	District Pool (contestable Funds) \$	LTP projects \$	Other funds to spend in Catchment \$	Total \$
Dargaville & surrounds	600,000		1,046,000	19,268	1,665,268
Maungaturoto/Paparoa/Tinopai			116,000	87,875	203,875
Kaiwaka & surrounds			59,000	481,411	540,411
Mangawhai & surrounds	350,000		2,060,901	2,669,083	5,079,984
District-wide		600,000		11,277	611,277
Total	950,000	600,000	3,281,901	3,268,914	8,100,815

Option B: One District Contestable Fund and separate Catchment Contestable Funds

80% is allocated to each catchment with 20% going to a district pool. All balances after allocated projects will be contestable.

Approved projects are allocated out of each catchment and where there are insufficient funds in the catchment they are topped up from the district funds.

The order for funding will be

- Priority Parks
- District Pool 20%
- LTP projects (and where deficits occur reimbursed by contestable funds balance)
- Catchment contestable funds.

Table B1: Consideration of Option B

Criteria	Advantages	Disadvantages
Financial Cost	Community one-off ideas can be embraced and funded.	
Strategic Fit		Areas of growth may not get their needed projects. If all funds are distributed to projects or as contestable funds then there may not be funding available for community plans that have been developed as part of the overall strategic planning process.
Administration / Health and Safety		A great deal of contestable funds so greater administration in advertising, ensuring within criteria and following up to ensure expenditure is on desired project and health and safety precautions carried out.
Community	Community happy to be planning projects to utilise available funds and allows much larger projects to be put forward	Those that put their views in front of council will be heard however projects may not be what the whole community has discussed or wants. Does enable community participation.

Table B2: Where the money would be spent

OPTION B	Priority Parks Projects \$	LTP projects \$	District pool (contestable funds) \$	Total \$
Dargaville & surrounds	600,000	1,046,000	20,000	1,666,000
Maungaturoto/Paparua /Tinopai		116,000	88,200	204,200
Kaiwaka & surrounds		59,000	480,000	539,000
Mangawhai & surrounds	350,000	2,060,901	2,665,000	5,075,901
District-wide			610,000	610,000
Total	950,000	3,281,901	3,869,200	8,095,101

This is deducting the LTP projects and Priority Park expenditure from the balance of the reserve contributions fund and then allocating the balance for 2018 in the percentages that they have been received by the geographical areas, with 20% being district funds.

Should this option be selected then Council may not be able to complete the LTP projects in Year 4 to 10 which include the Mangawhai Community Plan.

Policy and planning implications

The Reserve Contributions (use of) Policy states council will generally apply funds in the locality in which they are generated and may apply up to 20% of funds in other parts of the district. The LTP contains a list of reserve projects in detail for the first three years that have been consulted on and agreed to.

Most councils in New Zealand get community input to projects as part of the placemaking plans for each town or area, at the front end of the three yearly LTP process so that all projects can be considered by their communities as part of the process. It is a “fresh” idea to have a contestable fund to which new projects can be applied to be funded which may or may not be aligned and integrated to the various placemaking plans.

Financial implications

The council has been receiving over \$1million each year since 2015 in reserve contributions. Council develops subordinate community or reserve plans for its open spaces and placemaking plans. Projects from these and other identified projects are put in the LTP and funded from these reserve contributions.

At previous council meetings and briefings council has been shown that there is unlikely to ever be any balances left over after these distributions in the Dargaville and Maungaturoto areas, with limited funds in the Kaiwaka catchment. Mangawhai is the growth area and while there are a great deal of reserve contributions being received, there are also a great number of projects identified to be provided for the ever growing population.

Risks and mitigations

There are no further legal implications. Council is aware that from 18 April 2022 regional and district councils will no longer be able to require a reserve contribution as a resource consent condition.

The biggest risk is that the community has an expectation that there will be funds available to allocate against the Mangawhai Community Plan and other community plans in years 4 to 10 of the LTP. This will be provided for if Council selects Option A but not Option B. If Council selects Option B, then alternative funding e.g. rates may need to be used to fund the balance of the strategic projects, or they will await prioritisation e.g. Mangawhai Community Plan.

Significance and engagement/Hirahira me ngā whakapāpā

This item does not trigger any significance issues. It has been consulted on as part of the previous LTP. Current LTP projects are being progressed. The public will be informed via agenda publication on the council website.

Next steps/E whaiake nei

Once the allocation method is approved then communities can be advised of how the funds will be allocated and utilised.

Attachments/Ngā tapiritanga

Number	Title
A	Option A Detailed Financial Spreadsheet
B	Option B Detailed Financial Spreadsheet

Sue Davidson, 15 April 2019

Option A - Contestable funds are District wide only							
ALLOCATION OF PROJECTS AND BALANCES OF COMMUNITY FINANCIAL CONTRIBUTION RESERVES							
	Overall Total	Dargaville area	Maungaturoto, Paparoa, Tinopai, area	Kaiwaka area	Mangawhai area	District	Notes
Allocation of Reserves Contributions Funds as per Policy	100%	80%				20%	Allocation of Reserves Contributions Funds 80/20 as per Policy
		3.7%	3.3%	7.8%	65.2%	20%	
Opening Balance 30 June 2018	5,572,000						Reserves Contributions opening balance at 30 June 2018
Less budgets for 3 priority parks for 3 years	950,000						As per Council resolution
Allocate balance (i.e. less \$950,000)	4,622,000	173,787	151,601	358,667	3,013,544	924,401	Opening Reserves Contributions balance less \$950,000
Less LTP Projects Year 1	1,492,217	381,000	40,000	4,000	1,067,217		Budgets committed for projects in the LTP Year 1
Less Contestable Funds Year 1	-	-	-	-	-	-	Too late for Year 1
Allocate district funds to the deficits		207,213				(207,213)	Shortfall for Dargaville LTP projects from District fund
Balance of Funds left 30 June 2019 before estimated new Reserve Contributions received	3,129,783	-	111,601	354,667	1,946,327	717,188	
Add 2018/19 Reserve Contributions (6 months)	998,734	26,087	12,173	67,565	696,278	196,631	Actual additional income from 1 July to 31 Dec 2018
Add forecast income balance 6 months (50%)	499,367	13,044	6,087	33,783	348,139	98,316	Estimated additional income from 1 Jan to 30 Jun 2019
Balance of Funds left 30 June 2019	4,627,884	39,131	129,861	456,015	2,990,744	1,012,135	Estimated balance of funds at end of 2018/19 FY
Less LTP Projects Year 2	1,181,217	350,000	40,000	55,000	736,217		Budgets committed for projects in the LTP Year 2
Less proposed AP 2019/20 budget for Year 2	150,000			150,000			Propose additional \$150,000 AP budget for Kaiwaka
Less Contestable Funds Year 2	300,000	-	-	-	-	300,000	District-wide contestable fund 2019/20
Allocate districts funds to the deficits		310,870				(310,870)	Shortfall for Dargaville LTP projects from District fund
Balance of Funds left 30 June 2020 before estimated new Reserve Contributions received	2,996,667	1	89,861	251,015	2,254,527	401,265	
Add 2020 Reserve Contributions	510,000	18,870	16,830	39,780	332,520	102,000	Estimated additional income 2019/20 FY
Balance of Funds left 30 June 2020	3,506,667	18,871	106,691	290,795	2,587,047	503,265	Estimated balance of funds at end of 2019/20 FY
Less LTP Projects Year 3	608,467	315,000	36,000	-	257,467		Budgets committed for projects in the LTP Year 3
Less proposed AP 2020/21 budget for Year 3	150,000			150,000			Propose additional \$150,000 AP budget for Kaiwaka
Less Contestable Funds Year 3	300,000	-	-	-	-	300,000	District-wide contestable fund 2020/21
Allocate district funds to the deficits		296,130	-			(296,130)	Shortfall for Dargaville LTP projects from District fund
Balance of Funds left 30 June 2021 before estimated new Reserve Contributions received	2,448,200	1	70,691	140,795	2,329,580	(92,866)	
Add 2021 Reserve Contributions	520,710	19,267	17,184	40,616	339,503	104,142	Estimated additional income 2020/21 FY
Balance of Funds left 30 June 2021	2,968,910	19,268	87,875	181,411	2,669,083	11,277	Estimated balance of funds at end of 2020/21 FY
Total estimated RC fund for Years 1 to 3	8,100,811	1,065,268	203,875	540,411	4,729,984	611,277	Includes estimated income from 1 Jan 2019 to 30 June 2021
Committed spend for Years 1 to 3	4,181,901	1,046,000	116,000	359,000	2,060,901	600,000	Excludes \$950,000 for the priority parks
Committed priority parks spend for Years 1 to 3	950,000						
Total committed spend for Years 1 to 3	5,131,901						Total committed spend including \$950,000 for the priority parks

Option B - Contestable funds are District wide only							
ALLOCATION OF PROJECTS AND BALANCES OF COMMUNITY FINANCIAL CONTRIBUTION RESERVES							
	Overall Total	Dargaville area	Maungaturoto, Paparoa, Tinopai, area	Kaiwaka area	Mangawhai area	District	Notes
Allocation of Reserves Contributions Funds as per Policy	100%	80%				20%	Allocation of Reserves Contributions Funds 80/20 as per Policy
		3.7%	3.3%	7.8%	65.2%	20%	
Opening Balance 30 June 2018	5,572,000						Reserves Contributions opening balance at 30 June 2018
Less budgets for 3 priority parks for 3 years	950,000						As per Council resolution
Allocate balance (i.e. less \$950,000)	4,622,000	173,787	151,601	358,667	3,013,544	924,401	Opening Reserves Contributions balance less \$950,000
Less LTP Projects Year 1	1,492,217	381,000	40,000	4,000	1,067,217		Budgets committed for projects in the LTP Year 1
Less Contestable Funds Year 1	-	-	-	-	-	-	Too late for Year 1
Allocate district funds to the deficits		207,213				(207,213)	Shortfall for Dargaville LTP projects from District fund
Balance of Funds left 30 June 2019 before estimated new Reserve Contributions received	3,129,783	-	111,601	354,667	1,946,327	717,188	
Add 2018/19 Reserve Contributions (6 months)	998,734	26,087	12,173	67,565	696,278	196,631	Actual additional income from 1 July to 31 Dec 2018
Add forecast income balance 6 months (50%)	499,367	13,044	6,087	33,783	348,139	98,316	Estimated additional income from 1 Jan to 30 Jun 2019
Balance of Funds left 30 June 2019	4,627,884	39,131	129,861	456,015	2,990,744	1,012,135	Estimated balance of funds at end of 2018/19 FY
Less LTP Projects Year 2	1,181,217	350,000	40,000	55,000	736,217		Budgets committed for projects in the LTP Year 2
Less proposed AP 2019/20 budget for Year 2	150,000			150,000			Propose additional \$150,000 AP budget for Kaiwaka
Less Contestable Funds Year 2	2,750,000	-	70,000	180,000	2,100,000	400,000	District-wide and catchment contestable fund 2019/20
Allocate districts funds to the deficits		310,870				(310,870)	Shortfall for Dargaville LTP projects from District fund
Balance of Funds left 30 June 2020 before estimated new Reserve Contributions received	546,667	1	19,861	71,015	154,527	301,265	
Add 2020 Reserve Contributions	510,000	18,870	16,830	39,780	332,520	102,000	Estimated additional income 2019/20 FY
Balance of Funds left 30 June 2020	1,056,667	18,871	36,691	110,795	487,047	403,265	Estimated balance of funds at end of 2019/20 FY
Less LTP Projects Year 3	608,467	315,000	36,000	-	257,467		Budgets committed for projects in the LTP Year 3
Less proposed AP 2020/21 budget for Year 3	150,000			150,000			Propose additional \$150,000 AP budget for Kaiwaka
Less Contestable Funds Year 3	813,200	20,000	18,200	-	565,000	210,000	District-wide and catchment contestable fund 2019/20
Allocate district funds to the deficits		296,130	-			(296,130)	Shortfall for Dargaville LTP projects from District fund
Balance of Funds left 30 June 2021 before estimated new Reserve Contributions received	(515,000)	(20,000)	(17,510)	(39,206)	(335,420)	(102,866)	
Add 2021 Reserve Contributions	520,710	19,267	17,184	40,616	339,503	104,142	Estimated additional income 2020/21 FY
Balance of Funds left 30 June 2021	5,710	(733)	(326)	1,411	4,083	1,277	Estimated balance of funds at end of 2020/21 FY
Total estimated RC fund for Years 1 to 3	8,100,811	1,065,268	203,875	540,411	4,729,984	611,277	Includes estimated income from 1 Jan 2019 to 30 June 2021
Committed spend for Years 1 to 3	7,145,101	1,066,000	204,200	539,000	4,725,901	610,000	Excludes \$950,000 for the priority parks
Committed priority parks spend for Years 1 to 3	950,000						
Total committed spend for Years 1 to 3	8,095,101						Total committed spend including \$950,000 for the priority parks

Taharoa Domain Bylaw 2019 – Adoption

Meeting: Kaipara District Council
Date of meeting: 02 May 2019
Reporting officer: Paula Hansen, Policy Planner

Purpose/Ngā whāinga

To adopt the Taharoa Domain Bylaw 2019.

Executive summary/Whakarāpopototanga

This report provides an overview of the draft Taharoa Domain Bylaw (the Bylaw) consultation process and the recommendations of the Taharoa Domain Bylaw Hearing Panel (the ‘Panel’).

Responsibility to hear submissions and make recommendations to Council was delegated to the Taharoa Domain Governance Committee (the Committee), consisting of Ric Parore, Sonny Nesbit, Councillor Wade and Councillor Joyce-Paki at the November 2018 Council meeting with Mayor Smith appointed as the Chair (the ‘Panel’).

Public consultation on the draft Bylaw took place from 04 December 2018 to 08 February 2019. The hearing was held on Monday 25 March 2019. Deliberations were held on 05 April 2019. Attachment A has the resolutions from the Deliberations, and Attachment B is the Bylaw changes with track changes.

Forty-nine submissions were received, of which eight wished to be heard in support of their submissions, including one late submitter. The late submission was received on Monday 25 February 2019 and accepted at the Hearing on 25 March 2019. At the Hearing only two submitters spoke to their submissions.

Recommendation/Ngā tūtohunga

That Kaipara District Council:

- a) Adopts the Taharoa Domain Bylaw 2019 as presented in Attachment C to this Report.
- b) Delegates the Chief Executive to make the Taharoa Domain Bylaw 2019 operative when final signoff has been received by the Department of Conservation.
- c) 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.
- d) Delegates the Chief Executive to investigate appropriate and effective enforcement of the final Taharoa Domain Bylaw 2019, with appropriate delegations.

Context/Horopaki

Council is required to comply with the Local Government Act 2002 (the LGA) in respect to the community consultation process for the adoption of a new bylaw. This process has been undertaken and decisions are being recommended by the Panel.

Bylaws can only be adopted and approved by the Council. The LGA does not allow this function to be delegated. The Panel therefore can only make recommendations to Council, which are within this report.

Discussion/Ngā kōrerorero

The draft Bylaw proposes to give effect to the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan 2016 (the RMP). The draft Bylaw sought to formally restrict motorised boats on Lake Waikare and Lake Kai Iwi to those power-driven vessels (power boats) that have been specifically authorised as safety vessels for events, vessels for scientific and research purposes, or vessels for management operations while also allowing non-motorised boat activities to occur. The draft Bylaw also outlines the authorisation process. The draft Bylaw seeks to support the requirement for biosecurity checks. It was also proposed that in the interests of health and safety and to protect the surroundings of the Lakes within the Taharoa Domain, rules needed to be in place to control activities around the boat ramp, specifically traffic movements and parking.

1. Proposed changes to the draft Bylaw

Changes made reflect the requirement for consistency and alignment between the draft Bylaw and the Northland Regional Council Navigation Safety Bylaw 2017. The changes proposed make it clear of the roles of each Bylaw and how they fit together.

2. Key discussion points

2.1 Electric powered boats on Lake Waikare

The Panel engaged in a robust discussion on whether to allow boats with electric motors on Lake Waikare. The discussion considered a submission received advocating the use of electric powered boats for recreational use. The Panel assessed whether allowing such boats between 01 May and 30 September for trout fishing purposes would be amenable to the purpose and objectives of the draft Bylaw, Reserves Act and the RMP.

The Panel also explored future issues that might arise if advances in boat technology meant larger electric powered boats were able to enter the Lake for recreational purposes. The Panel concluded, that to allow power boats other than for the stated purposes in the draft Bylaw, is inconsistent with the direction in the RMP which clearly requires the restriction of power boats. It was recognised that by taking this position, recreational fishing could still be pursued in other non-powered vessels, from the banks of Lake Waikare or in a power vessel on Lake Taharoa.

By not allowing any motorised vessels on Lake Waikare provides clear enforceable uses of the Lake. The uses being those activities that support quiet, peaceful pursuits that allow for a wider range of recreational pursuits that are not usually undertaken on Lake Taharoa. It is envisaged that Lake Waikare will be marketed as providing these types of quieter and peaceful activities, attracting a very different demographic of recreational user than those usually accessing Lake Taharoa.

Integral to the discussion on electric powered boats was a consideration of, the effects of trout on the flora and fauna of Lake Waikare. These are currently inconclusive, in particular the effects on the endangered Dune Lake Galaxias (DLG). Research being conducted is still to provide clear evidence on:

- What will happen to the health of the DLG population if trout are not released in to the ecosystem?
- What will happen to the health of the DLG population if trout are released in to the ecosystem and are not fished as usual?

The Panel flagged the need to consider the future findings of the DLG research being undertaken at the Lakes with regards to the ongoing release of trout into the Lakes for recreational purposes. At such time this research is concluded or at the time of the Bylaw's review in five years' time, the Committee and the Council should have the scientific evidence necessary to make a good policy decision on the direction that should be taken with regards to recreational trout fishing activities. In the meantime the management of the Lakes should be undertaken as intended by the RMP which is to restrict power-driven vessels to those that have

been specifically authorised as safety vessels for events, vessels for scientific and research purposes, or vessels for management operations. This will mean trout are not fished as usual.

2.2 Closing of boat ramps

The process and at what organisational level should Council and any authorised Officer be able to close the boat ramps was discussed. The draft Bylaw allows for an Officer who has been authorised by Council to close the boat ramp under certain circumstances. This could be the Chief Executive or any other Council staff member, who has been authorised by Council or sub-delegated by the Chief Executive. One submitter raised concerns about this, requesting a further step in the process whereby the authorised Officer or Domain Manager, had to refer to the Chief Executive before making a decision.

The Panel agreed that if exceptional circumstances did occur especially for health and safety reasons the authorised Officer should be able to close the boat ramp straight away as time is of the essence in an emergency. If they had to consult and try and make contact with the Chief Executive, and the Chief Executive was not readily available, this could result in a worse outcome than simply inconveniencing someone by not allowing them to use the boat ramp. The authorised power to close the boat ramp will be executed in accordance with Council's delegation powers and responsibilities which is governed by a transparent and accountable formal Council process.

2.3 Submissions outside of the scope of the draft Bylaw

A number of submissions received contained comments that fell outside of the Bylaw and were therefore considered out of scope. These have been passed onto the relevant Council Team and the Harbour Master where appropriate.

Enforcement of rules (the 'Bylaw') in particular was raised. There were concerns about the lack of visibility of the Harbour Master and enforcement of the Kai Iwi Lakes Navigational Safety Bylaw. People expect that any rules in place are monitored and enforced, including the Taharoa Domain Bylaw.

With changes in staffing at the Lakes we have an opportunity to look at enforcement more closely along with the overall management of the Lakes. This will ensure that the sentiments and management direction within the RMP are implemented in the most efficient and effective way.

Options

There are two options to consider, these are to either adopt the Bylaw or to not adopt the Bylaw.

If Council adopts the Bylaw final signoff from the Department of Conservation needs to be obtained before it is made operative.

If Council decides not to adopt the recommendations, then Council will need to hold the hearings again and make their own decision as a full Council. This is not an ideal approach and sound reasons will need to be given should Council wish to take this path.

Policy and planning implications

The RMP is established under the Reserves Act 1977 and provides the overriding management direction for the Taharoa Domain through the setting of objectives and actions. The Bylaw needs to be consistent with the Reserves Act 1977 and the direction in the RMP while not duplicating other bylaws that affect the Lakes such as Council's Consolidated General Bylaw.

Key objectives and actions within the RMP specify that power boats on Lakes Waikare and Kai Iwi, are to be restricted to those that are a safety vessel for events, or a vessel for scientific and research purposes, or a vessel for management operations. The Bylaw is consistent with these restrictions.

Other key objectives are around the health of the Lakes and protection of the sensitive surrounding environment. The Bylaw is consistent with these objectives in that it seeks to control where vehicles go so they do not damage the foreshore or sensitive environments such as historic sites or ecological areas. Also controls around biosecurity are being implemented in this Bylaw so they can be enforced ensuring the Lakes are not compromised through organisms being introduced that may have an adverse impact on the ecology and biodiversity of the Lakes.

The Bylaw is not inconsistent with the use of the Taharoa Domain as a recreational reserve. The Bylaw and RMP still allow the traditional range of recreation activities to occur in some parts of the Taharoa Domain but not in others. This allows opportunities for a wider range of quiet and peaceful activities through the restrictions of others in parts of the Domain.

It is considered that the Bylaw is consistent with the Reserves Act 1977 and the RMP. There will be no conflicting Policy implications in terms of the interrelationship of these supporting legislative and planning instruments.

When the Bylaw becomes operative appropriate delegations will need to be put in place so the Bylaw can be enforced. This has been considered in resolutions and seeks for Council's Delegations Register be amended to include Officer Authorisations under the Taharoa Domain Bylaw.

Financial implications

There are no financial implications with making a recommendation to Council.

There will be a cost around regulatory enforcement of this Bylaw. Council will need to consider the best way to monitor and enforce the bylaw. There were many submitter comments urging better regulation of the Bylaw. In particular there were concerns raised about the lack of enforcement of the Northland Regional Council Navigational Safety Bylaw 2017.

Risks and mitigations

This Bylaw reflects the sentiments and preferred regulatory direction of the Taharoa Domain Committee, and Te Roroa and Te Kuihi representatives. This Bylaw also reflects the direction provided within the RMP regarding maintaining the long term health of Lake Waikare.

Significance and engagement/Hirahira me ngā whakapāpā

The [Council's Significance and Engagement Policy \(the Policy\) has been considered](#). The draft Bylaw triggered the need for community engagement in accordance with the Policy. It was therefore consulted on between 04 December 2018 and 08 February 2019. Hearings were held on 25 March 2019. Deliberations were held on 05 April 2019. This report provides the outcome of this engagement process and presents the Panel's recommendations to Council for adoption.

Next steps/E whaiake nei

If the Bylaw is adopted by Council then it requires final signoff from the Department of Conservation before it can be made operative. To make the Bylaw operative a public notice needs to be placed in a local newspaper.

Attachments/Ngā tapiritanga

Number	Title
A	Resolutions of the Taharoa Domain Bylaw Deliberations
B	Recommended Taharoa Domain Bylaw 2019 with changes shown
C	Recommended final wording of the Taharoa Domain Bylaw 2019

Paula Hansen, 10 April 2019

Meeting	Taharoa Domain Bylaw Deliberation
Date	Friday 05 April 2019
Time	Meeting commenced at 10.03 am Meeting concluded at 12.06 pm
Venue	Northern Wairoa War Memorial Hall – 37 Hokianga Road, Dargaville

Deliberations Minutes

Hearing Panel:

Chair: Mayor Jason Smith
Members: Ric Parore
Sonny Nesbit
Councillor Karen Joyce-Paki
Councillor Andrew Wade

Minutes of the Taharoa Domain Bylaw Deliberations
Friday 05 March 2019 in Dargaville
1 Opening
1.1 Karakia timatanga

Sonny Nesbit opened the meeting with a karakia.

1.2 Present

Mayor Jason Smith (Chair), Messrs Ric Parore and Sonny Nesbit, Councillors Karen Joyce-Paki and Andrew Wade

In Attendance

Name	Designation	Item(s)
Kathie Fletcher	Policy Manager	All
Paula Hansen	Policy Planner	All
Virginia Smith	Policy Analyst	All
Lisa Hong	Governance Advisor	All
Tanya Wilson	Governance Advisor	All (Minute-taker)

1.3 Apologies

Nil

1.4 Confirmation of Agenda

Moved Joyce-Paki/Nesbit

That the Taharoa Domain Bylaw Hearing Panel confirms the agenda for Friday 05 March 2019.

Carried

1.5 Conflict of Interest Declaration

Name	Interest
Councillor Joyce-Paki	Councillor Joyce-Paki declared an interest as an employee of the Department of Conservation.

2 Decision

2.1 Deliberations on Draft Taharoa Domain Bylaw Submissions

Policy Planner 3216.03

Moved Parore/Joyce-Paki

That Taharoa Domain Bylaw Hearing Panel:

- a) *Recommends to Kaipara District Council the wording proposed in the proposed Taharoa Domain Bylaw shown in Attachment C of the Policy Planner's report 'Deliberations on Draft Taharoa Domain Bylaw Submissions' dated 28 March 2019, with the following amendments:*
- i) *Delete section 7(d) and any references to section 7(d) (note the explanatory note on page 4 of the Draft Bylaw will remain).*
 - ii) *Under section 3 Objectives, Explanation, Reserve Management Plan aims and their headings are to remain, with the descriptions to be deleted.*
 - iii) *Add section 8(3) to state "No other power-driven vessels may enter Lake Waikare".*
 - iv) *In section 8(4), specify "all other not power-driven vessels".*
 - v) *In section 5 Interpretation, all references to legislation to be specified (e.g. Reserves Act 1977).*
 - vi) *In section 5 Interpretation, add the roles of Harbourmaster and Maritime Enforcement Officer, under other jurisdiction/s, for clarification.*
 - vii) *In section 10, replace "the Council or any Officer" to "the Council or any authorised Officer".*
 - viii) *Section 10(2) add "... undertake a biosecurity check on the vessel, vessel trailer, motor vehicle or other equipment upon request" and add an explanatory note on what is included in the term "equipment".*
- b) *Delegates the Mayor and Chief Executive the authority to make final amendments to the draft Taharoa Domain Bylaw as agreed by the Committee, for recommendation to Council.*
- c) *Recommends to Kaipara District Council to investigate appropriate and effective enforcement of the final Taharoa Domain Bylaw, with appropriate delegations.*

Carried

3 Closure

3.1 Karakia whakamutunga

Sonny Nesbit closed the meeting with a karakia.

The meeting closed at 12.06pm.

Kaipara District Council
Dargaville



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Attachment B

Kaipara District Council

Taharoa Domain Bylaw 2019

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12 Offence and penalty6

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Relationship of this bylaw with other Council bylaws:

This bylaw does not negate the need to comply with provisions of other relevant Council bylaws. This bylaw should be read in conjunction with other Council bylaws, particularly Council's Consolidated General Bylaw which include rules around fires and litter.

Taharoa Domain Bylaw 2019

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Pursuant to the Local Government Act 2002 and the Reserves Act 1977, the Kaipara District Council makes the following Bylaw.

1 Title

This Bylaw shall be cited and referred to as the Taharoa Domain Bylaw 2019.

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2 Application

The provisions of this Bylaw shall apply to the Taharoa Domain (the Domain) and activities on Lake Waikare and Lake Kai Iwi which are located within the Domain. Kaipara District Council does not govern water-based activities on Lake Taharoa as these are governed by the Northland Regional Council's Kai Iwi Lakes [Navigational Safety Bylaw](#) under jurisdiction of Maritime Transport Act Enforcement Officers. Kaipara District Council however does govern land-based activities situated around Lake Taharoa under this Bylaw.

Which Council Bylaw	Lake	Types of activities
Northland Regional Council Navigational Safety Bylaw (made under the Maritime Transport Act 1994)	All lakes in the Taharoa Domain comprising of Lakes Taharoa, Waikare and Kai Iwi.	Regulates, controls and manages all water based activities e.g. navigation matters, speed, personal flotation devices , water skiing, boat use, special events , etcetera.
Kaipara District Council Taharoa Domain Bylaw (made under the Reserves Act 1977 and the Local Government Act 2002)	Taharoa	Land based activities that surround the Lake, including parking, boat ramps and pre-launching biosecurity checks.
	Waikare and Kai Iwi	Control of water-based activities e.g. use of boats on the water and land-based activities that surround the Lake, including parking, boat ramps and pre-launching biosecurity checks.

Explanatory Note: The Kaipara District Council Bylaw is to complement rather than duplicate the Northland Regional Council Navigational Bylaw for the Kai Iwi Lakes which is made under the Maritime Transport Act 1994, as opposed to the Reserves Act 1977.

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3 Objectives

The objectives of this Bylaw are:

- (a) To protect the cultural, environmental, and social values, of Lake Waikare, Lake Kai Iwi and their surrounds within the Domain as set out in the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan 2016 (the RMP).
- (b) To protect the safety of the recreational users on the Lakes and within the Domain.
- (c) To enable Kaipara District Council to implement the policies of the RMP.
- (d) To enable Kaipara District Council, as the administrating body of the Domain, to meet its requirements under the Reserves Act 1977.
- (e) To provide for the authorising of boats for safety and research purposes, as per the RMP.

Explanation

The RMP contains six Aims that have been grouped into Management areas. The objectives of this Bylaw relate to these Aims. The aims in the RMP are - collaboration, cultural, environmental, recreation, economic development and resources, and are supported by their own objectives and actions:

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This Bylaw should not be inconsistent with these six Aims and their objectives and actions in the RMP.

Explanatory Note: **Cultural values** are instruments by which Mana Whenua view, interpret and make sense of the world (Marsden 1988) and are derived from traditional Māori beliefs. The universal values and beliefs for the Lakes are connected to land, water and air and are essential ingredients of life that are to be respected, cherished, and sustained. Everything within the cultural perspective has a life force, called mauri, and any degradation of natural resources is seen to diminish the mauri or life force, and affect the well-being of all people utilising the Lakes and their surrounds. Traditional Māori values contain the common Māori belief that all biophysical things including plants, trees, animals and human beings are supported by values and practices expressed as tapu (sacredness), mana (status), and mauri. Ongoing governance over and connection to the Lakes and the cultural heritage they hold allows Mana Whenua to uphold these cultural values. SEE Historical Overview (page 3) of the [Kai Iwi Lakes \(Taharoa Domain\) Reserve Management Plan 2016](#).

Deleted: AIM 1: COLLABORATION: Local Government and tangata whenua will co-govern Kai Iwi lakes and inspire others to share in its care.¶
 AIM 2: CULTURAL: The relationships of tangata whenua and other peoples, their history, culture and traditions will be reflected and acknowledged in how Kai Iwi Lakes are developed and cared for.¶
 AIM 3: ENVIRONMENTAL: Completing our knowledge about Kai Iwi Lakes will enable effective protection and enhancement of its natural environment and pristine waters.¶
 AIM 4: RECREATION: A diverse range of recreational activities which are compatible with the cultural and ecological values of Kai Iwi Lakes, will be available for all visitors. ¶
 AIM 5: ECONOMIC DEVELOPMENT: Kai Iwi Lakes will be promoted and developed as an educational, scientific and tourist destination.¶
 AIM 6: RESOURCES: Kai Iwi Lakes and its promotion will be managed in a way that encourages a spectrum of resources that support its stewardship.¶
 Each of these aims are supported by their own objectives and actions.

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4 Commencement

This Bylaw comes into force on << Date >> subject to the approval by the Minister of Conservation pursuant to s108 of the Reserves Act 1977 or on such later date as that approval may be obtained.

5 Interpretation

(1) In this Bylaw, unless the context otherwise requires:

<i>the Act</i>	means the Reserves Act 1977.
<i>Council</i>	means the Kaipara District Council.
<i>the Domain</i>	means the Taharoa Domain.

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<i>Ecological values</i>	means those values that contribute to the natural ecology of the Lakes and surrounding Domain and is noted within supporting documentation to the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan 2016 (RMP).
<i>Environmental Values</i>	means the environmental values highlighted within the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan 2016 (RMP) and supporting documentation to this RMP.
<i>Event</i>	means an organised temporary activity that takes place on one or more days including an organised competition, gathering, parade, protest, multi-venue sports event of a significant scale, fun run, marathon, duathlon or triathlon. For the purposes of this Bylaw, sports practice or training is not an event.
<i>the Lakes</i>	means Lake Taharoa, Lake Waikare and Lake Kai Iwi.
<i>the Reserve Management Plan OR the RMP</i>	means the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan 2016 (RMP).
<i>Management operation</i>	means an activity considered necessary for the management of the reserve as determined by Council.
<i>Maritime Enforcement Officer</i>	means a person appointed as an Enforcement Officer under s33G of the Maritime Transport Act 1994.
<i>Navigational Safety Bylaw</i>	means the Northland Regional Council Kai Iwi Lakes Navigation Safety Bylaw 2017.
<i>Officer</i>	means a) any ranger or constable; and b) any officer or employee of the Council who is authorised to exercise the powers of an Officer under Part 5 of the Reserves Act 1977.
<i>Power-driven vessel</i>	Shall have the same meaning as section 91.2 of Part 91 of the Maritime Rules - Navigational Safety Rules to mean, any vessel propelled by machinery.
<i>the Reserve</i>	means Taharoa Domain (a recreation reserve subject to the Reserves Act 1977).
<i>Shore</i>	for the purpose of this Bylaw means the land between ordinary high- and low-water marks of the Lakes.
<i>Specifically authorised</i>	means permission is provided in writing by an Officer of the Council as the administering body of the Reserve. Including any conditions which they may set.

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<p>Vessel</p>	<p>Shall have the same meaning as in the Navigational Safety Bylaw to mean every description of a ship, boat or a craft used in navigation on the water, whether or not it has any means of propulsion and includes a:</p> <ul style="list-style-type: none"> (a) seaplane while on the surface of the water; (b) personal watercraft (jet ski); (c) raft; (d) paddle craft; or (e) any board used for board sports.
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(2) Explanatory notes are for information only and do not form part of this Bylaw.

6 Relationship to other Council Bylaws

This Bylaw does not negate the need to comply with provisions of other relevant Council Bylaws, including the Northland Regional Council Navigational Safety Bylaw. This Bylaw should be read in conjunction with other Council Bylaws, particularly Council’s Consolidated General Bylaw which include rules around fires and litter.

7 Use of power-driven vessels

No person may operate a power-driven vessel on Lake Waikare or Lake Kai Iwi unless the power-driven vessel has been specifically authorised under clause 11 as a:

- (a) safety vessel for an event; or
- (b) vessel for scientific and research purposes; or
- (c) vessel for management operations.

Explanatory Note: Power-driven vessels must comply with the provisions of the Navigational Safety Bylaw and must not exceed five knots unless an exemption has been granted by the Northland Regional Council Harbour Master.

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8 Use of boat ramps

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(1) All power-driven vessels and other vessels that require launching from a trailer must use the boat ramp designated on the Map in Schedule A to enter Lake Taharoa. Power-driven vessels may not enter Lake Taharoa at any other place.

(2) Power-driven vessels that have been specifically authorised, in accordance with clauses 7 and 11, may only enter Lake Waikare subject to the following conditions:

- (a) Only the designated boat ramp at Lake Waikare is used (refer to Map A for boat ramp location); and
- (b) that any directions given by an authorised Officer are followed.

Deleted: Use of power-driven vessels entering Lake Waikare is restricted.

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(3) No other power-driven vessels may enter Lake Waikare. All other not powered vessels may enter Lake Waikare at the designated boat ramp, or at any other place around the Lake, provided that

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the non-powered vessel does not pose a biosecurity risk and that no vehicle or trailer is driven on or across the shore (refer to Map A for boat ramp location).

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(5) No person shall move any vehicle on any boat ramp at a speed exceeding five km.

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(6) No person shall leave any vessel trailer or motor vehicle on or near any boat ramp so as to obstruct the safe and reasonable use of the boat ramp by any other person.

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(7) No person shall launch and use any boat trailer other than in accordance with the requirements of this Bylaw.

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(8) The Taharoa Domain Manager or Council's Chief Executive may make rules for the use of the boat ramps at the Taharoa Domain for safety reasons and any exceptional circumstances.

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(9) An authorised Officer may refuse a vessel or power-driven vessel access to the Lakes if the owner or master refuses to undertake a biosecurity check upon request.

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Explanatory Note: Bio-security checks will be undertaken by the Northland Regional Council, the Bylaw helps facilitate this process and promote the continual health of the Lakes. All vessels or power-driven vessels may be required to undertake the 'check, clean and dry' process to their vessel or power-driven vessel. Vessels that do not require launching from a boat ramp may still be required to undertake the 'check, clean and dry' process.

9 Vehicle movements and parking

(1) No vehicle, other than an emergency vehicle, shall be driven on or along the shore except at the designated boat ramps.

(2) Vehicles must not be driven anywhere in the Reserve other than on a formed road unless:

- (a) It is within parking areas shown on the Map in Schedule A of this Bylaw; or
- (b) Directed by an authorised Officer.

(3) Vehicles can park on any parking area shown on the Map in Schedule A or within dedicated parking areas in the confines of either of the two camp grounds within the Reserve.

(4) Designated drop-off zones as shown on the Map in Schedule A must be used to drop off people and equipment or other items. No vehicle (or trailer) shall be parked for more than 10 minutes in any drop-off zone next to a designated boat ramp.

(5) An authorised Officer may set aside an area for parking, or close a parking area, or declare an area to be a drop-off zone for the purposes of this Bylaw.

(6) An authorised Officer may set aside an appropriate area to allow for biosecurity checks to be undertaken within the Reserve.

10 Powers of Council or any Officer

(1) The Council or any authorised Officer may close a boat ramp from time to time when considered necessary to protect the ecological values of the Lakes or for reasons of public safety and no person shall at this time use the boat ramp(s) without the consent of Council or an authorised Officer.

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(2) The Council or any authorised Officer may refuse vessel access to the Lakes if the owner or master refuses upon request to undertake a biosecurity check for any vessel, motor vehicle, trailer or equipment.

Explanatory Notes: Equipment includes but is not limited to any gear, tackle, apparatus that has the potential to pose a biosecurity risk.

(3) Where any vessel or power-driven vessel (or vessel trailer or motor vehicle) is on the Reserve, or is being used on the Reserve, in a manner contrary to this Bylaw, and the owner or master of such vessel or vehicle does not comply when requested to do so or cannot be readily located, an authorised Officer may require the removal of the vessel or vehicle to another place of reasonable safety, provided that Officer, has first advised the person in possession (if any) of that vessel or vehicle.

Explanatory Notes: Relevant enforcement powers in Part 5 of the Reserves Act 1977 apply to this Bylaw. In particular:

Section 93(1) of the Reserves Act states, "Any officer may summarily interfere to prevent any actual or attempted breach of this Act or of any regulation or Bylaw thereunder, and he or she may require any person found offending to desist from the offence. If any person when so required continues the offence, he or she commits a further offence against this Act."

Section 94(2)(b) of Reserves Act authorises an Officer to request a person to remove an "illegal" vehicle or boat from the reserve, and it is an offence to fail or refuse to do so when requested.

In addition, the seizure and impounding provisions in sections 164 to 167 of the Local Government Act 2002 can be used in relation to breaches of this Bylaw.

11 Specific authorisation under this Bylaw

(1) Authorisation for special events must be obtained from both the Taharoa Domain Governance Committee and the Northland Regional Council Harbour Master. (refer to section 4.6 of the Navigational Safety Bylaw). The Harbour Master may set aside an area for an event in the interests of navigational safety.

(2) Specific authorisation under this Bylaw is required for the use of a power-driven vessel on Lake Waikare and Lake Kai Iwi and shall be given only for a safety-vessel for an event, or a vessel for scientific and research purpose or a vessel for management operations.

(3) Any request for authorisation under this section shall be made in writing to Council at least 20 working days prior to the event, or when any scientific or management activities are proposed to occur.

(4) Any such authorisation may be subject to such terms and conditions as the authorised Officer thinks fit.

12 Offence and penalty

Every person who contravenes this Bylaw commits an offence and is liable to the penalty set out in s104 of the Reserves Act 1977.

To be added once approved.

The Bylaw was made by the Kaipara District Council by Special Consultative Procedure and confirmed at a meeting of Council held on

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This Bylaw was approved by the Minister of Conservation on ... pursuant to Section 108 of the Reserves Act 1977.

Schedule A – Map

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Attachment C

Kaipara District Council

Taharoa Domain Bylaw 2019

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Relationship of this bylaw with other Council bylaws:

This bylaw does not negate the need to comply with provisions of other relevant Council bylaws. This bylaw should be read in conjunction with other Council bylaws, particularly Council's Consolidated General Bylaw which include rules around fires and litter.

Taharoa Domain Bylaw 2019

Pursuant to the Local Government Act 2002 and the Reserves Act 1977, the Kaipara District Council makes the following Bylaw.

1 Title

This Bylaw shall be cited and referred to as the Taharoa Domain Bylaw 2019.

2 Application

The provisions of this Bylaw shall apply to the Taharoa Domain (the Domain) and activities on Lake Waikare and Lake Kai Iwi which are located within the Domain. Kaipara District Council does not govern water-based activities on Lake Taharoa as these are governed by the Northland Regional Council's Kai Iwi Lakes [Navigational Safety Bylaw](#) under jurisdiction of Maritime Transport Act Enforcement Officers. Kaipara District Council however does govern land-based activities situated around Lake Taharoa under this Bylaw.

Which Council Bylaw	Lake	Types of activities
Northland Regional Council Navigational Safety Bylaw (made under the Maritime Transport Act 1994)	All lakes in the Taharoa Domain comprising of Lakes Taharoa, Waikare and Kai Iwi.	Regulates, controls and manages all water based activities e.g. navigation matters, speed, personal flotation devices, water skiing, boat use, special events, etcetera.
Kaipara District Council Taharoa Domain Bylaw (made under the Reserves Act 1977 and the Local Government Act 2002)	Taharoa	Land based activities that surround the Lake, including parking, boat ramps and pre-launching biosecurity checks.
	Waikare and Kai Iwi	Control of water-based activities e.g. use of boats on the water and land-based activities that surround the Lake, including parking, boat ramps and pre-launching biosecurity checks.

Explanatory Note: The Kaipara District Council Bylaw is to complement rather than duplicate the Northland Regional Council Navigational Bylaw for the Kai Iwi Lakes which is made under the Maritime Transport Act 1994, as opposed to the Reserves Act 1977.

3 Objectives

The objectives of this Bylaw are:

- (a) To protect the cultural, environmental, and social values, of Lake Waikare, Lake Kai Iwi and their surrounds within the Domain as set out in the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan 2016 (the RMP).
- (b) To protect the safety of the recreational users on the Lakes and within the Domain.
- (c) To enable Kaipara District Council to implement the policies of the RMP.
- (d) To enable Kaipara District Council, as the administrating body of the Domain, to meet its requirements under the Reserves Act 1977.
- (e) To provide for the authorising of boats for safety and research purposes, as per the RMP.

Explanation

The RMP contains six Aims that have been grouped into Management areas. The objectives of this Bylaw relate to these Aims. The aims in the RMP are - collaboration, cultural, environmental, recreation, economic development and resources, and are supported by their own objectives and actions:

This Bylaw should not be inconsistent with these six Aims and their objectives and actions in the RMP.

Explanatory Note: **Cultural values** are instruments by which Mana Whenua view, interpret and make sense of the world (Marsden 1988) and are derived from traditional Māori beliefs. The universal values and beliefs for the Lakes are connected to land, water and air and are essential ingredients of life that are to be respected, cherished, and sustained. Everything within the cultural perspective has a life force, called mauri, and any degradation of natural resources is seen to diminish the mauri or life force, and affect the well-being of all people utilising the Lakes and their surrounds. Traditional Māori values contain the common Māori belief that all biophysical things including plants, trees, animals and human beings are supported by values and practices expressed as tapu (sacredness), mana (status), and mauri. Ongoing governance over and connection to the Lakes and the cultural heritage they hold allows Mana Whenua to uphold these cultural values. SEE Historical Overview (page 3) of the [Kai Iwi Lakes \(Taharoa Domain\) Reserve Management Plan 2016](#).

4 Commencement

This Bylaw comes into force on << Date >> subject to the approval by the Minister of Conservation pursuant to s108 of the Reserves Act 1977 or on such later date as that approval may be obtained.

5 Interpretation

- (1) In this Bylaw, unless the context otherwise requires:

<i>the Act</i>	means the Reserves Act 1977.
<i>Council</i>	means the Kaipara District Council.
<i>the Domain</i>	means the Taharoa Domain.

<i>Ecological values</i>	means those values that contribute to the natural ecology of the Lakes and surrounding Domain and is noted within supporting documentation to the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan 2016 (RMP).
<i>Environmental Values</i>	means the environmental values highlighted within the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan 2016 (RMP) and supporting documentation to this RMP.
<i>Event</i>	means an organised temporary activity that takes place on one or more days including an organised competition, gathering, parade, protest, multi-venue sports event of a significant scale, fun run, marathon, duathlon or triathlon. For the purposes of this Bylaw, sports practice or training is not an event.
<i>the Lakes</i>	means Lake Taharoa, Lake Waikare and Lake Kai Iwi.
<i>the Reserve Management Plan OR the RMP</i>	means the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan 2016 (RMP).
<i>Management operation</i>	means an activity considered necessary for the management of the reserve as determined by Council.
<i>Maritime Enforcement Officer</i>	means a person appointed as an Enforcement Officer under s33G of the Maritime Transport Act 1994.
<i>Navigational Safety Bylaw</i>	means the Northland Regional Council Kai Iwi Lakes Navigation Safety Bylaw 2017
<i>Officer</i>	means a) any ranger or constable; and b) any officer or employee of the Council who is authorised to exercise the powers of an Officer under Part 5 of the Reserves Act 1977.
<i>Power-driven vessel</i>	Shall have the same meaning as section 91.2 of Part 91 of the Maritime Rules - Navigational Safety Rules to mean any vessel propelled by machinery.
<i>the Reserve</i>	means Taharoa Domain (a recreation reserve subject to the Reserves Act 1977).
<i>Shore</i>	for the purpose of this Bylaw means the land between ordinary high- and low-water marks of the Lakes.
<i>Specifically authorised</i>	means permission is provided in writing by an Officer of the Council as the administering body of the Reserve. Including any conditions which they may set.

<i>Vessel</i>	<p>Shall have the same meaning as in the Navigational Safety Bylaw to mean every description of a ship, boat or a craft used in navigation on the water, whether or not it has any means of propulsion and includes a:</p> <ul style="list-style-type: none"> (a) seaplane while on the surface of the water; (b) personal watercraft (jet ski); (c) raft; (d) paddle craft; or (e) any board used for board sports.
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(2) Explanatory notes are for information only and do not form part of this Bylaw.

6 Relationship to other Council Bylaws

This Bylaw does not negate the need to comply with provisions of other relevant Council Bylaws, including the Northland Regional Council Navigational Safety Bylaw. This Bylaw should be read in conjunction with other Council Bylaws, particularly Council's Consolidated General Bylaw which include rules around fires and litter.

7 Use of power-driven vessels

No person may operate a power-driven vessel on Lake Waikare or Lake Kai Iwi unless the power-driven vessel has been specifically authorised under clause 11 as a:

- (a) safety vessel for an event; or
- (b) vessel for scientific and research purposes; or
- (c) vessel for management operations.

Explanatory Note: Power-driven vessels must comply with the provisions of the Navigational Safety Bylaw and must not exceed five knots unless an exemption has been granted by the Northland Regional Council Harbour Master.

8 Use of boat ramps

- (1) All power-driven vessels and other vessels that require launching from a trailer must use the boat ramp designated on the Map in Schedule A to enter Lake Taharoa. Power-driven vessels may not enter Lake Taharoa at any other place.
- (2) Power-driven vessels that have been specifically authorised, in accordance with clauses 7 and 11, may only enter Lake Waikare subject to the following conditions:
 - (a) Only the designated boat ramp at Lake Waikare is used (refer to Map A for boat ramp location); and
 - (b) that any directions given by an authorised Officer are followed.
- (3) No other power-driven vessels may enter Lake Waikare.

- (4) All other not powered vessels may enter Lake Waikare at the designated boat ramp, or at any other place around the Lake, provided that the not powered vessel does not pose a biosecurity risk and that no vehicle or trailer is driven on or across the shore (refer to Map A for boat ramp location).
- (5) No person shall move any vehicle on any boat ramp at a speed exceeding five km.
- (6) No person shall leave any vessel trailer or motor vehicle on or near any boat ramp so as to obstruct the safe and reasonable use of the boat ramp by any other person.
- (7) No person shall launch and use any boat trailer other than in accordance with the requirements of this Bylaw.
- (8) The Taharoa Domain Manager or Council's Chief Executive may make rules for the use of the boat ramps at the Taharoa Domain for safety reasons and any exceptional circumstances.
- (9) An authorised Officer may refuse a vessel or power-driven vessel access to the Lakes if the owner or master refuses to undertake a biosecurity check upon request.

Explanatory Note: Bio-security checks will be undertaken by the Northland Regional Council, the Bylaw helps facilitate this process and promote the continual health of the Lakes. All vessels or power-driven vessels may be required to undertake the 'check, clean and dry' process to their vessel or power-driven vessel. Vessels that do not require launching from a boat ramp may still be required to undertake the 'check, clean and dry' process.

9 Vehicle movements and parking

- (1) No vehicle, other than an emergency vehicle, shall be driven on or along the shore except at the designated boat ramps.
- (2) Vehicles must not be driven anywhere in the Reserve other than on a formed road unless:
 - (a) It is within parking areas shown on the Map in Schedule A of this Bylaw; or
 - (b) Directed by an authorised Officer.
- (3) Vehicles can park on any parking area shown on the Map in Schedule A or within dedicated parking areas in the confines of either of the two camp grounds within the Reserve.
- (4) Designated drop-off zones as shown on the Map in Schedule A must be used to drop off people and equipment or other items. No vehicle (or trailer) shall be parked for more than 10 minutes in any drop-off zone next to a designated boat ramp.
- (5) An authorised Officer may set aside an area for parking, or close a parking area, or declare an area to be a drop-off zone for the purposes of this Bylaw.
- (6) An authorised Officer may set aside an appropriate area to allow for biosecurity checks to be undertaken within the Reserve.

10 Powers of Council or any Officer

- (1) The Council or any authorised Officer may close a boat ramp from time to time when considered necessary to protect the ecological values of the Lakes or for reasons of public safety and no person shall at this time use the boat ramp(s) without the consent of Council or an authorised Officer.

- (2) The Council or any authorised Officer may refuse vessel access to the Lakes if the owner or master refuses upon request to undertake a biosecurity check for any vessel, motor vehicle, trailer or equipment.

Explanatory Notes: Equipment includes but is not limited to any gear, tackle, apparatus that has the potential to pose a biosecurity risk.

- (3) Where any vessel or power-driven vessel (or vessel trailer or motor vehicle) is on the Reserve, or is being used on the Reserve, in a manner contrary to this Bylaw, and the owner or master of such vessel or vehicle does not comply when requested to do so or cannot be readily located, an authorised Officer may require the removal of the vessel or vehicle to another place of reasonable safety, provided that Officer has first advised the person in possession (if any) of that vessel or vehicle.

Explanatory Notes: Relevant enforcement powers in Part 5 of the Reserves Act 1977 apply to this Bylaw. In particular:

Section 93(1) of the Reserves Act states, "Any officer may summarily interfere to prevent any actual or attempted breach of this Act or of any regulation or Bylaw thereunder, and he or she may require any person found offending to desist from the offence. If any person when so required continues the offence, he or she commits a further offence against this Act."

Section 94(2)(b) of Reserves Act authorises an Officer to request a person to remove an "illegal" vehicle or boat from the reserve, and it is an offence to fail or refuse to do so when requested.

In addition, the seizure and impounding provisions in sections 164 to 167 of the Local Government Act 2002 can be used in relation to breaches of this Bylaw.

11 Specific authorisation under this Bylaw

- (1) Authorisation for special events must be obtained from both the Taharoa Domain Governance Committee and the Northland Regional Council Harbour Master. (refer to section 4.6 of the Navigational Safety Bylaw). The Harbour Master may set aside an area for an event in the interests of navigational safety.
- (2) Specific authorisation under this Bylaw is required for the use of a power-driven vessel on Lake Waikare and Lake Kai Iwi and shall be given only for a safety-vessel for an event, or a vessel for scientific and research purpose or a vessel for management operations.
- (3) Any request for authorisation under this section shall be made in writing to Council at least 20 working days prior to the event, or when any scientific or management activities are proposed to occur.
- (4) Any such authorisation may be subject to such terms and conditions as the authorised Officer thinks fit.

12 Offence and penalty

Every person who contravenes this Bylaw commits an offence and is liable to the penalty set out in s104 of the Reserves Act 1977.

To be added once approved.

The Bylaw was made by the Kaipara District Council by Special Consultative Procedure and confirmed at a meeting of Council held on

This Bylaw was approved by the Minister of Conservation on ... pursuant to Section 108 of the Reserves Act 1977.

Schedule A – Map

DRAFT

Triennial Election 2019

Meeting: Kaipara District Council
Date of meeting: 02 May 2019
Reporting officer: Jason Marris, General Manager Governance, Strategy and Democracy

Purpose/Ngā whāinga

To provide information on the upcoming 2019 local body triennial election and decide on the order of candidate names to appear on the voting documents.

Executive summary/Whakarāpopototanga

This report provides information on the 2019 triennial election to be held on Saturday 12 October, from our Electoral Officer. Council is also being asked to decide on the order of candidate names to appear on voting documents for this election. The choices are alphabetical, pseudo-random and random. If no resolution is made, the alphabetical option applies.

The alphabetical option is recommended as this aligns with the candidate profile statements (also alphabetical) and is what has been used historically throughout Northland.

Recommendation/Ngā tūhunga

That Kaipara District Council:

- a) Notes the report on the 2019 triennial elections provided by the Electoral Officer.
- b) Adopts the alphabetical order of candidate names on voting documents for the 2019 local body triennial election in accordance with Regulation 31 of the Local Electoral Regulations 2001.

Context/Horopaki

The 2019 triennial election will be held on Saturday 12 October 2019. Council's Electoral Officer for the election is Dale Ofsoske from Independent Election Services Limited (IESL). Staff will be assisting with the election process under guidance from Dale Ofsoske and IESL.

Attachment A is a report from the Electoral Officer which outlines the election process and also provides a fact sheet and timetable, both of which will be placed on the council's website.

Under Regulation 31 of the Local Electoral Regulations 2001, the council can choose the order of the candidate names on the voting documents for the election. The council can resolve to have alphabetical order, pseudo-random order or random order. If no resolution is made by the council the default position is alphabetical order.

The Northland District Health Board (NDHB) and all Northland local authorities have historically used alphabetical order, and are in the process of making a decision again for the 2019 election. The voting documents for Kaipara District Council also include the NDHB and the Northland Regional Council (NRC).

Discussion/Ngā kōrerorero

Options

The Electoral Officer's report contains information on each option. In summary:

- **Alphabetical order** has candidate surnames in alphabetical order;
- **Pseudo-random order** is where the order of candidate names is determined randomly with all voting documents printed in this order;
- **Random order** is where names are randomly drawn by computer with each voting document having a different order of candidates.

There is no cost difference between any of these options.

The alphabetical order for the voting documents is the recommended option for the following reasons:

- Candidate names can be easily found;
- The names on the voting documents match the order of names in the candidate profile statements that accompanies the voting documents;
- It is a recognisable way of listing candidate names – it is used for central government elections and has been used in previous Northland local body elections;
- A recent study by Auckland Council has demonstrated that there is no compelling evidence that candidates being listed first were more likely to be elected.

Policy and planning implications

There are no policy or planning implications.

Financial implications

The 2019 triennial election has been budgeted and all costs will be incorporated within this budget.

Risks and mitigations

There are no risks to this decision. The council is entitled to make a decision under the Local Electoral Regulations 2001. If no decision is made, the alphabetical option will apply.

Significance and engagement/Hirahira me ngā whakapāpā

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

Next steps/E whaiake nei

Once the council has made a decision, the Electoral Officer will be informed and the voting documents will be prepared.

Attachments/Ngā tapiritanga

Number	Title
A	2019 Triennial Election - Report from Electoral Officer

Jason Marris, 06 March 2019

Election Services
Level 2, 198 Federal Street, Auckland
PO Box 5135, Wellesley Street
Auckland 1141
Phone: 64 9 973 5212
Email: info@electionservices.co.nz

Report to the
Kaipara District Council
regarding the

2019 Triennial Election

From the
Electoral Officer

10 April 2019



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Outline

The 2019 triennial local government elections will occur on Saturday 12 October 2019. An update on preliminary matters relating to the election is provided to Council, including consideration of the order of candidate names to appear on the voting documents.

Background

The 2019 triennial elections for all local authorities are due to occur on Saturday 12 October 2019 and are required to be undertaken according to the Local Electoral Act 2001, the Local Electoral Regulations 2001, the New Zealand Public Health and Disability Act 2000 and, to a limited extent, the Local Government Act 2002.

Certain pre-election information and tasks are outlined in this report for Council's information and attention.

The Local Electoral Regulations 2001 provides for Council to resolve the order of candidate names to appear on the voting documents (alphabetical, pseudo-random or random order). If no decision is made, the order of names defaults to alphabetical.

Narrative

2019 Elections

In 2018 Council undertook a representation arrangements review (review of wards, boundaries, number of elected members etc). The final proposal, as confirmed by the Local Government Commission on 8 April 2019, retains the current number of councillors but increases the number of wards from three to four.

Accordingly, elections will be required for the following positions:

- mayor (elected 'at large')
- councillors (8)
 - Dargaville Ward (2)
 - Kaiwaka-Mangawhai Ward (2)
 - Otamatea Ward (2)
 - West Coast - Central Ward (2)
- Northland Regional Council members (either 1 member from the Coastal South Constituency, or 1 member from the Kaipara Constituency)
- Northland District Health Board members (7 members elected 'at large')

2019 Election Timetable

With an election date of **Saturday 12 October 2019**, the following key functions and dates will apply:

Nominations open/roll open

Friday 19 July 2019

Nominations close/roll closes (noon)

Friday 16 August 2019

Delivery of voting mailers

From Friday 20 September 2019

Close of voting

Noon Saturday 12 October 2019

A more detailed timetable is attached **Appendix 1**.

2019 Election Fact Sheet

A 2019 Election Fact Sheet summarising the key functions of the election (**Appendix 2**) is also attached.

Compilation of non-resident Ratepayer Roll

The compilation of the 2019 non-resident Ratepayer Roll is required to commence in early-mid 2019. This will include:

- an insert detailing the qualifications and procedures for enrolment as a ratepayer elector to be included with a 2019 rates instalment notice (**Appendix 3**);
- a national Ratepayer Roll inquiry hotline operating between 15 April and 30 August 2019;
- a confirmation letter issued to all current ratepayer electors in April 2019;
- a national advertising campaign on the qualifications and procedures for enrolment as a ratepayer elector during May 2019.

Council can undertake additional promotion of the ratepayer roll if it wishes - such as contacting (letter/email etc) all current or potential ratepayer electors encouraging their enrolment and participation in the electoral process.

Local Government Regulatory Systems Amendment Bill

One of the clauses of the Local Government Regulatory Systems Amendment Bill (enacted on 21 March 2019 and now amends section 42(2) of the Local Government Act 2002), is that the duty to facilitate and foster representative and substantial elector participation is placed on the chief executive of a local authority.

This new requirement now requires Council to promote the election process and particularly to encourage greater public participation.

Order of Candidate Names

Regulation 31 of the Local Electoral Regulations 2001 provides the opportunity for Council to choose the order of candidate names appearing on the voting documents from three options – alphabetical, pseudo-random (names drawn out of a hat in random with all voting documents printed in this order) or random order (names randomly drawn by computer with each voting document different).

Council may determine which order the names of candidates are to appear on the voting documents, but if no decision is made, the order of names defaults to alphabetical.

Council resolved to adopt the alphabetical order for the 2016 triennial election.

For Council's information, following a recent analysis undertaken by Auckland Council, research showed there was no compelling evidence that candidates being listed first were more likely to be elected.

Alphabetical Order

Alphabetical order is simply listing candidate surnames alphabetically and is the order traditionally used in local and Parliamentary elections.

Comments regarding alphabetical order are:

- voters are easily able to find names of candidates for whom they wish to vote. Some candidates and voters over the years have argued that alphabetical order may tend to favour candidates with names in the first part of the alphabet, but in practice this is generally not the case – most voters tend to look for name recognition, regardless of where in the alphabet the surname lies;
- the order of candidate names on the voting document matches the order listed in the candidate directory (candidate profile statements).

Pseudo-Random Order

Pseudo-random order is where candidate surnames are randomly selected, and the same order is used on all voting documents for that position. The names are randomly selected by a method such as drawing names out of a hat.

Comments regarding pseudo-random order are:

- the candidate names appear in mixed order (not alphabetical) on the voting document;
- possible voter criticism/confusion as specific candidate names are not easily found, particularly where there are many candidates;
- the order of candidate names on the voting document does not match the order in the candidate directory (candidate

profile statements).

Random Order

Random order is where all candidate surnames are randomly selected and are listed in a different order on every voting document. The names are randomly selected by computer so that the order is different.

Random order enables names to be listed in a completely unique order on each voting document.

Comments regarding random order are:

- the candidate names appear in mixed order (not alphabetical) on the voting document;
- possible voter criticism/confusion as specific candidate names are not easily found, particularly where there are many candidates;
- the order of candidate names on the voting document does not match the order listed in the candidate directory (candidate profile statements).

There is no price differential in printing costs between the three orders of candidate names.

Number of Electors	The number of electors for the 2019 triennial elections is expected to be in the order of 16,000 (as at 31 March 2019 there were 15,739 resident electors). This compares to 14,650 electors for the 2016 triennial election or + 9.2% growth.
Pre-Election Report	Section 99A of the Local Government Act 2002 requires each local authority to prepare a pre-election report, whose purpose is to provide information to promote public discussion about the issues facing the local authority. The pre-election report is prepared by the Chief Executive, must contain financial and major project information, and must be completed by 2 August 2019 (two weeks before the close of nominations).
Online Voting Trials	<p>Following a strong push by a number of local authorities (led by Auckland Council) in 2018 to trial online voting alongside postal voting for the 2019 local elections, the proposed trial was unfortunately halted due to costs. All security and delivery requirements for the online voting provider were met, but the cost involved forced the decision.</p> <p>Work on a collaborative approach with relevant government sectors is continuing so as to deliver online voting for the 2022 local elections.</p>

Recommendation

It is recommended that:

Council resolves for the 2019 triennial election, to adopt *either*:

- (i) the alphabetical order of candidate names; *or*
- (ii) the pseudo-random order of candidate names; *or*
- (iii) the random order of candidate names

as permitted under regulation 31 of the Local Electoral Regulations 2001.

Author:



Dale Ofsoske
Electoral Officer // Kaipara District Council
Election Services

APPENDIX 1



SATURDAY 12 OCTOBER 2019

Saturday 2 March - Tuesday 30 April 2019	Ratepayer roll enrolment confirmation forms sent [Reg 16, LER]
Saturday 2 March - Saturday 6 July 2019	Preparation of ratepayer roll [Reg 10, LER]
May 2019	National ratepayer roll qualifications and procedures campaign [Sec 39, LEA]
Monday 1 July 2019	Electoral Commission's enrolment update campaign commences
Wednesday 17 July 2019	Public notice of election, calling for nominations, rolls open for inspection [Sec 42, 52, 53, LEA]
Friday 19 July 2019	Nominations open / roll open for inspection [Sec 42, LEA]
Friday 16 August 2019	Nominations close (12 noon) / roll closes [Sec 5, 42, 55 LEA, Reg 21, LER]
Wednesday 21 August 2019	Public notice of day of election, candidates' names [Sec 65, LEA]
by Monday 16 September 2019	Electoral officer certifies final electoral roll [Sec 51, LEA, Reg 22, LER]
Friday 20 September - Wednesday 25 September 2019	Delivery of voting documents [Reg 51, LER]
Friday 20 September - Saturday 12 October 2019	Progressive roll scrutiny [Sec 83, LEA] Special voting period [Sec 5 LEA, Reg 35, LER] Early processing period [Sec 80, LEA]
by Friday 11 October 2019	Appointment of scrutineers (12 noon) [Sec 68, LEA]
Saturday 12 October 2019	Election day [Sec 10, LEA] Close of voting (12 noon) [Sec 84, LEA] Preliminary results available as soon as practicable after close of voting [Sec 85, LEA]
Saturday 12 October (pm) - Thursday 17 October 2019	Official count [Sec 84, LEA]
Thursday 17 October - Wednesday 23 October 2019	Declaration of result/public notice of declaration [Sec 86, LEA]
mid-December 2019	Return of electoral donations & expenses form [Sec 112A, LEA]

LEA = Local Electoral Act 2001
LER = Local Electoral Regulations 2001



FACT SHEET Triennial election

Kaipara District Council

12 OCTOBER 2019

GENERAL

Triennial elections for elected members of most local authorities throughout New Zealand are to be conducted, by postal vote, on Saturday 12 October 2019.

The elections will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 and will be undertaken by Election Services, under contract to Kaipara District Council.

POSITIONS

During 2018, Kaipara District Council undertook a representation arrangements review (review of wards, boundaries, number of elected members etc). The final proposal, confirmed by the Local Government Commission requires elections for the following positions:

- Mayor (elected 'at large')
- Councillors (8)
 - Dargaville Ward (2)
 - Kaiwaka-Mangawhai Ward (2)
 - Otamatea Ward (2)
 - West Coast-Central Ward (2)
- Northland Regional Council Members (either 1 member from the Coastal South Constituency, or 1 member from the Kaipara Constituency)
- Northland District Health Board Members (7 members elected 'at large').

NOMINATIONS

Nominations for the above positions will open on Friday 19 July 2019 and close at noon on Friday 16 August 2019.

Nomination papers will be available during this period from Council offices at:

- 42 Hokianga Road, Dargaville
- Unit 6, The Hub, 6 Molesworth Drive, Mangawhai
- by accessing www.kaipara.govt.nz;
- by telephoning the electoral office on 0800 922 822.

To be eligible to stand for election, a candidate **must** be:

- a New Zealand citizen (by birth or naturalisation ceremony); **and**
- enrolled as a Parliamentary elector (anywhere in New Zealand); **and**

- nominated by two electors whose names appear on the electoral roll within the respective area that a candidate is standing for.

Detailed candidate information handbooks will be available from the electoral office from May 2019.

ELECTORAL ROLL

Those eligible to vote in the election are all resident electors and non-resident ratepayer electors whose names appear on the electoral roll when it closes on Friday 16 August 2019. The Preliminary Electoral Roll will be available for public inspection from Friday 19 July 2019 to Friday 16 August 2019 at the Dargaville and Mangawhai Council offices.

Resident Roll: All parliamentary electors, including those on the Māori Electoral Roll, are automatically enrolled on the Resident Roll, at the address where they live.

Any alterations to the Resident Roll (eg change of address details, including new postal addresses) should be made by:

- completing the appropriate form at any post shop;
- phoning 0800 ENROLNOW (0800 367 656)
- accessing the Electoral Commission website on www.elections.org.nz

Ratepayer Roll: If a person is on the parliamentary roll in one area and pays rates on a property in another area, this person may be eligible to be enrolled on the non-resident ratepayer roll. A firm, company, corporation or society paying rates on a property may nominate one of its members or officers as a ratepayer elector (provided the nominated person resides outside the area). Ratepayer Roll enrolment forms are available at all Council offices, or by phoning the electoral office on 0800 922 822 or on Council's website www.kaipara.govt.nz.

ELECTORAL SYSTEM

The single transferable voting (STV) electoral system will be used for the Council and the Northland District Health Board. For the Northland Regional Council the first past the post (FPP) electoral system will be used.

VOTING PERIOD

Voting documents will be sent to all eligible electors, by post, from Friday 20 September 2019.

The voting period is three weeks (**Friday 20 September 2019 to noon Saturday 12 October 2019**). Electors may post their completed voting documents back to the electoral officer using the orange pre-paid envelope sent with their voting document.

Polling places for the issuing of special voting documents and for the receiving of completed voting documents will be available from Friday 20 September 2019 to noon on Saturday 12 October 2019 at the Dargaville and Mangawhai Council offices.

To be counted, all completed voting documents must be in the hands of the electoral officer or an electoral official by **noon Saturday 12 October 2019**.

Preliminary results will be known early on Sunday morning, 13 October 2019. These will be accessible on Council's website www.kaipara.govt.nz

CONTACT US

For further information regarding this election, please contact the electoral office:



Dale Ofoske, Electoral Officer
 Kaipara District Council
 C/o PO Box 5135, Wellesley Street, Auckland 1141
 Email: info@electionservices.co.nz
 Phone: 0800 922 822



Wards:

- Dargaville
- Kaiwaka - Mangawhai
- Otamatea
- West Coast - Central





**WHEREVER YOU
PAY RATES IT PAYS
TO VOTE**

**DO YOU LIVE IN ONE AREA AND PAY RATES ON A PROPERTY
IN ANOTHER?**

Then you may qualify to vote more than once at the local authority elections on 12 October 2019

- If you live and vote in one council district, but also pay rates on a property in another district, you may be eligible to enrol as a non-resident ratepayer elector in that other council district.
- If your council district has community or local boards established, and you are a residential elector in one community or local board area and pay rates on a property in another community or local board area, you may be eligible to enrol as a ratepayer elector in that other community or local board area.
- A firm, company, trust, corporation or society which pays rates on a property may nominate one of its members or officers as a non-resident ratepayer elector, provided that the nominator and the person nominated are both registered as Parliamentary electors at addresses which are outside the council district within which the property is situated.
- In the case of partners, joint tenants and tenants in common, who collectively pay rates on a property, one of the group may be nominated to be entered on the ratepayer electoral roll. Again, the nominated person and the nominator must be registered as Parliamentary electors at addresses which are outside the council district within which the property is situated.

Note: The term 'council district' includes a city, district and regional council area.

Eligibility to enrol or be nominated will depend on individual circumstances

In each case only one ratepayer elector can be nominated, irrespective of the number of properties owned by the firm, company, society, trust, partnership or ratepayer in a council district.

New Ratepayer Electors

If you think you may be eligible to enrol or to nominate a person for the ratepayer electoral roll, you will need to obtain an Enrolment Form for Ratepayer Electors from the city or district council to which you pay your rates.

If you are on the Parliamentary electoral roll you will automatically be on the local authority residential electoral roll

If you want further information please phone toll free

0800 54 8683

0800 LG VOTE

(from 15 April 2019 to 30 August 2019)



**ENROL NOW –
THE RATEPAYER
ELECTORAL ROLL
CLOSES ON
16 AUGUST 2019**

Local Government New Zealand – Climate Change Declaration

Meeting: Kaipara District Council
Date of meeting: 02 May 2019
Reporting officer: Jason Marris, General Manager Governance, Strategy and Democracy

Purpose/Ngā whāinga

To consider the Local Government New Zealand's (LGNZ) Local Government Leader's Climate Change Declaration.

Executive summary/Whakarāpopototanga

In 2017, LGNZ published a Local Government Leaders' Climate Change Declaration (the 'declaration'), seeking signatories from local authorities. Over 60 local authorities' mayors or chairs have signed.

The declaration is being presented for a decision on whether Kaipara District Council wishes to become a signatory to it. If approved, the mayor will sign the declaration on behalf of the council.

Recommendation/Ngā tūtohunga

That Kaipara District Council:

a) becomes a signatory to the Local Government New Zealand's Local Government Leaders' Climate Change Declaration.

Or

b) does not become a signatory to the Local Government New Zealand's Local Government Leaders' Climate Change.

Context/Horopaki

The LGNZ's Local Government Leaders' Climate Change Declaration is located at **Attachment 1**. It highlights the need for responsive leadership by both local and central government along with an holistic approach to climate change. It includes high level principles and commitments for signatory councils. LGNZ's President, Dave Cull, has advised publicly that the declaration is not a binding contract and is purely aspirational.

The declaration was first signed by local government mayors and chairs in 2017, and has been progressively updated since then. Just over 60 local authorities' mayors or chairs have signed the declaration, including all of the other Northland local authorities.

The Mayor of Kaipara District Council was not in the role when this was first raised and discussed by LGNZ. The mayor introduced the declaration as an item of discussion at the 04 April 2019 Council briefing, where direction was provided to bring the declaration to a full Council meeting for discussion and decision-making.

For further context, the following is a summary of some of the council activity in the area of climate change:

- Established a Climate Change Working Group of elected members to help formulate Council's position on climate change.
- Membership of and contribution to Northland Council's Collaboration Working Group. The Kaipara District Council Chief Executive is the chair of this group. The group is currently designing hazard risk assessment for key council assets and also discussing councils' positions in relation to sea-level rise, amongst other actions.
- Providing clarity on how to apply the existing Regional Policy Statement and climate change mapping to consent applications and district plan review.
- Established a dedicated three month climate change project focusing on research and literature review relevant to Kaipara District, specifically:
 - The environmental, socio-economic and cultural impacts on Kaipara's natural and cultural resources and the required actions in response to climate change (mitigation and adaptation);
 - Climate change issues in relation to the sustainable development goals in Kaipara (for example, related to infrastructure maintenance and improvements, building consents and subdivision development and socio-cultural awareness and resilience to climate change including Māori context).
- Ongoing discussion with communities in Ruawai and Baylys Beach about climate change impacts, community resilience and future projections.
- Organising discussions with Mana Whenua on climate change priorities.
- Supporting Civil Defence Action focused on community safety against natural hazards.

Discussion/Ngā kōrerorero

Options

Council has two options:

Option 1: to become a signatory to the declaration.

Option 2: not become a signatory to the declaration.

Significance and engagement/Hirahira me ngā whakapāpā

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

Next steps/E whaiake nei

If the council resolves to become a signatory, the mayor will sign the declaration and notify LGNZ.

Attachments/Ngā tapiritanga

	Title
A	LGNZ Local Government Leaders' Climate Change Declaration

Jason Marris, 05 April 2019

Local Government Leaders' Climate Change Declaration

In 2015, Mayors and Chairs of New Zealand declared an urgent need for responsive leadership and a holistic approach to climate change. We, the Mayors and Chairs of 2017, wholeheartedly support that call for action.

Climate change presents significant opportunities, challenges and risks to communities throughout the world and in New Zealand. Local and regional government undertakes a wide range of activities that will be impacted by climate change and provides infrastructure and services useful in reducing greenhouse gas emissions and enhancing resilience.

We have come together, as a group of Mayors and Chairs representing local government from across New Zealand to:

1. acknowledge the importance and urgent need to address climate change for the benefit of current and future generations;
2. give our support to the New Zealand Government for developing and implementing, in collaboration with councils, communities and businesses, an ambitious transition plan toward a low carbon and resilient New Zealand;
3. encourage Government to be more ambitious with climate change mitigation measures;
4. outline key commitments our councils will take in responding to the opportunities and risks posed by climate change; and
5. recommend important guiding principles for responding to climate change.

We ask that the New Zealand Government make it a priority to develop and implement an ambitious transition plan for a low carbon and resilient New Zealand. We stress the benefits of early action to moderate the costs of adaptation to our communities. We are all too aware of challenges we face shoring up infrastructure and managing insurance costs. These are serious financial considerations for councils and their communities.

To underpin this plan, we ask that a holistic economic assessment is undertaken of New Zealand's vulnerability to the impacts of climate change and of the opportunities and benefits for responding. We believe that New Zealand has much at stake and much to gain by adopting strong leadership on climate change emission reduction targets.

We know that New Zealanders are highly inventive, capable and passionate about the environment. New Zealanders are proud of our green landscapes, healthy environment and our unique kiwi identity and way of life. Central and local government, working together with communities and business, can develop and implement ambitious strategies based on sound science, to protect our national inheritance and security.

Council Commitments

For our part we commit to:

1. Develop and implement ambitious action plans that reduce greenhouse gas emissions and support resilience within our own councils and for our local communities. These plans will:
 - a. promote walking, cycling, public transport and other low carbon transport options;
 - b. work to improve the resource efficiency and health of homes, businesses and infrastructure in our district; and
 - c. support the use of renewable energy and uptake of electric vehicles.
2. Work with our communities to understand, prepare for and respond to the physical impacts of climate change.
3. Work with central government to deliver on national emission reduction targets and support resilience in our communities.

We believe these actions will result in widespread and substantial benefits for our communities such as; creating new jobs and business opportunities, creating a more competitive and future-proof economy, more efficient delivery of council services, improved public health, creating stronger more connected communities, supporting life-long learning, reducing air pollution and supporting local biodiversity. In short, it will help to make our communities great places to live, work, learn and visit for generations to come.

Guiding Principles

The following principles provide guidance for decision making on climate change. These principles are based on established legal¹ and moral obligations placed on Government when considering the current and future social, economic and environmental well-being of the communities they represent.

1. Precaution

There is clear and compelling evidence for the need to act now on climate change and to adopt a precautionary approach because of the irreversible nature and scale of risks involved. Together with the global community, we must eliminate the possibility of planetary warming beyond two degrees from pre-industrial levels. This could potentially threaten life on Earth (Article 2 of the UNFCCC). Actions need to be based on sound scientific evidence and resourced to deliver the necessary advances. Acting now will reduce future risks and costs associated with climate change.

2. Stewardship/Kaitiakitanga

Each person and organisation has a duty of care to safeguard the life-supporting capacity of our environment on which we all depend and to care for each other. Broad-based climate policies should enable all organisations and individuals to do all they feasibly can to reduce emissions and enhance resilience. Policies should be flexible to allow for locally and culturally appropriate responses.

¹ These Guiding Principles are established within the: Treaty of Waitangi, Resource Management Act 1991, Local Government Act 2002, Civil Defence and Emergency Management Act 2002, Oslo Principles 2014, Principles of Fundamental Justice and Human Rights.

3. Equity/Justice

It is a fundamental human right to inherit a habitable planet and live in a just society. The most vulnerable in our community are often disproportionately affected by change and natural hazards. Approaches need to consider those most affected and without a voice, including vulnerable members in our community, our Pacific neighbours and future generations.

4. Anticipation (thinking and acting long-term)

Long-term thinking, policies and actions are needed to ensure the reasonably foreseeable needs of current and future generations are met. A clear and consistent pathway toward a low carbon and resilient future needs to provide certainty for successive governments, businesses and communities to enable transformative decisions and investments to be made over time.

5. Understanding

Sound knowledge is the basis of informed decision making and participatory democracy. Using the best available information in education, community consultation, planning and decision making is vital. Growing understanding about the potential impacts of climate change, and the need for, and ways to respond, along with understanding the costs and benefits for acting, will be crucial to gain community support for the transformational approaches needed.

6. Co-operation

The nature and scale of climate change requires a global response and human solidarity. We have a shared responsibility and can not effectively respond alone. Building strong relationships between countries and across communities, organisations and scientific disciplines will be vital to share knowledge, drive innovation, and support social and economic progress in addressing climate change.


7. Resilience

Some of the impacts of climate change are now unavoidable. Enhancing the resilience and readiness of communities and businesses is needed so they can thrive in the face of changes. Protecting the safety of people and property is supported by sound planning and a good understanding of the risks and potential responses to avoid and mitigate risk.

THE FOLLOWING MAYORS AND CHAIRS SUPPORT THIS DECLARATION



Mayor Dave Cull
Dunedin City Council



Mayor Lianne Dalziel
Christchurch City Council



Mayor Grant Smith
Palmerston North City Council



Mayor Ray Wallace
Hutt City Council



Mayor Rachel Reese
Nelson City Council



Mayor Steve Chadwick
Rotorua Lakes Council



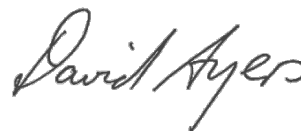
Mayor Wayne Guppy
Upper Hutt City Council



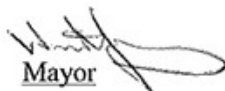
Mayor Don Cameron
Ruapehu District Council



Chris Laidlaw, Chair
Greater Wellington Regional Council



Mayor David Ayers
Waimakariri District Council



Mayor

Mayor Winston Gray
Kaikoura District Council



Mayor Bill Dalton
Napier City Council

Mayor Gary Tong, JP
Southland District Council

Mayor Lyn Patterson
Masterton District Council

Mayor Andy Watson
Rangitikei District Council

Stephen Woodhead, Chair
Otago Regional Council

Mayor Allan Sanson
Waikato District Council

Mayor Tony Bonne
Whakatane District Council

Mayor Justin Lester
Wellington City Council

Mayor K (Guru) Gurunathan
Kāpiti Coast District Council

Mayor Phil Goff
Auckland Council

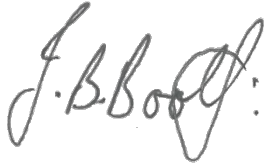
Mayor Bryan Cadogan
Clutha District Council

Mayor Sam Broughton
Selwyn District Council

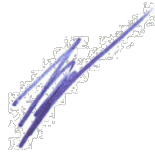
Mayor John Tregidga
Hauraki District Council

Rex Graham, Chair
Hawke's Bay Regional Council

Mayor Neil Holdom
New Plymouth District Council



Mayor John Booth
Carterton District Council



Mayor Viv Napier
South Wairarapa District Council



Mayor Alex Walker
Central Hawke's Bay District Council



David MacLeod, Chair
Taranaki Regional Council



Bill Shepherd, Chair
Northland Regional Council



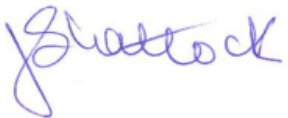
Mayor Tim Cadogan
Central Otago District Council



Mayor Tracy Hicks
Gore District Council




Mayor John Leggett
Marlborough District Council



Mayor Jenny Shattock
South Waikato District Council



Mayor Hamish McDouall
Whanganui District Council



Mayor Tim Shadbolt
Invercargill City Council



Mayor Sandra Hazlehurst
Hastings District Council



Mayor Brian Hanna
Waitomo District Council



Steve Lowndes, Acting Chair
Environment Canterbury

Doug Leeder, Chair
Bay of Plenty Regional Council

Mayor Jan Barnes
Matamata-Piako District Council

Alan Livingston, Chair
Waikato Regional Council

Mayor Garry Webber
Western Bay of Plenty District Council

Mayor Greg Brownless
Tauranga City Council

Bruce Gordon, Chair
Horizons Regional Council

Mayor Meng Foon
Gisborne District Council

Nicol Horrell, Chair
Environment Southland

Mayor Mike Tana
Porirua City Council

Mayor Richard Kempthorne
Tasman District Council

Mayor Alfred Preece
Chatham Islands Council

Mayor Malcolm Campbell
Kawerau District Council

Mayor Jim Mylchreest
Waipa District Council

Mayor Tony Kokshoorn
Grey District Council



Mayor Donna Favel
Ashburton District Council



Mayor Jim Boulton
Queenstown-Lakes District Council



Mayor John Carter
Far North District Council



Mayor Michael Feyen
Horowhenua District Council



Mayor Max Baxter
Otorohanga District Council



Mayor Ross Dunlop
South Taranaki District Council

Response to petitions

Meeting: Kaipara District Council
Date of meeting: 02 May 2019
Reporting officer: Jason Marris General Manager Governance, Strategy and Democracy

Purpose/Ngā whāinga

To provide the council response to two petitions presented to the 28 March Council meeting.

Executive summary/Whakarāpopototanga

Council formally received two petitions at its 28 March meeting. One was a request to seal Waihue, Nichols, Lawson and Middleton Roads in Dargaville and the other was requesting action on uncontrolled dogs in the Dargaville area.

Staff have analysed the issues raised in the petitions and this report provides the response to Council in line with Council's Petitions Policy.

Recommendations/Ngā tūhunga

In relation to the petition seeking the sealing of Waihue, Nichols, Lawson and Middleton Roads in Dargaville, Kaipara District Council:

- a) thanks the petitioners and notes the request raised in their petition on the sealing of Waihue, Nichols, Lawson and Middleton Roads in Dargaville.
- b) requests that the Chief Executive writes to the petitioners advising:
 - of the situation with seal extensions within the approved Long Term Plan (LTP) budgets
 - the assessment of the roads in question relating to priority and air quality
 - of the option available to petitioners under the council's Road Seal Extension Policy.

In relation to the petition seeking action on the uncontrolled dogs in Dargaville, Kaipara District Council:

- c) thanks the petitioners and notes the requests raised in their petition on seeking action on the uncontrolled dogs in Dargaville
- d) notes that Council monitors the contractor's performance against the contract and current key performance indicators have been met approximately 95% of the time
- e) notes that the contractor has increased patrols and presence in the Dargaville area
- f) notes that a Section 17A review under the Local Government Act (2002) is being completed and will be reported to Council on 30 May 2019.
- g) requests that the Chief Executive writes to the petitioners advising them of this information.

Context/Horopaki

Two petitions were received by Council formally at the 28 March 2019 Council meeting. They were:

1. Petition to start the process of completing the tarseal of Waihue, Nichols, Lawson and Middleton Roads, RD 2, Dargaville 0372 submitted by Klas Kronqvist and Suzanne Reinholds with 69 signatures. The petition text is available at **Attachment A**.
2. Uncontrolled dogs in Dargaville petition submitted by Mr. Graham Jones with 111 signatures. The petition text is available at **Attachment B**.

The council petition policy advises that the Chief Executive will refer the petition to Council with recommendations, which this report does.

Discussion/Ngā kōrerorero

The following provides information from staff on the petitions.

Petition to start the process of completing the tarseal of Waihue, Nichols, Lawson and Middleton Roads

Background

There is a general preference by residents living adjacent to, or using unsealed roads, to have roads sealed. Council's unsealed network is approximately 1,100km (approximately 72% of its roading network).

Historically, sealing unsealed roads was generally subsidised by the NZ Transport Agency (NZTA) provided the road met the minimum benefit cost (BC) threshold set at the time by the NZTA, and Council included annual budgets to implement its seal extension programme. Unfortunately, the NZTA amended its rules to focus on other priorities (as set by the government through its Government Policy Statement on land transport) and generally the NZTA now does not subsidise the sealing of unsealed roads (the threshold is much higher).

The roads in question

The length of the unsealed roads included in the petition to be sealed are:

- Waihue – 14,454m
- Middleton – 1,232m
- Nichols – 2,852m
- Lawson – 841 m

Total – 19.4km

At approximately \$400-\$500 thousand per kilometre to seal, it would cost an estimated \$7.8 million to \$9.7 million to seal these roads.

To seal a 150m strip in front of each dwelling (initial stage as per the petition) would cost an estimated \$75,000 per site depending on the number of strips to be sealed (economies of scale would affect the average cost). The number of dwellings along the 19.4 kilometres potentially affected by the dust nuisance has not been confirmed.

The petition states that 'The Northland Regional Council's dust monitoring in 2016/17 shows that it is a health hazard in our area and ...'. Of the 16 days Waihue Road was monitored for PM₁₀, it recorded one day that exceeded the National Environmental Standards for air quality for public health protection, and the average result is well below this.

The volume of traffic is only one of many criteria taken into consideration under NZTA's guidance document 'Impacts of exposure to dust from unsealed roads'. Taking all the factors into account and from the proportion of our unsealed network assessed in accordance with this guidance document to date, Waihue Road sits 10th on our prioritised dust risk list, Middleton Road 15th, and Nichols Road 17th (Lawson Road has not yet been assessed).

Options for funding

Options for funding seal extensions include:

- developers sealing roads as part of their development;
- Council sealing roads when funded via development and/or financial contributions;
- local ratepayers and/or residents privately funding seal extensions;
- Council funded seal extensions (subsidised by NZTA or fully funded by Council).

When preparing the 2018-2028 Long Term Plan (LTP), budgets for the sealing of unsealed roads were provided in the LTP from Year 4 onwards. As such no seal extensions are currently being undertaken by Council.

Council has a Road Seal Extension Policy that provides a mechanism for local ratepayers and/or residents seeking the sealing of their respective roads. This policy sets out the criteria for considering private seal extension requests from ratepayers and/or residents, funding arrangements and timing of proposed private seal extensions.

Petition to take action on uncontrolled dogs in Dargaville.

Background

Dog management is contracted out to Armourguard (the contractor) in a shared contract with Whangarei District Council. Council and its contractor must act within the legislative confines of the Dog Control Act 1996 (DCA).

The current contracted services has been carried out since 2016. Over this period of time it has been identified that there is a perception of customer dissatisfaction which has resulted over the previous 12 months with an increase in complaints being received by Council with regard to dog nuisances. There is now a growing reality that the currently contracted services may not be meeting the needs of the Dargaville community in particular.

This has led to an in depth investigation under section 17A of the Local Government Act 2002 to review whether the current contract remains fit for purpose. The contract/agreement must cover key matters such as service levels, value for money, performance assessment, reporting, risk management and accountability.

Part of the investigation and review process has involved the mapping of statistical data going back to the beginning of this financial year. The data reveals 316 reports of wandering dogs predominantly specific to the Dargaville area shown at Table 1 below.

Table 1: Wandering dog complaints in Dargaville area (July 2018 – March 2019)

Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Numbers	44	42	37	35	50	29	41	24	14

In response to the complaints received, over the previous nine months, Dargaville has been mapped into patrol areas, with a focus on enforcement measures in relation to wandering dogs and non-compliant dog owners. A summary of the number of dog patrols in the Dargaville area is shown at Table 2, overleaf.

Enforcement involves any of the following actions – infringements for non-compliance with the DCA, impounding of dogs, rehoming or euthanasia of dogs. Prosecution may also be an action that Council would consider to proceed with following an investigation with conclusive evidence.

Table 2: Dog patrols carried out in Dargaville area (July 2018 – March 2019)

Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Numbers	54	66	45	45	9	40	27	31	40

It is essential that all dog nuisances are reported with as much information as possible, to the free phone number 0800 105 890 which is available 24 hours a day, seven days a week. It is recognised that it may not be possible to get all information, however, details such as description/photos of the dog, address of the dog etc. are useful.

Contractor performance

Council has set key performance indicators (KPIs) for the contract. Council monitors performance weekly and meets with the contractor regularly. The current contractual agreement between Council and Armourguard provides for enforcement response times for all call outs which are categorised as follows:

- Priority 1 – which requires a 1-hour response with regard to dog attacks, dogs rushing, stock and noise complaints and general bylaws.
- Priority 2 – which allows a 2-hour response with regard to dogs wandering, dogs barking, dogs into refuse, parking complaints and general bylaws that are not considered a Priority 1.
- Priority 3 – which allows a 24-hour response with regard to dog conditions, dog bylaws, fowling, parking and other bylaw complaints that are not a Priority 1 or 2.
- Priority 4 – which allows a 48-hour response with regard to dog (complaints that are not a Priority 1, 2 or 3), unregistered dogs and general bylaws (historic complaints).

To date there is little to validate that the current KPIs are not being met in accordance with the current contractual agreement. KPIs have been met approximately 95% of the time. However, it is recognised that understaffing and travelling distances may be contributing to a perceived lack of service to Council.

Action taken by Council

Patrolling: Armourguard have carried out a more comprehensive patrolling and monitoring regime for wandering dogs within the Dargaville immediate areas. During the previous nine months five hot spot areas have undergone regular and random monitoring. This has resulted in enforcement measures being taken by Council under its legislative powers. The patrols are being strategically carried out at varying hours to give a better picture, scope and extent of the uncontrolled dog issues specific to the Dargaville township area.

Table 3, overleaf, provides a recent snapshot summary of the patrols undertaken in Dargaville during March 2019.

Public education: Council has recently responded to multiple print articles addressing the ongoing issues with regard to responsible dog ownership and to bring to dog owners' attention the penalties for non-compliance. This is an on-going piece of work.

Review of the service: Under the Local Government Act (2002), staff have instigated a Section 17A review of the currently contracted services. There are various options being investigated including the possibility of allowing an "in-house" response during business hours and utilising a contractor for afterhours call outs and public holidays. This review is a robust process where all options are analysed to identify the best method that Council should employ to deliver animal control services in the district. The review is well under way and results are expected to be reported to Council on the 30th May 2019.

Table 3: Patrolling undertaken in March 2019 of Dargaville and surrounds

Date	Time	Area	Result
17/03/2019	0915 hours	Zone 4 and Finlayson Park	No dogs located
17/03/2019	1000 hours	Zone 5	No dogs located
16/03/2019	1110 hours	Zone 5	No dogs located
16/03/2019	1000 hours	Zone 4 and Finlayson Park	No dogs located
16/03/2019	0330 hours	Zones 1, 2, 3, 4	No dogs located
15/03/2019	0130 hours	Zone 5	No dogs located
15/03/2019	0335 hours	Zones 1, 2, 3, 4	No dogs located
14/03/2019	0900 hours	Zones 1, 2, 3, 4	No dogs located
14/03/2019	0135 hours	Zones 1, 2, 3, 4	No dogs located
13/03/2019	1200 hours	Zone 5	No dogs located
13/03/2019	2135 hours	Zones 1, 2, 3, 4	No dogs located
11/03/2019	1430 hours	Zone 5	No dogs located
11/03/2019	1900 hours	Zones 1, 2, 3, 4, 5	1 dog observed but unable to uplift (could not apprehend)
9/03/2019	1120 hours	Zones 1, 2, 3, 4	No dogs located
9/03/2019	0210 hours	Zones 1, 2, 3, 4	No dogs located
8/03/2019	0245 hours	Zones 1, 2, 3, 4	No dogs located
8/03/2019	0110 hours	Zones 1, 2, 3, 4	No dogs located
8/03/2019	2330 hours	Zones 1, 2, 3, 4	No dogs located
7/03/2019	1300 hours	Zone 5	No dogs located
7/03/2019	1230 hours	Zones 1, 2, 3, 4	No dogs located

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 publication on the website.

Next steps/E whaiake nei

The petitioners will be advised of the information provided in this report.

Attachments/Ngā tapiritanga

	Title
A	Petition text to start the process of completing the tarseal of Waihue, Nichols, Lawson and Middleton Roads, RD 2, Dargaville 0372
B	Petition text for the Uncontrolled dogs in Dargaville petition

Jason Marris, 16 April 2019

27 February 2019

Dear Dr Jason Smith and Kaipara District Council,

If our metal roads are further 'improved' without tar-sealing them is that not actually doing a disfavour to our residents as the traffic is then able to travel faster than ever before? This is exactly what has happened to us. So, If EVERYONE, with reference to the Mayor's Memo in the "Lifestyler" dated February 26, 2019, is asking for the roads to be sealed should this not be the Council's priority?

Please find enclosed our petition calling for the completion of **tar sealing** Waihue, Middleton, Nichols and Lawson Roads, RD2, Dargaville 0372. In a democracy, where there is consensus, the will of the people ought to be abided by or it's not a true democracy?

Our roads need to be sealed urgently since metal roads are **hazardous to our health** – the ensuing dust from vehicles is causing breathing problems for many of us – and breathing fresh air is an essential part of maintaining a healthy lifestyle - both physiologically and psychologically. The World Health Organisation (WHO) cites evidence that fine particulate matter (PM) causes **chronic illness** such as:

> respiratory infections

>lung cancer and

>cardiovascular disease.

Furthermore, WHO states that dust is a major contributor to **Air Pollution** (In "Most polluted countries in the world" by Julianne Couch Feb 18, 2019 MSN News). This needs to be addressed urgently. Also, we are being **neglected** and are missing out on **essential infrastructure**. We are literally being left in the dust! This simply is not good enough. Our roads need to be sealed.

Another important reason is the **nuisance factor** of dust, it gets everywhere – covering our houses, on our decks, in our guttering and in our water tanks. The dust covers our buildings and many of us spend endless hours trying to rectify this unnecessary but very real problem. Sadly, this is time that we will never get back or even get compensated for. Also, the dust gets onto our gardens where we grow produce that we eat at our tables, onto our washing that we're only able to hang out according to wind and dust levels and of course the dust is ingested by our animals and livestock; to their detriment. We humans are unable to enjoy going outside or even open windows because of this. This is a terrible situation to be in. These roads must be sealed.

We have received **overwhelming support** from the Waihue Community of Ratepayers and Residents, with 69 signatures collected, many of whom have been long suffering in terms of poor road maintenance. Ironically, since the harvesting of logs started in 2012 the roads out here have improved dramatically. Even though the current Council could be commended for the work that they have achieved in bringing our roads up to the current standard the result has proven to be a double-edged sword, as vehicles now can travel faster on the smoother roads and stir up more dust than ever before. The

dust haze can be seen hanging over the valley from Dargaville (see photo taken of the corner of Middleton and Waihue Rd). It looks like, it did over LA in the 1980s.



We wonder whether the Multi- National Forestry Companies and local Contractors are contributing enough to the Council's roading network? In fact, the Metal Trucks appear to have consent to carry metal from their private Quarry in the Mangakahia Block, at the end of Middleton Road to other collectively owned properties in Nichols, Avoca Roads and elsewhere, until 2020. This consent was given without any local Community Consultation. Surely this is in serious breach of the Resource Management Act and we question the legality of the owners of the Mangakahia Block moving vast quantities of rock elsewhere.

Furthermore, **the Council's criteria** for sealing roads based on the volume of traffic (though we receive more than our fair share in terms of heavy vehicles with disastrous dust consequences) is **flawed**, in that it does not consider health and safety factors. The Northland Regional Council's dust monitoring in 2016/17 shows that it is a **health hazard** in our area and a copy of this is enclosed. Please note that this was carried out prior to the improvements of our roads and the situation is now reaching a critical stage. We have endured 7 years of living inside a dust bowl and we have at least another 3 years to go, this time around.

Now is the time for positive action. Recently, the water table restoration work has lifted the standard and level of our roads. A good starting point would be to **seal the road**

outside people's houses that are badly affected by dust. However, this is admittedly 'only effective up to a point. Large vehicles drag the dust along in their slip-streams so they are still effectively stirring up dust particles. We have found this to be the case where the Forestry Company has trialled Magnesium Chloride on the road outside our property in Middleton Road. We ask that the Council urgently give their seal of approval to this essential work.

Lastly, we ask for the KDC's assurance that our roads **WILL be sealed** - sooner rather than later – if only initially in stages outside people's houses but ultimately our roads will be sealed in their entirety and a time frame for this to be provided.

Yours sincerely



Klas Tore Kronqvist & Suzanne Jane Reinholds

54 Middleton Rd

RD2 Dargaville 0372

CC.

Penny Smart (Northland Regional Council)







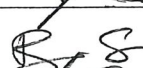


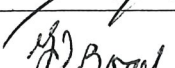
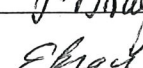
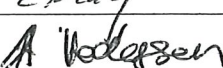
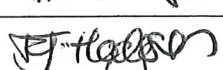
Shane Jones MP (Associate Minister of Roding)

Phil Twyford MP (Minister of Transport)

Petition to start the process of completing the tarseal of Waihue, Nichols, Lawson and Middleton Roads, RD2 Dargaville 0372

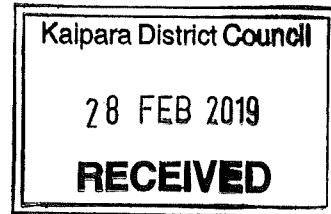
1. We, the undersigned residents, urgently request that our dusty gravel roads be permanently sealed. Vehicles, including heavy trucks, frequent our roads on a daily basis. The resulting dust - apart from being a health hazard adversely affecting human and livestock health - is also a significant nuisance; the dust gets everywhere i.e. our roofs and guttering that we rely on to collect our drinking water and often heavily reduces our visibility when we are driving on the roads.
2. We believe that the criteria used by the Council for the sealing of roads i.e. The volume of traffic (number of vehicles) is flawed. Health and safety factors must be considered. The Northland Regional Council's Dust monitor readings in February 2017 (refer to attached letter) showed us that Waihue is the second worst affected road in the Kaipara, even during an unseasonal wet spell.
3. Our goal is to have the worst affected areas sealed first i.e. the stretches of road outside where people live.
4. Our roads have already had a lot of much needed money spent on them; restoring the water table and it would make economic, long term sense to seal our roads now.
5. We will reap the economic benefits through sound infrastructure in Forestry and Farming and improve the air and life quality of residents!

Yours sincerely,

Name:	Address:	Signature:
Klas Tore Krongvist	54 Middleton Rd	
Suzanne Jane Reinholds	54 Middleton Rd	
Paki Brass	1859 Waihue	
Chalise Herbert	1859 Waihue	
JEFF LAMBORN	2288 2288 WAIHUE	
John Shepherd	2065 Waihue Rd	
Betty Shephed	2065 Waihue Rd	
Bronson Shephard	2065 Waihue rd	
MELISSA SAMUELS	2065 WAIHUE RD	
Fred Bray	2034 Waihue Rd.	
Emilda Bray	2034 Waihue Rd.	
Aaron Hodgson	2136 Waihue RD	
Tara Hodgson	2136 Waihue Rd	

28 February 2019

TO: Kaipara District Council



We the undersigned petition Council to undertake immediate action regarding the obvious problems with uncontrolled dogs in Dargaville.

What is happening now:

- (1) Uncontrolled dogs are seen regularly roaming the streets, both in daytime and at night;**
- (2) Some of the dogs are 'friendly' – or rather are unconcerned about pestering people;**
- (3) Others display antagonism towards people, and at times attacks have occurred;**
- (4) Many people are hesitant to walk along some streets, and in fact some will not now walk at all due to this menace.**

We do not accept that as members of the public we should be fearful of walking in our town because of this problem.

We believe Council has a duty to protect the safety of its citizens, and we have to report that our approaches so far have brought little (if any) action. It must be said that Council staff, the Dog Control contractors, and even the Mayor have shown little interest in carrying out this duty under urgency.

It is unacceptable to postpone the matter to a later date or time, which we know would only proceed at a glacial pace. There are rules in place right now.

What needs to happen:

- (1) One or more members of the plentiful Council staff (not the Dog Control contractor which has proved totally inadequate) needs to knock on doors to ascertain where dogs are kept, whether they are registered, do they belong there, are there others 'farmed out', are they under adequate control; our suggestion is to start in the area east of (but including) Awakino Road and incorporating Ranfurly Street.**
- (2) Following that it is suggested the same action be undertaken throughout Dargaville, as the problem is known to be widespread.**
- (3) In the event that unregistered dogs are found, immediate registration be required, failing which the dogs be impounded until registration (plus the pound fine) is paid.**
- (4) If payment not received within a reasonable period (say two weeks) the dogs be offered to new owners or destroyed.**

As concerned members of the public we do not think these requests are unreasonable; we point out that at the time when hydatids was prevalent such steps were taken; no one escaped.

It is accepted that this item is on today's agenda, but given the absence of affirmative action we have no confidence that anything will change.

Postponing a review of the rules to March does not acknowledge the seriousness of the problem.

The public are at risk right now.

5 Information

Representation Review – Local Government Commission Decision

Meeting: Kaipara District Council
Date of meeting: 02 May 2019
Reporting officer: Jason Marris, General Manager Governance, Strategy and Democracy

Purpose/Ngā whāinga

To present the decision from the Local Government Commission (the Commission) on the Kaipara District representation arrangements.

Executive summary/Whakarāpopototanga

The Commission released its decision on the representation arrangements for the Kaipara District on 08 April 2019. The Commission's determination endorses the council's final proposal of four wards with two councillors elected from each, with no community boards. These arrangements apply to the local government elections this year.

Council will include this decision in its communications programme for the 2019 elections, so that the public is informed and educated in advance.

Recommendation/Ngā tūtohunga

That Kaipara District Council:

- a) Notes that the Local Government Commission has endorsed the council's final proposal on the Kaipara District Representation Review arrangements, being four wards with two councillors elected from each, and no community boards.
- b) Notes that these arrangements apply for the 2019 local government election.
- c) Notes the recommendation that a representation review process be completed for the 2022 election cycle taking into account updated population data, with a suggested focus on community boards.

Context/Horopaki

The Local Electoral Act 2001 (LEA) requires every local authority to undertake a review of their representation arrangements at least once every six years. These reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of these wards. Reviews also include whether there are to be community boards and if so, arrangements for these boards. Representation arrangements must provide fair and effective representation for individuals and communities.

Council last reviewed its representation arrangements before the 2013 triennial elections (cancelled) and was required to undertake a review before the 2019 triennial elections.

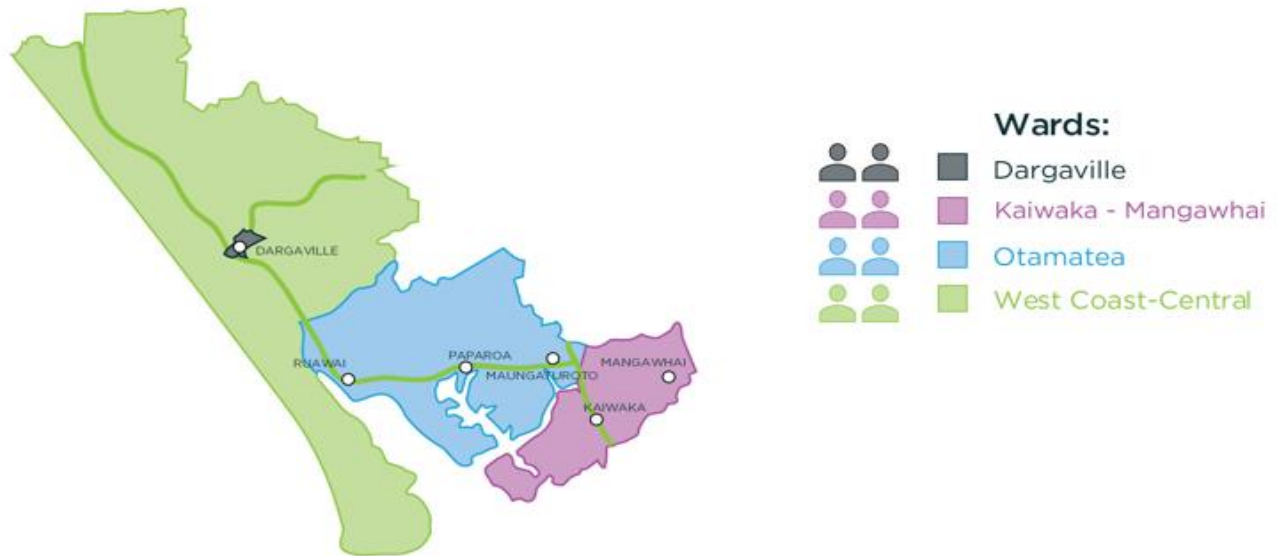
A representation review process was conducted in 2018 by Council, culminating in a final decision being adopted in October 2018. The council decision was appealed by four submitters and the Commission held a hearing on 14 March 2019. All documentation relating to the representation review process is available on the council's website.

The Commission released its decision on 08 April 2019, available in full at **Attachment A**. The determination endorsed the council's final proposal which was:

- The district consisting of four wards being (Dargaville, West Coast-Central, Otamatea and Kaiwaka-Mangawhai) with two Councillors to be elected from each.
- No community boards to be established.

For clarity, **Map 1** below highlights the final proposal endorsed by the Commission in its determination.

Map 1 – Ward structure for the 2019 Kaipara District Council election



These arrangements apply to this year's elections and the council has been asked to consider completing another representation review in three years, to take into account updated data, and consider including a focus on community boards.

Significance and engagement/Hirahira me ngā whakapāpā

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

Next steps/E whaiake nei

The decision from the Commission concludes the representation review process.

The public has been informed of the Commission's decision by a media release, updated website and through social media. The Commission also announced their decision via media release and updated their website. The Commission also informed the appellants directly.

It is important that the community is educated and understands these representation review arrangements prior to the 2019 elections. Information on the decision will be included in the rates newsletter sent to all ratepayers in April. A communication programme will also be incorporated into the council election work to improve the understanding in our communities.

Attachments/Ngā tapiritanga

Number	Title
A	2018/19 Representation review – Local Government Commission decision

Jason Marris, 08 April 2019



Determination

of representation arrangements to apply for
the election of Kaipara District Council
to be held on 12 October 2019

Background

1. All territorial authorities are required under sections 19H and 19J of the Local Electoral Act 2001 (the Act) to review their representation arrangements at least every six years. These reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of those wards. Reviews also include whether there are to be community boards and, if so, membership arrangements for those boards. Representation arrangements are to be determined so as to provide fair and effective representation for individuals and communities.
2. The Kaipara District Council (the council) last reviewed its representation arrangements prior to the 2013 local authority elections.¹ Therefore, it was required to undertake a review prior to the next elections in October 2019.
3. At the time of the last review, the council's initial proposal was to retain the existing three wards but to add an additional councillor in order to comply with statutory fair representation requirements. The initial proposal was also for there to continue to be no community boards in the district. Following the consideration of submissions on its initial proposal, the council resolved to amend its proposal by retaining the existing eight councillors and to alter the boundary between two wards in order to comply with statutory fair representation requirements. One appeal against the council's proposal was received.
4. After considering the appeal, the Commission endorsed the council's proposal for a council comprising the mayor and eight councillors elected from three wards, and for there to be no community boards. As a result, the ward arrangements for the 2016 elections were as set out in the following table.

¹ On 6 September 2012, the Minister of Local Government appointed four commissioners to perform and exercise the responsibilities, duties and powers of the Kaipara District Council. The Gazette notice of these appointments advised that the October 2013 triennial elections of the council were cancelled and the next general election of the council would be held on 17 October 2015. The Commission's determination was therefore to apply to those elections. Subsequently, the 2015 election was not held with the next election held at the time of the 2016 triennial local authority elections.

Ward	Population*	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
West Coast-Central	6,910	3	2,303	-93	-3.88
Dargaville	4,440	2	2,220	-176	-7.35
Otamatea	7,820	3	2,607	+211	+8.81
Total	19,170	8	2,396		

*Based on Statistics NZ 2011 population estimates

5. For its current review, the council undertook some informal consultation with the community by way of a survey between 30 April and 18 May 2018. A total of 78 responses were received. In summary, these showed:
 - 65% wanted a ward system retained, 14% wanted an at large system, 19% wanted a mixed system
 - 44% were happy with the current ward names, 21% were not
 - 55% wanted eight councillors retained, 22% wanted nine councillors
 - 53% wanted community boards, 37% did not.
6. At a series of briefings, the council considered a number of representation options. These included seven, eight or nine councillors; three or four wards; a mix of four councillors elected at large and four elected from four wards; at large representation with community boards.
7. At a meeting on 26 July 2018, the council adopted its initial representation proposal. This was for a council comprising the mayor and eight councillors elected from four wards as set out in the following table.

Ward	Population*	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
West Coast-Central	5,830	2	2,915	+95	+3.37
Dargaville	5,080	2	2,540	-280	-9.93
Otamatea	5,480	2	2,740	-80	-2.84
Kaiwaka-Mangawhai	6,170	2	3,085	+265	+9.40
Total	22,560	8	2,820		

*Based on Statistics NZ 2017 population estimate

8. In addition to a new fourth ward, the proposal included a boundary change between the West Coast-Central and Otamatea wards involving the transfer of the Ararua/Matakohe area from West Coast-Central Ward to Otamatea Ward. This would result in a return to the previous boundary altered in the Commission's 2012 determination in order to achieve compliance with fair representation requirements.
9. The proposal was also for there to continue to be no community boards in the district.

10. The council notified its initial proposal on 1 August 2018 and called for submissions by 31 August 2018.
11. The council received 81 submissions with 28 supporting the proposal and 53 opposing the proposal.
12. At a meeting on 9 October 2018, the council, after considering the submissions, resolved to adopt its initial proposal as its final representation proposal.
13. In notifying its final proposal, the council gave the following reasons for its decisions:
 - a) *the east/west balance*: the four-ward structure, two in the east (with four councillors) and two in the west (with four councillors) provides balanced representation for the district's communities and individuals
 - b) *the number of councillors*: eight councillors provide fair and effective representation, this was supported by preliminary consultation prior to the initial proposal, plus significant opposition to nine councillors when considered at the last representation review
 - c) *adequate representation of Mangawhai area*: the establishment of a new Kaiwaka-Mangawhai Ward (with two councillors) directly addresses the need for representation from the south-east of the district
 - d) *recognition of communities of interest*: the proposed ward structure reflects the district's different communities of interest (specifically reflecting community involvement and access to goods and services)
 - e) *democratic process*: the final proposal meets the legislative requirements of identifying communities of interest and providing fair and effective representation.
14. The final representation proposal was notified on 12 October 2018 and appeals invited by 12 November 2018. Four appeals against the council's final proposal were received.

Appeals against the council's final proposal

15. Appeals against the council's final proposal were received from:
 - Helen Curren – appealed against the proposed ward arrangements and particularly under-representation for the Mangawhai community.
 - Craig Prouting (on behalf of Hakarau Community Hall and Domain Society) – appealed against the name of Kaiwaka-Mangawhai Ward.
 - Clive Boonham – appealed against the council's failure to properly consider the principles of the Local Electoral Act in determining its final proposal and some process issues.
 - Paul Smith – appealed against the council's failure to meet the fair representation requirements of the legislation.

Hearing of appeals

16. The Commission met with the council and three of the appellants who wished to be heard, at a hearing held in Mangawhai on 14 March 2019.
17. The council was represented by mayor Jason Smith and chief executive Louise Miller.

Matters raised at hearing and in appeals

Kaipara District Council

18. The mayor gave a presentation outlining the process the council had undertaken during the review, the decisions reached and some context for those decisions. This context included that Dargaville with a population of 4,200 and Mangawhai with a population of 3,700, had about a third of the district's population and were an hour and a half drive apart. He also described Kaipara as having the fastest growing population in the North Island with most of this occurring in the east of the district.
19. One of the difficulties the district faced was reconciling the interests of the resident population with those of non-resident ratepayers which reflected the high and growing number of second/holiday homes in the district.
20. In relation to the issue of community boards, the mayor said he saw a risk of over-governing and that he considered the wards were a better reflection of communities of interest.
21. In response to a question, the mayor said one of the key issues was for the council not to promote or be seen to promote a 'hard line' between the eastern and western areas of the district which were very different in nature.

Helen Curreen

22. Ms Curreen noted she was the sole appellant in the council's previous review and that appeal was for similar reasons. Her main concern was what she considered to be ongoing under-representation for the eastern area of the district. The present representation ratios favour Dargaville with a level of over-representation (-9.93%) compared to under-representation for the Mangawhai area (+9.40%). This was despite population growth in the east and the high number of non-resident ratepayers and holidaymakers who don't get counted in a representation review.
23. She said she believed fair and effective representation for the district would help overcome the divide between east and west. She had supported the introduction of STV in Kaipara and believed a two-ward arrangement would be a better option. Ms Curreen said she would also support another review being carried out in three years.

Clive Boonham

24. Mr Boonham said he saw the council's proposal as destroying the long-established Otamatea community of interest by separating of the Kaiwaka-Mangawhai area which he described as integral to the ward. He said he also didn't see it as fair representation for Dargaville to be so close to the limit for over-representation while Mangawhai was close to the limit for under-representation.
25. Mr Boonham said while technically out of scope, population growth should be able to be taken into account in the review. He also referred to the council's decision-making process and challenged the mayor's use of his casting vote to carry the decision on the final proposal. In the circumstances he said he believed the proposal was not the proposal of Kaipara District Council and should be treated as a pro forma submission.

Paul Smith

26. Mr Smith said he was originally from the small settlement of Pahi in Otamatea Ward though recently he had spent more time in Dargaville with work. He described himself as an Otamatean and considered he knew the area well. He said he believed the ward did have a centre based in Maungaturoto. He believed separating off the proposed new ward would make it a more attractive 'apple' for Auckland to pick off.
27. Mr Smith said he believed the proposal did not properly meet requirements for fair representation across the district and considered non-resident population should also be taken into account.

Matters for determination by the Commission

28. Section 19R of the Act makes it clear that the Commission, in addition to consideration of the appeals and objections against a council's final representation proposal, is required to determine, in the case of a territorial authority, all the matters set out in sections 19H and 19J which relate to the representation arrangements for territorial authorities. This interpretation was reinforced by a 2004 High Court decision which found that the Commission's role is not merely supervisory of a local authority's representation arrangements decision. The Commission is required to form its own view on all the matters which are in scope of the review.
29. Given this requirement, any concerns expressed by appellants/objectors relating to the council's review process are not matters that the Commission needs to address. We may, however, comment on a council's process if we believe it would be of assistance to the council in a future review.
30. The matters in scope of the review are:
 - whether the council is to be elected from wards, the district as a whole, or a mix of the two
 - the number of councillors
 - if there are to be wards, the area, boundaries and names of wards and the number of councillors to be elected from each ward
 - whether there are to be community boards
 - if there are to be community boards, the area, boundaries and names of their communities, and the membership arrangements for each board.

Key considerations

31. Based on legislative requirements, the Commission's *Guidelines for local authorities undertaking representation reviews* identify the following three key factors when considering representation proposals:
 - communities of interest
 - effective representation of communities of interest
 - fair representation for electors.

Communities of interest

32. The Guidelines identify three dimensions for recognising communities of interest:

- *perceptual*: a sense of identity and belonging to a defined area or locality as a result of factors such as distinctive geographical features, local history, demographics, economic and social activities
 - *functional*: ability of the area to meet the needs of communities for services such as local schools, shopping areas, community and recreational facilities, employment, transport and communication links
 - *political*: ability to represent the interests of local communities which includes non-council structures such as for local iwi and hapū, residents and ratepayer associations and the range of special interest groups.
33. We note that in many cases councils, communities and individuals tend to focus on the perceptual dimension of communities of interest. That is, they focus on what intuitively they ‘feel’ are existing communities of interest. While this is a legitimate view, more evidence may be required to back this up. It needs to be appreciated that the other dimensions, particularly the functional one, are important and that they can also reinforce the ‘sense’ of identity with an area. In other words, all three dimensions are important but should not be seen as independent of each other.
34. In addition to evidence demonstrating existing communities of interest, evidence also needs to be provided of *differences* between neighbouring communities i.e. that they may have “few commonalities”. This could include the demographic characteristics of an area (e.g. age, ethnicity, deprivation profiles) and how these differ between areas, and evidence of how different communities rely on different services and facilities.
35. In the case of Kaipara District, the district covers an area stretching from the west coast to the east coast of Northland Region and includes the northern part of the Kaipara harbour. As part of the current representation review, the council recorded the district as comprising four defined communities of interest: the urban township of Dargaville; the rural western central/coastal area; the rural central inner harbour area; and the rural/urban eastern coastal area (including Mangawhai described on the council’s website as becoming increasingly popular as a lifestyle and holiday destination).

Effective representation of communities of interest

36. Section 19T of the Act requires the Commission to ensure that:
- the election of members of the council, in one of the ways specified in section 19H (i.e. at large, wards, or a mix of both) will provide effective representation of communities of interest within the city
 - ward boundaries coincide with the boundaries of the current statistical meshblock areas determined by Statistics New Zealand and used for parliamentary electoral purposes
 - so far as is practicable, ward boundaries coincide with community boundaries (where they exist).
37. ‘Effective representation’ is not defined in the Act, but the Commission sees this as requiring consideration of factors including the appropriate total number of elected members and the appropriate basis of election of members for the district concerned (at large, wards, or a mix of both).
38. The council comprised 10 councillors from its constitution in 1989 until the 2007 elections when this number was reduced to the current eight councillors. We note

there was majority support for this number of councillors in the council's preliminary consultation and also that when the council initially proposed an increase in the previous review there was strong community opposition to this.

39. The Commission's Guidelines note the following factors need to be considered when determining effective representation:
 - avoiding arrangements that may create barriers to participation, such as at elections by not recognising residents' familiarity and identity with an area
 - not splitting recognised communities of interest between electoral subdivisions
 - not grouping together two or more communities of interest that share few commonalities of interest
 - accessibility, size and configuration of an area including access to elected members and vice versa.
40. Four wards were established when the district was constituted in 1989 and remained until the 2007 elections when the number of wards was reduced to the current three. As part of the 2013 review, the council did consider options for re-establishing a fourth ward in the south-eastern area of the district, but these failed to attract strong council and community support at that time.
41. There appears to be continuing clear majority support for a ward system of representation in Kaipara District. Some debate does continue, however, over the most appropriate number of wards. In addition to the council's proposal to increase the number of wards from three to four, there was consideration of a two-ward structure by combining the West Coast-Central and Dargaville wards and retaining the current Otamatea Ward (to include the proposed Kaiwaka-Mangawhai Ward).
42. In the hearing both the mayor and the appellants described in some detail the nature of the communities of interest in the eastern and central areas of the district in particular. This included local schools, employment, shopping and other services, along with factors such as telephone listings, mobile phone coverage and connections to Auckland generally. The eastern area has also seen significant population growth as well as growth in both second/holiday homes and in numbers of tourists. On the other hand, we also heard that, contrary to some people's understanding, there is a level of growth in Dargaville which the council needed to address.
43. This presents quite a complicated picture when it comes to identifying current communities of interest for the purpose of achieving effective representation for these communities. Given the present level of growth, there is also a need to have the most up-to-date statistical information to reflect the current situation and future trends. In this regard the mayor said he would like to see the council undertake another representation review in three years rather than wait another six years.
44. On the basis the council does undertake another review in three years using the most recent population data, we have decided to endorse the council's final proposal for a council comprising the mayor and eight councillors elected from four wards, this includes a new Kaiwaka-Mangawhai Ward.
45. We believe the proposed name of the new ward is appropriate, enabling residents to more easily identify with the area than the more generic 'Eastern' name suggested by one appellant.

46. In making this determination, we note that Kaiapara District Council was one of the original councils that adopted the STV electoral system when it first became an option in 2004. Given the lapse of time and that the membership of the council has changed completely since then, we believe another review in three years' time would also provide a timely opportunity for the council to consider further the objectives of adopting STV. This should include consideration of the representation arrangements that will best help achieve these objectives such as the number and size of wards.

Fair representation for electors

47. For the purposes of fair representation for the electors of a district, section 19V(2) of the Act requires that the population of each ward divided by the number of members to be elected by that ward must produce a figure no more than 10 per cent greater or smaller than the population of the district divided by the total number of members (the '+/-10% rule').
48. The council's proposal for a council comprising the mayor and eight councillors elected from four wards, complies with the rule.

Communities and community boards

49. Section 19J of the Act requires every territorial authority, as part of its review of representation arrangements, to determine whether there should be community boards in the district and, if so, the nature of those communities and the structure of the community boards. The territorial authority must make this determination in light of the principle in section 4 of the Act relating to fair and effective representation for individuals and communities.
50. The particular matters the territorial authority, and where appropriate the Commission, must determine include the number of boards to be constituted, their names and boundaries, the number of elected and appointed members, and whether the boards are to be subdivided for electoral purposes. Section 19W also requires regard to be given to such of the criteria as apply to reorganisation proposals under the Local Government Act 2002 as is considered appropriate. The Commission sees two of these criteria as particularly relevant for the consideration of proposals relating to community boards as part of a representation review:
- Will a community board have an area that is appropriate for the efficient and effective performance of its role?
 - Will the community contain a sufficiently distinct community or communities of interest?
51. There have been no community boards in Kaipara District since its constitution in 1989 and none of the appellants specifically raised this matter. On this basis we also endorse this aspect of the council's proposal.
52. We note, however, that there was a reasonably strong level of support for community boards in the council's preliminary consultation. We suggest the council, as part of its next review, may wish to consider this option further and to consult particular communities, including those in the eastern area, as to whether it might address some of the concerns raised in the current review.

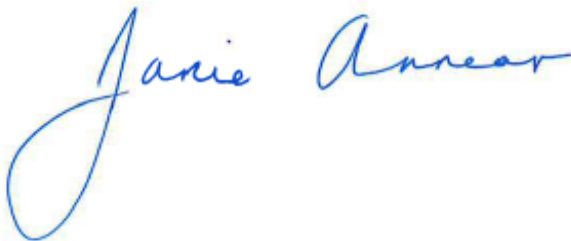
Commission's determination

53. Under section 19R of the Local Electoral Act 2001, the Commission determines that for the general election of Kaipara District Council to be held on 12 October 2019, the following representation arrangements will apply:
1. Kaipara District, as delineated on Plan LG-003-2019-W-1 deposited with the Local Government Commission, will be divided into four wards.
 2. Those four wards will be:
 - a) Dargaville Ward, comprising the area delineated on SO Plan 70435 deposited with Land Information New Zealand
 - b) West Coast-Central Ward, comprising the area delineated on Plan LG-003-2019-W-2 deposited with the Local Government Commission
 - c) Otamatea Ward, comprising the area delineated on Plan LG-003-2019-W-3 deposited with the Local Government Commission
 - d) Kaiwaka-Mangawhai Ward, comprising the area delineated on Plan LG-003-2019-W-4.
 3. The council will comprise the mayor and 8 councillors elected as follows:
 - a) 2 councillors elected by the electors of Dargaville Ward
 - b) 2 councillors elected by the electors of West Coast-Central Ward
 - c) 2 councillors elected by the electors of Otamatea Ward
 - d) 2 councillors elected by the electors of Kaiwaka-Mangawhai Ward.
54. As required by sections 19T(b) of the Local Electoral Act 2001, the boundaries of the above wards coincide with the boundaries of current statistical meshblock areas determined by Statistics New Zealand and used for parliamentary electoral purposes.

LOCAL GOVERNMENT COMMISSION

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Commissioner Pita Paraone (Chairperson)

A handwritten signature in blue ink, appearing to read 'Janie Annear', with a large, stylized initial 'J'.

Commissioner Janie Annear

A handwritten signature in black ink, appearing to read 'B. J. Duffy', with a large, stylized initial 'B'.

Commissioner Brendan Duffy

8 April 2019

5.2 Chief Executive's report for March 2019

Chief Executive **2002.02**

Recommended

That Kaipara District Council notes the Chief Executive's report for March 2019.



Chief Executive's Report

For the month of March 2019

Part One

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

Part Two

Financial Report to March 2019

Part One

a) Chief Executive Update – March

Our hearts went out to everyone affected by the tragic Christchurch events of 15 March. I attended a vigil at Taha Awa Gardens in Dargaville to show our support, and share our compassion.

As we reflected, one thing that stood out for me was the relevance of our Council values; the shared empathy we demonstrated, the shared consciousness that we're a diverse and inclusive team; the shared realisation our values are important for our future at Kaipara District Council. We continue to embed them daily.

We've been building the Provincial Growth Funding (PGF) team over March with Diane Bussey appointed as Kaipara Kickstart Programme Manager. She's working on establishing a programme framework that fits our organisation with a robust, scalable platform to deliver these projects successfully. The Kai for Kaipara funding agreement is with MBIE/PDU and the Kaipara Moana and Roding project governance discussions are ongoing. The funding agreements for the Roding (including Programme Support) and Kaipara Moana projects remain outstanding.

The Local Government Commission Hearing on the Representation Review took place 14 March. The Hearing gave appellants an opportunity to speak and I found their comments on Council's proposal, along with their wider comments on their community and council, very insightful. It was good to see that there was a wider community presence than just the speakers and it would be great if we can build this engagement, as we head towards our October elections.

The month also saw further progress on the Kaipara Moana Treaty Settlement Negotiations; as more details become available, it is clear that this will be a significant piece of work for KDC, not just in the short term.

b) Activities Report

1 Provincial Growth Fund

Kaipara Kickstart Programme update

On 03 February 2019 the Government announced the successful Provincial Growth Fund applications to strengthen Kaipara District's infrastructure, food and horticultural sectors.

The total programme budget from all funding sources is \$28.240 million which has been allocated across the projects as follows:

Programme Support	\$1.3 million
Roding & Infrastructure	\$21.01 million
Kaipara Moana	\$4.95 million
Kai for Kaipara	\$.98 million

Diane Bussey has been appointed as our Kaipara KickStart Programme Manager to establish a programme framework to deliver these projects successfully. Diane has been joined by Natalie Dyer as Programme Co-Ordinator. Project Managers have been identified and it is expected that a small programme team will be in place in the next few weeks.

The programme framework being built will be based on best practice that 'fits' our organisation and will be scalable to accommodate any additional PGF funded initiatives. This approach provides a robust and sustainable delivery mechanism whilst reducing governance and programme/project management duplication.

As part of establishing the programme, the funding sources have been reviewed and funding agreements progressed. The Kai for Kaipara funding agreement is with MBIE/PDU, after two review cycles and we are awaiting responses to our requests for clarification. The governance for the Kai for Kaipara project has been confirmed, however for Kaipara Moana and Roding projects the governance discussions are ongoing. MBIE/PDU are currently developing the governance terms of reference for the MBIE/PDU Programme Oversight Committee, once we have confirmed these terms, the local Programme Steering Committee will be able to be progressed.

The funding agreements for the Roding (including Programme Support) and Kaipara Moana projects remain outstanding. As well as confirming the terms of reference for programme governance, the funding sources for the Roding project have yet to be finalised. The funding expected from NLTF (NZTA) is being clarified, as well as the process for managing these funds via NZTA's TIO system. The delays to finalising these funding agreements will shortly start to impact the scope of work that can be completed within the timeframe, as we will become restricted with construction seasons, especially as regards the Roding project.

Programme team meetings have commenced, action registers are in place, risks are being identified in line with KDC risk processes and stakeholders are being identified and contact details registered.

Communications strategy and planning is also underway, with the first programme communication being a Frequently Asked Questions information sheet. Regular Kaipara Kickstart Programme reporting will be implemented by the end of April. A generic email address has also been set up being kickstart@kaipara.govt.nz – to provide an easy forum to capture queries and questions.

Other Kaipara PGF Initiatives have recently been announced, including the Northland Water Storage initiative and also a Regional Digital Hub based in Dargaville. The Water Storage initiative will be led and managed by NRC, our involvement is being discussed currently. Further details, including timing and other linkages with the Kaipara KickStart programme will be developed as these details become known.

Our focus for the April, will be to finalise the funding agreements with MBIE/PDU, complete the establishment phase of the programme, finalise programme team appointments and commence communication and engagement activities.

2 Roads and footpaths

March has been another busy month for maintenance and renewals across the district, with good weather allowing significant progress on many of the current works programmes.

Operational and Maintenance

Heavy metalling and routine grading of unsealed roads has begun now the wetter period has arrived. This is a significant programme of work between now and November due to the long hot summer the district experienced. Many of the district's unsealed roads are suffering from corrugations and dust, which cannot be avoided at the end of the dry summer period.

Finances as at 31 March 2019

Programme	NZTA budget 2018/2019 \$	Total Expenditure To date \$	% spent March	% spent YTD	Remaining Actuals vs NZTA \$
Local Road Maintenance	6,286,000	4,693,952	8.54	74.67	1,592,048
Capital	11,719,599	6,501,618	14.91	55.48	5,217,981
Network Asset Management	1,378,687	1,120,271	8.01	81.26	258,416
Grand Total	19,384,286	12,315,841	12.36	63.54	7,068,445

The capital programme budget is fully committed to utilize the NZTA approved budget.

Evaluation of the claim to date shows all work is on target and progressing well.

Capital

Rehabilitations and reseals of sealed roads for the 2018/2019 programme has almost come to completion, with approximately seven days' work to finish off the year's programme in April.

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 (except for the Tara Road to Insley Street portion which NZTA has accepted as a standalone project) for NZTA's consideration and approval. This Tara Road to Insley Street portion is out for tender and closes on 18 April. The single stage business case is expected to be completed and with NZTA for evaluation by May. Further discussions around the funding will happen after the evaluation.

Capital Projects:

Contract 884 Gorge Road Slips: Complete

Contract 885 Garbolino Road Slip: Complete

Contract 889 P-Cat LED Streetlight Conversion: 100% complete. RAMM data issues holding up final payment.

Contract 899 Tara Road Culvert Replacement: 55% complete. Physical works now expected to be completed mid May 2019.

Contract 900 Tangowahine Valley Road Bridges: 55% complete. Physical works expected to be completed end of June 2019.

Contract 902 Paparoa Oakleigh Three Slips: 2% Complete. Physical works expected to be completed early June 2019.

Contract 905 Bridge Structures Components: 90% complete with physical works expected to be completed early May 2019.

Contract 914 Pukehuia Road slip remediation Stage 2: Prices evaluated however due to ongoing discussions on Contract 839 termination, this contract will not be progressed. The incomplete works from Contract 839 have been temporarily managed through a lane closure with adequate traffic management in place.

Contract 917 V-Cat LED Streetlight Conversion: Light procurement contract awarded to Techlight with a discount for Regional supply under the NTA. Installation under joint NTA contract in procurement stage.

Contract 919 New Footpaths: Separable portion 1 - 99% complete (Separable portion 2 to be undertaken in the 2019/2020 financial year).

Contract 920 School Zone Improvements: 25% complete with physical works expected to be completed late April 2019.

Contract 923 Tomarata Bridge: Tender closed 15 March 2019. The evaluation of the tender is nearing completion.

Contract 924 Mangawhai Community Plan Stage 1:

- Insley Street and Moir Street shared paths – Tender closes 18 April 2019.
- Moir-Insley and Moir-Molesworth intersections – programmed to be constructed 2019/2020 financial year.

Road Safety

- A Drive Soba programme is underway with six offenders registered to take part.
- The Kaipara Alcohol Accord group have a Logo design competition underway.
- A child restraint education workshop and clinic held in Dargaville on 4 April.
- A Young Driver Learner Licence course is to be held in Dargaville in April.
- The Volunteer Mentor Driver programme had 23 students participate in Dargaville in March with 46 mentoring hours in total with one restricted licence obtained.
- Drive Smarta, a new speed education project, is being developed in conjunction with the NZ Police, District Court judges, ACC, NRC and a psychologist. The project seeks to address the behavioural issues of high speed / high risk drivers.

3 Parks and Reserves

- Contract 860: As per instructions from NZTA to suspend work in temporary traffic management environments, Downer has stopped mowing berms on State Highways. We are now waiting the outcomes of the review.
- Taharoa Domain: the campground is continuing to operate with temporary staff backed up by Council staff. Staff are currently looking at options moving forward for camp operations. We have applied for an amended building consent for the Lake Waikare Toilet Project after discussions with Te Roroa.
- Pou Tu Te Rangi Harding Park: The capital works programme is ongoing with vegetation clearance started. A Hui is to be held in April to discuss Pā signage.

- Mangawhai Community Park: Staff received the ecology report for the Park and are awaiting the hydrology report so they can continue with the resource consent for track formation. A paper is going to the Governance Committee in April to discuss changing the current works programme to allow for a toilet to be installed in the Pioneer Village and Museum area.
- Capital Works: Stage 1 of the Coastal Walkway project was met with resistance from some of the locals in Mangawhai. Although it is in the Mangawhai Community Plan, which has been consulted on and approved by Council, staff are now having to work through this and are receiving support for this walkway from other members of the community.
- TIF projects are progressing and will be carried over as per the agreed work plan with MBIE.

Project	Value	Committed Spend	% Progress
Mangawhai Coastal Walkway	\$494,000	\$375,133	76%
Mangawhai Walking Linkages	\$139,417	\$33,784	24%
Mangawhai Community Park	\$171,000	\$46,483	27%
Mangawhai Community Park MAZ carpark	\$100,000	\$39,000	39%
Mangawhai Heads Carpark	\$80,000	\$42,000	53%
Mangawhai Esplanade Development	\$60,000	\$22,383	37%
Matakohe Toilets (contributions TIF \$103,584 and Roding \$138,275)	\$256,050	\$21,307	8%
Maungaturoto Toilet (TIF contribution \$149,100)	\$292,450		
Public Toilets	\$172,450	\$29,250	17%
Playgrounds	\$50,000	\$25,833	52%
Park Improvements	\$50,000	\$37,798	76%
Baylys Beach Boardwalk (TIF contribution \$234,000)	\$368,740	\$14,200	4%
Hard Surface Renewal	\$50,000		0%
Taharoa Domain	\$174,000	\$64,345	37%
Kai Iwi Lakes	\$110,000	\$35,967	33%
Pou Tu Te Rangi Harding Park	\$100,000	\$23,277	23%
Cycleway/walkway implement strategy	\$99,000	\$68,020	69%
Community Infrastructure	\$30,000	\$21,037	70%
Dargaville Placemaking	\$25,000	\$25,000	100%
Total Spend	\$2,822,107	\$924,817	33%

4 Community Team Activities – March

The Kaihu Valley Rail Trail letters were sent to adjoining landowners. The letter was to inform them that a PGF application had been submitted.

We are working with the Baylys Beach Community Centre Trust to assist them with their project of building a community centre.

Creative Communities Scheme had twelve applications. The successful recipients are:

- Arty Farties – three applications total amount \$1,359.00;
- Dargaville Arts Association – two applications total amount \$1,656.36;

-
- Mangawhai Artists - \$1,546.80;
 - North Kaipara Maori Wardens - \$1,840.00;
 - Ripia Marae - \$1,200; and
 - The Kauri Museum - \$1,490.00.

Meetings were held with the following:

- Hakaru Pony Club & Hakaru Hall Committee members;
- NZ Fairy Terns – update on Licence to Occupy application - currently no suitable sites available;
- Girl Guide Hall – working with owner to get the building removed from Selwyn Park; and
- Age Concern - discussion to work in connecting this community of aged residents within their wider community.

A Kaiwaka Community Consultation Hui was held on 18 March 2019 with 51 community people attended the discussion.

Our Parks Team were in consultation with Jack Boyd Drive residents' on replacing palms on the median strip. The most popular replacement option was with both high and low plant cover.

The Coastal Walkways project team had a site visit in Mangawhai led by Resilio Design Studio to familiarise them with the landscape, background information and approach to be taken to define priority projects for further investigation.

We brought together key community organisation representatives in Paparoa to promote a collaborative project to improve non-vehicular connections throughout the village. A community workshop will be planned for May to share plans and create a vision.

Thelma Road North residents participated in a design workshop to create priority elements for landscaping the road end reserve where 11 priority elements were transformed into two designs to surround the new path from Mangawhai Heads Road.

Approximately 700 members of the community attended the Matakoho Bridge Project Community Day with NZTA, learning more about the shared path route for which resource consenting is underway. There was community interest in naming the three new roads with an action plan to follow.

Community and Parks Team met with members of the Piroa-Brynderwyn's Weed Action Group to support the start of actions in Mangawhai. The first volunteer day was held on 24 March where 12 volunteers, led by Belinda Vernon, carried out clearance of various species on the lookout walk at the surf beach.

As part of the Mangawhai Community Plan Coastal Connections stage 1, we held an Alamar Crescent Reserve information session with local residents. There was a high turnout, level of interest and objection to the path. More consultation is required on design options to increase awareness of walkways, improve both safety and accessibility without losing any reserve green space. Design options will be presented at a community workshop open to the wider community.

Te Kopuru has a newly formed community group - Te Kopuru Community Development Group. They are becoming an incorporated society and have strong community support.

There was a Digital Breakfast presentation held in the Dargaville Town Hall.

We supported a Community Mosque Massacre Vigil held in the Taha Awa Gardens.

5 Four Waters

Due to the prolonged dry weather and little rainfall during March, Council enforced a level four water restriction of the Dargaville Drought Management Plan, which is the critical stage. This means no water is for domestic use only and no water can be used outside. This applies to the Dargaville and Baylys area only.

Broadspectrum has been identifying and fixing a considerable number of leaks around the district during March, especially in the Ruawai township which contributed to a gain of approximately 7% in the water reservoir levels. Broadspectrum continued delivering the maintenance programme as requested, marking all assets while out in the field and capturing any defects on Asset Finda.

Inflow to the Mangawhai Wastewater Treatment Plant for the month of March 2019 totalled 14,075m³, which is down approximately 16% when compared to March 2018 volumes. Due to exceptionally dry conditions, the three month rolling average for Total Dissolved Solids (TDS) has remained marginally above the resource consent requirement; however, the three month rolling average for Total Suspended Solids (TSS) has dropped back below the resource consent threshold.

Trility have been awarded the contract to upgrade the pump station at the village in Mangawhai with works due to start in April 2019.

In Flood Protection, both the floodgate at Te Hapai and the Raupo stopbank improvement programme have been completed. The Murphy Bowers project is completely stalled awaiting the outcome of landowner negotiations.

The 2018/2019 Four Waters capital works programme is well underway and summarised as follows:

- Sewer pump station VA Mangawhai (CON909) has been awarded during March with construction due to start in April;
- Sewer pump station 2 and rising main in Dargaville (CON913) has been awarded and construction has commenced;
- Dargaville High School watermain relocation (CON903.01) construction is complete;
- Baylys Coast Road to Logan Street watermain replacement (CON910.01) has been awarded with construction due to start in April;
- Maungaturoto raw watermain replacement (CON911.01) stage one construction - submissions are currently being evaluated with the construction award to take place in early April;
- Montgomery Avenue and Ruawai watermain replacements (CON912) construction work have been awarded, with works due to commence late March/early April;
- Mangawhai Wastewater Treatment Plant Upgrade – plant and equipment procured;
- Quail Way Stormwater improvements (CON879) is progressing. There have been delays in the programme, but it is expected to be completed prior to June 2019; and

- The Mangawhai Community Wastewater Scheme Irrigation extension (CON906) - construction is well underway with the contractor laying main lines. There may be a slight delay in the programme due to the completion of a transformer upgrade by Northpower.

There has been progress in rectifying the non-compliance at the Kaiwaka Wastewater Treatment Pond, as a report with options has been received from the consultant currently investigating the issues.

6 Solid Waste

The Bickerstaffe Road Closed Landfill rehabilitation tender is on track for early completion.

Stage one of works at the Dargaville Closed Landfill has been completed with approval given to commence stage two which will see the job completed this financial year and under budget.

The Hakaru Closed Landfill project will trial the proposed leachate treatment system prior to committing to a detailed design.

There is currently a survey available through the People's Panel platform to gauge residents' thoughts on changes to the way we carry out the solid waste activity. The results from this survey will be used to format and assess options for formal consultation later in the year.

Overall Committed Budget % for Four Waters and Solid Waste

Activity	Budget Total	Committed Funds	% Progress
Water Supply	\$1,798,198	\$1,552,728	86%
Wastewater	*\$5,126,595	\$4,057,739	79%
Stormwater	\$1,367,935	\$1,266,035	93%
Flood Protection	\$547,500	\$80,073	15%
Solid Waste	\$1,235,549	\$389,356	32%
Overall Committed Funds - 4 Waters	\$9,498,511	\$7,345,931	77%

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

7 Business Excellence

Mangawhai Community Plan (MCP)

Overall programme focus ahead

- Meeting with Community Advisory Panel, Elected Members and staff prior to Coastal Walkway design options workshop mid-April;
- Launch the MCP website 29 April 2019; and
- Project team, steering group and ET review, approve and adopt the MCP Communications Plan.

Waters projects

- Quail Way – 100 year design stormwater upgrade is nearing completion;
- KDC is working through issues with the contractor to ensure work is completed in April;

-
- Eveline Street is progressing through the Storm Water Department and we should understand the status of this project next period;
 - The wastewater rising main identified at risk is one of the key issues, estimated start date to be announced; and
 - Mangawhai Wastewater upgrades are progressing slowly as there are many questions around how best to complete this project. Overall, it is progressing well.

Focus for next periodp

- Completion of Quail Way, formalisation of the work to be completed at Eveline Street. Progression of the Mangawhai Wastewater Treatment Plant and network upgrades.

Transport projects

- The shared path section from Tara Road to Insley Street is out for tender and closes on 18 April. This section will be constructed this financial year;
- The other three sections of the shared path are currently having the single stage business case finalised for NZTA's consideration for subsidised funding (61%). It is anticipated they will have a decision around the shared path funding by the end of this financial year; and

The delay to approved funding has had to occur to meet NZTA's subsidised funding criteria, as they require a full business case to justify each of the MCP priority one projects and to demonstrate the critical path/priority of investment to delivery.

Focus for next period

- Funding application submitted to NZTA for shared path funding subsidy; and
- Impacted business consultation process around the two intersection upgrades is in planning stages, we are hoping to have this completed by the end of May.

Connections projects

- Stage one of the Mangawhai Coastal Walkway (which was taken out of the larger project as construction can begin this year) has been awarded to Broadspectrum and work will begin in the next few weeks. Work on some of the other smaller Mangawhai Community Plan projects is progressing with most projects either underway or beginning in April/May;
- Thelma Road North pathway built and landscape design prepared and shared with interested neighbours, to ensure it has captured key elements from workshops. Final approval in April at an Open House before construction and first stage planting;
- Contract has been issued with Resilio for the Coastal Walkway Project. A site visit took place with Council and the team to capture key details of the route and identify challenges from a design, construction and environmental basis. Site specific plans will be drawn up for sections of the route to start to drill down in more detail and begin prioritisation;
- On the stage 1 walkway from Wintle Street to Sellars Reserve - a contract was issued to Broadspectrum to begin the build of a hoggan path on Council reserve land with reserve funding.

A session to inform direct neighbours was escalated via social media with over 60 people attending, the majority demanding the project is stopped and consultation opportunities provided to determine any improvements to the coastal edge.

Following these feedback, key issues to be addressed are: retention of the reserve green space; access to picnic tables; footpath on Alamar Crescent; and way finding. Resilio, who attended the session, are now engaged in this project and a community open day will take place to gauge feedback on different ways to address the issues raised. The meeting will take place early May.

The importance of retaining continuity of community engagement through to build in all MCP projects has been highlighted through this recent development, along with clear evidence of consultation and level of community support. A response and timeline for MCP projects is being developed.

Copies of MCP have been circulated and are available through Customer Services.

Focus for next period

- Resistance from some parts of the community to coastal walkways or cycle routes, needs to be understood and responded to; work is being undertaken to review the approach taken and consultations which have occurred to date.
- Clear and well-publicised opportunities for community engagement in all projects within the MCP to take from concept stage to delivery.
- Communication on the new website, as well as a physical space in Mangawhai, to show plans prior to a regular newsletter;
- Consideration of the re-instatement of the Community Advisory Panel on an interim basis and explore ongoing community guardianship of the projects;
- Participative public workshop to be held; and
- Visual conceptual designs to be provided.

8 Planning and Regulatory

March 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	48	40	55%	23.0	69%
224 Applications	7	8	100%	1.1	
Service Requests	161	85	91%		89%

<p>14 additional lots created last month, 13 in Otamatea and 1 in the wider district. Resource consents processing timeframes are again down for the month at 55%, with 16 out of 29 non-notified consents being processed within 20 working days. The YTD figure has decreased again down to 69% as a result. Resource constraints continue across all areas of the team. A number of consents are being referred to an Independent Commissioner for sign off due to workload pressure and this is increasing the throughput of work but failing to improve the statutory timeframes.</p>					
Building	Received		% On Time	Average Working Days	YTD % On Time
	2018	2019			
Building Consent Applications	65	87	94%	12.8	92%
CCC Applications	45	42	100%	1	99%
Service Requests	138	134	84%		89%
<p>The total number of building consents received for February was 87 (including amendments). The combined value of these projects totalled \$12,234,902 (excluding amendments). There were 25 new dwellings and relocates received for the month (excluding amendments) of which 16 were within Mangawhai valued at \$6,568,650. There were 4 commercial consent applications received with a total value of \$278,000.</p>					
Regulatory	Received		% On Time	Average Working Days	YTD % On Time
	2018	2019			
Alcohol Applications	18	16		21.6	
Food Control Audits and Inspections	28	8	75%		79%
Service Requests	374	302	90%		95%
<p>44 food premises verifications remain overdue due to resourcing constraints based on the number of verifications needed to be completed. A temporary contractor is due to commence in early April for ten days to assist address the backlog prior to the accreditation audit.</p>					
BCA Accreditation	Due	Completed		YTD % Completed	
		YTD	March 2019		
BCA Audits	4	28	3	93%	
Competency Assessments	3	17	4	94%	
<p>Four audit reviews were scheduled for March 2019, with three being completed. One audit review has been rescheduled for April. There were four competency assessments undertaken during the month including an overdue review. IANZ has cleared all GNC's and the BCA is awaiting the receipt of its renewed accreditation certificate.</p>					

Policy

- Bylaws Review - Kaipara Moana Treaty Settlement Negotiation discussions, include developing Council's response to Crown's first offer to Kaipara Uri and preparing information for a Kaipara Moana restoration business case;
- Compiling responses to draft Taharoa Domain Bylaw in preparation for the hearing;
- Refining risk assessment guidelines for the implementation of fire safety rule;
- District Plan review: project planning for community events and key document production, Maungatūroto sub-region engagement event;

- Implementation of Kaipara Smokefree policy planning, and Tai Tokerau Climate Change Collaboration meeting and project planning. MOU discussions with Environs Ltd, Te Uri o Hau to progress review. IKHMG meeting with MPI to progress 1 billion trees grant application; and
- Attending Council briefing meeting to progress direction on Freedom Camping, General Consolidated Bylaw and District Plan progress. Development of an Internal/Independent Commissioners Policy.

9 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 March all 50 LIM applications received were processed on time, taking an average of six (6) working days.

10 LGOIMA Overview – 01 March 2019 to 31 March 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 103 LGOIMA requests to the end of March 2019.

Name	Subject	Time Taken	Number of Requests Year to Date	Number of days taken to respond
Mina Henare	RM160143 Application documents from TUOH- Emergency services building	1 hour	6	19
Indira Stewart	Churches and Religious groups in Dargaville	1 hour	1	16
Chris Webster	Aggregate Resource Consents	2 hours	1	17
Jo Gough	Dogs registered in Mangawhai	2.5 hours	1	13
Aprilanne Bonar	Emails and information relating to 205 Takahoa Drive	8 hours	1	31*
Graham Taylor	Building consents in Paparoa/Pahi	1 hour	1	15
Peter Nathan - Housing NZ	Refuse collection statistics	30 mins	4	6
Greg Thomas	Surplus of targeted rates	1 hour	1	4
Mina Henare	116 Komiti Road vegetation clearance	30 mins	7	1
Geoffrey Jackson	Number of places of worship	30 mins	1	1
Taxpayers Union	LGOIMA Councillors with pecuniary interest in awarded contracts	30 mins	18	3

* Due to staff time required, the response time was extended and payment requested.

11 Customer Services and Library

Customer Services

In March 2019, Customer Services had seven fulltime, one casual and two new team members training. On average only 2.2 FTE were available to answer calls, this was due to staff sickness, annual leave and departmental training. The new team members are trained using a specific training programme developed for Customer Services staff, over a period of twelve weeks. Planned annual leave and external training in March was encouraged, due to this being a quieter period.

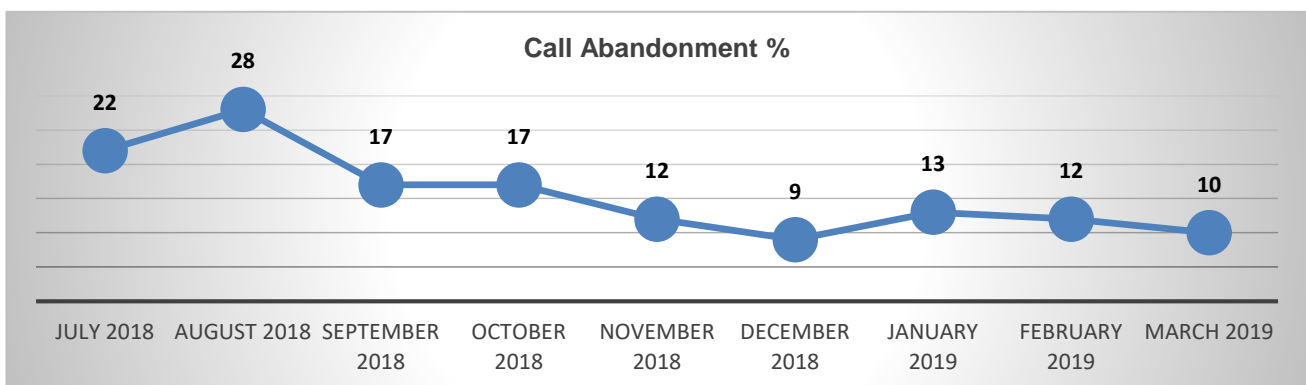
Customer interactions are comparable to the previous non-rates month (September 2018), with slight increases across all communication channels.

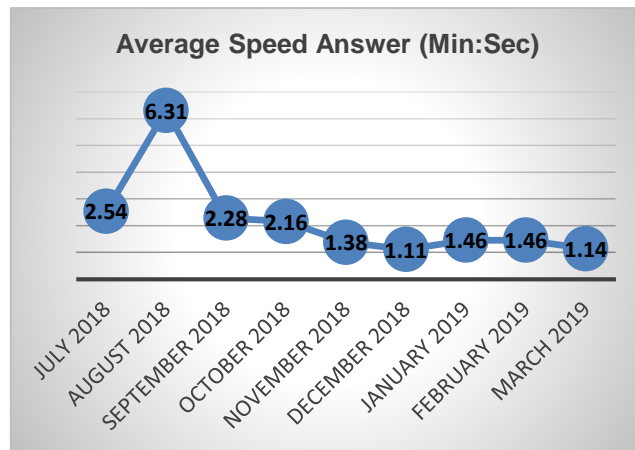
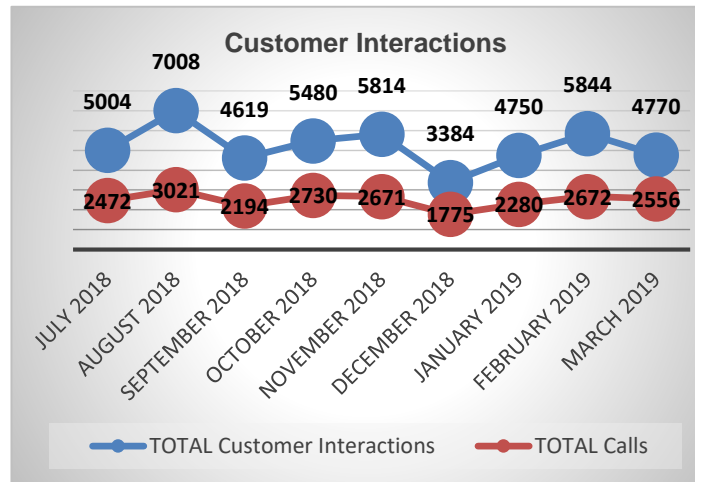
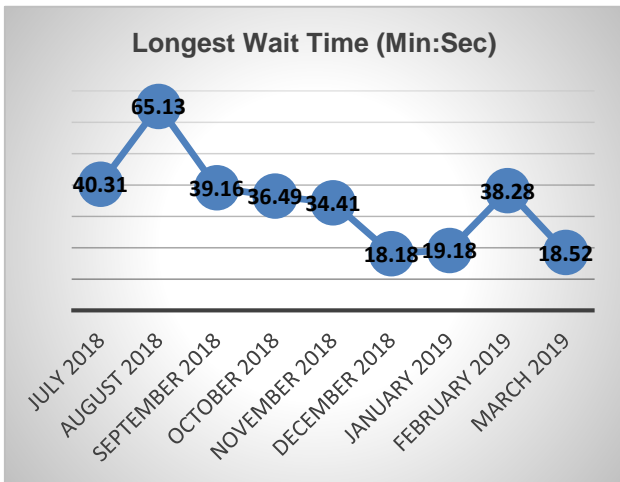
Customer Services improved in all facets of customer telephone enquiries. The average call abandonment was reduced to 10%, with one caller experiencing a wait time of 18.52 minutes on 04 March 2019; however, the average speed of answer was 1.14 minutes.

In keeping with our customer-centric focus, Quality Assurance standards defining correct processes and levels of service have been developed and introduced. 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.

March Statistics

Total Customer interactions	Emails	Reception	Total Calls	Average speed answer (min:secs)	Average call abandonment (%)	Calls FTE	Longest wait time (min:secs)
4,831	1,253	1,022	2,556	1.14	10	2.2	18.52

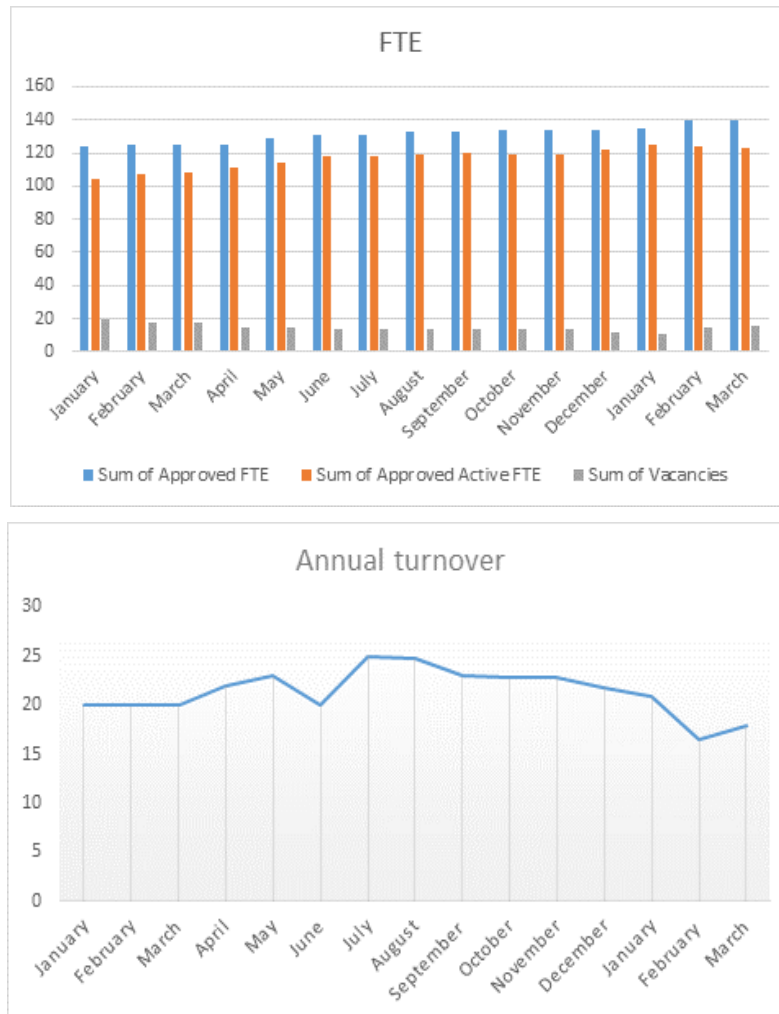




Library

- Ebook borrowing is up 1,000 issues this year to date. This is a pleasing result which can be attributed in part to the new Kotui Library Management System where the entire catalogue, including digital items, can be viewed rather than just the physical items.
- Visitors to Dargaville Library are on the increase, with 5,231 in March this year compared to 3,395 in 2018.
- Kaiwaka, Mangawhai and Maungaturoto libraries are showing an increase in issues this year to date.
- Papanoa Library is re-opening on Saturday 04 May. They have a new manager. Training has commenced and the fit out and set up will start in early April.
- The Dargaville Library redevelopment has been put on hold while we pursue other options.

12 People and Capability



13 Health and Safety

Workplace Health and Safety Management Report (March 2019)

Lag Indicators (Reactive)

KDC Staff OH&S Events Table

Incident type	Events for month
Near Miss (driving)	0
Hazard	4
Occupational Violence	4
Property Damage (motor vehicle)	0
Property Damage (other)	0
Pain or Discomfort	0
Occupational Illness	0
First Aid Treatment	1
Medical Treatment Injury	0
Lost time Injury	1
Notifiable Event	0

Environmental Incident	0
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KDC Contractors OH&S Events Table

Incident type	Events for month
Near Miss	3
Property Damage	0
Occupational Illness	0
First Aid Case	1
Medical Treatment Injury	0
Lost time Injury	0
Notifiable Event	0
Environmental Incident	0

There were no KDC public OH&S Events

c) Contract Acceptances

Contract 909: Mangawhai Pump Station VA Upgrade	Awarded to: Trility
Price: \$369,799.75	Budget: \$600,000
Tender Method: Price, Technical Skills, Resources and Timeliness	
No. of Tenders: 2	Contract Manager: David Ollerton
Contract 910.02: Baylys Coast Road Watermain Renewal	Awarded to: Broadspectrum Limited
Price: \$654,056.07	Budget: \$719,500
Tender Method: Price Quality Method	No. of Tenders: 4
Contract Manager: Kevin Morrison	
Contract 912.01: Ruawai Watermain Renewal	Awarded to: Broadspectrum Limited
Price: \$127,300	No. of Tenders: 4
Contract Manager: Kevin Morrison	Budget: \$150,000
Tender Method: Price, Technical Skills, Resources and Timeliness	
Contract 912.02: Montgomery Avenue Watermain Renewal	Awarded to: United Civil Limited
Price: \$92,969.54	Budget: \$120,000
Tender Method: Price, Technical Skills, Resources and Timeliness	
No. of Tenders: 4	Contract Manager: Paul Mandeno

d) Looking Ahead

Thursday 02 May	Ordinary Council meeting	Dargaville Town Hall	9.30am
Wednesday 08 May	Remuneration and Development Committee	Mangawhai Heads Surf Lifesaving Club	2.00pm
Thursday 09 May	Council Briefing	Dargaville Town Hall	9.30am
Tuesday 14 May	Taharoa Domain Governance Committee	Dargaville Town Hall	2.00pm
Thursday 16 May	Raupo Drainage Committee	Ruawai	10.00am
Thursday 30 May	Ordinary Council meeting	Kaihu Hall, Kaihu	9.30am
Tuesday 04 June	Pou Tu Te Rangi/Harding Park Committee	Lighthouse Function Centre	2.00pm
Thursday 06 June	Council Briefing	Mangawhai Club, Mangawhai	9.30am
Wednesday 12 June	Audit, Risk and Finance Committee	TBC	10.00am
Wednesday 26 June	Citizens Award Committee	Wairoa Room, Dargaville Offices	1.00pm
Thursday 27 June	Ordinary Council meeting	Dargaville Town Hall	9.30am

Part Two

March 2019 Financial Report

Key: ● Within 5% of budget

● Over or under budget by 5 - 10%

● Over or under budget by more than 10%

Statement of Operating and Capital Performance

	Year to Date March 2019				Full Year	
	Actual	Annual Plan	Variance	Indicator	Annual Plan	Forecast One
	\$000's	\$000's	\$000's		\$000's	\$000's
Total Rates	26,444	26,440	4	●	35,029	35,155
Operating Subsidies and Grants	3,588	3,438	150	●	4,584	4,861
Activity Revenue and Other Income	5,588	4,228	1,360	●	5,544	6,272
Total Operating Income	35,620	34,106	1,514	●	45,156	46,288
Employee Benefits	8,173	8,114	(59)	●	10,819	10,892
Contractors	6,575	6,403	(171)	●	8,706	9,040
Professional Services	3,740	3,677	(63)	●	4,924	5,496
Repairs and Maintenance	2,202	2,430	228	●	3,348	3,333
Finance Costs	1,918	2,212	294	●	2,950	2,771
Other Operating Costs	4,281	4,190	(91)	●	5,317	5,851
Total Operating Costs	26,889	27,027	138	●	36,063	37,384
Operating Surplus / (Deficit) before Depreciation	8,731	7,079	1,652	●	9,093	8,904
Capital Subsidies	4,012	6,207	(2,195)	●	8,276	9,407
Contributions	2,766	1,870	895	●	2,494	3,552
Other Capital revenue	117	0	117	●	175	291
Total Capital Revenue	6,894	8,077	(1,183)	●	10,945	13,250
Capital Expenditure	9,563	13,736	4,173	●	23,529	29,097
Total Capital Expenditure	9,563	13,736	4,173	●	23,529	29,097
Subtotal Capital	(2,668)	(5,659)	2,990	●	(12,584)	(15,847)
Surplus / (Deficit) before Loan Payments and Depreciation	6,063	1,420	4,643	●	(3,492)	(6,943)

Public Debt and Requirements			
	Jun-18	Mar-19	Jun-19
	\$000's	\$000's	\$000's
Debt			
Debt	46,000	43,000	46,270
Cash in bank (overnight deposits)	- 3,641	- 3,076	- 500
Net debt	42,359	39,924	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	43,000	46,270
Future obligations	16,946	16,946	13,469
Gross Debt Requirement	62,946	59,946	59,739
Less cash in bank	- 3,641	- 3,076	- 500
Net Debt Requirement	59,305	56,870	59,239

*Note: Reserves balances are only recalculated at end of year.

Statement of Operating and Capital Performance

Comments on major variances

Operating Income

Account	Rationale	\$000
Rates Revenue	Rates General are tracking on budget for the month.	
	Rates Targeted are tracking on budget for the month.	
	Rates Targeted (Water by meter) are below budget due timing difference in the billing period for Ruawai area.	(197)
	Penalties are continuing to be ahead of budget for the year to date due to arrears penalties applied.	211
Operating Subsidies and Grants	Increase in Roothing operating subsidies from NZTA as operational costs up on budget.	150
Activity Revenue and Other Income	Community Parks	
	Mangawhai Camp - 25% share of campground revenue- timing difference.	43
	MBIE TIF paid for Matakoho toilets and footpath.	61
	Receipt of MBIE Kai Iwi Lakes Visitor amenities.	30
	Kai Iwi Lakes Camp fees timing difference for summer season.	63
	Regulatory	
	Subdivisions income.	506
	Solid Waste	
	Waste levy – timing difference.	51
	District Leadership	
Settlement of Tinopai Hall (paid by grant).	275	
Annual Licence for Mangawhai Heads Reserve – timing difference.	10	

Operating Costs

Account	Rationale	\$000
Employees	Increase in Regulatory costs over budget due to increased resource consents, approved December 2018. Balanced by decrease in other department vacancies.	193
Contractors	Contractors cost are above budget across the activities.	
	Increase in roading unsealed pavement maintenance spend.	368
	Increase of cost for removal of illegal refuse.	55
	Balanced by decrease in other departments.	
Professional Services	Costs overall are slightly over budget.	
	Regulatory is ahead of budget due to the higher levels of activity, but will be offset in other areas predominantly water services - who will have consultants in to get better asset management information later in the year - timing difference.	760 (409)
	Budget is also offset by District plan costs not committed as yet-timing.	(313)

Account	Rationale	\$000
Repairs and Maintenance	Costs are below budget year to date March. This is due to repairs and maintenance programme planned to start across the district in the future months.	228
Finance Costs	Below budget due to lower inter-period loan balances due to being behind capital expenditure programme.	294
Other Operating Costs	Costs overall are under budget.	91

Capital Revenue:

Account	Rationale	\$000
Capital Subsidies	Lower due to less capital expenditure than budgeted.	(2,195)
Contributions	The financial and development contributions are continuing to be above budget for year to date.	895
Capital Revenue	increase is due to sale of land on Tomarata Road.	117

Public Debt:

The public debt position at 31 March 2019 is \$43 million and the net debt position (debt less cash) is \$36.9 million. Cash was higher due to not spending on capital works.

Activities Net Cost for the period to 31 March 2019

Activity	Actual YTD			Annual Plan YTD	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	Net Operating Surplus/(Deficit) \$000s	
Community Activities	4,211	3,826	385	269	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 lower expenditure – Grounds and drains maintenance works is scheduled for future months.
District Leadership	4,999	4,678	321	(1,426)	(2,150)	Increase in activity revenue due to settlement of Tinopai Hall and Annual Licence fees for Mangawhai Heads Reserve. 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	4,397	4,576	(179)	18	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	10,991	8,193	2,798	3,084	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	565	293	272	213	200	Costs for professional services and repairs and maintenance are lower to date but will be utilised later in the year.
Wastewater	5,765	2,635	3,130	2,904	3,872	Costs for professional services costs are lower to date, but will be utilised later in year for consulting on impacts of growth.
Solid Waste	1,062	787	275	240	316	Tracking on budget.
Stormwater	1,213	516	697	582	713	Costs for professional services are lower to date but will be utilised later in the year.
Water Supply	2,417	1385	1,032	1,194	1,592	Fonterra is to pay for some reticulation this year and capital expenditure has not yet begun.
Whole Council	35,620	26,889	8,731	7,078		

Attachments:

- Attachment 1 – Commentary on capital projects for the period ended 31 March 2019.
- Attachment 2 – Commentary on significant capital projects for the period ended 31 March 2019.

Attachment 1

Capital Projects - by Activity							
Activity - Work in Progress	Year to Date March 2019			Full Year		Indicator	% of work completed
	Actual \$	Budget (Forecast One) \$	Variance \$	Budget (Forecast One) \$	Budget remaining \$		
Community Activities	386,381	567,000	180,619	3,298,701	2,912,320	Taharoa Domain is gearing up for a busy time at the campgrounds during Easter and the week following this with ANZAC Day falling so closely to this. Staff are working with various community groups for the TIF projects. These include the Matakohe Cemetery Committee and a meeting with the Maungatuoroto Business Association for these projects. A meeting is scheduled during April with the Baylys Beach Community and this will include an update on the TIF project for this community.	12%
District Leadership, Finance and Internal Services	388,525	379,994	-8,531	1,335,000	946,475	IT has completed the desktop hardware replacement programme and is now undertaking the larger infrastructure replacement programme. Due to the complexity and scope the data warehouse and IAAS projects are at the planning not implementation stage. Isovist, HRIS and the digital transformation projects are progressing according to schedule.	29%
Flood Protection and Control Works	19,497	128,500	109,003	547,500	528,003	Stalled - pending Murphy Bowers stopbank progress. Sunnynook and Lawrie floodgate completed 95%. Raupo Stopbank improvement completed. Te Hapai floodgate installed. Horehore floodgate completed.	4%
Regulatory Management	0	0	0	0	0		
Sewerage and the Treatment and Disposal of Sewage	891,618	3,258,500	2,366,882	4,609,329	3,717,711	Contract 918 - upgrade to Mangawhai Wastewater Treatment Plant diffuser construction proceeding well with Trility. PSVA issued to Trility for construction, construction to begin shortly. Maungatuoroto Wastewater Treatment Plant to be awarded to Guaranteed Flow Systems. Dargaville PS2 project currently ahead of schedule.	19%
Solid Waste	88,486	650,000	561,514	1,235,549	1,147,063	Physical works have been put on hold pending results of trial treatment system. This will be completed over Winter and designed revisited at end of trial.	7%
Stormwater Drainage	1,083,366	0	-1,083,366	1,367,935	284,569	Dargaville replacements completed for the year. Quail Way ongoing. Eveline Street proposal to be socialised with residents.	79%
The Provision of Roads and Footpaths	6,442,956	7,244,501	801,545	15,400,649	8,957,693	Rehabilitations and Reseals for the 2018/2019 year have almost come to completion, with approximately 7 days work to finish the years programme in April. Mangawhai Community Plan shared path and intersection upgrade projects are subject to NZTA approval. This brings us back on target for the end of financial year.	42%
Water Supply	262,017	1,587,000	1,324,983	1,798,198	1,536,181	Ruawai water main line has been installed. Construction is on track. Montgomery Avenue, Dargaville line has also been installed. Cross connections to be completed next. Baylys Coast Road contract awarded to Broadspectrum. Construction to start end of April. Maungatuoroto Raw Water Main tender to be awarded.	15%
Grand Total	9,562,846	13,815,495	4,252,649	29,592,861	20,030,015		

As at 31 March 2019 - 32.3% of the capital works programme has been completed which is behind budget.

Attachment 2

Significant Capital Projects	Year to Date March 2019			Full Year		Indicator	Committed Costs	
	Actual	Budget (Forecast One)	Variance	Budget (Forecast One)	Budget remaining			
	\$	\$	\$	\$	\$			
Structures Component Replacements 2018/2019	743,431	616,275	-127,156	2,250,000	1,506,569		444,346	The tender closed in March. Tender evaluation in process.
Roads Resurfacing 2018/2019	1,782,232	1,726,481	-55,751	2,186,960	404,728		1,800,000	Contractor is on target to complete this works by financial year end.
Quail SW improvements	1,018,618	0	-1,018,618	1,197,935	179,317		0	Ongoing - still to be completed this month. Contractor will be penalised if ongoing delays continue.
Dargaville WW PS1/PS2 Rising main from Pump Station 2 to Pump Station 1	738,946	596,000	-142,946	1,056,000	317,054		0	Contract proceeding well and is currently ahead of schedule.
Mangawhai Upgrade WWTP	83,155	750,000	666,845	1,000,000	916,845		884,826	With Trility and procurement underway. Contract proceeding.
Drainage Renewals 2018/2019	488,216	587,997	99,781	740,000	251,784		651,000	Drainage works are progressing well and will continue till the end of the financial year.
LED conversion of streetlights	191,469	100,730	-90,739	724,609	533,140		250,000	P Category LED Conversion came in under budget. Remainder of these funds were transferred to V Category LED Conversion. This is under a joint NTA contract procurement.
Hakaru Leachate Improvements	40,410	46,600	6,190	685,549	645,139		0	Physical works have been put on hold pending results of trial treatment system. This will be completed over Winter and designed revisited at end of trial.
Dargaville Main under Dargaville High: Reroute/replace pipe	250,497	382,500	132,003	637,500	387,003		0	Project now completed on time and on budget.
Mangawhai WW Extend Irrigation System	237,388	500,000	262,612	600,000	362,612		364,909	Installation 75% complete. New transformer installed. Awaiting Northpower to connect.
Mangawhai Wastewater Upgrade PS-VA	16,484	0	-16,484	600,000	583,516		369,800	Contract awarded to Trility procurement is well progressed. Construction to begin shortly.
Mangawhai Tara Road Box Culvert RP7270	385,497	0	-385,497	560,001	174,504		0	Delays in delivery of 2 of the 12 culverts will now see this job finish mid May.
MCP Moir/Molesworth Intersection (Intersection 2)	11,698	0	-11,698	550,000	538,302		0	This project has been deferred to the new financial year. However we will be tendering a contract in March to procure a contractor for this upgrade.
MCP Insley/Moir Intersection (Intersection 1)	11,698	0	-11,698	550,000	538,302		0	As above. This project has been deferred to the new financial year. However we will be tendering a contract in March to procure a contractor for this upgrade.
Mangawhai Cove Rd RP0-1152 Rehab	129,983	0	-129,983	539,592	409,609		416,133	Physical works are ongoing.
Digital transformation	206,382	153,328	-53,054	1,000,000	793,618		238,085	With the infrastructure first phase complete, the second phase of this project is underway. A preferred supplier has been chosen and commercial arrangements are being put in place.
Total Significant Projects accounted for				14,878,146				

5.3 Resolutions register

Governance Advisor 1202.05

Recommended

That Kaipara District Council notes the resolutions register dated 23 April 2019.

**Kaipara District Council
Resolutions Register at 23 April 2019**

Ref	Meeting Date	Agenda Item Number	Item Name	Details	Assigned	Status	Comments	Due
1	13/02/2017	6.4	Establishment of Older Persons Committee	Will look at other ways of engaging with older members of the community.	GM GSD	In Progress	On hold until the People's Panel recruitment has been completed (Oct - Dec). Approximately 550 people have now signed up for the People's Panel which presents a good cross section of the community. Membership is growing steadily.	Feb 2019
2	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	Completed	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 in December.	Feb 2019
3				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
4				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.	June 2019
5				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 to be workshopped again at Regulatory Working Group meeting 17/04/19. Policy to be adopted at Council meeting 2 May 2019.	June 2019
6	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	COO (SP)	In Progress	See update below.	June 2019
7				Notes that the works are to be funded by Raupo Drainage Targeted Rate.	COO (SP)	In Progress		June 2019
8	14/11/2017	6.13	Northpower – Assignment of Lease	Approves the assignment of the grazing licence from Northpower to Highview Investments Limited	GM R,F&IT (JB)	Completed		
9				Delegates to the Chief Executive responsibility for execution of the Deed or Assignment on Council's behalf.	GM R,F&IT (JB)	Completed	Northpower lease has now expired and we are writing to them stating that and will develop a new lease direct with Highview investments	Dec 2018
10	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		

11				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	Location of the Arts Building has now been identified so this can be excluded from non-exclusive licence area.	June 2019
12				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 Museum have advised they now want to 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 so they can consider.15 April Museum have agreed to sign lease if Council can seal ground the carpark area they are surrendering.	June 2019
13	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		
14				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
15				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. A workshop was planned with Council in April however due to staff capacity constraints and legal timeframes and required tasks for both the Dog Control Policy and bylaw and Taharoa Domain Bylaw reviews have postponed this matter till later in the year.	July 2019
16	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	
17				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, but process is being worked through. The Council Briefing on 6 December looked at LTP projects. Report to address this fund is on the March Council agenda.	TBC
18				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 is contingent on Council approving the process. It was reported to the 6 December Council briefing and is now awaiting a decision at the March Council meeting	Mar 2019
19				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	
20		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	
21				Agrees that the \$20.05 million shall be funded through debt	GM GSD	Completed	Approved as part of the LTP	
22				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	

23			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.	June 2019
24		5.1.15	Issues and Options: Pensioner Housing	GM R,IT&F (JB)	Completed	Council needs to make decision on what is to happen to Pensioner Housing	Dec 2018
25			Requests the Chief Executive reports the results of the investigation to Council	GM R,IT&F (JB)	In Progress	Investigating scope and timeline once Council makes decision on Pensioner Housing. Report to come to April Council meeting	Dec 2018
26	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.	June 2019
27			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.	June 2019
28	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 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).	Jun 2019
29			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	Jun 2019
30	20/11/2018	4.6	Authorisation for delegated authority to Mayor and Chief Executive to impose and rescind water restrictions	GM I	Completed		Nov 2018
31			Instructs the Chief Executive to report to the next available Council meeting the details of any water restrictions imposed or rescinded	GM I	In Progress	Water restrictions imposed for Dargaville & Baylys Beach.	May 2019

32	4.7	Murphy Bower Stopbank Options Report	Resolves that the Murphy Bower stopbank located on SECT 73 75 PT 44 BLK XV TOKATOKA SD is remediated as per Option C of the aforementioned report – the remediation of the stopbank along the approximately 300m long section outlined under New Stop Bank and the upgrade of the existing section of the stopbank as highlighted by the area marked under Option 2 as per Fig 1 in Appendix A of the aforementioned report, without associated ground improvements i.e. construct the proposed stopbank to a standard no less than the existing stopbanks within the Raupo Drainage District at an estimated cost of \$375,000 + GST	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.	June 2019	
33			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	
34			Resolves to approve an additional Raupo Drainage District capital budget of \$45,000 to be loan funded	GM I	In Progress		June 2019	
35	20/12/2018	4.1	Kauri Coast Community Pool Licence to Occupy Funding Agreement	Delegates the Chief Executive to finalise the Funding Agreement of \$321,000 per annum (consisting of \$257,000 for operating costs, \$42,000 for repairs, maintenance and renewals; \$22,000 for water rates), with Sport Northland for three years commencing in the 2018/2019 financial year	GM GSD	Completed	Staff have finalised the agreements with Sport Northland.	Feb 2019
36				Delegates the Chief Executive to finalise the Licence to Occupy with Sport Northland	GM GSD	Completed	The LTO was finalised and formal signing of the LTO to Sport Northland was completed on 5 March.	Feb 2019
37	28/02/2019	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	In Progress	Annual Plan will be compiled with this direction.	June 2019
38				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	In Progress	Annual Plan will be compiled with this direction.	June 2019
39				Agrees that a comprehensive communication and engagement plan be delivered to inform and educate the community on the draft Annual Plan 2019/2020	GM R,IT&F GM GSD	In Progress	Engagement plan was reported to the 4 February Council briefing. Feedback will be incorporated into the engagement plan.	May 2019
40	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 polices from other Territorial Authorities	
41				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		
42				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		

43			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		
44	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	In Progress	Consultation planned starting the week of 18th March 2019.	April 2019
45	5.3	Temporary Road Closure 23 and 24 March 2019 Dargaville, BDO Tour of Northland – Approval	Approves Dynamo Cycling and Sports Club Inc.'s application for the temporary road closure of Victoria Street (between Edward Street and Normanby Street) Dargaville - Saturday 23 March 2019 – 09.30am to 01.00pm; and Edward Street (between Victoria Street and Normanby Street) Dargaville - Sunday 24 March 2019 – 07.00am to 9.00am and, as a condition of approval, Dynamo Cycling and Sports Club Inc. is to carry out a letter drop to all residents/businesses located within the extent of the road closures at least two weeks prior to the event.	GM I	Completed	Bonds and Insurances have been received and approval package has been sent to applicant. A reminder was sent to the organizer that as part of the approval the event organizer is to carry out a letter drop to all residents/businesses located within the closure a minimum of two weeks prior to the event taking place. Event will take place on the 23 and 24 March.	Mar 2019
46	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.	Sep 2019
47	28/03/2019	4.1 Notice of Motion 1, Councillor Jonathan Larsen	a) That Council directs the Chief Executive to prepare a report on the feasibility of granting Mangawhai Activity Zone (MAZ) funds from the Reserve Contributions Fund, including options for making a grant; and b) That the report take into account funding already committed to other projects, the Reserve Contributions (Use of) Policy, Reserve and Open Spaces Strategy, and any other documents and considerations deemed to be pertinent to the report; and c) That the report be brought back to the 2 May 2019 or 30 May 2019 Council ordinary meeting (subject to available resourcing) for a decision.	GM R,IT&F	In Progress	Reporting to 30 May Council.	May 2019

48	4.2	Notice of Motion 2, Councillor Jonathan Larsen	a) That Council directs the Chief Executive to prepare a report on the feasibility of funding the purchase and installation of the Kaiwaka Fitness Trail equipment funded from the Reserve Contributions Fund, including options and recommendations for funding; and b) That the report take into account funding already committed to other projects, the Reserve Contributions (Use of) Policy, Reserve and Open Spaces Strategy, and any other documents and considerations deemed to be pertinent to the report; and c) That the report be brought back to the 2 May 2019 or 30 May 2019 Council ordinary meeting (subject to available resourcing) for a decision	GM R,IT&F	In Progress	Reporting to 30 May Council.	May 2019
49	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	Roading team reviewing process and resources to undertake the investigation. Will review delivery of the report once this has been completed.	May 2019
50	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	In Progress	Drafting revised LTO.	May 2019
51			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	In Progress	Drafting revised LTO.	May 2019
52			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	In Progress	Drafting revised LTO.	May 2019
53	5.2	Baylys Coast Road Watermain Renewals 2018.19 - Authorisation to Award Contract 910.02	Approves the award of Contract 910.02 to Broadspectrum Limited for the contract price of \$654,056.07 excluding GST.	GM I	In Progress	Contract awarded	Mar 2019
54	5.3	5.3 Temporary Road Closure Approval - Dargaville Veterinary Centre Run/Walk Series 14 April 2019	Approves the application for the temporary road closure of part of Victoria Street, Dargaville between Hokianga Road and Normanby Street (State Highway 12), opposite where it intersects with Beach Road, on Sunday 14 April 2019 between 07:00am to 12:30pm. A condition of approval being the event organiser do a letter drop to all residents located within the closure.	GM I	In Progress	Scheduled for 14 April.	April 2019

6 Public Excluded Council agenda items 02 May 2019

Recommended

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

- *Confirmation of Public Excluded Council minutes 28 March 2019*
- *Public Excluded Committee minutes confirmed in March 2019*
- *Lease approval*

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 28 March 2019</i>	<i>S7(2)(a) protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(b)(ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information S7(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities 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>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 March 2019</i>	<i>Section 7(2)(a) protect the privacy of natural persons, including that of deceased natural persons 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>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>

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>Lease approval</i>	<i>S7(2)(i) 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 02 May 2019

Closure

**Kaipara District Council
Dargaville**