

I hereby give notice of the following Ordinary meeting:

Meeting	Kaipara District Council
Date	Wednesday 23 May 2018
Time	9.30am
Venue	Northern Wairoa War Memorial Hall (Dargaville Town 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, Kaipara District Council
23 May 2018 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.

2 Deputations, Presentations and Petitions

2.1 Menz Shed

Brian Burnett

3 Minutes

3.1 Confirmation of Council (Extraordinary) minutes 15 May 2018

General Manager Governance, Strategy and Democracy 1601.22

Recommended

That the unconfirmed minutes of the Extraordinary meeting of Kaipara District Council held 15 May 2018 be confirmed as a true and correct record.

Meeting:	Kaipara District Council (Extraordinary)
Date	Tuesday 15 May 2018
Time	Meeting commenced at 9.04am Meeting concluded at 11.48am
Venue	Maungaturoto Country Club, Maungaturoto
Status	Unconfirmed

Minutes Extraordinary Meeting

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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Unconfirmed

**Minutes of the Extraordinary meeting of Kaipara District Council
Tuesday 15 May 2018 in Maungaturoto**

1 Opening

Pursuant to Clause 22(2), Schedule 7 of the Local Government Act 2002, the Mayor has called an Extraordinary meeting of Council.

1.1 Karakia

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

1.2 Present

Mayor Jason Smith (Chair, except item 4.5), Deputy Mayor Peter Wethey and Councillors Anna Curnow, Victoria del la Varis-Woodcock, Libby Jones, Karen Joyce-Paki (via audio link for items 4.3 and 4.4 only), Jonathan Larsen and Andrew Wade

Name	Designation	Item(s)
Peter Tynan	Acting Chief Executive	All
Curt Martin	Chief Operating Officer and General Manager Infrastructure	All (except item 4.4)
Robert Nelson	Acting General Manager IT, Risk and Finance	1—4.2
Christine Toms	Revenue Manager	1—4.2
Peter Winder	Crown Manager	1—4.2
David Neutze	Brookfields	1—4.2
Jason Marris	General Manager Governance, Strategy and Democracy	All
James Bews-Hair	Governance and Procedural Advisor	All
Lisa Hong	Governance Advisor	All (Minute-taker)

Adjournments

Reason	Start Time	Finish Time
Morning tea	10.43am	11.02am

1.3 Apologies

Moved Jones/Curnow

That the apology of Councillor Geange be received.

Carried

1.4 Confirmation of Agenda

Moved Curnow/del la Varis-Woodcock

That Kaipara District Council confirms the Agenda for its 15 May 2018 Extraordinary meeting.

Carried

1.5 Conflict of Interest Declaration

Name	Conflict
Mayor Smith	Item 4.5 ‘Code of Conduct: Independent Investigators’ – Mayor Smith declared a conflict of interest and left the room for the duration of the discussion and voting on this item.

2 Deputations, Presentations and Petitions

Nil.

3 Minutes

3.1 Confirmation of Council minutes 26 April 2018

General Manager Governance, Strategy and Democracy 1601.22

Moved Smith/Wethey

That the unconfirmed minutes of the Kaipara District Council meeting held 26 April 2018 be confirmed as a true and correct record.

Carried

4 Public Excluded EO Council minute items 15 May 2018

The meeting went into Public Excluded session at 9.09am.

Moved Curnow/del la Varis-Woodcock

- 1 That the public be excluded from the following part of the proceedings of this meeting namely:
 - Confirmation of Public Excluded Council minutes 26 April 2018;
 - Consultation on legal action in relation to outstanding rates;
 - Chief Executive appointment;
 - Interim Chief Executive appointment from 02 June 2018; and
 - Code of Conduct: Independent Investigators; and
- 2 That, pursuant to section 48 (6) of the Local Government Official Information Act 1987, David Neutze from Council's contractor Brookfields to remain for the Public Excluded session.

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

General subject of each matter to be considered:	Reason for passing this Resolution:	Ground(s) under Section 48(1) for the passing this resolution:
Confirmation of Public Excluded Council minutes 26 April 2018	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	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.
Consultation on legal action in relation to outstanding rates	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 the local authority to carry out, without prejudice or disadvantage, negotiations	Section 48(1)(a) that the public conduct of the whole or 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:</i>	<i>Reason for passing this Resolution:</i>	<i>Ground(s) under Section 48(1) for the passing this resolution:</i>
<i>Chief Executive appointment</i>	<i>Section 7(2)(a) protect the privacy of natural persons, including that of deceased natural persons</i>	<i>Section 48(1)(a) that the public conduct of the whole or relevant part of the proceedings of the meeting would likely to result in the disclosure of information for which good reason for withholding would exist</i>
<i>Interim Chief Executive appointment from 02 June 2018</i>	<i>Section 7(2)(a) protect the privacy of natural persons, including that of deceased natural persons</i>	<i>Section 48(1)(a) that the public conduct of the whole or relevant part of the proceedings of the meeting would likely to result in the disclosure of information for which good reason for withholding would exist</i>
<i>Code of Conduct: Independent Investigators</i>	<i>Section 7(2)(a) protect the privacy of natural persons, including that of deceased natural persons</i>	<i>Section 48(1)(a) that the public conduct of the whole or relevant part of the proceedings of the meeting would likely to result in the disclosure of information for which good reason for withholding would exist</i>

Carried

5 Open EO Council minutes 15 May 2018

The meeting went back into Open session at 11.48am.

Closure

Meeting closed at 11.48am.

Confirmed

Chair

Kaipara District Council
Dargaville

Unconfirmed

3.2 Committee minutes confirmed in March—April 2018

General Manager Governance, Strategy and Democracy

16./various

Recommended

That Kaipara District Council receives the confirmed minutes of the following Kaipara District Council Committee meetings, for information:

- 1 *Raupo Drainage Committee meeting held 16 November 2017;*
- 2 *Taharoa Domain Governance Committee meeting held 08 February 2018;*
- 3 *Raupo Drainage Committee meeting held 15 February 2018; and*
- 4 *Mangawhai Endowment Lands Account Committee meeting held 28 March 2018.*

Meeting	Raupo Drainage Committee
Date	Thursday 16 November 2017
Venue	Raupo Drainage Board Offices – Wharf Road, Ruawai
Time	Meeting commenced at 10.10 am Meeting concluded at 11.20 am
Status	Confirmed

Minutes

Membership

Chair: Ian Beattie

Members: David Hart, Brian Madsen, Ross McKinley and Ken Whitehead

Staff and Associates:

General Manager Infrastructure, Land Drainage Co-ordinator, Executive Assistant (Minute-taker)

Linda Osborne
Administration Manager
losborne@kaipara.govt.nz

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Confirmed

**Minutes of the meeting of the Raupo Drainage Committee
Thursday 16 November 2017****1 Opening****1.1 Present**

Chair: Ian Beattie

Members: David Hart, Brian Madsen, Ross McKinley, Ken Whitehead, Greg Gent, Councillor
Jonathan Larsen (via audio link)

[Secretarial Note: At its meeting on 14 November 2017, Kaipara District Council resolved to appoint Councillor Jonathan Larsen as the Council representative and Greg Gent as a ratepayer representative on the Raupo Drainage Committee. Refer to item 6.2 in the minutes.]

In Attendance

Name	Designation	Item(s)
Shelley Paniora	Executive Assistant	All (Minute-taker)
Wayne Crump	Drainage Co-ordinator	All

Adjournments

Nil.

1.2 Apologies**Moved Beattie/Madsen***That the apology of Ross McKinley be received.***Carried****1.3 Confirmation of Agenda**

The Committee to confirmed the Agenda.

1.4 Conflict of Interest Declaration

Nil.

1.5 Deputations and Presentations

Nil.

2 Confirmation of Minutes

2.1 Raupo Drainage Committee Minutes 16 August 2017

Democratic Services Manager 1603.22

Moved Gent/Hart

That the unconfirmed minutes of the Raupo Drainage Committee meeting held on 16 August 2017 be confirmed as a true and correct record.

Carried

2.2 Raupo Drainage Committee Minutes 07 September 2017

Democratic Services Manager 1603.22

Moved Gent/Hart

That the unconfirmed minutes of the Raupo Drainage Committee meeting held on 07 September 2017 be confirmed as a true and correct record.

Carried

3 General

3.1 Raupo Asset Management Report: October 2017

Land Drainage Co-ordinator 4303.24/AM

Moved Beattie/Hart

That the Raupo Drainage Committee receives the Land Drainage Co-ordinator's report 'Asset Management Report: October 2017' dated 08 November 2017. This will enable the Committee to be informed of the current issues.

Carried

3.2 Raupo Financial Report – year ended 30 September 2017

Financial Services Manager 4303.24

Moved Beattie/Madsen

That the Raupo Drainage Committee receives the tabled Raupo Drainage District Financial Report – year ended 30 September 2017.

Carried

3.3 Bakersfield proposal

Land Drainage Co-ordinator

Moved Beattie/Whitehead

*That the Raupo Drainage Committee **does not** support the application made by Bakersfield Limited (Chris Baker) to lower and increase existing culvert sizes to 600mm diameter, or to install a new 600mm diameter culvert under Access Road, draining into Drain 3.*

Carried

4 Closure

The meeting closed at 11.20 am.

Confirmed 11 May 2018

Chair Ian Beattie

**Kaipara District Council
Dargaville**

Taharoa Domain Governance Committee

meeting held

Date	Thursday 08 February 2018
Time	Meeting commenced at 2.07pm Meeting concluded at 4.54pm
Venue	Lake Waikare Centre, Taharoa Domain
Status	Confirmed

Minutes

Membership

Chair: Councillor Andrew Wade
Members: Messrs Alan Nesbit and Ric Parore
Councillor Karen Joyce-Paki

Staff and Associates:

General Manager Infrastructure, Key Relationships Manager - Community, Domain Manager,
Financial Services Manager, Policy Analyst, Administration Assistant (Minute-taker).

Linda Osborne
Administration Manager
losborne@kaipara.govt.nz

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Confirmed

Minutes of the Taharoa Domain Governance Committee meeting
Thursday 08 February 2018 at Taharoa Domain
1 Opening
1.1 Karakia

Alan Nesbit opened the meeting with a karakia.

1.2 Present

Councillors Andrew Wade (Chair) and Karen Joyce-Paki, Messrs Alan Nesbit and Ric Parore, Deputy Mayor Wethey

In attendance

Name	Designation	Item(s)
Peter Tynan	Acting Chief Executive	All
Darlene Lang	Key Relationships Manager Community	All
Andrew Howells	Domain Manager	All
Hamish Watson	Parks Officer	All
Layne Wadsworth	Contractor (Night Manager)	All
Mark Schreuers	Policy Analyst	All
Rick Groufsky	Treasury and Financial Services Manager	All
Lisa Hong	Administration Assistant	All (minute-taker)

Adjournments

Nil.

1.3 Apologies

Nil.

1.4 Confirmation of Agenda

The Committee confirmed the Agenda, with an addendum as below:

Moved Nesbit/Karen

That the Taharoa Domain Governance Committee add a presentation to the Committee's 08 February 2018 agenda regarding filming at the Taharoa Domain.

Carried

1.5 Conflict of Interest Declaration

Nil.

2 Deputations and Presentations

The public forum was moved to the end of the meeting, in Section 7, at the request of the Committee.

3 Confirmation of Minutes

3.1 Taharoa Domain Governance Committee Minutes 11 December 2017

Administration Manager 1606.17

Amendment:

Item 2.1, Public Forum Presentation, 'Birdlife at the Kai Iwi Lakes': This presentation was not notified to Committee members.

Moved Parore/Joyce-Paki

That the minutes of the Taharoa Domain Governance Committee meeting on 11 December 2017 be confirmed as a true and correct record, with an amendment noting that item 2.1, public forum presentation regarding 'Birdlife at the Kai Iwi Lakes', was not notified to Committee members.

Carried

4 Governance

4.1 Rotation of Chair

Administration Assistant 4702.24.02

Moved Wade/Joyce-Paki

That this item 'Rotation of Chair' lie on the table, to be brought back to the Taharoa Domain Governance Committee at its next meeting on Thursday 10 May 2018 with additional details regarding the two versions of the Taharoa Domain Governance Committee's Terms of Reference.

Carried

5 Operational

5.1 Taharoa Domain Operations Update: November 2017-January 2018

Parks and Community Manager 4702.24.02.02

Moved Nesbit/Parore

That the Taharoa Domain Governance Committee receives the Parks and Community Manager's report 'Taharoa Domain Operations Update: November 2017 to January 2018' dated 31 January 2018 and the information contained therein.

Carried

5.2 Financial Report for six months ended December 2017

Financial Services Manager 4702.24.02.01

Moved Parore/Joyce-Paki

That the Taharoa Domain Governance Committee receives the Financial Services Manager's report 'Taharoa Domain Governance Committee December 2017 Financial Report' and the information therein.

Carried

5.3 Northland Regional Council's Navigation Safety Bylaw for Kai Iwi Lakes 2017: Opportunity to submit

Policy Analyst 4702.24.02

[Secretarial Note: Resolution 3: Committee members had been advised that as the submission closing date was the same date as the next Council meeting, there was insufficient time for an item to go before Council requesting a submission be made.]

Moved Nesbit/Parore

That the Taharoa Domain Governance Committee:

- 1 *Receives the Policy Analyst's report 'Northland Regional Council's Navigation Safety Bylaw for Kai Iwi Lakes 2017 : Opportunity to submit' dated 23 January 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 *Instructs Kaipara District Council staff to make a submission to the Northland Regional Council's Navigation Safety Bylaw for Kai Iwi Lakes 2017 advocating for 200 metre speed restrictions.*

Carried

5.4 Alcohol Control Information

Policy Analyst 3216/2018 bylaw

Moved Joyce-Paki/Parore

That the Taharoa Domain Governance Committee receives the Policy Planner's report 'Alcohol Control Information' dated 23 January 2018 and the information contained therein.

Carried

5.5 Simmonds Family Memorial Seat Proposal for Taharoa Domain

Parks and Community Manager 4702.24.02.02

Moved Joyce-Paki/Nesbit

That the Taharoa Domain Governance Committee:

- 1 *Receives the Parks and Community Manager's report 'Simmonds Family Memorial Seat Proposal for Taharoa Domain' dated 24 January 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 *Declines to the request from the Simmonds family to erect a memorial seat (Attachment 1 of the above-mentioned report).*

Carried

6 General Business

6.1 General business

Following items were discussed:

- Wardens and regrouping volunteers with training and direction;
- An update on the weed control programme; and
- The numbers of campers as agreed in the Reserve Management Plan.

7 Presentations and Public Forum

7.1 Filming at the Taharoa Domain

Te Roroa's Commercial Development's Environs Manager, Taoho Patuawa-Nathan, gave a presentation regarding Great Southern Television's planned feature on the Kai Iwi Lakes and the district. This will feature in *Coast NZ* (documentary television programme) and will include topics such as the science of dune lakes, as well as historical and cultural information. Filming is to commence on Monday 12 or Tuesday 13 February 2018, pending weather conditions. Due to short notice, a Te Roroa representative will be monitoring the filming. The Committee requested that boats, tanks and other equipment be cleaned to prevent spreading of aquatic pests. Councillor Joyce-Paki volunteered to be the contact person for the event as required.

Moved Parore/Nesbit

That the Taharoa Domain Governance Committee receives the presentation by Taoho Patuawa-Nathan regarding Coast NZ documentary filming at the Taharoa Domain and supports the filming for this purpose, on the understanding that the boats, tanks and other equipment would be cleaned to prevent spreading of aquatic pests. Councillor Joyce-Paki volunteered to be the contact person for the event as required.

Carried

7.2 Public Forum

Rose Cole spoke in the public forum.

Steve spoke in the public forum.

The meeting closed at 4.54 pm

Confirmed 10 May 2018

Chair Councillor Andrew Wade

Kaipara District Council

Dargaville

Confirmed

Meeting	Raupo Drainage Committee
Date	Thursday 15 February 2018
Venue	Raupo Drainage Board Offices – Wharf Road, Ruawai
Time	No Quorum
Status	Confirmed

Minutes

Membership

Chair: Ian Beattie

Members: Greg Gent, David Hart, Brian Madsen, Ross McKinley and Ken Whitehead

Staff and Associates:

Land Drainage Co-ordinator, Executive Assistant (Minute-taker)

Linda Osborne
Administration Manager
losborne@kaipara.govt.nz

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Confirmed

**Minutes of the meeting of the Raupo Drainage Committee
Thursday 15 February 2018 in Ruawai**

1 Opening**1.1 Present**

Chair: Ian Beattie

Members: David Hart, Ross McKinley and Ken Whitehead

[Secretarial Note: Pursuant to the Committee's Terms of Reference, the quorum was not reached as a Councillor was not present.]

In Attendance

Name	Designation	Item(s)
Shelley Paniora	Executive Assistant	All (Minute-taker)
Wayne Crump	Drainage Co-ordinator	All

2 Closure

Pursuant to clause 10.4 of the operative Kaipara District Council Standing Orders (as adopted on 09 November 2018) and clauses 23 (1) and (2) of Schedule 7 of the Local Government Act 2002, no business could be conducted. All items from the agenda will be included in the next meeting.

Confirmed 11 May 2018

Chair Ian Beattie

**Kaipara District Council
Dargaville**

Meeting	Mangawhai Endowment Lands Account Committee
Date	Wednesday 28 March 2018
Time	Meeting commenced at 3.06pm Meeting closed at 4.37pm
Venue	Interview Room, Council Offices, 42 Hokianga Road, Dargaville
Status	Confirmed

Minutes

Membership

Chair: Deputy Mayor Peter Wethey

Members: Councillors Libby Jones and Jonathan Larsen

Staff and Associates:

Community Relationships Manager, Funding Co-ordinator, Administration Assistant (Minute-taker)

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Confirmed

Minutes of the Mangawhai Endowment Lands Account Committee meeting
Wednesday 28 March 2018, Dargaville
1 Opening
1.1 Present

Deputy Mayor Peter Wethey (Chair), Councillors Libby Jones and Jonathan Larsen

In Attendance

Name	Designation	Item(s)
Darlene Lang	Community Relationships Manager	All
Jenny Rooney	Funding Co-ordinator	All
Lisa Hong	Administration Assistant	All (Minute-taker)

1.2 Apologies

Nil.

1.3 Confirmation of Agenda

The Committee confirmed the Agenda.

1.4 Conflict of Interest Declaration

Nil.

2 Deputations and Presentations

Nil.

3 Confirmation of Minutes
3.1 Mangawhai Endowment Lands Account Committee Minutes 27 October 2017
Moved Jones/Larsen

That the minutes of the Mangawhai Endowment Lands Account Committee meeting held on 27 October 2017 be confirmed as true and correct record.

Carried

4 Applications

4.1 MELA Grant Applications for 2017/2018

Community Planner 2308.05

[Secretarial Note: Subsequent to this meeting of the Mangawhai Endowment Lands Account Committee on 28 March 2018, it was discovered that, due to a clerical error, the Committee under-allocated MELA grants for the available distributable amount. An Extraordinary meeting of the Committee will be held on Wednesday 18 April 2018 to re-allocate the amounts granted.]

The Committee wished to advise that:

- If Manga Mutt wished to apply next year, it should provide proof that the park was within Kaipara district boundaries and recommended that they form an entity such as an incorporated society; and
- Funding for wages did not conform to the MELA Policy.

Council officers had been directed to notify all applicants of the outcome after these minutes had been reviewed by the Committee.

Moved Larsen/Jones

That the Mangawhai Endowment Lands Account Committee:

- 1 *Receives the Community Planner's report 'Mangawhai Endowment Lands Account Grant Applications for 2017/2018' dated 20 February 2018 and the associated attachments circulated with the report; 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 following unconditional grants for the 2017/2018 funds weighing community benefits to available funds:*

Group	*\$
<i>Friends of Mangawhai Community Park for remediation of track damage, maintenance of historic cottage, weed control, track upgrades for health and safety compliance</i>	\$20,000.00
<i>Mangawhai Domain for laying concrete pad under the gazebo</i>	**\$9,775.00
<i>Mangawhai Heads Surf Lifesaving for exterior painting</i>	\$11,600.00
<i>Mangawhai Library Hall for two heat pumps</i>	**\$9,085.00
<i>Mangawhai Museum and Historical Society for maintenance/upgrade of displays and roof repairs</i>	\$7,134.40
<i>Mangawhai Tennis Club for installing synthetic carpet on new courts</i>	**\$19,000.00
<i>Mangawhai Tracks Charitable Trust for engineering assessment and design of boardwalk from Back Bay to Molesworth Drive</i>	**\$10,000.00

Total Unconditional Grants	\$86,594.40
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* Note: The amounts in the tables are excluding GST (**) for the organisations that are GST registered and including GST (no asterisk) for those that are not.

- 4 Approves the following conditional grants for the 2017/2018 funds weighing community benefits to available funds:

Group	*\$
Mangawhai Activity Zone for shade sail, log wall and quad bike and trailer, conditional on the quad bike and trailer being made available for use by the Mangawhai Tracks Trust, the Pioneer Village and St John.	\$21,478.00
Mangawhai Recreational Charitable Trust for completing loop track including drainage and vegetation clearance and installing a jetty, conditional on proof that the Trust has the right to use the land.	**\$22,885.00
Total Conditional Grants	\$44,363.00

* Note: The amounts in the tables are excluding GST (**) for the organisations that are GST registered and including GST (no asterisk) for those that are not.

and;

- 5 Declines the following applications for the 2017/2018 funds:
- Mangawhai Museum and Historical Society (Attachment 8 to the above-mentioned report and one of two applications made by this organisation);
 - Manga Mutt Park;
 - Mangawhai Waka Ama; and
 - NZ Fairy Tern Charitable Trust.

Carried

Closure

The meeting closed at 4.37pm.

Confirmed 24 April 2018

Chair Deputy Mayor Peter Wethey

Kaipara District Council
Dargaville

4 Information

4.1 Resolutions Register and Action Tracker

Governance Advisor 1202.05

Recommended

That Kaipara District Council receives the Governance Advisor's Resolutions Register and Action Tracker dated 14 May 2018.

Kaipara District Council
Resolutions Register at 14 May 2018

Meeting Date	Agenda Item Number	Item Name	Agenda Resolution Number	Details	Assigned	Status	Comments	Due
13/02/2017	6.4	Establishment of Older Persons Committee	28	Will look at other ways of engaging with older members of the community.	GM GSD	In Progress	To be considered in second quarter of 2018	June 2018
26/06/2017	7.2	Ruawai Stopbank Cycleway Memorandum of Understanding	17	Agrees in principle with the Memorandum of Understanding between Ruawai Promotions and Development Group Inc and Council to support this community led walking and cycling initiative, and delegates signing to the Chief Executive once the document has been converted to Council's Licence to Occupy Agreement format.	GM GSD (DL)	Completed	Signed Licence to Occupy has been received.	June 2018
	7.3	Northlink (Formerly Rodney North Harbour Health Trust) Assignment of Lease	20	Approves the assignment of the lease from The Rodney North Harbour Health Trust Incorporated (now Northlink) to Rodney Health Charitable Trust Incorporated	GM R,F&IT (JB)	Completed		March 2018
			21	Delegates to the Chief Executive responsibility for execution of the Deed of Assignment on Council's behalf.	GM R,F&IT (JB)	Completed		March 2018
	7.6	Kauri Coast Community Pool – Licence to Occupy and maintenance grant	34	Agrees to develop Terms of Reference for a joint Council/Trust Kauri Coast Community Pool Management Committee to investigate reducing operating costs, reviewing fee structure, seeking external funding for programmes, improving the range of programmes, improving dedicated times for the elderly and promoting the pool to achieve increased attendance	GM GSD (DL)	Completed	Terms of Reference have been agreed on and finalised with the Management Committee.	June 2018
			35	Delegates the Chief Executive to negotiate a Licence to Occupy with the Kauri Coast Community Pool Trust on the standard terms and conditions	GM GSD (DL)	In Progress	Licence to Occupy has been drawn up, discussed the Trust and is now with the Trust for signing.	June 2018
			37	Re-assesses its involvement in the Kauri Coast Community Pool after the 2017/2018 swimming season.	GM GSD (DL)	In Progress	The swimming season is now over and a report is being put together for Council.	June 2018

11/07/2017	1.7.2	Notice of Motion 2	4 & 5	1) That the Chief Executive develop a policy for the appointment of independent commissioners; and 2) That the policy include: a) the process for Council appointment to, and removal from the list of commissioners; and b) standardising of commissioner remuneration; and c) the requirement for Council approval of appointments of commissioners for resource consent hearings, and a procedure for appointment including: i) an alphabetical acceptance and refusal process to remove bias; and ii) a public register recording the process followed in point a); and iii) a process allowing applicants to refer disputes over appointments decisions to Council for resolution; and iv) mechanisms to allow qualified elected members to sit on hearing panels if Council decides to do so.	GM PPR	In Progress	Terms of Reference for the Planning and Regulatory Working Group is under consideration by Councillors and included in the March 2018 Council agenda. The intention is that this Working Group review the policy. Working group met on 11 April 2018. Staff to create a policy based on guidance from this meeting.	June 2018
			6	3) That the Chief Executive work with a committee to be recommended by the Mayor in developing the policy and procedure	GM PPR	In Progress	As above	June 2018
			7	4) That any related current delegations be amended to reflect policy	GM PPR	In Progress	As above	June 2018
			8	5) That the policy be presented to Council for approval at 09 October 2017 meeting.	GM PPR	In Progress	As above	June 2018
	7.3	Private Seal Extension Policy Options	48	3 Provides feedback and confirms its preferred option for private seal extensions to allow staff to formulate a policy for Council's consideration.	COO	Completed		June 2018
14/08/2017	6.7	Community Grants Policy Review and Recommendations	35	Creates a clear set of community activities they would like to support in the Long Term Plan 2018/2028	GM GSD	In Progress	To be considered as part of the finalising of LTP	June 2018
			36	Change the Committee's Terms of Reference to allow for delegation of decision-making on future Grants	GM GSD	Completed		
			39	Instructs the Chief Executive to create a separate budget for resource and building consent grants and adjust Forecast One accordingly.	GM GSD	Completed		
26/09/2017	6.6	Stopbank reinstatement - land known as Section 73 75 part 44 Block XV of the Tokatoka Survey District	21	Delegates responsibility to the interim Chief Executive to complete any associated works for the stopbank reinstatement of Raupo Drainage District flood protection based on feedback from community consultation and expert advice	COO (SP)	In Progress	Quotes have been received and reported back to the Raupo Drainage Committee. The Committee has requested follow-up actions.	June 2018
			22	Notes that the works are to be funded by Raupo Drainage Targeted Rate.	COO (SP)	In Progress	As above	June 2018
	6.8	Sale of Council Land : Section 1, SO 61790 , NA67C/989 (Mangawhai)	28	Declares that its property at Tomarata Road, Mangawhai described as Section 1, SO 61790 Certificate of Title NA67C/989 is surplus to its requirements	GM R,F&IT (JB)	Completed		
			29	Offers the land to all adjoining landowners at valuation for the purposes of s345(1)(a)(i) of the Local Government Act 1974	GM R,F&IT (JB)	Completed		

			30	Should the adjoining owners decline the offer to purchase the property, offer the land for sale generally to any other person(s)	GM R,F&IT (JB)	Completed		
			31	Delegates to the Chief Executive authority to negotiate terms and conditions and accept the best offer, provided that it is equal or greater than valuation.	GM R,F&IT (JB)	In Progress	Under contract- Pending retrospective consent from Minister of Conservation	June 2018
14/11/2017	6.13	Northpower – Assignment of Lease	44	Approves the assignment of the grazing licence from Northpower to Highview Investments Limited	GM R,F&IT (JB)	Completed		
			45	Delegates to the Chief Executive responsibility for execution of the Deed or Assignment on Council's behalf.	GM R,F&IT (JB)	In Progress	Deed currently with Northpower and Highview for execution	May 2018
11/12/2017	6.2	Forecast One 2017/2018	8	Approves the forecast as set out in the forecast sections in the above mentioned report and its attachments, and determines that no further action is required at this point in time	GM R,F&IT (RG)	Completed		
			9	Notes the revised forecast shows decreased operating revenues of \$0.4 million, reduced operating costs of \$0.5 million, increased capital funding of \$7.1 million and revision of the capital expenditure projects list	GM R,F&IT (RG)	Completed		
			10	Approves the revised capital expenditure schedules listed in Attachment 4 of the above mentioned report	GM R,F&IT (RG)	Completed		
			11	Approves the use of \$3.1 million of prior year surpluses and general reserves to reduce the district wide portion of the Mangawhai Community Wastewater Scheme debt	GM R,F&IT (RG)	Completed		
			12	Notes that the \$5.3 million of forestry asset sales will reduce the district wide portion of the Mangawhai Community Wastewater Scheme debt	GM R,F&IT (RG)	Completed		
			13	Instructs the Chief Executive to provide Council with a full briefing in February 2018 on all options on the use of proceeds from this specific asset sale	GM R,F&IT	In Progress	Agreed to prepare a Council paper in second quarter of 2018	July 2018
	6.5	Mangawhai Museum Partial Surrender of Lease	20	Approves the Partial Surrender of the Lease by the Mangawhai Museum	GM R,F&IT (JB)	Completed		
			21	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 2018
			22	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	June 2018
	25/01/2018	7.4	Reserve Contributions (use of) Policy: Adoption of reviewed Policy	31	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	
32				Consults on the reviewed Policy as part of the draft Long Term Plan process	GM RPP	In Progress	To be considered as part of the finalising of LTP	June 2018
33				Prioritises the review of Reserves and Open Space Strategy (ROSS)	GM RPP	In Progress	To commence once LTP finalised	Dec 2018

	7.6	Recycling issues and costs	37	Approves the temporary stockpiling of the plastics that currently have no market for recycling at an estimated cost of \$2,500 + GST per year pending establishment of new markets	COO	Completed		
			38	Approves the additional costs to subsidise the transportation of the remaining plastic products that are currently able to be sent to market in Auckland for recycling without any resale value at an estimated cost of \$12,000 + GST per year	COO	Completed		
			39	Instructs the Chief Executive to monitor the situation and, if no new markets have been established within a two year period, to report back to Council with options	COO	In Progress		March 2020
28/02/2018	7.1	Licence to Occupy Review	24	Delegates to the Community Grants Committee the authority to review and recommend amendments to the Community Assistance Policy to provide clear policy guidance for Licences to Occupy, including amendments to the standard Licence to Occupy template	GM R,F&IT (FD&DL)	In Progress	LTO review is in progress	June 2018
			26	Directs the Chief Executive to review the Rates Remission Policy to ensure there is consistency with the Community Assistance Policy	GM R,F&IT (CT)	In Progress	To be considered as part of the finalising of LTP	June 2018
	7.5	Road Stopping and Sale - Murray Road, Tangowahine	40	Approves the stopping of a 12.5ha parcel of unformed Murray Road in Tangowahine,(as identified in Attachment 1 to the above mentioned report) under s116 of the Public Works Act	GM R,F&IT (JB)	In Progress	Valuation has been received for land and now working	Sept 2018
			41	Delegates to the Chief Executive responsibility for reaching agreement with the purchaser on the terms and conditions of the Sale and Purchase Agreement	GM R,F&IT (JB)	In Progress	As above	Sept 2018
			42	Notes that the purchaser will meet all costs associated with the transaction	GM R,F&IT (JB)	Completed		
	28/03/2018	6.1	Private Seal Extension Policy 2018: Adoption for Community Engagement	5	Adopts the draft 'Kaipara District Private Seal Extension Policy 2018', circulated as Attachment 1 to the above mentioned report, and seeks community feedback on the draft Policy with the following amendments: <input type="checkbox"/> to link to Rating Policy and re-worded for clarity to laypeople, in plain English; <input type="checkbox"/> add interest and maximum term of less than 10 years, and obligations of those that do not agree	COO (HvZ)	In Progress	Finalising additions to the draft policy. Seeking public feedback in May
6				Delegates the Chief Executive and Councillors Wethey and Geange to approve the final wording	COO (HvZ)	In Progress	As above	July 2018
6.2		Baylys Beach Access, Beach Erosion Assessment Report update	9	Requests that this issue be reported back to the Council meeting on 26 April 2018 with further information including legal opinion regarding liability and information on the status of the land	COO (BP)	In Progress	This item has been deferred to June 2018 Council agenda.	June 2018

26/04/2018	4.1	Notice of Motion 1 : Elected Members Allowance and Recovery of Expenses Policy 2017/18	2	That Notice of Motion 1 : Elected Members Allowance and Recovery of Expenses Policy 2017/18 from Councillor Geange lie on the table pending the receipt from Council staff of a report assessing all impacts on Council of implementing the Motion as put, including any retrospective liabilities that might be incurred.	GM GSD	In Progress	A report will be presented to the July 2018 Council meeting.	July 2018
	5.1	Kaipara District Council's General Bylaws - Revoking the fire provisions	11	Revokes Part 7 of Kaipara District Council's General Bylaws "Fires In The Open Air"	GM RPP (MS)	Completed	Council given notice under section 152B of the Local Government Act 2002 that it has revoked, by resolution at its 26 April Ordinary Council Meeting, Part 7 "Fires In The Open Air" of the Kaipara District Council's General Bylaws	
	5.2	Forecast Two 2017/2018	14	Approves the forecast as set out in the forecast sections in the above mentioned report and its attachments, and determines that no further action is required at this point in time	GM R,IT&F	Completed		
			15	Notes that the revised forecast shows increased operating revenues of \$1.6 million, reduced operating costs of \$0.4 million, increased capital funding of \$0.3 million and reduced capital expenditure of \$1.7 million from the estimates in Forecast One	GM R,IT&F	Completed		
			16	Approves the revised capital expenditure schedules, listed in Attachment 4 of the above mentioned report, and the carry forwards to the Long Term Plan 2018/2028	GM R,IT&F	Completed		
			17	Notes that forecast debt is currently projected in the order \$48.2 million which is a reduction of \$13.9 million compared with the planned \$3.8 million reduction in the Annual Plan. The increased reduction is due to release of available general reserves, property sales and development contribution payments for the Mangawhai Community Wastewater Scheme (MCWWS)	GM R,IT&F	Completed		
			18	Approves the out of limit position in terms of clause 6.3 of the Treasury Management Policy (this to be reviewed in six months)	GM R,IT&F	Completed		
			19	Notes that the Chief Executive is to provide Council with a full briefing on all options on the proceeds from the forestry asset sale	GM R,IT&F	In Progress		
	5.3	Kaipara District Council schedule of meetings for July December 2018	27	Adopts the proposed Kaipara District Council meeting schedule for the second half of 2018 as set out below, and publishes it on the Kaipara District Council website (Please refer to minutes for the table of meeting dates)	GM GSD (LH)	Completed	Outlook invites have been sent, and the website has been updated	May 2018
			28	Delegates the General Manager Governance, Strategy and Democracy to determine times and venues for meetings of Council and committees of Council, in consultation with the Chair of those Committees, and that these times and venues be publicly notified in accordance with clause 19(5), Schedule 7 of the Local Government Act 2002, section 46 of the Local Government Official Information Management Act 1987 and Council's operative Standing Orders	GM GSD (LH)	Completed	Noted by relevant staff	

4.2 Chief Executive's Report April 2018

Acting Chief Executive 2002.02.18/April

Recommended

That Kaipara District Council receives the Chief Executive's Report for the month of April 2018.



Chief Executive's Report

For the month of April 2018

Part One

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

Part Two

Financial Report to 30 April 2018

Part One

a) Chief Executive Overview – April

By the time this report is presented at the May Council meeting there will be five weeks remaining in the financial year. The 2017/2018 year has been punctuated by many changes. The resignation of the former Mayor, the ensuing Mayoral by-election, plus changes in Chief Executive and Executive Team have all contributed to uncertainty for staff and the community at large. Change is never comfortable but overall all these hurdles have been well-managed. We have also had to deal with many unforeseen events caused by Northland's weather – roads slips, the rock fall at Aranga, flooding in Dargaville and the additional stress these events put on our stormwater and wastewater systems. The breadth of issues that Council officers in particular frontline customer service staff face, is extraordinary.

As a growth district, geographically dispersed, with a small ratepayer base there are significant challenges ahead – it remains impossible to please everyone. Council is still primarily focused on core services confined by the level of debt and revenue needed to service that debt. Notwithstanding this we have started to invest time looking forward and engaging with the community on Kaipara's future. We remain hopeful that the Provincial Growth Fund and its guardians will see merit in the opportunities that Kaipara has showcased in the latest set of Tuawhenua applications.

Below is a quick update on a selection of key project areas.

Plan Change 4

At the time of writing the initial mediation has been held with s274 parties and Fire and Emergency New Zealand. Significant progress was made and we remain hopeful that alterations can be made to the district plan without an expensive legal battle. My thanks to all Council staff for their efforts made to date in this regard.

Long Term Plan (LTP)

The LTP is the key agenda item at this month's Council meeting. It represents the culmination of a project and process that started almost a year ago with initial Council briefings, subsequent consultation document release, public hearings, Mana Whenua forums and the receipt of over 270 public submissions. Councillors have well and truly had exposure to a wide variety of feedback and issues. It is now the time for decision-making.

Provincial Growth Fund

We provided Council with an update on 04 May of these applications. Kaipara was over-represented in the last Northland-wide submissions seeking assistance with five projects:

- Kaihu Valley Rail Trail;
- Dargaville Digital Community Hub;

- Waipoua River Road (with Te Roroa);
- a selection of bridges for upgrading; and
- the sealing of 10 kilometres of Pouto Road.

We have a further dozen applications / projects in train for which we are seeking funding either on our own or in conjunction with Iwi and the other Northland councils. Once again I wish to thank all staff involved in these applications together with the Steering Group office and Northland Inc. for the support provided.

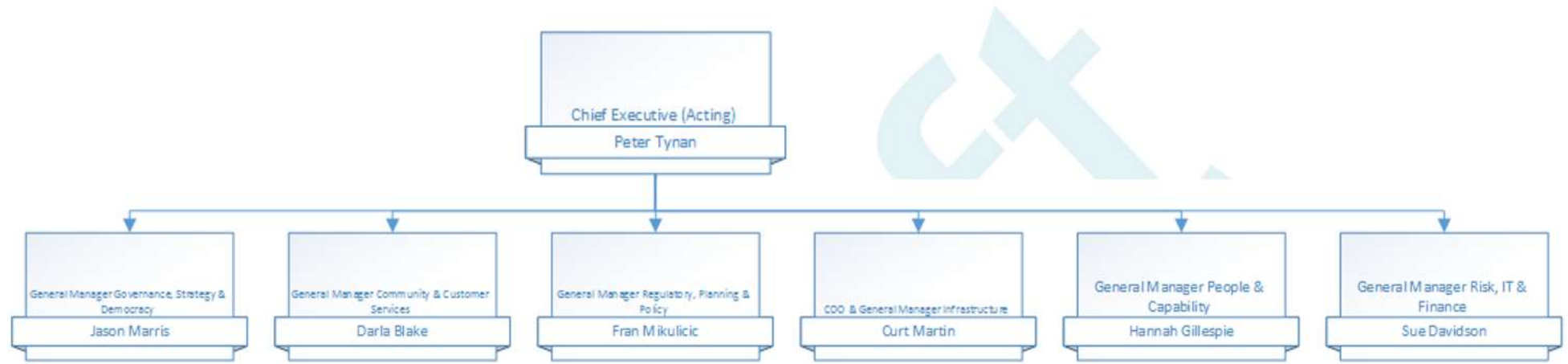
Customer Service statistics









In the month of April we received 4,860 contacts, made up of 2,354 telephone calls, 1,163 walk-ups to reception and 1,343 emails. We are implementing a 100 day action plan in an effort to resolve a range of issues we face in dealing with customer requests. The 100 day action plan includes the need to progress the digital work faster to take pressure off frontline staff.

Executive Team Update

I am pleased to welcome Sue Davidson to the Executive Team as the new GM Finance, Risk and IT. Sue started with us earlier this week. With Sue’s addition and the recently appointed new Chief Executive, the Executive Team has a more stable look to it and as such is included in my report for completeness. It bodes well that Kaipara continues to attract a high quality talent.

Finally, as this is my last Council meeting as Acting Chief Executive I wish to thank the Council for the opportunity to be part of the ongoing and very positive Kaipara story, special thanks to all the staff for the way in which they show unselfish commitment and dedication to the district every single day.



All of Council - Key Performance Indicators (all \$ in 000's)								
	Indicators	What is being tracked	MTD Target	Actual	YTD Target	YTD Actual		Comment
1	Debt Level	Net Bank debt tracked on a year to date basis	N/A	N/A	June 2018 \$57,712	April 2018 42,754		Debt levels will track up over the next few months
2	Resident survey satisfaction	Overall performance as measured by Key Research Group	N/A	March 2018 Actual 64%	Increasing trend	March 2018 64%		Next survey results will be available in June 2018
3	Surplus or deficit	Surplus/(Deficit) before loan payments and depreciation	N/A	N/A	April 2018 \$9,301	April 2018 \$11,124		As reported in April 2018 financial report
4	Employee engagement	Overall perception	N/A	N/A	69%	Pulse Survey Feb 2018 63%		Next survey due in August
5	Legislative compliance	LGOIMA and LIMs responded to in statutory deadlines	N/A	63 received	N/A	565 received, 100%		All LIMs and current LGOIMAs responded to within deadlines
6	Building accreditation maintained and compliance with RMA	Blended result from resource and building consent along with BCA audits	April 2018 100%	April 2018 95%	April 2018 100%	April 2018 95%		BCA Audits were 100% this month
7	Activity profile performance metrics achieved	Tracking of performance measure to quarterly and annual targets	N/A	N/A	80%	75%		Slightly down on last quarter.
8	Capital works spend on track	Capital works spend within 5% + - of budget	N/A	N/A	\$13,397	\$12,155		Result is 9% behind targeted projections for the year to date.

Please note: Roading capital works spend will be reported quarterly from NTA.

b) Activities Report

1 Community Activities for March/April

- The Community Team met with Whakapirau residents for the Community Conversation engagement on Friday 27 April.
- This month's activities including engaging with the following organisations:
 - Dargaville Community Network meeting bringing together a range of community organisations including health, education, Iwi providers, WINZ, Road Safe Northland to discuss issues impacting the Dargaville community;
 - Kaiwaka Can which meets monthly to focus on the Kaiwaka Township Improvement Plan;
 - Maungaturoto Community Providers Network meeting with representatives from health, Linking Hands, Northable, Sport Northland, Community Centre, St Johns, Strengthening Families, Rehab Start and local agencies;
 - Pouto Lighthouse Event Project Team to discuss the 2019 event and how Council can support them ;
 - Tangiteroria Complex Committee to discuss a community-led activity area for Tangiteroria;
 - Te Kopuru Domain Working Group to organise the Community Planting Day being held on 27 May;
 - Maungaturoto Residents Association to discuss funding options;
 - Kauri Coast Recreational Society to support them with their building progress and funding options;
 - Pasifika Fono was held in Dargaville with a Community Advisor attending.
- A meeting was held with the Kaiwaka Sports Association committee to discuss the change over from Lease to Licence to Occupy. A draft Licence to Occupy is being prepared;
- An advertisement was submitted for inclusion in the AA Traveller Cycle Guide 2018 highlighting trails and local attractions. Last year 75,000 copies were distributed and these are also available online;
- Met with Sport NZ and Sport Northland to incorporate Sport NZ's national principles of play in to placemaking projects and community programmes. The Community Team will represent Council on a regional play champion network;
- Planning has started for the Neighbourhood Connections Community Engagement. Montgomery Avenue in Dargaville is going to be the test pilot street. Sport Northland will assist with this new engagement method; and
- A stocktake and review of community leases and licences to occupy is progressing well and will be completed by the end of June 2018.

Funding

- Creative Communities NZ Scheme Funding Committee meeting was held on 24 May and funding decisions approved. Eleven applications totalling \$15,328.94 were received and \$10,173.68 allocated to nine community groups;
- Rural Travel Fund Committee Meeting was held 30 April and funding decisions approved. Fifteen applications totalling \$23,072.06 were received and \$10,950.00 was allocated across the applicants;
- MELA Committee Meeting was held 18 April and funding decisions approved. Thirteen applications totalling \$249,751.28 were received and \$130,957.40 was allocated to nine applicants.

Library

- All Kaipara libraries are getting on well in the new library management system with the volunteers commenting that the new system is easier to use. Council's IT Team have been a great support in implementing the system across the five libraries.

2 Parks and Reserves

- Mangawhai Community Park Pioneer Village work is continuing. A planting plan has been drafted and will be discussed at the Governance meeting together with plans for the new internal tracks.
- At Selwyn Park (Dargaville) new shade sails over the playground and a weatherproof area have been installed for the users of this park.
- Taharoa Domain pest plant removal is continuing with trees being bored and pasted to kill them. Work on the extension to the walking track is also continuing with pampas spraying at Taharoa Domain having been completed in conjunction with NRC. Designs for the toilets and caravan dump station at Lake Waikare are currently underway and the construction tenders will go out soon.

3 Roads and footpaths

Confirmation has been received from the NZ Transport Agency (NZTA) that Council's submission for funding for the next three year subsidy for the maintenance portion of the local network has been successful. Kaipara requested \$44,238,000 which has been approved. The Roding Team is to be commended on this achievement. 49% of councils received a reduction in their bid of between 1% and 10%. NZTA has advised that it made its decision ahead of the adoption of the National Land Transport Programme (NLTP) on 31 August to assist Council with budgeting, long term plan development and Regional Transport Committees to finalise their Regional Land Transport Plan. NZTA will confirm the funding allocations for these programmes when it adopts the NLTP.

The tender evaluations have been completed for the new maintenance contracts. The next step is to obtain approval to award from the three respective district councils involved across Northland.

The focus continues in April on completing this year's sealed pavement programme which includes some re-work.

Improvements on Bickerstaffe Road started in April with the bulk of sight benching works now completed, ahead of heavy metalling programmed for June

Sump cleaning across the urban areas continued through April, with the majority of the round now completed. Having the sumps cleaned ahead of winter is important in helping to prevent unnecessary flooding.

4 Solid Waste

The month of April has seen some improvements made in kerbside collection. A collection cage on King Road (Mangawhai) which caused concern in the Community has been relocated and kerbside collection extended.

An increasing number of complaints are being received from neighbours of the Dargaville Transfer Station. These complaints are around noise being generated by this activity. This is being monitored to ensure that District Plan noise levels are being complied with.

On a positive note, recycling is up and illegal dumping is down in comparison to the same time last year.

5 Four Waters

Storm events in Dargaville affected the running of the Water Treatment Plant at full capacity. These events were managed without reservoirs reaching critical levels.

Inflow to the Mangawhai Wastewater Treatment Plant for the month of April 2018 totalled 16,889m³. The plant is continuing to operate within resource consent limits. Irrigation was carried out for most of the month and ceased when weather conditions deteriorated.

The capital works programme is progressing well. Physical construction of both the Dargaville/Baylys watermain renewal and the Dargaville wastewater renewals commenced in March is well underway and on track for completion in the next two months. The Maungaturoto Wastewater Treatment Plant's desludge programme has commenced and the Mangawhai treated wastewater irrigation scheme phase 3 has been completed and commissioned. The remaining 12 hectares, Stage 4, is in the process of being designed and is programmed to be constructed in the next fiscal year.

Raupo stopbank south of Ruawai remedial works are being progressed and the Hore Hore floodgate work is near completion.

6 Planning and Regulatory – April 2018

Planning	Received		% On Time	Average Working Days	YTD % On Time
	2017	2018			
Resource Consent Applications	28	46	86%	17.5	88%
224 Applications	12	6	6	1.1	100%
Service Requests	127	87	97%		98%
<ul style="list-style-type: none"> 11 additional lots have been created, six in Mangawhai, four in the Otamatea area and one elsewhere. The Planning Team Leader is assisting with workload management. The team's focus is on professional development and improvements to customer service, including providing consistent service to internal and external customers. A number of resource consent hearings are likely to be required in the coming months for publicly notified consent applications. 					
Building	Received		% On Time	Average Working Days	YTD % On Time
	2017	2018			
Building Consent Applications	53	59	98%	12.98	97%
CCC Applications			80%	28.56	96%
Service Requests	101	125	98%		96%
<ul style="list-style-type: none"> One building consent was issued at 21 days. A new BCO has been appointed and is due to start at the end of May. The combined value of building consent projects total \$7,620,465. 					
Regulatory	Received		% On Time	Average Working Days	YTD % On Time
	2017	2018			
Alcohol Applications	6	17		8.1	
Food Control Audits and Inspections	23	17	71%		79%
Service Requests	163	360	98%		97%
<ul style="list-style-type: none"> Alcohol applications remain routinely consistent. There were eight dog attacks reported with four under investigation. Dargaville township remains a hot spot with regard to wandering dogs. There were 14 Bylaw investigations carried out, one was enforced and 13 were resolved informally. 					

BCA Accreditation	Due	Completed		YTD % Completed
		YTD	April	
BCA Audits	4	27	4	100%
Competency Assessments	1	2		100%
BCA Training	0	0		
<ul style="list-style-type: none"> • Competency assessments are now on track with zero outstanding. • BCA Audits are up to date with now five team members able to carry out audits. 				
Policy				
<ul style="list-style-type: none"> • PC4 mediation and new fire rule drafting • EOI drafting for PGF • Bylaw reviews 				

7 LIMs Overview

A Land Information Memorandum (LIM) is a property information report compiled by Council. This is typically obtained by a potential buyer when looking to purchase a property and must be issued within 10 working days of receipt. In March, all 56 LIM applications were processed on time, taking an average of seven working days.

8 Councillor queries

For the period 01 to 30 April, there were 24 Councillor queries received. Of these, 18 have been answered with further follow up required on the remainder

9 LGOIMA Overview – 01 April to 30 April

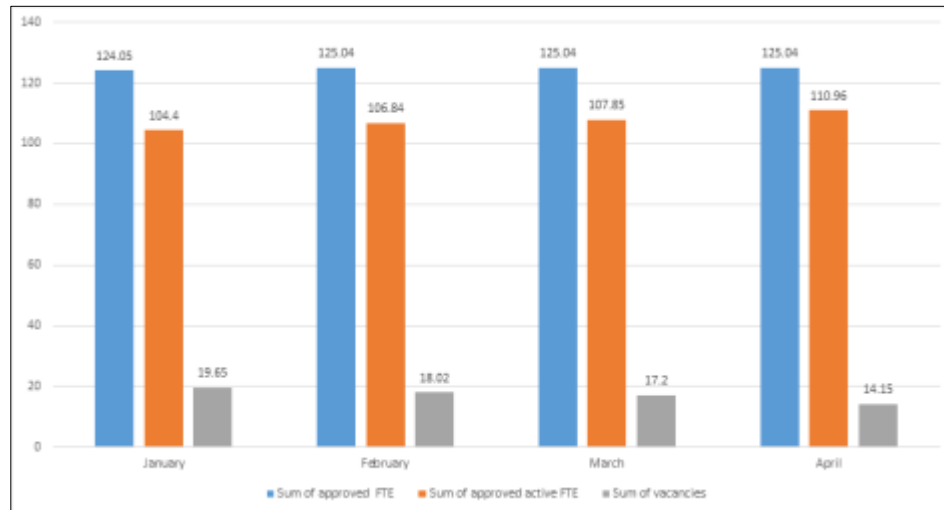
Below is a list of requests received for information under the Local Government Official Information and Meeting Act 1987. Information requested as a LGOIMA must be answered in 20 working days from the day of receipt. All requests were processed within statutory timeframes.

Name	Subject
Shelley Knight	Operating commercial free-range broiler chicken farms
Valarie Becroft	Copies of complaints about dogs etc.
Michael Dunn	Conservation covenant for Lot 10 DP 325346
Emma Boad - Gaze Burt	Letter relating to subdivision application
Taxpayers Union	Council register of interests
David Launder	Information for 2 Kotare Road, Takahoa Bay
Housing NZ	89 Gordon Street dog and noise complaints

10 People and Capability

People and Capability update:

- Sue Davidson joins Kaipara on Monday 21 May as General Manager, Risk IT and Finance;
- Francis Toko joins Kaipara in a new role of Iwi Relations Manager commencing Tuesday 05 June 2018; and
- Of the 14.15 FTE vacancies reported below, as of 07 May 2018, six have been accepted and five are at final offer stages.



11 Health and Safety

Workplace Health and Safety Management Report (April 2018)

Lag indicators (Reactive)

Staff OHS Events Table

Incident type	Events for month
Near Miss	2
Property Damage	0
Pain or Discomfort	0
Occupational Illness	0
First Aid Case	0
Medical Treatment Injury	0
Lost time Injury	0
Notifiable Event	0
Environmental Incident	0

Contract Work OHS Events Table

Incident type	Events for month
Near Miss	9
Property Damage	1
Occupational Illness	0
First Aid Case	1
Medical Treatment Injury	1
Lost time Injury	0
Notifiable Event	0
Environmental Incident	1

KDC Public OHS Events Table

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

Lead Indicators (Proactive)

OHS Training Table

Training type	Number Trained
Staff H&S Inductions	3
ConstructSafe	8 Waters staff

Contractor Audit Table

Audit Type	Number conducted
Roading Mobile works	8
Waters (Maungaturoto WWP desludge)	1
Waters fixed facilities	3
Parks and reserves	0
Solid Waste	0
Regulatory	0
Planning	0

KDC Fleet Audit Table

Fleet Type	Number conducted
KDC Fleet	12
Grey Fleet	0

Facilities Inspection Table

Inspection Type	Number Conducted
Office Inspections	2

c) Contract Acceptance

Contract Number	Name	Commentary
890	Design and Construction VA Pump Station Upgrade, Mangawhai	Awarded to Opus for the accepted offer of service of \$54,860 (Excl GST). The accepted price is within approved terms of Council's 2017/2018 Water Services budget.

d) Looking Ahead**June**

06	Wednesday	Harding Park/Pou Tu Te Rangī	2.00pm	Northern Wairoa War Memorial Hall
13	Wednesday	Audit, Risk and Finance	10.00am	Mangawhai Club, Mangawhai
26	Tuesday	Ordinary Council meeting	9.30am	Northern Wairoa War Memorial Hall

July

26	Thursday	Ordinary Council meeting	9.30am	TBC
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August

09	Thursday	Taharoa Domain Governance	2.00pm	Northern Wairoa War Memorial Hall
16	Thursday	Raupo Drainage Committee	10.00am	Raupo Drainage Board Office, Ruawai
20	Monday	Mangawhai Community Park	10.00am	Mangawhai Council Office

Part Two

April 2018 Financial Report

Whole of Council Overview

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

	Year to Date April 2018			Indicator	Full Year	
	Actual \$000's	Forecast Two \$000's	Variance \$000's		Budget \$000's	Forecast Two \$000's
Total Rates	28,091	28,036	55	●	33,421	33,554 ↑
Operating Subsidies and Grants	3,970	4,103	(133)	●	5,895	5,044 ↓
Activity Revenue and Other Income	5,806	6,241	(435)	●	5,100	7,027 ↑
Total Operating Income	37,867	38,380	(513)	●	44,416	45,625 ↓
Employee Benefits	8,210	8,321	111	●	9,458	9,974 ↑
Contractors	6,821	7,192	371	●	10,835	9,061 ↓
Professional Services	3,964	4,140	176	●	4,479	5,059 ↑
Repairs and Maintenance	2,619	2,837	218	●	3,088	3,544 ↑
Finance Costs	2,645	2,341	(304)	●	3,167	2,861 ↓
Other Operating Costs	4,057	4,078	21	●	4,940	4,583 ↑
Total Operating Costs	28,315	28,908	592	●	35,966	35,082 ↓
Operating Surplus / (Deficit) before Depreciation	9,552	9,472	79	●	8,449	10,543 ↑
Capital Subsidies	5,055	5,388	(333)	●	8,287	8,976 ↑
Contributions	3,283	3,150	133	●	1,188	3,353 ↑
Other Capital revenue	5,390	4,688	702	●	150	4,713 ↑
Total Capital Revenue	13,728	13,225	502	●	9,625	17,041 ↑
Capital Expenditure	12,155	13,397	1,242	●	20,128	20,773 ↑
Total Capital Expenditure	12,155	13,397	1,242	●	20,128	20,773 ↑
Subtotal Capital	1,572	(172)	1,744	●	(10,504)	(3,732) ↑
Surplus / (Deficit) before Loan Payments and Depreciation	11,124	9,301	1,823	●	(2,054)	6,812 ↑

KEY

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

Public Debt and Requirements			
	Jun. 17	Apr. 18	Jun. 18
	\$000's	\$000's	\$000's
Debt			
Debt	62,127	44,000	58,295
Cash in bank (overnight deposits)	- 11,874	- 1,246	- 583
Net debt	<u>50,253</u>	<u>42,754</u>	<u>57,712</u>
Reserves (future obligations)			
General reserve funds committed	5,157		-
Targeted rates, council created and restricted reserves credit balances	14,884		13,360
Total	<u>20,041</u>		<u>13,360</u>
Debt Requirements			
Debt	62,127		58,295
Future obligations	20,041		13,360
Gross Debt Requirement	82,168		71,655
Less cash in bank	- 11,874		- 583
Net Debt Requirement	<u>70,294</u>		<u>71,072</u>

Statement of Operating and Capital Performance

Comments on major variances

Revenue

Operating Subsidies and Other income (Amber):

Actual \$133,000 (3%) below Forecast Two due to slightly slower progress on roading reseals.

Activity Revenue and Other Income (Amber):

Actual \$435,000 (7%) below Forecast Two due to roading emergency work (mainly slips) which are not linked to the three NZTA funding cycles. However, out of 19 slips: 10 are complete, 2 are committed and 7 are restarting.

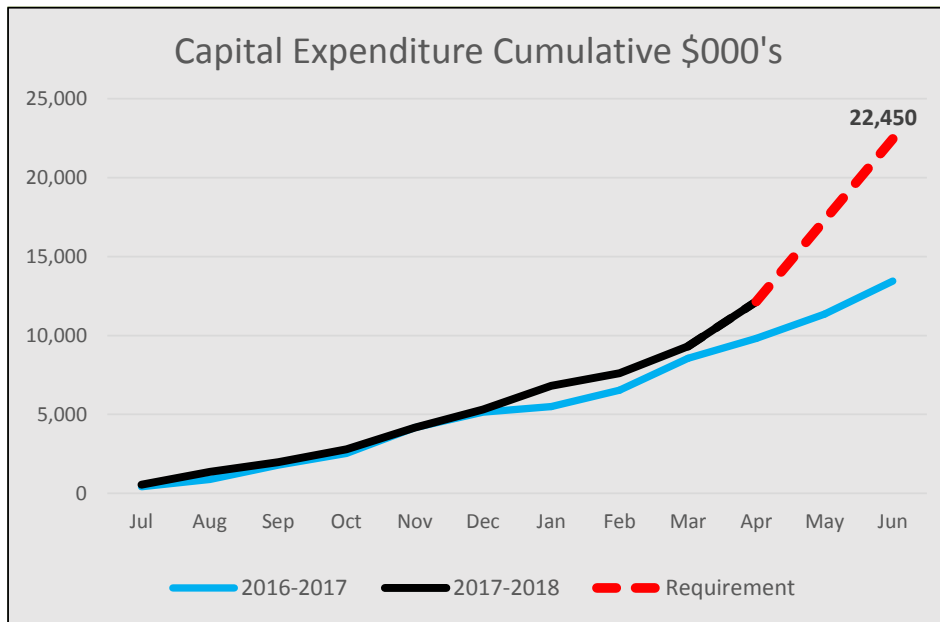
Expenditure

Finance Costs (Red):

Actual \$304,000 (13%) higher than Forecast Two (though on YTD Budget) due to \$291,000 (12%) BNZ and ANZ SWAP payment this month.

Capital Subsidies (Amber):

Lower Rooding capital expenditure (\$1.2 million below Forecast Two) resulting in lower subsidies (\$304,000, 6%) for the year to date April 2018.



Public Debt at 30 April 2018

Public debt position: \$44 million.

Net debt position (debt less cash) is \$42.7 million.

4.3 Quarterly Report: Third Quarter Ending 31 March 2018

Administration Manager 2002.02.18/May

Recommended

That Kaipara District Council receives the Administration Manager's Quarterly Report: Third Quarter Ending 31 March 2018.



Quarterly Performance Measures

Third Quarter Ending 31 March 2018

Quarterly Performance Measures – for the third quarter ending 31 March 2018

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1 Introduction

This Quarterly Performance Report measures Council's performance on its activities as adopted in Council's Long Term Plan 2015/2025. The report is based on the level of service statements, planned improvements and changes as per year three of the Long Term Plan (LTP). It also includes highlights and risks associated with each of the activities.

Performance measures were identified in 2015 when setting the LTP. These apply over the 2015/2018 year period. Not all the measures fit within a quarterly report, although they remain relevant for an Annual Report. They are presently being reviewed as part of the Long Term Plan 2018/2028 process.

Within this Report there are 114 measures. 7 of these have not been measured as yet and the 2 rural fire measures are no longer Council business. Of the balance remaining, 81(77.2%) were achieved. The coloured circle in the annual target column indicates progress. Green is either achieved or on target to be achieved by the end of the financial year. Amber is not measured to date or a survey has not yet been completed, or it is looking like it may not be achieved. Red is not achieved or highly unlikely to be achieved. There are 14 (13.3%) measures recording amber and 10 (9.5%) recording red. Some measures will only be available annually while others are based on statutory obligations.

Removal of Rural Fire measures.

A summary of the 'not achieved' measures to date is as follows:

Resource consenting	1	Animal Management	1	Building	1
Sewerage	3	Footpaths	0	Governance	1
Mana Whenua Forum	1	Reserve Management Plans	1	Water Supply	1

The Long Term Plan 2015/2025 bases the measures on an annual target. The Quarterly Performance Report measures progress quarterly. For those measures that are based on figures or percentages, as this is the third quarter, the current performance either combines quarter one, two and three or averages quarter one, two and three.

The Residents Survey is undertaken on four occasions throughout the year with the first survey undertaken in October 2017. The second and third surveys were completed this quarter with the final survey being undertaken in June. The results of the June survey will be released in July. Those measures with no results received to date will be included in the final July report. To calculate the Residents Survey year to date figures, the results have been averaged over the past three surveys.

Summary of Operating and Capital Performance

Whole of Council Overview

	Actual \$000's	Year to Date March 2018 Budget \$000's Variance \$000's		Indicator	Full Year Budget \$000's
Total Rates	25,603	25,428	175		33,421
Total Operating Income	34,479	33,612	867	●	44,416
Total Operating Costs	25,160	26,292	1,131	●	35,966
Total Capital Revenue	12,349	13,366	(1,017)	●	9,625
Total Capital Expenditure	9,321	16,656	7,335	●	20,128

Key ● Favourable ● Unfavourable – within 10% of budget ● Unfavourable – over 10% of budget

2 Report by Activity

Community Activities

What has changed?

Community Assistance – A process of how community groups can access our insurance broker is currently underway.

All the community Licences to Occupy (LTO) and leases are going through a review. This will assist with the standardising of the LTOs going forward.

Halls and Community Housing –The asset renewal programme and the asset maintenance programme are underway, with the asset condition survey completed.

Libraries – We have reviewed services in the community libraries and created a strategic plan for libraries. Key performance indicators have been added to the next Contract for Services for libraries. Programmes are now being offered to community libraries. Further development of programmes in the Dargaville Public Library have been put on hold until space is available to run these. The new library management system has been installed. The Asset Management Plan (AMP) for libraries has been delayed as other parts of Council have taken priority.

Reserves and Open Space – Street tree planting in Kaiwaka is underway as part of Kaiwaka Township Plan. The Dargaville River Path contract work is nearing completion. The Mangawhai Pioneer Village work continues at Mangawhai Community Park with landscaping of the area around Pioneer Village progressing well. Planting plans and walking tracks are currently being discussed. An assessment has been received for the Notable Trees in Pahi and further work is being undertaken. The Morton Bay Fig tree has recovered well from its infestation of Physillids. The new maintenance contract for Parks and Reserves was awarded to Downer and is underway. Harding Park/Pou Tu Te Rangi projects are progressing with more planting being completed currently. At Taharoa Domain more tracks are being developed and UV installation on the water supply is underway. A parking strategy has been completed for Memorial Park as this will be required to cope with the extra vehicle demands with Sportsville nearing completion. The new toilet and playground for Jaycee Park has been carried forward until a decision is made on the location of the new library.

Highlights

Community Assistance – 11 applications have been received for the Creative Communities Grant, totaling \$15,328. The total allocation amount is \$12,087. 15 applications have been received for the Rural Travel Fund totaling \$23,072. The total allocation amount is \$10,966. The MELA fund received 13 applications totalling \$249,751. The total allocation amount is \$131,306.

Reserves and Open Space – The Walking and Cycling Strategy presented to the Regional Transport Committee was well received and the Community Garden Day at Pou Tu Te Rangi Harding Park was well attended. A review of the current Reserves and Open Spaces Strategy (ROSS) is being undertaken along with the Mangawhai Community Park Master Plan. Good survey results were received to identify what the public sees as their priorities. There has been a relatively problematic free holiday season with minimal operational/infrastructure issues. Taharoa Domain and Mangawhai again proved to be a very popular holiday destinations.

Library – All libraries successfully transitioned to a new library management system in March.

Community Housing – The community housing continues to be well-managed.

Risks and Issues

Community Assistance – The Creative Communities Scheme, Rural Travel Fund and MELA are oversubscribed resulting in some community groups having to be declined or their total amount reduced.

Reserves and Open Space – The draft Reserves Contribution Policy is likely to impact the timeframes and funding of the proposed Opex and Capex programmes and due to the annual contestable nature of the proposed policy there will be no certainty to plan and implement work. If reserve contributions within the respective project's catchment are insufficient to fund a project this will result in delays as alternative funding sources may be required.


The new Parks and Reserves contractor has had a few minor scheduling issues that created several service requests. These seem to have been resolved now that they have completed a full service round.

Library – Paparoa library has closed and moved stock for approximately two months while their building is being redeveloped. They will move into a new space when the redevelopment is complete.




Crowding remains an issue at the Dargaville library and during busy times there is often not enough room for all users.

Community Housing– Maintenance requirements are increasing due to the age of the units.






Community Assistance




Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
Implementing the Community Assistance Policy including Grants, Contract for Service, Licence to Occupy and the Mangawhai Endowment Lands Account (MELA).	Contract for Service, Operational and Capital Grants, MELA applications called for and processed within timeframes	New measure from 2015/2016	100%	100% 	100%	The Community Assistance Policy is being implemented as business as usual.

Reserves and Open Space




Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
To provide and enhance open spaces, linkages and facilities to promote community well-being and enjoyment.	Percentage of residents who are very/fairly satisfied with their local parks and sport fields		93%	85% 	94.33%	Achieved.
	Percentage of residents who are very/fairly satisfied with their public conveniences		84%	65% 	85.33%	Achieved
	User satisfaction with cleanliness and lack of litter and graffiti		77.5%	70% 	78%	Achieved

Reserves and Open Space

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
	Parks Maintenance Contract measures are met	New measure 2015/2016	100%	90% 	100%	Achieved.
	An active sports park within a 40 minute drive of all residents (not all belonging to Council) with toilet and changing facilities	New measure 2015/2016	100%	Achieved 	100%	Achieved.
	Coastal access and esplanade reserves in urban areas already developed or zoned for residential development in the District Plan, with carparking areas	New measure 2015/2016	Achieved	Achieved 	Achieved	Achieved – we continue to develop areas that are vested in Council and areas that have been identified as high use areas.
	A local purpose reserve within 15 minute walk of residents in urban areas already developed or zoned for residential development in the District Plan	New measure 2015/2016	Achieved	Achieved 	Achieved	Achieved.
	A public toilet in shopping areas servicing an urban population over 2,000	New measure 2015/2016	100%	100% 	100%	Achieved.

Community Housing						
Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
To provide housing suitable for the elderly who have difficulty providing it themselves.	Percentage of tenants satisfied with standard of accommodation and services	Annual Tenant Survey	Measure not available as yet	95%	Measure not available as yet	Tenant survey will be undertaken May 2018.
	Percentage of tenants who rate response to request for service as excellent/good	Annual Tenant Survey	Measure not available as yet	90%	Measure not available as yet	Tenant survey will be undertaken May 2018.
		Nil net cost to ratepayers for Council's housing services	On track	Zero 	On track	All costs are forecast to remain within budget.
		Annual occupancy rate	98%	90% 	98%	Achieved.
		Compliance with the Memorandum of Understanding (MOU) with Housing New Zealand for the management (not necessarily by Council) of Dargaville, Ruawai and Mangawhai community housing	New measure 2015/2016	100%	100% 	100%

Libraries

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
<p>Accessibility</p> <p>To provide accessible library services to the residents of Kaipara.</p>	<p>Percentage of households that have used the district's libraries in the past 12 months</p>		90%	60% 	87.33%	<p>Achieved.</p> <p>January and March results show an increase from October.</p>
<p>Quality</p> <p>To provide a range of quality resources and material relevant to the residents of Kaipara.</p>	<p>Percentage of library users who are very/fairly satisfied with Kaipara district's library services</p>		85%	81% 	82.33%	<p>Achieved.</p> <p>This quarter results show a steady increase in satisfaction.</p>
		<p>To comply with Library and Information Association of New Zealand Aotearoa (LIANZA) guidelines for populations of 5,000 or more, the public library in Dargaville is open for 43 hours per week including Saturdays.</p>	Achieved	Achieved 	Achieved	<p>Dargaville Public Library meets guidelines.</p>

Regulatory Management

What has changed?

Building Control - KDC continues to enjoy the advantage of a highly advancing, ever developing software system that councils across the country are continuing to adopt. The inherent processes in end to end consenting naturally bring BCAs together due to uniform procedures. Development has advanced to include a self-inspection booking application which will soon be rolling out to customers. Internal filing systems and taxonomy are also being rebuilt for better efficiencies. This includes the complex BCA record files such as training, competence reviews, audits etcetera.

Resource Consents – The Resource Consents team continues to identify and implement process improvements and a focus is moving onto front end customer advice. Associated with this is the implementation of a new duty planner system to help manage workloads and improve customer service. Reporting and decision templates have been largely overhauled with fine tuning remaining, and work has commenced to review standard consent conditions. A new Graduate Planner joined the team at the end of January.

Regulatory - The sanitary (water) survey that was carried out in the Kaihu district last quarter, has also been undertaken for the Maungaturoto water users. Again this has resulted in several insanitary building notices being issued to the property owners. Bottled water continues to be delivered to both community property owners. Discussions are taking place whereby the householders are reconnecting their raw water supplies to roof water.

Improved collaboration meetings and discussions with the other northland councils has continued. This quarter discussions included algal blooms, forestry plantation standards, rural water supplies, recreational water results and civil defence matters.

A community meeting was held with the Seabreeze Road, Mangawhai residents to discuss their spring waters, natural water table and vehicle crossing issues.

Fees and Charges – Fees and Charges were open for public submission, however only one submission was received and the submitter declined the option to be heard. There was the late inclusion of excessive noise charges. The final draft is due to be presented to the Council for adoption at the end of May 2018.

Highlights

Building Control – The Team Leader for inspections has advanced well. The BCA has finally got a good selection of contractors to utilise when required. This is freeing officers to undertake non-visible statutory requirements such as competence assessments, audits and training.

A self-service booking application is almost ready to roll out which will negate the need to wait for Customer Service's response.

The BCA is preparing for the September IANZ Audit and the new Team Leader and Acting Quality Manager are being trained to undertake audits. The new audit calendar is allowing for better management of these and with the additional audit assistance consistency is greatly improving.

Resource Consents – An appointment has been made for a Planning Team Leader role with a due start date in April 2018. Two staff members have completed NZPI resource consents training this quarter, thereby gaining valuable knowledge and professional development.

The restructure of the policy area to join planning and regulatory presents a great opportunity to take a more strategic approach to district planning, and work closely across the teams.

Regulatory - Due to the number of known and proposed legislative changes and complexity, the regulatory department has gained a new position in the Monitoring team. This will allow for the team to actively carry out their monitoring of consent conditions and illegal activities.

Risks and Issues

Building Control – The new natural hazard mapping undertaken by the Northern Regional Council (NRC) and the additional potential impacts from flooding and inundation as a result of future rising sea levels has meant officers continue working together to co-ordinate procedural and process changes due to this significant impact on land and buildings.





From 01 July 2017 the Amendment to Earthquake-Prone Buildings came into force. This comes with responsibilities, as there are potential serious valuation/ insurance risks for affected building owners.

Resource Consents – The team continues to have difficulty with increased consent volume and complexity, particularly in the rural subdivisions area. A consultant planner was contracted to work in-house during February and March. The continued reliance on multiple consultants and contractors, complexity of consents and attempts to improve processes, continue to make quality control and timeliness a challenge.




The statutory processing timeframes under the RMA are not currently being met. The team is aware of this and is working hard to improve the figures.

Regulatory - The auditing and inspections of wastewater systems in the Pahi and the Tinopai area continues. Problematic onsite wastewater systems district-wide are causing issues. Attending a recent webinar on climate change has highlighted concerns regarding potential impacts from flooding and inundation, as a result of future rising sea levels on domestic wastewater development and recreational water quality.




Building Control Inspections, Compliance and Enforcement

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
<p>Customer Benefits Ensure effective response to customer enquiries about building standards.</p>	Percentage of customers who rate Request for Service responses as excellent/good		Measure not available as yet	85%	Measure not available as yet	Annual survey not yet received.
<p>Responsiveness To process applications in accordance with statutory timeframes.</p>	Percentage of Building Consents processed within 19 working days		83%	95% 	88.93%	Not achieved. However, 96% were processed within the 20 working day statutory timeframe.
	Percentage of Project Information Memoranda processed within 19 working days		97.2%	95% 	98.4%	Achieved.
	Percentage of Code Compliance Certificates (CCC) issued within 20 working days		92.3%	100% 	97.43%	Not achieved. This target is very hard to achieve.
<p>Quality Monitoring Building Consent applications and inspections to</p>	Advise building owners/occupiers of the expiry date of their Warrant of Fitness 1 month before the expiry date		100%	95% 	100%	Achieved




Building Control Inspections, Compliance and Enforcement

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
ensure projects comply with New Zealand Building Code.	New measure from 2015/2016	All new buildings in the Kaipara district for which building consent has been issued comply with the New Zealand Building Code (includes approval of building plan, as well as confirmation that the resulting building matches the approved plans)	100%	99% 	100%	Achieved.
	New measure from 2015/2016	Buildings under construction inspected to ensure that code compliance is achieved	100%	90% 	100%	Achieved.
	New measure from 2015/2016	Illegal activity/unauthorised work complaints investigated within 3 working days	98.2%	94% 	97.3%	Achieved.



Resource Consents, Monitoring and Enforcement

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
Customer Benefits Ensure effective response to customer enquiries about District Plan/resource consent requirements.	Percentage of customers who rate Request for Service responses as excellent/good		Measure not available as yet	85%	Measure not available as yet	Annual survey not yet received.
Responsiveness To process applications in accordance with statutory timeframes.		Percentage of non-notified resource consents processed within 18 working days	43.4%	95% 	54%	Not achieved. However, 90.2% for this quarter were processed within the 20 working day statutory timeframe.
		Percentage of resource consents notified by Council that is subject to objections/appeals against consent conditions	2.6%	1% 	1.2%	Tracking behind but could catch up. Two 357A objections were received relating to subdivision consent conditions, and both were upheld in part. There are no live appeals to the Environment Court.
		Percentage of Land Information Memoranda (LIM) processed within 10 working days	100%	100% 	100%	Achieved.



Resource Consents, Monitoring and Enforcement

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
<p>Quality</p> <p>Resolving of complaints concerning breaches of conditions of resource consent and other non-compliance with the District Plan.</p>		Percentage of complaints concerning breaches of resource consent conditions for earthworks and/or sediment control that are resolved to ensure compliance within 5 working days	100%	95% 	100%	Achieved. There were 3 complaints concerning breaches of resource consent conditions related to earthworks and/or sediment control. This was actioned within 5 working days.
	New measure from 2015/2016	Percentage of complaints regarding unconsented works and non-compliance with the District Plan and resource consent investigated within 5 working days	100%	95% 	100%	Achieved There were 3 complaints relating to non-compliance with the District Plan and 2 complaints relating to unconsented works. All were investigated within 5 working days.
	New measure from 2015/2016	Percentage of all new granted resource consents are audited each year to ensure they comply with relevant conditions	5.5%	20% 	17.5%	Tracking behind but could catch up. Out of the 74 newly granted resource consents 30 required monitoring and 4 have been monitored.

Environmental Health

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
Health and Safety Customer Service Regulate commercial operations to protect public health.		Percentage of food premises inspected at least once per year	95%	100% 	78%	On target.
		Percentage of alcohol premises inspected at least once per year	100%	100% 	100%	Achieved. Target achieved for this quarter.
Reliability Respond to environmental health issues in the interest of protecting public health.	Percentage of customers who rate Requested for Service responses are excellent/good		Measure not available as yet	85%	Measure not available as yet	Annual Survey not yet received. Report should be received June.

Animal Management

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
Reliability Respond to animal management issues.	Percentage of customers who rate Requests for Service responses as excellent/good		64%	85% 	62%	Not achieved. Even with increased school education, house to house visits and patrols in troubled areas, preliminary results show a target shortfall.
	Percentage of priority response times being met	New measure from 2015/2016	100%	87% 	100%	Achieved.

Emergency Management

What has changed?

Civil Defence Emergency Management – Continue to train staff in Emergency Management systems e.g. EMIS, Welfare Training and CIMS training.

Rural Fire – With the creation of Fire and Emergency NZ, from 01 July 2017 Council is no longer responsible for Rural Fire.

Highlights

Rural Fire – No longer a Council responsibility.

Civil Defence Emergency Management – Council Officers, Contractors and Emergency Services responded to a minor flooding event of Dargaville CBD during January. Due to the effective co-operation/co-ordination, the hazard was managed without any damage to property.




A number of cyclone events occurred during this period which were monitored by CDEM staff. No major issues occurred as a result of these storms.

Risks and Issues

Rural Fire – no risks.

Civil Defence Emergency Management – Due to employee turnover it is always a challenge to maintain adequate numbers of trained staff for the Emergency Operations Centre.

Civil Defence

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 2 Annual Target	Year to Date	Comment
	Customer	Technical				
<p>Reliability</p> <p>To build a resilient and safer Kaipara District and communities' understanding and managing their hazards and risks.</p>		Number of Civil Defence training exercises conducted per annum	0	1 	0	Exercise scheduled for April 2018.
		Time taken to activate the Emergency Operations Centre after the notification of a local Civil Defence emergency	Not yet Measured	< 1 hour 	Not yet Measured	It has not been necessary to activate the EOC for any event this year however the Aranga Rock situation was managed using CDEM principles.
	3 yearly updating and reviewing of Kaipara Community Response Plans. Plans will be displayed on Regional Council's website and a link from Kaipara	New measure from 2015/2016	1	4 plans updated and reviewed per year. 	1	On track. A new plan has been developed for Tinopai and reviews are underway for three others.

Rural Fire						
Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
Health and Safety To protect life and property from rural fires with trained personnel within the Kaipara District Rural Fire Authority Area.		Percentage of firefighters who meet the National Rural Fire Authority Training Standards	N/A	80%	N/A	With the creation of Fire and Emergency New Zealand (FENZ), from 01 July 2017 Council is no longer responsible for Rural Fire.
Health and Safety Fire safe behaviour and practices through public education and rural fire co-ordination.	The number of public awareness campaigns run each year	New measure from 2015/2016	N/A	At least 1 campaign per year	N/A	With the creation of FENZ, from 01 July 2017 Council is no longer responsible for Rural Fire.

This is no longer Council business

Flood Protection and Control Works

What has changed?

A review of the Bylaw – Part 17 Land Drainage has been completed.

The NRC Coastal Hazard Maps have been finalised. Who pays and how, in relation to the intended engineering review and subsequent report, is being consulted on as part of the Long Term Plan process.

Highlights

The network is currently working well. The Hore Hore floodgate has been replaced and work within the Raupo Drainage District is proceeding well.




Programmed maintenance cleaning identified for three further drainage districts has gone well and, in conjunction with the NRC, spraying of the Kaihu Drainage District has been completed.

Risks and Issues


The Murphy/Bower issue with the landowners is still ongoing. A geotech report has been completed and officers are waiting on prices to come back from local contractors before taking this information to the residents and Council.

Risks are currently minimal and are being controlled. Bypass measures have been identified should a large storm event occur, and can be actioned if required.

Flood Protection and Control Works

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
<p>Reliability</p> <p>Monitor drainage of rivers and streams. Ensure minimal flood risk and coastal erosion to the community.</p>	New measure from 2015/2016	The number of schemes maintained to their full service potential	100%	100% of schemes maintained to ensure that they provide protection to the agreed standard and the scheme assets are maintained as established in the Adopted Asset Management Plans 	100%	Achieved.
	New measure from 2015/2016	Non-performance of drainage network due to poor monitoring or maintenance causing an inability to contain a 1 in 5 year flood as measured by public feedback i.e. Service Requests that result in additional cleaning to drains needed.	0	<5 service request per year 	0	Achieved.
		Council inspection of drainage network to ensure that a 1 in 5 year flood is contained by the network	Minimum yearly inspections and targeted maintenance completed	Twice yearly inspections 	Achieved	Achieved.

Flood Protection and Control Works

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
		Targeted maintenance of the stopbank in the Raupo Drainage District to prevent tidal flows from inundating private property during high tide and/or when the river is in flood	Minimum yearly inspections and targeted maintenance completed	Minimum yearly inspections and targeted maintenance completed 	Achieved	Achieved.

District Leadership

What has changed?

Corporate Planning –An Information Technology Strategy is at present in the final approval phase that outlines the direction in this area.

Governance –A by-election was held in February with Dr Jason Smith elected as Mayor. 269 submissions were received on the Long Term Plan. Officers have been concentrating on Issues and Options reports for their respective areas.

Community Planning

Policy – The appeal period closed for Plan Change 4 (Fire Safety) on 22 February 2018. One appeal was received by Fire and Emergency New Zealand (FENZ), which was joined by 88 residents and ratepayers as section 274 parties. A mediation was scheduled by the Court for 30 April 2018.

A review of the Reserves Contribution Policy resulted in the draft Policy being consulted on as part of the Long Term Plan process. Council staff have begun work on the next phase of reviewing the Reserves and Open Space Strategy (ROSS).

Work is progressing on a suite of plan changes and Council staff have been investigating options for the District Plan review. The direction of the review process is a further Long Term Plan matter.

Community - The Community team attended community meetings at Kaiwaka, Tangiteroria, Ruawai, Mangawhai, Maungaturoto, Baylys Beach and Paparoa.

Highlights

Community Planning – The Community team is now fully resourced and is out meeting with the communities across the district.

Corporate Planning – A new Geographic Information System (GIS) as a shared service with NRC is currently underway. GIS provides up to date spatial or geographical data for internal and external customers for reporting and analysis.

The new website project is well underway and planning has commenced on phase two which will incorporate online functionality.

Governance –The Mayoral by-election resulted in a good- voting turnout (for a by-election) of 43%.




Risks and Issues

Community Planning – Nothing to report.





Corporate Planning – Ensuring timely decisions and the provision of information from the business.

Governance – The Long Term Plan is progressing well however timeframes are still very tight and there is the risk it will be delayed.

Governance




Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
Compliance with legal requirements (as stipulated in the Local Government Act 2002 and Local Government Official Information and Meetings Act 1978 (LGOIMA)) around formal meetings of Council and its Committees.	New measure from 2015/2016	Meetings of Council and Committees are correctly convened and legislatively compliant	Achieved	All 	Achieved	Achieved.
Elected Members/Commissioners are provided with detailed, accurate and relevant information.		Comprehensive reporting to Council and Committee meetings using approved systems and processes	Achieved	All 	Achieved	Achieved.
		Commissioners/Elected Members are satisfied with the level of support and service provided by others.	No available measure as yet	Stable trend	No available measure as yet	
		Percentage of residents that are very/fairly satisfied with how rates are spent on services	62%	70% 	60%	Not achieved. This quarter results show an average 3% increase.

Governance


Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
		and facilities provided by Council				
That the Elected Members/Commissioners identify and respond to external risks or mitigate effects on the community.	Percentage of residents that are very/fairly satisfied with the way Council involves the public in decision-making		68%	40% 	68%	Achieved.
A proactive programme to develop good relationships with the community and mana whenua.	Of those residents who have a view, the percentage of residents and non-resident ratepayers who have some level of confidence in Council to make plans for the future that are in the best interest of the district		61%	Increasing Trend 	62.66%	Partially achieved. While there has been an increase since 40% in 2016 the January and April results show a slight decrease since October.
	Percentage of residents who rate the performance of Commissioners / Elected Members as very good/fairly good.		0%	50% 	0%	This measure was omitted from the first and second survey. Results will be included in the final report.
	That the Mana Whenua Forum meets regularly		1	4 times per year 	2	Not achieved. One Forum was held before Christmas and a second




Governance						
Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
						in early March. It is unlikely there will be 4 meetings this year.
The transition from Commissioners back to Elected Members is successful.	New measure from 2015/2016	Committees Governance Structures are reviewed and adopted by the new Council	Achieved	Yes ●	Achieved	The Terms of Reference for all Committees were reviewed this quarter.
	New measure from 2015/2016	Good levels of participation in elections	43%	Over 45% ●	43%	Not achieved however for a by-election this percentage is good.
Processes established and maintained that provide opportunities for Maori to participate in decision-making (Section 81 LGA 2002).	Iwi Relationship Plan is developed and used	New measure from 2015/2016	Achieved	Achieved ●	Achieved	Iwi Relationship Plan in place and reviewed as part of LTP review.
	Participation in Iwi Chief Executives Forum	New measure from 2015/2016	1	Chief Executive attends at least 2 meetings per year ●	2	Achieved.
	Maori Staff Group	New measure from 2015/2016	Achieved	Meets 4 times per year ●	Achieved	The Maori Advisory Group meets on an "as required" basis.

Community Planning

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
Community Action Plans produced to build community trust in Council.	Number of Community Planning meetings held and Community Actions Plans developed	New measure from 2015/2016	4	4 per year 	4	Achieved.
All statutory required plans and documents are produced in accordance with legislative process and requirements e.g. District Plan, Reserve Management Plans and Asset Management Plans, Gambling Policy.	New measure from 2015/2016	District Plan; percentage of building consents that do not require a resource consent	61%	50% 	50.33%	Not achieved. It is anticipated that changes made to the operative District Plan as a result of the decision on PC4 will increase this number significantly.
	New measure from 2015/2016	Reserve Management Plans for all reserves in the district	Not achieved	50% 	Not achieved	Progress is being slowly made on developing an Omnibus Reserve Management Plan. Staffing resources are likely to be directed to the Reserves and Open Space Strategy, which will act as an overarching document to guide the

Community Planning

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
						development of Reserve Management Plans.
Community Development Fund is distributed through Community Planning and is recorded, reported and within budget.	Percentage of Community Development Fund distributed		60%	100% 	60%	On track. Key projects have been prioritised from Community Action Plans for this fund.

Corporate Planning						
Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
Legal compliance of all statutory plans in accordance with the Local Government Act, with unqualified audit opinions.	New measure from 2015/2016	Council has adopted Long Term Plan/Annual Plan at 30 June each year	On track	Achieved 	On track	On track.
	New measure from 2015/2016	Organisation has a Business Plan to implement Annual Plan / Long Term Plan by October each year	Achieved	Achieved 	Achieved	On track.
	New measure from 2015/2016	Council is a 'going concern'	Achieved	Council has adopted Annual Report at 31 October each year with a clean audit report 	Achieved	The 2016/2017 Annual Report was adopted 26 September 2017.

Solid Waste

What has changed?

All expired closed landfill consents (with the exception of Te Maire, pending an NRC decision) have been renewed. In addition, a previously unconsented closed landfill has gained consent with capping works scheduled to commence in the 2018/2019 construction season.

Funding has been provided to Love Kaipara, as a Waste Minimisation education service provider to schools and various groups in the Kaipara district. Improvements have been made at the Dargaville Transfer Station to make recycling easier for the general public. There are current issues with recycling of some products which the Transfer Station is currently stockpiling pending resolution. This is ongoing and to some degree being managed by central government.

Highlights



Better reporting from contractors is making recycling data more accurate. Recycling is increasing with people becoming more aware of the facilities available at Transfer Stations and kerbside collections. Expenditure on illegal dumping appears to have decreased suggesting that illegal dumping has decreased. This year the cost year to date is \$21,009 compared to \$28,272 for the 2016/2017 year, for the same period

Risks and Issues

Plastics continue to be an issue, bottles and cardboard prices are now being affected by recycling market changes. Issues around the noise from the Dargaville Transfer Station activities have generated more frequent complaints from neighbours.

Solid Waste

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to date	Comment
	Customer	Technical				
<p>Reliability</p> <p>To provide community regular kerbside collections.</p>	<p>Percentage of residents who are satisfied with rubbish collection measures by the number of complaints per calendar year regarding collection as a percentage of the total service requests</p>	<p>New measure from 2015/2016</p>	<p>99.7%</p>	<p>73% satisfied</p> <p>●</p>	<p>99.7%.</p>	<p>Achieved.</p> <p>14 requests relating to rubbish collection were received this quarter from a total of 3,875 received by Council. Year to date equates to less than .5% of complaints.</p>
<p>To ensure that closed landfill activities meet legislative compliance.</p>	<p>New measure from 2015/2016</p>	<p>Percentage of compliance with our resource consents</p>	<p>100%</p>	<p>100%</p> <p>●</p>	<p>100%</p>	<p>There have been no consent compliance issues raised by NRC.</p>
<p>To encourage recycling and reduction of waste to landfill.</p>	<p>New measure from 2015/2016</p>	<p>Percentage of residents who are very/fairly satisfied with recycling collection in the annual Communitrak Survey</p>	<p>59%</p>	<p>52 %</p> <p>●</p>	<p>57%</p>	<p>Achieved</p>

Solid Waste						
Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to date	Comment
	Customer	Technical				
		Reduction in amount of waste to landfill from recycling activities with a percentage drop from year to year being a total of 3% less in 3 years.	24.74% recycled	1% less than previous year 	21.09% recycled of total refuse	Year to date for 2016/2017 was 19.10%. On target to achieve annual performance goal.
	New measure from 2015/2016	Baseline measurement for recycling in 2014 is 530 tonnes of recycling diverted from landfill.	527	Increasing trends of tonnes recycled 	1313	Year to date 1,313 tonnes diverted from 6,226 tonnes of general refuse. Target for year has been met.

The Provision of Roads and Footpaths

What has changed?

The current financial year is the last in the three year NZTA funding cycle. This means the team is under pressure to deliver the full programme and it has been a very wet quarter to March. 35% of the reseal projects have been postponed and funds have been reallocated to heavy metalling.

Construction of the Settlement Road seal extension is well underway and due to be completed in the next quarter. Work on the bridges has started following the completion of the bridge inspections.

The work on the slips created by cyclones Cook and Debbie, are progressing well and work is planned to be completed in the current financial year. By proactively doing the investigation and design of several of the 2018/2019 projects have been undertaken in order to get ahead for next financial year.

Highlights

Officers have developed and released for tender the new maintenance and renewal contracts for all Northland councils. Tenders closed on 05 March 2018 and the Evaluation Panel has completed their recommendations. Preparation work will start once the contract has been awarded.

With the final Asset Management Plan (AMP) and financial investment proposal delivered to NZTA, the work on the improvement programme is at the next stage. The announcement of the Government Policy Statement (GPS) will result in further amendments to the programme to align with the new objectives in the GPS.




The high-speed data collection of both the sealed and the unsealed Kaipara roads is complete and the data is currently being verified and loaded into RAMM. Kaipara's collection of unsealed network data is a first for New Zealand and will provide a complete snapshot of the Kaipara network for the first time.

Risks and Issues

Greater than average weather events will require the reforecasting of the annual budgets to accommodate the associated costs.




Delivering the full programme by the end of this financial year is a highlighted issue.

The Provision of Roads and Footpaths

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
<p>Safety</p> <p>The transportation network is designed and managed for safe use with low crash and injury rates.</p>	Number of road fatalities and serious injuries caused by road factors	New measure from 2015/2016	0 serious	11 per year 	1 serious	Six serious injuries have occurred on local roads. The one road related injury to date, was recorded in the first quarter period.
<p>Road condition (smoothness)</p> <p>The average quality of ride on a sealed local road network, measured by smooth travel exposure.</p>	New measure from 2015/2016	Smoothness within average range as below: <90 smooth 90-110 average >110 rough	0	90-110 	0	Annual survey not yet undertaken.
<p>Road Condition (Pavement Integrity Index)</p> <p>Pavement Integrity Index (PII) is a combined index of the pavement faults in sealed road surfaces. It is a 'weighted sum' of the pavement effects divided by total length.</p>		PII within average range as below: <7 poor >10 good >11 very good	0	7-10 	0	Annual survey not yet undertaken.

The Provision of Roads and Footpaths						
Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
<p>Road Maintenance</p> <p>The percentage of the sealed local road network that is resurfaced (this is based on a design life of 15 years).</p>	New measure from 2015/2016	Minimum reseal percentage of the total sealed length of the network that will be undertaken each year to keep up with surface determination rates	3%	6.8%	3.35%	<p>Reseals are in progress.</p> <p>The 2017/2018 reseal programme had to be reduced due to the inclement weather experienced in February and early March. The contractor provided KDC with the revised programme of roads which can be resealed by end of April.</p>
<p>Footpaths</p> <p>The percentage of footpaths within the district that fall within the level of service as determined by the condition rating (facilities are up-to-date, in good condition and 'fit for purpose').</p>	Percentage of residents who are very/fairly satisfied with footpaths		66.5%	73%	68.33%	<p>Not achieved. Footpath repairs are currently underway in Dargaville with a completion date of April.</p> <p>A full network footpath condition report will be completed by end of June 2018 which will provide a clearer picture on the state of Council's footpaths.</p>
Response to service requests	Percentage of customer service requests, approved for action, closed (customer informed of intended work	New measure from 2015/2016	93.45%	90%	91.90%	Currently achieving target. Up from previous quarter which could be directly attributed to the extra emphasis on ensuring Streetlight

	schedule) within the target day timeframes set.					Service Requests are being updated and closed accordingly.
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The Provision of Roads and Footpaths						
Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
Road Maintenance The length of the unsealed* local road network that is graded. *One Network Road Classification (ONRC)	New measure from 2015/2016	The length of the unsealed local road network that is graded per annum for Secondary Collector	22km	140km minimum 	90km	Routine grading targets are on track for the third quarter with 62% of the overall target achieved year to date.
	New measure from 2015/2016	The length of the unsealed local road network that is graded per annum for Access	180km	1,200km minimum 	787km	Grading was formally stopped for the season on 01 November leading into the dry summer season, although grading has occurred when weather conditions have allowed.
	New measure from 2015/2016	The length of the unsealed local road network that is graded per annum for Access (Low Volume)	45km	750km minimum 	417km	Grading will now begin to ramp up through to June 2018 and continue through the winter months as conditions allow.

Sewerage and the Treatment and Disposal of Sewage

What has changed?

The 2017/2018 district-wide Capital Works Programme has been developed and the works for this year include pipe renewals in Dargaville. These renewals have been determined as needing replacement due to the age and condition of the infrastructure. The Dargaville wastewater renewals are now in the construction stages with expected completion no later than 30 June 2018.

An upgrade is needed at pump station 2 in Dargaville along with the rising main that leads to the pump station. The Maungaturoto wastewater pond desludging has been awarded and the contractors are now onsite. Physical desludging is due to commence in April 2018. A planned upgrade to the pump station at the Mangawhai Village, due to growth, is currently in the design stage.




Highlights

Contractors are halfway through a three month contract for wastewater renewals in Dargaville.




Risks and Issues

Applications to connect to the Maungaturoto wastewater system are increasing as the area continues to grow. An assessment of the capacity of the system will be required to ascertain whether the current system will cope with the projected future growth.





Closed circuit television monitoring of the wastewater lines in Dargaville continues to identify old pipelines. Contractors have begun relining some of these pipelines in an effort to reduce infiltration ingress into the system.

Sewerage and the Treatment and Disposal of Sewage						
Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
<p>System and adequacy</p> <p>Legal compliance with all resource consents for discharges into the environment from Council systems. The exception, provided for in the consent, is severe weather events and power failure.</p>	New measure from 2015/2016	The number of dry weather sewerage overflows from Council's sewerage systems, expresses per 1,000 sewerage connections to that sewerage system. The resource consents provided for severe weather events and power failure exceptions.	0	0 	0	Achieved.
<p>Discharge Compliance</p> <p>Compliance with Council's resource consents for discharge from its sewerage system.</p>	New measure from 2015/2016	The number of abatement notices received by Council in relation to its resource consents for discharge from its sewerage system.	1	0 	1	Not achieved There was an overflow at the Maungaturoto Wastewater Treatment Plant between 24 and 25 March 2018 due to a combination of heavy rain and failing filters (old age).
	New measure from 2015/2016	The number of infringement notices received by Council in relation to its resource	0	0 	0	Achieved.


Sewerage and the Treatment and Disposal of Sewage

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
		consents for discharge from its sewerage system.				
	New measure from 2015/2016	The number of enforcement received by Council in relation to its resource consents for discharge from its sewerage system.	0	0 	0	Achieved.
	New measure from 2015/2016	The number of convictions received by Council in relation to its resource consents for discharge from its sewerage system.	0	0 	0	Achieved.
Fault response times Where Council attends to sewerage overflows resulting from a blockage or other fault in Council's sewerage system.	<i>Attendance time:</i> from the time that Council received notification to the time that service personnel reach the site.	New measure from 2015/2016	49 mins	1 hour 	1 hour 35 minutes	Achieved for this quarter however not year to date
	<i>Resolution time:</i> from the time that Council receives notification to the time that service personnel confirm	New measure from 2015/2016	3 hours 55 mins	4 hours for minor blockages,	Average time is 15 hours	Achieved for this quarter however not year to date as the reporting does not define between minor or significant blockages.

Sewerage and the Treatment and Disposal of Sewage

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
	resolution of the blockage or other fault.			3 days for significant blockages 		
<p>Customer satisfaction</p> <p>The total number of sewerage system complaints received by Council.</p>	The total number of complaints received by Council about sewage odour. Expressed per 1,000 sewerage connections to that sewerage system.	New measure from 2015/2016	0	16 	3.6	Achieved. Based on 0 complaints received and 4,695 Kaipara wastewater connections.
	The total number of complaints received by Council about sewage system faults expressed per 1,000 sewerage connections to that sewerage system.		2.6	16 	11	Achieved. Based on 12 complaints received and 4,695 Kaipara wastewater connections.
	The total number of complaints received by Council about sewage system blockages.	New measure from 2015/2016.	5.8	15 	20.6	Not achieved. Based on 27 complaints received and 4,695 Kaipara wastewater connections.

Sewerage and the Treatment and Disposal of Sewage

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
	Expressed per 1,000 sewerage connections to that sewerage system.					
	Council's response time to complaints regarding its sewerage system.	New measures from 2015/2016	49 mins	1 hour 	1 hour 25 mins	Achieved for this quarter but not year to date.

Stormwater Drainage

What has changed?

The 2017/2018 Capital Works programme includes investigations for stormwater improvements at Baylys Beach and Mangawhai, both of which are in progress. As part of the Mangawhai Community Plan Project, (looking at growth and proposed infrastructure of the area) the development of a Mangawhai Stormwater Management Plan Stage 1 was completed in 2016/2017; Stage 2 of the Management Plan is nearly complete.






Highlights

The Mangawhai Stormwater Catchment Management Plan Stage 2 is in its final stages and waiting on final draft. Asset investigations continue across the district. The stormwater pond at the Anchorage subdivision in Mangawhai was cleaned satisfactorily along with part of the pond at the Longview subdivision. More ponds have been identified as requiring cleaning. Officers are hoping to have final approval to proceed with the Quail Way, Mangawhai, stormwater reticulation project in the next quarter.




Risks and Issues

CCTV of Parore Street was completed and some of the issues identified were rectified at the time. There are some issues within this catchment that will require work. There are still minor operational works outstanding that are on hold due to budget allowances and prioritisation. Future issues may arise with this work not being completed although currently these are able to be monitored and appropriately maintained. The lack of stormwater asset information and networks under capacity is a risk. Coastal hazard mapping from NRC has raised issues with the future of Council's stormwater systems and the protection of some of the lower lying areas. This will need to be fully assessed and a formal position taken.

Stormwater Drainage

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
<p>System Adequacy</p> <p>To provide Stormwater drainage systems in urban areas with the capacity to drain water from rainfall events with a 1 in 10 year rain event.</p>	New measure from 2015/2016	Number of flooding events that occur in the Kaipara district	0	2 	0	Achieved.
<p>Discharge Compliance</p> <p>Compliance with Council's resource consents for discharge from its Stormwater system.</p>	New measure from 2015/2016	For each flooding event the number of habitable floors affected (expressed per 1,000 properties connected to Council's Stormwater system)	0	10 	0	Achieved.
	New measure from 2015/2016	The number of abatement notices received by Council in relation to those resource consents	0	0 	0	Achieved.
	New measure from 2015/2016	The number of infringement notices received by Council in relation to those resource consents	0	0 	0	Achieved.
	New measure from 2015/2016	The number of enforcement notices received by Council in relation to those resource consents	0	0 	0	Achieved.

Stormwater Drainage

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
	New measure from 2015/2016	The number of convictions received by Council in relation to those resource consents	0	0 	0	Achieved.
Response Times The median response time to attend to a flooding event.	The time from when Council receives notification to the time that service personnel reach the site	New measure from 2015/2016	N/A	2 hours for urgent events 	N/A	Achieved. No flooding events so far this year.
Customer Satisfaction The total number of Stormwater system complaints received by Council.	The number of complaints received by Council about the performance of its Stormwater system, expressed per year	New measure from 2015/2016	3	18 	2	Achieved.

Water Supply

What has changed?

CAPEX Improvement

The 2017/2018 Capital Works improvement programme has been developed and the works for this year include pipe renewals in Dargaville. The Dargaville Water Pipe Renewal construction from Beach Road to Baylys Coast Road has now commenced with expected completion being June 2018.

Internal monitoring of all other water take consents and Drinking Water Standards will identify any works needed to stay within compliance.




Highlights

No water restrictions were implemented during the summer months, due to the occasional rain events that crossed the Kaipara district. The water supply to coastal areas was well managed with only one delivery required to Glinks Gully. The secondary raw water supply from Rotu was not used this year. All Treatment Plants are operating efficiently and within consent conditions.



Risks and Issues

Drinking water continues to be supplied to the users on the extraordinary (raw water) water supply who have been identified as drinking from this supply in both the Maungaturoto and Kaihu areas.




Water Supply

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
Safety of drinking water in accordance with NZDWS 2005 (2008).		The extent to which Council's drinking water supply complies with Part 4 of the NZDWS (bacteria compliance criteria)	Dargaville Maungaturoto Ruawai	Dargaville Maungaturoto Ruawai 	Dargaville Maungaturoto Ruawai	Achieved.
		The extent to which Council's drinking water supply complies with Part 5 of the NZDWS (protozoa compliance criteria)	Dargaville Maungaturoto Ruawai	Dargaville Maungaturoto Ruawai 	Dargaville Maungaturoto Ruawai	Achieved.
Maintenance of the reticulation network.		The percentage of real water loss from Council's networked reticulation system. Source: Water Balance and Review for Kaipara District Council dated January 2013 Note: Nationally adopted practices for calculating a water balance (this includes the infrastructure Leakage Index) have been used in this exercise	Measure not available as yet	Dargaville 20% Maungaturoto 25% Ruawai 25% Mangawhai 25% (Annual target)	Measure not available as yet	This report will be produced on an annual basis, results will be included in the annual report.
Fault response times	The median response time for attendance for	New measure from 2015/2016	N/A	1 hr 	24 mins	Achieved.





Water Supply

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
Where Council attends a callout in response to a fault or unplanned interruption to its networked reticulated system.	urgent callouts: from the time that Council receives notification to the time that service personnel reach the site					No urgent callouts for this period.
	The median response time for resolution of urgent callouts: from the time that Council receives notification to the time that service personnel reach the site	New measure from 2015/2016	N/A	2 hours 	1 hour	Achieved. No urgent callouts for this period.
	The median response time for attendance for non-urgent callouts: from the time that Council receives notification to the time that service	New measure from 2015/2016	30 mins	2 hours 	53 mins	Achieved. Based on a total of 11 non-urgent callouts.


Water Supply

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
	personnel reach the site					
	The median response time for resolution of non-urgent callouts: from the time that Council receives notification to the time that service personnel confirm resolution of the fault	New measure from 2015/2016	2 hours 19 mins	3 days 	2 hours 16 mins	Achieved. Current performance is based on a total of 11 non-urgent callouts.
Customer Satisfaction The total number of water supply complaints received by Council.	The total number of complaints for the district received by Council about drinking water clarity	New measure from 2015/2016	2	5 	4	Achieved.
	The total number of complaints for the district received by Council about drinking water taste	New measure from 2015/2016	0	6 	1	Achieved.

Water Supply

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
	The total number of complaints for the district received by Council about drinking water odour	New measure from 2015/2016	0	4 	0	Achieved.
	The total number of complaints for the district received by Council about drinking water pressure or flow	New measure from 2015/2016	1	18 	5	Achieved.
	The total number of complaints for the district received by Council about drinking water continuity of supply	New measure from 2015/2016	8	8 	23	Not achieved. A number of separate supply issues arose this quarter.
	Council's response time to complaints regarding Council's water supply clarity, taste, odour,	New measure from 2015/2016	30 mins	<24 hours 	13 hours 26 mins	Achieved.

Water Supply

Levels of Service Statement	Performance Measures		Current Performance	LTP Year 3 Annual Target	Year to Date	Comment
	Customer	Technical				
	pressure and continuity of supply.					
Demand Management		The average consumption of drinking water per day per resident within Kaipara district = billed metered consumption (m ³) × 1,000 numbered connections × 365 × 2.5 (occupancy rate)	Measure not available as yet	Dargaville 275 Maungaturoto 340 Ruawai 130 Glinks Gully 52 Mangawhai 230 (Annual target).	Measure not available Measure not available as yet	This report will be produced on an annual basis, results will be included in the annual report.
		Water take consents	100%	100% compliance with NRC water take consents 	100%	Achieved.

5 Decision

[Secretarial Note: The following papers will be circulated under separate cover.]

5.1 Long Term Plan 2018/2028: Decision-making on Issues and Options

5.2 Long Term Plan 2018/2028: Adoption in principle of the Draft Long Term Plan

File number: 3208.00 **Approved for agenda**
Report to: Council
Meeting date: **23 May 2018**
Subject: **Temporary Road Closure 10 June 2018, Part Victoria Road, Dargaville - Approval**
Date of report: 07 May 2018
From: Wendy Campbell, Corridor Access Co-ordinator
Report purpose **Decision** **Information**
Assessment of significance **Significant** **Non-significant**

Summary

To seek approval from Council for the application of a Temporary Road Closure for the purpose of The Dargaville Veterinary Centre Run/Walk Series. To start and finish the event in a safe manner on Victoria Street (between Hokianga Road and Normanby Street (SH12), opposite where it intersects with Beach Road) on Sunday 10 June 2018 between the hours of 07:00am and 12:30pm.

Recommendation

That Kaipara District Council:

- 1 *Receives the Corridor Access Co-ordinator's report 'Temporary Road Closure 10 June 2018, Part Victoria Road, Dargaville - Approval' dated 07 May 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 application for the temporary road closure of the part of Victoria Street, Dargaville (between Hokianga Road and Normanby Street (SH12), opposite where it intersects with Beach Road) on Sunday 10 June 2018 between the hours of 07:00am to 12:30pm and, as a condition of approval, the event organiser is to do a letter drop to all residents located within the closure.*

Reason for Recommendation

Council can allow for a safe event for the community, event participants and road users during the event. The closure will have a minimum impact on traffic and pedestrians.

Reason for the report

In terms of the Transport (Vehicular Traffic Road Closure) Regulation 1965, Council is required to advertise any road closures at least 42 days in advance of an event. The decision to close the road is to be approved by Council under the Local Government Act 1974, s319. This report provides some background to enable a decision to be made on the approval for the application of a temporary road closure for purposes of a community event.

Background

The Dargaville Veterinary Centre Run/Walk will be held on Sunday 10 June 2018 and it will be the sixth event in the 2018 Sport Northland Run/Walk Series. The new course is replacing the “Baylys 2 Dargaville” event with either option to run or walk the 10.5km or 5.5km course. Both distances will start and finish on Victoria Street, Dargaville outside the Red Cross Shop, close to Edward Street.

Issues

The proposed Traffic Management Plan requires the road to be closed for 5.5 hours on a Sunday between the hours of 07:00am to 12:30pm. This is likely to cause some nuisance to the local businesses located within the closure. However, no objections have been received during the notification period.

It would be seen as best practice for the event organiser to also do a letter drop to all businesses located within the closure and this would be a condition of approval.

Factors to consider

Community views

The Dargaville Veterinary Centre Run/Walk 2018 made the change to the course to bring more people into Dargaville so the participants can experience some of the better scenery than previous years that the town has to offer. The event attracts approximately 500+ participants adding a financial and social gain for local businesses and the community.

The Dargaville Veterinary Centre Run/Walk was advertised in the Lifestyler Newspaper on 27 March 2018 and closed for objections on Monday 10 April 2018 without any objections received from the public.

Policy implications

None.

Financial implications

None. The applicant will bear all costs of temporarily closing the road.

Legal/delegation implications

Local Government Act 1974, s319 – General powers of council in respect of roads

Section 319 (1)(h) includes “to stop or close any road or part thereof in the manner and upon the conditions set out in section 342 and Schedule 10”.

Options

Option A: Approve the application for temporary road closure.

Option B: Decline application for temporary road closure.

Assessment of options

Option A: Approve the application for temporary road closure. By choosing Option A, Council can allow for a safe event for the community, event participants and road users during the event. The closures will have a minimum impact on traffic and pedestrians.

Option B: Decline the application for temporary road closure. Sport Northland Run/Walk Series along with Council prefer to enforce the temporary road closure due to improved safety for the community, event participants and road users. In the event of an incident due to lack of safety during this event, Council will put the community, participants and road users at an unnecessary risk. As the local authority, Council has an obligation to provide a safe environment for the event for all involved.

Recommended option

The recommended option is **Option A**.

Assessment of significance

Not significant.

Next step

Advise the applicant of Council's decision. If approved, give public notice of the decision to close part of the road under Clause 11A of Schedule 10 of the Local Government Act 1974.

Attachments

- None

File number: 3208.00 **Approved for agenda**
Report to: Council
Meeting date: **23 May 2018**
Subject: **Temporary Road Closure 16 June 2018 Onslow Street, Dargaville - Approval**
Date of report: 08 May 2018
From: Wendy Campbell, Corridor Access Co-ordinator
Report purpose **Decision** **Information**
Assessment of significance **Significant** **Non-significant**

Summary

To seek approval from the council for the application of a Temporary Road Closure for the purpose of the annual event "Spirit of Matariki 2018". The closure will take place on Onslow Street, Dargaville between house numbers 15 and 19 on Saturday 16 June 2018 between the hours of 10:00am and 09:00pm.

Recommendation

That Kaipara District Council:

- 1 *Receives the Corridor Access Co-ordinator's report 'Temporary Road Closure 16 June 2018 Onslow Street, Dargaville - Approval' dated 08 May 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 application for the temporary road closure of the part of Onslow Street, Dargaville between house numbers 15 and 19 on Saturday 16 June 2018 between the hours of 10:00am and 09:00pm for the annual 'Spirit of Matariki' event, and as a condition of approval, the event organiser is to do a letter drop to all residents located within the closure.*

Reason for recommendation

Council can allow for a safe event for the community, event participants and road users during the event. The closure will have a minimum impact on traffic and pedestrians.

Reason for the report

In terms of the Transport (Vehicular Traffic Road Closure) Regulation 1965, Council is required to advertise any road closures at least 42 days in advance of an event. The decision to close the road is to be approved by Council under the Local Government Act 1974, s319. This report provides some background to enable a decision to be made on the approval for the application of a temporary road closure for purposes of a community event.

Background

The Spirit of Matariki 2018 will be held on Saturday 16 June 2018 and will be the third event held in Dargaville. Kumarani Productions, being the organiser of the event, has applied to Council for permission to close part of Onslow Street between house numbers 15 and 19 for the purpose of this event.

The application for road closure for the Spirit of Matariki 2018 event was advertised in the Lifestyler Newspaper on the 17 April 2018 and closed for objections on Monday 30 April 2018.

Issues

The proposed Traffic Management Plan requires the road to be closed for 11 hours on a Saturday between the hours of 10:00am to 09:00pm. This is likely to cause some nuisance to the residents located within the closure. However, no objections have been received during the notification period.

It would be seen as best practice for the event organiser to also do a letter drop to all residents located within the closure and this would be a condition of approval.

The parking facility for the Kauri Coast Community Swimming Pool, which falls within this closure, will not be affected by the closure as they are a seasonal pool and only operational between Labour Weekend and Easter.

Factors to consider

Community views

It is a very popular community event bringing visitors to the area and adding a financial, cultural and social benefit for local businesses and the community.

The application for road closure for the Spirit of Matariki 2018 event was advertised in the Lifestyler Newspaper on 17 April 2018 and closed for objections on Monday 30 April 2018 without any objections received from the public.

Policy implications

None.

Financial implications

None. The applicant will bear all costs of temporarily closing the road.

Legal/delegation implications

Local Government Act 1974, s319 – General powers of councils in respect of roads.

Section 319 (1)(h) includes “to stop or close any road or part thereof in the manner and upon the conditions set out in section 342 and Schedule 10”.

Options

Option A: Approve the application for temporary road closure.

Option B: Decline the application for temporary road closure.

Assessment of options

Option A: Approve the application for temporary road closure. By choosing Option A Council can allow a safe event for the community, event participants and road users during the event. The closure will have a minimum impact on traffic and pedestrians.

Option B: Decline the application for temporary road closure. The event may not take place if Council declines the application. Declining this application would be a step in the opposite direction for creating opportunity to promote tourism in the Kaipara and be seen as a loss in financial, cultural and social opportunity for the local businesses and community.

Recommended option

The recommended option is **Option A**.

Assessment of significance

Not significant.

Next step

Advise the applicant of Council's decision. If approved, give public notice of the decision to close part of the road under Clause 11A of Schedule 10 of the Local Government Act 1974.

Attachments

- None

6 Public Excluded Council agenda items 23 May 2018

Recommended

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

- *Confirmation of Public Excluded Extraordinary Council minutes 15 May 2018.*

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 Extraordinary Council minutes 15 May 2018</i>	<p><i>Section 7(2)(a) protect the privacy of natural persons, including that of deceased natural persons</i></p> <p><i>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></p> <p><i>Section 7(2)(g) maintain legal professional privilege</i></p> <p><i>Section 7(2)(i) enable the local authority to carry out, without prejudice or disadvantage, 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>

7 Open Council agenda 23 May 2018

Closure

**Kaipara District Council
Dargaville**