

I hereby give notice of the following Ordinary meeting:

Meeting	Kaipara District Council
Date	Thursday 26 April 2018
Time	09.00am
Venue	Matakohe Hall, Matakohe

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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**The Ordinary meeting of Kaipara District Council
26 April 2018 in Matakohē**

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

Nil.

3 Minutes

3.1 Confirmation of Council minutes 28 March 2018

Administration Manager 1601.22

Recommended

That the unconfirmed minutes of the meeting of Kaipara District Council held 28 March 2018 be confirmed as a true and correct record.

Kaipara District Council

Minutes

Meeting	Kaipara District Council
Date	Wednesday 28 March 2018
Time	Meeting commenced at 9.03am Meeting concluded at 2.54pm
Venue	Northern Wairoa War Memorial Hall, 37 Hokianga Road, Dargaville
Status	Unconfirmed

Membership

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

Linda Osborne
Administration Manager

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**Minutes of the Ordinary meeting of Kaipara District Council
28 March 2018 in Dargaville**

1 Opening
1.1 Karakia

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

1.2 Present

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

In Attendance

Name	Designation	Item(s)
Peter Tynan	Acting Chief Executive	All
Curt Martin	Chief Operating Officer and General Manager Infrastructure	All
Fran Mikulicic	General Manager Regulatory, Planning and Policy	All
Robert Nelson	Acting General Manager Risk, IT and Finance	All
Jo Lewin	Executive Assistant	All
Peter Thomson	Northland Transportation Alliance Manager	2.1
Henri van Zyl	Roading Manager	2.1
Paula Hansen	Policy Analyst	5.1
Natalie Robinson	Policy Analyst	6.3, 6.4
John Burt	Property and Commercial Advisor	6.5
James Bews-Hair	Governance and Procedural Advisor (in lieu of General Manager Governance, Strategy and Democracy)	All
Lisa Hong	Administration Officer	All (Minute-taker)

Adjournments

Reason	Start Time	Finish Time
Informal discussions	9.04am	10.22am
Lunch	12.13pm	12.39pm

1.3 Apologies

Moved Curnow/Jones

That the apology of Councillor Joyce-Paki be received.

Carried

The meeting adjourned 9.04am.

The meeting recommenced 10.22am.

1.4 Confirmation of Agenda

Moved **Wethey/Curnow**

That Kaipara District Council confirmed the 28 March 2018 Agenda.

Carried

1.5 Conflict of Interest Declaration

Name	Conflict
Deputy Mayor Wethey	Deputy Mayor Wethey Update the Elected Members' Interests Register to remove 'Malolo Lailai Lagoon Resort Club Inc, Chair' from the list of councillor or partner declared business interests
Councillor Larsen	Item 6.3 'Proposed Plan Change 4 (Fire Safety) Appeal to the Environment Court' – Councillor Larsen declared conflict of interest for this item as a submitter to District Plan Change 4

1.6 Resolutions Register and Action Tracker

Moved **Curnow/del la Varis**

That Kaipara District Council receives the Resolutions Register and Action Tracker dated 20 March 2018 as circulated.

Carried

2 Deputations, Presentations and Petitions

2.1 Northland Transportation Alliance Quarterly Update (15 March 2018)

Peter Thomson **Northland Transportation Alliance Manager**

Moved **del la Varis/Curnow**

That Kaipara District Council receives the Northland Transportation Alliance Manager Peter Thomson's presentation and Northland Transportation Alliance Quarterly Report dated 15 March 2018 and information contained therein.

Carried

3 Minutes

3.1 Confirmation of Council minutes 23 February 2018

Administration Manager 1601.22

Moved del la Varis-Woodcock/Wethey

That the unconfirmed minutes of the meeting of Kaipara District Council held 23 February 2018 be confirmed as a true and correct record.

Carried

3.2 Confirmation of Council minutes 28 February 2018

Administration Manager 1601.22

Item	Amendment
Item 1.3 Apologies	All Councillors were present for items 7.1 and 7.2, as these were taken out of order earlier in the meeting.

Moved Curnow/Wethey

That the unconfirmed minutes of the meeting of Kaipara District Council held 25 January 2018 be confirmed as a true and correct record, with following amendment:

- Under Item 1.3 Apologies, it was incorrectly noted that Councillors del la Varis-Woodcock, Joyce-Paki, Jones and Wade were not present for item 7.1 'Licence to Occupy review' and item 7.2 'Dargaville Arts Association Licence to Occupy Variation for Municipal Building, Dargaville', therefore the secretarial note will be amended to rectify this error.*

Carried

4 Performance Reporting

4.1 Chief Executive's Report February 2018

Acting Chief Executive 2002.02.18/February

[Secretarial Note: A summary sheet of Provincial Growth Fund projects was tabled and circulated.]

Moved Wethey/Jones

That Kaipara District Council receives the Chief Executive's Report for the month of February 2018 and the tabled Provincial Growth Fund summary sheet and the information contained therein.

Carried

The meeting adjourned for lunch at 12.13pm

The meeting recommenced at 12.39pm.

5 Information

5.1 WiFi Strategy for Kaipara district – ‘Where to with WiFi?’

Policy Planner 2111.18

Moved del la Varis-Woodcock/Wade

That Kaipara District Council:

- 1 *Receives the Policy Planners’ report ‘WiFi Strategy for Kaipara district – “Where to with WiFi?”’ dated 15 March 2018, the PowerPoint presentation circulated with the report and the information contained therein; and*
- 2 *Notes that Councillors Curnow and Jones agreed to become WiFi Strategy Champions.*

Carried

6 Decision

6.1 Private Seal Extension Policy 2018: Adoption for Community Engagement

Roading Manager 4101.01

Moved Wethey/Curnow

That Kaipara District Council:

- 1 *Receives the Roding Manager’s report ‘Private Seal Extension Policy 2018: Adoption for Community Engagement’ dated 14 March 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 *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:*
 - *to link to Rating Policy and re-worded for clarity to laypeople, in plain English;*
 - *add interest and maximum term of less than 10 years, and obligations of those that do not agree; and*
- 4 *Delegates the Chief Executive and Councillors Wethey and Geange to approve the final wording.*

Carried

6.2 Baylys Beach Access, Beach Erosion Assessment Report update

Roading Operations Engineer 4102

Moved Wade/Larsen

That Kaipara District Council:

- 1 *Receives the Roding Operations Engineer's report 'Baylys Beach Access, Beach Erosion Assessment Report update' dated 13 March 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 *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.*

Carried

6.3 Proposed Plan Change 4 (Fire Safety) Appeal to the Environment Court

Policy Analyst 3807.09.04.11

[Secretarial Note: Councillor Larsen declared conflict for this item, left the table and did not participate in the discussion nor vote for this item.]

Moved Curnow/Jones

That Kaipara District Council:

- 1 *Receives the Policy Analyst's report 'Proposed Plan Change 4 (Fire Safety) – Appeal to the Environment Court' dated 13 March 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 *Delegates decision-making on the appeal for Proposed Plan Change 4 to the Kaipara District Plan to the General Manager Regulatory, Planning and Policy.*

Carried

6.4 Matakohe Bridges, Designation 66 – State Highway 12

Policy Analyst 3805.04

Moved Smith/Wethey

That Kaipara District Council:

- 1 *Receives the Policy Analyst's report 'Matakohe Bridges, Designation 66 – State Highway 12' dated 12 March 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 *Delegates authority to amend the operative Kaipara District Plan (Text and Planning Maps) to include Designation 66 – State Highway 12 to the Planning Manager and Policy Manager.*

Carried

6.5 Tinopai Hall Handover - Execution of Documents

Property and Commercial Advisor 4603.14

Moved Curnow/Jones

That Kaipara District Council:

- 1 *Receives the Property and Commercial Advisor's report 'Tinopai Hall Handover - Execution of Documents' dated 15 March 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 *Rescinds its resolution of 28 June 2016 that delegates to the Chief Executive responsibility for the execution of the Deed of Lease, Deed for Sale and Purchase of the building and the GST Loan Agreement; and*
- 4 *Nominates the Mayor and Councillor Geange to execute the Deed of Lease and Deed for Sale and Purchase of the hall building.*

Carried

6.6 Local Governance Statement: March 2018 update

Administration Officer 1203.01

Moved Geange/Jones

That Kaipara District Council:

- 1 *Receives the Administration Assistant's report 'Local Governance Statement: March 2018 update' dated 19 March 2018; and*
- 2 *Notes that the report contains two errors of fact, specifically:*
 - *Stana Pezic was appointed as Chair of the Audit, Risk and Finance Committee by Mayor Gent not the Crown Manager; and*
 - *Councillor del la Varis-Woodcock was appointed as an alternate member of the Regional Transport Committee rather than a member; and*
- 3 *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*
- 4 *Adopts the amended Local Governance Statement dated 19 March 2018 (circulated as Attachment 1 to the above-mentioned report); and*
- 5 *Notes the following Mayoral appointments to Committees:*

<i>Committee</i>	<i>Appointment/s</i>
<i>Citizens Award Committee</i>	<i>Mayor Smith (Chair) For 2018 round: Councillor Geange for West Coast/Central Ward Councillor Joyce-Paki for Dargaville Ward Councillor Jones for Otamatea Ward [Replacing 2017 appointments: Councillors Curnow, Wade and Wethey]</i>
<i>Community Grants Committee</i>	<i>Commencing April 2018: Councillor Curnow (Chair) from West Coast/Central Ward Councillor Wade for Dargaville Ward Councillor Larsen for Otamatea Ward [Replacing 2017 appointments: Councillors Geange, Jones and Joyce-Paki]</i>
<i>Funding Committee</i>	<i>Councillor del la Varis-Woodcock to replace Councillor Larsen</i>
<i>Raupo Drainage Committee</i>	<i>Mayor Smith and Councillor Curnow to replace Councillor Larsen</i>
<i>Kaipara Harbour Treaty Settlement Working Party</i>	<i>Mayor Smith</i>

and Kaipara Harbour Joint
Political Committee

- 6 Notes the Minister of Conservation's appointment of Rex Nathan as the Chair of the Harding Park and Pou Tu Te Rangi Joint Management Committee and the Mayor's nomination of Trish Harding as a Council representative on this Committee; and
- 7 Notes that the Mayor has delegated authority to act on his behalf on the Northland Civil Defence Emergency Management Group to Councillor Curnow and appointed Councillor Wade to act as an alternate representative on that Group; and
- 8 Delegates the Chief Executive to make minor corrections to the text.

Carried

6.7 Code of Conduct Elected Members: March 2018 update

Acting Chief Executive 1203.01

Moved Smith/del la Varis-Woodcock

That Kaipara District Council:

- 1 Receives the Acting Chief Executive's report 'Code of Conduct Elected Members: March 2018 update' dated 20 March 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 Adopts the amended Code of Conduct Elected Members dated 19 March 2018 (circulated as Attachment 1 to the above-mentioned report), with following amendments:
 - With deletion of clause 14.1 bullet point 'an invitation for the member to consider resigning from Council'; and
- 4 Instructs the General Manager Governance, Strategy and Democracy to update all published versions of the Code and all references to it made in other Council documents.

A division was called for, voting was as follows:

For

Councillor Curnow

Councillor del la Varis-Woodcock

Councillor Jones

Councillor Wethey

Mayor Smith

Against

Councillor Geange

Councillor Larsen

Abstained

Councillor Wade

The motion was declared **LOST**, as amendments to the Code of Conduct must be supported by 75% or more of the members present.

7 Public Excluded Council minute items 28 March 2018

The meeting went into Public Excluded session at 2.48pm.

Moved Wethey/del la Varis-Woodcock

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

- *Confirmation of Public Excluded Council minutes 28 February 2018; and*
- *Taharoa Domain Public Toilets and Dump Station: Funding from Ministry of Business, Innovation and Employment*

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

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
<i>Confirmation of Public Excluded Council minutes 28 January 2018</i>	<i>Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>	<i>Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>
<i>Taharoa Domain Public Toilets and Dump Station: Funding from Ministry of Business, Innovation and Employment</i>	<i>Section 7(2)(j) prevent the disclosure or use of official information for improper gain or improper advantage</i>	<i>S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>

Carried

8 Open meeting Council Minutes 28 March 2018

The meeting went back into Open session at 2.53pm.

Moved Curnow/Jones

That the public be re-admitted to the meeting and resolutions made whilst in Public Excluded be confirmed in Open meeting, excluding item 8.2 which was to be made public after the MBIE press release.

Carried

8.1 Confirmation of Public Excluded Council minutes 28 February 2018

Administration Manager 1601.22

Moved Curnow/Geange

That the Public Excluded Minutes of the Council meeting held 28 February 2018 be confirmed as a true and correct record.

Carried

8.2 Taharoa Domain Public Toilets and Dump Station : Funding from Ministry of Business, Innovation and Employment

[Note: resolution to be made public after the MBIE press release.]

Closure

The meeting concluded at 2.54pm.

**Kaipara District Council
Dargaville**

3.2 Committee minutes (Confirmed) March 2018

Recommended

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

- 1 *Harding Park and Pou Tu Te Rangī Joint Management Committee meeting held 21 November 2017; and*
- 2 *Mangawhai Endowment Lands Account Committee meeting held 27 October 2017.*

Meeting	Harding Park and Pou Tu Te Rangī Joint Management Committee
Date	Tuesday 21 November 2017
Time	Meeting commenced at 2.03pm Meeting concluded at 4.06pm
Venue	Lighthouse Function Centre, Dargaville Museum
Status	Confirmed

Minutes

Membership

Chair: To be confirmed

Members: Messrs Hal Harding, Willie Wright, Matiu Wati and Rex Nathan
Councillors Victoria del La Varis-Woodcock and Karen Joyce-Paki

Staff and Associates:

Parks and Community Manager, Parks Officer, Administration Assistant (Minute-taker).

Linda Osborne
Administration Manager

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Confirmed

**Minutes of the Harding Park and Pou Tu Te Rangi Joint Management Committee
Tuesday 21 November 2017, Dargaville**

1 Opening**1.1 Karakia**

Rex Nathan opened the meeting with a karakia.

1.2 Confirmation of Chair

The Committee nominated Rex Nathan to be the Chair, pending approval from the Minister of Conservation.

1.3 Present

Messrs Hal Harding, Willie Wright, Matiu Wati and Rex Nathan
Councillors Victoria del la Varis-Woodcock and Karen Joyce-Paki

Attendance

Name	Designation	Item(s)
Darlene Lang	Acting Parks and Community Manager	All
Mike Collins	Parks Officer	All
Natalie Edwards	Administration Assistant	All (Minute-taker)

1.4 Apologies

Nil.

1.5 Confirmation of Agenda

The Committee confirmed the Agenda.

1.6 Conflict of Interest Declaration

Nil.

1.7 Deputations and Presentations

Maree Saunders spoke in the public forum on behalf of the Dargaville Museum regarding new branding posts concept.

Motion 1 Wright/Del la Varis-Woodcock

That the Harding Park and Pou Tu Te Rangi Joint Management Committee instructs the Chief Executive to hold a Mana Whenua meeting for Maree Saunders to present the branding posts concept to Te Uri O Hau, Te Roroa and Te Parawhau and pioneer groups to receive their feedback.

Carried

Motion 2 Harding/Joyce-Paki

That the Harding Park and Pou Tu Te Rangi Joint Management Committee requests Maree Saunders to report back to the Committee feedback from the Mana Whenua branding posts meeting as above for the Committee to ratify at its next meeting.

Carried

[Secrerial Note: Rex Nathan and Maree Saunders will co-ordinate with the required groups.]

2 Information

2.1 Appointment of Chair correspondence

Democratic Services Manager 2114.03.09

Moved Wright/Harding

That the Harding Park and Pou Tu Te Rangi Joint Management Committee receives the following correspondence in regard to appointment of chair to the Harding Park and Pou Tu Te Rangi Joint Management Committee:

- a) *Letter from Kaipara District Council to Minister of Conservation dated 21 September 2017; and*
- b) *Letter from Minister of Conservation to Kaipara District Council dated 25 September 2017.*

Carried

3 Confirmation of Minutes

3.1 Harding Park and Pou Tu Te Rangi Joint Management Committee minutes: 20 September 2017

Democratic Services Manager 1607.11

Moved Wright/Harding

That the minutes of the Harding Park and Pou Tu Te Rangi Joint Management Committee held 20 September 2017 be confirmed as a true and correct record.

Carried

4 Operational

4.1 Operations Update: October-November 2017

Moved Wright/Wati

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

- 1 *Receives the Parks and Community Manager's report 'Operations Update: October/November 2017' dated 08 November 2017 and the information contained therein; 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 the Parks and Community Manager's recommendation to reduce the number of Harding Park Committee and Pou Tu Te Rangi Joint Management Committee governance meetings to two per year as per the Terms of Reference (circulated as Attachment 1 to the above-mentioned report) and wishes to hold meetings four times per year.*

Carried

5 Closure

5.1 General Business

Hal Harding proposes to leave the Committee and be replaced with his sister. The Committee showed support for this and suggested he bring his sister to the next Committee meeting.

The meeting concluded at 4.06pm.

Confirmed 07 March 2018.

Chair Rex Nathan.....

Kaipara District Council
Dargaville

Confirmed

Meeting	Mangawhai Endowment Lands Account Committee
Date	Friday 27 October 2017
Time	Meeting opened at 1.40 pm Meeting concluded at 2.59 pm
Venue	Meeting Room, Council Offices – The Hub, 6 Molesworth Drive, Mangawhai
Status	Confirmed

Minutes

Membership

Chair: Deputy Mayor Peter Wethey

Members: Councillor Libby Jones, Councillor Jonathan Larsen

Staff and Associates:

Annie van der Plas, Natalie Robinson

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Unconfirmed

Minutes of the Mangawhai Endowment Lands Account Committee meeting
Friday 27 October 2017
1 Opening
1.1 Present

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

In Attendance

Name	Designation	Item(s)
Annie van der Plas	Community Planner	All
Natalie Robinson	Acting Policy Manager	All (Minute-taker)

Adjournments

Nil

1.2 Apologies
Moved Wethey/Larsen & Jones
That the apology of General Manager Community Venessa Anich be received.
Carried
2 Confirmation of Agenda

The Committee confirmed the agenda.

3 Conflict of Interest Declaration

Nil.

4 Deputations and Presentations

Nil

5 Confirmation of Minutes
5.1 Mangawhai Endowment Lands Account Committee Minutes: 25 September 2017
Democratic Services Manager 2308.05
Moved Larsen/Jones
That the unconfirmed minutes of the Mangawhai Endowment Lands Account Committee meeting held on 25 September 2017 be confirmed as true and correct record.
Carried

6 Policy

6.1 Draft Mangawhai Endowment Lands Account Policy – October 2017

Community Planner 2308.01

Moved Larsen/Jones

That the Mangawhai Endowment Lands Account Committee:

- 1 *Receives the Community Planner's 'Draft Mangawhai Endowment Lands Account Policy – October 2017' dated 11 October 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Recommends to Kaipara District Council to adopt the Mangawhai Endowment Lands Account Policy, subject to amendments as will be agreed, finalised and approved by email prior to incorporating into papers for the 14 November Council meeting.*

Carried

7 Closure

Meeting closed at 2.59 pm.

Confirmed

Chair

4 Notices of Motion

Notice of Motion For the Council meeting 26 April 2018

1. That the Kaipara District Council adopts the 'Elected Members Allowance and Recovery of Expenses Policy 2017/18', as attached, with immediate effect. This replaces the current 'Elected Members Allowance and Recovery of Expenses Policy'.

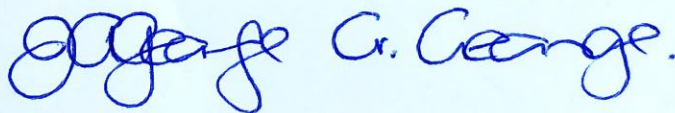
Reason for the notice of motion:


The Local Government Members Determination 2017 made changes to allowances to acknowledge disadvantages to elected members due to geographic isolation, distance and restricted access to services. The Remuneration Authority recognises these issues. Kaipara District Council has been paying elected members the current vehicle mileage allowance since the determination and the policy should be updated to reflect all changes.

Attached to this Motion is a copy of

- a) Elected Members Allowance and Recovery of Expenses Policy 2017/18
- b) Elected Members Allowance and recovery of expenses policy " dated 17 November 2016(as approved by the Remuneration Authority on 7 February 2017)
- c) The Local Government Members Determination 2017

Signed
16 April 2018

 George C. George.

 <p>KAIPARA DISTRICT Two Oceans Two Harbours</p>	Title of Policy	Elected Members' allowances and recovery of expenses Policy 09 October 2016		
	Sponsor	General Manager Corporate Services	Authorised/adopted by	Council
	Author	Sean Mahoney	Date authorised/adopted	26 April 2016
	Type of Policy		Last Review Date	17 November 2016
	File Reference	1801.0	Next Review Date	July 2017

Document Control			
Version	Date	Author(s)	Comments
1 st Commenced			
1.0	17 March 2016	S Mahoney	Executive Team review
1.1	5 April 2016	S Mahoney	Commissioner Briefing
1.2	19 July 2016	S Mahoney	Revised thresholds
1.3	17 November 2017	S Mahoney	Post-Election (09 October 2016) Amendments

1 Background

Introduction

This Policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

2 Objective

Authentication of expense reimbursements and allowances

From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of Council-supplied resources apply only to elected members personally and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances and be appropriate in all respects. Transparency is achieved through the publication of all expenses for elected members in the Kaipara District Councils Annual Report.

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy;
- expense claims are approved by the Mayor for the Councillors and the Deputy Mayor for the Mayor, and full original receipts are required; and
- cost reimbursements will be made via the payroll system.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

3 Definitions

“Actual” means as evidenced by the original receipt attached to the claim form.

“Reasonable” means that it is within the amount specified by this Policy

“Council business” includes: formal Council, Committee meetings, briefings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. It does not include events where the primary focus is on social activity.

“Remuneration Authority” is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.


Allowances and expenses by group of members

Position	Expense/Allowance	Description
Mayor, Councillors	Travel and attendance at conferences/seminars and training programmes	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, subject to:</p> <ul style="list-style-type: none"> a) related expenditure being accommodated within existing budgets, and b) the appropriate approvals as outlined in this Policy and excluding reimbursement for purchases from hotel mini-bars, any alcohol purchases and charges for in-room video or cable movies. <p>The conference, course, seminar or training event must contribute to the Councillor’s ability to carry out Council business.</p> <p>Attendance at these events when held in New Zealand have prior approval by either the Mayor (or in the case of Mayor, the Deputy Mayor).</p> <p>Attendance at these events when held overseas must be approved by Council.</p> <p>All travel and accommodation arrangements for elected members are to be made at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p>

Mayor	Car	Should Council decide to provide a Mayoral vehicle then this can be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will then not be able to claim for vehicle mileage.
Mayor, Councillors	Stationery and consumables	Supply of reasonable amounts of paper and printer consumables for Council business.
Mayor, Councillors	Conferences, courses, seminars and training	The conference, course, seminar or training event must contribute to the Councillor's ability to carry out Council business. Attendance at these events when held in New Zealand must be pre-approved by either the Mayor (or in the case of Mayor, the Deputy Mayor). Attendance at these events when held overseas must be approved by Council.
	General community-related expenses	From time to time Councillors may have unforeseen costs arise for items relating to community events e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event. Reimbursement of such expenditure should be previously approved by the Mayor or Deputy Mayor. The items should be appropriate to the occasion and expenditure should be moderate and conservative.
	Communications	Information or communications technology equipment that is required by members to perform their functions will be supported by the following allowances in line with the Remuneration Authority Determination set annually. For the use of 1 personal computer, tablet, or laptop, including any related docking station, \$200. For the use of a multi-functional or other printer, \$40. For the use of a mobile telephone, \$150.

		<p>For the use of the member's own Internet service for the purpose of the member's work on local authority business, \$400.</p> <p>For the use of the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to</p> <ul style="list-style-type: none"> (a) an allowance of \$400 for that use; or (b) reimbursement of actual costs of phone calls made on local authority business upon production of the relevant telephone records and receipts.
	Vehicle mileage	<p>Vehicle mileage will be paid for all travel on Council business when the member is travelling in a private vehicle by the most direct route that is reasonable in the circumstances.</p> <p>Mileage will be paid at the rate per kilometre as set out in the annual Remuneration Authority Determination.</p> <p>The allowance payable to a member is for the first 10 000 kilometres of eligible travel, if the member uses an electric vehicle, \$0.81 per kilometre; and in any other case, \$0.73 per kilometre; and for any distance over 10 000 kilometres of eligible travel, \$0.37 per kilometre</p> <p>Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, and approved by the Mayor or Deputy Mayor.</p>
	Travel time	<p>Travel time by a member will be paid if it is spent travelling on Council business, that in the circumstances is</p> <ul style="list-style-type: none"> (a) by the quickest form of travel that is reasonable, and (b) the most direct route that is reasonable <p>Travel time will be paid as set out in the annual Remuneration Authority Determination.</p>

		The allowance payable to a member is \$37.50 for each hour of eligible travel time after the first hour travelled in a day
	Sensitive Expenditure	<p>Expenditure by Council on items that could be considered to derive a personal benefit. It also includes expenditure that could be considered unusual or unrelated to Council activity.</p> <p>Items of sensitive expenditure which will not be reimbursed include but are not limited to</p> <ul style="list-style-type: none"> • Alcohol • Infringements and Fines

 KAIPARA DISTRICT <small>THE OCEANS THE HARBOURS</small>	Title of Policy	Elected Members' allowances and recovery of expenses Policy 09 October 2016		
	Sponsor	General Manager Corporate Services	Authorised/adopted by	Council
	Author	Sean Mahoney	Date authorised/adopted	26 April 2016
	Type of Policy		Last Review Date	17 November 2016
	File Reference	1801.0	Next Review Date	July 2017

Document Control			
Version	Date	Author(s)	Comments
1 st Commenced			
1.0	17 March 2016	S Mahoney	Executive Team review
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1 Background

Introduction

This Policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

Contact person for queries : Democratic Services Manager

2 Objective

Authentication of expense reimbursements and allowances

From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of Council-supplied resources apply only to elected members personally and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances and be appropriate in all respects. Transparency is achieved through the monthly publication on Council's website of all expenses for elected members over the past month.

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy;
- expense claims are approved by the Mayor Councillors and the Deputy Mayor for the Mayor, and full original receipts are required; and
- cost reimbursements will be made via the payroll system.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

Elected members are able to receive up to \$0.74 per kilometre for vehicle mileage, for the first 5,000 kilometres travelled per annum. For any distance travelled beyond 5,000 kilometres, elected members will be able to receive \$0.37 per kilometre.

All expenditure that falls under this Policy is approved on the condition that it can be met within relevant budget provisions.

3 Definitions

“Actual” means as evidenced by the original receipt attached to the claim form.

“Reasonable” means that it is within the amount specified by this Policy or as deemed reasonable by the Mayor or Chief Executive.

“Council business” includes: formal Council, Committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. It does not include events where the primary focus is on social activity.

“Remuneration Authority” is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

Allowances and expenses by group of members

Position	Expense/Allowance	Description
Mayor	Travel and attendance at conferences/seminars and training programmes	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, subject to:</p> <ul style="list-style-type: none"> a) related expenditure being accommodated within existing budgets, and b) the appropriate approvals as outlined in this Policy and excluding reimbursement for purchases from hotel mini-bars, any alcohol purchases and charges for in-room video or cable movies. <p>All travel and accommodation arrangements for elected members are to be made by Council staff with Council’s preferred travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p>
Mayor	Car	<p>Should Council decide to provide a Mayoral vehicle then this can be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will then not be able to claim for vehicle mileage.</p>

Mayor	Travel and conferences, courses and seminars	<p>The prior approval of the Deputy Mayor is required for travel within New Zealand for: Council business; attendance at conferences/courses/training events and seminars; other purposes associated with the position of Mayor.</p> <p>Any potential International travel would need to be debated at Council.</p>
	Communications equipment	Full technical support is provided for Council business.
Mayor, Councillors	Stationery and consumables	Supply of reasonable amounts of paper and printer consumables for Council business.
Mayor, Councillors	Conferences, courses, seminars and training	<p>The conference, course, seminar or training event must contribute to the Councillor's ability to carry out Council business.</p> <p>Attendance at these events when held in New Zealand must be approved by either the Mayor (or the Deputy Mayor).</p> <p>Attendance at these events when held overseas must be approved by Council.</p>
	General community-related expenses	<p>From time to time Councillors may have unforeseen costs arise for items relating to community events e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event.</p> <p>Reimbursement of such expenditure should be previously approved by the Mayor or Deputy Mayor.</p> <p>The items should be appropriate to the occasion and expenditure should be moderate and conservative.</p>
	Telecommunications	Actual and reasonable expenditure is allowed if accompanied by an invoice or itemised cost and approved by the Mayor or Deputy Mayor.
	Vehicle mileage	<p>Vehicle mileage will be paid for all travel on Council business that exceeds, in any one day, the relevant threshold distance.</p> <p>The 30km threshold applies only when travel is between the member's home and the office.</p> <p>The threshold distance will be personal to each elected member. It will depend on the distance of a round commuting trip from the elected member's home to their nearest Council office:</p>

		<p>a) members living more than 15 kilometres away from their nearest office may claim the allowance for round trip distances travelled more than 30 kilometres in any one day; and</p> <p>b) members living less than 15 kilometres away from their nearest office may claim mileage for round trip distances travelled more than their round trip from home to their nearest Council office, in any one day.</p> <p>Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, and approved by the Mayor or Deputy Mayor.</p> <p>Council mileage rates are only applicable within the District boundaries for meetings within the District.</p> <p>For meetings outside the district which elected members have been requested to attend, mileage from home to the venue and return is also an allowable claim.</p>
	<p>Sensitive Expenditure</p>	<p>Expenditure by Council on items that could be considered to derive a personal benefit. It also includes expenditure that could be considered unusual or unrelated to Council activity.</p> <p>Items of sensitive expenditure which will not be reimbursed include but are not limited to</p> <ul style="list-style-type: none"> • Alcohol • Infringements and Fines

Reprint
as at 22 February 2018



**Local Government Members (2017/18) (Local
Authorities) Determination 2017**

(LI 2017/167)

Pursuant to clause 6 of Schedule 7 of the Local Government Act 2002, and to the Remuneration Authority Act 1977, the Remuneration Authority, after having regard to the matters specified in clause 7 of that schedule, makes the following determination (to which is appended an explanatory memorandum).

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Note

Changes authorised by subpart 2 of Part 2 of the Legislation Act 2012 have been made in this official reprint.
Note 4 at the end of this reprint provides a list of the amendments incorporated.

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Determination

1 Title

This determination is the Local Government Members (2017/18) (Local Authorities) Determination 2017.

2 Commencement

This determination is deemed to have come into force on 1 July 2017.

3 Expiry

This determination expires on the close of 30 June 2018.

Interpretation

4 Interpretation

In this determination, unless the context otherwise requires,—

ATA panel means a panel appointed by an accord territorial authority under section 89 of HASHA

board means—

- (a) a community board of a territorial authority other than the Auckland Council; or
- (b) a local board of the Auckland Council

determination term means the period from the coming into force of this determination to its expiry

HASHA means the Housing Accords and Special Housing Areas Act 2013

hearing has the meaning given to it by clause 5

hearing time has the meaning given to it by clause 6

local authority means a regional council or a territorial authority

member means,—

- (a) in relation to a local authority (other than the Canterbury Regional Council) or a board, a person who is declared to be elected to that local

authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson):

- (b) in relation to the Canterbury Regional Council, a person who has been elected or appointed to membership in the transitional governing body under the Local Electoral Act 2001 (as modified by section 11 of the Environment Canterbury (Transitional Governance Arrangements) Act 2016) or who, as the result of further election or appointment under the Local Electoral Act 2001 (as modified by section 11 of the Environment Canterbury (Transitional Governance Arrangements) Act 2016), is an office holder in relation to the Canterbury Regional Council (for example, a chairperson)

on local authority business includes on the business of any board of the local authority

regional council means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002

RMA means the Resource Management Act 1991

territorial authority means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

5 Meaning of hearing

In this determination, **hearing** means—

- (a) a hearing that is held by an ATA panel arising from—
 - (i) a resource consent application under subpart 2 of Part 2 of HASHA; or
 - (ii) a request for a plan change or for a variation to a proposed plan under subpart 3 of Part 2 of HASHA; or
- (b) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (ba) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (c); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (f) *[Revoked]*

- (g) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (h) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

Clause 5(ba): inserted (with effect on 1 July 2017), on 19 October 2017, by clause 4(1) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017 (LI 2017/278).

Clause 5(e): replaced (with effect on 1 July 2017), on 19 October 2017, by clause 4(2) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017 (LI 2017/278).

Clause 5(f): revoked (with effect on 1 July 2017), on 19 October 2017, by clause 4(3) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017 (LI 2017/278).

6 Meaning of hearing time

In this determination, **hearing time** means the time spent—

- (a) conducting a hearing; and
- (b) in formal deliberations to decide the outcome of a hearing; and
- (c) participating in an official group site inspection related to a hearing; and
- (d) determining a resource consent application where a formal hearing does not take place; and
- (e) up to a maximum of the aggregate of the time referred to in paragraphs (a) and (b),—
 - (i) preparing for a hearing; and
 - (ii) participating in an inspection of a site for the purposes of a hearing, other than an official group site inspection under paragraph (c); and
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

Clause 6(e)(ii): amended (with effect on 1 July 2017), on 19 October 2017, by clause 5(1) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017 (LI 2017/278).

Clause 6(f): inserted (with effect on 1 July 2017), on 19 October 2017, by clause 5(2) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017 (LI 2017/278).

Entitlement to remuneration, allowances, and hearing fees

7 Remuneration, allowances, and hearing fees payable

- (1) A member of a local authority or a board is entitled to—
 - (a) the applicable remuneration set out in the Schedule;
 - (b) the applicable allowances payable in accordance with clauses 9 to 12;
 - (c) the applicable hearing fees payable in accordance with clause 13.

- (2) Despite subclause (1), a member of a territorial authority who is elected or appointed to a board is not entitled to be remunerated for both positions. The member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

8 Acting mayor or chairperson

- (1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the remuneration or allowances that would usually be paid to the mayor or chairperson are not being paid.
- (2) While acting as mayor or chairperson, the member must be paid the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

Allowances

9 Definition of member

For the purposes of payment of allowances under clauses 10 to 12, **member**, in relation to a territorial authority, includes a member of a board of the territorial authority.

10 Vehicle mileage allowance

- (1) A local authority may pay to a member a vehicle mileage allowance for eligible travel.
- (2) A member's travel is eligible for the allowance if it occurs—
- (a) on a day when the member is not provided with a vehicle by the local authority; and
 - (b) when the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member is,—
- (a) for the first 10 000 kilometres of eligible travel in the determination term,—
 - (i) if the member uses an electric vehicle, \$0.81 per kilometre; and
 - (ii) in any other case, \$0.73 per kilometre; and
 - (b) for any distance over 10 000 kilometres of eligible travel in the determination term, \$0.37 per kilometre.

11 Travel time allowance

- (1) A local authority may pay a member an allowance of \$37.50 for each hour of eligible travel time of the member after the first hour travelled in a day.
- (2) Travel time by a member is eligible for the allowance if it is spent travelling—
 - (a) on local authority business; and
 - (b) by the quickest form of transport that is reasonable in the circumstances; and
 - (c) by the most direct route that is reasonable in the circumstances.

12 Communications allowance*Equipment*

- (1) If a local authority determines that particular information or communications technology equipment is required by members to perform their functions and requests that members use their own equipment for those purposes, the local authority may pay an allowance in accordance with subclause (2).
- (2) The matters in respect of which an allowance is payable and the amounts that may be paid for the determination term are as follows:
 - (a) for the use of 1 personal computer, tablet, or laptop, including any related docking station, \$200;
 - (b) for the use of a multi-functional or other printer, \$40;
 - (c) for the use of a mobile telephone, \$150.

Services

- (3) If a local authority requests a member to use the member's own Internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance of \$400 for that use.
- (4) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—
 - (a) an allowance of \$400 for that use; or
 - (b) reimbursement of actual costs of phone calls made on local authority business upon production of the relevant telephone records and receipts.
- (5) If a local authority supplies a mobile phone and related mobile telephone service to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

Pro-rating

- (6) If the member is not a member for the whole of the determination term, subclauses (2) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

where—

- a is the number of days that the member held office in the determination term
 - b is the number of days in the determination term
 - c is the relevant amount specified in subclause (2) to (5).
- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special equipment or connections where, because of distance or restricted access, normal communications connections are not available.

Hearing fees

13 Fees related to hearings

- (1) A member of a local authority or a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$100 per hour of hearing time related to the hearing.
- (2) A member of a local authority or a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$80 per hour of hearing time related to the hearing.
- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) Subclauses (1) and (2) do not apply to—
 - (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2); or
 - (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 8(2).

If determination is continued

14 Application of certain allowances if determination continues after expiry

- (1) This clause applies if this determination continues in force after its expiry under clause 7A(4) of Schedule 7 of the Local Government Act 2002.
- (2) Clauses 10 and 12(1) to (6) apply as if this determination—
 - (a) came into force on the day after its expiry; and
 - (b) were to expire on 30 June 2019.

*Revocations***15 Revocations**

The following determinations are revoked:

- (a) Local Government Elected Members (2016/17) (Auckland Council and Local Boards) Determination 2016 (LI 2016/138):
- (b) Local Government Elected Members (2016/17) (Certain Local Authorities) Determination 2016 (LI 2016/158):
- (c) Local Government Members (2016/17) (Canterbury Regional Council) Determination 2016 (LI 2016/159).

Schedule Remuneration

cl 7

Part 1 Remuneration of members of regional councils

Bay of Plenty Regional Council

Office	Annual remuneration (\$)
Chairperson	138,592
Deputy Chairperson	80,237
Regional Direction and Delivery Committee Chairperson	79,220
Committee Chairperson (5)	67,016
Councillor	56,846
Chairperson car	
Full private use	

Canterbury Regional Council

Office	Annual remuneration (\$)
Chairperson	162,433
Deputy Chairperson	90,957
Chairperson, Audit and Risk Committee	81,213
Chairperson, Regulation Hearing Committee	78,309
Canterbury Water Management Strategy Zone Committee Member (9)	73,106
Councillor	64,970
Chairperson car	
Full private use	

Hawke's Bay Regional Council

Office	Annual remuneration (\$)
Chairperson	115,336
Deputy Chairperson	62,889
Committee Chairperson (5)	62,889
Councillor	50,311
Chairperson car	
Full private use	

Manawatu–Wanganui Regional Council

Office	Annual remuneration (\$)
Chairperson	124,431
Catchment Operations Committee Chairperson	67,235

9

	Annual remuneration (\$)
Office	
Deputy Chairperson	60,280
Environment Committee Chairperson	60,280
Audit, Risk and Investment Committee Chairperson	55,643
Passenger Transport Committee Chairperson	55,643
Regional Transport Committee Chairperson	55,643
Catchment Operations Committee Deputy Chairperson	48,688
Environment Committee Deputy Chairperson	48,688
Manawatu River Users' Advisory Group Chairperson	46,369
Councillor	46,369
Chairperson car	
Full private use	

Northland Regional Council

	Annual remuneration (\$)
Office	
Chairperson	113,229
Deputy Chairperson	76,971
Committee Chairperson/Portfolio Leader (7)	67,545
Councillor	54,979
Chairperson car	
Full private use	

Otago Regional Council

	Annual remuneration (\$)
Office	
Chairperson	121,541
Deputy Chairperson	67,676
Regional Transport Committee Chairperson	55,591
Committee Chairperson (4)	55,591
Councillor	48,340
Chairperson car	
Full private use	

Southland Regional Council

	Annual remuneration (\$)
Office	
Chairperson	97,048
Deputy Chairperson	44,158
Committee Chairperson (4)	44,158
Councillor	36,798
Chairperson car	
N/A	

Taranaki Regional Council

Office	Annual remuneration (\$)
Chairperson	97,425
Deputy Chairperson/Executive Committee Chairperson	58,325
Chairperson Policy and Planning Committee and Taranaki Solid Waste Management Committee	54,436
Chairperson Consents and Regulatory Committee	50,548
Committee Chairperson (Land Transport or Civil Defence Emergency Management Committee or Yarrow Stadium Joint Committee) (3)	46,660
Councillor and appointee to Taranaki Biodiversity Trust	44,715
Councillor	38,883
Chairperson car	
Full private use	

Waikato Regional Council

Office	Annual remuneration (\$)
Chairperson	153,963
Deputy Chairperson	86,297
Committee Chairperson A and B	73,750
Committee Chairperson A (6)	73,750
Councillor	61,203
Chairperson car	
Full private use	

Wellington Regional Council

Office	Annual remuneration (\$)
Chairperson	162,103
Deputy Chairperson/Committee Chairperson	89,496
Committee Chairperson (3)	79,631
Portfolio Leader (1)	76,295
Chairperson, Hutt Valley Flood Management Subcommittee and Portfolio Leader	79,631
Committee Chairperson, Chief Executive Employment Review Committee	76,295
Chairperson, Wairarapa Committee	76,295
Councillor	63,691
Chairperson car	
Full private use	

West Coast Regional Council

Office	Annual remuneration (\$)
Chairperson	77,725
Deputy Chairperson and Chairperson of Resource Management Committee	41,162
Councillor	35,511

Chairperson car

N/A

Schedule Part 1 Southland Regional Council: amended (with effect on 1 July 2017), on 19 October 2017, by clause 6(1) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017 (LI 2017/278).

Schedule Part 1 Taranaki Regional Council: amended (with effect on 1 July 2017), on 22 February 2018, by clause 4(1) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 1 Wellington Regional Council: amended (with effect on 1 July 2017), on 19 October 2017, by clause 6(2) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017 (LI 2017/278).

Part 2

Remuneration of members of territorial authorities and their community or local boards

Ashburton District Council

Office	Annual remuneration (\$)
Mayor	104,451
Deputy Mayor and Committee Chairperson	35,901
Committee Chairperson (2)	32,054
Councillor	25,644

Mayoral car

N/A

Methven Community Board

Office	Annual remuneration (\$)
Chairperson	5,212
Member	2,607

Auckland Council

Office	Annual remuneration (\$)
Mayor of Auckland	274,082
Deputy Mayor of Auckland	154,431
Chair of committee of the whole (3)	127,481
Councillor (16)	107,599

Mayoral car

Full private use

Albert–Eden Local Board

Office	Annual remuneration (\$)
Chairperson	89,496
Member	43,477

Devonport–Takapuna Local Board

Office	Annual remuneration (\$)
Chairperson	79,173
Member	42,511

Franklin Local Board

Office	Annual remuneration (\$)
Chairperson	80,089
Member	41,799

Great Barrier Local Board

Office	Annual remuneration (\$)
Chairperson	54,308
Member	23,747

Henderson–Massey Local Board

Office	Annual remuneration (\$)
Chairperson	92,649
Member	43,985

Hibiscus and Bays Local Board

Office	Annual remuneration (\$)
Chairperson	86,852
Member	43,172

Howick Local Board

Office	Annual remuneration (\$)
Chairperson	97,022
Member	44,189

Kaipatiki Local Board

Office	Annual remuneration (\$)
Chairperson	85,987
Member	42,917

Mangere–Otahuhu Local Board

Office	Annual remuneration (\$)
Chairperson	84,055
Member	43,070

Manurewa Local Board

Office	Annual remuneration (\$)
Chairperson	86,547
Member	43,070

Maungakiekie–Tamaki Local Board

Office	Annual remuneration (\$)
Chairperson	83,292
Member	42,816

Orakei Local Board

Office	Annual remuneration (\$)
Chairperson	85,530
Member	43,273

Otara–Papatoetoe Local Board

Office	Annual remuneration (\$)
Chairperson	85,225
Member	43,273

Papakura Local Board

Office	Annual remuneration (\$)
Chairperson	75,767
Member	41,900

Puketapapa Local Board

Office	Annual remuneration (\$)
Chairperson	78,970
Member	42,511

Rodney Local Board

Office	Annual remuneration (\$)
Chairperson	77,394
Member	41,392

Upper Harbour Local Board

Office	Annual remuneration (\$)
Chairperson	77,139
Member	42,206

Waiheke Local Board

Office	Annual remuneration (\$)
Chairperson	60,461
Member	25,374

Waitakere Ranges Local Board

Office	Annual remuneration (\$)
Chairperson	76,936
Member	42,104

Waitemata Local Board

Office	Annual remuneration (\$)
Chairperson	82,123
Member	42,612

Whau Local Board

Office	Annual remuneration (\$)
Chairperson	84,055
Member	43,070

Buller District Council

Office	Annual remuneration (\$)
Mayor	77,620
Deputy Mayor and Hearings Committee Chair	32,202
Finance and Audit Committee Chair	27,324
Policy and Risk Committee Chair	22,932
Grants Committee Chair	21,469
Councillor	18,541
Mayoral car	
N/A	

Inangahua Community Board

Office	Annual remuneration (\$)
Chairperson	6,914
Member	3,457

Carterton District Council

Office	Annual remuneration (\$)
Mayor	66,726
Deputy Mayor	22,877
Ruamāhanga Whaitua Representative (1)	20,141
Councillor	17,598
Mayoral car	
Mayoral use only	

Central Hawke's Bay District Council

Office	Annual remuneration (\$)
Mayor	84,168

Office	Annual remuneration (\$)
Deputy Mayor	35,595
Councillor	23,674

Mayoral car
N/A

Central Otago District Council

Office	Annual remuneration (\$)
Mayor	89,587
Deputy Mayor	22,366
Committee Chairperson (4)	21,813
Councillor	20,640

Mayoral car
Full private use

Cromwell Community Board

Office	Annual remuneration (\$)
Chairperson	13,760
Member	6,880

Maniototo Community Board

Office	Annual remuneration (\$)
Chairperson	6,672
Member	3,336

Teviot Valley Community Board

Office	Annual remuneration (\$)
Chairperson	6,672
Member	3,336

Vincent Community Board

Office	Annual remuneration (\$)
Chairperson	14,803
Member	7,402

Chatham Islands Council

Office	Annual remuneration (\$)
Mayor	51,800
Deputy Mayor	21,310
Councillor and Member of Civil Defence Emergency Management Group (7)	15,951
Councillor	13,408

Mayoral car
N/A

Christchurch City Council

Office	Annual remuneration (\$)
Mayor	190,245
Deputy Mayor	118,220
Councillor	102,400
Mayoral car	
N/A	

Banks Peninsula Community Board

Office	Annual remuneration (\$)
Chairperson	19,056
Member	9,527

Coastal–Burwood Community Board

Office	Annual remuneration (\$)
Chairperson	45,626
Member	22,813

Fendalton–Waimairi–Harewood Community Board

Office	Annual remuneration (\$)
Chairperson	45,006
Member	22,503

Halswell–Hornby–Riccarton Community Board

Office	Annual remuneration (\$)
Chairperson	47,484
Member	23,742

Linwood–Central–Heathcote Community Board

Office	Annual remuneration (\$)
Chairperson	47,484
Member	23,742

Papanui–Innes Community Board

Office	Annual remuneration (\$)
Chairperson	45,626
Member	22,813

Spreydon–Cashmere Community Board

Office	Annual remuneration (\$)
Chairperson	45,626

Office	Annual remuneration (\$)
Member	22,813

Clutha District Council

Office	Annual remuneration (\$)
Mayor	89,501
Deputy Mayor	27,145
Committee Chairperson (3)	25,852
Portfolio Leader A (2)	21,974
Portfolio Leader B (5)	20,682
Councillor	19,389
Mayoral car	
Full private use	

Lawrence–Tuapeka Community Board

Office	Annual remuneration (\$)
Chairperson	5,630
Member	2,815

West Otago Community Board

Office	Annual remuneration (\$)
Chairperson	6,672
Member	3,336

Dunedin City Council

Office	Annual remuneration (\$)
Mayor	149,262
Deputy Mayor and Chair of Economic Development Committee	73,136
Committee Chairperson (4)	68,917
Sub-Committee Chairperson	61,667
Councillor	56,258
Mayoral car	
Full private use	

Mosgiel–Taieri Community Board

Office	Annual remuneration (\$)
Chairperson	18,581
Member	9,290

Otago Peninsula Community Board

Office	Annual remuneration (\$)
Chairperson	15,690
Member	7,845

Saddle Hill Community Board

Office	Annual remuneration (\$)
Chairperson	15,897
Member	7,949

Strath Taieri Community Board

Office	Annual remuneration (\$)
Chairperson	14,452
Member	7,226

Waikouaiti Coast Community Board

Office	Annual remuneration (\$)
Chairperson	15,484
Member	7,742

West Harbour Community Board

Office	Annual remuneration (\$)
Chairperson	15,897
Member	7,949

Far North District Council

Office	Annual remuneration (\$)
Mayor	130,757
Deputy Mayor	70,539
Committee Chairperson (3)	53,838
Councillor	43,465
Mayoral car	
N/A	

Bay of Islands–Whangaroa Community Board

Office	Annual remuneration (\$)
Chairperson	30,207
Member	11,618

Kaikohe–Hokianga Community Board

Office	Annual remuneration (\$)
Chairperson	25,892
Member	9,958

Te Hiku Community Board

Office	Annual remuneration (\$)
Chairperson	26,432
Member	10,166

Gisborne District Council

Office	Annual remuneration (\$)
Mayor	132,310
Deputy Mayor	48,007
Standing Committee Chairperson (5)	44,315
Special Committee Chairperson (2)	40,622
Rural Councillor (4)	37,767
Councillor	36,929
Mayoral car	
Full private use	

Gore District Council

Office	Annual remuneration (\$)
Mayor	73,795
Deputy Mayor	23,396
Portfolio Leader (3)	20,784
Councillor	16,865
Mayoral car	
Full private use	

Mataura Community Board

Office	Annual remuneration (\$)
Chairperson	3,981
Member	1,990

Grey District Council

Office	Annual remuneration (\$)
Mayor	82,492
Deputy Mayor	30,650
Councillor	21,893
Mayoral car	
N/A	

Hamilton City Council

Office	Annual remuneration (\$)
Mayor	159,071
Deputy Mayor	93,130
Chairperson Committee of the Whole (4)	85,966
Deputy Chairperson Committee of the Whole (4)	78,802
Councillor	71,638

Mayoral car

N/A

Hastings District Council

Office	Annual remuneration (\$)
Mayor	131,714
Deputy Mayor	61,478
Standing Committee Chairperson (5)	51,641
Portfolio Leader (3)	46,723
Councillor	41,805
Mayoral car	
Full private use	

Hastings District Rural Community Board

Office	Annual remuneration (\$)
Chairperson	14,523
Member	7,261

Hauraki District Council

Office	Annual remuneration (\$)
Mayor	85,908
Deputy Mayor	38,028
Ward Committee Chairperson (3)	27,353
Councillor	20,015
Mayoral car	
Full private use	

Horowhenua District Council

Office	Annual remuneration (\$)
Mayor	102,992
Deputy Mayor	36,516
Chairperson, Finance, Audit and Risk Committee	31,669
Chairperson, Hearings Committee	31,669
Chairperson, Community Wellbeing Committee	28,813
Chairperson, Community Funding & Recognition Committee	28,813
Councillor	25,957
Mayoral car	
N/A	

Foxton Community Board

Office	Annual remuneration (\$)
Chairperson	12,092
Member	6,046

Hurunui District Council

Office	Annual remuneration (\$)
Mayor	80,210
Deputy Mayor	32,683
Chair, Finance, Audit and Risk	26,581
Chair, Infrastructure and Zone Committee Representative	26,581
Chair, Public Services and Hanmer Springs Thermal Pools and Spa Management Committee (3)	26,581
Councillor with additional duties relating to earthquake recovery	19,971
Mayoral car	
Full private use	

Hanmer Springs Community Board

Office	Annual remuneration (\$)
Chairperson	7,752
Member	3,876

Hutt City Council

Office	Annual remuneration (\$)
Mayor	141,605
Deputy Mayor	79,045
Committee Chairperson (4)	60,601
Hutt Valley Services Committee Chairperson	56,649
Arts and Culture Sub-Committee Chairperson	56,649
Councillor	52,697
Mayoral car	
Full private use	

Eastbourne Community Board

Office	Annual remuneration (\$)
Chairperson	13,070
Member	6,535

Petone Community Board

Office	Annual remuneration (\$)
Chairperson	15,560
Member	7,780

Wainuiomata Community Board

Office	Annual remuneration (\$)
Chairperson	16,390
Member	8,195

Invercargill City Council

Office	Annual remuneration (\$)
Mayor	115,263
Deputy Mayor	54,206
Committee Chairperson (3)	47,087
Chairperson, Audit Committee	41,087
Venture Southland representative	41,087
Councillor	35,166
Mayoral car	
Full private use	

Bluff Community Board

Office	Annual remuneration (\$)
Chairperson	8,299
Member	4,149

Kaikoura District Council

Office	Annual remuneration (\$)
Mayor	56,985
Councillor	18,017
Mayoral car	
N/A	

Kaipara District Council

Office	Annual remuneration (\$)
Mayor	94,809
Deputy Mayor	54,623
Taharoa Domain Governance Committee Chairperson	32,774
Mangawhai Community Park Governance Committee Chairperson	32,774
Regional Land Transport Portfolio Holder	32,774
Representative Sport Northland	30,363
Councillor	27,312
Mayoral car	
N/A	

Kapiti Coast District Council

Office	Annual remuneration (\$)
Mayor	115,356
Deputy Mayor	43,289
Committee Chairperson (3)	41,624
Appeals Committee Chairperson	36,628
Chairperson, Grants Allocation Committee	36,628
Councillor	33,299
Mayoral car	
Full private use	

Ōtaki Community Board

Office	Annual remuneration (\$)
Chairperson	14,730
Member	7,365

Paekākāriki Community Board

Office	Annual remuneration (\$)
Chairperson	7,676
Member	3,838

Paraparaumu–Raumati Community Board

Office	Annual remuneration (\$)
Chairperson	19,295
Member	9,647

Waikanae Community Board

Office	Annual remuneration (\$)
Chairperson	15,768
Member	7,884

Kawerau District Council

Office	Annual remuneration (\$)
Mayor	60,278
Deputy Mayor	21,265
Regulatory and Services Committee Chairperson	18,987
Councillor	15,189
Mayoral car	
Full private use	

Mackenzie District Council

Office	Annual remuneration (\$)
Mayor	59,394
Councillor with additional responsibilities (3)	21,605
Councillor	17,284
Mayoral car	
N/A	

Fairlie Community Board

Office	Annual remuneration (\$)
Chairperson	3,771
Member	1,886

Tekapo Community Board

Office	Annual remuneration (\$)
Chairperson	3,771
Member	1,886

Twizel Community Board

Office	Annual remuneration (\$)
Chairperson	4,819
Member	2,409

Manawatu District Council

Office	Annual remuneration (\$)
Mayor	101,897
Deputy Mayor	39,404
Committee Chairperson (3)	35,182
Councillor	28,145
Mayoral car	
Mayoral use only	

Marlborough District Council

Office	Annual remuneration (\$)
Mayor	133,509
Deputy Mayor	47,199
Committee Chairperson (4)	47,199
Councillor	37,759
Mayoral car	
Full private use	

Masterton District Council

Office	Annual remuneration (\$)
Mayor	96,320
Deputy Mayor	34,734
Chair Strategic Planning and Policy Committee, and Hearings Committee	34,734
Chair Infrastructure Committee	33,493
Councillor	24,810
Mayoral car	
Mayoral use only	

Matamata–Piako District Council

Office	Annual remuneration (\$)
Mayor	103,462
Deputy Mayor	31,289
Chairperson, Corporate and Operations Committee	31,289
Councillor	27,208
Mayoral car	
Private use	

Napier City Council

Office	Annual remuneration (\$)
Mayor	125,978
Deputy Mayor	48,104
Committee Chairperson (4)	45,868
Deputy Committee Chairperson (4)	42,714
Councillor	39,938
Mayoral car	
Private use	

Nelson City Council

Office	Annual remuneration (\$)
Mayor	131,066
Deputy Mayor	60,684
Committee Chairperson (5)	48,952
Deputy Committee Chairperson (3)	42,479
Councillor	40,456
Mayoral car	
Full private use	

New Plymouth District Council

Office	Annual remuneration (\$)
Mayor	135,017
Deputy Mayor	59,979
Committee Chairperson (3)	53,552
Councillor	42,842
Mayoral car	
Full private use	

Clifton Community Board

Office	Annual remuneration (\$)
Chairperson	12,033
Member	6,017

Inglewood Community Board

Office	Annual remuneration (\$)
Chairperson	14,315
Member	7,158

Kaitake Community Board

Office	Annual remuneration (\$)
Chairperson	12,863
Member	6,432

Waitara Community Board

Office	Annual remuneration (\$)
Chairperson	14,315
Member	7,158

Opotiki District Council

Office	Annual remuneration (\$)
Mayor	64,087
Deputy Mayor	35,048
Chairperson Audit and Risk Committee	33,249
Coast Community Board Chair	24,408
Councillor	18,541
Mayoral car	
Full private use	

Coast Community Board

Office	Annual remuneration (\$)
Chairperson	9,637
Member	4,819

Otorohanga District Council

Office	Annual remuneration (\$)
Mayor	67,718
Deputy Mayor	28,345
Councillor	17,179
Mayoral car	
Full private use	

Kawhia Community Board

Office	Annual remuneration (\$)
Chairperson	3,771
Member	1,886

Otorohanga Community Board

Office	Annual remuneration (\$)
Chairperson	13,827
Member	6,914

Palmerston North City Council

Office	Annual remuneration (\$)
Mayor	133,047
Deputy Mayor and Chair Hearings Committee and Chair CEO Performance Panel	70,870
Chair Finance and Performance Committee and Deputy Chair Hearings Committee	54,039
Chair Arts, Culture and Heritage Committee and Deputy Chair Community Development Committee	50,052
Chair Economic Development Committee	52,710
Chair Audit and Risk Committee	48,723
Chair Sport and Recreation Committee and Deputy Chair Economic Development Committee	52,045
Deputy Chair Finance and Performance and Deputy Chair Arts Culture and Heritage Committees	48,946
Chair Planning and Strategy Committee and Deputy Chair Sport and Recreation Committee and CEO Performance Panel	55,368
Deputy Chair Audit and Risk Committee	45,624
Chair Community Development Committee and Deputy Chair Planning and Strategy Committee	52,045
Councillor	44,294
Mayoral car	
Full private use	

Porirua City Council

Office	Annual remuneration (\$)
Mayor	118,579
Deputy Mayor	46,794
Standing Committee Chairperson (2)	46,794
Councillor	35,996
Mayoral car	
Full private use	

Queenstown–Lakes District Council

Office	Annual remuneration (\$)
Mayor	114,772
Deputy Mayor	40,847
Committee Chair (4)	38,375
Councillor	32,941
Mayoral car	
N/A	

Wanaka Community Board

Office	Annual remuneration (\$)
Chairperson	23,142
Member	11,571

Rangitikei District Council

Office	Annual remuneration (\$)
Mayor	86,263
Deputy Mayor/Assets and Infrastructure Committee Chairperson	36,732
Committee Chairperson (2)	28,890
Deputy Committee Chairperson/Chairperson Chief Executive Review Committee	24,350
Deputy Committee Chairperson (2)	23,112
Councillor	20,636
Mayoral car	
N/A	

Ratana Community Board

Office	Annual remuneration (\$)
Chairperson	4,190
Member	2,095

Taihape Community Board

Office	Annual remuneration (\$)
Chairperson	8,380

Office	Annual remuneration (\$)
Member	4,190

Rotorua District Council

Office	Annual remuneration (\$)
Mayor	129,529
Deputy Mayor	64,427
Committee Chairperson (2)	54,257
Deputy Committee Chairperson (2)	54,257
Cultural Ambassador	49,172
Councillor	44,087
Mayoral car	
Full private use	

Rotorua Lakes Community Board

Office	Annual remuneration (\$)
Chairperson	16,225
Member	8,113

Rotorua Rural Community Board

Office	Annual remuneration (\$)
Chairperson	18,133
Member	9,067

Ruapehu District Council

Office	Annual remuneration (\$)
Mayor	83,801
Deputy Mayor	27,969
Committee Chairperson (1)	22,374
Councillor	18,656
Mayoral car	
Mayoral use only	

National Park Community Board

Office	Annual remuneration (\$)
Chairperson	5,657
Member	2,828

Waimarino–Waiouru Community Board

Office	Annual remuneration (\$)
Chairperson	8,380
Member	4,190

Selwyn District Council

Office	Annual remuneration (\$)
Mayor	114,613
Deputy Mayor	40,797
Councillor	35,581
Mayoral car	
Full private use	

Malvern Community Board

Office	Annual remuneration (\$)
Chairperson	17,116
Member	8,558

Selwyn Central Community Board

Office	Annual remuneration (\$)
Chairperson	20,539
Member	10,270

South Taranaki District Council

Office	Annual remuneration (\$)
Mayor	100,347
Deputy Mayor	32,605
Chairperson, Environment and Hearings Committee	29,840
Member Environment and Hearings Committee (4)	27,251
Member Audit and Risk Committee (1)	26,259
Community Board Councillor (1)	24,482
Councillor	23,872
Mayoral car	
Full private use	

Egmont Plains Community Board

Office	Annual remuneration (\$)
Chairperson	11,884
Member	5,941

Eltham Community Board

Office	Annual remuneration (\$)
Chairperson	11,467
Member	5,734

Hawera–Tangahoe Community Board

Office	Annual remuneration (\$)
Chairperson	13,552
Member	6,776

Patea Community Board

Office	Annual remuneration (\$)
Chairperson	10,633
Member	5,317

South Waikato District Council

Office	Annual remuneration (\$)
Mayor	90,472
Deputy Mayor	34,263
Committee Chairperson A	30,591
Committee Chairperson B	29,407
Councillor with additional duties (7)	25,672
Councillor	23,142
Mayoral car	
Full private use	

Tirau Community Board

Office	Annual remuneration (\$)
Chairperson	6,463
Member	3,232

South Wairarapa District Council

Office	Annual remuneration (\$)
Mayor	72,278
Deputy Mayor	28,911
Councillor/Committee member (1)	20,125
Councillor	17,074
Mayoral car	
Mayoral use only	

Featherston Community Board

Office	Annual remuneration (\$)
Chairperson	6,285
Member	3,143

Greytown Community Board

Office	Annual remuneration (\$)
Chairperson	6,285
Member	3,143

Martinborough Community Board

Office	Annual remuneration (\$)
Chairperson	6,285
Member	3,143

Southland District Council

Office	Annual remuneration (\$)
Mayor	106,098
Deputy Mayor	36,631
Committee Chairperson (4)	31,922
Councillor	26,165
Mayoral car	
Full private use	

Edendale–Wyndham Community Board

Office	Annual remuneration (\$)
Chairperson	4,587
Member	2,293

Otautau Community Board

Office	Annual remuneration (\$)
Chairperson	7,297
Member	3,649

Riverton/Aparima Community Board

Office	Annual remuneration (\$)
Chairperson	6,463
Member	3,232

Stewart Island/Rakiura Community Board

Office	Annual remuneration (\$)
Chairperson	2,710
Member	1,356

Te Anau Community Board

Office	Annual remuneration (\$)
Chairperson	10,424
Member	5,212

Tuatapere Community Board

Office	Annual remuneration (\$)
Chairperson	4,378
Member	2,190

Wallacetown Community Board

Office	Annual remuneration (\$)
Chairperson	2,710
Member	1,356

Winton Community Board

Office	Annual remuneration (\$)
Chairperson	8,965
Member	4,483

Stratford District Council

Office	Annual remuneration (\$)
Mayor	70,497
Deputy Mayor	24,050
Chairperson Major Committee (2)	19,722
Representative on External Committee (2)	19,722
Chairperson Minor Committee (1)	17,942
Councillor	17,179
Mayoral car	
N/A	

Tararua District Council

Office	Annual remuneration (\$)
Mayor	87,054
Deputy Mayor	34,880
Member Forestry Committee (2)	27,457
Member Audit and Risk Committee (2)	27,457
Councillor	24,914
Mayoral car	
Full private use	

Dannevirke Community Board

Office	Annual remuneration (\$)
Chairperson	11,258
Member	5,629

Eketahuna Community Board

Office	Annual remuneration (\$)
Chairperson	7,297
Member	3,649

Tasman District Council

Office	Annual remuneration (\$)
Mayor	134,628
Deputy Mayor and Standing Committee Chairperson	48,277
Standing Committee Chairperson (3)	44,564
Committee Chairperson (2)	40,851
Councillor	37,137
Mayoral car	
Full private use	

Golden Bay Community Board

Office	Annual remuneration (\$)
Chairperson	12,656
Member	6,328

Motueka Community Board

Office	Annual remuneration (\$)
Chairperson	14,108
Member	7,054

Taupo District Council

Office	Annual remuneration (\$)
Mayor	110,040
Deputy Mayor	40,780
Chair, Fences, Roothing, Reserves and Dogs Committee	39,080
Chair, Emergency Management Committee	39,080
Chair, Mangakino-Pouakani Representative Group	37,381
Councillor	33,983
Mayoral car	
Full private use	

Turangi–Tongariro Community Board

Office	Annual remuneration (\$)
Chairperson	16,262
Member	8,131

Tauranga City Council

Office	Annual remuneration (\$)
Mayor	152,361
Deputy Mayor	86,586
Committee Chairperson (6)	73,598
Deputy Committee Chairperson (6)	72,877
Councillor	72,155
Mayoral car	
N/A	

Thames–Coromandel District Council

Office	Annual remuneration (\$)
Mayor	106,229
Deputy Mayor	46,440
Committee Chairperson (3)	42,106
Councillor with external appointment (3)	35,295
Councillor	30,961
Mayoral car	
N/A	

Coromandel–Colville Community Board

Office	Annual remuneration (\$)
Chairperson	15,178
Member	7,589

Mercury Bay Community Board

Office	Annual remuneration (\$)
Chairperson	18,160
Member	9,080

Tairua–Pauanui Community Board

Office	Annual remuneration (\$)
Chairperson	15,178
Member	7,589

Thames Community Board

Office	Annual remuneration (\$)
Chairperson	19,244
Member	9,622

Whangamata Community Board

Office	Annual remuneration (\$)
Chairperson	16,533
Member	8,266

Timaru District Council

Office	Annual remuneration (\$)
Mayor	111,951
Deputy Mayor	47,284
Committee Chairperson (4)	42,219
Deputy Committee Chairperson (4)	35,464
Councillor	33,775
Mayoral car	
Full private use	

Geraldine Community Board

Office	Annual remuneration (\$)
Chairperson	10,633
Member	5,317

Pleasant Point Community Board

Office	Annual remuneration (\$)
Chairperson	8,339
Member	4,170

Temuka Community Board

Office	Annual remuneration (\$)
Chairperson	10,841
Member	5,421

Upper Hutt City Council

Office	Annual remuneration (\$)
Mayor	111,174
Deputy Mayor	44,512
Chairperson, Policy Committee	39,743
Chairperson, City Services Committee	38,154
Chairperson, Audit and Finance Committee	38,154

	Annual remuneration (\$)
Office	
Chairperson, Hutt Valley Services Committee	34,974
Councillor	31,794
Mayoral car	
Mayoral use only	

Waikato District Council

	Annual remuneration (\$)
Office	
Mayor	128,889
Deputy Mayor	55,041
Committee Chairperson (2)	49,144
Discretionary and Funding Committee Chairperson	47,179
Councillor	39,315
Mayoral car	
Mayoral use only	

Huntly Community Board

	Annual remuneration (\$)
Office	
Chairperson	10,166
Member	5,083

Ngaruawahia Community Board

	Annual remuneration (\$)
Office	
Chairperson	10,166
Member	5,083

Onewhero–Tuakau Community Board

	Annual remuneration (\$)
Office	
Chairperson	10,581
Member	5,290

Raglan Community Board

	Annual remuneration (\$)
Office	
Chairperson	8,506
Member	4,253

Taupiri Community Board

	Annual remuneration (\$)
Office	
Chairperson	2,697
Member	1,349

Waimakariri District Council

Office	Annual remuneration (\$)
Mayor	118,257
Deputy Mayor	45,881
Portfolio Holder (9)	41,087
Councillor	37,344
Mayoral car	
N/A	

Kaiapoi–Tuahiwi Community Board

Office	Annual remuneration (\$)
Chairperson	16,884
Member	8,442

Oxford–Ohoka Community Board

Office	Annual remuneration (\$)
Chairperson	15,906
Member	7,953

Rangiora–Ashley Community Board

Office	Annual remuneration (\$)
Chairperson	21,778
Member	10,889

Woodend–Sefton Community Board

Office	Annual remuneration (\$)
Chairperson	13,949
Member	6,975

Waimate District Council

Office	Annual remuneration (\$)
Mayor	66,412
Deputy Mayor	25,224
Councillor	18,017
Mayoral car	
Mayoral use only	

Waipa District Council

Office	Annual remuneration (\$)
Mayor	114,489
Deputy Mayor	53,493
Committee Chairperson (4)	40,525
Councillor	32,420

Mayoral car
Full private use

Cambridge Community Board

Office	Annual remuneration (\$)
Chairperson	18,138
Member	9,070

Te Awamutu Community Board

Office	Annual remuneration (\$)
Chairperson	17,513
Member	8,756

Wairoa District Council

Office	Annual remuneration (\$)
Mayor	69,521
Deputy Mayor	30,797
Committee Chairperson (3)	24,093
Councillor	21,998

Mayoral car
Full private use

Waitaki District Council

Office	Annual remuneration (\$)
Mayor	94,329
Deputy Mayor/Customer Service Core Committee Chairperson	32,399
Core Committee Chairperson (3)	29,158
Core Committee Deputy Chairperson (3)	26,289
Other Committee Chairperson (3)	26,289
Community Board Councillor and Other Significant Responsibility Councillors (3)	25,918
Councillor	23,142

Mayoral car
Full private use

Ahuriri Community Board

Office	Annual remuneration (\$)
Chairperson	11,467
Member	5,734

Waihemo Community Board

Office	Annual remuneration (\$)
Chairperson	11,675
Member	5,838

Waitomo District Council

Office	Annual remuneration (\$)
Mayor	72,330
Deputy Mayor	31,676
Councillor	23,464
Mayoral car	
Full private use	

Wellington City Council

Office	Annual remuneration (\$)
Mayor	173,212
Deputy Mayor	111,263
Chair City Strategy Committee	98,600
Portfolio Leader (12)	91,581
Councillor	83,819
Mayoral car	
N/A	

Makara–Ohariu Community Board

Office	Annual remuneration (\$)
Chairperson	9,290
Member	4,646

Tawa Community Board

Office	Annual remuneration (\$)
Chairperson	18,168
Member	9,084

Western Bay of Plenty District Council

Office	Annual remuneration (\$)
Mayor	115,107
Deputy Mayor	45,755
Committee Chairperson (4)	40,853
Councillor	32,524
Mayoral car	
Full private use	

Katikati Community Board

Office	Annual remuneration (\$)
Chairperson	10,633
Member	5,317

Maketu Community Board

Office	Annual remuneration (\$)
Chairperson	5,629
Member	2,815

Omokoroa Community Board

Office	Annual remuneration (\$)
Chairperson	7,714
Member	3,857

Te Puke Community Board

Office	Annual remuneration (\$)
Chairperson	10,633
Member	5,317

Waihi Beach Community Board

Office	Annual remuneration (\$)
Chairperson	8,756
Member	4,378

Westland District Council

Office	Annual remuneration (\$)
Mayor	73,326
Deputy Mayor, Committee Chairperson and Portfolio Holder (2)	27,324
Portfolio Holder (6)	19,873
Councillor	17,389
Mayoral car	
N/A	

Whakatāne District Council

Office	Annual remuneration (\$)
Mayor	105,480
Deputy Mayor	52,913
Committee Chairperson (2)	44,095
Councillor	29,396
Mayoral car	
Full private use	

Murupara Community Board

Office	Annual remuneration (\$)
Chairperson	7,714
Member	3,857

Rangitāiki Community Board

Office	Annual remuneration (\$)
Chairperson	10,007
Member	5,004

Tāneatua Community Board

Office	Annual remuneration (\$)
Chairperson	7,714
Member	3,857

Whakatāne–Ōhope Community Board

Office	Annual remuneration (\$)
Chairperson	16,730
Member	8,365

Whanganui District Council

Office	Annual remuneration (\$)
Mayor	112,014
Deputy Mayor	42,051
Chair, Strategy and Finance Committee	38,402
Chair, Property and Community Services Committee	38,402
Chair, Infrastructure and Special Projects Committee	38,402
Chair, Forestry Joint Committee	38,402
Deputy Chair, Strategy and Finance Committee	33,945
Deputy Chair, Property and Community Services Committee	33,945
Deputy Chair, Infrastructure and Special Projects Committee	33,945
Deputy Chair, Forestry Joint Committee	33,945
Councillor	32,420
Mayoral car	
Full private use	

Whanganui Rural Community Board

Office	Annual remuneration (\$)
Chairperson	10,841
Member	5,421

Whangarei District Council

Office	Annual remuneration (\$)
Mayor	139,881
Deputy Mayor	60,684
Committee Chairperson of Standing Committee (4)	60,684
Councillor	48,548

Mayoral car

Private use

Schedule Part 2 Hastings District Council: amended (with effect on 29 January 2018), on 22 February 2018, by clause 4(2) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Nelson City Council: amended (with effect on 21 September 2017), on 22 February 2018, by clause 4(3) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Palmerston North City Council: amended (with effect on 14 December 2017), on 22 February 2018, by clause 4(4)(a) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Palmerston North City Council: amended (with effect on 1 July 2017), on 22 February 2018, by clause 4(4)(b) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Palmerston North City Council: amended (with effect on 1 July 2017), on 22 February 2018, by clause 4(4)(c) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Palmerston North City Council: amended (with effect on 1 July 2017), on 22 February 2018, by clause 4(4)(d) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Palmerston North City Council: amended (with effect on 1 July 2017), on 22 February 2018, by clause 4(4)(e) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Palmerston North City Council: amended (with effect on 1 July 2017), on 22 February 2018, by clause 4(4)(f) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Palmerston North City Council: amended (with effect on 1 July 2017), on 22 February 2018, by clause 4(4)(g) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Palmerston North City Council: amended (with effect on 1 July 2017), on 22 February 2018, by clause 4(4)(h) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Palmerston North City Council: amended (with effect on 1 July 2017), on 22 February 2018, by clause 4(4)(i) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Palmerston North City Council: amended (with effect on 1 July 2017), on 22 February 2018, by clause 4(4)(j) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14).

Schedule Part 2 Thames–Coromandel District Council: amended (with effect on 5 September 2017), on 19 October 2017, by clause 6(3) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017 (LI 2017/278).

Schedule Part 2 Waipa District Council: amended (with effect on 1 July 2017), on 19 October 2017, by clause 6(4) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017 (LI 2017/278).

Schedule Part 2 Whanganui District Council: amended (with effect on 1 July 2017), on 19 October 2017, by clause 6(5) of the Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017 (LI 2017/278).

Dated at Wellington this 19th day of July 2017.

Fran Wilde,
Chairperson.

Geoff Summers,
Member.

Len Cook,
Member.

Explanatory memorandum

Note: The following explanatory memorandum should be read in conjunction with the explanatory memorandum(s) appended to the:

- **Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018**
- **Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017**

This memorandum is not part of the determination, but is intended to indicate its general effect.

This determination is deemed to have come into force on 1 July 2017 and expires on the close of 30 June 2018.

Under the system used by the Remuneration Authority (the **Authority**) for local government members, the Authority sets a base councillor rate for each council and councils can make submissions on the additional remuneration for those councillors undertaking additional duties. Under the system, a relationship between the size of a council (measured using a size index) and mayor, chairperson, and base councillor salaries is determined every 3 years in an election year. A similar approach is used to set the remuneration of community board or local board members, where the remuneration of each board member is related to population.

The Authority is currently reviewing and consulting local authorities on potential changes to the remuneration framework, so there have been no changes in approach in this determination. Any changes will be implemented in 2019. For this determination, the Authority has applied an increase of 1.7% across the board to remuneration for all member positions. This reflects changes in the Statistics New Zealand Labour Market Statistics for the public sector in the year to March 2017. The Labour Market Statistics are used by the Authority as the basis for changes in Parliamentary remuneration.

In this determination, amendments have been made to some allowances to reflect submissions made to the Authority and to further align the allowances with provisions of the Internal Revenue Department (**IRD**) which considers members to be self-employed.

Vehicle mileage allowance

On the basis that members are considered by IRD to be self-employed, some changes have been made to the provisions covering vehicle mileage allowances so these allowances are now the equivalent of those for other self-employed people claiming the costs off their tax. The changes are—

- removal of the 30 km rule. This rule previously required the first 30 km of travel to and from meetings held at local authority or board offices (ie, 15 km each way) to be a “threshold distance” for which allowances were not paid. This

threshold has been removed to align expense payments to what a self-employed contractor may charge a client:

- increase in mileage allowance. The previous allowance set by the Authority for reimbursement for travel on council business was 73 cents per kilometre up to 5 000 km, then 37 cents per kilometre for distances beyond that. The 5 000 km threshold is the formula that has been used by IRD for self-employed taxpayers. Members are geographically spread across the whole of the country, including larger rural areas, and evidence that the Authority has on vehicle usage by mayors points to 5 000 km being too low to represent the typical experience of members in most of the country, whatever its relevance to urban councils. The IRD is changing its formula for assessing the reimbursement of vehicle costs. Until the new rates for 2017/18 are set, the Authority will adopt a fixed reimbursement rate of 81 cents per kilometre for electric vehicles and 73 cents per kilometre for all other vehicles, including hybrid vehicles, in line with new IRD rates. This will apply to all local authority-related travel up to a maximum of 10 000 km, and all additional justified use will be reimbursed at the rate of 37 cents per kilometre. The 10 000 km threshold is the example used on the IRD website, but may not be the final threshold set when IRD determines its new formula. Following a final decision by IRD, the Authority will revisit both the threshold and the actual cents per kilometre that can be paid. The Authority notes that for a claim made on this basis above 5 000 km, a member could incur a tax liability if the reimbursement paid by the council is greater than the share of the total motor vehicle expenditure that can be apportioned to its use on council business. Conversely, if the total motor vehicle expenditure that can be apportioned to its use on council business is more than the reimbursement by the council, the member may offset the extra cost against earnings as part of her or his tax return. In either case, full records of the cost of the vehicle would be required, or a log-book methodology as prescribed by the IRD utilised.

Travel time allowance

Previously, a travel time allowance of \$37.50 per hour could be claimed by a member in an office that “cannot be properly regarded as a full time position”. The issue of “full time” has been vexed. In recent years, the Authority has stated informally that mayor roles might be considered full time, but there has been no consequent change to remuneration levels to reflect this. The Authority is now considering a new framework for assessing local government remuneration for implementation in 2019. At that stage, it is likely that remuneration for mayor and chairperson positions will reflect the fact that they are full time. For now, however, the Authority is aware that a lack of reimbursement for time required for significant travel by mayors in smaller but geographically large constituencies may be perceived as unfair. The travel time allowance will now be available to all members, but the Authority notes that this will be reassessed along with remuneration levels for the 2019 determination. The 1 hour travel threshold that applies prior to claiming a travel time allowance will remain unchanged.

Communications allowance

Changes to the communications allowance in this determination provide for local authorities to have the ability to supply items of information and communications technology equipment to members that is consistent with that used by the local authority. In cases where members supply their own equipment for use on the business of the local authority, the provision for an allowance is continued, recognising the shared benefits. Related telephone and Internet services may be shared between the member and the local authority, again in recognition of the shared benefits. In this determination, the Authority has made changes to the level of the communications allowance to reflect common practice in telephony and broadband plans and changes in equipment.

Hearing fees

Because of the highly technical and legal nature of plans considered under the Resource Management Act 1991, members undertaking hearings are required to be accredited commissioners. It is increasingly common for local authorities to engage external commissioners as a complete panel or to sit alongside members on the panel. The Authority has decided that, because of these considerations, member remuneration for plan hearings under the RMA should be treated on the same basis as that for resource consent hearings.

Acting mayor or chairperson

This determination clarifies that when a member is acting in the role of mayor or regional council chairperson during a period when the mayor's or chairperson's salary and allowances are not being paid, the member must be paid the remuneration and allowances of the mayor or chairperson instead of the person's usual remuneration or allowances. The Authority considers that a member formally acting as a mayor or chairperson assumes the responsibilities of the role and should receive the total remuneration attached to it for the period concerned.

Note: The preceding explanatory memorandum should be read in conjunction with the explanatory memorandum(s) appended to the:

- **Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018**
- **Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017**

Issued under the authority of the Legislation Act 2012.
Date of notification in *Gazette*: 27 July 2017.

Reprints notes

1 *General*

This is a reprint of the Local Government Members (2017/18) (Local Authorities) Determination 2017 that incorporates all the amendments to that determination as at the date of the last amendment to it.

2 *Legal status*

Reprints are presumed to correctly state, as at the date of the reprint, the law enacted by the principal enactment and by any amendments to that enactment. Section 18 of the Legislation Act 2012 provides that this reprint, published in electronic form, has the status of an official version under section 17 of that Act. A printed version of the reprint produced directly from this official electronic version also has official status.

3 *Editorial and format changes*

Editorial and format changes to reprints are made using the powers under sections 24 to 26 of the Legislation Act 2012. See also <http://www.pco.parliament.govt.nz/editorial-conventions/>.

4 *Amendments incorporated in this reprint*

Local Government Members (2017/18) (Local Authorities) Amendment Determination 2018 (LI 2018/14)

Local Government Members (2017/18) (Local Authorities) Amendment Determination 2017 (LI 2017/278)

- a) That Council directs the Chief Executive to prepare a report on funding and construction options to urgently prioritise the construction of a footpath/ cycleway on the eastern side of Molesworth Drive, Mangawhai Heads from the causeway footbridge to the intersection of Heather Street ; and
- b) That the report be brought back to the May 2018 Council meeting for a decision.

Reasons for the notice of motion

1. Public submissions have raised serious concerns about the safety of walking and cycling on this busy section of road.
2. This footpath has been a topic of concern for many years and nothing has been achieved to address the issues.
3. The footpath should have been installed in conjunction with the development of the adjacent residential and industrial subdivisions but has somehow been overlooked.
4. I am advised that design work was carried out on this footpath during the term of the Commissioners but the work was never implemented.
5. The issue needs to be dealt with now and not be put off through further bureaucratic delay around the Mangawhai Community Plan.
6. If Council continues to delay the construction of the footpath whilst being aware of the safety risks then it could be exposed to legal liability.

Signed



Councillor Jonathan Larsen

17 April 2018

- a) That Council changes the composition of the Remuneration and Development Committee so that it is comprised of the Mayor and three Councillors.
- b) That Council amends the terms of reference for the Remuneration and Development Committee to remove the responsibility for overseeing any recruitment and selection process for a Chief Executive.
- c) That the above changes are effective immediately.

Reasons for the notice of motion

- 1. The present committee forms a majority of Council. This means that any decision made by the committee is in effect a majority decision of Council.
- 2. This deprives the rest of Council from having any influence over any decisions of the Committee.
- 3. It is important that all members have input into the important decisions around recruiting our only employee, the Chief Executive.
- 4. The exclusion of four out of nine members from the current processes has caused division and eroded Council unity.
- 5. In order to remedy these issues it is important that the proposed changes are made immediately so that the Council can work together in a unified way for the benefit of the district.

Signed

Original signed

Councillor Jonathan Larsen

17 April 2018

5 Decision

File number: 3204.01.02\Part 7 Fires **Approved for agenda**
Report to: Council
Meeting date: 26 April 2018
Subject: Kaipara District Council's General Bylaws - Revoking the fire provisions
Date of report: 10 April 2018
From: Mark Schreurs, Policy Analyst
Report purpose **Decision** **Information**
Assessment of significance **Significant** **Non-significant**

Summary

On 11 May 2017 the Government introduced the Fire and Emergency New Zealand Act 2017 (FENZ Act). This Act repeals the Fire Service Act 1975 and the Forest and Rural Fires Act 1977 and amalgamates the former New Zealand Fire Service and New Zealand Rural Fire Authority into what is now known as Fire and Emergency New Zealand (FENZ). In addition, a number of functions formally covered by local government are now covered by FENZ. This includes issuing fire permits, and opening and closing fire seasons.

At present Council has provisions in Part 7 of its General Bylaws (**Attachment 1**) allowing it to undertake various functions that are now undertaken by FENZ. Legally Council no longer has control over these functions as described within our Bylaw. Under section 152B of the Local Government Act 2002 (LGA) Council may, after consultation with FENZ, revoke this part of its General Bylaws by resolution publicly notified, without the need for public consultation.

Council staff, in consultation with FENZ and Northland Regional Council (NRC), have identified and agreed that the provisions of Part 7 now sit under FENZ and NRC. FENZ has given support for Council revoking the fire provisions, Part 7, of its General Bylaws (refer to **Attachment 2**). Council can therefore revoke this Part of its General Bylaws in its entirety. To support the changes, a joint public education process should be undertaken so people can be familiar with these changes.

It should be noted that revoking Part 7 will not affect clause 1201 of KDC's General Bylaw on smoke nuisances which states that: "*No person shall burn or cause to be burnt any matter in such a manner as to be offensive*". This broader provision will allow Council to continue to address issues of smoke nuisance where needed.

Recommendation

That Kaipara District Council:

- 1 *Receives the Policy Analyst's report 'Kaipara District Council's General Bylaws - Revoking the fire provisions' dated 10 April 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 *Revokes Part 7 of Kaipara District Council's General Bylaws "Fires In The Open Air".*

Reason for the recommendation

These provisions of KDC's General Bylaw are now largely the responsibility of Fire and Emergency New Zealand (FENZ) or Northland Regional Council (NRC).

Reason for the report

To support the recommendation to revoke the fire provisions of KDC's General Bylaws; Part 7 "Fires In The Open Air".

Background

At present Kaipara District Council still has provisions in its General Bylaws allowing it to undertake various functions now undertaken by FENZ. Part 7 of KDC's General Bylaws includes a number of provisions governing fires in the open air. These include rules pertaining to:

- Fires in the Open;
- Fire Permits in a Restricted or Prohibited Fire Season;
- Prohibited Fire Season;
- Special Permits;
- Revocation or Suspension of Permits;
- Fees for Permits;
- Council may Extinguish Fires;
- Live Ashes;
- Removal of Gorse and Other Growth;
- Storage of Timber; and
- Storage of Hay.

Many of these provisions are inconsistent with the new legislation and must be amended or revoked.

It should be noted that staff are currently undertaking a full review of all Council's General Bylaws. If Council desires, there is scope to include some fire-related provisions under other sections of the General Bylaws where this is appropriate and does not clash with the FENZ Act. Examples could include restrictions on lighting fires in public places, including fireworks and chinese lanterns.

Furthermore, smoke nuisance (a common complaint) is currently addressed under clause 1201 of the General Bylaws as well as under Part 7. It is intended that this provision under clause 1201 remain for the time being. Smoke nuisances can then be considered in more depth through the General Bylaws review. This will also be informed through further discussions around this issue with FENZ and NRC.

What is more, under Part 2 of the General Bylaws there are restrictions on lighting fires on Council reserves. These will still be retained under clause 215.5 in Part 2, Public Places, of Council's General Bylaws. This is not considered to duplicate functions of FNEZ or NRC or be inconsistent with the FENZ Act as it is pertaining to what people can do on Council (public) land which is under the direct control of Council.

Issues

With the coming into force of the FENZ Act, a number of functions currently undertaken by Council will now be undertaken by FENZ. This means that Council's bylaw provisions pertaining to fires, the legal instrument under which Council undertakes these activities, will need to be reviewed to align with the new arrangements. The following table explains which provisions are now the responsibility of which organisation; Kaipara District Council (KDC), NRC or FENZ and what changes are needed.

Fire control issue	Legal responsibility of FENZ (FENZ Act)	Legal responsibility of KDC (bylaw)	Legal responsibility of NRC	Changes	KDC follow up actions and timeframe for implementation
Fires in the open	FENZ has powers to extinguish fires where these are threatening persons or property or any road. This does not cover smoke nuisance unless it is threatening visibility along a road.	Clause 703.03 of KDC's General Bylaw puts many restrictions on when, where and how people may light a fire regardless of the fire season (see Attachment 1).	<p>The Regional Air Quality Plan places restrictions on what things people can burn. It is illegal to burn the following:</p> <ul style="list-style-type: none"> • Rubber tyres • Coated metal wires • Treated timber (using CCA chemicals) • Plastic containers • Hazardous substances or containers of hazardous substances • Motor vehicle parts • Oil 	<p>FENZ and NRC have sufficient powers to act where needed.</p> <p>These provisions can be removed from KDC's General Bylaws.</p>	Remove from General Bylaws.

Fire control issue	Legal responsibility of FENZ (FENZ Act)	Legal responsibility of KDC (bylaw)	Legal responsibility of NRC	Changes	KDC follow up actions and timeframe for implementation
Garden / backyard fires	<p>Garden / backyard fires are permitted as long as they are not dangerous, are during an open fire season or have a permit.</p> <p>FENZ is able to put out dangerous fires, including fires which should have a permit but do not.</p>	<p>KDC currently has numerous controls and restrictions under Part 7 of its General Bylaws regarding where and how fires can be lit (see Attachment 1).</p>	<p>The provisions of the Regional Air Quality Plan apply to fires in backyards.</p>	<p>Control of garden / backyard fires is to be passed over to FENZ. FENZ will not be able to act on issues of smoke nuisance, however NRC will.</p>	<p>Remove from General Bylaws.</p>
Smoke	<p>Smoke nuisance is not addressed under the FENZ Act. FENZ can only take action where a fire threatens persons or property or any road. This does not cover smoke nuisance</p>	<p>Under Clause 703.03 of KDC's General Bylaw, no person shall light any fire in the open air where the location, wind or other conditions cause or are likely to cause the fire to become a smoke or ash nuisance to any person.</p>	<p>Discharges to Air are currently covered under the "Regional Air Quality Plan for Northland" however NRC is in the process of preparing a new Regional Plan which will supersede the existing regional</p>	<p>FENZ has no ability to respond to smoke nuisance. They only put out fires which pose a risk to persons or property or a road.</p> <p>NRC is the best agency to address complaints about smoke nuisance. They have comprehensive rules</p>	<p>Revoke the smoke nuisance provisions in Part 7 of KDC's General Bylaw. The more general provision under clause 1201 will be reviewed as part of the wider General Bylaws review.</p> <p>Refer complaints about smoke nuisance to NRC.</p> <p>FENZ will need to consider if they want to be the agency who responds to fires</p>

Fire control issue	Legal responsibility of FENZ (FENZ Act)	Legal responsibility of KDC (bylaw)	Legal responsibility of NRC	Changes	KDC follow up actions and timeframe for implementation
	<p>unless it is threatening visibility along a road.</p>	<p>In addition, clause 1201 of KDC's General Bylaws further starts that: "No person shall burn or cause to be burnt any matter in such a manner as to be offensive".</p> <p>Council has a further avenue of control over smoke nuisance in the Nuisances provisions of the Health Act 1956 and persons responsible for causing a smoke nuisance may be prosecuted under the provisions of either the Health Act or the Bylaw.</p>	<p>plans.</p> <p>Refer to section 10 of the "Regional Air Quality Plan for Northland". In particular Rule 10.8(b) of this Plan requires that "The discharge shall not result in any offensive or objectionable odour or any noxious or dangerous levels of gases, beyond the boundary of the subject property as determined by a suitably qualified and experienced enforcement officer of NRC".</p>	<p>under their Regional Air Quality Plan for Northland. The Proposed Regional Plan for Northland has similar rules (see Rule C.7.1 - Burning).</p> <p>KDC can revoke the smoke nuisance provisions in Part 7 of its General Bylaws given that this matter is covered comprehensively by NRC.</p> <p>The more general provision under clause 1201 of KDC's General Bylaws should be retained for the time being and reviewed as part of the General Bylaws review.</p>	<p>which NRC has deemed to be a nuisance, environmental risk or health risk.</p>

Fire control issue	Legal responsibility of FENZ (FENZ Act)	Legal responsibility of KDC (bylaw)	Legal responsibility of NRC	Changes	KDC follow up actions and timeframe for implementation
Fires in parks and reserves	When putting out fires: a dangerous fire is a dangerous fire regardless of whose land it is on.	Under Clause 215.05 of KDC's General Bylaws a person shall not on any reserve, light any fire except at fireplaces specially provided, or in an appliance designed for outdoor cooking; subject to any restriction imposed by Council on the lighting of fires on that land.	N/A	<p>Even without the bylaw, Council retains the ability to make rules about what activities it will allow on its land; including the rules around lighting fires in parks.</p> <p>FENZ does not consider land tenure when issuing fire permits. This means anyone can apply to have a fire on a Council reserve and unless it is dangerous a permit will be given. This however does not excuse the applicant from the need to obtain landowner permission from KDC as well as the permit. FENZ should be clear on this when asked to issue permits for public land.</p>	Rules around on which reserves Council will allow fires on should be specified in Reserve Management Plans and will also continue to be covered in the Public Places Bylaws (RMPs cannot be enforced in the same way bylaws can).

Fire control issue	Legal responsibility of FENZ (FENZ Act)	Legal responsibility of KDC (bylaw)	Legal responsibility of NRC	Changes	KDC follow up actions and timeframe for implementation
Fires near refuse sites	FENZ can take action if the fire is dangerous.	Under Clause 414.01 of KDC's General Bylaws, no person shall light any fire upon or near any refuse site without the express permission of KDC.	Both the Regional Air Quality Plan for Northland and the Proposed Regional Plan for Northland place controls on the burning of rubbish.	These provisions are no longer needed and can be removed from the General Bylaws. They are duplicated by the Regional Air Quality Plan for Northland and the Proposed Regional Plan for Northland.	Consider removing from the General Bylaws as part of the wider General Bylaws review.
Restricted and Prohibited Fire Seasons and Fire Permits	FENZ now does this under section 56 of the FENZ Act.	These are addressed under clauses 703 to 708 of Council's General Bylaws.	N/A.	As of 01 July 2017, FENZ not Council has been responsible for Restricted and Prohibited Fire Seasons and Fire Permits. Council should revoke the relevant sections of its Bylaw.	Remove from General Bylaws.
Council may Extinguish Fires	FENZ has powers to extinguish fires where these are threatening persons or property or any	Clause 709 of KDC's General Bylaws allows Council (including FENZ on behalf of Council) to extinguish fires which	NRC can require the person responsible for a fire to extinguish that fire if it breaches their Regional Air	Given the powers of FENZ to extinguish fires, and that NRC addresses smoke nuisance, KDC can revoke these provisions of its	Remove from General Bylaws.

Fire control issue	Legal responsibility of FENZ (FENZ Act)	Legal responsibility of KDC (bylaw)	Legal responsibility of NRC	Changes	KDC follow up actions and timeframe for implementation
	road.	breach its bylaws. This includes extinguishing fires which are causing a smoke nuisance.	Quality Plan.	Bylaw.	
Live Ashes	Covered under section 61 of the FENZ Act.	Clause 710 of KDC's General Bylaw gives restrictions around placing and handling live ashes on a property.	N/A	This is now covered under the FENZ Act. It can be removed from KDC's General Bylaws.	Remove from General Bylaws.
Removal of fire hazards	Section 200 of the FENZ Act repeals sections 183 and 184 of the LGA 2002 and the cross-heading above section 183. This comes into force on 01 July 2018. Sections 65 to 68 and clause 39 of Schedule 1 of the	Under Clause 711 of KDC's General Bylaws, Council has the power to remove gorse and other growth on private property which may pose a fire risk. Clauses 712 and 713 of KDC's General Bylaws restricts storage of combustible material.	N/A	From 01 July 2018 FENZ will be able to remove gorse and other growth on private property. There is no need for Council to continue to have a bylaw on this.	Remove from General Bylaws. Hand over to FENZ by 01 July 2018.

Fire control issue	Legal responsibility of FENZ (FENZ Act)	Legal responsibility of KDC (bylaw)	Legal responsibility of NRC	Changes	KDC follow up actions and timeframe for implementation
	<p>FENZ Act relate to the removal of things that increase fire risk. These come into force on 01 July 2018.</p> <p>Under section 65, FENZ may require the occupier or owner of land to remove or destroy any vegetation or other thing if FENZ consider it likely to increase the risk of fire.</p> <p>Under Section 67(2), if the owner or occupier fails to comply with the notice, FENZ may enter the land and</p>				

Fire control issue	Legal responsibility of FENZ (FENZ Act)	Legal responsibility of KDC (bylaw)	Legal responsibility of NRC	Changes	KDC follow up actions and timeframe for implementation
	do the thing or things required by the notice.				
Fireworks	Not mentioned in the FENZ Act.	Not mentioned in KDC's General Bylaws.	N/A	KDC could include restrictions on fireworks in the public places section of KDC's General Bylaws as part of the General Bylaws review.	<p>FENZ has said they would see value in KDC banning the use of fireworks in public places e.g. parks, streets, roads etcetera. The definition of "fireworks" should include chinese lanterns and exclude professional displays.</p> <p>The use of fireworks on private land would not be affected.</p> <p>This matter will be considered during the General Bylaws review. This will include opportunity for Councillor and community input; including submissions.</p>

As the above table sets out, the provisions of Part 7 “Fires In The Open Air” of KDC’s General Bylaws are now addressed by FENZ and NRC or duplicated under clause 1201 of KDC’s General Bylaws. Therefore Council no longer requires Part 7 of the General Bylaws. Under section 199 of the FENZ Act/section 152B of the LGA 2002 Council may, after consultation with FENZ, revoke this part of its General Bylaws by resolution publicly notified, without the need for public consultation.

Staff have consulted FENZ to discuss the changes in legislation and how these affect KDC’s General Bylaws (refer to **Attachment 2**). FENZ has given support for Council revoking the fire provisions, Part 7, of KDC’s General Bylaws.

Factors to consider

Community views

Complaints about smoke nuisance are common. People afflicted with a neighbour who repeatedly burns rubbish often try calling FENZ, KDC and NRC in the hope of getting a desired response. Clear communication will be needed to ensure complaints to KDC are appropriately directed (or redirected) to NRC or FENZ. Clear public information will be needed to ensure the community know the rules and who to contact when these rules are breached. This would be best undertaken jointly with FENZ and NRC to ensure consistent messages are being made between the organisations.

Policy implications

This report recommends changes to KDC’s General Bylaws.

It should be noted that staff are currently undertaking a full review of all KDC’s General Bylaws. If Council desires, there is scope to include some fire provisions under other sections of the General Bylaws where this is appropriate and does not clash with the FENZ Act. Such provisions could include restrictions on lighting fires in public places, including fireworks and chinese lanterns.

Financial implications

Revoking the fire provisions of KDC’s General Bylaws will likely result in cost savings as Council will no longer be required to enforce these provisions.

Legal/delegation implications

The FENZ Act inserts a new section 152B into the Local Government Act 2002 (LGA 2002) pertaining to the effect of the FENZ Act on bylaws. Section 152B dictates that Council may, after consultation with FENZ, amend or revoke the fire provisions of its bylaw if appropriate given the new legislation. In such circumstances, Council is not required to consult the public (because it is acting in response to national legislation). Rather it can amend or revoke these provisions by resolution publicly notified.

Furthermore, section 152B(3)(b) of the LGA 2002 requires Council to amend or revoke any bylaw which is inconsistent with the FENZ Act or any regulations or notice under that Act. Part 7 “Fires In The Open Air” of Council’s General Bylaws contains such inconsistencies with the FENZ Act.

Options

Council has the following options:

- Option A:** Amend Part 7 “Fires In The Open Air” of Council’s General Bylaws to remove the inconsistencies with the FENZ Act.
- Option B:** Revoke Part 7 “Fires In The Open Air” of Council’s General Bylaws.
- Option C:** Revoke Part 7 “Fires In The Open Air” of Council’s General Bylaws but retain some provision by covering them under other parts of the General Bylaws.

Assessment of options

Revoking or amending Part 7 “Fires In The Open Air” of Council’s General Bylaws is required by section 152B(3)(b) of the LGA 2002 as this Part of the General Bylaw is inconsistent with the FENZ Act.

Option B, Revoking Part 7 in its entirety, is recommended as it now mostly duplicates the functions of FENZ and NRC. Restrictions on lighting fires on KDC reserves will still be retained under Clause 215.5 in Part 2, Public Places, of KDC’s General Bylaws. Smoke and other nuisance effects of fires will continue to be covered under clause 1201 of KDC’s General Bylaw.

Options A and C could be considered if Council sees value in retaining some of the provisions in Part 7. FENZ would need to be consulted on this to ensure such provisions are consistent with their functions under the FENZ Act. These options are not recommended as the matters covered under Part 7 of KDC’s General Bylaws are now suitably covered by FENZ, NRC and other sections of KDC’s General Bylaws.

Assessment of significance

This matter does not trigger Council’s Significance and Engagement Policy and, given section 199 of the FENZ Act/section 152B of the LGA 2002, there is no need to consult on this decision.

Recommended option

The recommended option is **Option B**.

Next step

Council staff will place a public notice in the newspaper informing the public that these provisions of KDC’s General Bylaws have been revoked. The notice will explain how these matters are now governed by FENZ and NRC. Council’s website will be similarly updated. A joint education programme will be put in place with NRC and FENZ to ensure consistent messages are being made between the organisations.

Attachments

1. Council’s General Bylaws; Part 7 “Fires In The Open Air”.
2. Letter from FENZ dated 14 February 2018-Urban Fire Control Bylaws.

Part 7

General Bylaws

Fires In The Open Air

Scope

The purpose of this Part of the bylaw is to allow Council to exercise control over burning in residential areas of the district and prevent smoke from fires in the open causing a nuisance.

It is an offence against the bylaw not to comply with a direction of an Authorised Officer or not to comply with clauses by the bylaw.

Council has a further avenue of control over smoke nuisance in the Nuisances provisions of the Health Act 1956 and persons responsible for causing a smoke nuisance may be prosecuted under the provisions of either the Health Act or the bylaw.

701 General

Nothing in this part of this bylaw shall be regarded as derogating from the provisions of the Forest and Rural Fires Act 1977 and Rural Fires Regulations 1979.

702 Interpretation

702.1 In this part of this bylaw, unless inconsistent with the context or where otherwise expressly provided:

Acceptable Means of Fire Suppression means a hose connected to a reticulated water supply or an alternative means of fire suppression approved in writing in a particular case by the Authorised Officer.

Barbecue means any fixed or portable gas or solid fuel burning equipment or device designed or intended for the cooking of food in the open air.

Ethnic Cooking Fire means any hangi, umu or similar fire in the open air and used for the preparation of food using ethnic cooking methods.

Fire Permit means a permit to light a fire in the open air granted in accordance with clause 704.3 of this Part of this bylaw.

Incineration means an incinerator constructed to New Zealand Standard 5202 and subsequent amendments or

- (a) an oil drum covered over the top with a heavy gauge steel wire mesh or 3 cm²
- (b) an oil drum fitted with a flue and cowl and a lid
- (c) a pumice copper fitted with a flue and cowl and a lid
- (d) a masonry or concrete incinerator commercially produced placed on a concrete slab base and fitted with a fire box and heavy gauge steel wire mesh cover of 1.5 m²
- (e) a masonry or concrete incinerator commercially produced placed on a concrete slab base and fitted with a fire box flue and cowl and a lid
- (f) any other type of incinerator approved by the Principal Rural Fire Officer.

Incinerator Fire means a fire within an incinerator.

Open Air means in the open whether on or above ground level.

Open Fire Season means a period of time, whether fixed or indefinite during which the lighting of fires in the open air is not restricted either under this bylaw.

Prohibited Fire Season means the period of time, whether fixed or indefinite during which the lighting of fires in the open air is prohibited in accordance with clause 705.1 of this Part of this bylaw.

Prohibited Season Permit means a permit to light a fire during a prohibited fire season granted in accordance with clause 706.3 of this Part of this bylaw.

703

Fires in the Open

703.1

No person shall in any restricted or prohibited fire season, light any fire other than a barbecue, ethnic cooking fire, or incinerator fire, in the open air, or being the occupier of premises allow such a fire to remain alight on those premises, except pursuant to and in accordance with the conditions of a fire permit.

703.2

Nothing in clause 703.1 permits the lighting of a fire in contravention of clause 703.3.

703.3

Notwithstanding the provisions of clause 703.1, no person shall light any fire in the open air (including barbecue, ethnic cooking fire, or an incinerator fire) or, being the occupier of premises shall allow any such fire to be lit or allow to continue to burn on those premises, in the open air at any time:

- (a) where the location, wind, or other conditions cause or are likely to cause the fire to become:
 - (i) a danger to any person or property; or
 - (ii) out of control or spread beyond the limits of the premises on which it is lit; or
 - (iii) a smoke or ash nuisance to any person;
- (b) within three metres of any part of a building, tree, hedge, fence or other combustible material; or
- (c) between sunset on one day and sunrise the following day without first obtaining the written approved of the Principal Rural Fire Officer; or
- (d) without continuous supervision being maintained at all times; or
- (e) without an acceptable means of fire suppression being available where the fire is located on residential premises, or land adjoining such premises.

704

Fire Permits in a Restricted or Prohibited Fire Season

704.1

Any person wishing to obtain a fire permit shall apply in writing to the Principal Rural Fire Officer.

704.2

The Principal Rural Fire Officer may from time to time prescribe a form of application for the purposes of clause 704.1.

704.3

Upon receiving an application under clause 704.1 a Principal Rural Fire Officer may issue a fire permit and may impose such conditions and restrictions in respect of the permit as the Principal Rural Fire Officer considers reasonably necessary having regard to:

- (i) any cultural requirements or practices;
- (ii) the location, terrain, natural vegetation, and the existence of buildings or other structures; and

- (iii) protection of the safety, health and convenience, of persons on the premises in respect of which the permit is issued and adjoining land.

704.4 Without limiting 704.3, a fire permit shall be issued for a maximum period of one month from the date of issue, or for such lesser period as the Principal Rural Fire Officer considers fit.

705 Prohibited Fire Season

705.1 The Principal Rural Fire Officer may at any time prescribe a prohibited fire season or seasons within the district or in any specified part or parts thereof, and may at any time cancel or vary such a prescription.

705.2 Except pursuant to and in accordance with a special permit granted under clause 706.3, no person shall light any fire in the open air, and no person being the occupier of any premises shall cause, permit or suffer any such fire to be lit to continue to burn in the open air on those premises in a prohibited fire season.

705.3 Nothing in clause 705.2 applies to the use of gas fire barbecues.

705.4 Public notice of the prescription of prohibited fire season made under clause 705.1 or the cancellation or variation of such a prescription, shall be made by:

- (a) broadcast or other similar means within the district; or
- (b) by a notice inserted in a daily or community newspaper circulating within the district.

706 Special Permits

706.1 Any persons wishing to obtain a special permit shall apply in writing to the Principal Rural Fire Officer.

706.2 The Principal Rural Fire Officer may from time to time prescribe a form of application for the purposes of clause 706.1.

706.3 Upon receiving an application under clause 706.1, the Principal Rural Fire Officer may issue a special permit during a prohibited fire season and may impose such conditions and restrictions in respect of the permit as the Principal Rural Fire Officer considers reasonably necessary having regard to:

- (i) any cultural requirements or practices;
- (ii) the location, terrain, natural vegetation, buildings or other structures; and
- (iii) the protection of the safety, health, comfort, and convenience of persons on the premises and adjoining land.

706.4 Without limiting clause 706.3 a special permit shall be issued for a maximum period of 48 hours from the date of issue, or such lesser period as the Principal Rural Fire Officer considers fit.

707 Revocation or Suspension of Permits

707.1 Subject to clause 707.2, every:

- (a) fire permit issued in accordance to clause 704.3; or
- (b) prohibited season permit issued in accordance with clause 706.3;

shall remain in force from the date of issue until the expiry of the period, date or time specified in the permit.

707.2 Notwithstanding any other provisions in this bylaw, any permit under this Part of this bylaw may be revoked or suspended by the Principal Rural Fire Officer at any time, or suspended

for such periods of time on such terms and conditions, as the Principal Rural Fire Officer may consider reasonable in the circumstances.

708 Fees for Permits

708.1 The Council may from time to time by resolutions specify the fee or fees payable in respect of the issue of any permit under this Part of this bylaw. Any fee prescribed shall be paid upon uplifting the permit.

709 Council may Extinguish Fires

709.1 Where

- (a) a fire has been lit or allowed to burn in an open fire season in breach of clause 703.1; or
- (b) a fire has been lit or allowed to burn in the open air in contravention of clause 703.2; or
- (c) a fire has been lit or allowed to burn in an open fire season in breach of the conditions of a fire permit issued in accordance with 704.3; or
- (d) a fire has been lit or allowed to burn in a prohibited fire season, in breach of clause 705.2; or
- (e) a fire has been lit or allowed to burn in a prohibited fire season in breach of the conditions of a prohibited season permit issued in accordance with clause 706.3, or officer or agent of the Council (including the New Zealand Fire Service) may extinguish any such fire or direct the occupier of premises on which the fire is located, or the person who lit the fire, to extinguish such fire.

709.2 Where a Principal Rural Fire Officer or agent of the Council has extinguished a fire pursuant to clause 709.1, the Council may recover any costs incurred in extinguishing the fire from the occupier of premises on which the fire was located or the person who lit the fire.

709.3 Where any occupier of premises upon which a fire in the open air is located, or person who lit such a fire, disregards a Council direction under clause 709.1 to extinguish the fire, the Principal Rural Fire Officer may authorise an agent of the Council (including the New Zealand Fire Service) to extinguish the fire and to take such other steps as may be reasonably necessary to ensure the safety of any person or to protect the premises, or any other property.

709.4 The Council may recover from the occupier of the premises, or the person who lit the fire (as the case may be), any costs incurred by it as a result of its officer or agents taking any action authorised by the Principal Rural Fire Officer under clause 709.3.

710 Live Ashes

710.1 No occupier shall place any live cinders, embers or ashes in or upon any premises other than:

- (a) in a container made and constructed of steel or other similarly fire resistant material to prevent the transmission of heat to any combustible material; or
- (b) in a pit or upon any fire-resistant substance in a manner which will prevent the spreading of fire or heat by the action of wind or otherwise
- (c) as part of a traditional cooking process including hangi and umu.

711 Removal of Gorse and Other Growth

- 711.1 No occupier or any other person having the control of any land shall allow any broom, gorse, bushes, scrub, dry grass, or similar growth to exist within 5 metres of any building or adjoining premises in such a condition or state that it is likely to become a source of danger from fire.
- 711.2 On the recommendation of the Principal Rural Fire Officer the Council may, by written notice, require an occupier or person having control of any land to remove any dangerous growth.
- 711.3 The Council may cut down or otherwise eradicate and remove any broom, gorse, bushes, scrub, dry grass or similar growth to which clause 711.1 applies, after giving oral notice to the occupier or where there is no occupier, to the owner, of the land, if life, property or any road is in imminent danger. The cost of the work shall be a charge against the land.

712 Storage of Timber

- 712.1 Except as provided in clauses 712.2 and 712.3, no occupier of any premises shall permit the storage or stacking in the open of any combustible material, unless the distance of the stack from any boundary other than a street boundary is at least equal to the height of the stack, but in any case not less than 1.4 metres.
- 712.2 A stack may be placed closer to the boundary than the distance specified in clause 712.1 if a brick, stone, or concrete wall extending not less than 450 millimetres above and not less than 1.4 metres beyond the length of the stack, is situated between the stack and the boundary.
- 712.3 A stack may, with the written approval of the adjoining owner and of the Principal Rural Fire Officer, be placed closer to the boundary than the distance specified in clause 712.1 where any of the following conditions continue to exist:
- (a) where there is a brick, stone or concrete wall as defined in clause 712.2 without openings situated on the adjoining property and within 1.4 metres of the common boundary; or
 - (b) where there are no buildings on the adjoining land; or
 - (c) where there is no danger of a stack adjacent to a boundary increasing the risk of the spread of fire.

713 Storage of Hay

- 713.1 No occupier of any premises shall permit the storage or stacking in the open of more than 3 cubic metres of hay, or similar material unless the distance of the stack from any building, boundary, fence, private road, public place, or adjacent land is not less than 6 metres and the intervening space is at all times kept free from any rubbish or obstruction of any kind.
- 713.2 No occupier of any premises shall permit the storage of more than 1 cubic metre of hay or similar material in any building attached to, or at a distance of less than 6 metres from, any other building unless the first mentioned building has a roof of approved fire-resistant material and walls constructed wholly of brick, stone, or concrete or any combination of brick, stone and concrete and complying with the specifications mentioned in clause 712.2.

- 713.3 The provisions of clause 713.2 shall not apply in any case where agricultural produce required for the keeping of horses is kept or stored in any building used only for the purpose of or in connection with a stable.



14 February 2018

Peter Tynan
Acting Chief Executive
Kaipara District Council
Private Bag 1001
Dargaville 0340
New Zealand

Dear Mr Tynan,

Urban Fire Control Bylaws

In May 2017, the New Zealand Fire Service Commission wrote to you regarding the Fire and Emergency New Zealand Act 2017 (the Act) and its impact on Councils' relevant fire bylaws.

Under the Act, from 1 July 2017, Fire and Emergency New Zealand gained a number of powers covering areas controlled by Councils under the Local Government Act 2002 (the LGA).

The Act also made amendments to the LGA under which Councils must amend or revoke any bylaws that are inconsistent with the Act or any regulations or notice under the Act. In addition, the Councils may, after consultation with Fire and Emergency New Zealand, amend or revoke a relevant fire bylaw.

In relation to both inconsistent bylaws, and relevant fire bylaws that a Council decides to amend or revoke after consultation with Fire and Emergency New Zealand, the necessary amendments or revocations may be done without being required to consult under section 82 of the LGA, or use the special consultative procedure set out in section 83 of the LGA.

I am satisfied that Kaipara District Council has consulted with Fire and Emergency New Zealand with regard to its relevant fire bylaws as required under section 152B(1) of the LGA.

Fire and Emergency New Zealand will continue to work closely with Council representatives in relation to arrangements for Fire and Emergency New Zealand exercising fire control within your district.

Kind regards,

Rhys Jones
Chief Executive



File number: 2303.24 **Approved for agenda**

Report to: Council

Meeting date: **26 April 2018**

Subject: **Forecast Two 2017/2018**

Date of report: 13 April 2018

From: Rick Groufsky, Financial Services Manager

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

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

Summary

The starting point for Forecast Two 2017/2018 is the Annual Plan 2017/2018, modified by Forecast One approved by Council in December 2017. The Annual Plan sits within the Long term Plan 2015/2025, our current Long Term Plan.

Council's current financial management policy stance is to maintain a prudent and sustainable long term financial management position, in particular to fund current operating costs out of current income, reduce debt and increase financial resilience. Our financial ratios are well within the parameters set by the Local Government Funding Agency (LGFA).

The lower level of debt results in a breach of Council's internal treasury policy setting for fixed debt. This is able to be validated by Council.

This second forecast for 2017/2018 incorporates the actual results of the Annual Report 2016/2017, the Forecast One estimates approved by Council in December 2017 and a comprehensive review of all budgets and actual revenues and expenditure for the year to date as at 28 February 2018.

Key movements since Forecast One in planned operating performance are:

- Increased revenues of \$1.6 million with a small increase in water billings (rates), an improvement in roading subsidies, continuing high level of resource and building consents and the gain on sale of forestry recognised;
- Reduced operating costs of \$0.4 million with reductions in contractors, finance costs and other, partially offset by an increase in professional services;
- Increased capital funding of \$0.3 million due to increased financial and development contributions and roading subsidies, partially offset by an accounting entry to recognise the forestry gain as income;
- A net reduction in capital expenditure of \$1.7 million. It is proposed to carry forward \$2.6 million to 2018/2019 and increase capital expenditure by \$0.9 million from the level approved in Forecast One.

Debt in the Annual Plan was projected to reduce to \$58.3 million. Forecast One estimated debt to be \$48.7 million. The debt projection in Forecast Two confirms the prior estimates and continues the reduction and is estimated to be \$48.2 million at 30 June 2018.

The significant debt reduction, if approved, will also have an impact on the Treasury Policy limits.

This forecast will form the basis of the financials for the Long Term Plan 2018/2028 which will require consequential updates prior to adoption.

Forecast Two would normally be considered first by the Audit, Risk and Finance Committee. However due to timing of meetings and the Long Term Plan requirements this is not practical.

Recommendation

That Kaipara District Council:

- 1 *Receives the report from the Financial Services Manager 'Forecast Two: 2017/2018' dated 13 April 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 provisions of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Receives the forecast as set out in the forecast sections in the above-mentioned report and its attachments, and determines that no further action is required at this point in time; and*
- 4 *Notes 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; and*
- 5 *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; and*
- 6 *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); and*
- 7 *Approves the out of limit position in terms of clause 6.3 of the Treasury Management Policy. This to be reviewed in six months.*

Reason for the recommendation

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

Reason for the report

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

Background

The starting point for Forecast Two 2017/2018 is Forecast One approved by Council in December 2017, which in turn updated and modified the Annual Plan 2017/2018. The Annual Plan sits within the Long term Plan 2015/2025, our current Long Term Plan.

Forecast One incorporated actual results 30 June 2017. Forecast Two is based on actual financial performance to 28 February 2018 and management's assessments for the final four months of the year for operations and capital works.

Forecast Two results

In summary Forecast Two:

	\$ million
Increases operating revenues	1.6
Decreases operating expenses	<u>0.4</u>
Increases operating surpluses	<u>2.0</u>
Increases capital revenues	0.3
Decreases capital expenditure	<u>1.7</u>
Increases capital surplus	<u>2.0</u>
Increased surplus before loan payments and depreciation	<u>4.0</u>

Forecasts debt at 30 June 2018 \$48.2 million, a reduction of \$0.5 million from Forecast One and \$10.0 million from budget.

Council staff have a reasonable level of confidence in the data at this point but note there are some areas that need constant monitoring.

	Year to Date	Full Year		
	February 2018	Forecast 1	Forecast 2	Variance
	Actual	Forecast 1	Forecast 2	Variance
	\$000's	\$000's	\$000's	\$000's
Total Rates	22,908	33,432	33,554	122 ↑
Operating Subsidies and Grants	3,201	4,712	5,044	331 ↑
Activity Revenue and Other Income	4,685	5,905	7,027	1,122 ↑
Total Operating Income	30,794	44,049	45,625	1,576 ↑
Employee Benefits	6,670	9,970	9,974	(5) ↑
Contractors	5,336	9,260	9,061	199 ↓
Professional Services	3,109	4,598	5,059	(461) ↑
Repairs and Maintenance	2,057	3,504	3,544	(39) ↑
Finance Costs	1,821	3,079	2,861	218 ↓
Other Operating Costs	3,398	5,076	4,583	493 ↓
Total Operating Costs	22,391	35,486	35,082	405 ↓
Operating Surplus / (Deficit) before Depreciation	8,403	8,563	10,543	1,980 ↑
Capital Subsidies	3,106	8,798	8,976	178 ↑
Contributions	2,946	2,499	3,353	854 ↑
Other Capital revenue	5,390	5,420	4,713	(707) ↓
Total Capital Revenue	11,442	16,716	17,041	325 ↑
Capital Expenditure	7,608	22,422	20,773	1,649 ↓
Total Capital Expenditure	7,608	22,422	20,773	1,649 ↓
Subtotal Capital	3,834	(5,706)	(3,732)	1,974 ↓
Surplus / (Deficit) before Loan Payments and Depreciation	12,237	2,857	6,812	3,954 ↑

Explanation of changes from Forecast One:

There are two areas of activity where revenues and expenditure are intertwined. These are Regulatory and Roading.

Regulatory. Throughout the year regulatory activity has been higher than anticipated when the budgets were originally prepared. This higher level of activity is forecast to continue for the balance of the financial year. Some of the increased activity is fee generating while other aspects (enforcement) incur costs for Council. The financial results are further complicated by Council's inability to appoint personnel to vacancies and having to rely on contractors to provide additional resources. The increased workload is reflected in professional services. This can be best illustrated by examining the direct costs of the regulatory activity.

	(All in \$000's) Forecast Two	Forecast One	Annual Plan
User fees and charges	3,902	3,655	3,563
Employee benefits	2,744	2,788	2,599
Professional services	893	708	578
Contractors	<u>340</u>	<u>482</u>	<u>459</u>
Net direct cost deficit	<u>75</u>	<u>323</u>	<u>73</u>

Roading. The quantum of NZ Transport Agency (NZTA) subsidy income is generated by the subsidy rate (generally 61%) and value of work undertaken. Not all roads and footpath expenditure is subsidised. In operations, adverse weather events resulted in more than budget repairs being carried out by contractors. Some of this attracted a greater subsidy rate. The capital expenditure remains largely unchanged but again some works (e.g. LED lighting) earned a higher subsidy rate.

	(All in \$000's)	Forecast Two	Forecast One	Annual Plan
Operational subsidies		5,005	4,672	5,845
Contractor costs		6,231	6,271	7,925
Professional services		944	934	911
Employee benefits		<u>1,175</u>	<u>1,169</u>	<u>1,237</u>
Net direct operational costs		<u>3,345</u>	<u>3,702</u>	<u>4,228</u>
Capital subsidies		8,976	8,798	8,287
Capital expenditure		<u>15,158</u>	<u>14,919</u>	<u>14,177</u>
Net capital expenditure		<u>6,182</u>	<u>6,121</u>	<u>5,890</u>

Other comments

Activity Revenue and Other Income. Increase. Regulatory fees and charges are forecast to increase by \$247,000. The balance of the increased income is the gain on sale from the recent forestry sale. This is an accounting allocation of part of the gross proceeds currently reported under other capital revenue.

Professional Services: Increase. Three senior positions are vacant and being covered by external resources charged to professional services. The corresponding budgeted salary cost has been removed from employee benefits. Legal fees have increased to provide for continuing legal appeal costs and employment related issues.

Employee Benefits: Little change. As noted above, has been reduced for vacant senior positions. This has been offset by occurrence of one-off restructuring costs.

Other operating costs have reduced due to a reclassification of IT costs to capital expenditure and operating projects being carried over while their outcomes are reviewed against current IT strategy.

Finance: Reduced. Cash flow has been more positive than previously forecast. Revenues are in line with budget but costs, particularly capex, is now planned to be incurred later than advised in Forecast One. Asset sales have added a further benefit. The net result is lower borrowing and finance costs.

Contributions, both financial and development, continue to be received at higher levels than planned. This reflects the high levels of subdivision activity driving the regulatory income.

The decrease in other capital revenue relates to the recognition of the forestry gain on sale now classified as operating income.

With the exception of roading, activities have reduced forecast capital expenditure. While there are some new projects included in Forecast Two, most are revisions of final values. In addition there is \$2.6 million of projects listed to be carried over into 2018/2019. A number of these are related to the library project and others not able to be complete by year end. Roading expects to achieve a spend of \$15.0 million by 30 June 2018, unchanged from Forecast One.

Forecast Two: Cash Impact and Risk

We are currently forecasting debt to be \$48.2 million at 30 June 2018, a reduction of \$13.9 million compared with the planned \$3.8 million reduction.

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

Actual balance 30 June 2017		\$62.1 million
Planned reduction for 2017/2018	\$ 3.8 million	
Release balance of historical GST	\$ 0.5 million	
DC's received for MCWWS	\$ 1.0 million	
Land sales	\$ 5.4 million	
Release of prior year general reserves	<u>\$ 3.2 million</u>	
Subtotal of reductions		<u>\$13.9 million</u>
Forecast Two external debt balance 30 June 2018		\$48.2 million

The forecast cash balance of \$5.9 million represents cash required for known commitments including obligations for future works to be completed. Examples are financial and development contributions, Future Expenditure, depreciation funded for replacements and targeted rates surpluses. It is appropriate to hold this money to reflect the future requirement. The money received for development contributions for MCWWS are not required to be held as the work was completed in advance of the funding being received.

At 30 June 2017 the following balances were funded:

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

Estimated increase of funded reserves to be collected in 2017-2018

Financial contributions	\$1.1 million
Future expenditure provision	<u>\$0.3 million</u>
	\$1.4 million

This suggests a cash requirement in the order of \$6.9 million and represents a cash "shortfall" of \$1.0 million, if the proposed release of the \$3.2 million of general reserves is agreed. A balance of

\$5.9 million is considered adequate given the current environment and maintains pressure on efficiencies and cash management.

Long Term Plan 2018/2028

The effect of the changes above will have a roll on effect into the Long Term Plan 2018/2028. The LTP forecast debt at 30 June 2018 (opening debt) of \$58.3 million. The change to opening debt will affect debt levels over the 10 years of the LTP and finance costs.

Treasury Management

The net debt figure at 30 June 2018 will be in the order of \$42.3 million which will mean that our Treasury Management Policy (TMP) limit for maximum fixed borrowing will be breached unless Council resolves otherwise in terms of clause 6.3 of the TMP.¹

This is able to be remedied by Council resolving to accept the breach in terms of clause 6.3 of the TMP.

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

Factors to consider

Community views

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

Policy implications

This forecast indicates Council is progressing in accordance with the direction set in the Long Term Plan 2015/2025.

Financial implications

Financial implications are discussed in the above forecast sections.

Legal/delegations implications

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

Options

The options available to Council are:

Option A: Accept Forecast Two

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

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

¹ The alternative is to crystallise losses which is not recommended.

Option B: Reject Forecast Two

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

Assessment of significance

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

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

Recommended option

Option A, Accept Forecast Two is the recommended option.

Attachments

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

Kaipara District Council
Financial Reporting

For the period ended:	Year to date	Whole Year	Whole Year	Whole Year
28 February 2018	Actual \$'000	Budget \$'000	Forecast One \$'000	Forecast Two \$'000
Statement of Operating and Capital Performance				
Whole of Council				
Operating Revenues				
Rates (General)	14,225	21,291	21,319	21,324
Rates (Targeted)	7,798	11,380	11,363	11,480
Rates (Penalties)	885	750	750	750
User Fees and Charges	3,540	4,460	4,668	4,939
Other Revenue	776	339	805	876
Subsidies and Grants - Operational	3,201	5,895	4,712	5,044
Investments and Other Income	369	302	433	1,212
Total Operating Revenues	30,794	44,416	44,049	45,625
Operating Costs (excl. Depreciation)				
Contractors	5,336	10,835	9,260	9,061
Professional Services	3,109	4,479	4,598	5,059
Repairs and Maintenance	2,057	3,088	3,504	3,544
Other Operating Costs	3,398	4,940	5,075	4,583
Employee Benefits	6,670	9,458	9,970	9,974
Finance costs	1,821	3,167	3,079	2,861
Total Operating Costs (excl. Depreciation)	22,391	35,966	35,485	35,082
Operating Surplus/(Deficit)	8,403	8,449	8,564	10,543
(before Depreciation)				
Capital Funding				
Subsidies and Grants - Capital	3,106	8,287	8,798	8,976
Development Contributions	1,439	648	1,252	1,654
Financial Contributions	1,508	540	1,247	1,698
Rates (Capital)	0	0	0	0
Sale of Assets	5,390	150	5,420	4,713
Total Capital Funding	11,442	9,625	16,716	17,041
Total Capital Funding and Operating Surplus	19,846	18,074	25,280	27,584
Capital Payments				
Capital Expenditure	7,608	20,128	22,422	20,773
Total Capital Payments	7,608	20,128	22,422	20,773
Funding Surplus/(Deficit) - prior to reserve allocations and before Depreciation, Provisions and Operating Funds				
	12,237	-2,054	2,858	6,812
Non Cash Accounts				
Depreciation	6,514	9,771	9,732	9,754
Provisions	0	92	69	31
Vested Assets	0	0	0	0
Total Memo Accounts	6,514	9,864	9,801	9,784

As at		
28 February 2018	2017-2018 Forecast One \$'000	2017-2018 Forecast Two \$'000
Statement of Financial Position		
Whole of Council		
Equity		
Accumulated Funds	614,331	615,984
Asset Revaluation Reserve	-1	0
Restricted Reserves	0	0
Council Created Reserves	0	0
Total Equity	614,331	615,984
<i>represented by</i>		
Current Assets		
Cash and Cash Equivalents	4,310	5,902
Trade and Other Receivables	6,557	6,557
Accrued Revenue	1,875	2,875
Other Financial Assets	115	115
Non Current Assets Held for Sale	186	186
Total Current Assets	13,043	15,635
<i>less</i>		
Current Liabilities		
Trade and Other Payables	10,136	9,736
Provisions	139	139
Employee Entitlements	449	449
Public Debt	6,641	6,239
Total Current Liabilities	17,365	16,563
Working Capital / (Deficit)	-4,322	-928
<i>plus</i>		
Non Current Assets		
Property, Plant & Equipment	668,226	666,577
LGFA Borrower notes	643	643
Biological Assets	500	500
Derivative Financial Assets	0	0
Other Financial Assets	276	276
Total Non Current Assets	669,645	667,996
<i>less</i>		
Non Current Liabilities		
Public Debt	42,000	42,000
Provisions	4,796	4,796
Derivative Financial Liabilities	4,196	4,196
Total Non Current Liabilities	50,992	50,992
Net Assets	614,331	616,076
	0	-92
Net Debt (Loans less bank)	44,331	42,338

For the year ended:	Forecast One	Forecast Two
28 February 2018	2017-2018 \$'000	2017-2018 \$'000

Cash Flow Statement

Cash Flow from Operating Activities

Receipts:

Rates	33,437	33,554
Fees, charges and other	9,281	9,454
Grants and subsidies	13,510	14,018
Interest received	147	145
<i>sub total</i>	56,375	57,171

Payments:

Suppliers and employees	30,417	31,252
Taxes (including the net effect of GST)	0	0
Interest expense	3,079	2,861
<i>sub total</i>	33,496	34,113

Net Cash Flow from/(to) Operating Activities	22,879	23,058
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Cash Flow from Investing Activities

Receipts:

Sale of Property, plant and equipment	5,420	5,494
LGFA Borrower notes	45	45
<i>sub total</i>	5,465	5,539

Payments:

LGFA Borrower notes	0	0
Property, plant and equipment purchases	22,422	20,681
<i>sub total</i>	22,422	20,681

Net Cash Flow from/(to) Investing Activities	-16,957	-15,142
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Cash Flow from Financing Activities

Receipts:

Loans raised (Net)	0	0
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Payments:

Loans repayment (Net)	-13,486	-13,888
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Net Cash Flow from/(to) Financing Activities	-13,486	-13,888
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Net Increase/(Decrease) in cash and cash equivalents	-7,564	-5,972
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Cash and cash equivalents at beginning of period	11,874	11,874
Cash and cash equivalents at end of period	4,310	5,902

		2018 Current approved budget	Approval being requested in Forecast Two	Will project be complete at 30 June?	If not completed, carry forward amount	Comment	Other notes
Whole of Council Total		22,603,111	20,772,230		2,621,239		
Flood Protection and Control Works							
109	Land Drainage - District Wide						
	10510 Floodgate Replacements	39,000	30,000	N	9,000		
124	Horehore Land Drainage Scheme						
	10855 Hore Hore Floodgate Upgrade	30,000	30,000	Y			
179	Raupo Land Drainage Scheme						
	10511 Stopbank improvements	40,000	40,000	Y			
	10512 Replacement Murphy/Bowers stop bank	130,000		N	110,728		
	10528 Floodgate Replacement 2017/18 - PYRF	80,000		Y			
	10529 Floodgate Replacement 2017/18 - Rates funded	20,000		Y			
	10540 Floodgate 54 - Replacement	102,000		Y			
	10541 Floodgate 53 - Replacement	74,000		Y			
District Leadership							
139	Communications & Customer Services						
	10271 Website Redesign	65,000	25,015	N	40,000	Phase 1 is 80% complete but revisiting requirements for Phase 2.	
	10313 Replaced equipment	-208	-208	Y			
	10314 Replaced equipment	17,174	162	Y			
Community Activities							
183	Libraries						
	10103 Library Book replacements	60,304	60,304	Y			
	10513 Library redevelopment - digital growth	160,000		N	160,000	Carry over to new financial year please. We are working with the architect now and will go to tender soon, but it depends on the availability of the contractor to complete the work by the end of June.	
	10637 Planning and Design - Library Re-development	14,000	-700	Y			
Sewerage and the Treatment and Disposal of Sewage							
202	Dargaville Wastewater Scheme						
	10168 PS: AC 150mm Renewal - Cobham; Haimona; Lorene; Plunket; Hokianga St; Logan	10,316	10,316	Y		completed	
	10172 P8: WW Renewal - other than Reline	281,000		Y			
	10173 P9a: WW Renewal - Relining - 31 Kauri, 163 Hokianga, 43 Plunket, 6 Earl St, 17 E;	120,000		Y			
	10201 Pump stations Renewal - PS2, PS1 Rising main	98,000	108,000	Y		Variations amounting to \$10,000 stemming from Geotech Survey complete	
	10620 P1: AC 150mm Renewal - Victoria and Onslow Streets - 600m.	0	11,964	Y			
	New Sportsville PS		20,000				
207	Mangawhai Wastewater Scheme						
	10059 Effluent Discharge Options	150,000	141,020	Y		Current budget is short by \$22,000. Approved project at \$172,000	
	10284 Additional Capacity for Growth - Council Contribution	0	28,377				
	10543 MCWWS Resource Consent Variation 2016/17	141,000	60,171	N	80,829	Current investigation by Consultant to continue next year complete	
	10625 Estuary Drive Pumping Station.	242,000	233,404	Y		To be completed next year, current might not be enough. Preferred contractor backed out from negotiations at the last hour so project resumed late	
	10769 Upgrade PS-VA	350,000	100,000	N	250,000	Sewer extension Projects completed - Old Waipu Rd Moir St and Moir St (\$63,000 to be journalled from OPEX), \$23,000 over the budget of \$40,000. Proposed 42 Mangawhai Heads Rd \$20,000 required to increase	
	B10776 Additional Capacity for Growth - Council Contribution	40,000	63,000	Y			
219	Kaiwaka Wastewater Scheme						
	10181 Pond curtain	40,000		N	40,000	NRC doing tests to trace the type of faecal coliforms discharges of which they will report findings and we will respond.	
	B10777 Environmental compliance	2,500	2,500	Y			
232	Maungaturoto Wastewater Scheme						
	10202 Pumpstation Storage	30,000	10,000	Y	20,000	This budget is partly needed for any pump failures (10K) the other 20k is likely to be carried over	
	10225 Reticulation renewal	20,000	21,624	Y		Utilised	
	10252 Treatment Plant; Pump Stations Electrical renewal	-4,540					
	10626 Wastewater Treatment Pond Desludging.	300,000	255,000	N	75,000	Increased costs \$30,000	
	B10778 Environmental compliance	2,500	2,500	Y			
Stormwater Drainage							
101	Dargaville Stormwater Scheme						
	10160 P2 - 1: Conc Pipe (no joint) Renewal from CCTV -	1,893	1,893	N	0		This budget was used in the previous year 2016/2017 to complete Parore St SW
	10163 P3: Catchment O SW investigation, Catchment analysis Design and construction	267,153	21,153	N	0		This budget was used in the previous year 2016/2017 to complete Parore St SW
131	Baylys Stormwater Scheme						
	10217 Renewals	20,000	20,000	Y			
246	Mangawhai Stormwater Scheme						
	10858 Quail Way SW Improvements	550,000	56,065	N	493,935	Currently under evaluation and anticipating higher costs from the market	

	10051 Customer Relationship Management		375 N	
	10203 Purchasing	19,000	19,000 Y	
	10223 Replaced equipment	52,068	52,068 Y	
	10613 Electronic Document and Records Management (EDRM) 2016/17	11,987	32,682 Y	
	10615 New Equipment 2016/17	18,602	30,159 Y	
	10636 Electronic Document and Records Management 2017/2018	55,449	30,449 N	90,000 carried forward - Rescope of requirements
	10648 Telephony Upgrade	27,353	-4,900 Y	
	10713 NTA Development	15,000	8,987 N	
	10715 Telephony Upgrade	44,247	71,589 Y	
	10717 Magawhai server room and recabling	60,000	18,644 Y	
	10718 GUS Shared Service	0	18,870 N	80,000 carried forward - Rescope of requirements
	10719 New Equipment 2017/2018	23,996	140 Y	
	10054 Data Warehouse and Management Reporting	was opex	25,000 n	175,000 carried forward - Rescope of requirements
	10104 Library Systems	was opex	94,000 y	
	10716 Microsoft Azure Cloud Migration	was opex	15,000 n	45,000 carried forward - Rescope of requirements
Community Activities				
	151 Elderly Housing General			
	10060 Elderly Housing Renewals	11,000	11,000 Y	
	199 Dargaville Halls			
	10326 Building Renewal and Earthquake stabilisation	50,000	50,000 Y	
District Leadership				
	174 Council Offices - Mangawhai			
	10649 Mangawhai Office Extension	62,947	62,064 Y	
	244 Council Offices - Dargaville			
	10038 Civic buildings renewals	40,000	40,000 Y	
	10052 Dargaville Offices equipment renewal	11,972	11,416 Y	
	10593 Additional Office Space Dargaville	0	-4,053	Was for Mangawhai CSC area have since leased new downstairs office area
	262 Chief Executive			
	10309 Fleet Replacement	100,000	125,000 Y	John- Additional vehicle purchased for regulatory earlier in year but still need to replace all four vehicles budgeted
The Provision of Roads and Footpaths				
	106 Bridges and Structures			
	10564 276 Tangowahine Valley road bridge no. 07 - 2016/17	70	330	Any further works on this bridge will be done under minor improvements.
	10567 272 Tangowahine Valley road bridge no. 03 2016/17	200	360	Any further works on this bridge will be done under minor improvements.
	10728 Settlement Road bridge no 249	55,683	53,634	
	10790 Cassidy Rd Bridge No. 353_304	25,050	58,029	
	10791 Devich Rd Bridge No. 549_1709	80,130	57,224	
	10792 Golden Stairs Rd Bridge No. 367_9435	41,214	31,182	
	10793 Hoyle Rd Bridge No. 132_9149	6,072	34,652	
	10794 King Rd Bridge No. 565_318	15,246	29,425	
	10811 Waihue Road Bridge No. 269_1367	15,453	11,923	
	10812 Houto Road Bridge No. 224_186	75,426	99,197	
	10813 Robertson Road Bridge No. 417_2602	78,369	102,565	
	10814 Bridges and Structures Professional Services	43,628	0	
	B10566 Possible sites yet unidentified (Bridges) 2016/17	150	150	
	120 Road Works - Unsealed			
	10600 Tokatoka Road	1,500	0	
	10640 Blend Sites - Unsealed		4,501	
	10729 Oparakau Road	130,000	111,691	complete
	10730 Pouto Road section	774,000	776,324	complete
	10731 FR Avoca Road	262,204	163,703	complete
	10732 FR Waihue Road	448,000	431,901	
	10733 FR Waimata Road	69,149	57,571	
	10734 Bickerstaffe Road	183,500	172,436	
	10830 Pouto Road Minor Sections HM	236,800	300,422	
	10831 Notorious West Road HM	100,500	48,916	
	10832 Judd Road HM	65,600	49,530	
	10833 Mittai Road HM	674	25,326	complete
	10834 Lusk Road HM	1,122	58,878	complete
	10835 Avoca North Road HM	45,058	54,274	complete
	B10603 Heavy metalling - Various roads	0	1,980	
	B10641 Blend Sites - Unsealed	1,687	0	
	B10779 Testing Various Sites	79,506	8,139	
	New Monteiths Rd		43,750	
	New Monteiths Rd South		81,250	
	New Kellys Bay North		300,000	
	New Maropu Rd		190,000	
	New Oputeke Rd		150,000	
	New Speechly Rd		95,000	
	New Gee Rd		40,000	
	New Shepherd Rd		35,772	
	New Te Kowhai Rd		25,000	

the actual claim for this project is \$8,138.52 (dec claim under 682). I have showed it in March to get correct final cost

New Schisk Rd		34,006
New Houto road		42,555
135 Road Works - Minor Improvements		
10036 Cames Road route treatment	32,400	28,000
10045 Cove Road E&W Barrier kerb - West	9,900	0
10046 Cove Road E&W Guardrail - East	9,900	0
10047 Cove Road E&W signs and delineation - West	9,900	0
10235 Settlement Road	72,000	209,042
10547 Paparoa-Oakleigh Road corner easing 2016/17 17/18)		30
10562 Wairere/Causer/Paparoa Stn Road Intersection/Bridge Approach 2016/17	7,740	10,758
10575 Opanaki Road - full length	30,080	1,720
10631 Murray Road Realignment.	105	105
10672 Gorge Road Footpath	270	413
10683 Arapohue Road Slip (RP3520-3565)	-42	-42
10684 Baldrock road RP 500 - 520 Slip	198,230	220,000
10685 Pukehuia Road RP 7690 Slip	9,085	9,085
10686 Pukehuia Road RP 9650 Slip	240,013	283,000
10687 Pukehuia Road RP 14000 Slip	531	1,037
10688 Paparoa-Oakleigh Corner Easing (RP6770,3500,4000,5800)	130	130
10689 Tara Road 17/18 Designs	100	300
10690 Bee Bush/Arapohue/Hoyle Intersection	300	1,030
10693 Swamp Road Bridge	-16,345	13,683
10695 Kaiokohe bridge no 89	195	1,390
10701 School Zones	0	41,000
10738 Waihue Rd Slip c/over from 16/17	0	2,500
10739 Turkey Flat / Tatariki Spur Rd Intersection	0	2,000
10740 Paparoa-Oakleigh Rd Corner Easing #1 RP6770	45,009	30,000
10741 Paparoa-Oakleigh Rd Corner Easing #2 RP3500	45,009	30,000
10742 Paparoa-Oakleigh Rd Corner Easing #3 RP4000	45,003	30,000
10743 Paparoa-Oakleigh Rd Corner Easing #4 RP5800	65	30,000
10749 Opanaki Rd Slip (2) RP 9511	179	614
10750 Opanaki Rd Slip (2) RP 4434-4460	45,000	812
10751 Bee Bush / Arapohue / Hoyle Intersection	137,005	200,000
10752 LED conversion of streetlights	1,080,270	1,200,000
10754 Garbolino Slip	118,119	50,000
10755 Mangawhai Town Impvmts	54,246	88,215
10758 Waihue Rd pavement widening	89,998	120,000
10760 Tara Road flooding Invest	58,663	8,350
10761 Tara Road flooding	270,000	11,950
10762 Tara Road f/p safety impvmt	135,050	474,000
10795 Pukehuia Rd Slip RP15430	20,515	20,515
10796 Bickerstaffe Rd Slip RP5570	207,028	176,000
10797 Avoca Rd Culverts HM 17-18	107,641	44,412
10798 Avoca Rd Retaining Walls HM 17-18	89,182	11,404
10799 Avoca Rd Sight Benching HM 17-18	20,047	27,447
10801 Victoria/Gladstone Intersection	60,745	30,266
10836 Waihue Road New Culverts HM 17-18	13,111	55,987
10837 Waihue Road Sight Benching HM 17-18	81,040	52,476
10838 Waihue Road Retaining Wall - New Construction HM 17-18	47,247	64,575
10839 Oparakau Road New Culverts HM 17-18	958	47,208
10840 Oparakau Road Sight Benching HM 17-18	10,867	7,860
10841 Bickerstaffe Road New Culverts HM 17-18	50,713	56,347
10842 Bickerstaffe Road Retaining Wall - New Construction HM 17-18	5,695	6,328
10843 Bickerstaffe Road Sight Benching HM 17-18	95,929	106,588
10844 Kaiokohe Road Bridge No. 228_11415	360,136	357,000
10845 Paparoa Pram Crossings	3,623	4,100
10846 Opanake Road Route Improvements - Sight Benching @ RP12460, RP6135, RP12	74,932	78,797
10847 Doctors Hill Road Scour/drainage remediation	5,986	6,700
10848 Dunn Road Guardrail Adjustments and curve advisory signs	19,809	22,424
10849 Moir Point Road Flooding remediation	33,870	74,800
10850 Minor Improvements Professional Services	418,334	0
10859 Otamatea High School Safety Improvements	0	28,505
10862 Waimata Rd New Culverts Installations in association with HM	0	10,600
10863 Waimata Rd New Culverts Installations in association with HM	0	13,200
New Tangowahine Valley Road Bridges 272 & 276		64,000
New Tomarata Road Bridge 106_215		68,000
New Paparoa-Oakleigh Road Curve Advisory Treatment		30,000
New 64 Gorge Road Drainage Improvements		12,000
New Haimona Road Drainage Improvements		12,000
163 Roading Network and Asset Management		
10603 Heavy metalling - Various roads	1,980	0
164 Emergency Works and Preventative Main		
10242 Tara Road Flooding Investigation	500	500
10591 Potential future sites (Storm damage)	1,438	2,213
10772 Mangawhai Road RP750	383,579	351,951 Y
10773 Mangawhai Road RP1050	313,791	464,172 Y
10774 Mangawhai Road RP2000	443,419	649,410 Y
10775 Cyclone Damage Investigations	31,790	34,911 Y

The claim against this project number is incorrect, the claimed amount should be \$11,958.30.

This project description is wrong, it should read:
"Waimata Rd Sight Benching in association with HM"

10800 Kaiwaka Mangawhai Rd RP11974	90,150	85,000 Y	
10815 WINTLE ST RP739-774	292,500	400,000 Y	
10816 GORGE RD RP957-974	145,800	170,000 Y	
10817 GORGE RD RP1149-1167	222,570	165,000 Y	
10818 GIRLS HIGH SCHOOL RD RP5551-5563	104,850	73,000 Y	
10819 GIRLS HIGH SCHOOL RD RP8409-8417	14,850	16,500 Y	
10820 WAIRERE RD RP4000-4020	115,650	70,000 Y	
10821 MILLBROOK RD RP3000-3017	59,400	60,000 Y	
10822 ARCADIA RD RP2231-2273	54,900	70,000 Y	
10823 BOB TAYLOR RD RP616-624	33,750	37,500 Y	
10824 HILL RD RP2675-2695	37,350	120,000 Y	
10825 BULL RD RP5819-5847	77,400	86,000 Y	
10826 BULL RD RP3788-3798	54,000	58,000 Y	
10827 BULL RD RP7754-7759	210,600	65,000 Y	
10828 Emergency Works Professional Services 61%	162,940	0	
10829 Emergency Works Professional Services 81%	114,180	0	
234 Roading Community Programmes and Road			
10228 Road Safety Promotion (Roadsafe Northland)	128,805	128,805	
248 Roading Infrastructure - Unsubsidised			
10030 Black Swamp Seal Extension	8,006	8,006	
10237 Settlement Road - Seal Extension	45,250	6,108 Y	
10548 Settlement Road Seal Extension 2017/18	654,090	768,136 Y	
10763 Removal of Dangerous trees	54,000	0 N	
10851 Roading Infrastructure - Unsub Professional Services	83,425	260	
252 Road Works - Drainage			
10256 Various - Major Drainage	443,090	380,958 Y	30k transferred to drainage maintenance
272 Road Works - Sealed Resurfacing			
10257 Various Roads	773	7,403 Y	
10258 Various sites	2,106,000	1,462,819 Y	869,778 transferred to Heavy Metalling (120)
10852 Resurfacing Professional Services	234,000	0	
275 Road Works - Sealed			
10248 Tinopai Road	560	560	
10557 Waihue Road 2016/17	3,048	3,064	
10558 Mangawhai Road 2016/17	90	90	
10561 Robertson Road 2016/17	390	390	
10570 Tinopai Road 2016/17	950	950	
10572 Dunn Road 2016/17	-974	4,549	
10573 Dunn Road 2017/18	560	560	
10587 Whitcombe Road/Whenuanui Reserve Road	54	54	
10590 Tangowahine Valley Road	90	90	
10594 Tinopai Road 2016/17	495	495	
10764 Waihue Road (1) RP9330-10170	458,510	464,362 Y	
10765 Waihue Road (2) RP10596-10961	342,303	334,099 Y	Additional claims expected in April and May for VO works.
10853 Rehabilitation Professional Services	88,899	0	
New Ararua Road Rehab RP345-740		18,147	
New Cove Road Rehab RP0-1152		18,147	
New Pouto Road Rehab RP790-1220, RP1430-1750		36,295	
New Whakapirau Road Rehab RP6263-6766		18,147	
281 Traffic Services			
10151 Traffic Services	171,590	146,162 Y	the balance from the approved budget transferred to Unsealed maintenance

The claimed to date appears to be incorrect, however I have in the interim accommodated for the difference assuming expenditure of the budget over the next 4 months.

60k needs to be transferred to OPEX. This will be done through MagIQ Performance.

File number: 1203.01 **Approved for agenda**
Report to: Council
Meeting date: **26 April 2018**
Subject: **Kaipara District Council schedule of meetings for July-December 2018**
Date of report: 16 April 2018
From: Lisa Hong, Committee Secretary
Report purpose **Decision** **Information**
Assessment of significance **Significant** **Non-significant**

Summary

Council staff are seeking direction from Council for dates for Ordinary meetings of Council, as well as meeting dates for the Citizens Award Committee, the Community Grants Committee and the Funding Committee, for the period July to December 2018.

Recommendation

That Kaipara District Council:

- 1 *Receives the Committee Secretary's report 'Kaipara District Council schedule of meetings for July-December 2018' dated 16 April 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 *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:*

Meeting dates

*Holds its **Ordinary meetings of Council at 09.00am** (venue to be advised) according to the schedule as follows:*

<i>Wednesday 25 July 2018</i>	<i>Wednesday 24 October 2018</i>
<i>Wednesday 22 August 2018</i>	<i>Wednesday 28 November 2018</i>
<i>Wednesday 26 September 2018</i>	<i>Wednesday 19 December 2018</i>

*Holds its meeting of the **Citizens Awards Committee** (time and venue to be advised) on the following date:*

Monday 08 October 2018

*Holds its meeting of the **Community Grants Committee** (time and venue to be advised) on the following date:*

Wednesday 22 August 2018

<p><i>Holds its meeting of the Funding Committee (time and venue to be advised) on the following dates:</i></p>	
<p><i>Wednesday 26 September 2018 (for Creative Communities Scheme)</i></p>	<p><i>Wednesday 24 October 2018 (for Rural Travel Fund)</i></p>
<p>4 <i>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, 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.</i></p>	
<p>Reason for the recommendation</p> <p>Clause 19, Schedule 7 of the Local Government Act 2002 states that Council must either adopt a schedule of meetings or the Chief Executive is required to give a notice of each meeting no less than 14 days before each meeting date.</p>	

Reason for the report

Elected Members, committee members, the public and Council staff will need some time to plan for meetings for the remainder of the 2018 year.

Background

Council adopted a schedule of meetings for the 2018 calendar year at its meeting on 14 November 2017. This set meeting dates for most committees of Council until the end of 2018 and Council meetings until mid-2018.

Council's Community Team has set their funding workstreams for the remainder of the 2018 year. The proposed meeting dates for the Citizens Awards Committee, Community Grants Committee and Funding Committee have been added to facilitate this.

Issues

Councillors have indicated that they wished to explore holding the Ordinary meeting of Council every six weeks, or twice every three months, after the adoption of the Long Term Plan 2018/2028. However, holding meetings at longer intervals will lead to longer delays for business that require a resolution of Council.

Councillors have also expressed the desire to hold meetings in different venues across the district. Council staff plan to hold the July, September and December meetings in Dargaville, at the Northern Wairoa War Memorial Hall conference room, with the remainder of the meetings to be spread throughout the district. Venues are yet to be finalised.

Factors to consider

Community views

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

Policy implications

No implications.

Financial implications

No implications.

Legal/delegation implications

No delegation is required.

Assessment of significance

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

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

Options

There are three options. Adopt the schedule of meeting dates; choose to not adopt a schedule at this point; or adopt a revised or amended schedule.

Option A: Adopt the recommended schedule of meeting dates for the period July to December 2018.

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

Option B: Not adopt a new schedule of meeting dates for the period.

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

Option C: Adopt an amended schedule of meeting dates for the period.

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

Assessment of options

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

Recommended option

The recommended option is **Option A**.

Next step

Details of the meetings for Committees will be presented to the relevant Committee for information. All dates will be published on Council's website www.kaipara.govt.nz.

Attachment

Nil.

6 Information

6.1 Resolutions Register and Action Tracker

Committee Secretary 1202.05

Recommended

That Kaipara District Council receives the Committee Secretary's Resolutions Register and Action Tracker dated 18 April 2018.

Kaipara District Council
Resolutions Register at 18 April 2018

Meeting Date	Item Number	Item Name	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
04/04/2017	6.1	Baylys Beach Community Centre/Public Toilets Encumbrance	7	Recommends that the encumbrance registered on the title of 52 Seaview Road, Dargaville, permitting Council to develop public toilets, is removed	GM GSD	Completed	Discharge completed by Brookfields and Fran notified	
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)	In Progress	Licence to Occupy has been finalised and Council officers are waiting for the signed copy to be returned.	June 2018
	7.3	Northlink (Formerly Rodney North Harbour Health Trust) Assignm 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)	In Progress	Waiting execution of document	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)	In Progress	Deed has been signed by with Northlink, waiting for signing by two Elected Members.	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)	In Progress	Council officers have met with the Trust and final copy is being drafted for signing.	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	Linda to get comments from Darlene	June 2018
			37	Re-assesses its involvement in the Kauri Coast Community Pool after the 2017/2018 swimming season.	GM GSD (DL)	In Progress		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 GSD (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 GSD	In Progress	As above	June 2018
			7	4) That any related current delegations be amended to reflect policy	GM GSD	In Progress	As above	June 2018
			8	5) That the policy be presented to Council for approval at 09 October 2017 meeting.	GM GSD	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 to complete works now sought.	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	No response to offer from adjoining landowner so has been listed with local agents	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	Working with Community Team to identify location of the Arts Building so this can be excluded from non-exclusive licence area.	May 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	Once the above has been completed, the Deed of Partial Surrender can be finalised.	May 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	Sept 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)	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		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		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. Seek 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	
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	Council officers are waiting for legal opinion. This item has been added to the May 2018 Council agenda.	May 2018
6.3		Proposed Plan Change 4 (Fire Safety) Appeal to the Environment Court	12	Delegates decision making on the appeal for Proposed Plan Change 4 to the Kaipara District Plan to the General Manager Regulatory, Planning and Policy	GM RPP (NR)	Completed	Council to be updated as this progresses	

6.4	Matakohe Bridges, Designation 66 – State Highway 12	15	Delegates authority to amend the operative Kaipara District Plan (Text and Planning Maps) to include Designation 66 – State Highway 12 to the Planning Manager and Policy Manager	GM RPP (NR)	Completed		
6.5	Tinopai Hall Handover - Execution of Documents	18	Rescinds its resolution of 28 June 2016 that delegates to the Chief Executive responsibility for the execution of the Deed of Lease, Deed for Sale and Purchase of the building and the GST Loan Agreement	GM R,F&IT (JB)	Completed	Council officer has noted this and has forwarded documents for signing to the Office of the Mayor	
		19	Nominates the Mayor and Councillor Geange to execute the Deed of Lease and Deed for Sale and Purchase of the hall building	GM R,F&IT (JB)	Completed		
6.6	Local Governance Statement: March 2018 update	23	Adopts the amended Local Governance Statement dated 19 March 2018 (circulated as Attachment 1 to the above mentioned report)	GM GSD (LH)	Completed	The Local Governance Statement and attachments have been marked as 'adopted' and put on the Council website.	
		24	Notes the following Mayoral appointments to Committees (please refer to 28/03/18 minutes for complete list of appointments)	GM GSD (LH)	Completed		
		25	Delegates the Chief Executive to make minor corrections to the text	GM GSD (LH)	Completed	Noted by relevant staff	

6.2 Chief Executive's Report March 2018

Acting Chief Executive 2002.02.18/March

Recommended

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



Chief Executive's Report

For the month of March 2018

Part One

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

Part Two

Financial Report to 31 March 2018

Part One

a) Chief Executive Overview – March/April









Autumn is upon us and it remains an extremely busy time for Council. All departments will need to focus on prioritizing their time during this period. Below is an update on current key issues/topics.

Long Term Plan

By the time Council receives this report, the hearings with residents will have been completed. It has been an excellent part of the process to engage with the community and assist to inform the formal submissions that were previously made. One misconception held by the public was that the Consultation Document was in fact the Plan itself which it is not. This may have been a perception carried over from prior years. The next phase is for Council to deliberate on the many areas in the consultation document during briefings. Issues and options papers are being prepared to assist.

Provisional Growth Fund (PGF)

We continue to pursue a range of potential projects for funding by the PGF. A report from the Northland-wide steering group, which is coordinating the overall Northland effort, is due to Council for May. A verbal update will be provided at the meeting on progress.

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	March 2018 \$40,478		Debt levels will track up over the next few months
2	Resident survey satisfaction	Overall performance as measured by Key Research Group	N/A	Jan-Mar Actual 69%	Increasing trend	March 2018 64%		Result up 2% on previous quarter
3	Surplus or deficit	Surplus/(Deficit) before loan payments and depreciation	N/A	N/A	March 2018 \$4,030	March 2018 \$12,364		As reported in March 2018 financial report
4	Employee engagement	Overall perception	N/A	N/A	69%	Pulse Survey Feb 2018 63%		Completed. Trending upwards. Results shared with staff. Next survey due in August
5	Legislative compliance	LGOIMA and LIMs responded to in statutory deadlines	N/A	63 received	N/A	502 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	March 2018 100%	March 2018 91%	March 2018 100%	March 2018 94%		
7	Activity profile performance metrics achieved	Tracking of performance measure to quarterly and annual targets	N/A	N/A	80%	78%		Next report due April/May
8	Capital works spend on track	Capital works spend within 5% + - of budget	N/A	N/A	\$16,656	\$9,321		Month and year to date capital works tracking behind. Unspent funds can be applied to reduce debt until required

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

b) Activities Report

1 Community Activities for March/April

- Planning is underway for the Community Conversation Session at Whakapirau on Friday 27 April;
- Long Term Plan community consultation meetings attended;
- The Community Relationship Team have attended meetings with community groups with regards to community projects and plans: Tangiteroria Sports Complex, Ruawai Promotions and Development Group, Baylys Beach Society, Maungaturoto Residents Association, Mangawhai Waka Ama, Mangawhai Museum, Mangawhai Community Network Meeting and Kaiwaka;
- Licence to Occupy review is 80% complete. This will be presented to the Community Assistance Sub Committee once complete;
- Met with the following community groups with regards to funding: Repia Marae, Pouto Primary School, Ruawai Primary School, Ruawai College, Arts, Tangiteroria Sports Complex; and
- Our Community Relations Manager attended the Creative New Zealand Maori Arts Strategy Hui as well as meetings with Pou Tu Te Rangi Harding Park Governance Committee, Northland Walking and Cycling Strategy, Sportsville and Bridge Club members, Dargaville Community Development Board and Dargaville Police; Kauri Coast Community Pool Trust representatives.

2 Parks and Reserves

- The new Parks/Reserves maintenance contract with Downer commenced in March. There has been a few minor issues thus far with catching up with mowing due to different regimes and grass growth. Downer is getting on top of it and amending the programme to suit;
- Capital works projects are progressing;
- Kai Iwi Lakes campgrounds have been full most weekends over March including a busy Easter weekend; and
- Drinking water quality testing at Taharoa Domain is continuing and will be ongoing.

3 Roads and footpaths

With all programmed works for 2017/2018 having been awarded to contractors except for one, which is currently in the tendering process, the Roding Team is still confident of meeting the forecasted expenditure of \$22 million.

The maintenance contractor's focus during March has been on completing as much of the pre-reseal repairs as possible when conditions were favourable. Pre-reseal repairs have tracked well with no further delays and a target completion date of mid-April.

Due to bad weather the reseals programme has been reduced and the surplus funds have been transferred to heavy metalling to ensure the budget is fully spent.

The second round of vegetation spraying for the year was completed to tackle the end of summer "high growth" period with the remaining round programmed for early May through to June.

March also means the beginning of the annual stormwater sump-cleaning round. The programme is to have these completed pre-winter.

There is a saving of around \$300,000 on the LED P-category (residential roads) lights contract. The savings are to be put into the purchase of V-category (high volume roads) lights. The design and procurement of V-category lights is in progress.

4 Solid Waste

March has been a quiet month on the general refuse front, with no major issues reported. Illegal dumping is becoming a problem in public litterbins with incidences up compared to other months. The focus for the next period is to make people aware of this and target hot spot areas with cameras.

Recycling continues to cause problems for the contractors. This is no longer limited to plastics but includes cardboard and glass and with their values dropping as much as 50%, there are indications that this will fall further. With many recyclables generating negative returns to process, the future of some collection services may become economically unviable and could attract an increased cost to customers.

5 Four Waters

Ongoing difficulties were experienced at a wastewater pump station in Dargaville (PS9). Broadspectrum (BRS) staff and subcontractors kept the sewage flowing with the aid of vacuum trucks. Redundant lines and incorrect asbuilts caused significant frustration for both BRS and Council in resolving the problem.

Water deliveries to properties on the raw water line in Kaihu are continuing and have expanded to include properties on the Maungaturoto raw water line.

No water quality samples had transgressions observed against the Drinking Water Standards. Three positive coliform results were returned however follow-up samples all proved negative.

Inflow to the Mangawhai Wastewater Treatment Plant for the month of March 2018 totalled 16,674m³, down approximately 8% on the same month the previous year. The plant is continuing to operate within resource consent limits.

The design of the upgrade to Dargaville's main wastewater pump stations 1 and 2 and rising main (programmed to commence construction next financial year) is currently in progress. Physical construction of both the Dargaville/Baylys watermain renewal and the Dargaville wastewater renewals commenced in March and is progressing well.

The identified stopbank remedial works are being progressed. The Hore Hore floodgate work is progressing and programmed for completion next month.

6 Planning and Regulatory – March 2018

Planning	Received		% On Time	Average Working Days	YTD % On Time
	2017	2018			
Resource Consent Applications	47	48	71%	21	89%
224 Applications	11	7	100%	1	100%
Service Requests	168	161	95%		98%
<ul style="list-style-type: none"> • Three additional lots, two in the Otamatea area and one elsewhere • Workloads continue to be high within the resource consents team and a focus is continuing on training and professional development, particularly with two graduate planners relatively new to the team. Reliance on consultants for resource consent processing work is ongoing and the migration of the policy area into our team brings great opportunities, but additional challenges and increased workload 					
Building	Received		% On Time	Average Working Days	YTD % On Time
	2017	2018			
Building Consent Applications	60	65	97%	15.3	97%
CCC Applications			96%	10.98	96%
Service Requests	166	138	93%		95%

- One building consent was issued at 23 days. This was held up as the payment could not be tracked. Currently the Building Technical Support team do not have authority to track or manage payments in the general ledger. This results in delayed notification from the Customer Services Team due to their high workloads, subsequently delaying consent processing
- The combined value of building consent projects total \$14,543,096

Regulatory	Received		% On Time	Average Working Days	YTD % On Time
	2017	2018			
Alcohol Applications	18	18		20.1	
Food Control Audits and Inspections	26	28	79%		79%
Service Requests	163	385	97%		97%

- Alcohol applications remain routinely consistent
- There were five dog attacks reported of which two are still under investigation
- The Monitoring and Compliance Team carried out 113 investigations, 17 enforcement actions were taken and 96 of the investigations were resolved informally

BCA Accreditation	Due	Completed		YTD % Completed
		YTD	March	
BCA Audits	4	23	4	100%
Competency Assessments	2	1		89%
BCA Training	1	1		100%

- All audits are up to date with five audits scheduled for April
- One competency assessment is outstanding due to a staff absence for the period

Policy

- District Plan Review underway with internal strategic workshop scheduled
- PC4 still to determine if proceeding direct to court or mediation
- Bylaw reviews ongoing
- District Planner appointed

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 47 LIM applications were processed on time, taking an average of eight working days.

8 Councillor queries

For the period 01 to 31 March, there were 16 Councillor queries received. Of these, 14 have been answered with further follow-up required on the remainder.

9 LGOIMA Overview – 01 March to 31 March 2018

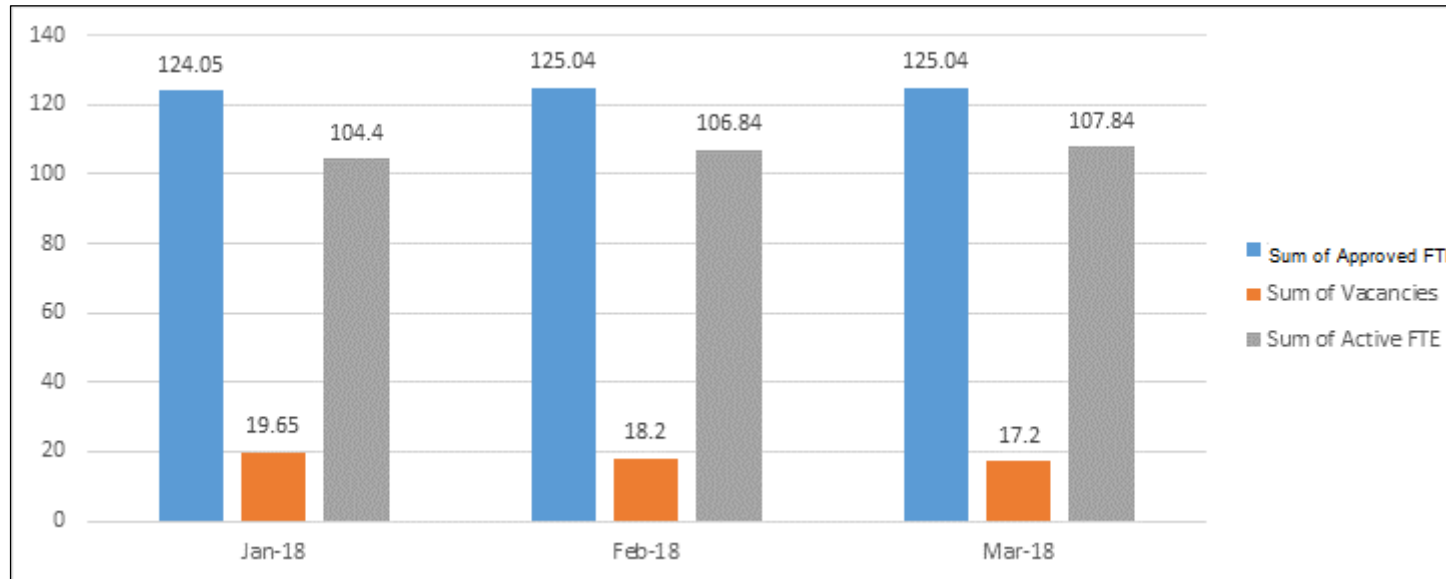
Below is a list of requests received for information under the Local Government Official Information and Meeting Act 1987. Information requested as a LGOIMA must be answered in 20 working days from the day of receipt. All requests were processed within statutory timeframes.

Name	Subject
Taxpayers Union	Entertainment, gifts and catering expenses
Clive Boonham	Advice on using MELA to fund MCP
John Wilson	Code of conduct re: Wastewater Bylaw Officer
Whakapirau Residents & Ratepayers	Beach access
Housing New Zealand	Dog and noise complaints - 84 Montgomery Avenue
Clive Boonham	By-election results and iteration
Housing New Zealand	Dog and noise complaints 84 Montgomery Avenue
Bruce Rogan	Remissions of penalties
Taxpayers Union	Request for building consent costs
Housing New Zealand	Contact details for 23 Cranley Street
Peter Rothwell	Old resource consent details

Name	Subject
Gordon Lambeth	Request for files
Peter Rothwell	Request for Subdivision Consent
Sheryl Meyers	Vegetation complaints 17-19 Station Road
Taxpayers Union	Building consent assessments rates
Green Party	Parking on footpaths and registration

10 People and Capability

Bernard Petersen, our Roding Maintenance Engineer, was nominated for an Emerging Leaders Scholarship at the recent SOLGM Awards. Although unsuccessful Bernard was delighted to have been nominated.



11 Health and Safety

Health and Safety

Lag indicators (Reactive)

Staff OHS Events Table

Incident type	Events for month
Near miss	3
Property damage	0
Pain and 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	3
Property damage	4
Occupational illness	0
First aid case	0
Medical treatment injury	0
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	1
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	4
ConstructSafe	8

Contractor Audit Table

Audit Type	Number conducted
Mobile works	10
Fixed facilities	0

KDC Fleet Audit Table

Fleet Type	Number conducted
KDC fleet	18
Grey fleet	0

Facilities Inspection Table

Inspection Type	Number conducted
Office inspection	0

- LMS application “Cognise” will assist with management of OHS training;
- Asbestos Surveys underway - Hokianga Road offices, Municipal Buildings + Dargaville library;
- Ongoing population of risk registers occurring;
- Security provided for CSC staff during Tegel Chicken protests;
- Signage to warn of “change in depth” and buoyancy reduction at Kai Iwi Lakes developed and awaiting supply and placement;
- Extra office space approved for Mangawhai which will enable improved measures to control district aggression risk to CSC staff;
- Focus on telematics and weekly vehicle behaviour report dissemination is delivering steady reduction in incidence of over speed frequency and degree of over speed;
- Dash-mounted emergency button in vehicles retrofit underway to strengthen lone work and aggression threat controls;
- Kaipara Safety Management Strategy drafted;

c) Looking Ahead

May

02	Wednesday	LTP Briefing	9.00am	Mangawhai Club
03	Thursday	LTP Briefing	9.00am	Matakohe Hall
10	Thursday	Taharoa Domain Governance	2.00pm	Northern Wairoa War Memorial Hall
11	Friday (TBC)	Raupo Drainage Committee	10.00am	Raupo Drainage Board office, Ruawai
17	Thursday	LTP Briefing	9.00am	Northern Wairoa War Memorial Hall
21	Monday	Mangawhai Community Park	10.00am	Council office, Mangawhai
23	Wednesday	Ordinary Council meeting	9.00am	Northern Wairoa War Memorial Hall

June

06	Wednesday	Harding Park/Pou Tu Te Rangi	2.00pm	Lighthouse Function Centre, Dargaville
13	Wednesday	Audit, Risk and Finance	10.00am	Mangawhai Club, Mangawhai
26	Tuesday	Ordinary Council meeting	9.00am	Northern Wairoa War Memorial Hall

Part Two

March 2018 Financial Report

Whole of Council Overview

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

	Year to Date March 2018				Full Year	
	Actual \$000's	Forecast One \$000's	Variance \$000's	Indicator	Budget \$000's	Forecast One \$000's
Total Rates	25,603	25,428	175	●	33,421	33,437 ↑
Operating Subsidies and Grants	3,621	3,505	116	●	5,895	4,712 ↓
Activity Revenue and Other Income	5,255	4,678	576	●	5,100	5,905 ↑
Total Operating Income	34,479	33,612	867	●	44,416	44,054 ↓
Employee Benefits	7,432	7,487	55	●	9,458	9,970 ↑
Contractors	6,045	6,870	825	●	10,835	9,260 ↓
Professional Services	3,587	3,453	(134)	●	4,479	4,598 ↑
Repairs and Maintenance	2,358	2,605	247	●	3,088	3,504 ↑
Finance Costs	2,022	2,297	276	●	3,167	3,079 ↓
Other Operating Costs	3,700	3,580	(119)	●	4,940	5,075 ↑
Total Operating Costs	25,143	26,292	1,149	●	35,966	35,485 ↓
Operating Surplus / (Deficit) before Depreciation	9,336	7,320	2,016	●	8,449	8,569 ↑
Capital Subsidies	3,812	6,381	(2,570)	●	8,287	8,798 ↑
Contributions	3,148	2,202	946	●	1,188	2,499 ↑
Other Capital revenue	5,390	4,782	607	●	150	5,420 ↑
Total Capital Revenue	12,349	13,366	(1,017)	●	9,625	16,716 ↑
Capital Expenditure	9,321	16,656	7,335	●	20,128	22,422 ↑
Total Capital Expenditure	9,321	16,656	7,335	●	20,128	22,422 ↑
Subtotal Capital	3,028	(3,290)	6,318	●	(10,504)	(5,706) ↑
Surplus / (Deficit) before Loan Payments and Depreciation	12,364	4,030	8,334	●	(2,054)	2,863 ↑

KEY

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

Public Debt and Requirements			
	Jun-17	Mar-18	Jun-18
	\$000's	\$000's	\$000's
Debt			
Debt	62,127	42,000	58,295
Cash in bank (overnight deposits)	- 11,874	- 1,522	- 583
Net debt	<u>50,253</u>	<u>40,478</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:

Activity Revenue and Other Income: (Favourable/Green) User fees and charges remain ahead of forecast one for the year to date March mainly due to continued high levels of activity within regulatory. Activity revenue for the year to date includes \$129,000 of use of money interest from IRD and an other income gain of \$405,000. This is part of the final receipts of an historic GST claim made in 2014.

Operating Costs:

Contractor costs (Favourable/Green) are below forecast one for the year to date. This mainly relates to the roading programme not meeting forecast volumes. Costs in regulatory are also below forecast but offset by higher professional services costs.

Capital Revenue:

Capital Subsidies: (Unfavourable/Red) Low roading capital expenditure has resulted in lower subsidies for the year to date March

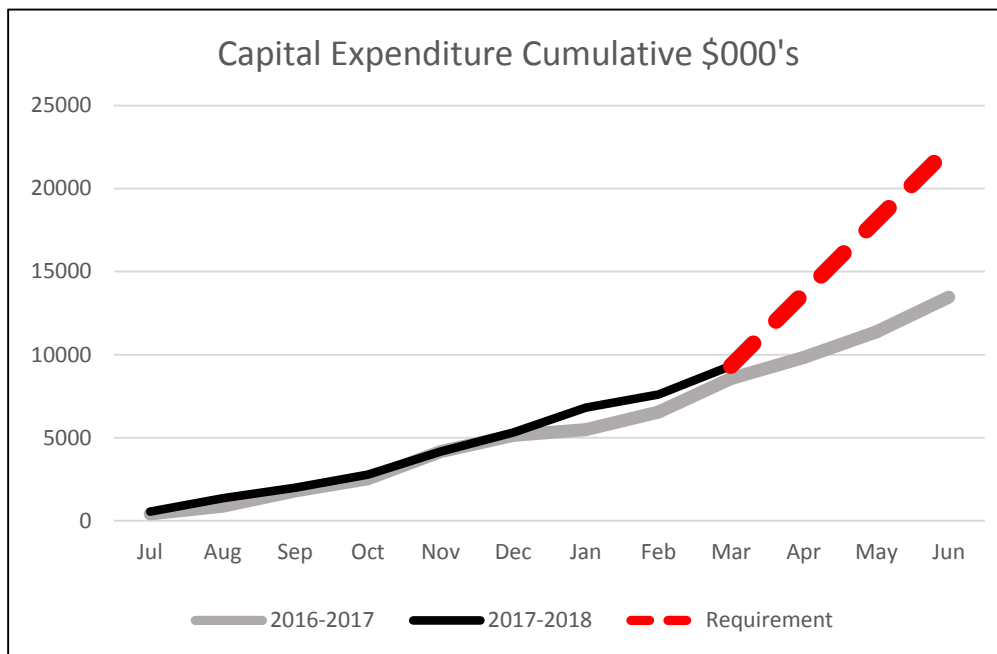
Contributions: (Favourable/Green) Development contributions for the year to date stand at \$1,573,000. Of this \$1,344,000 is for the MCWWS and the balance roading. The total for forecast one is \$1,251,000.

Financial contributions for the year to date are \$1,508,000 compared to the forecast one total for the whole year of \$1,247,000.

The higher receipts reflect continued high levels of development in the district.

Other Capital Revenue: (Favourable/Green) There were no further land sales in March. Total sales are now \$5.4 million for the year to date which is the forestry blocks and Opanake Road.

Capital Expenditure: (Favourable/Green) Capital expenditure was \$1.7 million for the month and now is \$9.3 million for the year to date compared to forecast one to the end of March of \$16.6 million. Activity managers continue to advise that much of the work is let and contractors have commenced or about to start works. They remain confident. The recently completed forecast two had a value of \$2.2 million for March which means a shortfall of \$0.5 million for the month against the most recent assessment. The graph below shows the steep line of expenditure required to meet budget. The average monthly spend for the last quarter now stands at \$3.8 million to meet the revised forecast two value.



Public Debt

The public debt position at 31 March is \$42.0 million and the net debt position (debt less cash) is \$40.5 million.

File number: 4702.04.01 **Approved for agenda**

Report to: Council

Meeting date: 26 April 2018

Subject: Kaihu Valley Rail Trail Feasibility and Stakeholder Engagement

Date of report: 06 April 2018

From: Darlene Lang, Community Relationships Manager

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

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

Summary

Kaipara District Council's Community Team is at the feasibility stage of a proposed Kaihu Valley Rail Trail concept, identified as a priority project in Kaipara's 2017 Walking and Cycling Strategy. The rail trail would go from Dargaville to Donnellys Crossing utilising the former Kaihu Valley Railway corridor.

The intention is to complete a business case by the end of the 2018 calendar year. The next phase, dependent on the business case outcome, would be to progress the project to construct the rail trail.

The purpose of this report is to inform Council about the feasibility stage in general and specifically the stakeholder engagement. Mayor and Councillor support for the feasibility stage and Stakeholder Engagement Plan is sought.

The work planned in preparation for writing a business case is as follows:

- 1 Compile an accurate Landowners Register (including adjoining land) – completed.
- 2 Undertake Stakeholder Engagement (for the feasibility stage only).
- 3 Commission a Technical Feasibility Study (funding application to Provincial Growth Fund).
- 4 Commission a Cultural Impact Assessment (funded by KDC).
- 5 Commission an Economic Impact Assessment (funded by NRCs Investment and Growth Fund).
- 6 Write a Business Case (by Christmas 2018).

The impending stakeholder engagement has two purposes. Firstly, to inform the relevant organisations and individuals of the feasibility stage and the investigation work needed to compile a business case and secondly, to secure adjoining landowners access permission for the organisation doing the Technical Feasibility Study.

It is not a foregone conclusion that the rail trail will be constructed; this point will be clearly articulated to stakeholders and they will be encouraged to participate in the process. A project of this nature clearly could not proceed without community support nor should it unless there are tangible benefits, both economic and social.

Recommendation

That Kaipara District Council receives the Community Relationship Manager's report 'Kaihu Valley Rail Trail Feasibility and Engagement Plan' dated 06 April 2018, plus Attachment 1 to the report 'Stakeholder Engagement Plan' and the information contained therein.

Reason for the recommendation

This project is potentially high profile for the Kaipara with anticipated high levels of community interest; it is important that Elected Members are aware, informed and support the process being undertaken.

Reason for the report

To inform Council of the feasibility stage and planned engagement for the Kaihu Valley Rail Trail project and seek their support and involvement in the engagement activity.

Background

Kaipara District Council's 2017 Walking and Cycling Strategy identified the potential for a 36km off-road rail trail from Dargaville to Donnellys Crossing, along the former railway line.

This project will complement the existing Heartland Rides, the Kaipara Missing Link Cycleway and the Kauri Coast Cycleway, by providing an off-road route and therefore potentially catering to a broader set of visitors and local residents.

As this project is considered a key initiative in assisting and creating economic and social development opportunities in the Te Roroa rohe, Kaipara District Council will work in partnership with Te Roroa. Linking Dargaville north to Donnellys Crossing aligns with Te Roroa's strategic plans for Waipoua Forest, which includes walkways, a National Park status and an extended visitor centre.

This project is currently at the initial investigation phase, and the intention is to gain a robust business case assessment before Council approves a way forward.

A land ownership report has already been completed by Crown Property Services in Whangarei, clarifying ownership of the former railway line. This remains largely in public land, owned by the Department of Conservation and Kaipara District Council. The Department of Conservation Kauri Coast Office has given written approval supporting the investigation of this rail trail on public land. There are a few portions of the former railway line that are now in private ownership but could easily be navigated around, via the road corridor.

Issues

Potentially, not being given access to the former rail corridor by adjoining landowners. Many adjoining landowners have understandably assumed possession of the corridor and use it as farm raceways.

Factors to consider

Community views

There is strong interest in this project from many members of the public and Dargaville community groups, who would like to see the rail trail established as it could be a catalyst for economic development in the district.

However, as stated above, some adjoining landowners may be unhappy with the route being investigated as they have been utilising this land for private purposes or they may have concerns with cyclists and walkers passing 'through' their property.

Policy implications

There are no policy implications with this engagement. This project aligns with Kaipara's 2017 Walking and Cycling Strategy.

Financial implications

There are no financial implications with this engagement and there is available budget.

Legal/delegation implications

As stated, the redundant rail corridor remains largely in public ownership by the Department of Conservation and the Kaipara District Council, and the Department of Conservation has provided written approval for this investigation to take place on this land.

Assessment of significance

This decision does not trigger the Significance and Engagement Policy.

Next step

Elected Members wanting to be involved are briefed on the public engagement in more detail. Council officers will investigate funding options, such as the Provincial Growth Fund.

Attachments

- [Stakeholder Engagement Plan](#)

Dargaville to Donnellys Crossing – Stakeholder Engagement Plan

Purpose:

To plan and manage engagement and consultation for the initial feasibility study and business case development of the Dargaville to Donnellys Crossing Rail Trail project.

Scope:

This plan covers the engagement required to keep stakeholders informed and involved in the initial project feasibility stage.

Communication Objectives:

- Ensure stakeholders are informed about Council's intention of investigating the route and developing a business case
- It is clear that this aligns with the district and regional walking and cycling strategies

Key Messages:

What do we want stakeholders and community to know, think and do as a result of the communication?

- Understand the project aligns with a district and regional vision
- Feel they have been heard and their views considered
- Provide valuable local knowledge that will aid the feasibility study
- Support the investigation of the project

Key Stakeholders/Audiences:

- Te Roroa: Snow Tane
- Department of Conservation: Karen Joyce
- Northland Inc.: Codie MacIntyre and Jude Dobson
- Northland Inc.: Business Development Team
- Northland Regional Council: Jon Trewin
- Far North District Council: Keith Kent, Adrienne Tari
- NZ Cycle Trails: Jonathan Kennett
- NZ Transport Agency: Sebastian Reed?
- Rob Wadmore (Strong community interest)
- Mayor & Councillors
- Affected Landowners (directly affected and neighbours)
- Heritage NZ: Kerikeri office
- Federated Farmers
- New Zealand forestry management groups

- Other Government Agencies
- Dargaville Community Development Board
- Communities along trail – Kaihu, Donnellys etc.
- Local primary schools

Background:

The Dargaville to Donnellys Crossing Rail Trail was identified as part of the 2017 review of Kaipara's walking and cycling strategy and indicated by Council as a priority project to focus on, given the opportunities to generate positive economic, social and cultural impacts on the western side of the Kaipara District. The success and popularity of existing cycling trails in New Zealand, such as the Otago Rail Trail, Hauraki Rail Trail, and Northland's Twin Coast Cycleway have provided a boost of interest into developing a similar feature for the Kaipara District.

The cycle trail would start/end at Dargaville and travel north to Donnellys Crossing passing near the small settlement of Kaihu. This standalone Kaihu Valley Railway line was constructed in 1896 connecting Donnellys Crossing to the port of Dargaville. The now redundant railway line runs alongside State Highway 12, and the old embankment can still be seen as part of adjoining farmland.

Key Project Milestones:

Applications for external funding	Aug 2017
Project Plan complete	Sep 2017
Land Ownership clarified	Dec 2017
RFP for feasibility drafted	Jan 2018
Mayor & Council briefed on process	March 2018
Pre consultation with landowners	March 2018
Feasibility study contract awarded	March 2018
Feasibility study complete	June 2018
Cultural Impact Assessment complete	June 2018
Economic Impact Assessment complete	June 2018
Business Case complete	September 2018
Business Case presented to Council	October 2018
Council approves way forward	October 2018

Responsibilities:

GM Governance, Strategy and Democracy

Community Relationships Manager

Community and Recreation Advisor?

Top Issues and Risks:

Issue/Risk	Impact/likelihood	Mitigation	Responsibility
Affected landowners road block the project	High	Ensure clear communication and provide adequate opportunities for meeting with landowners to understand and mitigate any concerns.	GM, CR Relationships Mgr and Comms
Lack of staff resources to effectively manage this project	High	Ensure there is clear direction and prioritisation of this project	GM and CR Relationships Mgr
Council is indecisive and has differing views	Medium	Ensure Council is presented with factual information and is involved in stakeholder engagement	GM, CR Relationships Mgr and Comms
Stakeholders receive mixed messages regarding this project	Medium	Agree key messages and appoint a spokesperson on behalf of Council.	GM, CR Relationships Mgr and Comms

Communication Log:

Item	Details e.g. when/how
Website	Provide an overview of project and link press releases
Press Releases	Press releases at key stages (will need to map out)
Tangata Whenua	Establish MOU with Te Roroa and ensure clear responsibilities and communication
Adjoining Landowners	Send letters to adjoining land owners 2 drop in sessions with Project Team

	<p>Gain consent to cross property for feasibility study</p> <p>Have a Council contact they can contact with any queries</p>
Key Agencies	<p>Utilise regional W&C working group</p> <p>Arrange meetings where necessary</p> <p>Key updates to keep informed</p>
Mayor & Council	<p>Council report</p> <p>Weekly updates</p> <p>Meet with Councillors involved before public engagement events</p>
Local Stakeholders	<p>Send press releases</p> <p>Arrange meetings where necessary</p> <p>Key updates to keep informed</p>
Statutory Consultation	<p>Investigate this – what is legally required re LGA?</p>

Budget:

What	Cost
Media Release	
Website Promotion	
Mail outs	
Newspaper Advertising	
Public Meetings, Hui etc.	

Next Steps:

1. Meet with Snow Tane (Te Roroa) to define 'partnership' arrangement. What is Iwi's role and what are they expecting to be involved in and deliver? What level of Iwi input is expected? Chair or Kaitiaki?
2. Inform Council of the intention to gain a feasibility study and the need to inform adjoining landowners beforehand with Councillor support (via Council report)
3. Letters to property owners informing them of project and intention to gain feasibility study – providing them with an overview of the project, outlining aims and gaining permission to access land for site visits (can also attend open sessions with project team)
4. Approach particular suppliers for costs to undertake a feasibility study and subsequently determine a successful contractor
5. Successful contractor carries out route identification and feasibility after all adjoining property owners have been engaged and provided consent.

DRAFT

7 Public Excluded Council agenda items 26 April 2018

Recommended

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

- Confirmation of Public Excluded Council minutes 28 March 2018; and
- Chief Executive recruitment: Selection update; and

That, pursuant to section 48 (6) of the Local Government Official Information Act 1987, representatives from Council's contractor INSIDE Recruitment 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 28 March 2018	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Chief Executive recruitment: Selection Update	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.

8 Open meeting Council agenda 26 April 2018

Recommended

That the public be re-admitted to the meeting and resolutions made whilst in Public Excluded be confirmed in Open meeting.

Closure

**Kaipara District Council
Dargaville**