

I hereby give notice of the following Ordinary meeting:

Meeting	Kaipara District Council
Date	Thursday 30 May 2019
Time	9.30am
Venue	Kaihu Hall – 43 Kaihu Wood Road, Kaihu

Open Agenda

Membership

Chair:

Mayor Jason Smith

Members:

Deputy Mayor Peter Wethey

Councillor Anna Curnow

Councillor Victoria del la Varis-Woodcock

Councillor Julie Geange

Councillor Libby Jones

Councillor Karen Joyce-Paki

Councillor Jonathan Larsen

Councillor Andrew Wade

Jason Marris
General Manager Governance, Strategy and Democracy

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Ordinary meeting of Kaipara District Council

Thursday 30 May 2019 in Kaihu

1 Opening

1.1 Karakia

1.2 Present

1.3 Apologies

1.4 Confirmation of agenda

The Committee to confirm the Agenda.

1.5 Conflict of interest declaration

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

2 Presentations and Petitions

2.1 Chris Fife, Sponsorship and Funding Coordinator for Northern Wairoa Rugby Union and Northern Wairoa Delegate on the Northland Rugby Union

Pioneer Rugby Park

3 Minutes

3.1 Confirmation of Open Council minutes 02 May 2019

General Manager Governance, Strategy and Democracy

1601.23

Recommended

That the unconfirmed Open minutes of the Kaipara District Council meeting held 02 May 2019 be confirmed as a true and correct record.

Kaipara District Council

Open Minutes

Meeting	Kaipara District Council
Date	Thursday 02 May 2019
Time	Meeting started at 9.30am Meeting concluded at 2.32pm
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

Jason Marris
General Manager Governance, Strategy and Democracy

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Ordinary meeting of Kaipara District Council

Thursday 02 May 2019 in Dargaville

1 Opening

1.1 Karakia

Councillor Joyce-Paki opened the meeting with a karakia.

1.2 Present

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

In Attendance

Name	Designation	Item(s)
Louise Miller	Chief Executive	All
Jason Marris	General Manager Governance, Strategy and Democracy	All
Curt Martin	Chief Operating Officer and General Manager Infrastructure	All
Fran Mikulicic	General Manager Regulatory, Planning and Policy	All
Hannah Gillespie	General Manager People and Capability	All
Darla Blake	General Manager Community Customer Service	All
Kathie Fletcher	Policy Manager	1 – 4.6
Dianne Miller	Project Manager and Business Analyst	1 – 4.1
Tanya Wilson	Governance Advisor	All (Minute-taker)

Adjournments

Reason	Start	Finish
Morning tea	11.09am	11.20am
Lunch	12.35pm	1.00pm

1.3 Apologies

Nil.

1.4 Confirmation of agenda

Moved Smith/Joyce-Paki

That the Kaipara District Council confirms the agenda for the meeting held 02 May 2019.

Carried

1.5 Conflict of interest declaration

Name	Conflict
Councillor Jones	Item 4.3 Member of Friends of Kai Iwi Lakes who was a submitter to this item
Councillor Geange	Item 4.3 Member of Friends of Kai Iwi Lakes who was a submitter to this item

1.6 Six-monthly update of register of members' interests

'Register of Members' Interests' dated 23 April 2019 was circulated.

[Secretarial Note: Councillor Curnow advised that she was no longer on the board of the Kaipara Community Health Trust.

Councillor Geange advised that she was a member of Friends of Kai Iwi Lakes, and was also employed by Federated Farmers New Zealand.]

2 Presentations and petitions

Nil.

3 Minutes

3.1 Confirmation of Open Council minutes 28 March 2019

General Manager Governance, Strategy and Democracy 1601.23

Moved Curnow/Jones

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

Carried

3.2 Open Committee minutes confirmed in March 2019

General Manager Governance, Strategy and Democracy 16/Variou

Moved Curnow/Smith

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

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

Carried

4 Decision

4.1 Forecast Two 2018/2019

General Manager Risk, IT and Finance 2304.18

Moved Smith/Joyce-Paki

That Kaipara District Council:

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

A division was called, and voting was as follows:

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

The motion was declared CARRIED.

4.2 Reserve contributions allocation

General Manager Risk, IT and Finance 4705.04

Moved Wethey/del la Varis-Woodcock

That Kaipara District Council:

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

A division was called, and voting was as follows:

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

The motion was declared CARRIED

Meeting adjourned for morning tea at 11.09am.

Meeting reconvened at 11.20am.

4.3 Taharoa Domain Bylaw 2019 – Adoption

Policy Planner 3216.03

[Secretarial Note: Councillor Jones declared a conflict of interest for this item, she withdrew from the table. Councillor Geange declared conflict of interest for this item, she did not participate in the discussion. (audio link)].

Moved Joyce-Paki/del la Varis-Woodcock

That Kaipara District Council:

- a) Adopts the Taharoa Domain Bylaw 2019 as presented in Attachment C to this Report.
- b) Delegates the Chief Executive to make the Taharoa Domain Bylaw 2019 operative when final signoff has been received by the Department of Conservation.
- c) Delegates the Chief Executive as an authorised Officer under the Taharoa Domain Bylaw 2019 and to exercise the powers of an Officer under Part 5 of the Reserves Act 1977.
- d) Delegates the Chief Executive to investigate appropriate and effective enforcement of the final Taharoa Domain Bylaw 2019, with appropriate delegations.
- e) Delegates to the Mayor and Chief Executive the authorisation to approve minor editorial changes as discussed at the meeting.

Carried

4.4 Triennial Election 2019

General Manager Governance, Strategy and Democracy 1301.01

Moved Smith/Curnow

That Kaipara District Council:

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

Carried

4.5 Unused item number

There was no “Item 4.5” in the agenda. This was due to a numbering error.

4.6 Local Government New Zealand – Climate Change Declaration

General Manager Governance, Strategy and Democracy 1203.01

Moved Smith/Curnow

That Kaipara District Council:

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

A division was called, and voting was as follows:

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

The motion was declared CARRIED

Meeting adjourned for lunch at 12.35pm

Meeting reconvened at 1.00pm

4.7 Response to petitions

General Manager Governance, Strategy and Democracy 1203.01

Moved del la Varis-Woodcock/Jones

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

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

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

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

- g) Requests that the Chief Executive writes to the petitioners advising them of this information.

Carried

4.8 Kaipara District Council bank account

General Manager Risk, IT and Finance 2307.2

Moved Joyce-Paki/Wethey

That Kaipara District Council:

- a) Appoints Sue Davidson – General Manager Risk, Information Technology and Finance, Hannah Gillespie – General Manager People and Capability, Jason Marris – General Manager Governance, Strategy and Democracy as authorised bank account owners to the council's Bank of New Zealand bank account.

Carried

5 Information

[Secretarial Note: Items 5.2 and 5.3 were taken out of order.]

5.2 Chief Executive's report for March 2019

Chief Executive 2002.02

Moved Smith/Joyce-Paki

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

Carried

5.3 Resolutions register

Governance Advisor 1202.05

Moved Curnow/Joyce-Paki

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

Carried

5.1 Representation Review – Local Government Commission Decision

General Manager Governance, Strategy and Democracy 1301.01

Moved Smith/Curnow

That Kaipara District Council:

- a) Notes that the Local Government Commission has endorsed the council's final proposal on the Kaipara District Representation Review arrangements, being four wards with two councillors elected from each, and no community boards, with the Mayor elected at large.
- b) Notes that these arrangements apply for the 2019 local body election.

- c) Notes the recommendation that a representation review process be completed for the 2022 election cycle taking into account updated population data, with a suggested focus on community boards.

Carried

Unconfirmed

6 Public Excluded Council Minute items 02 May 2019

The meeting went into Public Excluded session at 2.21pm.

Moved Jones/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 March 2019
- Public Excluded Committee minutes confirmed in March 2019
- Lease approval

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

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
Confirmation of Public Excluded Council minutes 28 March 2019	<p>S7(2)(a) protect the privacy of natural persons, including that of deceased natural persons</p> <p>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.</p> <p>S7(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</p> <p>S7(2)(i) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</p>	S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Public Excluded Committee minutes confirmed in March 2019	<p>Section 7(2)(a) protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(g) maintain legal professional privilege</p> <p>Section 7(2)(i) enable any authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations)</p>	S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

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

Carried

Unconfirmed



7 Open Council Minutes 02 May 2019

The meeting returned to Open session at 2.32pm

Closure

The meeting closed at 2.32pm

Confirmed

Chair

Kaipara District Council

Dargaville

Unconfirmed

3.2 Open Committee minutes confirmed in April 2019

General Manager Governance, Strategy and Democracy

16/Various

Recommended

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

- *Mangawhai Community Park Governance Committee meeting held 21 January 2019.*

Meeting	Mangawhai Community Park Governance Committee
Date	Monday 21 January 2019
Time	Meeting started 10.00am Meeting concluded 11.48am
Venue	Meeting Room, Kaipara District Council offices – 6 Molesworth Drive, Mangawhai
Status	Confirmed

Minutes

Membership

Chair: Councillor Anna Curnow

Members: Messrs Maurice Langdon and Jim Wintle, Deputy Mayor Peter Wethey

Staff and Associates:

Chief Operating Officer and General Manager Infrastructure, Parks and Recreation Manager, Property and Commercial Advisor, Governance Advisor (Minute-taker)

Jason Marris
General Manager Governance, Strategy and Democracy

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3	Decision	4
3.1	Mangawhai Activity Zone Charitable Trust – Variation of Licence to Occupy	4
4	Information	5
4.1	Mangawhai Community Park Master Plan Operations Update - November 2018 to December 2018	5
5	Public Excluded minute items 21 January 2019.....	6
6	Open MCPGC minutes 21 January 2019.....	7
	Closure	7

Confirmed

Minutes of the Mangawhai Community Park Governance Committee
Monday 21 January 2019, Mangawhai
1 Opening
1.1 Present

Councillor Anna Curnow (Chair), Maurice Langdon, Mayor Jason Smith, Deputy Mayor Peter Wethey and Jim Wintle

In Attendance

Name	Designation	Item(s)
Curt Martin	Chief Operating Officer and General Manager Infrastructure	3.1—closure
John Burt	Commercial and Property Advisor	3.1—closure
Hamish Watson	Parks Officer	All
Tanya Wilson	Governance Advisor	All
Lisa Hong	Governance Advisor	All (Minute-taker)

1.2 Apologies

Nil.

1.3 Confirmation of Agenda

[Secretarial Note: Pursuant to Standing Orders 9.13, the Chair stated that 'update on the negotiations on the Mangawhai Museum and Historical Society and Mangawhai Artists Incorporated's licences to occupy' will be discussed as item 5.1, as a minor matter not on the agenda. This item was not included in the agenda as it pertains to letters received before this meeting, after the agenda was published. Due to the nature of the discussion, the Committee resolved to hold this discussion in a public excluded session.]

Moved Curnow/Wintle

That the Mangawhai Community Park Governance Committee confirms the Agenda.

Carried

1.4 Conflict of Interest Declaration

Name	Interest
Jim Wintle	Member of Mangawhai Pioneer Village Trust

1.5 Deputations and Presentations

Nil.

2 Confirmation of Minutes

2.1 Mangawhai Community Park Governance Committee minutes 19 November 2018

General Manager Governance, Strategy and Democracy

1611.05

Moved Curnow/Langdon

That the minutes of the meeting of Mangawhai Community Park Governance Committee held on 19 November 2018 be confirmed as a true and correct record.

Carried

3 Decision

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

Parks and Recreation Manager

4702.13.04

Moved Wethey/Wintle

That Mangawhai Community Park Governance Committee:

- a) *Supports a variation of the Mangawhai Activity Zone Charitable Trust's Licence to Occupy to extend the lease area to provide for a proposed pump track, as shown in Attachment B appended to the 'Mangawhai Activity Zone Charitable Trust – Variation of Licence to Occupy' report, and to allow for the operation of a small takeaway café; and*
- b) *Recommends to Council to approve a variation of the Mangawhai Activity Zone Charitable Trust's Licence to Occupy to extend the lease area to provide for a proposed pump track, as shown in Attachment B appended to the aforementioned report noting that the construction may only occur after any tree removal; and*
- c) *Recommends to Council to approve a variation of the Mangawhai Activity Zone Charitable Trust's Licence to Occupy to allow for the operation of a small takeaway café, subject to the same conditions as in a similar Council concession agreement and including:*
 - *review period*
 - *specified location*
 - *structure to be no bigger than a 20-foot container and to be re-locatable*
 - *restricted to takeaways-only*
 - *no dedicated seating area and no deck*
 - *hours of operation*
 - *rubbish removal*
 - *building and health consents to be obtained at no cost to Council*
 - *the primary purpose being a fundraiser for MAZ.*

Carried

4 Information

4.1 Mangawhai Community Park Master Plan Operations Update - November 2018 to December 2018

Parks and Recreation Manager 4702.13.06/OR

Moved Curnow/Wethey

That Mangawhai Community Park Governance Committee notes the Parks and Recreation Manager's report 'Mangawhai Community Park Master Plan Operations Update - November 2018 to December 2018'.

Carried

Confirmed

5 Public Excluded minute items 21 January 2019

The meeting went into Public Excluded session at 11.35am.

Moved Curnow/Langdon

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

- Mangawhai Museum, Community Art Centre and Pioneer Village Licences to Occupy – Update on negotiations

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:
Mangawhai Museum, Community Art Centre and Pioneer Village Licences to Occupy – Update on negotiations	<i>S7(2)(i) enable any local authority holding the information to carry on without prejudice or disadvantage negotiations (Including commercial and industrial negotiations)</i>	<i>S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>

Carried

6 Open MCPGC minutes 21 January 2019

Meeting returned to Open session at 11.47am.

Closure

The meeting closed at 11.48am.

Confirmed 15 April 2019

Chair Councillor Anna Curnow

Kaipara District Council

Dargaville

Confirmed

4 Notice of Motion

Notice of Motion:

Kaipara District Council Ordinary Meeting:

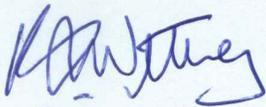
Thursday 30 May 2019

That the Council directs the Chief Executive to:

- Contract an audit of the processes and procedures used by the Council's Regulatory team in their assessment of all resource consent applications that are received by Council.
- This audit to measure the efficiency by which these assessments are conducted so that Council can better gauge whether the current human resources allocated to this task match the work load generated by the volume of applications received.
- That a statistically relevant sample of applicants who have submitted consent applications to Council within the last 12 months, are surveyed as part of this audit and so determine Council's reputational standing for the handling of this activity.
- That the audit be carried out by a suitably qualified, independent, third party contractor.
- That the results of the audit be reported back no later than the Council meeting scheduled for 29 August 2019.

Reasons for this Notice of Motion:

- The level of complaint from consent applicants to elected members is continuing at a high level.
- There is a common thread to these complaints which suggests procedural issues rather than human resource issues are a contributing factor.
- Unless Council can be assured that the processes and procedures used by staff when assessing consent applications are efficient and "fit for purpose", increasing the level of human resource will not improve the performance but rather just increase Council's fixed costs.
- In mid-2018, I requested a similar audit, to the one detailed above, be carried out but no results have been forthcoming. This notice of motion will formalize this request.
- Since my original request in mid-2018, the % of resource consent applications completed within the statutory time frame has ranged between 55% and 87% (YTD average is 70%). (source of information – CE monthly reports to Council).
- The District expects a better performance than this, and as the governing body, Council must be satisfied that appropriate remedial action is being taken. This audit will provide factual data from which Council can decide the most appropriate action in order to achieve an improved performance.



Councillor Peter Wethey (Deputy Mayor)

22 May 2019

5 Decision

Reserve Contributions Contestable Fund

Meeting: Kaipara District Council
Date of meeting: 30 May 2019
Reporting officer: Jenny Rooney, Community Funding Co-ordinator

Purpose/Ngā whāinga

To approve the 2019 timeline and the tiered application process for the reserve contributions contestable fund.

Executive summary/Whakarāpopototanga

With the adoption of the Reserve Contributions (use of) Policy, new processes and templates have been developed to manage the district-wide contestable fund. Council approved the reserves contributions contestable fund at their meeting held 02 May 2019. This report sets out the tiered application process as recommended by the Reserve Contributions Committee and the amended Timeline for 2019 for approval.

Recommendation/Ngā tūhunga

That Kaipara District Council:

- a) Approves the 2019 Reserves Contribution Contestable Fund Timeline as circulated in Attachment A “2019 Timeline” and set out below:

Timeline	
Date	Action
30 May 2019	Council meeting
June 2019	Media Release
01 July 2019	Applications open
13 September	Applications close
16 September – October 2019	Assess applications against criteria
November or December 2019	Council meeting (to determine outcome)
December 2019	Outcome letters to applicants
January-February 2020	Agreements/Contracts put in place with successful applicants
January-March 2020	Successful applicants are required to provide health and safety documentation before physical works commence and funding is released.

- b) Approves the Reserves Contribution Contestable Fund Application process as circulated in Attachment B “Application Templates”.

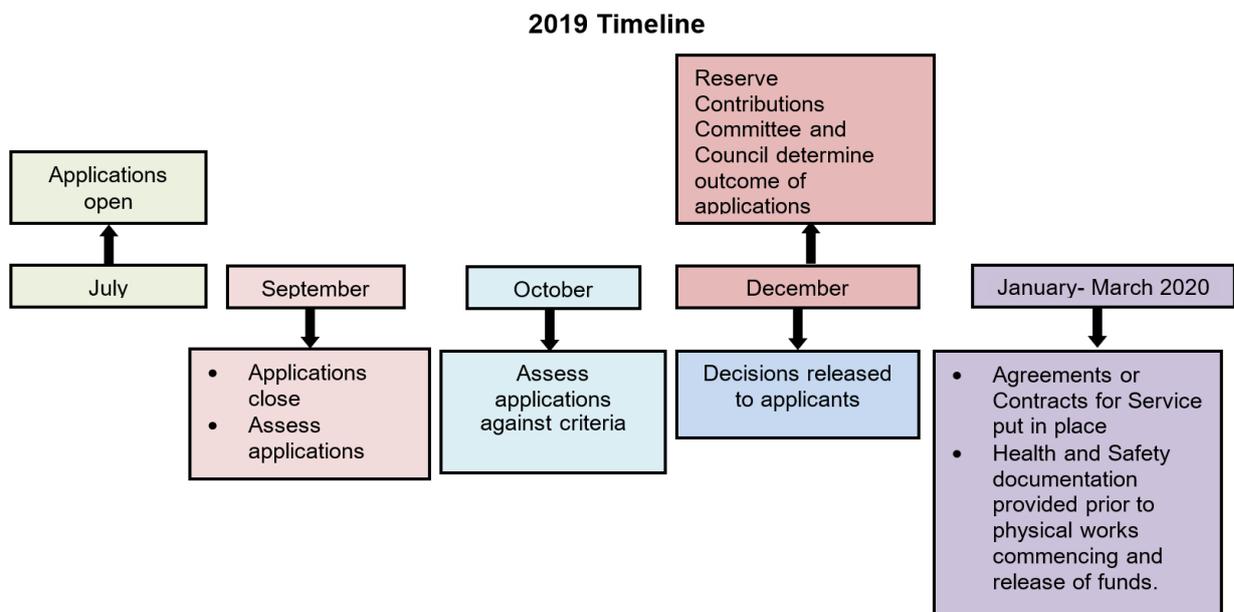
Context/Horopaki

In May 2018, Council adopted the Reserve Contributions (use of) Policy. The objective of the Policy is to help create, improve and reprioritise how reserves and open spaces are used in communities. The Policy provides for a portion of this fund to be contestable and as such new processes have been developed.

The decision-making process to date is outlined below:

- An Extraordinary meeting with the Reserve Contribution Committee (the Committee) and Council staff was held on 30 July 2018 to discuss the design and implementation processes for the contestable fund.
- A Council briefing was held on 06 August 2018 to provide elected members with the proposed process documentation, timeline and policy implications.
- The Reserve Contributions Committee, at its meeting held 30 August 2018, recommended that Council approves the tiered application processes for the reserve contribution contestable fund (**Attachment B**). This item was withdrawn at that meeting as Council did not approve the allocation model for reserves contributions.
- At the meeting on 02 May 2019 Council approved the reserve contributions district-wide contestable fund allocation model.

The 2019 timeline for the contestable fund has been amended to ensure the application process commences in a timely manner, provides sufficient time for the community to draft business plans if needed and considers the local body elections being held in October 2019. The 2019 timeline is set out below.



Process

All applicants must be a legal not for profit entity and have a volunteer component to their project.

Applicants will apply using the application forms (**Attachment B**). For projects exceeding \$20,000 applicants will also be required to complete a Business Plan (**Attachment C**) for which we will provide a template. For applications for Acquisition of Land we will provide a Letter of Consent template for the owner of the land to complete (the template is to be developed with legal advice). Once these are all in place the Community Funding Co-ordinator will assess the applications against the criteria.

Assessed applications will then be submitted to the Committee and Council for decision. The local body elections are being held in October 2019. Given the three month pre-election period, the funding decisions will be made by the incoming Council, with the Committee structure likely to be established by December 2019. The timeline has been prepared to allow for this, which

also provides more time for applicants to fulfil the requirements of the policy and complete the paperwork.

Once decisions have been made then agreements will be put in place via either a Funding Agreement or a Contract for Service, depending on the project. Successful applicants will be required to provide health and safety documentation before physical works commence and funding is released. Agreements will then have to be monitored with regards to project milestones, risk, health and safety, quality, project reporting and financial accountability.

Discussion/Ngā kōrerorero

Options

Option A: Council approves the 2019 timeline and application process which allows Council staff to open the funding round. This is the recommended option.

Option B: Council does not approve the 2019 timeline and application process. This would require rework and it is possible that the contestable fund may not be available for 2019.

Option C: Council amends the 2019 timetable which could clash with the election process and the Christmas/New Year period.

Community views

The policy has been adopted with community views having been taken into account through the Long Term Plan 2018/2028 process.

Policy implications

The policy criteria fits within Council's existing systems and processes, however some extra templates have been developed to facilitate the new contestable fund.

Financial implications

The project milestones, quality and financial accountability will need to be monitored to ensure funding is being utilised in accordance with the Funding Agreements or Contracts for Service.

Legal/delegation implications

Legal advice will be obtained to develop a standard Letter of Consent template for the Applications for Acquisition of Land.

Significance and engagement/Hirahira me ngā whakapāpā

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

Next steps/E whaiake nei

The contestable funding round will be opened and advertised.

Attachments/Ngā tapiritanga

	Title
A	2019 Timeline
B	Application templates
C	Business Plan

Jenny Rooney, 10 May 2019

RESERVES CONTRIBUTIONS CONTESTABLE FUND

2019 Timeline		
Date	Action	Council Officer
30 May 2019	Council Meeting	
June 2019	Media release	External Public Affairs Officer
1 July 2019	Applications open	Community Funding Co-ordinator
13 September 2019	Applications close	Community Funding Co-ordinator
16 September – October 2019	Assesses applications against criteria and business plan	Community Funding Co-ordinator
November or December 2019	Council meeting (to determine outcome)	
December 2019	Outcome letters to applicants	Community Funding Co-ordinator
January – February 2020	Agreements/Contracts put in place with successful applicants	Community Funding Co-ordinator
January - March 2020	Successful applicants are required to provide health and safety documentation before physical works commence and funding is released	Community Funding Co-ordinator



RESERVE CONTRIBUTIONS FUND

Expression of Interest

SMALL LOCAL COMMUNITY IMPROVEMENT PROJECTS

1. Organisation Name.....
.....

2. Organisation Postal Address.....
.....

3. Organisation Contact Person:

Name Position.....

Phone..... Email.....

4. Organisation Purpose:

.....
.....

5a. Is your organisation a Registered Incorporated Society?

Yes / No *If yes, please supply your registration number*.....

5b. Is your organisation registered with the Charities Commission?

Yes / No *If yes, please supply your Charities Commission number*.....

Registered Incorporated Society number.....

Charities Commission number.....

If you have answered 'No' to questions 5a and 5b, please contact the Kaipara District Council Community Funding Coordinator.

6. Describe the project you require funding for *(please attach additional sheets if necessary)*

Name of project.....

Address/location of project.....

Project description.....

.....
.....
.....
.....

8. What support do you have in the community for your project?

.....

9. What is the amount you are applying for?

Item	Cost*
Total	

*Please provide at least two quotes for each item. If your organisation is GST registered, please use GST exclusive pricing. If your organisation is not GST registered, please use GST inclusive pricing

10. Do you receive any funding from a central government agency? Yes / No

If yes, which Agency(ies) and how much?

.....

15. Will ongoing maintenance be required for your project? Yes/No

If yes, how will this be maintained?.....

.....

16. What role (*if any*) will volunteers take in this project?.....

.....

.....

Please include the following information to support your expression of interest:

- Quotes
- Any other supporting documents (*maximum two pages*)

Name of person completing this application.....

Position in organisation.....

Contact – phone..... **Email**.....

Signature



RESERVE CONTRIBUTIONS FUND

Application for Projects Not Exceeding \$20,000

Please indicate which community catchment this application relates to (see Reserves Contributions (use of) Policy map.

- Mangawhai & Surrounds Kaiwaka & Surrounds Dargaville & Surrounds
- Maungaturoto, Paparoa, Tinopai & Surrounds

1. Organisation Name.....

2. Organisation Postal Address.....

3. Organisation Contact Person:

Name Position.....

Phone..... Email.....

4. Organisation Purpose:

.....

5a. Is your organisation a Registered Incorporated Society?

Yes / No If yes, please supply your registration number.....

5b. Is your organisation registered with the Charities Commission?

Yes / No If yes, please supply your Charities Commission number.....

5c. If you have answered 'No' to questions 5a and 5b, is your organisation under an umbrella of another organisation that is a Registered Incorporated Society or registered with the Charities Commission?

Please provide the following umbrella organisation details

Name.....

Address

.....

Registered Incorporated Society number.....

Charities Commission number.....

6. Is your organisation GST registered?

Yes / No If yes, please supply GST number.....

7. Describe the project you require funding for *(please attach additional sheets)*

Name of project.....

Address/location of project.....

Project description.....

8. What support do you have in the community for your project? *(please describe how your project came about, who you have talked with about it and what response have you had. If you have undertaken any surveys or petitions, then please include these)*

.....

9. How does the project meet the eligibility criteria in the Reserves Contributions (use of) Policy? The Policy is available on the Council’s website and a hardcopy will be available upon request.

.....

10a. How much will your project cost? – Please provide **all** costs and **all** sources of income for the project you are planning. Please provide a breakdown on how you will spend the funding.

Item	Cost*	Funding Source/in Kind
Total		

* Please provide at least two quotes for each item. If your organisation is GST registered, please use GST exclusive pricing. If your organisation is not GST registered, please use GST inclusive pricing.

10b. What is the amount you are applying for in this funding application?

Item	Cost*
Total	

11. Does anyone in your organisation have a conflict of interest with any of the contractors providing the quotes? If yes, please complete the table below.

Name of person in your organisation and his/her role	Contractor	Relationship

12. Does your project require a Resource Consent and if yes, how will this be funded?

.....

13. Do you receive any funding from a central government agency? Yes / No

If yes, which Agency(ies) and how much?

.....

.....

.....

14. What other sources of funding have you gained and what funding do you intend to apply for in order to complete your project? (include any current funding applications for Council grants i.e. MELA, Community Grants)

.....

.....

.....

15. Will ongoing funding be required for your project? Yes/No

If yes, how will this funding be obtained?.....

.....

16. What part of this project will be undertaken by volunteers?.....

.....

.....

17. What part of this project has donated materials?.....

.....

.....

.....

Please include the following information to support your application:

- Constitution, Rules or Trust Deed
- Meeting minutes/standalone resolution (if applicable)
- Reviewed or audited financial statement for the previous year
- Project Plan
- Quotes
- Budget
- Maintenance Plan (if applicable)
- Any other supporting documents.....

Contact person.....

Position in organisation

Address.....

Telephone (home).....(work).....

Mobile.....**Email**

Signature of contact person.....

Name of person completing this application.....

Position in organisation.....

Contact – phone..... **Email**.....

Signature (if different to contact person)



RESERVE CONTRIBUTIONS FUND

Application for Projects Exceeding \$20,000

Please indicate which community catchment this application relates to (see Reserves Contributions (use of) Policy map.

- Mangawhai & Surrounds Kaiwaka & Surrounds Dargaville & Surrounds
- Maungaturoto, Paparoa, Tinopai & Surrounds

1. Organisation Name.....

2. Organisation Postal Address.....

3. Organisation Contact Person:

Name Position.....

Phone..... Email.....

4. Organisation Purpose:

.....

5a. Is your organisation a Registered Incorporated Society?

Yes / No If yes, please supply your registration number.....

5b. Is your organisation registered with the Charities Commission?

Yes / No If yes, please supply your Charities Commission number.....

5c. If you have answered 'No' to questions 5a and 5b, is your organisation under an umbrella of another organisation that is a Registered Incorporated Society or registered with the Charities Commission?

Please provide the following umbrella organisation details

Name.....

Address

.....

Registered Incorporated Society number.....

Charities Commission number.....

6. Is your organisation GST registered?

Yes / No If yes, please supply GST number.....

7. Describe the project you require funding for *(please attach additional sheets)*

Name of project.....

Address/location of project.....

Project description.....

8. What support do you have in the community for your project? *(please describe how your project came about, who you have talked with about it and what response have you had. If you have undertaken any surveys or petitions, then please include these)*

.....

9. How does the project meet the eligibility criteria in the Reserves Contributions (use of) Policy? *The Policy is available on the Council's website and a hardcopy will be available upon request.*

.....

10. Provide a detailed Business Plan *(Appendix 1- Business Plan Template)*

11a. How much will your project cost? – Please provide **all** costs and **all** sources of income for the project you are planning. Please provide a breakdown on how you will spend the funding.

Item	Cost*	Funding Source/in Kind
Total		

* Please provide at least two quotes for each item. If your organisation is GST registered, please use GST exclusive pricing. If your organisation is not GST registered, please use GST inclusive pricing.

10b. What is the amount you are applying for in this funding application?

Item	Cost*
Total	

11. Does anyone in your organisation have a conflict of interest with any of the contractors providing the quotes? If yes, please complete the table below.

Name of person in your organisation and his/her role	Contractor	Relationship

12. Does your project require a Resource Consent and if yes, how will this be funded?

.....

13. Do you receive any funding from a central government agency? Yes / No

If yes, which Agency(ies) and how much?

.....

.....

14. What other sources of funding have you gained and what funding do you intend to apply for in order to complete your project? (include any current funding applications for Council grants i.e. MELA, Community Grants)

.....

.....

.....

.....

.....

15. Will ongoing funding be required for your project? Yes/No

If yes, how will this funding be obtained?.....

.....

.....

16. What part of this project will be undertaken by volunteers?.....

.....

.....

.....

17. What part of this project has donated materials?.....

.....

.....

.....

Please include the following information to support your application:

- Constitution, Rules or Trust Deed
- Meeting minutes/standalone resolution (if applicable)
- Reviewed or audited financial statement for the previous year
- Business Plan
- Quotes
- Budget
- Maintenance Plan (if applicable)
- Any other supporting documents.....

Contact person.....

Position in organisation.....

Address.....

.....

Telephone (home).....(work).....

Mobile.....**Email**.....

Signature of contact person.....

Name of person completing this application.....

Position in organisation.....

Contact – phone..... **Email**.....

Signature (if different to contact person)



Request for Proposal for Acquisition of Land

Reserve Contributions Fund

Please indicate which community catchment this application relates to (see Reserves Contributions (use of) Policy map.

Mangawhai & Surrounds Kaiwaka & Surrounds Dargaville & Surrounds

Maungaturoto, Paparoa, Tinopai & Surrounds

1. Organisation Name.....

2. Organisation Postal Address.....

3. Organisation Contact Person:

Name Position.....

Phone..... Email.....

4. Organisation Purpose:

.....

5a. Is your organisation a Registered Incorporated Society?

Yes / No If yes, please supply your registration number.....

5b. Is your organisation registered with the Charities Commission?

Yes / No If yes, please supply your Charities Commission number.....

5c. If you have answered 'No' to questions 5a and 5b, is your organisation under an umbrella of another organisation that is a Registered Incorporated Society or registered with the Charities Commission?

Please provide the following umbrella organisation details

Name.....

Address

.....

Registered Incorporated Society number.....

Charities Commission number.....

6. Is your organisation GST registered?

Yes / No If yes, please supply GST number.....

7. Describe the project/acquisition of land you require funding for

Address where the land is situated.....

Legal Description.....

Certificate of Title..... Valuation number.....

Please give a detailed description how the acquisition of this land will benefit the Community

.....

.....

.....

.....

8. What support do you have in the community? *(please describe how your project/acquisition of land came about, who you have talked with about it and what response have you had. If you have undertaken any surveys or petitions, then please include these)*

.....

.....

.....

9. How does this meet the eligibility criteria in the Reserves Contributions (use of) Policy? *The Policy is available on the Council's website and hardcopy will be available upon request.*

.....

.....

.....

10. Please supply a signed Letter of Consent from the current owner of the property that he/she is agrees with this proposal in principal and without prejudice. *(Appendix 2 - Letter of Consent template)*

11. Is the current land owner a New Zealand resident? **Yes / No**

12. What is the amount you are applying for in this funding application?

Item	Cost*
Total	

* If your organisation is GST registered, please use GST exclusive pricing. If your organisation is not GST registered, please use GST inclusive pricing.

13. Does anyone in your organisation have conflict of interest with any person involved with ownership of this land? If yes, please complete the table below.

Name of person in your organisation and his/her role	Relationship

14. Do you receive any funding from a central government agency? **Yes / No**

If yes, which Agency(ies) and how much?
.....
.....

15. What other sources of funding have you gained and/or what funding do you intend to apply for in order to complete your project/acquisition of land? (include any current funding applications for Council grants i.e. MELA, Community Grants)

.....
.....

Please include the following information to support your application:

- Constitution, Rules or Trust Deed
- Meeting minutes/standalone resolution (if applicable)
- Reviewed or audited financial statement for the previous year
- Signed letter of consent from current owner of land
- Budget
- Any other supporting documents.....
.....

Contact person.....

Position in organisation.....

Address.....
.....

Telephone (home).....(work).....

Mobile.....**Email**.....

Signature of contact person.....

Name of person completing this application.....

Position in organisation.....

Contact – phone..... **Email**.....

Signature (if different to contact person)

RESERVE CONTRIBUTIONS FUND

(Organisation Name)

BUSINESS PLAN

(YEAR)

Contents

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3 The Future..... 6

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5 People Plan..... 8

6 Working with Partner Groups (who do you need to work with?)..... 8

7 Operating Budgets 9

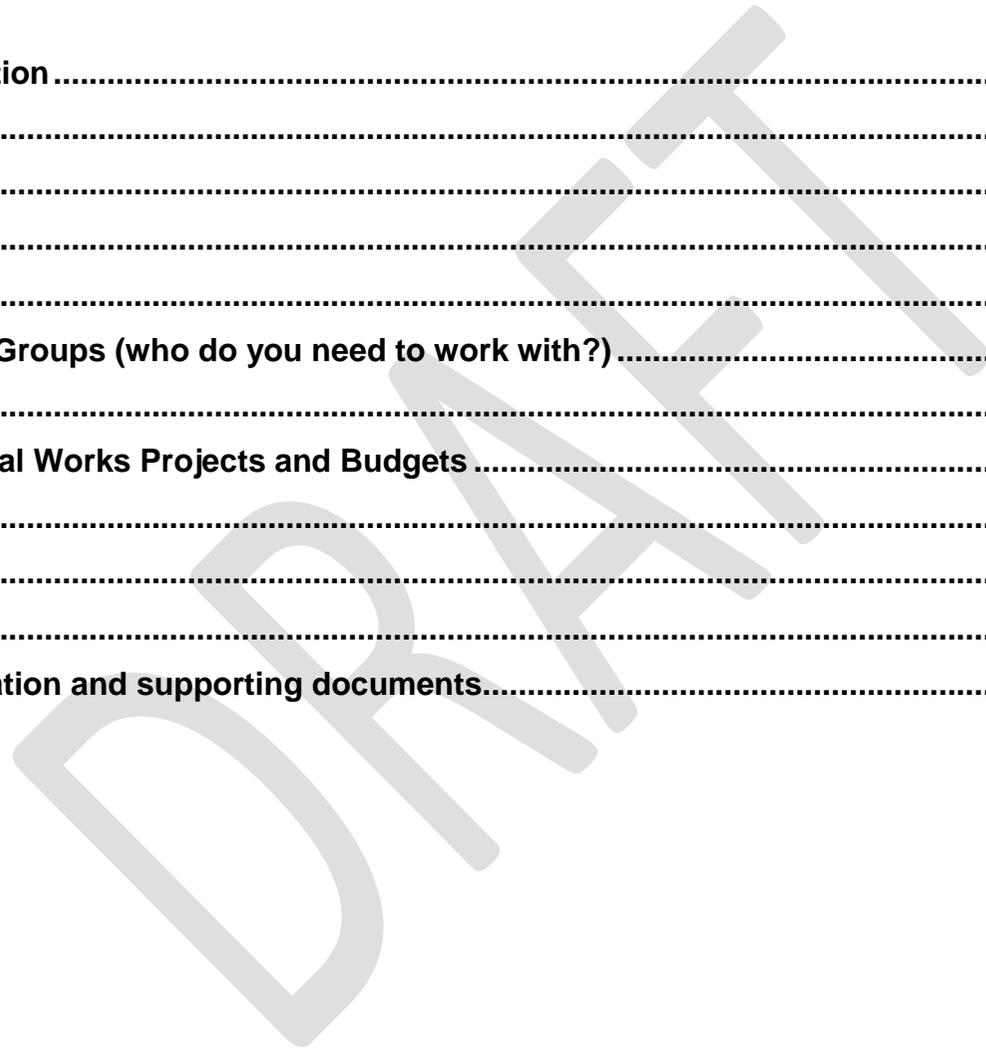
8 Provide detailed Capital Works Projects and Budgets 10

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11 Maintenance Plan 14

12 Other relevant information and supporting documents..... 14



1 Overview of Organisation

Provide a one-page profile of why this group exists. Include summary text under the following headings:

Organisation Purpose	
Organisation Contact Details	<p>Address</p> <p>Phone Mobile</p> <p>Email Website</p>
Organisation Contact Person	<p>Phone Mobile</p> <p>Email Role</p>
Legal Entity	<p>A. Is your organisation a Registered Incorporated Society? Yes / No If yes, please supply your registration number.....</p> <p>B. Is your organisation registered with the Charities Commission? Yes / No If yes, please supply your Charities Commission number.....</p> <p>C. If you have answered 'No' to questions A and B, is your organisation under an umbrella of another organisation that is a Registered Incorporated Society or registered with the Charities Commission? Yes / No If yes, please provide the name of the umbrella organisation and its registration details </p>
GST Number	

2 Project Plan

<p>Provide a detailed Project Description including its location</p>	
<p>How will the Project be developed?</p>	
<p>What cross-section of the community will benefit from this Project?</p>	
<p>How does your Project impact the community's Four Well-beings?</p>	<p>Economic:</p>
	<p>Cultural:</p>
	<p>Environmental:</p>
	<p>Social:</p>

How does the project link to Policy Criteria?	
How does the Project link to community outcomes?	
What is the community demand for Project?	
Does the organisation own or manage any key assets?	
Are there any other key factors?	

This section provides context to the remainder of the business plan, so this section can be a stand-alone document. Throughout this document, you can provide additional information on separate sheet/s. Please ensure that you clearly indicate when you have done so on the application form.

3 The Future

This section contains a description of how the organisation or the Community will be different as a result of the actions incorporated within this Business Plan.

The Future: What will be different as a result of this Business Plan?

What Will Be Different by the End of [proposed completion date]?

DRAFT

5 People Plan

Voluntary contribution is a requirement of the application and part of the assessment criteria.

Please give a detailed description of who will be involved in the project and what level of voluntary contribution there will be.

	Description
Who will be involved from the community in the project?	
What will be the voluntary contribution to the project?	
How many volunteer and/or machine hours are being donated? e.g. - volunteer labour, donated goods and services in kind	

6 Working with Partner Groups (who do you need to work with?)

What other organisations or groups will be involved?

Name of Organisation or Group	Contact Details

7 Operating Budgets

Operational costs will not be funded by the Reserve Contributions Fund. However, provide the project’s operating budget for information

Expenditure	Stage 1	Stage 2	Stage 3	Stage 4
Total operational expenditure				
Revenue	Stage 1	Stage 2	Stage 3	Stage 4
Total operating revenue				

8 Provide detailed Capital Works Projects and Budgets

Capital works projects and budgets (provide a separate financial budget breakdown document if necessary). Dependant on the amount of funding required the budget may need to be calculated in stages of development and receive on-going progress payments.

Expenditure		Stage 1	Stage 2	Stage 3	Stage 4
Total Capital Expenditure					

9 Risk Management

Outline any key risks that have not already been mentioned in this Business Plan that could have a material impact on:

- Operations/activities
- Financials

Describe each key risk, the likelihood of it eventuating, impact or consequences if the risk eventuates and activities that are being undertaken to mitigate the risk.

9.1 Operations

Risk description	Likelihood	Impact	Mitigations

9.2 Financials

Risk description	Likelihood	Impact	Mitigations

9.3 Risk Matrix

Risk#	Rank	Rating	Risk Description	Consequences	Existing Controls (and Future Controls)	Impact (Net)	Likelihood (Net)	Planned Mitigations (Treatments)	Owner	Primary Theme	Scoring
		High									
		High									
		Medium									
		Medium									
		Low									
		Low									
		Low									
		Low									
		Low									
		Low									

Score	Impact	Likelihood
1	Insignificant	Rare
2	Minor	Unlikely
3	Moderate	Moderate
4	Major	Likely
5	Extreme	Almost Certain

10 Health & Safety Plan

Successful applicants will be advised which of the following health and safety documentation they are required to complete. Commencement of physical works, and release of funds will be conditional on providing and complying with a site specific health and safety plan and, if appropriate, registration to Site Wise. Documentation is required to be provided to Council prior to the commencement of physical works. Please review the information below during your application process.

Applicants applying for work on Council owned or managed land must provide a detailed Health & Safety Plan demonstrating the following compliance measures:

- Pre-qualification of contractors using Site Wise <http://sitewise.co.nz>
- All Medium – High Risk Contractors are expected to have met SiteWise Green ($\geq 75\%$ score)
- Submission of Site Specific Safety Plans (SSSP's) for contracts and projects.
- Provide a detailed Health & Safety Plan to meet legislative requirements and the Council key system requirements are listed below:
- SSSP's to ensure that contractors can show; visible H&S systems, competent staff, risks are identified and appropriate controls are in place.
- Site indemnification certificates (public liability, vehicle, professional indemnity)
- Consult, cooperate and coordinate where PCBU's have overlapping duties
- Establishing reporting responsibilities (notifiable work/events, incidents etc.)
- Monitoring Contractor H&S performance through audits and review of incident investigations (also a Council responsibility).
- Evaluating the contractor H&S performance (also a Council responsibility).

For applications for work on privately owned land or Council land which is contracted under a License to Occupy, applicants are to provide a detailed Health & Safety Plan in accordance with legislative requirements.

Kaipara District Council Contractor Risk Rating Chart

Health and Safety Approval Not Required	Level 1 Low Risk Contractor	Level 2 Medium Risk Contractor	Level 3 High Risk Contractor
<i>Applies to work not conducted on Council property or where the risk is extremely low</i>	<i>Applies to low risk work such as, but not limited to, those activities listed below.</i>	<i>Higher levels of risk therefore KDC will require a more stringent level of control measures than Level 1.</i>	<i>More sophisticated safety management systems are required for these projects. E.g. full site specific safety plan.</i>
<p>Some examples of extremely low risk work:</p> <ul style="list-style-type: none"> • Consultants who only work from their place of business; • Couriers; • Data/IT companies who work only from their place of business; • Training providers; • Suppliers of goods who do not come onto Council property; • Caterers who deliver food; • Power and water supply companies who only come onto site to read meters. 	<p>Some examples of low risk work:</p> <ul style="list-style-type: none"> • Consultants or project managers working on Council property or managing Council projects; • Photocopier repairs; • Maintenance (using hand tools); • Cleaners • Working at heights under 2 metres (platform to ground level); • Property management companies who engage contractors to do work for them. # 	<p>Some examples of medium risk work:</p> <ul style="list-style-type: none"> • Any person working at heights between 2 and 3 metres (platform to ground level); • 240V electrical work; • Plumbing; • Brazing and soldering; • Pest control (excluding very toxic chemicals); • Gardening/landscaping/lawnmowing; • Working on elevated platforms under five metres (excludes self-propelled MEWP'S); • Any excavations that are not notifiable to WorkSafe (< 1.5m); • Any work in or within 5 metres of public occupied spaces. • Any lone work in areas of poor cell phone coverage. • Any work dealing with potentially volatile members of the public. 	<p>Some examples of high risk work:</p> <ul style="list-style-type: none"> • Roading projects; • Working at heights over 3 metres (platform to ground level); • Where permits to work are required; • Handling hazardous chemicals; • Work involving self-propelled plant or equipment; • Confined space entry; • Electrical (high voltage) • Demolition (>1.5m); • Asbestos removal; • Diving work (breathing compressed air); • Excavations that are notifiable to WorkSafe(> 1.5m); • Tree felling or pruning that requires notification to WorkSafe; • Use of explosives; • Hot work – welding, gas cutting, grinding, etcetera.
<p># NB: Any contractor who intends to sub-contract out any element of their work must:</p> <ul style="list-style-type: none"> • Inform KDC of this intent to sub-contract; • Rate the risk of the sub-contracted work as above; • Give evidence of the sub-contractors health and safety approval to their KDC Contract Manager. 			

11 Maintenance Plan

Maintenance description	Action required	Person/s Responsible	Timeframe

12 Please supply any other relevant information to support your application and business plan

Contact person..... Designation

Address.....

Telephone..... Mobile..... Email

Signature of contact person.....

Name of person completing this application..... Designation

Telephone..... Mobile..... Email

Signature (if different to contact person) Date.....

Notices of Motion from 28 March 2019 Council Meeting

Meeting: Kaipara District Council
Date of meeting: 30 May 2019
Reporting officer: Jason Marris, GM Governance, Strategy and Democracy
Sue Davidson, GM Risk, Information Technology and Finance

Purpose/Ngā whāinga

To decide on the approach for two Notices of Motion (NoM) presented to the 28 March 2019 Council meeting regarding community projects in Kaiwaka and Mangawhai.

Executive summary/Whakarāpopototanga

Two NoM requesting a report back on the feasibility of granting Mangawhai Activity Zone (MAZ) and Kaiwaka Sports Association (KSA) funding from reserves contributions were presented to Council in March 2019, and are available at Attachment A. At its meeting on 02 May 2019, Council allocated \$300,000 from reserves contributions to a contestable pool. The report on the application process is on this council agenda.

As Council has decided on the contestable fund available and will decide on the application process, the recommendation is to advise the two organisations to apply for funding if they qualify, via the contestable fund process.

KSA has a further option to fund their project if it is prioritised by the community and included in the updated Kaiwaka Township Improvement Plan (KTIP). Council has a sizable reserve contribution balance in the Kaiwaka and surrounds catchment and it is envisaged that once the KTIP is updated, Council can decide on further reserve allocation projects for Kaiwaka that have not been included in the Long Term Plan 2018/2028.

Recommendation/Ngā tūtohunga

That Kaipara District Council:

- a) Notes that \$300,000 per annum has been allocated over the next two financial years from reserves contributions to a pool of contestable funds for the community to apply for.
- b) Requests the Chief Executive inform Mangawhai Activity Zone and Kaiwaka Sports Association of the process, once approved, to apply for funding from the pool of contestable funds.
- c) Notes that the Kaiwaka Sports Association request may also be accommodated from reserves contributions from the Kaiwaka and surrounds catchment, in a future report to Council assuming the project is prioritised by the community during the review of the Kaiwaka Township Improvement Plan.

Context/Horopaki

Council received three NoM at its meeting of 28 March 2019 from Councillor Larsen. Two of these are being addressed by this report and are provided at Attachment A.

The first NoM asks the Chief Executive (CE) to prepare a report on the feasibility of granting Mangawhai Activity Zone (MAZ) \$500,000 funds from its reserve contributions. The other NoM

asks the Chief Executive to prepare a report on the feasibility of funding the purchase and installation of Kaiwaka Fitness Trail equipment (estimated at \$60,000) from reserve contributions.

At its 02 May 2019 meeting, Council approved the allocation model for use of available funds from reserves contributions. The decision provides \$300,000 of contestable funds per annum for the next two financial years. A report on this Council agenda provides detail on the contestable process which includes a formal and robust application process. Applications will be assessed and presented to Council to make the funding decisions.

Discussion/Ngā kōrerorero

The NoM ask the Chief Executive to report back on the feasibility of allocating funding from the reserves contributions fund to these projects.

Since the NoM were presented to Council, the 02 May 2019 decision has approved the amount of funds available for contestability from reserves contributions. The intended public contestable process (report on this agenda – 30 May 2019) will provide the framework for applications to be received, assessed and allocated in a fair and transparent way, in line with the Reserves Contributions (use of) Policy (the policy) adopted by Council in May 2018.

Mangawhai Activity Zone

MAZ will need to:

- Assess their ability to apply for the contestable fund against the policy. For example, they will need to be a legally constituted not for profit entity.
- If they qualify, make an application for funding via the contestable process round. If Council approves the contestable funding process on this agenda, funding requests over \$20,000 will need to be supported by a business plan.

The request from MAZ exceeds the total amount available for contestability in a single financial year. MAZ will need to consider how to approach this in their funding application for this and future rounds.

Kaiwaka Sport Association

It is possible that the KSA will have two funding options from reserves contributions. The first option is to apply for the contestable funding round, if they qualify, as described above for MAZ.

When Council approved the contestable fund amount on 02 May 2019, it was highlighted that the Kaiwaka and surrounds catchment was an outlier in that there was a sizable balance of funds available. This balance presents the second possible funding option for the KSA.

Staff are currently reviewing the KTIP with the community, which will incorporate the KSA project. If this project gains a high priority from the community, funding for the project could be allocated from the Kaiwaka and surrounds catchment financial contributions reserves account. Once the KTIP has been finalised and adopted, staff will report to Council requesting funding for projects from these reserves.

Options

Given the allocation to the contestable fund, Council should advise MAZ and KSA to apply through the contestable funding process that has been approved by Council, if they qualify. Additionally, the KSA project could be included in the updated KTIP for funding from allocated reserves contributions in the Kaiwaka and surrounds catchment, if the community gives it priority.

The reserve contributions funds have been allocated to priority parks, long term plan projects, the contestable fund and the balance held in reserve for identified strategic projects through the various community plans.

Financial implications

The contestable fund of \$300,000 per annum for the next two financial years for use of reserves contributions is included within current budgets.

Risks and mitigations

There are minimal risks to Council due to the robust application process which will support expenditure and provide oversight on the funding use and accountability. The recommended application process allows for this.

Significance and engagement/Hirahira me ngā whakapāpā

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

Next steps/E whaiake nei

Staff will liaise with MAZ and the KSA to advise on the application process for the contestable fund.

Once the KTIP is reviewed and updated with the community, staff will report it to Council this term and seek further decisions on funding projects prioritised by the community in the plan.

Attachments/Ngā tapiritanga

	Title
A	Notices of motion presented by Councillor Larsen to the 28 March 2019 Council meeting

Jason Marris, 10 May 2019

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

Reasons for the notice of motion

1. MAZ is rapidly becoming the centre of outdoor activities at Mangawhai.
2. MAZ meets perfectly the criteria of the Reserve Contributions (use of) Policy.
3. Substantial reserve contributions funds have been collected and not yet spent from Mangawhai and surrounds - \$3,870,000 prior to the end of the 2017 – 18 year a further \$696,000 to the end of January 2019 (total \$4,566,000)
4. MAZ has engaged the most skilled New Zealand team to extend the MAZ skate area starting in July 2019 using funding received from NRC.
5. MAZ wishes to retain the contractor to complete the skate arena. This would make it the only Olympic standard skate park in New Zealand.
6. Skateboarding is going to be a full status sport at the 2020 Tokyo Olympics. Having such a unique facility in Kaipara District would be a real drawcard for the local area.
7. MAZ has only ever received \$200,000 from Council and this was in 2010, nearly nine years ago.
8. MAZ has so far raised \$1,500,000 through fundraising and donations (not including the NRC grant), and the committee over the past seven years have committed more than 16,500 hours of voluntary work to the development of the site.
9. MAZ has requested a grant of \$500,000 to contribute to the completion of the skate arena. The cost of completion is \$1,200,000
10. MAZ will raise the remaining \$200,000 required to complete the park through fundraising.

Signed



Councillor Jonathan Larsen

20 March 2019

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

Reasons for the notice of motion

1. Kaiwaka and the surrounding area has experienced a large amount of growth in recent years.
2. Substantial reserve contributions funds have been collected and not yet spent from Kaiwaka and surrounds - \$461,000 prior to the end of the 2017 – 18 year, a further \$67,000 to the end of January 2019 (total \$528,000)
3. The Long Term Plan projects scheduled for the Kaiwaka and Surrounds area only total \$55,000. Thus there is an excess of \$473,000 that has been collected in the Kaiwaka and Surrounds area that has not been committed to projects in the Kaiwaka and Surrounds area.
4. To provide for the outdoor recreational needs of the expanding population, Council has an obligation to spend reserve contributions collected in the local area to upgrade existing reserves.
5. Kaiwaka Sports Association has requested \$60,000 to allow for the completion of the fitness trail. This includes the purchase of high quality exercise equipment, concreting of exercise station locations, intermediary park benches, and equipment freight.

Signed



Councillor Jonathan Larsen

20 March 2019

District Plan - Refining NZ Company Limited Designation Conditions

Meeting: Kaipara District Council
Date of meeting: 30 May 2019
Reporting officer: Paul Waanders: District Planner

Purpose/Ngā whāinga

To obtain Council approval to include the conditions attached to The New Zealand Refining Company Limited's pipeline Designation into the Operative Kaipara District Plan.

Executive summary/Whakarāpopototanga

Traditionally the conditions attached to designations were not included into the District Plan and applicants had to consult the Requiring Authority to determine what the conditions were when operating within the designation area.

As of late conditions are required to be recorded in the District Plan to create certainty and inform landowners of these conditions.

Recommendation/Ngā tūtohunga

That Kaipara District Council:

- a) Approves the amendment of the Operative Kaipara District Plan by including the conditions attached to the Designation of The New Zealand Refining Company Limited D63.

Context/Horopaki

Section 175(2) of the Resource Management Act (RMA) requires inter alia that:

(2) The territorial authority must, as soon as practicable and without using [Schedule 1](#),—

(a) include the designation in its district plan and any proposed district plan as if it were a rule in accordance with the requirement as issued or modified in accordance with this Act;

Although the Designation (D63) was included in the Schedule of Designations in Appendix 21.1 of the District Plan, the conditions attached to the Designation were never included into the District Plan which is now a requirement.

Discussion/Ngā kōrerorero

On 12 June 2008 Commissioners H Bhana and L Simmons recommended that the Kaipara Operative District Plan provide for an existing Petroleum Products Transmission Line that extends from the Rodney District Boundary near Vipond Road Wellsford to the Whangarei District Boundary near Artillery and Massey Roads, subject to certain conditions.

The Requiring Authority, The New Zealand Refining Company Ltd, accepted the provisions and conditions with some smaller amendments of the Designations which became the substantive decision.

The Designation was incorporated into the Operative District Plan and subsequently in the 2013 Kaipara Operative District Plan as:-

Appendix 21.1 - Schedule of Designations			
ID	Map No.	Designation/Purpose	Requiring Authority
D63	16, 17, 21, 24	Petroleum Pipeline	New Zealand Refining Company Limited
			Underlying Zoning Rural

Traditionally conditions attached to a Designation were not recorded in the District Plan as these were the requirements of the Requiring Authority. However as of late the conditions are now required to be included in the District Plan as the single document that forms the basis of land-use controls. Including conditions ensures certainty for developers of what is to be provided for but also it ensures compliance for the Requiring Authority that the Designation will be observed and conditions are complied with.

The agent for The New Zealand Refining Company Limited has now requested that the conditions be included in the Operative District Plan to comply with the provisions of sec 175(2) *“as if it were a rule in accordance with the requirement as issued or modified in accordance with this Act; “*

Options

The conditions attached to the Designation are an integral part of the Designation and incorporating these into the District Plan has become a requirement.

There are two options to consider how these are incorporated:

Option 1. Include the conditions and any amendments through the comprehensive District Plan Review where all the Requiring Authorities will assess the Designation and will decide if these should lapse, should be rolled over and or be amended.

Option 2. Include the conditions when the Designation is approved and is incorporated into the District Plan in terms of section 175(2) without the formal process prescribed in schedule 1 to the RMA.

Option 2 is recommended. This will require the District Plan to be amended to include the approved conditions without following the process prescribed in Schedule 1 of the RMA.

The reason for this recommendation is based on the request by the agent for The New Zealand Refining Company Limited that the conditions be incorporated into the Operative District Plan due to development occurring along the route of the pipeline. In the light of the recent breach of the petroleum line and the risks any future breaches pose to our communities as well as Council's reputation, it would be advisable that developers are made aware of the conditions that apply along the designated pipeline route.

Policy and planning implications

There are specific reasons, outlined above, for undertaking this amendment before the comprehensive review of the District Plan. Although it might be applicable for other designations it is not suggested that all designation conditions be incorporated into the District Plan at this stage. These will be dealt with during the comprehensive review. If, however there are significant reasons for conditions to be incorporated in to the District Plan, these applications will be dealt with as they are submitted.

Financial implications

There are no financial implications for this single application. However, if many applications are submitted it will require staff reallocation to work through the history of these other designations. If these are scheduled as part of the District Plan review programme they will be included in this programme as business as usual.

Risks and mitigations

This application may trigger requirements from other Requiring Authorities who may request that their designation conditions should also be incorporated as soon as possible. These should be considered as they are lodged. The effect of designation conditions on imminent development will determine whether the conditions will receive priority and require a future decision from Council.

Significance and engagement/Hirahira me ngā whakapāpā

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

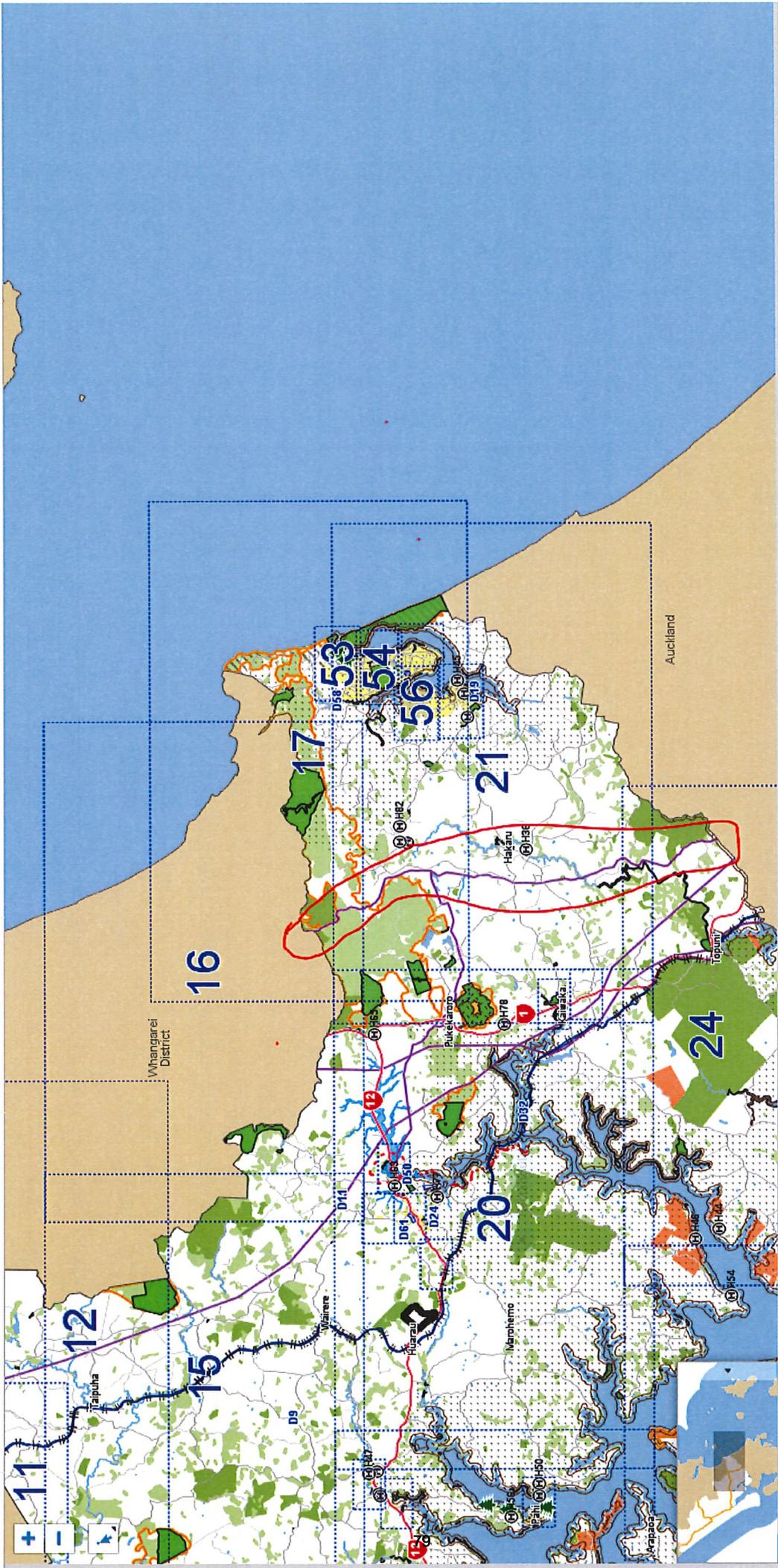
Next steps/E whaiake nei

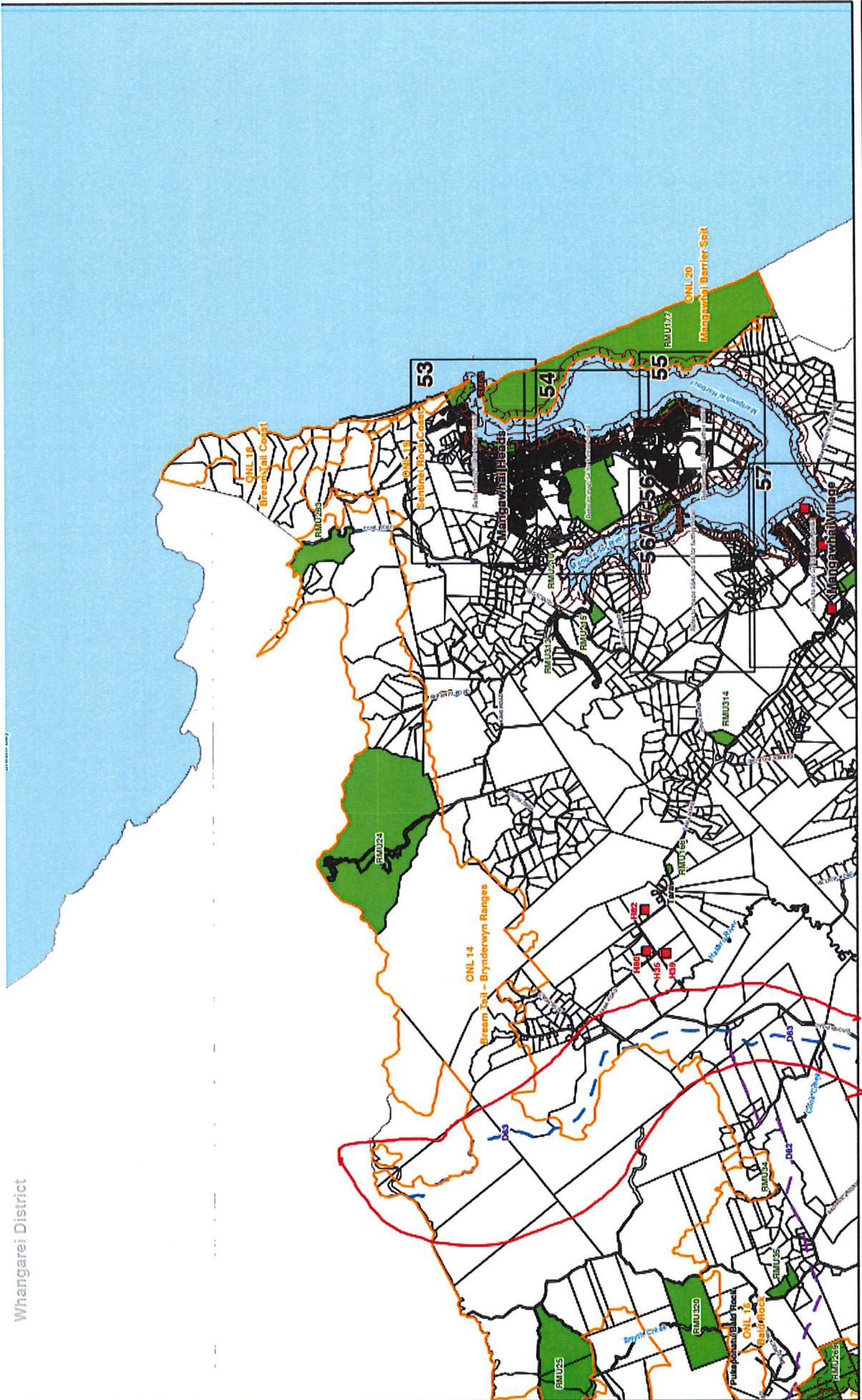
The Operative District Plan will be amended by the inclusion of the Conditions approved by the Requiring Authority, The New Zealand Refining Company Limited.

Attachments/Ngā tapiritanga

	Title
A	Maps depicting the location of Designation D63 Petroleum Pipeline
B	Conditions attached to Designation D63

Paul Waanders, 03 May 2019





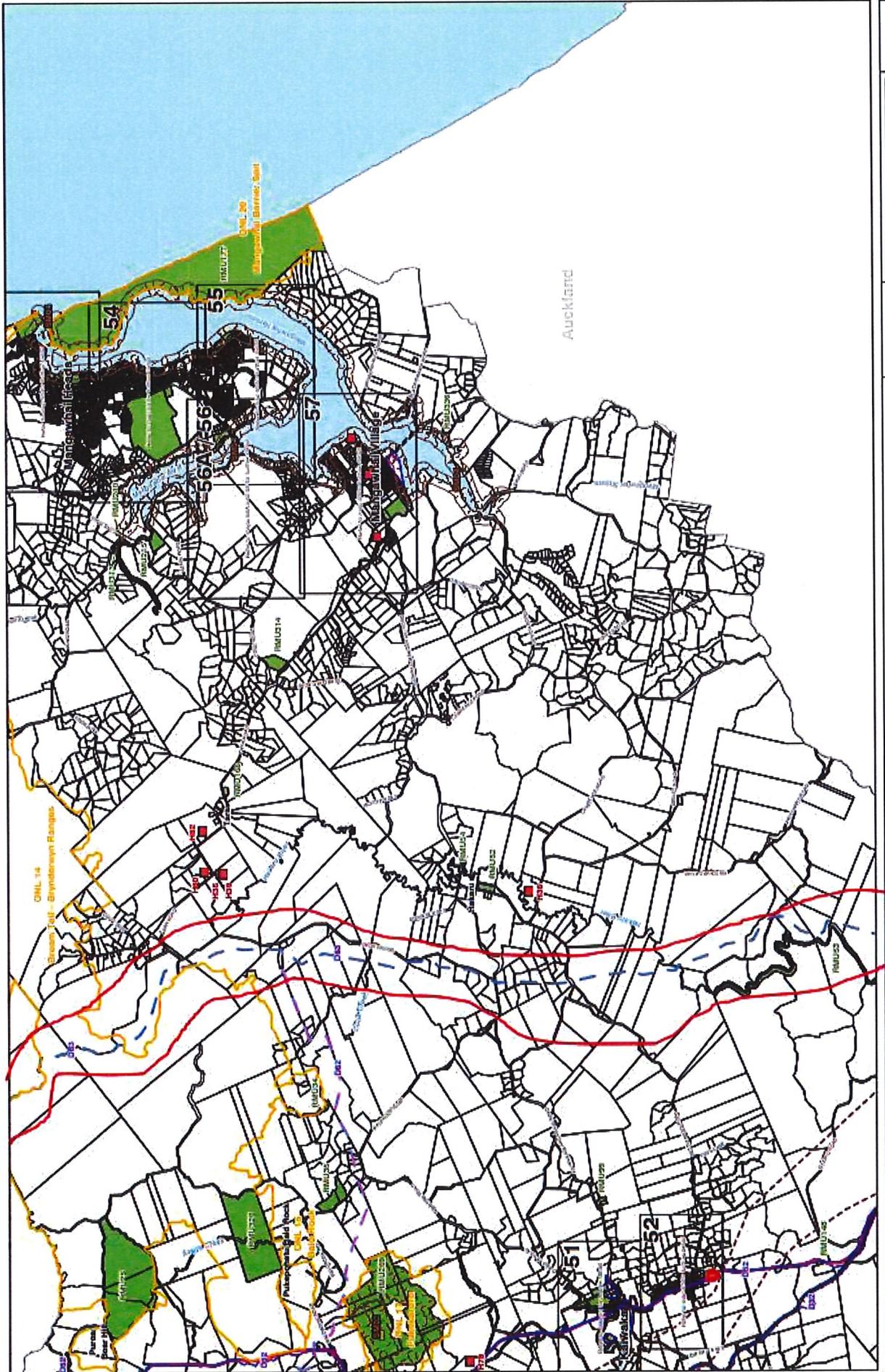
Map 17 of 60

KAIPARA DISTRICT PLAN - OPERATIVE VERSION - NOVEMBER 2013

Map Series Two
Sites, Features and Units

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Map Series Two
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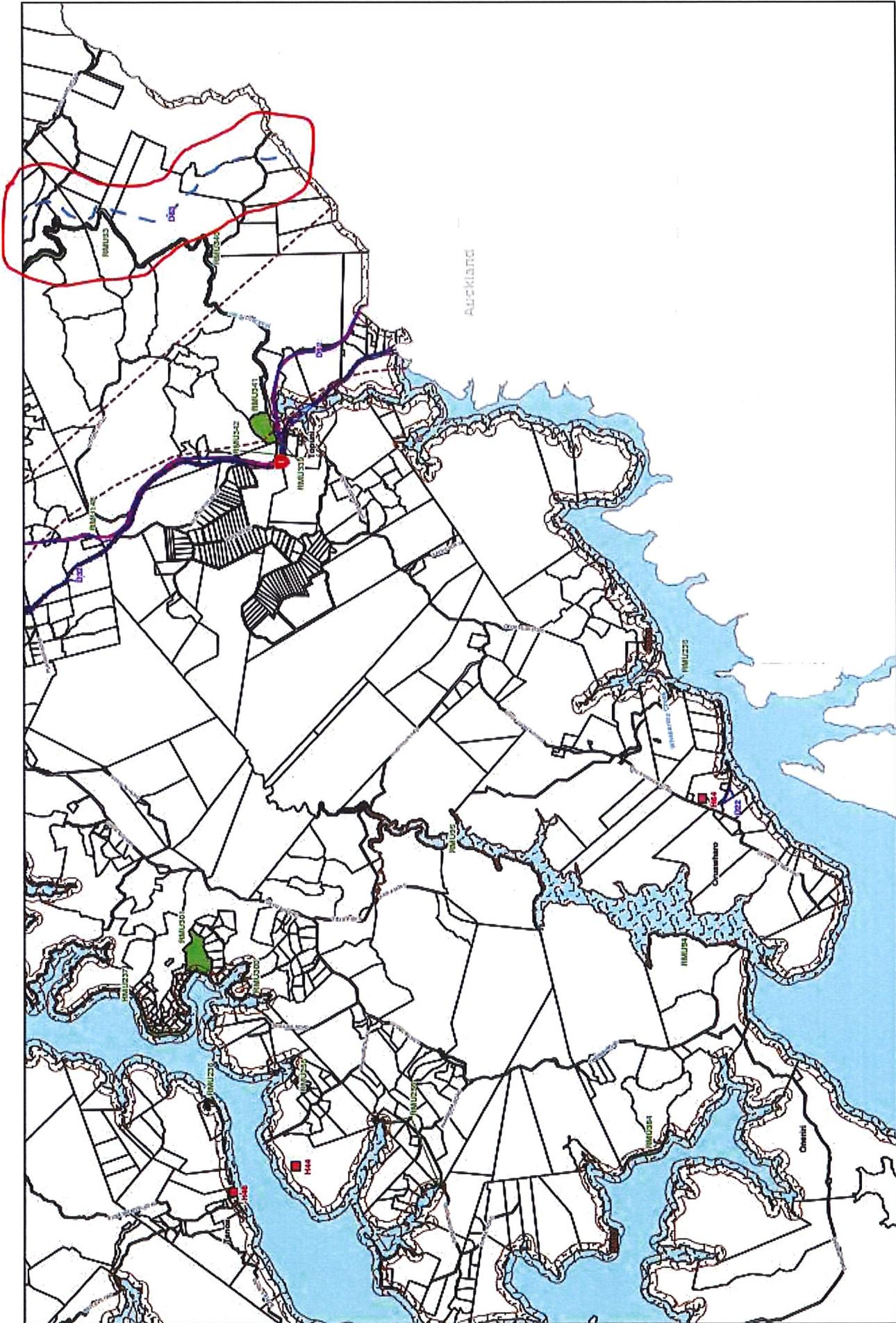


KAIPARA
DISTRICT





Map 21 of 80

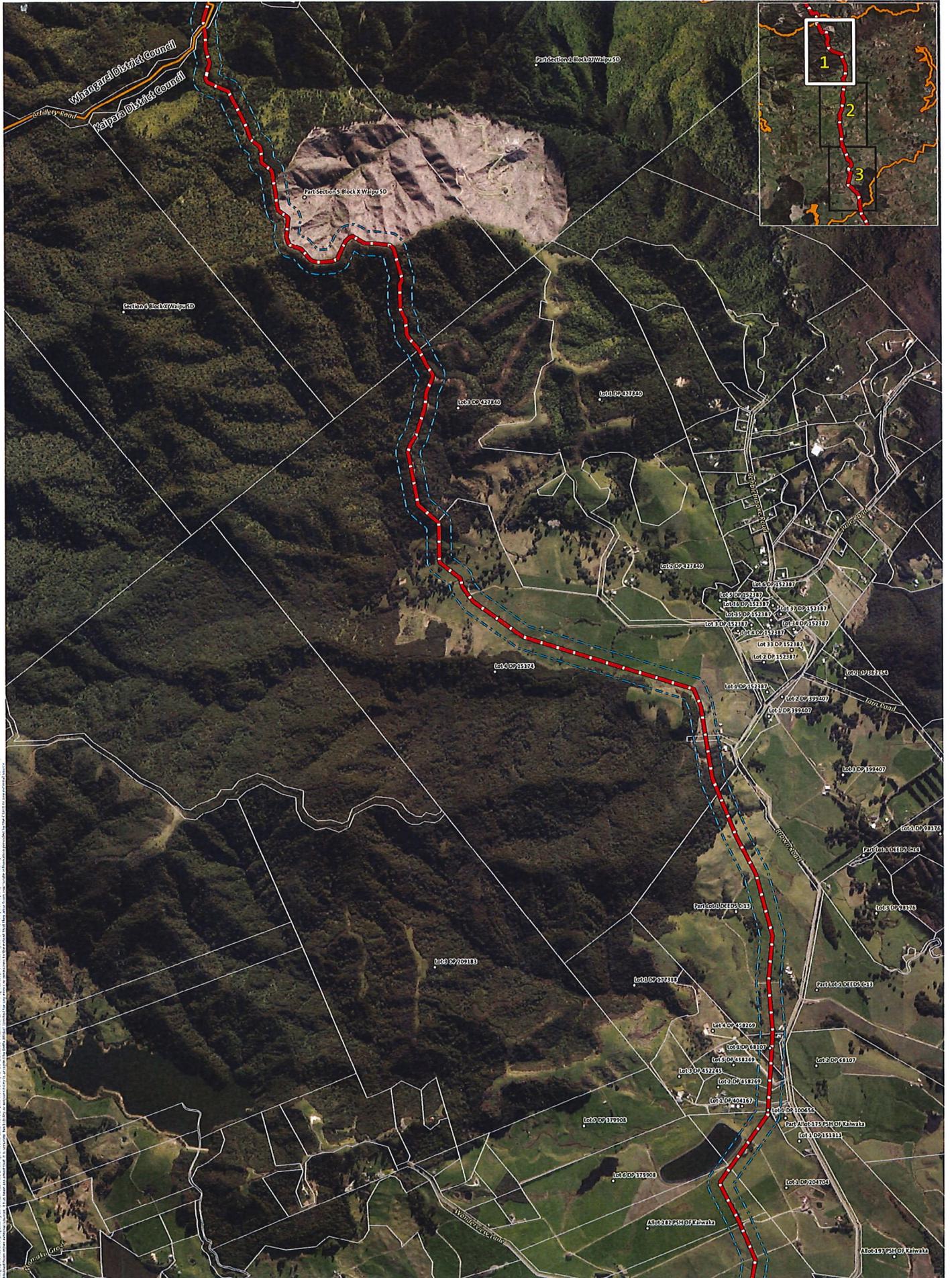


Map 24 of 60

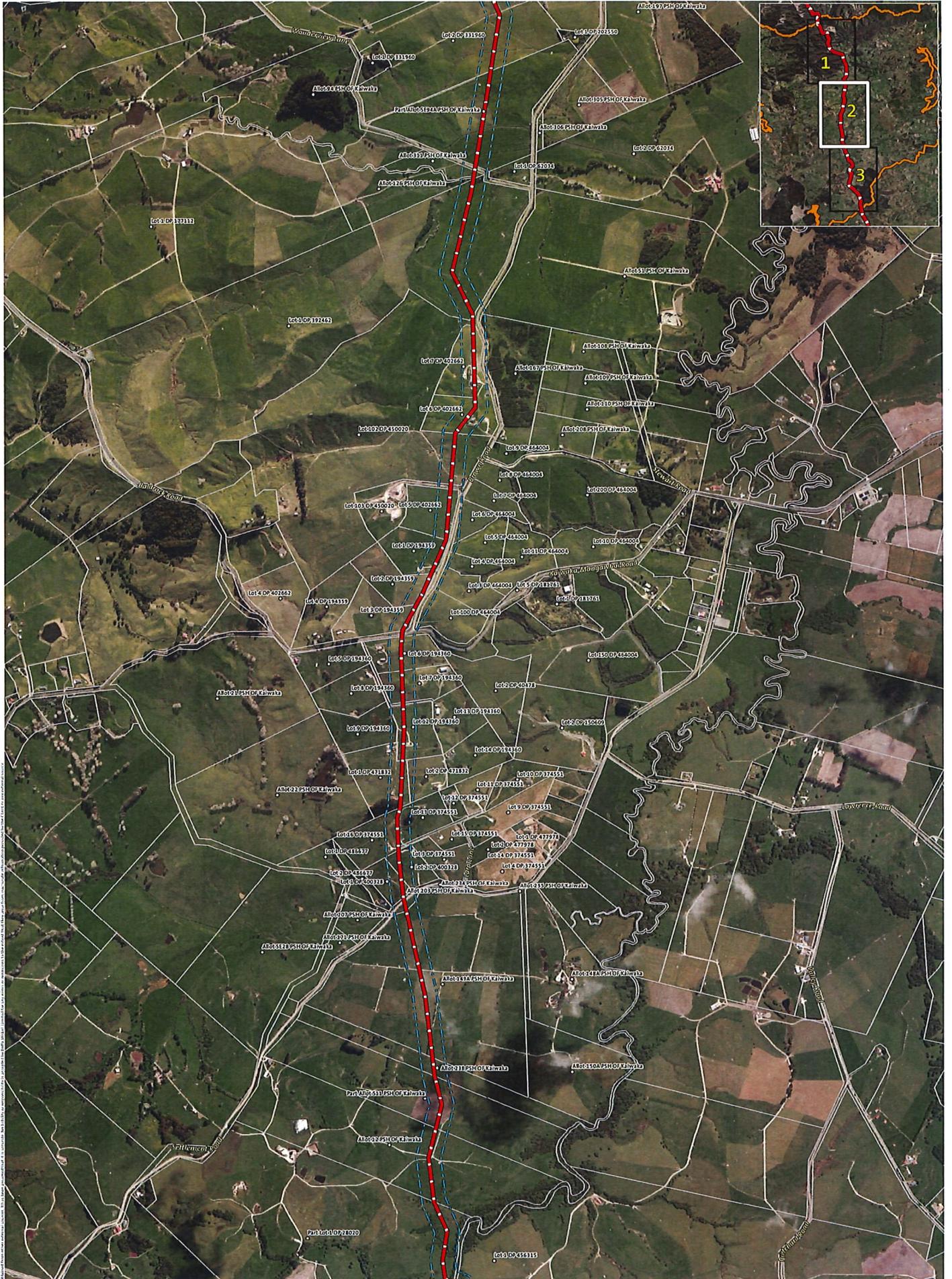
KAIPARA DISTRICT PLAN - OPERATIVE VERSION - NOVEMBER 2013
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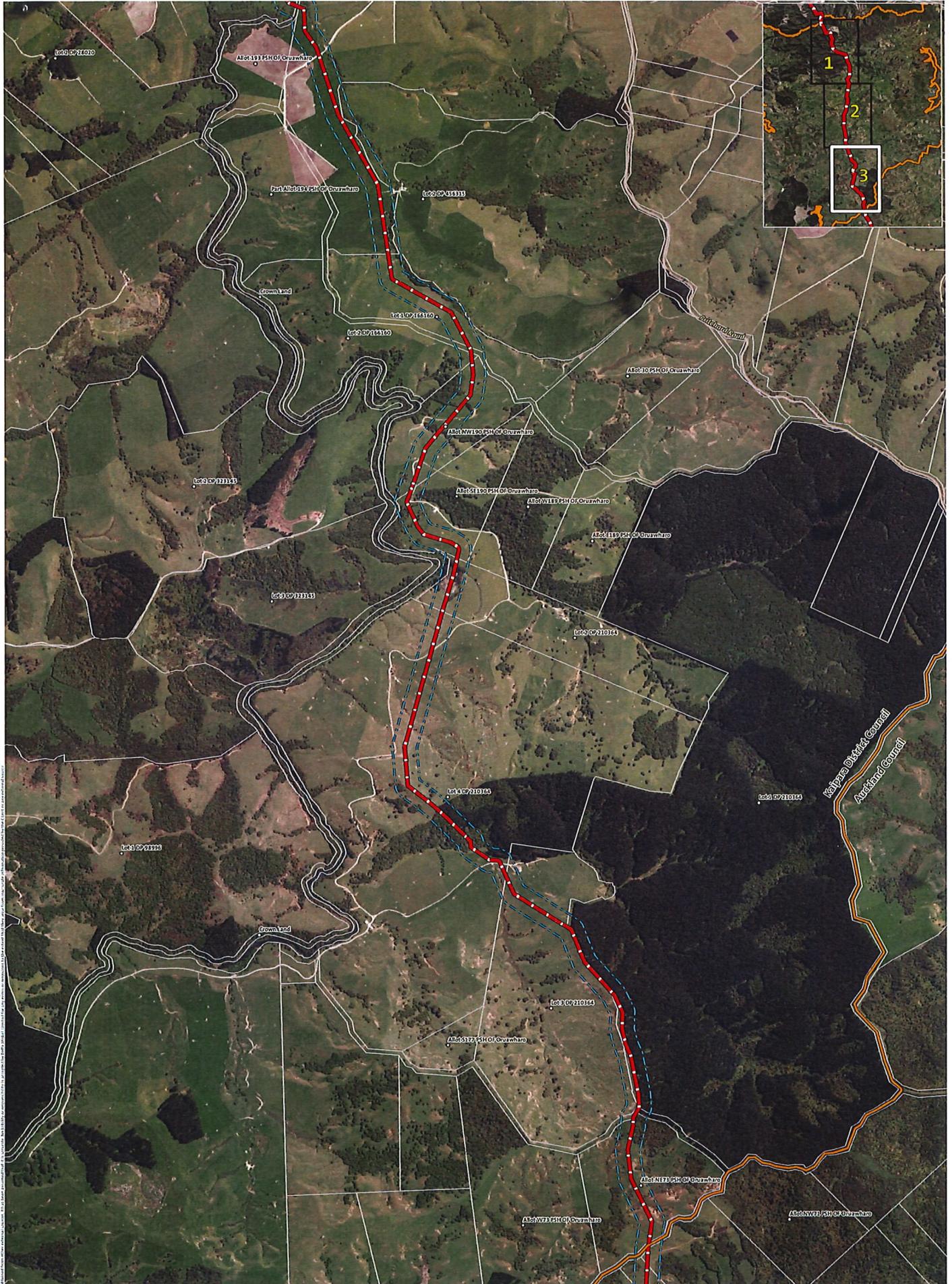




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Appendix

NOTICE OF REQUIREMENT BY THE NEW ZEALAND REFINING COMPANY LIMITED TO KAIPARA DISTRICT COUNCIL

1. PURPOSE OF DESIGNATION

1.1 The designation by The New Zealand Refining Company Limited (NZRC) is for the operation, maintenance and repair, upgrade and renewal of the existing petroleum transmission pipeline and ancillary facilities as required for the transportation of refined fuel products and described as follows:

- (i) The existing 275mm petroleum transmission pipeline
- (ii) the existing isolation valves
- (iii) cathodic protection terminals
- (iv) surface marker posts and warning signage

located between the northern district boundary extending from Artillery Road and the southern district boundary extending from Mangawhai Road at Kaiwaka.

1.2 The designation is subject to the following limitations:

- Renewal shall be limited to works on the petroleum transmission pipeline and will be limited to replacement of sections of the pipeline with sections having equivalent diameter and no more than [50] lineal metres of pipeline will be excavated at any particular time.
- Upgrade will be limited to adding or replacing aboveground components provided the district plan relevant permitted activity standards are complied with.

1.3 The designation affects land legally described in Appendix III "List of Property Owners located along the RAP Route" to the Notice of Requirement as submitted to Kaipara District Council.

2. RESTRICTIONS OF DESIGNATION

2.1 No persons shall:

- Erect any structure, or
- Erect any fence with supports which extend more than 0.4m into the ground from the surface, or
- Plant any tree or shrub, or
- Disturb the soil below a depth of 0.4m from the surface, or
- Do anything on or to the land which would or could damage or endanger the pipeline

within the designated corridor without first obtaining the written consent of NZRC.

For the avoidance of doubt, such written consent shall not be required for ordinary cultivation, digging, excavating, tilling and working soil to a depth of less than 0.4m or where NZRC has provided specific written approval prior to the designation coming into effect. A minimum of 1m cover shall remain above the top of the pipe after any ordinary cultivation, digging or excavation has taken place.

Landowners and/or developers can apply to NZRC for consent to do any work on the land within the designation corridor. NZRC will review each application with the landowner and/or developer and work to achieve the most suitable outcome for all parties. NZRC may give its written consent subject to reasonable conditions including the power to revoke the consent in specified circumstances.

NZRC agrees to not unreasonably withhold its consent.

Works or activities that would or could damage or endanger the pipelines include, for example, the use of heavy compaction or vibration machinery or equipment, pile driving machinery and equipment, trenching, excavation or drilling (including micro drilling and directional drilling).

- 2.2 No person shall undertake road opening, trenching, excavation or drilling (including micro drilling and directional drilling), or lay underground high voltage power lines >450v either in parallel with or intersecting NZRC's petroleum pipeline, without first obtaining NZRC's written approval.
- 2.3 However, subject to restriction 2.4, the restrictions in 2.1 and 2.2 above do not apply, and NZRC's consent is not required under section 176 of the Resource Management Act 1991 to the following activities, provided that a Road Opening Notice has been obtained from the Kaipara District Council:
- any road widening or associated works;
 - any repair, maintenance or upgrade to existing road surface;
 - any repair, maintenance or upgrade to any existing network utility infrastructure

Provided in all cases that:

- soil is not disturbed below a depth of 0.4m from the surface; and
- after works, the finished surface level is not reduced below the pre-existing surface datum.

Where works in the above categories would exceed a depth of 0.4m from the surface and/or after completion of such works the finished surface level is proposed to be reduced below the pre-existing surface datum then application shall be made to NZRC for consent to do the works. NZRC will review each application with the applicant and work to achieve the most suitable outcome for all parties. NZRC may

give its written consent subject to reasonable conditions, and agrees to not unreasonably withhold its consent.

- 2.4 The exception provided by restriction 2.3 will only apply from the date that Kaipara District Council formally adopts and implements either the Code of Practice for Working in the Road, Auckland Region or a National Code of Practice for Working in Roads which may be developed pursuant to the January 2008 Cabinet paper *Management of Utilities' Access to Road, Rail and Motorway Corridors*, provided the Code of Practice adopted and implemented contains provisions that are substantially similar to those contained in the Code of Practice for Working in Roads, Auckland Region, requiring notification to utility providers of works intended by other parties in the vicinity of existing utility infrastructure.

3. CONDITIONS

- 3.1 Subject to these conditions, works shall be undertaken in general accordance with the plans and information submitted by the requiring authority in the documents entitled "*Proposed Designation Relating to the Refinery to Auckland Pipeline*".
- 3.2 The maximum width of the designation shall be as follows:
- For land, not including roads 12 metres
 - For land comprising roads and rail corridor under which the pipeline crosses, or is contained within 6 metres.
- 3.3 All pipeline maintenance, repair, upgrade and renewal activities within road reserves that involve excavation shall be pursuant to the Road Opening Notice requirements of the Council.
- 3.4 All pipeline maintenance, repair, upgrade and renewal activities outside road reserves that involve excavation shall be in accordance with the Guide to Land Access for the Oil and Gas Industry and Landowners (2002).
- 3.5 Where maintenance, repair, upgrade and renewal activities involving excavation are undertaken pursuant to the designation, appropriate sediment and erosion measures shall be employed, in accordance with the Operative Kaipara District Plan.
- 3.6 Scheduled maintenance, repair, upgrade or renewal work and associated activities shall be limited to between the hours of 7am and 7pm, Monday to Saturday (excluding public holidays) except with the prior approval of the Council.
- 3.7 All works or activities related to the designation shall be undertaken in compliance with the New Zealand Electrical Code of Practice for Electrical Safe Distances 2001 (NZECP 34:2001).
- 3.8 The noise from maintenance works, repair, upgrade and renewal activities shall be measured, assessed and controlled in accordance with the procedures and limits set out NZS 6803:1999 Acoustics — Construction Noise.

- 3.9 NZRC shall consult with Transit New Zealand at least 30 working days prior to carrying out any works or activities on, in or under State Highways, except in emergency situations.
- 3.10 NZRC shall consult with the Council at least 15 working days prior to carrying out any works or activities on, in or under Council-controlled roads, except in emergency situations.
- 3.11 The requiring authority shall respond within 15 working days of receiving any request for its written approval under section 176 of the Resource Management Act 1991.

4. ADVICE NOTES

- 4.1 Access to overhead electricity transmission lines, poles or supporting structures shall be maintained at all times in accordance with the Electricity Act 1992.
- 4.2 NZRC has confirmed that it will consult with land owners and occupiers who may be affected by maintenance works, repair, upgrade or renewal activities to reach fair and reasonable arrangements for entry, and to address any matters regarding effects of maintenance, repair, upgrade or renewal activities, including restoring the surface of the land following maintenance, in accordance with its relevant obligations under the pipeline easement.
- 4.3 This designation traverses earlier Transit New Zealand designations that are protected pursuant to sections 176 and 177 of the Resource Management Act 1991, and State Highways which are protected pursuant to sections 51 and 52 of the Transit New Zealand Act 1989. Where that occurs, the Requiring Authority may only carry out its activities with the written consent of Transit New Zealand.
- 4.4 The Requiring Authority is obliged to operate the pipelines and ancillary facilities in accordance with the requirements of AS2885: Pipelines — Gas and Petroleum Liquids, the Health and Safety in Employment (Pipelines) Regulations 1999 and in accordance with the authorisations issued for those facilities in terms of the Petroleum Act 1937.
- 4.5 Emergency works may be performed in line with the Vector advice booklet by excavation to 0.4m depth and thereafter the use of hand tools only. Emergency operations should be notified immediately to Vector Gas Ltd who provide an on-call service outside of normal working hours.
- 4.6 An authority may need to be obtained from the New Zealand Historic Places Trust to destroy, damage or modify an archaeological site in accordance with the Historic Places Act 1993.
- 4.7 The Requiring Authority may need to seek resource consent from the Northland Regional Council in accordance with the provisions of the Northland Regional Council Water and Soil Plan for Northland.
- 4.8 The Kaipara District Council intends to adopt the National Code of Practice for Utilities' Access to the Road and Rail Corridors with the applicable Corridor Access request superseding the Application to trench Across Unsealed or Sealed Road.

-
- 4.9 Where works or activities are proposed on, in or under Council-controlled roads, NZRC and the Council will undertake consultation in accordance with the principles of collaboration and coordination contained in the January 2008 Cabinet paper *Management of Utilities' Access to Road, Rail and Motorway Corridors*.

Proposed Regional Plan Decisions

Meeting: Kaipara District Council
Date of meeting: 30 May 2019
Reporting officer: Paul Waanders, District Planner

Purpose/Ngā whāinga

To inform Council of the Northland Regional Council (NRC) decisions on the submissions on the Proposed Regional Plan (PRP) and obtain a decision regarding appeals.

Executive summary/Whakarāpopototanga

The NRC has notified its decisions on the submissions on the Proposed Regional Plan on 04 May 2019 and made the revised Proposed Regional Plan available.

Submitters such as the Kaipara District Council may lodge appeals to the Environment Court as a primary submitter and as a local authority. This report gives an overview of the decisions and recommends that no appeals be lodged.

Recommendation/Ngā tūhunga

That Kaipara District Council:

- a) Notes the report and decisions of the Northland Regional Council on the Proposed Regional Plan; and
- b) Resolves that no appeal is lodged against the decisions of the Northland Regional Council.
- c) Delegates to the General Manager Regulatory, Planning and Policy the decision to join as a section 274 party to any appeal that may be lodged.

Context/Horopaki

The Proposed Regional Plan which combines the Regional Water and Soil Plan (2004), The Regional Air Quality Plan (2003) as well as the Regional Coastal Plan (2004) for Northland was notified on 06 September 2017.

Kaipara District Council made submissions on various topics (Attachment A and B).

Hearings were conducted and the Hearing Panel's recommendations were published by the NRC <https://www.nrc.govt.nz/media/14124/report-and-recommendations-of-the-hearing-panel-for-the-proposed-regional-plan.pdf>. On 16 April 2019 the NRC under Item 6.2 resolved inter alia:

That council accepts and adopts the recommendations of the Hearing Panel on decisions on provisions and matters raised in submissions to the Proposed Regional Plan for Northland as the Council's decisions.

Submitters and local authorities are entitled to lodge appeals to the Environment Court if they feel aggrieved with the NRC's decision. This report advises KDC that staff have assessed the decisions and have come to the conclusion that no appeal is warranted. However, KDC might have an interest in other appeals that may be lodged especially with regards to water matters and could then join as a section 274 party and participate in the process.

Discussion/Ngā kōrerorero

Council staff across the policy and district planning, roading and infrastructure teams have found no cause to appeal the Proposed Regional Plan, however other submitters might lodge appeals and KDC should be able to join the proceedings as a section 274 Party. It will be important to do this in a timely manner to meet statutory deadlines. Matters of concern were raised with NRC and have been dealt with accordingly, either with changes in the wording of the policies or rules or as part of an education programme to facilitate improved management practices.

Options

Option 1

Disagree with KDC staff recommendations and require staff to conduct another assessment with the view of appealing those matters on which compromises were reached.

Option 2

Accept this report and continue to collaborate with NRC and other councils on regional plan changes and consider to join as a section 274 Party in cases where other parties lodge appeals.

Policy and planning implications

Council will need to consider any draft and proposed changes to the District Plan and other policies to ensure they support the proposed direction and rules in the Proposed Regional Plan.

Financial implications

None at this stage. If Option 1 is chosen however, monies will need to be allocated for legal opinion and expert planning advice and extra staff time spent on preparing documentation for the appeal. A minimum of \$50,000 should be set aside to do this and is somewhat dependent on the issues being appealed.

Risks and mitigations

KDC will have to accept any changes on matters we do not appeal; however, we have already agreed to a compromise on these matters with NRC. KDC Staff will engage in ongoing dialogue with NRC to strengthen collaboration.

Significance and engagement/Hirahira me ngā whakapāpā

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

Next steps/E whaiake nei

1. District Planner is attending a staff meeting with policy and planning staff from Whangarei District Council, Far North Council and Northland Regional Council to understand better policy direction of proposed Regional Plan.
2. Keep Council informed on the legal process and timeframes related to the adoption of the final Plan and any related appeals and decisions.

Attachments/Ngā tapiritanga

Attachment	Title
A	Kaipara District Council Submission 14 November 2017
B	Attachment 1 to the submission Memorandum

PG Waanders, 22 May 2019

File number: 3820.06 **Approved for agenda**
Report to: Council
Meeting date: 14 November 2017
Subject: Northland Regional Council: Regional Plan - Kaipara District Council
Submission 2017
Date of report: 30 October 2017
From: Natalie Robinson, Policy Analyst
Report purpose **Decision** **Information**
Assessment of significance **Significant** **Non-significant**

Summary

This agenda report seeks Council's endorsement of the Kaipara District Council (KDC) submission to the proposed Northland Regional Plan.

The Resource Management Act 1991 ('RMA') provides the statutory framework for planning in New Zealand. This includes specifying a planning hierarchy, as well as requirements for each 'lower order' planning document to reflect 'higher order' planning documents at varying levels of compliance, and the responsibilities of regional councils and territorial authorities.

The RMA requires that all provisions in a regional plan be reviewed every 10 years. Northland Regional Council (NRC) undertook a review of these three Regional Plans in December 2014 and, as a result of that review, NRC decided to prepare a new single Regional Plan.

NRC undertook consultation in 2016 on its 'draft' Regional Plan. The status of 'draft' means the Regional Plan was released for feedback only, and had no legal effect. KDC submitted on this draft Regional Plan, while still in the Commissioner environment, in September 2016.

The 2017 submission (**Attachment 1**) has taken a more narrow approach to the Regional Plan, and has focused on submitting to:

- Support provisions which make providing District Council infrastructure easier, and subsequently opposing provisions which require 'red-ape' for KDC to provide necessary infrastructure; and
- Ensuring the Regional Plan is consistent with our District Plan, and the Regional Policy Statement

The submission has only addressed provisions that staff have identified issues with, either by opposing the provision or seeking clarification. Staff recommend that KDC should speak to our submission at the Hearing stage, and that the most appropriate speaker would be a Councillor, in order to appropriately represent the Kaipara district.

The submission period closes on 15 November 2017. Once the submission is endorsed, it will be submitted to NRC. Staff acknowledge the tight timeframes which have defined this submission and have endeavoured to have preliminary discussions with the Mayor regarding the direction of the submissions. Staff have also undertaken discussions with Whangarei District Council (WDC) and Far North District Council (FNDC) about regional and cross-boundary issues.

Recommendation

That Kaipara District Council:

- 1 *Receives the Policy Analyst's report 'Northland Regional Council: Regional Plan - Kaipara District Council Submission 2017' dated 30 October 2017; and*
- 2 *Endorses the Kaipara District Council submission to Northland Regional Council's Proposed Regional Plan (as per Attachment 1 of the above-mentioned report); and*
- 3 *Nominates a Councillor to speak to this submission at the Hearings.*

Reason for the recommendation

In order to ensure that the Mayor and Councillors have received and approved the Kaipara District Council submission on the 2017 Proposed Northland Regional Plan.

Reason for the report

The RMA outlines a strict hierarchy of planning documents. KDC, as a territorial authority, must have a District Plan. This District Plan must 'give effect to' a number of 'higher order' planning documents including the New Zealand Coastal Policy Statement and the Northland Regional Policy Statement.

A District Plan must *'not be inconsistent with'* a Regional Plan. This is a much lower threshold of compliance with a Regional Plan than a Regional Policy Statement, but confirms that territorial authorities should still consider any proposed Regional Plan.

KDC staff prepared a submission on the draft Regional Plan in September 2016. This submission was relatively informal, but in-depth, and was created without the direction of an elected Council, as it was prior to the local government elections in October 2016. This report is in order to provide this Council with a copy of the KDC submission on the draft Regional Plan, and to seek direction and prioritisation of issues and topics with regards to the preparation of a Council submission on the proposed Regional Plan.

Background

In summary, the NRC is responsible for (s30 RMA):

- Controlling the land for the purpose of:
 - Soil conservation;
 - Maintaining and enhancing water quality, quantity and ecosystems in water bodies and coastal water; and
 - Avoiding or mitigation natural hazards;
- Investigating the land for the purposes of identifying and monitoring contaminated land;
- The coastal marine area (in conjunction with the Minister of Conservation);
- The taking, using, damming and diversion of water in any water body;
- Controlling discharges of contaminants into the environment.

NRC currently has three Regional Plans which cover their responsibilities under s30. These are the:

- Northland Regional Coastal Plan (Operative 01 July 2004);
- Northland Regional Water and Soil Plan (Operative 28 August 2004); and

- Northland Regional Air Quality Plan (Operative March 2003).

KDC staff submitted on the draft Regional Plan in September 2016. The submission was generally supportive of the draft Regional Plan. Council staff took the view that the draft Regional Plan will lower the cost and minimise the process for KDC when performing its functions as an asset-owner (i.e. maintenance in the Coastal Marine Area is now permitted, rather than controlled).

The draft Regional Plan takes a relatively permissive approach with regards to the majority of its activities, with many activities moved to a lesser activity status, with NRC adopting a 'modified status quo' approach to a number of activities, which currently require a resource consent, but will now be permitted. An example of this is maintenance works within a land drainage district.

The draft rules were also prepared in order to 'give effect to' higher order planning documents, including the Northland Regional Policy Statement, and the New Zealand Coastal Policy Statement, which have both been made operative since the Regional Plans were last reviewed. There are also a number of National Planning documents and case law which has impacted on the development of the Regional Plan.

Issues

Kaipara District Council's submission is generally supportive of the approach taken by NRC, particularly with regards to streamlining the Regional Plans, making them easier to use, and avoiding the 'rubber-stamping' of standard resource consent applications.

KDC has submitted in support of the Regional Plan, with exceptions as per the attached submission. These exceptions are generally concerned with draft provisions which may:

- **Restrict Kaipara District Council's ability to undertake maintenance works.** KDC has supported the majority of the maintenance provisions becoming permitted, but has submitted against permitted activity performance standards which would be better considered as a matter of control.
- **Require more stringent activity status which will hinder Kaipara District Council's obligations under the Local Government Act 2002.** This includes submitting that registered water supplies should be provided an additional level of support with regards to water takes, and should be mapped with a stock exclusion zone around them. This has also included submitting supporting 'core local infrastructure' being considered as important as 'regionally insignificant infrastructure', and that required management plans (i.e. for stormwater and wastewater networks) should be given five years to be completed, rather than two, to align with budgeting and Long Term Plan cycles.
- **Areas where the Regional Plan would not be consistent with the Kaipara District Plan.** The proposed plan takes a relatively permissive approach to onsite wastewater systems. KDC is concerned this does not align with the Wastewater Drainage Policy and Bylaw, and has submitted that NRC should regulate the location and maintenance of systems, to ensure that the environment is not adversely affected by faulty systems.

The strongest regional issue which KDC, FNDC and WDC are submitting on is C.7.2.5, which proposes that a discharge to air from the use of public roads by motor vehicles is a permitted activity **provided**

that the local road controlling authority (i.e. respective district councils) have in place a priority sealing programme. All territorial authorities are submitting in opposition to this point. KDC's submission opposes a directive under the Regional Plan to seal or implement dust suppression, given the unaffordability of it, which would act in contradiction to KDC's obligation under the LGA 2002 to deliver services in a manner which is the most cost-effective for its community.

KDC's submission also supports the submission made by the Mangawhai Harbour Restoration Society (MHRS) (C.1.4.1, C.1.4.3 and C.1.4.5). MHRS is seeking a Mangrove Management Area, which will be defined in the Regional Plan and will allow the Society to undertake mangrove clearance to restore the Harbour, and is based on a similar approach taken through local legislation in the Firth of Thames.

A submission point Council may wish to consider is regarding the water takes from Pouto lakes (E.0.3). This rule allows as a permitted activity the taking of water from the lake (other than for stock drinking and domestic needs) provided the water is taken when the water level is above a minimum level. Should a timeframe be added to this rule, to allow farmers a reasonable amount of time to establish an alternate supply as a backup, should their water take from the lake need to stop, because the lake has reached its minimum level?

Factors to consider

Community views

The Regional Plan is required to go through the First Schedule Resource Management Act 1991 process. This process requires public notification, the ability for members of the public to make submissions and be heard on those submissions, and a number of other requirements which ensure community views must be considered by NRC. NRC has a proactive approach to ensuring members of the public are consulted on statutory documents, such as pop-up workshops and broad media releases.

Policy implications

This matter will not trigger KDC's Significance and Engagement Policy. The Regional Plan is an NRC matter and, as discussed above, will be subject to the First Schedule of the RMA Plan Change process, which will allow for consultation and community engagement.

KDC's submission on the Regional Plan will primarily reflect its position as an asset-owner who may be affected by the proposed provisions.

Financial implications

There may be a financial implication on KDC if particular provisions which impose a burden on Council are adopted by NRC, such as management plans.

Assessment of significance

The submission is not considered significant. It is in effect KDC's submission on the Regional Plan as it affects the operational functions of KDC, rather than policy setting or 'trickle down' implications as the result of the planning hierarchy.

The proposed Regional Plan is also subject to public notification and a submission period under the Resource Management Act 1991, which enables Northland residents to submit on the Regional Plan.

Next step

Council officers will proceed to submit the attached submission to NRC. The nominated Councillor will be asked to attend the Hearings and speak to the submission.

Attachments

- 2017 Kaipara District Council Submission on NRC's Proposed Regional Plan (**Attachment 1**)

PROVISION	RELIEF SOUGHT	REASON
DEFINITIONS		
Section B, Definitions	<p>Support in part.</p> <p>Insert a definition for district council or territorial authority infrastructure, being all infrastructure constructed, operated and maintained in accordance with the Local Government Act 2002 i.e. 'core local infrastructure'.</p> <p>Insert definitions for:</p> <ul style="list-style-type: none"> • Hazardous substances • Native woody vegetation • Noise sensitive activities • Channel • Bank full edge • Trade waste. 	<p>KDC is required, under the LGA 2002, to maintain levels of service for all infrastructure for which rates are collected and therefore KDC seeks that this infrastructure is treated in a similar manner to 'regionally significant infrastructure', in order to reduce operating costs for KDC's infrastructure. These definitions will assist in interpretation of the Regional Plan.</p>
C.1 COASTAL ACTIVITIES		
C.1.1.1 Existing structures – Permitted Activity	<p>Support in part.</p>	<p>KDC generally supports this provision but requests that 'wastewater outlet pipes' or similar be added to the list of existing structures.</p>
C.1.1.17 Hard Protection Structures – Discretionary Activity	<p>Support in part.</p> <p>Request assessment criteria or amendment to D.6.2 to require consideration of the effects of the hard protection structure on land not owned by the applicant, or similar relief.</p>	<p>Occasionally hard protection structures may be required to be placed on land not owned by the applicant. Landowner approval would be required in order to implement the consent and should be considered when determining effects to protect neighboring property and public esplanade.</p>

PROVISION	RELIEF SOUGHT	REASON
C.1.1.18 Hard protection structures for reclamations associated with regionally significant infrastructure	<p>Support in Part.</p> <p>Amend to protect hard protection structures that are directly associated with the protection of regionally significant infrastructure.</p> <p>Amend to protect core local infrastructure.</p>	<p>This rule should be written to allow for hard protection structures associated with regionally significant infrastructure, even if they do not have reclamation aspects themselves.</p> <p>In order to enable KDC to meet its obligations under the LGA 2002 relating to provision of infrastructure, this rule should allow for hard protection structures <i>associated</i> with regionally significant infrastructure and ‘core local infrastructure’.</p>
C.1.1.22 Structures within a significant marine area	<p>Support in Part.</p> <p>Seek amendment to provide for core local infrastructure as a discretionary activity, rather than non-complying.</p>	<p>As worded, this Rule currently provides a non-complying activity status for structures within significant marine areas. There is no rule framework which provides for structures specifically in significant marine areas where the structure is for the purpose of regionally significant or core local/district council infrastructure.</p> <p>The RPS recognises the importance of infrastructure, by recognising and promoting the benefits of regionally significant infrastructure, and aligns with the LGA 2002 regarding the importance of providing infrastructure for well-being. A non-complying activity status does not reflect the importance of infrastructure as provided for in the RPS. KDC supports WDC and FNDC in providing for this activity to be assessed as discretionary. This is considered appropriate.</p>
C.1.2.8 New mooring in a Mooring Zone with limited shore-based facilities –	<p>Support in Part.</p> <p>Add to matters of discretion <u>‘the need for the integrated management of any associated land use effects outside the Coastal Marine Area’</u>, or similar relief.</p>	<p>This rule provides for new moorings in the Mangawhai Heads Mooring Zone, as a restricted discretionary activity. The matters of discretion includes consideration of the ‘effects on parking, toilet facilities, refuse disposal, and dinghy storage’. However,</p>

PROVISION	RELIEF SOUGHT	REASON
Restricted Discretionary Activity	Add to matters of discretion ' <u>the effect of the location of the Mooring Zone on established community uses in the area</u> ', or similar relief.	KDC supports the proposal by FNDC, to amend this criteria to capture effects and activities that may be broader. The proposed amendment would require applicants to contact KDC and ensure that the proposed activity will not trigger any need for resource consent under the Kaipara District Plan. The proposed amendment would also allow the effect of the location of a new swing mooring on established uses i.e. swimming spots and pontoons in the Mangawhai Harbour area.
C.1.3 All aquaculture provisions	Support in Part. Require, as a matter of discretion, for all applications to new activities or extensions, ' <u>the need for the integrated management of any associated land use effects outside the Coastal Marine Area</u> ', or similar relief.	Similar to the Mooring Zone provision, KDC seeks to ensure that there is integrated management of adverse effects in both the marine and terrestrial environment. This proposal would require applicants to contact KDC to ensure that their proposed activity does not trigger a resource consent under the Kaipara District Plan.
C.1.4 Mangrove Removal C.1.4.1 Mangrove seedling removal – Permitted Activity C.1.4.1 Minor mangrove removal – Permitted Activity C.1.4.3 Mangrove Removal – Controlled Activity C.1.4.5 Mangrove Removal – Discretionary Activity	KDC supports the submission made by Mangawhai Harbour Restoration Society (MHRS). KDC supports the proposal of MHRS to establish a Mangrove Management Area in Mangawhai.	KDC supports MHRS's submission, on the basis that it will allow for an acceptable level of mangrove vegetation in order to restore, protect and enhance any amenity values or ecosystems in the coastal area. KDC supports the creation of a Mangrove Management Area in Mangawhai and would welcome the opportunity to be involved in the collaborative management of mangroves.

PROVISION	RELIEF SOUGHT	REASON
C.1.5.1 Activities on foreshore areas and use of vehicles on beaches – Permitted Activity	Support in part.	<p>KDC supports a rule to address the environmental effects of vehicles on beaches, which sits under the functions of the regional council, while ensuring that recreational activities are also provided for across the region. KDC also supports the Note to this rule, which references Council bylaws.</p> <p>Similar to WDC and FNDC, KDC seeks clarification on the jurisdiction of this rule. There is a misalignment regarding whether this rule applies to the area below MHWS or whether the rule is intended to exclude vehicle use from the coastal hazard management area and dune environment above MHWS, as the rule is titled 'activities on foreshore areas and use of vehicles on beaches', while the section of the Act cited refers to activities only on the foreshore and seabed.</p> <p>As a permitted activity rule, KDC is concerned about the criteria which states vehicles must ensure 'minimal disturbance of the foreshore and seabed'. It is considered that a rule is require to address the effects of vehicle use which does not comply with this rule, and to exclude vehicle use from areas of significant habitat value.</p>
C.1.5.6 Clearing of storm water pipe outlets – Permitted Activity C.1.5.8 Clearing tidal stream mouths – Permitted activity	Support in part	<p>KDC supports the permitted activity status, which will enable maintenance of coastal infrastructure. As per the suggested amendments for the removal of mangroves, KDC proposes that the requirement for a clearance area to be limited to that required</p>

PROVISION	RELIEF SOUGHT	REASON
		<p>to create a free-draining path from the stormwater outlet to the sea, be amended to include a 5m buffer.</p> <p>KDC also submits that C.1.5.6(3) and C.1.5.8(5) 'there is no disturbance of indigenous or migratory bird nesting sites' is not a practicable measure, and would trigger consent at a level that does not appropriately balance maintenance functions with environmental protection, and should therefore be removed.</p>
C.1.5.10 Maintenance dredging – Controlled Activity	Support in part. Insert 7)i) acid sulphate soils.	Disturbing acid sulphate soils can release acid that damages water quality, aquatic life and infrastructure.
C.1.6.3 Reclamation for regionally significant infrastructure – Discretionary Activity	Support in part. Proposed to include reclamations that are necessary for core local infrastructure.	KDC submits that the proposed provision should include recognition of the necessity for reclamations to provide for core local infrastructure.
C.1.6.5 Reclamation in areas with significant value	Oppose in part.	KDC requests that reclamation in areas of significant value associated with the purpose of regionally significant infrastructure or core local infrastructure be considered as a discretionary activity. KDC objects to a non-complying activity status for activities and functions which are a statutory requirement under the LGA 2002, and which may have an operational or functional need to be in that location in order to meet the communities' requirements for infrastructure.

PROVISION	RELIEF SOUGHT	REASON
C.1.8 Coastal Works – General Conditions	Support in part. Relief identified.	<p>KDC supports the approach taken by other territorial authorities, to add a further clause to require evidence of the approval of the landowner or administering body to be provided, where a structure spans the CMA and land. This will capture structures that have been erected by individuals to provide private access to the coastal marine area and occupy esplanade reserve administered by KDC, who have not authorised these structures. These structures may affect the access of the public to the coastal marine area, and can create a health and safety issue.</p> <p><i>Condition 11:</i> The modification or maintenance of coastal structures, such as repairs, has a high probability of causing erosion, at least at a minor level as a result of construction. It is submitted that this condition be modified, to allow temporary erosion, at a level consistent with Condition 13. It is improbable that 11c will be able to be complied with. Any culvert or bridge will reduce river conveyance if there is debris, and will therefore all require consent, which does not appear to be the intent of the rule.</p>
C.2 ACTIVITIES IN THE BEDS OF LAKES AND RIVERS AND IN WETLANDS		
C.2.1.1 Introduction of planting of plants in rivers and lakes – Permitted Activity	Support in part.	KDC requests removal of 3), as planting is often designed to slow water flow and decrease erosion.
C.2.1.3 Maintenance of the free flow of waters in rivers	Clarification sought.	KDC supports this rule, but seeks clarification. Condition 6) enables the channel to be widened by up to 20% as a permitted

PROVISION	RELIEF SOUGHT	REASON
and mitigating bank erosion – Permitted Activity		activity performance standard, while Condition 7) states that modification must be within the bank full edge. These appear to contradict each other, and may create confusion for plan users. It is also noted that neither ‘channel’ nor ‘bank full edge’ are defined.
C.2.1.4 Existing authorized structures – Permitted Activity	Support in part.	KDC supports this rule, which provides the ability to repair, maintain and reconstruct structures as a permitted activity. KDC supports the submission by FNDC, that provision 3) should be reworded to read ‘ <u>there is no designed permanent increase in dimensions</u> ’, or similar relief, as where an earth structure is reconstructed, there will necessarily be an increase in dimensions to allow for shrinkage and erosion.
C.2.1.5 Maintenance or repair of authorized flood defence – Permitted Activity	Support in part.	KDC supports this rule, which provides the ability to repair and maintain authorised flood defences as a permitted activity. KDC supports the submission by FNDC, that provision 1) should be reworded to read ‘ <u>there is no designed permanent increase in dimensions</u> ’, or similar relief, as where an earth structure is reconstructed, there will necessarily be an increase in dimensions to allow for shrinkage and erosion.
C.2.1.12 Freshwater structures – Controlled Activity	Support in Part. Seek deletion of Clause 2) ‘The length of a culvert does not exceed 25 metres’.	The impact of a proposed length can be addressed as a matter of control, rather than a specific length. As the width of a legal road is 20m, culverts greater than 25m may be required. As a resource consent will be required under this rule as a controlled activity, any effects associated with culvert length can be addressed and considered under the matters over which control is exercised.

PROVISION	RELIEF SOUGHT	REASON
C.2.1.14 New flood defense – Discretionary Activity	Support in part.	KDC submits that this rule be solely for new flood defences, and that <u>'an addition to an existing flood defence'</u> be a restricted discretionary extent, with the one of the matters over which discretion is restricted be the scale of the addition i.e. if the addition is only minor, should be restricted discretionary.
C.2.1.15 Structures in a significant area – Non-complying Activity	Oppose. KDC seeks discretionary activity status for structures associated with core local infrastructure and regionally significant infrastructure.	The RMA requires regional plans to provide for 'strategic integration of infrastructure with land use', and the RPS (Objectives 3.7 and 3.8) provides for regionally significant infrastructure. It is therefore consistent with the RPS, and the RMA, and should therefore not be a non-complying activity. KDC submits that a discretionary status is also appropriate for such activities as the provision of infrastructure by KDC, given their operational need, and the statutory requirements under the LGA 2002 to deliver such infrastructure to the Districts' communities.
C.2.2.1 Wetland management and enhancement – Permitted Activity	Support in part.	The provisions do not allow for infrastructure works within wetlands where infrastructure is already present. KDC suggests amending the provision to allow for infrastructure maintenance as a permitted activity.

PROVISION	RELIEF SOUGHT	REASON
C.2.2.4 Activities in wetlands – Discretionary Activity C.2.2.5 Activities affecting wetlands – Non-complying Activity	<p>Oppose.</p> <p>Amend C.2.2.5 and C.2.2.4 to provide discretionary activity status for core local/district council infrastructure, and regionally significant infrastructure.</p>	<p>The RMA requires regional plans to provide for ‘strategic integration of infrastructure with land use’, and the RPS (Objectives 3.7 and 3.8) provides for regionally significant infrastructure. It is therefore consistent with the RPS, and the RMA, and should therefore not be a non-complying activity.</p> <p>KDC submits that a discretionary status is also appropriate for such activities as the provision of infrastructure by KDC, given their operational need, and the statutory requirements under the LGA 2002 to deliver such infrastructure to the Districts’ communities.</p>
C.3 DAMMING AND DIVERTING WATER		
C.3 All damming and diverting water provisions	<p>Support in part.</p> <p>Add <u>To enable a water take for public water supply</u> to C.3.1, C.3.2 as a permitted activity performance standard.</p>	<p>The RMA requires that regional plans ensure that there is <i>sufficient development capacity, and the strategic integration of infrastructure with land use</i>. Dams contribute to the well-being of the district through flood attenuation, water storage and irrigation. Off-stream dams can be used to attenuate stormwater flows from subdivision and land use.</p>
C.4 LAND DRAINAGE AND FLOOD CONTROL		
C.4.3 Repair and maintenance of a stopbank, floodgate or drain – Permitted Activity	Support in part	<p>KDC supports the permitted activity status for the repair and maintenance of stopbanks, floodgates or drains. KDC submits that where an earth structure is reconstructed, there will be an increase in dimensions to allow for shrinkage and erosion, and</p>

PROVISION	RELIEF SOUGHT	REASON
		therefore suggests 2) should be reworded to provide that is <u>no permanent increase in the length, width or height of the original stopbank, floodgate or drain</u> , or similar.
C.4.8 Land drainage and flood control general conditions	Support	KDC proposes Condition 6 be changed, from 'may be carried' to ' <u>is likely to be carried</u> '.
C.5 TAKING AND USING WATER		
C.5.1.1 Minor Takes – Permitted Activity	Support in part.	<p>KDC is obliged, under the LGA 2002, to provide water services, and therefore submits that the Regional Plan should be consistent with the broad range of statutory requirements relating to water supply.</p> <p>KDC, like other territorial authorities, support a framework which requires or promotes the registration of public water supplies. The Ministry of Health is not able to identify public supplies unless they are registered, and therefore KDC submits that the conditions for permitted activity rules and the consent process could include measures to ensure that the DHB is informed of community supplies. This will allow for the maintenance of a register, which will be used to respond to health incidents.</p> <p>KDC supports the submission of FNDC that at the very least, meters should be a mandatory requirement for water takes in all high/over-allocated water catchments. KDC further supports the submission that new bores should be required to be fitted with a</p>

PROVISION	RELIEF SOUGHT	REASON
		bore backflow device to protect the aquifer from contamination, and that the condition should require ongoing maintenance.
C.5.1.7 Takes existing at the notification date of the plan – Controlled Activity	Support in part.	KDC supports the submission of FNDC that a matter over which control is reserved should be that a meter is installed as a condition of consent, particularly in high or over-allocated catchments.
C.5.1.11 Water take below a minimum flow or water level – Non-Complying Activity C.5.1.12 Water take that will exceed an allocation limit – Prohibited Activity	<p>Oppose.</p> <p>For takes necessary for district council infrastructure i.e. registered drinking water supplies, the activity status should be discretionary, not non-complying.</p> <p>An existing consent should be able to be renewed without requiring an application for a non-complying activity.</p>	<p>The RMA requires regional plans to provide for 'strategic integration of infrastructure with land use', and the RPS (Objectives 3.7 and 3.8) provide for regionally significant infrastructure. It is therefore consistent with the RPS, and the RMA, and should therefore not be a non-complying activity.</p> <p>KDC is required to maintain a level of service to potable water supply networks under the LGA 2002, and KDC is required to protect the health and safety of communities through the adequate provision of safe and wholesome drinking water. Therefore, any application made by a registered drinking water supply i.e. such as KDC, should be a discretionary activity, rather than non-complying consent. KDC also seeks discretionary status of the renewal of existing consents associated with registered drinking water supplies.</p> <p>KDC supports a non-complying activity status for water takes that will exceed an allocation limit that are not associated with registered drinking water supplies.</p>
C.6 DISCHARGES TO LAND AND WATER		

PROVISION	RELIEF SOUGHT	REASON
<p>C.6.1.1 Existing on-site domestic type wastewater discharge – Permitted Activity</p> <p>C.6.1.3 Other on site treated domestic wastewater discharge – Permitted Activity</p>	<p>Support in part.</p>	<p>The permitted activity status and performance standards will not enable NRC to monitor and record where onsite treatment systems have been installed. There is no requirement within the rule to submit information that demonstrates maintenance requirements have been complied with.</p> <p>KDC is concerned that these rules are too permissive, and would prefer to see an approach that mirrors the risk management framework as adopted by KDC in its Wastewater Drainage Bylaw, requiring a ‘warrant of fitness’ scheme to provide proof that systems are being maintained.</p> <p>KDC also opposes the rule as drafted, as it allows for onsite wastewater systems where they are located within a reticulated wastewater catchment (i.e. Mangawhai).</p> <p>KDC would like to see a rule framework which requires new onsite treated domestic wastewater discharges, or replacement discharge permits, that are able to connect to core local infrastructure (i.e. a reticulated wastewater network) to be connected.</p>
<p>C.6.1.4 Replacement discharge permits – Controlled Activity</p>	<p>Support in part.</p>	<p>This enables the replacement of consents for domestic type wastewater. Where this discharge will be received by the KDC stormwater network, KDC would like to ensure that one of the matters over which control is reserved provides sufficient consideration that water quality standards will not be adversely affected.</p>

PROVISION	RELIEF SOUGHT	REASON
		<p>KDC also opposes the rule as drafted, as it allows for onsite wastewater systems where they are located within a reticulated wastewater catchment (i.e. Mangawhai).</p> <p>KDC would like to see a rule framework which requires new onsite treated domestic wastewater discharges, or replacement discharge permits, that are able to connect to core local infrastructure (i.e. a reticulated wastewater network) to be connected.</p>
<p>C.6.2.1 Wastewater discharge from a pump station or pipe network – Controlled Activity</p>	<p>Support in Part.</p> <p>KDC seeks C.6.2.1 be amended, to allow that an application for resource consent be received by the regional council within five years of the rule becoming operative.</p>	<p>KDC opposes the timeframe set by the proposed rule and submits in support of WDC and FNDC, seeking a minimum five year period to meet this requirement. This will allow LTP cycles and funding programmes to be developed to support the work required for Management Plans, and to consider upgrades to the pump stations and pipe networks.</p> <p>KDC requests consideration be given to the operational requirements of pressure sewer pump stations, for instance, small stations which may not be equipped with automatic control and alarm systems (i.e. Condition 3), but due to their nature, this is considered a disproportionate safety measure. The need for such emergency management procedures can be considered as part of the Network Management Plans, and determined on a case-by-case basis, upon agreement between NRC and KDC.</p> <p>KDC also seeks clarification on the definition of 'immediate' under Condition 3(a)(i), and seeks a time-based limit. Condition 4 will</p>

PROVISION	RELIEF SOUGHT	REASON
		<p>effectively require a treatment system at every pump station and overflow point, which is not considered to be a reasonably practicable option. KDC supports WDC's submission that conditions should relate to an appropriate screen size, rather than full prevention of all suspended floating materials.</p> <p>KDC supports the non-notification of this rule.</p>
C.6.2.4 Wastewater discharge – Prohibited Activity	Support in part.	There may be circumstances beyond Council's control, such as a natural disaster, that damage wastewater infrastructure and result in a discharge.
C.6.4.1 Stormwater discharges from a public stormwater network – Permitted Activity	Support in part. KDC seeks C.6.4.1.6) be amended to require management plans within five years, rather than two.	<p>KDC opposes the timeframe set by the proposed rule, and submits in support of WDC and FNDC, seeking a minimum five year period to meet this requirement. This will allow LTP cycles and funding programmes to be developed to support the work required for Management Plans, and to consider upgrades to the stormwater networks.</p> <p>KDC has a number of concerns with the rule as it is currently drafted.</p> <p>Condition 1 requires that the diversion and discharge does not cause erosion at the point of discharge. KDC seeks clarification regarding the definition of 'point of discharge', as a stormwater flow may enter and exit through various discharge points within the network, before reaching its ultimate discharge point.</p> <p>Condition 3 provides that the discharge does not contain any wastes or cooling water from a trade or industrial premises. While</p>

PROVISION	RELIEF SOUGHT	REASON
		<p>KDC officers have begun research into a proposed Trade Waste Bylaw, at present there is no regulatory mechanism in place for KDC to ensure that this condition is met, and therefore this condition is not reasonably practicable.</p>
<p>C.6.4.2 Other stormwater discharges – Permitted Activity</p>	<p>Support in part.</p> <p>KDC seeks the following changes, in line with the submission of FNDC and WDC:</p> <p>4) Where the stormwater diversion or discharge is from an industrial or trade premises that is not a high risk industrial or trade premises:</p> <p>a) The stormwater collection system is designed and operated to prevent any other contaminants stored or used on the site from entering stormwater, unless the stormwater is discharged through a stormwater <u>contaminant</u> interceptor; and</p> <p>b) Any process water or waste stream on the site is bunded, or otherwise contained, within an area of sufficient capacity to provide secondary containment equivalent to 100 percent of the quantity of any process water or waste that has the potential to spill into a stormwater collection system; and</p> <p>c) <u>Stormwater diversion drains, bunds or similar, are used to prevent uncontaminated stormwater from entering the contaminated site</u> (or similar relief).</p>	<p>KDC supports the submission of FNDC and WDC, and requests the insertion of clause c) in order to reduce the volume of stormwater entering contaminated sites. This reduces the potential for stormwater contamination and contaminated runoff.</p>

PROVISION	RELIEF SOUGHT	REASON
C.6.4.3 Stormwater discharges – Controlled Activity	Support in part. Amend as follows: '4) The adequacy of measures to minimise flooding in areas affected <u>caused</u> by the stormwater network'	KDC should not be expected to mitigate the effects of flooding caused by private systems or weather events.
C.6.7.2 Discharges to land from closed landfills – Permitted Activity	Oppose. KDC seeks a change to a controlled activity status.	KDC believes that it would be difficult for any closed landfills to reasonably comply with the conditions, and recommends a controlled activity status be applied to all closed landfills in order for appropriate conditions of consent to be provided for.
C.6.7.6 Waste transfer stations – Controlled Activity	Support in part.	KDC requests a non-notification clause for this provision, which is consistent with the controlled activity status, and the ability for Council to manage adverse effects through appropriate conditions. KDC recommends deleting Condition 1, as appropriate concentration limits can be determined under matters of control, based on proximity to surface water and groundwater.
C.6.9.4 Discharge of sluicing water – Permitted Activity	Support.	This rule provides for sluicing of public or community water supply mains. For the purpose of clarity, KDC seeks that reservoir draining also be excluded from this provision.
C.6.9.5 Discharges to land or water not provided for by other rules – Permitted Activity	Support in part.	KDC requests that discharges of raw water from water treatment plants, and for other infrequent events (i.e. public water main breaks) are provided for as a permitted activity. These events are typically of a short duration, and of raw or semi-treated water. If chlorine is present in the water, is usually rapidly dissipated with

PROVISION	RELIEF SOUGHT	REASON
		exposure to light and air, and therefore does not have a significant adverse effect on the environment.
C.7 DISCHARGES TO AIR		
C.7.2.5 Discharges to air from the use of public roads by motor vehicles - Permitted Activity	Oppose.	<p>KDC acknowledges that dust is adversely affecting some rural communities, but does not consider that the proposed provision in the Regional Plan is the best way to manage the issue.</p> <p>KDC opposes any directive under the Regional Plan to seal or implement dust suppression. This is expensive to the point of being unaffordable, and such a requirement acts in contradiction with KDC's obligation under the LGA 2002 to deliver services in a manner which is the most cost-effective for its community.</p> <p>KDC requires flexibility in its policies for considering the impact and potential solutions of dust effects, and while open to monitoring and reporting in conjunction with NRC, opposes a rule that requires KDC to have a programme in place, or that requires any prioritisation of mitigating dust effects.</p>
C.8 LAND USE AND DISTURBANCE ACTIVITIES		
C.8.1.1 Access of livestock to the bed of a water body or permanently flowing water course – Permitted Activity	Support in part.	<p>The Resource Management (National Environmental Standards for Sources of Human Drinking Water) Regulations 2007 provide limitations on permitted activity rules for activities upstream of abstraction points.</p> <p>KDC has concerns about stock accessing waterways above water takes, and requests a rule framework for all registered water takes</p>

PROVISION	RELIEF SOUGHT	REASON
		which protects public water supplies, in support of the submission made by WDC.
C.8.1.2 Access of livestock to rivers, lakes and wetlands – Restricted Discretionary Activity	Support in part.	<p>KDC has concerns over stock accessing waterways above water intakes, and requests the matters of discretion include the effect on public drinking water supplies.</p> <p>Concerns are raised that this rule, which precludes resource consent applications from limited or public notification, will exclude KDC and the DHB from being considered as affected parties, and therefore restricts KDC's ability to protect public drinking water supplies.</p>
C.8.2 All cultivation provisions	Support in part.	<p>KDC supports the submission by WDC that activities on private property should not create externalities to be borne by ratepayers. Therefore, KDC supports more stringent standards for cultivation occurring within a reasonable distance of a potable water take, and the removal of the notification provisions, to allow KDC a chance to be involved in the consenting decision.</p>
C.8.3.1 Earthworks – Permitted Activity C.8.3.2 Earthworks – Controlled Activity C.8.3.3 Earthworks – Discretionary Activity	<p>Support in part.</p> <p>Insert a matter of control that considers effects of indicative Acid Sulphate Soil Risk Areas.</p>	<p>KDC supports the requirement for erosion and sediment control, to protect KDC roads and stormwater networks.</p> <p>Acid sulphate soils can reduce water quality and damage infrastructure.</p>

PROVISION	RELIEF SOUGHT	REASON
C.8.6.2 Rebuilding of materially damaged or destroyed buildings – Non-Complying Activity	Support.	KDC supports the non-complying activity status for materially damaged buildings. The redevelopment of buildings which do not reduce the risk of damage from coastal hazards/flooding events should not be encouraged in hazard zones and are contrary to the RPS. Non-complying status allows a consideration against Policy D.6.3 and the option to refuse the consent.

D POLICIES

PROVISION	RELIEF SOUGHT	REASON
D.1 TANGATA WHENUA		
D.1.1 – D.1.15	Clarification sought.	KDC raises concerns that the policies under D.1 are effectively information requirements to support a resource consent application and not policies. Concerns are raised around the wording of D.1.4 which provides a directive that a resource consent 'may only be granted' if there are 'no more than minor' effects 'on the values'. Further clarity around the application of this policy is required and the threshold for declining a resource consent.
D.1.1 When an analysis of effects on tangata whenua and their taonga is required	Support in part.	Ensure effects on tangata whenua and their taonga are included as matters of control or discretion for relevant activities in the Plan.
D.2 GENERAL		
D.2.3 Application of policies in the Regional Policy Statement for Northland to non-complying activities	Support in part.	This policy seeks to restrict the consideration and application of particular policies, while KDC submits that the full suite of RPS policies should be considered when processing non-complying activities.
D.2.8 Precautionary approach to managing effects on significant indigenous biodiversity	Support in part. Amend policy to require consideration of Significant Natural Areas (SNAs).	The Kaipara district supports a precautionary approach and welcomes the opportunity to work with NRC, Councils and the community to achieve region-wide co-ordination of biodiversity management.

PROVISION	RELIEF SOUGHT	REASON
D.4 LAND AND WATER		
D.4.1 Water quality standards for rivers	Clarification sought.	<p>These standards will be replaced by national standards under the NPS Freshwater Management. It would be better to refer to standards or the NPS.</p> <p>The provisions imply discharge from a point source and do not mention mixing zone or where testing should take place. There is no reference to the source of the standards, associated methods or justification of using the source.</p>
D.4.2 Water quality standards for lakes		<p>These standards will be replaced by national standards under the NPS Freshwater Management. It would be better to refer to standards or the NPS.</p>
D.4.3 Coastal water quality standards		<p>The provisions imply discharge from a point source and do not take into account diffuse discharge. There is no mention of mixing zone or where testing should take place. There is no reference to the source of the standards or the justification of using this source.</p>
D.4.4 Coastal sediment quality standards		<p>KDC raises concerns that this policy may not be achievable given the highly permissive earthworks limits.</p>
D.4.5 Maintaining overall water quality		<p>These policies are unclear, and should be redrafted to provide certainty.</p>
D.4.6 Offsetting residual non-toxic contaminants		<p>These policies are unclear, and should be redrafted to provide certainty.</p>
D.4.7 Wastewater discharges to water		<p>These policies are unclear, and should be redrafted to provide certainty, especially regarding 'best practicable option'.</p>
D.4.8 Zone of reasonable mixing		<p>The zone of reasonable mixing is referred to in permitted activity rules, however the policy does not provide enough clarity for this purpose. The policy should not seek</p>

PROVISION	RELIEF SOUGHT	REASON
		to define a mixing zone that will be reasonable in all cases, it will be a question of fact and degree for each particular case.
D.4.12 Application of biosolids to land	Support in part.	Seek clarification that sludge from a wastewater treatment plant is a biosolid and can be applied to land.
D.4.13 Achieving freshwater quantity related outcomes	Support in part.	The LGA requires that KDC continue to provide potable water where we reticulate. Water storage may be required to simultaneously meet freshwater outcomes and provide potable water.
D.4.14 Minimum Flows for Rivers	Support in part.	<p>The LGA requires that KDC continues to provide potable water. Water storage may be required to simultaneously meet freshwater outcomes and provide potable water. Some water takes may already have resource consent conditions that do not comply with the standards stated in this policy.</p> <p>This policy is supported on the provision that Policy D.4.19 is taken into consideration in tandem. D.4.19 provides for exceptions to minimum flows or levels where the water is to be taken for the health of people as part of a registered drinking water supply.</p>
D.4.15 Minimum levels for lakes and wetlands	Support in part.	The LGA requires that KDC continue to provide potable water. Water storage may be required to simultaneously meet freshwater outcomes, and provide potable water.
D.4.16 Allocation limits for rivers	Support in part.	Under D.4.16(1)(b), KDC seeks the addition of reference to rule C.5.1.6 to provide for replacement water permits for registered drinking water supplies.
D.4.19 Exceptions to minimum flows or levels	Support.	KDC supports this policy, as it recognises water takes to provide for the health of people as part of a registered drinking water supply.

PROVISION	RELIEF SOUGHT	REASON
D.4.23 Conditions on water permits		KDC supports the requirement for all water takes to be metered, particularly in high or over-allocated catchments. KDC supports the requirement for the installation (and ongoing maintenance) of backflow prevention systems to prevent contamination of drinking water supplies.
D.4.25 D.4.26	Support in part. Amend D.4.26 to require that new land drainage avoids, remedies or mitigates the effects of dewatering acid sulphate soils.	Acid sulphate soils can release acids that damage water quality, biodiversity and infrastructure.
D.4.31 Managing the effects of land-disturbing activities	Support in part. <u>Insert clause 'd. Aquatic receiving environments that are sensitive to acidity and heavy metals released by acid sulphate soils'</u>	KDC believes that the effects acid sulphate soil may have on sensitive receiving environments is an environmental concern which should be addressed through the Regional Plan.
D.5 COASTAL		
D.5.22, D.5.23, D.5.24 Mangrove Removal – Purpose, outcome and adverse effects	Support.	KDC supports the guidance provided in the policies for when mangrove removal is appropriate and for adverse effects to be considered through the resource consent process.
D.6 NATURAL HAZARDS		
D.6.1 Appropriateness of hard protection structures	Support.	KDC supports the reference to core local infrastructure in this policy, and requests that the term 'core local infrastructure' be included in the definitions section of the Regional Plan.

PROVISION	RELIEF SOUGHT	REASON
E. CATCHMENTS		
<p>E.0.3 Water takes from a lake in the Pouto catchment</p> <p>E.0.4 New plantation forestry in the Pouto Forestry Restriction area – restricted discretionary activity</p> <p>E.0.5 New plantation forestry within 20 metres of outstanding Pouto Lakes – restricted discretionary activity</p>	Support.	<p>These rules have been developed in order to give effect to the Pouto Catchment Management Plan. KDC recognises the collaborative effort between affected landowners and key stakeholders which has delivered the CMP, and supports rules which give effect to the objectives of the CMP.</p> <p>KDC supports ongoing collaboration between the regional council, KDC, tangata whenua and affected landowners and key stakeholders.</p>
F OBJECTIVE		
Objective	Support in part.	The Objective repeats the intent and purpose of the RMA. KDC recommends the proposed objective is amended and if necessary, additional objectives are added, to provide a clearer outcome of what the plan is hoping to achieve, and to provide for trade-offs where appropriate.
APPENDIX H1 WASTEWATER MANAGEMENT PLANS		
H.1 Wastewater Network Management Plans	Support in part.	Some of the requested information to support the preparation of Wastewater Management Plans is not readily available. Consequently, NRC should assess and approve Wastewater Management Plans on a case-by-case basis.

PROVISION	RELIEF SOUGHT	REASON
		As identified earlier in this submission, KDC has requested extended timeframes for management plans to be provided (a minimum of five years). This information required under the plan will require significant resourcing and this will need to be funded through the long term plan process.
APPENDIX H2 STORMWATER MANAGEMENT PLANS		
H.2 Stormwater Network Management Plans	Support in part.	Some of the requested information is not readily available. Consequently, NRC should assess and approve Stormwater Management Plans on a case-by-case basis. As identified earlier in this submission, KDC has requested extended timeframes for management plans to be provided (a minimum of five years). The information required under the plans will require significant resourcing and this will need to be funded through the Long Term Plan process.
MAPS		
Mooring Zone Maps – Mangawhai Harbour	Support in part.	KDC submits that the Mooring Zone at Mangawhai Harbour should be mapped to allow room for recreational activities (i.e. swimming) close to the coastal edge, similar to the mapping for the Pahi Mooring Zone.
New map layer requested for Acid Sulphate Soils	Add Maps (supported by rules).	KDC considers that the relationship between acid soil disturbance i.e. through earthworks, and the risk of environmental harm should be explored further, and that this matter sits appropriately under the functions of the Regional Plan, giving the document controls land disturbance, dredging and dewatering activities. OPUS has mapped the risk of acid sulphate soils across the Northland region. KDC supports the submission of WDC and requests that the soils are mapped and appropriate rules are included in the Regional Plan. There is further detail regarding the risk of acid sulphate soils, and the proposed rules, located below.

PROVISION	RELIEF SOUGHT	REASON
New map layer requested for Registered Drinking Water Supply Intakes (and associated buffer zones)	Add Maps (supported by rules).	In order to protect drinking water supplies, KDC supports the submission of WDC and seeks the mapping of abstraction points for registered public water supplies, supported by a rule framework which allows for a buffer zone around the intakes to regulate catchment management and discharges within the specified proximity to these intakes. This should be developed through collaboration with territorial authorities and the District Health Board.

ACID SULPHATE SOILS
<p>Over recent years, particularly in the Whangarei context, there has been mounting evidence that acid sulphate soils are present in Northland. These soils contain a naturally elevated level of sulphides within anaerobic conditions. When disturbed and exposed to oxygen i.e. through dredging or excavation, these sulphides can release acidity.</p> <p>If left undisturbed, and without exposure to oxygen, these sulphides remain in the soil without causing any major issues. If the sulphides are disturbed, such as through earthworks which aerates the soil, the sulphides can react with oxygen. When the sulphides react with oxygen, this can release sulphuric acid, which can allow acidic runoff. This runoff can have effects on the natural and built environment. These adverse effects include potential negative effects on aquatic ecosystems (fish and plant life), adverse effects on crop growth and yield where irrigation water has high concentrations of metal, adverse effects on drinking water through pH change, concentrations of dissolved metals or loads of suspended solids, loss of recreational amenity from acidic waters (including odours and discolouration of water). Iron from acid sulphate soils is known to stimulate harmful algal blooms.</p> <p><i>Natural Environment</i></p> <p>When groundwater becomes acidic, metals which naturally exist in the soil can become more soluble. This can cause them to leach out of the soil and be discharged into the environment. When dissolved in acidic solution the metals are often colourless and cannot be seen, but when acidic runoff is neutralised i.e. mixes with downstream water, the metals fall out of solution and become visible. A prominent example of this is seen with iron, where iron oxide 'rust' stains on surfaces are commonly associated with acidic runoff which has since neutralised.</p>

Management of acidic soils fits well within existing RPS Objectives:

- Objective 3.2 (Region Wide Water Quality) seeks an overall improvement in the quality of Northland's fresh and coastal water, and the management of acid sulphate soils aligns with this objective, which will prevent the release of acidic runoff and dissolved metals into groundwater and surface water bodies.
- 8.12 Indigenous Ecosystems and Biodiversity
- 8.13 Enabling economic well-being

Relief Sought:

That the Regional Plan addresses the effects of acid sulphate soils through amendments to rules, as addressed earlier in KDC's submission. KDC also seeks the inclusion of an additional Policy:

'Policy D.4.35 – When considering an application for resource consent in mapped acid sulphate soil risk areas, consider the proposed methods for avoiding, remedying or mitigating effects on infrastructure, water quality and biodiversity'.

Temporary Road Closure Approval – Spirit of Matariki 2019

Meeting: Kaipara District Council
Date of meeting: 30 May 2019
Reporting officer: Wendy Campbell, Corridor Access Coordinator

Purpose/Ngā whāinga

To seek approval from the council for the application of a temporary road closure for the purpose of the Spirit of Matariki 2019 - community event.

Executive summary/Whakarāpopototanga

Approve the application for a temporary road closure to allow the Spirit of Matariki 2019 – community event to take place in a safe manner. The proposed closure is to be held on Saturday 06 July 2019 from 3pm to 10pm around the band rotunda and Central Hotel on Victoria Street in Dargaville and includes the intersection of Edward Street.

Recommendation/Ngā tūhunga

That Kaipara District Council:

- a) Approves the application for the temporary road closure of Victoria Street, Dargaville within the vicinity of the band rotunda and Central Hotel, and includes the intersection of Edward Street, Dargaville as shown on the proposed Traffic Management Diagram (Attachment A to this report) on Saturday 06 July 2019 from 3pm to 10pm. A condition of approval being the event organiser to do a letter drop to all businesses/residents located within the road closure.

Context/Horopaki

In terms of the Transport (Vehicular Traffic Road Closure) Regulation 1965, Council is required to advertise any road closures at least 42 days in advance of an event. The decision to close the road is to be approved by Council under the Local Government Act 1974, s319.

The Spirit of Matariki 2019 will be held on Saturday 06 July 2019 and will be the fourth event held in Dargaville. The event will be held around the band rotunda to celebrate with schools, organisations and businesses. It is a non-profit free event for the community which will attract people into the main street with added financial and social benefits to local businesses and communities.

Discussion/Ngā kōrerorero

The proposed traffic management diagram (Attachment A) necessitates the temporary closure of Victoria Street, Dargaville and includes the intersection of Edward Street. The event will be held around the band rotunda and the Central Hotel. The event requires the road to be closed for seven hours on Saturday 06 July 2019 between the hours of 3pm to 10pm.

This is likely to cause some nuisance to the local businesses located within the closure. The proposed temporary road closure was publicly advertised in the Dargaville Lifestyler on Tuesday 16 April 2019 and closed for objections at 4pm on Monday 29 April 2019. No objections were received during the notification period. The closures will have minimal impact on traffic and pedestrians.

It is a very popular community event bringing visitors to the area and adding a financial, cultural and social benefit for local businesses and the community. This event has previously been held on Onslow Street and is the first year that it will be held around the band rotunda and Central Hotel which is a great opportunity to create and promote tourism in the Kaipara district and attract visitors into the main street.

Options

Option A: Approve the application for the temporary road closure.

By choosing Option A, the council can allow for a safer event for the community, event participants and road users.

Option B: Decline application for the temporary road closure.

The event may not take place if the council declines the application. Declining this application would be a step in the opposite direction for creating opportunity to promote tourism in the Kaipara district and be seen as a potential loss in financial, cultural and social opportunity for the local businesses and community.

The recommended option is Option A.

Policy and implications

Local Government Act 1974, s319 – General powers of council in respect of roads. Section 319 (1)(h) includes “to stop or close any road or part thereof in the manner and upon the conditions set out in section 342 and Schedule 10”.

Financial implications

The applicant will bear all costs of temporarily closing the road.

Risks and mitigations

There are no major risks associated with the decisions or matters outlined in this report.

Significance and engagement/Hirahira me ngā whakapāpā

The public were informed of the application.

Next steps/E whaiake nei

Advise the applicant of the council’s decision. If approved, give public notice and advise stakeholders of the decision to close part of the road under Clause 11A of Schedule 10 of the Local Government Act 1974. Applicant to undertake letter drop to all residence/businesses located within the closure.

Attachments/Ngā tapiritanga

Number	Title
A	Traffic Management Diagram

Wendy Campbell, 30 April 2019



6 Information

6.1 Quarterly Strategic and Performance Measures Report for Third Quarter Ending 31 March 2019

Administration Manager 2002.02.19/May

Recommended

That Kaipara District Council notes the Quarterly Strategic and Performance Measures Report for Third Quarter Ending 31 March 2019.



Quarterly Strategic and Performance Measures Report

Third Quarter Ending 31 March 2019



Quarterly Strategic and Performance Measures – for the third quarter ending 31 March 2019

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1 Introduction - Linda

This report includes Council's performance on its activities as adopted in Council's Long Term Plan 2018/2028 (LTP) and its actions from the Strategic Plan.

The performance measures are based on measuring performance, planned improvements and changes as per year one of the LTP. It also includes highlights and risks associated with each of the activities. Some of the measures are based on levels of service while others are based on statutory obligations and are applicable until the 2021 LTP is adopted.

Within the performance section there are 60 measures, 7 of these have no results available yet. Of the 53 measures remaining, 42 (79%) were achieved. Green is either achieved or on target to be achieved by the end of the financial year. Amber is looking like it may not be achieved. Red is not achieved or highly unlikely to be achieved. There are 6 (11.5%) measures recording amber and 5 (9.5%) recording red. Some measures will only be available at the end of the financial year. As such, they will be reported in the 2018/19 Annual Report. The arrows are used when quarterly figures have moved upwards or downwards. Arrows will not show beside every measure as results are either annual or only one quarter of results have been received to date.

The LTP 2018/2028 bases the measures on an annual target. The Performance Report measures progress quarterly. January to March represents the third quarter and year to date is the average of both the first and second quarters.

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

Resource consenting	1	Sewerage	1	Building	1	Roads and Footpaths	1
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Customer satisfaction results are obtained through Key Research's Customer Perceptions Survey, which is undertaken on four occasions throughout the year. Two further surveys were received this quarter totalling three for this year. The average of the two surveys this quarter was used to obtain the current performance, while the average over the three sets of results is the year to date.

The Strategic Plan measures objectives and projects identified at a high level in Council's Strategic Action Plan.

A coloured circle in the annual target column and the status column indicates progress. The key to the traffic lights is as follows;

Key ● Favourable, or achieved ● Unfavourable – within 10% of budget, or may not be achieved ● Unfavourable – over 10% of budget, or not achieved



2 Report by Activity

Community Activities

What has changed? *Planned Improvements and/or change for year 1 from the 2018 LTP*

Community Assistance – The Community team continues to work with community groups to build their capabilities so that they can deliver community led projects.

A Community Conversation was held in Kaiwaka with approximately 50 people in attendance. The team continues to work on the Kaiwaka Township Improvement Plan.

The Dargaville Placemaking projects at the Band Rotunda have been completed. The feedback from the community has been very positive. This has created a hub for the town centre.

The Creative Communities Fund gave \$9,092.16 in total in grants to Arty Farties, Dargaville Arts Association, Mangawhai Artists, North Kaipara Maori Wardens, Ripia Marae and the Kauri Museum.

Libraries – Investigations are ongoing into providing a modern library environment and addressing Health and Safety issues.

Reserves and Open Space – Continuing to deliver the projects identified for Taharoa Domain, Pou Tu Te Rangi Harding Park and Mangawhai Community Park.

Working with NZ Transport Agency (NZTA) to complete the Matakoho Shared Use Path as part of the new bridges project for Matakoho.



Highlights

Community Assistance - The Kauri Coast Community Pool was successfully handed over to Sport Northland. All formal documents have been signed.

Reserves and Open Space – Resilio have been engaged as a 3rd party contractor, delivering on the feasibility study of the Coastal Connections project proposed in the Mangawhai Community Plan. Resilio has started working on proposals.

Library – Paparoa Library will reopen in May after a year's closure for building redevelopment. Maungaturoto Library offered Paparoa members an alternative service during the closure.

Risks and Issues

Community Assistance – Currently working on the Community Assistance Policy to ensure Licences to Occupy are managed in a consistent manner moving forward.

Reserves and Open Space – Council has received feedback from concerned residents in the immediate area of Stage 1 Pearl Street to Sellars Carpark (North Avenue) regarding the all tide coastal walkway in Mangawhai that they do not support the proposed works.

Library – Health and Safety at Dargaville Public Library is being addressed in the Civic Property Strategy.



Community Activities

Parks and Reserves Hamish	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
 	Percentage of residents who are very/fairly satisfied with their local parks and sport fields	92%	85% 	92%	Achieved. January = 91% March = 93%
	Percentage of residents who are very/fairly satisfied with the district's public toilets	83.5%	>70% 	82.33%	Achieved. January = 83% March = 84%
	Parks maintenance contract: a safe working environment is provided for those delivering the service, number of health and safety audits per month	Contractor:12 Council: 2	Contractor:4 Council:1 	Contractor: 37 Council:9	The target of 4 for the contractor and 1 for the Council is a per month basis. While not achieved this quarter, yet to date is achieved.
	Compliance with parks maintenance contract specifications – monthly audits	88.3%	90% 	95%	Current performance is a composite average derived from 13 audits undertaken from October to December 2018.



Community Housing	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
<i>Measured by:</i> Council annual budget	Zero net cost to ratepayers for our pensioner housing services.	Achieved	Zero cost ●	Achieved	Tracking as per budget
<i>Measured by:</i> Quarterly reporting from management agencies	Community housing annual occupancy rate	99.8%	90% ●	99.65%	Achieved - only one unit vacant during this period
Libraries	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	Percentage of library users who are very satisfied or satisfied with the district's library services	92%	85% ●	91%	Achieved. January and March were 92%.



Planning and Regulatory Management

What has changed? *Planned Improvements and/or change for year 1 from the 2018 LTP*

Building Control – Properties continue to be added to the wastewater register and there has been a mixed response in terms of compliance. We are working to better streamline the process. Legal advice is being sought around infringement law, as this will form a part of the process to ensure owners provide to Council evidence of compliance with the bylaw. Better public awareness strategy is also being discussed.

The Earthquake Prone Buildings Policy will be completed to reflect the particular strategy Council agrees best for the building owners in Kaipara. A careful balance is required between the responsibilities of Council and building owners. Strategy policy will be drafted after presentation work has been made and feedback taken into account.

Resource Consents Management – Investigations relating to options for online resource consent processing are underway, including product scoping and costing. The online resource consents project is likely to be preceded by the migration to a digital E-Plan, and therefore the expectation of Year 1 completion is looking unlikely. Management continue to work closely with the ICT area to advance this project.

Regulatory Services – The quality assurance, regulatory and environmental health teams are planning and preparing for their JAZ-ANZ audit accreditation. The quality management system and environmental quality assurance manual are in the best shape possible for JAS-ANZ when they arrive in May 2019.



Highlights –

Building Control– IANZ Audit general noncompliance were all cleared with commendation by IANZ. Competency training of two inspectors in processing has gone well. This will allow a reduction on the reliance of contract processors. It also allows Council to adopt a new inspection schedule that will increase inspection days in both the West and Central areas from 2 and 3 days respectively to 4.

Regular building updates information has been added to Council's website from January with good feedback. The BCA no longer prints hard copy building consents and only accepts electronic building consent applications. Customers had been advised the last few months of the pending date this would happen and already 80% of our customers lodge their consent applications online, receive electronic consents and print these out themselves.

Resource Consents Management – The addition of a Principal Planner to the team has added much needed technical expertise. Following Elected Members' approval in December 2018 for additional resources to address increased workloads, Planning & Policy staff are being consulted on a realigned structure which will provide much needed technical expertise and resourcing.

Regulatory Services – The Environmental Health team has been successful in employing the temporary service of a consultant food verifier to bring the number of food safety verification numbers down.

Risks and Issues

Building Control – There is an ongoing issue in the district where sheds that were consented are being converted into dwellings after Code Compliance Certificate has been issued.

Resource Consents Management – Resource consent applications continue to be steady with continuing increase in complexity. A heavy reliance on consultant planners continues due to a nationwide shortage, and this continues to have an adverse impact on statutory timeframes. Council is currently working on a further recruitment drive to identify possible resources and investigating options for an improved remuneration package.

Regulatory Services – The risk of failing the audit accreditation has serious repercussions as Council is required to demonstrate competency in fulfilling the necessary functions of a registration authority by September 2019.



Planning and Regulatory Management					
Building Control	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	Percentage of building control customers who rate request for service responses as very satisfied or satisfied	85.5%	75% 	87%	Achieved. January = 85% March = 86%
	Percentage of Building Consents processed within 20 working days	85%	100% 	94%	Not achieved – There was a sharp increase in applications during March. Of 184 consents issued 12 were overdue and with the exception of 2, were issued on day 21 or 22. Training has meant slower timeframes however long term this should reduce the use of contractors.
<i>Measured by: Core application Overdue Service Request Report</i>	Percentage of illegal activity/unauthorised work complaints investigation initiated within 3 working days.	88%	90% 	89%	Not Achieved – 50 service requests received during this period with 44 processed within 3 days. Extended leave and juggling

Planning and Regulatory Management					
Building Control	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
					processing and inspection duties contributed to this.
Regulatory Services	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	Percentage of food premises inspected or audited at least once per year under the Food Hygiene Regulations or Food Act	81%	100% 	79%	There does remain a backlog of verifications. As of this quarter there were 51 verifications to complete. Due to the employment of external contractors it is anticipated that all premises will be audited by September 2019.
	Percentage of alcohol premises inspected at least once per year	75%	100% 	75%	On target with 56 out of 74 inspected.



Resource Consent Management	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	Percentage of non-notified resource consents processed within 20 working days	59%	100% 	68.9%	61 non-notified decisions issued this quarter, 36 were processed within statutory timeframes. Consent complexity and resourcing continue to cause delays in processing.
	Percentage of all new granted resource consents are audited each year to ensure they comply with relevant conditions	30%	15% 	21%	The monitoring undertaken during the period of 1 January – 31 March is reported for the actual consents granted in the period 1 December – 28 February. Due to the way monitoring is conducted there is always a one-month lag time. There were 46 consents in total for the period 1 January – 28 February. 14 of the 46 consents required monitoring.



Resource Consent Management	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
					Of the 14, all 14 of these were completed.
	Percentage of s224(c) certificates for new land titles processed within 10 working days	100%	97% 	100%	32 s224(c) certificates were issued this quarter, all within 10 working days, and an average processing time of 1 working day.
	Percentage of resource consent complaints regarding unconsented works and non-compliance with the District Plan and resource consent investigated initiated within 5 working days	100%	90% 	100%	Achieved. Target – 23 complaints investigated within 5 working days.
	Percentage of Land Information Memoranda (LIM) processed within 10 working days	100%	100% 	100%	143 LIM's were processed this quarter, with an average of 6 working days.



Flood Protection and Control Works

What has changed? *Planned Improvements and/or change for year 1 from the 2018 LTP*

- Information is being gathered and being transferred to AssetFinda as part of the development of a central database and Geographic Information System mapping for condition assessment information to generate a renewal programme.
- Floodgate assessments are ongoing within the Raupo and Dargaville areas.
- Surveying of stopbanks to assess the existing stopbank levels and conditions to help prepare for climate change and sea level rise is progressing with 11.5km (out of 70km) having been completed.
- Ongoing assessments of the existing drainage districts is ongoing, with Te Hapai Drainage District reinstated this year.
- The Raupo stopbank improvement programme has been completed.

Highlights

- Te Hapai floodgate completed.
- Horehore floodgate completed.

Risks and Issues

Proposed reinstatement of the Murphy/Bowers stopbank is completely stalled awaiting the outcome of legal action.

Flood Protection and Control Works				
What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
The number of flood events not contained by the drainage schemes up to a 1:5 year flood.	0	0 ●	0	No flood events this period
Service requests for additional cleaning of drains i.e. missed by the monitoring and maintenance programmes.	1	<5 service request per year ●	1	Achieved
Biannual inspection of our drainage network to ensure that it can contain a 1 in 5 year flood.	1	2 inspections per year	1	The next planned inspection is set for April 2019.
Targeted maintenance of the stopbank system in the Raupo Drainage District to prevent tidal flows from inundating private property during high tide and/or when the river is in flood.	1	Minimum yearly inspections and targeted maintenance completed ●	1	Inspections are ongoing



District Leadership, Finance and Internal Services

What has changed? *Planned Improvements and/or change for year 1 from the 2018 LTP*

Policy and District Planning – Council has decided to conduct a comprehensive review of the District Plan. This means notification of plan changes for the District Plan will occur when the District Plan is adopted for consultation by Council as a proposed District Plan in 2021. Research is still being conducted to provide the intelligence needed for the Efficiency and Effectiveness and Monitoring Strategy Review. The Engineering Standards are being reviewed and an investigation into how these best align with the District Plan. It is envisaged this review will be completed by 2020.

Highlights

Policy and District Planning - Background work for growth planning in Dargaville is underway, with a geotechnical hazard assessment report completed and initial consultation with community started. Options for online resource consent processing have been explored internally with the IT and planning teams and initial discussions held with external providers. A review of the Gambling Policy and TAB policy has been completed with the adoption by Council of the amended policies. Plan Change 4 - Fire rule was resolved through mediation and the plan change is now operational. The Alcohol Control bylaw has been adopted by Council. The needs assessment for growth planning is due to start in mid-May 2019 as a part of the spatial planning project. The spatial planning will be completed in October 2019. The hearing on the Policy on Dogs and Dog Management Bylaw is due end of May, with the deliberation in June. Council will be making its final decision on this by 30 June 2019. Investigation and drafting of a Trade Waste Bylaw, freedom camping strategy are in progress. Investigation into a stormwater and food grading bylaw has started.

Risks and Issues

Policy and District Planning – The District Plan review is progressing well. The milestones in the LTP do not reflect that a comprehensive review was adopted which alters the notification periods for all plan changes.



Governance and Democracy	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	Long Term Plan, Annual Plan and Annual Reports will be adopted within timeframes set in the Local Government Act 2002.	Compliant	Compliant ●	Compliant	The Annual Report was adopted on 27 September 2018.
	Percentage of residents that are very/fairly satisfied with how rates are spent on services and facilities provided by Council.	59%	40% ●	60.66%	Achieved. January and March = 59%.

Civil Defence Management	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	Conduct Civil Defence training exercises.	None	1 per year	None	Exercise scheduled for 11 April 2019.



Solid Waste

What has changed? *Planned Improvements and/or change for year 1 from the 2018 LTP*

Implement preferred option for leachate disposal at Hakaru Closed Landfill – Pattle Delamore Partners Limited has provided Council with an alternative design. This will be trialled over the winter months to ensure that the proposed design will provide the treatment required to meet consent standards. NRC has granted a consent.

Investigate delivery of a district-wide rate-funded recycling collection in consultation with the community – Formative consultation has been completed via the “Peoples Panel” with a total of 523 respondents. This information will form a basis for more formal consultation to be completed later in the year.

Determine community interest in additional/rural drop-off locations for recycling – This will be carried out alongside the above consultation process.

Highlights

Both the Dargaville and Bickerstaffe Road closed landfills have been capped and are in their final stages of the project.

Risks and Issues

One of the pit walls at the Dargaville transfer station is collapsing and is no longer usable due to health and safety risks. Prices and designs are being sought for its repair.

Illegal dumping continues to be a problem and Council is managing this by clearing up dumping within 24hrs of reports being received. Officers are searching rubbish to find evidence of offenders.

Solid Waste				
What we measure	Current Performance	LTP Year 1 Annual Target	Year to date	Comment
Percentage of residents who are very satisfied or satisfied with waste management. 	66%	75% 	66.33%	Not achieved. January = 68%, March = 64%. Recycling and cost appear to be the biggest issue.
Total amount of recycling (diverted from landfill) as a percentage of total waste collected (The year to date waste diverted for the 2017/18 year was 21.01%) 	19.34%	1% more than previous year 	18.15%	416 tonnes from 2,151 tonnes of waste was diverted from landfill. Due to ongoing recycling issues the target of 22.01% may not be reached for this year.
Closed landfill activities meet legislative compliance. No resource consent abatement notices, infringement notices, enforcement orders or convictions.	0	0 	0	Achieved.



The Provision of Roads and Footpaths

What has changed?

The NTA is still developing a region wide professional services contract and the Bridge Management Strategy will be included in this.

Still waiting for the professional services agreement within the NTA to align all risk management within the roading business unit across the alliance partners. This would see elements of all four alliance partners corporate risk management strategies incorporated into a strategy that manages the region.

Highlights

Two bridges in Tangowahine Valley are on target to have repairs completed by mid-May so they can accommodate high productivity motor vehicles i.e. milk tankers and logging trucks.

Tara Road box culvert replacements and the three major slips on Paparoa-Oakley Road are on schedule for completion in May.

The Tara Road speed review has been implemented, moving the 50km/h limit into Mangawhai Village out past Tara Road for pedestrian and motorist safety.

The rehabs and reseals programmes are both completed.

Risks and Issues

Insley Street Bridge repair works tender was not awarded due to the poor standard and lack of submissions. The risk is that the works will push out to significantly later in the year with the contract going back to the market at the beginning of May.



The Provision of Roads and Footpaths					
Road Safety	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
<i>Measured by:</i> coronial inquiry findings.	There are no fatalities and serious injury crashes on the local network that are directly contributable to road condition.	0	0 	0	Previous fatality not from road conditions. Coroner has requested a copy of fatality report for current fatality.
<i>Measured by:</i> NZ Transport Agency (NZTA) Crash Analysis System (CAS) statistic versus the 2017/2018 number of 10. 	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network.	5	<10 	12	Not achieved 1 Fatality this period – 2 YTD. 4 Serious injury crashes this period.
Condition of the sealed local network	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
<i>Measured by:</i> NZTA Performance Measure Reporting Tool.	The average quality of ride, measured by smooth travel exposure within the following range.	N/A	<90	N/A	Annual data collected. Information will not be available until June 2019.
<i>Measured by:</i> NZTA Performance Management Reporting Tool (PMRT) and/or NZTA Annual Achievement Report 	The percentage of the sealed local road network that is resurfaced.	1%	>6.7% 	1%	Resealing started at the end of November. The programme is on track with 10% of the physical works delivered to date. 10% of the physical works equates to 1% of the overall network.

Maintenance of the sealed local network	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	<i>Measured by</i> the actual spent to budget percentage for the surfacing renewal budget	68%	>95% - <103% 	82%	This programme is on track for the season, with all pre-reseal repairs completed.
Maintenance of the unsealed local network	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
<i>Measured</i> using the NZTA One Road Network Classification (measurement data sourced from RAMM contractor)	The length of the unsealed local network that is graded for: Secondary collector road Access Road Access (low volume) road	23.60 km 20.50 km 0.80 km	140km min 1,200km min 750km min 	107.43km 719.04km 489.70km	Only minimal grading was undertaken this quarter. It is expected wetter conditions over the winter months will mean the target is met.
Execution of capital works programme	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
<i>Measured by:</i> Monthly and annual capital works programme reporting % spent to budget.	Maximum uptake, within the three-year planning programme, of the approved NZTA budget for Kaipara district, provided Council can also fund the local share.	30%	>95%	63%	This is year one of the three-year funding window, meaning although there is less delivery on the ground a number of large projects are progressing through design and contracts are being readied or tendered. NZTA approved budgets work on a three-year window allowing budgets to roll between year one



					and two. A delayed start to the years sealed rehabilitation programme due to the late award of the Maintenance and Renewals contract has meant that several big projects are currently underway.
Condition of footpaths within the local road network	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	Percentage of residents who are very/fairly satisfied with footpaths.	60%	73% 	84%	Achieved.
Response to service requests	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
<i>Measured by: core application reporting tool</i> 	The percentage of customer service requests relating to roads and footpaths to which the Council responds within the specified timeframe of two working days.	93%	90% 	90%	700 Received this quarter 653 Responded to in time 1,897 YTD received 1,696 YTD Responded to in time.



Sewerage and the Treatment and Disposal of Sewage

What has changed? *Planned improvements and/or change for year 1 from the 2018 LTP*

- Condition assessments of the wastewater manholes is progressing with a lot of data being gathered which will assist in generating a renewal programme.
- This year's irrigation extension works at the Brown Road Farm in Mangawhai is near completion.
- The upgrade of the pump station at the village in Mangawhai has commenced.
- Option reports have been received for the Mangawhai WWTP upgrade and are being reviewed prior to progressing the project.

Highlights

Most capital works projects are now in the construction phase.

Risks and Issues

Spray drift from future stages of irrigation at the Brown Road farm in Mangawhai are causing issues to close neighbouring properties.

Sewerage and the Treatment and Disposal of Sewage					
	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	The number of dry weather sewerage overflows from Council's sewerage systems, expresses per 1,000 sewerage connections to that sewerage system. The resource consent provides for severe weather events and power failure exceptions.	0	<1 	0	Achieved
	Where Council attends to sewage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times apply: Attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site. (Department of Internal Affairs measure).	24 mins	<2 hours 	41.66 mins	Achieved
	Where Council attends to sewage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times apply: Resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.	1 hour 16 mins	<48 hours 	1 hour 25 mins	Achieved



	The total number of complaints received by Council about sewage odour. Expressed per 1,000 sewerage connections.	0.7	<10 	1.2	Achieved Based on a total of 4 complaints and 5,614 connections
	The total number of complaints received by Council about sewage system faults e.g. blockages, breaks Expressed per 1,000 sewerage connections (Department of Internal Affairs)	4.5	<27 	15.5	Achieved Based on a total of 25 faults and blockages and 5,614 connections
	The total number of complaints received by Council about Council's response to issues with its sewerage system. Expressed per 1,000 sewerage connections. (Department of Internal Affairs measure)	0	<48 	0.2	Achieved
	The number of abatement notices, infringement notices, enforcement orders and convictions received by Council in relation to its resource consents for discharge from its sewerage systems.	0	0 	1	Not achieved. There was 1 abatement for Kaiwaka WWTP last quarter due to discharge non-compliance.
	Major capital projects are completed within budget.	N/A	Achieved	N/A	To be reported at year end.



Stormwater Drainage

What has changed? *Planned Improvements and/or change for year 1 from the 2018 LTP*

- Develop a central database and Geographic Information Systems (GIS) mapping for condition assessment information and generate a renewal programme - CCTV projects are lined up for Catchment P, Dargaville and Kaiwaka. Kaiwaka is partly done, Catchment O is complete and Catchment P underway. Files are yet to be reviewed.
- Continue the data cleansing project to improve our knowledge of our assets, including asset life to help with renewal planning – The GIS and Asset Management systems are being refined steadily to allow effective renewals programme development, in the future. Asset cleansing and condition assessments will then allow for modelling and accurate lifespan estimates that can inform future LTP funding and capacity requirements. Cadets have surveyed levels across the district: over 90% of the 4500 registered point assets now have a known Lid Level.
- Develop a renewals programme based on performance and condition ratings of critical stormwater assets This will be prepared of the end of the condition assessment every LTP cycle;
- Complete and adopt an updated Stormwater Catchment Management Plan (SWCMP) for Mangawhai - SWCMP has been completed.

Highlights

Baylys beach (Chases Gorge) and a Mangawhai Community Plan project for Eveline street extension are well into the planning phase.

Risks and Issues

The stormwater system in Mangawhai needs more work to reduce any risks of flooding and more funding is likely to be required in future LTP programmes. Climate change issues need more planning in the next LTP cycle as the risks to residents, infrastructure and Council performance from climate change and increased development are not well understood.

Stormwater Drainage					
	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
System Adequacy	For each flooding event, using a 1:5 year for Urban (Average Recurrence Interval 20%) and 1:10 year for Rural (ARI 10%), the number of habitable floors affected. (Expressed per 1,000 properties connected to the district's stormwater system.)	0	<10 	0	Achieved
Response Time	The median response time in a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	N/A	<2 hours for urgent events 	N/A	No urgent flooding events this quarter.
Customer satisfaction	The number of complaints received by Council about the performance of its stormwater system, expressed per year. Expressed 1,000 properties connected to the territorial authorities stormwater system	2.3	18 	5	Achieved Based on 5 complaints and 2,222 connections
Discharge compliance	Abatement notices, infringement notices, enforcement orders, convictions	0	0 	0	Achieved



Water Supply

What has changed?

- Reviews and updates of the remaining four water safety plans (WSP's) has commenced – The Mangawhai WSP has been completed.
- The renewal of the watermain under the Dargaville High School was completed in February 2019, prior to the school reopening after the school holidays.
- Renewals of watermain pipes on Montgomery Avenue and Beach Road, Dargaville have commenced.
- The watermain renewal on Jellicoe Road, Ruawai has also commenced.

Highlights

Managing the water supply to the Dargaville and Baylys residents went well during the water restrictions period, which were enforced in January 2019 and hit the critical status in late March 2019.

Risks and Issues

Managing water supplies in future during drought periods as catchment levels were very low this year compared to previous years, factoring in climate change.



Water Supply					
	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	The extent to which Council's drinking water supply complies with Part 4 of the NZDWS (bacteria compliance criteria)	Achieved	Dargaville Maungaturoto Ruawai, Glinks Gully and Mangawhai ●	Achieved	All schemes comply with the bacteria compliance criteria.
	The extent to which Council's drinking water supply complies with Part 5 of the NZDWS (protozoa compliance criteria)	Achieved	Dargaville Maungaturoto Ruawai, Glinks Gully and Mangawhai ●	Achieved	All schemes comply with the protozoa compliance criteria.
	The percentage of real water loss from Council's networked reticulation system (average for total network of all schemes). Real loss water is calculated by subtracting the meter readings and 'other components' from the total water supplied to the networked reticulation system.		<30%		The % of real loss water is prepared using the water information following the May water invoicing. The report will be ready by June 2019.

Water Supply					
	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	The median response time for attendance for urgent callouts: from the time that the local authority receives notification to the time that service personnel reach the site.	24 mins	<2 hours 	49.33 mins	Achieved
	Median response time for resolution of urgent call-outs; from the time the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.	2 hours 3 mins	<48 hours 	1 hour 47 mins	Achieved
	The median response time for attendance for non-urgent callouts: from the time that Council receives notification to the time that service personnel reach the site.	0	<3 hours 	1 hour 5 mins	Achieved No non-urgent call outs for the period
	The median response time for resolution of non-urgent callouts: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption.	0	3 days 	2 hours 31 mins	Achieved No non-urgent call outs for the period
	The total number of complaints for the district received by Council about drinking water quality i.e. clarity, odour, taste, pressure or flow and continuity of supply. Expressed per 1,000 water connections.	5.6	<40 	9.2	Achieved Based on 20 complaints and 3,590 connections

Water Supply					
	What we measure	Current Performance	LTP Year 1 Annual Target	Year to Date	Comment
	Total number of complaints received by Council about Council's response to any of these issues. Expressed per 1,000 water connections	0	<40 ●	0	No complaints received
	Water take consents	100%	100% compliance with Northland Regional Council consents ●	100%	Achieved
	The average consumption of drinking water per day per resident within Kaipara district. Average calculated by the billed metered consumption (m ³) × 1,000 numbered connections × 365 × 2.5 (occupancy rate)		Dargaville 275 Maungaturoto 340 Ruawai 130 Glinks Gully 52 Mangawhai 230		The consumption of drinking water is prepared using the water information following the May water invoicing. The report will be ready by June 2019.
	Major capital projects are completed within budget.	N/A	Achieved	N/A	To be reported at year end.



Strategic Plan Quarterly Report

January - March 2019





1.0 STRATEGIC PRIORITY: GREAT PEOPLE

Objective / Project		Lead	Quarterly Progress	Status	Due Date
1.1	Grow our leadership capability	People and Capability	Staff are working with On Brand to implement the values into Council's strategic business delivery. We have completed the Respect value conversations, and now leading into trust. We are seeing an uplift in leadership. New development conversation format is being released in May for next financial year focusing on outcomes and values. Ongoing training and development for all Council leaders will continue over the next 12 months.	●	On-going
1.2	Build an engaged values-driven culture	People and Capability	September 18 pulse survey completed, 60.3% engagement. Have sourced a new provider for Culture Surveys (Culture AMP), due to be implemented in July 2018 with a full survey conducted shortly after.	●	On-going

2.0 STRATEGIC PRIORITY: SUPPORTING GROWTH

Objective / Project	Lead	Quarterly Progress	Status	Due Date
2.1 Design and implement District Plan review	Regulatory, Planning and Policy	<p>On target.</p> <ul style="list-style-type: none"> • Two plan changes, the Fire Rule (PC4) and the NES-PF change are now operative. • Ongoing collaboration with FENZ and Mangawhai community members to design the fire risk assessment guidelines to help with the implementation of the new Fire Rule. • GMO policy direction will be decided by elected members • National Planning Standards to be finalised by central government and will inform Chapters of Draft District Plan 		December 2018 (Design)
2.2 Develop opportunities for Provincial Growth Fund and manage programme	Governance, Strategy and Democracy	<p>Funding announcement in February for Kaipara Kickstart. Negotiations are underway for each funding agreement – Kai, Moana and Roads.</p> <p>The Pou tu te Rangi/Harding Park application was declined.</p> <p>The Kaihu Valley Rail Trail application is with MBIE and awaiting outcome.</p> <p>Awaiting outcome of NRC led PGF application that is supported by Council for water storage infrastructure in Kaipara.</p>		On-going

2.0 STRATEGIC PRIORITY: SUPPORTING GROWTH					
	Objective / Project	Lead	Quarterly Progress	Status	Due Date
2.3	Review Reserves and Open Space Strategy	Infrastructure	The document is schedule to be adopted for consultation at the April 2019 Council Meeting.		March 2019
2.4	Develop Climate Change Strategy	Regulatory, Planning and Policy	<p>Draft project plan and proposed strategy has been written and circulated to key staff and ET.</p> <ul style="list-style-type: none"> • Risk identified that workload demand is unable to be met by current working group members and consideration needs to be made about a dedicated resource to finalise and implement project plan and strategy. • Council presentations made at community meetings in Ruawai and Baylys Beach • KDC are staff members of the Northland collaborative climate change working group. 		June 2019

3.0 STRATEGIC PRIORITY: EFFECTIVE DELIVERY					
Objective / Project		Lead	Quarterly Progress	Status	Due Date
3.1	Plan to enable our customers and staff through Information Technology is put in place (Technology Road Map)	Risk, Information Technology and Finance	The IT Roadmap was finalised by October 2018. Council was briefed in December and it is being implemented and managed by monthly IT Steering Committee meetings. Delivery of IBIS rates modelling in April and website in April.		October 2018
3.2	Rationalisation of surplus land to enable Council to make best of its resources (Fagan Place)	Risk, Information Technology and Finance	An initial briefing was completed with Council in March. A strategy is being developed for those currently occupying Fagan Place, Mangawhai with a decision to be made at the April Council meeting.		June 2019
3.3	Council Civic Building Future (Stage One)	Risk, Information Technology and Finance	Scope agreed and consultants appointed. A briefing and initial paper went to Council in February with a follow up paper in March. There have been further workshops and papers to Council.		December 2018
3.3.1	Council Civic Building Strategy (Stage Two)	Risk, Information Technology and Finance	The first step is for Council to make a decision on pensioner housing		30 June 2019
3.4	Prepare for and retain Building Consent Authorities (BCA) accreditation	Regulatory, Planning and Policy	All general non-compliances have been cleared by IANZ following the audit in October 2018. The BCA is currently awaiting arrival of its accreditation renewal certificate.		October 2018
3.5	Adopt Risk Management Framework	Risk, Information Technology and Finance	A draft is being developed and the framework will be ready for Audit and Risk approval in June 2019.		December 2018

3.0 STRATEGIC PRIORITY: EFFECTIVE DELIVERY					
Objective / Project		Lead	Quarterly Progress	Status	Due Date
3.6	Implement Health and Safety Risk Management Improvement Programme	Infrastructure	The new appointment for this position started in March 2019 and discussion will be had around the delivery of this programme. The next quarter will see this position move from Infrastructure to People and Capability.		December 2018
3.7	Region-wide shared services initiative	Governance, Strategy and Democracy	While there has been no region-wide meeting held during reporting period Council has signed up with Northland Regional Council's GIS system and work is underway to get it operating.		On-going
3.8	Deliver at least 90% of the capital works programme	Infrastructure	Capital spend until the end of March 2019 is sitting at 32.8%, on Forecast One figures, of the total capital works for the year and procurement methods, such as early contractor involvement are being implemented		June 2019
3.9	Extend Mangawhai Community Wastewater Scheme	Infrastructure	The irrigation field is near completion with handover scheduled for end of April 2019. A contract for the pump station has been awarded and is due to commence April 2019. A Stage 3 options report for the Treatment Plant Upgrade is to be reviewed by staff.		June 2019
3.10	Implement Mangawhai Community Plan (Priority 1 projects)	Community Customer Services	Transport - Shared path section from Tara Road to Insley Street is out for tender and closes on 18 April. The other three sections of the shared path are currently having the single stage business case finalised for NZTA's consideration for subsidised funding (61%).		June 2019



3.0 STRATEGIC PRIORITY: EFFECTIVE DELIVERY

Objective / Project		Lead	Quarterly Progress	Status	Due Date
			<p>Water - Quail Way - 100 year design stormwater upgrade is nearing completion; Eveline Street - progressing through the Stormwater Department.</p> <p>Open Spaces - Stage one of the Mangawhai Coastal Walkway has been awarded to Broad Spectrum and work will begin in the next few weeks. Work on some of the other smaller Mangawhai Community Plan projects is progressing with most projects either underway or beginning in April/May; Contract issued to Resilio for the Coastal Walkway Project.</p>		
3.11	Solid Waste delivery review	Infrastructure	A Peoples Panel Survey is currently underway. 365 responses have been received so far with the survey finishing at the end of April 2019. A briefing report will be prepared for the June Council meeting with a view to adopt a consultation document at the July 2019 Council meeting.		November 2019
3.12	3 Waters Review	Chief Executive	Still awaiting the announcement from central government in respect of the scope of the review and associated implications for Northland and Council.		Ongoing (central-government led)

4.0 STRATEGIC PRIORITY: ENGAGED COMMUNITIES

Objective / Project	Lead	Quarterly Progress	Status	Due Date
4.1 Investigate and develop plan for community hub in Dargaville, encompassing Library (linked to Civic Property Strategy)	Risk, Information Technology and Finance	An application for a PGF grant has been investigated twice and it has been agreed any proposal won't qualify.		June 2019
4.2 Implement Iwi Relations programme	Governance, Strategy and Democracy	A review and update of the current Iwi Plan continues as Council works towards building authentic relationships with its treaty partners.		June 2019
4.3 Review management of pensioner housing; initiate development of a Pensioner Strategy	Community Customer Services	<p>Preliminary discussions have taken place around the Pensioner Strategy and the linkage to the proposed Civic Building Strategy.</p> <p>A briefing was held with elected members in February and a report is going to the 02 May 2019 Council meeting seeking a decision from Council on whether to divest, invest or partner with others on pensioner housing. Any strategy would be included as part of the next Long Term Plan.</p>		31 March 2019
4.4 Kaipara Moana Treaty Negotiations	Regulatory, Planning and Policy	Central government announced they are willing to contribute support from officials in the environment, conservation and agricultural areas. They will consider funding assistance for programme implementation, contingent on local authorities committing to making changes to their RMA plans and rules as		On-going (central government led)

4.0 STRATEGIC PRIORITY: ENGAGED COMMUNITIES

Objective / Project	Lead	Quarterly Progress	Status	Due Date
		<p>part of the solution. Councils will need to consider options for regulatory tools to complement a programme of works.</p> <p>A draft work plan for Council staff and Kaipara Uri, has been written which identifies various work streams.</p>		
4.5	Complete Representation Review	<p>Governance, Strategy and Democracy</p> <p>The Local Government Commission released its decision with Kaipara having four wards with two councillors in each ward. This will take effect for the October 2019 local body elections.</p>	●	November 2018

6.2 Chief Executive's report for April 2019

Chief Executive **2002.02.18/May**

Recommended

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



Chief Executive's Report

For the month of April 2019

Part One

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

Part Two

Financial Report to April 2019

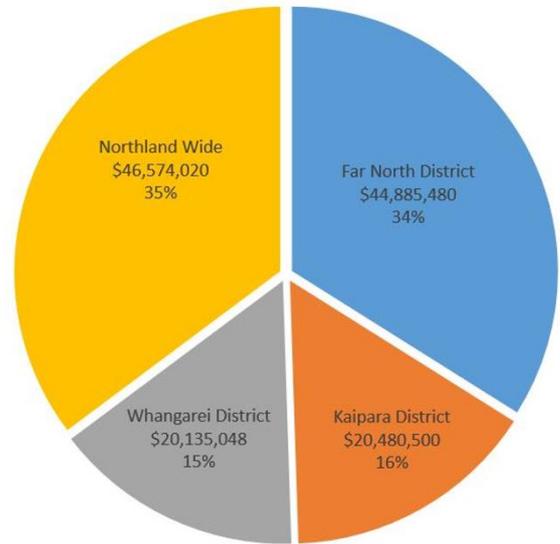
Part One

a) Chief Executive Update – April

Of the \$773 million PGF funding announced so far, Northland has received a 17% share, giving us more than \$132 million towards our community projects. Kaipara District Council gained 16% of this [\$20,480,500] and will also benefit from many of the multi-regional projects such as the Regional Digital Hubs and Northland Water Storage & Use.

There are 42 Northland PGF projects in Northland that have funding allocated, and Kaipara District Council has been successful these applications.

Kai iwi Lakes Project	\$90,500
50 Max HPMV	\$230,000
Waipoua River Road	\$1,600,000
Road Re-metalling	\$3,150,000
Pouto Road Phase 2	\$3,130,000
Pouto Road Phase 1	\$5,050,000
Kaipara Kai	\$980,000
Kaipara Moana	\$4,950,000
Programme Support	\$1,300,000



Eight Northland projects are still awaiting a response on applications or expressions of interest submitted including \$9.6 million to develop the Kaihu Valley Rail Trail.

See more detail in the Activities Report – Provincial Growth Fund

Our roads saw some relief mid-April when rain arrived, and immediately five graders were dispatched across the network to prioritised roads. The district's unsealed rounds are suffering from corrugations and dust, which will be improved by our heavy metalling programme of work commencing May. We're on track with our budget.

The wellbeing of Kaipara people is important to us and April empowered many in our community to be safer on the roads. A Drive Soba programme got underway, a Child Restraint education workshop and a Young Driver Learner Licence course were held, plus a Drive Smarta education project is being developed.

In this report you'll read how our communities are looking to the future, investing time and energy in to their local spaces. Our community team members were out there supporting them, providing local leadership and being the trusted partner they desire us to be.

Our Four Waters and Solid Waste budget is healthy, with capital works well under way for most projects. We'll be trialling a new solid waste design at Hakaru Closed Landfill from June and have been seeking community feedback on solid waste activity ahead.

Our Resource and Building consent application turnaround time has greatly improved on March, and we supported 23 additional land lots, 16 in Mangawhai, 5 in Otamatea and 2 in the wider District. Building consent applications (66) were up on this time last year, and took an average of 12.6 days to process.

Our Customer Services team had 4,773 interactions with customers' overs April, with the average speed to answer time the best for the year. Our libraries have gradually become more popular as we're offering more contemporary services. Paparoa Library will be reopening soon.

Our internal Health & Safety framework is being updated with specific focus on emergency preparedness, security, driver safety, mental wellbeing and quality reporting to ensure we're all well-informed of hazards, incidents and response actions.

Financially, our net surplus is substantially higher than planned due to NZTA subsidies, additional community activity income, and works planned but deferred to later in the year. Income has increased due to high subdivision activity, however costs to process and service this offset the gain.

Our digital transformation is progressing, starting with hardware replacements to enable use of chosen software that will simplify how we do business well. Data warehouse and IAAS projects are still at planning stage.

b) Activities Report

1 Provincial Growth Fund

The establishment of the Kaipara KickStart Programme is progressing as planned.

The three funding agreements, that set out the contractual obligations of the PGF funding, are being progressed with MBIE/PDU. KDC have been appointed a new Senior PGF advisor by MBIE/PDU to support the funding agreement process and as a result the Kai for Kaipara and Wharves agreements are now well advanced. The team are expecting these agreements to be ready for signing later this month. The Roding Funding Agreement (RFA) is more complicated with multiple funding sources and includes NZTA's role of providing management, quality and payment processing support. This agreement is currently being reviewed by NTA and NZTA. The discussions regarding NZTA funding noted in the previous Chief Executive's update report are continuing. On resolving the funding arrangements for the roading project, the RFA can then be finalised and made available for signing.

Diane Miller has been appointed project manager for the kai and wharves projects within the programme and will be officially starting her role on 20 May. NTA resources to support the programme are currently being identified with a view to minimising any impact on operational service levels.

Procurement planning is being initiated for kai and wharves, utilising KDC's procurement practices and aligning procurement documentation with the funding agreement requirements. This will enable procurement to commence as soon as the funding agreements are signed.

Through the funding agreement review process it has been confirmed that the requirement for an MBIE appointed oversight advisor will apply to just the roading project. The oversight advisor role is now confirmed as a single

advisor, rather than an oversight committee, which was initially proposed. We have been advised by MBIE that the appointment of this role is 4-5 weeks away. The programme governance group will shortly be established with terms of reference, logistics finalised and meetings commenced.

The programme management plan is in final reviews and will be presented to the first programme steering group meeting for adoption. Identification and management for programme actions, issues and risks are in place. Our first internal update was distributed via the Kaipara Korero staff newsletter on 30 April, and we have a standing column to ensure we keep staff as informed as possible as to progress of the programme.

The focus for the team over the next month will be finalising the MBIE funding agreements; establishing effective programme governance and advisory groups for the kai and wharves projects; as well as finalising the programme schedule of deliverables and timing for completion. Stakeholder engagement, regular reporting and communications will be commenced on signing the funding agreements.

2 Roads and footpaths

April has been another busy month for maintenance and renewals across the district, with good weather allowing significant progress with completion of the reseals programme and three sealed pavement rehabilitation sites.

Operational and Maintenance

Unsealed roads heavy metalling and routine grading has begun now the wetter period has arrived, however grading is still subject to conditions being suitable. Five graders were dispatched across the network onto prioritised roads during a brief three day period of rain in mid-April. The heavy metalling is a significant programme of work which is delivered between May and October each year, delivering a full pavement rehabilitation to 33km of unsealed network.

Many of the district's unsealed roads are currently suffering from corrugations and dust which cannot be avoided at the end of the dry summer period.

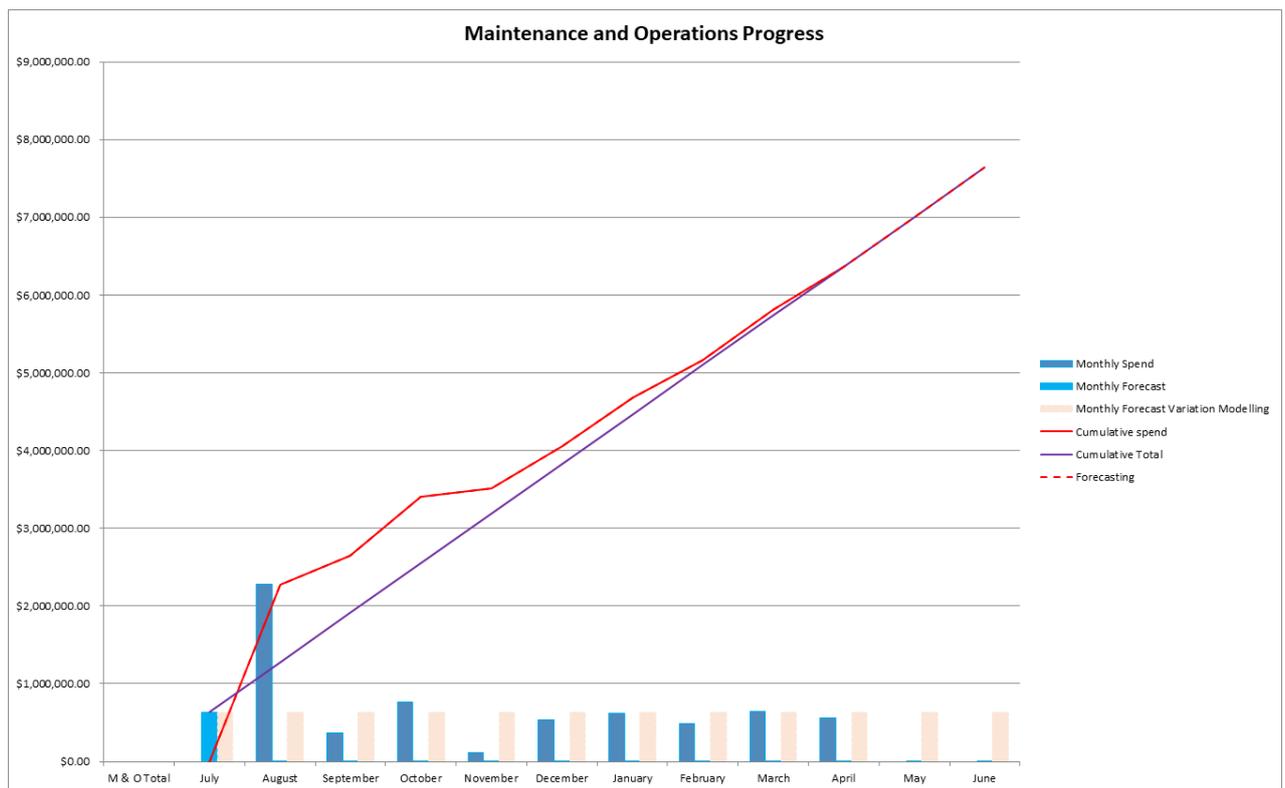
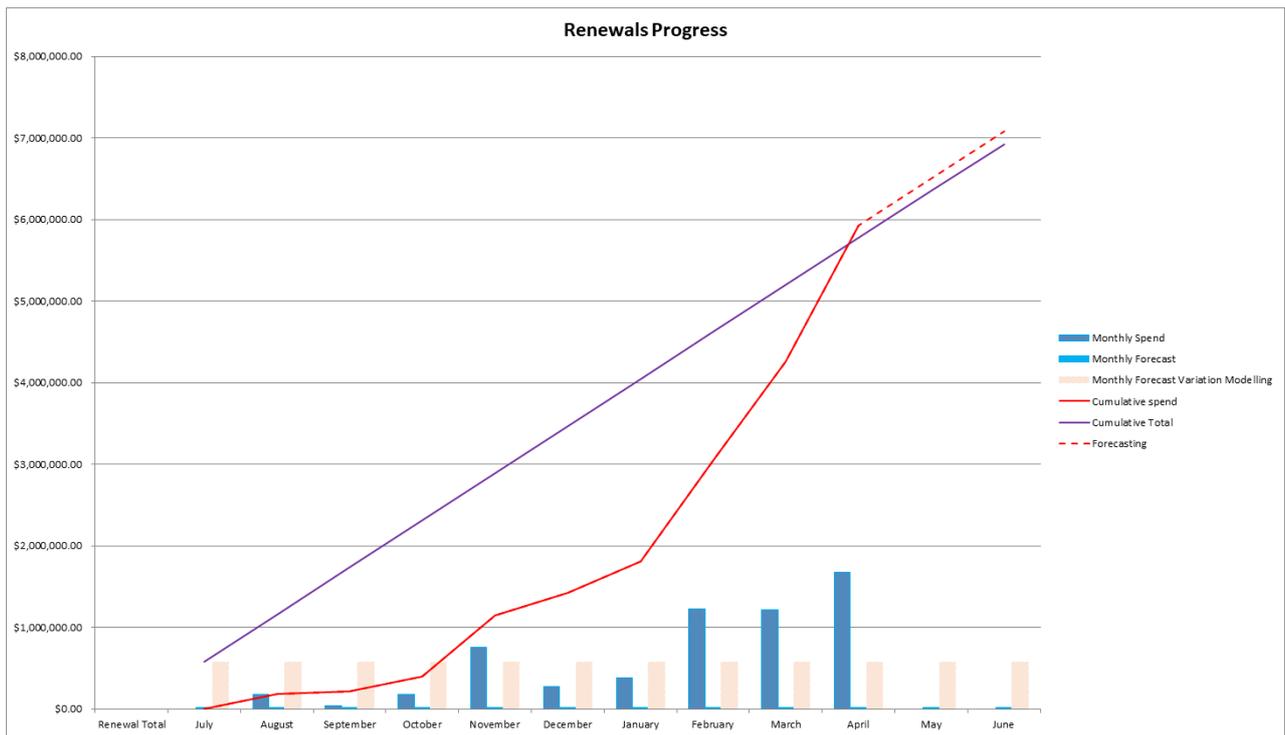
Contractor performance has picked up although Key Performance Indicators (KPI's) are unable to be reported on for April as this data is still being reviewed.

Finances as at 30 April 2019

Programme	NZTA budget 2018/2019	Total Expenditure To date	% spent April	% spent YTD	Remaining Actuals vs NZTA
Local Road Maintenance	6,286,000	5,135,845	7.03	81.70	1,150,155
Capital	11,719,599	9,137,790	22.49	77.97	2,581,809
Network Asset Management	1,378,687	1,233,916	8.24	89.50	144,771
Grand Total	19,384,286	15,507,551	16.46	80.00	3,876,735

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

- Evaluation of the claim to date shows all work is on target and progressing well. Please refer to the following graphs.



Capital

The Reseals 2018/2019 programme and three out of the four pavement rehabilitation works are complete. The remaining rehabilitation site is 90% complete with only the sealing activity pending.

The Mangawhai Community Plan shared paths and intersection upgrades projects are subject to NZTA approval. The shared paths project is being incorporated into a single stage business case (except for the Tara Road to

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

The Tomarata (Insley Street) Bridge tender closed on 15 March however the tender process did not provide any conforming bids and this contract will be retendered.

Capital Projects:

Contract 884 Gorge Road Slips: Complete

Contract 885 Garbolino Road Slip: Complete

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

Contract 899 Tara Road Culvert Replacement: 70% complete. Physical works now expected to be completed mid May 2019.

Contract 900 Tangowahine Valley Road Bridges: 65% complete. Physical works expected to be completed end of June 2019.

Contract 902 Paparoa Oakleigh Three Slips: 40% Complete. Physical works expected to be completed early June 2019.

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

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

Contract 919 New Footpaths: Separable portion 1 - 100% complete (Separable portion 2 to be undertaken in the 2019/2020 financial year).

Contract 920 School Zone Improvements: 85% complete with physical works expected to be completed by mid May.

Contract 923 Tomarata Bridge: Tender closed 15 March 2019. However, both submissions were non-conforming and it was recommended the contract be retendered to the open market.

Contract 924 Mangawhai Community Plan Stage 1:

- Insley Street and Moir Street shared paths – currently under tender evaluation.
- Moir-Insley and Moir-Molesworth intersections – programmed to be constructed 2019/2020 financial year.

Road Safety

A Drive Soba programme is underway with six offenders registered to take part.

The Kaipara Alcohol Accord group have a Logo design competition underway and will be judged in May.

A child restraint education workshop and clinic was held in Dargaville on 04 April.

A Young Driver Learner Licence course was held in Dargaville in early April. Nine registered and completed the

course with all participants passing.

Drive Smarta, a new speed education project, is being developed in conjunction with police, district court judges, ACC, NRC and a psychologist. The project seeks to address the behavioural issues of high speed / high risk drivers.

3 Parks and Reserves

Contract 860: New CPI (1.5%) has been released and will be added to the contract rates and backdated to March 2019, as this is the annual contract period. NZTA has released the new guidelines for temporary traffic management environments which will only have a minor impact on Downer's activities. Several of the Downer staff took leave over the Easter/Anzac break but the contract was covered well and no significant issues arose.

Taharoa Domain: Staff are mapping the camp sites to allow campers to choose a particular site when booking, and we are planning to have this complete and ready for 01 July 2019 when bookings open. The campground was full over the school holiday and Easter period although, as expected, numbers have dropped after this.

Pou Tu Te Rangi Harding Park: The Hui to discuss Pa signage was held in April and the members of the Pou Tu Te Rangi Committee are taking the discussion back to the Taumata Council. We assisted Rotary with a planting day involving St. Joseph's School planting 500 Manuka within the park.

Mangawhai Community Park: The quarterly Governance Committee meeting was held in April. The Committee has requested a workshop to review the forward works plan and agree priorities.

Data has been collated for Old Mt Wesley, Mt Wesley and the RSA cemeteries and is ready to be loaded into the NCS test system. We are however having some teething problems uploading this data. Once this is complete and the information is available through the website we will start to add Redhill and Kaiwaka cemeteries.

Project	Value	Committed Spend	% Progress
Mangawhai Coastal Walkway	\$494,000	\$375,133	76%
Mangawhai Walking Linkages	\$139,417	\$33,784	24%
Mangawhai Community Park	\$171,000	\$90,683	53%
Mangawhai Community Park MAZ carpark	\$45,000	\$36,900	82%
Mangawhai Heads Carpark	\$80,000	\$32,992	41%
Mangawhai Esplanade Development	\$60,000	\$22,383	37%
Matakohe Toilets (contributions TIF \$103,584 and Roding \$138,275)	\$256,050	\$21,307	8%
Maungaturoto Toilet (TIF contribution \$149,100)	\$292,450		
Public Toilets	\$175,000	\$29,250	17%
Playgrounds	\$50,000	\$25,833	52%
Park Improvements	\$50,000	\$37,798	76%
Baylys Beach Boardwalk (TIF contribution \$234,000)	\$368,740	\$19,803	5%
Hard Surface Renewal	\$50,000	\$41,338	83%
Taharoa Domain	\$174,000	\$87,093	50%
Kai Iwi Lakes	\$110,000	\$42,492	39%

Project	Value	Committed Spend	% Progress
Pou Tu Te Rangi Harding Park	\$100,000	\$29,455	29%
Cycleway/walkway implement strategy	\$99,000	\$76,488	77%
Community Infrastructure	\$30,000	\$24,419	81%
Dargaville Placemaking	\$25,000	\$25,000	100%
Total Spend	\$2,769,67	\$1,052,151	38%

4 Community Team Activities – April

- Dargaville had a Play in the Park event, which the community team supported. This was a multi-organisation Children's Day event that was held at Memorial Park.
- Progressive Paparoa is currently looking at playground design upgrade options. Continuing to work on traffic calming solutions for Paparoa. Paparoa Connections is planning a community workshop in May to generate ideas to increase safe non-vehicular routes throughout the village.
- Maungaturoto retail businesses have met to discuss parking, new toilet design, roading and lighting concerns and Real Town re-branding. They have been asked to link with the Residents Association as the over-arching community group who are already working on these issues with council.
- Maungaturoto Residents Association had their official opening of the View Street bike park.
- District Plan community workshops in Kaiwaka, Mangawhai and Dargaville.
- Council met with Mangawhai Recreation Trust trustees to establish effective communication and resolve resource consenting on existing track.
- Mangawhai Heritage Trail final route for village walk has been agreed.
- Mangawhai Community Plan response to letters from residents with concerns about the estuary reserve walkway. Joint workshop planned to bring together elected members, community advisory panel, council project staff and subject matter experts in May. Working with stormwater and parks on project planning and implementation. Thelma North reserve landscape plan approved. Design work on seating/bike tracks underway. Jack Boyd resident update on footpath, planting and kayak rack.
- Northern Bass Festival Organiser met with council staff to discuss feedback and options to maintain standards and improve community hosting during the event.
- Whakapirau Residents held their AGM and the community response plan was introduced. There was positive commentary on the improving relationship with council
- The Community Team attended an Inspiring Communities workshop in Kerikeri jointly arranged by the three Northland District Councils.
- Held a planning session with the Kaipara Vintage Machinery Club on site at Pou Tu Te Rangi Harding Park.
- Kaihu Valley Rail Trail project update letters have been sent out to adjoining landowners.
- Met with the Northern Wairoa Rugby Union to discuss their future plans for Rugby Park in Dargaville.

5 Four Waters

As Dargaville water's catchment received sufficient amounts of rainfall during April, the water restrictions that have been in place since February 2019, have now been lifted. Council continues to urge the community to conserve as much water as they can during restrictions and also when restrictions are not in place.

During April Council approved the extension of Contract 798 – 3 Waters Operations and Maintenance Contract with Broadspectrum for a further 24 months from 01 July 2019 to 30 June 2021. Council officers will continue to monitor the performance of Broadspectrum under this contract.

Inflow to the Mangawhai Wastewater Treatment Plant for the month of April 2019 totalled 18,879m³, which is similar to April 2018's inflow. The plant handled the extended holiday period from Easter through to ANZAC day well. Peak inflow for the month was on 22 April over Easter weekend at 903m³, around double the usual daily inflow.

Trility has begun preliminary work on the pump station upgrade at the village in Mangawhai with further progress updates available in May 2019.

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

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

Sewer pump station VA Mangawhai (CON909) preliminary construction work has commenced;

Sewer pump station 2 and rising main in Dargaville (CON913) construction is progressing well;

Dargaville High School watermain relocation (CON903.01) construction is complete;

Baylys Coast Road to Logan Street watermain replacement (CON910.01) construction has commenced;

Maungaturoto raw watermain replacement (CON911.01) construction has been awarded, with preliminary works on site started;

Montgomery Avenue and Ruawai watermain replacements (CON912) construction work has commenced;

Mangawhai Wastewater Treatment Plant Upgrade – plant & equipment have been ordered, and options reports for further upgrades are being reviewed;

Quail Way Stormwater improvements (CON879) construction has been completed; and

The Mangawhai Community Wastewater Scheme Irrigation extension (CON906) - construction is progressing with commissioning having commenced.

The investigations of options to rectify the non-compliances at the Kaiwaka and Te Kopuru Wastewater ponds are progressing with several solutions identified, and these will be discussed with Northland Regional Council..

6 Solid Waste

The Bickerstaffe Road Closed Landfill rehabilitation major works are nearly complete with only planting and tidying up of the site until full completion.

Stage two of works at the Dargaville Closed Landfill is 80% complete with only water tabling and planting left to be finished.

A costing and design for trial to take place at the Hakaru Closed Landfill has been given to staff, this is expected to be approved with the trial to take place from June 2019 to August 2019.

The Solid Waste activity survey on the People's Panel has been completed with 523 responses received. Staff are working through these responses to establish a direction for more formal consultation towards the end of 2019.

Overall Committed Budget % for Four Waters and Solid Waste

Activity	Budget Total	Committed Funds	% Progress
Water Supply	\$1,798,198	\$1,552,728	86%
Wastewater	*\$5,126,595	\$4,057,739	79%
Stormwater	\$1,367,935	\$1,266,035	93%
Flood Protection	\$547,500	\$80,073	15%
Solid Waste	\$1,235,549	\$444,508	36%
Overall Committed Funds - 4 Waters	\$9,498,511	\$7,401,083	78%

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

7 Planning and Regulatory

April statistics

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

Planning	Received		% On Time	Average Working Days	YTD % On Time
	2018	2019			
Resource Consent Applications	46	30	81%	17.1	70%
224 Applications	6	6	100%	1.3	
Service Requests	87	104	82%		88%
23 additional lots created last month, 16 in Mangawhai, 5 in Otamatea and 2 in the wider District. Resource consent processing timeframes have improved for April with the monthly processing percentage at 81%, being a significant improvement from 55% in March. The YTD figure has improved slightly from 69% to 70% as a result. Workload pressures continue to rely heavily on consultants, including an Independent Commissioner for some sign off work.					
Building	Received		% On Time	Average Working Days	YTD % On Time
	2018	2019			
Building Consent Applications	59	66	97%	12.6	93%
CCC Applications	64	45	100%	1.0	99%
Service Requests	125	99	94%		90%

The total number of building consents received for April was 66 (including amendments). The combined value of these projects totalled \$10,542,323 (excluding amendments). There were 18 new dwellings and relocates received for the month (excluding amendments) of which 13 were within Mangawhai valued at \$6,008,764. There was one small commercial consent application received with a total value of \$3,000.

Regulatory	Received		% On Time	Average Working Days	YTD % On Time
	2018	2019			
Alcohol Applications	17	8		12.6	
Food Control Audits and Inspections	17	10	100%		95%
Service Requests	360	192	93%		95%

38 food premises verifications remain overdue due to resourcing constraints based on the number of verifications needing completion. Contractors have been used to address the backlog and the overdue verifications will reduce in May as contractor verification reports are processed. Environmental Health is preparing for its inaugural accreditation audit on 20/21 May 2019 by the accreditation authority JAS-ANZ. A recent desktop audit by JAS-ANZ resulted in seven minor findings, which have all been responded to and cleared

BCA Accreditation	Due	Completed		YTD % Completed
		YTD	March 2019	
BCA Audits	5	32	4	91%
Competency Assessments	1	19	2	100%

Five audit reviews were scheduled for April 2019, with four being completed. One audit review has been rescheduled for May. There were two competency assessments undertaken during the month including an overdue review. BCA is awaiting the receipt of its renewed accreditation certificate from IANZ.

Policy

- Bylaws Review - Participating in the Kaipara Moana Treaty Group Settlement, including the development of the Kaipara Moana restoration business case. Editing Te Roroa Mana Enhancing Agreement (MEA) to consider Executive Team (ET) input.
- Taharoa Domain Bylaw deliberation is taking place, and review underway of Taharoa Domain Reserve Management Plan.
- Policy providing support in the Integrated Kaipara Harbour Management Group (IKHMG) 1 billion trees application and quarterly hui organisation. District Plan review is involving community consultations -Kaiwaka and Dargaville.
- Outstanding Natural Features Mana Whenua discussions and public presentation.
- Meetings held with consultants on District Plan review (e.g. Rural design, Mangawhai Central Developer).
- Regulatory Working Group meeting held to discuss fire safety rule and Commissioners Policy.
- Assessing Expressions of Interest (EOI's) for spatial planning consultancy.
- Research taking place for development of Trade waste bylaw, as well as climate change.
- Reviewing geotechnical hazard reports from Geotechnical Engineers (ENGEO).

8 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 April all 30 LIM applications received were processed on time, taking an average of six (6) working days.

9 LGOIMA Overview – 01 April 2019 to 31 March 2019

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

Year to date we have received 107 LGOIMA requests to the end of April 2019.

Name	Subject	Time Taken	Number of Requests Year to Date	Number of days taken to respond
Roz Holland	Chicken farm consents	1 hour	1	20 days
Paige Win	Community Housing	1 hour	1	20 days
Phillip Smith	Consultation for the Sellars Reserve walkway	3 hours	1	20 days
David Torrance	Dog complaints on Dems Road and surrounding beach	2 hours	1	3 days

10 Customer Services and Library

Customer Services

In April 2019, Customer Services had six fulltime, one casual and two new team members training with an average of 2.5 FTE available to answer calls, due to staff sickness, annual leave and departmental training. New team members are trained using the specific training programme developed for Customer Services staff, over a period of twelve weeks. Planned annual leave and external training in April is encouraged due to quieter periods. We are currently recruiting due to the resignation of an experienced team member as she has relocated overseas.

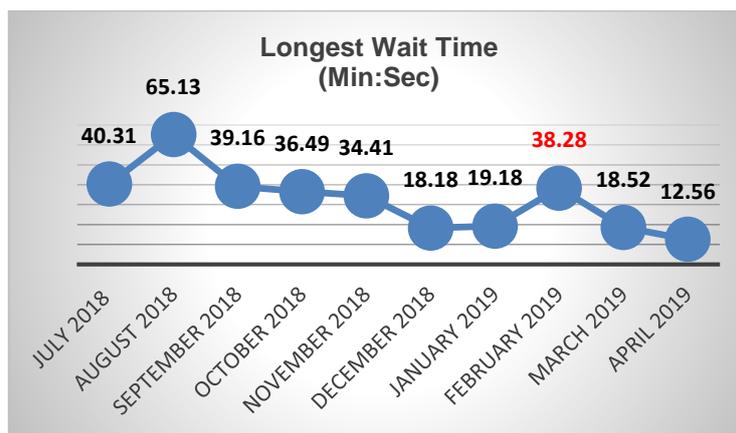
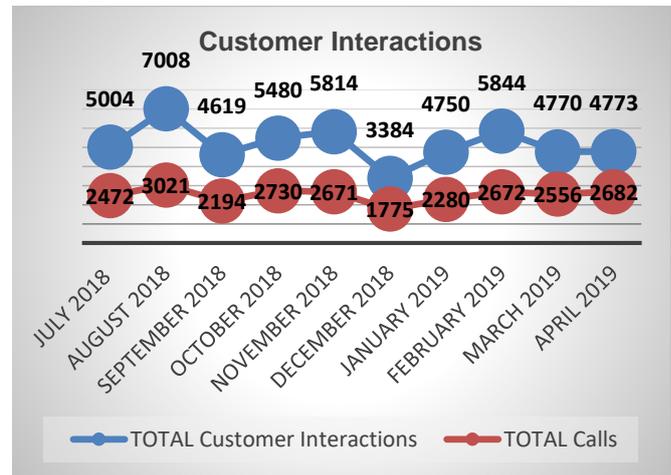
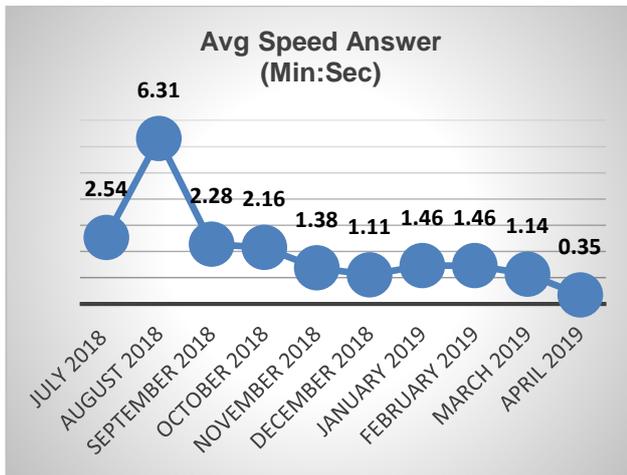
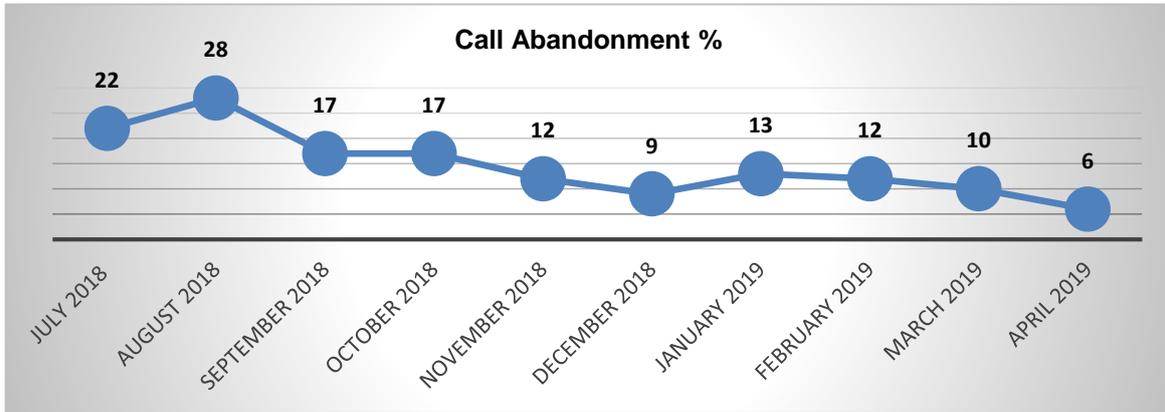
The quantity of customer interactions are comparable to the same period in 2018 with slight increases across all communication channels.

Customer Services improved in all facets of customer telephone enquiries, with all metrics the lowest since the inception of the CIC soft telephone system in January 2018. The average call abandonment was reduced to 6%, the average speed of answer 35 seconds, and one caller experienced a wait time of 12 minutes 56 seconds on 12 April 2019.

With every customer interaction, we aim to provide a complete service, ensuring we are pre-empting any additional questions that may also need to be addressed for our customers. We understand that while customer-centricity assists with building trust and a solid reputation within the community, quality assurance plays an equally important role as it assists with building customer satisfaction.

April Statistics

Total Customer interactions	Emails	Reception	Total Calls	Average speed answer (min:secs)	Average call abandonment (%)	Calls FTE	Longest wait time (min:secs)
4,773	916	1,175	2,682	0.35	6	2.5	12.56



Library

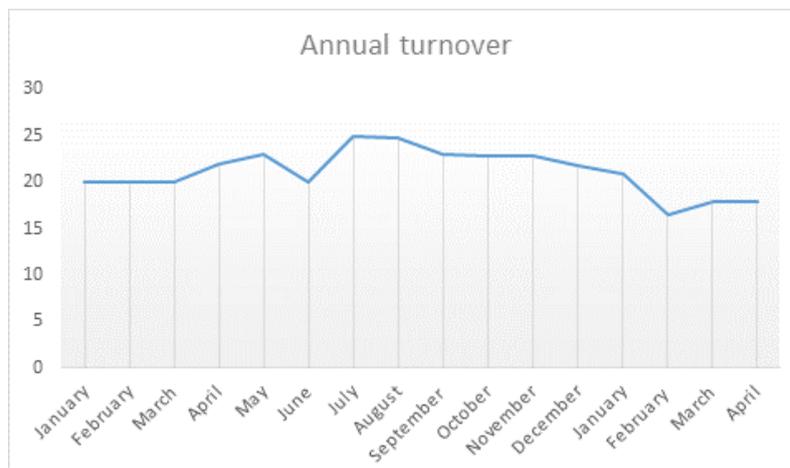
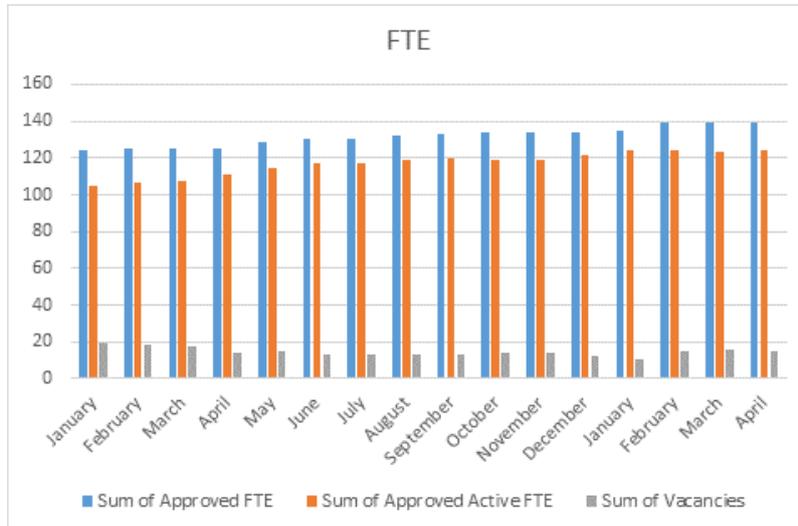
We had our Storywalk® up in Riverside Te Awa Gardens in Dargaville over the school holidays (see photographs). We had two guided walks as well as a craft activity in the library throughout the holidays. This new format proved a successful solution to our space issues in providing meaningful literacy based activities linked to the library.

Paparoa Library is working towards reopening soon. The collection is in place and training of volunteers has started. They have not determined their reopening date. Kaiwaka and Maungaturoto libraries have been providing training and support to Paparoa library's new manager and volunteers.

Digital loans, eBook, eAudio, eMagazines and print issues increased in April compared to the last two years. Physical loans in the community libraries increased year to date for the first time in a few years. Foot traffic in Dargaville library increased by 983 people in April this year compared to two years ago.



11 People and Capability



12 Health and Safety

Workplace Health and Safety Management Report (April 2019)

KDC Staff OH&S events

Incident type	Events for month	
Near Miss	1	Driving
Hazard	6	Office environ
Unsafe act	1	On a road
Occupational Violence	0	
Property Damage (motor vehicle)	0	
Property Damage (other)	0	
Pain or Discomfort	0	
Occupational Illness	0	
First Aid Treatment	0	
Medical Treatment Injury	1	Driving incident
Lost time Injury	1	Office incident
Notifiable Event	0	
Environmental Incident	1	Asbestos on roadway

KDC Contractors OH&S events

Incident type	Events for month	
Hazard reports	3	On road
Near Miss	3	1 on road 2 verbal threats
Property Damage	3	Minor motor vehicles
Occupational Illness	0	
First Aid Case	0	
Medical Treatment Injury	0	
Lost time Injury	0	
Notifiable Event	0	
Environmental Incident	0	

KDC public OH&S events

Incident type	# of Events
Near Miss	1
Property Damage	
Occupational Illness	
First Aid Case	
Medical Treatment Injury	
Lost time Injury	
Notifiable Event	
Environmental Incidents	

c) Looking Ahead

Tuesday 04 June	Pou Tu Te Rangi/Harding Park Committee	Lighthouse Function Centre	2.00pm
Thursday 06 June	Council Briefing	Mangawhai Club, Mangawhai	9.30am
Wednesday 12 June	Audit, Risk and Finance Committee	TBC	10.00am
Wednesday 26 June	Citizens Award Committee	Wairoa Room, Dargaville Offices	1.00pm
Thursday 27 June	Ordinary Council meeting	Dargaville Town Hall	9.30am
Monday 04 July	Council Briefing	TBC	9.30am
Monday 15 July	Mangawhai Community Park Governance	Council Offices, Mangawhai	10.00am
Thursday 25 July	Ordinary Council meeting	TBC	9.30am

Part Two

April 2019 Financial Report

Statement of Operating and Capital Performance

	Year to Date April 2019				Indicator	Full Year Annual Plan \$000's
	Actual	Annual	Variance			
	\$000's	Plan \$000's	\$000's			
Total Rates	29,238	29,303	(65)	●	35,029	
Operating Subsidies and Grants	3,927	3,820	107	●	4,584	
Activity Revenue and Other Income	5,681	4,678	1,002	●	5,544	
Total Operating Income	38,846	37,802	1,045	●	45,156	
Employee Benefits	9,138	9,017	(122)	●	10,819	
Contractors	7,247	7,069	(178)	●	8,706	
Professional Services	4,231	4,093	(138)	●	4,924	
Repairs and Maintenance	2,597	2,768	170	●	3,348	
Finance Costs	2,113	2,458	346	●	2,950	
Other Operating Costs	4,675	4,637	(39)	●	5,317	
Total Operating Costs	30,002	30,042	40	●	36,063	
Operating Surplus / (Deficit) before Depreciation	8,844	7,760	1,084	●	9,093	
Capital Subsidies	5,638	6,897	(1,259)	●	8,276	
Contributions	3,377	2,078	1,299	●	2,494	
Other Capital revenue	135	0	135	●	175	
Total Capital Revenue	9,149	8,975	175	●	10,945	
Capital Expenditure	13,550	15,709	2,159	●	23,529	
Total Capital Expenditure	13,550	15,709	2,159	●	23,529	
Subtotal Capital	(4,401)	(6,734)	2,333	●	(12,584)	
Surplus / (Deficit) before Loan Payments and Depreciation	4,443	1,026	3,418	●	(3,492)	

Public Debt and Requirements			
	Jun-18	Apr-19	Jun-19
	\$000's	\$000's	\$000's
Debt			
Debt	46,000	45,000	46,270
Cash in bank (overnight deposits)	- 3,641	- 2,202	- 500
Net debt	<u>42,359</u>	<u>42,798</u>	<u>45,770</u>
Reserves (future obligations)			
Development Contribution Reserve	- 24,648	- 24,648	- 26,829
Other Reserves	16,946	16,946	13,360
Total	<u>- 7,702</u>	<u>- 7,702</u>	<u>- 13,469</u>
Debt Requirements			
Debt	46,000	45,000	46,270
Future obligations	16,946	16,946	13,469
Gross Debt Requirement	62,946	61,946	59,739
Less cash in bank	- 3,641	- 2,202	- 500
Net Debt Requirement	<u>59,305</u>	<u>59,744</u>	<u>59,239</u>

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

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

Statement of Operating and Capital Performance

Comments on major variances

Operating Income

Account	Rationale	\$000
Rates Revenue	Rates General are tracking on budget for the month.	
	Rates Targeted are tracking on budget for the month.	
	Rates Targeted (Water by meter) - Fonterra is yet to contribute for reticulation costs and budget timing difference for Maungaturoto area.	(266)
	Penalties are continuing to be ahead of budget for the year to date due to arrears penalties applied.	211
Operating Subsidies and Grants	Increase in Roading operating subsidies from NZTA as operational costs up on budget.	107
Activity Revenue and Other Income	Community Parks	
	Mangawhai Camp - 25% share of campground revenue- timing difference.	43
	MBIE TIF paid for Matakohe toilets and footpath.	61
	Receipt of MBIE Kai Iwi Lakes visitor amenities.	30
	Pest Plant / Acacia removal programme.	35
	Kai Iwi Lakes Campground fees timing difference for summer season.	63
	N.B. Operating Income has fallen since last month as the gifting of the Tinopai Hall \$275,000 was incorrectly coded to Activity Revenue.	
Solid Waste		
Waste levy – timing difference.	51	
District Leadership		
Data supply agreement with Northland Regional Council.	104	

Operating Costs

Account	Rationale	\$000
Employees	Increase in Regulatory costs over budget due to increased resource consents, approved December 2018.	122
	Balanced by decrease in other department vacancies.	
Contractors	Contractors cost are above budget across the activities.	
	Increase in roading unsealed pavement maintenance spend.	372
	Increase of cost for removal of illegal refuse.	55
	Balanced by decrease in other departments.	
Professional Services	Costs overall are over budget.	
	Regulatory is ahead of budget due to the higher levels of activity, but will be offset in other areas predominantly water services - who will have consultants in to get better asset management information later in the year - timing difference.	872 (427)
	Budget is also offset by District plan costs not committed as yet-timing.	(308)

Account	Rationale	\$000
Repairs and Maintenance	Costs are below budget year to date April.	170
Finance Costs	Below budget due to lower inter-period loan balances due to being behind capital expenditure programme	346
Other Operating Costs	Costs overall are slightly over budget	39

Capital Revenue

Account	Rationale	\$000
Capital Subsidies	Lower due to less capital expenditure than budgeted	(1,259)
Contributions	The financial and development contributions are continuing to be above budget for year to date.	1,299
Capital Revenue	increase is due to sale of land on Tomarata Road	117

Public Debt:

The public debt position at 30 April 2019 is \$45 million and the net debt position (debt less cash) is \$42.8 million.

Activities Net Cost for the period to 30 April 2019

Activity	Actual			Annual Plan - YTD	Annual Plan Whole Year	Explanation of variances
	Actual Operating Income \$000s	Actual Operating Costs \$000s	Net Operating Surplus/ (Deficit) \$000s	Net Operating Surplus/ (Deficit) \$000s	Net Operating Surplus/ (Deficit) \$000s	
Community Activities	4,667	4,130	537	282	312	Increase in activity revenue – Kai Iwi Lakes campground revenue increase during the holiday season. Further 25% share of revenue received from Mangawhai Heads Campground. Overall lower expenditure – Grounds and drains maintenance works is scheduled for future months.
District Leadership	5,023	5,337	(314)	(1,660)	(2,150)	Finance costs remain below budget due to lower inter-period loan balances due to lower capital expenditure. Overall operating costs are lower than budget.
Regulatory Management	4,812	5,135	(323)	26	14	Income above budget due to increase in subdivisions consents income. Professional services costs are continuing to increase due to the higher levels of activities.
Roads and Footpaths	12,154	9,010	3,144	3,494	4,224	Increase in roading operating subsidies from NZTA. Contractors cost increase due to work done on unsealed roads surfacing. Professional services costs increase due to network management and design works for operational projects.
Flood control	628	439	189	178	200	Costs for professional services are lower than budget to date.
Wastewater	6,415	2,896	3,519	3,227	3,872	Costs for professional services costs are lower to date, but will be utilised later in year for consulting on impacts of growth.
Solid Waste	1,166	857	309	259	316	Tracking on budget.
Stormwater	1,348	581	767	627	713	Costs for professional services are lower to date but will be utilised later in the year.
Water Supply	2,633	1617	1,016	1,194	1,592	Fonterra is to pay for some reticulation this year and capital expenditure has not yet begun.
Whole Council	38,846	30,002	8,844	7,627		

Attachments:

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

Attachment 1

Capital Projects - by Activity							
	Year to Date March 2019			Full Year		Indicator	% of work completed
	Actual	Budget	Variance	Budget (Forecast Two)	Budget remaining		
	\$	\$	\$	\$	\$		
Activity - Work in Progress							
Community Activities	543,629	655,000	111,371	2,031,901	1,488,272	Delays in stage 1 Coastal Walkways, Pearl Street to Sellars Carpark, from further community consultation has occurred. Staff are now looking to workshop with Councillors, Community Panel and subject matter experts. Restoration planting is underway at Taharoa Domain. Mangawhai Community Park, Ulrich Cottage has been moved to site with building restoration work having started.	27%
District Leadership, Finance and Internal Services	605,093	486,660	-118,433	1,312,551	707,458	IT has completed the desktop hardware replacement program and is now undertaking the larger infrastructure replacement program. Due to the complexity and scope the data warehouse and IAAS projects are at the planning not implementation stage. Isovist, HRIS and the digital transformation projects are progressing according to schedule.	46%
Flood Protection and Control Works	19,497	128,500	109,003	28,000	8,503	Te Hapai, Horehore, Sunnynook and Lawrie floodgates all completed. Murphy Bowers stop bank - no further progress	70%
Regulatory Management	0	0	0	0	0		
Sewerage and the Treatment and Disposal of Sewage	1,309,381	3,533,500	2,224,119	3,920,637	2,611,256	Procurement is in progress for Cont 918. PS VA site cleared and awaiting delivery of plant.	33%
Solid Waste	386,365	800,000	413,635	529,553	143,188	Hakaru Leachate quote received for the treatment trial. This quote is currently being reviewed. Bickerstaffe Road closed landfill remediation near completion	73%
Stormwater Drainage	1,033,326	20,000	-1,013,326	1,352,682	319,356	Quail Way contract has been completed.	76%
The Provision of Roads and Footpaths	9,076,633	7,959,812	-1,116,821	12,352,278	3,275,645	Tomarata Bridge tender closed, however no conforming tenders were received. This contract will need to be re-tendered.	73%
Water Supply	576,172	1,750,500	1,174,328	1,639,019	1,062,847	Dargaville High School completed. Maungaturoto Raw Water main project has commenced. Work is underway at Baylys Coast Road watermain.	35%
Grand Total	13,550,096	15,333,972	1,783,876	23,166,621	9,616,525		

As at 30 April 2019 - 58.5% of the capital works programme has been completed which is behind budget.

Attachment 2

Significant Capital Projects

	Year to Date March 2019			Full Year		Indicator	Committed Costs \$	
	Actual \$	Budget \$	Variance \$	Budget (Forecast Two) \$	Budget remaining \$			
Structures Component Replacements 2018/2019	757,848	705,375	-52,473	800,000	42,152	Green	444,346	90% complete with physical works expected to be completed this financial year
Roads Resurfacing 2018/2019	3,153,378	1,961,534	-1,191,844	2,850,000	-303,378	Yellow	1,800,000	One reseal to complete for this financial year. The one ongoing job is 90% complete
Quail SW improvements	998,578	0	-998,578	1,197,935	199,357	Green	0	Contract has now reached practical completion.
Dargaville WW PS1/PS2 Rising main from Pump Station 2 to Pump Station 1	788,992	596,000	-192,992	408,000	-380,992	Yellow	0	Overflow tanks, valve chamber and pump well have arrived. Project on target
Mangawhai Upgrade WWTP	101,536	875,000	773,464	550,000	448,464	Red	884,826	With Trility and procurement underway. Contract proceeding
Drainage Renewals 2018/2019	536,606	653,330	116,724	740,000	203,394	Green	651,000	Drainage works are progressing well and will continue till the end of the financial year.
LED conversion of streetlights	265,189	0	-265,189	224,609	-40,580	Green	250,000	P Category LED Conversion came in under budget. Remainder of these funds were transferred to V Category LED Conversion. This is under a joint NTA contract procurement.
Hakaru Leachate Improvements	45,478	46,600	1,122	106,600	61,122	Yellow	0	Quote received for the treatment trial. This quote is currently being reviewed.
Dargaville Main under Dargaville High: Reroute/replace pipe	310,497	510,000	199,503	300,000	-10,497	Green	0	Completed
Mangawhai Wastewater Extend Irrigation System	447,207	950,000	502,793	437,388	-9,819	Green	364,909	Project is 95% complete and will be finished by end of financial year.
Mangawhai Wastewater Upgrade PS-VA	16,484	0	-16,484	500,000	483,516	Red	369,800	Site has been cleared awaiting plant delivery in May.
Mangawhai Tara Road Box Culvert RP7270	530,247	0	-530,247	500,000	-30,247	Green	0	70% complete with physical works expected to be completed early June.
MCP Moir/Molesworth Intersection (Intersection 2)	11,698	0	-11,698	10,000	-1,698	Green	0	This project has been deferred to the new financial year. However we will be tendering a contract in March to procure a contractor for this upgrade
MCP Insley/Moir Intersection (Intersection 1)	11,698	0	-11,698	10,000	-1,698	Green	0	As above. This project has been deferred to the new financial year. However we will be tendering a contract in March to procure a contractor for this upgrade
Mangawhai Cove Road RPO-1152 Rehabilitation	297,666	0	-297,666	500,000	202,334	Red	416,133	Physical works are ongoing
Digital transformation	260,202	362,640	102,438	603,923	343,721	Yellow	103,116	With the infrastructure first phase complete, the second phase of this project is underway. A preferred supplier has been chosen and commercial arrangements are being put in place.
Total Significant Projects accounted for				9,738,455				

6.3 Resolutions Register

Governance Advisor **1202.05**

Recommended

That Kaipara District Council notes the Resolutions Register dated 23 May 2019.

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

Ref	Meeting Date	Agenda Item Number	Item Name	Details	Assigned	Status	Comments	Due
1	13/02/2017	6.4	Establishment of Older Persons Committee	Will look at other ways of engaging with older members of the community.	GM GSD	Completed	It was agreed at the 2 May Council meeting to not implement this resolution. This was because the People's Panel initiative has provided an excellent mechanism for receiving informal feedback from the population. With 54% of the 555 Peoples Panel members over 55 years old there is an excellent representation of older persons on the panel.	Feb 2019
2	11/07/2017	1.7.2	Notice of Motion 2	1) That the Chief Executive develop a policy for the appointment of independent commissioners; and 2) That the policy include: a) the process for Council appointment to, and removal from the list of commissioners; and b) standardising of commissioner remuneration; and c) the requirement for Council approval of appointments of commissioners for resource consent hearings, and a procedure for appointment including: i) an alphabetical acceptance and refusal process to remove bias; and ii) a public register recording the process followed in point a); and iii) a process allowing applicants to refer disputes over appointments decisions to Council for resolution; and iv) mechanisms to allow qualified elected members to sit on hearing panels if Council decides to do so.	GM RPP	Completed	Terms of Reference for the Planning and Regulatory Working Group is under consideration by Councillors and included in the March 2018 Council agenda. The intention is that this Working Group review the policy. Working group met on 11 April 2018. Staff to create a policy based on guidance from this meeting. Policy Team is aiming to have a draft ready in December.	Feb 2019
3				3) That the Chief Executive work with a committee to be recommended by the Mayor in developing the policy and procedure	GM RPP	Completed	As above	Feb 2019
4				4) That any related current delegations be amended to reflect policy	GM RPP	In Progress	As above. Policy team has made recommendations for updates to Delegations register, when policy adopted the delegations contained within this Policy will also need to be registered.	June 2019
5				5) That the policy be presented to Council for approval at 09 October 2017 meeting.	GM RPP	In Progress	Draft policy presented to Regulatory Working Group on 11 February 2019 for discussion. Draft Policy presented to Council at Briefing meeting 4 April 2019. Policy to be workshopped again at Regulatory Working Group meeting 17/04/19. Policy to be adopted at Council meeting 2 May 2019.	June 2019
6	26/09/2017	6.6	Stopbank reinstatement - land known as Section 73 75 part 44 Block XV of the Tokatoka Survey District	Delegates responsibility to the interim Chief Executive to complete any associated works for the stopbank reinstatement of Raupo Drainage District flood protection based on feedback from community consultation and expert advice	COO (SP)	In Progress	See update below.	June 2019
7				Notes that the works are to be funded by Raupo Drainage Targeted Rate.	COO (SP)	In Progress		June 2019
8	14/11/2017	6.13	Northpower – Assignment of Lease	Approves the assignment of the grazing licence from Northpower to Highview Investments Limited	GM R,F&IT (JB)	Completed		
9				Delegates to the Chief Executive responsibility for execution of the Deed or Assignment on Council's behalf.	GM R,F&IT (JB)	Completed	Northpower lease has now expired and we are writing to them stating that and will develop a new lease direct with Highview investments	Dec 2018

10	11/12/2017	6.5	Mangawhai Museum Partial Surrender of Lease	Approves the Partial Surrender of the Lease by the Mangawhai Museum	GM R,F&IT (JB)	Completed		
11				Approves the grant to the Mangawhai Museum of a non-exclusive licence to use the surrendered area for the use permitted in its lease	GM R,F&IT (JB)	In Progress	Location of the Arts Building has now been identified so this can be excluded from non-exclusive licence area.	June 2019
12				Delegates to the Acting Chief Executive responsibility for the finalisation of the Deed of Partial Surrender of Lease	GM R,F&IT (JB)	In Progress	The Deed of Partial Surrender can be finalised now with updated plans However Museum have advised they now want to new lease rather than a partial surrender. They have been advised the policy is now for LTO rather than lease. A draft LTO has been provided to the Museum so they can consider. 15 April Museum have agreed to sign lease if Council can seal ground the carpark area they are surrendering.	June 2019
13	25/01/2018	7.4	Reserve Contributions (use of) Policy: Adoption of reviewed Policy	Approves the reviewed Reserve Contributions (use of) Policy as amended at the Reserve Contributions Committee's meeting on 18 January 2018 (as Attachment 2 of the above mentioned report) and at this Council meeting on 25 January 2018	GM RPP	Completed		
14				Consults on the reviewed Policy as part of the draft Long Term Plan process	GM RPP	Completed	Adopted at May 2018 Council Meeting	June 2018
15				Prioritises the review of Reserves and Open Space Strategy (ROSS)	GM RPP	In Progress	Review underway. Pre consultation with key stakeholders. A briefing to Council was provided in Nov. A workshop was planned with Council in April however due to staff capacity constraints and legal timeframes and required tasks for both the Dog Control Policy and bylaw and Taharoa Domain Bylaw reviews have postponed this matter till later in the year.	July 2019
16	23/05/2018	5.1.3	Issues and Options: Reserve Contributions	Adopts the Reserve Contributions (use of) Policy as consulted on in the Consultation Document for the Long Term Plan 2018/2028 effective from 01 July 2018		Completed	Approved as part of the LTP	
17				Continues to fund the existing \$100,000 p.a. budgets (\$150,000 for Mangawhai Park for 2018/2019 year only) for each of the three priority parks from reserve contributions as a priority over other reserve projects (and without being required to participate in the contestable funding round), until an alternative funding source is arranged, subject to each governance committee providing a business plan that conforms to the funding criteria of the policy	GM R, IT&F, GSD (IL)	Completed	Approved as part of the LTP. Council agreed contestable funding and catchment funding on 2nd May. Criteria to be agreed for contestable fund on 30 May	May 2019
18				Directs the Chief Executive to advertise the contestable funding round in July 2018 in accordance with the new policy	GM GSD (DL)	In Progress	This is contingent on Council approving the process. It was reported to the 6 December Council briefing and is now awaiting a decision at the March Council meeting	Mar 2019
19				Directs the Chief Executive to investigate the provision of alternative funding sources for the region's priority parks and other reserves on completion of the reviews of the Reserves and Open Spaces Strategy (ROSS) and the Reserve Management Plans to ensure there will be sufficient funding for their capital works programmes	GM R,IT&F	In Progress	Awaiting ROSS review	
20		5.1.7	Issues and Options: Mangawhai Community Wastewater Scheme	Approves the inclusion of \$20.05 million in the Long Term Plan 2018/2028 for the upgrade and extension of the Mangawhai Community Wastewater Scheme to accommodate new connections	GM GSD	Completed	Approved as part of the LTP	
21				Agrees that the \$20.05 million shall be funded through debt	GM GSD	Completed	Approved as part of the LTP	

22			Agrees that the growth portion of \$20.05 million debt servicing and financing be levied on future connections with the associated revenue raised from development contributions	GM GSD	Completed	Approved as part of the LTP	
23			Notes that investigations of future disposal options to provide additional disposal capacity will be undertaken concurrently and a preferred option recommended to Council for approval	GM I	In Progress	Looking to amend existing consent to increase capacity for future disposal as an initial option (estimate existing farm has 8-10 years' capacity). Drafting RFP document to procure a supplier to undertake assessment of and identify the preferred best practicable long term disposal option. Will then progress acquiring the necessary resource consents for the preferred long term disposal option.	June 2019
24		5.1.15	Issues and Options: Pensioner Housing	GM R,IT&F (JB)	In progress	Council has been asked to approve a Request for Expressions of Interest (REOI) process to be run, inviting proposals from interested parties on alternative arrangements for the delivery of pensioner housing in Mangawhai.	Dec 2019
25			Requests the Chief Executive reports the results of the investigation to Council	GM R,IT&F (JB)	In Progress	The results of the above will be communicated to Council	Dec 2019
26	26/07/2018	4.11	Mangawhai golf course Reserve status exchange and Golf Club surrender of lease / variation of lease or grant of new licence	GM R,IT&F	In Progress	In negotiation with Golf Club on terms and conditions in respect of Surrender and LTO. Brookfields changing license for input from Golf Club.Revised LTO sent May 2019	June 2019
27			Directs the Chief Executive to publically notify Council's intention to grant the Mangawhai Golf Club a new Licence to Occupy as required in section 119 of the Reserves Act 1977, and to report back to Council on the results of this consultation so that Council can consider any submissions received in accordance with section 120 of the Reserves Act 1977	GM R,IT&F	In Progress	Notification was done in August, No objections received. Once the LTO and Surrender deed are finalised this will be reported to Council for final decision.	June 2019
28	23/08/2018	4.5	Road stopping and amalgamation: 623 Golden Stairs Road, Paparoa	GM I	In Progress	Deposit payment of \$3450.00 incl GST was received on the 6.11.2018. Waiting for for the Purchaser to arrange the Legalisation Survey Plan for the subject Land at their cost. Once the Survey Office Plan is approved by LINZ the Purchaser is to pay the balance (\$4,800.00 + GST).	Jun 2019
29			Delegates authority to the Chief Executive to finalise the sale of the stopped portion of road of the section of Golden Stairs Road in Paparoa, as marked red on aerial map (see Attachment 2 to the afore mentioned report)	GM I	In Progress	As above	Jun 2019
30	20/11/2018	4.6	Authorisation for delegated authority to Mayor and Chief Executive to impose and rescind water restrictions	GM I	Completed		Nov 2018
31			Instructs the Chief Executive to report to the next available Council meeting the details of any water restrictions imposed or rescinded	GM I	Completed	Water restrictions for Dargaville & Baylys Beach lifted.	May 2019

32		4.7	Murphy Bower Stopbank Options Report	Resolves that the Murphy Bower stopbank located on SECT 73 75 PT 44 BLK XV TOKATOKA SD is remediated as per Option C of the aforementioned report – the remediation of the stopbank along the approximately 300m long section outlined under New Stop Bank and the upgrade of the existing section of the stopbank as highlighted by the area marked under Option 2 as per Fig 1 in Appendix A of the aforementioned report, without associated ground improvements i.e. construct the proposed stopbank to a standard no less than the existing stopbanks within the Raupo Drainage District at an estimated cost of \$375,000 + GST	GM I	In Progress	Meeting with landowner was requested but not accepted. Details sent to landowner's legal advisors. If no agreement can be reached with the landowner regarding approval to enter private property to undertake the works, then Council will need to proceed with statutory process to obtain authority to enter property to construct the public works.	June 2019
33				Resolves to defer the following Raupo Drainage District capital works and operational projects to fund the proposed stopbank: a) \$128,000 to come from financial year capital works projects; b) \$50,000 from Management services (identified to start hydraulic modelling); c) \$42,000 from the stopbank maintenance budget	GM I	In Progress		June 2019
34				Resolves to approve an additional Raupo Drainage District capital budget of \$45,000 to be loan funded	GM I	In Progress		June 2019
35	20/12/2018	4.4	Draft Annual Plan 2019/20	Agrees that the Chief Executive prepares the draft Annual Plan 2019/2020 with an estimated average rates increase of 5.26% (after consideration for growth of 1% and exclusive of water supply rates), after reducing the Chief Executive's legal fees budget by \$169,000 to meet the shortfall and manage resource consent demand	GM R,IT&F GM GSD	Completed	Annual Plan has been compiled with this direction.	June 2019
36				Agrees that the estimated total rates increase of 5.26% (after consideration for growth of 1% and exclusive of water supply rates) for the draft Annual Plan 2019/2020 is not material and that formal consultation on the rates increase is not required	GM R,IT&F GM GSD	Completed	Annual Plan has been compiled with this direction.	June 2019
37				Agrees that a comprehensive communication and engagement plan be delivered to inform and educate the community on the draft Annual Plan 2019/2020	GM GSD	In progress	Engagement plan was reported to the 4 February Council briefing. Feedback will be incorporated into the engagement plan. The engagement plan is being operated at the moment	June 2019
38	28/02/2019	4.1	Notice of Motion dated 28 February 2019	a) Establishes an award for Kaipara citizens (and/or organisations), who have contributed to the environmental good of the Kaipara District.	GM RPP	In Progress	Policy team currently researching similar award polices from other Territorial Authorities	Oct 2019
39				b) Agrees that this award is judged on environmental leadership and actions including (but not restricted to) the protection, enhancement, and kaitiakitanga of natural resources and ecosystems; sustainability in enterprise, and environmental education and awareness raising.	GM RPP	In Progress		
40				c) Agrees that a committee of suitably informed and qualified members will be established for determining the award recipient(s)	GM RPP & GM GSD	In Progress		

41			d) Requests that the Chief Executive i. drafts an Award Policy with the frequency (to be determined), categories, and criteria for this Kaipara Environmental Award; ii. drafts a Terms of Reference for the establishment of the aforementioned Committee; iii. brings the draft Policy and Terms of Reference back to Council for approval, with a report that includes any possible costs to council for the establishment of the Award and the Committee.	GM RPP & GM GSD	In Progress			
42		5.1	Fees and Charges 2019/2020: Annual Review	Approves the proposed draft Fees and Charges 2019/2020 as outlined in the schedule included in the Agenda for this Council meeting held 28 February 2019 (circulated with the above mentioned report 'Fees and Charges 2019/2020: Annual Review' as Attachment 1), for consultation to allow community comments to be received prior to formal adoption	GM RPP	In Progress	Consultation planned starting the week of 18th March 2019.	April 2019
43		5.4	Road Stopping and Inundation of an Unformed Legal Road: Roberts West Road, Dargaville	Agrees to the stopping of a portion of the section of Roberts West Road in Dargaville (approximately 1,538.6 metres of unformed road) as shown in Attachment 1 of the aforementioned report, under s342 of the Local Government Act 1974.	GM I	In Progress	Northland Fish & Game to consult with Te Roroa and Te Uri o Hau to seek agreement on the proposed inundation.	Sep 2019
44	28/03/2019	4.3	Notice of Motion 3, Councillor Jonathan Larsen	a) That Council directs the Chief Executive to prepare a report on the feasibility of designing and building a pedestrian bridge or shared path (walking and cycling) bridge beside the Insley Street (Tomarata Road) bridge; and b) That the report include an assessment of requirements for community consultation to complete the bridge earlier than currently scheduled (after 2028) in the Mangawhai Community Plan (MCP) and any funding implications; and c) That the report be brought back to a subsequent Council meeting (to be determined by agreement abased on workload and resourcing).	GM I	In Progress	The project requires a specific Business Case (BC) for NZTA's consideration and approval. The BC requires a feasibility study to confirm the best practicable option including a more detailed cost estimate to inform the BC. The programme is for the feasibility study to commence in July (when funds become available) and it is expected to have the feasibility and final BC submitted for NZTA's consideration by the end of 2019 (noting that it can take 2 to 3 months for NZTA to process the application). Once it has been confirmed whether the project is a subsidised project or not (this will confirm Council's cost), we can consult with the community to confirm the priority of the shared path project and the Insley Street pedestrian bridge.	May 2019
45		5.1	Mangawhai Activity Zone Charitable Trust – Variation of Licence to Occupy	Approves the variation to the Mangawhai Activity Zone Charitable Trust's Licence to Occupy to extend the lease area by approximately 1,000 m2 behind the St John's site to provide for a proposed pump track, as shown in Attachment B.	GM I	In Progress	Revised LTO has been sent to the MAZ Committee before sending to Brookfields to finalize.	May 2019
46				Approves the variation to the Mangawhai Activity Zone Charitable Trust's Licence to Occupy to allow for the operation of a small takeaway café.	GM I	In Progress	Revised LTO has been sent to the MAZ Committee before sending to Brookfields to finalize.	May 2019
47				Delegates authority to the Chief Executive to negotiate the final terms and conditions of the variation of Licence to Occupy with Mangawhai Activity Zone Charitable Trust, for execution in line with the recommendation from the Mangawhai Community Park Governance Committee made on 21 January 2019.	GM I	In Progress	Revised LTO has been sent to the MAZ Committee before sending to Brookfields to finalize.	May 2019
48		5.2	Baylys Coast Road Watermain Renewals 2018.19 - Authorisation to Award Contract 910.02	Approves the award of Contract 910.02 to Broadspectrum Limited for the contract price of \$654,056.07 excluding GST.	GM I	Completed	Contract awarded	Mar 2019

49		5.3	Temporary Road Closure Approval - Dargaville Veterinary Centre Run/Walk Series 14 April 2019	Approves the application for the temporary road closure of part of Victoria Street, Dargaville between Hokianga Road and Normanby Street (State Highway 12), opposite where it intersects with Beach Road, on Sunday 14 April 2019 between 07:00am to 12:30pm. A condition of approval being the event organiser do a letter drop to all residents located within the closure.	GM I	Completed		April 2019
50	2/05/2019	4.1	Forecast Two 2018/2019	Approves the forecast as set out in this report and determines no further action is required at this point.	GM R,IT&F	completed	Forecast Two discussed and approved	May 2019
51		4.2	Reserve contributions allocation	Approves the allocation of financial contributions for reserves (reserve contributions) after 01 July 2018 to the relevant catchment.	GM R,IT&F	completed	Financial Accountant advised	May 2019
52				Approves allocations from existing reserves funds as at 30 June 2018 to projects in the Long Term Plan, then reallocation to catchments as required where there are insufficient funds, as per Option A on the Detailed Financial Sheet circulated as Attachment A.	GM R,IT&F	completed	Financial accountant advised	May 2019
53		4.3	Taharoa Domain Bylaw 2019 – Adoption	Adopts the Taharoa Domain Bylaw 2019 as presented in Attachment C to this Report.	GM RPP	Completed		
54				Delegates the Chief Executive to make the Taharoa Domain Bylaw 2019 operative when final signoff has been received by the Department of Conservation.	GM RPP	In Progress	DOC have been informed of the request. We are awaiting their response and formal sign off.	June 2019
55				Delegates the Chief Executive as an authorised Officer under the Taharoa Domain Bylaw 2019 and to exercise the powers of an Officer under Part 5 of the Reserves Act 1977.	GM RPP	Completed		
56				Delegates the Chief Executive to investigate appropriate and effective enforcement of the final Taharoa Domain Bylaw 2019, with appropriate delegations.	GM RPP	In Progress	Proposed workshop being established with Taharoa Committee, Harbourmaster, DOC, Mana Whenua and staff to establish an enforcement plan.	July 2019
57				Delegates to the Mayor and Chief Executive the authorisation to approve minor editorial changes as discussed at the meeting.	GM RPP	Completed		
58		4.4	Triennial Election 2019	Adopts the alphabetical order of candidate names on voting documents for the 2019 local body triennial election in accordance with Regulation 31 of the Local Electoral Regulations 2001.	GM GSD	Completed	Decision made at 2 May Council meeting. Electoral Officer has been advised and the electoral process will reflect the decision.	May 2019
59		4.6	Local Government New Zealand – Climate Change Declaration	Becomes a signatory to the Local Government New Zealand's Local Government Leaders' Climate Change Declaration.	GM GSD	Completed	Decision was made at the 2 May Council meeting. The Mayor has signed the declaration and LGNZ has updated their website.	May 2019
60	4.7	Response to petitions	In relation to the petition seeking the sealing of Waihue, Nichols, Lawson and Middleton Roads in Dargaville, Kaipara District Council: a) Thanks the petitioners and notes the request raised in their petition on the sealing of Waihue, Nichols, Lawson and Middleton Roads in Dargaville. b) Requests that the Chief Executive writes to the petitioners advising: <input type="checkbox"/> of the situation with seal extensions within the approved Long Term Plan (LTP) budgets <input type="checkbox"/> the assessment of the roads in question relating to priority and air quality <input type="checkbox"/> of the option available to petitioners under the council's Road Seal Extension Policy.	GM GSD	Completed	The letter on the road sealing petition has been completed and sent to petitioners	May 2019	

61			<p>In relation to the petition seeking action on the uncontrolled dogs in Dargaville, Kaipara District Council:</p> <p>c) Thanks the petitioners and notes the requests raised in their petition on seeking action on the uncontrolled dogs in Dargaville.</p> <p>d) Notes that Council monitors the contractor's performance against the contract and current key performance indicators have been met approximately 95% of the time.</p> <p>e) Notes that the contractor has increased patrols and presence in the Dargaville area.</p> <p>f) Notes that a Section 17A review under the Local Government Act (2002) is being completed and will be reported to Council on 30 May 2019.</p> <p>g) Requests that the Chief Executive writes to the petitioners advising them of this information.</p>	GM GSD	In Progress	The letter on the dog management is being drafted at time of writing this update, but will be sent to petitioners during May.	May 2019
62	4.8	Kaipara District Council bank account	Appoints Sue Davidson – General Manager Risk, Information Technology and Finance, Hannah Gillespie – General Manager People and Capability, Jason Marris – General Manager Governance, Strategy and Democracy as authorised bank account owners to the council's Bank of New Zealand bank account.	GM R,IT&F	Completed	Bank advised May 2019	

7 Public Excluded Council agenda items 30 May 2019

Recommended

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

- Confirmation of Public Excluded Council minutes 02 May 2019
- Public Excluded Committee minutes confirmed in April 2019
- Dargaville Civic Buildings
- Mangawhai Civic Buildings investigation
- Mangawhai Pensioner Housing
- Regulatory Shared Services Agreement Contract
- Procurement of Electronic Document and Records Management System (EDRMS)
- Contract 706 Extension

And that Bill Shepherd, Malcolm Nicholson and Phil Heatley from Northland Regional Council remain for item 6.3 'Dargaville Civic Buildings'.

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 02 May 2019	S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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.
Public Excluded Committee minutes confirmed in April 2019	S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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.
Dargaville Civic Buildings	S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
<i>Mangawhai Civic Buildings investigation</i>	<i>S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>	<i>S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>
<i>Mangawhai Pensioner Housing</i>	<i>S7(2)(a) to protect the privacy of natural persons, including that of deceased natural persons.</i>	<i>S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>
<i>Regulatory Shared Services Agreement Contract*</i>	<i>S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). S7(2)(b) to protect information where the making available of the information would disclose a trade secret; or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</i>	<i>S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>
<i>Procurement of Electronic Document and Records Management System (EDRMS)</i>	<i>S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>	<i>S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>
<i>Contract 706 Extension</i>	<i>S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>	<i>S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>

8 Open Council agenda 30 May 2019

Closure

**Kaipara District Council
Dargaville**