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## **Kaipara District Council**

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# **Minutes**

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<b>Meeting</b>	Kaipara District Council
<b>Date</b>	Thursday 23 August 2018
<b>Time</b>	Meeting commenced at 9.36am Meeting concluded at 4.06pm
<b>Venue</b>	Gateway North Conference Room – 1999 State Highway 1, Kaiwaka
<b>Status</b>	Confirmed

### **Membership**

Chair: Mayor Jason Smith

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

Jason Marris  
**General Manager Governance, Strategy and Democracy**

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**Minutes of the Ordinary meeting of Kaipara District Council**
**23 August 2018 in Kaiwaka**
**1 Opening**
**1.1 Karakia**

Councillor del la Varis-Woodcock 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, Karen Joyce-Paki (via audio link for items 1—4.2), Jonathan Larsen and Andrew Wade

**In Attendance**

Name	Designation	Item(s)
Curt Martin	Acting Chief Executive	All
Dean Nuralli	Acting General Manager Regulatory, Planning and Policy	All
Donnick Mugutso	Acting General Manager Infrastructure	All
Sue Davidson	General Manager Risk, IT and Finance	All
Jason Marris	General Manager Governance, Strategy and Democracy	All
Henri van Zyl	Roading Manager	All
Shakhin Sharma	Roading Projects Engineer	All
Paula Hansen	Policy Planner	1—4.2
John Burt	Property and Commercial Advisor	4.3—Close
Peter Winder	Crown Manager	5.1
Lisa Hong	Governance Advisor	All (Minute-taker)

**Adjournments**

Reason	Start	Finish
Tea break	10.58am	11.08am
Lunch break and Council Briefing	1.04pm	2.59pm
Tea break	3.01pm	3.19pm

**1.3 Apologies**

**Moved Curnow/Geange**

*That the apology of Councillor Libby Jones be received.*

**Carried**

#### 1.4 Confirmation of Agenda

Moved Smith/Wethey

*That Kaipara District Council confirms the agenda, with the addition of the public forum presentation as item 2.2 'Kaiwaka Can'.*

Carried

#### 1.5 Conflict of Interest Declaration

Nil.

### 2 Deputations, Presentations and Petitions

#### 2.1 Mangawhai Community Opportunity Shop Trust, Roger Hill

Roger Hill tabled correspondence between the Mangawhai Community Opportunity Shop Trust and Kaipara District Council and spoke in the public forum.

#### 2.2 Kaiwaka Can, Derek Christensen

Derek Christensen tabled a copy of the presentation and spoke in the public forum.

### 3 Minutes

#### 3.1 Confirmation of Open Council minutes 26 July 2018

General Manager Governance, Strategy and Democracy 1601.23

Moved Smith/Curnow

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

Carried

#### 3.2 Committee minutes confirmed in July 2018

General Manager Governance, Strategy and Democracy 1616.01

Moved Larsen/del la Varis-Woodcock

*That Kaipara District Council receives the confirmed Open minutes of the following Kaipara District Council Committee meeting, for information:*

- Reserve Contributions Committee meeting held 18 January 2018.

Carried

## 4 Decision

### 4.1 Smokefree and Vape-free Kaipara Policy - Confirmation of draft Policy for consultation

**Policy Manager and Policy Planner** 4702.04.04

[Secretarial Note: Bridget Rowse, Smokefree Advisor from Northland District Health Board, tabled a presentation and spoke to this item.]

**Moved Smith/Geange**

*That Kaipara District Council:*

- 1 *Receives the Policy Manager's and the Policy Planner's report 'Smokefree and Vape-free Kaipara Policy - Confirmation of draft Policy for consultation' dated 07 August 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Agrees with the direction provided for in the draft Smokefree Kaipara Policy, circulated as Attachment Two to the aforementioned report, incorporating feedback provided; and*
- 4 *Approves the draft Smokefree Kaipara Policy in accordance with Council's Significance and Engagement Policy, incorporating feedback provided; and*
- 5 *Forms a panel of three Elected Members, being Councillors Wethey, Joyce-Paki and Curnow to consider submissions and make recommendations to Council.*

**Carried**

## 5 Information

### 5.1 Crown Manager Six Monthly Report June 2018

**General Manager Governance, Strategy and Democracy** 1203.01

[Secretarial Note: Crown Manager Peter Winder spoke to this item. This item was taken out of order, between items 4.1 'Smokefree and Vape-free Kaipara Policy - Confirmation of draft Policy for consultation' and 4.2 'Alcohol Control Bylaw and Statement of Proposal - Adoption of drafts for consultation' to facilitate the speaker.]

**Moved Smith/Curnow**

*That Kaipara District Council:*

- 1 *Receives the General Manager Governance, Strategy and Democracy's report 'Crown Manager Six Monthly Report June 2018' dated 03 August 2018; and*
- 2 *Receives Attachment 1 to the above-mentioned report, being 'Report of the Kaipara District Council Crown Manager' dated June 2018.*

**Carried**

Meeting adjourned at 10.58am

Meeting recommenced at 11.08am

## 4 Decision

### 4.2 Alcohol Control Bylaw and Statement of Proposal - Adoption of drafts for consultation

Policy Planner 3211.02

Moved Smith/Geange

*That Kaipara District Council:*

- 1 *Receives the Policy Planner's report 'Alcohol Control Bylaw and Statement of Proposal - Adoption of drafts for consultation' dated 07 August 2018 and its attachments; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Determines that a bylaw is the most appropriate way of addressing the perceived problem(s) associated with alcohol consumption in a public place; and*
- 4 *Adopts the Statement of Proposal for the Kaipara District Public Places Alcohol Control Bylaw including draft bylaw for public consultation; and*
- 5 *Agrees that the proposed alcohol control areas below and their associated controls as shown in the Statement of Proposal (circulated as Attachment Three to the aforementioned report) are to be consulted on alongside the draft Alcohol Control Bylaw. These being to:*
  - a) *"Amend Mangawhai controls to: apply continuously (24hours a day) starting at 8.30pm on 01 December through to 7.00am on 01 March the following year and from 8.30pm to 7.00am (10.5hrs) for every other day of the year starting on 01 March at 8.30pm and ending 01 December at 7.00am each year. The control area is to remain the same, plus an extension to the Mean Low Water Springs.*
  - b) *Retain current alcohol control areas and controls – place 24hours a day all year round for Ruawai and Dargaville. The areas are to stay the same for Ruawai, with the addition of schools for Dargaville.*
  - c) *Retain current alcohol control areas and controls – from 8.30pm to 7.00am the following day on each day throughout the year for the following areas:*
    - i *Te Kopuru – Retain days and time but also include the school and Council property adjoining current control area that sits behind residential properties;*
    - ii *Pouto - Retain days and time, and extend control area to the Mean Low Water Spring mark;*

- iii *Glinks Gully - Retain days and time and extend control area to the Mean Low Water Spring mark;*
  - iv *Baylys Beach - Retain days and time and extend control area to the Mean Low Water Spring mark;*
  - v *Omamari - Retain days and time and extend control area to the Mean Low Water Spring mark;*
  - vi *Aranga - Retain days and time and extend control area to the Mean Low Water Spring mark;*
  - vii *Kaihu - Retain days and time and area. Modification of area could be considered through consultation with the community.*
- d) *Introduces a new alcohol control area for Tinopai with a proposed control of 24hours a day every day of the year for consultation.*

*And*

- 6 *Forms a Hearing Panel made up of three Elected Members, being Councillors Curnow, del la Varis-Woodcock and Joyce-Paki, one of whom will be the chair of the panel, and delegates to the Hearing Panel the responsibility to hear submissions and to provide recommendations to Council.*

**Carried**

**Councillor Joyce-Paki left the meeting (audio-link) at 11.43am.**

#### **4.3 Budget Carryovers 2017/2018**

**Acting General Manager Infrastructure 2304.0**

**Moved Smith/Curnow**

*That Kaipara District Council:*

- 1 *Receives the Acting General Manager Infrastructure's report 'Budget Carryovers 2017/2018' dated 10 August 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Approves the carryover of the following budgets from the 2017/2018 financial year to the 2018/2019 financial year:*

<b>Project</b>	<b>Budget Carryover</b>	<b>Comments</b>
<b>Roading</b>		
000 LEDs	\$724,609	<i>For the LEDs we have completed the renewal work for the P category lights (replaced with new LED luminaire), the next step is to do the design</i>

		<i>work for the V categories. With these there is a bit more work involved, it needs to be designed for each light gap, meaning either a stronger luminaire, or a new post.</i>
<i>164 Emergency Works and Preventative 'Maintenance</i>	<i>\$246,156</i>	<i>We have completed 17 of the 19 slips that was a result of the two cyclones, Debbie and Cook, the two remaining slips is under construction at the moment.</i>
<b>District Leadership</b>		
<i>10636 Electronic Document and Records Management</i>	<i>\$110,000</i>	<i>Project briefs are being developed for each software application, and then being prioritised. Options and costs for these projects will become clearer when this is completed.</i>
<i>10716 Microsoft Azure Cloud Migration</i>	<i>\$60,000</i>	<i>Project briefs are being developed for each software application, and then being prioritised. Options and costs for these projects will become clearer when this is completed.</i>
<i>10718 GIS Shared Service</i>	<i>\$60,000</i>	<i>Project briefs are being developed for each software application, and then being prioritised. Options and costs for these projects will become clearer when this is completed.</i>
<i>10649 Mangawhai Office Extension</i>	<i>\$35,000</i>	<i>Delays finalising plans and specifications. Work commenced prior to 30 June 2018 and the majority of Plans and Specifications have been finalised with the architect building consent and procurement of contractors start August 2018.</i>
<i>10038 Civic Building Renewals (Dargaville Office)</i>	<i>\$40,000</i>	<i>Delays finalising plans and specifications due to being more complicated and broader than originally anticipated.</i>
<b>Community</b>		
<i>10709 Dargaville Placemaking</i>	<i>\$25,000</i>	<i>This project was to be completed on 30 June, but the contractor was held up on another project and now weather has impacted on works and contractor has not been able to complete.</i>
<i>10087 Kai Iwi facilities Boat Ramp</i>	<i>\$30,000</i>	<i>Did not have enough information at the start of this project and investigation was required, we are now in discussion with NRC and Engineer for designs and consents to make sure we achieve the right outcomes. This project is tied up with the other project at Taharoa Domain completion date end of 2018/2019 financial year.</i>
<i>10326 Building Renewal and Earthquake Stabilisation</i>	<i>\$50,000</i>	<i>Delays finalising plans and specifications due to being more complicated and broader than originally anticipated.</i>



10705 Public Toilets – Lake Waikare	\$40,000	<p>The original project was to make the existing toilets in the Lake Waikare Education Centre building accessible to the public from outside. It was decided if we could secure additional external funding we would install a stand-alone toilet as this was a better option. This is a project in conjunction with additional funding from MBIE of \$90,500. We were unable to start this project until we confirmed we had secured the additional funding and we are about to start construction. Toilet has been ordered and is due for delivery in August 2018 along with the materials for campervan dump station, expected completion September 2018.</p>
10520 Community Infrastructure - District	\$36,000	<p>An application has been lodged with Tourism Infrastructure Fund (TIF) for additional funding to complete this project. We cannot start work until we receive a decision. Expecting positive outcome.</p> <p>This is part of an application with TIF for a boardwalk at Baylys Beach from carpark to beach past toilets for safe access to beach.</p>
10523 Mangawhai Community Park – Implement Master Plan	\$21,000	<p>Unable to complete due to weather constraints. Completion due date September 2018.</p>
10524 Cycleway/Walkway – develop and implement strategy	\$39,000	<p>This is part of an application with Provincial Growth Fund (PGF) for Kaihu Valley Rail Trail. We are waiting to hear if we have been successful before we can continue, we also need to do a full feasibility and business case along with consultation with all the adjoining property owners. If funding is unsuccessful we will need to reassess this project. Some work has been done with maps and project management costs to investigate possible routes and basic investigation prior to going to full feasibility.</p>
10704 Mangawhai Heads to Alamar Crescent Walkway	\$74,000	<p>This a part of the Picnic Bay to Pearl Street walkway. We started this project but received a lot of feedback which put a stop to the project. This project needs a lot more consultation, feasibility study and consents before it can commence. This is a part of the bigger Coastal walkway linkages project identified through the Mangawhai Community Plan process.</p>
10706 Taharoa Domain RMP Biosecurity screen for boat ramp	\$34,000	<p>This project could not be started as it was identified in conjunction with the boat ramp and we are in discussion with NRC and Engineer for</p>

		<i>designs and consents. Completion date end of 2018/2019 financial year.</i>
<i>10060 Elderly Housing Renewals</i>	<i>\$11,000</i>	<i>Project not started due to changes in staff.</i>
<b>Total</b>	<b>\$1,635,765</b>	

**Carried**

**Councillor Geange requested that her vote against be recorded.**

#### **4.4 Cames Road, Mangawhai, Improvement report**

**Roading Projects Engineer 4102.069**

**Moved Geange/Wethey**

*That Kaipara District Council:*

- 1 *Receives the Roding Projects Engineer's report 'Cames Road, Mangawhai, Improvement report' dated 11 August 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Resolves to approve the recommended Option A, which is to undertake routine maintenance estimated at \$200,090 + GST, to be prioritised and funded from existing budgets.*

**Carried**

#### **4.5 Road stopping and amalgamation: 623 Golden Stairs Road, Paparoa**

**Roding Manager 4102.17**

**Moved Geange/Smith**

*That Kaipara District Council:*

- 1 *Receives the Roding Manager's report 'Road stopping and amalgamation: 623 Golden Stairs Road, Paparoa' dated 10 August 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Agrees in principle to the stopping of a portion of the section of Golden Stairs Road in Paparoa, as marked red on aerial map (see Attachment 2 to the afore-mentioned report) under s116 of the Public Works Act subject to reaching prior agreement with the*

*purchaser on the terms and conditions of the Sale and Purchase Agreement, subject to the sale price being no less than \$7,800 plus GST (if any), and that the purchaser meets all costs associated with the transaction: and*

- 4 *Delegates authority to the Chief Executive to finalise the sale of the stopped portion of road of the section of Golden Stairs Road in Paparua, as marked red on aerial map (see Attachment 2 to the afore-mentioned report).*

**Carried**

## **5 Information**

### **5.2 Northland Transportation Alliance Quarterly Update**

**NTA Manager and Roading Manager                      41 QR/NTAQR**

**Moved            Curnow/Geange**

*That Kaipara District Council receives the Northland Transportation Alliance Manager's and Kaipara District Council Roading Manager's report 'Northland Transportation Alliance Quarterly Update' dated 07 August 2018 and the information contained therein.*

**Carried**

### **5.3 Chief Executive's Report July 2018**

**Acting Chief Executive            2002.02.18/July**

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

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

**Carried**

### **5.4 Reserve Contributions Committee - Appointment of Deputy Mayor Wethey**

**Governance Advisor                      1203.01**

**Moved            Curnow/Smith**

*That Kaipara District Council:*

- 1 *Receives the Governance Advisor's report 'Reserve Contributions Committee - Appointment of Deputy Mayor Wethey' dated 13 August 2018 and its Attachment 1; and*
- 2 *Notes the Mayoral appointment of Deputy Mayor Peter Wethey to the Reserve Contributions Committee.*

**Carried**

**5.5 Resolutions Register and Action Tracker****Governance Advisor 1202.05****Moved Geange/Smith**

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

**Carried****Meeting adjourned at 1.04pm****Meeting recommenced at 2.59pm****Moved Smith/Curnow**

*That this meeting of Kaipara District Council continue, exceeding six hours (at 3.30pm), pursuant to clause 4.2 of the Kaipara District Council Standing Orders.*

**Carried****Meeting adjourned at 3.01 pm****Meeting recommenced at 3.19pm.**

## 6 Public Excluded Council minute items 23 August 2018

The meeting went into Public Excluded session at 3.19pm.

**Moved Smith/Curnow**

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

- *Confirmation of Public Excluded Council minutes 26 July 2018;*
- *Senior Citizens Hall Society, Fagan Place, Mangawhai – Lease; and*
- *Sale of Section, Aranga Coast Road.*

*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:*

<b>General subject of each matter to be considered:</b>	<b>Reason for passing this Resolution</b>	<b>Ground(s) under Section 48(1) for the passing this resolution:</b>
<i>Confirmation of Public Excluded Council minutes 26 July 2018</i>	<i>Section 7(2)(g) maintain legal professional privilege Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>	<i>Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>
<i>Senior Citizens Hall Society, Fagan Place, Mangawhai - Lease</i>	<i>Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>	<i>Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist</i>
<i>Sale of Section, Aranga Coast Road</i>	<i>Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>	<i>Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>

**Carried**

**7 Open Council minutes 23 August 2018**

The meeting returned to Open session at 4.05pm.

**Closure**

The meeting closed at 4.06pm.

**Confirmed 05 September 2018**

**Chair Mayor Smith**

Confirmed