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**Meeting of the Taharoa Domain Governance Committee**

**Date: 1.00 pm Friday 25 February 2011**

**Venue Committee Room, Council Offices, Station Road, Dargaville**

**To: Members Of The Taharoa Domain Governance Committee**

Councillors J Geange and H Harding, and Messrs T Birch and R Parore  
Staff and Associates: Chief Executive, Community Infrastructural Assets Manager,  
Community Spaces Manager, Finance Manager, Governance Manager

**Timetable**

**12.30 pm Lunch for Committee Members**

**1.00 pm Commencement of Meeting**

**Taharoa Domain Governance Committee**
**Friday 25 February 2011**

**Recommendations contained in the Order Paper are NOT Committee decisions  
Please refer to Taharoa Domain Governance Committee minutes for Resolutions**

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**Taharoa Domain Governance Committee Meeting****Friday 25 February 2011****1 Karakia****1.1 Present****1.2 In Attendance****1.3 Apologies****1.4 Acknowledgement of Public****2 Confirmation of Minutes****P1 2.1 Minutes of Meeting 17 December 2011**

A copy of the minutes is attached.

**Recommended**

*That the minutes of the Taharoa Domain Governance Committee meeting of 17 December 2011 as circulated, be confirmed.*

**3 General****3.1 Priority List**

The Taharoa Domain Governance Committee at its meeting of 17 December 2010 agreed to hold a workshop to discuss the development of a 2011/ 2012 Works Programme and Associated Budgets. The workshop was held on Monday 17 January 2011. At the workshop the Taharoa Domain Governance Committee reviewed the priority list and developed a new priority list from which a Works Programme could be developed for 2011/2012. The Priority List developed is shown below. The list is in order of importance. Nine priorities were identified.

**Recommended**

*That the Priority List indentified at the Workshop held on 17 January 2011, be confirmed by the Taharoa Domain Governance Committee, as listed.*

**Priority list:**

- 1 *Revegetation Control*
  - *Boundary Fencing*
  - *Weed control*
  - *Pest control*
  - *Planting:*
    - *Care of plants*

 *Public Relations Programme*

- 2 *Public buy-in to Management Plan - all "5"*
  - *Build Public Relations tool*
  - *Marketing → use and Economic Development*
  - *Community engagement:*
    - *Buy a tree*
    - *Working bee*
    - *Interpretation/ signage*
- 3 *Cultural Sites*
- 4 *Monitoring and State of Environment Reporting*
- 5 *Website*
- 6 *Launching Points*
  - *Associated facilities e.g. toilets*
- 7 *a) Lake Kai Iwi vegetation*
  - *Care; and**b) Fishery Management*
  - *Report on practicality*
- 8 *Watercraft Management*
- 9 *Playgrounds and water toys*  
*Parking*  
*Picnic*  
*Access to Reserve*

**Reason for the recommendation**

This reaffirms the Taharoa Domain Governance Committee priorities for the Taharoa Domain and allows the development of an Annual Works Programme to be developed.

**3.2 Works Programme 2011/2012**

Following the workshop held on 17 January 2011 the following Works Programme and costs have been developed and are proposed for 2011/2012.

**Works Programme**

	\$
Planting of nine hectares at \$21,000 per hectare (plants)	189,000
Wilding pine removal (Lake Kai Iwi)	1,500
New day tripper / visitor area	5,000
Picnic tables	5,400
Marker buoys	3,000
Planting of large trees	6,100
Total	<u>\$ 210,000</u>

The Works Programme identified is based on a number of easy wins for the Domain and can be managed within revenue received from within the Domain and also takes into account the Governance Committee identifying revegetation as their number one priority. The proposed Work Programme also does not have any impact on the ratepayers of the Kaipara District, these costs are able to be met from revenue received from within the Taharoa Domain.

The nine hectares proposed for planting is as follows:

- Pine Beach / Hillside area behind camp ground (5 hectares)
- Promenade Point / pump shed area (2 hectares)
- Marina Bay to Pine Beach (2 hectares)

These areas are all high visibility areas, have been cleared and would be easy to manage once planted.

Wilding pines have become a problem around Lake Kai Iwi since the harvesting of Pine trees. This allows for manual removal the existing Wildling pines.

The development of a new day tripper area between Marina Bay and Pine Beach is an opportunity to spread visitor numbers within the Domain. With the removal of Pine trees and weed species, an area has been identified that with levelling provides an ideal location with easy access off the road for parking and access to the lake shore.

Picnic tables are well used within the Domain and appreciated by visitors. With the removal and clearing of pine trees from the Pine Beach area a number of sites have been identified where picnic tables can be placed that would benefit users of the Domain, along with a picnic table in the newly developed day tripper area.

Marker buoys within the Sin Bin area of Lake Taharoa that indicate the five knot boating rule would be an advantage to the policing by the warranted officers, act as a visual educational tool and give comfort to passive water craft users in this area.

The planting of large specimen trees has been identified as a way of reducing the visual impact within Pine Beach at present. Several large Pohutukawa trees within the Omamari area have been identified and offered for removal, and can be transplanted in the foreshore area that will provide immediate height and shade, quicker than the grade of trees already planted within Pine Beach.

The Domain has generated two sources of income this financial year.

- 1 The remaining harvesting operation; and
- 2 Camping fees from both camp ground sites.

Camp ground revenue has been adjusted down due to a decrease in numbers this year.

	\$	
Forestry (log harvesting )	150,000	
Camp grounds (\$80,000 projected fees)	60,000	(estimate)
Total	<u>\$ 210,000</u>	

### **Recommended**

*That the Taharoa Domain Governance Committee approve the annual Works Programme for 2011/2012 as listed:*

<b>Works Programme</b>	<b>\$</b>
<i>Planting of nine hectares at \$21,000 per hectare (plants)</i>	189,000
<i>Wilding pine removal (Lake Kai Iwi)</i>	1,500
<i>New day tripper / visitor area</i>	5,000
<i>Picnic tables</i>	5,400
<i>Marker buoys</i>	3,000
<i>Planting of large trees</i>	6,100
<i>Total</i>	<u>\$ 210,000</u>

### **Reason for the recommendation**

The approval of the Annual Works Programme 2011/ 2012 ensures the continuation of the work started in both Promenade Point and Pine Beach late last year with this being expanded in a manageable fashion. It also enables work to begin immediately on the areas identified for planting this 2011 autumn / winter.

### **3.3 Boundary Fence**

Along with the planned Works Programme the completion of the boundary fence is believed necessary, as identified in the Priority List. The completion of the boundary fence will limit the incursion of animal pests into the Domain from the north eastern side. The fenceline is approximately two kilometres in length and borders a Kaipara District Council Forestry Block known as Monteiths Block. This fenceline, which runs behind the Pine Beach camp ground, will be completed as part of the current fenceline renewal programme underway which is part of the forestry harvesting programme agreement with the bordering landowner. Both portions of boundary fence are approximately two kilometres each. Under the Reserves Act the cost of renewing a boundary fence falls with the adjoining property owner, in this case the adjoining property owner is the Kaipara District Council. The adjoining land being a Kaipara District Council Forestry block. Based on current work underway the cost of renewing this portion of fence is \$33,000 (estimate).

New fenceline	\$33,000 (estimate)
Total	<u>\$ 33,000</u>

### **Recommended**

*That the Taharoa Domain Governance Committee approves the renewal of the boundary fence behind Pine Beach; and*

*That this be included as part of the annual Works Programme for 2011/2012; and*

*That the estimated costs of \$33,000 for this fence renewal be met by the Kaipara District Council through its Forestry portfolio.*

### **Reason for the recommendation**

The approval for the renewal of the remaining portion of boundary fence behind Pine Beach allows for it to be a continuation of the boundary fence work currently underway at the Domain. The cost to be met by Council as it is also the owner of the adjoining property on the other side of the boundary fence, being the forestry block known as Monteiths.

### **3.4 Taharoa Domain Manager**

When looking at the costs associated with much of the work done to date at Taharoa Domain and future work required to not only maintain this existing work but also undertake and enlarge the revegetation programme along with pest and weed control, it is believed by Council's Community Spaces Manager there are several benefits for the creation of a full time position at the Taharoa Domain. The Taharoa Domain Governance Committee could continue to contract out much if not all of the work identified within the Management Plan and Works Programme, however, this would result in high initial costs and continuing high labour costs to maintain if contracted out. Planting costs alone including labour are substantial, per hectare.

The result of a full time position enables a daily, weekly, monthly and yearly programme to be followed under the direction of Council through the Governance Committee annual Works Programme. It provides for better ownership of the Domain, with a person on the ground five days a week. It would enable better education of the Domain to visitors, the co-ordination of organised community days and would result in reduced labour costs for the works needed within the Domain e.g. spraying, planting, pest management.

To date the cost of planting native plants has been at considerable cost. The Domain is 538 hectares total, made up of 233 hectares of land and 305 of water, a considerable area. Public expectation for the future of the Domain is high, having a person on the ground at all times enables interaction with the public and a visible indication of work happening on the ground. The funding of this position would be on-going, as the revegetation programme and related Works Programmes developed would take several years to fully implement. The position would be similar to a Park Ranger role whereby the person would be responsible for weeding, spraying, pest control, planting and planning for the following year's Work Programme. Along with the position there would need to

be funding for materials and equipment. A spray unit, spray, quad bike, trailer, tools etcetera. These have been factored into the overall costs indicated.

One Full Time Equivalent Position (FTE)	\$ 50,000
Materials and equipment	12,200
Total	<u>\$ 62,200</u>

The funding of this position would be ongoing, as the work associated with the Domain would also be ongoing. As the Taharoa Domain is a Council Reserve and the position on-going, the funding of the full time position needs the support and approval of the Kaipara District Council and be identified

### **Recommended**

*That the Taharoa Domain Governance Committee approves the appointment of a full time position as Taharoa Domain Manager; and*

*That the Kaipara District Council be asked to fund this position, up to \$62,200, in 2011/2012 through the Reserves Contribution; and*

*That it be included in the Council's Annual Plan for continued funding from 2012/2013 onwards..*

### **Reason for the recommendation**

The funding of a full time Taharoa Domain Manager will enable continued improvements and enhancement works within the Domain. The Taharoa Domain Governance Committee needs the approval and support of the Kaipara District Council to fund the position.

### **3.5 Taharoa Domain Financial Report: 31 December 2010**

Due to the commitments to the Draft Annual Plan, the Quarterly Financial report ending 31 December 2010 will come before the Committee at the next meeting on Tuesday 26 April 2011.

### **3.6 Next Meeting : Tuesday 26 April 2011**

The next meeting of the Taharoa Domain Governance Committee has been set for 1pm on **Tuesday 26 April 2011**, in the Committee room, Station Road, Dargaville.

This meeting has been moved to Tuesday as Easter Monday is 25 April 2011.

### **Closure :**

### **Kaipara District Council**

**Taharoa Domain Governance Committee Meeting  
Friday 17 December 2010**

**Minutes**

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## **Taharoa Domain Governance Committee Meeting**

**Friday 17 December 2010**

### **1 Karakia**

#### **1.1 Present**

Councillors J Geange (Chair) and H Harding, and Messrs T Birch and R Parore

#### **1.2 In Attendance**

Chief Executive, Community Spaces Manager, Governance Manager

#### **1.3 Acknowledgement of Public**

The Chair acknowledged those members of the public present.

### **2 Presentation: Governance and the Role of the Governance Committee**

The Council's Chief Executive, Jack McKerchar addressed the Taharoa Domain Governance Committee and talked about Governance and the role of the Committee.

With the election of a new Kaipara District Council and the appointment of a new representative on the Committee from Te Kuihi, there were now two new people on the Committee. Council's representative on the Committee being Councillor Hal Harding replacing ex-Councillor Brian Burnett. Te Kuihi representative on the Committee is Mr Ric Parore, replacing the late Mr Robert Parore. It was seen as important that they, along with the existing Committee, were aware of their functions and responsibilities with regards to the Taharoa Domain.

### **3 Confirmation of Minutes**

#### **3.1 Minutes of Meeting 29 September 2010**

A copy of the minutes was circulated.

#### **Resolved Birch/Parore**

*That the minutes of the Taharoa Domain Governance Committee meeting of 29 September 2010, as circulated, be confirmed.*

## 4 General

### 4.1 Lake Waikare Closure

The Kai Iwi Lakes Water Ski Club had forwarded a request for the closure of Lake Waikare over the period of 14/15/16 January 2011. The application applied only to Lake Waikare. Historically the Kai Iwi Lakes Water Ski Club hold their annual 3 Event Tournament over Auckland Anniversary Weekend (31 January) however, due to an International tournament being held in Australia over the same date, was now applying to hold the event on the above-mentioned dates.

The Kai Iwi Lakes Ski Club had advised that the lake closure did not result in the Club having exclusive use of the lake. Swimming at the shoreside (outside the competition area) takes place and people were free to enjoy the beaches and other areas.

#### **Resolved Harding/Geange**

*That the Taharoa Domain Governance Committee approves of the closure of Lake Waikare, to enable the Kai Iwi Lakes Water Ski Club to hold its annual 3 Event Tournament on the following dates from:*

- *Friday 14 January 2011*
- *Saturday 15 January 2011*
- *Sunday 16 January 2011*

*Subject to the following conditions:*

- *That the Lake is only closed between the hours of 8.00am and 12.00 noon and 1.00pm to 8.00pm daily.*
- *Shore fishing is allowed at all times.*
- *Public Notification in the Northern Advocate and Dargaville and District News at the Kai Iwi Lakes Water Ski Club's expense.*
- *Signs to be erected at entrance points to the Kai Iwi Lakes setting out which lakes are closed, closure times and reasons for closures at the Kai Iwi Lakes Water Ski Club's expense.*

#### **Reason for the Resolution**

To enable the Kai Iwi Ski Club to hold its annual 3 Event Tournament. The Tournament date being moved from the original date agreed. This allows for the tournament to be run in a safe manner.

## 4.2 Appointment of Wardens

The Community Spaces Manager was informed early this month that Warrants of Appointment for Wardens for Taharoa Domain were to expire. Council staff telephoned the people who held these warrants and were asked if they wished to renew these appointments. Five people confirmed they would like their warrants to be renewed. As Council's last meeting for the year is held on Wednesday 15 December 2010 and these appointments would need to be in place for the 2010/2011 summer period, an item had been put before Council to reappoint these five people. The Council item was set out below for the Taharoa Domain Governance Committee's information. Along with the reappointment a training day was being organised with Northland Regional Council Staff to ensure wardens knew their responsibilities.

"Council makes every effort to maintain up-to-date warranted personnel. As part of this ongoing process and in line with warrant expiry dates and changes in legislation, it is necessary for Council to update warrants from time to time. Council is obliged to enforce activities at the lakes contained within the boundaries of the Taharoa Domain and as such has relied on the General Bylaws Public Places and Reserves; and the Reserves Act 1977.

Taharoa Domain is a very popular destination for water-based activities. Sailing and power boating activities occur on both Lake Waikare and Lake Taharoa, these boating activities subject to certain rules and routes based on Northland Regional Council's Kai Iwi Lakes Bylaw No 1 2000. This Bylaw covers all safety aspects and conduct on the water for boating activities on the lakes, and is in line with Northland Regional Council's Navigational Safety Bylaw 2007, this Bylaw covers the Northland region.

The administering of Kai Iwi Lakes Bylaw No 1 2000 and the appointment of Warranted Officers to enforce the Bylaw has been delegated to the Kaipara District Council from the Northland Regional Council. This is done because of the status of the area, it being reserve vested in Kaipara District Council to manage.

Warranted Officers are volunteers, the appointments enabling the enforcement of the Bylaw within the Taharoa Domain. A large part of a Warranted Officer's position is education of Kai Iwi Lakes Bylaw No 1 2000. The appointment of Warranted Officers has historically been made up of people with an interest in the Taharoa Domain and the various interest groups that utilise the lakes for their activities. This is still the case with the current appointments listed.

The Warranted Officers position is one that at times is a thankless position, the people that undertake the role doing it because of their interest in the lakes, the safety of the lake users and to help ensure the enjoyment of all those who use the lakes.

Warranted Officers will receive training in their roles and in the Bylaw in December 2010.

### **Recommended**

- 1 **That** Council warrants Andrew Howells, Lloyd Harris, Sydney Teesdale, Janice Peterson and Bruce Clare pursuant to the following:
  - as "authorized officers" pursuant to clause 101.1 of the General Bylaw
  - as rangers pursuant to section 8(9) of the Reserves Act 1977
  - as enforcement officers pursuant to section 177 of the Local Government Act 2002 in relation to offences under Chapter 2 of the General Bylaws.
  - Navigation Safety Bylaw 2007 for administering activities on the water; and Kai Iwi Lakes Bylaw No 1 2000; and
- 2 **That** Council reaffirms the expiry of these appointments as recommended on or before 15 December 2013.

### **Reason for the recommendation**

This authorisation is necessary to enable A Howells, L Harris, S Teesdale, J Peterson and B Clare to manage the Kai Iwi Lakes area in the District."

### **Resolved Birch/Harding**

*That the Taharoa Domain Governance Committee receives this information regarding the Warrants of Appointment of Wardens for Taharoa Domain.*

## **4.3 Promenade Point Toilet**

At the Taharoa Domain Governance Committee meeting held 29 September 2010 information was received regarding the tendering process to replace the existing toilet facility at Promenade Point. Council resolving at its 22 September 2010 meeting to start the tendering process to enable the tender process and construction of the toilet facility to be completed by 17 December 2010. It was also resolved that this matter go back to Council for recommendation.

Council staff had worked on this project to enable the toilet facility to be constructed as soon as possible however the deadline of 17 December had proved impossible. Due to time constraints, an invited tender process began in October, and was completed in November 2010 with four of the five companies who were invited, submitting a tender. The four who submitted were Exeloo, King Brothers, Barfootes and a joint venture of Plumbing & Heating / Permacrete.

Plumbing & Heating / Permacrete's tender topped submitters on attributes with good quality features, good technically and suitable character of design of the building.

Barfoot ranked second. The low quality design features such as no tiling inside the facility, exposed cisterns, poor quality paper dispensers were the factors that contributed to their ranking. King Brothers ranked third. Their submission lacked in quality of design and also lacked information. Exeloo scored lowest on the weighted attributes. This was due to not having a good track record in remote locations.

While the Plumbing & Heating/ Permacrete design was technically good, fine tuning was needed to fit the Taharoa Domain reserve setting. Council believed that a design that was technically good and fitted the setting could be achieved in the price recommended. A final price and site location was yet to be agreed upon. The tender process was carried out with the existing site being the location of the proposed new facility. Should Council determine this was not the appropriate site; further direction will be required from Council as to the final location.

The recommendation from staff to Council at its meeting of 15 December 2010 was that the preferred tenderer be Plumbing and Heating / Permacrete. Council discussed this tender at its meeting on 15 December.

**Resolved      Geange/Harding**

*That the Taharoa Domain Governance Committee receives the update report regarding the tender for the construction of the Promenade Point toilet facility and confirms that the location of this facility be the site of the existing toilets.*

**Reason for the Resolution**

While the construction of a new toilet facility is being funded and approved by the Kaipara District Council as it is for the use of the public, the facility will be used by campers from Promenade Point and be part of the landscape of the Domain. It is important that the Committee be kept informed of this Project.

**4.4 Works Programme 2011/2012**

In January 2002 the Kaipara District Council adopted a Reserve Management Plan for the Taharoa Domain. In accordance with the Management Plan the Council established a Special Committee, the Taharoa Domain Governance Committee to provide governance for the Domain. Under the terms of Reference, the Committee had fairly wide responsibilities for the Domain including the implementation of the Taharoa Reserve Management Plan. However while the Reserve Management Plan was adopted and the Governance Committee put in place, no budgets were allocated to undertake works within the Domain. All works undertaken within the Domain to date were being done either by the raising of a loan, or from revenue collected through the camp grounds.

Council had allocated a budget for works within the Taharoa Domain, from 2009/2010 onwards, this was for work outside of both camp ground sites. The Taharoa Domain Governance Committee had yet to allocate how this budget was used within the Domain. There were a number of issues within the Domain that needed addressing. Outside of the camp grounds the Domain itself (with the removal of Pine trees) now faces some serious issues. The Reserves Management Plan set out the Vision, Aims, Principles, Policies and Objectives and expected Outcomes for the Domain and was the overarching and guiding Plan for the Governance Committee to prioritise where and how this allocation was spent annually.

As part of the Harvesting operation and also identified within the Reserve Management Plan AIM 3, Environment and Sustainability, Policies was the establishment of a long term vegetation management programme. Alter-natives Nursery and Landscaping had produced a Native Revegetation Plan for Taharoa Domain. This document gave an overview of the Domain and listed an order of priority for the Domain. This document was a well constructed document.

The next step needed in the process was the cost for the order of priority list in the Plan received. Before any works were started it was important that the Governance Committee was fully aware of the overall cost associated with any annual and long term works programme developed.

The Committee believed that issues which should form part of the workshop included but were not limited to:

- Ecological corridor from Waipoua to the Domain
- Implementation of the Management Plan
- Funding – Annual Plan 2011/12 and *Kaipara's Future Working Together 2012/22*
- Fencing
- Ways in which to involve users of the camp grounds in revegetation work
- Possible sponsorship for revegetation work.

**Resolved      Geange/Parore**

*That the Taharoa Domain Governance Committee sets down a workshop for Monday 17 January 2011 commencing at 10 am to discuss the 2011/2012 Business Plan, Works Programme and associated budgets.*

**Reason for the Resolution**

The Committee needs to identify a programme of works and prioritise these. The programme of works will fall out of the Taharoa Domain Management Plan.

#### 4.5 Camp Ground Restoration Update

The Community Spaces Manager and the Camp Ground Manager verbally updated the Committee on restoration of the camp ground sites.

The Committee acknowledge the work undertaken by Peter Cole and Hal Harding during the recent revegetation works which followed on the heels of the logging operation at the Domain. Their input helped Council get both camp grounds looking good for the summer season.

New signage has been ordered for the Domain, some signs are already in place, the remaining two which show the future plans for Pine Beach and Promenade Point will be on site by the end of next week. A flyer is also in production which sets out the "where to from here" for the Domain. The Committee wants to see the flyer available wherever possible.

It is now possible to walk all the way around the Lakes without having to use the tarsealed road at any point.

#### 4.6 Taharoa Domain Financial Report: Three months to 30 September 2010

The financial report for three months to 30 September 2010, was circulated.

**Resolved Geange/Harding**

*That the Taharoa Domain Governance Committee lets the financial report to 30 September 2010 lie on the table until the next meeting pending further information in respect of the logging income and expenditure.*

#### 4.7 Open Water Swimming Event 12 March 2011: Dargaville Swimming Club

**Resolved Harding/Parore**

*That the Taharoa Domain Governance Committee agrees to the Dargaville Swimming Club holding its Open Water Championship Swim at the Taharoa Domain Lakes on Saturday 12 March 2010 provided the Club mitigates the effects of the event, and subject to the following conditions:*

- *The Lake is only closed between the hours of 6 am and 6 pm;*
- *Public Notification in the Northern Advocate and Dargaville and District News at the Dargaville Swimming Club's expense;*
- *Signs to be effected at entrance points to the Taharoa Domain setting out which lake is closed, closure times and reason for the closure, at the Dargaville Swimming Club's expense.*

**Reason for the decision**

The Committee believed it was an event that should be supported and encouraged in the hope that it was the first of many such events.

**4.8 Next Meeting : Monday 28 February 2010**

The next meeting of the Taharoa Domain Governance Committee had been set for Monday 28 February 1pm in the Committee room, Station Road, Dargaville.

**Closure :**

The meeting closed at 2.25 pm

Unconfirmed