

Tuesday 29 January 2013

Chief Executive's Report

Part 1 : Activities Report

(a) Summary of Activity

Part 2 : Financial and Treasury Monthly
Report to Council



Kaipara te Oranganui

**KAIPARA
DISTRICT**

Two Oceans Two Harbours

Overview – January 2013

Strategy and Policy Development

Long Term Plan and 2013/2014 Annual Plan

- 1 Project plans for development of the 2015/2025 Long Term Plan and potential amendments to the current 2012/2022 Plan as part of the 2013/2014 and 2014/2015 Annual Plan processes have been finalised.
- 2 Work is now well advanced with development of the draft 2013/2014 Annual Plan and proposed amendment to the Long Term Plan (LTP). During this initial phase of work much of the focus has been on reviewing the current rating system and the way in which the Mangawhai Community Wastewater Scheme (MCWWS) is being funded. Any changes proposed in these areas will also have an effect on Council's financial strategy.
- 3 The budgets for the 2013/2014 financial year are currently being developed. These will reflect the forecasts for the current financial year as reflected in the financial reforecast presented to Council in December along with other proposed changes. These include:
 - budgeting for efficiency gains and other savings which are seen as possible;
 - updating the financial projections to reflect changes in financing costs and inflation;
 - the introduction of principal repayments for the MCWWS debt.
- 4 The draft text and financials will be presented to Commissioners during the January and early February period so that a draft LTP can be reviewed by Council's auditors. The draft document will then be released for community consultation in mid-late March.
- 5 Alongside of the Annual Plan process work is being advanced on updating the Asset Management Plans in accordance with the improvement programme signalled in the 2012/2022 LTP and producing a Roding Activity Plan. Through Activity Plans the Commissioners will be able to explicitly review the levels of service that are being delivered for each activity. The process being used for the Roding Activity Plan is seen as a pilot which will be extended to include all activities as part of the 2015/2025 LTP project plan.

District Plan

- 6 Council received eight appeals against Variation 1, Landscapes. An Environment Court assisted mediation process was held during December.
- 7 In general good progress was made through the mediation process. There are, however, still some issues to be addressed with some of the individual appellants. Discussions to address the remaining issues will continue early in the new calendar year.
- 8 There are also some issues/proposals for settlement of appeals which will require a specific Council decision. Formal reports will be brought to Council on these issues as required.

Better Local Government

- 9 The Local Government Act Amendment Bill was reported back to parliament from the select committee in October. The Bill was then passed through the final parliamentary stages in late November and was passed into law in early December.
- 10 The change to the purpose of local government has been passed into law without any change from that originally proposed in the Bill. There is a level of uncertainty as to what the full impact of the changes in purpose might mean for local authorities but it is generally seen that it will raise new risks around a number of activities, which are not directly related to the provision of core infrastructural services, that local authorities have traditionally been involved with (eg economic and social development activities). Staff will monitor developments in this area.
- 11 Amendments have been made to the reorganisation provisions, to the role of Mayors, and to some aspects of the fiscal responsibility material as a result of the select committee process.
- 12 The new local authority reorganisation provisions are of direct relevance to this Council given that the Far North District Council have now lodged an application with the Local Government Commission to become a Unitary Authority. The application is to be processed under the new legislation.
- 13 The range of taskforces that were established as part of the Better Local Government package are also continuing with their work.
- 14 The report of the Local Government Efficiency Taskforce, which looks at improvements needed to local government consultation, planning and financial reporting practices, was released in mid-December. The report proposes a number of changes to the current decision-making and accountability frameworks which will need to be reflected in legislative changes if the recommendations are accepted.
- 15 The Productivity Commission also released a draft report on the findings to date from their work in reviewing Local Government Regulatory functions. In their draft report the Commission notes a number of issues with the relationship between central and local government, the need for improved engagement between central and local government, improvements to the tools available for assessing the performance of regulatory functions and increased capability with the regulatory functions.
- 16 The Infrastructure Taskforce is also due to report to the Minister in the first quarter of 2013.

Far North District Council Reorganisation Proposal

- 17 In late December the Far North District Council lodged an application with the Local Government Commission to become a Unitary Authority. The application proposes that the creation of a Unitary Authority either be done in conjunction with (or as a precursor) to the creation of a second unitary authority for Northland covering the Whangarei and Kaipara districts.
- 18 The main steps in the process that will be followed by the Local Government Commission in processing the application include initial assessment of the application to ensure that it is complete

and determine whether there is a level of community support, a call for alternative proposals which need to be submitted within twenty working days, development of a reorganisation proposal for community consultation and then implementation of the final proposal.

- 19 The timeframes within which the any reorganisation proposal can be processed are now significantly more compressed than what they have been in the past and there is no absolute requirement for a community poll/referendum.
- 20 The lodging of the Far North application will have implications for this district. Staff will develop a report for Council on the Far North proposal, the process that will need to be followed by the Local Government Commission in considering the proposal and seek guidance on what steps, if any, the Commissioners believe Council should be taking to respond to the proposal that has been lodged.

Operational Management

Financial Review

- 21 The Forecast One financial review was completed and presented to the Audit and Risk Committee and Council in December. While, overall the review indicates that Council is expecting to operate within budget it notes that there is some risk associated with this position given the level of rating arrears.
- 22 Given the risks Council directed staff to defer a number of capital works projects and make further operational cost savings wherever possible. In total these decisions are expected to have a net impact of approximately \$1 million. A second reforecast process will be completed towards the end of the third quarter.

Service Delivery Review

- 23 As part of the Service Delivery Review process a new Parks and Reserves contract was put in place with Recreational Services Limited who took over responsibility for the new contract from early December. There has already been a level of positive feedback about the new contractor. New contract management processes are being developed to support the new contractual arrangements.
- 24 Work is now being progressed on development of a new contract specification for the roading maintenance contract. In particular, options for achieving efficiency gains from the current maintenance contracts are being considered so that these can be considered as part of any new contract that may be put in place from 1 July.
- 25 Options for replacing the current Utilities operations contract are also being considered. The outcome of staff considerations of these options will also be reported to Commissioners in the near future.

Auditor-General

- 26 Originally, it had been anticipated that the report from the Office of the Auditor-General (OAG) into its Inquiry into the Mangawhai Community Wastewater Scheme might be able to be released by the end

of the 2012 calendar year. This has not been achieved and it is understood that there is still a reasonable level of work to be completed before the Inquiry process will be completed and the report is able to be released.

- 27 In her annual Christmas letter to the local government sector the Auditor-General has noted, not unexpectedly, that there will be significant lessons for the whole sector from the Inquiry once it is complete.
- 28 During December the OAG also released their report to Parliament on the 2012/2022 Long Term Plans. The report contains a number of useful observations on progress made across the sector and lessons to be learnt from the 2012/2022 LTP process. In particular, there is considerable discussion about the issues relating to the measurement of what constitutes financial prudence and how this is measured. This debate is to be expected that 2012 is the first time that there has been an explicit statutory requirement to include a financial strategy in the LTP. It is expected that there will continue to be discussion about the broader issue of what constitutes financial prudence and the measurement framework put forward by the OAG.
- 29 This is clearly a degree of interest in this Council given its financial challenges and the ability that a standard framework, such as that being used by the OAG, provides for benchmarking the position of different local authorities.

Rural Fire

- 30 The National Rural Fire Authority has recently completed a performance audit review of Council's rural fire operations. The review highlights a number of areas in which improvements are needed to ensure that we meet the appropriate standards. Staff have been aware of the need for improving Council's performance in this area and hence moved to implement a new management regime earlier this year. The audit was conducted prior to this regime being put in place.
- 31 The audit report will be reported to the next Audit and Risk Committee along with a proposed Action Plan to address the issues which have been raised. The audit report also recommends that given the small size of Council's rural fire operation it should consider amalgamating with the Northern Enlarged Rural Fire District. In principle, staff believe that there is merit in this recommendation.

Council Auditor

- 32 Under the Public Audit Act 2001 the Auditor-General is appointed as Council's auditor. The Auditor-General then appoints an audit service provider to complete the attest audit function on her behalf.
- 33 The appointment of Audit New Zealand expired at the end of the 2011/2012 financial year. Following the expiry of this appointment the Auditor-General has now made the decision to appoint Deloitte Auckland as Council's new audit service provider. The appointment takes effect immediately and means that Deloitte will complete the audit for the 2012/2013 Annual Report and on the proposed amendment to the 2012/2022 LTP.
- 34 Staff will be meeting with Peter Gulliver, the Deloitte Partner that has been appointed in January.

Governance

Northland Regional Council Representation Review

- 35 The Northland Regional Council completed a community consultation process in relation to their proposed new representation arrangements during the later part of the 2012 financial year.
- 36 The proposal suggests a change away from the use of the current territorial authority boundary approach that is used currently to one that seeks to acknowledge the different communities of interest. This results in the current Kaipara constituency being split between the new Kaipara and Coastal South wards.
- 37 Submissions on the proposal closed at the end of September and the Northland Regional Council released their final proposal in October. Subject to any appeals via the Local Government Commission the new boundaries will apply for the 2013 elections.

Chief Executive's Report

Part 1

Activities Report

- (a) Summary of Activity
- (b) Looking Forward

Chief Executive's Report:

29 January 2013

Introduction

This month there are three parts to the report

Part One Activities Report

(a) Summary of Activity

(b) Looking Forward

Part Two Council's 2012/2013 Monthly Financial Report

As at 31 December 2012

Part One: Activities Report

a) Summary of Activities

1 Summary of Activities

1.1 Project Investigations

Investigation for the roading, water and waste projects have kicked off after approval was received in November. Some projects will now be deferred to reduce pressure on cashflow and be constructed in 2013/14.

1.2 Waihue Bridge

Initial investigations have been undertaken for the replacement of sections of the bridge. Site preliminary investigations show there is a risk of failure if a fully laden truck and trailer applies emergency braking on the bridge. MWH recommends the bridge be closed to all traffic except class 1 vehicles until replacements are completed.

2 Contracts

The programme of works is well underway with carry over projects continuing to be completed and new projects also underway for roading, slip repairs and stormwater works.

2.1 *Kaipara's Future - Working Together 2009/2019* Projects

2.1.1 Active Projects

Contract	Project Name	Project Status	Physical Works Start Due	Physical Works Completion Due
Sealed Road Pavement Rehabilitation(SRPR) Projects (aka AWPT)				
Pavement Rehab Projects 2011/12				
698	Bickerstaffe Road	99% complete	10/2012	01/2013
Seal Extensions 2011/2012				
628	Devich Road Seal Extension	25% Complete	11/2012	03/2013
KDC Minor Safety Projects 2011/12				
628	Devich Road Safety Sealing	10% Complete	11/2012	03/2013
KDC Bridge Replacement Programme 2011/12				
699	Tara Road Culvert Replacement	Being reviewed with possible inclusion in 2013/2014 programme.		
701	Omana Stream / Pukehuia Road	99% Complete	09/2012	12/2012

Contract	Project Name	Project Status	Physical Works Start Due	Physical Works Completion Due
Emergency Slip Repairs 2011/2012				
669	Hoyle Road and Baldrock Road	100% Complete – PCC issued 18/12/12	10/2012	12/2012
702	Oruawharo / Omana / Kirikopuni Valley	100% Complete - Awaiting As-builts before issuing PCC	06/2012	12/2012

2.1.2 Practical Completion Issued

None of the *Kaipara's Future - Working Together 2009/2019* projects have had their Practical Completion Certificate issued.

Contract	Project Name	Project Status	Work Finished PCC Issued	Contract Finished DL Ends
Preventative Maintenance 2011/2012				
675	Pukehuia Realignment	PCC issued – in DLP	14/05/12	14/05/13
700	Pukehuia Road (Combined with Mangawhai Road Slip Repairs)	PCC Issued – in DLP	01/06/12	01/06/13
Emergency Slip Repairs 2011/2012				
700	Mangawhai Road (Combined with Pukehuia Prev. Maint.)	PCC Issued – in DLP	01/06/12	01/06/13
Emergency Slip Repairs 2010/2011				
660	Wintle Street Slip Repairs (combined Wintle St rehab)	PCC Issued – in DLP	28/09/12	28/09/13
Pavement Rehab Projects 2009/10				
619	Pahi Road - 2 sites	PCC issued by CPG March 2012 Meeting held – repairs to be done by HEB before DLC issued	March 2012	Sept 2012
623	Tokatoka, Ararua and Notorious West Roads	PCC issued – in DLP Meeting held – repairs to be done by HEB before DLC issued	March 2011	March 2012
690	Arapohue	DLC Issued 21/12/12	21/12/11	21/12/12
696	Baldrock Road	PCC issued – in DLP	06/11/12	06/11/13
Pavement Rehab Projects 2010/11				
660	Wintle Street Rehabilitation (combined with Wintle St slip)	PCC Issued – in DLP	28/09/12	28/09/13
664	Pahi Road, Paparoa Oakleigh	DLC Issued 05/12/12	14/10/11	14/10/12

Pavement Rehab Projects 2010/11 Wastewater Related Road Projects				
663	Kaiwaka Mangawhai Road	PCC issued – in DLP	07/03/12	07/03/13
647	Moir Street East, Molesworth	PCC issued – in DLP Will be inspected in January 2013	23/12/11	23/12/12
RDF Projects 2010/2011				
598-KA7	Tinopai Road Rehabilitation	DLC Issued 03/12/12	03/10/11	03/10/12
673-KA8	Tinopai Road Rehabilitation	DLC Issued 11/12/12	14/10/11	14/10/12
677-KA10	Tinopai Road Rehabilitation	DLC Issued 11/12/12	28/10/11	28/10/12

- Practical Completion Certificate (PCC): Is the date when the works can be used for their intended purpose. Depending on the contract type, site reinstatement may occur before or after this date.
- Defects Liability Period (DLP): After PCC is issued, Council usually then requires the contractor to look after the works for a further period of one year.
- Contract Complete / Retention Released (CC/RR): At the end of the Defects Liability Period, Council will inspect the works and require any apparent defects to be repaired before finally signing the Defects Liability Certificate. Once the Defects Liability Certificate is issued Council will release all Retentions and the contract is complete.

2.2 Consultants Monthly Performance Evaluation Table

		Draft Performance Criteria	Y, N, or N/A	Comments
1	Health and Safety	Compliance with Consultant's approved Health and Safety Plan.	Y	<ul style="list-style-type: none"> • 4 TMP audits • 1 H&S audit
2	Reports	Routine reports defined as per Contract 666. For reports outside the routine contract – agree timeframes; change delivery dates: Asset valuations 31 August; AMP 30 September; First draft of LTP 31 October.	Y	<ul style="list-style-type: none"> • December CE Monthly report submitted as agreed 11/01/13
3	Maintenance of Asset Databases	RAMM asset databases updated within the timeframes specified in the Contract. BizeAsset - pass information to Council – Audit inputs into database.	Y	<ul style="list-style-type: none"> • RAMM activity monthly report • 2 Asbuilts referred to Council this month
4	Quality Management Plan	Compliance with agreed Quality Management Plan.	Y	
5	Resource Consent Applications	Resource Consent applications dealt with in accordance with statutory timeframes.	Y	9 consents processed in December, all within the statutory timeframes

		Draft Performance Criteria	Y, N, or N/A	Comments
6	Monthly Claims	Submission of monthly claims including variations with appropriate breakdowns in accordance with the required format and timeframes.	Y	November invoices issued 03/12/12
7	Fee Estimates	Ratio of actual costs to estimated costs over a month being: Physical works tendered price versus tender estimate or for hourly rate projects, the estimated cost versus actual costs. The variance of actual to estimated costs shall be no less than 0.75 and no greater than 1.25 combined.	N/A	<ul style="list-style-type: none"> No tenders let this month No hourly rate jobs completed and invoiced
8	Programmes	Capital programme of works to August Council meeting; tendered by 31 December, awarded by 28 February; excludes additional work requested during the year.	N	The Capital Programme went to the September meeting but was not approved until Nov/Dec. Some projects will not go to tender this year and are deferred until 2013/2014.
9	Development Engineering	Process approval of developer generated design plans post consent. Any requests for further design information will trigger a hold on processing time. Entrance/crossing drawings and construction management plans = 5 working days. Major earthworks requiring retaining, and sewer/pump stations and major road layout plans >20 lots = 15 working days.	Y	All post consents processed within timeframes <ul style="list-style-type: none"> Eight 5 day consents Nil 15 day consents One 5 day consent is on hold
10	Customer Queries	Contact to customer made within 3 working days.	Y	6 queries received and all responded to within 3 days.

3 Roothing

3.1 Roothing Operations and Maintenance

3.1.1 Network Condition

Mild weather conditions have enabled a greater focus on routine maintenance activities such as vegetation control, sealed and unsealed road maintenance repairs. Consequently, this month's Contract 522 audit results reflect an improvement in unsealed road surface and vegetation control.

3.1.2 Unsealed Pavements

Mild weather over the past month has provided excellent conditions for the unsealed roading network to remain in good condition leading up to the holiday period.

Due to the good conditions the pavements are remaining stable and a higher level of service to the

travelling public is being achieved. Dust nuisance issues are becoming less frequent with more consistent rainfall throughout December. At Estuary Drive in Mangawhai, a Gravel Lock dust suppressant rejuvenator has been applied and is performing well to date which has resulted in nil dust nuisance complaints from the local residents. Kaihu Valley School on Maropiu Road is programmed to have an unsealed section adjacent to it sealed mid January to mitigate their dust nuisance issues.

3.1.3 Ordered Works

Sealed Road Maintenance

Sealed pavement condition has become a critical issue for Baldrock Road. Baldrock Road (pictured below) has become a high priority due to rapid pavement deterioration. A greatly increased focus has been needed to sustain a good level of safety to the travelling public. The works extend through a substantial section of Baldrock Road. The works have been implemented as a short term measure until a more permanent solution can be arranged in the near future.



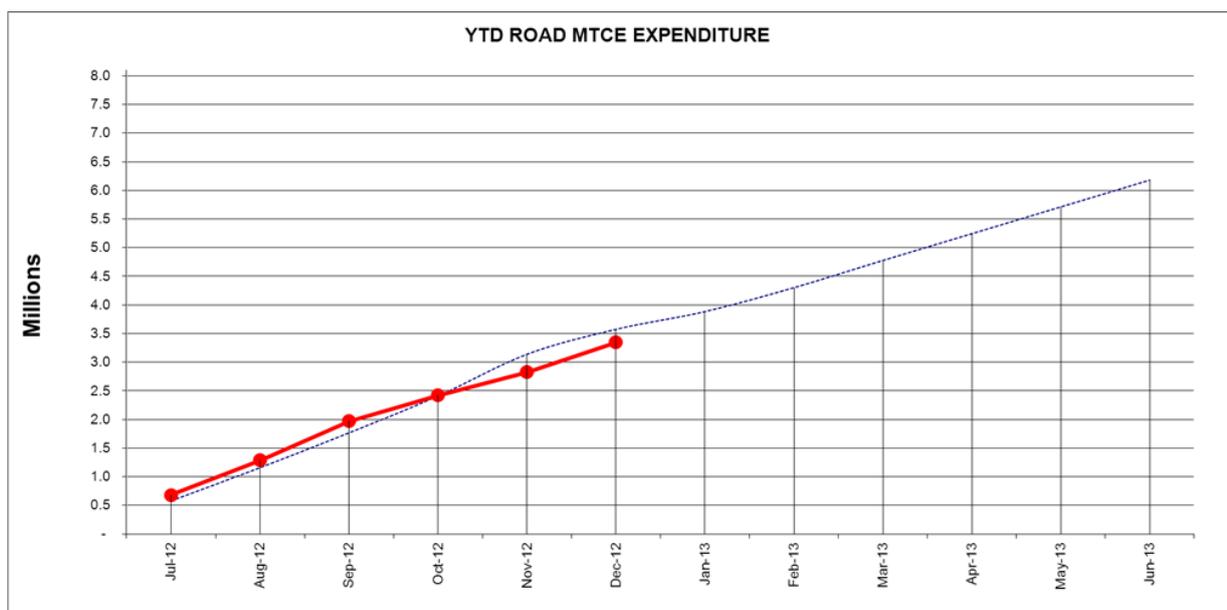
Photograph: Baldrock Road

3.1.4 Bridge Repairs

The bridge maintenance programme is well under way. Typically this involves waterblasting, sweeping, painting, barrier repairs and minor structure repairs. Major structural repairs are being investigated further and prioritised for immediate action after the initial inspection.

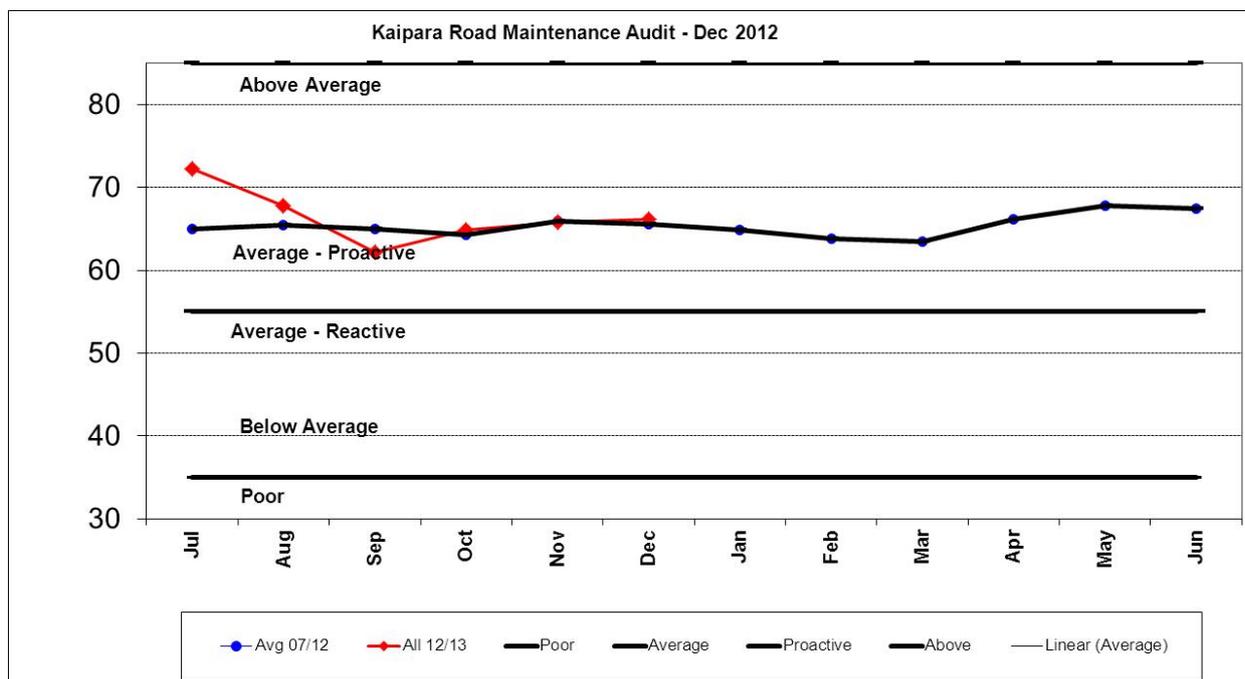
3.1.5 Financial

The accumulated expenditure to date is slightly under the budgeted forecast and is expected to be on track after heavy maintenance works are completed in January and February prior to resealing in March.



Maintenance Contract - October Quality Audit

Contractor performance during December has rated as average showing signs of pro-activeness as plotted below.



3.2 Capital Works Roothing

3.2.1 Seal Extensions

Lawrence Road is to be an invitation to tender with invites being issued in early January 2013 and construction expected early February.

Contract 628 Devich Road Intersection Safety Sealing and Seal Extension 2011/2012: Earthworks started last month with the cutting and clearing of corners now complete. The shoulders have been undercut in

preparation for realignment and widening. Work will continue through January on earthworks and pavement preparation with sealing occurring in March 2013.

3.2.2 Sealed Road Resurfacing

Blacktop Construction have been informed of the rollover and are planning sealing works which are due to start in March. However there is a possibility that some work will take place in February.

3.2.3 Sealed Road Pavement Rehabilitation

Contract 698 Bickerstaffe Road: - Road was sealed prior to Christmas. The road marking will be completed in January after the chipseal has bedded in.

The Dunn Road and Robertson Road surveys are complete.

Baldrock Road rehabilitation and minor rehabilitation length projects are due to start construction in March. All remaining rehabilitation projects construction activity will be deferred until 2013/2014.

3.2.4 Bridge Maintenance and Capital Works

Contract 701, the bridge component replacement of Pukehuia Bridge #229 and widening on the Omana Bridge #163: Pukehuia Bridge is complete. Omana Bridge – core samples have been taken from the deck, testing will take place in early January.

The 2012/2013 bridge works have been scoped. Construction works for Waihue Bridge have become urgent and either one or both land spans of the bridge will be replaced in March / April. For the other two bridges, Pouto and Omana, construction will be deferred until 2013/2014.

3.2.5 Emergency Works and Slip Repairs

Contract 669 Hoyle and Baldrock Road Slips: - As-builts and RAMM data have been provided and PCC issued 18/12/2012.

Contract 700 variation - Mangawhai Road and Pukehuia Road slips variation - the drainage variation work has still not been completed.

Contract 702 - Slips on Oruawharo, Omana and Kirikopuni Valley Roads:- Omana Road – All completed, waiting for as-builts and RAMM data.

Geotechnical inspections will begin in the second week of January for the slip sites and Kings Road.

Survey and initial investigations on slip works for Heatley, Mangarata and Central roads have been completed and preliminary designs are underway.

4 Wastewater and Water Supply

4.1 Water Supply

Frequent showers and occasional rainfall were sufficient to maintain healthy levels in the water catchments throughout the District over the Christmas period.

Water cartage was required to Glinks Gully and Mangawhai to cope with the influx of holiday makers to

these areas. Mangawhai cartage will continue until March to cope with the campground and Mangawhai Heads toilets/showers.

The month of December saw a slight decrease in the Dargaville water demand due to the shutdown of the Meatworks over the Christmas period.

A new bore pump has been purchased for Ruawai and is scheduled to be installed in early January.

Servicing of the Baylys Beach reservoir float control has resolved previous level control issues.

Commissioners Booth and Robertson took time out this month to visit the Dargaville Water Treatment Plant and catchment area to view and discuss any water issues.



Commissioners Booth and Robertson visiting the Dargaville water catchment stream at Waiparataniwha.

Commissioners viewing Dargaville Water Treatment Plant with Contractor.



4.2 Wastewater Systems

Dissolved oxygen levels in the Dargaville oxidation pond are decreasing due to the failure of two aeration units at the site. Water ingress into the electrical cabling has caused one unit to fail. A replacement cable is currently being sourced. The other unit is supplied and maintained by Silverfern Meatworks.

Water ingress into a pump motor at the Montgomery Avenue pump station has caused a pump to fail. A quote is being sought to either rewind or replace the pump.

The maintenance contractor is currently pricing the desludging of the Te Kopuru oxidation pond.

4.2.1 Mangawhai Community Wastewater Scheme

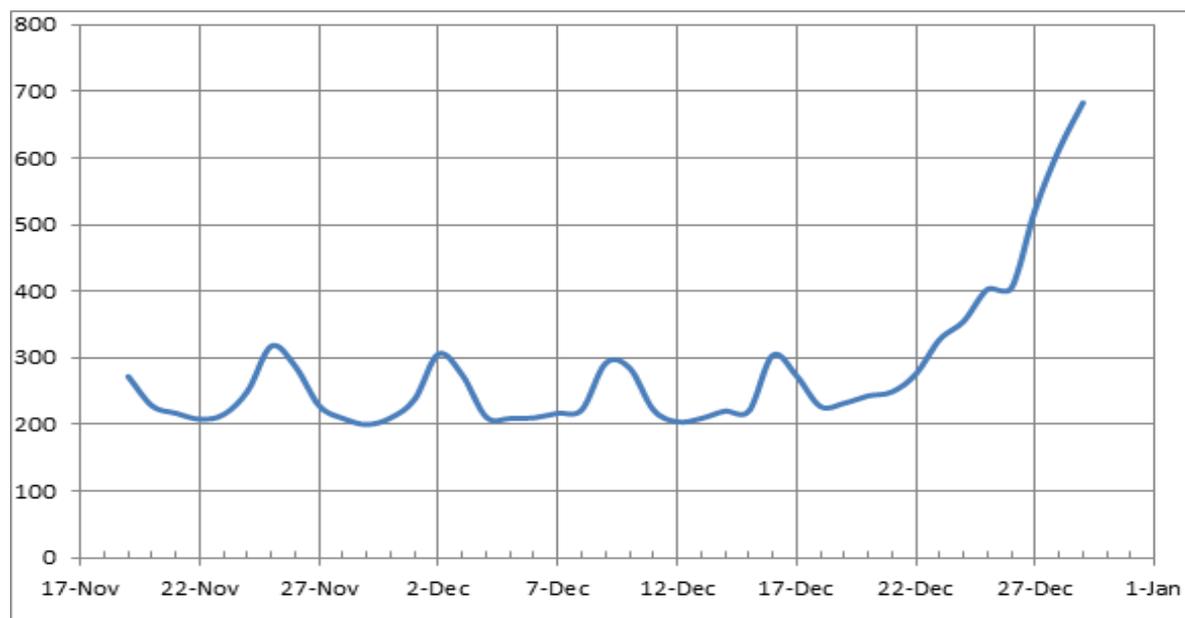
During the month of December Water Infrastructure Group successfully operated the system achieving targets established under the contract Deed. There were no occupational health and safety issues experienced or any environmental incidents.

The wastewater treatment plant performed well during December. Effluent quality for the month met performance requirements as specified by Northland Regional Council in the Resource Consent.

No odour complaints were received in the month

All major pump stations operated throughout the period without fault. All high use grinder pumps were inspected and checked prior to Christmas. There were 13 grinder pump callouts in the month.

Daily inflows for December are shown in the chart below. In preparation for the high loads over the Christmas holidays the second CASS tank was brought into service on the 13 December. Sludge wasting was reduced from the 19 December to build up MLSS to cope with the expected increase in inflow over the holidays. By the 31 December flow had increased to 794 cubic metres per day. Plant checks showed that the plant maintained effluent quality as the inflow increased.



Irrigation was stopped prior to the arrival of expected heavy rain following cyclone Evan. It was hoped to cut grass prior to Christmas but this has not happened as yet due to the difficulty of finding a buyer.

5 Resource Consents

The following information is based on the applications processed from 1 – 31 December 2012.

During this period nine resource consents were processed to a decision and 100% of these applications were dealt with in accordance with statutory timeframes.

Table 1: Types and Number of Resource Consents Processed to a Decision

Types of Resource Consent	Subdivision	Land Use	Other	Total
Number of notified consents processed				
Number of limited notification consents processed				
Number of non-notified consents processed	7	2		9
Total consents processed	7	2		9

The processing requirements can be broken down further as follows:

- Applications rejected pursuant to s88 0
- Written requests required for further information under s92(1) 2
- Written requests required for further information under s92(2) 0
- Resource consent decisions made by Council officers 9
- Resource consent decisions made by Hearings Commissioners 0

6 Land Drainage

January Report for works done in November / December

6.1 Raupo Drainage District

The first round of drain spraying in the Raupo District commenced in November and was completed in December. Day work spraying of Rice Grass and Bull Rush in both G and K Canals is underway this month.

Machine cleaning of the stopbank borrow pit Drain No.25 has been completed. Machine cleaning of Drain No.20 is planned prior to the winter with removal of trees along the drain banks of various properties.

Repairs and maintenance are presently under way as required on floodgates identified in the October inspections. Work is due to start on the floodgate replacement in Wilson Landing Road (Floodgate No.45). Concrete box culverts for this floodgate replacement were purchased in the last financial year.

Continuation of stopbank widening and raising in the lowest area (below Wilson Landing Road) will begin in late February. This area budgeted for is approximately 250 metres long and is to be sprayed prior to works. Spalls are required in a small section of stopbank near Floodgate No.29 on McKinley Road.

6.2 Aratapu Village Drainage District

Work is underway in the Aratapu Village District machine cleaning the roadside drains in Heawa Road (from the old hall site to the floodgate), Bell Street to Drain No.6 and Drain No.6 to the floodgate outlet. Road side strippings will be used to top up a low section of stopbank back from Floodgate No.6.

6.3 Awakino Valley Drainage District

Machine cleaning has been completed on the first section of the Awakino River from the State Highway 14 Bridge (near the stock car track) to the Waimata Drain (Flax Mill area). The long reach digger is presently further up stream in the Pocklington and Browning properties removing hazardous trees blocking the river. Work will then resume cleaning the eastern side of the river back to the State Highway 14 Bridge. Machine cleaning has also been completed from the Selwyn Park School area to Floodgate No.58 in the Williamson property.

6.4 Hoanga Drainage District

A new steel floodgate has been built for the No.1 Drain at the river outlet in the Hoanga district. The floodgate has a 900mm diameter outlet pipe and is 5.5 metres long with steel plate wing walls and door assembly. The floodgate has been sand blasted and epoxy coated and due for transport to Hoanga. Machine cleaning of the district's 25 floodgate outlets is presently underway and the new floodgate will be installed when the digger is on site. Drain spraying of the district's stopbank ring drain in cropped areas prior to planting has been completed.

6.5 Hore Hore Drainage District

Repairs have been made to the No.15 floodgate outlet (Turiwiri West Road) in the Hore Hore district.

A slip occurred in the outlet during the winter months and temporary repairs were made. New pile breast work and floor for the outlet has been constructed. The outlets of both No.15 and No.14 floodgates have been cleaned and the bank restored to the correct batter.

6.6 Kaihu Valley Drainage District

Drain spraying of the lower Kaihu to Parore and the Rotu sections of the Valley District was completed in December. Machine cleaning is presently under way in the Kaihu River from Memorial Park to the Parore twin bridges. Floodgate outlets along this section will be cleaned as required. March 2012 flooding resulted in Floodgate No.29 (Lupton property) washing out due to surface water flowing over the top of the floodgate. This was repaired under difficult conditions and appears to be working well. The floodgate bank area is to be raised this summer and a spill way created away from the floodgate area to allow for such events.

6.7 District Drain Spraying

The first round of drain spraying has been completed in the following districts:

- Tikinui
- Aratapu Swamp
- Aratapu Village

- Aoroa
- Notorious Drain
- Tatarariki 1,2 and 3

Spraying is presently under way in the Oruariki and Tangowahine No.1 and 2 Districts. Spraying of the Dargaville town drains, the Wilson Street drain and floodgate outlet in Te Kopuru and the Omamari Creek have also been completed.

7 Development Management

7.1 Monthly Monitoring Reports

The monthly reports for December of the Council's Monitoring Officer and the Building Team are attached for the information of Council (Appendix A).

8 Outstanding Resolutions of Council: Schedule October 2011 to December 2012

The monthly outstanding resolutions report schedule is attached as Appendix B and covers the resolutions from October 2011 to December 2012.

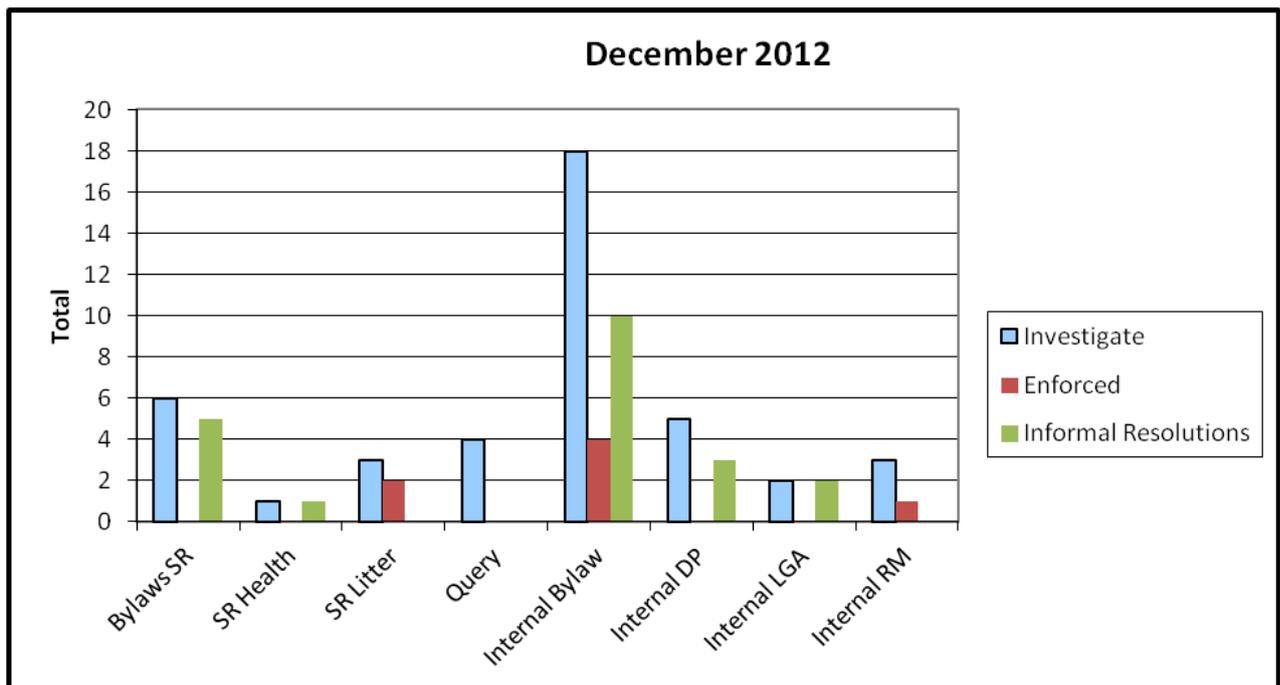
Part One – Activities Report

b) Looking Forward

- | | | |
|----------|-----------------------------|--|
| 1 | Thursday 21 February | Raupo Drainage Committee Meeting at 10.00am |
| 2 | Monday 25 February | Taharoa Domain Governance Committee at 2.00pm |
| 3 | Tuesday 26 February | Council Meeting - venue to be advised |
| 4 | Tuesday 19 March | Audit and Risk Committee Meeting |
| 5 | Tuesday 26 March | Council Meeting - venue to be advised |

REPORT

To: Regulatory Manager
CC: Regulatory Support Officer
From: Regulatory Monitoring Officer
Date: 31 December 2012
Subject: District Wide Monthly Regulatory Report


Monitoring Activities in the Kaipara District
Bylaws

24 investigations

4 enforced

15 informally resolved

- After grease trap inspection letters were sent to businesses, evidence of maintenance schedules were received.
- After a site visit, a complaint about suspected tree clearance near covenanted bush was deemed unfounded.
- A report was received about Pohutukawa trees being cut and damaged on a reserve. A chainsaw noise was heard but only reported two weeks later. No evidence pointing to a culprit was found during a site visit and therefore no enforcement action could be taken at this stage.
- A complaint was received about vegetation overhanging a footpath and road reserve. A letter was sent to the property owner to trim back the vegetation.
- Six complaints were received about ongoing smoke nuisance sometimes involving burning of plastics which pose a potential health risk – one infringement is on hold while the situation is

being remedied. Site visits were undertaken, one of which resulted in the workers being instructed to extinguish an open fire emitting noxious smoke. Verbal warnings and letters have been issued to inform offenders of the bylaws about fires in the open air and penalties involved in breaching them.

- A refuse bag put out too early on the kerbside resulted in refuse being scattered on the road reserve. A verbal warning was given to the occupiers of a property and a recovery fee charged for removal of the refuse.
- Eight cases of overgrown vegetation have been dealt with during December. Site visits were undertaken on several overgrown properties that pose fire hazards. Letters were sent to property owners to trim vegetation, remove gorse or mow long grass and to maintain re-growth within certain time-frames. One has been given seven days notice to comply before an Infringement Notice will be issued. Another property owner requested assistance with gorse control from Kaipara District and the Northland Regional Council. An Infringement Notice was issued to the owner of three overgrown properties after several complaints and warnings.
- A complaint about silt and oil run-off from a scrap metal yard after rain resulted in the owner being given a deadline to apply for a vehicle crossing permit to mitigate the poor state of the vehicle crossing causing the run-off problem.
- An Infringement Notice was withdrawn after a site visit showed no evidence of pigs on a property. The complaint about wandering pigs possibly relates to wild pigs in the vicinity.
- A complaint was received about an odour nuisance caused by farm animals kept on a residential property. The property owner was given notice to apply for a permit pursuant to sections 112(g) and 113.1 of the bylaws.
- After a complaint, a property owner was verbally instructed to remove rocks he placed on the road reserve to discourage vehicles from driving onto the footpath and damaging a sewer and stormwater manhole lid. The roading team was requested to place bollards along the road reserve to protect drainage assets. The owner was also requested to gather photographic evidence of vehicles illegally parking across his driveway.
- A complaint was received about people illegally parking in disabled parking spaces. No-one was caught in the act but the complainant will keep the Regulatory Manager informed of future breaches.
- Letters were sent to the owner and occupiers of a property to remove garden sheds offered for sale on the road reserve outside the property. They complied after a notice was issued.

Health

1 investigation

0 enforced

1 informally resolved

- A complaint was received about an accumulation of household refuse on a property. The occupiers are experiencing financial hardship and cannot afford a tipping fee at present. A letter was sent to the property owner and the assets team may be able to assist with disposal.

Litter**3** investigations**2** enforced**0** informally resolved

- Several witnesses saw a person dumping a trailer-load of loose rubbish, including mattresses at a collection point. An Infringement Notice with a substantial fine was issued.
- A complaint was received about trailer-load of pine leaves dumped on a road. It was not possible to identify the offender therefore no enforcement action could be taken.
- An infringement notice was issued for litter dumped on private land without consent.

Queries**4** investigations

All resolved

- A report about two dead cows found in a stream was referred to Northland Regional Council.
- Advice was given to a query about camping space advertised on a private property.
- A query was received regarding poor behaviour on and near lakes including speeding boats entering "no craft" swimming zones. The person was informed about the management plan, waterway policies and enforcement under review and the fact that the bylaws regarding water craft use and permissible activities are to be updated.
- A complainant who complained about scaffolding was informed that it is a civil matter as the scaffolding was placed on a private road.

District Plan Monitoring**5** investigations**0** enforced**3** informally resolved

- The owner of a building site was requested to inform the builders about the appropriate hours of operation after a complaint was received about noise caused by them at 6 am in the morning and on Sundays.
- As part of the signs campaign the Applicant's Assessment and Checklist for Signs Application forms were sent to businesses advertising along Molesworth Drive, Mangawhai. Queries about signage were dealt with and assistance and advice provided to sign owners. Two non-compliant signs have been removed.
- A person caught putting up a sign adjacent to State Highway 1 was given a verbal warning to apply for resource consent and to obtain written permissions from NZ Transport Agency prior to erecting a sign.
- A site inspection on a property showed that no quarry activity had taken place. However on another site visit to the same property loading trucks showed up but left when spotted. A new Abatement Notice will be issued under the Appeals Version of the District Plan if quarry activity can be proven.

- After consultation with a planner about a site that is subject to the Mangawhai Harbour Overlay restricting excavations to a volume of 100 cubic metres it was found that the excavation falls within the performance standard. Therefore no further action is needed.

Local Government Act

2 investigations

0 enforced

2 informally resolved

- A complaint was received about stormwater run-off resulting in flooding of an enclosed basement. After a site meeting with the Roding Engineer regarding the roadside kerb and channel, the matter was referred to his team to handle.
- A site visit showed surface water run-off from a neighbouring property water tank trickling via one property to a third property. Letters to the owners request that a drain be constructed and connected to a stormwater drain.

Resource Consent Monitoring

3 investigations

1 enforced

0 informally resolved

- A vehicle crossing and two landscape monitoring inspections comply with the conditions of the consent.
- A Stop Work Notice was issued when a breach of a verbal notification occurred with regards to earthworks undertaken without compliance to the conditions of consent.

Report for Service Requests

Request Activity from 01/12/2012 to 31/12/2012

Received	Completed	In Time
9	9	9

Summary

Two additional Service Requests that are still active and ongoing have also been dealt with this month. A wide range of issues were dealt with during December, which included 24 bylaw investigations, several queries and numerous District Plan related issues. Litter Infringement Notices to the value of \$8,000.00 and a \$500.00 bylaw breach Infringement Notice for overgrown conditions that pose a fire hazard, have been issued. All reported complaints have been dealt with promptly and callers were kept informed if further investigations were required.



George Lewis

Regulatory Monitoring Officer

Memorandum

To: Regulatory Manager
CC: Regulatory Monitoring Officer/Regulatory Support Officer
From: Quality Monitoring Officer/Building Services Team Leader
Date: 4 January 2013
Subject: **Building Process Monthly Report**

Regulation 8:

Background - meeting statutory obligations / enough staff to perform:

December was again a busy month with clients hoping to have consents through to allow them to work on their projects over the break.

Time was spent on organising inspection audits for swimming pools and building warrants of fitness to be carried out from the 3 January onwards.

Reconciliations have been carried out on the building team accounts with the help of the new accounting system.

Doubt still remains regarding our future occupation of the Kaiwaka Office.

I have been looking into the savings that the building team could make if we were to carry out file scanning within Council and use a local business to scan work outside the Council's capability. It appears we have the scanning ability to do up to A3 size which is around 70% of all the scanning. With a competitive price for the out sourcing good savings would be made not to mention keeping the work and money in the Kaipara.

Forward Work

13 building consents are ready to be processed

Warrant of Fitness Audits

We have started to undertake Warrant of Fitness audits. Audits are being booked in mass for the first two weeks after the Christmas holidays. We are organising it this way as building inspections will be quiet. The "most at risk" types of buildings will be audited first in all areas.

Swimming Pools

All building inspectors will be continuing with swimming pool inspections. There are a number of outstanding payments which most have been called personally with immediate request of payment.

Land Information Memorandum (LIMs)

During December there were 18 Land Information Memoranda applications received for building comments.

Resource Consent Applications

During November there were 6 Resource Management applications received for building comments.

		December	November
Building Consent Applications			
Received:	Total number Received	36	58
	Total Value	\$4,403,399	\$3,169,059
Building Consents Issued			
No. Time frames:	Total Number Processed	38	49
	Average Processing Days	9	7
	No. Complete within 20 days	38	49
	% complete within 20 days	100%	100%
	Value of New dwellings	\$1,353,000	\$2,937,000
	Value of Other Work	\$466,621	\$931,738
	Total Value	\$1,819,621	\$3,868,738
Commercial/Industrial BC's received 3 applications totalling estimated value			\$36,700.00
PIM's Only Applications			
Received:	Total number Received	0	0
PIM's Issued			
No. Time frames:	Total Number Processed	29	32
	Average Processing Days	10	8
	No. complete within 20 days	29	32
	% complete within 20 days	100%	100%
Code Compliance Certificate Issued			
No. Time frames:	Total Number Processed	49	54
	Total Number processed with application	48	47
	Average Processing Days	1	1
	No. complete within 20 days	48	47
	% complete within 20 days	100.00%	100.00%
Summary of all inspections undertaken		this month	Last month
		208	268

Processing Performance Review:

Average processing times for building consent applications = 9 working days

Average processing times for Code Compliance Certificates = 1 working day

Monthly letters sent to Building Consent Applicants:

Extensions applied for by applicant - 2

"Code Compliance Certificate" reminder letters – 20

"Commence work" reminder letters – 6

Exemptions Issued – 3

Amendments issued – 1

Resource consent applications (building part) completed – 6

Preparation of Building Consents for scanning and property file

This month there were 61 completed building consent files sent to Dargaville to be scanned.

Targets met

Building Consent Targets were met for the month of December 2012.

Code compliance certificate targets show that they were met.

Plan Going Forward:

Building Consents. The Building Act states 100% is compliance with the Building Act 2004. The team is currently working hard to keep consent processing above 96%.

Signed

Building Team Leader: Date:

Manager: Date:

Outstanding Council Resolutions Report

26 October 2011 – Ordinary Council Meeting		
<p>5.10 Kaipara District Council Delegations Review</p> <p>Moved Geange/Linton (carried)</p> <p><i>That the Kaipara District Council Delegations Review item lies on the table until it has been workshopped with Council and then brought back to Council at its November 2011 meeting.</i></p>	<p>Revised delegations report presented to December 2012 Audit and Risk Committee. A further report will be taken to April Audit and Risk Committee.</p>	<p>Steve Ruru</p>
28 March 2012 - Ordinary Council Meeting		
<p>6.8 Tinopai Rural Volunteer Fire Force: Fire Station Build Plans</p> <p>Moved Linton/McEwing (carried)</p> <p><i>That Council determines that it 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 section 79 of the Act determines that it does not require further information prior to making a decision on this matter; and</i></p> <p><i>That Council accepts, in principle, the proposal from Tinopai Rural Volunteer Fire Force and enters into consultation with the community regarding the use of the land being Lot 3 DP 124989 and Lot 18 DP33443.</i></p>	<p>Tinopai Rural Volunteer Fire Force have not been able to provide drawings to date. Council staff will continue to follow up with this.</p>	<p>Shirley Baume</p>

2 May 2012 - Ordinary Council Meeting		
9 Public Excluded Items		
<p>9.2 Mangawhai Community Wastewater Scheme: Riverside Holiday Park Agreement to Connect to Scheme</p> <p>Moved Blackwell/Wade (carried)</p> <p><i>That Council determines that it 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 section 79 of the Act determines that it does not require further information prior to making a decision on this matter; and</i></p> <p><i>That Council approves the terms of the Mangawhai Community Wastewater Scheme connection agreement with Riverside Holiday Park and authorises the Chief Executive to negotiate and execute a final agreement.</i></p>	Agreement has now been finalised.	John Burt
30 May 2012 - Special Council Meeting		
4 General: Part One		
<p>4.1 Kauri Coast Cycleway: Sponsor Application to New Zealand Cycle Trail</p> <p>Moved McEwing/Harding (carried)</p> <p><i>That Council sponsors an application to the New Zealand Cycle Trail, on the basis of the Economic Development Facilitator's report dated 18 May 2012, for the creation of a Kauri Coast Cycleway linking Auckland with the Northland Great Ride using formed roads and a new ferry service.</i></p>	Application has been submitted.	Steve Ruru

27 November 2012 - Ordinary Council Meeting		
<p>4.1 Mangawhai Community Wastewater Scheme (MCWWS) Irrigation Extension</p> <p>Moved Robertson / Winder (carried)</p> <p><i>That the Kaipara District Council:</i></p> <ol style="list-style-type: none"> 1 <i>Receives the General Manager Operations report 'Mangawhai Community Wastewater Scheme (MCWWS) Irrigation Extension' dated 14 November 2012; and</i> 2 <i>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 section 79 of the Act determines that it does not require further information prior to making a decision on this matter; and</i> 3 <i>Delegates to Commissioner Booth and Commissioner Robertson the authority to consider and determine whether to approve the release of \$150,000 of the funding approved in Kaipara's 2012/2022 Long Term Plan in order to implement a 6 hectare extension to the Irrigation system at Council's Lincoln Downs Farm on Brown Road, Mangawhai; and</i> 4 <i>Approves the review of the Irrigation system at Lincoln Downs Farm and investigation of alternative options for the disposal of treated wastewater from the Mangawhai Community Wastewater Scheme; and</i> 5 <i>Delegates to Commissioner Booth and Commissioner Robertson the authority to consider and determine whether to approve the appointment of Water Infrastructure Group as Project Manager for the Irrigation extension.</i> 	<p>Discussions have been held with Northland Regional Council on a trial of consent condition changes. Work is now on hold pending results of trial proposal.</p>	<p>John Burt</p>

<p>4.4 Proposed Trial Service Mangawhai Public Passenger Transport Service Moved Winder /Dale (carried) <i>That the Kaipara District Council:</i></p> <ol style="list-style-type: none"> 1. <i>Receives the General Manager Operations late item documents "Proposed Trial Service Mangawhai Public Passenger Transport Service" dated July 2012.</i> 2. <i>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 section 79 of the Act determines that it does not require further information prior to making a decision on this matter; and</i> 3. <i>Gives approval for the expenditure of \$3,333 of the unsubsidised roading budget on this trial, on the condition that Kaipara District Council's contribution to funding this service is prominently recognised on the buses used to provide the service.</i> 	<p>This trial was completed over Christmas and Council's share has been paid.</p>	<p>John Burt</p>
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<p>18 December 2012 - Ordinary Council Meeting</p>		
<p>3.4 Mangawhai Park: Steering Group Concept Plan Moved Dale/Winder (carried) <i>That the Kaipara District Council:</i></p> <ol style="list-style-type: none"> 1 <i>Receives the General Manager Operation's report "Mangawhai Park Steering Group Concept Plan" dated 03 December 2012; and</i> 2 <i>Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provisions of Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of the costs and benefits of different options prior to making a decision on this matter; and</i> 	<p>The Steering Group have been advised of Council's resolution.</p>	<p>John Burt</p>

<p>3 Congratulates Jim Wintle and members of the Steering Group for their initiative and giving of their time voluntarily to develop a Plan for Mangawhai Park; and</p> <p>4 Agrees to officers continuing to work with the Steering Group to give Council assistance to developing a Plan determining the future uses and character of the Park; and</p> <p>5 Appoints Commissioner Dale to act as the contact for the Mangawhai Park Steering Group; and</p> <p>6 Looks forward to receiving the recommendations of the Steering Group in the form of this Plan in due course.</p>		
<p>3.7 Addressing Historical Rating Irregularities: Local Bill</p> <p>Moved Winder/Booth (carried)</p> <p><i>That the Kaipara District Council:</i></p> <ol style="list-style-type: none"> 1. <i>Receives the Chief Executive's report 'Local Bill: Addressing Historical Rating Irregularities' dated 10 December 2012; and</i> 2. <i>Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provisions of Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of the costs and benefits of different options prior to making a decision on this matter; and</i> 3. <i>Determines that of the three options (set out in the Chief Executive's report dated 04 December 2012) that could be used to address the rates irregularities identified to date, and given the merits of each of these options, a Local Bill is the best option for addressing historical rating irregularities; and</i> 4. <i>Requests the Chief Executive to work with Council's lawyers, the Department of Internal Affairs, the Parliamentary Counsel Office and the Clerk of the House to draft such a Local Bill</i> 	<p>Work with development of a Local Bill is being progressed.</p>	<p>Steve Ruru</p>

for consideration at the February 2013 meeting of Council; and

5. *Agrees that for historic rating irregularities of a procedural or technical nature, where the ratepayer has received the services that were intended to be funded from the rates, the draft Bill should seek to validate the historic rates as invoiced; and*
6. *Agrees that the Local Bill include a redress mechanism for inequities created in the past imposition of the Mangawhai Targeted Rate; and*
7. *Agrees that the Local Bill should not validate the decisions of the past administration to substantially increase the size of the Mangawhai Community Wastewater Scheme; and*
8. *Notes that work is still in progress for understanding all the irregularities and associated matters and new issues may be identified; and*
9. *Notes also, that further issues may be identified through the Office of the Auditor General's inquiry into matters in relation to the Mangawhai Community Wastewater Scheme; and*
10. *Rescinds the following resolutions which were passed by Council at its meeting on 16 July 2012:*

“Reconfirms its commitment to work with the community in identifying and assessing the options that might exist for addressing the rates irregularities that have been identified to date and in that regard agrees to form a Focus Group to review the options available for addressing the historical rating irregularities prior to any wider community consultation process being undertaken; and

Asks staff to develop Terms of Reference for the proposed focus group and that these be presented to Council at the time that the report outlining options for addressing the historical rating irregularities is presented.”.

<p>3.8 Former Chief Executive Deed of Settlement</p> <p>Moved Robertson/Dale (carried)</p> <p><i>That the Kaipara District Council:</i></p> <ol style="list-style-type: none"> 1. <i>Receives the Chief Executive's report 'Former Chief Executive Deed of Settlement' dated 11 December 2012; and</i> 2. <i>Determines that it believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provisions of Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of the costs and benefits of different options prior to making a decision on this matter; and</i> 3. <i>Determines that in their view it is critical for Council to be able to build a relationship with the community that is based on trust and confidence and in which there is a high level of transparency as to the business of Council including the reasons for the key decisions that Council has made in the past; and</i> 4. <i>Commissioners note that it is important, if Council is to be able to develop a relationship based on trust and confidence, that information relating to the decision of the previous Council to enter into the Deed of Settlement with the former Chief Executive dated 02 August 2011 be made public given the significance and serious nature of the challenges facing Council today; and</i> 5. <i>Commissioners request the Chief Executive, when processing the current requests for the information contained in the Deed of Settlement, consider their concerns that the non-release of the Deed of Settlement between the Council and the former Chief Executive dated 02 August 2011 is hindering their ability to address the major issues affecting Council and rebuild a strong relationship with the community.</i> 	<p>Final decision on information requests to be made in January.</p>	<p>Steve Ruru</p>
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Chief Executive's Report

Part 2

Financial and Treasury Monthly Report to Council

This section was not available at the time of printing and will be tabled at the meeting of 29 January 2013.