

Kaipara District Council

Minutes

Meeting	Kaipara District Council
Date	Monday 11 December 2017
Time	Meeting commenced at 9.04 am Meeting concluded 12.18 pm
Venue	Northern Wairoa War Memorial Hall, 37 Hokianga Road, Dargaville
Status	Confirmed

Membership

Chair: Councillor Peter Wethey (Deputy Mayor)

Members: 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

Seán Mahoney
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**Minutes Ordinary Meeting of Kaipara District Council,
Monday 11 December 2017, Dargaville**

1 Opening
1.1 Karakia

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

1.2 Present

Deputy Mayor Peter Wethey (Chair), Councillors Anna Curnow, Victoria Del la Varis-Woodcock, Julie Geange, Libby Jones, Karen Joyce-Paki (arrived 9.38am), Jonathan Larsen and Andrew Wade

Name	Designation	Item(s)
Peter Tynan	Acting Chief Executive	All
Curt Martin	General Manager Infrastructure	All
Fran Mikulicic	General Manager Planning and Regulatory	All
Duncan McAulay	General Manager Strategy and Performance	All
Venessa Anich	General Manager Community	All
Peter Marshall	General Manager Corporate Services	All
Robert Nelson	Acting General Manager Finance	All
Rick Groufsky	Financial Services Manager	All
Ben Hope	Communications Officer	All
Michaela Borich	Project Manager and Business Analyst	6.4
Ian Fernandes	IT Manager	7.3
Sean Mahoney	Democratic Services Manager	All
Lisa Hong	Administration Assistant	All (Minute-taker)

Adjournments

Reason	Start	Finish
Morning tea	10.45 am	10.54 am

1.3 Apologies

Nil.

1.4 Confirmation of Agenda

The Committee confirmed the Agenda.

1.5 Conflict of Interest Declaration

Nil.

1.6 Resolution Register and Action Tracker

The Resolution Register and Action Tracker dated 04 December 2017 was circulated.

2 Deputations, Presentations and Petitions

Nil.

3 Confirmation of Minutes

3.1 Council Minutes 14 November 2017

Democratic Services Manager 1601.22

Moved Curnow/Jones

That the unconfirmed Minutes of the meeting of Kaipara District Council held 14 November 2017 be confirmed as a true and correct record.

Carried

4 Performance Reporting

4.1 Chief Executive's Report October 2017

Chief Executive 2002.02.18/October

Moved Geange/Curnow

That Kaipara District Council receives the Chief Executive's Report for October 2017.

Carried

5 Information Papers

5.1 Roothing Maintenance, Operations and Renewal Contract – Registration of Interest

General Manager Infrastructure 4107

Moved Del la Varis-Woodcock/Larsen

That Kaipara District Council receives the General Manager Infrastructure's report 'Roothing Maintenance, Operations and Renewal Contract – Registration of Interest' dated 27 November 2017 and the information contained therein.

Carried

6 Decision Papers

6.1 Kaipara District Council schedule of meetings for 2018

Democratic Services Manager 1203.01

Moved Larsen/Del la Varis-Woodcock

That Kaipara District Council:

- 1 Receives the Democratic Services Manager's report 'Kaipara District Council Schedule of Meetings for 2018' dated 01 December 2017; and
- 2 Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and
- 3 Adopts the proposed Kaipara District Council meeting schedule for the first six months of 2018, detailed in the above-mentioned report and set out below, and publishes it on the Kaipara District Council website.

Meeting dates	
Holds its Ordinary meetings of Council at 09.00am according to the schedule as follows:	
Thursday 25 January 2018	Thursday 26 April 2018
Wednesday 28 February 2018	Wednesday 23 May 2018
Wednesday 28 March 2018	Tuesday 26 June 2018
Holds its meetings of the Audit, Risk and Finance Committee (time and venue to be advised) on the following dates:	
Wednesday 14 February 2018	Wednesday 12 September 2018
Wednesday 13 June 2018	Wednesday 12 December 2018
Holds its meetings of the Taharoa Domain Governance Committee at 2.00pm in the Northern Wairoa War Memorial Hall conference room, Dargaville on the following dates:	
Thursday 08 February 2018	Thursday 09 August 2018
Thursday 10 May 2018	Thursday 15 November 2018
Holds combined meetings of the Harding Park Committee Pou Tu Te Rangi Joint Management Committee at 2.00pm in the Lighthouse Function Centre Dargaville Museum Dargaville on the following dates:	
Wednesday 07 March 2018	Wednesday 05 September 2018
Wednesday 06 June 2018	Wednesday 05 December 2018
Holds its meetings of the Raupo Drainage Committee at 10.00am in the Raupo Drainage Board Office, Wharf Road, Ruawai on the following dates:	
Thursday 15 February 2018	Thursday 16 August 2018
Thursday 17 May 2018	Thursday 15 November 2018

<i>Holds its meetings of the Mangawhai Community Park Governance Committee at 10.00am in the Council Offices, Mangawhai on the following dates:</i>	
<i>Monday 19 February 2018</i>	<i>Monday 20 August 2018</i>
<i>Monday 21 May 2018</i>	<i>Monday 19 November 2018</i>

Carried

Council adjourned for morning tea at 10.45 am

Council reconvene at 10.54 am

6.2 Forecast One 2017/2018

Financial Services Manager 2303.24

Motion 1 Geange/Wade

That Kaipara District Council:

- 1 Receives the report from the Financial Services Manager 'Forecast One 2017/2018' dated 04 December 2017; and*
- 2 Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provisions 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 forecast as set out in the forecast sections in the above-mentioned report and its attachments, and determines that no further action is required at this point in time; and*
- 4 Notes the revised forecast shows decreased operating revenues of \$0.4 million, reduced operating costs of \$0.5 million, increased capital funding of \$7.1 million and revision of the capital expenditure projects list; and*
- 5 Approves the revised capital expenditure schedules listed in Attachment 4 (of the above-mentioned report); and*
- 6 Approves the use of \$3.1 million of prior year surpluses and general reserves to reduce the district-wide portion of the Mangawhai Community Wastewater Scheme debt; and*
- 7 Notes that the \$5.3 million of forestry asset sales will reduce the district-wide portion of the Mangawhai Community Wastewater Scheme debt on a temporary basis pending a review of asset sales proceeds benefiting the area from which they came from; and that the Chief Executive is instructed to provide Council with a full briefing on all options on*

where the money goes in January 2018 and these options are included in the Long Term Plan Consultation Document.

Motion 2 Curnow/Wethey

That Kaipara District Council withdraws the above 'Forecast One 2017/2018' Motion 1, Moved/Geange, Seconded/Wade.

Carried

Motion 3 Curnow/Wethey

That Kaipara District Council:

- 1 *Receives the report from the Financial Services Manager 'Forecast One 2017/2018' dated 04 December 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provisions 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 forecast as set out in the forecast sections in the above-mentioned report and its attachments, and determines that no further action is required at this point in time; and*
- 4 *Notes the revised forecast shows decreased operating revenues of \$0.4 million, reduced operating costs of \$0.5 million, increased capital funding of \$7.1 million and revision of the capital expenditure projects list; and*
- 5 *Approves the revised capital expenditure schedules listed in Attachment 4 of the above-mentioned report; and*
- 6 *Approves the use of \$3.1 million of prior year surpluses and general reserves to reduce the district-wide portion of the Mangawhai Community Wastewater Scheme debt; and*
- 7 *Notes that the \$5.3 million of forestry asset sales will reduce the district-wide portion of the Mangawhai Community Wastewater Scheme debt; and*
- 8 *Instructs the Chief Executive to provide Council with a full briefing in February 2018 on all options on the use of proceeds from this specific asset sale.*

Carried

6.3 Contract 878 Dargaville Water Renewals 2017/2018: Request for Authorisation to Delegate Authority to the Chief Executive and Deputy Mayor

General Manager Infrastructure 4107.878

Moved Larsen/Jones

That Kaipara District Council:

- 1 *Receives the General Manager Infrastructure's report 'Contract 878 Dargaville Water Renewals 2017/2018: Request for Authorisation to Delegate Authority to the Chief Executive and Deputy Mayor' dated 13 November 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Delegates authority to the Chief Executive and Deputy Mayor to commit Council to financial transactions (or projects consisting of multiple transactions) relating to the award of Contract 878 Dargaville Water Renewals 2017/2018 to the preferred supplier up to the Annual Plan budget of \$826,000 plus GST.*

Carried

6.4 Mangawhai Community Plan Final

Acting Policy Manager 2802.04

Moved Geange/Wethey

That the item 'Mangawhai Community Plan Final' lie on the table until Council's January 2018 meeting, pending full financial detail on funding streams per project.

Carried

[Secretarial Note: The financial details to be circulated to Councillors and discussed at a Public Briefing in January 2018.]

6.5 Mangawhai Museum Partial Surrender of Lease

Property and Commercial Advisor 5105.09

Moved Wade/Geange

That Kaipara District Council:

- 1 *Receives the Property and Commercial Advisor's report 'Mangawhai Museum Partial Surrender of Lease' dated 11 October 2017; and*

- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Approves the Partial Surrender of the Lease by the Mangawhai Museum; and*
- 4 *Approves the grant to the Mangawhai Museum of a non-exclusive licence to use the surrendered area for the use permitted in its lease; and*
- 5 *Delegates to the Acting Chief Executive responsibility for the finalisation of the Deed of Partial Surrender of Lease.*

Carried

6.6 Significance and Engagement Policy

Democratic Services Manager 2304.09

Moved Curnow/Jones

That Kaipara District Council:

- 1 *Receives the Democratic Services Manager's report 'Significance and Engagement Policy' dated 01 December 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Delegates to the Acting Chief Executive to make any minor amendments to the draft Policy; and*
- 4 *Seeks consultation on the Draft Significance and Engagement Policy from December 2017 through to February 2018 and will provide a final version for adoption to the February 2018 Council meeting.*

Carried

6.7 Aranga Coast Road Risk Mitigation

General Manager Infrastructure 4102.17

Moved Curnow/Del la Varis-Woodcock

That Kaipara District Council:

- 1 *Receives the General Manager Infrastructure's report 'Aranga Coast Road Risk Mitigation' dated 27 November 2017; and*

- 2 *Believes it has complied with the decision-making provisions of the Public Works Act 1981 to the extent necessary in relation to this decision; and in accordance with the provision of s52 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Delegates authority to the Chief Executive to contribute \$30,000 + GST to the Earthquake Commission towards the cost of mitigating the risk to the at-risk portion of Aranga Coast Road as a result of an adjacent landslip, to be funded from existing budgets.*

Carried

Confirmed

7 Public Excluded Council minute items: 11 December 2017

Council went into Public Excluded Session at 11.29am.

Moved Curnow/Larsen

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

- Confirmation of minutes 14 November 2017;
- Kaipara District Council Raw Water Supply Options;
- Contract 820 Office Photocopiers: Acceptance and award of contract for new printing solution under AOG procurement.

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

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
Confirmation of minutes 14 November 2017	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Kaipara District Council Raw Water Supply Options	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Contract 820 Office Photocopiers: Acceptance and award of contract for new printing solution under AOG procurement	Section 7(2)(i) enables any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

Carried

8 Open Council, Minutes Monday 11 December 2017

Council went back into Open Session at 12.18 pm.

Moved Geange/Curnow

That the public be re-admitted to the meeting and Public Excluded session resolutions for Item 8.1 and Item 8.3 be confirmed in Open meeting and for Item 8.2 be confirmed in Open meeting once the relevant parties have been informed.

Carried

8.1 Council Minutes Public Excluded: 14 November 2017 (Agenda Item 7.1)

Moved Geange/Wade

That the Public Excluded Minutes of the Council meeting held 14 November 2017 be confirmed as a true and correct record.

Carried

8.2 Kaipara District Council Raw Water Supply Options (Agenda Item 7.2)

[Secretarial note: that the resolution be confirmed in Open meeting once the relevant parties have been informed]

8.3 Contract 820 Office Photocopiers: Acceptance and award of contract for new printing solution under AOG procurement (Agenda Item 7.3)

IT Manager 2111.02

Moved Curnow/Joyce-Paki

That Kaipara District Council:

- 1 *Receives the IT Managers report 'Contract 820 Office Photocopiers: Acceptance and award of contract for new printing solution under AOG procurement' dated 23 November 2107; 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 *Accepts and approves the award of Contract 820 Office Photocopiers to RICOH under AOG procurement arrangements for a period of five years commencing 11 December 2017 at an estimated cost of \$7,700 per month based on current utilisation.*

Carried

9 Closure

The meeting concluded at 12.18 pm.

Confirmed 25 January 2018

Chair Deputy Mayor Peter Wethey

Kaipara District Council
Dargaville

Confirmed