

Meeting	Kaipara District Council
Date	Thursday 30 May 2019
Time	Meeting commenced at 9.35am Meeting concluded at 4.22pm
Venue	Kaihu Hall – 43 Kaihu Wood Road, Kaihu
Status	Confirmed

Open Minutes

Membership

Chair:

Mayor Jason Smith

Members:

Deputy Mayor Peter Wethey

Councillor Anna Curnow

Councillor Victoria del la Varis-Woodcock

Councillor Julie Geange

Councillor Libby Jones

Councillor Karen Joyce-Paki

Councillor Jonathan Larsen

Councillor Andrew Wade

Jason Marris
General Manager Governance, Strategy and Democracy

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Minutes of the Ordinary meeting of Kaipara District Council Thursday 30 May 2019 in Kaihu

1 Opening

1.1 Karakia

Francis Toko opened the meeting with a karakia.

1.2 Present

Mayor Jason Smith, Deputy Mayor Peter Wethey, Councillors Anna Curnow, Victoria del la Varis-Woodcock, Julie Geange (via audio link 1 – 7.4), Libby Jones (1 - 7.5), Karen Joyce-Paki, Jonathan Larsen (1 – 7.6) and Andrew Wade

In Attendance

Name	Designation	Item(s)
Louise Miller	Chief Executive	All
Curt Martin	Chief Operating Officer and General Manager Infrastructure	All
Fran Mikulicic	General Manager Regulatory, Planning and Policy	1 - 7.7
Sue Davidson	General Manager Risk, IT and Finance	All
Darla Blake	General Manager Community Customer Service	All
Francis Toko	Iwi Relations Manager	1 - 7.1
Kathie Fletcher	Policy Manager	1 – 5.5
Paul Waanders	District Planner	1 – 5.5
Hamish Watson	Parks and Recreation Manager	1 – 5.3
Darlene Lang Gent	Community Relationships Manager	1 – 5.3
Jenny Rooney	Funding Coordinator	1 – 5.3
Lisa Salter	Library Manager	6.2 – 7.3
John Burt	Property and Commercial Advisor	7 – 7.5
Michael Juer	Property Manager and Business Analyst Digital Transformation	7.3 – 7.7
Lisa Hong	Governance Advisor	All
Tanya Wilson	Governance Advisor	All (Minute-taker)

Adjournments

Reason	Start	Finish
Morning Tea	11.00am	11.13am
Lunch	12.02pm	12.32pm
Afternoon Tea	2.50pm	3.00pm
Afternoon Tea	4.10pm	4.13pm

1.3 Apologies

Nil.

1.4 Confirmation of agenda

Moved Smith/Curnow

That the Kaipara District Council confirms the agenda for the meeting held 30 May 2019.

Carried

1.5 Conflict of interest declaration

Nil.

2 Presentations and Petitions

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

Pioneer Rugby Park

Chris Fife spoke in the public forum.

2.2 Dorothy Gorrie

Kaihu Cycle Trail

Dorothy Gorrie spoke in the public forum.

3 Minutes

3.1 Confirmation of Open Council minutes 02 May 2019

General Manager Governance, Strategy and Democracy 1601.23

Moved del la Varis-Woodcock/Jones

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

Carried

3.2 Open Committee minutes confirmed in April 2019

General Manager Governance, Strategy and Democracy 16/Various

Moved Curnow/Wethey

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

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

Carried

4 Notice of Motion

4.1 Notice of Motion, Deputy Mayor Peter Wethey

Moved Wethey/Larsen

That the Council directs the Chief Executive to:

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

Carried

5 Decision

5.1 Reserve Contributions Contestable Fund

Community Funding Co-ordinator 4705.14

Moved Smith/del la Varis-Woodcock

That Kaipara District Council:

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

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

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

Carried

5.2 Notices of Motion from 28 March 2019 Council Meeting

General Manager Governance, Strategy and Democracy 1601.23

General Manager Risk, Information Technology and Finance

Moved del la Varis-Woodcock/Curnow

That Kaipara District Council:

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

Carried

5.3 District Plan – Refining NZ Company Limited Designation Conditions

District Planner 3805.01

Moved Geange/Curnow

That Kaipara District Council:

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

Carried

Meeting adjourned for morning tea at 11.00am

Meeting reconvened at 11.20am

5.4 Proposed Regional Plan Decisions

District Planner 3820.06

Moved Joyce-Paki/Curnow

That Kaipara District Council:

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

Carried

5.5 Temporary Road Closure Approval – Spirit of Matariki 2019

Corridor Access Co-ordinator 3208.0

Moved Jones/Geange

That Kaipara District Council:

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

Carried

6 Information

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

Administration Manager 2002.02.19/May

Moved Wade/Curnow

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

Carried

6.2 Chief Executive's report for April 2019

Chief Executive 2002.02.18/May

Moved Smith/Wethey

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

Carried

6.3 Resolutions Register

Governance Advisor 1202.05

Moved Curnow/del la Varis-Woodcock

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

Carried

Meeting adjourned for lunch at 12.02pm

Meeting reconvened at 12.32pm

Confirmed

7 Public Excluded Council minute items 30 May 2019

The meeting went into Public Excluded session at 12.32pm

Moved Curnow/Smith

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

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

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

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

General subject of each matter to be considered:	Reason for passing this Resolution	Ground(s) under Section 48(1) for the passing this resolution:
Confirmation of Public Excluded Council minutes 02 May 2019	S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Public Excluded Committee minutes confirmed in April 2019	S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Dargaville Civic Buildings	S7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	S48(1) (a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

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

Carried

8 Open Council minutes 30 May 2019

The meeting returned to Open session at 4.22pm

Closure

The meeting closed at 4.22pm

Confirmed 27 June 2019
Chair Mayor Jason Smith

Kaipara District Council
Dargaville

Confirmed