

I hereby give notice of the following Ordinary meeting:

Meeting	Kaipara District Council
Date	Thursday 27 September 2018
Time	9.30am
Venue	Lighthouse Function Centre – 32 Mount Wesley Coast Road, Dargaville

Open Agenda

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

Contents

		Page
1	Opening	1
1.1	Karakia	1
1.2	Present	1
1.3	Apologies	1
1.4	Confirmation of Agenda	1
1.5	Conflict of Interest Declaration	1
2	Presentations and Petitions	1
3	Minutes	2
3.1	Confirmation of Open Council minutes 05 September 2018	3
3.2	Committee minutes confirmed in August 2018	8
4	Decision	31
4.1	Annual Report 2017/2018 for adoption*	33
4.2	Kaipara Territorial Authority Annual Report under the Sale and Supply of Alcohol (Fees) Regulations 2013 - 01 July 2017 to 30 June 2018	37
4.3	Kaipara District Council Dog Control Annual Report 01 July 2017 to 30 June 2018	49
4.4	Contract 906 Mangawhai Community Wastewater Scheme Irrigation Extension Stage 4 2018/2019 - Award of Contract	59
4.5	Reserve Contributions Fund financial management	65
4.6	Reserve contributions contestable funding criteria, templates, processes and timeline	75
4.7	Sale of Section, Aranga Coast Road – Rescind 23 August 2018 decision ⁺	
4.8	Class 4 Gambling Venue Policy Review and Adoption	113
4.9	Elected Member Allowances and Recovery of Expenses Policy Review	131
5	Information	189
5.1	Treasury Management non-compliance	191
5.2	Kaipara District New Footpath Improvements	199
5.3	Capital Works 2018/2019	205
5.4	Northland Walking and Cycling Strategy 2018	213
5.5	Chief Executive's Report August 2018	265
5.6	Resolutions Register and Action Tracker	281
6	Public Excluded agenda items 27 September 2018	289
6.1	Confirmation of Public Excluded Council minutes 05 September 2018	
7	Open Council agenda 27 September 2018	291
	Closure	291

* Attachment 1 to item 4.1 'Annual Report 2017/2018 for adoption' will be circulated under a separate cover.

⁺ Item 4.6 'Sale of Section, Aranga Coast Road – Rescind 23 August 2018 decision' will be circulated under a separate cover.

**Ordinary meeting of Kaipara District Council
27 September 2018 in Dargaville**

1 Opening

1.1 Karakia

1.2 Present

1.3 Apologies

1.4 Confirmation of Agenda

The Committee to confirm the Agenda.

1.5 Conflict of Interest Declaration

Elected Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as Councillors and any private or other external interest they might have. It is also considered best practice for those members to the Executive Team attending the meeting to also signal any conflicts that they may have with an item before Council.

2 Deputations, Presentations and Petitions

3 Minutes

3.1 Confirmation of Open Council minutes 05 September 2018

General Manager Governance, Strategy and Democracy **1601.23**

Recommended

That the unconfirmed Open minutes of the Kaipara District Council meeting held 05 September 2018 be confirmed as a true and correct record.

Kaipara District Council

Minutes

Meeting:	Kaipara District Council - EXTRAORDINARY
Date	Wednesday 05 September 2018
Time	Meeting commenced at 10.30am Meeting concluded at 11.31am
Venue	Northern Wairoa War Memorial Hall, Dargaville
Status	Unconfirmed

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

Contents

1	Opening.....	3
1.1	Karakia	3
1.2	Present.....	3
1.3	Apologies	3
1.4	Confirmation of Agenda	3
1.5	Conflict of Interest Declaration	3
2	Deputations, Presentations and Petitions.....	4
3	Minutes.....	4
3.1	Confirmation of Open Council minutes 23 August 2018.....	4
4	Decision	4
4.1	Genetically Modified Organisms - District Plan Position	4
5	Public Excluded Council minute items 05 September 2018.....	5
6	Open Council minutes 05 September 2018	5
	Closure	5

**Minutes of the Extraordinary meeting of Kaipara District Council
Wednesday 05 September 2018 in Dargaville**

1 Opening

Pursuant to Clause 22(2), Schedule 7 of the Local Government Act 2002, the Mayor has called an Extraordinary meeting of Council.

1.1 Karakia

Councillor Karen Joyce-Paki opened the meeting with a karakia.

1.2 Present

Mayor Jason Smith, Deputy Mayor Peter Wethey, Councillors Anna Curnow, Victoria del la Varis Woodcock, Karen Joyce-Paki and Jonathan Larsen (via audio-link)

In Attendance

Name	Designation	Item(s)
Curt Martin	Acting Chief Executive	All
Sue Davidson	General Manager Risk, IT and Finance	All
Jason Marris	General Manager Governance, Strategy and Democracy	All
Dean Nuralli	Acting General Manager Regulatory, Planning and Policy	4.1
Kathie Fletcher	Policy Manager	4.1
Paul Waanders	District Planner	4.1
Lisa Hong	Governance Advisor	All (Minute-taker)

1.3 Apologies

Moved Joyce-Paki/Curnow

That the apologies of Councillors Julie Geange, Libby Jones and Andrew Wade be received.

Carried

1.4 Confirmation of Agenda

Moved Smith/Curnow

That Kaipara District Council confirms the Agenda.

Carried

1.5 Conflict of Interest Declaration

Nil.

2 Deputations, Presentations and Petitions

Nil.

3 Minutes

3.1 Confirmation of Open Council minutes 23 August 2018

General Manager Governance, Strategy and Democracy

1601.23

Moved del la Varis-Woodcock/Smith

That the unconfirmed minutes of the Kaipara District Council meeting held 23 August 2018 be confirmed as a true and correct record.

Carried

4 Decision

4.1 Genetically Modified Organisms - District Plan Position

District Planner 2105.37

Moved Smith/Wethey

That Kaipara District Council:

- 1 *Receives the District Planner's report "Genetically Modified Organisms - District Plan Position" dated 31 August 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Decides in principle that the District Plan be amended to include the necessary provisions related to Genetically Modified Organisms similar to those of the other Upper North Island Local Authorities' District Plans; and*
- 4 *Accepts that this District Plan change will be part of the comprehensive review of the District Plan; and*
- 5 *Conveys its intent to the Northland Regional Council in relation to the upcoming Proposed Regional Plan hearings.*

Carried

5 Public Excluded Council minute items 05 September 2018

The meeting went into Public Excluded session at 11.05am.

Moved Smith/Curnow

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

- *Confirmation of Public Excluded Council minutes 23 August 2018; and*
- *Office Accommodation Opportunity: Agreement in principle.*

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:

<i>General subject of each matter to be considered:</i>	<i>Reason for passing this Resolution:</i>	<i>Ground(s) under Section 48(1) for the passing this resolution:</i>
<i>Confirmation of Public Excluded Council minutes 23 August 2018</i>	<i>Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>	<i>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>Office Accommodation Opportunity: Agreement in principle</i>	<i>Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>	<i>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

6 Open Council minutes 05 September 2018

The meeting came back into Open session at 11.31am.

Closure

The meeting closed at 11.31am.

Confirmed

Chair

Kaipara District Council

Dargaville

3.2 Committee minutes confirmed in August 2018

General Manager Governance, Strategy and Democracy

16/Various

Recommended

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

- *Community Grants Committee meeting held 09 February 2018;*
- *Taharoa Domain Governance Committee meeting held 10 May 2018;*
- *Raupo Drainage Committee meeting held 11 May 2018; and*
- *Mangawhai Community Park Governance Committee meeting held 21 May 2018.*

Community Grants Committee

Meeting	Community Grants Committee
Date	Friday 09 February 2018
Time	Meeting commenced at 1.00 pm Meeting concluded at 1.10 pm
Venue	Conference Room, Northern Wairoa War Memorial Hall, 37 Hokianga Road, Dargaville
Status	Confirmed

Minutes

Membership**Chair:** Councillor Geange**Members:** Councillor Jones, Councillor Joyce-Paki

Staff and Associates:

Key Relationships Manager Community, Policy Analyst, Administration Assistant (Minute-taker)

**Linda Osborne
Administration Manager**

Contents

1	Opening.....	3
1.1	Present.....	3
1.2	Apologies	3
1.3	Confirmation of Agenda	3
1.4	Conflict of Interest Declaration	3
2	Deputations and Presentations	3
3	Confirmation of Minutes.....	3
3.1	Community Grants Committee Minutes 14 November 2017	3
4	Policy.....	4
4.1	Licence to Occupy Review.....	4
5	Closure.....	4

Confirmed

Minutes of the Extraordinary Meeting of the Community Grants Committee
Friday 09 February 2018 in Dargaville
1 Opening
1.1 Present

Councillors Julie Geange (Chair), Libby Jones (via audio link), Karen Joyce-Paki

In Attendance

Name	Designation	Item(s)
Darlene Lang	Parks and Community Manager	All
Jenny Rooney	Funding Co-ordinator	All
Natalie Robinson	Policy Analyst	All
Lisa Hong	Administration Assistant	All (minute-taker)

1.2 Apologies

Nil.

1.3 Confirmation of Agenda

The Committee confirmed the Agenda.

1.4 Conflict of Interest Declaration

Nil.

2 Deputations and Presentations

Nil.

3 Confirmation of Minutes
3.1 Community Grants Committee Minutes 14 November 2017

Democratic Services Manager 1615.02

Moved Jones/Joyce-Paki

That the unconfirmed minutes of the Community Grants Committee meeting held on 14 November 2017 be confirmed as a true and accurate record.

Carried

4 Policy

4.1 Licence to Occupy Review

Policy Analyst 5105.0

[Secretarial Note: This report was circulated under separate cover.]

Moved Joyce-Paki/Jones

That the Community Grants Committee:

- 1 *Receives the Policy Analyst's report 'Licences to Occupy Review' report dated 08 February 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Recommends that Kaipara District Council delegates to the Community Grants Committee the authority to review and recommend amendments to the Community Assistance Policy to provide clear policy guidance for Licences to Occupy, including amendments to the standard Licence to Occupy template; and*
- 4 *Recommends that Kaipara District Council declines the request by the Dargaville Arts Association for a variation to their Licence to Occupy, as per the report 'Dargaville Arts Association Licence to Occupy Variation for Municipal Building, Dargaville' that was included in the agenda for Kaipara District Council's Ordinary meeting on 14 November 2017, as subletting is not consistent with the intended policy direction; and*
- 5 *Recommends that Kaipara District Council reviews the Rates Remission Policy to ensure there is consistency with the Community Assistance Policy.*

Carried

5 Closure

The meeting closed at 1.10pm

Confirmed 23 August 2018

Chair Councillor Julie Geange

**Kaipara District Council
Dargaville**

Taharoa Domain Governance Committee

meeting held:

Date	Thursday 10 May 2018
Time	Meeting commenced at 2.05pm Meeting concluded at 3.52pm
Venue	Conference Room, Northern Wairoa War Memorial Hall, Dargaville
Status	Confirmed

Minutes

Membership

Chair: Councillor Andrew Wade
Members: Messrs Alan Nesbit and Ric Parore
Councillor Karen Joyce-Paki

Staff and Associates:

Chief Operating Officer and General Manager Infrastructure, General Manager Governance, Strategy and Democracy, Domain Manager, Policy Manager, Policy Analyst, Governance Advisor
(Minute-taker).

Jason Marris
General Manager Governance, Strategy and Democracy

Contents

1	Opening.....	3
1.1	Karakia	3
1.2	Present.....	3
1.3	Apologies	3
1.4	Confirmation of Agenda	3
1.5	Conflict of Interest Declaration	4
2	Presentations	4
3	Confirmation of Minutes.....	4
3.1	Taharoa Domain Governance Committee minutes 08 February 2018.....	4
4	Governance	4
4.1	Terms of Reference update and Chair.....	4
5	Operational	5
5.1	Taharoa Domain Operations Update: February 2018-April 2018.....	5
5.2	Financial report for nine months period ending 31 March 2018	5
5.3	Kai Iwi Lakes Dune Lakes Galaxias Working Group update	5
5.4	Northland Fish and Game Council request to liberate trout in Lakes Taharoa and Waikare in 2019	6
6	Closure.....	7

Minutes Taharoa Domain Governance Committee meeting
Thursday 10 May 2018, Dargaville
1 Opening
1.1 Karakia

Sonny Nesbit opened the meeting with a karakia.

1.2 Present

Councillors Andrew Wade (Chair) and Karen Joyce-Paki, Messrs Alan Nesbit and Ric Parore

In attendance

Name	Designation	Item(s)
Curt Martin	Chief Operating Officer and General Manager Infrastructure	All
Jason Marris	General Manager Governance, Strategy and Democracy	All
Hamish Watson	Parks Officer	All
Andrew Howells	Domain Manager	All
Layne Wadsworth	Parks Contractor	All
Kathie Fletcher	Policy Manager	All
Mark Schreurs	Policy Analyst	All
Tanya Cook	NorthTec	All
Rudi Hoetjes	Northland Fish and Game Council	All
Kane McElrea	Northland Regional Council	All
Darlene Lang	Community Relationships Manager	5.1—5.3
Lisa Hong	Governance Advisor	All (minute-taker)

Adjournments

Nil.

1.3 Apologies

Nil.

1.4 Confirmation of Agenda

The Committee confirmed the Agenda.

1.5 Conflict of Interest Declaration

Name	Conflict
Councillor Karen Joyce-Paki	Item 5.3 Kai Iwi Lakes Dune Lakes Galaxias Working Group update – Councillor Joyce-Paki declared a conflict of interest as a Department of Conservation employee.

2 Presentations

Nil.

3 Confirmation of Minutes

3.1 Taharoa Domain Governance Committee minutes 10 May 2018

Moved Parore/Joyce-Paki

That the minutes of the Taharoa Domain Governance Committee meeting on 10 May 2018 be confirmed as a true and correct record.

Carried

4 Governance

4.1 Terms of Reference update and Chair

Governance Advisor 4702.24.02

[Secretarial Note: The Committee requested that commentary be placed in the report to Council explaining why the Terms of Interest were amended, if known.]

Recommended Wade/Joyce-Paki

That the Taharoa Domain Governance Committee:

- 1 *Receives the Governance Advisor's report 'Terms of Reference update and Chair' dated 03 May 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Recommends to the Mayor or Council to amend the Taharoa Domain Governance Committee Terms of Reference to include 'The Chair of the Committee will rotate amongst members on an annual basis with a new Chair being selected at the first meeting following 01 July each year'.*

Carried

5 Operational

5.1 Taharoa Domain Operations Update: February 2018-April 2018

General Manager Infrastructure 4702.24.02.02

Moved Nesbit/Parore

That the Taharoa Domain Governance Committee receives the General Manager Infrastructure's report 'Taharoa Domain Operations Update: February 2018-April 2018' dated 27 April 2018 and the information contained therein.

Carried

5.2 Financial report for nine months period ending 31 March 2018

Financial Services Manager 4702.24.02.01

Moved Wade/Parore

That the Taharoa Domain Governance Committee receives the Financial Services Manager's report 'Financial report for nine months period ending 31 March 2018 and the information contained therein.

Carried

5.3 Kai Iwi Lakes Dune Lakes Galaxias Working Group update

Policy Analyst 4702.24.05

Councillor Karen Joyce-Paki declared a conflict of interest and did not vote on this item. Tanya Cook from NorthTec spoke to the item at the request of the Committee, and her presentation on the Dune Lake Galaxias Otolith Research was tabled.

Moved Wade/Parore

That the Taharoa Doman Governance Committee:

- 1 *Receives the Policy Analyst's report 'Kai Iwi Lakes Dune Lakes Galaxias Working Group update' dated 27 April 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Receives the information in the above-mentioned report and the presentations made in support of this report giving an update on the work of the Kai Iwi Lakes Dune Lakes Galaxias Working Group and its members; and*

- 4 *Authorises under section 50 of the Reserves Act 1977 for the Northland Fish and Game Council, NorthTec and the Department of Conservation to take a sample of dune lakes galaxias from the Kai Iwi Lakes as part of their research. This decision not to be contrary to the wishes of Mana Whenua. In either case, any authorisation given shall apply only where actions are not in contravention of the Wildlife Act 1953; and*
- 5 *Asks Council staff to prepare in co-operation with Mana Whenua a draft Research Protocol that gives effect to kaitiakitanga rights.*

Carried

5.4 Northland Fish and Game Council request to liberate trout in Lakes Taharoa and Waikare in 2019

Policy Analyst 4702.24.03

Tanya Cook from NorthTec and Rudi Hoetjes from Northland Fish and Game Council spoke to the item at the request of the Committee.

[Secretarial Note: Committee members raised the possibility of trout being released into Lake Kai Iwi if this would prove useful in better understanding the interactions between species. A report to a future meeting was requested.]

Moved Wade/Parore

That the Taharoa Doman Governance Committee:

- 1 *Receives the Policy Analyst's report 'Northland Fish and Game Council request to liberate trout in Lakes Taharoa and Waikare in 2019' dated 27 April 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Gives permission for the release of trout in 2019. This is based on concerns expressed in the Gee and Franklin (2017) report to the effect that it would be advisable to address the ambiguity over the effects of trout on the Dune Lake Galaxias (DLG) population before ceasing trout stocking, and that further research proposed by the Dune Lake Galaxias Monitoring Strategy is desirable to better understand that relationship; and*
- 4 *Reserves the right to control if and how trout are released in 2019, based on any new knowledge that may be gained, including that from implementation of the Dune Lake Galaxias Monitoring Strategy.*

Carried

6 Closure

The meeting closed at 3.52pm

Confirmed 16 August 2018

Chair Cr A Wade

Kaipara District Council

Dargaville

Confirmed

Meeting	Raupo Drainage Committee
Date	Friday 11 May 2018
Venue	Raupo Drainage Board Offices – Wharf Road, Ruawai
Time	Meeting commenced at 10.00am Meeting concluded at 11.30am
Status	Confirmed

Minutes

Membership

Chair: Ian Beattie

Members: Greg Gent, David Hart, Brian Madsen, Ross McKinley, Ken Whitehead,
Mayor Jason Smith, Councillor Anna Curnow,

Staff and Associates:

Chief Operating Officer and General Manager Infrastructure, Land Drainage Co-ordinator,
Governance Advisor (Minute-taker)

Jason Marris

General Manager Governance, Strategy and Democracy

Contents

1	Opening.....	3
1.1	Present.....	3
1.2	Apologies	3
1.3	Confirmation of Agenda	3
1.4	Conflict of Interest Declaration	3
1.5	Deputations and Presentations.....	3
2	Confirmation of Minutes.....	3
2.1	Raupo Drainage Committee Minutes 16 November 2017.....	3
2.2	Raupo Drainage Committee Minutes 15 February 2018	4
3	General	4
3.1	Asset Management Report: February 2018.....	4
3.2	Asset Management Report: May 2018	4
3.2	Raupo Financial Report – period ended 31 December 2017	4
3.3	Raupo Financial Report – period ended 31 March 2018.....	5
4	General Business.....	5
4.1	Extension to Raupo Drainage District A.....	5
5	Closure.....	5

**Minutes of the meeting of the Raupo Drainage Committee
Friday 11 May 2018 in Ruawai**

1 Opening

1.1 Present

[Secretarial Note: Councillor Jonathan Larsen stepped down from this Committee, Councillor Curnow [incorrectly stated 'Councillor del la Varis-Woodcock' in the agenda] was appointed in March 2018.]

Chair: Ian Beattie

Members: Greg Gent, David Hart, Ross McKinley, Ken Whitehead, Mayor Jason Smith
Councillor Anna Curnow

In Attendance

Name	Designation	Item(s)
Shelley Paniora	Executive Assistant	All (Minute-taker)
Wayne Crump	Drainage Co-ordinator	All

1.2 Apologies

Moved Beattie/McKinley

That the apology of Brian Madsen be received.

Carried

1.3 Confirmation of Agenda

The Committee to confirm the Agenda.

1.4 Conflict of Interest Declaration

Nil.

1.5 Deputations and Presentations

Nil.

2 Confirmation of Minutes

2.1 Raupo Drainage Committee Minutes 16 November 2017

Democratic Services Manager 1603.22

Moved Beattie/Whitehead

That the unconfirmed minutes of the Raupo Drainage Committee meeting held on 16 November 2017 be confirmed as a true and correct record.

Carried

2.2 Raupo Drainage Committee Minutes 15 February 2018

Administration Manager 1603.22

Moved Beattie/Whitehead

That the unconfirmed minutes of the Raupo Drainage Committee meeting held on 15 February 2018 be confirmed as a true and correct record.

Carried

3 General

3.1 Asset Management Report: February 2018

Land Drainage Co-ordinator 4303.24

Moved Beattie/Whitehead

That the Raupo Drainage Committee receives the Land Drainage Co-ordinator's report 'Asset Management Report: October 2017' dated 08 November 2017. This will enable the Committee to be informed of the current issues.

Carried

3.2 Asset Management Report: May 2018

Land Drainage Co-ordinator 4303.24

Moved Curnow/Whitehead

That the Raupo Drainage Committee receives the Land Drainage Co-ordinator's report 'Asset Management Report: May 2018 dated 26 April 2018. This will enable the Committee to be informed of the current issues.

Carried

3.2 Raupo Financial Report – period ended 31 December 2017

Financial Services Manager 4303.24

Moved Beattie/Whitehead

That the Raupo Drainage Committee receives the tabled Raupo Drainage District Financial Report – period ended 31 December 2017.

Carried

3.3 Raupo Financial Report – period ended 31 March 2018

Financial Services Manager 4303.24

Moved Hart/McKinley

That the Raupo Drainage Committee receives the tabled Raupo Drainage District Financial Report – year ended 31 March 2018.

Carried

4 General Business

4.1 Extension to Raupo Drainage District A

Land Drainage Co-ordinator 4303.24

The Board was asked to accept an additional 248 metres of drain into Raupo Drainage District A with the creation of an additional property from Peter and Sara Ball. The reason being that the new property requires a drainage outlet and does not currently have an outlet. The new drain would be numbered 6C in the network. The drain needs to be at an acceptable standard to the Land Drainage Co-ordinator prior to the Drainage District taking the drain on.

Moved Gent/Hart

That the Raupo Drainage District accepts an additional 248 metres of drain to be maintained as part of the wider drainage network, into the Raupo Drainage District A, from Lot 1 DP 396376.

Carried

5 Closure

The meeting closed at 11.30am.

Confirmed 16 August 2018

Chair I Beattie

Meeting	Mangawhai Community Park Governance Committee
Date	Monday 21 May 2018
Time	Meeting commenced at 10.00am Meeting concluded at 11.21am
Venue	Meeting Room, Kaipara District Council offices – 6 Molesworth Drive, Mangawhai
Status	Confirmed

Minutes

Membership

Chair: Councillor Anna Curnow

Members: Messrs Maurice Langdon and Jim Wintle, Deputy Mayor Peter Wethey

Staff and Associates:

Chief Operating Officer and General Manager Infrastructure, Parks Officer, Financial Services

Manager, Governance Advisor (Minute-taker)

Jason Marris
General Manager Governance, Strategy and Democracy

Contents

1	Opening.....	3
1.1	Apologies	3
1.2	Confirmation of Agenda	3
1.3	Conflict of Interest Declaration	3
1.4	Deputations and Presentations.....	3
2	Confirmation of Minutes.....	3
2.1	Mangawhai Community Park Governance Committee minutes 19 February 2018	3
3	Operational	4
3.1	Mangawhai Community Park Master Plan Operations Update: February 2018 to April 2018 .	4
4	Closure.....	4

Confirmed

Minutes of the Mangawhai Community Park Governance Committee

Monday 21 May 2018, Mangawhai

1 Opening

Present

Councillor Anna Curnow (Chair), Maurice Langdon and Deputy Mayor Peter Wethey

In Attendance

Name	Designation	Item(s)
Curt Martin	Chief Operating Officer and General Manager Infrastructure	All
Markus Schwarzer	Financial Services Manager	All
Hamish Watson	Parks Officer	All
Lisa Hong	Governance Advisor	All (Minute-taker)

1.1 Apologies

Moved Curnow/Wethey

That the apology of Jim Wintle be received.

Carried

1.2 Confirmation of Agenda

The Committee confirmed the Agenda.

1.3 Conflict of Interest Declaration

Nil.

1.4 Deputations and Presentations

Nil.

2 Confirmation of Minutes

2.1 Mangawhai Community Park Governance Committee minutes 19 February 2018

Administration Manager 1611.04

Moved Wethey/Langdon

That the minutes of the Mangawhai Community Park Governance Committee meeting held on 19 February 2018 be confirmed as a true and correct record.

Carried

3 Operational

3.1 Mangawhai Community Park Master Plan Operations Update: February 2018 to April 2018

Chief Operating Officer and General Manager Infrastructure 4702.13.06

[Secretarial Note: It was noted that Attachment 1 'Survey results' was incomplete, with survey questions missing from certain pages. The complete results were circulated to Committee members and made available on Council's website.

The Committee requested the following reports to be included in the agenda for its next meeting on 20 August 2018:

- 1 Report on the request for variation on the Pioneer Village Trust's Licence to Occupy, for the Committee to make recommendations to full Council;
- 2 Feasibility and engineering report (or an update) on sporting fields at the Park; and
- 3 Report on Master Plan Update survey options, looking at capturing improved cross-section of the community and budget priorities on existing and possible future projects.

The Committee raised safety concerns regarding traffic line of view and the new site for the fire station, and Council officers were requested to investigate further.]

Moved Curnow/Wethey

That the Mangawhai Community Park Governance Committee:

- 1 *Receives the General Manager Infrastructure's report 'Mangawhai Community Park Master Plan Operations Update: February 2018 to April 2018' dated 08 May 2018;*
- 2 *Notes that the planting plan proposed by the Friends of the Mangawhai Community Park Group (Attachment 3 to the aforementioned report) does not comply with the National Guidelines for Crime Prevention through Environmental Design in New Zealand 2005 (Attachment 4 to the aforementioned report) and instructs the Council officers to write a letter to the Friends of the Mangawhai Community Park Group requesting a new planting plan, incorporating:*
 - *Native trees-only approach (with exotics only to support the development of natives, and creating shade for parents as per the survey); and*
 - *The National Guidelines for Crime Prevention through Environmental Design in New Zealand 2005 (including following safety concerns: leaf drop, wet area and mould, line of sight and shading).*

Carried

4 Closure

The meeting closed at 11.21am.

Confirmed 20 August 2018
Chair Councillor Anna Curnow

4 Decision

File number: 2304.15 **Approved for agenda** ☒
Report to: Council
Meeting date: 27 September 2018
Subject: Annual Report 2017/2018 for adoption
Date of report: 19 September 2018
From: Sue Davidson, General Manager Risk, IT and Finance
Report purpose ☒ **Decision** ☐ **Information**
Assessment of significance ☒ **Significant** ☐ **Non-significant**

Council is required to develop and adopt an Annual Report within four months of the end of a financial year.

The Annual Report compares and comments on the performance of Council against the budgets and operating targets set in the Annual Plan. A summary of the Annual Report has also been completed.

The annual audit by Deloitte has been completed and a draft audit opinion has been incorporated into the Annual Report. In addition, their Report to Council will be received upon adoption by Council of the Annual Report.

The Audit, Risk and Finance Committee has reviewed the Annual Report and recommended to Council to adopt the Annual Report 2017/2018.

Recommendation

That Kaipara District Council:

- 1 *Receives the General Manager Risk, IT and Finance's report 'Annual Report 2017/2018 for adoption' dated 19 September 2018 and Attachment 1 (circulated separately); 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, further assessment of options or further analysis of the costs and benefits of different options prior to making a decision on this matter; and*
- 3 *Notes that the Audit, Risk and Finance Committee has recommended adoption of the Annual Report 2017/2018; and*
- 4 *Adopts the Annual Report 2017/2018, circulated as Attachment 1 to the afore-mentioned report; and*
- 5 *Delegates the Chief Executive and the Mayor to approve minor typographical changes that do not alter the intent of the information in the Annual Report 2017/2018; and*
- 6 *Notes that an audit report will be provided upon adoption of the Annual Report 2017/2018.*

Reason for the recommendation

There is a statutory requirement for Council to adopt an Annual Report.

Reason for the report

To enable Council to adopt the Annual Report 2017/2018 (Attachment 1).

Background

The Local Government Act 2002 requires Council to prepare and adopt an Annual Report within four months of the end of each financial year. Council has adopted its Annual Report within three months for the previous three years and will do so again this year. An Annual Report is intended to outline Council's actual performance in comparison with its intended performance as outlined in its Annual or Long Term Plan.

The Annual Report details the operating activities of Council and includes financial statements for Council. The Annual Report and financial statements have been audited by Deloitte on behalf of the Auditor-General.

The Annual Report and Summary Annual Report must be publically available one month after the adoption of the Annual Report. They will be made available to the public via Council's website, by placing printed copies in libraries and service centres and having printed copies available for distribution on request. Availability of the Annual Report will be advertised.

The Summary of the Annual Report, which has also been completed and is to be audited, is not required to be adopted by the Governing Body.

At the completion of the audit, a Management Report is prepared by Deloitte for Council. A high level report was presented to the Audit, Risk and Finance Committee in September 2018 and a more detailed Management Report will be part of the next Committee agenda.

Factors to consider

Review of organisational performance

The Annual Report 2017/2018 details performance of the organisation against the objectives that were specified in the Annual Plan 2017/2018.

Statement of Compliance

Clause 34 of Schedule 10 of the Local Government Act 2002 requires a Statement of Compliance be included in the Annual Report indicating whether the statutory requirements in relation to preparation of the Annual Report have been met. The Statement is required to be signed by the Chief Executive and Mayor.

The main statutory requirements relating to preparation of the Annual Report are outlined in the Act under Part 6, Section 98 and Part 3 of Schedule 10. These sections largely require the statements be prepared in accordance with Generally Accepted Accounting Practice (GAAP) and certain information be disclosed in the Annual Report. Hence, in essence, the Statement of Compliance is confirming the information that is required to be included in an Annual Report has been included and whether the Annual Report itself has been adopted within the four month timeframe and it has been audited. The representations required in the Statement do not extend to confirming, for example, that Council has met all of its statutory responsibilities during previous decision-making processes.

Audit opinion

The Annual Report 2017/2018 has been reviewed by Deloitte on behalf of the Auditor-General who is appointed as Council's auditor under the Public Audit Act 2001.

Community views

The community expects Council to adopt an Annual Report in accordance with the requirements of the Local Government Act 2002. The Annual Report is an important accountability document in terms of explaining the actual performance of the organisation relative to the objectives that were set via the Annual Plan 2017/2018.

Policy implications

Council's policies relating to the basis upon which the Annual Report is prepared are outlined in the Statement of Accounting Policies contained in the Annual Report itself.

Financial implications

There are no additional financial considerations associated with making a decision on whether to adopt the Annual Report.

Legal/delegation implications

Section 98 of the Local Government Act 2002 requires Council to adopt an Annual Report within four months of the end of the financial year.

The Act also requires that Council publishes a Summary of the Annual Report within one month of the Annual Report being adopted. Officers have prepared a Summary document which will be released in due course.

Part 3 of Schedule 10 also outlines a number of disclosures that are required to be included in the Annual Report.

Options

The following options exist:

Option A – Adoption of the Annual Report.

Under this option Council would adopt the Annual Report 2017/2018. A final Audit Opinion will be provided by Deloitte upon adoption.

Option B – Ask for further adjustments.

Under this option Council would not adopt the Annual Report 2017/2018 and would ask that further adjustments be made. Council would need to be clear about the specific concerns and/or adjustments it requires to be made to the proposed Annual Report so the Chief Executive can ensure they are adequately reflected in any revised Annual Report and submitted to Deloitte for audit clearance.

Assessment of options

The Annual Report 2017/2018 has been audited by Deloitte. The draft opinion is included in the Annual Report.

In deciding whether to adopt the Annual Report, Council needs to satisfy itself the Annual Report is complete and has been prepared on an appropriate basis.

Assessment of significance

Council is required to comply with the decision-making provisions outlined in Part 6 of the Local Government Act 2002. Under Council's Significance and Engagement Policy, a decision in accordance with the recommendation is considered to have a high degree of significance.

The information contained within the Annual Report will be of considerable interest to the community and of some significance in that it reports on the performance of Council over the 2017/2018 financial year.

Recommended option

The recommended option is **Option A** - that Council adopts the Annual Report 2017/2018.

Next steps

Mayor and Chief Executive to sign the Annual Report.

Deloitte to issue an audit opinion.

Report to be released.

Attachment

- Annual Report 2017/2018 (circulated under a separate cover)

File number: 3706.02 **Approved for agenda** ☒
Report to: Council
Meeting date: 27 September 2018
Subject: Kaipara Territorial Authority Annual Report under the Sale and Supply of Alcohol (Fees) Regulations 2013 - 01 July 2017 to 30 June 2018
Date of report: 19 September 2018
From: Dean Nuralli, Acting General Manager Planning and Regulatory
Report purpose ☒ **Decision** ☐ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

Council, as the Kaipara Territorial Authority, is required to prepare and make publically available an Annual Report under s.19 of the Sale and Supply of Alcohol (Fees) Regulations 2013. The Report (**Attachment 1**) outlines the Territorial Authority's proceedings and operations during the period 01 July 2017 to 30 June 2018 and gives an accounting for expenditure incurred with regard to the administration of the legislative requirements under the Sale and Supply of Alcohol Act 2012.

Recommendation

That Kaipara District Council:

- 1 *Receives the Acting General Manager Planning and Regulatory's report 'Kaipara Territorial Authority Annual Report under the Sale and Supply of Alcohol (Fees) Regulations 2013 – 01 July 2017 to 30 June 2018' dated 19 September 2018 and Attachment 1; 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 s.79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Adopts the 'Kaipara Territorial Authority Annual Report – Kaipara District Licensing Committee Proceedings for the period 01 July 2017 to 30 June 2018', circulated as Attachment 1 to the afore-mentioned report, and makes it publically available to meet the requirements of s19 of the Sale and Supply of Alcohol (Fees) Regulations 2013; and*
- 4 *Delegates the Chief Executive and the Mayor to approve minor typographical changes that do not alter the intent of the information in the 'Kaipara Territorial Authority Annual Report – Kaipara District Licensing Committee Proceedings for the period 01 July 2017 to 30 June 2018'.*

Reason for the recommendation

Council, as the Territorial Authority, is required to prepare and make publically available a report giving an account of expenditure incurred with regard to the administration of the legislative requirements under the Sale and Supply of Alcohol Act 2012.

It is appropriate that Council approves the Kaipara Territorial Authority Annual Report prior to formal presentation to the community.

Reason for the report

It is appropriate that Council approves the Kaipara Territorial Authority Annual Report prior to formal presentation to the community.

Background

The report outlines the District Licensing Committee (DLC) proceedings, operations and expenditure during the period 01 July 2017 to 30 June 2018.

Issues

It is appropriate that Council, as the Kaipara Territorial Authority, approves the Annual Report prior to making it publicly available.

Factors to consider

Community views

There are no community views required to be sought.

Policy implications

There are no policy implications in adopting the Kaipara Territorial Authority Annual Report for the period ending 30 June 2018.

Financial implications

There are no financial implications in adopting the Kaipara Territorial Authority Annual Report for the period ending 30 June 2018.

Legal/delegation implications

Adoption of the Kaipara Territorial Authority Annual Report and its subsequent presentation to the public fulfils Council's legal obligation under s.19 of the Sale and Supply of Alcohol (Fees) Regulations 2013.

Options

Council has two options; it may either adopt the Kaipara Territorial Authority Annual Report, covering the period from 01 July 2017 to 30 June 2018; or it may seek amendments to the Annual Report.

Option A: Adopt the Kaipara Territorial Authority Annual Report, covering the period from 01 July 2017 to 30 June 2018.

Option B: Seek amendments to the Kaipara Territorial Authority Annual Report.

Assessment of options

Option A would enable the Annual Report to be formally presented to the public in fulfilment of Council's legal obligation under s.19 of the Sale and Supply of Alcohol (Fees) Regulations 2013.

Option B would require amendments to be made to the Report and a consequent delay in its formal presentation to the public.

Assessment of significance

Council is required to comply with the decision-making provisions outlined in Part 6 of the Local Government Act 2002. Under Council's Significance and Engagement Policy, a decision in accordance with the recommendation is not considered to have a high degree of significance.

Recommended option

The recommended option is **Option A**.

Next step

Upon adoption by Council the Kaipara Territorial Authority Annual Report will be made publicly available.

Attachment

- Kaipara Territorial Authority Annual Report – Kaipara District Licensing Committee Proceedings for the period 01 July 2017 to 30 June 2018.

Kaipara Territorial Authority

Annual Report - Kaipara District Licensing Committee Proceedings for the period 01 July 2017 to 30 June 2018

Introduction

The Kaipara Territorial Authority presents the following report pursuant to s.19 of the Sale and Supply of Alcohol (Fees) Regulations 2013. It outlines the Territorial Authority's (TA) proceedings and operations during the period 01 July 2017 to 30 June 2018 and gives an accounting for expenditure incurred with regard to the administration of the legislative requirements under the Sale and Supply of Alcohol Act 2012.

1 Overview of the Territorial Authority's Workload

1.1 Changes to Territorial Authority's Structure and Personnel

- From 19 December 2013, with the full implementation of the Sale and Supply of Alcohol Act 2012, all applications received are required to be placed before and determined by the Kaipara District Licensing Committee (DLC).
- Council continues to conduct its day-to-day business with administrative staff based at Kaipara District Council's (KDC) service centre at Mangawhai. From 11 July 2016, the role of Licensing Inspector was brought back "in-house". This position was formerly satisfied on a contractual basis between Council and the Northland District Health Board (NDHB). Council's Regulatory Team Leader Licensing continues to hold the appointment of Chief Licensing Inspector pursuant to s197(5) of the Act.

1.2 Staff training undertaken relating to the Sale and Supply of Alcohol Act 2012

- The administration staff have not undertaken any formal training courses over the past year. In-house training throughout the year continues to provide an upskill on a knowledge sharing basis. Staff training remains a learning curve with a "hands on" approach rather than formal training by external providers. It is critical new administration team members are provided indepth training that is essential for quality control and professional performance. Success in this aspect is reflected by the timely processing of all alcohol applications which currently averages out at 21 working days.

1.3 Noticeable increase or decrease in the TA's business

- A review of the past history for the last four years identifies the following trends:

Year ending 30 June	Applications received	New premises	District Licensing application and annual fees collected
2015	192	3	\$102,331.60
2016	200	2	\$106,464.70
2017	216	2	\$117,962.40
2018	197	0	\$103,674.80

- The revenue generated by licensing sale of alcohol activities in the Kaipara district over the past year has decreased slightly compared with the previous year, however, the proceeds are comparative with the 2014 / 2015 financial year. With little change to the total number of licensed premises within the Kaipara district, the revenue stream for 2017/2018 is considered realistic as the renewal of premises licences track through their statutory three yearly review and renewal process;
- Revenue paid to the TA for application fees and annual fees continues to partly finance the inspectorate, administrative and committee components with regard to the preparing of all applications which must be determined by the DLC;
- There is a slight downward trend with regard to applications received by the Kaipara TA during 2017/2018. Change of licensees is similar to last year with three premises changing hands this year compared with five premises during the previous 2016/2017 financial year. No new premises have been licensed within Kaipara district during the past fiscal year;
- A schedule of applications received is compiled and sent to the Alcohol Regulatory and Licensing Authority (ARLA) in Wellington on a monthly basis, together with a remittance to cover the proportion of fees due in terms of the Sale and Supply of Alcohol (Fees) Regulations 2013/452;
- Fees paid to ARLA for 2017/2018 totalled \$7,567.00;
- DLC expenditure – the Chair and members have been paid a total of \$7,971.13.
- Administration – Salaries (or parts thereof) of those administering the alcohol legislation within Council equates to \$85,440.
- Monitoring and administrative team members continue to spend considerable time on scrutinising and auditing the applications received by Council in order to ensure consistency and compliance with the Sale and Supply of Alcohol Act 2012;
- During the review period, there have been three licensed premises cease trading alcohol sales (licences lapsed without application for renewal) and a further two premises that have closed (ceased operating). There are 69 premises currently licensed, of these, seven premises hold both on- and off-licences, this being a comparative number with previous years.

1.4 Agency meetings or hearings

- Quarterly meetings continue to be held for the Kaipara Alcohol Accord. These meetings are well supported by the licensees who have expressed their desire to continue to meet regularly with agency representation. The meetings are held and hosted at alternating venues to allow maximum licensee attendance across the district. From the agency perspective; the Licensing Inspectors, Police, Medical Officer of Health and Fire Service representation continue to work together via the Kaipara Management of Alcohol Group (KMAG). A Memorandum of Understanding (MOU) for Kaipara is still in progress. It is

intended that it will establish a more efficient and collaborative partnership that will enhance service delivery in a changeable environment whilst further satisfying s.295 of the Sale and Supply of Alcohol Act 2012. Kaipara's neighbouring TAs operate similar groups which are functioning effectively under an MOU of this nature;

- One Controlled Purchase Operation was carried out within Kaipara district during the financial year on 08 September 2017. Five premises in total were visited with no attempted sales. Compliance checks and random visits to all licensed premises within Kaipara continue to be undertaken with a joint agency initiative.

1.5 Noticeable trends or issues faced by the Territorial Authority

- Monitoring and policing the alcohol ban areas in the Dargaville, Ruawai and Mangawhai areas continue as per the Public Places Liquor Control Bylaw which was adopted by Council in June 2009. This Bylaw is currently under review with the draft document expected to be available for public submissions during September 2018.

2 Territorial Authority Initiatives

2.1 New initiatives adopted or tried by the Territorial Authority

- The Kaipara Alcohol Accord continues to provide a forum where positive relationships are being maintained with the Police, licensees and other agencies. Consistent regular contact continues to reflect sustained interest from more licensees who recognise the importance of the Kaipara Alcohol Accord Charter Mission Statement *"As a collective we agree to promote the safe and responsible use of alcohol in the community as outlined in the Sale and Supply of Alcohol Act 2012 and any amendments with the aim of contributing to the reduction in alcohol abuse"*. The Accord forum continues to be a medium for consultation and discussion between agencies and licensees as the legislative changes under the Sale and Supply of Alcohol Act 2012 continue to be fully effected.

3 Sale of Alcohol Policy

3.1 Sale of Alcohol Policy and when last reviewed

- Kaipara district does not have a Local Alcohol Policy (LAP). The TA continues to successfully work closely with the Police, Ministry of Health, Fire Service and other agencies to provide a uniform and consistent approach when reporting on applications. In order for Council to consider the implementation of a LAP, there would need to be evidence based statistical data directly linked to alcohol related harm within Kaipara district. To date no evidence has proven conclusive to necessitate the progressing of a LAP for Kaipara district.

4 Enforcement and Inspections

4.1 Alcohol-related Bylaws

- As referred in 1.5 above, passed by Council resolution, the Public Places Liquor Control Bylaw was adopted in June 2009. The Alcohol Control areas in Mangawhai, Dargaville, Ruawai, Kaihu, Aranga, Omamari, Baylys, Glinks Gully, Pouto and Te Kopuru continue to be regularly policed and monitored. The Policy is currently under review.

4.2 Summary of inspections undertaken of licensed premises

- From 01 July 2017 all compliance checks were undertaken by warranted officers appointed by Council. Licensed premises have been subject to inspections as and when required with the aim of visiting 100% of all licensed premises annually. 97% of all premises were checked during this past year but reported at 100% as two premises did not require inspections because they are home based.
- The number of inspections of Licensed Premises conducted during the year was 74.

5 Liaison with Other Agency Groups

5.1 Liaison Group Meetings

- As referred in 1.4 above, the TA maintains representation at inter-agency meetings namely, Kaipara Management of Alcohol Group, with Kaipara hosting regular meetings;
- As referred in 2.1 above, the Kaipara Alcohol Accord also continues to meet quarterly with enthusiasm. Attendance is strong from a cross-selection of licensees representing hotels, taverns, restaurants and clubs. The TA continues to facilitate the meetings and to encourage the Accord Committee with their innovative and creative ideas targeting the reduction in alcohol related harm within the community.

5.2 Joint initiatives

- As referred in 1.4 above, under the supervision of the Police, one Controlled Purchase Operation was carried out within Kaipara district during the 2017/2018 financial year with no sales to minors.
- The TA continues to work closely with the Environmental Health Officers, Licensing Inspectors, Police, Public Health and the Fire Service relating to inspections and any complaints lodged with the TA. General checks for compliance are undertaken during both scheduled and impromptu visits to licensed premises. Joint agency/licensee meetings are held regularly to resolve any issues of concern and any remedial actions deemed necessary.

6 Statistical Information

6.1 Annual return to the Alcohol Regulatory and Licensing Authority (ARLA)

- A quantitative return (**Attachment A**) is prepared annually and furnished as requisite to the TA.

7 Current listing of licensed premises

The list of currently licensed premises within Kaipara district is included and circulated with this report (**Attachment B**).

Conclusion

The Alcohol administration team continues to explore business improvement opportunities to ensure the continued timely processing of all applications. During the past year, this has included setting a regular weekly hearing date for unopposed applications for determination by the Committee Chair and remote teleconference calls for full hearings where applicable. Processing timeframes remain steady at 21 working days. Tangible efficiency gains and overall professional performance remain a high priority as Kaipara District Council continues to be portrayed as a high performing organisation.

Rachel Sheppard

Team Leader Licensing

Attachments:

- Annual Return
- List of licensed premises

APPLICATIONS RECEIVED 1ST JULY 2017 TO 30TH JUNE 2018

[illegible]

ANNUAL FEES FOR EXISTING LICENCES

Licence Type	Very Low Risk			Low Risk			Medium Risk			High Risk			Very High Risk			Total Fees (Revenue)	ARLA Fees (Expenses)
	Number	Fee	Sub Total	Number	Fee	Sub Total	Number	Fee	SubTotal	Number	Fee	SubTotal	Number	Fee	Sub Total		
On Licence	4	\$161.00	\$644.00	8	\$391.00	\$3,128.00	15	\$632.50	\$9,487.50	0	\$1,035.00	\$0.00	0	\$1,437.50	\$0.00	\$13,259.50	\$3,070.50
Off Licence	3	\$161.00	\$483.00	3	\$391.00	\$1,173.00	21	\$632.50	\$13,282.50	4	\$1,035.00	\$4,140.00	0	\$1,437.50	\$0.00		
Club Licence	15	\$161.00	\$2,415.00	3	\$391.00	\$1,173.00	0	\$632.50	\$0.00	0	\$1,035.00	\$0.00	0	\$1,437.50	\$0.00		
Fee paid to ARLA per licence	22	\$17.25	\$379.50	14	\$34.50	\$483.00	36	\$51.75	\$1,863.00	4	\$86.25	\$345.00	0	\$172.50	\$0.00		
Fees Revenue															\$35,926.00	\$3,070.50	

Total payment to ARLA	\$7,567.00 (Applications received and annual fees for existing licences)
Total Gross Revenue to KDC	\$103,674.80
Total Net Revenue to KDC	\$96,107.80

2017-2018 Currently Licensed Premises - Kaipara District Council

Month Due	Customers Name	Premises	File No	Licence No
January	Mark Alan Willy and Kay Frances Smith	Blah Blah Blah Blah	ON0027	003/ON/13/2008
	Millars Vineyard Limited	Bush Bridge Estate	OF0044	003/OFF/1/2012
February	NM Deveraux	Te Whai Bay Wines	OF0053	03/OFF/001/2014
	Wendy Elizabeth Klink	The Cowshed Restaurant & Farmshop	ON0068	003/ON-E/1/2013
	B. F. Jaques & Sons Limited	Jaques Superstore	OF0028	003/OFF/2/2003
	Hakaru and District Memorial RSA Incorporated	Hakaru and District Memorial RSA Incorporated	CL0018	003/CL/1/2005
	UpperWairoa Memorial Park Assn	Upper Wairoa Memorial Park Association	CL0024	003/CL/1/2008
	Maungaturoto Memorial RSA	Maungaturoto Memorial RSA	CL0026	003/CL/1/2012
	Goblin Trading Limited	Paparoa Store	OF0012	03/OFF/002/2015
March	Northern Wairoa RSA Inc	Northern Wairoa RSA Inc	CL0014	003/CL/2/2007
	The Ruawai Bowling Club Incorporated	Ruawai Bowling Club Inc	CL0020	003/CL/3/2007
	The Southern (Te Kopuru) Rugby Football Club	Southern (Te Kopuru) Rugby Football Club	CL0022	003/CL/1/2007
April	D and J Limited	Spice Lounge	ON0059	003/ON/2/2013
	Lal's Enterprises Limited	Dargaville Four Square	OF0002	003/OFF/3/2009
	Gibson Holdings (2009) Limited	Empire Liquor Centre Wines and Spirits	OF0032	003/OFF/2/2010
	Bennetts Of Mangawhai Limited	Bennetts of Mangawhai	OF0046	003/OFF/2/2009
	Independent Brands Limited	Independent Brands	OF0051	003/OFF/2/2011
	WKR & M Draper Ltd	Kaiwaka Cheese Shop	OF0013	003/OFF/2/2005
	Tara-iti Golf Club	Members Only Cottages	ON0073	03/ON/003/2016
May	R and D Ventures Limited	Aratapu Tavern	ON0039	003/ON/1/2010
	Bennetts of Mangawhai	Café Cadenet	ON0061	03/ON/004/2016
	Nolas Wines and Spirits Limited	Nolas Wines and Spirits Limited	OF0010	003/OFF/4/2012
	R and D Ventures Limited	Aratapu Tavern	OF0033	003/OFF/4/2010
	Maungaturoto Off Licence Limited	Thirsty Liquor	OF0042	003/OFF/4/2011
	GJ and EJ Cameron Family Trust	Lochiel Estate - Vineyard - Winery and B &	OF0041	003/OFF/3/2010
	DWD Investments Limited	Northern Wairoa Wholesalers	OF0063	003/OFF/004/2017
June	Amiri Limited	Ruawai Four Square	OF0067	003/OFF/005/2018
	DAF and CJ Adams	Super Liquor Mangawhai	OF0007	003/OFF/2/2012
July	RP Dickens	Maungaturoto Historic Hotel	ON0089	003/ON/004/2018
	KD Mander Holdings Limited	Molesworth Four Square	OF0030A	03/OFF/005/2016
	Somal and Sons Limited	Kaiwaka Liquor Centre	OF0047A	03/OFF/008/2016
	Wikaira Tui Limited	Kaihu Tavern	ON0024	003/ON/7/2007
	Wikaira Tui Limited	Kaihu Tavern	OF0005	003/OFF/8/2007
	The Arapohue Bowling Club Inc	Arapohue Bowling Club	CL0001	003/CL/2/2006
	Dargaville Bowling Club Inc	Dargaville Bowling Club Inc	CL0002	003/CL/3/2009
	Dargaville Rugby and Sports Club Inc	Dargaville Rugby and Sports Club incBowling Club Inc	CL0004	blue e not updated
	Kaiwaka Sports Association Inc	Kaiwaka Sports Association Incorporated	CL0007	003/CL/5/2009
	Maungaturoto Recreational Society Incorporate	Maungaturoto Country Club	CL0011	003/CL/7/2009
	Northern Wairoa Boating Club Incorporated	Northern Wairoa Boating Club Incorporated	CL0012	003/CL/2/2013
	Northern Wairoa Golf Club Inc	Northern Wairoa Golf Club Incorporated	CL0013	003/CL/2/2012
August	Tracy Marie Hill	Sharkys Bites and Bits	ON0009	003/ON/10/2009
	Tracy Marie Hill	Sharkys Bites and Bits	OF0036	003/OFF/9/2009
	General Distributors Limited	Countdown Dargaville	OF0054	03/OFF/002/2014
	Kaihu Valley Rugby Football Club Incorporated	Kaihu Valley Rugby Football Club	CL0006	003/CL/3/2013
	The Ruawai Community Sports Club Incorporated	Ruawai Community Sports Club	CL0021	003/CL/4/2009
	Mangawhai Club Incorporated	Mangawhai Club	CL0027	003/CL/006/2016
	Frog and Kiwi Limited	Frog and Kiwi Restaurbt	ON0054	003/ON/3/2013
September	Adams Family Enterprises Limited	Village Liquor	OF0059	03/OFF/009/2016
	Mangawhai Golf Club Incorporated	Mangawhai Golf Club Inc.	CL0009	003/CL/6/2009
	Mangawhai Tavern Trading Ltd	Mangawhai Tavern	ON0022	03/ON/010/2015
	Mangawhai Tavern Trading Ltd	Mangawhai Tavern	OF0024	03/OFF/011/2015

2017-2018 Currently Licensed Premises - Kaipara District Council

	198 Molesworth Limited	Ivy Bistro	ON0087	003/ON/013/2017
October	Absolutely Fab Toka Toka Limited	Absolutely Fab Tokatoka Bar/Cafe	ON0020	003/ON/4/2010
	Absolutely Fab Toka Toka Limited	Absolutely Fab Tokatoka Bar/Cafe	OF0018	003/OFF/6/2010
	Snowmass (NZ) Limited	Mangawhai Four Square	OF0021	003/OFF/7/2008
	Mamaranui Bowling Club Incorporated	Mamaranui Bowling Club	CL0008	003/CL/4/2006
	B and PT Jackson	Central Hotel	ON0001	03/ON/005/2014
	MJ Bayes and D Gallo	Estuary Vineyard	OF0049	03/OFF/006/2014
	N Deveraux	Te Whai Bay Wines	ON0072	03/ON/014/2015
	Adams Family Enterprises Limited	Super Liquor Mangawhai	OF0060	03/OFF/10/2016
	K L Douglas	Giftbox Boutique	OF0057	03/OFF/011/2016
November	Karen Joann Steiner	Jo`s Home Cookery	ON0010	003/ON/13/2009
	Garry He and Lisa He	New Asian Restaurant	ON0043	003/ON/16/2009
	Rennico Limited	Sand Bar and Grill	ON0045	003/ON/6/2010
	JD Boys Venture Limited	The Dune	ON0077	03/ON/11/2016
December	Wood Street Limited	Wood Street Free House	ON0025	03/ON/017/2015
	Raan Ahan Thai Aroi Dee Limited	Raan Ahaan Thai Aroi Dee Thai Restaurant	ON0070	003/ON-E/6/2013
	Radha Kripa Limited	Maungaturoto Four Square	OF0009	003/OFF/1/2013
	Daman Enterprises (2007) Limited	Shiraz Resturant	ON0026	003/ON/13/2007
	The Dargaville Club Inc	Dargaville Club	CL0003	03/CL/011/2016
	Three Furlongs Bar and Grill Ltd	Three Furlongs Bar and Grill	ON0019	03/ON/021/2016
	Three Furlongs Bar and Grill Ltd	Three Furlongs Bar and Grill	OF0017	03/OFF/021/2016
	DWD Investments Limited	Northern Wairoa Hotel	ON0021	03/ON/022/2016
	J Busca	Matakohe House	ON0079	03/ON/013/2016
	Paparoa Hotel Ltd (Pam Goode)	Paparoa Hotel	ON0078	03/ON/12/2016
	Paparoa Hotel Ltd (Pam Goode)	Paparoa Hotel	OF0062	03/OFF/013/2016

File number: 3503.06/2018 **Approved for agenda** ☒
Report to: Council
Meeting date: 27 September 2018
Subject: Kaipara District Council Dog Control Annual Report 01 July 2017 to 30 June 2018
Date of report: 19 September 2018
From: Dean Nuralli, Regulatory Manager
Report purpose ☒ **Decision** ☐ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

In accordance with s10A of the Dog Control Act 1996, Kaipara District Council (Council) is required to publically report each financial year on the administration of its Policy on Dogs (Attachment 2), its dog control practices (s10A(1)) and on a variety of dog control related statistics (s10A(2)).

The Dog Control Annual Report (**Attachment 1**) outlines Council's proceedings during the period 01 July 2017 to 30 June 2018.

Recommendation

That Kaipara District Council:

- 1 *Receives the Regulatory Manager's report 'Kaipara District Council Dog Control Annual Report 01 July 2017 to 30 June 2018' dated 19 September 2018 and Attachment 1; 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 'Kaipara District Council Dog Control Annual Report for the 12 months ending 30 June 2018' (circulated as Attachment 1 to the above-mentioned report) and forwards it to the Secretary for Local Government, in terms of s10A(1) and s10A(2) of the Dog Control Act 1996;*
- 4 *Delegates the Chief Executive and the Mayor to approve minor typographical changes that do not alter the intent of the information in the 'Kaipara District Council Dog Control Annual Report for the 12 months ending 30 June 2018'.*

Reason for the recommendation

Council is required to report to the Secretary of Local Government annually and the report is required to cover details of Council's Policy on Dogs, dog control practices and a variety of dog control related statistics during the period under review. It is appropriate that Council approves the Annual Report prior to presentation to the Secretary for Local Government.

Reason for the report

It is appropriate that Council approves Council's Dog Control Annual Report prior to presentation to the Secretary for Local Government.

Background

Council is required to present a Dog Control Annual Report to the Secretary for Local Government under s.10A(1) of the Dog Control Act 1996. The report outlines details of Council's Policy on Dogs, dog control practices and a variety of dog control related statistics during the period under review.

Issues

It is appropriate that Council, as the Territorial Authority, approves the Annual Report prior to presentation to the Secretary for Local Government.

Factors to consider

Community views

There are no community views required to be sought.

Policy implications

There are no policy implications in adopting Council's Dog Control Annual Report to 30 June 2018.

Financial implications

There are no financial implications in adopting Council's Dog Control Annual Report to 30 June 2018.

Legal/delegation implications

Adoption of Council's Dog Control Annual Report and its subsequent presentation to the Secretary for Local Government fulfils Council's legal obligation under s10A(1) of the Dog Control Act 1996.

Options

Option A: Council may adopt the Kaipara District Council Dog Control Annual Report, covering the period from 01 July 2017 to 30 June 2018; or

Option B: Council may seek amendments to the Dog Control Annual Report.

Assessment of options

Option A would enable the Kaipara District Council Dog Control Annual Report to be presented to the Secretary for Local Government in fulfilment of Council's legal obligation under s10A(1) of the Dog Control Act 1996.

Option B would require amendments to be made to the Kaipara District Council Dog Control Annual Report and a consequent delay in its presentation to the Secretary for Local Government.

Assessment of significance

Council is required to comply with the decision-making provisions outlined in Part 6 of the Local Government Act 2002. Under Council's Significance and Engagement Policy, a decision in accordance with the recommendation is not considered to have a high degree of significance.

Presentation to the Secretary for Local Government of Council's Dog Control Annual Report is a requirement under the Dog Control Act 1996.

Recommended option

The recommended option is **Option A**.

Next step

Upon adoption by Council the Kaipara District Council Dog Control Annual Report 01 July 2017 to 30 June 2018 will be presented to the Secretary for Local Government.

Attachments

- Attachment 1 - Kaipara District Council Dog Control Annual Report to 30 June 2018

Dog Control Annual Report for the 12 months ending 30 June 2018

Introduction

In accordance with s10A of the Dog Control Act 1996, the Kaipara District Council (KDC) is required to publicly report each financial year on the administration of its Dog Control Policy and its dog control practices [s10A(1)] and on a variety of dog control related statistics [s10A(2)]. The relevant section of the Act is inserted below:

“10A Territorial authority must report on dog control policy and practices

- 1 A territorial authority must, in respect of each financial year, report on the administration of:
 - (a) its dog control policy adopted under section 10; and
 - (b) its dog control practices.
- 2 The report must include, in respect of each financial year, information relating to:
 - (a) the number of registered dogs in the territorial authority district;
 - (b) the number of probationary owners and disqualified owners in the territorial authority district;
 - (c) the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made;
 - (d) the number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made;
 - (e) the number of infringement notices issued by the territorial authority;
 - (f) the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints; and
 - (g) the number of prosecutions taken by the territorial authority under this Act.
- 3 The territorial authority must give public notice of the report:
 - (a) by means of a notice published in:
 - (i) 1 or more daily newspapers circulating in the territorial authority district; or
 - (ii) 1 or more other newspapers that have at least an equivalent circulation in that district to the daily newspapers circulating in that district; and
 - (b) by any means that the territorial authority thinks desirable in the circumstances.
- 4 The territorial authority must also, within one month after adopting the report, send a copy of it to the Secretary for Local Government.”

The primary purpose of this report is to allow the community to see how Council is managing its dog control responsibilities. This report is for the period 01 July 2017 to 30 June 2018.

Discussion – Dog Control Policy and Practices

What we do - This activity is about providing controls for dogs to reduce any risks to public safety. The activity involves registering dogs, investigating complaints about dogs, formulating policy on issues relating to nuisance dogs and legal responsibilities, as well as promoting responsible dog ownership.

Why we do it - Dog control contributes to creating safe places (homes, public places and roads) through education, registration of dogs and Dog Control Officer/Ranger activities. The activity also contributes to a treasured environment where control activities also help to protect wildlife. In the activity, Council must comply with the legal requirements of the Dog Control Act 1996 and associated amendments, and the Impounding Act 1955.

Dog control in the Kaipara district - The Kaipara District Council covers a large geographical area, which includes both urban and rural dog owners. As at 30 June 2018, there were 4,949 registrations for dogs, of which approximately 62% were non-working dogs. In order to deliver an animal management service, Council has contracted the animal management team service to provide fully trained enforcement officers who are rostered on call as Dog Control Officers. The Dog Control Officers have received specialised training on dog attack response procedures. The animal management team has a close working relationship with key stakeholders in the community such as the Society for the Protection of Cruelty to Animals (SPCA), local veterinarians, Police, dog clubs and other local authorities, in particular, Whangarei District Council.

Dog control enforcement practices

The animal management team operates a seven day, 24 hour service. Over the last 12 months, the team responded to 1,285 complaints in 2017/2018, including responses with regard to aggressive, attacking, barking, wandering dogs, and dogs that were “contained” by members of the public.

Complaints received:

- Dog attacks 66;
- Barking dogs 212;
- Found/wandering dogs 377;
- Dog rush/threaten (nil bite) 35; and
- Other (worrying stock, fouling, conditions etcetera) 595

In addition, 96 dogs were impounded over the review period and during the course of enforcing the dog control legislation and policies, 234 infringement notices were issued to dog owners.

Upgrading and replacement signage with regard to Dogs Prohibited, Leash Only and Dog Exercise Areas continues throughout Kaipara district to assist compliance by dog owners to Council’s current Dog Control Policy and Dog Management Bylaw.

Fees history:

- 2008 to 2010, \$40.00;
- 2011 to 2012, \$42.00;
- 2012 to 2013, \$45.00;
- 2013 to 2015, \$52.00;
- 2015 to 2017, \$50.00 for working dogs and \$60.00 for non-working/pet dogs.
- 2017 to 2018, \$52.00 for working dogs and \$62.00 for non-working dogs.

An adjustment in the dog registration fees adopted by Council for the 2018/2019 financial year is as follows:

- 2018 to 2019, \$44.00 for working dogs and \$66.00 for non-working/pet dogs.

Any adult unregistered working dog as at 01 September 2018 will be charged at \$66.00 per dog.

Any adult unregistered non-working/pet dog as at 01 September 2018 will be charged at \$99.00 per dog.

To ensure there is ongoing compliance of owners registering their dog(s), the animal management team undertakes scheduled visits to all addresses where a dog had been registered for the previous year, but is not currently registered. A reasonable number of non-registrations were identified in this exercise, resulting in more dogs being registered together with the identification and registration of dogs that were previously not known to Council and subsequently also registered. The door-to-door visits also undertake checks for compliance with microchipping requirements for non-working dogs.

Dog education

Opportunities for education include attendance to the Northland Agricultural Field Days held in Dargaville annually, attendance at the Whangarei Summer Show, website information, patrols, site visits, promotional pamphlets and similar informative material available is at front desks and via the registration process. Reminder registration forms are sent annually to all known current dog owners. The "Dog Safe" promotional material trialled during the past financial year has proved sound and informative as an educational tool delivered to local schools within the district.

The currently contracted service to Council also provides for a competitive microchipping service for non-compliant non-working dogs. These occasions also provide an ideal forum for dog ownership education on a one-to-one basis.

Disqualified/probationary dog owners and dogs generally

Over the last 12 months, there were no dog owners disqualified from owning dogs. Dogs that attack persons or animals, or rush at vehicles may be classified as dangerous or menacing dogs. The owner of the dog may be liable for any damage caused by the attack. Between 01 July 2017 and 30 June 2018 there were three incidents which required prosecution as follow up action to dog attacks. All incidents resulted in the voluntary surrender and subsequent destruction of the offending dogs.

Barking dogs may create stress for other people. Dogs usually bark excessively because they are bored, lonely or hungry. The Dog Control Act requires dog owners to ensure that their dog is currently registered, under control at all times and that the dog receives proper care, attention and adequate exercise.

In comparison with previous years there have been a similar number of dogs impounded, released, euthanised or re-homed.

Menacing Dogs and Dangerous Dogs

There were no dogs during the 2017/2018 year that necessitated Council to apply a dangerous dog classification. Eleven dogs were classified as menacing by breed (as per Schedule 4 of the Dog Control Act 1996). Five dogs were classified as menacing by behaviour.

Council's contracted service provides for professional enforcement officers to respond to complaints received about dogs across the district. A harder line is being taken with regard to an increased number of dogs reported as "wandering" within the district and also with regard to dog attacks. The stance to take firmer action with irresponsible dog owners and dog owners that fail to microchip their dogs has resulted in enforcement proceedings by way of infringement notices being issued for non-compliance.

During the 2017/2018 year no formal prosecutions were necessary to be taken with regard to dog attacks. The three incidents involving evidence based dog attacks were resolved by way of surrender of the subject dogs prior to prosecution.

Infringements issued (2017/2018):

- Obstructed a Dog Control Officer (AMO) - nil
- Fail to supply or wilfully provided false information - nil
- Failed to comply with bylaw - nil
- Fail to comply Dangerous Dog classification - nil
- Failure to comply Menacing Dog classification - nil
- Failed to implant microchip in dog - 57
- Kept an unregistered dog - 117
- Failed to keep dog controlled or confined - 60
- Failed to keep dog under control - nil
- Failure to provide proper care - nil
- Releasing a dog from custody - nil

Council is required to implement the microchip requirements for dogs when they become three months old, and also for dogs classified as dangerous and menacing either by breed or action. Working dogs as defined under the Act are not required to be microchipped.

The Department of Internal Affairs requires details of all registered dogs to be entered in a national dog database (NDDDB). The details are also to include the date of birth of the owner and colour and breed of all dogs.

Council's servicer provider for animal management continues to use a combined dog facility established and owned by Kaipara's adjoining Territorial Authority, Whangarei District Council. A positive working relationship for both authorities has been operating successfully for approximately eight years. The facility continues to be successfully utilised by both councils and provides a more than adequate dog pound including provisional space for veterinary purposes, together with a separate administration office area.

Council's Policy on Dogs and Dog Management Bylaw 2009 is currently under review with the draft document expected to be open to public submissions by September 2018.

Council continues to seek ways to encourage and promote responsible dog ownership, to reduce dog attacks, dog wandering and any anti-social behaviour that may be remedied by education rather than enforcement.

Dog control statistical information category for period 01 July 2017 to 30 June 2018

- a) Total: Registered Dogs at 30 June 2018 - 4,949
- b) Total: Probationary Owners - (nil) and Disqualified Owners - (nil) in the district;
- c) Total: Dangerous Dogs - still active - nil
 - Dangerous by Owner Conviction under s31(1)(a) - nil

- Dangerous by Sworn Evidence s31(1)(b) - nil
 - Dangerous by Owner Admittance in writing s31(1)(c) - nil
- (d) Total: Menacing Dogs - active - 16
- Menacing under s33A(1)(b)(i) - i.e. by behaviour - 5
 - Menacing under s33A(1)(b)(ii) - by breed characteristics - 0
 - Menacing under s33C(1)(ii) by Schedule 4 breed - 11
- (e) Total: Infringement Notices - 234
- (f) Total: Complaints received during 2017/2018 – 1,285

Conclusion

Although the recording period to 30 June 2018 has seen a similar number of reported dog attacks, the past year has been a positive period for the animal management team with the continuing implementation of improved procedures for complaints, door-to-door house visits, education and thorough record-keeping. Response times for attending complaints remained mostly within the priority response times as set by Council. The team also strives to deliver a high level of customer service through providing support to dog owners and making sure complainants receive feedback.

Rachel Sheppard

Team Leader Licensing

File number: 4107.906/DMemo **Approved for agenda** ☒
Report to: Council
Meeting date: **Thursday 27 September 2018**
Subject: **Contract 906 Mangawhai Community Wastewater Scheme Irrigation
Extension Stage 4 2018/2019 - Award of Contract**
Date of report: 11 September 2018
From: Donnick Mugutso, Acting General Manager Infrastructure
Report purpose ☒ **Decision** ☐ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

During the initial implementation of the Mangawhai Community Wastewater Scheme (MCWWS), Council acquired resource consents from the Northland Regional Council (NRC) authorising the discharge of treated effluent to approximately 65ha of land at its Brown Road farm in Mangawhai.

The irrigation system was designed to be extended incrementally over time with a total of 50ha installed during 2009, 2012, 2017 and 2018. This final stage of the MCWWS Irrigation will form a new contract, Contract 906, Mangawhai Community Wastewater Scheme Irrigation Extension Stage 4 2018/2019, which will cover an extension of 13.71ha. WaterForce has designed and constructed all the previous stages except the 2012 installation and has provided a quote for \$367,399.20 + GST to complete the construction of Stage 4. This report seeks Council's approval to award the construction contract to WaterForce for the contract price of \$367,399.20 + GST.

Recommendation

That Kaipara District Council:

- 1 *Receives the Acting General Manager Infrastructure's report 'Contract 906 Mangawhai Community Wastewater Scheme Irrigation Extension Stage 4 2018/2019 - Award of Contract' dated 11 September 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Approves the award of Contract 906 Mangawhai Community Wastewater Scheme Irrigation Extension Stage 4 2018/2019 to WaterForce for the contract price of \$367,399.20 + GST.*

Reason for the recommendation

To extend the MCWWS irrigation and cater for the increased wastewater flows from the Mangawhai community.

Reason for the report

The purpose of this report is to request Council to approve the award of the construction Contract 906 -

Mangawhai Community Wastewater Scheme Irrigation Extension Stage 4 2018/2019 to WaterForce for the contract price of \$367,399.20 + GST.

Background

During the initial implementation of the MCWWS, Council acquired resource consents from the NRC authorising the discharge of treated effluent to approximately 65ha of land at its Brown Road farm in Mangawhai.

The irrigation system was designed to be extended in stages as reclaimed water volumes increase. The existing installation covers approximately 50ha and was installed in stages, 2009, 2012, 2017 and 2018. The area covered by this contract, the remaining 13.71ha (approximate), will require new reticulation, pump, electrical and control. Portions of the previous installation will be transferred to this new system.

All design and installations were provided by WaterForce other than the installation in 2012.

Previous construction was publically tendered and only one tender was received by the closing date; the tender was from WaterForce. Construction of Stages Two and Three and the design of the final stage of the scheme was awarded to and completed by WaterForce. The 2016/2017 and 2017/2018 expansions of the irrigation scheme have progressed as programmed.

Construction of the final stage of the scheme is programmed for the current 2018/2019 fiscal year and has been allocated a budget of \$950,000.

Considering the apparent limited interest shown in the past, in tendering for the construction of the irrigation scheme and the familiarity that WaterForce has with the scheme, being the designer and the physical works contractor for the majority of the scheme to date, it is believed that by engaging WaterForce to complete construction of the final stage of the irrigation extension, Council will likely realise cost and time savings in the tendering and award process as well as construction due to familiarity of the work.

The final stage, Stage Four of the MCWWS Irrigation will form a new contract, Contract 906, Mangawhai Community Wastewater Scheme Irrigation Extension Stage 4 2018/2019.

A price to undertake construction of this final stage was requested from WaterForce who provided a price of \$367,399.20 + GST to complete the irrigation scheme. This price is consistent with the rates for the previous stages of scheme extension.

Factors to consider

Community views

The community of Mangawhai expects Council to implement the approved Long Term Plan projects of which the irrigation extension is one.

Policy implications

Procurement has been undertaken in accordance with Council's Procurement Policy.

Financial implications

There are no known financial implications as the contract price is within the approved budget of \$950,000.

Legal/delegation implications

Specific Council approval is required to award this contract as it is beyond the Chief Executive's delegated

authority of committing Council to Capital expenditure on asset classes other than roading; authority to commit Council to financial transactions (or projects consisting of multiple transactions) relating to capital expenditure for new assets up to \$250,000 and capital expenditure for the renewal of assets up to \$500,000. *This includes authority to vary or terminate such transactions.*

Options:

The following options are available for consideration:

Option A: Approves the Award of Contract 906 Mangawhai Community Wastewater Scheme Irrigation Extension Stage 4 2018/2019 to WaterForce for the contract price of \$367,399.20 + GST.

Option B: Declines to approve the Award of Contract 906 Mangawhai Community Wastewater Scheme Irrigation Extension Stage 4 2018/2019 to WaterForce for the contract price of \$367,399.20 + GST.

Assessment of options

Option A would ensure that the extension of the treated effluent disposal irrigation scheme is constructed and thus providing extra disposal volumes and alleviate any potential overfilling and/or spillage of the retaining treated effluent dam. This circumvents environmental contamination and resource consent breaches.

Option B would mean the dam will continue to fill up without adequate disposal and could cause environmental contamination and consent breaches.

Assessment of significance

Not significant in relation to the Significance and Engagement Policy as:

- It does not involve more than \$3,000,000 or more budgeted expenditure;
- It does not involve \$300,000 or more unbudgeted expenditure;
- The decision will not impact by increasing individual rate levies by 10%;
- There is no transfer of ownership or control of a strategic asset to or from Council; and
- The level of service will remain the same.

On balance there is no significant decision under Council's Significance and Engagement Policy, and consultation will not be required.

Recommended option

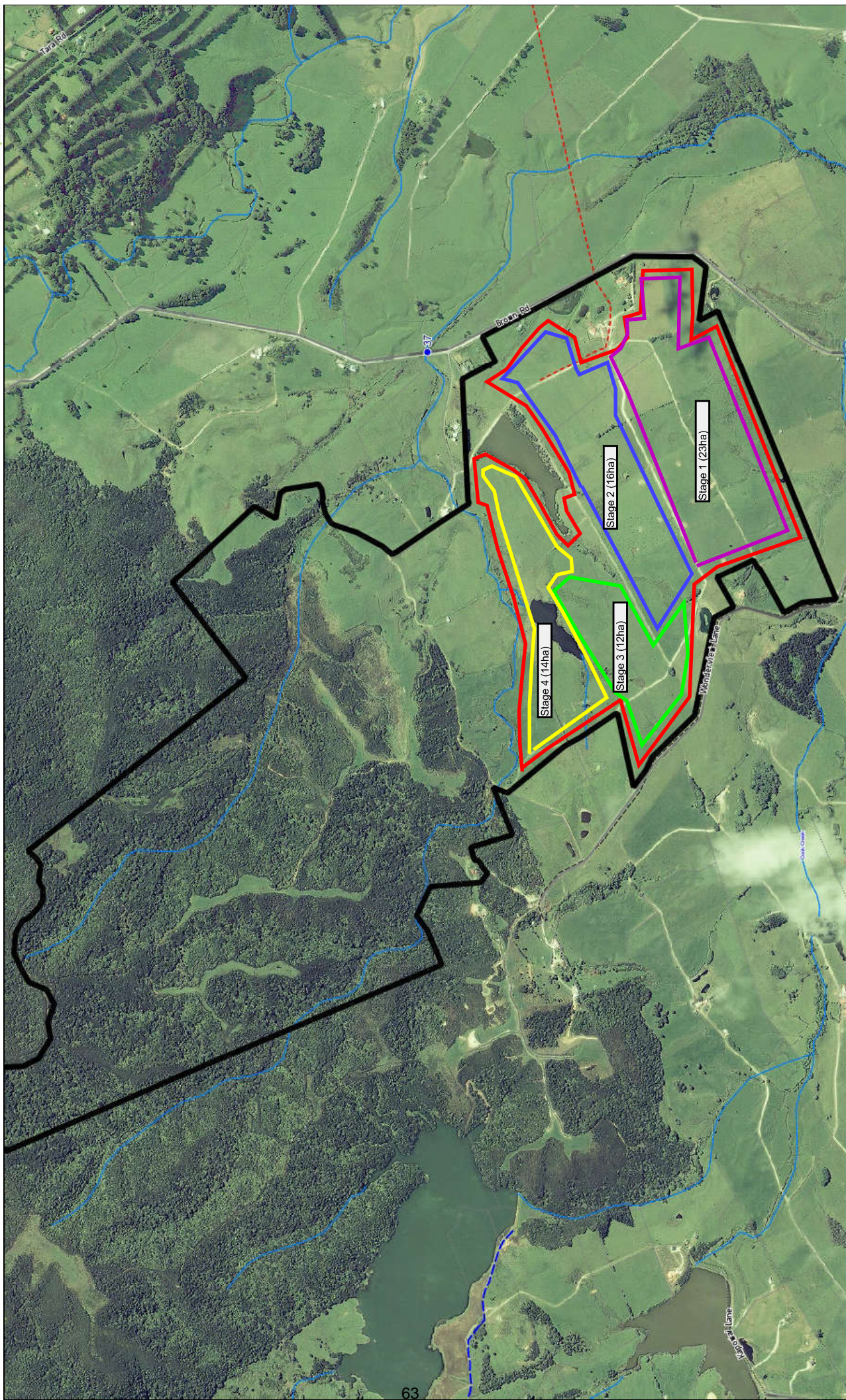
The recommended option is **Option A**.

Next step

If Option A is approved then award Contract 906 Mangawhai Community Wastewater Scheme Irrigation Extension Stage 4 2018/2019 to WaterForce for the contract price of \$367,399.20 + GST.

Attachments

- [Mangawhai Irrigation Scheme Layout](#)



File number: 2304.17 **Approved for agenda** ☒
Report to: Council
Meeting date: 27 September 2018
Subject: Reserve Contributions Fund financial management
Date of report: 13 September 2018
From: Sue Davidson, General Manager Risk, IT and Finance
Report purpose ☒ **Decision** ☐ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

Council has adopted a Policy to provide for community and Council contestability by way of application to the Reserve Contributions Fund for the purposes of improvements to Council's parks, reserves and other open spaces. The change in Policy has required financial management changes including the reallocation of existing funds and the depositing of new funds as is set out in the Policy into the four geographic catchments and district-wide funds. The audited fund balance held at 30 June 2018 was \$5.571 million. This report sets out the allocation of the balance for the next three years.

The Policy provides for the payment of Council funds to community organisations as recommended by the Reserve Contributions Committee (the Committee), and approved by Council.

Projects in Council's Long Term Plan 2018/2028 (LTP) have been accounted for, along with funds of \$950,000 allocated for Priority Parks.

Recommendation

That Kaipara District Council:

- 1 *Receives the General Manager Risk, IT and Finance's report 'Reserve Contributions Fund financial management' dated 13 September 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *That, as recommended by the Reserve Contributions Committee, for the years ending 30 June 2019, 2020 and 2021, Council's Priority Parks are allocated \$950,000 over the three years (2019 \$350,000, 2020 \$300,000 and 2021 \$300,000); and*
- 4 *That, as recommended by the Reserve Contributions Committee, following the provision of funding for the Priority Parks, the balances of the funds remaining in each catchment are split 80:20 with 80% being retained in the respective catchment and 20% being allocated to a Common pool; and*

- 5 *That, as recommended by the Reserve Contributions Committee, the Long Term Plan 2018/2028 projects in each catchment are given priority for funding and if any catchment has insufficient funds in its account that consideration be given to draw funds from the Common pool to meet the shortfall; and*
- 6 *That, as recommended by the Reserve Contributions Committee, after the aforementioned provisions are made for each catchment, that provision is made for a contestable fund. In the event that a catchment has insufficient funds remaining in its account to allow such a contestable fund, consideration be given to allocate funds from the Common pool to allow one to be held.*

Reason for the recommendations

The recommendations provide for the financial management parameters that are to apply to reserve contribution funds currently held by Council and for future funds received in accordance with Council's Reserve Contributions (use of) Policy.

Reason for the report

The report provides an update on the Reserve Contributions Fund balance at 30 June 2018, the reallocation of the balance under the Reserve Contributions (use of) Policy.

Background

Council's adoption of the Reserve Contributions (use of) Policy requires the redistribution of retained reserve funds into four separate funds for each of the catchment areas defined in the Policy and to the fifth district-wide funds. With regard to new reserve contributions (received after 01 July 2018), Council's processes have been amended to allocate 80% of reserve contributions as they are received into the respective fund based on the geographic catchment from where the funds were sourced with the remaining 20% into the district-wide fund. For the first three years Priority Parks will receive in total \$950,000. Also the LTP projects funded in whole or in part by reserve contributions will be deducted after Priority Parks. The LTP projects are detailed in Attachment 1 and shown by the appropriate geographical area.

The balance of the funds left, if any, will then be contestable by geographic area. District funds have first been allocated to the geographic areas where there is a deficit after LTP projects, then that balance becomes contestable funding to communities in the whole District.

The contestable balances in 2018 from the preferred option (Attachment 4) of the Committee will be:

	\$
Dargaville and surrounds	Nil
Maungaturoto, Paparoa, Tinopai and surrounds	40,000
Kaiwaka and surrounds	330,000
Mangawhai and surrounds	1,400,000
District-wide	100,000

From 30 June 2018 reserve contributions received will be allocated to the areas they are received for and then the allocation of 20% will be made to the District funds. Under this allocation method it is likely that Dargaville will not have any contestable funds left in its geographical area, but the community groups will be eligible to apply for district funds.

A conservative estimate of reserve contributions income has been made of \$500,000 in the models.

The Council's financial systems have been configured to maintain each of the above catchment reserves into separate cost centres thereby enabling individual management and control. The reserves will be consolidated for reporting in the Council's formal Annual Report and Annual Plan documents.

The Committee looked at two other options but discounted these.

Option A - Deducting the LTP projects and Priority Park expenditure from the balance of the Reserve Contributions Fund and then allocating the balance for 2018 in the percentages that they have been received by the geographical areas, with 20% being District funds. This model gives every geographical area contestable funds. (Attachment 2)

Option B - Allocation of the 80% of the sum to geographical areas and 20% to District, after having firstly deducted the \$950,000 for Priority Parks. LTP projects are deducted from the geographical area and topped up from District funds where there are insufficient reserve contributions for that geographical area, and the Council agrees to this. (Attachment 3).

Issues

The adopted Policy establishes contestability to the funds. The projects contained in the Council's LTP 2018/2028 that have been funded from the financial contributions reserve were not prepared under an allocation policy. The LTP projects have second priority for allocation following that of Priority Parks.

The deposits and withdrawals to the funds over the next three years are still in line with what was originally provided in the LTP so the associated cash flow and debt implications in the LTP are still sound. If the Council keeps within the spend outlined in the LTP and approves applications for the contestable funds to these levels, the Council's various financial parameters would be unlikely to significantly change from the LTP and would therefore be unlikely to trigger Council's Significance and Engagement Policy.

The process of contestability is yet to commence for the current year so the balance allocated for each year may not be utilised within a Council year. From a financial standpoint, given that the funds are reserved, funds that remain unspent will continue to be available for future allocation. Successful applicants with projects for use of reserve funding must use the funds within three years otherwise these will be able to be re-allocated.

Fund applicants are required to submit a schedule of project costs as part of their application. The Council's normal supplier purchasing arrangements would be applied to successful applications accordingly. To summarise:

- Staff would establish, in the Council's financial system, a project code for the approved works under the relevant cost centre together with a budget equivalent to the approved application;
- If the organisation is not already a supplier to the Council, staff, as part of the establishment of the project, will set up the organisation as a creditor of the Council;
- The Parks and Reserves Manager will raise a purchase order for the project in the name of the creditor;
- As a supplier, the organisation will submit regular claims by way of invoice for the costs that it has incurred to date and as set out in their funding application. The invoice will be checked by the Parks

and Reserves Manager for services received and, if in order, submitted to finance for payment on the next payment run. If the organisation is not registered for GST, they will be unable to furnish a tax invoice to the Council. In this situation the Council will make the payment but will be unable to claim for the GST deduction;

- Spend on projects may provide new Council assets. In order for Council staff to capitalise the expenditure, 'as built' plans will be necessary on completion which set out the components to be capitalised;
- As part of the approval process, the application will be referred to the Parks and Reserves Manager for his assessment and budgeting for ongoing servicing costs which cannot be funded from financial contributions.

The process provides for claim payments to be made in arrears (i.e. the organisation will have completed works to an agreed and verifiable stage before submitting their claim). Council staff anticipate that some community groups may not have sufficient financial resource to secure supplies and services prior to receiving a payment and may seek payment in advance from the Council. Should the Council vary the process outlined above and make payments in advance, it faces the risk that funds may be diverted to a non-qualifying purpose or no eventual improvement is provided. In order to minimise this risk as it is foreseeable that this situation will occur from time to time, the amount funded will be limited to a maximum of \$20,000 advance payments. Other mitigation measures will be looked at but may not be feasible to obtain such as, obtaining personal guarantees from members or executive members of the organisation, or bank guarantee or for the organisation to provide some other security.

Entities often have to operate with a degree of trust when distributing funds but the Council should have confidence about any advance payments being made, as Council's Policy means that all groups applying have to meet a required standard; be a registered not for profit entity and are also likely to be known in the community. The risk of funds being misused is small.

Factors to consider

Community views

The Policy has been adopted with community views having been taken into account during the LTP consultation.

Policy implications

The Policy can be implemented within the Council's existing systems and processes.

Financial implications

Reserve contributions are recorded in the Council's ledgers as reserve funds. Cash received at the time of the developer payment is managed with the Council's other funds in its normal course of business. Funding of the reserve expenditure as detailed does add another complexity but will also be within the Council's normal course of business. Where cash balances are in excess of the Council's immediate requirements, surplus funds are used to temporarily retire debt. Conversely, where cash balances are insufficient to meet the Council's immediate obligations, the Council arranges for the necessary redraw of its credit facilities. Full utilisation of the reserve contributions funds, while not immediately forecast, is within the Council's borrowing headroom.

The flow of funds and the amount that will be able to be provided as contestable funds is detailed on the various options.

The Committee requested staff do calculations showing the impact of the opening balances being allocated by the 80:20 geographical formula after allowing for Priority Parks, and also allocating the LTP projects to the geographical area where they fall into. The recommendation by the Committee is Option C on Attachment 4.

Legal/delegation implications

Council's existing delegations apply.

Options

Option A: The Council makes the recommendations to effect distributing reserve contributions: Deducting the LTP projects and Priority Park expenditure from the balance of the Reserve Contribution Fund and then allocating the balance for 2018 in the percentages that they have been received by the geographical areas, with 20% being District funds. This model gives every geographical area contestable funds. (Attachment 2).

Option B: The Council makes the recommendations to effect distributing reserve contributions: Allocation of the 80% of the sum to geographical areas and 20% to District, after having firstly deducted the \$950,000 for Priority Parks. LTP projects are deducted from the geographical area and topped up from District funds where there are insufficient reserve contributions for that geographical area, and the Council agrees to this. (Attachment 3).

Option C: The Council makes the recommendation to effect distributing reserve contributions, being the preferred option of the Reserves Contribution Committee: Allocation of the whole sum to geographical areas and the District, after having firstly deducted the \$950,000 for Priority Parks. Then 20% is allocated to District funds, LTP projects are deducted from the geographical area and topped up from District funds where there are insufficient reserve contributions for that geographical area, and the Council agrees to this. (Attachment 4).

Assessment of options

Option A: The Council, in receiving the report, acknowledges the Policy will be applied within current management processes and delegations. The policy is more sustainable in allocation principles, although annual amounts to other areas apart from Mangawhai are likely to be small. District funds can be reallocated to other geographical areas to compensate.

Estimate of contestable funds for three years potentially could be:

	\$
Dargaville and surrounds	86,508
Maungaturoto, Paparoa, Tinopai and surrounds	77,156
Kaiwaka and surrounds	182,368
Mangawhai and surrounds	1,524,406
District-wide	467,610
Total	2,338,048

Option B: The Council, in receiving the report, acknowledges the Policy will be applied within current management processes and delegations. This option results in Dargaville and Maungaturoto spending more on projects in their geographical areas, than the areas receive in contributions, based on the estimated figures. This means the Council would look to allocate District funds to support the LTP projects in those years.

Estimate of contestable funds for three years potentially could be:

	\$
Dargaville and surrounds	0
Maungaturoto, Paparoa, Tinopai and surrounds	77,000
Kaiwaka and surrounds	371,000
Mangawhai and surrounds	1,608,000
District-wide	280,000
Total	2,336,000

Option C: The Council, in receiving the report, acknowledges the Policy will be applied within current management processes and delegations. There is not much difference from Option B, the only difference being that 100% of funds are allocated to the geographical area first so it makes a small difference to the allocation.

Estimate of contestable funds for three years potentially could be:

	\$
Dargaville and surrounds	0
Maungaturoto, Paparoa, Tinopai and surrounds	65,000
Kaiwaka and surrounds	368,000
Mangawhai and surrounds	1,600,000
District-wide	280,000
Total	2,313,000

Assessment of significance

The report outlines processes within the Council's usual business and within the provisions of its adopted LTP and is therefore of low significance.

Recommended option

The recommended option is **Option C**.

Attachments

- Attachment 1 - LTP Reserve Projects 2018/2028
- Attachment 2 – Option A Potential Contestable Reserves
- Attachment 3 – Option B Potential Contestable Reserves
- Attachment 4 – Option C Potential Contestable Reserves

Attachment 1

LTP Projects 2018-2020	Yr 1	Yr 2	Yr 3	
Projects	Value			Comment
Mangawhai and surrounds				
Walking & Cycling Linkages	\$ 452,217	\$ 401,217	\$ 158,467	Projects as identified in the Mangawhai Community Plan. Pearl St to Sellars Reserve, Links through Estuary Estates, Esplanade to Jack Boyd Dr, Mangawhai Village coastal connections via loop tracks, Jack Boyd Dr to Thelma Rd Link, Thelma Rd to Thelma Rd link, Mangawhai Coastal Tracks linkages to existing tracks
Playground	\$ 25,000	\$ 25,000	\$ 25,000	Lincoln St Reserve Yr 1 & 2, Fagan Place
Heads Carpark extension	\$ 80,000			Establish more car parking. Project identified in the Mangawhai Community Plan
Esplanade Development	\$ 60,000	\$ 60,000	\$ 60,000	Progress the network and create Esplanade reserves as the become available through subdivisions
MAZ	\$ 100,000	\$ -	\$ -	Complete Landscaping and car parking at this Hub
Mangawhai Domain	\$ 200,000	\$ 100,000	\$ -	Grant to Mangawhai Domain to assist with drainage
Public Toilet	\$ 150,000	\$ 150,000	\$ -	Lincoln St Reserve Yr 1 Mangawhai Heads Rd/Alamar Cres Rd area Yr 2 Wood St/Fagan Place Yr 3
Park Improvements	\$ -	\$ -	\$ 14,000	Seating Bike stands Signage Yr 3
TOTAL	\$ 1,067,217	\$ 736,217	\$ 257,467	
Dargaville and surrounds				
Kai Iwi Lakes Camp Ground	\$ 180,000	\$ 200,000	\$ 150,000	Projects identified in the Reserve Managemet Plan. Public Toilets, Bollards,Tracks, storage facilities, Restoration Plants, Landscaping, Lookouts,New signage, extend powered sites and Mountain Bike trails
Walking/Cycling	\$ 60,000	\$ 60,000	\$ 60,000	Development of Kaihu Valley Rail Trail and other linkages
Community Infrastructure	\$ 30,000	\$ 30,000	\$ -	Carparking Memorial Park.
Hard surface Programme	\$ 50,000	\$ -	\$ -	Carparking Memorial Park.
Hard Surfaces	\$ 6,000	\$ 30,000	\$ 50,000	TK Domain Tables/Seats Yr 1 Bike tracks Te Kopuru/Dargaville Yr 2 Memorial Park Yr 3
Baylys Beach Boardwalk	\$ 30,000	\$ -	\$ -	TIF funding KDC contribution to Project id
Park Improvements	\$ -	\$ 5,000	\$ 30,000	memorial Park seating YR 2 Shade Sail Jaycee Park Yr 3
Playgrounds	\$ 25,000	\$ 25,000	\$ 25,000	Te Kopuru Yr 1 Kellys Bay Yr 2 Glinks Yr 3
TOTAL	\$ 381,000	\$ 350,000	\$ 315,000	
Kaiwaka and surrounds				
Hard Surfaces	0	20,000	0	Kaiwaka Paths Yr 2
Park Improvements	4,000	5,000	0	Kaiwaka Seats Yr 1 Kaiwaka Seats Yr 2
Community Infrastructure		30,000		Walkway linkages as identified in the Kaipara Walking and Cycling Strategy
TOTAL	\$ 4,000	\$ 55,000	\$ -	
Maungaturoto, Paparoa, Tinopai area				
Community Infrastructure	0	0	30,000	Matakohe Toilets Yr 3
Park Improvements	40,000	40,000	6,000	Paparoa Shade Sail 30K/ View St learn to ride track 10K Yr 1 Ruawai Shade Sail, Whakapirau Signage, Glinks Gully seats Yr 2 Maungaturoto Activity Yr 3
	0	0	0	
TOTAL	\$ 40,000	\$ 40,000	\$ 36,000	
TOTALS	\$ 1,492,217	\$ 1,181,217	\$ 608,467	

ALLOCATION OF PROJECTS AND BALANCES OF COMMUNITY FINANCIAL CONTRIBUTION RESERVES - Option A								
	Overall Total		Dargaville area	Maungaturoto, Paparoa, Tinopai, area	Kaiwaka area	Mangawhai area	District	
		100.00%	3.7%	3.3%	7.8%	65.2%	20.0%	
Opening Balance 30 June 2018	5571770							
Less work on priority parks Year 1	350000							
Less LTP Projects Year 1	1492217							
Subtotal	3729553							
Year 1 Balance -to be allocated as contestable funds	1328046		49138	43826	103588	865886	265610	1328048
Balance of Funds left 30 June 2019 before new Reserve Contributions received	2401507							
Add 2019 Reserve Contributions	500000							
Balance of Funds left 30 June 2019	2901507							
Less work on Priority Parks Year 2	300000							
Less LTP Projects Year 2	1181217							
Subtotal	1420290							
Year 2 estimate of contestable funds based on estimated reserve contributions for 2019	500000		18500	16500	39000	326000	100000	500000
Balance of Funds left 30 June 2020 before new Reserve Contributions received	920290							
Add 2020 Reserve Contributions	510000							
Balance of Funds left 30 June 2020	1430290							
Less work on priority parks Year 3	300000							
Less LTP Projects Year 3	608467							
Subtotal	521823							
Year 3 estimate of contestable funds based on estimated reserve contributions for 2020	510000		18870	16830	39780	332520	102000	
Balance of Funds left 30 June 2021 before new Reserve Contributions received	11823							
Balance of Funds left 30 June 2021	11823		86508	77156	182368	1524406	467610	2338048
Reserve funds 2021 to come								

Attachment 3

ALLOCATION OF PROJECTS AND BALANCES OF COMMUNITY FINANCIAL CONTRIBUTION RESERVES - Option B							
	Overall Total		Dargaville area	Maungaturoto, Paparoa,Tinopai, area	Kaiwaka area	Mangawhai area	District
		100.00%	3.7%	3.3%	7.8%	65.2%	20.0%
Opening Balance 30 June 2018	5571770						
Less work on priority parks keep aside for 3 years	950000						
Allocate balance(after 950000)	4621770		171006	152519	360499	3013395	924354
Less LTP Projects Year 1	1492217		381000	40000	4000	1067217	
Less Contestable Funds Year 1	1186000		0	47000	111000	928000	100000
Allocate district funds to the deficits			206916				-206916
Balance Year 1 before Reserve Contributions added 18/19	1943556		-3078	65519	245499	1018178	617438
Add 2019 Reserve Contributions	500000		18500	16500	39000	326000	100000
Balance of Funds left 30 June 2019	2443556		18500	82019	284499	1344178	717438
Less LTP Projects Year 2	1181217		350000	40000	55000	736217	
Less Contestable Funds Year 2	585000		0	15000	130000	340000	100000
Allocate districts funds to the deficits			331500				-331500
Balance of Funds left 30 June 2020 before new Reserve Contributions received	677339		0	27019	99499	267961	285938
Add 2020 Reserve Contributions	510000		18870	16830	39780	332520	102000
Balance of Funds left 30 June 2020	1187339		18870	43849	139279	600481	387938
Less LTP Projects Year 3	608467		315000	36000	0	257467	
Less Contestable Funds Year 3	565000		0	15000	130000	340000	80000
Allocate district funds to the deficits			296130	7697			-303827
Balance of Funds left 30 June 2021 before new Reserve Contributions received	13872		0	546	9279	3014	4111
Total Contestable Funds	2336000		0	77000	371000	1608000	280000

ALLOCATION OF PROJECTS AND BALANCES OF COMMUNITY RESERVE CONTRIBUTION RESERVES - Option C							
	Overall Total		Dargaville area	Maungaturoto, Paparoa, Tinopai, area	Kaiwaka area	Mangawhai area	District
		100.00%	4.7%	4.1%	9.7%	81.5%	0.0%
Opening Balance 30 June 2018	5571770						
Less work on priority parks keep aside for 3 years	950000						
Allocate balance(after 950000)	4621770		211418	186594	440523	3685423	0
Additional amounts received			4597	4010	9487	79718	
less 20% funds	0		43203	38121	90002	753029	-924355
balances			172812	152483	360008	3012112	924355
Less LTP Projects Year 1	1492217		381000	40000	4000	1067217	
Allocate district funds to the deficits			212785				-212785
Contestable Fund deducted Year 1	1870000		0	40000	330000	1400000	100000
Balance Year 1 before Reserve Contributions added 18/19	1259553		4597	72483	26008	544895	611570
Add 2019 Reserve Contributions	500000		23500	20500	48500	407500	0
less 20% funds			4700	4100	9700	81500	-100000
Subtotal	1759553		18800	16400	38800	326000	100000
Less LTP Projects Year 2	1181217		350000	40000	55000	736217	
Allocate districts funds to the deficits			331200		5096		-336296
Contestable Fund deducted Year 2	205000		0	25000	0	100000	80000
Balance of Funds left 30 June 2020 before new Reserve Contributions received	373336		4597	23883	14904	34678	295274
Add 2020 Reserve Contributions	510000		23970	20910	49470	415650	0
less 20% funds			4794	4182	9894	83130	-102000
subtotal	510000		19176	16728	39576	332520	102000
Less LTP Projects Year 3	608467		315000	36000	0	257467	
Allocate district funds to the deficits			295824	0			-295824
Contestable Fund Year 3	238000		0	38000	100000	100000	100000
Balance of Funds left 30 June 2021 before new Reserve Contributions received	36869		4597	4611	16480	9731	1450
Distributions of Contestable Funds	2313000		0	65000	368000	1600000	280000

File number: 4705.01 **Approved for agenda** ☒

Report to: Mayor & Council

Meeting date: 27 September 2018

Subject: Reserve contributions contestable funding criteria, templates, processes and timeline

Date of report: 05 September 2018

From: Jenny Rooney, Community Funding Co-ordinator

Report purpose ☒ **Decision** ☐ **Information**

Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

With the adoption of the Reserve Contributions (use of) Policy, new processes and templates have been developed to manage the contestable fund for the community and Kaipara District Council (KDC). This report sets out the tiered application process, business plan and timeline for the contestable fund as recommended by the Reserve Contributions Committee (the Committee).

Recommendation

That Kaipara District Council:

- 1 *Receives the Community Funding Co-ordinator's Report 'Reserve contributions contestable funding criteria, templates, processes and timeline' dated 05 September 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Approves, as recommended by the Reserve Contributions Committee, the tiered application process for the contestable Reserve Contributions Fund; and*
- 4 *Approves, as recommended by the Reserve Contributions Committee, the timeline as circulated in Attachment 1 of the aforementioned report and set out below:*

Timeline		
Date	Action	Council Officer
27 September 2018	Council Meeting	
October 2018	Media release	External Public Affairs Officer
October 2018	Applications open	Community Funding Co-ordinator
09 November 2018	Applications close	Community Funding Co-ordinator
23 November 2018	Assesses applications against criteria and business plan	Community Funding Co-ordinator

07 December 2018	Reserve Contributions Committee meeting (recommendation to Council made)	
20 December 2018	Council meeting (to determine outcome)	
22 December 2018	Outcome letters to applicants	Community Funding Co-ordinator, Governance Advisor
January 2019	Agreements/Contracts put in place with successful Applicants	Community Funding Co-ordinator
January - March 2019	Successful applicants are required to provide health and safety documentation before physical works commence and funding is released	Community Funding Co-ordinator

Reason for the recommendation

For Council to approve the Reserve Contributions Fund timeline for the 2018/2019 funding round and the application processes to be applied to the contestable funds.

Reason for the report

The report provides an update to Council on the Reserve Contributions Fund and for Council to approve the timeline for the 2018/2019 period and the application processes to be applied to the annual contestable funding rounds.

Background

In May 2018 Council adopted the Reserve Contributions (use of) Policy. The Policy provides for a portion of this fund to be contestable and as such new processes have been developed.

An extraordinary meeting with the Committee and Council staff was held on 30 July 2018 to discuss the design and implementation processes for the contestable fund and to make recommendations to Council. A Council briefing then took place on 06 August 2018 which provided an opportunity to ensure all Elected Members understood and had clarity and input into the proposed process, documentation, and policy implications before decisions were required to be made at the next Council meeting.

A further Committee meeting was held on 30 August 2018 and the recommended amendments to the processes were presented. Four application processes have been developed; Expression of Interest for Small Projects, Application for Projects Not Exceeding \$20,000, Application for Projects Exceeding \$20,000, and Request for Proposal for Acquisition of Land (Attachment 2). The Committee recommends that Council approves the timeline (Attachment 1) and the tiered application process (Attachment 2) for the contestable Reserve Contributions Fund.

Reserve Contributions Fund Process

Process

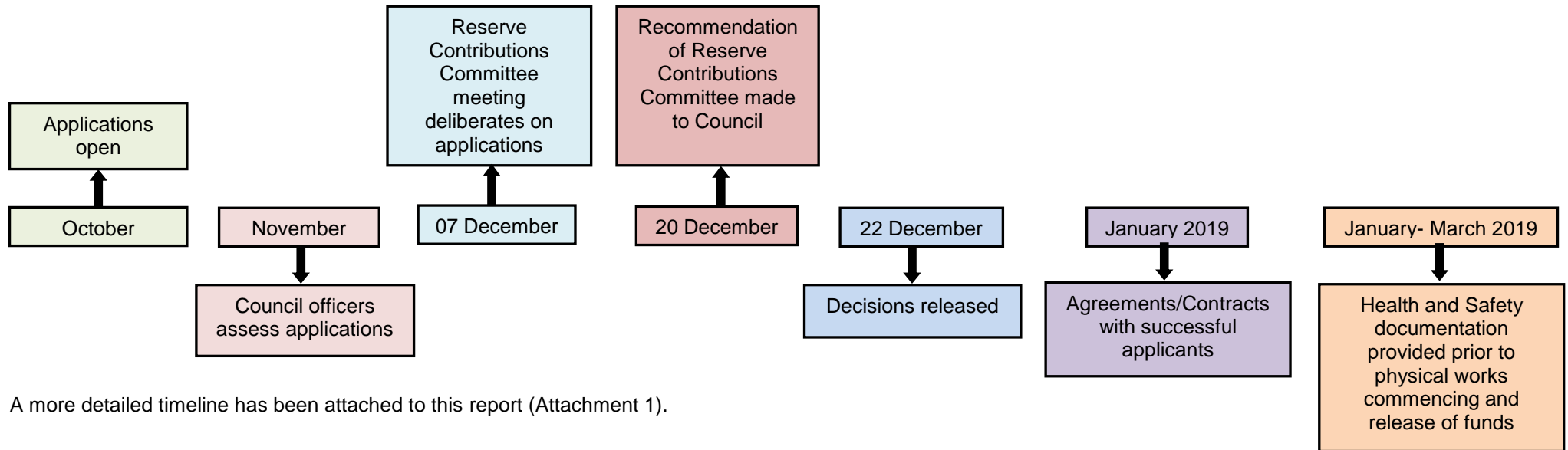
Applicants will apply using the application forms (Attachment 2). For projects exceeding \$20,000 applicants will also be required to complete a business plan of which we will provide a template

(Attachment 3). For applications for Acquisition of Land we will provide a Letter of Consent template for the owner of the land to complete (the template is to be developed with legal advice). Once these are all in place the Community Funding Co-ordinator will assess the applications against the criteria.

These will then be submitted to the Committee for decision recommendations to Council.

Once decisions have been made then agreements will have to be put in place via either a Funding Agreement or a Contract for Service, depending on the project. Successful applicants will be required to provide health and safety documentation before physical works commence and funding is released. Agreements will then have to be monitored with regards to project milestones, risk, health and safety, quality, project reporting and financial accountability.

Timeline for 2018/2019



A more detailed timeline has been attached to this report (Attachment 1).

Factors to consider

Community views

The policy has been adopted with community views having been taken into account through the Long Term Plan 2018/2028 process.

Policy implications

The policy criteria fits within Council's existing systems and processes; however, some extra templates have been developed to facilitate this new contestable fund.

Financial implications

The project milestones, quality and financial accountability will need to be monitored to ensure funding is being utilised in accordance with the Funding Agreements or Contracts for Service.

Legal/delegation implications

Legal advice will be obtained to develop a standard Letter of Consent template for the Applications for Acquisition of Land.

Options

Option A: Council receives the report and approves the timeline for 2018/2019 and the tiered application process.

Option B: Council does not approve the timeline for 2018/2019 therefore the contestable funding round for 2018 will not proceed.

Assessment of options

Option A: By approving the timeline and tiered application process, this allows Council staff to go ahead with the plan and to open the funding round.

Option B: By not approving the timeline and tiered application process, Council will provide the reason or reasons in order for staff to revise accordingly.

Assessment of significance

The report is to update and inform Council of the processes and is therefore of low significance.

Recommended option

The recommended option is **Option A**.

Next step

The funding round will be opened and advertised.

Attachments

- [Attachment 1 – Timeline 2018/19](#)
- [Attachment 2 - Applications](#)
- [Attachment 3 – Business Plan](#)

RESERVE CONTRIBUTIONS FUND

Timeline		
Date	Action	Council Officer
27 September 2018	Council Meeting	
October 2018	Media Release	External Public Affairs Officer
October 2018	Applications open	Community Funding Co-ordinator
9 November 2018	Applications close	Community Funding Co-ordinator
23 Nov 2018	Assesses applications against criteria and business plan	Community Funding Co-ordinator
7 December 2018	Reserve Contributions Committee meeting (recommendation to Council made)	
20 December 2018	Council meeting (to determine outcome)	
22 December 2018	Outcome letters to applicants	Community Funding Co-ordinator, Governance Advisor
January 2019	Agreements/Contracts put in place with successful Applicants	Community Funding Co-ordinator
January - March 2019	Successful applicants are required to provide health and safety documentation before physical works commence and funding is released	Community Funding Co-ordinator



RESERVE CONTRIBUTIONS FUND

Application for Projects Not Exceeding \$20,000

Please indicate which community catchment this application relates to (see Reserves Contributions (use of) Policy map).

☐ Mangawhai & Surrounds ☐ Kaiwaka & Surrounds ☐ Dargaville & Surrounds

☐ Maungaturoto, Paparoa, Tinopai & Surrounds

1. Organisation Name.....

2. Organisation Postal Address.....

3. Organisation Contact Person:

Name Position.....

Phone..... Email.....

4. Organisation Purpose:

5a. Is your organisation a Registered Incorporated Society?

Yes / No If yes, please supply your registration number.....

5b. Is your organisation registered with the Charities Commission?

Yes / No If yes, please supply your Charities Commission number.....

5c. If you have answered 'No' to questions 5a and 5b, is your organisation under an umbrella of another organisation that is a Registered Incorporated Society or registered with the Charities Commission?

Please provide the following umbrella organisation details

Name.....

Address

Registered Incorporated Society number.....

Charities Commission number.....

6. Is your organisation GST registered?

Yes / No If yes, please supply GST number.....

7. Describe the project you require funding for *(please attach additional sheets)*

Name of project.....

Address/location of
project.....

Project description.....

.....

.....

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.....

8. What support do you have in the community for your project? *(please describe how your project came about, who you have talked with about it and what response have you had. If you have undertaken any surveys or petitions, then please include these)*

.....

.....

.....

9. How does the project meet the eligibility criteria in the Reserves Contributions (use of) Policy? The Policy is available on the Council's website and a hardcopy will be available upon request.

.....

.....

.....

10a. How much will your project cost? – Please provide **all** costs and **all** sources of income for the project you are planning. Please provide a breakdown on how you will spend the funding.

Item	Cost*	Funding Source/in Kind
Total		

* Please provide at least two quotes for each item. If your organisation is GST registered, please use GST exclusive pricing. If your organisation is not GST registered, please use GST inclusive pricing.

10b. What is the amount you are applying for in this funding application?

Item	Cost*
Total	

11. Does anyone in your organisation have a conflict of interest with any of the contractors providing the quotes? If yes, please complete the table below.

Name of person in your organisation and his/her role	Contractor	Relationship

12. Does your project require a Resource Consent and if yes, how will this be funded?

.....

13. Do you receive any funding from a central government agency? Yes / No

If yes, which Agency(ies) and how much?

.....

.....

.....

14. What other sources of funding have you gained and what funding do you intend to apply for in order to complete your project? *(include any current funding applications for Council grants i.e. MELA, Community Grants)*

.....

.....

.....

15. Will ongoing funding be required for your project? Yes/No

If yes, how will this funding be obtained?.....

.....

16. What part of this project will be undertaken by volunteers?.....

.....

.....

.....

17. What part of this project has donated materials?.....

.....

.....

.....

.....

Please include the following information to support your application:

- ☐ Constitution, Rules or Trust Deed
- ☐ Meeting minutes/standalone resolution (if applicable)
- ☐ Reviewed or audited financial statement for the previous year
- ☐ Project Plan
- ☐ Quotes
- ☐ Budget
- ☐ Maintenance Plan (if applicable)
- ☐ Any other supporting documents.....

.....

Contact person.....

Position in organisation.

Address.....

Telephone (home).....(work).....

Mobile.....**Email**

Signature of contact person.....

Name of person completing this application.....

Position in organisation.....

Contact – phone..... **Email**.....

Signature (if different to contact person)



RESERVE CONTRIBUTIONS FUND

Application for Projects Exceeding \$20,000

Please indicate which community catchment this application relates to (see Reserves Contributions (use of) Policy map).

☐ Mangawhai & Surrounds ☐ Kaiwaka & Surrounds ☐ Dargaville & Surrounds

☐ Maungaturoto, Paparoa, Tinopai & Surrounds

1. Organisation Name.....

2. Organisation Postal Address.....

3. Organisation Contact Person:

Name Position.....

Phone..... Email.....

4. Organisation Purpose:

5a. Is your organisation a Registered Incorporated Society?

Yes / No If yes, please supply your registration number.....

5b. Is your organisation registered with the Charities Commission?

Yes / No If yes, please supply your Charities Commission number.....

5c. If you have answered 'No' to questions 5a and 5b, is your organisation under an umbrella of another organisation that is a Registered Incorporated Society or registered with the Charities Commission?

Please provide the following umbrella organisation details

Name.....

Address

Registered Incorporated Society number.....

Charities Commission number.....

6. Is your organisation GST registered?

Yes / No If yes, please supply GST number.....

7. Describe the project you require funding for *(please attach additional sheets)*

Name of project.....

Address/location of
project.....

Project description.....

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.....

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.....

8. What support do you have in the community for your project? *(please describe how your project came about, who you have talked with about it and what response have you had. If you have undertaken any surveys or petitions, then please include these)*

.....

.....

.....

9. How does the project meet the eligibility criteria in the Reserves Contributions (use of) Policy? *The Policy is available on the Council's website and a hardcopy will be available upon request.*

.....

.....

.....

10. Provide a detailed Business Plan *(Appendix 1- Business Plan Template)*

11a. How much will your project cost? – Please provide **all** costs and **all** sources of income for the project you are planning. Please provide a breakdown on how you will spend the funding.

Item	Cost*	Funding Source/in Kind
Total		

* Please provide at least two quotes for each item. If your organisation is GST registered, please use GST exclusive pricing. If your organisation is not GST registered, please use GST inclusive pricing.

10b. What is the amount you are applying for in this funding application?

Item	Cost*
Total	

11. Does anyone in your organisation have a conflict of interest with any of the contractors providing the quotes? If yes, please complete the table below.

Name of person in your organisation and his/her role	Contractor	Relationship

12. Does your project require a Resource Consent and if yes, how will this be funded?

.....

13. Do you receive any funding from a central government agency? Yes / No

If yes, which Agency(ies) and how much?

.....

.....

14. What other sources of funding have you gained and what funding do you intend to apply for in order to complete your project? *(include any current funding applications for Council grants i.e. MELA, Community Grants)*

.....

.....

.....

.....

.....

15. Will ongoing funding be required for your project? Yes/No

If yes, how will this funding be obtained?

.....

.....

16. What part of this project will be undertaken by volunteers?.....

.....

.....

.....

17. What part of this project has donated materials?.....

.....

.....

.....

Please include the following information to support your application:

- ☐ Constitution, Rules or Trust Deed
- ☐ Meeting minutes/standalone resolution (if applicable)
- ☐ Reviewed or audited financial statement for the previous year
- ☐ Business Plan
- ☐ Quotes
- ☐ Budget
- ☐ Maintenance Plan (if applicable)
- ☐ Any other supporting documents.....
-

Contact person.....

Position in organisation.

Address.....

.....

Telephone (home).....(work).....

Mobile.....**Email**

Signature of contact person.....

Name of person completing this application.....

Position in organisation.....

Contact – phone..... **Email**.....

Signature (if different to contact person)



RESERVE CONTRIBUTIONS FUND

Expression of Interest

SMALL LOCAL COMMUNITY IMPROVEMENT PROJECTS

1. Organisation Name.....
.....

2. Organisation Postal Address.....
.....

3. Organisation Contact Person:

Name Position.....

Phone..... Email.....

4. Organisation Purpose:
.....
.....

5a. Is your organisation a Registered Incorporated Society?

Yes / No *If yes, please supply your registration number*.....

5b. Is your organisation registered with the Charities Commission?

Yes / No *If yes, please supply your Charities Commission number*.....

Registered Incorporated Society number.....

Charities Commission number.....

If you have answered 'No' to questions 5a and 5b, please contact the Kaipara District Council Community Funding Coordinator.

6. Describe the project you require funding for *(please attach additional sheets if necessary)*

Name of project.....

Address/location of
project.....

Project description.....
.....
.....
.....

8. What support do you have in the community for your project?

.....

.....

.....

9. What is the amount you are applying for?

Item	Cost*
Total	

*Please provide at least two quotes for each item. If your organisation is GST registered, please use GST exclusive pricing. If your organisation is not GST registered, please use GST inclusive pricing

10. Do you receive any funding from a central government agency? Yes / No

If yes, which Agency(ies) and how much?

.....

15. Will ongoing maintenance be required for your project? Yes/No

If yes, how will this be maintained?.....

.....

16. What role (*if any*) will volunteers take in this project?.....

.....

.....

Please include the following information to support your expression of interest:

☐ Quotes

☐ Any other supporting documents (*maximum two pages*)

Name of person completing this application

Position in organisation

Contact – phone **Email**

Signature



Request for Proposal for Acquisition of Land

Reserve Contributions Fund

Please indicate which community catchment this application relates to (see *Reserves Contributions (use of) Policy map*).

☐ Mangawhai & Surrounds ☐ Kaiwaka & Surrounds ☐ Dargaville & Surrounds

☐ Maungaturoto, Paparoa, Tinopai & Surrounds

1. Organisation Name.....

2. Organisation Postal Address.....

3. Organisation Contact Person:

Name Position.....

Phone..... Email.....

4. Organisation Purpose:

5a. Is your organisation a Registered Incorporated Society?

Yes / No If yes, please supply your registration number.....

5b. Is your organisation registered with the Charities Commission?

Yes / No If yes, please supply your Charities Commission number.....

5c. If you have answered 'No' to questions 5a and 5b, is your organisation under an umbrella of another organisation that is a Registered Incorporated Society or registered with the Charities Commission?

Please provide the following umbrella organisation details

Name.....

Address

Registered Incorporated Society number.....

Charities Commission number.....

6. Is your organisation GST registered?

Yes / No If yes, please supply GST number.....

7. Describe the project/acquisition of land you require funding for

Address where the land is situated.....

Legal Description.....

Certificate of Title..... Valuation number.....

Please give a detailed description how the acquisition of this land will benefit the Community

.....

.....

.....

.....

.....

8. What support do you have in the community? *(please describe how your project/acquisition of land came about, who you have talked with about it and what response have you had. If you have undertaken any surveys or petitions, then please include these)*

.....

.....

.....

9. How does this meet the eligibility criteria in the Reserves Contributions (use of) Policy? *The Policy is available on the Council's website and hardcopy will be available upon request.*

.....

.....

.....

10. Please supply a signed Letter of Consent from the current owner of the property that he/she is agrees with this proposal in principal and without prejudice. *(Appendix 2 - Letter of Consent template)*

11. Is the current land owner a New Zealand resident? **Yes / No**

12. What is the amount you are applying for in this funding application?

Item	Cost*
Total	

* If your organisation is GST registered, please use GST exclusive pricing. If your organisation is not GST registered, please use GST inclusive pricing.

13. Does anyone in your organisation have conflict of interest with any person involved with ownership of this land? If yes, please complete the table below.

Name of person in your organisation and his/her role	Relationship

14. Do you receive any funding from a central government agency?

Yes / No

If yes, which Agency(ies) and how much?

.....

15. What other sources of funding have you gained and/or what funding do you intend to apply for in order to complete your project/acquisition of land? *(include any current funding applications for Council grants i.e. MELA, Community Grants)*

.....

Please include the following information to support your application:

☐ Constitution, Rules or Trust Deed

☐ Meeting minutes/standalone resolution (if applicable)

☐ Reviewed or audited financial statement for the previous year

☐ Signed letter of consent from current owner of land

☐ Budget

☐ Any other supporting

documents.....

.....

Contact person.....

Position in organisation

Address.....

.....

Telephone (home).....(work).....

Mobile.....**Email**

Signature of contact person.....

Name of person completing this application.....

Position in organisation.....

Contact – phone..... **Email**.....

Signature *(if different to contact person)*

RESERVE CONTRIBUTIONS FUND

(Organisation Name)

BUSINESS PLAN

(YEAR)

Contents

1	Overview of Organisation	3
2	Project Plan.....	4
3	The Future.....	6
4	Action Plans.....	7
5	People Plan.....	8
6	Working with Partner Groups (who do you need to work with?)	8
7	Operating Budgets	9
8	Provide detailed Capital Works Projects and Budgets	10
9	Risk Management.....	11
10	Health & Safety Plan.....	13
11	Maintenance Plan	14
12	Other relevant information and supporting documents.....	14

1 Overview of Organisation

Provide a one-page profile of why this group exists. Include summary text under the following headings:

Organisation Purpose			
Organisation Contact Details	Address	Phone	Mobile
			Website
Organisation Contact Person	Phone	Mobile	
	Email	Role	
Legal Entity	<p>A. Is your organisation a Registered Incorporated Society?</p> <p>Yes / No If yes, please supply your registration number.....</p> <p>B. Is your organisation registered with the Charities Commission?</p> <p>Yes / No If yes, please supply your Charities Commission number.....</p> <p>C. If you have answered 'No' to questions A and B, is your organisation under an umbrella of another organisation that is a Registered Incorporated Society or registered with the Charities Commission?</p> <p>Yes / No If yes, please provide the name of the umbrella organisation and its registration details</p> <p>.....</p> <p>.....</p>		
GST Number			

2 Project Plan

Provide a detailed Project Description including its location	
How will the Project be developed?	
What cross-section of the community will benefit from this Project?	
How does your Project impact the community's Four Well-beings?	Economic:
	Cultural:
	Environmental:
	Social:

How does the project link to Policy Criteria?	
How does the Project link to community outcomes?	
What is the community demand for Project?	
Does the organisation own or manage any key assets?	
Are there any other key factors?	

This section provides context to the remainder of the business plan, so this section can be a stand-alone document. Throughout this document, you can provide additional information on separate sheet/s. Please ensure that you clearly indicate when you have done so on the application form.

3 The Future

This section contains a description of how the organisation or the Community will be different as a result of the actions incorporated within this Business Plan.

The Future: What will be different as a result of this Business Plan?

What Will Be Different by the End of [proposed completion date]?

4 Action Plans

Outline key Project objectives, actions/milestones for the *[insert year]* as indicated in the tables below.

Objectives	Actions/Milestones	How will you know the action has been achieved or completed?	Person responsible for ensuring completion?	Completion date
	.	.	.	
	.	.	.	
	.	.	.	
	.	.	.	
	.	.	.	
	.	.	.	
	.	.	.	
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	.	.	.	
	.	.	.	
	.	.	.	
	.	.	.	
	.	.	.	

5 People Plan

Voluntary contribution is a requirement of the application and part of the assessment criteria.

Please give a detailed description of who will be involved in the project and what level of voluntary contribution there will be.

	Description
Who will be involved from the community in the project?	
What will be the voluntary contribution to the project?	
How many volunteer and/or machine hours are being donated? e.g. - volunteer labour, donated goods and services in kind	

6 Working with Partner Groups (who do you need to work with?)

What other organisations or groups will be involved?

Name of Organisation or Group	Contact Details

7 Operating Budgets

Operational costs will not be funded by the Reserve Contributions Fund. However, provide the project's operating budget for information

Expenditure	Stage 1	Stage 2	Stage 3	Stage 4
Total operational expenditure				
Revenue	Stage 1	Stage 2	Stage 3	Stage 4
Total operating revenue				

8 Provide detailed Capital Works Projects and Budgets

Capital works projects and budgets (provide a separate financial budget breakdown document if necessary). Dependant on the amount of funding required the budget may need to be calculated in stages of development and receive on-going progress payments.

Expenditure		Stage 1	Stage 2	Stage 3	Stage 4
Total Capital Expenditure					

9 Risk Management

Outline any key risks that have not already been mentioned in this Business Plan that could have a material impact on:

- Operations/activities
- Financials

Describe each key risk, the likelihood of it eventuating, impact or consequences if the risk eventuates and activities that are being undertaking to mitigate the risk.

9.1 Operations

Risk description	Likelihood	Impact	Mitigations

9.2 Financials

Risk description	Likelihood	Impact	Mitigations

9.3 Risk Matrix

Risk#	Rank	Rating	Risk Description	Consequences	Existing Controls (and Future Controls)	Impact (Net)	Likelihood (Net)	Planned Mitigations (Treatments)	Owner	Primary Theme	Scoring
		High									
		High									
		Medium									
		Medium									
		Low									
		Low									
		Low									
		Low									
		Low									
		Low									

Score	Impact	Likelihood
1	Insignificant	Rare
2	Minor	Unlikely
3	Moderate	Moderate
4	Major	Likely
5	Extreme	Almost Certain

10 Health & Safety Plan

Successful applicants will be advised which of the following health and safety documentation they are required to complete. Commencement of physical works, and release of funds will be conditional on providing and complying with a site specific health and safety plan and, if appropriate, registration to Site Wise. Documentation is required to be provided to Council prior to the commencement of physical works. Please review the information below during your application process.

Applicants applying for work on Council owned or managed land must provide a detailed Health & Safety Plan demonstrating the following compliance measures:

- Pre-qualification of contractors using Site Wise <http://sitewise.co.nz>
- All Medium – High Risk Contractors are expected to have met SiteWise Green ($\geq 75\%$ score)
- Submission of Site Specific Safety Plans (SSSP's) for contracts and projects.
- Provide a detailed Health & Safety Plan to meet legislative requirements and the Council key system requirements are listed below:
- SSSP's to ensure that contractors can show; visible H&S systems, competent staff, risks are identified and appropriate controls are in place.
- Site indemnification certificates (public liability, vehicle, professional indemnity)
- Consult, cooperate and coordinate where PCBU's have overlapping duties
- Establishing reporting responsibilities (notifiable work/events, incidents etc.)
- Monitoring Contractor H&S performance through audits and review of incident investigations (also a Council responsibility).
- Evaluating the contractor H&S performance (also a Council responsibility).

For applications for work on privately owned land or Council land which is contracted under a License to Occupy, applicants are to provide a detailed Health & Safety Plan in accordance with legislative requirements.

Kaipara District Council Contractor Risk Rating Chart

Health and Safety Approval Not Required	Level 1 Low Risk Contractor	Level 2 Medium Risk Contractor	Level 3 High Risk Contractor
<i>Applies to work not conducted on Council property or where the risk is extremely low</i>	<i>Applies to low risk work such as, but not limited to, those activities listed below.</i>	<i>Higher levels of risk therefore KDC will require a more stringent level of control measures than Level 1.</i>	<i>More sophisticated safety management systems are required for these projects. E.g. full site specific safety plan.</i>
<p>Some examples of extremely low risk work:</p> <ul style="list-style-type: none"> Consultants who only work from their place of business; Couriers; Data/IT companies who work only from their place of business; Training providers; Suppliers of goods who do not come onto Council property; Caterers who deliver food; Power and water supply companies who only come onto site to read meters. 	<p>Some examples of low risk work:</p> <ul style="list-style-type: none"> Consultants or project managers working on Council property or managing Council projects; Photocopier repairs; Maintenance (using hand tools); Cleaners Working at heights under 2 metres (platform to ground level); Property management companies who engage contractors to do work for them. # 	<p>Some examples of medium risk work:</p> <ul style="list-style-type: none"> Any person working at heights between 2 and 3 metres (platform to ground level); 240V electrical work; Plumbing; Brazing and soldering; Pest control (excluding very toxic chemicals); Gardening/landscaping/lawnmowing; Working on elevated platforms under five metres (excludes self-propelled MEWP'S); Any excavations that are not notifiable to WorkSafe (< 1.5m); Any work in or within 5 metres of public occupied spaces. Any lone work in areas of poor cell phone coverage. Any work dealing with potentially volatile members of the public. 	<p>Some examples of high risk work:</p> <ul style="list-style-type: none"> Roading projects; Working at heights over 3 metres (platform to ground level); Where permits to work are required; Handling hazardous chemicals; Work involving self-propelled plant or equipment; Confined space entry; Electrical (high voltage) Demolition (>1.5m); Asbestos removal; Diving work (breathing compressed air); Excavations that are notifiable to WorkSafe(> 1.5m); Tree felling or pruning that requires notification to WorkSafe; Use of explosives; Hot work – welding, gas cutting, grinding, etcetera.
<p># NB: Any contractor who intends to sub-contract out any element of their work must:</p> <ul style="list-style-type: none"> Inform KDC of this intent to sub-contract; Rate the risk of the sub-contracted work as above; Give evidence of the sub-contractors health and safety approval to their KDC Contract Manager. 			

11 Maintenance Plan

Maintenance description	Action required	Person/s Responsible	Timeframe

12 Please supply any other relevant information to support your application and business plan

Contact person..... Designation
 Address.....
 Telephone..... Mobile..... Email
 Signature of contact person.....

Name of person completing this application..... Designation
 Telephone..... Mobile..... Email
 Signature (if different to contact person) Date.....

File number: 3201.05

Approved for agenda ☒
Report to: Council

Meeting date: 27 September 2018

Subject: Class 4 Gambling Venue Policy Review and Adoption

Date of report: 11 September 2018

From: Natalie Robinson, Policy Analyst

Report purpose ☒ **Decision** ☐ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

The Gambling Act 2003 regulates gambling activity in New Zealand, and while the majority of gambling is regulated by the Department of Internal Affairs, Kaipara District Council (Council) plays a small regulatory role. Council is required, under section 101 of the Gambling Act to adopt a Class 4 Gambling Venues Policy, and for this policy to be reviewed every three years.

This Policy regulates venues with non-casino electronic gaming machines ('pokies') and was last reviewed, amended and subsequently adopted in June 2015. Council officers completed a review of this Policy, which was received by Council at the Ordinary Council Meeting of 26 July 2018. Council resolved at that meeting to:

- *Direct the Chief Executive to investigate and draft amendments to the Class 4 Gambling Venues Policy to be reported back to Council at the September 2018 Council meeting; and*
- *Delegates to a Hearing Panel of up to three Councillors the authority and responsibility to:*
 - *Oversee the drafting of the Class 4 Gambling Venues Policy amendments and the Statement of Proposal;*
 - *Hear submissions on the draft Class 4 Gambling venues Policy; and*
 - *Make recommendations to Council on the draft Class 4 Gambling Venues Policy*

Council staff have now considered amendments to the Policy, and have subsequently made amendments to the Policy (Attachments 2 and 3), and drafted an accompanying Statement of Proposal (Attachment 1), to satisfy the requirements of the special consultative procedure under the Local Government Act 2002 (s83).

This report seeks a resolution from Council to adopt the amended draft Policy and the Statement of Proposal, and to commence a period of consultation.

Recommendation

That Kaipara District Council:

- 1 *Receives the Policy Analyst's report 'Class 4 Gambling Venue Policy Review and Adoption' dated 11 September 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of*

the Act determines that it does not require further information prior to making a decision on this matter; and

- 3 *Adopts the Class 4 Gambling Policy Review Statement of Proposal and Draft Class 4 Gambling Venues Policy, circulated as Attachment 1 and Attachment 2 to the aforementioned report, for public consultation under section 83 of the Local Government Act 2002.*

Reason for the recommendation

Council resolved in July 2018 to investigate amendments to the current Class 4 Gambling Venues Policy. Council officers and the Hearing Panel have since amended the Policy, and this requires the amended draft Policy and its accompanying Statement of Proposal to be adopted by Council, in accordance with s83 of the Local Government Act 2002.

Reason for the report

To further progress on the statutory requirement to review the Policy every three years, by adopting an amended Policy for consultation.

Background

Section 102(5) of the Gambling Act 2003 specifies that '*a territorial authority must complete a review of a policy within 3 years after the policy is adopted, and then within 3 years after the review and each subsequent review is completed*'. This review was undertaken in mid-2018, and the Council report received in July 2018 presented its findings.

The draft review report was circulated to a number of key stakeholders for informal feedback. This resulted in a number of feedback points which Council officers proposed could be considered through a further review and amendment process. This included considering a sinking lid vs capped approach for pokies, expanding relocation provisions, and an overall edit of the Policy to make it clear and concise.

Issues

Council resolved in July 2018 that investigations should be made into amendments to the Policy. Council officers have completed these investigations, and this has concluded in:

- Council's Statement of Proposal provides two options (retaining the current sinking lid approach, or a cap, as suggested by a number of industry groups) and has considered the advantages and disadvantages of each approach, before deciding the preferred approach is continuing with a 'sinking lid'
- The relocation provision has been slightly amended to highlight that premises may be granted consent to relocate for a wider variety of factors, including moving to newly developed premises.
- A removal of application criteria that may be unsuitable for assessment by Council, as it was suggested that this is the Department of Internal Affairs' jurisdiction; and
- A general editing of the Policy to remove material which unnecessarily duplicates statute, provide an explicit purpose and objective, and to make the Policy more 'reader-friendly'.

The Hearing Panel (Mayor Smith, Councillors Curnow and Wethey) have, as per the July 2018 Council resolutions, overseen the drafting of the attached draft Policy and Statement of Proposal.

Factors to consider

Community views

These will be sought through the special consultative procedure under s83 of the Local Government Act 2002. A number of key stakeholders (including those who were sent copies of the July Review Report) will be contacted directly again, with copies of the Statement of Proposal and draft Policy.

Policy implications

There are no known further policy implications. Council is required to review this Policy under the Gambling Act 2003. If there was no review undertaken, Council would not be complying with the legislation.

Financial implications

The review of this Policy has been scheduled, as it is a statutory requirement, and staff time has been budgeted. It is not anticipated that further financial implications will arise.

Legal/delegation implications

The Gambling Act 2003 requirements have been considered and the special consultative procedure under s83 of the Local Government Act 2002 is required to be undertaken following adoption of the Statement of Proposal.

Options

Option A: Adopt Statement of Proposal and draft Policy as attached for public consultation.

Option B: Adopt Statement of Proposal and draft Policy as attached, with amendments, for public consultation.

Option C: Do not adopt Statement of Proposal and draft Policy for public consultation.

Assessment of options

Option A: This allows for the Statement of Proposal to proceed to public consultation in order to gain stakeholder and community feedback on the amended draft Policy. The special consultative procedure as described in s83 of the LGA 2002 will apply, including hearings and deliberations following the close of the formal submission period.

Option B: This would have the same effect as Option A, but would allow for the inclusion of minor changes if required or requested by Council to be included before adoption and public consultation.

Option C: This option does not allow for the amended Policy to be consulted on. Council would need to resolve to 'roll-over' the current Policy in order to remain legislatively compliant.

Assessment of significance

The review of the Class 4 Gambling Venue Policy does not trigger any significance issue specified in Council's Significance and Engagement Policy.

Recommended option

The recommended option is **Option A**.

Next step

The special consultative procedure will commence, as per the consultation timeline included in the draft Statement of Proposal.

The Hearing Panel will hear and/or deliberate on submissions, before making recommendations to Council, to be received at the December 2018 Council meeting.

Attachments

- **Attachment 1:** Statement of Proposal for Class 4 Gambling Venues Policy 2018
- **Attachment 2:** Amended draft Class 4 Gambling Venues Policy
- **Attachment 3:** Clean version draft Class 4 Gambling Venues Policy

STATEMENT OF PROPOSAL

The Kaipara District Council ('the Council') is undertaking consultation on its draft Class 4 Gambling Venue Policy ('the Policy'). This Policy has been prepared under the Gambling Act 2003, and once adopted will replace the existing Class 4 Gambling Venue Policy 2015. This Statement of Proposal has been prepared in accordance with the requirements set out in section 83 of the Local Government Act 2002 for the adoption of the Special Consultative Procedure.

Background:

The Council's Policy sets out if and where non-casino gaming machines ('pokies') can locate in the District, and provides restrictions on the number of machines at the venues. The Council's existing Policy takes a 'sinking lid' approach, and allows for relocations in certain circumstances.

Council's policy has seen a gradual reduction of venues and machines within the District since 2003. There has been a decrease of one venue and seven pokies since the Policy was last reviewed in 2015. As of July 2018, there were seven venues in the Kaipara, operating 60 pokies.

Most people who use pokies for gambling do so for fun and entertainment. Pokie proceeds can benefit the community, by way of grants made through societies who own the machines, and in profits generated by clubs who operate a number of venues in the Kaipara. However, some people who play on these machines can become addicted to gambling.

Forms of Gambling

Other forms of gambling (i.e. casinos, pokies in casinos, the Lotto and internet gambling) fall within the scope of the Department of Internal Affairs.

Policy Review

Under section 101 of the Gambling Act 2003, gambling policies must have regard to the social impact of gambling within the District. An assessment of the social impacts of gambling was received by Council at the Ordinary Council Meeting of 26 July 2018, and can be found on the Council's website .

This review considered the various social impacts seen in our community from gambling, which includes:

- People in the Kaipara District spent nearly \$3 million

on gaming machines in the year ending December 2017;

- Community organisations in the Kaipara District received over \$800,000 funding towards a wide variety of community organisations between January 2016 and December 2017 from pokies;
- The clubs in the Kaipara district also receive funding from gaming machine proceeds generated in their venues (i.e. RSA and sports clubs);
- An estimated 0.3% of New Zealand adults are problem gamblers. When applying these estimates to the Kaipara population, this could equate to 50 problem gambler; 253 moderate risk gamblers, and 842 low-risk gamblers

As part of this review, feedback was sought from a number of key stakeholders. There was generally support for the sinking lid approach and Council's current Policy, but a number of stakeholders asked for Council to consider a 'capped' approach to machine numbers, and to consider rewording the relocation policy. Council officers have now considered a sinking lid vs. cap approach, as well as a number of other amendments to the Policy.

¹ www.kaipara.govt.nz/gambling

WHAT'S BEING PROPOSED?

The current Policy applies the 'sinking lid' approach, as adopted by a number of other Councils in New Zealand. This means that Council will not permit new Class 4 venues to open in the Kaipara district, and will not permit venues to operate more machines than they were licensed for at 18 September 2003. The Policy review has considered other ways of controlling the number of pokies allowed in the District. Many other Councils in New Zealand have a cap in place, or have no restrictions on venue numbers (in which case venues are limited to the default Gambling Act numbers of 9 pokies per new venue).

OPTION 1: (Sinking Lid)

Current and Preferred

This is the approach in our current Policy. It does not allow new Class 4 venues to be established in the Kaipara, and existing venues cannot operate more pokies than they were licensed for at 18 September 2003.

PROS

- Effectively carries over the Council's existing restrictive gambling venue Policy.
- Was originally developed in consideration of the social impact of gambling in the Kaipara.
- Strikes a balance between the need to promote the district's health while minimising harm to communities caused by gambling.
- Continues to provide access to community organisations and club premises who rely on pokie proceeds for funding.

CONS

- This does not allow for business opportunities created by establishing new Class 4 venues.
- Does not provide for an increase in gaming venues or machine numbers based on population growth.
- The research on the sinking lid approach is not conclusive that it is effective at combatting problem gambling, or the negative impacts of gambling.
- This option does not reflect the submissions of a number of industry organisations (i.e. corporate societies and Class 4 industry representatives).

OPTION 2: (Cap)

A number of districts in New Zealand place a cap on total number of venues or machines. This is often based on existing venue and machine numbers at the time of the policy being adopted. There were comments received during the Policy Review that suggested Council could cap the numbers as they are currently – i.e. 60 machines. Other councils impose a ratio (i.e. one machine per 220 adults). The current ratio of gambling machines to the adult population in the Kaipara is approximately 1:276, which is slightly above the New Zealand figure of 1:271.

PROS

- May have positive flow-on effects to community organisations accessing pokie proceeds as proceeds will increase.
- May have possible economic gain from visitors who frequent gambling establishments.
- A cap can be reviewed every three years, and allows Council to control machine numbers while reflecting population growth.

CONS

- A ratio approach may cause challenges from the community as to the data used (i.e. Census figures used, or population estimates based on modelling).
- Current and potential levels of gambling harm may increase as more machines and venues are allowed to establish.
- This option is a substantial shift from the Council's historic and current stance to promote the district's health, and to minimise the effects and growth of gambling through a sinking lid.
- This option contrasts with the submissions and feedback of public health organisations (i.e. Problem Gambling Foundation, District Health Board).
- If Council gives consent to new venues or increases in machine numbers, the consent cannot be revoked.

Council has decided to consult on Option 1, to roll-over the sinking lid approach, believing it the most suitable method to strike a balance between providing for entertainment and gambling opportunities for those who wish to partake, while minimising negative social and economic impacts of gambling.

Council's current Policy ('sinking lid' with permitted relocations) is considered a proportionate method of addressing pokie gambling in the Kaipara.

Other proposed amendments

The Council is also proposing a number of other amendments:

- Rewording the relocation provision to include another example (i.e. for venues to relocate to new, modern premises). The amendments also stress the list does not limit the reasons for relocation, but will be determined on a case-by-case basis by Council. This is intended to provide more clarity for venues, and encourage redevelopment of sites. Any relocating venue will need to be assessed by the Council, and meet the Policy requirements.

Editing the Policy to:

- Ensure that it does not unnecessarily duplicate material contained in the Gambling Act 2003;
- Remove criteria that the Department of Internal Affairs is tasked with assessing;
- Provide a specific purpose and objectives to provide clear Policy direction for Council;
- Explicitly state who shall make the decisions when applications for re-locations are made; and
- Minor edits to ensure the Policy is clear and concise.

Tell us your thoughts!

We encourage you to tell us your views on our approach, and the proposed amendments to the Policy.

For a copy of the draft Policy and the feedback form, visit the Kaipara District Council website:

www.kaipara.govt.nz/gambling

How to give feedback:

Feedback forms and the proposed Policy are also available from the Dargaville Public Library, community libraries and the Dargaville and Mangawhai Customer Service Centres.

You may give feedback the following ways:

Mail: Policy Team
Kaipara District Council
Private Bag 1001
Dargaville 0310

Online www.kaipara.govt.nz/gambling

Email: policy@kaipara.govt.nz

The period for giving us written feedback is from 2 October 2018 to 5 November 2018.

People who wish to be heard by the Council will be given the opportunity to do so. The hearing of submissions will take place at Dargaville in the week of 26 November 2018.

Full Council will receive the recommendations of the Panel from deliberations, and vote on whether to adopt the reviewed Policy in December 2018.



Note: Submissions, as part of the public consultation process are a public record, and will be included in a publicly available Agenda, and will remain on Council's Minute records.

GIVING YOUR FEEDBACK

Full Name: _____

Organisation: _____ *(if giving feedback on behalf of)*

Postal Address: _____

Email: _____ Phone: _____

I: ☐ SUPPORT ☐ OPPOSE *(tick one which applies)*

The Council's proposed amendments to the Class 4 Gambling Venue Policy.


My reasoning for my above statement is...

Do you wish to speak to your submission?

☐ YES ☐ NO

The hearings are scheduled for the week of 26 November 2018.

As this submission form will be used to discuss relevant public feedback, it will be included as part of a public agenda.

	Title of Policy	Class 4 Gambling Venues Policy		
	Sponsor	General Manager Community (Acting)	Adopted/authorised by	Council
	Written By	Paula Hansen	Date adopted/authorised	23 June 2015
	1st commenced date	2004	Last Review Date	June 2014 September 2018
	Type of Policy	Legislative	Next Review Date	March 2018
	File Reference	3201.04.01		

Document Control			
Version	Date	Author(s)	Comments
1.0	June 2015	Paula Hansen	Periodic review, minor editing
2.0	09/07/15	Mark Schreurs Paula Hansen	Making the final draft into a final version following adoption.
3.0		Natalie Robinson	Statutory review – editing

Contents

1—	Background.....	1
2—	The Purpose of the Gambling Act 2003	1
3—	Classes of Gambling	2
4—	The Role of Local Authorities	2
5—	Kaipara District Class 4 Gambling Venues Policy	2
5.1—	Objectives of the Policy insofar as promoted by the Gambling Act 2003	2
5.2—	Establishment of Class 4 venues	2
5.3—	Restrictions on the maximum number of machines that may be operated at an existing Class 4 venue.....	3
5.4—	Relocation of existing Class 4 venues permitted under specific circumstances	3
5.5—	Where Class 4 Gambling Venues may be established on relocation.....	3
5.6—	Kaipara District Council Application Requirements	4
6—	Application Fees.....	4

1 Background

- 1.1 The Gambling Act 2003¹ (GA 2003) requires passed into law on 18 September 2003. Under s404 of that Act, the Kaipara District Council (the Council) to adopt is required to implement a policy relating to the number and location of Class 4 (gaming machine gambling) venues in the district.
- 1.2 The policy must specify whether or not Class 4 venues may be established in the District and if so, where they may be located. The policy may specify any restrictions on the maximum number of gaming machines that may operate at Class 4 venues, and may include a relocation policy. establishment of new Class 4 gambling venues² requires local authority consent, as do proposals to increase machine numbers in any Class 4 venue.
- 4.11.3 This policy must be reviewed at least every three years, and if the policy is amended, it must follow the requirements of the special consultative procedure under s83 of as set out in the Local Government Act 2002 (LGA 2002) was followed as required by the GA 2003 when developing this Policy.

Commented [NR1]: Table of contents is unnecessary, the proper use of headings, sub-headings and numbering of paragraphs should provide this information.

¹ <http://www.legislation.govt.nz/act/public/2003/0051/latest/DLM207497.html?src=qs>
² Those without a licence on 17 October 2004

2 The Purpose of the Gambling Act 2003

2.1—The purpose of this Policy is to state Council's position regarding Class 4 gambling and to provide guidance as to the conditions required for relocation of a Class 4 venue in the Kaipara district. The GA-2003 is to:

- control the growth of gambling;
- prevent and minimise the harm caused by gambling, including problem gambling;
- authorise some gambling and prohibit the rest;
- facilitate responsible gambling;
- ensure the integrity and fairness of games;
- limit opportunities for crime or dishonesty associated with gambling;
- ensure that money from gambling benefits the community; and
- facilitate community involvement in decisions about the provision of gambling.

3 Classes of Gambling

The GA-2003 provides central government with broad powers to make regulations that will keep up with technological changes and new forms of gambling as they emerge. It classifies gambling based on the amount of money and the risks of problem gambling and criminal activity associated with an activity.

Classes of gambling range from Class 1, representing low stake, low-risk gambling that does not require a licence, to Class 4, which represents high turnover, high-risk licensed gambling. Class 4 gambling is characterised by the utilisation of gaming machines and is the only class of licence other than casino gambling to permit the use of gaming machines.

4 The Role of Local Authorities

Under GA-2003, local authorities are required to develop and implement policies relating to gaming machine venues, and may specify the maximum number of gaming machines that may be operated in a Class 4 venue. Consent is required from the local authority to:

- continue to operate gaming machines at a Class 4 venue licensed after 17 October 2001 and before the commencement of GA-2003;
- increase the number of gaming machines at a Class 4 venue;
- establish new gaming machine venues after the commencement of GA-2003; and
- in the case of a Club, when applying for Ministerial discretion, to increase the number of gaming machines over the statutory limit, whether or not in relation to a proposed merger.

5 Kaipara District Class 4 Gambling Venues Policy

5.13 Objectives of the Policy insofar as promoted by the Gambling Act 2003

- (a) To ensure Council and the community has influence over the provision of new Class 4 gambling venues in the Kaipara district.
- (b) To enable Council and the community to influence the operating of existing Class 4 gambling venues in the Kaipara district.

(c) To allow those who wish to participate in Class 4 gambling to do within the Kaipara district.

(d) To minimise any potential negative social and economic impacts of Class 4 gambling in the Kaipara district.

—To ensure the Kaipara district community is able to maximise the benefits from Class 4 gambling proceeds returned to the community. Council believes that there are a sufficient number of gaming machines and Class 4 gambling venues to serve the demand in the Kaipara District, therefore a restrictive Policy in the form of a 'sinking lid' approach is considered appropriate.

—The 'sinking lid' approach gives Council the opportunity to exercise greater control over the impact of gambling within the District.

5.24 Establishment of Class 4 venues

5.34.1 No new Class 4 venues may be established in the district except as provided for in clause **5.46** of this Policy.

5.44.2 Class 4 gambling activities will only be permitted to be undertaken in premises holding 'On Licences' and 'Club Licences' granted under the Sale and Supply of Alcohol Act 2012 (SSAA) or premises which are Totalisator Agency Board (TAB) venues.

5.55 Restrictions on the maximum number of machines that may be operated at an existing Class 4 venue

5.1 Council has set a 'sinking lid' on the number of gaming machines in the district.

5.65.2 The total number of machines within all venues will be restricted to the number at each venue licensed on 18 September 2003. These numbers will not increase and will potentially lead to a decrease in the number of venues and machines operating within the district.

6 Relocation of existing Class 4 venues permitted under specific circumstances

6.1 Council may permit existing Class 4 venues to ~~re-establish at a new site~~relocate where:

- a) Due to circumstances beyond the control of the owner or lessee of the premises in which the machines are located, the premises cannot continue to operate at the existing site. Examples of such circumstances include, **but are not limited to**, the following:
 - i. Expiry of lease;
 - ii. Building considered to present a significant health and safety risk;
 - iii. Acquisition of property under the Public Works Act; and
 - iv. Site redevelopment.
- b) An existing Class 4 venue is seeking relocation to a newly developed, modern premises.
- c) In the case of a club only³, ~~as defined in the GA-2003, Council will permit the relocation to a new site of a club, or where~~ two or more existing clubs are merging, combine and a relocation is involved, including to a new site.

³ As defined in section 4 of the Gambling Act 2003

6.2 Any permission to establish ~~any new~~ Class 4 venue ~~at a new site under this clause~~ will be subject to the following conditions:

- ~~a) With the exception of any club combining as permitted in clause 5.4b, the~~ intended holder of the Class 4 venue licence must remain the same at the new location as it was in the previous location ~~(with the exception of clubs merging as permitted in 6.1(b)). [The existing Class 4 venue licence is to be transferred to the new location without a change in the licence holder(s).]~~
- ~~b) The vacated site will not be able to be used as a Class 4 venue.~~
- ~~c) The number of gaming machines permitted to operate at the new venue will not exceed:~~
 - ~~i. the number permitted to be operated at the existing site; ~~or~~~~
 - ~~in the case of clubs, where two or more non-commercial clubs that merge, they may consolidate the number of gambling machines operated at the merged non-commercial club venue to the lesser of 30 gambling machines or the sum of the number of gambling machines previously operated by each club individually.;~~
 - ~~i. a) 30 gambling machines; or~~
 - ~~b) the sum of the number of gambling machines previously operated by each non-commercial club individually.~~

6.37 Where Class 4 Gambling Venues may be established on relocation

- ~~7.1~~ 7.1 a) Any Class 4 gambling venue ~~(which is not a club)~~ may be established in the district where it is a permitted activity under the Kaipara District Plan or where a resource consent to undertake the activity has been granted by Council, however no such venue shall be located within 100 metres of any kindergarten, early childhood centre, kohanga reo, school, place of worship and other community facility, for example a hall or marae.
- ~~b) Any Class 4 gambling venue which is a club may be established in the District where it is a permitted activity under the Kaipara District Plan or where a resource consent to undertake the activity has been granted by Council, however no such venue shall be located within 100 metres of any kindergarten, early childhood centre, school, place of worship and other community facility, for example a hall.~~

6.48 Kaipara District Council **Consent** Application Requirements

~~6.58.1~~ Applications for Council's consent must be made on the approved form and must provide:

- ~~a) name and contact details for the application;~~
- ~~b) street address of premises proposed for the Class 4 licence;~~
- ~~c) the names of management staff;~~
- ~~evidence of Police approval for owners and managers of the venue;~~
- ~~a 12 month Business Plan or budget for the establishment, covering both gambling and other activities proposed for the venue;~~
- ~~a site plan covering both gambling and other activities proposed for the venue, including details of each floor of the venue;~~
- ~~d) details of liquor licence(s) applying to the premises;~~

- e) if applicable, copies of the Class 4 gambling venue licences held by merging clubs, confirming the current number of machines licensed to be operated in the merging club venue;
- f) evidence as to how venues are merging i.e. forming a new legal entity; and
- g) evidence that the applicant satisfies the requirements of this Policy and
~~details of zoning of premises.~~


~~7~~ Application Fees

~~8.2~~ Where an application meets all of the criteria within the Class 4 Gambling Venues Policy, a non-refundable fee, as specified in Council's most recent Fees and Charges, must accompany the application. The amount of the application fee will be set by Council in accordance with section 150 of the Local Government Act 2002, and shall include consideration of the cost of processing the application.

~~7.18.3~~ A decision to consent to a relocation under this Policy, including any assessment of the sufficiency of information provided, will be made by the Chief Executive, or a person delegated to do so on his/her behalf.

~~This fee will be reviewed by the Council from time to time in the Long Term Plan and Annual Plan, and shall include consideration of:~~

- ~~the cost of processing the application, including any consultation and Hearings involved;~~
- ~~the cost of triennially reviewing the Class 4 Gambling Venues Policy including a contribution towards the cost of triennial assessments of the economic and social impact of gambling in the District; and~~
- ~~the cost of inspecting Class 4 gambling venues on a regular basis to ensure compliance with consent or licence conditions.~~

	Title of Policy	Class 4 Gambling Venues Policy		
	Sponsor	General Manager Community (Acting)	Adopted/authorised by	Council
	Written By	Paula Hansen	Date adopted-authorised	23 June 2015
	1st commenced date	2004	Last Review Date	September 2018
	Type of Policy	Legislative	Next Review Date	March 2018
	File Reference	3201.04.01		

Document Control			
Version	Date	Author(s)	Comments
1.0	June 2015	Paula Hansen	Periodic review, minor editing
2.0	09/07/15	Mark Schreurs / Paula Hansen	Making the final draft into a final version following adoption.
3.0	09/2018	Natalie Robinson	Statutory review – editing

1 Background

- 1.1 The Gambling Act 2003¹ requires the Kaipara District Council (the Council) to adopt a policy relating to the number and location of Class 4 gaming machine gambling venues in the District.
- 1.2 The policy must specify whether or not Class 4 venues may be established in the District and if so, where they may be located. The policy may specify any restrictions on the maximum number of gaming machines that may operate at Class 4 venues, and may include a relocation policy.
- 1.3 This policy must be reviewed at least every three years, and if the policy is amended, it must follow the requirements of the special consultative procedure as set out in the Local Government Act 2002.

2 Purpose

- 2.1 The purpose of this Policy is to state the Council's position regarding Class 4 gambling and to provide guidance as to the conditions required for relocation of a Class 4 venue in the Kaipara district.

3 Objectives

- (a) To ensure the Council and the community has influence over the provision of new Class 4 gambling venues in the Kaipara District.
- (b) To enable the Council and the community to influence the operating of existing Class 4 gambling venues in the Kaipara District.
- (c) To allow those who wish to participate in Class 4 gambling to do within the Kaipara District.
- (d) To minimise any potential negative social and economic impacts of Class 4 gambling in the Kaipara District.
- (e) To ensure the Kaipara District community is able to maximise the benefits from Class 4 gambling proceeds returned to the community.

4 Establishment of Class 4 venues

- 4.1 No new Class 4 venues may be established in the District except as provided for in clause 6 of this Policy.
- 4.2 Class 4 gambling activities will only be permitted to be undertaken in premises holding 'On Licences' and 'Club Licences' granted under the Sale and Supply of Alcohol Act 2012 (SSAA) or premises which are Totalizer Agency Board (TAB) venues.

¹ <http://www.legislation.govt.nz/act/public/2003/0051/latest/DLM207497.html?src=qs>

5 Restrictions on maximum number of machines that may be operated at an existing Class 4 venue

- 5.1 Council has set a 'sinking lid' on the number of gaming machines in the District.
- 5.2 The total number of machines within all venues will be restricted to the number at each venue licensed on 18 September 2003. These numbers will not increase and will potentially lead to a decrease in the number of venues and machines operating within the District.

6 Relocation of existing Class 4 venues permitted under specific circumstances

- 6.1 Council may permit existing Class 4 venues to relocate where:
 - a) Due to circumstances beyond the control of the owner or lessee of the premises in which the machines are located, the premises cannot continue to operate at the existing site. Examples of such circumstances include, **but are not limited to**, the following:
 - i. Expiry of lease;
 - ii. Building considered to present a significant health and safety risk;
 - iii. Acquisition of property under the Public Works Act; and
 - iv. Site redevelopment.
 - b) An existing Class 4 venue is seeking relocation to a newly developed, modern premises.
 - c) In the case of a club only², two or more existing clubs are merging, and a relocation is involved, including to a new site.
- 6.2 Any permission to establish a Class 4 venue at a new site will be subject to the following conditions:
 - a) The intended holder of the Class 4 venue licence must remain the same at the new location as it was in the previous location (with the exception of clubs merging as permitted in 6.1(b)).
 - b) The vacated site will not be able to be used as a Class 4 venue.
 - c) The number of gaming machines permitted to operate at the new venue will not exceed:
 - i. the number permitted to be operated at the existing site; **or**
 - ii. in the case of clubs, where two or more clubs that merge, they may consolidate the number of gambling machines operated at the merged venue to the lesser of 30 gambling machines or the sum of the number of gambling machines previously operated by each club individually.

7 Where Class 4 Gambling Venues may be established on relocation

- 7.1 Any Class 4 gambling venue may be established in the district where it is a permitted activity under the Kaipara District Plan or where a resource consent to undertake the activity has been granted by Council, however no such venue shall be located within 100 metres of any kindergarten, early childhood centre, kohanga reo, school, place of worship and other community facility, for example a hall or marae.

² As defined in section 4 of the Gambling Act 2003

8 Kaipara District Council Consent Application

- 8.1 Applications for Council's consent must be made on the approved form and must provide:
- a) Name and contact details for the application;
 - b) Street address of premises proposed for the Class 4 licence;
 - c) Names of management staff;
 - d) Details of liquor licence(s) applying to the premises;
 - e) If applicable, copies of the Class 4 gambling venue licences held by merging clubs, confirming the current number of machines licensed to be operated in the merging club venue;
 - f) Evidence as to how venues are merging i.e. forming a new legal entity; and
 - g) Evidence that the applicant satisfies the requirements of this Policy.
- 8.2 Where an application meets all of the criteria within the Class 4 Gambling Venues Policy, a non-refundable fee, as specified in Council's most recent Fees and Charges, must accompany the application. The amount of the application fee will be set by Council in accordance with section 150 of the Local Government Act 2002, and shall include consideration of the cost of processing the application.
- 8.3 A decision to consent to a relocation under this Policy, including any assessment of the sufficiency of information provided, will be made by the Chief Executive, or a person delegated to do so on his/her behalf.

File number: 1801.0 **Approved for agenda** ☒
Report to: Council
Meeting date: 27 September 2018
Subject: Elected Member Allowances and Recovery of Expenses Policy Review
Date of report: 06 September 2018
From: Jason Marris, General Manager Governance, Strategy and Democracy
Report purpose ☒ **Decision** ☐ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

The Elected Member Allowances and Recovery of Expenses Policy (the policy) is out of date and overdue for review. Following a Council briefing held on 27 August 2018, the policy has now been amended to ensure it is in line with the new Local Government Members (2018/19) (Local Authorities) Determination 2018 (the determination).

Recommendation

That Kaipara District Council:

- 1 *Receives the General Manager Governance, Strategy and Democracy's report 'Elected Member Allowances and Recovery of Expenses Policy Review' dated 06 September 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Adopts the reviewed Elected Member Allowances and Recovery of Expenses Policy located at Attachment 3 to the afore-mentioned report, effective from 01 July 2018.*
- 4 *Delegates to the Mayor and Chief Executive the ability to approve minor typographical changes that do not alter the intent of the policy.*

Reason for the recommendation

Seeking Council approval of the reviewed Elected Member Allowances and Recovery of Expenses Policy.

Reason for the report

To approve the updated Elected Member Allowances and Recovery of Expenses Policy (the policy) now that the Local Government Members (2018/19) (Local Authorities) Determination 2018 has been issued.

Background

The policy is out of date and needs reviewing. The current policy is available at Attachment 1. A Notice of Motion seeking review of the policy was put forward to the April 2018 Council meeting. Council

decided that the motion lay on the table, pending the reporting of potential financial impacts. At the August 2018 Council meeting, the matter was brought back to Council, and Council decided to review the policy once the new determination had been received from the Remuneration Authority (RA). The new determination was issued by the RA on 31 July 2018, and is available at Attachment 2.

A Council briefing was held on 27 August 2018 to discuss the current policy and provide Elected Member feedback to inform the review.

Discussion

The policy has been redrafted and based around allowance or expense, rather than role. Much of the original wording has been retained, but changing the policy to this format has improved readability. Overarching principles have been added and the approval process has been clarified in one section for clarity.

The policy is designed to be read with the determination. Specific dollar amounts have not been included in the policy, so that if the determination is reviewed and changes to the dollar figures for expenses or allowances occur, there is no need to report to Council formally to approve these simple changes. Any other changes to the determination affecting the policy will, of course, be reported to Council for a decision.

Transparency and openness are important governance principles. The reviewed policy includes the provision that Elected Member expenses be published on the Council website quarterly. The policy also includes the provision that Elected Members should claim their expenses monthly and prior to the 30 June end of each financial year.

There are provisions in the determination that have not historically been included in the Kaipara District Council policy. They are appropriate expenses or allowances according to the RA, and are in line with the principle that Elected Members should be able to claim for costs incurred while performing Council business. The inclusion of these in the policy is at the discretion of Council of the day.

This report recommends that the reviewed policy is adopted retrospectively to 01 July 2018, the start of this financial year. This brings it in line with the determination which is also effective from that date.

Allowances or expenses that have now been included in the reviewed policy are:

Communications allowance

Council provides a laptop (or equivalent) to all Elected Members for Council business, with Council providing support for these devices. The determination allowance for the use of a laptop is therefore not included in the reviewed policy.

Council does not provide a mobile phone to Elected Members. Support is provided to ensure Elected Members can use their personal telephones to access their Council email addresses.

Paragraph 13 of the determination outlines the communication allowances that may be payable to Elected Members. The reviewed policy includes communication allowances as follows:

- \$40 per annum for use of a personal printer (\$360 p.a. for 9 Elected Members);
- \$150 per annum for use of a personal mobile phone (\$1,350 p.a. for 9 Elected Members);

- \$400 per annum for use of an internet connection if that connection is used for Council business (\$3,600 p.a. for 9 Elected Members);
- \$400 per annum for mobile phone calls/data or reimbursement of actual costs of telephone calls/data made on Council business upon production of the relevant telephone records and receipts (\$3,600 p.a. for 9 Elected Members).

Travel time

Travel time is a discretionary allowance and is paid at \$37.50 pro-rated for every hour over and above the first hour of travel. The Travel Time allowance is not paid if an Elected Member resides outside the district and travels to the district on Council business (Paragraph 12 of the determination). The reviewed policy includes travel time, but restricts it to travel within the Kaipara district boundary only.

If there is an average of three Elected Members travelling for an hour and a half three times a month, the additional annual cost is estimated at \$1,850 per annum.

Hearing fees

The current policy does not include the hearing fees section of the determination (Paragraph 14). This allows for payment of hearing time to Elected Members who sit on certain types of hearings, outlined by paragraph five of the determination.

Historically, Elected Members have not been appointed by Council to qualifying hearings, but if they are in the future, there is currently no provision for payment in the policy. Payment is provided in the determination to reflect the significant workload attached to these hearings and has been included in the reviewed policy.

If an Elected Member is appointed as a Chair, payment is \$100 per hour, and if appointed as a Member of a hearings panel, payment is at \$80 per hour. Current budgets reflect the use of Independent Commissioners for Kaipara district qualifying hearings, therefore the possible appointment of Elected Members will not add to the overall cost, unless an Elected Member is appointed over and above the normal numbers of commissioners.

There are some changes to allowances and expenses already included in the current policy. These are as follows:

Mileage rates

The mileage rates have altered and the way mileage is calculated has been changed in the new determination. Paragraph 11 of the determination refers. The reviewed policy now reflects the changes from the determination, which are:

- For mileage 10,000 kilometres and under per annum
 - 81 cents per kilometre for electric vehicles
 - 73 cents per kilometre for every other vehicle
- For mileage over 10,000 kilometres per annum
 - 37 cents per kilometre

The current policy restricts mileage claims for travel only within the district, unless an Elected Member is required to travel outside of the district on Council business. This provision has been retained in the

reviewed policy.

Mayoral Vehicle

The current policy advises that 'Should Council decide to provide a mayoral vehicle then this can be available for his/her private use'. Practically, if a Mayor wanted to select the mayoral vehicle option, Council would have to formally approve this expenditure outside of current budgets at the start of the term.

The provision to provide the Mayor a vehicle has been retained in the reviewed policy. Wording has been altered to reflect that this option must be within Council budgets.

The net cost of providing a mayoral vehicle depends on the incumbent and where they live. The Mayoral role is considered full time by the RA. Conservatively, if a Mayor travels 300 kilometres per week, this would equate to an estimated \$29,000 mileage cost for the three year term. The net cost to Council if a \$55,000 vehicle is purchased would be \$26,000. This would reduce if the vehicle is retained for longer than the three year term. Currently, this is not a budgeted expense, so the provision is being made in this policy within the budgetary limitations, and budgets will be assessed during the Annual Plan process.

Factors to consider

Community views

Adoption of the policy is a Council decision and community views are not required to make the decision.

Policy implications

Approving the policy will ensure that Council has a workable, up to date and appropriate policy to enact payment of expenses and allowances to Elected Members.

The RA has been provided with the draft reviewed policy, and has advised that it complies with their determination.

Financial implications

The financial implications have been outlined in the body of this report. Excluding the mayoral vehicle which is not a current fiscal option at the moment, the additional estimated cost of the allowances/expenses outlined are as follows:

- Communication allowances - \$8,910 per annum;
- Travel time - \$1,850;
- Hearings fees – no additional budgetary impact, unless Elected Members are appointed in addition to independent commissioners;
- Mileage - fiscally neutral as this is being paid at current rates.

These additional costs can be accommodated within existing budgets.

Legal/delegation implications

There are no legal or delegation implications with this report.

Options

Option A: Council can adopt the policy as drafted. This is the recommended option.

Option B: Council could provide further feedback, and adopt the policy with feedback incorporated.

Option C: Council could not adopt the policy.

Assessment of options

Option A will provide a policy that is up to date and in line with the Local Government Members (2018/19) (Local Authorities) Determination 2018. Adopting Option B could create risk of non-compliance against the determination, depending on the amendments requested. Option C would not provide an up to date, workable policy.

Assessment of significance


This decision is not categorised as significant under the Significance and Engagement Policy.

Next steps

Assuming adoption, the policy will be provided to the RA for their records.

Attachments

- 1: Current Elected Members Allowances and Recovery of Expenses Policy
- 2: Local Government Members (2018/19) (Local Authorities) Determination 2018
- 3: Draft Elected Members Allowances and Recovery of Expenses Policy for adoption

	Title of Policy	Elected Members' Allowances and Recovery of Expenses Policy		
	Sponsor	General Manager Corporate Services	Adopted by	Council
	Author	Sean Mahoney	Date adopted	26 April 2016
	Type of Policy		Last review date	17 November 2016
	File Reference	1801.0	Next review date	July 2017

Document Control			
Version	Date	Author(s)	Comments
1 st Commenced			
1.0	17 March 2016	S Mahoney	Executive Team review
1.1	05 April 2016	S Mahoney	Commissioner Briefing
1.2	19 July 2016	S Mahoney	Revised thresholds
1.3	17 November 2016	S Mahoney	Post-Election (08 October 2016) Amendments
1.4	16 April 2018	L Osborne	Change to contact person for queries

1 Background

This Policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

Contact person for queries will be the General Manager Governance, Strategy and Democracy.

2 Objective

Authentication of expense reimbursements and allowances

From time to time elected members incur expenses on Council's behalf, which need to be reimbursed. This reimbursement and the use of Council-supplied resources apply only to elected members personally and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances and be appropriate in all respects. Transparency is achieved through the monthly publication on Council's website of all expenses for elected members over the past month.

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy;
- expense claims are approved by the Mayor for Councillors, the Deputy Mayor for the Mayor and full original receipts are required; and
- cost reimbursements will be made via the payroll system.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

Elected members are able to receive up to \$0.74c per kilometre for vehicle mileage, for the first 5,000 kilometres travelled per annum. For any distance travelled beyond 5,000 kilometres, elected members will be able to receive \$0.37c per kilometre.

All expenditure that falls under this Policy is approved on the condition that it can be met within relevant budget provisions.

3 Definitions

“Actual” means as evidenced by the original receipt attached to the claim form.

“Reasonable” means that it is within the amount specified by this Policy or as deemed reasonable by the Mayor or Chief Executive.

“Council business” includes: formal Council meetings, Committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. It does not include events where the primary focus is on social activity.

“Remuneration Authority” is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

Allowances and expenses by group of members

Position	Expense/Allowance	Description
Mayor	Travel and attendance at conferences/seminars and training programmes.	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meals and related incidental expenses (including travel insurance) incurred in attendance at these events, subject to:</p> <ul style="list-style-type: none"> a) related expenditure being accommodated within existing budgets; and b) the appropriate approvals as outlined in this Policy and excluding reimbursement for purchases from hotel mini-bars, any alcohol purchases and charges for in-room video or cable movies. <p>All travel and accommodation arrangements for elected members are to be made by Council staff with Council's preferred travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p>
Mayor	Car	<p>Should Council decide to provide a Mayoral vehicle then this will be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will then not be able to claim for vehicle mileage.</p>

Mayor	Travel and conferences, courses and seminars.	<p>The prior approval of the Deputy Mayor is required for travel within New Zealand for: Council business; attendance at conferences/courses/training events and seminars; other purposes associated with the position of Mayor.</p> <p>Any potential international travel would need to be debated at Council.</p>
	Communications equipment.	Full technical support is provided for Council business.
Mayor, Councillors	Stationery and consumables.	Supply of reasonable amounts of paper and printer consumables for Council business.
Mayor, Councillors	Conferences, courses, seminars and training.	<p>The conference, course, seminar or training event must contribute to the Councillor's ability to carry out Council business.</p> <p>Attendance at these events when held in New Zealand must be approved by either the Mayor or the Deputy Mayor.</p> <p>Attendance at these events when held overseas must be approved by Council.</p>
	General community-related expenses.	<p>From time to time Councillors may have unforeseen costs arise for items relating to community events e.g. payment of koha or purchasing a wreath for attendance at a commemorative event.</p> <p>Reimbursement of such expenditure should be previously approved by the Mayor or Deputy Mayor.</p> <p>The items should be appropriate to the occasion and expenditure should be moderate and conservative.</p>
	Telecommunications.	Actual and reasonable expenditure is allowed if accompanied by an invoice or itemised cost and approved by the Mayor or Deputy Mayor.
	Vehicle mileage.	<p>Vehicle mileage will be paid for all travel on Council business that exceeds, in any one day, the relevant threshold distance.</p> <p>The 30km threshold applies only when travel is between the elected member's home and the office.</p> <p>The threshold distance will be personal to each elected member. It will depend on the distance of a round commuting trip from the elected member's home to their nearest Council office:</p>

		<p>a) elected members living more than 15kms away from their nearest office may claim the allowance for round trip distances travelled more than 30kms in any one day; and</p> <p>b) elected members living less than 15kms away from their nearest office may claim mileage for round trip distances travelled more than their round trip from home to their nearest Council office, in any one day.</p> <p>Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, approved by the Mayor or Deputy Mayor.</p> <p>Council mileage rates are only applicable within the Kaipara district boundaries for meetings within the Kaipara district. For meetings outside the district which elected members have been requested to attend, mileage from home to the venue and return is also an allowable claim.</p>
	Sensitive Expenditure.	<p>Expenditure by Council on items that could be considered to derive a personal benefit. It also includes expenditure that could be considered unusual or unrelated to Council activity.</p> <p>Items of sensitive expenditure which will not be reimbursed include but are not limited to:</p> <ul style="list-style-type: none"> • Alcohol; • Infringements and Fines.



Local Government Members (2018/19) (Local Authorities) Determination 2018

Pursuant to clause 6 of Schedule 7 of the Local Government Act 2002, and to the Remuneration Authority Act 1977, the Remuneration Authority, after having regard to the matters specified in clause 7 of that schedule, makes the following determination (to which is appended an explanatory memorandum).

Contents

		Page
1	Title	2
2	Commencement	2
3	Expiry	2
	<i>Interpretation</i>	
4	Interpretation	2
5	Meaning of hearing	3
6	Meaning of hearing time	3
	<i>Entitlement to remuneration, allowances, and hearing fees</i>	
7	Remuneration, allowances, and hearing fees payable	4
8	Acting mayor or chairperson	4
9	Motor vehicles for mayors and regional chairpersons	4
	<i>Allowances</i>	
10	Definition of member	6
11	Vehicle mileage allowance	6
12	Travel time allowance	7
13	Communications allowance	7
	<i>Hearing fees</i>	
14	Fees related to hearings	8
	<i>Revocation</i>	
15	Revocation	9
	Schedule	10
	Remuneration	

Determination

1 Title

This determination is the Local Government Members (2018/19) (Local Authorities) Determination 2018.

2 Commencement

This determination is deemed to have come into force on 1 July 2018.

3 Expiry

This determination expires on the close of 30 June 2019.

Interpretation

4 Interpretation

In this determination, unless the context otherwise requires,—

ATA panel means a panel appointed by an accord territorial authority under section 89 of HASHA

board means—

- (a) a community board of a territorial authority other than the Auckland Council; or
- (b) a local board of the Auckland Council

determination term means the period from the coming into force of this determination to its expiry

HASHA means the Housing Accords and Special Housing Areas Act 2013

hearing has the meaning given to it by clause 5

hearing time has the meaning given to it by clause 6

local authority means a regional council or a territorial authority

member means,—

- (a) in relation to a local authority (other than the Canterbury Regional Council) or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson):
- (b) in relation to the Canterbury Regional Council, a person who has been elected or appointed to membership in the transitional governing body in accordance with the Environment Canterbury (Transitional Governance Arrangements) Act 2016, or who, as the result of further election or appointment, is an office holder in relation to the Canterbury Regional Council (for example, a chairperson)

on local authority business includes on the business of any board of the local authority

regional council means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002

RMA means the Resource Management Act 1991

territorial authority means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

5 Meaning of hearing

In this determination, **hearing** means—

- (a) a hearing that is held by an ATA panel arising from—
 - (i) a resource consent application under subpart 2 of Part 2 of HASHA; or
 - (ii) a request for a plan change or for a variation to a proposed plan under subpart 3 of Part 2 of HASHA; or
- (b) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (c) a meeting for determining a resource consent application without a formal hearing; or
- (d) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (e) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (d); or
- (f) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (g) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (h) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

6 Meaning of hearing time

In this determination, **hearing time** means the time spent on any of the following:

- (a) conducting a hearing;
- (b) in formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place:

- (e) up to a maximum of the aggregate of the time referred to in paragraphs (a) and (b), preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

Entitlement to remuneration, allowances, and hearing fees

7 Remuneration, allowances, and hearing fees payable

- (1) A member of a local authority or a board is entitled to—
 - (a) the applicable remuneration set out in the Schedule (adjusted in accordance with clause 9 if applicable);
 - (b) the applicable allowances payable in accordance with clauses 10 to 13;
 - (c) the applicable hearing fees payable in accordance with clause 14.
- (2) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

8 Acting mayor or chairperson

- (1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the remuneration or allowances that would usually be paid to the mayor or chairperson are not being paid.
- (2) While acting as mayor or chairperson, the member must be paid the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

9 Motor vehicles for mayors and regional chairpersons

- (1) A local authority may provide to the mayor or regional chairperson of the local authority either—
 - (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
 - (b) a vehicle mileage allowance in accordance with clause 11.
- (2) The maximum purchase price that may be paid for a motor vehicle purchased by a local authority for provision to a mayor or regional chairperson during the term of this determination is,—
 - (a) in the case of a petrol or diesel vehicle, \$55,000 (including goods and services tax and any on-road costs); and
 - (b) in the case of an electric or a hybrid vehicle, \$65,000 (including goods and services tax and any on-road costs).

- (3) If a motor vehicle is provided to a mayor or regional chairperson for restricted private use, no deduction may be made from the annual remuneration payable to the mayor or regional chairperson under Part 1 or Part 2 of the Schedule in respect of the provision of that motor vehicle.
- (4) If a motor vehicle is provided to a mayor or regional chairperson for partial private use or full private use,—
- (a) the annual remuneration payable to the mayor or regional chairperson under Part 1 or Part 2 of the Schedule must be adjusted by the local authority in accordance with subclause (5) or (6) (as applicable); and
 - (b) the adjustment must take effect on and from—
 - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
 - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle purchased during the term of this determination).
- (5) If a motor vehicle is provided to a mayor or regional chairperson for partial private use, the amount calculated in accordance with the following formula must be deducted from the remuneration payable to that person:

$$v \times 41\% \times 10\%$$

where v means the actual purchase price of the vehicle, including goods and services tax and any on-road costs.

- (6) If a motor vehicle is provided to a mayor or regional chairperson for full private use, the amount calculated in accordance with the following formula must be deducted from the remuneration payable to that person:

$$v \times 41\% \times 20\%$$

where v means the actual purchase price of the vehicle, including goods and services tax and any on-road costs.

- (7) In this clause,—

full private use means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional chairperson; and
- (b) the vehicle is available for the mayor or regional chairperson's unrestricted personal use; and
- (c) the vehicle is used by the mayor or regional chairperson for a mix of local authority business and private use; and
- (d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional chairperson

partial private use means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional chairperson; and
- (b) the vehicle is used by the mayor or regional chairperson for a mix of local authority business and private purposes; and
- (c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional chairperson; and
- (d) all travel in the vehicle is recorded in a log-book; and
- (e) the use of the vehicle for private purposes accounts for no more than 10% of the vehicle's annual mileage

restricted private use means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional chairperson; and
 - (b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and
 - (c) the vehicle is used solely for local authority business; and
 - (d) all travel in the vehicle is recorded in a log-book.
- (8) To avoid doubt, subclause (2) does not apply to a motor vehicle provided to a mayor or regional chairperson before 1 July 2018.

Allowances

10 Definition of member

For the purposes of payment of allowances under clauses 11 to 13, **member**, in relation to a territorial authority, includes a member of a board of the territorial authority.

11 Vehicle mileage allowance

- (1) A local authority may pay to a member a vehicle mileage allowance to reimburse that member for costs incurred in respect of eligible travel.
- (2) A member's travel is eligible for the allowance if—
 - (a) it occurs on a day when the member is not provided with a motor vehicle by the local authority; and
 - (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member is,—

- (a) for the first 10 000 kilometres of eligible travel in the determination term,—
 - (i) if the member uses an electric vehicle, \$0.81 per kilometre; and
 - (ii) in any other case, \$0.73 per kilometre; and
- (b) for any distance over 10 000 kilometres of eligible travel in the determination term, \$0.37 per kilometre.

12 Travel time allowance

- (1) A local authority may pay a member (other than a mayor or a regional chairperson) an allowance for eligible travel time.
- (2) Travel time by a member is eligible for the allowance if it is time spent travelling within New Zealand—
 - (a) on local authority business; and
 - (b) by the quickest form of transport that is reasonable in the circumstances; and
 - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel time allowance is \$37.50 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.
- (4) However, if a member of a local authority resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance in respect of eligible travel time—
 - (a) after the member crosses the boundary of the local authority area; and
 - (b) after the first hour of eligible travel within the local authority area.
- (5) The maximum amount of travel time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
- (6) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

13 Communications allowance

Equipment

- (1) If a local authority determines that particular information or communications technology equipment is required by members to perform their functions and requests that members use their own equipment for those purposes, the local authority may pay an allowance in accordance with subclause (2).
- (2) The matters in respect of which an allowance is payable and the amounts that may be paid for the determination term are as follows:
 - (a) for the use of a personal computer, tablet, or laptop, including any related docking station, \$200;
 - (b) for the use of a multi-functional or other printer, \$40;

- (c) for the use of a mobile telephone, \$150.

Services

- (3) If a local authority requests a member to use the member's own Internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of \$400 for the determination term.
- (4) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—
- (a) an allowance for that use of \$400 for the determination term; or
- (b) reimbursement of actual costs of phone calls made on local authority business upon production of the relevant telephone records and receipts.
- (5) If a local authority supplies a mobile phone and related mobile telephone service to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

Pro-rating

- (6) If the member is not a member for the whole of the determination term, subclauses (2) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

where—

- a is the number of days that the member held office in the determination term
- b is the number of days in the determination term
- c is the relevant amount specified in subclauses (2) to (5).
- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special equipment or connections where, because of distance or restricted access, normal communications connections are not available.

Hearing fees

14 Fees related to hearings

- (1) A member of a local authority or a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$100 per hour of hearing time related to the hearing.
- (2) A member of a local authority or a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$80 per hour of hearing time related to the hearing.

- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) Subclauses (1) and (2) do not apply to—
 - (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2); or
 - (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 8(2).

Revocation

15 Revocation

The Local Government Members (2017/18) (Local Authorities) Determination 2017 (LI 2017/167) is revoked.

Schedule Remuneration

cl 7

Part 1 Remuneration of members of regional councils

Bay of Plenty Regional Council

Office	Annual remuneration (\$)
Chairperson	143,742
Deputy Chairperson	80,624
Regional Direction and Delivery Committee Chairperson	79,602
Committee Chairperson (5)	67,339
Councillor	57,120

Canterbury Regional Council

Office	Annual remuneration (\$)
Chairperson	170,016
Deputy Chairperson	92,319
Chairperson, Audit and Risk Committee	82,429
Chairperson, Regulation Hearing Committee	79,482
Canterbury Water Management Strategy Zone Committee Member (9)	74,201
Councillor	65,943

Hawke's Bay Regional Council

Office	Annual remuneration (\$)
Chairperson	123,153
Deputy Chairperson	64,588
Committee Chairperson (5)	64,588
Councillor	51,670

Manawatu–Wanganui Regional Council

Office	Annual remuneration (\$)
Chairperson	135,054
Catchment Operations Committee Chairperson	68,244
Deputy Chairperson	61,184
Environment Committee Chairperson	61,184
Audit, Risk and Investment Committee Chairperson	56,478
Passenger Transport Committee Chairperson	56,478
Regional Transport Committee Chairperson	56,478
Catchment Operations Committee Deputy Chairperson	49,419
Environment Committee Deputy Chairperson	49,419

Office	Annual remuneration (\$)
Manawatu River Users' Advisory Group Chairperson	47,065
Councillor	47,065

Northland Regional Council

Office	Annual remuneration (\$)
Chairperson	119,834
Deputy Chairperson	78,062
Committee Chairperson/Portfolio Leader (7)	68,502
Councillor	55,758

Otago Regional Council

Office	Annual remuneration (\$)
Chairperson	131,833
Deputy Chairperson	69,700
Regional Transport Committee Chairperson	57,254
Committee Chairperson (4)	57,254
Councillor	49,786

Southland Regional Council

Office	Annual remuneration (\$)
Chairperson	106,188
Deputy Chairperson	45,945
Committee Chairperson (4)	45,945
Councillor	38,288

Taranaki Regional Council

Office	Annual remuneration (\$)
Chairperson	102,550
Deputy Chairperson/Executive Committee Chairperson	58,325
Chairperson Policy and Planning Committee and Taranaki Solid Waste Management Committee	54,436
Chairperson Consents and Regulatory Committee	50,548
Committee Chairperson (Land Transport or Civil Defence Emergency Management Committee or Yarrow Stadium Joint Committee) (3)	46,660
Councillor and appointee to Taranaki Biodiversity Trust	44,715
Councillor	38,883

Waikato Regional Council

Office	Annual remuneration (\$)
Chairperson	158,308
Deputy Chairperson	86,666
Committee Chairperson A and B	74,065
Committee Chairperson A (6)	74,065
Councillor	61,465

Wellington Regional Council

Office	Annual remuneration (\$)
Chairperson	168,437
Deputy Chairperson/Committee Chairperson	90,243
Committee Chairperson (3)	80,296
Portfolio Leader (1)	76,932
Chairperson, Hutt Valley Flood Management Subcommittee and Portfolio Leader	80,296
Committee Chairperson, Chief Executive Employment Review Committee	76,932
Chairperson, Wairarapa Committee	76,932
Councillor	64,223

West Coast Regional Council

Office	Annual remuneration (\$)
Chairperson	79,169
Deputy Chairperson and Chairperson of Resource Management Committee	42,381
Councillor	36,563

Part 2

Remuneration of members of territorial authorities and their community or local boards

Ashburton District Council

Office	Annual remuneration (\$)
Mayor	108,713
Deputy Mayor	36,440
Standing Committee Chairperson (3)	32,535
Councillor	26,029

Methven Community Board

Office	Annual remuneration (\$)
Chairperson	5,290
Member	2,646

Auckland Council

Office	Annual remuneration (\$)
Mayor	279,562
Deputy Mayor	157,518
Chair of committee of the whole (3)	130,030
Councillor (16)	109,750

Albert–Eden Local Board

Office	Annual remuneration (\$)
Chairperson	90,838
Deputy Chairperson	54,503
Member	44,129

Devonport–Takapuna Local Board

Office	Annual remuneration (\$)
Chairperson	80,361
Deputy Chairperson	48,216
Member	43,149

Franklin Local Board

Office	Annual remuneration (\$)
Chairperson	81,290
Deputy Chairperson	48,774
Member	42,426

Great Barrier Local Board

Office	Annual remuneration (\$)
Chairperson	55,123
Deputy Chairperson	33,074
Member	24,103

Henderson–Massey Local Board

Office	Annual remuneration (\$)
Chairperson	94,039
Deputy Chairperson	56,423
Member	44,645

Hibiscus and Bays Local Board

Office	Annual remuneration (\$)
Chairperson	88,155
Deputy Chairperson	52,893
Member	43,820

Howick Local Board

Office	Annual remuneration (\$)
Chairperson	98,477
Deputy Chairperson	59,086
Member	44,852

Kaipātiki Local Board

Office	Annual remuneration (\$)
Chairperson	87,277
Deputy Chairperson	52,366
Member	43,561

Māngere–Ōtahuhu Local Board

Office	Annual remuneration (\$)
Chairperson	85,316
Deputy Chairperson	51,189
Member	43,716

Manurewa Local Board

Office	Annual remuneration (\$)
Chairperson	87,845
Deputy Chairperson	52,707
Member	43,716

Maungakiekie–Tāmaki Local Board

Office	Annual remuneration (\$)
Chairperson	84,541
Deputy Chairperson	50,725
Member	43,458

Ōrakei Local Board

Office	Annual remuneration (\$)
Chairperson	86,813
Deputy Chairperson	52,088
Member	43,922

Ōtara–Papatoetoe Local Board

Office	Annual remuneration (\$)
Chairperson	86,503
Deputy Chairperson	51,902
Member	43,922

Papakura Local Board

Office	Annual remuneration (\$)
Chairperson	76,904
Deputy Chairperson	46,142
Member	42,529

Puketāpapa Local Board

Office	Annual remuneration (\$)
Chairperson	80,155
Deputy Chairperson	48,093
Member	43,149

Rodney Local Board

Office	Annual remuneration (\$)
Chairperson	78,555
Deputy Chairperson	47,133
Member	42,013

Upper Harbour Local Board

Office	Annual remuneration (\$)
Chairperson	78,296
Deputy Chairperson	46,978
Member	42,839

Waiheke Local Board

Office	Annual remuneration (\$)
Chairperson	61,368
Deputy Chairperson	36,821
Member	25,755

Waitākere Ranges Local Board

Office	Annual remuneration (\$)
Chairperson	78,090
Deputy Chairperson	46,854
Member	42,736

Waitematā Local Board

Office	Annual remuneration (\$)
Chairperson	83,355
Deputy Chairperson	50,013
Member	43,251

Whau Local Board

Office	Annual remuneration (\$)
Chairperson	85,316
Deputy Chairperson	51,189
Member	43,716

Buller District Council

Office	Annual remuneration (\$)
Mayor	81,840
Deputy Mayor and Hearings Committee Chair	33,718
Finance and Audit Committee Chair	28,611
Policy and Risk Committee Chair	24,012
Grants Committee Chair	22,480
Councillor	19,414

Inangahua Community Board

Office	Annual remuneration (\$)
Chairperson	7,018
Member	3,509

Carterton District Council

Office	Annual remuneration (\$)
Mayor	70,920
Deputy Mayor	24,318
Ruamāhanga Whaitua Representative (1)	21,410
Councillor	18,707

Central Hawke's Bay District Council

Office	Annual remuneration (\$)
Mayor	89,376
Deputy Mayor	36,742
Councillor	24,437

Central Otago District Council

Office	Annual remuneration (\$)
Mayor	96,484
Deputy Mayor	23,016
Committee Chairperson (4)	22,447
Councillor	21,240

Cromwell Community Board

Office	Annual remuneration (\$)
Chairperson	13,966
Member	6,983

Maniototo Community Board

Office	Annual remuneration (\$)
Chairperson	6,772
Member	3,386

Teviot Valley Community Board

Office	Annual remuneration (\$)
Chairperson	6,772
Member	3,386

Vincent Community Board

Office	Annual remuneration (\$)
Chairperson	15,025
Member	7,513

Chatham Islands Council

Office	Annual remuneration (\$)
Mayor	52,225
Deputy Mayor	21,843
Councillor and Member of Civil Defence Emergency Management Group (7)	16,350
Councillor	13,743

Christchurch City Council

Office	Annual remuneration (\$)
Mayor	193,099
Deputy Mayor	118,220
Councillor	102,400

Banks Peninsula Community Board

Office	Annual remuneration (\$)
Chairperson	19,342
Member	9,670

Coastal–Burwood Community Board

Office	Annual remuneration (\$)
Chairperson	46,310
Member	23,155

Fendalton–Waimairi–Harewood Community Board

Office	Annual remuneration (\$)
Chairperson	45,681
Member	22,841

Halswell–Hornby–Riccarton Community Board

Office	Annual remuneration (\$)
Chairperson	48,196
Member	24,098

Linwood–Central–Heathcote Community Board

Office	Annual remuneration (\$)
Chairperson	48,196
Member	24,098

Papanui–Innes Community Board

Office	Annual remuneration (\$)
Chairperson	46,310
Member	23,155

Spreydon–Cashmere Community Board

Office	Annual remuneration (\$)
Chairperson	46,310
Member	23,155

Clutha District Council

Office	Annual remuneration (\$)
Mayor	96,695
Deputy Mayor	28,070
Committee Chairperson (3)	26,733
Portfolio Leader A (2)	22,723
Portfolio Leader B (5)	21,387
Councillor	20,050

Lawrence–Tuapeka Community Board

Office	Annual remuneration (\$)
Chairperson	5,714
Member	2,857

West Otago Community Board

Office	Annual remuneration (\$)
Chairperson	6,772
Member	3,386

Dunedin City Council

Office	Annual remuneration (\$)
Mayor	157,798
Deputy Mayor and Chair of Economic Development Committee	77,316
Committee Chairperson (4)	72,856
Sub-Committee Chairperson	65,192
Councillor	59,474

Mosgiel-Taieri Community Board

Office	Annual remuneration (\$)
Chairperson	18,860
Member	9,429

Otago Peninsula Community Board

Office	Annual remuneration (\$)
Chairperson	15,925
Member	7,963

Saddle Hill Community Board

Office	Annual remuneration (\$)
Chairperson	16,135
Member	8,068

Strath Taieri Community Board

Office	Annual remuneration (\$)
Chairperson	14,669
Member	7,334

Waikouaiti Coast Community Board

Office	Annual remuneration (\$)
Chairperson	15,716
Member	7,858

West Harbour Community Board

Office	Annual remuneration (\$)
Chairperson	16,135
Member	8,068

Far North District Council

Office	Annual remuneration (\$)
Mayor	136,818
Deputy Mayor	78,830
Committee Chairperson (3)	60,166
Councillor	48,574

Bay of Islands–Whangaroa Community Board

Office	Annual remuneration (\$)
Chairperson	30,660
Member	11,792

Kaikohe–Hokianga Community Board

Office	Annual remuneration (\$)
Chairperson	26,280
Member	10,107

Te Hiku Community Board

Office	Annual remuneration (\$)
Chairperson	26,828
Member	10,318

Gisborne District Council

Office	Annual remuneration (\$)
Mayor	141,171
Deputy Mayor	49,688
Standing Committee Chairperson (5)	45,867
Special Committee Chairperson (2)	42,045
Rural Councillor (4)	39,090
Councillor	38,222

Gore District Council

Office	Annual remuneration (\$)
Mayor	82,677
Deputy Mayor	25,188
Portfolio Leader (3)	22,376
Councillor	18,157

Mataura Community Board

Office	Annual remuneration (\$)
Chairperson	4,041
Member	2,020

Grey District Council

Office	Annual remuneration (\$)
Mayor	87,369
Deputy Mayor	31,697
Councillor	22,641

Hamilton City Council

Office	Annual remuneration (\$)
Mayor	162,928
Deputy Mayor	97,575
Chairperson Committee of the Whole (4)	90,069
Deputy Chairperson Committee of the Whole (4)	82,563
Councillor	75,057

Hastings District Council

Office	Annual remuneration (\$)
Mayor	139,492
Deputy Mayor	64,369
Chairperson and Portfolio Leader A (4)	51,498
Portfolio Leader A (not a Chairperson) (3)	48,362
Portfolio Leader B (6)	47,316
Councillor	43,709

Hastings District Rural Community Board

Office	Annual remuneration (\$)
Chairperson	14,741
Member	7,370

Hauraki District Council

Office	Annual remuneration (\$)
Mayor	98,112
Deputy Mayor	40,403
Ward Committee Chairperson (3)	29,061
Councillor	21,265

Horowhenua District Council

Office	Annual remuneration (\$)
Mayor	109,494
Deputy Mayor	39,105
Chairperson, Finance, Audit and Risk Committee	33,915
Chairperson, Hearings Committee	33,915
Chairperson, Community Wellbeing Committee	30,856
Chairperson, Community Funding & Recognition Committee	30,856
Councillor	27,798

Foxton Community Board

Office	Annual remuneration (\$)
Chairperson	12,273
Member	6,137

Hurunui District Council

Office	Annual remuneration (\$)
Mayor	87,775
Deputy Mayor	33,767
Chair, Finance, Audit and Risk	27,463
Chair, Infrastructure and Zone Committee Representative	27,463
Chair, Public Services and Hanmer Springs Thermal Pools and Spa Management Committee (3)	27,463
Councillor with additional duties relating to earthquake recovery	20,634

Hanmer Springs Community Board

Office	Annual remuneration (\$)
Chairperson	7,868
Member	3,934

Hutt City Council

Office	Annual remuneration (\$)
Mayor	148,949
Deputy Mayor	81,442
Committee Chairperson (4)	62,438
Hutt Valley Services Committee Chairperson	58,366
Arts and Culture Sub-Committee Chairperson	58,366
Councillor	54,295

Eastbourne Community Board

Office	Annual remuneration (\$)
Chairperson	13,266
Member	6,633

Petone Community Board

Office	Annual remuneration (\$)
Chairperson	15,793
Member	7,897

Wainuiomata Community Board

Office	Annual remuneration (\$)
Chairperson	16,636
Member	8,318

Invercargill City Council

Office	Annual remuneration (\$)
Mayor	126,562
Deputy Mayor	55,019
Committee Chairperson (3)	47,793
Chairperson, Audit Committee	41,703
Venture Southland representative	41,703
Councillor	35,693

Bluff Community Board

Office	Annual remuneration (\$)
Chairperson	8,423
Member	4,211

Kaikōura District Council

Office	Annual remuneration (\$)
Mayor	63,614
Councillor	19,021

Kaipara District Council

Office	Annual remuneration (\$)
Mayor	100,857
Deputy Mayor	58,938
Taharoa Domain Governance Committee Chairperson	35,363
Mangawhai Community Park Governance Committee Chairperson	35,363
Regional Land Transport Portfolio Holder	35,363
Representative Sport Northland	32,762
Councillor	29,470

Kāpiti Coast District Council

Office	Annual remuneration (\$)
Mayor	122,899
Deputy Mayor	45,945
Committee Chairperson (3)	44,178
Appeals Committee Chairperson	38,876
Chairperson, Grants Allocation Committee	38,876
Councillor	35,342

Ōtaki Community Board

Office	Annual remuneration (\$)
Chairperson	14,951
Member	7,475

Paekākāriki Community Board

Office	Annual remuneration (\$)
Chairperson	7,791
Member	3,896

Paraparaumu–Raumati Community Board

Office	Annual remuneration (\$)
Chairperson	19,584
Member	9,792

Waikanae Community Board

Office	Annual remuneration (\$)
Chairperson	16,005
Member	8,002

Kawerau District Council

Office	Annual remuneration (\$)
Mayor	70,656
Deputy Mayor	23,660
Regulatory and Services Committee Chairperson	21,126
Councillor	16,900

Mackenzie District Council

Office	Annual remuneration (\$)
Mayor	65,421
Councillor with additional responsibilities (3)	23,089
Councillor	18,471

Fairlie Community Board

Office	Annual remuneration (\$)
Chairperson	3,828
Member	1,914

Tekapo Community Board

Office	Annual remuneration (\$)
Chairperson	3,828
Member	1,914

Twizel Community Board

Office	Annual remuneration (\$)
Chairperson	4,891
Member	2,445

Manawatu District Council

Office	Annual remuneration (\$)
Mayor	106,673
Deputy Mayor	40,574
Committee Chairperson (3)	36,227
Councillor	28,981

Marlborough District Council

Office	Annual remuneration (\$)
Mayor	138,925
Deputy Mayor	47,907
Committee Chairperson (4)	47,907
Councillor	38,325

Masterton District Council

Office	Annual remuneration (\$)
Mayor	102,740
Deputy Mayor	37,730
Chair Strategic Planning and Policy Committee, and Hearings Committee	37,730
Chair Infrastructure Committee	36,382
Councillor	26,950

Matamata–Piako District Council

Office	Annual remuneration (\$)
Mayor	109,922
Deputy Mayor	32,027
Chairperson, Corporate and Operations Committee	32,027
Councillor	27,850

Napier City Council

Office	Annual remuneration (\$)
Mayor	131,514
Deputy Mayor	51,085
Committee Chairperson (4)	48,711
Deputy Committee Chairperson (4)	45,361
Councillor	42,413

Nelson City Council

Office	Annual remuneration (\$)
Mayor	137,869
Deputy Mayor	61,673

Office	Annual remuneration (\$)
Committee Chairperson (5)	49,750
Deputy Committee Chairperson (3)	43,171
Councillor	41,115

New Plymouth District Council

Office	Annual remuneration (\$)
Mayor	142,356
Deputy Mayor	62,015
Committee Chairperson (3)	55,370
Councillor	44,297

Clifton Community Board

Office	Annual remuneration (\$)
Chairperson	12,213
Member	6,107

Inglewood Community Board

Office	Annual remuneration (\$)
Chairperson	14,530
Member	7,265

Kaitake Community Board

Office	Annual remuneration (\$)
Chairperson	13,056
Member	6,528

Waitara Community Board

Office	Annual remuneration (\$)
Chairperson	14,530
Member	7,265

Ōpōtiki District Council

Office	Annual remuneration (\$)
Mayor	75,284
Deputy Mayor	38,807
Chairperson Audit and Risk Committee	36,815
Coast Community Board Chair	27,026
Councillor	20,530

Coast Community Board

Office	Annual remuneration (\$)
Chairperson	9,782
Member	4,891

Otorohanga District Council

Office	Annual remuneration (\$)
Mayor	76,139
Deputy Mayor	30,347
Councillor	18,393

Kawhia Community Board

Office	Annual remuneration (\$)
Chairperson	3,828
Member	1,914

Otorohanga Community Board

Office	Annual remuneration (\$)
Chairperson	14,034
Member	7,018

Palmerston North City Council

Office	Annual remuneration (\$)
Mayor	141,592
Deputy Mayor and Chair Hearings Committee and Chair CEO Performance Panel	71,933
Chair Finance and Performance Committee and Deputy Chair Hearings Committee	54,850
Chair Arts, Culture and Heritage Committee and Deputy Chair Community Development Committee	50,803
Chair Economic Development Committee	53,501
Chair Audit and Risk Committee	49,454
Chair Sport and Recreation Committee and Deputy Chair Economic Development Committee	52,826
Deputy Chair Finance and Performance Committee, and Deputy Chair Arts, Culture and Heritage Committee	49,680
Chair Planning and Strategy Committee and Deputy Chair Sport and Recreation Committee and CEO Performance Panel	56,199
Deputy Chair Audit and Risk Committee	46,308
Chair Community Development Committee and Deputy Chair Planning and Strategy Committee	52,826
Councillor	44,958

Porirua City Council

Office	Annual remuneration (\$)
Mayor	127,892
Deputy Mayor	49,822
Standing Committee Chairperson (2)	49,822
Councillor	38,325

Queenstown–Lakes District Council

Office	Annual remuneration (\$)
Mayor	118,079
Deputy Mayor	41,587
Committee Chair (4)	39,070
Councillor	33,538

Wanaka Community Board

Office	Annual remuneration (\$)
Chairperson	23,489
Member	11,745

Rangitikei District Council

Office	Annual remuneration (\$)
Mayor	91,447
Deputy Mayor/Assets and Infrastructure Committee Chairperson	37,354
Committee Chairperson (2)	29,379
Deputy Committee Chairperson/Chairperson Chief Executive Review Committee	24,762
Deputy Committee Chairperson (2)	23,503
Councillor	20,985

Ratana Community Board

Office	Annual remuneration (\$)
Chairperson	4,253
Member	2,126

Taihape Community Board

Office	Annual remuneration (\$)
Chairperson	8,506
Member	4,253

Rotorua District Council

Office	Annual remuneration (\$)
Mayor	138,041

Office	Annual remuneration (\$)
Deputy Mayor	69,893
Committee Chairperson (2)	58,860
Deputy Committee Chairperson (2)	58,860
Cultural Ambassador	53,343
Councillor	47,827

Rotorua Lakes Community Board

Office	Annual remuneration (\$)
Chairperson	16,468
Member	8,235

Rotorua Rural Community Board

Office	Annual remuneration (\$)
Chairperson	18,405
Member	9,203

Ruapehu District Council

Office	Annual remuneration (\$)
Mayor	90,226
Deputy Mayor	29,479
Committee Chairperson (1)	23,582
Councillor	19,663

National Park Community Board

Office	Annual remuneration (\$)
Chairperson	5,742
Member	2,870

Waimarino–Waiouru Community Board

Office	Annual remuneration (\$)
Chairperson	8,506
Member	4,253

Selwyn District Council

Office	Annual remuneration (\$)
Mayor	122,795
Deputy Mayor	41,409
Councillor	36,115

Malvern Community Board

Office	Annual remuneration (\$)
Chairperson	17,373
Member	8,686

Selwyn Central Community Board

Office	Annual remuneration (\$)
Chairperson	20,847
Member	10,424

South Taranaki District Council

Office	Annual remuneration (\$)
Mayor	109,787
Deputy Mayor	34,569
Chairperson, Environment and Hearings Committee	31,637
Member Environment and Hearings Committee (4)	28,892
Member Audit and Risk Committee (1)	27,840
Community Board Councillor (1)	25,956
Councillor	25,310

Egmont Plains Community Board

Office	Annual remuneration (\$)
Chairperson	12,062
Member	6,030

Eltham Community Board

Office	Annual remuneration (\$)
Chairperson	11,639
Member	5,820

Hawera–Tangahoe Community Board

Office	Annual remuneration (\$)
Chairperson	13,755
Member	6,878

Patea Community Board

Office	Annual remuneration (\$)
Chairperson	10,792
Member	5,397

South Waikato District Council

Office	Annual remuneration (\$)
Mayor	100,101
Deputy Mayor	36,451
Committee Chairperson A	32,545
Committee Chairperson B	31,285
Councillor with additional duties (7)	27,311
Councillor	24,620

Tirau Community Board

Office	Annual remuneration (\$)
Chairperson	6,560
Member	3,280

South Wairarapa District Council

Office	Annual remuneration (\$)
Mayor	77,209
Deputy Mayor	31,010
Councillor/Committee member (1)	21,586
Councillor	18,314

Featherston Community Board

Office	Annual remuneration (\$)
Chairperson	6,379
Member	3,190

Greytown Community Board

Office	Annual remuneration (\$)
Chairperson	6,379
Member	3,190

Martinborough Community Board

Office	Annual remuneration (\$)
Chairperson	6,379
Member	3,190

Southland District Council

Office	Annual remuneration (\$)
Mayor	113,742
Deputy Mayor	37,380
Committee Chairperson (4)	32,575
Councillor	26,700

Edendale–Wyndham Community Board

Office	Annual remuneration (\$)
Chairperson	4,656
Member	2,327

Otautau Community Board

Office	Annual remuneration (\$)
Chairperson	7,406
Member	3,704

Riverton/Aparima Community Board

Office	Annual remuneration (\$)
Chairperson	6,560
Member	3,280

Stewart Island/Rakiura Community Board

Office	Annual remuneration (\$)
Chairperson	2,751
Member	1,376

Te Anau Community Board

Office	Annual remuneration (\$)
Chairperson	10,580
Member	5,290

Tuatapere Community Board

Office	Annual remuneration (\$)
Chairperson	4,444
Member	2,223

Wallacetown Community Board

Office	Annual remuneration (\$)
Chairperson	2,751
Member	1,376

Winton Community Board

Office	Annual remuneration (\$)
Chairperson	9,099
Member	4,550

Stratford District Council

Office	Annual remuneration (\$)
Mayor	75,248
Deputy Mayor	25,749

Office	Annual remuneration (\$)
Chairperson Major Committee (2)	21,115
Representative on External Committee (2)	21,115
Chairperson Minor Committee (1)	19,209
Councillor	18,393

Tararua District Council

Office	Annual remuneration (\$)
Mayor	96,136
Deputy Mayor	37,127
Member Forestry Committee (2)	29,226
Member Audit and Risk Committee (2)	29,226
Councillor	26,519

Dannevirke Community Board

Office	Annual remuneration (\$)
Chairperson	11,427
Member	5,713

Eketahuna Community Board

Office	Annual remuneration (\$)
Chairperson	7,406
Member	3,704

Tasman District Council

Office	Annual remuneration (\$)
Mayor	141,981
Deputy Mayor and Standing Committee Chairperson	49,739
Standing Committee Chairperson (3)	45,913
Committee Chairperson (2)	42,088
Councillor	38,262

Golden Bay Community Board

Office	Annual remuneration (\$)
Chairperson	12,846
Member	6,423

Motueka Community Board

Office	Annual remuneration (\$)
Chairperson	14,320
Member	7,160

Taupō District Council

Office	Annual remuneration (\$)
Mayor	119,404
Deputy Mayor	42,336
Chair, Fences, Roding, Reserves and Dogs Committee	40,571
Chair, Emergency Management Committee	40,571
Chair, Mangakino-Pouakani Representative Group	38,807
Councillor	35,279

Turangi–Tongariro Community Board

Office	Annual remuneration (\$)
Chairperson	16,506
Member	8,253

Tauranga City Council

Office	Annual remuneration (\$)
Mayor	155,896
Deputy Mayor	92,588
Committee Chairperson (5)	78,699
Deputy Committee Chairperson (1)	77,928
Councillor	77,156

Thames–Coromandel District Council

Office	Annual remuneration (\$)
Mayor	115,060
Deputy Mayor	50,668
Committee Chairperson (3)	45,940
Councillor with external appointment (3)	38,509
Councillor	33,780

Coromandel–Colville Community Board

Office	Annual remuneration (\$)
Chairperson	15,406
Member	7,703

Mercury Bay Community Board

Office	Annual remuneration (\$)
Chairperson	18,432
Member	9,216

Tairua–Pauanui Community Board

Office	Annual remuneration (\$)
Chairperson	15,406
Member	7,703

Thames Community Board

Office	Annual remuneration (\$)
Chairperson	19,533
Member	9,766

Whangamata Community Board

Office	Annual remuneration (\$)
Chairperson	16,781
Member	8,390

Timaru District Council

Office	Annual remuneration (\$)
Mayor	120,782
Deputy Mayor	49,831
Committee Chairperson (4)	44,493
Deputy Committee Chairperson (4)	37,375
Councillor	35,595

Geraldine Community Board

Office	Annual remuneration (\$)
Chairperson	10,792
Member	5,397

Pleasant Point Community Board

Office	Annual remuneration (\$)
Chairperson	8,464
Member	4,233

Temuka Community Board

Office	Annual remuneration (\$)
Chairperson	11,004
Member	5,502

Upper Hutt City Council

Office	Annual remuneration (\$)
Mayor	115,381
Deputy Mayor	45,749

Office	Annual remuneration (\$)
Chairperson, Policy Committee	40,847
Chairperson, City Services Committee	39,214
Chairperson, Audit and Finance Committee	39,214
Chairperson, Hutt Valley Services Committee	35,946
Councillor	32,678

Waikato District Council

Office	Annual remuneration (\$)
Mayor	133,792
Deputy Mayor	58,129
Committee Chairperson (2)	51,901
Discretionary and Funding Committee Chairperson	49,826
Councillor	41,521

Huntly Community Board

Office	Annual remuneration (\$)
Chairperson	10,318
Member	5,159

Ngaruawahia Community Board

Office	Annual remuneration (\$)
Chairperson	10,318
Member	5,159

Onewhero–Tuakau Community Board

Office	Annual remuneration (\$)
Chairperson	10,740
Member	5,369

Raglan Community Board

Office	Annual remuneration (\$)
Chairperson	8,634
Member	4,317

Taupiri Community Board

Office	Annual remuneration (\$)
Chairperson	2,737
Member	1,369

Waimakariri District Council

Office	Annual remuneration (\$)
Mayor	123,068
Deputy Mayor	46,913
Portfolio Holder (9)	42,011
Councillor	38,184

Kaiapoi–Tuahiwi Community Board

Office	Annual remuneration (\$)
Chairperson	17,137
Member	8,569

Oxford–Ohoka Community Board

Office	Annual remuneration (\$)
Chairperson	16,145
Member	8,072

Rangiora–Ashley Community Board

Office	Annual remuneration (\$)
Chairperson	22,105
Member	11,052

Woodend–Sefton Community Board

Office	Annual remuneration (\$)
Chairperson	14,158
Member	7,080

Waimate District Council

Office	Annual remuneration (\$)
Mayor	71,434
Deputy Mayor	26,630
Councillor	19,021

Waipa District Council

Office	Annual remuneration (\$)
Mayor	122,455
Deputy Mayor	54,295
Committee Chairperson (4)	41,133
Councillor	32,906

Cambridge Community Board

Office	Annual remuneration (\$)
Chairperson	18,410
Member	9,206

Te Awamutu Community Board

Office	Annual remuneration (\$)
Chairperson	17,776
Member	8,887

Wairoa District Council

Office	Annual remuneration (\$)
Mayor	80,081
Deputy Mayor	32,706
Committee Chairperson (3)	25,586
Councillor	23,362

Waitaki District Council

Office	Annual remuneration (\$)
Mayor	101,840
Deputy Mayor/Customer Service Core Committee Chairperson	33,976
Core Committee Chairperson (3)	30,577
Core Committee Deputy Chairperson (3)	27,569
Other Committee Chairperson (3)	27,569
Councillor	24,269

Ahuriri Community Board

Office	Annual remuneration (\$)
Chairperson	11,639
Member	5,820

Waihemo Community Board

Office	Annual remuneration (\$)
Chairperson	11,850
Member	5,926

Waitomo District Council

Office	Annual remuneration (\$)
Mayor	80,979
Deputy Mayor	32,699
Councillor	24,222

Wellington City Council

Office	Annual remuneration (\$)
Mayor	175,810
Deputy Mayor	116,325
Chair City Strategy Committee	103,086
Portfolio Leader (12)	95,747

Office	Annual remuneration (\$)
Councillor	87,632

Makara–Ohariu Community Board

Office	Annual remuneration (\$)
Chairperson	9,429
Member	4,716

Tawa Community Board

Office	Annual remuneration (\$)
Chairperson	18,441
Member	9,220

Western Bay of Plenty District Council

Office	Annual remuneration (\$)
Mayor	123,206
Deputy Mayor	47,281
Committee Chairperson (4)	42,216
Councillor	33,609

Katikati Community Board

Office	Annual remuneration (\$)
Chairperson	10,792
Member	5,397

Maketu Community Board

Office	Annual remuneration (\$)
Chairperson	5,713
Member	2,857

Omokoroa Community Board

Office	Annual remuneration (\$)
Chairperson	7,830
Member	3,915

Te Puke Community Board

Office	Annual remuneration (\$)
Chairperson	10,792
Member	5,397

Waihi Beach Community Board

Office	Annual remuneration (\$)
Chairperson	8,887
Member	4,444

Westland District Council

Office	Annual remuneration (\$)
Mayor	77,620
Deputy Mayor, Committee Chairperson and Portfolio Holder (2)	29,148
Portfolio Holder (6)	21,200
Councillor	18,550

Whakatāne District Council

Office	Annual remuneration (\$)
Mayor	115,849
Deputy Mayor	56,215
Committee Chairperson (2)	46,847
Councillor	31,230

Murupara Community Board

Office	Annual remuneration (\$)
Chairperson	7,830
Member	3,915

Rangitāiki Community Board

Office	Annual remuneration (\$)
Chairperson	10,157
Member	5,079

Tāneatua Community Board

Office	Annual remuneration (\$)
Chairperson	7,830
Member	3,915

Whakatāne–Ōhope Community Board

Office	Annual remuneration (\$)
Chairperson	16,981
Member	8,490

Whanganui District Council

Office	Annual remuneration (\$)
Mayor	122,870
Deputy Mayor	43,492
Chair, Strategy and Finance Committee	39,718
Chair, Property and Community Services Committee	39,718
Chair, Infrastructure and Special Projects Committee	39,718
Chair, Forestry Joint Committee	39,718
Deputy Chair, Strategy and Finance Committee	35,108

Office	Annual remuneration (\$)
Deputy Chair, Property and Community Services Committee	35,108
Deputy Chair, Infrastructure and Special Projects Committee	35,108
Deputy Chair, Forestry Joint Committee	35,108
Councillor	33,531

Whanganui Rural Community Board

Office	Annual remuneration (\$)
Chairperson	11,004
Member	5,502

Whangarei District Council

Office	Annual remuneration (\$)
Mayor	144,526
Deputy Mayor	62,493
Committee Chairperson of Standing Committee (4)	62,493
Councillor	49,995

Dated at Wellington this 23rd day of July 2018.

Fran Wilde,
Chairperson.

Geoff Summers,
Member.

Len Cook,
Member.

Explanatory memorandum

This memorandum is not part of the determination, but is intended to indicate its general effect.

This determination is deemed to have come into force on 1 July 2018 and expires on the close of 30 June 2019.

Under the system used for the past several years by the Remuneration Authority (the **Authority**) for local government members, the Authority set a base councillor rate for each council and councils then made submissions on the additional remuneration for those councillors undertaking additional duties. Under the system, a relationship between the size of a council (measured using a size index) and mayor, chairperson, and base councillor salaries was determined every 3 years in an election year. A similar approach has been used to set the remuneration of community board or local board members, where the remuneration of each board member is related to population.

The Authority has now reviewed and consulted with local authorities on changes to the remuneration framework and made decisions on a new approach in future. A detailed paper setting out all the policy changes and the reasons for them is available on the Authority's Internet site www.remauthority.govt.nz

The new approach will be fully implemented after the 2019 local government election and in this determination some transitional changes have been made. The new system continues to be based on a council size index, which is only intended for the purposes of the Remuneration Authority. The size index has been revised to include extra sizing factors relevant to the responsibilities of territorial, unitary, and regional authorities. The revised and updated council size index has resulted in changes to where councils are placed on the Authority's index. The Authority has also created a local government pay scale using parliamentary remuneration as a comparator. Because of their extreme sizes, Auckland and Chatham Islands councils will sit outside the pay scale, which will be anchored at the top by Christchurch City Council (the largest council aside from Auckland) and at the bottom related to a pro rata proportion of the average wage. The largest role in local government (the Mayor of Auckland) will receive no more than a cabinet minister.

All these changes are reflected in this determination in varying levels of remuneration increase between councils as we begin adjusting councils on the pay scale. These changes will be applied in 3 tranches—the first in this determination, the second in next year's determination, and the third after the 2019 election. This does not apply to community boards or Auckland local boards, whose members have all received an increase of 1.5% in this determination to reflect changes in the Statistics New Zealand Labour Market Statistics (wage inflation) for the public sector in the year to March 2018. Deputy chairpersons of Auckland local boards will receive an increase to take their remuneration to 60% of the new rate for their respective board chairpersons in recognition of the extra workload attached to those positions.

Following the 2019 local government election, and in each local government election year thereafter, each council and Auckland local board will have allocated a remuner-

ation pool reflecting its rank on the size index. Each council will make recommendations on appropriate remuneration for a base councillor salary and for positions of responsibility. The Authority will normally then apply these recommendations in its determination but will reserve the right to intervene if it sees any reason to do so. This process will apply to all councillors, but not to mayors and chairpersons of regional councils, whose remuneration will continue to be determined by the Authority in relation to the council rank on the size index. The Authority has made no decisions yet regarding the possible inclusion of community boards in council remuneration pools.

Upper limits have been set by the Authority on the purchase prices (including on-road costs and goods and services tax paid) of petrol/diesel and electric/hybrid motor vehicles. These upper limits take account of the vehicle being fit for purpose, the safety of the driver, and fairness to the ratepayer. The primary reason the Authority has set a differential between the maximum purchase prices of a petrol or diesel vehicle and an electric or hybrid vehicle is that data from Inland Revenue and AA Motoring show that electric and hybrid vehicles have lower running costs, but higher fixed costs, when compared to petrol or diesel vehicles. The fixed costs of an electric or hybrid vehicle sit between those of a medium and large vehicle. The new purchase prices apply to all new or replacement motor vehicles from 1 July 2018.

However, the new purchase price limits do not apply to existing motor vehicles currently provided to mayors and regional chairpersons. In these cases the actual purchase prices are grandparented until the existing vehicles are replaced.

The annual remuneration for a mayor or regional chairperson, shown in *Part 1 and Part 2 of the Schedule*, is their “total remuneration” and it includes the annual value of their motor vehicle entitlement. The Authority had previously deducted the annual value from their annual remuneration as shown in earlier determinations.

If a council as at 30 June 2018 provides its mayor or regional chairperson with a motor vehicle it must deduct, from 1 July 2018, the annual value of the motor vehicle using the appropriate formula in *clause 9* from the mayor or regional chairperson’s annual remuneration as shown in *Part 1 or Part 2 of the Schedule*.

If a council chooses to provide its mayor or regional chairperson with a new or replacement motor vehicle on or from 1 July 2018, it must use the appropriate formula in *clause 9* of this determination to calculate the annual value that will need to be deducted from their mayor or regional chairperson’s annual remuneration as shown in *Part 1 or Part 2 of the Schedule*. The deduction commences on the date that the mayor or regional chairperson is provided with the vehicle.

The Authority expects that if a mayor or regional chairperson is provided with a motor vehicle, the local authority will publish in its annual financial statements the vehicle details, including its annual value as a component of the mayor’s or regional chairperson’s total remuneration.

The travel time allowance (*clause 12*) has been amended to take into account that, with the exception of the Mayor of the Chatham Islands, all other mayors and


regional council chairpersons are deemed by the Authority to have full-time roles. Therefore, those roles are no longer eligible to receive the travel time allowance.

To be fair to ratepayers, if a member lives outside of the member's local authority area and travels on local authority business to and from the member's place of residence and the local authority area, the member can only claim the travel time allowance when travelling within the boundary of the local authority area.

The allowance has been adjusted to place a cap on the amount of travel time that can be claimed within a 24-hour period. The maximum payable is capped at 8 hours, based on a member who travels for 9 hours during a 24-hour period (as the first hour of travel cannot be claimed).

No amendments have been made to other allowances in this determination.

Issued under the authority of the Legislation Act 2012.
Date of notification in *Gazette*: 26 July 2018.

	Title of Policy	Elected Member Allowances and Recovery of Expenses Policy		
	Sponsor	General Manager Governance, Strategy and Democracy	Adopted/authorised by	Council
	Author	Jason Marris	Date adopted/authorised	
	Type of Policy	Governance	Last Review Date	
	File Reference	1801.0	Next Review Date	August 2019

Document Control			
Version	Date	Author(s)	Comments
1 st Commenced			
1.0	17 March 2016	S Mahoney	Executive Team review
1.1	05 April 2016	S Mahoney	Commissioner Briefing
1.2	19 July 2016	S Mahoney	Revised thresholds
1.3	03 September 2018	J Marris	Review of the policy

1 Purpose

This Policy identifies Elected Member allowances and entitlements available as a result of undertaking Council business, and explains the approval process for reimbursement of expenses.

2 Overarching Principles

The Office of the Controller and Auditor-General good practice guide “Controlling sensitive expenditure: Guidelines for public entities” provides guiding principles. Expenditure should be subject to standards of probity and financial prudence that are to be expected of a public entity and able to withstand public scrutiny, both perceived and actual.

Elected Members may incur expenses while on Council business, for which reimbursement is possible. This reimbursement and the use of Council--supplied resources apply only to Elected Members personally and only while acting in an official capacity as Elected Members.

To be reimbursable, expenses must:

- have a justifiable Council-related business purpose;
- be moderate and reasonable having regard to the circumstances and be appropriate in all respects. That is, being prudent use of ratepayers’ money under public scrutiny;
- be actual and justified by an original tax receipt (depending on the claim);
- be on the appropriate Kaipara District Council claim form, signed as true and correct;
- be approved by the relevant authoriser;
- be within relevant budget provisions;
- be consistent with the rules of this Policy and the relevant Remuneration Authority Local Government Members determination.

3 Definitions

“Actual” means as evidenced by the original receipt attached to the claim form.

“Reasonable” means that it is within the amount specified by this Policy or as deemed reasonable by the Mayor, Deputy Mayor or Chief Executive.

“Council business” includes: formal Council meetings, Committee meetings, briefings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. It does not include events where the primary focus is on social activity.

4 Allowances and Expenses

4.1 Communications Allowance

Equipment

Council provides a laptop (or equivalent) to all Elected Members for Council business. The cost of the devices and support are met by Council. Personal devices are not supported.

Council does not provide mobile phones or printers. All Elected Members are entitled to claim for the use of a personal multi-functional or other printer, and for the personal use of a mobile phone, if used for Council business, in accordance with the limits set out in the Local Government Members Determination.

Council will provide reasonable amounts of paper and printer consumables for Council business.

Services

All Elected Members are entitled to claim for the use of a personal internet service if used for Council business, in accordance with the limits set out in the Local Government Members Determination.

All Elected Members are entitled to claim for the use of a personal mobile phone either:

- (a) An annual allowance covering telephone calls/data in accordance with the limits set out in the Local Government Members Determination; or
- (b) Reimbursement of actual costs of telephone calls/data made on Council business upon production of the relevant telephone records and receipts.

4.2 Travel Expenses

All Elected Members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred when travelling on Council business.

Council will not reimburse purchases from hotel mini-bars, alcohol purchases and charges for in-room video or cable movies.

All travel and accommodation arrangements for Elected Members are to be made by Council staff with Council's preferred travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.

4.3 Travel Time

Travel time allowance is payable in accordance with the payment limits set out in the Local Government Members Determination for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.

Travel by a member is eligible for the allowance, if it is time spent travelling:

- (a) on local authority business;
- (b) by the quickest form of transport that is reasonable in the circumstances;
- (c) by the most direct route that is reasonable in the circumstances; and
- (d) for travel within the Kaipara District Council boundaries only.

This allowance is not payable to the Mayor.

4.4 Vehicle Mileage

Council will reimburse mileage for an Elected Member in respect of eligible travel in accordance with the limits set out in the Local Government Members Determination.

An Elected Member's travel is eligible for the allowance:

- (a) If it occurs on a day when the Elected Member is not provided with a motor vehicle by the local authority; and
- (b) If the Elected Member is travelling:
 - in a private vehicle; and
 - on local authority business; and
 - by the most direct route that is reasonable in the circumstances; and
 - for mileage within the Kaipara District Council boundaries only, except for meetings outside of the district which Elected Members have been requested or approved to attend.

4.5 Mayoral Vehicle

Council will provide a vehicle for the use of the Mayor, if he/she chooses the option within four months of the election, in accordance with the provisions of the Local Government Members Determination, and if provided for within Council budgets.

If a mayoral vehicle is selected, the Mayor may choose between full, partial or restricted private use and mileage cannot be claimed. Salary sacrifice will apply in accordance with the provisions of the Local Government Members Determination.

4.6 Hearings Fees

Elected Members who act as a Chair or a Member of a qualifying hearing outlined in this section are entitled to be paid a hearing fee per hour of hearing time, as set out in the Local Government Members Determination.

Qualifying hearings for which Elected Members may be paid are:

- (a) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (b) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (a) or (c); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of Council's district plan; or
- (f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (g) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

Hearing time is defined as:

- (a) conducting a hearing;
- (b) in formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place;
- (e) up to a maximum of the aggregate of the time referred to in paragraphs (a) and (b), preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

4.7 General Expenses

Occasionally, Elected Members may incur costs for items relating to community events such as payment of koha, or purchasing a wreath for attendance at a commemorative event. Reimbursement of such expenditure should be previously approved by the appropriate approvers listed in this Policy.

5 Approvers of Claims

The authorised approvers of claims are as follows:

Purpose	Elected Member	Approver
General claim	Councillor	Mayor
General claim	Mayor	Deputy Mayor
Domestic travel	Councillor	Pre-approved by Mayor
	Mayor	Pre-approved by Deputy Mayor
International travel	Elected Member	Pre-approved by Council

6 Claiming Expenses

All reimbursements made to Elected Members will be made through the Council payroll system. To ensure currency, Elected Members will present all claims for approval each month, and prior to 30 June for that financial year, so that costs fall in the appropriate financial year.

Transparency and accountability are important principles when managing claims. Council will publish all Elected Member expenses on its website every quarter.

5 Information

File number: 2304.15 **Approved for agenda** ☒
Report to: Council
Meeting date: 27 September 2018
Subject: Treasury Management non-compliance
Date of report: 13 September 2018
From: Sue Davidson, General Manager Risk, IT and Finance
Report purpose ☐ **Decision** ☒ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

Council undertakes treasury management activities in accordance with its Treasury Management Policy and Treasury Operations schedule. Council is working closely with the PwC Treasury advisors.

Council management provides the Audit, Risk and Finance Committee (the Committee) with detailed operational Treasury reporting.

At 31 August 2018 a total of \$51m was drawn. \$9m of this is short term (due within one year). Council is currently outside two of its treasury parameters and the Committee has made a recommendation to Council regarding this.

Recommendation

The Kaipara District Council:

- 1 *Receives the General Manager Risk, IT and Finance's report 'Treasury Management non-compliance' dated 13 September 2018 and attachment, and the information contained therein; and*
- 2 *Recognises that Council is outside its treasury ratios as below:*
 - *Debt interest proportions fixed/floating is outside current Treasury Policy; and*
 - *Maturity of debt is outside current Treasury Policy.*

Reason for the recommendation

The Council needs to be aware of and approve the outside of policy for treasury management.

Reason for the report

To provide the Council with treasury management information, understand the breaches and approve these.

Background

Council's current Treasury Management Policy was adopted in February 2018. Council's specialist Treasury advisors are PwC, since 2011.

Treasury Management

Council management conducts treasury operations in conjunction with Council's advisors, PwC.

PwC's recommendations to Council are as follows:

- Pre-fund the upcoming March 2019 LGFA borrowing maturity to forward manage refinancing risk.
- Extend expiry terms of ANZ and BNZ banking facilities.
- As core debt becomes due, renew with longer term funding maturities to ensure adequate funding maturity risk spreading, achievement of compliance with Treasury Policy parameters and matching of funding terms with term of assets being funded (subject to understanding of Council's anticipated one off proceeds). This will likely also reduce current funding margins paid, with LGFA borrowing costs at favourable levels presently.
- Continue to meet short term funding requirements through LGFA commercial paper issuance.
- Consider reducing ANZ bank funding facility headroom with forecasted reduction in debt levels indicating compliance with Policy liquidity ratio will comfortably be maintained with lower committed funding amounts. Will reduce commitment fees payable on banking facility also.
- Execute receive fixed interest rate swaps to reduce proportion of interest rate fixing and achieve compliance with Treasury Policy parameters.

Current Positions (31 August 2018): Indicates whether or not Council is within Treasury Policy parameters and its current funding and liquidity risk position (Attachment 1):

Council's interest rate position:

- 78% of the portfolio is fixed;
- 17% of the portfolio is floating;
- 5% of funding maturities are greater than a five year period;
- Actual liquidity ratio is 138%;
- There were breaches of policy positions to report. Council's funding maturity profile evidences an excess of funding maturities within the 0-3 year timeframe and a shortage of funding tenors greater than five years. These breaches have occurred due to a desire to maintain a short term funding profile as debt levels have been actively reduced over recent years.

Council's interest rate risk position:

- 119% of the portfolio is fixed (based on a debt forecast level of \$48m);
- There were breaches of Policy positions to report. Council's interest rate profile is outside of Policy parameters over multiple timeframes as a result of substantial reductions to the expected debt profile from previous forecasts.*

*The rationale for Council being outside Policy is that Council has repaid debt faster than anticipated and also has relied on shorter term debt funding in recent periods. The next opportunity to look to move within policy is in March 2019 when debt can be refinanced long term.

Key debt ratios and limits

Ratio	KDC Policy	LGFA Covenants	KDC as at 30 June 2018
Net debt as a percentage of total revenue	<170%	<175%	79%
Net interest as a percentage of total revenue	<15%	<20%	5%
Net interest as a percentage of annual rates income	<20%	<25%	8%
Liquidity	>110%	>110%	145%

Council is well within its policy limits. These ratios/limits are also prescribed in covenants related to our loans

Factors to consider

Community views

The community would expect industry standard treasury management practices.

Policy implications

This report is in line with Policy, with the exception of the debt ratios, which the Elected Members have been made aware of.

Financial implications

There are no financial implications as a result of this report.

Legal/delegations implications

This report is for information and does not trigger legal or delegation implications.

Options

The options available to the Council:

Option A: Council to recognise that it is outside its treasury ratios - debt interest proportions fixed/floating is outside current Treasury Policy - maturity of debt is outside current Treasury Policy.

Option B: Ask for additional information or further clarification. Under this option the Council could ask for additional information or further clarification.

Assessment of options

These options are not necessarily mutually exclusive, however Option A ratifies the current position.

Assessment of significance

Receiving Treasury information is a routine business practice issue and is not significant in terms of Council's Significance and Engagement Policy.

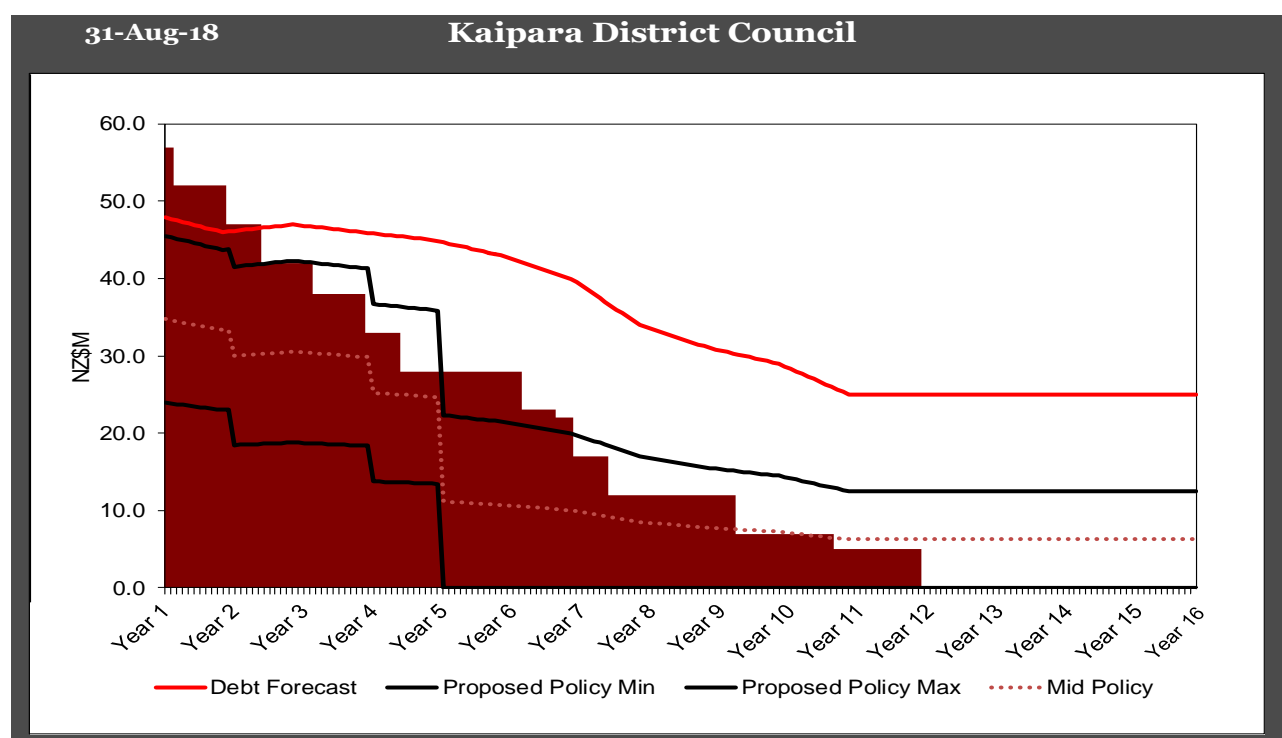
Recommended option

Option A, Council to recognise that it is outside its treasury ratios.

Attachment

- Interest Rate Risk Position & Funding and Liquidity Risk Position, 31 August 2018

Current Positions



Debt Interest Rate Policy Parameters

(calculated on rolling monthly basis)

Debt Period Ending	Debt Forecast	Minimum %	Maximum %	Actual	Compliant (Y/N)
Year 1	48	50%	95%	119%	No
Year 2	46	40%	90%	102%	No
Year 3	47	40%	90%	90%	Yes
Year 4	46	30%	80%	72%	Yes
Year 5	45	0%	50%	63%	No
Year 6	43	0%	50%	66%	No
Year 7	39	0%	50%	44%	Yes
Year 8	34	0%	50%	36%	Yes
Year 9	31	0%	50%	39%	Yes
Year 10	28	0%	50%	25%	Yes
Year 11	25	0%	50%	20%	Yes
Year 12	25	0%	50%	0%	Yes
Year 13	25	0%	50%	0%	Yes
Year 14	25	0%	50%	0%	Yes
Year 15	25	0%	50%	0%	Yes

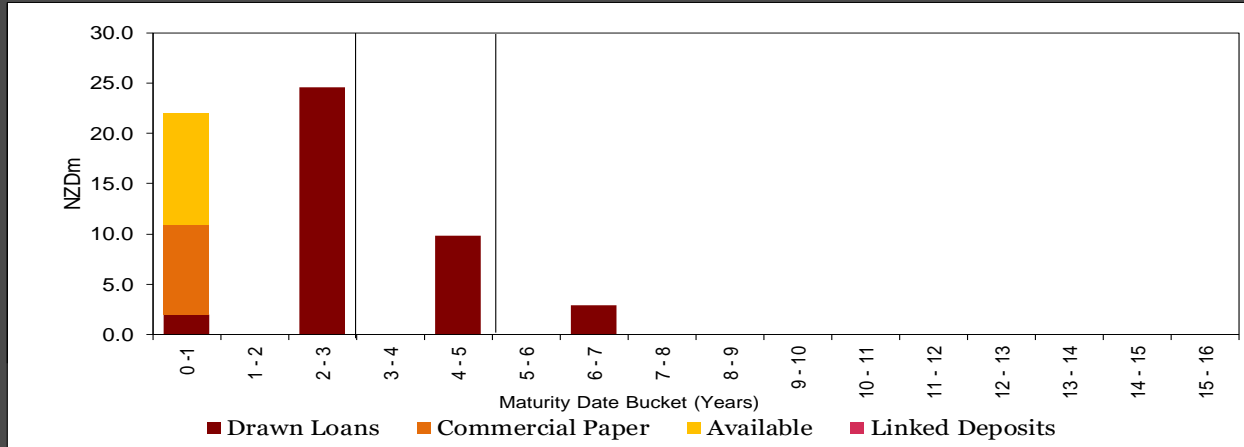
31-Aug-18

Kaipara District Council Funding & Liquidity Risk Position

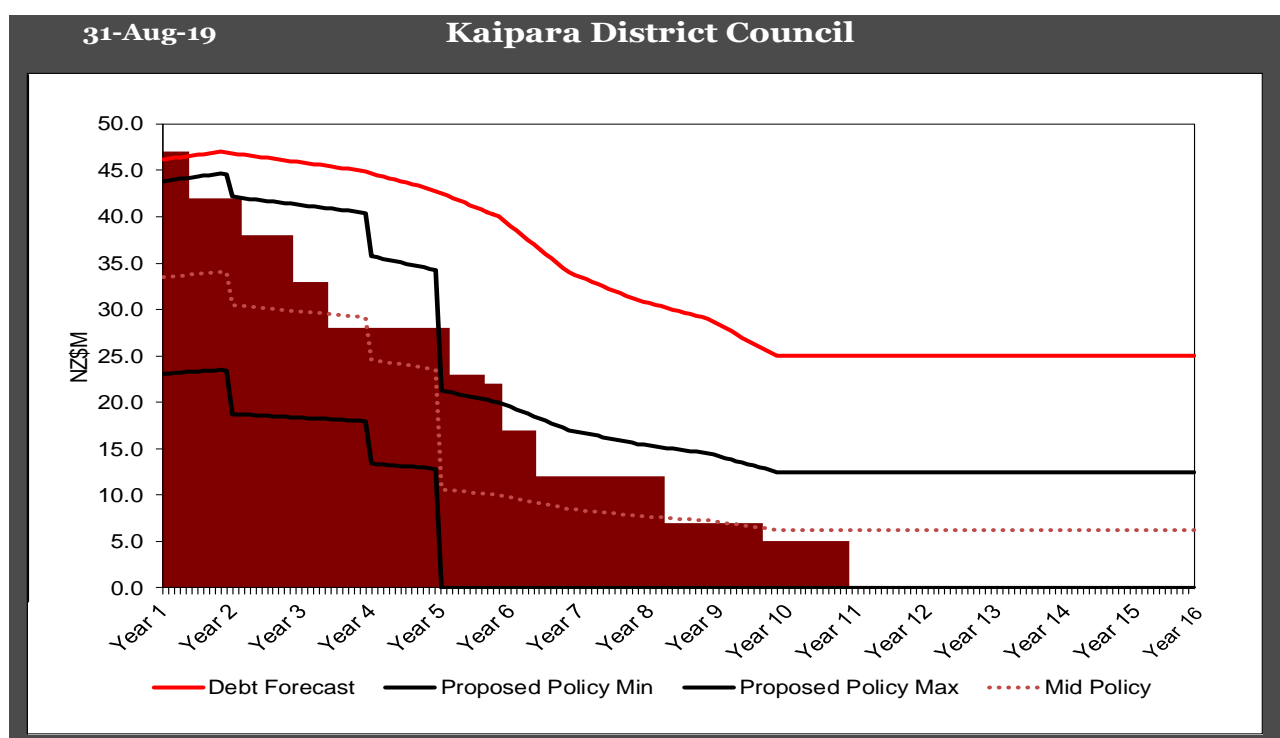
Committed Loan/Stock/Facilities/Investments \$66.9m
Current External Debt \$48.4m
Current Net Debt \$40.8m

Policy Liquidity Ratio $\geq 110\%$
Actual Liquidity Ratio 138%

	0 - 3 years	3 - 5 years	5 years plus
Policy Target Band	15%-60%	15%-60%	10%-40%
Actual	78%	17%	5%
Actual (NZDm)	46.57	9.84	2.95



Projected Positions



Debt Interest Rate Policy Parameters

(calculated on rolling monthly basis)

Debt Period Ending	Debt Forecast	Minimum %	Maximum %	Actual	Compliant (Y/N)
Year 1	46	50%	95%	102%	No
Year 2	47	40%	90%	90%	Yes
Year 3	46	40%	90%	72%	Yes
Year 4	45	30%	80%	63%	Yes
Year 5	43	0%	50%	66%	No
Year 6	39	0%	50%	44%	Yes
Year 7	34	0%	50%	36%	Yes
Year 8	31	0%	50%	39%	Yes
Year 9	28	0%	50%	25%	Yes
Year 10	25	0%	50%	20%	Yes
Year 11	25	0%	50%	0%	Yes
Year 12	25	0%	50%	0%	Yes
Year 13	25	0%	50%	0%	Yes
Year 14	25	0%	50%	0%	Yes
Year 15	25	0%	50%	0%	Yes

31-Aug-19

Kaipara District Council

Funding & Liquidity Risk Position

Committed Loan/Stock/Facilities/Investments \$44.9m

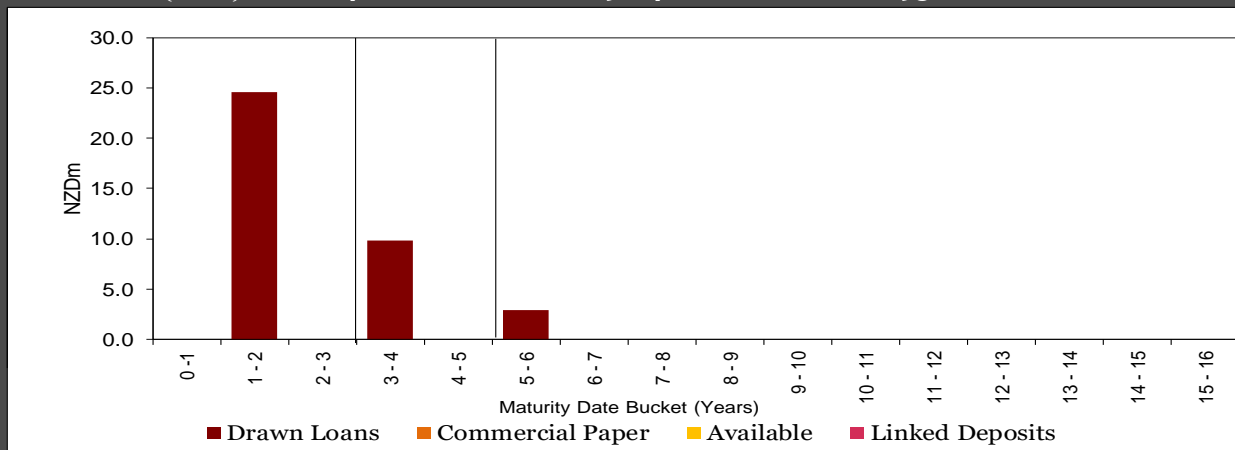
Policy Liquidity Ratio $\geq 110\%$

Current External Debt \$37.4m

Actual Liquidity Ratio 120%

Current Net Debt \$29.9m

	0 - 3 years	3 - 5 years	5 years plus
Policy Target Band	15%-60%	15%-60%	10%-40%
Actual	66%	26%	8%
Actual (NZDm)	24.60	9.84	2.95



File number: 4102.0 **Approved for agenda** ☒
Report to: Council
Meeting date: 27 September 2018
Subject: Kaipara District New Footpath Improvements
Date of report: 17 September 2018
From: Dwayne Claassen, Roading Projects Engineer
Report purpose ☐ **Decision** ☒ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

As part of the LTP consultation process, one of the key decisions made by Council was that the Roading Programme: “*Transferred \$200,000 in each of the first three years of the plan from the Low Cost Low Risk work category to the Walking and Cycling and New Footpath categories to fund the implementation of Council’s Walking and Cycling Strategy and new footpaths programme*”.

In order to accommodate this key decision, a roading network wide prioritisation tool was established to determine the priority roads requiring footpath infrastructure improvements. The resulting findings yielded the following roads, which have been identified for footpath improvements over the next three year funding round (at 61% NZTA subsidy):

Priority No.	Road	Walking		Indicative Interventions	Term Type Intervention	Planned Intervention year		
		RP Start	RP End			Year 1	Year 2	Year 3
1	Alamar Cres	0	380	Intersection crossing improvements	Long			x
2	River Rd	0	1037	Footpath Construction where needed.	Long	x		
3	Mt Wesley Coast Rd	0	329	Footpath Construction where needed.	Long	x		
4	Old Waipu Rd	331	793	Extend Footpath.	Long	x		
5	Robert St	0	392	Intersection crossing improvements	Long			x
6	Kelly St	0	388	Footpath Construction where needed.	Long	x		
7	Lincoln St	0	787	Footpath Construction where needed.	Long		x	

8	Suffolk St	0	120	Footpath Construction where needed.	Long			x
9	Jack Boyd Dr	0	1260	Extend Footpath.	Long		x	
10	Komiti Rd	0	1495	Extend Footpath.	Long			x
11	Cheviot St	0	307	Footpath Construction where needed.	Long			x

Recommendation

That Kaipara District Council:

- 1 *Receives the Roding Projects Engineer's report 'Kaipara District New Footpath Improvements' dated 17 September August 2018 and the information contained therein.*

Reason for the recommendation

To ensure Council is informed of the processes followed in determining the evidence based priority demand areas selected for new footpath improvements.

Reason for the report

To provide Council with an update about the new footpath programme, and the methods for determining appropriate sites.

Background

As part of the LTP consultation process, one of the key decisions made by Council was that the Roding Programme: *"Transferred \$200,000 in each of the first three years of the plan from the Low Cost Low Risk work category to the Walking and Cycling and New Footpath categories to fund the implementation of Council's Walking and Cycling Strategy and new footpaths programme"*.

In order to accommodate this key decision, a roading network wide prioritisation tool was established to determine the priority roads requiring footpath infrastructure improvements. The tool utilises demand for infrastructure as the initial screening process. This demand is determined through Strava heat maps (an application that tracks the movements of pedestrians and cyclists making use of smart watches and other technology such as cell phones). On the heat maps the demand for walking and cycling is determined. These routes (if they fall within the local road reserve – in order to secure NZTA subsidy) are then included on the prioritisation tool list.

The tool commences with the prioritisation of the initially screened roads based on the following:

- Commonalities as a result of both walking and cycling demand being demonstrated on the same section of road; and
- The Highest and Lowest ONRC (One Network Road Classification) on the identified section of road; and
- The Highest and Lowest ADT (Annual Daily Traffic) on this section of road; and
- The Highest number of heavy vehicles on this section of road; and

- The Highest and Lowest Widths of road within the sections identified; and
- The Dominant surface types within the sections identified; and
- Whether the sections identified are also recorded in the AMP (Asset Management Plan); and
- Whether the sections identified are also in the KDC Walking and Cycling Strategy 2017; and
- Whether the sections Identified form part of the New Zealand Cycle Trails; and
- The presence of existing infrastructure; and
- The number of crashes on the identified sections of road, which was further subdivided into the severities of the crashes (fatal, serious, minor, non-injury); and
- The presence of schools on the section of road.

Once the prioritisation is completed, the tool ranks the roads in order of determined priority.

The following roads have been identified for footpath improvements over the next three year funding round (at 61% NZTA subsidy):

Priority No.	Road	Walking		Indicative Interventions	Term Type Intervention	Planned Intervention year		
		RP Start	RP End			Year 1	Year 2	Year 3
1	Alamar Cres	0	380	Intersection crossing improvements	Long			x
2	River Rd	0	1037	Footpath Construction where needed.	Long	x		
3	Mt Wesley Coast Rd	0	329	Footpath Construction where needed.	Long	x		
4	Old Waipu Rd	331	793	Extend Footpath.	Long	x		
5	Robert St	0	392	Intersection crossing improvements	Long			x
6	Kelly St	0	388	Footpath Construction where needed.	Long	x		
7	Lincoln St	0	787	Footpath Construction where needed.	Long		x	
8	Suffolk St	0	120	Footpath Construction where needed.	Long			x
9	Jack Boyd Dr	0	1260	Extend Footpath.	Long		x	
10	Komiti Rd	0	1495	Extend Footpath.	Long			x
11	Cheviot St	0	307	Footpath Construction where needed.	Long			x

Please note the following exclusions from the list above:

- Roads with existing adequate infrastructure; and
- The Mangawhai Community Plan shared paths; and
- Rural unsealed roads (urban links with greater demand will be established first).

Upon completion of the footpath programme for the next three years, the prioritisation tool will be re-run in order to populate the subsequent three year footpath programme based on the abovementioned prioritisation parameters.

The next stage for the abovementioned programme is the investigation stage for year 1 (2018/19), followed by design, tender, and eventual construction.

Issues

There are no issues.

Factors to consider

Community views

The community expects the Council to deliver on projects that are in the LTP thereby providing an acceptable level of service, renew assets timeously and provide adequate infrastructure for growth.

Policy implications

There are no policy implications.

Financial implications

There are no financial implications. Financial commitments have been agreed as part of the adoption of the LTP 2018/2028 (inclusive of the key decisions).

Options

Option A: Council receives and accepts the Kaipara District New Footpath Improvements Information paper; or

Option B: Council rejects the Kaipara District New Footpath Improvements Information paper.

Assessment of options

Option A: Confirmation of Kaipara District New Footpath Improvements Information paper for the current programme for implementation of new footpaths based on the prioritisation mechanism will allow evidence based priority demand areas to be addressed. This will allow the programmed sections of footpaths to be implemented in the proposed timeframes, ensuring adherence to budgetary and programme requirements.

Option B: This option would require the redevelopment of the prioritisation mechanism whereby priority demand sections are selected. Resulting in time and programme delays.

Recommended option

The recommended option is **Option A**.

Next step

Proceed with the investigations and designs of the priority footpath sections for implementation in the respective financial years.

Attachments

None.

File Number 4100.0 **Approved for agenda** ☒
Report to: Council
Meeting date: 27 September 2018
Subject: Capital Works Programme 2018/2019
Date of report: 19 September 2018
From: Donnack Mugutso, Acting General Manager Infrastructure
Report purpose ☐ **Decision** ☒ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

Budgets are approved by Council via the triennial Long Term Plan (LTP) and subsequent Annual Plans. Through the LTP, Council consults with residents on projects that will be implemented during the 10 years following an LTP process. This process has been concluded and the projects are planned to be implemented during the 2018/2019 financial year in the three activities of Roothing, Waters and Waste, and Reserves and Open Spaces.

Recommended

That Kaipara District Council receives the Acting General Manager Infrastructure's report 'Capital Works Programme 2018/2019' dated 19 September 2018.

Reason for the recommendation

To inform Council of the Capital Works programme for 2018/2019 in Roothing, Waters and Waste, and Reserves and Open Spaces.

Reason for the report

To report on the Capital Works programme for 2018/2019 in Roothing, Waters and Waste, and Reserves and Open Spaces.

Background

As part of the 2018-2028 LTP adoption by Council, the following budgets and projects have been approved (Tables 1—8).

Roothing

Table 1 - Low Cost Low Risk Improvements (formerly known as Minor Improvements):

Project	Budget
Bridge Replacements	817,249
Tangowahine Valley Road Bridge 267_6024	
Tangowahine Valley Road Bridge 267_13935	
Tara Road Box Culvert RP7270	
New Footpath	255,200
River Road RP850-1037	
Mount Wesley Coast Road RP0-329	

Old Waipu Road RP331-793	
Kelly Street RP0-388	
Paths, Walkways and Cycleways	460,000
Moir Street Shared Path	
Molesworth Drive Shared Path	
Minor Improvements/Safety/Resilience	1,606,736
Mangawhai Beach School	
Ruawai College	
Otamatea High School	
Kaiwaka School	
Otamatea Christian School	
Ararua Road RP345-740 Associated Improvements	
Cove Road RP0-1152 Associated Improvements	
Well Street RP0-190 Associated Improvements	
Whakapirau Road RP6263-6766 Associated Improvements	
Matakohe Road RP4411-4564 Associated Improvements	
Te Kowhai Road RP2136-2876 Associated Improvements	
Paparoa Oakleigh Road RP7195-7265 Slip Remediation	
Paparoa Oakleigh Road RP6528-6648 Slip Remediation	
Paparoa Oakleigh Road RP7881-7923 Slip Remediation	
Mititai Road RP5286-5386 Slip Remediation	
Garbalino Road RP774-815 Slip Remediation	
Signage & Delineation (Kaipara Network)	
Drainage Improvements (Kaipara Network)	
Pukehuia Road RP9650 Slip Remediation	
Kaikohe Road Bridge No.228_11415	
Growth and Demand Improvements	2,100,000
Mangawhai Community Plan - intersection upgrades	
Internal Professional Services	211,200
Bridge Replacements Internal Professional Fees	
Minor Improvements/Safety/Resilience Internal Professional Fees	
New Footpaths Internal Professional Fees	
Paths, Walkways and Cycleways Internal Professional Fees	
Growth & Demand Internal Professional Fees	
Total	5,450,385

Table 2 - Road Works – Sealed (Sealed Road Rehabilitations):

Project	Budget
Rehabilitation	1,287,999
Ararua Road RP345-740 Rehabilitation	
Cove Road RP0-1152 Rehabilitation	

Well Street RP0-190 Rehabilitation	
Whakapirau Road RP6263-6766 Rehabilitation	
Matakohe Road RP4411-4564 Rehabilitation	
Te Kowhai Road RP2136-2876 Rehabilitation	
Internal Professional Services	66,000
Total	1,353,999

Table 3 - Road Works – Unsealed (Heavy Metalling):

Project	Budget
Road Works – Unsealed	1,130,567
Notorious West Road	
Gorge Road	
Kirikopuni Valley Road	
Aranga Coast Road	
Kirikopuni Valley Road	
Middleton Road	
Pouto Road	
Pouto Road	
Kirikopuni Valley Road	
West Road	
Monteith South Road	
Aranga Coast Road	
Redhill Road	
Arapohue Road	
Aranga Coast Road	
Redhill Road	
James Road	
Golf Course Road	
Total	1,130,567

Table 4 – Other Roading Projects:

Project	Budget
Road Works - Sealed Resurfacing	2,136,000
Sealed Resurfacing	
Bridges and Structures	742,500
Structural Component Replacements	
Emergency Works	246,156
Gorge Road Project number 10816	
Gorge Road Project number 10817	
Wintle Street Project number 10815	
Mangawhai Road Project number 10774	
LEDs	724,609

LED Project number 10752	
Total	3,849,265

Waters and Waste

Table 5 - Water Supply

Project	Budget
Water Supply - Dargaville	1,505,500
Baylys trunk main Stage 3: Replace 1.5km 100mm ID from Duck Creek to Colville Road	
Beach Road 480m watermain renewal stage 2 - upgrade to 150mm ID	
Montgomery Avenue 360m Rider main - 50mm ID	
Main under Dargaville High School: Reroute and Replace 850m of 250mm ID Pipe	
Backwash Discharge WTP (Carry Over)	
Water Supply - Maungaturoto	400,194
AC 200mm Renewal - Raw water main - 400m of 8Km	
Backwash Discharge WTP (Carry Over)	
Water Supply – Ruawai	150,000
Replace balance (Stage 3 Construction) of 2.3km of 100-150mm dia to meet fire flow	
Total	2,055,694

Table 6 - Wastewater

Project	Budget
Wastewater – Dargaville	1,236,000
Pipe Renewal from Condition Assessment	
Pump Station 1 & 2 Upgrade	
PS1/PS2 Rising Main from PS 2 to PS 1	
Wastewater – Kaiwaka	190,000
130m of Pipe Renewals from Condition Assessment	
Pond Curtain (Carry Over)	
Wastewater – Mangawhai	2,565,829
Renewals Including Pump Stations	
Upgrade PS-VA (Carry Over)	
MCWWS Resource Consent Variation 2016/2017 (Carry Over)	
Additional Capacity for Growth - Council Contribution	
Upgrade WWTP	
Upgrade Existing Reticulation	
Extend Irrigation System	
Wastewater – Maungaturoto	90,000
Treatment Plant, Pump Stations Electrical renewal, Membrane Filters	
Pump Station Storage (Carry Over)	
Total	4,081,829

Table 7 – Stormwater, Land Drainage and Solid Waste

Project	Budget
Stormwater	1,367,937
Dargaville Stormwater Renewals	
Chases Gorge Investigations	
Mangawhai Stormwater	
Quailway Stormwater Improvements (Carry Over)	
Land Drainage	278,228
Land Drainage General Beach Road	
Floodgate Replacements (Carry Over)	
Replacement Murphy/Bowers Stop Bank (Carry over)	
McKinley Floodgate 29	
NorthAsh Floodgate 36	
Solid Waste	1,235,549
Hakaru Leachate Improvements (Carry Over)	
Awakino Consent (Carry Over)	
Bickerstaffe Capping (Carry Over)	
Awakino Capping	
Hakaru Leachate	
Total	2,881,714

Reserves and Open Spaces

Table 8 – Reserves and Open Spaces

Project	Budget
Kai Iwi Lakes - Camp Ground	210,000
Kai Iwi Camp ground facilities	
Kai Iwi Lakes boat facilities	
Mangawhai Public Toilet Amenities	150,000
Public Toilets - Lincoln Street	
District Parks and Reserves	231,000
Parks and Reserves - hard surface renewal programme	
Tinopai Playground	
Community Infrastructure District - Baylys Beach boardwalk	
Playgrounds renewals	
Baylys Beach boardwalk	
Park Improvements (furniture/bollards/lighting/paths)	
District Public Toilet Amenities	25,000
Public Toilets - Renewal	
Mangawhai Parks & Reserves	1,282,217
Mangawhai Heads to Alamar Crescent walkway	
Pearl Street to Sellars Reserve (Heads Loop) walkway	

Links through Estuary Estates	
Esplanade to Jack Boyd Drive link	
Mangawhai Domain development	
Mangawhai Community Park - MAZ carpark	
Mangawhai Village coastal connections via loop tracks	
Jack Boyd Drive to Thelma Road link	
Mangawhai Heads car park extension	
Thelma Road to Thelma Road link	
Mangawhai Coastal Tracks - links to existing network	
Community Infrastructure - Mangawhai - esplanade development	
Playground - new	
Mangawhai Community Park - track creation	
Mangawhai Community Park - implement Master Plan	
Taharoa Domain	174,000
Taharoa Domain Biosecurity - screens	
Public Toilets Lake Waikare	
Implement Reserve Management Plan	
Harding Park	100,000
Pou Tu Te Rangi Harding Park	
Dargaville Parks and Reserves	320,000
Cycleway/walkway - implement strategy	
Community Infrastructure - Dargaville Memorial Park Carparking	
Dargaville Placemaking River path	
Kaihu Valley Rail Trail Cycleway	
Playgrounds new Jaycee	
Playgrounds renewals Jaycee	
Public toilet Jaycee	
Total	2,492,217

Issues

When carrying out capital works projects, every effort is made to ensure that the projects are delivered within the timeframes, budget and acceptable quality. Council staff are mandated to ensure this is achieved. In some circumstances, these targets may not be achieved due to issues like inclement weather, unforeseen ground conditions and supplier performance risks. Mitigation measures such as going to the market early, performing more ground investigation and a rigorous procurement process help to mitigate these risks.

Where projects are subsidised by the NZ Transport Agency (NZTA), and have a project value greater than \$1M, the NZTA requires separate business cases to be submitted to support funding approval. This will apply for example to the proposed intersection upgrades in Mangawhai, as well as the shared path project in Mangawhai.

Any significant changes to the above programme will be relayed to Council through the appropriate procedures to ensure transparency and consistency is maintained at all times.

Factors to consider

Community views

The community expects Council to deliver on the LTP projects that Council consulted on to ensure that renewals, level of service and growth are provided, and to keep the assets in best possible condition thereby presenting Kaipara as a place of choice for residents.

Policy implications

There are no policy implications.

Financial implications

There are no financial implications as these project budgets have been approved.

Legal/delegation implications

Council has a legal obligation to honour its contractual commitments. As such, it needs to ensure funding is available to allow payment to its contractors.

Next step

Staff continue to deliver the projects in the Capital Works Programme 2018/2019.

File number: 4102.34

Approved for agenda ☒
Report to: Council

Meeting date: 27 September 2018

Subject: Northland Walking and Cycling Strategy 2018

Date of report: 07 September 2018

From: Darlene Lang, Community Relationships Manager

Report purpose ☐ **Decision** ☒ **Information**
Assessment of significance ☐ **Significant** ☒ **Non-significant**

Summary

The Northland Walking and Cycling Strategy 2018 was adopted by the Regional Transportation Committee and the Northland Regional Council in August 2018. Attachment 1 is a copy for Elected Members' information.

Recommendation

That Kaipara District Council:

- 1 *Receives the Community Relationships Manager's report 'Northland Walking and Cycling Strategy 2018' dated 07 September 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Notes the Northland Walking and Cycling Strategy 2018, circulated as Attachment 1 to the afore-mentioned report.*

Reason for the recommendation

To ensure all Elected Members are aware that the Northland Walking and Cycling Strategy 2018 has been adopted and is now final.

Reason for the report

To inform all Elected Members that the Northland Walking and Cycling Strategy 2018 has been adopted by the Regional Transportation Committee and the Northland Regional Council.

Background

The development of a region-wide Walking and Cycling Strategy is a collaboration between Whangarei, Kaipara and Far North District Councils, Northland Regional Council, Northland Inc, the New Zealand Walking Access Commission, the Department of Conservation, NZ Transport Agency, and with assistance from Craig Wilson, a consultant with Quality Tourism Development Limited. This was led by Northland Regional Council.

Staff have been meeting regularly for over a year and a half through a regional walking and cycling steering group to share information on walking and cycling initiatives and the progress of district walking and cycling strategies. The regional strategy has been developed to tie together the goals and aspirations of the district council strategies and present a cohesive regional picture. The Northland Walking and Cycling Strategy will add strength and support to the Kaipara Walking and Cycling Strategy, particularly when applying for external funding for any of the walking and cycling initiatives.

The Kaipara Walking and Cycling Strategy was adopted in 2017. This Strategy was used to inform the Northland Walking and Cycling Strategy.

The Regional Transport Committee approved the regional Strategy at their meeting on 08 August 2018 and the Northland Regional Council approved the regional Strategy at their meeting on 21 August 2018.

The regional Strategy contains:

- A vision, namely: "For Northland to be one of the world's best coastal walking and cycling destinations where the journeys and stories are as impressive and memorable as the scenery".
- Four strategic focus areas:
 - Developing appealing and cohesive walking and cycling networks that connect Northland;
 - Growing walking and cycling participation and promoting Northland's coastal point of difference;
 - Improving community well-being including creating economic opportunities;
 - Ensuring walking and cycling in infrastructure, and its use, sustainable.

Attachments

- [Northland Walking and Cycling Strategy 2018](#)

Northland Walking and Cycling Strategy



Contents

Executive Summary.....	6
Introduction	10
A.1. Issues and opportunities	11
A.2. Growing demand for walking and cycling	12
A.3. Strategic framework and linkages	15
B. Strategic Focus Areas.....	21
B.1. Focus Area One: Developing appealing and cohesive walking and cycling networks that connect Northland	21
B.2. Focus Area Two: Growing walking and cycling participation and promoting Northland's coastal point of difference	40
B.3. Focus Area Three: Improving community wellbeing including creating economic opportunities.....	45
B.4. Focus Area Four: Ensuring walking and cycling infrastructure, and its use, is sustainable	47
Appendix 1. Prioritisation of potential track and trail projects	50

List of Tables

Table 1. Growth trends by type of walker and cyclist.....	14
Table 2. Linkages with national, regional and district strategies and plans	15
Table 3. Walking and cycling objectives and results in GPS 2018	16
Table 4. Annual funding for walking and cycling in GPS 2018, 2018-2028.....	17
Table 5. DOC managed tracks in Northland and New Zealand.....	24

List of Figures

Figure ES1. Summary of short term priorities.....	7
Figure ES2. Summary of longer term priorities	7
Figure 1. Popular sport and recreation activities for New Zealanders	12
Figure 2. Popular sport and recreation activities for New Zealanders by gender	13
Figure 3. Popular sport and recreation activities for New Zealanders by age	13
Figure 4. Walking and hiking participation rates for international visitors	14
Figure 5. Cycling participation rates for international visitors.....	14
Figure 6. Four focus areas of the Northland Walking and Cycling Strategy.....	21
Figure 7. Mode of transport to work in Northland and New Zealand	41
Figure 8. Relationship between focus areas one and three	45
Figure 9. Northland Walking and Cycling Forum proposed structure	48

List of Maps

Map ES1: Existing and Proposed Regional Walking and Cycling Routes.....	9
Map 1: Existing Regional Walking and Cycling Routes.....	23
Map 2: Proposed Regional Walking and Cycling Projects.....	31
Map 3. Stage One of the Waipu to Waipu Cove Walking and Cycling Route.....	33
Map 4. Whangārei urban network	35

Acknowledgements

This strategy has been developed in close collaboration with the Regional Walking and Cycling Steering Group. Northland Regional Council would like to thank the following organisations for their assistance through the steering group:



Whakatauki

<p>Manaaki Tangata Whakamua tatou Manaaki oranga</p>	<p>Providing for people Moving together Providing for health</p>
--	--

Karakia

<p>Whakataka te hau ki te uru. Whakataka te hau ki te tonga. Kia mākinakina ki uta. Kia mātaratara ki tai. E hī ake ana te atakura. He tio, he huka, he hau hū. Tihei mauri ora.</p>	<p>Cease the winds from the west. Cease the winds from the south. Let the breeze blow over the land. Let the breeze blow over the ocean. Let the red-tipped dawn come with a sharpened air. A touch of frost, a promise of a glorious day. Let there be life</p>
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Mihi

<p>E ngā iwi, e ngā mana, ka mihi ki a koutou katoa.</p> <p>Ko tenei Rautaki, he Rautaki hou mo tatou rohe. E mahitahi ngā Kaunihera tokowha kei roto i te rohe o Taitokerau. Ka puta mai o ratou whakaaro mo te painga o te tangata, tautokohia te oranga, e whakamua ngā tangata, e Whakahono ngā hapori ki ngā hapori, e hīkoi, eke paihikara, e haumarū nei, mai a Terenga Wairua tae noa ki Kaiwaka, mai a Kaipara tae noa ki Whangārei.</p> <p>Tena koutou, tena koutou, tena tatou katoa.</p>	<p>All peoples, all authorities, our acknowledgements to you all</p> <p>This Strategy is a new strategy for our region. The four Councils in Northland. They have put their thoughts into this strategy for the benefit of people, supporting the well-being, moving people and joining communities safely through walking and cycling from Cape Reinga to Kaiwaka and from Kaipara to Whangārei.</p> <p>Greetings to you, greetings to everyone.</p>
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Executive Summary

The **purpose** of this strategy is to provide a strong tactical framework to support the development and implementation of district council walking and cycling strategies, and to place these within a regional context by identifying actions that can be taken at a regional level.

The overarching **vision** for the strategy is:

For Northland to be one of the world's best coastal walking and cycling destinations where the journeys and stories are as impressive and memorable as the scenery.

The vision draws attention to the 'coastal' dimension of the region. Northland has the longest readily accessible coastline in New Zealand with a total length of 3200km and 14 major harbours, including the Kaipara Harbour which is the largest harbour in the Southern Hemisphere. It offers a real point of difference to the other regions of New Zealand and internationally.

Walking and cycling is becoming an ever more important part of the transport mix. The strategy recognises several prominent **issues and opportunities** relating to walking and cycling in the region including: growing participation rates; the presence of three nationally significant journeys; a lack of connectivity between infrastructure; the importance of working together to develop and jointly fund new opportunities; and the need to unlock the economic impact that walking and cycling creates in a way that protects sensitive areas.

The strategy will assist in achieving the vision and responding to the issues and opportunities by delivering on four strategic **focus areas**.

1. Developing appealing and cohesive walking and cycling networks that connect Northland
2. Growing walking and cycling participation and promoting Northland's coastal point of difference
3. Improving community wellbeing including creating economic opportunities
4. Ensuring walking and cycling infrastructure, and its use, is sustainable

The first focus area emphasises the built infrastructure; the second concentrates on the promotion of that product; the third reflects the desire to see that the development bring benefits to Northlanders; and the fourth ensures that it is all done sustainably.

A summary of the short and longer term actions to deliver each of the four focus areas is outlined in the following diagram.

Figure ES1. Summary of short term priorities

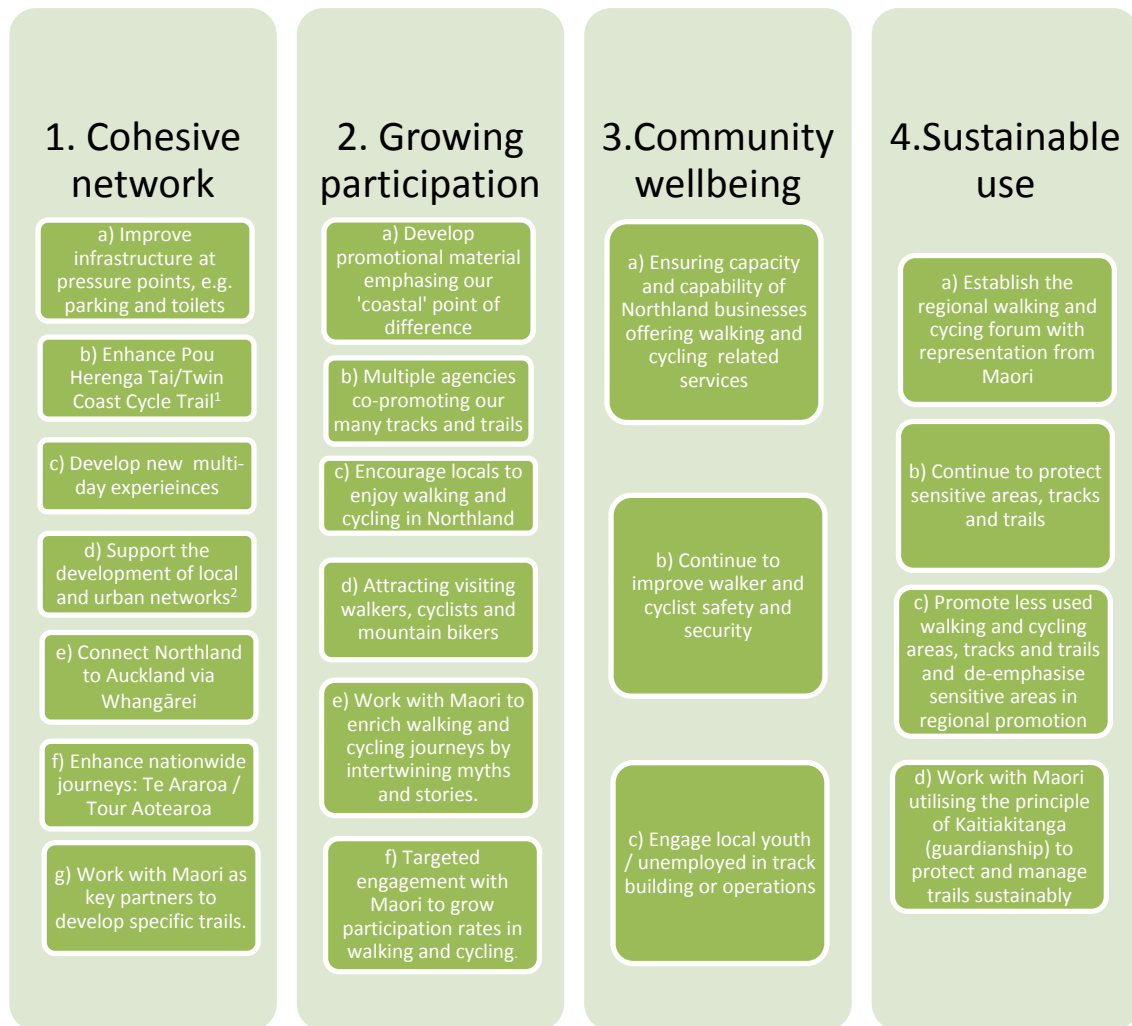
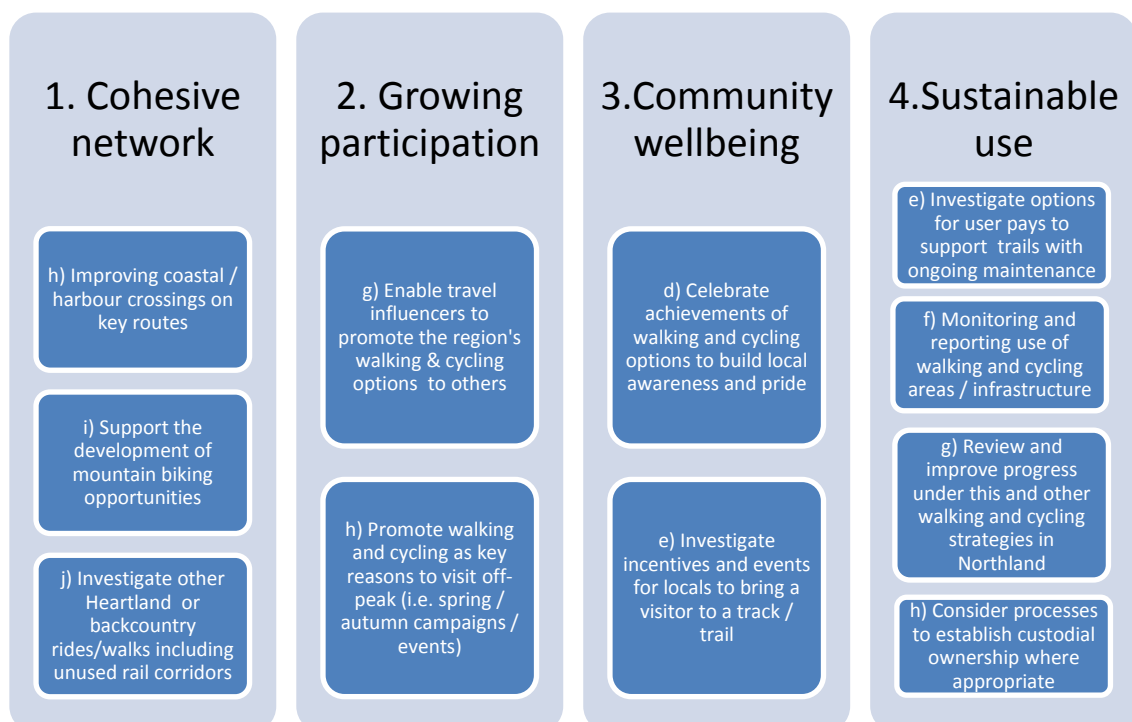


Figure ES2. Summary of longer term priorities



Notes:

1. The priorities outlined above may comprise multiple projects e.g. the Pou Herenga Tai-Twin Coast Cycle Trail has potential projects to extend the trail at both ends and to connect with Ngawha Springs near Kaikohe.
2. The development of urban walking and cycling networks will occur at a district level. However, there will be valuable regional opportunities for sharing resources and ideas.

The region presently contains several long distance cycle trails:

- The Pou Herenga Tai/Twin Coast Cycle Trail between Opuia and Horeke
- The Far North Cycleway from Cape Reinga to the Hokianga Harbour.
- Kauri Coast Cycleway between Rawene and Dargaville.
- Kaipara Missing Link from Dargaville to Pouto Point at the mouth of the Kaipara Harbour and then by boat to Helensville.

The last three routes form part of 'Tour Aotearoa'.

Northland is the northern starting point of the Te Araroa Trail, a walking route which runs the entire length of the country from Cape Reinga to Bluff.

There are a large number of other scenic walks managed by DOC of varying length and grades, as well as a series of short walks managed by district councils. DOC manages a total of 119 tracks in Northland, representing 11% of all DOC tracks in New Zealand.

Northland has a relatively small number of overnight or multi-day tracks, including the Cape Brett Track and the Te Paki Coastal Track. None of these tracks are currently designated as a 'Great Walk'. Northland has a relatively high proportion of short walks (93 tracks, equivalent to 13% of the total).

A number of new projects are proposed as part of this regional strategy that will connect the region's regional routes into a cohesive network. The below map provides an overview of the proposed projects in the strategy combined with existing regional walking and cycling routes.

Map ES1: Existing and Proposed Regional Walking and Cycling Routes



Introduction

This is Northland's first regional Walking and Cycling Strategy. Its development has been overseen by a steering group made up of representatives from Northland Regional Council (NRC) and Far North, Whangarei and Kaipara District Councils (FNDC, WDC and KDC respectively) with input from the New Zealand Transport Agency (NZTA), Northland Inc. Limited, the Department of Conservation (DOC), and the New Zealand Walking and Access Commission (WAC).

The economic future of Northland relies on strong transport networks, and walking and cycling are becoming ever more important to this mix. The region is one of the least urbanised in New Zealand meaning there is a greater reliance on private car use as well as a need to travel longer distances to reach places of employment, shopping, leisure, health and education. Walking and cycling provide positive, enjoyable, economic and healthy ways of getting around.

The strategy has been split into **two sections**. The **first section** comprises three parts which set the context for this strategy. These three parts identify the key **issues and opportunities** associated with walking and cycling in Northland; examine the **growing demand** for walking and cycling; and **outline the strategic framework and linkages** at the national, regional and district level within which the strategy lies.

The second section is broken into **four parts**, one for each of the four **strategic focus areas**. Each of these parts includes a discussion of the current situation in Northland with respect to the focus area, some of the potential opportunities that could occur, and the specific actions or projects that can be undertaken.

A.1. Issues and opportunities

The Northland Walking and Cycling Strategy outlines a set of strategic focus areas that will address the following issues and pursue relevant opportunities.

Joint funding will likely be required to build and upgrade our walking and cycling infrastructure that links across district and regional boundaries. Focusing our limited funding on the right projects will be key to generating the greatest overall impacts in the medium to long term. Ongoing funding will be needed to maintain and improve these assets.

There is a current **lack of connectivity** in walking and cycling infrastructure that makes it difficult for people to use or reduces their appeal. Locals and visitors will benefit from better connections between tracks and trails. These connections may incorporate other modes of transport that make the journey more appealing and enjoyable, e.g. a scenic boat ride or heritage train trip.

Northland's unique geography presents an opportunity to **celebrate our coastline and harbours** as people walk and cycle through the region. Northland's coastal point of difference can help set us apart from other destinations and provide richer journey experiences that combine land and water based travel.

Another key advantage that Northland has over many other regions of New Zealand is **the presence of three nationally significant journeys** within the region, i.e. Te Araroa Trail walkway, Tour Aotearoa (bikepacking route) and a Great Ride (Pou Herenga Tai/Twin Coast Cycle Trail) which forms part of Nga Haerenga, the New Zealand Cycle Trail.

However, **awareness** of Northland as an iconic walking and cycling destination is low compared to other regions in New Zealand.

Growing walking and cycling **participation** rates for Northland residents and visitors to the region is likely to require a variety of interventions / activities targeted to a range of ages and interest groups from local school children through to retired visitors.

Northland's current walking and cycling offerings vary widely in levels of use resulting in pressure points on popular tracks and underutilised infrastructure elsewhere. Consistently promoting a credible set of existing walking and cycling trails while communicating where not to tread can help with **protection of sensitive areas, dispersal of visitors and asset utilisation.**

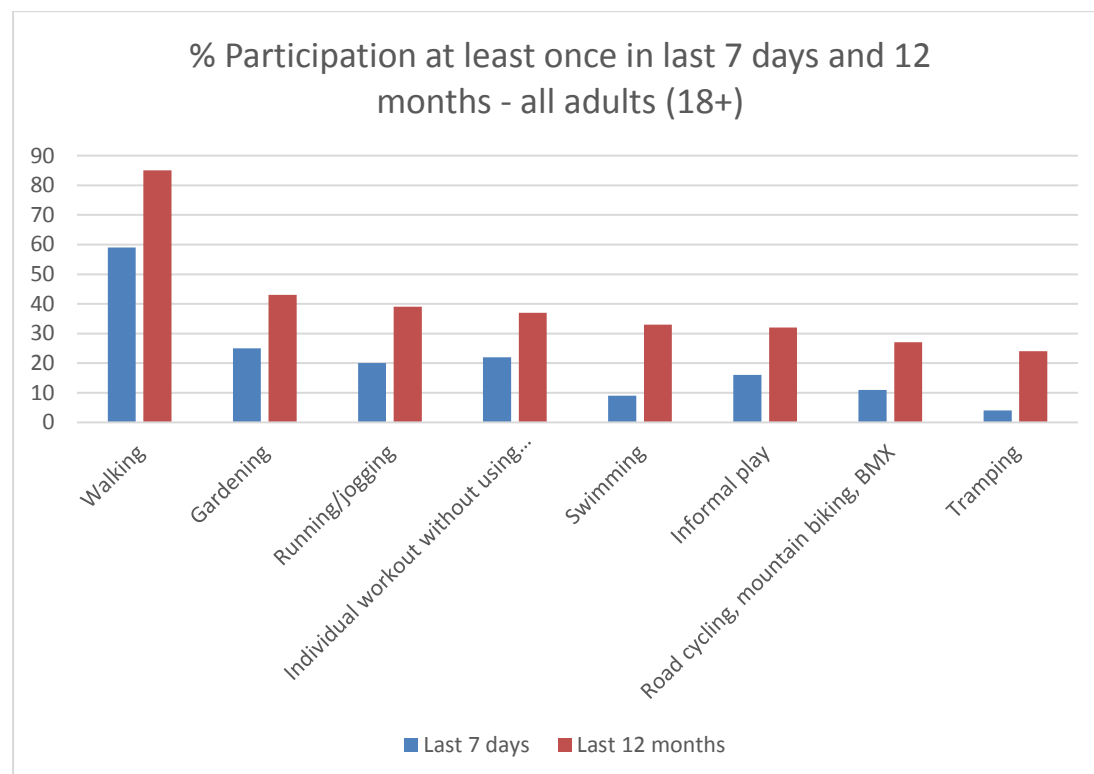
It will be necessary to engage and enable businesses to unlock **greater economic impact** through the provision of new products and experiences that will further increase awareness and appeal of Northland as a walking and cycling destination.

Identifying innovative ways of **working together** to pursue new walking and cycling development opportunities will be required in order to learn, leverage, share, save and celebrate successes.

A.2. Growing demand for walking and cycling

The most recent Active New Zealand survey (2017)¹ carried out by Sport New Zealand highlights just how popular walking and cycling is for **New Zealanders**. Walking is by far the most popular sport and recreation activity undertaken by adults (aged 18 years and over) in both the last 12 months (85%) and the last 7 days (59%). Running and jogging is third (38%) in the last 12 months while cycling is seventh (27%) in the last 12 months.

Figure 1. Popular sport and recreation activities for New Zealanders

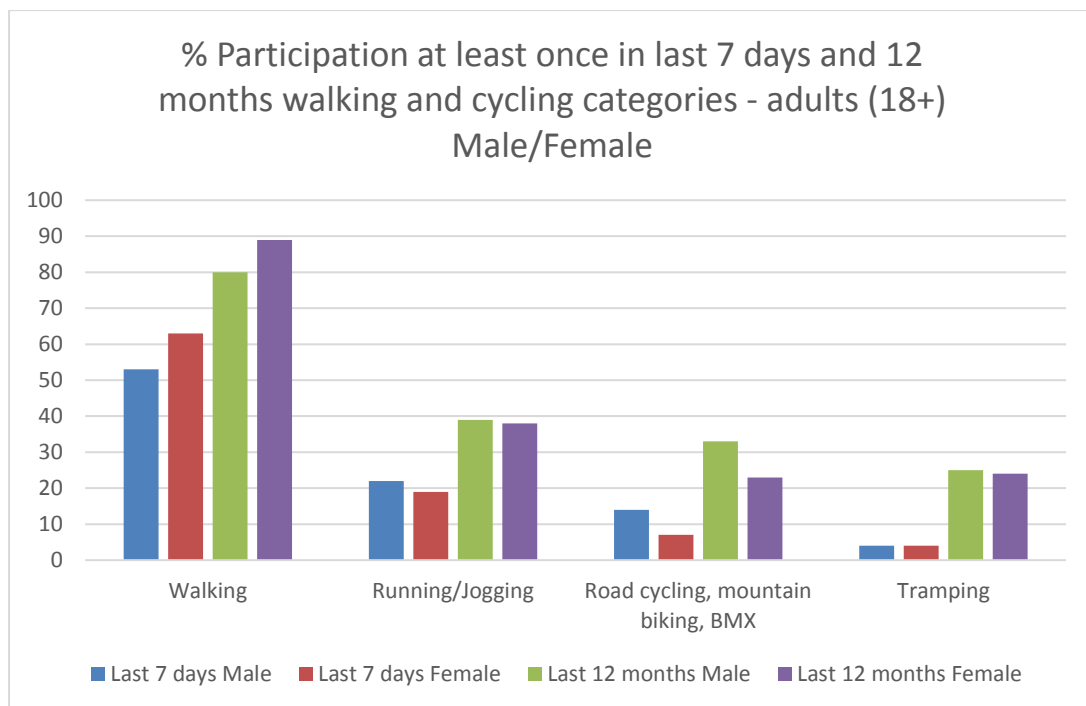


Walking is the most popular activity whatever the gender. Cycling is generally more popular for males.²

¹ Sport New Zealand.– *Findings from the 2017 Active New Zealand Survey*.

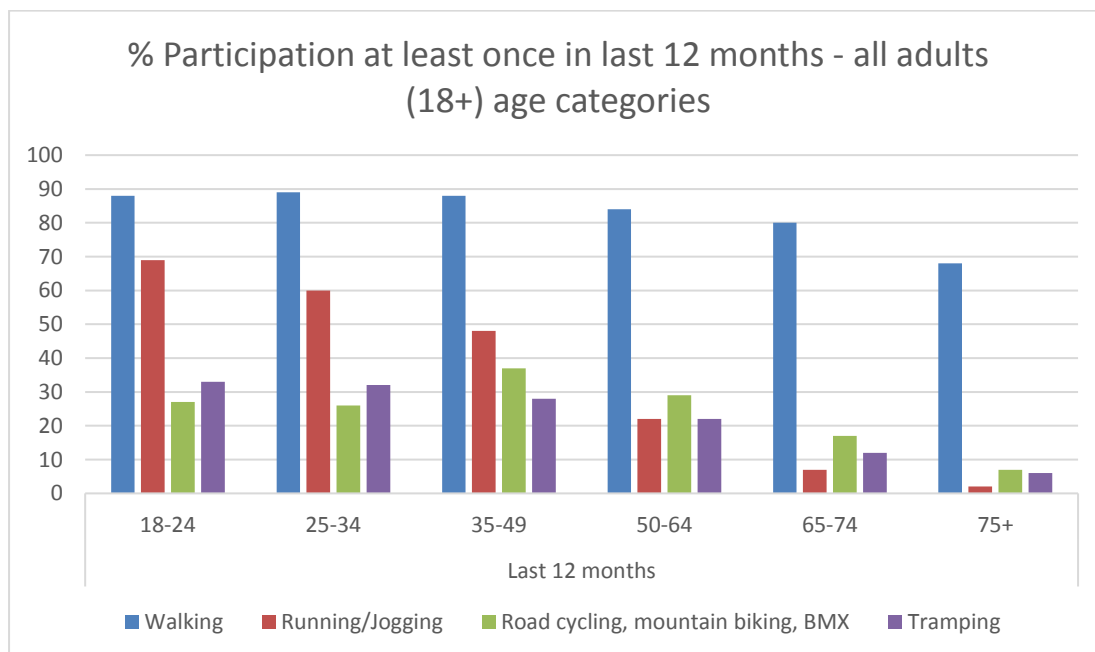
² These gender and age insights are supported by other research, such as *Benchmarking cycling and walking in six New Zealand cities: Pilot study 2015* by New Zealand Centre for Sustainable Cities.

Figure 2. Popular sport and recreation activities for New Zealanders by gender



Walking remains popular across all age categories although running and jogging rates fall off quite quickly with age. Cycling is most popular in the middle-aged categories.

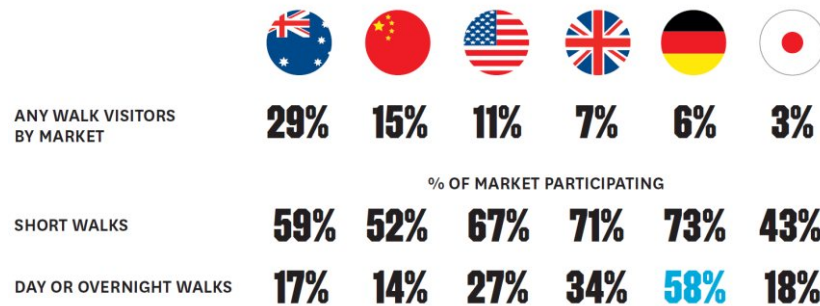
Figure 3. Popular sport and recreation activities for New Zealanders by age



In addition to these high domestic participation rates there are many **international visitors** who chose to include walking and cycling while on holiday in New Zealand.

Almost three-quarters (73%) of international visitors participated in walking / hiking over the past three years – averaging 1.1 million visitors per year (Figure 4).

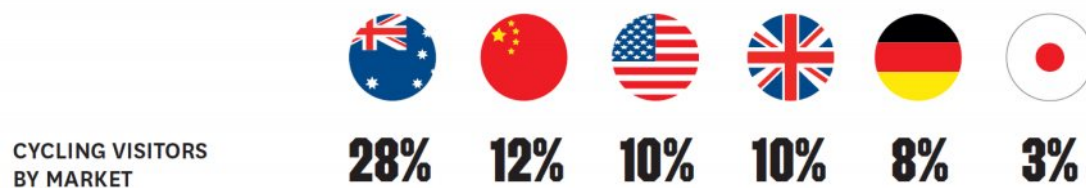
Figure 4. Walking and hiking participation rates for international visitors



Source: Tourism New Zealand, Special Interest Sectors Infographic, based on the MBIE International Visitor Survey for the three years ended March 2017.

A smaller number, 9% of international visitors, participated in cycling during the past three years – an average of 138,000 visitors per year. Australia is the largest market for cycling experiences in New Zealand (Figure 5).

Figure 5. Cycling participation rates for international visitors



Source: Tourism New Zealand, Special Interest Sectors Infographic, based on the MBIE International Visitor Survey for the three years ended March 2017.

It is important to consider the **various users** of cycling and walking infrastructure, and the underlying trends in each segment of the market (Table 1).

Table 1. Growth trends by type of walker and cyclist

Walker types	Current Trends
School / commuter	Stabilising after long-term decline
Short walks	Growing
Day walks	Growing
Multi-day walks	Growing
Epic walkers, e.g. Te Araroa	Growing but very small numbers
Cyclist types	
School / commuters	Stabilising after long-term decline
Local recreational riders	Growing

Easy off-road trails	Growing
Avid mountain bikers	Growing
Active riders wanting multi-day adventures	Growing
Bikepacker (combining biking and camping)	Growing but very small numbers

While there is a growing trend towards more walking and cycling, the type of activities/experiences sought is shifting gradually in line with changing demographics, values and attitudes, and trip characteristics. For example, visitors generally have less time and outdoor experience than previously. They want to engage physically with the outdoors but in a way that is easily accessible in terms of location and commitment. They seek short, easily accessible soft adventure activities, escaping from the everyday through nature-based experiences. Another trend to follow is the adoption rate of electric bikes that is drawing more people into cycling and mountain biking by effectively removing the need for hard uphill riding. Further research is required to better understand these trends and how they relate to Northland so that the region can benefit from the growth trends in people walking and cycling from New Zealand and around the world.

A.3. Strategic framework and linkages

The Northland Walking and Cycling Strategy provides a link between nationally relevant strategies and agencies, regional initiatives, and plans at a district level (Table 2).

Table 2. Linkages with national, regional and district strategies and plans

National	Regional	District
<ul style="list-style-type: none"> ○ The Government Policy Statement for Land Transport Funding is produced by the Ministry of Transport. It sets the priorities for central government land transport funding. ○ The New Zealand Transport Agency (NZTA) is a key partner and funding agency for transport projects across Northland ○ The Ministry of Business Innovation and Employment (MBIE) funds economic and regional development including cycle trail development 	<ul style="list-style-type: none"> ○ The Northland Regional Land Transport Plan (2015-2021) sets out the overall regional land transport priorities. This includes a strategic priority to increase travel choices and to improve participation in walking and cycling, and to promote connections between walking, cycling and public transport ○ The Tai Tokerau Northland Economic Action Plan provides a strategic framework for regional economic and tourism development 	<ul style="list-style-type: none"> ○ Whangarei District Council's Walking and Cycling Strategy 2018 (draft) provides the detail for a comprehensive set walking and cycling initiatives within the district and how these will link with other areas ○ The Kaipara Walking and Cycling Strategy 2017 outlines plans for the district to become a walking and cycling destination ○ Work is underway on a walking and cycling strategy for Far North District and an Experience and Product Development Plan for

<ul style="list-style-type: none"> ○ The Department of Conservation (DOC) administers Great Walks, Short Walks and Day Hikes in its role as custodian for New Zealand's public conservation land ○ The New Zealand Walking Access Commission is a Crown entity that protects and promotes free, certain, enduring and practical access to the outdoors ○ Nga Haerenga, The New Zealand Cycle Trail Inc. is focused on growing New Zealand through outstanding cycling experiences 	<ul style="list-style-type: none"> ○ Northland Forward Together is the collective plan for all four Northland councils to work together to deliver better outcomes for Northland and its people 	Pou Herenga Tai-Twin Coast Cycle Trail
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The following paragraphs describe in more detail some of these strategies, plans and funding sources.

Government Policy Statement for National Land Transport Funding

The Government Policy Statement (GPS) sets the priorities for central government land transport funding for a period of ten years. A new GPS for the period 2018/19 – 2027/28 (GPS 2018) was released in June 2018.³ Relevant objectives and results identified for walking and cycling are shown in Table 3.

Table 3. Walking and cycling objectives and results in GPS 2018

Strategic Priorities	Objective	Long term (10+ year) results	Short to medium term results (3-6+ years)
Safety	A land transport system that is a safe system, free of death and serious injury	Significant reduction in deaths and serious injuries	Cycling and walking is safer
Access	A land transport system that provides increased access to economic and social opportunities	Metropolitan and high growth urban areas are better connected and accessible	A more accessible and better integrated transport network including public transport, walking and cycling

³ <https://www.transport.govt.nz/multi-modal/keystrategiesandplans/gpsonlandtransportfunding/>

	A land transport system that enables transport choice and access	Increased mode shift from private vehicle trips to walking, cycling and public transport	Improved good-quality, fit-for-purpose walking and cycling infrastructure Improved real and perceived safety for both pedestrians and cyclists Increased proportion of journeys made using public transport and active modes of travel Expanded and better connected walking and cycling networks both in urban and rural areas
Environment	A land transport system that reduces greenhouse gas emissions, as well as adverse effects on the local environment and public health	Reduce transport's negative effects on the local environment and public health	Increased uptake of active travel modes such as walking and cycling to support environmental and public health objectives

Source: Government Policy Statement on Land Transport, 2018/19 – 2027/28

The GPS provides a quantum of funding towards walking and cycling projects based on a range (upper and lower band). The proposed annual funding range for walking and cycling projects (including capital expenditure and promotional activities) in the ten-year funding period from 2018 to 2028 is as follows:

Table 4. Annual funding for walking and cycling in GPS 2018, 2018-2028

Year	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28
Range (\$M)	\$60-\$95	\$80-\$120	\$95-\$145	\$80-\$125	\$75-\$115	\$75-\$115	\$75-\$115	\$75-\$115	\$75-\$115	\$80-\$120

Source: Government Policy Statement on Land Transport, 2018/19 – 2027/28

NZTA has the responsibility of allocating funding through the National Land Transport Programme within this funding range. This funding can be allocated to walking and cycling projects if put forward by district councils through the Regional Land Transport Plan (see below).

Northland Regional Land Transport Plan (2015-2021)

The Northland Regional Land Transport Plan is the region's "joint" bid for funding assistance from the National Land Transport Fund (NLTF). It includes land transport projects put forward by district councils and NZTA, and the public transport programme put forward by the regional council. Councils can bid for a share of the NLTF based on the overall strategic fit of projects with funding criteria. Unless

funding assistance is provided at 100% national funding, a local share for a project is usually necessary.

Dedicated Funding Streams

There are two specific national funding sources that can be accessed for walking and cycling projects separate to the NLTF.

Urban Cycleways Programme

A \$100 million fund to be spent between 2015/16 – 2017/18 on cycling infrastructure in main urban centres throughout New Zealand. WDC received \$3.5 million (\$2 million from the Urban Cycleways fund and \$1.5 million from the NLTF) to develop the Kamo shared walking and cycling path in the city with a total cost of \$4.8 million.

National Cycleway Fund

The National Cycleway Fund, established in 2009, supported the establishment of an initial 19 Great Rides that formed Nga Haeranga, the New Zealand Cycle Trail. Three existing trails were subsequently granted Great Ride status, taking the total to 22 Great Rides throughout New Zealand. An additional \$25 million over four years was announced at Budget 2016 for the next phase of the New Zealand Cycle Trail. The Pou Herenga Tai/Twin Coast Cycle Trail was developed partly through funding from this fund.

Other Funding Streams

Provincial Growth Fund

The Provincial Growth Fund, announced by the Labour Government in 2018, aims to lift productivity potential in the provinces. Its priorities are to enhance economic development opportunities, create sustainable jobs, enable Māori to reach their full potential, boost social inclusion and participation, build resilient communities, and help meet New Zealand's climate change targets.

All provinces are eligible for funding, however, Tairāwhiti/East Coast, Hawke's Bay, Tai Tokerau/Northland, Bay of Plenty, West Coast and Manawātū-Whanganui have been identified for early investment. The fund has three investment tiers:

1. Regional projects and capability: Support of economic development projects, feasibility studies and capability building identified by the regions.
2. Sector investment (including One Billion Trees programme): Investment in initiatives targeted at priority and/or high value economic opportunities.
3. Enabling infrastructure projects: Investment in regional infrastructure projects that will lift productivity and grow jobs.

Tourism Infrastructure Fund

Provides \$25 million per year for the development of tourism related infrastructure such as car parks, freedom camping facilities, sewerage, water works and transport

projects. Although not specifically aimed at walking and cycling development, councils can access the fund to develop complimentary facilities in areas subject to growth pressure from tourists.

Investment and Growth Reserve

NRC maintains an Investment and Growth Reserve (IGR) to enable it to make strategic investments that lift the long-term growth of the Northland economy. The IGR is funded by an annual input of \$1.7 million from council's investment income with additional transfers from the Community Investment Fund to both inflation-proof this annual input and to top-up the IGR if needed to support economic development opportunities that arise. The IGR is used to provide operational funding to Northland Inc., fund business case assessments and invest in projects that meet the eligibility criteria.

New Zealand Walking Access Commission

The New Zealand Walking Access Commission (WAC) is the Crown entity that plays a lead role in protecting natural heritage by promoting free, certain, enduring and practical access to the outdoors.

WAC has indicated their support of future development of tracks and trails in Northland. This support could range from:

- assisting in understanding unformed legal roads and access ways
- assessing the relative merits of proposed walking or cycling tracks
- tapping into the expertise of their experienced team to optimise or add value to potential projects as they are scoped
- providing independent advice on regional and / or track and trail narrative development to ensure the Northland story and point of difference is being conveyed

Tai Tokerau Northland Economic Action Plan

The Tai Tokerau Northland Economic Action Plan (TTNEAP) contains more than 50 actions to coordinate economic development in Northland. The development of the action plan was overseen by a steering committee of district councils, the regional councils and government agencies. The logistics and transport infrastructure workstream includes several relevant projects to walking and cycling: This includes:

- Connecting Northland – a roading project that will connect Auckland to Whangārei in several stages. An opportunity exists to incorporate walking and cycling into the project.

- Twin Coast Discovery Route Upgrade – improving bridges, layovers and byway signage. Walking and cycling is likely to form part of the package of initiatives.

District Walking and Cycling Strategies

Though non-statutory documents, district councils may choose to develop walking and cycling strategies as a way of expressing a proposed walking and cycling programme. Currently two district councils in the region have walking and cycling strategies which have either recently been reviewed (KDC) or are in the process of being reviewed (WDC). FNDC is working to develop one.

B. Strategic Focus Areas

There are four strategic focus areas that seek to balance growth in the supply of facilities and services with the increasing demand from users within Northland and visitors from outside the region including overseas travellers. The foundation for this balanced growth will be increasingly connected and safer communities across Northland and enabling businesses to benefit in ways that are sustainable.

Figure 6. Four focus areas of the Northland Walking and Cycling Strategy



B.1. Focus Area One: Developing appealing and cohesive walking and cycling networks that connect Northland

This focus area sets out the walking and cycling “hardware” needed for Northland. It is divided into four parts: the development of a regional network, local routes, urban networks, and mountain bike opportunities.

Development of a regional walking and cycling network

Northland is a region where tourism is of increasing importance. Tourism provided approximately 8800 jobs in 2017, almost 13% of total jobs in the region (9% nationally). Over \$1 billion was spent in the region including \$783 million domestic spending and \$278 million international spending⁴. Tourism related expenditure has been growing by 10% per annum over the past three years.

At present, walking and cycling is not a prime drawcard for visitors to the region. A quality regional network will encourage an uptake in domestic and international walking and cycling tourism in Northland, increase visitor spending and extend the time visitors spend in the region. The development of a regional network will also align with projects included in the TTNEAP such as the revitalisation of Twin Coast

⁴ Northland Region Economic Profile, <https://ecoprofile.infometrics.co.nz/Northland+Region>.

Discovery Route and the development of scenic byways known as Northland Journeys. The walking and cycling projects identified in this strategy will, when fully developed, create a cohesive regional network. This will include a mix of:

- Walks – from short half-day walks to multi-day hikes.
- Easy Rides – these are rides for the recreational and casual cyclist and comprise mostly grade 1 and some grade 2. They include what are termed as 'Great Rides'.
- Avid Rides – these are rides for the more intrepid and adventurous cyclist and will comprise anything that is grade 3 or higher. These will include rides that are on and off road.

Opportunities should be taken to enable, where possible, walkers and cyclists to jointly use the infrastructure, thereby ensuring a greater target audience and use.

Map 1: Existing Regional Walking and Cycling Routes



Current state of the regional walking network

Northland is the northern starting point of the Te Araroa Trail which runs the entire length of the country from Cape Reinga to Bluff (Map 1).⁵ The trail in Northland uses a mix of beaches, paper roads, existing tramping tracks on public land and some crossing of private land. It follows the same route as the Far North Cycleway along Ninety Mile Beach (Te Oneroa-a-Tōhē) before heading eastwards across to Kerikeri through several Northland forests. From there the trail follows a route close to the western seaboard of the region. Some parts of the trail are quite challenging for casual walkers, although the trail is not intended for this purpose. Trail development has been driven by the Te Araroa Trust with financial assistance from funding partners such as DOC.

There are a large number of other scenic walks managed by DOC of varying length and grades, as well as a series of short walks managed by district councils. These provide visitors with access to stunning viewpoints and culturally significant locations throughout the region. DOC manages a total of 119 tracks in Northland, representing 11% of all DOC tracks in New Zealand (Table 5).

Table 5. DOC managed tracks in Northland and New Zealand

	Northland		New Zealand		Northland as % of NZ
	Number	% total	Number	% total	
Short (under 4 hours)	93	78%	699	62%	13%
Day (over four hours)	22	18%	274	24%	8%
Overnight / Multi-day	4	3%	157	14%	3%
Total	119	100%	1,130	100%	11%

Source: Department of Conservation, <https://www.doc.govt.nz/parks-and-recreation/things-to-do/walking-and-tramping/>

Northland has a relatively small number of overnight or multi-day tracks, including the Cape Brett Track and the Te Paki Coastal Track. None of these tracks are currently designated as a 'Great Walk'.

On the other hand, Northland has a relatively high proportion of short walks (93 tracks, equivalent to 13% of the total). These include the Tokatoka Scenic Reserve Track and Tutukaka Head tracks. The region has two of the 14 nationwide "Best Short Walks" promoted by DOC – Mt Manaia Track and Mangawhai Cliffs Walkway. It is also home to one of the five nationwide "Best Day Hikes" identified by DOC – Te Whara Track (Bream Head). These were part of a new initiative announced by the government in September 2017. Northland tracks feature on the front cover of both the "Best Short Walks" and "Best Day Hikes" brochures.

DOC have a work programme in place to improve specific tracks and experiences over the next two years. These include the Cape Brett redevelopment, the Ruapekapeka pa and battle historic site (to be completed by January 2021), and the

⁵ <https://www.teararoa.org.nz/>.

Bream Head tracks. DOC is also working towards redeveloping the Tane Mahuta experience in Waipoua Forest.

Opportunities to enhance the regional walking network

Enhance the Te Araroa Trail

The trail is of national significance and many people choose to start their journey at Cape Reinga meaning Northland is the first impression that walkers get when using the trail. The growing popularity of the trail and the fact that it crosses large parts of the region present an opportunity to improve the facilities on the route and overall visitor experience. Improvements could include access to the trail itself, signage, parking and toilets. Dedicated funding streams such as the PGF and the TIF provide opportunities for district councils and other groups such as the trail trust to apply for funding. These improvements should be coordinated with DOC's programme of work to ensure the most efficient coverage.

Investigate opportunities to develop new multi-day walks

DOC announced in 2017 that they were accepting proposals for new Great Walks. The Te Pahi Coastal Track is currently being considered by DOC as one of seven proposals to be designated as a new Great Walk in the North Island. Should this progress, it will be a significant drawcard for tourists to the region, particularly given the proximity of this walk to Auckland compared to other existing Great Walks.

Rather than building a new multi-day track, an alternative is to "join up" in a promotional way existing short and day tracks in the region to present viable multi-day walking options. This could build on district council, DOC and other tracks and trails located in the region.

Current state of the regional cycling network

The Pou Herenga Tai-Twin Coast Cycle Trail between Opua and Mangungu is the region's only Great Ride (one of 22 nationwide), forming part of Nga Haerenga, The New Zealand Cycle Trail.⁶ The 87km long trail provides a safe, largely off-road route that is divided into four sections. It can be completed over several days of travel and ridden all year round. The trail is suitable for most riders as it is generally flat with gentle climbs - most of it being grade 1 and 2, with one section a grade 2-3.

The region has a developing network of Heartland Rides (Map 1). Heartland Rides function as back country cycle touring routes (mainly on-road) linking the Great Rides (mainly off-road trails), urban centres, transport hubs and other key tourist attractions. There are three Heartland Rides in Northland:

- Far North Cycleway – this 161km Heartland Ride runs along Ninety Mile Beach (Te Oneroa-a-Tōhē) from Cape Reinga to Ahipara and then along quiet rural roads to the north side of the Hokianga Harbour.

⁶ <https://www.nzcycletrail.com/>.

- Kauri Coast Cycleway – this 113km Heartland Ride links Rawene on the Hokianga Harbour through to Dargaville. This route mainly uses SH12, and passes through kauri forest and secluded coastal settlements.
- Kaipara Missing Link – this 118km Heartland Ride joins Dargaville with central Auckland. The route heads southwest from Dargaville to the holiday village of Pouto Point at the mouth of the Kaipara Harbour. The “missing link” to this cycle tour involves a boat trip across the Kaipara Harbour. The trail then follows a surprisingly gentle route into the very centre of Auckland.

Together these three routes link Cape Reinga with Pouto Point along the west coast of Northland and form the first 400km of the developing ‘Tour Aotearoa’ route from Cape Reinga to Bluff (3000km).⁷ Tour Aotearoa has grown to attract 600 riders in 2018 and is rapidly growing as a ‘bikepacking’ route attracting many overseas riders.

Northland’s existing Heartland Rides currently appeal to ‘strong and fearless’ and ‘enthused and confident’ cyclists who are comfortable travelling longer distances on the state highway network and/or gravelled roads relatively far from townships. The Pou Herenga Tai/Twin Coast Cycle Trail on the other hand provides a higher level of service, suitable for all riders, with the route mostly off road or alongside road, closer to townships and services. Other areas of the region, particularly the east coast, popular with visitors, are poorly served by cycling routes.

The TTNEAP includes amongst its projects, a plan to revitalise the Twin Coast Discovery Route (in both the Transport / Logistics and Visitor Industry work streams). The Twin Coast Discovery Route is an 800km touring route around the Northland Region starting in the Auckland Region. NZTA and Northland Inc. have partnered to develop a Programme Business Case (PBC) to collaboratively address this. The PBC considers the case for investment to address problems on the Twin Coast Discovery Route to encourage visitors and locals to get off the beaten track, to visit new places, try new experiences and stay longer in Northland.

The PBC identifies a number of options and initiatives to achieve these outcomes. Cycling is an emerging visitor activity in Northland and has the potential to generate economic benefits for the region. Accordingly, cycling connections are an important component of the PBC preferred programme with recommended options including extensions to existing cycling paths, linking to other attractions and the creation of new infrastructure.

Northland Inc. and NZTA have worked with local authority partners to develop a series of byways around the region that form a set of Northland Journeys.⁸ The thematic journeys function as offshoots of the main touring route and are road based journeys primarily for vehicles although could be used by cyclists. Northland Journeys include:

⁷ <http://www.touraotearoa.nz/p/home.html>.

⁸ <https://www.northlandnz.com/visit/northland-journeys/>.

- Where Giants Gather – the journey from Whangarei Town Basin to the Whangarei Heads
- Ancient Kauri Trail – from Paparoa to Omapere
- Into the Wide Blue Yonder – from Whangarei Falls to Tutukaka and on to Hikurangi
- Te Ara (Coast to Coast) – connecting Waitangi with Omapere including Horeke and Rawene
- The Secret Coast (Old Russell Road) – from Whakapara on SH1 (Oakura turnoff) to Russell
- All About Islands – a set of water based journeys encouraging visitors to visit an island in the Bay of Islands.

Opportunities to enhance the regional cycling network

Enhancing the Pou Herenga Tai-Twin Coast Cycle Trail

Further development of the Pou Herenga Tai-Twin Coast Cycle Trail from a visitor experience perspective is now possible given the physical trail has been completed. For example, itineraries that combine cycling with cultural experiences such as marae meals and stays, and/or create linkages with other transport modes, such as catching a steam train from Opuā to Kawakawa or a steam boat from Horeke to Kohukohu, will make this journey even more interesting and enjoyable, and maximise the economic returns and social benefits for the communities along the route.

There are also opportunities to extend the trail at both ends. At the western end, the trail could connect the Mangungu Mission House to Rawene via a bridge over the Takeke River. This 24km project would comprise a ridgeline grade 2 unsealed road trail with spectacular vistas, connecting the trail to west coast facilities and attractions. It would also create a link with the Kauri Coast Cycleway onwards to Opononi. At the eastern end, there is an opportunity to extend the trail through to Waitangi, and eventually on to Kerikeri. Extending the trail by 8km from Opuā through to Waitangi would complete the initial trail concept of linking the two initial signing grounds of the Treaty of Waitangi / Te Tiriti o Waitangi.

Connecting Auckland to Northland via Whangārei

The existing network of three Heartland Rides focusses on joining up sections of Northland's west coast. Future improvements to the state highway network between Auckland and Whangārei creates opportunities to better link the east coast of the region with Auckland for walkers and cyclists as well as motor vehicles. These include the improvements to the roading network around the Hibiscus Coast proposed by Auckland Transport, the currently under development Puhoi-Wellsford Road of National Significance, and any future improvements north to Whangārei. Whilst consideration of walking and cycling provision in tandem with any programmed roading improvements is important, it is also necessary to understand the type of offering that users want. Visitors who wish to access Northland's coastline or want a quieter experience are unlikely to find much appeal in a route wholly parallel to a state highway.

Auckland Transport are working with community cycling groups in the former Rodney District to connect the Hibiscus Coast with Wellsford and ultimately Northland. The route is likely to be on lightly travelled roads hugging the east coast. This presents an opportunity to create a Heartland Ride spanning the length of Northland's east coast from Auckland to Whangārei. To be viable, the connection to the Northland network will likely need to be at Mangawhai which could be an extension of a local initiative to develop an off-road cycleway between Waipu and Waipu Cove. The mix of quieter routes near Northland's coastline combined with some utilisation of off-road sections near upgraded state highway corridors, where appropriate, may have broad appeal to visitors.

Connecting Whangarei to Bay of Islands via the East Coast

Cyclists wishing to cycle from Whangārei to the Bay of Islands (Opuā, Paihia and Russell) currently have two choices – they can travel up SH1 or use the Old Russell Road. SH1, though more direct, carries a higher volume of traffic including heavy vehicles and therefore can present an intimidating option to cyclists. The Old Russell Road on the other hand is more lightly trafficked and provides scenic rest stop opportunities. However, it currently provides little in the way of dedicated cycling infrastructure. Directly east of Whangārei is the Tutukaka Coast, part of the Twin Coast Discovery Route, but with no direct cycleway connection. Exploratory work, led by WDC, is underway to connect Whangārei to Ngunguru with a formal cycleway connection. This could provide a logical entry point to a heartland ride running up the east coast from Whangārei to the Bay of Islands.

Utilisation of redundant rail corridors

Northland has a number of rail corridors that are no longer in use or have been 'mothballed' by Kiwirail. Some of these are currently being utilised by cycleways – for example part of the Pou Herenga Tai/Twin Coast Cycle Trail is on an old track bed. Additionally, the Kamo urban cycle route follows the operational rail corridor through Whangārei. The changing rail landscape in Northland does present a number of opportunities, including:

- The development of the Kaihu Valley River Cycle Trail (Dargaville to Donnelly's Crossing) as a Great Ride via the redundant rail corridor. This could also become part of the Kauri Coast Cycleway, making this Heartland Ride more user friendly and catering to a broader visitor group.
- The possibility of connecting Dargaville to Whangarei via the currently disused rail corridor (a branch of the North Auckland line) if and when the railway line becomes available. A decision on the decommissioning of the railway line is still to be decided and as such this is not an immediate priority. A distinctive on-rail cycling experience may also be an option on some sections of the railway track.
- Repurposing the mothballed North Auckland line north of Kauri for walking and

cycling, providing a direct route from Whangarei to Kawakawa and the Pou Herenga Tai-Twin Coast Cycle Trail. Again, this is dependent on any plans to decommission the line by Kiwirail and therefore is not an immediate priority.

North Kaipara Harbour Heartland Ride

There is currently no formal route connecting the west and east coasts of Northland south of the Pou Herenga Tai/Twin Coast Cycle Trail. North of the Kaipara Harbour, recreational cyclists can use SH12. However, this road is subject to relatively high traffic volumes including heavy vehicles. The development of a route from Dargaville to Mangawhai, could better connect townships and features in between such as the Matakoho Kauri Museum and Tokatoka Peak, using off-road routes and low volume roads. The project could capitalise on sections where existing walking and cycling projects are gaining momentum (for example at the Matakoho Bridges realignment and use of Ruawai Stopbanks) to ensure connectivity. The project could connect Dargaville to Maungaturoto and then onwards to Mangawhai.

Developing off-road or low volume road alternatives to existing Heartland Rides

Northland as a relatively sparsely populated region has a number of coach roads and other back roads with low traffic volumes. These can provide alternatives to cyclists who would prefer not to use state highways or more heavily trafficked local roads. Existing heartland rides in Northland appeal to the 'strong and fearless' cyclist. Using alternative routes such as coach roads will appeal to other types of recreational cyclist such as young families or older riders. They also present an opportunity to showcase Northland's landscape away from the state highway network.

An immediate opportunity worthy of further exploration exists with the Waoku Coach Road to the east of the Waipoua Forest. This would provide a logical extension to the potential Kaihu Valley River Cycle Trail and provide an alternative route for the Kauri Coast Cycleway which currently uses SH12 through the Waipoua Forest. This could potentially link up with the Pou Herenga Tai-Twin Coast Cycle Trail where the coach road joins with the Kauri Coast Cycleway east of Opononi. This would provide a trail experience linking Northland's key attractions.

A further opportunity is providing a safer off-road alternative to the Kauri Coast Cycleway as it runs between Rawene and the popular tourist attraction of the Waipoua Forest (currently the cycleway runs concurrent with SH12).

Enhancing existing connections from Auckland to Northland via the Kaipara Harbour

The Kaipara Missing Link connects Helensville (and by extension Auckland) with Pouto Point where the route continues north to Dargaville via Pouto Road. This section could be enhanced by increasing the frequency and dependability (i.e. a fixed season) of ferry services across the harbour and improving wharf infrastructure at Pouto. An additional ferry service to Pahi, Ruawai or Matakoho from Helensville, bypassing the longer leg of the Missing Link Cycleway on the Pouto peninsular is also a possibility.

The table and map below provides an overview of the priority regional projects in the strategy. Please note that each cycling project listed below can also be used as a walking track.

Table 6: Proposed Regional Walking and Cycling Projects

Project name	Length (kms)	Likely Grade	Strategic benefits
Pou Herenga Tai Twin Coast Cycle Trail - Opuia to Waitangi	8	1/3	Extension east of Great Ride to popular visitor attractions
Pou Herenga Tai Twin Coast Cycle Trail Enhancement	87	1 (some 2)	Enhances visitor experience on an existing Great Ride
Pou Herenga Tai Twin Coast Cycle Trail - Horeke to Rawene	24	1/3	Extension west of Great Ride to Kauri Coast Cycleway Heartland Ride
Whangarei to Mangawhai (Southern Connection)	TBD (≈70)	1/3	Part of long distance connection of Whangarei with Auckland and Bay of Islands.
Whangarei to Tutukaka Coast (Northern Connection)	55	1/2 (some 3)	Part of long distance connection of Whangarei with Auckland and Bay of Islands.
Pou Herenga Tai Twin Coast Cycle Trail - Waitangi to Kerikeri	19	1/2	Extension east of Great Ride to popular visitor attractions
Kaihu Valley Rail Trail	40	1 (some 2)	Off road alternative for existing Heartland Ride.
Dargaville to Maungaturoto	90	2/3	Part of the connection of the east and west coasts in southern Northland. Will help provide a 'loop' of the region.
Maungaturoto to Mangawhai	TBD (≈30)	3	Part of the connection of the east and west coasts in southern Northland. Will help provide a 'loop' of the region.
Tutukaka Coast to Bay of Islands (Northern Connection)	TBD (≈90)	3	Part of connection of Auckland, Whangarei with Bay of Islands
Kauri Coast Cycleway Enhancement (Rawene to Tane Mahuta)	37 / 45	3	Off road alternative for existing Heartland Ride.
Waoku Coach Road	50	4	Off road alternative for existing Heartland Ride.
Kaipara Missing Link Enhancement	59	3	Off road alternative for existing Heartland Ride (through new ferry services).

Map 2: Proposed Regional Walking and Cycling Projects



Development of local routes

The second part of focus area one recognises that developing local routes are also important. These routes will more safely connect local communities to access education and employment opportunities as well as provide health and environmental benefits.

Current state of local district walking and cycling routes

Currently the off-road network of local walking and cycling routes in Northland is limited (with the exception of the Whangarei Urban area which is addressed separately). Communities for the most part use the local roading or state highway network when travelling by bike. Footpaths are also used. However, this is illegal under the NZ road code unless designated as a shared path. Frequently, submitters to councils cite a 'hostile walking and cycling environment' as a barrier to use. This includes having to share the road with fast moving traffic as well as complaints about the roads themselves being narrow and winding.

District councils are increasingly being more proactive in helping communities to develop short local routes that connect rural areas with employment and recreational opportunities. Local community groups, with district council support, are establishing to advocate, and in some cases project manage, the development of walking and cycling routes.

A good recent example is the Waipu to Waipu Cove walking and cycling track developed by the Waipu Cycling and Walkway Trust (Map 3). The Waipu community raised funds for this project with donations of money, materials and volunteer hours from local business and residents as well as the gifting of private land.

Map 3. Stage One of the Waipu to Waipu Cove Walking and Cycling Route



Future opportunities for local district walking and cycling routes

District councils can partner with local communities to help fundraise and develop off-road and enhanced on-road walking and cycling routes. There are significant opportunities to better connect communities, particularly those with growing populations in relatively close proximity. Other examples of where local routes could be improved include:

- Whangarei to Whangarei Heads
- Mangawhai to Mangawhai Heads
- Taipa, Cable Bay, Coopers Beach and Mangonui
- Marsden Point, One-Tree Point and Ruakaka
- Links between the Kauri Coast Cycleway (and future Kaihu Valley Rail Trail) and Kai Iwi Lakes

Although off-road routes are usually the preferred solution, a package of measures including traffic calming, signage, speed restrictions and road markings can enhance the environment for on-road cycling particularly where there are constraints around

off-road provision. In addition, it is entirely possible, over the longer term, that these local routes may themselves become part of a wider regional network (Heartland Rides or Great Rides) as they form coherent connections. Another possibility is that they join to and complement the regional network by forming 'spurs'.

Development of urban networks

The third part of focus area one is the development of urban cycle networks. Strong urban network growth in Whangārei, connecting different areas of the growing city with the city centre, has led to an increased uptake in walking and cycling. Other built up areas in Northland could also benefit from the development of urban networks. Benefits tied to this include reducing congestion in the urban area, increasing safety for riders, and improving health and environmental outcomes.

Current state of Northland's urban network

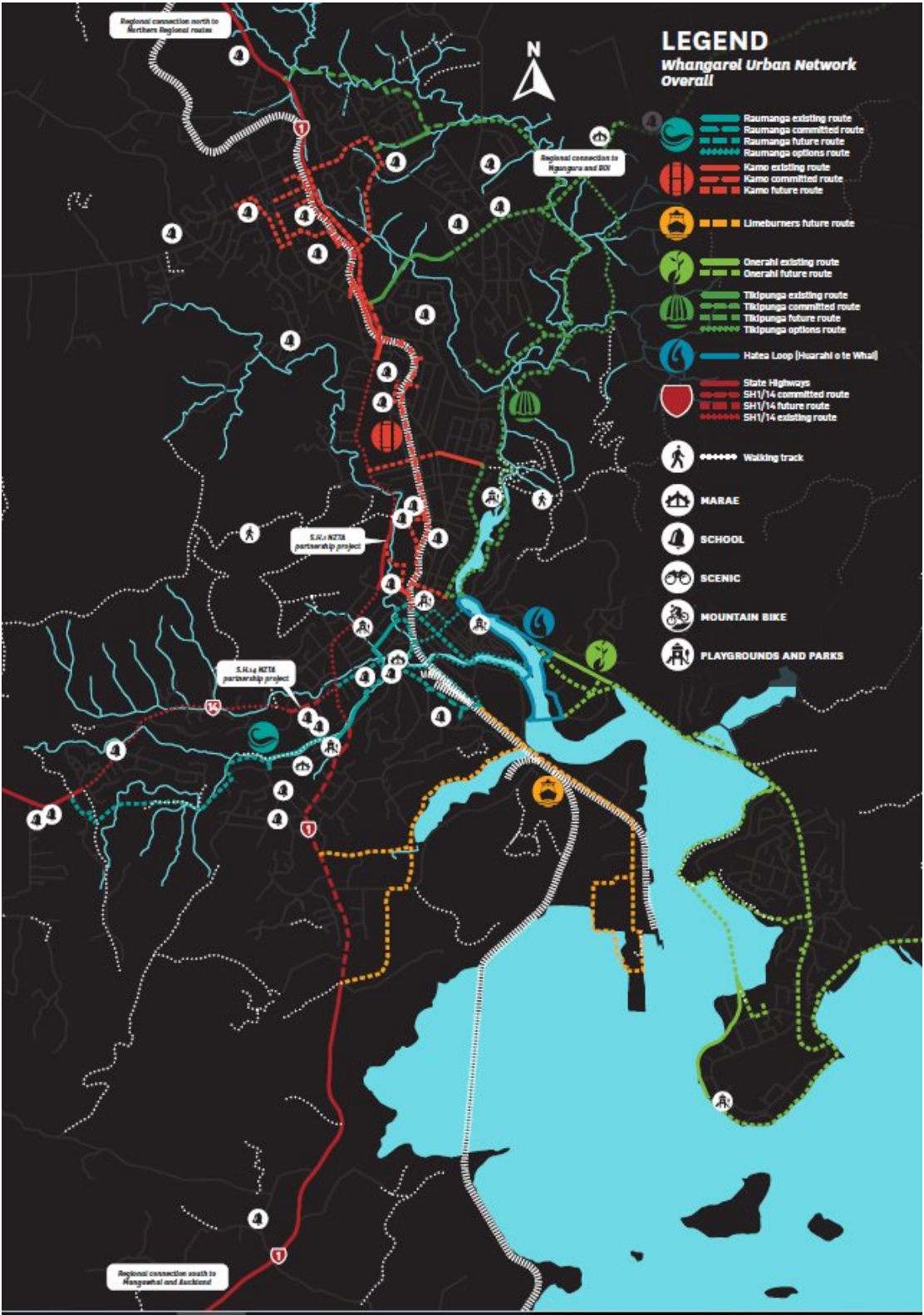
The only comprehensive urban network in Northland presently is in its biggest centre, Whangārei. The Whangārei urban network is currently being developed around five key shared path routes that spoke out from the city centre (Map 4). The three currently being development are the Kamo Route, the Onerahi Route and the Raumanga Route. The Tikipunga and Limeburners routes are proposed future developments.

WDC successfully received \$2 million from the Urban Cycleways Programme to develop the Kamo shared walking and cycling path (along with \$2 million from the National Land Transport Fund). Further funding from the National Land Transport Fund and the Urban Cycleway Programme has led to a total funding injection of \$13 million for this spoke. Construction of this route is now underway. The Whangārei city centre to Onerahi spoke has nearly been completed. A final portion of the Whangārei city centre to Raumanga pathway is awaiting completion of the SH1/Tarewa Road intersection upgrade. Where possible, shared paths are being developed using a high quality 3.5m wide concrete base suitable for all-users.

Future opportunities for Northland's urban network

In future funding rounds, the Whangārei urban network will be expanded from the three main spokes to include feeder routes to improve access to the network. These include spurs in Kamo and to Tikipunga as well as a longer route to Ngunguru and the Tutukaka Coast. The intention is that once the current spokes are complete, the network will span five high quality shared pathways. Other main centres in the region such as Kaitiāia and Dargaville (such as link between Dargaville township and the museum) could benefit from similar development of high quality shared paths, replicating their success in Whangārei.

Map 4. Whangārei urban network



Development of mountain biking opportunities

A network of mountain biking opportunities is the fourth part of this focus area. Although still a developing activity in Northland, evidence from other regions of New Zealand and internationally show that it can be an important tourism drawcard. The recent opening of the Waitangi Mountain Bike Park has further increased the viability of this leisure activity in the region.

Current state of mountain biking

There are just two DOC managed mountain biking tracks in Northland out of 176 throughout New Zealand. There are several designated mountain bike parks including:

- Glenbervie mountain bike park near Whangārei – 44 tracks and approximately 120km of track length in total. This park is on land owned by Rayonier Matariki Ltd and is managed by Whangarei Mountain Bike Club.
- Parihaka mountain bike park – 23 tracks and approximately 15km of tracks length in total. This park is on WDC reserve land and is also managed by Whangarei Mountain Bike Club.
- Waitangi Mountain Bike Park – currently 26 tracks (more are planned in 2017/18) and approximately 40km in track length. This park is on land owned by the Waitangi National Trust and is managed by Focus Paihia.
- The Kerikeri Mountain Bike Club have built and maintain more than a dozen trails in the Kerikeri inlet / Waitangi Forest.
- Heads Up Adventures – a privately-owned mountain bike park that has recently opened near Onerahi.

Mountain biking has the potential to be a significant tourism earner. For example, it is estimated that the median annual recreational value of mountain bikers using the Whakarewarewa Forest in Rotorua is \$10.2 million, and \$5.2 million from walking.⁹ The estimated recreational benefit from mountain biking is almost five times the annual timber revenue from the forest based on indicative planted forest costs and revenues.

Northland is not as well-known as a mountain biking destination but is growing in popularity, evidenced by growing ridership at Waitangi Mountain Bike Park which is reported every month. The added value from the economy comes from increased guest nights and visitor spend rather than revenue generated from using the parks themselves (entry is free to Glenbervie and Parihaka although Waitangi encourages buying a voluntary wrist band priced at \$25). In this way, the parks provide an

⁹ *Non-timber values from Planted Forest: Recreation in Whakarewarewa Forest*, Turner et al (2011), NZ Journal of Forestry.

additional activity complementing built and natural attractions and extending tourism into the shoulder seasons (around summer).

Future opportunities for mountain biking

The opening of the Waitangi Mountain Bike Park has the potential to draw more tourists to the Far North. The business case for the park suggests that its development will create 50 Full Time Equivalent (FTE) jobs after 3 years and 168 FTE's after 10-15 years, and contribute \$6.4 million to the local economy over 3 years (\$21 million over 10-15 years).¹⁰ In the longer term, expansion at the park could see a visitor centre opened with café and toilet facilities. The park is also seeking silver star accreditation to hold competition level events which could be a big drawcard for the area.

Although Whangārei is well served by both Glenbervie and Parihaka mountain bike parks, facilities are limited. A toilet block is to be installed at the base of Parihaka in the near future. Information and signage marketing the parks is also limited. In the future, there are likely to be opportunities to improve facilities around these existing parks which will add to rider experience and generate greater awareness of the offer to the local community and to visitors.

Short term actions

- a) Improve infrastructure at pressure points on both walking and cycling trails, e.g. car parking and toilets.
- b) Enhance Pou Herenga Tai-Twin Coast Cycle Trail – the New Zealand Cycle Trail Inc. and the Pou Herenga Tai-Twin Coast Cycle Trail Trust / FNDC should plan for and support further experience and product development on the Pou Herenga Tai-Twin Coast Cycle Trail so that appealing new itineraries are available in travel trade channels and featured by travel media to grow the appeal and economic value of the Pou Herenga Tai-Twin Coast Cycle Trail.
- c) Develop new multi-day experiences, including by:
 - i. Councils and Northland Inc. supporting any future decision by DOC to establish a Great Walk in Northlands.
 - ii. Councils and DOC working together to develop/promote multi-day experiences using existing short and day walks / rides in the region.
- d) Support the development of local and urban networks, including by:
 - i. District Councils should develop opportunities in partnership with local community groups to expand local walking and cycling networks. Assistance could be in the form of community grants as well as

¹⁰ Business Case for Waitangi Mountain Bike Park, Focus Paihia

technical expertise with business case development, feasibility studies and design work.

- ii. District councils should consider dedicating more shared pathways for the use of pedestrians and cyclists where this is safe to do so.
 - iii. In partnership with local communities and special interest groups, develop local recreational walking and cycling tracks for the health, well-being, and social development.
 - iv. WDC should consider future expansion of the Whangarei urban network beyond the completion of committed projects.
 - v. District councils should look at opportunities to expand walking and cycling opportunities in other main centres.
- e) Connect Northland to Auckland via Whangārei, including by:
- i. WDC, KDC, Auckland Transport and the NZTA should work together to ensure that walking and cycling considerations are incorporated into planned roading improvements between Auckland and Whangārei.
 - ii. KDC, Auckland Transport and the NZTA should work together to on a joint proposal to connect the developing Rodney section of the Auckland to Whangarei Heartland Ride with the Northland section at Mangawhai utilising off-road and lightly trafficked routes.
- f) Enhance nationwide journeys: Te Araroa / Tour Aotearoa, including by:
- i. KDC and Auckland Transport should explore long term opportunities to expand chartered ferry links across the Kaipara Harbour to promote cycle based tourism as well as seeking ways to improve wharf infrastructure at Pouto Point.
 - ii. KDC should progress the Kaihu Valley River Cycle Trail by repurposing the rail corridor from Dargaville to Donnellys Crossing into an off-road cycleway and potentially also developing this route into a Great Ride extending further south to Matakōhe or Paparoa, subject to the development of a viable business case.
 - iii. District councils, DOC and Northland Inc. should work with the Te Araroa Trail Trust to support the development and enhancement of the national walking trail.
- g) Work with Maori as key partners to develop specific trails.

Longer term actions

- h) Improving coastal / harbour crossings on key routes
- i) Support the development of mountain biking opportunities, including by:
 - i. District councils should consider supporting the development of mountain bike parks through community grant funding and technical support.
 - ii. In addition to promoting the Waitangi Mountain Bike Park and planning for continued track maintenance and development, potential may exist for developing beach riding experiences / tours using new mountain bike (fat tyre) technology.
 - iii. In addition to physical track development, product development will be required so that companies offer services spanning bike hire through to training camps and guided rides to make it easy for locals and visitors to enjoy the facilities more.
- j) Investigate other Heartland or backcountry rides / walks including unused rail corridors, including by:
 - i. WDC and FNDC should work together to develop a Heartland Ride proposal between Whangārei and Bay of Islands utilising off-road and lightly trafficked routes.
 - ii. KDC should investigate the feasibility of a Great Ride or Heartland Ride between Dargaville (or Matakōhe / Paparoa should a Great Ride to these towns be deemed possible) and Mangawhai utilising off-road and lightly trafficked routes.
 - iii. District councils should liaise with Kiwirail, should rail corridors be decommissioned, for potential repurposing of redundant rail corridor for walking and cycling.
 - iv. KDC and FNDC should progress the development of the Waoku Coach Road as an alternative to using SH12, subject to the successful development of the Dargaville to Donnelly Crossing off-road cycleway.

B.2. Focus Area Two: Growing walking and cycling participation and promoting Northland's coastal point of difference

The purpose of this focus area is to ensure that the walking and cycling network and infrastructure built within focus area one is promoted with consistent messaging and utilised by both visitors and locals. The benefits that result from this focus area include:

- Improved health, social and environmental outcomes
- A modal shift for travel to work and education
- Increase international and domestic tourism spend
- Extend time spent in the region by visitors by slowing their pace of travel
- Improve employment prospects in the region.
- Enhance Northland's appeal as a cycling and walking destination
- Increase leverage from other initiatives in the region included in the Northland Economic Action Plan and the Provincial Growth Fund.

Current state of walking and cycling uptake in Northland

The Northland Regional Land Transport Plan (2015-2021) describes the benefits of walking and cycling for the region:

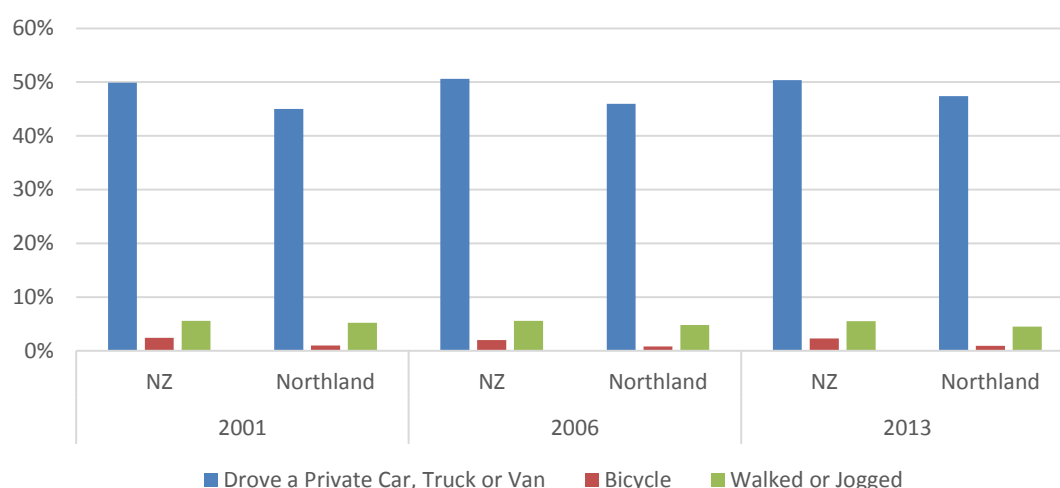
- Not all people have cars – such as the young and elderly
- There are substantial health benefits
- They are the most environmentally friendly forms of travel
- Economic benefits – less wear and tear on roading.
- Public transport is not always available
- Walking is already a component of most trips.
- They are both popular activities for visitors.

According to 2013 census data, the rates of walking and cycling versus other modes of transport are relatively low in Northland. A greater number of people are choosing to walk but, overall, the private car is much the favoured mode of transport to work. This is not dissimilar from NZ as a whole, although in Northland the choice of cycling to work is lower than the national average. These trends have remained relatively constant over the period between 2001 -2013¹¹ with reliance on the private car actually increasing slightly in Northland (Figure 7¹²).

¹¹ Data taken from Statistics NZ census data

¹² Figure 7 is a % of all those surveyed. A large % of those surveyed said they did not go to work on that day or worked from home, hence private car use is not higher.

Figure 7. Mode of transport to work in Northland and New Zealand



The 2017 Active NZ survey (the most recent survey of its type) provides an insight into the level of participation in sports in Northland.¹³ Encouragingly, walking is the most popular sport and recreational activity (55% of adults surveyed have walked in the last 7 days and 80% have walked in the last 12 months), rates not too different from the national average. However, rates of cycling in the region are notably below the national average. Only 7% of those adults surveyed have cycled in the last 7 days (compared with a national average of 11%) and, more significantly, only 18% have cycled in the last 12 months (compared with a national average of 27%).

The barriers to greater uptake of walking and cycling can be summed up as follows (most of these factors are not unique to Northland and could apply also to other provincial areas):

1. Physical barriers – distance, topography and conditions, including lack of infrastructure (e.g. signage), inappropriate infrastructure (e.g. poor surfaces), unsafe infrastructure or infrastructure that does not connect the right origins and destinations.
2. Psychological barriers – anxiety about crime and fear of traffic (i.e. an individual's common perception that it is not a safe method of travel).
3. Institutional barriers – inadequate initial and ongoing investment in infrastructure, external costs of not using private vehicles and historical neglect of pedestrian/cyclist interests in government administrations etc.

In practice, these factors overlap considerably. The lack of cycle network infrastructure in the region acts to create psychological barriers to travel in the region, particularly around fear of safety and crime. Cycling is an inherently more vulnerable form of travel, where not adequately separated from motor vehicles, with worse outcomes for riders from collisions. Historically there has been a lack of understanding on driver etiquette around cyclists. The 'share the road' scheme has

¹³ Sport New Zealand.– *Findings from the 2017 Active New Zealand Survey*.

introduced the 1.5m width for safe passing of cyclists on roads however this is not always adhered to and relies on enforcement and ongoing education.

Greater walking and cycling uptake in Northland could have significant benefits to health outcomes as the region generally fairs poorly across most indicators. For example, the region has a higher proportion of its population fall into the 'most deprived' category of the national index of deprivation compared with the NZ average. In 2016/17 38% were in Quintile 5 (most deprived) compared to a national average of 20% (nationally, equal proportions of the population live in each quintile). Greater deprivation can be a causal factor in worsening health outcomes including the development of comorbidities – i.e. a combination of factors leading to an early death (cancer, strokes, hypertension, heart failure, diabetes etc...)

In 2013/14, Northland had the third highest prevalence of obesity in New Zealand with 33.3% of adults obese. Northland has one of the lowest life expectancies, particularly for Maori males even when compared with national Maori population data. Northland also has one of the lowest self-ratings of good health at 87.9%. This measures a person's perception of their health status considering physical and mental health factors¹⁴.

Future opportunities to increase the uptake of walking and cycling in Northland

There are a number of way of encouraging behaviour change to increase walking and cycling in both every day activities such as travel to school and employment. One already discussed above is improvements to physical infrastructure such as dedicated, signed, off-road paths or on-road cycle lanes. Beyond this however there is the need to build-up the support network for walking and cycling infrastructure in the region. This includes secure storage facilities for bicycles (something which can be provided for by public funds) as well as cycle repair shops (something likely to be provided by the private sector).

Bikes in Schools is a programme led by the Bike on New Zealand Charitable Trust the purpose of which is to enable as many New Zealand children as possible to ride a bike on a regular and equal basis within the school. The package includes equipment, storage containers and tracks around the school grounds. A number of possible funding sources are suggested – local councils being one. NZ Transport Agency through the 'National Cycle Education System' has allocated \$600,000, administered through Bike on New Zealand, who will work with local councils to identify schools to financially assist. A number of schools in Northland have benefited from the scheme.

The emerging development of electric bicycles (e-bikes) presents an opportunity to overcome some of the barriers to greater uptake of cycling, i.e. distances and topography, primarily steep grades which would require a dismount for all but the fittest users. This also presents opportunities to encourage enterprising new businesses and deliver economic growth and employment opportunities. Elderly communities are seen as a major potential target audience.

¹⁴ Data from Northland District Health Board

Travel/journey planning is another way of encouraging walking and cycling through partnerships between district councils, district health boards, community groups and businesses. A dedicated resource in district councils would be useful to promote travel planning opportunities and would supplement work being undertaken to improve cycling infrastructure and promote school cycling.

Given the worse health outcomes outlined above it is important to engage particularly with Maori. The most recent Active NZ survey (2017) found that Maori and Pacific adults have lower than average weekly participation in sport. For the walking category, 56% of Maori had walked as a recreational activity in a given week whereas the rate for road cycling, mountain biking and BMX was around 9%. Both these rates were below the average however, young Maori spend the most time participating in sport in any given week. One of the barriers highlighted in the Active NZ survey was lack of fitness and poor health which were greater barriers than the average.

Growing awareness of the walking and cycling routes in Northland will be required to grow participation levels within the local community and with visitors to the region. An opportunity exists to promote the very best Northland has to offer so that these experiences provide a draw card for new walkers and cyclists to sample then engage in walking and cycling more often and for longer durations.

Northland has a dedicated regional tourism organisation (RTO), part of Northland Inc. Limited, a council-controlled organisation owned by Northland Regional Council. This important role occupies the space in the middle and works as a bridge between council and community/business interests.

Recently, promotion by the RTO has focused on highlighting Northland's walking and cycling trails including both district council managed trails and the DOC. The website portal highlights these as 'Northland journeys'. The 'journey' aspect to promotion is important and aligns with the vision of this strategy. It is expected that going forward, there will be a strong emphasis on story-telling, promoting the unique 'coastal' dimension to Northland's walking and cycling network. In promoting the 'journey' aspect, it is important to involve Maori. Northland has a rich tapestry of myths and stories involving travel – such as Kupe's journey around the coast.

What Northland presently lacks is unified walking and cycling branding. This includes everything from route signage to marketing material. Strong and unified branding will be important as regional walking and cycling routes develop. It is also a relatively inexpensive action to undertake compared to the investment in the trails themselves.

Northland has a number of advantages that allow walking and cycling to be expanded into the shoulder seasons (that is the period either side of summer). Although traditionally a summer beach destination, the weather in Northland rarely gets too cold for walking and cycling making it a viable destination for Aucklanders (our biggest domestic market) who wish to tour earlier or later in the year. This will be an important message to convey in any promotion of the walking and cycling network.

Short term actions

- a) The RTO continues to work with trail developers, businesses and the community to develop promotional material emphasising Northland's 'coastal' point of difference.
- b) Multiple agencies co-promoting our many tracks and trails, including repeating or amplifying in local media any positive international media stories that show how good Northland already is as a cycling and walking destination.
- c) Encourage locals to enjoy walking and cycling in Northland. District councils continue to partner with the NZTA, local schools, the Ministry of Education and Bike on New Zealand to deliver bikes in schools. District councils should also consider a resource to promote walking and cycling for everyday activities – for example work and educational activities.
- d) Attracting visiting walkers, cyclists and mountain bikers, such as investigating incentives for locals (perhaps supported by local businesses) to enjoy walking and cycling in Northland outside the summer season.
- e) Work with Maori to enrich walking and cycling journeys by intertwining myths and stories.
- f) Targeted engagement with Maori to grow participation rates in walking and cycling.

Longer term actions

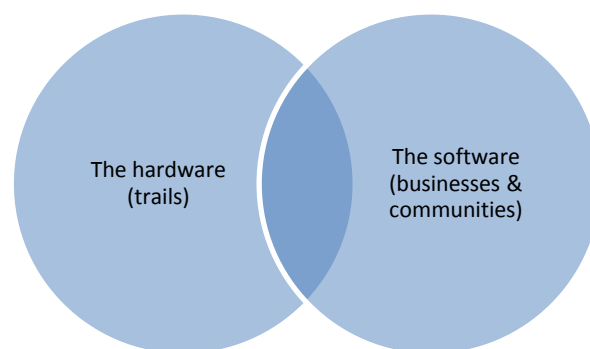
- g) Enable travel influencers to promote the region's walking and cycling options to others.
- h) Promote walking and cycling as key reasons to visit off-peak (i.e. spring / autumn campaigns / events)

B.3. Focus Area Three: Improving community wellbeing including creating economic opportunities

This focus area seeks to ensure that the benefits of developing and investing into a regional walking and cycling network flow through to locals. It concentrates on the “software” needed to provide a quality walking and cycling experience. These benefits include job creation and improved employment prospects, diversification of tourism opportunities, and less tangible aspects such as community pride.

The relationship between this focus area and focus area one – developing the trails themselves - is an important one as outlined by the figure below:

Figure 8. Relationship between focus areas one and three



The ‘hardware’ space is filled by district councils as well as agencies such as the DOC who fund and build the infrastructure. The ‘software’ space is filled by business seeking to leverage the economic benefits of trail development. This might include large scale operators but also smaller community enterprises, for example marae and homestay operators.

Northland has several attractions that receive large numbers of visitors, including the Bay of Islands, Waipoua Forest and the Tutukaka Coast. Like many popular tourist attractions across the country, these areas are increasingly under pressure from rising tourist numbers.

On the other hand, there are many areas of Northland that do not see many tourists as they are simply seen as ‘off the beaten track’, or lack specific attractions or the infrastructure to encourage people to visit. This includes most of the west coast and some of the east coast (away from the popular Bay of Islands and Tutukaka coastline). Many of these areas are some of the more economically and socially deprived areas of Northland. The development of walking and cycling routes could be a game changer for these areas and that the experience elsewhere can be replicated in Northland. This is borne out by regional and national evidence.

The development of the New Zealand Cycle Trail has had positive economic benefits in New Zealand to date. The Nga Haerenga, New Zealand Cycle Trail Evaluation Report (2014) estimated that visitors spent between \$131 - \$176 per person per day or between \$173 - \$743 per person per trip on the existing trails. 439 businesses

included in the report attributed 5% of their turnover to trail business with 50 new full-time positions created. One in seven businesses also said that the capacity for their services had been expanded at some stage, approximately 1000 people have been employed on the development of the trails since construction began. More widely, \$50 million of economic and social benefits have been realised with a positive cost: benefit ratio of 1:3.55. Anecdotally, the report found that the development of the trails fostered a sense of community pride.

In the Northland context, it is likely that similarly positive feelings will be created as tangible pieces of infrastructure begin to take shape. In Northland, the Pou Herenga Tai-Twin Coast Cycle Trail has attracted an estimated \$400,150 in revenue from domestic tourists and \$116,649 in revenue from international tourists (total visits 14,517). This was in 2015, prior to the full opening of the trail so the actual revenue and number of visitors may be higher now.

Walking and cycling trail development is expected to be especially economically beneficial in Northland because the region typically has higher rates of unemployment than most other regions of New Zealand. As of March 2018, unemployment sits at 6.3% which is higher than the national average of 4.6%. This is actually a 10-year low with unemployment in the recent past being in the range of 8-9%. The development of trails is likely to provide tangible jobs for workers during the construction phase with some positions remaining long term for track maintenance. The construction of tracks is a transferable skill, the expertise of which can be exported to other regions of New Zealand.

The perception of security and safety in walking and cycling is an important factor which contributes to an individual's modal choice. Improving security and safety is therefore an important aspect which needs to be taken into consideration when addressing the well-being of walkers and cyclists. This can be done through increased signage, lighting in appropriate places, better intersection crossings, advocating for mobile coverage, adequate car parking, road safety programmes, etc.

Short term actions

- a) Ensuring capacity and capability of Northland businesses offering walking and cycling related services
- b) Continue to improve walker and cyclist safety and security
- c) Engage local youth / unemployed in track building or operations where practicable

Longer term actions

- d) Celebrate achievements of walking and cycling options to build local awareness and pride

e) Investigate incentives and events for locals to bring a visitor to a track / trail

B.4. Focus Area Four: Ensuring walking and cycling infrastructure, and its use, is sustainable

This focus area ensures that the work undertaken in the other three focus areas is done in a sustainable manner. While walking and cycling is inherently more sustainable than other forms of transport (the uptake of walking and cycling can lead to a reduction in carbon emissions and less wear and tear on the road network), it can come with environmental and resource costs.

For example, while seeking to increase visitor numbers, it is important to ensure that additional pressure is not placed on the environment. Ensuring that appropriate governance and funding arrangements for trails are put in place is also part of sustainable development.

A key benefit of developing an expanded regional walking and cycling network is that visitors can be spread to other less travelled parts of the region, reducing pressure on natural and infrastructure assets (existing trails, car parks, toilets and the like). In doing so however we need to ensure that we are not creating new environmental pressure and risks which did not previously exist. For example, walking and cycling trails could be a vector to transport pest species and disease.

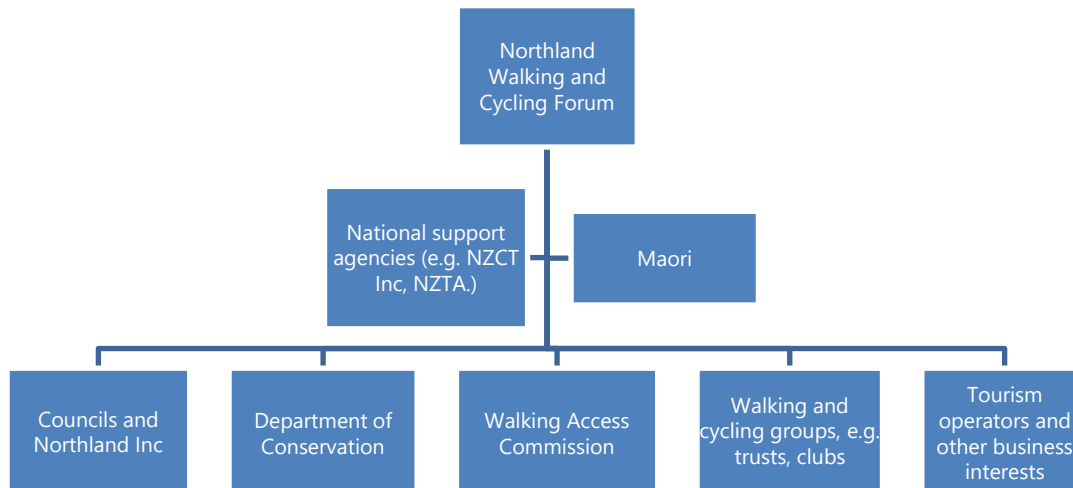
Particularly vulnerable is Northland's kauri forests. Kauri dieback has illustrated the risks associated with the spread of diseases to vulnerable and much treasured areas due to visitors. Kauri dieback is a disease spread by people not cleaning footwear or moving off track treading onto kauri roots. The disease is a major threat to kauri, a number of which are thousands of years old, with Northland having the largest and widest kauri trees in New Zealand. Some 450 sites across Northland, Auckland and Waikato have been identified as potentially affected, with most of these sites located in Northland. In June 2018, the Department of Conservation proposed to close or partially close 34 bush tracks in the upper half of the North Island to combat kauri dieback. Thirteen of these tracks are in Northland, including some tracks within the Russell and Waipoua Forests. Walking and cycling trails will thus need to be designed with environmental sustainability in mind.

In developing trails, it is important that they are constructed and maintained at the appropriate grade level and are fit for purpose. This will provide both a predictable experience for visitors as well as reduce wear and tear and thus long term maintenance costs. Ultimately this will mean that the trails are more financially sustainable. A number of innovative solutions could also be examined to reduce the local burden of trail maintenance (refer to actions below).

There is already a significant amount of work underway to improve walking and cycling infrastructure and participation within each of the three districts of Northland. This strategy is the start of an ongoing set of projects and processes that will deliver

additional connectivity and synergy for Northland. At the heart of this regional strategy will be an ongoing process for prioritising and optimising walking and cycling development activities carried out by a regional walking and cycling forum (Figure 9).

Figure 9. Northland Walking and Cycling Forum proposed structure



The forum will bring together those with roles and responsibilities in developing walking and cycling:

- The Regional Council, whose role is to coordinate the effort of the regional forum as well as advocating for a national share of walking and cycling funding for the region.
- District councils, whose roles are to fund the local share, construct and maintain walking and cycling routes and support local initiatives to increase the uptake of walking and cycling.
- Northland Inc. whose role is to promote walking and cycling from a visitor perspective.
- National support agencies often have a number of overlapping roles, for example NZTA is responsible for allocating funding to district councils through the National Land Transport Fund but also constructs, operates and maintains its own infrastructure. The Department of Conservation also owns land and undertakes trail development. The Walking Access Commission provides advice and advocacy.
- Maori will have an important role in providing guidance on the development of trails as well as how to promote and look after them.
- Local walking and cycling groups have an important role providing advice on the development of trails from a usability perspective. Tourism and business interests could provide advice from a commercial perspective.

Short term actions

- a) Establish the regional walking and cycling forum with representation from Maori.

- b) Continue to protect sensitive areas, tracks and trails including through education, infrastructure (e.g. wash stations) and closures where appropriate
- c) Promote less used walking and cycling areas, tracks and trails and de-emphasise sensitive areas in regional promotion
- d) Work with Maori utilising the principle of Kaitiakitanga (guardianship) to protect and manage trails sustainably.

Longer term actions

- e) Investigate options for alternative uses of payment to support trails with ongoing maintenance
- f) Monitoring and reporting use of walking and cycling areas / infrastructure
- g) Review and improve progress under this and other walking and cycling strategies in Northland
- h) Consider processes to establish custodial ownership of tracks and trails where appropriate

Appendix 1. Prioritisation of potential track and trail projects

In preparing this Strategy criteria was developed to assess the benefits and relative merits offered by new potential track and trail projects for walkers, cyclists and possibly also horse trekking. The criteria will continue to be used by the Regional Walking and Cycling Forum to re-evaluate those projects already identified as additional information comes to hand and to assess other track and trail projects as they are identified. The criteria considers the following nine components:

- a. Route offers wow factors (e.g. views, stories and links to iconic places or attractions) that align with our draft vision for Northland as "a world's best coastal walking & cycling destination"
- b. Likely to attract walkers or cyclists (in the appropriate target market e.g. easy, intermediate or avid)
- c. Will deliver significant economic benefits in the long term i.e. beyond the build phase
- d. Enables complementary benefits for community health, commuting and events
- e. Provides a safe route(s) for walkers and cyclists
- f. Route is logical and direct
- g. Route connects with accommodation, attractions and other services e.g. cafes / retail
- h. Route integrates well with other walking & cycling routes
- i. Local community supports the trail / route i.e. there is a local project champion or group

The use of this criteria has influenced the short and longer term priorities in Focus Area One.

5.5 Chief Executive's Report August 2018

Acting Chief Executive 2002.02.18/August

Recommended

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



Chief Executive's Report

For the month of August 2018

Part One

- a) Chief Executive's overview**
- b) Activities report**
- c) Contract acceptance**
- d) Looking Forward**

Part Two

Financial Report for August 2018

Part One

a) Chief Executive Overview – August

Annual Report 2017/2018

The draft Annual Report was progressed for submission to the September Audit, Risk and Finance Committee for consideration.

Plan Change 4 (PC4)

Council together with Fire and Emergency NZ filed draft consent documents with the Environment Court in late August. The consent documents were also signed by 18 of the 88, s274 parties.

The Court directed that s274 parties who wished to participate were to advise the Court by 14 September. The Court received no responses and will now proceed to consider the consent documents.

Kaihu and Maungaturoto Raw Water Users

Unfortunately, all efforts to secure alternative funding from various government agencies to assist the affected owners have been unsuccessful. These owners will now be given the opportunity to consider Council's offer of a loan to fund the remedial works.

Regional Land Transport Programme 2018-2021

The NZ Transport Agency has confirmed approval of Council's subsidised roading programme for the next three years:

- i. Low Cost Low Risk (previously Minor Improvements) \$9,710,208;
- ii. Maintenance, Operations and Renewals \$44,655,000; and
- iii. Road Safety Promotion \$465,000.

The next step is to seek approval for the project budgets that exceed \$1.0 million that require specific business cases to support these projects.

b) Activities Report

1 Roads and Footpaths

Operational and Maintenance

The new maintenance contract is still within the three month embedding period, allowing for processes to be refined and tested, before at-risk payments are introduced against key performance measures (KPIs). The MAX.Audit tool was released in August and Council Supervisors received training on its use. It is expected KPI results for August will be available following the completion of the claim.

Capital

- Tangowahine Valley Road - tender was evaluated and is in the process of being awarded.
- Tara Road Culvert - tender is under evaluation.
- Garbolino Road slip - tender has been evaluated and is in the process of being awarded.
- Tomarata Bridge is undergoing a Benefit Cost Ratio (BCR) assessment which will conclude the level of investment required to maintain/upgrade the bridge. In conjunction with the bridge maintenance/upgrade, it is proposed to construct a pedestrian footbridge. A feasibility and value for money exercise is being carried out to justify the need for a footbridge.
- Contract 839 Pukehuia Road slip has been terminated and is under legal review to close the contract. The uncompleted work is being priced through a closed contest between pre-selected contractors.

Road Safety

The road toll is currently zero for Kaipara roads.

Three local road billboard sites have been identified and approved for road safety messaging under the regional programme. Designs are in progress.

The Kaipara Alcohol Accord logo design competition is underway and closes September with judging in October.

A Drive Soba course has commenced with six offenders attending.

2 Parks and Reserves

Mangawhai Community Park: We have stopped work on the service lanes/tracks until a resource consent has been granted for working near the wetlands and tree removal which is required to complete this work.

Taharoa Domain: Work is continuing on the track between Lake Taharoa and Lake Waikare track with acacia and wattle removal. Spot spraying of pampas and gorse was completed where the helicopter was unable to reach. The Corrections Department provided 100 hours of volunteer help.

Grounds are in good condition off the back of a wet winter, which places the mowing team in a good position for the expected grass growth. A prototype for a mower mounted 12v powered spray rig has been developed and trialled to great success which will be duplicated on the other two mowers in September. This will help with spraying and the ability to stay on top of the spraying programme. Annual infill planting across the district's gardens started this month with the focus on high profile gardens.

Staff have been busy with higher than usual burials for the month (7 burials, 1 ash burial).

Members of the Kaiwaka community have completed the fence around the playground at Kaiwaka. This was supported by Council and Broadspectrum (roading team) who supplied the traffic management at no cost to the community.

Work is continuing on the Mangawhai coastal walkway where we are incorporating all the tracks in the early planning stages of this project.

Other capital works projects are currently being scoped or quoted.

3 Community Activities for August

The Community Team continue to meet with the communities across the district to work with them to bridge the gap between the communities and Council and to support them with community led projects. Communities and groups the team has worked with this month are:

- Bi-monthly network meeting for Social Services;
- Sport Northland 'Play in the Park' community for the Sportville opening;
- Mangawhai Community Trust to discuss the needs of sport and recreation in Mangawhai;
- Fairy Tern Group to discuss potential licence to occupy;
- Ministry of Social Development and Council's Regulatory Manager to discuss Kaihu rural water issues;
- Mangawhai Artists to discuss a licence to develop at Mangawhai Park;

- Paparoa Library;
- Kaiwaka Can community meeting;
- Mangawhai Heads Surf Lifesaving Club to discuss a variation to their lease;
- Auckland Council to discuss the Smarty Grants electronic funding processes;
- Sportsville to work on licence to occupy and funding agreement;
- Kauri Coast Community Pool Trust;
- Dargaville Catholic Women's Group;
- Dargaville Business Forum to work with them to install Dargaville's welcome signs;
- Paparoa – planning for the Community Gala Day in November that will include gathering community ideas for the village green. Liaising with NZTA to find viable traffic calming solutions for the village. Arranging a site visit with staff and community;
- An updated Kaihu Valley Rail Trail Provincial Growth Fund application has been submitted;
- Dargaville Placemaking Programme – the Victoria Street Reserve Project is coming together and work will be finished before Christmas where a musical 'opening' will be organised;
- We received 14 nominations for the Citizens Awards; and
- We received 37 community grant applications. The total value of community grants applied for is \$296,796.58. The Community Grants Committee has met and allocated the grants budget of \$100,000 for this financial year.

4 Four Waters

There were improvements made during August with the maintenance programme now being driven by the data management tool, Assetfinda. This tool enables contractors to update and capture data in the field ensuring better asset details. Continued improvements will be beneficial to the network and overall contract. Broadspectrum has also committed an increase of resources to support Contract 798 from 9 to 13 employees, including additional key people to support the Contract Manager's role.

Audits of the treatment plants are carried out every six months to ensure the H&S of these are up to standard.

Inflow to the Mangawhai Wastewater Treatment Plant for the month of August 2018 totalled 15,371m³ which is down approximately 1.66% on the same month the previous year. The plant is continuing to operate within resource consent limits.

Planning of the 2018/2019 Four Waters capital works programme is well underway with most projects in design.

The Quail Way stormwater improvements construction contract was awarded to the preferred contractor, as part of the 2018/2019 capital works programme with construction due to commence on 17 September.

The design of the upgrades of wastewater pump stations in both Dargaville and Mangawhai are progressing and once complete will be ready for tender.

We continue to liaise with the NRC regarding our consents and compliance. Currently we are investigating improvements to the Kaiwaka and Te Kopuru wastewater ponds to ensure we rectify the current issues at these treatment plants.

5 Solid Waste

August has seen the completion of the design for the Bickerstaffe Road closed landfill rehabilitation. The tender package is being put together with the intention of going out to market in mid-September. The Hakaru closed landfill leachate improvement is also at a stage where a consent application can be lodged with NRC. The preliminary design for this is underway.

Positive discussions were held with a local plastics manufacturer in Ruawai who may be keen to expand their business to utilise some of the plastics that we can no longer recycle due to market conditions. The owner of the business is going through further discussions with other interested parties as to the feasibility of a possible expansion.

The Spur Road (Te Kopuru) clean-up of illegally dumped rubbish, which has been in the media, has been completed with the emphasis now on preventing and discouraging further dumping at this location. A total of 10 offenders have been identified and evidence has been sent for follow up for infringement notices.

6 Planning and Regulatory – August 2018

Planning	Received		% On Time	Average Working Days	YTD % On Time
	2017	2018			
Resource Consent Applications	51	46	60%	25.36	63%
224 Applications	13	7	100%	1	
Service Requests	168	139	96%		92%
19 lots were created during August in Otamatea. Overdue consents all related to subdivisions as a result of working through issues relating to Geotech reports. Planning was one team member short for the entire month.					

Building	Received		% On Time	Average Working Days	YTD % On Time
	2017	2018			
Building Consent Applications	65	74	87%	13.22	92%
CCC Applications	63	63	100%	1	92%
Service Requests	157	101	92%		92%

The total number of building consents received for August 2018 was 74. The combined value of these projects totalled \$12,456,542. There were 27 new dwellings and relocates received of which 17 were within Mangawhai. There were 5 commercial consents.

Regulatory	Received		% On Time	Average Working Days	YTD % On Time
	2017	2018			
Alcohol Applications	10	14		15.80	
Food Control Audits and Inspections	9	19	89%		84%
Service Requests	201	295	97%		98%

Alcohol applications and processing remain routinely consistent.

There were eight dog attacks last month, however there was insufficient evidence collected, as the customers could not fully identify the dogs for the majority of these attacks. The eighth is pending prosecution.

BCA Accreditation	Due	Completed		YTD % Completed
		YTD	August 2018	
BCA Audits	4	4	4	100%
Competency Assessments	2	1	1	67%

Audits and competency assessments on track. Quality Assurance Manager and Building Control Manager are preparing for the IANZ Audit scheduled for late October.

Policy

Provincial Growth Fund

Northland Water Storage and Community Hub are awaiting responses from Central Government

District Plan Review

Work is progressing with the District Plan review and workshops are planned with Communities to talk about urban development, capacity/growth strategies aiming for the first workshop in November in the east area of the district.

Kaipara Smokefree Policy

Looking to undertake public consultation on the draft policy adopted by Council. Consultation planned for October.

Taharoa Domain Bylaw

Briefing to Councillors planned prior to community consultation

Policy on Dogs and Dog Management

Needs to be implemented by the end of the financial year. Team are looking to present to Council a draft policy and associated Bylaw.

7 LIMs Overview

A Land Information Memorandum (LIM) is a property information report compiled by Council. This is typically obtained by a potential buyer when looking to purchase a property and must be issued within 10 working days of receipt. In August, all 51 LIM applications were processed on time, taking an average of seven working days.

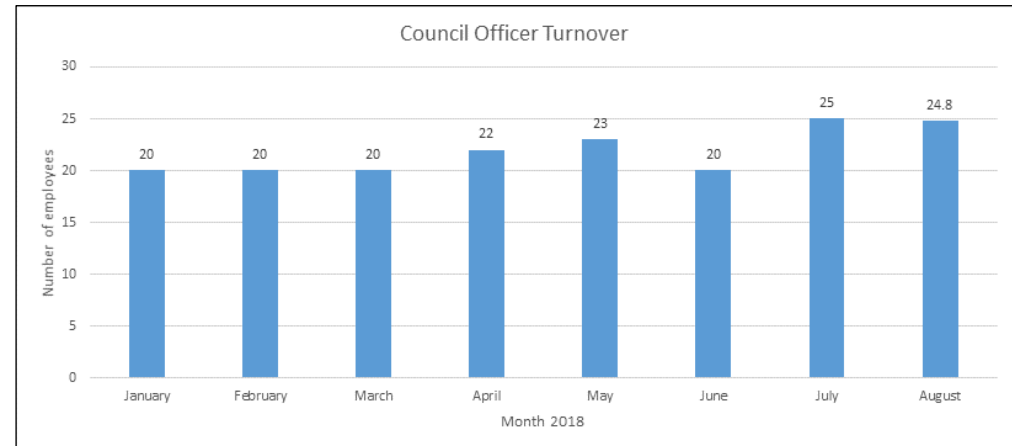
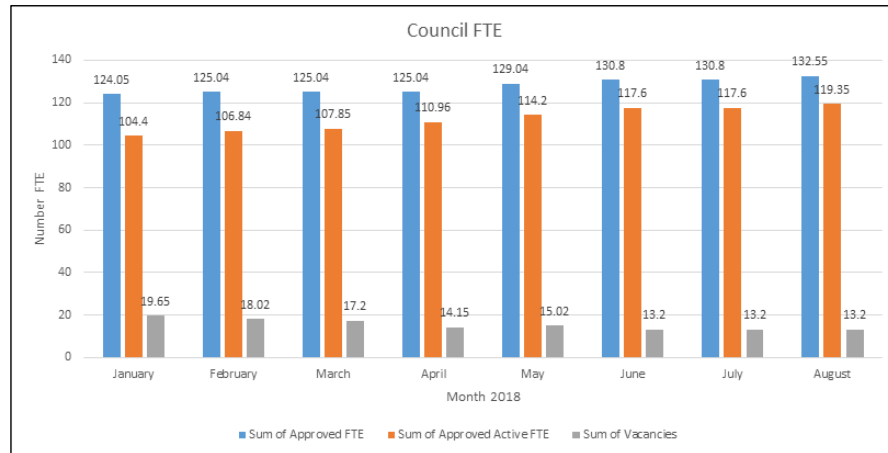
8 LGOIMA Overview – 01 to 31 August

Below is a list of requests received for information under the Local Government Official Information and Meeting Act 1987 (LGOIMA). Information requested as a LGOIMA must be answered within 20 working days from the day of receipt. All requests were processed within statutory timeframes.

Name	Subject
Patrick Abel (MBIE)	BC170672 - unconsented works
John Powell	Consents for property on Kai Iwi Lakes Road
Craig Jepson	Concrete work completed on lower Tara Road
MP Matt King's Office	Jack Boyd Drive, Mangawhai Heads
Taxpayers Union	Flights and International Trips
Ted Wedgwood	Te Kopuru Wastewater
John Emtage	Dogs uplifted from Te Kopuru and Dargaville
Clive Boonham	Reason for late delivery of rates notices
Taxpayers Union	Auditor and borrowing costs
Taxpayers Union	Employees involved with PGF and emails
Philip MacDonald	Capital infrastructure projects and costs
Clive Boonham	Legal costs and payment to Peter Winder
Taxpayers Union	Mayor's vehicle
Craig Moriarty	Mangawhai Wastewater Scheme
Hilary C	Mayor's calendar and expenses

9 People and Capability

People and Capability update:



10 Health and Safety

Workplace Health and Safety Management Report (August 2018)

Lag Indicators (Reactive)

Incident type	Events for month
Near Miss	2
Property Damage	0
Pain or Discomfort	0
Occupational Illness	0
First Aid Case	0
Medical Treatment Injury	1
Lost time Injury	0
Notifiable Event	0
Environmental Incident	0

Near Misses

- Librarian nearly tripped on crinkly mat
- Angry customer caused distress to a CS staff member

Medical Treatment Injury

- Staff member rolled ankle on a stone and fell to the ground, bruising her knee and fracturing her little finger

Incident type	Events for month
Near Miss	6
Property Damage	7
Occupational Illness	0
First Aid Case	2
Medical Treatment Injury	0

Incident type	Events for month
Lost time Injury	0
Notifiable Event	0
Environmental Incident	0

Near Misses

- Truck driving unloaded back to depot when tailgate came open
- Doing a repair on a gate valve and found small bits of glass in mud
- Manually actuating handle on water jetter when the handle broke
- Ute towing trailered excavator lost traction on steep section of unsealed rural road due to wet conditions
- Subcontractor slipped and fell over on transport trailer deck
- Open gate in to a paddock, to check meter for Council, and got an electric shock

First Aid Cases

- Operator lifted rear engine cowling to refuel grader when cowling slipped off support and fell onto operators arm
- Runner grazed leg when lifting rubbish bag – a stick was poking out

There were no KDC public OH&S events during August.

c) Contract acceptance

Contract 879 – Quail Way Stormwater Improvements 2018

Awarded to Abergeldie Harker Ltd for the tender price of \$1,196,790.72 (excl GST). The accepted price is within approved terms of Council's 2018/2019 Water Services budget.

d) Looking Ahead

October

02	Tuesday	Citizens Award Committee	1.00pm	Dargaville Council Offices
09	Tuesday	Council Representation Review Extraordinary	9.00am	Kaiwaka Sports Complex, Kaiwaka
25	Thursday	Ordinary Council Meeting	9.30am	Northern Wairoa War Memorial Hall, Dargaville
25	Thursday	RTF Funding Committee	3.00pm	TBA

November

15	Thursday	Raupo Drainage Board Committee	10.00am	Ruawai
15	Thursday	Taharoa Domain Government Committee	2.00pm	Lake Waikere Centre, Taharoa Domain
19	Monday	Mangawhai Community Park Committee	10.00am	Mangawhai Council Offices
29	Thursday	Ordinary Council Meeting	9.30am	Tinopai Community Hall, Tinopai



Part Two

August 2018 Financial Report

	Year to Date August 2018			Indicator	Full Year
	Actual \$000's	Annual Plan \$000's	Variance \$000's		Budget \$000's
Total Rates	5,901	5,838	63	●	35,029
Operating Subsidies and Grants	1,399	764	635	●	4,584
Activity Revenue and Other Income	1,067	871	196	●	5,544
Total Operating Income	8,367	7,473	894	●	45,156
Employee Benefits	1,726	1,804	78	●	10,819
Contractors	1,771	1,594	(178)	●	8,706
Professional Services	657	797	140	●	4,924
Repairs and Maintenance	407	496	89	●	3,348
Finance Costs	367	492	124	●	2,950
Other Operating Costs	1,149	894	(255)	●	5,317
Total Operating Costs	6,746	6,075	(671)	●	36,063
Operating Surplus / (Deficit) before Depreciation	1,621	1,398	223	●	9,093
Capital Subsidies	216	1,379	(1,164)	●	8,276
Contributions	392	416	(24)	●	2,494
Other Capital revenue	116	0	116	●	175
Total Capital Revenue	724	1,795	(1,071)	●	10,945
Capital Expenditure	1,021	1,560	539	●	23,529
Total Capital Expenditure	1,021	1,560	539	●	23,529
Subtotal Capital	(297)	235	(532)	●	(12,584)
Surplus / (Deficit) before Loan Payments and Depreciation	1,324	1,633	(309)	●	(3,492)

KEY

- Favourable
- Unfavourable within 10% of Budget
- Unfavourable over 10% of Budget

Public Debt and Requirements		
	Jun-18 \$000's	Aug-18 \$000's
Debt		
Debt	46,000	43,000
Cash in bank (overnight deposits)	- 3,641	- 8,145
Net debt	<u>42,359</u>	<u>34,855</u>
Reserves (future obligations)		
Development Contribution Reserve	- 24,648	
Other Reserve	16,946	
Total	<u>- 7,702</u>	
Debt Requirements		
Debt	46,000	
Future obligations	16,946	
Gross Debt Requirement	62,946	
Less cash in bank	- 3,641	
Net Debt Requirement	<u>59,305</u>	

5.6 Resolutions Register and Action Tracker

Governance Advisor 1202.05

Recommended

That Kaipara District Council receives the Resolutions Register and Action Tracker dated 18 September 2018 and the information contained therein.

**Kaipara District Council
Resolutions Register at 18 September 2018**

Meeting Date	Agenda Item Number	Item Name	Details	Assigned	Status	Comments	Due
13/02/2017	6.4	Establishment of Older Persons Committee	Will look at other ways of engaging with older members of the community.	GM GSD	In Progress	To be considered in third quarter of 2018	Oct 2018
26/06/2017	7.6	Kauri Coast Community Pool – Licence to Occupy and maintenance grant	Agrees to develop Terms of Reference for a joint Council/Trust Kauri Coast Community Pool Management Committee to investigate reducing operating costs, reviewing fee structure, seeking external funding for programmes, improving the range of programmes, improving dedicated times for the elderly and promoting the pool to achieve increased attendance	GM GSD (DL)	Completed	Terms of Reference have been agreed on and finalised with the Management Committee.	June 2018
			Delegates the Chief Executive to negotiate a Licence to Occupy with the Kauri Coast Community Pool Trust on the standard terms and conditions	GM GSD (DL)	In Progress	On hold pending current discussion between Council, the Pool Trust and Sport Northland.	Oct 2018
			Re-assesses its involvement in the Kauri Coast Community Pool after the 2017/2018 swimming season.	GM GSD (DL)	In Progress	On hold pending current discussion between Council, the Pool Trust and Sport Northland.	Oct 2018
11/07/2017	1.7.2	Notice of Motion 2	1) That the Chief Executive develop a policy for the appointment of independent commissioners; and 2) That the policy include: a) the process for Council appointment to, and removal from the list of commissioners; and b) standardising of commissioner remuneration; and c) the requirement for Council approval of appointments of commissioners for resource consent hearings, and a procedure for appointment including: i) an alphabetical acceptance and refusal process to remove bias; and ii) a public register recording the process followed in point a); and iii) a process allowing applicants to refer disputes over appointments decisions to Council for resolution; and iv) mechanisms to allow qualified elected members to sit on hearing panels if Council decides to do so.	GM RPP	In Progress	Terms of Reference for the Planning and Regulatory Working Group is under consideration by Councillors and included in the March 2018 Council agenda. The intention is that this Working Group review the policy. Working group met on 11 April 2018. Staff to create a policy based on guidance from this meeting. Policy Team is aiming to have a draft ready in November.	Nov 2018
			3) That the Chief Executive work with a committee to be recommended by the Mayor in developing the policy and procedure	GM RPP	In Progress	As above	Nov 2018
			4) That any related current delegations be amended to reflect policy	GM RPP	In Progress	As above	Nov 2018
			5) That the policy be presented to Council for approval at 09 October 2017 meeting.	GM RPP	In Progress	As above	Nov 2018

26/09/2017	6.6	Stopbank reinstatement - land known as Section 73 75 part 44 Block XV of the Tokatoka Survey District	Delegates responsibility to the interim Chief Executive to complete any associated works for the stopbank reinstatement of Raupo Drainage District flood protection based on feedback from community consultation and expert advice	COO (SP)	In Progress	The Raupo Committee met in August, where the engineering options were presented to the Committee. The Committee has asked that Council look into what options are available for a set price significantly lower than the 2 options presented.	Nov 2018
			Notes that the works are to be funded by Raupo Drainage Targeted Rate.	COO (SP)	In Progress		Nov 2018
14/11/2017	6.13	Northpower – Assignment of Lease	Approves the assignment of the grazing licence from Northpower to Highview Investments Limited	GM R,F&IT (JB)	Completed		
			Delegates to the Chief Executive responsibility for execution of the Deed or Assignment on Council's behalf.	GM R,F&IT (JB)	In Progress	As it's a Deed this needs to be executed by two elected Members. Still Waiting for Northpower and Highview to execute the Deed and return same to Council for Execution.	October 2018
11/12/2017	6.5	Mangawhai Museum Partial Surrender of Lease	Approves the Partial Surrender of the Lease by the Mangawhai Museum	GM R,F&IT (JB)	Completed		
			Approves the grant to the Mangawhai Museum of a non-exclusive licence to use the surrendered area for the use permitted in its lease	GM R,F&IT (JB)	In Progress	Location of the Arts Building has now been identified so this can be excluded from non-exclusive licence area.	Dec 2018
			Delegates to the Acting Chief Executive responsibility for the finalisation of the Deed of Partial Surrender of Lease	GM R,F&IT (JB)	In Progress	The Deed of Partial Surrender can be finalised now with updated plans However Museum have advised they now want to new lease rather than a partial surrender. They have been advised the policy is now for LTO rather than lease. A draft LTO will be provided to the Museum so they can consider.	Dec 2018
25/01/2018	7.4	Reserve Contributions (use of) Policy: Adoption of reviewed Policy	Approves the reviewed Reserve Contributions (use of) Policy as amended at the Reserve Contributions Committee's meeting on 18 January 2018 (as Attachment 2 of the above mentioned report) and at this Council meeting on 25 January 2018	GM RPP	Completed		
			Consults on the reviewed Policy as part of the draft Long Term Plan process	GM RPP	Completed	Adopted at May 2018 Council Meeting	June 2018
			Prioritises the review of Reserves and Open Space Strategy (ROSS)	GM RPP	In Progress	To commence once LTP finalised. Review underway.	Dec 2018
28/02/2018	7.1	Licence to Occupy Review	Delegates to the Community Grants Committee the authority to review and recommend amendments to the Community Assistance Policy to provide clear policy guidance for Licences to Occupy, including amendments to the standard Licence to Occupy template	GM R,IT&F (FD&DL)	Completed	The LTO review was reported to the Community Grants Committee on 23 August.	Aug 2018
			Directs the Chief Executive to review the Rates Remission Policy to ensure there is consistency with the Community Assistance Policy	GM R,IT&F (CT)	Completed	Approved as part of the LTP	June 2018
28/03/2018	6.1	Private Seal Extension Policy 2018: Adoption for Community Engagement	Adopts the draft 'Kaipara District Private Seal Extension Policy 2018', circulated as Attachment 1 to the above mentioned report, and seeks community feedback on the draft Policy with the following amendments: □ to link to Rating Policy and re-worded for clarity to laypeople, in plain English; □ add interest and maximum term of less than 10 years, and obligations of those that do not agree	COO (HvZ)	In Progress	Finalising additions to the draft policy. Seeking to start community consultation programme to start the end of August. It will be a 7-week programme.	October 2018

			Delegates the Chief Executive and Councillors Wethey and Geange to approve the final wording	COO (HvZ)	In Progress	As above	October 2018
26/04/2018	5.2	Forecast Two 2017/2018	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	GM R,IT&F	Completed		
			Notes that the revised forecast shows increased operating revenues of \$1.6 million, reduced operating costs of \$0.4 million, increased capital funding of \$0.3 million and reduced capital expenditure of \$1.7 million from the estimates in Forecast One	GM R,IT&F	Completed		
			Approves the revised capital expenditure schedules, listed in Attachment 4 of the above mentioned report, and the carry forwards to the Long Term Plan 2018/2028	GM R,IT&F	Completed		
			Notes that forecast debt is currently projected in the order \$48.2 million which is a reduction of \$13.9 million compared with the planned \$3.8 million reduction in the Annual Plan. The increased reduction is due to release of available general reserves, property sales and development contribution payments for the Mangawhai Community Wastewater Scheme (MCWWS)	GM R,IT&F	Completed		
			Approves the out of limit position in terms of clause 6.3 of the Treasury Management Policy (this to be reviewed in six months)	GM R,IT&F	Completed		
			Notes that the Chief Executive is to provide Council with a full briefing on all options on the proceeds from the forestry asset sale	GM R,IT&F	In Progress	Agreed to prepare a Council paper in second quarter of 2018 regarding use of Forestry sale proceeds	Dec 2018
23/05/2018	5.1	Draft Long Term Plan 2018/2028: Deliberations and decision making	Receives all Submissions, including Late Submissions, provided to inform the Draft Long Term Plan 2018/2028 and thanks all submitters for their time and effort	GM GSD	Completed		
			Requests the Chief Executive to respond to all those persons/organisations that provided feedback including the responses to feedback points as noted in Attachments 1 through 15 to the above mentioned report	GM GSD	Completed	All submitters have been responded to.	Aug 2018
	5.1.3	Issues and Options: Reserve Contributions	Adopts the Reserve Contributions (use of) Policy as consulted on in the Consultation Document for the Long Term Plan 2018/2028 effective from 01 July 2018		Completed	Approved as part of the LTP	
			Continues to fund the existing \$100,000 p.a. budgets (\$150,000 for Mangawhai Park for 2018/2019 year only) for each of the three priority parks from reserve contributions as a priority over other reserve projects (and without being required to participate in the contestable funding round), until an alternative funding source is arranged, subject to each governance committee providing a business plan that conforms to the funding criteria of the policy	GM GSD (IL)	In Progress	Approved as part of the LTP, but process is being worked through to start contestable funding process from July 2018	
			Directs the Chief Executive to advertise the contestable funding round in July 2018 in accordance with the new policy	GM GSD (DL)	In Progress	The contestable fund process and timing is being reported to the September Council meeting.	Sept 2018

			Directs the Chief Executive to investigate the provision of alternative funding sources for the region's priority parks and other reserves on completion of the reviews of the Reserves and Open Spaces Strategy (ROSS) and the Reserve Management Plans to ensure there will be sufficient funding for their capital works programmes	GM RPP	In Progress		
5.1.7	Issues and Options: Mangawhai Community Wastewater Scheme		Approves the inclusion of \$20.05 million in the Long Term Plan 2018/2028 for the upgrade and extension of the Mangawhai Community Wastewater Scheme to accommodate new connections	GM GSD	Completed	Approved as part of the LTP	
			Agrees that the \$20.05 million shall be funded through debt	GM GSD	Completed	Approved as part of the LTP	
			Agrees that the growth portion of \$20.05 million debt servicing and financing be levied on future connections with the associated revenue raised from development contributions	GM GSD	Completed	Approved as part of the LTP	
			Notes that investigations of future disposal options to provide additional disposal capacity will be undertaken concurrently and a preferred option recommended to Council for approval	GM RPP	In Progress		
5.1.8	Issues and Options: Transportation		Pursues funding through the Provincial Growth Fund for the Pouto Road and Kaiwaka Mangawhai Road bridge projects	GM GSD (GL)	Completed	Applications submitted to the Provincial Growth Fund. No outcome yet	
			Includes Transport budgets totalling \$140 million in operating expenditure, and \$129 million in capital expenditure, as per the Consultation Document in the Long Term Plan 2018/2028	GM GSD	Completed	Approved as part of the LTP	
			Transfers \$200,000 per annum for Years 1 to 3 of the Long Term Plan from the Low Cost Low Risk work category to the Walking and Cycling, and New Footpaths work categories to allow the implementation of Council's Walking and Cycling Strategy, and New Footpaths programmes from Year 1 of the Plan		Completed	Approved as part of the LTP	
5.1.15	Issues and Options: Pensioner Housing		Approves the continued investigation of alternative options for the land it owns at Fagan Place in Mangawhai, including the possibility of working with external partners	GM RIF (JB)	Completed	Approved as part of the LTP	Dec 2018
			Requests the Chief Executive reports the results of the investigation to Council	GM RIF (JB)	In Progress	ET to develop project scope & identify project sponsor & Team	Dec 2018
26/07/2018	4.2	Road Vesting: Settlement Road, Hakaru, Kaiwaka	Agrees in principle to the vesting and purchase of a portion of private property, the area being 0.0300ha (300m²) of land for road being Lot 5 Revised subdivision plan RM170473 highlighted in yellow on aerial map (see Attachment 1 to the above mentioned report) for road reserve (Settlement Road) in Hakaru, Kaiwaka, subject to the costs associated being no more than \$1,500 + GST for the land itself and \$1,500 + GST for additional costs	GM I	In Progress	Staff have informed the applicant and are awaiting the applicant to provide the invoice upon the 224 being issued.	Nov 2018
			Delegates the Acting Chief Executive to finalise the acquisition of the aforementioned land	GM I	In Progress	As above	Nov 2018

	4.4	Kauri Coast Community Pool Update, Contract for Service and Licence to Occupy	That this item lie on the table until a meeting with the Kauri Coast Community Pool Trust is held with Elected Members and Council officers.	GM GSD	In Progress	A meeting with the Trust and Elected Members was held on 22 August 2018. Council staff and the Trust are now discussing with Sport Northland.	Sept 2018
	4.5	Notice of Motion Report Back and Review of the Elected Member Allowances and Recovery of Expenses Policy	Agrees that the Elected Member Allowances and Recovery of Expenses Policy is reviewed against the Kaipara District Council Remuneration Authority Determination for the 2018/2019 financial year	GM GSD	In Progress	The 2018/2019 Determination was received in August. Council Briefing was held on 27 August 2018. A decision report will be included in the September Council agenda.	Sept 2018
	4.7	Contract 879 Quail Way Stormwater Improvement - Request for approval to allocation of funds and to approve award of Contract	Brings forward \$500,000 from Year 2, and \$204,000 from Year 3 of the Mangawhai Stormwater Capital Works Budgets approved in the Long Term Plan 2018/2028 to fund the \$704,000 shortfall for Contract 879 Quail Way Stormwater Improvement	GM R,IT&F	Completed		
			Approves the award of Contract 879 Quail Way Stormwater Improvement to Abergeldie Harker Limited for the contract price of \$1,196,790.72 + GST	GM I	Completed	Contract awarded 03 August 2018.	
	4.8	Kaipara District Council Gambling Policies Review - Class 4 Gambling Venues Policy and Totalisator Agency Board (TAB) Venue Policy	Directs the Chief Executive to investigate and draft amendments to the Class 4 Gambling Venues Policy to be reported back to Council at the September 2018 Council meeting	GM RPP	In Progress	A decision report on the draft policy for consultation will be included in the September Council agenda	Sept 2018
			Retains the existing TAB Venue Policy with no changes	GM RPP	Completed		
			Delegates to a Hearing Panel of Councillors Curnow and Wethey and Mayor Smith the authority and responsibility to: • oversee the drafting of the Class 4 Gambling Venues Policy amendments and the Statement of Proposal; • hear submissions on the draft Class 4 Gambling Venues Policy; and • make recommendations to Council on the draft Class 4 Gambling Venues Policy	GM RPP	Completed	Consultation to take place in October 2018	Nov 2018
	4.11	Mangawhai golf course Reserve status exchange and Golf Club surrender of lease / variation of lease or grant of new licence	Approves the surrender of the Mangawhai Golf Club lease on Lot 33 DP 185449 and the driving range Licence to Occupy and agrees in principle to approve a new Licence to Occupy for the Mangawhai Golf Club in accordance with the Community Assistance Policy	GM R,IT&F	In Progress	In negotiation with Golf Club on terms and conditions in respect of Surrender and LTO	Nov 2018
			Directs the Chief Executive to publically notify Council's intention to grant the Mangawhai Golf Club a new Licence to Occupy as required in section 119 of the Reserves Act 1977, and to report back to Council on the results of this consultation so that Council can consider any submissions received in accordance with section 120 of the Reserves Act 1977	GM R,IT&F	In Progress	Notification was done in August, No objections received. Once the LTO and Surrender deed are finalised this will be reported to Council for final decision.	Nov 2018
23/08/2018	4.1	Smokefree and Vape-free Kaipara Policy - Confirmation of draft Policy for consultation	Agrees with the direction provided for in the draft Smokefree Kaipara Policy, circulated as Attachment Two to the aforementioned report, incorporating feedback provided	GM RPP	Completed		
			Approves the draft Smokefree Kaipara Policy in accordance with Council's Significance and Engagement Policy, incorporating feedback provided	GM RPP	In Progress		

		Forms a panel of three Elected Members, being Councillors Wethey, Joyce-Paki and Curnow to consider submissions and make recommendations to Council	GM RPP	Completed		
4.2	Alcohol Control Bylaw and Statement of Proposal - Adoption of drafts for consultation	Determines that a bylaw is the most appropriate way of addressing the perceived problem(s) associated with alcohol consumption in a public place	GM RPP	Completed		
		Adopts the Statement of Proposal for the Kaipara District Public Places Alcohol Control Bylaw including draft bylaw for public consultation	GM RPP	Completed		
		Agrees that the proposed alcohol control areas below and their associated controls as shown in the Statement of Proposal (circulated as Attachment Three to the aforementioned report) are to be consulted on alongside the draft Alcohol Control Bylaw. These being to [please see 23/08/18 minutes]	GM RPP	In Progress		
		Forms a Hearing Panel made up of three Elected Members, being Councillors Curnow, del la Varis Woodcock and Joyce Paki, one of whom will be the chair of the panel, and delegates to the Hearing Panel the responsibility to hear submissions and to provide recommendations to Council	GM RPP	Completed		
4.3	Budget Carryovers 2017/2018	Approves the carryover of the following budgets from the 2017/2018 financial year to the 2018/2019 financial year [please see 23/08/18 minutes]	GM R,IT&F (GMI)	In Progress	Finance Team will finalise accounts	
4.4	Carnes Road, Mangawhai, Improvement report	Resolves to approve the recommended Option A, which is to undertake routine maintenance estimated at \$200,090 + GST, to be prioritised and funded from existing budgets	GMI	In Progress	The work will be incorporated into the existing maintenance work, and will be prioritized as part of that process.	
4.5	Road stopping and amalgamation: 623 Golden Stairs Road, Paparoa	Agrees in principle to the stopping of a portion of the section of Golden Stairs Road in Paparoa, as marked red on aerial map (see Attachment 2 to the afore mentioned report) under s116 of the Public Works Act subject to reaching prior agreement with the purchaser on the terms and conditions of the Sale and Purchase Agreement, subject to the sale price being no less than \$7,800 plus GST (if any), and that the purchaser meets all costs associated with the transaction	GMI	In Progress		
		Delegates authority to the Chief Executive to finalise the sale of the stopped portion of road of the section of Golden Stairs Road in Paparoa, as marked red on aerial map (see Attachment 2 to the afore mentioned report)	GMI	In Progress		

6 Public Excluded Council agenda items 27 September 2018

Recommended

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

- *Confirmation of Public Excluded Extraordinary Council minutes 05 September 2018.*

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:

<i>General subject of each matter to be considered:</i>	<i>Reason for passing this Resolution</i>	<i>Ground(s) under Section 48(1) for the passing this resolution:</i>
<i>Confirmation of Public Excluded Council minutes 05 September 2018</i>	<i>Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>	<i>Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</i>

7 Open Council agenda 27 September 2018

Closure

**Kaipara District Council
Dargaville**